

OFFICERS:

PRESIDENT Jim Van Dusen
VICE-PRESIDENT Georgette Darby
TREASURER Paul Barbosa
SECRETARY Chad McMurray



BOARD MEMBERS:

Joey Meehan Josh Goldstein
Kevin Ackerman Mark Millner
Oliver Alvarez Shane Kalminski
Sydney Russell

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, June 9, 2025, 6:30 PM
Fire Station 82 Annex
1800 N. BRONSON AVENUE, L.A., CA 90028
Second Floor Conference Room

Welcome

6:51 PM start

1. Roll Call

Attending

Jim Van Dusen Georgette Darby Chad McMurray Shane Kalminski Mark Millner Oliver Alvarez
Joey Meehan Kevin Ackerman

Absent

Paul Barbosa Sydney Russell Josh Goldstein

2. Consent Calendar

Every item on the Consent Calendar will be considered bundled and will be voted on as a single item. If a Board Member has an objection to an item being on the Consent Calendar, they need to raise that objection to an item and ask to have that item or items considered separately. There will be no discussion or comment on the substance of any item unless it is removed from the Consent Calendar. Removed items will be moved to the end of the agenda for consideration, or earlier within the discretion of the Chair. The Consent Calendar includes:

Motion: Georgette Darby **Second:** Chad McMurray **Result:** Yes-8, No-0, Abstain-0, Recused-0, Ineligible-0

Yes

Chad McMurray Georgette Darby Jim Van Dusen Joey Meehan Kevin Ackerman Mark Millner
Oliver Alvarez Shane Kalminski

A) Approval of April, 2025 Board Meeting Minutes

Motion: Georgette Darby **Second:** Chad McMurray **Result:** Yes-8, No-0, Abstain-0, Recused-0, Ineligible-0

Yes

Chad McMurray Georgette Darby Jim Van Dusen Joey Meehan Kevin Ackerman Mark Millner
Oliver Alvarez Shane Kalminski

B) Approval of April, 2025 MER

Motion: Georgette Darby **Second:** Chad McMurray **Result:** Yes-8, No-0, Abstain-0, Recused-0, Ineligible-0

Yes

Chad McMurray Georgette Darby Jim Van Dusen Joey Meehan Kevin Ackerman Mark Millner
Oliver Alvarez Shane Kalminski

C) Approval of May 2025 MER

Motion: Georgette Darby **Second:** Chad McMurray **Result:** Yes-8, No-0, Abstain-0, Recused-0, Ineligible-0

Yes

Chad McMurray Georgette Darby Jim Van Dusen Joey Meehan Kevin Ackerman Mark Millner
Oliver Alvarez Shane Kalminski

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

J Anderson accepting applications for Hollywood Land Review Board.

Maria Sosyan, Director of Community Engagement for Congresswoman Laura Friedman introduced herself and spoke about Representative Friedman's recent actions. Helena Doub, DONE spoke regarding July transition and the City Budget, including the potential for the NC Budgets to remain the same. Brandi D'Amore spoke on behalf of Anais Gonzalez of CD13 who was unable to attend.

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

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

A) Homelessness Liaisons Report

No Report

6. Report by the Youth Representative

No Report

7. Report regarding Hollywood Sign & Western Griffith Park Action Plan Working Group

8. Executive Committee

A) President Report

No Report

B) Vice President Report

Wildfire Preparedness Sat June 7th.

C) Treasurer Report

No Report

D) Secretary Report

No Report

9. Discussion and potential motion to take item 17 from the HUNC Board meeting of April 14, 2025 regarding Mulholland Highway fencing off the table, if appropriate, for discussion and possible motion

Motion: Jim Van Dusen **Second:** Georgette Darby **Result:** Yes-8, No-0, Abstain-0, Recused-0, Ineligible-0

Yes

Chad McMurray Georgette Darby Jim Van Dusen Joey Meehan Kevin Ackerman Mark Millner
Oliver Alvarez Shane Kalminski

10. Continuation of tabled agenda item 17 from HUNC Board meeting of April 14, 2025 due to incomplete description of agenda item. The complete agenda item; Discussion and possible motion to send a Community Impact Statement (CIS) recommendation for CF-23-0701 opposing a City Council Action to make the temporary fence on Mulholland Highway beginning at Canyon Lake Drive and running along a portion of the Lake Hollywood perimeter east to Durand Drive, permanent. The proposed CIS: Hollywood United Neighborhood Council is submitting a Community Impact Statement regarding Action 23-0701 which proposes making the temporary fence on Mulholland Highway permanent. We recognize that the motion has passed but suggest either amendments to the legislation or reconsidering the fence entirely. While people taking photos of their cars, blocking the road poses a legitimate issue, we feel that this solution is inelegant at best

and counter-productive at worst. Blocking any view seems like a slippery slope. And it seems the temporary fence has already created the new issue of people walking in the road, all the while, people are still taking pictures. There are additional concerns about the fence blocking wildlife migration and also aesthetics. We believe that we can all collectively find a better, more creative, multi-pronged solution than a fence.

