

# CITY OF LOS ANGELES

## PANORAMA CITY NEIGHBORHOOD COUNCIL

CALIFORNIA

## PANORAMA CITY NEIGHBORHOOD COUNCIL

### Directors

John DiGregorio, **Chair**  
Michael Hasz, **Vice Chair**  
Lanira Murphy, **Treasurer**  
Cheryl Compton, **Secretary**  
Perla Iliana Lagunas Abundez  
Maricar Summer Bernardo  
Ronald Collins  
Marc Coronel  
Martha Cortez, VP  
Pamela Gibberman, VP  
Reynaldo Hernandez  
Michelle Klein-Hass, VP  
Chris Q. Martinez, VP  
Gurgen Mkrtchyan, VP  
Marisa Persaud, VP  
Ryan Reich  
Tony Wilkinson, VP

### Youth Representatives:

Vianca Perez & MacKenzie Keller



**ERIC GARCETTI**  
**MAYOR**

### POSTAL MAIL

14500 Roscoe Blvd, Suite 425  
Panorama City, CA 91402

### TELEPHONE

(818) 927-0003

### ELECTRONIC MAIL

pcncoutreach@gmail.com

### ALTERNATES

**Alt1** Cisco Falcon

**Alt2** Eric Jines

**Alt3** Rhonda Bartlett

**Alt4** Gloria Diaz

**Alt5** Andrea Jimenez

### Vacant seats:

Homeowner Center-West (2023)

Resident-Renter Southwest (2023)

Business (2021) x1

Business (2023) x2

## PANORAMA CITY NEIGHBORHOOD COUNCIL GENERAL BOARD MEETING AGENDA

**Thursday June 25th, 2020 6:30 PM**

**\*\*Virtual Meeting via ZOOM, access info on last page of agenda\*\***

**Meeting URL:** <https://bit.ly/PCNC0625>

**Meeting ID:** 849 414 4885 **Password:** PCNC2020

The quorum is 11 Board members or Alternates. Public comments on agenda items will be heard when the item is considered. Public comments on other matters within the council's jurisdiction may be made during the Public Comment period. Public comments are usually limited to two minutes per speaker, at the discretion of the Chair. Action may be taken on any agenda item except Public Comment and announcements. Actions may be reconsidered only if a motion for reconsideration is adopted at the same meeting where the action was taken. You may request a copy of printed materials that are distributed at the meeting. You may record the meeting by audio, video or photographic means as long as it is not disruptive. Meeting notices and agendas are posted at the Plaza Del Valle Community Room and at other locations (see notes below). If you need translation, or accommodation for a disability, please call the city Department of Neighborhood Empowerment at least three business days in advance (213-978-1551, or toll-free 3-1-1). The city is a covered entity under Title II of the Americans with Disabilities Act. If you believe the council is not following the law or its own rules you may file a grievance in writing with copies to both the Chair and the Secretary. Please be respectful of others, even when you differ with them. Times shown in the agenda are only estimates. The sequence and time may be changed at the meeting.

1. **Call to Order** and remarks (**John DiGregorio, Chair**) [2m]
2. **Roll Call** of committee members or alternates (the quorum is three). [1m]



