

Neighborhood Council of Westchester/Playa
LIST OF EXPENDITURES USING ROLL OVER FUNDS

Date of NCWP Board Approval	Purpose of Expenditure	Name of Vendor	Amount Due	
	UNPAID			
12/1/2009	Furniture for Westchester Municipal Community Room	Office Interiors	20,627	see attached letter
12/1/2009	Business Cards for NC board members - November 2009	Parvis Printing, invoice dated 11/5/09	170	DW requested
12/1/2009	Monthly newsletter - January	Hometown News/Stephanie Davis	909	DW requested
10/6/2009	Lanyards for Youth Summit - October 2009	Promo Shop, Inc.	2,154	awaiting copy of BTRC
	PAID			
12/1/2009	Total Spending to date as of January 29, 2010		17,594	see attached letter and detail
12/1/2009	Refreshments for board meeting - December 2009	Kitchen Fresh	135	paid in Feb
Please direct questions to Cyndi Hench at 310-779-6706 or 310-410-4416. kentwoodnw@aol.com				
			\$	41,589

UNPAID as of
MARCH 5,
2010

Neighborhood Council of Westchester/Playa
Roll Over Funds

Furniture for the Westchester Municipal Community Room

The NCWP has been working with our Council Office Field Deputy, Jim Kennedy, for over a year on the refurbishing of the Community Room in the Westchester Municipal Building at 7166 Manchester Avenue in Westchester. This project should be paid for out of the NCWP's \$57,534.07 Roll-Over Funds.

The Community Room is used by a wide range of community and governmental groups for meetings and events. In addition to the NC of Westchester/Playa, others who use the room include music programs for children, stamp clubs, Toastmasters, homeowners' associations, LADOT Mobility Action Committees, Census Bureau, Art Guild, Girl Scouts, Spanish classes, Girl Scouts, Park Advisory Boards, Los Angeles City Departments, including DONE, among others. The Community Room is used on a daily basis by many.

Each group requires a different configuration of furniture and the furniture must be moved every day, often multiple times each day. The existing furniture presents a danger to everyone who moves it around the room as the tables are extremely heavy and difficult to move. This creates a risk of injury to the users of the room who have to move the tables, which are a "hodge-podge" of old desks and folding tables. The old desks are terribly heavy and are dragged across the carpet, causing the legs on these "tables" to become loose and wobbly, and risk damage to the carpet. Many of the folding tables are bent and uneven after years of use. The chairs are also a "hodge-podge" of discarded city furniture and folding chairs that are bent up and wobbly.

In April and May 2009, the NCWP obtained quotes for new tables and chairs for the room, totaling \$21,000. At that time, there was a lot of discussion at City Council about what the NC funding was going to be for the coming year and the status of roll over funds, so this project was not brought to the board for approval, pending the resolution of these issues. Shortly thereafter, DONE announced that the roll over funds were frozen pending the City Controller's audit and the reconciliation of the roll over funds. Again the project for furnishings for the Community Room got bogged down.

In response to the decisions made by City Council and DONE in recent weeks, this request was taken to the NCWP board for approval and it was approved in the March 2, 2010 meeting of the board.

Prepared For:

Cyndi Hench
Westchester City Council

Westchester, CA

CMAS Contract Number 4-06-01-0102A
Berco Industries d. b. a. Berco Inc.
c/o OFFICE INTERIORS PLUS
42156 N. 10th Street West
Unit F
Lancaster, California
93534
Phone: (661) 940-7345
Fax: (661) 940-7344
Email: officeip@verizon.net



Prepared By: Steve Levinson

Berco Rectangular Flip Top and Quarter Round Tables With Casters and Table Locks

Item	Qty.	Part No.	Description	Sell Price	
				Unit	Extended
1	12	PS1Q-3072	Voyager table 30" x 72", flip top, casters, 2 type A locks, L-21 edge	\$586.96	\$7,043.52
2	4	PS1Q-30	Voyager 30" quarter round table, casters, 2 type locks, L-21 edge	\$439.04	\$1,756.16
			Installation	\$0.00	\$0.00
			Design Fees	\$0.00	\$0.00
			Freight	\$0.00	\$0.00
			Sales Tax	\$813.97	\$813.97
				Total:	\$9,613.65

Pricing is based on using the L-21 vinyl T-mold edge, standard Wilsonart laminate, and standard textured or smooth pedestal finish.

