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 possible motion to appoint an Board Member James Hornik as Board President, 2nd Signer and Cardholder of Westlake South Neighborhood Council until next Neighborhood Council Election cycle. /
   Discusión y posible moción para nombrar miembro de la Junta, James Hornik como presidente de la Junta, segundo firmante y titular de la tarjeta del Consejo Vecinal de Westlake South hasta el próximo ciclo de elección del Consejo Vecinal.

5. Discussion and possible motion to nominate and appoint an interim Treasurer of Westlake South Neighborhood Council until the next Neighborhood Council Election Cycle.
6. Discussion and possible motion to move the regular meeting of the Westlake South Neighborhood Council to the first Wednesday of the month, to start at 6:00 pm or other time approved by the Board.

Discusión y posible moción para mover la reunión regular del Consejo Vecinal de Westlake Sur al primer miércoles de cada mes, para comenzar a las 6:00 p.m. u otro momento aprobado por la Mesa Directiva.

7. Discussion and possible motion to approve the MERs for July, August, September, and October 2017.

Discusión y posible moción para aprobar los MER de julio, agosto, septiembre y octubre de 2017.

8. Discussion and possible motion to approve up to $700.00 for a Community Improvement Project at Hope and Peace Park for the purchase and install informational kiosks that would be used to WSNC and community news and information.

Discusión y posible moción para aprobar hasta $700.00 para un Proyecto de Mejoramiento de la Comunidad en Hope and Peace Park para la compra e instalación de quioscos informativos que se utilizarían para WSNC y noticias e información de la comunidad.

9. Update and discussion on upcoming outreach event, Board Member Participation and approved outreach materials purchase.

Actualización y discusión sobre el próximo evento de alcance, la participación de los miembros la adquisición de materiales de alcance aprobados.

10. Discussion and possible motion to appoint community stakeholders to the Board of Westlake South Neighborhood Council in accordance with the Bylaws of Westlake South Neighborhood Council, Article V, Section 1. Currently there are 11 vacancies. The term of each appointment will be until the next election cycle of 2019. Appointees will fill Board seats as At-Large Board Members, unless the appointee qualifies, as defined in Article V, Section 1, as a Resident Stakeholder, a Business Stakeholder, or a Community Based Organization Stakeholder.

Discusión y posible moción para nombrar a los interesados de la comunidad a la Mesa Directiva del Consejo Vecinal de Westlake South de acuerdo con los Estatutos del Consejo Vecinal de Westlake South, Artículo V, Sección 1. Actualmente hay 11 vacantes. El término de cada nombramiento será hasta el próximo ciclo de elecciones de 2019. Los designados ocuparán los asientos de la Junta como miembros de la Junta “At-Large”, a menos que la persona designada
califique, como se define en el Artículo V, Sección 1, como Tenedor de Apuestas Residente, Tenedor de Apuestas de Negocios, o un Tenedor de Apuestas de un Organización Basada en la Comunidad.

11. 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.

12. 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.

RECORDING MEETINGS: Note that Board meetings may be sound and/or video recorded for backup to Minutes.
# Monthly Expenditure Report

**Reporting Month:** July 2017  
**Budget Fiscal Year:** 2017-2018  
**NC Name:** Westlake South

## Monthly Cash Reconciliation

<table>
<thead>
<tr>
<th>Description</th>
<th>Total Spent</th>
<th>Remaining Balance</th>
<th>Outstanding</th>
<th>Commitments</th>
<th>Net Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beginning Balance</td>
<td>$42000.00</td>
<td>$75.12</td>
<td>$41924.88</td>
<td>$0.00</td>
<td>$41924.88</td>
</tr>
</tbody>
</table>

## Monthly Cash Flow Analysis

<table>
<thead>
<tr>
<th>Budget Category</th>
<th>Adopted Budget</th>
<th>Total Spent this Month</th>
<th>Unspent Budget Balance</th>
<th>Outstanding</th>
<th>Net Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office</td>
<td>$31000.00</td>
<td>$75.12</td>
<td>$30924.88</td>
<td>$0.00</td>
<td>$30924.88</td>
</tr>
<tr>
<td>Outreach</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Elections</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Community Improvement Project</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Neighborhood Purpose Grants</td>
<td>$10000.00</td>
<td>$0.00</td>
<td>$10000.00</td>
<td>$0.00</td>
<td>$10000.00</td>
</tr>
</tbody>
</table>

Funding Requests Under Review: $0.00  
Encumbrances: $0.00  
Previous Expenditures: $0.00

