LEGALLY REQUIRED OFFICIAL POSTING – PLEASE DO NOT REMOVE UNTIL AFTER BELOW DATE AND TIME

NORTH HILLS WEST
NEIGHBORHOOD COUNCIL

GENERAL BOARD MEETING AGENDA

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

Thursday, June 18, 2020

7:00 PM

Zoom Meeting Online or By Telephone Dial (669) 900-6833 to Join the Meeting Then Enter This Webinar ID: 998 4257 7824 and Press #

Please click the link below to join the webinar: https://zoom.us/j/99842577824

EXECUTIVE OFFICERS

Dan Gibson – President, Carol Hart- Vice President, Madlena Minasian – Treasurer, Dave Brown – Secretary

BOARD MEMBERS

Heather Hudson Beeber, Jay Beeber, Gil Brenner, Pat Crone, Maggie Elliott, Punam Gohel, David Hyman, Carlos Pelaez, Kreshell Ramey

IN CONFORMITY WITH THE GOVERNOR'S EXECUTIVE ORDER N-29-20 (MARCH 17, 2020) AND DUE TO CONCERNS OVER COVID-19, THE BOARD OF NORTH HILLS WEST NEIGHBORHOOD COUNCIL MEETING WILL BE CONDUCTED ENTIRELY TELEPHONICALLY.

Every person wishing to address the Board must dial (669) 900-6833, and enter 998 4257 7824 and then press # to join the meeting. Instructions on how to sign up for public comment will be given to listeners at the start of the meeting.

PUBLIC INPUT AT NEIGHBORHOOD COUNCIL MEETINGS The public is requested dial *9, when prompted by the presiding officer, to address the Board on any agenda item before the Board takes an action on an item. Comments from the public on agenda items will be heard only when the respective item is being considered. Comments from the public on other matters not appearing on the agenda that are within the Board's jurisdiction will be heard during the General Public Comment period. Please note that under the Brown Act, the Board is prevented from acting on a matter that you bring to its attention during the General Public Comment period; however, the issue raised by a member of the public may become the subject of a future Board meeting. Public comment is limited to 2 minutes per speaker, unless adjusted by the presiding officer of the Board. The Neighborhood Council system enables meaningful civic participation for all Angelenos and serves as a voice for improving government responsiveness to local communities and their needs. We are an advisory body to the City of Los Angeles, comprised of stakeholder volunteers who are devoted to the mission of improving our communities.

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.

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

1.**Welcome and Pledge of Allegiance.**

2. **Roll Call**, **Determination of Quorum, and Voting Eligibility.**

3. **Announcements and Comments – President.**

4. **Public Agency Speakers and Announcements.**

5. **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 placed on the agenda for discussion at a future public meeting.

6.**Discussion and possible action to approve the May 21, 2020, General Board Meeting Minutes.**

7.Report from Budget Advocate Glenn Bailey and NHWNC Budget Representative Pat Crone.

8.Discussion and possible action to ratify the President's recommended Chair and Member appointments and changes to Standing and Ad Hoc committees as well as NHWNC Liaisons.

9.Discussion and possible action to approve the April 2020 Monthly Expenditure Report.

10.Discussion and possible action to approve the May 2020 Monthly Expenditure Report.

Items 11 - 13 are presented as recommendations from the Emergency Preparedness and Public Safety Committee

11.**Discussion and possible action to approve the purchase KN 95 face masks. Not to exceed $4,999.**

12.Discussion and possible action to approve the purchase of personal protective equipment such as ear plugs, paper towels, hand santizers, gloves and Tyvek coveralls. Not to exceed $1,250.

13.Discussion and possible action to approve the purchase of battery based cleanup equipment consisting of: leaf blower, edger, and weed wacker including 2 additional batteries. Not to exceed $750.

14.Discussion and possible action to approve the purchase of 2500 - 3" x 2" custom labels branded with the NHWNC logo from Quality Logo Products. Not to exceed $350.00.

15.Discussion and possible action to approve the purchase of 1500 personal size hand sanitizers branded with the NHWNC logo from Quality Logo Products. Not to exceed $1500.00.

16.Discussion and possible action to approve up to 4,999.00 for printing and mailing the Westsider newsletter to all NHWNC stakeholders.

17.Discussion and possible action to approve the encumberance of up to $23,000 of 2019-2020 funds to be expended in FY 2020-2021.

