

CITY OF LOS ANGELES  
CALIFORNIA

**Hollywood Hills West  
Neighborhood Council  
Governing Board**

Anastasia Mann, President  
Stuart Ross, 1<sup>st</sup> Vice-President  
Jane Crockett, 2<sup>nd</sup> Vice-President  
Darnell Tyler, Secretary  
Daniel Bernstein, Treasurer



200 N. Spring Street  
Los Angeles, CA 90012

Email: [NCsupport@lacity.org](mailto:NCsupport@lacity.org)  
Website: [www.empowerla.org](http://www.empowerla.org)

**Hollywood Hills  
West  
NEIGHBORHOOD  
COUNCIL**

**In Person – (HYBRID) - Board Meeting  
Agenda**

**February 19, 2025  
5:00 pm**

**Junior Achievement of Southern California**  
6250 Forest Lawn Dr, Los Angeles, CA 90068

**FREE PARKING ON SITE OR AT FOREST LAWN MEMORIAL PARK**

**Zoom Meeting Link** <https://us02web.zoom.us/j/83876812991>

**Meeting ID 838 7681 2991**

**Phone Dial in: +1-669-900-6833 Code: 838 7681 2991**

**PUBLIC OFFICIALS INVITED BUT NO UPDATES EXCEPT ON AGENDA ITEMS.**

**\*FIRE PANELIST WILL ALL BE IN PERSON. PLEASE ATTEND IN PERSON IF POSSIBLE.**

Every person wishing to address the Neighborhood Council must dial (669) 900-6833 and enter 838 7681 2991 and then press # to join the meeting. Instructions on how to sign up for public comment will be given to listeners at the start of the meeting.

The public is requested to dial \*9 or use the Raise Hand option, when prompted by the presiding officer, to address the Board on any agenda item before the Board takes an action on an item. Press \*6 to unmute yourself after you have been called on. 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 are within the Board's jurisdiction will be heard during the General Public Comment period. Please note that under the Brown Act, the Board is prevented from acting on a matter that you bring to its attention during the General Public Comment period; however, the issue raised by a member of the public may become the subject of a future Board meeting. Public comment is limited to 2 minutes per speaker, unless adjusted by the presiding officer of the Board. Agenda is posted for public review: on bulletin boards at the Durant Library Branch, Community Center, 11243 Empowerment Blvd, Los Angeles, and electronically on the Hollywood Hills West Neighborhood Council website [www.hhwnc.org](http://www.hhwnc.org) and on the Department Of Neighborhood Empowerment, [www.empowerla.org](http://www.empowerla.org). You can also receive our agendas via email by subscribing to L.A. City's Early Notification System at <https://www.lacity.org/subscriptions>

Public comment cannot be required to be submitted in advance of the meeting; only real-time public comment is required. If there are any broadcasting interruptions that prevent the public from observing or hearing the meeting, the meeting must be recessed or adjourned. If members of the public are unable to provide public comment or be heard due to issues within the Neighborhood Council's control, the meeting must be recessed or adjourned.

Any messaging or virtual background is in the control of the individual board member in their personal capacity and does not reflect any formal position of the Neighborhood Council or the City of Los Angeles.

In compliance with Government Code section 54957.5, non-exempt writings that are distributed to a majority or all of the board in advance of

a meeting, may be viewed at our website at [www.hhwnc.org](http://www.hhwnc.org), or at the scheduled meeting. In addition, if you would like a copy of any record related to an item on the agenda, please contact the Board Secretary at [secretary@hhwnc.org](mailto:secretary@hhwnc.org).

In compliance with Government Code section 54957.5, non-exempt writings that are distributed to a majority or all of the board in advance of a meeting may be viewed at 200 N. Spring Street Los Angeles, CA 90012 and at our website: [www.empowerla.org](http://www.empowerla.org) or at the scheduled meeting. In

#### HOLLYWOOD HILLS WEST NEIGHBORHOOD COUNCIL –AGENDA 1

addition, if you would like a copy of any record related to an item on the agenda, please contact the Department of Neighborhood Empowerment at (213) 978-1551 or email: [NCsupport@lacity.org](mailto:NCsupport@lacity.org)

If you are compensated to monitor, attend, or speak at this meeting, City law may require you to register as a lobbyist and report your activity. See Los Angeles Municipal Code §§ 48.01 et seq. More information is available at [ethics.lacity.org/lobbying](http://ethics.lacity.org/lobbying). For assistance, please contact the Ethics Commission at (213) 978-1960 or [ethics.commission@lacity.org](mailto:ethics.commission@lacity.org)

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, and 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 by email: [NCsupport@lacity.org](mailto:NCsupport@lacity.org) or phone: (213) 978-1551. 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 by contacting the Department of Neighborhood Empowerment by calling (213) 978-1551 or email: [NCsupport@lacity.org](mailto:NCsupport@lacity.org)

#### **Public Posting of Agendas -**

Neighborhood Council agendas are posted for public review as follows:

- Upper and Lower Runyon Canyon and **Will and Ariel Durant Library, 7140 W. Sunset Blvd Los Angeles, 90046**
- [www.HHWNC.org](http://www.HHWNC.org)
- You can also receive our agendas via email by subscribing to L.A. City's [Early Notification System \(ENS\)](#)

#### **Notice to Paid Representatives -**

If you are compensated to monitor, attend, or speak at this meeting, City law may require you to register as a lobbyist and report your activity. See Los Angeles Municipal Code Section 48.01 et seq. More information is available at [ethics.lacity.org/lobbying](http://ethics.lacity.org/lobbying). For assistance, please contact the Ethics Commission at (213) 978-1960 or [ethics.commission@lacity.org](mailto:ethics.commission@lacity.org)

#### **Public Access of Records -**

In compliance with Government Code section 54957.5, non-exempt writings that are distributed to a majority or all of the board in advance of a meeting may be viewed at Neighborhood Council Office Space Address (if applicable), at our website: [www.HHWNC.org](http://www.HHWNC.org) or at the scheduled meeting. In addition, if you would like a copy of any record related to an item on the agenda, please contact Darnell Tyler, Secretary, email at: [secretary@hhwnc.org](mailto:secretary@hhwnc.org).

