### Monthly Expenditure Report

**Reporting Month:** August 2019  
**Budget Fiscal Year:** 2019-2020  
**NC Name:** Porter Ranch Neighborhood Council

#### Monthly Cash Reconciliation

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Beginning Balance</strong></td>
<td>$42858.61</td>
</tr>
<tr>
<td><strong>Total Spent</strong></td>
<td>$4423.05</td>
</tr>
<tr>
<td><strong>Remaining Balance</strong></td>
<td>$38435.56</td>
</tr>
<tr>
<td><strong>Outstanding</strong></td>
<td>$431.93</td>
</tr>
<tr>
<td><strong>Commitments</strong></td>
<td>$250.00</td>
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<tr>
<td><strong>Net Available</strong></td>
<td>$37753.63</td>
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</tbody>
</table>

#### Monthly Cash Flow Analysis

<table>
<thead>
<tr>
<th>Budget Category</th>
<th>Adopted Budget</th>
<th>Total Spent this Month</th>
<th>Unspent Budget Balance</th>
<th>Outstanding</th>
<th>Net Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office</td>
<td>$30500.00</td>
<td>$723.05</td>
<td>$26730.95</td>
<td>$106.93</td>
<td>$26299.02</td>
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<tr>
<td>Outreach</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$325.00</td>
<td>$325.00</td>
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<tr>
<td>Elections</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
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<tr>
<td>Community Improvement Project</td>
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<td>$5800.00</td>
<td>$0.00</td>
<td>$5800.00</td>
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<tr>
<td>Neighborhood Purpose Grants</td>
<td>$2500.00</td>
<td>$500.00</td>
<td>$2000.00</td>
<td>$0.00</td>
<td>$2000.00</td>
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</tbody>
</table>

- Funding Requests Under Review: $0.00
- Encumbrances: $250.00
- Previous Expenditures: $3046.00

#### Expenditures

<table>
<thead>
<tr>
<th>#</th>
<th>Vendor</th>
<th>Date</th>
<th>Description</th>
<th>Budget Category</th>
<th>Sub-category</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>FEDEX OFFIC19000019018</td>
<td>08/13/2019</td>
<td>(Credit card transaction)</td>
<td>General Operations Expenditure</td>
<td>Office</td>
<td>$79.16</td>
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<tr>
<td>2</td>
<td>FURNSAJ BAKERY &amp; RESTA</td>
<td>08/15/2019</td>
<td>(Credit card transaction)</td>
<td>General Operations Expenditure</td>
<td>Office</td>
<td>$271.72</td>
</tr>
<tr>
<td>3</td>
<td>Your Way Tree Service</td>
<td>08/01/2019</td>
<td>Motion to reaffirm payment up to $3200 for dead wo...</td>
<td>Community Improvement Project</td>
<td></td>
<td>$3200.00</td>
</tr>
<tr>
<td>4</td>
<td>APPLEONE EMPLOYMENT SERVICES</td>
<td>08/15/2019</td>
<td>Motion to approve administrative packet for FY 201...</td>
<td>General Operations Expenditure</td>
<td>Office</td>
<td>$69.30</td>
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<tr>
<td>5</td>
<td>WENDY L. MOORE / MOORE BUSINESS RESULTS</td>
<td>08/15/2019</td>
<td>Motion to Approve Administrative Packet for FY 201...</td>
<td>General Operations Expenditure</td>
<td>Office</td>
<td>$67.85</td>
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<tr>
<td>6</td>
<td>Issam Najm</td>
<td>08/15/2019</td>
<td>Motion to approve BMR to Issam Najm for $235....</td>
<td>General Operations Expenditure</td>
<td>Office</td>
<td>$235.02</td>
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<tr>
<td>7</td>
<td>Parents, Teachers/Educators &amp; Students in Action</td>
<td>08/16/2019</td>
<td>Motion to approve $500 for NPG to Parents, Ed...</td>
<td>Neighborhood Purpose Grants</td>
<td></td>
<td>$500.00</td>
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**Subtotal:** $4423.05

#### Outstanding Expenditures

- Reporting Month: August 2019
- NC Name: Porter Ranch Neighborhood Council
- Budget Fiscal Year: 2019-2020
<table>
<thead>
<tr>
<th>#</th>
<th>Vendor</th>
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<th>Description</th>
<th>Budget Category</th>
<th>Sub-category</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Brandii Grace</td>
<td>07/16/2019</td>
<td>Motion to approve BMR to Brandii Grace in the amount of $106.93</td>
<td>General Operations Expenditure</td>
<td>Office</td>
<td>$106.93</td>
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<tr>
<td>2</td>
<td>Mark Hovater</td>
<td>08/28/2019</td>
<td>Motion to re-affirm expenditure up to $650.00 for Brandii Grace in the amount of $325.00</td>
<td>General Operations Expenditure</td>
<td>Outreach</td>
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<td></td>
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<td></td>
<td>Subtotal: Outstanding</td>
<td></td>
<td></td>
<td>$431.93</td>
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FedEx Office is your destination for printing and shipping.

