

Office of the City Clerk

Administrative Services Division

Neighborhood Council (NC) Funding Program

Board Action Certification (BAC) Form



NC Name: Bel Air-Beverly Crest NC

Meeting Date: 06/24/2020

Budget Fiscal Year: -2020-2021

Agenda Item No: 9.b.

Board Motion and/or Public Benefit Statement (CIP and NPG):

Page 1 of 2: Motion: Approval of the 2020-2021 Administrative Budget Packet (Attachment C)

Method of Payment: (Select One)

Check

Credit Card

Board Member Reimbursement

**Vote Count**

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

Board Member's First and Last Name	Board Position	Yes	No	Abstain	Absent	Ineligible	Recused
Irene Sandler	Bel Air Crest Master Assn. Rep.			X			
Mark Goodman, M.D.	Bel Air District Rep.				X		
Gail Sroloff	Bel Air District Rep.	X					
Larry Leisten	Bel Air Glen District Rep.	X					
Robin Greenberg	Bel Air Hills Assn. (RVA) Rep.	X					
Wendy Morris	Bel Air Hills Assn. (RVA) Rep.	X					
Andre Stojka	Bel Air Ridge Assn. Rep.	X					
Robert Schlesinger	Benedict Cyn. Assn. Rep.	X					
Don Loze	Benedict Cyn. Assn. Rep.	X					
Nickie Miner	Benedict Cyn. Assn. Rep.			X			
Mindy Mann	Benedict Cyn. Assn. Rep.				X		
Dr. Robert Garfield, DDS	Casiano Estates Assn. Rep.					X	
Travis Longcore, Ph.D.	Custodian of Open Spaces Rep.	X					
Jackie DeFede	Faith-Based Organizations Rep.				X		
Maureen Smith	Franklin-Coldwater District Rep.	X					
Teresa Lee	K-6 Private Schools Rep.				X		
Jon Wimbish	7-12 Private Schools Rep.				X		
Kristie Holmes	Public Ed. Institutions Rep.	X					
Jason Spradlin	Holmby Hills Assn. Rep.				X		
Jamie Hall	Laurel Cyn. Assn. Rep.				X		
Stephanie Savage	Laurel Cyn. Assn. Rep.	X					
Cathy Wayne	Laurel Cyn. Assn. Rep.	X					
Heather Roy	Laurel Cyn. Assn. Rep.	X					
Chuck Maginnis	At Large Rep.	X					
Marcia Hobbs	At Large Rep.	X					
Shawn Bayliss	At Large Rep.	X					
Philip Enderwood	At Large: Youth Seat Rep.		X				
JLKennedy	Commercial/Office District Rep.	X					
Board Quorum: 15	<b>Total:</b>	19	1	3	8	1	

We, the authorized signers 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.

Authorized Signature: *Jacqueline Le Kennedy*

Authorized Signature: *Robert A. Ringler*

Print/Type Name: Jacqueline Le Kennedy, Treasurer

Print/Type Name: Robert A. Ringler, Second Signatory

Date: 06/24/2020

Date: 06/24/2020



Fiscal Year  
2020 -2021

Office of the City Clerk  
Neighborhood Council Funding Program  
Fiscal Year Administrative Packet

Neighborhood Council: Bel Air-Beverly Crest

**NEIGHBORHOOD COUNCIL FUNDING PROGRAM  
FINANCIAL OFFICERS LETTER OF ACKNOWLEDGEMENT & AGREEMENT**

We, the undersigned, do hereby declare that as a result of an official action of the Governing Body of the Neighborhood Council (NC) named below:


- (1) we 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) all reasonable precautions shall be exercised by the undersigned to fully safeguard, control and account for all use of 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 Acknowledgement 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 Office of the City Clerk 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 relating to the NC Funding Program.

WE FURTHER ACKNOWLEDGE and WE AGREE to comply with any requirements regarding use of the NC funds. WE AGREE to provide NC financial reports and/or supporting documentation to the Office of the City Clerk, Neighborhood Council Funding Program as requested and at monthly meetings to the Governing Body and stakeholders of the NC named below. WE AGREE that the Office of the City Clerk 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 representatives.

WE ACKNOWLEDGE THAT A NEW LETTER OF ACKNOWLEDGEMENT MUST BE FILED IF THERE IS ANY CHANGE OF FINANCIAL OFFICERS.

