



Department of Neighborhood Empowerment  
 Reporting Month: AUGUST  
 NC Name: Tarzana NC  
 Budget Fiscal Year: 2016-2017  
 MONTHLY EXPENDITURE REPORT  
 Submitted: 9/15/2016 17:02:53

**FILL IN ALL THE UNSHADED (WHITE) FIELDS (Must be submitted to the Department within 10 days of Board Approval along with documentation and hard copy) EXPENDITURES BY LINE ITEM (for more than 12 expenditures, you may continue entering on page 3 of this worksheet - see below)**

| A  | VENDOR             | INVOICE NUMBER | APPROVAL CODE | DATE / DESCRIPTION              | BUDGET CATEGORY | OUT OF STATE VENDOR      | 1099 Reportable          | TOTAL              |
|--|--------------------|----------------|---------------|---------------------------------|-----------------|--------------------------|--------------------------|--------------------|
| 1  | Net Atlantic       | 1002581-125    |               | 8-1-16 Mailing List Maintenance | OUTREACH        | <input type="checkbox"/> | <input type="checkbox"/> | \$40.00            |
| 2  | The Web Corner     | 13660          |               | 8/1/16 Web Site Maintenance     | OUTREACH        | <input type="checkbox"/> | <input type="checkbox"/> | \$150.00           |
| 3  | Office Depot       | 553            |               | 8/10/16 copies                  | OPERATIONS      | <input type="checkbox"/> | <input type="checkbox"/> | \$13.03            |
| 4  | Office Depot       | 614            |               | 8/10/16 Copies                  | OPERATIONS      | <input type="checkbox"/> | <input type="checkbox"/> | \$2.73             |
| 5  | Office Depot       | 7077           |               | 8/10/16 Toner                   | OPERATIONS      | <input type="checkbox"/> | <input type="checkbox"/> | \$34.87            |
| 6  | Chablis Restaurant | 11661          |               | 8/16/16 Retreat/food            | OPERATIONS      | <input type="checkbox"/> | <input type="checkbox"/> | \$823.00           |
| 7  | Office Depot       | 2002           |               | 8/17/16 copies                  | OPERATIONS      | <input type="checkbox"/> | <input type="checkbox"/> | \$6.85             |
| 8  | Office Depot       | 2840           |               | 8/22/2016 copies                | OPERATIONS      | <input type="checkbox"/> | <input type="checkbox"/> | \$6.87             |
| 9  | The Web Corner     | 13792          |               | 8/22/16 Web site maintenance    | OUTREACH        | <input type="checkbox"/> | <input type="checkbox"/> | \$150.00           |
| 10   | Appleone           | S3689848       |               | 8/19/16 Secretary/minutes       | OPERATIONS      | <input type="checkbox"/> | <input type="checkbox"/> | \$184.80           |
| 11   | Subway             | 68955          |               | 8/22/2016 mtg food              | OPERATIONS      | <input type="checkbox"/> | <input type="checkbox"/> | \$78.00            |
| 12   | V ons              | 4019           |               | 8/22/2016 Mtg food              | OPERATIONS      | <input type="checkbox"/> | <input type="checkbox"/> | \$22.38            |
| <b>SUBTOTAL: Expenditures by Line Item (May include totals on page 3, if entered)</b>  |                    |                |               |                                 |                 |                          |                          | <b>\$1,512.53</b>  |
| <b>CUMULATIVE EXPENDITURES FROM PRIOR MONTHS (CURRENT FISCAL YR)</b>   |                    |                |               |                                 |                 |                          |                          | <b>\$110.19</b>    |
| <b>C OUTSTANDING COMMITMENTS (OBLIGATIONS)</b>   |                    |                |               |                                 |                 |                          |                          |                    |
| 1  |                    |                |               |                                 |                 | <input type="checkbox"/> | <input type="checkbox"/> |                    |
| 2  |                    |                |               |                                 |                 | <input type="checkbox"/> | <input type="checkbox"/> |                    |
| 3  |                    |                |               |                                 |                 | <input type="checkbox"/> | <input type="checkbox"/> |                    |
| 4  |                    |                |               |                                 |                 | <input type="checkbox"/> | <input type="checkbox"/> |                    |
| 5  |                    |                |               |                                 |                 | <input type="checkbox"/> | <input type="checkbox"/> |                    |
| 6  |                    |                |               |                                 |                 | <input type="checkbox"/> | <input type="checkbox"/> |                    |
| 7  |                    |                |               |                                 |                 | <input type="checkbox"/> | <input type="checkbox"/> |                    |
| 8  |                    |                |               |                                 |                 | <input type="checkbox"/> | <input type="checkbox"/> |                    |
| 9  |                    |                |               |                                 |                 | <input type="checkbox"/> | <input type="checkbox"/> |                    |
| 10   |                    |                |               |                                 |                 | <input type="checkbox"/> | <input type="checkbox"/> | \$0.00             |
| <b>SUBTOTAL: Outstanding Commitments (Includes total on page 3)</b>  |                    |                |               |                                 |                 |                          |                          | <b>\$1,622.72</b>  |
| <b>D Total Expenditures &amp; Commitments</b>  |                    |                |               |                                 |                 |                          |                          | <b>\$0.00</b>      |
| <b>E Total Adjustments (such as use taxes assessed, prior fiscal years items, etc) (use '-' for credits, '+' for deductions)</b> |                    |                |               |                                 |                 |                          |                          | <b>\$37,000.00</b> |
| <b>F Approved Budget 2016-2017</b>   |                    |                |               |                                 |                 |                          |                          | <b>\$35,377.28</b> |
| <b>G Balance of Budget 2016-2017</b>   |                    |                |               |                                 |                 |                          |                          |                    |