DATE OF ESTIMATE 5-1-09

DATE OF ESTIMATE 4-30-09

City of Los Angeles – Department of Neighborhood Empowerment

DEMAND WARRANT

DW

NEIGHBORHOOD COUNCIL FUNDING PROGRAM - REQUEST FOR NEIGHBORHOOD COUNCIL PAPER CHECK

334-B E. 2nd Street, Los Angeles, CA 90012, 213.485.1360 or 3-1-1 Website: www.lacityneighborhood.com

Mail or submit this request via Fax: 213.485.4608 or email: done.funding@lacity.org; ATTN: **FUNDING PROGRAM**

Date of Check Request: 2-11-10

Amount of Check Request: \$ 169.65

Neighborhood Council: Westchester / Playa

If this Expenditure/Project is itemized in your budget please check here:
 Otherwise attach minutes/affidavit approving the expenditure and ensure it is appropriated in your budget.

Please select category:	Operational Expense	Neighborhood Improvement	Outreach
<input checked="" type="checkbox"/>	Office Equip./Supplies/Facilities	<input type="checkbox"/>	Event/Refreshments
<input type="checkbox"/>	Apple One/Admin. Services	<input type="checkbox"/>	Election
<input type="checkbox"/>	Meeting Expenses	<input type="checkbox"/>	Advertising/Newsletter/Web
<input type="checkbox"/>	Other	<input type="checkbox"/>	Other

Please provide a description of expense and attach the required documentation:
NCWP Business Cards November 2009

Make check payable to: Darvis Printing Check if for a City Dept.

Remittance Address: 118 East 8th Street

City and State: Los Angeles, CA Zip Code: 90014

Please select all appropriate categories, attach Vendor Invoice and provide required supporting documents:

- First-time request for this vendor:**
- Attach a completed W-9 and enter BTRC code here: _____
- Outreach expense:**
- Invoice(s); Minutes/Resolution/Line Item on Budget; Flyer for Event/Artwork for Promotional Items/Ad Publication Proof
- Neighborhood improvement project:**
- Invoice(s); Minutes/Resolution/Line Item on Budget; Receiving Agency Acknowledgment Letter; NC Benefit Statement
- Reimbursement for board members:**
- Submit Original Receipt(s); Proof of Payment; Minutes/Resolution/Line Item; Mtg Refreshment Agenda & Sign-In Sheet
- Outreach or Neighborhood Improvement see above
- Purchase Order:**
- Provide Quote; Vendor Contact Information; Shipping Information; Minutes/Resolution/Line Item;
- Neighborhood Improvement see above
- Neighborhood Purposes Grant (NPG):**
- NPG Application; Board Resolution; W9 Form; Proof of 501(c)(3) Status (IRS determination letter); Project Budget

DECLARATION

The undersigned do hereby declare that, as a result of an official action of the Governing Body of the Neighborhood Council named above: (1) they are authorized to make this request and have received training by the Funding Division, (2) this funding request is for the Neighborhood Council named above, (3) all reasonable precautions shall be exercised by the undersigned to safeguard and account for use of the funds, and (4) the amount of the request will be deducted from the total available balance in the aforementioned Neighborhood Council Funding Program account.
Note: The names and signatures of the Neighborhood Council Treasurer and Second Signatory are required.

Signature: x [Signature]
 Treasurer: Stefan Doneci
 (Please Print)
 Phone: (310) 201-8481

Signature: x [Signature]
 2nd Signatory: Cyndi Hench
 (Please Print)
 Phone: (310) 779-6706

(DO NOT WRITE IN SECTION BELOW – DEPARTMENT OF NEIGHBORHOOD EMPOWERMENT USE ONLY)

	Approval	Date
Vendor Code	Appr Acct. #	Approval
	Approval	Date

Parviz Printing, Inc.

118 East 8th Street
Los Angeles, CA 90014

Tel: 213-622-8575 Fax: 213-622-7486
E-mail: parvizprinting@shoglobal.net

Invoice

Date	Invoice #
11/5/2009	12324-11u

Bill To
Neighborhood Council of Westchester/Playa 8726 South Sepulveda Blvd. PMB 191A Los Angeles, CA 90045


Ship To
Sibyl Buchanan Playa Vista 5510 Lincoln Blvd., Ste. 100 Playa Vista, CA 90094

P.O. Number	Terms	Rep	Ship	Via	F.O.B.	Project
			11/5/2009			
Quantity	Item Code	Description			Price Each	Amount
4	Business Cards	500 business cards (4 munces)			35.00	140.00
1	Shipping/Delivery	Shipping/Delivery Charge			16.00	16.00
		California Sales Tax - JULY 2009			9.75%	13.65
<p>Att: Cindy Hench</p> <p>Thank you!</p>						
Total						\$169.65

www.ParvizPrinting.com



**THE NEIGHBORHOOD COUNCIL
OF WESTCHESTER/PLAYA**


 part of the City of Los Angeles
Neighborhood Council system

Cheryl Burnett
Board Member

8726 South Sepulveda Boulevard, PMB 191A
Westchester, CA 90045
213.473.7023 ph
email: inquiries@ncwpdr.org • www.ncwpdr.org



