# CITY OF LOS ANGELES CALIFORNIA





200 N. Spring Street Los Angeles, CA 90012

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

# Greater Valley Glen Council

Special Board Meeting Agenda

Concorde Career College 12412 Victory Blvd North Hollywood, 91606 Room 205 September 18, 2023 @ 7:00pm

Si requiere servicios de traducción, favor de avisar al Concejo Vecinal 3 días de trabajo (72 horas) antes del evento. Por favor contacte Prabhjot Chamber, NEA, al (213) 839-0977 o por correo electrónico <a href="https://www.greatervalleyglencouncil.org/">https://www.greatervalleyglencouncil.org/</a> para avisar al Concejo Vecinal.

**PUBLIC INPUT AT NEIGHBORHOOD COUNCIL MEETINGS** 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 <u>2</u> minutes per speaker, unless adjusted by the presiding officer of the Board.

The Neighborhood Council system enables meaningful civic participation for all Angelenos and serves as a voice for improving government responsiveness to local communities and their needs. We are an advisory body to the City of Los Angeles, comprised of stakeholder volunteers who are devoted to the mission of improving our communities.

#### I. CALL TO ORDER

- a. Meeting Called to Order by Prabhjot Chamber, Neighborhood Empowerment Advocate, Department of Neighborhood Empowerment
- II. ROLL CALL
  - a. Call of the roll and certification of a quorum
- III. SPECIAL ORDERS
  - a. Installation of newly-elected Board of Directors (Oath of Office)
  - b. Election of new Executive Officers:
    - i. President
    - ii. Vice President
    - iii. Secretary
    - iv. Treasurer

- c. Appointment of Financial Officers of the Board
  - i. Neighborhood Council Bank Card Holder
  - ii. Second Card Holder (optional)
  - iii. Second Signer
  - iv. Alternate Signer (optional)

### IV. GENERAL PUBLIC COMMENT ON NON-AGENDA ITEMS

### V. GOVERNMENT REPORTS

### VI. BOARD BUSINESS (MOTIONS)

- a. Motion to Approve April 2023 MER
- b. Motion to Approve May 2023 MER
- c. Motion to Approve June 2023 MER
- d. Discussion/Motion/Possible Amendment of Budget for Fiscal Year of 2023-24
- e. Motion to Approve Moore Business Results <u>Invoice #GVG 2023 0801</u> for Communications and Developer Services for a total of \$201.94
- f. Motion to Approve Moore Business Results <u>Invoice #GVG 2023 0701</u> for Communications Services and SSL Renewal for a total of \$394.32
- g. Motion to Approve Moore Business Results <u>Invoice #GVG 2023 0901</u> for Communication Services & Annual Repeating Events Calendar License for a total of \$314.00
- h. Motion to Approve Stay Green <u>Invoice #77874</u> for Landscape Maintenance Median Cleaning August 2023 for a total of \$1,500.00
- i. Motion to Approve Stay Green <u>Invoice #76422</u> for Landscape Maintenance Median Cleaning July 2023 for a total of \$1,500.00
- j. Motion to Approve Stay Green <u>Invoice #80451</u> for Landscape Maintenance Median Cleaning September 2023 for a total of \$1,500.00

#### VII. ADJOURNMENT

As a covered entity under Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and upon request will provide reasonable accommodation to ensure equal access to its programs, services, and activities. Sign language interpreters, assistive listening devices, or other auxiliary aids and/or services may be provided upon request. To ensure availability of services, please make your request at least 3 business days (72 hours) prior to the meeting by contacting the Department of Neighborhood Empowerment by calling (213) 978-1551 or email: NCsupport@lacity.org

#### **Public Posting of Agendas -**

Neighborhood Council agendas are posted for public review as follows:

- 1) Kittridge Street Elementary School, 13619 Kittridge St, Van Nuys, CA 91401
- 2) https://www.greatervalleyglencouncil.org/
- 3) You can also receive our agendas via email by subscribing to L.A. City's Early Notification System (ENS)

#### 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 Section 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

#### **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. In addition, if you would like a copy of any record related to an item on the agenda, please contact Prabhjot Chamber, NEA, at (213) 839 - 0977 or email at prabhjot.chamber@lacity.org

#### Reconsideration and Grievance Process -

For information on the NC's process for board action reconsideration, stakeholder grievance policy, or any other procedural matters related to this Council, please consult the NC Bylaws. The Bylaws are available at our Board meetings and our website <a href="https://www.greatervalleyglencouncil.org/">https://www.greatervalleyglencouncil.org/</a>

# **Monthly Expenditure Report**



Reporting Month: April 2023 **Budget Fiscal Year: 2022-2023** 

NC Name: Greater Valley Glen Neighborhood Council

Monthly Cash Reconciliation								
Beginning Balance	Total Spent	Remaining Balance	Outstanding	Commitments	Net Available			
\$11685.61	\$2765.64	\$8919.97	\$2732.88	\$0.00	\$6187.09			

Monthly Cash Flow Analysis									
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available				
Office		\$515.64		\$1232.88					
Outreach	\$14475.00	\$750.00	\$4893.45	\$0.00	\$3660.57				
Elections		\$0.00		\$0.00					
Community Improvement Project	\$19525.00	\$1500.00	\$4477.70	\$1500.00	\$2977.70				
Neighborhood Purpose Grants	\$4000.00	\$0.00	\$-500.00	\$0.00	\$-500.00				
Funding Requests Under Review: \$0.00		Encumbrar	nces: \$0.00	Previous Expend	itures: \$26363.21				

	Expenditures								
#	Vendor	Date	Description	Budget Category	Sub-category	Total			
1	EIG CONSTANTCONTACT.CO	04/03/2023	Monthly email invoice and payment from Constant Contact	General Operations Expenditure	Office	\$45.00			
2	EIG CONSTANTCONTACT.CO	04/15/2023	Monthly email marketing expense - Constant Contact The timing is indicated for last month and this months payments because of the credit card changeover but the amount is \$45 and matches the invoice.	General Operations Expenditure	Office	\$45.00			
3	Personal Storage 3	03/28/2023	The Treasurer moves that the GVGC approve 11 monthly scheduled payments to Personal Storage 3 in the amount of \$126 per month for a total of \$1,386. Payments for each month are due b	General Operations Expenditure	Office	\$126.00			
4	Valley Glen Neighborhood Association	02/27/2023	The Outreach Committee moves that the Board approve an expenditure to run a full-page ad in the VGNA Valley Glen Voice for \$750 to promote the upcoming board elections in May, and if vote	General Operations Expenditure	Outreach	\$750.00			

