

# CITY OF LOS ANGELES

CALIFORNIA



## HOLLYWOOD HILLS WEST NEIGHBORHOOD COUNCIL OFFICERS

PRESIDENT  
ANASTASIA MANN

VICE-PRESIDENT  
ORRIN FELDMAN

SECOND VICE PRESIDENT  
JANE CROCKETT

SECRETARY  
BRITTA ENGSTROM

TREASURER  
MATT SHICHTMAN

## HOLLYWOOD HILLS WEST NEIGHBORHOOD COUNCIL

C/O Department of Neighborhood  
Empowerment  
3516 N. Broadway  
Los Angeles, CA 90031

TELEPHONE: (213) 485-1588

FAX: (213) 485-1836

Toll Free 1 (866) LA HELPS

## HOLLYWOOD HILLS WEST NEIGHBORHOOD COUNCIL

### BOARD MEETING

May 20, 2020

6:00pm

Zoom Meeting Link:

<https://zoom.us/j/91920999172>

Meeting ID: 919 2099 9172

Phone Dial in:

+1-669-900-6833 Code: 91920999172#

### MINUTES

1. **Call to order by President, Anastasia Mann** called to order at 6:15pm.
2. **Roll Call by Secretary, Britta Engstrom.** Quorum established (21 board members present).
3. **Approval of February 2020 minutes.** Orrin Feldman made the motion to approve the February 2020 minutes, Britta Engstrom 2<sup>nd</sup>. The minutes were approved 21-0.
4. **Public Official Reports**
  - a) CD4 –Field Deputy, Madelynn Taras, Office of Councilmember David Ryu can be reached at 323-957-6415 or by e-mail [madelynn.taras@lacity.org](mailto:madelynn.taras@lacity.org).
  - b) CD13 – Sean Starkey, Office of Councilman Mitch O'Farrell provided an update that \$1 million of discretionary funding will be given to renters in the 13<sup>th</sup> district so they can apply for a small grant to assist with rent. An additional \$1 million will be given for small businesses. If anyone has COVID related questions reach out to Sean. He can be reached at [Sean.starkey@lacity.org](mailto:Sean.starkey@lacity.org) and 312-261-1545.
  - c) 46<sup>th</sup> Assembly District, Stephanie Mkhlian, Office of Assemblymember Adrin Nazarian stated that the Assemblymember has been working with the Labor Secretary for EDD/DMV issues and she (Stephanie) can be reached at 818-376-4246 or [stephanie.mkhlian.asm.ca.gov](mailto:stephanie.mkhlian.asm.ca.gov)
  - d) 50<sup>th</sup> Assembly District- Josh Kurpies, Office of Assemblyman Richard Bloom provided and upate that if you are aware of EDD cases that need assistance he can help and be reached at [josh.kurpies@asm.ca.gov](mailto:josh.kurpies@asm.ca.gov).
  - e) 25<sup>th</sup> Senatorial District, Vickere Murphy, District Representative, Office of Anthony Portantino can be reached at 818-409-0400, e-mail [vickere.murphy@sen.ca.gov](mailto:vickere.murphy@sen.ca.gov) or [sd25.senate.ca.gov/contact](http://sd25.senate.ca.gov/contact).

Senator Anthony Portantino addressed the board and stated that he is on the Economic Recovery working group and they unveiled two proposals to try and stabilize the rental housing market. People would get credits that will have 10 years to pay back (interest free).

His office is available for anything you need.

- f) 3<sup>rd</sup> Supervisorial District, Erin Seinfeld, Office of Supervisor Sheila Kuehl stated that some recreation including beaches as well as manufacturers and businesses have reopened. Public Health is continuing to modify the health order as we see progress. We are on Stage 2 of Stage 5. They are working on a COVID 19 recovery plan for the homeless. Please reach out if you know anyone in need so they can help assist. Reach out to Erin at [eseinfeld@bos.lacounty.gov](mailto:eseinfeld@bos.lacounty.gov) if you need anything.
- g) Neighborhood Prosecutor, Hollywood Division, Ethan Weaver stated as of now there is no order to move homeless encampments. He provided an update on party houses in regards to social distancing. With COVID 19 all the police can do is enforce the party house ordinance. It's not illegal to rent a short term rental and the safe at home order stops at private residents so the party house ordinance is all they can respond to. He can be reached at [Ethanweaver.@lacity.org](mailto:Ethanweaver.@lacity.org)
- h) Department of Neighborhood Empowerment, Lorenzo Briceno reminded the NC that bylaw amendments are due June 5<sup>th</sup> and you have until June 30<sup>th</sup> to encumber any funds.
- i) Hollywood Bowl/Stratiscopes, Angela Babcock stated that the Hollywood Bowl season is cancelled and that they continue to work with local officials to keep up the progress regarding traffic mitigations etc.
- j) LAPD – Hollywood & North Hollywood Divisions  
Captain Steven Lurie (Hollywood Division) – provided an update that the Hollywood Division is up and running and of 400 officers only 2 have been sick. Crime in Hollywood is down about 14.5% since stay at home order was initiated. Motor vehicle crimes have spiked...half of cars stolen had the key fob on seat. Cars with electronics sitting on the seats also getting stolen. The 1410 Miller Shooting was likely a self-inflicted wound. Social media is the fastest way to stay up to date. Twitter: @LAPDLurie and e-mail is [33959@lapd.online](mailto:33959@lapd.online)

Captain Rafael Ramirez (North Hollywood) stated that only one officer has been COVID-19 positive. They have been getting around 900 radio calls every week. Vehicle theft is also an issue but half have been because the car was running or the keys were in the vehicle.

