



Serving the Silver Lake Community Since 2003

P.O. Box 26385  
Los Angeles, California 90026

Phone 323-413-SLNC (7562)  
Email [board@silverlakenc.org](mailto:board@silverlakenc.org)  
[www.silverlakenc.org](http://www.silverlakenc.org)

Co-Chairs

Vice Chair  
Treasurer  
Secretary

Anne-Marie Johnson  
Scott Plante  
Jerome Courshon  
Terrence Jackson  
Betsy Isrolet

## BUDGET AND FINANCE COMMITTEE MEETING

Tuesday, September 26th, 2017; 7:45 p.m. – 8:55 p.m.

**Silver Lake Neighborhood Council Office**  
Silver Lake Recreation Center  
1850 W. Silver Lake Drive  
Los Angeles CA 90026  
Parking / Bike Parking / Metro Bus Local 206

The City's Neighborhood Council system enables civic participation for all Angelenos and serves as a voice for improving government responsiveness to local communities and their needs. We are an advisory body to the City of Los Angeles, comprised of volunteer stakeholders who are devoted to the mission of improving our communities and bringing government closer to us.

The Committee does not take action on behalf of the full Neighborhood Council Board. It considers proposals and forwards Committee-approved recommendations as proposed motions to the full Board. The Board will consider the Committee's recommendations at a future public Board meeting and may take final action on the recommendations.

### **ALL AGENDA ITEMS ARE ACTIONABLE UNLESS OTHERWISE NOTED.**

1. **WELCOMING REMARKS:** (4 minutes)
  - A. Call to order
  - B. Committee roll call/sign in
  - C. Self-Introductions of guests (Please sign-in! It is voluntary, and will help us stay in touch with you.)
2. **GENERAL PUBLIC COMMENT ON NON-AGENDA ITEMS:** (6 minutes)  
Comments from the public on non-agenda items within the Committee's jurisdiction (Up to two minutes per speaker)
3. **ADMINISTRATIVE ITEMS:** (5 minutes)
  - A. Review of City Clerk budget guidelines and procedures (10 minutes)
  - B. How to access the Department of Neighborhood Empowerment Funding Dashboard (5 minutes)
5. **MOTIONS & RESOLUTIONS:** (30 minutes)
  - A. Annual General and Operational line item budget (see detail on page 3)
6. **COMMITTEE MEMBER COMMENTS/ANNOUNCEMENTS:** (5 minutes)
  - a. Co-Chairs-
  - b. Secretary
  - c. Members

**REQUESTS/MOTIONS FOR FUTURE AGENDA ITEMS:** (5 minutes)

### 7. **ADJOURNMENT 8:55 PM**

Time allocations for agenda items are approximate and may be shortened or lengthened at the discretion of the Chairperson.

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,



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and activities. Sign language interpreters, assisted 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 by contacting the SLNC Secretary at (323) 413-7562, toll-free at 311, or e-mail [secretary@silverlakenc.org](mailto:secretary@silverlakenc.org).

In compliance with Government Code section 54957.5, non-exempt writings that are distributed to a majority or all of the board in advance of a meeting, may be viewed at our website by clicking on the following link: [www.silverlakenc.org](http://www.silverlakenc.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 [secretary@silverlakenc.org](mailto:secretary@silverlakenc.org).

**PUBLIC INPUT AT NEIGHBORHOOD COUNCIL MEETINGS** – The public is requested to fill out a “Speaker Card” to address the Board/Committee on any agenda item before the Board/Committee takes an 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 are within the Board’s jurisdiction will be heard during the General Public Comment period. Please note that under the Brown Act, the Board/Committee is prevented from acting on a matter that you bring to its attention during the General Public Comment period; however, the issue raised by a member of the public may become the subject of a future Board/Committee meeting. Public comment is limited to 2 minutes per speaker, unless adjusted by the presiding officer.

**PUBLIC POSTING OF AGENDAS** – Silver Lake Neighborhood Council agendas are posted for public review as follows:

- Pine and Crane Restaurant, 1523 Griffith Park Blvd, Los Angeles, CA 90026
- [www.SilverLakeNC.org](http://www.SilverLakeNC.org)
- You can also receive our agendas via email by subscribing to L.A. City’s Early Notification System at: <https://www.lacity.org/your-government/council-votes/subscribe-meeting-agendas/neighborhood-councils>

**RECONSIDERATION AND GRIEVANCE PROCESS**

For information on the Silver Lake Neighborhood Council’s process for board action reconsideration, stakeholder grievance policy, or any other procedural matters related to this Council, please consult the SLNC Bylaws. The Bylaws are available at our Board meetings and on our website: <http://silverlakenc.org/about/bylaws/>

**SERVICIOS DE TRADUCCION**

Si requiere servicios de traducción, favor de avisar al Concejo Vecinal 3 días de trabajo (72 horas) antes del evento. Por favor contacte a the SLNC Secretary, al (323) 413-7562 o por correo electrónico [secretary@silverlakenc.org](mailto:secretary@silverlakenc.org) para avisar al Concejo Vecinal.



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**General and Operational**

<b>Expense Category</b>	<b>Description</b>	<b>Total</b>
Office	transcription	4,000
Office	meeting space	1,200
Office	Storage	1,800
Office	GoDaddy	1,200
Office	Mail Chimp	900
Office	Supplies	600
Office	File cabinets	<u>600</u>
	Total office	<u>10,300</u>
Outreach	Vision and Goals	800
Outreach	Newsletter	1,200
Outreach	Facebook	4,400
Outreach	Mail room	2,100
Outreach	Design services	1,500
Outreach	Printing	4,000
Outreach	Mailers & Postage	2,500
Outreach	neighborhood meetings	1,200
Outreach	events	<u>3,800</u>
	Outreach total	<u>21,500</u>
Combined general and operational budget		<u>31,800</u>