



Greater Valley Glen Council ("GVGC")

13654 Victory Blvd., #136, Valley Glen, CA 91401

www.greatervalleyglencouncil.org

REGULAR VIRTUAL BOARD MEETING

June 1, 2020 - Call to Order at 7:00 p.m.

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 Greater Valley Glen Council meeting will be conducted entirely telephonically. Every person wishing to address the Neighborhood Council must dial **(669) 900 - 6833** and enter **951 2179 9133** and then press # to join the meeting. You may join the meeting as early as 6:30 p.m. Instructions on how to sign up for public comment will be given to listeners at the start of the meeting, 7:00 p.m.

Officers

Mickey Jannol	Acting President
Vacant	Vice President
Anthony Sipp	Treasurer
Joanne D’Antonio	Secretary

Board Members

Leslie Aguirre	At-Large Rep	Cosmo Moore	District 4 Rep
Joseph Barmettler	District 4 Rep	Sloan Myrick	District 5 Rep
Anthony Bethel	District 1 Rep	Kristen Robinson	At-Large Rep
Joanne D’Antonio	At-Large Rep	Andrea Schmitt	District 6 Rep
Walter Hall	Community Organizations Rep	Robin Shafer	Community Organizations Rep
Mickey Jannol	Commercial Property Rep	Alex Silva	District 1 Rep
Artur Manasyan	Youth Rep	Anthony Sipp	District 6 Rep
Jah Milton	Education Institutions Rep	Krista Sipp	At-Large Rep

Meeting Agenda appears on the following page. Please note the following:

- 1) A copy of this Agenda is posted on the GVGC website and GVGC Facebook page. It is physically posted at Uncle Tony’s Pizzeria, Erwin Street Elementary School, Monlux Elementary School, Kittridge Street Elementary School, and the baseball backstop at Valley Glen Community Park.
- 2) A Quorum of at least 13 Board members present is needed to discuss/consider/vote on Official Actions. Official Actions other than Bylaw changes are approved by Majority of the sum of Ayes and No votes cast. Abstentions are not considered. Bylaw changes require a 2/3 vote of the seated Board.
- 3) The public is invited to this meeting by accessing the Zoom information above. Pursuant to the Agenda, the Public is invited to comment on items as called for in the Agenda.



AGENDA

1. Call to Order.

2. Roll Call.

3. Nominations for and election of President, conducted by Jasmine Elbarbary, EmpowerLA Neighborhood Empowerment Advocate ("NEA").

- Nominations
- Nominee Comments
- Public Comment
- Board Comment
- Roll Call Election by Board. Nominee receiving majority of votes becomes President.

4. Nominations for and election of Vice President, conducted by NEA Jasmine Elbarbary.

- Nominations
- Nominee Comments
- Public Comment
- Board Comment
- Roll Call Election by Board. Nominee receiving majority of votes becomes Vice President.

Meeting will now be conducted by Board President

5. Nominations for and election of Treasurer.

- Nominations
- Nominee Comments
- Public Comment
- Board Comment
- Roll Call Election by Board. Nominee receiving majority of votes becomes Secretary.

6. Nominations and elections for vacant board seats. Vacant seats consist of:

Two (2) District 2 Reps, Two (2) District 3 Reps, One (1) District 5 Rep, Two (2) Business Reps, One (1) Religious Institution Rep, and One (1) Commercial Property Rep.

For each Nominee:

- Nomination
- Nominee Comments
- Public Comment
- Board Comment
- Roll Call Election by Board.

7. Government Relations Committee – W. Hall, Chair

Each motion is followed by:

- Motion Second
- Public Comment
- Board Comment
- Possible Motions/Amendments handled in accordance with Rosenberg' Rules of Order ("Rosenberg")
- Call the Question
- Voice Vote or Roll Call Vote if a money motion. Majority of Ayes and Nos required to pass.



