



**Board Vote Form**

NC NAME: Encino

Budget Fiscal Year: 2016-2017

Meeting Date: 8/24/2016

Agenda Item: 4.E-1

**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: Approve July 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 |
|--------------------|-------------------------|----------------|----|---------|----------|--------|------------|
| ANNIE KEUSSEYAN    | RELIGIOUS REP           | X              |    |         |          |        |            |
| CAROL LEVIN        | ENCINO PROPERTY OWNERS  | X              |    |         |          |        |            |
| DEBRA GEORGE       | PARK ADVOCATE           | X              |    |         |          |        |            |
| DIANE ROSEN        | AREA 5 REP              | X              |    |         |          |        |            |
| DOUG KRIEGEL       | AT LARGE REP            | X              |    |         |          |        |            |
| ELIOT COHEN        | PLU                     |                |    | X       |          |        |            |
| GERALD SILVER      | HOMEOWNERS OF ENCINO    | X              |    |         |          |        |            |
| GLENN BAILEY       | PUBLIC SAFETY           | X              |    |         |          |        |            |
| HENRY ESHELMAN     | AT-LARGE REP            | X              |    |         |          |        |            |
| JESS WHITEHILL     | AREA 4 REP              | X              |    |         |          |        |            |
| JIM ESTERLE        | AREA 7 REP              | X              |    |         |          |        |            |
| KENNETH SILK       | AREA 3 REP              |                |    |         |          | X      |            |
| LAURA SHOVLANSKY   | AREA 1 REP              |                |    |         |          | X      |            |
| LAURIE KELSON      | AREA 6 REP              | X              |    |         |          |        |            |
| MARK LEVINSON      | ENCINO CHAMBER OF COMM. | X              |    |         |          |        |            |
| PATRICIA BATES     | VOLUNTEER SERVICE       | X              |    |         |          |        |            |
| SCOTT LINDEN       | AREA 2 REP              |                |    |         |          | X      |            |
| SHERMAN GAMSON     | APARTMENT/CONDO REP     | X              |    |         |          |        |            |
| VARANT MAJARIAN    | BUSINESS REP            | X              |    |         |          |        |            |
| VICTORIA MILLER    | BUSINESS REP            | X              |    |         |          |        |            |
| ADRIOHN RICHARDSON | EDUCATION REP           | X              |    |         |          |        |            |
| ALEX GARAY         | Area 3 Alt              | X              |    |         |          |        |            |
|                    |                         |                |    |         |          |        |            |
|                    |                         |                |    |         |          |        |            |
|                    |                         |                |    |         |          |        |            |
| NC Quorum:         | 11                      | <b>Totals:</b> | 18 | 1       |          | 3      |            |

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:       | PATRICIA BATES | Print/Type name:    | DEBRA GEORGE |
| Date:                  | 8/24/2016      | Date:               | 8/24/16      |
| NC Additional Comments |                |                     |              |

Department of Neighborhood Empowerment

|                     |           |                               |
|---------------------|-----------|-------------------------------|
| Reporting Month:    | JULY      | MONTHLY EXPENDITURE REPORT    |
| NC Name:            | Encino    | Submitted: 8/15/2016 17:58:12 |
| Budget Fiscal Year: | 2016-2017 |                               |



**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   | VENDOR   | INVOICE NUMBER | APPROVAL CODE | DATE / DESCRIPTION                            | BUDGET CATEGORY     | OUT OF STATE VENDOR      | 1099 Reportable          | TOTAL                |
|---|--|----------------|---------------|---|---------------------|--------------------------|--------------------------|----------------------|
| 1   | The Web Corner   | 13607          |               | 7/18/2016 Monthly maintenance-website         | OUTREACH            | <input type="checkbox"/> | <input type="checkbox"/> | \$99.00              |
| 2   | Partners in Diversity  | 24681          |               | 7/18/2016 Tempiorary Staffing                 | OPERATIONS          | <input type="checkbox"/> | <input type="checkbox"/> | \$180.99             |
| 3   | Partners in Diversity  | 24637          |               | 7/28/2016 Temporary Staffing                  | OPERATIONS          | <input type="checkbox"/> | <input type="checkbox"/> | \$206.06             |
| 4   | Facebook   |                |               | 7/18/16 Boost post                            | OUTREACH            | <input type="checkbox"/> | <input type="checkbox"/> | \$16.00              |
| 5   | Facebook   |                |               | 7/28/16 Boost post                            | OUTREACH            | <input type="checkbox"/> | <input type="checkbox"/> | \$34.05              |
| 6   | Smart & Final  |                |               | 7/28/2016 Drinks for general meeting          | OUTREACH            | <input type="checkbox"/> | <input type="checkbox"/> | \$8.54               |
| 7   | California Chicken Café  |                |               | 7/28/16 Food for general meeting              | OUTREACH            | <input type="checkbox"/> | <input type="checkbox"/> | \$218.50             |
| 8   | Debra George   |                |               | 7/8/2016 Reimburse copying cost for gen. mtg. | PRIOR YR OUTREACH   | <input type="checkbox"/> | <input type="checkbox"/> | \$82.82              |
| 9   | So Cal Prep Foundation   |                | 14378         | 7/13/2016 Preparedness Fair                   | PRIOR YR NPG        | <input type="checkbox"/> | <input type="checkbox"/> | \$850.00             |
| 10  | Partners in Diversity  | 24539 24560    |               | 7/6/2016 Temporary staffing                   | PRIOR YR OPERATIONS | <input type="checkbox"/> | <input type="checkbox"/> | \$392.20             |
| 11  | Los Angeles Fire Dep. Found.   |                | 14650         | 7/13/2016 Station 83 needs                    | PRIOR YR NPG        | <input type="checkbox"/> | <input type="checkbox"/> | \$2,000.00           |
| 12  | The So. Cal. Garden Cl;ub  |                | 14657         | 7/29/2016 Hands-Free microphone syst.         | PRIOR YR NPG        | <input type="checkbox"/> | <input type="checkbox"/> | \$800.00             |
| <b>SUBTOTAL: Expenditures by Line Item (May include totals on page 3, if entered)</b> |  |                |               |   |                     |                          |                          | <b>\$10,954.56</b>   |
| <b>B</b>  | <b>CUMULATIVE EXPENDITURES FROM PRIOR MONTHS (CURRENT FISCAL YR)</b>   |                |               |   |                     |                          |                          | <b>\$0.00</b>        |
| <b>C</b>  | <b>OUTSTANDING COMMITMENTS (OBLIGATIONS)</b>   |                |               |   |                     |                          |                          |                      |
| 1   | Partners in Diversity  | 24589          |               | 7/3/2016 temporary staffing                   | OPERATIONS          | <input type="checkbox"/> | <input type="checkbox"/> | \$207.84             |
| 2   | Partners in Diversity  | 24791          |               | 7/31/16 Temporary staffing                    | OPERATIONS          | <input type="checkbox"/> | <input type="checkbox"/> | \$343.87             |
| 3   | Time Warner Cable  |                |               | 2 months                                      | OUTREACH            | <input type="checkbox"/> | <input type="checkbox"/> | \$119.98             |
| 4   |  |                |               |   |                     | <input type="checkbox"/> | <input type="checkbox"/> |                      |
| 5   |  |                |               |   |                     | <input type="checkbox"/> | <input type="checkbox"/> |                      |
| 6   |  |                |               |   |                     | <input type="checkbox"/> | <input type="checkbox"/> |                      |
| 7   |  |                |               |   |                     | <input type="checkbox"/> | <input type="checkbox"/> |                      |
| 8   |  |                |               |   |                     | <input type="checkbox"/> | <input type="checkbox"/> |                      |
| 9   |  |                |               |   |                     | <input type="checkbox"/> | <input type="checkbox"/> |                      |
| 10  |  |                |               |   |                     | <input type="checkbox"/> | <input type="checkbox"/> |                      |
| <b>SUBTOTAL: Outstanding Commitments (includes total on page 3)</b>                   |  |                |               |   |                     |                          |                          | <b>\$671.69</b>      |
| <b>D</b>  | <b>Total Expenditures &amp; Commitments</b>  |                |               |   |                     |                          |                          | <b>\$11,626.25</b>   |
| <b>E</b>  | <b>Total Adjustments (such as use taxes assessed, prior fiscal years items, etc) (use '-' for credits, '+' for deductions)</b> |                |               |   |                     |                          |                          | <b>(\$10,166.38)</b> |
| <b>F</b>  | <b>Approved Budget 2016-2017</b>   |                |               |   |                     |                          |                          | <b>\$37,000.00</b>   |
| <b>G</b>  | <b>Balance of Budget 2016-2017</b>   |                |               |   |                     |                          |                          | <b>\$35,540.13</b>   |

|                  |        |
|------------------|--------|
| Reporting Month: | JULY   |
| NC Name:         | Encino |

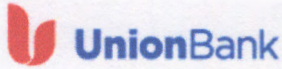
| MONTHLY CASH RECONCILIATION |                     |                             |                           |                               |
|-----------------------------|---------------------|-----------------------------|---------------------------|-------------------------------|
| Beginning Balance (A)       | Funds Deposited (B) | Total Available (C) = (A+B) | Cash Spent this Month (D) | Remaining Balance (E) = C - D |
| \$14,107.94                 | \$939.77            | \$15,047.71                 | \$10,954.56               | \$4,093.15                    |

| MONTHLY CASH FLOW ANALYSIS |                       |                    |                            |   |                                 |  |
|----------------------------|-----------------------|--------------------|----------------------------|---|---------------------------------|--|
| Category Identifier        | Budget Category       | Adopted Budget (A) | Total Spent this Month (B) | FY 2015-16 Expenses Cleared in FY 2016-17 (C) | Total Spent in Prior Months (D) | Unspent Budget Balance (E) = A - B - D |
| 100                        | Operations            | \$14,300.00        | \$387.05                   | \$712.88                                      |                                 | \$13,912.95                            |
| 200                        | Outreach              | \$8,500.00         | \$401.13                   | \$1,117.00                                    |                                 | \$8,098.87                             |
| 300                        | Community Improvement | \$4,200.00         | \$0.00                     | \$4,686.50                                    |                                 | \$4,200.00                             |
| 400                        | NPG                   | \$10,000.00        | \$0.00                     | \$3,650.00                                    |                                 | \$10,000.00                            |
| 500                        | Elections             |                    | \$0.00                     | \$0.00  |                                 | \$0.00                                 |
|                            | <b>TOTAL</b>          | <b>\$37,000.00</b> | <b>\$788.18</b>            | <b>\$10,166.38</b>                            | <b>\$0.00</b>                   | <b>\$36,211.82</b>                     |

| NEIGHBORHOOD COUNCIL DECLARATION   |  |                    |  |
|--|--|--------------------|--|
| We, the Treasurer and Signer of the above indicated Council, declare that the information presented on this form is accurate and complete, and will furnish additional documentation to the Department of Neighborhood Empowerment upon request. |  |                    |  |
| Treasurer Signature  |  | Signer's Signature |  |
| Print Name   |  | Print Name         |  |
| Date   |  | Date               |  |
| NC Additional Comments   |  |                    |  |

|                         |               |
|-------------------------|---------------|
| <b>Reporting Month:</b> | <b>JULY</b>   |
| <b>NC Name:</b>         | <b>Encino</b> |

| ADDITIONAL EXPENDITURES BY LINE ITEM (Optional, do not print page 3 unless you use it) |                           |                |               |   |                     |                          |                          |                   |
|--|---------------------------|----------------|---------------|---|---------------------|--------------------------|--------------------------|-------------------|
| A  | VENDOR                    | INVOICE NUMBER | APPROVAL CODE | DATE / DESCRIPTION                            | BUDGET CATEGORY     | OUT OF STATE VENDOR      | 1099 Reportable          | TOTAL             |
| 13   | Encino Community Center   |                | var           | 7/1/2016 Blinds, Sound mixer, Mics, phones    | PRIOR YR CIP        | <input type="checkbox"/> | <input type="checkbox"/> | \$4,686.50        |
| 14   | Facebook                  |                |               | 7/1/2016 Boost fee                            | PRIOR YR OUTREACH   | <input type="checkbox"/> | <input type="checkbox"/> | \$2.03            |
| 15   | Vistaprint                | 3XKWX          |               | 7/1/2016 Bus Card Linden                      | PRIOR YR OUTREACH   | <input type="checkbox"/> | <input type="checkbox"/> | \$22.88           |
| 16   | Vistaprint                | 7HQXX          |               | 7/1/16 Bus. Cards Silver                      | PRIOR YR OUTREACH   | <input type="checkbox"/> | <input type="checkbox"/> | \$22.88           |
| 17   | Vistaprint                | WZNXX          |               | 7/1/16 Bus. Cards levin                       | PRIOR YR OUTREACH   | <input type="checkbox"/> | <input type="checkbox"/> | \$22.88           |
| 18   | Vistaprint                | 98MXX          |               | 7/1/2016 Bus. Cards Eshelman                  | PRIOR YR OUTREACH   | <input type="checkbox"/> | <input type="checkbox"/> | \$22.88           |
| 19   | Vistaprint                | 19KXX          |               | 7/1/2016 Bus. Cards Keusseyan                 | PRIOR YR OUTREACH   | <input type="checkbox"/> | <input type="checkbox"/> | \$22.88           |
| 20   | Vistaprint                | LKHXX          |               | 7/1/2016 Bus Cards majarian                   | PRIOR YR OUTREACH   | <input type="checkbox"/> | <input type="checkbox"/> | \$22.88           |
| 21   | Vistaprint                | NRFXX          |               | 7/1/2016 Bus. Cards Gamson                    | PRIOR YR OUTREACH   | <input type="checkbox"/> | <input type="checkbox"/> | \$22.88           |
| 22   | Vistaprint                | H8XXx          |               | 7/1/2016 Bus. Cards Esterle                   | PRIOR YR OUTREACH   | <input type="checkbox"/> | <input type="checkbox"/> | \$22.88           |
| 23   | Vistaprint                | G67XX          |               | 7/1/2016 Bus. Cards Rosen                     | PRIOR YR OUTREACH   | <input type="checkbox"/> | <input type="checkbox"/> | \$22.88           |
| 24   | Vistaprint                | 695XX          |               | 7/1/2016 Bus. Cards Bailey                    | PRIOR YR OUTREACH   | <input type="checkbox"/> | <input type="checkbox"/> | \$22.88           |
| 25   | Vistaprint                | FCTWX          |               | 7/1/12016 Bus. Cards Whitehead                | PRIOR YR OUTREACH   | <input type="checkbox"/> | <input type="checkbox"/> | \$22.88           |
| 26   | Vistaprint                | 4GPWX          |               | 7/1/2016 Bus. Cards Shovlosky                 | PRIOR YR OUTREACH   | <input type="checkbox"/> | <input type="checkbox"/> | \$22.88           |
| 27   | Best Buy                  |                |               | 7/1/16 Cover for laptop                       | PRIOR YR OPERATIONS | <input type="checkbox"/> | <input type="checkbox"/> | \$34.33           |
| 28   | B & H Photo               | 1039862576     |               | 7/1/2016 Wireless microphones                 | PRIOR YR OPERATIONS | <input type="checkbox"/> | <input type="checkbox"/> | \$150.71          |
| 29   | Theodore Payne Foundation |                |               | 7/1/2016 Nature books for Encino/Tarz library | PRIOR YR OUTREACH   | <input type="checkbox"/> | <input type="checkbox"/> | \$488.90          |
| 30   | Office Depot              | 848414247      |               | 7/7/2016 Speaker Cards                        | PRIOR YR OUTREACH   | <input type="checkbox"/> | <input type="checkbox"/> | \$268.69          |
| 31   | Office Depot              |                |               | 7/5/2016 Stapler, staples, label stock, paper | PRIOR YR OPERATIONS | <input type="checkbox"/> | <input type="checkbox"/> | \$135.64          |
| 32   | Facebook                  |                |               | 7/5/2016 Boost post                           | OUTREACH            | <input type="checkbox"/> | <input type="checkbox"/> | \$1.20            |
| 33   | Facebook                  |                |               | 7/5/2016 Boost Post                           | OUTREACH            | <input type="checkbox"/> | <input type="checkbox"/> | \$23.84           |
| 34   |                           |                |               |   |                     | <input type="checkbox"/> | <input type="checkbox"/> |                   |
| 35   |                           |                |               |   |                     | <input type="checkbox"/> | <input type="checkbox"/> |                   |
| 36   |                           |                |               |   |                     | <input type="checkbox"/> | <input type="checkbox"/> |                   |
| <b>SUBTOTAL: Expenditures by Line Item</b>   |                           |                |               |   |                     |                          |                          | <b>\$6,066.40</b> |



