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. Individual speakers will be allowed two 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 2 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 approve the Letter of Support for The Bowery Left, LLC entitlement renewal request, previously approved under Case No. ZA 2013-2868 (CUB)(CUX)(SPP), with modifications listed in Case No. ZA-2013-2868 (CUB)(CUX)(SPP)(PA1).

5. Discussion and possible motion to approve the WSNC Monthly Expenditure Reports for the months of April 2018, May 2018 and June 2018.

6. Discussion and possible motion to approve the Fiscal Year 2018-2019 WSNC City Clerk Administrative Summary Packet. Packet includes FY Budget, and proposed monthly recurring operating expenditures.
7. Discussion on the updated WSNC Bylaws, approved by the Board of Neighborhood Commissioners on July 16, 2018.


9. 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 7 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.

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.

RECORDING MEETINGS: Note that Board meetings may be sound and/or video recorded for backup to Minutes.
July 25, 2018

Los Angeles Department of City Planning
Office of Zoning Administration, 7th Floor
200 North Spring Street
Los Angeles, California 90012

RE: Planning Case No: ZA-2013-2868(CUB)(CUX)(SPP)(PA1)

Project Address: 1222-1238 W 7th Street, Los Angeles, 90017
718-720 S Hartford Ave, Los Angeles 90017

Applicant: The Bowery Left. LLC

Project Description: A Plan approval to renew the entitlements in ZA-2013-2868(CUB)(CUX)(SPP) to allow the continued sale and consumption of a full line of alcohol in conjunction with an existing restaurant and theater within a 9,453 square-foot commercial structure with 62 seats and 378 theater seats with hours of operation from 9 a.m. to 2 a.m. daily, in the CW zone.

Dear Zoning Administrator:

At our regularly held public meeting on May 23, 2018, the Board of Directors of the Westlake South Neighborhood Council (“WSNC”) voted to support the proposed project presented by The Bowery Left, LLC.

WSNC supports the Applicant’s request listed below:

Pursuant to LAMC section 12.24-M, An approval of plans to allow the continued sale and dispensing of a full line of alcoholic beverages for on-site consumption in conjunction with an existing restaurant and theater within a 9,453 square-foot commercial structure with 62 seats and 378 theater seats with hours of operation from 9 a.m. to 2 a.m. daily, in the CW zone, previously approved under Case No. ZA-2013-2868 (CUB)(CUX)(SPP).

In WSNC’s view, the information presented provides adequate justification for granting Applicant’s request for a renewal of the entitlements previously approved under Case No. ZA-2013-2868 (CUB)(CUX)(SPP) with modification as listed in Case No. ZA-2013-2868(CUB)(CUX)(SPP)(PA1). Subject to any additional conditions recommended by
the Los Angeles City Council, WSNC encourages the Los Angeles Department of City Planning to approve the Applicant’s project.

Sincerely,

James M. Hornik
President
Westlake South Neighborhood Council
Summary of Requests  
ZA-2013-2868-CUB-CUX-SPP-PA1  
1234 W 7th – Teragram Ballroom

<table>
<thead>
<tr>
<th>Condition #</th>
<th>Previous Approval</th>
<th>New Approval</th>
</tr>
</thead>
<tbody>
<tr>
<td>Square Footage</td>
<td>9,453 s.f.</td>
<td>Same</td>
</tr>
<tr>
<td>Hours of Operation</td>
<td>9 a.m. to 2 a.m. daily (Theater not to open before noon)</td>
<td>Same</td>
</tr>
<tr>
<td>Seats</td>
<td>490 (62 in restaurant/lounge and 372 in theater)</td>
<td>434 (62 in restaurant/lounge, 347 in theater, 25 in mezzanine)</td>
</tr>
<tr>
<td>Occupancy</td>
<td>N/A</td>
<td>708</td>
</tr>
<tr>
<td>Live Entertainment</td>
<td>allowed</td>
<td>same</td>
</tr>
<tr>
<td>Patron Dancing</td>
<td>allowed on 920 s.f. dance floor in main floor theater area</td>
<td>same</td>
</tr>
<tr>
<td>Term limit</td>
<td>5 years</td>
<td>10+ years</td>
</tr>
<tr>
<td>Security at off-site parking</td>
<td>Security guard must be at all off-site parking lots</td>
<td>The applicants do not have leases for these lots, so it’s impossible to provide security. Remove this condition.</td>
</tr>
<tr>
<td>Security within 500’</td>
<td>Security guards must patrol a 500’ radius from the establishment for one hour past closing</td>
<td>The security do patrol the area around the business, but 500’ is too far and removes resources needed on-site and in the immediate vicinity. Alter this condition to include a smaller area.</td>
</tr>
<tr>
<td>Trash enclosure</td>
<td>Trash and recycling bins must be gated and locked</td>
<td>Trash and recycling bins are in the parking area, which can be locked from the street. However, the city’s new RecyCLA program does not provide locking dumpsters so they cannot comply with this condition.</td>
</tr>
</tbody>
</table>
## Monthly Expenditure Report

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

### Monthly Cash Reconciliation

<table>
<thead>
<tr>
<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>$21292.16</td>
<td>$0.00</td>
<td>$21292.16</td>
<td>$11117.61</td>
<td>$0.00</td>
<td>$10174.55</td>
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</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>
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<td>$0.00</td>
<td>$14210.41</td>
<td>$4427.61</td>
<td>$3092.80</td>
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<tr>
<td>Outreach</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$6690.00</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: $16789.59

### 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></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Subtotal:</td>
</tr>
</tbody>
</table>

### Outstanding Expenditures

<table>
<thead>
<tr>
<th>#</th>
<th>Vendor</th>
<th>Date</th>
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<th>Budget Category</th>
<th>Sub-category</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Continental Interpreting</td>
<td>04/24/2018</td>
<td>APPROVED PAYMENT BY DONE. NC IS IN EE</td>
<td>General Operations Expenditure</td>
<td>Office</td>
<td>$356.25</td>
</tr>
<tr>
<td>2</td>
<td>The Mailroom</td>
<td>04/24/2018</td>
<td>APPROVED PAYMENT PER DONE SINCE NC IS IN EE</td>
<td>General Operations Expenditure</td>
<td>Office</td>
<td>$200.00</td>
</tr>
<tr>
<td>3</td>
<td>LAUSD - Civic Center Permit Office</td>
<td>05/25/2018</td>
<td>process proxy payment for general board meeting pe...</td>
<td>General Operations Expenditure</td>
<td>Office</td>
<td>$492.48</td>
</tr>
<tr>
<td>4</td>
<td>LAUSD - Civic Center Permit Office</td>
<td>05/31/2018</td>
<td>Outstanding payment FY 16-17.</td>
<td>General Operations Expenditure</td>
<td>Office</td>
<td>$542.00</td>
</tr>
<tr>
<td>5</td>
<td>Levitt Pavilion Los Angeles</td>
<td>06/01/2018</td>
<td>Proxy payment approved by DONE for outreach</td>
<td>General Operations Expenditure</td>
<td>Outreach</td>
<td>$1500.00</td>
</tr>
<tr>
<td>6</td>
<td>The Mailroom</td>
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<tr>
<td></td>
<td>Description</td>
<td>Date</td>
<td>Payment Details</td>
<td>Department</td>
<td>Amount</td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>----------------------------------------------------------</td>
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<td>-------------------------------------------------------</td>
<td>-----------------------------------</td>
<td>----------</td>
<td></td>
</tr>
<tr>
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<td>Hollywood Trophy Company</td>
<td>06/05/18</td>
<td>PROXY PAYMENT APPROVED BY DONE</td>
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<td>$136.88</td>
</tr>
<tr>
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<td>Paleteria Bety's</td>
<td>06/05/18</td>
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<td>El Centro Del Pueblo</td>
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<td>General Operations Expenditure</td>
<td>Outreach</td>
<td>$2500.00</td>
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<td>10</td>
<td>City of Los Angeles - Department of Neighborhood Empowerment</td>
<td>06/05/18</td>
<td>Approval of Budget advocates for the Proxy payment...</td>
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</table>

**Subtotal:** Outstanding $11117.61
# Monthly Expenditure Report

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

## Monthly Cash Reconciliation

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<td>$20735.91</td>
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Encumbrances: $0.00  
Previous Expenditures: $16789.59

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**Subtotal:** $556.25

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<td></td>
<td>Company</td>
<td>Date</td>
<td>Description</td>
<td>Department</td>
<td>Category</td>
<td>Amount</td>
</tr>
<tr>
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<td>--------------------------------------------------</td>
<td>-------------------------------------</td>
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</tr>
<tr>
<td>5</td>
<td>Hollywood Trophy Company</td>
<td>06/05/2018</td>
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<td>$2500.00</td>
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<tr>
<td>8</td>
<td>City of Los Angeles - Department of Neighborhood Empowerment</td>
<td>06/05/2018</td>
<td>Approval of Budget advocates for the Proxy payment...</td>
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<td>Proxy payment on behalf of DONE approval</td>
<td>General Operations Expenditure</td>
<td>Outreach</td>
<td>$2500.00</td>
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<tr>
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<td><strong>Subtotal: Outstanding</strong></td>
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<td></td>
<td><strong>$10561.36</strong></td>
</tr>
</tbody>
</table>
Office of the City Clerk
Administrative Services Division
Neighborhood Council Funding Program
Neighborhood Council Proxy Payment Request Form

For Westlake South Neighborhood Council

Date: March 12, 2018

<table>
<thead>
<tr>
<th>Vendor Name</th>
<th>Invoice Number</th>
<th>Date of Invoice</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Mailroom</td>
<td>0489</td>
<td>03/03/18</td>
<td>200.00</td>
</tr>
<tr>
<td>Continental Interpreting</td>
<td>O-014310</td>
<td>02/09/18</td>
<td>356.25</td>
</tr>
</tbody>
</table>

Total: 556.25

Description/Reason for Proxy Payment(s): The Mailroom - Website maintenance 01/18 - 02/18
Continental Interpreting - WSNC Special General Board Meeting held on 01/10/18.
WSNC placed into EE on September 28, 2017.

