

Contact Information

Neighborhood Council: Northridge East Neighborhood Council

Name: Glenn Bailey

Phone Number: [818-514-5355](tel:818-514-5355)

Email: GlennBaileyNENC@yahoo.com

The Board approved this CIS by a vote of: Yea(7) Nay(0) Abstain(1) Ineligible(0) Recusal(0)

Date of NC Board Action: 08/17/2016

Type of NC Board Action: For

Impact Information

Date: 08/18/2016

Update to a Previous Input: No

Directed To: City Council and Committees

Council File Number: 11-1020-S2

Agenda Date:

Item Number:

Summary: The Northridge East Neighborhood Council supports Council File 11-1020-S2 and the draft ordinance amending sections of the Administrative Code to allow the Department of Neighborhood Empowerment to delegate administration of the Neighborhood Council funding program to the City Clerk. Based on recent and past experiences, the Northridge East NC has found the funding program as currently operated by the Department of Neighborhood Empowerment too often unable to competently discharge its duties and is frequently slow to respond, or is totally unresponsive, to requests for assistance. We feel the situation could only improve under the auspices of the City Clerk -- it certainly could not get any worse.

An email chain is attached documenting one recent example: a partially unpaid invoice for Election Polling Place has been pending since March 24, 2016 despite complying with the Department's invoice submittal procedures and numerous follow up emails.

Subject:	Re: Fw: Northridge East NC: Invoice For 4/9/16 Polling Place Facility Rental - PAYMENT STATUS? - CASE #14488
From:	Glenn Bailey (glennbaileynenc@yahoo.com)
To:	manqin.he@lacity.org;
Cc:	mario.hernandez@lacity.org; armando.ruiz@lacity.org; grayce.liu@lacity.org; j.seoane@nenc-la.org; glennbaileynenc@yahoo.com; kathleen.quinn@lacity.org;
Bcc:	nencdraiman@live.com; j.draiman@nenc-la.org; d.dwiggins@nenc-la.org; rol8faucher@gmail.com; dmg_nenc@yahoo.com; chairoflegaffairs@csunas.org; dreamhomes@nadinemcnulty.com; nick@nickbeer.us; carlpetersennenc@gmail.com; max.reyes@csun.edu; seoanegoose@sbcglobal.net; arishapess@aol.com;
Date:	Wednesday, August 17, 2016 9:03 AM

Hi Man-Qin,

What is the status of the \$200 Election Polling Place balance to be "processed" by the Department since Mario Hernandez's June 18, 2016 email below? We have not heard anything further concerning this matter from anyone since that date.

As of today, the vendor (Northridge Woman's Club) has not received that second payment, only the NENC's \$200 portion. The invoice was originally submitted to you on March 24, 2016 as instructed, which was almost five months ago (see original and subsequent emails below).

I would appreciate an answer TODAY as the Northridge East NC Board is meeting TONIGHT with City Controller Ron Galperin.

Thank you.

Cordially,

Glenn Bailey
President
Northridge East Neighborhood Council

Office/Voicemail/Text: 818-514-5355

The Northridge East Neighborhood Council Board meets on the third Wednesday of every month at 7:00 p.m. at the Northridge Woman's Club, 18401 Lassen Street, Northridge 91325. For more information, visit: <http://nenc-la.org/>

GET INVOLVED - MAKE A DIFFERENCE!

NENC election was held on Saturday, April 9, 2016; the results are [linked here](#). The next election will likely be held in April 2018.

APPLY for vacant seats: one Resident, one Business, and Youth (ages 16 or 17) seats will be available. The qualifications for each seat are described in the NENC Bylaws, [linked here](#). For additional information or to apply, email GlennBaileyNENC@yahoo.com

From: Mario Hernandez <mario.hernandez@lacity.org>
To: Glenn Bailey <glennbaileynenc@yahoo.com>; Joseph Seoane <j.seoane@nenc-la.org>
Cc: Armando Ruiz <armando.ruiz@lacity.org>

Sent: Saturday, June 18, 2016 3:00 PM

Subject: NENC - Case 14488 PYMT - Northridge Woman's Club - Polling Place

Good Afternoon,

Attached is the payment confirmation for NENC's portion of the cost for the polling place. As previously discussed, **the balance will be processed by the Department.** Please retain for your records and submission of your MER.

