



**NORTH HILLS WEST
NEIGHBORHOOD COUNCIL
GENERAL BOARD MEETING AGENDA**

Posted 72 hours prior to meeting - All Meetings are open to the Public



Thursday, August 17, 2017 from 7:00 - 9:30 pm

NEW HORIZONS - SAM'S CAFÉ @ 15725 PARTHENIA STREET NORTH HILLS, CA 91343

Refreshments and Meet & Greet @ 6:30 PM

EXECUTIVE OFFICERS

Dan Gibson - President, Jay Beeber- Vice President, Madlena Minasian - Treasurer, Dave Brown - Secretary

BOARD MEMBERS

Armando Diaz, Maggie Elliott, Garry Fordyce, Punam Gohel, Carol Hart, David Hyman,
Sam Kwasman, Antonino Lovato, Kreshell Ramey
Michael J. Kabo - Parliamentarian

**ALL AGENDA ITEMS ARE SUBJECT TO DISCUSSION AND POSSIBLE ACTION BY THE BOARD.
PLEASE NOTE THE PRESIDING OFFICER OF THE BOARD MAY TAKE ITEMS OUT OF ORDER.
ALL SPEAKER CARDS MUST BE SUBMITTED TO THE SECRETARY BEFORE THE MEETING BEGINS.**

The public is requested to fill out a "Speaker Card" to address the Board on any agenda item before the Board takes an action. Public comment is limited to 2 minutes per speaker, but the Board has the discretion to modify the amount of time for any speaker.

**Supporting documents available on our website at
www.nhwnc.net**

1. **Welcome and Pledge of Allegiance.**
2. **Roll Call and announcement of Quorum and Voting Eligibility.**
3. **Announcements and Comments - President.**
4. **Discussion and possible action to approve the July 20, 2017 General Board Meeting Minutes.**
5. **Public Agency Speakers and Announcements.**
6. **General Public Comments - 2 minutes per Speaker**

The public may provide comments to the Board on non-agenda items within the Board's subject matter jurisdiction. However, please note that under the Brown Act, the Board is prevented from acting on the issue you bring to its attention until the matter is agendized for discussion at a future public meeting.

7. Discussion and possible action to ratify the President's recommended Chair and Member appointments and changes to Standing and Ad Hoc committees.
8. Committee Chair Reports
 - a. Executive Dan Gibson
 - b. Outreach Sam Kwasman
 - c. Beautification Carol Hart
 - d. Emergency Prep/PS Dave Brown
 - e. Planning and Land Use Jay Beeber
 - f. Rules & Elections Punam Gohel
 - g. Education Garry Fordyce
 - h. Budget & Finance Madlena Minasian
9. Homelessness Liaison Report - Kreshell Ramey
10. Report from Budget Advocates
11. Website Report - Dave Brown
12. Discussion and possible action to approve the NHWNC July 2017 Monthly Expense Report.
13. Discussion and possible action to approve a Neighborhood Purpose Grant (in an amount to be determined by the board) to C.E.M.P (California Emergency Mobile Patrol) Search & Rescue. Presentation by Mike Panman. C.E.M.P primarily serves the LAPD Valley Bureau volunteering to look for Critical Missing individuals and is requesting funding assistance with their new mission manager online software. Please see www.cemp.org for more information.
14. Discussion and possible action to support New Horizon's 10th Annual WALK ON THE HORIZON fundraiser to support New Horizons' programs and services benefiting individuals with intellectual and developmental disabilities. Please see supporting document and <https://newhorizons-sfv.org/new-horizons-10th-annual-walk-horizon/> for more information. Presentation by Daryl Rubin, Associate Director of Development, New Horizons.
15. Discussion and possible action to ratify the \$2,000 NPG that NHWNC awarded to Mayall Academy of Arts and Technology on May 31, 2017 for their mural project. (The vote was 9 in favor, zero opposed, zero abstained). This action would be to provide funding in the current fiscal year as DONE declined funding in the 2016-17 FY since the project start date is in the 2017-18 FY.
16. Discussion and possible action to approve the NHWNC Self Assessment Survey for Fiscal Year 2016-2017.
17. Discussion and possible action to approve the NHWNC Outreach Survey for Fiscal Year 2017-18.

