

CITY OF LOS ANGELES

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Angela Sichler • Jose Soto, VP
Fred M. Whitebook, VP

Youth Representative: Vacant



ANTONIO R. VILLARAIGOSA
MAYOR

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ALTERNATES

Alt1 Elizabeth Galan • Alt2 Vacant
Alt3 Vacant • Alt4 Vacant
Alt5 Vacant

PANORAMA CITY NEIGHBORHOOD COUNCIL FINANCE COMMITTEE SPECIAL MEETING AGENDA

Monday, May 17, 2009 -- 5:15 PM

Panorama City Neighborhood Council Office

5:15-6:00 Office Suite 425; 6:00 p.m. (Budget session) Large Conf. Room
14500 Roscoe Boulevard, 4th Floor, Panorama City, CA 91402

Public comments on agenda items will be heard when the item is considered. Public comments on other matters within the council's jurisdiction may be made during the Public Comment period. Public comments are limited to two minutes per speaker. Action may be taken on any agenda item except Public Comment, announcements and reports. Actions may be reconsidered only if a motion for reconsideration is adopted at the same meeting where the action was taken. You may request a copy of printed materials that are distributed at the meeting. You may record the meeting by audio, video or photographic means as long as it is not disruptive. Meeting notices and agendas are posted at the Panorama City Branch Public Library and at other locations (see list below). If you need translation, or accommodation for a disability, please call the city Department of Neighborhood Empowerment at least three business days in advance (213-485-1360, or toll-free 3-1-1). The city is a covered entity under Title II of the Americans with Disabilities Act. If you believe the council is not following the law or its own rules you may file a grievance in writing with copies to both the Chair and the Secretary. Please be respectful of others, even when you differ with them.

- 5:15 1. **Call to Order** and Opening Remarks (Barbara Hawkins, Interim Chair) [2m]
5:17 2. **Self-Introductions** of Participants and Guests (*Please sign the sign-in sheet!*) [1m]
5:18 3. **Public Comment** and Announcements (*Please limit to two minutes per speaker.*) [5m]
5:23 4. **Roll Call** of the Finance committee (the quorum for all committee meetings is 3). The Finance committee is composed of the Treasurer (**Martin Geisler**), four other Board members appointed by the Board (**Barbara Hawkins, Anthony Robles, Fred Whitebook** and **Tony Wilkinson** were appointed by the Board at its April 22 meeting) and three non-Board stakeholders (who have yet to be appointed by the Board). [1m]
5:24 5. **Discussion and possible action to implement new city-required monthly financial reports to the Board.** On April 29, Bulletin 2010-05, the Department of Neighborhood Empowerment (DONE) requires that the Treasurer submit financial statements to the Board monthly, for review and approval in a public meeting. These reports must include, at a minimum, Monthly Expenditure Reports (including US Bank Purchasing Card Statements and Reconciliations), Annual Budget, and Year-to-date Financials. [5m]

5:29 6. **Discussion and possible action to assure that current and historical financial records are available in the council office.** At present, the only complete set of financial records exists at the business office of the council's Treasurer. Financial records should be available to other Board members and to the public at the council's business office. Way to accomplish this, by paper or by electronic means, will be discussed. [6m]

5:35 7. **Discussion and possible action on recommendations to the Board regarding the use of taxpayer funds to purchase hardware for outside organizations.** The Panorama City Neighborhood Council has never purchased hardware for another organization. There was discussion and informal consensus on earlier Boards (but never a formal Board policy) that the purpose of neighborhood council community benefit funds is not best met if the funds are merely given out to overcome funding shortfalls for other city departments or for non-profit organizations, particularly for capital equipment. The council has always used its funds as "seed money" for *projects* that generate broad participation of community members and other organizations, and in which the council itself plays a role.

The Board's action on May 14 which could result in the final approval at a subsequent meeting of an equipment purchase for a school revealed strong conflicts among Board members about how organizations are selected for such grants and which other organizations should be considered. Since at least two Board members are associated with non-profit organizations and at least one with the public school system, the use of community benefit funds for equipment grants has the potential to stimulate the type of conflict from which this council has fortunately been remarkably free. The cost of beginning this type of use for funds may be higher than the dollars involved. [15m]