18.Discussion and possible action to appoint Executive Officers of the Board for 2020-2021:

- **a. President**
- **b. Vice-President**
- **c. Secretary**
- **d. Treasurer**

19.Discussion and possible action to appoint a 2nd Signer and Bank card holder for FY 2020-2021.

20.Discussion and possible action to approve the NHWNC FY 2020-2021 Administrative Packet.

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 or services may be provided upon request. To ensure the availability of services, please make your request at least three 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 818-903-2259.

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 of 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 818-903-2259 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 818-903-2259.

Please Do Not Remove Before June 19, 2020

21781 Ventura Blvd. #427	Phone: 818-400-2971	Sales@thegreenstationla.com
Woodland Hills CA 91364		www.thegreenstationproducts.com

Bill To: North Hills West Neighborhood Council
PO Box 2091 North Hills, CA 91393

Phone: 818-903-2259
Terms: PAID

Invoice #: 3529
Invoice Date: 6/19/2020

Item #	Description	Qty	Unit Price	Discount	Price
650CFM Handheld Blower Kit	G3 5.0Ah Battery, 210W Charger, w/ 1*flat nozzle, 1*cone nozzle	1	$ 300.00		$ 300.00
15" String Trimmer Kit With Rapid Reload	5.0 Ah + 2.0 Ah Battery, 210W Charger	1	$ 325.00		$ 325.00
24" Brushless Hedge Trimmer Kit	210W Charger, 2.5Ah Battery	1	$ 200.00		$ 200.00
					$ -
					$ -
					$ -
					$ -
					$ -
					$ -
					$ -
					$ -
					$ -
				Invoice Subtotal	$ 825.00
				Tax Rate	9.50%
				Sales Tax	$ 78.37
				Shipping	0.00
				AGZA Credit	$ 153.37
				TOTAL	750.00

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:

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

Dear Neighborhood Council Board Members:

We hope this communication finds you and your loved ones all well in these unprecedented times we're experiencing. Please read below for important information and updates regarding the NC Funding Program as we continue operating under the public health emergency and approach the closing of the current Fiscal Year.

--- NC Funding Program Encumbrances

As authorized by City Council File 20-0416 (CF 20-0416), adopted May 6, 2020, Neighborhood Councils have the ability to encumber funds in excess of the $10,000 general rollover funds authorized by Council File 18-0467 adopted last year.

The City encumbrance process requires that funds be authorized for earmarked services or goods from identified vendors. Encumbered funds are transferred from one fiscal year budget to the next, only for the earmarked expenditures. Encumbered funds not spent for earmarked purposes will revert back to the City General Fund.

With regards to NC funding encumbrances, we have arranged, in coordination with the Controller's Office, for Neighborhood Councils to encumber funds based on NC Board requests. The expenditures should involve services or projects that may already be in place for the NC's operations or functions, or that can be expected to be in place within a reasonable time depending on Covid-19 public health circumstances.

The Board request would include:

1. A completed “Encumbrance Request Form” indicating:
   a. Purpose of funds to be encumbered
   b. Funding amount
   c. Name of vendor
   d. Affirmation statement regarding the delivery/execution of services
   e. Signature of the Board President or Treasurer
2. Payment Request Document, i.e. vendor’s invoice, estimate
3. Board Approval Certification (BAC) approving the Encumbrance Authorization Form.

Examples of expenditures that may be encumbered include, but are not limited to:

1. Office space rent
2. Meeting space rent
3. Storage space rent
4. P.O. Box rent
5. Temporary staffing services, i.e. minute-takers
6. Meeting translation services
7. Website maintenance/hosting
8. Online services, i.e. social media accounts
9. Community improvement projects, on a case-by-case basis

The deadline for submission of the Encumbrance Request Form and supporting documentation is **Monday, June 22nd** to allow Program staff time to review submissions and prepare for end-of-fiscal year reporting. Requests will be submitted to our general Helpline email inbox, Clerk.NCFunding@lacity.org.

The "Encumbrance Request Form" is attached for your review and completion, in PDF fillable format. If you need more space to list your encumbrances, please feel free to use more than one Form.

*****IMPORTANT FISCAL DATES*****

May 20th, 2020 - Final date to submit event requests scheduled through July 15th, 2020

June 15th, 2020 - Final date to submit a check payment request, including NPG applications
June 20th, 2020 - Final date to make purchases with the NC bank card

Fiscal Year
2020 -2021

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

Neighborhood Council: North Hills West

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 or call us at 213-978-1058.