#### **Reconsideration and Grievance Process -**

For information on the NC's process for board action reconsideration, stakeholder grievance policy, or any other procedural matters related to this Council, please consult the NC Bylaws. The Bylaws are available at our Board meetings and our website [www.HHWNC.org](http://www.HHWNC.org)

#### **SB 411 Updates:**

In the event of a disruption that prevents the eligible legislative body from broadcasting the meeting to members of the public using the call-in option or internet-based service option, or in the event of a disruption within the eligible legislative body's control that prevents members of the public from offering public comments using the call-in option or internet-based service option, the eligible legislative body shall take no further action on items appearing on the meeting agenda until public access to the meeting via the call-in option or internet-based service option is restored. Actions taken on agenda items during a disruption that prevents the eligible legislative body from broadcasting the meeting may be challenged pursuant to Section 54960.1.

(C) The eligible legislative body shall not require public comments to be submitted in advance of the meeting and shall provide an opportunity for the public to address the legislative body and offer comments in real time.

(D) Notwithstanding Section 54953.3, an individual desiring to provide public comment through the use of an internet website, or other online platform, not under the control of the eligible legislative body, that requires registration to log in to a teleconference may be required to register as required by the third-party internet website or online platform to participate.

(E) (i) An eligible legislative body that provides a timed public comment period for each agenda item shall not close the public comment period for the agenda item, or the opportunity to register, pursuant to subparagraph (D), to provide public comment until that timed public comment period has elapsed.

(ii) An eligible legislative body that does not provide a timed public comment period, but takes public comment separately on each agenda item, shall allow a reasonable amount of time per agenda item to allow public members the opportunity to provide public comment, including time for members of the public to register pursuant to subparagraph (D), or otherwise be recognized for the purpose of providing public comment.

(iii) An eligible legislative body that provides a timed general public comment period that does not correspond to a specific agenda item shall not close the public comment period or the opportunity to register, pursuant to subparagraph (D), until the timed general public comment period has elapsed.

- I. **Call to order by President, Anastasia Mann (@ 5 pm).**
- II. **Board Roll Call by Secretary, Darnell Tyler.**
- III. **Approval of the Minutes of the Special Meeting 12/17/2024.**
- IV. **President's Opening Remarks**
- V. **Treasurer report, Daniel Bernstein (10 minutes)**

**HHWNC Monthly Expenditure reports can be found at [HHWNC.org](http://HHWNC.org) and click on documents/monthly expenditure reports, you will be able to review all the transactions of HHWNC.**

- a. **Discussion of November 2024 Monthly Expenditure Report attached:**

**Motion: Motion A:** The Board of Hollywood Hills West NC approves the November 2024 Monthly Expenditure Report submitted by Treasurer Daniel Bernstein.

- a. **Discussion of December 2024 Monthly Expenditure Report attached.**

**Motion B:** The Board of Hollywood Hills West NC approves the December 2024 Monthly Expenditure Report submitted by Treasurer Daniel Bernstein.

- b. **Discussion of January 2025 Monthly Expenditure Report attached.**

**Motion C:** The Board of Hollywood Hills West NC approves the January 2025 Monthly Expenditure Report submitted by Treasurer Daniel Bernstein.

**VI. Second Vice President's Report, Jane Crockett**

- a. **Election Reminder**

- i. Candidate submissions closed.
- ii. Ballot Application Period February 14 – April 7
- iii. Ballot Postmark receipt Deadline April 15<sup>th</sup>
- iv. Election closes on April 15<sup>th</sup>
- v. Ballots will be available on site.

**VII. President's Report, by President, Anastasia Mann**

- a. **President's Introduction**

**OFFICIALS PANEL RE: FIRE EMERGENCY SERVICES - EVACUATION & PREPARTATION**

**Discussion with Q&A from board and public attendees. Possible motions and votes.**

**Confirmed Panelists:**

1. Joseph Everett, ([joseph.everett@lacity.org](mailto:joseph.everett@lacity.org)), Assistant Chief, LAFD West Bureau
2. Craig Heredia, ([31900@lapd.online](mailto:31900@lapd.online)), Captain, LAPD Hollywood
3. Jeremy Duncan Sgt, ([30758@lapd.online](mailto:30758@lapd.online)), Sergeant, LAPD West Bureau Traffic
4. Joe Raviol, ([40541@lapd.online](mailto:40541@lapd.online)), SLO, LAPD Hollywood Hills

5. Stefanie Smith, (Stefanie.Smith@lacity.org), Superintendent of Recreation & Parks Operations
6. Steven Cole, (steven.cole@ladwp.com), Manager of Project Engineering, LADWP
7. David Barret, (David.Barret@mysafela.org), Executive Officer, MySafeLA
8. Lupe Sandoval, (lupe.sandoval@lacity.org), Senior Transportation Engineer, LADOT
9. Armen Kamyshysan, (Armen.Kamyshysan@lacity.org), Senior Transportation Engineer, LADOT
10. Alen Pijuan, (Alen.Pijuan@lacity.org), Division Chief, Community Partnerships and Engagement, Emergency Management Department

**CERT/MySafeLA/Rylan Table Guests**

1. Jacqueline Kozak, (BeingJackieKozak@gmail.com), CERT Battalion 5 Coordinator
2. Dante Cornejo, (Dante.Cornejo@MySafeLA.org), MySafeLA Coordinator

**VIII. PUBLIC OFFICIALS ATTENDING TO ACCEPT QUESTIONS AND ANSWERS WITH THE PANEL:**

- a. CD4 –Mehmet Berker, CD4 Director, Transportation, Infrastructure and Public Space for Hollywood Hills (Mehmet.berker@lacity.org), J Anderson, CD4 Deputy (jonathan.anderson@lacity.org) Office of Councilmember Nithya Raman
- b. Mayor’s Office - David Nguyen,-Central Area NC Rep, (David.C.Nguyen@lacity.org)

**IX. PANEL AGENDA EMS-FIRE TALKING POINTS:**

**a. Evacuation**

- **Emergency Evacuation Plan-** During the mandatory evacuation of the Sunset Fire, stakeholders were uncertain of where to go. Some didn't receive emergency texts or phone calls. Was the planned procedure for evacuation used? (Shelter on site; await LAPD instructions). We understand LAPD and DOT lead the evacuation process; did this happen?

Hillside streets mostly cul-de-sacs. Limited exit routes.

