

# Monthly Expenditure Report



Reporting Month: October 2017

Budget Fiscal Year: 2017-2018

NC Name: Hollywood Studio District  
Neighborhood Council

Monthly Cash Reconciliation					
Beginning Balance	Total Spent	Remaining Balance	Outstanding	Commitments	Net Available
\$39123.13	\$1100.96	\$38022.17	\$4750.00	\$0.00	\$33272.17

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office	\$40500.00	\$600.96	\$36522.17	\$4000.00	\$32522.17
Outreach		\$500.00		\$0.00	
Elections		\$0.00		\$0.00	
Community Improvement Project	\$750.00	\$0.00	\$750.00	\$0.00	\$750.00
Neighborhood Purpose Grants	\$750.00	\$0.00	\$750.00	\$750.00	\$0.00
Funding Requests Under Review: \$0.00		Encumbrances: \$0.00		Previous Expenditures: \$2876.87	

Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	GOOGLE SVCSAPPS_hsdnc	10/02/2017	(Credit card transaction)	General Operations Expenditure	Office	\$105.00
2	OOMA,INC	10/09/2017	(Credit card transaction)	General Operations Expenditure	Office	\$15.43
3	3DNA CORP DBA NATIONBU	10/24/2017	(Credit card transaction)	General Operations Expenditure	Office	\$59.00
4	AMAZON.COM AMZN.COM/BI	10/07/2017	(Credit card transaction)	General Operations Expenditure	Office	\$21.53
5	PARTY ON RENTALS INC	10/24/2017	(Credit card transaction)	General Operations Expenditure	Outreach	\$503.01
6	PARTY ON RENTALS INC	10/26/2017	(Credit card transaction)	General Operations Expenditure	Outreach	\$-3.01
7	ABS Mayer Bricker	09/05/2017	September Rent MOTION: WHEREAS, t...	General Operations Expenditure	Office	\$400.00
<b>Subtotal:</b>						<b>\$1100.96</b>

Outstanding Expenditures
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#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	ABS Mayer Brick	09/01/2017	Custodial Payment - Contract in draft and will be ...	General Operations Expenditure	Office	\$400.00
2	ABS Mayer Brick	10/01/2017	Custodial Payment - Contract in draft and will be ...	General Operations Expenditure	Office	\$400.00
3	ABS Mayer Bricker	12/05/2017	September Rent MOTION: WHEREAS, t...	General Operations Expenditure	Office	\$400.00
4	ABS Mayer Bricker	01/05/2018	September Rent MOTION: WHEREAS, t...	General Operations Expenditure	Office	\$400.00
5	ABS Mayer Bricker	02/05/2018	September Rent MOTION: WHEREAS, t...	General Operations Expenditure	Office	\$400.00
6	ABS Mayer Bricker	03/05/2018	September Rent MOTION: WHEREAS, t...	General Operations Expenditure	Office	\$400.00
7	ABS Mayer Bricker	04/05/2018	September Rent MOTION: WHEREAS, t...	General Operations Expenditure	Office	\$400.00
8	ABS Mayer Bricker	05/05/2018	September Rent MOTION: WHEREAS, t...	General Operations Expenditure	Office	\$400.00
9	ABS Mayer Bricker	06/05/2018	September Rent MOTION: WHEREAS, t...	General Operations Expenditure	Office	\$400.00
10	Los Angeles LGBT Center	11/07/2017	Used toward meals for the LGBT Center's 2017 ...	Neighborhood Purpose Grants		\$750.00
11	ABS Mayer Bricker	11/08/2017	September Rent MOTION: WHEREAS, t...	General Operations Expenditure	Office	\$400.00
	<b>Subtotal:</b> Outstanding					<b>\$4750.00</b>



## Payment Receipt

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

**Payment date** Oct 1, 2017  
**Billing ID** 8653-8004-1581  
**Payment method** Mastercard •••• 5353

Tax identification number  
77-0493581

Hollywood Studio District Neighborhood Council  
Bill Zide, Chair  
200 N. Main Street  
Suite 2005  
Los Angeles, CA 90012  
United States

Description	
Payment amount	\$105.00



## INVOICE

**Ooma, Inc.**

1880 Embarcadero Rd  
Palo Alto, CA 94303  
+1-866-939-6662  
www.ooma.com

INVOICE ID	DATE	STATUS
BILL-279- mojli84efrmd4tun	2017-10-08	PAID

**BILL TO**  
Hollywood Studio District  
Neighborhood Council

5500 HOLLYWOOD BLVD FL  
LOS ANGELES, CA 90028-  
+1-323-301-4818

Item	Qty	Price	Subtotal
Base Phone Service	1	\$0.00	\$0.00
Ooma Premier Monthly Service	1	\$9.99	\$9.99