18. Discussion and possible action to approve the NHWNC Strategic Plan for Fiscal Year

2017-18

19. Board Member Comments (1- 2 minutes each)

20. Requests For Future Agenda Items

21. Motion to Adjourn

The North Hills West Neighborhood Council Agenda is posted for public review at the following North Hills West locations: Uncle Joe's Donuts - 8704 Woodley Avenue and on our website at www.nhwnc.net

PUBLIC INPUT AT NEIGHBORHOOD COUNCIL MEETINGS – The public is requested to fill out a “Speaker Card” to address the Board on any item on the Agenda PRIOR to the Board taking action on an item. Comments from the public on Agenda items will be heard only when the respective item is being considered. Comments on other matters, not appearing on the Agenda that are within the Board’s subject matter jurisdiction, will be heard during the Public Comment on Non-Agendized Items period.

THE AMERICAN WITH DISABILITIES ACT - As a covered entity under Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and, upon request, will provide reasonable accommodation to ensure equal access to its programs, services and activities. Sign language interpreters, assistive listening devices and other auxiliary aids and/or services, may be provided upon request. To ensure availability of services, please make your request at least 3 business days (72 hours) prior to the meeting you wish to attend by contacting Dan Gibson, Board President, via email at dgibson.nhwnc@gmail.com or by phone 818-809-9158

RECONSIDERATION PROCESS - Reconsideration of a vote by the Board may be called as a Motion by the Board members that voted on the prevailing side of the decision.

GRIEVANCE PROCESS - A stakeholder or group of stakeholders may present a grievance concerning the legality of actions by the Board during public comment. Substantive grievances will be examined by a panel set by the Board and the decisions may be appealed to the Department of Neighborhood Empowerment.

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 scheduled meeting. In addition, if you would like a copy of any record related to an item on the agenda please contact Dan Gibson, Board President, via email at dgibson.nhwnc@gmail.com, by phone 818-809-9158 or mail to NHWNC – PO Box 2091 – North Hills – CA – 91393.

NHWNC BYLAWS - Please be advised that the Bylaws of the North Hills West Neighborhood Council provide a process for reconsideration of actions as well as a grievance procedure. For your convenience, the Bylaws are available during every meeting.

SI REQUIERE SERVICIOS DE TRADUCCION, FAVOR DE NOTIFICAR AL CONCEJO VECINAL 3 DÍAS DE TRABAJO (72 HORAS) ANTES DEL EVENTO. SI NECESITA ASISTENCIA CON ESTA NOTIFICACION, POR FAVOR CONTACTE A DAN GIBSON, PRESIDENTE DE LA MESA, POR EMAIL A dgibson.nhwnc@gmail.com O POR TELEFONO 818-809-9158.

Please Do Not Remove Before August 18, 2017



10TH ANNUAL WALK ON THE HORIZON

MAKE A BIG DIFFERENCE

TAKE A LITTLE STEP...

OCTOBER 14, 2017 - CBS STUDIOS BACKLOT

	TITLE SPONSOR \$10,000	PRESENTING SPONSOR \$7,500	GOLD SPONSOR \$5,000	SILVER SPONSOR \$2,500	BRONZE SPONSOR \$1,500	BENEFACTOR SPONSOR \$1,000	FRIEND SPONSOR \$500
GRAND MARSHALL OF THE WALK	√						
NAME/LOGO ON STAGE BANNER	√	√	√				
NAME/LOGO ON TEK T-SHIRTS <i>Deadline 9-14</i>	√ prominent position	√ prominent position	√ prominent position	√	√	√	√
NAME ON FLYER AND POSTCARD	√	√	√	√			
SOCIAL MEDIA & PRESS RELEASES	√	√	√	√			
SIGNAGE AT EVENT	√	√	√	√	√	√	√
SIGNAGE ALONG WALK ROUTE	√	√	√				
# OF COMPANY WALKERS	50	35	30	15	10	6	3
SUBSIDIZE NEW HORIZONS CLIENTS	40	30	20	15	10	8	4

☐ YES, I/WE WOULD LIKE TO BE PARTNER AND SPONSOR TO HELP SUBSIDIZE CLIENTS.

