

CITY OF LOS ANGELES
CALIFORNIA

**Hollywood Hills West
Neighborhood Council
Governing Board**

Anastasia Mann, President
Stuart Ross, 1st Vice-President
Jane Crockett, 2nd Vice-President
Darnell Tyler, Secretary
Daniel Bernstein, Treasurer



200 N. Spring Street
Los Angeles, CA 90012

Email: NCsupport@lacity.org
Website: www.empowerla.org

**Hollywood Hills
West
NEIGHBORHOOD
COUNCIL**

**Special Board Meeting
Agenda**

July 17, 2024

6:00 pm

**Will & Aerial Durant Library
7140 Sunset Blvd, Los Angeles, CA 90046**

Every person wishing to address the Neighborhood Council must dial (669) 900-6833 and enter **860 7008 2720** and then press # to join the meeting. Instructions on how to sign up for public comment will be given to listeners at the start of the meeting

The public is requested to dial *9 or use the Raise Hand option, when prompted by the presiding officer, to address the Board on any agenda item before the Board takes an action on an item. Press *6 to unmute yourself after you have been called on. Comments from the public on agenda items will be heard only when the respective item is being considered. Comments from the public on other matters not appearing on the agenda that are within the Board's jurisdiction will be heard during the General Public Comment period. Please note that under the Brown Act, the Board is prevented from acting on a matter that you bring to its attention during the General Public Comment period; however, the issue raised by a member of the public may become the subject of a future Board meeting. Public comment is limited to 2 minutes per speaker, unless adjusted by the presiding officer of the Board. Agenda is posted for public review: on bulletin boards at the Durant Library Branch, Community Center, 11243 Empowerment Blvd, Los Angeles, and electronically on the Hollywood Hills West Neighborhood Council website www.hhwnc.org and on the Department Of Neighborhood Empowerment, www.empowerla.org. You can also receive our agendas via email by subscribing to L.A. City's Early Notification System at <https://www.lacity.org/subscriptions>

Public comment cannot be required to be submitted in advance of the meeting; only real-time public comment is required. If there are any broadcasting interruptions that prevent the public from observing or hearing the meeting, the meeting must be recessed or adjourned. If members of the public are unable to provide public comment or be heard due to issues within the Neighborhood Council's control, the meeting must be recessed or adjourned.

Any messaging or virtual background is in the control of the individual board member in their personal capacity and does not reflect any formal position of the Neighborhood Council or the City of Los Angeles.

In compliance with Government Code section 54957.5, non-exempt writings that are distributed to a majority or all of the board in advance of a meeting, may be viewed at our website at www.hhwnc.org, or at the scheduled meeting. In addition, if you would like a copy of any record related to an item on the agenda, please contact the Board Secretary at secretary@hhwnc.org.

In compliance with Government Code section 54957.5, non-exempt writings that are distributed to a majority or all of the board in advance of a meeting may be viewed at 200 N. Spring Street Los Angeles, CA 90012 and at our website: www.empowerla.org or at the scheduled meeting.
In

HOLLYWOOD HILLS WEST NEIGHBORHOOD COUNCIL –AGENDA 1

In addition, if you would like a copy of any record related to an item on the agenda, please contact the Department of Neighborhood Empowerment at (213) 978-1551 or email: NCsupport@lacity.org

If you are compensated to monitor, attend, or speak at this meeting, City law may require you to register as a lobbyist and report your activity. See Los Angeles Municipal Code §§ 48.01 et seq. More information is available at ethics.lacity.org/lobbying. For assistance, please contact the Ethics Commission at (213) 978-1960 or ethics.commission@lacity.org

As a covered entity under Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and, upon request, will provide reasonable accommodation to ensure equal access to its programs, services, and activities. Sign language interpreters, assistive listening devices, and other auxiliary aids and/or services, may be provided upon request. To ensure availability of services, please make your request at least 3 business days (72 hours) prior to the meeting you wish to attend by contacting the Department of Neighborhood Empowerment by email: NCsupport@lacity.org or phone: (213) 978-1551. As a covered entity under Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and upon request will provide reasonable accommodation to ensure equal access to its programs, services, and activities. Sign language interpreters, assistive listening devices, or other auxiliary aids and/or services may be provided upon request. To ensure availability of services, please make your request at least 3 business days (72 hours) prior to the meeting by contacting the Department of Neighborhood Empowerment by calling (213) 978-1551 or email: NCsupport@lacity.org

Public Posting of Agendas -

Neighborhood Council agendas are posted for public review as follows:

- Upper and Lower Runyon Canyon and **Will and Ariel Durant Library, 7140 W. Sunset Blvd Los Angeles, 90046**
- www.HHWNC.org
- You can also receive our agendas via email by subscribing to L.A. City's [Early Notification System \(ENS\)](#)

Notice to Paid Representatives -

If you are compensated to monitor, attend, or speak at this meeting, City law may require you to register as a lobbyist and report your activity. See Los Angeles Municipal Code Section 48.01 et seq. More information is available at ethics.lacity.org/lobbying. For assistance, please contact the Ethics Commission at (213) 978-1960 or ethics.commission@lacity.org

Public Access of Records -

In compliance with Government Code section 54957.5, non-exempt writings that are distributed to a majority or all of the board in advance of a meeting may be viewed at Neighborhood Council Office Space Address (if applicable), at our website: www.HHWNC.org or at the scheduled meeting. In addition, if you would like a copy of any record related to an item on the agenda, please contact Darnell Tyler, Secretary, email at: secretary@hhwnc.org.

Reconsideration and Grievance Process -

For information on the NC's process for board action reconsideration, stakeholder grievance policy, or any other procedural matters related to this Council, please consult the NC Bylaws. The Bylaws are available at our Board meetings and our website www.HHWNC.org

SB 411 Updates:

In the event of a disruption that prevents the eligible legislative body from broadcasting the meeting to members of the public using the call-in option or internet-based service option, or in the event of a disruption within the eligible legislative body's control that prevents members of the public from offering public comments using the call-in option or internet-based service option, the eligible legislative body shall take no further action on items appearing on the meeting agenda until public access to the meeting via the call-in option or internet-based service option is restored. Actions taken on agenda items during a disruption that prevents the eligible legislative body from broadcasting the meeting may be challenged pursuant to Section 54960.1.

(C) The eligible legislative body shall not require public comments to be submitted in advance of the meeting and shall provide an opportunity for the public to address the legislative body and offer comments in real time.

(D) Notwithstanding Section 54953.3, an individual desiring to provide public comment through the use of an internet website, or other online platform, not under the control of the eligible legislative body, that requires registration to log in to a teleconference may be required to register as required by the third-party internet website or online platform to participate.

(E) (i) An eligible legislative body that provides a timed public comment period for each agenda item shall not close the public comment period for the agenda item, or the opportunity to register, pursuant to subparagraph (D), to provide public comment until that timed public comment period has elapsed.

