

CITY OF LOS ANGELES  
HARBOR CITY NEIGHBORHOOD COUNCIL  
SPECIAL BUDGET MEETING OF THE GOVERNING BOARD  
Kaiser Conference Center  
NORMANDIE AVENUE AND PERMANENTE WAY, HARBOR CITY  
Wednesday 8-3-11  
6:00 PM

**Official Minutes**

<b>Board Members</b>	<b>Roll Call/Attendance</b>
Esther Cepeda-Hatch	Present
Jennifer Corral	Present
Greg Donnan	Present
Joyce Fredericks	Present
Tom Houston	Present
Janet Mercer	Present
Raymond R. Moser	Absent
Anto Nakkashian	Present
Wu-Ping Own	Present
Grant Reed	Absent
Olive Reed	Excused
Craig S. Rutherford	Present
Christopher Sapien	Present

**Call to Order:**

Christopher Sapein, Vice President, called the HCNC Budget approval meeting to order at 6 PM. The business of the Governing Board was the approval of the 2011-2012 Budget, which was presented in accordance with the format prescribed by the Department of Neighborhood Empowerment.

**Roll Call:**

All Members were present except Members indicted above. A quorum was reached.

**Motion for Budget Approval:**

A motion to approve the 2011-2012 budget was made by Greg Donnan and seconded by Wu-Ping Own. The motion was open for discussion and passed by unanimous vote of the members present.

**Adjournment:**

A motion to adjourn the Budget approval meeting was made by Greg Donnan and seconded by Esther Cepeda-Hatch and adjourned at 6:10 PM.

Respectfully submitted,  
Joyce Fredericks  
Secretary, HCNC

**Harbor City Neighborhood Council Budget  
Budget for Fiscal Year 2011-2012  
Draft #1**

<b>Funds</b>	
Yearly Allocation	\$ 40,500.00
Rollover	\$ 0.00
<b>Total</b>	<b>\$ 40,500.00</b>

<b>Budget</b>		<b>Annual Total</b>
<b>Codes</b>	<b>Category</b>	
<b>100 Operations</b>		
	%	Total
AUD	Audio and Video Services	200
FAC	Facilities Related and Space Rental (storage, security fee)	5,000
POS	Postage	200
OFF	Office Equipment and Supplies	300
MIS	General Operations/Miscellaneous	2,030
EDU	Board Retreat/Training	250
TAC	Staffing and Temporary Help	5,700
TRL	Translation and Transcription	500
	<b>Sub Total</b>	35.01% <b>\$ 14,180</b>
<b>200 Outreach</b>		
ADV	Advertising (Pennysaver, posters & flyers)	6,960
ELE	Election Outreach and related costs	200
EVE	Outreach Events(christmas, community.misc)	5,500
POS	Postage/mailings	200
EVE	Food and Refreshments for Events and Meetings	2,300
ADV	Banners	1,000
WEB	Website Maintenance/Enhancement/Creation	1,660
	<b>Sub Total</b>	44.00% <b>\$ 17,820</b>
<b>300 Community Improvement</b>		
CIP	Community Improvement Projects	6,000
	<b>Sub Total</b>	14.81% <b>\$ 6,000</b>
<b>400 Neighborhood Purpose Grants</b>		
GRT	Neighborhood Purpose Grants	2,500
	<b>Sub Total</b>	6.17% <b>\$ 2,500</b>
<b>Grand Total</b>		<b>\$ 40,500</b>

**Budget Narrative:**

* OPEN ITEMS: Boy & Girls Club	\$9,999.28
Narbonne High	\$7,600.00

**OPERATIONS:**

Operations includes operational expenses such as: audio/video expenses, translation and transcription costs, rent and maintenance costs related to facilities, fees for space and storage rentals, supplies and copying for board meetings and committee meetings and other administrative expenses such as staffing and temporary help, postage, mail service, business cards and letterhead, board retreats and training, and other expenses deemed necessary by the NC board.

**OUTREACH:**

Outreach expenses include, but are not limited to, hosting and maintenance of the NC website, emails and stakeholder database, newsletters, banners, outreach advertising, stakeholder /outreach events, elections, postage and mailings related to outreach efforts and other general outreach expenditures as approved by the NC board.

Specific Outreach events should be specifically approved by the NC board and reflected in the minutes.

**COMMUNITY IMPROVEMENT PROJECTS :**

Community Improvement Projects and Neighborhood Purposes Grants cover a wide array of projects for the community. Some examples are: costs associated with beautification projects, tree planting, sidewalk washing, median maintenance, infrastructure projects to City owned facilities, sports facilities, fire stations, police station, parks and other community facilities; community based events and programs such as CERT training, disaster awareness and preparedness, neighborhood watch and life and safety programs; graffiti abatement, to name a few.

**NEIGHBORHOOD PURPOSES GRANTS:**

Qualifying schools and 501(c)3 non-profit organizations are eligible for Neighborhood Purposes Grants.

Specific Community Improvement Projects and Neighborhood Purposes Grants should be specifically approved by the NC Board and reflected in the minutes.

<b>Codes</b>	<b>Description</b>	<b>Budget Category</b>
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 GRANT
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