If you have any questions regarding the balance, please contact Man-Qin He at (213) 978-1551 and reference Case 14488.

Thank you.

Mario Hernandez
Funding Supervisor

IMPORTANT FISCAL YEAR-END DATES:

Cash Replenishments:

June 22, 2016 - Due to the City's Fiscal Year End Close process, this is the final day to submit a Cash Request. Please be reminded, it takes 3-5 days for Union Bank to process transfer of funds into your account.

Important Fiscal 2015-16 Year-End Funding Dates:

June 17, 2016 - Final submission day for Department Approval of Funding Request

June 17, 2016 - Final submission day NC contributions to Budget Advocacy & NC Congress Fund

June 24, 2016 - Final day to submit payments through Union Bank Online Bill-Pay

June 30, 2016 - Final Spending Day of NC Funds.

June 30, 2016 - All Outstanding (pending / uncleared) bill pay and bankcard transactions must be submitted to Department.

Click [here](#) to access all Funding Forms. To help avoid unnecessary delays, attached is the Pre-Approval Checklist to assist you in submitting complete and correct documents to the Department. It is critical, especially at this time of year, your document submissions are correct and complete.

If you submit a **Cash Request after June 10th or Funding Requests after June 17th**, although we will not reject them, we cannot guarantee that you will get an authorization in time to issue payment and meet the June 24th or 30th deadline.

Department of Neighborhood Empowerment

200 N. Spring Street, Suite 2005

Los Angeles, CA 90012

Office | [213-978-1491](tel:213-978-1491) Fax | [213-978-1751](tel:213-978-1751)

Email | mario.hernandez@lacity.org Web | www.EmpowerLA.org



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From: Glenn Bailey <glennbaileynenc@yahoo.com>
To: Man-Qin He <manqin.he@lacity.org>
Cc: Claude Gonzales <claudio.gonzales@lacity.org>; Armando Ruiz <armando.ruiz@lacity.org>; EmpowerLA Funding <empowerla.funding@lacity.org>; Empower LA Elections <elections@empowerla.org>; Melvin Canas <melvin.canas@lacity.org>; Joseph Seoane <j.seoane@nenc-la.org>; Don Dwiggin <d.dwiggin@nenc-la.org>; Lydia Grant <lydiajeangrant@gmail.com>; Grayce Liu <grayce.liu@lacity.org>
Sent: Friday, June 17, 2016 12:49 PM
Subject: Re: Fw: Northridge East NC: Invoice For 4/9/16 Polling Place Facility Rental - PAYMENT STATUS? - CASE #18326

Hi Man-Qin,

What is the status of this payment? **It has now been almost three months (March 24, 2016) since the invoice was submitted to the Department.**

The vendor, the Northridge Woman's Club, has not yet received payment. It is likely they will impose late fees and interest charges if this bill is not paid by the end of this month.

Please advise.

Thank you.

Cordially,

Glenn Bailey
President
Northridge East Neighborhood Council

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Cc: Claude Gonzales <claudio.gonzales@lacity.org>; Armando Ruiz <armando.ruiz@lacity.org>; EmpowerLA Funding <empowerla.funding@lacity.org>; Empower LA Elections <elections@empowerla.org>; Melvin Canas <melvin.canas@lacity.org>; Joseph Seoane <j.seoane@nenc-la.org>; Don Dwiggin <d.dwiggin@nenc-la.org>; Lydia Grant

<lydiajeangrant@gmail.com>; Grayce Liu <grayce.liu@lacity.org>

Sent: Thursday, May 19, 2016 1:45 PM

Subject: Re: Fw: Northridge East NC: Invoice For 4/9/16 Polling Place Facility Rental - PAYMENT STATUS? - CASE #18326

Dear Glenn,

I followed up with the City Clerk and Controller's Office. So City Clerk does not handle NC election polling place payment as I already knew from the past, however, I needed to ask and got a written confirmation that they do not process polling place for NCs for this budget fiscal year. So next step is to submit the request to Controller' Office. Hopefully it will be approved before the end of May so that we can make the payment.

