

# CITY OF LOS ANGELES

CALIFORNIA

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April 21, 2017

Honorable Members of the  
Budget and Finance Committee  
c/o, Richard Williams, City Clerk  
Room 395, City Hall  
Los Angeles, CA 90012

Dear Honorable Members:

The Department of Neighborhood Empowerment (Department) thanks and appreciates Mayor Eric Garcetti and his budget team and City Administrative Officer Richard Llewellyn and his budget team for working with the Department to provide staffing and resources to support and grow the Neighborhood Councils system for FY 2017-2018.

The Department respectfully requests the Budget and Finance Committee to consider the following changes to the Department's proposed budget, the majority of which address Neighborhood Council liability issues and elections. A potential source for funding for these items would be the unspent Neighborhood Council funds for the current fiscal year. Each fiscal year, Neighborhood Councils have between \$300,000 - \$600,000 in unspent funds. Currently, there is \$2.4 million in unspent Neighborhood Council funding.

A. 4701 – Neighborhood Council Field Support and Training – Increase Education and Training Enforcement for Neighborhood Council Boards Regarding Mandatory Training and Americans with Disabilities Act (ADA) Compliance

**Requests:**

1. Staff - 3 Project Coordinators and 1 Project Assistant (request at least 9 months of funding)
  - a. 1 Project Coordinator = \$50,582 x 3 positions = \$151,746
  - b. 1 Project Assistant = \$38,426
2. \$168,000 for contractual services
  - a. \$150,000 for contractual services to build out on demand mandatory board trainings on the City's online e-learning Cornerstone platform (creation of the following subject matters with translation into Spanish, Chinese, Korean and Armenian - Ethics, Harassment/Bullying, Neighborhood Council Funding, and ADA Compliance)
  - b. \$18,000 for Cornerstone user licenses for Neighborhood Council board members
3. \$22,741 for Department on Disability (DOD) Compliance Officers and staff assistance
4. \$4,200 for transportation (mileage)

**Total: \$385,113**

**Impact:** The Department works with Personnel Department and the DOD to address harassment issues and ADA compliance in the Neighborhood Council system. This request would bring on the necessary staff and resources to build the training platforms, move all Neighborhood Council members onto the on demand training website and conduct the follow up visits with Neighborhood Council to address all ADA liability issues with DOD.

B. 4703 – Neighborhood Council Planning and Policy – Neighborhood Council Emergency Preparedness Program Service Enhancement Request and Additional Congress of Neighborhoods, EmpowerLA Awards and Budget Advocates Funding

**Requests:**

1. Staff - 1 Project Coordinator and 1 Administrative Clerk (request at least 9 months of funding)
  - a. 1 Project Coordinator = \$50,582
  - b. 1 Administrative Clerk = \$32,595
2. \$10,000 for contractual services (translation)
3. \$2,100 for transportation (mileage)
4. \$30,000 for office and admin for Neighborhood Council Congress of Neighborhoods, EmpowerLA Awards and Budget Advocates

**Total: \$125,277**

**Impact:** Requests #1 - #3 are to work with the Emergency Management Department to incorporate Neighborhood Councils into a citywide Emergency Preparedness program. This program would address the ongoing Neighborhood Council emergency bins that create liability for the city, which would instead be managed by EMD.

Request #4 is for additional funding for the growing needs of the Neighborhood Council Congress of Neighborhoods, EmpowerLA Awards and Budget Advocates to put on their annual events for the Neighborhood Council system.

C. 4704 – Neighborhood Council Outreach, Communication and Elections – Neighborhood Council Elections and Outreach Service Enhancement Request

**Requests:**

1. Staff - 2 Project Coordinators and 1 Project Assistant to support ongoing outreach and voter registration for Neighborhood Councils.
  - a. 1 Project Coordinator = \$50,582 x 2 positions = \$101,027
  - b. 1 Project Assistant = \$38,426
2. \$67,000 for As-Needed salary for elections
3. \$50,000 for printing and binding for elections
4. \$196,350 – \$436,190 for contractual services to continue online voting and voter registration database build out for elections depending on options (see attachment):
  - a. No 2018 election – Build out for remaining 47 Neighborhood Councils - \$196,350
  - b. 2018 elections and online voter registration for 50 Neighborhood Councils - \$356,350 – can be split \$178,175 FY 17-18 and \$178,175 FY 18-19
  - c. 2018 elections and online voter registration for 96 Neighborhood Councils - \$436,190 – can be split \$218,095 FY 17-18 and \$218,095 FY 18-19
5. \$13,000 for contractual services (translation)
6. \$50,000 for office and admin