5	Stay Green, Inc.	04/04/2023	Motion to approve payment of up to \$1500 per month for maintenance of the Victory Blvd and Whitsett Ave Medians. This includes regular watering to preserve the mulch and grading work fund	Community Improvement Project		\$1500.00
6	WENDY L. MOORE / MOORE BUSINESS RESULTS	04/04/2023	Motion to approve the attached Administrative Packet containing the revised GVGC Budget for Fiscal Year 2022-2023, authorized signers, and other Financial information. * (Moved:	General Operations Expenditure	Office	\$299.64
	Subtotal:		,			\$2765.64

	Outstanding Expenditures								
#	Vendor	Date	Description	Budget Category	Sub-category	Total			
1	Personal Storage 3	02/28/2023	The Treasurer moves that the GVGC approve 11 monthly scheduled payments to Personal Storage 3 in the amount of \$126 per month for a total of \$1,386. Payments for each month are due b	General Operations Expenditure	Office	\$126.00			
2	Personal Storage 3	04/28/2023	The Treasurer moves that the GVGC approve 11 monthly scheduled payments to Personal Storage 3 in the amount of \$126 per month for a total of \$1,386. Payments for each month are due b	General Operations Expenditure	Office	\$126.00			
3	Personal Storage 3	05/28/2023	The Treasurer moves that the GVGC approve 11 monthly scheduled payments to Personal Storage 3 in the amount of \$126 per month for a total of \$1,386. Payments for each month are due b	General Operations Expenditure	Office	\$126.00			
4	Personal Storage 3	06/28/2023	The Treasurer moves that the GVGC approve 11 monthly scheduled payments to Personal Storage 3 in the amount of \$126 per month for a total of \$1,386. Payments for each month are due b	General Operations Expenditure	Office	\$126.00			
5	Personal Storage 3	04/01/2023	Board Motion / Community Benefit Statement: Motion to approve 6 monthly scheduled payments to Personal Storage 3 in the amount of \$140 per month for a total of \$840. Paymen	General Operations Expenditure	Office	\$140.00			
6	Personal Storage 3	05/01/2023	Board Motion / Community Benefit Statement: Motion to approve 6 monthly scheduled payments to Personal Storage 3 in the amount of \$140 per month for a total of \$840. Paymen	General Operations Expenditure	Office	\$140.00			

7	Personal Storage 3	06/01/2023	Board Motion / Community Benefit Statement: Motion to approve 6 monthly scheduled payments to Personal Storage 3 in the amount of \$140 per month for a total of \$840. Paymen	General Operations Expenditure	Office	\$140.00		
8	Stay Green, Inc.	05/15/2023	Motion to approve payment of up to \$1500 per month for maintenance of the Victory Blvd and Whitsett Ave Medians. This includes regular watering to preserve the mulch and grading work fund	Community Improvement Project		\$1500.00		
9	WENDY L. MOORE / MOORE BUSINESS RESULTS	05/15/2023	Motion to approve the attached Administrative Packet containing the revised GVGC Budget for Fiscal Year 2022-2023, authorized signers, and other Financial information. * (Moved:	General Operations Expenditure	Office	\$308.88		
	Subtotal: Outstanding	Subtotal: Outstanding						

Today's Date: 04/06/2023

User Name:



## **Print**

## **Billing Activity - Invoices**

Greater Valley Glen Neighborhood Council

Attn: Andrea Schmitt 12318 Erwin Street North Hollywood CA 91606

US

P: 818-645-3239

Invoices from 03/06/2023 to 04/06/2023

Date Description Charge Amount Credit Amount

03/15/2023 Invoice #1678865319 \$45.00

**Constant Contact - Email** 

501-2500 Contacts \$45.00

Max Period Contacts: 1402 From 02/15/2023 to 03/15/2023

Billing questions? Contact Support

Today's Date: 04/06/2023

User Name:



## **Print**

# **Billing Activity - Payments**

Greater Valley Glen Neighborhood Council

Attn: Andrea Schmitt 12318 Erwin Street North Hollywood CA 91606 US

P: 818-645-3239

Payments from 03/06/2023 to 04/06/2023

Date Description Charge Amount Credit Amount

04-03-2023 11:50:15 Payment - Credit Card (MasterCard) PM \*\*\*\*\*\*\*2335 \$45.00

Billing questions? Contact Support

Today's Date: 04/20/2023

User Name:



## **Print**

## **Billing Activity - Payments**

Greater Valley Glen Neighborhood Council

Attn: Andrea Schmitt 12318 Erwin Street North Hollywood CA 91606

US

P: 818-645-3239

## Payments from 03/20/2023 to 04/20/2023

Charge Amount Credit Amount	Description	Date
\$45.00	Payment - Credit Card (MasterCard) ***********2335	04-15-2023 03:28:32 AM
\$45.00	Payment - Credit Card (MasterCard) ***********2335	04-03-2023 11:50:15 PM

## Billing questions? Contact Support

Today's Date: 04/20/2023

User Name:



## **Print**

## **Billing Activity - Invoices**

Greater Valley Glen Neighborhood Council

Attn: Andrea Schmitt 12318 Erwin Street North Hollywood CA 91606

P: 818-645-3239

Invoices from 03/20/2023 to 04/20/2023

**Date Description Charge Amount Credit Amount** 

04/15/2023 Invoice #1681543709 \$45.00

**Constant Contact - Email** 

501-2500 Contacts

\$45.00 Max Period Contacts: 1404

From 03/15/2023 to 04/15/2023

Billing questions? Contact Support

Invoice No. C83-2022-2

### PERSONAL STORAGE 3 13005 Victory Blvd. North Hollywood, CA. 91606 Ph: 818-508-9889 Fax: 818-508-9913

INVOICE

### **Customer/Company Name**

Name Attn:	City of Los Angeles, Greater Valley Glen Council, GVGC Anthony Bethel Phone: 323-243-8191			Date	7/7/2022
Address	13659 Victory Blvd. #1	36	ZIP 91401	Member No.	C-83
City	Valley Glen,	State CA.		Rep	Nick

Qty	Description	Unit Price	TOTAL
11	Rental on a 5' x 12' size storage unit. (Monthy)	\$ 126.00	\$1,386.00
	Payments are due monthly before the 1st.		
	Rental Dates are from August 1, 2022 thru June 1, 2023		
	1	1	
		SubTotal	\$ 1,386.00
	Make check payable to Personal Storage 3.	TOTAL	\$ 1,386.00

If you have any questions concerning this invoice, please contact Nick Altier at 818-508-9889.

