

FISCAL YEAR
2020-21



BUDGET PROPOSAL

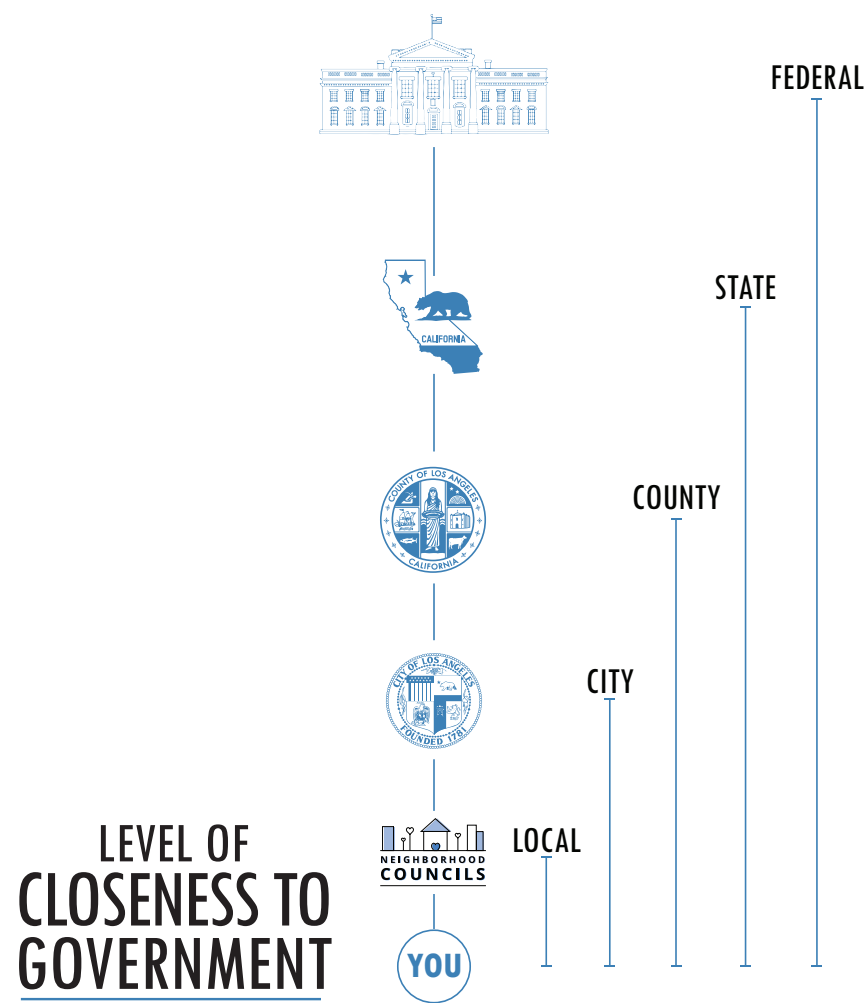
PROPOSED BY:
Department of Neighborhood Empowerment

GENERAL MANAGER:
Raquel Beltrán



**Eric
Garcetti**
@MayorOfLA

BUDGET
PROPOSAL
FISCAL YEAR 2020-21



Written by: **Raquel Beltrán** (General Manager), **Armando Ruiz** (Director of Administrative Services), **Julien Antelin** (Director of Innovation), **Semee Park** (Director of Neighborhood Council Operations), **Mike Fong** (Director of Policy and Government Relations), **Thomas Soong** (Director of Outreach and Communications), and the rest of the EmpowerLA team.

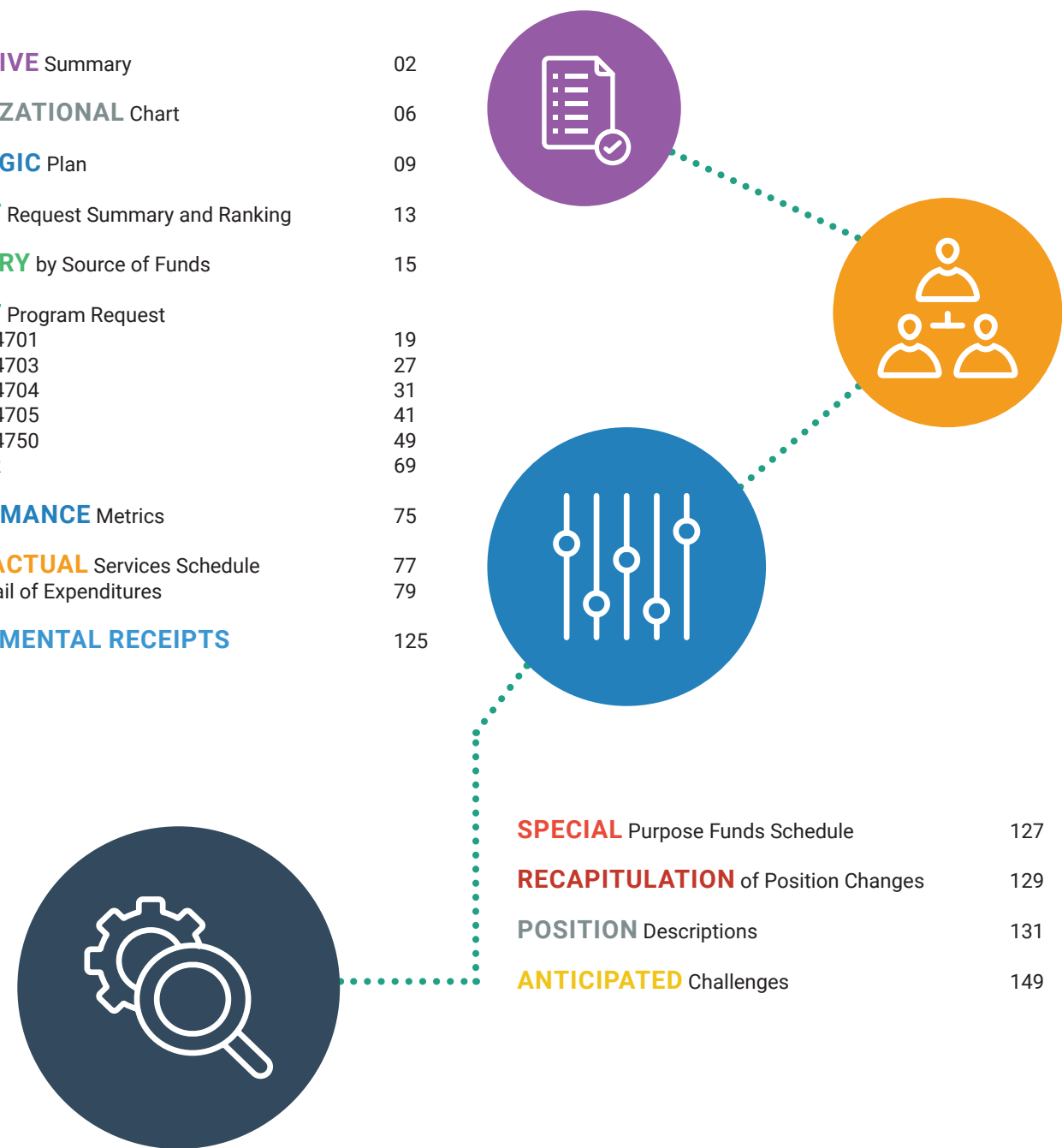
Designed by: **Ann-Marie Holman** (Public Information Officer), **Grace Kim** (Project Assistant)

Assisted by: **Sevak Paramazian** (Systems Manager), **Erricka Peden** (Executive Administrative Assistant III), **Kyle Stone** (Project Assistant)

BUDGET
PROPOSAL
FISCAL YEAR 2020-21

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NEIGHBORHOOD COUNCILS EMPOWER LA™

Department of
NEIGHBORHOOD EMPOWERMENT



EXECUTIVE SUMMARY

“
...our mission is to promote civic engagement and make government more responsive to local needs
”



Members of all 99 Los Angeles Neighborhood Councils gathered at City Hall for the 2019 Congress of Neighborhoods. Photo by Scott Bogunia.

Dear Honorable Mayor Eric Garcetti,

The Department of Neighborhood Empowerment (Department) respectfully presents its Fiscal Year 2020-2021 Proposed Budget for review and deliberation. The Budget includes resources necessary to support the Department's administration of Article IX of the Los Angeles City Charter, which enabled the formation of a self-selected system of Neighborhood Councils (System), with advisory authorities, and the establishment of the policy-setting Board of Neighborhood Commissioners (Commission).

