

SECTION III

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Holding a Meeting

When you consider holding a meeting, make sure that you have prepared adequate time to prepare for it and checked the calendar on HHWNC.org for non-conflicting dates with other committee or Board meetings. Feel free to invite other chairs to participate in the meeting. For instance, besides the Area Chair, a hotel project might include as participants in the meeting the Business Chair, Housing Chair, and Infrastructure Chair. Even though the PLUM Chair may hold a separate meeting for a project, courtesy invitation is appropriate. Also, a courtesy email to the President, Secretary, and 2nd Vice President for updates on the schedule would also be appreciated. Quorums for committee meetings are five (5) stakeholders. If there are less in a meeting, motions can not be voted upon. Please remember that, while you may have an opinion on a topic, ethics require that you invite both sides of an issue to present and speak on a topic. Acceptance of an invitation is up to the invited, but do your due diligence and record communications with all parties. Please read the City Attorney's four documents to Neighborhood Councils on meetings in the Ethics section of this binder.

The following meeting is broken down into three segments, Pre-Meeting, Day of Meeting and Post Meeting. Be sure to ask other chairs if you need help.

1) Pre-meeting:

- a) Calendar date & deadlines
- b) Confirm venue
- c) Coordinate agenda items
 - i) Research actual item
 - ii) Contact speaker(s) if necessary
- d) 72 hours days before to be Brown Act Compliant (can be done earlier)
 - i) Communication
 - (1) Post agenda on HHWNC.org as pdf deadline 72 hours (use buddy if necessary)
 - (a) 1 post
 - (b) 1 event
 - (2) Send agenda to DONE as pdf – deadline 72 hours
 - (3) Put in newsletter to (your) email list subscribers (use buddy if necessary)
 - (4) Contact HHWNC Outreach chair for posting on social media
 - ii) Equipment retrieval
 - (1) Projector
 - (2) Cords
 - (3) Banners
- e) 24 hours before
 - i) Order appropriate refreshments
 - ii) Print agenda
 - iii) Reconfirm venue
 - iv) Reconfirm speakers
 - v) Print email signup sheets
 - vi) Print stakeholder sign-in sheets

HHWNC Running a Meeting Checklist

2) Day of meeting

- a) Pick up food
- b) Arrive early to venue or have someone else to check out room.
- c) Put out food
- d) Put out meeting materials
 - i) Stakeholder comments
 - ii) Sign in sheets
 - iii) Put out HHWNC information
- e) Clean up
- f) Check out with any venue personnel and say thank you.

3) Post meeting

- a) Draft minutes
 - i) Post minutes on HHWNC.org as pdf (use tech buddy if necessary)
 - ii) Input email signups (use buddy if necessary)
 - iii) Craft Board agenda items if needed
 - (1) Send to President, copy Secretary with any attachments.
 - iv) Fill out Funding request for meeting expenses
 - (1) Send to treasurer when finished.
 - v) Return equipment

How to Add Your Meeting to the HHWNC Website

Step by Step Instructions

There are three main things you need to do to add a meeting to the HHWNC website:

1. Create a “Post” with your meeting agenda
2. Create an “Event” for the website calendar
3. Link the Post and Event together so that stakeholders who find the meeting on the calendar can easily get to the Post with the agenda

This process may seem like a lot of steps as you walk through it on the following pages. But once you’ve done it a few times, you’ll find that it only takes 1-2 minutes to add a meeting to the website!

If you have questions or need assistance, please contact your Web Buddy:

- Brian Dyer for area chairs
- Danielle Mead for issue chairs
- Britta Engstrom for executive committee

Login to the HHWNC Website

1. Go to <http://hhwnc.org>
2. Scroll down to the very bottom of the page
3. Click the Login link in the lower right-hand corner
4. Enter your HHWNC email address in the Username or Email field
5. Enter your password
6. Click the blue Log In button

If you don't know your password, click the Lost Your Password link. Enter your HHWNC email address and you will receive an email with a link to create a new password.

Go to Posts > Add new

The screenshot shows the WordPress dashboard for the site 'Hollywood Hills West'. The browser window title is 'Dashboard - Hollywood Hills West - WordPress - Mozilla Firefox'. The address bar shows 'www.hhwnc.org/wp-admin/'. The dashboard includes a sidebar with navigation links: Home, Updates (5), Brainstorm, Posts, Events, Media, Pages, Comments, Portfolio Items, Contact, Zephyr, Appearance, Plugins (5), Users, Tools, Visual Composer, Settings, and Custom Fields. The main content area is titled 'Dashboard' and features several widgets: 'At a Glance' (196 Posts, 47 Pages), 'Quick Draft' (Title, What's on your mind?, Save Draft), 'WordPress News' (WordPress 4.6 Release Candidate, HeroPress: The Joy of Giving Back, Post Status: Using Kickstarter to fund open source, Post Status: Scaling WordPress - Draft Podcast, Popular Plugin: Meta Slider), 'Wordfence activity in the past week' (Wordfence logo), and 'Top 5 IP's Blocked' (table with columns IP, Country, Block Count). A red arrow points to the 'Add New' link in the Posts menu.

Dashboard - Hollywood Hills West - WordPress - Mozilla Firefox

www.hhwnc.org/wp-admin/

Hollywood Hills West 5 0 + New Training Videos Events UpdraftPlus

Howdy, Danielle Mead

Screen Options Help

Dashboard

Home

Updates 5

Brainstorm

Posts

Events

Media

Pages

Comments

Portfolio Items

Contact

Zephyr

Appearance

Plugins 5

Users

Tools

Visual Composer

Settings

Custom Fields

At a Glance

196 Posts

47 Pages

WordPress 4.5.3 running Zephyr Child theme.

All Posts

Add New

Categories

Tags

Aug 2nd, 2:23 PM Executive Committee Meeting at Durant Library, August 9th at 4pm

Jul 30th, 5:33 PM Community Enrichment Meeting

Jul 29th, 11:30 PM HOLLYWOOD COMMUNITY PLAN

Jul 15th, 4:54 AM Board Meeting on July 20, 2016 at Durant Library at 6pm

Jul 11th, 9:57 PM Parks & Open Space Committee Meeting

Quick Draft

Title

What's on your mind?

Save Draft

WordPress News

WordPress 4.6 Release Candidate July 27th, 2016

The release candidate for WordPress 4.6 is now available. We've made a few refinements since releasing Beta 4 a week ago. RC means we think we're done, but with millions of users and thousands of plugins and themes, it's possible we've missed something. We hope to ship WordPress 4.6 on Tuesday, August 16, but we need [...]

HeroPress: The Joy of Giving Back

Post Status: Using Kickstarter to fund open source

Post Status: Scaling WordPress - Draft Podcast

Popular Plugin: Meta Slider (Install)

Wordfence activity in the past week

Wordfence™

Top 5 IP's Blocked

IP	Country	Block Count
**IP's blocked yet.		

www.hhwnc.org/wp-admin/post-new.php

Select your category first. This will customize the fields you need to complete based on the post type (meeting or news). You can select multiple categories.

The screenshot shows the WordPress 'Add New Post' interface. The main content area has a title field with the placeholder 'Enter title here' and a rich text editor below it. On the right sidebar, the 'Publish' section shows 'Status: Draft' and a 'Publish' button. The 'Format' section has 'Standard' selected. The 'Categories' section is at the bottom right, showing 'All Categories' and 'Most Used' tabs, with checkboxes for 'Area 1 Meetings' and 'Area 1 News'. A red arrow points from the text 'Select Category First' to the 'Categories' section.

Word count: 0

Revolution Slider Options

Choose Slide Template

default

Categories

All Categories Most Used

Area 1 Meetings

Area 1 News

- For a committee meeting, select the corresponding meeting category for your committee (for example, Area 3 Meeting).
- For general information, select the news category for related committees (for example, new signs being installed in Runyon Park may select Area 6 News and Parks News).

The screenshot displays the WordPress 'Add New Post' interface for the site 'Hollywood Hills West'. The browser address bar shows the URL 'www.hhwnc.org/wp-admin/post-new.php'. The interface includes a top navigation bar with 'New', 'Training Videos', 'Events', and 'UpdraftPlus' options. A left sidebar contains a menu with 'Categories', 'Tags', 'Events', 'Media', 'Pages', 'Comments', 'Portfolio Items', 'Contact', 'Zephyr', 'Appearance', 'Plugins', 'Users', 'Tools', 'Visual Composer', 'Settings', 'Custom Fields', 'Slider Revolution', 'Wordfence', 'Ultimate', and 'Collapse menu'. The main content area features a text editor with a toolbar and a large empty text area. The right sidebar contains several sections: 'Meeting Type' (set to 'Regular'), 'Location' (empty), 'Additional Attachments' (with an 'Add Row' button highlighted by a red arrow), 'Details' (with an 'Add Media' button), 'Categories' (with a list of categories including 'Enrichment Meetings' which is selected), 'Tags' (with an 'Add' button), and 'Sidebar'.

1. Enter the meeting name, such as August Community Enrichment Meeting
2. Enter the date and time of the meeting
3. Add the meeting agenda by clicking Add File button as shown below

Add New Post - Hollywood Hills West — WordPress - Mozilla Firefox

www.hhwnc.org/wp-admin/post-new.php

Hollywood Hills West 5 0 + New Training Videos Events UpdraftPlus Howdy, Danielle Mead

Add New Post

August Community Enrichment Meeting **#1 Enter Meeting Name**

Permalink: <http://www.hhwnc.org/august-community...richment-meeting/> Edit

Event URL

Agenda

No File Selected. **Add File** **#3 Click to Add Agenda**

Minutes

No File Selected. Add File

Date * **#2 Enter Date and Time**

8/24/16 6:00 pm

Meeting Type

Regular

Location

Additional Attachments

Publish

Save Draft Preview

Status: Draft Edit

Visibility: Public Edit

Publish immediately Edit

Move to Trash Publish

Format

Standard

Video

Gallery

Audio

Image

Quote

Link

Categories

All Categories Most Used

Board Meetings

Business Meetings

Business Meetings

In the media window, click the Upload Files tab

The image shows a screenshot of a web browser displaying the WordPress media library interface. The browser's address bar shows the URL `www.hhwnc.org/wp-admin/post-new.php`. The media library window is titled "Select File" and has a tab labeled "Upload Files" which is highlighted with a red arrow. A red text label "Click Upload Files Tab" is positioned next to the arrow. The media library displays a grid of media items, including PDF documents, images, and videos. The items are organized by date and type. The bottom right corner of the media library window features a blue "Select" button. The footer of the browser window includes the text "www.hhwnc.org/wp-admin/post-new.php" and "Version 4.5.3".

File Edit View History Bookmarks Tools Help

www.hhwnc.org/wp-admin/post-new.php

Hollywood Hills West 5 New Training Videos Events UpdraftPlus Howdy, Danielle Mead

Select File

Upload Files

All media items All dates Search

0816-Enrichment-Meeting-Agenda.pdf	0816-Enrichment-Meeting-Agenda.docx				hwd_propLU_041416_SubareasFIN AL.pdf		HHWNC-BOD-APPROVED-minutes-6.16.16.pdf
	7500-Meeting-Minutes-071216.pdf	HHWNC-BOD-Agenda-7.20.16-Final-1.pdf	HHWNC-BOD-Agenda-7.20.16-Final.pdf	HHWNC-5.18.16-Final-Minutes-1.pdf	HHWNC-5.18.16-Final-Minutes.pdf	Agenda-HHWNC-Area-3-Area-4-Housing-committee-3.7.16.pdf	Minutes-HHWNC-Area-3-Area-4-Housing-committee-3.7.16.pdf
Parks-Meeting-071416.pdf	POS-COMMITTEE-AGENDA-7.14.16.pdf	Area-7-Meeting-Agenda-071216.pdf	PLUM-COMMITTEE-AGENDA-7.13.16-2.pdf	PLUM-COMMITTEE-AGENDA-7.13.16-1.pdf	PLUM-COMMITTEE-AGENDA-7.13.16.pdf	Plum-committee-62316-draft-minutes.pdf	Area-9-6916-minutes.pdf

Select

www.hhwnc.org/wp-admin/post-new.php for creating with WordPress Version 4.5.3

Click the Select Files button and find the meeting agenda on your computer. Double-click the document to upload it.

The preferred file format is PDF so that people with all types of computers and mobile devices can read it. Alternately, you can upload a Microsoft Word file.

The screenshot shows the WordPress 'Select File' dialog box. At the top, there are two tabs: 'Upload Files' (which is selected) and 'Media Library'. The main content area is mostly empty, with the text 'Drop files anywhere to upload' and 'or' centered. Below this is a button labeled 'Select Files'. A large red arrow points from the right towards this button, with the text 'Click to browse your computer and then select Agenda file' next to it. Below the 'Select Files' button, it says 'Maximum upload file size: 64 MB.'. In the bottom right corner of the dialog, there is a blue 'Select' button. The background shows the WordPress admin interface with the title 'Add New Post · Hollywood Hills West — WordPress - Mozilla Firefox' and the URL 'www.hhwnc.org/wp-admin/post-new.php'.

Once the file has been uploaded, click on it to select (file will be highlighted in blue as shown below)

Click the blue Select button in the lower right corner. You will be returned to the Post screen.

Add New Post · Hollywood Hills West — WordPress - Mozilla Firefox

File Edit View History Bookmarks Tools Help

www.hhwnc.org/wp-admin/post-new.php

Select File

Upload Files Media Library

All media items All dates Search

Once file is uploaded, select it

0816-Enrichment-Meeting-Agenda.pdf

0816-Enrichment-Meeting-Agenda.docx

LYWOOD HILLS BORERHOOD COUNCIL

7500-Meeting-Minutes-071216.pdf

HHWNC-BOD-Agenda-7.20.16-Final-1.pdf

HHWNC-BOD-Agenda-7.20.16-Final.pdf

HHWNC-5.18.16-Final-Minutes-1.pdf

HHWNC-5.18.16-Final-Minutes.pdf

Agenda-HHWNC-Area-3-Area-4-Housing-committee-3.7.16.pdf

Minutes-HHWNC-Area-3-Area-4-Housing-committee-3.7.16.pdf

Parks-Meeting-071416.pdf

POS-COMMITTEE-AGENDA-7.14.16.pdf

Area-7-Meeting-Agenda-071216.pdf

PLUM-COMMITTEE E-AGENDA-7.13.16-2.pdf

PLUM-COMMITTEE E-AGENDA-7.13.16-1.pdf

PLUM-COMMITTEE E-AGENDA-7.13.16.pdf

Plum-committee-62316-draft-minutes.pdf

Area-9-6916-minutes.pdf

ATTACHMENT DETAILS

0816-Enrichment-Meeting-Agenda.pdf

August 2, 2016

238 kB

Delete Permanently

URL

Title

Caption

Description

Required fields are marked *

Downloads/Views

Click Select

Select

Thank you for creating with WordPress.

Version 4.5.3

Next, create an Event so that your meeting appears on the website's Calendar page:

- Hover over Events in the navigation
- Right-click with your mouse on Add New to open the window in a new browser tab or window

The screenshot shows the WordPress admin interface for 'Hollywood Hills West'. The browser title is 'Add New Post - Hollywood Hills West - WordPress - Mozilla Firefox'. The URL is 'www.hhwnc.org/wp-admin/post-new.php'. The 'Events' menu is open, and a red arrow points to the 'Add New' option. A red text annotation reads 'Right-click and open in new tab or window'. The page shows the title 'Community Enrichment Meeting', a date of '8/24/16 6:00 pm', and a meeting type of 'Regular'. The right sidebar includes 'Publish' and 'Format' sections.

Add the meeting name (you can use the same one as you used before)

The screenshot shows the WordPress 'Add New Event' form. The title field is populated with 'Community Enrichment Meeting', and a red arrow points to it with the text 'Add Meeting Name'. The form includes a sidebar on the left with navigation options like 'Dashboard', 'Posts', 'Events', 'Media', and 'Appearance'. The main content area features a rich text editor with a toolbar and a 'Word count: 0' indicator. The right-hand sidebar contains sections for 'Publish' (with 'Save Draft', 'Preview', 'Status: Draft', 'Visibility: Public', and 'Publish immediately' options), 'Tags' (with an 'Add' button and a link to 'Choose from the most used tags'), and 'Event Categories' (with checkboxes for 'Community Events', 'HHWNC Meetings', and 'Project Alerts', and a '+ Add New Event Category' link).

- Select HHWNC Meetings as the category. (For 3rd party events, such as National Night Out, select Community Events).
- Select the meeting date and time
- Select the location

The screenshot shows the WordPress admin interface for adding a new event. The page is titled "Add New Event" and shows the "The Events Calendar" form. Three red arrows point to specific fields:

- Select event type:** Points to the "Event Categories" sidebar on the right, where "HHWNC Meetings" is selected.
- Select date and time:** Points to the "TIME & DATE" section, where the start date is "2016-08-24" at "06:00 AM" and the end date is "2016-08-24" at "08:00 PM".
- Select venue:** Points to the "LOCATION" section, where the venue is "Will and Ariel Durant Branch...".

The form includes sections for "TIME & DATE", "LOCATION", and "ORGANIZERS". The "Event Categories" sidebar on the right also includes "Event Options" and "Featured Image" sections.

Click the blue Publish button to save your event

The screenshot shows the WordPress admin interface for adding a new event. The main content area is titled "Add New Event" and contains the following elements:

- Title:** Community Enrichment Meeting
- Permalink:** <http://www.hhwnc.org/event/community-enrichment-meeting-2/> (with an "Edit" link)
- Visual Editor:** A rich text editor with a toolbar containing icons for bold, italic, link, unlink, list, and other text formatting options. The editor is currently empty.
- Word count:** 0
- Draft saved:** at 12:05:17 am.

On the right side, the "Publish" meta box is visible, containing the following options:

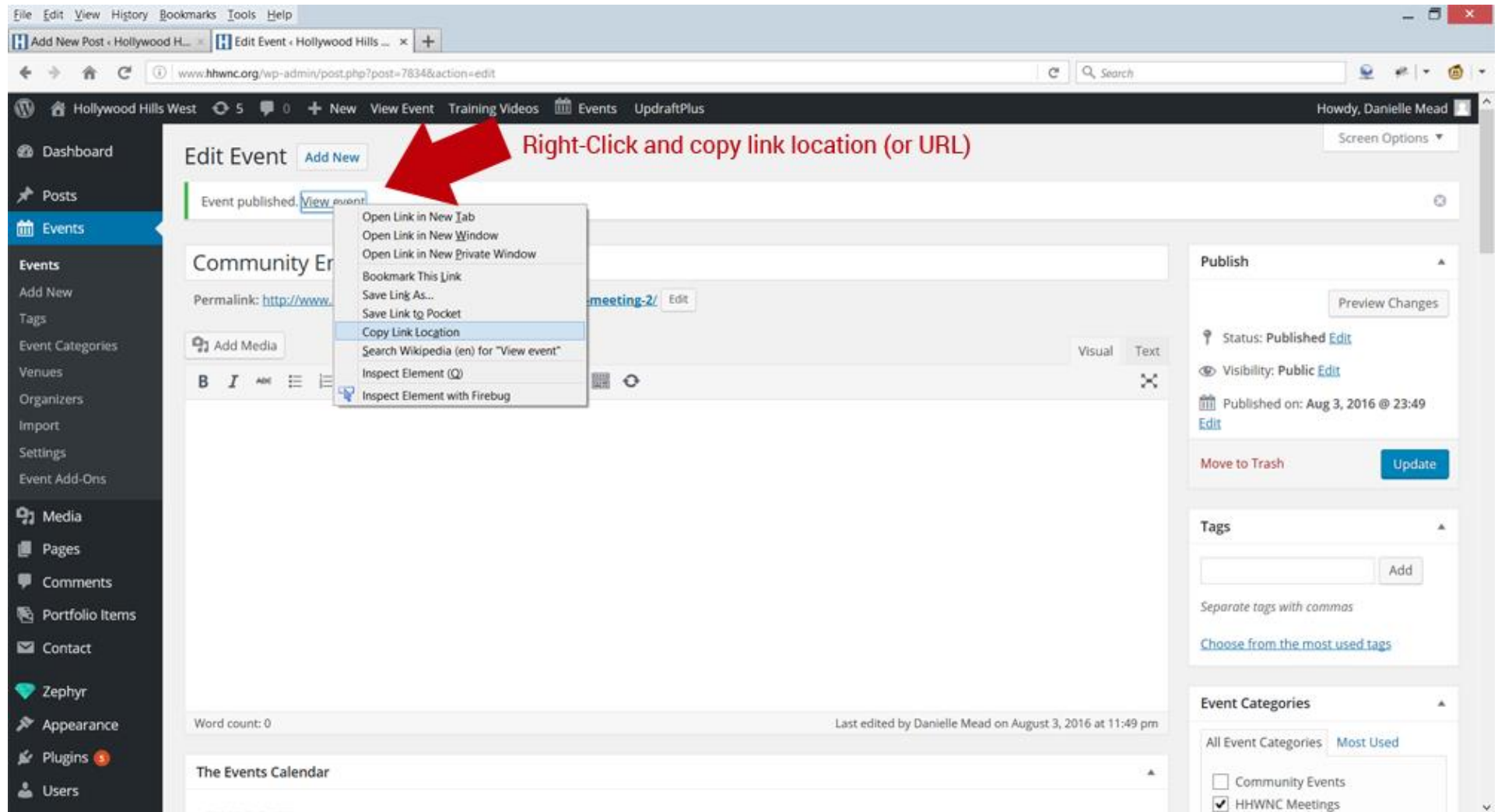
- Save Draft** (button)
- Preview** (button)
- Status:** Draft (with an "Edit" link)
- Visibility:** Public (with an "Edit" link)
- Published:** (with an "Edit" link)
- Move to Trash** (button)
- Publish** (button, highlighted with a red arrow)

Below the "Publish" box are the "Tags" and "Event Categories" sections:

- Tags:** An input field and an "Add" button. Below it, the text "Separate tags with commas" and a link "Choose from the most used tags".
- Event Categories:** A list of categories with checkboxes: "Community Events" (unchecked), "HHWNC Meetings" (checked), and "Project Alerts" (unchecked). Below the list is a link "+ Add New Event Category".

The left sidebar shows the WordPress navigation menu with "Events" selected. The top navigation bar includes "Hollywood Hills West", "5" notifications, "0" comments, and "New Training Videos Events UpdraftPlus". The user's name "Howdy, Danielle Mead" is visible in the top right corner.

Right-click with your mouse on the View Event link and select Copy Link Location or Copy URL (exact wording will depend on your browser)



The screenshot displays the WordPress admin dashboard for 'Hollywood Hills West'. The 'Events' menu is active, and the 'Edit Event' page is open. A red arrow points to the 'View event' link, which has a context menu open over it. The menu options include 'Open Link in New Tab', 'Open Link in New Window', 'Open Link in New Private Window', 'Bookmark This Link', 'Save Link As...', 'Save Link to Pocket', 'Copy Link Location', 'Search Wikipedia (en) for "View event"', 'Inspect Element (Q)', and 'Inspect Element with Firebug'. The 'Copy Link Location' option is highlighted. The page shows a 'Community Events' section with a 'meeting-2' link and an 'Update' button. The right sidebar contains 'Publish' and 'Tags' sections.

Right-Click and copy link location (or URL)

Open Link in New Tab
Open Link in New Window
Open Link in New Private Window
Bookmark This Link
Save Link As...
Save Link to Pocket
Copy Link Location
Search Wikipedia (en) for "View event"
Inspect Element (Q)
Inspect Element with Firebug

Word count: 0
Last edited by Danielle Mead on August 3, 2016 at 11:49 pm

The Events Calendar

Community Events
meeting-2 Edit

Visual Text

Publish
Preview Changes
Status: Published Edit
Visibility: Public Edit
Published on: Aug 3, 2016 @ 23:49 Edit
Move to Trash Update

Tags
Add
Separate tags with commas
Choose from the most used tags

Event Categories
All Event Categories Most Used
 Community Events
 HHWNC Meetings

Switch back to the original meeting Post and click on the Event URL field.

Paste the link: On a PC, press CTRL + V; on a Mac, press Apple button + V

The screenshot shows the WordPress 'Add New Post' interface. The title is 'August Community Enrichment Meeting'. The 'Event URL' field contains 'http://www.hhwnc.org/event/community-enrichment-meeting-2/'. A red arrow points to this field with the text 'Flip back to Post tab and paste in Event URL you copied'. The 'Agenda' section shows a PDF file named '0816-Enrichment-Meeting-Agenda.pdf'. The 'Date' is set to '8/24/16 6:00 pm' and 'Meeting Type' is 'Regular'. The right sidebar shows 'Publish' options (Save Draft, Preview, Publish) and 'Format' options (Standard, Video, Gallery, Audio, Image, Quote, Link).

Click the blue Publish button to save your post with the meeting agenda

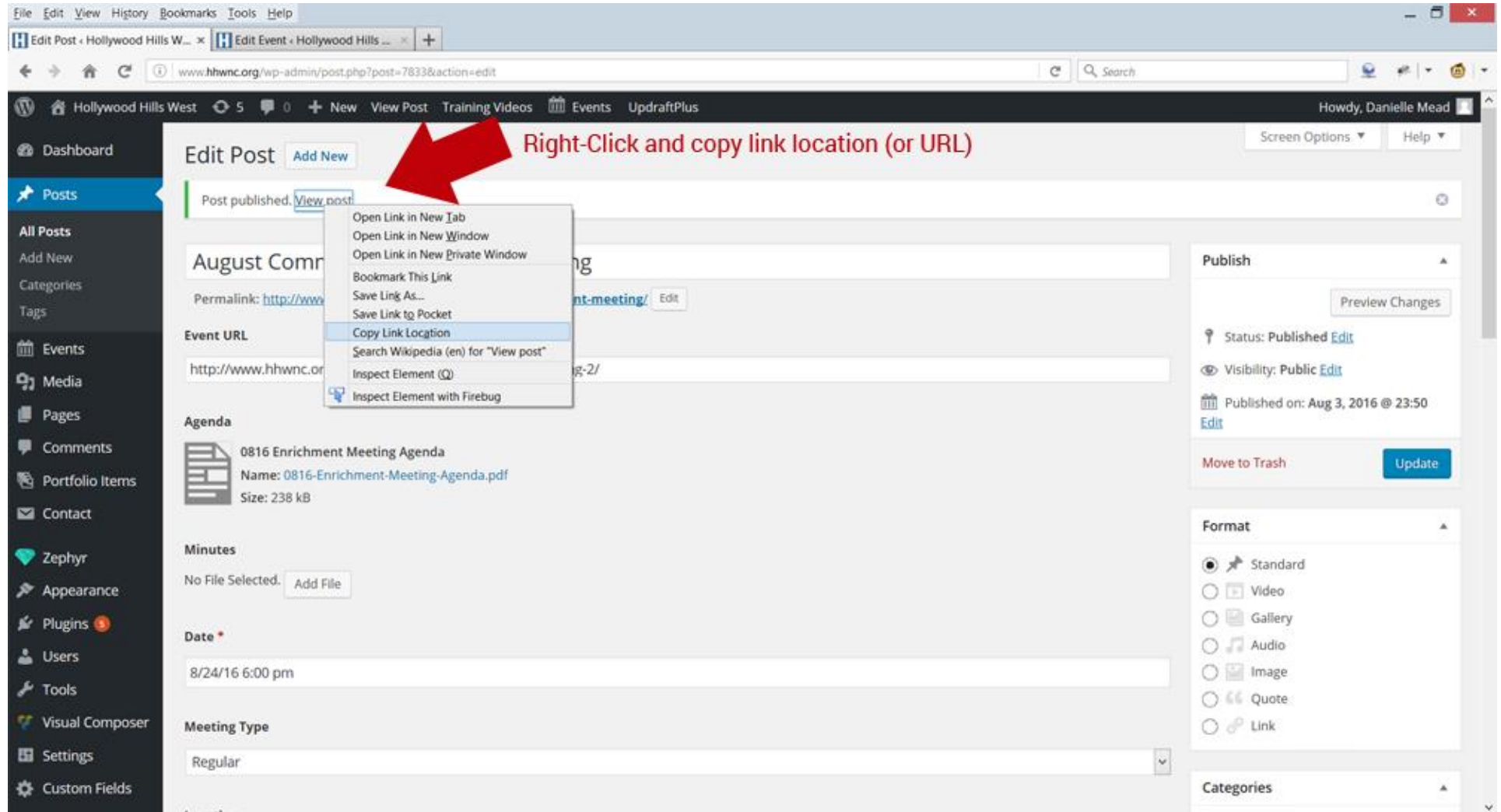
The screenshot shows the WordPress admin interface for 'Hollywood Hills West'. The main content area is titled 'Add New Post' and contains the following fields:

- Title:** August Community Enrichment Meeting
- Permalink:** <http://www.hhwnc.org/august-community...richment-meeting/> (with an 'Edit' button)
- Event URL:** <http://www.hhwnc.org/event/community-enrichment-meeting-2/>
- Agenda:** A PDF attachment named '0816-Enrichment-Meeting-Agenda.pdf' with a size of 238 kB.
- Minutes:** 'No File Selected.' with an 'Add File' button.
- Date:** 8/24/16 6:00 pm
- Meeting Type:** Regular (selected from a dropdown menu)
- Location:** (empty text field)

The right-hand sidebar contains several panels:

- Publish:** Includes 'Save Draft', 'Preview', 'Status: Draft' (with an 'Edit' link), 'Visibility: Public' (with an 'Edit' link), and a 'Publish' button. A red arrow points to this 'Publish' button.
- Format:** A list of content formats: Standard (selected), Video, Gallery, Audio, Image, Quote, and Link.
- Categories:** A list of categories: Board Meetings and Business Meetings.

Right-click with your mouse on the View Post link and select Copy Link Location or Copy URL (exact wording will depend on your browser)



The screenshot displays the WordPress admin dashboard for 'Hollywood Hills West'. The 'Edit Post' screen is active, showing a post titled 'August Comr' with a status of 'Published'. A red arrow points to the 'View post' link in the top notification bar. A context menu is open over this link, with 'Copy Link Location' selected. The menu options include: Open Link in New Tab, Open Link in New Window, Open Link in New Private Window, Bookmark This Link, Save Link As..., Save Link to Pocket, Copy Link Location, Search Wikipedia (en) for "View post", Inspect Element (Q), and Inspect Element with Firebug. The dashboard sidebar on the left lists various sections like Posts, Events, Media, and Plugins. The right sidebar shows the 'Publish' and 'Format' sections.

Switch back to the Event tab and click on the Event Website URL field.

Paste the link: On a PC, press CTRL + V; on a Mac, press Apple button + V

The screenshot shows the WordPress admin interface for editing an event. The browser address bar indicates the URL is `www.hhwnc.org/wp-admin/post.php?post=7834&action=edit`. The left sidebar contains a menu with items like 'Media', 'Pages', 'Comments', 'Portfolio Items', 'Contact', 'Zephyr', 'Appearance', 'Plugins', 'Users', 'Tools', 'Visual Composer', 'Settings', 'Custom Fields', 'Slider Revolution', 'Wordfence', 'Ultimate', and 'Collapse menu'. The main content area is the 'Edit Event' form, which includes fields for 'Phone', 'Website', and 'Email'. Below these is a section for 'EVENT WEBSITE' with a 'URL' field containing 'community-enrichment-meeting/'. A red arrow points to this field, and a red text box next to it says 'Flip back to Event tab and paste in Post URL you copied'. Other sections include 'EVENT COST' with a 'Currency Symbol' dropdown set to 'Before cost' and a 'Cost' field, and 'ADDITIONAL FUNCTIONALITY' with a link to 'available add-ons'.

Click the blue Update button to save the updated Event.

Your meeting agenda post and calendar event are now published on the website and linked!

The screenshot shows the WordPress 'Edit Event' interface. The main content area displays the event title 'Community Enrichment Meeting' and its permalink: <http://www.hhwnc.org/event/community-enrichment-meeting-2/>. The event is currently published, with a status of 'Published' and visibility set to 'Public'. The publish date is 'Aug 3, 2016 @ 23:49'. A red arrow points to the 'Update' button in the 'Publish' sidebar, indicating the next step to save the changes. The sidebar also includes options for 'Move to Trash', 'Tags', and 'Event Categories', with 'HHWNC Meetings' selected under 'Event Categories'. The bottom of the page shows 'The Events Calendar' widget.

Filling out an agenda –

The agenda, according to the Brown Act, must be posted 72 hours in advance of the meeting. Please plan accordingly to get it accomplished. Even though you may be running a virtual meeting, physical postings of the agenda are necessary.

1. In the header, input the names of the Committee(s) participating in the meeting at the top.
2. Input the date, time, location name and location address.
3. For Agenda item II, input the date of the last meeting.
4. For an agenda III (and more agenda items to be discussed), please write a brief description, including
 - a. Participating organizations invited – both sides of an issue need to be invited. They may choose not to participate;
 - b. Any city file or case numbers that is part of the discussion; and
 - c. if the agenda item is to be voted on to move onto the Board for consideration, please make sure the public knows a vote may be taken as part of the discussion.
5. For agenda item VI, if a future date is known, please input the suggested date.
6. The legal language at the top of the template is mandatory . Please input the physical name and address of where a hard copy of the agenda was posted 72 hours in advance of the meeting per The Brown Act in the small type.

<p>Hollywood Hills West Neighborhood Council Governing Board</p> <p>Anastasia Mann, President Stuart Ross, 1st Vice-President Jane Crockett, 2nd Vice-President Christina Michaelis, Secretary Brian Dyer, Treasurer</p>	<p>CITY OF LOS ANGELES CALIFORNIA</p> 	 <p>NEIGHBORHOOD COUNCILS</p> <p>200 N. Spring Street Los Angeles, CA 90012</p> <p>Email: NCsupport@lacity.org Website: www.empowerla.org</p>
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**Hollywood Hills West
NEIGHBORHOOD COUNCIL**
Enter Name of Committee(s)
Enter Date

Zoom Meeting Link: Enter Zoom link; Meeting ID: Enter ID
Phone Dial in: +1 (669) 900 6833; Code: Enter Code

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

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 2 minutes per speaker, unless adjusted by the presiding officer of the Board.

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Public Posting of Agendas

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You can also receive agendas via email by signing up for the HHWNC distribution at HHWNC.org, or subscribing to L.A. City's Early Notification System (ENS).

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 200 N. Spring Street Los Angeles, CA 90012, our website at www.hhwnc.org, at the Department of Neighborhood Empowerment's website at www.wmpowerla.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 the Board Secretary at secretary@hhwnc.org.

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 §§ 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

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.HHWNC.org

Agenda
All items are subject to motion and vote

- I. Call to order and welcome.**

- II. Approval of the Minutes of the [Enter previous menu date] meeting**
- III. Agenda item**
Agenda item description. Possible motion and vote.
- IV. Next Agenda item**
Agenda item description. Possible motion and vote.
- V. Next Agenda item**
Agenda item description. Possible motion and vote.
- VI. Update on Committee Chairs' Activities**
- VII. General Public Comment**
Comments from the public on non-agenda items within the Committee's subject matter jurisdiction. Each speaker will be allowed _____ minute(s).
- VIII. Adjournment**

CITY OF LOS ANGELES

CALIFORNIA

HOLLYWOOD HILLS WEST NEIGHBORHOOD COUNCIL OFFICERS

PRESIDENT
ANASTASIA MANN

VICE-PRESIDENT
STUART ROSS

SECOND VICE PRESIDENT
JANE CROCKETT

SECRETARY
DARNELL TYLER

TREASURER
MATT SHICHTMAN



HOLLYWOOD HILLS WEST NEIGHBORHOOD COUNCIL

7095 Hollywood Blvd., Suite #1004
Hollywood, CA 90028

Phone: (310) 854-6000
www.HHWNC.org

HOLLYWOOD HILLS WEST NEIGHBORHOOD COUNCIL

[COMMITTEE(S)]

[Date]

[Time]

[Location Name, Address or Zoom Meeting Link]

[If Zoom insert Meeting ID:]

[If Zoom insert Phone Dial in: +1 253 215 8782]

The quorum for the Hollywood Hills West Neighborhood Council committees is five (5). The public is requested to fill out a "Speaker Card" to address the Committee(s) on any item of the agenda prior to the Board taking action on an item. Public comments on agenda items will be heard when the item is considered. Comments from the public on non-agenda and agenda items are heard during the Public Comment Period and, within the discretion of the presiding officer of the Committee(s), when the respective item is being considered. Comments from the public on other matters not appearing on the Agenda that is within the Committee's subject matter jurisdiction will be heard during the Public Comment period. Public comment is limited to 2 minutes per speaker unless waived by the presiding officer of the Committee(s). Agenda is posted for public review: on bulletin boards at [INPUT LOCATION OF POSTING], and electronically on the Hollywood Hills West Neighborhood Council website www.hhwnc.org and on the Department Of Neighborhood Empowerment (www.lacityneighborhoods.com) 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 Darnell Tyler at Secretary@HHWNC.org. 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 three (3) business days (72 hours) prior to the meeting you wish to attend by contacting the Neighborhood Council Project Coordinator at 213-485-1360 or e-mail to lorenzo.briceno@lacity.org. In conformity with the September 16, 2021 Enactment of California Assembly Bill 361 (Rivas) and due to concerns over COVID-19, the Hollywood Hills West Neighborhood Council meeting will be conducted entirely with a call-in option or internet-based service option.

Every person wishing to address the Neighborhood Council must dial 1 253 215 8782, and enter 879 6178 5473 and then press # to join the meeting. Instructions on how to sign up for public comment will be given to listeners at the start of the meeting.

The public is requested to dial *9, when prompted by the presiding officer, 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 Committee's jurisdiction will be heard during the General Public Comment period. Please note that under the Brown Act, the Committees are 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 meeting. Public comment is limited to 2 minutes per speaker, unless adjusted by the presiding officer of the Committees. Agenda is posted for public review: on at: the Yucca Community Center, 6671 Yucca St, Los Angeles, CA 90028, Los Angeles; electronically on the Hollywood Hills West Neighborhood Council website www.hhwnc.org; and on the Department Of Neighborhood Empowerment, www.empowerla.org. You can also receive our agendas via email by subscribing to L.A. City's Early Notification System at <https://www.lacity.org/subscriptions>.

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<p>Hollywood Hills West Neighborhood Council Governing Board</p> <p>Anastasia Mann, President Stuart Ross, 1st Vice-President Jane Crockett, 2nd Vice-President Christina Michaelis, Secretary Brian Dyer, Treasurer</p>	<p>CITY OF LOS ANGELES CALIFORNIA</p> 	 <p>NEIGHBORHOOD COUNCILS</p> <p>200 N. Spring Street Los Angeles, CA 90012</p> <p>Email: NCsupport@lacity.org Website: www.empowerla.org</p>
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**HOLLYWOOD HILLS WEST NEIGHBORHOOD COUNCIL
Area 3, Area 4, Housing, & Business Committees Joint Meeting
Tuesday, September 13, 2022; 6:30 PM
Yucca Community Center, 6671 Yucca St., Los Angeles, 90028**

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ALL ITEMS LISTED ON THIS AGENDA ARE SUBJECT TO: POSSIBLE ACTION, INCLUDING A BOARD MOTION AND VOTING ON THE MOTION.

Agenda

- I. **Call to order and welcome.**
- II. **Approval of July 6 meeting minutes, motion and vote.**
- III. **[DIR-2022-4914-TOC-SPR-VHCA](#); 6611 Hollywood Blvd.**
Presentation of proposed project by applicant representative. Demolition of an existing commercial structure and construction of a new five story mixed use building. **Possible motion and vote.**
- IV. **[Los Angeles Municipal Code, Chapter 1, Article 1, Section 41.18.](#)**
A discussion of 41.18 enforcement during a record heatwave." Possible Motion: "The Area 3/Housing Committee recommends the HHWNC Board SUPPORT the continued execution of 41.18 encampment sweeps, regardless of air and sidewalks temperatures." **Possible motion and vote.**
- V. **Yucca Community Center Fall Event**
Motion: The Hollywood Hills West Neighborhood Council gives to Yucca Community Center financial support in the amount of \$1000.00 for its Halloween event to be held October 29, 2022. In return, Yucca Community Center will provide HHWNC a booth and table for HHWNC's community outreach.
- VI. **Comments from the public on non-agenda items within the Committee's subject matter jurisdiction.**
- VII. **Committee Business - Comments from the Committees on subject matters within the Committee(s)'s jurisdiction**
 - a. **Brief announcements by Committee Chair(s).**
 - i. Update on Yucca Franklin Triangle
 - ii. Update on Hollywood Community Plan Update 2
 - iii. Update on Dave & Buster's Café Entertainment application
 - iv. Update on project at 1723 Wilcox
 - b. **Introduce new issues for consideration by the Committee(s) at its next meeting/request that the item be placed on the next meeting's agenda.**
 - c. **Ask Committee Chairpersons to research issues and report back to the Committee(s) at a future time.**
- VIII. **Decision on next meeting date(s)**
- IX. **Adjournment**

Sending an Email to Your Stakeholder List

Stakeholders who sign up for the HHWNC email list can be found in Constant Contact, a system which allows us to send email newsletters. Every committee chair has a list that stakeholders can join by visiting the HHWNC website, and there is a larger list of all stakeholders which is used primarily to send out board meeting notices or important neighborhood-wide information.

Constant Contact only allows access for a few users, so all HHWNC board members have been assigned a Web Buddy who will send out stakeholder emails on their behalf. Check with the current Board as to who is currently the tech buddy assigned to you, depending on if you are an issue, area, or executive Board Member

Combining Emails

Please be aware that stakeholders may be on multiple lists – if they receive too many emails, they may unsubscribe. Therefore, we recommend combining emails for joint committee meetings into one.

For example, let's say Susie is on the Parks list as well as the Area 6 list. Those committees are having a joint meeting. If Area 6 sends an email about the meeting on Monday, and Parks sends an email about the meeting on Tuesday, Susie will receive two emails with the same information. Instead, Area 6 and Parks can send a single email about the meeting to both lists at once. In this case, Susie will only receive one email about the meeting.

Remember that stakeholders may be receiving emails from multiple committees about different topics. Buddies will attempt to schedule emails so that multiple messages don't go out on the same day and overwhelm our stakeholders.

How to Request an Email

Make sure to send the request to your buddy at least a few days before you want the email sent out.

This is especially important for committee meetings – do not wait until the day before the meeting to request an email. Your buddy may not be available to send the email and it's always best to give your stakeholders a week's notice of any upcoming meetings for the best attendance.

You must include the following information when requesting an email:

- **Email subject line.** This is what will appear in the recipient's inbox, such as "Join us at an Area 7 Meeting this Thursday"
- **Message content.** This is the body of the email – the actual message.
 - Start with a greeting ("Hi Area 2 Stakeholders").
 - End with a signature (your name, committee name, link to HHWNC website).
 - Include any links to your meeting agenda or other websites. Please note we are not able to attach an agenda directly to the email – it must be uploaded to the HHWNC website



Sun 7/14/19 9:53 PM

Mary Yarber - HHWNC Area 6 Chair <area6chair@hhwnc.org>

- WATTLES FUN DAY IS THIS SAT. 13TH!

To Brian Dyer

Hollywood Hills West Neighborhood Council | 7095 Hollywood Blvd., Suite #1004, Hollywood, CA 90028

STAY CONNECTED



WATTLES FUN DAY! Sat., July 13, 9-11:30am. Help tend 100+ year-old citrus and avocado groves, rose garden, community plots. Network/make friends with volunteers from other LA groups. Water provided -- but bring hat, gloves, sunscreen, snack. Area 6 is co-sponsor with HHWNC Environment Chair Barbara Witkin.



Follow Area 6 on Instagram: [Hollywood6Chair](#)
And on Twitter: [@6Chair](#)

Thank you,
Mary Laine Yarber
Area 6 Chair

Hollywood Hills West Neighborhood Council | 7095 Hollywood Blvd., Suite #1004, Hollywood, CA 90028

[Unsubscribe {recipient's email}](#)

[Update Profile](#) | [About Constant Contact](#)

Sent by area6chair@hhwnc.org in collaboration with

1



Try email marketing for free today!

3

4

Submitting an email blast to your web buddy.

Hollywood Hills West Neighborhood Council has an account with and uses Constant Contact. Because access is limited, HHWNC uses the Buddy System.

When submitting communications to your Buddy, please remember to time them appropriately so your Buddy can react to your request in a timely manner. Below are some guidelines, when requesting a blast. The following page is a sample of the information needed.

1. **The subject line of the email.** Constant Contact uses A/B testing with subject lines. Constant Contact deploys AB testing by sending out a small batch of emails with the two subjects. Whichever subject has a stronger response, Constant Contact will use it for the remainder of the recipients. If you would like A/B testing, let your Buddy know and provide them with your two subject lines.
2. **The text of the email.** You may use a greeting such as Dear Stakeholders. Please make your information concise and proof for errors. Your buddy can help format your text, if needed.
3. **Any pictures that you would like used.** You can photos as attachments in your email to the Buddy. Constant contact requires uploading of separate photos. Please reference where they should be placed (i.e., picture 1 goes here). If your email supports positioning of photos, you may use that as well.
4. **Social media references,** if used, please provide the handles and tags.
5. **Resend if unopen.** Constant Contact offers a choice to resend the email out if unopened. The starting interval before resending is three days. The default is four days. More can be requested.
6. It is not necessary to put the address of HHWNC. The address is both in the header and the footer of the email, as shown in the example following.
7. You may want an extra attachment added. This is not recommended. However, your buddy can upload to the HHWNC website, and link it to your email.

Remember, our stakeholders may be on more than one HHWNC email list. By default, they are automatically sent any Board Meeting notifications. With Area Committees, Issue Committees, Board, Special Events, etc., HHWNC can deluge its stakeholders with information. If you would be considerate and coordinate with other Board Members on stakeholder communications, please do so.

first and then we can link to it from the email. If you have been trained on how to use the HHWNC website, please upload your agenda and any other documents first and then include the link in your email request. Otherwise, send the agenda along with your email request and your buddy will post it for you. In this case, make sure to send your request at least five (5) days before the meeting to ensure it complies with Brown Act public notification rules.

- Attach any images you want included.
- Proofread and spellcheck your message before sending to your Buddy, making especially sure to double-check any meeting dates and times.
- **Preferred send date.** This is the date when your email will go out. You can either ask for the email to be sent as soon as possible or by a specific date. Buddies can schedule your email to be sent on a future date, so you can send your request whenever you have the email information ready. Buddies try to avoid sending out multiple emails from different chairs on the same day; please keep this in mind and try to send your request as early as possible.

There are advanced features we can utilize when sending emails, such as subject line testing and resending the email to people who haven't opened it. If you would like to try these features, please contact your buddy for more information.

HOLLYWOOD HILLS WEST Neighborhood Council

Date _____

For the latest news, alerts, meeting info, agendas, minutes, events & lots more visit our website!
 Get involved and sign-up as an HHWNC Stakeholder, and subscribe to our Committee Mail Lists.

<http://hhwnc.org>

PLEASE PRINT CLEARLY

						Stakeholder Affiliation			
1	First Name	Last Name	Number	Street	Apt	Phone	Homeowner or Renter	Religious org. Or Member	NonProfit Community Group/Org.
<input type="checkbox"/>	Add me to the HHWNC Mail List		City	State	Zip	email	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	First Name	Last Name	Number	Street	Apt	Phone	Homeowner or Renter	Religious org. Or Member	NonProfit Community Group/Org.
<input type="checkbox"/>	Add me to the HHWNC Mail List		City	State	Zip	email	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	First Name	Last Name	Number	Street	Apt	Phone	Homeowner or Renter	Religious org. Or Member	NonProfit Community Group/Org.
<input type="checkbox"/>	Add me to the HHWNC Mail List		City	State	Zip	email	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	First Name	Last Name	Number	Street	Apt	Phone	Homeowner or Renter	Religious org. Or Member	NonProfit Community Group/Org.
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7	First Name	Last Name	Number	Street	Apt	Phone	Homeowner Renter	Religious org. or Member	NonProfit Community Group/Org.
<input type="checkbox"/>	Add me to the HHWNC Mail List		City	State	Zip	email	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	First Name	Last Name	Number	Street	Apt	Phone	Homeowner or Renter	Religious org. Or Member	NonProfit Community Group/Org.
<input type="checkbox"/>	Add me to the HHWNC Mail List		City	State	Zip	email	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

NOTE: Section 54953.3 of the Brown Act says that "The signing, registering, or completing of this document is voluntary and that all persons may attend the meeting regardless of whether a person signs, registers, or completes this document."

Filling out a Board Agenda Item Form

1. In the first box, write your name and committee. If you held a meeting where the motion originated (if there was not previous meeting, put N/A) also put the motion's vote count. The actual motion will not go in this box. Put the date of the meeting. (past date)
2. The second box should be a short and terse explanation that will introduce a motion on the Board agenda. If there is not a motion, if it is just an update, that should be noted in the description.
3. The motion your committee(s) want the Board to consider (if it is fiscal, please be specific to the amount) should be put in the third box. The form is a Word document. Sometimes the boxes get messed up should you copy and paste. Any supporting documents will be sent as separate attachments accompanying the Agenda Item via an email submission.
4. Send electronically to the Secretary (secretary@HHWNC.org), and copy the President (President@HHWNC.org) and any other committee chair that was participating in the meeting when the motion was passed.

HHWNC Agenda Item Submission Form

1. Please submit any attachments to be included in the agenda packet as a separate documents.
2. Also submit a completed motion as you would like to see it appear on the meeting agenda.
3. Submit all agenda entries no later than **12:00 Noon** one week prior to meeting date and ensure that
4. Secretary and President are both copied.

Committee Chair Name:

Issue/Area Title:

Committee Meeting Date:

Motion/Result:

Item for BOD Meeting Date:

Topic Description:

Motion (if applicable):

HHWNC Agenda Item Submission Form

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2. Also submit a completed motion as you would like to see it appear on the meeting agenda.
3. Submit all agenda entries no later than **12:00 Noon** one week prior to meeting date and ensure that
4. Secretary and President are both copied.

Committee Chair Name: Brian Dyer / Luminita Roman

Issue/Area Title: Area 3 / Housing

Committee Meeting Date: May 6, 2019

Motion/Result: Yes: 11, No: 0, Abstain: 1

Item for BOD Meeting Date: May 15, 2019

Topic Description: AB 724 would require the Department of Housing and Community Development to create a rental registry online portal, which would be designed to receive specified information from landlords regarding their residential tenancies and to disseminate this information to the general public.

The City of Los Angeles has no accurate way of quantifying accurately its housing stock. It gets figures from Census records and reports, and the Department of Planning demolition and building permits.

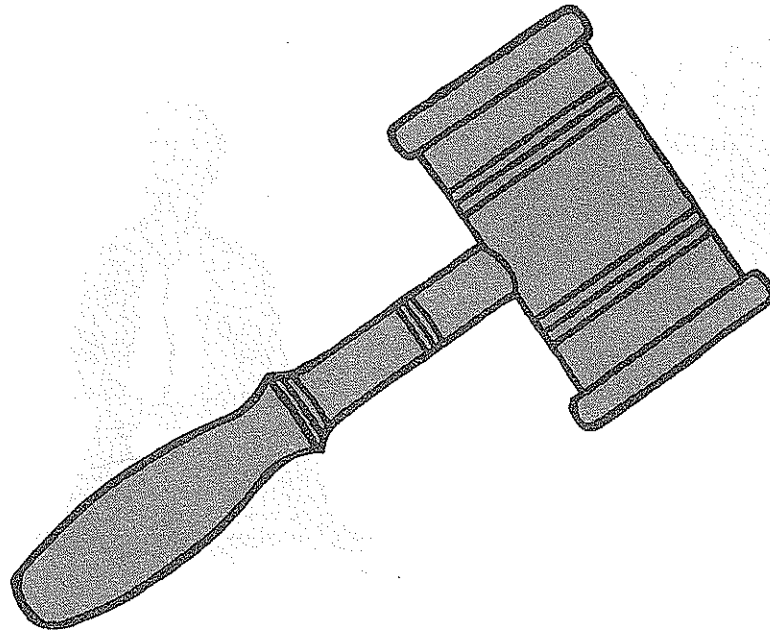
The Area 3 / Housing committees studied the Bill, and the comments provided by those in favor, and those opposed to the bill, as well as the State's analysis of the bill and found that the Area 3 / Housing Committees agreed with, and would support the bill after issues with privacy were clarified, as stated by the analysis of the bill and through privacy protections already in the State.

Motion (if applicable): Although the submitting committees would like to see higher penalties for non-compliance that HHWNC consider supporting AB 724 as amended.

CONDENSED PARLIAMENTARY PROCEDURE

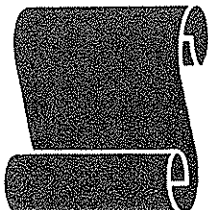
How to Conduct a Board or Committee Meeting

A Pictorial Presentation Based on the Parliamentary Writings of
General Henry M. Roberts



5th Revised Edition
Edited by William R. Conrad, Jr.
and Angele M. Wexler

Illustrated by Melinda d'Ouille

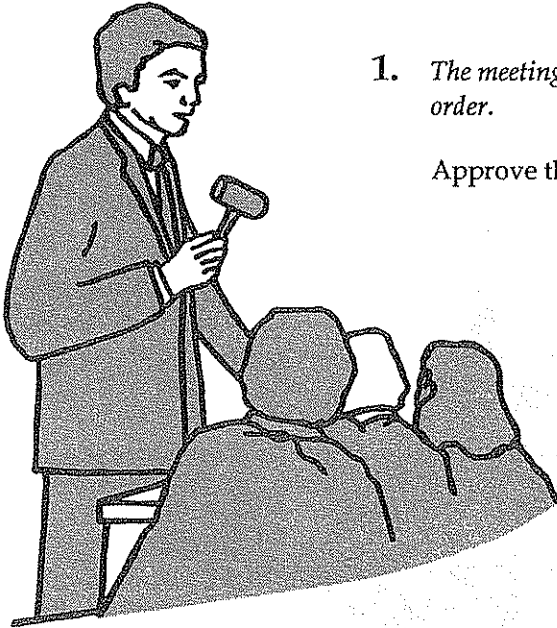


A Management Monograph from
Voluntary Management Press

ORDER OF BUSINESS

A quorum (the number of members necessary, according to the charter or by-laws of the organization, to do business) must be present to hold a business meeting. If no provision is made in the charter or by-laws a quorum is a majority of the membership.

Note: Italics indicate Chairperson speaking.



1. *The meeting will come to order.*

Approve the agenda.

2. *The secretary will read the minutes of the last meeting.*

The minutes are read.

Are there any corrections to the minutes?

The secretary asks if there are any corrections to minutes previously mailed to the membership.

Corrections are suggested without motion or vote.

If there are no corrections, the minutes stand approved as read (or mailed).

- or -

If there are no further corrections the minutes stand approved as corrected.



3. *We will now have the report of the . . .*

Executive Director, standing committees and special committees each present their reports.

If the meeting is a board meeting, items 4 and 5 (unfinished business and new business) should follow each committee and officer's report.

If you are conducting a committee meeting, unfinished and new business take place following the presentation of all reports.

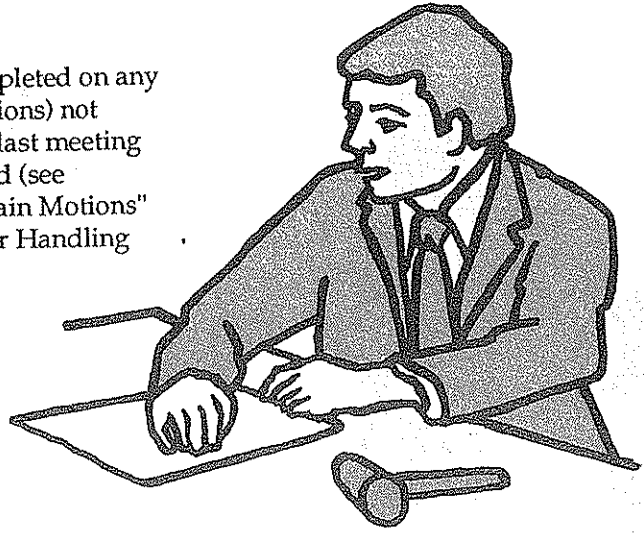
If a committee report contains a recommendation, the reporting member (usually the chairperson) moves that the recommendation be adopted. Otherwise a report is filed without action.

A motion must be made to adopt an audited financial report. No action is taken on an unaudited report.



4. *Is there any unfinished business?*

Action is completed on any business (motions) not settled when last meeting was adjourned (see "Handling Main Motions" and "Rules for Handling Motions").



5. *Is there any new business?*

Each new motion is discussed and must be settled in some manner before another main motion can be proposed (see "Handling Main Motions" and "Rules for Handling Motions").



6. *After all business is completed . . .*

Are there any announcements?

7. *If there is no further business, the meeting will stand adjourned.*

If no further business is presented . . .

The meeting is adjourned.

If assembly wishes to adjourn meeting before all business is completed, meeting must be adjourned by motion.

HANDLING MAIN MOTIONS



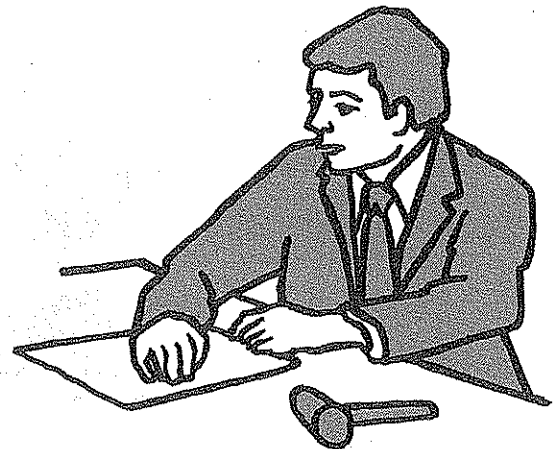
1. A member wishing to make a motion stands (or raises their hand) and awaits recognition by the chair.

2. *The Chair recognizes Ms. / Mr. X...*

3. Speaker states their purpose.

I would like to propose a motion.

Then states the motion...

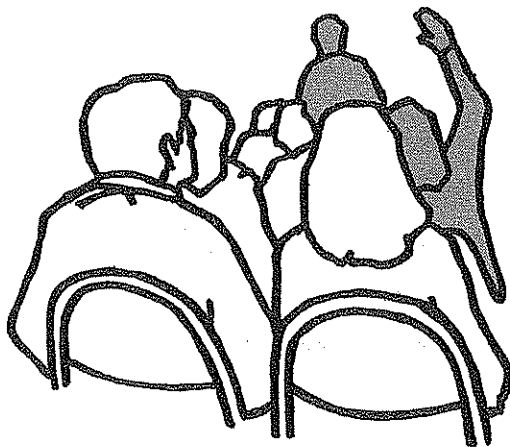


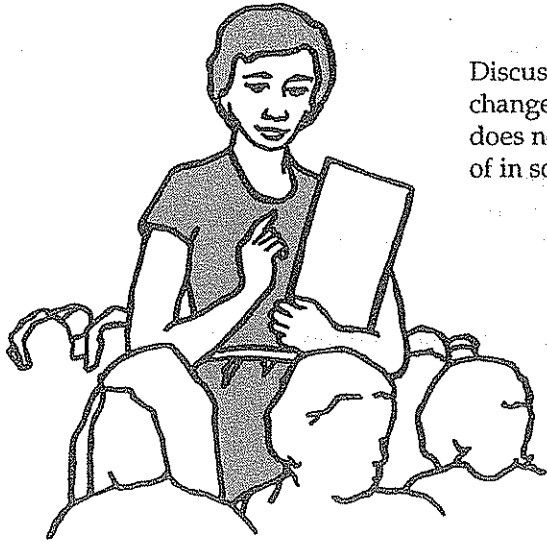
4. Chairperson asks for a second to the motion.

5. After motion has been seconded...

A motion has been made by (name of mover) and seconded that... (Chair restates motion for the record).

Is there any discussion?





Discussion on the motion is addressed to the chair. A motion may be changed by amendment (see "Amending Motions"). If the group does not wish to take final action on the motion, it may be disposed of in some other way (see "Rules for Handling Motions").



6. When discussion has ended . . .

If there is no further discussion (silence is taken as consent) the motion before us is . . . (state motion).

All those in favor please say "Aye" (Yes).

All opposed, please say "No".



7. If the chair is able to determine from this "voice vote" (viva voce) whether there are more "Ayes" or more "Noes", he/she announces the result.

The ayes have it, the motion is carried.

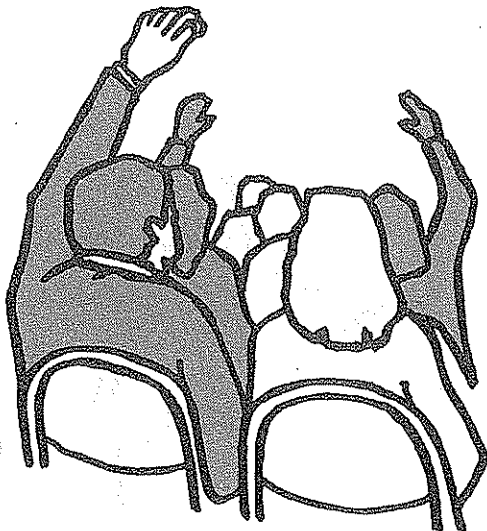
- or -

The noes have it, the motion is defeated.

If anyone calls for a "Division of the House" (questions the voice vote), the chair calls for a show of hands or a standing vote.

All those in favor raise your right hand (or stand). All those opposed . . .

If a majority demands it, the vote may be cast by ballot.



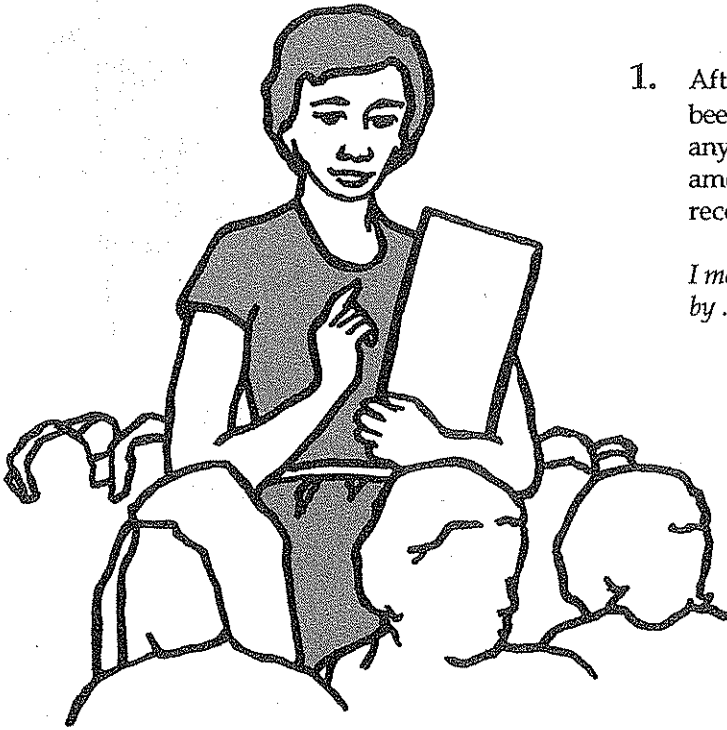
AMENDING MOTIONS

An amendment is a proposed change to a pending main motion.

Motions can be amended by:

- Inserting or adding a word, phrase or sentence
- Striking out a word, phrase or sentence
- Striking out and inserting (substituting) words, phrases, sentences or paragraphs.

Amendments are handled in the same way as the main motion:

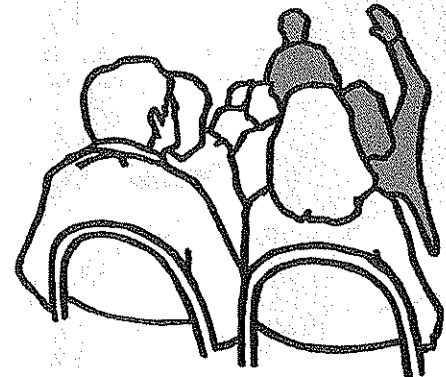


1. After a main motion has been made and seconded, any member can propose an amendment after being recognized by the chair . . .

*I move to amend the motion
by . . .*

2. Chairperson calls for a second to the proposed amendment.

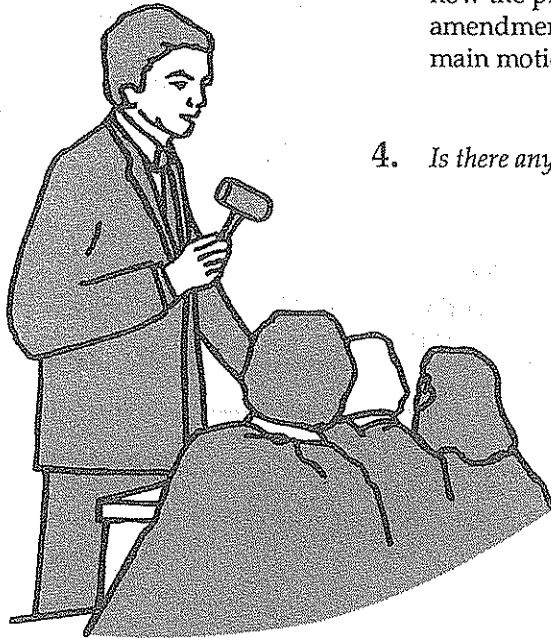
*I second the motion to
amend.*



3. After a second . . .

It has been proposed that the motion be amended to read as follows . . .

Chair states the main motion and the amendment so members will understand how the proposed amendment will change the main motion.



4. *Is there any discussion?*



5. After discussion of the question has ended . . .

If there is no further discussion, the amendment before us is . . . (Chair restates amendment).

6. A vote is taken on the proposed amendment.

7. Chair announces the outcome . . .

The amendment is carried (or defeated). The motion now before the house is . . .