## Expenditures

<table>
<thead>
<tr>
<th>#</th>
<th>Vendor</th>
<th>Date</th>
<th>Description</th>
<th>Budget Category</th>
<th>Sub-category</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>COPYSPACE</td>
<td>07/07/2017</td>
<td>(Credit card transaction)</td>
<td>General Operations Expenditure</td>
<td>Office</td>
<td>$40.64</td>
</tr>
<tr>
<td>2</td>
<td>LA PARRILLA RESTAURANT</td>
<td>07/08/2017</td>
<td>(Credit card transaction)</td>
<td>General Operations Expenditure</td>
<td>Office</td>
<td>$4.92</td>
</tr>
<tr>
<td>3</td>
<td>LA PARRILLA RESTAURANT</td>
<td>07/08/2017</td>
<td>(Credit card transaction)</td>
<td>General Operations Expenditure</td>
<td>Office</td>
<td>$20.00</td>
</tr>
<tr>
<td>4</td>
<td>COPYSPACE</td>
<td>07/12/2017</td>
<td>(Credit card transaction)</td>
<td>General Operations Expenditure</td>
<td>Office</td>
<td>$9.56</td>
</tr>
</tbody>
</table>

**Subtotal:** $75.12

## Outstanding Expenditures

<table>
<thead>
<tr>
<th>#</th>
<th>Vendor</th>
<th>Date</th>
<th>Description</th>
<th>Budget Category</th>
<th>Sub-category</th>
<th>Total</th>
</tr>
</thead>
</table>

**Subtotal:** Outstanding $0.00
Phone Order

xx5858
MASTERCARD Entry Method: Manual

Amount: $ 40.64
Tax: $ 0.00

Total: $ 40.64

07/07/17 15:06:06
Inv #: 00000007
Appr Code: 001166
Apprvd: Online
AVS Code:
CVV2 Code: MATCH M

Customer Copy
THANK YOU!
La Parrilla  
Check 624854
1300 Wilshire Blvd 
Order 649843
Los Angeles Downtown California
Tel. 213-353-4980

07/08/17  1:49 PM
Table BAR1  People 1  Waiter 18  ZEUDI

2 COKE   3.00
1 ICE TEE 1.50

Sub-total: 4.50
Tax: 0.42

Total Due: 4.92

Item Count: 3

Gratuity:

Grand Total:

VISIT OUR WEBSITE:
WWW.LAPARRILLARESTAURANTS.COM
WE ALSO CATER!
SERGIO SANCHEZ - CATERING DIRECTOR
(213)353-4930
SERGIO@LAPARRILLARESTAURANTS.COM
07/08/17 1:53 PM
Table BAR2 People 1 Waiter 18 ZEUDI

1 OPEN FOOD 18.30

Sub-total: 18.30
Tax: 1.70
---------
Total Due: 20.00

Item Count: 1
Gratuity: 

Grand Total: 

VISIT OUR WEBSITE:
WWW.LAPARRILLARENTAURANTS.COM
WE ALSO CATER!
SERGIO SANCHEZ - CATERING DIRECTOR
(213) 353-4930
SERGIO@LAPARRILLARENTAURANTS.COM
Phone Order

xxxxxxxxxxx5858
MASTERCARD Entry Method: Manual

Amount: $ 9.56
Tax: $ 0.00

Total: $ 9.56

07/12/17  17:10:10
Inv #: 000000010
Appr Code: 054979
Apprvd: Online
AVS Code:
CVV2 Code: MATCH M

Customer Copy
THANK YOU!
### Monthly Expenditure Report

**Reporting Month: August 2017**  
**Budget Fiscal Year: 2017-2018**  
**NC Name: Westlake South Neighborhood Council**

#### Monthly Cash Reconciliation

<table>
<thead>
<tr>
<th></th>
<th>Beginning Balance</th>
<th>Total Spent</th>
<th>Remaining Balance</th>
<th>Outstanding</th>
<th>Commitments</th>
<th>Net Available</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$42466.88</td>
<td>$285.70</td>
<td>$42181.18</td>
<td>$6165.84</td>
<td>$0.00</td>
<td>$36015.34</td>
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</table>