The Department supports the operation of the now 99 Neighborhood Councils (NCs) in accordance with the City Council-approved *Plan For a Citywide System of Neighborhood Councils* (the Plan). At its core, the Plan's six goals and objectives define the promotion, formation, and certification of Neighborhood Councils. The Proposed Budget provides management and oversight of the NCs' operations, and support of the System's approximately 2,000 elected, selected, and appointed leaders. The System administers over \$4M in funding supporting community-based programs and generates more than 500K hours of quality volunteer service to the City of Los Angeles. The Department's operating goals, which support its overall vision, were informed by the Listening Tour of Neighborhood Councils initiated in September 2019.

The Department's Budget supports its mission to increase civic engagement and make government more responsive to local needs by strengthening the Department's relationships with NCs and serving and strengthening its role as a NC resource. Improving the Neighborhood Councils' engagement and advocacy approaches and improving City Hall's relationship with NCs are two additional operating goals. The Budget provides resources to enable the Department to meet these goals with determinate objectives. They include systematically recruiting and preparing new leaders for board service, improving our regulatory and educational communication, and providing for the establishment of a centralized translation and interpreter process. The latter would be coordinated with the Office of the City Clerk and City Attorney and would generate language tools that could be shared with City departments.

The enhancement request of the Department's ability to minimize, manage, and resolve conflicts through a centralized NC Resolution Unit is a priority goal in the next fiscal year. Additionally, the Proposed Budget enables the development of technology and innovation to promote proficiency in data usage to guide NC engagement and empowerment, a resilience data portal, the expansion of online training portals, a new platform for the Community Impact Statement submissions, and ideation to support continued innovation in the City of Los Angeles.

The Department is submitting a Proposed Budget for FY 2020-21 of \$5,529,958, representing a 64.9% (\$2,176,477) increase from the Department's Approved FY 2019-2020 Budget. The proposal regularizes filled resolution authority positions that have long-standing work objectives and goals that will continue into future years. Of particular note is the nascent work and support needed to build upon FY 2019-20 funding provided to establish an appropriately staffed and funded Office of Community Engagement.

Because of this program and other key objectives, the Department's administrative capacity must also be enhanced to accomplish the goals above. Progressively, Grayce Liu, the previous General Manager, has been cautiously rebuilding the Department from a staffing level of 15 positions in FY 2012-13 to where it currently stands (27 regular authority positions). We intend to continue this careful rebuild to an appropriate staffing level that will provide efficient and professional services to the NCs, stakeholders, and City agencies that we serve, with structured accountability measures. The Budget Proposal, as presented, provides the capacity to support City-wide Mayoral initiatives through the formation of a community-based, grassroots infrastructure. Initiatives include pursuing regulatory compliance with the Americans with Disabilities Act (ADA) within Department and NC operations, increasing the engagement of under-participating constituents, and the recruitment of RYLAN and Homelessness liaisons to name a few. The Department's request also allows for the implementation of City Council approved NC Reforms.

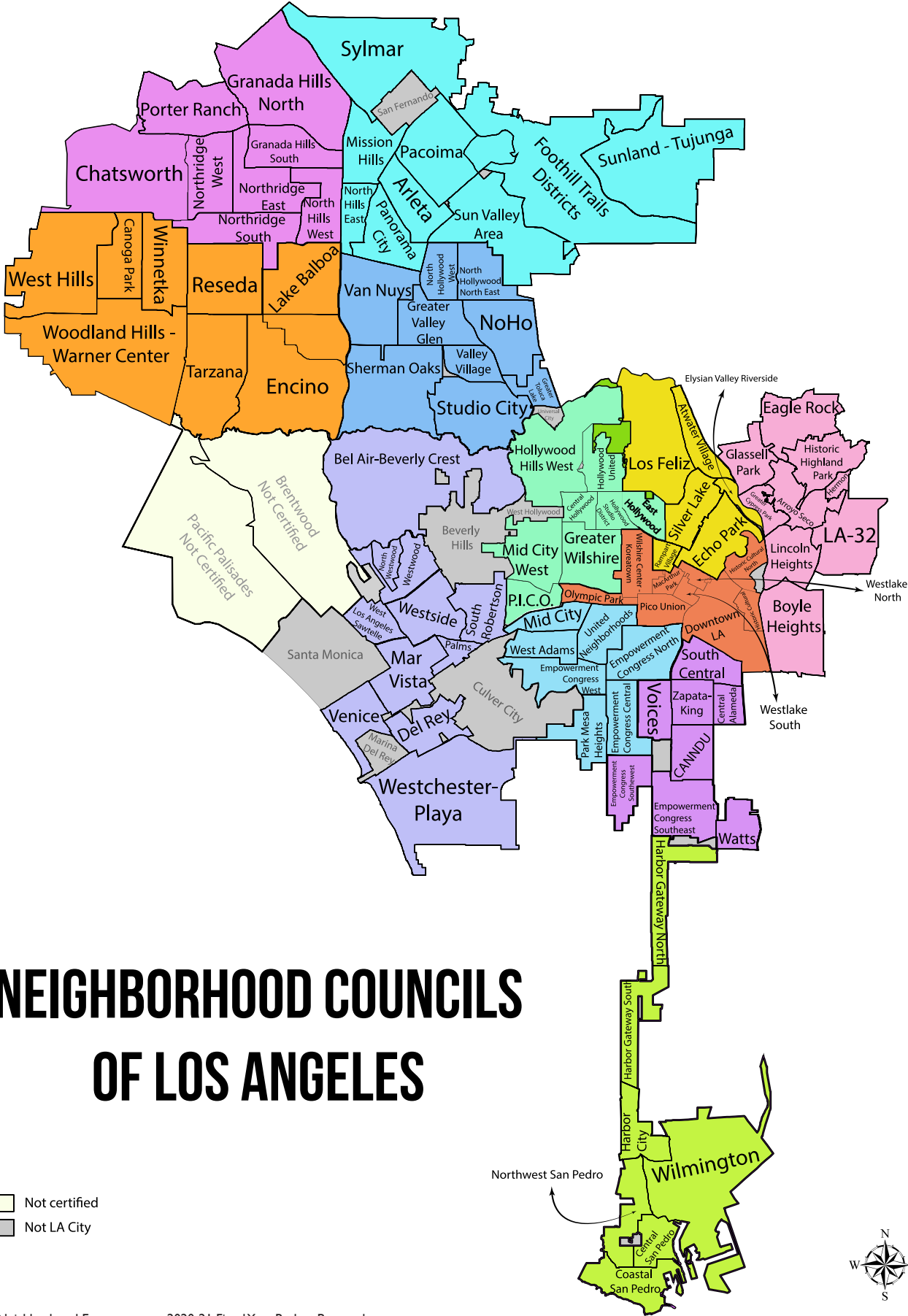
After careful consideration, review, and with much respect to the budget instructions provided by the City Administrative Officer (CAO) requiring the submission of "Offset Proposals" to be submitted along with any new requests for funding and position authorities, I have decided to defer the consideration of any offsets to the Mayoral and the CAO's Budgetary teams. Our Department operates on a minimal budget, struggles to maintain the workload when any vacancies occur, and any cuts in funding have a significantly more drastic effect on our operations that would undercut the progress that has been made to deliver on key goals, objectives, and initiatives as required of us. We have undergone several stages of innovation and process improvement exercises to function within our means. The addition of any new programs and operations will be requested and designed with similar innovative strategies in mind.

We are entering into the 20th year of the Neighborhood Council System. We look forward to discussing the Department's Proposed Budget, mission, vision, and goals over the coming months. This Budget allows us to strengthen our ability to support the System and its leadership, reduce potential liabilities, and improve consistency, effectiveness, and efficiency throughout the System.

