

**Department of Neighborhood Empowerment
Funding Request Form**



NC NAME: Porter Ranch Neighborhood Council
 Budget Fiscal Year: 2016-17
 Request Date: 9/14/2016
 Meeting Date: 9/14/16
 Agenda Item: 12

Requestor: Andrew Krowne
 Vendor: Gabriel Khanlian
 Address: 19360 Rinaldi St Ste 270
 City: Porter Ranch State: ca
 Zip Code: 91326 Phone: (818) 371-9741
 Amount:\$ 684.97
 # 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: July 26, 2016 Costco for water, plates and napkins \$34.48 / July 26, 2016 Big mamas papas pizza \$125.00 / Aug 9, 2016 Kinkos copies \$349.89 / Aug 9, 2016 Big mamas papas pizza \$160.00 / Aug 10, 2016 Ralphs for water \$15.60 = \$684.97

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
DEROHANIAN, CHERI							
GORMAN-CHANG, SUSAN	VICE PRESIDENT						
MILBAUER, JENNIFER							
MITCHELL, MEL							
KIM, ALEX							
KROWNE, ANDREW	TREASURER						
BALEN, DAVID	SIGNER						
LEVEQUE, BECKY							
KHANLIAN, GABRIEL	SECRETARY						
NAJM, ISSAM	PRESIDENT						
NC Quorum: <u> 6 </u>	Grand Total (including page 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:		Signer's Signature:	
Print/Type name:	Andrew Krowne	Print/Type name:	David Balen
Date (mm/dd/yy):		Date (mm/dd/yy):	
Department Use Only			

Revised 05/25/16

NC NAME: Porter Ranch Neighborhood Council
 Meeting Date: 9/14/16
 Agenda Item: 0

COSTCO
WHOLESALE

Northridge #437
8810 Tampa Ave
Northridge, CA 91324
(818) 775-1860

JT Member 804046451010

E 782796 KSWTR40PK***	2.99
E 6900000000 CA REDEMP VA	2.00
E 782796 KSWTR40PK***	2.99
E 6900000000 CA REDEMP VA	2.00
672026 LUNCH PLATE	13.99 A
738392 KS NAPKINS	8.49 A
738392 KS NAPKINS	8.49 A

VOID

738392 KS NAPKINS	8.49-A
TOTAL NUMBER OF ITEM(S) SOLD - 4	
SUBTOTAL	32.46
TAX	2.02
**** TOTAL	34.48
CASH	40.00
CHANGE	5.52

A 9.00% TAX 2.02
TOTAL TAX 2.02
TOTAL NUMBER OF ITEMS SOLD = 4
~~18:52 437 7 496 51~~
OP#: 51 Name: MAYRA M.
Thank You!
Please Come Again
Whse:437 Trn:7 Trn:496 OP:51



BIG MAMA'S & PAPA'S
10666 ZELZAH AVE
GRANADA HILLS, CA 91344
(818) 368-1111

Store # 117 Week No. 30 Period # 7
07/26/16 8:25 pm
Emp:BMPP
Order # 39
Delivery
Total Orders 0
Ph# 818-371-9741
GABRIEL

19514 RINALDI ST CIU
RCH PORTER RANCH
GRANADA HILLS
Quadrant GRANADA HILL
S

1 DISCOUNT	\$-3.00
1 CALL CUSTOMER	
1 BP CHEESE	\$47.99
1 BP CHEESE	\$62.99
1/2 PEPPERONI	
OTHER SIDE	
1/2 MUSHROOMS	
1/2 BLACK OLIVES	
Sub Total	\$107.96
Tax	\$9.99
Delivery Charge	\$0.99

Total \$118.96

Incl tip \$125.00

"Home of the World's Largest Pizza"
Since 1974
WE DELIVER
\$ 15.00 Minimum Order

FedEx Office is your destination
for printing and shipping.

10725 Zelzah Ave
Granada Hills, CA 91344-4440
Tel: (818) 366-3761

8/9/2016 9:15:44 PM PST
Team Member: Todd P.
Customer: gabriel.khan11an

SALE

bw prints	Qty 50	321.00
BW 1S on 24# Wht	4000 @	0.0800 T
000330 Reg. Price	0.15	
Machine Stapling	50 @	0.0200 T
000078 Reg. Price	0.02	
Price per piece	6.42	
Regular Total	601.00	
Discounts	280.00	
Sub-Total		321.00
Tax		28.89
Deposit		0.00
Total		349.89
MasterCard (S)		349.89
Account: 4129		
Auth: 41648P (A)		
Total Tender		349.89
Change Due		0.00
Total Discounts	280.00	



BIG MAMA'S & PAPA'S
10666 ZELZAH AVE
GRANADA HILLS, CA 91344
(818) 368-1111

Store # 117 Week No. 32 Period # 8
08/09/16 7:19 pm
Emp: BMPP
Order # 19
Delivery
Total Orders 1
Ph# 818-371-9741
GABRIEL
20406 VIA SANSEVINO
FOR PRNC
GRANADA HILLS
Quadrant Out of Area
Frequent Customer Points 11000

1	DISCOUNT	\$-3.00
1	BP CHEESE	\$47.99
1	BP CHEESE	\$57.99
	PEPPERONI	
1	BM CHEESE	\$37.99
	MUSHROOMS	
	BLACK OLIVES	
	Sub Total	\$140.97
	Tax	\$12.96
	Delivery Charge	\$0.99

Total \$154.92

"Home of the World's Largest Pizza"
Since 1974
WE DELIVER
\$ 15.00 Minimum Order

\$160.00
in the



19781 Rinaldi St
(818) 832-5955

Your cashier was David B

SC	RLPH RF MILK	RC	2.39 F
	RALPHS SAVED YOU	1.10	
4 @	3.99		
	INSTL WATER		15.96 F
4 @	1.40		
	CA REDEM VAL		5.60 F
4 @	1.49		
SC	Arrowhead Wtr 263		5.96-F
1 @	52 lb @ 0.69 /lb		
WT	BANANAS		1.05 F
	RALPHS rewards CUSTOMER *****0736		
	TAX		0.00
	**** BALANCE		19.04
	Northridge CA 91326		-2.39
	MasterCard Purchase		
	*****4129 - C		
	REF# 74733P TOTAL 19.04		-1.05
	AID A000000041010		
	TC 1C050EF86AF9E1F8		\$15.60

	MASTERCARD	19.04
	CHANGE	0.00
	TOTAL NUMBER OF ITEMS SOLD *	10
	RALPHS rewards SAVINGS	\$ 7.00
	TOTAL COUPONS	\$ 7.06

08/10/16 03:40pm 127 7 246 116

Tell Us How We Are Doing!
Earn 50 BONUS FUEL POINTS!

Plus, enter our monthly Sweepstakes:
For ONE OF 100 - \$100 gift cards and
ONE \$5,000 gift card grand prize!

Go to www.krogerfeedback.com
within 7 days.

Enter the information below:

Date: 08/10/16
Time: 03:40pm
Entry ID: 703-362-246-127-7-253

**Department of Neighborhood Empowerment
Funding Request Form**



NC NAME: Porter Ranch
 Budget Fiscal Year: 2016 – 2017
 Request Date: 9/14/16
 Meeting Date: 9/14/16
 Agenda Item: 12

Requestor: Andrew Krowne
 Vendor: Issam Najm
 Address: 11800 Eddleston Drive
 City: Porter Ranch State: CA
 Zip Code: 91326 Phone: 818-366-8340
 Amount:\$ 164.92
 # of payments 1

- 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 \$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

This expense was for purchasing pizza for the PRNC meeting on August 24, 2016. The pizza was purchased by Board Member Issam Najm using his personal credit card.