#### Monthly Cash Flow Analysis

<table>
<thead>
<tr>
<th>Budget Category</th>
<th>Adopted Budget</th>
<th>Total Spent this Month</th>
<th>Unspent Budget Balance</th>
<th>Outstanding</th>
<th>Net Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office</td>
<td>$31000.00</td>
<td>$263.85</td>
<td>$30639.18</td>
<td>$1448.49</td>
<td>$24473.34</td>
</tr>
<tr>
<td>Outreach</td>
<td></td>
<td>$21.85</td>
<td></td>
<td>$4717.35</td>
<td></td>
</tr>
<tr>
<td>Elections</td>
<td></td>
<td>$0.00</td>
<td></td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Community Improvement Project</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Neighborhood Purpose Grants</td>
<td>$10000.00</td>
<td>$0.00</td>
<td>$10000.00</td>
<td>$0.00</td>
<td>$10000.00</td>
</tr>
</tbody>
</table>

Funding Requests Under Review: $0.00  
Encumbrances: $0.00  
Previous Expenditures: $75.12

#### Expenditures

<table>
<thead>
<tr>
<th>#</th>
<th>Vendor</th>
<th>Date</th>
<th>Description</th>
<th>Budget Category</th>
<th>Sub-category</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>OFFICE DEPOT #900</td>
<td>08/11/2017</td>
<td>(Credit card transaction)</td>
<td>General Operations Expenditure</td>
<td>Outreach</td>
<td>$21.85</td>
</tr>
<tr>
<td>2</td>
<td>INT IN THE MAILROOM</td>
<td>08/22/2017</td>
<td>(Credit card transaction)</td>
<td>General Operations Expenditure</td>
<td>Office</td>
<td>$100.00</td>
</tr>
<tr>
<td>3</td>
<td>RAMADA LOS ANGELES CON</td>
<td>08/24/2017</td>
<td>(Credit card transaction)</td>
<td>General Operations Expenditure</td>
<td>Office</td>
<td>$163.85</td>
</tr>
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</table>

Subtotal: $285.70

#### Outstanding Expenditures

<table>
<thead>
<tr>
<th>#</th>
<th>Vendor</th>
<th>Date</th>
<th>Description</th>
<th>Budget Category</th>
<th>Sub-category</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Knightsbridge Industries Inc.</td>
<td>09/13/2017</td>
<td>Proxy payment made by Office of the City Clerk</td>
<td>General Operations Expenditure</td>
<td>Outreach</td>
<td>$4717.35</td>
</tr>
<tr>
<td>2</td>
<td>La Parrilla</td>
<td>10/04/2017</td>
<td>Proxy payment made by NC Funding.</td>
<td>General Operations Expenditure</td>
<td>Office</td>
<td>$250.00</td>
</tr>
<tr>
<td>3</td>
<td>Languages4You</td>
<td>10/12/2017</td>
<td>Processed proxy payment on behalf of NC - Inv. &amp;#x...</td>
<td>General Operations Expenditure</td>
<td>Office</td>
<td>$100.00</td>
</tr>
<tr>
<td></td>
<td>Company</td>
<td>Date</td>
<td>Description</td>
<td>Category</td>
<td>Location</td>
<td>Amount</td>
</tr>
<tr>
<td>---</td>
<td>-------------------</td>
<td>-----------</td>
<td>-------------------------------------------------------</td>
<td>-----------------------------------</td>
<td>----------</td>
<td>----------</td>
</tr>
<tr>
<td>4</td>
<td>Languages4You</td>
<td>10/12/2017</td>
<td>Processed proxy payment on behalf of NC - Inv.</td>
<td>General Operations Expenditure</td>
<td>Office</td>
<td>$405.00</td>
</tr>
<tr>
<td></td>
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<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Continental</td>
<td>11/09/2017</td>
<td>Office expense for interpreting services.</td>
<td>General Operations Expenditure</td>
<td>Office</td>
<td>$377.50</td>
</tr>
<tr>
<td></td>
<td>Interpreting</td>
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<td></td>
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<td></td>
</tr>
<tr>
<td></td>
<td><strong>Subtotal:</strong></td>
<td></td>
<td></td>
<td><strong>Outstanding</strong></td>
<td></td>
<td><strong>$6165.84</strong></td>
</tr>
</tbody>
</table>
Office DEPOT
OfficeMax

LOS ANGELES - (213) 741-0576
08/11/2017 5:34 PM

SALE

900-5-5946-797635-17.6.1

873905 Self Serve DS
500 @ 0.12 60.00
Business Solutions Prc 20.00

You Pay 20.00
Subtotal 20.00
Sales Tax 1.85
Total 21.85

MasterCard 5858

AUTH CODE 030044
TDS Chip Read
AID A000000000041010
MAESTERCARD
TVR 0000088000
CVS Signature Verified

Total Savings:
$40.00

WE WANT TO HEAR FROM YOU!

