

Monthly Expenditure Report



Reporting Month: February 2023

Budget Fiscal Year: 2022-2023

NC Name: Hollywood United
Neighborhood Council

Monthly Cash Reconciliation					
Beginning Balance	Total Spent	Remaining Balance	Outstanding	Commitments	Net Available
\$27529.30	\$2941.94	\$24587.36	\$3676.93	\$0.00	\$20910.43

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office	\$33818.00	\$1112.47	\$19086.79	\$1176.93	\$17909.86
Outreach		\$329.47		\$0.00	
Elections		\$0.00		\$0.00	
Community Improvement Project	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Neighborhood Purpose Grants	\$7500.00	\$1500.00	\$5500.00	\$2500.00	\$3000.00
Funding Requests Under Review: \$0.00		Encumbrances: \$0.00		Previous Expenditures: \$13789.27	

Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	Subway 50477	02/01/2023	Food for CERT event, code HUNC-2223-002	General Operations Expenditure	Outreach	\$65.20
2	GOOGLE GSUITE_myhunc.	02/01/2023	Monthly Google Suite fee	General Operations Expenditure	Office	\$78.00
3	Mailchimp	02/04/2023	Monthly Mailchimp fee	General Operations Expenditure	Office	\$47.00
4	Subway 50477	02/08/2023	Food for CERT Event, code HUNC-2223-002	General Operations Expenditure	Outreach	\$65.20
5	AMZN Mktp US HE7XU64Q1	02/13/2023	Motion to approve up to \$300 for ONEpul® Header Bag -with pull strap - from Amazon for public waste bag stations within HUNC boundaries to be approved by Outreach Committee	General Operations Expenditure	Outreach	\$109.49
6	Subway 50477	02/15/2023	Food for event code HUNC-2223-002	General Operations Expenditure	Outreach	\$60.38
7	USPS PO BOXES ONLINE	02/15/2023	PO Box 6 month renewal	General Operations Expenditure	Office	\$108.00

8	BEACHWOOD CLEANER & LA	02/22/2023	Motion to approve up to \$35 for dry cleaning HUNC Tablecloth	General Operations Expenditure	Outreach	\$29.20
9	Media Arts International	02/02/2023	Media Arts International administrative and web services consulting for January 2023 for \$600	General Operations Expenditure	Office	\$600.00
10	APPLEONE EMPLOYMENT SERVICES	02/08/2023	Minutetaking services for the period ending 01/11/2023	General Operations Expenditure	Office	\$279.47
11	A MILLION DROPS	02/08/2023	Motion to approve Neighborhood Purposes Grant from A MILLION DROPS for six-month supply of laundry vouchers for \$1500	Neighborhood Purpose Grants		\$1500.00
Subtotal:						\$2941.94

Outstanding Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	Media Arts International	08/16/2022	Motion to approve purchase of annual Meeting Manager license from Media Arts International for \$300 for Executive Committee Use	General Operations Expenditure	Office	\$300.00
2	Department of Neighborhood Empowerment	02/08/2023	Motion to use \$800 for four Zoom licenses (\$200 each) to use to allow committees to open their own meetings via Committee chairs.	General Operations Expenditure	Office	\$276.93
3	Media Arts International	03/02/2023	Media Arts International administrative and web services consulting for February 2023 for \$600	General Operations Expenditure	Office	\$600.00
4	Hollywood Dell Civic Association	03/10/2023	Motion to approve \$2500 for NPG supporting Hollywood Dell Civic Association annual block party on June 3, 2023	Neighborhood Purpose Grants		\$2500.00
Subtotal: Outstanding						\$3676.93

Transaction History

02.15.2023

PO Box 3272



Payment received - PO Box 3272 for 6 Months for a total of \$108.00

Less -

TRANSACTION NUMBER

91002412482770

CARD



..... 9568

PAYMENT PERIOD

6 Months

TRANSACTION TYPE

AUTOMATIC

02.16.2021

PO Box 3272



Payment received - PO Box 3272 for 6 Months for a total of \$81.00

More +

08.17.2020

PO Box 3272



Payment received - PO Box 3272 for 6 Months for a total of \$67.00

More +

Subway#50477-0 Phone 323-461-9400
1813 North Cahuenga Blvd
Los Angeles, CA, 90028
Served by: 15 2/1/2023 2:25:28 pm
Term ID-Trans# 1/A-697552

Qty	Size	Item	Price
4	12"	#11 TrkyHam&RstBf Sub -Hot	41.56
1	12"	Veggie Patty Sub	9.99
1	12"	Meatball Sub	7.99
Sub Total			59.54
Sales Tax (9.5%)			5.66
Total (Take Out)			65.20
Credit Card			65.20
Change			0.00

Approval No: 046463
Reference No: 5GCU001675290294052
Card Issuer: MasterCard
Account No: *****9568
Acquired: MKE
Amount: \$65.20
MID: 527021002110122
TID: 75135624
Date/Time: 02/01/2023 14:24:54
APPROVED

CUSTOMER COPY

Host Order ID: JRCBG4H434JLHK42

Lettuce know how we did today at
global.subway.com and we'll send
you a sweet offer.



Invoice

Invoice number: 4653900198

Google LLC
1600 Amphitheatre Pkwy
Mountain View, CA 94043
United States
Federal Tax ID: 77-0493581

Bill to

John M Wait
myhunc.org
1809 N Bronson Ave
Apt 5
Los Angeles, CA 90028
United States

Details

Invoice number4653900198
Invoice dateJan 31, 2023
Billing ID3288-8062-9811
Domain namemyhunc.org

Google Workspace

Total in USD **\$78.00**

Summary for Jan 1, 2023 - Jan 31, 2023

Subtotal in USD	\$78.00
Tax (0%)	\$0.00
Total in USD	\$78.00

You will be automatically charged for any amount due.

Subscription	Description	Interval	Quantity	Amount(\$)
Google Workspace Business Starter	Usage	Jan 1 - Jan 31	13	78.00
			Subtotal in USD	\$78.00
			Tax (0%)	\$0.00
			Total in USD	\$78.00

Need help understanding the charges on your invoice? [Click here for detailed explanations](https://support.google.com/a?p=gsuite-bills-and-charges)
<https://support.google.com/a?p=gsuite-bills-and-charges>

Mailchimp Invoice MC08438790

Issued to

Sheila Irani Hollywood United NC
Hollywood United NC
robert@myhunc.com
Office phone:
200 n spring st
Los Angeles, CA 90012

Issued by

Mailchimp
c/o The Rocket Science Group, LLC
675 Ponce de Leon Ave NE
Suite 5000
Atlanta, GA 30308
www.mailchimp.com
Tax ID: US EIN 58-2554149

Details

Order # MC08438790
Date Paid: Feb 03, 2023 11:04 pm Los Angeles

[Email Invoice](#)

Billing statement

Monthly plan

1501 - 2500 subscribers.

\$47.00

Paid via **Mast** ending in **9568** which expires **07/2023**
on February 4, 2023

\$47.00

Balance as of February 4, 2023

\$0.00

If a refund is required, it will be issued in the purchase currency for the amount of the original charge. Sales Tax was not applied to this purchase.

[Looking for our W-9?](#)

[Looking for our United States Residency Certificate?](#)

Subway#50477-0 Phone 323-461-9400
1813 North Cahuenga Blvd
Los Angeles, CA, 90028
Served by: 15 2/8/2023 2:47:55 pm
Term ID-Trans# 1/A-698982

Qty	Size	Item	Price
4	12"	#11 TrkyHam&RstBf Sub -Hot	41.56
1	12"	Meatball Sub	7.99
1	12"	Veggie Patty Sub	9.99
Sub Total			59.54
Sales Tax (9.5%)			5.66
Total (Take Out)			65.20
Credit Card			65.20
Change			0.00

Approval No: 033682
Reference No: 5GCu001675896442066
Card Issuer: MasterCard
Account No: *****9568
Acquired: MKE
Amount: \$65.20
MID: 527021002110122
TID: 75135624
Date/Time: 02/08/2023 14:47:22
APPROVED

CUSTOMER COPY

Host Order ID: H5VQRM3ZQ6LRBV42

Lettuce know how we did today at
global.subway.com and we'll send
you a sweet offer.

**Final Details for Order #112-5881881-5258648**[Print this page for your records.](#)**Order Placed:** February 12, 2023**Amazon.com order number:** 112-5881881-5258648**Order Total:** \$109.49**Shipped on February 13, 2023****Items Ordered**1 of: *ONEpul® Header Bag -with pull strap - (3200 ONEpul® Header Bags)*Sold by: ZW USA Inc ([seller profile](#))

Condition: New

Price

\$99.99

Shipping Address:Thomas R. Meredith
2280 ALCYONA DR
LOS ANGELES, CA 90068-2863
United States**Shipping Speed:**

Standard Shipping

Payment information**Payment Method:**MasterCard | Last digits: 6260
Reference number: HUNC**Billing address**NC Funding Program
200 N SPRING ST
LOS ANGELES, CA 90012-4801
United States**Credit Card transactions**

MasterCard ending in 6260: February 13, 2023: \$109.49

To view the status of your order, return to [Order Summary](#).[Conditions of Use](#) | [Privacy Notice](#) © 1996-2023, Amazon.com, Inc. or its affiliates

Subway#50477-0 Phone 323-461-9400
1813 North Cahuenga Blvd
Los Angeles, CA, 90028
Served by: 15 2/15/2023 2:24:32 pm
Term ID-Trans# 1/A-700311

Qty	Size	Item	Price
2	12"	Meatball Sub	15.98
2	12"	Tuna Sub	18.78
		-Hot	
1	12"	#11 TrkyHam&RstBf Sub	10.39
		-Hot	
1	12"	Veggie Patty Sub	9.99
Sub Total			55.14
Sales Tax (9.5%)			5.24
Total (Take Out)			60.38
Credit Card			60.38
Change			0.00

Approval No: 089904
Reference No: 5GCU001676499847063
Card Issuer: MasterCard
Account No: *****9568
Acquired: MKE
Amount: \$60.38
MID: 527021002110122
TID: 75135624
Date/Time: 02/15/2023 14:24:07
APPROVED

CUSTOMER COPY

Host Order ID: DCZSMKS24KDWTM42

Lettuce know how we did today at
global.subway.com and we'll send
you a sweet offer.

BEACHWOOD CLEANER

8 LAUNDRY
105 ANGELES, CA 90068
323-952-6106
CT-2010282201
ALL SALES FINAL

02/22/2023 12:49

Sale

Trans #: 7 Batch #: 45

CREDIT CARD
MASTERCARD CHIP READ
Entry Type: CONTACT
*****5722 04 11

BASE AMT: \$28.35
SVC: \$0.85
DISC: \$0.00
TOTAL AMT: USD \$29.20

Resp: APPROVAL 039052
Code: 039052
Ref #: 305320350012
TransID: 0222MCFX2JELB

App Name: MASTERCARD
AID: A000000011010
TVR: 0000008000
TSI: E800
ATC: 0002
FC: 297EE1E1005B5D38
LAD:
0110A01001200000000000
00000000000000000000

THANK YOU
COME AGAIN!
NO REFUNDS NO EXCHANGES

CUSTOMER COPY

BEACHWOOD CLEANERS & LAUNDRY

2609 N BEACHWOOD DR LOS ANGELES, CA 90068
Time 12:48:11 PM / Emp carmen, carmen
323-952-6106

Customer Name: ASHER, LANDAU

02/22/2023 Inv #60037 \$28.35

TOTAL AMOUNT \$28.35
TOTAL PAID \$28.35

Customer Signature

THANK YOU FOR YOUR BUSINESS
We're responsible for items left over 30 days



6421 La Punta Drive
 Los Angeles, CA 90068
 www.mediaart.com
 323.469.4967 tel

Invoice

Date: 01-Feb-23
Invoice ID: HUNC23-17
ID: 35-2172398

Bill To:

Hollywood United Neighborhood Council
 P.O. Box 3272
 Los Angeles, CA 90078

Project Information

Project Code HUNC-5
Description HUNC Web and Internet Consulting
MAI Contact George Skarpelos
Project Contact

P.O. n/a
Contract Date 01-Jan-22
Date Finished Continuing

Billing Information

Billing Period 1/1/2023 - 1/31/2023
Client Code HUNC
Client Contact Sheila Irani

Charges

Labor	\$600.00
Materials	\$0.00
Travel	\$0.00
Items	\$0.00
Total	\$600.00

Detail of Charges

Description of Labor	Date	Time	Cost
George Skarpelos (\$600/Month)			
Consulting for January	1/31/2023	1.0	\$600
Web Consulting Subtotal		1.0	\$600.00
Labor Subtotal:		1.0	\$600.00

Office of the City Clerk
 Administrative Services Division
 Neighborhood Council (NC) Funding Program
 Board Action Certification Form



NC Name: Hollywood United	Meeting Date: 8/8/2022, Webinar ID: 828 3698 1526
Budget Fiscal Year: 2022/2023	Agenda Item: 12C

Board Motion and/or Public Benefit Statement (CIP and NPG):	Motion to approve continuance of Media Arts International administrative and web services engagement for fiscal year 2022-2023 for \$600 per month for 12 months Motion: Robert Morrison Second: Jim Van Dusen
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Method of Payment: (Select One)	<input type="checkbox"/> Check	<input type="checkbox"/> Credit Card	<input type="checkbox"/> Board Member Reimbursement
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Vote Count
 Recused Board Members must leave the room prior to any discussion and may not return to the room until after the vote is complete.

Board Member's First and Last Name	Board Position	Yes	No	Abstain	Absent	Ineligible	*Recused
Tom Meredith	At-Large Unclassified Area #1	●					
Sheila Irani	Homeowner Area #1				●		
Jim Van Dusen	Geographic Area #2	●					
Margaret Marmolejo	Non-Profit Faith Based Organization	●					
Brandi D'Amore	At-Large Unclassified Area #3	●					
Michael Connolly	Homeowner Area #3	●					
Robert Morrison	At-Large Unclassified Area #4	●					
Tony Zimbardi	Education Organizations	●					
Shauna Frente	Geographic Area #1				●		
Thomas Daniels Valls	Renter Area C				●		
Asher Landau	Non-Profit Faith Based Organization	●					
Annika Guterman	Geographic Area #3	●					
Chad Manuel	Renter Area A	●					
Jack Zweig	Youth					●	
Vacant	Renter Area B						
Vacant	Geographic Area #4						
Vacant	Business Area A						
Vacant	Business Area B						
Board Quorum: 10	Total:	10	0	0	3	1	0

We, the authorized signers of the above named Neighborhood Council, declare that the information presented on this form is accurate and complete, and that a public meeting was held in accordance with all laws, policies, and procedures. The above was approved by the Neighborhood Council Board, at a Brown Act compliant public meeting where a quorum of the Board was present.

Authorized Signature <i>Asher Landau</i>	Authorized Signature <i>Thomas R. Meredith</i>
Print/Type name: Asher Landau	Print/Type name: Tom Meredith
Date: 8/9/2022	Date: 8/9/2022



AppleOne

AppleOne Employment Services
P.O. Box 29048
Glendale CA 91209-9048
Tel: 818-240-8688
Email: specialbillingvms@ain1.com
TIN: 95-2580864

City of Los Angeles Hollywood United NC

Accounts Payable
200 N. Spring St.
LOS ANGELES, CA 90012

Invoice

Customer No: **00950101**
Site No: **0061**
Period Ending: **01/11/2023**
Invoice No: **S9380187**
Amount Due: **\$279.47**
Payment Term: **NET 30 DAYS**

Contract #	Requestor	Location	Employee Name	Weekend	Invoice Date	Reg Hours	Reg Rate	OT Hours	OT Rate	Misc Hours	Misc Rate	Invoice Amount
C-132956	Sheila Irani	Hollywood United Nc	Pelch, Amy	12/31/2022	01/11/2023	4.50	\$25.60	0.00	\$0.00	0.00	0	\$115.20
C-132956	Sheila Irani	Hollywood United Nc	Pelch, Amy	01/14/2023	01/18/2023	3.42	\$25.60	0.00	\$0.00	0.00	0	\$87.47
C-132956	Sheila Irani	Hollywood United Nc	Pelch, Amy	01/21/2023	01/25/2023	3.00	\$25.60	0.00	\$0.00	0.00	0	\$76.80
Sub Total For :			Pelch, Amy			10.92		0.00		0.00		\$279.47
Grand Total Invoice Amount						10.92		0.00		0.00		\$279.47

Please remit payment to:

Appleone Employment Services
P.O. Box 29048
Glendale, CA 91209-9048

You can now pay electronically through



Visit www.ApplePay.com or Call (866)898-7152 for details

Office of the City Clerk
 Administrative Services Division
 Neighborhood Council (NC) Funding Program
 Board Action Certification Form



NC Name: Hollywood United	Meeting Date: 11/21/2022, Webinar ID: 828 3698 1526
Budget Fiscal Year: 2022/2023	Agenda Item: 9B

Board Motion and/or Public Benefit Statement (CIP and NPG):	Motion to approve updated Administrative Packet Budget to be made effective on the date rollover funds from FY 21-22 are released Motion: Brandi D'Amore Second: Chad Manuel
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Method of Payment: (Select One)	<input type="checkbox"/> Check	<input type="checkbox"/> Credit Card	<input type="checkbox"/> Board Member Reimbursement
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Vote Count
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Tom Meredith	At-Large Unclassified Area #1	●					
Sheila Irani	Homeowner Area #1	●					
Jim Van Dusen	Geographic Area #2	●					
Margaret Marmolejo	Non-Profit Faith Based Organization	●					
Brandi D'Amore	At-Large Unclassified Area #3	●					
Michael Connolly	Homeowner Area #3	●					
Robert Morrison	At-Large Unclassified Area #4	●					
Tony Zimbardi	Education Organizations				●		
Shauna Frente	Geographic Area #1	●					
Asher Landau	Non-Profit Faith Based Organization	●					
Annika Guterman	Geographic Area #3	●					
Chad Manuel	Renter Area A	●					
Jack Zweig	Youth					●	
Vacant	Renter Area C						
Vacant	Business Area C						
Vacant	Renter Area B						
Vacant	Geographic Area #4						
Vacant	Business Area A						
Vacant	Business Area B						
Vacant	Geographic Area #5						
Board Quorum: 10	Total:	11	0	0	1	1	0

We, the authorized signers of the above named Neighborhood Council, declare that the information presented on this form is accurate and complete, and that a public meeting was held in accordance with all laws, policies, and procedures. The above was approved by the Neighborhood Council Board, at a Brown Act compliant public meeting where a quorum of the Board was present.