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
Balen, David	Second Signator						
Derohanian, Cheri	At-Large						
Gorman-Chang, Susan	Vice President						
Kim, Alex	At-Large						
Khanlian, Gabriel	Secretary						
Krowne, Andrew	Treasurer						
Leveque, Becky	At-Large						
Milbauer, Jennifer	Open-At-Large						
Mitchell, Mel	At-Large						
Najm, Issam	President						
NC Quorum: <u>6</u>	Grand Total (including page 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:		Signer's Signature:	
Print/Type name:	Andrew, Krowne	Print/Type name:	David Balen
Date (mm/dd/yy):		Date (mm/dd/yy):	
Department Use Only	<input type="checkbox"/> Contract <input type="checkbox"/> CIP <input type="checkbox"/> Advanced Payment <input type="checkbox"/> Approved <input type="checkbox"/> >\$2,500 <input type="checkbox"/> NPG <input type="checkbox"/> Sponsored Event <input type="checkbox"/> Denied	Staff Initials: <input type="text"/> 1st Level: <input type="text"/> 2nd Level: <input type="text"/> Authorization Code: <input type="text"/>	

Revised 05/25/16

NC NAME: Porter Ranch

PRNC
8/24



BIG MAMA'S & PAPA'S
10666 ZELZAH AVE
GRANADA HILLS, CA 91344
(818) 368-1111



BIG MAMA'S & PAPA'S
10666 ZELZAH AVE
GRANADA HILLS, CA 91344
(818) 368-1111

Store # 117 Week No. 34 Period # 8
08/23/16 9:39 pm
Ref # 18
Emp:BMPP
POS Terminal # 2
Type:
PreAuth
VISA
Act#438857XXXXXX8849
Exp xx/xx
Card Record #

Sub Total 154.92

Gratuity 10.00

Total 164.92

I AGREE TO PAY THE ABOVE TOTAL ACORDING TO THE CARD HQLDERS AGREEMENT.

X [Signature]

Store # 117 Week No. 34 Period # 8
08/23/16 9:39 pm
Emp:BMPP
Order # 18
Delivery
Total Orders 2
Ph# 818-371-9741
GABRIEL

20406 VIA SANSEVINO
FOR PRNC
GRANADA HILLS
Quadrant Out Of Area
Frequent Customer Prints 11000

1 SD EXTRA KETCHUP
1 CALL CUSTOMER
1 CALL CUSTOMER
1 DISCOUNT \$-3.00
1 BP CHEESE \$47.99
1 BP CHEESE \$57.99
1 PEPPERONI
1 BM CHEESE \$37.99
1 MUSHROOMS
1 BLACK OLIVES

1 CHECK RE-CLOSED

Sub Total \$140.97

Tax \$12.96

Delivery Charge \$0.99

Total \$154.92

"Home of the World's Largest Pizza"

Since 1974

WE DELIVER

\$ 15.00 Minimum Order

19 Locations To Serve You
WEST HOLLYWOOD - NORTH HOLLYWOOD
LA HOLLYWOOD - VAN NUYS - BURBANK
GRANADA HILLS - STUDIO CITY
PASADENA - GLENDALE - NORTHRIDGE
EAGLEROCK - DOWNTOWN LA
CANOGA PARK - MONTROSE - TARZANA
SUNLAND - ENCINO - LITTLE ARMENIA

WWW.BIGMAMASPIZZA.COM
FREE LARGE 2 TOPPING PIZZA
WITH EVERY 7TH ONLINE DELIVER ORDER

**Department of Neighborhood Empowerment
Funding Request Form**



NC NAME: Porter Ranch
 Budget Fiscal Year: 2016 – 2017
 Request Date: 9/14/16
 Meeting Date: 9/14/16
 Agenda Item: 13

Requestor: Andrew Krowne
 Vendor: AppleOne Employment Services
 Address: PO Box 29048
 City: Glendale State: CA
 Zip Code: 91209-9048 Phone: 818-240-8688
 Amount:\$ \$438.90
 # of payments 1

- 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 \$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

These are four invoices from AppleOne for Notes Taker:
 April 2016 Invoice S3545127 for \$254.10; May 2016 Invoice S3601267 for \$184.80 (which are from FY 2015-2016)

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
Balen, David	Signator						
Derohanian, Cheri	At-Large						
Gorman-Chang, Susan	Vice President						
Kim, Alex	At-Large						
Khanlian, Gabriel	Secretary						
Krowne, Andrew	Treasurer						
Leveque, Becky	At-Large						
Milbauer, Jennifer	Open-At-Large						
Mitchell, Mel	At-Large						
Najm, Issam	President						
NC Quorum: <u>6</u>	Grand Total (including page 2):						

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Treasurer's Signature:		Signer's Signature:	
Print/Type name:	Andrew, Krowne	Print/Type name:	David Balen
Date (mm/dd/yy):		Date (mm/dd/yy):	
Department Use Only	<input type="checkbox"/> Contract <input type="checkbox"/> CIP <input type="checkbox"/> Advanced Payment <input type="checkbox"/> Approved	Staff Initials	1st Level <input type="text"/> Authorization Code
	<input type="checkbox"/> >\$2,500 <input type="checkbox"/> NPG <input type="checkbox"/> Sponsored Event <input type="checkbox"/> Denied		2nd Level <input type="text"/>

Revised 05/25/16

NC NAME: Porter Ranch



AppleOne

AppleOne Employment Services
P.O. Box 29048
Glendale CA 91209-9048
Tel: 818-240-8688
Email: specialbillingvms@ain1.com

TIN: 95-2580864

CITY OF LOS ANGELES

Attn: Accounts Payable
PORTER RANCH NC
200 N. Main Street, Room 2005
LOS ANGELES, CA 90012

[Invoice](#)

Customer No: 00950101
Site No: 0071
Period Ending: 04/16/2016
Invoice Date: 04/20/2016
Invoice No: S3545127
Amount Due: \$254.10
Payment Term: NET 30 DAYS

Supervisor	Name	Weekend	Inv Date	Ref Inv No	Reg Hr	Reg Rate	OT Hr	OT Rate	DT Hr	DT Rate	Misc Hr	Misc Rate	ACA Hr	ACA Rate	Tax	Amount
	RITCHIE, MICHELLE	04/16/2016	04/20/2016	01-4030730	11.00	\$23.10	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	\$0.00	\$254.10
Grand Total Invoice Amount																
\$254.10																

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

You can now pay electronically through



Visit www.ApplePay.com or Call (866)898-7152 for details



AppleOne

AppleOne Employment Services

P.O. Box 29048

Glendale CA 91209-9048

Tel: 818-240-8688

Email: specialbillingvms@ain1.com

TIN: 95-2580864

CITY OF LOS ANGELES

Attn: Attn: Accounts Payable

PORTER RANCH NC

200 N. Main Street, Room 2005

LOS ANGELES, CA 90012

Customer No: 00950101

Site No: 0071

Period Ending: Multiple

Invoice Date: 05/18/2016

Invoice No: S3601267

Amount Due: \$184.80

Payment Term: NET 30 DAYS

Name	Weekend	Inv Date	Ref Inv No	Reg Hr	Reg Rate	OT Hr	OT Rate	DT Hr	DT Rate	Misc Hr	Misc Rate	ACA Hr	ACA Rate	Tax	Amount	State	Office
RITCHIE, MICHELLE	04/30/2016	05/04/2016	01-4047632	3.00	\$23.10	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	\$0.00	\$69.30	CA	1002
RITCHIE, MICHELLE	05/14/2016	05/18/2016	01-4062294	5.00	\$23.10	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	\$0.00	\$115.50	CA	1002
Sub Total For:																	
8.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 \$0.00 \$184.80																	
Grand Total Invoice Amount																	
8.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 \$0.00 \$184.80																	