5:50 8. **Discussion and possible action on recommendations to the Board regarding the Mayor's proposal to outsource neighborhood council funds processing at the expense of neighborhood councils.** Staff in the office of Mayor Antonio Villaraigosa have been talking with two neighborhood council activists who originally proposed outsourcing NC funds processing to a non-profit organization. This idea is now incorporated in the Mayor's proposal to cut DONE staff and consolidate its functions into the Community Development Department. The outside organization would charge at least 10 percent of the funds processed, at NC expense. That is, if an NC received \$45,000 funding, \$4,500 of that would be charged for processing the funding paperwork. On May 13, the Valley Alliance of Neighborhood Councils overwhelmingly opposed this funds processing plan. [3m]

5:53 9. **Discussion and possible action on recommendations to the Board regarding the costs and desirability of the Mayor's proposal to merger the Department of Neighborhood Empowerment (a department created by the City Charter) with the Community Development Department (a department created by ordinance).** CDD is funded entirely by grants, primarily federal funds grants. It manages the grant funds that go to community non-profit organizations. The Mayor's office claims that DONE will save staff, perhaps four positions, by having CDD perform human resources and mayor-council relations for DONE. However, because of the need to "firewall" its federal money, CDD staff will *charge* an hourly rate to the general fund for ALL services performed on behalf of DONE. This is likely to exceed the cost of the few general fund employees needed for the same work. In addition, CDD will firewall DONE from direct communication with the Mayor's office and the City Council. Both the Los Angeles Neighborhood Council Coalition (LANCC) and the Valley Alliance of Neighborhood Councils (VANC) strongly oppose combining DONE and CDD. [5m]

5:58 10. **Recess to Budget session.** The Budget session will be held in the large conference room, off the main lobby. (Knock on the double doors east of the fourth floor elevator lobby.) [2m]

- 6:00 11. Budget Session Call to Order and Opening Remarks** (Jose Sandoval, session chair). [3m]
- 6:03 12. Discussion of budget proposal for the 2010-2011 Fiscal Year.** Neighborhood Council Boards are required to approve their 2010-2011 budgets in a public meeting and submit the approved budget, with meeting minutes or a Board resolution, to the Department by June 15, 2010. Approximately one-third of the budget is for operations, one-third for outreach, and one-third for community benefit projects. (This council's DONE-approved budget percentages were 45-34-21 in 2009-2010, 48-23-29 in 2008-2009, and 34-37-29 in 2007-2008.) On April 29, 2010, DONE announced that they would be posting within 10 days a new budget template for public comment. As of May 14, only the 2009 template was found on the EmpowerLA.org web site. [55m]
- 6:58 13.** (or at conclusion of Budget session) **Adoption of budget proposal for Board consideration and adoption on Thursday, May 17.** [2m]
- 7:00 14. Adjournment.**

Council Process: The council gained its official city role upon certification by the Board of Neighborhood Commissioners on March 15, 2007. Everyone who lives, works or owns property within the boundaries of the Panorama City Neighborhood Council, or who declares an interest in the area and the factual basis for it, is a "stakeholder". All stakeholders are members of the Council. Stakeholders elect a Board of Directors to represent them. This Board is recognized as the decision-making entity by the City of Los Angeles. The current Board was elected on March 27, 2010, in an election conducted by the City Clerk. While the Board is the official decision-making entity, meetings are conducted as much as possible in a town hall spirit. Committees are open to anyone with an interest in Panorama City. Panorama City's neighborhood council is much more than its Board, and it depends on public participation for its success.

Posting Sites: Meeting notices and agendas are posted at five locations within Panorama City (three days in advance for regular meetings and one day in advance for special meetings). The posting sites are: (1) **Panorama City Branch Library**, 14345 Roscoe Boulevard; (2) **Panorama Recreation Center**, 8600 Hazeltine Avenue; (3) **Valley Ice Center**, 8750 Van Nuys Boulevard; (4) **Sepulveda Recreation Center**, 8801 Kester Avenue; (5) **Casa Esperanza**, 14705 Blythe Street. You can receive notices and agendas by electronic mail. Please send your request to 'info@pcnc.us'. We ask that you please also include your name and telephone number.

Agenda-related written materials: The council may occasionally prepare supplementary information to the agenda ("agenda packets"). When this is done, the agenda packets are normally made available both to Board or committee members and to the general public at the start of the posted meeting. In compliance with Government Code section 54957.5, non-exempt writings that are distributed to a majority or all of the Board or committee *in advance of a meeting* may be viewed by appointment at the Panorama City Neighborhood Council office, 14500 Roscoe Boulevard, Suite 425, Panorama City, CA 91401, (818-714-2133) during normal business hours, 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 the Board's Secretary at 14500 Roscoe Boulevard, Suite 425, Panorama City, CA 91402 (818-714-2133).