

Title: FY 2022-2023 Budget	Item No. _____
Meeting date: July 5, 2022	
Agendized by: Cord Thomas, Treasurer	
Contact person: Cord Thomas	Phone number: 310-430-3724
Committee Vote (if appropriate):	
Does this item have a fiscal impact on the Neighborhood Council? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Additional documents attached? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

**RECOMMENDATION:**

Recommend that the NCWP Board approve the initial budget for the Fiscal Year of 2022-2023.

**BACKGROUND:**

Neighborhood Councils receive the annual Administrative Packet from the City Clerk’s Office. The packet includes a budget template with the annual budget amount as determined by the City Council. The treasurer has allocated funds to ensure that the board’s business can continue uninterrupted as the board deliberates questions about election funding, outreach strategy and beyond.

**DISCUSSION:**

This is an initial budget. We will have to amend in August or September as we learn about our roll over funds and discuss possible adjustments to our budget allocation for outreach, neighborhood purpose grants and other issues.

**FISCAL ANALYSIS:**

This is an initial budget. We can and will adjust it as we learn more.

**ATTACHMENTS:**

2022-2023 Administrative Packet

**MOTION:**

That the Neighborhood Council:

The NCWP Board approves the initial budget for Fiscal Year 2022-2023.

## **SAMPLE ACTION REQUEST**

Title: New Standing Rules for Agenda Items	Item No. _____
Meeting date: 06/01/04	
Agendized by:	
Contact person:	Contact: (310)
Committee Vote (if appropriate): N/A	
Does this item have a fiscal impact on the Neighborhood Council? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Additional documents attached? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

### **RECOMMENDATION:**

I recommend that the Board adopt new standing rules related to agendizing items for discussion and/or approval by the Board.

### **BACKGROUND:**

Our current agenda and method for agendizing items has some serious flaws, not the least of which is providing the Board with precious little information prior to our meetings when we are expected to take positions on various issues. In addition, having more information as well as a proposed motion prior to the meeting will allow us to have less discussion on items that we all agree on and spend more time discussing pressing issues that need to be discussed more thoroughly.

Furthermore, completing a simple form and providing information on each item on the agenda will assist us in more effectively informing the public about what is really on the agenda. Finally, providing this basic information in a written form will ease the burden placed on our Recording Secretary to capture all of the salient information during the discussion.

In developing this background sheet and the Standing Rules, I modeled this proposal after several of the small cities near Westchester and their City Councils, including Culver City and El Segundo. This item has not gone through any committee and is strictly my recommendation without any input or discussion from any other N.C. Board members.

While this might cause some additional work for those who are agendizing items, it will save a great deal of time during board meetings and will provide all of us with the information necessary to make more informed decisions without taking up time asking questions that could better be addressed in writing on a background sheet.

### **DISCUSSION:**

My proposal for the new Standing Rules include the following:

1. Each item presented to the President for placement on the Neighborhood Council (N.C.) agenda shall include a background sheet (template attached) that includes the following information:
  - Item Title
  - Person/committee who agendized the item and how to contact them
  - Committee vote (if appropriate)

- Fiscal impact statement (if appropriate)
  - Background statement that includes basic facts about the item including an important timing and/or scheduling issues
  - Discussion statement outlining the proposal and the details thereof
  - Attachments, such as a proposed letter, position statement, supporting materials, etc.
  - Proposed motion
  - Any correspondence associated with the item, including city opinions, letters of request from city departments, individuals or other N.C.s
2. Upon receipt of all the background sheets for items seeking to be placed on the agenda, the President shall assign an item number to each item indicating the order in which the item will be heard on the agenda.
  3. All items on the agenda with proposed motions are assumed to be part of the Consent Calendar unless "called special" by one or more members of the N.C. Board at the beginning of the meeting when announced by the President. If an item remains on the Consent Calendar, the proposed motion, as written, will be the motion enacted upon approval of the Consent Calendar.
  4. Any one Board member wanting to have further discussion on an agenda item or wanting to offer a different or amended motion can the item special. If called special, the item will be removed from the Consent Calendar and will be discussed and voted upon separately in the order it was placed on the agenda.
  5. Each background sheet shall be submitted to the President in written form at least five days prior to the N.C. Board meeting
  6. All committee reports shall be submitted to the President in written form at least five days prior to the N.C. Board meeting and shall be issued as part of the agenda.

#### **FISCAL ANALYSIS:**

Some minor additional cost may be incurred if requests are made for printed versions of the new version of the agenda (which will likely be 15-20 pages long). However, since the Brown Act requires only the posting of the Item names as part of the briefer version of the agenda and the vast majority of the members of the N.C. Board can receive the agenda electronically, the N.C. should incur little or no costs associated with the approval of this motion.

#### **ATTACHMENTS:**

- Background sheet template

#### **MOTION:**

That the Neighborhood Council:

Adopt the proposed Standing Rules as outlined under the Discussion section of this background sheet and direct members of the N.C. Board to begin agendizing items and making committee reports in accordance with these rules beginning with the July, 2004 meeting.