Chairperson states amended motion if amendment carried.



-or-

Chairperson restates the original (main) motion if amendment was defeated.



RULES FOR HANDLING MOTIONS

<i>Types of Motions</i>	<i>Order of handling</i>	<i>Requires seconding</i>	<i>Can be discussed</i>	<i>Can be amended</i>	<i>Vote required¹</i>	<i>Can be reconsidered</i>
INCIDENTAL MOTIONS³						
To suspend a rule temporarily (e.g., to change order of business) ⁸	No definite precedence rule	Yes	No	No	2/3	No
To close nominations ⁵		Yes	No	Yes	2/3	No
To reopen nominations		Yes	No	Yes	Majority	Negative vote only
Motions pertaining to voting	These motions have precedence over motion to which they pertain	Yes	No	Yes	Majority	Yes
To withdraw or modify a motion (to prevent vote or inclusion in minutes) ⁶		No	No	No	Majority	Negative vote only
To rise to a point of order (to enforce rules or program) ⁷		No	No	No	No vote, chairman rules	No
To appeal from decision of the chair (must be made immediately) ⁷		Yes	Yes, when motion is debatable	No	Majority	Yes
SUBSIDIARY MOTIONS²						
In order only when main motion is pending						
To table motion (to lay it aside until later)	Has precedence over lower motions	Yes	No	No	Majority	No
To call for vote (to end discussion at once and vote)	Has precedence over lower motions	Yes	No	No	2/3	No
To limit discussion to a certain time	Has precedence over lower motions	Yes	No	Yes	2/3	Yes
To postpone definitely (to certain time) action on a motion	Has precedence over lower motions	Yes	Yes	Yes	Majority	Yes
To refer motion to committee (for special consideration)	Has precedence over lower motions	Yes	Yes	Yes	Majority	Yes
To amend (improve) a main motion	Has precedence over lower motions	Yes	Yes, when motion is debatable	Yes	Majority	Yes
To postpone indefinitely action on a motion	Has precedence over lower motion	Yes	Yes	No	Majority	Affirmative vote only
MAIN MOTION						
In order when motion of higher precedence is not pending						
To present a proposal to assembly	Cannot be made if any other motion is pending	Yes	Yes	Yes	Majority	Yes

<i>Types of Motions</i>	<i>Order of handling</i>	<i>Requires seconding</i>	<i>Can be discussed</i>	<i>Can be amended</i>	<i>Vote required¹</i>	<i>Can be re-considered</i>
PRIVILEGED MOTIONS⁴						
Fix time at which to adjourn	Has precedence over lower motions	Yes	No ¹²	Yes ¹¹	Majority	Yes
Adjourn	Has precedence over lower motions	Yes	No ^{12 13}	No	Majority	No
To recess	Has precedence over lower motions	Yes	No	Yes ¹¹	Majority	No
Raise a question of privilege	Has precedence over lower motion ^{4 12}	Yes	No	Yes ¹²	Majority	No
Call for orders of the day (to conform to adopted agenda or order of business) ^{7 8}		No	No	No	No vote required ⁷	No
UNCLASSIFIED MOTIONS⁵						
To take motion from table (to bring up tabled motion for consideration) ⁹		Yes	No	No	Majority	No
To reconsider (to bring up discussion and obtain vote on previously decided motion) ^{10 11}	Cannot be made if any other motion is pending	Yes	Yes, when motion is debatable	No	Majority	No
To rescind (repeal) decision on a motion ¹¹	Cannot be made if any other motion is pending	Yes	Yes, when motion is debatable	No	Majority or $\frac{2}{3}$	Yes
To ratify action taken by officer prior to action by assembly		Yes	Yes	No	Majority	Yes

Conditions that may arise which require action but since they do not require recognition by the chair are not shown as motions:

Call for orders of the day

Division of the house: Call for a visible vote (standing) instead of an audible vote (Aye—No) of a vote that has just been taken (viva voce)

Parliamentary inquiry

Point of order: No vote, but ruling by the chair (may interrupt speaker)

Point of information

Objection to consideration of the question: Must be made immediately after the main motion has been stated by the chair: "An objection has been made to the consideration of the question, shall the pending motion be considered?" A 2/3 negative vote is required to sustain an objection.

1. A tied vote is always lost except on a motion to appeal from the decision of the chair (see Incidental Motions) when a tied vote sustains the decision of the chair.

2. Subsidiary motions are motions that pertain to a main motion while it is pending.

3. Most incidental motions arise out of another question that is pending and must be decided before the question out of which they arise is decided.

4. Should anyone object to a question of privilege, a motion is then required to eliminate the cause of discomfort.

5. The chair opens nominations with: "Nominations are now in order." Nominations may be made by a nominating committee, by a nominating ballot, and from the floor. A member may make a motion to close nominations or the chair may declare nominations closed after assembly has been given sufficient time to make nominations.

6. The mover may withdraw or modify his motion without consent of anyone before the motion has been put to assembly for consideration (stated by the chair). After it has been stated by the chair the mover must request that it be withdrawn or modified, and if there is no objection the chair announces: "The motion is withdrawn, or modified." If anyone objects, the request must be put to vote.

7. A member may interrupt the speaker or occupant of the floor to raise a point of order, question of Parliamentary inquiry, or question of information, question of privilege, object to the consideration of the question, appeal, or call for orders of the day.

8. Orders of the day may be changed by a motion to suspend the rules. See Incidental Motions.

9. Tabled motion can be taken from the table at the same meeting after some business has been considered or at the next meeting.

10. The motion to reconsider may be made only by one who voted on the prevailing side and the motion to reconsider must be made at the same meeting or one held the next day.

11. A motion cannot be reconsidered or rescinded if action has been taken as a result of the action, but the unexecuted part of the motion may be rescinded. If notice is given at the preceding meeting a majority vote rescinds. Without notice a 2/3 vote is required.

12. If no motion is pending the motion is not privileged and is debatable, amendable and subject to having subsidiary motions applied to it.

13. When the motion to adjourn has the effect of dissolving the convention before the business has been completed it is open to debate and treated as a main motion.

THE CHAIRPERSON



USE OF THE GAVEL

Rap once to call meeting to order.
Rap once to maintain order.
Rap once to declare adjournment.

The chairperson can remain seated during the meeting except at these times:

To call the meeting to order.
To put a question to the vote.
To give a decision on a point of order.

Chairperson may also wish to stand when recognizing speakers (particularly if the assembly is large).

In speaking to the assembly, the chairperson refers to him/herself as "the Chair".

1. Calls the meeting to order.
2. Keeps meeting to its order of business.
3. Directs discussion in an orderly fashion:

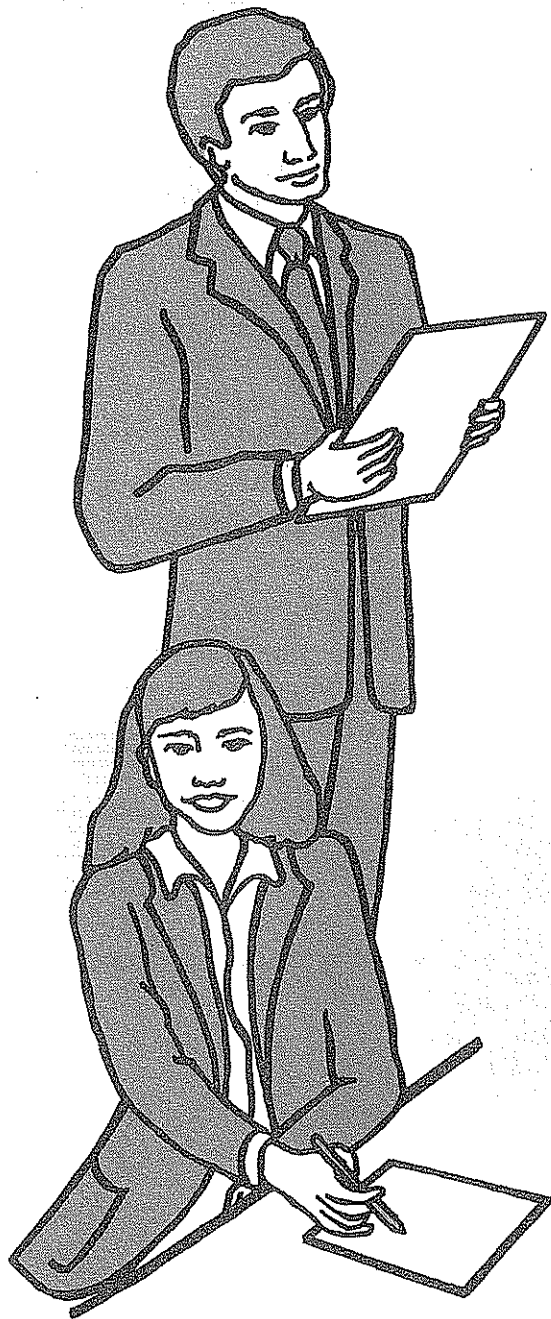
Gives each member who wishes it an opportunity to speak.

Tactfully keeps all speakers to rules of order and to the question.

Should give pro and con speakers alternating opportunities to speak.

4. Does not enter into discussion.
5. States each motion before it is discussed, and before it is voted upon.
6. Puts motions to vote and announces outcome.
7. May vote when his/her vote would affect the outcome, or in any case when voting is by ballot.
8. Should be familiar enough with parliamentary law to inform assembly of proper procedures.
9. May appoint committees when authorized to do so, or if by-laws so provide.
10. May assist in wording motions if mover requests assistance.

THE SECRETARY



1. Keeps an accurate account of each meeting. These minutes should include a record of the following:
 - Kind of meeting (regular, special or reconvened) and name of assembly
 - Date, hour and place of meeting
 - Name and title of officer presiding and presence of quorum
 - Approval of previous minutes
 - Reports
 - Each main motion (unless withdrawn) together with name of person who made the motion
 - Points of order and appeals
 - All other motions (unless withdrawn)
 - Counted votes
 - Time of adjournment
 - Signature and title of secretary
2. Keeps an up-to-date roll of members.
3. Keeps a copy of the articles of incorporation, charter and by-laws, along with all amendments thereto.
4. Keeps a record of all committees.
5. Provides list of pending and potential business for chairperson before meeting.
6. Handles correspondence of organization (unless there is a corresponding secretary).
7. Notifies members of meetings.
8. Signs legal documents as required.

NOTE: Any of the above may be delegated to staff. However, the secretary is responsible for the accuracy of all documents and proper signature.

PREPARING THE MINUTES

The minutes of each meeting constitute a permanent record of events and actions for future reference. As such, they record what is done, not what is said.

Keep notes together in a special notebook. Organize the notes into clear, concise statements.

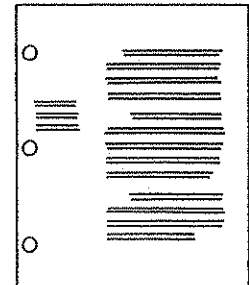
When recorded in final form, minutes should be typewritten or legibly handwritten in permanent ink. Enter each motion as a separate paragraph and leave a wide margin for any corrections that may later become necessary.

Minutes should be maintained in permanent book form. If written in longhand, a bound book should be used. If typewritten, a loose leaf notebook can be employed, but each page should be numbered and signed or initialed by the secretary and one other officer to guard against substitution or misordering of pages.

Minutes should never be defaced. Corrections should be made by bracketing the erroneous material and restating it correctly in wide margins which have been left for that purpose.

Minutes should be read and approved by the assembly at the next regular or reconvened meeting. If a meeting is not scheduled for several months, minutes should be read before the meeting is adjourned, or a committee may be appointed to approve them once they are in permanent form.

When approved, minutes should be signed by the secretary. They may also be counter-signed by the president if desired.



OF SPECIAL NOTE:

In all organizational activities, care must always be taken to follow charter and by-law provisions which supersede the general rules of parliamentary procedure set forth here.

The editors highly recommend A New Look At Parliamentary Procedure by Sheldon G. Lowry and John S. Holik as a companion piece to this monograph. Published by the Cooperative Extension Service of Michigan State University, and available through Voluntary Management Press, it addresses the pitfalls of over reliance on, and misuse of, parliamentary procedure. The material is particularly applicable to those meetings where problem solving is the paramount objective.

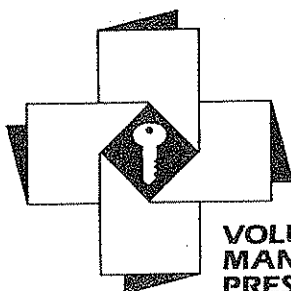
Fifth revised edition.

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GROUND RULES FOR DISCUSSION

1. It is the responsibility of the Chairperson to enforce the rules.
2. All remarks must be addressed to the Chair.
3. No member speaks unless recognized by the Chair.
4. Debate must be limited to the merits of the immediately pending question.
5. The maker of a debatable motion is always entitled to the floor first for the purpose of debate as soon as the Chairperson states the question of the makers' motion.
6. Speakers must address their remarks to the Chairperson, be courteous and avoid personal conflicts.
7. Debate should be about the issue not personalities
8. Each member has the right to speak twice on the same question (motion), but cannot speak for the second time until every member has had the opportunity to speak.
9. No member can speak more than twice on each motion
10. No one can speak longer than two (2) minutes at a time without permission of the Board.



Department of Neighborhood Empowerment EmpowerLA Neighborhood Council Virtual Governance Protocols Introduction

June 10, 2021

In 1999, the Los Angeles City voters amended the Los Angeles City Charter to enable the creation of a system of Neighborhood Councils (System). No one could have imagined that in 2020 — 20 years later — we would be redesigning the System as one that engages the public in an internet-based environment. Unfortunately, the transition became necessary due to COVID-19, one of the deadliest global pandemics in recent history.

During this period, you administered over \$960,000 in COVID-19 relief to Los Angeles people and transitioned to Empowered Virtual Governance (EVG), **and** you did it well. Congratulations!

We have revised the EVG Protocols — EVG III — and companion settings checklist. This revision reorganizes the checklist to provide greater clarity about the required settings with an easy to follow column listing the settings necessary for Brown Act compliance. Also, the EVG Protocol adds additional guidance requested by you and your colleagues. For example, there is expanded information related to moderating virtual meetings and managing disruptions. Also included are tailored suggested scripts you can use when managing your virtual meetings.

Changes to the State's open meeting law, the Ralph M. Brown Act, are anticipated soon. EmpowerLA will release a new version of the EVG as necessary after reviewing the changes. Your Neighborhood Empowerment Advocate will be your resource for any assistance you might need.

Thank you.

A handwritten signature in black ink that reads "Raquel Beltrán". The signature is written in a cursive style with a horizontal line under the name.

Raquel Beltrán
General Manager
Department of Neighborhood Empowerment



Department of Neighborhood Empowerment



EmpowerLA Neighborhood Council

Virtual Governance Protocols

(Revised 6/10/21)

Overview

The *EmpowerLA Neighborhood Council Virtual Governance Protocols (EVG Protocols)*, provides guidance for Neighborhood Councils to hold public meetings, in a virtual setting while adhering to the State of California, County of Los Angeles, and the City of Los Angeles decrees during the COVID-19 pandemic. This procedural guide was adapted from the procedures developed by the City's Information Technology Agency (ITA), following the same procedures applied to City Council, Commission, and Committees meetings.

The City of Los Angeles and the Neighborhood Council System strive to have open, transparent and participatory meetings during this time, while still ensuring that members of the public, Neighborhood Council Board Members and City staff are kept safe and healthy. The City also strives to ensure equitable access for those who may not have ready access to online tools or who are covered under the Americans with Disabilities Act (ADA).

Video, telephonic conferencing, and internet-based meetings are developing formats for many public meetings. The *EVG Protocols* provide Neighborhood Councils (NCs) with guidance on how to set-up, manage, and conduct virtual meetings while following the requirements set by the Americans with Disabilities Act, the Ralph M. Brown Act, City Charter, and the Board of Neighborhood Commissioners, during COVID-19.

The Department is committed to the success of NCs and our Neighborhood Empowerment Advocates (NEAs) are available to assist. For further guidance, contact NCsupport@lacity.org or call (213) 978-1551.

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Agenda and Notice

POSTING REQUIREMENTS

As Neighborhood Councils (NCs) prepare to schedule virtual meetings, please remember that the NC posting requirements for meeting agendas have not changed. In some circumstances, it may seem unusual because buildings used for the physical posting are impacted by COVID related safer-at-home orders. NCs are required to follow the posting requirements set by the Brown Act and the Board of Neighborhood Commissioners' (Commission) [Agenda Posting Policy](#), and NC Bylaws.

Neighborhood Councils are required to insert certain language on their agenda. The required language and highly recommended language can be [viewed here](#).

During COVID-19, physical posting of the agenda still applies, and it is best practice to secure proof of the posting (e.g. photo of physical posting). For "regular" board meetings, the agenda must, at the minimum, be posted 72 hours in advance of the meeting. For "special" meetings, the agenda, at the minimum, must be posted 24 hours in advance of the meeting.

Please remember to take all precautionary health and safety measures, and adhere to the guidance related to social distancing while meeting these requirements. If an NC needs assistance with the physical posting of meetings, please contact NCsupport@lacity.org or call (213) 978-1551.

Due to the availability of staff resources, please submit requests for a physical posting of the meeting agenda, five (5) business days in advance of the meeting. The Department will respond to confirm if this request can be accommodated. (*Updated 6/10/2021)

1. Physical Posting

Physically post at least one (1) Brown Act compliant agenda for all Board meetings. If an NC's regular posting location is no longer accessible (i.e. the facility is closed, gated off, no access, etc.) due to COVID-19 facility closures, posting the agenda on the outside of a door or a gate will meet this requirement.

If the NC needs to change the physical posting location, make sure that the agenda makes reference to the correct posting location under the [required language](#) for *Public*

Access of Records. The new physical posting location must be within the boundaries of the NC.

2. Neighborhood Council Website & E-Blast

Per the Commission's [Agenda Posting Policy](#), Neighborhood Councils (NCs) must post the agenda on their website.

Per the Brown Act, the public has the right to review written materials distributed by any person to a majority of the NC in connection with a matter subject to discussion or consideration at a meeting, unless those materials are protected by an exemption or privilege such as the attorney-client privilege. Thus, if materials are distributed to the majority of the NC *72 or more hours* before the meeting, those materials should be attached (or linked) to the agenda and made available on the NC's website for viewing by the time of the meeting. If the materials are prepared by and distributed *less than 72 hours* before a meeting, they should be posted on the website as soon as possible and made available by the time of the meeting.

When materials are distributed *during* a meeting, they must be made public: at the meeting, if prepared by the NC or City staff; or after the meeting if prepared by some other person. However, given the technical constraints with making those materials available to the public during the course of a virtual meeting, it is recommended that NC's prepare, distribute, and post all written materials in advance of the meeting. Please see the "[Written and Supporting Materials](#)" section for further details.

If the NC's website is unavailable, the agenda can be posted on a page made available to the public on the Department's website, EmpowerLA.org/councils. Additionally, any NC that maintains an email list of stakeholders may email a copy of the agenda or announce the meeting with a link to the agenda. (*Updated 6/10/2021)

3. Early Notification System

NCs shall submit a copy of the meeting agenda to the Department to be posted through the Early Notification System (ENS). Please note that the distribution by the Department of the meeting notification is not what determines compliance with the Brown Act (see section above). NCs must submit a copy of the agenda, in PDF format, to NCsupport@lacity.org. NCs should encourage stakeholders to [sign up for ENS](#) to receive meeting notifications. (*Updated 6/10/2021)

CANCELLATION REQUIREMENTS

Consistent with current procedure, if an NC plans to cancel or reschedule a regular or special, board and/or committee meeting, remember to post a "cancellation notice" following the Commission's [Agenda Posting Policy \(Policy Number 2014-01.1, Rev. 8-18-14\)](#). (*Updated 6/10/2021)

The "cancellation notice" can simply be a copy of the agenda with the word "cancelled" prominently displayed in the heading or across the agenda page. This notice should also indicate which meeting is being canceled and when it would have regularly occurred. ([View sample cancellation posting](#))

([Back to Table of Contents](#))

Access to Meetings

VIRTUAL MEETING TECHNOLOGY - ZOOM

All NC meetings will be available through a virtual meeting and teleconferencing platform called [Zoom](#). Zoom is a company that focuses on cloud-based communications for video and audio conferencing, collaboration, and additional digital communication. For more information on Zoom please visit <https://zoom.us/about>.

Zoom is approved for virtual meetings by the City's Information Technology Agency (ITA) based on key features found useful for these types of video conferencing events.

The Department has purchased Zoom licenses and/or will host "webinars" for Neighborhood Councils (NCs) to conduct virtual meetings. The instructions and guidelines within this *EVG Protocols* document is specific for the Zoom virtual meeting platform. The Department Zoom account has unlimited storage. Should an NC select another virtual meeting platform, the Department will not be able to provide technical support.

"Webinar" is the Zoom technical term that describes how the NC meeting will be conducted. In order to adhere to the Brown Act, and for cybersecurity measures, NC meetings must be conducted as a "webinar." The term "meeting" and "webinar" may be used interchangeably in this document, as "webinar" is the Zoom feature NCs will utilize

to conduct virtual meetings. Recommended settings on Zoom for NC meetings are [available here](#). (*Updated 6/10/2021)

TECHNICAL SUPPORT

The Department will provide direct NC support for virtual board meetings under the condition that the meeting is properly agendized and noticed, and abides by the NC's bylaws.

The Department will continuously provide online training and documents on how to access and utilize Zoom for NC meetings. Through the Department's *Data Literacy* efforts, we are committed to ensuring access to NC virtual meetings for all participating in the NC System and to bridge the digital divide. (*Updated 6/10/21)

Additional resources are available for:

- [Getting started in a webinar](#)
- [Converting a Zoom "Meeting" into a "Webinar"](#)
- [Roles in a webinar](#)
- [Managing roles in a webinar](#)
- [Managing participants in a webinar](#)
- [How to Schedule A Recurring Webinar](#) (*Updated 6/10/2021)
- [Joining and participating in a webinar as an attendee](#)
- [Video Troubleshooting](#) (*Updated 6/10/2021)
- [Audio echo in a meeting](#)
- [Joining a meeting by phone](#)
- [Language interpretation in meetings](#)
- [Closed captioning](#)
- [Department on Disability](#)

Please note these resources are provided by Zoom and other conditions may apply for NC Virtual Meetings.

The Department will provide direct NC support using Zoom in the following areas:

- Purchase Enterprise Zoom accounts for each NC to conduct "webinars" meeting for up to 500 attendees.
- Provide technical support in the form of procedural documents or links from [Zoom Support](#).

- Host regular board “webinar” meetings on behalf of NCs unable to conduct virtual meetings, contingent upon availability of staff. (*Updated 6/10/2021)
- Host special board “webinar” meetings on behalf of NCs unable to conduct virtual meetings, contingent upon availability of staff.
- Assist with the physical posting of meeting agendas, with five (5) business days notice, contingent upon availability of staff. (*Updated 6/10/2021)
- Assist NCs moderate regular board “webinar” meetings, and special board “webinar” meetings, contingent upon availability of staff.
- Communicate regularly with Board Members to seek feedback and suggestions to help improve the virtual meeting experience. Feel free to send your comments and/or thoughts at feedback@empowerla.org. (*Updated 6/10/2021)
- Reach out to NCsupport@empowerla.org to arrange for ADA accommodations. (Zoom offers Closed Captioning with instructions on [how to turn on closed captions](#)). For Closed Captioning, NCsupport will contact the Department on Disability to provide appropriate close captioning services. (*Updated 6/10/2021)
- For interpreter and translation services, requests are made following the Office of the City Clerk Funding Guidelines or procedures. (*Updated 6/10/2021)
- Assist NCs with outreach plans to engage stakeholders into participating in virtual NC meetings.

VIDEOS

Zoom allows for both the video-conferencing and tele-conferencing of meetings. Should your NC utilize video to conduct virtual meetings, please keep in mind the Brown Act and additional rules and policies applicable to the NC System.

The [EVG Settings](#) are set to allow video as an option for the “host” and “panelists”. The Department strongly recommends video settings for hosts and panelists be ‘on’ in order to allow the public to see their Board Members as would be the case for in-person meetings. Because NC meetings are set up as “webinars”, attendees will not be able to turn on video. “Webinars” are designed to allow the host and any designated panelists (e.g. Board Members, invited presenter, etc) to share their video, audio and/or screen. Webinars allow “attendees” (i.e. members of the public attending the meeting) to “view-only”. During public comment, the “Host” and/or the “moderator” will need to click

[“allow to talk”](#) on the attendee’s participant panel, to allow the attendee to unmute and speak in a “webinar”.

Should [“panelists”](#) choose to turn on video during virtual meetings, please be mindful of your virtual environment. Your virtual environment includes your physical space which appears on video, your virtual background, background audio, and your attire. Your virtual environment should be void of any commercial advertising and political lobbying. Your virtual background should not be disruptive nor distracting to the meeting.

As a best practice, speakers should announce themselves before speaking, to allow participants accessing the meeting telephonically or via audio-only, to identify the speaker. Neighborhood Councils should conduct their meeting as if the meeting is being conducted telephonically, even if video is utilized, to allow all participants to participate regardless of their access to Zoom and/or the internet. In other words, while your NC may choose to utilize video for Board Members, be mindful of those who choose to participate via audio-only or via telephone only. Please see [“During the Meeting”](#) section on page 16 for more information.

Making Participants/Panelists Visible

If it is the desire of the Board to allow visibility of the panelists to all attendees, a Zoom feature is available to enable this. For more information for the changes in the Attendees perspective please go [“Attendee View Controls.”](#)

CAUTION: Should the Board decide to use the “Meeting” over the “Webinar” format for holding Neighborhood Council meetings, be aware that the Board risks encountering visual displays and profile images that are concerning. Once the meeting begins, conversion from a “Meeting” format to “Webinar” format is not possible. If the Board’s situation becomes highly disruptive the Board can choose to end the meeting or recess the meeting. Use parliamentary rules to move the items to a future meeting. To end the meeting you can entertain a motion to postpone the items to a specific date (“move to postpone discussion of the remaining items until the next regular board meeting and adjourn the meeting”). Guidance on how to recess the meeting is provided in the [“How To Call A Recess”](#).

TIP: *Boards only need to entertain motions to adjourn if it is listed on the agenda as a discussion item. You can simply list ‘adjournment’ after the list of items for discussion. When listed in this manner, the Chair can announce the meeting as adjourned (“Thanks for joining us, the meeting is now adjourned”).*

(*Updated 6/10/2021)

RECORDINGS & RECORDS RETENTION

Each NC maintains its own records retention policy, including recordings of meetings. It is highly recommended that each NC develop a clear process on what is maintained, who maintains NC records, how these records are stored, and who is responsible for responding to California Public Records Act (CPRA) requests.

If a recording of the meeting is made, the NC should be aware that the meeting recording will immediately be subject to a CPRA request and should not be erased or destroyed until at least 30 days have passed.

Zoom allows meetings to be [recorded on the cloud](#) or locally on your computer. It is recommended that the meetings be recorded on the cloud to allow for easier access and [management of the meeting recording](#). By recording on the cloud, links to meeting recordings can be shared. (*Updated 6/10/2021)

LIMITATIONS

Currently, the Department is operating with limited resources during the COVID-19

pandemic and is following the Mayor's March 19, 2020 "[SAFER AT HOME](#)" orders. The Department is committed to providing direct NC Support to all regular board meetings. The Department may be available to provide support for special board meetings and NEAs may be available to support committee meetings, on a case-by-case basis. We encourage NCs to communicate regularly with their NEA's to share their needs and to provide feedback.

The City of Los Angeles Information Technology Agency (ITA) has identified Zoom as the virtual meeting platform to conduct public meetings. NCs are expected to follow the technology protocols established by ITA and the Department. Should an NC select another virtual meeting platform, the NC is expected to follow all the rules and procedures set forth in this document and the Brown Act. *The Department will not be able to provide technical support or guidance for NCs selecting another platform or choosing not to follow the approved protocols and recommended settings.* The use of the Department issued Zoom licenses should only be used for Neighborhood Council board/committee meetings and board approved NC events. (*Updated 6/10/2021)

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Roles in a Virtual Meeting

There are 4 roles to successfully conduct a virtual NC meeting. To conduct a virtual NC meeting, it is important that the Chair/President has support from fellow Board Members and/or the Department. Although one (1) Board Member can play multiple roles, it is recommended, at the minimum, two (2) Board Members be assigned to the 4 roles. The Department is available to assist NCs host and moderate meetings.

ROLE OF “HOST”

Can be NC Chair/President, Board Member and/or Department Staff

- Receives Zoom license from Department.
- Is the technical lead for the meeting, and can assign a “co-host” to assist.
 - “Host” is the technical term in Zoom who schedules the meeting/webinar.
- Creates a “[Webinar](#),” and sets the [settings](#) (provided by the Department) for NC meetings.
 - NCs can [Schedule a Recurring Webinar](#) for regular board and committee meetings to enable the NC to keep the same webinar ID and panelist invite. (*Updated 6/10/2021)
- Assigns Board Members as “panelists”, and [sends webinar invite](#).
- Provides “webinar” telephone number and “Meeting ID” for NC’s agenda. The “webinar” telephone number and “Meeting ID” will offer the public the opportunity to participate telephonically (call-in).
 - “Attendee” invitation information can be found under the “Invitation” tab when setting up a webinar.
 - Copy the invitation telephone number and Meeting ID and insert language at the top of the meeting agenda (e.g. [Commission’s April 14, 2020, Agenda](#)).
 - The Department purchased the ability for NCs to utilize toll-free numbers to eliminate long-distance call charges for participants. However, other telephone charges may apply from a participant's phone carrier. The toll free call-in numbers are: (833) 548-0276, (833) 548-0282, (877) 858-5257, and (888) 475-4499 and can be found under “copy invitation” after a webinar has been created (Note: Please list both area code number + toll free number). (*Updated 6/10/2021)

- Sets up committee meetings by providing the committee chair with Zoom webinar information and coordinating the start of the meeting. (*Updated 6/10/2021)
- Places a Board Member “[on hold](#)” to facilitate recusals.
 - See “[Recusals](#)” section for more information. (*Updated 6/10/2021)
- Mutes and unmutes “attendees” participating in public comment (if an “attendee” is on the telephone, instruct him/her/them to dial * 6 to toggle the mute/unmute feature). (*Updated 6/10/2021)
- Manages recordings and assists to fulfill CPRA requests (*Updated 6/10/2021)
- More information about “host”, “co-host”, “panelist”, and “attendee” [available here](#).

ROLE OF “CHAIR”

Is the NC Chair/President

- Chairs the meeting; [Sample Meeting Script 1](#) & [Sample Meeting Script 2](#).
- Provides “[ground rules](#)” at the start of the meeting.
- Guides board/committee members through the agenda.
- Ensures equal speaking opportunities for board/committee members (if time is extended to one, it must be extended to all).
- Ensures equal speaking opportunities for members of the public participating in public comment (if time is extended to one, it must be extended to all).
- Ensures all ADA and interpretation requests are fulfilled by coordinating with the Department.
- Encourages a positive atmosphere.
- Remind the speaker to speak on matters germane to the agenda item.

ROLE OF “MODERATOR”

Can be the NC Chair/President, a Board Member, and/or Department staff:

- Assists the Chair/President by moderating speakers in the queue.

- Reviews the [“Participants” panel](#) and manages [“raised hands”](#) for “Panelist” (Board/Committee Members) and “Attendees” (public) in Zoom to see who raised their virtual hand to indicate who wishes to speak. (*Updated 6/10/2021)
- Announces speakers during public comment.
- Respectfully notifies the speaker when public comment time has elapsed.
- Organizes, renames, and maintains “Panelist” (Board/Committee Members) and “Attendees” (public). (*Updated 6/10/2021)
 - Phone numbers of attendees can be renamed to indicate the speaker’s name using the [“Participants” panel](#).
 - Phone numbers of attendees should be renamed to include only the last 4 digits to protect their privacy (i.e. 213-978-1551 to 1551).
 - When calling on an “Attendee”, ask the speaker to identify themselves. Speakers can choose to decline providing a name, and can choose to speak anonymously. If that is the case, please be sure to identify the speaker with a partial phone number and/or the name indicated in the attendee’s participant panel. (*Updated 6/14/2021)
- Acts as a “timekeeper” by managing time limits set for each item and speaker.
- Can be the host or be assigned as a co-host to mute/unmute speakers during public comment (if on the telephone, dial * 6 to mute/unmute). (*Updated 6/14/2021)

ROLE OF “RECORDER”

Secretary or Minutes Taker

- Conducts a roll call of Board Members to confirm a quorum for the meeting.
- Takes minutes for the meeting, following the Commission’s [Minutes Policy](#).
- Minutes should include:
 - Start and end time of the meeting.
 - Roll call of Board Members, indicating when they arrived and left.
 - Record motion, to include who made the motion, any amendments.
 - Action taken on any agenda item and how each Board Member voted.

- Ensures minutes are presented at the Board meetings and posted to the NC website after board approval.

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Conducting A Virtual NC Meeting

BEFORE THE MEETING

- Review the NC's bylaws and follow Article VIII, Section 2 "Agenda Setting" to set the Board's agenda ([sample agenda](#)).
 - NC Bylaws can be found at [Empowerla.org/Councils](https://empowerla.org/Councils) under each NC.
- Review this document, *EVG Protocols*, and [Zoom Support Guide](#).
- Be familiar with how an NC takes action, including how abstentions are counted. This [Voting Fact Sheet](#) can provide more information on how votes are counted based on Article V, Section 3 "Official Action" of the NC's bylaws.
- Ensure all mandatory training is completed. To view Board Member compliance visit: <https://empowerla.org/councils/> and select the specific NC.
 - In order to fully participate at NC board meetings, it is important that ethics, funding and code of conduct training are completed.
 - NC Board Members are required to complete the ethics and funding training in order to be eligible to vote on financial items.
 - Code of Conduct is required for all Board Members in order to serve on the Board.
 - To access the online trainings, visit <https://empowerla.org/nctrainings>
- Connect with Board Members to check-in regarding their ability to access the virtual meeting.
 - Board Members do not necessarily need a Zoom account to participate as long as the host emails each Board Member with a ["webinar" invite](#) (Hosts, Co-Hosts, and Moderators will need a Zoom account).
 - Board Members will be able to call-in using the telephone number provided in the "webinar" invite, to participate.
 - Board Members should join 15 minutes before the meeting to try to address any technical issues before the meeting starts.
- Connect with the NC's Neighborhood Empowerment Advocate (NEA) to share Board Member needs.

- Assign Board Members to “roles.”
- Ensure the “host” sets up the “webinar” with the Department’s recommended [Zoom settings](#), which disables the chat, video, Q&A functions of the “webinar” to ensure compliance with the Brown Act. These settings will help mitigate potential disruptions to meetings and “zoom” bombing.
 - Should an NC choose to turn on the video feature for “panelist” (Board Members only), additional language will be required to inform the public how to access the meeting using an internet-enabled device. Please contact the respective NC’s NEA for additional guidance.
- Determine whether or not the virtual NC meeting will be recorded. Zoom offers the [cloud recording services](#), to record video and/or audio.
 - Please note each NC maintains their own records retention policy and will be responsible for fulfilling any California Public Records Act (CPRA).
- Conduct outreach and consider posting the agenda beyond the 72/24 hour requirement, to provide the public with ample notice.

DURING THE MEETING

- All Board action will be determined by a roll vote to allow the public to hear who voted, how they voted, and the final vote.
- All Board Members should practice “virtual etiquette” by muting themselves when they do not have the floor.
- Be patient, and expect delays in response.

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WRITTEN AND SUPPORTING MATERIALS

If a writing (a letter, presentation, report, etc.) is distributed to a majority or more of the Neighborhood Council (NC) Board in connection with an agenda item, the Brown Act requires that the writing be made available to the public. The NC’s obligations depend on when the writing was provided and who distributed them.

- **Writings Distributed *Prior* to a Meeting**

Any writing distributed to a majority of the NC Board prior to an NC meeting should be made publicly available on the NC website as soon as possible, in a location on the

website that makes it clear that the writing is related to an agenda item for an upcoming meeting. The specific agenda item should also reference the writing and may provide a hyperlink to the writing. The writing must also be made available upon request to anyone who asks to see it in advance of the meeting.

- **Writings Distributed During a Meeting - by a Board Member or a City Representative**

If any writing is distributed by a Board Member or a City Representative during a meeting, the writing must be made available to the public at the meeting. For purposes of a virtual meeting, this means that if any Board Member or a City Representative distributes any materials, exhibits any documents or images, or conducts a slide presentation during a meeting, the writings must be made available to the public immediately at the meeting. Because members of the public may not be able to view the writing (e.g., they are in an audio-only virtual meeting or calling in via telephone), merely showing the writing electronically during the virtual meeting is *insufficient*.

Therefore, any writings that will be distributed by a Board Member or a City Representative during a meeting should be posted on the NC website prior to the meeting, in a location on the website that makes it clear that writing relates to an agenda item for that meeting.

If a Board Member or City Representative asks to distribute a written document during a meeting, an alternative is to have the Board Member or City Representative read or summarize the writing at the meeting in lieu of distribution. The Neighborhood Council (NC) could then post a copy of the writing on the Neighborhood Council website after the meeting.

- **Writings Distributed During a Meeting - by the Public**

If any writing is distributed by a member of the public during a meeting, the writing must be made available after the meeting. The writing should be posted on the NC website, in a location on the website that makes it clear that the writings relate to an agenda item for the meeting that just occurred. The writing should also be made available upon request to anyone who asks to see it after the meeting.

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COMMITTEE MEETINGS

A Board Member cannot “host” a committee meeting if the Board Member’s presence results in a majority of the Board’s quorum participating in the meeting. In such cases, or if the “host” will not be present at committee meetings, the following alternatives are available:

- **Assigning Host**

The “Host” (holder of the Zoom license) can create the committee “webinar” meeting in Zoom, and start the “webinar” before the meeting is *called to order*. Before the meeting is *called to order* and before more than a majority of a quorum of the board joins the “webinar”, the “Host” should [pass the host controls over](#) to the committee chair or another committee member to avoid any majority of quorum issues.

- **Alternative Host**

Alternatively, the “Host” can utilize the “[alternative host](#)” feature when creating the “webinar” and coordinate with the NEA to assist in starting the meeting in the absence of the “Host”.

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RECUSALS

Whenever Board Members have questions regarding a possible conflict or the recusal procedure, they should contact the **City Attorney’s Office** as early as possible to avoid any inadvertent participation.

Board Members who are recusing themselves during a virtual meeting should take the following steps:

1. Immediately following the announcement of the agenda item, the Board Member should announce that they are recusing themselves and provide information regarding the conflict.
2. The Board Member should ask that the minutes reflect their recusal and announce they will be “leaving” the meeting by muting the audio and turning off any video until after the discussion and/or action on the agenda item concludes.

3. The Board Member will then place themselves on mute and turn off any video. Alternatively, the “host” may place the Board Member “[on hold](#)” by turning off the audio and any video.
4. When the discussion and/or action on the agenda item has concluded, the Board Member may then unmute their audio and turn on any video. Or, the “host” will take the Board Member off “hold” in the “participants’ list” and bring the Board Member back into the meeting. At that time the Chair or “host” should announce that the Board Member has re-joined the meeting.

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Conducting Public Comment Virtually

One of the requirements of the Brown Act is to provide the public the opportunity to comment on every item on the agenda prior to the Board taking a vote. The “Chair” should provide instructions to “attendees” on how to address the Board during the public comment ([Sample Meeting Script 1](#) & [Sample Meeting Script 2](#)). Members of the public who wish to speak will “[raise their hand](#)” and the “Moderator” will click “Allow to Talk” to allow the speaker to unmute themselves before speaking. (*Updated 6/14/2021)

OBSERVING THE MEETING

The public will attend virtual NC meetings telephonically or via Zoom as an “Attendee”. “Webinars” enable the public attending the meeting as “Attendees,” to listen in to the NC meeting, and will not be seen. NC meetings will be accessible via telephone and Zoom. A Zoom account, a computer, nor internet access is required to participate in an NC meeting. (*Updated 6/14/2021)

The public can join the NC meeting as an “attendee” by dialing the teleconference phone number provided on the agenda and entering the “webinar ID” number when prompted. Once the “Attendees” enters the meeting, they will be automatically muted but will continue to hear the meeting. During a public comment period, an attendee may request to speak by dialing * 9 over the telephone or by utilizing the “raise hand” function on the Zoom platform. The moderator will then click “Allow to Talk” and recognize each speaker one at a time to take public comment. If that speaker is on the phone, they may unmute themselves by dialing * 6. (*Updated 6/14/2021)

TWO TYPES OF PUBLIC COMMENT

As with all NC meetings, the public must be given an opportunity to comment on:

- (1) matters listed on the agenda ("agenda item public comment"); and
- (2) matters that are not listed on the agenda but are within the subject matter jurisdiction of the NC ("general public comment").

Reasonable time restrictions may be placed upon public comment, but any such regulations should be listed on the agenda, announced at the start of public comment, and equitably enforced without regard to the speaker's viewpoint. (*Updated 6/14/2021)

Agenda Item Public Comment

For *agendized* matters, public comment must be taken before the NC considers and votes on the agenda item. Therefore, Agenda Item Public Comment is typically taken each time an agenda item is called. If an NC has a different method of taking public comment (e.g., multiple agenda item comment period), that NC should consult with the Department's NEA or City Attorney.

General Public Comment

For matters not listed on the agenda, the opportunity to provide general public comment can be offered at any time during the meeting. Although the public is entitled to provide general public comment on any matter within the NC's jurisdiction, the NC cannot discuss or act on matters not listed on the agenda. The NC may, at most, "briefly respond" to general public comment, for example, by asking a clarifying question or directing that a matter be placed on an agenda for consideration at a future meeting.

A Board Member should not engage in a back-and-forth discussion with the public during public comment.

CONDUCTING PUBLIC COMMENT IN A VIRTUAL MEETING

At the start of the meeting and at each opportunity for public comment, the Chair and/or Moderator should provide verbal instructions to public attendees on how to indicate their desire to speak (dialing * 9 or by "raising hand" on Zoom). That is because upon entering the meeting, "attendees" will be muted automatically and will be unmuted only by the moderator during the applicable public comment period. The "attendee" may mute or unmute themselves, when instructed by the Host or Moderator, by dialing *6 or

by [selecting the microphone in the control bar](#) in the bottom of the Zoom window.
(*Updated 6/14/2021)

For Agenda Item Public Comment, the NC will typically take the following steps:

- 1) A Board Member makes a motion and is seconded.
- 2) The Chair announces the motion and opens up Board discussion.

All Board Members will receive an equal amount of time to speak. Each Board Member is able to speak once, and an opportunity to speak must be provided to all Board Members, prior to speaking a second time.

- 3) The Chair conducts public comment by instructing the public on how to signal an intent to provide public comment; by dialing * 9 or by utilizing the “raise hand” function.

The Moderator recognizes each speaker (by name or last 4 digits of phone number or another identifier), unmutes that speaker, and asks the speaker to identify him/her/themselves before speaking.

Once the speaker’s time has elapsed, the Moderator makes an announcement. Upon completion of public comment, the Moderator re-mutes the speaker.

- 4) Once all public comment is taken, and the NC deliberated, the board takes a vote on the agenda item.

NC can deliberate before or after public comment, but public comment must be taken before the board votes.

For General Public Comment, the NC will typically take the following steps:

- 1) The Chair opens the General Public Comment period.
- 2) The Chair explains the purpose of the General Public Comment period (matters not listed on the agenda but within the subject matter jurisdiction of the NC) and the amount of time each person is allotted.
- 3) The Chair instructs the public on how to signal an intent to provide public comment; by dialing *9 or by utilizing the “raising hand” function.

- 4) The Moderator recognizes each speaker (by name or last 4 digits of phone number or another identifier), unmutes that speaker, and asks the speaker to identify themselves before speaking. If that speaker is on the phone, they may unmute themselves by dialing * 6.

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DISRUPTIONS DURING PUBLIC COMMENT

Under the Brown Act, NCs cannot prohibit public criticism of policies, procedures, programs, or services of the City or the acts or omissions of the neighborhood council itself. The First Amendment protects the public's free speech rights. Speech protected by the First Amendment can include verbal communication, signs, art, hand gestures among other types of expression. Courts have held that offensive, obnoxious and repugnant speech, including profanity and cursing is protected by the First Amendment.

The Brown Act allows an NC to have "reasonable regulations" for meetings, expressly allowing for time regulations "limiting the total amount of time allocated for public testimony on particular issues and for each individual speaker." The NC may also pass and publish regulations in its agenda or standing rules that relate to disruptive conduct, such as speaking out of turn or interrupting others during public comment (whether by criticism or support) Regulations cannot be based upon the viewpoint of the speaker. In other words, please focus on conduct and not speech in deciding when to act upon disruptive behavior.

Given the legal concerns, an NC that wishes to have regulations regarding conduct at meetings should consult with its NEA and the City Attorney's Office. Included below are suggested steps to follow in handling disruptive conduct. Please note, as a courtesy, once time has expired during a speaker's public comment, please allow reasonable time for the speaker to conclude their sentence or thought. If the speaker continues to speak after their time has ended and they refuse to stop talking, their conduct may be deemed disruptive.

The following steps should be taken to address disruptions during public comment.

STEP 1: Initial Disruption - First Warning: The Chair stops the time, offers verbal warning to the speaker and enters the disruption into the meeting minutes.

The Chair should immediately address the person in a polite manner with a courteous admonition:

“Excuse me, let the minutes reflect that (name or other identifier) is disrupting the meeting by... and “describe the conduct”. (e.g. The board cannot hear the speaker and the translator and minute-taker will not be able to take down the speaker’s comments.) I am asking you to stop...”specify objectionable behavior” (such as exceeding time or interrupting another speaker), so that we can continue with the remainder of the NC’s agenda.”

STEP 2: Second Disruption - Second Warning: Repeat Step 1 and offer that the next disruption will result in muting the speaker.

If the person refuses to stop the objectionable behavior, the Chair should repeat the request to stop, and emphasize that the person will be placed on mute or removed if the behavior continues. It should also be stated that the meeting or hearing will continue:

“I am now letting you know for the second time that your actions are disruptive and remind you of the request to stop [specify objectionable conduct]. If you do not cease, you will be placed on mute for the meeting. The meeting will continue while you listen.”

STEP 3: Third Disruption - Final Warning: Repeat Step 1 and mute the speaker.

If after the third disruption (typically the third public comment by the individual) and the person refuses to stop after the second warning, offer the speaker the final warning:

“You have been warned twice that you are disrupting this meeting and have been told to immediately stop your disruptive actions. Since you have chosen to disregard this request and continue being disruptive, I am requesting that you be muted for the remainder of the meeting.”

There are additional strategies a NC can utilize to help conduct a more orderly meeting.

- Politely interrupt the speaker, stop the time, and remind the speaker to remain on topic and keep his/her/their comments germane to the agenda item, before resuming the speaker’s time.
- Set a maximum amount of time allocated for public comment on each agenda item.
- Utilize the “multiple agenda item comments’ period.

If there is a persistent disruption and warning will not suffice, the Chair can move for a recess. It is advised not to remove speakers from the meeting. If the disruptions

continue, call a brief recess instead to re-group and follow up with your NEA after the meeting for additional guidance.

Please note that Board Members should not be muted by the moderator nor the chair. Instead, Board Members can be reminded by the Chair to remain on topic, direct his/her/their comments to the Chair, and/or to wait to be recognized by the Chair prior to speaking.

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HOW TO CALL A RECESS

A recess is a short intermission or break within a meeting that does not end the meeting, allowing the proceedings to resume immediately at the point where they were interrupted. A motion to recess is not required. If there is a hostile situation, the Chair may call for a recess for a specified time period after the 3rd warning.

If a recess is called, no discussion of agenda items will occur. The Board may, during this recess period, mute their mic and turn off their video until the recess is over and the meeting is called back in order to continue the Board's business.

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Security Settings

The Department will provide one (1) Board Member with one (1) Zoom license via email. The assigned Personal Meeting ID (PMI) is the default meeting that launches when scheduling meetings and webinars. Do not share the NC's PMI.

In order to abide by the Brown Act, be sure to follow the Department's [recommended settings](#) in Zoom to disable the chat, video, and Q&A functions; and be familiar with how to set up a "webinar." A "webinar" is how NC meetings will be conducted. Zoom has the ability to set "meetings", however, this is not the appropriate forum for public meetings.

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NEIGHBORHOOD COUNCILS
EMPOWER LA™



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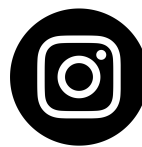
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Recommended Zoom Settings for Brown Act NC Meetings

Revised April 28, 2020

General Capabilities of Zoom	Features			
Supports web video capabilities	Yes			
Has an internet browser only solution	Yes			
Supports both phone dial-in audio and computer based audio	Yes			
Allows for screen sharing of content (presentations, videos, etc)	Yes			
Allows for host control to mute participants as needed	Yes			
Ability to record meetings	Yes			
Free access for users	Yes			
Low bandwidth client option	Dynamically adjusts			
Requires all users to specify their name on their connection	See specific recommendation			
Online moderator to be able to queue up speakers and answers	Yes			
Capability to designate someone as a speaker vs. non-speaker (non-speakers are automatically muted).	Yes			
Recommended Settings for Webinar Meetings Settings: Meeting	Setting Option	Override in Scheduled Webinar?	Notes	Zoom Version
SCHEDULE MEETING				
Host Video	On	Yes	Host can still choose to join with camera off	
Participants Video	Off	Yes	Participants can still turn camera on during meeting. Host can Stop Camera after participants starts camera, after that they cannot turn camera back on (until host invites them to)	
Audio type	Telephone and Computer Audio	Yes	Choice of audio input device	
Join before host	Off	Yes	Participants who call in early will be put on hold	
Use Personal Meeting ID (PMI) when scheduling a meeting	Off	Yes	PMI is 10 digit permanent Zoom "phone number" for your Account	
Use Personal Meeting ID (PMI) when starting an instant meeting	Off	N/A		
Only authenticated users can join meetings	Off	Yes	Public won't have a Zoom Account	
Only authenticated users can join meetings from Web client	Off	Yes		
Require a password when scheduling new meetings	Off	Yes	Turned On 4/13/20	
Require a password for instant meetings	Off	N/A		
Require a password for Personal Meeting ID (PMI)	Off	N/A		
Embed password in meeting link for one-click join	Off	No	Turned Off 4/13/20	
Require a password for participants joining by phone	See notes	No	If meeting has a password, phone participants need to enter password as well. Use On for private meetings. Use Off for meetings where public joins by phone only and only share password with commissioners.	
Mute participants upon entry	On	Yes		<small>This feature is only available with version 3.5.63382.0829 or later</small>
Upcoming meeting reminder	Off	No		<small>This feature is only available with version 4.1.24407.0507 (Windows) and 4.1.24423.0507 (macOS) or later</small>
Recommended Settings for Webinar Meetings Settings: Meeting	Setting Option	Override in Scheduled Webinar?	Notes	Zoom Version
IN MEETING (BASIC)				
Require Encryption for 3rd Party Endpoints (SIP/H.323)	Off	No		

Chat	Off	No		
Private chat	Off	No		
Auto saving chats	Off	No		
Play sound when participants join or leave	See Notes	No	This option plays sound when participants join or leave	
Heard by Host and all attendees	Checked	No		
Heard by Host only	Unchecked	No		
Record and play their own voice	Unchecked	No		
File transfer	Off	No		This feature is only available with version 4.6.10 (Windows) and 4.6.10 (macOS) or later
Feedback to Zoom	Off	No		
Display end-of-meeting experience feedback survey	Off	No		This feature is only available with version 4.0 or later
Co-host	On	No	Co-Hosts can un-mute themselves and present their screens. No Limit known at this time	
Polling	Off	No		This feature is only available with version 3.5.63382.0829 or later
Allow host to put attendee on hold	Off	No	4/14: This setting does not appear	
Always show meeting control toolbar	On	No		This feature is only available with version 4.0 or later
Show Zoom windows during screen share	Off	No		This feature is only available with version 3.6.10810.1031 or later
Screen sharing	On	No		
Who can share?	Host Only	No		
Who can start sharing when someone else is sharing?	Host Only	No		
Disable desktop screen share for users	On	No		This feature is only available with version 4.6.0 or later
Annotation	Off	No		The ability to disable Annotation only effect on Zoom client with version 3.5.63382.0829 or later
Whiteboard	Off	No		This feature is only available with version 4.0.4 or later
Remote control	Off	No		
Nonverbal feedback	On	No		This feature is only available with version 4.0.25513.0228 or later
Allow removed participants to rejoin	Off	No		This feature is only available with version 4.3.46185.0120 or later
Allow participants to rename themselves	Off		4/14/20 This setting should be Off as only Hosts should rename participants.	This feature is only available with version 4.6.10 or later
Hide participant profile pictures in a meeting	On	No	All participant profile pictures will be hidden and only the names of participants will be displayed on the video screen. Participants will not be able to update their profile pictures in the meeting.	This feature is only available with version 5.0.0 or later
Recommended Settings for Webinar Meetings Settings: Meeting				
	Setting Option	Override in Scheduled Webinar?	Notes	Zoom Version
IN MEETING (ADVANCED)				
Report participants to Zoom	On	No	Hosts can report meeting participants for inappropriate behavior to Zoom's Trust and Safety team for review. This setting can be found on the Security icon on the meeting control toolbar.	This feature is only available with version 5.0.0 or later
Breakout room	Off	No		
Remote support	Off	No		
Closed captioning	See Notes	No	Turn On , if request for accomodation is made. Please ensure you have 72 hours to make request.	
Save Captions	Off	No	Cannot turn On when Closed captioning is Off (Row/Line 62)	
Language Intepretation	See Notes		Turn On , if request for accomodation is made. Please ensure you have 72 hours to make request.	
Far end camera control	Off	No		
Group HD video	Off	No		

Virtual background	Off	No		
Identify guest participants in the meeting/webinar	Off	No	Adds (guest) note to participants without lacity.org zoom account	This feature is only available with version 4.0.5 or later
Auto-answer group in chat	Off	No		
Only show default email when sending email invites	Off	No		
Use HTML format email for Outlook plugin	Off	No		
Allow users to select stereo audio in their client settings	Off	No		
Allow users to select original sound in their client settings	Off	No	4/14/20 Added this setting based on zoom.scheduler@lacity.org	
Attention-tracking	Off	No	Deprecated by Zoom on April 2, 2020, this setting does not appear.	
Waiting room	Off	Yes		This feature is only available with version 4.0 or later. The customized waiting room UI is only available with 4.1.20185.0205 or later
Show a "Join from your browser" link	Off	No		
Allow live streaming meetings	Off	No		
Recommended Settings for Webinar Meetings Settings: Meeting	Setting Option	Override in Scheduled Webinar?	Notes	Zoom Version
EMAIL NOTIFICATION				
When a cloud recording is available	On	No		
Send a copy to the person who scheduled the meeting/webinar for the host	Keep unchecked			
When attendees join meeting before host	On	No		
When a meeting is cancelled	On	No		
When an alternative host is set or removed from a meeting	On	No		
When someone scheduled a meeting for a host	On	No		
When the cloud recording is going to be permanently deleted from trash	Off	No		
Recommended Settings for Webinar Meetings Settings: Meeting	Setting Option	Override in Scheduled Webinar?	Notes	Zoom Version
OTHER				
Blur snapshot on iOS task switcher	Off	No	Hide zoom info in iOS task switcher preview	
Invitation Email	English	No		
Schedule privilege		No	Proxy access to schedule meetings	
Assign Scheduling privilege to	No one			
I can schedule for	No one			
Recommended Settings for Webinar Meetings Settings: Recording	Setting Option	Override in Scheduled Webinar?	Notes	Zoom Version
RECORDING				
Local Recording	Off	No		
Cloud Recording	See notes	No	The Neighborhood Council has the option to record the zoom meetings, but will need to follow their record retention.	
Record active speaker with shared screen	Checked	No		
Record gallery view with shared screen	Unchecked	No	Gallery view is the default. When someone is sharing a screen, active speaker will show on the top right corner of the shared screen.	
Record active speaker, gallery view and shared screen separately	Unchecked	No		
Record an audio only file	Checked	No		
Save chat messages from the meeting/webinar	Unchecked	No		
ADVANCED CLOUD RECORDING SETTINGS				
Add a timestamp to the recordings	Checked	No	Enable this option to embed the date and time of the actual meeting into the video recording	

Display participants' names in the recording	Unchecked	No		
Record thumbnails when sharing	Unchecked	No	Include a thumbnail video of the presenter when the recording includes a shared screen	
Optimize the recording for 3rd party video editor	Unchecked	No	Enable this option to ensure compatibility of the recording file created by Zoom with video editing software you can use to modify the recording file. This will increase both the file size and the time it will take to generate the recording file.	
Save panelist chat to the recording	Unchecked	No	The messages sent by panelists during a webinar to either all participants or all panelists and attendees will be saved to the recording.	
Automatic recording	Off	No		
IP Address Access Control	Off	No		
Only authenticated users can view cloud recordings	Off	No		
Require password to access shared cloud recordings	Off	No		
Auto delete cloud recordings after days	On	No		
Specify a time range (days)	30	No	30 days is the minimum amount of days required to hold a recorded webinar. See EVG Protocols for guidance.	
The Host can delete cloud recordings	On	No	This option is set on default.	
Recording Disclaimer	On	No		This feature is only available on Zoom client with the following versions or later: 4.4.52532.0413 (Windows) 4.4.52551.0414 (MacOS) 4.4.52555.0414 (Android) 2.8.18.2821.0412 (Linux) 4.4.52549.0913 (iOS)
Ask participants for consent when recording starts	Checked	No		
Ask host to confirm before starting a recording	Checked	No		
Multiple audio notifications of recorded meeting	Off	No		
Recommended Settings for Webinar Meetings Settings: Telephone	Setting Option	Override in Scheduled Webinar?	Notes	Zoom Version
TELEPHONE				
Show international numbers link on the invitation email	Off	No		
Toll Call	Off	No		
3rd Party Audio	Off	No		
Mask phone number in the participant list	On	No		
Global Dial-in Countries/Regions	United States of America	No		
Recommended Settings for Webinar Meetings DURING MEETING	Setting Option	Override in Scheduled Webinar?	Notes	Zoom Version
SETTINGS TO SET DURING ZOOM WEBINAR (BY HOST)				
Chat: [...] menu at bottom right				
Allow Attendees to chat with: Host	Off	Yes	This option allows participants to do tech support discussion with hosts (i.e., mic doesn't work) Alternative: share tech support phone number with commissioners	
Participants: [More] menu at bottom right				
Allow Attendees to Unmute themselves	Off	Yes	Commissioners must raise hand to be unmuted or be promoted to Co-Host	
Allow Attendees to Rename themselves	Off	Yes	Hosts can rename as needed	

<p>Hollywood Hills West Neighborhood Council Governing Board</p> <p>Anastasia Mann, President Stuart Ross, 1st Vice-President Jane Crockett, 2nd Vice-President Christina Michaelis, Secretary Brian Dyer, Treasurer</p>	<p>CITY OF LOS ANGELES CALIFORNIA</p> 	 <p>200 N. Spring Street Los Angeles, CA 90012</p> <p>Email: NCsupport@lacity.org Website: www.empowerla.org</p>
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**Hollywood Hills West
NEIGHBORHOOD COUNCIL**
Enter Name of Committee(s)
Enter Date

Zoom Meeting Link: Enter Zoom link; Meeting ID: Enter ID
Phone Dial in: +1 (669) 900 6833; Code: Enter Code

Si requiere servicios de traducción, favor de avisar al Concejo Vecinal 3 días de trabajo (72 horas) antes del evento. Por favor contacte (Secretary Contact Phone Number), Secretaria, al (Insert Zoom Dial-in Phone Number) o por correo electrónico XXXX@NeighborhoodCouncil.org para avisar al Concejo Vecinal.

IN CONFORMITY WITH THE JANUARY 1, 2026 ENACTMENT OF CALIFORNIA SENATE BILL 707 (DURAZO) AND LA CITY COUNCIL FILE 23-1114, THE HOLLYWOOD HILLS WEST NEIGHBORHOOD COUNCIL MEETING WILL BE CONDUCTED VIRTUALLY.

Every person wishing to address the Board must dial (Insert Zoom Dial-in Phone Number), and enter (Zoom Webinar ID Number) 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 ____ minutes per speaker, unless adjusted by the presiding officer of the Board.

In the event of a disruption that prevents the eligible legislative body from broadcasting the meeting to members of the public using the call-in option or internet-based service option, or in the event of a disruption within the eligible legislative body's control that prevents members of the public from offering public comments using the call-in option or internet-based service option, the eligible legislative body shall take no further action on items appearing on the meeting agenda until public access to the meeting via the call-in option or internet-based service option is restored. Actions taken on agenda items during a disruption that prevents the eligible legislative body from broadcasting the meeting may be challenged pursuant to Section 54960.1. California Government Code Section 54953.8(b)(3).

The legislative body shall not require public comments to be submitted in advance of the meeting and shall provide an opportunity for the public to address the legislative body and offer comments in real time. California Government Code Section 54953.8(b)(4).

Notwithstanding Section 54953.3, an individual desiring to provide public comment through the use of an internet website, or other online platform, not under the control of the eligible legislative body, that requires registration to log in to a teleconference may be required to register as required by the third-party internet website or online platform to participate. California Government Code Section 54953.8(b)(5),

A legislative body that provides a timed public comment period for each agenda item shall not close the public comment period for the agenda item, or the opportunity to register, pursuant to paragraph (5), to provide public comment until that timed public comment period has elapsed. California Government Code Section 54953.8(b)(6)(A),

A legislative body that does not provide a timed public comment period, but takes public comment separately on each agenda item, shall allow a reasonable amount of time per agenda item to allow public members the opportunity to provide public comment, including time for members of the public to register pursuant to paragraph (5), or otherwise be recognized for the purpose of providing public comment.

California Government Code Section 54953.8(b)(6)(B). Neighborhood Council agendas are posted for public review as follows **ENTER location and Address**; digitally at the Hollywood Hills West Neighborhood Council website, and at the Department of Neighborhood Empowerment's website, www.empowerla.org.

You can also receive agendas via email by signing up for the HHWNC distribution at HHWNC.org, or subscribing to L.A. City's Early Notification System (ENS).

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 by calling (213) 978-1551 or email: NCsupport@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 200 N. Spring Street Los Angeles, CA 90012, our website at www.hhwnc.org, at the Department of Neighborhood Empowerment's website at www.wmpowerla.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 the Board Secretary at secretary@hhwnc.org.

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 §§ 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

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.HHWNC.org

Agenda

All items are subject to motion and vote

- I. Call to order and welcome.**
- II. Approval of the Minutes of the [Enter previous menu date] meeting**
- III. Agenda item**
Agenda item description. Possible motion and vote.
- IV. Next Agenda item**
Agenda item description. Possible motion and vote.
- V. Next Agenda item**
Agenda item description. Possible motion and vote.
- VI. Update on Committee Chairs' Activities**
- VII. General Public Comment**
Comments from the public on non-agenda items within the Committee's subject matter jurisdiction.
Each speaker will be allowed _____ minute(s).
- VIII. Adjournment**

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Neighborhood Council

Governing Board

Name, President

Name, Vice-President

Name, Secretary

Name, Treasurer

Name, Boardmember

Name, Boardmember



200 N. Spring Street
Los Angeles, CA 90012

Email: NCsupport@lacity.org
Website: www.empowerla.org

**NEIGHBORHOOD
COUNCIL**

CANCELLED

Regular Board Meeting Agenda

Friday, May 1, 2020

7:00 pm

Zoom Meeting Online or By Telephone

Dial (XXX) XXX-XXXX to Join the Meeting

Then Enter This Webinar ID: XXX XXX XXX 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 XXXX, Secretaria, al (XXX) XXX-XXXX o por correo electrónico XXXX@NeighborhoodCouncil.org para avisar al Concejo Vecinal.

IN CONFORMITY WITH THE GOVERNOR'S EXECUTIVE ORDER N-29-20 (MARCH 17, 2020) AND DUE TO CONCERNS OVER COVID-19, THE BOARD OF XXXX NEIGHBORHOOD COUNCIL MEETING WILL BE CONDUCTED ENTIRELY TELEPHONICALLY.

Every person wishing to address the Board must dial (XXX) XXX-XXXX, and enter XXX XXX XXX and then press # to join the meeting. Instructions on how to sign up for public comment will be given to listeners at the start of the meeting.

PUBLIC INPUT AT NEIGHBORHOOD COUNCIL MEETINGS The public is requested dial *9, when prompted by the presiding officer, 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 [redacted] minutes per speaker, unless adjusted by the presiding officer of the Board.

improving government responsiveness to local communities and their needs. We are an advisory body to the City of Los Angeles, comprised of stakeholder volunteers who are devoted to the mission of improving our communities.

I. CALL TO ORDER & ROLL CALL

- a. Call to Order by Presiding Officer
- b. Roll Call

II. ADMINISTRATIVE MOTIONS

- a. Approval of the Minutes of the Regular Meeting held on MEETING DATE
- b. Approval of MERs for March 2020

III. PRESIDENT’S REPORT - The President will provide a verbal report to the Board on COVID19 Emergency Funding expenditures.

IV. GENERAL PUBLIC COMMENT ON NON-AGENDA ITEMS

V. FUNDING MOTIONS

- a. Discussion and/or possible action to approve up to \$250.00 for Neighborhood Council branded bobble-heads from Bobbles-For-All for community outreach.

VI. NEW BUSINESS

- a. Discussion and/or possible action to support Council File # 19-0000 promoting the Neighborhood Council System as the largest civic engagement system in the world and empowering local communities to engage in meaningful ways with the City of Los Angeles.
- b. Discussion and/or possible action to develop outreach strategies to encourage stakeholders to participate in virtual meetings
- c. Discussion and/or possible action to approve recommendation of the temporary Bylaws Advisory Committee to amend Article V, Section 5 to read: “The Vice Chair will be responsible for...”

