

## HISTORIC HIGHLAND PARK NEIGHBORHOOD COUNCIL

Notice of Budget & Finance Committee Meeting and Agenda

24 November 2020 at 7:30PM

Virtual Meeting

Los Angeles, CA 90042

# BUDGET & FINANCE COMMITTEE

Zoom Meeting Online or By Telephone

Dial (669)900-6833 to Join the Meeting

Then Enter This Webinar ID: <https://us02web.zoom.us/j/86934472231>

Or iPhone one-tap : US: +16699006833,,86934472231# or +13462487799,,86934472231#

and Press #

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### VIRTUAL MEETING TELECONFERENCING NUMBER FOR PUBLIC PARTICIPATION

In conformity with the Governor's Executive Order N-29-20 (MARCH 17, 2020) and due to concerns over COVID-19, the Historic Highland Park Neighborhood Council meeting will be conducted entirely telephonically. Every person wishing to address the Neighborhood Council must dial (669)900-6833, or one tap : US: +16699006833,,86934472231# or +13462487799,,86934472231# and then press # to join the meeting. You can also join the meeting by clicking on the link below to join the webinar:

<https://us02web.zoom.us/j/86934472231> International numbers available:

<https://us02web.zoom.us/j/86934472231> Instructions on how to sign up for public comment will be given to listeners at the start of the meeting.

**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, assistive listening devices and 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 you wish to attend by contacting the Department of Neighborhood Empowerment by email: [NCsupport@lacity.org](mailto:NCsupport@lacity.org) or phone: (213) 978-1551.

**PUBLIC ACCESS OF RECORDS** – In compliance with Government Code section 54957.5, non-exempt writings that are distributed to a majority or all of the board in advance of a meeting may be viewed at our website: <https://www.highlandparknc.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 email:

[info@highlandparknc.com](mailto:info@highlandparknc.com)

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

**SERVICIOS DE TRADUCCIÓN** - Si requiere servicios de traducción, favor de avisar al Concejo Vecinal 3 días de trabajo (72 horas) antes del evento. Por favor contacte a “Emily Lu Aldrich” de la Mesa Directiva, al “EmilyAldrich@HighlandParknc.com” por correo electrónico avisar al Concejo Vecinal.

**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](https://ethics.lacity.org/lobbying). For assistance, please contact the Ethics Commission at (213) 978-1960 or [ethics.commission@lacity.org](mailto:ethics.commission@lacity.org)

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

- Fire Station #12 located at 5921 North Figueroa Street, Los Angeles CA 90042
- <https://www.highlandparknc.com>
- You can also view our agendas via email by subscribing to L.A. City’s Early Notification System at <https://www.lacity.org/subscriptions>.

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## AGENDA

1. **Call to Order** / Llamada al Orden
2. **Roll Call** / Pasar Lista
3. **General Public Comments on Non-Agenda Items—Comments from the public on non-agenda items within the Board’s jurisdiction (Limited to 10 min, max 2 min per speaker)**  
/ Comentarios del público en general sobre temas que no pertenecen a la agenda:  
comentarios del público sobre temas que no pertenecen a la agenda dentro de la jurisdicción de la Junta (Limitado a 10 minutos, máximo 2 minutos por orador)

## ACTION ITEMS

4. [2 min] **Motion to approve agenda.** / Acción para aprobar la agenda.
5. **New Business** / Nuevos Asuntos
  - a. Discussion: Housekeeping
    - i. Overall financial outlook for the second half of the fiscal year.
    - ii. Incoming invoices need to have an invoice number.
    - iii. Invoice needs to look professional.
    - iv. Recommendation to subscribe to DocuSign - \$25 per month
  - b. Pending Grant Applications
    - i. Discussion/motion: Motion to submit UGLA NPG for \$4500 to the board (Uptown Gay & Lesbian Alliance).
6. **Discussion/motion:** Motion to approve standing meeting date and time.
7. **Adjournment** / Levantar la session

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**RECONSIDERATION AND GRIEVANCE PROCESS** - For information on the HHPNC’s process for board action reconsideration, stakeholder grievance policy, or any other procedural matters related to this Council, please consult the HHPNC Bylaws. The Bylaws are available at our Board meetings and our website <https://www.highlandparknc.com> or visit <https://lacity.quickbase.com/db/bki8tm99k>

**PUBLIC POSTING OF AGENDAS** – The Historic Highland Park Neighborhood Council holds its regular meetings on the first Thursday of every month and may also call any additional required special meetings in accordance with its Bylaws and the Brown Act. The agenda for the regular and special meetings is posted for public review at: the Fire Station #12 located at 5921 North Figueroa Street and online at <https://www.highlandparknc.com>. You can also receive our agendas via email by subscribing to L.A. City’s Early Notification System at <https://www.lacity.org/your-government/government-information/subscribe-other-meetings-agendas-and-documents/neighborhood-councils>

**SERVICIOS DE TRADUCCIÓN** To request language services please call the Dept. of Neighborhood Empowerment, City of L.A at (213) 978-1551 at least 3 business days (72 hours) prior to the event. ***SI REQUIERE SERVICIOS DE TRADUCCIÓN, FAVOR DE NOTIFICAR A LA OFICINA 3 DÍAS DE TRABAJO (72 horas) ANTES DEL EVENTO. SI NECESITA AYUDA CON ESTA AGENDA, POR FAVOR LLAME A NUESTRA OFICINA AL (213) 978-1551.***

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