- **Community Preparedness -** Can you tell us your experiences and lessons learned from this evacuation? What went right? What needed improvement? Is our area more difficult to evacuate than the Palisades? If so, what can we do to help evacuate correctly?
- **Red Flag Event New Criteria-** Many narrow hillside streets do not have Red Flag signs. Should they be added? What new procedural changes will be enacted during red flag days?
- **City Communication and Dissemination of Vital Information-** How did the public emergency notification system work well and what went wrong? Who “names” fires? The name “Sunset Fire” created havoc, and panic - people evacuated from places nowhere near the fire.
- **Evacuation 101-** What are the most important points about evacuation for our stakeholders to understand?

b. **Preparation & Prevention**

- **Emergency Preparedness-** How should stakeholders prepare? Prepare their house and yard? (See brochures). Go bag with important items for evacuation? Sprinklers on rooftops? Pool pumps? Video personal items, valuables, art, important documents, etc. for Insurance purposes.
- **Community Preparedness-** How can blocks and neighborhoods prepare together? Are there any possible insurance benefits? Ready Your LA Neighborhood (RYLAN), Community Emergency Respond Team (CERT), Building Emergency Respond Team (BERT)
- **City Services Preparedness-** What new guidelines and policies are our city services establishing to prevent or to prepare for potential fire events: DWP, LAPD, LAFD? Open Spaces/Parks/View Sites? What additional resources do the departments need? How can we help raise awareness for them?

c. **Stakeholder Concerns**

1. BURY POWER LINES, Less costly than billions of damage and loss of lives and property.
2. Illegal Film crews in hills/no enforcement- smoking, generators, blocked streets with many cars, drones
3. Smokers at view sites & in Runyon Canyon
4. How to recognize and stop arsonists?
5. Heavy Winds? Close parks and view sites.
6. Red Flag Day Awareness. Report violations?
7. Homes, Gates left open? Fear of Looters?
8. Road Diet Impact on emergency evacuation mobility

After Discussion, Q&A, possible motions and votes, meeting resumes:

**X. First Vice President / PLUM Report:**

- a. **NO REPORT**

**XI. Board Secretary report, Darnell Tyler**

- a. **NO REPORT**

**XII. GENERAL PUBLIC COMMENT** - Comments from the public on non-agenda items within the Board's subject matter jurisdiction. Each speaker will be allowed 2 minute(s).

Comments from the public on other matters not appearing on the agenda that are within the Board's jurisdiction will be heard during the General Public Comment period. Please note that under the Brown Act, the Board is prevented from acting on a matter that you bring to its attention during the General Public Comment period; however, the issue raised by a member of the public may become the subject of a future Board meeting. Public comment is limited to **2** minutes per speaker, unless adjusted by the presiding officer of the Board.

**XIII. ADJOURNMENT**

# Monthly Expenditure Report



**Reporting Month: November 2024      Budget Fiscal Year: 2024-2025**

**NC Name: Hollywood Hills West  
Neighborhood Council**

Monthly Cash Reconciliation					
Beginning Balance	Total Spent	Remaining Balance	Outstanding	Commitments	Net Available
\$38432.04	\$81.00	\$38351.04	\$5813.74	\$0.00	\$32537.30

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office	\$26429.91	\$81.00	\$20751.04	\$813.74	\$19937.30
Outreach		\$0.00		\$0.00	
Elections		\$0.00		\$0.00	
Community Improvement Project	\$500.00	\$0.00	\$500.00	\$0.00	\$500.00
Neighborhood Purpose Grants	\$22100.00	\$0.00	\$17100.00	\$5000.00	\$12100.00
Funding Requests Under Review: \$0.00		Encumbrances: \$0.00		Previous Expenditures: \$10597.87	

Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	TUCOWS.COM TUC -HHWNC	11/20/2024	Domain, DNS and forwarding renewal for HHWNC.org and HHWNC.com for 1 year as budgetted and paid using online renewal.	General Operations Expenditure	Office	\$81.00
<b>Subtotal:</b>						<b>\$81.00</b>

Outstanding Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	David Horowitz	11/04/2024	David Horowitz fee October Board Meeting on Zoom: scheduling, inviting participants, managing technical settings, timing and muting participants, etc. as per budget	General Operations Expenditure	Office	\$320.00
2	David Horowitz	11/04/2024	David Horowitz October 2024 Web & Email Administration	General Operations Expenditure	Office	\$300.00
3	City of Los Angeles Dept. of Neighborhood Empowerment	11/04/2024	The Board of Hollywood Hills West NC approves the payment to the City of Los Angeles – DONE for a Zoom license from May, 2024 to April, 2025 in the amount of \$193.74 (Invoice &...	General Operations Expenditure	Office	\$193.74

4	Hamburger Home DBA Aviva Family and Children's Services	12/05/2024	The Hollywood Hills West Neighborhood Council (HHWNC) approves the Neighborhood Purposes Grant (NPG) request from the Hamburger Home dba Aviva Family and Children's S...	Neighborhood Purpose Grants		\$5000.00
<b>Subtotal: Outstanding</b>						<b>\$5813.74</b>

## Transaction Details [PRACT]

**Your Domains**

[Nameservers](#)

[Contacts](#)

[Domain Forwarding](#)

**Account Information**

[Credit Card Info](#)

[Transaction History](#)

[Log Out](#)

### Transaction Information

ID: 1516100  
Date: 2024-11-20 18:18 PST  
Credit Card Number: 5XXXXXXXXXXXX9376  
GST number : 8732 15321 RT0001  
Status: Paid  
This will appear on your credit card statement as: SHOPCO - 8662083122 MS\*HHWNC.COM  
[\[Re-send receipt to president@hhwnc.org\]](#)

### Transaction Items

Description	Period	Amount	
hhwnc.com	Domain Renewal	1 year	\$26.00
	DNS Renewal	1 year	Free
	Domain Forwarding Renewal	1 year	\$10.00
	Email Forward Renewal	1 year	\$10.00
hhwnc.org	Domain Renewal	1 year	\$25.00
	Domain Forwarding Renewal	1 year	\$10.00
	DNS Renewal	1 year	Free
			<b>\$81.00</b>



NC Fiscal Year  
Admin Packet

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

Neighborhood Council: \_\_\_\_\_

Fiscal Year: \_\_\_\_\_

## **NEIGHBORHOOD COUNCIL FUNDING PROGRAM FISCAL YEAR ADMINISTRATIVE PACKET**

### **Summary**

The Administrative Packet provides for a more comprehensive and complete record of all items that support the Neighborhood Councils' (NC) fiscal and administrative operations, including its annual budget, Financial Officers, and any commitments for NC office space, storage facility, P.O. Boxes, etc.

### **Goal(s)**

The goal(s) of the Administrative Packet is to make it easier for NCs to identify, plan, and confirm, via a board vote, all fiscal and administrative requirements upfront each year so that our Office can prepare for and process funding requests and resulting contracts judiciously and expeditiously.