Department Authorizing Payment:

☐ Office of the City Clerk
☒ Department of Neighborhood Empowerment

Staff Name: Mario Hernandez
Title: Project Coordinator
Signature: [Signature]
Date: March 12, 2018

Authorization:
Title: [Title]
Signature: [Signature]
Date: April 19, 2018

NCFP FORM 102R (REV 12-07-17)
ATTN: Mario Hernandez  
Westlake South Neighborhood Council  
200 North Spring Street, Suite 2005  
Los Angeles, CA 90012

**Invoice Number: I-12624**

<table>
<thead>
<tr>
<th>Description</th>
<th>Unit Cost</th>
<th>Quantity</th>
<th>Subtotal</th>
</tr>
</thead>
<tbody>
<tr>
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<td>$250.00</td>
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<tr>
<td>Portable Equipment</td>
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<tr>
<td>Portable Transmitter</td>
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<td>$85.00</td>
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<td>FM/RF Receivers</td>
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<td>$21.25</td>
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</tbody>
</table>

**Total Due: $356.25**

Questions about your invoice? Please contact your project manager.  
Please note that all outstanding invoices over 90 days will be sent to collections.

---

**Payment Details**

<table>
<thead>
<tr>
<th>Invoice Date:</th>
<th>Invoice Number:</th>
<th>Payment Due:</th>
<th>Total Amount Due:</th>
</tr>
</thead>
<tbody>
<tr>
<td>02/09/2018</td>
<td>I-12624</td>
<td>03/11/2018</td>
<td>$356.25</td>
</tr>
</tbody>
</table>

Please remit payment to:  
22699 Old Canal Road  
Yorba Linda, CA 92887

Make checks payable to Continental Interpreting Services, Inc.

Tax ID: 33-0816515

---

To pay by credit card:
- Visa
- Mastercard
- American Express

Name: ___________________________  
Card No: _________________________  
Exp: __________  
CVV: _______
Office of the City Clerk
Administrative Services Division
Neighborhood Council Funding Program
Neighborhood Council Proxy Payment Request Form

For Westlake South Neighborhood Council

Date: March 12, 2018

<table>
<thead>
<tr>
<th>Vendor Name</th>
<th>Invoice Number</th>
<th>Date of Invoice</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Mailroom</td>
<td>0489</td>
<td>03/03/18</td>
<td>200.00</td>
</tr>
<tr>
<td>Continental Interpreting</td>
<td>O-014310</td>
<td>02/09/18</td>
<td>356.25</td>
</tr>
</tbody>
</table>

Total: 556.25

Description/Reason for Proxy Payment(s): The Mailroom - Website maintenance 01/18 - 02/18
Continental Interpreting - WSNC Special General Board Meeting held on 01/10/18.
WSNC placed into EE on September 28, 2017.

Department Authorizing Payment:

☐ Office of the City Clerk
☑ Department of Neighborhood Empowerment

Staff Name: Mario Hernandez
Title: Project Coordinator
Signature: [Signature]
Date: March 12, 2018

Authorization:
Title: [Title]
Signature: [Signature]
Date: April 19, 2018
ATTN: Mario Hernandez  
Westlake South Neighborhood Council  
200 North Spring Street, Suite 2005  
Los Angeles, CA 90012

**Invoice Number: I-12624**

<table>
<thead>
<tr>
<th>Invoice Date:</th>
<th>Quote Number:</th>
<th>Order Number:</th>
<th>Ordered By:</th>
<th>Reference Number:</th>
</tr>
</thead>
<tbody>
<tr>
<td>02/09/2018</td>
<td></td>
<td>O-014310</td>
<td>Mario Hernandez</td>
<td></td>
</tr>
</tbody>
</table>

**Event Name:**  
Westlake South Neighborhood Council Meeting

**Event Dates:**  
01/10/2018 6:00 PM - 9:00 PM

**Event Location:**  
Esperanza Elementary School Auditorium, 680 Little Street, Los Angeles, CA 90017

<table>
<thead>
<tr>
<th>English/Spanish Interpreting Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conference Interpreter (Half Day Rate)</td>
</tr>
<tr>
<td>Portable Transmitter</td>
</tr>
<tr>
<td>FM/RF Receivers</td>
</tr>
</tbody>
</table>

**Subtotal**  
Ok to pay.  
Services provided.

<table>
<thead>
<tr>
<th>Unit Cost</th>
<th>Quantity</th>
<th>Subtotal</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1</td>
<td>$250.00</td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>$85.00</td>
</tr>
<tr>
<td></td>
<td>5</td>
<td>$21.25</td>
</tr>
</tbody>
</table>

**Total Due:** $356.25

---

**Questions about your invoice? Please contact your project manager.**  
Please note that all outstanding invoices over 90 days will be sent to collections.

---

<table>
<thead>
<tr>
<th>Invoice Date:</th>
<th>Invoice Number:</th>
<th>Payment Due:</th>
<th>Total Amount Due:</th>
</tr>
</thead>
<tbody>
<tr>
<td>02/09/2018</td>
<td>I-12624</td>
<td>03/11/2018</td>
<td>$356.25</td>
</tr>
</tbody>
</table>

Please remit payment to:  
22699 Old Canal Road  
Yorba Linda, CA 92887

Make checks payable to Continental Interpreting Services, Inc.

Tax ID: 33-0816515

To pay by credit card:  
☐ Visa ☐ Mastercard ☐ American Express

Name: ____________________________

Card No: _________________________

Exp: ___________ CVV: ________

---

Continental Interpreting Services, Inc.  
www.cis-inc.com  
Call: (800) 201-7121  
Fax: (860) 253-3540
Office of the City Clerk  
Administrative Services Division  
Neighborhood Council Funding Program  
Neighborhood Council Proxy Payment Request Form

For Westlake South Neighborhood Council  
Neighborhood Council

Date: March 12, 2018

<table>
<thead>
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<th>Invoice Number</th>
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<td>The Mallroom</td>
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<td>200.00</td>
</tr>
<tr>
<td>Continental Interpreting</td>
<td>0-014310</td>
<td>02/09/18</td>
<td>356.25</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td>556.25</td>
</tr>
</tbody>
</table>

Description/Reason for Proxy Payment(s): The Mallroom - Website maintenance 01/18 - 02/18  
Continental Interpreting - WSNC Special General Board Meeting held on 01/10/18  
WSNC placed into EE on September 28, 2017.

Department Authorizing Payment:  
☐ Office of the City Clerk  
☑ Department of Neighborhood Empowerment

Staff Name: Mario Hernandez  
Title: Project Coordinator  
Signature: [Signature]  
Date: March 12, 2018

Authorization:  
Title:  
Signature: [Signature]  
Date: [Date]
The Mailroom
Kristina Smith
1840 S Gaffey St
Suite 102
San Pedro, CA 90731
United States
Phone: 310-918-8650
ksmith@klct.com

Invoice #: 0489-W5NC
Invoice Date: Mar 3, 2018
Reference: Jan-Feb 2018
Due date: Mar 13, 2018

Amount due: $200.00

Bill To:
Westlake South NC c/o Mario Hernandez, Empower LA

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Quantity</th>
<th>Price</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Feb 28, 2018</td>
<td>January-February 2018 - Website Maintenance for <a href="http://www.wsncla.org">http://www.wsncla.org</a></td>
<td>2</td>
<td>$100.00</td>
<td>$200.00</td>
</tr>
<tr>
<td></td>
<td>$100 per month maintenance fee includes all updating of monthly board and committee agendas, posting of minutes, news, events, etc.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Subtotal   $200.00
Shipping   $0.00
Total    $200.00 USD

Ok to pay. Services provided

Notes
Thank you for using the Mailroom for your NC website needs.
Office of the City Clerk  
Administrative Services Division  
Neighborhood Council Funding Program  
Neighborhood Council Proxy Payment Request Form

For Westlake South Neighborhood Council

Neighborhood Council

Date: March 12, 2018

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Continental Interpreting - WSNC Special General Board Meeting held on 01/10/18.

WSNC placed into EE on September 28, 2017.

Department Authorizing Payment:

☐ Office of the City Clerk

☑ Department of Neighborhood Empowerment

Staff Name: **Mario Hernandez**  
Title: **Project Coordinator**

Signature: [Signature] Date: March 12, 2018

Authorization: [Signature]  
Title: [Title]

Signature: [Signature] Date: [Date]

NCFP FORM 102R (REV 12-07-17)
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 NC c/o Mario Hernandez, Empower LA

<table>
<thead>
<tr>
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<tr>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Subtotal: $200.00
Shipping: $0.00
Total: $200.00 USD

Ok to pay.
Services provided

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

Reporting Month: June 2018  
Budget Fiscal Year: 2017-2018

NC Name: Westlake South Neighborhood Council

<table>
<thead>
<tr>
<th>Monthly Cash Reconciliation</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Beginning Balance</strong></td>
</tr>
<tr>
<td>$20735.91</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Monthly Cash Flow Analysis</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Budget Category</strong></td>
</tr>
<tr>
<td>Office</td>
</tr>
<tr>
<td>Outreach</td>
</tr>
<tr>
<td>Elections</td>
</tr>
<tr>
<td>Community Improvement Project</td>
</tr>
<tr>
<td>Neighborhood Purpose Grants</td>
</tr>
</tbody>
</table>

Funding Requests Under Review: $0.00  
Encumbrances: $0.00  
Previous Expenditures: $17345.84

<table>
<thead>
<tr>
<th>Expenditures</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>#</strong></td>
</tr>
<tr>
<td>1</td>
</tr>
<tr>
<td>2</td>
</tr>
<tr>
<td>3</td>
</tr>
<tr>
<td>4</td>
</tr>
<tr>
<td>5</td>
</tr>
<tr>
<td>6</td>
</tr>
<tr>
<td>7</td>
</tr>
<tr>
<td>#</td>
</tr>
<tr>
<td>---</td>
</tr>
<tr>
<td>1</td>
</tr>
</tbody>
</table>

**Subtotal: Outstanding** $190.00

Subtotal: $10371.36
Office of the City Clerk  
Administrative Services Division  
Neighborhood Council Funding Program  
Neighborhood Council Proxy Payment Request Form  

For Westlake South Neighborhood Council  
Neighborhood Council  

Date: 05/03/18  

<table>
<thead>
<tr>
<th>Vendor Name</th>
<th>Invoice Number</th>
<th>Date of Invoice</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>LAUSD</td>
<td>S5362</td>
<td>03/06/18</td>
<td>492.48</td>
</tr>
</tbody>
</table>

Total 492.48

Description/Reason for Proxy Payment(s): Auditorium use for general board meetings of WSNC.