# STATEMENT OF ACCOUNTS

Page 1 of 2

Statement Number: [REDACTED]  
07/01/16 - 07/29/16

UNION BANK  
CENTURY CITY 0206  
PO BOX 512380  
LOS ANGELES CA 90051-0380

**Telephone Banking**  
For 24-hour Automated Direct Service  
800-238-4486  
800-826-7345(TDD)  
Representatives are available  
Monday through Saturday

To open additional accounts,  
or apply for loans, call your  
banking office at 310-551-8900

You may also access your account online  
at unionbank.com

Thank you for banking with us  
since 2014

**ENCINO NEIGHBORHOOD COUNCIL**  
200 N SPRING ST FL 20  
LOS ANGELES CA 90012-4801

- Save time by depositing checks directly from your smartphone or tablet. Easy Usage: It is simple to submit a deposit. Select an account, enter the amount and take a photo of both sides of the check. It's that simple. Quick Confirmation: Check your deposit status online or with your mobile app. For more information, go to: unionbank.com/mobilecheckdeposit

## Business Basics Checking Summary

Days in statement period: 29

|                                  |           |           |                  |
|----------------------------------|-----------|-----------|------------------|
| <b>Balance on 7/1</b>            | <b>\$</b> |           | <b>14,107.94</b> |
| Additions                        |           |           | 939.77           |
| Subtractions                     |           |           | -10,954.56       |
|                                  |           | Checks    | -4,224.02        |
|                                  |           | Payments  | -5,073.55        |
|                                  |           | Purchases | -1,656.99        |
| <b>Balance on 7/29</b>           | <b>\$</b> |           | <b>4,093.15</b>  |
| Statement Average Ledger Balance |           |           | 6,512.88         |

We waived your service charge this statement period.

## Additions

| Date | Description/Location                     | Reference | Amount    |
|------|--|-----------|-----------|
| 7/12 | CITY OF LOS ANGE EFT PAYMT PPD *****0735 | 54679938  | \$ 939.77 |

## Checks

| Number       | Date | Reference | Amount | Number | Date | Reference | Amount             |
|--------------|------|-----------|--------|--------|------|-----------|--------------------|
| 5037         | 7/8  | 07512418  | 82.82  | 5044   | 7/13 | 07556680  | 2,000.00           |
| 5042*        | 7/13 | 77146520  | 850.00 | 5045   | 7/29 | 08253848  | 800.00             |
| 5043         | 7/6  | 08266790  | 392.20 | 5047*  | 7/18 | 07648690  | 99.00              |
| <b>Total</b> |      |           |        |        |      |           | <b>\$ 4,224.02</b> |

\* Checks missing in sequence. Out of sequence check numbers may also be located in the Payments section of your statement.

## Payments online and electronic banking

| Date | Description/Location                            | Reference | Amount      |
|------|---|-----------|-------------|
| 7/1  | ENCINO COMMUNITY ONLINE PMT WEB UN1682190818POS | 54649169  | \$ 4,686.50 |
| 7/28 | PARTNERS IN DIVE ONLINE PMT WEB UN1682190818POS | 58897115  | 180.99      |

07/01/16 - 07/29/16

**Payments** *online and electronic banking*

| <i>Date</i>  | <i>Description/Location</i>                        | <i>Reference</i> | <i>Amount</i>      |
|--------------|--|------------------|--------------------|
| 7/28         | PARTNERS IN DIVE ONLINE PMT WEB<br>UN1682190818POS | 58897116         | 206.06             |
| <b>Total</b> |  |                  | <b>\$ 5,073.55</b> |

**Purchases** *ATM card and Debit card™ purchases*

| <i>Date</i>  | <i>Description/Location</i>                   | <i>Reference</i> | <i>Amount</i>      |
|--------------|---|------------------|--------------------|
| 7/1          | FACEBOOK R 650-6187714 CA 650-6187714 CA      | 70702104         | \$ 2.03            |
| 7/1          | VISTAPR*VI 866-8936743 MA 866-8936743 MA      | 70702089         | 22.88              |
| 7/1          | VISTAPR*VI 866-8936743 MA 866-8936743 MA      | 70702090         | 22.88              |
| 7/1          | VISTAPR*VI 866-8936743 MA 866-8936743 MA      | 70702091         | 22.88              |
| 7/1          | VISTAPR*VI 866-8936743 MA 866-8936743 MA      | 70702092         | 22.88              |
| 7/1          | VISTAPR*VI 866-8936743 MA 866-8936743 MA      | 70702093         | 22.88              |
| 7/1          | VISTAPR*VI 866-8936743 MA 866-8936743 MA      | 70702095         | 22.88              |
| 7/1          | VISTAPR*VI 866-8936743 MA 866-8936743 MA      | 70702096         | 22.88              |
| 7/1          | VISTAPR*VI 866-8936743 MA 866-8936743 MA      | 70702097         | 22.88              |
| 7/1          | VISTAPR*VI 866-8936743 MA 866-8936743 MA      | 70702098         | 22.88              |
| 7/1          | VISTAPR*VI 866-8936743 MA 866-8936743 MA      | 70702099         | 22.88              |
| 7/1          | VISTAPR*VI 866-8936743 MA 866-8936743 MA      | 70702100         | 22.88              |
| 7/1          | VISTAPR*VI 866-8936743 MA 866-8936743 MA      | 70702102         | 22.88              |
| 7/1          | BEST BUY M SHERMAN OAKS CA SHERMAN<br>OAKS CA | 70702087         | 34.33              |
| 7/1          | B&H PHOTO, 800-2215743 NY 800-2215743 NY      | 70702103         | 150.71             |
| 7/1          | THEODORE P SUN VALLEY CA SUN VALLEY CA        | 70702088         | 488.90             |
| 7/5          | FACEBOOK C 650-6187714 CA 650-6187714 CA      | 73107931         | 1.20               |
| 7/5          | FACEBOOK A 650-6187714 CA 650-6187714 CA      | 73107930         | 23.84              |
| 7/5          | OFFICE DEP ENCINO CA ENCINO CA                | 72151906         | 135.64             |
| 7/7          | OFFICE DEP 800-463-3768 CA 800-463-3768 CA    | 71268322         | 268.69             |
| 7/18         | FACEBOOK M 650-6187714 CA 650-6187714 CA      | 70732941         | 16.00              |
| 7/18         | FACEBOOK H 650-6187714 CA 650-6187714 CA      | 70732939         | 34.05              |
| 7/28         | SMARTNFINA ENCINO CA ENCINO CA                | 71145011         | 8.54               |
| 7/28         | CALIFORNIA ENCINO CA ENCINO CA                | 71145012         | 218.50             |
| <b>Total</b> |   |                  | <b>\$ 1,656.99</b> |

**Information and Banking Office Services****For each monthly statement period your account includes:**

- Unlimited free Information Services calls to 24-hour Automated Direct Service
- Banking office Information Services calls are \$0.00
- Banking office deposits are \$0.00

Your account was not charged for information and banking office services during the statement period.

Encino Neighborhood Council

Outstanding payments

As of 6/30/2016 Business Basics Checking #0062262811 as of 07/12/2016

**Charges on 6/30/16 not processed until July:**

|   |                   |    |    |        |            |
|---|-------------------|----|----|--------|------------|
| 7/1/2016 FACEBOOK R 650-6187714 CA 650-6187714 CA   | Electronic debits | No | No | 2.03   |            |
| 7/1/2016 VISTAPR*VI 866-8936743 MA 866-8936743 MA   | Electronic debits | No | No | 22.88  |            |
| 7/1/2016 VISTAPR*VI 866-8936743 MA 866-8936743 MA   | Electronic debits | No | No | 22.88  |            |
| 7/1/2016 VISTAPR*VI 866-8936743 MA 866-8936743 MA   | Electronic debits | No | No | 22.88  |            |
| 7/1/2016 VISTAPR*VI 866-8936743 MA 866-8936743 MA   | Electronic debits | No | No | 22.88  |            |
| 7/1/2016 VISTAPR*VI 866-8936743 MA 866-8936743 MA   | Electronic debits | No | No | 22.88  |            |
| 7/1/2016 VISTAPR*VI 866-8936743 MA 866-8936743 MA   | Electronic debits | No | No | 22.88  |            |
| 7/1/2016 VISTAPR*VI 866-8936743 MA 866-8936743 MA   | Electronic debits | No | No | 22.88  |            |
| 7/1/2016 VISTAPR*VI 866-8936743 MA 866-8936743 MA   | Electronic debits | No | No | 22.88  |            |
| 7/1/2016 VISTAPR*VI 866-8936743 MA 866-8936743 MA   | Electronic debits | No | No | 22.88  |            |
| 7/1/2016 VISTAPR*VI 866-8936743 MA 866-8936743 MA   | Electronic debits | No | No | 22.88  |            |
| 7/1/2016 VISTAPR*VI 866-8936743 MA 866-8936743 MA   | Electronic debits | No | No | 22.88  |            |
| 7/1/2016 VISTAPR*VI 866-8936743 MA 866-8936743 MA   | Electronic debits | No | No | 22.88  |            |
| 7/1/2016 VISTAPR*VI 866-8936743 MA 866-8936743 MA   | Electronic debits | No | No | 22.88  |            |
| 7/1/2016 BEST BUY M SHERMAN OAKS CA SHERMAN OAKS CA | Electronic debits | No | No | 34.33  |            |
| 7/1/2016 B&H PHOTO 800-2215743 NY 800-2215743 NY    | Electronic debits | No | No | 150.71 |            |
| 7/1/2016 THEODORE P SUN VALLEY CA SUN VALLEY CA     | Electronic debits | No | No | 488.90 |            |
| 7/7/2016 OFFICE DEP 800-463-3768 CA 800-463-3768 CA | Electronic debits | No | No | 268.69 |            |
| 7/5/2016 OFFICE DEP ENCINO CA ENCINO CA             | Electronic debits | No | No | 135.64 |            |
|   |                   |    |    |        | \$1,354.86 |

**Items on 6/30/16 screenshots**

|  |                   |    |    |          |            |
|--|-------------------|----|----|----------|------------|
| 7/6/2016 Check #5043 Partners in Diversity           | Checks            | No | No | 392.20   |            |
| 7/8/2016 Check #5037 Debra George                    | Checks            | No | No | 82.82    |            |
| Sherman Gamson-note - actually cleared bank 6/30/16  |                   |    |    | -        |            |
| 7/1/2016 ENCINO COMMUNITY ONLINE PMT WEB UN16821908  | Electronic debits | No | No | 4,686.50 |            |
| 7/5/2016 Southern California Preparedness foundation |                   |    |    | 850.00   |            |
| Los Angeles fire Department Foundation               |                   |    |    | 2,000.00 |            |
| Southern California Garden Club                      |                   |    |    | 800.00   |            |
|  |                   |    |    |          | \$8,811.52 |

TOTAL

\$10,166.38

(4)

# Invoice

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

| Date     | Invoice # | Due Date |
|----------|-----------|----------|
| 7/1/2016 | 13607     | 7/1/2016 |

**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  |

Pd 7/8/16

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





**PARTNERS IN DIVERSITY, INC.**  
A Small Business, Women Owned Enterprise

**Remit to: Partners In Diversity, Inc.**  
ASGE Marquette Commercial Finance  
NW 6333 P.O. Box 1450  
Minneapolis, MN 55485-6333

**INVOICE**

|                       |
|-----------------------|
| <b>Invoice Amount</b> |
| <b>\$180.99</b>       |

|                      |                     |
|----------------------|---------------------|
| <b>Payment Terms</b> | <b>Invoice Date</b> |
| Due On Receipt       | 07/18/2016          |
| <b>Invoice No.</b>   | <b>Customer No.</b> |
| 24681                | 1510                |

Neighborhood Council/Encino  
4924 Paso Robles Ave  
Encino, CA 91316

|                             |                   |                     |                      |
|-----------------------------|-------------------|---------------------|----------------------|
| <b>Customer Name</b>        | <b>Department</b> | <b>Customer No.</b> | <b>Payment Terms</b> |
| Neighborhood Council/Encino | Corporate         | 1510                | Due On Receipt       |

| Description   | Type | Units | Rate    | Amount          |
|---|------|-------|---------|-----------------|
| <b>Week ending: 07/17/2016</b>  |      |       |         |                 |
| Ackerman, Jason E                      Executive Administrative Assistant | Reg  | 8.16  | \$22.18 | \$180.99        |
| <b>Total This Week ending:</b>  |      |       |         | <b>\$180.99</b> |

|                              |                              |                 |
|------------------------------|------------------------------|-----------------|
| <b>Reg: 8.16 OT: 0 DT: 0</b> | <b>Total - This Invoice:</b> | <b>\$180.99</b> |
|------------------------------|------------------------------|-----------------|

Partners In Diversity, Inc. recruits and hires qualified candidates without regard to race, religion, color, sex, sexual orientation, age, national origin, ancestry, citizenship, veteran, or disability status, or any factor prohibited by law, and as such affirms in policy and practice to support and promote the concept of equal employment opportunity and affirmative action, in accordance with all applicable federal, state and municipal laws.