Authorized Signature	Authorized Signature
Print/Type name: Asher Landau	Print/Type name: Tom Meredith
Date: 11/22/2022	Date: 11/22/2022

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



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

Name of NC from which you are seeking this grant: HOLLYWOOD UNITED NEIGHBORHOOD COUNCIL

SECTION I - APPLICANT INFORMATION

1a) A Million Drops 46-1144882 CA NOV 2013
Organization Name Federal I.D. # (EIN#) State of Incorporation Date of 501(c)(3) Status (if applicable)

1b) 357 S. Fairfax Ave, Suite 411 Los Angeles CA 90036
Organization Mailing Address City State Zip Code

1c) _____
Business Address (if different) City State Zip Code

1d) PRIMARY CONTACT INFORMATION:

Maike Both 323.829.2830 maike@amilliondrops.org
Name Phone Email

2) Type of Organization- Please select one:
 Public School (not to include private schools) Attach Signed letter on School Letterhead or 501(c)(3) Non-Profit (other than religious institutions) Attach IRS Determination Letter

3) _____
Name / Address of Affiliated Organization (if applicable) City State Zip Code

SECTION II - PROJECT DESCRIPTION

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

Since 2018, A Million Drops has been running a Free Laundry Voucher program, allowing people experiencing homelessness in the Hollywood area to wash their clothes for free. Vouchers are available during shower days at the Hollywood Adventist Church, and can be redeemed any day of the week at Wash on Western, the laundromat we partnered with for this program. Each voucher is valid for 1 washer (2 - 3 loader), incl. detergent, and 1 dryer, equaling a value of \$7. After a discount of \$2, AMD pays Wash on Western \$5 per redeemed voucher, an average of \$303 per month in the year 2022.

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

A Million Drops' Free Laundry Voucher program services a basic need in a safe, humane and dignified way. The simple act of putting on clean clothes after taking a shower, something we all take for granted, is a luxury for people living on the street. Our program makes a huge difference in the recipients' lives, and, by improving their situation, has a positive impact on the local community.

Office of the City Clerk
 Administrative Services Division
 Neighborhood Council (NC) Funding Program
 Board Action Certification Form



NC Name: Hollywood United	Meeting Date: 1/9/2023, Webinar ID: 828 3698 1526
Budget Fiscal Year: 2022/2023	Agenda Item: 11A

Board Motion and/or Public Benefit Statement (CIP and NPG):	Motion to approve Neighborhood Purposes Grant from A MILLION DROPS for six-month supply of laundry vouchers for \$1500 Motion: Sheila Irani Second: Jim Van Dusen
--	---

Method of Payment: (Select One)	<input checked="" type="checkbox"/> Check	<input type="checkbox"/> Credit Card	<input type="checkbox"/> Board Member Reimbursement
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Vote Count
 Recused Board Members must leave the room prior to any discussion and may not return to the room until after the vote is complete.

Board Member's First and Last Name	Board Position	Yes	No	Abstain	Absent	Ineligible	*Recused
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Sheila Irani	Homeowner Area #1	●					
Jim Van Dusen	Geographic Area #2	●					
Margaret Marmolejo	Non-Profit Faith Based Organization	●					
Brandi D'Amore	At-Large Unclassified Area #3	●					
Michael Connolly	Homeowner Area #3	●					
Robert Morrison	At-Large Unclassified Area #4	●					
Tony Zimbardi	Education Organizations	●					
Asher Landau	Non-Profit Faith Based Organization						●
Annika Guterman	Geographic Area #3	●					
Chad Manuel	Renter Area A	●					
Jack Zweig	Youth					●	
Vacant	Renter Area C						
Vacant	Business Area C						
Vacant	Renter Area B						
Vacant	Geographic Area #4						
Vacant	Business Area A						
Vacant	Business Area B						
Vacant	Geographic Area #5						
Board Quorum: 10	Total:	10	0	0	0	1	1

We, the authorized signers of the above named Neighborhood Council, declare that the information presented on this form is accurate and complete, and that a public meeting was held in accordance with all laws, policies, and procedures. The above was approved by the Neighborhood Council Board, at a Brown Act compliant public meeting where a quorum of the Board was present.

Authorized Signature <i>Asher Landau</i>	Authorized Signature <i>Tom Meredith</i>
Print/Type name: Asher Landau	Print/Type name: Tom Meredith
Date: 1/9/2023	Date: 1/9/2023

Monthly Expenditure Report



Reporting Month: March 2023

Budget Fiscal Year: 2022-2023

NC Name: Hollywood United
Neighborhood Council

Monthly Cash Reconciliation					
Beginning Balance	Total Spent	Remaining Balance	Outstanding	Commitments	Net Available
\$24587.36	\$698.17	\$23889.19	\$4686.53	\$0.00	\$19202.66

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office	\$33818.00	\$698.17	\$18388.62	\$2186.53	\$16202.09
Outreach		\$0.00		\$0.00	
Elections		\$0.00		\$0.00	
Community Improvement Project	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Neighborhood Purpose Grants	\$7500.00	\$0.00	\$5500.00	\$2500.00	\$3000.00
Funding Requests Under Review: \$0.00		Encumbrances: \$0.00		Previous Expenditures: \$16731.21	

Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	GOOGLE GSUITE_MYHUNC.	03/01/2023	Google Suite monthly fee	General Operations Expenditure	Office	\$78.00
2	DNH GODADDY.COM	03/22/2023	Website domain renewal fee	General Operations Expenditure	Office	\$20.17
3	Media Arts International	03/02/2023	Media Arts International administrative and web services consulting for February 2023 for \$600	General Operations Expenditure	Office	\$600.00
Subtotal:						\$698.17

Outstanding Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	Hollywood Dell Civic Association	03/10/2023	Motion to approve \$2500 for NPG supporting Hollywood Dell Civic Association annual block party on June 3, 2023	Neighborhood Purpose Grants		\$2500.00
2	AppleOne Employment Services	04/12/2023	Minutetaking services for period ending 03/04/2023	General Operations Expenditure	Office	\$332.80
3	Media Arts International	05/02/2023	Website and internet consulting services for April 2023	General Operations Expenditure	Office	\$600.00

4	AppleOne Employment Services	05/08/2023	Minutetaking services for period ending 03/25/2023	General Operations Expenditure	Office	\$76.80
5	Department of Neighborhood Empowerment	06/02/2023	Motion to use \$800 for four Zoom licenses (\$200 each) to use to allow committees to open their own meetings via Committee chairs.	General Operations Expenditure	Office	\$276.93
6	Media Arts International	06/20/2023	Motion to approve purchase of annual Meeting Manager license from Media Arts International for \$300 for Executive Committee Use	General Operations Expenditure	Office	\$300.00
7	Media Arts International	06/20/2023	Web and internet consulting services for March 2023.	General Operations Expenditure	Office	\$600.00
Subtotal: Outstanding						\$4686.53



Payments profile ID
3288-8062-9811

Business name
myhunc.org

Payments account nickname
myhunc.org

Summary created
Mar 7, 2023

Mar 1 – 7, 2023

Ending balance: \$17.61

Date	Description	Amount (USD)
Mar 1 – 7, 2023	Google Workspace Business Starter: Usage of 13 seats	\$17.61
Mar 1, 2023	Manual payment: Mastercard •••• 5722. A20986076473249890	-\$78.00
Mar 1, 2023	Automatic payment declined: Mastercard •••• 9568 for \$78.00. No reason provided by your financial institution. A11714469834880383	\$0.00
Mar 1, 2023	Automatic payment declined: Mastercard •••• 9568 for \$78.00. No reason provided by your financial institution. P0PUry85	\$0.00

Starting balance: \$78.00

Receipt

CONTACT US 24/7 1-480-505-8877

№ 2513853937

DATE:

3/22/2023

CUSTOMER #:

8368486

BILL TO:

Asher Landau
200 N Spring St,
Los Angeles, California 90012,
United States
Hollywood United Neighborhood Council
+1.8185684050

PAYMENT:

MasterCard •••• 5722 \$20.17

Previous Balance \$20.17

Received Payment (\$20.17)

Balance Due (USD) \$0.00

Term	Product	Amount
1 yr	.COM Domain Renewal HOLLYWOODCOALITION.COM ¹	\$19.99
	Subtotal	\$19.99
	Taxes	\$0.00
	Fees	\$0.18
	Total (USD)	\$20.17

REFERENCE

Taxes

\$0.00

GoDaddy.com, LLC
2155 E GoDaddy Way,
Tempe, Arizona 85284,
United States

\$0.00

Fees

\$0.18

1. ICANN

\$0.18

HOLLYWOODCOALITION.COM

\$0.18

[Universal Terms of Service](#)



6421 La Punta Drive
 Los Angeles, CA 90068
 www.mediaart.com
 323.469.4967 tel

Invoice

Date: 01-Mar-23
Invoice ID: HUNC23-18
ID: 35-2172398

Bill To:

Hollywood United Neighborhood Council
 P.O. Box 3272
 Los Angeles, CA 90078

Project Information

Project Code HUNC-5
Description HUNC Web and Internet Consulting
MAI Contact George Skarpelos
Project Contact

P.O. n/a
Contract Date 01-Jan-22
Date Finished Continuing

Billing Information

Billing Period 2/1/2023 - 2/28/2023
Client Code HUNC
Client Contact Sheila Irani

Charges

Labor	\$600.00
Materials	\$0.00
Travel	\$0.00
Items	\$0.00
Total	\$600.00

Detail of Charges

Description of Labor	Date	Time	Cost
George Skarpelos (\$600/Month)			
Consulting for February	2/28/2023	1.0	\$600
Web Consulting Subtotal		1.0	\$600.00
Labor Subtotal:		1.0	\$600.00

Office of the City Clerk
 Administrative Services Division
 Neighborhood Council (NC) Funding Program
 Board Action Certification Form



NC Name: Hollywood United	Meeting Date: 8/8/2022, Webinar ID: 828 3698 1526
Budget Fiscal Year: 2022/2023	Agenda Item: 12C

Board Motion and/or Public Benefit Statement (CIP and NPG):	Motion to approve continuance of Media Arts International administrative and web services engagement for fiscal year 2022-2023 for \$600 per month for 12 months Motion: Robert Morrison Second: Jim Van Dusen
--	--

Method of Payment: (Select One)	<input type="checkbox"/> Check	<input type="checkbox"/> Credit Card	<input type="checkbox"/> Board Member Reimbursement
--	--------------------------------	--------------------------------------	---

Vote Count
 Recused Board Members must leave the room prior to any discussion and may not return to the room until after the vote is complete.

Board Member's First and Last Name	Board Position	Yes	No	Abstain	Absent	Ineligible	*Recused
Tom Meredith	At-Large Unclassified Area #1	●					
Sheila Irani	Homeowner Area #1				●		
Jim Van Dusen	Geographic Area #2	●					
Margaret Marmolejo	Non-Profit Faith Based Organization	●					
Brandi D'Amore	At-Large Unclassified Area #3	●					
Michael Connolly	Homeowner Area #3	●					
Robert Morrison	At-Large Unclassified Area #4	●					
Tony Zimbardi	Education Organizations	●					
Shauna Frente	Geographic Area #1				●		
Thomas Daniels Valls	Renter Area C				●		
Asher Landau	Non-Profit Faith Based Organization	●					
Annika Guterman	Geographic Area #3	●					
Chad Manuel	Renter Area A	●					
Jack Zweig	Youth					●	
Vacant	Renter Area B						
Vacant	Geographic Area #4						
Vacant	Business Area A						
Vacant	Business Area B						
Board Quorum: 10	Total:	10	0	0	3	1	0

We, the authorized signers of the above named Neighborhood Council, declare that the information presented on this form is accurate and complete, and that a public meeting was held in accordance with all laws, policies, and procedures. The above was approved by the Neighborhood Council Board, at a Brown Act compliant public meeting where a quorum of the Board was present.

Authorized Signature <i>Asher Landau</i>	Authorized Signature <i>Thomas R. Meredith</i>
Print/Type name: Asher Landau	Print/Type name: Tom Meredith
Date: 8/9/2022	Date: 8/9/2022

Monthly Expenditure Report



Reporting Month: April 2023

Budget Fiscal Year: 2022-2023

NC Name: Hollywood United
Neighborhood Council

Monthly Cash Reconciliation					
Beginning Balance	Total Spent	Remaining Balance	Outstanding	Commitments	Net Available
\$23889.19	\$2957.80	\$20931.39	\$1853.73	\$0.00	\$19077.66

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office	\$33818.00	\$457.80	\$17930.82	\$1853.73	\$16077.09
Outreach		\$0.00		\$0.00	
Elections		\$0.00		\$0.00	
Community Improvement Project	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Neighborhood Purpose Grants	\$7500.00	\$2500.00	\$3000.00	\$0.00	\$3000.00
Funding Requests Under Review: \$0.00		Encumbrances: \$0.00		Previous Expenditures: \$17429.38	

Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	GOOGLE GSUITE_MYHUNC.	04/01/2023	Monthly Google Suite fee	General Operations Expenditure	Office	\$78.00
2	MAILCHIMP	04/07/2023	Mailchimp monthly fee	General Operations Expenditure	Office	\$47.00
3	Hollywood Dell Civic Association	03/10/2023	Motion to approve \$2500 for NPG supporting Hollywood Dell Civic Association annual block party on June 3, 2023	Neighborhood Purpose Grants		\$2500.00
4	AppleOne Employment Services	04/12/2023	Minutetaking services for period ending 03/04/2023	General Operations Expenditure	Office	\$332.80
Subtotal:						\$2957.80

Outstanding Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	Media Arts International	05/02/2023	Website and internet consulting services for April 2023	General Operations Expenditure	Office	\$600.00
2	AppleOne Employment Services	05/08/2023	Minutetaking services for period ending 03/25/2023	General Operations Expenditure	Office	\$76.80

3	Department of Neighborhood Empowerment	06/02/2023	Motion to use \$800 for four Zoom licenses (\$200 each) to use to allow committees to open their own meetings via Committee chairs.	General Operations Expenditure	Office	\$276.93
4	Media Arts International	06/20/2023	Motion to approve purchase of annual Meeting Manager license from Media Arts International for \$300 for Executive Committee Use	General Operations Expenditure	Office	\$300.00
5	Media Arts International	06/20/2023	Web and internet consulting services for March 2023.	General Operations Expenditure	Office	\$600.00
Subtotal: Outstanding						\$1853.73



Payments profile ID
3288-8062-9811

Business name
myhunc.org

Payments account nickname
myhunc.org

Summary created
Apr 5, 2023

Apr 1 – 5, 2023

Ending balance: \$13.00

Date	Description	Amount (USD)
Apr 1 – 5, 2023	Google Workspace Business Starter: Usage of 13 seats	\$13.00
Apr 1, 2023	Automatic payment: Mastercard •••• 5722. P0QG5sH9	-\$78.00

Starting balance: \$78.00



Asher Landau <asher@myhunc.org>

Mailchimp Invoice

1 message

No Reply - Mailchimp <no-reply@mailchimp.com>
Reply-To: No Reply - Mailchimp <no-reply@mailchimp.com>
To: asher@myhunc.org

Fri, Apr 7, 2023 at 9:15 AM



Your order has been processed.