Link for Motion: https://clkrep.lacity.org/onlinedocs/2023/23-0701_misc_06-23-23.pdf

Link for Council Action: https://clkrep.lacity.org/onlinedocs/2023/23-0701_caf_8-22-23.pdf

Motion deemed withdrawn due to lack of a motion by a board member to the proposed motion on the agenda.

11. Discussion and possible motion to submit a Community Impact Statement (CIS) regarding Council File 25-0002 regarding local control over land use and zoning laws. The CIS statement to read: The Hollywood United Neighborhood Council supports Council File 25-002 regarding local control over land use and zoning laws.

Link for Motion: https://clkrep.lacity.org/onlinedocs/2025/25-0002-S19_misc_03-28-25.pdf

No Action

12. Discussion and possible motion to approve the purchase of branded outreach and event materials in an amount not to exceed \$1,500 for general HUNC events and community engagement, including but not limited to items such as branded sunscreen, handheld fans, magnets, and tote bags.

Motion: Georgette Darby **Second:** Shane Kalminski **Result:** Yes-8, No-0, Abstain-0, Recused-0, Ineligible-0

Yes

Chad McMurray
Oliver Alvarez

Georgette Darby
Shane Kalminski

Jim Van Dusen

Joey Meehan

Kevin Ackerman

Mark Millner

13. Discussion and Possible Motion to Submit a Community Impact Statement (CIS) in support of Council File 25-0600-S7 which seeks to restore full Neighborhood Council (NC) funding for Fiscal Year 2025–2026. The Mayor’s budget proposal reduces NC allocations from \$32,000 to \$25,000 — a 21% cut. The CIS would advocate for maintaining the original \$32,000 budget. The CIS statement to read: The Hollywood United Neighborhood Council (HUNC) supports Council File 25-0600-S7 which seeks to restore full Neighborhood Council (NC) funding for Fiscal Year 2025–2026. The Mayor’s budget proposal reduces NC allocations from \$32,000 to \$25,000 — a 21% cut. HUNC supports maintaining the original \$32,000 budget.

Link for motion: https://clkrep.lacity.org/onlinedocs/2025/25-0600-S7_misc_5-22-25.pdf

Motion: Mark Millner **Second:** Georgette Darby **Result:** Yes-8, No-0, Abstain-0, Recused-0, Ineligible-0

Yes

Chad McMurray
Oliver Alvarez

Georgette Darby
Shane Kalminski

Jim Van Dusen

Joey Meehan

Kevin Ackerman

Mark Millner

14. Discussion and possible motion for a temporary appointment to the Hollywood Sign & Western Griffith Park Action Plan Working Group (Sign Group) pending the appointment of board members to the Sign Group when the 2025-2026 HUNC board is installed at the July or subsequent board meeting due to the Sign Group July meeting being scheduled before the July HUNC board installation meeting.

It was agreed by the full board that Jim Van Dusen would continue as the Alternate HUNC representative to the Council District 4 Hollywood Sign & Western Griffith Park Action Plan Working Group after his term on the HUNC board expires in July, 2025

15. Discussion and potential appointment of second board member authorized to submit Community Impact Statements (CIS).

No Action

16. Committee Reports

A) Outreach Committee

1. Report by the Committee Chair

B) PLUM Committee

1. Report by the Committee Chair

No Report

C) Ad Hoc Election Committee

1. Report by the Committee Chair

Introduced new committee board members.

D) Housing, Homelessness and Public Safety Committee

1. Report by chair

No Report

E) Infrastructure Committee

1. Report by chair

No Report

17. Old/Ongoing Business

18. New/Future Business

Adjournment at 8:02 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.

Monthly Expenditure Report



Reporting Month: June 2025

Budget Fiscal Year: 2024-2025

NC Name: Hollywood United
Neighborhood Council

Monthly Cash Reconciliation					
Beginning Balance	Total Spent	Remaining Balance	Outstanding	Commitments	Net Available
\$20151.05	\$3242.47	\$16908.58	\$0.00	\$0.00	\$16908.58

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office	\$22650.00	\$642.47	\$10359.87	\$0.00	\$10359.87
Outreach		\$0.00		\$0.00	
Elections		\$100.00		\$0.00	
Community Improvement Project	\$2950.00	\$0.00	\$2950.00	\$0.00	\$2950.00
Neighborhood Purpose Grants	\$14098.71	\$2500.00	\$3598.71	\$0.00	\$3598.71
Funding Requests Under Review: \$0.00		Encumbrances: \$0.00		Previous Expenditures: \$19547.66	

Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	GOOGLE GSUITE MYHUNC.O	06/01/2025	Google	General Operations Expenditure	Office	\$109.20
2	MAILCHIMP	06/07/2025	Mailchimp	General Operations Expenditure	Office	\$39.00
3	GELSON'S MARKETS #1	06/09/2025	Water for board meeting	General Operations Expenditure	Office	\$4.59
4	GELSON'S MARKETS #1	06/09/2025	Pizza for board meeting	General Operations Expenditure	Office	\$42.79
5	HENRY PRINTING & GRAPH	06/09/2025	Henry Printing	General Operations Expenditure	Office	\$42.81
6	TMOBILE AUTO PAY	06/19/2025	T-Mobile monthly payment.	General Operations Expenditure	Office	\$16.60
7	City of Los Angeles Dept. of Neighborhood Empowerment	05/29/2025	Motion to approve Administrative Packet for 2024-2025 so as to be ready for the new Fiscal Year which includes \$400 for zoom.	General Operations Expenditure	Office	\$387.48
8	Hollywood Dell Civic Association	05/20/2025	Annual Hollywood Dell Block Party including event rentals, set up & outreach materials.	Neighborhood Purpose Grants		\$2500.00

7/10/2025

Juan Huesca

**180.00

One Hundred Eighty Only*****

9	Sheri Lunn	05/30/2025	Approve up to \$600 from the Elections Budget to fund the Candidate Forum, covering food, marketing, event supplies, and a moderator fee, subject to compliance with City Clerk requirements...	General Operations Expenditure	Elections	\$100.00
Subtotal:						\$3242.47

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



Invoice

Invoice number: 5267706203

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

Bill to

Treasurer, Paul Barbosa
myhunc.org
Hollywood United NC
200 N Spring Street, Suite 2005
Los Angeles, CA 90028
United States

Details

Invoice number 5267706203
Invoice date May 31, 2025
Billing ID 3288-8062-9811
Domain name myhunc.org

Google Workspace

Total in USD **\$109.20**

Summary for May 1, 2025 - May 31, 2025

Subtotal in USD \$109.20
Tax (0%) \$0.00
Total in USD \$109.20

You will be automatically charged for any amount due.

Subscription	Description	Interval	Quantity	Amount(\$)
Google Workspace Business Starter	Usage	May 1 - May 31	13	109.20
Subtotal in USD				\$109.20
Tax (0%)				\$0.00
Total in USD				\$109.20

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>

From: No Reply - Mailchimp <no-reply@mailchimp.com>
Sent: Friday, June 6, 2025 11:34 PM
To: president@myhunc.org
Subject: Mailchimp Invoice



Your order has been processed.

Invoice MC10506213

Processed on June 06, 2025 11:33 PM Los Angeles.

Monthly plan	\$39.00
1001 - 1500 subscribers.	
Intuit Assist for Mailchimp*	\$0.00
AI-powered marketing	
Paid via Mast ending in 7274 which expires 07/2028	\$39.00
on June 07, 2025	
Balance as of June 07, 2025	\$0.00

* Intuit Assist functionality (beta) is available to certain users with Premium, Standard and Legacy plans in select countries in English only. Access to Intuit Assist is available at no additional cost at this time. Pricing, terms, conditions, special features and service options are subject to change without notice. Availability of features and functionality varies by plan type. Features may be broadly available soon but represents no obligation and should not be relied on in making a purchasing decision. For details, please view Mailchimp's various [plans and pricing](#).

Issued to

Jim Van Dusen
HollywoodUnitedNC
president@myhunc.org
HollywoodUnitedNC
PO Box 3272 Los Angeles, CA 90078-3272
2133047410

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Gelson's

5877 FRANKLIN AVE.
HOLLYWOOD, CA 90028
(323) 464-7316

5/09/2025 17:40:40
ASTERCARD Entry Method: Chip
CARD #: XXXXXXXXXXXX7274
PURCHASE - APPROVED
JTH CODE:043725

Code: Issuer
ID: A000000041010
VR: 000008000
AD: 0110A04001220000000000000000
COFF
SI: E800 ARC: 00
C: E4259C7C7E24E6A8
ID: 206602 TID: 001 RRN: 051314
Total: USD\$ 4.59

EVERAGE
10007114200948
ARROWHEAD 12 PACK 3.99 F
1000000009134
CRV 0.60 F

BALANCE DUE 4.59
CREDIT CARD \$4.59
[] XXXXXXXXXXXX7274
Auth# 043725 Ref# 051314
CHANGE 0.00

Save up to \$25 more a month!
Join Gelson's Rewards program
gelsons.com/rewards

Cashier: ALEJANDRO M. 404 Store: 114
POS: 005 Transaction: 0104
Monday, June 9, 2025 05:40 PM

Welcome Hollywood United Neighborhood Council,

This is your May bill.

We hope you are enjoying your T-Mobile services.
This is a summary of your charges this month.