Department Authorizing Payment:

- [ ] Office of the City Clerk
- [x] Department of Neighborhood Empowerment

Staff Name: Mario Hernandez  
Title: Neighborhood Council Advocate  
Signature: [Signature]  
Date: 05/21/18

Authorization: Mike Fong  
Title: Director of Policy & Government Relations  
Signature: [Signature]  
Date: 05/21/18
# Invoice

**Los Angeles Unified School District**  
**Civic Center Permit Office**  
333 S. Beaudry Ave., 351 Floor  
Los Angeles, CA 90017

**Charge To:**  
Mike Pong  
200 E. Spring Street Fl 20  
Los Angeles

**Westlake South Neighborhood Council**

<table>
<thead>
<tr>
<th>Description of Charge</th>
<th>Amount</th>
</tr>
</thead>
</table>
| Use of the Auditorium at Esperanza E1 for Meeting - Neighborhood Council on Fri  
Wednesdays of the Month.  
Time: 5:30PM-7:30PM  
Mar. 07, 2018  
Apr. 04, 2018  
May. 02, 25, 2018  
Jun. 08, 2018 | $492.48 |

Permit Subject to Cancellation if Full Payment Not Received Seven Days in Advance of Use.

Please make cashier's check or money order payable to:

Los Angeles Unified School District

Mail to: Natalie Diri Amondo

**Balance Due:** $492.48

- Permittee responsible to verify all dates on invoice
- Any changes from your original request will result in a $78 amendment fee
- Billing date(s) reflects insurance expiration date
Office of the City Clerk  
Administrative Services Division  
Neighborhood Council Funding Program  
Neighborhood Council Proxy Payment Request Form

For Westlake South Neighborhood Council

Date: 05/03/18

<table>
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<tr>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td>492.48</td>
</tr>
</tbody>
</table>

Description/Reason for Proxy Payment(s): Auditorium use for general board meetings of WSNC.

Department Authorizing Payment:

☐ Office of the City Clerk  
✓ Department of Neighborhood Empowerment

Staff Name: Mario Hernandez  
Title: Neighborhood Council Advocate  
Signature: [signature] Date: 05/21/18

Authorization: Mike Fong  
Title: Director of Policy & Government Relations  
Signature: [signature] Date: 05/21/18
<table>
<thead>
<tr>
<th>DESCRIPTION OF CHARGE</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>USE OF THE AUDITORIUM AT ESPERANZA E1 FOR MEETING -NEIGHBORHOOD COUNCIL ON FRIDAY WEDNESDAY OF THE MONTH. TIME: 5:30PM-7:30PM MAR. 07, 2018 APR. 04, 2018 MAY. 02, 23, 2018 JUN. 08, 2018</td>
<td>$492.48</td>
</tr>
</tbody>
</table>

PERMIT SUBJECT TO CANCELLATION IF FULL PAYMENT NOT RECEIVED SEVEN DAYS IN ADVANCE OF USE.
PLEASE MAKE CASHIER'S CHECK OR MONEY ORDER PAYABLE TO:
LOS ANGELES UNIFIED SCHOOL DISTRICT
Mail to: NATALIE DIRIAMONDO

Balance Due $492.48

*permittee responsible to verify all dates on invoice*

⇒ any changes from your original request will result in a $78 amendment fee ⇒

* billing date(s) reflects insurance expiration date *
Neighborhood Council Outstanding Bank Checks  
Fiscal Year End 2017

To accurately account for all of the funds allocated through the Neighborhood Council Funding Program, the following accrual procedure will be used to reconcile check payments that have not cleared the Neighborhood Council Account (Checking Account) for budget fiscal year 2017. The last day an NC can issue an online check request will be on JUNE 7, 2017. All payments that have not cleared by JUNE 7, 2017 will be considered outstanding. In order to prevent overdrafts and/or bounce checks, the NC Funding Program will require a screen shot of your scheduled payments/account summary, and this completed form. All requested documents must be submitted to Claude Gonzales via email at claud.e.gonzales@lacity.org with a copy to Clerk.NCFunding@lacity.org by June 8, 2017. All emails received after this deadline and/or missing a bank screen shot will not be accepted. Failure or refusal to submit this report and screenshots will force all checks issued in 2016-2017 to be paid with Budget Fiscal Year 2017-2018 funds. The JUNE 8, 2017 cutoff is required to meet internal City requirements and year-end deadlines. Please continue to work with your respective funding representative on all year-end questions, NC funding issues and/or bank issues.

Neighborhood Council Name: Westlake South

### Outstanding Union Bank Online Check Payments

<table>
<thead>
<tr>
<th>Check Number</th>
<th>Payee</th>
<th>Check Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>5023</td>
<td>Gilberto Valdivia Hernandez</td>
<td>$1,200.00</td>
</tr>
<tr>
<td>5024</td>
<td>LAUSD</td>
<td>$542.00</td>
</tr>
<tr>
<td>5025</td>
<td>Smith Website</td>
<td>$115.99</td>
</tr>
<tr>
<td>5026</td>
<td>Vehicle Maintenance Program</td>
<td>$19,995.44</td>
</tr>
<tr>
<td>5027</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5028</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5029</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total $24,353.43

The bank screen shot for each of the outstanding payments must be included with this form. If the screen shot is not included, the payment will be deducted from Fiscal Year 2017-18 Funds. The email time will serve as a date stamp of submission to NC Accounting and will be strictly enforced.

<table>
<thead>
<tr>
<th>Treasurer's Signature</th>
<th>Treasurer's Name</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Marlene Diego</td>
<td>06/08/2017</td>
</tr>
</tbody>
</table>
Office of the City Clerk  
Administrative Services Division  
Neighborhood Council Funding Program  
Neighborhood Council Proxy Payment Request Form

For: Westlake South  
Neighborhood Council

Date: May 21, 2018

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<td>$542.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td>$542.00</td>
</tr>
</tbody>
</table>

Description/Reason for Proxy Payment(s):

Outstanding payment from FY 16-17,

Department Authorizing Payment:

☑ Office of the City Clerk  
☐ Department of Neighborhood Empowerment

Staff Name: Janet Hernandez  
Title: Accounting Clerk

Signature: [Signature]  
Date: 5/21/2018

Authorization: Cheryl Hass  
Title: Accountant

Signature: [Signature]  
Date: 05/21/2018
Office of the City Clerk  
Administrative Services Division  
Neighborhood Council Funding Program  
Neighborhood Council Proxy Payment Request Form

For ________________________ Neighborhood Council

Date: 05/03/18

<table>
<thead>
<tr>
<th>Vendor Name</th>
<th>Invoice Number</th>
<th>Date of Invoice</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Metropolitan M. Levitt Foundation</td>
<td>032618</td>
<td>03/26/18</td>
<td>1500.00</td>
</tr>
</tbody>
</table>

Total 1500.00

Description/Reason for Proxy Payment(s): Booth sponsorship at the 2018 Levitt Pavilion Los Angeles Summer Concert Series. NC will receive NC logo placement on concert season brochure, Levitt website, concert season banners, Levitt social media recognition, Levitt weekly e-mail blast and 10'x10' booth space at two concerts. This outreach event will help WSNC establish its identity as well as in the recruitment of stakeholders.

Department Authorizing Payment:

☐ Office of the City Clerk

☑ Department of Neighborhood Empowerment

Staff Name: Mario Hernandez  
Title: Neighborhood Council Advocate

Signature: __________________________  Date: 05/03/18

Authorization: Mike Fong  
Title: Director of Policy & Government Relations

Signature: __________________________  Date: 05/03/18
March 26, 2018

Westlake South Neighborhood Council
200 N. Spring Street, Suite 2005
Los Angeles, CA 90012

Dear Westlake South Neighborhood Council,

We are delighted to know that Westlake South Neighborhood Council will be a part of the 2018 concert season. As a community sponsor of Levitt Pavilion Los Angeles, Westlake South Neighborhood Council will receive the following recognition benefits:

- Logo placement on Levitt LA concert season brochure
- Logo placement on Levitt LA website, with link to organization
- Logo placement on Levitt LA concert season banners, where concert sponsors are listed
- Recognition on Levitt LA’s social media (Facebook/Twitter/Instagram)
- Recognition in Levitt LA’s weekly e-blasts
- 10’x10’ booth space at two concerts (tent, table, chairs provided by Levitt LA)

Sponsorship amount:
- Outreach materials: banners, posters, brochures $500
- KidsZone: arts and crafts materials and supplies $800
- Supplies: community partners $200

Total $1,500

Check payable to:
Mortimer and Mimi Levitt Foundation
1910 W. Sunset Blvd, Suite 600
Los Angeles, CA 90026
213-201-6111
Attn: Sharon Yazowski, Executive Director

Please contact Aurora Anaya-Cerda at (213) 201-6112 or aurora@levittlosangeles.org if you have any questions.

Thank you,
Aurora Anaya-Cerda
Director of Community Relations and Outreach
Request for Taxpayer Identification Number and Certification

1. Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.
   Mortimer & Mimi Levitt Foundation

2. Business name/described entity name, if different from above:
   Private Non-Operating Foundation

3. Check appropriate box for federal tax classification; check only one of the following seven boxes:
   - Individual/sole proprietor or single-member LLC
   - Corporation (S Corporation)
   - Partnership
   - Trust/estate
   - Limited liability company. Enter the tax classification (S, C, LLC, P, S corporation). Note for single-member LLC that is disregarded; do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner.
   - Other (see instructions)

4. Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):
   - Exempt payee code (if any)
   - Exemption from FATCA reporting code (if any)

5. Address (number, street, and apt. or suite no.)
   1910 W. Sunset Blvd, Suite 600
   Los Angeles, CA 90026

6. City, state, and ZIP code
   Los Angeles, CA 90026

7. List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)
Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see How to get a TIN on page 3.

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Social security number

Employer identification number

Part II Certification
Under penalties of perjury, I certify that:
1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends. I do not have a number, see How to get a TIN on page 3.

3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest or dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here

Signature of U.S. person

Date

General Instructions
Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/w9.

Purpose of Form
An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN), which may be your social security number (SSN), individual taxpayer identification number (TIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you. For information returns, refer to the following:

• Form 1099-INT (interest earned or paid)
• Form 1099-DIV (dividends, including those from stocks or mutual funds)
• Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
• Form 1098-T (student loan interest)
• Form 1098-C (canceled debt)
• Form 1098-A (acquisition or abandonment of secured property)

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding? on page 2.

By signing the filled-out form, you:
1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued).
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' shares of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See What is FATCA reporting? on page 2 for further information.
Office of the City Clerk  
Administrative Services Division  
Neighborhood Council Funding Program  
Neighborhood Council Proxy Payment Request Form

For Westlake South Neighborhood Council

Date: 05/03/18

<table>
<thead>
<tr>
<th>Vendor Name</th>
<th>Invoice Number</th>
<th>Date of Invoice</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mortimer and Mind Levitt Foundation</td>
<td>032618</td>
<td>03/26/18</td>
<td>1500.00</td>
</tr>
<tr>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td><strong>1500.00</strong></td>
</tr>
</tbody>
</table>

Description/Reason for Proxy Payment(s): Booth sponsorship at the 2018 Levitt Pavilion Los Angeles Summer Concert Series. NC will receive NC logo placement on concert season brochure, Levitt website, concert season banners, Levitt social media recognition, Levitt weekly e-mail blast and 10'x10' booth space at two concerts. This outreach event will help WSNc establish it's identity as well as in the recruitment of stakeholders.