VII. ADJOURNMENT (End time is approximately 9:00 p.m. or shortly thereafter)

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 by calling (213) 978-1551 or email: NCsupport@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 [Neighborhood Council Office Space Address \(if applicable\)](#), at our website: www.NeighborhoodCouncilWebsite.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 [XXXX, Secretary, at \(XXX\) XXX-XXXX](#) or email at: XXXX@NeighborhoodCouncil.org.

PUBLIC POSTING OF AGENDAS – Neighborhood Council agendas are posted for public review as follows:

- [Community Center, 11243 Empowerment Blvd, Los Angeles](#)
- www.NeighborhoodCouncilWebsite.com
- You can also receive our agendas via email by subscribing to L.A. City’s Early Notification System at <https://www.lacity.org/subscriptions>

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.NeighborhoodCouncilWebsite.org

SAMPLE OPENING REMARKS BY CHAIR

Chair: Good afternoon/evening ladies and gentlemen. Welcome to the meeting of the _____ Neighborhood Council Board. Today is _____ 2020.

Introduction of Meeting Support Staff (Optional)

I would like to introduce the staff supporting this meeting and identify their roles. They will be heard speaking during the course of the meeting.

_____ will act as the meeting moderator. They will announce when it is time for public comment, unmute participants who wish to speak, and will conduct a Voice Vote by Roll Call of the Board.

_____ will provide technical support and assist the moderator with public comment.

For everyone listening to our Neighborhood Council meeting, the meeting ‘moderator’ has muted all attendees and will unmute speakers when called upon to give public comment.

(Chair makes opening statement or comments as they see fit.)

Chair: During the meeting tonight/today, we will discuss the items listed on the meeting agenda in numerical order, unless I receive a request from a board member to take an item out of order.

If any board member has consulted with the City Attorney and it has received advice regarding a conflict of interest at the time an agenda item is announced for discussion, the board member should identify the general nature of the conflict, indicate that he or she is recusing him or herself from participating in the matter, and leave the meeting session during the duration of the discussion of the item. Before we make a decision on any item, members of the public will have an opportunity to provide comments on the item under consideration.

When the agenda item is open to public comment the following steps must be completed to be recognized by the moderator. For telephone attendees press star (*) 9 on your dial pad, and for computer users, in the Zoom window, click the “raise hand” option. The moderator will see all who indicated that they would like to comment and will allow comments on a first come first serve basis as time allows.

For Public Comment, when it is the member of the public’ turn to speak the moderator will announce either the last 4 digits of the telephone number or state the person’s name as indicated on the Zoom participant list. The moderator will unmute the speaker and ask that they state their name for the

record and proceed with their comment. When the time has expired the moderator will mute the speaker and advise their time for comment has concluded.

If you have a general comment on an item that is not listed on the agenda, you may provide your comment during the “General Public Comments” portion of the meeting. General Public Comment is limited to _____ minutes maximum. No individual speaker will be allowed more than _____ during General Public Comment, unless the presiding officer of the Board decides differently.

General public comment should be directed to the Board rather than to individuals. Please understand there are applicable laws that limit the actions we may take during tonight’s/today’s meeting, thus, we may be legally prohibited from acting on a concern that you have expressed. However, your concern may become the topic of discussion at a future board meeting after we have had the chance to list the item on the agenda.

General public comment will occur during item number _____ of today's agenda.

The moderator will then proceed to the next public speaker in the same manner.

Agenda Item – Call to Order and roll call (Chair & Moderator)

Chair: This meeting called to order. The moderator will conduct a roll call of the Board Members. When your name is called, please respond and state your name for the record.

Moderator: Board Member [wait for response], Board Member [wait for response], etc. We have a quorum.

Agenda Item –

Chair: Item # ____ Approval of the Minutes of the Regular Meeting of _____. Are there any comments or changes? If you wish to speak, please dial * 9 or press the “raise hand” option on Zoom.

[Chair and/or Moderator will need to coordinate how the Chair will be notified of board members wishing to speak]

I see Board Member _____ wishes to speak? Board Member _____, you have the floor.

[Board member makes comment and/or motion. If a motion is made, seek a second from another board member]

It is moved and seconded that (Restate the motion). Is there any discussion?

[Allow for Board discussion]

Do we have public comment?

Moderator: Mister/Madame Chair, we have _____ speakers for public comment on this item.

First speaker is (name or last 4 digits of phone number). [unmutes speaker] Please identify yourself for the record and proceed with your comment.

Thank you. Your public comment time has elapsed.

Next speaker is (name or last 4 digits of phone number). [unmutes speaker] Please identify yourself for the record and proceed with your comment.

Etc.

Public comment has concluded for this item.

Chair: The question on the floor is (re-state motion). The moderator will conduct a Vote by Voice. All those in favor say "Aye." Those opposed say "No." Or say "Abstain." When the moderator calls your name, state your name for the record and cast your vote

Moderator: Board Member (name), Board Member (name), etc. The Ayes are (state the count), The Nos are (state the count) and there are (state the count) abstentions.

Chair: (restate vote results). Next item on the agenda is...

MODERATOR: GENERAL PUBLIC COMMENT

“Agenda Item number _ is open for public comment. If you would like to comment and are on the telephone press star (*) 9, if you are on a computer in the Zoom window press the raise hand button at this time. Each speaker will have ___minutes to speak on the item. When you are unmuted please clearly state your name for the record.”

“Commenter with telephone number ending 1234 or Ms. Smith, please state your name for the record and begin.” (Unmute participant.)

“Thank you, your time has expired.”

MODERATOR: AGENDA ITEM PUBLIC COMMENT

“Agenda Item XX is open for public comment. If you would like to comment and are on the telephone press star (*) 9, if you are on a computer in the Zoom window press the raise hand button at this time. Each speaker will have ___minutes to speak on the item. When you are unmuted please clearly state your name for the record.”

Example: “Commenter with telephone number ending 1234 or Ms. Smith, please state your name for the record and begin.” (Unmute participant.)

“Thank you, your time has expired.”



Neighborhood Council Voting Facts

With the various ways that Neighborhood Councils can take action, there is often confusion in cases where the count is close on whether an item has passed or not. To ensure consistency, the Department of Neighborhood Empowerment is providing information on how Neighborhood Council voting is interpreted by the Department and the Office of the City Attorney. Here is a breakdown of what to look for to make sure every vote is counted correctly. Most of the information below should be in a Neighborhood Council's bylaws or standing rules.

Know the Basic Numbers

You'll need to look at the bylaws to determine some basic information first:

1. Total number of board seats
2. Quorum to take action
3. Any board members or seats ineligible to vote on certain items because of training requirements, recusals or age. Board members who are ineligible to vote because of training requirements or recusals won't be listed in the bylaws, but typically are announced at the meeting.

Know How the Board Takes Action

Boards typically take action in the following ways, which will result in different outcomes:

1. Simple majority of board members present
2. Simple majority of board members present and voting
3. Simple majority of the total board

Instead of simple majority, the number can also be two-thirds. This higher number is typically for board member removal or changes to the bylaws.

Example

A Neighborhood Council has 15 board seats and has a quorum of 9 board members to take action. Eleven board members are present, but only 9 are qualified to vote for an item before them because of training requirements. Based on the 3 ways a board can take action, here are the important numbers for the scenario:

1. Simple majority of board members present – Requires 6 votes to pass
2. Simple majority of board members present and voting – Requires 5 votes to pass
3. Simple majority of the total board – Requires 8 votes to pass

If the final vote is 6 for, 3 against and 2 ineligible, then the motion only passes under the first 2 scenarios.

Remember, the required number of votes necessary can change between each agenda item. For instance, if in this scenario, the next item requires 2 board member recusals as well as the 2 ineligible board members, then some of the important numbers have shifted because only 9 board members are present now with 7 qualified to vote:

1. Simple majority of board members present – Requires 5 votes to pass
2. Simple majority of board members present and voting – Requires 4 votes to pass
3. Simple majority of the total board – Requires 8 votes to pass

If the final vote is 4 for, 3 against and 2 ineligible, then the motion still passes under the 2nd scenario, but not the 1st and 3rd.

Even though a board member is ineligible to vote, s/he still counts towards quorum and the number of board members present. S/he does not, however, count towards the number of board members voting. A recused board member does not count towards quorum or the number of board members present or the number of board members voting.

To get the simple majority number, divide the number of board members necessary by 2 and round up if you get a half number, e.g. $6.5 = 7$.

Know How Abstentions Are Treated

Instead of voting for or against an item, a Neighborhood Council board member may abstain instead. In the Neighborhood Council bylaws, abstentions may still count in the total vote, but the voting outcome will be different based on how the Neighborhood Council treats abstentions. The Neighborhood Council bylaws template sets out how the Department of Neighborhood Empowerment and the Office of the City Attorney interprets abstentions. If the Neighborhood Council bylaws state that they “include abstentions” in the total vote, the abstentions will act as a yes vote in essence similar to the City Council. If the Neighborhood Council bylaws states that they “do not include abstentions” in the total vote, the abstentions could be removed entirely from the vote tally depending on the situation, changing the number of votes necessary to pass a motion.

Example

A Neighborhood Council has 15 board seats and has a quorum of 9 board members to take action. Eleven board members are present, but only 9 are qualified to vote for an item because of training requirements. Based on the 3 ways a board can take action, including how they treat abstentions, here are the important numbers for the scenario:

Final Vote: 3 for, 3 against, 3 abstentions and 2 ineligible.

1. Simple majority of board members present, including abstentions – 11 board members present so simple majority of 6 votes is required to pass
-Vote passes because the abstentions are included and considered a yes vote so there are 6 votes for the motion (3 for and 3 abstentions).
2. Simple majority of board members present, not including abstentions – 11 board members present so simple majority of 6 votes is required to pass
-Abstentions are not removed from the final tally here so 6 votes are needed to pass. Here, abstentions in essence act as a no vote. So there are only 3 for votes, which is not enough for the majority of 6 needed. Vote does not pass.
3. Simple majority of board members present and voting, including abstentions – 9 board members present and voting so simple majority of 5 votes to pass
-Vote passes because the abstentions are included and considered a yes vote so there are 6 votes for the motion (3 for and 3 abstentions), which goes beyond the 5 needed to pass.
4. Simple majority of board members present and voting, not including abstentions – 3 abstentions removed from the 9 board members present and voting leaving a simple majority of 4 to pass of the remaining 6 votes
-In this scenario, abstentions are removed from the final vote tally completely in order to determine the simple majority number of the remaining votes because an abstention is considered “not voting.” The 3 abstentions are removed from the 9 board members voting, resulting in only 6 board members now present and voting. The simple majority of 6 is 4. There are only 3 for votes, which is not enough for the new majority of 4 needed. Vote does not pass.
5. Simple majority of the total board, including abstentions – Requires 8 votes to pass, abstentions do not matter
-Vote does not pass because there are not 8 votes even with abstentions (3 for, 3 abstentions = 6).
6. Simple majority of the total board, not including abstentions – Requires 8 votes to pass, abstentions do not matter
-Abstentions are not removed from the final tally here so 8 votes are needed to pass. The abstentions in essence act as a no vote so there are only 3 for. Vote does not pass because there are not 8 votes.

Filing a Community Impact Statement (CIS)

Should a committee(s) pass a motion to forward to the Board for vote, and the Board passes the motion, the committee chair is responsible for drafting a letter – one page if possible – for the President to sign and submit. The following format should be used when drafting the CIS post Board meeting. Please see the sample following for further detail.

1. Date
2. City Council (or other recipient or Government Body
3. Address
4. Re: Name of ordinance, state bill or other issue
5. Case #, State Bill # or other reference code
6. Greeting
7. Date of Board meeting,
8. Confirmation the meeting was held in accordance with the Brown Act and HHWNC bylaws
9. The motion vote
10. The motion in its entirety
11. A request that the motion should be submitted as a CIS to the appropriate Council file (or other file if not Council.)
12. Names of all persons to be copied. (Please see referenced local, county and state government officials in contact section of reference book).

Once submitted, please submit the body, via email to the President, who will either approve or offer suggestions before submitting. Please do as soon as possible after the meeting as some motions are time sensitive.

[Date]

[City Recipient]
[Department]
[Sub department]
[Organization]
[Address]
[City], [State] [Zip]

Re: [Subject, including any file numbers or identifiers necessary]

The Hollywood Hills West Neighborhood Council (HHWNC) is one of the certified neighborhood councils in the City of Los Angeles.

At a meeting of HHWNC's Board on [Date of meeting], [include if representatives participated: "as well as the representatives", include if participated: many stakeholders came to specifically discuss the agenda item for [insert file number or agenda item subject]. [After both the presentation from [support and opposition] representatives and stakeholders' comments were considered, HHWNC's Board discussed and voted on the following motion:

Motion:.

The motion passed unanimously, []yes to []no.

On behalf of HHWNC, the above information is respectfully submitted.

Very truly yours,

Anastasia Mann
President
Hollywood Hills West Neighborhood Council

cc: [insert recipients]

Full Name	First	Mid	Last	Suffix	Branch	Title	District
Gilbert Cedillo	Gilbert		Cedillo		City of LA	Councilmember	Council District 1
Gerald Gubatan	Gerald		Gubatan		City of LA	Senior Planning Director	Council District 1
Mark Ridley-Thomas	Mark		Ridley-Thomas		City of LA	Councilmember	Council District 10
TBA					City of LA		
Mike Bonin	Mike		Bonin		City of LA	Councilmember	Council District 11
Len Nguyen	Len		Nguyen		City of LA	Senior Planning Director	Council District 11
Greig Smith	Greig		Smith		City of LA	Councilmember	Council District 12
Mitch O'Farrell	Mitch		O'Farrell		City of LA	Councilmember	Council District 13
Craig Bullock	Craig		Bullock		City of LA	Planning Director	Council District 13
Kevin de León	Kevin		de Leon		City of LA	Councilmember	Council District 14
Placeholder					City of LA		Council District 14
Joe Buscaino	Joe		Buscaino		City of LA	Councilmember	Council District 15
Aksel Palacio	Aksel		Palacio		City of LA	Planning Deputy	Council District 15
Paul Krekorian	Paul		Krekorian		City of LA	Councilmember	Council District 2
Adrian Asadoorian	Adrian		Asadoorian		City of LA	Planing Deputy	Council District 2
Bob Blumenfield	Bob		Blumenfield		City of LA	Councilmember	Council District 3
Elizabeth Ene	Elizabeth		Ene		City of LA	Senior Planning Deputy	Council District 3
Nithya Raman	Nithay		Raman		City of LA	Councilmember	Council District 4
Salans/Choi					City of LA	Councilmember staff	Council District 4
Paul Koretz	Paul		Koretz		City of LA	Councilmember	Council District 5
Daniel Skolnick	Daniel		Skolnick		City of LA	Planning Director	Council District 5

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Mitch O'Farrell		Los Angeles	CA	90012
Craig Bullock		Los Angeles	CA	90012
Kevin de León		Los Angeles	CA	90012
Placeholder		Los Angeles	CA	90012
Joe Buscaino		Los Angeles	CA	90012
Aksel Palacio		Los Angeles	CA	90012
Paul Krekorian		Los Angeles	CA	90012
Adrian Asadoorian		Los Angeles	CA	90012
Bob Blumenfeld		Los Angeles	CA	90012
Elizabeth Ene		Los Angeles	CA	90012
Nithya Raman		Los Angeles	CA	90013
Salans/Choi		Los Angeles	CA	90013
Paul Koretz		Los Angeles	CA	90012
Daniel Skolnick		Los Angeles	CA	90012

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Stephanie Mikhlian	Stephanie		Mikhlian		CA Assembly	Field Representative	46th Assembly District
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Curren D. Price, Jr.		Los Angeles	CA	90012
Sherilyn Correa		Los Angeles	CA	90012
Vince Bertoni		Los Angeles	CA	90012
Laura Freidman		Burbank	CA	91502
Seamus Garrity		Burbank	CA	91502
Adrin Nazarian		Van Nuys	CA	91401
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Richard Bloom		Santa Monica	CA	90405
Josh Kurpies		Santa Monica	CA	90405
Sheila Kuehl		Los Angeles	CA	90012
Erin Seinfeld			CA	90012
Ben Allen		Redondo Beach	CA	90278
Allison Towle		Redondo Beach	CA	90278
Osama K. Younan				

SECTION IV

FUNDING

NCFP Policies

NCFP 101 Board Acton Certification

Sample Board Action Certification Form

NCFP 110 Letter of Acknowledgment

NCFP 114 NC Community Event Risk Planning

NPG Applicant Information Packet 2018

NCFP 107 NPG Application

NPG NC Information Packet 02-2018

NCFP 108 NPG Completion Report Form

All of the documents above may be found online at the LA City Clerk website. [https://
clerk.lacity.org/neighborhood-council-funding/documents-and-forms](https://clerk.lacity.org/neighborhood-council-funding/documents-and-forms).

In particular, application forms are available online as fillable PDFs for easier handling.

Please ask the HHWNC Treasurer for a BAC with the Board members pre-filled in the form.

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<https://clerk.lacity.org/neighborhood-council-funding/documents-and-forms>.

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SECTION IV

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NCFP Policies September 16, 2024
NCFP 101 Board Action Certification
Sample Board Action Certification Form
NCFP 110 Letter of Acknowledgment
NCFP 114 NC Community Event Risk Planning
NPG Applicant Information Packet
NCFP 107 NPG Application
NPG NC Information Packet
NCFP 108 NPG Completion Report Form

All of the documents above may be found online at the LA City Clerk website.

[Neighborhood Council Elections and Funding | Office of the City Clerk](#)

In particular, application forms are available online as fillable PDFs for easier handling.

Please ask the HHWNC Treasurer for a BAC with the Board members pre-filled in the form.

All of the following documents may be found online at the LA City Clerk website.
<https://clerk.lacity.org/neighborhood-council-funding/documents-and-forms>.

In particular, application forms are available online as fillable PDFs for easier handling.

Please ask the HHWNC Treasurer for a BAC with the Board members pre-filled in the form.

Neighborhood Council Funding Program

POLICIES & GUIDELINES

Updated September 16, 2024



Office of the City Clerk
Administrative Services

HOLLY L. WOLCOTT
CITY CLERK

City of Los Angeles
CALIFORNIA

OFFICE OF THE
CITY CLERK

Executive Office
200 N. Spring Street, Room 360
Los Angeles, CA 90012
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—
SHANNON D. HOPPE
EXECUTIVE OFFICER



ERIC GARCETTI
MAYOR

clerk.lacity.org

Neighborhood Council Leaders,

The Office of the City Clerk would like to extend a warm welcome to all new board members and particularly the new Financial Officers in the Neighborhood Council (NC) system. The NC system is indeed one of the gems in the City of Los Angeles, and we are proud to be able to provide the administrative support for NCs to run their financial operations successfully through the Neighborhood Council Funding Program.

The NC Funding Program was transferred from the Department of Neighborhood Empowerment to the Office of the City Clerk in July 2016. At that time, our City leaders had a vision to expand and strengthen support to the NC system while simultaneously allowing the Department of Neighborhood Empowerment to focus its staffing resources on capacity building and technical assistance in the field.

At the core of the City Clerk's approach to working with our NC system and creating the Neighborhood Council Funding Program Policies and Guidelines is TASC: Transparency, Accountability, Simplicity and Consistency. TASC is also the lens utilized in the creation of the online NC Funding System portal.

With the support from the Commission on Innovation and performance, the Office of the City Clerk was able to bring **simplicity** to the execution of financial transactions by NCs. The NC Funding System portal is an easy to use online platform for the NCs to request funds, track expenditures, upload documents, and generate financial reports. Utilizing the online platform, anyone with computer access can view spending trends by budget categories in detail creating a new level of **accountability** and **transparency** required in the expenditure of NC funds.

The Office of the City Clerk is committed to developing and implementing funding policies and guidelines that mirror sound accounting practices and make sense for the NC system. The **consistency** with which we will administer these funding policies and guidelines will make them both predictable and easy to follow. We will continue to work in partnership with our NC system, the Mayor, City Council, Office of Finance, Controller's Office, Risk Management, City Attorney's Office and Department of Neighborhood Empowerment to ensure that we continue to innovate and provide excellent service to the NC system.

Sincerely,

Holly L. Wolcott
City Clerk

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Governance and Administration

The Office of the City Clerk, Administrative Services Division, Neighborhood Council Funding Program (NC Funding Program) is pleased to distribute our “*NC Funding Program, Policies & Guidelines*.” It has been our goal since the NC Funding Program was transferred to our department to provide Neighborhood Councils (NC) with a fresh set of comprehensive policies that can be consistently applied and updated as necessary. These easy to follow guidelines build on the established financial management framework on which each NC is currently operating.

Background

On March 21, 2017, the Los Angeles City Council adopted ordinance 184835 which amended sections 5.517, 22.801(p), 22/810.1(g) and 22.815 of the Los Angeles Administrative Code in order to transfer administration of the NC Funding Program from Department of Neighborhood Empowerment to the Office of the City Clerk, and establish a trust fund for the City Clerk to administer NC Accounts. Said change came fourteen years after the inception of the NC Funding Program in March 2003 via Council File 02-0699.

Mission

Our Mission is to assist the NC System with its fiscal administrative needs as they relate to NC funding. Our philosophy in order to accomplish our mission is based on a two-pronged approach: 1) Facilitate access by the NCs to their annual budget allocation by making the process of spending public funds simple, while maintaining accountability and transparency, and 2) Ensure that public funds are spent appropriately following all City government laws, policies, rules, guidelines and expectations and that said regulations and policies are applied consistently across the NC System.

Administration of the NC Trust Fund

The Policies and Guidelines set forth in this set of documents (known as “policies”) are the governing rules for the NC Funding Program. The Policies and Guidelines are subject to revision at the discretion of the Office of the City Clerk, Administrative Services Division, NC Funding Program. The NC Funding Program may issue additional instruction(s) on NC Funding matters not addressed in these documents.

Authority to Administer the NC Trust Fund

Los Angeles City Charter Article IX Section 911.

Funds shall be appropriated into a special fund to be established by ordinance. The Mayor and Council shall thereafter appropriate funds for the department and NCs at least one year in advance of each subsequent fiscal year.

Los Angeles Administrative Code Section 22.810.1(g) Subsection (1) & (2)

Money appropriated in the budget of each year for certified NCs for the costs related to the functions, operations and duties of a certified NC shall be placed in the NC Fund. The functions, operations and duties of a certified NC include, but are not limited to, meeting and office space, office equipment, computers, supplies and communications, such as the costs associated with newsletters, postage or printing written materials. At the discretion of each NC, and as approved by the City Clerk, all or part of the money so appropriated may be used for neighborhood improvement projects. The City Clerk is authorized to promulgate all procedures, rules and regulations, as well as to issue any directives necessary for the administration of NC expenditures, including neighborhood improvement projects and Neighborhood Purpose Grants.

Plan for a Citywide System of NCs (the Plan)

The NC Funding Program derives additional guidance not already implicit in the City Charter or Administrative Code from the Plan, such as general financial accountability, funding responsibilities and expectations, including operations, outreach, neighborhood projects and grants, corrective actions and remedial measures.

NC Boards and Financial Officers

NC Funding Program Policy 1.0 - NC Boards and Financial Officers

In 1999, voters in the City of Los Angeles approved changes to the City Charter which added Section 900 to create the NC System. With the creation of the NC System, the Plan for a Citywide System of NCs (Plan) was also drafted and adopted. The Plan discusses financial accountability relative to NCs and the requirements for proper spending of public funds. The Plan also discusses Funding in Article IX which explains the purpose of the funding appropriated to NCs.

Each Certified NC's Governing Body is comprised of elected, selected, and/or appointed stakeholders. Each NC is allocated funds for their Office, Outreach, Election, Neighborhood Purposes Grants, and Community Improvement Project expenditures. Since NCs are City bodies who are subject to local, state and federal laws, and who use public funds for their activities, all expenditures by NCs must be agendaized and voted on at a properly noticed public meeting.

1. Fiduciary Responsibility

- a. All NC Board Members have the responsibility of ensuring that the funding account activity of their respective Boards complies with established Policies and Guidelines prescribed by the Office of the City Clerk. All Board members voting on funding-related matters at official NC meetings must complete and abide by all required trainings.
- b. If a Board member thinks they may have a potential conflict of Interest, they must contact the Office of the City Attorney prior to engaging in discussion or voting on any matters that may pose a potential conflict of interest.
- c. All funding-related matters must be included on a board agenda, discussed and approved at a public meeting that complies with all Brown Act and other meeting notification requirements. The board should include enough information on the agenda regarding a funding matter so that the public can make a reasonable decision whether they would like to attend and provide their input on the matter.
- d. Treasurers are to report the Monthly Expenditure Report (MER) to the board and its stakeholders on a monthly basis regarding the status of its NC Funding Program account including expenditures, outstanding expenditures, and the total remaining balance for the fiscal year. If at any time a funding discrepancy is discovered, the board should be notified immediately so that it may be discussed and corrected. If the discrepancy cannot be resolved or is of a nature that may involve criminal activity, the board should notify the NC Funding Program immediately.

2. Eligibility to Vote on Financial Matters

- a. To be eligible to vote on any NC Expenditure, Financial Reports, and/or annual budgets, the board member must:

- i. Be an Elected, Appointed and/or Selected Board Member of the NC
- ii. Be 18 years of age or older
- iii. Have completed the California State Ethics Training Requirement for Local Officials (AB 1234)
- iv. Have completed the online NC Board Member Funding Training and obtain a passing score of 70% on any test associated with the online course at least once every 2 years.
 - 1. Board members may also attend the in-person Funding Training required for NC Financial Officers, at least once every 2 years.
 - 2. Any Funding trainings completed before July 1, 2018 will expire June 30, 2020
- v. Have completed the Code of Conduct **training and any other additional training required of NC Board Members.**

3. Board Member Responsibilities

- a. Every Board member eligible to vote on funding items has a fiduciary responsibility and must ensure that proper procedures are followed when expensing public funds.
- b. Each board member is responsible for understanding the NC Funding Program and educate himself or herself on the rules and guidelines governing the use of public funds.
- c. Every board member is responsible for completing all required trainings and abide by Conflict of Interest Laws applicable to NCs.
- d. Each board member must seek advice from the Office of the City Attorney, NC Advice Division, when applicable, and *PRIOR* to any discussion and/or vote.
- e. Every board member is responsible for understanding the funding items up for discussion and action. Each expenditure should be evaluated on its merit, with all of the necessary supporting documentation.
- f. Every board member must know what is appropriate and inappropriate use of public funds.
- g. All board members must review, understand, inquire, discuss and ultimately vote on the Monthly Expenditure Report (MER) on a monthly basis.
- h. Every board member must visit the NC Funding Program Public Dashboard and stay current with their NC's financial activity.
- i. Every board member must feel free to speak with their vote anytime there is a disagreement on any financial matter.

4. Financial Officers

- a. Every NC must select, elect, or appoint the following Financial Officers from the NC Board:
 - i. Treasurer
 - ii. 2nd Signer
 - iii. NC Bank Cardholder
- b. An NC may also, if they choose, select, elect, or appoint an Alternate Signer to serve as a Financial Officer as described in Section 5 below.
- c. Financial Officers of the NC must meet the following criteria:

- i. Fully eligible to vote on expenditures, financial reports, and annual budgets as listed above
- ii. Complete the in-person NC Funding Program Training at least once every 2 years.
 - 1. Trainings completed before July 1, 2018 will expire June 30, 2020
- iii. Complete the in-person NC Funding System Portal Training at least once every 2 years.
 - 1. Trainings completed before July 1, 2018 will expire June 30, 2020
- iv. Complete Funding Program bank documents, providing two forms of identification
- v. Have a level of comfort with technology and utilization of an online Funding system
- vi. Inability to meet the criteria above will cause the Financial Officer to be suspended from, or be unable to perform, their respective responsibilities until the criteria is met.

5. Financial Officer Responsibilities

- a. The NC **Treasurer** is responsible for the following:
 - i. Use of the online Funding System portal which includes:
 - 1. Submitting check payment requests after the NC Board approval vote has been taken. As a best practice, the NC should submit payment requests within 45 days of the NC board approval of the expenditures.
 - 2. Generating the Monthly Expenditure Reports (MER) and presenting them to the Board for review and action on a monthly basis.
 - ii. Submit requests for bank card limit increases, as needed
 - iii. Keep track of the NC's annual budget for revisions by the Board, as needed
 - iv. Maintain custody of financial documents - unless appointed differently by the Board
- b. The NC **2nd Signer** is responsible for the following:
 - i. Verifies Funding Program documents have been correctly and completely filled out before submitted for processing.
 - ii. Acts as the second signer as required on Funding Program documents
- c. The NC **Bank Cardholder** is responsible for the following:
 - i. Maintains secure custody of the NC's bank card
 - ii. Ensures card is used for payment transactions as approved by the Board only.
 - iii. Obtains itemized receipts or itemized paid invoices for every card transaction.
 - iv. Submits (Uploads) itemized receipts or itemized paid invoices for card no later than 10 days after the date the transaction posts.
 - v. Must not accept cash refund. All refunds must be made as a credit return.
 - vi. Notifies the Funding Program immediately of lost or stolen cards

1. Bank must be notified immediately by the NC Bank Cardholder to block any further usage of the card.
 2. A new card can be ordered upon notification
 3. The Neighborhood Council will be limited from accessing its available funds through the bank card while a new card is being requested from the bank.
- vii. Notifies NC Funding Program upon resignation or removal as the NC Bank Cardholder.
1. The Neighborhood Council will be limited from accessing its available funds through the bank card when a cardholder has resigned or has been removed and a new card is being requested from the bank for a newly-appointed cardholder.
- viii. Can only serve as Cardholder for one NC at a time.
- ix. Is the only Board Member authorized to pick up the NC bank card, issued to his/her name, from the NC Funding Program Office.
- d. The NC **Alternate Signer** is responsible for the following:
- i. In the absence or unavailability of the Treasurer or 2nd Signer, the Alternate Signer can sign Board-approved funding documents to be submitted to the NC Funding Program.

Fiscal Year Annual Budget & Administrative Packet

NC Funding Program Policy 1.1 - Fiscal Year Annual Budget and Administrative Packet

“The fiscal year of the City shall begin on July 1 of 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 and Administrative Packet

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 the NC. The annual budget and Administrative Packet is a plan for the utilization of resources and expenditures. The annual budget and Administrative Packet should be used as a strategic financial road map to conduct activities that will help the NC achieve its mission, goals, and objectives. It should include the input of stakeholders, be accessible, and comply with the rules that govern the use of NC public funds.

- a. The annual budget is comprised of the following 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. The Administrative Packet is a complete record of all items that support the NC's fiscal and administrative operations as the new fiscal year begins, which includes the annual budget form, Letter of Acknowledgement signed by all Financial Officers, information on administrative services such as office space, meeting space, storage facility, P.O. box, and website support services, as applicable to the NC.
- c. NCs must submit their annual budget and Administrative Packet to the Office of the City Clerk, NC Funding Program by the beginning of the new fiscal year in order to re-establish access to their allocated funds when the fiscal year starts.
 - i. NCs that have not submitted an annual budget and Administrative Packet to the NC Funding Program when the new Fiscal Year begins will be limited to **\$600.00**/month for Office/Operational expenditures only.
 1. This limited amount will be available for the first 3 months (first quarter) of the new fiscal year only to assist NCs to function in a basic capacity, including the ability to schedule a timely board meeting to review and take action on its annual budget and Administrative Packet.

2. If the annual budget and Administrative Packet are not submitted when the 4th month (second quarter) of the fiscal year begins, the NC's funds will be frozen.
- ii. Payment requests related to Outreach (including events), Elections, Neighborhood Purpose Grants, and Community Improvement Projects will not be allowed when the annual budget and Administrative Packet have not been submitted to and accepted by the NC Funding Program.

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 and recurring Office/Operations-related expenditures. These may include:
 - i. Office space leases
 - ii. Office supplies and equipment expenses, excluding inventory items
 - iii. Storage facility leases
 - iv. P.O. Boxes
 - v. Office telephone and Internet services
 - vi. **Meeting refreshments/snacks. Please see Policy 2.1.1.d for further explanation.**
 - vii. Website hosting and maintenance services
 - viii. Professional meeting/office-related services, i.e. translators, minute-takers, audio services
 - ix. Printing and copying for meetings/office-related purposes only
 - x. Business cards
 - xi. Postage
- b. Expenditures related to Outreach (including events), Elections, Neighborhood Purposes Grants, and Community Improvement Projects must be approved by the NC board at a Brown Act compliant meeting through separate board actions, not as specific line items in the annual budget.

3. Annual Budget Funds Rollover

- a. Effective February 1, 2019, a new policy will be implemented to allow for non-cumulative rollover of up to \$10,000 of unspent funds per fiscal year (FY) for each NC. Rollover funds will allow the NCs to make sound budgetary decisions throughout the FY, without the risk of forfeiting unspent funds, thereby eliminating the need to request last minute City Council Motions to move funds, or hold time consuming special board meetings in May/June to approve any unplanned expenditures. Instead, NCs will be allowed to accrue up to \$10,000 in unspent funds to add to the next FY's budget allocation.
- b. No more than \$10,000 may be rolled over from one FY to the next, on a non-cumulative basis. Non-cumulative means no more than \$10,000 may be retained and added each year to the City's annual budget allocation for each NC.
 - i. Example of non-cumulative rollover:
 1. FY18/19 Budget per NC = \$42,000.

2. NC ends FY 18/19 with \$14,000 balance in unspent funds. \$10,000 may be rolled over.
Total FY19/20 Budget Allocation is \$42,000 plus \$10,000 rolled over from FY18/19 or \$52,000.
 3. FY19/20 same NC ends FY with \$6,000 balance in unspent funds. All \$6,000 may be rolled over into next FY.
Total FY20/21 Budget Allocation is \$42,000 plus \$6,000 rolled over from FY19/20 or \$48,000.
- c. This policy is not intended to circumvent necessary authority and approval requirements as part of the City's financial processes. If funds are being held for a special project, a new account needs to be established and approved by City Council. If funds are being transferred into an existing special account or to a City department, a City Council Action is required.
- d. An NC is INELIGIBLE to request or receive rollover funds if any of the following apply:
- i. In Exhaustive Efforts status as determined by DONE
 - ii. Funds are in "frozen" status by the Office of the City Clerk
 - iii. The current sitting Treasurer and Bank Cardholder are not in good standing per Policy 1.0.4.c Financial Officers

Expenditures

NC Funding Program Policy 2.0 - Expenditures

All expenditures made by an NC are intended for the purpose of a general public benefit and must be approved through board action at a Brown Act-compliant board meeting prior to the expenditure. Expenditures made by the NCs must abide by all laws, rules, and regulations applicable to NCs. Expenditures must be approved by the board during the same fiscal year the expenditure is to be executed. If approval occurs in a prior fiscal year as part of a larger planning effort (for example, a strategic annual budget plan), the expenditure must be reaffirmed during the fiscal year when the expenditure is to be made before the expenditure is executed.

1. Expenditure Categories

The NC expenditures shall be categorized under one of the three budget categories and/or one of the three subcategories listed below, which are further explained in NCF Policies 2.1-2.5.

- a. General and Operational Expenditures (comprised of three subcategories)
 - i. Office/Operational
 - ii. Outreach
 - iii. Election
- b. Neighborhood Purposes Grants
- c. Community Improvement Projects

2. Prepayments/Advance Payments

- a. NCs are not authorized to make payments before services are rendered or goods are received. Payment for services and goods can only be made at the time of delivery of the services or goods. Any exceptions to allow for prepayments are made at the discretion of the Office of the City Clerk, NC Funding Program.
 - i. As a general rule, deposit payments of up to 50% of the invoiced amount or not exceeding \$1,000 may be allowed if authorized by the NC Funding Program.

3. Fiscal Dates

- a. For the purposes of accounting and reconciliation, the following fiscal dates must be followed:
 - **May 20** - Final date to request an event approval for the current fiscal year using current fiscal year funds;
 - **June 1** - Final date to submit a check payment request using current fiscal year funds;
 - **June 20** - Final day for any bank card transactions using current fiscal year funds.

4. Requirements for Check Payment Requests

- a. Check payments are issued to vendors as requested by the NC Treasurer. Check Payment requests must be submitted by the Treasurer after the Board approval vote and no later than June 1 of the fiscal year. Check payment requests that are not submitted by June 1, will not be processed by the NC Funding Program in the current fiscal year, and may need NC action to appropriate in the following fiscal year.
- b. The method of requesting a check payment is as prescribed by the Office of the City Clerk, Funding Program. The check payment request generally requires:
 - i. Board Action Certification (BAC) form authorizing the requested payment, completed and signed by the NC Treasurer, 2nd Signer and/or Alternate Signer.
 1. The Board Motion language provided in the BAC form must reflect the same agenda item or action as approved by the Board.
 - ii. Vendor invoice, which provides the following:
 1. Vendor name
 2. Vendor address and contact information
 3. Invoice number
 4. Invoice date
 5. Payment Amount due
 6. Description of purchase
 7. Name of the NC in the "bill to" section
- c. The NC Funding Program may request additional supporting documentation or information to further evaluate and account for payment requests, such as, W-9 forms, IRS Letters of Determination, quotes, meeting agendas, meeting minutes, etc.
- d. Check payment requests, once submitted, may take 1 to 3 business days for staff review and authorization, depending on level of staff review necessary for requested payment and completeness of submission. Payment requests that are found to require contract considerations may take longer to process.
- e. In situations where an NC no longer has a Treasurer, or the ability to appoint a Treasurer, the NC will be limited from accessing its available funds. When a new Treasurer is appointed by the Board, and authorized by the NC Funding Program, access to the NC Funding System will be granted.
 1. Access to the NC Funding System may also be limited in situations where the NC does not have a 2nd Signer, or Alternate Signer, as at least one is necessary to sign Board Authorization Certification (BAC) forms required by the funding system.

5. Requirements for Bank Card Payments and Cardholders

- a. The NC Bank Card is a credit-card based payment method to pay for low-value, non-contracted items less than one thousand dollars (\$1,000), including board or committee meeting incidentals, basic office supplies. NC Bank Cardholder usage is monitored through the NC Funding System portal by conducting daily and monthly reviews.

- b. The front of the card is printed with the City of Los Angeles seal and the board-appointed NC Bank Cardholder's name and respective NC name. The individual whose name appears on the card is the only individual authorized to use the card.
- c. Purchases made with a bank card must be approved by the board before the expenditures are made. NC Bank Cardholders must submit (upload) an itemized receipt or paid invoice by the 10th day after the transaction posting date, through the method prescribed by the NC Funding Program, which is currently to upload the receipt or invoice in the NC Funding System portal. Receipts must provide the following:
 - i. Vendor name
 - ii. Vendor address and contact information
 - iii. Receipt date
 - iv. Reasonable description of items for which payment was made
 - v. Price per item and total amount paid
- d. Payments made through PayPal or other non-descriptive payment methods are not allowed. Non-descriptive payment methods include those that do not provide necessary information as listed above in (c).
 - i. NC Bank Cardholders are advised to check with vendors who accept bank card payments to confirm if the method used to charge cards will be PayPal or another non-descriptive method. If so, payment to the vendor will need to be made through the check payment method.
- e. All expenditures paid through bank card may be subject to additional administrative procedures. NC Funding Program may request additional supporting documentation or information to further evaluate and account for transactions.
- f. In situations where an NC no longer has a bankcard holder, the NC will be limited from accessing its available funds through the bank card until a new bank cardholder is appointed by the Board and authorized by the NC Funding Program to be the custodian of the NC bank card.
- g. NC Funding Program maintains the right to audit or revoke a bank card at any time.
 - i. Bank cards will be revoked automatically for the following:
 - 1. Someone other than the authorized user makes a purchase with the card
 - 2. Repeated infractions
 - 3. Prohibited uses

6. Bank Card Limits and Requests to Increase Limits

- a. Standard bank card limits are:
 - i. \$5,000.00 per month
 - ii. \$1,000.00 per transaction
- b. Any requests for increases to the above standard limits must be submitted in writing, via email, by the NC Treasurer to the Funding Program for review and approval. To request an increase, the Treasurer must provide the following:
 - i. Board Action Certification (BAC) authorizing the requested expenditure

- ii. Vendor invoice/quote
- iii. Project or Event budget, as necessary or requested by the Funding Program
- c. Once approved, the Funding Program will notify the Treasurer and the NC Bank Cardholder. There will be a limited amount of time to make the transaction with the authorized increase limit. Processing requests to increase bank card limits may take up to two business days.
- d. If the Funding Program considers that an NC is not in compliance with requirements of the Program, such as being delinquent with Monthly Expenditure Reports or with bank card transaction receipts or other necessary documentation, it may deny requests to increase card limits.

7. Lost or Missing Receipts

- a. When a required NC bank card receipt is lost or otherwise unavailable and all measures to obtain a copy have been exhausted, a Missing Receipt Affidavit should be completed and submitted.
- b. A Missing Receipt Affidavit should be used on rare occasions and may not be used on a routine basis. A maximum of two (2) Affidavit submissions are permitted during a fiscal year. More than 2 uses of the Affidavit during the fiscal year may revoke the privilege of providing a declaration in lieu of a receipt, lead to freezing of the NC bank card, and any further action by the Funding Program as deemed appropriate or necessary.
- c. A Board Action Certification (BAC) form authorizing the use of the Missing Receipt Affidavit must be provided when submitting the Affidavit in lieu of the missing receipt. The Affidavit and BAC must be submitted through the NC Funding System portal

8. Accidental Payments

- a. In situations where an NC Bank Cardholder has accidentally or inadvertently issued a payment with the NC bank card which was not for the purpose of NC business, the NC Bank Cardholder will be required to either return the merchandise to the vendor for full credit returned to the bank card or reimburse the NC in the total amount spent, as prescribed by the NC Funding Program.
 - i. When reimbursing the NC:
 - 1. the Board member must do so using a personal check, money order, or cashier's check.
 - 2. The NC Board must approve the reimbursement to its funding account during a Brown Act-compliant and properly posted meeting.

9. Prohibited Usage of the NC Bank Card

- a. Expenditure Types
 - i. Personal purchases
 - ii. Transaction of product or vendor considered inappropriate (e.g. firearms, tobacco, alcohol, adult entertainment)
 - iii. Transactions of products or vendor not compliant with all applicable laws
 - iv. Cash-in-lieu of credit to card

- v. ATM cash withdrawals
- vi. **Split charges - using multiple bank card transactions to pay for a single charge to circumvent the \$1,000.00 single-transaction limit allowed on the bank card.**
 - 1. **For example, a charge of \$1,500 cannot be split into two separate transactions of \$900 and \$600.**
 - 1. **The Treasurer can request a bank card limit increase from the NC Funding Program to allow for the single charge on the card.**
- b. Vendors
 - i. Bars
 - ii. Liquor Stores
 - iii. Travel Agencies
 - iv. Night Clubs
 - v. Cocktail lounges
 - vi. Casinos
- c. Products
 - i. Airline Tickets, event tickets, movie tickets, etc.
 - ii. Alcoholic beverages
 - iii. Gasoline, diesel fuel, propane gas (exceptions may apply)
 - iv. Jewelry
 - v. Flowers for individuals
- d. Services
 - i. Car Wash
 - ii. Cash Advance
 - iii. Dry cleaning for uniform and carpets
 - iv. Cleaning
 - v. Tuition reimbursements
 - vi. Vehicle leases
 - vii. Payments by "Paypal" or other non-descriptive payment services
- e. The listing above serves as a guideline and should not be construed as an all-inclusive or all-exhaustive listing of prohibited card usages. Exceptions to the items listed above may be granted by the Funding Program with proper justification.

10. Unacceptable Purchases/Transactions with NC Funds

- a. Below are transaction guidelines for the use of NC funds. Please contact the NC Funding Program in the event you are unsure of the proper transaction method for any expenditure. Liability is always an important consideration with any project. Please contact the Funding Program for further information. The following are prohibited:
 - i. Any purchases made without prior approval of the Board, and any purchases that are not identified in the NC approved budget.
 - ii. Payment for services over an extended period of time that may require a contract or services agreement executed by the Office of the City Clerk. Treasurers should consult with the Funding Program prior to using the bank card for this purpose
 - iii. Gifts of goods or money, i.e., toys, food, clothing items, school supplies, movie tickets, gift cards, plaques, raffles, or other similar

items of value that serve an individual and/or personal use, regardless of value. Such use of NC funds is considered a "gift of public funds", which State law prohibits.

- iv. Any purchases and/or capital improvement projects that impact the value of private property or do not benefit the general public.
- v. Events or projects that do not have the required insurance, permits, or contracts.
- vi. Third-party payments. Payments must be made to vendors who have billed the NC directly for services or products rendered to and under the responsibility and/or sponsorship of the NC.
- vii. Purchases of alcohol, tobacco, firearms, or adult entertainment products.
- viii. Purchases that violate the constitutional separation of church and state (City funds cannot be used to endorse religion and/or interfere with free religious exercise)
- ix. Purchases that violate City and/or State conflict of interest laws.
- x. Supporting or opposing ballot measures or candidates, and political forums or debates unless following City Attorney guidelines.
- xi. Lawsuits against the City or City agencies, and appeals against any discretionary decisions made by any City agency.
- xii. Payment by "Paypal" or other non-descriptive payment service.
- xiii. Personal transportation costs or vehicle parking fees and traffic tickets.
- xiv. Purchase of money orders or cashier's checks.
- xv. Purchases and/or transactions with the intent of creating a line of credit for goods and/or services not rendered and/or promised.
- xvi. Purchase of retail/warehouse/online store memberships, such as but not limited to Amazon Prime, Costco, Sam's Club
- xvii. Online orders of goods and services related to NC events or activities, such as bounce houses, jumpers, slides, dunk tanks, carnival rides, where risk assessment needs to be evaluated by the NC Funding Program.

11. Inventory

- a. The NC Board must certify an inventory list attesting to the completion of the list.
 - i. The inventory certification will be completed on an inventory form provided by the Office of the City Clerk
 - ii. A BAC must be attached approving the Inventory Form
- b. A physical inventory must be taken at least once every 2 years. For NCs which follow a 2-year board election schedule, their inventory certification process is to coincide with the board installation after the board election.
 - i. The assigned board member of the outgoing NC Board responsible for the inventory list must provide a completed inventory form indicating all NC inventory items to the incoming board.
 - ii. A BAC form from the incoming board approving the inventory must be provided to the NC Funding Program within the first quarter (3 months) following the board installation.

- iii. For NCs which follow an election schedule other than the 2-year schedule, their inventory certification process is to coincide with the board installation after the board election or selection and then, subsequently, completed every 2 years.
 - 1. The assigned board member of the outgoing NC Board responsible for the inventory list must provide a completed inventory form indicating all NC inventoried items to the incoming board.
 - 2. A BAC form from the incoming board approving the inventory must be provided to the NC Funding Program within the first quarter (3 months) following the board installation or the anniversary of the board installation.
- c. Items to be include in an Inventory List include, but are not limited to, the following items:
 - i. Goods with a \$1,000 value and at least a 3-year expected life cycle.
 - ii. Electronic equipment
 - 1. Computers
 - 2. Printers
 - 3. Tablets
 - 4. Scanners
 - 5. Cameras
 - 6. Popcorn/snow cone machines
 - 7. Generators
- d. All Inventory items must be photographed and applicable serial numbers recorded on the inventory list.
- e. Inventory taken outside of the Neighborhood Council storage facility, office, or meeting space must be checked-out through the assigned board member responsible for the NC inventory
 - i. The checkout and inventory process is at the discretion of the NC but must be documented.
- f. Salvage - Contact the NC Funding Program Office for instructions regarding the process to salvage NC equipment.

12. Tipping

- a. Under the LA Administrative Code, gratuities not exceeding 15 percent are allowable where reasonable and customary. For the NC Funding Program, fees and tips given to food delivery personnel, catering and service personnel, (up to 15 percent of the bill exclusive of taxes) are considered customary.
- b. Exception to exceeding the 15 percent will be allowed when there is a required gratuity and the amount is added on the bill by the service provider.

13. Custodial Payments

- a. In situations where an NC does not have access to its funds or does not have a Treasurer, 2nd Signer, or NC Bank Cardholder, due to action by the NC Funding Program or Department of Neighborhood Empowerment, or resignation or removal by Board action, the Funding Program will assist the

NC in issuing custodial payments on behalf of the Board for Office/Operations-related expenditures only (office rent, storage space, P.O. boxes, phone/web service, professional temp services, etc.). This also includes Financial Officers who are unavailable to carry out their duties due to temporary causes as determined by the Funding Program. The NC will be responsible to provide necessary invoices to the Funding Program to ensure continuation of services.

- b. The Funding Program will issue custodial payments for a period of up to three (3) months.
 - i. If custodial payments are needed beyond 3 months, the Funding Program may take corrective action as set forth in NCF Policy 6.0, Corrective Measures.
- c. In situations where an NC has been placed in "Exhaustive Efforts" by Department of Neighborhood Empowerment, the NC Funding Program and Department of Neighborhood Empowerment will authorize and issue office/operational, outreach, and election payments as deemed appropriate and fiscally responsible.

14. Monthly Expenditure Reports (MER)

- a. The MER is a document generated electronically by the NC Funding System portal that provides a record of the NC's bank account monthly transactions, including expenditures made in both check payments and bank card transactions, committed and outstanding expenditures, and total net balance for the remaining fiscal year.
- b. The MER is an important and necessary financial document of every Neighborhood Council that serves to provide accountability and transparency in the use of the public funds allocated to each Neighborhood Council.
- c. MERs are generated by the Funding System portal on a monthly basis immediately following the month for which the expenditures are reported.
 - i. Financial Officers are able to access the MER in the Funding System portal beginning approximately the 5th day of the month following the reporting month.
 - ii. **The Board Action Certification (BAC) Form approving the MER is due to the Funding Program Office, through the Funding System portal, by the 10th day of the second month following the reporting month.**
 - 1. For example, the MER for the month of January (the reporting month), will be generated by the Funding System portal beginning the 5th of February, depending on weekends, holidays, or necessary receipts being uploaded to the Funding System portal by the NC bank cardholder.
 - 2. The BAC approving the MER is due to the NC Funding Program Office by the 10th of March.
 - 3. The MER schedule above allows an NC board at least one (1) month to review and take action on the MER before the BAC is due for submission to the Funding Program Office.
- d. As outlined in Funding Program Policy 6.0.3 below, corrective measures may be imposed by the Funding Program Office when an NC is considered delinquent on generating its MERs or submitting its BACs for the MER.

15. Additional Provisions

- a. NCs expenditures may be subject to additional administrative procedures not outlined in this document.
- b. The NC Funding Program may request additional supporting documentation or information to further evaluate and account for payment requests or transactions as deemed necessary by City standards.
- c. If in the situation when an NC violates any laws, rules, or regulations, the NC and/or members of the NC may be subject to corrective measures set forth in NCF Policy 6.0, Corrective Measures.

Office/Operational Expenditures

NC Funding Program Policy 2.1 - Office/Operational Expenditures

Office/Operational Expenditures are expenses made for the purpose of the NC's operations. As outlined under the Los Angeles Administrative Code 22.810 1 (g).

1. Office/Operational Expenditures

NCs may make expenditures for their functions, operations and duties.

- a. Office/Operational expenditures include but are not limited to:
 - i. Office space leases
 - ii. Office supplies and equipment expenses, excluding inventory items
 - iii. Storage facility leases
 - iv. P.O. Boxes
 - v. Office telephone and Internet services
 - vi. Meeting refreshments/snacks. Please see Policy 2.1.1.d for further explanation.**
 - vii. Website hosting and maintenance services
 - viii. Professional meeting/office-related services, i.e. translators, minute-takers, audio services
 - ix. Printing and copying for meetings/office-related purposes
 - x. Business cards
 - xi. Postage
- b. Office/Operational expenditures for an NC must be approved by the NC at a Brown Act compliant meeting. The expenditure must be approved as an individual agenda item. For certain monthly and recurring office/operating expenses, specific line items may be created in the annual budget, under the Office/Operational Category, as payment authorizations, as described in NC Funding Program Policy 1.1.2.
- c. Recurring/repeating payment requests set up in the NC Funding System portal must include Payment Request Documents that support the scheduled monthly recurring payments, such as a Consolidated Invoice from the vendor, the Summary Sheet of an executed contract for the related vendor, or a Letter of Authorization from the Office of the City Clerk authorizing the payments. Recurring payment requests submitted in the Funding System portal without the appropriate, applicable Payment Request Documents as indicated above may be denied.
- d. The Funding Program allows NCs to reasonably and accordingly use their allocated funds for certain food and beverage expenses as operational expenditures for the sole purpose of creating an environment that attracts stakeholders and the general public to official NC business meetings. Reasonable food and beverage expenses for NC meetings are allowed under the following conditions:
 - i. The meeting is an official NC business meeting open and accessible to the public.

- a. Neighborhood Councils will be able to provide food for NC meetings where the majority of participants are from the public and NC board and not employed by the City.
- ii. Light refreshments or healthy meal-like options are provided.
 - a. Light refreshments include items like coffee, tea, juice, soda and snacks, finger foods-type items such as pastries, cookies, granola bars, candy, fruit, small sandwiches, pizza or similar items.
 - b. healthy meal-like options include items which can be consumed by persons with dietary restrictions including healthy salads, items considered low glycemic, vegan, gluten-free, etc., to the extent possible.
 - c. Food and beverage expenses cannot exceed \$10 per person and are subject to an annual limit of \$3,600 per fiscal year.
- iii. Alcohol is strictly prohibited.
- iv. In situations where food and beverage expenses, and other related expenses, for an NC meeting go beyond what is allowed as described above, the NC may contact the Department of Neighborhood Empowerment (DONE) in advance for advice on how to proceed. In most cases, the NC will need to submit an Event Approval Form for consideration by the Funding Program.
- v. The Funding Program may request supporting documentation for meal expenditures to confirm compliance with the policy. Supporting documentation can include any or all of the following: itemized receipts, invoices, meeting agenda/minutes, meeting attendance/sign-in list, and other supporting documentation as requested.

2. Methods of Payment

- a. Check Payment
 - i. The NC must provide a Board Action Certification (BAC) Form and an itemized invoice after the approval vote is taken. Check requests must be submitted through the NC Funding Portal as prescribed by the Office of the City Clerk.
- b. Bank card Payment
 - i. Purchases made with a bank card must be approved by the board before the expenditures are made. The NC Cardholder must submit (upload) an itemized receipt or itemized paid invoice by the 10th day after the transaction posting date, through the NC Funding System portal.

3. Additional Provisions

All Office/Operational expenditures may be subject to other administrative procedures. The NC Funding Program may request additional supporting documentation or information to further evaluate and account for payment requests or transactions as deemed necessary by City standards.

Outreach Expenditures

NC Funding Program Policy 2.2 - Outreach Expenditures

One of the core purposes of an NC is to promote its activities, including meetings, events, projects, etc., and engage its stakeholders to become involved in the NC and their communities.

1. General Outreach Expenditures

Outreach expenditures for an NC must be approved by the NC board at a Brown Act compliant meeting. Each outreach expenditure must be identified and approved as an individual agenda item.

a. Examples of Outreach expenditures:

- i. Advertising
- ii. Newsletters
- iii. Promotional items
- iv. Presence of authorized NC representatives at a community event organized and held by another organization, including having a booth or doing tabling at such event.

1. Authorized board members attending a third-party community event for outreach purposes may not gain individual benefits, “perks” as they may be considered potential gifts to government officials which are impacted by government conflict of interest/ethics regulations.

2. When conducting outreach activities, i.e. tabling or having a booth at an event sponsored by another organization, it is reasonable and acceptable for an NC to provide commercially pre-packaged snacks, i.e. cookies, candy, small bags of chips, water, coffee, etc., as well as low value promotional items as a way of attracting attendees to the NC table.

a. However, more expensive food items or outreach activity components, such as having a hot dog cart or food truck, a photo booth, a Disc Jockey or other entertainment planned as part of your outreach efforts is considered to go beyond what is allowed for basic outreach activities and create risks and liabilities for the City of Los Angeles.

i. In these situations, please contact the Department of Neighborhood Empowerment (DONE) in advance for advice on how to proceed.

b. Promotional Items

i. An NC may only purchase outreach promotional items of nominal cost and value for the purpose of advertising its presence in the community.

1. When the NC plans to purchase promotional items for distribution at public events and other outreach

opportunities, i.e. tabling, items purchased must have the NC name or logo and contact information, such as a phone number, website, email address, or social media handle branded on these items so that the items serve a sole purpose of general marketing and advertising for the Neighborhood Council, i.e. branded pens, keychains, magnets, and other similar "freebies" items.

2. NCs may submit proposed items of higher cost to the NC Funding Program for review and consideration.
- c. All outreach expenditures must be approved by the NC board at a Brown Act compliant meeting through separate board actions, **not as specific line items within an annual budget.**
- i. The NC boards must also review and approve, prior to final production, the content of its print media outreach items, i.e. newsletters, flyers, brochures, etc.

2. NC Events

- a. NCs are required to provide at least 30-days advanced notice to the NC Funding Program to address potential risks and liability considerations and secure necessary insurance, permits, and/or agreements with parties involved in the event.
- b. Neighborhood Councils can sponsor or co-sponsor public community events.
 - i. Sponsored Events: Events solely organized, implemented, and/or paid for by the NC. Payment by the NC may not always be involved, for example, when payment is not requested by a vendor or the NC uses its own existing equipment or supplies for the event.
 - ii. Co-sponsored Events: Events partially organized, implemented, and/or paid for by the NC. Payments by the NC may not be necessary, for example, when payments are not requested by vendors or the NC uses its own existing equipment or supplies for the event.
- c. An NC is considered to be an event sponsor or co-sponsor when any of the following apply:
 - i. The NC is hosting or co-hosting the event,
 - ii. The NC is taking part in the event planning and implementation efforts,
 - iii. The NC is contributing financially or in-kind for the event to occur.If any of the criteria above apply, then the NC must submit an Event Approval Form to the NC Funding Program Office for review.
- d. The NCs must submit a complete Event Approval request packet at least 30 days prior to the event for proper review and approval. The event approval packet is comprised of the following documents to be deemed complete for review:
 - i. NC Event Approval Form (as provided by the NC Funding Program);
 - ii. Board Action Certification Form (BAC);
 - iii. Complete event Budget, including expenses to be paid by identified co-sponsors; and
 - iv. Other supporting documentation such as, but not limited to:

1. Invoices/quotes/estimates (Billed to the NC)
 2. Insurance Certificates from vendors involved, i.e. venue, catering, entertainment, or equipment rental vendors, etc.
 3. Permits, including but not limited to facility use permits from parks, libraries, schools, and other venues, as well as health permits from food vendors, street closure permits, and L.A. County Department of Public Health Community Events permits
 4. Service or Use Agreements/contracts as required by the City of Los Angeles or vendors involved, i.e. venue, catering, entertainment, or equipment rental vendors, etc.
 5. Flyers/promotional material
 6. Proof of artwork
 7. **For more information and details, please refer to the “Neighborhood Council Community Events – Risks & Liabilities Checklist” Form found on the Funding Program website, or contact your Funding Program Representative.**
- e. If a complete Event Approval request packet is submitted with less than 30 days for review, the application package may be rejected, and the NC will not be authorized to sponsor/co-sponsor the event.
 - f. If an NC submits an incomplete event packet, or the event itself violates any rules, laws, or policies applicable to NCs, the event application packet shall be rejected.
 - g. If an NC sponsors/co-sponsors an event without the approval of the Office of the City Clerk, the NC and/or individual members of the NC may assume personal responsibility and liability for the event, and additional corrective measures will be taken as outlined in NC Funding Policy 6.0.
 - h. Under Article II of the Plan it is stated:
 - i. Certified NCs must encourage all Community Stakeholders to participate in all of their activities, and may not discriminate in any of their policies, recommendations or actions against any individual or group on the basis of race, religion, color, creed, national origin, ancestry, sex, sexual orientation, age, disability, marital status, income, homeowner status, renter status or political affiliation. Therefore, all events sponsored or co-sponsored by an NC, must be open, accessible, and free of charge to the general public.
 - i. All Sponsored and Co-sponsored event packets for the current fiscal year must be submitted for approval July 1 - May 20 of the same fiscal year. NCs may submit Event Requests for future fiscal years for review as necessary. However, funding is contingent upon receipt of a future fiscal year allocation, board approval of the event funding during the same fiscal year the event is scheduled, and cannot be expended until the new fiscal year.
 - i. Exceptions for Events occurring through July 15th
 1. Expenses for Events scheduled to occur from July 1st to July 15th may be paid from the immediate prior fiscal year funds with approval of the NC Funding Program.
 2. Events scheduled after July 15th must be paid with funds from the current fiscal year.

3. Exceptions to the NC Funding Program policies and guidelines may be provided at the discretion of the NC Funding Program.

3. Methods of Payment

a. Check Payment

- i. To request a check payment for general outreach expenditures, the NC must provide the following documents after the vote approving the expenditure is taken:
 1. Itemized invoices
 2. Board Action Certification (BAC) Form;
- ii. Check payment requests for event-related outreach expenditures require the following documentation:
 1. Event Approval Form marked as “Approved” by NC Funding Program;
 2. Board Action Certification (BAC) Form;
 3. Itemized invoices
- iii. Check payment requests must be submitted through the NC Funding System portal.

b. Bank card Payment

- i. Purchase transactions made using the NC bank card must be approved by the board before the transactions are executed. The NC Bank Cardholder must submit (upload) an itemized receipt or itemized paid invoice by the 10th day after the transaction posting date, through the NC Funding System portal.

4. Additional Provisions

All outreach expenditures may be subject to other administrative procedures. The NC Funding Program may request additional supporting documentation or information to further evaluate and account for payment requests or transactions as deemed necessary by City standards.

Election Expenditures

NC Funding Program Policy 2.3 - Election Expenditures

Election expenditures are expenses made for the purpose of the NC's periodic general governing board Election process, including Selections. NCs can pay for expenses related to voter engagement and participation, such as election advertising, voter outreach events and activities, social media and print media expenses, etc.

1. Election Expenditures

Election expenditures for an NC must be approved by the NC at Brown Act compliant meetings. The expenditures must be approved as individual agenda items, not as part of the general Election category in the annual budget.

- a. The board may create and approve a budget document for its election-related expenses where it itemizes each planned expenditure, including the particular purpose and description for each expenditure and, if possible, the vendor to be used.
 - i. The approved election budget may be accepted as authorization for payments.

2. Methods of Payment

- a. Check Payment
 - i. The NC must provide a Board Action Certification (BAC) Form and an itemized invoice after the expenditure approval vote is taken. Check requests must be submitted through the NC Funding System portal.
- b. Bank card Payment
 - i. Purchases made with a bank card must be approved by the Board before the expenditures are made. The NC Cardholder must submit (upload) an itemized receipt or itemized paid invoice by the 10th day after the transaction posting date, through the NC Funding System portal.

3. Additional Provisions

All election expenditures may be subject to other administrative procedures. The NC Funding Program may request additional supporting documentation or information to further evaluate and account for payment requests or transactions as deemed necessary by City standards.

Neighborhood Purposes Grants

NC Funding Program Policy 2.4 - Expenditures for Neighborhood Purposes Grants (NPG)

Los Angeles Administrative Code 22.817:

NCs are authorized to make monetary grants to nonprofit corporations (excluding religious institutions and private schools) organized under 26 United States Code Section 501(c)3 and to public schools pursuant to the criteria set forth in Article XI of the Plan for a Citywide System of Neighborhood Councils.

1. Neighborhood Purposes Grant

The Neighborhood Purposes Grant (NPG) program provides NCs with greater opportunity to benefit their communities while supporting and building partnerships with local public-benefit organizations. Eligible organizations include 501(c)(3) nonprofits and public schools.

- a. Grants cannot be issued to religious organizations or to private schools.
- b. NPGs must be approved by the NC at a Brown Act compliant meeting. The grant must be approved as an individual agenda item.
- c. Any NPG issued by an NC must be for a public purpose: How will the grant help the community? Please refer to document entitled, "*What is a Public Benefit*" of the application for Neighborhood Purposes Grant for more information.
 - i. Funds requested for purposes of purchasing uniforms or other personal equipment to be utilized by individuals, i.e. cheerleader uniforms, football helmets, music instruments, etc., the items must be considered property of the Grant applicant, available to the general community the applicant serves, and must remain with the applicant until the retirement of the items.
 - ii. Funds requested for purposes of providing scholarships or financial assistance to community members are allowed as long as a public purpose and benefit is demonstrated, and the NC is not involved in the process of selecting the scholarship or financial assistance recipients and no NC board member or family members become recipients of the scholarships or financial assistance.
- d. NPGs cannot be approved as part of an annual budget as specific line item expenditures.
- e. NCs shall vote on completed NPG application packets which include the following documents:
 - i. Completed and signed NPG Application Form as provided by the Office of the City Clerk
 - ii. 501(c)3 Letter of Determination from the Internal Revenue Service for a non-profit organization applicant; Or
 - iii. Letter from the school on the school's letterhead, signed by the school principal for a public school applicant.
- f. NPGs are primarily for prospective community-benefit projects, and NPG applications shall be approved by the NC before the Completion Date listed on the NPG application.

- i. NPGs approved after the Completion Date shall not be authorized for payment by the Office of the City Clerk.
- ii. NPG must demonstrate funds requested are needed in the current Fiscal Year for the approved grant funds to be issued out of the current Fiscal Year account of the NC.
- iii. Individual board members cannot commit NC funds without prior board approval.
- iv. NPG funds may not be used for reimbursements for expenditures made in anticipation of the approval of an NPG
- g. NCs must submit (upload) the approved NPG application packet with a Board Action Certification to the Office of the City Clerk after the Board approval vote is taken.
- h. Before funds are granted, NPG requests must be approved by both the NC Board and the Office of the City Clerk.
- i. The NC Funding Program may request additional information to further evaluate a proposed grant payment request.

