

Board Vote Form

**EMPOWER LA**

DEPARTMENT OF NEIGHBORHOOD EMPOWERMENT

NC NAME: ENCINO

Budget Fiscal Year: 2015/2016

Meeting Date: 3-23-16

Agenda Item: SC

USE THIS FORM FOR THE FOLLOWING FUNDING ITEMS:

- APPROVAL OF MONTHLY EXPENDITURE REPORT
- BUDGET PACKAGE APPROVAL/ AMENDMENT
- APPOINTMENT OF FUNDING OFFICER / CARDHOLDER
- OTHER NON-FUNDING ACTION ITEM

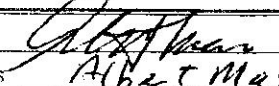
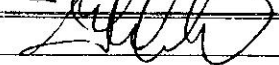
Description: Approval of Feb 2016 MER .

**Vote Count**

\*Recused-Boardmember must leave the room prior to any discussion and may not return to the room until after the vote is completed.

Board Member Name	Board Position	Yes	No	Abstain	*Recused	Absent	Ineligible
Al Mass	At-Large Representative	✓					
Anni Keusseyan	Area 1 Representative	✓					
Art Sherman	Public Safety Representative						
Carol Levin	Encino Property Owners Rep.	✓					
David Hudgins	Area 7 Representative	✓					
Debra George	Park Advocate/Environment Rep.	✓					
Eliot Cohen	Planning and Land Use Rep.	✓					
Gerald Silver	Homeowners of Encino Rep.	✓					
Glenn Bailey	At-Large Alternate						
Jason Ackerman	Area 2 Representative	✓					
Kathy Moghimi-Patterson	At-Large Representative	✓					
Ken Silk	Area 3 Representative	✓					
Laurie Kelson	Area 6 Representative	✓					
Mark Levinson	Encino Chamber Representative						
Sharon Brewer	Volunteer-Service Representative						
Shelley Rivlin	Education Representative	✓					
Sherman Gamson	Apartment/Condo Representative	✓					
Talar Dardarian	Religious Organization Rep.	✓					
Todd Rubinstein	Business Representative						
Victoria Miller	Business Representative						
Deborah Watson	Area 7 Alternate						
Diane Rosen	Area 5 Representative	✓					
Henry Eschelmann	Business Alternate						
Jean Stauber	Education Alternate						
Pat Bates	Park Advocate/Env. Alternate						
NC Quorum:	11	<b>Totals:</b>		15			

We, the Treasurer and Signer of the above indicated Council, declare that the information presented on this form is accurate and complete, and that a public meeting was held in accordance with the Brown Act, where with a quorum of Board Members present, the Council approved the above action.

Treasurer's Signature:		Signer's Signature:	
Print/Type name:	Al Mass Albert Mass	Print/Type name:	Todd Rubinstein
Date:	3/23/16	Date:	4-4-2016

NC Additional Comments

Department of Neighborhood Empowerment

Reporting Month:

FEBRUARY

MONTHLY EXPENDITURE REPORT

EMPOWER LA

NC Name:

Encino

Submitted: 3/24/2016 15:09:34

Budget Fiscal Year:

2015-2016

Department of  
NEIGHBORHOOD EMPOWERMENT

**FILL IN ALL THE UNSHADED (WHITE) FIELDS (Must be submitted to the Department within 10 days of Board Approval along with documentation and hard copy)**

EXPENDITURES BY LINE ITEM (for more than 12 expenditures, you may continue entering on page 3 of this worksheet - see below)							
A	Date / Item / Service Description	BUDGET CATEGORY	VENDOR	INVOICE NUMBER	OUT OF STATE VENDOR	Reportable	TOTAL
1	2/4/16 website maintenance	electronic debit	OPERATIONS	the web corner		1099	\$99.00
2	2/8/16 temporary staffing refund	electronic debit	OPERATIONS	apple one employment			-\$399.24
3	2/16/16 internet	electronic debit	OPERATIONS	timewarner cable			\$59.99
4	2/16/16 newspaper ad	electronic debit	ELECTION	BigValleyPublishing			\$1,125.00
5	2/22/16 email	electronic debit	OPERATIONS	vertical response			\$28.00
6	2/25/16 drinks for board meeting	debit card	OPERATIONS	smart & final			\$19.48
7	2/25/16 food for board meeting	debit card	OPERATIONS	fres brothers pizza			\$232.82
8	2/25/16 temporary staff-January	electronic debit	OPERATIONS	apple one employment			\$741.19
9							
10							
11							
12							
<b>SUBTOTAL Expenditures by Line Item (May include totals on page 3 if entered)</b>							\$ 906.24
<b>B CUMULATIVE EXPENDITURES FROM PRIOR MONTHS</b>							\$24,652.80
<b>C OUTSTANDING COMMITMENTS</b>							
C.1. Outstanding Checks (checks that have been issued, but have not yet cleared the account)							
C.2. Rent/Lease							
C.3. Contractual Services							
C.4. Large Purchases							
C.5. Neighborhood Purpose Grants (pending or in process)							
C.6. Temporary Staffing Services							
C.7. Storage							
C.8. Other Outstanding Commitments ==> Description:							
<b>SUBTOTAL Outstanding Commitments</b>							\$8,000.00
<b>D Total Expenditures &amp; Commitments</b>							\$11,000.00
<b>E Total Adjustments by Department (such as use taxes assessed, credits from prior fiscal years, etc) (use '+' for credits, '-' for deductions)</b>							\$37,469.04
<b>F Approved Budget 2015-2016</b>							\$0.00
<b>G Balance of Budget</b>							\$4,530.96