3000 Tampa Ave
Northridge, CA 91324-3523
Tel: (818) 701-0362

8/13/2019  2:33:52 PM PST
Team Member: Shreya S.
Customer: Issam Najm

SALE

<table>
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<tr>
<th>Item Description</th>
<th>Qty</th>
<th>Price</th>
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<tbody>
<tr>
<td>BW 2S on 20# Wht</td>
<td>11</td>
<td>34.21</td>
</tr>
<tr>
<td>002456 Reg. Price</td>
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<td>0.32</td>
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<tr>
<td>Machine Stapling</td>
<td>11</td>
<td>0.0300</td>
</tr>
<tr>
<td>000078 Reg. Price</td>
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<td>0.03</td>
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</table>

Price per piece: 3.11
Regular Total: 39.05

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<tr>
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<td>0.0300</td>
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<tr>
<td>000078 Reg. Price</td>
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<td>0.03</td>
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</table>

Price per piece: 0.51
Regular Total: 15.30
Discounts: 0.00

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Qty</th>
<th>Price</th>
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</thead>
<tbody>
<tr>
<td>BW 1S on 20# Wht</td>
<td>2</td>
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<tr>
<td>002419 Reg. Price</td>
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<tr>
<td>BW 2S on 20# Wht</td>
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<td>0.2800</td>
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<tr>
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<tr>
<td>Machine Stapling</td>
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<td>0.0300</td>
</tr>
<tr>
<td>000078 Reg. Price</td>
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<td>0.03</td>
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</table>

Price per piece: 22.78
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<tbody>
<tr>
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<td>11.39</td>
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<tr>
<td>Regular Total</td>
<td>25.98</td>
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<tr>
<td>Discounts</td>
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</table>

<table>
<thead>
<tr>
<th>Description</th>
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<tbody>
<tr>
<td>Sub-Total</td>
<td>72.29</td>
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<tr>
<td>Tax</td>
<td>6.87</td>
</tr>
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<td>Deposit</td>
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<td>Total</td>
<td>79.16</td>
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*************** PURCHASE ***************
APPROVED

Total: $79.16

Card Type: MASTERCARD
Card Entry: CHIP
Act #: *************631B
Approval Code: 055436
PIN Verified

*************** EMV PURCHASE ***************

Card Type: MASTERCARD
Issuer

Account: A0000000041010
Exp: 0000048000
Year: 0110A040002A000000000000000000000F
FurnSaj Bakery
11464 BALBOA BLVD
Tujunga, CA 91042
13001 0000
6.5

<table>
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<th>Description</th>
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<tbody>
<tr>
<td>Latte Ice</td>
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<tr>
<td>Cheese Melt (Oven Baked)</td>
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<tr>
<td>Fatline Bagine (Oven Baked)</td>
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<td>Spinach Pie (Oven Baked)</td>
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<tr>
<td></td>
<td>$19.95</td>
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</table>

Subtotal: $215.29
Tax: $20.99
Total: $236.28
Tip: $35.44

Credit Card Auth: $271.72
MasterCard Card: 61212
16 May 2019 21:34 GMT
**Your Way Tree Service, Inc.**

**Invoice**

**Bill To:** Porter Ranch Neighborhood Council  
jasonhector@prnc.org  
Northern Section of Limekiln CanyonPark

**Invoice No:** 1001174  
**Date:** 07/09/2019  
**Terms:** Due Upon Completion  
**Due Date:** 07/09/2019

<table>
<thead>
<tr>
<th>Description</th>
<th>Quantity</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location 1.) Southern section of limekiln Canyon Park</td>
<td>1</td>
<td>$0.00</td>
</tr>
<tr>
<td>Location 2.) Hillside of Wilbur Tampa Park</td>
<td>1</td>
<td>$3,200.00</td>
</tr>
<tr>
<td>- Removal of dead trees and brush</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- 1 Crew for one day @ $3,200.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Mulching on site</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Parts Subtotal** $3,200.00

**Payment Details**

An advance payment of $0.00 is due by 07/09/2019.

**Subtotal** $3,200.00  
**Total** $3,200.00  
**Paid** $0.00  
**Balance Due** $3,200.00

**Deposit due 07/09/2019**

**Comments**

We thank you for your Business.
Terms and Conditions

Terms: Balance due on completion of job. A charge of one and one-half percent per month will be applied to past accounts (18% per annum). If action be instituted to enforce any provision of this agreement, the customer agrees to pay any collection cost, court costs, and reasonable attorney fees. WE CANNOT BE HELD LIABLE FOR SUBTERRANEAN PIPES AND LINES ON STUMP REMOVAL UNLESS PREARRANGED IN WRITING. We require a 48 hour notice if you are going to cancel this contract. Payments made with American Express Credit Card will be charged an additional fee.