City Tax Registration # 0000036211-0001-6 and Federal Tax Id # 95-4112185

THANK YOU FOR YOUR BUSINESS!

Office of the City Clerk							
Administrative Services Division						Sed Strikedies	S TOS ANGE
Neighborhood Council (NC) Funding Progr	am					city of	
Board Action Certification (BAC) Form						Chy Cle	Winto 118
NC Name:			Meeting Date:				
Budget Fiscal Year:			Agenda Item N	0:			
Board Motion and/or Public Benefit							
Statement (CIP and NPG):							
Method of Payment: (Select One)	☐ Check		☐ Credit Card		☐ Boar	d Member Reimb	ursement
Recused Board Members	s must leave the room pri		e Count sion and may no	t return to the r	nom until after t	he vote is comple	ate.
Board Member's First and Last Name	Board Position	Yes	No	Abstain	Absent		Recused
Board Member's First and Last Name	Board Position	res	NO	Abstain	Absent	Ineligible	Recused
Board Quorum:	Total:						
We, the authorized signers of the above r meeting was held in accordance with all I meeting where a quorum of the Board was	aws, policies, and proced						
Authorized Signature	a Schmitt		Authorized Sign	ature:			
Print/Type Name:	a Canac		Print/Type Nam	ie:			
Date:			Date:				





February 18, 2023

### **Executive Board**

President

Mickey Jannol

Vice President

Katina Shields

Secretary

**Howard Gradet** 

Treasurer

Michael Rosenzweig

**Grid Captain** 

Howard Gradet

Greater Valley Glen Council ("GVGC")

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

Invoice #02132023

Full-page four-color ad in Valley Glen Voice Spring/Summer 2023 issue.

Amount due ...... \$750.00

Please make check payable to **VGNA**. Address:

13300 Victory Blvd., #385 Valley Glen, CA 91401

Your patronage is greatly appreciated!

Michael S. Rosenwerg

Michael Rosenzweig

Treasurer

Valley Glen Neighborhood Association

Office of the City Clerk						<b>(</b> )	
Administrative Services Division						Ses angeles }	- CONTROL OF THE PARTY OF THE P
Neighborhood Council (NC) Funding Progr	am					i Segle	
Board Action Certification (BAC) Form						Cay	NADED 119
NC Name:			Meeting Date:				
Budget Fiscal Year: Board Motion and/or Public Benefit			Agenda Item No	o:			
Statement (CIP and NPG):							
Method of Payment: (Select One)	☐ Check		☐ Credit Card		☐ Board	Member Reimb	ursement
inclina of Fayment. (Select One)	Пенсек	Vote	Count			TVICITIBET REITIB	arsement
Recused Board Members	must leave the room pri	or to any discuss	ion and may not	t return to the ro	oom until after th		ete.
Board Member's First and Last Name	Board Position	Yes	No	Abstain	Absent	Ineligible	Recused
Board Quorum:	Total:						
We, the authorized signers of the above r meeting was held in accordance with all I meeting where a quorum of the Board was	aws, policies, and proced						
Authorized Signature	Schmitt		Authorized Sign	ature:			
Print/Type Name:	Cumu		Print/Type Nam				
Date:			Date:				



#### 26415 Summit Circle Santa Clarita, CA 91350

Phone: 800-858-5508 Fax: 877-317-8437

Email: ar@staygreen.com

INVOICE 71745 INVOICE DATE 04/03/2023

#### **BILL TO**

Greater Valley Glen Council c/o Greater Valley Glen Council 13654 Victory Bvd #136 Valley Glen, CA 91401

#### PROPERTY ADDRESS

Greater Valley Glen Council 13654 Victory Blvd Valley Glen, CA 91401

DUE DATE	TERMS	PO#	ACCOUNT MANAGER
05/03/2023	Net 30		Adalberto Reynaga (SFV)

#### #136

DESCRIPTION	PRICE
#45509 - Landscape Maintenance - Median Cleaning April 2023	\$1,500.00
INVOICE GRAND TOTAL	\$1,500.00

Invoices are due within 30 days of billing date, or are subject to a 1.5% per month service charge (18% annual rate).

Office of the City Clerk							
Administrative Services Division						Se sougeles	S 205 10 C
Neighborhood Council (NC) Funding Progr	am					city of	
Board Action Certification (BAC) Form						Chy Che	TO NOTO THE
NC Name:			Meeting Date:				
Budget Fiscal Year:			Agenda Item N	0:			
Board Motion and/or Public Benefit Statement (CIP and NPG):							
Statement (Cir and W G).							
Method of Payment: (Select One)	☐ Check	Vot	☐ Credit Card e Count		∐ Board	d Member Reimb	ursement
Recused Board Members	s must leave the room price			t return to the re	oom until after t	he vote is comple	ete.
Board Member's First and Last Name	Board Position	Yes	No	Abstain	Absent	Ineligible	Recused
Board Quorum:	Total:						
We, the authorized signers of the above r meeting was held in accordance with all I meeting where a quorum of the Board was	laws, policies, and procedu						
Authorized Signature	Schmitt		Authorized Sign	nature:			
Print/Type Name:			Print/Type Nam	ne:			
Date:			Date:				



Invoice #GVG 2023 0401 Number

Date April 1, 2023

Mr. Anthony Bethel 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	299.64
Total Amount Due:	\$299.64

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
3/2/2023	Demolitions. Tree giveaway	0.25
3/3/2023	Agenda Fb/Nd	0.25
3/5/2023	Heat survey on news. Earth day clean up on calendar. Blast	0.34
3/7/2023	Update safety committee, board	0.17
3/9/2023	Outreach agenda. Board minutes. Fb/lg. St. Pat's on Fb	0.42
3/21/2023	Native trees on news. Horvath event. Update shredding event graphic	0.50
3/23/2023	Revise food drive flyer	0.17
3/28/2023	Community Safety agenda. Fb	0.17
	Total	2.27