*Pat 7/23/16*

A2



**PARTNERS IN DIVERSITY, INC.**  
A Small Business, Women Owned Enterprise

# INVOICE

|                       |
|-----------------------|
| <b>Invoice Amount</b> |
| <b>\$206.06</b>       |

**Remit to: Partners In Diversity, Inc.**  
ASGE Marquette Commercial Finance  
NW 6333 P.O. Box 1450  
Minneapolis, MN 55485-6333

|                      |                     |
|----------------------|---------------------|
| <b>Payment Terms</b> | <b>Invoice Date</b> |
| Due Upon Receipt     | 07/11/2016          |
| <b>Invoice No.</b>   | <b>Customer No.</b> |
| 24637                | 1510                |

Neighborhood Council/Encino  
4924 Paso Robles Ave  
Encino, CA 91316

| Customer Name               | Department | Customer No. | Payment Terms |
|-----------------------------|------------|--------------|---------------|
| Neighborhood Council/Encino | Corporate  | 1510         | Net 10 Days   |

| Description  | Type | Units | Rate    | Amount          |
|--|------|-------|---------|-----------------|
| <b>Week ending: 07/10/2016</b>                         |      |       |         |                 |
| Ackerman, Jason E      Minute Taker                    | Reg  | 0.25  | \$25.74 | \$6.44          |
| Ackerman, Jason E      Executive Admsitravie Assistant | Reg  | 9.00  | \$22.18 | \$199.62        |
| <b>Total This Week ending:</b>                         |      |       |         | <b>\$206.06</b> |

|                             |                              |                 |
|-----------------------------|------------------------------|-----------------|
| <b>OT: 9.25 OT: 0 DT: 0</b> | <b>Total - This Invoice:</b> | <b>\$206.06</b> |
|-----------------------------|------------------------------|-----------------|

Partners In Diversity, Inc. recruits and hires qualified candidates without regard to race, religion, color, sex, sexual orientation, age, national origin, ancestry, citizenship, veteran, or disability status, or any factor prohibited by law, and as such affirms in policy and practice to support and promote the concept of equal employment opportunity and affirmative action, in accordance with all applicable federal, state and municipal laws.

*pd 7/28/16*

A3



California Chicken Cafe  
15601 Ventura Blvd  
Encino, CA 91436  
(818) 789-8056

-----  
Future Order Information

BATES, PAT, (818) 425-0962  
Scheduled Date: 7/27/2016  
Scheduled Time: 6:00  
Notes

-----  
Check 1015    Tab BATES  
15-Vanessa M.                                         7/26/2016  
CATERING     2:32 PM  
-----  
10 VEGGIE RICE WRAP (7.50)                         75.00D  
    WHITE PITA  
20 CLASSIC WRAP (7.75)                                 155.00D  
    WHITE PITA  
-----  
Subtotal     230.00  
5% OFF CATERING     -11.50  
-----  
TOTAL     218.50  
  
BALANCE DUE     218.50  
-----

Check 1015  
TOTAL     \$218.50  
-----

(818) 425-0962  
PAT BATES  
NA  
LOS ANGELES, CA  
-----

**Smart & Final. &**  
Warehouse & Market. Friend & Neighbor.

\*\* Welcome To Our Encino Store \*\*  
Store #477

\*\*\*\*\*  
See Us On WEB [www.smartandfinal.com](http://www.smartandfinal.com)

Cashier: Selena

DATE 07/27/16     TIME 15:15:09

|   |      |   |
|---|------|---|
| 2 @ .99   |      |   |
| ARROWHEAD SPRING  | 1.98 | F |
| 2 @ .10   |      |   |
| +CRV  | .20  |   |
| 4 @ 1.49  |      |   |
| Tejava Tea  | 5.96 | F |
| 4 @ .10   |      |   |
| +CRV  | .40  |   |
| SUBTOTAL  | 8.54 |   |
| Sales Tax   | .00  |   |
| TOTAL   | 8.54 |   |
| MasterCard     TENDER           | 8.54 |   |
| Cas Ref# 30   |      |   |
| Cash     CHANGE | .00  |   |

TOTAL NUMBER OF ITEMS THIS VISIT--> 6

\*\*\*\*\*  
Smart & Final Store # 477  
1684 Ventura Blvd  
Encino, CA 91436

A6 A7

6/22/30 Agenda 6.E.3.

**Store Hours**

M-F: 08:00AM-09:00PM

Sat: 09:00AM-08:00PM

Sun: 10:00AM-07:00PM

**Recipient Information**

Pickup by: DEBRA GEORGE

Pickup date:

Order date: 05/25/2016

**Order contains these items**

|                                     | QTY | Price   | Total   |
|-------------------------------------|-----|---------|---------|
| <b>COPIES, FLYERS</b>               | 3   | \$0.000 | \$0.00  |
| <b>DRILLING, 1-4 HOLES</b>          | 1   | \$3.500 | \$3.50  |
| <b>FS B&amp;W LTR DBLSD 20# WHT</b> | 906 | \$0.080 | \$72.48 |

Subtotal: \$75.98

Taxes: \$6.84

**Total: \$82.82**

Orders that are not picked up within 5 days will be canceled and refunded.

**Office Depot popular products**

**10 reams**  
Hammermill® Copy Plus MP Paper, Letter Size Paper, 20 Lb, 500 Sheets...

**\$55<sup>99</sup>** / Box, Case

**10 reams | letter**  
Office Depot® Brand Copy & Print Paper, Letter Size Paper, 20 Lb...

**\$47<sup>99</sup>** Case

USPS FOREVER® STAMPS, Coil of 100 CL Postage Stamps, Stamp Design ..

**\$47<sup>00</sup>** Roll

Nestlé® Pure Life™ Purified Bottled Water, 16.9 Oz...

**\$6<sup>99</sup>** / Case

Get text &amp; email alert

Download on the App Store

GET IT ON Google play



For compliance with select California laws and for financial reporting purposes, all sales shipped to California and Texas customers are made by eDepot, LLC a subsidiary of OfficeDepot, Inc, and are F.O.B destination point



Patricia Bates <batesbird@gmail.com>

**Fwd: Your Order Is Ready For Pick Up**

1 message

Debra George <debraleegeorge@gmail.com>  
To: Patricia Bates <batesbird@gmail.com>

Wed, May 25, 2016 at 8:56 AM

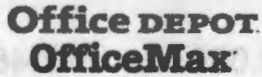
IF you get a chance to pick up and have Romina make up 3 binders.

Let me know. If you can't, I'll pick up after I'm released at 4:30 today (I'm a juror on a trial)

Debra

----- Forwarded message -----

From: <OfficeDepotOrders@officedepot.com>  
Date: Wednesday, May 25, 2016  
Subject: Your Order Is Ready For Pick Up  
To: DEBRALEEGERGE@gmail.com



800.GO.DEPOT  
800-463-3768

**Order #841859737-001 is ready for pickup**



**Head to the store**

**Office DEPOT**

16571 VENTURA BLVD.  
VENTURA & RUBIO  
ENCINO CA 91436  
(818) 907-1741



[DIRECTIONS](#)



**Look for "Pickup" sign**

Look for the sign that says "Online Orders Pickup Here" located at the Copy and Print Services Counter.



**Show a valid ID and order #**

Orders that are not picked up within 5 days will be canceled and refunded.

Customer Name: DEBRA GEORGE  
Order Reference: AngelFest Draft EA

5th Edition  
LOS ANGELES COUNTY BEARINGS AREA  
RECYCLED DARK BROWN  
ANGELFEST MUSIC AND ARTS  
FESTIVAL  
Direct Environmental Assessment  
Direct Printing of 7th Significant Impact  
Printed by  
Los Angeles County  
2016  
This document is a  
copy of the original document of the document file  
April 2016

**GMIL**  
**41859737-001**  
Print Center: 00949

# Print Ticket Summary

1 of 1 Items in Order  
Created: 05/25/2016 1:16 AM

| Item Summary                    | Quantity   |
|---------------------------------|------------|
| Product Type: Copies            |            |
| Product: COPIESANDFLYERS        | 3          |
| Impressions: B/W (Double Sided) | 906 of 906 |
| Color                           | 0 of 0     |

**Recipient**  
DEBRA GEORGE  
6006 BABBITT AVE  
ENCINO, CA 913161432  
attn: DEBRA GEORGE  
phone: 13102189813  
email: DEBRALEEGEORGE@GMAIL.COM

| Production and Fulfillment                         | Quantity |                       |
|--|----------|-----------------------|
|  | 3        | ++ Fonts Corrected ++ |
| Print File: AngelFest_DraftEA.pdf                  |          |                       |
| Paper: Letter - Standard_whites_20lb - White (195) |          |                       |
| Impressions: Double Sided                          |          |                       |
| B & W  |          |                       |
| Pages: 302   |          |                       |
| Original Size: 8.5 x 11                            |          |                       |
| Final Size: 8.500 x 11.000                         |          |                       |
| Finishing: <drilling>DRILLING_3_HOLES              |          |                       |
| > (portrait)                                       |          |                       |
| Binding:   |          |                       |

2 Boxes

This order is prepaid

Ship Date: \_\_\_\_\_ A8



Transaction Details Prepared for  
**Debra Lee George**  
Account Number  
**XXXX-XXXXXX-15001**

| E          | DESCRIPTION                      | AMOUNT  |
|------------|----------------------------------|---------|
| MAY25 2016 | OFFICE DEPOT 000949 - ENCINO, CA | \$82.82 |

Doing business as:

**OFFICE DEPOT**

16571 VENTURA BLVD

STE F

ENCINO

CA

91436-2001

UNITED STATES OF AMERICA (THE)

Additional Information: 84185973700RETAIL 913161

RETAIL 913161

Reference: 320161470754462665

Category: Business Services - Office Supplies



Los Angeles, CA 90013  
 Office | 213-978-1551 Fax | 213-978-1751  
**Patricia Bates <batesbird@gmail.com>**  
 Valley Office  
 Department of Neighborhood Empowerment  
 1710 Spring Street, Suite 2005  
 Van Nuys, CA 91411  
 818-374-8888

**Approved ENC Case# 14378**

1 message

**Angela Pipkin <angela.pipkin@lacity.org>**  
 To: batesbird@gmail.com

Tue, Jun 28, 2016 at 4:12 PM

I hope this email finds you well. Attached is the Approved funding request in the amount of \$850.00 for the So-Cal Preparedness. Please retain for your records and the completion and submission of your MER.

Note the approval code at the bottom right of the request for your records.

Approval Code:14378

—  
 Please submit a list or a screenshot from Union Bank of all outstanding checks by June 30, 2016.

Best,

**Angela Pipkin**  
**Project Assistant**

**IMPORTANT FISCAL YEAR-END DATES:**

**Cash Replenishments:**

4th Qtr Replenishments completed.

**June 10, 2016** - Recommended submission day to request additional funds, allows sufficient processing time to transfer funds into NC Checking account. Please be reminded, it takes 3-5 days for Union Bank to process transfer of funds into your account.

**Important Fiscal 2015-16 Year-End Funding Dates:**

**June 17, 2016** - Final submission day for Department Approval of Funding Request

**June 17, 2016** - Final submission day NC contributions to Budget Advocacy & NC Congress Fund

**June 24, 2016** - Final day to submit payments through Union Bank Online Bill-Pay

**June 30, 2016** - Final Spending Day of NC Funds.

**June 30, 2016** - All Outstanding (pending / uncleared) bill pay and bankcard transactions must be submitted to Department.

Click [here](#) to access all Funding Forms. To help avoid unnecessary delays, attached is the Pre-Approval Checklist to assist you in submitting complete and correct documents to the Department. It is critical, especially a this time of year, your document submissions are correct and complete.

If you submit a **Cash Request after June 10th or Funding Requests after June 17th**, although we will not reject them, we cannot guarantee that you will get an authorization in time to issue payment and meet the June 24th or 30th deadline.



# Department of Neighborhood Empowerment Funding Request Form

5/116



NC NAME: Encino  
 Budget Fiscal Year: 2015-2016  
 Request Date: 10-Jun-16  
 Meeting Date: 5/25/2016  
 Agenda Item: 6.A.3.