Invoice MC08609410

Processed on Apr 07, 2023 9:15 am Los Angeles.

Monthly plan	\$47.00
1501 - 2500 subscribers.	

Paid via Mast ending in 5722 which expires 12/2026 on April 7, 2023	\$47.00
---	----------------

Balance as of April 7, 2023	\$0.00
------------------------------------	---------------

Issued to

Asher Landau
HollywoodUnitedNC
asher@myhunc.org
Hollywood United NC

Issued by

Mailchimp
c/o The Rocket Science Group, LLC
[675 Ponce De Leon Ave NE](#)
[Suite 5000](#)
[Atlanta, GA 30308 USA](#)

4/13/23, 9:00 AM

myhunc.org Mail - Mailchimp Invoice

200 N Spring st Los Angeles, CA 90012
8185684050

www.mailchimp.com
Tax ID: US EIN 58-2554149

[View In Your Account](#)

Sales Tax was not applied to this purchase.

© 2001-2023 Mailchimp®, All Rights Reserved.

[675 Ponce De Leon Ave NE](#) • [Suite 5000](#) • [Atlanta, GA 30308 USA](#)

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



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

Name of NC from which you are seeking this grant: HOLLYWOOD UNITED NEIGHBORHOOD COUNCIL (HUNC)

SECTION I - APPLICANT INFORMATION

1a) HOLLYWOOD DELL CIVIC ASSOCIATION 95-4134086 CALIFORNIA AUGUST 17, 2020
Organization Name *Federal I.D. # (EIN#)* *State of Incorporation* *Date of 501(c)(3) Status (if applicable)*

1b) P.O. BOX 93094 HOLLYWOOD CA 90093
Organization Mailing Address *City* *State* *Zip Code*

1c) _____
Business Address (if different) *City* *State* *Zip Code*

1d) **PRIMARY CONTACT INFORMATION:**

ALEXA ILES SKARPELOS, HDCA President (310) 497-3982 alexahollywoodell.com
Name *Phone* *Email*

2) **Type of Organization- Please select one:**

- Public School *(not to include private schools)* or 501(c)(3) Non-Profit *(other than religious institutions)*
Attach Signed letter on School Letterhead **Attach IRS Determination Letter**

3) _____
Name / Address of Affiliated Organization (if applicable) *City* *State* *Zip Code*

SECTION II - PROJECT DESCRIPTION

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

The Hollywood Dell Civic Association is requesting support for the Annual Hollywood Dell Neighborhood Block Party. This is a FREE, public event for the Hollywood Dell community and features live music, a pet parade, food, games, arts & crafts.

It is an opportunity for Dell neighbors to connect with civic leaders such as the LAPD Hollywood Commander, the LAFD West Bureau Commander, and members of the LA City Council, LA County Supervisors, CA State Assembly and US Congress. This event promotes neighborhood camaraderie and engagement. HUNC is invited to attend as part of their stakeholder outreach efforts. We expect a crowd of between 225 – 300 people.

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

As the event organizer, Hollywood Dell Civic Association (HDCA) volunteers plan and staff the event. The HDCA has been hosting this event since 2006 with regular HUNC support. The grant funds will go towards a portion of the event expenses.

SECTION III - PROJECT BUDGET OUTLINE

You may also provide the Budget Outline on a separate sheet if necessary or requested.

6a)	Personnel Related Expenses	Requested of NC	Total Projected Cost
		\$	\$
		\$	\$
		\$	\$
6b)	Non-Personnel Related Expenses	Requested of NC	Total Projected Cost
	Event Overall Budget Attached as exhibit 1	\$ 2,500	\$ 10,000
	Rentals & Event Set-Up (see attached exhibit 2A for budget details)	\$	\$
	Event Promo / Printing Expenses (see attached exhibit 2B for details)	\$	\$

7) Have you (applicant) applied to any other Neighborhood Councils requesting funds for this project?
 No Yes If Yes, please list names of NCs: _____

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

Source of Funding	Amount	Total Projected Cost
LA County Supervisor Kathryn Barger	\$2,500	\$ 10,000
LA City Council Member Nithya Raman - CD4	\$2,500	\$ 10,000
(The HDCA will cover the remaining expenses)	\$2,500	\$ 10,000

9) What is the TOTAL amount of the grant funding requested with this application: \$ 2,500
 March 1, 2023 June 1, 2023 June 3, 2023

10a) Start date: ___/___/___ 10b) Date Funds Required: ___/___/___ 10c) Expected Completion Date: ___/___/___
 (After completion of the project, the applicant should submit a Project Completion Report to the Neighborhood Council)

SECTION IV - POTENTIAL CONFLICTS OF INTEREST


11a) Do you (applicant) have a current or former relationship with a Board Member of the NC?
 No Yes If Yes, please describe below:

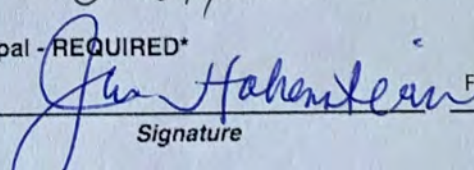
Name of NC Board Member	Relationship to Applicant
Tom Meredith	Hollywood Dell Neighbor

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

SECTION V - DECLARATION AND SIGNATURE

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

12a) Executive Director of Non-Profit Corporation or School Principal - REQUIRED*
 Alexia Iles Skarpelos HDCA President  Feb 8, , 2023
 PRINT Name Title Signature Date

12b) Secretary of Non-profit Corporation or Assistant School Principal - REQUIRED*
 Jan Hohenstein HDCA Secretary  Feb 8, , 2023
 PRINT Name Title Signature Date

* If a current Board Member holds the position of Executive Director or Secretary, please contact the NC Funding Program at (213) 978-1058 or clerk.ncfunding@lacity.org for instructions on completing this form

EXHIBIT 1: DRAFT EVENT BUDGET 2023	HDCA	CD4	LA County	HUNC	TOTAL
Permit & Insurance for Street Closure		\$950.00			\$950.00
Promo / Printing	\$50.00			\$680.00	\$730.00
Rentals & Event Set Up				\$1,820.00	\$1,820.00
Food	\$1,950.00	\$1,550.00	\$1,500.00		\$5,000.00
Beverages	\$250.00				\$250.00
Activities			\$1,000.00		\$1,000.00
Misc. Supplies, Incidentals	\$250.00				\$250.00
TOTAL ESTIMATED EXPENSES =	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$10,000.00



HUNC Outreach Table at the 2022 Event



Exhibit 2A: Rentals & Set-Up Details	WHO / SOURCE	Notes	COST	QTY	TOTAL
Tables: 6 foot plastic banquet tables	BR PARTY RENTAL	Guest dining, check-in, food service etc.	\$8 each	12	\$96.00
Tables: 30' round standing tables	BR PARTY RENTAL		\$10 each	10	\$100.00
Folding Chairs: white plastic	BR PARTY RENTAL		\$1 each	125	\$125.00
Tent weights	BR PARTY RENTAL		\$5 each	25	\$125.00
Popcorn Machine	BR PARTY RENTAL		\$75 each	1	\$75.00
Snow Cone Machine (table top)	BR PARTY RENTAL		\$75 each	1	\$75.00
Beverage Coolers	BR PARTY RENTAL		\$25 each	4	\$100.00
33 Gallon Black Plastic Trash Cans	BR PARTY RENTAL		\$5 each	4	\$20.00
33 Gallon Blue Plastic Recycling Cans	BR PARTY RENTAL		\$5 each	4	\$20.00
Delivery / Pick-Up Fee	BR PARTY RENTAL	After hours surcharge (after 7pm)	\$155 +\$150		\$305.00
Credit Card payment fee	BR PARTY RENTAL		\$20		\$20.00
Estimated Sales Tax (9.5%)	BR PARTY RENTAL		%		\$90.00
<hr/>					
Portable Restroom	Diamond Environmental	Price based on last year's invoice	\$150 each	1	\$150.00
<hr/>					
Misc. Décor					\$120.00
Tablecloths: cloth reusable for 6 foot tables	HDCA	6 red, 5 navy, 5 yellow		16	\$0.00
Tablecloths: cloth reusable for round tables	HDCA	10 standing tables + 1 60" round for facepainting area		11	\$0.00
Tablecloths: plastic disposable table toppers	Amazon	for food service areas (pack of 4)		4	\$10.00
White tents	HDCA	Use HDCA inventory from previous years		14	\$0.00
Fabric Banners	HDCA	reuse existing fabric banners from prior years			\$0.00
33 gallon trash & recling bags	Smart & Final	To line rented trash cans (blue and black)			\$24.00
Photo booth décor & props	Film Flora	Need more signage this year			\$150.00
Décor: plants, paper lanterns, etc.	Misc.	based on what we spent last year			\$105.00
<hr/>					
Van Rental & Gas (Friday - Sunday)	Uhaul	To transport tents, cases of bottled water and soda etc.			\$110.00
Total Estimate =					\$1,820.00

EXHIBIT 2B: Promo / Printing Details	WHO / SOURCE	Notes	COST	HUNC	TOTAL
Vinyl Banner Signs w/ QR code for A Frames	HENRY PRINTING	we have 7 A frames, each needs 2 banners	400	400	
Flyers: 1,000 event flyers, + street closure flyers	HENRY PRINTING	volunteers will hand deliver	200	200	
Event Signage	HENRY PRINTING	HDCA will pay for this expense	50	NA	
Estimated tax and fees			80	80	
			730	680	\$680.00
Total =					\$680.00



Department of the Treasury
Internal Revenue Service
Tax Exempt and Government Entities
P.O. Box 2508
Cincinnati, OH 45201

HOLLYWOOD DELL CIVIC ASSOCIATION
PO BOX 93094
HOLLYWOOD, CA 90093

Date:
09/01/2021
Employer ID number:
95-4134086
Person to contact:
Name: Jeffrey Flynn II
ID number: 62032
Telephone: 877-829-5500
Accounting period ending:
December 31
Public charity status:
509(a)(2)
Form 990 / 990-EZ / 990-N required:
Yes
Effective date of exemption:
August 17, 2020
Contribution deductibility:
Yes
Addendum applies:
No
DLN:
26053447004021

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter. Your exemption under IRC Section 501(c)(3) is effective as of the date listed at the top of this letter. You were exempt under Section 501(c)(4) prior to this date.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

Office of the City Clerk
 Administrative Services Division
 Neighborhood Council (NC) Funding Program
 Board Action Certification Form



NC Name: Hollywood United	Meeting Date: 2/13/2023, Webinar ID: 828 3698 1526
Budget Fiscal Year: 2022/2023	Agenda Item: 7A

Board Motion and/or Public Benefit Statement (CIP and NPG):	Motion to approve \$2500 for NPG supporting Hollywood Dell Civic Association annual block party on June 3, 2023. Motion: Jim Van Dusen Second: Michael Connolly
--	---

Method of Payment: (Select One)	<input type="checkbox"/> Check	<input type="checkbox"/> Credit Card	<input type="checkbox"/> Board Member Reimbursement
--	--------------------------------	--------------------------------------	---

Vote Count
 Recused Board Members must leave the room prior to any discussion and may not return to the room until after the vote is complete.

Board Member's First and Last Name	Board Position	Yes	No	Abstain	Absent	Ineligible	*Recused
Tom Meredith	At-Large Unclassified Area #1						•
Sheila Irani	Homeowner Area #1	•					
Jim Van Dusen	Geographic Area #2	•					
Margaret Marmolejo	Non-Profit Faith Based Organization	•					
Brandi D'Amore	At-Large Unclassified Area #3	•					
Michael Connolly	Homeowner Area #3	•					
Robert Morrison	At-Large Unclassified Area #4	•					
Tony Zimbardi	Education Organizations	•					
Asher Landau	Non-Profit Faith Based Organization	•					
Annika Guterman	Geographic Area #3	•					
Chad Manuel	Renter Area A	•					
Jack Zweig	Youth				•		
Vacant	Renter Area C						
Vacant	Business Area C						
Vacant	Renter Area B						
Vacant	Geographic Area #4						
Vacant	Business Area A						
Vacant	Business Area B						
Vacant	Geographic Area #5						
Board Quorum: 10	Total:	10	0	0	1	0	1

We, the authorized signers of the above named Neighborhood Council, declare that the information presented on this form is accurate and complete, and that a public meeting was held in accordance with all laws, policies, and procedures. The above was approved by the Neighborhood Council Board, at a Brown Act compliant public meeting where a quorum of the Board was present.

Authorized Signature <i>Asher Landau</i>	Authorized Signature <i>Tom Meredith</i>
Print/Type name: Asher Landau	Print/Type name: Tom Meredith
Date: 2/13/2023	Date: 2/13/2023



AppleOne

AppleOne Employment Services
P.O. Box 29048
Glendale CA 91209-9048
Tel: 818-240-8688
Email: specialbillingvms@ain1.com
TIN: 95-2580864

City of Los Angeles Hollywood United NC

Accounts Payable
200 N. Spring St.
LOS ANGELES, CA 90012

Invoice

Customer No: **00950101**
Site No: **0061**
Period Ending: **03/04/2023**
Invoice No: **S9451635**
Amount Due: **\$332.80**
Payment Term: **NET 30 DAYS**

Contract #	Requestor	Location	Employee Name	Weekend	Invoice Date	Reg Hours	Reg Rate	OT Hours	OT Rate	Misc Hours	Misc Rate	Invoice Amount
C-132956	Sheila Irani	Hollywood United Nc	Pelch, Amy	03/04/2023	03/08/2023	4.00	\$25.60	0.00	\$0.00	0.00	0	\$102.40
C-132956	Sheila Irani	Hollywood United Nc	Pelch, Amy	03/18/2023	03/22/2023	1.50	\$25.60	0.00	\$0.00	0.00	0	\$38.40
C-132956	Sheila Irani	Hollywood United Nc	Pelch, Amy	02/18/2023	03/01/2023	3.50	\$25.60	0.00	\$0.00	0.00	0	\$89.60
C-132956	Sheila Irani	Hollywood United Nc	Pelch, Amy	02/25/2023	03/01/2023	4.00	\$25.60	0.00	\$0.00	0.00	0	\$102.40
Sub Total For :			Pelch, Amy			13.00		0.00		0.00		\$332.80
Grand Total Invoice Amount						13.00		0.00		0.00		\$332.80

Please remit payment to:

Appleone Employment Services
P.O. Box 29048
Glendale, CA 91209-9048

You can now pay electronically through



Visit www.ApplePay.com or Call (866)898-7152 for details

Office of the City Clerk
 Administrative Services Division
 Neighborhood Council (NC) Funding Program
 Board Action Certification Form



NC Name: Hollywood United	Meeting Date: 2/13/2023, Webinar ID: 828 3698 1526
Budget Fiscal Year: 2022/2023	Agenda Item: 11C

Board Motion and/or Public Benefit Statement (CIP and NPG):	Motion to approve updated 2022-23 Budget and Administrative packet Motion: Tom Meredith Second: Jim Van Dusen
--	---

Method of Payment: (Select One)	<input type="checkbox"/> Check	<input type="checkbox"/> Credit Card	<input type="checkbox"/> Board Member Reimbursement
--	--------------------------------	--------------------------------------	---

Vote Count
 Recused Board Members must leave the room prior to any discussion and may not return to the room until after the vote is complete.

Board Member's First and Last Name	Board Position	Yes	No	Abstain	Absent	Ineligible	*Recused
Tom Meredith	At-Large Unclassified Area #1	●					
Sheila Irani	Homeowner Area #1				●		
Jim Van Dusen	Geographic Area #2	●					
Margaret Marmolejo	Non-Profit Faith Based Organization	●					
Brandi D'Amore	At-Large Unclassified Area #3	●					
Michael Connolly	Homeowner Area #3	●					
Robert Morrison	At-Large Unclassified Area #4	●					
Tony Zimbardi	Education Organizations	●					
Asher Landau	Non-Profit Faith Based Organization	●					
Annika Guterman	Geographic Area #3	●					
Chad Manuel	Renter Area A	●					
Jack Zweig	Youth				●		
Vacant	Renter Area C						
Vacant	Business Area C						
Vacant	Renter Area B						
Vacant	Geographic Area #4						
Vacant	Business Area A						
Vacant	Business Area B						
Vacant	Geographic Area #5						
Board Quorum: 10	Total:	10	0	0	2	0	0

We, the authorized signers of the above named Neighborhood Council, declare that the information presented on this form is accurate and complete, and that a public meeting was held in accordance with all laws, policies, and procedures. The above was approved by the Neighborhood Council Board, at a Brown Act compliant public meeting where a quorum of the Board was present.