Office of the City Clerk							
Administrative Services Division						ge kritiches	S TOS ANGE
Neighborhood Council (NC) Funding Progr	am					city of	
Board Action Certification (BAC) Form						City Cle	TOTAL TIES
NC Name:			Meeting Date:				
Budget Fiscal Year:			Agenda Item N	0:			
Board Motion and/or Public Benefit Statement (CIP and NPG):							
Statement (cir and Nr d).							
Method of Payment: (Select One)	☐ Check	Vote	☐ Credit Card		☐ Board	d Member Reimb	ursement
Recused Board Members	s must leave the room pri			t return to the re	oom until after t	he vote is compl	ete.
Board Member's First and Last Name	Board Position	Yes	No	Abstain	Absent	Ineligible	Recused
	200.010000			7.000	71300111	eg	Notabet
Board Quorum:	Total:						
We, the authorized signers of the above r meeting was held in accordance with all I meeting where a quorum of the Board was	aws, policies, and proced						
Authorized Signature	Schmitt		Authorized Sign	ature:			
Print/Type Name:	Carrace		Print/Type Nam	e:			
Date:			Date:				

# **Monthly Expenditure Report**



Reporting Month: May 2023 **Budget Fiscal Year: 2022-2023** 

NC Name: Greater Valley Glen Neighborhood Council

Monthly Cash Reconciliation					
Beginning Balance	Total Spent	Remaining Balance	Outstanding	Commitments	Net Available
\$8919.97	\$2060.00	\$6859.97	\$2530.76	\$0.00	\$4329.21

Monthly Cash Flow Analysis						
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available	
Office		\$185.00		\$1030.76		
Outreach	\$14475.00	\$375.00	\$4333.45	\$0.00	\$3302.69	
Elections		\$0.00	-	\$0.00		
Community Improvement Project	\$19525.00	\$1500.00	\$2977.70	\$1500.00	\$1477.70	
Neighborhood Purpose Grants	\$4000.00	\$0.00	\$-500.00	\$0.00	\$-500.00	
Funding Requests Under Review: \$0.00		Encumbrances: \$0.00		Previous Expenditures: \$29128.85		

	Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total	
1	EIG CONSTANTCONTACT.CO	05/15/2023	Monthly invoice and payment for Constant Contact, email marketing service	General Operations Expenditure	Office	\$45.00	
2	PAPER CUTS INC	05/23/2023	Paper Shredding event	General Operations Expenditure	Outreach	\$375.00	
3	Personal Storage 3	05/01/2023	Board Motion / Community Benefit Statement: Motion to approve 6 monthly scheduled payments to Personal Storage 3 in the amount of \$140 per month for a total of \$840. Paymen	General Operations Expenditure	Office	\$140.00	
4	Stay Green, Inc.	05/15/2023	Motion to approve payment of up to \$1500 per month for maintenance of the Victory Blvd and Whitsett Ave Medians. This includes regular watering to preserve the mulch and grading work fund	Community Improvement Project		\$1500.00	
	Subtotal:		ı	I	l	\$2060.00	

Outstanding Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total

1	Personal Storage 3	04/01/2023	Board Motion / Community Benefit Statement: Motion to approve 6 monthly scheduled payments to Personal Storage 3 in the amount of \$140 per month for a total of \$840. Paymen	General Operations Expenditure	Office	\$140.00
2	WENDY L. MOORE / MOORE BUSINESS RESULTS	05/15/2023	Motion to approve the attached Administrative Packet containing the revised GVGC Budget for Fiscal Year 2022-2023, authorized signers, and other Financial information. * (Moved:	General Operations Expenditure	Office	\$308.88
3	West Coast Mail Center	05/30/2023	Renewal Invoice for PO Box - Mail delivery	General Operations Expenditure	Office	\$240.00
4	WENDY L. MOORE / MOORE BUSINESS RESULTS	05/31/2023	Monthly invoice from web master and communications vendor.	General Operations Expenditure	Office	\$341.88
5	Stay Green, Inc.	06/05/2023	Monthly maintenence of Medians.	Community Improvement Project		\$1500.00
	Subtotal: Outstanding \$					

Today's Date: 05/18/2023

User Name:



## **Print**

## **Billing Activity - Invoices**

Greater Valley Glen Neighborhood Council

Attn: Andrea Schmitt 12318 Erwin Street North Hollywood CA 91606

US

P: 818-645-3239

Invoices from 04/18/2023 to 05/18/2023

Date Description Charge Amount Credit Amount

05/15/2023 Invoice #1684135600 \$45.00

**Constant Contact - Email** 

501-2500 Contacts \$45.00

Max Period Contacts: 1407 From 04/15/2023 to 05/15/2023

Billing questions? Contact Support

Today's Date: 05/18/2023

User Name:



## **Print**

# **Billing Activity - Payments**

Greater Valley Glen Neighborhood Council

Attn: Andrea Schmitt 12318 Erwin Street North Hollywood CA 91606 US

P: 818-645-3239

Payments from 04/18/2023 to 05/18/2023

Date Description Charge Amount Credit Amount

05-15-2023 03:26:42 Payment - Credit Card (MasterCard) AM \*\*\*\*\*\*\*2335 \$45.00

Billing questions? Contact Support



Tax Exempt:

#### Andrea Schmitt < gvgcaschmitt@gmail.com >

## Fwd: Merchant Email Receipt

Gladys Cruz <gladys@papercuts24-7.com> To: Andrea Schmitt <gvgcaschmitt@gmail.com> Thu, Jun 8, 2023 at 2:50 PM

```
====== SECURITY STATEMENT =======
It is not recommended that you ship product(s) or otherwise grant services relying solely upon this e-mail receipt.
===== GENERAL INFORMATION =======
Merchant: Paper Cuts Inc (2554278)
Date/Time: 22-May-2023 16:30:57 PDT
===== ORDER INFORMATION =======
Invoice: SE 052023
Description: 50% Remaining Balance for Greater Valley Glen Neighborhood
Amount: 375.00 (USD)
Payment Method: MasterCard xxxx2335
Transaction Type: Authorization and Capture
======= Line Items ========
======== RESULTS ========
Response: This transaction has been approved.
Auth Code: 071993
Transaction ID: 64384110875
Address Verification: AVS Not Applicable
=== CUSTOMER BILLING INFORMATION ===
Customer ID:
First Name: Andrea
Last Name: Schmitt
Company:
Address:
City:
State/Province:
Zip/Postal Code:
Country:
Phone:
Fax:
E-Mail: gvgcaschmitt@gmail.com
=== CUSTOMER SHIPPING INFORMATION ===
First Name:
Last Name:
Company:
Address:
City:
State/Province:
Zip/Postal Code:
Country:
===== ADDITIONAL INFORMATION ======
Tax:
Duty:
Freight:
```

#### PO Number:



# Gladys Cruz PAPER CUTS, Inc.

Administrative Support

t: 800-939-0390

p: 818-838-0704

w: papercuts24-7.com

e: gladys@papercuts24-7.com

a: 640 Jessie Street | San Fernando, CA 91340

#### Follow Us:









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## PAPER CUTS, INC.