- 3. Reports from LAPD & other relevant law enforcement agencies.** Senior Lead Officer Damaris Bonfil [(818) 838-9854, mobile (818) 634-0718, 38834@lapd.online] covers Panorama City's Center-West area. Senior Lead Officer Sean Smith [(818-838-9842, mobile 818-442-3183, 35183@lapd.online)] covers Panorama City's North and Center-East districts. Senior Lead Officer Daniel Ruelas [(818) 838-9847, mobile 818-679-2082, 34435@lapd.online] is responsible for Panorama City south of Roscoe. Emergency: 911. Mission Division Front desk: 818-838-9800. Non-emergency: 877-ASKLAPD (877-275-5273). **(10min)**
- 4. Reports from Elected Officials' field staff and other Neighborhood Agencies/Committees. (15 Min)**
- **DEPARTMENT OF NEIGHBORHOOD EMPOWERMENT**  
Jasmine Elbarbary (jasmine.elbarbary@lacity.org) (818) 374-9886, and Karen Hernandez (karen.hernandez@lacity.org) Van Nuys City Hall 14410 Sylvan St. 3rd Floor Los Angeles, CA 91401 Direct Line: (818)-374-9893, Office (213)-978-1551
  - **CALIFORNIA CONGRESSIONAL DISTRICT 29**  
Congressman Tony Cardenas' District Office is located at 9612 Van Nuys Blvd, #201, Panorama City, CA 91402 (818-221-3718). He is represented in Panorama City by Field Representative Lea Gonzalez, (818) 221-3718, (lea.gonzalez@mail.house.gov)
  - **LOS ANGELES CITY COUNCIL DISTRICT 6**  
Andres Sandoval represents Councilwoman Nury Martinez in Panorama City (Andres.X.Sandoval@lacity.org). Area Director is Joana Reyes (Joana.Reyes@lacity.org). The district field office is located at 9300 Laurel Canyon Blvd., 2nd Floor, Sun Valley, CA 91331; 818-771-0236.
  - **LOS ANGELES CITY MAYOR'S OFFICE**  
Representative, no contact info at this, represents Mayor Eric Garcetti in the East Valley Area time. The Mayor's San Fernando Valley office is located in the Van Nuys City Hall, 14410 Sylvan Street, Van Nuys, CA 91401.
  - **LOS ANGELES UNIFIED SCHOOL DISTRICT, DISTRICT 6**  
Our LAUSD School Board Member is Kelly Gonez. Michael Menjivar is her Deputy Director of Community Engagement (Main (213) 241-6097 Mobile (818) 212-6887, (Michael.Menjivar@lausd.net). The District 6 office is located at 8401 Arleta Avenue, Sun Valley, CA 91352.
  - **LOS ANGELES COUNTY SUPERVISORIAL DISTRICT 3**  
Supervisor Sheila Kuehl (Sheila@bos.lacounty.gov, 213-974-3333) is located at 821 Kenneth Hahn Hall of Administration, 500 West Temple Street, Los Angeles, CA 90012. Valley District Director, Benita Trujillo (818-901-3831; btrujillo@bos.lacounty.gov), represents supervisor Kuehl locally. The San Fernando Valley District Office is located at 7555 Van Nuys Blvd, Suite 1, Van Nuys, CA 91405.
  - **CALIFORNIA ASSEMBLY DISTRICT 46**  
Assemblymember Adrin Nazarian represents us in a district that runs from North Hills and Panorama City south to Studio City and the Hollywood Hills. His field office is located in the State Office Building at 6150 Van Nuys Blvd, Suite 300, Van Nuys, CA 91401. His Field Representative for Panorama City is Julissa Rodriguez, (818-376-4246, Julissa.Rodriguez@asm.ca.gov).
  - **CALIFORNIA SENATE DISTRICT 18**  
District 18 State Senator Bob Hertzberg maintains a field office in the State Office Building at 6150 Van Nuys Blvd., Suite 400, Van Nuys, CA 91401 (818-901-5588). His Field Deputy for Panorama City is Eveline Bravo-Ayala (evenline.bravo-ayala@sen.ca.gov). The District Director is Barri Worth Girvan ([Barri.Girvan@sen.ca.gov](mailto:Barri.Girvan@sen.ca.gov)).
  - **NEIGHBORHOOD COUNCIL BUDGET ADVOCATES**  
The NC Budget Advocates serve the Neighborhood Council Boards and their stakeholders in matters related to the City of LA's budget and City Services. Issues related to your quality of life and how they are directly



impacted by the budget are the BA's primary area of focus. Contact your Region 1 Budget Advocate John DiGregorio at [johnndpcnc@gmail.com](mailto:johnndpcnc@gmail.com)

• **RECREATION AND PARKS**

Announcements and updates from our Panorama City representatives and any other neighboring Rec and Parks teams. Panorama Park Representative Oscar Cardenas ([oscar.cardenas@lacity.org](mailto:oscar.cardenas@lacity.org))

• **PANORAMA CITY CHAMBER OF COMMERCE**

The Panorama City Chamber of Commerce, incorporated in 2016, is composed of business and professional men and woman who are civic-minded citizens. The Chamber's mission is a collective effort to promote the welfare of our community and make it the best community in Los Angeles to shop, live, and to make a living in. Contact Field Representative Alberto Martinez at [alberto@panoramachamber.com](mailto:alberto@panoramachamber.com)

**5. Public Comment and General Announcements**

- Limited from 2-5 minutes at the discretion of the presiding officer
- Limited to non-agenda items
- Speaker cards will be made available if attendance is significant
- During Virtual Meetings**, use the 'raise your hand' feature to be added to the speaker queue by the Board Secretary. The Chair will recognize speakers in the order specified by the queue.