- k) LAFD - Brett Dalton from Station 76 stated that four firefighters are still hospitalized from the fire downtown. He thanked the board for the swamp cooler.

**5. Election: Community Enrichment Chair:**

Candidate: Jeremy Saunders (introduction)

Jeremy Saunders was elected unanimously 21-0.

**6. President's Report (Anastasia Mann)**

- a) Reminder speakers will be limited to 2 minutes each
- b) Open Seat/Reminder: Area 9 chair is open. Laurie Adami resigned effective April 26, 2020.

Interested parties should e-mail [president@hhwnc.org](mailto:president@hhwnc.org)

- c) Status of NC rollover funds and neighborhood council funding – David Ryu City Council Motion

- d) CD4 Councilmember David Ryu update on issues pertaining to CD4 including impact of Covid-19 on our community, parks, city budget etc. and position on Hollywood Center (aka: Millennium Project)

Councilmember Ryu thanked the NC Board members for their services and getting information out, volunteer and donating to helping fellow Angelinos.

- Senior sanitizing services have been a priority (specifically for vulnerable populations). They are calling every older member in the district to check in.
  - They are working to help partner neighbors in need and neighbors who want to help together through Mon Ami.
  - Debt and mortgage forgiveness is on front of mind to help people. Relief needs to go to the people (bottom up) not to banks and corporations
  - Regarding NC rollover funds -next year will be bad budget year, hopefully no cuts will be made but looks like there may be a 10% cut. Anything above \$10k will have to be encumbered then it can rollover.
  - Budget hearings start tomorrow, (5.21.2020) however the budget situation is changing rapidly since there will be a 10% furlough across the board. Ryu doesn't want any services to get cut as it will be hard to recover after that.
  - If you have a social gathering at your home you are breaking the law (per the Mayor's order) which could be broken up because of social distancing. There are lots of nuances and gaps in gatherings (example: Party Ordinance - no music it's not party. The police budget hasn't been cut as of now so the patrol car is still in effect.
  - Ryu stated his concerns regarding the Hollywood Center Project. He agrees with the biggest concern is with the short time frame of the DEIR which is June 1<sup>st</sup>.
  - Homeless encampments seem to be getting larger. LA never hit a peak with COVID 19 so with less people out and less traffic, it's been easier to grow encampments, so expanding Project Room Key would be helpful.
- e) Disclosure re: Sunset & Gardner Bldg. status in Area 7 request to be heard regarding a "spec" Restaurant/Bar CUP for an unbuilt shopping center by Margaret Taylor.
- f) Confirm next meeting date: June 17, 2020 (by Zoom)

#### 7. **First Vice-President's Report (Orrin Feldman)**

- a) Hollywood Center Project - is a proposed mixed use development of 4 buildings within the HUNC boundaries, including over 1,000 residential apartments, on a 4.46 acre site. The site generally is bound by Yucca Street on the North, Ivar Avenue on the West, Argyle Avenue on the East and Hollywood Boulevard on the South. The City's Planning Department released a Draft Environmental Impact Report (DEIR) on April 16, 2020. The department set June 1, 2020, as the deadline for public comments on the DEIR. The City's Planning Department's case no. is ENV-2018-2116-EIR. The State Clearinghouse Number is 2018051002.

The Hollywood Center Project site is just to the East of HHWNC's area. While the Hollywood Center Project site is in Hollywood United Neighborhood Council's area, the Hollywood Center Project's likely impacts will be spread across both neighborhood councils' areas. Additional time should be granted to the neighborhood councils to gather their stakeholders' concerns and provide public comments.

Due to the City's suspension of all neighborhood councils' activities during March and April, 2020, and the gradual restarting of neighborhood councils' activities in May, HHWNC urges Mayor Garcetti, City Council Member Mitch O'Farrell, and the City's Planning Department to extend the public comment deadline by at least another 60 days.

**Motion:** Hollywood Hills West Neighborhood Council recommends and requests that the City of Los Angeles's elected officials and the City's Planning Department extend the public comment deadline on the Hollywood Center Project's DEIR for at least 75 days beyond the current June 1, 2020 deadline. The public comment deadline should not be set any earlier than August 15, 2020.

Anastasia Mann made the motion, Oren Katz 2<sup>nd</sup>. The motion passed 20-0.

Public comment:

-Joseph the Project Manager of the Project, and urged people to submit comments

-Jeff, Whitley Heights resident supported motion

-Phone number (person did not state name), supported motion

Brian Dyer (Area 3) recused himself and did not vote.

#### 8. **Treasurer's Report (Matt Shichtman)**

a) Board Member Reimbursements – None this month

b) Approve February, March & April Monthly Expenditure Reports

**Motion:** The Board of the Hollywood Hills West NC approves the February 2020 Monthly Expenditure Report submitted by Treasurer Matt Shichtman.

Anastasia Mann made the motion, Serra Aladag 2<sup>nd</sup>. The motion was approved 20-0.

**Motion:** The Board of the Hollywood Hills West NC approves the March 2020 Monthly Expenditure Report submitted by Treasurer Matt Shichtman.

Anastasia Mann made the motion, Luminita Roman 2<sup>nd</sup>. This item was not voted on as the report was unable to be generated.

**Motion:** The Board of the Hollywood Hills West NC approves the April 2020 Monthly Expenditure Report submitted by Treasurer Matt Shichtman.

Anastasia Mann made motion, Orrin Feldman 2<sup>nd</sup>. The motion passed 20-0.

c) Review remaining FY 19-20 budget

d) Discuss and approve FY 20/21 budget and Administrative Packet.