NEIGHBORHOOD COUNCIL FUNDING PROGRAM

FINANCIAL OFFICERS LETTER OF ACKNOWLEDGEMENT & AGREEMENT

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

(1) we are authorized to request City funding to support NC general operations,

(2) all items or services described or included in any related funding requests are exclusively intended to further the goals and objectives of the Neighborhood Council, and

(3) all reasonable precautions shall be exercised by the undersigned to fully safeguard, control and account for all use of funds. Proper accountability of all City funds is critical to the success of the NC Funding Program.

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

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

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

Neighborhood Council Financial Officers - Names and Signatures:

Treasurer ☐ **Please check here if a new Treasurer is being appointed**

_______________________________ _______________
SIGNATURE OF THE TREASURER DATE

_______________________________ _______________
PRINT NAME OF THE TREASURER EMAIL

_______________________________ _______________
BOARD POSITION PHONE NUMBER

CONTINUES OTHER SIDE

2nd Signer ☐**Please check here if a new 2nd Signer is being appointed**

SIGNATURE OF THE 2nd SIGNER

DATE

council.neighborhood@yahoo.com

PRINT NAME OF THE 2ND SIGNER

EMAIL

BOARD POSITION

PHONE NUMBER

Alternate Signer ☐**Please check here if a new Alt. Signer is being appointed**
(If not applicable, please indicate "N/A")

SIGNATURE OF THE ALTERNATE SIGNER

DATE

PRINT NAME OF THE ALTERNATE SIGNER

EMAIL

BOARD POSITION

PHONE NUMBER

1st Bank Cardholder ☐**Please check here if a new Cardholder is being appointed**

SIGNATURE OF THE 1st BANK CARD HOLDER

DATE

PRINT NAME OF THE 1st BANK CARD HOLDER

EMAIL

BOARD POSITION

PHONE NUMBER

2nd Bank Cardholder ☐**Please check here if a new Cardholder is being appointed**

SIGNATURE OF THE 2nd BANK CARD HOLDER

DATE

PRINT NAME OF THE 2nd 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

1st Bank Cardholder

SIGNATURE OF THE 1st BANK CARD HOLDER

DATE

PRINT NAME OF THE 1st BANK CARD HOLDER

2nd Bank Cardholder

SIGNATURE OF THE 2nd BANK CARD HOLDER

DATE

PRINT NAME OF THE 2nd BANK CARD HOLDER

NEIGHBORHOOD COUNCIL FUNDING PROGRAM

ANNUAL BUDGET TEMPLATE – FISCAL YEAR 2020-2021

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

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

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

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

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

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

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

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

Sample Itemized Budget Allocations for
Office/Operational Expenditures

Office/Operational Expenditures Category	
Office Rent (\$500/month x 12 months)	*\$6,000.00*
Office Supplies (paper, ink, staples, pens, binders, business cards, etc.)	*\$500.00*
Printer/Copy Machine Lease	*\$1,500.00*
Internet Service (Spectrum)	*\$1,000.00*
Telephone Service (Ooma)	*\$500.00*
Website Hosting and Maintenance	*\$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*
Total Office/Operational Expenditures	***\$17,000.00***

North Hills West Neighborhood Council
Annual Budget for Fiscal Year 2020-2021

Annual Budget Funds	$32,000.00
Rollover Funds*	$ 10,000.00
Encumbered Funds*	$ 23,000.00
Total Annual Budget Funds	$ 65,000.00

Office/Operational Expenditures Category	
New Horizons	$ 2,160.00
Telephone Service (Verizon)	$ 420.00
Minute Writer for Meetings (Partner's in Diversity)	$ 3,500.00
Refreshments/Snacks for Meetings	$ 2,500.00
Website Hosting (Siteground)	$ 435.00
Constant Contact	$ 500.00
Printing and Photocopying for Meetings	$ 500.00
Communication Services (Moore Business Results)	$ 6,000.00
Adobe Software	$ 650.00
Post Office Box	$ 150.00
Total Office/Operational Expenditures	$ 16,815.00

*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. <u>PLEASE NOTE: Encumbered funds are intended only for earmarked expenditures submitted in the "Encumbrance Request Form" and approved by the Funding Program</u>

Outreach Expenditures Category	
	$ 23,185.00
Total Outreach Expenditures	$ 23,185.00