Department Authorizing Payment:

☐ Office of the City Clerk

☑ Department of Neighborhood Empowerment

Staff Name: Mario Hernandez
Title: Neighborhood Council Advocate
Signature: [Signature] Date: 05/03/18

Authorization: Mike Fong
Title: Director of Policy & Government Relations
Signature: [Signature] Date: 05/03/18

NCFP FORM 102R (REV 12-07-17)
March 26, 2018

Westlake South Neighborhood Council
200 N. Spring Street, Suite 2005
Los Angeles, CA 90012

Dear Westlake South Neighborhood Council,

We are delighted to know that Westlake South Neighborhood Council will be a part of the 2018 concert season. As a community sponsor of Levitt Pavilion Los Angeles, Westlake South Neighborhood Council will receive the following recognition benefits:

- Logo placement on Levitt LA concert season brochure
- Logo placement on Levitt LA website, with link to organization
- Logo placement on Levitt LA concert season banners, where concert sponsors are listed
- Recognition on Levitt LA's social media (Facebook/Twitter/Instagram)
- Recognition in Levitt LA's weekly e-blasts
- 10'x10' booth space at two concerts (tent, table, chairs provided by Levitt LA)

Sponsorship amount:
- Outreach materials: banners, posters, brochures $500
- KidsZone: arts and crafts materials and supplies $800
- Supplies: community partners $200

Total $1,500

Check payable to:
Mortimer and Mimi Levitt Foundation
1910 W. Sunset Blvd, Suite 600
Los Angeles, CA 90026
213-201-6111
Attn: Sharon Yazowski, Executive Director

Please contact Aurora Anaya-Cerda at (213) 201-6112 or aurora@levittlosangeles.org if you have any questions.

Thank you,
Aurora Anaya-Cerda
Director of Community Relations and Outreach
Request for Taxpayer Identification Number and Certification

1. Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.
   Mortimer & Mimi Levitt Foundation

2. Business name/described entity name, if different from above

3. Check appropriate box for federal tax classification; check only one of the following seven boxes:
   - Individual/sole proprietor or
   - C Corporation
   - Partnership
   - Trust/estate
   - Single-member LLC
   - Limited liability company. Enter the tax classification (C or C corporation, S = S corporation, P = partnership). （私）
   - Other (see instructions)

4. Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3)
   - Exempt payee code (if any)
   - Exemption from FATCA reporting code (if any)

5. Address (number, street and apt. or suite no.)
   1910 W. Sunset Blvd, Suite 600

6. City, state and ZIP code
   Los Angeles, CA 90026

7. List account number(s) here (optional)

Part I - Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see How to get a TIN on page 3.

Note: If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose name to enter.

Part II - Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and

2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and

3. I am a U.S. citizen or other U.S. person (defined below); and

4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must enter item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here

Signature of U.S. person

Date

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/fw9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1098-J (stock or mutual fund sales and certain other transactions by brokers)
- Form 1098-S (proceeds from real estate transactions)
- Form 1099-K (merchant and third party network transactions)

Cat. No. 10231X

Form W-9 (Rev. 12-2014)
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 NC c/o Mario Hernandez, Empower LA

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Quantity</th>
<th>Price</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Apr 30, 2018</td>
<td>March-April 2018 - 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>2</td>
<td>$100.00</td>
<td>$200.00</td>
</tr>
</tbody>
</table>

| Subtotal   | $200.00
| Shipping   | $0.00
| **Total**  | **$200.00 USD**

Notes
Thank you for using the Mailroom for your NC website needs.
Office of the City Clerk
Administrative Services Division
Neighborhood Council Funding Program
Neighborhood Council Proxy Payment Request Form

For Westlake South Neighborhood Council  Neighborhood Council

Date: 06/01/2018

<table>
<thead>
<tr>
<th>Vendor Name</th>
<th>Invoice Number</th>
<th>Date of Invoice</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Mailroom</td>
<td>0523-WSNC</td>
<td>05/03/18</td>
<td>200.00</td>
</tr>
</tbody>
</table>

Total 200.00

Description/Reason for Proxy Payment(s): The Mailroom - Website maintenance 03/18 - 04/18.

Department Authorizing Payment:

☑️ Department of Neighborhood Empowerment

☑️ Office of the City Clerk

Staff Name: Mario Hernandez
Title: Project Coordinator
Signature: 

Date: 06/01/18

Authorization: 

Date: 06/01/18

NCFP FORM 102R (REV 12-07-17)
**FILE**
Westlake South Neighborhood Council
Molly Taylor

**SHIPPED TO**
Jameshornik@gmail.com

**PLEASE CALL FIRST TO MAKE SURE YOUR ORDER IS READY**
HOURS: MONDAY - FRIDAY 9:00 A.M. - 5:00 P.M.

<table>
<thead>
<tr>
<th>QUANT.</th>
<th>FINISH</th>
<th>DESCRIPTION</th>
<th>UNIT PRICE</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td></td>
<td>2&quot; x 4&quot; Name Badge</td>
<td>20</td>
<td>80</td>
</tr>
<tr>
<td>1</td>
<td></td>
<td>Logo transfer fee</td>
<td>45</td>
<td>45</td>
</tr>
</tbody>
</table>

**TO**

**SUB TOTAL**

**SALES TAX**
11.25%

**DELIVERY CHARGE**

**INVOICE TOTAL**

*ACKNOWLEDGE THAT HOLLYWOOD TROPHY CO. CANNOT BE HELD RESPONSIBLE FOR DAMAGE OR CHIPPING ON CUSTOMER SUPPLIED ITEMS.*
Office of the City Clerk  
Administrative Services Division  
Neighborhood Council Funding Program  
Neighborhood Council Proxy Payment Request Form

For Westlake South Neighborhood Council

Date: 06/01/2018

<table>
<thead>
<tr>
<th>Vendor Name</th>
<th>Invoice Number</th>
<th>Date of Invoice</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>James Hornik</td>
<td>16848</td>
<td>12/15/17</td>
<td>136.88</td>
</tr>
</tbody>
</table>

Total 136.88

Description/Reason for Proxy Payment(s): Board Member reimbursement for the purchase of Board Member name badges. Badges serve as identifying the members at WSNC outreach events and Department of Neighborhood Empowerment events and meetings as well as participation in NC Alliance meetings.

Department Authorizing Payment:

- [ ] Office of the City Clerk
- [x] Department of Neighborhood Empowerment

Staff Name: Mario Hernandez  
Title: Project Coordinator  
Signature: [Signature]  
Date: 06/01/18

Authorization: Grace Liu  
Title: General Manager  
Signature: [Signature]  
Date: 06/01/18

NCFP FORM 102R (REV 12-07-17)
INVOICE #004-2018

From:  El Centro Del Pueblo
       Tax ID/EIN# 95-3187780
       c/o Lidia Martinez
       1157 Lemoyne Street
       Los Angeles, CA 90026
       213-483-6335
       imecdp@yahoo.com

Date:  May 25, 2018

To:    City of Los Angeles
       Westlake South Neighborhood Council
       Attn. Mario Hernandez
       Department of Neighborhood Empowerment
       City Hall
       200 N. Spring Street
       Los Angeles, CA 90012
       Phone: 213-978-1551

Amount: $2,500

Purpose: Booth sponsorship and advertisement on all promotional
          material for MacArthur Park Fourth of July Independence
          Day Festival, June 30, 2018
Office of the City Clerk  
Administrative Services Division  
Neighborhood Council Funding Program  
Neighborhood Council Proxy Payment Request Form

For Westlake South Neighborhood Council  Neighborhood Council

Date: 06/01/2018

<table>
<thead>
<tr>
<th>Vendor Name</th>
<th>Invoice Number</th>
<th>Date of Invoice</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>El Centro Del Pueblo</td>
<td>004-2018</td>
<td>05/25/18</td>
<td>2,500.00</td>
</tr>
</tbody>
</table>

Total 2,500.00

Description/Reason for Proxy Payment(s): WSNC has been trying recruit community stakeholders to join the Board and Committees. The event will help promote WSNC with hopes of stakeholder recruitment bring WSNC exposure to the community.

Department Authorizing Payment:

☐ Office of the City Clerk

☒ Department of Neighborhood Empowerment

Staff Name: Mario Hernandez
Title: Project Coordinator
Signature: [Signature]
Date: 06/01/18

Authorization: Gracie Liu
Title: General Manager
Signature: [Signature]
Date: 06/01/18

NCPF FORM 102R (REV 12-07-17)
For Westlake South Neighborhood Council

Date: 06/01/2018

<table>
<thead>
<tr>
<th>Vendor Name</th>
<th>Invoice Number</th>
<th>Date of Invoice</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>City of Los Angeles</td>
<td>BA 2018</td>
<td>05/16/18</td>
<td>2,500.00</td>
</tr>
<tr>
<td>Dept of Neighborhood Empowerment</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>City of Los Angeles</td>
<td>LA Congress of Neighborhoods 2018</td>
<td>05/16/18</td>
<td>2,500.00</td>
</tr>
<tr>
<td>Dept of Neighborhood Empowerment</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td>5,000.00</td>
</tr>
</tbody>
</table>

Description/Reason for Proxy Payment(s): 2018 Contribution to Budget Advocates and Congress of Neighborhood 2018 events.

Department Authorizing Payment:

☐ Office of the City Clerk

☑ Department of Neighborhood Empowerment

Staff Name: Mario Hernandez
Title: Project Coordinator
Signature: [Signature]
Date: 06/01/18

Authorization: Grayce Liu
Title: General Manager
Signature: [Signature]
Date: 06/01/18
2018 Congress of Neighborhoods / EmpowerLA Awards / NC Budget Advocates
Neighborhood Council Funding Support Statement

I, James M Hornik _______________________________ (President or Vice-President [VP] name),
declare that I am the President or VP of the Westlake South Neighborhood Council
Neighborhood Council (Neighborhood Council) and that on May 16, 2018 (meeting
date), a Brown Act noticed public meeting was held by the Neighborhood Council with a quorum
of 3 __________________ (number) board members present and that by a vote of
3 __________________ (number) Yea, 0 __________ (number) Nay, and 0 __________ (number) Abstentions,
the Neighborhood Council approves funding support for the following:

☑ L.A. Congress of Neighborhoods 2018 event in the amount of:
  *$ 2,500.00 __________ (A)
  and/or
□ L.A. Congress of Neighborhoods 2018 – Networking/EmpowerLA Awards event in the amount of:
  *$ ________________ (B)
  and/or
☑ Neighborhood Council Budget Advocates 2018 in the amount of:
  *$ 2,500.00 __________ (C)

$ 5,000.00 _______________ Grand Total (A) + (B) + (C)

Therefore, the Neighborhood Council requests that the Office of the City Clerk Neighborhood Council
Funding Program issue payment in the aforementioned Total amount from our checking account to the
Department of Neighborhood Empowerment for the Congress and/or Budget Advocates Account(s).