Subtotal:	\$9.99
Taxes and Fees for 90028:	
Regulatory Compliance Fee:	\$1.49
911 Service Fee:	\$1.00
Local Interconnection Recovery Fee:	\$2.00
City utility tax:	\$0.42
CA DDTP Surcharge:	\$0.05
CA High Cost Fund-A Surcharge:	\$0.05
CA Teleconnect Fund Surcharge:	\$0.08
State 911:	\$0.06
State USF:	\$0.29
<b>Total:</b>	<b>\$15.43</b>

**Thanks for being an Ooma customer!**

# Hollywood Studio District Neighborhood Council

# NationBuilder

Kent Winfrey  
CA  
United States

520 S. Grand Ave., 2nd floor  
#200  
Los Angeles, CA 90071  
United States

NationBuilder: hsdnc October 2017

Reference # 399805  
Date: 10/24/2017  
Status: closed

Quantity	Description	Price per item	Total price
1	NationBuilder Leader plan	29.00 USD	29.00 USD
1	Additional 10k people/2k email list	30.00 USD	30.00 USD
			59.00 USD



## Details for Order #111-4109115-3706652

[Print this page for your records.](#)

**Order Placed:** October 6, 2017

**Amazon.com order number:** 111-4109115-3706652

**Order Total: \$21.53**

### Not Yet Shipped

#### Items Ordered

#### Price

1 of: *HP Paper, Everyday Copy and Print Poly Wrap, 20lb, 8.5 x 11, Letter, 92 Bright, 3000 Sheets / 4 Bulk Ream Case (200030C) Made In The USA*

\$19.66

Sold by: Amazon.com LLC

Condition: New

#### Shipping Address:

Hollywood Studio District Neighborhood Council  
5500 HOLLYWOOD BLVD STE 313  
LOS ANGELES, CA 90028-6885  
United States

#### Shipping Speed:

Standard Shipping

### Payment information

#### Payment Method:

MasterCard | Last digits: 7698  
Reference number: HSDNC

Item(s) Subtotal: \$19.66  
Shipping & Handling: \$0.00

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Total before tax: \$19.66

Estimated tax to be collected: \$1.87

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#### Billing address

Hollywood Studio District Neighborhood Council  
5500 HOLLYWOOD BLVD STE 313  
LOS ANGELES, CA 90028-6885  
United States

**Grand Total: \$21.53**

To view the status of your order, return to [Order Summary](#).

PARTY ON RENTALS / MSE, INC.  
3233 N. San Fernando Rd #8  
Los Angeles, CA 90065  
Phone: (800) 200-0744

## PAYMENT RECEIPT

Customer: CINDY DUHAIME LONDBERG  
Ref. Order #: R6593

Trans. Date: 10/23/2017  
Trans. Type: MasterCard  
Trans. Details: PRE-PAID 10/23  
Trans. Amount: \$503.01

I agree to pay the above total  
amount according to the card  
issuer agreement.

X \_\_\_\_\_

10/25/2017 03:26 PM

**PARTY ON RENTALS / MSE, INC.**  
3233 N. San Fernando Rd #8  
Los Angeles, CA 90065  
Phone: (800) 200-0744

## **PAYMENT RECEIPT**

Customer: CINDY DUHAI ME LONDBERG  
Ref. Order #: R6593

Trans. Date: 10/26/2017  
Trans. Type: MasterCard  
Trans. Details: credit

Trans. Amount: (**\$3.01**)

I agree to pay the above total  
amount according to the card  
issuer agreement.

X \_\_\_\_\_

11/8/2017 11:01 AM



ABS Mayer Bricker, LLC  
5500 Hollywood Boulevard, 4th Floor - Wes  
Los Angeles, California 90028

Invoice

Bill To
City of Los Angeles-HSDNC 5500 Hollywood Boulevard, 4th Floor Los Angeles, CA 90028

Date	Invoice No.	P.O. Number	Terms	Project
09/01/17	683			

Item	Description	Quantity	Rate	Amount
Mayer Rent	September 2017 Rent		400.00	400.00
			Subtotal	\$400.00
			Sales Tax	\$0.00
			Total	\$400.00



**Office of the City Clerk Administrative Services Division  
Neighborhood Council Funding Section  
Funding Request Form**

NC NAME: Hollywood Studio District

Budget Fiscal Year: 2017-2018

Meeting Date: 5-8-17

Agenda Item: X1.