Requestor: Patricia Bates  
 Vendor: Southern California Preparedness Foundation  
 Address: 19300 Rinaldo St. Unit 7333  
 City: Northridge State: CA  
 Zip Code: 91327-8818 Phone: 818-835-5384  
 Amount:\$ 850.00  
 # of payments     

- Operations    Outreach    NC Sponsored Event    Neighborhood Purpose Grant  
 Contract / Lease    Board Member Reimbursement    Community Improvement Project  
 Out of State    1099 Expense    One Time Expense    Monthly    Multiple

If a bank card exemption of the daily \$1,000 limit is required for this request, please provide the date(s) and amount needed for the daily limit to be lifted:

Public Benefit  
Description

To support the Emergency and Disaster Preparedness Fair on 10/1/2016, which regularly draws over 2,000 participants, benefitting our Neighborhood council and surrounding communities by increasing neighborhood awareness, providing education and training, and enhancing whole community disaster preparedness. the event is family-friendly, open to the public and free to attendees. The grant money will be used to procure supplies, services and rentals in support of the event.

### Vote Count (Continued on page 2 if more than 20 Board Members)

\*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 |
|-------------------|--|-----|----|---------|----------|--------|------------|
| ANNIE KEUSSEYAN   | RELIGIOUS REP                          | X   |    |         |          |        |            |
| CAROL LEVIN       | ENCINO PROPERTY OWNERS                 | X   |    |         |          |        |            |
| DEBRA GEORGE      | PARK ADVOCATE                          | X   |    |         |          |        |            |
| DIANE ROSEN       | AREA 5 REP                             |     |    |         |          |        | X          |
| DOUG KRIEDEL      | AT LARGE REP                           | X   |    |         |          |        |            |
| LIOT COHEN        | PLU                                    | X   |    |         |          |        |            |
| GERALD SILVER     | HOMEOWNERS OF ENCINO                   | X   |    |         |          |        |            |
| GLENN BAILEY      | PUBLIC SAFETY                          | X   |    |         |          |        |            |
| HENRY ESHELMAN    | AT-LARGE REP                           |     |    |         |          | X      |            |
| JESS WHITEHILL    | AREA 4 REP                             | X   |    |         |          |        |            |
| JIM ESTERLE       | AREA 7 REP                             |     |    |         |          |        | X          |
| KENNETH SILK      | AREA 3 REP                             | X   |    |         |          |        |            |
| LAURA SHOVLANSKY  | AREA 1 REP                             |     |    |         |          |        | X          |
| LAURIE KELSON     | AREA 6 REP                             | X   |    |         |          |        |            |
| MARK LEVINSON     | ENCINO CHAMBER OF COMM.                | X   |    |         |          |        |            |
| PATRICIA BATES    | VOLUNTEER SERVICE                      | X   |    |         |          |        |            |
| SCOTT LINDEN      | AREA 2 REP                             | X   |    |         |          |        |            |
| SHERMAN GAMSON    | APARTMENT/CONDO REP                    | X   |    |         |          |        |            |
| VARANT MAJARIAN   | BUSINESS REP                           | X   |    |         |          |        |            |
| VICTORIA MILLER   | BUSINESS REP                           | X   |    |         |          |        |            |
| NC Quorum: 11     | <b>Grand Total (including page 2):</b> | 16  |    |         |          | 1      | 3          |

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.

Once the Department approves a Funding Request submitted, the Department will transfer the requested amount into the Neighborhood Council's checking account automatically, i.e. no additional Cash Request Form is required.

|  |  |
|--|--|
| Treasurer's Signature: <u>[Signature]</u>  | Signer's Signature: <u>[Signature]</u>   |
| Print/Type name: <u>Patricia Bates</u>   | Print/Type name: <u>Debra George</u>   |
| Date (mm/dd/yy): <u>06/11/2016</u>   | Date (mm/dd/yy): <u>06/13/16</u>   |
| Department Use Only<br><input type="checkbox"/> Contract <input type="checkbox"/> CIP <input type="checkbox"/> Advanced Payment <input type="checkbox"/> Approved<br><input type="checkbox"/> >\$2,500 <input type="checkbox"/> NPG <input type="checkbox"/> Sponsored Event <input type="checkbox"/> Denied | Staff Initials _____<br>1st Level _____<br>2nd Level _____<br>Authorization Code <b>A9</b> |

**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. The Neighborhood Council (NC), upon approval of the application, shall submit the approved application along with all required documentation to the Department of Neighborhood Empowerment.

Name of NC from which you are seeking this grant: Encino

**SECTION I- APPLICANT INFORMATION**

1a) Southern California Preparedness Foundation    47-2811120    CA    01/21/15  
**Organization Name**    **Federal I.D. # (EIN#)**    **State of Incorporation**    **Date of 501(c)(3) Status (if applicable)**

1b) 19300 Rinaldi St. Unit 7333    Northridge    CA    91327-8818  
**Organization Mailing Address**    **City**    **State**    **Zip Code**

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

1d) **PRIMARY CONTACT INFORMATION:**  
William (Bill) Hopkins    (818) 835-5384    Bill.Hopkins@SoCalPrep.us  
**Name**    **Phone**    **Email**

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

3) \_\_\_\_\_  
**Name / Address of Affiliated Organization**    **City**    **State**    **Zip Code**  
*(If applicable)*

**SECTION II - PROJECT DESCRIPTION**

- 4) **Please describe the purpose and intent of the grant.**  
 Participation in the 9th Annual Valley Disaster Preparedness Fair on October 1, 2016, sponsored by the Southern California Preparedness Foundation, at LAFD Fire Station 87, 10124 Balboa Blvd, Granada Hills, CA, 91343. A 10ft x10ft space will be provided to the neighborhood council for Outreach operations. Neighborhood Council name, meeting location, and website address will appear on the event flyer and Fair website ([www.ValleyDisasterFair.com](http://www.ValleyDisasterFair.com)). Neighborhood Council participation and information may also appear on various additional Fair promotional materials. Family registration information is requested of Fair attendees, and to the extent it is obtained, will be provided to participating neighborhood councils. Venue is ADA compliant.
- 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)**  
 This Emergency and Disaster Preparedness Fair, which regularly draws over 2,000 participants, benefits our Neighborhood Council and surrounding communities by increasing neighborhood awareness, providing education and training, and enhancing whole community disaster preparedness. This event is family-friendly, open to the public, and free to attendees. Free Emergency Preparedness (EP) Starter kits (while supplies last), will be given to registered families attending the Fair. Additionally, a free lunch is offered while supplies last. The grant money will be used to procure supplies, services, and rentals in support of the Annual Valley Disaster Preparedness Fair which provides Family Emergency Preparedness starter kits, informative presentations, displays and basic trainings, in a family-friendly environment. Lunch with attendance (while supplies last).

**SECTION III - PROJECT BUDGET OUTLINE**

| 6a) Personnel Related Expenses | Requested of NC | Total Projected Cost |
|--------------------------------|-----------------|----------------------|
| None                           |                 |                      |
|                                |                 |                      |
|                                |                 |                      |

| 6b) Non-Personnel Related Expenses   | Requested of NC | Total Projected Cost |
|--|-----------------|----------------------|
| Supplies, services, and rentals for Annual Valley Disaster Preparedness Fair | \$ 850.00       | \$ 27,000.00         |
|  |                 |                      |
|  |                 |                      |

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

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

| Source of Funding | Amount | Total Projected Cost |
|-------------------|--------|----------------------|
|                   |        |                      |
|                   |        |                      |
|                   |        |                      |

9) What is the TOTAL amount of the grant funding requested with this application: \$ 850.00

10a) Start date: 01/27/16    10b) Date Funds Required: 07/01/16

10c) Expected completion date: 10/01/16 (After completion of the project, the applicant must submit a follow-up form to the Neighborhood Council and the Department of Neighborhood Empowerment)

**SECTION IV - POTENTIAL CONFLICTS OF INTEREST**

11a) Do you (applicant) have a former or existing relationship with a Board Member of the NC?  
 No     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 Department 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 Appendix A, "What is a Public Benefit," and Appendix B "Conflicts of Interest" of this application and affirm that the proposed project(s) and/or program(s) fall within the criteria of a public benefit project/program and that no conflict of interest exist that would prevent the awarding of the Neighborhood Purposes Grant. I affirm that I am not a current Board Member of the Neighborhood Council to whom I am submitting this application. I further affirm that if the grant received is not used in accordance with the the terms of the application stated here, said funds shall be returned immediately to the Neighborhood Council.

12a) Executive Director of Non-Profit Corporation or School Principal - REQUIRED\*  
William J. Hopkins, Jr.    President & Director    *William J. Hopkins, Jr.*    2/13/16  
 PRINT Name    Title    Signature    Date

12b) Secretary of Non-profit Corporation or Assistant School Principal - REQUIRED\*  
Linda M. Pruet    Corporate Secretary & Director    *Linda M. Pruet*    2/13/16  
 PRINT Name    Title    Signature    Date

\* If a current Board Member holds the position of Executive Director or Secretary, please contact the Department at (213) 978-1551 for instructions on completing this form

# Save The Date

9th Annual

## VALLEY DISASTER PREPAREDNESS FAIR



ONLINE REGISTRATION OPENS JULY 1  
[WWW.VALLEYDISASTERFAIR.COM](http://WWW.VALLEYDISASTERFAIR.COM)



QUESTIONS?: [INFO@VALLEYDISASTERFAIR.COM](mailto:INFO@VALLEYDISASTERFAIR.COM)

Saturday, October 1, 2016 10:00 am – 2:00 pm

Fire Station 87—10124 Balboa Bl. (between Devonshire St. & Lassen St. in Granada Hills)

**A FUN AND FREE FAMILY EVENT THAT JUST MIGHT SAVE YOUR LIFE, YOUR PET'S LIFE, OR THE LIFE OF A LOVED ONE.**

### Some Fair Highlights:

- Family friendly
- Free Family EP Starter Kits\*
- Free lunch\*
- Free parking
- Disaster response agencies
- Free child ID
- Exhibits
- Demonstrations
- Displays
- Special events
- Speakers Series
- Pet safety
- CERT
- American Red Cross
- Children's Safety Puppet Show
- Shakey-Quakey Schoolhouse
- Dutch oven & solar oven cooking
- Neighborhood Council representatives
- Drawings for EP and specialty items
- Ham radio station K6D and FCC exams
- ARES meeting (8:00 am, Community Room)
- ADA accessible
- And so much more!

## Valley Disaster Preparedness Fair 2016

### Call for Volunteers, Contributors, and Contributions

If you, your business, employer, organization, group, company, agency, association, or team would like to contribute services, products, personnel, or funding, let us hear from you. We are also seeking help from organized groups (Scouts, clubs, associations, school groups, etc.) and individuals as volunteers to assist with a diversity of tasks. These tasks include: helping with EP Kit Preparation, EP Kit distribution, Prize Tent, Fund-raising, Registration, Information, Speakers Series, Promotion & Publicity, Site Preparation, Fair Day set-up and take-down, and more.

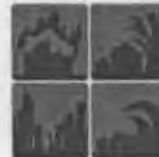
Please contact us at [Info@ValleyDisasterFair.com](mailto:Info@ValleyDisasterFair.com).

For photos, videos, and more, please visit [www.ValleyDisasterFair.com](http://www.ValleyDisasterFair.com)

Supported by Los Angeles Neighborhood Councils and Councilmember Mitchell Englander ([cd12.org](http://cd12.org)), with various City, County, State, and Federal agency participation.

Special thanks to the crews of Fire Station 87

This annual event is sponsored by  
[www.SoCalPrep.us](http://www.SoCalPrep.us)  
[Info@SoCalPrep.us](mailto:Info@SoCalPrep.us)  
Ph: 818-835-5384



**Southern  
California  
Preparedness  
Foundation**

\*While supplies last. EP kits to registered families only. Events, exhibitors, and features subject to availability and may change.



January 22, 2016

To Whom It May Concern:

Re: Neighborhood Purposes Grant Request by Southern California Preparedness Foundation in Support of the 9<sup>th</sup> Annual Valley Disaster Preparedness Fair

Please be advised that the following persons are on the Board of Directors of the Southern California Preparedness Foundation, a 501(c)(3) nonprofit corporation (EIN: 47-2811120):

| Name                    | Foundation Position              | Neighborhood Council                                       |
|-------------------------|----------------------------------|--|
| William J. Hopkins, Jr. | President and Director           | Granada Hills North board member                           |
| Dave Brown              | Director                         | North Hills West board member                              |
| Linda M. Pruet          | Corporate Secretary and Director | Lake Balboa board member                                   |
| Theodore C. Snyder      | Treasurer and Director           | Not a board member of any Los Angeles Neighborhood council |

Please direct any questions to Theodore C. Snyder at [Ted.Snyder@SoCalPrep.us](mailto:Ted.Snyder@SoCalPrep.us).

Sincerely,

A handwritten signature in cursive script that reads "Theodore C. Snyder".

Theodore C. Snyder  
Treasurer and Director

INTERNAL REVENUE SERVICE  
P. O. BOX 2508  
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: JAN 21 2015

SOUTHERN CALIFORNIA PREPAREDNESS  
FOUNDATION  
19300 RINALDI ST UNIT 7333  
NORTHRIDGE, CA 91327-8818

Employer Identification Number:  
47-2811120  
DLN:  
26053420004015  
Contact Person:  
CUSTOMER SERVICE ID# 31954  
Contact Telephone Number:  
(877) 829-5500  
Accounting Period Ending:  
December 31  
Public Charity Status:  
170(b)(1)(A)(vi)  
Form 990/990-EZ/990-N Required:  
Yes  
Effective Date of Exemption:  
December 29, 2014  
Contribution Deductibility:  
Yes  
Addendum Applies:  
No

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.

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.

For important information about your responsibilities as a tax-exempt organization, go to [www.irs.gov/charities](http://www.irs.gov/charities). Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Letter 5436

SOUTHERN CALIFORNIA PREPAREDNESS

Sincerely,

A handwritten signature in black ink that reads "Tamera Rippeida". The signature is written in a cursive style with a large, prominent initial 'T'.