The Packet contains the following items:

- NC Funding Program Acknowledgements & Agreements – Signed by all Financial Officers
  - **If a new Financial Officer is being appointed for the new Fiscal Year, please check the appropriate box for the Financial Officer(s).**
- Completed Annual Budget
- Information pertaining to office space, meeting space, storage facility, Post Office Box (P.O. Box), and website services, as applicable.

### **Procedure**

On a yearly basis, we require each NC to discuss, prepare, and approve the Administrative Packet. Once the NC board has voted on the Packet, the Packet and the completed Board Action Certification (BAC) Form are to be submitted to the NC Funding Program.

Your NC Treasurer can submit both documents, the Packet and BAC, by uploading them in the NC Funding System portal, Budget Allocation section, immediately after Board approval. Once received, reviewed, and accepted by our Program, your NC will gain full access to its funds. The NC Funding System portal website is <https://cityclerk.lacity.org/NCFundPortal/#/login>

As our Program awaits your Packet submission, access to your NC funds will be limited to \$333.00 per month, until the annual budget, Administrative Packet, and BAC have been received and accepted. This limited amount is intended to assist your NC operationally for expenses related to conducting your NC meetings, i.e. meeting facility use fees, printing and photocopying of meeting documents, meeting refreshments/snacks, professional staff services.

If you have questions or require any assistance regarding the packet, please feel free to email us at [clerk.ncfunding@lacity.org](mailto:clerk.ncfunding@lacity.org) or call us at 213-978-1058.

**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**

*Daniel Bernstein*

\_\_\_\_\_  
SIGNATURE OF THE TREASURER

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PRINT NAME OF THE TREASURER

\_\_\_\_\_  
EMAIL


\_\_\_\_\_  
BOARD POSITION

\_\_\_\_\_  
PHONE NUMBER

***CONTINUES OTHER SIDE***

**2nd Signer**

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



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

\_\_\_\_\_  
DATE

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

\_\_\_\_\_  
EMAIL

\_\_\_\_\_  
BOARD POSITION

\_\_\_\_\_  
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

\_\_\_\_\_  
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**

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

\_\_\_\_\_  
DATE

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

\_\_\_\_\_  
EMAIL

\_\_\_\_\_  
BOARD POSITION

\_\_\_\_\_  
PHONE NUMBER

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

**Please check here if a new Cardholder is being appointed**

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

\_\_\_\_\_  
DATE

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

\_\_\_\_\_  
EMAIL

\_\_\_\_\_  
BOARD POSITION

\_\_\_\_\_  
PHONE NUMBER

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



**NEIGHBORHOOD COUNCIL FUNDING PROGRAM  
BANK CARDHOLDER ACKNOWLEDGEMENT &  
AGREEMENT OF RESPONSIBILITIES**

This document outlines the responsibilities that I, as the Neighborhood Council Bank Cardholder, have as the primary custodial holder of a City Los Angeles Neighborhood Council (NC) Bank 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 Office of the City Clerk 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 or services required for the conduct of official Neighborhood Council business only.
2. I agree to make only those purchases consistent with the type of purchases authorized by the Office of the City Clerk and approved by the NC Governing Board.
3. 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 of 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.
4. Uses of the Card not authorized by the Office of the City Clerk can be considered misappropriation of City funds. This could result in (a) immediate and irrevocable forfeiture of the Card, and /or (b) potential decertification action. I understand that the Card must be surrendered upon termination of any 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 Office of the City Clerk.
5. I understand that since the Card is the property of the 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.
6. I understand that I will have access to the Funding Program System portal via the Internet where all card transactions will be posted by the Bank when the card is used. I understand that I am required to obtain itemized receipts for all card transactions and upload the itemized receipts to the Funding Program System portal to verify the posted card transaction. Uploading the required itemized receipt is necessary for my NC Monthly Expenditure Report (MER) to be generated by the Funding Program System portal. The MER must be reviewed and approved by the NC Governing Board before being submitted to the Office of the City Clerk as a complete Report.
7. I understand that all transactions on the Card will reduce the funds available to the NC. I understand that the Bank will not accept any limit increases from me.
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. As a Neighborhood Council Financial Officer, I have signed and received a copy of both the NC Funding Program Bank Cardholder Agreement of Responsibilities and Financial Officers Letter of Acknowledgement, have attended and completed the required NC Funding Program training, and understand the requirements and limitations regarding the NC Bank Card's use.

**PLEASE SIGN NEXT PAGE**

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

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

\_\_\_\_\_  
DATE

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

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

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

\_\_\_\_\_  
DATE

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

## **NEIGHBORHOOD COUNCIL FUNDING PROGRAM ANNUAL BUDGET TEMPLATE**

The annual budget is a plan for the utilization of the NC's financial resources. It should be used as a strategic financial road map to conduct activities and efforts that will help the NC achieve its mission, goals, and objectives. The budget should include the input of stakeholders, be accessible, and comply with the rules that govern the use of NC public funds.

As a planning tool, the annual budget allows the NC board to allocate its funds, both regular annual funds and rollover funds, if any, into the following Expenditure Categories:

1. General and Operational Expenditures
  - i. **Office/Operational**
  - ii. Outreach
  - iii. Elections
2. Neighborhood Purposes Grants (NPGs)
3. Community Improvement Projects (CIPs)

With the exception of certain expenditures related to Office/Operational items, the annual budget cannot be used as authorization or approval of actual payments to vendors. All payments related to Outreach purchases, activities, and events, Elections, NPGs, and CIPs must be considered and approved through separate board motions, not as part of the board approval of the annual budget.

The annual budget may be accepted as authorization for payment for certain monthly and recurring **Office/Operational expenditures only**, such as those listed below, when itemized in the Office/Operational Expenditure Category. Please see the sample itemized Office/Operational budget allocations next page.

1. Office lease payments
2. Office supplies and equipment expenses, not including inventory items
3. Storage facility lease payments
4. P.O. Box payments
5. Office telephone and Internet services
6. Refreshments/snacks for board/committee meetings
7. Website hosting and maintenance services
8. Professional meeting/office-related services, i.e. translators, minute-takers, audio services
9. Printing and copying for meetings/office-related purposes only
10. Printing NC business cards

The annual budget template form provided here is an optional tool. Your Neighborhood Council may submit its annual budget on a form different from this template as long as it only contains the same budget allocation Expenditures Categories listed above.

