

**SPECIAL GENERAL
BOARD MEETING**

CITY OF LOS ANGELES
CALIFORNIA



Granada Hills South
Neighborhood
Council Feb, 13,
2025

General Board Meeting
Agenda Thursday Feb.. 13,
2025 at 7:00 PM

**Granada Hills Charter High School-
Rawley Hall
10535 Zelzah Ave. Granada Hills, CA
91344**



Granada Hills South
Neighborhood Council

11024 Balboa Blvd., Box
767

Granada Hills, CA 91344
(818) 723-8087

Email: board@ghsnc.org
Website:
<https://ghsnc.org>

**Neighborhood
Council**

**Michael Benedetto,
President**

**Colleen Toumayan, Vice
President**

Ashley Pena, Secretary

**Abbey Ronquillo,
Treasurer**

**Mark Morris, Board
Member**

**Launa Bogartz, Board
Member**

Carol Hart, Board Member

John Horn, Board Member

**George Karam, Board
Member**

**Sally Kolstad, Board
Member**

**Brad Smith, Board
Member**

**Angela Yang, Board
Member**

**Kayla Owens, Board
Member**

Linda Williamson

**Anush Danielyan, Board
Member**

Si requiere servicios de traducción, favor de avisar al Concejo Vecinal 3 días de trabajo (72 horas) antes del evento. Por favor contact Mark Morris, at 818-388-6389 o por correo electrónico mmorris@ghsnc.org para avisar al Concejo Vecinal.

PUBLIC INPUT AT NEIGHBORHOOD COUNCIL MEETINGS 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.

The Neighborhood Council system enables meaningful civic participation for all Angelenos and serves as a voice for improving government responsiveness to local communities and their needs. We are an advisory body to the City of Los Angeles, comprised of stakeholder volunteers who are devoted to the mission of improving our communities

- I. CALL TO ORDER, FLAG SALUTE
- II. ROLL CALL

III. ADMINISTRATIVE/FUNDING MOTIONS

- A. Approval of Monthly Expenditure Report (MER) for Dec..2024 and Jan. 2025
- B. Approval of Board minutes Dec 12, 2024
- C. Discussion and possible action to reapprove the 2024-2025 to add Aaron Devandry as our webmater per City refunding Department; this can be changed ae any time

My name is Musa Khan and I will be your Election Administrator for the upcoming 2025 Neighborhood Council (NC) Election cycle. I wanted to share important information regarding the 2025 Election Season. The 2025 NC Elections will be conducted using an all Vote-By-Mail election model. The [2025 NC Election Handbook](#) provides important information about the election process, including the candidate filing and Vote-By-Mail operations.

The [2025 NC Regional Election Schedule](#) lists each region's election date, and the [2025 NC Election Timeline](#) provides critical election deadlines. I have highlighted a few important election dates below for **GHSNC**.

- Candidate Filing Period: **January 17, 2025 to March 3, 2025**
- Vote-By-Mail Period: **March 21, 2025 to May 11, 2025**
- Election Day: **May 20, 2025**

For additional election information, visit our website at clerk.lacity.gov/ncelections and subscribe to '[Subscribe for NC Election Updates](#)' to stay informed of the latest and most relevant election information as it becomes available.

I look forward to working with you this election season. If you have any questions, you can reach me at musa.khan@lacity.org or (213) 978-0444.

IV. NEW BUSINESS

- A. Discussion and possible action to approve a NPG to the Distinguished Young Women’s scholarship is for you just say specifically up to \$2,000. Students will compete in four different categories and supporting the scholarship Program
- B. Status on the, Discussion and possible action to approve up to \$1,500 for a 6-to-7-day CERT I (community emergency response team) events for the betterment and safety of our communities, which was sent to Public Safety Committee
- C. Discussion and possible action to remedy concerns expressed by Mr. Brad

Klimovitch of the VFW Post related to missing / incorrect website postings on GHSNC.org Update and Tabled

V. ELECTED OFFICES/DEPARTMENTS/ORGANIZATION ANNOUNCEMENTS

- A. LAUSD District 3 (Tara Vahdani/Tammy Ramirez, Scott Schmerlson)
- B. County Supervisor's Office Lindsay Horvath – {Rep Savanna Heap or Sophia Sovdani}
- C. Senator Caroline Menjivar District 3 rep Andres
- D. Congressional District 25 -George Whiteside
Congressman Brad Sherman- Sean Reagan
- E. Assembly District 40 – Pilar Schiavo or rep Crystal Carr
- F. Council District 12 (John Lee) lorena.espinal
- G. Mayor's Office Karen Bass
- H. DONE, (NEA Mario Hernandez)
- I. Budget Advocate (Brian Allen)
- J. Congressional District 30 (Kimberly Caseres)
- K. LAPD Senior Lead Officer or alternate representative