I will keep you posted.

Thank you!

Best Regards,

On Thu, May 19, 2016 at 12:07 PM, Glenn Bailey <glennbaileynenc@yahoo.com> wrote:

Hi Man-Qin,

I am following up on our conversation this past Monday and my emails sent to you on March 24, 2016 (with the invoice attached) and April 11, 2016 (see all emails below).

Payment to the vendor was due **prior to the April 9, 2016 facility use for the Northridge East NC Election**. It has now been over five weeks since the election was held and the vendor reports that they still have not received payment.

Has the payment been issued and if so, when should the vendor expect to receive the check?
They must receive payment prior to May 31, 2016 (the end of their Fiscal Year) otherwise this past due amount may accrue late fees and/or interest charges.

Please advise.

Thank you.

Cordially,

Glenn Bailey
President
Northridge East Neighborhood Council

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----- Forwarded Message -----

From: Glenn Bailey <glennbaileynenc@yahoo.com>

To: Mengni(Nancy) Zhang <mengni.zhang@lacity.org>

Cc: Claude Gonzales <claud.gonzales@lacity.org>; Armando Ruiz <armando.ruiz@lacity.org>; EmpowerLA Funding <empowerla.funding@lacity.org>; Empower LA Elections <elections@empowerla.org>; IEA Molly Lynn Taylor <molly@empowerla.org>; Joseph Seoane <j.seoane@nenc-la.org>; Don Dwiggin <d.dwiggin@nenc-la.org>

Sent: Wednesday, April 13, 2016 9:51 AM

Subject: Re: Northridge East NC: Invoice For 4/9/16 Polling Place Facility Rental - PAYMENT STATUS? - CASE #18326

Hi Nancy and Claude,

Has the check been requested from the bank to pay this invoice yet? If so, please provide the confirmation number. If not, please advise when it will be? I need to advise the vendor when they may expect payment.

Thank you.

Cordially,

Glenn Bailey
President
Northridge East Neighborhood Council

Office/Voicemail/Text: 818-514-5355

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From: Glenn Bailey <glennbaileynenc@yahoo.com>

To: Mengni(Nancy) Zhang <mengni.zhang@lacity.org>

Cc: Claude Gonzales <claud.gonzales@lacity.org>; Armando Ruiz <armando.ruiz@lacity.org>; EmpowerLA Funding <empowerla.funding@lacity.org>; Empower LA Elections <elections@empowerla.org>; IEA Molly Lynn Taylor <molly@empowerla.org>; Joseph Seoane <j.seoane@nenc-la.org>; Don Dwiggin <d.dwiggin@nenc-la.org>

Sent: Monday, April 11, 2016 2:33 PM

Subject: Re: Northridge East NC: Invoice For 4/9/16 Polling Place Facility Rental - PAYMENT STATUS? - CASE #18326

Hi Nancy,

Thank you for your reply. However that is **not** the procedure that the Department had indicated previously (see EmpowerLA article below my March 24th email):

Submit the invoice to EmpowerLA.Funding@LACity.org attn: Man-Qin He, Sr. Accountant for payment. The Department will pay the bill and charge the Neighborhood Council for any amount over \$200. Please indicate on the invoice if your NC has already paid the submitted invoice.

The Northridge East NC has **not paid this invoice** as we were relying on the above procedure. Payment was due prior to the use of the facility on April 9, 2016.

Please advise. Thank you.