Director, Exempt Organizations

Letter 5436



**PARTNERS IN DIVERSITY, INC.**  
A Small Business, Women Owned Enterprise

**Remit to: Partners In Diversity, Inc.**  
ASGE Marquette Commercial Finance  
NW 6333 P.O. Box 1450  
Minneapolis, MN 55485-6333

Neighborhood Council/Encino  
4924 Paso Robles Ave  
Encino, CA 91316

# INVOICE

Invoice Amount

**\$347.84**

|               |              |
|---------------|--------------|
| Payment Terms | Invoice Date |
| Net 10 Days   | 06/27/2016   |
| Invoice No.   | Customer No. |
| 24539         | 1510         |

| Customer Name               | Department | Customer No. | Payment Terms |
|-----------------------------|------------|--------------|---------------|
| Neighborhood Council/Encino | Corporate  | 1510         | Net 10 Days   |

| Description  | Type | Units | Rate    | Amount          |
|--|------|-------|---------|-----------------|
| <b>Week ending: 06/26/2016</b>                       |      |       |         |                 |
| Ackerman, Jason E Executive Administrative Assistant | Reg  | 10.75 | \$22.18 | \$238.44        |
| Ackerman, Jason E Minute Taker                       | Reg  | 2.00  | \$25.74 | \$51.48         |
| Ackerman, Jason E Minute Taker                       | OT   | 1.50  | \$38.61 | \$57.92         |
| <b>Total This Week ending:</b>                       |      |       |         | <b>\$347.84</b> |

|                                 |                              |                 |
|---------------------------------|------------------------------|-----------------|
| <b>Reg: 12.75 OT: 1.5 DT: 0</b> | <b>Total - This Invoice:</b> | <b>\$347.84</b> |
|---------------------------------|------------------------------|-----------------|

Partners In Diversity, Inc. recruits and hires qualified candidates without regard to race, religion, color, sex, sexual orientation, age, national origin, ancestry, citizenship, veteran, or disability status, or any factor prohibited by law, and as such affirms in policy and practice to support and promote the concept of equal employment opportunity and affirmative action, in accordance with all applicable federal, state and municipal laws.

22 392.20

A10





**PARTNERS IN DIVERSITY, INC.**  
A Small Business, Women Owned Enterprise

# INVOICE

|                       |
|-----------------------|
| <b>Invoice Amount</b> |
| <b>\$44.36</b>        |

**Remit to: Partners In Diversity, Inc.**  
ASGE Marquette Commercial Finance  
NW 6333 P.O. Box 1450  
Minneapolis, MN 55485-6333

|                      |                     |
|----------------------|---------------------|
| <b>Payment Terms</b> | <b>Invoice Date</b> |
| Net 10 Days          | 06/27/2016          |
| <b>Invoice No.</b>   | <b>Customer No.</b> |
| 24560                | 1510                |

Neighborhood Council/Encino  
4924 Paso Robles Ave  
Encino, CA 91316

| Customer Name               | Department | Customer No. | Payment Terms |
|-----------------------------|------------|--------------|---------------|
| Neighborhood Council/Encino | Corporate  | 1510         | Net 10 Days   |

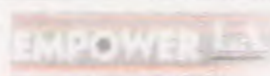
| Description   | Type | Units | Rate    | Amount         |
|---|------|-------|---------|----------------|
| <b>Week ending: 06/26/2016</b>  |      |       |         |                |
| Ackerman, Jason E                      Executive Administrative Assistant | Reg  | 2.00  | \$22.18 | \$44.36        |
| <b>Total This Week ending:</b>  |      |       |         | <b>\$44.36</b> |

|                           |                              |                |
|---------------------------|------------------------------|----------------|
| <b>Reg: 2 OT: 0 DT: 0</b> | <b>Total - This Invoice:</b> | <b>\$44.36</b> |
|---------------------------|------------------------------|----------------|

Partners In Diversity, Inc. recruits and hires qualified candidates without regard to race, religion, color, sex, sexual orientation, age, national origin, ancestry, citizenship, veteran, or disability status, or any factor prohibited by law, and as such affirms in policy and practice to support and promote the concept of equal employment opportunity and affirmative action, in accordance with all applicable federal, state and municipal laws.

A10

6/22/16 8(2)



**Department of Neighborhood Empowerment  
Funding Request Form**

NC NAME: Encino  
 Budget Fiscal Year: 2015-2016  
 Request Date: 22-Jun-16  
 Meeting Date: 6/22/2016  
 Agenda Item: 8(2)

Operations    Outreach    NC Sponsored Event    Neighborhood Purpose Grant  
 Contract / Lease    Board Member Reimbursement    Community Improvement Project  
 Out of State    1099 Expense    One Time Expense    Monthly    Multiple

Requestor: Patricia Bates  
 Vendor: Los Angeles Fire Department Foundation  
 Address: 1875 Century Park East # 200  
 City: Los Angeles State: CA  
 Zip Code: 90067 Phone: 3105524171  
 Amount: \$ 2,000.00  
 # of payments     

If a bank card exemption of the daily \$1,000 limit is required for this request, please provide the date(s) and amount needed for the daily limit to be lifted:

Public Benefit Description: To provide proper resources and equipment to firefighters serving at Station 83 in Encino - our local fire station.

**Vote Count** (Continued on page 2 if more than 20 Board Members)

\*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 |
|----------------------|--|-----------|----|---------|----------|----------|------------|
| ANNIE KHUSSEYAN      | RELIGIOUS REP                          | X         |    |         |          |          |            |
| CAROL LEVIN          | ENCINO PROPERTY OWNERS                 |           |    |         |          |          | X          |
| DEBRA GEORGE         | PARK ADVOCATE                          |           |    |         |          | X        |            |
| DIANE ROSEN          | AREA 5 REP                             | X         |    |         |          |          |            |
| DOUG KRIBBLE         | AT-LARGE REP                           |           |    |         |          | X        |            |
| ELIOT COHEN          | PCU                                    | X         |    |         |          |          |            |
| FRANCO SEVIA         | HOME OWNERS OF ENCINO                  | X         |    |         |          |          |            |
| GLENN RACEY          | PEOPLE SAFETY                          | X         |    |         |          |          |            |
| HENRY ESHELMAN       | AT-LARGE REP                           | X         |    |         |          |          |            |
| JESS WHITEHILL       | AREA 4 REP                             | X         |    |         |          |          |            |
| JIM RUSSELL          | AREA 7 REP                             |           |    |         |          |          | X          |
| KENNETH SILK         | AREA 3 REP                             | X         |    |         |          |          |            |
| LAURYN SWOFFORD      | AREA 1 REP                             |           |    |         |          | X        |            |
| LAURIE KELSON        | AREA 6 REP                             | X         |    |         |          |          |            |
| MARK LEVINSON        | ENCINO CHAMBER OF COMM                 |           |    |         |          | X        |            |
| PATRICIA BATES       | VOL UNIFORM SERVICE                    | X         |    |         |          |          |            |
| SCOTT LINDIN         | AREA 2 REP                             | X         |    |         |          |          |            |
| SHERMAN GAMBSON      | APARTMENT/CONDO REP                    | X         |    |         |          |          |            |
| VARANI MAJARIAN      | BUSINESS REP                           | X         |    |         |          |          |            |
| VICTORIA MILLER      | BUSINESS REP                           | X         |    |         |          |          |            |
| NC Quorum: <u>11</u> | <b>Grand Total (including page 2):</b> | <u>14</u> |    |         |          | <u>4</u> | <u>4</u>   |

I, 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.

Once the Department approves a Funding Request submitted, the Department will transfer the requested amount into the Neighborhood Council's checking account automatically. I.e. no additional Cash Request Form is required.

|   |  |
|---|--|
| Treasurer's Signature: <u>[Signature]</u> | Signer's Signature: <u>[Signature]</u> |
| Print/Type name: <u>Patricia Bates</u>    | Print/Type name: <u>Glenn Bailey</u>   |
| Date (mm/dd/yy): <u>6/22/2016</u>         | Date (mm/dd/yy): <u>June 24, 2016</u>  |

8(2)

# 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. The Neighborhood Council (NC), upon approval of the application, shall submit the approved application along with all required documentation to the Department of Neighborhood Empowerment.

Name of NC from which you are seeking this grant: The Encino Neighborhood Council

### SECTION I - APPLICANT INFORMATION

1a) Los Angeles Fire Department Foundation 27-2007326 CA 08/06/10  
**Organization Name** **Federal I.D. # (EIN#)** **State of Incorporation** **Date of 501(c)(3) Status (if applicable)**

1b) 1875 Century Park East, Suite 200 Los Angeles CA 90067  
**Organization Mailing Address** **City** **State** **Zip Code**

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

1d) **PRIMARY CONTACT INFORMATION:**  
Diana Soukounian (310) 552-4171 diana@supportlafd.org  
**Name** **Phone** **Email**

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

3) LAFD Station 83 4960 Balboa Boulevard Los Angeles CA 91436  
**Name / Address of Affiliated Organization** **City** **State** **Zip Code**  
*(If applicable)*

### SECTION II - PROJECT DESCRIPTION

- 4) **Please describe the purpose and intent of the grant.**  
 The grant from The Encino Neighborhood Council will be used towards the purchase of quality of life items for the local fire station in Encino, Station 83. Examples of quality of life items include, but are not limited to, washer and dryer, furniture, tools, ice machine, workout equipment, appliances and many more. All of these items are not funded by the city budget. The Los Angeles Fire Department Foundation works with local individuals, community organizations, and businesses to provide support of their local stations to insure all 106 fire stations in the city of Los Angeles are well equipped and fully accommodating of the brave men and women who work and live there on 24-hour shifts. This grant will solely serve in the benefit of the firefighters at Station 83.
- 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)**  
 Station 83 is the local fire station in Encino. The men and women who work and live at the station do so 365 days a year, 24 hours a day, 7 days a week. The Station is always open and serving its community. In the case of a fire or medical emergency Station 83 will respond to your business or dwelling. With 85% of all LAFD incidents being medical in nature, Station 83 provides daily life saving support to constituents in Encino. It is very important that the members of Station 83 are fully equipped with the proper equipment and resources in the station. The grant will be used towards insuring that.

**SECTION III - PROJECT BUDGET OUTLINE**

| 6a) Personnel Related Expenses | Requested of NC | Total Projected Cost |
|--------------------------------|-----------------|----------------------|
|                                |                 |                      |
|                                |                 |                      |
|                                |                 |                      |

| 6b) Non-Personnel Related Expenses         | Requested of NC | Total Projected Cost |
|--|-----------------|----------------------|
| Quality of Life equipment and/or resources | \$ 2,000.00     | \$ 2,000.00          |
|  |                 |                      |
|  |                 |                      |

7) Have you (applicant) applied to any other Neighborhood Councils requesting funds for this project?

No  Yes, please list names of NCs: \_\_\_\_\_

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

| Source of Funding | Amount | Total Projected Cost |
|-------------------|--------|----------------------|
|                   |        |                      |
|                   |        |                      |
|                   |        |                      |

9) What is the TOTAL amount of the grant funding requested with this application: \$ 2,000.00

10a) Start date: 06/10/16

10b) Date Funds Required: 06/30/16

10c) Expected completion date: 07/05/16 (After completion of the project, the applicant must submit a follow-up form to the Neighborhood Council and the Department of Neighborhood Empowerment)

**SECTION IV - POTENTIAL CONFLICTS OF INTEREST**

11a) Do you (applicant) have a former or existing relationship with a Board Member of the NC?

No  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 Department 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 Appendix A, "What is a Public Benefit," and Appendix B "Conflicts of Interest" of this application and affirm that the proposed project(s) and/or program(s) fall within the criteria of a public benefit project/program and that no conflict of interest exist that would prevent the awarding of the Neighborhood Purposes Grant. I affirm that I am not a current Board Member of the Neighborhood Council to whom I am submitting this application. I further affirm that if the grant received is not used in accordance with the terms of the application stated here, said funds shall be returned immediately to the Neighborhood Council.

12a) Executive Director of Non-Profit Corporation or School Principal - REQUIRED\*

Karen Wagener President *Karen Wagener* 6-10-2016  
PRINT Name Title Signature Date

12b) Secretary of Non-profit Corporation or Assistant School Principal - REQUIRED\*

Nancy Nguyen Sims Secretary *Nancy Nguyen Sims* 6-10-2016  
PRINT Name Title Signature Date

\* If a current Board Member holds the position of Executive Director or Secretary, please contact the Department at (213) 978-1551 for instructions on completing this form

INTERNAL REVENUE SERVICE  
P. O. BOX 2508  
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY  
WASHINGTON, DC 20548-0001

Date: **MAY 16 2010**

LOS ANGELES FIRE DEPARTMENT  
FOUNDATION  
C/O CECILIA GLASSMAN  
1875 CENTURY PARK E STE 200  
LOS ANGELES, CA 90067

Employer Identification Number:  
27-2007326  
DLN:  
17053098320000  
Contact Person:  
LISA M VAN DER SLUYS ID# 95264  
Contact Telephone Number:  
(877) 829-5500

Accounting Period Ending:  
December 31  
Public Charity Status:  
170(b)(1)(A)(vi)  
Form 990 Required:  
Yes  
Effective Date of Exemption:  
February 25, 2010  
Contribution Deductibility:  
Yes  
Addendum Applies:  
No

Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. We determined that you are a public charity under the Code section(s) listed in the heading of this letter.

Please see enclosed Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, for some helpful information about your responsibilities as an exempt organization.


Letter 947 (DO/CG)

DEPARTMENT OF THE TREASURY  
LOS ANGELES FIRE DEPARTMENT

INTERNAL REVENUE SERVICE  
P. O. BOX 2508  
CINCINNATI, OH 45201

We have sent a copy of this letter to your representative as indicated in your power of attorney.

Sincerely,



Robert Choi  
Director, Exempt Organizations  
Rulings and Agreements

Enclosure: Publication 4221-PC

Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible payments, devices, transfers or gifts under section 2522, 2106 or 2523 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. We determined that you are a public charity under the Code section(s) listed in the heading of this letter.

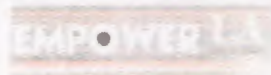
Please see enclosed Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, for some helpful information about your responsibilities as an exempt organization.

