

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

Neighborhood Council: Bel Air-Beverly Crest

Fiscal Year: 2021-2022



**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.

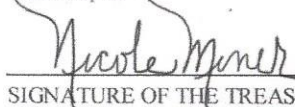
WE FURTHER ACKNOWLEDGE and WE AGREE to comply with any requirements regarding use of the NC funds. WE AGREE to provide NC financial reports and/or supporting documentation to the Office of the City Clerk, Neighborhood Council Funding Program as requested and at monthly meetings to the Governing Body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

Treasurer

Please check here if a new Treasurer is being appointed

  
SIGNATURE OF THE TREASURER

06/30/2021  
DATE

**Nicole Miner**  
PRINT NAME OF THE TREASURER

nminer@babnc.org  
EMAIL

**Treasurer**  
BOARD POSITION

310-710-8248  
PHONE NUMBER

**CONTINUES OTHER SIDE**

2nd Signer

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

*Robert A. Ringler*

06/30/2021

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

DATE

Robert A. Ringler

raringler@babcbc.org

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

EMAIL

Secretary

310-365-5723

BOARD POSITION

PHONE NUMBER

Alternate Signer

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

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

SIGNATURE OF THE ALTERNATE SIGNER

DATE

PRINT NAME OF THE ALTERNATE SIGNER

EMAIL

BOARD POSITION

PHONE NUMBER

1<sup>st</sup> Bank Cardholder

Please check here if a new Cardholder is being appointed

*Robert A. Ringler*

06/30/2021

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

DATE

Robert A. Ringler

raringler@babcbc.org

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

EMAIL

Secretary

310-365-5723

BOARD POSITION

PHONE NUMBER

2<sup>nd</sup> Bank Cardholder

Please check here if a new Cardholder is being appointed

*Robin Greenberg*

June 30 21

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

DATE

Robin Greenberg

rgreenberg@babcbc.org

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

EMAIL

President

310-968-0605

BOARD POSITION

PHONE NUMBER

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

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

*Robert A. Ringler*

06/30/2021

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

DATE

Robert A. Ringler

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

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

*Robin Greenberg*

June 30, 2021

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

DATE

Robin Greenberg

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



<b>Bel Air-Beverly Crest</b> <span style="float: right;"><b>Neighborhood Council</b></span> <b>Annual Budget for Fiscal Year: 2021-2022</b>	
<b>Annual Budget Funds</b>	<b>\$ 32,000.00</b>
<b>Rollover Funds*</b>	
<b>Total Annual Budget Funds</b>	<b>\$ 32,000.00</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)	\$ 2,140.00
Website Hosting, Maintenance and Updates (Web Corner)	\$ 2,000.00
Office Internet and Technology Services (Frontier Communications)	\$ 750.00
Google (Formerly Google Suites; now Google Workspace)	\$ 2,520.00
LogMeIn Communications (formerly JIVE) Phone Answering Services	\$ 390.00
Office Supplies, Software, Printing, Misc. Expenses, etc.	\$ 2,000.00
Neighborhood Council P.O. Box Rental (USPS)	\$ 400.00
<b>Total Office/Operational Expenditures</b>	<b>\$ 28,950.00</b>

\*The Funding Program will notify each NC of their Fiscal Year closing balance including available rollover funds and/or applicable adjustment, if any, approximately 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 adjustments.

<b>Outreach Expenditures Category</b>	
Mailers, Banners, Swag, Newsletter, Events, etc.	\$ 2,250.00
Social Media Campaigns	\$ 250.00
<b>Total Outreach Expenditures</b>	<b>\$ 2,500.00</b>

<b>Election Expenditures Category</b>	
Election Materials, Flyers, Placards, Signage	\$ 0.00
<b>Total Election Expenditures</b>	<b>\$ 0.00</b>



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

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

TOTAL ANNUAL BUDGET ALLOCATIONS	
Office/Operational Expenditures	\$ 28,950.00
Outreach Expenditures	\$ 2,500.00
Election Expenditures	\$ 0.00
<b>General and Operational Expenditures</b>	<b>\$ 31,450.00</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 THE FISCAL YEAR</b>	<b>\$ 32,000.00</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 Office of CD11 CM Mike Bonin)
Property Owner Phone Number:	Facilities Manager:
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:	Rusty Meyer Logistics Manager 310-476-9777 x 288
Property Owner Phone Number:	Adrian Breit*feld, JAJCS, MBA Vice President for Finance & Administration
Property Owner Email:	Adrian.Breitfeld@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:	US Postal Service
NC P.O. Box Address	PO Box 252007
Property Owner Address:	11420 Santa Monica Blvd., Los Angeles CA 90025
Property Owner Phone Number:	800-275-8777
Property Owner Email:	uspstechnicalsupport@mailps.custhelp.com
Name on P.O. Box Account:	Bel Air-Beverly Crest Neighborhood Council

**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:	The Web Corner, Inc.
Service Provider Address:	15300 Ventura Boulevard, Suite 400 Sherman Oaks, CA 91403
Service Provider Phone Number:	818-345-7443
Service Provider Email:	ncsupport@thewebcorner.com
Type of Services Provided:	Monthly Website Hosting and Maintenance; Custom Web Designs & Updates; Other ancillary technology services (No contract needed; services rendered upon request & Board approval)

When the Board completes and approves the Admin Packet, the NC Treasurer may submit the Packet and BAC Form online in the NC Funding System portal, Budget Allocation section. The NC Funding System portal website is <https://cityclerk.lacity.org/NCFundPortal/#/login>

Please contact our Office for any questions you may have. We are here to help.

[Clerk.NCFunding@lacity.org](mailto:Clerk.NCFunding@lacity.org)

(213)978-1058