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**THE NEIGHBORHOOD COUNCIL
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Ron Rader
Board Member

8726 South Sepulveda Boulevard, PMB 191A
Westchester, CA 90045
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**THE NEIGHBORHOOD COUNCIL
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Andy Kamm
Board Member

8726 South Sepulveda Boulevard, PMB 191A
Westchester, CA 90045
213.473.7023 ph
email: inquiries@ncwpdr.org • www.ncwpdr.org



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Board Member

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**THE NEIGHBORHOOD COUNCIL
OF WESTCHESTER/PLAYA**

 part of the City of Los Angeles
Neighborhood Council system

Cyndi Hench
President

8726 South Sepulveda Boulevard, PMB 191A
Westchester, CA 90045
213.473.7023 ph
email: kentwoodnw@aol.com • www.ncwpdr.org

DEMAND WARRANT

DW

NEIGHBORHOOD COUNCIL FUNDING PROGRAM - REQUEST FOR NEIGHBORHOOD COUNCIL PAPER CHECK

334-B E. 2nd Street, Los Angeles, CA 90012, 213.485.1360 or 3-1-1 Website: www.lacityneighborhoods.com
 Mail or submit this request via Fax: 213.485.4608 or email: dene.funding@lacity.org; ATTN: **FUNDING PROGRAM**

Date of Check Request: 2-8-10 Amount of Check Request: \$ 909.00

Neighborhood Council: Westchester / Playa

If this Expenditure/Project is itemized in your budget please check here:
 Otherwise attach minutes/affidavit approving the expenditure and ensure it is appropriated in your budget.

Please select category:	Operational Expense	Neighborhood Improvement	Outreach
<input type="checkbox"/>	Office Equip./Supplies/Facilities	<input type="checkbox"/>	Event/Refreshments
<input type="checkbox"/>	Apple One/Admin. Services	<input type="checkbox"/>	Election
<input type="checkbox"/>	Meeting Expenses	<input type="checkbox"/>	<input checked="" type="checkbox"/> Advertising/Newsletter/Web
<input type="checkbox"/>	Other	<input type="checkbox"/>	Other

Please provide a description of expense and attach the required documentation:
NCWP Newsletter - JANUARY

Make check payable to: Hometown News- Stephanie Davis Check if for a City Dept.
 Remittance Address: 8939 S. Sepulveda Blvd Suite 110 #745
 City and State: Los Angeles CA Zip Code: 90045

Please select all appropriate categories, attach Vendor Invoice and provide required supporting documents:

- First-time request for this vendor:**
 - Attach a completed W-9 and enter BTRC code here: _____
- Outreach expense:**
 - Invoice(s); Minutes/Resolution/Line Item on Budget; Flyer for Event/Artwork for Promotional Items/Ad Publication Proof
- Neighborhood improvement project:**
 - Invoice(s); Minutes/Resolution/Line Item on Budget; Receiving Agency Acknowledgment Letter; NC Benefit Statement
- Reimbursement for board members:**
 - Submit Original Receipt(s); Proof of Payment; Minutes/Resolution/Line Item; Mtg Refreshment Agenda & Sign-In Sheet
 - Outreach or Neighborhood Improvement see above
- Purchase Order:**
 - Provide Quote; Vendor Contact Information; Shipping Information; Minutes/Resolution/Line Item;
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 - NPG Application; Board Resolution; W9 Form; Proof of 501(c)(3) Status (IRS determination letter); Project Budget

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 Note: The names and signatures of the Neighborhood Council Treasurer and Second Signatory are required.

Signature: <u>x</u> <u>[Signature]</u>	Signature: <u>x</u> <u>[Signature]</u>
Treasurer: <u>Steve Doneli</u>	2 nd Signatory: <u>Cyndi Hench</u>
(Please Print)	(Please Print)
Phone: <u>(310) 207-8481</u>	Phone: <u>(310) 779-6706</u>

(DO NOT WRITE IN SECTION BELOW – DEPARTMENT OF NEIGHBORHOOD EMPOWERMENT USE ONLY)