**Motion:** HHWNC Board approves the FY 20/21 Administrative Packet, including Annual Budget, as discussed at the HHWNC meeting on May 20, 2020, including allowance of up to \$175 for board member reimbursement for refreshments at board and committee meetings.

Anastasia Mann made the motion, Mary Yarber 2<sup>nd</sup>. The motion approved unanimously 21-0.

- e) Renew David Horowitz contract with the city:

**Motion:** Renew David Horowitz's contract with the city for the FY20/21 (July 1-2020 to June 30, 2021) to provide ongoing website development/administration, Microsoft Exchange administration and other administrative duties at a rate of \$250/month, as well as for special projects at a rate of \$80-\$90 per hour.

Anastasia Mann made the motion, Oren Katz 2<sup>nd</sup>. The motion was approved unanimously 21-0.

- f) Budget advocate Oren Katz, request motion to approve \$1,000 contribution to support the Budget Advocates (as requested by Jack Humphreville)

**Motion:** HHWNC board approve \$1,000 contribution to Budget Advocates.

Anastasia Mann made the motion, Orrin Feldman 2<sup>nd</sup>. The motion was approved 21-0.

- g) Approve renewal of the NC mailbox.

**Motion:** The board approves retroactively payment of \$742.00 to renew NC mailbox @ 7095 Hollywood Blvd # 1004.

Anastasia Mann made the motion, Orrin Feldman 2<sup>nd</sup>. The motion passed 21-0.

- h) Discussion of new encumbrance program – deadline Monday, June 22, 2020

## 9. Second Vice President's Report (Jane Crockett)

- a) Member Training Update

## 10. Committee Reports

### a) Park & Open Space Chair (Jeff Masino)

- i. New Installations – Runyon Canyon Park Updates: While Runyon Cyn Park is currently closed, LA Rec & Parks has completed the installation of a Captain Albert Torres memorial bench in Upper Runyon Cyn and a "Chat Bench," spearheaded by Area 8 Chair, Serra Aladag, in lower Runyon Cyn. More details, including a dedication for both will be announced at a later date.
- ii. COVID-19 Pandemic Runyon Cyn Re-opening Plan: The Hollywood Hills West Neighborhood Council, together with the Los Angeles Department Recreation & Parks, are concerned for the safety and well-being of all Runyon Cyn Park visitors until such time that the coronavirus will no longer be a threat to our community. With this in mind, a plan for certain trail closures, new signage, and fencing will be needed (**please see attachment of new signage**). LA Rec & Parks has asked that HHWNC help contribute specifically for the creation of 8 TRAILS OPEN SOCIAL DISTANCING banners and 8' tall chain-link fencing (**please see attachment for signage invoice**).

**Motion:** That the HHWNC work together with LA Rec & Parks and approve an expenditure of \$639.40 to produce 8 TRAILS OPEN SOCIAL DISTANCING banners to be installed at Runyon Cyn Park, plus chain link fencing, not to exceed a total amount of \$2,200 (for fencing), to coincide with the park's COVID-19 reopening plan.

Anastasia Mann made the motion, Jeff Masino 2<sup>nd</sup>. The board discussed.

Anastasia Mann made a motion to amend motion to add "temporary chain link fencing", Jeff Masino 2<sup>nd</sup>. The motion to amend passed 21-0.

Anastasia Mann made the motion to amend motion to add "amount of \$2,500" and that the money will go to "fencing vendor rentals", Jeff Masino 2<sup>nd</sup>. The motion to amend passed 21-0.

**New Amended Motion:** That the HHWNC work together with LA Rec & Parks and approve an expenditure of \$639.40 to produce 8 TRAILS OPEN SOCIAL DISTANCING banners to be installed at Runyon Cyn Park, plus temporary chain link fencing, not to exceed a total amount of \$2,500 (for fencing vendor rentals), to coincide with the park's COVID-19 reopening plan.

Stephanie Smith, LA Rec & Parks provided and updated on Runyon Canyon Park and plans for reopening.

Anastasia Mann made motion, Serra Aladag 2<sup>nd</sup>. Motion passed unanimously 21-0.

Public Comment:  
-Andrew Solmssen

**b) Area 3 (Brian Dyer)**

**i. Restaurant 504, 6541 W. Hollywood Boulevard Permit Application ZA-2019-5469-CUB**

**Project Description:** A conditional use permit to allow the sale and dispensing of a full line of alcoholic beverages for on-site consumption in conjunction with a 1,880 square foot restaurant with 30 indoor seats and 650 square foot patio.

**Requested Entitlement:** pursuant to LAMC 12.24 w 1 A conditional use permit to allow the sale and dispensing of a full line of alcoholic beverages for on-site consumption in conjunction with a 1,880 square foot restaurant with 30 indoor seats and 650 square covered patio with 30 outdoor seats, with live entertainment, including musical acts of no more than four performers. Hours of operation are from 7:30 a.m. to 2:00 a.m., daily in the c4-2d-sn and [q]r5-2 zones.

The applicant is now Te'Kila, currently operating in the complex, having leased the space when the previous applicant pulled out.

Presentation from project representatives Lee Raburn and Armen Zadoyan.

**Motion:** If the operators of Smash change the CUP application to limit DJ until 11:00 PM, remove live musicians from the application, have no outdoor speakers facing to or on the Boulevard, and be in compliance with proper, Federally mandated music licensing, then the HHWNC Board will support the application.

Anastasia Mann made the motion, Luminita Roman 2<sup>nd</sup>. The motion passed unanimously 21-0.

