

CITY OF LOS ANGELES
CALIFORNIA

EXECUTIVE COMMITTEE

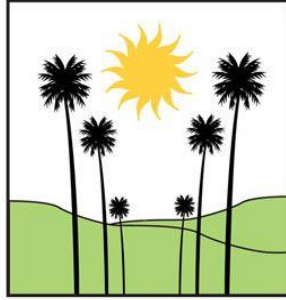
CONNIE CASTRO
PRESIDENT

TAMMY MEMBRENO
VICE-PRESIDENT

ANTHONY MANZANO
TREASURER

SCOTT JOHNSON
RECORDING SECRETARY

EDWARD R. SANTILLAN
CORRESPONDING SECRETARY



LA-32 COMMUNITIES

EL SERENO

HILLSIDE VILLAGE

ROSE HILLS

UNIVERSITY HILLS

LA-32 NEIGHBORHOOD COUNCIL

Special Meeting

Thursday, March 21, 2013

6:00PM-8:00PM

4927 Huntington Drive North
3rd Floor Conference Room

Agenda

1. Call to Order – Roll Call
2. Pledge of Allegiance
3. New Business:
 - a. **RESOLUTION ITEM:** “Motion to approve and submit to DONE the LA-32 Board Reconciliation Letter of Acknowledgement and Outstanding Quarterly Reconciliation Reports due (October 2010 through March 2013) for the use of the LA-32 Neighborhood Council City Purchasing Card “.
 - b. **RESOLUTION ITEM:** “Motion the approval of standing rule to read as follows: Each Committee Chair is responsible for the submission of accurate and timely P Card Reconciliation receipts and required DONE form (attachment A) and Demand Warrants (Attachment B) to the Budget and Finance Committee for review and approval. The treasurer shall be responsible to present it to the Executive Committee for placement on the General Board meeting agenda”.
 - c. **RESOLUTION ITEM:** “Motion to create and approve an Ad Hoc Web Site Committee to do a cost benefit analysis of the maintenance of the current website or development of a new website and research potential vendors and costs associated with website development as required in the Bylaws and DONE. Recommendation for Ad Hoc Web Site committee members to include LA-32 Vice President Tammy Membreno as Chair, President Connie Castro and Corresponding Secretary Edward R. Santillan as members”.
 - d. **ACTION ITEM:** “Discussion, Revision and Modification of the current 2012-2013 Budget for the reallocation of savings and or unused funds”.
4. Old Business:
 - a. **RESOLUTION ITEM:** “Motion to approve LA-32 NC Presidents recommendations and appointments to the following Standing Committees:
 - i. Land Use and Development (Angelica Duarte-Chair, Scott Johnson, George Pantages)
 - ii. Bylaws (Hugo Pacheco, Yolie Garcia)
 - iii. Environmental Green (Cynthia Sandoval)
5. Public Comments – Comments from the public on non-agenda items within the Board’s subject matter jurisdiction. Public comments are limited to 1 minute per speaker (up to 10 minutes).
6. Adjournment

The Board may reconsider and amend its action on items listed on the agenda if that reconsideration takes place immediately following the original action or at the next regular meeting. The Board, on either of these two occasions, shall: (1) Make a Motion for Reconsideration and, if approved, (2) hear the matter and take action. If the motion to reconsider and action is to be scheduled at the next regular meeting following the original action, then two items shall be placed on the agenda for that meeting: (1) a Motion for Reconsideration on the described matter and (2) a Proposed Action should the motion to reconsider be approved. A motion for reconsideration can only be made by a Board member who has previously voted on the prevailing side of the original action taken. If a motion for reconsideration is not made on the date the action was taken, then a Board member on the prevailing side of the action must submit a memorandum to the Secretary identifying the matter to be reconsidered and a brief description of the reason(s) for requesting reconsideration at the next regular meeting. The aforesaid shall all be in compliance with the Brown Act.