Election Expenditures Category	
	$ 10,000.00
Total Election Expenditures	$ 10,000.00

Neighborhood Purposes Grants (NPG) Expenditures Category	
	$ 7,000.00
Total NPG Expenditures	$ 7,000.00

Community Improvement Projects (CIP) Expenditures Category	
	$ 8,000.00
Total CIP Expenditures	$ 8,000.00

TOTAL ANNUAL BUDGET ALLOCATIONS	
Office/Operational Expenditures	$ 16,815.00
Outreach Expenditures	$ 23,185.00
Election Expenditures	$ 10,000.00
General and Operational Expenditures	$ 50,000.00
Neighborhood Purposes Grants (NPG) Expenditures	$ 7,000.00
Community Improvement Projects (CIP) Expenditures	$ 8,000.00
TOTAL EXPENDITURES FOR FISCAL YEAR 2020-2021	$ 65,000.00

NEIGHBORHOOD COUNCIL FUNDING PROGRAM

LEASES & AGREEMENTS

Please complete the following information, as applicable, for any leases or service agreements your NC currently has or plans on securing in the Fiscal Year involving office space, meeting space, storage facilities, P.O. Boxes, and/or website services. If sections below do not apply to your NC, please select NA on the sections that do not apply. If you have more than one Meeting Location, then please provide the same information on an additional page. The information provided on this form is to confirm services that an NC may currently have or that it would like to secure in the Fiscal Year which may require a City agreement. If an agreement needs to be drafted from the information provided, the NC board will be notified and advised to agendize and approve the drafted agreement at a future board meeting; The approval the Administrative Packet/annual budget does not replace the vote the board will need to take to approve any agreements needed.

Office Location:

☐ Existing(may need to renew agreement) ☐ New(new agreement may be needed) ☐ Donated ☑ NA	
Property Name:	
Property Address:	
Property Owner Name:	
Property Owner Phone Number:	
Property Owner Email:	

Meeting Location:

☑ Existing(may need to renew agreement) ☐ New(new agreement may be needed) ☐ Donated ☐ NA	
Property Name:	New Horizons
Property Address:	15725 Parthenia St. North Hills, CA 91343
Property Owner Name:	
Property Owner Phone Number:	818-894-9301
Property Owner Email:	avelasco@newhorizons-sfv.org

Storage Facility:

☐ Existing(may need to renew agreement) ☐ New(new agreement may be needed) ☐ Donated ☑ NA	
Facility Name/Owner	
Facility Address:	
Facility Owner Phone Number:	
Facility Owner Email:	
Name on Facility Account:	

P.O. Box:

☑ Existing(may need to renew agreement) ☐ New(new agreement may be needed) ☐ Donated ☐ NA	
Property Name/Owner:	USPS
NC P.O. Box Address	PO Box 2091 North Hills, CA 91343
Property Owner Address:	9143 Sepulveda Blvd. North Hills, CA 91343
Property Owner Phone Number:	800-275-8777
Property Owner Email:	
Name on P.O. Box Account:	North Hills West Neighborhood Council

Website Services:

☑ Existing(may need to renew agreement) ☐ New(new agreement may be needed) ☐ Donated ☐ NA	
Name of Website Services Provider:	Moore Business Solutions
Service Provider Address:	19300 Rinaldi St. #7524
Service Provider Phone Number:	818-252-9399
Service Provider Email:	wmoore@moorebusinessresults.com
Type of Services Provided:	Communication services - website content, updates, eblasts, social media.

NHWNC Encumbrance Request Form F... Open with Preview

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

Neighborhood Council: North Hills West

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

Vendor Name	Purpose of the encumbered funds	Amount
1. New Horizons	Rental for Meeting Space	2,160.00
2. Moore Business Solutions	Communications Services - Web Site	6,000.00
3. Verizon Wireless	Board Phone Service	420.00
4. Face Masks	Public Safety	4,999.00
5. Personal Protective Equipment	Public Safety	1250.00
6. Battery Powered Clean Up Equipment	Beautification/Public Safety	750.00
7. Newsletter	Outreach	4,999.00
8. Adobe Software	Outreach	650.00
9. Partners in Diversity	Office	1772.00
10.		
	Total	23,000.00

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 Tuesday, June 30, 2020, please submit the following via email to 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

Custom Label (3" x 2")