Balance from previous bill **\$0.00**

Previous total due \$16.40

Payments - Thank you! -\$16.40

Total charges this bill **\$16.60**

Plans No changes \$15.00

Taxes and fees Increased by \$0.20 \$1.60

Total due Increased by \$0.20 **\$16.60**

Autopay: Jun 19, 2025

Total due

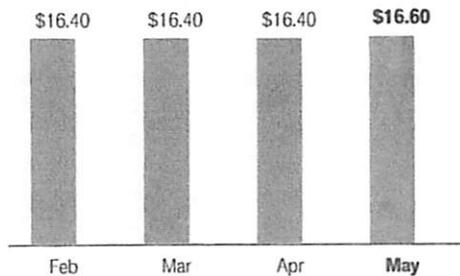
\$16.60

This amount will be charged to your card on **Jun 19, 2025**

Your charges explained

- Great news, you have no new lines added/suspended/cancelled this month!

Your recent charges compared



BEFORE THIS BILL

Balance from previous bill **\$0.00**

PREVIOUS TOTAL DUE **\$16.40**

PAYMENTS **-\$16.40**

Payment - thank you May 19 -\$16.40



MONTHLY REPORTS

Great news! No lines had usage charges this month!

HIGHEST PLAN COSTS

	No. of Lines	Cost \$
1. 5G Bus Mobile Int 30GB TE	1	\$15.00

To manage your plans and subscribers, visit t-mobile.com/business



DETAILED CHARGES

(213)469-9148 **\$16.60**

Hollywood United Neighborhood Council | Connected Device
200 N SPRING ST STE 224, Los Angeles CA 90012-3238

PLANS **\$15.00**

REGULAR CHARGES Apr 30 - May 29 **\$15.00**

Connected device

5G Bus Mobile Int 30GB TE **\$15.00**

TAXES & FEES **\$1.60**

T-Mobile fees & charges

Regulatory Programs & Telco Recovery Fee **\$1.60**

WHAT YOU NEED TO KNOW

T-Mobile ONE recurring charges include applicable Government taxes & fees T-Mobile fees & charges as determined by your primary place of use.

GOVERNMENT TAXES & FEES

Government taxes & fees includes sales, use, excise, public utility & E911 taxes & governmental charges & fees that we are required by law to bill & remit. These may change without notice.

T-MOBILE FEES & CHARGES

T-Mobile fees and charges include:

1. Regulatory Programs & Telco Recovery Fee, collected & retained by us to help cover costs for:
 - a. Funding & complying with government mandates, programs & obligations, like E911 or local number portability (\$0.50/line for voice lines and \$0.12/line for data-only products)
 - b. Charges imposed on us by other carriers for delivery of calls from our customers to theirs & by 3rd parties for certain network facilities & services we buy to provide you service (\$3.49 for voice lines, \$1.48 for data only lines)
2. State & federal Universal Service Fund charges (recovers charges imposed on us by the government to support universal service).
3. Other governmental assessments including, without limitation, gross receipt & excise taxes. These fees & charges are T-Mobile recovery charges, not governmentally imposed taxes. What is included in the fees & charges may vary by locale & rate plan & is subject to change.

LATE FEES

Late Fees, the greater of \$5 or 1.5% per month, or the greatest amount permitted by law, may apply on unpaid balances. This fee is a liquidated damage & not a penalty.

PAYMENT BY CHECK

Payment by Check. When you pay by check, you authorize us to either use information your check to make a one-time electronic fund transfer (EFT) from your account or to process the payment as a check transaction. If we process your payment by EFT, the funds may be withdrawn the same day we receive your check, & your canceled check will not be returned. If payment is returned unpaid, you authorize us to collect additional fees as outlined in the Terms & Conditions of Service at t-mobile.com/terms-conditions. Call (800) 375-1126 with any questions.

EQUIPMENT PROTECT

Equipment Protect by Assurant (in Puerto Rico: CAPIC) is for the equipment repair & replacement you may have selected. See Equipment Protection Terms & Conditions at t-mobile.com/terms-conditions for details.

CONTACT US

Contact us with any questions or disputes about your service or bill:

 PHONE

Call (800) 375-1126 or 611 from your T-Mobile device. TTY Dial 711 to reach a Relay Agent.

 MAIL

Write to T-Mobile Customer Relations, P.O. Box 37380, Albuquerque, NM 87176-7380.

 ONLINE

View your bill & usage details online by logging into account.t-mobile.com.

