



# Greater Valley Glen Council ("GVGC")



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

[www.greatervalleyglencouncil.org](http://www.greatervalleyglencouncil.org)

## REGULAR VIRTUAL BOARD MEETING

April 5, 2021 - 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 attend and/or comment at this meeting must **dial (669) 900-6833** and **enter 814 4570 6341** and **then press #** to join the meeting. You may join the meeting as early as 6:45 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

Anthony Bethel	President
Cosmo Moore	Vice President
Andrea Schmitt	Treasurer
Joanne D'Antonio	Secretary

#### Board Members

Joseph Barmettler	District 4 Rep	Cosmo Moore	District 4 Rep
Anthony Bethel	District 1 Rep	Sloan Myrick	District 5 Rep
Joanne D'Antonio	At-Large Rep	Kristin Robinson	At-Large Rep
September Forsyth	At-Large Rep	Andrea Schmitt	District 6 Rep
Jonathan George	District 5 Rep	Robin Shafer	At-Large Rep
Walter Hall	At-Large Rep	Alex Silva	District 1 Rep
Heidi Harrison	District 2 Rep	Anthony Sipp	District 6 Rep
Michael Hjelmstad	District 2 Rep	Krista Sipp	At-Large Rep
Mickey Jannol	At-Large Rep	Dan Stueve	At-Large Rep
Andrea Jones	At-Large Rep		
Artur Manasyan	Youth Rep		
Jah Milton	At-Large Rep		



# Greater Valley Glen Council ("GVGC")



## AGENDA

*Items with a heading followed by an asterisk (\*) indicate there are possible motions for all listed Motions that follow. Motions are followed by a second, Public comment, Board comment/discussion, and other actions including a Call for the question, and Roll Call vote.*

**Item 1 Pledge of Allegiance.**

**Item 2 Call to Order and Roll Call.**

**Item 3 Chair instructions for Public Comment.**

**Item 4 \* Approval of minutes \***

Motion 1: \* Approval of March 1, 2021 Regular Board Meeting Minutes \*

**Item 5 Left intentionally blank.**

**Note:** Vacant seats consist of two District 3 Reps and 2 At-Large Seats at the time of this Agenda. Per the Bylaws Article V, Section 6, any Board member may nominate a stakeholder to the President and the President will submit the nomination for the next Board meeting's agenda. Stakeholders shall meet the same eligibility requirements that apply to the position they would fill, as are required of elected Board Members.

**Item 6 Government Representative and LAPD Reports.** Please alert the Chair if you wish to present. Please limit each presentation to 2 minutes unless the Chair allows more time.

**Scheduled Presentation 1:** Brandon Pender (Region 4 NC Budget Advocate) (Up to 5 minutes)

**Scheduled Presentation 2:** LAUSD Board Member Scott Schmerelson (Up to 5 minutes)

**Scheduled Presentation 3:** Sophia Soudani (Field Representative from Assemblymember Adrin Nazarian's Office) (Up to 5 minutes)

**Item 7 President's Motions & Comments.** All motions marked

**Item 8 \* Treasurer's Report and Motions.** All motions marked \*

**Motion 1 \* Approval of February 2021 MERs.** A copy is attached and there is also a link here:

<https://clkrep.lacity.org/ncfunding/mer/87273DD1-190F-460D-9838-57ED78BD2CFCL.pdf>

**Motion 2:** \* Motion to approve the further revised Administrative Packet and Budget for the 2020-21 fiscal year. **Note:** This motion supersedes the motion and Budget passed during the March 1, 2021 Board meeting. \*



# Greater Valley Glen Council ("GVGC")



## **Item 9 Arts & Education Committee. Report and Motions. All motions marked \***

**Motion 1:** \* The GVGC moves to hold an event called "Story Time in Valley Glen Park" for the children of Greater Valley Glen on the 2nd and 4th Tuesday of May at 3PM at a cost of up to \$200 for supplies and a donation to Group Rep Theater of North Hollywood (a 501c3). \*

**Motion 2:** \* The GVGC moves to approve up to \$300 to create a Butterfly and Hummingbird Habitat in the southwest area of Valley Glen Park. The Arts and Education Committee shall coordinate with the neighbors of the park on purchasing and placement. \*