Requestor: HSDNC

Vendor: ABS MAYER BRICKER LLC

Address: 3500 Hollywood Blvd. 4th Floor

City: Los Angeles State: CA

Zip Code: 90028 Phone: 323-268-2723

Amount: \$400 per month

Frequency: Monthly Number of payments: 12 months

- ☒ 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 of payments

If a bank card exemption of the daily \$2,500 limit is required for this request, please provide the date(s) and amount needed for the daily limit to be lifted:

Public Benefit  
Description

Allows for a space to work and keep city property related to Hollywood Studio District Neighborhood Council.

**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
Alex Afariw	Property Owner	X					
Anita McMillan	At-Large Tenant					X	
Anthony Conley	At-Large Tenant	X					
Bill Murphy	At-Large Tenant					X	
Danien Burke	Stakeholder Rep 1/Vice-Chair	X					
Daniel Moreno	Stakeholder Rep 6	X					
Dossier Jimenez	Stakeholder Rep 5	X					
Doug Haines	At-Large Tenant	X					
Homer Alba	Business Tenant					X	
Jason Vogel	Property Owner	X					
Jonathan Collins	At-Large Tenant					X	
Jose Torres	Property Owner					X	
Kent Winfrey	Property Owner/Treasurer	X					
Luke Vincent	At-Large Tenant				(12)	X	X
Melvin Marmouquin	Stakeholder Rep 7					X	
Paul Dougherty	At-Large Tenant	X					
Anthony Lagasca	Stakeholder Rep 2/Chair					X	
Carrie Poppy	At-Large Tenant					X	
Jessica Kwon	Business Tenant	X					
Bryan Parent	At-Large Tenant		X				
NC Quorum: <u>11</u>	Grand Total (including page 2):	<u>10</u>	<u>1</u>			<u>8</u>	<u>1</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: <u>Kent Winfrey</u>	Signer's Signature: <u>Anthony Lagasca</u>
Print/Type name: <u>KENT WINFREY</u>	Print/Type name: <u>ANTHONY LAGASCA</u>
Date (mm/dd/yy): <u>6/5/17</u>	Date (mm/dd/yy): <u>04/24/17</u>
Department Use Only <input type="checkbox"/> Contract >\$2,500 <input type="checkbox"/> CP NPS <input type="checkbox"/> Advanced Payment <input type="checkbox"/> Sponsored Event <input type="checkbox"/> Approved <input type="checkbox"/> Denied	2nd Level: <u>04/24/17</u> Authorization Code:

Revised 11/01/16

NC NAME: \_\_\_\_\_  
Meeting Date: \_\_\_\_\_  
Agenda Item: \_\_\_\_\_

# CITY OF LOS ANGELES

## HOLLYWOOD STUDIO DISTRICT NEIGHBORHOOD COUNCIL

### OFFICERS:

**Damien Burke**  
Chair  
**Anthony Conley**  
Vice Chair  
**Kent Winfrey**  
Treasurer  
**Carrie Poppy**  
Secretary

5500 Hollywood Blvd. #313  
Los Angeles, CA 90028  
info@hsdnc.org  
www.hsdnc.org



**ERIC GARCETTI**  
MAYOR

CALIFORNIA



### BOARD MEMBERS:

Alex Alferov	Doug Haines
Anita McMillan	Homer Alba
Anthony Conley	Jason Vogel
Anthony Lagasca	Jessica Kwon
Bill Murphy	Jonathan Collins
Bryan Parent	Jose Torres
Carrie Poppy	Kent Winfrey
Damien Burke	Luke Vincent
Daniel Moreno	Melvyn Marroquin
Dassler Jimenez	Paul Dougherty

### Board Meeting Agenda

**Monday May 8th, 2017 - 6:30 PM**

Louis B. Mayer Building Suite #314, 5500 Hollywood Boulevard, Hollywood, CA 90028  
(Parking available in the lot behind the Mayer Bldg. off of Western Avenue)

The City's Neighborhood Council system enables civic participation for all Angelenos and serves as a voice for improving government responsiveness to local communities and their needs. We are an advisory body to the City of Los Angeles, comprised of volunteer stakeholders who are devoted to the mission of improving our communities and bringing government closer to us.