2. NPG-Funded Events

- a. Article II Section (2) of the Plan states: "Certified NCs must encourage all Community Stakeholders to participate in all of their activities, and may not discriminate in any of their policies, recommendations or actions against any individual or group on the basis of race, religion, color, creed, national origin, ancestry, sex, sexual orientation, age, disability, marital status, income, homeowner status, renter status or political affiliation." Therefore, all events funded by an NPG, whether in whole or partial funding support, must be open and accessible to the public and free of charge.

3. Eligibility to Award Neighborhood Purposes Grants

- a. Only NCs in good standing with the NC Funding Program will be eligible to participate in the NPG program. Good standing means the following:
 - i. NCs must have a current Fiscal Year budget on file with the NC Funding Program;
 - ii. NCs should ensure sufficient funds have been allocated within their annual budget for NPG awards;
 - iii. NCs cannot be delinquent with their Monthly Expenditure Reports submissions to the NC Funding Program (see NCF Policy 6.0.3 Corrective Measures);
 - iv. NCs must have an eligible Treasurer and Signer on the Board; and
 - v. NCs cannot be in Exhaustive Efforts.

4. Conflict of Interest Laws

- a. State and local conflict of interest laws that currently apply to the NC Funding Program also apply in the consideration of Neighborhood Purposes Grant requests.
- b. **If there is a potential conflict of interest concern identified due to an affiliation with an NPG applicant, board members with the potential conflict must contact and consult with the Office of the City Attorney before engaging or participating in any matters related to the NPG application.**

- i. This also impacts the ability of Financial Officers to process the application if they are the ones with the potential conflict of interest. Please contact your NC Funding Program Representative for further guidance.

5. Contract Requirements for Neighborhood Purposes Grants

- a. Through the Neighborhood Purposes Grant, NCs have the legal authority to issue grants of public funds in amounts up to \$5,000.00 without a written contract.
- b. Grants for amounts \$5,000.01 and over will require further review on a case by case basis for City contract considerations in coordination with the Office of the City Clerk so as to meet City contracting standards. NCs are not authorized to enter into contracts. When a contract is required, the City Clerk will enter into agreement on behalf of the NC.

6. Grant Project Completion Follow Up

- a. As a best practice, NCs are strongly encouraged to require the grantee to provide a Project Completion Report to provide accountability for the proposed project goals and use of the funds awarded and to demonstrate evidence of successful efforts benefiting the community. The Project Completion Report form is available online at clerk.lacity.org

7. Method of Payment

- a. Payment awards approved for Neighborhood Purposes Grants can only be issued through the check payment method:
 - i. The NC must provide a completed Board Action Certification (BAC) Form and a completed NPG application packet after the board approval vote is taken.
 - ii. Check payment requests must be submitted through the NC Funding System portal.

Community Improvement Projects

NC Funding Program Policy 2.5 - Expenditures of Community Improvement Projects

1. Community Improvement Projects (CIP)

CIPs include projects that beautify and enhance public spaces such as, but not limited to:

- a. Street medians, parkways landscaping
- b. Street furniture
- c. Murals
- d. Tree plantings
- e. Graffiti abatement
- f. Community gardens
- g. Signage such as Neighborhood Watch signs
- h. Historic-Cultural Monument Applications

2. Review of CIPs

Community Improvement Projects are reviewed on a case by case basis, depending on the scope of work or services involved. Thus, the proposed project may require certain permits such as, but not limited to:

- Insurance certificates,
 - Authorizations from other agencies,
 - Contracts or agreements involving a number of public agencies, vendors, etc.
- a. Additional guidance from other City agencies and/or Departments may be necessary.

3. Submission Deadline

All Community Improvement Projects must be submitted to the NC Funding Program for review and approval no less than 30 days PRIOR to issuance of payment to involved vendors and commencement of project.

4. Unauthorized Projects

Capital improvement or beautification projects involving private property are not permitted under the NC Funding Program, except when permitted and authorized by applicable City Ordinance.

5. Method of Payment

- a. Payments for CIPs are primarily issued through the check payment method, in particular when a contract is involved and stipulates check payments to be issued:
 - i. The NC must provide a completed Board Action Certification (BAC) Form and an executed contract.
 - ii. Check payment requests must be submitted through the NC Funding portal or prescribed method by the Office of the City Clerk.

b. Bank card Payment

In certain instances, CIP payments may be made through the NC bank card. Payment transactions made through the NC bank card must be approved by the board and the CIP approved by the City Clerk with all permits, insurance, etc. in place before the transactions are executed. The NC Bank Cardholder must submit (upload) an itemized receipt or itemized paid invoice by the 10th day after the transaction posting date, through the NC Funding portal.

6. Additional Provisions

All CIP expenditures may be subject to other administrative procedures. The NC Funding Program may request additional supporting documentation or information to further evaluate and account for payment requests or transactions as deemed necessary by City standards.

Board Member Reimbursement

NC Funding Program Policy 3.0 - Board Member Reimbursements

NC activities should be well projected, with necessary expenditures payments planned in advance to determine whether the NC bank card or a check payment request will be needed to make payments to vendors. As an option of last recourse, if regular NC payment methods are not available, a Board Member may spend his/her own funds to pay for NC activity expenses, for which the Board Member may be reimbursed from the NC's funds.

1. Maximum Allowed

The total allowable reimbursement amount cannot exceed \$1000 per Board Member per Fiscal Year.

2. Requirements

In order for the Board Member to be reimbursed for the expense, the following is required:

- a. A Board Action Certification (BAC) Form authorizing the use of NC funds for the NC activity or purpose for which the Board Member incurred the expense. This BAC Form must show it was authorized by the Board prior to the expenditure.
- b. A BAC Form authorizing the reimbursement payment to the Board Member.
- c. As applicable, when known in advance, the Board may approve through one single BAC, both the board expenditure and reimbursement to a specific board member who will make the board expenditure.
- d. Board Member must provide proof of purchase in the form of an itemized receipt.
 - i. If necessary, NC Funding Program may request additional supporting documentation based on the type of purchase and payment made.
 1. For example, for a reimbursement of purchases for meeting refreshments, Program staff may request copies of the meeting agenda and/or other supporting documentation such as sign-in sheets, flyers, minutes, etc. If a payment was made by personal bank card transaction, staff may request copy of the bank card monthly statement.
- e. Only an NC Board Member, or Alternate acting as a Board Member, if applicable, will be reimbursed.
 - i. Expenses for NC activities incurred by an individual who is not a Board Member, or an Alternate acting as a Board Member, at the time of the expenditure, will not be reimbursed.

3. Additional Provisions

The NC Funding Program may request additional supporting documentation or information to further evaluate and account for payment requests as deemed necessary by City standards.

Contracts and Leases

NC Funding Program Policy 4.0 – Contracts and Leases

To ensure that NCs and City assets are protected and liability is minimized, contracts or leases may be required before an NC is able to purchase a good or service. Under Article IX, Section 902, NCs do not have the authority to enter into contracts, agreements, permits, and/or memorandums of understanding. With the transfer of the NC Funding Program and the administration of the NC Trust Fund, the Office of the City Clerk is granted the authority to enter into contracts on behalf of the NC.

1. NC Contracts

- a. Expenditures will require a contract if the expenditure falls under one of the criteria listed below:
 - i. Owner of the location/business requires a contract
 - ii. Expenditure for the service exceeds \$5,000 within a fiscal year
 - iii. Expenditure for the service exceeds three months (exceptions may include subscription services)
 - iv. The risk and liability exposure to the City, as determined by the NC Funding Program, is excessive
- b. The Office of the City Clerk will sign a contract on behalf of the NC or issue a Letter of Authority.
 - i. Letters of Authority grant the NC Presidents the ability to sign an agreement on behalf of the Office of the City Clerk. Letters of Authority are granted on a case-by-case basis for smaller expenditures such as:
 1. Storage Facilities
 2. Mail Boxes (PO Boxes)
- c. If the NC Funding Program determines a contract or a Letter of Authority is required, the items listed below may be requested:
 - i. The Board Action Certification of the Expenditure
 - ii. Itemized invoice(s) and/or Quotes from the Vendor
 - iii. Copy of the vendor's insurance
 - iv. Additional supporting documentation or information at the request of the NC Funding Program
- d. NCs must abide by all provisions set forth in the contract. If provisions of the contract are violated by the NC, the NC may be subject to corrective measures set forth in NCF Policy 6.0, Corrective Measures.
- e. Once we have all required documentation a contract will be completed within 60 days.

2. NC Lease Agreements

- a. Office space always requires a lease agreement and should be within the NC's geographic boundaries, whenever possible.
- b. Meeting space lease agreements are required in the following instances:
 - i. If the owner of the leased facility requires an agreement;

- ii. If the NC wants to secure the meeting venue for certain dates and times on an on-going basis.
- c. Types of Lease Agreement
 - i. Privately-owned - This is space that is privately owned by an individual, corporation or business that is charging the NC a fee to use their location.
 - ii. Donated-space - This is space that is privately owned by an individual, corporation or business that is not charging the NC a fee to use their location. This will require of the owner to provide the City with a letter each fiscal year and on business letterhead, identifying the exact items and space they are providing the NC along with the monetary value associated with said donation. Donated space will require City Council to accept these donations on behalf of the NC as NCs are not authorized to accept donations.
 - iii. Shared Space - This is an agreement between City Departments to allow NCs to use space with a building operated (and possibly owned) by a City Department.
- d. The NC shall provide a copy the following items for an Office or Meeting Space Lease Agreement:
 - i. The Board Action Certification of the Expenditure
 - ii. Completed On-site Assessment Checklist
 - iii. Completed Meeting and public Events ADA Accessibility Checklist
 - iv. Copy of the vendor's insurance
 - 1. Unless insurance information has already been uploaded by the vendor's insurance broker through the appropriate method as prescribed by the Office of the City Clerk
 - v. Additional supporting documentation or information at the request of the NC Funding Program
- e. Once we have all required documentation a lease will be completed within 60 days.

Expenditures During Declared Emergencies

NC Funding Program Policy 5.0 - Expenditures of NC Funds in a Declared Emergencies

1. Emergency Authority

- a. In the event that imminent and immediate danger to community persons and/or property is reasonably foreseen as a proximate result of a declared emergency, determined as a state of emergency by a government agency, the NC President may, at his or her discretion, direct the immediate use of NC funds under the conditions listed herein.
- b. This emergency authority may remain in effect until the following Board meeting. It is expected that the Board will make efforts to hold a meeting as soon as reasonably possible.

2. Use of NC Funds

- a. The NC is hereby authorized to expend NC funds not exceeding \$1,000.00 total for emergency services and/or supplies under the circumstances described herein **without** prior board approval.
- b. With prior approval by the NC Board at a properly noticed meeting, the NC may authorize more than \$1,000.00 for emergency services and/or supplies under the circumstances described herein
- c. Expenditures during a Declared Emergency are categorized under the Outreach Subcategory
- d. NCs may expense funds for items such as:
 - i. Water and light refreshments for first responders
 - ii. Water and light refreshments for affected persons
 - iii. Emergency generators
 - iv. Flood lights
 - v. Shelter amenities
 1. Blankets
 2. Toiletries
 3. Pet food
 - vi. Communication equipment/services
 1. Walkie-talkies
 2. Radios
 3. Bull-horns
 - vii. Printing services
 1. Flyers
 2. Banners

3. Bank Card Use

- a. The NC President may authorize the NC Bank Cardholder to utilize the NC bank card to purchase items and services listed above. Purchases may not exceed \$1,000.00 unless previously authorized by the board, as prescribed under Section 2.b. of these policies. Such expenses are strictly for

emergency services and/or supplies under the circumstances described herein.

4. Board Member Reimbursement

- a. In the event the NC bank card is not available for use and with authorization from the NC President as described herein, a Board member may use his/her personal funds for emergency services and/or supplies under the circumstances described herein.
- b. Board member reimbursements under circumstances described herein are exempt from the reimbursement payment limits of \$1000 allowed per Board member per Fiscal Year.

5. Alternative Authority

- a. In the absence or unavailability of the NC President, the NC Vice-President or Treasurer, in successive order, may authorize use of the NC bank card herein.

6. Receipts and Invoices

- a. Receipts or paid invoices itemizing payments must be obtained from the vendor and uploaded to the NC Funding portal per standard operating procedures.

7. Report and Board Action

- a. At the next regular or special meeting of the NC, the President shall report the expenditure to the governing board, including the details surrounding the emergency which gave rise to the expenditure. The expenditure shall be ratified by the governing board through a Board Action Certification (BAC) entered into the minutes of the meeting.
- b. If a Board member reimbursement as described herein is requested, the Board must review and approve the request through a separate BAC and submit (upload) for payment through the NC Funding System portal.

Corrective Measures

NC Funding Program Policy 6.0 - Corrective Measures

1. Preliminary Review of Expenditures

The Office of the City Clerk, NC Funding Program may make a preliminary review of any expenditure or financial transaction contemplated by an NC to ensure that it is acceptable, appropriate, and comports with the NC Funding Program guidelines and laws that pertain. Where an NC is unsure whether a proposed expenditure is appropriate, it shall make a written request for guidance from the NC Funding Program on the matter before any commitment to expend funds is made or the transaction is completed.

2. Expenditure Oversight

The NC Funding Program may monitor and review any and all financial transactions made by an NC as follows:

- a. Online review of any information concerning check payments, bank card transactions, or any other applicable method by which NCs may access City funds and make financial transactions.
- b. On-site review of any NC's accounts, statements, books, records, receipts, invoices, or any other document that evidences any financial transaction.
- c. An NC Funding Program in-house review of any NC's accounts and records prior to releasing funds to the NC for the conduct of its business.

3. Admonition

- a. If the NC Funding Program determines that an NC has failed to account for its funds or has misused its funds, then the NC Funding Program may issue a Fiscal Responsibility Admonition Notice informing the NC of the problem. Failure to account for its funds includes:
 - i. Delinquent Monthly Expenditure Reports (MER). Delinquent MERs is defined as:
 1. Three (3) cumulative missing reports during the Fiscal Year or
 2. Two (2) consecutive missing reports during the Fiscal Year.
 - ii. Bank card receipts not uploaded to the NC Funding portal within ten (10) days of the posting date of the transaction in a consistent manner, meaning three (3) or more occurrences during the Fiscal Year.
- b. Where the NC Funding Program deems it necessary, the Financial Responsibility Admonition Notice may require as follows:
 - i. That the NC take specific corrective action to comply with Generally Accepted Accounting Principles applicable to NCs or those prescribed by the NC Funding Program.
 - ii. That the Treasurer, or any other NC representative, shall meet with the NC Funding Program staff to discuss accounting practices or any other financial matter involving the NC and, thereafter, follow a remedial plan as prescribed by the NC Funding Program.

c. Corrective Action and Remedial Measures

If the NC Funding Program determines that an NC has misused its funds, then the NC Funding Program may impose corrective action or remedial measures. The NC Funding Program's decision to impose corrective action or remedial measures, or both, is final.

i. Corrective Action

As outlined in the NC Funding Program's Fiscal Responsibility Admonition Notice, the corrective action prescribed by the NC Funding Program may include, but is not limited to, the following:

1. Denying funding requests for payment on purchases or transactions deemed unacceptable or a misuse of public funds.
2. Limiting or suspending (freezing) all access to and the use of NC funds, including any check payment requests and the bank card.
3. Reducing funding to an NC in amounts that equal or approximate the amount necessary to compensate for, or remedy, any unacceptable purchase or financial transaction, or to redeem misused public funds; including any administrative or incidental costs associated therewith.
4. Assign temporary staffing services from a City-contracted temporary staff agency to work with the NC to complete needed NC Funding Program documents.
 - a. The assignment of temporary staff by the NC Funding Program to the NC is binding. Payments due for services rendered, as invoiced, will be paid from available NC funds.
5. Additional corrective measures the NC Funding Program may impose on NCs include, but are not limited to, the following:
 - a. Restricting available credit on the Purchase Card
 - b. Requesting repayment from the NC Board or individual members of the Board
 - c. Require additional training of the NC Board and/or the Financial Officers
 - d. Recommend Exhaustive Efforts to Department of Neighborhood Empowerment
 - e. Remove board members from serving in the capacity of Financial Officers or remove board member's eligibility to vote on any future financial matter

ii. Remedial Measures

The NC Funding Program is authorized to impose remedial measures on any NC when the Program determines that an unacceptable purchase, financial transaction, or misuse of public funds has occurred, or may occur, in violation of accounting principles, program guidelines, or laws that pertain. Additionally, remedial measures may be imposed when Department of

Neighborhood Empowerment notifies the NC Funding Program of actions taken to place the NC in "Exhaustive Efforts". Any remedial measures imposed by NC Funding Program will be identified in a Fiscal Responsibility Admonition Notice and may include any combination of corrective actions and remedial measures that the NC Funding Program deems appropriate under the circumstances.

1. In an effort to ensure that NCs operate in a fiscally responsible manner and to support the financial integrity of the NC Funding Program, the NC Funding Program may impose the following remedial measures:
 - a. Require mandatory supplemental training for any Financial Officer of an NC or, if necessary, the entire governing board of the NC.
 - b. Completely or partially freeze the NC funding account when the NC Funding Program determines that the NC has been repeatedly deficient in its accounting practices, has consistently mishandled or misused its funds, or is in Exhaustive Efforts as determined by Department of Neighborhood Empowerment.
 - c. Suspend and/or remove Financial Officers from their duties with the NC Funding Program.
 - i. In situations where an NC does not have a Treasurer, 2nd Signer, or NC Bank Cardholder on its Board, due to NC Funding Program action, resignation of or removal by Board action of said Financial Officers, the NC Funding Program will assist the NC in issuing custodial payments on behalf of the Board for Operations-related expenditures only. This also includes Financial Officers who are unavailable to carry out their duties due to temporary causes as determined by the NC Funding Program.
 - d. Require that the NC immediately relinquish all access to, and tender all control of, its funding records and funds to the NC Funding Program. The NC Funding Program may impose this measure when it determines that the NC has not complied with the corrective or remedial measures outlined in a previous Financial Admonition Notice, the prospect of rectifying the problem is unlikely, or the circumstances require immediate action to safeguard public funds.
 - e. Request that the Department of Neighborhood Empowerment to further explore other applicable measures that may be taken per Department of Neighborhood Empowerment's authority, if necessary. This may include involuntary

decertification, as set forth in section 22.810.1(e) (2) of the Los Angeles Administrative Code. Department of Neighborhood Empowerment may recommend decertification when it is determined that an NC is incapable of handling its accounts, its governing board refuses to follow the advice, corrective action, or remedial measures promulgated, or the circumstances require immediate action to safeguard public funds.

- f. Refer the matter to the appropriate City department, commission, or law enforcement agency when the NC Funding Program has reasonable cause to believe that someone has engaged in unlawful or criminal activity involving an NC's public funds

NC Funding Program Forms

- Form 101 Board Action Certification (BAC)
- Form 104 In-Person Training Completion Form
- Form 105 Missing Receipt Affidavit
- Form 106 Event Approval Form
- Form 107 NPG Application
- Form 108 NPG Completion Report
- T7. A Meeting and Public Event ADA Accessibility Checklist
- Neighborhood Council Community Events – Risks & Liabilities Checklist

These documents are posted on our website at clerk.lacity.org.

Glossary of Terms

Budget Line Item

A line-item in a budget indicates specific types of expenses that the Neighborhood Councils plan or project on making during the fiscal year.

Exhaustive Efforts

Actions taken by the Department of Neighborhood Empowerment, per the Plan for a Citywide System of Neighborhood Councils, Article VI, Section 4, to remedy complaints that impact the operations and functions of a Neighborhood Council.

Fiduciary Responsibility

The obligation entrusted on Neighborhood Council board members to care for the use of the Council's allocated funds for the benefit of the general public.

Good Standing

For general purposes of the NC Funding Program, a Neighborhood Council is considered to be in good standing when it is in compliance with the explicit obligations of the Program, while not being subject to any corrective measures per the Policies and Guidelines.

Itemized Invoice

A document provided by a vendor serving as proof of request for payment for goods or services listing the cost of each item purchased rather than just the total cost.

Itemized Receipt

A document provided by a vendor serving as proof of payment made for goods or services listing the cost of each item purchased rather than just the total cost.

Monthly Expenditure Report (MER)

A document generated electronically by the NC Funding System portal that provides a record of the NC's bank account monthly transactions, including expenditures made, committed and outstanding expenditures, and total net balance for the remaining fiscal year.

Non-Descriptive Payment

Payment made that does not provide necessary proof of payment information, i.e. itemized receipt, necessary to account for the purpose of the expenditure.

Prepayment/Advance Payment

Payment made before goods and services are provided.

Public Benefit

An activity or project that builds community, enhances the neighborhood, promotes government engagement and communication, and is open, accessible, and free of charge to the members of the community wishing to participate in or make use of the activity or project. This includes the ability for a Neighborhood Council to utilize its funds for operational purposes in a manner that promotes the Council's mission, goals, and objectives.

Recurring Expenditures

Expenses incurred by a Neighborhood Council on a repeating, periodic basis, particularly on a month-to-month basis, such as payments for office space and equipment leases, storage space rental, P.O. box rental, telephone and Internet service, website hosting, meeting-related expenses like printing, photocopying, minute-taker, refreshments. etc.

Contact Us

If you have any questions regarding the NC Funding Policies and Guidelines, how to complete required funding documentation, Program training, or any general questions regarding the NC Funding Program

Please call us at: 213-978-1058

Or

Email us at: clerk.ncfunding@lacity.org

Office of the City Clerk

Administrative Services Division

Neighborhood Council (NC) Funding Program

Board Action Certification (BAC) Form



NC Name: Meeting Date:

Budget Fiscal Year: Agenda Item No:

Board Motion and/or Public Benefit Statement (CIP and NPG):

Method of Payment: (Select One) [] Check [] Credit Card [] Board Member Reimbursement

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

Table with 8 columns: Board Member's First and Last Name, Board Position, Yes, No, Abstain, Absent, Ineligible, Recused. Multiple empty rows for data entry.

Board Quorum: Total:

We, the authorized signers of the above named Neighborhood Council, declare that the information presented on this form is accurate and complete, and that a public meeting was held in accordance with all laws, policies, and procedures. The above was approved by the Neighborhood Council Board, at a Brown Act compliant public meeting where a quorum of the Board was present.

Authorized Signature Authorized Signature:

Print/Type Name: Print/Type Name:

Date: Date:



**CITY OF LOS ANGELES
OFFICE OF THE CITY CLERK
NEIGHBORHOOD COUNCIL FUNDING PROGRAM**



200 N. Spring Street, Rm 224, Los Angeles, CA 90012 • (213) 978-1058 • Clerk.NCFunding@LACity.org • Clerk.LACity.org

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

SIGNATURE OF THE TREASURER

DATE

PRINT NAME OF THE TREASURER

EMAIL

BOARD POSITION

PHONE NUMBER

2nd Signer

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”)

SIGNATURE OF THE ALTERNATE SIGNER

DATE

PRINT NAME OF THE ALTERNATE SIGNER

EMAIL

BOARD POSITION

PHONE NUMBER

1st Bank Cardholder

SIGNATURE OF THE 1st BANK CARD HOLDER

DATE

PRINT NAME OF THE 1st BANK CARD HOLDER

EMAIL

BOARD POSITION

PHONE NUMBER

2nd Bank Cardholder

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 *****



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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 ON OTHER SIDE

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 Community Events
Risks & Liabilities Planning Checklist

As part of any good planning process for a community event your NC is considering sponsoring or co-sponsoring, risks and liabilities should be part of your consideration as you plan your event. Remember that when a NC is sponsoring or co-sponsoring an event, it is not only your NC board that is behind this event, but the City of Los Angeles as well. As such, we want to ensure that your event attendees not only have an enjoyable time, but a safe one as well. Depending on the scope of your event, from a community town hall forum to a Spring Fair Extravaganza, the NC Funding Program, in coordination with the Offices of Risk Management and City Attorney, will evaluate your proposed event according to what you are planning on a case by case basis.

The following is a basic NC events risks/liabilities checklist and guidelines to assist you in better planning and preparing for your event. Some of the factors in this checklist may not be relevant to your event and some may require more details. Policies require that event approval requests be submitted to our Program 30 days in advance. However, the more advance the request, the better your request can be handled, and the sooner you can begin promoting your event in your community.

FOOD		
Please be aware that a Community Event Organizer permit and a food facility permit may be necessary from the L.A. County Public Health Department. For more information, please visit their website at http://publichealth.lacounty.gov/eh/DSE/CommunityEvent.htm		
IF....	THEN...	NOTES
Pre-packaged snacks/refreshments from local supermarket/warehouse store	No additional documentation may be necessary.	
Pre-packaged food items from local food vendor, i.e. Subway, etc.	<input type="radio"/> County Health Permit	● Food should not be directly handled by NC members.
Caterers , including food trucks, food booths.	<input type="radio"/> Certificate of Insurance <input type="radio"/> County Health Permit <input type="radio"/> Service Agreement	● Possible need for an agreement depending on expenditure amount or caterer's requirements. ● Insurance Certificates need to list the "City of Los Angeles" as Additional Insured
Cooking own food	<input type="radio"/> County Health Permit <input type="radio"/> City Fire Dept. Permit	

VENUES		
IF....	THEN...	Notes
City facility - park grounds, recreation center, senior center, street block, etc.	<input type="radio"/> Right of Entry Permit <input type="radio"/> Street Closure Permit <input type="radio"/> Letter of Authorization	● Funding Program must issue a Letter of Authorization to the NC prior to the NC signing the permit application on behalf of the City Clerk's Office.
Public facility - school auditorium, school grounds, etc.	<input type="radio"/> Facility Use Permit <input type="radio"/> Letter of Authorization	● Funding Program must issue a Letter of Authorization to the NC prior to the NC signing the permit application on behalf of the City Clerk's Office
Private facility - theater, hall, etc.	<input type="radio"/> Certificate of Insurance <input type="radio"/> Facility Use Agreement <input type="radio"/> Facility Invoice	● Insurance Certificates need to list the "City of Los Angeles" as Additional Insured

ENTERTAINMENT / EQUIPMENT VENDORS		
IF...	THEN...	Notes
Inflatables – jumpers, bounce houses Games – dunk tank, other carnival style games, video game bus, etc. Equipment Rentals – performing stage, mechanical rides, canopies	<input type="radio"/> Certificate of Insurance <input type="radio"/> Service Agreement	<ul style="list-style-type: none"> ● Possible need for an agreement depending on expenditure amount or vendor's requirements. ● Insurance Certificates need to list the "City of Los Angeles" as Additional Insured
Entertainers – DJs, musicians, face painting/balloon artists, etc.	<input type="radio"/> Certificate of Insurance <input type="radio"/> Service Agreement	<ul style="list-style-type: none"> ● Possible need for an agreement depending on expenditure amount or entertainer's requirements. ● Insurance Certificates need to list the "City of Los Angeles" as Additional Insured

In particular event situations where it is determined that the standing City of Los Angeles general liability insurance cannot cover your proposed event activities, NCs are able to secure, at their own expense, additional special event insurance coverage from the City's Sparta Insurance Program. For more information, please contact:

Merriwether & Williams Insurance Services, Inc.

800-420-0555 or 213-258-3096

www.2sparta.com

The City's Risk Management Office maintains an online insurance compliance system where you can check if a vendor you are planning on hiring for your event has previously provided their Certificate of Insurance to the City. Using this system can facilitate your efforts to secure needed vendor documentation. The system is called KwikComply, previously called Track4LA, found at:

<https://kwikcomply.org>

If you have any questions about the information provided here or the Neighborhood Council Funding Program in general, don't hesitate to contact us at the Office of the City Clerk:

(213) 978-1058

Clerk.NCFunding@lacity.org

<http://clerk.lacity.org/>





OFFICE OF THE CITY CLERK
NEIGHBORHOOD COUNCIL FUNDING PROGRAM



NEIGHBORHOOD PURPOSES GRANTS

Dear Neighborhood Council:

The Neighborhood Purposes Grant (NPG) process provides your Council with greater opportunity to benefit your community by supporting and building partnerships with local organizations whose missions are also to benefit the community. Eligible organizations include 501(c)(3) non-profits as well as public schools. (Please note that grants cannot be issued to religious organizations or to private schools.)

Is your Neighborhood Council in good standing with the Funding Program?

Only Neighborhood Councils in good standing with the Funding Program will be eligible to participate in the NPG process. Good standing is interpreted to mean the following:

- Neighborhood Council must have a current Fiscal Year budget on file with the Funding Program;
- Neighborhood Council cannot be delinquent with its Monthly Expenditure Reports submissions to the Funding Program (please refer to the Funding Program Policies and Procedures for more information); and
- Neighborhood Council must have an eligible Treasurer and 2nd Signer on the Board.

Does it Benefit the Community?

Any grant issued by your Neighborhood Council must be for a public purpose: in short, how will the grant help the community? Please refer to document entitled, *“What is a Public Benefit”* of the Application for Neighborhood Purposes Grant for more information.

Conflict of Interest Laws Apply

The State and local conflict of interest laws that apply to the Neighborhood Council Funding Program also apply in the consideration of Neighborhood Purposes Grant requests.

At a minimum, board members must recuse themselves (not participate in discussion and leave the meeting room) from a vote to approve a grant should there be a conflict due to an affiliation with an applicant organization. There should be full disclosure and transparency. Please refer to the document entitled, *“State and City Conflicts of Interest Laws for Neighborhood Councils”* of the Application for Neighborhood Purposes Grant and/or your Neighborhood Council’s Field Project Coordinator for more information and seek consult with the Office of the City Attorney if necessary.

Application Process

The following is required from all organizations seeking a NPG from your Neighborhood Council:

- NPG Application**, completed and signed
- Project Budget** on a separate sheet if space provided in application form is not sufficient
- Non-Profits 501(c)(3)**
 - Submit: IRS Letter of Determination
- Public Schools**
 - Submit: Letter on official school letterhead, signed by school Principal

Applicants must submit the above-mentioned items to your Neighborhood Council for consideration. Your Council will evaluate all grant applications in a Brown Act public meeting, deciding whether to approve the proposed grant. If the application is approved, it must then be forwarded to the Funding Program within 45 days of approval, with supporting documentation. Board-approved applications submitted to Funding Program after 45 days will not be accepted for processing and your Board would need to place the application on a Board meeting agenda again for reconsideration. Once approved, if all documents are in compliance, the Funding Program will process a check to the grant recipient.

Grants Up to \$5,000.00

Through the Neighborhood Purposes Grant, Neighborhood Councils have the legal authority to issue grants of public funds in amounts up to \$5,000.00 without a written contract.

Grants over \$5,000.00

Grants for amounts \$5,000.01 and over will require further review for City contract considerations in coordination with the Office of the City Clerk so as to meet City contracting standards. Neighborhood Councils *do not have the legal authority* to enter into unilateral contracts.

Grant Project Completion Follow Up

Your Neighborhood Council is strongly encouraged to require the grantee to provide a Project Completion Report to provide accountability for the proposed project goals and use of the funds awarded and to demonstrate evidence of successful efforts benefiting your community. The Project Completion Report form is available online.

If you have any questions please contact the Office of the City Clerk, Neighborhood Council Funding Program at (213) 978-1058 or toll free at 3-1-1 or by email at clerk.ncfunding@lacity.org

OFFICE OF THE CITY CLERK
NEIGHBORHOOD COUNCIL FUNDING PROGRAM

NEIGHBORHOOD PURPOSES GRANT - WHAT IS A PUBLIC BENEFIT?

A Neighborhood Purposes Grant (NPG) must provide a demonstrable benefit to the community. An NPG activity should build community, enhance the neighborhood, and be open, accessible, and free to the general public. Projects may encompass a wide range and can include, but are not limited to:

- The Arts
- Beautification
- Community Support
- Education
- Community Improvements

The Office of the City Clerk, Neighborhood Council Funding Program has the final discretion to determine whether or not the proposed project can be funded per applicable City standards

A project may be submitted that is part of a larger project, but if so, consider carefully whether it can be completed independently of the larger project and regardless of whether other funding needs to be secured.

Considerations:

- The **budget** is realistic and supported with documentation
- The organization or individual is **capable** of completing the project
- The **work plan** is detailed, specific, and feasible
- The project is **supported** by the community
- The **number** of stakeholders that will benefit from this project
- The project implementation process will **build community**
- The complete project will **enhance the community**

- **Credibility.** Does your organization know what it wants to accomplish? What evidence proves that the organization is currently achieving its goals? What kind of reputation does the group enjoy within the community and beyond?

- **Capability.** What skills does the organization's staff and/or board bring to the project? Are they relevant to the project's aims? Has your organization succeeded in similar endeavors of equal size and scale to what you are now proposing?

- **Feasibility.** The Neighborhood Council must determine whether the proposal is advancing a worthwhile project built upon a good idea that can be successfully implemented. Is the budget allocated sufficiently to execute the various tasks and strategies described in the proposal?

- **Importance.** Should it be done? Is the project significant? Is there evidence that the proposal will trigger action or work that the community wants? Will it make a difference in the community it purports to aid or resolve the issue it addresses?

Factors to Consider

- Is this a capital improvement project?
 - It should be on public property within the Neighborhood Council's boundaries or provides a demonstrable benefit to its stakeholders, within the City boundaries.
 - There must be coordination with appropriate agencies to secure required additional documentation such as permits, authorizations, or agreements, if deemed necessary (i.e., Cultural Affairs, Dept. of Transportation, Street Services, Rec & Parks, public schools, etc.).
- Is this for program services (i.e. after school program, graffiti removal, etc.)?
 - The applicant must create a fair selection process to establish participants
- Is this for equipment and supplies?
 - Purchases for schools or 501(c)(3) organizations need to ultimately benefit the local community
- Is this for an event?
 - Events must be open, accessible, free of charge, and advertised to the general public
 - Discuss appropriate liability issues
- Are there issues of potential conflict of interest that need to be addressed?
 - If any issues may exist or are perceived, it is strongly advised that Board Members affected consult with the Office of the City Attorney before action is taken on the grant request.



OFFICE OF THE CITY CLERK
NEIGHBORHOOD COUNCIL FUNDING PROGRAM



Project Completion Follow Up

Neighborhood Councils providing a grant to 501(c)(3) organizations or to public schools are strongly encouraged to require the grantee to be accountable for the progress and/or completion of the proposed project, demonstrating successful efforts benefitting the community.

After the project comes to a close, the NC Treasurer should obtain a Project Completion Report from the grantee for the Board to then review.

Some points to keep in mind:

- Neighborhood Councils must maintain accountability
- Maintain organized records and keep them available for review
- Review progress of the project funded
- Review Project Completion Report from grantee to NC
 - (See *Project Completion Report form*)
- Acquire photos after the project's completion.

Should issues arise, the Neighborhood Council Funding Program reserves the right to request all supporting documentation and to review the grant approval process as well as the project's progress and completion.



OFFICE OF THE CITY CLERK
NEIGHBORHOOD COUNCIL FUNDING PROGRAM



NEIGHBORHOOD PURPOSES GRANTS - APPLICANT INSTRUCTIONS

Dear Prospective Applicants:

The Neighborhood Purposes Grant (NPG) process provides Neighborhood Councils with greater opportunity to benefit their communities while supporting and building partnerships with local organizations such as yours. Eligible organizations include 501(c)(3) non-profits as well as public schools. (Please note that grants cannot be issued to religious organizations or to private schools.)

Is your Neighborhood Council in good standing with the Funding Program?

Only Neighborhood Councils in good standing with the Funding Program will be eligible to participate in the NPG process. Good standing is interpreted to mean the following:

- Neighborhood Council must have a current Fiscal Year budget on file with the Funding Program;
- Neighborhood Council cannot be delinquent with its Monthly Expenditure Reports submissions to the Funding Program (please refer to the Funding Program Policies and Procedures for more information); and
- Neighborhood Council must have an eligible Treasurer and 2nd Signer in the Board.

Does it Benefit the Community?

Any grant issued by a Neighborhood Council must be for a public purpose: in short, how will the grant help the community? Please refer to document entitled, "*What is a Public Benefit*" of the application for Neighborhood Purposes Grant for more information.

Conflict of Interest Laws Apply

The State and local conflict of interest laws that currently apply to the Neighborhood Council Funding Program also apply in the consideration of Neighborhood Purposes Grant requests.

At a minimum, board members must recuse themselves from a vote to approve a grant should there be a conflict due to an affiliation with an applicant organization. There should be full disclosure and transparency. Please refer to the document entitled, "*State and City Conflicts of Interest Laws for Neighborhood Councils*" of the application for Neighborhood Purposes Grant and/or the Neighborhood Council's Field Project Coordinator for more information.

Application Process

The following is required from all organizations/entities seeking a NPG from a Neighborhood Council:

- NPG Application**, completed and signed
- Project Budget** on a separate sheet if space provided in application form is not sufficient
- Non-Profits 501(c)(3)**
 - Submit: IRS Letter of Determination
- Public Schools**
 - Submit: Letter on official school letterhead, signed by school Principal

Applicants must submit the above-mentioned items to the respective Neighborhood Council for consideration. The Neighborhood Council will evaluate all grant applications in a Brown Act public meeting, deciding whether to approve the proposed grant. If the application is approved, it must then be forwarded to the Funding Program within 45 days of approval. Board-approved applications submitted to Funding Program after 45 days will not be accepted for processing and the Board would need to place the application on a Board meeting agenda again for reconsideration. Once approved, if all documents are in compliance, the Funding Program will process a check to the grant recipient.

Grants Up to \$5,000.00

Through the Neighborhood Purposes Grant, Neighborhood Councils have the legal authority to issue grants of public funds in amounts up to \$5,000.00 without a written contract.

Grants over \$5,000.00

Grants for amounts \$5,000.01 and over will require further review for City contract considerations in coordination with the Office of the City Clerk so as to meet City contracting standards. Neighborhood Councils *do not have the legal authority* to enter into unilateral contracts.

Project Completion Follow Up

Applicants are requested to provide a Project Completion Report (available online) at the conclusion of the proposed project funded by the grant.

Apply Now!

If you meet the criteria as explained above, fill out the NPG application and submit it to your local Neighborhood Council.

If you have any questions please contact the Office of the City Clerk, Neighborhood Council Funding Program at (213) 978-1058 or toll free at 3-1-1 or by email at clerk.ncfunding@lacity.org

OFFICE OF THE CITY CLERK
NEIGHBORHOOD COUNCIL FUNDING PROGRAM

NEIGHBORHOOD PURPOSES GRANT - WHAT IS A PUBLIC BENEFIT?

A Neighborhood Purposes Grant (NPG) must provide a demonstrable benefit to the community. An NPG activity should build community, enhance the neighborhood, and be open, accessible, and free to the general public. Projects may encompass a wide range and can include, but are not limited to:

- The Arts
- Beautification
- Community Support
- Education
- Community Improvements

The Office of the City Clerk, Neighborhood Council Funding Program has the final discretion to determine whether or not the proposed project can be funded per applicable City standards

A project may be submitted that is part of a larger project, but if so, consider carefully whether it can be completed independently of the larger project and regardless of whether other funding needs to be secured.

Considerations:

- The **budget** is realistic and supported with documentation
- The organization or individual is **capable** of completing the project
- The **work plan** is detailed, specific, and feasible
- The project is **supported** by the community
- The **number** of stakeholders that will benefit from this project
- The project implementation process will **build community**
- The complete project will **enhance the community**

- **Credibility.** Does your organization know what it wants to accomplish? What evidence proves that the organization is currently achieving its goals? What kind of reputation does the group enjoy within the community and beyond?

- **Capability.** What skills does the organization's staff and/or board bring to the project? Are they relevant to the project's aims? Has your organization succeeded in similar endeavors of equal size and scale to what you are now proposing?

- **Feasibility.** The Neighborhood Council must determine whether the proposal is advancing a worthwhile project built upon a good idea that can be successfully implemented. Is the budget allocated sufficiently to execute the various tasks and strategies described in the proposal?

- **Importance.** Should it be done? Is the project significant? Is there evidence that the proposal will trigger action or work that the community wants? Will it make a difference in the community it purports to aid or resolve the issue it addresses?

Factors to Consider

- Is this a capital improvement project?
 - It should be on public property within the Neighborhood Council's boundaries or provides a demonstrable benefit to its stakeholders, within the City boundaries.
 - There must be coordination with appropriate agencies to secure required additional documentation such as permits, authorizations, or agreements, if deemed necessary (i.e., Cultural Affairs, Dept. of Transportation, Street Services, Rec & Parks, public schools, etc.).
- Is this for program services (i.e. after school program, graffiti removal, etc.)?
 - The applicant must create a fair selection process to establish participants
- Is this for equipment and supplies?
 - Purchases for schools or 501(c)(3) organizations need to ultimately benefit the local community
- Is this for an event?
 - Events must be open, accessible, free of charge, and advertised to the general public
 - Discuss appropriate liability issues
- Are there issues of potential conflict of interest that need to be addressed?
 - If any issues may exist or are perceived, it is strongly advised that Board Members affected consult with the Office of the City Attorney before action is taken on the grant request.

SECTION III - PROJECT BUDGET OUTLINE

You may also provide the Budget Outline on a separate sheet if necessary or requested.

6a)

Personnel Related Expenses	Requested of NC	Total Projected Cost
	\$	\$
	\$	\$
	\$	\$

6b)

Non-Personnel Related Expenses	Requested of NC	Total Projected Cost
	\$	\$
	\$	\$
	\$	\$

7) Have you (applicant) applied to any other Neighborhood Councils requesting funds for this project?
 No Yes If Yes, please list names of NCs: _____

8) Is the implementation of this specific program or purpose described in Question 4 contingent on any other factors or sources or funding? (Including NPG applications to other NCs) No Yes If Yes, please describe:

Source of Funding	Amount	Total Projected Cost
	\$	\$
	\$	\$
	\$	\$

9) What is the TOTAL amount of the grant funding requested with this application: \$ _____

10a) Start date: ___/___/___ 10b) Date Funds Required: ___/___/___ 10c) Expected Completion Date: ___/___/___
 (After completion of the project, the applicant should submit a Project Completion Report to the Neighborhood Council)

SECTION IV - POTENTIAL CONFLICTS OF INTEREST

11a) Do you (applicant) have a current or former relationship with a Board Member of the NC?
 No Yes If Yes, please describe below:

Name of NC Board Member	Relationship to Applicant

11b) If yes, did you request that the board member consult the Office of the City Attorney before filing this application?
 Yes No ***(Please note that if a Board Member of the NC has a conflict of interest and completes this form, or participates in the discussion and voting of this NPG, the NC Funding Program will deny the payment of this grant in its entirety.)**

SECTION V - DECLARATION AND SIGNATURE

I hereby affirm that, to the best of my knowledge, the information provided herein and communicated otherwise is truly and accurately stated. I further affirm that I have read the documents "What is a Public Benefit," and "Conflicts of Interest" of this application and affirm that the proposed project(s) and/or program(s) fall within the criteria of a public benefit project/program and that no conflict of interest exist that would prevent the awarding of the Neighborhood Purposes Grant. I affirm that I am not a current Board Member of the Neighborhood Council to whom I am submitting this application. I further affirm that if the grant received is not used in accordance with the terms of the application stated here, said funds shall be returned immediately to the Neighborhood Council.

12a) Executive Director of Non-Profit Corporation or School Principal - REQUIRED*

_____ *PRINT Name* _____ *Title* _____ *Signature* _____ *Date*

12b) Secretary of Non-profit Corporation or Assistant School Principal - REQUIRED*

_____ *PRINT Name* _____ *Title* _____ *Signature* _____ *Date*

* If a current Board Member holds the position of Executive Director or Secretary, please contact the NC Funding Program at (213) 978-1058 or clerk.ncfunding@lacity.org for instructions on completing this form

SECTION V

PLANNING & LAND USE MANAGEMENT (PLUM)

Introduction & ZIMAS links

Land Use Permit Process

Case Prefixes

CUB Explained

Generalized Summary of Zoning Codes

Planning Assignment Contact List

Other Useful PLUM Links

PLANNING AND LAND USE MANAGEMENT (PLUM)

The PLUM section of the HHWNC Board Notebook holds a minimal reference section. If you have questions regarding PLUM, please talk with the PLUM Chair, members of the PLUM committee, the Executive Board members or long standing Area Chairs.

Since the City's Citywide Housing Incentive Program (CHIP) and State Bill 79 (Wiener) have gone into effect, most of the projects appearing before the City are By Right or Administrative/Ministerial. Even discretionary projects will not appear before the neighborhood council. In fact, the Neighborhood Councils, which were previously part of are written out of the process on Planning's webpages. You can find out more about the designation and application process and approvals [Planning Approvals | Los Angeles City Planning](#).

Still, to be able to vote on PLUM issues, DONE now requires, through the recommendation of BONC, that Board members complete their PLUM training.

The Planning Department's contact information is in the contact section at the end of the Binder. This, of course, will be dated quickly. Use it as a guide to understand the departments within planning. Do further research online to confirm who is in charge of a project, if needed.

An electronic copy of the Guide to Using ZIMAS is provided. However, it is too large a document for the hard copy binder and should be accessed online. ZIMAS is an online mapping system that displays the zoning information of parcels within the City of Los Angeles. Parcels may be searched and identified by address, legal description, street intersection, or assessor's parcel number. ZIMAS can be used to find, property lines, zoning, land use, assessed land value, case numbers and more. ZIMAS will let you know all the planning case numbers, jurisdictions and City overlays that a parcel has attached to it.

The City also has ZIMAS Guide videos on its YouTube Channel. You can access the videos, and the full ZIMAS user guide, along with other useful links on Historic Preservation and SB 79 by going to [Zoning Search | Los Angeles City Planning](#).

ZIMAS (Zone Information Map Access System) <http://zimas.lacity.org/>

ZIMAS Reference Guide: <http://cityplanning.lacity.org/workshops/zimasrefguide.pdf>

Using ZIMAS to Find Historic Preservation Information <http://preservation.lacity.org/status/using-zimas-find-historic-preservation-information>

As a Board member, you should already be receiving the Planning Bi-Weekly Case notifications via your Board member email which lists the applications sorted by Neighborhood Council. If you aren't receiving the notifications, you can sign up it and several other notifications from the City by visiting the Self Serve section of the Department of Neighborhood Empowerment: <http://www.eompowerla.org/self-serve/>. Scroll down the page to find Early Notification Subscriptions and click on the words to open a drop down menu where you can select the notifications you would like to receive.

ZIMAS

Search

Reports

Council District	CD 13 - Mitch O'Farrell
Census Tract #	1902.02
LADBS District Office	Los Angeles Metro
Building Permit Info	View

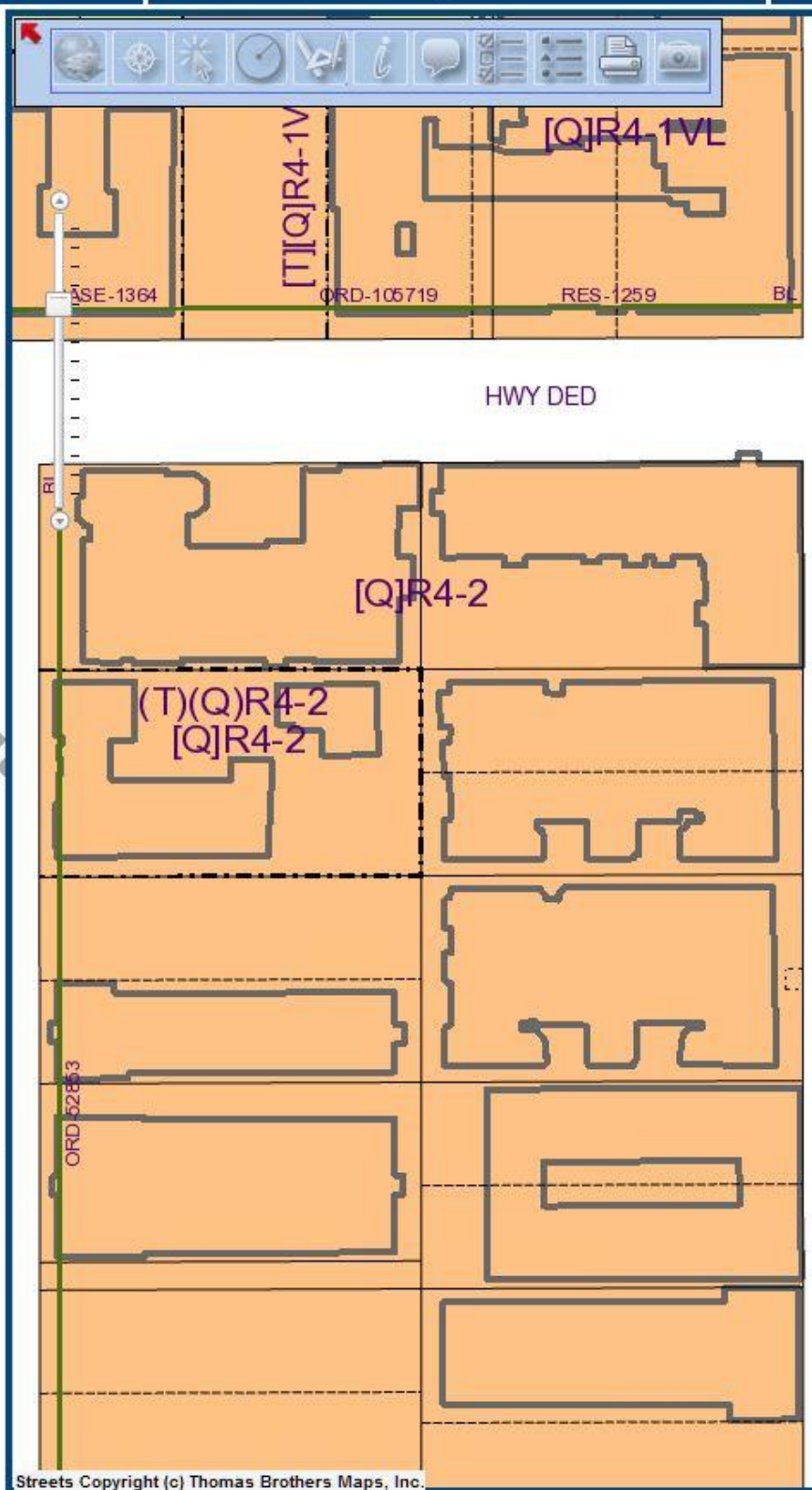
▼ Planning and Zoning

Special Notes	None
Zoning	[Q]R4-2
Zoning Information (ZI)	ZI-1352 Hollywood Redevelopment Project
Zoning Information (ZI)	ZI-2441 Alquist-Priolo Earthquake Fault Zone
Zoning Information (ZI)	ZI-2433 Revised Hollywood Injunction
Zoning Information (ZI)	ZI-2452 Transit Priority Area in the City of Los Angeles
Zoning Information (ZI)	ZI-2374 LOS ANGELES STATE ENTERPRISE ZONE
Zoning Information (ZI)	ZI-2277 Hollywood Redevelopment Project
General Plan Land Use	High Density Residential
General Plan Note(s)	Yes
Hillside Area (Zoning Code)	No
Specific Plan Area	None
Subarea	None
Historic Preservation Review	No
HistoricPlacesLA	View
CDO: Community Design Overlay	None
CPIO: Community Plan Imp. Overlay	None
Subarea	None
CUGU: Clean Up-Green Up	None
HCR: Hillside Construction Regulation	No
NSO: Neighborhood Stabilization Overlay	No
POD: Pedestrian Oriented Districts	None
RFA: Residential Floor Area District	None
RIO: River Implementation Overlay	No
SN: Sign District	No
SB 35 Eligibility	View
Streetscape	No
Adaptive Reuse Incentive Area	Adaptive Reuse Incentive Areas
Affordable Housing Linkage Fee	
Residential Market Area	Medium-High
Non-Residential Market Area	High
Transit Oriented Communities (TOC)	Tier 3
CRA - Community Redevelopment Agency	Hollywood Redevelopment Project
Central City Parking	No
Downtown Parking	No
Building Line	None
500 Ft School Zone	No
500 Ft Park Zone	No

► Assessor

▼ Case Numbers

Recent Activity	None
City Planning Commission	CPC-2016-1450-CPU



**ACTIVE ENTITLEMENT CASE TYPES
(ACTIVE PCTS CASE PREFIX CODES)**

CASE PREFIX	DESCRIPTION	NOTES (DCP Staff Use)
AA	ADVISORY AGENCY	
ADM	ADMINISTRATIVE REVIEW	
APCC	APC CENTRAL	
APCE	APC EAST LOS ANGELES	
APCH	APC HARBOR	
APCNV	APC NORTH VALLEY	
APCS	APC SOUTH LOS ANGELES	
APCSV	APC SOUTH VALLEY	
APCW	APC WEST LOS ANGELES	
CHC	CULTURAL HERITAGE COMMISSION	Added July 2004
CPC	CITY PLANNING COMMISSION	
DIR	DIRECTOR OF PLANNING	
EAR	EXPANDED ADMINISTRATIVE REVIEW	Added 2025
ENV	ENVIRONMENTAL	
PAR	PRE-APPLICATION REVIEW	Added Mar 2017
PS	PRIVATE STREET	
TT	TENTATIVE TRACT	
VTT	VESTING TENTATIVE TRACT	
ZA	ZONING ADMINISTRATION	

**ACTIVE ENTITLEMENTS ACTIONS
(ACTIVE PCTS CASE SUFFIX CODES)**

(n) Suffix is generated by PCTS. Applies only to Appeals, Plan Approvals, Modifications, DRBs, Time Extensions.

CASE SUFFIX	DESCRIPTION	PREFIX USAGE	NOTES (DCP Staff Use)
A	A-PRIVATE STREET MODIFICATIONS (1ST REQUEST)	PS	LAMC Sec. 18.12 (Ord. 176321), Sec. 19.02.C.2 (Fees)
ABD	ABD-ABANDONMENT OF APPROVAL	APC,CPC,D IR,ZA	
ACI	ACI-AMENDMENT TO COUNCIL INSTRUCTIONS	DIR	
AD	AD-ANNEXATION/DETACHMENT	CPC	
ADJ	ADJ-ADJUSTMENT	APC,CPC,D IR,ZA	
ADU	ADU-ACCESSORY DWELLING UNIT	ADM	
ADUH	ADUH-ACCESSORY DWELLING UNIT WITHIN HPOZ	ADM	
AFC	AFC-AL FRESCO CLEARANCE	ADM	
AH	AH-AFFORDABLE HOUSING INCENTIVE PROGRAM - 100% AFFORDABLE	CPC,DIR,E AR,PAR	
AHRF	AHRF-AFFORDABLE HOUSING REFERRAL FORM	PAR	LAMC Section 19.09, Technical Counseling \$862 (added 2/17/2021)
ALT	ALT-ALTERNATIVE COMPLIANCE	APC,CPC,D IR,ZA	
APA	APA-ADMINISTRATIVE PLAN APPROVAL (Wireless Projects)	ADM,PAR	LAMC 12.21 wireless projects
ASP1	ASP1-ALCOHOL SALES PROGRAM - Limited Restaurant Beverage Area	ADM	
ASP2	ASP2-ALCOHOL SALES PROGRAM - Restaurant Beverage Area	ADM	
ASP3	ASP3-ALCOHOL SALES PROGRAM - Restaurant & Bar Nightlife Area	ADM	
ATYP	ATYP-ALTERNATE TYPOLOGY - Civic Institution	ADM	
B	B-PRIVATE STREET MODIFICATIONS (2ND REQUEST)	PS	LAMC Sec. 18.12 (Ord. 176321), Sec. 19.02.C.2 (Fees)
BL	BL-BUILDING LINE	APC,CPC	LAMC Sec. 12.32.R (Ord. 173492), Sec. 19.01.A (Fees)
BSA	BSA-BUILDING AND SAFETY APPEAL	DIR	

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(ACTIVE PCTS CASE SUFFIX CODES)**

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CASE SUFFIX	DESCRIPTION	PREFIX USAGE	NOTES (DCP Staff Use)
C	C-PRIVATE STREET MODIFICATIONS (3RD REQUEST)	PS	LAMC Sec. 18.12 (Ord. 176321), Sec. 19.02.C.2 (Fees)
CA	CA-CODE AMENDMENT	CPC	
CAL	CAL-CALVO EXCLUSION	ADM	
CART	CART-COMMERCIAL ARTCRAFT DISTRICT	CPC	LAMC 13.06 (Ord. 146775)
CASP	CASP-CORNFIELD ARROYO SPECIFIC PLAN	ADM	
CATEX	CATEX-CATEGORICAL EXCLUSION	ADM	
CB	CB-COMMUNITY BENEFIT	ADM,APC, CPC,DIR,Z A	
CC	CC-CONDOMINIUM CONVERSION	AA,TT,VTT	
CCMP	CCMP-CERTIFICATE OF COMPATIBILITY	APC,CPC,D IR,ZA	Added 2004
CD	CD-CONSERVATION DISTRICT	APC,CPC,D IR,ZA	
CDO	CDO-COMMUNITY DESIGN OVERLAY DISTRICT	ADM,APC, CPC,DIR,Z A	LAMC 13.08 (Ord. 172032)
CDP	CDP-COASTAL DEVELOPMENT PERMIT	APC,CPC,D IR,ZA	LAMC Sec. 12.20.2 (Ord. 160.524), Sec. 19.06 (Fees)
CE	CE-CATEGORICAL EXEMPTION	ENV	for Prefixes APC,CPC,AA,TT,VTT,ENV. Do not attach suffixes from the main case
CEX	CEX-COASTAL EXEMPTION	ADM	LAMC 19.05.A (Fees)
CLQ	CLQ-CLARIFICATION OF 'Q' CONDITIONS OR 'D' LIMITATIONS	APC,CPC,D IR,ZA	
CLR	CLR-CLEARANCE REVIEW	ADM	Converted CLR Prefix to CLR suffix on 12/2/2022.
CM	CM-CASE MANAGEMENT	PAR	Added 4/1/2018
CN	CN-NEW CONDOMINIUMS	AA,TT,VTT	
COA	COA-CERTIFICATE OF APPROPRIATENESS	APC,CPC,D IR,ZA	
COC	COC-CERTIFICATE OF COMPLIANCE	AA	
CPIO	CPIO-COMMUNITY PLAN IMPLEMENTATION OVERLAY AMENDMENT AND ESTABLISHMENT	CPC	per LAMC 12.32, 11.5.7. I
CPIOC	CPIOC-COMMUNITY PLAN IMPLEMENTATION OVERLAY CLEARANCE	ADM	Changed from CPIO to CPIOC on 9/25/2019 so we can use CPIO suffix for Amendment and Establishment
CPU	CPU-COMMUNITY PLAN UPDATE	CPC	
CR	CR-CALIFORNIA REGISTER	CHC	For Office of Historic Resources use only
CU1	CU1-CLASS 1 CONDITIONAL USE	APC,CPC,Z A	
CU2	CU2-CLASS 2 CONDITIONAL USE	APC,CPC,Z A	
CU3	CU3-CLASS 3 CONDITIONAL USE	ADM,CPC	
CUB	CUB-CONDITIONAL USE BEVERAGE-ALCOHOL	APC,CPC,Z A	(Per LAMC 12.24)
CUW	CUW-CONDITIONAL USE WIRELESS	APC,CPC,Z A	Added October 2007, ZA only. ADM added to SPR on 10/22/2018
CUX	CUX-ADULT ENTERTAINMENTS	APC,CPC,Z A	LAMC Sec. 12.22.A.20 (Ord. 161111) , 19.01.K (Fees)
CWC	CWC-CONFORMING WORK CONTRIBUTING ELEMENTS	ADM	Replaces HPM (added 2004). Changed from DIR to ADM prefix on 12/28/17
CWNC	CWNC-CONFORMING WORK NON-CONTRIBUTING ELEMENTS	ADM	Replaces HPM (added 2004). Changed from DIR to ADM prefix on 12/28/17
CZW	CZW-COASTAL ZONE WAIVER	ADM	
D	D-PRIVATE STREET MODIFICATIONS (4TH REQUEST)	PS	Sec 18.12 and Section 19.02.C.2 (fees)
DA	DA-DEVELOPMENT AGREEMENT	CPC	
DB	DB-DENSITY BONUS	ADM,APC, CPC,DIR,E AR,ZA	Prefixes APC,CPC,DIR,ZA,ADM,TT,VTT. LAMC Sec. 12.22.A.25 (Ord. 170161)
DD	DD-DIRECTOR'S DETERMINATION	ADM,APC, CPC,DIR,Z A	APC
DEM	DEM-DEMOLITIONS	APC,CPC	

**ACTIVE ENTITLEMENTS ACTIONS
(ACTIVE PCTS CASE SUFFIX CODES)**

(n)

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CASE SUFFIX	DESCRIPTION	PREFIX USAGE	NOTES (DCP Staff Use)
DI	DI-DIRECTOR OF PLANNING INTERPRETATION	APC,CPC,D IR,ZA	New suffix
DPS	DPS-DEEMED-TO-BE-APPROVED PRIVATE STREET	AA	New suffix
DRB	DRB-DESIGN REVIEW BOARD	ADM,APC, CPC,DIR,Z A	Section 16.50: Ordinance No. 173,268 (Effective Date 07/01/2000)
E	E-PRIVATE STREET MODIFICATIONS (5TH REQUEST)	PS	LAMC Sec. 18.12, Sec. 19.02.C.2 (Fees)
EAJ	EAJ-ENVIRONMENTAL ASSESSMENT	ENV	Based on results of EAF, suffix will be changed to MND, ND, or EIR by Environment staff
ED1	ED1-EXECUTIVE DIRECTIVE 1	ADM,APC, CPC,DIR,P AR,ZA	Mayor Bass Executive Directive for Affordable and Temporary Housing, effective 12/16/2022
EIR	EIR-ENVIRONMENTAL IMPACT REPORT	ENV	LAMC Sec. 19.05.2 (Fees)
ELD	ELD-ELDER CARE FACILITIES	ADM,APC, CPC,ZA	LAMC Section 14.3.1
EO4	EO4-EXECUTIVE ORDER 4	ZA	
EQ	EQ-SHARED EQUITY - AFFORDABLE HOUSING INCENTIVE PROGRAM	CPC,DIR,E AR,PAR	
F	F-FENCE HEIGHT	APC,CPC,Z A	LAMC Sec. 13.10 (Ord. 172460)
FB	FB-FAITH BASED ORGANIZATION - AFFORDABLE HOUSING INCENTIVE PROGRAM	CPC,DIR,E AR,PAR	
FH	FH-FENCE HEIGHT DISTRICT	CPC	LAMC Sec. 13.10 (Ord. 172460)
G	G-SURFACE GRAVEL MINING DISTRICT	CPC	LAMC Sec. 13.03 (Ord. 173106)
GPA	GPA-GENERAL PLAN AMENDMENT	CPC	
GPAJ	GPAJ-GENERAL PLAN AMENDMENT JJJ	CPC	
HCA	HCA-HOUSING CRISIS ACT	AA,ADM,A PC,CPC,DI R,EAR,PAR ,TT,VTT,ZA	SB330 Housing crisis act affective on 1/1/2020
HCM	HCM-HISTORIC CULTURAL MONUMENT	CHC	Added July 2004
HD	HD-HEIGHT DISTRICT	APC,CPC	
HES	HES-HOUSING ELEMENT STREAMLINING	ADM,EAR, ENV	
HPOZ	HPOZ-HISTORIC PRESERVATION OVERLAY ZONE	ADM,APC, CPC,DIR,Z A	LAMC Sec. 12.20.3 (Ord. 184903)
HSR	HSR-HOME-SHARING REGISTRATION	APC,CPC,D IR,ZA	
ICO	ICO-INTERIM CONTROL ORDINANCE	AA,ADM,A PC,CPC,DI R,TT,VTT,Z A	
IH	IH-INCLUSIONARY HOUSING	ADM	
K	K-EQUINEKEEPING DISTRICT	CPC	LAMC Sec. 13.05 (Ord. 157144)
LCP	LCP-LOCAL COASTAL PROGRAM	CPC	
LEOX	LEOX-LOCAL EMERGENCY ORDER TOLLING & TIME EXTENSION	APC,CPC,Z A	
MA	MA-MILLS ACT	CHC	LAAC Sec. 19.144, LAMC Sec. 19.01.F (Fees)
MAEX	MAEX-MILLS ACT EXEMPTION	CHC	Added July 2004
MBC	MBC-BEVERAGE CLEARANCE	ADM	
MCUP	MCUP-MAIN CONDITIONAL USE PERMIT	APC,CPC,Z A	LAMC Section 12.24-W,1, 12.24-W,18(a), and 12.24-X,2. Effective Date: 1/20/2011.
MEL	MEL-MELLO ACT COMPLIANCE REVIEW	APC,CPC,D IR,ZA	Sec. 19.06 (Fees)
MND	MND-MITIGATED NEGATIVE DECLARATION	ENV	LAMC Sec. 19.05.A.1 (Fees)
MPA	MPA-MAIN PLAN APPROVAL	APC,CPC,Z A	LAMC Section 12.24-M Â Effective Date: Jan 20, 2011
MPC	MPC-MOBILEHOME PARK CLOSURE	CPC	
MSC	MSC-MISCELLANEOUS (POLICIES, GUIDELINES, RESOLUTIONS, ETC.)	APC,CPC,D IR,ZA	

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CASE SUFFIX	DESCRIPTION	PREFIX USAGE	NOTES (DCP Staff Use)
MSP	MSP-MULHOLLAND SPECIFIC PLAN	ADM,APC, CPC,DIR,Z A	
MU	MU-MIXED USE DISTRICT	CPC	(Per LAMC 13.09)
NC	NC-NONCONFORMING USE CASES	APC,CPC,Z A	
ND	ND-NEGATIVE DECLARATION	ENV	
NR	NR-NATIONAL REGISTER	CHC	For Office of Historic Resources use only
NSO	NSO-NEIGHBORHOOD STABILIZATION OVERLAY	APC,CPC,Z A	
NWR	NWR-NONCONFORMING OIL WELL REVIEW	ADM	Administrative process for health and safety exceptions related to non-conforming oil well review (Ordinance No. 187709), effective 1/18/2023
OC	OC-OPPORTUNITY CORRIDORS	CPC,DIR,E AR,PAR	
ODA	ODA-OUTDOOR DINING APPROVAL	ADM	
OVR	OVR-OVERLAY REVIEW	ADM,DIR	
P	P-PRELIMINARY DESIGN REVIEW	ADM,APC, CPC,DIR,Z A	
P(n)	P-PRELIMINARY DESIGN REVIEW		Use only with DRB Cases
PAB	PAB-PLAN APPROVAL BOOZE	APC,CPC,Z A	
PAD	PAD-PLAN APPROVAL ONLY FOR A DEEMED-TO-BE-APPROVED CU	APC,CPC,Z A	
PEIR	PEIR-PROJECT ENVIRONMENTAL IMPACT REPORT	ENV	
PHP	PHP-PRIORITY HOUSING PROJECT	AA,ADM,A PC,CHC,CP C,DIR,EAR, ENV,PAR,P S,TT,VTT,Z A	
PL	PL-PUBLIC LAND - AFFORDABLE HOUSING INCENTIVE PROGRAM	CPC,DIR,E AR,PAR	
PM	PM-VESTING PARCEL MAP	AA	Use ZAD
PMEX	PMEX-PARCEL MAP EXEMPTION	AA	
PMUL	PMUL - PARCEL MAP URBAN LOT	ADM	Ordinance No.187,237, SB9, effective 1/1/2022
PMW	PMW-PARCEL MAP WAIVER	AA	
POD	POD-PEDESTRIAN-ORIENTED DISTRICT	CPC	LAMC Sec. 13.07 (Ord. 174552)
PPSP	PPSP-PARAMOUNT PICTURES SPECIFIC PLAN	ADM	
PR	PR-PROJECT REVIEW	ADM,APC, CPC,DIR,Z A	
PSH	PSH-PERMANENT SUPPORTIVE HOUSING	ADM,CPC, DIR,PAR	Added on 5/28/2018 Per Subsection A of Section 14.00-Public Benefit Projects to Subdivision 13, A Density Bonus for Qualified Permanent Supportive Housing.
PUB	PUB-PUBLIC BENEFIT	APC,CPC,Z A	
PV	PV-PLAYA VISTA	ADM	
QC	QC-Q CONDITION CLEARANCE	ADM	
RAO	RAO-REASONABLE ACCOMMODATION ORDINANCE	DIR	LAMC Sec. 12.22.A.27 (Ord. 177325)
RBPA	RBPA-RESTAURANT BEVERAGE PROGRAM - REGULAR	ADM	Restaurant Beverage Program
RBPB	RBPB-RESTAURANT BEVERAGE PROGRAM - ALCOHOL SENSITIVE AREA	ADM	Restaurant Beverage Program
RBPB	RBPB-RESTAURANT BEVERAGE PROGRAM - ALCOHOL SENSITIVE AREA	ADM	Restaurant Beverage Program
RDP	RDP-REDEVELOPMENT PLAN PROJECT	ADM,DIR,P AR	Added Sept 2019 by Ordinance No 186325 (Effective Date 11/11/2019)
RDPA	RDPA-REDEVELOPMENT PLAN PROJECT-ADJUSTMENT	DIR	Added Sept 2019 by Ordinance No 186325 (Effective Date 11/11/2019)
RED1	RED1-REVISED EXECUTIVE DIRECTIVE 1	ADM,APC, CPC,DIR,E AR,PAR,ZA	

**ACTIVE ENTITLEMENTS ACTIONS
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(n)

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CASE SUFFIX	DESCRIPTION	PREFIX USAGE	NOTES (DCP Staff Use)
REV	REV-REVERSION TO ACREAGE (CONSOLIDATION OF LOTS)	TT,VTT	
RFA	RFA-RESIDENTIAL FLOOR AREA DISTRICT	CPC	
RIO	RIO-RIVER IMPROVEMENT OVERLAY DISTRICT	CPC	LAMC Sec. 13.17 (Ord. 183145)
RPD	RPD-RESIDENTIAL PLANNED DEVELOPMENT DISTRICT	CPC	LAMC Sec. 13.04 (Ord. 141474)
RV	RV-REVOCATION	ZA	LAMC Sec. 12.27.1 (Ord. 180409), Sec. 19.01.N (Fees)
S	S-ANIMAL SLAUGHTERING DISTRICT	CPC	LAMC Sec. 13.02
SCEA	SCEA-SUSTAINABLE COMMUNITIES ENVIRONMENTAL ASSESSMENT	ENV	
SCPE	SCPE-SUSTAINABLE COMMUNITIES PRIORITY EXEMPTION	ENV	Compliance with SB 375, CEQA, and Public Resources Code Section 21155
SE	SE-STATUTORY EXEMPTIONS	ENV,TT	Pursuant to Sections 21080 through 21080.42 of the State's Public Resource Code
SH	SH-STARTER HOME	AA,TT,VTT	
SIP	SIP-STREAMLINED INFILL PROCESS (SB35)	ADM,CPC	
SL	SL-SMALL LOT SUBDIVISION	AA,TT,VTT	
SLD	SLD-SMALL LOT DESIGN	ADM	
SMA	SMA-SURFACE MINING ACT	CPC	
SN	SN-SIGN DISTRICT	CPC	LAMC Sec. 13.11 (Ord. 174552)
SP	SP-SPECIFIC PLAN	CPC	
SPPA	SPPA-SPECIFIC PLAN PROJECT PERMIT ADJUSTMENT	APC,CPC,D IR,ZA	
SPPC	SPPC-PROJECT COMPLIANCE	ADM,APC, CPC,DIR,Z A	
SPPE	SPPE-PROJECT EXCEPTION	ADM,APC, CPC	
TAE	TAE-TEMPORARY USE APPROVALS FOR EMERGENCIES	ZA	
TC	TC-TECHNICAL CORRECTIONS TO HISTORIC RESOURCES SURVEYS	ADM,APC, CHC,CPC,D IR	Technical Corrections to Historic Resources Surveys (Ordinance No. 184903-An Ordinance amending Section 12.20.3) Effective date June 17 2017, Council File No. 16-1157
TCN	TRANSPORTATION COMMUNICATION NETWORK	ADM,CPC, DIR	
TDR	TDR-TRANSFER OF DEVELOPMENT RIGHTS (TFAR)	APC,CPC,D IR,ZA	
TEQ	TEQ-TEMPORARY EARTHQUAKE	ZA	
TLT	TLT-TEMPORARY LONG TERM USE	ZA	LAMC 16.01 (Affective 9/3/2020)
TOC	TOC-TRANSIT ORIENTED COMMUNITIES	ADM,APC, CPC,DIR,P AR,ZA	LAMC Sec. 12.22.A.31 (Ord. 184745)
TOIA	TOIA-TRANSIT-ORIENTED INCENTIVE AREAS	CPC,DIR,E AR,PAR	
TUD	TUD-TWO UNITS DEVELOPMENTS	ADM	
TV	TV-MAJOR TRANSIT VERIFICATION	ADM,PAR	Added 7/20/2021, LAMC Section 19.09
UAIZ	UAIZ-URBAN AGRICULTURE INCENTIVE ZONE	ADM	
UDU	UDU-UNAPPROVED DWELLING UNIT	ADM,DIR	
VCU2	VCU2-VESTING CLASS 2 CONDITIONAL USE	CPC,ZA	
VCU3	VCU3-VESTING CLASS 3 CONDITIONAL USE	CPC	
VHCA	VHCA-VESTING HOUSING CRISIS ACT	AA,ADM,A PC,CPC,DI R,EAR,PAR ,TT,VTT,ZA	SB330 Housing crisis act affective on 1/1/2020
VPM	VPM-VESTING PARCEL MAP	AA	
VSO	VSO-VENICE SIGNOFF	ADM	
VZC	VZC-VESTING ZONE CHANGE	APC,CPC	
VZCJ	VZCJ- VESTING ZONE CHANGE JJJ	APC,CPC	
WC	WC-WARNER CENTER	ADM	

**ACTIVE ENTITLEMENTS ACTIONS
(ACTIVE PCTS CASE SUFFIX CODES)**

(n)

Suffix is generated by PCTS. Applies only to Appeals, Plan Approvals, Modifications, DRBs, Time Extensions.