Cordially,

Glenn Bailey
President
Northridge East Neighborhood Council

Office/Voicemail/Text: 818-514-5355

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From: Mengni(Nancy) Zhang <mengni.zhang@lacity.org>
To: Glenn Bailey <glennbaileynenc@yahoo.com>
Cc: Claude Gonzales <claud.gonzales@lacity.org>; Armando Ruiz <armando.ruiz@lacity.org>; EmpowerLA Funding <empowerla.funding@lacity.org>; Empower LA Elections <elections@empowerla.org>; IEA Molly Lynn Taylor <molly@empowerla.org>; Joseph Seoane <j.seoane@nenc-la.org>; Don Dwiggin <d.dwiggin@nenc-la.org>
Sent: Monday, April 11, 2016 2:25 PM
Subject: Re: Northridge East NC: Invoice For 4/9/16 Polling Place Facility Rental - PAYMENT STATUS? - CASE #18326

Dear Glenn,

Thanks for your reminding and I hope this email finds you well.

According to our policy, Northridge East NC need to pay \$200.00 out of \$400.00. Our Dept. will corporate with City Clerk Dept. to handle the rest \$200.00. And if you could provide us NENC's proof of payment, that will be greatly appreciated. Thank you very much.

Best Regards,

Nancy(Mengni) Zhang
Funding Division
mengni.zhang@lacity.org

Department of Neighborhood Empowerment

200 North Spring Street, Suite 2005

Los Angeles, CA 90012

Downtown Office: (213) 978-1551

Downtown Fax: (213) 978-1751

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On Mon, Apr 11, 2016 at 12:42 PM, Glenn Bailey <glennbaileynenc@yahoo.com> wrote:

Hi Claude,

Forwarding on to you my email sent earlier this morning to Man-Qin He per her auto-reply below. Original and follow up emails are below that one.

Please advise. Thank you.

Cordially,

Glenn Bailey
President
Northridge East Neighborhood Council

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GET INVOLVED - MAKE A DIFFERENCE!

NENC election will be held Saturday, April 9, 2016 and for three weeks prior with online voting.

FILE as a candidate: now through Tuesday, February 9, 2016

REGISTER as an online voter: now through Saturday, April 2, 2016

VOTE online March 19 through April 9, 2016

VOTE in person Saturday, April 9, 2016, 12 noon to 4:00 pm at the Northridge Woman's Club, 18401 Lassen Street

From: Man-Qin He <manqin.he@lacity.org>

To: glennbaileynenc@yahoo.com

Sent: Monday, April 11, 2016 10:27 AM

Subject: Out of the Office Re: Northridge East NC: Invoice For 4/9/16 Polling Place Facility Rental - PAYMENT STATUS? - CASE #18326

I will be out of office from March 30 to April 14, 2016. During my absent, please contact Accountant II Claude Gonzales through email claudio.gonzales@lacity.org or my assistant Mengni.Zhang@lacity.org and our Funding Manager Armando.Ruiz@lacity.org. If you need immediately assistance, please call our helpline at (213) 978-1551. Thank you!

--

Man-Qin He
Sr. Accountant I

Department of Neighborhood Empowerment

200 North Spring Street, Suite 2005

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From: Glenn Bailey <glennbaileynenc@yahoo.com>

To: EmpowerLA Funding <empowerla.funding@lacity.org>

Cc: Man-Qin He <manqin.he@lacity.org>; IEA Molly Lynn Taylor <molly@empowerla.org>; Jay Handal <jayhandal@gmail.com>; Empower LA Elections <elections@empowerla.org>; Joseph Seoane <j.seoane@nenc-la.org>; Don Dwiggins <d.dwiggins@nenc-la.org>

Sent: Monday, April 11, 2016 10:26 AM

Subject: Re: Northridge East NC: Invoice For 4/9/16 Polling Place Facility Rental - PAYMENT STATUS? - CASE #18326

Hi Man-Qin,

What is the payment status for the Northridge Woman's Club facility rental used on April 9, 2016 for the Northridge East NC election? The invoice was submitted March 24, 2016 (below) but I understand that the vendor has not yet received the check. The Case Number is 18326.

