

Ray Regalado, President
Laurie Jacobs, Vice President
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Certified Neighborhood Council
Certification Date 02-12-02
NW San Pedro Neighborhood Council
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June 13, 2018

Board of Neighborhood Commissioners
Commission@Empowerla.org

Grayce Lieu, General Manager
Department of Neighborhood Empowerment
grayce.liu@lacity.org

Dear Sirs or Madams,

The Budget and Finance Committee of the Northwest San Pedro Neighborhood Council would like to bring to your attention some concerns regarding the procedures with the City Clerk's Office for funding and also offer some suggestions.

We have found that the communications process sometimes isn't thorough as to why something is being denied or as to what more information they need. There have been instances where there are denials and you will wait several days as to a reply how to rectify the situation or what more information is needed.

We also are concerned about Budget policy. There was an instance recently that we were told that a board member reimbursement was denied based on no board count sheet. This was not the true fact. The fact was that they needed a second one. We were told that now we had to submit the event approval with the board count sheet along with the board count approving reimbursement. We were told this policy has been in place since February, but we have not had this implemented on other reimbursements until this last month of the fiscal year. Continuity is very important to make sure everyone does things the same and knows what their expectations are. There has been a lot of inconsistency lately and it doesn't make the job on volunteers easy and gets them frustrated. We want to train well and make sure that everyone understands policy and procedures and not making things up as we go or trying to enforce things only when we remember to.

This year our area has seen at least three, possibly four, new funding representatives. Inconsistency does not help with procedures and continuity because we seem to be getting all the new Reps that are learning the ropes. It makes it impossible to be consistent and funding approvals tend to slow down in the portal. We have had submissions for payments sit for several days before they are approved.

We need to address the credit card and only one signer. It makes it impossible in an emergency or at the end of fiscal year that only one person holds the keys to the kingdom and is the only one that can use it. We would like to suggest that you have a second person for emergency purposes on the credit card. This would alleviate issues if the credit card holder has an emergency and is out of town, possibly injured, in the hospital, or on vacation. A designated second individual should be able to step in in the interim without having to go through long procedure to change the credit card holder.

Sincerely,

A handwritten signature in black ink, appearing to read "Ray Regalado". The signature is fluid and cursive, with the first name "Ray" written in a smaller, more compact style than the last name "Regalado".

Ray Regalado, President

On behalf of the **Northwest San Pedro Neighborhood Council**

This letter was approved by the Board on June 11, 2018