1. Call to Order and Commission roll call (1 minute)  
   Llamada al orden y pasar lista. (1 minute)

2. General Public Comments - Comments from the public on non-agenda items within  
   the Board’s subject matter jurisdiction. This agenda item will last a total of 10  
   minutes and no individual speaker will be allowed more than three minutes.  
   Comentarios del público sobre asuntos que no están en la agenda y los cuales  
   están dentro de la jurisdicción de la junta (comentarios se limitan a un máximo de 3  
   minutos). (10 minutes)

3. Reports by Representatives of local Agency and Elected Officials. / Informes de los  
   representantes de agencias locales y oficiales electos.

4. Discussion and update on status of Westlake South Neighborhood Council.  
   Discusión y actualización sobre la situación del Westlake South Neighborhood  
   Council.

5. Discussion and possible motion to approve Knightsbridge Industries, Inc. Invoice  
   80077, in the amount of $4,717.35 for WSNC t-shirts to be used at Neighborhood  
   Council (NC) Outreach events.  
   Discusión y posible moción para aprobar Knightsbridge Industries, Inc. Factura  
   80077, en la cantidad de $ 4,717.35 para las camisetas WSNC que se utilizarán en  
   los eventos de Alcance del Concejo Vecinal (CV)
6. Discussion and possible motion to approve up to $2,000.00 for Joint Neighborhood Pride Soccer (FUTBOL) Tournament Outreach event with Westlake North Neighborhood Council.
Discusión y posible moción para aprobar hasta $2,000.00 para el evento de Alcance Conjunto, Neighborhood Pride Soccer (FUTBOL) Tournament con el Consejo Vecinal del Westlake Norte.

7. Discussion and possible motion to approve up to $2,000.00 for an Outreach Event Coordinator to assist WSNC with the production of NC Outreach events to assist in the recruitment of WSNC Stakeholders to the Neighborhood Council.
Discusión y posible moción para aprobar hasta $ 2,000.00 para un Coordinador de Evento de Alcance para ayudar a WSNC con la producción de eventos de Alcance de WSNC para ayudar en el reclutamiento de partes con interés en la comunidad de WSNC.

8. Discussion and possible motion to approve up to $300.00 for business cards for WSNC Board Members.
Discusión y posible moción para aprobar hasta $300.00 para tarjetas de negocios para miembros de WSNC.

9. Discussion and possible motion to approve up to $300.00 for Board Member email accounts to be serviced by WSNC’s website service provider, The Mailroom.
Discusión y posible moción para aprobar hasta $300.00 para las cuentas de correo electrónico de los Miembros de la Junta que serán atendidas por el proveedor de servicios web WSNC, The Mailroom.

10. Board Member Comments
Comentarios de los miembros del Consejo

   a. Introduce new issues or agenda items for consideration by the Board at its next meeting and request for items on future agenda.
   Introducir nuevos temas o puntos del orden del día para su consideración por la Junta en su próxima reunión y solicitar los puntos del programa futuro.

11. Adjournment / Cierre
PUBLIC INPUT AT NEIGHBORHOOD COUNCIL MEETINGS: The public is requested to fill out a “Speaker Card” to address the [committee] on any agenda item before the committee 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 committee’s jurisdiction will be heard during the General Public Comment period. Please note that under the Brown Act, the committee 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 committee meeting. Public comment is limited to 2 minutes per speaker, unless adjusted by the presiding officer.

POSTING: In compliance with Government Code section 54957.5, non-exempt writings that are distributed to a majority or all of the board members in advance of a meeting may be viewed on our website by clicking on the following link: www.wsncla.org.com, or at the scheduled meeting. In addition, if you would like a copy of any record related to an item on the agenda, please download from our website. You can also receive our agendas via email by subscribing to L.A. City’s Early Notification System at: http://www.lacity.org/government/Subscriptions/NeighborhoodCouncils/index.htm.

AMERICANS 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 three (3) business days (72 hours) prior to the meeting you wish to attend by contacting WSNC Secretary Randy Waller at randywaller@ca.rr.com.