Please remit payment to: AppleOne Employment Services

P.O. Box 29048

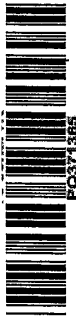
Glendale, CA 91209-9048

You can now pay electronically through



Visit www.ApplePay.com or Call (866)898-7152 for details

Submitted By Associate : Michelle Ritchie[394918 5/11/2016 11:38:59 PM
 Approved By Supervisor : Eric Nam[148273 5/17/2016 1:32:43 PM
 Processed By : almartinez 5/17/2016 4:09:34 PM



Client Verification
 Company Name: City of Los Angeles D.O.N.E./Credit
 Total Hours Worked (in Numbers): _____ Total Hours Worked (in Words): _____
 I am an authorized representative of City of Los Angeles D.O.N.E./Credit and certify that
 the employee(s) worked the hours indicated with services performed satisfactorily.
 Client Name and Title City of Los Angeles D.O.N.E./Credit | 002
 (Please Print)
 Client Signature: _____

Week Ending	0	5	1	4	1	6	Assignment Completed If yes, call your office.	
Saturday	Month	Day	Year					
Employee name Ritchie, Michelle								

	Start Time		Finish time		Lunch		Total Reg		Total O.T.		Total		OT Approval
	Hrs	Mins	Hrs	Mins	Hrs	Mins	Hrs	Mins	Hrs	Mins	Hrs	Mins	
SUN													
MON													
TUE													
WED	18	30	23	30			5	0					
THUR													
FRI													
SAT													
Total Hours & Minutes Worked This Week													
Office Use Only:													
Hours & Minutes Converted to Nearest Minute													
Corporate Use Only:													

84714

Social Security Number: - - - - - 3 0 3 3

I certify that these hours and dates are correct and have been approved by the client I am certifying. I understand that this information is being used for the purpose of an employee's AppleOne record and it is my responsibility to contact the Company for reassignment. Provided that, e.g. I have submitted this timesheet for all hours worked on the branch to which I am assigned, I agree that as an hourly employee, I will be paid for my services on the Friday of the week following the week covered by this timesheet. I understand that I am not available for reassignment and I have been notified in writing that I am not available for reassignment and I have been discharged, or which event I will be paid within the time periods specified by applicable law of the current assignment with the client identified on this time card, that I will immediately notify AppleOne that I have resigned and do not wish to be reassigned, in scheduled pay date. I agree for a period of six (6) months after completion of my current assignment with the client identified on this time card, that I will immediately notify AppleOne that I have resigned and do not wish to be reassigned, in written or as an employee of any other temporary or outsourcing service. (CONFIRM I WAS ALLOWED TO TAKE MEAL/BREAKS IN ACCORDANCE TO STATE REQUIREMENTS IN THE STATE OF CALIFORNIA OR THE CLIENT'S POLICY. FAILURE TO REPORT BREAKS, CONTACT (800) 270-9120 IMMEDIATELY TO REPORT VIOLATION.)

Employee Signature	Date
Dept. / Cost Center	Project
Supervisor's Name	Supervisor's Phone #
Box1	Box2
Box3	Box4
Office Use Only: Total Hours:	
City & State where services were performed	
City & State of Residence	

I have read and agreed to the Condition of Service as follows except where a Condition is superseded by a contractual agreement with AppleOne (COMPANY):

- CLIENT will not entrust COMPANY employees with the care, custody or control of premises, custody or control of cash, negotiables, valuables or similar property. If computer work is involved, employees are not to be informed of any confidential access codes, or be permitted unsupervised access to confidential information, unless authorized in writing by COMPANY. COMPANY shall incur the expense of any investigation of a suspected violation of this Condition. CLIENT understands that criminal and drug screening services are available for an additional fee and must be agreed to in writing by both CLIENT and COMPANY. CLIENT or COMPANY employees shall not pay COMPANY employees directly or advance any funds to them.
- CLIENT agrees to indemnify and hold harmless COMPANY from any claims for bodily injury including death, or property damage, arising out of the use or operation of CLIENT's owned, non-owned or shared vehicles, including their personal vehicles, while working for CLIENT. These restrictions may be waived only if a waiver is obtained in writing from a COMPANY officer. COMPANY employees are not supervised by COMPANY; they are subject at all times to CLIENT's direct and indirect supervision. CLIENT agrees to comply with state and local laws and other employment-related laws, including meal/rest break periods per wage and hour laws and indemnify COMPANY from any claims as a result of any violation of such laws resulting from CLIENT's conduct.
- CLIENT agrees to comply with state and local laws and other employment-related laws, including meal/rest break periods per wage and hour laws and indemnify COMPANY from any claims as a result of any violation of such laws resulting from CLIENT's conduct.
- CLIENT agrees to comply with all laws and ordinances relating to work site health and safety, and agrees to provide employees of COMPANY a safe and healthful workplace. CLIENT agrees that it will provide employees of COMPANY with all necessary protective equipment and PPE. CLIENT agrees to comply with all laws and ordinances relating to work site health and safety, and agrees to provide employees of COMPANY a safe and healthful workplace. CLIENT agrees that it will provide employees of COMPANY with all necessary protective equipment and PPE.
- CLIENT agrees to indemnify and hold harmless COMPANY from any claims for bodily injury including death, or property damage, arising out of the use or operation of CLIENT's owned, non-owned or shared vehicles, including their personal vehicles, while working for CLIENT. These restrictions may be waived only if a waiver is obtained in writing from a COMPANY officer. COMPANY employees are not supervised by COMPANY; they are subject at all times to CLIENT's direct and indirect supervision. CLIENT agrees to comply with state and local laws and other employment-related laws, including meal/rest break periods per wage and hour laws and indemnify COMPANY from any claims as a result of any violation of such laws resulting from CLIENT's conduct.
- CLIENT agrees to indemnify and hold harmless COMPANY from any claims for bodily injury including death, or property damage, arising out of the use or operation of CLIENT's owned, non-owned or shared vehicles, including their personal vehicles, while working for CLIENT. These restrictions may be waived only if a waiver is obtained in writing from a COMPANY officer. COMPANY employees are not supervised by COMPANY; they are subject at all times to CLIENT's direct and indirect supervision. CLIENT agrees to comply with state and local laws and other employment-related laws, including meal/rest break periods per wage and hour laws and indemnify COMPANY from any claims as a result of any violation of such laws resulting from CLIENT's conduct.
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Submitted By Associate : Michelle Ritchie(394918 4/30/2016 4:31:44 PM



Client Verification			
Company Name:	City of Los Angeles D.O.N.E./Credit		
Total Hours Worked (In Numbers):	Total Hours Worked (In Words):		
I am an authorized representative of City of Los Angeles D.O.N.E./Credit and certify that the employee(s) worked the hours indicated with services performed satisfactorily.			
Client Name and Title (Please Print):	City of Los Angeles D.O.N.E./Credit 002		
Client Signature:			