640 Jessie Street San Fernando, CA 91340 (818) 838-0704

# **Invoice**

Date	Invoice #
2/15/2023	SE 052023

### Bill To

The Greater Valley Glen Neighborhood Counsel 13654 Box # 136 Valley Glen, CA 91401 USA

Any invoice not paid by its due date is subject to late fees

Terms	Due Date
NET 10	2/25/2023

Payments/Credits

**Balance Due** 

\$0.00

\$750.00

Description	Quantity		Amount
Shred Event Date: 05/20/2023 between 9:00am - 1:00pm			
Shred Event Location: Greater Valley Glen Neighborhood 6150 Atoll Avenue, Valley Glen, Ca. 91436			
4 Hr Shred Event with 1 On-Site Truck for \$750.00		1	750.00
( 50% Deposit Required Prior to Service \$375.00 ) ( 50% Remaining Balance After Service is Completed \$375.00 )			
Please know:Late payments are subject to late fees Thank you for your Business!	Tota	1	\$750.00

# Merchant: PAPER CUTS INC

640 Jessie Street

San Fernando, CA 91340 8188380704

US

Order Information

Description: 50% DEPOSIT- GREATER VALLEY GLEN COUNCIL

Order Number: P.O. Number:

Customer ID: Invoice Number: SE052023

Billing Information Shipping Information

ANDREA SCHMITT

CA 91401

Shipping: 0.00

Tax: 0.00

Total: USD 375.00

**Payment Information** 

Date/Time: 24-Feb-2023 16:21:36 PST

Transaction ID: 43960822843

Transaction Type: Authorization w/ Auto Capture
Transaction Status: Captured/Pending Settlement

Authorization Code: 072951

Payment Method: MasterCard XXXX2335

Invoice No. C83-2022-3

### PERSONAL STORAGE 3 13005 Victory Blvd. North Hollywood, CA. 91606 Ph: 818-508-9889 Fax: 818-508-9913

INVOICE

### **Customer/Company Name**

Name Attn:	City of Los Angeles, G Anthony Bethel	reater Valley Glen C Phone: 323-243-81	Date	11/1/2022		
Address City	13654 Victory Blvd. #1 Valley Glen,	36 State CA.	ZIP 91401	Member No. Rep	C-83 Nick	

Qty	Description	Unit Price	TOTAL
9	Rental on a 5' x 12' size storage unit. (Monthy)	\$ 140.00	\$1,260.00
	Payments are due monthly before the 1st.		
	Rental Dates are from November 1, 2022 thru June 30, 2023		
			•
		SubTotal	\$ 1,260.00
	Make check payable to Personal Storage 3.	TOTAL	\$ 1,260.00

If you have any questions concerning this invoice, please contact Nick Altier at 818-508-9889.

City Tax Registration # 0000036211-0001-6 and Federal Tax Id # 95-4112185

THANK YOU FOR YOUR BUSINESS!

Office of the City Clerk						()	
Administrative Services Division							
Neighborhood Council (NC) Funding Progr	To Tick Was 2						
Board Action Certification (BAC) Form						Cay	NOFO
NC Name:			Meeting Date:				
Budget Fiscal Year: Board Motion and/or Public Benefit			Agenda Item No	o:			
Statement (CIP and NPG):							
Method of Payment: (Select One)	☐ Check		☐ Credit Card		☐ Board	Member Reimb	ursement
			Count				
	s must leave the room prices  Board Position						
Board Member's First and Last Name	Board Position	Yes	No	Abstain	Absent	Ineligible	Recused
Board Quorum:	Total:						
We, the authorized signers of the above r meeting was held in accordance with all I meeting where a quorum of the Board was	named Neighborhood Cou aws, policies, and proced						
Authorized Signature Androac	Schmitt		Authorized Sign	ature:			
Print/Type Name:			Print/Type Nam				
Date:			Date:				



#### 26415 Summit Circle Santa Clarita, CA 91350

Phone: 800-858-5508 Fax: 877-317-8437

Email: ar@staygreen.com

INVOICE 73291 INVOICE DATE 05/01/2023

#### **BILL TO**

Greater Valley Glen Council c/o Greater Valley Glen Council 13654 Victory Bvd #136 Valley Glen, CA 91401

#### PROPERTY ADDRESS

Greater Valley Glen Council 13654 Victory Blvd Valley Glen, CA 91401

DUE DATE	TERMS	PO#	ACCOUNT MANAGER
05/31/2023	Net 30		Adalberto Reynaga

#### #136

DESCRIPTION	PRICE
#45509 - Landscape Maintenance - Median Cleaning May 2023	\$1,500.00
INVOICE GRAND TOTAL	\$1,500.00

Invoices are due within 30 days of billing date, or are subject to a 1.5% per month service charge (18% annual rate).