View Terms & Conditions online at t-mobile.com/business

Partial megabytes (MB) rounded up. 1024 MB = 1 GB

You can contact the California Public Utilities Commission with any complaints that T-Mobile was unable to resolve at Consumer Affairs Branch, 505 Van Ness Ave., San Francisco, CA 94102, or by calling (800) 649-7570 or TDD (800) 229-6846, or visiting their website at <http://www.cpuc.ca.gov/complaints>. If you have hearing or speaking limitations and want assistance from the California Relay Service, Dial 711 or visit <http://ddtp.cpuc.ca.gov/relay.aspx> for more information. For information about the California PPP Surcharge, please see <https://t.mo.co/CPUC>

CITY OF LOS ANGELES

CALIFORNIA



KAREN BASS
MAYOR

BOARD OF NEIGHBORHOOD COMMISSIONERS

JOY ATKINSON
PRESIDENT
LEONARD SHAFFER
VICE PRESIDENT

DEBBIE WEHBE
MAGGIE QUIROZ
KEREN WATERS
RANDELL ERVING
DOUGLAS EPPERHART

Email: commission@empowerla.org

NEIGHBORHOOD COUNCILS
EMPOWER LA
Department of
NEIGHBORHOOD EMPOWERMENT

20th FLOOR, CITY HALL
200 NORTH SPRING STREET
LOS ANGELES, CA 90012

TELEPHONE (213) 978-1551
TOLL-FREE 3-1-1
FAX: (213) 978-1751
E-MAIL: EmpowerLA@lacity.org

CARMEN CHANG
GENERAL MANAGER

ERICK MUÑOZ
COMMISSION EXECUTIVE ASSISTANT

www.EmpowerLA.org

DATE: May 15, 2025

2025-2026 ZOOM LICENSE REIMBURSEMENTS Hollywood United Neighborhood Council

INVOICE # 26-035

1800 N. Bronson Ave., Los Angeles, California 90028

Paul Barbosa, Treasurer, paul@myhunc.org

Jim Van Dusen, President, jim@myhunc.org

DUE DATE: May 23, 2025

Qty	Item Description	Unit Price	Amount
2	Commodity Code 4316: Software-Zoom Enterprise. Start date 05/06/2025 End date: 05/05/2026	\$140.57	\$281.14
2	Commodity Code 4316: Software-Zoom Audio Start date 05/06/2025 End date: 05/05/2026	\$53.17	\$106.34
Total Cost			\$387.48

Please make Checks Payable to:

City of Los Angeles - Department of Neighborhood Empowerment

200 N. Spring Street, Suite 2005

Los Angeles, CA 90012

Check Memo line should read: Your NC Name, Zoom License 25-26

**City of Los Angeles
Office of the City Clerk
Neighborhood Council Funding Program**

Neighborhood Purposes Grants

Neighborhood Purposes Grants (NPGs) provide NCs opportunities to develop partnerships with local 501(c)(3) nonprofits and public schools to build community and enhance neighborhoods in the City of Los Angeles. Projects and activities supported by NPGs vary widely and can include, but are not limited to:

- The Arts
- Beautification
- Community Support
- Education
- Community Improvements

NPG-funded projects and activities must be for a **public benefit** and purpose, **open**, **accessible**, and **free of charge** to stakeholders.

Grants approved by NCs exceeding \$5,000 involve further review and possible City contract by the Office of the City Clerk.

Visit the NC Funding Program website page on NPGs ([click here](#)) to find out more details about how 501(c)(3) nonprofits and public schools serving NC areas can apply. There are two NPG Information Packets; One for prospective applicants to help guide them in the application process, and one for NC board members outlining considerations and factors to keep in mind while evaluating NPG requests.

A “Project Completion Report” template is also provided to help ensure accountability in the use of Grant funds and help demonstrate how NCs and their partners are supporting L.A. communities and stakeholders. NCs and NPG recipients are strongly encouraged to work together to complete and submit the Report at the conclusion of the project.

Any questions you may have with the NPG process, please contact us at the NC Funding Program:

- Clerk.NCFunding@lacity.org
- (213) 978-1058

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 alexa@hollywooddell.com
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.**
 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, and family-friendly activities.
 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.

PROJECT BUDGET OUTLINE
 Provide the Budget Outline on a separate sheet if necessary or requested.

Category	Requested of NC	Total Projected Cost
Personnel Related Expenses		
	\$	\$
	\$	\$
	\$	\$
Non-Personnel Related Expenses		
Event Overall (Budget Attached as exhibit 1)		
Event promotion expenses (see attached exhibit 2B for details)	\$7,500	\$7,500
	\$	\$
	\$	\$

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
The Neighborhood Council (Neighborhood Name)	\$	\$
A County Supervisor (County Name)	\$	\$
A City Council Member (City Name)	\$	\$
	\$	\$

9) What is the TOTAL amount of the grant funding requested with this application: **\$2,500**

10a) Start date: 04/07/25 10b) Date Funds Required: 06/17/25 10c) Expected Completion Date: 06/21/25
 (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

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 Council Grant. I further 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 and here, said funds shall be returned immediately to the Neighborhood Council.