**6. Discussion and possible action** regarding approval of the missing receipt affidavit filed by Chair John DiGregorio for **\$245.39** from Dunkin Donuts for breakfast and refreshments in support of the Casa Esperanza Clean Up on February 22<sup>nd</sup>, 2020.

**7. Discussion and possible action** to approve a **\$1000** to fund a PCNC logo redesign for outreach and branding. In 2019, \$500 was allocated to this effort and was not spent. A local professional artist and graphic designer will be proving sample drawings to gauge Board interest and determine direction.

**8. Discussion and possible action** regarding approval of the proposed FY20-21 Encumbrance Form, detailing expenditures the NC plans on carrying-over funding from this year's budget to pay for. Invoices will be made available as received from Vendors. Summary below and within the 'supplemental' package, you will find a monthly detail of the costs.

Vendor	FY
FREEDOM VOICE SYSTEMS	127
G&M SELF STORAGE	1,319
The Web Corner	3,588
Southern California Preparedness Foundation	500
<b>Total</b>	<b>5,534</b>

**9. Discussion and possible action** on the Public Safety Committee's recommendation to approve a CIS stating the NC's position regarding the LA City Budget and possible changes to the LAPD budget.

**10. Discussion and possible action** regarding the Finance Committees recommendation to approve the PCNC FY20/21 Administrative Packet and Budget as presented.

**11. Discussion and possible action for approval of any financial statements, Monthly Expenditure Reports (MER's), or other ongoing monthly financial documents prepared by the Treasurer of Finance Chair which have not yet been approved by the Board.**

- Treasure/ Finance Chair to provide details. This item does not cover special or annual financial documents. (10 min)



**12. Discussion and possible action to approve the Board meeting's minutes for the last Board meeting and any other prior meetings not yet approved. (5 min)**

**13. Discussion and possible action to appoint any interested qualified stakeholders to any appropriate vacant board seats including Youth Representatives. (5min)**

- Candidates must present documents to the Secretary that prove their identity and a "stake" in the Neighborhood Council, as required by each seat.
- **Examples:** Driver's License, Consular Card or Student ID will prove identity. A Driver's License with a current address will also prove that a person lives within the council boundaries.
- District seats are specific to either "homeowner" or "renter". For this reason, homeowners must present a recent mortgage statement or a tax bill, and renters must present a recent rent receipt or a lease. Business seats require a business card with a local address, a Business Tax Registration Certificate, or some other indication that the person works (including volunteer work) or operates a business within the council boundaries.
- Community Interest stakeholders (for an Unlimited At-Large seat) must provide a document that proves a substantial and ongoing interest within the boundaries, which is often evidenced by membership in a local organization. However, Community Interest stakeholders can be appointed to either of the vacant Alternate positions.) Signed letters from responsible parties can also be provided. The Secretary will determine the adequacy of the candidate's documentation.
- **No actual documents will be kept and interested stakeholders are only required to show the document for verification.**
- The council may appoint one or more Youth Representative(s) for a one-year term. A Youth Representative is not part of the voting Board. This is a position that allows youth to express opinions on council issues.

**14. Discussion, nomination, and selection of Committees to include adding new Committee Chairs or new members to each committee. Also includes 2-minute report form each committee. The current committees are listed below. (20 min)**

