

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

Neighborhood Council: Venice Neighborhood Council

Fiscal Year: 2025-2026

NEIGHBORHOOD COUNCIL FUNDING PROGRAM
FINANCIAL OFFICERS LETTER OF ACKNOWLEDGEMENT & AGREEMENT

We, the undersigned, do hereby declare that as a result of an official action of the Governing Body of the Neighborhood Council (NC) named below:

- (1) we are authorized to request City funding to support NC general operations,
- (2) all items or services described or included in any related funding requests are exclusively intended to further the goals and objectives of the Neighborhood Council, and
- (3) all reasonable precautions shall be exercised by the undersigned to fully safeguard, control and account for all use of funds. Proper accountability of all City funds is critical to the success of the NC Funding Program.

Therefore, by the signature(s) below, and on behalf of the Neighborhood Council named below, WE HEREBY AGREE to the terms and conditions as set forth in this Letter of Acknowledgement and all related documents as provided by the City, agree to expend funds in accordance with any applicable City rules, policies or procedures, and specifically agree to expend monies received by the Office of the City Clerk solely for public purposes relating to the goals and purposes of the Neighborhood Council named below, consistent with the scope and authority under the City Charter, the Plan for a Citywide System of Neighborhood Councils and any implementing ordinances. We have attended and participated in the City-provided training relating to the NC Funding Program.

WE FURTHER ACKNOWLEDGE and WE AGREE to comply with any requirements regarding use of the NC funds. WE AGREE to provide NC financial reports and/or supporting documentation to the Office of the City Clerk, Neighborhood Council Funding Program as requested and at monthly meetings to the Governing Body and stakeholders of the NC named below. WE AGREE that the Office of the City Clerk and other City representatives may make on-site visits to inspect and review all NC financial records, upon providing reasonable advance notice to the NC Treasurer or designated representatives.

WE ACKNOWLEDGE THAT A NEW LETTER OF ACKNOWLEDGEMENT MUST BE FILED IF THERE IS ANY CHANGE OF FINANCIAL OFFICERS.

Neighborhood Council Financial Officers - Names and Signatures:

Treasurer

☐ **Please check here if a new Treasurer is being appointed**

SIGNATURE OF THE TREASURER

Helen Fallon

PRINT NAME OF THE TREASURER

Treasurer

BOARD POSITION

DATE

treasurer@venicence.org

EMAIL

PHONE NUMBER

CONTINUES OTHER SIDE

2nd Signer☐ **Please check here if a new 2nd Signer is being appointed**SIGNATURE OF THE 2nd SIGNER**Lisa Redmond**

DATE

lisa.redmond@venicenc.org

PRINT NAME OF THE 2ND SIGNER**Community At-large**

EMAIL

BOARD POSITION

PHONE NUMBER

Alternate Signer

(If not applicable, please indicate "N/A")

☐ **Please check here if a new Alt. Signer is being appointed**

SIGNATURE OF THE ALTERNATE SIGNER

DATE

PRINT NAME OF THE ALTERNATE SIGNER

EMAIL

BOARD POSITION

PHONE NUMBER

1st Bank Cardholder☐ **Please check here if a new Cardholder is being appointed**SIGNATURE OF THE 1st BANK CARD HOLDER**Lisa Redmond**

DATE

lisa.redmond@venicenc.org

PRINT NAME OF THE 1st BANK CARD HOLDER**Community At-large**

EMAIL

BOARD POSITION

PHONE NUMBER

2nd Bank Cardholder☐ **Please check here if a new Cardholder is being appointed**SIGNATURE OF THE 2nd BANK CARD HOLDER**Erica Moore**