Executive Director of Non-Profit Corporation or School Principal - REQUIRED*

Alexa Iles Skarpelos HDCA President [Signature] April 7, 2025
 PRINT Name Title Signature Date

Secretary of Non-profit Corporation or Assistant School Principal - REQUIRED*

Ian Hohenstein HDCA Secretary [Signature] April 7, 2025
 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

NCFP 10

EXHIBIT 1: EVENT BUDGET	HDCA	CD4	LA County	HUNC	Total
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STREET CLOSURE Permit for street closure & Event Insurance		\$950.00			\$950.00
EVENT PROMOTION Flyers, signage	\$50.00			\$600.00	\$650.00
EVENT RENTALS & SET UP Tables, chairs, coolers, portable restroom, etc.				\$1,900.00	\$1,900.00
FOOD Catering, ice cream bars, popcorn concession	\$1,950.00	\$1,550.00	\$1,500.00		\$5,000.00
BEVERAGES Water, soda, ice	\$250.00				\$250.00
ACTIVITIES Pet parade SWAG & prizes, craft supplies, band helpers			\$1,000.00		\$1,000.00
MISC. SUPPLIES & INCIDENTALS Décor, tips, trash removal	\$250.00				\$250.00

TOTAL ESTIMATED EXPENSES =	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$10,000.00
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EXHIBIT 2A: BUDGET DETAILS	SOURCE	NOTES	COST	QTY	TOTAL \$	HUNC
Party Rentals						
6 foot plastic banquet tables	Planet Party Rentals		\$8 each	20	\$160.00	\$160.00
30" round standing tables	Planet Party Rentals		\$13 each	10	\$130.00	\$130.00
white plastic folding chairs	Planet Party Rentals		\$1.50 each	140	\$210.00	\$210.00
tent weights	Planet Party Rentals		\$5 each	24	\$120.00	\$120.00
beverage coolers	Planet Party Rentals		\$20 each	4	\$100.00	\$100.00
food service equipment	Planet Party Rentals		\$100	1	\$100.00	\$100.00
delivery fee	Planet Party Rentals		\$150	1	\$150.00	\$150.00
9.5% sales tax & 3% credit card payment fee	Planet Party Rentals				\$122.00	\$122.00
Portable Restroom Rental	Diamond Environmental	cost based on 2024 invoice			\$198.00	\$198.00
Décor Expenses						
tablecloths (cloth reusable)	HDCA inventory	pay to have them laundered			\$30.00	\$30.00
tablecloths (disposable)	Purchase	for food service area			\$20.00	\$20.00
10 x 10 canopy tents	HDCA inventory				\$0.00	\$0.00
Fabric flag banners	HDCA inventory				\$0.00	\$0.00
trash & recycling boxes, signs & bags	Purchase				\$50.00	\$50.00
Photo booth set up, backdrop, props	Purchase				\$250.00	\$250.00
Decorations	Purchase				\$150.00	\$150.00
Van Rental + gas (Friday - Sunday)	U-Haul	to transport tents, and heavy and bulky items			\$110.00	\$110.00
EVENT RENTALS & SET UP EXPENSE TOTAL =						\$1,900.00

EXHIBIT 2B: BUDGET DETAILS	SOURCE	NOTES	COST	QTY	TOTAL	HUNC
Event Flyers	Henry Printing & Graphics	Volunteers will hand deliver	\$.22 each	1,000	\$225.00	\$225.00
Full Color Banners for A Frame signs (6 x 2 = 12)	Henry Printing & Graphics	Use existing A frames	\$37.81 each	12	\$375.00	\$375.00
Event Signage , sign-in sheets, tags etc.	Henry Printing & Graphics	HDCA will cover this cost		TBD	\$50.00	
EVENT PROMOTIONAL EXPENSES TOTAL =					\$650.00	\$600.00



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:

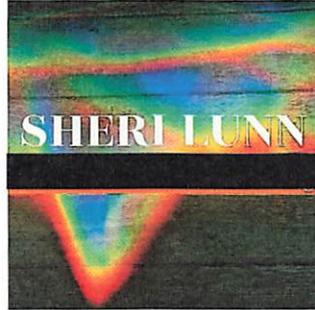
We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 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.

YOUR WIRE INFORMATION



INVOICE

Vendor Name: Sheri Lunn
Vendor Address: 5911 Meridian Street
Los Angeles, CA 90042
Phone: 323.514.7901
Email: slunn@weho.org
Social Media: n/a
Pronouns: she/her/hers

Invoice Number: 2025-0410
Invoice Date: March 26, 2025

Bill To:
Hollywood United Neighborhood Council

Description of Services:
Discounted honorarium for moderation of candidate forum event on April 10, 2025, including preparation and drafting of questions for panelists.