## **Item 10 Community Safety Committee. Report and Motions. There were no motions.**

## **Item 11 Outreach Committee. Report and Motions. There were no motions.**

## **Item 12 Planning and Land Use Committee. Report and Motions. There were no motions.**

## **Item 13 \* Government Relations Committee. Report and Motions. All motions marked \***

Where Los Angeles City Council Files (CF) are referenced, their intent, status and history can be found at the LACityClerk Connect website: <https://cityclerk.lacity.org/lacityclerkconnect/>

Where California State Legislation is referenced (SB or AB), their intent, status and history can be found at: <https://leginfo.legislature.ca.gov/faces/billSearchClient.xhtml>

**Motion 1 and CIS:** \* As indicated in CF 20-1174 the Greater Valley Glen Council agrees that incomplete projects create eyesores, but makes the additional observation these include not only empty buildings, but also vacant lots, which can be awaiting start of construction for years, and where shade trees have been removed along with the structures. We support a report investigating whether a completion bond would be a solution to these eyesores. This report should consider recommending the citing of long-term, vacant buildings that are not maintained, and also require any structure demolitions retain all property trees unless plans are fully approved, financing is locked in, and construction is about to start. [CIS: For if amended] \*

**Motion 2 and CIS:** \* The Greater Valley Glen Council takes exception to the proposed revised fees for providing planning and land use services, as recommended in the report from the CAO, that would increase the current non-applicant appeal fee of \$89 to an astounding \$16,097. The options for the everyday citizen to participate in the planning process are already limited, even when the affected Neighborhood Council intervenes in a proposed development. Such a fee increase would all but officially close the door to participation by those most affected by development: Los Angeles' everyday residents. We otherwise favor keeping the non-applicant appeal fee at the present \$89 and do not favor changing it to \$161 as alternately recommended by the planning department. While it is a much reduced burden than \$16,097, nearly doubling the dollar barrier for such appeals will further dampen resident participation in planning decisions that affect their neighborhoods and even the whole City. (CF 09-0969-S3) [CIS: Against unless amended.]\*

**Motion 3 and CIS:** \* The Greater Valley Glen Council supports the proposal put forth in CF 20-0491 that requests the Mayor, using powers granted under the COVID-19 State of Emergency, to establish a social housing program using federal funds to purchase or lease privately-owned properties, including hotels, motels, vacant and/or distressed properties. [CIS: For] \*



## Greater Valley Glen Council ("GVGC")



**Motion 4 and CIS:** \* The Greater Valley Glen favors revising the Transit Oriented Communities (TOC) Affordable Housing Incentive Program and the TOC Program Guidelines as proposed in CF 20-1314. Los Angeles is a large city with many diverse neighborhoods. A one-size-fits all approach in these matters is inappropriate.

Among other matters, TOC programs and guidelines need to consider local housing market needs, public infrastructure, scale, density and the varying characteristics of specific neighborhoods. [CIS: For]\*

**Motion 5 and CIS:** \* The Greater Valley Glen Council supports the effort proposed in CF 20-1225 for LA Sanitation to lead an effort to develop a healthy soil strategy for the City that would address carbon sequestration, increased water capture, and determining opportunities for unpaving underutilized spaces to help create healthy soil. [CIS: For] \*

**Motion 6 and CIS:** \* The Greater Valley Glen Council supports creation of a ballot measure that would eliminate the ability of the City Council to overwrite the actions of the Planning Commission and align the City Council's oversight of the planning commission decisions with the authority and processes in place for all other City commissions, and to amend procedures, processes and code sections to reduce the discretionary land use powers currently exercised by the City Council. (CF 20-061) This Council File's reference to the November 2020 ballot should be revised to recommend an appropriate future election date. [CIS: For if amended] \*

**Motion 7:** \* The Greater Valley Glen Council supports forwarding to Councilmember Krekorian, the planning department and the planning commission, our request that the installation of signage at the NoHo West development be in accordance with the NoHo West Sign District Ordinance (18-0634-S1). While having previously unsuccessfully objecting to the installation of the digital signs facing the 170 freeway as threats to public safety, the elevation of these signs now in operation discernably exceeds the restriction imposed on them by the ordinance. \*

**Motion 8 and CIS:** \* The Greater Valley Glen Council supports the effort proposed in CF 18-0610 to develop recommendations for a City "right to counsel" ordinance and/or program to ensure that tenants have access to the information and representation needed when faced with possible landlord harassment, rental and lease issues, and eviction. [CIS: For] \*

**Item 14 Parks, Medians, & Improvements Committee.** There were no motions.

### Representative Reports

**Item 15 Public Comment on non-Agenda Items.** Public comment is limited to 2 minutes per speaker, unless adjusted by the Chair including but not limited to cases where there are multiple speakers on a similar non-agendized item.