Letter 947 (DO/CG)

Letter 947 (DO/CG)

4/22/16 8(3)

**Department of Neighborhood Empowerment  
Funding Request Form**



NC NAME: Encino  
 Budget Fiscal Year: 2015-2016  
 Request Date: 22-Jun-16  
 Meeting Date: 6/22/2016  
 Agenda Item: 8(3)

Requestor: Patricia Bates  
 Vendor: Southern California Garden Club  
 Address: 5909 Rabbitt Avenue  
 City: Encino State: CA  
 Zip Code: 91316 Phone: 8189963510  
 Amount: \$ 800.00  
 # of payments:     

- Operations    Outreach    NC Sponsored Event    Neighborhood Purpose Grant  
 Contract Lease    Board Member Reimbursement    Community Improvement Project  
 Out of State    1099 Expense    One Time Expense    Monthly    Multiple

If a bank card exemption of the daily \$1,000 limit is required for this request, please provide the date(s) and amount needed for the daily limit to be lifted.

**Public Benefit Description**

The Southern California Garden Club wishes to purchase a hands-free microphone system to be used for their educational programs and workshops. These programs are open to the public, free, and are conducted at the Magnolia Garden Center in Encino. This programming is hampered by lack of such a system.

**Vote Count** (Continued on page 2 if more than 20 Board Members)

\*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 |
|-------------------|---------------------------------|-----|----|---------|----------|--------|------------|
| ANNIE KHURSEYAN   | RELIGIOUS REP                   | X   |    |         |          |        |            |
| CAROL LEVIN       | ENCINO SIGNIFICITY OWNERS       |     |    |         |          |        | X          |
| DEBRA GEORGE      | PARK ADVERTISING                |     |    |         |          | X      |            |
| IMANE ROSEN       | AREA 5 REP                      | X   |    |         |          |        |            |
| DAVID KRIBBEHL    | AT-LARGE REP                    |     |    |         |          | X      |            |
| ELIOT COHEN       | PLU                             | X   |    |         |          |        |            |
| GERALD SILVER     | HOMEOWNERS OF ENCINO            | X   |    |         |          |        |            |
| ELIZABETH RAY     | REPTILES SOCIETY                | X   |    |         |          |        |            |
| HENRY PSHTMAN     | AT-LARGE REP                    | X   |    |         |          |        |            |
| JESS WEITHEIL     | AREA 4 REP                      | X   |    |         |          |        |            |
| JIM WINTERLE      | AREA 7 REP                      |     |    |         |          |        | X          |
| KENNETH SILK      | AREA 3 REP                      | X   |    |         |          |        |            |
| LINDA SINGLOWBET  | AREA 1 REP                      |     |    |         |          | X      |            |
| LARRY ERLSON      | AREA 6 REP                      | X   |    |         |          |        |            |
| MARK LEVINSON     | ENCINO CHAMBER OF COMM          |     |    |         |          | X      |            |
| PATRICIA BATES    | VOLUNTEER SERVICE               | X   |    |         |          |        |            |
| SCOTT LINDEN      | AREA 2 REP                      | X   |    |         |          |        |            |
| SHEPHERD GANSON   | APARTMENT CORNER REP            | X   |    |         |          |        |            |
| VARANT MAJARIAN   | BUSINESS REP                    | X   |    |         |          |        |            |
| VICTORIA MILLER   | BUSINESS REP                    | X   |    |         |          |        |            |
| NC Quorum: 11     | Grand Total (including page 2): | 14  |    |         |          | 4      | 2          |

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.

Once the Department approves a Funding Request submitted, the Department will transfer the requested amount into the Neighborhood Council's checking account automatically, i.e. no additional Cash Request Form is required.

|   |   |
|---|---|
| Treasurer's Signature: <u>[Signature]</u> | Signer's Signature: <u>Glenn Bailey</u> |
| Print/Type name: Patricia Bates           | Print/Type name: Glenn Bailey           |
| Date (mm/dd/yy): <u>6/22/2016</u>         | Date (mm/dd/yy): <u>June 24, 2016</u>   |

(3) 8/1/13

Revised 1-26-15

Department of Neighborhood Empowerment  
 Planning Request Form

NC NAME: Encino  
 Meeting Date: 4/25/13  
 Agenda Item: 8(3)

**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 | Indefinite |   |
|-------------------|-------------------------|--------------------------|----|---------|---------|--------|------------|---|
| SHIRLEY BELLER    | PARKS ALTERNATE         |                          |    |         |         |        | X          |   |
| BRANDON RAPPORT   | CHAMBER OF COMMERCE ALT |                          |    |         |         |        | X          |   |
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|                   |                         |                          |    |         |         |        |            |   |
| NC Quorum:        | 11                      | Totals (this page only): |    |         |         |        |            | 2 |

*(Faint text and signatures, including "Shirley Beller" and "Brandon Rapport")*



8(3)

**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. The Neighborhood Council (NC), upon approval of the application, shall submit the approved application along with all required documentation to the Department of Neighborhood Empowerment.

Name of NC from which you are seeking this grant: Encino Neighborhood Council

**SECTION I - APPLICANT INFORMATION**

1a) Southern California Garden Club 72-1618469 CA 1/29/07  
**Organization Name** **Federal I.D. # (EIN#)** **State of Incorporation** **Date of 501(c)(3) Status (if applicable)**

1b) 5909 Babbitt Ave. Encino CA 91316-1431  
**Organization Mailing Address** **City** **State** **Zip Code**

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

1d) **PRIMARY CONTACT INFORMATION:**  
Harriet Vallens (818) 996-3530 hovallens@att.net  
**Name** **Phone** **Email**

2) **Type of Organization- Please select one:**  
 Public School (not to include private schools) or  501(c)(3) Non-Profit (other than religious institutions)  
**Attach Grant Request on School Letterhead**  **Attach IRS Determination Letter # 5358 GEN**

3) California Garden Clubs Inc. PO Box 75 Grafton CA 95444-0075  
**Name / Address of Affiliated Organization** **City** **State** **Zip Code**  
*(if applicable)*

**SECTION II - PROJECT DESCRIPTION**

4) **Please describe the purpose and intent of the grant.**  
 The Southern California Garden Club wishes to purchase a hands-free microphone system to be used at our educational programs, workshops, and Study Schools.

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)**  
 Our educational programs and workshops are OPEN TO THE PUBLIC AND ARE FREE. We advertise on our Website, in local newspapers, and in multiple public sites. We meet at the Sepulveda Garden Center in Encino. We are willing to share the microphone system with the other Garden with three other Clubs and Affiliates who also meet at this location for their educational programs.

**SECTION III - PROJECT BUDGET OUTLINE**

| 6a) Personnel Related Expenses | Requested of NC | Total Projected Cost |
|--------------------------------|-----------------|----------------------|
|                                |                 |                      |
|                                |                 |                      |
|                                |                 |                      |

| 6b) Non-Personnel Related Expenses | Requested of NC | Total Projected Cost |
|------------------------------------|-----------------|----------------------|
| new Hands Free Sound System        | \$ 500          | \$ 500               |
|                                    |                 |                      |
|                                    |                 |                      |

- 7) Have you (applicant) applied to any other Neighborhood Councils requesting funds for this project?  
 No     Yes, please list names of NCs: \_\_\_\_\_
- 8) Is the implementation of this specific program or purpose described in box 4 above contingent on any other factors or sources or funding? (Including NPG applications to other NCs)     No     Yes, please describe:

| Source of Funding | Amount | Total Projected Cost |
|-------------------|--------|----------------------|
|                   |        |                      |
|                   |        |                      |
|                   |        |                      |

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

- 10a) Start date: 06/12/16    10b) Date Funds Required: 06/29/16
- 10c) Expected completion date: 06/30/16 (After completion of the project, the applicant must submit a follow-up form to the Neighborhood Council and the Department of Neighborhood Empowerment)

**SECTION IV - POTENTIAL CONFLICTS OF INTEREST**

- 11a) Do you (applicant) have a former or existing relationship with a Board Member of the NC?  
 No     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 Department 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 Appendix A, "What is a Public Benefit," and Appendix B "Conflicts of Interest" of this application and affirm that the proposed project(s) and/or program(s) fall within the criteria of a public benefit project/program and that no conflict of interest exist that would prevent the awarding of the Neighborhood Purposes Grant. I affirm that I am not a current Board Member of the Neighborhood Council to whom I am submitting this application. I further affirm that if the grant received is not used in accordance with the the terms of the application stated here, said funds shall be returned immediately to the Neighborhood Council.

- 12a) Executive Director of Non-Profit Corporation or School Principal - **REQUIRED\***  
 Harriet O. Vallens    President    Harriet Vallens    6-11-16  
 PRINT Name    Title    Signature    Date
- 12b) Secretary of Non-profit Corporation or Assistant School Principal - **REQUIRED\***  
 Bette Tang    Secretary    Bette Tang    6/11/16  
 PRINT Name    Title    Signature    Date

\* If a current Board Member holds the position of Executive Director or Secretary, please contact the Department at (213) 978-1551 for instructions on completing this form



# California Garden Clubs, Inc.

Maryanne Lucas  
2<sup>nd</sup> Vice President  
Group Exemption Chairman  
1986 Channelford Road  
Westlake Village, CA 91361-3558

## Notification of Approval of Group Exemption

January 29, 2007

The application made by California Garden Clubs, Inc. (CGCI) for a group exemption letter recognizing subordinate clubs as organizations of the type described in section 501(c)(3) of the Internal Revenue Code was approved by the Internal Revenue Service on November 15, 2006.

California Garden Clubs, Inc. is thereby authorized by the Internal Revenue Service to include subordinate clubs, who have met all requirements set forth by the Internal Revenue Service under section 501(c)(3) of the code, to be included in the California Garden Clubs, Inc. Group Exemption.

Southern California Garden Club has applied to California Garden Clubs, Inc. to be included in the group exemption letter and has been found to comply with all IRS requirements. This being true, California Garden Clubs, Inc. has included Southern California Garden Club under the CGCI Group Exemption.

Donors may deduct contributions to Southern California Garden Club as charitable contributions provided in section 170 of the Code beginning in the 2006 tax year. Bequests, legacies, devises, transfers, or gifts to Southern California Garden Club are deductible for federal estate and gift tax purposes if they meet the applicable provisions of section 2055, 2106 and 2522 of the Code.

The CGCI Group Exemption number is 5358. Southern California Garden Club is authorized by CGCI to use this number on all official documents designating Southern California Garden Club as a non-profit, 501(c)(3) organization.

Southern California Garden Club is posted in the list of member clubs approved to be included in the California Garden Clubs, Inc. group exemption. Donors may check the CGCI website at <http://www.californiagardenclubs.org/html/501c3Clubs.htm> to verify 501(c)(3) status.

This letter serves a formal certification by California Garden Clubs, Inc. that Southern California Garden Club is a legitimate 501(c)(3) organization deserving of all the privileges bestowed upon a nonprofit 501(c)(3) organization.

Maryanne Lucas  
2<sup>nd</sup> Vice President & Group Exemption Chairman  
California Garden Clubs, Inc.

Attached: Copy of official IRS group exemption letter of approval

A12



STATE OF CALIFORNIA  
FRANCHISE TAX BOARD  
PO BOX 942857  
SACRAMENTO CA 94257-0540

CR0185138



**Entity Status Letter**

Date: 8/8/2014

ESL ID: 3405731992

According to our records, the following entity information is true and accurate as of the date of this letter.

Entity ID: 8017112

Entity Name: SOUTHERN CALIFORNIA GARDEN CLUB

- 1. The entity is in good standing with the Franchise Tax Board.
- 2. The entity is not in good standing with the Franchise Tax Board.
- 3. The entity is currently exempt from tax under Revenue and Taxation Code (R&TC) Section 23701f.
- 4. We do not have current information about the entity.

The above information does not necessarily reflect:

- The entity's status with any other agency of the State of California, or other government agency.
- If the entity's powers, rights, and privileges were suspended or forfeited at any time in the past, or the entity did business in California at a time when it was not qualified or not registered to do business in California:
  - o The status or voidability of any contracts made in California by the entity at a time when the entity was suspended or forfeited (R&TC Sections 23304.1, 23304.5, 23305a, 23305.1).
  - o For entities revived under R&TC Section 23305b, any time limitations on the revivor or limitation of the functions that can be performed by the entity.

**Internet and Telephone Assistance**

Website: [ftb.ca.gov](http://ftb.ca.gov)  
 Telephone: 800.852.5711 from within the United States  
 916.845.6500 from outside the United States  
 TTY/TDD: 800.822.6268 for persons with hearing or speech impairments



City of Los Angeles, Department of Recreation and Parks

# Encino Community Center

4935 Balboa Blvd. • Encino, CA 91316 • Phone: (818) 995-1690 Fax: (818) 990-8467

6/22/16  
5/116

8(7)(8)(9)



## Invoice

|                             |
|-----------------------------|
| <b>BILL TO</b>              |
| Encino Neighborhood Council |

|                     |
|---------------------|
| <b>INVOICE DATE</b> |
| June 24, 2016       |

| ITEM DESCRIPTION         | ITEM PRICE        |
|--------------------------|-------------------|
| Blinds for Auditorium    | \$2,536.50        |
| Sound Mixer (Soundboard) | \$750.00          |
| Wireless Microphones     | \$1,200.00        |
| Cordless Phones          | \$200.00          |
| <b>TOTAL DUE</b>         | <b>\$4,686.50</b> |

|              |
|--------------|
| <b>NOTES</b> |
|              |

*MF*

*KC*

# Department of Neighborhood Empowerment Funding Request Form

**EMPOWER**

NC NAME: Encino

Budget Fiscal Year: 2015-2016

Request Date: 22-Jun-16

Meeting Date: 6/22/2016

Agenda Item: 8(7)

Requestor: Patricia Bates

Vendor: Guitar Center

Address: 19510 Nordhoff Street

City: Northridge State: CA

Zip Code: 91321 Phone: 8189910786

Amount: \$ up to \$750

# of payments —

- Operations   
  Contract   
  NC sponsored event   
  Neighborhood Project Grant  
 Contract / Lease   
  Board Member Reimbursement   
  Community Improvement Project  
 Out of State   
  1099 Expense   
  One Time Expense   
  Monthly   
  Multiple

If a bank card exemption of the daily \$1,000 limit is required for this request, please provide the date(s) and amount needed for the daily limit to be lifted:

Public Benefit  
Description

To purchase sound mixing equipment for Encino Community Center. They do not have a currently workable sound mixing device, which is an impediment to one of the facility. The Encino Community Center is used for many adult and children programs throughout the year.