(ii) An eligible legislative body that does not provide a timed public comment period, but takes public comment separately on each agenda item, shall allow a reasonable amount of time per agenda item to allow public members the opportunity to provide public comment, including time for members of the public to register pursuant to subparagraph (D), or otherwise be recognized for the purpose of providing public comment.

(iii) An eligible legislative body that provides a timed general public comment period that does not correspond to a specific agenda item shall not close the public comment period or the opportunity to register, pursuant to subparagraph (D), until the timed general public comment period has elapsed.

- I. **Call to order by President, Anastasia Mann (@ 6 pm)**
- II. **Board Roll Call by Secretary, Darnell Tyler**
- III. **Approval of the Minutes of the Regular Meeting 6/20/2024.**
- IV. **President's Report, by President, Anastasia Mann**

- a. **PARKS & OPEN SPACES OPEN BOARD SEAT: (2 minutes)**

Sadly, Keaton Kustler had to resign this board seat as she moved her residence out of our areas and also left her position at Ovation.

Current Board Member, Graham Rossmore has expressed an interest in running for this seat in September (due to the 30-day posting requirement). Graham may address the board if he so chooses – he is currently Infrastructure Chair.

- b. **STUDIO CITY CAREGIVERS, Inc. DBA: Markt. Dispensary. (8 minutes)**

3624 Cahuenga Blvd. West., LA 90068. Presentation by Ming Fong, Owner. Q&A. Comments: LAPD NoHo Div SLO Kurtis Delbar; CD 4 Representative re any concerns or complaints known to them.

Motion: HHWNC approves the request to support Studio City Caregivers, Inc., DBA: Markt. Dispensary's application for a full annual license to operate at its current location. Discussion and Vote.

- c. **LAPD HOLLYWOOD & WEST TRAFFIC UPDATE RE: MULHOLLAND DRIVE re: July 4th, Successes & Challenges. (20 minutes)**

Quick review of Joint Meeting (areas 2, 5, 6, 9; Public Safety, Transportation (Charles Coker, Area 5 Chair) **Advance Plan** with CD4, LAPD, LAFD, Mayor's office, etc. on June 4th. LAPD report & some stakeholder reports by President and Area 5 Chair. More Planning meetings will be held based on this experience to prep for 2025. Presenters: Joe Raviol, SLO; Sgt Garrett Colley, Capt. Craig Heredia (31900@lapd.online), Mehmet Berker, CD4, Sgt Jeremy Duncan, LAPD West Bureau Traffic (30758@lapd.online) Sgt Chad Costello (33907@lapd.online) Hollywood Div LAPD. Limited discussion and Q&A.

- d. **PARTY HOUSES INCREASING: (15 minutes)**

Out of control illegal party houses are back in full form. Single night events vs. regular party rentals. LADBS role.

1. Nuisances related to Short term rental uses for overnight purposes should be reported to Planning's Short Term Rental Unit: Complaint Line at (213) 267-7788

2. Nuisances related to residences being used for event spaces should be reported to LADBS. Include all evidence including advertisements for use
: <https://www.ladbsservices2.lacity.org/OnlineServices/?CFID=504821&CFTOKEN=89707535>

3. Nuisances related to parties/loud noise should be reported to LAPD.
UPDATE on by Isabella Bolton Torres, Community Resource Specialist, Community Law Corps,
(Isabella.Bolton.Torres@LACity.org) & Joe Raviol, SLO LAPD Hollywood Hills.

a. **HHWNC BADGES & lanyards: (3 minutes)**

MOTION: HHWNC BOARD approves the purchase of blue plastic Board Member Name HHWNC ID badges with City Seal at a cost of \$8 each plus tax (approximately \$122.64 including 9.5% sales tax) for 14 current board members who do not have them as well as the black hook lanyards to attach to the badges at a cost of \$22.38 including tax and shipping (\$13 for a set pack of 24) for an estimated total of \$145.02. \$22.38 charged to HHWNC credit card and estimated \$122.64 by invoice. Eight board members have badges from a prior year purchase. These badges to be worn during HHWNC Community Outreach events, in person board meetings and other permissible activities such as Town Halls, co-sponsored events, etc.

a. **HHWNC DARK August (1 minute)**

Next Meeting date: Wednesday, September 18th. 5:30 pm Start.

1. Potentially ZOOM.

V. **First Vice President / PLUM Report: Stuart Ross (10 minutes)**

a. **UPDATE: Regarding 7762 -7770 Hollywood Blvd:**

“With reference to the property and land located between 7762-7770 Hollywood Boulevard, the Hollywood Hills West Neighborhood Council Area 7 and PLUM Committee oppose : 1) the demolition of more than 12 existing Rent Stabilized Ordinance (RSO) units and other non-residential buildings and structures, and 2) the new construction of apartment units as currently submitted to the City of Los Angeles (ADM-2024-794-DB-VHCA-ED1).”

The PLUM committee voted this motion 7-0 to approve on 7/9/24

Invited for Project: Jordan Beroukhim (jordan@BeroukhimCo.com) representative for Applicant, Jeffrey Sedacca , AMS Hollywood, LLC & CGS, (JSedacca@Sedacca-cpa.com)

VI. **Second Vice President’s Report, Jane Crockett**

- a. **NO REPORT**

VII. **Board Secretary report, Darnell Tyler**

- a. **NO REPORT**

VIII. **Treasurer report, Daniel Bernstein (10 minutes)**

HHWNC Monthly Expenditure reports can be found at HHWNC.org and click on documents/monthly expenditure reports, you will be able to review all the transactions of HHWNC.

- a. **Approve Monthly Expenditure Report:**

Motion: The Board of Hollywood Hills West NC approves the June 2024 Monthly Expenditure Report submitted by Treasurer Daniel Bernstein. (Report attached)

- b. Review David Horowitz July 1, 2024 thru June 30, 2025 monthly service agreement. Budgeted costs are \$4,000 for Website 12 months @ \$300 and special website projects @ \$80/hr (includes insurance) and \$4,000 for hosting and admin support of Zoom public meetings @ \$80/hr (includes insurance) for estimated 20 meetings

Motion: The Board of Hollywood Hills West NC engages David Horowitz to perform his July 1, 2024 thru June 30, 2025 monthly service agreement as budgeted.

c. HHWNC Board Administrative Packet

Motion: HHWNC Board of approves the Administrative Packet including Annual Budget as approved at the June 20th Board Meeting.

IX. PUBLIC OFFICIALS' REPORTS: Time limit – 1-2 minutes each. (15 minutes)

NOTE: Officials each allocated 3 minutes to address the Board and Stakeholders; however, no discussion or Q&A will be allowed due enforcement of Brown Act Restrictions. Contact info is provided for Board Member and Public to contact with questions.