VI COMMITTEE REPORTS

- 1. Public Safety- Brad – Status on CERT
- 2. Beautification- John
- 3. Cultural Affairs- Launa or Kayla
- 4. Education- Abbey
- 5. Homelessness- John-update
- 6. Outreach- Colleen or Mike
- 7. Planning and Land Use - Brad- Update

- 8. Youth- Abbey-update

- 9. Sustainability- George-

- 10 Seniors- Sally-update

VII GENERAL PUBLIC COMMENT OF NON-AGENDIZED ITEMS

VIII BOARD MEMBER COMMENTS AND FUTURE AGENDA ITEMS

IX ADJOURNMENT

NEXT MEETING WILL BE March. 6, 2025

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

Public Posting of Agendas –

Neighborhood Council agendas are posted for public review as follows:

- 17723 Chatsworth Street, Granada Hills, CA 91344
- <https://ghsnc.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. For assistance, please contact the Ethics Commission at (213) 978-1960 or 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 11024 Balboa Blvd., Box 767 Granada Hills, CA 91344, at <https://ghsnc.org/> or at the scheduled meeting. If you would like a copy of any record related to an item on the agenda, please contact Mark Morris, President at 818-388-6389 or email at mmorris@ghsnc.org or Michael Benedetto, Vice President at 818-723-8087 or email at mbenedetto@ghsnc.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: <https://ghsnc.org/>



Michael Benedetto <mbenedetto@ghsnc.org>

Dec 12 Meeting Votes

2 messages

Ashley Peña <apena@ghsnc.org>

Sat, Dec 14, 2024 at 1:06 PM

To: Michael Benedetto <mbenedetto@ghsnc.org>

Cc: ctoumayan@ghsnc.org, George Karam <gkaram@ghsnc.org>

Hi Michael,

Please see below for attendance and votes.

Attendance:

Present: Michael Benedetto, Colleen Toumayan, Ashley Pena, Mark Morris, John Horn, George Karam, Sally Kolstad, Brad Smith, Kayla Owens, Linda Williamson

Excused: Launa Bogartz, Carol Hart, Angela Yang

Unexcused: Abbey Ronquillo

Nov 2024 MER:

Motion: Michael

2nd: Mark

Yes: Michael, Colleen, Ashley, Mark, John, George, Sally, Brad, Kayla, Linda

November Minutes:

Move: Michael

2nd: Sally

Yes: Michael, Colleen, Ashley, Mark, George, Sally, Brad, Kayla, Linda

Abstain: John

Appoint Anush Danielyan as Board Member:

Motion: Michael

2nd: Kayla Owen's

Yes: Michael, Colleen, Ashley, Mark, John, George, Sally, Brad, Kayla, Linda

Appoint Anush Danielyan as Co-Chair for Sustainability:

Motion: Michael

2nd: Colleen

Yes: Michael, Colleen, Ashley, Mark, John, George, Sally, Brad, Kayla, Linda

Appoint Anush Danielyan as Liaison for NC Sustainability Alliance:

Motion: Michael

2nd: George

Yes: Michael, Colleen, Ashley, Mark, John, George, Sally, Brad, Kayla, Linda

NPG to Granada Hills Library (\$4000):

Motion: Michael

2nd: Mark

Yes: Michael, Colleen, Ashley, Mark, John, George, Sally, Brad, Kayla, Linda

Ineligible: Anush

Skip Jan 2 Meeting:

Motion: Michael

2nd: Brad

Yes: Michael, Colleen, Ashley, Mark, John, George, Sally, Brad, Kayla, Linda, Anush

NPG to Distinguished Young Women's Scholarship (\$2000):

Motion: Michael

2nd: Colleen



- Discussion -

Motion to Table: John Horn

2nd: Brad

Yes: Michael, Colleen, Ashley, Mark, John, Sally, Brad, Linda

No: George, Kayla

GHSNC to Sponsor CERT-1 Event (\$1500):

Motion: Michael

2nd: Kayla

- Discussion -

Motion to send to Committee (Public Safety): John

2nd: Brad

Yes: 10

LAFD CERT Community Impact Statement:

Motion: Michael

2nd: Mark

Yes: 10

Michael Benedetto <mbenedetto@ghsnc.org>
To: Ashley Peña <apena@ghsnc.org>
Cc: ctoumayan@ghsnc.org, George Karam <gkaram@ghsnc.org>

Sat, Dec 14, 2024 at 1:15 PM

Thank you for all your help

Mike

[Quoted text hidden]



Monthly Expenditure Report



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

NC Name: Granada Hills South
Neighborhood Council

Monthly Cash Reconciliation					
Beginning Balance	Total Spent	Remaining Balance	Outstanding	Commitments	Net Available
\$44255.53	\$525.11	\$43730.42	\$0.00	\$0.00	\$43730.42

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office	\$20350.00	\$525.11	\$17460.34	\$0.00	\$17460.34
Outreach		\$0.00		\$0.00	
Elections		\$0.00		\$0.00	
Community Improvement Project	\$1100.00	\$0.00	\$1100.00	\$0.00	\$1100.00
Neighborhood Purpose Grants	\$12450.00	\$0.00	\$12450.00	\$0.00	\$12450.00
Funding Requests Under Review: \$0.00		Encumbrances: \$0.00		Previous Expenditures: \$2364.55	

Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	GOOGLE GSUITE_GHSNC.O	12/01/2024	GHSNC Paid Google workspace \$141.53 for web services on 12-1-2024, covering 11-1 to 11-30- 2024, which is also part of our Admin package	General Operations Expenditure	Office	\$141.53
2	PY NOVA STORAGE M HIL	12/04/2024	GHSNC Paid Nova Storage \$219 to store our belongings, which is also part of our admin package	General Operations Expenditure	Office	\$219.00
3	PIZZASAURUS REX	12/13/2024	GHSNC Paid Pizzasaurus Rex \$87.94 for pizza at our general Dec meeting, which is also part of our Admin package	General Operations Expenditure	Office	\$87.94
4	STAPLES 00104802	12/20/2024	GHSNC Paid Staples \$76.64 for Printing Toner which; is also part of our Admin Package	General Operations Expenditure	Office	\$76.64
Subtotal:						\$525.11

Outstanding Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
Subtotal: Outstanding						\$0.00



Invoice

Invoice number: 5123897166

Google LLC
1600 Amphitheatre Pkwy
Mountain View, CA 94043
United States
Federal Tax ID: 77-0493581

Bill to

Aaron DeVandry
Granada Hills South Neighborhood Council
18403 W Vogel Ave
Waddell, AZ 85355
United States

Details

Invoice number5123897166
Invoice dateNov 30, 2024
Billing ID9930-5897-7673
Domain nameghsnc.org

Google Workspace

Total in USD **\$141.53**

Summary for Nov 1, 2024 - Nov 30, 2024

Subtotal in USD	\$129.60
State sales tax (5.6%)	\$7.26
Local sales tax (3.6%)	\$4.67
Total in USD	\$141.53

You will be automatically charged for any amount due.

Subscription	Description	Interval	Quantity	Amount(\$)
Google Workspace Business Starter	Usage	Nov 1 - Nov 30	18	129.60
Subtotal in USD				\$129.60
State sales tax (5.6%)				\$7.26
Local sales tax (3.6%)				\$4.67
Total in USD				\$141.53

Need help understanding the charges on your invoice? [Click here for detailed explanations](#)

<https://support.google.com/a?p=gsuite-bills-and-charges>



Nova Storage
14800 Rinaldi Street
Mission Hills, CA 91345
818-365-9877

Payment Receipt

Tenant	Granada Hills South Neighborhood Council	Date Printed	December 14, 2024
Company	c/o: Michael Benedetto	Payment Date	December 4, 2024 11:27 AM
Address	16465 Donmetz St.	Unit	0521
City, State, Zip	Granada Hills CA 91344	Available Credit	0.00
		Current Balance	0.00
		Paid Thru	December 31, 2024
		Receipt Number	121092
			By AW

Date	Unit	Description	Charge	Discount	Tax	Total	Payment	Method
12/01/24	0521	Rent 12/1-12/31	209.00	0.00	0.00	209.00	209.00	Master Card
12/01/24	0521	Protection Pla 12/1-12/31	10.00	0.00	0.00	10.00	10.00	Master Card

Taxes	0.00
Payment (less tax)	219.00
Payment Subtotal	219.00
Credits Applied	0.00
Refunds Applied	0.00
Total Applied to Account	219.00
Current Account Balance	0.00
Paid By	Master Card *****1445
Paid Thru Date	December 31, 2024