Office of the City Clerk							
Administrative Services Division						Se sougeles	S 205 10 C
Neighborhood Council (NC) Funding Progr	am					city of	
Board Action Certification (BAC) Form						Chy Che	TO NOTO THE
NC Name:			Meeting Date:				
Budget Fiscal Year:			Agenda Item N	0:			
Board Motion and/or Public Benefit Statement (CIP and NPG):							
Statement (Cir and W G).							
Method of Payment: (Select One)	☐ Check	Vot	☐ Credit Card e Count		∐ Board	d Member Reimb	ursement
Recused Board Members	s must leave the room price			t return to the re	oom until after t	he vote is comple	ete.
Board Member's First and Last Name	Board Position	Yes	No	Abstain	Absent	Ineligible	Recused
Board Quorum:	Total:						
We, the authorized signers of the above r meeting was held in accordance with all I meeting where a quorum of the Board was	laws, policies, and procedu						
Authorized Signature	Schmitt		Authorized Sign	nature:			
Print/Type Name:			Print/Type Nam	ne:			
Date:			Date:				

# **Monthly Expenditure Report**



Reporting Month: June 2023 **Budget Fiscal Year: 2022-2023** 

NC Name: Greater Valley Glen Neighborhood Council

Monthly Cash Reconciliation							
Beginning Balance Total Spent Remaining Balance Outstanding Commitments Net Available							
\$6551.09	\$2126.88	\$4424.21	\$140.00	\$0.00	\$4284.21		

Monthly Cash Flow Analysis							
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available		
Office		\$626.88		\$140.00			
Outreach	\$14475.00	\$0.00	\$3397.69	\$0.00	\$3257.69		
Elections		\$0.00		\$0.00			
Community Improvement Project	\$19525.00	\$1500.00	\$1477.70	\$0.00	\$1477.70		
Neighborhood Purpose Grants	\$4000.00	\$0.00	\$-500.00	\$0.00	\$-500.00		
Funding Requests Und	der Review: \$0.00	Encumbrar	nces: \$0.00	Previous Expenditures: \$31497.73			

Expenditures									
#	Vendor	Date	Description	Budget Category	Sub-category	Total			
1	EIG CONSTANTCONTACT.CO	06/15/2023	Monthly fee for use of Constant Contact newsletter emails	General Operations Expenditure	Office	\$45.00			
2	West Coast Mail Center	05/30/2023	Renewal Invoice for PO Box - Mail delivery	General Operations Expenditure	Office	\$240.00			
3	WENDY L. MOORE / MOORE BUSINESS RESULTS	05/31/2023	Monthly invoice from web master and communications vendor.	General Operations Expenditure	Office	\$341.88			
4	Stay Green, Inc.	06/05/2023	Monthly maintenence of Medians.	Community Improvement Project		\$1500.00			
	Subtotal:					\$2126.88			

Outstanding Expenditures								
#	Vendor	Date	Description	Budget Category	Sub-category	Total		
1	Personal Storage 3	04/01/2023	Board Motion / Community Benefit Statement: Motion to approve 6 monthly scheduled payments to Personal Storage 3 in the amount of \$140 per month for a total of \$840. Paymen	General Operations Expenditure	Office	\$140.00		
Subtotal: Outstanding						\$140.00		

Today's Date: 06/20/2023

User Name:



## **Print**

## **Billing Activity - Invoices**

Greater Valley Glen Neighborhood Council

Attn: Andrea Schmitt 12318 Erwin Street North Hollywood CA 91606

US

P: 818-645-3239

Invoices from 05/20/2023 to 06/20/2023

Date Description Charge Amount Credit Amount

06/15/2023 Invoice #1686814060 \$45.00

**Constant Contact - Email** 

501-2500 Contacts \$45.00

Max Period Contacts: 1408 From 05/15/2023 to 06/15/2023

Billing questions? Contact Support

Today's Date: 06/20/2023

User Name:



## **Print**

# **Billing Activity - Payments**

Greater Valley Glen Neighborhood Council

Attn: Andrea Schmitt 12318 Erwin Street North Hollywood CA 91606 US

P: 818-645-3239

Payments from 05/20/2023 to 06/20/2023

Date Description Charge Amount Credit Amount

06-15-2023 03:27:42 Payment - Credit Card (MasterCard) AM \*\*\*\*\*\*\*2335 \$45.00

Billing questions? Contact Support

West Coast Mail Center 13654 Victory Blvd VAN NUYS CA, 91401

Ph: 818-904-9822

# **Mailbox Renewal Notice**

\$240.00 payment due by 6/20/2023

Mailbox # 136

terry anderson valley glen greater comm cou 13654 victory blvd 136 VAN NUYS, CA, 91401

Notice Date: 5/23/2023 Due Date:

6/20/2023

Term:

6/20/2023 to 6/20/2024

Your Mailbox Service Agreement will expire on the Due Date listed above. Please remit the above amount prior to then to avoid interrupted service and/or late fees. Thank you for your business!

#### **Charges**

#### Rates for all term options

Current term: 12 months		1 month	3 months	6 months	12 months	
Mailbox:	\$240.00	\$37.00	\$75.00	\$138.00	\$240.00	
Sales tax:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
<b>Total:</b>	<b>\$240.00</b>	\$37.00	\$75.00	\$138.00	<b>\$240.00</b>	

Charges and rates listed on this notice are based on store rates in effect at the time of this notice.

Office of the City Clerk									
Administrative Services Division						Se sougeles	S 205 10 C		
Neighborhood Council (NC) Funding Progr	am					city of			
Board Action Certification (BAC) Form						Chy Che	ONOTO ITA		
NC Name:	Meeting Date:								
Budget Fiscal Year:	Agenda Item No:								
Board Motion and/or Public Benefit Statement (CIP and NPG):									
Statement (cir and Nr d).									
Method of Payment: (Select One)	☐ Check	☐ Credit Card ☐ E			Board Member Reimbursement				
Recused Board Members	s must leave the room pri			t return to the ro	oom until after t	he vote is comple	ete.		
Board Member's First and Last Name	Board Position	Yes	No	Abstain	Absent	Ineligible	Recused		
Board Quorum:	Total:								
We, the authorized signers of the above r meeting was held in accordance with all I meeting where a quorum of the Board was	aws, policies, and proced								
Authorized Signature Andrea Schmitt			Authorized Signature:						
Print/Type Name:			Print/Type Name:						
Date:			Date:						



Invoice #GVG 2023 0530

Number

Date May 30, 2023

Mr. Anthony Bethel 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	341.88
Total Amount Due:	\$341.88

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

Date	Details	Hours
	Calendar: cancel meetings, Senior Symposium, beautification conference, VGNA Town Hall, Memorial Day Parade, Butterfly garden	
5/17/2023	clean up. Eblast. Social	1.42
5/19/2023	Agenda. Eblast. Fb/lg/Nd	0.42
5/27/2023	Minutes. Plastics public comment on Fb/ Memorial Day on Fb, Eblast	0.50
5/30/2023	Demolitions.	0.25
	Total	2.59