|                  |            |  |
|------------------|------------|--|
| Reporting Month: | AUGUST     |  |
| NC Name:         | Tarzana NC |  |

| MONTHLY CASH RECONCILIATION |                     |                               |
|-----------------------------|---------------------|-------------------------------|
| Beginning Balance (A)       | Funds Deposited (B) | Total Available (C) = (A+B)   |
| \$8,679.81                  | \$0.00              | \$8,679.81                    |
|                             |                     | Cash Spent this Month (D)     |
|                             |                     | \$1,512.53                    |
|                             |                     | Remaining Balance (E) = C - D |
|                             |                     | \$7,167.28                    |

| MONTHLY CASH FLOW ANALYSIS |                        |                    |                            |   |                                 |  |
|----------------------------|------------------------|--------------------|----------------------------|---|---------------------------------|--|
| Category Identifier        | Budget Category        | Adopted Budget (A) | Total Spent this Month (B) | FY 2015-16 Expenses Cleared in FY 2016-17 (C) | Total Spent in Prior Months (D) | Unspent Budget Balance (E) = A - B - D |
| 100                        | Operations             | \$6,935.00         | \$1,172.53                 | \$0.00  | \$110.19                        | \$5,652.28                             |
| 200                        | Outreach               | \$3,340.00         | \$340.00                   | \$0.00  |                                 | \$3,000.00                             |
| 300                        | Community Improvement  |                    | \$0.00                     | \$0.00  |                                 | \$0.00                                 |
| 400                        | NPG                    | \$890.00           | \$0.00                     | \$0.00  |                                 | \$890.00                               |
| <del>500</del> UNALLOCATED | <del>Initiations</del> | \$25,835.00        | \$0.00                     | \$0.00  |                                 | \$25,835.00                            |
|                            | TOTAL                  | \$37,000.00        | \$1,512.53                 | \$0.00  | \$110.19                        | \$35,377.28                            |

**NEIGHBORHOOD COUNCIL DECLARATION**

We, the Treasurer and Signer of the above indicated Council, declare that the information presented on this form is accurate and complete, and will furnish additional documentation to the Department of Neighborhood Empowerment upon request.

|                     |                    |
|---------------------|--------------------|
| Treasurer Signature | Signer's Signature |
| Print Name          | Print Name         |
| Date                | Date               |
| Harvey Goldberg     | Leonard Shaffer    |

NC Additional Comments: Missing 900 Unallocated-shown as Election expense/500. \$500 expenditure shown in June 2016 MER cleared in July 2016. Was incorrectly deducted for 2016-17 1Q funding Case # 15256. Also \$33.00 bank charge in July 2016 not reflected to be reversed by Union Bank or paid back by DONE Case # 15256. Also Carover of \$16.61 (\$15.00 + \$1.61) not treated properly as of 8/21/16.



## Harvey Goldberg

---

**From:** Andrew Choi [andrew.choi@lacity.org]  
**Sent:** Friday, September 09, 2016 2:16 PM  
**To:** Harvey Goldberg  
**Cc:** Mario Hernandez; Grayce Liu; Janet Hernandez; Atziri Camarena  
**Subject:** Fwd: TNC Case#14608 Stop Payment fee  
**Attachments:** ELA - Mission Control 2.pdf

Hello Mr. Goldberg,

Following our conversation I spoke with Atzi Camarena and Janet Hernandez about your request. Please find the attached document, which shows that we did reallocate the Tarzana NC's \$15 bank fee from Fiscal Year 2016 to current Fiscal Year 2017. I am also forwarding an email that was send on June 30, 2016 about the credit made to Tarzana NC on June 29, 2016.

Per your request, a case has been created, Case #15256. I currently do not have any details about the \$500 or the \$33 overdraft fee. Please contact your Funding Representative Janet Hernandez, who is CC"d on this email, if you have any further questions.

----- Forwarded message -----

**From:** **Atziri Camarena** <atziri.camarena@lacity.org>  
**Date:** Thu, Jun 30, 2016 at 1:25 PM  
**Subject:** TNC Case#14608 Stop Payment fee  
**To:** h.goldberg@tarzananc.org  
**Cc:** Mario Hernandez <mario.hernandez@lacity.org>, Kibibi <kibibi.conner@lacity.org>, Leyla Campos <leyla.campos@lacity.org>, Kathleen Quinn <kathleen.quinn@lacity.org>

Good afternoon Mr. Goldberg,

Union Bank has credited your account for \$15.00 for the stop payment fee. I have attached your Union Bank account information, which will reflect that on June 29, 2016 a "Stop Payment fee reversal" was credited to the Tarzana Neighborhood Council account.

If you have any questions please feel free to contact me

**Atziri Camarena**  
Project Assistant

### IMPORTANT FISCAL YEAR-END DATES:

#### Cash Replenishments:

4th Qtr Replenishments completed.

**June 10, 2016** - Recommended submission day to request additional funds, allows sufficient processing time to transfer funds into NC Checking account. Please be reminded, it takes 3-5 days for Union Bank to process transfer of funds into your account.