_________________________ 05/16/2018
Signature of President or VP                          Date

To request payment, the Neighborhood Council Treasurer must submit this completed form through the
Funding System portal as the "Payment Request Document" and a respective Board Action Certification
(BAC) form. Forms must be submitted no later than June 1, 2018 in order to be processed from current
Fiscal Year available funds. Make check payable to:

“City of Los Angeles – Dept. of Neighborhood Empowerment”
200 N. Spring St. Suite 224, Los Angeles, CA 90012

*Please indicate a specific monetary amount, i.e. statements such as "our unused funding for this fiscal
year" will not be processed.
2018 Congress of Neighborhoods / EmpowerLA Awards / NC Budget Advocates
Neighborhood Council Funding Support Statement

I, __________________________________________ (President or Vice-President [VP] name),
declare that I am the President or VP of the __________________________________________
Neighborhood Council (Neighborhood Council) and that on _______________ (meeting
date), a Brown Act noticed public meeting was held by the Neighborhood Council with a quorum
of __________ (number) board members present and that by a vote of
_______________ (number) Yea, ______ (number) Nay, and ______ (number) Abstentions,
the Neighborhood Council approves funding support for the following:

☐ L.A. Congress of Neighborhoods 2018 event in the amount of:
  *$________________________ (A)
and/or

☐ L.A. Congress of Neighborhoods 2018 – Networking/EmpowerLA Awards event in the amount of:
  *$________________________ (B)
and/or

☐ Neighborhood Council Budget Advocates 2018 in the amount of:
  *$2,500.00 ___________ (C)

$5,000.00 ______________ Grand Total (A) + (B) + (C)

Therefore, the Neighborhood Council requests that the Office of the City Clerk Neighborhood Council
Funding Program issue payment in the aforementioned Total amount from our checking account to the
Department of Neighborhood Empowerment for the Congress and/or Budget Advocates Account(s).

__________________________ 05/16/2018
Signature of President or VP  Date

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*Please indicate a specific monetary amount, i.e. statements such as "our unused funding for this fiscal
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Office of the City Clerk  
Administrative Services Division  
Neighborhood Council Funding Program  
Neighborhood Council Proxy Payment Request Form

For Westlake South Neighborhood Council

Date: 06/01/2018

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<thead>
<tr>
<th>Vendor Name</th>
<th>Invoice Number</th>
<th>Date of Invoice</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>City of Los Angeles</td>
<td>BA 2018</td>
<td>05/16/18</td>
<td>2,500.00</td>
</tr>
<tr>
<td>Dept of Neighborhood Empowerment</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>City of Los Angeles</td>
<td>LA Congress of Neighborhoods 2018</td>
<td>05/16/18</td>
<td>2,500.00</td>
</tr>
<tr>
<td>Dept of Neighborhood Empowerment</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td><strong>5,000.00</strong></td>
</tr>
</tbody>
</table>

Description/Reason for Proxy Payment(s): 2018 Contribution to Budget Advocates and Congress of Neighborhood 2018 events.

Department Authorizing Payment:

☐ Office of the City Clerk  
☑ Department of Neighborhood Empowerment

Staff Name: Mario Hernandez  
Title: Project Coordinator

Signature: [Signature]  
Date: 06/01/18

Authorization: Grayce Liu  
Title: General Manager

Signature: [Signature]  
Date: 06/01/18
Summary

As the Neighborhood Councils (NCs) transition from Fiscal Year 2017-18 to Fiscal Year 2018-19, the Office of the City Clerk has identified the need for a more comprehensive approach to ensure a complete record of all items that support the NCs fiscal and administrative operations, to include an annual budget, office space requirements, etc. In an effort to make the submission and processing of these items simpler and more streamlined, this Office has created the 2018-19 Fiscal Year Administrative Packet.

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.

Procedure

On a yearly basis, we will be requiring each NC to discuss, prepare and approve the Administrative Packet. Once the packet has been voted on by the board, the packet and the BAC is to be submitted to the NC Funding Program by the due date below.

Please complete the full packet and take board action to confirm the information. Each packet contains the following items listed below:

- □ Letter of Acknowledgement – Signed by all Financial Officers
- □ Completed Budget
- □ Request for Office Space, Meeting Space, Storage Facility, Post Office Box (P.O. Box), and Website Services

Please have a completed packet and the corresponding Board Action Certification (BAC) emailed to clerk.ncfunding@lacity.org by July 30, 2018.

As we await your packet submission, per NC Funding Policy 1.1 section 1.b, access to your funds will be limited to $333.00, until the budget and all other requested documents (administrative packet) have been received.

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
LETTER OF ACKNOWLEDGEMENT

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 PERSONS WHO ARE AUTHORIZED TO APPROVE EXPENSES OR TO REQUEST FUNDING.

BANK CARD AGREEMENT OF RESPONSIBILITIES

This document outlines the responsibilities that I, as the Neighborhood Council Bank Card Holder, 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 required for the conduct of official Neighborhood Council business only.

2. 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.

3. 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.

4. 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.

5. 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.

6. 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.

7. 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.

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. I have signed and received a copy of the Letter of Acknowledgement regarding the Neighborhood Council Funding Program, have attended and completed the training regarding the Funding Program and the Card, and understand the requirements and limitations regarding the Card’s use.

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

**Treasurer**

**SIGNATURE OF THE TREASURER**

Diedra Greenaway

**PRINT NAME OF THE TREASURER**

At-Large

**BOARD POSITION**

**EMAIL**

dmg_nenc@yahoo.com

**PHONE NUMBER**
Second Signer

______________________________  __________________
SIGNATURE OF THE 2nd SIGNER    DATE

James M Hornik

______________________________  __________________
PRINT NAME OF THE 2ND SIGNER    EMAIL

President

______________________________  __________________
BOARD POSITION                  PHONE NUMBER

Bank Cardholder

______________________________  __________________
SIGNATURE OF THE BANK CARD HOLDER    DATE

______________________________  __________________
PRINT NAME OF THE BANK CARD HOLDER    EMAIL

______________________________  __________________
BOARD POSITION                  PHONE NUMBER

Alternate Signer (If not applicable, please indicate “N/A”)

______________________________  __________________
SIGNATURE OF THE ALTERNATE SIGNER    DATE

______________________________  __________________
PRINT NAME OF THE ALTERNATE SIGNER    EMAIL

______________________________  __________________
BOARD POSITION                  PHONE NUMBER
Neighborhood Council Budget Template

Budget for Fiscal Year 2018-2019

This budget template is an optional tool, and your Neighborhood Council may submit a budget different from this template. Please note per the Neighborhood Council Funding Program Policies and Guidelines, Outreach, Elections, Community Improvement Projects, and Neighborhood Purposes Grants must be voted individually. A line item on the budget is not sufficient for Outreach, Elections, Community Improvement Projects, and Neighborhood Purposes Grants. For your convenience please find below the NC Funding Policy 1.1:

---

NC Funding Program Policy 1.1 Annual Budget and Fiscal Year

“The fiscal year of the City shall begin on July 1 or each year and shall end on June 30 of the following year.”
City of Los Angeles, Charter Sec. 310.

As an entity of the City of Los Angeles, the NCs adhere to the same fiscal calendar as the City of Los Angeles. Each fiscal year, the NCs will be given access to their annual allocation through the Office of the City Clerk’s prescribed method.

1. **Annual Budget**
   Pursuant to Los Angeles Administrative Code Section 22.810.1(g), NCs are to spend the funds on the functions, operations, outreach, and projects of a NC. The budget is a plan for the utilization of resources and expenditures.
   a. The budget is comprised of three expenditure categories:
      i. General and Operational Expenditures (comprised of three subcategories)
         1. Office/Operational
         2. Outreach
         3. Elections
      ii. Neighborhood Purposes Grants
      iii. Community Improvement Projects
   b. NCs must submit a budget to Department of Neighborhood Empowerment, with an electronic copy to the Office of the City Clerk, NC Funding Program.
      i. NCs that have not submitted a Budget will be limited to $333.00/month for General and Operational expenditures for 3 months. If a budget is not submitted by the 4th month of the fiscal year, the NC’s funds will remain frozen.

2. **Annual Budget Specific Line Items**
   a. The Office of the City Clerk will not accept specific line items in the annual budget as authorization for payments except for monthly recurring Office/Operations-related expenditures. These may include:
      i. Office rent and office equipment lease payments
      ii. Storage facility rent payments
      iii. Telephone and Internet services
      iv. Meeting refreshments and snacks
      v. Website hosting and maintenance
      vi. Professional services, i.e. translators and minute-takers for monthly meetings
   b. Outreach, Election, Neighborhood Purposes Grants, and Community Improvement Project expenditures require individual approval by the NC and cannot be authorized for payment in annual budgets as specific line items.

3. **Fiscal Year**
The Fiscal Year begins on July 1 and ends on June 30 of the following year.
# Neighborhood Council Budget Template
## Budget for Fiscal Year 2018-2019

| Total Allocations | $42,000 |

### Office Expenditures

| Office Expenditures | $7,500.00 |

| Total of Office Expenditures | $7,500.00 |
## Outreach Expenditures

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<table>
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<tbody>
<tr>
<td></td>
<td>17,000.00</td>
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### Total of Outreach Expenditures

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<tbody>
<tr>
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<td>$17,000.00</td>
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## Election Expenditures

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### Total Election Expenditures

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<tr>
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<td>$5,000.00</td>
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### Community Improvement Projects

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<tr>
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<th>7,500.00</th>
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<tr>
<td>Total Community Improvement Projects</td>
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### Neighborhood Purposes Grants

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<tr>
<td>Total Neighborhood Purposes Grants</td>
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### Total Budget Allocations

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<tr>
<td>Subtotal Elections Expenditures</td>
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<tr>
<td>Total Office, Outreach, and Election Expenditures</td>
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<tr>
<td>Total Community Improvement Project Expenditures</td>
<td>$ 7,500.00</td>
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<tr>
<td>Total Neighborhood Purposes Grants Expenditures</td>
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<tr>
<td>Total Expenditure for FY 2018-2019</td>
<td>$ 42,000.00</td>
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Request for Administrative Agreements

To start or renew a lease agreement for your Office Space, Meeting Space, Storage facilities, P.O. Boxes, and/or Website services please complete this form. If sections of the form do not apply to your Neighborhood Council please select NA on the sections that do not apply. After a lease agreement has been drafted from the information provided, the board must agendize and approve the agreement at a future meeting date. The information provided on this form is to request an agreement; the vote taken to request an agreement does not replace the final vote a board takes to approve all particular information related to an agreement.