Respectfully submitted,

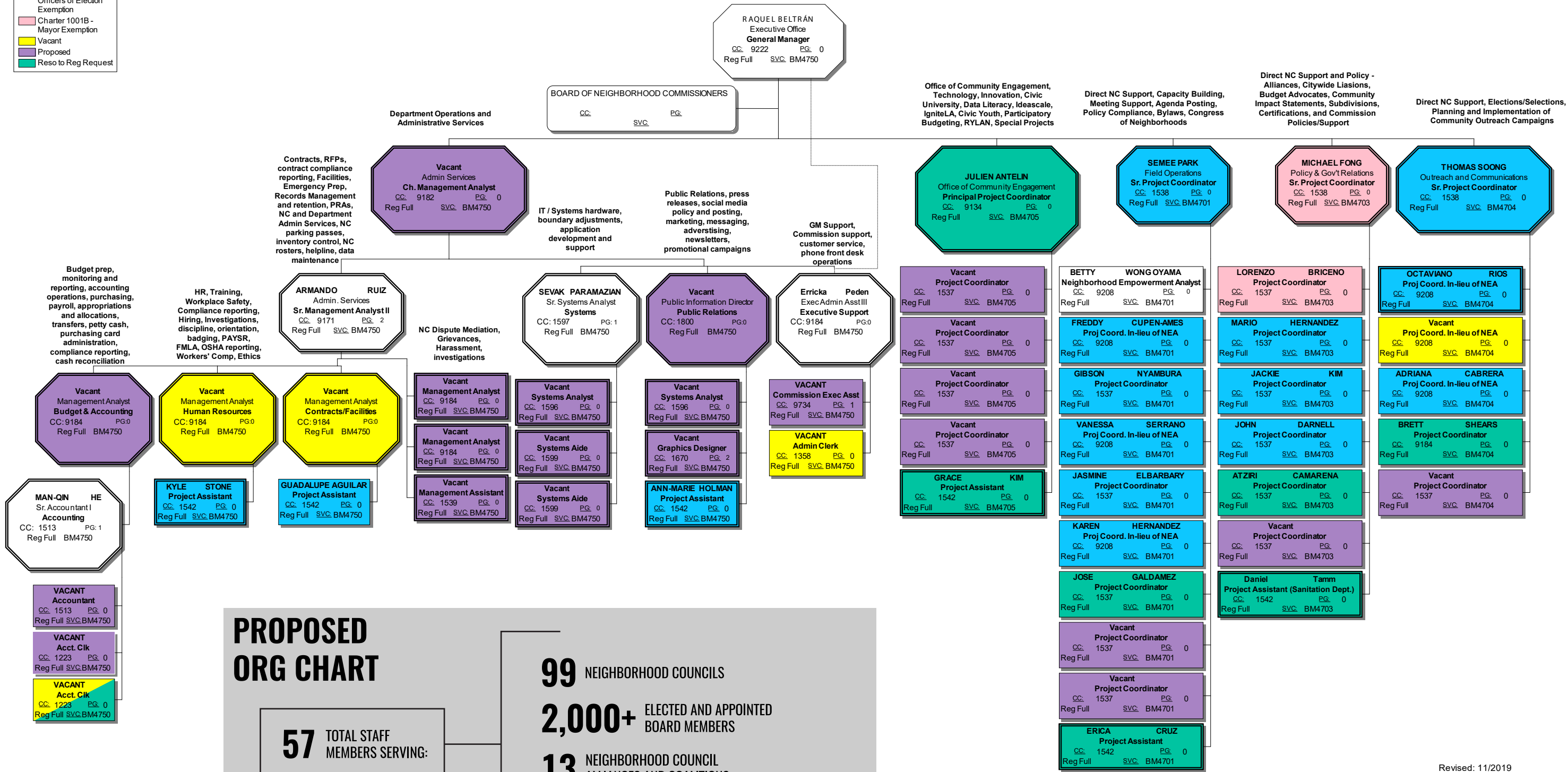
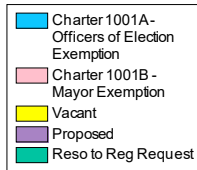
Raquel Beltrán

Raquel Beltrán
General Manager
Department of Neighborhood Empowerment



NEIGHBORHOOD COUNCILS
OF LOS ANGELES

DEPARTMENT OF NEIGHBORHOOD EMPOWERMENT
ORGANIZATIONAL CHART FISCAL YEAR 2020-21
99 Certified Neighborhood Councils



**PROPOSED
ORG CHART**

57 TOTAL STAFF MEMBERS SERVING:

99 NEIGHBORHOOD COUNCILS

2,000+ ELECTED AND APPOINTED BOARD MEMBERS

13 NEIGHBORHOOD COUNCIL ALLIANCES AND COALITIONS

AND NUMEROUS STAKEHOLDERS & THE GENERAL PUBLIC ACTIVE IN THE NC SYSTEM



LIFT HERE TO VIEW PROPOSED ORG CHART

20 YEARS SINCE
THE NC SYSTEM
WAS FORMED

34 CURRENT
TOTAL DEPT
STAFF

16 NEIGHBORHOOD
EMPOWERMENT ADVOCATES
(DIRECT NC SUPPORT)

99 NEIGHBORHOOD
COUNCILS

2,000 ELECTED, SELECTED &
APPOINTED LEADERS
IN THE NC SYSTEM

500,000 VOLUNTEER HOURS
GENERATED BY THE
NC SYSTEM

\$4 MILLION FUNDING
OVERSEEN
BY NC SYSTEM



**HOPE YOU ENJOYED OUR
BEAUTIFUL ORG CHART,
PLEASE CONTINUE TO THE
NEXT SECTION**



“...our vision is to collaborate with Neighborhood Council leaders, stakeholders and City elected and departments to make the Los Angeles Neighborhood Council system the model of local civic engagement in the nation.”



TWENTY YEARS OF GRASSROOTS DEMOCRACY

BACKGROUND

In 1999, voters approved a new City charter which included Article IX, Section 900. The framers of Article IX envisioned the cultivation of a grassroots system of democracy, the first of its kind in the United States - a network of Neighborhood Councils (NCs).

The role of Neighborhood Councils is to promote citizen participation, present a list of priorities for the City budget, and monitor City services. Councils not only self-select their leadership boards, they determine their own method of selecting or electing their representatives. *In 2020, the City of Los Angeles will celebrate the twentieth anniversary of the Neighborhood Council System.*

DEPARTMENT OVERVIEW

The Department of Neighborhood Empowerment (Department) was formed to administer this system of self-selected Neighborhood Councils with advisory authorities. It works closely with the offices of the City Attorney and the City Clerk to provide ongoing meeting operation support and with the Board of Neighborhood Commissioners (Commission). The Commission develops systems policies and reviews specified administrative functions. The Department provides support for the now 99 certified Neighborhood Councils, in accordance with the *Plan For a Citywide System of Neighborhood Councils* (Plan). The Department’s primary responsibilities are to:

- 1. Provide oversight and implementation of services to the NC System;
- 2. Manage the grievance notice process;
- 3. Provide education programs, counseling, mediation, promotion of best practices, voluntary and mandatory trainings, and vendor selection support; and
- 4. Provide operational and functional support to the System.

The Department’s responsibilities, outside the specified provisions of Article IX, include support to over twelve Neighborhood Council Alliances, over eleven NC Liaison categories, and assorted special projects requiring grassroots engagement.

The Department’s Proposed Budget is informed by the qualitative data shared with the General Manager as part of the Listening Tour of the Neighborhood Councils, NC Alliances, and Department staff since September 2019. The Listening Tour is a first step toward the collection of entry-level data about the Neighborhood Council System. It is considered primary research, meaning, it is information we are gathering ourselves, in person, and then listening to the feedback. It has the value of testing the Department’s policy and operational protocols by informally surveying the audience’s responses and reactions to their descriptions.

MISSION, VISION & GOALS

Pursuant to the Charter, the mission of the Department is to promote more citizen participation in government and to make government more responsive to local needs. The vision of the Department is to collaborate with Neighborhood Council leaders, stakeholders, City electeds and departments to make the Los Angeles Neighborhood Council system the model of local civic engagement in the nation.

The Department’s four operating goals were informed by the Listening Tour of Neighborhood Councils initiated in September 2019. These goals represent the right course for the Department and the City of Los Angeles over the next 2-3 years.

Goals:

- 1. To strengthen the Department's position as a resource for Neighborhood Councils.
- 2. To strengthen/enhance the Department’s relationships with and service to the Neighborhood Councils.
- 3. To improve the Neighborhood Councils' engagement and advocacy approaches.
- 4. To improve City Hall's relationship/engagement with Neighborhood Councils.

PROGRAM GOALS *

** the attached Performance Metrics correspond to the following Program Goals*

To meet its mission, the Department has developed the following objectives to support the operating goals. Measurable outcomes for these goals and related objectives are provided in the metrics attachment.