Week Ending Saturday	0	4	3	0	1	6	Assignment Completed	Yes	No
Employee name (Print):							Ritchie, Michelle		
If yes, call your office:									

Social Security Number
I certify that these hours and dates are correct and have been approved by the employee and myself. I understand that when this assignment ends, I remain available for reassignment as an employee of AppleOne and it is my responsibility to contact the Company for reassignment. Provided that, a) I have submitted my time card for all hours worked by the prescribed deadline, I agree that as an hourly employee, I will be paid for my services on the Friday of the week following the week covered by this assignment. b) I have submitted my time card for all hours worked by the prescribed deadline, I agree that as an hourly employee, I will be paid for my services on the Friday of the week following the week covered by this assignment. (2) I notify AppleOne that I have resigned and do not wish to be reassigned, or which event I will be paid within the time periods specified by applicable law of the current assignment with the client identified on this time card, that I will immediately resign from my assignment. c) I agree for a period of six (6) months after completion of my current assignment with the client identified on this time card, that I will immediately resign from my assignment. d) I agree that I am not available for reassignment or as an employee of any other temporary or outsourcing service. I CONFIRM I WAS ALLOWED TO TAKE MEAL/REST BREAKS IN ACCORDANCE TO STATE LAWS. e) I have read and understand the terms and conditions of the EMPLOYEE AGREEMENT IN CONTACT (800) 270-9120 (IMMEDIATELY TO REPORT VIOLATION).											
Employee Signature	Date										
Dept. / Cost Center	Project				Supervisor's Phone #						
Supervisor's Name	Box2				Box4						
Box1											
Box3											
Office Use Only: Total Hours:	City & State where services were performed										
City & State of Residence											

Start Time	Finish time	Less Lunch		Total Reg		Total O.T.		Total Double		Approval
		Hrs	Mins	Hrs	Mins	Hrs	Mins	Hrs	Mins	
SUN										
MCN										
TUE	17 30	19 30		2	0					
WED										
THUR										
FRI										
SAT	15 0	16 0		1	0					
Total Hours & Minutes Worked This Week 3 0 0 / 0 0 0										
Office Use Only:										
Hours & Minutes Converted to Nearest Minute										
Corporate Use Only:										

I have read and agreed to the Condition of Service as follows except where a Condition is superseded by a contractual agreement with AppleOne (COMPANY):

- CLIENT will not entrust COMPANY employees with the care, custody or control of premises, custody or control of cash, negotiables, valuables or similar property. If computer work is involved, employees are not to be informed of any confidential access codes, or be permitted unsupervised access to confidential information, unless authorized in writing by COMPANY. COMPANY shall incur the expense of a background check on any person who is not an employee of COMPANY. CLIENT understands that criminal and drug screening services are available for an additional fee and must be agreed to in writing by both CLIENT and COMPANY. CLIENT or COMPANY's employees shall not pay COMPANY employees directly or advance any funds to them.
- CLIENT shall not be responsible for the safekeeping of any personal property, including but not limited to personal vehicles, while working for CLIENT. These possessions may be worked out if a vehicle is obtained in writing from COMPANY. COMPANY shall not be held responsible for any damage to or loss of any personal property of CLIENT's while working for COMPANY. CLIENT agrees to defend, indemnify and hold harmless COMPANY from any claims for bodily injury including death, or property damage, arising out of the use or operation of CLIENT's owned, non-owned or leased vehicles, machinery or equipment by COMPANY employees.
- CLIENT agrees to comply with all laws and ordinances relating to work site health and safety, and agrees to provide employees of COMPANY a safe and healthful workplace. CLIENT agrees that it shall be responsible for providing an ongoing safety program in compliance with all laws and ordinances related to employees safety. CLIENT agrees to indemnify, defend and hold harmless COMPANY, its directors, officers, employees, representatives, agents, independent contractors, occupational safety and health act of 1970, or any similar state law with respect to workplace owned, leased or supervised by COMPANY, and to which COMPANY employees are assigned.
- CLIENT understands COMPANY's employees are assigned to CLIENT to render temporary service and, absent agreement to the contrary, are not assigned to become employed by CLIENT. CLIENT agrees to accept and defend all claims for bodily injury, death, or property damage, arising out of the use or operation of CLIENT's owned, non-owned or leased vehicles, machinery or equipment by COMPANY employees.
- CLIENT understands COMPANY's employees are assigned to CLIENT to render temporary service, the COMPANY employee has been referred to CLIENT on a temporary basis while seeking direct hire employment through COMPANY. If CLIENT requests a conversion through any company with whom CLIENT's contract is in effect, or once employment, and/or hire this person through COMPANY with COMPANY at CLIENT CLIENT agrees to pay COMPANY a conversion fee in accordance with the COMPANY's standard direct hire placement fee, stipulated at 1% per \$1,000 of the employee's annualized wage or salary, up to a maximum fee of 30%. (Example: For a \$21,000 annual salary the fee would be computed as follows: 1% x 21 (the # of \$1,000's in \$21,000) x \$21,000 = \$4,410 fee). CLIENT FULLY UNDERSTANDS THIS FEE. CLIENT understands that once hired through COMPANY, CLIENT agrees to assume all liability for any third party claim, arising after any reassignment/relocation without prior written approval of COMPANY. CLIENT agrees to assume all liability for any third party claim, arising after any reassignment/relocation without prior approval of COMPANY.
- This Agreement shall be governed by the laws of the State of California. Any legal matters concerning this Agreement, or the CLIENT's and COMPANY's rights or obligations pursuant hereto, shall be resolved by the courts of the State of California. In the event of a dispute, the prevailing party shall be entitled to recover reasonable attorney's fees in addition to any other relief to which the party may be entitled.
- CLIENT agrees to NET UPON RECEIPT, in absence of a written agreement to the contrary, and understands that unpaid accounts will be considered in default after thirty (30) days after the invoice due date. Thereafter, a default charge will be imposed at 1.5% per month on any unpaid balance (APR of 19.5%). CLIENT agrees to pay default charge and attorney's fees for cost or collection.

**Department of Neighborhood Empowerment
Funding Request Form**



NC NAME: Porter Ranch
 Budget Fiscal Year: 2016 – 2017
 Request Date: 9/14/16
 Meeting Date: 9/14/16
 Agenda Item: 13

Requestor: Andrew Krowne
 Vendor: AppleOne Employment Services
 Address: PO Box 29048
 City: Glendale State: CA
 Zip Code: 91209-9048 Phone: 818-240-8688
 Amount:\$ \$254.10
 # of payments 1

- 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 \$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

These are four invoices from AppleOne for Notes Taker:
 June 2016 Invoice S3629727 for \$115.50; & July 2016 Invoice S3689833 for \$138.60 (for FY 2016-2017)

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
Balen, David	Signator						
Derohanian, Cheri	At-Large						
Gorman-Chang, Susan	Vice President						
Kim, Alex	At-Large						
Khanlian, Gabriel	Secretary						
Krowne, Andrew	Treasurer						
Leveque, Becky	At-Large						
Milbauer, Jennifer	Open-At-Large						
Mitchell, Mel	At-Large						
Najm, Issam	President						
NC Quorum: <u>6</u>	Grand Total (including page 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:		Signer's Signature:	
Print/Type name:	Andrew, Krowne	Print/Type name:	David Balen
Date (mm/dd/yy):		Date (mm/dd/yy):	
Department Use Only	<input type="checkbox"/> Contract <input type="checkbox"/> CIP <input type="checkbox"/> Advanced Payment <input type="checkbox"/> Approved <input type="checkbox"/> >\$2,500 <input type="checkbox"/> NPG <input type="checkbox"/> Sponsored Event <input type="checkbox"/> Denied	Staff Initials: <input type="text"/> 1st Level: <input type="text"/>	Authorization Code: <input type="text"/> 2nd Level: <input type="text"/>