### Vote Count (Continued on page 2 if more than 20 Board Members)

\*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 |
|-------------------|---------------------------------|-----|----|---------|----------|--------|------------|
| ANNIE KEUSSEYAN   | RELIGIOUS REP                   | X   |    |         |          |        |            |
| CAROL LEVIN       | ENCINO PROPERTY OWNERS          |     |    |         |          |        | X          |
| EMBRA GEORGE      | PARK ADVOCATE                   |     |    |         |          | X      |            |
| EWAN ROSEN        | AREA 5 REP                      | X   |    |         |          |        |            |
| DOUG KRIEGL       | AT LARGE REP                    |     |    |         |          | X      |            |
| ELIOT COHEN       | PLU                             | X   |    |         |          |        |            |
| GERALD SILVER     | HOMEOWNERS OF ENCINO            | X   |    |         |          |        |            |
| GLENN BAILEY      | PUBLIC SAFETY                   | X   |    |         |          |        |            |
| HENRY ESHELMAN    | AT LARGE REP                    | X   |    |         |          |        |            |
| JESS WHITEHILL    | AREA 4 REP                      | X   |    |         |          |        |            |
| JIM ESTERLE       | AREA 7 REP                      |     |    |         |          |        | X          |
| KENNETH SILK      | AREA 3 REP                      | X   |    |         |          |        |            |
| MALVA SHEVCHOWSKY | AREA 7 REP                      |     |    |         |          | X      |            |
| MARCO KELSON      | AREA 6 REP                      | X   |    |         |          |        |            |
| MARK LEVINSON     | ENCINO CHAMBER OF COMM          |     |    |         |          | X      |            |
| PATRICIA BATES    | VOLUNTEER SERVICE               | X   |    |         |          |        |            |
| SCOTT LINDEN      | AREA 2 REP                      | X   |    |         |          |        |            |
| SHEPHERD GAMSUN   | APARTMENT/UNITS REP             | X   |    |         |          |        |            |
| VARANT MAJARIAN   | BUSINESS REP                    | X   |    |         |          |        |            |
| VICTORIA MILLER   | BUSINESS REP                    | X   |    |         |          |        |            |
| NC Quorum: 11     | Grand Total (including page 2): | 14  |    |         |          | 4      | 4          |

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.

Once the Department approves a Funding Request submitted, the Department will transfer the requested amount into the Neighborhood Council's checking account automatically, i.e. no additional Cash Request Form is required.

Treasurer's Signature: Patricia Bates

Print/Type name: Patricia Bates

Date (mm/dd/yy): 6/24/2016

Signer's Signature: Glenn Bailey

Print/Type name: Glenn Bailey

Date (mm/dd/yy): June 24, 2016

Case 14634

APPROVED  
06/27/16

KC 1st Level/H 06/27/16

ENC14634

A13

NC NAME: Encino  
Meeting Date: 4/25/43  
Agenda Item: R(7)

**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 |
|-------------------|--------------------------|-----|----|---------|----------|--------|------------|
| SHELLEY BILIK     | PARK ALT                 |     |    |         |          |        | X          |
| BRANDON RAPPORT   | CHAMBER ALT              |     |    |         |          |        | X          |
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| NC Quorum: 11     | Totals (this page only): |     |    |         |          |        | 2          |

**Department of Neighborhood Empowerment  
Funding Request Form**

**EMPOWER LA**

NC NAME: Encino

Requestor: Patricia Bates

Budget Fiscal Year: 2015-2016

Vendor: Guitar Center

Request Date: 22-Jun-16

Address: 19510 Nordhoff Street

Meeting Date: 6/22/2016

City: Northridge State: CA

Agenda Item: (28)

Zip Code: 91324 Phone: 8189930286

- Operations   
  Outreach   
  NC Sponsored Event   
  Neighborhood Purpose Grant  
 Contract / Lease   
  Board Member Reimbursement   
  Community Improvement Project  
 Out of State   
  1099 Expense   
  One Time Expense   
  Monthly   
  Multiple

Amount: \$ up to \$1200

# of payments     

If a bank card exemption of the daily \$1,000 limit is required for this request, please provide the date(s) and amount needed for the daily limit to be lifted:

Public Benefit Description

To purchase wireless microphones for Encino Community Center. They do not have wireless microphones, which is an impediment to use of the facility. The Encino Community Center is used to many adult and children programs throughout the year.

**Vote Count** (Continued on page 2 if more than 20 Board Members)

\*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 |
|-------------------|--|-----|----|---------|----------|--------|------------|
| ANNE KUSSEYAN     | RELIGIOUS REP                          | X   |    |         |          |        |            |
| CAROL LEVIN       | ENCINO PROPERTY OWNERS                 |     |    |         |          |        | X          |
| DEBRA GEORGE      | PARK ADVOCATE                          |     |    |         |          | X      |            |
| FRANK ROSEN       | AREA 5 REP                             | X   |    |         |          |        |            |
| DOUG KRIEGL       | AT LARGE REP                           |     |    |         |          | X      |            |
| ELIOT COHEN       | PLU                                    | X   |    |         |          |        |            |
| MERALD SILVER     | HOMEOWNERS OF ENCINO                   | X   |    |         |          |        |            |
| GLINN BAILEY      | PUBLIC SAFETY                          | X   |    |         |          |        |            |
| HENRY ENBELMAN    | AT-LARGE REP                           | X   |    |         |          |        |            |
| JESS WHITEHILL    | AREA 4 REP                             | X   |    |         |          |        |            |
| JIM ESTERLE       | AREA 7 REP                             |     |    |         |          |        | X          |
| KENNETH SILK      | AREA 3 REP                             | X   |    |         |          |        |            |
| LAURA SHOVLANSKY  | AREA 1 REP                             |     |    |         |          | X      |            |
| LAURIE KILSON     | AREA 6 REP                             | X   |    |         |          |        |            |
| MARK LEVINSON     | ENCINO CHAMBER OF COMM.                |     |    |         |          | X      |            |
| PATRICIA BATES    | VOLUNTEER SERVICE                      | X   |    |         |          |        |            |
| SCOTT LINDEN      | AREA 2 REP                             | X   |    |         |          |        |            |
| SHERMAN GAMSON    | APARTMENT/CONDO REP                    | X   |    |         |          |        |            |
| VARANT MAJARIAN   | BUSINESS REP                           | X   |    |         |          |        |            |
| VICTORIA MILLER   | BUSINESS REP                           | X   |    |         |          |        |            |
| NC Quorum: 11     | <b>Grand Total (including page 2):</b> | 14  |    |         |          | 4      | 4          |

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.

Once the Department approves a Funding Request submitted, the Department will transfer the requested amount into the Neighborhood Council's checking account automatically, i.e. no additional Cash Request Form is required.

|   |  |
|---|--|
| Treasurer's Signature: <u>[Signature]</u> | Signer's Signature: <u>[Signature]</u> |
| Print/Type name: <u>Patricia Bates</u>    | Print/Type name: <u>Glenn Bailey</u>   |
| Date (mm/dd/yy): <u>6/24/2016</u>         | Date (mm/dd/yy): <u>June 24, 2016</u>  |



Funding Request Form

NC NAME: Encino  
 Meeting Date: 4/24/13  
 Agenda Item: 75(8)

**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 |
|------------------------|--------------------------|-----|----|---------|----------|--------|------------|
| SHELLEY HILIK          | PARKS ALT                |     |    |         |          |        | X          |
| <i>BRAWDON RAPPORT</i> | CHAMBER ALT              |     |    |         |          |        | X          |
|                        |                          |     |    |         |          |        |            |
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|                        |                          |     |    |         |          |        |            |
|                        |                          |     |    |         |          |        |            |
| NC Quorum: 11          | Totals (this page only): |     |    |         |          |        | 2          |

Approved by: *[Signature]*  
 Date: 4/24/13  
 Case 14641

**Department of Neighborhood Empowerment  
Funding Request Form**



NC NAME: Encino  
 Budget Fiscal Year: 2015-2016  
 Request Date: 10-Jun-16  
 Meeting Date: 5/25/2016  
 Agenda Item: G.A.S.

Requestor: Patricia Bates  
 Vendor: A-Brite Blind and Drapery Cleaning and Sales  
 Address: 28298 Constellation Road  
 City: Valencia State: CA  
 Zip Code: 91355 Phone: 800-848-1886  
 Amount:\$ 2,536.50  
 # of payments     

- Operations     Outreach     NC Sponsored Event     Neighborhood Purpose Grant  
 Contract / Lease     Board Member Reimbursement     Community Improvement Project  
 Out of State     1099 Expense     One Time Expense     Monthly     Multiple

If a bank card exemption of the daily \$1,000 limit is required for this request, please provide the date(s) and amount needed for the daily limit to be lifted:

**Public Benefit Description**  
 The Encino Community Center, which is used for many community functions, has unfortunately fallen into disrepair due to a lack of available funding. The vertical blinds in the auditorium are mostly missing, those remaining are broken. This presents a problem whenever it is necessary to block out light during a daytime function. It also reflects unfavorably on our community. Installation of new vertical blinds would be a significant improvement.

**Vote Count** (Continued on page 2 if more than 20 Board Members)

\*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 |
|----------------------|--|-----------|----|---------|----------|----------|------------|
| ANNIE KEUSSEYAN      | RELIGIOUS REP                          | X         |    |         |          |          |            |
| CAROL LEVIN          | ENCINO PROPERTY OWNERS                 | X         |    |         |          |          |            |
| DEBRA GEORGE         | PARK ADVOCATE                          | X         |    |         |          |          |            |
| DIANE ROSEN          | AREA 5 REP                             |           |    |         |          |          | X          |
| DOUG KRIEGEL         | AT LARGE REP                           | X         |    |         |          |          |            |
| ELIOT COHEN          | PLU                                    | X         |    |         |          |          |            |
| GERALD SILVER        | HOMEOWNERS OF ENCINO                   | X         |    |         |          |          |            |
| GLENN BAILEY         | PUBLIC SAFETY                          | X         |    |         |          |          |            |
| HENRY ESHELMAN       | AT-LARGE REP                           |           |    |         |          | X        |            |
| JESS WHITEHILL       | AREA 4 REP                             | X         |    |         |          |          |            |
| JIM ESTERLE          | AREA 7 REP                             |           |    |         |          |          | X          |
| KENNETH SILK         | AREA 3 REP                             | X         |    |         |          |          |            |
| LAURA SHOVLOWSKY     | AREA 1 REP                             |           |    |         |          |          | X          |
| LAURIE KELSON        | AREA 6 REP                             | X         |    |         |          |          |            |
| MARK LEVINSON        | ENCINO CHAMBER OF COMM.                | X         |    |         |          |          |            |
| PATRICIA BATES       | VOLUNTEER SERVICE                      | X         |    |         |          |          |            |
| SCOTT LINDEN         | AREA 2 REP                             | X         |    |         |          |          |            |
| SHERMAN GAMSON       | APARTMENT/CONDO REP                    | X         |    |         |          |          |            |
| VARANT MAJARIAN      | BUSINESS REP                           | X         |    |         |          |          |            |
| VICTORIA MILLER      | BUSINESS REP                           | X         |    |         |          |          |            |
| NC Quorum: <u>11</u> | <b>Grand Total (including page 2):</b> | <u>16</u> |    |         |          | <u>1</u> | <u>3</u>   |

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.

Once the Department approves a Funding Request submitted, the Department will transfer the requested amount into the Neighborhood Council's checking account automatically, i.e. no additional Cash Request Form is required.

|   |   |
|---|---|
| Treasurer's Signature:  | Signer's Signature:   |
| Print/Type name: Patricia Bates   | Print/Type name: Debra George   |
| Date (mm/dd/yy):  | Date (mm/dd/yy):  |
| <input type="checkbox"/> Contract > \$2,500 <input type="checkbox"/> CIP <input type="checkbox"/> Advanced Payment <input checked="" type="checkbox"/> Approved<br><input type="checkbox"/> NIPG <input type="checkbox"/> Sponsored Event <input type="checkbox"/> Denied | Staff Initials: <u>MB</u> <u>06/27/16</u><br>1st Level: <u>MB</u> <u>6/27/16</u><br>2nd Level: <u>KC</u> <u>6/27/16</u><br>Authorization Code: <u>ENC1444</u> |

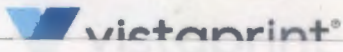
Revised 1-26-15

**NC NAME:** Encino  
**Meeting Date:** 42515  
**Agenda Item:** 6.A.5.

**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 |
|-------------------|--------------------------|-----|----|---------|----------|--------|------------|
|                   |                          |     |    |         |          |        |            |
|                   |                          |     |    |         |          |        |            |
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|                   |                          |     |    |         |          |        |            |
|                   |                          |     |    |         |          |        |            |
|                   |                          |     |    |         |          |        |            |
|                   |                          |     |    |         |          |        |            |
|                   |                          |     |    |         |          |        |            |
|                   |                          |     |    |         |          |        |            |
|                   |                          |     |    |         |          |        |            |
|                   |                          |     |    |         |          |        |            |
|                   |                          |     |    |         |          |        |            |
|                   |                          |     |    |         |          |        |            |
|                   |                          |     |    |         |          |        |            |
|                   |                          |     |    |         |          |        |            |
|                   |                          |     |    |         |          |        |            |
| NC Quorum: 11     | Totals (this page only): |     |    |         |          |        |            |