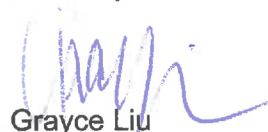
**Total:** \$319,453 for election outreach and \$178,175 - \$196,350 online voting/voter registration

**Impact:** To continue the inclusion of all stakeholders in the election process, the Department recommends funding the build out and use of online voting and voter registration. Given the City budget situation, the Department has priced out several options, one of which includes pushing the 2018 election to 2019 in order to realign with the City Clerks administration of Neighborhood Council elections in the odd years starting in 2021. The Department was provided \$106,000 to conduct election outreach for the 2018 elections. Given the requests of Neighborhood Councils for expanded support of election outreach for candidates and voters, the Department will not be able to conduct a robust citywide election campaign for approximately \$1000 per Neighborhood Council. If the elections were pushed to 2019, the Department would use these funds to conduct a big voter registration push in 2018 and to prepare election outreach materials so they are ready on July 1, 2018 for the Valley elections, which will start in December 2018.

- D. Creation of a Neighborhood Council Equity Special Fund - The Department highly recommends a portion of unspent Neighborhood Council funds from the current fiscal year (25%) be reinvested in the Neighborhood Council system by setting up a separate special fund for capacity building, outreach and translation costs for Neighborhood Councils. These funds would be available to the Neighborhood Councils requiring funding for these services via an application process. Currently, Neighborhood Councils requiring capacity building and translation/interpretation for their communities are unfairly disadvantaged in the yearly allocation they can spend in their communities. In addition, because of the size differences in existing Neighborhood Councils, which range from 3,800 in stakeholder population with the soon to be certified Herman Neighborhood Council to over 90,000 for Wilshire Center Koreatown Neighborhood Council, some Neighborhood Councils require additional outreach funds to connect with their community. This special account would provide funds to such Neighborhood Councils in order to create more equity in the funding needs for the Neighborhood Councils.

Thank you for your consideration. Please feel free to contact me if you have any other questions via email at [Grayce.Liu@lacity.org](mailto:Grayce.Liu@lacity.org) or by calling (213) 978-1551.

Sincerely,



Grayce Liu  
General Manager  
Department of Neighborhood Empowerment



2018 & 2020 NEIGHBORHOOD COUNCIL ELECTIONS  
and VOTER REGISTRATION/OUTREACH



Everyone Counts is committed to providing our best-in-class Online Voting and Voter Registration solution to the City of Los Angeles' EmpowerLA team. Our solution includes our eLect software solution along with the necessary Election Administration Services to ensure secure elections for all of Los Angeles' Neighborhood Councils.

**2018 - 96 Remaining NC Build Out Only/No Election - Year  
Round Registration**

	<b>Totals</b>
eLect License for Voter Registration	\$196,350.00

**2018 - 50 NC Elections – continuation of current build**

	<b>Totals</b>
eLect License	\$297,500.00
eLecture Services	<i>included</i>
Notify	<i>included</i>
Helpdesk	\$58,950.00
<b>Billing schedule to be flexible over fiscal years to accommodate budget timing</b>	

**2018 - 96 NC Elections – expand to current full NC count**

	<b>Totals</b>
eLect License	\$377,240.00
eLecture Services	<i>included</i>
Notify	<i>included</i>
Helpdesk	\$58,950.00
<b>Billing schedule to be flexible over fiscal years to accommodate budget timing</b>	

**EMPOWERLA - 96 NC Elections – 2019 or 2020 and beyond**

eLect License	\$275,000.00
eLect Notify	<i>included</i>
Training (3 days)	\$12,000.00
<b>Total:</b>	<b>\$287,000.00</b>
<b>Optional:</b>	
Election Services	\$102,240.00
Helpdesk	\$58,950.00
<b>Billing schedule to be flexible over fiscal years to accommodate budget timing</b>	