- a. CD4 –Mehmet Berker (Mehmet.berker@lacity.org), Emma Taylor (Emma.Taylor@lacity.org), Walker King (Walker.King@lacity.org)
Office of Councilmember Nithya Raman
- b. CD13 – Anais Gonzalez (Anais.Gonzalez@lacity.org) Office of Councilmember Hugo Soto-Martinez
- c. Mayor's Office, Central Area NC Rep, David Nguyen (David.C.Nguyen@lacity.org)
- d. Mehrnoosh Zahiri, Community Law Corps City Attorney (mehrnoosh.zahiri@lacity.org)
- e. LAPD –Hollywood, Captain Craig Heredia (31900@lapd.online); Hwd Hills, SLO Joe Raviol (40541@LAPDD.online); Hwd Ent, Officer Brian White (38074@lapd.online); HHW Flats, SLO Brian Oliver (37349@lapd.online); LAPD NoHo, Officer Kurtis Delbar (38887@lapd.online)
- f. LAFD – Chief Kenneth Cook (kenneth.cook@lacity.org), Vince Alvarado (Vince.Alvarado@lacity.org), Chief Richard Fields (Richard.Fields@lacity.org), Battalion Chief Mattias Wikstrom (mattias.wikstrom@lacity.org), Battalion Chief Timothy Ramirez (timothy.ramirez@lacity.org), Assistant Bureau Commander Joseph Everett (joseph.everett@lacity.org), Deputy Chief Phillipp Fligiel (phillip.fligiel@lacity.org)
- g. LADOT – Bhuvan Bajaj (bhuvan.bajaj@lacity.org), Brian Gallagher (brian.gallagher@lacity.org)
- h. LADWP – Michael Ventre (michael.ventre@ladwp.com), Senior Public Relations Specialist
- i. 5th Supervisorial District – Natalie Vartanian, Deputy (NaVartanian@bos.lacounty.gov); Office of Supervisor Kathryn Barger, District 5 (kathryn@bos.lacounty.gov)
- j. 3rd Supervisorial District - Office of Supervisor Lindsey Horvath, Amanda Laflen, Constituent Services, (ALaflen@boslacounty.gov) Supervisor Lindsey Horvath (Lindsey@bos.lacounty.gov)
- k. 51st Assembly District, Robbie Staenberg (Robbie.Staenberg@asm.ca.gov)Office of Assemblymember Rick Chavez Zbur
- l. 24th Senate State District, Rad.Nowroozi (Rad.Noorzi@sen.ca.gov), James Reina (James.Reina@sen.ca.gov), Office of Senator Ben Allen

- m. 25th Senate State District, Declan Floyd (Declan.Floyd@sen.ca.gov), District Representative, Office of Anthony Portantino
- n. Department of Neighborhood Empowerment, Dina Andrews (dina.andrews@lacity.org)
- o. Los Angeles Department of Recreation and Parks, Stefanie Smith (Stefanie.Smith@lacity.org), Joe Losorelli (joe.losorelli@lacity.org), Sean Hinton (Sean.Hinton@lacity.org), Jorge De Loera (Jorge.delora@lacity.org)
- p. Will & Ariel Durant Branch Library, Jacqueline Welsh (jacqueline.welsh@lapl.org);
- q. Hollywood Bowl/Stratiscopes, John Bwarie (HollywoodBowl@stratiscopes.com)

X. ISSUE COMMITTEE REPORTS:

- a. **PUBLIC SAFETY:** Paul Jenkins

Information on the 2024 Homeless Count Results (2 minutes)
See Attached Screenshots:

- 1. LA City
- 2. LA County
- 3. CD 13
- 4. CD 4

For Further Information:

<https://www.lahsa.org/data-refresh>
<https://www.hhwnc.org/homeless-info/>

- b. **ENVIRONMENT CHAIR - Cheryl Holland**
Update on Taco Bell project on Hollywood Blvd **(2 minutes)**

XI. AREA COMMITTEE REPORTS:

- XII. GENERAL PUBLIC COMMENT** - Comments from the public on non-agenda items within the Board's subject matter jurisdiction. Each speaker will be allowed 2 minute(s).

Comments from the public on other matters not appearing on the agenda that are within the Board's jurisdiction will be heard during the General Public Comment period. Please note that under the Brown Act, the Board is prevented from acting on a matter that you bring to its attention during the General Public Comment period; however, the issue raised by a member of the public may become the subject of a future Board meeting. Public comment is limited to **2** minutes per speaker, unless adjusted by the presiding officer of the Board.

XIII. ADJOURNMENT

NOTICE OF LOUD OR UNRULY GATHERING

LAMC 41.58.1 (c)

LAPD officers shall post or attach, on the front entrance of the residence, a notice of violation.

It is unlawful to alter, tamper with or deface the notice, or remove it prior to 30 days from the date of the posting. LAMC 41.58.1(d), (h)(2)

A CITATION MAY BE ISSUED TO OWNER ABSENT DURING THE LOUD OR UNRULY GATHERING

LAMC 41.58.1(f)

Even if the owner is not present, they may be issued a citation for any subsequent violation after either personal or mailed service of the notice.

PENALTIES

LAMC 41.58.1(h)

An owner and responsible party shall be subject to the following fines:

- administrative fine of **\$100** for first violation;
- administrative fine of **\$500** for second violation;
- administrative fine of **\$1,000** for third violation;
- administrative fine of **\$2,000** for fourth violation;
- administrative fine of **\$4,000** for fifth violation; and
- administrative fine of **\$8,000** for sixth violation, and **\$8,000** for each subsequent violation.

READ THE MUNICIPAL CODE



1. Open camera app
2. Hold phone so that code appears in view
3. Tap notification

FROM THE OFFICE OF
HYDEE FELDSTEIN SOTO
LOS ANGELES CITY ATTORNEY

**PARTY HOUSE
ORDINANCE
OVERVIEW**



**HYDEE
FELDSTEIN SOTO**
LOS ANGELES CITY ATTORNEY

MESSAGE FROM HYDEE

Party houses have deleterious and serious effects on the quality of life for our city. They disrupt communities, violate noise ordinances until the wee hours of the morning, clog evacuation routes, and take valuable housing off the market.

Remember - report these parties to LAPD's non-emergency number: 877-275-5273.



LOUD OR UNRULY GATHERINGS PROHIBITED

LAMC 41.58.1(b)

Loud or Unruly Gatherings are prohibited.

Officers with Los Angeles Police Department may:

- Arrest, cite, fine and/or break up a loud or unruly gathering.
- The responsible party may be criminally prosecuted.

WHO CAN BE HELD RESPONSIBLE?

LAMC 41.58.1 (a)(9)

"Responsible Party" means:

- Any person who rents, leases or otherwise is in charge of the residence where a loud or unruly gathering occurs; or
- Any person who organizes or sponsors a loud or unruly gathering at a residence.

WHAT CONSTITUTES "LOUD OR UNRULY CONDUCT?"

