

CITY OF LOS ANGELES

CALIFORNIA



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“Special” Joint Meeting of the Board Budget & Finance Committee and Election Ad Hoc Committee Agenda

Thursday, February 20, 2014 5:00PM-7:30PM

El Sereno Library

5226 Huntington Drive S. Los Angeles, CA 90032

1. Call to Order – Roll Call
2. Pledge of Allegiance
3. General Public Comment-Comments from the public on non-agenda items within the Committee’s subject matter jurisdiction. Public comments are limited to three minutes per speaker.
4. **Election Committee** - (For Discussion and Possible Action)
 - a. “Motion to recommend to the LA-32 Neighborhood Council to increase the expenditure amount of \$5,000 to \$16,143.30 for LA-32 NC Elections taking place on **Saturday April 26, 2014** from 10am to 4pm. **Attachment A – Line Item Budget for Election Expenditures**
 - b. Location for Elections
5. **Budget & Finance Committee** - (For Discussion and Possible Action)
 - a. Discussion and recommendation to appoint second signature
 - b. Committee Announcements, Committee Structure & By-Laws Compliance
 - c. Discussion of policy and procedure for any LA-32 NC funding request
 - d. Discussion and possible recommendations for Budget Allocations 2013-2014 (entire budget). (Allocations will be directed to operations or elections to comply with DONE).
 - e. Discussion of considerations for the upcoming 2014-2015 Fiscal Year
6. Committee Member Announcements
7. Adjournment

The Board may reconsider and amend its action on items listed on the agenda if that reconsideration takes place immediately following the original action or at the next regular meeting. The Board, on either of these two occasions, shall: (1) Make a Motion for Reconsideration and, if approved, (2) hear the matter and take action. If the motion to reconsider and action is to be scheduled at the next regular meeting following the original action, then two items shall be placed on the agenda for that meeting: (1) a Motion for Reconsideration on the described matter and (2) a Proposed Action should the motion to reconsider be approved. A motion for reconsideration can only be made by a Board member who has previously voted on the prevailing side of the original action taken. If a motion for reconsideration is not made on the date the action was taken, then a Board member on the prevailing side of the action must submit a memorandum to the Secretary identifying the matter to be reconsidered and a brief description of the reason(s) for requesting reconsideration at the next regular meeting. The aforesaid shall all be in compliance with the Brown Act.

Comments from the public on Agenda items will be heard only when the respective item is being considered. Comments from the public on other matters not appearing on the Agenda that is within the committee’s subject matter jurisdiction will be heard during the Public Comment period. Public comment is limited to 2 minutes per speaker and for a maximum of 20 minutes, unless waived by the presiding officer of the board. In compliance with Government Code section 54957.5., non-exempt writings that are distributed to a majority or all of the board members in advance of a meeting may be viewed at El Sereno Senior Citizens Center, 4818 Klamath St, LA, CA 90032 during the monthly General Board Meeting held the First Wednesday of each month. In addition, if you would like a copy of any record related to an item on the agenda, please contact Recording Secretary, Scott Johnson, in writing. All Records can be viewed at the LA-32 NC office located at 4927 Huntington Drive, Suite 111 Los Angeles CA 90032. Agenda is posted for public review at the Barrio Action Youth & Family Center, 4927 Huntington Dr. LA CA 90032, and El Sereno Library 5226 Huntington Drive So., LA, CA 90032, El Sereno Recreation Center, 4721 Klamath St, LA, CA 90032, Rose Hill Recreation Center, 4530 Mercury Avenue, LA, CA 90032, El Sereno Senior Citizens Center, 4818 Klamath St. LA CA 90032. 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 accommodation 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 3 business days (72 hours) prior to the meeting you wish to attend by contacting the Department of Neighborhood Empowerment at (213) 485-1360 or NCsupport@lacity.org

LA-32 NC Election Ad Hoc Committee
Line Item Budget for Election Expenditures

Item	Qty	Cost	Total	Description
Postcard for candidates-Print	13212		\$520.00	Call for candidates-direct mail
Postcard for candidates-Postage	13212	\$0.18	\$2,312.10	
Postcard for elections-Print	13212		\$520.00	Notice of town halls and election date-DM
Postcard for elections-Postage	13212	\$0.18	\$2,312.10	
Brochure for elections-Print	13212		\$940.00	Candidate listing, about the NC etc...DM
Brochure for elections-Postage	13212	\$0.18	\$2,312.10	
Election day food volunteers	1	\$250.00	\$250.00	
Election day food voters	1	\$1,500.00	\$1,500.00	
Newspaper -Community Beacon	1	\$1,000.00	\$1,000.00	3 ads plus write ups
Newspaper Spanish	2		\$0.00	
Newspaper bangladesh	2		\$0.00	
Fliers for candidates	5000		\$410.00	color flyers call for candidates
Fliers for Elections	5000		\$410.00	color flyers election info
Graphic Artist for 2-4-6-10-11-12-13-14-	1	\$1,600.00	\$1,600.00	
Banners	4	\$208.00	\$832.00	3 x 8 election banners for 30 day hanging
Town Hall			\$1,000.00	food, supplies etc
Location Rental			\$0.00	
Posters-print	50	\$225.00		
Total amount Requested			15918.3	
Budgeted per 2013/2014			5000	
Total amount Increase			10918.3	

LA-32 Neighborhood Council
 Budget for Fiscal Year 2013-2014
 FINAL BUDGET APPROVED JULY 10 2013

Funds		
Total Annual Allocation	\$	37,000.00

Budget

Code	Category				
100 Operations		%			Total
AUD	Audio and Visual Services				0
EDU	Training and Board Retreat				0
FAC	Facilities Related and Space Rental				3,484
MIS	Miscellaneous Expense				300
OFF	Office Equipment and Supplies				1,000
POS	Postage				200
TAC	Temporary Staff				2,500
TRL	Translation and Transcription				0
	Sub Total	20.23%	\$		7,484
200 Outreach					
ADV	Advertising				1,000
EVE	Event Expense / Food & Refreshments				4,000
MEE	Meeting Expense				0
NEW	Newsletter Expense				0
WEB	Website Maintenance/Enhancement/Creation				3,000
	Sub Total	21.62%	\$		8,000
300 Community Improvement					
CIP	Community Improvement Project				11,516
	Sub Total	31.12%	\$		11,516
400 Neighborhood Purpose Grants					
GRT	Neighborhood Purpose Grant				5,000
	Sub Total	13.51%	\$		5,000
500 Elections (or Selections)					
ELE	Election Outreach Expense				5,000
	Sub Total	13.51%	\$		5,000
Grand Total			\$		37,000

Budget Narrative:

Meeting expense includes food for our NC monthly meetings.
 Facilities \$70 x 24 months = \$1680
 4 Town hall Meetings @ \$70 = \$280
 Storage = \$127x 12 = \$1524
 NPG: Approved for Outreach Event (Annual 4th of July Parade for the Bi-Centennial Committee - \$5000)