- | | |
|---|---|
| ☐ \$10,000 TITLE SPONSOR | ☐ \$1,500 BRONZE SPONSOR |
| ☐ \$7,500 PRESENTING SPONSOR | ☐ \$1,000 BENEFACTOR SPONSOR |
| ☐ \$5,000 GOLD SPONSOR | ☐ \$500 FRIEND SPONSOR |
| ☐ \$2,500 SILVER SPONSOR | |

SUBSIDIZE NEW HORIZONS CLIENTS

- ☐ 1 CLIENT \$35
☐ 10 CLIENTS FOR \$300!
☐ ___ CLIENTS- TOTAL \$ ___

PAYMENT: ☐ VISA ☐ MC ☐ AMEX ☐ DISCOVER ☐ CHECK -Make checks payable to New Horizons

TOTAL AMOUNT: _____

NAME ON CARD:		
CARD NUMBER:	EXP. DATE	SEC. CODE
SIGNATURE:		

COMPANY:	
CONTACT NAME:	
CONTACT EMAIL:	CONTACT PHONE:
ADDRESS:	
CITY:	ST. ZIP



new horizons

MAIL COMPLETED FORM TO:

Daryl Rubin, Associate Director of Development
New Horizons • 15725 Parthenia Street • North Hills, CA 91343

EMAIL TO: drubin@newhorizons@newhorizons-sfv.org

FOR MORE INFORMATION: 818-894-7422

TAX ID #95-1862084

Neighborhood Council Funding Program

APPLICATION for Neighborhood Purposes Grant (NPG)

This form is to be completed by the applicant seeking the Neighborhood Purposes Grant and submitted to the Neighborhood Council from whom the grant is being sought. All applications for grants must be reviewed and approved in a public meeting. The Neighborhood Council (NC), upon approval of the application, shall submit the approved application along with all required documentation to the Department of Neighborhood Empowerment.

Name of NC from which you are seeking this grant: North Hills West Neighborhood Council

SECTION I - APPLICANT INFORMATION

CEMP Search Rescue	952493692	California	
1a) <u>Organization Name</u>	<u>Federal I.D. # (EIN#)</u>	<u>State of Incorporation</u>	<u>Date of 501(c)(3) Status (if applicable)</u>
PO BOX 924	Reseda	CA	91337
1b) <u>Organization Mailing Address</u>	<u>City</u>	<u>State</u>	<u>Zip Code</u>
1c) <u>Business Address (If different)</u>	<u>City</u>	<u>State</u>	<u>Zip Code</u>
1d) PRIMARY CONTACT INFORMATION:			
Michael Panman	(818) 324-5363	sr50@cemp.org	
<u>Name</u>	<u>Phone</u>	<u>Email</u>	
2) Type of Organization- Please select one:			
☐ Public School <i>(not to include private schools)</i>		or ☒ 501(c)(3) Non-Profit <i>(other than religious institutions)</i>	
Attach Grant Request on School Letterhead		Attach IRS Determination Letter	
3) <u>Name / Address of Affiliated Organization (If applicable)</u>	<u>City</u>	<u>State</u>	<u>Zip Code</u>

SECTION II - PROJECT DESCRIPTION

4) Please describe the purpose and intent of the grant.

C.E.M.P. recently purchased an annual subscription to Mission Manager online software. With this software we can more effectively activate our team and manage our call outs. We are combining three different online services previously utilized into one simple to use service. This is key to the quick and successful deployment of the team and will expedite our response times. We are reaching out to you with the hope that you could assist us financially in offsetting our annual Mission Manager cost of \$1500.00.

5) How will this grant be used to primarily support or serve a public purpose and benefit the public at-large. (Grants cannot be used as rewards or prizes for individuals)

C.E.M.P. is an all-volunteer emergency team established in 1962. We are very proud to celebrate over 50 years of consistent service, an impeccable track record and a respected heritage. As the only urban search & rescue team in the entire city of Los Angeles, we are recognized and utilized by the LAPD, Park Rangers, LAFD.

C.E.M.P.'s primary function is Search & Rescue. We aid the Los Angeles Police Dept. in "Critical Missing" cases, which involve a missing person who is a juvenile (determined not to be a runaway), an elderly person or a patient with a diminished mental capacity.

Once on the scene, C.E.M.P.'s trained man-trackers, K9s, and search specialists go into action. Our team is trained specifically for the unique environment that is the San Fernando Valley. This suburban area is covered not only in densely-populated residential areas, but wilderness areas as well. One search might take us to the streets of high-incident Pacoima, while the next may take us the beautiful mountainous areas of O'Melvary Park.