Transaction Type Sale

Authorization 041160
Reference pl_txn_6750ad2974a0478dee52824

I agree to pay the above amount according to the card issuer statement.

x _____

We have included ways to pay your rent conveniently and securely. Our payment options include:

1. Online at NovaStorage.com
2. Automatic payments can be set up online at NovaStorage.com
3. Through our 24/7 automated phone system, free of charge (623) 240-8385
4. Through a payment link that is texted to you
5. Mailing a payment to the office



Invoice

PIZZASAURUS REX

17646 Lassen St #4,
Northridge, CA 91325
Phone 818-772-7739

DATE: 12/12/2024

TO
G H S N C

Attention
Mike

QTY	ITEM #	DESCRIPTION	UNIT PRICE	DISCOUNT	LINE TOTAL
2		Large Pineapples			
1		Large cheese			
1		Pepperonis			
1		Large Veggie			
				Subtotal	\$ 82.94
				SALE TAX	Inc
				GRATUITY	\$ 5.00
				TOTAL	\$ 87.94

Delivery Fee

THANK YOU FOR YOUR BUSINESS!

Emad A- Hossini

Monthly Expenditure Report



Reporting Month: January 2024

Budget Fiscal Year: 2023-2024

NC Name: Granada Hills South
Neighborhood Council

Monthly Cash Reconciliation					
Beginning Balance	Total Spent	Remaining Balance	Outstanding	Commitments	Net Available
\$22823.24	\$1346.88	\$21476.36	\$0.00	\$0.00	\$21476.36

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office	\$17310.00	\$1346.88	\$6418.34	\$0.00	\$6418.34
Outreach		\$0.00		\$0.00	
Elections		\$0.00		\$0.00	
Community Improvement Project	\$2000.00	\$0.00	\$2000.00	\$0.00	\$2000.00
Neighborhood Purpose Grants	\$12690.00	\$0.00	\$10190.00	\$0.00	\$10190.00
Funding Requests Under Review: \$0.00		Encumbrances: \$0.00		Previous Expenditures: \$12044.78	

#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	GOOGLE GSUITE_GHSNC.O	01/01/2024	Updated itemized list from google showing expenses for December	General Operations Expenditure	Office	\$133.66
2	PUBLIC STORAGE 67676	01/03/2024	Public Storage payment in January	General Operations Expenditure	Office	\$415.00
3	PIZZASAURUS REX	01/04/2024	GHSNC Paid \$94.81 to PizzaSAURUS Rex for pizza at our general board meeting on January 4, 2024 which is also provided for in our admin package	General Operations Expenditure	Office	\$94.81
4	RALPHS #0704	01/04/2024	Receipt for water purchased for board meeting on 1/4/24.	General Operations Expenditure	Office	\$10.59
5	NORTHRIDGE STATIONERY	01/04/2024	Copy of the receipt for printed copies of the agendas and other printed materials for the board meeting on 1/4/24.	General Operations Expenditure	Office	\$184.83
6	PARTNERS IN DIVERSITY	01/31/2024	GHSNC Paid partners in diversity \$231.99 on January 7, 2024 which is also part of our admin package	General Operations Expenditure	Office	\$231.99
7	POSTAL PLUS	01/31/2024	GHSNC paid Postal plus \$276 for our yearly renewal of our mailbox, which is also part of our admin package	General Operations Expenditure	Office	\$276.00

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

Neighborhood Council: Granada Hills South Neighborhood Council

Fiscal Year: 2024 - 2025

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 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