NORTH HILLS WEST
NEIGHBORHOOD COUNCIL

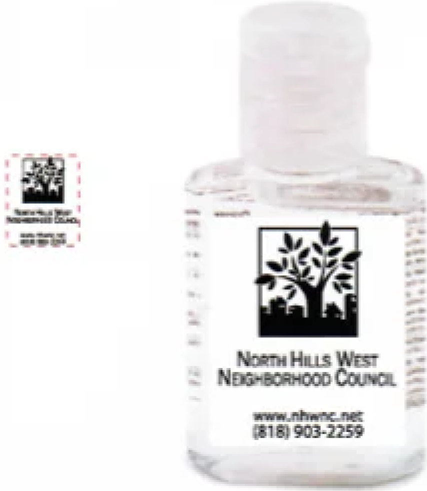
www.nhwnc.net
(818) 903-2259

Quote # G7852937D: **$274.64 Guaranteed Lowest Price**
Price Includes 1 Color Front **
Estimated Delivery Date: 06/25/2020 *

Base Price: 2500 Pieces @ $0.091 Ea. = $227.50
Service: 3 Day(s)
Location 1: Screen Print Front
  Run Charge 1: 2500 @ $0.00 Ea. = $0.00
  Setup Charge 1: 1 @ $0.00 Ea. = $0.00
Estimated California Sales Tax: $23.83
Shipping: $23.31 Total (UPS Ground to 91343, Residential)

* All approvals and payment must be received by 02:00 PM on 06/16/2020 (pending stock availability).
** Quote valid until 07/12/2020.

Antibacterial Hand Sanitizer (0.5 Oz.)



Item # Q36115

Quote # G7856535A: **$1,257.88 Guaranteed Lowest Price**
Price Includes Full Color Decal **
Estimated Delivery Date: 07/06/2020 *

Base Price: 1500 Pieces @ $0.61 Ea. = $915
Service: 10 Day(s)
Location 1: Full Color Decal Front Label
Run Charge 1: 1500 @ $0.00 Ea. = $0.00
Setup Charge 1: 1 @ $25.00 Ea. = $25.00

PROFORMA INVOICE

DATE: 06/16/2020
CUSTOMER: North Hills West Neighborhood Council

PURCHASER
Name: North Hills West Neighborhood Council
Address: PO Box 2091
North Hills, CA 91393
Phone: 818-903-2259

GOODS
The goods and the price to be paid by Purchaser are set forth in Exhibit A (the "Goods").

SHIP FROM ADDRESS:
Los Angeles, California

BILLING CONTACT
Name: North Hills West Neighborhood Council
Address: PO Box 2091
North Hills, CA 91393
Phone: 818-903-2259

WIRING INFO:
Wells Fargo Bank, N.A.
420 Montgomery Street
San Francisco, CA 94101

ABA Routing Number: 121000248
Account # 5710351221
SWIFT Code: WFBIUS6S (international)

PAYMENT TERMS:
100% payment due immediately via wire transfer. Please include "Western Medical Consulting & Supplies, LLC" in wire memo.

SHIPPING TERMS:
There will be no shipping charges to the client. All shipping, handling, and tax will not be charged to the client.

GOVERNING TERMS
This Order Form is an agreement between Purchaser and Western Medical Consulting & Supplies, LLC, a Delaware limited liability company ("Western") and hereby incorporates the Terms and Conditions set forth in Exhibit B (the "Terms"). No terms or conditions other than those stated in this Order Form or the Terms, whether contained in any purchase order, shipping release, or elsewhere, and no written or oral agreement that purports to vary these terms and conditions shall be binding upon Western unless hereafter set forth in a writing signed by Western's authorized representative.

AGREED AND ACCEPTED:

Purchaser

By: ______________________________
Name, Title:______________________

Date: ____________________________

Western Medical Consulting & Supplies, LLC

By: ______________________________
Drew Rein, Director of Strategic Planning

Date: ____________________________

EXHIBIT A
GOODS AND PRICING

SKU	QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL
	2,000	KN95 Mask	$2.88	$5,760.00
	1	Community Discount		-$761.00
			SUBTOTAL	$4,999.00
			ESTIMATED TAX	0
			TOTAL	$4,999.00

Due on Signing: $**4,999.00**

EXHIBIT B
TERMS AND CONDITIONS

By incorporating these terms and conditions in an applicable Order Form, Purchaser's order of goods from Western Medical Consulting & Supplies, LLC ("Western") shall be governed by the following Terms and Conditions and the applicable Order Form (together, these "Terms"). Capitalized terms not defined in the body of these Terms and Conditions shall have the meaning given in the Order Form.

