

To: The Honorable Chairman and Council Members of the  
Los Angeles City Council,  
Los Angeles.

From: Ida Talalla, Stakeholder Echo Park. P.O.Box 26110, Los Angeles, CA 90026)  
Elected Representative -District 1, Greater Echo Park Elysian NC.

Date: February 9, 2010.

Re: DONE and Neighborhood Councils and cuts that must be made to these agencies.

The City of Los Angeles is facing an unprecedented fiscal crisis.

Cuts at anytime are painful and I know that you are struggling with a decision concerning DONE and its 90 Neighborhood Council it pretends to monitor.

I use the word PRETEND because DONE abdicated its responsibility as demonstrated by the Controller's detailed Audit.

The Neighborhood Councils loved DONE the way it was structured as it gave them a means of operating WITHOUT any management guidelines. Dictatorships and fiefdoms have been created that prevent goods and services ever reaching into communities in a meaningful manner.

The gallery of DONE and NC supporters can boo all they want but their cheering squad is led by DONE's Independent Elections Administrator who in 2007 made the dubious decision to NOT INFORM the community that a candidate they were voting for had been dead for three weeks. Neither the public nor this Council can trust the hype being generated.

The UNEXPLAINED disappearance of 5.6 million dollars under DONE's charge translates into 15 months of goods and services not working for the benefit of community. This record cannot be allowed to continue. If after 8 plus years this is DONE's best practices, DONE cannot be entrusted nor trusted to serve and should be dismantled altogether. DONE has failed the CITY and its citizens.

Neighborhood Councils in default of more than one Quarterly Report, a history of unpaid bills  
By Law and Brown Act violations, dysfunctional committees, compromised Grievance

Committees, questionable funding allocations where no paper work was submitted **do not deserve** the City's support. Place rollover funds and allocations with City Departments that have a strong track record of serving community and have an existing structure to do so.

In this climate of a severe economic concerns the City's dollars are best placed with the agencies that have served community year in an year out for decades and haven't gone AWOL like DONE and the Neighborhood Councils.

28  
Sept  
2012



mailto:barry.stone@lacity.org

## Freezing of NC Funds

4 messages

**Barry Stone** <barry.stone@lacity.org>

Fri, Aug 31, 2012 at 12:39 PM

To: echopark.rep@gmail.com, Connie Acosta <connie.acosta@gepenc.org>, Francisco Torero <FTOR1@sbcglobal.net>, Jose Sigala <jose\_sigala@yahoo.com>, Lisa Baca <lisa.baca@gepenc.org>, Phyllis Daugherty <phyllis.daugherty@gepenc.org>, Yolanda Beckles <yolande.beckles@gepenc.org>  
 Cc: Grayce Liu <grayce.liu@lacity.org>, Leyla Campos <leyla.campos@lacity.org>, Jeff Brill <jeff.brill@lacity.org>, Betty Wong Oyama <betty.wong@lacity.org>

Dear Neighborhood Council Board Members,

I hope this email finds you well. As you know, the 2012-2013 Neighborhood Council Budgets were due to the Department on July 31, 2012.

Without an approved budget from the Neighborhood Council, along with Board minutes confirming such approval and a current Board roster, we cannot authorize funding for the Council.

The Department has received the Board Budget. However, we are missing the Board Resolution/Minutes (signed by two Board Members showing the Neighborhood Council approving the Budget) and Board Roster from your Neighborhood Council.

The Department sent an email last week to the Executive Officers requesting the missing documents, and we have not yet received them from your Neighborhood Council. As such, the Neighborhood Council does not have authorization for your funding allocation so we will be freezing your funds effective today.

In addition, Neighborhood Councils are required to submit quarterly reconciliations with all original receipts signed by the Treasurer and 2nd Signatory. Because the Department has not yet received the P-Card Reconciliation Reports from your Neighborhood Council for at least 2 or more quarters, we would also need to freeze the Council's funds as well. We have included the information regarding P-Card Reconciliation Reports for your reference below.

The Neighborhood Council funding will only be restored once we receive the missing budget documents and the P-Card Reconciliation Reports.

Please let me know if you have any other questions.