**All items are listed for discussion and possible action, and may be discussed out of order.**

#### **I. OPENING CEREMONIES**

**(5 mins)**

- A. Call Meeting to Order** (Damien Burke - Chair)
- B. Board Roll Call** (Carrie Poppy - Secretary)
- C. Welcome Remarks** (Damien Burke - Chair)
- D. Introduction of Board Members**

#### **II. COMMUNITY/GOVERNMENT REPORTS & ANNOUNCEMENTS**

**(10 mins)**

Representatives from government offices and community-based organizations

- A. LA City Council District Representative(s)**
- B. California Assembly District Representative(s)**
- C. LAPD**
- D. Other Government Departments/Agencies**
- E. Community Organizations**

#### **III. GENERAL PUBLIC COMMENT ON NON-AGENDA ITEMS**

**(5 mins)**

Comments from the public on non-agenda items within the Board's jurisdiction  
(Up to 2 minutes per speaker; speakers are requested to fill out speaker cards)

#### **IV. NEW BUSINESS**

**(5 mins)**

Matters/issues not previously identified for future board consideration and action  
(Up to 2 minutes per speaker; speakers are requested to fill out speaker cards)

**V. ADMINISTRATIVE ITEMS (15 mins)**

- A. Approve the April 10, 2017 Board meeting minutes**
- B. Approve the Monthly Expenditure Report (MER) for April 2017**

**VI. REPORT FROM THE CHAIR (5 mins)**

- A. BSS doing small asphalt repairs on June 9th. Get requests to me by May 26th.

**VII. COMMITTEE REPORTS (10 mins)**

Reports from standing and ad hoc committees

- A. Outreach** - *Orletha Andersen*
- B. Bylaws, Selection, & Election** - *Richard King*
- C. Budget & Finance** - *Kent Winfrey*
- D. Planning & Land Use Management (PLUM)** - *Homer Alba*
- E. Public Safety** - *Bryan Parent*
- F. Youth** - *Jonathan Collins*
- G. Ad Hoc IT Committee** - *Aaron Downes*

**VIII. RATIFY APPOINTMENTS AND REMOVALS ON THE PUBLIC SAFETY COMMITTEE (5 min)**

**IX. LIAISONS, ALLIANCES, AND COALITIONS (10 mins)**

Reports from liaisons and alliances and coalitions HSDNC is a member of  
Appointment of liaisons and representatives to alliances and coalitions

- A. LANCC** - *Jose Torres*
- B. DWP Advocacy and/or Oversight Committees** - *Paul Dougherty*
- C. Other liaison, alliance, and coalition reports**

**X. APPOINT BUDGET REPRESENTATIVES (5 mins)**

Budget Representatives (collectively per NC) are responsible for:

- soliciting input from the NC and stakeholders on priorities in their area and suggestions to improving City efficiency, increasing City income, and reducing costs
- attending Budget Day June 24, 2017, expressing the issues of concern to their NC and stakeholders, voting for Budget Advocates
- soliciting input from their NC and stakeholders on an ongoing basis as City political issues evolve and communicating it to the Budget Advocates on a monthly basis
- reporting on Budget Advocate activities, concerns
- encouraging stakeholders to join the Budget Advocates on areas of their concern and/or expertise
- help set up, solicit attendance and coordinate one event during the year (tentatively January in 2017)

**XI. APPROVE RENEWING OFFICE SPACE LEASE (5 mins)**

**WHEREAS**, the Hollywood Studio District Neighborhood Council (HSDC) is in continuing need of office space;  
and

**WHEREAS**, the HSDNC currently leases an office at 5500 Hollywood Boulevard #313, Los Angeles, CA 90028 from ABS Mayer Bricker LLC; and

**WHEREAS**, said lease expires at the end of the 2016-2017 fiscal year; therefore be it

**RESOLVED**, the Hollywood Studio District Neighborhood Council approves renewing the office space lease agreement between HSDNC and ABS Mayer Bricker LLC for the 2017-2018 fiscal year in the amount of \$400 per month.

**XII. RECOMMEND CHANGE IN BOARD TERMS TO DONE (10 mins)**

The Bylaws, Selection, and Election Committee recommends the Board adopt the following resolution:

**WHEREAS**, the City Clerk cannot administer Neighborhood Council elections in 2020 due to a conflict with municipal elections; and

**WHEREAS**, the Department of Neighborhood Empowerment intends to resolve the conflict by moving Neighborhood Council elections to odd-numbered years; and

**WHEREAS**, extending the terms of elected officials who are already in office violates the mandate under which they were elected; and

**WHEREAS**, rapid turnover in board membership impedes the ability of a neighborhood council to act on behalf of its stakeholders; therefore be it

**RESOLVED**, the Hollywood Studio District Neighborhood Council recommends that the Department of Neighborhood Empowerment extend the term of the Board elected in 2018 from two to three years.

