



CITY OF LOS ANGELES
GRANADA HILLS SOUTH NEIGHBORHOOD COUNCIL
Joint Budget & Bylaws & Rules Committee meeting

AGENDA

Friday 19th, December 2014, Time: 6:30 pm – 8:00 pm

**Granada Hills Charter H.S. Library 10535 Zelzah Avenue, Granada Hills, CA
91344**

Committee Members

Chair: Eric Mansker
Chair: Brandon Schindelheim
Dave Beauvais
Anthony Mathews
Arthur Daush

Jim Summers
Cindy Wu Freeman
Bonnie Bursk
Sally Kolstad
Mike Benedetto

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. Agenda is posted for public review at: 1) Granada Hills Chamber of Commerce, 17723 Chatsworth St. Granada Hills, CA 91344; 5) at ncsupport@lacity.org 6) GHSNC Website: www.ghsnc.org and address: In compliance with Government Code section 54957.5, In addition, if you would like a copy of any record related to an item on the agenda, please contact Anthony Mathews at amathews@ghsnc.org. As a covered entity under Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and upon request, will provide reasonable accommodation to ensure equal access to its programs, services, and activities. Sign language interpreters, assistive listening devices, 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 you wish to attend by contacting the Neighborhood Council Project Coordinator, Melvin Canas at (818) 374-9895 or e-mail to Melvin.Canas@lacity.org

All agenda items are subject to discussion and possible board action.

1. Call to Order/Roll Call
2. Public Comment: on all non-agenda items. Members of the public are invited to speak on items within the Bylaw and Rules Committee's jurisdiction that are not listed on this agenda. Please note that Brown Act prevents the Committee from fully discussing an item that may be brought to its attention during Public Comment. However, the items raised by members of the public may become an agenda item at a future Committee meeting.
3. New Business:
Discussion and possible committee action to establish Funding Guidelines going forward; Jurisdiction of committee and language of Funding Guidelines. See Attached pages
4. Old Business

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WEBSITE www.ghsnc.org E-mail: board@ghsnc.org

5. Adjournment.

**Granada Hills South Neighborhood Council Funding Guidelines
(December, 2014)**

1. Project must provide something of lasting value to the GHSNC community and stakeholders and widespread community participation.
2. Project should be a cooperative venture among community organization and shareholders in the GHSNC area.
3. Community organization submits to GHSNC a written statement of how project will benefit organization and community
4. Participating organizations must commit to maintaining the improvements being funded.
5. Funding need/request should be a one-time action (not on going), which fills a specific need.
6. Project should have a well-defined budget, with GHSNC's contribution clearly defined for both cost and items covered.
7. GHSNC will not provide more than 50% financing for any project, and will favor project that have more than 75% funding from other sources.
8. GHSNC will make an effort to distribute project funding equitably throughout the GHSNC area.
9. GHSNC cannot reimburse individuals or organizations for expenditures that have already been made.
10. All funding must follow established GHSNC and Department of Neighborhood Empowerment (DONE) procedures, either via 1) a Neighborhood Purposes Grant (NPG) APPLICATION (see http://www.ci.laca.us/DONE/documents/NC_REF_NPG_PACKET.pdf), or 2) through the following process:
 - a. Individual or community organization requesting funding makes and agenized presentation of project details at a GHSNC committee meeting. If the funding request is approved then...
 - b. The project will be agenized and presented with full details at GHSNC Board meeting if approved then...
 - c. Vendor hired by the organization submits an invoice or purchase order to GHSNC for the delivered goods or services, along with a W-9 tax ID form, and City Business Tax Registration (BTR) number
 - d. GHSNC approves the invoice, prepares a Demand Warrant and statement outlining how project was found and why it was funded, along with minutes of

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the meeting at which the motion was approved, and forwards the packet (including invoice, W-9 and organization statement) to DONE for approval

- e. DONE approves invoice and submits request for a check
- f. Check (made out to vendor) is cut
- g. Check is delivered to vendor

- 11. Projects funded by GHSNC should be promoted as “Sponsored by the Granada Hills South Neighborhood Council”
- 12. Funding request must contain a project timeline, with projected completion date. Projects that can be completed during a single fiscal year are preferred.
- 13. Funding recipients should be encouraged to return to demonstrate how the funding was received by the community

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