**Tarzana NC**

**Budget Committee Meeting Info**

**May 22, 2019 Meeting**

**Agenda Item 6.** Reversal of budgeted and unneeded expenditures in the net amount of $1,438.56. A schedule detailing the net reversals is attached. After the reversal the NC has $15,452.76 to spend for the balance of the FY and prior to the requests below. This year we are told we can rollover $10,000 in unspent funds to next FY year. Anything unspent in excess of $10,000 will be lost.

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**Agenda Item 7.** Request from the Tarzana Elementary School to support their Accelerated Reader program in the amount of $3,479. A copy of their NPG is attached. Last year we supported this program with a NPG is the amount of $4,605.50, as per their request.

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**Agenda Item 8.** Request to support the annual Congress of Neighborhoods that will take place in September 2019 in the amount of $1,500. Last year we gave $3,500 toward the congress which was substantially all of our unused funds for the fiscal year.

This is a recap of last years Congress of Neighborhoods from an EmpowerLA report:

# **Congress recap: How Neighborhood Councils can use the system to create maximum impact**

Thank you to all who joined us at the 2018 Congress of Neighborhoods last Saturday! Many of the 30 workshops held this year were designed to help Neighborhood Councils and their members increase their capacity to make a difference in LA and in their communities. EmpowerLA General Manager Grayce Liu expanded on this idea in her closing address, which focused on the ways Councils could utilize the existing structure of the Neighborhood Council system and of the City government to maximize the impact of their advocacy.

Much of the power of Neighborhood Councils, Grayce stated, derives from the relationships they build with both their own stakeholders and with other local Councils. If the number of stakeholders actively engaged by a Council reaches a certain threshhold, it becomes possible for a Council to wield enough influence to trigger initiatives, referendums, City charter changes, or other legislation. This is especially true if Neighborhood Councils pool their influence by banding together as a region, or coming together from across the City over a particular issue.

Grayce shared statistics and infographics with the Congress crowd, showing that 2,000-3,000 followers is the magic number where an individual Neighborhood Council and its stakeholders begins to become a local political force that can create significant change. (See a sample slide from her presentation below, showing some key numbers to keep in mind.)

How do you build this following if you don’t have it yet – and how do you keep the following you have activated? Through your outreach efforts: tabling at local events to meet your public; signing people up for your newsletters and sharing compelling local news; and joining social media conversations that are already going on about the community you serve or the issues you care about.

If your board has never contacted the other Neighborhood Councils in your area to identify your common issues and develop a strategy to work them out together, now is a great time to do so! Please don’t hesitate to talk with your Neighborhood Empowerment Advocate, if you would like to learn more about how you can increase the impact of your Neighborhood Council.

If you’re not a current Neighborhood Council member but would like to join, please write to us at empowerLA@LAcity.org and let us know you want to get involved. We’ll help you get started!

**Agenda Item 9.** Request to support the 2019 Congress of Neighborhoods-Networking/Empower LA Awards event for $500. Last year we did not give this event any funding.

At this event awards are given to outstanding NC’s and the evening includes a meet and greet with other NC’s and members of the EmpowerLA staff.

 **Agenda Item 10.** Request from our Budget Representative/Budget Advocate to support the Budget Advocates with $500. Last year we did not give the Budget Advocates any money.

The Budget Advocates receive $10,000 annually from the City and have been carrying over unused funds from prior years contributions from NC’s. As of May 18, 2019, uncommitted funds were $24,134.80. If we add the $10,000 to be received from the City for 2019-2020, Budget Advocated will have $34,314.80 for the next fiscal year.

In analyzing the attached expenditures report for 2018-2019 they spent this current fiscal year $15,512.76 for general operating expenses, $8,035 for the June 2018 Budget Day, $12,000 is planned for the June 2019 Budget Day, $19,950 for advertising and promotion ($12,000 for City Watch and $7,950 for radio shows) and $1,035 for a one-time purchase of a digital camera.

For 2019-2020 gut estimated General Operating expenses are $16,000 and Budget Day June 2020 $12,000; a total of $28,000. They have $34,314.80 available (per above). That leaves them with $6,314.80 for other expenditures prior to any NC contributions.