LAMC 41.58.1 (a)(3)

Loud or Unruly Conduct includes any of the following:

- loud noise;
- obstruction of a street or public right-of-way, including a sidewalk;
- public intoxication or drinking in public;
- the service of alcoholic beverages to minors;
- possession and/or consumption of alcohol by minors;
- assault, battery, fights, domestic violence or other disturbances of the peace;
- the sale or service of alcoholic beverages without a required State license;
- vandalism or destruction of property;
- litter;
- urinating or defecating in public; or
- trespassing.

Monthly Expenditure Report



Reporting Month: June 2024

Budget Fiscal Year: 2023-2024

**NC Name: Hollywood Hills West
Neighborhood Council**

Monthly Cash Reconciliation					
Beginning Balance	Total Spent	Remaining Balance	Outstanding	Commitments	Net Available
\$17426.91	\$797.00	\$16629.91	\$0.00	\$0.00	\$16629.91

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office	\$18379.04	\$797.00	\$6129.91	\$0.00	\$6129.91
Outreach		\$0.00		\$0.00	
Elections		\$0.00		\$0.00	
Community Improvement Project	\$500.00	\$0.00	\$500.00	\$0.00	\$500.00
Neighborhood Purpose Grants	\$19993.90	\$0.00	\$10000.00	\$0.00	\$10000.00
Funding Requests Under Review: \$0.00		Encumbrances: \$0.00		Previous Expenditures: \$21446.03	

Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	URTH CAFFE 002-MELROSE	06/03/2024	Fraud charge that has been reported to the bank.	General Operations Expenditure	Office	\$37.65
2	URTH CAFFE 002-MELROSE	06/03/2024	Refund for a fraud charge that has been reported to the bank.	General Operations Expenditure	Office	\$-37.65
3	City of LA Publishing Services	04/26/2024	Printing of business cards for new board members for 2023/24 & 24/25 fiscal years. 50 cards each per 23/24 HHWNC budget of \$500.	General Operations Expenditure	Office	\$497.00
4	David Horowitz	05/16/2024	May 2024 Web & Email Administration fee to HHWNC	General Operations Expenditure	Office	\$300.00
Subtotal:						\$797.00

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

Extra Space Storage
1951 N Gaffey St
San Pedro, CA 90731
(424) 570-6767



217*3*1****AUTO**ALL FOR AADC 900
City Of Los Angeles
200 N. Spring St., Ste. 224 C/O Cespsc
Los Angeles, CA 90012-3238

Unit Number: 2263

PRELIMINARY LIEN NOTICE

RE: CITY OF LOS ANGELES

Notification Date: 06/03/2024

You are currently more than fourteen (14) days late on your rent and/or other charges for use of the storage unit listed above. A summary of outstanding charges is shown below. If you have any questions regarding your account, please contact the Extra Space Storage office listed above. If the Lien Amount shown below is not paid in full within 14 days of the date of this notice, your right to use the storage space will terminate, you will be denied access to your unit and an owner's lien will be imposed on any stored property. **IN ADDITION, IF YOU DO NOT PAY THE CURRENT BALANCE DUE BY YOUR MONTHLY ANNIVERSARY DATE, YOU WILL OWE AN ADDITIONAL MONTH'S RENT, LATE FEES, AND TAX AND INSURANCE (IF APPLICABLE AND YOU WANT TO KEEP YOUR INSURANCE).**

If your stored property is insured through the Customer Protection Program and you fail to pay any insurance premium, your policy may be cancelled.

If you have abandoned the unit and do not wish to recover the contents, you must complete the abandonment section below and return this letter to us. Please note that you will still owe all rent and fees accrued through the date we are notified of the abandonment.

If you have already paid your balance in full, including all fees and charges, please disregard this notice.

EXTRA SPACE STORAGE IS MANAGED AND OPERATED BY EXTRA SPACE MANAGEMENT, INC.

Unpaid Rent:	\$161.00
Unpaid Fees:	\$24.15
LIEN AMOUNT:	\$185.15
Unpaid Insurance (Optional):	\$0.00
TOTAL DUE (Including Insurance):	\$185.15
DUE DATE:	

ABANDONMENT

I have abandoned all property contained in my unit(s) and relinquish any such property to Extra Space Storage.

Signature: _____
Witness: _____
Printed Name: _____

Date: _____
Date: _____

Cardmember Service

Fraud Prevention

P.O. Box 6355

Fargo, ND 58125-6355

Ref # 2024028984 - 2917368

Credit Card

ANASTASIA MANN
HOLLYWOOD HILLS WEST
200 N. SPRING ST
ROOM 224
LOS ANGELES CA 90012-3238

06/10/2024

Case Number: 2024028984

Re: Account number ending in 2532

Amount of Claim: \$37.65

Re: Account number ending in 2532

Thank you for contacting Cardmember Service about recent transaction(s) on your account. While we complete our research, we are committed to keeping you informed through every step of the process.

Please complete, sign and return these two (2) Statement of Fraud forms to the above address or you may fax the completed documents to 1-866-229-9625, no later than 6/25/2024.

I, do hereby certify, state and declare that the following statement(s) is/are true: (Place an X by the applicable information)

I am claiming that my Credit Cards were Lost/Stolen.

I am claiming that my Credit Cards were never received.

I am claiming that I have my Credit Cards in my possession and there are Unauthorized Transaction(s) on my Account.

I am claiming that this account was opened fraudulently. I did not apply for the above referenced account number. I have received no benefit in regard to this account number. I have no knowledge of this account, nor know of any person(s) involved in the obtaining, receiving or signing of this application.

Please provide the following information, if applicable:

- Lost/Stolen Date _____ - Date Card Last Used _____

- Suspect's Name _____

- Are any other cards or Identification items missing/stolen? Y/N _____ Please list items _____

- Police report filed? Y/N _____ If Yes: Case # _____ Date Filed _____

Police Dept _____ Phone Number _____ Investigation Officer _____

- I never received a Credit Card in the mail. Y/N _____

- Card is in my possession Y/N _____

I hereby state that I neither personally authorized nor gave authority to participate in the list of attached transactions. The last time I/we used the cards(s) was on _____.

Please provide us with additional information relating to this claim regarding person(s) that may have been suspect. If additional room is needed you may continue on the attached page:

I/We hereby state that I neither personally authorized nor gave authority to participate in the list of attached transactions.

Primary Cardholder Signature

Date

Secondary Cardholder Signature

Date

If you have questions, please contact Cardmember Service at 1-800-815-1405. We are staffed 24 hours a day. We accept relay calls. We truly value your business and apologize for any inconvenience this may have caused.

Sincerely,

Cardmember Service

Cardmember Services Fraud Prevention P.O. Box 6355 Fargo, ND 58125-6355 Phone: 1-800-815-1405 Fax: 1-866-229-9625

REF # 2024028984 - 2917368 Credit Card

Cardmember Service

Fraud Prevention

P.O. Box 6355
Fargo, ND 58125-6355

REF # 2024028984 - 2917368
Credit Card

Re: Account number ending in 2532

Please review the transaction report carefully. If the list of transaction(s) includes any that you authorized, or initiated, please indicate that by circling the transaction(s) and placing your initial next to them. Circling and initialing a transaction will result in the provisional credit associated with that transaction being reversed.