Public Comment:

-Jeff M. made a comment about licenses (sesac.license@outlook.com)

**c) Infrastructure (Danielle Mead), Area 7 (Lincoln Williamson) & Environment (Barbara Witkin)**

- i. On January 26, 2020, members of the Area 7 and Infrastructure committees walked Sunset Blvd from the city border with West Hollywood to La Brea Ave. The committees identified many opportunities for improvements and beautification, including the need for pressure-washing multiple stretches of sidewalks which are dirty, discolored and littered with gum and debris. Based on an estimate from a vendor, the committees request up to \$4,000.00 allocation of funds for pressure washing the public sidewalk along three heavily trafficked blocks on Sunset Boulevard: 1) Hayworth Avenue to Fairfax Avenue (south side), Vista Street to Martel Avenue (north side), and Fuller Avenue to Poinsettia Place (north side).

**Motion:** The Hollywood Hills West Neighborhood Council approves up to \$4,000.00 for pressure washing sidewalks (including gum removal) for three blocks along Sunset Boulevard: 1) Hayworth Avenue to Fairfax Avenue (south side), Vista Street to Martel Avenue (north side), and Fuller Avenue to Poinsettia Place (north side).

Anastasia Mann made the motion, Jeff Masino 2<sup>nd</sup>. The board discussed.

Motion to amend by Orrin Feldman, Barbara Witkin 2<sup>nd</sup>.

**Amended Motion:** The Hollywood Hills West Neighborhood Council approves encumbering up to \$4,000.00 for pressure washing sidewalks (including gum removal) for three blocks along Sunset Boulevard: 1) Hayworth Avenue to Fairfax Avenue (south side), 2) Vista Street to Martel Avenue (north side), and 3) Fuller Avenue to Poinsettia Place (north side).

The motion passed 18-1.

Public Comment:

-Valerie supported the motion.

**d) Public Safety (Paul Jenkins)**

- i. HHWNC Senior Outreach Program (see attachments)  
Create an HHWNC Senior Outreach program that will help connect isolated seniors to community resources and provide them a reason and opportunity to tell a story about their life. Even if they must be physically isolated, they can reach out emotionally.

The pandemic may require seniors and those with underlying health issues to follow Stay at Home orders until there is a vaccine or an effective treatment (the vaccine is estimated to take 12 to 18 months). Isolation can be challenging emotionally and often leads to both physical and mental health problems. The plan would be a way to engage Seniors and reinforce their value to their neighbors and the HHWNC.

The program would include organizing volunteers, launching a community website, having Senior online meetings, and dropping off HHWNC branded plants and Emergency Preparation manuals.

During the outreach phone call, we could offer:

- Information on resources for Seniors
- The opportunity to join an HHWNC community website of seniors, artists, and volunteers.

- Ask them to create a story about their life that an actor or volunteer could read at a regularly scheduled online meeting. Or they could create a piece of artwork to be photographed and displayed.
- An Emergency Preparation manual so they can be emergency information leaders for their neighbors
- An opportunity to be a volunteer making phone calls and checking on other Seniors

The budget requested is a not to exceed amount of \$4,000 for approximately 100 senior HHWNC branded plants and emergency plan deliveries for Seniors that agree to create art. This includes mailings and outreach. See attached budget and diagram of the initial plan proposed for discussion. Outreach meetings will be conducted for stakeholder and board member feedback and interest.

**Motion:** Approve a budget to create a Senior Outreach program which includes social out reach and mailings, purchase and delivery of plants, print and delivery of Emergency Preparation manuals. Amount not to exceed \$4,000.

Anastasia Mann made the motion, Chandan St Clare 2<sup>nd</sup>.

Item will be brought back at the June meeting.

**11. Adjournment at 10:08 pm.**



Attachments for Treasurer Agenda Item 8. d)

**HOLLYWOOD HILLS WEST NEIGHBORHOOD COUNCIL**

FY 2020-2021 Budget

**DRAFT**

Annual Budget Funds	\$32,000.00		
Rollover Funds			
<b>Total Annual Budget Funds:</b>	<b>\$32,000.00</b>		

Office / Operational Expenditures Category	Budgeted	Allocated	Spent
Business Cards	\$500.00	\$0.00	\$0.00
Email (Microsoft, Constant Contact)	\$1,000.00	\$0.00	\$0.00
Website Hosting & Software Costs	\$1,000.00	\$0.00	\$0.00
Photocopies / Scanning for Meetings	\$350.00	\$0.00	\$0.00
Meeting Room Rentals (1 @ \$150, 1 @ \$500)	\$650.00	\$0.00	\$0.00
Meeting Room Refreshments (6 @ \$175, 20 @ \$50)	\$2,050.00	\$0.00	\$0.00
NC Mailbox	\$800.00	\$0.00	\$0.00
David Horowitz Website & Admin support @ \$250/mo, \$360 for insurance + \$80-90/hr for special projects	\$4,000.00	\$0.00	\$0.00
<b>Total Office / Operational Expenditures:</b>	<b>\$10,350.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Remaining:</b>	<b>\$10,350.00</b>		
NOTES:			

Outreach Expenditures Category	Budgeted	Allocated	Spent
Outreach Items with HHWNC Logo	\$3,400.00	\$0.00	\$0.00
Facebook Ads	\$250.00	\$0.00	\$0.00
Advertising	\$1,000.00	\$0.00	\$0.00
Event Expenses	\$2,000.00	\$0.00	\$0.00
<b>Total Outreach Expenditures:</b>	<b>\$6,650.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Remaining:</b>	<b>\$6,650.00</b>		
NOTES:			