1. Strengthen the Department's position as a resource for Neighborhood Councils

- Develop a three-phased onboarding process using standard best practices for volunteer-managed boards;
- Update NC support manual for Neighborhood Empowerment Advocates (NEA). Develop NEA mentorship system to ensure consistency in NEA performance;
- Develop a tiered NC analysis to assess and prioritize direct support demands;
- Develop and administer capacity building training modules with various methods of accessibility, in multiple languages. The modules will include in-person and online trainings and related material/resources. Select modules will be developed in partnership with City departments;
- Assist Neighborhood Council leaders in the yearly Congress of Neighborhoods event, plan and host the EmpowerLA Awards, and partner with the NC Budget Advocates for the Mayor’s Budget Day and during the yearly budget process.

2. Strengthen the Department’s relationships with and service to the Neighborhood Councils

- Provide Direct Neighborhood Council Administrative Support
 - Provide contract development, implementation, monitoring and evaluation support;
 - Supply procurement resources for NC operations, such as shared office facilities, equipment rental and other operational needs;
 - Develop and administer processes for subdivisions, bylaw amendments, roster and training tracking, dispute resolution and compliance activity;
 - Review and assist NCs in conducting their community events.
- Establish a centralized NC Resolution Unit to manage compliance, code of conduct, or labor relations-related complaints, grievances, and disputes. Operationalize anticipated Board of Neighborhood Commissioners policies associated with code of conduct, censure, and removal of board members. Respond in a timely manner to all California Public Records Act Requests for Department and NC business. Develop operating procedures for the Unit and design related trainings for Department and NCs.

- Develop and administer processes and tracking for subdivisions, bylaw amendments, roster management and NC trainings;
- Improve the Department’s communications functions
 - Provide ongoing Citywide outreach and communication strategies for the Department and City as well as for NC to raise the awareness of the NC system in Los Angeles, which feeds into the NC elections during the spring of every other year. Assist the Office of the City Clerk in conducting 2021 Citywide NC elections. Continue successful outreach efforts piloted during the 2019 elections/selections.
 - Create centralized translation and interpreter functions.
- Centralize public information activities in the Department to support Department and NC communications functions.

3. Improve the Neighborhood Councils' engagement and advocacy approaches

- Support the use of technology to enable the use of data to inform NC decisions;
- Upgrade the Department’s administration for NC Community Impact Statements, including upgrading online portal;
- Administer Civic Youth Leadership Program, IgniteLA and support the development of a Neighborhood Council Youth Alliance;
- Administer NC Civic University Program;
- Develop practical online tools to track the Department and NC performance metrics and provide this open data on the Department website;
- Support NC regional and subject matter alliances.

4. Improve City Hall's relationship / engagement with Neighborhood Councils

- Develop and operate an Office of Community Engagement for the City of Los Angeles;
- Increase awareness of effective outreach to NCs by City departments through trainings and effective collaborations between the City departments and the Neighborhood Councils;
- Administer a ranking system for City departments to raise the level of public participation;
- Support the operations of a general civic engagement portal for Los Angeles;
- Collaborate with City Departments with Neighborhood Council liaison programs to provide operational support.

BUDGET REQUEST

SUMMARY AND RANKING

POSITIONS:

	Positions		General Fund Revenue	Full-Time Salaries (001010 & 001012)		All Other Salaries (As needed, Hiring Hall, Overtime)	Expense & Special	Total Budget
	Reg	Reso						
2019-20 Adopted Department Budget	27	7	-	\$ 2,776,834		\$ 40,000	\$ 536,647	\$ 3,353,481

DEPARTMENTAL REQUESTS

Ranking	Program Code	Program Name	Request Name	Request Type	Priority Outcome		Positions		General Fund Revenue	Full-Time Salaries (001010 & 001012)	All Other Salaries (As-Needed, Hiring Hall, Overtime)	Expense & Special	Total Budget Request
							Reg	Reso					
1	BM4701	Neighborhood Council Administration / Direct NC Support	Baseline Budget Request	BASE	Best Run		6			\$ 593,535		\$ 162,647	\$ 756,182
2	BM4703	Policy and Government Relations / Direct NC Support	Baseline Budget Request	BASE	Best Run		5			\$ 467,999		\$ 68,000	\$ 535,999
3	BM4704	Outreach and Communications / Direct NC Support	Baseline Budget Request	BASE	Best Run		6			\$ 529,702	\$ 40,000	-	\$ 569,702
4	BM4750	General Administration and Support	Baseline Budget Request	BASE	Best Run		10			\$ 916,217		\$ 6,000	\$ 922,217
5	BM4701	Neighborhood Council Operations / Direct NC Support	Neighborhood Council Training,ADA Compliance, and Sanitation Outreach (continued)	CONTINUE	Best Run		5			\$ 345,758		\$ 30,041	\$ 375,799
6	BM4705	Office of Community Engagement / Innovation	Office of Community Engagement (continued)	CONTINUE	Best Run		6			\$ 419,917		\$ 230,500	\$ 650,417
7	BM4750	General Administration and Support	Continuation of 1 Reso Accounting Clerk, Additional Budgetary and Accounting Support	CONTINUE	N/A-Support Program		4			\$ 193,311		\$ 10,800	\$ 204,111
8	BM4704	Outreach and Communications / Direct NC Support	2021 Election Outreach	NEW	Best Run		0			-	\$150,000	\$ 426,000	\$ 576,000
9	Various	Various	Direct NC Support Enhancement	NEW	Best Run		4			\$ 225,925		\$ 39,200	\$ 265,125
10	BM4750	General Administration and Support	NC Resolution Unit	NEW	Best Run		3			\$ 162,739		\$ 8,100	\$ 170,839
11	BM4750	General Administration and Support	Management, IT and Executive Support	NEW	N/A-Support Program		5			\$ 297,866		\$ 13,500	\$ 311,366
12	BM4750	General Administration and Support	Office of Public Information	NEW	Best Run		3			\$ 184,102		\$ 8,100	\$ 192,202
Total Department Budget Requests:							57	0		\$ 4,337,070	\$ 190,000	\$ 1,002,888	\$ 5,529,958

TOTAL BUDGET REQUEST SUMMARY:

	Positions		General Fund Revenue	Full-Time Salaries (001010 & 001012)		All Other Salaries	Expense & Special	Total Budget
	Reg	Reso						
2020-21 Total Requested Department Budget:	57	0	-	\$ 4,337,070		\$ 190,000	\$ 1,002,888	\$ 5,529,958
Change from 2019-20 Adopted Department Budget:	30	-7	-	\$ 1,560,236		\$ 150,000	\$ 466,241	\$ 2,176,477
Percent Change:	111.1%	-100%	-	56.2%		375.0%	86.9%	64.9%
2020-21 Total Requested Non-Departmental Budget (from above)			-					-
2020-21 Total Requested Departmental + Non-Departmental Budget			-	\$ 4,337,070		\$ 190,000	\$ 1,002,888	\$ 5,529,958

SUMMARY BY SOURCE OF FUNDS
DATA

2019-20 ADOPTED							
	Positions		General Fund Revenue	Total	General Fund	Total All Special Funds	Neighborhood Empowerment Fund (Sch. 18)
	Reg	Reso			100		44B
2019-20 Adopted Department Budget	27	7	-	\$ 3,353,481		\$ 3,353,481	\$ 3,353,481

DEPARTMENTAL REQUESTS

BASELINE REQUESTS									
Program Code	Program Name	Priority Outcome	Positions		General Fund Revenue	Total	General Fund	Total All Special Funds	Neighborhood Empowerment Fund (Sch. 18)
			Reg	Reso			100		44B
BM4701	Neighborhood Council Operations / Direct NC Support	Best Run	6			\$ 756,182		\$ 756,182	\$ 756,182
BM4703	Policy and Government Relations / Direct NC Support	Best Run	5			\$ 535,999		\$ 535,999	\$ 535,999
BM4704	Outreach and Communications / Direct NC Support	Best Run	6			\$ 569,702		\$ 569,702	\$ 569,702
BM4750	General Administration and Support	N/A Support Program	10			\$ 922,217		\$ 922,217	\$ 922,217
Total Base Level Requests:			27	0	-	\$ 2,784,100	-	\$ 2,784,100	\$ 2,784,100