# Invoice

**The Web Corner, Inc.**  
 19509 Ventura Blvd.  
 Tarzana CA 91356  
 (818) 345-7443

Date	Invoice #	Due Date
2/1/2016	12869	2/1/2016

**PAID**  
 02/02/2016

Bill To  
 Encino Neighborhood Council  
 P.O. Box 260439  
 Encino, CA 91426

P.O. No.	Terms	Project

Quantity	Description	Rate	Amount
	Phone Support and General Web Development	99.00	99.00

<b>Total</b>	\$99.00
<b>Payments/Credits</b>	-\$99.00
<b>Balance Due</b>	\$0.00





# Encino Neighborhood Council

(A Certified Neighborhood Council)

## ENCINO NEIGHBORHOOD COUNCIL 2016 ELECTION DAY INFORMATION

**ELECTION DAY: Sunday April 17, 2016 From 10 AM to 2 PM**  
**AT ENCINO COMMUNITY CENTER, 4935 BALBOA BLVD, ENCINO, CA, 91316**  
**MAKING A DIFFERENCE**

Every two years, elections are held to fill seats on your Encino Neighborhood Council. Your council enables many valuable programs within our community. It is YOUR direct voice to city government and departments in improving and growing our community. By registering to vote or considering to be a candidate, you will be part of what makes our Encino community work for all our stake holders.

### REGISTERING AS A CANDIDATE: Filing Deadline is February 17, 2016

Please go to <http://empowerla.org/nccr>. Using your mobile phone, tablet, computer or go to your nearest library or internet cafe to view valuable information regarding candidate registration. From there you will be directed to <https://cityclerk.lacity.org/nccr/#/login> Login to complete registration as a candidate via the portal. The candidate guidelines for the 2016 elections at the Encino Community Center can be found at: <http://empowerla.org/wp-content/uploads/2012/04/NCElections2016candidateguidelines.pdf>

#### SEAT NAMES AND NUMBER OF SEATS

- A. Areas 1, 2, 3, 4, 5, 6, 7 - Residents vote for only 1 candidate in 1 designated Area.
- B. Apartments/Condos, Education, Park Advocate/Environment, Planning and Land use, Public Safety, Religious Organization/Institution, Volunteer/Service. All Stakeholders can vote for only 1 Representative in each.
- C. Business, At Large - All Stakeholders can vote for 2 Representatives in each. All voting Stakeholders must be 18 years or older.

### REGISTERING TO VOTE Registration Deadline is April 10, 2016

Stakeholders who live, work, or own property in the neighborhood and who are 18 years of age or older may vote. Please go to <http://empowerla.org/vrp> You will be asked for identification from two lists:

- |   |  |
|---|--|
| List A;                                 | List B;  |
| Valid CA Driver's License               | Documentation with your name and address on it such as DWP bill, P.O. Etc. |
| Valid CA ID Card                        | Documentation where you work Religious organization, School Etc            |
| Valid Passport                          |  |
| Valid Picture ID from School, Gym, Club |  |
| Credit Card Etc..                       |  |

**ONLINE VOTING BEGINS MARCH 27, 2016**  
**ELECTION ENDS APRIL 17, 2016**



Affidavit in lieu of receipt

On Wednesday evening February 24, 2016 I, Albert Mass purchased the following items from Smart & Final market for the monthly Encino Neighborhood Council Board meeting.

While carrying the items into the Encino Community Center I apparently dropped the receipt and therefore do not have the original receipt to submit with the debit card transaction.

These items are for the consumption by the public attending the meeting.

1-Large bottle of Coca Cola diet coke

1-Large bottle of Sprite


One tray of 35 small bottles of water

Two tubes of 12 oz cups

1- 7lb package of ice

Total cost \$19.48

I attest to the above in lieu of the actual receipt.



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Albert Mass, Treasurer      2/26/2016



[Add Payee](#)

[Make Payments](#)

[Recurring & Auto Payments](#)

[Scheduled Payments \(1\)](#)

[History](#)

Done. Payment has been scheduled. Your account will be debited for payment(s) you have scheduled on the Arrive By date you have selected or on the date presented by the payee if the payment was sent by laser draft, not on the date the payment is sent.

Pay To	Pay From	Frequency	Duration	Arrive By	Amount	Confirmation #
AppleOne Employ Services - 0079	Business Basics Checking -2811 Memo: JAN 2016 Staff INV S3400619	One-Time		02/25/2016	\$741.19	K5MCB-CRKY3
<b>Total Payments</b>					<b>\$741.19</b>	

[Make More Payments](#)



**CITY OF LOS ANGELES**

**Invoice**

Attn: ACCOUNTS PAYABLE  
 CORPORATE OFFICES  
 200 N. SPRING ST. ROOM 2005  
 LOS ANGELES, CA 90012

Customer No: 00950101  
 Site No: 0079  
 Period Ending: Multiple  
 Invoice Date: 01/27/2016  
 Invoice No: S3400619  
 Amount Due: \$741.19  
 Payment Term: NET 30 DAYS

Name	Weekend	Inv Date	Ref Inv No	Reg Hr	Reg Rate	OT Hr	OT Rate	DT Hr	DT Rate	Misc Hr	Misc Rate	ACA Hr	ACA Rate	Tax	Amount
ROMINA	01/09/2016	01/13/2016	01-3917776	12.75	\$22.18	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	\$0.00	\$282.80
ROMINA	01/16/2016	01/20/2016	01-3923697	6.67	\$22.18	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	\$0.00	\$147.87
ROMINA	01/23/2016	01/27/2016	01-3930019	14.00	\$22.18	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	\$0.00	\$310.52
<b>\$741.19</b>															

Please remit payment to: AppleOne Employment Services  
 P.O. Box 29048  
 Glendale, CA 91209-9048