Authorized Signature	Authorized Signature
Print/Type name: Asher Landau	Print/Type name: Tom Meredith
Date: 2/13/2023	Date: 2/13/2023

Monthly Expenditure Report



Reporting Month: May 2023

Budget Fiscal Year: 2022-2023

NC Name: Hollywood United
Neighborhood Council

Monthly Cash Reconciliation					
Beginning Balance	Total Spent	Remaining Balance	Outstanding	Commitments	Net Available
\$20931.39	\$868.37	\$20063.02	\$1176.93	\$0.00	\$18886.09

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office	\$33818.00	\$868.37	\$17062.45	\$1176.93	\$15885.52
Outreach		\$0.00		\$0.00	
Elections		\$0.00		\$0.00	
Community Improvement Project	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Neighborhood Purpose Grants	\$7500.00	\$0.00	\$3000.00	\$0.00	\$3000.00
Funding Requests Under Review: \$0.00		Encumbrances: \$0.00		Previous Expenditures: \$20387.18	

Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	GOOGLE GSUITE_MYHUNC.	05/01/2023	Google Suite monthly fee	General Operations Expenditure	Office	\$76.40
2	DNH GODADDY.COM	05/02/2023	GoDaddy HOLLYWOODCOALITION.ORG domain renewal fee	General Operations Expenditure	Office	\$21.17
3	MAILCHIMP	05/04/2023	MailChimp monthly subscription fee	General Operations Expenditure	Office	\$47.00
4	MAILCHIMP	05/07/2023	Mailchimp monthly fee (it looks like we were charged twice this month, because of a missed payment in March 2023)	General Operations Expenditure	Office	\$47.00
5	Media Arts International	05/02/2023	Website and internet consulting services for April 2023	General Operations Expenditure	Office	\$600.00
6	AppleOne Employment Services	05/08/2023	Minutetaking services for period ending 03/25/2023	General Operations Expenditure	Office	\$76.80
Subtotal:						\$868.37

Outstanding Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total

1	Media Arts International	08/16/2022	Motion to approve purchase of annual Meeting Manager license from Media Arts International for \$300 for Executive Committee Use	General Operations Expenditure	Office	\$300.00
2	Media Arts International	04/04/2023	Web and internet consulting services for March 2023.	General Operations Expenditure	Office	\$600.00
3	Department of Neighborhood Empowerment	06/02/2023	Motion to use \$800 for four Zoom licenses (\$200 each) to use to allow committees to open their own meetings via Committee chairs.	General Operations Expenditure	Office	\$276.93
Subtotal: Outstanding						\$1176.93



Payments profile ID
3288-8062-9811

Business name
myhunc.org

Payments account nickname
myhunc.org

Summary created
May 4, 2023

May 1 – 4, 2023

Ending balance: \$9.29

Date	Description	Amount (USD)
May 1 – 4, 2023	Google Workspace Business Starter: Usage of 12 seats	\$9.29
May 1, 2023	Automatic payment: Mastercard •••• 5722. P0RqXo6Q	-\$76.40

Starting balance: \$76.40

Receipt

CONTACT US 24/7 1-480-505-8877

№ 2560619733

DATE:

5/2/2023

CUSTOMER #:

8368486

BILL TO:

Asher Landau
 200 N Spring St,
 Los Angeles, California 90012,
 United States
 Hollywood United Neighborhood Council
 +1.8185684050

PAYMENT:

MasterCard •••• 5722

\$21.17

Previous Balance

\$21.17

Received Payment

(\$21.17)

Balance Due (USD)

\$0.00

Term	Product	Amount
1 yr	.ORG Domain Renewal HOLLYWOODCOALITION.ORG ¹	\$20.99
	Subtotal	\$20.99
	Taxes	\$0.00
	Fees	\$0.18
	Total (USD)	\$21.17

REFERENCE

Taxes

\$0.00

GoDaddy.com, LLC
2155 E GoDaddy Way,
Tempe, Arizona 85284,
United States

\$0.00

Fees

\$0.18

1. ICANN

\$0.18

HOLLYWOODCOALITION.ORG

\$0.18

[Universal Terms of Service](#)



Asher Landau <asher@myhunc.org>

Mailchimp Invoice

1 message

No Reply - Mailchimp <no-reply@mailchimp.com>
To: asher@myhunc.org

Thu, May 4, 2023 at 12:18 AM



Your order has been processed.

Invoice MC08976729

Processed on May 04, 2023 12:18 am Los Angeles.

Monthly plan **\$47.00**

1501 - 2500 subscribers.

Paid via Mast ending in **5722** which expires **12/2026** **\$47.00**

on May 4, 2023

Balance as of May 4, 2023**\$0.00***Issued to*Asher Landau
HollywoodUnitedNC
asher@myhunc.org
Hollywood United NC*Issued by*Mailchimp
c/o The Rocket Science Group, LLC
[675 Ponce De Leon Ave NE](#)
Suite 5000
Atlanta, GA 30308 USA

5/4/23, 5:42 PM

myhunc.org Mail - Mailchimp Invoice

200 N Spring st Los Angeles, CA 90012
8185684050

www.mailchimp.com
Tax ID: US EIN 58-2554149

View In Your Account

Sales Tax was not applied to this purchase.

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[675 Ponce De Leon Ave NE](#) • [Suite 5000](#) • [Atlanta, GA 30308 USA](#)

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Mailchimp Invoice

MC08995029

Issued to

Asher Landau
Hollywood United NC
asher@myhunc.org
Office phone: 8185684050
200 N Spring st
Los Angeles, CA 90012

Issued by

Mailchimp
c/o The Rocket Science
Group, LLC
675 Ponce de Leon Ave NE
Suite 5000
Atlanta, GA 30308
www.mailchimp.com
Tax ID: US EIN 58-2554149

Details

Order # MC08995029
Date Paid: May 07, 2023
12:05 am Los Angeles

Billing statement

Monthly plan

1501 - 2500 subscribers.

\$47.00

Paid via Mast ending in **5722** which expires
12/2026
on May 7, 2023

\$47.00

Balance as of May 7, 2023

\$0.00

If a refund is required, it will be issued in the purchase currency for the amount of the original charge. Sales Tax was not applied to this purchase.

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[Looking for our United States Residency Certificate?](#)



Invoice

6421 La Punta Drive
 Los Angeles, CA 90068
 www.mediaart.com
 323.469.4967 tel

Date: 01-May-23
Invoice ID: HUNC23-20
ID: 35-2172398

Bill To:

Hollywood United Neighborhood Council
 P.O. Box 3272
 Los Angeles, CA 90078

Project Information

Project Code HUNC-5
Description HUNC Web and Internet Consulting
MAI Contact George Skarpelos
Project Contact

P.O. n/a
Contract Date 01-Jan-22
Date Finished Continuing

Billing Information

Billing Period 4/1/2023 - 4/30/2023
Client Code HUNC
Client Contact Robert Morrison

Charges

Labor	\$600.00
Materials	\$0.00
Travel	\$0.00
Items	\$0.00
Total	\$600.00

Detail of Charges

Description of Labor	Date	Time	Cost
George Skarpelos (\$600/Month)			
Consulting for April	4/30/2023	1.0	\$600
Web Consulting Subtotal		1.0	\$600.00
Labor Subtotal:		1.0	\$600.00

Office of the City Clerk
 Administrative Services Division
 Neighborhood Council (NC) Funding Program
 Board Action Certification Form



NC Name: Hollywood United	Meeting Date: 8/8/2022, Webinar ID: 828 3698 1526
Budget Fiscal Year: 2022/2023	Agenda Item: 12C

Board Motion and/or Public Benefit Statement (CIP and NPG):	Motion to approve continuance of Media Arts International administrative and web services engagement for fiscal year 2022-2023 for \$600 per month for 12 months Motion: Robert Morrison Second: Jim Van Dusen
--	--

Method of Payment: (Select One)	<input type="checkbox"/> Check	<input type="checkbox"/> Credit Card	<input type="checkbox"/> Board Member Reimbursement
--	--------------------------------	--------------------------------------	---

Vote Count
 Recused Board Members must leave the room prior to any discussion and may not return to the room until after the vote is complete.

Board Member's First and Last Name	Board Position	Yes	No	Abstain	Absent	Ineligible	*Recused
Tom Meredith	At-Large Unclassified Area #1	●					
Sheila Irani	Homeowner Area #1				●		
Jim Van Dusen	Geographic Area #2	●					
Margaret Marmolejo	Non-Profit Faith Based Organization	●					
Brandi D'Amore	At-Large Unclassified Area #3	●					
Michael Connolly	Homeowner Area #3	●					
Robert Morrison	At-Large Unclassified Area #4	●					
Tony Zimbardi	Education Organizations	●					
Shauna Frente	Geographic Area #1				●		
Thomas Daniels Valls	Renter Area C				●		
Asher Landau	Non-Profit Faith Based Organization	●					
Annika Guterman	Geographic Area #3	●					
Chad Manuel	Renter Area A	●					
Jack Zweig	Youth					●	
Vacant	Renter Area B						
Vacant	Geographic Area #4						
Vacant	Business Area A						
Vacant	Business Area B						
Board Quorum: 10	Total:	10	0	0	3	1	0

We, the authorized signers of the above named Neighborhood Council, declare that the information presented on this form is accurate and complete, and that a public meeting was held in accordance with all laws, policies, and procedures. The above was approved by the Neighborhood Council Board, at a Brown Act compliant public meeting where a quorum of the Board was present.

Authorized Signature <i>Asher Landau</i>	Authorized Signature <i>Thomas R. Meredith</i>
Print/Type name: Asher Landau	Print/Type name: Tom Meredith
Date: 8/9/2022	Date: 8/9/2022



AppleOne

AppleOne Employment Services
P.O. Box 29048
Glendale CA 91209-9048
Tel: 818-240-8688
Email: specialbillingvms@ain1.com
TIN: 95-2580864

City of Los Angeles Hollywood United NC

Accounts Payable
200 N. Spring St.
LOS ANGELES, CA 90012

Invoice

Customer No: **00950101**
Site No: **0061**
Period Ending: **03/25/2023**
Invoice No: **S9481416**
Amount Due: **\$76.80**
Payment Term: **NET 30 DAYS**

Contract #	Requestor	Location	Employee Name	Weekend	Invoice Date	Reg Hours	Reg Rate	OT Hours	OT Rate	Misc Hours	Misc Rate	Invoice Amount
C-132956	Sheila Irani	Hollywood United Nc	Pelch, Amy	03/25/2023	04/05/2023	3.00	\$25.60	0.00	\$0.00	0.00	0	\$76.80
Sub Total For :			Pelch, Amy			3.00		0.00		0.00		\$76.80
Grand Total Invoice Amount						3.00		0.00		0.00		\$76.80

Please remit payment to:

Appleone Employment Services
P.O. Box 29048
Glendale, CA 91209-9048

You can now pay electronically through



Visit www.ApplePay.com or Call (866)898-7152 for details

Office of the City Clerk
 Administrative Services Division
 Neighborhood Council (NC) Funding Program
 Board Action Certification Form



NC Name: Hollywood United	Meeting Date: 2/13/2023, Webinar ID: 828 3698 1526
Budget Fiscal Year: 2022/2023	Agenda Item: 11C

Board Motion and/or Public Benefit Statement (CIP and NPG):	Motion to approve updated 2022-23 Budget and Administrative packet Motion: Tom Meredith Second: Jim Van Dusen
--	---

Method of Payment: (Select One)	<input type="checkbox"/> Check	<input type="checkbox"/> Credit Card	<input type="checkbox"/> Board Member Reimbursement
--	--------------------------------	--------------------------------------	---

Vote Count
 Recused Board Members must leave the room prior to any discussion and may not return to the room until after the vote is complete.

Board Member's First and Last Name	Board Position	Yes	No	Abstain	Absent	Ineligible	*Recused
Tom Meredith	At-Large Unclassified Area #1	●					
Sheila Irani	Homeowner Area #1				●		
Jim Van Dusen	Geographic Area #2	●					
Margaret Marmolejo	Non-Profit Faith Based Organization	●					
Brandi D'Amore	At-Large Unclassified Area #3	●					
Michael Connolly	Homeowner Area #3	●					
Robert Morrison	At-Large Unclassified Area #4	●					
Tony Zimbardi	Education Organizations	●					
Asher Landau	Non-Profit Faith Based Organization	●					
Annika Guterman	Geographic Area #3	●					
Chad Manuel	Renter Area A	●					
Jack Zweig	Youth				●		
Vacant	Renter Area C						
Vacant	Business Area C						
Vacant	Renter Area B						
Vacant	Geographic Area #4						
Vacant	Business Area A						
Vacant	Business Area B						
Vacant	Geographic Area #5						
Board Quorum: 10	Total:	10	0	0	2	0	0

We, the authorized signers of the above named Neighborhood Council, declare that the information presented on this form is accurate and complete, and that a public meeting was held in accordance with all laws, policies, and procedures. The above was approved by the Neighborhood Council Board, at a Brown Act compliant public meeting where a quorum of the Board was present.

Authorized Signature	Authorized Signature
Print/Type name: Asher Landau	Print/Type name: Tom Meredith
Date: 2/13/2023	Date: 2/13/2023

Monthly Expenditure Report



Reporting Month: June 2023

Budget Fiscal Year: 2022-2023

NC Name: Hollywood United
Neighborhood Council

Monthly Cash Reconciliation					
Beginning Balance	Total Spent	Remaining Balance	Outstanding	Commitments	Net Available
\$20063.02	\$1025.96	\$19037.06	\$276.93	\$0.00	\$18760.13

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office	\$33818.00	\$1025.96	\$16036.49	\$276.93	\$15759.56
Outreach		\$0.00		\$0.00	
Elections		\$0.00		\$0.00	
Community Improvement Project	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Neighborhood Purpose Grants	\$7500.00	\$0.00	\$3000.00	\$0.00	\$3000.00
Funding Requests Under Review: \$0.00		Encumbrances: \$0.00		Previous Expenditures: \$21255.55	

Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	GOOGLE GSUITE MYHUNC.O	06/01/2023	Google Suite monthly account fee	General Operations Expenditure	Office	\$78.96
2	MAILCHIMP	06/07/2023	Monthly Mailchimp account fee	General Operations Expenditure	Office	\$47.00
3	Media Arts International	06/20/2023	Motion to approve purchase of annual Meeting Manager license from Media Arts International for \$300 for Executive Committee Use	General Operations Expenditure	Office	\$300.00
4	Media Arts International	06/20/2023	Web and internet consulting services for March 2023.	General Operations Expenditure	Office	\$600.00
Subtotal:						\$1025.96

Outstanding Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	Department of Neighborhood Empowerment	06/02/2023	Motion to use \$800 for four Zoom licenses (\$200 each) to use to allow committees to open their own meetings via Committee chairs.	General Operations Expenditure	Office	\$276.93
Subtotal: Outstanding						\$276.93



Payments profile ID
3288-8062-9811

Business name
myhunc.org

Payments account nickname
myhunc.org

Summary created
Jun 11, 2023

Jun 1 – 11, 2023

Ending balance: \$30.72

Date	Description	Amount (USD)
Jun 8 – 11, 2023	Google Workspace Business Starter: Usage of 11 seats	\$10.56
Jun 1 – 7, 2023	Google Workspace Business Starter: Usage of 12 seats	\$20.16
Jun 1, 2023	Automatic payment: Mastercard •••• 5722. M70366473393	-\$78.96

Starting balance: \$78.96



Asher Landau <asher@myhunc.org>

Mailchimp Invoice

1 message

No Reply - Mailchimp <no-reply@mailchimp.com>
To: asher@myhunc.org

Wed, Jun 7, 2023 at 6:43 AM



Your order has been processed.

Invoice MC09167232

Processed on Jun 07, 2023 06:43 am Los Angeles.

Monthly plan	\$47.00
1501 - 2500 subscribers.	

Paid via Mast ending in 5722 which expires 12/2026	\$47.00
on June 7, 2023	

Balance as of June 7, 2023	\$0.00
-----------------------------------	---------------

Issued to

Asher Landau
HollywoodUnitedNC
asher@myhunc.org
Hollywood United NC

Issued by

Mailchimp
c/o The Rocket Science Group, LLC
[675 Ponce De Leon Ave NE](#)
Suite 5000
Atlanta, GA 30308 USA

6/11/23, 5:31 PM

myhunc.org Mail - Mailchimp Invoice

200 N Spring st Los Angeles, CA 90012
8185684050

www.mailchimp.com

Tax ID: US EIN 58-2554149

[View In Your Account](#)

Sales Tax was not applied to this purchase.