CASE SUFFIX	DESCRIPTION	PREFIX USAGE	NOTES (DCP Staff Use)
WDI	WDI-WAIVER OF DEDICATIONS AND IMPROVEMENTS	APC,CPC,D IR,ZA	Sections 11.12, 12.21, 12.37, 17.05, and 19.01. Ordinance No. 184,718 (Effective Date 03/04/2017)
WTF	WTF-WIRELESS TELECOM FACILITY	ADM,PAR	LAMC 12.21 wireless projects. Added WTF to PAR on 4/20/21 approved by Tina V
WVR	WVR - SB9/ADU WAIVERS	ADM	Added 7/25/2022
ZAI	ZAI-ZA INTERPRETATIONS	APC,CPC,Z A	
ZBA	ZBA-ZONE BOUNDARY ADJUSTMENT	APC,CPC,D IR,ZA	
ZC	ZC-ZONE CHANGE	APC,CPC	
ZCJ	ZCJ-ZONE CHANGE JJJ	APC,CPC	
ZV	ZV-ZONE VARIANCE	APC,CPC,Z A	
1A	1A-APPEALS	AA,ADM,A PC,CHC,CP C,DIR,ENV, PS,TT,VTT, ZA	
2A	2A-APPEALS	AA,APC,CH C,CPC,DIR, PS,TT,VTT, ZA	
5A	5A-SECTION 245 REVIEW	AA,APC,CH C,CPC,DIR, ENV,PS,TT, VTT,ZA	Created via Case Page within PCTS.
ADD(n)	ADD-ADDENDUM FOR EIR	ENV	
AMDT(n)	AMDT-AMENDMENT	APC,CPC,D IR,ZA	11/16/21: Amended by Ord. No. 175,691 SEC.12.20.2.1. COASTAL DEVELOPMENT PERMIT PROCEDURES AFTER CERTIFICATION OF THE LOCAL COASTAL PROGRAM. Sec Q. Permit Amendments
EXT(n)	EXT-TIME EXTENSION	AA,ADM,A PC,CHC,CP C,DIR,ENV, PS,TT,VTT, ZA	Created via Case Page within PCTS.
M(n)	M-MODIFICATION	AA,APC,CH C,CPC,DIR, TT,VTT,ZA	Created via Case Page within PCTS.
PA(n)	PA-PLAN APPROVAL	APC,CPC,Z A	Created via Case Page within PCTS.
REC(n)	REC-RECONSIDERATION	ENV	Created via Case Page within PCTS.
SUP(n)	SUP-SUPPLEMENTAL FOR EIR	ENV	

Alcohol License Types by Number

01 - Beer Manufacturer

Authorizes breweries to produce over 60,000 barrels of beer per year. This license is required by makers of beer in this State. An exception under State and Federal law allows a person to produce up to 100 gallons of beer a year for his/her own consumption (maximum of 200 gallons per household). See also Small Beer Manufacturer (Type 23) for brewpubs and micro-breweries. "Beer manufacturer" means any person, except those manufacturing pursuant to [BPC § 23356.2](#) (home brew), engaged in the manufacture of beer ([BPC § 23012](#)). This license type is subject to Responsible Beverage Service (RBS) requirements and requires alcohol servers and managers of alcohol servers to be RBS certified.

02 - Winegrower

Authorizes the production and sale of wine by wineries. The following pertains to new winegrowers' licenses issued after September 17, 1965. A winegrower must have facilities and equipment for the conversion of fruit into wine and engage in the production of wine ([BPC § 23013](#)). Federal Alcohol and Tobacco Tax and Trade Bureau (TTB) regulations permit a winegrower to use the facilities and equipment of another winegrower to produce wine. This is commonly referred to as an "alternating proprietorship." Separate winegrower licenses are issued to each legal entity manufacturing wine under its own bonded winery permit. Wine must be made from the fermentation of agricultural products to which may be added brandy that is distilled from the same agricultural product from which the wine is made. Thus, neutral grain or other distilled spirits cannot be used to fortify wine – only brandy of a specific type. No more than 15% added flavoring or blending material may be added. ([BPC § 23007](#)). This license type is subject to Responsible Beverage Service (RBS) requirements and requires alcohol servers and managers of alcohol servers to be RBS certified.

03 - Brandy Manufacturer

The following pertains to brandy manufacturers' licenses, and to duplicate brandy manufacturer's licenses issued after September 17, 1965. This license authorizes the holder to manufacture only brandy and not other distilled spirits ([BPC § 23014](#)). Brandy made by the distillation of wine or fermented fruit. This license type is subject to Responsible Beverage Service (RBS) requirements and requires alcohol servers and managers of alcohol servers to be RBS certified.

04 - Distilled Spirits Manufacturer

The following pertains to new distilled spirits manufacturer's licenses issued after September 18, 1959. The Alcoholic Beverage Control (ABC) Act defines a distilled spirits manufacturer as "...any person who produces distilled spirits from naturally fermented materials or in any other manner" ([BPC § 23015](#)). The functions of this type of license, in addition to that of production, include packaging, bottling, rectifying, flavoring and others as found within [BPC § 23356](#). The functions apply only to distilled spirits; they do not include wine or beer. This license type is subject to Responsible Beverage Service (RBS) requirements and requires alcohol servers and managers of alcohol servers to be RBS certified.

05 - Distilled Spirits Manufacturer's Agent

This license authorizes any of the following:

1. The possession of distilled spirits in public or private warehouses.
2. The exportation of distilled spirits.
3. The cutting, blending, mixing, flavoring, and coloring of distilled spirits for his own account or for the account of a distilled spirits manufacturer, manufacturer's agent, rectifier, or wholesaler.
4. Whether cut, blended, mixed, flavored, or colored by him, or any other person, the packaging and the sale or delivery of distilled spirits only to holders of distilled spirits manufacturer's, rectifier's or distilled spirits wholesaler's licenses.

A person need not actually engage in the cutting, blending, or bottling of distilled spirits in order to qualify for a distilled spirits manufacturer's agent's license.

06 - Still

Authorizes the use of a still used for the making of alcoholic beverages or capable of such use. According to the ABC Act, a still is "...any apparatus capable of being used for separating alcohol, or alcoholic vapors or solutions from alcohol or alcoholic solutions or mixtures ...". Stills used for laboratory purposes or stills used solely for producing distilled water or other non-alcoholic beverages are exempt from licensing ([BPC § 23034](#)).

(Generally, this license is not required to produce fuel alcohol.)

07 - Rectifier

This type of license is frequently referred to as a "distilled spirits rectifier's license", which is incorrect since the license also permits the rectification of wine. This licensee is

authorized to cut, blend, rectify, mix, flavor, and color distilled spirits and wine upon which excise tax has been paid and, whether rectified by the licensee or another person, to package, label, export and sell the products to persons holding licenses authorizing the sale of distilled spirits ([BPC §§ 23016, 23368](#)). This licensee may sell distilled spirits and wine without the need for any other license, but they may not sell wine to a person who does not hold a license that also authorizes the sale of distilled spirits. A rectifier may also elect to function as a distilled spirits wholesaler, but when doing so, they must comply with all of the provisions applicable to a distilled spirits wholesaler ([BPC § 23371](#)).

08 - Wine Rectifier

The wine rectifier's license is one in very limited use. Presently, there are no active Type 08 licenses. A rectifier's license (Type 07) includes wine rectification privileges in addition to allowing distilled spirits rectification privileges. A wine blender's license allows most of the same privileges as the wine rectifier's license. A wine rectifier may only deal in "tax-paid" wine, unlike a wine blender who may process "in-bond" (non-tax paid) wine. A wine rectifier's license authorizes the person to whom issued to cut, blend, mix, flavor, or color wine upon which excise tax has been paid, and whether so cut, blended, rectified, mixed, flavored, or colored by him, or any other person, to package, label, export, and sell the products to persons holding licenses authorizing the sale of wine ([BPC § 23372](#)).

09 - Beer and Wine Importer

This license is only issued to a person who holds another type of license which permits the sale of beer and wine for resale. This license has no sale privileges. It only permits the holder to import and export alcoholic beverages and to transfer the beverages to him/herself under another license ([BPC § 23374](#)).

10 - Beer and Wine Importer's General

This type of license is one frequently issued to agents for out-of-state breweries or wineries who refer to themselves as "brokers." Such agents differ greatly from true brokers as is shown in the functions they perform. This license should also be held by companies representing manufacturers/suppliers where such companies have a physical marketing presence in California. This presence may consist of a regional sales office or one person/employee working out of his/her home while performing general missionary work. Another common situation requiring the holding of this license is where an out-of-state vendor imports beer or wine in its own name and uses the services of a licensed public warehouse for importation, storage and distribution of beer and wine to authorized licensees. [BPC § 23374.6](#) authorizes the person to whom this license is issued to become an importer of beer or wine and to sell State tax-paid beer and wine to beer manufacturers,

winegrowers, beer and wine wholesalers, wine rectifiers, and other beer and wine importer's general licensees.

11 - Brandy Importer

This license is only issued to a person who holds another type of license which permits the sale of brandy for resale. It, however, may not be issued to a California Brandy Wholesaler ([BPC § 23378.1](#)). Brandy is included in the definition of distilled spirits ([BPC § 23005](#)).

12 - Distilled Spirits Importer

This license is only issued to a licensee who has another type of non-retail distilled spirits license. This license has no sale privileges. It only permits the holder to import and export alcoholic beverages, and to transfer the beverages to him/her under another license ([BPC § 23374](#)).

13 - Distilled Spirits Importer's General

This type of license is one most frequently issued to agents for out-of-state rectifiers, distilleries, or nation-wide import companies. Such agents differ greatly from true brokers as is shown in the functions they perform. This license should also be held by companies representing manufacturers/suppliers where such companies have a physical marketing presence in California. This presence may consist of a regional sales office or one person/employee working out of his/her home while performing general missionary work. Another situation requiring the holding of this license is where an out-of-state vendor imports distilled spirits in its own name and uses the services of a licensed public warehouse for importation, storage and distribution of distilled spirits to authorized licensees. A distilled spirits importer's general license authorizes the person to whom issued to become an importer of distilled spirits and to sell distilled spirits to distilled spirits manufacturers, distilled spirits manufacturer's agents, distilled spirits wholesalers, rectifiers and distilled spirits general importers ([BPC § 23374.5](#)).

14 - Public Warehouse

A public warehouse license is required for a warehouse licensee who provides warehouse service for alcoholic beverage licensees. This is distinguished from private warehouse permits, where a licensee has a leasehold or ownership interest and provides his/her own help at a premises other than that where licensed. The Act defines a public warehouse as "...any place licensed for the storage of, but not for sale of, alcohol, or alcoholic beverages, for the account of other licensees..." ([BPC §§ 23036, 23375](#)). A public warehouse is one of the types of premises to which imports may come to rest ([BPC § 23661](#)). It is also one of the

types of premises from which a distilled spirits wholesaler may make deliveries if it is in the county where they are licensed ([BPC § 23355.1](#)).

15 - Customs Broker

This type of licensee will generally be located near the dock area in seaports or at international airports. The Customs Broker is also frequently located in port cities in building where many foreign consulates or commercial attaches have their offices.

Special Note: This department has taken the position that where a customs broker makes either entry or withdrawal in his own name, is identified as the responsible person and has a possessory right, the possibility of unlawful diversion into the internal commerce of the state exists. Under these circumstances, the department believes they should be subject to state control and, therefore, licensed. Conversely, if the customs broker is solely engaged as an agent for licensed importers and if all entries and/or withdrawal documents disclose the licensed importer as the principal, they need not be licensed by this department. However, the department strongly suggests that such persons apply for and hold Type 15 licenses to permit the flexibility needed to handle unforeseen special circumstances requiring licensure.

“Customs broker” means every person who is authorized to act as agent or broker for a person licensed as an importer or for a person whose place of business is without the state, in regard to the importing of alcoholic beverages into the state in United States Internal Revenue bond or in United States Customs bond. ([BPC § 23019](#)). The principal function of a customs broker is handling the paperwork and paying the duty on behalf of his principals on imported merchandise.

16 - Wine Broker

A wine broker is an independent contractor who acts as the agent in the sale of wine products. Typically, wine broker’s services are contracted by smaller wineries and wholesalers who cannot maintain their own in-house marketing representatives. A wine broker means every person, other than a salesman who is regularly employed by a licensee, who engages as an agent in the sale or purchase of wine for or on behalf of another or others for a fee or commission ([BPC § 23020](#)).

17 - Beer and Wine Wholesaler

The following pertains to beer and wine wholesalers generally. This permits incidental sales to other supplier-type licensees. However, to qualify as a bona fide wholesaler, a licensee must sell to retailers generally ([BPC § 23779](#)).

18 - Distilled Spirits Wholesaler

The following pertains to distilled spirits wholesalers generally. However, specific mention will be made of certain “grandfather” privileges with regard to tied-house situations and in regard to sales of merchandise other than alcoholic beverages. “Wholesale sale” means a sale of distilled spirits to any licensee for the purpose of resale ([BPC § 23027](#)). This permits incidental sales to other supplier-type licensees. However, to qualify as a bona fide wholesaler, a licensee must sell to retailers generally ([BPC § 23779](#), [CCR § 28](#)).

19 - Industrial Alcohol Dealer

An industrial alcohol dealer sells alcohol for use in the trades, professions, and industries, but not for beverage use. They may sell to non-licensees only if they have a use permit issued by the Alcohol and Tobacco Tax and Trade Bureau (TTB). [BPC § 23022](#) defines an industrial alcohol dealer as one who sells alcohol or distilled spirits in packages of more than one gallon for use in the trades, professions, or industries, but not for beverage use. [BPC § 23380](#) authorizes a dealer to sell undenatured ethyl alcohol in packages of more than one gallon for use in the trades, professions, or industries and not for beverage consumption. It also authorizes the importation and exportation of undenatured ethyl alcohol. Undenatured ethyl alcohol is alcohol that is fit for beverage purposes as differentiated from denatured alcohol which is not fit for beverage purposes.

20 - Off-Sale Beer & Wine

Issued to retail stores. Authorizes the sale of beer and wine for consumption off the premises where sold. Minors are allowed on the premises.

21 - Off-Sale General

Issued to retail stores. Authorizes the sale of beer, wine and distilled spirits for consumption off the premises where sold. Minors are allowed on the premises.

22 - Wine Blender

The following pertains to new wine blender’s licenses issued on and after February 3, 1968. A wine blender is a person authorized to operate a bonded wine cellar pursuant to a Federal Basic Permit issued by the Alcohol and Tobacco Tax and Trade Bureau (TTB) who does not have facilities or equipment for the conversion of fruit into wine and does not engage in the production of wine ([BPC § 23013.5](#)). Wine must be made from the fermentation of agricultural products to which may be added brandy which is distilled from the same agricultural product from which the wine is made. No other type of distilled spirits may be used to fortify wine. No more than 15% added flavoring or blending material may be added ([BPC § 23007](#)). A wine blender is not required to engage in blending, processing, or bottling wine. They may elect to operate only a warehouse facility for the

storage of non-tax paid (“in-bond”) wine. This activity requires a Bonded Wine Cellar permit from TTB in addition to the wine blender license ([BPC § 23770](#)). Normally, the application fee for a wine blender license varies according to the total wine gallonage blended; however, an applicant who intends to operate only a bonded warehouse should pay the minimum fee.

23 - Small Beer Manufacturer

Authorizes the production and sale of beer by breweries which produce fewer than 60,000 barrels per year. The privileges and limitations for this type of license are generally the same as for other beer manufacturers. The primary differences include the license fees (see also Type 01 – Beer Manufacturer) and the ability to share a common licensed area under specific circumstances. A licensed beer manufacturer may, at the licensed premises of production, sell to consumers for consumption off the premises beer that is produced and bottled by, or produced and packaged for, that manufacturer ([BPC § 23357](#)). The most common users of this license are operators of micro-breweries and brewpubs. These designations are not to be construed as legal definitions. Their use below is only for descriptive purposes.

“Micro-brewery”: A small-scale brewery operation that generally produces approximately 15,000 barrels a year. Its beer products are primarily intended for local and/or regional consumption. Typically, these operations are solely dedicated to the production of specialty beers, although some do have a restaurant or pub on their manufacturing plant.

“Brewpub”: Typically, a very small brewery with a restaurant where the beer it produces is sold in draft form exclusively at its own premises. This operation often sells other supplier’s bottled beer, including other hand-crafted or micro-brewed beers as well as wine to patrons for consumption on its premises. See “Special Note” below.

Special Note: A brewpub-restaurant (Type 75) license, authorized under [BPC § 23396.3](#), has a limited brewing privilege and may sometimes be referred to as “brewpub.” However, the Type 75 is an on-sale retail license with significant differences/limitations in license privileges from those of a true “beer manufacturer” (either Type 01 or Type 23).

This license type is subject to Responsible Beverage Service (RBS) requirements and requires alcohol servers and managers of alcohol servers to be RBS certified.

24 - Distilled Spirits Rectifier's General

A distilled spirits rectifier’s general license is similar to a rectifier’s license except that a distilled spirits rectifier’s general licensee may not rectify wine or sell distilled spirits to retailers. A distilled spirits rectifier’s general license authorizes the person to whom issued

to cut, blend, rectify, mix, flavor, and color distilled spirits, and whether so cut, blended, mixed, flavored, or colored by him or any other person, to package, label, export, and sell the distilled spirits to distilled spirits manufacturers, distilled spirits manufacturer's agents, distilled spirits wholesalers, distilled spirits general importers, rectifiers, and distilled spirits general rectifiers ([BPC § 23368.1](#)).

25 - California Brandy Wholesaler

This license is issued only to the holder of a beer and wine wholesaler's license and authorizes the sale of brandy produced to persons holding licenses authorizing the sale of brandy. It also allows the exportation of such brandy by or for a winery whose wine the wholesaler handles.

26 - Out-of-State Beer Manufacturer's Certificate

This certificate is issued to beer manufacturers located within the United States that do not also manufacture beer in California. The certificate authorizes the shipment of beer to licensed importers. A licensed importer may obtain beer manufactured outside this state but within the U.S. only from the holder of an active out-of-state beer manufacturer's certificate. This certificate has no sale privilege within California.

27 - California Winegrower's Agent

A California winegrower's agent acts as the sole representative for a California winegrower or brandy manufacturer ([BPC § 23373.2](#)). This license authorizes the holder to possess wine and brandy produced in this State in public and private warehouses; to sell only to wholesalers for his/her own account or to solicit and make sales of wine or brandy made in California only to wholesalers for his/her principal, and to invoice and collect payments for orders solicited by them ([BPC § 23373](#)). This license does not authorize the holder to represent an out-of-state winegrower or brandy manufacturer.

28 - Out-of-State Distilled Spirits Shipper's Certificate

This certificate authorizes the shipment of distilled spirits manufactured outside California to licensed importers in this state. A licensed importer may obtain distilled spirits only from the holder of an active out-of-state distilled spirits shipper's certificate. This certificate has no sale privilege within California.

29 - Wine Grape Grower's Storage

This license was authorized by legislation in 1982 to enable wine grape growers to more effectively deal with unpredictable market conditions that periodically caused an oversupply of grapes. Subsequent legislation in 1985 expanded the number of licensees to

whom a wine grape grower could sell wine. A wine grape grower's storage license authorizes the holder to store bulk wine, made from grapes produced by the holder, on the premises of a licensed winegrower and to sell that wine, within this State to winegrowers, distilled spirits manufacturers, brandy manufacturers, wine blenders, and vinegar producers ([BPC § 23358.3](#)).

31 – Special Daily (beer, wine, distilled spirits)

Issued as a temporary [daily license](#) for On-Sale/Off-Sale General or On-Sale/Off-Sale Beer and Wine issued to a valid non-profit 501(c)(3) or other qualified organizations to sell alcoholic beverages via auction or online raffle for fundraising events. Alcoholic beverages can be obtained via donation or purchased from a licensee as specified by law. License duration varies in length. Law enforcement approval may be required ([BPC §§ 24045.2, 24045.3, 24045.4, 24045.6, 24045.8, 24045.9, 25600](#)).

This license type is subject to Responsible Beverage Service (RBS) requirements and requires at least one person to be RBS trained and certified. This person must be present at the event and actively oversee the alcohol service for the entire duration of the event. Local municipalities may require more than one server to be RBS certified. Please check your local ordinances.

34 – Daily Beer and Wine

Issued as a temporary [daily license](#) for On-Sale Beer and Wine issued to a valid non-profit 501(c)(3) or other qualified organizations for fundraising events. License allows on-site consumption to the general public. Sale of alcoholic beverages for off-sale is prohibited. Law enforcement approval may be required ([BPC § 24045, CCR § 59](#)).

This license type is subject to Responsible Beverage Service (RBS) requirements and requires at least one person to be RBS trained and certified. This person must be present at the event and actively oversee the alcohol service for the entire duration of the event. Local municipalities may require more than one server to be RBS certified. Please check your local ordinances.

37 – Daily General

Issued as a temporary [daily license](#) for On-Sale General issued to a valid non-profit 501(c)(3) or other qualified organizations for fundraising events. License allows on-site consumption to the general public. Sale of alcoholic beverages for off-sale is prohibited. Beer and wine may be purchased from a retailer or wholesaler. Law enforcement approval may be required ([BPC § 24045.1, CCR § 59.5](#)).

This license type is subject to Responsible Beverage Service (RBS) requirements and requires at least one person to be RBS trained and certified. This person must be present at the event and actively oversee the alcohol service for the entire duration of the event. Local municipalities may require more than one server to be RBS certified. Please check your local ordinances.

40 - On-Sale Beer

Issued to bars and taverns. Authorizes the sale of beer for consumption on or off the premises where sold. No wine or distilled spirits may be on the premises. Full meals are not required; however, sandwiches or snacks must be available. Minors are allowed on the premises. This license type is subject to Responsible Beverage Service (RBS) requirements and requires alcohol servers and managers of alcohol servers to be RBS certified.

41 - On-Sale Beer & Wine - Eating Place

Issued to restaurants. Authorizes the sale of beer and wine for consumption on or off the premises where sold. Distilled spirits may not be on the premises (except brandy, rum, or liqueurs for use solely for cooking purposes). Must operate and maintain the licensed premises as a bona fide eating place. Must maintain suitable kitchen facilities and must make actual and substantial sales of meals for consumption on the premises. Minors are allowed on the premises. This license type is subject to Responsible Beverage Service (RBS) requirements and requires alcohol servers and managers of alcohol servers to be RBS certified.

42 - On-Sale Beer & Wine - Public Premises

Issued to bars and taverns. Authorizes the sale of beer and wine for consumption on or off the premises where sold. No distilled spirits may be on the premises. Minors are not allowed to enter and remain (see [BPC § 25663.5](#) for exception, musicians). Food service is not required. This license type is subject to Responsible Beverage Service (RBS) requirements and requires alcohol servers and managers of alcohol servers to be RBS certified.

43 - On-Sale Beer and Wine Train

Issued to trains which are ambulatory (non-medical) in nature. Transferable to other trains but not to a specific location. Alcoholic beverages may only be served to passengers and employees not on duty. No duplicate licenses are issued. For multiple train routes, original licenses must be obtained for each route that serves alcoholic beverages ([BPC §§ 23397, 24043](#)). This license type is subject to Responsible Beverage Service (RBS)

requirements and requires alcohol servers and managers of alcohol servers to be RBS certified.

44 - On-Sale Beer Fishing Party Boat

Issued to vessels which provide paying customers a fishing or social event lasting a day or a specific set of hours. Vessels may have a fixed bar or dance floor. Alcoholic beverages are not to be sold or consumed when vessels are docked ([BPC § 23397](#)). A copy of the licensees' Coast Guard Certificate and dock/pier owner authority document are required. This license type is subject to Responsible Beverage Service (RBS) requirements and requires alcohol servers and managers of alcohol servers to be RBS certified.

45 - On-Sale Beer and Wine Boat

Issued to vessels which provide paying customers a social event lasting a day or a specific set of hours. Vessels may have a fixed bar or dance floor. Alcoholic beverages are not to be sold or consumed while vessels are at any dock, except sales of alcoholic beverages to passengers allowed at home port dock 30 minutes prior to departing scheduled trips and 30 minutes after returning to home dock ([CCR § 55.5](#)). A copy of the licensees' Coast Guard Certificate and dock/pier owner authority document are required. This license type is subject to Responsible Beverage Service (RBS) requirements and requires alcohol servers and managers of alcohol servers to be RBS certified.

46 - On-Sale Beer and Wine Airplane

Issued out of the district office where the airline is headquartered. This license authorizes the sale, service, and consumption of beer and wine to passengers of a licensed airline. Routes that originate or terminate within the state must be licensed. Duplicate licenses are required for each scheduled flight wherever alcoholic beverages are sold ([BPC § 23664](#)). This license type is subject to Responsible Beverage Service (RBS) requirements and requires alcohol servers and managers of alcohol servers to be RBS certified.

47 - On-Sale General - Eating Place

Issued to restaurants. Authorizes the sale of beer, wine, and distilled spirits for consumption on the licensed premises. Authorizes the sale of beer and wine for consumption off the licensed premises. Must operate and maintain the licensed premises as a bona fide eating place. Must maintain suitable kitchen facilities and must make actual and substantial sales of meals for consumption on the premises. Minors are allowed on the premises. This license type is subject to Responsible Beverage Service (RBS) requirements and requires alcohol servers and managers of alcohol servers to be RBS certified.

48 - On-Sale General - Public Premises

Issued to bars and night clubs. Authorizes the sale of beer, wine, and distilled spirits for consumption on the premises where sold. Authorizes the sale of beer and wine for consumption off the premises where sold. Minors are not allowed to enter and remain (see [BPC § 25663.5](#) for exception, musicians). Food service is not required. This license type is subject to Responsible Beverage Service (RBS) requirements and requires alcohol servers and managers of alcohol servers to be RBS certified.

49 - On-Sale General - Seasonal

Authorizes the same privileges and restrictions as provided for a Type 47 license except it is issued for a specific season. Inclusive dates of operation are listed on the license certificate. This license type is subject to Responsible Beverage Service (RBS) requirements and requires alcohol servers and managers of alcohol servers to be RBS certified.

50 – On-Sale General Club

This license is no longer available for purchase and can only be transferred from one premises to another premises. A licensee holding this license may sell and serve beer, wine, and distilled spirits only to club members and their guests. This license type is subject to Responsible Beverage Service (RBS) requirements and requires alcohol servers and managers of alcohol servers to be RBS certified.

51 - Club

Authorizes the sale of beer, wine and distilled spirits, to members and guests only, for consumption on the premises where sold. No off-sale privileges. Food service is not required. Minors are allowed on the premises. This license type is subject to Responsible Beverage Service (RBS) requirements and requires alcohol servers and managers of alcohol servers to be RBS certified.

52 - Veteran's Club

Authorizes the sale of beer, wine, and distilled spirits for consumption on the licensed premises only to bona fide members of the licensed organization, their bona fide guests, and bona fide members of other veterans' organizations, active duty or reserve members of the Armed Forces, or veterans as defined in [California Government Code § 18540.4](#). This license type is subject to Responsible Beverage Service (RBS) requirements and requires alcohol servers and managers of alcohol servers to be RBS certified.

53 – On-Sale General Train

This license allows for the sale and service of beer, wine, and distilled spirits to passengers of a licensed train operating in this State. This license type is subject to Responsible Beverage Service (RBS) requirements and requires alcohol servers and managers of alcohol servers to be RBS certified.

54 – On-Sale General Boat

This license allows for the sale and service of beer, wine, and distilled spirits to passengers of a licensed boat. This license may be issued to the owner, lessee or operator of a boat carrying passengers for hire.

55 – On-Sale General Airplane

This license allows for the sale and service of beer, wine, and distilled spirits to passengers of a licensed airline.

56 – On-Sale General Vessel 1000 Tons

This license allows for the sale and service of beer, wine, and distilled spirits to passengers of a licensed vessel of more than 1000 tons burden that is engaged in interstate and foreign commerce. This license may be issued to the owner, lessee or operator of a vessel carrying passengers for hire. This license type is subject to Responsible Beverage Service (RBS) requirements and requires alcohol servers and managers of alcohol servers to be RBS certified.

57 - Special On-Sale General

Generally issued to certain organizations who cannot qualify for club licenses. Authorizes the sale of beer, wine and distilled spirits, to members and guests only, for consumption on the premises where sold. Authorizes the sale of beer and wine, to members and guests only, for consumption off the licensed premises. Food service is not required. Minors are allowed on the premises. This license type is subject to Responsible Beverage Service (RBS) requirements and requires alcohol servers and managers of alcohol servers to be RBS certified.

58 - Caterer's Permit

This permit allows certain licensees to cater alcoholic beverages off-site. For further information regarding a caterer's permit, please see our [Caterer's Permit page](#). This license type is subject to Responsible Beverage Service (RBS) requirements and requires alcohol servers and managers of alcohol servers to be RBS certified.

59 - On-Sale Beer and Wine - Seasonal

Authorizes the same privileges as a Type 41. Issued for a specific season. Inclusive dates of operation are listed on the license certificate. This license type is subject to Responsible Beverage Service (RBS) requirements and requires alcohol servers and managers of alcohol servers to be RBS certified.

60 - On-Sale Beer - Seasonal

Authorizes the sale of beer only for consumption on or off the premises where sold. Issued for a specific season. Inclusive dates of operation are listed on the license certificate. Wine or distilled spirits may not be on the premises. Minors are allowed on the premises. This license type is subject to Responsible Beverage Service (RBS) requirements and requires alcohol servers and managers of alcohol servers to be RBS certified.

61 - On-Sale Beer - Public Premises

Issued to bars and taverns. Authorizes the sale of beer only for consumption on or off the licensed premises. Wine or distilled spirits may not be on the premises. Minors are not allowed to enter and remain (warning signs required). Food service is not required. This license type is subject to Responsible Beverage Service (RBS) requirements and requires alcohol servers and managers of alcohol servers to be RBS certified.

62 - On-Sale General Dockside, 7000 tons

Issued to vessels of more than 7,000 tons with berth capacity of at least 75 passengers. Must also possess Type 56 On-Sale General Vessel license. Allows sales of alcoholic beverages to general public aboard vessel when berthed in county where licensed. Sales are incidental to passenger operations of the vessel. License privileges may not be exercised more than 100 calendar days in any county during any calendar year ([BPC § 23321.7](#)). Alcoholic beverages must be purchased from supplier level licensees. This license type is subject to Responsible Beverage Service (RBS) requirements and requires alcohol servers and managers of alcohol servers to be RBS certified.

63 – On-Sale Special Beer and Wine Hospital

This license allows for the sale and service of beer and wine to patients or residents of a licensed hospital, convalescent home or rest home. This license type is subject to Responsible Beverage Service (RBS) requirements and requires alcohol servers and managers of alcohol servers to be RBS certified.

64 – Special On-Sale General for Nonprofit Theater Company

This license may be issued to certain nonprofit theater companies as specified in [BPC § 24045.7](#). Theater companies holding this license may sell and serve alcoholic beverages to

ticketholders only during, and two hours prior to and one hour after, a bona fide theater performance of the company. For further information regarding this license type, please see [BPC § 24045.7](#). This license type is subject to Responsible Beverage Service (RBS) requirements and requires alcohol servers and managers of alcohol servers to be RBS certified.

65 - Special On-Sale Beer and Wine Symphony

This license is no longer available for purchase but may be transferred to another person or premises.

A symphony association holding a license under this section may sell and serve beer and wine to persons attending concerts on the licensed premises. Sales of alcoholic beverages are only to be permitted during the period commencing two hours before the performance and ending one hour after the performance. This license type is subject to Responsible Beverage Service (RBS) requirements and requires alcohol servers and managers of alcohol servers to be RBS certified.

66 - Controlled Access Cabinet Permits

These permits are issued to licensed hotels or motels and allow for the sale of packaged distilled spirits in guestrooms. The distilled spirits sold pursuant to these permits shall be in containers of 50 milliliters or less and must be secured in a locked cabinet. This license type is subject to Responsible Beverage Service (RBS) requirements and requires alcohol servers and managers of alcohol servers to be RBS certified.

67 - Bed and Breakfast Inn

Authorizes the sale of wine purchased from a licensed winegrower or wine wholesaler only to registered guests of the establishment for consumption on the premises. No beer or distilled spirits may be on the premises. Wine shall not be given away to guests, but the price of the wine shall be included in the price of the overnight transient occupancy accommodation. Removal of wine from the grounds is not permitted. Minors are allowed on the premises. This license type is subject to Responsible Beverage Service (RBS) requirements and requires alcohol servers and managers of alcohol servers to be RBS certified.

68 - Portable Bar License

These licenses are issued to premises licensed with a permanent Type 47, 48, 50, 51, 52, 57, or 70 license and allow for the sale and service of beer, wine, and distilled spirits from portable bars within the licensed premises. Each portable bar must be licensed and may be moved to different rooms or areas of the licensed premises. This license type is subject

to Responsible Beverage Service (RBS) requirements and requires alcohol servers and managers of alcohol servers to be RBS certified.

69 - Special On-Sale Beer and Wine Theater

This license allows qualified non-profit theater companies to sell and serve beer and wine to ticket holders. Sales and service of beer and wine may only occur during and two hours prior to a bona fide theater performance of the company. This license type is subject to Responsible Beverage Service (RBS) requirements and requires alcohol servers and managers of alcohol servers to be RBS certified.

70 - On-Sale General - Restrictive Service

Authorizes the sale or furnishing of beer, wine and distilled spirits for consumption on the premises to the establishment's overnight transient occupancy guests or their invitees. This license is normally issued to "suite-type" hotels and motels, which exercise the license privileges for guests' "complimentary" happy hour. Minors are allowed on the premises. This license type is subject to Responsible Beverage Service (RBS) requirements and requires alcohol servers and managers of alcohol servers to be RBS certified.

71 – Special On-Sale General for a For-Profit Theater within the City and County of San Francisco

This license may be issued to certain for-profit theater companies within the City and County of San Francisco as specified in [BPC § 24045.75](#). Theater companies holding this license may permit sales, service, and consumption of alcoholic beverages in the lobbies and seating areas of the theater for the period beginning two consecutive hours prior to a live theatrical performance and ending one hour after the live theatrical performance is completed, subject to [BPC § 25631](#). For further information regarding this license type, please see [BPC § 24045.75](#). This license type is subject to Responsible Beverage Service (RBS) requirements and requires alcohol servers and managers of alcohol servers to be RBS certified.

72 – Special On-Sale General for a For-Profit Theater within the county of Napa

This license may be issued to certain for-profit theater companies within the county of Napa as specified in [BPC § 24045.77](#). Theater companies holding this license may permit sales, service, and consumption of alcoholic beverages in the lobbies and seating areas of the theater for the period beginning two consecutive hours prior to a live theatrical performance and ending three hours after the live theatrical performance is completed, subject to [BPC § 25631](#). For further information regarding this license type, please see [BPC § 24045.77](#). This license type is subject to Responsible Beverage Service (RBS)

requirements and requires alcohol servers and managers of alcohol servers to be RBS certified.

73 - Special Non-Profit Sales License

This license may be issued to a certain non-profit mutual benefit corporation that meets the requirements of [BPC § 23786](#). For further information about this license type, please refer to [BPC § 23786](#). This license type is subject to Responsible Beverage Service (RBS) requirements and requires alcohol servers and managers of alcohol servers to be RBS certified.

74 - Craft Distiller

This license authorizes the commercial manufacture of up to 150,000 gallons of distilled spirits per fiscal year, and allows the packaging, blending, mixing, flavoring, coloring, labeling, and exportation of distilled spirits manufactured by the licensee. It also authorizes the sale of distilled spirits that are manufactured and packaged by the licensee to wholesalers, manufacturers, winegrowers, manufacturer's agents, or rectifiers that hold a license authorizing the sale of distilled spirits. In addition, the licensee may sell up to the equivalent of 4.5 liters per consumer per day of distilled spirits manufactured by the licensee to a consumer at the licensed premises. A craft distiller may also sell all beers, wines, brandies, and distilled spirits to consumers for consumption at a bona fide eating place upon the licensed premises. This license type is subject to Responsible Beverage Service (RBS) requirements and requires alcohol servers and managers of alcohol servers to be RBS certified.

75 - Brewpub-Restaurant

Issued to restaurants. Authorizes the sale of beer, wine, and distilled spirits for consumption on a bona fide eating place plus a limited amount of brewing of beer. A brewpub-restaurant licensee may, at the licensed premises, sell beer produced and packaged by the licensee to consumers for consumption off the premises ([BPC § 23396.3](#)). Minors are allowed on the premises. This license type is subject to Responsible Beverage Service (RBS) requirements and requires alcohol servers and managers of alcohol servers to be RBS certified.

76 – On-Sale General Maritime Museum Association

This license is no longer available for purchase but may be transferred to another person. A maritime museum association holding this license may sell and serve beer, wine, and distilled spirits to persons attending pre-arranged events held onboard its vessels while those vessels are underway or while moored at their home port dock. This license type is

subject to Responsible Beverage Service (RBS) requirements and requires alcohol servers and managers of alcohol servers to be RBS certified.

77 - Event Permit

This permit allows certain licensees to sell beer, wine and distilled spirits for consumption on property adjacent to the licensed premises that is owned or under the control of the licensee. This license type is subject to Responsible Beverage Service (RBS) requirements and requires alcohol servers and managers of alcohol servers to be RBS certified.

For further information regarding an event permit, please see our [Event Authorization page](#).

78 – On-Sale General for Wine, Food and Art Cultural Museum, and Educational Center

This license may be issued to certain persons that meet the requirements of [BPC § 23396.2](#). For further information regarding this license type, please see [BPC § 23396.2](#). This license type is subject to Responsible Beverage Service (RBS) requirements and requires alcohol servers and managers of alcohol servers to be RBS certified.

79 - Certified Farmers' Market Permit

A licensee under a winegrower's license (Type 02) may apply to the department for a certified farmers' market sales permit.

A certified farmers' market sales permit shall authorize the licensee, a member of the licensee's family, or an employee of the licensee to sell wine produced and bottled by the winegrower entirely from grapes grown by the winegrower at a certified farmers' market at a place in the state approved by the department.

80 - Bed and Breakfast Inn – General

Authorizes the sale of beer, wine and distilled spirits purchased from a licensed wholesaler or winegrower only to registered guests of the establishment for consumption on the premises. Alcoholic beverages shall not be given away to guests, but the price of the alcoholic beverage shall be included in the price of the overnight transient occupancy accommodation. Removal of alcoholic beverages from the grounds is not permitted. Minors are allowed on the premises. This license type is subject to Responsible Beverage Service (RBS) requirements and requires alcohol servers and managers of alcohol servers to be RBS certified.

81 - Wine Sales Event Permit

Any licensee holding a Winegrowers License (Type 02) may apply for a wine sales event permit. A wine sales event permit authorizes the licensee to sell bottled wine produced by

the winegrower for consumption off the premises where sold and only at fairs, festivals or cultural events sponsored by designated tax-exempt organizations, or similar events approved by the Department of Alcoholic Beverage Control (ABC). For further information regarding a wine sales event permit, please see our [Wine Sales Event Permits page](#).

82 – Wine Direct Shipper Permit

This permit authorizes winegrowers located in other states to sell and ship wine directly to residents of California who are at least 21 years of age. This permit is not issued to winegrowers in foreign countries and such entities are not permitted to sell and ship wine to adult residents of California.

83 – General On-Sale License to Caterer

This license may be issued to certain persons that meet the requirements of [BPC § 24045.17](#). For further information regarding this license type, please see [BPC § 24045.17](#). This license type is subject to Responsible Beverage Service (RBS) requirements and requires alcohol servers and managers of alcohol servers to be RBS certified.

84 - Certified Farmers' Market Beer Sales Permit

A licensee under a Beer Manufacturer (Type 01) or Small Beer Manufacturer (Type 23) license may apply to the department for a Certified Farmers' market Beer Sales Permit.

A Certified Farmers' Market Beer Sales Permit authorizes the licensee to sell sealed containers of beer for off-site consumption to consumers at certified farmers' markets.

85 - Limited Off-Sale - Wine License

The Limited Off Sale Wine License allows for the sale of wine to consumers for consumption off the licensed premises. Sales are restricted to those solicited and accepted via direct mail, telephone, or the Internet and may not be conducted from a retail premises open to the public.

86 - Instructional Tasting License

The Instructional Tasting License allows the tasting of beer, wine and/or distilled spirits at off-sale licensed premises. The quantity and number of tastings that may be offered to consumers is limited. This license can only be held in conjunction with a qualified off-sale license. This license type is subject to Responsible Beverage Service (RBS) requirements and requires alcohol servers and managers of alcohol servers to be RBS certified.

87 – Special On-Sale General License for Specified Census Tracts in the City/County of San Francisco

Authorizes the sale of beer, wine, and distilled spirits for consumption on the licensed premises. Authorizes the sale of beer and wine for consumption off the licensed premises. Must operate and maintain the licensed premises as a bona fide eating place. Minors are allowed on the premises. This license type is limited in the number available and may only be issued to certain premises which meet the requirements of [BPC § 23826.13](#). For further information regarding this license type, please see [BPC § 23826.13](#). This license type is subject to Responsible Beverage Service (RBS) requirements and requires alcohol servers and managers of alcohol servers to be RBS certified.

88 – Special On-Sale General License for a For-Profit Cemetery with Specified Characteristics

Authorizes the sale of beer, wine, and distilled spirits for consumption on the licensed premises. This license may only be issued to a specific premises which meets the requirements of [BPC § 24045.76](#). For further information regarding this license type, please see [BPC § 24045.76](#). This license type is subject to Responsible Beverage Service (RBS) requirements and requires alcohol servers and managers of alcohol servers to be RBS certified.

90 – On-Sale General – Music Venue

Authorizes the sale of beer, wine, and distilled spirits at retail for consumption on the premises in a music entertainment facility, as defined in [BPC § 23550](#). Sale, service, and consumption of alcoholic beverages are limited to the time period from 2 hours before a live performance until one hour after the live performance. Minors are allowed on the premises. For further information regarding this license type, please see [BPC §§ 23550, 23552](#). This license type is subject to Responsible Beverage Service (RBS) requirements and requires alcohol servers and managers of alcohol servers to be RBS certified.

91 – Beer Manufacturer’s Caterer’s Permit

This permit authorizes licensed beer manufacturers to sell up to 124 gallons of beer manufactured by or for the licensee per catering event for consumption at conventions, sporting events, trade exhibits, picnics, social gatherings, community events, or similar events held any place in the state approved by the department. A beer manufacturer’s caterer’s permit does not grant any off-sale privileges. Beer sold under a beer manufacturer’s caterer’s permit shall not be removed from the location of a beer manufacturer’s catering authorization. For further information regarding a caterer’s permit, please see our [Caterer’s Permit](#) page. This license type is subject to Responsible Beverage

Service (RBS) requirements and requires alcohol servers and managers of alcohol servers to be RBS certified.

93 – Estate Tasting Event Permit

This permit authorizes a licensed winegrower to exercise its tasting room privileges at a property adjacent to the licensed premises that is owned by or under the control of the winegrower, or at a nonadjacent vineyard that is owned by or under control of the licensee. The wine served and sold at the events must be manufactured by or for the permit holder. For further information regarding the estate tasting event permit, please visit our [Event Authorization](#) page. This license type is subject to Responsible Beverage Service (RBS) requirements and requires alcohol servers and managers of alcohol servers to be RBS certified.

94 – Craft Distillers Direct Shipper Permit

This permit authorizes California craft distillers (Type 74) and out-of-state distillers to ship distilled spirits directly to California consumers who are at least 21 years of age. Out-of-state distillers must meet the requirements of a California craft distiller to be eligible to hold this permit ([BPC § 23504.5](#)). As a result, to be eligible for the permit, an out-of-state distiller must be within the 150,000 gallon production limit that applies to California craft distillers ([BPC § 23502](#), [BPC § 23504](#)).

99 - On-Sale General for Special Use

Authorizes the sale of beer, wine and distilled spirits for consumption on the licensed premises. This license may only be issued to the unique premises and/or entity which meet the requirements of either [BPC § 23399.52](#) or [§ 24045.78](#). This license type is subject to Responsible Beverage Service (RBS) requirements and requires alcohol servers and managers of alcohol servers to be RBS certified.

**DEPARTMENT OF CITY PLANNING
GENERALIZED SUMMARY OF ZONING REGULATIONS**

Updated January 2026



GENERAL NOTE: This summary is only a guide. Definitive information should be obtained from Chapter 1 of the Los Angeles Municipal Code (LAMC) itself and from consultation with the Department of City Planning's Zoning Review Division and Development Services Centers.

Table 1a – General Development Standards: Single-Family and Two-Family Residential

Zone	Use	Maximum Height		Required Yards			Minimum Area	Min. Lot Width	Parking Required
		Stories	Feet	Front	Side	Rear	Per Lot		
Agricultural									
A1	Agriculture One-Family Dwellings, Parks, Playgrounds, Community Centers, Golf Courses, Agricultural Uses (15)	Unlimited (9)	45 or (6a), (9)	20% lot depth; 25 ft max or (6a)	10% of lot width; 25 ft max or (6a)	25% lot depth; 25 ft max	5 acres	300 ft	2 spaces per dwelling unit (6a) Bicycle Parking pursuant to Sec. 12.21 A.16 of the LAMC
A2	Agriculture A1 uses (15)						2 acres	150 ft	
RA	Suburban Limited Agricultural Uses, One-Family Dwellings, Home Occupations (14)						See Table 2 below	20% lot depth; 25 ft max, but not less than prevailing (6b)	
Residential Estate									
RE40	Residential Estate One-Family Dwellings, Parks, Playgrounds, Community Centers, Truck Gardening, Accessory Living Quarters, Home Occupations (14)	Unlimited (9)	See Table 2 below	20% lot depth; 25 ft max, but not less than prevailing (6b)	10 ft (7)	25% lot depth; 25 ft max	40,000 sq-ft (1)	80 ft (1)	2 covered spaces per dwelling unit (8) Bicycle Parking pursuant to Sec. 12.21 A.16 of the LAMC
RE20							20,000 sq-ft (1)		
RE15							15,000 sq-ft (1)		
RE11							11,000 sq-ft (1)	70 ft (1)	
RE9							9,000 sq-ft (1)	65 ft (1)	

DEPARTMENT OF CITY PLANNING
GENERALIZED SUMMARY OF ZONING REGULATIONS
Updated January 2026



Table 1a – General Development Standards: Single-Family and Two-Family Residential

Zone	Use	Maximum Height		Required Yards			Minimum Area	Min. Lot Width	Parking Required																															
		Stories	Feet	Front	Side	Rear	Per Lot																																	
One-Family Residential																																								
RS	Suburban One-Family Dwellings, Parks, Playgrounds, Community Centers, Truck Gardening, Home Occupations (14)	Unlimited (9)	See Table 2 below	20% lot depth; 25 ft max, but not less than prevailing (6b)	5 ft; or 10% lot width < 50 ft wide, not less than 3 ft (7)	20 ft min	7,500 sq-ft	60 ft	2 covered spaces per dwelling unit (8)																															
										R1 (including R1V, R1F, R1R, R1H)	One-Family Residential RS Uses (14)	See Table 2 below. Subject to encroachment plane (see p.15)	20% lot depth; 20 ft max, but not less than prevailing (6b)	5 ft; or 10% lot width where lot is < 50 ft wide, not less than 3 ft (7); additional 5 ft offset required for side walls >45 ft long & >14 ft high	15 ft min	5,000 sq-ft	50 ft																							
																		RU	Residential Urban	30 ft	10 ft	3 ft (9)	10 ft	3,500 sq-ft	35 ft															
																										RZ2.5	Residential Zero Side Yard	45 ft (9)	10 ft min	Zero (3); 3 ft +1 ft for each story over 2nd	Zero (3) or 15 ft	2,500 sq-ft	30 ft, w/ driveway; 25 ft w/o driveway; 20 ft on flag, curved or cul-de-sac lot							
																																		RZ3	RZ4	30 ft	10% lot width; 3 ft min	15 ft	2,300 sq-ft	28 ft
Multiple (Two-Family) Residential																																								
R2	Two-Family Dwellings R1 Uses, Home Occupations (15)	Unlimited (9)	45 ft or (6a), (9)	20% lot depth; 20 ft max, but not less than prevailing	5 ft; or 10% lot width where lot is < 50 ft wide; 3 ft min (7)	15 ft	5,000 sq-ft	50 ft	2 spaces, one covered																															
										RW2	Two-Family Residential Waterways One-Family Dwellings, Two-Family Dwellings, Home Occupations (15)	45 or (9)	10 ft	10% lot width; 3 ft min; +1 ft for each story over 2nd	15 ft	2,300 sq-ft	28 ft	2 covered spaces per dwelling unit Bicycle Parking pursuant to Sec. 12.21 A.16 of the LAMC																						

DEPARTMENT OF CITY PLANNING
GENERALIZED SUMMARY OF ZONING REGULATIONS
Updated January 2026



Table 1b – General Development Standards: Multifamily, Commercial, Manufacturing, Parking, and Open Space/Public Facilities/Submerged Lands

Zone	Use	Maximum Height		Required Yards			Minimum Area		Min. Lot Width	Parking Required					
		Stories	Feet	Front	Side	Rear	Per Lot	Per Dwelling Unit							
Multiple Residential															
RD1.5	Restricted Density Multiple Dwelling One-Family Dwellings, Two-Family Dwellings, Apartment Houses, Multiple Dwellings, Home Occupations		45 ft or (6a), (9)	15 ft	5 ft; or 10% of lot width where lot is less than <50 ft wide; 3 ft min; +1 ft for each story over 2 nd , not to exceed 16 ft (6a)	15 ft	5,000 sq0ft	1,500 sq-ft	50 ft	1 space per unit < 3 habitable rooms; 1.5 spaces per unit = 3 habitable rooms; 2 spaces per unit > 3 habitable rooms; uncovered (6a) 1 space each guest room (first 30)					
RD2								2,000 sq-ft							
RD3								6,000 sq-ft			3,000 sq-ft	60 ft			
RD4								8,000 sq-ft			4,000 sq-ft				
RD5								20 ft			10 ft (6a)	25 ft	10,000 sq-ft	5,000 sq-ft	70 ft
RD6													12,000 sq-ft	6,000 sq-ft	
RMP	Mobile Home Park Home Occupations		45 or (9)	20% lot depth, 25 ft max	10 ft	25% lot depth, 25 ft max	20,000 sq-ft	20,000 sq-ft	80 ft	2 covered spaces per dwelling unit Bicycle Parking pursuant to Sec. 12.21 A.16 of the LAMC					
R3	Multiple Dwelling R2 Uses, Apartment Houses, Multiple Dwellings, Child Care (20 max)			15 ft; 10 ft for key lots	5 ft; 10% lot width when lot width is < 50 ft; 3 ft min; +1 ft for each story over 2nd, not to exceed 16 ft	15 ft	5,000 sq-ft	800 sq-ft; 500 sq-ft per guest room	50 ft	Same as RD Zones					
RAS3	Residential/Accessory R3 uses, Limited ground floor commercial			5 ft, or average of adjoining buildings	Zero ft for ground floor commercial, 5 ft for residential	15 ft adjacent to RD or more restrictive Zone; otherwise 5 ft		800 sq-ft; 200 sq-ft per guest room							
R4	Multiple Dwelling R3 Uses, Churches, Schools, Childcare, Homeless Shelter		Unlimited (9)	15 ft; 10 ft for key lots	5ft; 10% lot width when lot width is < 50 ft; 3 ft min; +1 ft for each story over 2nd, not to exceed 16 ft	15 ft; +1 ft for each story over 3rd; 20 ft max		400 sq-ft; 200 sq-ft per guest room							

DEPARTMENT OF CITY PLANNING
GENERALIZED SUMMARY OF ZONING REGULATIONS
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Table 1b – General Development Standards: Multifamily, Commercial, Manufacturing, Parking, and Open Space/Public Facilities/Submerged Lands

Zone	Use	Maximum Height		Required Yards			Minimum Area		Min. Lot Width	Parking Required
		Stories	Feet	Front	Side	Rear	Per Lot	Per Dwelling Unit		
RAS4	Residential/Accessory R4 uses, Limited ground floor commercial			5 ft, or average of adjoining buildings	Zero ft for ground floor commercial, 5 ft for residential	15 ft adjacent to RD or more restrictive Zone; otherwise 5 ft				
R5	Multiple Dwelling R4 Uses, Clubs, Lodges, Hospitals, Sanitariums, Hotels			15 ft; 10 ft for key lots	5ft; 10% lot width when lot width is < 50 ft; 3 ft min; +1 ft for each story over 2nd, not to exceed 16 ft	15 ft; +1 ft for each story over 3rd; 20 ft max		200 sq-ft		

Loading Space: Required for the RAS3, R4, RAS4, and R5 Zones in accordance with Section 12.21 C.6 of the LAMC.

Open Space: Required for 6 or more residential units in accordance with Section 12.21 G of the LAMC.

Passageway: 10 feet required from the street to one entrance of each dwelling unit or guest room in every residential building, except for the RW, RU, and RZ Zones, in accordance with Section 12.21 C.2 of the LAMC.

Commercial										
CR	Limited Commercial Banks, Clubs, Hotels, Churches, Schools, Business and Professional Colleges, Child Care, Parking Areas, Offices, R4 Uses	6 (9)	75 ft (9)	10 ft min	For corner lots: 10% lot width; 10 ft max; 5 ft min For lots adj. to A or R zone or for residential uses: 10% lot width; 5 ft max; 3 ft min For other lots: not required	15 ft min; +1 ft for each story over 3rd	Same as R4 for residential uses; otherwise none	50 ft for residential uses; otherwise none	See separate parking handout Bicycle Parking pursuant to Sec. 12.21 A.16 of the LAMC	
C1	Limited Commercial Local Retail Stores < 100,000 sq-ft, Offices or Businesses, Hotels, Hospitals and/or Clinics, Parking Areas, CR Uses except for Churches, Schools, Museums, R3 Uses	Unlimited (9)			For corner lots, lots adjacent to A or R Zone, or residential uses: 10% lot width; 5 ft max; 3 ft min; +1 ft for each story over 2 nd , up to 16 ft For other lots: not required; 3 ft min if provided	For residential uses or abutting A or R Zone: 15 ft; +1 ft for each story over 3rd; 20 ft max	Same as R3 Zone for residential uses; otherwise none			
C1.5	Limited Commercial C1 Uses – Retail, Theaters, Hotels, Broadcasting Studios, Parking Buildings, Parks and Playgrounds, R4 Uses						Same as R4 Zone for residential uses; otherwise none			
C2	Commercial C1.5 Uses; Retail w/ Limited Manufacturing, Service Stations and Garages, Retail Contr. Business, Churches, Schools, Auto Sales, R4 Uses			None	None for commercial uses; same as R4 Zone for residential uses at lowest residential story		Same as R4 Zone for residential uses at lowest residential story; otherwise none			
C4	Commercial C2 Uses with Limitation, R4 Uses									

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GENERALIZED SUMMARY OF ZONING REGULATIONS
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Table 1b – General Development Standards: Multifamily, Commercial, Manufacturing, Parking, and Open Space/Public Facilities/Submerged Lands

Zone	Use	Maximum Height		Required Yards			Minimum Area		Min. Lot Width	Parking Required
		Stories	Feet	Front	Side	Rear	Per Lot	Per Dwelling Unit		
C5	Commercial C2 Uses, Limited Floor Area for Manufacturing of CM Zone Type, R4 Uses									
CM	Commercial Manufacturing Wholesale, Storage, Clinics, Limited Manufacturing, Limited C2 Uses, R3 Uses				None for commercial and industrial uses; same as R3 for R3 uses; and same as R4 at the floor level for all other residential uses		Same as R3 Zone for residential uses; otherwise none			

Loading Space: Hospitals, hotels, institutions, and every building where lot abuts an alley. Minimum loading space is 400 sq-ft; additional space for buildings > 50,000 sq-ft of Floor Area. None for apartment buildings < 30 units, in accordance with Section 12.21 C.6 of the LAMC.

Manufacturing

MR1	Restricted Industrial CM Uses, Limited Commercial and Manufacturing, Clinics, Media Products, Limited Machine Shops, Animal Hospitals and Kennels	Unlimited (9)	5 ft for lots <100 ft deep; 15 ft for lots >100 ft deep	None for industrial or commercial uses; same as R4 Zone for residential uses (5)	None for industrial or commercial uses; same as R4 Zone for residential uses (5)	None for industrial or commercial uses; same as R4 for residential uses (5)	See separate parking handout Bicycle Parking pursuant to Sec. 12.21 A.16 of the LAMC
M1	Limited Industrial MR1 Uses, Limited Industrial and Manufacturing Uses, no R Zone Uses, no Hospitals, Schools, Churches, any Enclosed C2 Use, Wireless Telecommunications, Household Storage		None				
MR2	Restricted Light Industrial MR1 Uses, Additional Industrial Uses, Mortuaries, Animal Keeping		5 ft for lots <100 ft deep; 15 ft for lots >100 ft deep	Same as R5 Zone for residential uses (5)	None for industrial or commercial uses; same as R5 for residential uses (5)		
M2	Light Industrial M1 and MR2 Uses, Additional Industrial Uses, Storage Yards, Animal Keeping, Enclosed Composting, no R Zone Uses		None				
M3	Heavy Industrial M2 Uses, any Industrial I Uses, Nuisance Type Uses 500 ft from any other Zone, no R Zone Uses			None		None	

Loading Space: Institutions, and every building where lot abuts an alley. Minimum loading space is 400 sq-ft; additional space for buildings > 50,000 sq-ft of floor area. None for apartment buildings < 30 units, in accordance with Section 12.21 C.6 of the LAMC.