1. Payment Terms

Payment terms shall be as set forth in the Order Form. Prepayments for the Goods are non-refundable. Once placed, orders may not be cancelled by Purchaser.

2. Default Shipping Terms

Unless otherwise specified in an Order Form, all orders shall be FOB shipping point, which will be the factory or warehouse of the Source. Risk of loss shall pass to Purchaser at the time the Goods are tendered to the shipper. Purchaser is responsible for arranging for shipping of the goods, the cost of shipment and any insurance. Western shall not be liable for any delay in shipment or loss of the Goods in shipment.

3. Customs, Duties and Taxes

Western shall not be responsible for any customs, duties, or taxes levied on the sale, transport or importation of the Goods, nor shall Western be responsible for any delays caused by customs or inspection of the Goods. Any estimated customs, duties or taxes will be charged in the original invoice, but Purchaser shall pay any increased amount that Western may become liable for.

4. Warranty

Western is purchasing the Goods from a manufacturer or distributor (the "Source"). Western shall pass through to Purchaser any warranty or similar rights that Western obtains from the Source and shall work with Purchaser and the Source so that Purchaser may exercise those rights.

OTHER THAN THE FOREGOING PASS-THROUGH WARRANTY, TO THE FULLEST EXTENT PERMITTED BY LAW, WESTERN DISCLAIMS ALL OTHER WARRANTIES, AND THE GOODS ARE PROVIDED "AS IS". WESTERN DOES NOT MAKE ANY OTHER WARRANTIES, EXPRESS OR IMPLIED, STATUTORY OR OTHERWISE, INCLUDING BUT NOT LIMITED TO WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE OR NONINFRINGEMENT.

5. Limitation of Liability

IN NO EVENT SHALL EITHER PARTY BE LIABLE TO THE OTHER PARTY FOR ANY INDIRECT, INCIDENTAL, SPECIAL, CONSEQUENTIAL, EXEMPLARY, PUNITIVE OR RELIANCE DAMAGES (INCLUDING, WITHOUT LIMITATION, LOST OR ANTICIPATED REVENUES OR PROFITS) ARISING OUT OF THESE TERMS OR PURCHASER'S USE OF THE GOODS, ON ANY THEORY OF LIABILITY EVEN IF SUCH PARTY IS ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.

WESTERN SHALL NOT BE LIABLE TO PURCHASER, EITHER DIRECTLY OR PURSUANT TO ANY THEORY OF INDEMNITY, FOR ANY THIRD PARTY CLAIMS BROUGHT AGAINST PURCHASER ARISING FROM THESE TERMS OR RELATED IN ANY WAY TO THE GOODS.

6. INDEMNIFICATION

Purchaser shall defend, indemnify and hold harmless Western and its officers, directors, employees, agents, successors, and assigns (the "Western Indemnitees") from and against all losses, damages, deficiencies, claims, actions, judgments, settlements, interest, awards, penalties, fines, fees, costs, or expenses of whatever kind, including reasonable attorney's fees (collectively "Losses") arising out of any third-party claim, suit, action or proceeding (a "Third-Party Claim") arising out of or relating to these Terms or any person's use of the Goods, except to the extent arising from Western's intentional misconduct or gross negligence. The foregoing indemnification shall include all reasonably and properly incurred legal and other professional costs and expenses suffered or incurred by the Western Indemnitees as such costs are suffered or incurred.

7. COMMUNICATION BETWEEN US

Notices to Western should be by email at **srein@westernsurg.com**, and notices to Purchaser shall use the contact details set forth in the Order Form.

8. EVENTS OUTSIDE OUR CONTROL

Western will be liable or responsible for any failure to perform, or delay in performance of, any of its obligations under these Terms that are caused by any act or event beyond its reasonable control. If the Goods are no longer available from the applicable Source or are delayed by more than **60** days, Western may, in its sole discretion, cancel the order and refund payment made.

9. WAIVER

If we fail to insist that you perform any of your obligations under these Terms, or if we do not enforce our rights against you, or if we delay in doing so, that will not mean that we have waived our rights against you and will not mean that you do not have to comply with those obligations. If we do waive a default by you, that will not mean that we will automatically waive any later default by you.