**Item 16 Board Comments on non-Agenda Items,** including but not limited to brief announcements by Standing Committee Chairs (designees) wherein the Committee has no motions but wishes to update Board and Public on significant matters.

**Item 17 \* Motion to Adjourn \***

**Please note that, should this Meeting run longer than scheduled, a Special Continuance Meeting *may* be scheduled on April 7, 2021, pursuant to a majority Board vote.**

**Next Regular Board Meeting is on May 3, 2021 at 7:00 p.m.**



## Greater Valley Glen Council ("GVGC")



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 12 Board members is needed to discuss/consider/vote on Official Actions. Official Actions by a majority of the sum of Aye and No votes cast. Abstentions are not considered.

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.



# Greater Valley Glen Council ("GVGC")



## 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](http://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 Anthony Bethel, Board President, at [abethel@greatervalleyglencouncil.org](mailto:abethel@greatervalleyglencouncil.org) or at (323) 243-8191.

**PUBLIC INPUT AT NEIGHBORHOOD COUNCIL MEETINGS** - The public is requested to dial \*9 to raise their hand. When recognized to speak by the presiding officer, dial \*6 to unmute yourself 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 based on 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.

**SERVICIOS DE TRADUCCION** - Si requiere servicios de traducción, favor de avisar al Concejo Vecinal 3 días de trabajo (72 horas) antes del evento. Por favor contacte a Alejandro Silva de la Mesa Directiva, al [gvqcalexsilva@gmail.com](mailto:gvqcalexsilva@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](http://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)

Inquiries may be directed to Anthony Bethel, Board President, at [abethel@greatervalleyglencouncil.org](mailto:abethel@greatervalleyglencouncil.org) or at (323-243-8191).

# Monthly Expenditure Report



Reporting Month: February 2021

Budget Fiscal Year: 2020-2021

NC Name: Greater Valley Glen  
Neighborhood Council

Monthly Cash Reconciliation					
Beginning Balance	Total Spent	Remaining Balance	Outstanding	Commitments	Net Available
\$32513.01	\$11642.38	\$20870.63	\$6527.33	\$0.00	\$14343.30

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office	\$22371.06	\$597.38	\$12241.69	\$1033.15	\$8714.36
Outreach		\$45.00		\$0.00	
Elections		\$0.00		\$2494.18	
Community Improvement Project	\$33250.00	\$11000.00	\$22250.00	\$3000.00	\$19250.00
Neighborhood Purpose Grants	\$5000.00	\$0.00	\$5000.00	\$0.00	\$5000.00
Funding Requests Under Review: \$0.00		Encumbrances: \$0.00		Previous Expenditures: \$9486.99	

Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	EIG CONSTANTCONTACT.CO	02/10/2021	Monthly invoice from email provider - Constant Contact	General Operations Expenditure	Outreach	\$45.00
2	WENDY L. MOORE / MOORE BUSINESS RESULTS	02/01/2021	page 8 of annual budget Line Item 7 (Office/Operational Expenditures) Web hosting and maintenance services \$6000.	General Operations Expenditure	Office	\$597.38
3	Stay Green, Inc.	02/02/2021	Board approval of the expenditure of up to \$11,000 to clean up, remove ant moguls, grade, and mulch the Victory Blvd. and Whitsett Ave. Medians (mulch delivery, water, and watering i...	Community Improvement Project		\$11000.00
<b>Subtotal:</b>						<b>\$11642.38</b>

Outstanding Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	Personal Storage 3	02/07/2021	Motion 4: Approval to pay "Personal Storage 3" \$115 for June 2020 storage Rent	General Operations Expenditure	Office	\$115.00
2	Personal Storage 3	03/07/2021	Motion 4: Approval to pay "Personal Storage 3" \$115 for June 2020 storage Rent	General Operations Expenditure	Office	\$115.00