Parking

P	Automobile Parking – Surface and Underground Surface Parking; Parking Buildings if located below grade; Land in a P Zone may also be classified in A or R Zone	Unlimited (9)	10 ft in combination with an A or R Zone; otherwise none	None	None, unless also in an A or R Zone	See separate parking handout Bicycle Parking pursuant to
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DEPARTMENT OF CITY PLANNING
GENERALIZED SUMMARY OF ZONING REGULATIONS
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Table 1b – General Development Standards: Multifamily, Commercial, Manufacturing, Parking, and Open Space/Public Facilities/Submerged Lands

Zone	Use	Maximum Height		Required Yards			Minimum Area		Min. Lot Width	Parking Required
		Stories	Feet	Front	Side	Rear	Per Lot	Per Dwelling Unit		
PB	Parking Building P Zone uses, Parking Buildings at or above grade; Automobile Parking within a Building			0 ft, 5, ft, or 10 ft, depending on zoning frontage and zoning across the street	5 ft + 1 ft each story above 2nd if abutting or across street and frontage in A or R Zone	5 ft + 1 ft each story above 2nd if abutting A or R Zone		None		Sec. 12.21 A.16 of the LAMC
Open Space/Public Facilities/Submerged Lands										
OS	Open Space Parks and Recreation Facilities, Nature Reserves, Closed Sanitary Landfill sites, Public Water Supply Reservoirs, Water Conservation Areas		None		None			None		See separate parking handout
PF	Public Facilities Agricultural Uses, Parking Under Freeways, Fire and Police Stations, Government Buildings, Public Libraries, Post Offices, Public Health Facilities, Public Elementary and Secondary Schools, Qualified Permanent Supportive Housing Projects (12)									Bicycle Parking pursuant to Sec. 12.21 A.16 of the LAMC
SL	Submerged Lands Navigation, Shipping, Fishing, Recreation									

Footnotes for Tables 1a and 1b

- (1) "H" Hillside or Mountainous Areas may alter these requirements in the RA-H or RE-H Zones. Subdivision may be approved with smaller lots, provided larger lots are also included. Section 17.05 H.1 of the LAMC.
- (2) Section 12.08.3 B.1 of the LAMC.
- (3) Section 12.08.3 C.2 and 3 of the LAMC.
- (4) Section 12.09.5 C of the Zoning Code. For 2 or more lots, the interior side yards may be eliminated, but 4 ft is required on each side of the grouped lots.
- (5) Section 12.17.5 B.9(a) of the LAMC. Dwelling considered as accessory to industrial use only (watchman or caretaker including family).
- (6)
 - a. Height, yard and parking requirements for single-family dwellings in a designated Hillside Area may be governed by Section 12.21 A.17 of the LAMC.
 - b. Height, yard and parking requirements for single-family dwellings in a designated Hillside Area may be governed by Section 12.21 C.10 of the LAMC.
- (7) One foot shall be added to the width of each required side yard for each increment of ten feet, or fraction thereof, above the first 18 feet of height of the main building. On lots within the Coastal Zone, not located within a Hillside Area as defined in Section 12.03 of the LAMC, one foot shall be added to the width of each required side yard for each additional story above the second story; except on RA lots where a side yard of less than 10 feet in width is permitted, one foot shall be added to the width of each required side yard when a building is three or more stories in height.
- (8) In accordance with Section 12.21 C.10(g) of the LAMC, on a Substandard Hillside Limited Street, when buildings exceed 2,400 sq-ft of Residential Floor Area, one additional parking space will be provided for each additional increment of 1,000 sq-ft, or fraction thereof, for a maximum of 5 total on-site spaces.
- (9) Height District (Section 12.21.1 of the LAMC), see Table 2 – Height Districts.
- (10) The side yard on one side of the lot may be reduced to zero provided that the remaining side yard is increased to 6 ft, in accordance with Section 12.08.1 C.2 of the LAMC.
- (11) Specific Requirements for open space, rear yards, and provisions into front yards are in Section 12.08.5 C of the LAMC.
- (12) Section 12.04.09 B.11 of the LAMC. Qualified Permanent Supportive Housing Projects are permitted in the PF Zone utilizing the uses and standards permitted by the least restrictive adjoining zone.

DEPARTMENT OF CITY PLANNING
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- (13) To convert Minimum Area per Dwelling Unit in square footage to acres divide by 43,560 (e.g. 1 Dwelling Unit per 800 sf in the R3 Zone is 1 Dwelling Unit per 0.0183655 acres). To find Dwelling Units per acre, multiply the ratio of Dwelling Units per square feet by 43,560 (e.g. 1 Dwelling Unit per 800 sf in the R3 Zone is equivalent to 0.00125 Dwelling Units per Square Foot or 54.45 Dwelling Units per acre.)
- (14) This zone allows for two-family dwellings when adjoining commercial or industrial zones and qualifies under certain other lot location and area restrictions; see the relevant LAMC Section for these details.
- (15) A maximum of two dwelling units are allowed per lot based on certain lot area regulations; see the relevant LAMC Section for these details.

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Table 2 – Height Districts (Height, Stories, FAR & RFAR)

Zone	1†	1L†	1VL†	1XL†	1SS	2	3	4
A1‡, A2‡, RZ, RMP, RW2	Height: 45 ft Stories: n/a FAR: 3:1		Height: 45 ft Stories: 3† FAR: 3:1	Height: 30 ft Stories: 2† FAR: 3:1	n/a	Height: n/a Stories: n/a FAR: 6:1	Height: n/a Stories: n/a FAR: 10:1	Height: n/a Stories: n/a FAR: 13:1
RD‡, R3	Height: 45 ft Stories: n/a FAR: 3:1		Height: 45 ft Stories: 3† FAR: 3:1	Height: 30 ft Stories: 2† FAR: 3:1	n/a	Height: 75 ft Stories: 6† FAR: 6:1	Height: 75 ft Stories: 6† FAR: 10:1	Height: 75 ft Stories: 6† FAR: 13:1
RAS3	Height: 45 ft Stories: n/a FAR: 3:1		Height: 50 ft Stories: n/a FAR: 3:1	Height: 30 ft Stories: n/a FAR: 3:1	n/a	Height: 75 ft Stories: 6† FAR: 6:1	Height: 75 ft Stories: 6† FAR: 10:1	Height: 75 ft Stories: 6† FAR: 13:1
RA*§, RE40§, RE20§, RE15§, RE11§	Height Roof ≥25%, 36 ft Roof <25%, 30 ft Stories: n/a			Height Roof ≥25%, 30 ft Roof <25%, 30 ft Stories: n/a	Height Roof ≥25%, 18 ft (22 ft in Hillside Area) Roof <25%, 18 ft Stories: n/a	Height Roof ≥25%, 36 ft Roof <25%, 30 ft Stories: n/a		
	RFAR: See C.5 of each Zone in the LAMC; for Hillside Area, see Section 12.21 C.10 of the LAMC FAR (Coastal Zone, non-Hillside only)***: See Section 12.21.1 A of the LAMC					RFAR: N/A. FAR: 6:1	RFAR: N/A. FAR: 10:1	RFAR: N/A. FAR: 13:1
RE9*§, RS§, R1**§	Height Roof ≥25%: 33 ft Roof <25%: 28 ft Stories: n/a R1 subject to Encroachment Plane; see p.15.		Height Roof ≥25%: 30 ft Roof <25%: 28 ft Stories: n/a R1 subject to Encroachment Plane; see p.15.	Height Roof ≥25%, 18 ft (22 ft in Hillside Area) Roof <25%, 18 ft Stories: n/a R1 subject to Encroachment Plane; see p.15.	Height Roof ≥25%: 33 ft Roof <25%: 28 ft Stories: n/a R1 subject to Encroachment Plane; see p.15.			
	RFAR: See C.5 of each Zone in the LAMC; for Hillside Area, see Section 12.21 C.10(b) of the LAMC. FAR (Coastal Zone, non-Hillside only)***: See Section 12.21.1 A of the LAMC					RFAR: N/A FAR: 6:1	RFAR: N/A FAR: 10:1	RFAR: N/A FAR: 13:1
R2	Height: 33 ft Stories: n/a FAR: 3:1		Height: 33 ft Stories: 3† FAR: 3:1	Height: 30 ft Stories: 2† FAR: 3:1	n/a	Height: 33 ft Stories: n/a FAR: 6:1	Height: 33 ft Stories: n/a FAR: 10:1	Height: 33 ft Stories: n/a FAR: 13:1
R4, R5	Height: n/a Stories: n/a FAR: 3:1	Height: 75 ft Stories: 6† FAR: 3:1	Height: 45 ft Stories: 3† FAR: 3:1	Height: 30 ft Stories: 2† FAR: 3:1	n/a	Height: n/a Stories: n/a FAR: 6:1	Height: n/a Stories: n/a FAR: 10:1	Height: n/a Stories: n/a FAR: 13:1
RAS4	Height: n/a Stories: n/a FAR: 3:1	Height: 75 ft Stories: 6† FAR: 3:1	Height: 50 ft Stories: 3† FAR: 3:1	Height: 30 ft Stories: 2† FAR: 3:1	n/a	Height: n/a Stories: n/a FAR: 6:1	Height: n/a Stories: n/a FAR: 10:1	Height: n/a Stories: n/a FAR: 13:1
C, M	Height: 75 ft for CR, otherwise n/a Stories: 6 for CR, otherwise n/a FAR: 1.5:1	Height: 75 ft Stories: 6† FAR: 1.5:1	Height: 45 ft Stories: 3† FAR: 1.5:1	Height: 30 ft Stories: 2† FAR: 1.5:1	n/a	Height: 75 ft for CR, otherwise n/a Stories: 6 for CR, otherwise n/a FAR: 6:1	Height: 75 ft for CR, otherwise n/a Stories: 6 for CR, otherwise n/a FAR: 10:1	Height: 75 ft for CR, otherwise n/a Stories: 6 for CR, otherwise n/a FAR: 13:1

This summary is only a guide. Definitive information should be obtained from Chapter 1 of the Los Angeles Municipal Code (LAMC) itself and from consultation with the Department of City Planning.
CP-7150 (1.20.2026)

DEPARTMENT OF CITY PLANNING
 GENERALIZED SUMMARY OF ZONING REGULATIONS
 Updated January 2026



Table 2 – Height Districts (Height, Stories, FAR & RFAR)

Zone	1‡	1L‡	1VL‡	1XL‡	1SS	2	3	4
PB	Height: n/a Stories: 2 FAR: n/a	Height: 75 ft Stories: 2 FAR: n/a	Height: 45 ft Stories: 2 FAR: n/a	Height: 30 ft Stories: 2 FAR: n/a	n/a	Height: n/a Stories: 6 FAR: n/a	Height: n/a Stories: 10 FAR: n/a	Height: n/a Stories: 13 FAR: n/a
PF	Height: n/a Stories: n/a FAR: 3:1	Height: 75 ft Stories: 6† FAR: 3:1	Height: 45 ft Stories: 3† FAR: 3:1	Height: 30 ft Stories: 2† FAR: 3:1	n/a	Height: n/a Stories: n/a FAR: 6:1	Height: n/a Stories: n/a FAR: 10:1	Height: n/a Stories: n/a FAR: 13:1

FAR – Floor Area Ratio – defined in Section 12.03 of the LAMC.

RFAR – Residential Floor Area Ratio – defined in Section 12.03 of the LAMC. Used only for non-Coastal Zone properties in Height Districts 1, 1L, 1VL, 1XL, and 1SS.

* Prevailing Height in accordance with the 3rd unnumbered paragraphs of Section 12.21.1 of the LAMC may apply.

** Properties located in one of the R1 Variation Zones (R1V, R1F, R1R, R1H) are not part of any Height District. See tables on pp.11-14 for height regulations in R1 Variation Zones. These regulations are also in Section 12.08 C.5 (b)-(d) of the LAMC.

***Coastal Zone properties outside of the Hillside Area are not subject to Residential Floor Area limits, but are subject to Floor Area limits.

† Buildings used entirely for residential (and ground floor commercial in the RAS Zones) are only limited as to feet, not stories.

‡ Floor Area in Height District 1 in other than C and M Zones is limited to 3:1 FAR.

⌘ Height limited to 36 ft or 45 ft in Hillside Areas in accordance with Section 12.21 A.17 of the LAMC.

§ Height limited to 45 feet on lots in the Coastal Zone not located within the Hillside Area, as defined in Section 12.03 of the LAMC.

Transitional Height: Portions of buildings in C or M Zones within certain distances of RW1 or more restrictive Zones shall not exceed the following height limits, in accordance with Section 12.21.1 A.10 of the LAMC.

Distance (ft)	Height (ft)
0 – 49	25
50 – 99	33
100 – 199	61

DEPARTMENT OF CITY PLANNING
 GENERALIZED SUMMARY OF ZONING REGULATIONS
 Updated January 2026



ANATOMY OF ZONING IN LOS ANGELES

[Q]C2-1-CDO

SPECIAL ZONING CLASSIFICATIONS

Site-specific or project-specific provisions that are established by ordinance as part of the Zone for a lot.

ZONE CLASSIFICATIONS

The zone classification dictates basic requirements and restrictions such as permitted and conditionally permitted uses, minimum lot area, yard and parking requirements.

HEIGHT DISTRICT

The height district designation determines the maximum Floor Area Ratio, Residential Floor Area Ratio, and sometimes number of stories and/or feet. Does not apply to R1 Variation Zones.

SUPPLEMENTAL USE DISTRICT

Supplemental use districts contain *additional* regulations beyond those required by the base zone regulations, usually to protect or create certain neighborhood characteristics.

Special Zoning Classifications (Section 12.32 of the LAMC. T and Q Classifications appear before the zone classification, while D limitations appear after the height district designation.)

(T), [T], T	Tentative Zone Classification	Tentative zone classification, pending certain required dedications, payments or improvements – see Council File
(Q), [Q], Q	Qualified Classification	Restricts uses allowed on property
D	Development Limitation	Restricts heights, floor area ratio, lot coverage, building setbacks

Supplemental Use Districts

Regulate uses which cannot adequately be provided for in the Zoning Code (Section 13.00 of the LAMC)

O	Oil Drilling District	SN	Sign District
S	Animal Slaughtering District	NSO	Neighborhood Stabilization Overlay District
G	Surface Mining Operations District	RFA	Residential Floor Area District
RPD	Residential Planned Development District	CPIO	Community Plan Implementation Overlay District
K	Equinekeeping District	MPR	Modified Parking Requirement District
CA	Commercial and Artcraft District	HS	Hillside Standards Overlay District
POD	Pedestrian Oriented District	RIO	River Improvement Overlay District
CDO	Community Design Overlay District	CUGU	Clean Up Green Up Overlay District
MU	Mixed Use District	RG	Rear Detached Garage District
FH	Fence Heights District	HCR	Hillside Construction Regulation District

DEPARTMENT OF CITY PLANNING
GENERALIZED SUMMARY OF ZONING REGULATIONS
Updated January 2026



Other Zoning Designations

ADP	Alameda District Specific Plan
CCS	Century City South Studio Zone
CSA	Centers Study Area
CW	Central City West Specific Plan
GM	Glencoe/Maxella Specific Plan
HPOZ	Historic Preservation Overlay Zone

LASED	LA Sports & Entertainment Specific Plan
OX	Oxford Triangle Specific Plan
PKM	Park Mile Specific Plan
PV	Playa Vista Specific Plan
WC	Warner Center Specific Plan

GENERAL NOTE:

This summary is only a guide. Definitive information should be obtained from Chapter 1 of the Los Angeles Municipal Code (LAMC) itself and from consultation with the Department of City Planning's Zoning Review Division and Development Services Centers.

UPDATES:

April 2013 Update: Updated to reflect changes made to the Single-Family Zones under the Baseline Mansionization Ordinance (Ord. No. 179,883) and Baseline Hillside Ordinance (Ord. No. 181,624), bicycle parking requirements under Bicycle Parking Ordinance (Ord. No. 182,386), the list of Supplemental Use Districts, and add the "ANATOMY OF ZONING IN LOS ANGELES" diagram.

May 2019 Update: Updated to reflect further changes to the Single-Family Zone Regulations and addition of R1 Variation Zones (Ord. No. 184,802), and the Permanent Supportive Housing Ordinance (Ord. No. 185,492).

June 2019 Correction: Corrected height restrictions for C and M properties in Height Districts 1VL and 1XL.

March 2020 Correction: Corrected FAR/RFAR restrictions for R1, RA, RE and RS properties in Height Districts 2, 3 and 4.

March 2024 Update: Corrected Maximum Height and Required Yards for the R2 Zone, corrected Required Yards in the CM Zone, corrected the R1 Side Wall Offset/Plane Break requirement, and updated the list of Supplemental Use Districts.

January 2026 Update: Corrected to reflect Zoning Review's transfer from the Department of Building and Safety (LADBS) to the Department of City Planning (DCP).



R1 Variation Zones – Bulk & Massing Regulations

The following pages contain summaries of the bulk and massing regulations for the R1 Variation Zones, which are divided into “R1V” Variable-Mass, “R1F” Front-Mass, “R1R” Rear-Mass, and R1H” Hillside. All of the R1 Variation Zones are subject to encroachment plane limits, as well as the side yard plane break/offset requirement for all R1 properties. The encroachment plane and plane break/offset requirements are illustrated on Pages 15-16.

“R1V” Variable-Mass Zones (R1V1, R1V2, R1V3, R1V4)

Table 12.08 C.5(b)						
R1 VARIABLE-MASS VARIATION ZONES DEVELOPMENT STANDARDS						
Lot Size and Residential Floor Area Ratio	R1V1	R1V2	R1V3	R1V4	Max Lot Coverage	
Up to 6,000 SF	.65	.55	.45	.40	50%	
6,001 to 7,000 SF	.63	.53	.43	.38	48%	
7,001 to 8,000 SF	.61	.51	.41	.36	46%	
8,001 to 9,000 SF	.59	.49	.39	.34	44%	
9,001 to 10,000 SF	.57	.47	.37	.32	42%	
Over 10,000 SF	.55	.45	.35	.30	40%	
Variable Mass						
(A)	Height of Building (max)	30'	30'	28'	20'	
(B)	Encroachment Plane Origin Height	22'	22'	20'	14'	
	Angle of Encroachment Plane	45°	45°	45°	45°	



“R1F” Front-Mass Zones (R1F1, R1F2, R1F3, R1F4)

Table 12.08 C.5(c)						
R1 FRONT-MASS VARIATION ZONES DEVELOPMENT STANDARDS						
Lot Size and Residential Floor Area Ratio		R1F1	R1F2	R1F3	R1F4	Max Lot Coverage
	Up to 6,000 SF	.65	.55	.45	.40	50%
	6,001 to 7,000 SF	.63	.53	.43	.38	48%
	7,001 to 8,000 SF	.61	.51	.41	.36	46%
	8,001 to 9,000 SF	.59	.49	.39	.34	44%
	9,001 to 10,000 SF	.57	.47	.37	.32	42%
	Over 10,000 SF	.55	.45	.35	.30	40%
Front Mass						
(A)	Front envelope depth, from front yard setback (min)	-	-	-	-	
(B)	Height of Mass (max)	30'	30'	28'	26'	
(C)	Encroachment Plane Origin Height	22'	22'	20'	18'	
	Angle of Encroachment Plane	45°	45°	45°	45°	
Rear Mass						
(D)	Rear envelope depth, from rear yard setback (min)	25'	25'	25'	25'	
(E)	Height of Mass (max)	24'	24'	20'	18'	
(F)	Encroachment Plane Origin Height	16'	16'	14'	14'	
	Angle of Encroachment Plane	45°	45°	45°	45°	

This summary is only a guide. Definitive information should be obtained from Chapter 1 of the Los Angeles Municipal Code (LAMC) itself and from consultation with the Department of City Planning.



“R1R” Rear-Mass Zones (R1R1, R1R2, R1R3, R1R4)

Table 12.08 C.5(d)						
R1 REAR-MASS VARIATION ZONES DEVELOPMENT STANDARDS						
Lot Size and Residential Floor Area Ratio		R1R1	R1R2	R1R3	R1R4	Max Lot Coverage
	Up to 6,000 SF	.65	.55	.45	.40	50%
	6,001 to 7,000 SF	.63	.53	.43	.38	48%
	7,001 to 8,000 SF	.61	.51	.41	.36	46%
	8,001 to 9,000 SF	.59	.49	.39	.34	44%
	9,001 to 10,000 SF	.57	.47	.37	.32	42%
	Over 10,000 SF	.55	.45	.35	.30	40%
Front Mass						
(A)	Front envelope depth, from front yard setback (min)	30'	30'	30'	30'	
(B)	Height of Mass (max)	24'	24'	20'	18'	
(C)	Encroachment Plane Origin Height	16'	16'	12'	12'	
	Angle of Encroachment Plane	45°	45°	45°	45°	
Rear Mass						
(D)	Rear envelope depth, from rear yard setback (min)	-	-	-	-	
(E)	Height of Mass (max)	30'	30'	28'	26'	
(F)	Encroachment Plane Origin Height	22'	22'	20'	18'	
	Angle of Encroachment Plane	45°	45°	45°	45°	



“R1H” Hillside Zones (R1H1, R1H2, R1H3, R1H4)

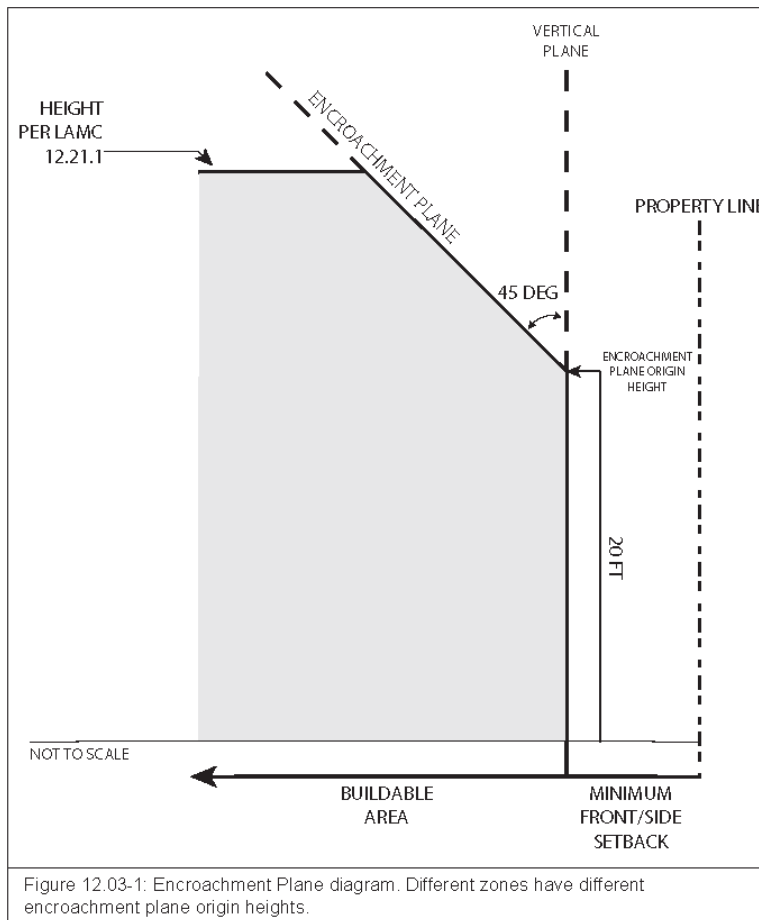
The maximum Residential Floor Area contained in all Buildings and Accessory Buildings on a property in an R1H Zone shall not exceed the sum of the square footage of each Slope Band multiplied by the corresponding Residential Floor Area Ratio (RFAR) for the zone of the Lot. Otherwise, a property in an R1H Zone shall comply with all of the R1 Hillside Area Development Standards pursuant to Section 12.21 C.10 of the LAMC.

Table 12.21 C.10-2b				
Single-Family Zone Hillside Area Residential Floor Area Ratios (RFAR)				
Slope Bands (%)	R1H1	R1H2	R1H3	R1H4
0 – 14.99	0.65	0.55	0.45	0.40
15 – 29.99	0.60	0.50	0.45	0.35
30 – 44.99	0.55	0.45	0.40	0.30
45 – 59.99	0.50	0.40	0.35	0.25
60 – 99.99	0.45	0.35	0.30	0.20
100 +	0.00	0.00	0.00	0.00



R1 Encroachment Plane

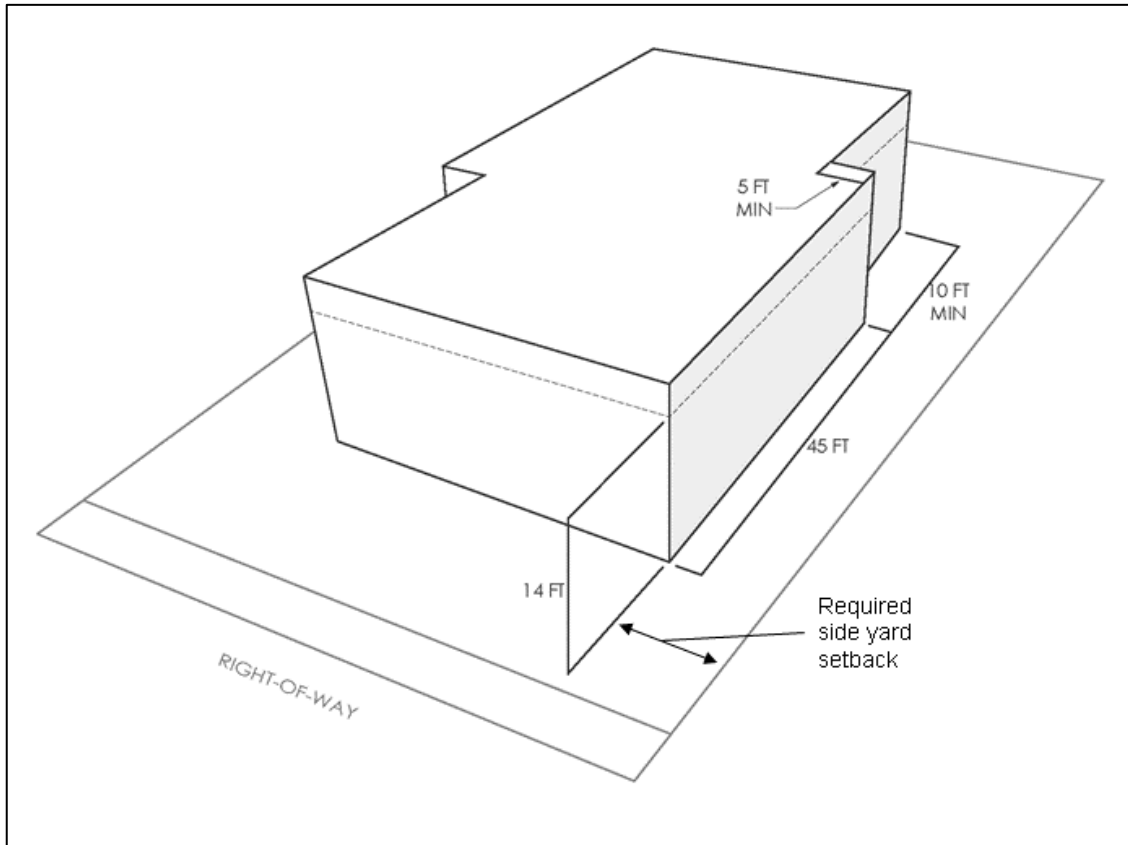
The Encroachment Plane in the standard R1 Zone and R1 Variation Zones is an angled plane originating at a specified height above the minimum front and/or side yard setback and angling toward the interior of the lot. The mass of the building may not extend above the plane, except for specified roof structures and equipment, per LAMC Section 12.21.1. The 20-foot origin height shown here applies in the standard R1 Zone and in some R1 Variation Zones, while other R1 Variation Zones may specify a different origin height. See Subdivision C.5 of LAMC Section 12.08 for the precise dimensions that apply in each R1 Variation Zone.





R1 Side Wall Offset/Plane Break

In the R1 Zone and all R1 Variation Zones, all portions of a building that have a side wall more than 14 feet high and a continuous length greater than 45 feet must provide an offset or plane break at least 5 feet in depth beyond the minimum side yard. The offset or plane break must be at least 10 feet in length.





**Department of City Planning
Assignment List
March 2026
planning.lacity.org**

**Central, West/South and Valley Project Planning
And Frequently Utilized Ordinances**
General Information – 213-978-1160

COMMUNITY

Alameda District Specific Plan,	
..... Alice Okumura	213-978-1356
..... Unit Head, Sophia Kim	213-978-1208
Arleta-Pacoima Community Plan,	
..... Erick Marchena	213-682-6371
..... Unit Head, Dang Nguyen	818-374-5027
Atwater Village POD,	
..... Dominic Gonzalez	213-756-1734
..... Unit Head, Linda Lou	213-978-1473
Avenue 57/Pasadena Gold Line,	
..... Dominic Gonzalez	213-756-1734
..... Unit Head, Linda Lou	213-978-1473
Bel Air - Beverly Crest Com Plan,	
..... Jackson Olsen	213-978-1381
..... Unit Head, Ariel Jones	213-978-1332
Boyle Heights Com Plan,	
..... Marie Pichay	213-978-1470
..... Unit Head, Jonathan Ayon	213-978-1877
Brentwood – Pacific Palisades Com Plan,	
..... Brenden Lau	213-978-1162
..... Unit Head, Kenton Trinh	213-482-7092
Broadway CDO, Alice Okumura	213-978-1356
..... Unit Head, Sophia Kim	213-978-1208
Broadway Sign District, Alice Okumura	213-978-1356
..... Unit Head, Sophia Kim	213-978-1208
Canoga Park/West Hills/Winnetka/Woodland Hills Com Plan,	
..... Courtney Yellen	818-374-5059
..... Unit Head, Laura Frazin-Steele	818-374-9919
Canoga Park Commercial Corridor, CDO, Canoga Park Downtown CDO; Streetscape,	
..... Courtney Yellen	818-374-5059
..... Unit Head, Laura Frazin-Steele	818-374-9919
Central City West Specific Plan,	
..... Marie Pichay	213-978-1470
..... Unit Head, Jonathan Ayon	213-978-1877
Century Blvd Streetscape Plan,	
..... Caelan Rafferty	213-978-1197
..... Unit Head, Kenton Trinh	213-482-7092
Century City North & South Specific Plan,	
..... Julissa Lopez-Hodoyan	213-978-1172
..... Unit Head, Kyle Winston	213-978-1348

Chatsworth/Porter Ranch Com Plan,	
..... Correy Kitchens	818-374-5034
..... Olga Ayala	818-374-5042
..... Unit Head, Renata Ooms	213-978-1222
Coastal Bluffs Specific Plan,	
..... General Inquiries contact LADBS	
..... Caelan Rafferty	213-978-1197
..... Unit Head, Kenton Trinh	213-482-7092
Coliseum District Specific Plan,	
..... Unit Head, Vacant	213-482-xxxx
Colorado Blvd SP/DRB,	
..... Debbie Lawrence	213-978-1163
..... Unit Head, Linda Lou	213-978-1473
Convention Center and Arena Specific Plan	
..... Milena Zasadzien	213-847-3636
Cornfield Arroyo Seco Specific Plan,	
..... Erick Morales	213-202-5440
..... Unit Head, Sophia Kim	213-978-1208
Crenshaw Corridor Specific Plan, Isaiah Ross	213-238-7731
..... Unit Head, Kyle Winston	213-978-1348
Cypress Park – Glassell Park CDO,	
..... Vacant	213-978-XXXX
..... Unit Head, Nicole Sanchez	213-978-3034
Devonshire/Topanga Corridor SP/DRB, Correy Kitchens	818-374-5034
..... Olga Ayala	818-374-5042
..... Unit Head, Renata Ooms	213-978-1222
Downtown Community Plan, Erick Morales	213-202-5440
..... Alice Okumura	213-978-1356
..... Unit Head, Sophia Kim	213-978-1208
Downtown CPIO, email planning.downtowncpio@lacity.org	
..... Unit Head, Kenton Trinh	213-978-1197
..... Unit Head, Kenton Trinh	213-482-7092
Echo Park ICO/CDO, Alice Okumura	213-978-1356
..... Unit Head, Sophia Kim	213-978-1208
Encinitas Sign District, Joshua Ordonez	213-682-6370
..... Unit Head, Dang Nguyen	818-374-5027
Encino-Tarzana Com Plan,	
..... Courtney Yellen	818-374-5059
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Exposition Corridor, Transit Neigh Plan,	
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..... Unit Head, Kyle Winston	213-978-1348
Figueroa/7 TH Street Sign District,	
..... Alice Okumura	213-978-1356
..... Unit Head, Sophia Kim	213-978-1208
Figueroa/Olympic Sign District, Alice Okumura	213-978-1356
..... Unit Head, Sophia Kim	213-978-1208
Fletcher Square CDO, Dominic Gonzalez	213-756-1734
..... Unit Head, Linda Lou	213-978-1473
Foothill Boulevard Corridor Specific Plan, Erick Marchena	213-682-6371
..... Unit Head, Dang Nguyen	818-374-5027
Girard Tract Specific Plan,	
..... Tiffany Corrales	213-682-6368
..... Jude Hernandez	213-482-7076
..... Unit Head, Vacant	213-847-xxxx
Glencoe-Maxella Specific Plan,	
..... Unit Head, Ariel Jones	213-978-1332
Granada Hills Specific Plan & DRB w/ Signs,	
..... Correy Kitchens	818-374-5034
..... Olga Ayala	818-374-5042
..... Unit Head, Renata Ooms	213-978-1222
Granada Hills/Knollwood Com Plan,	
..... Correy Kitchens	818-374-5034
..... Olga Ayala	818-374-5042
..... Unit Head, Renata Ooms	213-978-1222
Harbor Gateway Com Plan, Vacant	213-978-xxxx
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Hollywood Com Plan,	
..... Unit Head, Valentina Knox-Jones	213-978-1741
Hollywood CPIO	
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Hollywood Signage Supp Use District,	
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Hollywoodland Specific Plan & DRB, Yasmin Diaz	818-374-9908
..... Unit Head, Valentina Knox-Jones	213-978-1741
Jordan Downs Specific Plan,	
..... Steve M. Garcia	213-978-1388
..... Unit Head, Daisy Benicia	213-978-1320

Larchmont Boulevard “Q” Conditions,	
..... Ryan Ly	213-978-1478
..... Unit Head, Griselda Gonzalez	213-978-1414
LAX-El Segundo Dunes Specific Plan,	
..... Caelan Rafferty	213-978-1197
..... Unit Head, Kenton Trinh	213-482-7092
LAX Coordination,	
..... Unit Head, Juliet Oh	213-978-1186
Lincoln Blvd CDO, email planning.veniceSP@lacity.org	
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Lincoln Heights CDO, Dominic Gonzalez	213-756-1734
..... Unit Head, Linda Lou	213-978-1473
Little Tokyo CDO, Erick Morales	213-202-5440
..... Unit Head, Sophia Kim	213-978-1208
Los Angeles Sports and Entertainment District Specific Plan	
..... Erick Morales	213-202-5440
..... Unit Head, Sophia Kim	213-978-1208
Loyola Marymount University Specific Plan,	
..... Caelan Rafferty	213-978-1197
..... Unit Head, Kenton Trinh	213-482-7092
Loyola Village CDO, Caelan Rafferty	213-978-1197
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Mello Coordinator, Juliet Oh	213-978-1186
Melrose “Q” Limitations, Yasmin Diaz	818-374-9908
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Miracle Mile CDO, Ryan Ly	213-978-1478
..... Unit Head, Griselda Gonzalez	213-978-1414
Mission Hills/Panorama City-North Hills-Sepulveda Community Plan,	
..... Correy Kitchens	818-374-5034
..... Olga Ayala	818-374-5042
..... Unit Head, Renata Ooms	213-978-1222
Mt. Washington/Glassell Park SP,	
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..... Unit Head, Nicole Sanchez	213-978-3034
Mulholland Scenic Parkway SP, email: planning.mulhollandspinfo@lacity.org	
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..... Jude Hernandez	213-482-7076
..... Unit Head, Vacant	213-847-xxxx
North Westwood Village SP, Jackson Olson	213-978-1381
..... Unit Head, Ariel Jones	213-978-1332
Northeast Hillside Ordinance, Dominic Gonzalez	213-756-1734
..... Unit Head, Linda Lou	213-978-1473
Northeast LA Community Plan,	
..... Unit Head, Linda Lou	213-978-1473
North Hollywood /Valley Village Com Plan,	
..... Unit Head, Maren Gamboa	213-978-1358
North University Park SP/DRB, Daniel Mata	213-847-3657
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Northridge Community Plan, Correy Kitchens	818-374-5034
..... Olga Ayala	818-374-5042
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Oaks “D” Limitations, email planning.oaks@lacity.org	
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Oxford Triangle Specific Plan,	
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Pacific Palisades Commercial Village SP/DRB,	
..... Brenden Lau	213-978-1162
..... Unit Head, Kenton Trinh	213-482-7092
Pacoima CDO & Streetscape Plan,	
..... Erick Marchena	213-682-6371
..... Unit Head, Dang Nguyen	818-374-5027
Palms Mar Vista Community Plan,	
..... Unit Head, Ariel Jones	213-978-1332
Panorama City CDO & Streetscape Plan,	
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..... Unit Head, Renata Ooms	213-978-1222
Paramount Pictures Specific Plan, Vacant	818-374-xxxx
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Park Mile SP/DRB, Filomena Fuchs	213-978-1415
..... Unit Head, Griselda Gonzalez	213-978-1414
Playa Vista Specific Plan,	
..... Caelan Rafferty	213-978-1197
..... Unit Head, Kenton Trinh	213-482-7092
Ponte Vista Specific Plan,	
..... Unit Head, Daisy Benicia	213-978-1320
Porter Ranch Land Use/Trans Specific Plan w/DRB,	
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Priority Housing Central, Bryant Wu	213-202-5435
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Reseda Central Business District CDO & Streetscape,	
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Reseda/West Van Nuys Plan & CDO,	
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San Pedro Specific Plan	
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San Vicente Specific Plan & DRB	
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Sherman Oaks/Studio City/Toluca Lake/Cahunega Pass Com Plan,	
..... Abraham Lamontagne	213-978-1399
..... Joanna Marroquin	213-978-1463
..... Unit Head, Adrineh Melkonian	213-978-1301
Silverlake/EchoPark/Elysian Valley Com Plan,	
..... Alice Okumura	213-978-1356
..... Unit Head, Sophia Kim	213-978-1208
South Los Angeles Alcohol Specific Plan,	
..... Maneri Roman	213-682-6366
..... Unit Head, Daisy Benicia	213-978-1320
South Los Angeles Com Plan,	
..... Maneri Roman	213-682-6366
..... Unit Head, Daisy Benicia	213-978-1320
South Los Angeles Design Q,	
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South Los Angeles CPIO, Maneri Roman	213-682-6366
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Southeast Los Angeles Com Plan,	
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Southeast Los Angeles CPIO, Steve Garcia	213-978-1388
..... Unit Head, Daisy Benicia	213-978-1320
Southeast Los Angeles Design Q,	
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..... Unit Head, Daisy Benicia	213-978-1320
Sun Valley CDO & Streetscape Plan,	
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Sun Valley/La Tuna Canyon Com Plan,	
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Sunland/Tujunga/Shadow Hills/Lakeview Terrace/East La Tuna Canyon Community Plan, Erick Marchena	213-682-6371
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Sylmar Community Plan & Sylmar CPIO,	
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Valley Circle/Plummer St Scenic Corridor Specific Plan,	
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Valley Village Specific Plan,	
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Van Nuys/North Sherman Oaks Com Plan,	
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Van Nuys CBD, CDO & Streetscape Plan,	
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Venice Coastal Specific Plan,	
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Venice Community Plan,	
..... Sienna Kuo.....	213-978-1376
..... Unit Head, Ira Brown.....	213-978-1453
Ventura/Cahuenga Blvd Corridor Specific Plan; Encino, Sherman Oaks, Studio City/Cahuenga, Tarzana, and Woodland Hills Streetscape Plans	
..... Abraham Lamontagne.....	213-978-1399
..... Joanna Marroquin.....	213-978-1463
..... Unit Head, Adrineh Melkonian.....	213-978-1301
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West Adams/Baldwin Hills/Leimert Com Plan,	
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West LA Community Plan,	
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..... Unit Head Kyle Winston.....	213-978-1348
Westchester-Playa Del Rey Com Plan,	
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Westchester-Playa Del Rey Com Plan Implementation Overlay District (CPIO)	
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Westfield, Julissa Lopez-Hodoyan.....	213-978-1172
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Westlake Community Plan, Marie Pichay.....	213-978-1470
..... Unit Head, Jonathan Ayon.....	213-978-1877
West Wilshire Blvd CDO,	
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Westwood Boulevard POD,	
..... Jackson Olson.....	213-978-1381
..... Unit Head, Ariel Jones.....	213-978-1332
Westwood Community Plan,	
..... Jackson Olson.....	213-978-1381
..... Unit Head, Ariel Jones.....	213-978-1332
Westwood DRB, Jackson Olson.....	213-978-1381
..... Unit Head, Ariel Jones.....	213-978-1332
Westwood Multi-Family SP,	
..... Jackson Olson.....	213-978-1381
..... Unit Head, Ariel Jones.....	213-978-1332
Westwood Village SP,	
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..... Unit Head, Ariel Jones.....	213-978-1332
Westwood-Pico NOD, email planning.expotnp@lacity.org	
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Wilmington-Harbor City Com Plan,	
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Wilshire Community Plan, Vacant.....	213-978-xxxx
..... Unit Head, Griselda Gonzalez.....	213-978-1414
Wilshire Westwood Scenic Corridor & DRB, Jackson Olson.....	213-978-1381
..... Unit Head, Ariel Jones.....	213-978-1332

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Community Planning Section

Section Head, Sr. City Planner, Ulises Gonzales.....	213-978-1205
Boyle Heights Community Plan Update, Andrew Pasillas.....	213-978-1518
Cornfield Arroyo Seco Plan Update, Andrew Pasillas.....	213-978-1518
Overlay Amendments, Vacant.....	213-978-xxxx

Van Nuys Airport Section

Section Head, Sr. City Planner, Diana Kitching.....	213-978-1308
Van Nuys Airport Specific Plan, Danalynn Dominguez.....	213-978-1340

Community Planning – West, South, and Harbor

Division Manager, Michelle Singh – 213-978-1166
General Information – 213-978-1164

South & Harbor Section Community Plan Updates

Section Head: Vacant.....	213-978-XXXX
Harbor Gateway, Jessica Alvarado.....	213-978-1221
Wilmington-Harbor City, Jessica Alvarado.....	213-978-1221
San Pedro Zoning Code Update, Alissa Gordon.....	213-978-1456

West Section Community Plan Updates

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Venice, Laura MacPherson.....	213-978-1187
Palms-MV-Del Rey, Christopher Pina.....	213-978-1369
Westchester-Playa Del Rey, Zuriel Espinosa.....	213-978-1249
Venice LCP Unit Head, Nick Vasuthasawat.....	213-978-1250

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West Valley Community Planning Section

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SW Valley Plan Updates,	
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Reseda-West Van Nuys, Betty Barberena.....	213-978-1194

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..... Unit Head, Stacy Farfan-Valencia.....	213-978-1372

Demographic Research Unit,

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..... Unit Head, Jack Tsao.....	213-978-1367
..... Angela Chang.....	213-978-1434

Mobility

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Unit Head, Diego Janacua-Cortez.....	213-978-1657
..... Andrew Cruz.....	213-756-1701
Unit Head, Gabriela Juarez.....	213-978-1199
Unit Head, Bonnie Kim.....	213-978-1330
..... Roberto Luna.....	213-978-9701

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Adams Normandie, Daniel Mata.....	213-847-3657
Angelino Heights, Suki Gershennhorn.....	213-847-3675
Balboa Highlands, Nathaly De La Paz.....	213-756-1738
Banning Park, Jorge Ruiz.....	213-756-1725
Carthay Circle, Deborah McGill.....	213-682-6369
Carthay Square, Deborah McGill.....	213-682-6369
Country Club Park, Mickie Torres-Gil.....	213-847-3691
Gregory Ain Mar Vista Tract, Deborah McGill.....	213-682-6369
El Sereno–Berkshire, Damian Gatto.....	213-847-3677
Hancock Park, Suki Gershennhorn.....	213-847-3675
Harvard Heights, Erk Van Breene.....	213-978-1487
Highland Park-Garvanza, Nathaly De La Paz.....	213-756-1738
Hollywood Grove, Suki Gershennhorn.....	213-847-3675
Jefferson Park, Daniel Mata.....	213-847-3657
La Fayette Square, Suki Gershennhorn.....	213-847-3675
Lincoln Heights, Damian Gatto.....	213-847-3677
Melrose Hill, Suki Gershennhorn.....	213-847-3675
Miracle Mile, Erik Van Breene.....	213-978-1487
Miracle Mile North, Jorge Ruiz.....	213-756-1725
**North University Park, Erik Van Breene.....	213-978-1487
Oxford Square, Mickie Torres-Gil.....	213-847-3691
Pico Union, Damian Gatto.....	213-847-3677
South Carthay, Deborah McGill.....	213-682-6369
Spaulding Square, Jorge Ruiz.....	213-756-1725
Stonehurst, Nathaly De La Paz.....	213-756-1738
Sunset Square, Jorge Ruiz.....	213-756-1725
University Park, Mickie Torres-Gil.....	213-847-3691
Van Nuys, Nathaly De La Paz.....	213-756-1738
Vinegar Hill, Jorge Ruiz.....	213-756-1725
West Adams Terrace, Deborah McGill.....	213-682-6369
Western Heights, Erik Van Breene.....	213-978-1487
Whitley Heights, Suki Gershennhorn.....	213-847-3675
Wilshire Park, Mickie Torres-Gil.....	213-847-3691
Windsor Square, Damian Gatto.....	213-847-3677
Windsor Village, Mickie Torres-Gil.....	213-847-3691
**North University Park is a Specific Plan area that complies with HPOZ regulations.	

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..... Christine Saponara.....	
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..... West LA Counter, Sergio Ibarra.....	213-978-1431

General Info – South LA Public Counter, Rm 111.....

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..... Sr. City Planner, Kinikia Gardner.....	213-978-1445

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..... City Planner, Niall Huffman..... 213-978-3405
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Sr. City Planner, Heather Bleemers 213-978-1322
Major Projects
General Information 213-526-6920
Principal City Planner, Milena Zasadzien 213-847-3636
Sr. City Planner, Mindy Nguyen 213-833-8093
Environmental Policy
Section Head, Senior City Planner, Heather Bleemers 213-978-1322
..... Kimberly Bjorklund 213-847-3688
..... Stevie Caldwell 213-756-1716
..... Adam Villani 213-978-1352
Pr. City Planner, Milena Zasadzien 213-847-3636

Office of Forest Management
Division Manager– Rachel Malarich – 213-847-3703

Clarissa Boyajian..... 213-473-9985

Urban Design Studio
Division Manager, Ken Bernstein – 213-359-4152
Section Head, Michelle Levy - 213-847-3710

Holly Harper..... 213-847-3706
Danai Zaire..... 213-847-3709
Dorothy Qian 213-756-1710

Office of Historic Resources (OHR)
Division Manager, Ken Bernstein – 213-359-4152
Section Head, Maritza Przekop - 213-482-0421
General Information – 213-847-3676

SurveyLA & Historic PlacesLA,
..... Sara Delgadillo..... 213-847-3650
Historic-Cultural Monuments & Mills Act,
..... Lambert Giessinger 213-847-3648
..... Melissa Jones 213-847-3679
Redevelopment Plan Historic Resources,
..... Rafael Fontes 213-978-1189

Office of Racial Justice, Equity and Transformative Planning

Division Manager, Vacant – 213-978-xxxx

..... Cameron Carrasquillo 213-978-1347
..... Santos Sanchez..... 213-202-5455
..... Angela Williams 213-526-7991

Training Division

Division Manager, Rebecca Valdez – 213-978-1416

Performance Management Unit
Section Head, Roy Samaan 213-978-1213
Jonathan Chiu 213-978-3304
Walidah Williams 213-978-1196

Communications Division

Division Manager, Rebecca Valdez – 213-978-1416

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..... Public Information Director I, Jamie Francisco 213-562-8294
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..... Graphics Supervisor I, Arlet Shirvanian..... 213-978-0633
..... Graphics Supervisor I, Louisa Ranick 213-675-9874
..... Graphics Designer III, Cheryl Kubo..... 213-978-0631

Commission

Unit Head, Ari Briski – 213-978-2289
General Information – 213-978-1300

City Planning Commission, Cecilia Lamas 213-978-1299
Central APC, Stephanie Gavidia 213-978-1336
Cultural Heritage, Bryan Sanchez 213-978-1454
East Los Angeles APC, Bryan Sanchez 213-978-1454
Harbor APC, Cecilia Lamas 213-978-1299
North Valley APC, Stephanie Gavidia 213-978-1336
South Los Angeles, Stephanie Gavidia 213-978-1336
South Valley, Alma Sandoval 213-978-1389
West Los Angeles APC, Alma Sandoval 213-978-1389

Records Management
Division Manager, Tiffany Butler – 213-978-1283
Section Head, Beatrice Pacheco – 213-847-3732
Front Counter - 213-847-3753

..... Keaven Shaw 213-847-3680

Information Technologies Division

Director of Systems, Minh Ong -- 213-756-1705
General Information – 213-978-1393
Technical Support – 213-978-1455

Systems Section

Applications

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..... OAS, Vincent Valbuena..... 213-978-1417
..... PCTS, Jasper Obiaco 213-978-1241
..... ZIMAS, Kandasamy Prasanna 213-756-1728
..... Website, Heber Martinez 213-503-3749
..... Workday, George Yu..... 213-978-1423

Infrastructure / Help Desk

Systems Administrator III, Cam Vuong 213-978-1466
Systems Administrator II, Kelvin Tsan 213-978-1413
..... Cybersecurity, Michael Chang 213-978-1452

GIS Section

Section Head, Betty Dong 213-978-1392

Unit 1

..... Unit Lead, Lidia Vaiz 213-978-1390
..... Community Planning, Lara Vargas 213-978-1410
..... Zoning/Cases, Vacant 213-978-xxxx
..... Citywide, Julianna Bonilla..... 213-978-1594
..... SurveyLA/Map Gallery, David Dieudonne..... 213-978-1432

Unit 2

..... Unit Lead, Timmy Luong 213-978-1407
..... General Plans/ Land Use, Cruz Ortiz..... 213-978-1440
..... Ordinance Maps, Cuong Fan 213-978-1468
..... Historic Resources, Jesus Ramos..... 818-374-5037

GIS Development and Integration

..... Unit Lead, Charles Lee..... 213-978-1407
..... Kandasamy Prasanna 213-756-1728

Useful City of Los Angeles Planning & Land Use Management Links

To see the organizational of the Los Angeles Department of City Planning, visit

<https://planning.lacity.org/contact/organizational-chart>

To see what is available from the Department of Building and Safety

<https://dbs.lacity.gov/>

To access the Fourth Edition LADBS Zoning Code Manual and Commentary

<https://www.ladbs.org/docs/default-source/publications/information-bulletins/zoning-code/zoning-code-manual-and-commentary.pdf>

SECTION VI

Ethics Mandates from the Los Angeles City Attorney

Clarification on the Neighborhood Council Meetings

Conflict of Interest in Public Contracting

How to Conduct a Public Meeting

Competitive Bidding



MICHAEL N. FEUER
CITY ATTORNEY

Clarification on Neighborhood Council Meetings

Neighborhood Councils recently asked questions relating to the circumstances under which Neighborhood Council Boards may hold community meetings, as well as questions about the circumstances under which, Neighborhood Council Board members may attend a training or community meeting without violating the open meeting requirements in the Brown Act. Because the City Attorney's Office and Department of Neighborhood Empowerment are dedicated to assisting Neighborhood Council's fulfill their goals and objectives, this handout is designed to assist you in determining which meetings and community events are not subject to the Brown Act. Many meetings and community events do not trigger the Brown Act. Primarily, the focus of the Brown Act is ensuring that a majority of a Neighborhood Council board or committee does not hold a private meeting to discuss board/committee business outside the public view.

The following are examples of allowable meetings and events:

Option 1: Holding a private meeting to discuss neighborhood council business with less than the board's or committee's majority required for taking action. For example having a private meeting with your City Council representative, a meeting between limited board/committee members on the same board, or a meeting with limited members from another Neighborhood Council. Since the bylaws vary for different Neighborhood Councils, please feel free to contact our Office so that we may explain how to calculate the number that are allowed to meet.

As long as the private meeting does not exceed the least number of people required to act on behalf of the board or committee, the meeting is not subject to the Brown Act, does not need to be open to the public and no notice or agenda is required.

Option 2: Holding a public meeting following all of the Brown Act rules (including agendas and public input) where everyone attends and discusses board business, such as your Neighborhood Council meetings or a joint meeting with another Neighborhood Council or another community group.

To hold a joint meeting with another Neighborhood Council board or committee and discuss board or committee business, the Brown Act requires that the meeting be noticed as a joint meeting of both bodies subject to the Brown Act. To hold a joint meeting with a private community group, the Brown Act simply requires that the joint meeting be noticed as a meeting of the Neighborhood

Council with an agenda disclosing that a private community group will be invited to participate. If you are having trouble creating an agenda for a joint meeting, please contact the Department or our Office for assistance. Once the agenda is finalized, the Department will officially post it at City Hall and on the Early Notification System.

Option 3: Hosting a social event/party where no business will be discussed, such as holiday parties.

All Neighborhood Council Board and committee members may attend social events with each other provided that board/committee members do not engage in a discussion regarding board/committee business with the board's/committee's majority required for taking action. The Brown Act does not require notice of social events be posted or be open to the public if no public funds are used to conduct the event.

Option 4: Attending a conference or training with other board members, such as City trainings or the Congress of Neighborhood workshops.

If a conference, training or similar gathering is open to the public and involves issues of general interest to the public, everyone may attend as long as the board's majority does not discuss among each other their board business while in attendance. All board and committee members may attend these types of conferences and trainings. The Brown Act does not require conferences and trainings to be noticed unless the training with board members is during one of your board meetings or at your board retreat.

Additional exceptions exist for holding meetings. The purpose of this announcement is not necessarily to be comprehensive, but to clarify any misunderstandings that may impede the lawful and vigorous functioning of Neighborhood Councils. As always, please contact our Office or the Department of Neighborhood Empowerment if you have any questions or concerns.

The regional advisor for Neighborhood Councils in the South, Central, Harbor and West areas of the City is Deputy City Attorney Carmen Hawkins: carmen.hawkins@lacity.org.

The regional advisor for Neighborhood Councils in the North Valley, South Valley and East areas of the City is Deputy City Attorney Elise Ruden: elise.ruden@lacity.org .

The Managing Deputy City Attorney for the Neighborhood Council Advice Division is Darren Martinez: darren.martinez@lacity.org.

The Division telephone number is 213-978-8132.

OFFICE OF THE CITY ATTORNEY
NEIGHBORHOOD COUNCIL ADVICE DIVISION

GOVERNMENT CODE SECTION 1090, et seq.

Introduction.

This handout discusses the specific conflict of interest concerns that arise when a neighborhood council spends its public funds, enters into a contract, or makes a recommendation regarding a City contract and a board member or committee member on the neighborhood council has a financial interest in that transaction. While other situations, e.g., the neighborhood council making advisory recommendations to the City on specific subjects, may also present conflict of interest concerns,¹ this handout focuses on situations involving contracting or the expenditure of public funds by neighborhood councils under Government Code section 1090 (also referred to as “Section 1090”). In addition, while this handout is prepared for neighborhood councils, the principles set forth herein apply equally to other boards that are subject to this law.²

In 2004, the City Attorney issued an opinion stating that Government Code section 1090, et seq., applies to board and committee members serving on the City’s certified neighborhood councils. Section 1090 is one of the primary conflict of interest statutes applicable to public servants involved in the public contracting process and is a State law that prohibits public officials, including employees, from making a public contract in their official capacity when those persons also hold a private financial interest in that same contract.³

The California Attorney General’s office oversees compliance with this law and violations of Section 1090 are subject to civil and criminal penalties. Thus, board and committee members serving on the neighborhood council should become familiar with this law and seek assistance from the Office of the City Attorney whenever such questions arise.

Purpose.

The purpose of Section 1090 is to discourage self-dealing and ensure that public servants do not have divided loyalties.⁴ Section 1090 developed from a body of decisions by the courts in what is referred to as the “common law.” In *Thomson v. Call*,

¹ E.g., the California Political Reform Act, common law, City ordinances and, in the case of neighborhood councils, their bylaws and board rules may pertain.

² *Government Code* section 1090, a California statute, applies equally to, among others, “city council members”, “commissioners”, “board members”, “officials”, and “employees”. Herein, reference is alternatively made to such persons to illustrate a point or as discussed in case law.

³ *Government Code* section 1090 also applies to City Council members, commissioners, officials, and employees.

⁴ See, *Breakzone Billiards et al. v. City of Torrance* (2000) 81 Cal. App. 4th 1205, 1230 and *Clark v. City of Hermosa Beach* (1996) 48 Cal. App. 4th 1152, 1170-1171 [citing, *Noble v. City of Palo Alto* (1928)].

the California Supreme Court explained the reasons underlying Section 1090 and stated that “no man can faithfully serve two masters whose interests are or may be in conflict ...”⁵ The State legislature codified this common law into Section 1090.

Generally, neighborhood council representatives are agents of the people and the constituents they represent. Section 1090 is intended to ensure that “every public officer be guided solely by the public interest rather than personal interest when dealing with contracts in an official capacity.”⁶ In interpreting the law, the courts caution public servants that they may not act in their official capacity to *influence* or *participate in* making a public contract when they simultaneously hold a private financial interest in the same contract.⁷ The purpose of the conflict of interest laws and the conduct expected of public servants is captured by the California Supreme Court, quoting the U. S. Supreme Court:

“The statute is thus directed not only at dishonor, but also at conduct that tempts dishonor. The broad proscription embodies recognition of the fact that an impairment of impartial judgment can occur in even the most well-meaning people when their personal economic interests are affected by the business they transact on behalf of the Government. To this extent, therefore, *the statute is more concerned with what might have happened in a given situation than with what actually happened.*”⁸

Thus, Section 1090 is also “aimed at ... avoiding the appearance of impropriety...”⁹

Application of Section 1090.

Specifically, Government Code section 1090 states:

“Members of the Legislature, state, county, district, judicial district, and *city officers or employees shall not be financially interested in any contract made by them in their official capacity, or by any body or board of which they are members.* Nor shall state, county, district, judicial district, and city officers or employees be purchasers at any sale or vendors at any purchase made by them in their official capacity.” (Emphasis added.)

This law means that neighborhood council board members cannot be financially interested in any contract *officially* made by that body or board. Under Section 1090, the first determination that must be made is what type of financial interest exists. The type of financial interest that exists will determine what permissible activities are allowed by the person with the financial interest or the neighborhood council board. In general,

⁵ *Thomson*, 38 Cal. 3d at 647-648 [citing, *San Diego v. S.D. L.A.R.R. Co.*, (1872) 44 Cal. 106, 113.

⁶ *Id.* at 650.

⁷ *Stigall*, 58 Cal 2d 565, 569; *Finnegan*, 91 Cal. App. 4th 572, 579 and *People v. Honig* (1996) 48 Cal. App. 4th 289, 314.

⁸ *Stigall*, 58 Cal 2d 565, 570 *citing U.S. v. Mississippi Valley Generating Co* (1961) 364 U.S. 520. (emphasis added)

⁹ *Honig*, 48 Cal.App.4th at 314.

if a financial interest exists, the entire board is prohibited from acting on the contract unless a legal exception applies.

There are several exceptions. There is an exception if the financial interest is a “remote interest” under Government Code section 1091. A “remote interest” requires the person with the financial interest to be disqualified from participating in the transaction but, upon disclosure of the financial interest in the neighborhood council’s records, allows the neighborhood council board to enter into the transaction. In addition, there is an exception that exists if the financial interest is deemed a “non-interest” under Government Code section 1091.5. A “non-interest” means that the person with the financial interest may participate in the transaction, as well as the neighborhood council board, if in certain cases an appropriate disclosure is made.

Section 1090 applies to a variety of public officials and employees representing government agencies in California.¹⁰ It “also applies to members of [governmental] advisory bodies if they participate in the making of a contract through their advisory function.”¹¹ It applies to board members serving on the City’s certified neighborhood councils because these boards spend public funds for their operations through contracts executed by the Department of Neighborhood Empowerment (DONE) for the benefit of neighborhood councils.¹² Moreover, Section 1090 applies to a variety of public contracts, including employment contracts, leases, sales of goods, consulting services, and development agreements. Neighborhood council boards regularly require contracts for their operations, including supplies, office space, and for neighborhood improvement projects. These contracts are executed in compliance with City contracting rules on their behalf.¹³ By recommending the approval of a specific contract for services or neighborhood improvements, neighborhood council board members are part of the City’s public contracting process.

¹⁰ *Stigall*, 58 Cal. 2d 565; *Thomson*, 38 Cal. 3d 633; *Bailey*, 103 Cal. App. 3d 191; [council members]; *Honig*, 48 Cal. App. 4th 289 [elected state official]; *City Council of the City of San Diego v. McKinley* (1978) 80 Cal. App. 3d 204 [park board member]; *People v. Sobel* (1974) 40 Cal. App. 3d 1046 [a city employee]; and 46 Ops.Cal.Atty.Gen. 74, (1965) [contractors/consultants who perform a public function].

¹¹ *Conflicts of Interests*, California Attorney General’s Office (pamp.) 2004, p. 68; 82 Ops.Cal.Atty.Gen. 126 (1999).

¹² Certified neighborhood councils are also referred to herein simply as “neighborhood councils” or “councils”.

¹³ Under the Neighborhood Council Funding Program, developed by the DONE, neighborhood council boards vote to approve all expenditures. Currently, under the Neighborhood Council Funding Program, the DONE prepares the appropriate written agreements for the neighborhood councils to ensure compliance with City contracting rules. City departments and agencies do not ordinarily prepare written agreements for purchases valued under \$1,000.00. (*Los Angeles Administrative Code* section 9.5) Certified neighborhood councils, therefore, purchase goods for their operations through their Stored Value Cards or from petty cash disbursements unless goods are obtained directly through the City and its established vendors.

“Making a Contract” Within The Meaning Of Section 1090.

If a person is prohibited from participating in a transaction under Section 1090, the prohibition applies to the “making of a contract.” Under Section 1090, a contract having been “made” does not simply refer to the point in time when a neighborhood council member or an official approves, or signs the contract.¹⁴ It also includes when a member or an official, in their official capacity, participates during the preliminary stages of the contracting process.¹⁵ That participation can include preliminary discussions, solicitation of bids, negotiations, and directly or indirectly influencing the decision to make a contract.¹⁶ Thus, a neighborhood council board could be prohibited from entering into a contract if a board or committee member was financially interested in the matter and engaged in early negotiations or discussions of the contract.

Mere membership on the board has import.

“California courts have consistently held that a public officer cannot escape liability for a [S]ection 1090 violation merely by abstaining from voting or participating in discussions or negotiations. [Citation.] Mere membership on [a] board or council establishes the presumption that the officer participated in the forbidden transaction or influenced other members of the council. [Citation.]”¹⁷

Courts have held that,

“[w]here section 1090 applies, it is an absolute bar to a board or commission entering into the prohibited contract. Even if the interested board or commission member abstains from any participation in the matter, [S]ection 1090 applies to prevent fellow board or commission members from being influenced by their colleague. [Citations.]”¹⁸

Applying this principle to neighborhood councils, a neighborhood council board member with a financial interest who has influenced the board to enter into a contract, for example, cannot avoid a Section 1090 violation by resigning from the board just before it recommends approving the contract, or by not appearing at the meeting where the contract is approved.¹⁹ Again, “[t]he purpose of the prohibition is to prevent a situation where a public official would stand to gain or lose something with respect to the making of a contract over which he could exercise some influence in his official capacity.”²⁰

¹⁴ *Stigall*, 58 Cal 2d at 571; *McKinley*, 80 Cal. App. 3d at 212; *Millbrae Assn. for Residential Survival v. City of Millbrae* (1968) 262 Cal. App. 2d 222, 237.

¹⁵ *Stigall*, 58 Cal 2d at 569.

¹⁶ *Id.* at 571; *Sobel*, 40 Cal. App. 3d at 1052.

¹⁷ *Thomson*, 38 Cal. 3d at 649.

¹⁸ *Thorpe v. Long Beach Community College District* (2000) 83 Cal. App. 4th 655, 659.

¹⁹ *Stigall*, 58 Cal.2d 565.

²⁰ *Id.* (quoting, *People v. Vallerga* (1977) 67 Cal. App. 3d 847, 867-868, fn. 5).

The Meaning Of “Financially Interested.”

Although Section 1090 is directed at an interest in a contract, the statute does not specifically define the term “financial interest.” Thus, we look at case law to provide further guidance as to the meaning of the term and to understand how the courts have upheld the legislative intent of this statute.

In *City of Imperial Beach v. Bailey*, the court found that a city council member had a conflict of interest due to her ownership of a concession stand (Concession) on a municipal pier, which lease was coming up before the city council for renewal.²¹ Council member Bailey had obtained her financial interest in Concession – a bait, tackle and refreshment stand – under an existing lease with the City of Imperial Beach before she became a councilmember. Although the lease came up for renewal after she became a council member, the court found that Section 1090 prohibited Bailey from exercising the “option” to renew the lease while simultaneously serving as a city council member. The court stated that:

“it is conceded that Hazel Bailey’s integrity is above reproach and we sympathize with her position of having to choose between remaining on the Council or continuing as owner of Concession. However, the purpose of [S]ection 1090 is not only to strike at actual impropriety, but to strike at the appearance of impropriety.”²²

The California Attorney General has identified two unique situations where it found a “financial interest” in a contract: 1) where a public entity board member requested reimbursement for a conference attended by a board member of the spouse and, 2) where a public entity entered into a development agreement with a developer.