TRANSACTION REPORT
THE TRANSACTIONS LISTED BELOW ARE THOSE THAT HAVE BEEN REPORTED AS FRAUD

<u>Tran Date</u>	<u>Post Date</u>	<u>Amount</u>	<u>Merchant</u>	<u>City</u>	<u>State</u>
6/3/2024	6/5/2024	\$37.65	URTH CAFFE 002	WEST	CA
Transactions: 1			Total Amount: \$37.65		

I/We did not use my/our credit card, account number ending in 2532, to make the above transaction(s), nor did I/We give anyone permission to use my/our name or account number to make the purchase(s).

Signature: _____ Date: _____

Signature: _____ Date: _____

Cardmember Services Fraud Prevention P.O. Box 6355 Fargo, ND 58125-6355 Phone: 1-800-815-1405 Fax: 1-866-229-9625

REF # 2024028984 - 2917368 Credit Card

Extra Space Storage
1951 N Gaffey St
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RE: CITY OF LOS ANGELES

Notification Date: 06/03/2024

You are currently more than fourteen (14) days late on your rent and/or other charges for use of the storage unit listed above. A summary of outstanding charges is shown below. If you have any questions regarding your account, please contact the Extra Space Storage office listed above. If the Lien Amount shown below is not paid in full within 14 days of the date of this notice, your right to use the storage space will terminate, you will be denied access to your unit and an owner's lien will be imposed on any stored property. **IN ADDITION, IF YOU DO NOT PAY THE CURRENT BALANCE DUE BY YOUR MONTHLY ANNIVERSARY DATE, YOU WILL OWE AN ADDITIONAL MONTH'S RENT, LATE FEES, AND TAX AND INSURANCE (IF APPLICABLE AND YOU WANT TO KEEP YOUR INSURANCE).**

If your stored property is insured through the Customer Protection Program and you fail to pay any insurance premium, your policy may be cancelled.

If you have abandoned the unit and do not wish to recover the contents, you must complete the abandonment section below and return this letter to us. Please note that you will still owe all rent and fees accrued through the date we are notified of the abandonment.

If you have already paid your balance in full, including all fees and charges, please disregard this notice.

EXTRA SPACE STORAGE IS MANAGED AND OPERATED BY EXTRA SPACE MANAGEMENT, INC.

Unpaid Rent:	\$161.00
Unpaid Fees:	\$24.15
LIEN AMOUNT:	\$185.15
Unpaid Insurance (Optional):	\$0.00
TOTAL DUE (Including Insurance):	\$185.15
DUE DATE:	

ABANDONMENT

I have abandoned all property contained in my unit(s) and relinquish any such property to Extra Space Storage.

Signature: _____
Witness: _____
Printed Name: _____

Date: _____
Date: _____

Cardmember Service

Fraud Prevention

P.O. Box 6355
Fargo, ND 58125-6355

Ref # 2024028984 - 2917368
Credit Card

ANASTASIA MANN
HOLLYWOOD HILLS WEST
200 N. SPRING ST
ROOM 224
LOS ANGELES CA 90012-3238

06/10/2024
Case Number: 2024028984
Re: Account number ending in 2532
Amount of Claim: \$37.65

Re: Account number ending in 2532

Thank you for contacting Cardmember Service about recent transaction(s) on your account. While we complete our research, we are committed to keeping you informed through every step of the process.

Please complete, sign and return these two (2) Statement of Fraud forms to the above address or you may fax the completed documents to 1-866-229-9625, no later than 6/25/2024.

I, do hereby certify, state and declare that the following statement(s) is/are true: (Place an X by the applicable information)

_____ I am claiming that my Credit Cards were Lost/Stolen.

_____ I am claiming that my Credit Cards were never received.

_____ I am claiming that I have my Credit Cards in my possession and there are Unauthorized Transaction(s) on my Account.

_____ I am claiming that this account was opened fraudulently. I did not apply for the above referenced account number. I have received no benefit in regard to this account number. I have no knowledge of this account, nor know of any person(s) involved in the obtaining, receiving or signing of this application.

Please provide the following information, if applicable:

- Lost/Stolen Date _____ - Date Card Last Used _____
- Suspect's Name _____
- Are any other cards or Identification items missing/stolen? Y/N _____ Please list items _____
- Police report filed? Y/N _____ If Yes: Case # _____ Date Filed _____
Police Dept _____ Phone Number _____ Investigation Officer _____
- I never received a Credit Card in the mail. Y/N _____
- Card is in my possession Y/N _____

I hereby state that I neither personally authorized nor gave authority to participate in the list of attached transactions. The last time I/we used the cards(s) was on _____.

Please provide us with additional information relating to this claim regarding person(s) that may have been suspect. If additional room is needed you may continue on the attached page:

I/We hereby state that I neither personally authorized nor gave authority to participate in the list of attached transactions.

Primary Cardholder Signature

Date

Secondary Cardholder Signature

Date

If you have questions, please contact Cardmember Service at 1-800-815-1405. We are staffed 24 hours a day. We accept relay calls. We truly value your business and apologize for any inconvenience this may have caused.

Sincerely,

Cardmember Service

Cardmember Services Fraud Prevention P.O. Box 6355 Fargo, ND 58125-6355 Phone: 1-800-815-1405 Fax: 1-866-229-9625

REF # 2024028984 - 2917368 Credit Card

Cardmember Service

Fraud Prevention

P.O. Box 6355
Fargo, ND 58125-6355

REF # 2024028984 - 2917368
Credit Card

Re: Account number ending in 2532

Please review the transaction report carefully. If the list of transaction(s) includes any that you authorized, or initiated, please indicate that by circling the transaction(s) and placing your initial next to them. Circling and initialing a transaction will result in the provisional credit associated with that transaction being reversed.

TRANSACTION REPORT
THE TRANSACTIONS LISTED BELOW ARE THOSE THAT HAVE BEEN REPORTED AS FRAUD

<u>Tran Date</u>	<u>Post Date</u>	<u>Amount</u>	<u>Merchant</u>	<u>City</u>	<u>State</u>
6/3/2024	6/5/2024	\$37.65	URTH CAFFE 002	WEST	CA
Transactions: 1			Total Amount: \$37.65		

I/We did not use my/our credit card, account number ending in 2532, to make the above transaction(s), nor did I/We give anyone permission to use my/our name or account number to make the purchase(s).

