



Budget Committee



CITY OF LOS ANGELES GRANADA HILLS SOUTH NEIGHBORHOOD COUNCIL

Budget Committee Meeting

Thursday, May 29, 2014 Time: 7:30pm

Location: Starbucks Coffee Company

18010 Chatsworth Street, #646, Granada Hills, CA 91344

GHSNC BUDGET COMMITTEE MEMBERS (Representation Category)

Chair: Brandon Schindelheim (Member-at-Large)
Members: Michael Benedetto (Member-at-Large)
Arthur A. Daush (Seniors)
Sally Kolstad (Education)
Cindy Wu-Freedman (Member-at-Large)

The public is requested to fill out a "Speaker Card" to address the Committee on any item of the agenda prior to the Committee taking action on an item. 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, unless waived by the presiding officer of the Committee. Agenda is posted for public review at: **1)** Granada Hills Chamber of Commerce, 17723 Chatsworth St. Granada Hills, CA 91344; **2)** Balboa/San Fernando Mission Shopping Center, Postal Plus: 11024 Balboa Blvd., Granada Hills, CA 91344; **3)** Granada Hills Recreation Center, 16730 Chatsworth St. Granada Hills, CA 91344 **4)** Granada Pavilion, 11128 Balboa Blvd. Granada Hills, CA 91344; **5)** Granada Hills Library, 16730 Chatsworth Street, Granada Hills, CA 91344; **6)** GHSNC Website: www.ghsnc.org and address: 11024 Balboa Blvd., Box 767; Granada Hills, CA 91344. In compliance with Government Code section 54957.5, non-exempt writings that are distributed to a majority or all of the committee members in advance of a meeting may be viewed at our website by clicking the following link: www.ghsnc.org, or at the scheduled meeting. In addition, if you would like a copy of any record related to an item on the Agenda, please contact Anthony Matthews at amatthews@ghsnc.org. As a covered entity under Title II of the Americans with Disabilities Act, the Los Angeles City 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 Neighborhood Council Project Coordinator, Melvin Canas at (213) 978-1551 or e-mail to Melvin.Canas@lacity.org. Meetings may be recorded.

All agenda items are subject to discussion and possible action.

AGENDA

- I. Call to order/ pledge of allegiance/ Roll Call (Schindelheim)
- II. Public Comment: Community and Public Comment on non-Agenda items. The Public may present concerns to the Board on any issue of interest in the Community. The Budget Committee **will not** be able to discuss or take action on any matters brought up during public comment. However, issues raised during public comment **may be** agendized for discussion at a future meeting.
- III. Discussion and possible action to develop a proposed Budget for the Fiscal Year 2014-15. The Committee will allocate \$37,000 to several budget categories, including, but not limited to, operations, outreach, improvement projects, neighborhood purposes grants, and for hiring a Minutes Taker and Accountant through the authorized temporary staffing services of the Department of Neighborhood Empowerment ("DONE"). The Committee will present its proposed Budget to the GHSNC Board for possible adoption at the next agendized public meeting of the GHSNC Board. Attached is the Fiscal Year 2013-14 Budget and April 2014 Budget Report to assist the Committee in determining these allocations for the next Fiscal Year.
- IV. Discussion and possible action creating a Community Impact Statement ("CIS") regarding DONE's budget request that Grayce Liu submitted to the Budget and Finance Committee on April 21, 2014. DONE is requesting that the Los Angeles City continue to provide funds for certain DONE functions and positions. The Committee's CIS will be submitted to the GHSNC Board for possible adoption at the next agendized public meeting of the GHSNC Board. Once approved, CISs are then submitted to the Los Angeles City and serve to keep the elected representatives informed of a community's desires. Attached is DONE's April 21, 2014, budget request.
- V. Committee member comments/ Agenda items for the next Committee meeting/ Closing remarks
- VI. Adjournment

MAILING ADDRESS: GHSNC; 11024 Balboa Blvd., Box 767; Granada Hills, CA 91344

WEBSITE www.ghsnc.org E-mail: board@ghsnc.org

Twitter: twitter.com/GHSouthNC

Facebook: facebook.com/ghsnc

**Granada Hills South
Budget for Fiscal Year 2013-2014
APPROVED, June 6, 2013**

Funds	
Yearly Allocation	\$ 37,000.00
Rollover	\$ -
Total	\$ 37,000.00

Budget		Annual Total	
Codes	Category	%	Total
100 Operations			
TAC	Accounting Services	0.00%	0
FAC	Facilities Related and Space Rental	1.62%	600
OFF	Office Supplies	0.00%	0
OFF	Office Equipment	0.00%	0
MIS	Committee Budgets	2.70%	1,000
Sub Total		4.32%	\$ 1,600
200 Outreach			
EVE	General Outreach	16.22%	6,000
ELE	Elections	10.81%	4,000
NEW	Newsletters	10.81%	4,000
WEB	Website Maintenance/Enhancement/Creation	6.76%	2,500
MEE	Meeting Expenses	1.35%	500
Sub Total		45.95%	\$ 17,000
300 Community Improvement			
CIP	Community Improvement Projects		
Sub Total		0.00%	\$ -
400 Neighborhood Purpose Grants			
GRT	Neighborhood Purpose Grants		18,400
Sub Total		49.73%	\$ 18,400
Grand Total			\$ 37,000

