

CITY OF LOS ANGELES

CALIFORNIA

PANORAMA CITY NEIGHBORHOOD COUNCIL

DIRECTORS

Dianabel Gonzalez, Chair • Tony Wilkinson, VCh
Martin Geisler, Treas • Pamela Gibberman, Sec
Manuel Bernal, VP • Jakelyn Campos
Susan M. Herrell • Chelsea Hopson
Michelle Klein-Hass • Saul Mejia, VP
Viviano Montes, VP • Emily Roberts
William Rooney • Angela Sichler
Karo Terossian • Jack Waizenegger, VP
Gregory L. Wilkinson
Vacant seats: North Renter, Southeast Renter
Southwest Homeowner, Southwest Renter
Youth Representatives: Douglas Bernal,
Danilo Guerra



ERIC GARCETTI
MAYOR

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ALTERNATES

Alt1 Olvia Diaz • Alt2 Deborah Kenton
Alt3 Marisol Lopez • Alt4 Severiana Pablo
Alt5 (vacant)

PANORAMA CITY NEIGHBORHOOD COUNCIL SPECIAL FINANCE COMMITTEE MEETING AGENDA

Wednesday, October 8, 2014, 7:00 PM

Panorama City Neighborhood Council Office, Fourth Floor Conference Room
14500 Roscoe Boulevard, Panorama City, CA 91402

The quorum for Panorama City Neighborhood Council committees is three. Public comments on agenda items will be heard when the item is considered. Public comments on other matters within the council's jurisdiction may be made during the Public Comment period. Public comments are usually limited to two minutes per speaker, at the discretion of the Chair. Action may be taken on any agenda item except Public Comment and announcements. Actions may be reconsidered only if a motion for reconsideration is adopted at the same meeting where the action was taken. You may request a copy of printed materials that are distributed at the meeting. You may record the meeting by audio, video or photographic means as long as it is not disruptive. Meeting notices and agendas are posted at the Plaza Del Valle Community Room and at other locations (see notes below). If you need translation, or accommodation for a disability, please call the city Department of Neighborhood Empowerment at least three business days in advance (213-978-1551, or toll-free 3-1-1). The city is a covered entity under Title II of the Americans with Disabilities Act. If you believe the council is not following the law or its own rules you may file a grievance in writing with copies to both the Chair and the Secretary. Please be respectful of others, even when you differ with them. Times shown in the agenda are only estimates. The actual schedule may be changed at the meeting.

The Finance committee meeting has now moved to the second Monday of the month at 7:00 p.m. In the future this will be the regular meeting time. This special meeting will consider how to implement new city funding procedures that will be outlined in a special training on Monday, October 6. IF YOU ARE INTERESTED IN THIS SUBJECT, YOU CAN ATTEND THE TRAINING

Neighborhood Council Funding Training and Townhall Feedback Sessions

Monday, October 6, 6-9 pm: Pacoima City Hall, 13529 Van Nuys Blvd, Pacoima, CA 91331

Wednesday, October 15, 6-9 pm: Marvin Braude Center, 6262 Van Nuys Blvd, Van Nuys, CA 91402

- 7:00 1. **Call to Order** and Opening Remarks (Tony Wilkinson, Chair) [2m]
7:02 2. **Self-Introductions** of Participants and Guests (***Please sign the sign-in sheet!***) [1m]
7:03 3. **Public Comment** and Announcements (***Please limit to two minutes per speaker.***) Public comment on agenda items will be heard at the time the item is considered. [6m]
(***Please fill out a Public Speaker Card for the Chair so that we may identify your input. A Public Speaker Card is not required in order to make a public comment.***)