3	Personal Storage 3	04/07/2021	Motion 4: Approval to pay "Personal Storage 3" \$115 for June 2020 storage Rent	General Operations Expenditure	Office	\$115.00
4	Personal Storage 3	05/07/2021	Motion 4: Approval to pay "Personal Storage 3" \$115 for June 2020 storage Rent	General Operations Expenditure	Office	\$115.00
5	Personal Storage 3	06/07/2021	Motion 4: Approval to pay "Personal Storage 3" \$115 for June 2020 storage Rent	General Operations Expenditure	Office	\$115.00
6	L.A. Print Inc.	02/19/2021	The GVGC moves that the Board approve an expenditure of up to \$2,500 for printing and distribution of Neighborhood Council Election fliers to single family homes in areas not covered by the ad in the ..	General Operations Expenditure	Elections	\$2494.18
7	WENDY L. MOORE / MOORE BUSINESS RESULTS	03/02/2021	Payment to webmaster/marketing vendor Wendy Moore for February services	General Operations Expenditure	Office	\$458.15
8	Stay Green, Inc.	03/04/2021	Approval of the expenditure of up to \$1,750 per month for maintenance of the Medians, on an as requested basis. This includes regular watering to preserve the mulch work with the understa...	Community Improvement Project		\$1500.00
9	Stay Green, Inc.	03/04/2021	Approval of the expenditure of up to \$1,750 per month for maintenance of the Medians, on an as requested basis. This includes regular watering to preserve the mulch work with the understa...	Community Improvement Project		\$1500.00
	<b>Subtotal:</b> Outstanding					<b>\$6527.33</b>



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](mailto: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

**Andrea Schmitt**

**03/02/2021**

*Andrea Schmitt*

DATE

**gvgcaschmitt@gmail.com**

PRINT NAME OF THE TREASURER

EMAIL

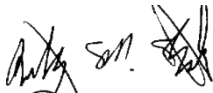
**Treasurer**

**(818) 645-3239**

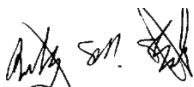
BOARD POSITION

PHONE NUMBER

**CONTINUES OTHER SIDE**

**2nd Signer**☒ Please check here if a new 2<sup>nd</sup> Signer is being appointed\_\_\_\_\_  
SIGNATURE OF THE 2<sup>nd</sup> SIGNER\_\_\_\_\_  
DATE\_\_\_\_\_  
Anthony M Bethel[gvgc.abethel@gmail.com](mailto:gvgc.abethel@gmail.com)\_\_\_\_\_  
PRINT NAME OF THE 2<sup>ND</sup> SIGNER\_\_\_\_\_  
EMAIL\_\_\_\_\_  
President\_\_\_\_\_  
323-243-8191\_\_\_\_\_  
BOARD POSITION\_\_\_\_\_  
PHONE NUMBER**Alternate Signer**☐ Please check here if a new Alt. Signer is being appointed

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

\_\_\_\_\_  
SIGNATURE OF THE ALTERNATE SIGNER\_\_\_\_\_  
DATE\_\_\_\_\_  
PRINT NAME OF THE ALTERNATE SIGNER\_\_\_\_\_  
EMAIL\_\_\_\_\_  
BOARD POSITION\_\_\_\_\_  
PHONE NUMBER**1<sup>st</sup> Bank Cardholder**☐ Please check here if a new Cardholder is being appointed\_\_\_\_\_  
SIGNATURE OF THE 1<sup>st</sup> BANK CARD HOLDER\_\_\_\_\_  
DATE\_\_\_\_\_  
PRINT NAME OF THE 1<sup>st</sup> BANK CARD HOLDER\_\_\_\_\_  
EMAIL\_\_\_\_\_  
BOARD POSITION\_\_\_\_\_  
PHONE NUMBER**2<sup>nd</sup> Bank Cardholder**☐ Please check here if a new Cardholder is being appointed\_\_\_\_\_  
SIGNATURE OF THE 2<sup>nd</sup> BANKCARD HOLDER\_\_\_\_\_  
DATE\_\_\_\_\_  
Anthony M Bethel[gvgc.abethel@gmail.com](mailto:gvgc.abethel@gmail.com)\_\_\_\_\_  
PRINT NAME OF THE 2<sup>nd</sup> BANKCARD HOLDER\_\_\_\_\_  
EMAIL\_\_\_\_\_  
President\_\_\_\_\_  
323-243-8191\_\_\_\_\_  
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](mailto:clerk.ncfunding@lacity.org) | 213-978-1058