Election Expenditures Category	Budgeted	Allocated	Spent
Spring 2021 Election Expenses	\$1,000.00	\$0.00	\$0.00
<b>Total Outreach Expenditures:</b>	<b>\$1,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Remaining:</b>	<b>\$1,000.00</b>		
NOTES:			

Neighborhood Purpose Grants (NPG) Expenditures Category	Budgeted	Allocated	Spent
NPG #1	\$4,000.00	\$0.00	\$0.00
NPG #2	\$3,000.00	\$0.00	\$0.00
NPG #3	\$3,000.00	\$0.00	\$0.00
<b>Total NPG Expenditures</b>	<b>\$10,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Remaining:</b>	<b>\$10,000.00</b>		
NOTES:			

Community Improvement Projects (CIP) Expenditures Category	Budgeted	Allocated	Spent
CIP #1	\$2,000.00	\$0.00	\$0.00
CIP #2	\$2,000.00	\$0.00	\$0.00
Total CIP Expenditures:	\$4,000.00	\$0.00	\$0.00
Remaining:	\$4,000.00		

**NOTES:**

Total Budget Allocations	Budgeted	Allocated	Spent
Office / Operational Expenditures	\$10,350.00	\$0.00	\$0.00
Outreach Expenditures	\$6,650.00	\$0.00	\$0.00
Elections Expenditures	\$1,000.00	\$0.00	\$0.00
General and Operational Expenditures	\$18,000.00	\$0.00	\$0.00
Neighborhood Purpose Grants (NPG) Expenditures	\$10,000.00	\$0.00	\$0.00
Community Improvement Projects (CIP) Expenditures	\$4,000.00	\$0.00	\$0.00
<b>TOTAL EXPENDITURES FOR FISCAL YEAR 2019-2020</b>	<b>\$32,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>TOTAL REMAINING FOR FISCAL YEAR 2019-2021</b>	<b>\$32,000.00</b>		

Fiscal Year  
2019 -2020

NOTE: CITY HAS  
NOT RELEASED  
FY 2020-2021 ADMIN  
PACKET YET, SO WE'VE  
REPURPOSED THE PAST  
YEARS.

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

Neighborhood Council: Hollywood Hills West

OFFICE OF THE CITY CLERK | [clerk.ncfunding@lacity.org](mailto:clerk.ncfunding@lacity.org) | 213-978-1058

20/21

## 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
- 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**

SIGNATURE OF THE TREASURER

**Matthew Shichtman**

PRINT NAME OF THE TREASURER

**Treasurer**

BOARD POSITION

**5/20/20**

DATE

**treasurer@hhwnc.org**

EMAIL

**734-765-2743**

PHONE NUMBER

**CONTINUES OTHER SIDE**



**2nd Signer**

SIGNATURE OF THE 2<sup>nd</sup> SIGNER

Anastasia Mann

PRINT NAME OF THE 2<sup>nd</sup> SIGNER

President

BOARD POSITION

5/20/20

DATE

president@hhwnc.org

EMAIL

323-876-5641

PHONE NUMBER

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

SIGNATURE OF THE ALTERNATE SIGNER

Orrin Feldman

PRINT NAME OF THE ALTERNATE SIGNER

First Vice President

BOARD POSITION

5/20/20

DATE

vicepresident@hhwnc.org

EMAIL

323-656-0440

PHONE NUMBER

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

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

Matthew Shichtman

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

Treasurer

BOARD POSITION

5/20/20

DATE

treasurer@hhwnc.org

EMAIL

734-765-2743

PHONE NUMBER

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

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

Anastasia Mann

PRINT NAME OF THE 2<sup>nd</sup> BANK CARD HOLDER

President

BOARD POSITION

5/20/20

DATE

president@hhwnc.org

EMAIL

323-876-5641

PHONE NUMBER

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

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

**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**

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

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

**Matthew Shichtman**

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

**5/13/20**

\_\_\_\_\_  
DATE

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

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

**Anastasia Mann**

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

**5/13/20**

\_\_\_\_\_  
DATE



**NEIGHBORHOOD COUNCIL FUNDING PROGRAM**  
**ANNUAL BUDGET TEMPLATE – FISCAL YEAR 2019-2020**

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>	
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	\$2,000.00
Printing and Photocopying for Meetings	\$500.00
Meeting Facility Fees (Riverside Elementary School)	\$2,000.00
Minute-Taker for Meetings (AppleOne)	\$1,500.00
Refreshments/Snacks for Meetings	\$1,500.00
<b>Total Office/Operational Expenditures</b>	<b>\$17,000.00</b>

<b>Hollywood Hills West</b> <b>Neighborhood Council Annual Budget</b> <b>for Fiscal Year <del>2020</del> - 2021</b>	
<b>Annual Budget Funds</b>	<del>\$ 42,000.00</del> <sup>\$ 32,000</sup>
<b>Rollover Funds***</b>	
<b>Total Annual Budget Funds</b>	<del>\$ 42,000.00</del> <sup>\$ 32,000 *</sup>

<b>Office/Operational Expenditures Category</b>	
Business Cards	\$ 500.00
Email (Microsoft, Constant Contact)	\$ 1,000.00
Website Hosting & Software Costs	\$ 1,000.00
Photocopies / Scanning for Meetings	\$ 350.00
Meeting Room Rentals (1 @ \$150, 1 @ \$500)	\$ 650.00
Meeting Room Refreshments (6 @ \$175, 20 @ \$50)	\$ 2,050.00
NC Mailbox	\$ 800.00
David Horowitz Website & Admin support @ \$250/mo, \$360 for insurance + \$80-90/hr for special projects	\$ 4,000.00
<b>Total Office/Operational Expenditures</b>	<b>\$ 10,350.00</b>

\*\*\*The Funding Program will notify each NC of their Fiscal Year closing balance including available rollover 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 funds received.