For more details on the Administrative Packet, Fiscal Year annual budget, and rollover of funds unspent at the end of the Fiscal Year, please review the Policies and Guidelines, Policy 1.1, found on our website: <https://clerk.lacity.org/clerk-services/nc-funding>

**Sample Itemized Budget Allocations for  
Office/Operational Expenditures**

<b>Office/Operational Expenditures Category</b>	
<i>Office Rent (\$500/month x 12 months)</i>	<i>\$6,000.00</i>
<i>Office Supplies (paper, ink, staples, pens, binders, business cards, etc.)</i>	<i>\$500.00</i>
<i>Printer/Copy Machine Lease</i>	<i>\$1,500.00</i>
<i>Internet Service (Spectrum)</i>	<i>\$1,000.00</i>
<i>Telephone Service (Ooma)</i>	<i>\$500.00</i>
<i>Website Hosting and Maintenance</i>	<i>\$1,500.00</i>
<i>Printing and Photocopying for Meetings</i>	<i>\$300.00</i>
<i>Meeting Facility Fees (Riverside Elementary School)</i>	<i>\$1,500.00</i>
<i>Minute-Taker for Meetings (AppleOne)</i>	<i>\$1,500.00</i>
<i>Refreshments/Snacks for Meetings</i>	<i>\$1,200.00</i>
<b>Total Office/Operational Expenditures \$15,500.00</b>	



<b>Neighborhood Council</b> _____ <b>Annual Budget for Fiscal Year: _____</b>	
<b>Annual Budget Funds</b>	
<b>Rollover Funds*</b>	
<b>Total Annual Budget Funds</b>	

<b>Office/Operational Expenditures Category</b>	
<b>Total Office/Operational Expenditures</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>Neighborhood Purposes Grants (NPG) Expenditures Category</b>	
<b>Total NPG Expenditures</b>	

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

<b>TOTAL ANNUAL BUDGET ALLOCATIONS</b>	
<b>Office/Operational Expenditures</b>	
<b>Outreach Expenditures</b>	
<b>Election Expenditures</b>	
<b>General and Operational Expenditures</b>	
<b>Neighborhood Purposes Grants (NPG) Expenditures</b>	
<b>Community Improvement Projects (CIP) Expenditures</b>	
<b>TOTAL EXPENDITURES FOR THE FISCAL YEAR</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 type="checkbox"/> NA	
Property Name:	
Property Address:	
Property Owner Name:	
Property Owner Phone Number:	
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 type="checkbox"/> NA	
Property Name:	
Property Address:	
Property Owner Name:	
Property Owner Phone Number:	
Property Owner Email:	

**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 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 type="checkbox"/> NA	
Property Name/Owner:	
NC P.O. Box Address	
Property Owner Address:	
Property Owner Phone Number:	
Property Owner Email:	
Name on P.O. Box Account:	

**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 type="checkbox"/> NA	
Name of Website Services Provider:	
Service Provider Address:	
Service Provider Phone Number:	
Service Provider Email:	
Type of Services Provided:	

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

# Monthly Expenditure Report



**Reporting Month: December 2024      Budget Fiscal Year: 2024-2025**

**NC Name: Hollywood Hills West  
Neighborhood Council**

Monthly Cash Reconciliation					
Beginning Balance	Total Spent	Remaining Balance	Outstanding	Commitments	Net Available
\$38351.04	\$5000.00	\$33351.04	• \$813.74	\$0.00	\$32537.30

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office	\$26429.91	\$0.00	\$20751.04	\$813.74	\$19937.30
Outreach		\$0.00		\$0.00	
Elections		\$0.00		\$0.00	
Community Improvement Project	\$500.00	\$0.00	\$500.00	\$0.00	\$500.00
Neighborhood Purpose Grants	\$22100.00	\$5000.00	\$12100.00	\$0.00	\$12100.00
Funding Requests Under Review: \$0.00		Encumbrances: \$0.00		Previous Expenditures: \$10678.87	

Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	Hamburger Home DBA Aviva Family and Children's Services	12/05/2024	The Hollywood Hills West Neighborhood Council (HHWNC) approves the Neighborhood Purposes Grant (NPG) request from the Hamburger Home dba Aviva Family and Children's S...	Neighborhood Purpose Grants		\$5000.00
<b>Subtotal:</b>						<b>\$5000.00</b>

Outstanding Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	David Horowitz	11/04/2024	David Horowitz fee October Board Meeting on Zoom: scheduling, inviting participants, managing technical settings, timing and muting participants, etc. as per budget	General Operations Expenditure	Office	\$320.00
2	David Horowitz	11/04/2024	David Horowitz October 2024 Web & Email Administration	General Operations Expenditure	Office	\$300.00
3	City of Los Angeles Dept. of Neighborhood Empowerment	11/04/2024	The Board of Hollywood Hills West NC approves the payment to the City of Los Angeles – DONE for a Zoom license from May, 2024 to April, 2025 in the amount of \$193.74 (Invoice &...	General Operations Expenditure	Office	\$193.74

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<b>Subtotal:</b> Outstanding	<b>\$813.74</b>
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**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: Hollywood Hills West

**SECTION I - APPLICANT INFORMATION**

Hamburger Home

1a) dba Aviva Family & Children's Services      95-1693616      CA      9/12/2006  
*Organization Name*      *Federal I.D. # (EIN#)*      *State of Incorporation*      *Date of 501(c)(3) Status (if applicable)*

1b) 7120 Franklin Avenue      Los Angeles      CA      90046  
*Organization Mailing Address*      *City*      *State*      *Zip Code*

1c) \_\_\_\_\_  
*Business Address (if different)*      *City*      *State*      *Zip Code*

1d) **PRIMARY CONTACT INFORMATION:**

Priscilla Valencia      (213) 655-3734      pvalencia@aviva.org  
*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)*      *City*      *State*      *Zip Code*

**SECTION II - PROJECT DESCRIPTION**

4) **Please describe the purpose and intent of the grant.**  
 This grant aims to enhance Aviva Family & Children's Services safety measures by installing security cameras at Wallis House, our 36-bed Interim Supportive Housing Program and providing security orientations to its residents. Wallis House is the only housing program in Hollywood designed to support the needs of women and their children transitioning out of homelessness into independent living. Our intent with this request is to enhance our security measures, improve quality of life, and provide peace of mind for our clients, staff, and community members at large. Each year, Wallis House plays a crucial role in ensuring the safety and well-being of more than 200 women and children experiencing homelessness, domestic violence, and other crisis situations. Therefore, it is imperative to create a safe environment for families to heal, our staff to effectively deliver services, and volunteers to continue to give their time.