CONTINUATION REQUESTS									
Program Code	Program / Request Name	Priority Outcome	Positions		General Fund Revenue	Total	General Fund	Total All Special Funds	Neighborhood Empowerment Fund (Sch. 18)
			Reg	Reso			100		44B
BM4701	Neighborhood Council Training, ADA Compliance, and Sanitation Outreach (continued)	Best Run	5			\$ 375,799		\$ 375,799	\$ 375,799
BM4705	Office of Community Engagement	Best Run	6			\$ 650,417		\$ 650,417	\$ 650,417
BM4750	Continuation of 1 Reso Accounting Clerk, Additional Budgetary and Accounting Support	Best Run	4			\$ 204,111		\$ 204,111	\$ 204,111
Total Continuation Requests:			15	0	-	\$ 1,230,327	-	\$ 1,230,327	\$ 1,230,327

SUMMARY BY
SOURCE OF FUNDS

NEW REQUESTS

Program Code	Program / Request Name	Priority Outcome	Positions		General Fund Revenue	Total	General Fund 100	Total All Special Funds	Neighborhood Empowerment Fund (Sch. 18)
			Reg	Reso					44B
BM4704	2021 Election Outreach	Best Run	0			\$ 576,000		\$ 576,000	\$ 576,000
Various	Direct NC Support Enhancement	Best Run	4			\$ 265,125		\$ 265,125	\$ 265,125
BM4750	NC Resolution Unit	Best Run	3			\$ 170,839		\$ 170,839	\$ 170,839
BM4750	Management, IT and Executive Support	Best Run	5			\$ 311,366		\$ 311,366	\$ 311,366
BM4750	Office of Public Information	Best Run	3			\$ 192,202		\$ 192,202	\$ 192,202
Total New Requests:			15	0	-	\$ 1,515,532	-	\$ 1,515,532	\$ 1,515,532

2020-21 REQUESTED DEPARTMENTAL & NON-DEPARTMENTAL BUDGET

	Positions		General Fund Revenue	Total	General Fund 100	Total All Special Funds	Neighborhood Empowerment Fund (Sch. 18)
	Reg	Reso					
2020 - 21 Requested Department Budget	57	0	\$ -	\$ 5,529,958	\$ -	\$ 5,529,958	\$ 5,529,958
Change from 2019-20 Adopted Department Budget	30	-7	\$ -	\$ 2,176,477	\$ -	\$ 2,176,477	\$ 2,176,477
Percent Change:	111.1%	-100.0%	0.0%	64.9%	0.0%	64.9%	64.9%

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BUDGET PROGRAM REQUEST:
BM4701

BUDGET PROGRAM REQUEST: BM4701

DATA

PROGRAM NUMBER:
BM4701

PROGRAM NAME:
Neighborhood Council Operations / Direct NC Support

PRIORITY OUTCOME:
.....
Make Los Angeles the best run big City in America

2020-21 BASELINE PROGRAM DATA

Total Number of Regular Positions (Civilian): 6
👤👤👤👤👤👤

BUDGET:					
Account	Account Name	Total	General Fund 100	Total All Special Funds	Neighborhood Empowerment Fund (Sch 18) 44B
001010	Salaries General	\$ 593,535		\$ 593,535	\$ 593,535
001070	Salaries As-Needed	\$ -		\$ -	\$ -
002120	Printing & Binding	\$ 30,000		\$ 30,000	\$ 30,000
003040	Contractual Services	\$ 50,147		\$ 50,147	\$ 50,147
003310	Transportation	\$ 21,300		\$ 21,300	\$ 21,300
006010	Office and Admin	\$ 50,800		\$ 50,800	\$ 50,800
006020	Operating Supplies	\$ 4,400		\$ 4,400	\$ 4,400
009350	Communication Services	\$ 6,000		\$ 6,000	\$ 6,000
	Total:	\$ 756,182		\$ 756,182	\$ 756,182
Pension/Health (Add/Delete Rate)		\$ 266,180			
Applicable CAP rate		386.00%			
Estimated Related Cost Reimbursement from SFs (CAP Rate)				\$ 2,291,045	\$ 2,291,045
BASE General Fund Revenue attributable to this Program:				-	

REQUEST A

NEIGHBORHOOD COUNCIL

TRAINING, ADA COMPLIANCE, AND SANITATION OUTREACH

(CONTINUATION OF 2019-20 SERVICE LEVEL)

POSITIONS:

Quantity	Class Title	Class Code	Reg, Sworn, As - Needed, or Hiring Hall	Wages & Count Salary	Salary Savings Rate (%)	# of Months Funding Requested	Net Salary	General Fund 100	Total All Special Funds	Neighborhood Empowerment Fund (Sch 18) 44B
2	Project Assistant	1542	Civ-Reg	\$ 53,971	0.0%	12	\$ 107,942	0.00	2.00	2.00
3	Project Coordinator	1537	Civ-Reg	\$ 79,272	0.0%	12	\$ 237,816	0.00	3.00	3.00
5	TOTALS						\$ 345,758	0.00	5.00	5.00

BUDGET:

Account	Account Name	Total	General Fund 100	Total All Special Funds	Neighborhood Empowerment Fund (Sch 18) 44B
001010	Salaries General	\$ 345,758	\$ -	\$ 345,758	\$ 345,758
001070	Salaries As-Needed	\$ -		\$ -	
002120	Printing & Binding	\$ -		\$ -	
003040	Contractual Services	\$ 22,741		\$ 22,741	\$ 22,741
003310	Transportation	\$ 6,300		\$ 6,300	\$ 6,300
006010	Office and Admin	\$ 1,000		\$ 1,000	\$ 1,000
006020	Operating Supplies	\$ -		\$ -	\$ -
009350	Communication Services	\$ -		\$ -	\$ -
	Total:	\$ 375,799	\$ -	\$ 375,799	\$ 375,799
Pension/Health (Add/Delete Rate)		\$ 175,433			
Applicable CAP rate		386.00%			
Estimated Related Cost Reimbursement from SFs (CAP Rate)				\$ 1,334,626	\$ 1,334,626
General Fund Revenue (change)		-			

2020-21 PROGRAM BUDGET COST SUMMARY

Positions

Baseline Data: 6

All Requests: 5

Total: 11

DIRECT COST:

	Total	General Fund 100	Total All Special Funds	Neighborhood Empowerment Fund (Sch 18) 44B
Baseline Data	\$ 756,182	\$ -	\$ 756,182	\$ 756,182
Total All Requests	\$ 375,799	\$ -	\$ 375,799	\$ 375,799
Total:	\$ 1,131,981	\$ -	\$ 1,131,981	\$ 1,131,981
Pension/Health (Add/Delete Rate)		\$ 441,613		
Estimated Related Cost Reimbursement from SFs (CAP Rate)			\$ 3,625,671	\$ 3,625,671
Total General Fund Revenue:		-		
Net GF Cost (Budget - Revenue):		-		

BUDGET PROGRAM REQUEST: BM4701

PROGRAM OVERVIEW

PROGRAM NUMBER:
BM4701

PROGRAM NAME:
Neighborhood Council Operations & Direct NC Support

PURPOSE OF PROGRAM / BACKGROUND

- In addition to providing direct Neighborhood Council support, the Operations team manages department-wide systems for all Neighborhood Council functions. The primary functions are to:
- Provide direct support for assigned Neighborhood Councils including, but not limited to, agenda preparation, conflict resolution, board member training, regional trainings, community impact statement support, parliamentary procedure/Brown Act/bylaws interpretation guidance, liaison with elected departments, collaborate with community organizations;Operational, administrative and direct support for Neighborhood Councils (NC) to develop, build, and maintain capacity.
 - Neighborhood Empowerment Advocates (NEAs) provide direct NC support such as providing technical assistance and strategic advice to NCs; interface and problem solve via the Department’s Help Line to take care of smaller issues.
 - NEAs also provide technical assistance and strategic advice by attending NC meetings. Provide training and tools to build capacity and problem solve.
 - Administer the NC Leadership Academy, Civic Youth Leadership Academy and IgniteLA.
 - Supports the 45 Neighborhood Councils ongoing operations in the Valley and West areas while conducting Neighborhood Council 101 workshops and outreach in each of the Neighborhood Councils; and assist forming Neighborhood Councils and coordinate boundary adjustments for existing Neighborhood Councils.