RECONSIDERATION AND GRIEVANCE PROCESS: For information on the WSNC’s process for board action reconsideration, stakeholder grievance policy, or any other procedural matters related to this Council, please consult the WSNC Bylaws. The Bylaws are available at our Board meetings and our website www.wsncla.org.

PUBLIC ACCESS OF RECORDS: In compliance with Government Code Section 4957.5, non-exempt writings that are distributed to a majority or all of the Board in advance of a meeting, may be reviewed at a scheduled meeting. In addition, if you would like a copy of any record related to an item on the Agenda, please contact WSNC Secretary Randy Waller at randywaller@ca.rr.com or telephone NC Support at 213-978-1551 or via e-mail at: NCsupport@lacity.org.

RECORDEING MEETINGS: Note that Board meetings may be sound and/or video recorded for backup to Minutes.
September 28, 2017

Dear Westlake South Neighborhood Council Board Members (WSNC),

The Department of Neighborhood Empowerment (Department) received a request from the WSNC leadership for assistance regarding establishing and maintaining a quorum. It is the Department’s understanding that the WSNC has been challenged with this issue for the past six months. This letter is in response to the WSNC’s request for assistance. In order for the WSNC to address the underlying issues preventing quorum, the Department hereby places the WSNC in Exhaustive Efforts and prescribes the following work plan:

- Utilize the Board of Neighborhood Commissioners’ Loss of Quorum Policy to allow WSNC to fill vacant seats up to the WSNC quorum.
- Conduct community outreach in order to identify sufficient candidates so that after the Loss of Quorum Policy is implemented, the remaining vacant WSNC seats can be filled.
- Strategize a process to notify habitually absent board members that there seat may be declared vacant due to non-attendance.
- Maintain Quorum for two consecutive months after the Selection process.
- While in Exhaustive Efforts, the Department will authorize all Neighborhood Council expediutes.

During the period of Exhaustive Efforts, the Department will be responsible for working with the WSNC to set agendas, conduct any meetings and/or trainings. The estimated timeframe to complete this work plan is five months. The WSNC may complete the items described above in a shorter period of time, accordingly the Department will then assess for early release from Exhaustive Efforts. Please note, the Department reserves the right to adjust the work plan for the WSNC when deemed necessary. Please note that failure to comply with the parameters as outlined above may lead to recommendation for decertification.
For any questions, comments and/or concerns, please feel free to contact Mario Hernandez by calling (213) 473-7472 or via email at Mario.Hernandez@LACity.org.

The Department appreciates your time and volunteer efforts in the community and looks forward to working with you as partners in making the WSNC a strong and effective voice for your neighborhood, your community, and city.

Sincerely,

Grayce Liu
General Manager
Department of Neighborhood Empowerment

Cc: Mike Fong, Director of Policy and Government Relations
    Darren Martinez, Supervising Deputy City Attorney
    Carmen Hawkins, Deputy City Attorney
    Mario Hernandez, Neighborhood Council Advocate
    Leyla Campos, Program Administrative Manager, Office of the City Clerk
    Melvin Cañas, Funding Program Supervisor, Office of the City Clerk
    Martha Cabral, Funding Representative, Office of the City Clerk
Office of the City Clerk  
Administrative Services Division  
Neighborhood Council Funding Program  
Neighborhood Council Proxy Payment Form

Neighborhood Council: **Westlake South**

Date: 09/13/2017

<table>
<thead>
<tr>
<th>Vendor Name</th>
<th>Invoice Number</th>
<th>Date of Invoice</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Knightsbridge, Industries, Inc.</td>
<td>#80077</td>
<td>6/9/17</td>
<td>$4,717.35</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td><strong>$4,717.35</strong></td>
</tr>
</tbody>
</table>

Reason for Proxy Payment: NC currently does not have a Treasurer or 2\textsuperscript{nd} signer and the Board does not meet Quorum, per DONE Field Staff Representative.