#### Important Fiscal 2015-16 Year-End Funding Dates:

**June 17, 2016** - Final submission day for Department Approval of Funding Request

**June 17, 2016** - Final submission day NC contributions to Budget Advocacy & NC Congress Fund

**June 24, 2016** - Final day to submit payments through Union Bank Online Bill-Pay

**From:** Harvey Goldberg [mailto:harveygoldberg@sbcglobal.net]  
**Sent:** Monday, September 12, 2016 12:28 PM  
**To:** 'Andrew Choi'  
**Cc:** 'Mario Hernandez'; 'Grayce Liu'; 'Janet Hernandez'; 'Atziri Camarena'; 'Len Shaffer'  
**Subject:** RE: Fwd: TNC Case#14608 Stop Payment fee

Andrew,

Let's get to the bottom line.

1. Mario Hernandez sent me case # 15256 for the carryover of the \$15.00 bank charge reversal to 2016-17 FY. You followed up sending me the calculation of the actual monies to be deposited into our checking account in July 2016 of \$8,748.39. However the actual amount deposited was \$8,773.39. Therefore the City over deposited \$25.00.

2. Case # 15256 also refers to the \$500.00 that was paid and reported on the June 30, 2016 MER and on a June 30, 2016 screen shot. This money was considered as unused at June 30th by DONE and in the DONE July 12th funding. DONE/City Clerk still need more time to review. Per my email to John Chavez to be resolved by Friday, Sept 16th.

3. Also case # 15256 refers to the \$33.00 bank charge from Union Bank on July 8th due to delayed funding by DONE of the fiscal first quarter of 2016-17. DONE/City Clerk to obtain reversal of this charge or put funding in the Tarzana NC bank account to offset this charge. Per my email to John Chavez to be resolved by Friday, Sept 16th.

4. The Tarzana NC budget for the fiscal year 2016-17 to be \$37,015.00. This consists of the regular \$37,000 funding plus the carryover of \$15.00 from the 2015-16 FY. If you disagree, please explain why it should be considered different, since both the \$500 and \$33.00 are just corrections of errors.

As requested by GM Grayce Liu in John Chavez's absence, I expect that the above will be resolved by Friday September 16th and you will manage or monitor the resolution of these items.

Thank you.

Harvey Goldberg



# STATEMENT OF ACCOUNTS

Page 1 of 2  
Statement Number: [REDACTED] 03  
07/30/16 - 08/31/16

UNION BANK  
CENTURY CITY 0206  
PO BOX 512380  
LOS ANGELES CA 90051-0380

**Telephone Banking**  
For 24-hour Automated Direct Service  
800-238-4486  
800-826-7345(TDD)  
Representatives are available  
Monday through Saturday

To open additional accounts,  
or apply for loans, call your  
banking office at 310-551-8900

You may also access your account online  
at unionbank.com

Thank you for banking with us  
since 2014

**TARZANA NEIGHBORHOOD COUNCIL**  
200 N SPRING ST FL 20  
LOS ANGELES CA 90012-4801

- Use Online Banking Bill Pay system to help you save time and get more control. Easy setup: it only takes minutes to add payees and start paying your bills securely online. To learn more, please visit: [www.unionbank.com/billpay](http://www.unionbank.com/billpay)

## Business Basics Checking Summary

Account Number: [REDACTED] 03

Days in statement period: 33

|                                  |    |           |
|----------------------------------|----|-----------|
| Balance on 7/30                  | \$ | 8,646.81  |
| Additions                        |    | 0.00      |
| Subtractions                     |    | -1,512.53 |
| Checks                           |    | -484.80   |
| Purchases                        |    | -1,027.73 |
| Balance on 8/31                  | \$ | 7,134.28  |
| Statement Average Ledger Balance |    | 7,963.93  |

*Handwritten notes:*  
 7134.28  
 B/C 33 - NOT BOOKED  
 MER - 7167.28  
 6/30/16  
 ADJ. 15 -  
 1.61 16.61  
 F/S = 7150.67 =

We waived your service charge this statement period.

## Checks

| Number       | Date | Reference | Amount | Number | Date | Reference | Amount           |
|--------------|------|-----------|--------|--------|------|-----------|------------------|
| 5015         | 8/1  | 06171796  | 150.00 | 5017   | 8/22 | 08470866  | 150.00           |
| 5016         | 8/23 | 06816122  | 184.80 |        |      |           |                  |
| <b>Total</b> |      |           |        |        |      |           | <b>\$ 484.80</b> |

## Purchases ATM card and Debit card™ purchases

| Date         | Description/Location             | Reference | Amount             |
|--------------|----------------------------------|-----------|--------------------|
| 8/1          | NET ATLANT SALEM MA SALEM MA     | 73246003  | \$ 40.00           |
| 8/12         | OFFICE DEP TARZANA CA TARZANA CA | 70740990  | 2.73               |
| 8/12         | OFFICE DEP TARZANA CA TARZANA CA | 70740989  | 13.03              |
| 8/12         | OFFICE DEP TARZANA CA TARZANA CA | 70740992  | 34.87              |
| 8/18         | CHABLIS FO TARZANA CA TARZANA CA | 71249208  | 823.00             |
| 8/19         | OFFICE DEP TARZANA CA TARZANA CA | 71990779  | 6.85               |
| 8/24         | OFFICE DEP TARZANA CA TARZANA CA | 71742278  | 6.87               |
| 8/24         | VONS S RESEDA CA RESEDA CA       | 71742276  | 22.38              |
| 8/24         | SUBWAY TARZANA CA TARZANA CA     | 71742277  | 78.00              |
| <b>Total</b> |                                  |           | <b>\$ 1,027.73</b> |

## Information and Banking Office Services

For each monthly statement period your account includes:

**Information and Banking Office Services**

---

- Unlimited free Information Services calls to 24-hour Automated Direct Service
- Banking office Information Services calls are \$0.00
- Banking office deposits are \$0.00

Your account was not charged for information and banking office services during the statement period.