MILESTONES ALREADY ACHIEVED

- The Department has partnered with the City Planning to hold Planning 101 Sessions to provide information and educate the public and Neighborhood Councils on the City Planning process and how to participate. In FY 2018-19, there was a total of twelve (12) sessions and two (2) webinars.
- In the summer of 2018 August-September, the Planning 101 sessions focused on Community Planning to inform Neighborhood Councils, and stakeholders on the Community Plan Updates that were going to begin in the Westside and Harbor Areas and how stakeholders can get involved in the process. There were three (3) sessions held in the Westside, two (2) in the Harbor, and one (1) webinar.
- In the Spring of 2019 (May), the Planning 101 sessions focused on the environment and updates on the California Environmental Quality Act (CEQA). Neighborhood Councils and stakeholders learned about the Environmental Impact Report (EIR) process and the stages the public can get involved. Seven (7) sessions held throughout the City of Los Angeles and one (1) Webinar provided.
- 90% staffing of Regular NC Board Meetings in FY 2018-2019.
- Trained 45 Civic Youth Students and 106 young women through the IgniteLA program.
- Community tree planting executed and led by Civic Youth graduate.
- Compiled and shared census Demographic Profile for all 99 NCs.

ISSUES / CHALLENGES

- Some Neighborhood Councils have ongoing challenges meeting quorum or dealing with board dynamics or a myriad of issues to run effectively. Additional direct NC support staff is needed to provide a ratio of 1 Neighborhood Empowerment Advocate to 5 Neighborhood Councils so that an NEA can support not only her/his Neighborhood Councils, but also their assigned NC alliances/subject matter liaisons, and projects, such as Census outreach, outreach, open data trainings, Civic University, Civic Youth, IgniteLA, etc.
- Staffing of all NC meetings and activities and working with Board members in a meaningful way continues to be a challenge. Due to current NEA to NC ratio, staff is unable to proactively assist NCs with event planning, legislative/policy research, capacity building/leadership development, training compliance and Board dynamic issues. Although NEAs are attending 90% of regular NC Board Meetings, they are unable to attend any committee meetings to provide advice and collaborate on issues/projects and to mitigate potential issues and/or troubleshoot in advance of the NC's General Board Meeting.
- During IgniteLA, staff coverage is needed for the five (5) women NEA Citywide facilitators of the program. This means other NEAs must cover the NC meetings.
- Board dynamic issues continue to be the greatest challenge. Face-to-face meetings and phone calls entail 50% of the day when Board dynamic issues arise. An additional 10% of the time requires staff to generate a report to forward to the City Attorney's Office and additional 10% of the day is dedicated to follow ups and clarifications to the City Attorney's Office. Monthly, there are a minimum of ten (10) NCs with severe "Board dynamic issues" which can take from a few months to two (2) years to resolve/work through.
- Security and liability concerns at NC meetings. There are genuine safety concerns at NC meetings and conducting safe and orderly meetings. There have been physical altercations with Department staff at NC meetings and managing public comment from stakeholders continues to be a challenge. Without the support/availability of a LAPD "Sergeant at Arms" at NC meetings, disruptions and disorderly conduct are a challenge for staff and NCs to manage.
- Need additional technical assistance and training to develop "phase 2" of Open Data Literacy Workshops in partnership with the Mayor's Data Team.
- Due to limitations on administrative support, direct NC support staff is unable to ensure at least 50% of our day is spent in the Field.

FY 2019-20 PROPOSED STRATEGY

- Obtain access to GIS tools to build out NC Demographics Profile platform, geotag NC ADA compliant meeting locations to assist NCs with meeting locations, and build out "community asset mapping" platform which can serve as the foundation for community development and emergency planning. With the Department's active role in the upcoming 2020 Census, there are opportunities for further collaboration.
- Secure Council support to establish an MOU with LAPD Security Services Division to keep the peace at NC meetings, or do a Request for Proposals for Neighborhood Councils to hire private security for their meetings as necessary.

KEY METRICS

- Percentage of Staffed Neighborhood Council Meetings (General Board Meetings only)

ALIGNMENT WITH PRIORITY OUTCOME(S)

☒ Well-Run ☐ Livable ☐ Safe ☐ Prosperous

BM 4701 REQUEST A
NEIGHBORHOOD COUNCIL TRAINING, ADA
COMPLIANCE, AND SANITATION OUTREACH
(CONTINUATION OF 2019-20 SERVICE LEVEL)

| TOTAL REQUEST AMOUNT: **\$375,799** |

DESCRIPTION OF REQUEST

Resolution Authority was provided in 2017-18, 2018-19, and 2019-20 to the Department to fund three (3) Project Coordinators and one (1) Project Assistant for a budget package titled "Neighborhood Council Training, ADA Compliance, and Investigations and Enforcement." In addition, Resolution Authority was provided in 2019-20 for one additional Project Assistant for NC outreach services for the Bureau of Sanitation. These positions, which are all currently filled, continue the work proposed in that request, and are hereby requested to be regularized as of the 2020-21 fiscal year. This package requested the following:

Positions (to be regularized)

- 3 Project Coordinators - currently filed (12 months funding)
- 1 Project Assistant currently filed (12 months funding)

Expense

- Salaries: \$345,758
- Contractual Services: \$22,741
- Transportation: \$6,300
- Office & Admin: \$1,000

Funding is requested for continued collaborative effort across City Departments; Neighborhood Empowerment, Personnel Department, Department on Disability (DOD), and Bureau of Sanitation to address the streamlining of Neighborhood Council training videos including ADA accessibility, site assessments for the 99 Neighborhood Councils to ensure ADA compliance, and outreach of Sanitation issues to NCs.

Neighborhood Council Training

The Personnel Department has a training module - Cornerstone - which is used to administer training videos to City of Los Angeles employees and to track progress and compliance. This application is now available to Neighborhood Council board members to improve the way critical information is administered and tracked, ensuring compliance with critical training requirements such as ethics and funding processes. The Department is also partnering with the Department on Disability to ensure that all training videos meet ADA requirements and are accessible in multiple ways to ensure the diverse community of board members can take the training with any needed accommodations.

Site-Assessment MOA

The Department on Disability (DOD) seeks to continue an MOA with the Department of Neighborhood Empowerment. DOD's CASp and ADA Compliance Officer will conduct site visits of all 99 Neighborhood Council (NC) offices to review & assess those facilities for ADA compliance. The review process will include but is not limited to: doorways, steps, accessories, paths of travel, and technology. The MOA is for \$68,221.00 for an overall term of 3 years, renewable for each of three individual twelve-month terms at a rate of \$22,741.00 per annum, during which Neighborhood Empowerment will pay to DOD a comprehensive, fully inclusive hourly rate of \$39.48 for the CASp and ADA Compliance Officer, which may also include the deployment of any additional DOD personnel, for 1,728 total work hours. Additional Neighborhood Council host locations, if identified, shall enjoy a rate equal to that of the prior site cost allotments posted herein, or may be negotiated to include additional services or personnel resources at such time, if such amendment(s) are sought by the parties.

DEPARTMENTAL COLLABORATION

Personnel Department, Department on Disability

JUSTIFICATION

1. What problem is being addressed and how will this request address it?

- **Neighborhood Council Training:** Compliance with mandatory training requirements for NC Board Members is critical for their ability to participate fully in the NC Board activities such as voting on funding and other items. The previous training tracking system was unreliable and involved several steps to update a particular Board Member’s certifications. The integration of mandatory and supplemental training videos into the Cornerstone platform allows Department staff to track completion certificates in one centralized location and display this compliance on the Department’s website.
- **Site-Assessment MOA:** 99 NCs need to be reviewed and assessed for ADA compliance. Because direct NC support staff are also tasked with conducting ongoing election outreach, we need to adjust the ratio of staff to Neighborhood Councils from the current 1 staff to 6-7 Neighborhood Councils to 1 staff to 5 Neighborhood Councils to ensure they can have the time to attend not only board meetings, but also some of the committee meetings, where we are seeing more conflict between members. In addition to the direct NC support staff Project Coordinators, NC Operations needs administrative support from a Project Assistant who can support Neighborhood Council ADA compliance issues and board member mandated trainings.

2. What are the 2020-21 goals of this request? What are the long-term goals of this request?

- The goals are the completion of 99 site assessments to ensure compliance with ADA standards, and integration of the 3 required NC training classes into the Cornerstone system (Funding, Ethics, and Code of Conduct), ensuring access for 1,800 NC Board Members.
- Yes. Long term goals include process improvement and development of additional training material to educate NC Board Members about ADA and selecting appropriate sites to conduct their meetings. Cornerstone will also be built out with additional training classes that would supplement NC learning experiences to include capacity building, conducting effective elections, and effective outreach strategies.