Participate in our online customer survey and receive a coupon for $10 off your next qualifying purchase of $50 or more on office supplies, furniture and more.
(Excludes Technology. Limit 1 coupon per household/business.)

www.TellOfficeDepot.com
and enter the survey code below:
14WM JGSV ZWAZ
The Mailroom
Kristina Smith
1840 S Gaffey St
Suite 102
San Pedro, CA 90731
United States
Phone: 310-918-8650
ksmith@klct.com

Bill To:
Westlake South Neighborhood Council
Manuel Flores
mannyflores213@gmail.com

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Quantity</th>
<th>Price</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jul 31, 2017</td>
<td>Website Maintenance for <a href="http://www.wsncla.org">http://www.wsncla.org</a> $100 per month maintenance fee includes all updating of monthly board and committee agendas, posting of minutes, news, events, etc.</td>
<td>1</td>
<td>$100.00</td>
<td>$100.00</td>
</tr>
</tbody>
</table>

Subtotal  $100.00
Shipping $0.00
Total $100.00 USD

Notes
Thank you for using the Mailroom for your NC website needs.

Received 10/4/17
10/4/17 - RUEST FOR DUPLICATE RECEIPT FOR WESTLAKE NORTH 8/22/17

Kristina Smith  <ksmith-mailroom@mail.com>
To: Martha Cabral  <martha.cabral@lacity.org>

Here is the invoice for Westlake South (that was processed August 21, 2017) for $100. As we discussed on the phone, it was South and not North that you were needing.

Have a great day.

Kristina Smith
Neighborhood Council Webmaster
1840 S Gaffey Street
San Pedro, CA 90731
310-514-1797 10am-5pm; 310-918-8650 cell

Sent: Wednesday, October 04, 2017 at 9:21 AM
From: "Martha Cabral" <martha.cabral@lacity.org>
To: Ksmith-mailroom@mail.com
Subject: 10/4/17 - RUEST FOR DUPLICATE RECEIPT FOR WESTLAKE NORTH 8/22/17

[Quoted text hidden]

July-2017-website-maintenance.pdf
50K
Room Selection

8/11/2017    Friday 10:30am -12pm    Olympic Room    15 Chairs

Setup: Square table with 15 chairs
No AV

Billing Instruction

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Food and Beverage</td>
<td>$0</td>
</tr>
<tr>
<td>Room Rental ($75/ Hr)</td>
<td>$150</td>
</tr>
<tr>
<td>Tax (9.25%)</td>
<td>$13.88</td>
</tr>
<tr>
<td>Total</td>
<td>$163.85</td>
</tr>
</tbody>
</table>

Security Deposit: A credit card or 50% of Grand Total cash will be held as a security deposit.
Deposit will be refunded after 48 Hrs.
Event must end at the agreed time. $100 per Hour will be charged for every additional Hour.

Please return a copy of this signed proposal if you agree to the information above. Upon receipt of a signed proposal, we will consider this function definite and will forward individual catering and rooms contracts under separate cover for your approval and signature.

If you have any questions, please do not hesitate to call me.
Sincerely,

Hotel

Signature

Date

Client / Organizer

Signature

Date

MLC 10/10/17
# CATERING / MEETING ROOM CONTRACT

<table>
<thead>
<tr>
<th>CLIENT/ORGANIZATION</th>
<th>EVENT DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>WSBCP, City of LA</td>
<td>8/24/2017</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>BOOKING CONTACT</th>
<th>PHONE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gustavo Flores</td>
<td>213-453-3963</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FAX</th>
<th>EMAIL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><a href="mailto:gusflores213@gmail.com">gusflores213@gmail.com</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FOOD AND BEVERAGE</th>
<th>THEME</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Conference</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SALES MANAGER</th>
<th>START</th>
<th>END</th>
<th>SERVING</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>10:30am</td>
<td>12pm</td>
<td>No</td>
</tr>
</tbody>
</table>

Thank you for your interest in hosting your event at Ramada Los Angeles Downtown West. Our professional Banquet and catering staff will assist you with wedding, birthday, conference, seminar, catering, and other needs. Please, find additional information on the following lists and be assured of our utmost cooperation and personal attention in ensuring the success of your event.

1. **Guarantee**
The attendance guarantee can only be changed for an addition of guests by sending fax (213-487-1698) or calling (213-385-7141) at least 1 week prior to the event date.

2. **Seating**
Seating can be arranged at round or rectangular tables. Please advise if a head table or audio/visual equipment is required. It is our policy to set for 10% over guarantee for any party over 50 persons and $3.00 per seat will be charged.