Contractors are required by law to be licensed and regulated by the Contractor’s State License Board which has jurisdiction to investigate complaints against contractors if a complaint regarding a patent act or omission is filed with four years of the date of the alleged violation. A complaint regarding a patent act or omission pertaining to structural defects must be filed within 10 years of the date of the alleged violation. Any questions concerning a contractor may be referred to the Registrar Contractor’s State License Board. P.O. Box 25000, Sacramento, CA 95020.

_________________________________________  ______________________________
Your Way Tree Service, Inc.                                      Client’s signature
July 15, 2019

Your Way Tree Service
Attention: Jesse Montoya
P.O. Box 570932
Tarzana, CA 91357

Dear Jesse Montoya:

RIGHT OF ENTRY PERMIT TO PERFORM TREE RELATED WORK AT LIMEKILN CANYON PARK AND WILBUR TAMPA PARK - EXTENSION

The City of Los Angeles, Department of Recreation and Parks (hereinafter referred to as DEPARTMENT) hereby issues to Your Way Tree Service (hereinafter referred to as PERMITTEE) a revocable Right-of-Entry, PERMIT, to perform tree trimming, removal of dead wood, hauling of tree debris, mulching, weed whacking, and removal of brush at Limekiln Canyon Park, and Wilbur Tampa Park.

Approval of this Right-of-Entry, PERMIT, is contingent upon for the execution of this PERMIT, as provided in Condition No. 13, and the submission of proof of insurance information, as noted in Condition No. 4. This PERMIT will not become effective until all of the above conditions are met, and the executed PERMIT and insurance forms are returned to the DEPARTMENT representative designated in Condition No. 12.

This revocable Right-of-Entry permit is issued subject to the following conditions:

1. PERMIT AREA DEFINED

   The area to be covered under this PERMIT is within Limekiln Canyon Park, and Wilbur Tampa Park. Please view attached aerial maps (Attachment A and Attachment B). (PERMIT AREA).

2. PERMISSION GRANTED

   Permission is granted for Your Way Tree Service to enter the PERMIT AREA in Limekiln Canyon Park and Wilbur Tampa Park (Attachment A and Attachment B) to perform tree trimming, dead wood removal, hauling of debris, mulching, weed whacking, and brush removal.
DEPARTMENT shall be notified of any proposed changes to the plans and shall be provided an opportunity to review and approve any changes prior to the start of related work. Any such proposed modifications shall be forwarded, in writing, to the addressee listed in Condition No. 12.

3. TERM

This PERMIT shall become effective upon receipt by the DEPARTMENT of an executed copy of the PERMIT as required in Condition No.13, and proof of insurance as required in Condition No. 4. This permit shall be effective July 18, 2019 through August 18, 2019. Should additional time be required to complete the specified work PERMITTEE shall submit a written request to the addressee listed in Condition No. 12.

4. INSURANCE

PERMITTEE, at its own cost and expense, and in the name of PERMITTEE, shall, prior to any possession or other use of the PERMIT AREA, obtain insurance and furnish CITY with evidence of such insurance from insurers in a form acceptable to City Risk Management. PERMITTEE shall ensure that all contractors and subcontractors are in compliance with this Condition No. 4; CA No. 2022280.

5. INDEMNIFICATION

Except for the active negligence or willful misconduct of CITY, PERMITTEE undertakes and agrees to defend, indemnify and hold harmless CITY and any and all of CITY'S Boards, Officers, Agents, Employees, Assigns, and Successors in Interest from and against all suits and causes of action, claims, losses, demands and expenses, including, but not limited to, attorney's fees and cost of litigation, damage or liability of any nature whatsoever, for death or injury to any person, including PERMITTEE'S employees and agents, or damage or destruction of any property of either party hereto or of third parties, arising in any manner by reason of, or incidental to, the performance of this permit on the part of PERMITTEE and/or their contractor or sub-contractor of any tier.

6. DEPARTMENT AUTHORITY

PERMITTEE shall at all times abide by the rules and regulations heretofore adopted or that may hereafter be adopted by DEPARTMENT and shall cooperate fully with DEPARTMENT employees in the performance of their duties.

7. LIABILITY

By issuing this PERMIT, the DEPARTMENT nor any of its agents acting in its behalf, accept any liability, express or implied, for the equipment, material, or property, nor damage thereof, belonging to the contractor, Your Way Tree Service, or any of their subcontractors. Further, the issuance of this PERMIT shall not be construed as a promise, commitment, agreement, or contract made by the DEPARTMENT, nor any of its agents acting on its behalf, to purchase, lease, or otherwise obtain any material or service from the contractor or any subcontractors working in conjunction with
Your Way Tree Service - Extension
July 15, 2019
Page 3

Your Way Tree Service for the term of this PERMIT, or in future projects conducted by and for the DEPARTMENT.