Help is here

My Account

↑  
July

|   |   |            |               |
|---|---|------------|---------------|
| <p>Order Date: 6/30/2016<br/>Order Number: 3XKWX-W3A49-9S5<br/>Order Total: \$22.88</p> |  <p>Name: <b>Standard Business Card</b><br/>Estimated Date of Arrival: 7/13/2016</p> <p>Write a review</p> <p>Share </p> <p><i>Laura Shaw</i></p> | Processing | <p>Cancel</p> |
|---|---|------------|---------------|

|  |   |            |   |
|--|---|------------|---|
| <p>Order Date: 6/30/2016<br/>Order Number: 7H1QXX-W3A49-9S5<br/>Order Total: \$22.88</p> |  <p>Name: <b>Standard Business Card</b><br/>Estimated Date of Arrival: 7/13/2016</p> <p>Write a review</p> <p>Share </p> <p><i>Scott Linden</i></p> | Processing | <p>View Order</p> <p>Track</p> <p>Reorder</p> <p>Cancel</p> |
|--|---|------------|---|

|  |   |            |   |
|--|---|------------|---|
| <p>Order Date: 6/30/2016<br/>Order Number: 7H1QXX-W3A49-9S5<br/>Order Total: \$22.88</p> |  <p>Name: <b>Standard Business Card</b><br/>Estimated Date of Arrival: 7/13/2016</p> <p>Write a review</p> <p>Share </p> <p><i>Gerald Silver</i></p> | Processing | <p>View Order</p> <p>Track</p> <p>Reorder</p> <p>Cancel</p> |
|--|---|------------|---|

|   |  |            |   |
|---|--|------------|---|
| <p>Order Date: 6/30/2016<br/>Order Number: WZNXX-W3A58-2S8<br/>Order Total: \$22.88</p> |  <p>Name: <b>Standard Business Card</b><br/>Estimated Date of Arrival: 7/13/2016</p> <p>Write a review</p> <p>Share </p> <p><i>Carol Levin</i></p> | Processing | <p>View Order</p> <p>Track</p> <p>Reorder</p> <p>Cancel</p> |
|---|--|------------|---|

|   |   |            |   |
|---|---|------------|---|
| <p>Order Date: 6/30/2016<br/>Order Number: 98MXX-W3A98-7E3<br/>Order Total: \$22.88</p> |  <p>Name: <b>Standard Business Card</b><br/>Estimated Date of Arrival: 7/13/2016</p> <p>Write a review</p> <p>Share </p> <p><i>Henry Estelman</i></p> | Processing | <p>View Order</p> <p>Track</p> <p>Reorder</p> <p>Cancel</p> |
|---|---|------------|---|

|   |  |            |   |
|---|--|------------|---|
| <p>Order Date: 6/30/2016<br/>Order Number: 19KXX-W3A98-3P1<br/>Order Total: \$22.88</p> |  <p>Name: <b>Standard Business Card</b><br/>Estimated Date of Arrival: 7/13/2016</p> <p>Write a review</p> <p>Share </p> <p><i>Anni Kusseyan</i></p> | Processing | <p>View Order</p> <p>Track</p> <p>Reorder</p> <p>Cancel</p> |
|---|--|------------|---|

Order Date: 6/30/2016  
Order Number: LKHXX-W3A58-1K9  
Order Total: \$22.88



Name: Standard Business Card  
Estimated Date of Arrival: 7/13/2016

Write a review

Share

*Varant Majors*

Processing

[View Order](#)

[Track](#)

[Reorder](#)

[Cancel](#)

Order Date: 6/30/2016  
Order Number: NRFXX-W3A57-9A2  
Order Total: \$22.88



Name: Standard Business Card  
Estimated Date of Arrival: 7/13/2016

Write a review

Share

*Sherman Ganson*

Processing

[View Order](#)

[Track](#)

[Reorder](#)

[Cancel](#)

Order Date: 6/30/2016  
Order Number: H8BXX-W3A25-4N3  
Order Total: \$22.88



Name: Standard Business Card  
Estimated Date of Arrival: 7/13/2016

Write a review

Share

*Jim Estede*

Processing

[View Order](#)

[Track](#)

[Reorder](#)

[Cancel](#)

Order Date: 6/30/2016  
Order Number: G67XX-W3A93-3L8  
Order Total: \$22.88



Name: Standard Business Card  
Estimated Date of Arrival: 7/13/2016

Write a review

Share

*Diane Rosen*

Processing

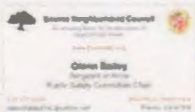
[View Order](#)

[Track](#)

[Reorder](#)

[Cancel](#)

Order Date: 6/30/2016  
Order Number: 695XX-W3A24-3X8  
Order Total: \$22.88



Name: Standard Business Card  
Estimated Date of Arrival: 7/13/2016

Write a review

Share

*Glenn Baird*

Processing

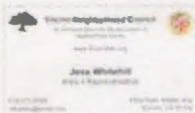
[View Order](#)

[Track](#)

[Reorder](#)

[Cancel](#)

Order Date: 6/30/2016  
Order Number: FCTWX-W3A12-3T4  
Order Total: \$22.88



Name: Standard Business Card  
Estimated Date of Arrival: 7/13/2016

Write a review

Share

*Jess Whitehead*

Processing

[View Order](#)

[Track](#)

[Reorder](#)

[Cancel](#)

Order Date: 6/30/2016  
Order Number: 4GPWX-W3A71-0S1  
Order Total: \$22.88

Name: Standard Business Card  
Estimated Date of Arrival: 7/13/2016

[View Order](#)

[Track](#)

[Reorder](#)

6/22/16 7(A)(1)

WELCOME TO BEST BUY #764  
4500 VAN NUYS BLVD  
SHERMAN OAKS, CA 91403  
(818) 501-0933

Keep your receipt!



Val #:000083-888195-739284-954413-426790-872

0764 003 4835 06/30/16 15:12

6130052 98658 31.49  
SLEEVE-STUDIO C 16" HOT TO TRO  
Sales Tax 2.84

SUBTOTAL 31.49  
Sales Tax 2.84

TOTAL 34.33

\*\*\*\*\*4209 ChipRead USD\$ 34.33  
Debit - MASTERCARD  
BATES/PATRICIA L  
APPROVAL 099075

MODE: Issuer  
AID: A0000000042203

MY BEST BUY CORE TIER  
MEMBER ID 4153694536

PATRICIA L BATES  
THANK YOU FOR SHOPPING AT BEST BUY TODAY!  
YOUR BEST BUY STORE #07640034835 06/30/2016

6/22/16 8(6)

Print

# ✓ YOUR ORDER HAS BEEN PLACED.

Thank you for shopping at B&H. An email confirmation is on its way to: [batesbird@gmail.com](mailto:batesbird@gmail.com).

Create an account for easier checkout next time

Password 
 Confirm Password 
[Create Account](#)

## INVOICE

Order # **1039862576**

### SHIP TO

**Patricia Bates**  
 16811 Weddington St  
 ENCINO, CA 91436, US  
 8184250962

### PAYMENT



\*\*\*\*4209

### AMOUNT

\$150.71

### ORDER TOTAL


**Subtotal:** \$150.71  
 Shipping: \$0.00  
 Sales Tax: \$0.00  


---

**You Pay:** \$150.71

## Order Details

Tracking information will be emailed as soon as the orders ship

| A   | SHIPPING WITH EXPEDITED DELIVERY FROM B&H                   | STOCK    | PRICE  | QTY | SUBTOTAL |
|---|---|----------|--------|-----|----------|
|  | Pyle Pro Premier Series PDWM2560 Wireless Microphone System | In Stock | 150.71 | 1   | 150.71   |

**ORDER PLACED**  
Thur, Jun 30

**PACKED**

**SHIPPED**

Estimated Delivery  
**Thu, Jul 07 By 11:00 PM**

All orders are subject to approval by our Verification Department. We will notify you by phone or email should your order be delayed.

6/22/16 Outreach  
8(10)

THEODORE PAYNE FOUNDATION  
10459 Tuxford Street  
Sun Valley, CA 91352  
818-768-1802  
www.theodorepayne.org  
DATE 06/30/2016 THU TIME 13:27

THEODORE PAYNE FOUNDATION  
10459 TUXFORD ST  
SUN VALLEY, CA 91352  
818-768-1802

06/30/2016 12:38:34  
Merchant ID: 554135010101723  
Device ID: 0002  
Terminal ID: PPX1.

**Credit Sale:**

Transaction #: 1  
Card Type: MasterCard  
Account: \*\*\*\*\*4209  
Entry: Swiped

**Amount: \$488.90**

STAN: 001  
Auth. Code: 059565  
Response: AUTH/TKT  
TRANS ID: M0B002JY0630

CUSTOMER COPY

|                   |          |
|-------------------|----------|
| HOW TO BE A T1    | \$19.95  |
| WSTRN BUTTER T1   | \$14.00  |
| A BUTTERFLY T1    | \$16.99  |
| CAL NATIVE G T1   | \$31.95  |
| WEST W/O H2O T1   | \$24.95  |
| GARD W/WILD T1    | \$31.95  |
| BOOKS T1          | \$6.00   |
| SALVIAS T1        | \$24.95  |
| #9781452127132 T1 | \$16.99  |
| MOTHER GOOSE T1   | \$16.95  |
| AESOP IN CA T1    | \$16.95  |
| INSECTS OF T1     | \$34.95  |
| THERES A HUM T1   | \$15.95  |
| BEEES BCKYD T1    | \$29.95  |
| A DAZZLE OF T1    | \$7.95   |
| FMLY BTTRFLY T1   | \$16.95  |
| NATV TREASRS T1   | \$31.95  |
| CA WILDLIFE T1    | \$29.95  |
| BRG NAT HOME T1   | \$17.95  |
| SUB PAPER T1      | \$16.35  |
| BOOKS T1          | \$24.95  |
| TAX1              | \$40.37  |
| TOTAL             | \$488.90 |
| CHARGE            | \$488.90 |

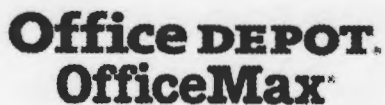
TPF, a 501(c)3 non-profit,  
thanks you for your support.

ALL PLANT SALES FINAL

Register 2

-- No.008737 00000





\*\*\* INVOICE \*\*\*

OFFICE DEPOT OFFICEMAX  
1-800-GO-DEPOT  
3366 E. WILLOW STREET  
SIGNAL HILL CA 90755

Order Number 848414247-001

**Order Summary**

*Shipping Address*

00002  
DEBRA GEORGE  
6006 BABBITT AVE  
ENCINO CA 91316-1432

*Customer Information*

Customer#: 75991131  
Contact: PATRICIA BATES  
Phone#: 818-971-6996

Carton Count 1

*Additional Information*

Route/Stop/Door: 0404/000/034  
Order Date: 29-Jun-2016  
Delivery Date: 06-Jul-2016

**Item Details**

| Line | Quantity |         |              | Item Number | Description                     | Units | Unit Price | Total  |
|------|----------|---------|--------------|-------------|---------------------------------|-------|------------|--------|
|      | Ordered  | Shipped | Back Ordered |             |                                 |       |            |        |
| 1    | 500      | 500     | 0            | 870284      | COPIES, FLYERS<br>Speaker Cards | EACH  |            |        |
| 2    | 500      | 500     | 0            | 798644      | FS COLOR LTR SGLSD, 24#         | EACH  | 0.490      | 245.00 |
| 3    | 2        | 2       | 0            | 903332      | CUTTING, MACHINE, PER CUT       | EACH  | 0.750      | 1.50   |

*Thank you for your order. If you have any questions about your order please call us toll free at (888) GO-DEPOT.*

All taxable sales shipped to customers in CA are FOB destination and are made by eDepot LLC, a wholly-owned sub of Office Depot Inc.

|                   |        |
|-------------------|--------|
| Merchandise Total | 246.50 |
| Delivery Charge   | 0.00   |
| Subtotal          | 246.50 |
| Sales Tax( 9.00%) | 22.19  |
| Order Total       | 268.69 |

*Did you know you can shop 24 Hours a day, online at WWW.OFFICEDEPOT.COM ?*

|                  |        |
|------------------|--------|
| Charged To:      |        |
| M/C **** * * * * | 268.69 |
| Balance Due      | 0.00   |



**Packing Manifest**



**Ship To:**  
DEBRA GEORGE  
PATRICIA BATES  
PATRICIA BATES  
6006 BABBITT AVE  
ENCINO, CA 913161432 USA  
18189716996

**Due Date:** 7/5/2016  
**Order Number:** 848414247-001  
**PO Number:**

| Box | Description               | Units |
|-----|---------------------------|-------|
| 1   | 1 500 units Speaker Cards | 500   |

# Office DEPOT OfficeMax

OFFICE DEPOT #949  
16571 Ventura Blvd.  
Encino, CA 91436

Phone: (818) 907-1741 Fax: (818) 907-2742  
06/30/2016 16.4.2 3:47 PM  
STR 949 REG 3 TRN 149 EMP 640372

SALE

| Product ID | Description      | Total          |
|------------|------------------|----------------|
| 196517     | PPR,X-9,11",10   | 55.99          |
|            | Promotion        | -23.00         |
|            | <b>You Pay</b>   | <b>32.99SS</b> |
| 432087     | STAPLES,STNDRD   | 6.99 SS        |
| 196156     | STAPLER,ELECT.   | 28.49 SS       |
| 327025     | LABEL,8366,150   | 29.99 SS       |
| 983932     | LABEL,8163,250   |                |
|            | 2 @ 12.99        | 25.98          |
|            | Promotion        |                |
|            | <b>You Pay</b>   | <b>25.98SS</b> |
| 983932     | LABEL,8163,250   | 12.99          |
|            | Promotion        | -12.99         |
|            | <b>You Pay</b>   | <b>0.00SS</b>  |
|            | Subtotal:        | 124.44         |
|            | Sales Tax:       | 11.20          |
|            | <b>Total:</b>    | <b>135.64</b>  |
|            | MasterCard 4209: | 135.64         |

AUTH CODE 094713  
TDS Chip Read  
AID A0000000042203 Debit  
TVR 8000088000  
CVS No Signature Required

\*\*\*\*\*

PATRICIA BATES 5576210164

Congratulations! You are eligible for  
Choice Member rewards next quarter!  
Select your 5 additional product  
categories at [officedepot.com/rewards](http://officedepot.com/rewards)

Total Savings:

**\$35.99**

\*\*\*\*\*

**WE WANT TO HEAR FROM YOU!**

Participate in our online customer survey  
and receive a coupon for **\$10 off your**  
**next qualifying purchase of \$50 or more on**  
**and more.**

(E. coupon per

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