Standing Committees			
Name	Chair/Co-Chairs	Contact Email	Meeting Date/Time/Location
Commerce	Perla Abundez	perlita.northhills@gmail.com	4 <sup>th</sup> Monday <b>via zoom after Land Use</b>
Finance	Gurgen Mkrtchyan	gurgen@ympklaw.com	As needed <b>via zoom</b>
Land Use	Tony Wilkinson	lawilkinson@acm.org	4 <sup>th</sup> Mondays, 7pm, <b>via zoom</b>
Outreach	John DiGregorio	johndpcnc@gmail.com	2 <sup>nd</sup> Thursdays, 6:30pm <b>via zoom</b>
Rules	Cheryl Compton	ComptonPCNC@gmail.com	As needed <b>via zoom</b>
Ad-Hoc Committees			
City Life & Beautification	John DiGregorio	johndpcnc@gmail.com	First Thursdays, 7pm, <b>via zoom</b>
Public Safety	Martha Cortez	Martha.Cortez.PCNC@gmail.com	2 <sup>nd</sup> Thursdays, 6:30pm, <b>via zoom</b>
Education	Pamela Gibberman	pgibberman@gmail.com	4 <sup>th</sup> Mondays, 6pm, <b>via zoom</b>
Youth	Martha Cortez	Martha.Cortez.PCNC@gmail.com	2 <sup>nd</sup> Thursdays, <b>on hold as of 5-2020</b>
~ Please contact the Chairs if interested in participating on committees ~			

**15. Discussion and possible action to remove any board member(s) that have violated Article V, section 7 "Absences" of the PCNC By-Laws.** Pursuant to this section any board member that has two (2) consecutive absences or three (3) absences within a six (6) month period for regularly scheduled board meetings and that are not excused by the Chair may be removed from the board by a majority vote of all those board members present. The board member subject to the removal vote may address the board but is not allowed to vote. **(5 min)**

**f. The following board members meet these criteria to be removed:**

- i. None at this time

**16. Adjournment**

# Panorama City Neighborhood Council Meeting Agenda 6-25-20



**Council Process:** The council gained its official city role upon certification by the Board of Neighborhood Commissioners on March 15, 2007. Everyone who lives, works or owns real property within the boundaries of the Panorama City Neighborhood Council, or who declares a Community Interest in the area and the basis for it, is a "stakeholder". All stakeholders are members of the Council. Stakeholders elect a Board of Directors to represent them. This Board is recognized as the decision-making entity by the City of Los Angeles. The current Board was elected on April 2, 2016. While the Board is the official decision-making entity, meetings are conducted as much as possible in a town hall spirit. Committees are open to anyone with an interest in Panorama City. Panorama City's neighborhood council is much more than its Board, and it depends on public participation for its success.

**Posting Sites:** California's open meetings law, the Ralph M. Brown Act, requires that meeting notices be physically posted at a regular location 72 hours in advance for regular meetings and 24 hours in advance for special meetings. The location must be accessible to the public seven days a week, 24 hours a day. That location is the outside steel doors of the Plaza Del Valle Community Room, Building G, 8700 Van Nuys Blvd, Panorama City, CA 91402. This council is also required to follow the City of Los Angeles posting policy for Neighborhood Councils. That policy additionally requires that councils post agendas through the city's Early Notification System (ENS), post the agendas on the council's website (if one exists), and make an effort to send agendas by electronic mail (if such a list exists). This council posts agendas on its website, [panoramacitync.org](http://panoramacitync.org). This council uses the city's ENS mailing list as its agenda email list. You may sign up for the ENS agenda system at: <http://lacity.org/government/Subscriptions/NeighborhoodCouncils/index.htm>.

In addition to the Plaza Del Valle posting location, this council MAY post agendas at other locations within Panorama City. These may include: (1) Panorama City Branch Library, 14345 Roscoe Blvd; (2) Panorama Recreation Center, 8600 Hazeltine Avenue; (3) Sepulveda Recreation Center, 8801 Kester Avenue; and (4) Casa Esperanza, 14705 Blythe Street.

In addition to the ENS agenda list, this council MAY include agendas in its occasional informational emails. You can subscribe to the council's informational email list by sending your request to 'info@panoramacitync.org'. You can also sign up on the council's website. In order to respect our stakeholders' inboxes, messages to the informational email list will be sent at most once or twice a month. *The only way to assure that you will receive emailed agendas is through the ENS list.*

**Americans with Disabilities Act (ADA):** 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 5 business days prior to the meeting you wish to attend by contacting the city's Department of Neighborhood Empowerment (213-978-1551).