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)**  
 Wallis House is a historic building on one of the busiest streets in Hollywood with high levels of tourism. Security in a busy, touristy neighborhood is crucial to ensure the safety of visitors and residents alike, fostering a welcoming atmosphere that encourages exploration and protects the vibrant local economy. By providing a visible deterrent to potential criminal activity, security cameras can create a more secure environment, fostering a sense of safety among Wallis House residents and community members who may have experienced trauma or instability in the past. By monitoring and recording activities, we can proactively address any security concerns and respond to any incidents that may arise in the neighborhood. Upon arrival, Wallis House residents are educated on the importance of reporting any suspicious activity they observe, situational awareness, and being a good neighbor to foster a positive community atmosphere. We also hold monthly community meetings where safety issues are addressed and discussed with all residents as they arise. Having a secure environment can promote residents' sense of dignity and empowerment, enabling them to focus on their personal growth and healing. Overall, furthering the safety measures at Wallis House will cultivate a supportive atmosphere that benefits both the women living in the program and the surrounding community by promoting safety, accountability, and trust.



**SECTION III - PROJECT BUDGET OUTLINE**

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

6a) Personnel Related Expenses	Requested of NC	Total Projected Cost
N/A	\$	\$
	\$	\$
	\$	\$

6b) Non-Personnel Related Expenses	Requested of NC	Total Projected Cost
Security Cameras	\$ 5,000	\$ 7,205
	\$	\$
	\$	\$

7) Have you (applicant) applied to any other Neighborhood Councils requesting funds for this project?  
 No  Yes If Yes, please list names of NCs: \_\_\_\_\_

8) Is the implementation of this specific program or purpose described in Question 4 contingent on any other factors or sources or funding? (Including NPG applications to other NCs)  No  Yes If Yes, please describe:

Source of Funding	Amount	Total Projected Cost
	\$	\$
	\$	\$
	\$	\$

9) What is the TOTAL amount of the grant funding requested with this application: \$ 5,000

10a) Start date: 11 / 01 / 24 10b) Date Funds Required: 12 / 02 / 24 10c) Expected Completion Date: 12 / 02 / 24  
 (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  Yes If Yes, please describe below:

Name of NC Board Member	Relationship to Applicant

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\*

Amber Rivas President and CEO DocuSigned by: Amber Rivas 10/8/2024 | 10:28 AM  
 PRINT Name Title Signature Date

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

Kim Peterson COO DocuSigned by: Kim Peterson 10/8/2024 | 12:40 PM  
 PRINT Name Title Signature Date

\* 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@lacity.org](mailto:clerk.ncfunding@lacity.org) for instructions on completing this form

**Internal Revenue Service**  
**P.O. Box 2508**  
**Cincinnati, OH 45201**

**Department of the Treasury**

**Date:** September 12, 2006

**Person to Contact:**

Michelle Jones

ID# 31-07675

**Toll Free Telephone Number:**

877-829-5500

**Employer Identification Number:**

95-1693616

HAMBURGER HOME  
AVIVA FAMILY AND CHILDRENS SERVICES  
7120 FRANKLIN AVE  
LOS ANGELES CA 90046-3002

Dear Sir or Madam:

This is in response to the fictitious business name statement filed with the state. We have updated our records to reflect the name change as indicated above.

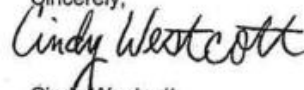
Our records indicate that a determination letter was issued in January 1935 that recognized you as exempt from Federal income tax. Our records further indicate that you are currently exempt under section 501(c)(3) of the Internal Revenue Code.

Our records also indicate you are not a private foundation within the meaning of section 509(a) of the Code because you are described in sections 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.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

Sincerely,



Cindy Westcott  
Manager, Exempt Organizations  
Determinations



### **FY2024-2025 Wallis House Security Measures Program Budget**

<b>Income</b>	<b>Amount</b>
Hollywood Hills West Neighborhood Council	\$5,000
In-kind Services & Donations	\$2,205
<b>Total Income</b>	<b>\$7,205</b>

<b>Expenses</b>	<b>Amount</b>
Security Cameras – purchase and installation of cameras	\$5,000
Security Orientations – curriculum/material development and production	\$2,205
<b>TOTAL</b>	<b>\$7,205</b>



Ana Cardoso <ana.cardoso@lacity.org>

---

**Fwd: NPG: Community Safety for Aviva & Hollywood**

8 messages

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**Anastasia Mann** <president@hhwnc.org>

Wed, Dec 4, 2024 at 12:23 PM

To: Melvin Canas <melvin.canas@lacity.org>, Ana Cardoso <ana.cardoso@lacity.org>

Cc: Sofia Anguiano <sofia.anguiano@lacity.org>, Shane Nguyen <communitychair@hhwnc.org>, Daniel Bernstein <treasurer@hhwnc.org>, Stuart Ross <vicepresident@hhwnc.org>

Hello to you both.

Sorry for the delay....

Here is the Brand info for the security cameras for Aviva that you requested.

Thank you again!!!

Anastasia  
310-753-9777 Mobile

**Anastasia Mann**  
*HHWNC President*



7095 Hollywood Blvd., Suite #1004  
Hollywood, CA 90028

310.854.6000  
[President@hhwnc.org](mailto:President@hhwnc.org)  
[HHWNC.ORG](http://HHWNC.ORG)

Begin forwarded message:

**From:** Priscilla Valencia <PValencia@aviva.org>  
**Date:** December 4, 2024 at 12:14:05 PM PST  
**To:** Anastasia Mann <president@hhwnc.org>  
**Cc:** Shane Nguyen <shanexnguyen@gmail.com>, Daniel Bernstein <treasurer@hhwnc.org>  
**Subject:** NPG: Community Safety for Aviva & Hollywood

Hi Anastasia,

I'm pleased to share that we've identified Hikvision Bullet as the ideal security camera brand to support our request for funding through the Hollywood Hills West Neighborhood Council Nonprofit Funding Program. These cameras are both removable and compatible with the monitoring software we use across our agency.

12/5/24, 8:57 AM

City of Los Angeles Mail - Fwd: NPG: Community Safety for Aviva & Hollywood

We are incredibly grateful for the council's approval of this grant and its recognition of how these cameras will enhance the safety and security of our Hollywood community.

Thank you for your partnership and support.