Courts have generally agreed with, and have applied, the Attorney General’s analysis when confronted with similar scenarios. For example, the courts have found that “a member of a board or commission *always* is financially interested in his or her spouse’s source of income for purposes of section 1090. This is true even if the husband and wife have an agreement that their own earnings are to be treated as their separate property, since each spouse is liable for the necessities of life for the other [citations omitted].”²³

And, in *Thomson v. Call*, the California Supreme Court held that Section 1090 was violated where a city council member for the City of Albany sold his land to the city through a third party corporate developer.²⁴ The developer, Interstate General Corporation (IGC), sought a zone change and use permit to allow denser housing development on property it owned on Albany Hill. As part of IGC’s request, it also agreed to purchase property that it would convey to the City of Albany for a public park.

²¹ *Bailey*, 103 Cal.App.3d 191.

²² *Id.*, at 197.

²³ 78 Ops.Cal.Atty.Gen. 230 (1995); *Honig*, 48 Cal. App. 4th at 319 and *Thorpe*, 83 Cal. App. 4th at 659.

²⁴ 38 Cal. 3d 633.

Councilman Call had such a parcel to sell on Albany Hill and he sold it to IGC. The property was thereafter conveyed by IGC to the City for the park to fulfill the conditions of the zone change approval. Although Call technically sold his property under contract to IGC, not directly to the City, the Court found that section 1090 had been violated. It said “[a]s part of the transaction at issue Call sold his property to the City using IGC as a conduit. Whether we regard his interest as direct or indirect, it is clearly a pecuniary interest forbidden by section 1090 and by the decisions applying conflict-of-interest rules generally.”²⁵

Of significance, the benevolent purpose of the transaction – a public park carried no weight with the Court in the *Thomson* case. It found that “if the interest of a public officer is shown, the contract cannot be sustained by showing that it is fair, just and equitable as to the public entity.”²⁶

Courts have also found that it does not matter that the financial interest in the contract is immaterial or a small amount for section 1090 to apply. For example, in *People v. Honig*, an elected State official was prosecuted for using his position to steer Department of Education contracts to a non-profit organization employing his wife.²⁷ The court said that to be “‘financially interested’ in a contract within the meaning of section 1090 does not require that the prohibited interest have a material effect on the public official’s source of income. Any interest, except a remote one, which would prevent the official from exercising absolute loyalty and undivided allegiance to the best interest of the state is prohibited under the statute [citation.]”²⁸ The court found that the fact that the officer’s interest “might be small or indirect is immaterial so long as it is such as deprives the [state] of his overriding fidelity to it and places him in the compromising situation where, in the exercise of his official judgment or discretion, he may be influenced by personal considerations rather than the public good. [citation]”²⁹ Indeed, the court added, “the prosecution [did] not have to prove fraud, dishonesty, or loss.”³⁰

Another example illustrating a financial interest can be found in *Fraser-Yamor Agency, Inc. v. County of Del Norte*.³¹ There, the County (insured) procured insurance from an insurance company (insurer) that was brokered through the Fraser-Yamor Agency, Inc (agency). Fraser, a principal and major shareholder in the agency, also served as a Del Norte County supervisor, the insured. The court found that Fraser held a financial interest in the contract between the County and the insurance company and stated that “[h]is interest in the agency and in any contracts from which it derives a pecuniary

²⁵ 38 Cal.3d at 646.

²⁶ *Id.* at p. 649; citing, *Capron v. Hitchcock* (1893) 98 Cal. 427 and *Honig*, 48 Cal. App. 4th 289, 314.

²⁷ 48 Cal.App.4th at 305-313.

²⁸ *Id.*, at 328.

²⁹ *Id.* at 315.

³⁰ *Id.* at 322.

³¹ *Fraser-Yamor Agency, Inc., v. County of Del Norte* (1977) 68 Cal. App. 3d 201.

benefit is clearly a financial one because the success of the agency inures to his personal benefit.”³²

Finally, in *People v. Watson*, a case involving a City of Los Angeles Harbor Commissioner, the court found a financial interest based on a debtor-creditor relationship.³³ This case involved bringing the vessel *S.S. Princess Louise* from Seattle to the Port of Los Angeles to serve as an attraction and a restaurant at the port. Charles Sutton, a local restaurateur, spearheaded the effort and needed to lease space from the Port of Los Angeles to dock the ship. Sutton also sought a liquor license as part of the business. City Harbor Commissioner Watson loaned Sutton’s corporation \$10,400 to acquire a liquor license and, at a commission meeting, Watson voted to approve the Los Angeles port lease to dock the ship.³⁴ The floating restaurant opened for business in September of 1966 and, thereafter, Sutton repaid the loan.

In affirming Commissioner Watson’s conviction for violation of sections 1090 and 1097, the court appeal upheld the use of the following jury instruction:

“ ‘financially interested’ means any financial interest which might interfere with a city officer’s unqualified devotion to his public duty. The interest may be direct or indirect and includes any monetary or proprietary benefits, or gain of any sort, or the *contingent possibility* of monetary or proprietary benefits.” (Emphasis added/portions omitted)³⁵

As it considered Watson’s appeal, the court stated that “[w]e must disregard the technical relationship of the parties and look behind the veil which enshrouds their activities in order to discern the vital facts [citation]. However devious and winding the trail may be which connects the officer with the forbidden contract, if it can be followed and the connection made, a conflict of interest is established.”³⁶

As we explain below, however, not every “financial interest” constitutes a prohibited interest that would prohibit a board member or the board from acting on a contract. That statute identifies exceptions that would allow board or board member participation based upon the type of interest held.

³² *Id.* at 215. [The court left unresolved whether Fraser’s financial interest might be deemed a *remote interest* under section 1091.]

³³ *People v. Watson* (1971) 15 Cal. App. 3d 28.

³⁴ Although Commissioner Watson’s wife was the putative owner of the engineering company that loaned Sutton the money for the license - he had transferred his interest in the company to her before his appointment to the Board of Harbor Commissioners – Sutton, nevertheless, delivered a check that was endorsed by Commissioner Watson.

³⁵ 15 Cal.App. 3d at 37.

³⁶ *Id.* at 37.

Exceptions.

Section 1091: Remote Interest.

Section 1091 defines the circumstances when a public board may take action despite the fact that one or more of its members holds a financial interest in a contract. These statutorily described circumstances are known as *remote* interests. Section 1091(a) states:

“An officer shall not be deemed to be interested in a contract entered into by a body or board of which the officer is a member ... *if* the officer has only a remote interest in the contract and *if* the fact of the interest is disclosed to the body or board of which the officer is a member and noted in its official records, *and* thereafter the body or board authorizes, approves, or ratifies the contract in good faith by a vote of its membership sufficient for the purpose *without counting the vote of the officer or board member with the remote interest.*”³⁷ (Emphasis added)

Thus, even if a board member has what is considered a “remote interest,” the board may still enter into the contract so long as any member with a financial interest actively disqualifies him or herself from voting.³⁸ Section 1091(b) lists 14 types of interests which are statutorily defined as being “remote.” Examples of remote interests that might apply to neighborhood councils would include an officer or employee of a non-profit corporation or a landlord or tenant of a contracting party.

Section 1091(b) also sets forth the way that a council, commission, or board may vote to approve a contract without the participation of its financially interested member. Besides abstaining from any participation in the contracting process, the member with the financial interest must specifically disclose the nature of the conflict and have it noted in the official records if a vote is contemplated at a public meeting.

Applied to neighborhood councils, this would mean that a neighborhood council board is permitted, for example, to recommend approval of a contract with a non-profit corporation when one or more of its board members also serves as “an officer or employee of [the] nonprofit corporation” since the interest involved here is statutorily defined as a *remote* financial interest.³⁹ The only requirement in this instance is that the board member with the financial interest abstains from participation.

Section 1091.5: Noninterests.

Section 1091.5 defines the circumstances when a board member’s financial interest is statutorily deemed a “noninterest.” An example of a noninterest that might apply to neighborhood councils would include: “. . . a recipient of public services generally

³⁷ *Government Code* section 1091(a). [portion omitted].

³⁸ *Conflicts of Interests*, California Attorney General’s Office (pamp.) 2004, p. 82.

³⁹ *Government Code* section 1091(b)(1).

provided by the public body or board of which he or she is a member, on the same terms and conditions as if he or she were not a member of the board.”⁴⁰ If a neighborhood council member is found to hold a noninterest, the board member (as well as the entire board) may participate in making the contract.⁴¹

Remedies and Penalties.

Violations of the statute can potentially result in civil remedies and/or criminal penalties.

Civil Remedies: Government Code section 1092.

Contracts made in violation of any of the provisions of Section 1090 are “invalid” or void.⁴² Any payment made by the City on a void contract is recoverable and disbursements and future payments on the contract are not enforceable.⁴³

Criminal Penalties: Government Code Section 1097.

Violations of the provisions of Section 1090 are also “punishable by a fine of not more than one thousand dollars (\$1,000), or by *imprisonment in the state prison*,” and a person can be “*forever barred from holding any office in this state*.”⁴⁴ (Emphasis added)

Conclusion.

Invariably, it is necessary to evaluate the factual circumstances that pertain when a conflict of interest question arises. When answering such questions intuition will rarely suffice. Therefore, neighborhood council board members are encouraged to seek assistance from the City Attorney’s Office to avoid conflict of interest problems.

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⁴⁰ *Government Code* section 1091.5(a)(3).

⁴¹ *City of Vernon v. Central Basin Municipal Water District* (1999) 69 Cal. App. 4th 508, 515 (1986); 83 Ops.Cal.Atty.Gen. 246, 247 (2000); 78 Ops.Cal.Atty.Gen. Cal. 362, 369-370 (1995).

⁴² *Government Code* section 1092; *Millbrae Association for Residential Survival*, 262 Cal. App 2d at 236. *Accord, Thompson*, 38 Cal. 3d at 646.

⁴³ *Government Code* section 1095.

⁴⁴ *Government Code* section 1097.

OFFICE OF THE CITY ATTORNEY
NEIGHBORHOOD COUNCIL ADVICE DIVISION

CONFLICT OF INTEREST LAWS GOVERNING NEIGHBORHOOD COUNCILS

THE POLITICAL REFORM ACT

GOVERNMENT CODE § 1090

COMMON LAW BIAS

Board members of Neighborhood Councils who are given governmental decision-making authority, must be mindful of the following conflict of interest law: The Political Reform Act of 1974, as amended (Government Code § 8100, et seq.), Government Code § 1030 et seq, and the common-law conflict of interest rules. Because the City Council exempted the Neighborhood Councils from being required to adopt a conflict of interest code,¹ Neighborhood Council board members are not required to disclose their financial interests by filing a disclosure statement (Form 700) and are subject to the City's Governmental Ethics Ordinance (Los Angeles Municipal Code § 49.5.1 et seq.) However, compliance with state and common law conflict interest laws is still required. A brief explanation of these laws follows.

The Political Reform Act.

The Political Reform Act is a state law that sets up rules and regulations to ensure that governmental officials are free from bias caused by their own financial interests and act in an impartial matter.

Basic Prohibition. Under the Act, public officials are disqualified from participating in government decisions in which they have financial interest. There are four basic tests to ascertain whether a Neighborhood Council board member might have a financial interest under the Act.

Examples of a disqualifying interest:

- The Neighborhood Council board member makes, participates in making, or uses his or her official position to influence the making of a decision;
- the Neighborhood Council board member has a statutorily defined economic interests (his or her own finances or those of members of his or her immediate family, investment in a business, interest in real property, source of income or gifts, management position in a business) that may be affected by the decision;
- It is reasonably foreseeable that the decision will have a *material financial effect* on the Neighborhood Council board member's economic interest;
- The decision will affect the Neighborhood Council board member's economic interest in a way that is distinguishable from its effect on the public generally or a significant Segment on the public.

¹ Los Angeles Administrative Code § 2.20.1

A Neighborhood Council board member who is disqualified must abstain from making, participating in making or attempting to use his or her official position in any way to influence the government decision.

Persons Covered. The Act treats “members of local governmental agencies” as public officials. Public officials who make, participate in the making of, or influence or attempt to influence a governmental decision must comply with the Act’s provisions. Neighborhood Councils have been treated as “local governmental agencies” and board members as “public officials” for the purposes of the Act.²

Participation in decision-making. Neighborhood Councils are advisory bodies. Their role is to make recommendations to the various City decision-makers, including City boards, commissions, City Council Committees and the City Council. City Charter § 907. This role falls within the “make, participate in making, or attempting to influence a government decision” provision of the Act. Since the Neighborhood Councils have been delegated the authority to make “governmental decisions,” even the board member’s votes on “non-governmental” or purely advisory recommendations will be subject to the conflict of interest provisions.³

Economic interests covered. What is a financial interest is often complicated and fact-based, but there are basic types of economic interests that the Act covers:

- A business entity in which a Neighborhood Council board member, or his or her immediate family, owns an investment or in which the Neighborhood Council board member is an officer or director or holds a management position in that business entity;
- real property in which a Neighborhood Council board member or his or her, immediate family, owns interest;
- any person or entity that is a source of income or loans to the Neighborhood Council board member or spouse;
- any person or entity that has given the Neighborhood Council board member a gift within the last year; or
- a Neighborhood Council board member’s personal expenses, income, assets or liabilities, including those of his or her immediate family.

Business investments and business positions. An investment of **\$2000** or more in a business entity by a board member, his or her spouse or dependent children is considered an economic interest. If a board member is a director, officer, partner, trustee, employee or holds a position of management in a business entity that is also considered an economic interest.

² Making recommendations as to whether the City should not enter into a contract will also trigger the Act’s requirements. In this instance, this means making a recommendation about a specific contract which is coming before the City for action or recommending qualifications/specifications for a city contract. Merely advising the City as to whether, for example, the City should pave a certain street or install lighting, which decisions might ultimately result in the City entering into a contract for those services, would not trigger the Political Reform Act requirements for the Neighborhood Council providing this advice.

³ Thus, a board member who makes “governmental decisions” must also be aware of, and comply with, the disqualification rules even when making a purely advisory recommendation, for example, to a City Council Committee or Area Planning Commissions regarding a conditional use permit for a project located within the boundaries of that Neighborhood Council.

Real property. An investment of **\$2000** or more in real property by a board member, his or her spouse, or his or her dependent children or anyone acting on his or her behalf, is an economic interest.

Sources of income and gifts. The receipt by a board member of income of **\$500** or more from an individual or organization within 12 months prior to the decision in question is an economic interest. Gifts totaling **\$440** or more received from a single source within 12 months prior to the decision is an economic interest.⁴ This gift limit is valid through 2012.

Personal financial effects. Expenses, income, assets or liabilities of board members or immediate family are considered an economic interest if those expenses, income, assets or liabilities are likely to go up or down by **\$250** as a result of the decision at issue.

Once a board member determines that he or she has an economic interest, the next step is to determine whether the decision will have a direct or indirect impact upon the board member's interest and whether it is reasonably foreseeable that the decision will have a material effect on the board member's economic interest.

Direct v. indirect interest. Whether a particular impact is material or not also depends upon whether the economic interest is directly or indirectly affected by the decision. A direct interest is generally one that is the subject of the decision; an indirect interest is one that may be impacted because of some connection or relation to the decision.⁵ A direct interest is more likely to create a greater risk of conflict of interest than an economic interest that is indirectly involved in the decision.

Foreseeability and materiality. To have a conflict of interest the effect on the board member's economic interest must be foreseeable (in other words, likely to occur) and be considered "material." In other words, a conflict of interest results if a board member can reasonably predict that his or her decision on a particular matter will have some economic impact (positively or negatively) on his or her economic interest. The Act sets up some basic thresholds to determine whether an economic interest is material:

Business investments and business positions. As a *general* rule, if a decision directly involves a business entity in which the Neighborhood Council board member has an interest, the board member must disqualify himself or herself. However, if the only interest in the company is less than **\$25,000** in stock, the board member may still be able to participate in the decision after a detailed examination of the state's regulations.

If the decision indirectly involves a business entity in which the board member has an interest, a decision's impact would be material if, for large companies such as Fortune 500 companies, the impact on the interest would result in an increase or decrease of the business' gross revenue

⁴ Note: The gift limit is adjusted for inflation every two years. Gov't Code § 89503 (f).

⁵ For example, if a Neighborhood Council board member owns a business that is subject to a permit or approval about which the Neighborhood Council is making a recommendation that is a *direct* impact of that economic interest. If a Neighborhood Council board member owns a business that is located more than 500 feet away from a piece of property that is seeking, for example, to obtain conditional use approval to sell alcoholic beverages about which the Neighborhood Council is making a recommendation, the decision potentially has an indirect impact on the economic interest, i.e., the business of the board member.

of **\$10,000,000** or more in a fiscal year; or results in the business entity incurring or avoiding additional expenses or reducing or eliminating existing expenses for a fiscal year in the amount of **\$2,500,000**; or results in an increase or decrease in the value of the business entity's assets or liabilities of **\$10,000,000** or more.

At the other extreme, for smaller companies the impact is material if the decision would result in an increase or decrease in revenues of **\$20,000** or more or increase or reduce expenses by **\$5000** or more in a fiscal year, or result in an increase or decrease in the value of its assets or liabilities by \$20,000 or more.⁶

Real property. If the decision affects a board member's property which is located **within 500 feet** of the boundaries of the property subject to the decision, disqualification from acting is generally required *unless* the decision will have no financial impact on the property. If the board member's property is located **more than 500 feet**, there is a presumption that the decision will not have a material financial effect. However, that presumption can be rebutted by proof that there are specific circumstances that would make it reasonably foreseeable that a financial effect will result from the presumption. Leasehold interests may also implicate the conflict of interest rules and have to be evaluated on a case-by-case basis.

Sources of Income. If the decision will have **any** financial effect upon an individual who is a source of income for the board member and that source is directly involved in the decision, the effect is determined to be material. The most common source is the employer of the board member or spouse. If a board member or his or her spouse owns 10% or more of a business, clients of that business may also be sources of income.

However, if the source of income is indirectly involved in the decision, application of the state's regulations on the particular facts of this source is required to determine if the board member has to recuse him or herself from acting on the matter.

Distinguishable from the public. Even if a board member's economic interest is foreseeable and material, he or she does not have a legal conflict of interest unless the decision's impact on his or her economic interest is *different* from the general public. In other words, if a board member is participating in a decision on an issue that will affect the general public's financial interests in the same manner as his or her own interests, even though the decision will have a material economic impact on the board member's financial interest, it does not create a conflict of interest. Under this rule, the decision must affect the board member's interest in *substantially the same manner* as the interests of the public.

An example of this would be if the City is embarking upon a plan amendment and zone change for a community plan area and a board member's property is subject to a zone change as is every other property within the community plan area. Although the board member's property is directly affected by the zone change, the property is impacted in substantially the same manner as other members of the public since all are being rezoned, so there is no conflict of interest requiring recusal. The state has developed specific percentage and numerical thresholds for determining when a group of people constitute a significant number to make a determination whether a decision affects the public in the same manner.

⁶ The Political Reform Act also describes the impacts of other businesses that fall *between* these parameters, which are not discussed here.

Decisions related to contracts - Government Code § 1090, et seq.

In addition to the requirements of the Political Reform Act, state law contains special rules governing conflicts of interest relating to government contracts. A Neighborhood Council board member may not be *financially interested* in any City contract that he or she is involved in making. Thus, any participation by a board member in the process by which a contract is developed, negotiated or approved, *including making a recommendation on the contract*, is a violation of Government Code § 1090 if the board member has a financial interest in that contract. **Also, if the board member has a financial interest in a contract, the entire Neighborhood Council board might not be able act on the matter.**

However, there are some interests called "remote interests" which would disqualify a board member but not the entire Neighborhood Council board. Gov't Code §1090 prohibitions apply to oral as well as written contracts. Financial relationships in a contract. would include, but are not limited to: employee of a contracting party, attorney, agent or broker of a contracting party, supplier of goods or services to a contracting party; landlord or tenant to a contracting party; officer, employee or board member of a nonprofit corporation of a contracting party. This topic is discussed in greater detail in a later section of this Manual.

Common law conflict of interest rules.

Basic principles of bias and conflict of interest rules that the courts have developed over time (common law) also apply to Neighborhood Council decisions even if the statutory rules may allow a board member to participate in an action.⁷ As the Attorney General has concluded, "[t]he common law doctrine against conflicts of interest . . . prohibit public officials from placing themselves in a position where their private, personal interests may conflict with their official duties." 64 Ops. Cal. Atty Gen 795. As stated by the court of appeal, "[a] public officer is impliedly bound to exercise the powers conferred on him with diligence and primarily for the benefit of the public." *Noble v. City of Palo Alto* (1928) 89 Cal. App. 47, 51.

This doctrine applies in situations involving both financial *and* nonfinancial interests. This means that simply having a personal relation to the matter could be construed as tainting a board member's decision-making because he or she is perceived to be biased or making the decision based on his or her personal interest, rather than for the good of the public.⁸

However, having general personal views and opinions about a matter is generally not sufficient to show bias. *Andrews v. Agricultural Labor Relations Board* (1981) 28 Cal. 3d 781. The mere appearance of bias is generally not sufficient for disqualification; but a disqualifying bias may be found if a showing can be made that a public officer has a specific prejudice against a person affected by a decision or a showing that a public officer's decision making ability is so impaired such that s/he cannot render a decision based on appropriate grounds. *Id.* at 792. Thus, Neighborhood Council board members should always be alert to whether their private interests, whether financial or otherwise, would be enhanced by any particular action they take on an item

⁷ Although Los Angeles City Charter § 222, contains its own conflict of interest provisions based on an "appearance standard" these standards for disqualification are not applicable to Neighborhood Council board members. However, Neighborhood Councils are free to develop their own appearance standard and ethics rules in their bylaws.

⁸ Even without a financial interest, the public officer must have some personal advantage or disadvantage at stake. See, e.g., *Clark v. City of Hermosa Beach* (1996) 48 Cal. App 4th 1152;88 Op. Atty.Gen Cal 32 (2005).

before them. Although not legally required, Neighborhood Council members should avoid even the appearance of bias to avoid allegations that might cause the integrity of the neighborhood council and its members to be questioned.

Penalties.

Violations of the Political Reform Act and Government Code § 1090 can carry significant penalties.⁹

Violations of the Political Reform Act can result in civil actions, criminal prosecution and/or administrative sanctions, injunctive relief or in some cases, prohibition against holding future elective office, depending upon the nature of the violation and the jurisdiction of the enforcement agency.

Violations of Gov't Code § 1090 are prosecuted as a felony and a conviction could, in addition to the imposition of a criminal fines and potential imprisonment, result in a lifetime ban from holding any public office in the State of California. In addition, contracts that are entered into in violation of this statute are void as a matter of law.

Finally, any person can file suit in civil court alleging violations of the Act.

Identifying conflicts and disqualification.

Because severe penalties may apply to a Neighborhood Council board member for violations of the conflict of interest laws, it is important that board members identify their economic interests that may pose potential conflicts. The eight part test set forth earlier should help board members identify what type of economic interests they have.

If a board member has either an economic interest in a decision that requires disqualification or is disqualified due to the application of the "common law doctrine" of a conflict of interest, the board member must disclose the interest which is the subject of the conflict as well as the fact that he or she is disqualifying himself or herself from any participation in the decision. The board member also may not do anything to influence the decision.

If a board member is disqualified from acting on a meeting agenda item and he or she is present at the meeting, he or she should make a public announcement identifying the economic interest which is the subject of the conflict and the fact that he or she is disqualified from any participation. After announcing the recusal from participation, the board member should excuse himself or herself and leave the room while that item is pending.

Summary.

⁹ Note: The City Attorney's Office cannot defend or indemnify a board member who is charged, either civilly or criminally, with a violation of either the Political Reform Act of Gov't Code § 1090. In addition, regarding the attorney-client privilege the privilege applies to confidential communications between the attorney and the client. Although the City Attorney is the legal advisor to the Neighborhood Council board, the City's client is the municipal corporation, the City Attorney's Office is willing and able to assist individual Neighborhood Council board members with legal advice, the advice given may be disclosed to the Neighborhood Council board and to any other City entity.

Any time any City business is before a Neighborhood Council board member that involves:

- a business in which he or she or a member of his or her family has an investment;
- an entity of which he or she is an officer or director or holds some position of management;
- real property in which he or she or a member of his or her family has an interest;
- a source of income to him or her or a member of his or her immediate family;
- a source of gifts to him or her; or
- any person or entity with which he or she has a relationship other than in his or her capacity as a City official (e.g, a friend, person with whom he or she has a business relationship or an organization in which he or she holds some position of importance),

board members should contact the City Attorney assigned to his or her Neighborhood Council for advice. ¹⁰

You may also seek advice from the Fair Political Practices Commission (FPPC) at their toll free help line at 1-866-ASK-FPPC, or may ask for a formal written opinion.¹¹

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¹⁰ The City Attorney's office generally will not provide information relating to allegations of conflict of interest matters relating to third persons (persons other than those making the inquiry); only the board member who is concerned about his/her own economic interest should contact the City Attorney's Office. The one exception is that any board member can and should inquire about the ability of its board to enter into a contract that might implicate Gov't Code § 1090.

¹¹ Formal written opinions take a minimum of 21 days but *only* written advice from the FPPC provides immunity from prosecution if acting with that advice.

OFFICE OF THE CITY ATTORNEY
NEIGHBORHOOD COUNCIL ADVICE DIVISION

HOW TO CONDUCT A PUBLIC MEETING

As a Neighborhood Council which operates in a representative capacity and is subject to the open meeting laws of the state of California (The “Brown Act”) it is important to conduct your meetings efficiently and in a manner that is fair and inclusive and leaves one with the impression that everyone was treated fairly and objectively. Since the bulk of your Neighborhood Council work is accomplished at regular, and sometimes, special meetings of your entire board, or committees, it is important to know how to effectively conduct a public meeting.

Professionalism.

It is important that members of the public, your stakeholders and fellow board members respect the process. For them to do that, your meetings should be conducted in a professional manner to demonstrate that the board members are taking their roles as Neighborhood Council leaders seriously. Your Neighborhood Council President is the leader chosen to guide your Neighborhood Council and the tone of your Neighborhood Council will be delivered from the leadership of the person you elect or select as President. Your President, however, has no greater authority than granted by the board and your board rules and every board member has an equal vote on matters that come before them.

If your President is new to conducting meetings, he or she should take advantage of the online training programs that are available on the Department of Neighborhood Empowerment website. Professional courtesy to one another and to members of the public and stakeholders is a must. The President or Chair must ensure that such courtesies during public meetings take place. While it is appropriate for your members to disagree and indeed, heartily debate issues, those debates should not devolve into a shouting match or worse, as the productiveness of your meetings will soon deteriorate.

At every Neighborhood Council meeting, individual board members should be prepared for the meeting, and the President should provide an opportunity for each board member to weigh in on the issue at hand. Members of the public and your stakeholders should be able to understand what is going on at the meeting and the decision making process.

While not required, if your Neighborhood Council has developed specific rules about how meetings are to be conducted, those should be explained in the beginning of the meeting, after it has been called to order by the Chair or President. Those “ground rules” might include an explanation of the order of agenda items, if there are any speaker time limits, how time limits will operate, and in the case of a presentation of a matter, the order of the presenters, etc. This should be done at the beginning of every meeting to ensure that people know and understand these ground rules and as a reminder to others.

Routine items, such as the approval of Minutes, may be handled by a “consent” motion (no formal vote need be taken) unless there are corrections to be made to the minutes.

Knowledge.

It is important that all of your board members understand the rules under which your Neighborhood Council operates. Thus, all board members should be familiar with and have their own personal copies of your Neighborhood Council’s bylaws and any other standing or procedural rules.¹ A *basic* understanding of parliamentary rules is also helpful in conducting your meetings, but keep in mind that not all parliamentary rules of procedure will necessarily apply to your Neighborhood Council, because as a City entity, meetings are conducted differently than those in general assemblies.² The Department has informational pamphlets about parliamentary procedures that can assist your board members. Your public meeting will be governed by the Brown Act. Gov’t Code § 54950 et seq. All Neighborhood Council board members should review the materials that the Department and the City Attorney have provided, should attend the training classes offered and have a working knowledge of the Act to avoid inadvertent violations of the law. Your board should have a mechanism to educate new board members to their Neighborhood Council positions and ensure that they have been provided training materials.

Conflicts of interest.

Be alert to potential conflicts of interests on upcoming agendas that might affect your ability to participate in the discussion and action of a particular item. Not being able to vote on an item also may affect the quorum necessary for the board to act on the item. Should you be required to recuse (not participate or vote on an item) yourself from an item because of a conflict, you should notify your Board President or Secretary as soon as possible. At the meeting, if there is an item that you may not participate in due to a conflict of interest, you must make a brief public announcement identifying either the economic interest or the personal interest under the common law rules that require your recusal, and leave the room while the matter is pending. You may return to the meeting and fully participate in the meeting after the item has been dispensed with.

¹ If your Neighborhood Council has not yet adopted procedural rules of order, you may wish to consider doing so as these rules can help guide your board as you conduct your public meetings. Rules of Order generally set forth information, including but not limited to, election of officers, meeting days and time, who presides over the meeting in absence of the President, the usual order of business that will take place at meetings, how special meetings are called, how committees are created, how votes are taken, whether Neighborhood Council board members may “abstain” from voting, how public comment is taken, etc.

² For example, while Robert’s Rules of Order would allow a member of an assembly to make a motion from the floor, Neighborhood Councils are governed by a board which takes action on items, and thus make the motions that move an item forward.

Preparation.

Be familiar with the issues that are coming up at your meeting so you can make an informed decision and avoid “voting with the pack.” Your meetings will run more smoothly and your Neighborhood Council will be considered an effective advocate for your community by both the public and the City decision makers that you are advising, if your board members understand the issues at hand and are able to engage and debate the issues at the meetings. If materials are disseminated before your meetings, it is essential that all Board members review them before the meeting so that you are ready to engage in discussion on the item.

Meeting space and setup.

Be familiar with your meeting space needs so that you can comfortably accommodate all members of the public who wish to attend your meetings. If you need special equipment (video, audio, speakers, translation devices) make sure you contact Department staff early enough so that they can accommodate your request. Make sure your meeting space complies with the Americans with Disabilities Act and is accessible to the disabled. If in doubt, contact the Department who can seek assistance from the City’s Department of Disability. For safety purposes, know where the emergency exits are at your meeting facilities and inform your local law enforcement agency of your meeting locations. If need be, if you anticipate problems at any particular meetings, you should request a member of the Los Angeles Police Department to be present, which may deter unruly conduct.

Regular and special meetings.

Under the Brown Act, you can have regular or special meetings. Special meetings may be called and the agenda must be posted within 24 hours of the meeting. Notice of the special meeting must be delivered to each Neighborhood Council board member and the notice must contain the description of the topics that will be discussed and acted upon at the meeting. Special meetings should be called for a specific purpose, and no other business other than that for which the special meeting was called, may be acted upon.³ The standard meeting procedures discussed below may apply to either a special or regular meeting.

Standard meeting procedures.

Under the Plan and Regulations governing the citywide system of Neighborhood Councils, the governing body (“NC board”) makes its decisions at regular and special meetings of the Neighborhood Council. Thus, the public perception of the effectiveness of your

³ Special meetings are generally those meetings “held at a time different from that of any regular meeting, and convened only to consider one or more items of business specified in the call of the meeting.” See, Robert’s Rules of Order, 10th Ed. § 9, p. 89; See also, Gov’t Code 54956.

Neighborhood Council is based, in large part, on the Neighborhood Council's conduct at meetings. At a minimum, it is important to treat everyone fairly and objectively and each meeting should be run for the benefit of the person who has never before attended one of your meetings. The following is a standard meeting format, followed by many city commissions:

Opening the meeting.

1. The President calls the meeting to order.⁴
2. The Secretary will call the roll and identify whether there is a quorum present
3. The President or Secretary reviews the NC board's procedures at the beginning of each meeting (This may include use of speaker cards, time limits for public comment, how public comment will be taken, etc.)
4. The President announces any changes to the agenda (whether items will be taken out of order/continued etc.)

Conducting the meeting.

1. Follow the agenda. Under the Brown Act, the board can only "*discuss, deliberate or take action*" on items that are listed on the agenda. Your President should ensure that discussion on each item by your board does not stray too far afield from the topic that is listed on the agenda. The President should announce and describe each item that is being discussed and acted upon. For each item, the President should invite questions from the Board, open the item for public comment, close the public comment period, and then open the item for discussion by the board. All board members should be given the *opportunity* to weigh in on the issue. The President should govern the flow of discussion and invite the board members to comment.

2. Public hearings. On occasion, your board may wish to hold a public hearing on a particular development project, or other matter in which there are proponents and opponents who wish to present their position on the matter for your board's consideration and/or formal recommendation to the City's decision makers. These may include hearings that may in the future be delegated to you by the City Council pursuant to City Charter § 908. Minimum rules of due process may apply to assure that individual rights to be heard are not implicated. Again, your Neighborhood Council may wish to adopt Rules of Order to determine how your public hearings will be conducted, how time limits (if any) are to be established, the order of testimony, etc. An example of a format where a developer

⁴ Some Neighborhood Councils open with a Pledge of Allegiance or Invocation. These are optional. However, be aware that the use of Invocations may not be sectarian. See, *Rubin v. City of Burbank* (2002) 101 Cal. App. 4th 1194 (rev. den. 2002 Cal Lexis 8622).

("applicant") is proposing a project includes the following steps:

1. The President announces the matter and opens the public hearing and identifies the order in which "testimony" will occur and any applicable time limits.
2. The "applicant" makes a presentation on the project.
3. NC board members may ask questions of the "applicant."
4. Identified "opponents" of the project may speak; if none, public comments may be taken on the project.
5. "Applicant" is allowed to present a rebuttal, if any, to comments.
6. The President closes the public hearing on the item.
7. The President invites discussion from the board and by motion and a second to that motion, a "vote" or "recommendation" regarding the project, if sought, is taken.
8. After the vote or recommendation, the President announces the results. (Ex: "The motion [carried/failed]. The recommendation of the board will be to_____the project.")

3. Making decisions. Your actions should be done publicly at the meeting pursuant to the Brown Act. Oral or hand votes can be taken from all the NC board members and your Secretary or President should announce the results orally after the motion is acted upon. Your board Rules of Order should determine whether board members may abstain or not from voting on motions coming before it.

Maximizing the meeting potential.

Holding an effective meeting will help your Neighborhood Council reach its potential and effectively utilize your volunteer board resources. In effective meetings, members of the board focus on the subject under consideration in an effort to reach a conclusion--either through consensus or by majority vote. The President must be able to keep fellow board members from focusing on personalities, or issues that have nothing to do with the item before it. The President should ensure that there is an open dialogue and opportunity to be heard by all the parties: applicants, opponents, stakeholders, members of the public and fellow Neighborhood Council board members. The following are guideposts ⁵ that will

⁵ These ideas were presented in the League of California Cities, Planning Commissioner's Handbook, 2000.

help any Chair or President run an effective meeting and maximize the potential of your Neighborhood Council:

1. Start the meeting on time.

2. State the reasons for the meeting (Opening statement of the NC meeting and that there are items for consideration/action). Inform the attendees of any time restraints

3. Helpful Hints:

- Ask for clarification and restraint when someone rambles or deviates the discussion.
- Ask to hold off new topics while another is under discussion.
- Constructively evaluate an idea not yet accepted before totally dismissing it.
- Get back to people when you have asked them to wait.
- Keep the public informed of the place on the agenda and what stage it is at.
- Prevent people from talking at the same time.
- Protect fellow board members and the public from verbal attacks by others.
- Keep comments directed to the Chair, not between members, stakeholders or members of the public.
- Restate motions before they are voted upon.
- Keep an eye on the clock and signal, in advance, that the meeting deadline is about to end.
- Keep on the schedule, be tactful.
- Call for a break during long meetings and reconvene on time.

4. Facilitate discussion by:

- Asking for suggestions from the group as a whole.
- Checking whether a suggestion is acceptable to those who expressed concerns.
- Encouraging incomplete or tentative ideas.
- Attempting to obtain consensus.
- Keeping the discussion focused.
- Intervening when members disagree.
- Not using powers of the chair unfairly.
- Remaining impartial during heated debate.
- Probing for the concern behind a question.

5. At the close of the meeting:

- Summarize the results or decisions of the meeting.
- Indicate follow-up actions to be taken and by whom.
- Indicate when the next meeting will take place.
- Thank the members and the public for their attendance.

Conclusion.

While there is no one way to conduct any particular meeting, we hope this guide will establish some basis parameters and suggestions to help you more effectively conduct your meeting.

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COMPETITIVE BIDDING AND GENERAL REQUIREMENTS OF CITY CONTRACTS

Office of the City Attorney – Neighborhood Council Advice Division

AB 1234 ETHICS TRAINING

Basic Overview

Neighborhood councils have been given the authority to engage in financial transactions by making expenditures of \$1000 or less per transaction via their “shared value card.” However, neighborhood councils have not been given the authority to enter (“execute”) contracts for certain types of vendor contracts, leases or personal services agreements. Those should be executed on behalf by the General Manager of the Department of Neighborhood Empowerment (“DONE”) for the benefit of neighborhood councils (as in the case of neighborhood council leases, via the Neighborhood Council Leasing program) and in compliance with the rules and regulations on City contracts as provided for in the City Charter, the Los Angeles Administrative Code or other authorities.

Nonetheless, neighborhood councils should have a basic understanding of the City’s contract rules to understand how they should expend their funds and when they should seek assistance from the DONE. The following represents a *brief* summary of selected City Charter (“CC”) and Administrative Code (“LAAC”) sections regarding competitive bidding and general requirements of City contracts. These rules are very complex and this summary touches upon only the basic components of the City’s rules.

General City Contracting Rules

The City’s contracting rules basically apply to any contract over \$1000. City contracts over \$1,000 must be in writing and must be approved by the City Attorney as to form. CC § 370; LAAC § 10.2. They must be signed on behalf of the City by the Mayor, board, or the officer/employee *authorized* to enter into the contract, or for contracts authorized by the Council, by the person authorized by the Council. CC § 370; LAAC § 10.2. As noted above, neighborhood council board members are *not* authorized to execute contracts on their own, and should request assistance of the DONE for any contract that they wish to enter into amounts over \$1000.¹

¹ Expenditures over \$1000 for certain types of services could be provided by the use of a “Letter Agreement” or simple invoice. Neighborhood councils should consult with the DONE before utilizing these types of agreements to determine the appropriateness of this vehicle.

City Not Bound

Compliance with the City's rules is important because the City is not bound by any contract unless it complies with the requirements of the Charter and the City's Administrative Code. CC § 370; LAAC § 10.2. Thus, the City is not bound by a contract entered into for over \$1000 that is not a) in writing, b) signed by the General Manager of the DONE on a neighborhood council's behalf ² and c) approved as to form by the City Attorney. There are also certain standard contractual provisions that must accompany every City contract, depending upon its length and/or monetary amount.

Contracts Longer Than Three Years

There are additional rules for lengthy contracts. In addition to the requirements of the contract needing to be in writing, signed, and approved as to form by the City Attorney, City contracts for longer than three years, including renewal options, must also be approved by the City Council. CC § 373; LAAC § 10.5.

Competitive Bidding Requirements

Although there are several exceptions, certain types of City contracts are subject to competitive bidding requirements or must be awarded based on competitive proposals. CC §§ 371 and 372; LAAC §§ 10.15 and 10.17. City contracts subject to competitive bidding requirements are awarded to the lowest responsive and responsible bidder furnishing satisfactory security for performance. CC § 371 (a). City contracts subject to competitive proposals are awarded following the review and evaluation of competitive proposals submitted by prospective contractors. Price is not the only factor used in the evaluation of competitive proposals.

Exceptions to Competitive Bidding Requirements

There are some City contracts that are allowed to be executed without complying with the formal competitive bidding requirements. Many neighborhood council contracts may fall within those categories; however, you should contact your DONE Advocate to determine whether your proposed contract meets these requirements, and satisfies all other City rules before attempting to finalize an agreement with a contracting party. The following categories are the type of contracts that are allowed to be executed without complying with the competitive bidding rules:

Contract less than \$25,000. City contracts for less than \$25,000 or contracts for the purchase of materials, supplies, equipment, or the rental, repair or

² However, a board representative of the neighborhood councils may also be a signatory on a contract made on behalf of a neighborhood council, along with the signature of the General Manager of DONE, as is the process for neighborhood council leases.

maintenance of same for an amount not to exceed \$100,000. CC § 371 (e)(1); LAAC § 10.15 (a)(1).

Professional Expertise. City contracts for professional, scientific, expert, technical, or other special services of a temporary and occasional character where competitive bidding is not practical or advantageous. CC § 371 (e)(2); LAAC § 10.15 (a)(2).

United States Patent. City contracts for the furnishing of articles covered by a United States patent. CC § 371 (e)(3); LAAC § 10.15 (a)(3).

Leasing. City contracts for leasing (where City is the lessee) or the purchase of real property when approved by majority vote of the City Council. CC § 371 (e)(4); LAAC § (a)(4). As noted, the City has developed a special program for neighborhood council leases. If your neighborhood council is interested in leasing office space, you should contact your DONE Advocate for assistance. A standard lease has been designed just for neighborhood council office space.

Urgent Necessity. City contracts for repairs, alterations, work or improvements declared to be of urgent necessity for the preservation of life, health or property. CC § 371 (e)(5); LAAC § 10.15 (a)(5).

Declaration of War. City contracts entered during declared war or declared federal, state or local emergency where the City Council has suspended the competitive bidding requirements. CC § 371 (e)(6); LAAC § 10.15 (a)(6).

Exclusivity. City contracts for repair or parts obtained from the manufacturer or its exclusive agent. CC § 371 (e)(7); LAAC § 10.15 (a)(7).

Cooperative Arrangement. City contracts for cooperative arrangement with other governmental entities for the utilization of the purchasing or professional service contracts of those agencies. CC § 371 (e)(8); LAAC § 10.15 (a)(8).

Competitive Bidding Impractical. City contracts for services where competitive bidding would be undesirable, impractical or impossible or otherwise permitted by law. CC § 371 (e)(10); LAAC § 10.15 (a)(10).

Competitive Bidding/Proposals Preferred.

Notwithstanding the above exceptions, where competitive bids are not required for a City contract, the City's policy is that competitive proposals or bids shall be obtained as far as reasonably practicable and compatible with the City's interest. CC § 372; LAAC § 10.17. Other provisions of the City's contracting program require the City to seek Requests for Proposals (also known as "RFP's") before entering into certain agreements.

Practice Tip:

Because of the complexities of the City's contracting process, if your neighborhood council is contemplating spending funds in ways other than using the stored value card, you should contact, as early as possible, your DONE Advocate or the DONE Funding Program Director to determine whether a contract needs to be executed and how to comply with the City's contracting rules.

SECTION VII

BROWN ACT

California Attorney General's Introduction to the Brown Act
Including New Brown Act Regulation for 2026

[Useful Links](#)

FULL TEXT OF THE BROWN ACT

§ 54950. Declaration, intent; sovereignty

In enacting this chapter, the Legislature finds and declares that the public commissions, boards and councils and the other public agencies in this State exist to aid in the conduct of the people's business. It is the intent of the law that their actions be taken openly and that their deliberations be conducted openly.

The people of this State do not yield their sovereignty to the agencies which serve them. The people, in delegating authority, do not give their public servants the right to decide what is good for the people to know and what is not good for them to know. The people insist on remaining informed so that they may retain control over the instruments they have created.

§ 54951. Local agency

As used in this chapter, "local agency" means a county, city, whether general law or chartered, city and county, town, school district, municipal corporation, district, political subdivision, or any board, commission or agency thereof, or other local public agency.

§ 54952. Legislative body, definition

As used in this chapter, "legislative body" means:

- (a) The governing body of a local agency or any other local body created by state or federal statute.
- (b) A commission, committee, board, or other body of a local agency, whether permanent or temporary, decisionmaking or advisory, created by charter, ordinance, resolution, or formal action of a legislative body. However, advisory committees, composed solely of the members of the legislative body that are less than a quorum of the legislative body are not legislative bodies, except that standing committees of a legislative body, irrespective of their composition, which have a continuing subject matter jurisdiction, or a meeting schedule fixed by charter, ordinance, resolution, or formal action of a legislative body are legislative bodies for purposes of this chapter.
- (c)(1) A board, commission, committee, or other multimember body that governs a private corporation, limited liability company, or other entity that either:
 - (A) Is created by the elected legislative body in order to exercise authority that may lawfully be delegated by the elected governing body to a private corporation, limited liability company, or other entity.
 - (B) Receives funds from a local agency and the membership of whose governing body includes a member of the legislative body of the local agency appointed to that governing body as a full voting member by the legislative body of the local agency.
- (2) Notwithstanding subparagraph (B) of paragraph (1), no board, commission, committee, or other multimember body that governs a private corporation, limited liability company, or other entity that receives funds from a local agency and, as of February 9, 1996, has a member of the legislative body of the local agency as a full voting member of the governing body of that private corporation, limited liability company, or other entity shall be relieved from the public meeting requirements of this chapter by virtue of a change in status of the full voting member to a nonvoting member.
- (d) The lessee of any hospital the whole or part of which is first leased pursuant to subdivision (p) of Section 32121 of the Health and Safety Code after January 1, 1994, where the lessee exercises any material authority of a legislative body of a local agency delegated to it by that legislative body whether the lessee is organized and operated by the local agency or by a delegated authority.

§ 54952.1. Member of a legislative body of a local agency; conduct

Any person elected to serve as a member of a legislative body who has not yet assumed the duties of office shall conform his or her conduct to the requirements of this chapter and shall be treated for purposes of enforcement of this chapter as if he or she has already assumed office.

§ 54952.2. Meeting; prohibited communications; exclusions from chapter

(a) As used in this chapter, "meeting" means any congregation of a majority of the members of a legislative body at the same time and location, including teleconference location as permitted by Section 54953, to hear, discuss, deliberate, or take action

on any item that is within the subject matter jurisdiction of the legislative body.

(b)(1) A majority of the members of a legislative body shall not, outside a meeting authorized by this chapter, use a series of communications of any kind, directly or through intermediaries, to discuss, deliberate, or take action on any item of business that is within the subject matter jurisdiction of the legislative body.

(2) Paragraph (1) shall not be construed as preventing an employee or official of a local agency, from engaging in separate conversations or communications outside of a meeting authorized by this chapter with members of a legislative body in order to answer questions or provide information regarding a matter that is within the subject matter jurisdiction of the local agency, if that person does not communicate to members of the legislative body the comments or position of any other member or members of the legislative body.

(c) Nothing in this section shall impose the requirements of this chapter upon any of the following:

(1) Individual contacts or conversations between a member of a legislative body and any other person that do not violate subdivision (b).

(2) The attendance of a majority of the members of a legislative body at a conference or similar gathering open to the public that involves a discussion of issues of general interest to the public or to public agencies of the type represented by the legislative body, provided that a majority of the members do not discuss among themselves, other than as part of the scheduled program, business of a specified nature that is within the subject matter jurisdiction of the local agency. Nothing in this paragraph is intended to allow members of the public free admission to a conference or similar gathering at which the organizers have required other participants or registrants to pay fees or charges as a condition of attendance.

(3) The attendance of a majority of the members of a legislative body at an open and publicized meeting organized to address a topic of local community concern by a person or organization other than the local agency, provided that a majority of the members do not discuss among themselves, other than as part of the scheduled program, business of a specific nature that is within the subject matter jurisdiction of the legislative body of the local agency.

(4) The attendance of a majority of the members of a legislative body at an open and noticed meeting of another body of the local agency, or at an open and noticed meeting of a legislative body of another local agency, provided that a majority of the members do not discuss among themselves, other than as part of the scheduled meeting, business of a specific nature that is within the subject matter jurisdiction of the legislative body of the local agency.

(5) The attendance of a majority of the members of a legislative body at a purely social or ceremonial occasion, provided that a majority of the members do not discuss among themselves business of a specific nature that is within the subject matter jurisdiction of the legislative body of the local agency.

(6) The attendance of a majority of the members of a legislative body at an open and noticed meeting of a standing committee of that body, provided that the members of the legislative body who are not members of the standing committee attend only as observers.

§ 54952.3. Simultaneous or serial order meetings of a subsequent legislative body; compensation and stipends

(a) A legislative body that has convened a meeting and whose membership constitutes a quorum of any other legislative body may convene a meeting of that other legislative body, simultaneously or in serial order, only if a clerk or a member of the convened legislative body verbally announces, prior to convening any simultaneous or serial order meeting of that subsequent legislative body, the amount of compensation or stipend, if any, that each member will be entitled to receive as a result of convening the simultaneous or serial meeting of the subsequent legislative body and identifies that the compensation or stipend shall be provided as a result of convening a meeting for which each member is entitled to collect compensation or a stipend. However, the clerk or member of the legislative body shall not be required to announce the amount of compensation if the amount of compensation is prescribed in statute and no additional compensation has been authorized by a local agency.

(b) For purposes of this section, compensation and stipend shall not include amounts reimbursed for actual and necessary expenses incurred by a member in the performance of the member's official duties, including, but not limited to, reimbursement of expenses relating to travel, meals, and lodging.

§ 54952.6. Action taken

As used in this chapter, "action taken" means a collective decision made by a majority of the members of a legislative body, a collective commitment or promise by a majority of the members of a legislative body to make a positive or a negative

decision, or an actual vote by a majority of the members of a legislative body when sitting as a body or entity, upon a motion, proposal, resolution, order or ordinance.

§ 54952.7. Copies of chapter to members of legislative body of local agencies

A legislative body of a local agency may require that a copy of this chapter be given to each member of the legislative body and any person elected to serve as a member of the legislative body who has not assumed the duties of office. An elected legislative body of a local agency may require that a copy of this chapter be given to each member of each legislative body all or a majority of whose members are appointed by or under the authority of the elected legislative body.

§ 54953. Meetings to be open and public; attendance

(a) All meetings of the legislative body of a local agency shall be open and public, and all persons shall be permitted to attend any meeting of the legislative body of a local agency, except as otherwise provided in this chapter.

(b)(1) Notwithstanding any other provision of law, the legislative body of a local agency may use teleconferencing for the benefit of the public and the legislative body of a local agency in connection with any meeting or proceeding authorized by law. The teleconferenced meeting or proceeding shall comply with all requirements of this chapter and all otherwise applicable provisions of law relating to a specific type of meeting or proceeding.

(2) Teleconferencing, as authorized by this section, may be used for all purposes in connection with any meeting within the subject matter jurisdiction of the legislative body. All votes taken during a teleconferenced meeting shall be by rollcall.

(3) If the legislative body of a local agency elects to use teleconferencing, it shall post agendas at all teleconference locations and conduct teleconference meetings in a manner that protects the statutory and constitutional rights of the parties or the public appearing before the legislative body of a local agency. Each teleconference location shall be identified in the notice and agenda of the meeting or proceeding, and each teleconference location shall be accessible to the public. During the teleconference, at least a quorum of the members of the legislative body shall participate from locations within the boundaries of the territory over which the local agency exercises jurisdiction, except as provided in subdivision (d). The agenda shall provide an opportunity for members of the public to address the legislative body directly pursuant to Section 54954.3 at each teleconference location.

(4) For the purposes of this section, “teleconference” means a meeting of a legislative body, the members of which are in different locations, connected by electronic means, through either audio or video, or both. Nothing in this section shall prohibit a local agency from providing the public with additional teleconference locations.

(c)(1) No legislative body shall take action by secret ballot, whether preliminary or final.

(2) The legislative body of a local agency shall publicly report any action taken and the vote or abstention on that action of each member present for the action.

(d)(1) Notwithstanding the provisions relating to a quorum in paragraph (3) of subdivision (b), when a health authority conducts a teleconference meeting, members who are outside the jurisdiction of the authority may be counted toward the establishment of a quorum when participating in the teleconference if at least 50 percent of the number of members that would establish a quorum are present within the boundaries of the territory over which the authority exercises jurisdiction, and the health authority provides a teleconference number, and associated access codes, if any, that allows any person to call in to participate in the meeting and that number and access codes are identified in the notice and agenda of the meeting.

(2) Nothing in this subdivision shall be construed as discouraging health authority members from regularly meeting at a common physical site within the jurisdiction of the authority or from using teleconference locations within or near the jurisdiction of the authority. A teleconference meeting for which a quorum is established pursuant to this subdivision shall be subject to all other requirements of this section.

(3) For purposes of this subdivision, a health authority means any entity created pursuant to Sections 14018.7, 14087.31, 14087.35, 14087.36, 14087.38, and 14087.9605 of the Welfare and Institutions Code, any joint powers authority created pursuant to Article 1 (commencing with Section 6500) of Chapter 5 of Division 7 for the purpose of contracting pursuant to Section 14087.3 of the Welfare and Institutions Code, and any advisory committee to a county sponsored health plan licensed pursuant to Chapter 2.2 (commencing with Section 1340) of Division 2 of the Health and Safety Code if the advisory committee has 12 or more members.

(4) This subdivision shall remain in effect only until January 1, 2018.

§ 54953.1. Testimony of members before grand jury

The provisions of this chapter shall not be construed to prohibit the members of the legislative body of a local agency from giving testimony in private before a grand jury, either as individuals or as a body.

§ 54953.2. Legislative body meetings to meet protections and prohibitions of the Americans with Disabilities Act

All meetings of a legislative body of a local agency that are open and public shall meet the protections and prohibitions contained in Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132), and the federal rules and regulations adopted in implementation thereof.

§ 54953.3. Conditions to attendance

A member of the public shall not be required, as a condition to attendance at a meeting of a legislative body of a local agency, to register his or her name, to provide other information, to complete a questionnaire, or otherwise to fulfill any condition precedent to his or her attendance.

If an attendance list, register, questionnaire, or other similar document is posted at or near the entrance to the room where the meeting is to be held, or is circulated to the persons present during the meeting, it shall state clearly that the signing, registering, or completion of the document is voluntary, and that all persons may attend the meeting regardless of whether a person signs, registers, or completes the document.

§ 54953.5. Right to record proceedings; conditions; audio or video recordings made by or under direction of local agencies

(a) Any person attending an open and public meeting of a legislative body of a local agency shall have the right to record the proceedings with an audio or video recorder or a still or motion picture camera in the absence of a reasonable finding by the legislative body of the local agency that the recording cannot continue without noise, illumination, or obstruction of view that constitutes, or would constitute, a persistent disruption of the proceedings.

(b) Any audio or video recording of an open and public meeting made for whatever purpose by or at the direction of the local agency shall be subject to inspection pursuant to the California Public Records Act (Chapter 3.5 (commencing with Section 6250) of Division 7 of Title 1), but, notwithstanding Section 34090, may be erased or destroyed 30 days after the recording. Any inspection of an audio or video recording shall be provided without charge on equipment made available by the local agency.

§ 54953.6. Prohibitions or restrictions on broadcasts of proceedings of legislative body; reasonable findings

No legislative body of a local agency shall prohibit or otherwise restrict the broadcast of its open and public meetings in the absence of a reasonable finding that the broadcast cannot be accomplished without noise, illumination, or obstruction of view that would constitute a persistent disruption of the proceedings.

§ 54953.7. Allowance of greater access to meetings than minimal standards in this chapter

Notwithstanding any other provision of law, legislative bodies of local agencies may impose requirements upon themselves which allow greater access to their meetings than prescribed by the minimal standards set forth in this chapter. In addition thereto, an elected legislative body of a local agency may impose such requirements on those appointed legislative bodies of the local agency of which all or a majority of the members are appointed by or under the authority of the elected legislative body.

§ 54954. Time and place of regular meetings; special meetings; emergencies

(a) Each legislative body of a local agency, except for advisory committees or standing committees, shall provide, by ordinance, resolution, bylaws, or by whatever other rule is required for the conduct of business by that body, the time and place for holding regular meetings. Meetings of advisory committees or standing committees, for which an agenda is posted at least 72 hours in advance of the meeting pursuant to subdivision (a) of Section 54954.2, shall be considered for purposes of this chapter as regular meetings of the legislative body.

(b) Regular and special meetings of the legislative body shall be held within the boundaries of the territory over which the local agency exercises jurisdiction, except to do any of the following:

(1) Comply with state or federal law or court order, or attend a judicial or administrative proceeding to which the local

agency is a party.

(2) Inspect real or personal property which cannot be conveniently brought within the boundaries of the territory over which the local agency exercises jurisdiction provided that the topic of the meeting is limited to items directly related to the real or personal property.

(3) Participate in meetings or discussions of multiagency significance that are outside the boundaries of a local agency's jurisdiction. However, any meeting or discussion held pursuant to this subdivision shall take place within the jurisdiction of one of the participating local agencies and be noticed by all participating agencies as provided for in this chapter.

(4) Meet in the closest meeting facility if the local agency has no meeting facility within the boundaries of the territory over which the local agency exercises jurisdiction, or at the principal office of the local agency if that office is located outside the territory over which the agency exercises jurisdiction.

(5) Meet outside their immediate jurisdiction with elected or appointed officials of the United States or the State of California when a local meeting would be impractical, solely to discuss a legislative or regulatory issue affecting the local agency and over which the federal or state officials have jurisdiction.

(6) Meet outside their immediate jurisdiction if the meeting takes place in or nearby a facility owned by the agency, provided that the topic of the meeting is limited to items directly related to the facility.

(7) Visit the office of the local agency's legal counsel for a closed session on pending litigation held pursuant to Section 54956.9, when to do so would reduce legal fees or costs.

(c) Meetings of the governing board of a school district shall be held within the district, except under the circumstances enumerated in subdivision (b), or to do any of the following:

(1) Attend a conference on nonadversarial collective bargaining techniques.

(2) Interview members of the public residing in another district with reference to the trustees' potential employment of an applicant for the position of the superintendent of the district.

(3) Interview a potential employee from another district.

(d) Meetings of a joint powers authority shall occur within the territory of at least one of its member agencies, or as provided in subdivision (b). However, a joint powers authority which has members throughout the state may meet at any facility in the state which complies with the requirements of Section 54961.

(e) If, by reason of fire, flood, earthquake, or other emergency, it shall be unsafe to meet in the place designated, the meetings shall be held for the duration of the emergency at the place designated by the presiding officer of the legislative body or his or her designee in a notice to the local media that have requested notice pursuant to Section 54956, by the most rapid means of communication available at the time.

§ 54954.1. Mailed notice to persons who filed written request; time; duration and renewal of requests; fee

Any person may request that a copy of the agenda, or a copy of all the documents constituting the agenda packet, of any meeting of a legislative body be mailed to that person. If requested, the agenda and documents in the agenda packet shall be made available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132), and the federal rules and regulations adopted in implementation thereof. Upon receipt of the written request, the legislative body or its designee shall cause the requested materials to be mailed at the time the agenda is posted pursuant to Section 54954.2 and 54956 or upon distribution to all, or a majority of all, of the members of a legislative body, whichever occurs first. Any request for mailed copies of agendas or agenda packets shall be valid for the calendar year in which it is filed, and must be renewed following January 1 of each year. The legislative body may establish a fee for mailing the agenda or agenda packet, which fee shall not exceed the cost of providing the service. Failure of the requesting person to receive the agenda or agenda packet pursuant to this section shall not constitute grounds for invalidation of the actions of the legislative body taken at the meeting for which the agenda or agenda packet was not received.

§ 54954.2. Agenda; posting; action on other matters; posting on Internet Web site

(a)(1) At least 72 hours before a regular meeting, the legislative body of the local agency, or its designee, shall post an agenda

containing a brief general description of each item of business to be transacted or discussed at the meeting, including items to be discussed in closed session. A brief general description of an item generally need not exceed 20 words. The agenda shall specify the time and location of the regular meeting and shall be posted in a location that is freely accessible to members of the public and on the local agency's Internet Web site, if the local agency has one. If requested, the agenda shall be made available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132), and the federal rules and regulations adopted in implementation thereof. The agenda shall include information regarding how, to whom, and when a request for disability-related modification or accommodation, including auxiliary aids or services, may be made by a person with a disability who requires a modification or accommodation in order to participate in the public meeting.

(2) No action or discussion shall be undertaken on any item not appearing on the posted agenda, except that members of a legislative body or its staff may briefly respond to statements made or questions posed by persons exercising their public testimony rights under Section 54954.3. In addition, on their own initiative or in response to questions posed by the public, a member of a legislative body or its staff may ask a question for clarification, make a brief announcement, or make a brief report on his or her own activities. Furthermore, a member of a legislative body, or the body itself, subject to rules or procedures of the legislative body, may provide a reference to staff or other resources for factual information, request staff to report back to the body at a subsequent meeting concerning any matter, or take action to direct staff to place a matter of business on a future agenda.

(b) Notwithstanding subdivision (a), the legislative body may take action on items of business not appearing on the posted agenda under any of the conditions stated below. Prior to discussing any item pursuant to this subdivision, the legislative body shall publicly identify the item.

(1) Upon a determination by a majority vote of the legislative body that an emergency situation exists, as defined in Section 54956.5.

(2) Upon a determination by a two-thirds vote of the members of the legislative body present at the meeting, or, if less than two-thirds of the members are present, a unanimous vote of those members present, that there is a need to take immediate action and that the need for action came to the attention of the local agency subsequent to the agenda being posted as specified in subdivision (a).

(3) The item was posted pursuant to subdivision (a) for a prior meeting of the legislative body occurring not more than five calendar days prior to the date action is taken on the item, and at the prior meeting the item was continued to the meeting at which action is being taken.

(c) This section is necessary to implement and reasonably within the scope of paragraph (1) of subdivision (b) of Section 3 of Article I of the California Constitution.

(d) For purposes of subdivision (a), the requirement that the agenda be posted on the local agency's Internet Web site, if the local agency has one, shall only apply to a legislative body that meets either of the following standards:

(1) A legislative body as that term is defined by subdivision (a) of Section 54952.

(2) A legislative body as that term is defined by subdivision (b) of Section 54952, if the members of the legislative body are compensated for their appearance, and if one or more of the members of the legislative body are also members of a legislative body as that term is defined by subdivision (a) of Section 54952.

§ 54954.3. Opportunity for public to address legislative body; adoption of regulations; public criticism of policies

(a) Every agenda for regular meetings shall provide an opportunity for members of the public to directly address the legislative body on any item of interest to the public, before or during the legislative body's consideration of the item, that is within the subject matter jurisdiction of the legislative body, provided that no action shall be taken on any item not appearing on the agenda unless the action is otherwise authorized by subdivision (b) of Section 54954.2. However, the agenda need not provide an opportunity for members of the public to address the legislative body on any item that has already been considered by a committee, composed exclusively of members of the legislative body, at a public meeting wherein all interested members of the public were afforded the opportunity to address the committee on the item, before or during the committee's consideration of the item, unless the item has been substantially changed since the committee heard the item, as determined by the legislative body. Every notice for a special meeting shall provide an opportunity for members of the public to directly address the legislative body concerning any item that has been described in the notice for the meeting before or during consideration of that item.

(b) The legislative body of a local agency may adopt reasonable regulations to ensure that the intent of subdivision (a) is carried out, including, but not limited to, regulations limiting the total amount of time allocated for public testimony on particular issues and for each individual speaker.

(c) The legislative body of a local agency shall not prohibit public criticism of the policies, procedures, programs, or services of the agency, or of the acts or omissions of the legislative body. Nothing in this subdivision shall confer any privilege or protection for expression beyond that otherwise provided by law.

§ 54954.4. Reimbursements to local agencies and school districts for costs

(a) The Legislature hereby finds and declares that Section 12 of Chapter 641 of the Statutes of 1986, authorizing reimbursement to local agencies and school districts for costs mandated by the state pursuant to that act, shall be interpreted strictly. The intent of the Legislature is to provide reimbursement for only those costs which are clearly and unequivocally incurred as the direct and necessary result of compliance with Chapter 641 of the Statutes of 1986.

(b) In this regard, the Legislature directs all state employees and officials involved in reviewing or authorizing claims for reimbursement, or otherwise participating in the reimbursement process, to rigorously review each claim and authorize only those claims, or parts thereof, which represent costs which are clearly and unequivocally incurred as the direct and necessary result of compliance with Chapter 641 of the Statutes of 1986 and for which complete documentation exists. For purposes of Section 54954.2, costs eligible for reimbursement shall only include the actual cost to post a single agenda for any one meeting.

(c) The Legislature hereby finds and declares that complete, faithful, and uninterrupted compliance with the Ralph M. Brown Act (Chapter 9 (commencing with Section 54950) of Part 1 of Division 2 of Title 5 of the Government Code) is a matter of overriding public importance. Unless specifically stated, no future Budget Act, or related budget enactments, shall, in any manner, be interpreted to suspend, eliminate, or otherwise modify the legal obligation and duty of local agencies to fully comply with Chapter 641 of the Statutes of 1986 in a complete, faithful, and uninterrupted manner.

§ 54954.5. Closed session item descriptions

For purposes of describing closed session items pursuant to Section 54954.2, the agenda may describe closed sessions as provided below. No legislative body or elected official shall be in violation of Section 54954.2 or 54956 if the closed session items were described in substantial compliance with this section. Substantial compliance is satisfied by including the information provided below, irrespective of its format.

(a) With respect to a closed session held pursuant to Section 54956.7:

LICENSE/PERMIT DETERMINATION

Applicant(s): (Specify number of applicants)

(b) With respect to every item of business to be discussed in closed session pursuant to Section 54956.8:

CONFERENCE WITH REAL PROPERTY NEGOTIATORS

Property: (Specify street address, or if no street address, the parcel number or other unique reference, of the real property under negotiation)

Agency negotiator: (Specify names of negotiators attending the closed session) (If circumstances necessitate the absence of a specified negotiator, an agent or designee may participate in place of the absent negotiator so long as the name of the agent or designee is announced at an open session held prior to the closed session.)