Motion 1: GVGC favors the proposed report from the Department of Water and Power relative to the feasibility and costs to underground electric distribution facilities in high fire zones, but to additionally report on the feasibility and costs to use insulated conductors as an alternative solution to undergrounding, and on additional practices that would minimize possible utility-caused fire-starting points. (CF 19-1361) **[For if Amended]**

Motion 2: Blocking sidewalks by businesses and street vendors is a problem within the footprint of our neighborhood council and in surrounding areas. The Greater Valley Glen Council supports the City Council motion (19-1334) that requests development of an ordinance that would facilitate the citing of non-permit holders from creating violations of the Americans with Disabilities Act. **[For]**

Motion 3: For residents of Greater Valley Glen, the proposed joint development project at the Metro North Hollywood Station appears less than user-friendly. Without adequate and easily accessible parking, riding the Red Line in lieu of freeway use by our constituency is problematic. As proposed, parking for public transit users is to be scattered about various project structures, with a smart phone app listing of site-specific parking availability. With no guarantee that a spot will remain available, especially as traffic within and about the project will cause delays, finding parking becomes difficult and uncertain and ultimately sours Red Line ridership by those not within walking distance of it. The Greater Valley Glen Council approves sending a letter to project management asking for a redesign of parking facilities and the building of more parking near the station. Additionally, this letter will communicate our objection to the project's proposed felling of many mature trees and ask for a redesign to save as many, if not all, of those trees.

Motion 4: The GVGC approves transmittal to the Bureau of Street Service its opposition to a Tree Blitz Program in place of one of two annual Pothole Blitz efforts as we find that City streets continue to demand attention and repair. We find the Tree Blitz proposal to be piecemeal in nature and lacking thoughtful planning with no analysis of possible benefits versus the time and dollars that would be expended on it. Accordingly, the GVGC recommendation is that, before any such Tree Blitz effort be undertaken, the Street Tree Inventory be conducted first and an overall Urban Forestry Master Plan with ecological consultation from the scientific community be subsequently created and adopted so that future tree planting is done in a systematic and responsible way.

Motion 5: The Greater Valley Glen Council supports preparation of an ordinance that would restrict parked vehicle idling and preparation of a marketing campaign to publicize the health consequences of needless idling. The ordinance, when prepared, should include emphasis on strict enforcement and carry significant financial penalties for non-compliance. (CF 19-0604) **[For if Amended]**

Motion 6: The GVGC approves sponsorship of this year's ONEgeneration Senior Symposium at a cost of either \$300 or GVGC's previous contribution, whichever is greater.

Motion 7: The GVGC supports the proposal at City Council to allow Park Rangers to, after necessary training, carry firearms, CF 20- 0190. **[For]**

Motion 8: The Greater Valley Glen Council recommends passing CF 15-0499-S1 with the simple addition that the division of biologists and horticulturalists proposed in the motion extend their consultation to the management of the City's street trees as well as to the private tree population as indicated in the motion. It is crucial that all trees in the City benefit from this added expertise. **[For if Amended]**

Information Items: Government Rep reports: Sustainability, VANC, and LA DWP.

8. President's Motions

Each motion is followed by:

- Motion Second
- Public Comment
- Board Comment
- Possible Motions/Amendments handled in accordance with Rosenberg
- Call the Question
- Voice Vote or Roll Call Vote if a money motion. Majority of Ayes and Nos required to pass.



Motion 1: Approval of up to \$1,750 to purchase a one-year subscription from Zoom (Zoom Pro) to provide a license for each Committee Chair and hosting capability for Committee meetings. The Zoom Pro account offers “bandwidth” to accommodate up to 100 attendees for each Committee meeting. This is in addition to the City-provided Board license which supports up to 500 attendees.

Motion 2: Approval to pay the attached Moore Business Results invoice for webmaster services for May 2020.

Motion 3: Approval of the attached FY 2020 - 2021 Administrative Packet for submission to EmpowerLA and the City Clerk.

Motion 4: Approval to write letter to support the May 7, 2020 attached letter from Steering Board Members of the Neighborhood Council Sustainability Alliance to Mayor Garcetti regarding Council Files 20-0482 (climate as essential services) and 20-0600 (proposed budget).

9. President’s Comments

10. Public Comment on non-Agenda Items. Please see Disclosures on page 7.

11. Board Comments on items not covered in this Agenda.

12. Scheduling of next Board Meeting to handle motions and Important Deadlines below:

June 8, 2020 - Deadline to receive refund checks to ensure reimbursed funds are credited back to the NC's account this Fiscal year

June 15, 2020 - Final date to submit a check payment request, including NPG applications (normally June 1st every year)

June 20, 2020 - Final date to make purchases with the NC bank card

June 30, 2020 - Deadline to submit Encumbrance Requests to clerk.NCFunding@lacity.org

13. Motion to Adjourn.



Agenda Item #8, Motion 2 Attachment



Invoice #GVG 2020 0601
Number

Date June 1, 2020

Mr. Mickey Jannol
President
Greater Valley Glen NC
13659 Victory Blvd, #136
Valley Glen, CA 91401

Please remit to:

Wendy L. Moore
Moore Business Results
19300 Rinaldi, #7524
Northridge, CA 91327

818 252-9399
<http://www.moorebusinessresults.com/>
City of LA Tax #549794-29

Communications services	508.13
Constant Contact for 1 month	45.00
Total Amount Due:	\$553.13

Thank you for your business. We appreciate working with you.