**Agenda-related written materials:** The council may occasionally prepare supplementary information to the agenda ("agenda packets"). When this is done, the agenda packets are normally made available both to Board or committee members and to the general public at the start of the posted meeting. In compliance with Government Code section 54957.5, non-exempt writings that are distributed to a majority or all of the Board or committee *in advance of a meeting* may be viewed by appointment at the Panorama City Neighborhood Council office, 14500 Roscoe Blvd, Suite 400, Panorama City, CA 91401, (818-714-2133) during normal business hours, or at the scheduled meeting. In addition, if you would like a copy of any record related to an item on the agenda, please contact Cheryl Compton, PCNC - Secretary, 14500 Roscoe Blvd, Suite 400, Panorama City, CA 91402 (ComptonPCNC@gmail.org).

**PUBLIC ACCESS OF RECORDS** – In compliance with Government Code section 54957.5, non-exempt writings that are distributed to a majority or all of the board in advance of a meeting may be viewed at [the Panorama City Neighborhood Council no longer maintains a physical office] and at our website: [panoramacitync.org](http://panoramacitync.org) or at the scheduled meeting. In addition, if you would like a copy of any record related to an item on the agenda, please contact John DiGregorio at [no phone available] or email: [johndPCNC@gmail.com](mailto:johndPCNC@gmail.com)

## **Instructions and Guidelines to Access and Participate in PCNC 'Virtual Meetings'**

Effective April 1<sup>st</sup>, 2020 the City Attorney's office has permitted the use of 'Virtual Meetings' with voice/video capabilities which will allow Neighborhood Councils to continue conducting meetings during our current 'Stay at Home' order issued by Mayor Garcetti. The Panorama City Neighborhood Council has elected to use the platform ZOOM to host our virtual meetings.

For instructions on how to download and use the ZOOM audio-video conferencing platform, please click the link below, which will detail how to install the application on your smartphone or computer. Link for Support [HERE](https://support.zoom.us/hc/en-us/articles/201362193-How-Do-I-Join-A-Meeting-)  
<https://support.zoom.us/hc/en-us/articles/201362193-How-Do-I-Join-A-Meeting->

## **Virtual Meeting Guidelines**

- Upon entry to the meeting, all participants will be automatically placed on 'mute' as to not disrupt the current speaker.
- The Chair will run the meeting as 'close to normal' as possible, limiting the amount of time individual speakers may hold the floor.
- If you wish to speak, do so by 'Raising your Hand', a feature the platform has, which enables the formation of a



queue.

- The Board Secretary will recognize your place in the queue, by responding through the 'Chat' feature.
- The Chair will then call upon, in 'first come first served' order as recognized by the Secretary. Once called upon, the speaker must UNMUTE their audio to begin their statement.
- Disruptions to the meeting or abuse of these guidelines will result in the immediate removal.
- Public Comment will also adhere to the 'Raise Hand', 'Enter the Queue', 'Be Recognized by the Chair' format.
- Should you need assistance, or require any specific ADA accommodations, please reach out to the Board Chair prior to the meeting at [johndpcnc@gmail.com](mailto:johndpcnc@gmail.com)

**For more information about the Panorama City Neighborhood Council visit our website at [www.panoramacitync.org](http://www.panoramacitync.org)**



Fiscal Year  
2020 -2021

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

Neighborhood Council: Panorama City

## **NEIGHBORHOOD COUNCIL FUNDING PROGRAM FISCAL YEAR ADMINISTRATIVE PACKET**

### **Summary**

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

### **Goal(s)**

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

The Packet contains the following items:

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

### **Procedure**

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

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

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

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



## NEIGHBORHOOD COUNCIL FUNDING PROGRAM

### FINANCIAL OFFICERS LETTER OF ACKNOWLEDGEMENT & AGREEMENT

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

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

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

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

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

#### **Neighborhood Council Financial Officers - Names and Signatures:**

**Treasurer**

DocuSigned by:

*Lanira Murphy*

BCA39078C68E41D...

SIGNATURE OF THE TREASURER

**Lanira Murphy**

PRINT NAME OF THE TREASURER

**Treasurer**

BOARD POSITION

☐ Please check here if a new Treasurer is being appointed

6/6/2020

DATE

6/6/2020

EMAIL

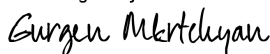
252-675-2678

PHONE NUMBER

**CONTINUES OTHER SIDE**

**2nd Signer**☐ Please check here if a new 2<sup>nd</sup> Signer is being appointed

DocuSigned by:



0651F12F0E2142E...