The Budget Advocates schedule below details their actual and planned expenses for 2018-2019 fiscal year.

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| **NC Funds for Budget Advocates FY 2018 - 2019** |
| Rollover Funds From FY 2017 - 2018 | $14,642.56 |  **Available Balance as of 5-18-19** |
| NC Contributions for FY 2017 - 2018 | $55,525.00 | **$24,134.80**  |
| NC Contributions for FY 2018 - 2019 | $500.00 |  |
| **Total**  |  | **$70,667.56** |  |
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| **Paid Funds FY 2018 - 2019** |  |
| **Payee/Vendor** | **Date** | **Amount** | **Purpose** |
| In Good Taste | 07/11/2018 | $4,900.00 | Budget Day 6-23-18 catering breakfast and box lunches |
| Bridgegap Staffing | 07/24/2018 | $180.18 | Budget Advocate Regional Budget Day 1-20-18 Note Taker Region 1 - 4 |
| Bridgegap Staffing | 07/24/2018 | $205.92 | Budget Advocate Regional Budget Day 1-20-18 Note Taker Region 5 - 8 |
| Bridgegap Staffing | 07/24/2018 | $180.18 | Budget Advocate Regional Budget Day 1-20-18 Note Taker Region 9 - 10 |
| Bridgegap Staffing | 07/24/2018 | $180.18 | Budget Advocate Regional Budget Day 1-20-18 Note Taker Region 11 |
| Bridgegap Staffing | 07/24/2018 | $180.18 | Budget Advocate Regional Budget Day 1-20-18 Note Taker Region 12 |
| Bridgegap Staffing | 07/24/2018 | $900.90 | Budget Advocate Note Taker Meetings 4/02, 4/21, 5/7, 5/19 & 06/02/2018  |
| Bridgegap Staffing | 07/24/2018 | $90.09 | Budget Advocate Note Taker Meeting 6/16/18 |
| Bridgegap Staffing | 07/24/2018 | $785.07 | Budget Day 6-23-18 Note Takers Regional Caucus Meetings & new BA Meeting |
| The Mailroom | 01/15/2019 | $139.01  | Budget Advocates website maintenance Oct - Nov. $200.00 Split payment remainder $60.99 DONE Funds |
| **Total:** |  | **$7,741.71** |   |
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| **Unpaid Committed Funds FY 2018-2019** |
| **Payee/Vendor** | **Date** | **Amount** | **Purpose** |
| City Watch |  | $1,000.00 | Marketing campaign $1,000.00 per month October 2018 - June 2019 |
| The Mailroom |  | $490.00 | up to $125.00 per month to maintain the Budget Advocates website July 2018 - June 2019 |
| Various |  | $3,500.00 | up to $3,500.00 to pay staffing company for a professional note taker if needed |
| City of L.A. Print Services | $1,700.00 | up to $1,700.00 for Budget Advocates business cards |
| Various |  | $1,000.00 | up to $1,000.00 for Budget Advocate administrative items and operational cost |
| Various |  | $323.76 | up to $500.00 Printing, production Budget Advocates Training Materials |
| Google |  | $30.00 | purchase storage (100 GB) for Google Drive |
| Jon Liberman |  | $22.25 | Reimburse for mailing last year's white paper to three city departments |
| Barbara Ringette |  | $176.24 | Reimburse for printer ink and paper used to produce Budget Advocates Training Materials |
| City Watch |  | $1,000.00 | Marketing campaign $1,000.00 per month October 2018 - June 2019 (December payment) |
| The Mailroom |  | $100.00  | Budget Advocates website maintenance December |
| City Watch |  | $1,000.00 | Marketing campaign $1,000.00 per month October 2018 - June 2019 (January payment) |
| City Watch |  | $1,000.00 | Marketing campaign $1,000.00 per month October 2018 - June 2019 (February payment) |
| The Mailroom |  | $100.00  | Budget Advocates website maintenance January |
| B&H Photo |  | $1,035.89  | up to $1,500.00 for a digital camera and accessories to record the Town Halls and future Budget Advocate events |