8. DEPARTMENT COORDINATION

Mr. Leon Boroditsky or his designee is specifically designated as the DEPARTMENT's representative for this project and is empowered by the DEPARTMENT to conduct inspections of the PERMIT AREA, evaluate progress, and inform the DEPARTMENT fully as to the PERMITTEE'S maintenance of the facility. Mr. Leon Boroditsky, may be contacted, at (213) 485-4826.

PERMITTEE or its contractor shall contact Mr. Leon Boroditsky at least five (5) working days prior to the initiation of work at the PERMIT AREA and inform him of the starting date and time of said work.

9. RIGHT OF INSPECTION

Authorized representatives, agents, and employees of the DEPARTMENT and City of Los Angeles shall have the right to enter the PERMIT AREA at any time in case of emergency, and upon reasonable notice for purposes of property inspection.

10. MAINTENANCE OF PROPERTY

PERMITTEE and its contractor(s) or subcontractor(s) shall maintain the PERMIT AREA in an orderly condition during the term of the PERMIT. PERMITTEE hereby guarantees that no park improvements or other natural features will be disturbed due to the permitted access. PERMITTEE will also take whatever measures are necessary to ensure the safety of the Park and its patrons during the term of this PERMIT, including the posting of signs and the placing of barricades to cordon off equipment and the PERMIT AREA if necessary.

Prior to the performance of any work, PERMITTEE or its contractor(s) or subcontractor(s) shall notify DEPARTMENT of such work. Notification shall be made to the DEPARTMENT representative designated in Condition No. 7.

11. RESTORATION AND FINAL INSPECTION

PERMITTEE shall restore all recreation and/or park related improvements that are damaged, moved or altered as a result of the permitted work, to their original condition in accordance with plans approved by DEPARTMENT. Said restoration shall take place immediately upon the conclusion of said work and shall be performed to the satisfaction of the DEPARTMENT. Upon completion of the permitted work, PERMITTEE shall contact Mr. Leon Boroditsky to arrange a final DEPARTMENT inspection of the completed project.

12. REVOCATION OF PERMIT

The DEPARTMENT may revoke this PERMIT if PERMITTEE does not comply with the Conditions contained herein. Upon receipt of the written notice of revocation,
PERMITTEE shall return the property to its original condition and discontinue occupancy.

13. PERMIT NOTIFICATIONS

Should PERMITTEE desire modifications or time extensions of the PERMIT, or additional work to be performed, etc., requests for said modifications and/or additions shall be submitted, in writing, to:

Los Angeles City Department of Recreation and Parks
Attention: Cathie Santo Domingo, Acting Assistant General Manager
Planning, Maintenance and Construction Branch
221 N Figueroa Street, 4th Floor
Los Angeles, California 90012
Telephone: (213) 202-2668

14. ACCEPTANCE

To indicate acceptance of this PERMIT and all Conditions contained herein, please sign this original letter on the signature block below, retain a copy for your files, and return the original to the addressee listed in Condition No. 12.

Sincerely,

MICHAEL A. SHULL
General Manager

CATHIE M. SANTO DOMINGO, P. E.
Acting Assistant General Manager
Planning, Construction, & Maintenance Branch

CSD:jl

Attachments

cc: Javier Solis, Superintendent of Maintenance Operations
Therman Calloway, Jr., Principal Grounds Maintenance Supervisor II
Jorge De Loera, Senior Park Maintenance Supervisor
Mario Ballin, Park Maintenance Supervisor
Your Way Tree Service - Extension
July 15, 2019
Page 5

SIGNATURE EXECUTION

RIGHT OF ENTRY PERMIT TO PERFORM TREE RELATED WORK AT LIMEKILN CANYON PARK AND WILBUR TAMPA PARK. (EXTENSION)

Your Way Tree Service hereby accepts this Right of Entry Permit and all conditions therein.

Permittee Signature

Jesse Montoya
Permittee Name (print)

Date
7-22-2019

Title
President
Office of the City Clerk
Administrative Services Division
Neighborhood Council (NC) Funding Program
Board Action Certification Form

NC Name: Porter Ranch Neighborhood Council
Meeting Date: 07/10/2019
Budget Fiscal Year: 2019-20
Agenda Item No: 11(g)

Board Motion and/or Public Benefit Statement (CIP and NPG):
Motion to reaffirm payment up to $3200 for dead wood / tree and brush removal in Wilbur Tampa and Limekiln Canyon Park

Method of Payment: [Select One] □ Check □ Credit Card □ Board Member Reimbursement

Vote Count
Recused Boardmembers must leave the room prior to any discussion and may not return to the room until after the vote is complete.