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[Unsubscribe](#)



6421 La Punta Drive
 Los Angeles, CA 90068
 www.mediaart.com
 323.469.4967 tel

Invoice

Date: 01-Jul-22
Invoice ID: HUNC22-10
ID: 35-2172398

Bill To:

Hollywood United Neighborhood Council
 P.O. Box 3272
 Los Angeles, CA 90078

Project Information

Project Code HUNC-2
Description Web and Computer Consulting and Support
MAI Contact George Skarpelos
Project Contact
P.O. n/a
Contract Date 01-Jul-21
Date Finished Continuing

Billing Information

Billing Period 6/2/2022 - 7/1/2022
Client Code HUNC
Client Contact Sheila Irani

Charges

Labor	\$0.00
Materials	\$0.00
Travel	\$0.00
Items	\$300.00
Total	\$300.00

Detail of Charges

Date	Description of Item	Item Category	Price
7/1/2022	Annual subscription for NC Meeting Manager	NC Meeting Manager Annual Subscription	\$300.00
Item Subtotal:			\$300.00

Office of the City Clerk
 Administrative Services Division
 Neighborhood Council (NC) Funding Program
 Board Action Certification Form



NC Name: Hollywood United	Meeting Date: 8/8/2022, Webinar ID: 828 3698 1526
Budget Fiscal Year: 2022/2023	Agenda Item: 12B

Board Motion and/or Public Benefit Statement (CIP and NPG):	Motion to approve purchase of annual Meeting Manager license from Media Arts international for \$300 for Executive Committee Use Motion: Robert Morrison Second: Asher Landau
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Method of Payment: (Select One)	<input type="checkbox"/> Check	<input type="checkbox"/> Credit Card	<input type="checkbox"/> Board Member Reimbursement
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Vote Count
 Recused Board Members must leave the room prior to any discussion and may not return to the room until after the vote is complete.

Board Member's First and Last Name	Board Position	Yes	No	Abstain	Absent	Ineligible	*Recused
Tom Meredith	At-Large Unclassified Area #1	●					
Sheila Irani	Homeowner Area #1				●		
Jim Van Dusen	Geographic Area #2	●					
Margaret Marmolejo	Non-Profit Faith Based Organization	●					
Brandi D'Amore	At-Large Unclassified Area #3	●					
Michael Connolly	Homeowner Area #3	●					
Robert Morrison	At-Large Unclassified Area #4	●					
Tony Zimbardi	Education Organizations	●					
Shauna Frente	Geographic Area #1				●		
Thomas Daniels Valls	Renter Area C				●		
Asher Landau	Non-Profit Faith Based Organization	●					
Annika Guterman	Geographic Area #3	●					
Chad Manuel	Renter Area A	●					
Jack Zweig	Youth					●	
Vacant	Renter Area B						
Vacant	Geographic Area #4						
Vacant	Business Area A						
Vacant	Business Area B						
Board Quorum: 10	Total:	10	0	0	3	1	0

We, the authorized signers of the above named Neighborhood Council, declare that the information presented on this form is accurate and complete, and that a public meeting was held in accordance with all laws, policies, and procedures. The above was approved by the Neighborhood Council Board, at a Brown Act compliant public meeting where a quorum of the Board was present.

Authorized Signature <i>Asher Landau</i>	Authorized Signature <i>Thomas R. Meredith</i>
Print/Type name: Asher Landau	Print/Type name: Tom Meredith
Date: 8/9/2022	Date: 8/9/2022



6421 La Punta Drive
 Los Angeles, CA 90068
 www.mediaart.com
 323.469.4967 tel

Invoice

Date: 04-Apr-23
Invoice ID: HUNC23-19
ID: 35-2172398

Bill To:

Hollywood United Neighborhood Council
 P.O. Box 3272
 Los Angeles, CA 90078

Project Information

Project Code HUNC-5
Description HUNC Web and Internet Consulting
MAI Contact George Skarpelos
Project Contact

P.O. n/a
Contract Date 01-Jan-22
Date Finished Continuing

Billing Information

Billing Period 3/1/2023 - 3/31/2023
Client Code HUNC
Client Contact Sheila Irani

Charges

Labor	\$600.00
Materials	\$0.00
Travel	\$0.00
Items	\$0.00
Total	\$600.00

Detail of Charges

Description of Labor	Date	Time	Cost
George Skarpelos (\$600/Month)			
Consulting for March	3/31/2023	1.0	\$600
Web Consulting Subtotal		1.0	\$600.00
Labor Subtotal:		1.0	\$600.00

Office of the City Clerk
 Administrative Services Division
 Neighborhood Council (NC) Funding Program
 Board Action Certification Form



NC Name: Hollywood United	Meeting Date: 8/8/2022, Webinar ID: 828 3698 1526
Budget Fiscal Year: 2022/2023	Agenda Item: 12C

Board Motion and/or Public Benefit Statement (CIP and NPG):	Motion to approve continuance of Media Arts International administrative and web services engagement for fiscal year 2022-2023 for \$600 per month for 12 months Motion: Robert Morrison Second: Jim Van Dusen
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Method of Payment: (Select One)	<input type="checkbox"/> Check	<input type="checkbox"/> Credit Card	<input type="checkbox"/> Board Member Reimbursement
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Vote Count
 Recused Board Members must leave the room prior to any discussion and may not return to the room until after the vote is complete.

Board Member's First and Last Name	Board Position	Yes	No	Abstain	Absent	Ineligible	*Recused
Tom Meredith	At-Large Unclassified Area #1	●					
Sheila Irani	Homeowner Area #1				●		
Jim Van Dusen	Geographic Area #2	●					
Margaret Marmolejo	Non-Profit Faith Based Organization	●					
Brandi D'Amore	At-Large Unclassified Area #3	●					
Michael Connolly	Homeowner Area #3	●					
Robert Morrison	At-Large Unclassified Area #4	●					
Tony Zimbardi	Education Organizations	●					
Shauna Frente	Geographic Area #1				●		
Thomas Daniels Valls	Renter Area C				●		
Asher Landau	Non-Profit Faith Based Organization	●					
Annika Guterman	Geographic Area #3	●					
Chad Manuel	Renter Area A	●					
Jack Zweig	Youth					●	
Vacant	Renter Area B						
Vacant	Geographic Area #4						
Vacant	Business Area A						
Vacant	Business Area B						
Board Quorum: 10	Total:	10	0	0	3	1	0

We, the authorized signers of the above named Neighborhood Council, declare that the information presented on this form is accurate and complete, and that a public meeting was held in accordance with all laws, policies, and procedures. The above was approved by the Neighborhood Council Board, at a Brown Act compliant public meeting where a quorum of the Board was present.

Authorized Signature <i>Asher Landau</i>	Authorized Signature <i>Thomas R. Meredith</i>
Print/Type name: Asher Landau	Print/Type name: Tom Meredith
Date: 8/9/2022	Date: 8/9/2022

Monthly Expenditure Report



Reporting Month: July 2023

Budget Fiscal Year: 2023-2024

NC Name: Hollywood United
Neighborhood Council

Monthly Cash Reconciliation					
Beginning Balance	Total Spent	Remaining Balance	Outstanding	Commitments	Net Available
\$32000.00	\$127.88	\$31872.12	\$0.00	\$0.00	\$31872.12

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office	\$0.00	\$127.88	\$-127.88	\$0.00	\$-127.88
Outreach		\$0.00		\$0.00	
Elections		\$0.00		\$0.00	
Community Improvement Project	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Neighborhood Purpose Grants	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Funding Requests Under Review: \$0.00		Encumbrances: \$0.00		Previous Expenditures: \$0.00	

Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	GOOGLE GSUITE_MYHUNC.	07/01/2023	payment	General Operations Expenditure	Office	\$80.88
2	MAILCHIMP	07/07/2023	Mail Chimp	General Operations Expenditure	Office	\$47.00
Subtotal:						\$127.88

Outstanding Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
Subtotal: Outstanding						\$0.00



Payment Receipt

Google LLC
1600 Amphitheatre Pkwy
Mountain View, CA 94043
United States

Payment date Jul 1, 2023
Billing ID 3288-8062-9811
Payment method Mastercard •••• 5722
Payment number A34456752487679465

Tax identification number
77-0493581

myhunc.org
John M Wait
1809 N Bronson Ave
Apt 5
Los Angeles, CA 90028
United States

Description	
Payment amount	\$80.88



Payments profile ID
3288-8062-9811

Business name
myhunc.org

Payments account nickname
myhunc.org

Summary created
Aug 14, 2023

Jul 1 – 31, 2023

Ending balance: \$82.43

Date	Description	Amount (USD)
Jul 27 – 31, 2023	Google Workspace Business Starter: Usage of 17 seats	\$19.74
Jul 16 – 26, 2023	Google Workspace Business Starter: Usage of 9 seats	\$22.99
Jul 13 – 15, 2023	Google Workspace Business Starter: Usage of 13 seats	\$9.05
Jul 1 – 12, 2023	Google Workspace Business Starter: Usage of 11 seats	\$30.65
Jul 1, 2023	Automatic payment: Mastercard •••• 5722. A34456752487679465	-\$80.88

Starting balance: \$80.88

Mailchimp Invoice

MC09210688

Issued to

Sheila Irani
Hollywood United NC
treasurer@myhunc.org
Office phone: 3237937868
200 N Spring st
Los Angeles, CA 90012

Issued by

Mailchimp
c/o The Rocket Science
Group, LLC
675 Ponce de Leon Ave NE
Suite 5000
Atlanta, GA 30308
www.mailchimp.com
Tax ID: US EIN 58-2554149

Details

Order # MC09210688
Date Paid: July 07, 2023
03:54 AM Los Angeles

Billing statement

Monthly plan

1501 - 2500 subscribers.

\$47.00

Paid via Mast ending in **5722** which expires
12/2026
on July 07, 2023

\$47.00

Balance as of July 07, 2023

\$0.00

If a refund is required, it will be issued in the purchase currency for the amount of the original charge. Sales Tax was not applied to this purchase.

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OFFICERS:

PRESIDENT Robert Morrison
VICE-PRESIDENT Tom Meredith
TREASURER Asher Landau
SECRETARY Vacant



BOARD MEMBERS:

Jim Van Dusen Sheila Irani

HOLLYWOOD UNITED NEIGHBORHOOD COUNCIL
Certified Council #52,
P.O. Box 3272 Los Angeles, CA 90078
www.MyHUNC.org email us at Info@MyHUNC.org

BOARD MEETING MINUTES

Monday, March 13, 2023, 6:30 PM
Webinar ID: 828 3698 1526
<https://us02web.zoom.us/j/82836981526>
Meeting Exhibits: <https://bit.ly/3Jt7itb>

Agenda item order: 1-10, 12, 11, 13, 14-21

Zoom Recording:

https://us02web.zoom.us/rec/play/P9c267y6H8RMjEGO5CK7n8cB6B_teczbtq6RQjbNAX3Di2Y2Y7ict7OsTKE4CR5_Jh8mbTs9UhGKYIF.OIhdCNGxn1ZUppqVT?continueMode=true&_x_zm_rtaid=mVh28xYLQCuTyJGi_wf3yA.1679879356801.6e1614147de35542d9edbd7ee80fcd7c&_x_zm_rtaid=175

Tony Zimbardi indicated not in attendance prior to meeting.
Margaret Marmolejo and Annika Guterman not present at time of roll.

QUORUM NOT MET. Robert Morrison announced after calling to order that meeting will be on discussion items and Public Official/Public Comments on Items Not on Agenda. There will be no discussion of any action/voting items.

Annika Guterman 6:41PM

Welcome

6:35 PM start

1. Roll Call

Attending

Tom Meredith Sheila Irani Brandi D'Amore Michael Connolly Robert Morrison Asher Landau
Chad Manuel Jack Zweig

Absent

Jim Van Dusen Margaret Marmolejo Tony Zimbardi Annika Guterman

2. Approval of Minutes

Unable to be heard; quorum not met. Minutes need to be heard next board.

3. Comments from any City, County, State or Federal representatives in attendance (4 minutes each)

- Anais Gonzalez, Hollywood Field Deputy for Council District (CD) 13 shared information about the LA Marathon taking place on March 19, 2023 and the road closures associated with it. Ms. Gonzalez had a meeting with LA Conservation Corps and let board members and stakeholders know to reach out to her with pictures and locations of any immediate trash pick up needs.

Ms. Gonzalez shared there is a new Homeless Team and she has been communicating with Brandi D'Amore regarding this and can share emails for these team members with the board. This team could be reached out to if there are issues with encampments in the CD13 area.

Brandi D'Amore asked Ms. Gonzalez when Hector (Vega, Homeless Field Deputy) returned from paternity leave. Ms. Gonzales said he would be coming back in April but there was not a specific date yet.

Michael Connolly asked if City officials were prepared to come back to in person meetings starting next month. Brandi D'Amore shared she had after previously advising multiple offices that HUNC would return to meeting in March, she subsequently had to advise everyone for this meeting that it was virtual and April was the expected return to in-person. Robert Morrison said this was a good reminder and that this would be the last regular board meeting taking place on zoom.

Annika Guterman joined the meeting at 6:41pm.

- David Dry, Field Deputy for Supervisor Kathryn Barger, and Natalie Vartanian introduced themselves. Ms. Vartanian introduced Mr. Dry, and explained he was onboarding this week and she was assisting him with the transition. Ms. Vartanian shared that their team moved to a new office in Toluca Lake and invited HUNC board members to attend on Friday, March 17, 2023 from 9-11am for their opening event. Ms. Vartanian shared that the Supervisor had launched a new texting program called "Keeping up with Kathryn", where one could receive text alerts to keep up-to-date on important policy topics, grants, and community resources.

There was a motion passed by Supervisor Mitchell asking a third party consultant to provide analysis on structural changes. There would be an advanced review of motions on the board, additional items could be legally added the Friday before Tuesday meetings now. This new process, gives the public more insight and they will also analyze potential changes to the structure of the board including expanding the board to more than 5 members. She also reminded everyone that the public health emergency order was terminated, effective March 31, 2023.

Ms. D'Amore indicated that she had emailed Ms. Vartanian so that Ms. Vartanian could send information on the Open House (as board did not receive) and included how to participate in meetings in the future.

- Zac Gaidzik, from Supervisor District (SD3, LA County Supervisor, Lindsey Horvath's office, introduced himself. Mr. Gaidzik was with LA County Supervisor Sheila Kuehl previously. He discussed the emergency declaration on homelessness. This action was taken so that the County could move into lock step with similar action by the City and will have a powerful effect in addressing homelessness in a more holistic manner. He discussed addressing encampments, mental health, and substance use, and being able to hire more people for all of these services. Mr. Gaidzik also shared that during their last meeting, they passed a motion to raise the progress pride flag at all Los Angeles facilities.

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Josef Siroky, Council District (CD4 Hollywood Field Deputy, shared his phone number: 213-573-3226 and email: josef.siroky@lacity.org. Mr. Siroky shared that board members and stakeholders can share 311 requests with him so he can assist with expediting them. Mr. Siroky shared that he can send requests to LA Conservation Corps for beautification issues in the neighborhood. This can include many issues like palm fronds and loose debris in the streets after storms in addition to other basic repairs or cosmetic issues. Mr. Siroky also shared that CD4 would be having a Compost Pail giveaway event in Beachwood Canyon on March 23, 2022.

- LAPD Senior Lead Officer (SLO) Mika Gonzalez, who covers the area south of Franklin, shared that in basic car six Adam 49, violent crime was down 25%. In six Adam 15, violent crime was down 45% compared to this time last year. As a whole, violent crime was down 26%. The replanting of the Franklin/Wilcox triangle began today and was expected to be completed this week. SLO Gonzalez said the Major Crimes Division was beginning to put on Active Shooter training. She suggested emailing SLO Mata if one is interested in setting up a training. SLO Gonzalez said there was an uptick in burglary and theft of motor vehicles and that volunteers would be distributing "lock it, hide it, keep it" fliers in the area to the community and to local delivery services, as they have been especially hit by these crimes.

Brandi D'Amore asked SLO Gonzalez if they needed more fliers and suggested that she reach out to Robert Morrison if they needed more.

4. Community Updates and Questions about Public Officials' Comment (up to 5 minutes)

Questions were asked during Item 3.

5. Public Comment on items not on the Agenda (2 minutes each)

- Lionel Mares shared his phone number: 818-237-7543. Mr. Mares said he looked forward to working with the neighborhood council for many months to come and encouraged the board to keep fighting and not give up. Mr. Mares said he was keeping himself up to date on Council File 22-0560 and implored Councilmember Nithya Raman to not cave in on this issue.

- John Dotto asked about the left-hand turn signal on Western from Franklin. He said he was unsure of the right person to address this but the intersection backs up a lot. Robert Morrison asked if this was while traveling eastbound on Franklin. Mr. Dotto said yes.

- Janet Akpobome shared concerns about the building she lived in with exposure to mold. She has filed complaints with the Building Department, Health Department, and State Contractors board. The building has given 24 hour notice and then taken over apartments for 3-7 days. Ms. Akpobome said she had sent an email to CD13 Hollywood Field Deputy Anais Gonzalez.