10. SEVERABILITY

Each of the provisions of these Terms operates separately. If any court or competent authority decides that any of them are invalid, illegal or unenforceable, the remaining provisions will remain in full force and effect. If any invalid, illegal or unenforceable provision of these Terms would be valid, enforceable and legal if some part of it were deleted, the provisions shall apply with whatever modification is necessary to give effect as far as possible to the commercial intention of the parties.

11. GOVERNING LAW AND DISPUTE RESOLUTION

Disputes or claims arising in connection with these Terms, their subject matter and their formation (including non-contractual disputes or claims) are governed by the law of the state of New York. The parties will use reasonable efforts to resolve any disputes. Failing resolution, any controversy or claim arising out of or relating to this contract, or the breach thereof, shall be settled by arbitration administered by the American Arbitration Association in accordance with its Commercial Arbitration Rules (the "Rules"), and that for all such controversies or claims the Expedited Procedures shall be applied, with a single arbitrator appointed in accordance with the Rules, who shall be a member of the New York bar with over 10 years of experience, and with the proceedings to be conducted on the basis of written submissions and/or telephonic hearings, as determined by the arbitrator (and without any in-person hearings).

12. MERGER

These Terms and any documents referred to in them constitute the whole agreement between the parties and supersedes any previous arrangement, understanding or agreement between them relating to the subject matter they cover. Purchaser acknowledges and agrees that in agreeing to these Terms, Purchase does not rely on any undertaking, promise, assurance, statement, representation, warranty or understanding (whether in writing or not) of any person (whether party to these Terms or not) relating to the subject matter of these Terms, other than as expressly set out in these Terms.

13. INDEPENDENT PARTIES

Nothing in these Terms is intended to or shall operate to create a partnership between the parties, or authorize either party to act as agent for the other, and neither party shall have the authority to act in the name or on behalf of or otherwise to bind the other in any way (including, but not limited to, the making of any representation or warranty, the assumption of any obligation or liability and the exercise of any right or power).

PROFORMA INVOICE

DATE: 06/16/2020
CUSTOMER: North Hills West Neighborhood Council

PURCHASER
Name: North Hills West Neighborhood Council
Address: PO Box 2091
North Hills, CA 91393
Phone: 818-903-2259

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North Hills, CA 91393
Phone: 818-903-2259

WIRING INFO:
Wells Fargo Bank, N.A.
420 Montgomery Street
San Francisco, CA 94101

ABA Routing Number: 121000248
Account # 5710351221
SWIFT Code: WFBIUS6S (international)

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100% payment due immediately via wire transfer. Please include "Western Medical Consulting & Supplies, LLC" in wire memo.

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GOVERNING TERMS
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AGREED AND ACCEPTED:

Purchaser

By: ______________________________
Name, Title:______________________

Date: _____________________________

Western Medical Consulting & Supplies, LLC

By: ______________________________
Drew Rein, Director of Strategic Planning

Date: _____________________________

EXHIBIT A
GOODS AND PRICING

SKU	QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL
	2,000	3-Ply Masks	$2.88	$725.00
	84	Goggles		$420.00
	1	Community Discount		-$145.00
			SUBTOTAL	$999.00
			ESTIMATED TAX	0
			TOTAL	$999.00

Due on Signing: $**999.00**

EXHIBIT B
TERMS AND CONDITIONS

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OTHER THAN THE FOREGOING PASS-THROUGH WARRANTY, TO THE FULLEST EXTENT PERMITTED BY LAW, WESTERN DISCLAIMS ALL OTHER WARRANTIES, AND THE GOODS ARE PROVIDED "AS IS". WESTERN DOES NOT MAKE ANY OTHER WARRANTIES, EXPRESS OR IMPLIED, STATUTORY OR OTHERWISE, INCLUDING BUT NOT LIMITED TO WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE OR NONINFRINGEMENT.

5. Limitation of Liability

IN NO EVENT SHALL EITHER PARTY BE LIABLE TO THE OTHER PARTY FOR ANY INDIRECT, INCIDENTAL, SPECIAL, CONSEQUENTIAL, EXEMPLARY, PUNITIVE OR RELIANCE DAMAGES (INCLUDING, WITHOUT LIMITATION, LOST OR ANTICIPATED REVENUES OR PROFITS) ARISING OUT OF THESE TERMS OR PURCHASER'S USE OF THE GOODS, ON ANY THEORY OF LIABILITY EVEN IF SUCH PARTY IS ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.

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