Revised 05/25/16

NC NAME: Porter Ranch



AppleOne

AppleOne Employment Services
P.O. Box 29048
Glendale CA 91209-9048
Tel: 818-240-8688
Email: specialbillingvms@ain1.com
TIN: 95-2580864

CITY OF LOS ANGELES

Attn: Attn: Accounts Payable
PORTER RANCH NC
200 N. Main Street, Room 2005
LOS ANGELES, CA 90012

Invoice

Customer No: 00950101
Site No: 0071
Period Ending: 06/11/2016
Invoice Date: 06/15/2016
Invoice No: S3629727
Amount Due: \$115.50
Payment Term: NET 45 DAYS

Name	Weekend	Inv Date	Ref Inv No	Reg Hr	Reg Rate	OT Hr	OT Rate	DT Hr	DT Rate	Misc Hr	Misc Rate	ACA Hr	ACA Rate	Tax	Amount	State	Office
RITCHIE, MICHELLE	06/11/2016	06/15/2016	01-4098795	5.00	\$23.10	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	\$0.00	\$115.50	CA	1002
Sub Total For:				5.00		0.00		0.00		0.00		0.00		\$0.00	\$115.50		
Grand Total Invoice Amount				5.00		0.00		0.00		0.00		0.00		\$0.00	\$115.50		

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

You can now pay electronically through



Visit www.ApplePay.com or Call (866)898-7152 for details

Web TimeCard

Imaged on 6/14/2016

Client Name: City of Los Angeles D.O.N.E./Credit PORTER RANCH (009501010071)

Employee Name: Ritchie, Michelle

Serial Number: XT90986616 Week Ending: 6/11/2016

Day	Date	IN	OUT	Lunch	Total	Reg	Over	Double
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Wed	6/8/2016	5:30 PM	10:30 PM	0:00	5:00	5:00	0:00	0:00
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SubTotals 05:00 05:00 00:00 00:00

Submitted By: Michelle Ritchie|394918 on 6/10/2016
 Preapproved By: <not available> on <not available>
 Approved By: Eric Nam|148273 on 6/10/2016
 Processed By: ajmartinez on 6/13/2016



AppleOne

AppleOne Employment Services
P.O. Box 29048
Glendale CA 91209-9048
Tel: 818-240-8688
Email: specialbillingvms@ain1.com
TIN: 95-2560864

CITY OF LOS ANGELES

Attn: Attn: Accounts Payable
PORTER RANCH NC
200 N. Main Street, Room 2005
LOS ANGELES, CA 90012

Invoice

Customer No: 00950101
Site No: 0071
Period Ending: 07/16/2016
Invoice Date: 07/20/2016
Invoice No: S3689833
Amount Due: \$138.60
Payment Term: NET 40 DAYS

Name	Weekend	Inv Date	Ref Inv No	Reg Hr	Reg Rate	OT Hr	OT Rate	DT Hr	DT Rate	Misc Hr	Misc Rate	ACA Hr	ACA Rate	Tax	Amount	State	Office
RITCHIE, MICHELLE	07/16/2016	07/20/2016	01-4134050	6.00	\$23.10	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	\$0.00	\$138.60	CA	1002
Sub Total For:				6.00		0.00		0.00		0.00		0.00		\$0.00	\$138.60		
Grand Total Invoice Amount				6.00		0.00		0.00		0.00		0.00		\$0.00	\$138.60		

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

You can now pay electronically through



Visit www.ApplePay.com or Call (866)898-7152 for details

Web TimeCard

Imaged on 7/20/2016

Client Name: City of Los Angeles D.O.N.E./Credit PORTER RANCH (009501010071)

Employee Name: Ritchie, Michelle

Serial Number: XU34442016

Week Ending: 7/16/2016

Day	Date	IN	OUT	Lunch	Total	Reg	Over	Double
-----	------	----	-----	-------	-------	-----	------	--------

Wed	7/13/2016	5:30 PM	11:30 PM	0:00	6:00	6:00	0:00	0:00
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SubTotals 06:00 06:00 00:00 00:00

Submitted By: Michelle Ritchie|394918 on 7/18/2016

Preapproved By: <not available> on <not available>

Approved By: Eric Nam|148273 on 7/19/2016

Processed By: ajmartinez on 7/19/2016

Department of Neighborhood Empowerment Funding Request Form



NC NAME: Porter Ranch
 Budget Fiscal Year: 2016-2017
 Request Date: 8/31/16
 Meeting Date: 9/14/16

Requestor: Andrew Krowne
 Vendor: United States Postal Service
 Address: 19300 Rinaldi Street
 City: Porter Ranch State: CA
 Zip Code: 91326 Phone: n/a
 Amount:\$ \$368.00
 # of payments 1

- Agenda Item: 12
- 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 \$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

This is for the Neighborhood Council's PO Box cost through June 2017.

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
Balen, David	Signator						
Derohanian, Cheri	At-Large						
Gorman-Chang, Susan	Vice President						
Kim, Alex	At-Large						
Khanlian, Gabriel	Secretary						
Krowne, Andrew	Treasurer						
Leveque, Becky	At-Large						
Milbauer, Jennifer	Oen At-Large						
Mitchell, Mel	At-Large						
Najm, Issam	President						
NC Quorum: <u>6</u>	Grand Total (including page 2):						

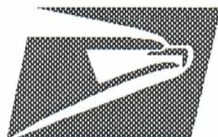
We, the Treasurer and Signer of the above indicated Council, declare that the information presented on this form is accurate and complete, and that a public meeting was held in accordance with the Brown Act, where with a quorum of Board Members present, the Council approved the above action.

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:		Signer's Signature:	
Print/Type name:	Andrew Krowne	Print/Type name:	David Balen
Date (mm/dd/yy):		Date (mm/dd/yy):	
Department Use Only	<input type="checkbox"/> Contract <input type="checkbox"/> CIP <input type="checkbox"/> Advanced Payment <input type="checkbox"/> Approved <input type="checkbox"/> >\$2,500 <input type="checkbox"/> NPG <input type="checkbox"/> Sponsored Event <input type="checkbox"/> Denied	Staff Initials: <input type="text"/> 1st Level: <input type="text"/> 2nd Level: <input type="text"/> Authorization Code: <input type="text"/>	

Revised 05/25/16

NC NAME: Porter Ranch



P.O. Box Service Fee Notice

RANCH

19300 RINALDI ST, PORTER RANCH, CA 91326

(818) 349-0331

WEBBATS BAT710B1

PORTER RANCH NEIGHBORHOOD

PO BOX 7337

PORTER RANCH, CA 91327

Date of Notice: 07/22/2016

Box # 7337

6 Months: \$174.00

12 Months: \$348.00

Due Date: 07/31/2016

Dear SEAN OROURKE:

This is a friendly reminder that your Post Office Box or Caller Service renewal fee is due. If you have already paid this fee, please disregard this notice and thank you for your continued business with the United States Postal Service. If you have not yet submitted your payment, please do so now.

New!... At your location, at least one of the following enhanced services is available: Real Mail Notification (receive email or text when new mail is in your box), Street Addressing (allows private carrier package delivery) and Signature on File (easy pickup for some signature items). There is no extra charge for these enhancements. Visit your Post Office to sign up for these services today! These services do not apply to Caller Service and Group E Box customers.