Robert Morrison asked Ms. Akpobome to send him an email so he could follow up with her to help.

Anais Gonzalez said she was in contact with two tenants of the building and asked Ms. Akpobome to contact her with her case ID so she could find out who her inspector is. Janet explained that her issue was not knowing the rent control rules. Anais Gonzalez said she would assist Ms. Akpobome with getting an update. Robert Morrison suggested Ms. Akpobome email him so he could support with this.

- Kay Tornborg shared she was a big believer in the broken windows theory of policing. She shared that she is a busy body on the block

and tries to attend to issues as they arise. Ms. Tornborg shared a story about a mobile car washing service that was servicing a few cars on her street, parked on the wrong side of the street, and creating debris in the road. She also mentioned issues with a small dumpster. Ms. Tornborg thanked Brandi D'Amore because she solved these problems in under an hour and appreciated her assistance with this.

6. Conflict of Interest and Meeting Decorum Announcement

Robert Morrison said there was not a reason to discuss conflicts of interest tonight as there were no voting items being discussed. He reminded HUNC board members to raise their hand and wait for Mr. Morrison to call on them when asking questions or discussing any items.

7. Presentation from Los Angeles Unified School District Board Member Nick Melvoin (up to 5 minutes)

Nick Melvoin, Los Angeles Unified School District (LAUSD) board member for District 4, shared some updates. Mr. Melvoin discussed giving out 100k grants to local schools for greening. He has also been focusing on wellbeing and wellness and said he is working on a project to get every 5th grader the opportunity to have an overnight immersive camp experience.

There has been a lot of progress to early education. Everyone in the district will be eligible for TK (Transitional Kindergarten). In terms of college readiness, they are working on getting students to complete the Free Education for Federal Student Aid (FAFSA) and necessary college prerequisites, overall increasing the number of students going to college.

Mr. Melvoin discussed streamlining the organization of the district, saving \$40 million a year in reorganization and that the district was decentralized into 44 communities of schools. Hollywood High School is leading in the arts and media. They have a new state of the art production studio that Mr. Melvoin invited HUNC to reach out to him to use for any media needs. Mr. Melvoin said Fairfax High School is currently undergoing a modernization project, Fairfax High School is over 100 years old and they were working with the community to complete plans. Mr. Melvoin also shared that their office is here to help cosponsor events.

A) Discussion and Questions from Board Members

Brandi D'Amore asked how Cheremoya Elementary is doing. She mentioned the mural project there had expanded, there was a large area of artificial turf on the parkway that gets too hot, and was wondering whether or not the school would stay open. Nick Melvoin responded that over the last 20 years, LAUSD has seen a decline in projected school attendance. Mr. Melvoin shared that there were fewer students who left LAUSD schools this year than last. He also shared that Cheremoya is a small gem of a school but is no longer in his district, so he was not too familiar with what was currently happening there.

He also indicated that he is no longer the Supervisor for this school; Supervisor Goldberg now handles this area.

Tom Meredith thanked Nick Melvoin for attending the meeting. He said in all of his time serving on the board, he had never seen a presentation by anyone from LAUSD. Nick Melvoin shared that they had a biweekly newsletter his office put out and a quarterly column in the local neighborhood newspapers. He said he would be happy to update what was happening with LAUSD schools at any time and mentioned that they were moving into creating affordable housing as well.

Robert Morrison reminded Mr. Melvoin that Neighborhood Councils would be moving to in-person meetings in April. Mr. Morrison mentioned a case a few months ago about fentanyl in the schools and asked if Mr. Melvoin could share more information about this. Nick Melvoin said there was a horrible overdose after school hours at Bernstein High School. Since then, they have invested in more psychological case managers and counseling and resources for students on how to make other choices. Additionally, Mr. Melvoin said every school is now stocked with Narcan and students and staff are trained on how to use it and can carry Narcan. They have already seen lives saved as a result of this and this was the biggest intervention made in the schools. Mr. Melvoin also mentioned providing fentanyl detection kits and said they were focused on students' safety and knowledge of the risks.

Brandi D'Amore mentioned "tranq" (xylazine) that she wanted to ensure the schools were aware of. Mr. Melvoin said he was aware of this and explained their approach was "just say know" as opposed to "just say no" to drugs.

8. "Safer from Wildfires" Presentation by Arminé Sargsyan of California Department of Insurance

This item was skipped because Arminé Sargsyan was not in attendance.

A) Discussion and Questions from Board Members

n/a

9. Report from Department of Neighborhood Empowerment (DONE) Neighborhood Empowerment Advocate (NEA) Marilú Guevara (up to 5 minutes)

Marilú Guevara said DONE has been lending support to Neighborhood Councils with the transition back to in-person meetings. She

said HUNC was one of the first NCs she worked with to get done with securing an in-person location.

Michael Connolly asked if local offices were aware Neighborhood Councils would be going back to in person meetings. Ms. Guevara said they had a meeting with the Mayor's office and have shared communication with other city departments regarding this.

Marilú Guevara said the Community Impact Statement (CIS) portal is being updated, they will be completing a beta test in the next few weeks. Ms. Guevara said she would send out information about this and workshops scheduled reviewing these updates. At this point, there would be opportunities for feedback and to actually enact change before the changes to the CIS portal go fully in effect.

Marilú Guevara also shared that there were changes in the department. Raquel Beltran had resigned and left the department late last week. The interim manager taking her place would be Vanessa Serrano, who will now oversee Ms. Guevara's councils. Nothing would change in regard to Ms. Guevara's support.

Marilú Guevara shared that HUNC's election was not triggered because there were not enough candidates and too many seats on the board that would remain empty. Because of this, come July, there would be no quorum. Ms. Guevara said she would make sure to provide this information to the board members in writing. Ms. Guevara said DONE was working on taking the lead with the Neighborhood Council to do candidate recruitment. Ms. Guevara said she and other supporters would be doing outreach to find stakeholders to be appointed to HUNC board seats. Ms. Guevara had an appointment last week with the Hollywood Del Civic Association and two upcoming presentations with Beachwood Association and Argyle Civic Association. Ms. Guevara also offered to provide materials to board members interested in assisting with recruitment of new board members. All terms would begin in July.

Ms. Guevara would look into if they can make appointments before July with the understanding that individuals would have to be reappointed in July to continue serving on the board.

Brandi D'Amore asked if DONE was recruiting only for seats that were up for election or all empty seats. Ms. D'Amore also asked if more than one candidate applied, how would DONE make the appointment. Ms. Guevara said they would be recruiting for seats that were vacant. Ms. Guevara also asked board members who were currently in seats that were up for election, if they had not filed their candidacy but would like to, they could contact her directly.

Robert Morrison asked if he could receive the candidate information of those who registered as well. Marilú Guevara replied that DONE would take the lead in contacting the candidates. Mr. Morrison invited Ms. Guevara to the outreach meeting to review how Outreach could assist.

Tom Meredith asked if an individual did not file for candidacy, would they have a full 4 year term or would they be re-elected at the next election period. Ms. Guevara replied that this depends on the seat and when it is typically up for election. Because HUNC had a clause regarding appointment, Ms. Guevara would have to check with the city attorney's office. Everyone who was appointed could potentially need to run again because of the stipulation in HUNC bylaws.

10. Hollywood Sign Report Updates

Item 10 in its entirety not heard due to lack of quorum.

Board moved to item 12.

A) Report by Sheila Irani on response to report

B) Discussion and possible motion to add appendix to report including written communications received from stakeholders by Hollywood United Neighborhood Council by March 12, 2023 (Compiled Communications in Exhibits Link in Agenda Header)

11. President's Report

Board moved to Item 11 after Item 12.

A) Schedule and priorities through end of fiscal year

Robert Morrison asked the HUNC board about everyone's availability in April and through the rest of the year.

Tom Meredith and Michael Connolly both said they would be unavailable on April 10.

Sheila Irani said she would not be available in June. Asher Landau said he had no upcoming conflicts.

Asher Landau also reminded the board that Neighborhood Purposes Grants (NPGs) would need to be submitted and the money granted would need to be spent by the end of June 2023.

Robert Morrison asked committees to give up time to be able to schedule a full board meeting and also said it looked like HUNC would be rescheduling April's meeting in order to get the NPGs done.

Mr. Morrison asked HUNC board members to mark May 8th on their calendars for the May meeting and to look out for scheduling emails regarding the April meeting, to ensure the NPGs can be processed in time.

Brandi D'Amore added that there was also a need to ensure committees could attend their in-person meetings against current scheduling and adapt accordingly.

B) Elections Update and Discussion of Candidate Engagement and Elections Budget Reallocation

Item was skipped.

Board moved to Item 13.

12. Youth Representative Update

Board moved to item 12 from 10 (to accommodate the request of the Youth Rep to exit the meeting early).

Jack Zweig shared that he had restocked the two dog waste bag dispensers at Lake Hollywood Park.

Mr. Zweig also shared that he would not be renewing his term but enjoyed his time with everyone and would not be continuing his time on the HUNC board due to his heavy school workload.

Tom Meredith thanked Mr. Zweig for all his efforts, contributions, and reliability. He also asked if Mr. Zweig would reach out to other youth who may be interested in serving on the HUNC board. Mr. Zweig said he would reach out to other kids in the neighborhood about this opportunity. Robert Morrison indicated that it was another topic to cover in Outreach.

Jack Zweig left the meeting at 7:52.

Board move back to Item 11.

13. Finance and Operations

Board moved to Item 13 after 11.

A) Treasurer Report

No report.

B) Discussion and motion to approve January 2023 Monthly Expenditure Report

Items 13 B, C, D, and E were skipped because there was no quorum.

C) Discussion and motion to approve February 2023 Monthly Expenditure Report

D) Discussion of Returning to In-Person Meetings

E) Discussion of schedule through June 30, 2023

14. Outreach and Event Promotion

A) Report by Outreach Chair (up to 3 minutes)

Tom Meredith shared that the Outreach Team met and intended to present the motion of next item regarding purchasing swag.

B) Discussion and possible motion to approve up to \$1848 for swag items including, but not limited to, HUNC branded

hats, dog-safe 9 inch flyers and Cubano pens from 4Imprint.com (price quote in meeting exhibits link)

Item 14B was skipped because there was no quorum.

15. Transportation & Works

A) Report by Committee Chair (up to 3 minutes)

Brandi D'Amore shared that Streets LA presented their Tree Survey to the Transportation and Works Committee. Additionally United 4 LA presented on their lawsuit on trees and sidewalk repair. The Transportation and Works committee also addressed the non-compliant mural on Yucca and Tamarind. It had HUNC's name affixed to it as though they had sponsored the mural. Other entities were listed as sponsors and had no idea the mural would be there.

The previous CD13 administration did not take on sponsorship duties, and the current CD13 is not sure it can agree to sponsor the current mural, so it may be taken down.

Ms. D'Amore said the committee will not be meeting this month and would need to have a meeting sometime in the following quarter when Ms. D'Amore would no longer be on the board.

B) Discussion and possible vote to change Standing Rule to temporarily remove Transportation & Works as a standing committee, with a requirement to be reassessed in July 2023.

Items 15 B Through D were skipped because there was no quorum.

C) Discussion and possible vote of board member(s) to committee

D) Discussion and possible vote of board member as chair/co-chairs and or vice-chair

16. Secretary Report (up to 5 minutes)

A) Solicitation of board members interested in assisting Exec Committee with administrative responsibilities; discuss training if necessary

Brandi D'Amore shared that everyone was up on their training and said to continue to ensure this was true as she won't be at the next meeting to check. Ms. D'Amore said if people were interested in learning some of her duties, she would be happy to schedule time to show members how to complete her responsibilities over the next two weeks.

B) Digital Media Administration: solicit board members with interest in assisting in digital media

Brandi D'Amore shared that as she would be leaving and Asher Landau was currently occupied and wouldn't be able to continue digital media duties. She indicated that she would technically be able to continue them as there is no prohibition if not a board member, but she would decline that. If anyone was interested in taking over digital media, they could reach out within the next two weeks to learn about these processes.

Robert Morrison asked Brandi D'Amore about her resignation notice as not yet received. She indicated she had not sent yet, it is coming, and she will no longer be on board after March '23.

17. Reports by Committee Chairs

A) Community, Cultural and Volunteer Services (CCVS) Chairs

Michael Connolly and Chad Manuel jumped in to indicate no report before Sheila Irani spoke.

Sheila Irani said CCVS was hoping to have a meeting this month but wasn't sure she would have quorum and wants to schedule something for a community clean up. She asked the board to come up with areas that need cleaning. She would then coordinate with the appropriate CD accordingly.

Brandi D'Amore said CCVS, RH and PSEP committees are required to me in March as none had met yet this quarter and per bylaws must meet once per quarter.

She advised that Community Cleanups are technically "events" which would require an event certification process if meant to

include community and not just board members.

B) Public Safety and Emergency Preparedness Chair

No report

C) Renters and Housing Chair

No report

18. HUNC Committee & Liaison announcements on items not on the Agenda

Brandi D'Amore points out that Cole from Hollywood Partnership is in attendance, and would technically qualify under this agenda item if wished to do so.

19. Motion to Extend Meeting by 30 Minutes to 1 hour

There was no report.

20. Old/Ongoing Business

Robert Morrison asked for both old or new business at same time.

There was no report.

21. New/Future Business

There was no report.

Adjournment at 8:05 PM

Reconsideration: The Board may reconsider and amend its action on items listed on the agenda if that reconsideration takes place before the end of the meeting at which it was considered or at the next regular meeting. The Board, on either of these two days, shall: (1) Make a Motion for Reconsideration and, if approved, (2) hear the matter and take an action. If the motion to reconsider an action is to be scheduled at the next meeting following the original action, then two items shall be placed on the agenda for that meeting: (1) A Motion for Reconsideration on the described matter and (2) a [Proposed] action should the motion to reconsider be approved. A Motion for Reconsideration can only be made by a Board member who has previously voted on the prevailing side of the original action taken. If a Motion for Reconsideration is not made on the date the action was taken, then a Board member on the prevailing side of the action must submit a memorandum to the Recording Secretary identifying the matter to be reconsidered and a brief description of the reason(s) for requesting reconsideration at the next regular meeting. The aforesaid shall all be in compliance with the Ralph M. Brown Act.

BOARD MEETING

Monday, July 10, 2023, 6:30 PM

1800 N. BRONSON AVENUE, L.A., CA 90028

Second Floor Conference Room

Robert Morrison called the meeting to order at 6:40pm.

1. Roll Call and Certification of Quorum

Robert Morrison introduced himself and welcomed everyone to the first in-person board meeting since 2020. He said this would be a pretty short but important agenda tonight. Robert Morrison took roll call.

Present: Robert Morrison, Tom Meredith, Asher Landau, Sheila Irani, and Jim Van Dusen

Not Present: Margaret Marmolejo, Michael Connolly, Tony Zimbardi, and Annika Guterman

There were not enough board members present to meet quorum, so the board would not be able to vote on items.

2. Approval of Minutes

This item was passed because there was no quorum to make decisions.

3. Public Comment on items not on the Agenda (2 minutes each)

Robert Morrison invited community members who submitted written requests to make public comment..

Renee Foresman shared that she was there because Lake Hollywood Park is essential to her and her community's mental health. She said the new parking restrictions are dangerous and will be causing a lot of dangerous activity. Ms. Forsman shared that the parking restrictions have increased congestion and heightened risks, if the city's plan was to reduce traffic congestion, this was the wrong way to go. She said the parking restrictions have punished parkers and denied the right to public park access. This area should not be a private property even though local homeowners would want it to be. She stated that HOAs and local NIMBY owners cannot use LA resources as their own private security or to increase their property values.

Charlotte Holmes stated there was fencing installed on the west side of Lake Hollywood park. She said many animals use this driveway that is now blocked off by fencing to cross to different sides of the park. She expressed wanting to ensure these animals have space to use the pathways they need. She also said there is a conflict of interest with the HOA and HUNC because Sheila Irani is on both boards. Ms. Holmes said Sheila Irani was not acting out of the goodness of the community. She said the park is a community asset and belongs to the community, not the homeowners living around the area. Ms. Holmes also stated that Sheila Irani was engaged with CD4 on other parking restrictions around Lake Hollywood similar to the 15 min parking policy that has become a nuisance to everyone there.

Mike Quick seconded what the previous public commenters said. He wanted to reiterate that, from a safety standpoint, he had seen more than one close call in the short amount of time where the 15 minutes parking restriction was in effect. He also expressed concern over the restriction because not many park goers want to be there for only 15 minutes. He also said parking enforcement in the area has caused more congestion and caused park goers to panic.

