Motion to encumber specific items previously approved for purchase but which could not be handled as of the time the card was shut down for the balance of the fiscal year

Agenda Item: GB062220-4

Date: June 22, 2020

Proposed By: Jon Liberman

Include motion in Consent Agenda? No

Background

The neighborhood council has surplus funds for the current year due to a partial shutdown in the last months of this fiscal year. At prior meetings items were voted on to be purchased with these funds. For various reasons some of these motions could not be completed on a timely basis. This motion is a correcting motion to resolve these issues.

1. Public Storage (SB061120-2) The City Clerk would not allow prepayment of these expenses but would allow as an encumbrance.

2. US Post Office would not accept prepayment that was more than 30 days before the renewal date. (SB061120-4)

3. JotForm (SB061120-5) allowed prepaid expenses of $390 as opposed to the $450.

4. The request to encumber $1000 of Office Supplies was not accepted but we were allowed to use the card to purchase specific items from Office Depot and Amazon.

This motion will correct these prior motions and encumber specific items that are to be used for outreach. The attached spreadsheet will identify the transactions.

Proposed Motion

The South Robertson NC votes to accomplish the following transactions:

(a) Replace SB061120-2 with this motion which will encumber $3240 of rental fees for Public Storage with encumbered funds from the current fy (19-20)

(b) Withdraw the prepayment request SB061120-4 and replace it with this motion that will encumber $200 to pay the Post Office rental fee with encumbered funds from the current fy (19-20)

(c) Withdraw the prepayment request SB061120-9 and replace it with this motion that will authorize office supplies be purchased on 6/20/2020 from Office Depot in the amount of $1004.62 with funds from the current fy (19-20)

(d) Modify the prepayment request SB061120-5 JotForm to reflect the amount to be prepaid is $390 as opposed to $450.

(e) Authorize the purchase of Office Supplies from Amazon on 6/20/2020 in the amount of $80.75 with funds from the current fy (19-20)

(f) Encumber $810.00 from the current fy (19-20) to be used for outreach to pay for promotional banners identifying Soro NC NPG's with the balance to be used to purchase give aways to the stakeholders.
Considerations

Committee review: Votes For: Against:
(highly recommended)

Amount previously allocated in Committee's working budget: $ n/a
(applies to funding motions only)

Arguments for:

1. Preserves more money available in the next fiscal year.

Arguments against:
Neighborhood Council: South Roertson NC

To encumber NC funds, please provide the following information and follow the instructions below:

<table>
<thead>
<tr>
<th>Vendor Name</th>
<th>Purpose of the encumbered funds</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Public Storage</td>
<td>pay monthly storage fee</td>
<td>$3,240.00</td>
</tr>
<tr>
<td>2. US Post Office</td>
<td>Pay annual PO Box rental</td>
<td>$200.00</td>
</tr>
<tr>
<td>3. Various</td>
<td>Outreach expenses for promotional banners and giveaways</td>
<td>$810.00</td>
</tr>
<tr>
<td>4.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>$4,250.00</td>
</tr>
</tbody>
</table>

BOARD AFFIRMATION:
THE NC BOARD AFFIRMS THAT SERVICES/PROJECTS RELATED TO THE ENCUMBRANCES LISTED ABOVE ARE INTENDED TO BE IN PLACE THIS CURRENT FISCAL YEAR OR HAVE BEEN AGREED UPON WITH THE VENDOR TO BEGIN WITHIN A REASONABLE TIME PERIOD DEPENDING ON COVID-19 PUBLIC HEALTH CIRCUMSTANCES.

Jon Liberman  
NC President or Treasurer Name: ______________________ Signature: ______________________ Date: 6/22/2020

Instructions:
No later than Tuesday, June 30, 2020, please submit the following via email to Clerk.NCFunding@lacity.org:
1. Encumbrance Request Form, completed and signed
2. Payment request document from vendors listed, i.e., invoice, estimate, completed NPG application, etc.
3. The Board Action Certification (BAC) Form approving the Encumbrance Request Form