### QUARTERLY P-CARD RECONCILIATION GUIDELINES

#### I. Assumption of Responsibility

The entire Neighborhood Council (NC) Board shares the fiduciary responsibility for the use of its funds; including auditing, managing and reconciling its records. All financial transactions must be reviewed and approved by the Board in a public meeting and shall be in compliance with all Department policies and procedures.

#### II. Requirements:

At the end of each month, financial documents for purchasing card (P-card) transactions must be reconciled with

the monthly P-card invoice and submitted to the Department for review, on a quarterly basis. Purchase Card Reconciliations are **due at the end of September, December, March and June** and must include the Purchase Card Reconciliation Form (CRD), bank statements, original receipts corresponding to the transactions on the P-card statement and minutes or a board resolution approving the transaction. In addition, NCs must also provide proof that the P-card monthly statements were also approved by the board.

All information on the CRD form must be complete and all transactions must be recorded including bank and customer service fees. All transactions should be numbered on the bank statement and linked through the same number to the receipt and the board resolution or minutes.

**Proof of Payment - Acceptable Documents:**

Online purchase receipts/invoices/confirmations

- o Must include all essential information (date, invoice number, billing and shipping addresses, quantity, description, amount, etc.)

Faxed invoices should be stamped "Original Invoice," initialed and dated by treasurer.

**Additional Supporting Documentation**

If the purchase is in relation to a meeting or event, these documents should be submitted in addition to board resolutions or minutes:

Event flyers

Meeting Agendas

The Department of Neighborhood Empowerment will review NC reconciliations and provide audit findings and recommendations when necessary.

A grace period of 30 days is provided for the submittal of quarterly reconciliations. However, failure to submit timely P-card Reconciliations may result in a lapse or revocation of funding.

—  
Barry Stone  
Empowerment Analyst

**Department of Neighborhood Empowerment**  
200 N. Spring Street, Suite 2005  
Los Angeles, CA 90012  
Downtown Office: (213) 978-1551  
Downtown Fax: (213) 978-1751  
\*\*\*\*\*

BOARD OF  
BUILDING AND SAFETY  
COMMISSIONERS

MARSHA L. BROWN  
PRESIDENT

HELENA JUBANY  
VICE-PRESIDENT

VAN AMBATIELOS  
VICTOR H. CUEVAS

CITY OF LOS ANGELES  
CALIFORNIA



ANTONIO R. VILLARAIGOSA  
MAYOR

DEPARTMENT OF  
BUILDING AND SAFETY  
201 NORTH FIGUEROA STREET  
LOS ANGELES, CA 90012

ROBERT R. "Bud" OVROM  
GENERAL MANAGER

RAYMOND S. CHAN, C.E., S.E.  
EXECUTIVE OFFICER

**ORDER TO COMPLY-SUPERSEDING AND NOTICE OF FEE**

JUL 27 2012

BANK OF AMERICA ATTN: LEASE ID NC2-150-03-06  
13850 BALLANTYNE CORP PLACE  
CHARLOTTE, NC 28277

EG

CASE #: 449911  
ORDER #: A-3066660  
EFFECTIVE DATE: August 02, 2012  
COMPLIANCE DATE: September 01, 2012

OWNER OF  
SITE ADDRESS: 1572 W SUNSET BLVD  
ASSESSORS PARCEL NO.: 5404-020-007  
ZONE: C2; Commercial Zone

An inspection has revealed that the property (Site Address) listed above is in violation of the Los Angeles Municipal Code (L.A.M.C.) sections listed below. You are hereby ordered to correct the violation(s) and contact the inspector listed in the signature block at the end of this document for a compliance inspection by the compliance date listed above.

**FURTHER, YOU ARE ORDERED TO PAY THE CODE VIOLATION INSPECTION FEE (C.V.I.F) OF \$356.16 (\$336 fee plus a six percent Systems Development Surcharge of \$20.16) WHICH WILL BE BILLED TO YOU SEPARATELY. Section 98.0421 L.A.M.C.**

**NOTE: FAILURE TO PAY THE C.V.I.F. WITHIN 30 DAYS OF THE INVOICE DATE OF THE BILL NOTED ABOVE WILL RESULT IN A LATE CHARGE OF TWO (2) TIMES THE C.V.I.F. PLUS A 50 PERCENT COLLECTION FEE FOR A TOTAL OF \$1,176.00.**

Any person who fails to pay the fee, late charge and collection fee, shall also pay interest. Interest shall be calculated at the rate of one percent per month.