Budget Narrative:

<u>Codes</u>	<u>Description</u>	<u>Budget Category</u>
ADV	Advertisement	OUTREACH
AUD	Audio and Video Services	OPERATIONS
CIP	Community Improvement Projects	COMMUNITY IMPROVEMENT
ELE	Election Expense	OUTREACH
EVE	Event Expense /Food and Refreshments	OUTREACH
FAC	Facilities-Related and Space and Storage rental	OPERATIONS
GRT	Neighborhood Purpose Grant	NEIGHBORHOOD PURPOSE GR
MAT	Material Distribution	OUTREACH
MEE	Meeting Expenses	OUTREACH
MIS	Misc. Supplies	OPERATIONS
NEW	Newsletter Expense	OUTREACH
OFF	Office Equipment and Supplies	OPERATIONS
RET	Board Retreat and Training Exp.	OPERATIONS
TAC	Staffing and Temporary Help	OPERATIONS
TRL	Translation and Transcription	OPERATIONS
WEB	Website Development and Maintenance	OUTREACH

GRANADA HILLS SOUTH NEIGHBORHOOD COUNCIL BUDGET REPORT FY 2014 - AS OF APRIL 30, 2014

% of Year Remaining (not May/June) -->

0.00%

Allocation \$37,000.00 (Rollover Allocation: \$0.00)

	Original Total	Re-Allocations	Annual Total	Actual	Encumbered	Remaining	% Remain
100 Operations							
Outreach Committee Budget	\$ 1,000.00	\$ -	\$ 1,000.00	\$ 138.08	≤\$ 500.00 Citrus Sunday (Sulka & Co)	\$ 361.92	36.2%
Rent for Meetings	600.00	44.00	644.00	644.00	-	\$ -	0.0%
Meeting Expenses	500.00	-	500.00	597.61	-	\$ (97.61)	-19.5%
Office Supplies	-	-	-	-	-	\$ -	0.0%
Office Equipment	-	-	-	-	-	\$ -	0.0%
Sub Totals	\$ 2,100.00	\$ 44.00	\$ 2,144.00	\$ 1,379.69	\$ 500.00	\$ 264.31	12.3%
200 Outreach							
Elections	\$ 4,000.00	\$ (3,170.21)	\$ 829.79	\$ 829.79	-	\$ -	0.0%
Newsletter	4,000.00	650.00	4,650.00	4,650.00	-	\$ -	0.0%
Web Site/ Virtual Office	2,500.00	-	2,500.00	2,478.31	-	\$ 21.69	0.9%
General Outreach	6,000.00	1,151.33	7,151.33	6,550.16	-	\$ 601.17	8.4%
Sub Totals	\$ 16,500.00	\$ (1,368.88)	\$ 15,131.12	\$ 14,508.26	\$ -	\$ 622.86	4.1%
300 Community Improvement							
Park Improvement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Community Improvement (NPG)	18,400.00	1,324.88	19,724.88	17,424.88	≤\$ 1,500.00 Friends of the Library NPG #2 (support) ≤\$ 800.00 GHCHS Eagle Scout Project for Smith (support)	\$ -	0.0%
Sub Totals	\$ 18,400.00	\$ 1,324.88	\$ 19,724.88	\$ 17,424.88	\$ 2,300.00	\$ -	0.0%
GRAND TOTAL	\$ 37,000.00	\$ -	\$ 37,000.00	\$ 33,312.83	\$ 2,800.00	\$ 887.17	2.4%
Allocation Remaining after Actual Expenses:				\$ 3,687.17			
Allocation Remaining after Actual Expenses and Encumbrances:				\$ 887.17			
Total Spent with Encumbrances:				\$ 36,112.83			

Highlighted Items = to be voted on to unencumber/reallocate

Changes from 3/31/14

Outreach: Web Site/ Virtual Office: Spent \$5.99 (credit card) to GoDaddy.com (website domain March 2014)

General Outreach: Spent (credit card) \$109.97 to VONS for April General Board Meeting (food)
Spent (credit card) \$25.63 to VONS for April General Board Meeting (food)
Unencumbered remaining balance of \$71.12 for GHSNC canopy, as it is not needed goingforward
Reallocated remaining \$451.33 from Community Improvement to General Outreach because need to replenish Outreach

Operations: Meeting Expenses: Spent (credit card) \$8.21 to Postal Plus (paper copies)
Spent (credit card) \$91.06 to Postal Plus (paper copies)