3. If this request is to increase or expand services, or to address backlog/workload issues, has the Department undergone a process improvement or another service efficiency exercise (including but not limited to technology and automation)?

- Yes. EmpowerLA has successfully trained all staff on process improvement techniques, participating in PerformLA Apprentice and Master level classes. Many changes were effectuated as a result of the process improvement review (agenda posting procedures, bylaws submissions, moving to an online case management system, etc.), and as a result, direct NC support staff of the Department have been able to focus on the core mission of supporting the NC Board Members. We are using the online platform Cornerstone to assist in administering and tracking Neighborhood Council board member training. With nearly 1,800 board members and at least 200 Neighborhood Council board and committee meetings, the issue is no longer a matter of process improvement, but of having additional staff to support the Neighborhood Council board and committee members.

4. Why is this approach better than the alternative approaches that were considered?

- This approach allows each department to utilize their particular expertise (ADA Compliance investigations with DOD, Cornerstone training system with Personnel, NC outreach and interaction with EmpowerLA) to maximize efficiency and delivery of services to the intended recipients (NC Board Members directly, and community stakeholders indirectly).

5. What special funds are eligible to be used for this request? What is the General Fund impact of this request?

n/a

SUPPORTING PERFORMANCE METRICS

1. Measures of Output & Outcome

Neighborhood Council Training:

- # of Board Members in Compliance with mandatory training requirements
- % of Board Members registering for, and taking non-mandatory educational training
- # of issues / complaints regarding training compliance

Site-Assessment MOA:

DOD contributions will result in the identification of barriers and access deficiencies, measured by weighing initial data intake of conditions against future removal and resolution of deficient quantities as the identified elements are deemed compliant upon completion of repair(s).

2. Impact on Performance Metrics

- **Neighborhood Council Training:** This proposal aims at improving customer service; reducing time spent by staff troubleshooting these issues to focus on assisting with outreach and more complex challenges faced by the NCs. It ensures critical compliance with mandatory training requirements, reducing liability for the City. Thereby setting up the framework to develop a series of training workshops, not only mandatory training, but also other capacity building training to develop the NCs into more functional, robust, and creative entities.
- **Site-Assessment MOA:** This proposal increases efficiency because DOD will assist in writing Neighborhood Empowerments’ Transition Plan and Self-Assessment.

ALIGNMENT WITH STRATEGIC DOCUMENTS

☒ Mayor’s Expectations Letter	☐ Comprehensive Homeless Strategy	☒ Sustainable City pLAN
☐ Equitable Workforce and Service Restoration Plan		☒ Strategic Plan(s)



BUDGET PROGRAM REQUEST: BM4703

DATA

PROGRAM NUMBER:

BM4703

PROGRAM NAME:

Policy and Government Relations/ Direct NC Support

PRIORITY OUTCOME:

Make Los Angeles the best run big City in America

2020 - 21 BASELINE PROGRAM DATA

Total Number of Regular Positions (Civilian): 5

BUDGET:					
Account	Account Name	Total	General Fund 100	Total All Special Funds	Neighborhood Empowerment Fund (Sch 18) 44B
001010	Salaries General	\$ 467,999		\$ 467,999	\$ 467,999
001070	Salaries As-Needed	\$ -		\$ -	
002120	Printing & Binding	\$ -		\$ -	
003040	Contractual Services	\$ 35,000		\$ 35,000	\$ 35,000
003310	Transportation	\$ 5,000		\$ 5,000	\$ 5,000
006010	Office and Admin	\$ 20,000		\$ 20,000	\$ 20,000
006020	Operating Supplies	\$ -		\$ -	
009350	Communication Services	\$ 8,000		\$ 8,000	\$ 8,000
	Total:	\$ 535,999	\$ -	\$ 535,999	\$ 535,999
Pension/Health (Add/Delete Rate)		\$ 213,523			
Applicable CAP rate		386.00%			
Estimated Related Cost Reimbursement from SFs (CAP Rate)				\$ 1,806,476	\$ 1,806,476
BASE General Fund Revenue attributable to this Program				-	

2020 - 21 PROGRAM BUDGET COST SUMMARY

Positions

Baseline Data: 5    

All Requests: 0

Total: 5    

DIRECT COST:				
	Total	General Fund 100	Total All Special Funds	Neighborhood Empowerment Fund (Sch 18) 44B
Baseline Data	\$ 535,999	\$ -	\$ 535,999	\$ 535,999
Total All Requests	\$ -	\$ -	\$ -	\$ -
Total:	\$ 535,999	\$ -	\$ 535,999	\$ 535,999
Pension/Health (Add/Delete Rate)	\$ 213,523			
Estimated Related Cost Reimbursement from SFs (CAP Rate)			\$ 1,806,476	\$ 1,806,476
Total General Fund Revenue	-			
Net GF Cost (Budget - Revenue)	-			

BUDGET PROGRAM REQUEST: BM4703

PROGRAM JUSTIFICATION

PROGRAM NUMBER:
BM4703

PROGRAM NAME:
Policy & Government Relations / Direct NC Support

PURPOSE OF PROGRAM / BACKGROUND

In addition to providing direct Neighborhood Council (NC) support, the Policy and Government Relations Team conducts planning, research, development, and implementation of effective Departmental policies to promote civic participation and effective Neighborhood Council practices. The core functions are to:

- Provide direct support for assigned Neighborhood Councils including, but not limited to, agenda preparation, conflict resolution, board member training, regional trainings, community impact statement support, parliamentary procedure/Brown Act/bylaws interpretation guidance, liaison with elected departments, collaborate with community organizations.
- Support the Neighborhood Council liaisons, including the Homelessness Liaisons, Emergency Preparedness Alliance, Aging Li- aisons, Film liaisons, and a proposed LGBTQIA+ alliance. Last year, the Department in collaboration with the Homelessness Li- aisons organized a resource fair in Grand Park with over 40 non-profit organizations addressing the homelessness crisis.
- Implementation of Neighborhood Council system reforms as proposed by Council including required planning and land use committee training, board structure equity, minimum board member age of 18, and minimum voting age of 16 for Neighborhood Council elections, and up to one optional youth seat per Neighborhood Council
- Support the regional alliances throughout the Neighborhood Council system
- Monitor and track legislation including the development of a Legislative report distributed to all Neighborhood Council board members
- Implement policies from the Board of Neighborhood Commissioners including policies on leadership development, dispute resolution, and censure and removal processes.
- Collaborate with General Services Department on identifying shared space in City facilities for Neighborhood Councils
- Collaborate with City Planning on Planning 101 workshop series and development of a mandatory Planning workshop for Chairs and Vice Chairs of Planning Land Use Committees
- Collaborate with Emergency Management Department on emergency preparedness including the development of 5 Ready Your Los Angeles Neighborhood (RYLAN) Plans per Neighborhood Council

MILESTONES ALREADY ACHIEVED

- The Department continues to foster leadership development and increased engagement through Civic University in partner- ship with the Mayor's office and Cal State LA. Over 180 Neighborhood Council Board Members recently attended Civic University 1.0 serving many new NC Board Members.
- The advocacy of the NC system continued to grow as NCs filed over 600 Community Impact Statements last fiscal year
- The NC Homelessness Liaisons participated in the annual Homeless Count in 2019. In April 2019 over 40 homeless service agencies partnered with the Department in organizing the Homelessness Resource Fair attended by hundreds of homeles- ness service advocates and NC board members and stakeholders
- The Legislative Report is a valuable tool keeping NCs informed of pending legislation before the City Council. Community Impact Statements have increased each year with over 600 CIS submitted for FY 18-19.
- The NC system has grown to 99 Neighborhood Councils with the addition of North Westwood Neighborhood Council and Historic Cultural North Neighborhood Council. There is the possibility of two more Neighborhood Councils forming as Brent- wood and Pacific Palisades do not have a Neighborhood Council. Community stakeholders and leaders in Brentwood and Pacific Palisades reached out to the Department for information on how to form a new Neighborhood Council.