For your convenience, you can sign up at www.usps.com/poboxes and renew or manage your PO Box online. You can use your credit card to make a one-time payment or sign up for automatic payments so you never miss a due date. You can also renew your PO Box at any one of our Self-Service Kiosks located at select Post Offices nationwide. Go to <http://www.usps.com/locator/welcome.htm> and look for Self-Service Kiosks to find a location near you.

As always, payments can be made at the Post Office or mailed to the attention of the Postmaster at the address indicated above. Please make checks or money orders payable to the US Postal Service and include your PO Box number and ZIP Code. If paying by mail, a receipt will be delivered to your PO Box.

Note: Caller Service can only be paid **in person** or **by mail**. Please be sure to include this notice with your remittance. Caller Service receipts will be provided at the caller service pickup window.

If your payment is not received by the due date, access to your PO Box will be blocked and caller services will be limited. If we have not received your payment by the 10th day after the due date, your PO Box service will be terminated, incoming mail will be returned to the sender, and, in addition to any unpaid monthly PO Box fees, you will be charged a handling fee to reopen your box. To avoid this inconvenience, we encourage you to renew on time.

As a reminder, your account information must be current. If your physical address or other pertinent information has changed since you applied for your PO Box, please ask a Retail Associate at your Post Office to update the filed copy of your PS Form 1093, *Application for Post Office Box Service*.

To update your information for Caller Service, you can ask a Retail Associate to update the PS 1093-C, *Application for Caller Service*.

You are a valued customer and we appreciate your business. Thank you,

POSTMASTER, PORTER RANCH

Department of Neighborhood Empowerment Funding Request Form



NC NAME: Porter Ranch
 Budget Fiscal Year: 2016 – 2017
 Request Date: 9/14/16
 Meeting Date: 9/14/16

Requestor: Andrew Krowne
 Vendor: Moore Business Results
 Address: 19300 Rinaldi Street, #7164
 City: Northridge State: CA
 Zip Code: 91327 Phone: 818-252-9399
 Amount:\$ \$1,900.62
 # of payments 1

- 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 \$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

Two invoices for July and August services. Invoices attached.

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
Balen, David	Signator						
Derohanian, Cheri	At-Large						
Gorman-Chang, Susan	Vice President						
Kim, Alex	At-Large						
Khanlian, Gabriel	Secretary						
Krowne, Andrew	Treasurer						
Leveque, Becky	At-Large						
Milbauer, Jennifer	Open-At-Large						
Mitchell, Mel	At-Large						
Najm, Issam	President						
NC Quorum: <u>6</u>	Grand Total (including page 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:		Signer's Signature:	
Print/Type name:	Andrew, Krowne	Print/Type name:	David Balen
Date (mm/dd/yy):		Date (mm/dd/yy):	
Department Use Only	<input type="checkbox"/> Contract	<input type="checkbox"/> CIP	<input type="checkbox"/> Advanced Payment
	<input type="checkbox"/> >\$2,500	<input type="checkbox"/> NPG	<input type="checkbox"/> Sponsored Event
	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	
	Staff Initials	1st Level	Authorization Code
		2nd Level	

Revised 05/25/16

NC NAME: Porter Ranch



Invoice #2016 0803
Number

Date August 3, 2016

Mr. Issam Najm
President
Porter Ranch Neighborhood Council
P.O. Box 7337
Porter Ranch, CA 91327-7337

Please remit to:

Wendy L. Moore
Moore Business Results
19300 Rinaldi St. #7164
Northridge, CA 91327

818 252-9399
<http://www.moorebusinessresults.com/>
City of LA Tax #549794-29

Professional Fees for stakeholder communications services: website, PR, and email for July 2016.	\$729.51
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Total Amount Due:	\$729.51
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Thank you for your business. We appreciate working with you.

Please pay within 21 days of invoice date. There will be a 1.5% charge per month on late payments. Returned checks are \$25

Date	Details	Hours
7/1/2016	July 4 on calendar. Eblast.	0.50
7/9/2016	Agenda	0.25
7/11/2016	Access passwords from Sean. Meeting eblast. Facebook	0.67
7/12/2016	Article about park with pictures and PowerPoint. Archive old article. Pothole requests on Fb. Eblast with Pothole requests.	0.75
7/13/2016	Hearing on Village at Porter Ranch	1.00
7/13/2016	Board meeting with photos	0.50
7/14/2016	Update board page with new board members and photo. Note on committees page. Set up new emails and forwarding. Provide board member with email access info. Send agenda template. Update board vacancy form and send.	2.34
7/15/2016	Update the board page with info from Gabriel and Susan. Update stakeholder and board status. Draft swearing in article. Contact hostgator about billing.	1.00
7/15/2016	Update and publish board seated and vacancy article with image on slideshow.	0.25
7/15/2016	Hearing article on site and for review to Issam.	1.25
7/18/2016	Update board page with Mel photo. Confirm articles ok for site. Suggest events for site. Provide Facebook info to Issam. Review Resources page and update. Ask Hostgator about certificate and spam.	1.50
7/19/2016	Events on calendar. Update on secure server warning. FB stats.	0.75
7/19/2016	Photos of Braemore fire and rescue	1.00
7/20/2016	Schedule event notices on Facebook. Fire images on Facebook. Access info to Issam and Gabriel. Send FB invite to Issam. Remove Eric.	0.67
7/21/2016	Pay Hostgator invoice. Change Hostgator user set up. Change Constant Contact User set up. Add article on gas regulations to site and FB. Add book sale to calendar and Fb. Add July minutes. Discuss print outreach & eblast plan.	1.34
7/22/2016	Minutes on site. Update and send drafts of two print articles. Update articles on site to match. Draft eblast. Receive and make corrections to articles: print, eblast, site. Send Eblast and articles.	2.34
7/25/2016	Special meeting agenda on site and calendar, FB. CSUN risk survey on FB and site. Eblast draft and send	0.83
7/26/2016	Set up Paula email auto responder	0.34
7/27/2016	Set up remainder of old board emails with replies and test them. 2 events on calendar and Facebook. Ticket to hostgator regarding spam.	1.50
	July Communications Hours	18.78
	Fees at \$103/hour	1934.34
7/18/2016	Developer completes security updates.	0.25
7/31/2016	Developer configures spam email protection on site.	0.25
	Total July Developer Hours	0.50
	Developer Fees at \$63/hour	31.50
	Services paid, yet to be rendered from previous period	1236.33
	Fees from this period	1965.84
	Amount Now Due	729.51



Invoice #2016 0901
Number

Date September 1, 2016

Mr. Issam Najm
President
Porter Ranch Neighborhood Council
P.O. Box 7337
Porter Ranch, CA 91327-7337

Please remit to:

Wendy L. Moore
Moore Business Results
19300 Rinaldi St. #7164
Northridge, CA 91327

818 252-9399
<http://www.moorebusinessresults.com/>
City of LA Tax #549794-29

Professional Fees for stakeholder communications services: website, PR, and email 11.37 hours at \$103/hour	\$1,171.11
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Total Amount Due:	\$1,171.11
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Thank you for your business. We appreciate working with you.