Mia Sorenson stated that access to parks was one of the main reasons she moved to Beachwood Canyon. She talked about how parking was already difficult and road congestion had only gotten worse. People have been rushing in and out instead of taking time to safely exit the park. She said she did not know of any other parks in the LA area that restrict parking so unrealistically. She explained that the group who uses the park has enjoyed strong community building and respite from the congestion of the city. She said that she feared this restriction would set a precedent and requested that this issue be added to the next meeting's agenda.

Brandi D'Amore said the Senior Lead Officers could not attend the meeting tonight and she shared, on their behalf, that the National Night Out is happening at the Hollywood Forever Cemetery from 6-10pm. Ms. D'Amore also shared that Ciclavia would be coming to the area in August 2023 and there's an opportunity for HUNC to participate in outreach and support the event. Ms. D'Amore also stated that many community members in attendance came to her to ask about the park issue and she believed there has been a lack of transparency and communication about the issue. She also said she was unsure if HUNC was a part of this because of the Hollywood Sign Study that seemed to correspond with what happened down the line regarding parking. Ms. D'Amore also said she has not been removed from HUNC's social media platforms and said this is an issue because this is a city platform and she should have been removed once she resigned. Additionally, she mentioned that people have been reaching out to the facebook page and have not received timely responses.

Randy Herr shared that the parking control restrictions across from Lake Hollywood park are the wrong idea, the restrictions have increased congestion, accidents, traffic, and going to the park does not work within a 15 minute time limit. He said he has lived in LA for 27 years and has not seen this 15 minute limit applied at any other park in the LA area. Mr. Herr expressed that there was no room made for the population growth LA is expecting in the next 10 years and the inflow of visitors and tourists. He said the community is our strength, not a nuisance and expressed that the public park is owned and used by the city, using the city council or parking control department seems to go against the City Charter, if not State and Federal law.

Gregory Cruz said he would like to add the parking restriction issue at Lake Hollywood Park to the next meeting's agenda. He also expressed that he would ask the other community members that have spoken to ensure they ask for this item to be added to the next meeting's agenda. Mr. Cruz said there are several issues here. The 15 minute parking issue has suddenly increased parking enforcement in the area. He said many of the community members who use the park are not homeowners. He has been going to the park everyday for 25 years. He also said that although there are restrictions for walking up Mulholland Drive, people still do it and there should be a walkway so they can access this road safely. Mr. Cruz said that Sheila

Irani is both on the board of HUNC and the HOA and that this is not right. He also expressed concern about the fence on the West side of the park that will block animals from using this pathway through the park. He said that if this continues, permit parking is going to happen in the neighborhood where people are starting to park due to the strict 15 minute parking time restrictions.

Kyle Schroeder said that parking is a disaster at the Lake Hollywood Park, it doesn't work and is not safe. He said the only reason he can think of for this massive parking restriction is that homeowners in the area do not want people going to the park. He said this park is essential and everyone loves it and it's being taken away from residents. Mr. Schroeder requested that this issue be added to the agenda of the next meeting.

Robert asked if anyone was here to make a public comment who did not submit a speaker card. There was no one who wanted to make additional public comment.

4. Comments from any City, County, State or Federal representatives in attendance (5 minutes each)

Declan Floyd from State Senator Anthony Portantino's office shared some information relevant to HUNC. Mr. Floyd said that 85% of HUNC's region is in the State Senator's district and that he will serve as the point of contact. One bill the senator has been working on that pertains to Neighborhood Councils is SB411, where if passed, this bill will give Neighborhood Councils the flexibility to meet in-person, hybrid, or whatever they would want to do. Mr. Floyd said he was happy to answer any questions and if he could do anything at the state level for them to let him know.

Sheila Irani said she had a meeting with Senator Allen's office where she discussed getting LAFD more money into their infrastructure; they are in need of basic things like a back-up generator. Mr. Floyd said he would be happy to talk with her and would give her his card.

Hannah Wanger, field representative from Assembly Member Richard Zbur's office, shared about issues Assembly Member Zbur was working on including housing and homelessness, climate change, and social justice. She said they recently moved their office to the Hollywood area and would be hosting a town hall in West Hollywood on July 18th. This would be a listening session where there would be a Q&A with the Assembly Member and also the chance to express concerns to him.

Josef Siroky, CD4 Field Representative, passed certificates out to outgoing HUNC board members present. Mr. Siroky shared various ways he was available to help community members including requesting bulky item pick-ups and other beautification needs, elevating 311 requests, outreaching to DOT and LAPD, and forward policy questions and concerns to City Hall. He shared that the office is at 6501 Fountain ave. and community members can set up meetings with him there or he can meet with them where they are.

Tom Meredith said the sign says appointments only at CD4's office location. Mr. Siroky said that he comes and goes from the office so the appointments should be pre-planned and it's not really available for unscheduled drop-ins.

Sheila Irani shared some concerns and questions about the 101 freeway including the exit closure near Universal, the lights being out, and the amount of trash on the freeway between Barham and

Laurel Canyon. Mr. Siroky said submitting 311 tickets is the best way to get things changed, the City reacts to service requests but is not proactive about the issues.

A community member asked if there was a possibility to get a loading zone added near an apartment on her street that had many Access transportation stops and nowhere to safely drop off and pick up passengers. Mr. Siroky said this could be submitted as a request to DOT but wouldn't necessarily happen.

Anais Gonzalez, CD13 Field Representative, shared that there has been an increase in housing issues in the area and issues with slumlords. She said everything in the city is backlogged including issues related to lighting, the response times are at a 90 day minute. Depending on how severe the issue is, Ms. Gonzalez said she can try to elevate issues for community members. She shared that Patrick Mooney and Kylie Jansen are the homeless outreach team members and she said she can elevate issues to them and ask them questions regarding homelessness in the area. Ms. Gonzalez passed out certificates to outgoing HUNC board members present.

Robert Morrison asked if any other public officials in attendance wanted to make comments tonight. No one requested to do so.

5. Comments from Department of Neighborhood Empowerment Representatives

Marilu Guevara, DONE representative for HUNC, said that most of her announcements were related to board members; transitions and toward requirements of new board members. Ms. Guevara said that the information of new board members has been provided to the DONE team for roster updates and new board members should receive an email from the team. She also said that Cornerstone is the site where board members will access training including Ethics training, Neighborhood Council Funding, Code of Conduct, and Anti-bias training. Ms. Guevara said the Cornerstone accounts for exiting board members will be closed. She also suggested that incoming board members familiarize themselves with the Brown Act, a state law that oversees Neighborhood Councils and dictates a lot of the policies and procedures therein. Ms. Guevara also announced that this will be her last meeting with HUNC and introduced Erica Gatica who will be taking over Marilu Guevara's role with HUNC.

Erica Gatica introduced herself, saying she has worked with DONE for a year and a half and oversees 7 other Neighborhood Councils in LA. Prior to joining the department, she has attended and been active in Neighborhood Councils in her community. Ms. Gatica said she has worked one-on-one with neighborhood councils on strategic plans and identifying collective goals they are trying to reach. Ms. Gatica shared her phone number: 213-978-1676 and email: erica.gatica@lacity.org.

Marilu Guevara said she will still be working with DONE and available to support Ms. Gatica along the way. Ms. Guevara said she will be moving on to be a Director of Awareness and Engagement and hopefully will be working on getting new people involved in communities and meetings.

Brandi D'Amore thanked Marilu Guevara for all of her assistance and pointed out that in HUNC's board by-laws, planning training is also required. Marilu Guevara said there was not a lot of guessing that needed to go into requirements as a new board member, the training on Cornerstone would be preselected. She also said Ms. Gatica would be available for assistance and reach out regarding requirements of new board members.

Tom Meredith and Robert Morrison also thanked Marilu Guevara for all she has done for HUNC.

6. Special Orders - Installation of new Board of Directors (Oath of Office)

Marilu Guevara called up Jim Van Dusen, John Schaeffer, Paul Barbosa (who was absent today, so did not yet take the oath), and Noelle Norris. She also called on Sheila Irani and Robert Morrison who would be continuing their terms.

The members listed above took the oath to serve on HUNC.

Jim Van Dusen asked what the terms were. She said if it's a continued term, the year it ended would be 2025. For the members taking a new oath, it would be a 4 year term.

7. Loss of Quorum

Robert Morrison moved to item 7: Loss of Quorum. Because the board has not had quorum, HUNC is requesting DONE action.

A) Request for DONE Action Due to Loss of Quorum

Robert Morrison asked Marilu Guevara about the special meeting required after the request for DONE action.

Marilu Guevara confirmed the special meeting needed to be held no less than 15 days from today. Ms. Guevara said that the loss of quorum policy is available on DONE's website for review. She said currently the board, with Paul Barbosa being absent, only has 6 members seated and according to the guidelines, HUNC's quorum in order to conduct a public meeting and conduct business needs to have 10 members present. With there only being 6 people on the board, this is impossible. Ms. Guevara said that DONE has a policy in place, where in receipt of the letter provided by HUNC, this grants the current 6 board members the authority to bypass its quorum policy to appoint any interested applicants. Ms. Guevara said there were currently 7 applicants and the Department has reviewed 5 of the 7 applicants who have cleared. The other 2 have documentation that needs to be reviewed. With these positions filled, HUNC will have enough members to meet quorum. Ms. Guevara also said there are still other open positions beyond the 7 applied for. One can reach out to Ms. Guevara or Ms. Gatica to confirm eligibility for the open positions. Ms. Guevara also said many of the candidates for the open position were in attendance tonight and invited board members to greet them and give them information about the board. Ms. Guevara also said HUNC's newsletters have been helping with raising awareness about the board and helped with getting candidates and encouraged HUNC to continue to send out the newsletters.

Brandi D'Amore asked about the geographic exclusion for the Non-profit and Homeowner positions on HUNC and Marilu Guevara said she would follow up with Ms. D'Amore regarding this.

Tom Meredith asked if there was an application deadline associated with this. Ms. Guevara said the working deadline should be a couple of days before the special meeting is scheduled to allow DONE time to review.

B) Loss of Quorum Policy Process - Special Meeting

Robert Morrison asked the board members about dates that would work to hold a special meeting. The pending dates were the 25th or 26th at 6:30pm. He said he would confirm via email later with active board members. Marilu Guevara confirmed there would just need to be 10 total active board members at the meeting to meet quorum.

8. Review of Clerk Admonition Notice for non-submission of Monthly Expenditure Reports

Robert Morrison shared that HUNC is required to submit a board reviewed MER. The last meeting where enough board members were present to meet quorum was in February, there was a meeting in March where the board did not meet quorum and could not make decisions, and there was no meeting held in April through June. HUNC received a letter from the clerk's office letting them know the MERs are overdue. While the board needs to submit them, they also have to be approved by quorum. The clerk's office is aware of the reason HUNC has not submitted the MERs and is allowing the board to spend up to \$300 per month on basic operational expenses.

Robert Morrison asked about public comment on the item.

Brandi D'Amore said she wouldn't make public comments anymore. There was no other discussion.

9. Board Member announcements of items not on the Agenda

Robert Morrison announced that he would be resigning from his position on the board effective end of this week and would make himself available through the end of the month should the board need any assistance. He indicated that he sent an email earlier outlining more details.

10. Old/Ongoing Business

There was no old/ongoing business discussion.

11. New/Future Business

Robert Morrison shared that he had a list of things he wanted to give to the board, an outline of things to be taken care of in the first couple months of operations. He gave the list to the board members present for reference and also offered it to community members in attendance. Robert also shared that he had some HUNC equipment and would be giving it to other board members. Asher Landau confirmed that credit cards that board members have in their possession would be canceled when they resign. Tom Meredith also had HUNC items in his possession that he passed off to other board members. Marilu Guevara

explained that any items would be still active until a board member communicated that they would no longer be on the board.

Adjournment

The meeting was adjourned at 7:45pm.

Tuesday, July 25, 2023, 6:30 PM
1800 N. BRONSON AVENUE, L.A., CA 90028
Second Floor Conference Room
Special Board Meeting

Welcome

The board was called to order by Sheila Irani at 6:46pm.

1. Roll Call

Present: Sheila Irani, Noelle North-Norris, Dominic Patten, and Jim Van Dusen

Not Present: Paul Barbosa and John Schaeffer

There was discussion about Paul Barbosa not being able to be in attendance due to a car accident.

2. Review, Discussion and Appointment of Board Members from Received Applications

Marilu Guevara thanked everyone for joining. She said that in the agenda, there were linked documents to the applications submitted by potential board members and there were also hard copy versions in the back of the room. These were available for public display only, because these had folks' personal information in them.

Ms. Guevara read the names of the nominated individuals as well as the seats they were nominated for.

Dominic Patton - Geographical Area 1

Chad McMurray (absent and gave due notification) - Geographical Area 4

Shane Cominsky - Business Area B

Leslie Jones - Renter Representative Area B

Mark Milmer - Renter Representative Area C

Maria Ana Cochoa - Unclassified Stakeholder Representative 2

Oliver Alvarez - At-Large Stakeholder Representative

Marilu Guevara said there had been two additional applications, one applicant withdrew their application and the other was ineligible. Ms. Guevara also said Georgina Darby submitted an application today for the Unclassified Stakeholder Representative but the application was submitted today so this could not be included in HUNC's meeting today as it could not be included on the agenda.

Marilu Guevara asked if there was any public comment.

Brandi D'Amore made public comment that Shane's application should need proof from his landlord that he could have an at-home business.

Robert Morrison said he continued to have admin privileges for the board and will re-send notes he provided when he resigned of items to be taken care of at the next regular board meeting.

Brandi D'Amore asked which area under Unclassified was currently vacant. Marilu Guevara said Maria Ana Cochoa was the Unclassified representative for Residential Region 4 and there was a potential applicant for the Unclassified area 5.

Marilu Guevara asked if there was any board comment.

Sheila Irani thanked all who applied.

Jim Van Dusen asked if everyone could give a 2 minute introduction of themselves so they could get to know the applicants and why they want to be involved before proceeding.

Each applicant introduced themselves and gave a brief background on their involvements in the neighborhood and why they wanted to be involved with HUNC.

Sheila Irani moved to accept the nomination for all nominees who were in attendance tonight as well as Chad McMurray who was not present but gave proper notice.

Jim Van Dusen seconded the motion.

Yes: 3 Sheila Irani, Jim Van Dusen, and Noelle North-Norris

No: 0

Absent: 2

The motion passed.

Marilu Guevara said that now that HUNC has met quorum, they can schedule the next regular board meeting. This will be the second Monday of the month and HUNC can now agendize regular business at the meeting. There are now twelve seated board members and potentially one who can be seated at the next board meeting. Ms. Guevara went over HUNC onboarding business with the new members including training they should complete and emails that will be set up for them. She suggested that new board members complete trainings by the next meeting so they would be eligible to vote on items. She also suggested that new board members look at the by-laws as well. Ms. Guevara also mentioned that DONE would be opening applications for by-law amendments in September or October.

Sheila Irani added that the purpose of completing the trainings was so HUNC could start voting on agenda items. HUNC needs to vote on budget and grant items as they have not been able to due to lack of quorum. Ms. Irani also asked everyone to think about committee assignments.

Robert Morrison said new board members would receive emails to set up their emails by Thursday evening.

Jim Van Dusen asked who would prepare the agenda for the next meeting as HUNC currently had no officers.

Marilu Guevara said it would be okay if current board members created the agenda. She said DONE has recommendations and Ms. Guevara will email them to Sheila Irani for review.

There was discussion about logistically posting the agenda the appropriate 72 hours before the board meeting. Robert Morrison was typically posting the agenda in one location. Brandi D'Amore explained there was a massive robbery and the typical location may not be available because of it. Marilu Guevara instructed the board to alert her and DONE if the posting location has changed. The board members decided that Jim Van Dusen would post the agenda at the grocery store and Leslie Jones would handle the location at the Fire Station. George said he would update the website with the agenda and edit the preamble with the updated posting locations.

Sheila Irani asked board members to reach out to her if there was anything they wanted to be on the agenda.

Brandi D'Amore said the by-laws indicate that HUNC needs to have a PLUM and Outreach committee. They also indicate that you need to be on the board for 6 months to chair a committee.

Marilu Guevara said she was in conversation with DONE and the City Attorney because there may be no way around this as there are only two continuing board members and no one else has served on the board beyond 6 months. Jim Van Dusen mentioned that for officers, it says "should be" on the board for at least 6 months and for chairs it says "shall be" on the board for at least 6 months, which is a distinction.

Brandi D'Amore asked if the trainings included the digital media policies.

Marilu Guevara said they do not and explained that this policy was developed during the pandemic and has not been cemented. DONE wanted a report before finalizing the policy to see if any further amendments were needed before it was finalized. Ms. Guevara explained that this will be a topic of conversation at the Board of Commissioners meeting next month.

Brandi D'Amore explained there was a section in the policy that addresses personal engagement in social media.

Marilu Guevara advised board members to keep personal life separate from government and to refrain from making public comment online regarding issues HUNC may address.