### Office Lease Agreement Request:

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</tr>
<tr>
<td>Phone Number:</td>
<td></td>
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</tr>
<tr>
<td>Property Owner (if known):</td>
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<tr>
<td>Property Owner Address (if known):</td>
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<tr>
<td>Property Owner Email (if known):</td>
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<tr>
<td>Projected Monthly Cost:</td>
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<tr>
<td>Donation Value (if applicable):</td>
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### Board Meeting Location:

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<tr>
<td>Property Owner (if known):</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Property Owner Address (if known):</td>
<td></td>
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<tr>
<td>Property Owner Email (if known):</td>
<td></td>
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<tr>
<td>Do you pay for the meeting location?</td>
<td></td>
<td>Yes</td>
<td>No</td>
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<tr>
<td>Donation Value (if applicable):</td>
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<tbody>
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</tr>
<tr>
<td>Storage Facility Address:</td>
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</tr>
<tr>
<td>Property Owner (if known):</td>
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<td>PO Box Address</td>
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<tr>
<td>Property Owner (if known)</td>
<td>USPS</td>
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<tr>
<td>Property Owner Address (if known):</td>
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<td>Property Owner Email (if known):</td>
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### Website Services Request:

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<tr>
<td>Name of Website Services Provider:</td>
<td>The Mailroom</td>
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<tr>
<td>Service Provider Address:</td>
<td>1840 S Gaffey St., San Pedro, 90731</td>
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<tr>
<td>Service Provider Email:</td>
<td><a href="mailto:ksmith-mailroom@mail.com">ksmith-mailroom@mail.com</a></td>
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<tr>
<td>Service Provider Phone Number (if known):</td>
<td>(310)514-1797</td>
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<td>Type of Services Provided:</td>
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<td>Projected Monthly Cost</td>
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BYLAWS
As of April 26, 2018
## Bylaws Table of Contents

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<td>4: Terms and Term Limits</td>
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<td>10: Resignation</td>
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<td>1: Officers of the Board</td>
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<tr>
<td></td>
<td>2: Duties and Powers</td>
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<td>3: Selection of Officers</td>
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<td></td>
<td>4: Officer Terms</td>
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</tr>
<tr>
<td>Article VII</td>
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<td>.......................................................... 11</td>
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<tr>
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<td>1: Standing</td>
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<td>2: Ad Hoc</td>
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<td>3: Committee Creation and Authorization</td>
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<td>Article VIII</td>
<td>MEETINGS</td>
<td>.......................................................... 12</td>
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<td>1: Meeting Time and Place</td>
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<td>2: Agenda Setting</td>
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<td>3: Notifications/Postings</td>
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<td>4: Reconsideration</td>
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<td>Article X</td>
<td>ELECTIONS</td>
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<tr>
<td></td>
<td>1: Administration of Election</td>
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<td>2: Governing Board Structure and Voting</td>
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<td>3: Minimum Voting Age</td>
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<td>4: Method of Verifying Stakeholder Status</td>
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</table>
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  Section 2: Training
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ATTACHMENT A – Map of Neighborhood Council...............................................17

ATTACHMENT B – Governing Board Structure and Voting.................................18
ARTICLE I  NAME

The name of this Neighborhood Council shall be the Westlake South Neighborhood Council (WSNC) (“Council”).

ARTICLE II  PURPOSE

Principles of Governance - The purpose of the Council is to participate as a body on issues concerning our neighborhood and regarding the governance of the City of Los Angeles (“City”) in a transparent, inclusive, collaborative, accountable and viable manner.

A. The MISSION of the Council is:

1. To provide an inclusive and open forum for public discussion of issues of interest to the Council, including City governance, the needs of the Council, the delivery of City services to the Council area, and other matters of a City wide nature;
2. To advise the City on issues of interest to the Council, including City governance, the needs of the Council, the delivery of City services to the Council area, and other matters of a City wide nature;
3. To initiate, execute and support projects for the physical, social and cultural improvement of the Council area; and
4. To facilitate communication between the City and Community Stakeholders on issues of concern to the community and/or the Stakeholders.

B. The POLICY of the Council is:

1. To respect the diversity, dignity, and expression of views of all individuals, groups, and organizations within the community and/or involved in the Council;
2. To remain non-partisan with respect to political party affiliation and inclusive in our operations including, but not limited to, the process of electing or selecting the Board of Directors, Officers, and committee members, as hereinafter set forth;
3. To utilize the Early Notification System (ENS) to inform the Council and Community Stakeholders of matters involving the City and our community in a way that is tailored to provide opportunities for involvement in the decision-making process
4. To encourage all Community Stakeholders to participate in activities of the Council;
5. To prohibit discrimination against any individual or group in our operations on the basis of race, religion, color, creed, national origin, ancestry, sex, sexual orientation, age, disability, marital status, income, homeowner/renter status, or political affiliation; and
6. To have fair, open, and transparent procedures for the conduct of all Council business.

Approved July 16, 2018  WSNC071618
ARTICLE III  BOUNDARIES

The Council covers a geographic area described below.

Section 1: Boundary Description - The boundaries abut the boundaries of adjacent Neighborhood Councils and include those areas of the City within the following lines of demarcation:

1. North – Beginning south side of Maryland St at Alvarado St, east to Westlake Ave (east side), north to 3rd St (south side), east to Bonnie Brae St (west side), south to Maryland St (south side), east to Burlington St (west side), south to 6th St (south side), east to Witmer St;

2. East – Beginning west side of Witmer St at 6th St, south to 7th St (south side), east to Bixel St (west side), south to 8th St (south side), east to 110 Freeway, south to Olympic Blvd;

3. South – Beginning north side of Olympic Blvd at Alvarado St, east to 110 Freeway Overpass; and

4. West – Beginning east side of Alvarado St at Olympic Blvd, north to 7th St, west to Park View, east to 6th St, north to Maryland St. (Includes MacArthur Park)

The boundaries of the Council are set forth on the Map of the Westlake South Neighborhood Council Boundaries, attached as Attachment A.

Additionally, the City of Los Angeles, Recreation & Park facility MacArthur Park, 2230 W 6th Street, Los Angeles, CA 90057 shall be shared with abutting MacArthur Park Neighborhood Council.

Section 2: Internal Boundaries – Not applicable.

ARTICLE IV  STAKEHOLDER

Neighborhood Council membership is open to all Stakeholders. “Stakeholders” shall be defined as those who live, work or own real property in the neighborhood and also to those who declare a stake in the neighborhood as a community interest stakeholder, defined as a person who affirms a substantial and ongoing participation within the Neighborhood Council’s boundaries and who may be in a community organization such as, but not limited to, educational, non-profit and/or religious organizations.

ARTICLE V  GOVERNING BOARD

The Board of Directors (hereinafter “the Board”) shall be the Governing Body of the Council within the meaning of that term as set forth in the Plan for a Citywide System of Neighborhood Councils (“Plan”).

Section 1: Composition - The Board shall consist of fifteen (15) Stakeholders elected, selected or appointed by the Board and/or Community Stakeholders. The composition of the Board shall be as follows:
1. **Resident Stakeholder Board Members (4)** – Open to Stakeholders eighteen (18) years of age or older who are owners or renters of residential property within the Council boundaries and who reside in the residential property on a full-time basis.

2. **Business Stakeholder Board Members (4)** – Open to Stakeholders eighteen (18) years of age or older who work or own a business or business property within the Council boundaries.

3. **Community-Based Organizations Board Members (3)** – Open to Stakeholders eighteen (18) years of age or older who participate in a religious institution, educational institution, community organization, non-profit organization, neighborhood association, school/parent group, faith based group, senior group, youth group, arts association, service organization, boys or girls club, cultural group, or environmental group within the Council boundaries.

4. **Youth Board Members (1)** – Open to Stakeholders between the ages of fifteen (15) and twenty-four (24). If less than eighteen (18) years of age, the Youth Board member shall be precluded from voting on matters regarding the expenditure of funds, contracts, or recommendations to enter into contracts. Youth Member appointed by a majority vote of the Board.

5. **At-Large Stakeholder Board Members (3)** – Open to all stakeholders eighteen (18) years of age and above who live, work or own property in the area, and including those who declare a stake in the neighborhood and affirm the factual basis for it.

**Alternates:**

1. Nominations for Alternates will be taken at the first WSNC Board meeting of a newly elected Board.

2. A pool of up to five (5) Alternate members to the Governing Board shall be elected by a show of hands by Stakeholders in attendance at the second WSNC Board meeting of a newly elected Board. At its discretion, the Governing Board may agendize subsequent elections for vacant Alternate Board Member positions with Stakeholders self-nominating in-person at one (1) WSNC Board Meeting and the election occurring at the following WSNC Board meeting with the nominee appearing in-person. If there are more nominees than available positions, those receiving the greater number of votes are elected. Voting for alternates by stakeholders shall be by ballot.

3. Alternate Governing Board members who attended the immediately previous WSNC Board meeting may be seated as necessary to form a quorum and to the extent that regularly elected Board Members are absent and to a maximum of four (4) seated Alternates.

4. The Secretary of the Board will maintain lists of eligible and seated Alternates. These lists shall be included in the Minutes of each WSNC Board meeting.

Approved July 16, 2018

WSNC071618
5. Eligible Alternates shall be seated on a rotating basis so that no eligible Alternate is seated a second time until all eligible Alternates have been seated for the first time and so forth.

6. Once seated for a WSNC Board meeting, an Alternate is a voting member of the Governing Board for that meeting, provided that they have completed their Ethics and Code of Conduct training provided by DONE and the Funding Training provided by the Office of the City Clerk NC Funding Program.

7. All Alternates must complete the same trainings as required of WSNC Board members.

No single Stakeholder group shall hold a majority of Board seats unless extenuating circumstances exist and are approved by the Department of Neighborhood Empowerment ("Department").

Section 2: Quorum - The quorum shall be eight (8) members of the Board. No floating quorum is allowed.