3. **Deposit**
A credit card or 30% deposit is required to secure a definite space reservation.

4. **Payment**
Payment is due on 8/22/17.

5. **Cancellation**
This contract is final and there will be no refund.

6. **Surcharge and Tax**
All meeting room rental / set up and menu items are subject to an 18% service charge and 9.00% sales tax. Clients requesting tax Exemption must submit proper documentation prior to event.

7. **Special Condition**
No food or beverage allowed from outside without hotel consent. No bottle drinks allowed.

8. **Parking**
5 Complimentary guaranteed parking. Additional parking not available
Public parking available on 1700 W. Olympic Blvd, Los Angeles CA 90006
CREDIT CARD AUTHORIZATION FORM

Name of the Guest (Company):
Event Date:
Total Authorized Amount:

Type of Credit Card: Visa Credit Card #: 5551 6900 0002 5858
Exp. Date: 07/20 Name as it appears on the Credit Card: Gustavo Flores

Security Code Number: 126
(If American Express the 4 digits on top of credit card number located in the front, if other Credit Card the last 3 digits in the back of the credit card located in the magnetic strip)

Information of the person who is responsible for the payment of the room(s) specified above:
Mailing Address: 200 North Spring Street, Suite 2005 Los Angeles, CA 90012
Telephone Number: 213-978-1551 Fax Number: 213-978-1751
E-mail Address: Gusflores213@gmail.com

I authorize the Ramada Los Angeles Downtown West to charge the CREDIT CARD ABOVE for the room(s) requested above.

Room and Tax charges: (Yes ) (No )
Other charged (Food & Beverage, AV equipment, etc): (Yes ) (No )

Company or Person who is paying:

Gustavo Flores 08/20/2017

Print Name Signature Date

IMPORTANT
Attach a copy of Front and Back of Credit Card, and a Copy of a Valid Driver’s License or Identification to be kept for our Confidential Records, and to verify the information provided to the hotel. Please note that the credit card payment won’t be processed until we received the complete paperwork. Thank you.
# Monthly Expenditure Report

**Reporting Month:** September 2017  
**Budget Fiscal Year:** 2017-2018  
**NC Name:** Westlake South Neighborhood Council

### Monthly Cash Reconciliation

<table>
<thead>
<tr>
<th>Description</th>
<th>Beginning Balance</th>
<th>Total Spent</th>
<th>Remaining Balance</th>
<th>Outstanding</th>
<th>Commitments</th>
<th>Net Available</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$42181.18</td>
<td>$4717.35</td>
<td>$37463.83</td>
<td>$1448.49</td>
<td>$0.00</td>
<td>$36015.34</td>
</tr>
</tbody>
</table>

### Monthly Cash Flow Analysis

<table>
<thead>
<tr>
<th>Budget Category</th>
<th>Adopted Budget</th>
<th>Total Spent this Month</th>
<th>Unspent Budget Balance</th>
<th>Outstanding</th>
<th>Net Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office</td>
<td>$31000.00</td>
<td>$0.00</td>
<td>$25921.83</td>
<td>$1448.49</td>
<td>$24473.34</td>
</tr>
<tr>
<td>Outreach</td>
<td>$4717.35</td>
<td>$4717.35</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$4717.35</td>
</tr>
<tr>
<td>Elections</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Community Improvement Project</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Neighborhood Purpose Grants</td>
<td>$10000.00</td>
<td>$0.00</td>
<td>$10000.00</td>
<td>$0.00</td>
<td>$10000.00</td>
</tr>
</tbody>
</table>

**Funding Requests Under Review:** $0.00  
**Encumbrances:** $0.00  
**Previous Expenditures:** $360.82

### Expenditures

<table>
<thead>
<tr>
<th>#</th>
<th>Vendor</th>
<th>Date</th>
<th>Description</th>
<th>Budget Category</th>
<th>Sub-category</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Knightsbridge Industries Inc.</td>
<td>09/13/2017</td>
<td>Proxy payment made by Office of the City Clerk</td>
<td>General Operations Expenditure</td>
<td>Outreach</td>
<td>$4717.35</td>
</tr>
</tbody>
</table>