Net Atlantic, Inc.  
 10 Federal St., Suite 26  
 Salem, MA 01970  
 978-219-1920

# BILLING STATEMENT



Harvey Goldberg  
 Tarzana Neighborhood Council  
 19798 Greenbriar Drive  
 Tarzana, CA 91356

| Billing Statement Summary |                                  |         |         |      |
|---------------------------|----------------------------------|---------|---------|------|
| Account                   | 1002581                          |         |         |      |
| Reference                 | Billing Statement<br>1002581-125 |         |         |      |
| Date                      | 2016-06-01                       |         |         |      |
| Beginning Balance (\$)    | 0.00                             |         |         |      |
| <b>Amount Due (\$)</b>    | <b>40.00</b>                     |         |         |      |
| <b>Due Date</b>           | <b>2016-07-01</b>                |         |         |      |
| Aging (\$)                |                                  |         |         |      |
| Current                   | 1 - 30                           | 31 - 60 | 61 - 90 | >=91 |
| 40.00                     | 0.00                             | 0.00    | 0.00    | 0.00 |

### SALES/CREDITS

| Post Date  | Description  | Amount (\$) |
|------------|--|-------------|
| 2016-06-01 | Pro Bandwidth Usage<br>Max: 0.055 GB<br>Service Name: 'tarzana-neighborhood-council' | 0.00        |
| 2016-06-01 | Pro Anno List<br>Max: 2956 Members<br>Service Name: 'tarzana-neighborhood-council'   | 40.00       |

Notes:  
 Call and ask about our new Salesforce integration 978-219-1900

*PD 8-1-16*

Please tear off and return the bottom portion with your payment. Thank you.

Harvey Goldberg  
 Tarzana Neighborhood Council  
 19798 Greenbriar Drive  
 Tarzana, CA 91356



Net Atlantic, Inc.  
 10 Federal St., Suite 26  
 Salem, MA 01970

| Payment Summary  |                                  |
|--|----------------------------------|
| Account  | 1002581                          |
| Reference  | Billing Statement<br>1002581-125 |
| <b>Due Date</b>  | <b>2016-07-01</b>                |
| <b>Amount Due (\$)</b>   | <b>40.00</b>                     |
| Amount Enclosed  |                                  |
| Check Number   |                                  |
| Please make checks payable to <b>Net Atlantic, Inc.</b>          |                                  |
| New monies owed will be collected via credit card on 2016-06-04. |                                  |

The Web Corner, Inc.  
 19509 Ventura Blvd  
 Tarzana, CA 91356

# Invoice

| Date     | Invoice # |
|----------|-----------|
| 7/1/2016 | 13660     |

**PAID**  
**08/01/2016**

|  |
|--|
| <b>Bill To</b><br>Tarzana Neighborhood Council<br>PO Box 571016<br>Tarzana, CA 91357 |
|--|

| P.O. No. | Terms          | Project |
|----------|----------------|---------|
|          | Due on receipt |         |

| Quantity     | Description                               | Rate   | Amount   |
|--------------|---|--------|----------|
|              | Phone Support and General Web Development | 150.00 | 150.00   |
| <b>Total</b> |   |        | \$150.00 |



LAND USE  
**Office DEPOT**  
**OfficeMax**

OFFICE DEPOT #3320  
 18211 Ventura Boulevard  
 Tarzana, CA 91356  
 (818) 668-9067

08/10/2016 16.4.2 11:12 AM  
 STR 3320 REG 1 TRN 553 EMP 579403

| Product ID | Description            | Total         |
|------------|------------------------|---------------|
| 166955     | BW DS Letter           |               |
| 60 @ 0.14  |                        | 8.40          |
|            | Business Solutions Prc | 1.50          |
|            | <b>You Pay</b>         | <b>1.50SS</b> |
| 166955     | BW DS Letter           |               |
| 60 @ 0.14  |                        | 8.40          |
|            | Business Solutions Prc | 1.50          |
|            | <b>You Pay</b>         | <b>1.50SS</b> |
| 167060     | BW SS Letter           |               |
| 340 @ 0.14 |                        | 47.60         |
|            | Bulk @0.025            | -6.80         |
|            | Retail After Discounts | 40.80         |
|            | Business Solutions Prc | 8.50          |
|            | <b>You Pay</b>         | <b>8.50SS</b> |
| 167074     | BW SS Ledger           |               |
| 9 @ 0.27   |                        | 2.43          |
|            | Business Solutions Prc | 0.45          |
|            | <b>You Pay</b>         | <b>0.45SS</b> |
|            | Subtotal:              | 11.95         |
|            | Sales Tax:             | 1.08          |
|            | <b>Total:</b>          | <b>13.03</b>  |
|            | MasterCard 7425:       | 13.03         |

AUTH CODE 014230  
 TDS Swiped  
 SPC CARD# 9728  
 \*\*\*\*\*

Total Savin  
**\$54.88**

\*\*\*\*\*

AUTH CODE 051992  
 TDS Swiped  
 SPC CARD# 9728  
 \*\*\*\*\*

Subtotal: 31.99  
 Sales Tax: 2.88  
 Total: 34.87  
 MasterCard 7425: 34.87

Product ID Description Total  
 15382 INK, PGI-1200, X 31.99SS  
 Business Solutions Prc 31.99  
**You Pay 31.99S**

08/10/2016 16.4.2 9:58 AM  
 R 3320 REG 3 TRN 7077 EMP 619540

LAND USE

**Office DEPOT**  
**OfficeMax**

OFFICE DEPOT #3320  
 18211 Ventura Boulevard  
 Tarzana, CA 91356  
 (818) 668-9067