Please pay within 21 days of invoice date. Payments not received by that date may incur a late fee of \$25. We may also assess a 1.5% interest charge per month on late payments. Interest accrues retroactively from the invoice date. If the invoice is not paid within 90 days, additional collections fees may apply. Returned checks are \$25.

Date	Details	Hours
5/1/2020	Agenda. Facebook.	0.17
5/5/2020	Add renderings stormwater	0.17
5/7/2020	Special meeting agendas. Facebook. Eblast.	0.75
5/12/2020	Updated fact sheet stormwater	0.17
5/16/2020	Constant Contact settings update. Community plan on news. Blood drive on calendar. Eblast. Facebook	1.00
5/18/2020	Agenda	0.17
5/22/2020	Art competition on calendar. Agenda. COVID news. Eblast. Facebook.	1.00
5/26/2020	Safety Minutes	0.17
5/28/2020	Calendar: Stormwater capture meeting info, grab & go, Nazarian meeting. Update board page. Facebook.	0.67
	Communications Total	4.27



Agenda Item #8, Motion 4 Attachment

NEIGHBORHOOD COUNCIL SUSTAINABILITY ALLIANCE.

Mayor Eric Garcetti
200 N. Spring Street
Los Angeles, CA 90012

May 7, 2020

Re: Council Files 20-0482 (climate as essential services) and 20-0600 (proposed budget)

Dear Mayor Garcetti and the City Council:

If there is any lesson many of us in the Neighborhood Council Sustainability Alliance have learned over the course of the coronavirus pandemic, it is that we have to be forward-thinking and prepare for what we know will come; we ignore predicted crises at our peril. In that vein, we object to the proposed budget as described in Council File 20-0600, and we support Council File 20-0482, to classify as essential emergency services any efforts to reduce greenhouse gas and toxic emissions.

Unfortunately, the climate crisis will not wait on hold while we address the impacts of the coronavirus pandemic, and although we expect to see some cuts to climate mitigation programs in order to close the budget gap caused by the projected drop in revenue and unexpected costs due to the pandemic, those programs should not be eliminated; we do not want you to repeat the mistake made by the Trump administration in disbanding the Office of Global Health Security and Biodefense prior to the pandemic.

Specifically, our concerns include:

- the elimination of the Office of Climate Emergency Mobilization, the Climate Emergency Commission, and Community Assemblies (all of which were just about to launch, and which would have engaged low-income communities, who are particularly vulnerable to the climate crisis as well as this pandemic, in a just transition to a sustainable economy)
- the elimination of the Wildlife Pilot Study, which protects habitat connectivity
- reductions in funding for protection and maintenance of existing mature trees throughout the city—now more than ever, we need to protect the lungs of Los Angeles

We have known about and felt the effects of the escalating climate crisis for many years—each year breaking new records with more extreme weather and wildfires. Although the speed at which we are experiencing the impacts of these two crises is different, make no mistake that the climate crisis is causing increasing numbers of human deaths. To continue to react to short-term threats while postponing, or outright ignoring, whole-system issues is near-sighted and dangerous. Far better would be to treat the immediate crisis as a part of our overall strategy for dealing with the larger one that we know will be a multi-generational, global endeavor.

This is a painful time, but we do not want to return to the way things were; we want to do better. And this budget is, at the end of the day, a statement of our values.

Sincerely,

Steering Board Members of the Neighborhood Council Sustainability Alliance

Shelley Billik

Don Dwiggins

Lisa Hart

Ernesto Hidalgo

Loraine Lundquist



Disclosures:

***PUBLIC ACCESS OF RECORDS** - In compliance with Government Code section 54957.5, non-exempt writings that are distributed to a majority or all the board in advance of a meeting may be viewed at Uncle Tony's Pizzeria, 13007 Victory Blvd Valley Glen, CA 91606, at www.greatervalleyglencouncil.org or at a scheduled meeting. If you would like a copy of any record related to an item on the agenda, please contact Mickey Jannol, Board President, at mjannol@greatervalleyglencouncil.org or at (818- 613-6311).