Signature: _____ Date: _____

Signature: _____ Date: _____

Cardmember Services Fraud Prevention P.O. Box 6355 Fargo, ND 58125-6355 Phone: 1-800-815-1405 Fax: 1-866-229-9625

REF # 2024028984 - 2917368 Credit Card

CITY OF LOS ANGELES

**Publishing
Services**

General Services Department

City of Los Angeles - Publishing

Services

DEPT. 40, FUND 706, APPR 40000A

REVENUE SOURCE 4591

555 Ramirez St. Space 200

Los Angeles, CA 90012

Phone: (213) 473-8400

Fax: (213) 473-8416

INVOICE

Invoice #	2403057
Invoice Date	3/21/24
Date Shipped	
Ship Via	Our Driver
Fund Number	DIRECT PAY
Terms	Net 30 Days
P.O. Number	24HHW001
Job Number	24HHW001

Hollywood Hills West Neighborhood Council

Matt Shichtman

7095 Hollywood Blvd. Ste. 1004

Los Angeles, CA 90028

Quantity	Description	Unit Price	UM	Amount
2.800	2/C CITY SEAL BUSINESS CARDS BLK INK ONE SIDE - HOLLYWOOD HILLS WEST NC 2/C CITY SEAL BUSINESS CARDS BLK INK ONE SIDE 14 NAMES 1 LOT EA C/O MARK 310-854-6000 \$497.00 PLUS DELIVERY CHARGE.	\$497.00		\$497.00
Thank you for your Business!!		Subtotal		\$497.00
		Sales Tax		\$0.00
		Total Due		\$497.00

Customer Code : NC-HHW

Invoice Number : 2403057

Invoice Date : 3/21/24

Invoice Amount : \$497.00

Amount Paid : _____

Remit To:

City of Los Angeles - Publishing Services

DEPT. 40, FUND 706, APPR 40000A

REVENUE SOURCE 4591

555 Ramirez St. Space 200

Los Angeles, CA 90012

Remitter:

Hollywood Hills West Neighborhood Council

Matt Shichtman

7095 Hollywood Blvd. Ste. 1004

Los Angeles, CA 90028

HOLLYWOOD HILLS WEST - NEIGHBORHOOD COUNCIL

Bill To: Hollywood Hills West Neighborhood Council 7095 Hollywood Blvd.,
Suite #1004
Hollywood CA, 90028

DAVID
HOROWITZ

310-869-4949
david@corniche.com

Project Title: May 2024 Web & Email Administration
Project Description: Website & Email administration for the month of May
Invoice Number: 2024-00009
Invoice Date: 05/16/2024

22054 Windham Way
Santa Clarita, CA 91350

Description		Cost
May Web & Email Administration		\$ 300.00
	Subtotal	\$ 300.00
	Total	\$ 300.00

Please make check payable to David Horowitz.

Thank you for your business!

Best regards,

David Horowitz

2024 Greater Los Angeles Homeless Count City of Los Angeles



Data from the 2024 Greater Los Angeles Point-In-Time Count estimate the number and demographic characteristics of the homeless population on a single night in January 2024. Data presented reflect the estimated number of Persons unless labeled as a Household count. If you have any questions about the data presented, please submit a ticket at <https://lahsa.freshservice.com/support/home> and include "HC 2024 Data Summary" in the subject line.

Fiscal Year 2024 HMIS Data Standards

Population	Sheltered	Unsheltered	Total	Prevalence in Homeless Pop. (%)
TOTALS				
All Persons	15,977	29,275	45,252	100%
All Households	12,395	28,112	40,507	100%
HOUSEHOLD COMPOSITION <i>A Household has one or more members. A Family Household is composed of at least one minor (under 18), and at least one person over 18.</i>				
Individuals (those not in family units)	10,691	27,598	38,289	85%
Adults 25+	9,769	26,900	36,669	81%
Transitional Age Youth 18-24	896	632	1,528	3%
Unaccompanied Minors (under 18)	26	66	92	0%
Family Households (at least 1 child under 18)	1,704	514	2,218	5%
All Family Members	5,286	1,677	6,963	15%
Adult-headed Households	1,550	489	2,039	5%
Family Members 18+	2,059	778	2,837	6%
Family Members under 18 (children)	2,863	817	3,680	8%
Transitional Age Youth-headed Households	154	25	179	0%
Family Members 18-24	168	30	198	0%
Family Members under 18 (children)	196	52	248	1%
VETERANS				
All Veterans	568	1,266	1,834	4%
Veterans who are individuals	563	1,264	1,827	4%
Veterans in families	5	2	7	0%

2024 Homeless Count - Los Angeles County

The **Greater Los Angeles Point-in-Time Count** is conducted annually to help the homeless services system estimate how many persons are experiencing homelessness. The count is the largest in the country and is required by the Department of Housing and Urban Development (HUD). The count is an **estimate** of both the number and demographic characteristics of the homeless population on a single night in January 2024. It includes both specific numbers like people served in shelters along with observations and statistical sampling. If you have any questions about the data presented, please submit a ticket at <https://lahsa.freshservice.com/support/home> and include "HC 2024 Dashboard" in the subject line.

75,312 Total People Experiencing Homelessness



64,214

Individuals without Children



10,992

Family members in families with children



106

Unaccompanied Minors



30% (22,910)

are **sheltered** in temporary shelters



70% (52,296)

are **unsheltered** staying on the street or in dwellings

Filter by Continuum of Care (CoC)

Los Angeles County is comprised of 4 CoCs - Los Angeles, Glendale, Pasadena, and Long Beach. For more information about CoCs, please visit <https://www.lahsa.org/coc/>. Select the CoC you want to see data for. To unfilter, click anywhere outside of the CoC.



© 2024 Mapbox © OpenStreetMap



2024 Homeless Count: Raw Data Totals Council District 4



Select CD:

Actual Persons Counted:

	2024	2023	Diff
Sheltered:	432	323	109
Unsheltered:	166	228	-62
Total Actual Persons:	598	551	47

Improvised Dwellings Counted:

	2024	2023	Diff
Cars:	26	37	-11
Vans:	35	49	-14
RVs:	57	103	-46
Tents:	47	49	-2
Makeshift shelters:	35	133	-98
Total Dwellings:	200	371	-171

Notes:

- * The data presented above are actual counts of the persons and improvised dwellings and have not been adjusted by a multiplier to estimate the persons living in the counted dwellings.
- * These actual counts of persons and improvised dwellings include data collected by volunteers the night of the count along with data collected by special outreach teams who canvass hard-to-reach and/or dangerous areas.
- * Sheltered counts do not include clients sheltered with vouchers or in programs with confidential addresses, such as shelters for clients fleeing domestic violence. Voucher-based program data is not available at the census tract level. Data for confidential sites is included only in summaries at the SPA-level or larger to protect their confidentiality.