**\* ESTIMATED FY2020-21  
NC BUDGET PROVIDED  
BY CITY.**

Outreach Expenditures Category	
Outreach Items with HHWNC Logo	\$ 3,400.00
Facebook Ads	\$ 250.00
Advertising	\$ 1,000.00
Event Expenses	\$ 2,000.00
<b>Total Outreach Expenditures</b>	<b>\$ 6,650.00</b>

Election Expenditures Category	
Spring 2021 Election Expenses	\$ 1,000.00
<b>Total Election Expenditures</b>	<b>\$ 1,000.00</b>

Neighborhood Purposes Grants (NPG) Expenditures Category	
NPG #1	\$ 4,000.00
NPG #2	\$ 3,000.00
NPG #3	\$ 3,000.00
<b>Total NPG Expenditures</b>	<b>\$ 10,000.00</b>

Community Improvement Projects (CIP) Expenditures Category	
CIP #1	\$ 2,000.00
CIP #2	\$ 2,000.00
<b>Total CIP Expenditures</b>	<b>\$ 4,000.00</b>

TOTAL BUDGET ALLOCATIONS	
Office/Operational Expenditures	\$ 10,350.00
Outreach Expenditures	\$ 6,650.00
Elections Expenditures	\$ 1,000.00
General and Operational Expenditures	\$ 18,000.00
Neighborhood Purposes Grants (NPG) Expenditures	\$ 10,000.00
Community Improvement Project (CIP) Expenditures	\$ 4,000.00
<b>TOTAL EXPENDITURES FOR FISCAL YEAR 2019-2020</b>	<b>\$ 32,000.00</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 leases or services that NC may currently have or that it would like to secure in the Fiscal Year. If a lease or service 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 actual agreement or lease, if drafted.

**Office Lease:**

<input 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:	
Property Address:	
Property Owner:	
Property Owner Phone Number:	
Property Owner Email:	
Monthly Cost:	
Donation Value (if applicable):	

**Board Meeting Location:**

<input type="checkbox"/> Existing(may need to renew agreement) <input type="checkbox"/> New(new agreement may be needed) <input checked="" type="checkbox"/> Donated <input type="checkbox"/> NA	
Property Name:	Will & Ariel Durant Library
Property Address:	7140 Sunset Blvd., Los Angeles, CA 90046
Property Owner:	City of Los Angeles
Property Owner Phone Number:	323-876-2741 (John Frank, Librarian)
Property Owner Email:	jfrank@lapl.org
Do you pay for the meeting location?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Donation Value (if applicable):	

**Storage Facility:**

<input 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	
Facility Address:	
Facility Owner Phone Number:	
Facility Owner Email:	
Name on Facility Account:	
Monthly Cost:	

**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:	Mail & More on Hollywood
NC P.O. Box Address	7095 Hollywood Blvd. #104, Hollywood, CA 90028
Property Owner Address:	
Property Owner Phone Number:	323-850-5300
Property Owner Email:	MailMoreHollywood@gmail.com
Name on P.O. Box Account:	Anastasia Mann: Hollywood Hills West Neighborhood Council
Monthly Cost:	\$ 61.00

**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:	Microsoft
Service Provider Address:	One Microsoft Way, Redmond, WA 98052
Service Provider Phone Number:	1-800-865-9408
Service Provider Email:	
Type of Services Provided:	Online services for website / email
Monthly Cost:	\$ 96.00



City of Los Angeles - Office of the City Clerk  
Neighborhood Council Funding Program  
Encumbrance Request Form - Fiscal Year 2019-2020



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

To encumber NC funds, please provide the following information and follow the instructions below:

	Vendor Name	Purpose of the encumbered funds	Amount
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
		Total	\$ 0.00

**BOARD AFFIRMATION:**

THE NC BOARD AFFIRMS THAT SERVICES/PROJECTS RELATED TO THE ENCUMBRANCES LISTED ABOVE ARE INTENDED TO BE IN PLACE THIS CURRENT FISCAL YEAR OR HAVE BEEN AGREED UPON WITH THE VENDOR TO BEGIN WITHIN A REASONABLE TIME PERIOD DEPENDING ON COVID-19 PUBLIC HEALTH CIRCUMSTANCES.

\_\_\_\_\_  
NC President or Treasurer Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Instructions:

No later than June 22, 2020, please submit the following via email to [Clerk.NCFunding@lacity.org](mailto:Clerk.NCFunding@lacity.org):

1. Encumbrance Request Form, completed and signed
2. Invoices from the vendors listed in the Encumbrance Request Form
3. The Board Action Certification (BAC) Form approving the Encumbrance Request Form





**HELP KEEP OUR TRAILS OPEN!**

**PARK PROUD LA**



**PRACTICE SOCIAL DISTANCING**

PROVIDE SPACE OF AT LEAST 6 FEET  
AT ALL TIMES DURING YOUR VISIT



**FACE COVERING REQUIRED**

TRAIL USERS OVER 2 YEARS OLD  
MUST WEAR A FACE COVERING



**DO NOT GATHER IN GROUPS**

HEAD OUTDOORS WITH MEMBERS OF  
YOUR HOUSEHOLD ONLY



**COMMUNICATE WITH OTHERS AS YOU PASS**

ALERT TRAIL USERS OF YOUR PRESENCE  
AND STEP ASIDE TO LET OTHERS PASS



**PACK OUT YOUR TRASH**

USE LEAVE-NO-TRACE PRINCIPLES TO  
PROTECT PARK STAFF AND WILDLIFE

**FOR MORE INFORMATION  
VISIT [LAPARKS.ORG](https://laparks.org)  
FOR NON-EMERGENCIES CONTACT  
LA CITY PARKS RANGERS AT  
323-644-6661**