Please include Joe Seoane (NENC Treasurer) and Don Dwiggins (NENC Second Signer) on your reply.

Thank you.

Cordially,

Glenn Bailey
President
Northridge East Neighborhood Council

Office/Voicemail/Text: 818-514-5355

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From: Glenn Bailey <glennbaileynenc@yahoo.com>

To: EmpowerLA Funding <empowerla.funding@lacity.org>

Cc: Man-Qin He <manqin.he@lacity.org>; IEA Molly Lynn Taylor <molly@empowerla.org>; Jay Handal <jayhandal@gmail.com>; Empower LA Elections <elections@empowerla.org>; Joseph Seoane <j.seoane@nenc-la.org>; Don Dwiggins <d.dwiggins@nenc-la.org>; Glenn Bailey <glennbaileynenc@yahoo.com>

Sent: Thursday, March 24, 2016 12:54 PM

Subject: Northridge East NC: Invoice For 4/9/16 Polling Place Facility Rental - ATTACHED

To EmpowerLA Funding

Attention: Man-Qin

Hi Man-Qin,

The Northridge East NC has approved the Northridge Woman's Club facility located at 18401 Lassen Street, Northridge, California 91325 as its Polling Place for the NENC Election to be held on Saturday, April 9, 2016.

Attached is Northridge Woman's Club Invoice Number NENC-2016-03-02 in the amount of \$400. Please include this Invoice Number in the Union Bank check memo for NENC recordkeeping purposes.

Please notify us (Treasurer Joseph Seoane, Second Signer Don Dwiggins, and President Glenn Bailey, copied above) once this check has been requested and indicate the expected delivery date.

Please let me know if you require any additional information or if you have any questions.

Thank you for your assistance.

Cordially,

Glenn Bailey
President
Northridge East Neighborhood Council

Office/Voicemail/Text: 818-514-5355

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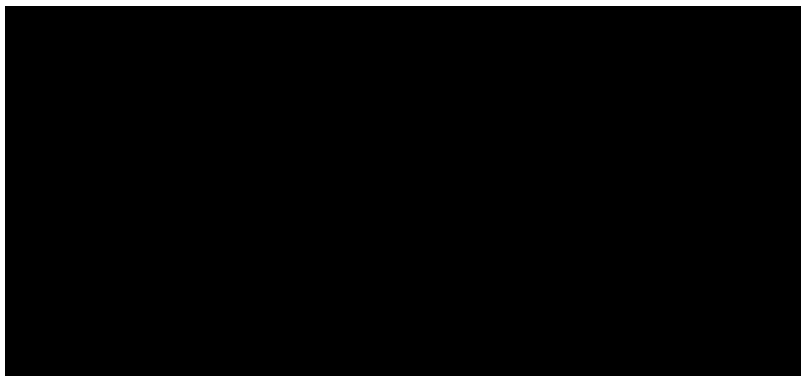
Location, Location, Location

Location is everything for the 2016 Neighborhood Council Elections. As a Neighborhood Council Board, you are responsible for the following three steps:

1. Selecting an appropriate location – work with your IEA and make sure it's ADA compliant, has plenty of parking, and has sufficient room to support a large voter turnout
2. Reserving the location and completing the paperwork (LAUSD – work with Funding to complete the paperwork)
2. Submit the invoice to EmpowerLA.Funding@LACity.org attn: Man-Qin He, Sr. Accountant for payment. The Department will pay the bill and charge the Neighborhood Council for any amount over \$200. Please indicate on the invoice if your NC has already paid the submitted invoice.

Most importantly, start planning now so that your location turns into a highly visible, well signed, attractive event that draws voters in and results in a meaningful election experience. Imagine hosting an engaging community event and having an election break out!

By [Jasmine Elbarbary](#) | March 23rd, 2016 | [Blog](#), [Election Chairs](#), [Neighborhood Council Elections](#) | [Location, Location, Location](#)



Location, Location, Location

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As a Neighborhood Council Board, you are res...

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Man-Qin He
Sr. Accountant I

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