	Approval	Date
Vendor Code	Appr Acct. #	Approval
	Approval	Date



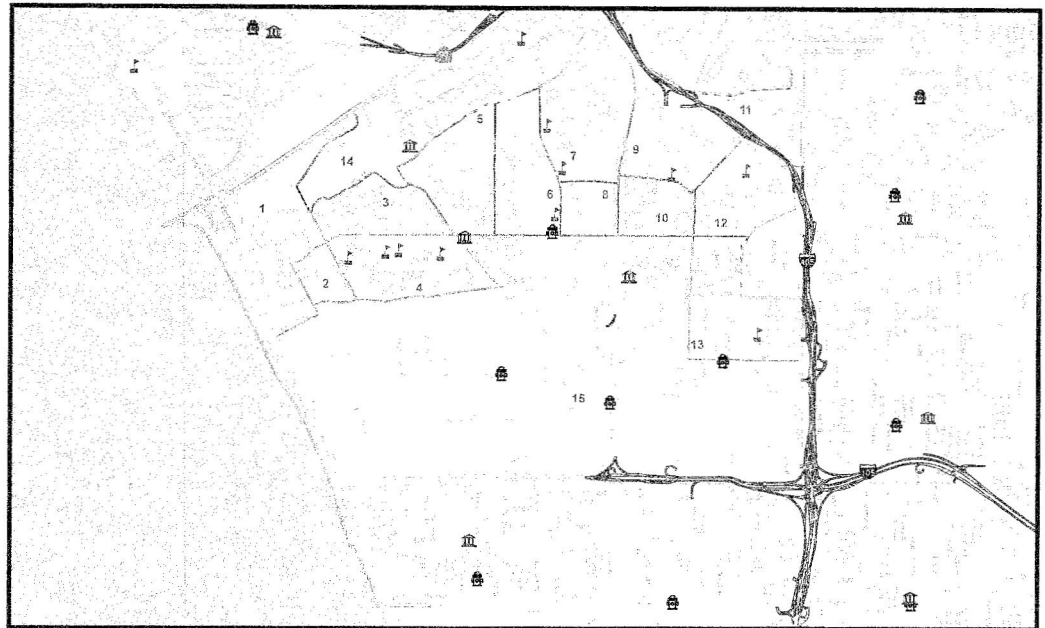
NEIGHBORHOOD COUNCIL OF WESTCHESTER / PLAYA 2010 ELECTION INFORMATION

On Sunday, April 11, 2010, the Neighborhood Council of Westchester/Playa will hold its board elections along with a number of other Neighborhood Councils on the Westside.

This is your opportunity to get involved, run for a seat on the Neighborhood Council and make a difference in your community.

Think of your Neighborhood Council as a group of local residents and representatives of local businesses, churches and schools, etc., working together to address important issues in our neighborhood.

As part of the city's Charter, Neighborhood Councils are an integral part of how local government operates, providing elected officials with a direct line to the community and how it stands on all issues.



All 31 seats of the Neighborhood Council's board of directors will be up for election, and the candidate filing period will run from Monday, January 11, 2010 to Wednesday, February 10, 2010. While the City Clerk's Office (which is handling the election) has not yet released the forms for candidates to file for various seats, the following seats will be available (qualifications to run for each seat follow each seat's name):

At-Large Affirmation Director

Stakeholder who is at least 18 years of age and lives, works, owns property, or declares a stake in the NCWP community and affirms the factual basis for it.

15 Residential Directors

Stakeholder who is at least 18 years of age and lives within the boundaries of the residential district seat for which s/he is running, as indicated on the map above.

3 At-Large Directors

Stakeholders who are at least 18 years of age and live, work, or own property within the NCWP boundaries.

Business Director (90045)

Stakeholder who is at least 18 years of age and is a business owner or manager of a business licensed with the City of Los Angeles and located within the 90045 zip code.

Business Director (90094)

Stakeholder who is at least 18 years of age and is a business owner or manager of a business licensed with the City of Los Angeles and located within the 90094 zip code.

Business Director (90293)

Stakeholder who is at least 18 years of age and is a business owner or manager of a business licensed with the City of Los Angeles and located within the 90293 zip code.

Community Organization Director

Stakeholder who is an officer or director of a non-political community organization located and regularly meeting within the NCWP boundaries.

Education Director

Stakeholder who is an educator or administrator affiliated with a K-12 school within the NCWP boundaries.

Income Property Director

Stakeholder who is a residential or commercial property owner, or his/her representative, who rents or leases to others within the NCWP boundaries. Stakeholder does not have to reside or have his/her primary place of business located within the NCWP boundaries.

Los Angeles World Airports Director

Stakeholder who is an employee of LAWA who is involved with the operation of Los Angeles International Airport.

Loyola Marymount University Director

Stakeholder who is an administrator or staff member of LMU.

Religious Director

Stakeholder who is a spiritual leader of a house of worship located within the NCWP boundaries.

Senior Citizen Director

Stakeholder who lives within the NCWP boundaries and is at least 60 years of age.

Service Club and Fraternal Organization Director

Stakeholder who is a member of a service club or fraternal organization located within the NCWP boundaries.

Youth Organization Director

Stakeholder who is affiliated with a youth organization within the NCWP boundaries.