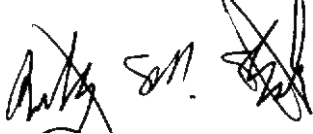
**1<sup>st</sup> Bank Cardholder**

\_\_\_\_\_  
SIGNATURE OF THE 1<sup>st</sup> BANK CARD HOLDER

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PRINT NAME OF THE 1<sup>st</sup> BANK CARD HOLDER

**2<sup>nd</sup> Bank Cardholder**

Handwritten signature of Anthony M Bethel in black ink.

\_\_\_\_\_  
SIGNATURE OF THE 2<sup>nd</sup> BANK CARD HOLDER

\_\_\_\_\_  
DATE

Anthony M Bethel

\_\_\_\_\_  
PRINT NAME OF THE 2<sup>nd</sup> 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***

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



<div style="text-align: right;">Neighborhood Council</div> <div style="text-align: center;">Annual Budget for Fiscal Year 2020-2021</div>	
<b>Annual Budget Funds</b>	\$32,000.00
<b>Rollover Funds*</b>	10000
<b>Encumbered Funds*</b>	17380
<b>Total Annual Budget Funds</b>	<b>\$ 59,380.00</b>

Office/Operational Expenditures Category	
1. Office lease payments	0
2. Office supplies and equipment expenses, not including inventory items	0
3. Storage facility lease payments	\$1,600.00
4. P.O. Box payments	215
5. Office telephone and Internet services	1750
6. Refreshments/snacks for board/committee meetings	1000
7. Website hosting and maintenance services	6000
8. Professional meeting/office-related services, i.e. translators, minute-takers, audio services	165
9. Printing and copying for meetings/office-related purposes only	400
10. Printing NC business cards	600
<b>Total Office/Operational Expenditures</b>	<b>\$ 11,730.00</b>

\*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

<b>Outreach Expenditures Category</b>	
1. Email Marketing Service	540
2. Outreach Support to Community Organizations	2000
3. GVGC Community Outreach Events	3000
4. Boosted Posts on Facebook	275
<b>Total Outreach Expenditures</b>	<b>\$ 5,815.00</b>

<b>Election Expenditures Category</b>	
1. Support for City Clerk Election	3500
<b>Total Election Expenditures</b>	<b>\$ 3,500.00</b>

<b>Neighborhood Purposes Grants (NPG) Expenditures Category</b>	
NPG Grants, each ranging from \$1,000 to \$3,000. Target average Grant @ \$2,000	12000
<b>Total NPG Expenditures</b>	<b>\$ 12,000.00</b>

<b>Community Improvement Projects (CIP) Expenditures Category</b>	
Valley Glen Median Clean Up	11000
Valley Glen Median Maintenance	12250
Community Signage, including Parks	3000
<b>Total CIP Expenditures</b>	<b>\$ 26,250.00</b>

<b>TOTAL ANNUAL BUDGET ALLOCATIONS</b>	
<b>Office/Operational Expenditures</b>	<b>\$ 11,730.00</b>
<b>Outreach Expenditures</b>	<b>\$ 5,815.00</b>
<b>Election Expenditures</b>	<b>\$ 3,500.00</b>
<b>General and Operational Expenditures</b>	<b>\$ 21,045.00</b>
<b>Neighborhood Purposes Grants (NPG) Expenditures</b>	<b>\$ 12,000.00</b>
<b>Community Improvement Projects (CIP) Expenditures</b>	<b>\$ 26,250.00</b>
<b>TOTAL EXPENDITURES FOR FISCAL YEAR 2020-2021</b>	<b>\$ 59,295.00</b>

## 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:	ps3cathy@yahoo.com
Name on Facility Account:	Personal Storage

**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:	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 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:	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.