08/10/2016 16.4.2 3:13 PM  
 STR 3320 REG 1 TRN 614 EMP 579403

| Product ID | Description            | Total         |
|------------|------------------------|---------------|
| 166955     | BW DS Letter           |               |
| 50 @ 0.14  |                        | 7.00          |
|            | Business Solutions Prc | 1.25          |
|            | <b>You Pay</b>         | <b>1.25SS</b> |
| 166955     | BW DS Letter           |               |
| 50 @ 0.14  |                        | 7.00          |
|            | Business Solutions Prc | 1.25          |
|            | <b>You Pay</b>         | <b>1.25SS</b> |
|            | Subtotal:              | 2.50          |
|            | Sales Tax:             | 0.23          |
|            | <b>Total:</b>          | <b>2.73</b>   |
|            | MasterCard 7425:       | 2.73          |

AUTH CODE 074494  
 TDS Swiped  
 SPC CARD# 9728  
 \*\*\*\*\*

Total Savings:  
**\$11.50**

LAND USE  
**Office DEPOT**  
**OfficeMax**

OFFICE DEPOT #3320  
 18211 Ventura Boulevard  
 Tarzana, CA 91356  
 (818) 668-9067

08/10/2016 16.4.2 9:58 AM  
 R 3320 REG 3 TRN 7077 EMP 619540

Chablis invoice  
8/16/16

Food (35x18) 630-

TAX 56-

686.00

137.00

Service Charge 137.00  
823.00

TNC  
RETREAT

CHABLIS FOOD + WINE  
18588 Ventura Blvd.  
Torrance, CA 91356  
(310) 343-9100

SERVER: Relief S

TABLE: 22

DATE: 08/16/2016 21:51

SEATS: 18

NET DEPOSIT 823.00

TOTAL: 823.00

TOTAL: 823.00

CASH PAID: 823.00

TUITION: 823-

TOTAL:

ORDER #: XXXXXXXXXXXX7425  
HARVEY GOLDBERG  
041600

\*\* Customer Copy \*\*



**Officers**  
Leonard J. Shaffer President  
Eran Heissler 1<sup>st</sup> VP  
Jon Reich 2<sup>nd</sup> VP  
Harvey Goldberg Treasurer  
Max Flchinger Exec. Secretary

**Board Members**  
David Garfinkle  
Esther Wieder  
Joyce Greene  
Kenneth Schwartz  
Reuben Dori  
Richard Silverman  
Syed Hussaini  
Bob Shmaeff  
Terry Saucier  
Iris Polonsky  
Jeff Mausner  
Elliot Durant  
Ramy Lahav  
Guy Bachar  
Barry Adelman

# CITY OF LOS ANGELES



**TARZANA  
NEIGHBORHOOD COUNCIL**  
P.O. Box 571016  
Tarzana, CA 91357

TELEPHONE (818) 921-4992  
[tnc@tarzananc.org](mailto:tnc@tarzananc.org)  
[www.tarzananc.org](http://www.tarzananc.org)

## TARZANA NEIGHBORHOOD COUNCIL BOARD MEETING AGENDA

### SPECIAL MEETING AND RETREAT

Tuesday, August 16, 2016 7:00 PM  
Chablis Food & Wine  
18588 Ventura Blvd  
Tarzana, CA 91356  
Social hour and refreshments begin at 6:30 PM

The public is requested to fill out a "Speaker Card" to address the Board on any item of the agenda prior to the Board taking action on an item. Comments from the public on Agenda items will be heard only when the respective item is being considered. Comments from the public on other matters not appearing on the Agenda that is within the Board's subject matter jurisdiction will be heard during the Public Comment period. Public comment is limited to 2 minutes per speaker, unless waived by the presiding officer of the Board.

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 72 hours prior to the meeting you wish to attend by contacting the Leonard Shaffer at (818) 921-4992 or by e-mail at [l.shaffer@tarzananc.org](mailto:l.shaffer@tarzananc.org)

1. Call to Order, Roll Call
2. Introduction of facilitator – Melvin Cañas
3. Public Comments – Comments from the public on non-agenda items within the Board's subject matter jurisdiction. Public comments are limited to two minutes per speaker.
4. Discussion: Ralph M. Brown Act
  - What is it?
  - Why does it matter?
  - How does it apply to neighborhood councils?
    - What is a meeting
    - Serial meetings
    - Quorums and majorities
    - Agendas
5. Discussion: Parliamentary Procedures
  - Rosenberg's Rules for the 21<sup>st</sup> Century
  - Robert's Rules, 10<sup>th</sup> Edition
6. Discussion regarding general goals for the Tarzana Neighborhood Council including but not limited to the following:
  - a. 2016 – 2017 Strategic Plan
  - b. Goals for the year
  - c. How do we measure success
  - d. How to involve more of our stakeholder

7. Board Member Comment - Comments from Board on subject matters within the Board's jurisdiction  
Future Agenda Items and other Calendar Events
8. Adjournment

For more information about the Tarzana Neighborhood Council visit our web site at [www.tarzananc.org](http://www.tarzananc.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 our website by clicking on the following link: <http://www.tarzananc.org/board-meetings.php>, 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 us at [tnc@tarzananc.org](mailto:tnc@tarzananc.org) or 818-921-4992.**

**Any materials that may be distributed to a majority of the Board less than 72 hours prior to the above scheduled meeting are available for review by the public at 19040 Vanowen Street, Reseda, CA 91335 or on our website at [tnc@tarzananc.org](http://www.tarzananc.org)**

**Process for Reconsideration** – Reconsideration of Board actions shall be in accordance with the Tarzana Neighborhood Council bylaws.