HOW TO FILE

Once available, Candidate Filing Forms may be downloaded from the City Clerk website, may be requested by calling the Election Division office, and can be picked up at the Regional Stakeholder / Candidate Information Meetings scheduled by the City Clerk's Office in the future. Persons may pick up the items or request them by contacting:

City Clerk - Election Division
Piper Technical Center
555 Ramirez Street
3rd Floor, Space 300
Los Angeles, CA 90012
Phone: (213) 978-0444

Important Election Dates

Candidate Filing Period	Jan. 11, 2010 - Feb. 10, 2010
Candidate Withdrawal Deadline	Feb. 10, 2010
Vote by Mail Application Period*	Feb. 11, 2010 - Apr. 1, 2010
Write-In Candidate Filing Period	Feb. 11, 2010 - Mar. 12, 2010
Candidate Statement Deadline	Mar. 12, 2010
Write-In Candidate Withdrawal Deadline	Mar. 12, 2010
Vote-by-Mail Return Deadline	Apr. 8, 2010
Election Day	Apr. 11, 2010

* for the disabled only



NEIGHBORHOOD COUNCIL OF WESTCHESTER / PLAYA 2010 ELECTION INFORMATION

empower yourself

EMPOWER LA IT STARTS WITH YOU!

EMPOWER
Department of
NEIGHBORHOOD EMPOWERMENT

THURSDAY, JAN. 14, 2010

6:30pm - 8:30pm

Westwood Elementary School

2050 Selby Avenue

Los Angeles, CA 90025



YOU should be involved in your local
NEIGHBORHOOD COUNCIL

For additional information or to RSVP, please contact **Lisette Covarrubias** via email at Lisette.Covarrubias@lacity.org or by calling our main office at (213) 485-1360.

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 accommodations 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 three (3) business days (72-hours) prior to the meeting you wish to attend by calling (213) 485-1360. **SI REQUIERE SERVICIOS DE TRADUCCION, FAVOR DE NOTIFICAR A LA OFICINA 3 días de trabajo (72 horas) ANTES DEL EVENTO. SI NECESITA ASISTENCIA CON ESTA NOTIFICACION, POR FAVOR LLAME A NUESTRA OFICINA AL (213) 485-1360.**

Department of Neighborhood Empowerment 334-B E. Second St., LA, CA 90012 www.EmpowerLA.org (213) 485-1360 or 3-1-1-

City Clerk Clarifies Election Details in Letter

In a letter to Neighborhood Council leaders and stakeholders across the city, City Clerk June Lagmay clarified details relating to the Neighborhood Council elections her office will oversee during 2010.

In particular, she addressed 1) restrictions on volunteer poll workers, 2) voting by mail, 3) extended voting hours and 4) providing more than one polling location in a Neighborhood Council.

She indicated that because Neighborhood Council volunteer poll workers will be responsible for ensuring that elections are fair and transparent, her office originally required volunteers to participate in polling places outside their own region. After hearing concerns from volunteers, however,

the clerk has reconsidered and will allow volunteers to work in their own region, but not in their own Neighborhood Council area.

To sign up as a volunteer poll worker, or for more information, please email: Clerk.ElectionPW@lacity.org

Lagmay also indicated that due to budget constraints, the 2010 election will be conducted without a vote-by-mail component, except to provide legally required vote-by-mail opportunities for those who are physically unable to go to the polls due to a disability.

Such stakeholders will be required to affirm under penalty of perjury that they fulfill this criteria. Lagmay said additional funding of

\$450,000 would have been required to allow vote-by-mail to all Neighborhood Councils and indicated that overall voting parity would require all Neighborhood Councils to have a vote-by-mail option, even if a specific Neighborhood Council was willing to pay for this option in its area.

While polls will be open for six hours at each Neighborhood Council election location in the city, Lagmay said some complained that extended hours were required. Again, budget constraints means her office cannot extend the voting hours in 2010.

Finally, Lagmay said her office estimates that 56 poll workers will be required to staff one polling location in each Neighborhood Council area. Budget constraints and the

need to double the number of poll workers, she said, demanded that only one polling location be offered in each Neighborhood Council area.

Lagmay added that stakeholders and others involved in Neighborhood Councils throughout the city should continue to provide her office with feedback so that revisions and budget requests can be made for the 2012 elections.

To read her letter in its entirety, please visit <http://cityclerk.lacity.org/election/ncdocs/Letter%20to%20NC%20and%20Stakeholders.pdf>

City of Los Angeles – Department of Neighborhood Empowerment

DEMAND WARRANT

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 Mail or submit this request via Fax: 213.485.4608 or email: done.funding@lacity.org; ATTN: **FUNDING PROGRAM**

Date of Check Request: 2-25-10 Amount of Check Request: \$ 2153.85

Neighborhood Council: Westchester / Playa

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 Otherwise attach minutes/affidavit approving the expenditure and ensure it is appropriated in your budget.