Amount Due: \$100

Hollywood United <hr/> Annual Budget for Fiscal Year:	Neighborhood Council 2024-2025 <i>28-26</i> <i>25000</i>
Annual Budget Funds	\$ 32,000.00
Rollover Funds*	\$ 4,098.71
Total Annual Budget Funds	\$ 36,098.71

Office/Operational Expenditures Category	
Google Suites, Mailchimp	\$ 2,350.00
Food for meetings, board events	<i>2000.00</i> \$ 3,600.00
Document copying/printing	\$ 1,000.00
Software Licenses (Microsoft, GoDaddy, Adobe, Access)	\$ 800.00
Office Items and Supplies	\$ 500.00
Name Plates & Badges	\$ 200.00
Media Arts Services Contract	<i>3600.00</i> \$ 7,200.00
Zoom License	\$ 400.00
PO Box USPS Wilcox Station	\$ 350.00
TMOBILE Hotspot	\$ 250.00
	<i>11450.00</i>
Total Office/Operational Expenditures	\$ 16,650.00

*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.

Outreach Expenditures Category	
Outreach Materials and Design	\$ 1,000.00
Outreach Events and Sponsorship	\$ 2,500.00
	1,000.00
	2,000.00
Total Outreach Expenditures	\$ 3,500.00

Election Expenditures Category	
Media, events, print collateral	\$ 2,500.00
	0
	0
Total Election Expenditures	\$ 2,500.00



Neighborhood Council Funding

System Dashboard

Hollywood United Neighborhood Cou

Fiscal Year:

2024-2025

Budget

Payment Requests

pCard Transactions

MER

Special Accounts

Encumbrance Accounts

Budget Amount

\$39,698.71



Budget: \$32,000.00

Adjustments: \$7,698.71

Expense-to-Date

\$22,790.13



Funding Requests: \$17,224.96

Credit Card: \$5,565.17

Total Outstanding

\$0.00



Commitments: \$0.00

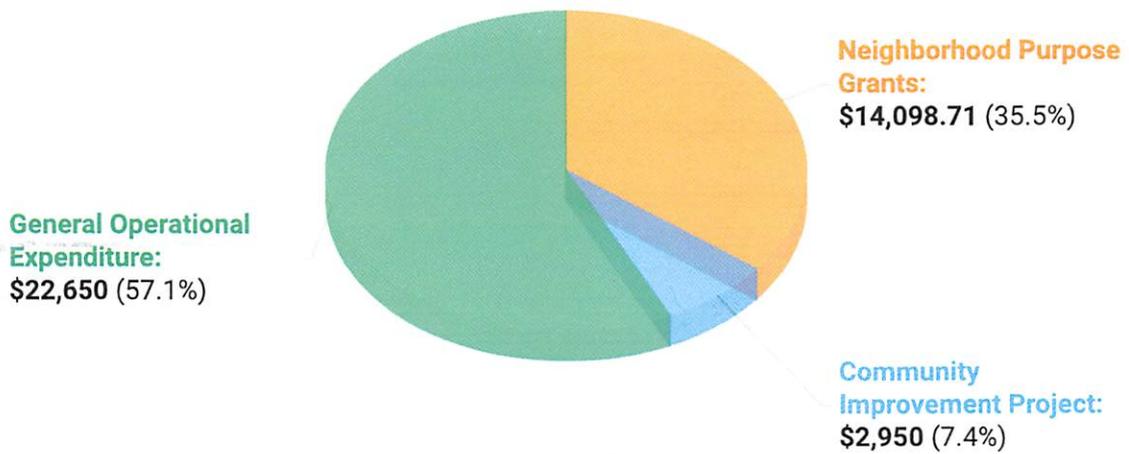
Pending Payments: \$0.00

Net Available

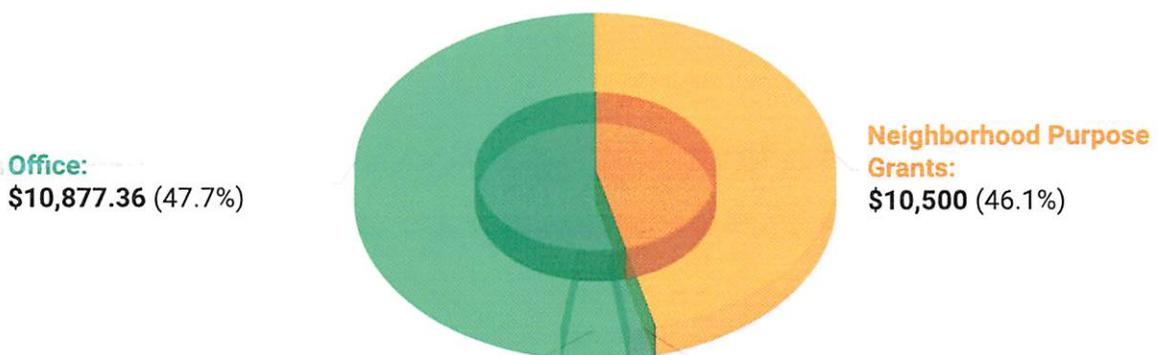
\$16,908.58



Budget Allocation



Expenditures-to-Date by Category



Outreach:
\$1,013.77 (4.4%)