SECTION III - PROJECT BUDGET OUTLINE

6a) Personnel Related Expenses	Requested of NC	Total Projected Cost

6b) Non-Personnel Related Expenses	Requested of NC	Total Projected Cost
Mission Manager Software Subscription	\$ 1,400.00	\$ 1,400.00

7) Have you (applicant) applied to any other Neighborhood Councils requesting funds for this project?

☒ No ☐ Yes, please list names of NCs: _____

8) Is the implementation of this specific program or purpose described in box 4 above contingent on any other factors or sources or funding? (Including NPG applications to other NCs) ☒ No ☐ Yes, please describe:

Source of Funding	Amount	Total Projected Cost

9) What is the TOTAL amount of the grant funding requested with this application: \$ 1,400.00

10a) Start date: 03/01/17 10b) Date Funds Required: 05/31/17

10c) Expected completion date: 03/31/18 (After completion of the project, the applicant must submit a follow-up form to the Neighborhood Council and the Department of Neighborhood Empowerment)

SECTION IV - POTENTIAL CONFLICTS OF INTEREST

11a) Do you (applicant) have a former or existing relationship with a Board Member of the NC?

☒ No ☐ Yes - Please describe below:

Name of NC Board Member	Relationship to Applicant

11b) If yes, did you request that the board member consult the Office of the City Attorney before filing this application? ☐ Yes ☒ No *(Please note that if a Board Member of the NC has a conflict of interest and completes this form, or participates in the discussion and voting of this NPG, the Department will deny the payment of this grant in its entirety.)

SECTION V - DECLARATION AND SIGNATURE

I hereby affirm that, to the best of my knowledge, the information provided herein and communicated otherwise is truly and accurately stated. I further affirm that I have read Appendix A, "What is a Public Benefit," and Appendix B "Conflicts of Interest" of this application and affirm that the proposed project(s) and/or program(s) fall within the criteria of a public benefit project/program and that no conflict of interest exist that would prevent the awarding of the Neighborhood Purposes Grant. I affirm that I am not a current Board Member of the Neighborhood Council to whom I am submitting this application. I further affirm that if the grant received is not used in accordance with the the terms of the application stated here, said funds shall be returned immediately to the Neighborhood Council.

12a) Executive Director of Non-Profit Corporation or School Principal - REQUIRED*

MIKE PAUMAN PRESIDENT [Signature] 7-19-17
PRINT Name Title Signature Date

12b) Secretary of Non-profit Corporation or Assistant School Principal - REQUIRED*

RANDALL C BAARSTAD SECRETARY [Signature] 7-19-17
PRINT Name Title Signature Date

* If a current Board Member holds the position of Executive Director or Secretary, please contact the Department at (213) 978-1551 for instructions on completing this form



LOS ANGELES UNIFIED SCHOOL DISTRICT
**Mayall Academy of Arts and
Technology Magnet**
16701 Mayall St., North Hills, CA 91343
Telephone: (818) 363-5058
FAX: (818) 831-3379

MICHELLE KING
Superintendent of Schools

VIVIAN EKCHIAN
Local District NorthWest
Superintendent

LINDA KIM
Principal

May 13, 2017

To Whom It May Concern:

Mayall Academy of Arts and Technology Magnet respectfully requests a grant of \$5,000 for our Mural and Reading Garden Project.

As a public elementary school serving 495 TK-5 students everyday, we are aware of the need of improvement of our school environment. To enhance the learning environment, we would like to paint murals reflecting our magnet themes, arts and technology, on classroom walls. Having a reading garden equipped with tables, benches, and weather-proof umbrellas will provide a reading area which will instill love for reading.

Mayall Academy became a magnet elementary school two years ago. We strongly believe the new status of our school adds the value of homes in our school zone since many families seek to enroll their children to a magnet school. Ever since we became a magnet, our student scores on the state testing have been steadily increasing. As a proof, we received a very prestigious award, Gold Ribbon Award, for student academic achievement. We currently have reached our enrollment capacity and yet parents continue to seek our school to enroll their children.

We are very proud of our accomplishments. We continue to commit our excellence to our students and community. We believe that improving our school environment through this project will enhance our student performance and benefit the public at-large.

Thank you for your consideration of our request. I will follow up with you in the next few weeks to answer any questions you might have, as well as to learn whether we might meet with you to discuss the merits of our proposal. Meanwhile, should you have any questions, please feel free to contact me at (818)363-5058 and/or lkim5@lausd.net.