**Subtotal:** $4717.35

### Outstanding Expenditures

<table>
<thead>
<tr>
<th>#</th>
<th>Vendor</th>
<th>Date</th>
<th>Description</th>
<th>Budget Category</th>
<th>Sub-category</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>La Parrilla</td>
<td>10/04/2017</td>
<td>Proxy payment made by NC Funding.</td>
<td>General Operations Expenditure</td>
<td>Office</td>
<td>$250.00</td>
</tr>
<tr>
<td>2</td>
<td>Languages4You</td>
<td>10/12/2017</td>
<td>Processed proxy payment on behalf of NC - Inv. &amp;x...</td>
<td>General Operations Expenditure</td>
<td>Office</td>
<td>$100.00</td>
</tr>
<tr>
<td>3</td>
<td>Languages4You</td>
<td>10/12/2017</td>
<td>Processed proxy payment on behalf of NC - Inv. &amp;x...</td>
<td>General Operations Expenditure</td>
<td>Office</td>
<td>$405.00</td>
</tr>
<tr>
<td>4</td>
<td>Continental</td>
<td>11/09/2017</td>
<td>office expense for interpreting services.</td>
<td>General Operations Expenditure</td>
<td>Office</td>
<td>$377.50</td>
</tr>
</tbody>
</table>

**Subtotal:** Outstanding $1448.49
# Invoice

**SLB #3287**

**Knightsbridge Industries Inc.**  
527 North Azusa Avenue #133  
Covina, CA 91722  
Phone: 626.744.7797  
Fax: 626.744.7737  
Email: manny@kbind.us

**Ship To:**  
Westlake South Neighborhood Council  
Gustavo Flores  
840 S Burlington Ave.  
Los Angeles, CA 90057  
Phone: 213-453-3963  
Email: gusflores213@gmail.com

**Bill To:**  
Westlake South Neighborhood Council  
Gustavo Flores  
200 N. Spring Fl. 20  
Los Angeles, CA 90012  
Phone: 213-453-3963  
Email: gusflores213@gmail.com

**Salesperson:** Manny Gonzalez  
**Ship Via:** Ground  
**Ship Date:** 06/20/17; In-hands by 06/21/17  
**Payment Terms:** Due upon receipt - Credit Card

<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>PCS4</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>
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<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% interest charge per month on past due.
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>
</tbody>
</table>

Total: $4,717.35

Reason for Proxy Payment: NC currently does not have a Treasurer or 2nd 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

NCFP FORM 102 (REV 09-01-17)
# Monthly Expenditure Report

**Reporting Month:** October 2017  
**Budget Fiscal Year:** 2017-2018  
**NC Name:** Westlake South Neighborhood Council

## Monthly Cash Reconciliation

<table>
<thead>
<tr>
<th></th>
<th>Beginning Balance</th>
<th>Total Spent</th>
<th>Remaining Balance</th>
<th>Outstanding</th>
<th>Commitments</th>
<th>Net Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>$37463.83</td>
<td>$755.00</td>
<td>$36708.83</td>
<td>$693.49</td>
<td>$0.00</td>
<td>$36015.34</td>
<td></td>
</tr>
</tbody>
</table>

## Monthly Cash Flow Analysis

<table>
<thead>
<tr>
<th>Budget Category</th>
<th>Adopted Budget</th>
<th>Total Spent this Month</th>
<th>Unspent Budget Balance</th>
<th>Outstanding</th>
<th>Net Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office</td>
<td>$31000.00</td>
<td>$755.00</td>
<td>$25166.83</td>
<td>$693.49</td>
<td>$24473.34</td>
</tr>
<tr>
<td>Outreach</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Elections</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Community Improvement Project</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Neighborhood Purpose Grants</td>
<td>$10000.00</td>
<td>$0.00</td>
<td>$10000.00</td>
<td>$0.00</td>
<td>$10000.00</td>
</tr>
</tbody>
</table>

- Funding Requests Under Review: $0.00  
- Encumbrances: $0.00  
- Previous Expenditures: $5078.17

## Expenditures

<table>
<thead>
<tr>
<th>#</th>
<th>Vendor</th>
<th>Date</th>
<th>Description</th>
<th>Budget Category</th>
<th>Sub-category</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>La Parrilla</td>
<td>10/04/17</td>
<td>Proxy payment made by NC Funding.</td>
<td>General Operations Expenditure</td>
<td>Office</td>
<td>$250.00</td>
</tr>
<tr>
<td>2</td>
<td>Languages4You</td>
<td>10/12/17</td>
<td>Processed proxy payment on behalf of NC - Inv.</td>
<td>General Operations Expenditure</td>
<td>Office</td>
<td>$100.00</td>
</tr>
<tr>
<td>3</td>
<td>Languages4You</td>
<td>10/12/17</td>
<td>Processed proxy payment on behalf of NC - Inv.</td>
<td>General Operations Expenditure</td>
<td>Office</td>
<td>$405.00</td>
</tr>
</tbody>
</table>