Please select category:	Operational Expense	Neighborhood Improvement	Outreach
<input type="checkbox"/>	<input type="checkbox"/> Office Equip./Supplies/Facilities	<input type="checkbox"/> Beautification Project	<input type="checkbox"/> Event/Refreshments
<input type="checkbox"/>	<input type="checkbox"/> Apple One/Admin. Services	<input type="checkbox"/> Community Services	<input type="checkbox"/> Election
<input type="checkbox"/>	<input type="checkbox"/> Meeting Expenses	<input checked="" type="checkbox"/> LAUSD/Educational Support	<input type="checkbox"/> Advertising/Newsletter/Web
<input type="checkbox"/>	<input type="checkbox"/> Other	<input type="checkbox"/> Other	<input type="checkbox"/> Other

Please provide a description of expense and attach the required documentation:
Lanyards for Student ID for Middle School Youth Summit

Make check payable to: Promo Shop, Inc Check if for a City Dept.
 Remittance Address: 5420 Mc-Connell Ave
 City and State: Los Angeles CA Zip Code: 90066

Please select all appropriate categories, attach Vendor Invoice and provide required supporting documents:

- First-time request for this vendor:**
 - Attach a completed W-9 and enter BTRC code here: _____
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Note: The names and signatures of the Neighborhood Council Treasurer and Second Signatory are required.

Signature: <u>x <i>Steve Dineen</i></u> Treasurer: (Please Print) <u>Steve Dineen</u> Phone: <u>(310) 207-2481</u>	Signature: <u>x <i>Cyndi Hench</i></u> 2 nd Signatory: (Please Print) <u>Cyndi Hench</u> Phone: <u>(310) 779-6706</u>
---	---

(DO NOT WRITE IN SECTION BELOW – DEPARTMENT OF NEIGHBORHOOD EMPOWERMENT USE ONLY)

Vendor Code	Appr Acct. #	Approval	Date
		Approval	Date

PROMO SHOP, INC
 5420 MCCONNELL AVENUE
 LOS ANGELES, CA 90066
 PH: 310-821-1780
 E-MAIL: ar@promoshopla.com

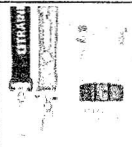

PromoShop
 Promotional & Marketing Services

INVOICE No. 39418

For: LAX Coastal Area Chamber of Commerce Invoice Date: 19-Nov-09

Bill To	Ship To
Neighborhood Council of Westchester/Playa Cyndi Hench 8726 S. Sepulveda Blvd. PMB 191A Westchester, CA 90045 UNITED STATES Phone: 213-473-7023 FAX: **	LAX Coastal Area Chamber of Commerce Christina Davis 9100 S. Sepulveda Blvd., Suite 210 Westchester, CA 90045 UNITED STATES Phone: 310-645-5151 FAX: 310-645-0130

Account No.	Ship Date	Ship Method	Terms	Account Executive
A15530	13-Nov-09	Pick Up Personally	Net 30 Days	Marc Crosby

Preview	Description	Color	Size	Qty	Rec'd	Unit Price	Subtotal
	Product: 3/4" Silkscreen Lanyard with Breakaway Release and Bulldog Clip Cat. No.: Imprint: LAX_Lanyard.jpg Type: silk-screening Location: Repeat Imprint on lanyard Notes: Imprint color(s): White	Royal		1250	1250	\$ 1.25	\$ 1562.50
		silk-screening run charge:				\$ 0.05	\$ 62.50
				Subtotal:			\$ 1625.00
	Product: 4 1/2" x 3 1/2" clear .03 thick vinyl badgeholder Cat. No.:	Clear	No Imprint	1250	1250	\$ 0.27	\$ 337.50
				Subtotal:			\$ 337.50
Total run charge:							\$ 62.50
Total set-up fee:							\$ 0.00
Shipping:							\$ 0.00
Handling:							\$ 0.00
Tax:							\$ 191.35
TOTAL PAYABLE:							\$ 2153.85

PLEASE DETACH AND RETURN BOTTOM PORTION WITH PAYMENT

Thank you for your order. For proper credit, please return stub with your payment. If you have any questions regarding this invoice, please contact Marc Crosby at 310-821-1780 and refer to order no. 39418.

Please make checks payable to:
 PROMO SHOP, INC
 5420 MCCONNELL AVENUE
 LOS ANGELES, CA 90066

Bill to address:
Neighborhood Council of Westchester/Playa
 ATTN: Cyndi Hench
 8726 S. Sepulveda Blvd..

Remittance:
 Date: 19-Nov-09
 Account No.: A15530
 Invoice No.: 39418

E-MAIL: ar@promoshopla.com Westchester, CA 90045
UNITED STATES

Please check box if address is incorrect or has changed, and indicate change(s) on the envelope.