Sincerely,

A handwritten signature in cursive script that reads 'Linda Kim'.

Linda Kim

Principal

Neighborhood Council Funding Program
APPLICATION for Neighborhood Purposes Grant (NPG)



This form is to be completed by the applicant seeking the Neighborhood Purposes Grant and submitted to the Neighborhood Council from whom the grant is being sought. All applications for grants must be reviewed and approved in a public meeting. The Neighborhood Council (NC), upon approval of the application, shall submit the approved application along with all required documentation to the Department of Neighborhood Empowerment.

Name of NC from which you are seeking this grant: North Hills West Neighborhood Council District

SECTION I - APPLICANT INFORMATION

1a)	Mayall Academy of Arts and Technology Magnet	95-6001908	CA	
	Organization Name	Federal I.D. # (EIN#)	State of Incorporation	Date of 501(c)(3) Status (if applicable)
1b)	16701 Mayall St	North Hills	CA	91343
	Organization Mailing Address	City	State	Zip Code
1c)				
	Business Address (If different)	City	State	Zip Code
1d)	PRIMARY CONTACT INFORMATION:			
	Linda Kim	(818) 363-5058	lkim5@lausd.net	
	Name	Phone	Email	
2)	Type of Organization- Please select one:			
	☒ Public School (not to include private schools)	or	☐ 501(c)(3) Non-Profit (other than religious institutions)	
	Attach Grant Request on School Letterhead		Attach IRS Determination Letter	
	Los Angeles Unified School District	Los Angeles	CA	
3)				
	Name / Address of Affiliated Organization (If applicable)	City	State	Zip Code

SECTION II - PROJECT DESCRIPTION

4) Please describe the purpose and intent of the grant.

We have two projects that would provide demonstrable benefit to our community. 3 murals painted on the buildings of our campus; and a reading garden. Since we are an Arts and Technology magnet, we would design the murals to reflect and incorporate our curriculum focus themes. An example might be a mural depicting students painting and students using technology devices. We currently have a huge plain grass area that would be perfect for a reading garden equipped with some round tables with benches and weather proof umbrellas for students to sit and read. Many of our students would utilize this garden during recess and lunch times which supports the literacy skill development of the students. Both of these projects enhance the appearance of our school/community, they are permanent improvements that will generate campus pride and community engagement.

5) How will this grant be used to primarily support or serve a public purpose and benefit the public at-large. (Grants cannot be used as rewards or prizes for individuals)

We strongly believe that murals will not only beautify buildings, but also inspire community pride among students and their families. Sometimes that pride comes from the process of creating a mural. "Murals build a sense of community," muralist Grace McCommond told St. Louis Public Radio. "They make it welcoming and walkable and they make you want to go there." That is exactly what we are envisioning for our school. We would like Mayall Mustangs and families to feel welcome when they walk into campus and see beautiful murals that reflect themes of high achievement and promise for a better future. Not only murals serve as something beautiful to look at, they also convey important messages. For example, by incorporating arts and technology theme in the murals, our students will learn that arts and technology are important parts of their education and inspire them to pursue their career dreams in these areas. These projects are cost effective and the community will participate in the development and installation of these practical, yet beautification efforts.

SECTION III - PROJECT BUDGET OUTLINE

6a) Personnel Related Expenses	Requested of NC	Total Projected Cost
Muralist	\$2,000.00	\$2,000.00
6b) Non-Personnel Related Expenses	Requested of NC	Total Projected Cost
Tables, Benches, Weather-proof Umbrellas	\$3,000.00	\$3,000.00

7) Have you (applicant) applied to any other Neighborhood Councils requesting funds for this project?

☐ No ☐ Yes, please list names of NCs: _____

8) Is the implementation of this specific program or purpose described in box 4 above contingent on any other factors or sources or funding? (Including NPG applications to other NCs) ☐ No ☐ Yes, please describe:

Source of Funding	Amount	Total Projected Cost

9) What is the TOTAL amount of the grant funding requested with this application:

\$15,000.00

10a) Start date: 10/01/17 10b) Date Funds Required: 09/01/17

10c) Expected completion date: 10/30/17 (After completion of the project, the applicant must submit a follow-up form to the Neighborhood Council and the Department of Neighborhood Empowerment)

SECTION IV - POTENTIAL CONFLICTS OF INTEREST

11a) Do you (applicant) have a former or existing relationship with a Board Member of the NC?