Office of the City Clerk							
Administrative Services Division						ge kritiches	S TOS ANGE
Neighborhood Council (NC) Funding Progr	am					city of	
Board Action Certification (BAC) Form						City Cle	TOTAL TIES
NC Name:			Meeting Date:				
Budget Fiscal Year:			Agenda Item N	0:			
Board Motion and/or Public Benefit Statement (CIP and NPG):							
Statement (cir and Nr d).							
Method of Payment: (Select One)	☐ Check	Vote	☐ Credit Card		☐ Board	d Member Reimb	ursement
Recused Board Members	s must leave the room pri			t return to the re	oom until after t	he vote is compl	ete.
Board Member's First and Last Name	Board Position	Yes	No	Abstain	Absent	Ineligible	Recused
	200.010000			7.000	71300111	eg	Notabet
Board Quorum:	Total:						
We, the authorized signers of the above r meeting was held in accordance with all I meeting where a quorum of the Board was	aws, policies, and proced						
Authorized Signature	Schmitt		Authorized Sign	ature:			
Print/Type Name:	Cariace		Print/Type Nam	e:			
Date:			Date:				



Phone: 800-858-5508 Fax: 877-317-8437

Email: ar@staygreen.com

INVOICE 74351 INVOICE DATE 06/01/2023

#### **BILL TO**

Greater Valley Glen Council c/o Greater Valley Glen Council 13654 Victory Bvd #136 Valley Glen, CA 91401

#### PROPERTY ADDRESS

Greater Valley Glen Council 13654 Victory Blvd Valley Glen, CA 91401

DUE DATE	TERMS	PO#	ACCOUNT MANAGER
07/01/2023	Net 30		Adalberto Reynaga

#### #136

DESCRIPTION	PRICE
#45509 - Landscape Maintenance - Median Cleaning June 2023	\$1,500.00
INVOICE GRAND TOTAL	\$1,500.00

Office of the City Clerk							
Administrative Services Division						Se sougeles	S 205 10 C
Neighborhood Council (NC) Funding Progr	am					city of	
Board Action Certification (BAC) Form						Chy Che	TO NOTO THE
NC Name:			Meeting Date:				
Budget Fiscal Year:			Agenda Item N	0:			
Board Motion and/or Public Benefit Statement (CIP and NPG):							
Statement (Cir and W G).							
Method of Payment: (Select One)	☐ Check	Vot	☐ Credit Card e Count		∐ Board	d Member Reimb	ursement
Recused Board Members	s must leave the room price			t return to the re	oom until after t	he vote is comple	ete.
Board Member's First and Last Name	Board Position	Yes	No	Abstain	Absent	Ineligible	Recused
Board Quorum:	Total:						
We, the authorized signers of the above r meeting was held in accordance with all I meeting where a quorum of the Board was	laws, policies, and procedu						
Authorized Signature	Schmitt		Authorized Sign	nature:			
Print/Type Name:			Print/Type Nam	ne:			
Date:			Date:				



Phone: 800-858-5508 Fax: 877-317-8437

Email: ar@staygreen.com

INVOICE 76422 INVOICE DATE 07/03/2023

#### **BILL TO**

Greater Valley Glen Council c/o Greater Valley Glen Council 13654 Victory Bvd #136 Valley Glen, CA 91401

#### PROPERTY ADDRESS

Greater Valley Glen Council 13654 Victory Blvd Valley Glen, CA 91401

DUE DATE	TERMS	PO#	ACCOUNT MANAGER
08/02/2023	Net 30		Adalberto Reynaga

#### #136

DESCRIPTION	PRICE
#45509 - Landscape Maintenance - Median Cleaning July 2023	\$1,500.00
INVOICE GRAND TOTAL	\$1,500.00



Phone: 800-858-5508 Fax: 877-317-8437

Email: ar@staygreen.com

INVOICE 77874 INVOICE DATE 08/01/2023

#### **BILL TO**

Greater Valley Glen Council c/o Greater Valley Glen Council 13654 Victory Bvd #136 Valley Glen, CA 91401

#### PROPERTY ADDRESS

Greater Valley Glen Council 13654 Victory Blvd Valley Glen, CA 91401

DUE DATE	TERMS	PO#	ACCOUNT MANAGER
08/31/2023	Net 30		Adalberto Reynaga

#### #136

DESCRIPTION	PRICE
#45509 - Landscape Maintenance - Median Cleaning August 2023	\$1,500.00
INVOICE GRAND TOTAL	\$1,500.00



Phone: 800-858-5508 Fax: 877-317-8437

Email: ar@staygreen.com

#### **BILL TO**

Greater Valley Glen Council c/o Greater Valley Glen Council 13654 Victory Bvd #136 Valley Glen, CA 91401

#### PROPERTY ADDRESS

Greater Valley Glen Council 13654 Victory Blvd Valley Glen, CA 91401

DUE DATE	TERMS	PO#	ACCOUNT MANAGER
10/01/2023	Net 30		Adalberto Reynaga

#### #136

DESCRIPTION	PRICE
#45509 - Landscape Maintenance - Median Cleaning September 2023	\$1,500.00
INVOICE GRAND TOTAL	\$1,500.00



Invoice #GVG 2023 0701 Number

Date July 1, 2023

Mr. Anthony Bethel 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	364.32
SSL renewal	30.00
Total Amount Due:	\$394.32

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

Date	Details	Hours
6/5/2023	Update laurel grove groundbreaking article with video	0.17
	Calendar: fireworks buyback, Juneteenth, ciclavia, budget day. News:	
6/16/2023	fireworks. Social. Eblast. Fireworks on news. Fb	0.67
6/19/2023	Elections page. Eblasts. Fb/Ig/Nd	0.92
6/29/2023	Election results. Noho Summer Nights. Fireworks locations. Eblast. Fb	1.00
	Total	2.76



Invoice #GVG 2023 0801

Number

Date August 1, 2023

Andrea Schmitt 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	154.44
Developer services	47.50
Total Amount Due:	\$201.94

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

Date	Details	Hours
7/10/2023	Remove meetings. Enrich LA on news. Eblast	0.58
7/21/2023	Update CC sign up form connection on site	0.25
7/28/2023	Calendar: NNO, Block Party. Eblast. Fb	0.34
	Communications Total	1.17
7/28/2023	Developer completes security audit and changes login page	0.50