Corporate Office  
8955 National Blvd  
Los Angeles, CA 90034  
310-836-3200

TRANSACTION # **QTE273032**  
DATE **5/12/2020**  
EXPIRES **8/10/2020**  
SALES TEAM **415 DAVID ESQUEDA**

**QUOTE**

CUSTOMER C228945

## City of Los Angeles Department of Recreation and Parks Griffith Region

### PROJECT

### TRAILS OPEN / SOCIAL DISTANCING BANNERS

#### PRIMARY CONTACT

STEFANIE SMITH  
818-243-1145  
stefanie.smith@lacity.org

#### DUE DATE

#### SHIPPING METHOD

UPS - Ground

#### PAYMENT TERMS

Prepayment

#### BILL TO

Tracy James  
City of Los Angeles Department of Recreation and Parks Griffith  
Region  
Parks Services Administration  
4800 Griffith Park Drive  
Los Angeles CA 90027

#### SHIP TO

Tracy James  
City of Los Angeles Department of Recreation and Parks Griffith  
Region  
Parks Services Administration  
4800 Griffith Park Drive  
Los Angeles CA 90027

QTY				EACH	TOTAL	
8	Description	TRAILS OPEN SOCIAL DISTANCING BANNERS			\$65.00	\$520.00 *
	Item	Custom Banner Graphic	Facing	Single Faced		
	Size	36" W x 60" H	Layout	Portrait		
	Material	Vinyl - Regular - White - 13oz				
	Color Match	PMS Call Out - IF ANY, OTHER WISE PRINT AS IS				
	Production Details	SEND ePROOF				
	Finishings	Grommet - Color: Brass - Placement: Perimeter, Standard - Size: Reg Hem - Placement: Perimeter				

#### IMPORTANT CLIENT REQUIREMENTS

- 1) APPROVE QUOTE ASAP
- 2) SUBMIT ARTWORK IMMEDIATELY
- 3) SUBMIT PAYMENT PER TERMS
- 4) APPROVE PRINT PROOF ASAP

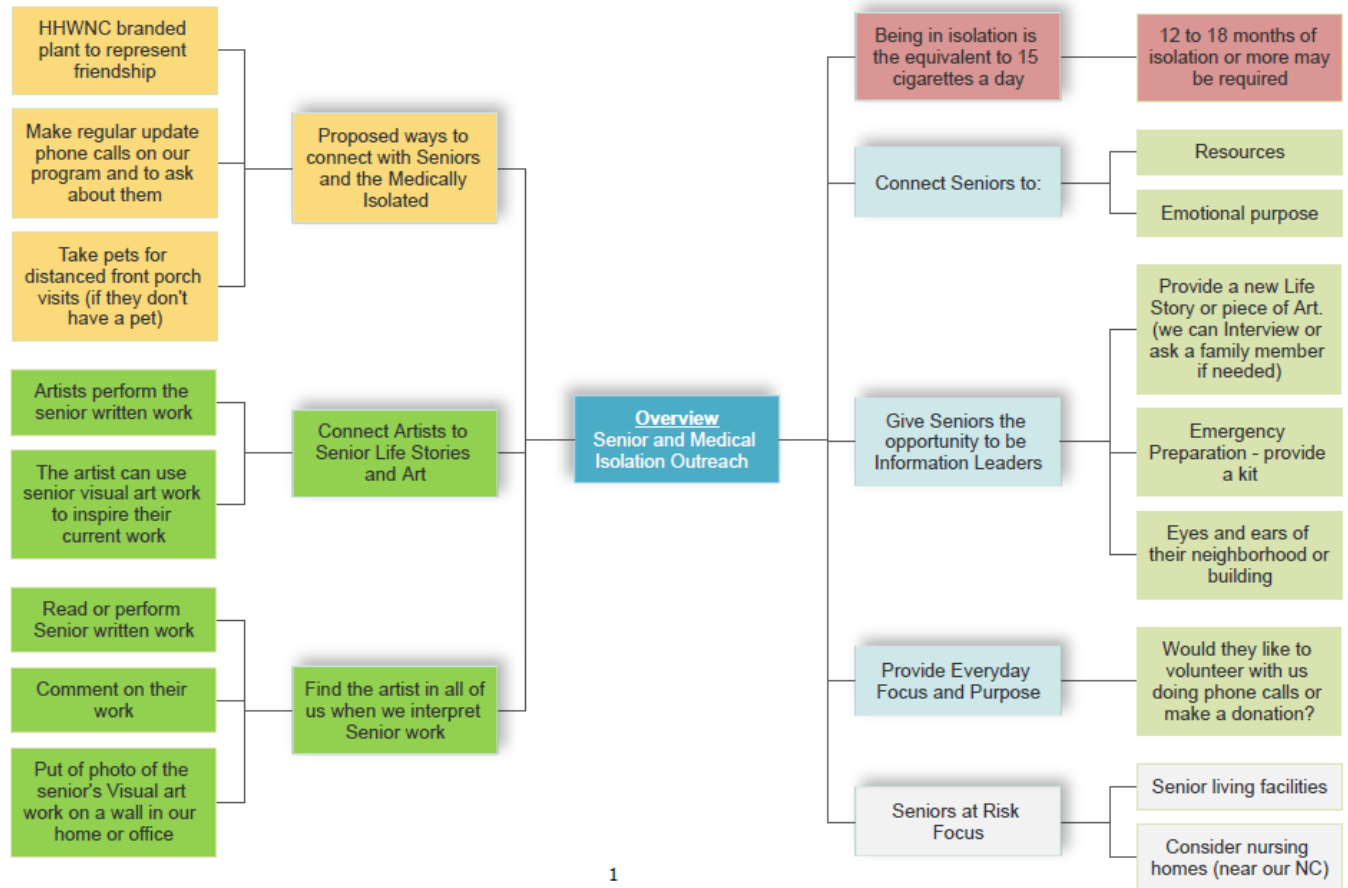
- PRODUCTION DOES NOT BEGIN UNTIL ALL THE ABOVE ITEMS HAVE BEEN COMPLETED
- DELAYS CAN CAUSE ADDITIONAL RUSH FEES