Staff Name: Martha L. Cabral  
Title: Accounting Clerk  
Signature:  
Date: 9/13/17

Authorization: Melvin Canas  
Title: NC Funding Program Lead  
Signature:  
Date: 9/13/17
<table>
<thead>
<tr>
<th>Qty</th>
<th>Item #</th>
<th>Description</th>
<th>Unit Price</th>
<th>Ext. Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>400</td>
<td>PC54</td>
<td>Port &amp; Co. Core cotton 5.4-ounce, 100% cotton</td>
<td>$4.25</td>
<td>$1,700.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Color: NAVY Size: 100-S/100-M/100-L/100-XL Imprint: 1 COLOR / 2 LOCATIONS front-back</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>ADDCHG</td>
<td>Additional charges for Port &amp; Co. Core cotton 5.4-ounce, 100% cotton Screen Charge: $50.00</td>
<td>$50.00</td>
<td>$50.00</td>
</tr>
<tr>
<td>300</td>
<td>PC54Y</td>
<td>Port &amp; Co. Youth Core Cotton Tee</td>
<td>$4.20</td>
<td>$1,260.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Color: NAVY Size: 100-XS/100-M/100-XL Imprint: 1 COLOR / 2 LOCATION front/back WHITE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>100</td>
<td>CAR54T</td>
<td>Port &amp; Co. Youth Core Cotton Tee</td>
<td>$4.00</td>
<td>$400.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Color: NAVY Size: 50-2T / 50-3T Imprint: 1 COLOR / 1 LOCATION front-back WHITE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>100</td>
<td>CAR54I</td>
<td>Port &amp; Co. Infant Core Cotton Tee</td>
<td>$4.00</td>
<td>$400.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Color: NAVY Size: 50-12M / 50-18M Imprint: 1 COLOR / 2 LOCATION front-back WHITE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>ADDCHG</td>
<td>Additional charges for Port &amp; Co. Infant Core Cotton Tee Late Fee: $95.00</td>
<td>$95.00</td>
<td>$95.00</td>
</tr>
<tr>
<td>2</td>
<td>3% Late fee</td>
<td>3% Late fee assessed Notes: 3 months past due assessed 2 month late fees 1 month waived</td>
<td>$119.97</td>
<td>$239.94</td>
</tr>
</tbody>
</table>

Subtotal: $4,144.94
Shipping: $189.00
Tax: $383.41
Total: $4,717.35

Thank you for your business.
There will be a 3.0% interest charge per month on past due.
## Payments

### Fiscal Year:

2017-2018 (7/1/2017 to 6/30/2018)

**Show** 10 ▼ Payment Requests

<table>
<thead>
<tr>
<th>Request Date</th>
<th>Amount</th>
<th>Category</th>
<th>Vendor</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>9/13/2017</td>
<td>$4,717.35</td>
<td>Outreach</td>
<td>Knightsbridge Industries Inc.</td>
<td></td>
</tr>
</tbody>
</table>

Showing 1 to 1 of 1 Payment Request(s)

### Legend:

- ☑: Under Review
- ✔: Request Approved
- ✗: Request Denied
- ⌚: Recurring Payment
- $: Payment Issued
- ⚠: Unsubmitted Payment Request
Westlake North/South Neighborhood Council

Neighborhood Pride Soccer (FUTBOL) Tournament

Objective

• To promote the mission of the Neighborhood Councils
• To Empower the Westlake neighborhoods with news, resources and information
• To invite and encourage stakeholder participation in the Neighborhood Council and NC committees
• Empower neighborhoods & stakeholders through sport, and fitness

Goals

• Empower the community with information and connections to Neighborhood Councils, Electeds
• Promote the Westlake North/South Neighborhood Councils
• Increase stakeholder participation on the Neighborhood Council board and committees
• Share neighborhood news & Information
• Build stakeholder database (email, text)
• Establish a dialogue with stakeholders

Potential Partnerships

• Congressman Jimmy Gomez
• Assemblymember Miguel Santiago
• Supervisor Hilda Solis
• Councilmember Gilbert Cedillo, CD1
• Los Angeles Police Department
• Los Angeles Fire Department
• Los Angeles Recreation and Parks
• Los Angeles School Board Member, Monica Garcia
• EmpowerLA / Department of Neighborhood Empowerment
• Los Angeles Department of Water and Power (LADWP)
• Los Angeles Unified School District
• Mac Arthur Park Neighborhood Council
• Rampart Neighborhood Council
• Neighborhood Schools
• Local Organizations
BUDGET