Department of Neighborhood Empowerment

Board Vote Form

NC NAME: Tarzana NC

Budget Fiscal Year: 2016-17

Meeting Date: 8/23/2016

Agenda Item: 11



USE THIS FORM FOR THE FOLLOWING FUNDING ITEMS:

- APPROVAL OF MONTHLY EXPENDITURE REPORT
- BUDGET PACKAGE APPROVAL / AMENDMENT
- APPOINTMENT OF FUNDING OFFICER / CARDHOLDER
- OTHER NON-FUNDING ACTION ITEM

Description: Resolved: The TNC Board approves the revised budget for the 2016 -- 2017 FY based on the above Budget Committee recommendations.

VOTE COUNT

*Recused: Board member must leave the room prior to any discussion and may not return to the room until after the vote is completed.*

| Board Member Name  | Board Position      | Yes       | No | Abstain | *Recused | Absent | Ineligible |
|--------------------|---------------------|-----------|----|---------|----------|--------|------------|
| Bachar, Guy        | Board Member        |           |    |         |          | X      |            |
| Dori, Reuben       | Board Member        |           |    |         |          | X      |            |
| Durant, Elliot     | Board Member        | X         |    |         |          |        |            |
| Fleinger, Max      | Executive Secretary |           |    |         |          | X      |            |
| Gartinkle, David   | Board Member        | X         |    |         |          |        |            |
| Goldberg, Harvey   | Treasurer           | X         |    |         |          |        |            |
| Greene, Joyce      | Board Member        | X         |    |         |          |        |            |
| Hersler, Eric      | 1st Vice President  | X         |    |         |          |        |            |
| Hussain, Sved      | Board Member        | X         |    |         |          | X      |            |
| Lehav, Rami        | Board Member        |           |    |         |          | X      |            |
| Mausner, Jeff      | Board Member        | X         |    |         |          |        |            |
| Polonsky, Iris     | Board Member        | X         |    |         |          |        |            |
| Reich, Jonathan    | 2nd Vice President  | X         |    |         |          |        |            |
| Saucier, Terry     | Board Member        | X         |    |         |          |        |            |
| Schwartz, Ken      | Board Member        | X         |    |         |          |        |            |
| Shaffer, Leonard   | President           | X         |    |         |          |        |            |
| Shwaft, Bob        | Board Member        | X         |    |         |          |        |            |
| Silverman, Richard | Board Member        | X         |    |         |          |        |            |
| Udelman, Barry     | Board Member        | X         |    |         |          |        |            |
| Wieder, Esther     | Board Member        | X         |    |         |          |        |            |
| <b>Totals:</b>     |                     | <b>15</b> |    |         |          |        |            |

*ALL  
IN  
FAVOR*

We, the Treasurer and Signer of the above indicated Council, declare that the information presented on this form is accurate and complete, and that a public meeting was held in accordance with the Brown Act, where with a quorum of Board Members present, the Council approved the above action.

|   |  |
|---|--|
| Treasurer's Signature: <i>Harvey Goldberg</i> | Signer's Signature: <i>Leonard Shaffer</i> |
| Print/Type name: <b>HARVEY GOLDBERG</b>       | Print/Type name: <b>LEONARD SHAFFER</b>    |
| Date: <b>8-23-16</b>                          | Date: <b>8-23-16</b>                       |

NC Additional Comments

*HARVEY / JON*

LAND USE

Office DEPOT  
OfficeMax®

OFFICE DEPOT #3320  
18211 Ventura Boulevard  
Tarzana, CA 91356  
(818) 668-9067

08/17/2016 16.4.2 2:15 PM  
STR 3320 REG 1 TRN 2002 EMP 579403

SALE

| Product ID       | Description            | Total         |
|------------------|------------------------|---------------|
| 167060           | BW SS Letter           |               |
|                  | 233 @ 0.14             | 32.62         |
|                  | Bulk @0.025            | -4.66         |
|                  | Retail After Discounts | 27.96         |
|                  | Business Solutions Prc | 5.83          |
|                  | <b>You Pay</b>         | <b>5.83SS</b> |
| 167074           | BW SS Ledger           |               |
|                  | 9 @ 0.27               | 2.43          |
|                  | Business Solutions Prc | 0.45          |
|                  | <b>You Pay</b>         | <b>0.45SS</b> |
| Subtotal:        |                        | 6.28          |
| Sales Tax:       |                        | 0.57          |
| Total:           |                        | 6.85          |
| MasterCard 7425: |                        | 6.85          |

AUTH CODE 089725

TDS Swiped

SPC CARD# 9728

XX

MTG EXP.

Office DEPOT  
OfficeMax®

OFFICE DEPOT #3320  
18211 Ventura Boulevard  
Tarzana, CA 91356  
(818) 668-9067

08/22/2016 16.4.2 12:26 PM  
STR 3320 REG 1 TRN 2840 EMP 642368

SALE

| Product ID       | Description            | Total         |
|------------------|------------------------|---------------|
| 166955           | BW DS Letter           |               |
|                  | 126 @ 0.14             | 17.64         |
|                  | Bulk @0.025            | -2.52         |
|                  | Retail After Discounts | 15.12         |
|                  | Business Solutions Prc | 3.15          |
|                  | <b>You Pay</b>         | <b>3.15SS</b> |
| 166955           | BW DS Letter           |               |
|                  | 126 @ 0.14             | 17.64         |
|                  | Bulk @0.025            | -2.52         |
|                  | Retail After Discounts | 15.12         |
|                  | Business Solutions Prc | 3.15          |
|                  | <b>You Pay</b>         | <b>3.15SS</b> |
| Subtotal:        |                        | 6.30          |
| Sales Tax:       |                        | 0.57          |
| Total:           |                        | 6.87          |
| MasterCard 7425: |                        | 6.87          |