- XIII. APPROVE COMMUNITY ROOM USE AGREEMENT (5 mins)**  
Agreement between HSDNC and Kilroy Realty to use the Community Room at 1550 N. El Centro Ave
- XIV. APPROVE LETTER ON PROPOSED PROJECT AT 928 N. WESTERN (10 mins)**
- XV. APPROVE LETTER ON PROPOSED PROJECT AT 6060 HOLLYWOOD BLVD. (10 mins)**
- XVI. APPROVE LETTER ON PROPOSED PROJECT AT 1114 N. ST. ANDREWS (10 mins)**
- XVII. APPROVE OUTREACH SURVEY FOR DISTRIBUTION TO STAKEHOLDERS (5 mins)**
- XVIII. ANNOUNCEMENTS (Board members and stakeholders) (5 mins)**  
(Up to 1 minute per speaker; speakers are requested to fill out speaker cards)
- XIX. ADJOURNMENT**

Time allocations for agenda items are approximate and may be shortened or lengthened at the discretion of the Chair.

**PUBLIC INPUT AT NEIGHBORHOOD COUNCIL MEETINGS** – The public is requested to fill out a “Speaker Card” to address the Board on any agenda item before the Board takes an action on an item. Comments from the public on agenda items will be heard only when the respective item is being considered. Comments from the public on other matters not appearing on the agenda that are within the Board’s jurisdiction will be heard during the General Public Comment period. Please note that under the Brown Act, the Board is prevented from acting on a matter that you bring to its attention during the General Public Comment period; however, the issue raised by a member of the public may become the subject of a future Board meeting. Public comment is limited to 2 minutes per speaker, unless adjusted by the presiding officer of the Board.

**PUBLIC POSTING OF AGENDAS** - HSDNC agendas are posted for public review as follows:

- Lemon Grove Recreation Center, 4959 Lemon Grove Avenue, Los Angeles, CA 90029
- [www.HSDNC.ORG](http://www.HSDNC.ORG)
- You can also receive our agendas via email by subscribing to L.A. City’s Early Notification System at <https://www.lacity.org/subscriptions>

**THE AMERICAN WITH DISABILITIES ACT** - As a covered entity under Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and, upon request, will provide reasonable accommodation to ensure equal access to its programs, services and activities. Sign language interpreters, assistive listening devices and other auxiliary aids and/or services, may be provided upon request. To ensure availability of services, please make your request at least 3 business days (72 hours) prior to the meeting you wish to attend by contacting Damien Burke, Board Chairman, at (323) 301-4818 or email [chair@hsdnc.org](mailto:chair@hsdnc.org).

**PUBLIC ACCESS OF RECORDS** – In compliance with Government Code section 54957.5, non-exempt writings that are distributed to a majority or all of the board in advance of a meeting may be viewed at 4959 Lemon Grove Avenue, Los Angeles, CA 90029, at our website: [www.HSDNC.org](http://www.HSDNC.org) or at the scheduled meeting. In addition, if you would like a copy of any record related to an item on the agenda, please contact Damien Burke, Board Chairman, at (323) 301-4818 or email [chair@hsdnc.org](mailto:chair@hsdnc.org).

**RECONSIDERATION AND GRIEVANCE PROCESS** - For information on the HSDNC's process for board action reconsideration, stakeholder grievance policy, or any other procedural matters related to this Council, please consult the HSDNC Bylaws. The Bylaws are available at our Board meetings and on our website [www.HSDNC.org](http://www.HSDNC.org).

**SERVICIOS DE TRADUCCION** - Si requiere servicios de traducción, favor de avisar al Concejo Vecinal 3 días de trabajo (72 horas) antes del evento. Favor de entrar en contacto con Damien Burke, el Presidente de la Junta Directiva, por (323) 301-4818 o por correo electrónico al [chair@HSDNC.org](mailto:chair@HSDNC.org) para avisar al Concejo Vecinal.

**HOLLYWOOD STUDIO DISTRICT NEIGHBORHOOD COUNCIL (HSDNC)**

5500 Hollywood Boulevard #313, Los Angeles, CA 90028

TEL: 323.301.4818 | E-MAIL: [info@hsdnc.org](mailto:info@hsdnc.org) | Website: [www.hsdnc.org](http://www.hsdnc.org)

**Department of Neighborhood Empowerment**

200 N. Main Street, Suite 2005, Los Angeles, CA 90012

TEL: 213.978.1551 | TOLL-FREE: 3-1-1 | FAX: 213.978.1751

E-MAIL: [NCsupport@lacity.org](mailto:NCsupport@lacity.org) | Website: [www.EmpowerLA.org](http://www.EmpowerLA.org)