SIGNATURE OF THE TREASURER

Abbey Ronquillo

PRINT NAME OF THE TREASURER

Treasurer

BOARD POSITION

DATE

aronquillo@ghsnc.org

EMAIL

(818)458-1356

PHONE NUMBER

CONTINUES OTHER SIDE

2nd Signer

Please check here if a new 2nd Signer is being appointed

SIGNATURE OF THE 2nd SIGNER

Mike Benedetto

PRINT NAME OF THE 2ND SIGNER

President

BOARD POSITION

DATE

mbenedetto@ghsnc.org

EMAIL

(818)723-8087

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

Colleen Toumayan

PRINT NAME OF THE ALTERNATE SIGNER

Vice President

BOARD POSITION

DATE

ctoumayan@ghsnc.org

EMAIL

(818)800-8836

PHONE NUMBER

1st Bank Cardholder

Please check here if a new Cardholder is being appointed

SIGNATURE OF THE 1st BANK CARD HOLDER

Colleen Toumayan

PRINT NAME OF THE 1st BANK CARD HOLDER

Vice President

BOARD POSITION

DATE

ctoumayan@ghsnc.org

EMAIL

(818)800-8836

PHONE NUMBER

2nd Bank Cardholder

Please check here if a new Cardholder is being appointed

SIGNATURE OF THE 2nd BANK CARD HOLDER

Mike Benedetto

PRINT NAME OF THE 2nd BANK CARD HOLDER

President

BOARD POSITION

DATE

mbenedetto@ghsnc.org

EMAIL

(818)723-9087

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 de-certification 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

1st Bank Cardholder

SIGNATURE OF THE 1st BANK CARD HOLDER

Colleen Toumayan

PRINT NAME OF THE 1st BANK CARD HOLDER

DATE

2nd Bank Cardholder

SIGNATURE OF THE 2nd BANK CARD HOLDER

Mike Benedetto

PRINT NAME OF THE 2nd BANK CARD HOLDER

DATE

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>

Outreach Expenditures Category	
Granada Hills Street Faire	\$ 2,500.00
Granada Hills Holiday Parade	\$ 2,000.00
Spring Egg Hunt (Dept. of Parks and Rec.)	\$ 900.00
Outreach	\$ 1,050.00
Granada Hills Centennial	\$ 2,000.00
Promotional Items	\$ 5,000.00
Tree lighting	\$ 350.00
Bus Benches	\$ 1,900.00
Committee Events, Supplies & Etc.	\$ 3,000.00
Total Outreach Expenditures	\$ 15,800.00

Election Expenditures Category	
Election Mailers & Candidate Forum food & etc.	\$1,160.08
Total Election Expenditures	\$ 1,160.08

NEIGHBORHOOD COUNCIL FUNDING PROGRAM

LEASES & AGREEMENTS

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

Office Location:

<input type="checkbox"/> Existing(may need to renew agreement) <input type="checkbox"/> New(new agreement may be needed) <input type="checkbox"/> Donated <input checked="" type="checkbox"/> NA	
Property Name:	
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 checked="" type="checkbox"/> Donated <input type="checkbox"/>	
Property Name:	Granada Hills Charter High school
Property Address:	10535 Zelzah Avenue
Property Owner Name:	LAUSD - Norm Holloway - Dean
Property Owner Phone Number:	818-360-2361
Property Owner Email:	Ask prompt to connect

Storage Facility:

<input type="checkbox"/> Existing(may need to renew agreement) <input type="checkbox"/> New(new agreement may be needed) No end date	
Facility Name/Owner	NOVA STORAGE
Facility Address:	14800 Rinaldi Street, Mission Hills, CA 91345
Facility Owner Phone Number:	818-322-4173
Facility Owner Email:	
Name on Facility Account:	GHSNC and Mike Benedetto unit 521

P.O. Box:

<input type="checkbox"/> Existing(may need to renew agreement) <input type="checkbox"/> New(new agreement may be needed) No end date	
Property Name/Owner:	Postal Plus
NC P.O. Box Address	11024 Balboa Blvd., Granada Hills CA 91344
Property Owner Address:	same
Property Owner Phone Number:	818-366-0360
Property Owner Email:	
Name on P.O. Box Account:	GHSNC & Mike Benedetto

Website Services:

<input type="checkbox"/> Existing(may need to renew agreement) <input type="checkbox"/> New(new agreement may be needed) - Until Canceled	
Name of Website Services Provider:	Aaron Devandry
Service Provider Address:	
Service Provider Phone Number:	818-613-6261
Service Provider Email:	Aaron.devandry@gmail.com
Type of Services Provided:	Webmaster

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.
 _ (213)978-1058

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: Granada Hills South

SECTION I - APPLICANT INFORMATION

1a) Distinguished Young Women of Los Angeles County 95-6145279 CA 1/31/1967
Organization Name *Federal I.D. # (EIN#)* *State of Incorporation* *Date of 501(c)(3) Status (if applicable)*

1b) 2842 Alsace Ave. Los Angeles CA 90016
Organization Mailing Address *City* *State* *Zip Code*

1c) same as above
Business Address (if different) *City* *State* *Zip Code*

1d) **PRIMARY CONTACT INFORMATION:**
Gretchen Douglass 3232298278 losangeles@distinguishtdyw.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**

NA

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.**
 The donation will be used to host the annual event in Los Angeles. The next Los Angeles Distinguished Young Woman(DYW) event will be in March of 2025 and the DYW State competition will be held in August of 2025. This sponsorship will be used to support scholarship program.
 This program benefits all young adult women striving to gain lifelong tools and knowledge. The scholarship program promotes and fosters excellence in academic commitment, community service, artistic talent, and communication while bolstering the self-esteem and future ambitions of thousands of young women.