Please Note: If paying by credit card, please complete the requested credit card payment details below and submit credit card payment information to **Credit Card Processing at 310-861-0512.**

Credit Card no.:

Expiration:

Print Name:

Signature:

Payments / Credits: \$0.00

Balance Due: \$2153.85

Due Date: 19-Dec-09

AMT ENCLOSED:

A fee of 1.5% per month will be charged on all past due invoices.
If any amounts are placed for collection customer agrees to pay all costs of collection, including fees, expenses, court costs, and reasonable attorney's fees.



Request for Taxpayer Identification Number and Certification

Give form to the requester. Do not send to the IRS.

Name (as shown on your income tax return)
PromoShop Inc

Business name, if different from above

Check appropriate box: Individual/Sole proprietor Corporation Partnership
 Limited liability company. Enter the tax classification (D=disregarded entity, C=corporation, P=partnership) ▶ Exempt payee
 Other (see instructions) ▶

Address (number, street, and apt. or suite no.)
5420 McConnell Ave

City, state, and ZIP code
Los Angeles, CA 90066

List account number(s) here (optional)

Requester's name and address (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number	
OR	
Employer identification number	95 : 4678006

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
- I am a U.S. citizen or other U.S. person (defined below).

Certification Instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. See the instructions on page 4.

Sign Here Signature of U.S. person ▶  Date ▶

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued).
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following case:

- The U.S. owner of a disregarded entity and not the entity,



**LAX
COASTAL
AREA**
[Signature]
and the
**NEIGHBORHOOD COUNCIL
OF WESTCHESTER PLAZA**

APPROVED MINUTES

Submitted by Geoff Maleman

Tuesday, October 6, 2009 - 6:30 p.m.

Westchester Council Community Room

7166 Manchester Avenue, Westchester, CA 90045

Present: Sibyl Buchanan, Cheryl Burnett, Doug Ehlers, Tom Flintoft, David Gray, Cyndi Hench, Terry Issac, Andy Kamm, Patricia Lyon, Geoff Maleman, Nora MacLellan, Nancy Niles, Booker Pearson, Paul Radke, John Ruhlen, Denny Schneider, Frances Stronks, Mary Taylor, Jack Topal,

Excused: Stephen Bentley, Steve Donell, Craig Eggers, Clarence Griffin, Terry Marcellus, Ron Rader, John Ramey, David Voss, John David Webster

Absent: David Coffin,

1. Call to Order **President Hench called the meeting to order at 6:35 p.m.**
2. Pledge of Allegiance by **Andy Kamm**
3. Moment of silence for longtime Westchester resident **Roy Hefner**, who passed away last week. A memorial service will be held at 1 p.m. on Oct. 17 at Covenant Presbyterian Church, at 6323 W. 80th
4. Approval of Minutes of previous Board meetings **M/S Taylor/Flintoft to approve. Motion passes unanimously.**
5. Public Comment - non-agenda items (limited to 2 minutes per speaker)
 - a. **Michael Perry** spoke regarding AYSO's participation in LAX Northside Community Development Plan to request soccer fields as part of that development.
 - b. **Vince Curci** of DWP spoke regarding LADWP project to construct a new cable system from the Westside to Scattergood called Scattergood/Olympic Line 1 that will be built in three phases. The project's DEIR is currently being circulated for comment. LADWP will make a full presentation to the NCWP at a later date.
 - c. **Kishan Kasondra** of DWP spoke regarding LADWP project to construct a new cable system from the Westside to Scattergood.
 - d. **Adrene Briones** of DWP spoke regarding LADWP project to construct a new cable system from the Westside to Scattergood.
6. Announcements from Governmental Representative (limit to 3 minutes please):
 - a. **Lisette Covarrubias**, *DONE Project Coordinator*, spoke re: Congress of Neighborhoods.
 - b. **Jim Kennedy**, *Field Deputy/Councilman Bill Rosendahl*, spoke re: the proposed Crenshaw Line and the proposed maintenance yard proposed for east Westchester (For more information or to make comments, visit www.metro.net/crenshaw); LMU Master Plan is moving forward (documents to be circulated to the public in several months); Playa Vista hearing re: The Village at 3-6 p.m. Oct. 14 at LMU; progress re: parking lot behind near Ballona Wetlands; and announced Councilman Rosendahl has appointed Ad Hoc Committee led by Julie Inouye to look at proposed developments at various Playa del Rey locations, including Jake's Lot, Toes' Beach and Outlaw's property.
 - c. **Jennifer Badger**, *Area Field Representative - Mayor's Office*, spoke re: Mayor's Budget Day on Oct. 10 and new interim chief at LADWP David Freeman.
 - d. **Primitivo Castro** - *Field Representative - Senator Jenny Oropeza*, spoke re: Ballona Wetlands-adjacent parking lot and Sen. Oropeza's support for delaying work on that site.
7. Presentations: (limited to 5 minutes unless prior approval for additional time given)
 - a. Presentation by **Greg Nelson**, former General Manager of the Department of Neighborhood Empowerment, re the state of Neighborhood Councils and report from NC Summit.
8. Motions/Actions Items: Public comment on agendized items limited to 2 minutes