☐ No ☐ Yes - Please describe below:

Name of NC Board Member	Relationship to Applicant

11b) If yes, did you request that the board member consult the Office of the City Attorney before filing this application? ☐ Yes ☐ No *(Please note that if a Board Member of the NC has a conflict of interest and completes this form, or participates in the discussion and voting of this NPG, the Department will deny the payment of this grant in its entirety.)

SECTION V - DECLARATION AND SIGNATURE

I hereby affirm that, to the best of my knowledge, the information provided herein and communicated otherwise is truly and accurately stated. I further affirm that I have read Appendix A, "What is a Public Benefit," and Appendix B "Conflicts of Interest" of this application and affirm that the proposed project(s) and/or program(s) fall within the criteria of a public benefit project/program and that no conflict of interest exist that would prevent the awarding of the Neighborhood Purposes Grant. I affirm that I am not a current Board Member of the Neighborhood Council to whom I am submitting this application. I further affirm that if the grant received is not used in accordance with the terms of the application stated here, said funds shall be returned immediately to the Neighborhood Council.

12a) Executive Director of Non-Profit Corporation or School Principal - REQUIRED*

Linda Kim Principal Linda Kim 5-12-17
PRINT Name Title Signature Date

12b) Secretary of Non-profit Corporation or Assistant School Principal - REQUIRED*

Obeni Uduigwome APEIS Obeni 5/15/17
PRINT Name Title Signature Date

* If a current Board Member holds the position of Executive Director or Secretary, please contact the Department at (213) 978-1551 for instructions on completing this form



Office of the City Clerk Administrative Services Division
Neighborhood Council Funding Section
Funding Request Form

NC NAME: North Hills West

Budget Fiscal Year: 2016-17

Meeting Date: 5/31/2017

Agenda Item: 10

Requestor: Dan Gibson

Vendor: Mayall Academy of Arts and Technology Magnet

Address: 16701 Mayall St.

City: North Hills State: CA

Zip Code ### 91343 Phone: 818-363-5058

Amount:\$ 2,000.00

- ☐ Operations ☐ Outreach ☐ NC Sponsored Event ☒ Neighborhood Purpose Grant
☐ Contract / Lease ☐ Board Member Reimbursement ☐ Community Improvement Project
☐ Out of State ☐ 1099 Expense ☐ One Time Expense ☐ Monthly ☐ Multiple

of payments

If a bank card exemption of the daily \$2,500 limit is required for this request,
please provide the date(s) and amount needed for the daily limit to be lifted:

Public Benefit
Description

To provide murals that create beauty and inspiration for our student body, faculty, parents and community that incorporate curriculum focus themes.

Vote Count (Continued on page 2 if more than 20 Board Members)

*Recused-Boardmember must leave the room prior to any discussion and may not return to the room until after the vote is completed.

Board Member Name	Board Position	Yes	No	Abstain	*Recused	Absent	Ineligible
Jay Beeber	Vice-President					X	
Dave Brown	Secretary	X					
Armando Diaz						X	
Maggie Elliott		X					
Garry Fordyce		X					
Dan Gibson	President	X					
Punam Gohel						X	
Carol Hart		X					
David Hyman		X					
Sam Kwasman		X					
Antonino Lovato		X					
Madlena Minasian	Treasurer	X					
Kreshell Ramey						X	
NC Quorum: 7	Grand Total (including page 2):	9				4	

We, the Treasurer and Signer of the above indicated Council, declare that the information presented on this form is accurate and complete, and that a public meeting was held in accordance with the Brown Act, where with a quorum of Board Members present, the Council approved the above action.

Once the Department approves a Funding Request submitted, the Department will transfer the requested amount into the Neighborhood Council's checking account automatically, i.e. no additional Cash Request Form is required.

Treasurer's Signature:		Signer's Signature:	
Print/Type name:	Madlena Minasian	Print/Type name:	Dan Gibson
Date (mm/dd/yy):	05/31/17	Date (mm/dd/yy):	05/31/17
Department Use Only	☐ Contract ☐ CIP ☐ Advanced Payment ☐ Approved ☐ >\$2,500 ☐ NPG ☐ Sponsored Event ☐ Denied	1st Level ☐	2nd Level ☐ Authorization Code ☐