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)**
 The grant will be used to pay the facility rental fee and other expenses associated with the Los Angeles DYW event.
 The candidates are selected through a competitive process.
 The candidates are judged based on 5 categories:
 25%-Scholastic/ 25%-Interview/20%-Talent/ 15%-Self Expression/ 15%-Fitness
 There are candidates from Granada Hills Charter High School competing in the event almost every year.
 Recent Los Angeles Winners from Granada High School include:
 Savanna Kimball- 2025
 Angela Yang-2024
 Tristin Trombley -2022

**City of Los Angeles
Office of the City Clerk
Neighborhood Council Funding Program**

Neighborhood Purposes Grants

Neighborhood Purposes Grants (NPGs) provide NCs opportunities to develop partnerships with local 501(c)(3) nonprofits and public schools to build community and enhance neighborhoods in the City of Los Angeles. Projects and activities supported by NPGs vary widely and can include, but are not limited to:

- The Arts
- Beautification
- Community Support
- Education
- Community Improvements

NPG-funded projects and activities must be for a **public benefit** and purpose, **open**, **accessible**, and **free of charge** to stakeholders.

Grants approved by NCs exceeding \$5,000 involve further review and possible City contract by the Office of the City Clerk.

Visit the NC Funding Program website page on NPGs ([click here](#)) to find out more details about how 501(c)(3) nonprofits and public schools serving NC areas can apply. There are two NPG Information Packets; One for prospective applicants to help guide them in the application process, and one for NC board members outlining considerations and factors to keep in mind while evaluating NPG requests.

A "Project Completion Report" template is also provided to help ensure accountability in the use of Grant funds and help demonstrate how NCs and their partners are supporting L.A. communities and stakeholders. NCs and NPG recipients are strongly encouraged to work together to complete and submit the Report at the conclusion of the project.

Any questions you may have with the NPG process, please contact us at the NC Funding Program:

- Clerk.NCFunding@lacity.org
- (213) 978-1058

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
		\$	\$
		\$	\$
		\$	\$
6b)	Non-Personnel Related Expenses	Requested of NC	Total Projected Cost
		\$	\$
		\$	\$
		\$	\$

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
	\$ 2,000	\$
	\$	\$
	\$	\$

9) What is the TOTAL amount of the grant funding requested with this application: 4075 - \$2,000

10a) Start date: 12/15/2024 10b) Date Funds Required: 1/31/2025 10c) Expected Completion Date: 4/1/2025
 (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*

Gretchen Douglass DYW LA President Gretchen Douglass 1/20/25
 PRINT Name Title Signature Date

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

Lisa Guo DWY CA Board Member/Director [Signature] 1/13/2025
 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 for instructions on completing this form



DISTINGUISHED YOUNG WOMEN

CALIFORNIA

August 30, 2024

To Whom It May Concern:

As the chairperson of the California's Junior Miss Scholarship Foundation (dba Distinguished Young Women of California) it is my pleasure to confirm that the Distinguished Young Women of Los Angeles County Scholarship Program is a licensee of our organization and therefore is covered under the same Federal Tax ID number. This number is 95-6145279 and they should be given all rights and privileges associated with this number.

Thank you in advance for your assistance and support of our organization.

Sincerely,

Susan Finch
State Chairman
Distinguished Young Women of California



U. S. TREASURY DEPARTMENT
INTERNAL REVENUE SERVICE

DISTRICT DIRECTOR
P. O. BOX 211
LOS ANGELES, CALIFORNIA 90001
January 31, 1967

7D * 95-6145279

IN REPLY REFER TO
Form L-178
Case 474:HJC
LA-EO-67-68

California Junior Miss
Scholarship Foundation
P. O. Box 464
12753 Brookhurst
Garden Grove, California 92642

PURPOSE	
Charitable, Educational	
ADDRESS INQUIRIES & FILE RETURNS DISTRICT DIRECTOR OF INTERNAL R	
Los Angeles	
FORM 990-A RE- QUIRED	ACCOUNTING PE- RIOD
<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	June 30

Gentlemen:

On the basis of your stated purposes and the understanding that your operations will continue as evidenced to date or will conform to those proposed in your ruling application, we have concluded that you are exempt from Federal income tax as an organization described in section 501(c)(3) of the Internal Revenue Code. Any changes in operation from those described, or in your character or purposes, must be reported immediately to your District Director for consideration of their effect upon your exempt status. You must also report any change in your name or address.