Oliver Alvarez asked if HUNC board members could use social media to promote events HUNC has going on. Ms. Guevara said that was fine but to not start a conversation and to keep an eye on the comments.

Marilu lead the new board members in declaring the oath.

The meeting was adjourned at 7:32pm.

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

Neighborhood Council: _____
Fiscal Year: _____

NEIGHBORHOOD COUNCIL FUNDING PROGRAM FISCAL YEAR ADMINISTRATIVE PACKET

Summary

The Administrative Packet provides for a more comprehensive and complete record of all items that support the Neighborhood Councils' (NC) fiscal and administrative operations, including its annual budget, Financial Officers, and any commitments for NC office space, storage facility, P.O. Boxes, etc.

Goal(s)

The goal(s) of the Administrative Packet is to make it easier for NCs to identify, plan, and confirm, via a board vote, all fiscal and administrative requirements upfront each year so that our Office can prepare for and process funding requests and resulting contracts judiciously and expeditiously.

The Packet contains the following items:

- NC Funding Program Acknowledgements & Agreements – Signed by all Financial Officers
 - **If a new Financial Officer is being appointed for the new Fiscal Year, please check the appropriate box for the Financial Officer(s).**
- Completed Annual Budget
- Information pertaining to office space, meeting space, storage facility, Post Office Box (P.O. Box), and website services, as applicable.

Procedure

On a yearly basis, we require each NC to discuss, prepare, and approve the Administrative Packet. Once the NC board has voted on the Packet, the Packet and the completed Board Action Certification (BAC) Form are to be submitted to the NC Funding Program.

Your NC Treasurer can submit both documents, the Packet and BAC, by uploading them in the NC Funding System portal, Budget Allocation section, immediately after Board approval. Once received, reviewed, and accepted by our Program, your NC will gain full access to its funds. The NC Funding System portal website is <https://cityclerk.lacity.org/NCFundPortal/#/login>

As our Program awaits your Packet submission, access to your NC funds will be limited to \$333.00 per month, until the annual budget, Administrative Packet, and BAC have been received and accepted. This limited amount is intended to assist your NC operationally for expenses related to conducting your NC meetings, i.e. meeting facility use fees, printing and photocopying of meeting documents, meeting refreshments/snacks, professional staff services.

If you have questions or require any assistance regarding the packet, please feel free to email us at clerk.ncfunding@lacity.org or call us at 213-978-1058.

**NEIGHBORHOOD COUNCIL FUNDING PROGRAM
FINANCIAL OFFICERS LETTER OF ACKNOWLEDGEMENT & AGREEMENT**

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

- (1) we are authorized to request City funding to support NC general operations,
- (2) all items or services described or included in any related funding requests are exclusively intended to further the goals and objectives of the Neighborhood Council, and
- (3) all reasonable precautions shall be exercised by the undersigned to fully safeguard, control and account for all use of funds. Proper accountability of all City funds is critical to the success of the NC Funding Program.

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

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

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

Neighborhood Council Financial Officers - Names and Signatures:

Treasurer

Please check here if a new Treasurer is being appointed

SIGNATURE OF THE TREASURER

DATE

PRINT NAME OF THE TREASURER

EMAIL

BOARD POSITION

PHONE NUMBER

CONTINUES OTHER SIDE

2nd Signer

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

SIGNATURE OF THE 2nd SIGNER

DATE

PRINT NAME OF THE 2ND SIGNER

EMAIL

BOARD POSITION

PHONE NUMBER

Alternate Signer

(If not applicable, please indicate "N/A")

Please check here if a new Alt. Signer is being appointed

SIGNATURE OF THE ALTERNATE SIGNER

DATE

PRINT NAME OF THE ALTERNATE SIGNER

EMAIL

BOARD POSITION

PHONE NUMBER

1st Bank Cardholder

Please check here if a new Cardholder is being appointed

SIGNATURE OF THE 1st BANK CARD HOLDER

DATE

PRINT NAME OF THE 1st BANK CARD HOLDER

EMAIL

BOARD POSITION

PHONE NUMBER

2nd Bank Cardholder

Please check here if a new Cardholder is being appointed

SIGNATURE OF THE 2nd BANK CARD HOLDER

DATE

PRINT NAME OF THE 2nd BANK CARD HOLDER

EMAIL

BOARD POSITION

PHONE NUMBER

***** Bank Cardholders, please read further next page *****

**NEIGHBORHOOD COUNCIL FUNDING PROGRAM
BANK CARDHOLDER ACKNOWLEDGEMENT &
AGREEMENT OF RESPONSIBILITIES**

This document outlines the responsibilities that I, as the Neighborhood Council Bank Cardholder, have as the primary custodial holder of a City Los Angeles Neighborhood Council (NC) Bank Card, referred herein as "the card" for the Neighborhood Council named below. My signature indicates that I have read and understand these responsibilities and further, that I agree to adhere to the guidelines established by the Office of the City Clerk and approved by the City Controller for the use of City funding as it relates to the Neighborhood Council Funding Program.

1. I understand that the City of Los Angeles Neighborhood Council Card is intended to facilitate the purchase and payment of materials or services required for the conduct of official Neighborhood Council business only.
2. I agree to make only those purchases consistent with the type of purchases authorized by the Office of the City Clerk and approved by the NC Governing Board.
3. I understand that under no circumstances will I use the Card to make personal purchases either for myself or for others. The Card is issued in the name of the Neighborhood Council and I serve as the Card custodian. I agree that should I willfully violate the terms of this Agreement and use of the Card for personal use or gain that I will reimburse the City of Los Angeles for all incurred charges and any fees related to the collection of those charges.
4. Uses of the Card not authorized by the Office of the City Clerk can be considered misappropriation of City funds. This could result in (a) immediate and irrevocable forfeiture of the Card, and /or (b) potential de-certification action. I understand that the Card must be surrendered upon termination of any official position with the Neighborhood Council to which the card is issued. I agree to maintain the Card with appropriate security whenever and wherever I or any other authorized person may use the Card. If the Card is stolen or lost, I agree to immediately notify the Office of the City Clerk.
5. I understand that since the Card is the property of the Bank and authorized for issue by the City of Los Angeles, I am required to comply with internal control procedures designed to protect City assets. This may include being asked to produce the Card, receipts, and/or statements to validate its existence and to audit its use.
6. I understand that I will have access to the Funding Program System portal via the Internet where all card transactions will be posted by the Bank when the card is used. I understand that I am required to obtain itemized receipts for all card transactions and upload the itemized receipts to the Funding Program System portal to verify the posted card transaction. Uploading the required itemized receipt is necessary for my NC Monthly Expenditure Report (MER) to be generated by the Funding Program System portal. The MER must be reviewed and approved by the NC Governing Board before being submitted to the Office of the City Clerk as a complete Report.
7. I understand that all transactions on the Card will reduce the funds available to the NC. I understand that the Bank will not accept any limit increases from me.
8. I understand that the Card is solely provided to the designated NC cardholder and that assignment of the Card is based on the understanding that I need to purchase materials required for the conduct of Neighborhood Council business. I understand that custodial possession of the Card is not an entitlement nor reflective of title or position.
9. As a Neighborhood Council Financial Officer, I have signed and received a copy of both the NC Funding Program Bank Cardholder Agreement of Responsibilities and Financial Officers Letter of Acknowledgement, have attended and completed the required NC Funding Program training, and understand the requirements and limitations regarding the NC Bank Card's use.

PLEASE SIGN NEXT PAGE

1st Bank Cardholder

SIGNATURE OF THE 1st BANK CARD HOLDER

DATE

PRINT NAME OF THE 1st BANK CARD HOLDER

2nd Bank Cardholder

SIGNATURE OF THE 2nd BANK CARD HOLDER

DATE

PRINT NAME OF THE 2nd BANK CARD HOLDER

NEIGHBORHOOD COUNCIL FUNDING PROGRAM
ANNUAL BUDGET TEMPLATE – FISCAL YEAR 2020-2021

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

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

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

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

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

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

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

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

**Sample Itemized Budget Allocations for
Office/Operational Expenditures**

Office/Operational Expenditures Category	
<i>Office Rent (\$500/month x 12 months)</i>	<i>\$6,000.00</i>
<i>Office Supplies (paper, ink, staples, pens, binders, business cards, etc.)</i>	<i>\$500.00</i>
<i>Printer/Copy Machine Lease</i>	<i>\$1,500.00</i>
<i>Internet Service (Spectrum)</i>	<i>\$1,000.00</i>
<i>Telephone Service (Ooma)</i>	<i>\$500.00</i>
<i>Website Hosting and Maintenance</i>	<i>\$1,500.00</i>
<i>Printing and Photocopying for Meetings</i>	<i>\$300.00</i>
<i>Meeting Facility Fees (Riverside Elementary School)</i>	<i>\$1,500.00</i>
<i>Minute-Taker for Meetings (AppleOne)</i>	<i>\$1,500.00</i>
<i>Refreshments/Snacks for Meetings</i>	<i>\$1,200.00</i>
Total Office/Operational Expenditures \$15,500.00	

Neighborhood Council _____ Annual Budget for Fiscal Year: _____	
Annual Budget Funds	
Rollover Funds*	
Total Annual Budget Funds	

Office/Operational Expenditures Category	
Total Office/Operational Expenditures	

*The Funding Program will notify each NC of their Fiscal Year closing balance including available rollover funds and/or applicable adjustment, if any, approximately August 1st or next business day. Depending on when an NC submits its Admin Packet/annual budget, the NC may need to revise and resubmit its annual budget to account for any rollover and/or adjustments.

Neighborhood Purposes Grants (NPG) Expenditures Category	
Total NPG Expenditures	

Community Improvement Projects (CIP) Expenditures Category	
Total CIP Expenditures	

TOTAL ANNUAL BUDGET ALLOCATIONS	
Office/Operational Expenditures	
Outreach Expenditures	
Election Expenditures	
General and Operational Expenditures	
Neighborhood Purposes Grants (NPG) Expenditures	
Community Improvement Projects (CIP) Expenditures	
TOTAL EXPENDITURES FOR THE FISCAL YEAR	

NEIGHBORHOOD COUNCIL FUNDING PROGRAM

LEASES & AGREEMENTS

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

Office Location:

<input type="checkbox"/> Existing(may need to renew agreement) <input type="checkbox"/> New(new agreement may be needed) <input type="checkbox"/> Donated <input type="checkbox"/> NA	
Property Name:	
Property Address:	
Property Owner Name:	
Property Owner Phone Number:	
Property Owner Email:	

Meeting Location:

<input type="checkbox"/> Existing(may need to renew agreement) <input type="checkbox"/> New(new agreement may be needed) <input type="checkbox"/> Donated <input type="checkbox"/> NA	
Property Name:	
Property Address:	
Property Owner Name:	
Property Owner Phone Number:	
Property Owner Email:	

Storage Facility:

<input type="checkbox"/> Existing(may need to renew agreement) <input type="checkbox"/> New(new agreement may be needed) <input type="checkbox"/> Donated <input type="checkbox"/> NA	
Facility Name/Owner	
Facility Address:	
Facility Owner Phone Number:	
Facility Owner Email:	
Name on Facility Account:	

P.O. Box:

<input type="checkbox"/> Existing(may need to renew agreement) <input type="checkbox"/> New(new agreement may be needed) <input type="checkbox"/> Donated <input type="checkbox"/> NA	
Property Name/Owner:	
NC P.O. Box Address	
Property Owner Address:	
Property Owner Phone Number:	
Property Owner Email:	
Name on P.O. Box Account:	

Website Services:

<input type="checkbox"/> Existing(may need to renew agreement) <input type="checkbox"/> New(new agreement may be needed) <input type="checkbox"/> Donated <input type="checkbox"/> NA	
Name of Website Services Provider:	
Service Provider Address:	
Service Provider Phone Number:	
Service Provider Email:	
Type of Services Provided:	

When the Board completes and approves the Admin Packet, the NC Treasurer may submit the Packet and BAC Form online in the NC Funding System portal, Budget Allocation section. The NC Funding System portal website is <https://cityclerk.lacity.org/NCFundPortal/#/login>

Please contact our Office for any questions you may have. We are here to help.
Clerk.NCFunding@lacity.org
 (213)978-1058

August 10, 2023

Sheila Irani
Hollywood United NC
P.O. Box 3272
Hollywood, CA, 90078

Dear Sheila,

The purpose of this letter is to confirm, based on recent conversations and meetings, that Media Arts International (MAI) will provide web, communication and administrative consulting services for the Hollywood United Neighborhood Council (Client). MAI will provide the following:

- Oversee the posting of agendas and related information provided by the Client to the Client website
- Post minutes and update board/committee membership on the Client website
- Provide services to facilitate newsletter creation and design elements
- Update NC Meeting Manager software developed to post agendas and generate minutes for bug fixes
- Assist in website and graphic creation for the exclusive use by the Client

- Create agendas for meetings using specialized software which will post to ENS and be electronically sent to designated people for physical postings
- Prep meeting minutes using content supplied by HUNC representatives
- Create BACs

All web or communication related services will have at least a 48-hour turnaround time but can take longer depending on the requested task.

This engagement starts on August 15, 2023, and is valid until December 31, 2023.

A fee of \$600 a month will be charged for web and communication services which assumes 7 hours a month of work. The fee arrangement is based on the expected amount of time required for work to perform the services as agreed. The fee excludes miscellaneous expenses which are incurred to complete the engagement. The first payment will be due on September 1, 2023.

A fee of \$300 will be charged on September 1 for the Neighborhood Council Meeting Manager (NCMM) software used to generate agendas, Board Action Certifications (BAC) and minutes related to HUNC meetings. This will cover its use until June 30, 2024.

A fee of \$75 for each full board meeting agenda and \$45 for other agendas will be charged. All agenda content must be submitted 5 days prior to the meeting for proper posting. Meeting minute and BAC preparation will be included and will include only meeting start and end times, attendance and any motions and associated votes that were taken. Content beyond this scope will incur additional charges.

Should the client need extra services not included in this engagement, MAI will bill at a rate of \$85 per hour (subject to approval by the Client).

The Client is responsible for all purchases required to complete this project. The Client is required to arrange for reasonable access by MAI to relevant individuals and documents. The Client shall be responsible for both the completeness and accuracy of the information supplied to MAI. Any advice given to the Client is only an opinion based on our knowledge of the Client's particular circumstances.

We hereby accept the terms of your engagement letter.

Signed: _____

Name: Sheila Irani

Company: Hollywood United NC

Address: P.O. Box 3272
Hollywood, CA, 90078

Tel: (323) 793-7868

Email: sheila@myhunc.org

Date: _____

Signed: _____

George Skarpelos
Principal
Media Arts International
6421 La Punta Drive
Los Angeles, CA 90068
323.469.4967
george@mediaart.com

Date: 8/10/23



6421 La Punta Drive
 Los Angeles, CA 90068
 www.mediaart.com
 323.469.4967 tel

Invoice

Date: 01-Jun-23
Invoice ID: HUNC23-21
ID: 35-2172398

Bill To:

Hollywood United Neighborhood Council
 P.O. Box 3272
 Los Angeles, CA 90078

Project Information

Project Code HUNC-5
Description HUNC Web and Internet Consulting
MAI Contact George Skarpelos
Project Contact

P.O. n/a
Contract Date 01-Jan-22
Date Finished Continuing

Billing Information

Billing Period 5/1/2023 - 5/31/2023
Client Code HUNC
Client Contact Robert Morrison

Charges

Labor	\$600.00
Materials	\$0.00
Travel	\$0.00
Items	\$0.00
Total	\$600.00

Detail of Charges

Description of Labor	Date	Time	Cost
George Skarpelos (\$600/Month)			
Consulting for May	5/31/2023	1.0	\$600
Web Consulting Subtotal		1.0	\$600.00
Labor Subtotal:		1.0	\$600.00



Invoice

6421 La Punta Drive
 Los Angeles, CA 90068
 www.mediaart.com
 323.469.4967 tel

Date: 03-Jul-23
Invoice ID: HUNC23-22
ID: 35-2172398

Bill To:

Hollywood United Neighborhood Council
 P.O. Box 3272
 Los Angeles, CA 90078

Project Information

Project Code HUNC-5
Description HUNC Web and Internet Consulting
MAI Contact George Skarpelos
Project Contact

P.O. n/a
Contract Date 01-Jan-22
Date Finished Continuing

Billing Information

Billing Period 6/1/2023 - 6/30/2023
Client Code HUNC
Client Contact Robert Morrison

Charges

Labor	\$600.00
Materials	\$0.00
Travel	\$0.00
Items	\$0.00
Total	\$600.00

Detail of Charges

Description of Labor	Date	Time	Cost
George Skarpelos (\$600/Month)			
Consulting for June	6/30/2023	1.0	\$600
Web Consulting Subtotal		1.0	\$600.00
Labor Subtotal:		1.0	\$600.00