The inspection has revealed that the property is in violation of the Los Angeles Municipal Code as follows:

This order supersedes any and all previous orders issued by the Department of Building and Safety relative to the case number noted above. You are hereby directed to disregard all previous orders and comply with the terms of this order by the compliance date noted above.

An inspection has revealed that the property (Site Address) listed above is in violation of the Los Angeles Municipal Code (L.A.M.C.) as follows:

**VIOLATION(S):**

**1. Interior tenant improvement has been made without plans, permits, and inspections.**

You are therefore ordered to: Submit plans and obtain all the required permits and inspections for the tenant improvement that was done without permits and inspections.

Code Section(s) in Violation: 91.106.1.1, 91.106.3.2, 93.0201, 94.103.1.1, 95.113.2, 91.103.1, 12.21A.1.(a) of the L.A.M.C.



CODE ENFORCEMENT BUREAU  
For routine City business and non-emergency services: Call 3-1-1  
www.ladbs.org

...above, a proposed noncompliance fee in the amount of \$550.00 may be imposed for failure to comply with the order within 15 days after the compliance date specified in the order or unless an appeal or request for slight modification is filed within 15 days of the compliance date.

If an appeal or request for slight modification is not filed within 15 days of the compliance date or extensions granted therefrom, the determination of the department to impose and collect a non-compliance fee shall be final. Section 98.0411 L.A.M.C.

**NOTE: FAILURE TO PAY THE NON-COMPLIANCE FEE WITHIN 30 DAYS AFTER THE DATE OF MAILING THE INVOICE, MAY RESULT IN A LATE CHARGE OF TWO (2) TIMES THE NON-COMPLIANCE FEE PLUS A 50 PERCENT COLLECTION FEE FOR A TOTAL OF \$1,925.00.**

Any person who fails to pay the non-compliance fee, late charge and collection fee shall also pay interest. Interest shall be calculated at the rate of one percent per month.

**PENALTY WARNING:**

Any person who violates or causes or permits another person to violate any provision of the Los Angeles Municipal Code (L.A.M.C.) is guilty of a misdemeanor which is punishable by a fine of not more than \$1000.00 and/or six (6) months imprisonment for each violation. Section 11.00 (m) L.A.M.C.

**INVESTIGATION FEE REQUIRED:**

Whenever any work has been commenced without authorization by a permit or application for inspection, and which violates provisions of Articles 1 through 8 of Chapter IX of the Los Angeles Municipal Code (L.A.M.C.) , and if no order has been issued by the department or a court of law requiring said work to proceed, a special investigation fee which shall be double the amount charged for an application for inspection, license or permit fee, but not less than \$400.00 , shall be collected on each permit, license or application for inspection. Section 98.0402 (a) L.A.M.C.

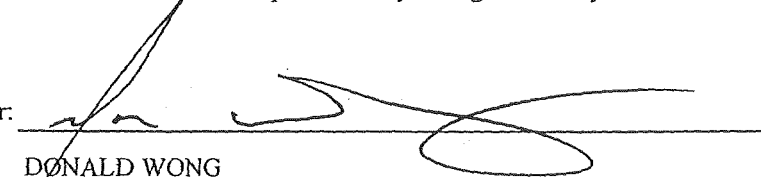
**APPEAL PROCEDURES:**

There is an appeal procedure established in this city whereby the Department of Building and Safety and the Board of Building and Safety Commissioners have the authority to hear and determine error or abuse of discretion, or requests for slight modification of the requirements contained in this order when appropriate fees have been paid. Section 98.0403.1 and 98.0403.2 L.A.M.C.

If you have any questions or require any additional information please feel free to contact me at (213)252-3032. Office hours are 7:00 a.m. to 3:30 p.m. Monday through Thursday.

Inspector: \_\_\_\_\_

Date: July 26, 2012

  
DONALD WONG  
3550 WILSHIRE BLVD. SUITE 1800  
LOS ANGELES, CA 90010  
(213)252-3032

  
REVIEWED BY