<table>
<thead>
<tr>
<th>Board Member First and Last Name</th>
<th>Board Position</th>
<th>Yes</th>
<th>No</th>
<th>Abstain</th>
<th>Absent</th>
<th>Ineligible</th>
<th>Recused</th>
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<tr>
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<td>HASSAN MEMARIAN</td>
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<tr>
<td>DAVID BALEN</td>
<td>Vice President</td>
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<tr>
<td>JASON HECTOR</td>
<td>Treasurer</td>
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<td>MIHRAN KALAYDJIAN</td>
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<tr>
<td>GABRIEL KHANLIAN</td>
<td>Secretary</td>
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<tr>
<td>ISSAM NAJM</td>
<td>President</td>
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Quorum: 6
Total: 7 1 3

We, the Treasurer and the Second Signer of the above named Neighborhood Council, declare that the information presented on this form is accurate and complete, and that a public meeting was held in accordance with all laws, policies, and procedures. The above was approved by the Neighborhood Council Board at a Brown Act compliant public meeting where a quorum of the Board was present.

Treasurer's Signature: Jason Hector
Print/Type Name: Jason Hector
Date: 07/10/2019

Second Signer's Signature: Gabriel Khanlian
Print/Type Name: Gabriel Khanlian
Date: 07/10/2019
<table>
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<tr>
<th>Contract #</th>
<th>Requestor</th>
<th>Location</th>
<th>Name</th>
<th>Weekday</th>
<th>Invoice Date</th>
<th>Reg Hrs</th>
<th>Reg Rate</th>
<th>OT Hrs</th>
<th>OT Rate</th>
<th>Misc Hrs</th>
<th>Misc Rate</th>
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<td>C-1329556</td>
<td>Khanlin, Gabriel</td>
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<td>Pollock, Frances</td>
<td>07/13/2019 07/17/2019</td>
<td>3.00</td>
<td>$23.10</td>
<td>0.00</td>
<td>$0.00</td>
<td>0.00</td>
<td>$0.00</td>
<td>$69.30</td>
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**Sub Total For:**

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</table>

**Grand Total Invoice Amount**

|                   |                   |                   |                   |         |             | 3.00   | 0.00    | 0.00   | $69.30  |          |          |        |

**Amount Due:** $69.30

**Payment**

NET 30 DAYS
Office of the City Clerk  
Administrative Services Division  
Neighborhood Council (NC) Funding Program  
Board Action Certification Form  

NC Name: Porter Ranch Neighborhood Council  
Meeting Date: June 12, 2019  
Budget Fiscal Year: 2018-19  
Agenda Item No: 20  

Board Motion and/or Public Benefit Statement (CIP and NPFG):  
Motion to authorize the PRNC to complete, organize, and submit the Administrative Packet for FY 2019-2020 per city clerk's requirements.

Method of Payment: (Select One)  
☐ Check  
☐ Credit Card  
☐ Board Member Reimbursement

<table>
<thead>
<tr>
<th>Board Member First and Last Name</th>
<th>Board Position</th>
<th>Yes</th>
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</tbody>
</table>

Vote Count

Quorum: 6  
Total: 11

We, the Treasurer and the Second Signer of the above named Neighborhood Council, declare that the information presented on this form is accurate and complete, and that a public meeting was held in accordance with all laws, policies, and procedures. The above was approved by the Neighborhood Council Board, at a Brown Act compliant public meeting where a quorum of the Board was present.

Treasurer's Signature: [Signature]  
Second Signer's Signature: [Signature]

Print/Type Name: Jason Hector  
Print/Type Name: David Balen

Date: 6/12/19  
Date: 6/12/19
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. #7524  
Northridge, CA 91327

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

<table>
<thead>
<tr>
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<th>Details</th>
<th>Hours</th>
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<tr>
<td>7/18/2019</td>
<td>News article and link.</td>
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<tr>
<td>8/1/2019</td>
<td>Candidate video on home.</td>
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<tr>
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</tbody>
</table>
Office of the City Clerk  
Administrative Services Division  
Neighborhood Council (NC) Funding Program  
Board Action Certification Form  

**NC Name:** Porter Ranch Neighborhood Council  
**Meeting Date:** June 12, 2019  
**Budget Fiscal Year:** 2018-19  
**Agenda Item No:** 20  

**Motion:**  
Motion to authorize the PRNC to complete, approve, and submit the Administrative Packet for FY 2019-2020 per City Clerk's requirements.

<table>
<thead>
<tr>
<th>Board Member First and Last Name</th>
<th>Board Position</th>
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<th>No</th>
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</table>

**Vote Count:**  
Recused Boardmembers must leave the room prior to any discussion and may not return to the room until after the vote is complete.

- [ ] Yes  
- [ ] No  
- [ ] Abstain  
- [ ] Absent  
- [ ] Ineligible  
- [ ] Recused

| Quorum: | 6 | Total: | 11 |

We, the Treasurer and the Second Signer of the above named Neighborhood Council, declare that the information presented on this form is accurate and complete, and that a public meeting was held in accordance with all laws, policies, and procedures. The above was approved by the Neighborhood Council Board, at a Brown Act compliant public meeting where a quorum of the Board was present.