You are not required to file Federal income tax returns so long as you retain an exempt status, unless you are subject to the tax on unrelated business income imposed by section 511 of the Code, in which event you are required to file Form 990-T. Our determination as to your liability for filing the annual information return, Form 990-A, is set forth above. That return, if required, must be filed on or before the 15th day of the fifth month after the close of your annual accounting period indicated above.

Contributions made to you are deductible by donors as provided in section 170 of the Code. Bequests, legacies, devises, transfers or gifts to or for your use are deductible for Federal estate and gift tax purposes under the provisions of section 2055, 2106 and 2522 of the Code.

You are not liable for the taxes imposed under the Federal Insurance Contributions Act (social security taxes) unless you file a waiver of exemption certificate as provided in such act. You are not liable for the tax imposed under the Federal Unemployment Tax Act. Inquiries about the waiver of exemption certificate for social security taxes should be addressed to this office, as should any questions concerning excise, employment or other Federal taxes.

This is a determination letter.

Very truly yours,

Ralph B. Short

Ralph B. Short
Acting District Director

If distributions are made to individuals, case histories regarding the recipients should be kept showing names, addresses, purposes of awards, manner of selection, relationship if any to members, officers, trustees or donors of funds to you, in order that any and all distributions made to individuals can be substantiated upon request by the Internal Revenue Service. (Revenue Ruling 56-304, Cumulative Bulletin 1956-2, Page 306.)

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
		\$	\$
		\$	\$
		\$	\$
6b)	Non-Personnel Related Expenses	Requested of NC	Total Projected Cost
		\$ 2,000	\$ 2,000
		\$	\$
		\$	\$

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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: ^{UP TO} \$ 2,000

10a) Start date: 12 / 15 / 2024 10b) Date Funds Required: 1 / 31 / 2025 10c) Expected Completion Date: 4 / 1 / 2025
 (After completion of the project, the applicant should submit a Project Completion Report to the Neighborhood Council)

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Gretchen Douglass DYW LA President *Gretchen Douglass* 12/11/24
 PRINT Name Title Signature Date

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Lisa Guo DWY CA Board Member/Director *[Signature]* 12/11/2024
 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 for instructions on completing this form

Distinguished Young Women of Los Angeles County

Class of 2026

What is the Distinguished Young Women program?

Founded over 65 years ago, Distinguished Young Women is the largest and longest-running national scholarship program for young women.

Distinguished Young Women strives to give every young woman the opportunity to be her best self, further her education and prepare for a successful future.



What are the benefits of participation?

- ✓ **\$1 Billion dollars** in scholarships
- ✓ Life Skills Workshops
- ✓ Personal growth
- ✓ New friendships
- ✓ **No cost to participate**