<table>
<thead>
<tr>
<th>OUTREACH</th>
<th>VENDOR</th>
<th>COST (up to)</th>
<th>EACH NC COST /2</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Event and NC Outreach Banners</td>
<td></td>
<td>$650</td>
<td>$</td>
<td>325</td>
</tr>
<tr>
<td>Printing Flyers, Posters</td>
<td>Alco Printing</td>
<td>$750</td>
<td>$</td>
<td>375</td>
</tr>
<tr>
<td>Flyer, Poster and Banner Design</td>
<td>Goldline</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Event Passport &amp; Printed Outreach Materials</td>
<td>Alco Printing</td>
<td>$500</td>
<td>$</td>
<td>250</td>
</tr>
<tr>
<td>Step &amp; Repeat/ NC Banner Frame + Clips</td>
<td>Amazon</td>
<td>$140</td>
<td>$</td>
<td>140</td>
</tr>
<tr>
<td>Ad buys and Social Media Outreach</td>
<td></td>
<td>$300</td>
<td>$</td>
<td>150</td>
</tr>
<tr>
<td>Outreach - Logo Water Bottles</td>
<td></td>
<td>$1,000</td>
<td>$</td>
<td>1,000</td>
</tr>
<tr>
<td>Outreach - NC Logo Soccer Balls</td>
<td>4imprint.com</td>
<td>$500</td>
<td>$</td>
<td>500</td>
</tr>
<tr>
<td>NC Team Soccer Jersey - $150 for set of #12 (all same size). Suggest each NC have TWO to FOUR colors/ jersey sets</td>
<td>amazon.com</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NC Logo Screen Printing - this is an estimate</td>
<td>Erentreich</td>
<td>$500-$700</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>EVENT</th>
<th>VENDOR</th>
<th>COST (up to)</th>
<th>NC COST /2</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rentals (Tables, Chairs, Canopy, Coolers)</td>
<td></td>
<td>$1000</td>
<td>$500</td>
<td></td>
</tr>
<tr>
<td>Decorations (Balloons, Linens, Signage)</td>
<td>O&amp;H</td>
<td>$500</td>
<td>$250</td>
<td></td>
</tr>
<tr>
<td>LA RAP Permits - TBD</td>
<td>LA RAP</td>
<td>$100-$750</td>
<td>TBD</td>
<td></td>
</tr>
<tr>
<td>Food and Beverage</td>
<td></td>
<td>$1500</td>
<td>$750</td>
<td></td>
</tr>
<tr>
<td>Food and Beverage - Volunteers</td>
<td></td>
<td>$400</td>
<td>$200</td>
<td></td>
</tr>
<tr>
<td>Event Concepts &amp; Management + Outreach &amp; Graphic Design Support</td>
<td>Goldline</td>
<td>$1450</td>
<td>$725</td>
<td></td>
</tr>
</tbody>
</table>

Scope of Work - GOLDLINE COMMUNICATIONS

- Suggested Event Concepts & Event Design for NC board consideration
- Suggested Event Budget & Needs for NC board consideration
- Event Support (Event Layout, Resource Fair, Coordinate Event Element Leads)
  - NCs will need to recruit and provide event volunteers, for ALL event shifts (set up, event, strike)
- Event Outreach Materials (Flyers, Direct Mail, Banners) Graphic Design and Layout
- Coordinate Print and Delivery of Printed Outreach Materials
- Coordinate Event Partners, Partner Agencies, Neighborhood Councils
- Point of Contact and Liaison
- Outreach Support (Work with NCs to ID banner Locations, Locations for Flyer Drops, Posters, Social Media Ads & Campaigns)
Outreach NC “team” soccer jerseys for tournament with NC logo. Jersey shirts come in a variety of colors and are pre-numbered. Logo will be added with a screen print.

72x24 banner for pedestrian and drive-by outreach.