Priscilla

**Priscilla Valencia, MNA** (she/her)  
VP of Development  
Aviva Family and Children's Services  
7120 Franklin Avenue  
Los Angeles, CA 90046  
C 213-655-3734  
[pvalencia@aviva.org](mailto:pvalencia@aviva.org) | [aviva.org](http://aviva.org)

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**Ana Cardoso** <[ana.cardoso@lacity.org](mailto:ana.cardoso@lacity.org)>

Wed, Dec 4, 2024 at 12:50 PM

To: Anastasia Mann <[president@hhwnc.org](mailto:president@hhwnc.org)>

Cc: Melvin Canas <[melvin.canas@lacity.org](mailto:melvin.canas@lacity.org)>, Sofia Anguiano <[sofia.anguiano@lacity.org](mailto:sofia.anguiano@lacity.org)>, Shane Nguyen <[communitychair@hhwnc.org](mailto:communitychair@hhwnc.org)>, Daniel Bernstein <[treasurer@hhwnc.org](mailto:treasurer@hhwnc.org)>, Stuart Ross <[vicepresident@hhwnc.org](mailto:vicepresident@hhwnc.org)>

Hello Anastasia,

Please resubmit the payment request at your earliest convenience.

Thank you,



**Ana Cardoso** | Neighborhood Council Funding Program, Funding Representative

City of Los Angeles | Office of the City Clerk

General Tel: 213-978-1058

Direct Tel: 213-978-1692

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

Connect with the Clerk:



TO LEARN MORE ABOUT THE NEIGHBORHOOD FUNDING PROGRAM. [CLICK HERE.](#)

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.

[Quoted text hidden]

**Anastasia Mann** <[president@hhwnc.org](mailto:president@hhwnc.org)>

Wed, Dec 4, 2024 at 1:12 PM

To: Ana Cardoso <[ana.cardoso@lacity.org](mailto:ana.cardoso@lacity.org)>





Ana Cardoso &lt;ana.cardoso@lacity.org&gt;

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**Verbiage re: Aviva's NPG app**

7 messages

**Anastasia Mann** <president@hhwnc.org>

Thu, Nov 21, 2024 at 1:07 PM

To: Melvin Canas &lt;melvin.canas@lacity.org&gt;, Ana Cardoso &lt;ana.cardoso@lacity.org&gt;

Cc: Sofia Anguiano &lt;sofia.anguiano@lacity.org&gt;, Shane Nguyen &lt;communitychair@hhwnc.org&gt;, Daniel Bernstein &lt;treasurer@hhwnc.org&gt;, Stuart Ross &lt;vicepresident@hhwnc.org&gt;, Amber Rivas &lt;ARivas@aviva.org&gt;, Priscilla Valencia &lt;PValencia@aviva.org&gt;

Good afternoon everyone..,

Sofia just advised me that we can proceed with granting the NPG requested funds for for Aviva. Yay!

As I had explained, the residents, employees AND neighbors are ALL our HHWNC stakeholders and will have immediate benefit from these funds being appropriately used for the security of all the above.

Sofia also asked for the explanation re the security cameras being portable etc from Aviva, and, as you know, we've already provided this - but here it is again - from Amber Rivas, president.

Thank you ALL again for your kind help allowing us to request this review.

Please acknowledge that we can proceed to advise AVIVA's team (cc'd here) that we are good good to go.

Also copied is our Community Chair, Treasurer and VP.

BEST & HAPPY HOLIDAYS to you all.

Anastasia  
310-753-9777 Mobile

**Anastasia Mann**  
*HHWNC President*



7095 Hollywood Blvd., Suite #1004  
Hollywood, CA 90028

310.854.6000  
[President@hhwnc.org](mailto:President@hhwnc.org)  
[HHWNC.ORG](http://HHWNC.ORG)

Begin forwarded message:

**From:** Amber Rivas <[ARivas@aviva.org](mailto:ARivas@aviva.org)>  
**Date:** November 14, 2024 at 1:18:18 PM PST  
**To:** Anastasia Mann <[president@hhwnc.org](mailto:president@hhwnc.org)>  
**Cc:** Priscilla Valencia <[PValencia@aviva.org](mailto:PValencia@aviva.org)>  
**Subject:** Re: Verbiage from Aviva's NPG app

Good Afternoon Anastasia,

Thank you so much for your call today -- we really appreciate all of your efforts to ensure that Aviva is awarded these funds year over year. Per your request, here is some additional language below:

Aviva's Wallis House has an existing camera system; however, through our regular risk assessment practices, we have learned there is a need for additional, more updated cameras to ensure that we have clear and complete visibility of the property's entire perimeter. The additional cameras are not considered capital improvements as they are not permanent fixtures on the facility, and can be moved/removed at anytime. They will be the sole property of Aviva and therefore would not increase property value for any future owner.

Furthermore, the addition of these cameras would directly benefit the surrounding community. With Wallis House's location directly on Hollywood Boulevard, there is a high-level of foot traffic, with many non-resident community members entering the neighborhood. The installation of additional high-quality cameras would support and promote community safety, as an Aviva staff member monitors the camera system 24/7. We know that the presence and visibility of cameras serve as an immediate deterrent for trespassing, break-ins, and other crime; we believe that these additional cameras can provide an additional layer of protection for the local community.

Let me know if this is what you are looking for — I've copied Priscilla on this as well, should you have additional questions.

Thank you!

Amber

---

**From:** Anastasia Mann <[president@hhwnc.org](mailto:president@hhwnc.org)>  
**Sent:** Thursday, November 14, 2024 12:25 PM  
**To:** Amber Rivas <[ARivas@Aviva.org](mailto:ARivas@Aviva.org)>  
**Subject:** Fwd: Verbiage from Aviva's NPG app

***Warning: This email originated from someone outside of Aviva's Email System. If you did not expect this email, do not click on any Links or Attachments. Contact the sender via a new email or call them to verify.***

Anastasia  
310-753-9777 Mobile

**Anastasia Mann**  
*HHWNC President*



7095 Hollywood Blvd., Suite #1004  
Hollywood, CA 90028

310.854.6000



NC Name: Hollywood Hills West	Meeting Date: October 16, 2024
Budget Fiscal Year: July 1, 2024 to June 30, 2025	Agenda Item No: X. b.
Board Motion and/or Public Benefit Statement (CIP and NPG):	The Hollywood Hills West Neighborhood Council (HHWNC) approves the Neighborhood Purposes Grant (NPG) request from the Hamburger Home dba Aviva Family and Children's Services (AFCS) for \$5,000 to support enhanced safety measures at the Wallis House (1701 Camino Palmero St, located in Area 6), a 36-bed interim Supportive Housing Program for women and their children transitioning