Negotiating parties: (Specify name of party (not agent))

Under negotiation: (Specify whether instruction to negotiator will concern price, terms of payment, or both)

(c) With respect to every item of business to be discussed in closed session pursuant to Section 54956.9:

CONFERENCE WITH LEGAL COUNSEL-EXISTING LITIGATION

(Paragraph (1) of subdivision (d) of Section 54956.9)

Name of case: (Specify by reference to claimant's name, names of parties, case or claim numbers)

or

Case name unspecified: (Specify whether disclosure would jeopardize service of process or existing settlement negotiations)

CONFERENCE WITH LEGAL COUNSEL-ANTICIPATED LITIGATION

Significant exposure to litigation pursuant to paragraph (2) or (3) of subdivision (d) of Section 54956.9: (Specify number of potential cases)

(In addition to the information noticed above, the agency may be required to provide additional information on the agenda or in an oral statement prior to the closed session pursuant to paragraphs (2) to (5), inclusive, of subdivision (e) of Section 54956.9.)

Initiation of litigation pursuant to paragraph (4) of subdivision (d) of Section 54956.9: (Specify number of potential cases)

(d) With respect to every item of business to be discussed in closed session pursuant to Section 54956.95:

LIABILITY CLAIMS

Claimant: (Specify name unless unspecified pursuant to Section 54961)

Agency claimed against: (Specify name)

(e) With respect to every item of business to be discussed in closed session pursuant to Section 54957:

THREAT TO PUBLIC SERVICES OR FACILITIES

Consultation with: (Specify name of law enforcement agency and title of officer, or name of applicable agency representative and title)

PUBLIC EMPLOYEE APPOINTMENT

Title: (Specify description of position to be filled)

PUBLIC EMPLOYMENT

Title: (Specify description of position to be filled)

PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Title: (Specify position title of employee being reviewed)

PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE

(No additional information is required in connection with a closed session to consider discipline, dismissal, or release of a public employee. Discipline includes potential reduction of compensation.)

(f) With respect to every item of business to be discussed in closed session pursuant to Section 54957.6:

CONFERENCE WITH LABOR NEGOTIATORS

Agency designated representatives: (Specify names of designated representatives attending the closed session) (If circumstances necessitate the absence of a specified designated representative, an agent or designee may participate in place of the absent representative so long as the name of the agent or designee is announced at an open session held prior to the closed session.)

Employee organization: (Specify name of organization representing employee or employees in question)

or

Unrepresented employee: (Specify position title of unrepresented employee who is the subject of the negotiations)

(g) With respect to closed sessions called pursuant to Section 54957.8:

CASE REVIEW/PLANNING

(No additional information is required in connection with a closed session to consider case review or planning.)

(h) With respect to every item of business to be discussed in closed session pursuant to Sections 1461, 32106, and 32155 of the Health and Safety Code or Sections 37606 and 37624.3 of the Government Code:

REPORT INVOLVING TRADE SECRET

Discussion will concern: (Specify whether discussion will concern proposed new service, program, or facility)

Estimated date of public disclosure: (Specify month and year)

HEARINGS

Subject matter: (Specify whether testimony/deliberation will concern staff privileges, report of medical audit committee, or report of quality assurance committee)

(i) With respect to every item of business to be discussed in closed session pursuant to Section 54956.86:

CHARGE OR COMPLAINT INVOLVING INFORMATION PROTECTED BY FEDERAL LAW

(No additional information is required in connection with a closed session to discuss a charge or complaint pursuant to Section 54956.86.)

(j) With respect to every item of business to be discussed in closed session pursuant to Section 54956.96:

CONFERENCE INVOLVING A JOINT POWERS AGENCY (Specify by name)

Discussion will concern: (Specify closed session description used by the joint powers agency)

Name of local agency representative on joint powers agency board: (Specify name)

(Additional information listing the names of agencies or titles of representatives attending the closed session as consultants or other representatives.)

(k) With respect to every item of business to be discussed in closed session pursuant to Section 54956.75:

AUDIT BY CALIFORNIA STATE AUDITOR'S OFFICE

§ 54954.6. New or increased taxes or assessments; public meetings and public hearings; joint notice requirements

(a)(1) Before adopting any new or increased general tax or any new or increased assessment, the legislative body of a local agency shall conduct at least one public meeting at which local officials shall allow public testimony regarding the proposed new or increased general tax or new or increased assessment in addition to the noticed public hearing at which the legislative body proposes to enact or increase the general tax or assessment.

For purposes of this section, the term "new or increased assessment" does not include any of the following:

(A) A fee that does not exceed the reasonable cost of providing the services, facilities, or regulatory activity for which the fee is charged.

(B) A service charge, rate, or charge, unless a special district's principal act requires the service charge, rate, or charge to conform to the requirements of this section.

(C) An ongoing annual assessment if it is imposed at the same or lower amount as any previous year.

(D) An assessment that does not exceed an assessment formula or range of assessments previously specified in the notice given to the public pursuant to subparagraph (G) of paragraph (2) of subdivision (c) and that was previously adopted by the

agency or approved by the voters in the area where the assessment is imposed.

(E) Standby or immediate availability charges.

(2) The legislative body shall provide at least 45 days' public notice of the public hearing at which the legislative body proposes to enact or increase the general tax or assessment. The legislative body shall provide notice for the public meeting at the same time and in the same document as the notice for the public hearing, but the meeting shall occur prior to the hearing.

(b)(1) The joint notice of both the public meeting and the public hearing required by subdivision (a) with respect to a proposal for a new or increased general tax shall be accomplished by placing a display advertisement of at least one-eighth page in a newspaper of general circulation for three weeks pursuant to Section 6063 and by a first-class mailing to those interested parties who have filed a written request with the local agency for mailed notice of public meetings or hearings on new or increased general taxes. The public meeting pursuant to subdivision (a) shall take place no earlier than 10 days after the first publication of the joint notice pursuant to this subdivision. The public hearing shall take place no earlier than seven days after the public meeting pursuant to this subdivision. Notwithstanding paragraph (2) of subdivision (a), the joint notice need not include notice of the public meeting after the meeting has taken place. The public hearing pursuant to subdivision (a) shall take place no earlier than 45 days after the first publication of the joint notice pursuant to this subdivision. Any written request for mailed notices shall be effective for one year from the date on which it is filed unless a renewal request is filed. Renewal requests for mailed notices shall be filed on or before April 1 of each year. The legislative body may establish a reasonable annual charge for sending notices based on the estimated cost of providing the service.

(2) The notice required by paragraph (1) of this subdivision shall include, but not be limited to, the following:

(A) The amount or rate of the tax. If the tax is proposed to be increased from any previous year, the joint notice shall separately state both the existing tax rate and the proposed tax rate increase.

(B) The activity to be taxed.

(C) The estimated amount of revenue to be raised by the tax annually.

(D) The method and frequency for collecting the tax.

(E) The dates, times, and locations of the public meeting and hearing described in subdivision (a).

(F) The telephone number and address of an individual, office, or organization that interested persons may contact to receive additional information about the tax.

(c)(1) The joint notice of both the public meeting and the public hearing required by subdivision (a) with respect to a proposal for a new or increased assessment on real property or businesses shall be accomplished through a mailing, postage prepaid, in the United States mail and shall be deemed given when so deposited. The public meeting pursuant to subdivision (a) shall take place no earlier than 10 days after the joint mailing pursuant to this subdivision. The public hearing shall take place no earlier than seven days after the public meeting pursuant to this subdivision. The envelope or the cover of the mailing shall include the name of the local agency and the return address of the sender. This mailed notice shall be in at least 10-point type and shall be given to all property owners or business owners proposed to be subject to the new or increased assessment by a mailing by name to those persons whose names and addresses appear on the last equalized county assessment roll, the State Board of Equalization assessment roll, or the local agency's records pertaining to business ownership, as the case may be.

(2) The joint notice required by paragraph (1) of this subdivision shall include, but not be limited to, the following:

(A) In the case of an assessment proposed to be levied on property, the estimated amount of the assessment per parcel. In the case of an assessment proposed to be levied on businesses, the proposed method and basis of levying the assessment in sufficient detail to allow each business owner to calculate the amount of assessment to be levied against each business. If the assessment is proposed to be increased from any previous year, the joint notice shall separately state both the amount of the existing assessment and the proposed assessment increase.

(B) A general description of the purpose or improvements that the assessment will fund.

(C) The address to which property owners may mail a protest against the assessment.

(D) The telephone number and address of an individual, office, or organization that interested persons may contact to receive additional information about the assessment.

(E) A statement that a majority protest will cause the assessment to be abandoned if the assessment act used to levy the assessment so provides. Notice shall also state the percentage of protests required to trigger an election, if applicable.

(F) The dates, times, and locations of the public meeting and hearing described in subdivision (a).

(G) A proposed assessment formula or range as described in subparagraph (D) of paragraph (1) of subdivision (a) if applicable and that is noticed pursuant to this section.

(3) Notwithstanding paragraph (1), in the case of an assessment that is proposed exclusively for operation and maintenance expenses imposed throughout the entire local agency, or exclusively for operation and maintenance assessments proposed to be levied on 50,000 parcels or more, notice may be provided pursuant to this subdivision or pursuant to paragraph (1) of subdivision (b) and shall include the estimated amount of the assessment of various types, amounts, or uses of property and the information required by subparagraphs (B) to (G), inclusive, of paragraph (2) of subdivision (c).

(4) Notwithstanding paragraph (1), in the case of an assessment proposed to be levied pursuant to Part 2 (commencing with Section 22500) of Division 2 of the Streets and Highways Code by a regional park district, regional park and open-space district, or regional open-space district formed pursuant to Article 3 (commencing with Section 5500) of Chapter 3 of Division 5 of, or pursuant to Division 26 (commencing with Section 35100) of, the Public Resources Code, notice may be provided pursuant to paragraph (1) of subdivision (b).

(d) The notice requirements imposed by this section shall be construed as additional to, and not to supersede, existing provisions of law, and shall be applied concurrently with the existing provisions so as to not delay or prolong the governmental decisionmaking process.

(e) This section shall not apply to any new or increased general tax or any new or increased assessment that requires an election of either of the following:

(1) The property owners subject to the assessment.

(2) The voters within the local agency imposing the tax or assessment.

(f) Nothing in this section shall prohibit a local agency from holding a consolidated meeting or hearing at which the legislative body discusses multiple tax or assessment proposals.

(g) The local agency may recover the reasonable costs of public meetings, public hearings, and notice required by this section from the proceeds of the tax or assessment. The costs recovered for these purposes, whether recovered pursuant to this subdivision or any other provision of law, shall not exceed the reasonable costs of the public meetings, public hearings, and notice.

(h) Any new or increased assessment that is subject to the notice and hearing provisions of Article XIII C or XIII D of the California Constitution is not subject to the notice and hearing requirements of this section.

§ 54955. Adjournment; adjourned meetings

The legislative body of a local agency may adjourn any regular, adjourned regular, special or adjourned special meeting to a time and place specified in the order of adjournment. Less than a quorum may so adjourn from time to time. If all members are absent from any regular or adjourned regular meeting the clerk or secretary of the legislative body may declare the meeting adjourned to a stated time and place and he shall cause a written notice of the adjournment to be given in the same manner as provided in Section 54956 for special meetings, unless such notice is waived as provided for special meetings. A copy of the order or notice of adjournment shall be conspicuously posted on or near the door of the place where the regular, adjourned regular, special or adjourned special meeting was held within 24 hours after the time of the adjournment. When a regular or adjourned regular meeting is adjourned as provided in this section, the resulting adjourned regular meeting is a regular meeting for all purposes. When an order of adjournment of any meeting fails to state the hour at which the adjourned meeting is to be held, it shall be held at the hour specified for regular meetings by ordinance, resolution, bylaw, or other rule.

§ 54955.1. Continuance

Any hearing being held, or noticed or ordered to be held, by a legislative body of a local agency at any meeting may by order or notice of continuance be continued or recontinued to any subsequent meeting of the legislative body in the same manner and to the same extent set forth in Section 54955 for the adjournment of meetings; provided, that if the hearing is continued to a time less than 24 hours after the time specified in the order or notice of hearing, a copy of the order or notice of

continuance of hearing shall be posted immediately following the meeting at which the order or declaration of continuance was adopted or made.

§ 54956. Special meetings; call; notice; meetings regarding local agency executive salaries, salary schedules, or compensation in form of fringe benefits; posting on Internet Web site

(a) A special meeting may be called at any time by the presiding officer of the legislative body of a local agency, or by a majority of the members of the legislative body, by delivering written notice to each member of the legislative body and to each local newspaper of general circulation and radio or television station requesting notice in writing and posting a notice on the local agency's Internet Web site, if the local agency has one. The notice shall be delivered personally or by any other means and shall be received at least 24 hours before the time of the meeting as specified in the notice. The call and notice shall specify the time and place of the special meeting and the business to be transacted or discussed. No other business shall be considered at these meetings by the legislative body. The written notice may be dispensed with as to any member who at or prior to the time the meeting convenes files with the clerk or secretary of the legislative body a written waiver of notice. The waiver may be given by telegram. The written notice may also be dispensed with as to any member who is actually present at the meeting at the time it convenes.

The call and notice shall be posted at least 24 hours prior to the special meeting in a location that is freely accessible to members of the public.

(b) Notwithstanding any other law, a legislative body shall not call a special meeting regarding the salaries, salary schedules, or compensation paid in the form of fringe benefits, of a local agency executive, as defined in subdivision (d) of Section 3511.1. However, this subdivision does not apply to a local agency calling a special meeting to discuss the local agency's budget.

(c) For purposes of subdivision (a), the requirement that the agenda be posted on the local agency's Internet Web site, if the local agency has one, shall only apply to a legislative body that meets either of the following standards:

(1) A legislative body as that term is defined by subdivision (a) of Section 54952.

(2) A legislative body as that term is defined by subdivision (b) of Section 54952, if the members of the legislative body are compensated for their appearance, and if one or more of the members of the legislative body are also members of a legislative body as that term is defined by subdivision (a) of Section 54952.

§ 54956.5. Emergency meetings in emergency situations

(a) For purposes of this section, "emergency situation" means both of the following:

(1) An emergency, which shall be defined as a work stoppage, crippling activity, or other activity that severely impairs public health, safety, or both, as determined by a majority of the members of the legislative body.

(2) A dire emergency, which shall be defined as a crippling disaster, mass destruction, terrorist act, or threatened terrorist activity that poses peril so immediate and significant that requiring a legislative body to provide one-hour notice before holding an emergency meeting under this section may endanger the public health, safety, or both, as determined by a majority of the members of the legislative body.

(b)(1) Subject to paragraph (2), in the case of an emergency situation involving matters upon which prompt action is necessary due to the disruption or threatened disruption of public facilities, a legislative body may hold an emergency meeting without complying with either the 24-hour notice requirement or the 24-hour posting requirement of Section 54956 or both of the notice and posting requirements.

(2) Each local newspaper of general circulation and radio or television station that has requested notice of special meetings pursuant to Section 54956 shall be notified by the presiding officer of the legislative body, or designee thereof, one hour prior to the emergency meeting, or, in the case of a dire emergency, at or near the time that the presiding officer or designee notifies the members of the legislative body of the emergency meeting. This notice shall be given by telephone and all telephone numbers provided in the most recent request of a newspaper or station for notification of special meetings shall be exhausted. In the event that telephone services are not functioning, the notice requirements of this section shall be deemed waived, and the legislative body, or designee of the legislative body, shall notify those newspapers, radio stations, or television stations of the fact of the holding of the emergency meeting, the purpose of the meeting, and any action taken at the meeting as soon after the meeting as possible.

(c) During a meeting held pursuant to this section, the legislative body may meet in closed session pursuant to Section 54957 if agreed to by a two-thirds vote of the members of the legislative body present, or, if less than two-thirds of the members are present, by a unanimous vote of the members present.

(d) All special meeting requirements, as prescribed in Section 54956 shall be applicable to a meeting called pursuant to this section, with the exception of the 24-hour notice requirement.

(e) The minutes of a meeting called pursuant to this section, a list of persons who the presiding officer of the legislative body, or designee of the legislative body, notified or attempted to notify, a copy of the rollcall vote, and any actions taken at the meeting shall be posted for a minimum of 10 days in a public place as soon after the meeting as possible.

§ 54956.6. Fees

No fees may be charged by the legislative body of a local agency for carrying out any provision of this chapter, except as specifically authorized by this chapter.

§ 54956.7. Closed sessions, license applications; rehabilitated criminals

Whenever a legislative body of a local agency determines that it is necessary to discuss and determine whether an applicant for a license or license renewal, who has a criminal record, is sufficiently rehabilitated to obtain the license, the legislative body may hold a closed session with the applicant and the applicant's attorney, if any, for the purpose of holding the discussion and making the determination. If the legislative body determines, as a result of the closed session, that the issuance or renewal of the license should be denied, the applicant shall be offered the opportunity to withdraw the application. If the applicant withdraws the application, no record shall be kept of the discussions or decisions made at the closed session and all matters relating to the closed session shall be confidential. If the applicant does not withdraw the application, the legislative body shall take action at the public meeting during which the closed session is held or at its next public meeting denying the application for the license but all matters relating to the closed session are confidential and shall not be disclosed without the consent of the applicant, except in an action by an applicant who has been denied a license challenging the denial of the license.

§ 54956.75. Closed session; response to confidential final draft audit report; public release of report

(a) Nothing contained in this chapter shall be construed to prevent the legislative body of a local agency that has received a confidential final draft audit report from the Bureau of State Audits from holding closed sessions to discuss its response to that report.

(b) After the public release of an audit report by the Bureau of State Audits, if a legislative body of a local agency meets to discuss the audit report, it shall do so in an open session unless exempted from that requirement by some other provision of law.

§ 54956.8. Real property transactions; closed meeting with negotiator

Notwithstanding any other provision of this chapter, a legislative body of a local agency may hold a closed session with its negotiator prior to the purchase, sale, exchange, or lease of real property by or for the local agency to grant authority to its negotiator regarding the price and terms of payment for the purchase, sale, exchange, or lease.

However, prior to the closed session, the legislative body of the local agency shall hold an open and public session in which it identifies its negotiators, the real property or real properties which the negotiations may concern, and the person or persons with whom its negotiators may negotiate.

For purposes of this section, negotiators may be members of the legislative body of the local agency.

For purposes of this section, "lease" includes renewal or renegotiation of a lease.

Nothing in this section shall preclude a local agency from holding a closed session for discussions regarding eminent domain proceedings pursuant to Section 54956.9.

§ 54956.81. Investment of pension funds; closed session

Notwithstanding any other provision of this chapter, a legislative body of a local agency that invests pension funds may hold a closed session to consider the purchase or sale of particular, specific pension fund investments. All investment transaction decisions made during the closed session shall be made by rollcall vote entered into the minutes of the closed session as

provided in subdivision (a) of Section 54957.2.

§ 54956.86. Charges or complaints from members of local agency health plans; closed hearings; members' rights

Notwithstanding any other provision of this chapter, a legislative body of a local agency which provides services pursuant to Section 14087.3 of the Welfare and Institutions Code may hold a closed session to hear a charge or complaint from a member enrolled in its health plan if the member does not wish to have his or her name, medical status, or other information that is protected by federal law publicly disclosed. Prior to holding a closed session pursuant to this section, the legislative body shall inform the member, in writing, of his or her right to have the charge or complaint heard in an open session rather than a closed session.

§ 54956.87. Records of certain health plans; meetings on health plan trade secrets

(a) Notwithstanding any other provision of this chapter, the records of a health plan that is licensed pursuant to the Knox-Keene Health Care Service Plan Act of 1975 (Chapter 2.2 (commencing with Section 1340) of Division 2 of the Health and Safety Code) and that is governed by a county board of supervisors, whether paper records, records maintained in the management information system, or records in any other form, that relate to provider rate or payment determinations, allocation or distribution methodologies for provider payments, formulas or calculations for these payments, and contract negotiations with providers of health care for alternative rates are exempt from disclosure for a period of three years after the contract is fully executed. The transmission of the records, or the information contained therein in an alternative form, to the board of supervisors shall not constitute a waiver of exemption from disclosure, and the records and information once transmitted to the board of supervisors shall be subject to this same exemption.

(b) Notwithstanding any other provision of law, the governing board of a health plan that is licensed pursuant to the Knox-Keene Health Care Service Plan Act of 1975 (Chapter 2.2 (commencing with Section 1340) of Division 2 of the Health and Safety Code) and that is governed by a county board of supervisors may order that a meeting held solely for the purpose of discussion or taking action on health plan trade secrets, as defined in subdivision (f), shall be held in closed session. The requirements of making a public report of action taken in closed session, and the vote or abstention of every member present, may be limited to a brief general description without the information constituting the trade secret.

(c) Notwithstanding any other provision of law, the governing board of a health plan may meet in closed session to consider and take action on matters pertaining to contracts and contract negotiations by the health plan with providers of health care services concerning all matters related to rates of payment. The governing board may delete the portion or portions containing trade secrets from any documents that were finally approved in the closed session held pursuant to subdivision (b) that are provided to persons who have made the timely or standing request.

(d) Nothing in this section shall be construed as preventing the governing board from meeting in closed session as otherwise provided by law.

(e) The provisions of this section shall not prevent access to any records by the Joint Legislative Audit Committee in the exercise of its powers pursuant to Article 1 (commencing with Section 10500) of Chapter 4 of Part 2 of Division 2 of Title 2. The provisions of this section also shall not prevent access to any records by the Department of Corporations in the exercise of its powers pursuant to Article 1 (commencing with Section 1340) of Chapter 2.2 of Division 2 of the Health and Safety Code.

(f) For purposes of this section, "health plan trade secret" means a trade secret, as defined in subdivision (d) of Section 3426.1 of the Civil Code, that also meets both of the following criteria:

(1) The secrecy of the information is necessary for the health plan to initiate a new service, program, marketing strategy, business plan, or technology, or to add a benefit or product.

(2) Premature disclosure of the trade secret would create a substantial probability of depriving the health plan of a substantial economic benefit or opportunity.

§ 54956.9. Pending litigation; closed session; lawyer-client privilege; notice; memorandum

(a) Nothing in this chapter shall be construed to prevent a legislative body of a local agency, based on advice of its legal counsel, from holding a closed session to confer with, or receive advice from, its legal counsel regarding pending litigation when discussion in open session concerning those matters would prejudice the position of the local agency in the litigation.

(b) For purposes of this chapter, all expressions of the lawyer-client privilege other than those provided in this section are hereby abrogated. This section is the exclusive expression of the lawyer-client privilege for purposes of conducting closed-

session meetings pursuant to this chapter.

(c) For purposes of this section, “litigation” includes any adjudicatory proceeding, including eminent domain, before a court, administrative body exercising its adjudicatory authority, hearing officer, or arbitrator.

(d) For purposes of this section, litigation shall be considered pending when any of the following circumstances exist:

(1) Litigation, to which the local agency is a party, has been initiated formally.

(2) A point has been reached where, in the opinion of the legislative body of the local agency on the advice of its legal counsel, based on existing facts and circumstances, there is a significant exposure to litigation against the local agency.

(3) Based on existing facts and circumstances, the legislative body of the local agency is meeting only to decide whether a closed session is authorized pursuant to paragraph (2).

(4) Based on existing facts and circumstances, the legislative body of the local agency has decided to initiate or is deciding whether to initiate litigation.

(e) For purposes of paragraphs (2) and (3) of subdivision (d), “existing facts and circumstances” shall consist only of one of the following:

(1) Facts and circumstances that might result in litigation against the local agency but which the local agency believes are not yet known to a potential plaintiff or plaintiffs, which facts and circumstances need not be disclosed.

(2) Facts and circumstances, including, but not limited to, an accident, disaster, incident, or transactional occurrence that might result in litigation against the agency and that are known to a potential plaintiff or plaintiffs, which facts or circumstances shall be publicly stated on the agenda or announced.

(3) The receipt of a claim pursuant to the Government Claims Act (Division 3.6 (commencing with Section 810) of Title 1 of the Government Code) or some other written communication from a potential plaintiff threatening litigation, which claim or communication shall be available for public inspection pursuant to Section 54957.5.

(4) A statement made by a person in an open and public meeting threatening litigation on a specific matter within the responsibility of the legislative body.

(5) A statement threatening litigation made by a person outside an open and public meeting on a specific matter within the responsibility of the legislative body so long as the official or employee of the local agency receiving knowledge of the threat makes a contemporaneous or other record of the statement prior to the meeting, which record shall be available for public inspection pursuant to Section 54957.5. The records so created need not identify the alleged victim of unlawful or tortious sexual conduct or anyone making the threat on their behalf, or identify a public employee who is the alleged perpetrator of any unlawful or tortious conduct upon which a threat of litigation is based, unless the identity of the person has been publicly disclosed.

(f) Nothing in this section shall require disclosure of written communications that are privileged and not subject to disclosure pursuant to the California Public Records Act (Chapter 3.5 (commencing with Section 6250) of Division 7 of Title 1).

(g) Prior to holding a closed session pursuant to this section, the legislative body of the local agency shall state on the agenda or publicly announce the paragraph of subdivision (d) that authorizes the closed session. If the session is closed pursuant to paragraph (1) of subdivision (d), the body shall state the title of or otherwise specifically identify the litigation to be discussed, unless the body states that to do so would jeopardize the agency’s ability to effectuate service of process upon one or more unserved parties, or that to do so would jeopardize its ability to conclude existing settlement negotiations to its advantage.

(h) A local agency shall be considered to be a “party” or to have a “significant exposure to litigation” if an officer or employee of the local agency is a party or has significant exposure to litigation concerning prior or prospective activities or alleged activities during the course and scope of that office or employment, including litigation in which it is an issue whether an activity is outside the course and scope of the office or employment.

§ 54956.95. Closed sessions; insurance pooling; tort liability losses; public liability losses; workers’ compensation liability
Currentness

(a) Nothing in this chapter shall be construed to prevent a joint powers agency formed pursuant to Article 1 (commencing with Section 6500) of Chapter 5 of Division 7 of Title 1, for purposes of insurance pooling, or a local agency member of the

joint powers agency, from holding a closed session to discuss a claim for the payment of tort liability losses, public liability losses, or workers' compensation liability incurred by the joint powers agency or a local agency member of the joint powers agency.

(b) Nothing in this chapter shall be construed to prevent the Local Agency Self-Insurance Authority formed pursuant to Chapter 5.5 (commencing with Section 6599.01) of Division 7 of Title 1, or a local agency member of the authority, from holding a closed session to discuss a claim for the payment of tort liability losses, public liability losses, or workers' compensation liability incurred by the authority or a local agency member of the authority.

(c) Nothing in this section shall be construed to affect Section 54956.9 with respect to any other local agency.

§ 54956.96. Joint powers agency; legislative body; closed session; confidential information

(a) Nothing in this chapter shall be construed to prevent the legislative body of a joint powers agency formed pursuant to Article 1 (commencing with Section 6500) of Chapter 5 of Division 7 of Title 1, from adopting a policy or a bylaw or including in its joint powers agreement provisions that authorize either or both of the following:

(1) All information received by the legislative body of the local agency member in a closed session related to the information presented to the joint powers agency in closed session shall be confidential. However, a member of the legislative body of a member local agency may disclose information obtained in a closed session that has direct financial or liability implications for that local agency to the following individuals:

(A) Legal counsel of that member local agency for purposes of obtaining advice on whether the matter has direct financial or liability implications for that member local agency.

(B) Other members of the legislative body of the local agency present in a closed session of that member local agency.

(2) Any designated alternate member of the legislative body of the joint powers agency who is also a member of the legislative body of a local agency member and who is attending a properly noticed meeting of the joint powers agency in lieu of a local agency member's regularly appointed member to attend closed sessions of the joint powers agency.

(b) If the legislative body of a joint powers agency adopts a policy or a bylaw or includes provisions in its joint powers agreement pursuant to subdivision (a), then the legislative body of the local agency member, upon the advice of its legal counsel, may conduct a closed session in order to receive, discuss, and take action concerning information obtained in a closed session of the joint powers agency pursuant to paragraph (1) of subdivision (a).

§ 54957. Closed sessions; personnel matters; exclusion of witnesses

(a) This chapter shall not be construed to prevent the legislative body of a local agency from holding closed sessions with the Governor, Attorney General, district attorney, agency counsel, sheriff, or chief of police, or their respective deputies, or a security consultant or a security operations manager, on matters posing a threat to the security of public buildings, a threat to the security of essential public services, including water, drinking water, wastewater treatment, natural gas service, and electric service, or a threat to the public's right of access to public services or public facilities.

(b)(1) Subject to paragraph (2), this chapter shall not be construed to prevent the legislative body of a local agency from holding closed sessions during a regular or special meeting to consider the appointment, employment, evaluation of performance, discipline, or dismissal of a public employee or to hear complaints or charges brought against the employee by another person or employee unless the employee requests a public session.

(2) As a condition to holding a closed session on specific complaints or charges brought against an employee by another person or employee, the employee shall be given written notice of his or her right to have the complaints or charges heard in an open session rather than a closed session, which notice shall be delivered to the employee personally or by mail at least 24 hours before the time for holding the session. If notice is not given, any disciplinary or other action taken by the legislative body against the employee based on the specific complaints or charges in the closed session shall be null and void.

(3) The legislative body also may exclude from the public or closed meeting, during the examination of a witness, any or all other witnesses in the matter being investigated by the legislative body.

(4) For the purposes of this subdivision, the term "employee" shall include an officer or an independent contractor who functions as an officer or an employee but shall not include any elected official, member of a legislative body or other independent contractors. This subdivision shall not limit local officials' ability to hold closed session meetings pursuant to Sections 1461, 32106, and 32155 of the Health and Safety Code or Sections 37606 and 37624.3 of the Government Code.

Closed sessions held pursuant to this subdivision shall not include discussion or action on proposed compensation except for a reduction of compensation that results from the imposition of discipline.

§ 54957.1. Closed sessions; public report of action taken

(a) The legislative body of any local agency shall publicly report any action taken in closed session and the vote or abstention on that action of every member present, as follows:

(1) Approval of an agreement concluding real estate negotiations pursuant to Section 54956.8 shall be reported after the agreement is final, as follows:

(A) If its own approval renders the agreement final, the body shall report that approval and the substance of the agreement in open session at the public meeting during which the closed session is held.

(B) If final approval rests with the other party to the negotiations, the local agency shall disclose the fact of that approval and the substance of the agreement upon inquiry by any person, as soon as the other party or its agent has informed the local agency of its approval.

(2) Approval given to its legal counsel to defend, or seek or refrain from seeking appellate review or relief, or to enter as an amicus curiae in any form of litigation as the result of a consultation under Section 54956.9 shall be reported in open session at the public meeting during which the closed session is held. The report shall identify, if known, the adverse party or parties and the substance of the litigation. In the case of approval given to initiate or intervene in an action, the announcement need not identify the action, the defendants, or other particulars, but shall specify that the direction to initiate or intervene in an action has been given and that the action, the defendants, and the other particulars shall, once formally commenced, be disclosed to any person upon inquiry, unless to do so would jeopardize the agency's ability to effectuate service of process on one or more unserved parties, or that to do so would jeopardize its ability to conclude existing settlement negotiations to its advantage.

(3) Approval given to its legal counsel of a settlement of pending litigation, as defined in Section 54956.9, at any stage prior to or during a judicial or quasi-judicial proceeding shall be reported after the settlement is final, as follows:

(A) If the legislative body accepts a settlement offer signed by the opposing party, the body shall report its acceptance and identify the substance of the agreement in open session at the public meeting during which the closed session is held.

(B) If final approval rests with some other party to the litigation or with the court, then as soon as the settlement becomes final, and upon inquiry by any person, the local agency shall disclose the fact of that approval, and identify the substance of the agreement.

(4) Disposition reached as to claims discussed in closed session pursuant to Section 54956.95 shall be reported as soon as reached in a manner that identifies the name of the claimant, the name of the local agency claimed against, the substance of the claim, and any monetary amount approved for payment and agreed upon by the claimant.

(5) Action taken to appoint, employ, dismiss, accept the resignation of, or otherwise affect the employment status of a public employee in closed session pursuant to Section 54957 shall be reported at the public meeting during which the closed session is held. Any report required by this paragraph shall identify the title of the position. The general requirement of this paragraph notwithstanding, the report of a dismissal or of the nonrenewal of an employment contract shall be deferred until the first public meeting following the exhaustion of administrative remedies, if any.

(6) Approval of an agreement concluding labor negotiations with represented employees pursuant to Section 54957.6 shall be reported after the agreement is final and has been accepted or ratified by the other party. The report shall identify the item approved and the other party or parties to the negotiation.

(7) Pension fund investment transaction decisions made pursuant to Section 54956.81 shall be disclosed at the first open meeting of the legislative body held after the earlier of the close of the investment transaction or the transfer of pension fund assets for the investment transaction.

(b) Reports that are required to be made pursuant to this section may be made orally or in writing. The legislative body shall provide to any person who has submitted a written request to the legislative body within 24 hours of the posting of the agenda, or to any person who has made a standing request for all documentation as part of a request for notice of meetings pursuant to Section 54954.1 or 54956, if the requester is present at the time the closed session ends, copies of any contracts, settlement agreements, or other documents that were finally approved or adopted in the closed session. If the action taken results in one or more substantive amendments to the related documents requiring retyping, the documents need not be

released until the retyping is completed during normal business hours, provided that the presiding officer of the legislative body or his or her designee orally summarizes the substance of the amendments for the benefit of the document requester or any other person present and requesting the information.

(c) The documentation referred to in subdivision (b) shall be available to any person on the next business day following the meeting in which the action referred to is taken or, in the case of substantial amendments, when any necessary retyping is complete.

(d) Nothing in this section shall be construed to require that the legislative body approve actions not otherwise subject to legislative body approval.

(e) No action for injury to a reputational, liberty, or other personal interest may be commenced by or on behalf of any employee or former employee with respect to whom a disclosure is made by a legislative body in an effort to comply with this section.

(f) This section is necessary to implement, and reasonably within the scope of, paragraph (1) of subdivision (b) of Section 3 of Article I of the California Constitution.

§ 54957.2. Minute book record of closed sessions; inspection

(a) The legislative body of a local agency may, by ordinance or resolution, designate a clerk or other officer or employee of the local agency who shall then attend each closed session of the legislative body and keep and enter in a minute book a record of topics discussed and decisions made at the meeting. The minute book made pursuant to this section is not a public record subject to inspection pursuant to the California Public Records Act (Chapter 3.5 (commencing with Section 6250) of Division 7 of Title 1), and shall be kept confidential. The minute book shall be available only to members of the legislative body or, if a violation of this chapter is alleged to have occurred at a closed session, to a court of general jurisdiction wherein the local agency lies. Such minute book may, but need not, consist of a recording of the closed session.

(b) An elected legislative body of a local agency may require that each legislative body all or a majority of whose members are appointed by or under the authority of the elected legislative body keep a minute book as prescribed under subdivision (a).

§ 54957.5. Agendas and other writings distributed for discussion or consideration at public meetings; writings distributed less than 72 hours prior to meeting; public records; inspection

(a) Notwithstanding Section 6255 or any other law, agendas of public meetings and any other writings, when distributed to all, or a majority of all, of the members of a legislative body of a local agency by any person in connection with a matter subject to discussion or consideration at an open meeting of the body, are disclosable public records under the California Public Records Act (Chapter 3.5 (commencing with Section 6250) of Division 7 of Title 1), and shall be made available upon request without delay. However, this section shall not include any writing exempt from public disclosure under Section 6253.5, 6254, 6254.3, 6254.7, 6254.15, 6254.16, 6254.22, or 6254.26.

(b)(1) If a writing that is a public record under subdivision (a), and that relates to an agenda item for an open session of a regular meeting of the legislative body of a local agency, is distributed less than 72 hours prior to that meeting, the writing shall be made available for public inspection pursuant to paragraph (2) at the time the writing is distributed to all, or a majority of all, of the members of the body.

(2) A local agency shall make any writing described in paragraph (1) available for public inspection at a public office or location that the agency shall designate for this purpose. Each local agency shall list the address of this office or location on the agendas for all meetings of the legislative body of that agency. The local agency also may post the writing on the local agency's Internet Web site in a position and manner that makes it clear that the writing relates to an agenda item for an upcoming meeting.

(3) This subdivision shall become operative on July 1, 2008.

(c) Writings that are public records under subdivision (a) and that are distributed during a public meeting shall be made available for public inspection at the meeting if prepared by the local agency or a member of its legislative body, or after the meeting if prepared by some other person. These writings shall be made available in appropriate alternative formats upon request by a person with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132), and the federal rules and regulations adopted in implementation thereof.

(d) This chapter shall not be construed to prevent the legislative body of a local agency from charging a fee or deposit for a

copy of a public record pursuant to Section 6253, except that a surcharge shall not be imposed on persons with disabilities in violation of Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132), and the federal rules and regulations adopted in implementation thereof.

(e) This section shall not be construed to limit or delay the public's right to inspect or obtain a copy of any record required to be disclosed under the requirements of the California Public Records Act (Chapter 3.5 (commencing with Section 6250) of Division 7 of Title 1). This chapter shall not be construed to require a legislative body of a local agency to place any paid advertisement or any other paid notice in any publication.

§ 54957.6. Closed sessions; salaries, salary schedules or fringe benefits

(a) Notwithstanding any other provision of law, a legislative body of a local agency may hold closed sessions with the local agency's designated representatives regarding the salaries, salary schedules, or compensation paid in the form of fringe benefits of its represented and unrepresented employees, and, for represented employees, any other matter within the statutorily provided scope of representation.

However, prior to the closed session, the legislative body of the local agency shall hold an open and public session in which it identifies its designated representatives.

Closed sessions of a legislative body of a local agency, as permitted in this section, shall be for the purpose of reviewing its position and instructing the local agency's designated representatives.

Closed sessions, as permitted in this section, may take place prior to and during consultations and discussions with representatives of employee organizations and unrepresented employees.

Closed sessions with the local agency's designated representative regarding the salaries, salary schedules, or compensation paid in the form of fringe benefits may include discussion of an agency's available funds and funding priorities, but only insofar as these discussions relate to providing instructions to the local agency's designated representative.

Closed sessions held pursuant to this section shall not include final action on the proposed compensation of one or more unrepresented employees.

For the purposes enumerated in this section, a legislative body of a local agency may also meet with a state conciliator who has intervened in the proceedings.

(b) For the purposes of this section, the term "employee" shall include an officer or an independent contractor who functions as an officer or an employee, but shall not include any elected official, member of a legislative body, or other independent contractors.

§ 54957.7. Disclosure of items to be discussed in closed sessions

(a) Prior to holding any closed session, the legislative body of the local agency shall disclose, in an open meeting, the item or items to be discussed in the closed session. The disclosure may take the form of a reference to the item or items as they are listed by number or letter on the agenda. In the closed session, the legislative body may consider only those matters covered in its statement. Nothing in this section shall require or authorize a disclosure of information prohibited by state or federal law.

(b) After any closed session, the legislative body shall reconvene into open session prior to adjournment and shall make any disclosures required by Section 54957.1 of action taken in the closed session.

(c) The announcements required to be made in open session pursuant to this section may be made at the location announced in the agenda for the closed session, as long as the public is allowed to be present at that location for the purpose of hearing the announcements.

§ 54957.8. Multijurisdictional law enforcement agency; closed sessions by legislative or advisory body of agency

(a) For purposes of this section, "multijurisdictional law enforcement agency" means a joint powers entity formed pursuant to Article 1 (commencing with Section 6500) of Chapter 5 of Division 7 of Title 1 that provides law enforcement services for the parties to the joint powers agreement for the purpose of investigating criminal activity involving drugs; gangs; sex crimes; firearms trafficking or felony possession of a firearm; high technology, computer, or identity theft; human trafficking; or vehicle theft.

(b) Nothing contained in this chapter shall be construed to prevent the legislative body of a multijurisdictional law enforcement agency, or an advisory body of a multijurisdictional law enforcement agency, from holding closed sessions to discuss the case records of any ongoing criminal investigation of the multijurisdictional law enforcement agency or of any party to the joint powers agreement, to hear testimony from persons involved in the investigation, and to discuss courses of action in particular cases.

§ 54957.9. Disorderly conduct of general public during meeting; clearing of room

In the event that any meeting is willfully interrupted by a group or groups of persons so as to render the orderly conduct of such meeting unfeasible and order cannot be restored by the removal of individuals who are willfully interrupting the meeting, the members of the legislative body conducting the meeting may order the meeting room cleared and continue in session. Only matters appearing on the agenda may be considered in such a session. Representatives of the press or other news media, except those participating in the disturbance, shall be allowed to attend any session held pursuant to this section. Nothing in this section shall prohibit the legislative body from establishing a procedure for readmitting an individual or individuals not responsible for willfully disturbing the orderly conduct of the meeting.

§ 54957.10. Closed sessions; local agency employee application for early withdrawal of funds in deferred compensation plan; financial hardship

Notwithstanding any other provision of law, a legislative body of a local agency may hold closed sessions to discuss a local agency employee's application for early withdrawal of funds in a deferred compensation plan when the application is based on financial hardship arising from an unforeseeable emergency due to illness, accident, casualty, or other extraordinary event, as specified in the deferred compensation plan.

§ 54958. Application of chapter

The provisions of this chapter shall apply to the legislative body of every local agency notwithstanding the conflicting provisions of any other state law.

§ 54959. Penalty for unlawful meeting

Each member of a legislative body who attends a meeting of that legislative body where action is taken in violation of any provision of this chapter, and where the member intends to deprive the public of information to which the member knows or has reason to know the public is entitled under this chapter, is guilty of a misdemeanor.

§ 54960. Actions to stop or prevent violations of meeting provisions; applicability of meeting provisions; validity of rules or actions on recording closed sessions

(a) The district attorney or any interested person may commence an action by mandamus, injunction, or declaratory relief for the purpose of stopping or preventing violations or threatened violations of this chapter by members of the legislative body of a local agency or to determine the applicability of this chapter to ongoing actions or threatened future actions of the legislative body, or to determine the applicability of this chapter to past actions of the legislative body, subject to Section 54960.2, or to determine whether any rule or action by the legislative body to penalize or otherwise discourage the expression of one or more of its members is valid or invalid under the laws of this state or of the United States, or to compel the legislative body to audio record its closed sessions as hereinafter provided.

(b) The court in its discretion may, upon a judgment of a violation of Section 54956.7, 54956.8, 54956.9, 54956.95, 54957, or 54957.6, order the legislative body to audio record its closed sessions and preserve the audio recordings for the period and under the terms of security and confidentiality the court deems appropriate.

(c)(1) Each recording so kept shall be immediately labeled with the date of the closed session recorded and the title of the clerk or other officer who shall be custodian of the recording.

(2) The audio recordings shall be subject to the following discovery procedures:

(A) In any case in which discovery or disclosure of the audio recording is sought by either the district attorney or the plaintiff in a civil action pursuant to Section 54959, 54960, or 54960.1 alleging that a violation of this chapter has occurred in a closed session that has been recorded pursuant to this section, the party seeking discovery or disclosure shall file a written notice of motion with the appropriate court with notice to the governmental agency that has custody and control of the audio recording. The notice shall be given pursuant to subdivision (b) of Section 1005 of the Code of Civil Procedure.

(B) The notice shall include, in addition to the items required by Section 1010 of the Code of Civil Procedure, all of the

following:

- (i) Identification of the proceeding in which discovery or disclosure is sought, the party seeking discovery or disclosure, the date and time of the meeting recorded, and the governmental agency that has custody and control of the recording.
- (ii) An affidavit that contains specific facts indicating that a violation of the act occurred in the closed session.
- (3) If the court, following a review of the motion, finds that there is good cause to believe that a violation has occurred, the court may review, in camera, the recording of that portion of the closed session alleged to have violated the act.
- (4) If, following the in camera review, the court concludes that disclosure of a portion of the recording would be likely to materially assist in the resolution of the litigation alleging violation of this chapter, the court shall, in its discretion, make a certified transcript of the portion of the recording a public exhibit in the proceeding.
- (5) This section shall not permit discovery of communications that are protected by the attorney-client privilege.

§ 54960.1. Unlawful action by legislative body; action for mandamus or injunction; prerequisites

- (a) The district attorney or any interested person may commence an action by mandamus or injunction for the purpose of obtaining a judicial determination that an action taken by a legislative body of a local agency in violation of Section 54953, 54954.2, 54954.5, 54954.6, 54956, or 54956.5 is null and void under this section. Nothing in this chapter shall be construed to prevent a legislative body from curing or correcting an action challenged pursuant to this section.
- (b) Prior to any action being commenced pursuant to subdivision (a), the district attorney or interested person shall make a demand of the legislative body to cure or correct the action alleged to have been taken in violation of Section 54953, 54954.2, 54954.5, 54954.6, 54956, or 54956.5. The demand shall be in writing and clearly describe the challenged action of the legislative body and nature of the alleged violation.
 - (c)(1) The written demand shall be made within 90 days from the date the action was taken unless the action was taken in an open session but in violation of Section 54954.2, in which case the written demand shall be made within 30 days from the date the action was taken.
 - (2) Within 30 days of receipt of the demand, the legislative body shall cure or correct the challenged action and inform the demanding party in writing of its actions to cure or correct or inform the demanding party in writing of its decision not to cure or correct the challenged action.
 - (3) If the legislative body takes no action within the 30-day period, the inaction shall be deemed a decision not to cure or correct the challenged action, and the 15-day period to commence the action described in subdivision (a) shall commence to run the day after the 30-day period to cure or correct expires.
 - (4) Within 15 days of receipt of the written notice of the legislative body's decision to cure or correct, or not to cure or correct, or within 15 days of the expiration of the 30-day period to cure or correct, whichever is earlier, the demanding party shall be required to commence the action pursuant to subdivision (a) or thereafter be barred from commencing the action.
- (d) An action taken that is alleged to have been taken in violation of Section 54953, 54954.2, 54954.5, 54954.6, 54956, or 54956.5 shall not be determined to be null and void if any of the following conditions exist:
 - (1) The action taken was in substantial compliance with Sections 54953, 54954.2, 54954.5, 54954.6, 54956, and 54956.5.
 - (2) The action taken was in connection with the sale or issuance of notes, bonds, or other evidences of indebtedness or any contract, instrument, or agreement thereto.
 - (3) The action taken gave rise to a contractual obligation, including a contract let by competitive bid other than compensation for services in the form of salary or fees for professional services, upon which a party has, in good faith and without notice of a challenge to the validity of the action, detrimentally relied.
 - (4) The action taken was in connection with the collection of any tax.
- (5) Any person, city, city and county, county, district, or any agency or subdivision of the state alleging noncompliance with subdivision (a) of Section 54954.2, Section 54956, or Section 54956.5, because of any defect, error, irregularity, or omission in the notice given pursuant to those provisions, had actual notice of the item of business at least 72 hours prior to the meeting at which the action was taken, if the meeting was noticed pursuant to Section 54954.2, or 24 hours prior to the

meeting at which the action was taken if the meeting was noticed pursuant to Section 54956, or prior to the meeting at which the action was taken if the meeting is held pursuant to Section 54956.5.

(e) During any action seeking a judicial determination pursuant to subdivision (a) if the court determines, pursuant to a showing by the legislative body that an action alleged to have been taken in violation of Section 54953, 54954.2, 54954.5, 54954.6, 54956, or 54956.5 has been cured or corrected by a subsequent action of the legislative body, the action filed pursuant to subdivision (a) shall be dismissed with prejudice.

(f) The fact that a legislative body takes a subsequent action to cure or correct an action taken pursuant to this section shall not be construed or admissible as evidence of a violation of this chapter.

§ 54960.2. Actions to determine past violations by legislative body; conditions; cease and desist letters; responses by legislative body; unconditional commitments to cease; resolutions to rescind commitments

(a) The district attorney or any interested person may file an action to determine the applicability of this chapter to past actions of the legislative body pursuant to subdivision (a) of Section 54960 only if all of the following conditions are met:

(1) The district attorney or interested person alleging a violation of this chapter first submits a cease and desist letter by postal mail or facsimile transmission to the clerk or secretary of the legislative body being accused of the violation, as designated in the statement pertaining to that public agency on file pursuant to Section 53051, or if the agency does not have a statement on file designating a clerk or a secretary, to the chief executive officer of that agency, clearly describing the past action of the legislative body and nature of the alleged violation.

(2) The cease and desist letter required under paragraph (1) is submitted to the legislative body within nine months of the alleged violation.

(3) The time during which the legislative body may respond to the cease and desist letter pursuant to subdivision (b) has expired and the legislative body has not provided an unconditional commitment pursuant to subdivision (c).

(4) Within 60 days of receipt of the legislative body's response to the cease and desist letter, other than an unconditional commitment pursuant to subdivision (c), or within 60 days of the expiration of the time during which the legislative body may respond to the cease and desist letter pursuant to subdivision (b), whichever is earlier, the party submitting the cease and desist letter shall commence the action pursuant to subdivision (a) of Section 54960 or thereafter be barred from commencing the action.

(b) The legislative body may respond to a cease and desist letter submitted pursuant to subdivision (a) within 30 days of receiving the letter. This subdivision shall not be construed to prevent the legislative body from providing an unconditional commitment pursuant to subdivision (c) at any time after the 30-day period has expired, except that in that event the court shall award court costs and reasonable attorney fees to the plaintiff in an action brought pursuant to this section, in accordance with Section 54960.5.

(c)(1) If the legislative body elects to respond to the cease and desist letter with an unconditional commitment to cease, desist from, and not repeat the past action that is alleged to violate this chapter, that response shall be in substantially the following form:

To _____:

The [name of legislative body] has received your cease and desist letter dated [date] alleging that the following described past action of the legislative body violates the Ralph M. Brown Act:

[Describe alleged past action, as set forth in the cease and desist letter submitted pursuant to subdivision (a)]

In order to avoid unnecessary litigation and without admitting any violation of the Ralph M. Brown Act, the [name of legislative body] hereby unconditionally commits that it will cease, desist from, and not repeat the challenged past action as described above.

The [name of legislative body] may rescind this commitment only by a majority vote of its membership taken in open session at a regular meeting and noticed on its posted agenda as "Rescission of Brown Act Commitment." You will be provided with written notice, sent by any means or media you provide in response to this message, to whatever address or addresses you specify, of any intention to consider rescinding this commitment at least 30 days before any such regular meeting. In the event that this commitment is rescinded, you will have the right to commence legal action pursuant to subdivision (a) of Section 54960 of the Government Code. That notice will be delivered to you by the same means as this commitment, or may

be mailed to an address that you have designated in writing.

Very truly yours,

[Chairperson or acting chairperson of the legislative body]

(2) An unconditional commitment pursuant to this subdivision shall be approved by the legislative body in open session at a regular or special meeting as a separate item of business, and not on its consent agenda.

(3) An action shall not be commenced to determine the applicability of this chapter to any past action of the legislative body for which the legislative body has provided an unconditional commitment pursuant to this subdivision. During any action seeking a judicial determination regarding the applicability of this chapter to any past action of the legislative body pursuant to subdivision (a), if the court determines that the legislative body has provided an unconditional commitment pursuant to this subdivision, the action shall be dismissed with prejudice. Nothing in this subdivision shall be construed to modify or limit the existing ability of the district attorney or any interested person to commence an action to determine the applicability of this chapter to ongoing actions or threatened future actions of the legislative body.

(4) Except as provided in subdivision (d), the fact that a legislative body provides an unconditional commitment shall not be construed or admissible as evidence of a violation of this chapter.

(d) If the legislative body provides an unconditional commitment as set forth in subdivision (c), the legislative body shall not thereafter take or engage in the challenged action described in the cease and desist letter, except as provided in subdivision (e). Violation of this subdivision shall constitute an independent violation of this chapter, without regard to whether the challenged action would otherwise violate this chapter. An action alleging past violation or threatened future violation of this subdivision may be brought pursuant to subdivision (a) of Section 54960, without regard to the procedural requirements of this section.

(e) The legislative body may resolve to rescind an unconditional commitment made pursuant to subdivision (c) by a majority vote of its membership taken in open session at a regular meeting as a separate item of business not on its consent agenda, and noticed on its posted agenda as “Rescission of Brown Act Commitment,” provided that not less than 30 days prior to such regular meeting, the legislative body provides written notice of its intent to consider the rescission to each person to whom the unconditional commitment was made, and to the district attorney. Upon rescission, the district attorney or any interested person may commence an action pursuant to subdivision (a) of Section 54960. An action under this subdivision may be brought pursuant to subdivision (a) of Section 54960, without regard to the procedural requirements of this section.

§ 54960.5. Costs and attorney fees

A court may award court costs and reasonable attorney fees to the plaintiff in an action brought pursuant to Section 54960, 54960.1, or 54960.2 where it is found that a legislative body of the local agency has violated this chapter. Additionally, when an action brought pursuant to Section 54960.2 is dismissed with prejudice because a legislative body has provided an unconditional commitment pursuant to paragraph (1) of subdivision (c) of that section at any time after the 30-day period for making such a commitment has expired, the court shall award court costs and reasonable attorney fees to the plaintiff if the filing of that action caused the legislative body to issue the unconditional commitment. The costs and fees shall be paid by the local agency and shall not become a personal liability of any public officer or employee of the local agency.

A court may award court costs and reasonable attorney fees to a defendant in any action brought pursuant to Section 54960 or 54960.1 where the defendant has prevailed in a final determination of such action and the court finds that the action was clearly frivolous and totally lacking in merit.

§ 54961. Meetings prohibited in facilities; grounds; identity of victims of tortious sexual conduct or child abuse

(a) No legislative body of a local agency shall conduct any meeting in any facility that prohibits the admittance of any person, or persons, on the basis of ancestry or any characteristic listed or defined in Section 11135, or which is inaccessible to disabled persons, or where members of the public may not be present without making a payment or purchase. This section shall apply to every local agency as defined in Section 54951.

(b) No notice, agenda, announcement, or report required under this chapter need identify any victim or alleged victim of tortious sexual conduct or child abuse unless the identity of the person has been publicly disclosed.

§ 54962. Closed session by legislative body prohibited

Except as expressly authorized by this chapter, or by Sections 1461, 1462, 32106, and 32155 of the Health and Safety Code, or by Sections 37606, 37606.1, and 37624.3 of the Government Code as they apply to hospitals, or by any provision of the Education Code pertaining to school districts and community college districts, no closed session may be held by any legislative body of any local agency.

§ 54963. Confidential information acquired during an authorized closed legislative session; authorization by legislative body; remedies for violation; exceptions

(a) A person may not disclose confidential information that has been acquired by being present in a closed session authorized by Section 54956.7, 54956.8, 54956.86, 54956.87, 54956.9, 54957, 54957.6, 54957.8, or 54957.10 to a person not entitled to receive it, unless the legislative body authorizes disclosure of that confidential information.

(b) For purposes of this section, “confidential information” means a communication made in a closed session that is specifically related to the basis for the legislative body of a local agency to meet lawfully in closed session under this chapter.

(c) Violation of this section may be addressed by the use of such remedies as are currently available by law, including, but not limited to:

(1) Injunctive relief to prevent the disclosure of confidential information prohibited by this section.

(2) Disciplinary action against an employee who has willfully disclosed confidential information in violation of this section.

(3) Referral of a member of a legislative body who has willfully disclosed confidential information in violation of this section to the grandjury.¹

(d) Disciplinary action pursuant to paragraph (2) of subdivision (c) shall require that the employee in question has either received training as to the requirements of this section or otherwise has been given notice of the requirements of this section.

(e) A local agency may not take any action authorized by subdivision (c) against a person, nor shall it be deemed a violation of this section, for doing any of the following:

(1) Making a confidential inquiry or complaint to a district attorney or grand jury concerning a perceived violation of law, including disclosing facts to a district attorney or grand jury that are necessary to establish the illegality of an action taken by a legislative body of a local agency or the potential illegality of an action that has been the subject of deliberation at a closed session if that action were to be taken by a legislative body of a local agency.

(2) Expressing an opinion concerning the propriety or legality of actions taken by a legislative body of a local agency in closed session, including disclosure of the nature and extent of the illegal or potentially illegal action.

(3) Disclosing information acquired by being present in a closed session under this chapter that is not confidential information.

(f) Nothing in this section shall be construed to prohibit disclosures under the whistleblower statutes contained in Section 1102.5 of the Labor Code or Article 4.5 (commencing with Section 53296) of Chapter 2 of this code.

SECTION VIII

CITY ORGANIZATION & CONTACTS

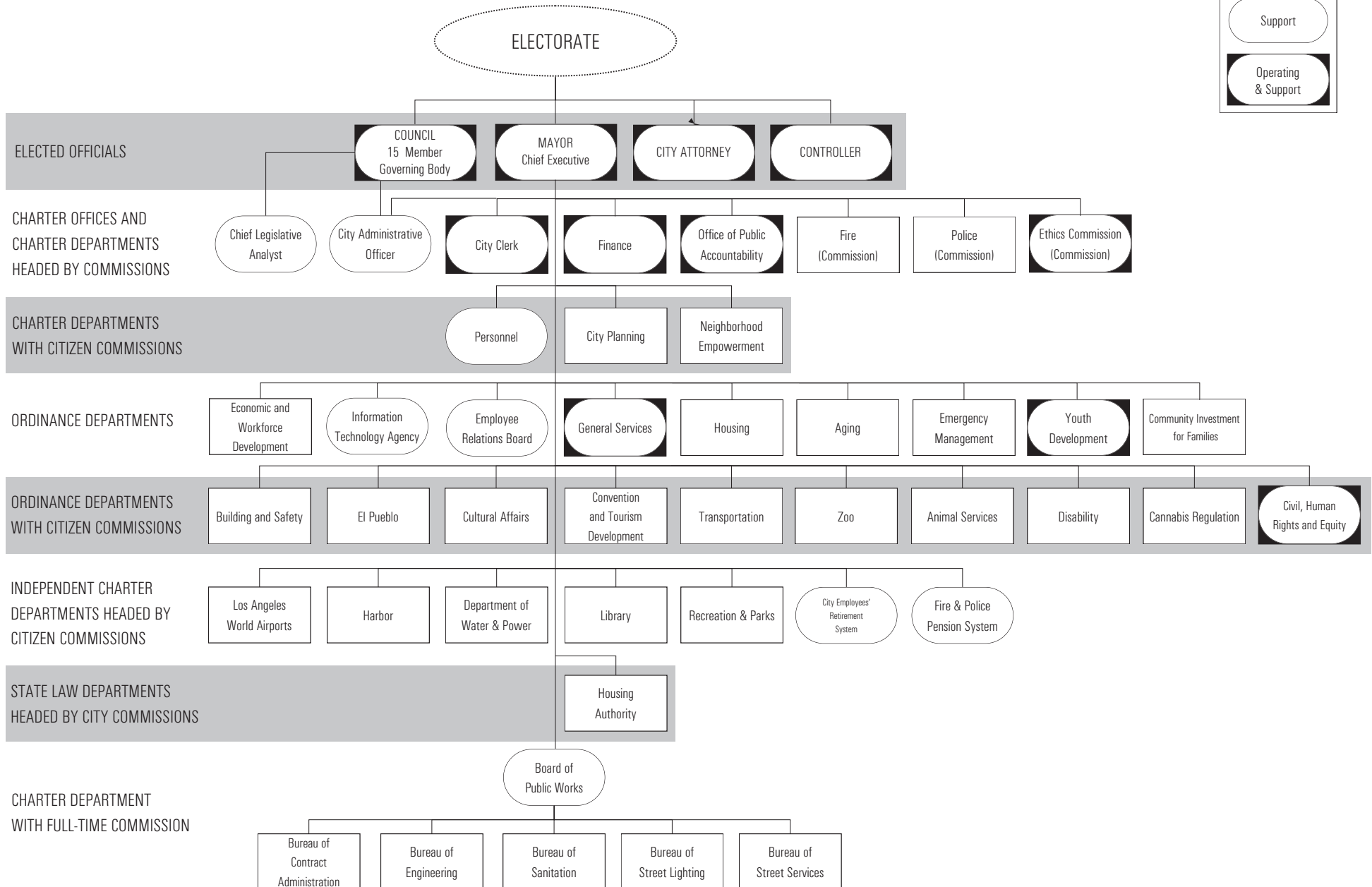
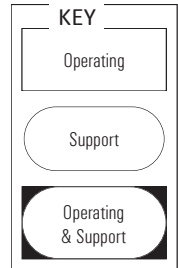
Los Angeles Organization Chart Council

City Attorney Useful Community Numbers

Further Recommended Reference

ORGANIZATION OF THE CITY OF LOS ANGELES

Proposed as of July 1, 2021



FIREWORKS

It is a misdemeanor to use, sell, possess, or discharge fireworks in the City of Los Angeles.
(LAMC 57.5608.1.2)

CITY PROPERTY

Posting yard sale and other signs is not permitted on public property.
(LAMC 28.04(a))
BUREAU OF STREET SERVICES,
Street-Use (800) 996-2489

Property owners and renters are responsible for keeping the sidewalk in front of their house or business free of trash and debris.
(LAMC 41.46)
BUREAU OF STREET SERVICES,
Street-Use (800) 996-2489

Trash containers can be put out no earlier than 6 PM before collection and must be removed by 8 PM afterwards. (LAMC 66.27)
BUREAU OF STREET SERVICES,
Street-Use (800) 996-2489

It is illegal to dump garbage of any kind on any street. (LAMC 66.27)
BUREAU OF STREET SERVICES,
Street-Use (800) 996-2489

LA CITY ATTORNEY NEIGHBORHOOD PROSECUTORS IN LAPD WEST BUREAU

LAPD Hollywood (213) 972-2971
Neighborhood Prosecutor:
Ethan Weaver (213) 978-7904
ethan.weaver@lacity.org

LAPD Olympic 213) 382-9102
Neighborhood Prosecutor:
Andrew Said (213) 978-8788
andrew.said@lacity.org
@AndrewSaidLA

LAPD Pacific (310) 482-6334
Neighborhood Prosecutor:
Claudia Martin (310) 202-3824
claudia.martin@lacity.org

LAPD West LA (310) 444-0702
Neighborhood Prosecutor:
Veronica de la Cruz Robles
(310) 202-3861
veronica.delacruzrobles@
lacity.org

LAPD Wilshire (213) 473-0476
Neighborhood Prosecutor:
Mehrnoosh Zahiri Naderi
(213) 978-2220
mehrnoosh.zahiri@lacity.org

Community Specialist
Kimberly Morosi (213) 473-5861
kimberly.morosi@lacity.org

GOOD NEIGHBOR LAWS



MIKE FEUER,
LA CITY ATTORNEY
FOR LAPD WEST BUREAU

The Office of the LA City Attorney
200 North Main Street - 8th Floor
Los Angeles, California 90012
www.lacityattorney.org
213-978-8100 | @CityAttorneyLA

NOISE

LAPD NON-EMERGENCY HOTLINE:
877 ASK-LAPD / 877-275-5273

Construction in residential areas is limited to the hours of 7 AM to 9 PM during the week and 8 AM to 6 PM on Saturdays. It is banned on Sundays and national holidays. (LAMC 41.40)

Loud Noises from any musical instrument, stereo or other amplified device is prohibited if it interferes with someone's peace and quiet. No sound should be audible more than 150 feet away from the boundary where it is being played. (LAMC 112.01(a)(b))

Car Alarms must become automatically silenced within five minutes. (LAMC 114.06)

Leaf Blowers may not be used before 7 AM. (LAMC 112.04)

Loud or Unruly Gatherings are prohibited and shall constitute a public nuisance subjecting the owner and responsible party to fines and penalties under this section. (LAMC 41.58.1(b))

CARS

Home Car Repair must be done in a building or area that is hidden by a wall or fence. (LAMC 12.21A1(a), 12.21A8(a))
DEPT. OF BUILDING & SAFETY
(888) 524-2845

Inoperable Cars must be garaged or somewhere hidden, not in a driveway or on the street. (LAMC 12.21A8(b))
DEPT. OF TRANSPORTATION
Abandoned Vehicles
(800) 222-6366

Except for emergency vehicles, parking is never allowed in alleys. (Vehicle Code 22951)
DEPT. OF TRANSPORTATION
Parking Enforcement
(213) 485-4184

OUTSIDE STORAGE

Indoor furniture, plumbing fixtures, construction and car parts can not be stored in the yard. (LAMC 12.21A(a), 12.08A, 12.21C1(g))
DEPT. OF STREET SERVICES
Lot Cleaning (800) 996-2489

RESIDENCES

Sanitation laws require dog owners to clean up after their dogs immediately. (LAMC 53.49)
ANIMAL SERVICES DEPT.
(888) 452-7381

A maximum of five 2-day yard sales are allowed per year. Sale items must be used only, not new. Sales are not allowed on sidewalks or streets. Hours 9 AM – 5 PM only. (LAMC 12.03)
CITY CLERK, OFFICE OF FINANCE
(213) 626-9271

BASIC MAINTENANCE & REPAIR OF BUILDINGS

Houses must be painted, maintained and in good repair, including siding, porch flooring, steps, railings, windows, screens, roofs and exteriors. (LAMC 91.8104.1). Properties must be free of trash, debris and overgrown vegetation. (LAMC 91.8104)
DEPT. OF BUILDING & SAFETY
(888) 524-2845
HOUSING & COMMUNITY
INVESTMENT DEPT. (866) 557-7368

RECOMMENDED FURTHER REFERENCE

Because of the size of these documents, they are not included. Links are provided below.

“Structure of a City,” is a commissioned report by the League of Women Voter’s on how the City of Los Angeles is organized, including a section on Neighborhood Councils

<https://my.lwv.org/sites/default/files/leagues/los-angeles/structureofacity.pdf>

“The People’s Business: A guide to the California Public Record’s Act published by the League of California Cities takes you through the process of requesting government records.

<https://www.cacities.org/Resources/Open-Government/THE-PEOPLE%E2%80%99S-BUSINESS-A-Guide-to-the-California-Pu.aspx>