SIGNATURE OF THE 2<sup>nd</sup> SIGNER**Gurgan Mkrtchyan**PRINT NAME OF THE 2<sup>ND</sup> SIGNER**Second Signer**

BOARD POSITION

6/6/2020

DATE

council.neighborhood@yahoo.com

EMAIL

818 321 4903

PHONE NUMBER

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

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

DocuSigned by:



02BE122746F549D...

SIGNATURE OF THE ALTERNATE SIGNER

**John DiGregorio**

PRINT NAME OF THE ALTERNATE SIGNER

**Chair**

BOARD POSITION

6/10/2020

DATE

johndpcnc@gmail.com

EMAIL

NA

PHONE NUMBER

**1<sup>st</sup> Bank Cardholder**☐ Please check here if a new Cardholder is being appointed

DocuSigned by:



02BE122746F549D...

SIGNATURE OF THE 1<sup>st</sup> BANK CARD HOLDER**John DiGregorio**PRINT NAME OF THE 1<sup>st</sup> BANK CARD HOLDER**Chair**

BOARD POSITION

6/10/2020

DATE

johndpcnc@gmail.com

EMAIL

NA

PHONE NUMBER

**2<sup>nd</sup> Bank Cardholder**☐ Please check here if a new Cardholder is being appointedSIGNATURE OF THE 2<sup>nd</sup> BANK CARD HOLDER

DATE

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

EMAIL

BOARD POSITION

PHONE NUMBER

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

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


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

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

**PLEASE SIGN OTHER SIDE**

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

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

DocuSigned by:  
  
928E122740F549B...

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

**John DiGregorio**

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

6/10/2020

DATE

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

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

**NA**

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

DATE

## NEIGHBORHOOD COUNCIL FUNDING PROGRAM

### ANNUAL BUDGET TEMPLATE – FISCAL YEAR 2020-2021

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

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

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

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

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

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

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

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

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

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



# Panorama City Neighborhood Council

## Annual Budget for Fiscal Year 2020-2021

<b>Annual Budget Funds</b>	<b>\$ 47,534.00</b>
<b>Rollover Funds*</b>	<b>\$ 10,000.00</b>
<b>Encumbered Funds*</b>	<b>\$ 5,534.00</b>
<b>Total Annual Budget Funds</b>	<b>\$ 47,534.00</b>

Office/Operational Expenditures Category	
FREEDOM VOICE SYSTEMS	\$ 127.00
SELF STORAGE	\$ 1,319.00
The Web Corner	\$ 3,588.00
PO Box	\$ 240.00
Monthly Printing	\$ 6,000.00
<b>Total Office/Operational Expenditures</b>	<b>\$ 11,274.00</b>

\*The Funding Program will notify each NC of their Fiscal Year closing balance including available rollover funds and/or approved encumbered funds, if any, on August 1st or next business day. Depending on when an NC submits its Admin Packet/annual budget, the NC may need to revise and resubmit its annual budget to account for any rollover and/or encumbered funds. PLEASE NOTE: Encumbered funds are intended only for earmarked expenditures submitted in the "Encumbrance Request Form" and approved by the Funding Program

<b>Outreach Expenditures Category</b>	
Misc. to be voted on individually	\$ 10,000.00
<b>Total Outreach Expenditures</b>	<b>\$ 10,000.00</b>

<b>Election Expenditures Category</b>	
None	\$ 0.00
<b>Total Election Expenditures</b>	<b>\$ 0.00</b>

<b>Neighborhood Purposes Grants (NPG) Expenditures Category</b>	
NPGs to be voted on individually	\$ 10,000.00
<b>Total NPG Expenditures</b>	<b>\$ 10,000.00</b>

<b>Community Improvement Projects (CIP) Expenditures Category</b>	
CIP to be voted on individually	\$ 726.00
<b>Total CIP Expenditures</b>	<b>\$ 726.00</b>