Section 3: Official Actions - Simple majority vote by the board members present and voting, including abstentions, which act as a "yes" vote, at a meeting at which there is a quorum shall be required to take official action, unless specified otherwise in these Bylaws.

Section 4: Terms and Term Limits - Board members shall hold their office for a term of two (2) years commencing after being seated. Beginning in 2010, Board members may only serve 3 consecutive terms on the Council Board.

Section 5: Duties and Powers - The primary duties of the Board shall be to govern the Council and to carry out its objectives. No individual member of the Board shall speak for the Board or otherwise publicly represent a Board position unless authorized to do so by official action of the Board. The Board may, by official action, delegate to any individual the authority to present before any public body a standing Council position previously adopted by the Board or a statement that the Council has had insufficient time to develop a position or recommendation on a matter before that body. Such authority may be revoked at any time by the Board.

Section 6: Vacancies – Vacancies on the Board shall be filled by the Board using the following procedure:

a. Any Stakeholder interested in filling a vacancy on the Board shall submit a written application to the Board.

b. The Board shall cause the matter to be placed on the agenda for the next regular meeting of the Board.

c. The Board shall vote on the application at the meeting. If multiple applications for one seat have been submitted, the candidate with the most votes wins.

d. The candidate who wins shall fill the remaining term of the Board seat unless an election or selection occurs sooner.
e. In no event shall a vacant seat be filled where a general election is scheduled to occur within 60 days of the date that a written application is presented to the Board.

For seats other than At Large seats, if there are no qualified applicants for a vacant seat for a period of at least 60 days, the vacant seat will automatically convert to an At-Large seat for the remainder of the term.

Section 7: Absences - Any Board Member who misses three (3) regularly scheduled consecutive Neighborhood Council Governing Board Meetings or, optionally, three (3) total Governing Board Meetings during any twelve (12) month period will be automatically removed from the Board. Board Members will be allowed two (2) excused absences during any twelve month period. Excused absences require email or verbal message to Council President or other Executive Committee member.

Council Board Member absences shall be recorded in the Council’s Meeting Minutes and that, upon missing the required number of Board Meetings for removal, the Council Presiding Officer shall notify the Board Member of the absences and place on the agenda the Intent to Remove the Board Member at a regular or special Board meeting whereupon the Board shall determine the validity of the absences before taking action to remove the Board Member.

Prior to the item being placed on the agenda, the Council Presiding Officer shall consult with the Office of the City Attorney for advice on removal process.

Any meeting of the Neighborhood Council Governing Board, scheduled and noticed as per the Brown Act, shall constitute a meeting for the purpose of determining Board Member attendance.

Section 8: Censure - The Council can take action to publically reprimand a Board member for actions conducted in the course of Council business by censuring the Board member at a Council Board meeting. Censures shall be placed on the agenda for discussion and action. The Neighborhood Council will consult with the Office of the City Attorney throughout any censure process.

Section 9: Removal of Governing Board Members – The Council shall consult with the Office of the City Attorney throughout any Board removal process. Board members may be removed in the following ways:

1. Petition by Stakeholders – A Board member may be removed from office by the submission of a written petition to the Secretary, which includes: i) the identity of the Board member to be removed, ii) a description, in detail, of the reason for removal, and iii) the valid signatures of two hundred and fifty (250) Stakeholders.

   a. Upon receipt of a written petition for removal, the Secretary shall cause the matter to be placed on the agenda for a vote of the Board at the next regular Council meeting.

   b. Removal of the identified Board member requires a majority of the attending
Board members.

c. The Board Member who is the subject of the removal action shall have the right to deliver to Board Members a written statement about the matter and/or to speak at the Board Meeting prior to the vote, but shall not be counted as part of the quorum, nor allowed to vote on the matter.

2. Petition by Board - A Board Member may be removed from the Board for good cause, including, but not limited to, disruptive conduct; interfering with Council business; violations of the Bylaws, Operating Procedures or Code of Conduct following a Board Member’s submission to the Board of a petition which includes: i) the identity of the Board Member to be removed, ii) states the reason for removal by identifying the violation of the internal rules or procedures and specifies the conduct of the person, and iii) contains the signatures of at least three (3) of Board members.

   a. The petition shall be delivered simultaneously to all Board Members and the matter placed on the agenda and scheduled for a vote at the next regular Board Meeting. Prior to being placed on the agenda, the Presiding Officer shall consult with the Office of the City Attorney on process.

   b. Removal of the identified Board member requires a majority of the attending Board Members.

   c. The Board Member who is the subject of the removal action shall have the right to deliver to Board Members a written statement about the matter and/or to speak at the Board Meeting prior to the vote, but shall not be counted as part of the quorum, nor allowed to vote on the matter.

   d. The Board member being removed must first have been censured by the Board once for the same action before a Petition by the Board for removal shall be considered by the Council.

If the vote for removal is affirmative, the position shall be deemed vacant and filled via the Council’s vacancy clause.

Section 10: Resignation - A Board member may resign from the Council, and the position shall then be deemed vacant without further action from the Council. Any member of the Board who ceases to be a Stakeholder is required to submit his or her written resignation to the Board.

Section 11: Community Outreach - The Council shall direct that a system of outreach be instituted to inform Stakeholders as to the existence and activities of the Council, including its Board elections, to find future leaders of the Council, and to encourage all Stakeholders to seek leadership positions within the Council.

The Council shall have a standing Outreach Committee, which will report its activities and recommendations to the Board monthly at the regular Council meeting.

The Council shall maintain a web site presence to disseminate information to Council Stakeholders and others interested in the Council.
In addition, the Board shall create, or shall cause to be created, a marketing plan to solicit participation from Stakeholders. The plan may include, for example, the creation of flyers, postcards, pamphlets and other related materials. It may also include e-mail blasts to various organizations including a regularly scheduled e-blast to local government officials and to the Chamber of Commerce, Neighborhood Watch, Home Owners' Association and other local organizations as determined by the Board.

Outreach also should be undertaken at public events and shall be coordinated with other Neighborhood Councils when appropriate.

**ARTICLE VI  OFFICERS**

**Section 1: Officers of the Board** - The officers of the Board (“Officers”) shall include the following positions which all together comprise the Executive Committee: President, Vice President, Secretary, and Treasurer.

**Section 2: Duties and Powers** - The duties of the Officers are as follows and also include such additional duties as may be adopted by official action of the Board:

a. The President shall act as the chief executive of the Council and shall preside at all Council meetings.

b. The Vice President shall serve in place of the President if the President is unable to serve.

c. The Secretary shall keep minutes of all Board meetings. An Alternate Secretary may be appointed by the Board to serve in the absence of the Secretary, as needed. Unless the person serving as Alternate Secretary is already a Board member, he or she shall not have any of the rights of a Board member, including the right to vote on matters before the Council.

d. The Treasurer shall maintain the records of the Council's finances and books of accounts and perform other duties in accordance with the Council's Financial Management Plan and the Department’s policies and procedures.

**Section 3: Selection of Officers** - Officer Positions shall be filled every year at the first official Board meeting following their election or selection in Board election years, and at the subsequent one (1) year anniversary mark of the Officers’ election in Board non-election years.

**Section 4: Officer Terms** - The Officers shall serve one (1) year terms and serve at the pleasure of the Board. They may stand for reelection annually.

**ARTICLE VII  COMMITTEES AND THEIR DUTIES**

All Standing and Ad Hoc Committees shall be established by the Board. Suggestions for committees may come from Stakeholders or from members of the Board, and all such suggestions shall be voted upon by the Board.
Section 1: Standing Committees – The Standing Committees of the Council are: the Executive Committee; the Budget and Finance Committee; the Outreach and Communications Committee; the Planning and Land Use Committee; the Public Safety Committee; the Youth Committee; and the Senior Citizens Committee.

Section 2: Ad Hoc Committees – The Board may create Ad Hoc Committees as needed to deal with temporary issues.

Section 3: Committee Creation and Authorization

a. Committee Authority - All committee recommendations shall be brought back to the full Board for discussion and action.

b. Committee Structure – With the exception of the Executive Committee, Committee members shall be appointed by the President and ratified by the Board. Standing Committees shall be comprised of at least two (2) Board members and may include any interested Stakeholders. Ad Hoc Committees shall be comprised of two (2) Board Members and may include two (2) interested Stakeholders. If any Stakeholders are named to an Ad Hoc Committee, however, the Ad Hoc Committee must meet in compliance with the Brown Act.

c. Committee Appointment – All Committee Chairs shall be appointed by the President and confirmed by a vote of the majority of the Board. Only those Committee members who are Board members are eligible to serve as Chairman of a Standing Committee. The Chairs shall keep a written record of Committee meetings and shall provide regular reports on Committee matters to the Board.

d. Committee Meetings – Committee meetings are subject to and shall be conducted in accordance with the dictates of the Brown Act. Minutes shall be taken at every Committee meeting.

e. Changes to Committees - The Board may establish, disband or make changes as needed to any Standing or Ad Hoc committee. Any such action by the Board shall be noted in the Council meeting minutes.

f. Removal of Committee Members – Committee members may be removed by the President and confirmed by a vote of the majority of the Board.

ARTICLE VIII MEETINGS

All meetings, as defined by the Ralph M. Brown Act (California Government Code Section 54950.5 et seq.), shall be noticed and conducted in accordance with the Act, the Neighborhood Council Agenda Posting Policy, and all other applicable laws and governmental policy.

Section 1: Meeting Time and Place - All meetings shall be held within the Council boundaries at a location, date and time set by the Board. A calendar of regular meetings shall be established by the Board at its first regular meeting of each calendar year.

Approved July 16, 2018

WSNC071618
a. **Regular Meetings** - Regular Council meetings shall be held at least once per quarter and may be held more frequently as determined by the Board. Prior to any action by the Board, there shall be a period of public comment. The Board shall determine the length and format of the period as appropriate.

b. **Special Meetings** – The President or a majority of the Board shall be allowed to call a Special Council Meeting as needed.

**Section 2: Agenda Setting** –

The President shall set the agenda for each Council meeting.

Any Stakeholder may make a proposal for action by the Council by submitting a written request to the Secretary or during the public comment period of a regular Council meeting. The Secretary shall promptly refer the proposal to a Standing Committee or, at the next regular Council meeting; the Board shall either consider the proposal or create an Ad Hoc Committee to consider the proposal. The Council is required to consider the proposal at a Committee or Board meeting, but is not required to take further action on the proposal. Proposals made under the this subsection are subject to the rules regarding reconsideration.