- 7:09 4. Roll Call** of committee members (the quorum for committee meetings is 3). [1m]
- 7:10 5. Adoption of minutes** [1m]
- 7:11 6. Discussion and possible action on new Neighborhood Council funding procedures that may have been presented at the Department of Neighborhood Empowerment's training session on Monday, October 6.** The new checking account system is not simply a way to replace expensive Demand Warrant processing. It is an elaborate new system of paperwork and controls that exceeds anything that was present in the old Purchase Card-DW system. All Neighborhood Councils, including this one, will need to adopt their own new procedures to meet the new requirements. [19m]
- 7:30 7. Review and possible action on required financial reports from Fiscal Year 2013-2014 that have yet to be submitted to the Department of Neighborhood Empowerment.** In many cases the Board has approved the Treasurer's Quick Books Income Statement reports of expenditures and the related US Bank statements, but the reports have not been submitted because of missing documentation items. [3m]
- 7:33 8. Review and possible action on the monthly Treasurer's reports that will be presented to the Board for approval at its October 23 meeting.** The Monthly Expenditure Report (MER) for transactions in the Calendar month of September must be presented to the Board and adopted at the regular October 23 Board meeting. It must be submitted to the Department of Neighborhood Empowerment ten days later (by Sunday, November 2). [3m]
- 7:37 9. Discussion and possible action on recommendation for Board action to assure that Monthly Expenditure Reports will be filed in a timely fashion.** [4m]
- 7:40 10. Review and possible recommendations on new funding requests and funding requests made by other committees, for consideration by the Board.** [5m]
- 7:45 11. Consider status and further action on the Board-directed inventory of office equipment and on a system of inventory control and application tags for the council's electronic hardware that is not already tagged.** [5m]
- 7:50 12. Consideration and possible action on office lease renewal.** [3m]
- 7:53 13. Consideration and possible action on office administration issues.** [5m]
- 7:58 14. Public Comment and Announcements.** (Please limit to two minutes per speaker.) [2m]
- 8:00 15. Adjournment**

Council Process: The council gained its official city role upon certification by the Board of Neighborhood Commissioners on March 15, 2007. Everyone who lives, works or owns real property within the boundaries of the Panorama City Neighborhood Council, or who declares a Community Interest in the area and the basis for it, is a "stakeholder". All stakeholders are members of the Council. Stakeholders elect a Board of Directors to represent them. This Board is recognized as the decision-making entity by the City of Los Angeles. The current Board was elected on March 8, 2014. While the Board is the official decision-making entity, meetings are conducted as much as possible in a town hall spirit. Committees are open to anyone with an interest in Panorama City. Panorama City's neighborhood council is much more than its Board, and it depends on public participation for its success.

Posting Sites: California's open meetings law, the Ralph M. Brown Act, requires that meeting notices be physically posted at a regular location 72 hours in advance for regular meetings and 24 hours in advance for special meetings. The location must be accessible to the public seven days a week, 24 hours a day. That location is the outside steel doors of the Plaza Del Valle Community Room, Building G, 8700 Van Nuys Boulevard, Panorama City, CA 91402. This council is also required to follow the City of Los Angeles posting policy for Neighborhood Councils. That policy additionally requires that councils post agendas through the city's Early Notification System (**ENS**), post the agendas on the council's website (if one exists), and make an effort to send agendas by electronic mail (if such a list exists). This council posts agendas on its website, panoramacitync.org. This council uses the city's ENS mailing list as its agenda email list. You may sign up for the ENS agenda system at: <http://lacity.org/government/Subscriptions/NeighborhoodCouncils/index.htm>.

In addition to the Plaza Del Valle posting location, this council MAY post agendas at other locations within Panorama City. These may include: (1) **Panorama City Branch Library**, 14345 Roscoe Boulevard; (2) **Panorama Recreation Center**, 8600 Hazeltine Avenue; (3) **Sepulveda Recreation Center**, 8801 Kester Avenue; and (4) **Casa Esperanza**, 14705 Blythe Street.

In addition to the ENS agenda list, this council MAY include agendas in its occasional informational emails. You can subscribe to the council's informational email list by sending your request to 'info@panoramacitync.org'. You can also sign up on the council's website. In order to respect our stakeholders' inboxes, messages to the informational email list will be sent at most once or twice a month. ***The only way to assure that you will receive emailed agendas is through the ENS list.***

Agenda-related written materials: The council may occasionally prepare supplementary information to the agenda ("agenda packets"). When this is done, the agenda packets are normally made available both to Board or committee members and to the general public at the start of the posted meeting. In compliance with Government Code section 54957.5, non-exempt writings that are distributed to a majority or all of the Board or committee *in advance of a meeting* may be viewed by appointment at the Panorama City Neighborhood Council office, 14500 Roscoe Boulevard, Suite 400, Panorama City, CA 91401, (818-714-2133) during normal business hours, 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 Pamela Gibberman, Secretary, 14500 Roscoe Boulevard, Suite 400, Panorama City, CA 91402 (818-893-2020, pgibberman@gmail.com).