<b>TOTAL ANNUAL BUDGET ALLOCATIONS</b>	
<b>Office/Operational Expenditures</b>	\$ 11,274.00
<b>Outreach Expenditures</b>	\$ 10,000.00
<b>Election Expenditures</b>	\$ 0.00
<b>General and Operational Expenditures</b>	\$ 21,274.00
<b>Neighborhood Purposes Grants (NPG) Expenditures</b>	\$ 10,000.00
<b>Community Improvement Projects (CIP) Expenditures</b>	\$ 726.00
<b>TOTAL EXPENDITURES FOR FISCAL YEAR 2020-2021</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 services that an NC may currently have or that it would like to secure in the Fiscal Year which may require a City agreement. If an agreement needs to be drafted from the information provided, the NC board will be notified and advised to agendaize and approve the drafted agreement at a future board meeting; The approval the Administrative Packet/annual budget does not replace the vote the board will need to take to approve any agreements needed.

#### Office Location:

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

#### Meeting Location:

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

#### Storage Facility:

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

**P.O. Box:**

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

**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:	The Webcorner
Service Provider Address:	19509 Ventura Blvd. Tarzana, CA 91356
Service Provider Phone Number:	(818) 345-7443
Service Provider Email:	support@thewebcorner.com
Type of Services Provided:	webhosting



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.		
	<b>Total</b>	

**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 Tuesday, June 30, 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. Payment request document from vendors listed, i.e., invoice, estimate, completed NPG application, etc.
3. The Board Action Certification (BAC) Form approving the Encumbrance Request Form



**Panorama City Neighborhood Council**

FY19/20 Encumbrance Analysis



**Months of Coverage** 12

**Total Encumbrance** 5,534

	<u>Monthly</u>	<u>Jul</u>	<u>Aug</u>	<u>Sep</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>	<u>Jan</u>	<u>Feb</u>	<u>Mar</u>	<u>Apr</u>	<u>May</u>	<u>Jun</u>	<u>FY</u>
FREEDOM VOICE SYSTEMS	11	11	11	11	11	11	11	11	11	11	11	11	11	127
G&M SELF STORAGE	110	110	110	110	110	110	110	110	110	110	110	110	110	1,319
The Web Corner	299	299	299	299	299	299	299	299	299	299	299	299	299	3,588
Southern California Preparedness Foundation	500			500										500
														-
<b>Total</b>		<b>420</b>	<b>420</b>	<b>920</b>	<b>420</b>	<b>420</b>	<b>420</b>	<b>420</b>	<b>420</b>	<b>420</b>	<b>420</b>	<b>420</b>	<b>420</b>	<b>5,534</b>

**Notes:** •Socal Prep payment is for one time event support

•Invoices will be available for review 6/25



Office of the City Clerk  
Administrative Services Division  
Neighborhood Council Funding Program  
Neighborhood Council Bank Card Missing Receipt Affidavit

When a receipt for a Neighborhood Council bank card transaction is lost or otherwise unavailable and all measures to obtain a copy of the receipt have been exhausted, the Missing Receipt Affidavit should be completed.

Neighborhood Council: Panorama City

NC Bank Cardholder Name: John DiGregorio

Vendor: Dunkin Donuts Date of Transaction: 2/18/20

Quantity	Item Description	Item Amount	Amount
1	Breakfast, Bagels donuts, coffee		\$245.39
		Sub-Total	
		Taxes	
		Total	\$245.39

The receipt was (check applicable):

☒ Lost ☐ Never Received ☐ Other: \_\_\_\_\_

Purpose of Transaction:

Dunkin Donuts breakfast and refreshments in support of the Casa Esperanza Clean Up on February 22nd, 2020.

I understand that a Missing Receipt Affidavit should be used on rare occasions and may not be used on a routine basis. I further understand that excessive use of a Missing Receipt Affidavit may revoke the privilege of providing a declaration in lieu of a receipt and lead to freezing of the Neighborhood Council bank card.

NC Bank Cardholder Signature: John DiGregorio

NC Bank Cardholder Name (Printed): John DiGregorio

Neighborhood Council: Panorama City

6/18.20

Please secure a Board Action Certification (BAC) form authorizing the use of the Affidavit. Submit the BAC and Affidavit forms together in lieu of the missing receipt in the NC Funding System portal.