Elections:
\$399 (1.8%)

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

Neighborhood Council: Hollywood United Neighborhood Council

Fiscal Year: 2024-2025

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

Sheila Irani

SIGNATURE OF THE TREASURER

Sheila Irani

PRINT NAME OF THE TREASURER

Treasurer

BOARD POSITION

July 10, 2024

DATE

sheila@myhunc.org

EMAIL

323-793-7868

PHONE NUMBER

CONTINUES OTHER SIDE

2nd Signer

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

[Signature]
SIGNATURE OF THE 2ND SIGNER

7/12/24
DATE

Jim Van Dusen
PRINT NAME OF THE 2ND SIGNER

Jim@myhunc.org
EMAIL

PRESIDENT
BOARD POSITION

213 304 7410
PHONE NUMBER

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

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

[Signature]
SIGNATURE OF THE ALTERNATE SIGNER

7/17/24
DATE

Greg A. Danby
PRINT NAME OF THE ALTERNATE SIGNER

greg@myhunc.org
EMAIL

Vice President
BOARD POSITION

(323) 901-0892
PHONE NUMBER

1st Bank Cardholder

Please check here if a new Cardholder is being appointed

Sheila Irani
SIGNATURE OF THE 1ST BANK CARD HOLDER

July 10, 2024
DATE

Sheila Irani
PRINT NAME OF THE 1ST BANK CARD HOLDER

sheila@myhunc.org
EMAIL

Treasurer
BOARD POSITION

3237937868
PHONE NUMBER

2nd Bank Cardholder

Please check here if a new Cardholder is being appointed

[Signature]
SIGNATURE OF THE 2ND BANK CARD HOLDER

7/12/24
DATE

Jim Van Dusen
PRINT NAME OF THE 2ND BANK CARD HOLDER

Jim@myhunc.org
EMAIL

PRESIDENT
BOARD POSITION

7/12/24
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

OFFICE OF THE CITY CLERK | clerk.ncfunding@lacity.org | 213-978-1058

0423

1st Bank Cardholder

Sheila Irani

SIGNATURE OF THE 1st BANK CARD HOLDER

Sheila Irani

PRINT NAME OF THE 1st BANK CARD HOLDER

July 10, 2024

DATE

2nd Bank Cardholder

Jim Van Dusen

SIGNATURE OF THE 2nd BANK CARD HOLDER

Jim Van Dusen

PRINT NAME OF THE 2nd BANK CARD HOLDER

7/12/24

DATE

NEIGHBORHOOD COUNCIL FUNDING PROGRAM

ANNUAL BUDGET TEMPLATE

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

Neighborhood Council	
Annual Budget for Fiscal Year: 2024-2025	
Annual Budget Funds	32000.00
Rollover Funds*	
Total Annual Budget Funds	32000

Office/Operational Expenditures Category	
Google Suites, Mailchimp	2350
Food for meetings, board events	3600
Document copying/printing	1000
Software Licenses (Microsoft, GoDaddy, Adobe, Access)	800
Office Items and Supplies	500
Name Plates and Badges	200
Media Arts Services Contract	3600
Zoom license	400
PO Box USPS Wilcox station	350
TMOBILE hotspot	250
Total Office/Operational Expenditures	13050

*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 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 checked="" type="checkbox"/> Existing(may need to renew agreement) <input type="checkbox"/> New(new agreement may be needed) <input checked="" type="checkbox"/> Donated <input type="checkbox"/> NA	
Property Name:	Hollywood Wilcox LA CITY Council office
Property Address:	6501 Fountain Avenue LA CA 90028
Property Owner Name:	City of Los Angeles
Property Owner Phone Number:	3239576415
Property Owner Email:	

Meeting Location:

<input checked="" type="checkbox"/> Existing(may need to renew agreement) <input type="checkbox"/> New(new agreement may be needed) <input checked="" type="checkbox"/> Donated <input type="checkbox"/> NA	
Property Name:	LAFD 82 Annex
Property Address:	1800 N Bronson Avenue LA CA 90028
Property Owner Name:	City of Los Angeles
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 checked="" type="checkbox"/> NA	
Facility Name/Owner	
Facility Address:	
Facility Owner Phone Number:	
Facility Owner Email:	
Name on Facility Account:	

P.O. Box:

<input checked="" 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:	USPS Wilcox station, 90028
NC P.O. Box Address	
Property Owner Address:	1615 Willcox Avenue, LA CA 90028
Property Owner Phone Number:	
Property Owner Email:	
Name on P.O. Box Account:	Hollywood United Neighborhood Council

Website Services:

<input checked="" 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:	Go DADDY; Google Suites
Service Provider Address:	
Service Provider Phone Number:	
Service Provider Email:	
Type of Services Provided:	Email, Hosting

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