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
Anastasia Mann	President	x					
Stuart Ross	First Vice President	x					
Daniel Bernstein	Treasurer				x		
Darnell Tyler	Secretary	x					
Jane Crockett	Second Vice President	x					
Daniel Savage	Area 1 Chair				x		
Eric Rudd	Area 2 Chair				x		
Brian Dyer	Area 3 Chair	x					
Jason Walker	Area 4 Chair	x					
Charles Coker	Area 5 Chair				x		
Joe Kahraman	Area 6 Chair	x					
Lincoln Williamson	Area 7 Chair	x					
Manuela Goren	Area 8 Chair				x		
Richard Klug	Area 9 Chair				x		
Oren Katz	Business Chair	x					
Shane Nguyen	Community Enrichment Chair	x					
Cheryl Holland	Environment Chair	x					
Hilda Boyadjian	Housing Chair	x					
Rebecca Neuren	Infrastructure Chair				x		
Kyle (Mihail) Naumovski	Outreach/Public Events Chair	x					
Graham Rossmore	Parks and Open Space Chair	x					
Paul Jenkins	Public Safety Chair	x					
Naomi Kobrin	Transportation Chair				x		
Board Quorum: 12	Total: 15				8		

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 <i>Daniel Bernstein</i> Print/Type Name: Daniel L. Bernstein Date: October 29, 2024	Authorized Signature <i>Anastasia Mann</i> Print/Type Name: Anastasia Mann Date: October 29, 2024
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# Monthly Expenditure Report



**Reporting Month: January 2025**

**Budget Fiscal Year: 2024-2025**

**NC Name: Hollywood Hills West  
Neighborhood Council**

Net Available is \$177.50 less than Funding net available as the 2/04/25 amount included in this MER.

Monthly Cash Reconciliation					
Beginning Balance	Total Spent	Remaining Balance	Outstanding	Commitments	Net Available
\$33351.04	\$620.00	\$32731.04	\$2023.24	\$0.00	\$30707.80

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office		\$620.00		\$2023.24	
Outreach	\$26429.91	\$0.00	\$20131.04	\$0.00	\$18107.80
Elections		\$0.00		\$0.00	
Community Improvement Project	\$500.00	\$0.00	\$500.00	\$0.00	\$500.00
Neighborhood Purpose Grants	\$22100.00	\$0.00	\$12100.00	\$0.00	\$12100.00
Funding Requests Under Review: \$0.00		Encumbrances: \$0.00		Previous Expenditures: \$15678.87	

Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	David Horowitz	11/04/2024	David Horowitz fee October Board Meeting on Zoom: scheduling, inviting participants, managing technical settings, timing and muting participants, etc. as per budget	General Operations Expenditure	Office	\$320.00
2	David Horowitz	11/04/2024	David Horowitz October 2024 Web & Email Administration	General Operations Expenditure	Office	\$300.00
<b>Subtotal:</b>						<b>\$620.00</b>

Outstanding Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	City of Los Angeles Dept. of Neighborhood Empowerment	11/04/2024	The Board of Hollywood Hills West NC approves the payment to the City of Los Angeles – DONE for a Zoom license from May, 2024 to April, 2025 in the amount of \$193.74 (Invoice &...	General Operations Expenditure	Office	\$193.74
2	David Horowitz	01/21/2025	David Horowitz Website & Email administration for the month of January 2025 per budget.	General Operations Expenditure	Office	\$300.00

3	David Horowitz	01/21/2025	David Horowitz December Special Board Meeting on Zoom scheduling, inviting participants, managing technical settings, timing and muting participants, etc.per budget.	General Operations Expenditure	Office	\$360.00
4	David Horowitz	01/21/2025	David Horowitz Website & Email administration for the month of December 2024 per budget.	General Operations Expenditure	Office	\$300.00
5	David Horowitz	01/21/2025	David Horowitz fee November 2024 Board Meeting on Zoom: scheduling, inviting participants, managing technical settings, timing and muting participants, etc. as per budget.	General Operations Expenditure	Office	\$360.00
6	David Horowitz	01/21/2025	David Horowitz Website & Email administration for the month of November 2024 as per budget.	General Operations Expenditure	Office	\$300.00
7	City of LA Publishing Services	01/31/2025	4 Badges for new Board members of HHWNC. \$32.00 is within the Board approved \$500.00 business card budget for YE 6-30-2025.	General Operations Expenditure	Office	\$32.00
8	City of LA Publishing Services	02/04/2025	The Hollywood Hills West Neighborhood Council (HHWNC) approves expenditure for new Business cards and Name & Title lanyard badges for new board members and those who hav...	General Operations Expenditure	Office	\$177.50
<b>Subtotal: Outstanding</b>						<b>\$2023.24</b>

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## HOLLYWOOD HILLS WEST - NEIGHBORHOOD COUNCIL

DAVID  
HOROWITZ

310-869-4949  
david@comiche.com

22054 Windham Way  
Santa Clarita, CA 91350

Bill To: Hollywood Hills West Neighborhood Council 7095  
Hollywood Blvd.,  
Suite #1004  
Hollywood CA, 90028

Project Title: October Board Meeting  
Project Description: October Board Meeting on Zoom:  
scheduling, inviting participants, managing technical  
settings, timing and muting participants, etc. Invoice  
Number: 2024-00018  
Invoice Date: 10/25/2024

Description	Hours	Price/Hr	Cost
October Board Meeting	4.00	\$ 80.00	\$ 320.00
		Subtotal	\$ 320.00
		Total	\$ 320.00

Please make check payable to David Horowitz.

Thank you for your business!

Best regards,

David Horowitz



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## HOLLYWOOD HILLS WEST - NEIGHBORHOOD COUNCIL

Bill To: Hollywood Hills West Neighborhood Council 7095 Hollywood Blvd., Suite #1004  
Hollywood CA, 90028

DAVID  
HOROWITZ

310-869-4949  
david@corniche.com

22054 Windham Way  
Santa Clarita, CA 91350

Project Title: October 2024 Web & Email Administration  
Project Description: Website & Email administration for the month of October  
Invoice Number: 2024-00017  
Invoice Date: 10/25/2024

Description		Cost
October Web & Email Administration		\$ 300.00
	Subtotal	\$ 300.00
	Total	\$ 300.00

Please make check payable to David Horowitz.

Thank you for your business!

Best regards,

David Horowitz