Invoice #GVG 2023 0901

Number

Date September 1, 2023

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	264.00
Annual repeating events calendar license	50.00
Total Amount Due:	\$314.00

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

Date	Details	Hours
8/3/2023	Agenda. Fb/lg/Nd	0.25
8/4/2023	Meeting eblast	0.25
8/8/2023	Update board page	0.58
8/9/2023	Add to contact list. Remove board member	0.25
8/24/2023	Calendar: El Grito, Support for Strikers, Van Nuys 5K, Dental Fair, CicLAvia Mini. Fb. Eblast	0.67
	Total	2.00

NC Fiscal Year Admin Packet

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

Neighborhood Council: \_\_\_\_\_\_\_\_

Fiscal Year: \_\_\_\_\_\_

## 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
  - o 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 NC board has voted on the Packet, 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 <a href="https://cityclerk.lacity.org/NCFundPortal/#/login">https://cityclerk.lacity.org/NCFundPortal/#/login</a>

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	$\Box$ Please check l	nere if a new 2 <sup>nd</sup> Signer is being appointed	
SIGNATURE OF THE 2 <sup>nd</sup> SIGNER		DATE	
PRINT NAME OF THE 2 <sup>ND</sup> SIGNER		EMAIL	
BOARD POSITION		PHONE NUMBER	
Alternate Signer (If not applicable, please indicate		nere if a new Alt. Signer is being appointed	<u>d</u>
SIGNATURE OF THE ALTERNATE S	SIGNER	DATE	
PRINT NAME OF THE ALTERNATE	SIGNER	EMAIL	
BOARD POSITION		PHONE NUMBER	
1st Bank Cardholder	□ Please check I	nere if a new Cardholder is being appointe	<u>ed</u>
SIGNATURE OF THE 1st BANK CAR	ED HOLDER	DATE	
PRINT NAME OF THE 1 <sup>st</sup> BANK CAI	RD HOLDER	EMAIL	
BOARD POSITION		PHONE NUMBER	
2 <sup>nd</sup> Bank Cardholder	□ Please check I	nere if a new Cardholder is being appointe	<u>ed</u>
SIGNATURE OF THE 2 <sup>nd</sup> BANK CAR	ED HOLDER	DATE	
PRINT NAME OF THE 2 <sup>nd</sup> BANK CA	RD 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. Iunderstand 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. Iagree 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 decertification 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. Iunderstand that since the Card is the property of the Bank and authorized for issue by the City of Los Angeles, Iam 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.

1st Bank Cardholder		
SIGNATURE OF THE 1st BANK CARD HOLDER	DATE	
PRINT NAME OF THE 1st BANK CARD HOLDER		
2 <sup>nd</sup> Bank Cardholder		
SIGNATURE OF THE 2 <sup>nd</sup> BANK CARD HOLDER	DATE	
PRINT NAME OF THE 2 <sup>nd</sup> BANK CARD HOLDER		

## NEIGHBORHOOD COUNCIL FUNDING PROGRAM ANNUAL BUDGET TEMPLATE

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: <a href="https://clerk.lacity.org/clerk-services/nc-funding">https://clerk.lacity.org/clerk-services/nc-funding</a>

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

Office/Operational Expenditures Category		
Office Rent (\$500/month x 12 months)	\$6,000.00	
Office Supplies (paper, ink, staples, pens, binders, business cards, etc.)	\$500.00	
Printer/Copy Machine Lease	\$1,500.00	
Internet Service (Spectrum)	\$1,000.00	
Telephone Service (Ooma)	\$500.00	
Website Hosting and Maintenance	\$1,500.00	
Printing and Photocopying for Meetings	\$300.00	
Meeting Facility Fees (Riverside Elementary School)	\$1,500.00	
Minute-Taker for Meetings (AppleOne)	\$1,500.00	
Refreshments/Snacks for Meetings	\$1,200.00	
Total Office/Operational Expenditures	\$15,500.00	

Neighborhood Council Annual Budget for Fiscal Year:		
Annual Budget Funds		
Rollover Funds*		
Total Annual Budget Funds		
Office/Operational Expenditures Category		
Total Office/Operational Expenditures		

<sup>\*</sup>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		
Total Outreach Expenditures		
Election Expenditures Category		
Total Election Expenditures		

Neighborhood Purposes Grants (NPG) Expenditures Category	
Total NPG Expenditures	
Community Improvement Projects (CIP) Expenditures Categor	у
Total CIP Expenditures	
TOTAL ANNUAL BUDGET ALLOCATIONS	
Office/Operational Expenditures	
Outreach Expenditures	
Election Expenditures	
General and Operational Expenditures	
Neighborhood Purposes Grants (NPG) Expenditures	
Community Improvement Projects (CIP) Expenditures	
TOTAL EXPENDITURES FOR THE FISCAL YEAR	

# 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 agendize 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:				
☐ Existing(may need to renew ag	greement) 🗌	New(new agreement may be needed)	☐ Donated	□ NA
Property Name:				
Property Address:				
Property Owner Name:				
Property Owner Phone Number:				
Property Owner Email:				
Meeting Location:				
☐ Existing(may need to renew ag	reement) 🗆	New(new agreement may be needed)	□ Donated	□ NA
Property Name:				
Property Address:				
Property Owner Name:				
Property Owner Phone Number:				
Property Owner Email:				
Storage Facility:				
☐ Existing(may need to renew ag	reement) 🗌	New(new agreement may be needed)	□ Donated	□ NA
Facility Name/Owner				
Facility Address:				
Facility Owner Phone Number:				
Facility Owner Email:				
Name on Facility Account:				

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☐ Existing(may need to renew agr	reement)	New(new ag	reement may	be needed)	□ Donated	□ NA
Property Name/Owner:						
NC P.O. Box Address						
Property Owner Address:						
Property Owner Phone Number:						
Property Owner Email:						
Name on P.O. Box Account:						
Website Services:						
☐ Existing(may need to renew ag	reement)	New(new ag	reement may	be needed)	□ Donated	□ NA
Name of Website Services Provi	der:					
Service Provider Address:						
Service Provider Phone Number:	:					
Service Provider Email:						
Type of Services Provided:						

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 <a href="https://cityclerk.lacity.org/NCFundPortal/#/login">https://cityclerk.lacity.org/NCFundPortal/#/login</a>

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