**Subtotal:** $755.00

## Outstanding Expenditures

<table>
<thead>
<tr>
<th>#</th>
<th>Vendor</th>
<th>Date</th>
<th>Description</th>
<th>Budget Category</th>
<th>Sub-category</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Continental</td>
<td>11/09/17</td>
<td>office expense for interpreting services.</td>
<td>General Operations Expenditure</td>
<td>Office</td>
<td>$377.50</td>
</tr>
</tbody>
</table>

**Subtotal:** Outstanding $693.49
La Parrilla Enterprises, Inc.  
Authentic Mexican Cuisine  
Party Contract

<table>
<thead>
<tr>
<th>Contact Person:</th>
<th>Guatavo Flores</th>
</tr>
</thead>
<tbody>
<tr>
<td>Company Name:</td>
<td>Westlake South NC</td>
</tr>
<tr>
<td>Event Date:</td>
<td>07/13/17</td>
</tr>
<tr>
<td>Number of guests:</td>
<td></td>
</tr>
<tr>
<td>Event Address:</td>
<td></td>
</tr>
</tbody>
</table>

**Designated Menu #5**

**Special Instructions:**

Food for meeting

**Meeting Space**

<table>
<thead>
<tr>
<th>Amount:</th>
<th>$250.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tax:</td>
<td></td>
</tr>
<tr>
<td>Service:</td>
<td></td>
</tr>
<tr>
<td>Deposit:</td>
<td></td>
</tr>
<tr>
<td>Subtotal:</td>
<td>$250.00</td>
</tr>
</tbody>
</table>

Host Signature

Managers Signature

**PLEASE NOTE: 30% Deposit required for all events**

Sergio Sanchez Manager  
1300 Wilshire Boulevard  
Los Angeles, CA 90017  
sergio@laparrillarestaurants.com  
www.laparrillarestaurants.com  

Bus: (213) 353-4980  
Bus: (213) 353-4930  
Fax: (213) 353-0062
Office of the City Clerk  
Administrative Services Division  
Neighborhood Council Funding Program  
Neighborhood Council Proxy Payment Form

Neighborhood Council: Westlake South

Date: 09/28/2017

<table>
<thead>
<tr>
<th>Vendor Name</th>
<th>Invoice Number</th>
<th>Date of Invoice</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>La Parrilla Enterprises, Inc.</td>
<td></td>
<td>7/13/17</td>
<td>$250.00</td>
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</table>

<table>
<thead>
<tr>
<th>Vendor Name</th>
<th>Invoice Number</th>
<th>Date of Invoice</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
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<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td>$250.00</td>
</tr>
</tbody>
</table>

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

Staff Name: Martha L. Cabral  
Title: Accounting Clerk  
Signature: ___________________________  
Date: 9/28/17

Authorization: Melvin Canas  
Title: NC Funding Program Lead  
Signature: ___________________________  
Date: 9/28/17
# Languages4You Translation Agency

**Ph:** (818) 550-9299  
**Email:** Languages4you@aol.com  
**Website:** www.languagesforyou.com

## INVOICE

<table>
<thead>
<tr>
<th>Bill to:</th>
<th>Date of Invoice</th>
<th>Invoice No.</th>
<th>P.O. Number</th>
<th>Terms</th>
</tr>
</thead>
</table>
| Mr. Manuel ‘Manny’ Flores  
City of Los Angeles Council District 1,  
Westlake South Neighborhood Council,  
President  
Ph (213) 479-7117  
Email: mannyflores213@gmail.com | 08/31/2017 | 10002 | | Net 30 Days |

### Professional Services:

- **Services Requested:** 1 Interpreter
- **Language:** Spanish
- **Assignment’s Date:** Saturday, July 08, 2017  
  **Regular rate:** ($240)
- **Scheduled Time:** 01:00, but interpreter arrived at 01:30pm due to last minute emergency of the interpreter who was originally assigned. However, when the replacement interpreter arrived, she was informed that the meeting was cancelled because a Board member wasn’t going to attend. Therefore, due to the unforeseen circumstances on both sides, Languages4you will only charge this flat fee of $100.
- **Subject:** Westlake South NC regular monthly board meeting
- **Location Name:** La Parrilla
- **Location Address:** 1300 Wilshire Blvd., L.A., CA 90017
- **Translation Equipment:** 10 headsets/receivers x $9/unit + $75/mic-transmitter $000