AUTH CODE 096700

TDS Swiped

SPC CARD# 9728

XX



The Web Corner, Inc.  
 19509 Ventura Blvd  
 Tarzana, CA 91356

# Invoice

| Date     | Invoice # |
|----------|-----------|
| 8/1/2016 | 13792     |

**PAID**  
**08/22/2016**

|  |
|--|
| Bill To  |
| Tarzana Neighborhood Council<br>PO Box 571016<br>Tarzana, CA 91357 |

| P.O. No. | Terms          | Project |
|----------|----------------|---------|
|          | Due on receipt |         |

| Quantity | Description                               | Rate         | Amount   |
|----------|---|--------------|----------|
|          | Phone Support and General Web Development | 150.00       | 150.00   |
|          |   | <b>Total</b> | \$150.00 |



AppleOne

AppleOne Employment Services  
P.O. Box 29048  
Glendale CA 91209-9048  
Tel: 818-240-8688  
Email: specialbillingvms@ain1.com  
TIN: 95-2580864

### CITY OF LOS ANGELES

Attn: Attn: Accounts Payable  
TARZANA NC  
P.O. BOX 571016  
TARZANA, CA 91357

### Invoice

Customer No: 00950101  
Site No: 0048  
Period Ending: 07/09/2016  
Invoice Date: 07/13/2016  
Invoice No: S3689848  
Amount Due: \$184.80  
Payment Term: NET 47 DAYS

| Name                              | Weekend    | Inv Date   | Ref Inv No | Reg Hr      | Reg Rate | OT Hr       | OT Rate | DT Hr       | DT Rate | Misc Hr     | Misc Rate | ACA Hr      | ACA Rate | Tax           | Amount          | State | Office |
|-----------------------------------|------------|------------|------------|-------------|----------|-------------|---------|-------------|---------|-------------|-----------|-------------|----------|---------------|-----------------|-------|--------|
| KRAMER, PATRICIA                  | 07/09/2016 | 07/13/2016 | 01-4127847 | 8.00        | \$23.10  | 0.00        | \$0.00  | 0.00        | \$0.00  | 0.00        | \$0.00    | 0.00        | \$0.00   | \$0.00        | \$184.80        | CA    | 1002   |
| <b>Sub Total For:</b>             |            |            |            | <b>8.00</b> |          | <b>0.00</b> |         | <b>0.00</b> |         | <b>0.00</b> |           | <b>0.00</b> |          | <b>\$0.00</b> | <b>\$184.80</b> |       |        |
| <b>Grand Total Invoice Amount</b> |            |            |            | <b>8.00</b> |          | <b>0.00</b> |         | <b>0.00</b> |         | <b>0.00</b> |           | <b>0.00</b> |          | <b>\$0.00</b> | <b>\$184.80</b> |       |        |

Please remit payment to: AppleOne Employment Services  
P.O. Box 29048  
Glendale, CA 91209-9048

You can now pay electronically through



Visit [www.ApplePay.com](http://www.ApplePay.com) or Call (866)898-7152 for details

*June 2016  
minutes*

*Pd 8-19-16*

*KSHUB -  
SSKMAT*



Invoice 01-4127847 Line 1 Kramer, Patricia XU21370316

Web TimeCard

Imaged on 7/11/2016

Client Name: City of Los Angeles D.O.N.E. TARZANA NC (009501010048)

Employee Name: Kramer, Patricia

Serial Number: XU21370316

Week Ending: 7/9/2016

---

| Day | Date | IN | OUT | Lunch | Total | Reg | Over | Double |
|-----|------|----|-----|-------|-------|-----|------|--------|
|-----|------|----|-----|-------|-------|-----|------|--------|

---

|     |          |         |         |      |      |      |      |      |
|-----|----------|---------|---------|------|------|------|------|------|
| Wed | 7/6/2016 | 8:00 AM | 5:00 PM | 1:00 | 8:00 | 8:00 | 0:00 | 0:00 |
|-----|----------|---------|---------|------|------|------|------|------|

---

|           |  |  |  |  |       |       |       |       |
|-----------|--|--|--|--|-------|-------|-------|-------|
| SubTotals |  |  |  |  | 08:00 | 08:00 | 00:00 | 00:00 |
|-----------|--|--|--|--|-------|-------|-------|-------|

---

Submitted By: Patricia Kramer|341248 on 7/7/2016  
Preapproved By: <not available> on <not available>  
Approved By: LEONARD SHAFFER|122196 on 7/8/2016  
Processed By: ajmartinez on 7/11/2016

# Verified Timecard List

Friday, July 08, 2016 6:54 PM

Client Name: City of Los Angeles D.O.N.E.  
Name: Kramer, Patricia  
SSN: \*\*\*\*\*9785

Timecard Id: 4609752  
Week Ending: 7/9/2016 12:00:00 AM  
Serial: XU21370316

|      | Date     | Time In | Time Out | Lunch      | Total Reg  | Total O.T. | Total Double |
|------|----------|---------|----------|------------|------------|------------|--------------|
| SUN  |          |         |          |            |            |            |              |
| MON  |          |         |          |            |            |            |              |
| TUE  |          |         |          |            |            |            |              |
| WED  | 7/6/2016 | 8:00 AM | 5:00 PM  | 1 hr 0 min | 8 hr 0 min |            |              |
| THUR |          |         |          |            |            |            |              |
| FRI  |          |         |          |            |            |            |              |
| SAT  |          |         |          |            |            |            |              |
|      |          |         |          |            | 8 hr 0min  | 0 hr 0 min | 0 hr 0 min   |