| City Watch |  | $1,000.00 | Marketing campaign $1,000.00 per month October 2018 - June 2019 (March payment) |
| The Mailroom |  | $100.00  | Budget Advocates website maintenance February |
| Office Depot |  | $233.78  | Copies Jamie's paper for Town Hall 3-16-19 Regions 8, 9 and 10 |
| Office Depot |  | $2,399.36  | 165 bound copies Budget Advocates 2019 White Paper |
| Jersey Mike's |  | $135.00  | Refreshments Town Hall 3-16-19 Regions 8, 9 and 10 |
| Ralphs |  | $29.44  | Beverages Town Hall 3-16-19 Regions 8, 9 and 10 |
| Office Depot |  | $15.33  | Flyers for Town Hall 4-13-18 |
| Continental Interpreting  | $250.00  | Translation services for Town Hall 3-16-19 |
| City Watch |  | $1,000.00 | Marketing campaign $1,000.00 per month October 2018 - June 2019 (April payment) |
| The Mailroom |  | $100.00  | Budget Advocates website maintenance March |
| CRN Digital Talk Radio | $7,950.00  | Budget Advocates five radio stations advertising and other information spots |
| City Watch |  | $1,000.00 | Marketing campaign $1,000.00 per month October 2018 - June 2019 (May payment) |
| Various Vendors |  | $12,000.00 | Budget for Budget Day June 6-29-19 expenses |
| The Mailroom |  | $100.00  | Budget Advocates website maintenance April |
| **Total:** |  | **$38,791.05** |  |
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| **DONE Funds for Budget Advocates FY 2018 - 2019** |
| **Opening Balance** |  | **$10,000.00** |  **Available Balance as of 5-18-19** |
|  |  |  | **$0.00**  |
| **Total:** |  | **$10,000.00** |  |
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| **Paid Funds FY 2018 - 2019** |  |
| **Payee/Vendor** | **Date** | **Amount** | **Purpose** |
| Phantom Lithogrophy | 08/06/2018 | $741.32  | Printed materials Budget Day 6-23-18 |
| Factory Outlet Store | 08/06/2018 | $259.95  | Poly-directional phone speaker w/ 3 mics for Budget Advocate meetings in West L.A. |
| City Watch | 08/06/2018 | $1,000.00  | Marketing campaign $1,000.00 per month July - September 2018 (July payment) |
| Info Tech Agency (ITA) | 08/17/2018 | $1,811.12  | Channel 35 broadcast Budget Day 6-23-18 |
| General Services Department | 08/17/2018 | $522.00  | Parking Budget Day 6-23-18 |
| The Mailroom | 08/29/2018 | $280.00  | Budget Advocates website maintenance July $100 & annual hosting $180.00 |
| City Watch | 08/29/2018 | $1,000.00  | Marketing campaign $1,000.00 per month July - September 2018 (August payment) |
| Jersey Mikes | 08/29/2018 | $236.94 | Budget Advocates Retreat 7-21-18 Refreshments |
| City Watch | 10/30/2018 | $1,000.00  | Marketing campaign $1,000.00 per month July - September 2018 (September payment) |
| City Watch | 10/31/2018 | $1,000.00  | Marketing campaign $1,000.00 per month October 2018 - June 2019 (October payment) |
| Constant Contact | 10/31/2018 | $378.00  | up to $700.00 for a one subscription for outreach |
| The Mailroom | 10/31/2018 | $310.00  | Budget Advocates website maintenance Aug & Sept; 11 email a/c at $10 each  |
| City Watch | 12/21/2018 | $1,000.00  | Marketing campaign $1,000.00 per month October 2018 - June 2019 (November payment) |
| The Mailroom | 01/15/2019 | $60.99  | Budget Advocates website maintenance Oct - Nov. $200.00 Split payment remainder $139.01 NC Funds |
| Phantom Lithogrophy | 01/15/2019 | $399.68 | 1,000 two sided color copies of Budget Advocate survey distribute to NC's & stakeholders |
| **Total:** |  | **$10,000.00** |  |