Comments from the public on Agenda items will be heard only when the respective item is being considered. Comments from the public on other matters not appearing on the Agenda that is within the committee's subject matter jurisdiction will be heard during the Public Comment period. Public comment is limited to 2 minutes per speaker and for a maximum of 20 minutes, unless waived by the presiding officer of the board. In compliance with Government Code section 54957.5., non-exempt writings that are distributed to a majority or all of the board members in advance of a meeting may be viewed at El Sereno Senior Citizens Center, 4818 Klamath Place, LA, CA 90032 during the monthly General Board Meeting held the First Wednesday of each month. In addition, if you would like a copy of any record related to an item on the agenda, please contact Recording Secretary, Scott Johnson, in writing. All Records can be viewed at the LA-32 NC office located at 4927 Huntington Drive, Suite 111 Los Angeles CA 90032. Agenda is posted for public review at the El Sereno Library, 5226 Huntington Drive So., LA, CA 90032, El Sereno Senior Citizens Center, 4818 Klamath Place, LA, CA 90032, El Sereno Recreation Center, 4721 Klamath St, LA, CA 90032, Rose Hills Recreation Center, 4530 Mercury Avenue, LA, CA 90032, and CSULA, 5151 State University Drive, LA, CA 90032. As a covered entity under Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and upon request, will provide reasonable accommodation to ensure equal access to its programs, services, and activities. Sign language interpreters, assistive listening devices, or other auxiliary aids and/or services may be provided upon request. To ensure availability of services, please make your request at least 3 business days (72 hours) prior to the meeting you wish to attend by contacting the Department of Neighborhood Empowerment at (213) 485-1360 or NCSupport@lacity.org

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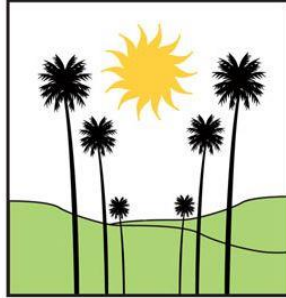
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April 1, 2013

We, Connie Castro and Anthony Manzano, declare that we are the President and Treasurer, respectively of the LA-32 Neighborhood Council and that on March 21, 2013, a Brown Act noticed public meeting was held by the LA-32 Neighborhood Council with a quorum of _____ board members present and that by a vote of _____ yes, _____ no, and _____ abstentions the LA-32 Neighborhood Council adopted the following resolution:

The LA-32 Neighborhood Council acknowledges receipt of the letter issued by the Department of Neighborhood Empowerment (Department) on March 1, 2013 informing us of the outstanding reconciliation reports due for the use of the City Purchasing Card. We recognize the importance of submitting quarterly reconciliation reports in a timely manner to the Department in order to ensure accountability and transparency of the use of public funds for Neighborhood Council purposes and acknowledge that future reconciliations will be submitted in a timely manner pursuant to Department policies and procedures.

Using best efforts in contacting any and all current and former board members to collect the necessary paperwork to complete the outstanding reconciliation reports, the status of the reports are:

Date of Report

Status Description

3rd Quarter (Jan. - Feb. 2013)

Submitted by Current Treasurer Anthony Manzano with this Resolution

2nd Quarter (Oct. - Dec. 2012) Lost
1st Quarter (Jul. - Sep. 2012) Lost

No Documentation due to Change of Treasurer
No Documentation due to Change of Treasurer

4th Quarter (Apr. - Jun. 2012)

Submitted by Former Treasurer Pam Marquez with this Resolution

3rd Quarter (Jan. - Mar. 2012)

Submitted by Former Treasurer Pam Marquez with this Resolution

2nd Quarter (Oct. - Dec. 2011)

Submitted by Former Treasurer Pam Marquez with this Resolution

1st Quarter (Jul. - Sep. 2011)

Submitted by Former Treasurer Pam Marquez with this Resolution

4th Quarter (Apr. - Jun. 2011)

Submitted by Former Treasurer Pam Marquez with this Resolution

3rd Quarter (Jan. - Mar. 2011)

Submitted by Former Treasurer Pam Marquez with this Resolution

2nd Quarter (Oct. - Dec. 2010)

Submitted by Former Treasurer Pam Marquez with this Resolution

Therefore, be it resolved that the LA-32 Neighborhood Council approves the submission of this resolution in the place of any outstanding quarterly reconciliation reports due to the Department for the prior fiscal years where documentation is no longer accessible to the board.

Signature of President

Date

Print Name: _____

Signature of Treasurer

Date

Print Name: _____

LETTER OF ACKNOWLEDGEMENT

The undersigned do hereby declare that as a result of an official action of the Governing Body of the Neighborhood Council named below: (1) they are authorized to request City funding to support NC general operations, (2) all items or services described or included in any related funding requests are exclusively intended to further the goals and objectives of the Neighborhood Council, and (3) that all reasonable precautions shall be exercised by the undersigned to fully safeguard, control and account for all use of the funds. Proper accountability of all City funds is critical to the success of the NC Funding Program.

THEREFORE, by the signature(s) below, and on behalf of the Neighborhood Council named below, WE HEREBY AGREE to the terms and conditions as set forth in this Letter of Acknowledgment and all related documents as provided by the City, agree to expend funds in accordance with any applicable City rules, policies or procedures, and specifically agree to expend monies received by the Department of Neighborhood Empowerment solely for public purposes relating to the goals and purposes of the Neighborhood Council named below, consistent with the scope and authority under the City Charter, the Plan for a Citywide System of Neighborhood Councils and any implementing ordinances. We have attended and participated in the City-provided training related to the Funding Program.