**Neighborhood Council Financial Officers - Names and Signatures:**

<p>Treasurer </p> <hr/> <p>SIGNATURE OF THE TREASURER</p> <p><b>Jacqueline Le Kennedy</b></p> <hr/> <p>PRINT NAME OF THE TREASURER</p> <p><b>Treasurer</b></p> <hr/> <p>BOARD POSITION</p>	<p><input type="checkbox"/> Please check here if a new Treasurer is being appointed</p> <p><b>June 25, 2020</b></p> <hr/> <p>DATE</p> <p><b>jkennedy@babanc.org</b></p> <hr/> <p>EMAIL</p> <p><b>310-292-8887</b></p> <hr/> <p>PHONE NUMBER</p>
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**CONTINUES OTHER SIDE**

**2nd Signer**

Please check here if a new 2<sup>nd</sup> Signer is being appointed

*Robert A. Ringler*

SIGNATURE OF THE 2<sup>ND</sup> SIGNER

**Robert A. Ringler**

PRINT NAME OF THE 2<sup>ND</sup> SIGNER

**Secretary & Second Signer**

BOARD POSITION

**June 25, 2020**

DATE

raringler@babanc.org

EMAIL

**310-365-5723**

PHONE NUMBER

**Alternate Signer**

(If not applicable, please indicate "N/A")

Please check here if a new Alt. Signer is being appointed

SIGNATURE OF THE ALTERNATE SIGNER

**N/A**

PRINT NAME OF THE ALTERNATE SIGNER

BOARD POSITION

DATE

EMAIL

PHONE NUMBER

**1<sup>st</sup> Bank Cardholder**

Please check here if a new Cardholder is being appointed

*Robert A. Ringler*

SIGNATURE OF THE 1<sup>ST</sup> BANK CARD HOLDER

**Robert A. Ringler**

PRINT NAME OF THE 1<sup>ST</sup> BANK CARD HOLDER

**Secretary & Second Signer**

BOARD POSITION

**June 25, 2020**

DATE

raringler@babanc.org

EMAIL

**310-365-5723**

PHONE NUMBER

**2<sup>nd</sup> Bank Cardholder**

Please check here if a new Cardholder is being appointed

*Robin Greenberg*

SIGNATURE OF THE 2<sup>ND</sup> BANK CARD HOLDER

**Robin Greenberg**

PRINT NAME OF THE 2<sup>ND</sup> BANK CARD HOLDER

**President**

BOARD POSITION

**June 25, 2020**

DATE

rgreenberg@babanc.org

EMAIL

**310-968-0605**

PHONE NUMBER

**\*\*\* Bank Cardholders, please read further next page \*\*\***

**1<sup>st</sup> Bank Cardholder**

*Robert A. Ringler*

SIGNATURE OF THE 1<sup>st</sup> BANK CARD HOLDER

**Robert A. Ringler**

PRINT NAME OF THE 1<sup>st</sup> BANK CARD HOLDER

**June 25, 2020**

DATE

**2<sup>nd</sup> Bank Cardholder**

*Robin Greenberg*

SIGNATURE OF THE 2<sup>nd</sup> BANK CARD HOLDER

**Robin Greenberg**

PRINT NAME OF THE 2<sup>nd</sup> BANK CARD HOLDER

**June 25, 2020**

DATE

<b>Bel Air-Beverly Crest</b> <b>Neighborhood Council</b> <b>Annual Budget for Fiscal Year 2020-2021</b>	
<b>Annual Budget Funds</b>	<b>\$32,000.00</b>
<b>Rollover Funds*</b>	<b>\$ 3,300.00</b>
<b>Encumbered Funds*</b>	
<b>Total Annual Budget Funds</b>	<b>\$ 35,300.00</b>

<b>Office/Operational Expenditures Category</b>	
Temporary Staff (Lloyd's Staffing)	\$ 18,750.00
Meeting Facilities & Space Rental, and Ancillary Meeting Expenses (AJU or other)	\$ 3,000.00
Website Hosting, Maintenance, and Updates (Web Corner)	\$ 2,000.00
Office Internet and Technology Services (Frontier Communications)	\$ 750.00
Google Gsuite	\$ 2,500.00
Phone Answering Services (Jive Communications)	\$ 350.00
Office Supplies, Software, Printing, Miscellaneous Expenses, etc.	\$ 2,000.00
Neighborhood Council P.O. Box Rental (USPS)	\$ 400.00
<b>Total Office/Operational Expenditures</b>	<b>\$ 29,750.00</b>

\*The Funding Program will notify each NC of their Fiscal Year closing balance including available rollover funds and/or approved encumbered funds, if any, on August 1st or next business day. Depending on when an NC submits its Admin Packet/annual budget, the NC may need to revise and resubmit its annual budget to account for any rollover and/or encumbered funds. PLEASE NOTE: Encumbered funds are intended only for earmarked expenditures submitted in the "Encumbrance Request Form" and approved by the Funding Program





<b>Neighborhood Purposes Grants (NPG) Expenditures Category</b>	
Neighborhood Purpose Grants	\$ 550.00
<b>Total NPG Expenditures</b>	<b>\$ 550.00</b>