**Treasurer's Signature:**  
**Print/Type Name:** Jason Hector  
**Date:** 6/12/19

**Second Signer's Signature:**  
**Print/Type Name:** David Balen  
**Date:** 6/12/19
Motion for Board Consideration

PRNC Board Meeting
August 14, 2019

Motion: Motion to approve a Board Member Reimbursement to Issam Najm in the amount of $235.02 for Purchases Made for the Legislative Oversight Hearing on August 6, 2019

Proposed by: Issam Najm

Description: At the July Board meeting, the PRNC approved up to $500 in expenditures for hosting the Legislative Oversight Hearing on August 6, 2019. Unfortunately, COSTCO does not take MasterCard, which is the type of Bank Card the City provides the NCs. Board member Issam Najm paid for the supplies with his personal Visa Card, which also included ice for the refreshments on the morning of the event. The total cost was $235.02.

Benefits to PR: The hearing was very well attended by the community, and everyone very much appreciated the refreshments provided by the PRNC.

Is this a Time-Sensitive Motion (Yes/No)? Yes

If the answer is "Yes", please explain: Board members should be reimbursed for Board expenses on their personal credit cards as soon as possible.
19781 Rinaldi St.
(818) 832-5955
Your cashier was Narco T

Ralphs

19781 Rinaldi St.
(818) 832-5955
Your cashier was Narco T

ARROWHEAD ICE 4.49 B
ARROWHEAD ICE 4.49 B
ARROWHEAD ICE 4.49 B
ARROWHEAD ICE 4.49 B
5 @ 3.99
SUPER ICE 19.95 B
4 @ 0.99
SC Ice 10lb 2/$6 3.96 B
RALPHS rewards CUSTOMER ******0642
TAX 3.23
**** BALANCE 37.18
Northridge CA 91326
Visa Credit Purchase
***********0523 - C
REF#: 006026 TOTAL: 37.18
AID: A0000000031010
TC: D02CB369F905FE6
VISA 37.18
CHANGE 0.00
TOTAL NUMBER OF ITEMS SOLD = 9
RALPHS rewards SAVINGS $ 3.
TOTAL COUPONS $ 3.96
08/06/19 07:31am 127 6 6 351
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
Enter the information below:
Date: 08/06/19
Time: 07:31am
Entry ID: 703-154-6-127-6-12
Limit one 50 fuel pt bonus per 7 days. No purchase necessary to enter
sweepstakes. See website for official sweepstakes rules.

Costco Wholesale

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

6R Member 322626655000

************Bottom of Basket************
E 931484 KS WATER GAL 4.99
E 9900000000 CA REDEMP VA 0.60
E 931484 KS WATER GAL 4.99
E 9900000000 CA REDEMP VA 0.60
E 1011666 ARROWHEAD ** 5.59
E 6900000000 CA REDEMP VA 2.00

************BOB Count 3 **************
128163 DIXIE 6 7/8" 13.59 A
734392 *KS NAPKINS* 8.99 A
740338 *99 OZ CUP* 11.79 A
E 1011666 ARROWHEAD ** 5.59
E 6900000000 CA REDEMP VA 2.00
4 @ 7.99
E 37220 CHOC CHUNK 31.96
9 @ 7.99
E 37220 CHOC CHUNK 71.91
3 @ 9.99
E 334633 LAGNERS DJ 29.97

SUBTOTAL 194.57
TAX 3.27

**** TOTAL 197.84
CHIP Read
AID: A0000000031010
Seq# 11398 App#: 005351
Visa Resp: APPROVED
Tran ID#: 921700011398....
Merchant ID: 990437

APPROVED - Purchase
AMOUNT: $197.84
08/05/2019 16:59 437 11 244 94

Visa 197.84
CHANGE 0.00

A 9.5% Tax 3.27
TOTAL TAX 3.27
TOTAL NUMBER OF ITEMS SOLD = 23

Thank You!

Total BOB Item Count = 3
Office of the City Clerk  
Administrative Services Division  
Neighborhood Council (NC) Funding Program  
Board Action Certification Form  
NC Name: Porter Ranch Neighborhood Council  
Meeting Date: August 14, 2019  
Budget Fiscal Year: 2019-20  
Agenda item No: 15 C  

Board Motion and/or Public Benefit Statement (CIP and NPG):  
Motion to approve a BMR to Issam Najm for $235.02 for supplies for the Legislative Hearing.

Method of Payment: (Select One)  
☐ Check  
☐ Credit Card  
☐ Board Member Reimbursement

Recused Boardmembers must leave the room prior to any discussion and may not return to the room until after the vote is complete.

<table>
<thead>
<tr>
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<tr>
<td>DAVID BALEN</td>
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Quorum: 6  
Total: 8

We, the Treasurer and the Second Signer of the above named Neighborhood Council, declare that the information presented on this form is accurate and complete, and that the public hearing was held in accordance with all laws, policies, and procedures. The above was approved by the Neighborhood Council Board, at a Brown Act compliant public meeting where a quorum of the Board was present.