SUBTOTAL	\$520.00
EST. SHIPPING	\$70.00
TAX (9.5%) *	\$49.40
TOTAL	\$639.40

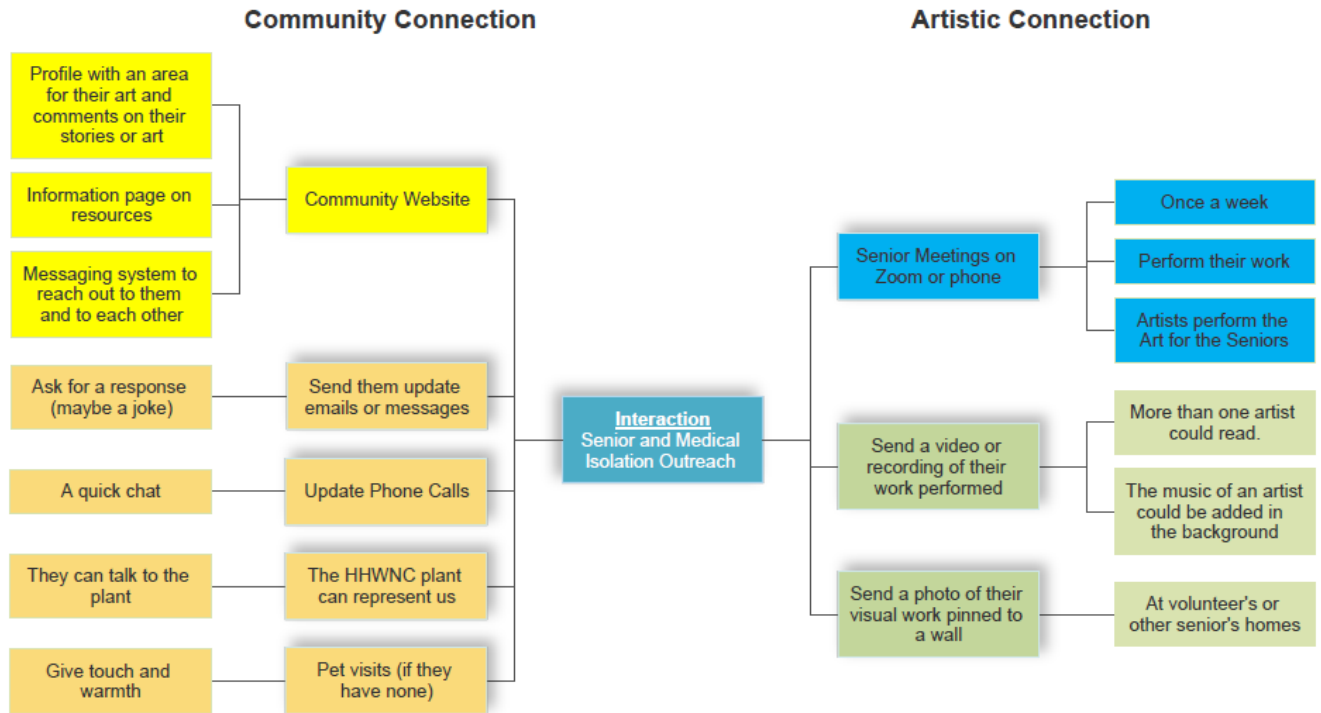
### HHWNC - Senior Outreach Program

05/20/2020

- o Isolation is very unhealthy and can be addressed by neighbors
- o Hollywood has a large artist community which could be connected to Seniors
- o This aligns with the core mission of Neighborhood Councils



## HHWNC - Senior Outreach Program Interaction



2

## HHWNC - Senior Outreach Budget

05/20/2020

Item	Cost	Qty	Total	Supplier Quoted	Notes
Plant to Represent HHWNC	\$20.00	100	\$2,000.00	Dream Garden (323) 465-0161	Includes pot and transfer. Indoor plant or outdoor succulent.
HHWNC Logo Sticker for the Plant (2" x 4")	\$0.50	100	\$50.00	Fed Ex on Sunset (323) 8454501	
HHWNC Emergency Plan print out	\$9.20	100	\$920.00	Fed Ex on Sunset (323) 8454501	60 pages: Cover color .75 (30% off) = 53 Manual b & w .18 (30% off) = .13 Binder
Outreach for Volunteers and Seniors	\$50.00	4	\$200.00	Budget	Facebook, Nextdoor etc.
Mailings for seniors without a phone number	\$2.13	300	\$639.00	Seda's Printing (323) 469-1034	Optional Previous printing - \$581/272 = \$2.13 each
			\$0.00		
			\$0.00		
<b>Total</b>			<b>\$3,809.00</b>		