<b>Community Improvement Projects (CIP) Expenditures Category</b>	
Community Improvement Projects	\$ 0.00
<b>Total CIP Expenditures</b>	<b>\$ 0.00</b>

<b>TOTAL ANNUAL BUDGET ALLOCATIONS</b>	
Office/Operational Expenditures	\$ 29,750.00
Outreach Expenditures	\$ 2,500.00
Election Expenditures	\$ 2,500.00
<b>General and Operational Expenditures</b>	<b>\$ 34,750.00</b>
<b>Neighborhood Purposes Grants (NPG) Expenditures</b>	<b>\$ 550.00</b>
<b>Community Improvement Projects (CIP) Expenditures</b>	<b>\$ 0.00</b>
<b>TOTAL EXPENDITURES FOR FISCAL YEAR 2020-2021</b>	<b>\$ 35,300.00</b>

**NEIGHBORHOOD COUNCIL FUNDING PROGRAM  
LEASES & AGREEMENTS**

Please complete the following information, as applicable, for any leases or service agreements your NC currently has or plans on securing in the Fiscal Year involving office space, meeting space, storage facilities, P.O. Boxes, and/or website services. If sections below do not apply to your NC, please select NA on the sections that do not apply. If you have more than one Meeting Location, then please provide the same information on an additional page. The information provided on this form is to confirm services that an NC may currently have or that it would like to secure in the Fiscal Year which may require a City agreement. If an agreement needs to be drafted from the information provided, the NC board will be notified and advised to agendaize and approve the drafted agreement at a future board meeting; The approval the Administrative Packet/annual budget does not replace the vote the board will need to take to approve any agreements needed.

**Office Location:**

<input type="checkbox"/> Existing(may need to renew agreement) <input type="checkbox"/> New(new agreement may be needed) <input type="checkbox"/> Donated <input checked="" type="checkbox"/> NA	
Property Name:	West LA Municipal Building
Property Address:	1645 Corinth, Rm #103-4, Los Angeles CA 90025
Property Owner Name:	City of LA (Facilities Manager: Alex@Office CM Mike Bonin, 2nd Floor)
Property Owner Phone Number:	Facilities Manager: 310-575-8461
Property Owner Email:	

**Meeting Location:**

<input type="checkbox"/> Existing(may need to renew agreement) <input type="checkbox"/> New(new agreement may be needed) <input type="checkbox"/> Donated <input checked="" type="checkbox"/> NA	
Property Name:	American Jewish University
Property Address:	15600 Mulholland Drive, Los Angeles CA 90077
Property Owner Name:	Logistics Manager: Rusty Meyer Logistics: 310-476-9777, ext. 288
Property Owner Phone Number:	Adrian Breitbart MAJCS, MBA Vice President for Finance & Administration
Property Owner Email:	Adrian.Breitbart@aju.edu 310-440-1532

**Storage Facility:**

<input type="checkbox"/> Existing(may need to renew agreement) <input type="checkbox"/> New(new agreement may be needed) <input type="checkbox"/> Donated <input checked="" type="checkbox"/> NA	
Facility Name/Owner	
Facility Address:	
Facility Owner Phone Number:	
Facility Owner Email:	
Name on Facility Account:	

**P.O. Box:**

<input type="checkbox"/> Existing(may need to renew agreement) <input type="checkbox"/> New(new agreement may be needed) <input type="checkbox"/> Donated <input checked="" type="checkbox"/> NA	
Property Name/Owner:	<b>US Postal Service</b>
NC P.O. Box Address	<b>PO Box 252007</b>
Property Owner Address:	<b>11420 Santa Monica Blvd., Los Angeles CA 90025</b>
Property Owner Phone Number:	<b>800-275-8777</b>
Property Owner Email:	<b>uspstechnicalsupport@mailps.custhelp.com</b>
Name on P.O. Box Account:	<b>Bel Air-Beverly Crest Neighborhood Council</b>

**Website Services:**

<input type="checkbox"/> Existing(may need to renew agreement) <input type="checkbox"/> New(new agreement may be needed) <input type="checkbox"/> Donated <input checked="" type="checkbox"/> NA	
Name of Website Services Provider:	<b>The Web Corner, Inc.</b>
Service Provider Address:	<b>19509 Ventura Blvd., Tarzana CA 91356</b>
Service Provider Phone Number:	<b>818-345-7443</b>
Service Provider Email:	<b>ncsupport@thewebcorner.com</b>
Type of Services Provided:	<b>Monthly Website Hosting and Maintenance; Custom Web Designs &amp; Updates; Other ancillary technology services (No contract needed; services rendered upon request &amp; Board approval)</b>