PUBLIC INPUT AT NEIGHBORHOOD COUNCIL MEETINGS – 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 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.

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 or phone: (213) 978-1551.

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 Alejandro Silva de la Mesa Directiva, al gvgcalexsilva@gmail.com o 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. For assistance, please contact the Ethics Commission at (213) 978-1960 or ethics.commission@lacity.org

Inquiries may be directed to Mickey Jannol, Board President, at mjannol@greatervalleyglencouncil.org or at (818-613-6311).

Fiscal Year
2020 -2021

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

Neighborhood Council: Greater Valley Glen

NEIGHBORHOOD COUNCIL FUNDING PROGRAM FISCAL YEAR ADMINISTRATIVE PACKET

Summary

The Administrative Packet provides for a more comprehensive and complete record of all items that support the Neighborhood Councils' (NC) fiscal and administrative operations, including its annual budget, Financial Officers, and any commitments for NC office space, storage facility, P.O. Boxes, etc.

Goal(s)

The goal(s) of the Administrative Packet is to make it easier for NCs to identify, plan, and confirm, via a board vote, all fiscal and administrative requirements upfront each year so that our Office can prepare for and process funding requests and resulting contracts judiciously and expeditiously.

The Packet contains the following items:

- NC Funding Program Acknowledgements & Agreements – Signed by all Financial Officers
 - If a new Financial Officer is being appointed for the new Fiscal Year, please check the appropriate box for the Financial Officer(s).
- Completed Annual Budget
- Information pertaining to office space, meeting space, storage facility, Post Office Box (P.O. Box), and website services, as applicable.

Procedure

On a yearly basis, we require each NC to discuss, prepare, and approve the Administrative Packet. Once the Packet has been voted on by the board, the Packet and the completed Board Action Certification (BAC) Form are to be submitted to the NC Funding Program.

Your NC Treasurer can submit both documents, the Packet and BAC, by uploading them in the NC Funding System portal, Budget Allocation section, immediately after Board approval. Once received, reviewed, and accepted by our Program, your NC will gain full access to its funds. The NC Funding System portal website is: <https://cityclerk.lacity.org/NCFundPortal/#/login>

As our Program awaits your Packet submission, access to your NC funds will be limited to \$333.00 per month, until the annual budget, Administrative Packet, and BAC have been received and accepted. This limited amount is intended to assist your NC operationally for expenses related to conducting your NC meetings, i.e. meeting facility use fees, printing and photocopying of meeting documents, meeting refreshments/snacks, professional staff services.

If you have questions or require any assistance regarding the packet, please feel free to email us at clerk.ncfunding@lacity.org or call us at 213-978-1058.

**NEIGHBORHOOD COUNCIL FUNDING PROGRAM
FINANCIAL OFFICERS LETTER OF ACKNOWLEDGEMENT & AGREEMENT**

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

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

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

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

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

Neighborhood Council Financial Officers - Names and Signatures:

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

SIGNATURE OF THE TREASURER

DATE

PRINT NAME OF THE TREASURER

EMAIL

BOARD POSITION

PHONE NUMBER

CONTINUES OTHER SIDE

2nd Signer

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

SIGNATURE OF THE 2nd SIGNER

DATE

council.neighborhood@yahoo.com

PRINT NAME OF THE 2ND SIGNER

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

DATE

PRINT NAME OF THE 1st BANK CARD HOLDER

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

DATE

PRINT NAME OF THE 2nd BANK CARD HOLDER

EMAIL

BOARD POSITION

PHONE NUMBER

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

**NEIGHBORHOOD COUNCIL FUNDING PROGRAM
BANK CARDHOLDER ACKNOWLEDGEMENT &
AGREEMENT OF RESPONSIBILITIES**

This document outlines the responsibilities that I, as the Neighborhood Council Bank Cardholder, have as the primary custodial holder of a City Los Angeles Neighborhood Council (NC) Bank Card, referred herein as "the card" for the Neighborhood Council named below. My signature indicates that I have read and understand these responsibilities and further, that I agree to adhere to the guidelines established by the Office of the City Clerk and approved by the City Controller for the use of City funding as it relates to the Neighborhood Council Funding Program.