Verified by: LEONARD SHAFFER|122196

Total No. of TimeCards: 1





**Tarzana Neighborhood Council**  
**Profit & Loss Budget Performance**  
August 2016

|  | <u>Aug 16</u>              | <u>Jul - Aug 16</u>       | <u>Annual Budget</u> |
|--|----------------------------|---------------------------|----------------------|
| <b>Income</b>                                  |                            |                           |                      |
| Funding from DONE                              | \$0.00                     | \$37,000.00               | \$37,000.00          |
| <b>Total Income</b>                            | <u>0.00</u>                | <u>37,000.00</u>          | <u>37,000.00</u>     |
| <b>Expense</b>                                 |                            |                           |                      |
| <b>100 Operations</b>                          |                            |                           |                      |
| <b>General Operations &amp; Misc</b>           |                            |                           |                      |
| Board Retreat & Training                       |                            |                           |                      |
| Retreat Aug 2016                               | 823.00                     | 823.00                    | 1,000.00             |
| <b>Total Board Retreat &amp; Training</b>      | <u>823.00</u>              | <u>823.00</u>             | <u>1,000.00</u>      |
| Budget Committee                               | 0.00                       | 0.00                      | 150.00               |
| Land Use Committee                             | 57.48                      | 65.49                     | 150.00               |
| Meeting Expense                                | 107.25                     | 209.43                    | 1,800.00             |
| Miscellaneous                                  | 0.00                       | 0.00                      | 200.00               |
| PO Box Rental                                  | 0.00                       | 0.00                      | 160.00               |
| Presidents Expenses                            | 0.00                       | 0.00                      | 150.00               |
| Telephone                                      | 0.00                       | 0.00                      | 75.00                |
| <b>Total General Operations &amp; Misc</b>     | <u>987.73</u>              | <u>1,097.92</u>           | <u>3,685.00</u>      |
| Staffing & Temporary Help                      | 184.80                     | 184.80                    | 3,250.00             |
| <b>Total 100 Operations</b>                    | <u>1,172.53</u>            | <u>1,282.72</u>           | <u>6,935.00</u>      |
| <b>200 Outreach</b>                            |                            |                           |                      |
| Advertising                                    |                            |                           |                      |
| Name Plates & Business Cards                   | 0.00                       | 0.00                      | 500.00               |
| Outreach Committee Expenses                    | 0.00                       | 0.00                      | 100.00               |
| <b>Total Advertising</b>                       | <u>0.00</u>                | <u>0.00</u>               | <u>600.00</u>        |
| Events   |                            |                           |                      |
| VANC Fall Planning Forum                       | 0.00                       | 0.00                      | 200.00               |
| VANC Spring Mixer                              | 0.00                       | 0.00                      | 200.00               |
| <b>Total Events</b>                            | <u>0.00</u>                | <u>0.00</u>               | <u>400.00</u>        |
| Website Maintenance/Enhancement                |                            |                           |                      |
| Mailing List Maintenance                       | 40.00                      | 40.00                     | 540.00               |
| Web Site Updates                               | 300.00                     | 300.00                    | 1,800.00             |
| <b>Total Website Maintenance/Enhancement</b>   | <u>340.00</u>              | <u>340.00</u>             | <u>2,340.00</u>      |
| <b>Total 200 Outreach</b>                      | <u>340.00</u>              | <u>340.00</u>             | <u>3,340.00</u>      |
| <b>400 Neighborhood Purpose Grants</b>         |                            |                           |                      |
| Nueva Vision Community Scho                    | 0.00                       | 0.00                      | 640.00               |
| OBOL   | 0.00                       | 0.00                      | 250.00               |
| <b>Total 400 Neighborhood Purpose Grants</b>   | <u>0.00</u>                | <u>0.00</u>               | <u>890.00</u>        |
| <b>900 Unallocated</b>                         | <u>0.00</u>                | <u>0.00</u>               | <u>25,835.00</u>     |
| <b>Total Expense</b>                           | <u>1,512.53</u>            | <u>1,622.72</u>           | <u>37,000.00</u>     |
| <b>Excessof Revenues Over/(Under) Expenses</b> | <u><u>(\$1,512.53)</u></u> | <u><u>\$35,377.28</u></u> | <u><u>\$0.00</u></u> |



Tarzana Neighborhood Council  
**Balance Sheet**  
As of August 31, 2016

|   | <u>Aug 31, 16</u>         |
|---|---------------------------|
| <b>ASSETS</b>                           |                           |
| Current Assets                          |                           |
| Checking/Savings                        |                           |
| DONE Funding                            | \$28,226.61               |
| Union Bank New-2903                     | 7,150.67                  |
| Total Checking/Savings                  | <u>35,377.28</u>          |
| Total Current Assets                    | <u>35,377.28</u>          |
| <b>TOTAL ASSETS</b>                     | <u><u>\$35,377.28</u></u> |
| <b>LIABILITIES &amp; EQUITY</b>         |                           |
| Equity                                  |                           |
| Excess of Revenue Over/(Under) Expenses | \$35,377.28               |
| Total Equity                            | <u>35,377.28</u>          |
| <b>TOTAL LIABILITIES &amp; EQUITY</b>   | <u><u>\$35,377.28</u></u> |