

WINNETKA NEIGHBORHOOD COUNCIL

PO Box 3692, Winnetka, CA 91306

www.winnetkanc.com



| President | Vice – President | Secretary | Treasurer | Sergeant at Arms |
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| JJ Popowich | Art Sims | Mary Ann Smiley | Erick Lace | Jozef Essavi |
| Board Members | | | | |
| Armineh Chelebian | Nina Essavi | Nalini Natarajan | Edesa Aghakhanmohabadi | Tess Reyes-Dunn |
| TJ Martens | T. Alan Schweizer | Vacant Seat | | Youth Position |

February 16, 2009

Captain John A. Sherman
Topanga Station, Los Angeles Police Department
21501 Schoenborn St.
Canoga Park, CA 91304

Dear Captain Sherman:

I am contacting you to thank you for allowing Sgt. Raigoza to appear before the WNC to discuss the funding requests that were provided to our Public Safety Committee.

At our February 2009 regular Board meeting we approved up to \$5,700.00 to purchase the remaining items on your list. This should cover everything in Tier's 1 – 3, with the exception of the Tactical Lights for shotguns which we understand has already been approved by another NC. We also agreed in a separate motion to provide up to \$500.00 in funding for the Juvenile Unit at Topanga Station for the purchase of an all in one scanner.

Enclosed with this letter you'll find a "WNC Grant / Partnership Payment Instruction" sheet. It is important that we follow the procedures and requirements on this sheet. The WNC has to follow City guidelines on purchased items that require us to pay for them directly. We cannot reimburse individuals, even members of the LAPD after a bill has been paid. In some cases, it may be possible to transfer funds from one City department (DONE) to another. However, in many cases it is easier if someone from the station work directly with our Treasurer to purchase the more common items directly.

We look forward to helping you and the other officers at the Topanga Station. Winnetka appreciates everything that you do to keep our community safe.

Please contact Erick Lace, WNC Treasurer, at herrick@juno.com or 818-903-6815. If you have any questions or any issues arise, please do not hesitate to call me at 818-648-6219.

Sincerely,

JJ Popowich
President, WNC



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WNC PARTNERSHIP PAYMENT REQUEST INSTRUCTIONS

CONGRATULATIONS! Your proposal has been approved! The WNC is proud to partner with you on your project. We hope that these instructions will help you to work with us to expedite payment of the costs. We have found over the years that if we follow all of the steps involved we can make this a successful and timely process. Our Council Treasurer contact you and work with you to assure that the request will be made accurately and payment will be made as soon as possible.

Step 1: Please provide the WNC Treasurer with original estimate(s) or billing(s) for the service(s) or goods requested for purchase. Please provide a second copy to the President as well.

- The WNC must purchase goods or services directly from the provider. We cannot reimburse you for any of your own out-of-pocket expenses, nor can we reimburse you if you choose to pay the bill on your own.
- If you work with multiple vendors or providers on this project, you will need to submit an original estimate or billing from each vendor.
- If a partial advance payment is required, please inform the WNC Treasurer of this requirement before an order has been placed.

Step 2: Please ask your vendor to provide their LA City-issued Business Tax Registration Certificate number on their proposal. The WNC is a part of the government of the City of Los Angeles, and as such cannot do business with any individual or any Los Angeles company who does not have a current Los Angeles City business license. There can be no exceptions.

Step 3: If the vendor is an individual or sole proprietorship, your vendor will need to provide the WNC Treasurer with an IRS form W-9 (Taxpayer Identification Number) obtainable from the Treasurer.

PAYMENT: Please allow 30-60 days for payment. Many groups, vendors, or providers of service ask why it takes this long to pay an invoice. Once the WNC receives the invoice, we have to fill out specific paperwork and submit the package to the Department of Neighborhood Empowerment (DONE) along with a copy of our Board minutes. Once DONE receives the request for payment, they review it and if approved, DONE submits it for final approval to the LA City Controller's office. Once approved by the Controller, DONE will issue a check. This obviously can take some time.

If you have any questions, please contact the WNC Treasurer for assistance.