Please pay within 21 days of invoice date. There will be a 1.5% charge per month on late payments. Returned checks are \$25

Date	Details	Hours
8/1/2016	Draft eblast. Update and send. Change board page.	0.50
8/3/2016	Collect invoices from Constant Contact and research One Call Now	0.34
8/4/2016	Add AQMD hearing to calendar. Update resources page. Eblast draft. Update slideshow.	0.67
8/5/2016	Update minutes. Prep next eblast. Respond to inquiry about committees.	0.50
8/6/2016	Post agenda and supporting docs. Eblast.	0.67
8/8/2016	Remove bounced and suspended emails from eblast list. Check on email address from Issam.	0.50
8/10/2016	Land use minutes. Send reminder eblast.	0.25
8/12/2016	Remove Cindy from Board Page. Article about open seats. Change slideshow links. Archive old articles.	0.50
8/15/2016	Draft article with Sue & David re: August meeting. Update vacancy article and slideshow. Remove email set up. Finalize August meeting article. Aug 18 agendas and meeting on site.	0.83
8/15/2016	Draft eblast.	0.25
8/16/2016	Send blast	0.17
8/18/2016	Twitter, email, CC inquiries	0.25
8/18/2016	Event on calendar. Remove tweets. Renew hosting.	0.25
8/18/2016	Special Meeting; plan on minutes acquisition.	0.50
8/19/2016	Set up email for Andrew & David. Update board page, article about openings, slideshow. Dec 2015 minutes. Facebook post.	1.00
8/22/2016	Update board page. Special meeting agenda and revised agenda on site. Eblast draft. AC tune up on FB. AQMD Hearing on calendar.	1.00
8/22/2016	Meeting on calendar.	0.17
8/24/2016	Correct letters page. Add minutes. Inquire about digital copies of city planning documents.	0.50
8/24/2016	Village City Planning documents on site & FB. Transportation Letter.	0.34
8/29/2016	Draft article on Aliso workshop.	1.00
8/29/2016	Email spam settings and password issues.	0.34
8/30/2016	Update article. Upload testimony to YouTube. Publish article with testimony.	0.50
8/30/2016	Email spam settings.	0.17
8/31/2016	Update about us pages. Send photo. Change meeting time.	0.17
	Total	11.37

Neighborhood Council Strategic Plan for Fiscal Year 2016-2017

Neighborhood Council Name: Porter Ranch Neighborhood Council

The BIG Vision: PRNC will focus its energy and resources on the betterment of our community and the improvement of the quality of life for our residents.

The BIG Goals: Our vision will be realized by achieving the following goals:

1. Identify and implement two significant community beautification projects
2. Partner with other NCs on a “Clean Streets” Challenge
3. Increase the community’s use of sustainable energy sources
4. Increase the number of Stakeholder reached by 1,000.
5. Survey stakeholders on the community issues that matter mostly to them

The BIG Solution: The above goals have some challenges:

1. Community beautification projects are costly. We will look for innovative approaches to leverage our money with other City funds to implement these projects.
2. Stakeholder participation is too low for significant community engagement. We need to go beyond the conventional approaches to engaging stakeholders.

The BIG Budget: Budget breakdown is currently as follows:

- | | |
|--|--|
| 1. Outreach: | \$13,316 |
| 2. Operations: | \$8,984 |
| 3. Neighborhood Purpose Grants (NPGs): | \$1,700 |
| 4. Neighborhood Improvements: | \$13,000 |
| 5. Recurring Month Expenditures: | \$97/mo. (included in operations & outreach) |
| 6. S/Election: | \$0 |

The BIG Score: We will measure our progress using the following metrix:

1. Participation in City initiatives
2. Website traffic
3. Number on email distribution list
4. Number of meeting participants

We plan to achieve the following:

1. We plan to submit 4 community impact statements this year.
2. We plan to submit 3 Requests for Action
3. We will conduct 24 general board meetings and committee meetings
4. We will increase our stakeholders by 1,000
5. We will contact our stakeholders 6 times a year about what’s going on with the NC and the City.

**Porter Ranch Neighborhood Council
Budget for Fiscal Year 2016-2017
APPROVED on**

Funds		
Total Annual Allocation	\$	37,000.00

Budget

Category			Total
100 Operations		%	
Monthly	Notes Taking	\$	2,760
Monthly	Mailbox	\$	348
Monthly	Food & Water for Meetings	\$	2,100
Oct-16	Business Cards	\$	250
Monthly	Copies for Meetings	\$	400
Oct-16	Board Retreat	\$	526
Oct-16	Past Board Commitments that were not paid	\$	2,600
		\$	-
		\$	-
		\$	-
SUB TOTAL:		24.28%	\$ 8,984
200 Outreach			
Monthly	Website (hostgator.com)	\$	144
Monthly	Constant Contact (e-Blast)	\$	576
Monthly	OneCall Now	\$	96
Monthly	Moore Business (Communications)	\$	10,500
Nov-16	Outreach Event 1	\$	1,000
Feb-17	Outreach Event 2	\$	1,000
		\$	-
		\$	-
		\$	-
		\$	-
SUB TOTAL:		35.99%	\$ 13,316
300 Community Improvement			
Nov-16	Community Improvement Project 1	\$	5,000
Feb-17	Community Improvement Project 2	\$	4,000
May-17	Community Improvement Project 3	\$	4,000
		\$	-
		\$	-
		\$	-
		\$	-
		\$	-
		\$	-
		\$	-
SUB TOTAL:		35.14%	\$ 13,000
400 Neighborhood Purpose Grants			
Nov-16	NPG 1	\$	850
Feb-17	NPG 2	\$	850
May-17	NPG 3	\$	-
		\$	-
		\$	-
		\$	-
		\$	-
		\$	-
		\$	-
		\$	-
SUB TOTAL:		4.59%	\$ 1,700
500 Elections			
		\$	-
		\$	-
		\$	-
		\$	-
		\$	-
		\$	-
		\$	-
		\$	-
		\$	-
		\$	-
		\$	-
SUB TOTAL:		0.00%	\$ -
GRAND TOTAL:		\$	37,000

Budget Narrative:

Projected Recurring Monthly Operational Expenses Vendor - Item/Service Description	Monthly Amount*
1 Mailbox	\$29.00
2 Hostgator (website)	\$12.00
3 Constant Contact (e-Blast)	\$48.00
4 OneCallNow.com	\$8.00
5	
6	
Total Monthly Operational Expenses	\$97.00

* Recurring monthly operational expenses only

200 - Outreach

Date	Description	Jul 2016	Aug 2016	Sep 2016	Oct 2016	Nov 2016	Dec 2016	Jan 2017	Feb 2017	Mar 2017	Apr 2017	May 2017	Jun 2017	Total
Monthly	Website (hostgator.com)	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	144.00
Monthly	Constant Contact (e-Blast)	48.00	48.00	48.00	48.00	48.00	48.00	48.00	48.00	48.00	48.00	48.00	48.00	576.00
Monthly	OneCall Now	8.00	8.00	8.00	8.00	8.00	8.00	8.00	8.00	8.00	8.00	8.00	8.00	96.00
Monthly	Moore Business (Communications)	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	750.00	750.00	750.00	750.00	750.00	750.00	10,500.00
Nov-16	Outreach Event 1					1,000.00								1,000.00
Feb-17	Outreach Event 2										1,000.00			1,000.00
		1,068.00	1,068.00	1,068.00	1,068.00	2,068.00	1,068.00	818.00	818.00	818.00	1,818.00	818.00	818.00	13,316.00