**Section 3: Notifications/Postings** – Notice of a regular meeting shall be a minimum of three (3) days (72 hours) in advance of the meeting and at least one (1) day (24 hours) in advance of a special meeting. At a minimum, notice shall be posted at the Council’s Public Notice Locations specified with the Department, on its website (if applicable) and emailed out to Stakeholders if the Council maintains such a database. As required by the Board of Neighborhood Commissioners Agenda Posting Requirements, Policy Number 2014-01.1, adopted August 8, 2014, regular and special meeting agendas shall also be emailed to the Department for posting on to the Early Notification System within the minimum required times listed.

**Section 4: Reconsideration** – The Board may reconsider or amend its actions through the following Motion for Reconsideration process:

a. Before the Board reconvenes any matter, the Board must approve a Motion for Reconsideration. The Motion for Reconsideration must be approved by official action of the Board. After determining that an action should be reconsidered, the Board has the authority to re-hear, continue, or take action on the item that is the subject of reconsideration within any limitations that are stated in the Motion for Reconsideration.

b. The Motion for Reconsideration must be brought, and the Board's approval of a Motion for Reconsideration must occur, either during the same meeting where the Board initially acted or during the Board's next regularly scheduled meeting that follows the meeting where the action subject to reconsideration occurred. The Council may also convene a special meeting within these specified time frames to address a Motion for Reconsideration.
c. A Motion for Reconsideration may be proposed only by a member of the Board that previously voted on the prevailing side of the original action that was taken by the Board (the "Moving Board Member").

d. The Moving Board Member may make the Motion for Reconsideration orally during the same meeting where the action that is the subject of reconsideration occurred, or by properly placing the Motion for Reconsideration on the agenda of a meeting that occurs within the allowed specified periods of time as stated above.

e. In order to properly place the Motion for Reconsideration on the agenda of the subsequent meeting, the Moving Board Member shall submit a memorandum to the Secretary at least two (2) days in advance of the deadline for posting notices for the meeting. The memorandum must briefly state the reason(s) for requesting the reconsideration, and provide the Secretary with an adequate description of the matter(s) to be re-heard and the proposed action that may be adopted by the Board if the Motion for Reconsideration is approved.

f. A Motion for Reconsideration that is properly brought before the Board may be seconded by any member of the Board.

g. This reconsideration process shall be conducted at all times in accordance with the Brown Act.

ARTICLE IX FINANCES

a. The Board shall review its fiscal budget and make adjustments as needed to comply with City laws and City administrative rules, and to keep in compliance with Generally Accepted Accounting Principles and the City’s mandate for the use of standardized budget and minimum finding allocation requirements.

b. The Board shall adhere to all rules and regulations promulgated by appropriate City officials regarding the Council’s finances, where the term “appropriate City officials” means those officials and/or agencies of the City of Los Angeles who have authority over Neighborhood Councils.

c. All financial accounts and records shall be available for public inspection and posted on the Council website, if available.

d. Each month, the Treasurer shall provide to the Board detailed reports of the Council’s accounts.

e. At least once each quarter, the President and at least one (1) other individual other than the Treasurer, who is designated by the Board, shall examine the Council’s accounts and attest to their accuracy before submitting the documentation to the Department for further review.

f. The Council will not enter into any contracts or agreements except through the Department and the Office of the City Clerk Neighborhood Council Funding
ARTICLE X ELECTIONS

Section 1: Administration of Election
The Neighborhood Council’s election will be conducted pursuant to any and all City ordinances, policies and procedures pertaining to Neighborhood Council elections.

Section 2: Governing Board Structure and Voting
The number of Board seats, the eligibility requirements for holding any specific Board seats, and which Stakeholders may vote for the Board seats are noted in Attachment B.

Section 3: Minimum Voting Age
All Community Stakeholders aged fifteen (15) and above shall be entitled to vote in the Neighborhood Council Elections. Voters may cast one vote for each board seat they are eligible to vote for based on Attachment B.

Section 4: Method of Verifying Stakeholder Status
Voters will verify their Stakeholder status by providing acceptable documentation. Stakeholder status may also be established by means of declaring a stake (or interest) in the neighborhood and providing documentation supporting that declaration. Factual basis Stakeholders will also be required to provide a form of documentation to substantiate their factual basis claim.

Section 5: Restrictions on Candidates Running for Multiple Seats
A candidate shall declare their candidacy for no more than one (1) position on the Council Board during a single election cycle.

ARTICLE XI GRIEVANCE PROCESS

a. Board members are not permitted to file a grievance against another Board member or against the Council, except as permitted under the City’s grievance policy. The Neighborhood Council grievance review process will be conducted pursuant to any and all City ordinances, policies and procedures pertaining to Neighborhood Council grievances.

b. Any grievance by a Stakeholder must be submitted in writing to the Board who shall cause the matter to be placed on the agenda for the next regular Council meeting.

c. At that meeting, the Board shall refer the matter to an Ad Hoc Grievance Panel comprised of three (3) Stakeholders randomly selected by the Secretary from a list of Stakeholders who have expressed an interest in serving from time-to-time on such a panel.

d. Within two (2) weeks of the panel’s selection, the Secretary shall coordinate a time and place for the panel to meet with the person(s) submitting a grievance to discuss ways in which the dispute may be resolved.

e. Within two (2) weeks following such meeting, a member of the panel shall prepare a written report to be forwarded by the Secretary to the Board outlining the panel's collective recommendations for resolving the grievance. The Board may receive a copy
of the panel's report and recommendations prior to a Board meeting, but, in accordance with the Brown Act, the matter shall not be discussed among the Board members until it is heard publicly at the next regular Council meeting.

f. This grievance process is intended to address matters involving procedural disputes, such as the Board's failure to comply with Board Rules or these Bylaws. It is not intended to apply to Stakeholders who merely disagree with a position or action taken by the Board at one of its meetings, which grievances may be aired publicly at Council meetings.

ARTICLE XII PARLIAMENTARY AUTHORITY

1. Parliamentary Procedures based on Robert's Rules of Order will govern. Standing Rules may be written pertaining to the functions and activities of the WSNC. Upon being passed by the Board, Standing Rules will be kept current and on file with the WSNC Secretary.

ARTICLE XIII AMENDMENTS

A. Any Board member may propose an amendment to these Bylaws by requesting that the Secretary place the item on the agenda.

B. Any Stakeholder may propose an amendment to these Bylaws during the public comment period of a regular Council meeting.

C. Any proposal to amend the Bylaws shall be formalized in writing and noticed on the agenda for public discussion and Board vote at the next regular Council meeting.

D. An amendment to these bylaws requires two-thirds of the Board members present at a duly noticed general or special meeting. All changes shall then be forwarded to the Department for review and approval.

Amendments shall not be valid, final or effective until approved by the Department. Once approved, any changes in the Bylaws shall become effective immediately.

Any Board member or Stakeholder may propose an amendment to these Bylaws. The Board shall forward all proposals to a Bylaws Committee to review and to provide recommendations to the Board.

ARTICLE XIV COMPLIANCE

The Council, its representatives, and all Community Stakeholders shall comply with these Bylaws and with any additional Standing Rules or Procedures as may be adopted by the Board of Directors as well as all local, county, state and federal laws, including, without limitation, the Plan for Citywide System of Government (hereinafter referred to as “the Plan”), the City Code of Conduct, the City Governmental Ethics Ordinance (Los Angeles Municipal Code Section 49.5.1), the Brown Act (California Government Code Section 54950.5 et seq.), the Public Records Act, the American Disabilities Act, and all laws and governmental policies pertaining to Conflicts of Interest.
**Section 1: Code of Civility** – The Council, its representatives, and all Community stakeholders shall conduct all Council business in a civil, professional and respectful manner. Board members will abide by the Commission’s Neighborhood Council Board Member Code of Conduct Policy.

**Section 2: Training** – All Board members shall take training in the fundamentals of Neighborhood Council, including, but not limited to, Ethics (2 hour minimum), funding, workplace violence and sexual harassment trainings provided by the City within forty-five (45) days of being seated, or they will lose their Council voting eligibility and will not be restored until training is complete. All Board Members must take Ethics, Funding Training, and Code of Conduct prior to making motions and voting on funding related matters.

**Section 3: Self-Assessment** – Every year, the Council shall conduct a self-assessment pursuant to Article VI, Section 1 of the Plan.
ATTACHMENT A

Map of the Neighborhood Council
## Attachment B

**Composition of the Westlake South Neighborhood Council Governing Board**

<table>
<thead>
<tr>
<th>BOARD POSITION</th>
<th>ELECTED OR APPOINTED</th>
<th>STAKEHOLDER ELIGIBILITY FOR THE SEAT</th>
<th>QUALIFICATIONS TO VOTE FOR THE SEAT</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Resident (4 seats) Term: 2 year term</td>
<td>Elected</td>
<td>Open to Stakeholders eighteen (18) years of age or older who are owners or renters of residential property within the Council boundaries and who reside in the residential property on a full-time basis.</td>
<td>Stakeholders 18 years of age and above who live, work, or own property in the neighborhood.</td>
</tr>
<tr>
<td>B. Business (4 seats) Term: 2 year term</td>
<td>Elected</td>
<td>Open to Stakeholders eighteen (18) years of age or older who work or own a business or business property within the Council boundaries.</td>
<td>Stakeholders 18 years of age and above who live, work, or own property in the neighborhood.</td>
</tr>
<tr>
<td>E. Community-Based Organizations (3 seats) Term: 2 year term</td>
<td>Elected</td>
<td>Open to Stakeholders eighteen (18) years of age or older who participate in a religious institution, educational institution, community organization, non-profit organization, neighborhood association, school/parent group, faith based group, senior group, youth group, arts association, service organization, boys or girls club, cultural group, or environmental group within the Council boundaries.</td>
<td>Stakeholders 18 years of age and above who live, work, or own property in the neighborhood.</td>
</tr>
<tr>
<td>F. Youth Seat (1 seat) Term: 2 year term</td>
<td>Appointed</td>
<td>Open to Stakeholders between the ages of fifteen (15) and twenty-four (24). If less than eighteen (18) years of age, the Youth Board member shall be precluded from voting on matters regarding the expenditure of funds, contracts, or recommendations to enter into contracts.</td>
<td>The youth member shall be appointed by a majority vote of the Board on a written application made to the Board on a form to be designated.</td>
</tr>
</tbody>
</table>

Approved July 16, 2018

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| F. At-large (3 seat total) Term: 2 year term | Elected | All stakeholders 18 years of age and above who live, work or own property in the area, and including those who declare a stake in the neighborhood as community interest stakeholders. | Stakeholders 18 years of age and above who live, work, or own property in the neighborhood and also to those who declare a stake in the neighborhood as community interest stakeholders. |