DATE

erica.moore@venicenc.org

PRINT NAME OF THE 2nd BANK CARD HOLDER**Outreach Chair**

EMAIL

BOARD POSITION

PHONE NUMBER

***** Bank Cardholders, please read further next page *****

1st Bank Cardholder

SIGNATURE OF THE 1st BANK CARD HOLDER

Lisa Redmond

PRINT NAME OF THE 1st BANK CARD HOLDER

DATE

2nd Bank Cardholder

SIGNATURE OF THE 2nd BANK CARD HOLDER

Erica Moore

PRINT NAME OF THE 2nd BANK CARD HOLDER

DATE

<div style="display: flex; justify-content: space-between;"> Venice Neighborhood Council Neighborhood Council </div> <div style="text-align: center;"> Annual Budget for Fiscal Year: <u>2025-2026</u> </div>	
Annual Budget Funds	\$ 25,000.00
Rollover Funds*	
Total Annual Budget Funds	\$ 25,000.00

Office/Operational Expenditures Category	
E-Mails (Google)	\$ 2,880.00
Storage (Extra Space)	\$ 2,540.00
Website Hosting & Maintenance (Web Corner)	\$ 1,830.00
Post Office Box (USPS)	\$ 500.00
Board Meeting Facilities (Westminster Elementary)	\$ 2,100.00
Board Meeting Refreshments	\$ 1,800.00
Internet E-mail Service (Constant Contact)	\$ 1,600.00
Zoom License	\$ 150.00
Office Supplies	\$ 800.00
Printing/Copying	\$ 800.00
Various Equipment for Board Meetings (Microphones etc)	\$ 1,500.00
Total Office/Operational Expenditures	\$ 16,500.00

*The Funding Program will notify each NC of their Fiscal Year closing balance including available rollover funds and/or applicable adjustment, if any, approximately August 1st or next business day. Depending on when an NC submits its Admin Packet/annual budget, the NC may need to revise and resubmit its annual budget to account for any rollover and/or adjustments.

Outreach Expenditures Category	
Tabling	\$ 1,500.00
Town Halls	\$ 1,000.00
Apps	\$ 400.00
Outreach Supplies	\$ 500.00
Canva Software	\$ 100.00
Total Outreach Expenditures \$ 3,500.00	

Election Expenditures Category	
N/A	
Total Election Expenditures 0	

Neighborhood Purposes Grants (NPG) Expenditures Category	
	\$ 5,000.00
Total NPG Expenditures	\$ 5,000.00

Community Improvement Projects (CIP) Expenditures Category	
Total CIP Expenditures	0

TOTAL ANNUAL BUDGET ALLOCATIONS	
Office/Operational Expenditures	\$ 16,500.00
Outreach Expenditures	\$ 3,500.00
Election Expenditures	0
General and Operational Expenditures	\$ 20,000.00
Neighborhood Purposes Grants (NPG) Expenditures	\$ 5,000.00
Community Improvement Projects (CIP) Expenditures	0
TOTAL EXPENDITURES FOR THE FISCAL YEAR	\$ 25,000.00

NEIGHBORHOOD COUNCIL FUNDING PROGRAM

LEASES & AGREEMENTS

Please complete the following information, as applicable, for any leases or service agreements your NC currently has or plans on securing in the Fiscal Year involving office space, meeting space, storage facilities, P.O. Boxes, and/or website services. If sections below do not apply to your NC, please select NA on the sections that do not apply. If you have more than one Meeting Location, then please provide the same information on an additional page. The information provided on this form is to confirm services that an NC may currently have or that it would like to secure in the Fiscal Year which may require a City agreement. If an agreement needs to be drafted from the information provided, the NC board will be notified and advised to agendaize and approve the drafted agreement at a future board meeting; The approval the Administrative Packet/annual budget does not replace the vote the board will need to take to approve any agreements needed.