### Please make payments payable to:

Languages4You Translation Agency  
PO Box 881404  
Los Angeles, CA 90009  
EIN: 26-4031944

**BTRC:** 0000943397-0001-4

*Thank you for your prompt review and payment of this invoice. Please call Languages4you at (818)550-9299 if you have any questions.*

| Total | $100 |
Office of the City Clerk
Administrative Services Division
Neighborhood Council Funding Program
Neighborhood Council Proxy Payment Form

Neighborhood Council: Westlake South

Date: 09/28/2017

<table>
<thead>
<tr>
<th>Vendor Name</th>
<th>Invoice Number</th>
<th>Date of Invoice</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Languages4You Translations</td>
<td>#10002</td>
<td>8/31/17</td>
<td>$100.00</td>
</tr>
</tbody>
</table>

<p>| |</p>
<table>
<thead>
<tr>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

Total | $100.00

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

Staff Name: Martha L. Cabral
Title: Accounting Clerk
Signature: [Signature]
Date: 10/10/17

Authorization: Leyla Campos
Title: Sr. Project Coordinator
Signature: [Signature]
Date: 10/10/17
### INVOICE

**Bill to:**
Mr. Manuel ‘Manny’ Flores  
City of Los Angeles Council District 1,  
Westlake South Neighborhood Council,  
President  
Ph (213) 479-7117  
Email: mannyflores213@gmail.com

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Services Requested:</strong> 1 Interpreter</td>
<td></td>
</tr>
<tr>
<td><strong>Language:</strong> Spanish</td>
<td></td>
</tr>
<tr>
<td><strong>Assignment’s Date:</strong> Thursday, July 13, 2017</td>
<td>$240</td>
</tr>
<tr>
<td><strong>Start Time:</strong> 06:30 pm</td>
<td></td>
</tr>
<tr>
<td><strong>End Time:</strong> 08:25</td>
<td></td>
</tr>
<tr>
<td><strong>Subject:</strong> Westlake South NC regular monthly board meeting</td>
<td></td>
</tr>
<tr>
<td><strong>Location Name:</strong> La Parrilla</td>
<td></td>
</tr>
<tr>
<td><strong>Location Address:</strong> 1300 Wilshire Blvd., L.A., CA 90017</td>
<td></td>
</tr>
<tr>
<td><strong>Translation Equipment:</strong> 10 headsets/receivers x $9/unit + $75/mic-transmitter</td>
<td>$165</td>
</tr>
</tbody>
</table>

**Please make payments payable to:**
Languages4You Translation Agency  
PO Box 881404  
Los Angeles, CA 90009  
EIN: 26-4031944  
BTRC: 0000943397-0001-4

*Thank you for your prompt review and payment of this invoice. Please call Languages4you at (818) 550-9299 if you have any questions.*

**Total** | $405
Office of the City Clerk  
Administrative Services Division  
Neighborhood Council Funding Program  
Neighborhood Council Proxy Payment Form

Neighborhood Council: Westlake South

Date: 09/28/2017

<table>
<thead>
<tr>
<th>Vendor Name</th>
<th>Invoice Number</th>
<th>Date of Invoice</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Languages4You Translations</td>
<td>#10008</td>
<td>8/31/17</td>
<td>$405.00</td>
</tr>
</tbody>
</table>

Total: $405.00

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

Staff Name: Martha L. Cabral  
Title: Accounting Clerk  
Signature: [Signature]  
Date: 10/10/17

Authorization: Leyla Campos  
Title: Sr. Project Coordinator  
Signature: [Signature]  
Date: 10/10/17
MESSAGE CENTERS

Post instructions, directories or maps at parks or on camp trails.

- Shatter-proof clear plastic windows with lock.
- Thick 1/4" corkboard.
- Recycled plastic frame and posts are weather and graffiti resistant.

<table>
<thead>
<tr>
<th>MODEL NO.</th>
<th>DESCRIPTION</th>
<th>SIZE L x W x H</th>
<th>WT. (LBS.)</th>
<th>PRICE EACH</th>
</tr>
</thead>
<tbody>
<tr>
<td>H-2856</td>
<td>Sign Only</td>
<td>38 x 5 x 29&quot;</td>
<td>53</td>
<td>$369</td>
</tr>
<tr>
<td>H-2857</td>
<td>Sign w/ Posts</td>
<td>43 x 5 x 100&quot;</td>
<td>124</td>
<td>$349</td>
</tr>
</tbody>
</table>

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