Cmnty. Imprv.: Unencumbered remaining balance of \$29.47 for GH Rec Center (Spring Egg Hunt), as it is not needed goingforward
Reallocated remaining \$451.33 from Community Improvement to General Outreach because need to replenish Outreach
Paid (unencumbered) (DW) \$2,000.00 NPG for GHCHS (Drama Department)
Paid (unencumbered) (DW) \$2,000.00 NPG for VAAS (Sports Program/LaCrosse)

CITY OF LOS ANGELES
CALIFORNIA

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EXECUTIVE ADMINISTRATIVE ASSISTANT
TELEPHONE: (213) 978-1551



ERIC GARCETTI
MAYOR

EMPOWER LA
Department of
NEIGHBORHOOD EMPOWERMENT

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E-MAIL: EmpowerLA@lacity.org

GRAYCE LIU
GENERAL MANAGER

www.EmpowerLA.org

April 21, 2014

Honorable Members of the
Budget and Finance Committee
c/o Erika Pulst, City Clerk
Room 395, City Hall
Los Angeles, CA 90012

Dear Honorable Members:

The Department of Neighborhood Empowerment (Department) wishes to first thank Mayor Garcetti and his budget team and City Administrative Officer Miguel Santana and his budget team for working with the Department to provide funding and resource options to maintain the majority of the services to the Neighborhood Councils for FY 2014-2015.

The Department respectfully requests the Budget and Finance Committee to consider the following changes to the Department's proposed budget:

A. Planning and Policy Staffing Service Enhancement Request BM4703

Request:

1. Position: one (1) new regular appointment authority for a Project Coordinator to develop and execute a new peer grievance panel system.
2. Funding: \$20,000 to support the annual Congress of Neighborhoods and the Neighborhood Council Budget Advocates.

Impact:

1. Pursuant to Council File 11-1018, City Council approved the implementation of a Neighborhood Council Regional System of Complaint/Grievance Panels, which is to take effect on July 1, 2014. The Department will be unable to implement this much needed system without additional staffing.
2. As a partner with the Neighborhoods Councils, the Department has supported the annual Congress of Neighborhoods and Neighborhood Council Budget Advocates with staffing and funding. The Department will continue to provide staffing though the event operations may be affected without adequate funding.

Potential Funding Sources:

1. Unspent Neighborhood Council funds from FY 2013-2014.
2. For the funding of the Congress of Neighborhoods and Neighborhood Council Budget Advocates, the Department set up a fund for Neighborhood Councils to support these events themselves. In FY 2013-2014, the Neighborhood Councils raised over \$60,000. If Neighborhood Councils raise sufficient funds this current fiscal year, they may not require further Department funding support next fiscal year.

B. Neighborhood Council Administrative Services Staffing Enhancement Request BM4704

Request:

1. **Position:** two (2) new regular appointment authorities for Project Assistants to maintain, develop and support effective Neighborhood Council outreach, communication strategies and elections.
2. **Funding:** \$185,000 to support the Department's ongoing and expansion of Neighborhood Council outreach and to build a digital platform for Neighborhood Council performance metrics and online voting for FY 2015-2016 Neighborhood Council elections.

Impact:

In FY 2013-2014, the Department has so far increased Neighborhood Council election turnout by 43% from the 2012 elections using strategic partnerships with Nextdoor.com and Nation Builder with funding and staffing provided through one time election funding for this division. The Department has also facilitated requested communications between the following departments and Neighborhood Councils in the past year: Mayor's Office, City Councilmembers, Controller, City Attorney, CAO, CLA, Board of Public Works, LAPD, LAFD, Street Services, Sanitation, Engineering, Recreation and Parks, LADWP, and Planning with more departments expected next fiscal year in addition to carrying on outreach assistance for those the Department is already assisting. In addition, in partnership with the Mayor's Office, the Department will also be preparing a digital foundation in FY 2014-2015 for Neighborhood Council online voting in their FY 2015-2016 elections. Lastly, this division is also responsible for the Department website/newsletter/social media, Neighborhood Council rosters, online trainings, live streaming, performance metrics tracking and all other technology/digital needs for the Neighborhood Council system.

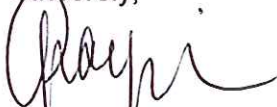
Without the requested positions and funding, this division will have only one staff and \$3,000 in funding for FY 2014-2015, and it will be impossible to maintain even the current level of services, much less develop new projects. The Department and Neighborhood Council outreach both outside the City and within will be significantly impacted for the worse, and overall, it will hinder the growth of the Neighborhood Council system and civic participation in the City.

Potential Funding Sources:

1. Unspent Neighborhood Council funds from FY 2013-2014.
2. The Department will have \$70,000-\$100,000 election funding savings from FY 2013-2014 and possible salary savings. The Department requests that all of its unspent FY 2013-2014 funds be moved to FY 2014-2015 to support this division.

Thank you for your consideration. If you have any further questions, please do not hesitate to contact me at (213) 978-1551.

Sincerely,



GRAYCE LIU
General Manager