Distinguished Young Women of Los Angeles County
2025 Representatives

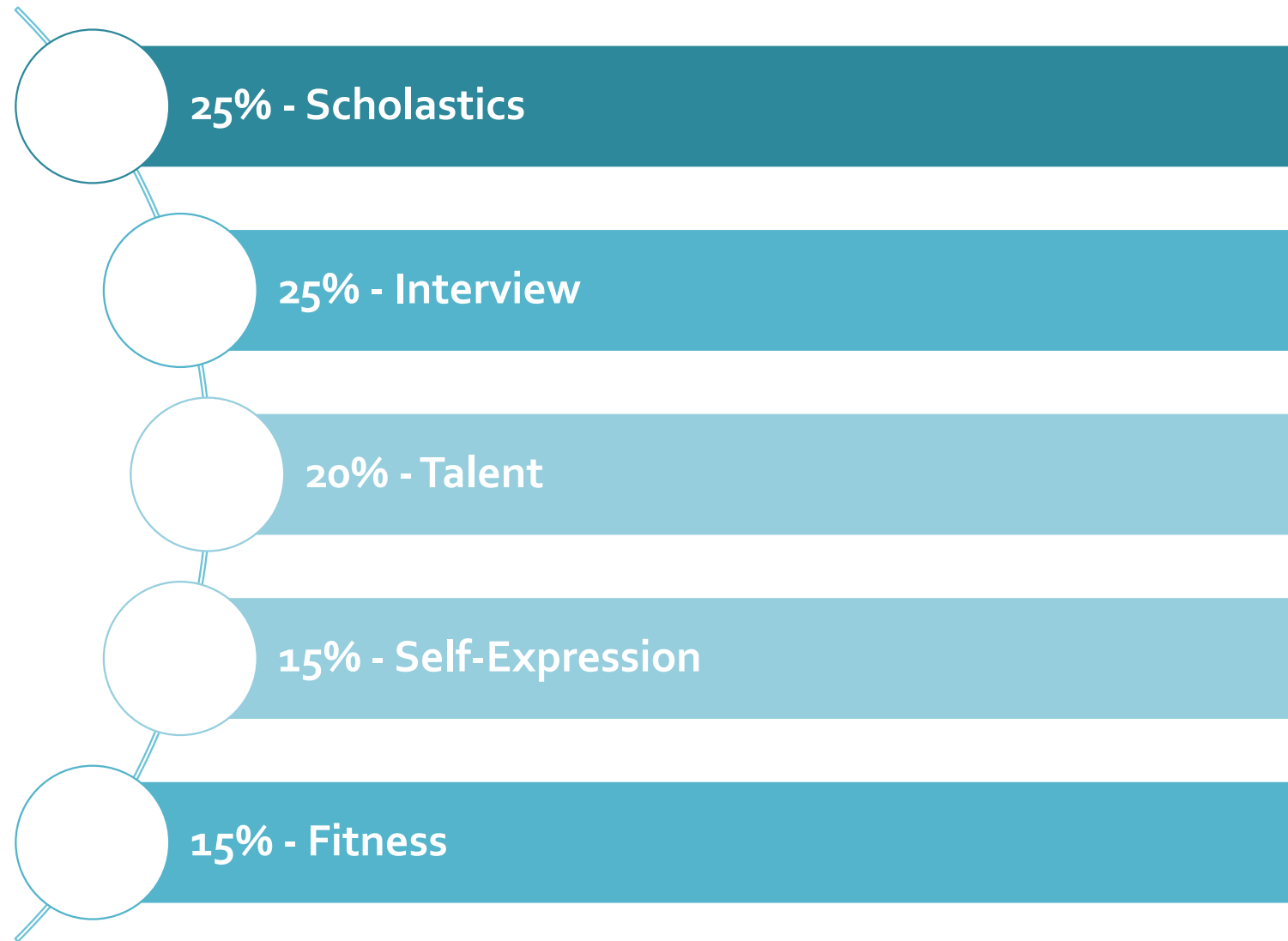
Who is eligible to participate?

A candidate must be:

- ✓ A U.S. citizen or legal resident
- ✓ A young woman in junior year of high school
- ✓ Never married
- ✓ Not pregnant and never had a child
- ✓ A resident of Los Angeles county



What are the evaluation areas?



Scholastics & Interview



SCHOLASTICS

- Participants submit transcripts and scholastic test scores (i.e. SAT, ACT)
- Qualified educator reviews and evaluates transcripts and test scores



INTERVIEW

- Participants answer questions in a private 10-minute interview
- Evaluation panel evaluates perception, personality, sense of values, clarity of expression, knowledge, human relations, accomplishments

Talent, Self-Expression & Fitness



TALENT

- Participant prepare a 90-second solo performance showcasing her abilities
- Evaluation panel evaluates originality, technical ability, appropriateness of selection and costume, stage presence



SELF-EXPRESSION

- Participants share their thoughts on a pre-determined topic
- Evaluation panel evaluates grace, poise under pressure, ability to communicate effectively, confidence, natural posture and carriage



FITNESS

- Participants perform in a fun group fitness routine
- Evaluation panel evaluates coordination, stamina, agility, carriage and posture

How are scholarships awarded?

Cash Scholarships

- Representatives selected to represent Los Angeles County
 - Additional cash scholarships available to representatives at California program
- Program Alternates

Note: Alternates will participate in the California program should one of the selected representatives be unable to participate.

College Granted Scholarships

- ALL participants are eligible for scholarships from select colleges and universities.

Details available online at www.DistinguishedYW.org

How do I participate in Distinguished Young Women?

- 1) Apply online at www.DistinguishedYW.org
- 2) Complete the **online application** and provide the required supplemental documents (including transcripts)
- 3) Participate in an all day workshop and program on **March 22, 2025**

Apply Today!



www.DistinguishedYW.com