WE FURTHER ACKNOWLEDGE and WE AGREE to comply with any requirements regarding use of the Purchase Card. WE AGREE to provide NC financial reports and/or supporting documentation to the Department of Neighborhood Empowerment as requested and at a minimum monthly to the Governing Body and stakeholders of the NC named below. WE AGREE that the Department of Neighborhood Empowerment and other City representatives may make on-site visits to inspect and review all NC financial records, upon providing reasonable advance notice to the NC Treasurer or designated representative.

WE ACKNOWLEDGE THAT A NEW LETTER OF ACKNOWLEDGMENT MUST BE FILED IF THERE IS ANY CHANGE OF PERSONS WHO ARE AUTHORIZED TO APPROVE EXPENSES OR TO REQUEST FUNDING.

NEIGHBORHOOD COUNCIL NAME: _____ DATE: _____

Neighborhood Council Authorized Representative Names and Signatures. **Two signatures are required:**

(1) SIGNATURE OF **TREASURER**

(2) SIGNATURE OF **SECOND SIGNATORY**

(1) PRINT NAME OF **TREASURER**

(2) PRINT NAME OF **SECOND SIGNATORY**

(2) TITLE OF **SECOND SIGNATORY**

PURCHASE CARD AGREEMENT OF RESPONSIBILITIES

This document outlines the responsibilities that I, as the Neighborhood Council Purchasing Cardholder have as the primary custodial holder of a City of Los Angeles Neighborhood Council (NC) Purchase Card referred herein as (“the Card”) for the Neighborhood Council named below. My signature indicates that I have read and understand these responsibilities and further, that I agree to adhere to the guidelines established by the Department and approved by the City Controller for the use of City funding as it relates to the Neighborhood Council Funding Program.

1. I understand that the City of Los Angeles Neighborhood Council Card is intended to facilitate the purchase and payment of materials required for the conduct of official Neighborhood Council business only.
2. I understand that under no circumstances will I use the Card to make personal purchases, either for myself or for others. The Card is issued in the name of the Neighborhood Council and I serve as the Card custodian. I agree that should I willfully violate the terms of this Agreement and use the Card for personal use or gain that I will reimburse the City of Los Angeles for all incurred charges and any fees related to the collection of those charges.
3. Uses of the Card not authorized by the Department can be considered misappropriation of City funds. This could result in (a) immediate and irrevocable forfeiture of the Card, and/or (b) potential de-certification action. I understand that the Card must be surrendered upon termination of my official position with the Neighborhood Council to which the card is issued. I agree to maintain the Card with appropriate security whenever and wherever I or any other authorized person may use the Card. If the Card is stolen or lost, I agree to immediately notify the Department.
4. I understand that since the Card is the property of US Bank and authorized for issue by the City of Los Angeles, I am required to comply with internal control procedures designed to protect City assets. This may include being asked to produce the Card, receipts, and/or statements to validate its existence and to audit its use.
5. I understand that I will have access to the statement via the Internet. I understand that I am required to obtain a copy of the cash register receipt or packing slip and keep it until I perform my monthly reconciliation and verify the receipt(s) to the online statement. I will print and sign the online statement and have it approved by a second authorized individual before forwarding my documentation to the Department.
6. I understand that all transactions on the Card will reduce the funds available to the NC. I understand that US Bank will not accept any limit increases or merchant code restriction adjustments from me.
7. I agree to make only those purchases consistent with the type of purchases authorized by the Department and approved by the NC Governing Board.
8. I understand that the Card is solely provided to the designated NC cardholder and that assignment of the Card is based on the understanding that I need to purchase materials

required for the conduct of Neighborhood Council business. I understand that custodial possession of the Card is not an entitlement nor reflective of title or position.

9. I have signed and received a copy of the Letter of Acknowledgment regarding the Neighborhood Council Funding Program, have attended and completed the training regarding the Funding Program and the Card, and I understand the requirements and limitations regarding the Card's use.

NEIGHBORHOOD COUNCIL NAME: _____ DATE: _____

Neighborhood Council Authorized Representative Names and Signatures. **Two signatures are required:**

(1) SIGNATURE OF **TREASURER**

(2) SIGNATURE OF **SECOND SIGNATORY**

(1) PRINT NAME OF **TREASURER**

(2) PRINT NAME OF **SECOND SIGNATORY**

(2) TITLE OF **SECOND SIGNATORY**