1. I understand that the City of Los Angeles Neighborhood Council Card is intended to facilitate the purchase and payment of materials or services required for the conduct of official Neighborhood Council business only.
2. I agree to make only those purchases consistent with the type of purchases authorized by the Office of the City Clerk and approved by the NC Governing Board.
3. I understand that under no circumstances will I use the Card to make personal purchases either for myself or for others. The Card is issued in the name of the Neighborhood Council and I serve as the Card custodian. I agree that should I willfully violate the terms of this Agreement and use of the Card for personal use or gain that I will reimburse the City of Los Angeles for all incurred charges and any fees related to the collection of those charges.
4. Uses of the Card not authorized by the Office of the City Clerk can be considered misappropriation of City funds. This could result in (a) immediate and irrevocable forfeiture of the Card, and /or (b) potential de-certification action. I understand that the Card must be surrendered upon termination of any official position with the Neighborhood Council to which the card is issued. I agree to maintain the Card with appropriate security whenever and wherever I or any other authorized person may use the Card. If the Card is stolen or lost, I agree to immediately notify the Office of the City Clerk.
5. I understand that since the Card is the property of the Bank and authorized for issue by the City of Los Angeles, I am required to comply with internal control procedures designed to protect City assets. This may include being asked to produce the Card, receipts, and/or statements to validate its existence and to audit its use.
6. I understand that I will have access to the Funding Program System portal via the Internet where all card transactions will be posted by the Bank when the card is used. I understand that I am required to obtain itemized receipts for all card transactions and upload the itemized receipts to the Funding Program System portal to verify the posted card transaction. Uploading the required itemized receipt is necessary for my NC Monthly Expenditure Report (MER) to be generated by the Funding Program System portal. The MER must be reviewed and approved by the NC Governing Board before being submitted to the Office of the City Clerk as a complete Report.
7. I understand that all transactions on the Card will reduce the funds available to the NC. I understand that the Bank will not accept any limit increases from me.
8. I understand that the Card is solely provided to the designated NC cardholder and that assignment of the Card is based on the understanding that I need to purchase materials required for the conduct of Neighborhood Council business. I understand that custodial possession of the Card is not an entitlement nor reflective of title or position.
9. As a Neighborhood Council Financial Officer, I have signed and received a copy of both the NC Funding Program Bank Cardholder Agreement of Responsibilities and Financial Officers Letter of Acknowledgement, have attended and completed the required NC Funding Program training, and understand the requirements and limitations regarding the NC Bank Card's use.

PLEASE SIGN OTHER SIDE

OFFICE OF THE CITY CLERK | clerk.ncfunding@lacity.org | 213-978-1058

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 FUNDING PROGRAM
ANNUAL BUDGET TEMPLATE – FISCAL YEAR 2020-2021

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

As a planning tool, the annual budget allows the NC board to allocate its funds, both regular annual funds and rollover funds, if any, into the following Expenditure Categories:

1. General and Operational Expenditures
 - i. **Office/Operational**
 - ii. Outreach
 - iii. Elections
2. Neighborhood Purposes Grants (NPGs)
3. Community Improvement Projects (CIPs)

With the exception of certain expenditures related to Office/Operational items, the annual budget cannot be used as authorization or approval of actual payments to vendors. All payments related to Outreach purchases, activities, and events, Elections, NPGs, and CIPs must be considered and approved through separate board motions, not as part of the board approval of the annual budget.

The annual budget may be accepted as authorization for payment for certain monthly and recurring **Office/Operational expenditures only**, such as those listed below, when itemized in the Office/Operational Expenditure Category. Please see the sample itemized Office/Operational budget allocations next page.

1. Office lease payments
2. Office supplies and equipment expenses, not including inventory items
3. Storage facility lease payments
4. P.O. Box payments
5. Office telephone and Internet services
6. Refreshments/snacks for board/committee meetings
7. Website hosting and maintenance services
8. Professional meeting/office-related services, i.e. translators, minute-takers, audio services
9. Printing and copying for meetings/office-related purposes only
10. Printing NC business cards

The annual budget template form provided here is an optional tool. Your Neighborhood Council may submit its annual budget on a form different from this template as long as it only contains the same budget allocation Expenditures Categories listed above.