Treasurer's Signature:  
Print/Type Name: Jason Hector  
Date: 8/14/19

Second Signer's Signature:  
Print/Type Name: David Balen  
Date: 8/14/2019
Office of the City Clerk  
Administrative Services Division  
Neighborhood Council (NC) Funding Program  
Board Action Certification Form  
NC Name: Porter Ranch Neighborhood Council  
Meeting Date: 07/10/2019  
Budget Fiscal Year: 2019-20  
Board Motion and/or Public Benefit Statement (CIP and NPG): Motion for the PRNC to host a joint legislative oversight hearing at the Porter Ranch Community School to discuss the Root-Cause Analysis Report of the Aliso Canyon Gas Blowout of 2015-2016, and to authorize the expenditure of up to $500 in general supplies, refreshments  
Method of Payment: (Select One)  
- [ ] Check  
- [x] Credit Card  
- [ ] Board Member Reimbursement  

Revised Board Members must leave the room prior to any discussion and may not return to the room until after the vote is complete.  

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Quorum: 6  
Total: 7 1 3  

We, the Treasurer and the Second Signer of the above named Neighborhood Council, declare that the information presented on this form is accurate and complete, and that a public meeting was held in accordance with all laws, policies, and procedures. The above was approved by the Neighborhood Council Board, at a Brown Act compliant public meeting where a quorum of the Board was present.  

Treasurer's Signature:  
Second Signer's Signature:  
Print/Type Name: Jason Hector  
Print/Type Name: Gabriel Khanlian  
Date: 07/10/2019  
Date: 07/10/2019  
PRNC-001
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. Upon approval of the application the Neighborhood Council (NC) shall submit the application along with all required documentation to the Office of the City Clerk. NC Funding Program

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

SECTION I - APPLICANT INFORMATION

1a) Organization Name

1b) Organization Mailing Address

1c) Business Address (If different)

1d) PRIMARY CONTACT INFORMATION:

Seymour Amster 818-943-0613 seymouramster pensa@gmail.com

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 Signed letter on School Letterhead

- Attach IRS Determination Letter

3) Name / Address of Affiliated Organization (if applicable)

SECTION II - PROJECT DESCRIPTION

4) Please describe the purpose and intent of the grant.

LAPD refers minors committing crimes directly to Parents, Educators, Teachers & Students in Action (PESA) through the JADP program (Juvenile Arrest Diversion Program) to address the issues of the minor by having the minor’s matter handled in Teen Court. PESA is the non-profit that provides support and funding for Teen Court as well as the minors diverted to the program by LAPD. PESA through this program impacts the community by reducing crime committed by juveniles, as well as addressing the issue of hate crimes and incidents in the City of Los Angeles.

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)

To provide assistance to the minors referred to the program by LAPD who live in the boundaries of this Neighborhood Council. In addition to make presentations to residents of the Neighborhood Council who attend schools or participate in community organizations in the Neighborhood Council area to address issues that would lead them to engage in inappropriate activities such as bullying or criminal activity. Thus the funds will be utilized to be proactive in reducing crime in the Neighborhood Council area and reactive in addressing those minors committing crimes in the Neighborhood Council area. This grant will be used to support the entire Teen Court Program including the Outreach Programs described, as it relates to the boundaries to this Neighborhood Council.
SECTION III - PROJECT BUDGET OUTLINE

You may also provide the Budget Outline on a separate sheet if necessary or requested.

<table>
<thead>
<tr>
<th>Personnel Related Expenses</th>
<th>Requested of NC</th>
<th>Total Projected Cost</th>
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<tbody>
<tr>
<td>Monitoring Youth and Support Services</td>
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<table>
<thead>
<tr>
<th>Non-Personnel Related Expenses</th>
<th>Requested of NC</th>
<th>Total Projected Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Fees not included in above</td>
<td>$0</td>
<td>$17,000</td>
</tr>
<tr>
<td>Bus and other transportation not included in above</td>
<td>$0</td>
<td>$7,500</td>
</tr>
<tr>
<td>Training materials not included in above</td>
<td>$0</td>
<td>$14,000</td>
</tr>
</tbody>
</table>

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

- [ ] No  
- [x] Yes  
  If Yes, please list names of NCs: Most of the other Neighborhood Councils as it relates to their boundaries

8) Is the implementation of this specific program or purpose described in Question 4 contingent on any other factors or sources of funding? (Including NPG applications to other NCs)

- [ ] No  
- [x] Yes  
  If Yes, please describe:

<table>
<thead>
<tr>
<th>Source of Funding</th>
<th>Amount</th>
<th>Total Projected Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>$</td>
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<tr>
<td>$</td>
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<tr>
<td>$</td>
<td>$</td>
<td></td>
</tr>
</tbody>
</table>

9) What is the TOTAL amount of the grant funding requested with this application:  
$5,000.00

10a) Start date: 09/01/19  
10b) Date Funds Required: 09/01/19  
10c) Expected Completion Date: 12/31/19

(After completion of the project, the applicant should submit a Project Completion Report to the Neighborhood Council)