Office Location:

<input type="checkbox"/> Existing(may need to renew agreement) <input type="checkbox"/> New(new agreement may be needed) <input type="checkbox"/> Donated <input checked="" type="checkbox"/> NA	
Property Name:	
Property Address:	
Property Owner Name:	
Property Owner Phone Number:	
Property Owner Email:	

Meeting Location:

<input checked="" type="checkbox"/> Existing(may need to renew agreement) <input type="checkbox"/> New(new agreement may be needed) <input type="checkbox"/> Donated <input type="checkbox"/> NA	
Property Name:	SEE ATTACHED LIST OF MEEETING LOCATIONS
Property Address:	
Property Owner Name:	
Property Owner Phone Number:	
Property Owner Email:	

Storage Facility:

<input checked="" type="checkbox"/> Existing(may need to renew agreement) <input type="checkbox"/> New(new agreement may be needed) <input type="checkbox"/> Donated <input type="checkbox"/> NA	
Facility Name/Owner	Extra Space Storage
Facility Address:	658 S. Venice Blvd., Venice 90291
Facility Owner Phone Number:	310-486-2798
Facility Owner Email:	FAC8011@extraspace.com
Name on Facility Account:	Venice NC

P.O. Box:

<input checked="" type="checkbox"/> Existing(may need to renew agreement) <input type="checkbox"/> New(new agreement may be needed) <input type="checkbox"/> Donated <input type="checkbox"/> NA	
Property Name/Owner:	US Postal Service
NC P.O. Box Address	PO Box 550 Venice CA 90294
Property Owner Address:	313 Grand Blvd, Venice CA 90291
Property Owner Phone Number:	800-275-8777
Property Owner Email:	
Name on P.O. Box Account:	Venice Neighborhood Council

Website Services:

<input checked="" type="checkbox"/> Existing(may need to renew agreement) <input type="checkbox"/> New(new agreement may be needed) <input type="checkbox"/> Donated <input type="checkbox"/> NA	
Name of Website Services Provider:	Web Corner
Service Provider Address:	15300 Ventura Blvd. ste 400, Sherman Oaks 91403
Service Provider Phone Number:	818-315-7743
Service Provider Email:	support@thewebcorner.com
Type of Services Provided:	Maintenance/support for VNC website

When the Board completes and approves the Admin Packet, the NC Treasurer may submit the Packet and BAC Form online in the NC Funding System portal, Budget Allocation section. The NC Funding System portal website is <https://cityclerk.lacity.org/NCFundPortal/#/login>

Please contact our Office for any questions you may have. We are here to help.
Clerk.NCFunding@lacity.org
 (213)978-1058

VENICE NEIGHBORHOOD COUNCIL ADMIN PACKET 2024-2025

LIST OF MEETING LOCATIONS

BOARD MEETINGS: Existing (may need to renew agreement)

Property Name: Westminster Elementary School (Auditorium)
Property Address: 1010 Abbott Kinney Blvd, Venice CA 90291
Property Owner: LAUSD

COMMITTEE MEETINGS: (may need to renew agreement)

1. Property Name: Venice Branch, Los Angeles Public Library (Community Room)
Property Address: 501 South Venice Blvd, Venice CA 90291
Property Owner: City of Los Angeles
Tele: 310-821-1769
2. Property Name: Oakwood Recreation Center
Property Address: 767 California Ave, Venice CA 90291
Property Owner: City of Los Angeles, Dept of Recreation and Parks
Tele: 310-452-7479
3. Property Name: Penmar Recreation Center
Property Address: 1341 Lake Street, Los Angeles, 90291
Property Owner: City of Los Angeles Dept of Recreation and Parks
Tele: 310-396-8735
4. Property Name: Extra Space Storage (Community Room)
Property Address: 658 Venice Blvd, Venice 90291
Tele: 310-486-2798
5. Property Name: Zinque Restaurant
Property Address: 1440 Lincoln Blvd, Venice 90291
Tele: 310-3102469 www.lezinque.com
6. Property Name: Venice Beach BID Office
Property Address: 1320 Pacific Ave, Venice 90291
Tele: 310-396-8243 admin@venicebeachbid.com
7. Property Name: Gjusta Sunset (Patio)
Property Address: 320 Sunset Ave, Venice 90291
Tele: 310-314-0320 gjusta.com