For more details on the Administrative Packet, Fiscal Year annual budget, and rollover of funds unspent at the end of the Fiscal Year, please review the Policies and Guidelines, Policy 1.1, found on our website: <https://clerk.lacity.org/neighborhood-council-funding-program>

**Sample Itemized Budget Allocations for
Office/Operational Expenditures**

Office/Operational Expenditures Category	
<i>Office Rent (\$500/month x 12 months)</i>	\$6,000.00
<i>Office Supplies (paper, ink, staples, pens, binders, business cards, etc.)</i>	\$500.00
<i>Printer/Copy Machine Lease</i>	\$1,500.00
<i>Internet Service (Spectrum)</i>	\$1,000.00
<i>Telephone Service (Ooma)</i>	\$500.00
<i>Website Hosting and Maintenance</i>	\$2,000.00
<i>Printing and Photocopying for Meetings</i>	\$500.00
<i>Meeting Facility Fees (Riverside Elementary School)</i>	\$2,000.00
<i>Minute-Taker for Meetings (AppleOne)</i>	\$1,500.00
<i>Refreshments/Snacks for Meetings</i>	\$1,500.00
Total Office/Operational Expenditures	\$17,000.00

Greater Valley Glen Neighborhood Council Annual Budget for Fiscal Year 2020-2021	
Annual Budget Funds	\$32,000.00
Rollover Funds*	\$ 10,000.00
Encumbered Funds*	\$ 30,000.00
Total Annual Budget Funds	\$ 72,000.00

Office/Operational Expenditures Category	
"Personal Storage" 13005 Victory Blvd. Valley Glen, CA 91606	\$ 1,200.00
Meeting Food	\$ 2,400.00
Printing Costs	\$ 400.00
P.O. Box Costs	\$ 100.00
Total Office/Operational Expenditures	\$ 4,100.00

*The Funding Program will notify each NC of their Fiscal Year closing balance including available rollover funds and/or approved encumbered funds, if any, on 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 encumbered funds. PLEASE NOTE: Encumbered funds are intended only for earmarked expenditures submitted in the "Encumbrance Request Form" and approved by the Funding Program

Neighborhood Purposes Grants (NPG) Expenditures Category	
NPG Grants, each ranging from \$1,000 to \$3,000. Target average Grant @ \$2,000	\$ 12,000.00
Total NPG Expenditures	\$ 12,000.00

Community Improvement Projects (CIP) Expenditures Category	
Valley Glen Medians	\$ 15,000.00
Valley Glen Sign	\$ 10,000.00
Laurel Grove Park Playground Shade Structure	\$ 10,000.00
Other Improvement Projects	\$ 5,000.00
Total CIP Expenditures	\$ 40,000.00

TOTAL ANNUAL BUDGET ALLOCATIONS	
Office/Operational Expenditures	\$ 4,100.00
Outreach Expenditures	\$ 14,750.00
Election Expenditures	\$ 0.00
General and Operational Expenditures	\$ 18,850.00
Neighborhood Purposes Grants (NPG) Expenditures	\$ 12,000.00
Community Improvement Projects (CIP) Expenditures	\$ 40,000.00
TOTAL EXPENDITURES FOR FISCAL YEAR 2020-2021	\$ 71,850.00

**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:	LAVC Administrative Building
Property Address:	5800 Fulton Ave. Valley Glen, CA 91401
Property Owner Name:	Los Angeles Valley College
Property Owner Phone Number:	818.947.2600
Property Owner Email:	leemc@lavc.edu

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	Personal Storage
Facility Address:	13005 Victory Blvd. Valley Glen, Ca 91606
Facility Owner Phone Number:	818.508.9889
Facility Owner Email:	None
Name on Facility Account:	Personal Storage

P.O. Box:

<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/Owner:	West Coast Mail Center
NC P.O. Box Address	13654 Victory Blvd. #136 Valley Glen, CA 91401
Property Owner Address:	13654 Victory Blvd. Valley Glen, CA 91401
Property Owner Phone Number:	818.904.9822
Property Owner Email:	westcoastmailcenter@gmail.com
Name on P.O. Box Account:	Greater Valley Glen Council

Website Services:

<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	
Name of Website Services Provider:	Moore Business Results
Service Provider Address:	19300 Rinaldi St. Northridge, CA 91327
Service Provider Phone Number:	818.252.9339
Service Provider Email:	wmoore@moorebusinessresults.com
Type of Services Provided:	Webmaster. Coordinates web services.