SECTION IV - POTENTIAL CONFLICTS OF INTEREST

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

- [ ] No  
- [x] Yes  
  If Yes, please describe below:

<table>
<thead>
<tr>
<th>Name of NC Board Member</th>
<th>Relationship to Applicant</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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 NC Funding Program 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 the documents "What is a Public Benefit," and "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

<table>
<thead>
<tr>
<th>PRINT Name</th>
<th>Title</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Seymour L. Amster</td>
<td>Executive Director</td>
<td></td>
<td>8/10/19</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>PRINT Name</th>
<th>Title</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Francine S. Amster</td>
<td>Secretary</td>
<td></td>
<td>8/10/19</td>
</tr>
</tbody>
</table>

* If a current Board Member holds the position of Executive Director or Secretary, please contact the NC Funding Program at (213) 978-1058 or clerk.ncfunding@acity.org for instructions on completing this form
In reply refer to: 4077591934
Oct. 28, 2015 LTR 4168C 0
46-2694430 000000 00
00830922
BODC: TE

PARENTS EDUCATORS-TEACHERS &
STUDENTS IN ACTION
18017 CHATSWORTH ST
GRANADA HILLS CA 91344-5608

Employer Identification Number: 46-2694430
Person to Contact: Ms. Wiles
Toll Free Telephone Number: 1-877-829-5500

Dear Taxpayer:

This is in response to your Oct. 05, 2015, request for information regarding your tax-exempt status.

Our records indicate that you were recognized as exempt under section 501(c)(3) of the Internal Revenue Code in a determination letter issued in December 2013.

Our records also indicate that you are not a private foundation within the meaning of section 509(a) of the Code because you are described in section(s) 509(a)(1) and 170(b)(1)(A)(vi).

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

Please refer to our website www.irs.gov/eo for information regarding filing requirements. Specifically, section 6033(j) of the Code provides that failure to file an annual information return for three consecutive years results in revocation of tax-exempt status as of the filing due date of the third return for organizations required to file. We will publish a list of organizations whose tax-exempt status was revoked under section 6033(j) of the Code on our website beginning in early 2011.
If you have any questions, please call us at the telephone number shown in the heading of this letter.

Sincerely yours,

[Signature]

Jeffrey I. Cooper
Director, EO Rulings & Agreement
W-9
Request for Taxpayer Identification Number and Certification

Part I
Taxpayer Identification Number (TIN)

Part II
Certification

General Instructions

Sign Here  Signature of U.S. person

Date

W-9
Office of the City Clerk  
Administrative Services Division  
Neighborhood Council (NC) Funding Program  
Board Action Certification Form  

NC Name: Porter Ranch Neighborhood Council  
Meeting Date: 8/14/19  
Budget Fiscal Year: 2019-20  
Agenda Item No: 14  

Board Motion and/or Public Benefit Statement (CIP and NPG):  
Motion to approve $500 for NPC to Parents, Educators/Teachers + Students in Action  

Method of Payment: (Select One)  
X Check  
☐ Credit Card  
☐ Board Member Reimbursement  

Recused Board members must leave the room prior to any discussion and may not return to the room until after the vote is complete.  

<table>
<thead>
<tr>
<th>Board Member First and Last Name</th>
<th>Board Position</th>
<th>Yes</th>
<th>No</th>
<th>Abstain</th>
<th>Absent</th>
<th>Ineligible</th>
<th>Recused</th>
</tr>
</thead>
<tbody>
<tr>
<td>BRANDI GRACE</td>
<td></td>
<td>✓</td>
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<tr>
<td>HASSAN MEMARIAN</td>
<td></td>
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<tr>
<td>DAVID BALEN</td>
<td>Vice President</td>
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</tr>
<tr>
<td>JASON HECTOR</td>
<td>Treasurer</td>
<td></td>
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<td>✓</td>
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<tr>
<td>MIHRAN KALAYDJIAN</td>
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<tr>
<td>BECKY LEVEQUE</td>
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<tr>
<td>DAVID LASHER</td>
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<tr>
<td>LORI CHOI</td>
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<tr>
<td>ASAAD ALNAJJAR</td>
<td></td>
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<tr>
<td>GABRIEL KHANLIAN</td>
<td>Secretary</td>
<td></td>
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<td>✓</td>
</tr>
<tr>
<td>ISSAM NAJMI</td>
<td>President</td>
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</table>

Quorum: 6  
Total: 6 2  

We, the Treasurer and the Second Signer of the above named Neighborhood Council, declare that the information presented on this form is accurate and complete, and that a public meeting was held in accordance with all laws, policies, and procedures. The above was approved by the Neighborhood Council Board, at a Brown Act compliant public meeting where a quorum of the Board was present.

Treasurer’s Signature:  
Second Signer’s Signature:  
Print/Type Name: Jason Hector  
Print/Type Name: David Balen  
Date: 8/14/19  
Date: 8/14/2019