- a. **Discussion Calendar:**
 - i. Motion to approve Treasurer's report (Schneider/Finance) **M/S Schneider/Stronks to approve. Motion passes unanimously.**
 - ii. Motion: Approve the suggested letter for transmittal to MTA as formal comments to the Crenshaw Line EIS/EIR. (Schneider) **M/S Schneider/Flintoft to approve. Motion passes unanimously.**
 - iii. Motion: Approve request of LAX Coastal Area Chamber of Commerce for an amount not to exceed \$3,000 to support the NCWP area Middle School Youth Summit (Schneider/Finance) **M/S Schneider/MacLellan to approve. Motion passes 18-1 (AYES: Sibyl Buchanan, Cheryl Burnett, Doug Ehlers, Tom Flintoft, David Gray, Cyndi Hench, Terry Issac, Andy Kamm, Patricia Lyon, Geoff Maleman, Nora MacLellan, Nancy Niles, Booker Pearson, Paul Radke, John Ruhlen, Denny Schneider, Mary Taylor, Jack Topal. NAYS: Frances Stronks)**
9. Committee Reports:
 - a. Highlighted Committee Report - Sepulveda Streetscape - **John Ruhlen**
10. President's Discussion Items or Comments
 - a. Committee assignments – President Hench nominated board members Hench, Donell and Maleman to sit on the Policies and Procedures/Standing Rules Ad Hoc Committee; and nominated Lyon to sit on the Ad Hoc Committee on Homelessness. **President Hench's appointments were approved unanimously.**
 - b. Current board vacancies Residential Districts #6 and #13
11. Other Items:
 - a. Ethics and Conflict of Interest On-line Training: www.lacityneighborhoods.com
12. Announcements:
 - a. Next NCWP Board meeting: November 3, 2009 at 6:30 p.m.
 - b. Other announcements
13. Adjournment **President Hench adjourned the meeting in memory of Roy Hefner at 8:06 p.m.**

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:www.ncwpdr.org. In addition, if you would like a copy of any record related to an item on the agenda, please contact Mary Taylor - NCWP Corresponding Secretary at: mary@gotpromosllc.com.



Neighborhood Council of Westchester and Playa Statement of Community Benefit

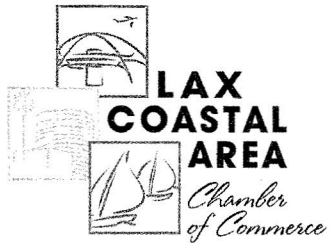
Project: Middle School Youth Summit

Motion: to approve an amount not to exceed \$3,000 to support the NCWP area Middle School Youth Summit that is organized by the LAX Coastal Chamber of Commerce.

The purpose and benefit of this project is to motivate middle school students about their educational careers and show them the positive options available to them in their adult life through education, vocational training and career options. It is meant to be an outreach and workforce development project to help lead students down the right path and away from the negative influences they may encounter.

Over 1100 students will participate in this program. Many of these students reside in the NCWP service area. Beyond that, LAUSD also transport many of the youth into the school from the inner-city which broadens the outreach of this project.

The NCWP funds will be used to purchase lanyards for each of the participants to carry identification cards and the program itinerary. This is important for security and managing the children during the all day event.



9100 S. Sepulveda Blvd.
Suite. 210
Westchester, CA 90045
Phone: 310/645-5151
FAX: 310/645-0130
www.laxcoastal.com

February 18, 2010

Cyndi Hench
Neighborhood Council of Westchester/Playa
8726 S. Sepulveda Blvd. PMB 191A
Westchester CA 90045

Dear Ms. Hench:

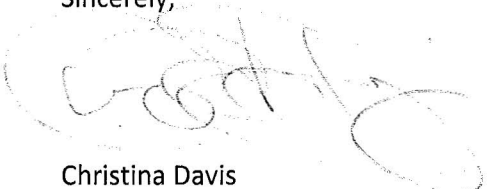
On behalf of the LAX Coastal Area Chamber of Commerce and the 1150 middle school students that attended the 2009 Youth Summit at Orville Wright Middle School, we would like to extend our utmost gratitude. Without the Neighborhood Council of Westchester/Playa's generous contribution, this event would not have been possible.

After the event, we polled the over 1100 students to give obtain input on what they thought of the event. Their answers were enthusiastic, appreciative and heartfelt.

Our middle school youth truly valued your donation. It is our hope that this event has helped the students begin their journey as to what direction they will take on their potential career path.

Everyone benefited that day and it was truly an amazing experience had by all! Thank you again for your generosity and your assistance in helping to make this event a reality!

Sincerely,



Christina Davis
President/CEO