2024 Homeless Count: Raw Data Totals Council District 13



Select CD:

Actual Persons Counted:

	2024	2023	Diff
Sheltered:	1,132	1,048	84
Unsheltered:	409	665	-256
Total Actual Persons:	1,541	1,713	-172

Improvised Dwellings Counted:

	2024	2023	Diff
Cars:	137	120	17
Vans:	153	180	-27
RVs:	159	126	33
Tents:	213	350	-137
Makeshift shelters:	171	296	-125
Total Dwellings:	833	1,072	-239

Notes:

- * The data presented above are actual counts of the persons and improvised dwellings and have not been adjusted by a multiplier to estimate the persons living in the counted dwellings.
- * These actual counts of persons and improvised dwellings include data collected by volunteers the night of the count along with data collected by special outreach teams who canvass hard-to-reach and/or dangerous areas.
- * Sheltered counts do not include clients sheltered with vouchers or in programs with confidential addresses, such as shelters for clients fleeing domestic violence. Voucher-based program data is not available at the census tract level. Data for confidential sites is included only in summaries at the SPA-level or larger to protect their confidentiality.

mail and more 
on hollywood

e-Receipt

MAIL & MORE ON HOLLYWOOD
7095 Hollywood Blvd. Hollywood, CA 90028
TEL (323) 850-5300; FAX (323) 850-5302
www.MailAndMoreOnHollywood.com
MailMoreHollywood@gmail.com
Mon-Fri 10:00 - 5:00; Sat 10:00 - 3:00

Renew Mailbox #1004	0.00
Term: 3/24/24 to 3/24/25	
PMB RENT	792.00
Late Fee	10.00
CC Manual Entry SVC	32.00
SUBTOTAL	834.00
TAX	0.00
TOTAL	834.00
TEND Acct - Debit	834.00
Debit account: Account 1	
Remaining balance: 0.00	

Total shipments: 0
ANASTASIA MANN: HOLLYWOOD HLS W NEIGHBOR
03/26/2024
#417553 12:39 PM
Workstation: 124 - Auxiliary Workstation 6

RETURNS: WE DONT OFFER RETURNS NO REFUNDS

3/26/24, 12:36 PM

Mail - Daniel Bernstein - Outlook

Mailbox Past Due Notice

Mail and More on Hollywood <mailserver@notify.postalmate.net>

Tue 3/26/2024 11:35 AM

To: Daniel Bernstein <treasurer@hhwnc.org>

Cc: Mail and More on Hollywood <MailMoreHollywood@gmail.com>

You don't often get email from mailserver@notify.postalmate.net. [Learn why this is important](#)

Mail and More on Hollywood
7095 Hollywood Boulevard
HOLLYWOOD CA, 90028
Ph: 323-850-5300

Mailbox Past Due Notice

\$802.00 payment was due 3/24/2024

Mailbox #1004

HOLLYWOOD HLS W NEIGHBOR C.
7095 HOLLYWOOD BLVD # 1004
HOLLYWOOD, CA 90028

Notice Date: 3/26/2024
Due Date: 3/24/2024
Term: 3/24/2024 to 3/24/2025

Hello there! We hope you are doing okay; we've been trying to get in touch with you. Your mailbox is past due. If you are able to make a payment today please call our store (323) 850-5300. Please note that a super late fee of \$30.00 will be added to your total if payment is not received within 30 days of your mailbox expiration. If you no longer require our services please reply back to let us know. Thank you!

Charges

Term:

Mailbox:	0.00
Late Fee	10.00
PMB RENT	792.00
Sales tax:	0.00
Total:	\$802.00



Strasmore, Inc.
2522 Chambers Road Suite 100
Tustin, CA 92780

Invoice #1073746

Invoice Date: Thursday, January 25th, 2024
Due Date: Saturday, February 24th, 2024

Invoiced To

Hollywood Hills West Neighborhood Council
ATTN: Matt Shichtman
7095 Hollywood Blvd
Suite #1004
Hollywood, California, 90028
United States

Description	Total
G6 Platform - Standard+ - hhwnc (02/24/2024 - 02/23/2025) Location: US West (Seattle) Enable Daily Snapshots: No thanks	\$109.00
Sub Total	\$109.00
Credit	\$0.00
Total	\$109.00

Transactions

Transaction Date	Gateway	Transaction ID	Amount
Saturday, February 24th, 2024	Credit Card	txn_3OnEL0JAGjqF0vdY0Sr2IOZZ	\$109.00
Balance			\$0.00

NC Fiscal Year
Admin Packet

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

Neighborhood Council: Hollywood Hills West

Fiscal Year: July 1, 2024 to June 30, 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.

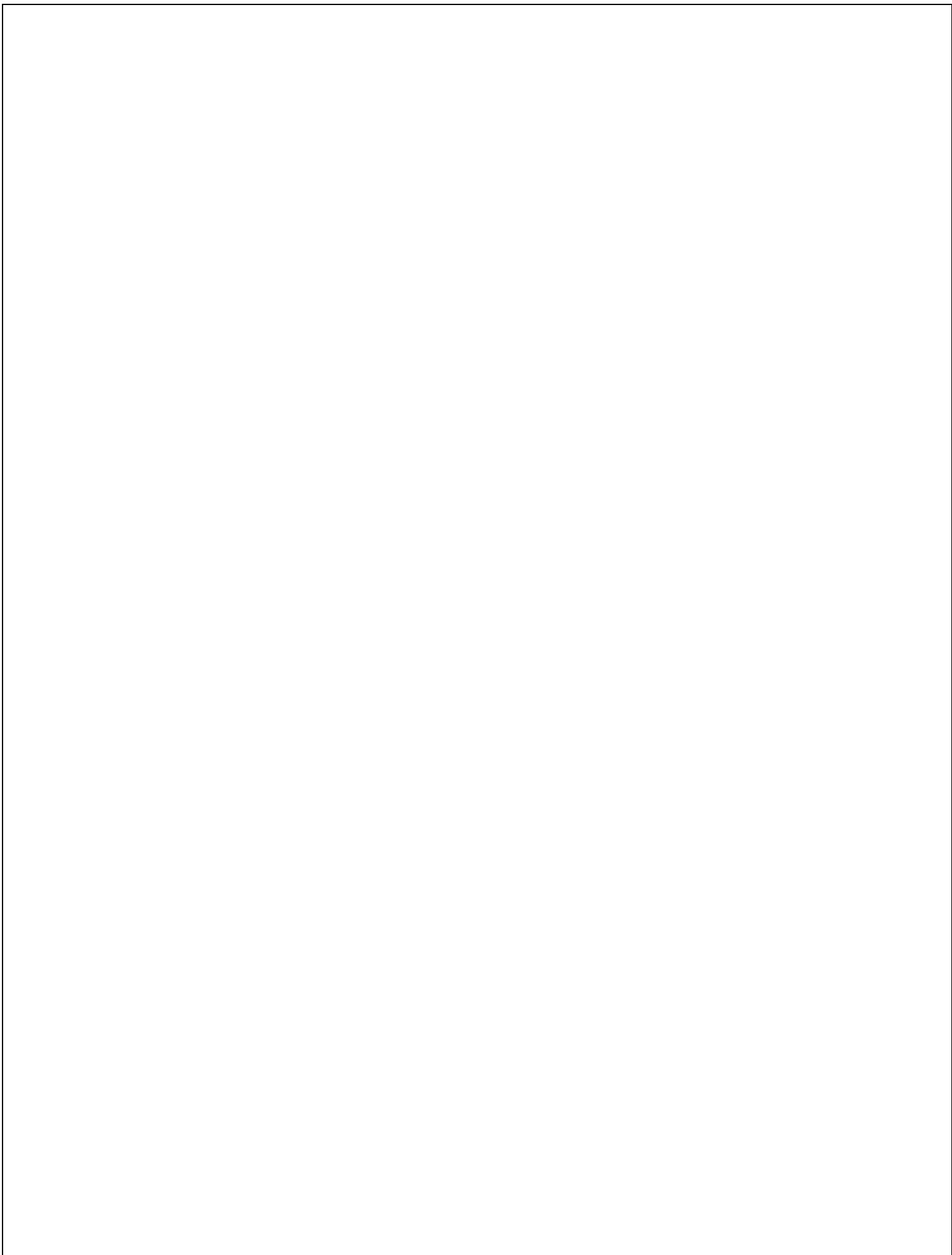
WE FURTHER ACKNOWLEDGE and WE AGREE to comply with any requirements regarding use of the NC funds. WE AGREE to provide NC financial reports and/or supporting documentation to the Office of the City Clerk, Neighborhood Council Funding Program as requested and at monthly meetings to the Governing Body 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:

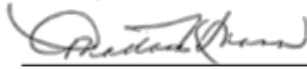
<p>Treasurer</p> <p><i>Daniel Bernstein</i></p> <p>_____ SIGNATURE OF THE TREASURER</p> <p>Daniel L. Bernstein</p> <p>_____ PRINT NAME OF THE TREASURER</p> <p>Treasurer</p> <p>_____ BOARD POSITION</p>	<p><input type="checkbox"/> <u>Please check here if a new Treasurer is being appointed</u></p> <p>07/15/2024</p> <p>_____ DATE</p> <p>treasurer@hhwnc.org</p> <p>_____ EMAIL</p> <p>323-646-5075</p> <p>_____ PHONE NUMBER</p>
--	--

CONTINUES OTHER SIDE



2nd Signer

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



07/15/2024

SIGNATURE OF THE 2ND SIGNER

DATE

Anastasia Mann

president@hhwnc.org

PRINT NAME OF THE 2ND SIGNER

EMAIL

President

310-753-9777

BOARD POSITION

PHONE NUMBER

Alternate Signer

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

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



07/16/2024

SIGNATURE OF THE ALTERNATE SIGNER

DATE

Brian Dyer

PRINT NAME OF THE ALTERNATE SIGNER

EMAIL

Area3 Chair

area3chair@hhwnc.org

BOARD POSITION

PHONE NUMBER

1st Bank Cardholder

Please check here if a new Cardholder is being appointed



07/15/2024

SIGNATURE OF THE 1ST BANK CARD HOLDER

DATE

Anastasia Mann

president@hhwnc.org

PRINT NAME OF THE 1ST BANK CARD HOLDER

EMAIL

President

310-753-9777

BOARD POSITION

PHONE NUMBER

2nd Bank Cardholder

Please check here if a new Cardholder is being appointed

Daniel Bernstein

07/15/2024

SIGNATURE OF THE 2ND BANK CARD HOLDER

DATE

Daniel L Bernstein

treasurer@hhwnc.org

PRINT NAME OF THE 2ND BANK CARD HOLDER

EMAIL

Treasurer

323-646-5075

BOARD POSITION

PHONE NUMBER

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

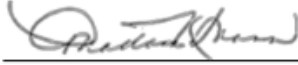
**NEIGHBORHOOD COUNCIL FUNDING PROGRAM
BANK CARDHOLDER ACKNOWLEDGEMENT &
AGREEMENT OF RESPONSIBILITIES**

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 decertification 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

Anastasia Mann

PRINT NAME OF THE 1st BANK CARD HOLDER

07/15/2024

DATE

2nd Bank Cardholder



SIGNATURE OF THE 2nd BANK CARD HOLDER

Daniel L Bernstein

PRINT NAME OF THE 2nd BANK CARD HOLDER

07/15/2024

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	

Hollywood Hills West Neighborhood Council Annual Budget for Fiscal Year: <u>July 1, 2024 to June 30, 2025</u>	
Annual Budget Funds	\$ 32,000.00
Rollover Funds*	
Total Annual Budget Funds	\$ 32,000.00

Office/Operational Expenditures Category	
Business cards	\$ 500.00
Email services to Board members and stakeholders contact fees	\$ 3,000.00
Website software and domain name registration	\$ 50.00
Photocopies / scanning for meetings	\$ 1,250.00
Meeting room rental fees	\$ 3,000.00
Live meetings refreshments	\$ 2,000.00
NC mail box rental fees	\$ 850.00
Website & admin support at rate/hr including insurance (engated provider David Horowitz)	\$ 8,000.00
SSD nodes subscription	\$ 200.00
Total Office/Operational Expenditures	\$ 18,850.00

*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.

Neighborhood Purposes Grants (NPG) Expenditures Category	
NPG #1	\$ 5,000.00
NPG #2	\$ 5,000.00
NPG #3	\$ 5,000.00
NPG #4	\$ 5,000.00
Less portion to be covered by rollover funds	-\$ 10,000.00
Total NPG Expenditures	\$ 10,000.00

Community Improvement Projects (CIP) Expenditures Category	
CIP #1	\$ 500.00
CIP #2	\$ 0.00
Total CIP Expenditures	\$ 500.00

TOTAL ANNUAL BUDGET ALLOCATIONS	
Office/Operational Expenditures	\$ 18,850.00
Outreach Expenditures	\$ 2,600.00
Election Expenditures	\$ 50.00
General and Operational Expenditures	\$ 21,500.00
Neighborhood Purposes Grants (NPG) Expenditures	\$ 10,000.00
Community Improvement Projects (CIP) Expenditures	\$ 500.00
TOTAL EXPENDITURES FOR THE FISCAL YEAR	\$ 32,000.00

**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 checked="" 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 checked="" 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 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:	Mail & More on Hollywood
NC P.O. Box Address	#1004
Property Owner Address:	7095 Hollywood Blvd. Hollywood, CA 90028
Property Owner Phone Number:	323-850-5300
Property Owner Email:	MailMoreHollywood@gmail.com
Name on P.O. Box Account:	Hollywood Hills West NC

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:	SSD Nodes (Strasmore, Inc)
Service Provider Address:	2522 Chambers Road Suite 100, Tustin, CA 92780
Service Provider Phone Number:	949-438-0456
Service Provider Email:	support@ssdnodes.com
Type of Services Provided:	Website platform.

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

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