300 - Community Improvement Projects

Date	Project Name	Jul 2016	Aug 2016	Sep 2016	Oct 2016	Nov 2016	Dec 2016	Jan 2017	Feb 2017	Mar 2017	Apr 2017	May 2017	Jun 2017	Total
Nov-16	Community Improvement Project 1	-	-	-	-	5,000.00	-	-	-	-	-	-	-	5,000.00
Feb-17	Community Improvement Project 2	-	-	-	-	-	-	-	4,000.00	-	-	4,000.00	-	4,000.00
May-17	Community Improvement Project 3	-	-	-	-	-	-	-	-	-	-	-	-	4,000.00
		-	-	-	-	5,000.00	-	-	4,000.00	-	-	4,000.00	-	13,000.00

400 - Neighborhood Purpose Grants

Date	Applicant or Purpose Grant Name	Jul 2016	Aug 2016	Sep 2016	Oct 2016	Nov 2016	Dec 2016	Jan 2017	Feb 2017	Mar 2017	Apr 2017	May 2017	Jun 2017	Total
Nov-16	NPG 1	-	-	-	-	850.00	-	-	-	-	-	-	-	850.00
Feb-17	NPG 2	-	-	-	-	-	-	-	850.00	-	-	-	-	850.00
May-17	NPG 3	-	-	-	-	-	-	-	-	-	-	-	-	-
		-	-	-	-	850.00	-	-	850.00	-	-	-	-	1,700.00



Neighborhood Council Outreach Survey for Fiscal Year 2016-2017

Neighborhood Council Name: Porter Ranch Neighborhood Council

No changes from Fiscal Year 2015-2016 Yes, see changes below.

Name and contact for your Outreach Committee Chair: TBD

Email _____ Phone _____

Digital Tools:

Does your Council have: a website? Yes / No
If yes, please give us your website address: www.PRNC.org
if so, does it link to EmpowerLA? Yes / No

Does your Council have: a Facebook Account? Yes / No
If yes, please give us your Facebook url: www.facebook.com/PorterRanchNC
if so, do you utilize the events feature? Yes / No

Does your Council have: a Twitter Account? Yes / No
If yes, please give us your Twitter url: www.twitter.com/PorterRanchNC
Do you utilize hashtags with Twitter? Yes / No
If yes, what hashtags does your Council use for Twitter? _____

Does your Council have: a YouTube Account? Yes / No
If yes, please give us your YouTube URL: Unknown
if so, do you create Council videos? Yes / No

Does your Council have: a database of Stakeholders? Yes / No
an email newsletter campaign? Yes / No
an email newsletter service? Yes / No
if so, what company? Constant Contact

Does your Council have: a virtual phone line? Yes / No
if so, what company? Google Voice

Does your Council have: a virtual fax line? Yes / No
if so, what company? _____

Neighborhood Council Outreach Survey

Print Materials:

Does your Council have: business cards for Board Members? Yes / No
business cards with general information? Yes No
a print newsletter campaign? Yes No
a brochure? Yes No

Does your Council have: letterhead? Yes / No
templates for newsletters, brochures, flyers? Yes No
branded materials (fridge magnets, bookmarks,...) Yes No
If Yes, please list branded materials: _____

Calendar:

Does your Council use: an online Calendar? Yes No
If yes, what Calendar service do you use? _____

Does your Council use: Community Bulletin Boards? Yes No

Partners:

Does your Council maintain working relationships with other organizations? (CPAB, Homeowners and Residential Associations, Chambers of Commerce, Library, Local Parent/Teacher Associations, Cultural Organizations, Community Theatre, Churches/Synagogues, Social Services/Food Banks, Historical Associations,...) Yes No

If so, what are the organizations? _____

Media:

Does your Council have: Local Media Contacts? Yes No Press Release Templates? Yes No
a media strategy? Yes No Contacts with local print media? Yes No
Contacts with local digital media? Yes No a local media advertising strategy? Yes No

Street Presence:

Does your Council advertise: Bus Stop Shelters Yes No Bus Benches Yes No
Street Light Banners Yes No Sanitation Trucks Yes No A-Frames Yes No Yard Signs Yes No

What is your Council's most effective tool for engaging the public and keeping them informed?

e-Blasts with Constant Contact; OnCallNow; & Facebook Posting

What is your Council's greatest opportunity for improving its outreach and for reaching the public and engaging them in the Neighborhood Council's activities?

Community Events



Department of NEIGHBORHOOD EMPOWERMENT

200 N. Spring Street, 20th FL, Los Angeles, CA 90012 • (213) 978-1551 or Toll-Free 3-1-1

E-mail: NCsupport@lacity.org www.EmpowerLA.org



Neighborhood Council Self-Assessment Form for Fiscal Year 2015-2016

Neighborhood Council Name: Porter Ranch Neighborhood Council

What was the BIG Vision(s) for your Council? Unknown - We do not have access to the plans of the last Board

What were the BIG Goals for fulfilling your Vision?

1. Unknown - We do not have access to the plans of the last Board

Did your Council meet this goal? Yes No – Why? Unknown - We do not have access to the plans of the last Board

2. Unknown - We do not have access to the plans of the last Board

Did your Council meet this goal? Yes No – Why? _____

3. Unknown - We do not have access to the plans of the last Board

Did your Council meet this goal? Yes No – Why? _____

4. Unknown - We do not have access to the plans of the last Board

Did your Council meet this goal? Yes No – Why? _____

5. Unknown - We do not have access to the plans of the last Board

Did your Council meet this goal? Yes No – Why? _____

How did your BIG Budget match up to your goals?

Outreach: Budgeted:\$ Unknown Spent:\$ Unknown

Operations: Budgeted:\$ Unknown Spent:\$ Unknown

Neighborhood Purpose Grants: Budgeted:\$ Unknown Spent:\$ Unknown

Neighborhood Improvements: Budgeted:\$ Unknown Spent:\$ Unknown

Elections/Selections: Budgeted:\$ Unknown Spent:\$ Unknown

Budgeted Total:\$ 37,000 Actual Amount Spent:\$ Unknown

When did your Council do the majority of the spending?

First quarter (July – Sept):\$ Unknown Second quarter (October – December):\$ Unknown

Third quarter (January – March):\$ Unknown Fourth quarter (April – June):\$ Unknown

How did you measure your BIG Score and what were the results? Please be specific with numbers if the measurement was to increase a number, e.g. increase web traffic (from how many hits to how many?) or more people at meetings (from how many people to how many?)

Measure: Unknown - We do not have access to the plans of the last Board

Result: _____

Measure: _____

Result: _____

Measure: _____

Result: _____

Measure: _____

Result: _____

Measure: _____

Result: _____

Citywide Neighborhood Council Metrics

How many Community Impact Statements did your Council file? Unknown None. Why? _____

How many Requests for Action* (not including Community Impact Statements) from your electeds or City Departments did your Council make? Unknown None. Why? _____

*A Request for Action is when the board makes a recommendation on an issue that must be conveyed to your electeds or City Departments to take further action, e.g. Neighborhood Council position on a land use issue or other City matter.

How many general and special meetings did your Council conduct? 15 Committee meetings? Unknown

How many events did your Council collaborate with electeds and/or City Departments to conduct? _____

Please list the event and the elected and/or City Departments involved.

How many events did your Council collaborate with a community group or non-profit? Unknown Schools? _____

Please list the event and the community group, non-profit or school.

How many stakeholders did your Council have in its database (if not already listed in the Big Score above):

on July 1, 2015 3,300 and on June 30, 2016 3,880

do not have a stakeholder database

How many times did your Council communicate with its stakeholder database? 80 times every month year

Thank you for taking the time to complete this Neighborhood Council Self-Assessment Form!