ISSUES / CHALLENGES

- Staffing level is ideally at 5 Neighborhood Councils per Neighborhood Empowerment Advocate. Currently, NEAs have 6 or 7 NCs including policy areas and alliance meetings. Additional field staff is needed to provide a ratio of 1 Neighborhood Empowerment Advocate to 5 Neighborhood Councils so that an NEA can support not only their Neighborhood Councils, but also their assigned NC alliances/subject matter liaisons and projects such as Census outreach, Civic University, Civic Youth, Ignite, etc.
- Many NC alliances including the Homelessness Liaisons, Aging Liaisons, Budget Advocates, and Emergency Preparedness Alli- ances require ongoing support that the Dept. is trying to meet. In addition, there may be new alliances forming including a proposed LGBTQIA+ NC alliance and bringing back the NC Film liaisons program in coordination with Film LA and the Board of Public Works.
- The Board of Neighborhood Commissioners will soon be passing resolutions calling for additional leadership development train- ing, conflict and dispute resolution training, and uniform processes for censure and removal of Neighborhood Council Board Members. The Department will need additional resources to fully implement the policies from the Board of Neighborhood Com- missioners.

FY 2020-21 PROPOSED STRATEGY

- For increased leadership development, the Department would like to continue expanding leadership programs such as Civic Uni- versity in increasing the capacity of the Board Members of the NC system
- In order for NCs to make their voices heard on pending legislation, the Department will continue to encourage Neighborhood Councils to weigh in on pending legislation through the submission of Community Impact Statements
- As part of the City's emergency preparedness strategy, Neighborhood Councils in partnership with the Emergency Preparedness Department will foster the development of at least 5 RYLAN plans per Neighborhood Council.

KEY METRICS

- Increase advocacy of Neighborhood Councils by increasing number of Community Impact Statements submitted by Neighborhood Councils (Goal of 1000)
- 5 RYLAN (emergency preparedness program) plans per NC

ALIGNMENT WITH PRIORITY OUTCOME(S)

☒ Well-Run ☐ Livable ☐ Safe ☐ Prosperous





BUDGET PROGRAM REQUEST: BM4704

DATA

PROGRAM NUMBER: BM4704	PROGRAM NAME: Outreach and Communications / Direct NC Support
PRIORITY OUTCOME: Make Los Angeles the best run big City in America	

2020-21 BASELINE PROGRAM DATA

Total Number of Regular Positions (Civilian): 6
👤👤👤👤👤👤

BUDGET:					
Account	Account Name	Total	General Fund 100	Total All Special Funds	Neighborhood Empowerment Fund (Sch 18) 44B
001010	Salaries General	\$ 529,702		\$ 529,702	\$ 529,702
001070	Salaries As-Needed	\$ 40,000		\$ 40,000	\$ 40,000
002120	Printing & Binding	-		-	
003040	Contractual Services	-		-	
003310	Transportation	-		-	
006010	Office and Admin	-		-	
006020	Operating Supplies	-		-	
009350	Communication Services	-		-	
	Total:	\$ 569,702		\$ 569,702	\$ 569,702
Pension/Health (Add/Delete Rate)		\$ 246,289			
Applicable CAP rate		386.00%			
Estimated Related Cost Reimbursement from SFs (CAP Rate)				\$ 2,044,650	\$ 2,044,650
BASE General Fund Revenue attributable to this program				-	

REQUEST A

2021 ELECTION OUTREACH

(NEW REQUEST OR ENHANCEMENT OF EXISTING SERVICE)

BUDGET:					
Account	Account Name	Total	General Fund 100	Total All Special Funds	Neighborhood Empowerment Fund (Sch 18) 44B
001010	Salaries General	-		-	
001012	Salaries - Sworn	-		-	
001070	Salaries As-Needed	\$ 150,000		\$ 150,000	\$ 150,000
002120	Printing & Binding	\$ 100,000		\$ 100,000	\$ 100,000
003040	Contractual Services	\$ 176,000		\$ 176,000	\$ 176,000
003310	Transportation	-		-	
006010	Office and Admin	\$ 150,000		\$ 150,000	\$ 150,000
006020	Operating Supplies	-		-	
009350	Communication Services	-		-	
	Total:	\$ 576,000		\$ 576,000	\$ 576,000
Pension/Health (Add/Delete Rate)		-			
Applicable CAP rate		386.00%			
Estimated Related Cost Reimbursement from SFs (CAP rate)				-	-
General Fund Revenue (change)		-			

2020-21 PROGRAM BUDGET COST SUMMARY

Positions

Baseline Data: 6

All Requests: 0

Total: 6

DIRECT COST:				
	Total	General Fund 100	Total All Special Funds	Neighborhood Empowerment Fund (Sch 18) 44B
Baseline Data	\$ 569,702		\$ 569,702	\$ 569,702
Total All Requests	\$ 576,000		\$ 576,000	\$ 576,000
Total:	\$ 1,145,702		\$ 1,145,702	\$ 1,145,702
Pension/Health (Add/Delete Rate)	\$ 246,289			
Estimated Related Cost Reimbursement from SFs (CAP Rate)			\$ 2,044,650	\$ 2,044,650
Total General Fund Revenue	-			
Net GF Cost (Budget - Revenue)	-			

BUDGET PROGRAM REQUEST: BM4704

PROGRAM JUSTIFICATION

PROGRAM NUMBER: BM4704	PROGRAM NAME: Outreach & Communications / Direct NC Support
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PURPOSE OF PROGRAM / BACKGROUND

In addition to providing direct Neighborhood Council (NC) support, the Outreach and Communications Team provides ongoing Citywide outreach, marketing and communication strategies for the City and the Department as well as for Neighborhood Councils to raise the awareness of the Neighborhood Council system in Los Angeles. This effort precedes the Neighborhood Council (NC) elections outreach during the spring of every other year. The primary functions are to:

- Provide direct support for assigned Neighborhood Councils including, but not limited to, agenda preparation, conflict resolution, board member training, regional trainings, community impact statement support, parliamentary procedure/Brown Act/bylaws interpretation guidance, liaison with elected departments, collaborate with community organizations; operational, administrative and direct support; and to develop, build, and maintain capacity.
- Increase awareness of and effective outreach to Neighborhood Councils by City departments through trainings and collaborations between the City departments and the Neighborhood Councils.
- Continue providing support to City Department partners (City Attorney, City Clerk, etc.), elected officials, and City-wide iniatives through grassroots, community-based collaborations.
- Conduct tailored outreach, marketing and communications activities for the Neighborhood Council System using demographic and census data to promote balanced representation.

MILESTONES ALREADY ACHIEVED

- Conducted Citywide Outreach Training to all 99 Neighborhood Councils.
- Conducted six (6) Regional outreach trainings in the Spring and six (6) in the Fall serving over 150 constituents.
- Conducted Citywide Community Leadership training.
- Staffing of 100% of NC board meetings.
- Staffed and presented at Neighborhood Council board retreats.
- Conducted 1 on 1 coaching and training sessions for board members and stakeholders.
- Connected Neighborhood Councils with City Departments, elected offices, and community groups.
- Assisted Neighborhood Councils with bylaws amendments and recommendations.
- Created community partnerships in South LA with organizations such as the CD 9 Coalition.
- Staffed Neighborhood Council regional alliances such as South Los Angeles Alliance of Neighborhood Councils and Harbor Alliance of Neighborhood Councils.
- Conducted regional Neighborhood Council new board orientations.
- Coordinated targeted outreach utilizing part-time staff in Neighborhood Councils with low-voter turnout.
- Partnered with Neighborhood Council outreach members to conduct outreach to recruit candidates and raise awareness of the NC system.
- Conducted an outreach workshop at 2019 Congress of Neighborhoods.
- Produced podcasts to highlight key City, community, and NC leaders.

ISSUES / CHALLENGES

- Limited ability to ensure NC Boards' use of shared best practices.
- Inadequate NC to NEA direct support ratio.
- Limited ability to customize needed levels of support for board members.
- Limited ability to recruit and prepare board members for service.
- Limited ability to reach under participating populations in the City.

FY 2020-21 PROPOSED STRATEGY

- Continue NC 101 presentations throughout the City of Los Angeles.
- Continue supporting the 22 South Los Angeles and Harbor Neighborhood Councils with operations, coaching, training, and support.
- Work in conjunction with NC leaders to identify assets and future candidates.
- Ensure our materials are translated and incorporate feedback from NC board members.
- Provide targeted training in the community, to ensure all voices are heard.
- Follow-up with candidates who lost their bid for a seat to keep them involved with the NCs
- Using Social Media to promote awareness of NC system.

KEY METRICS

- Number of Neighborhood Council 101s conducted.
- Number of social media posts to platforms i.e. Instagram, Facebook, and Nextdoor.
- Number of potential candidates to run for board, vacancies, committees, and NC elections.
- Number of Voters in NC elections.

ALIGNMENT WITH PRIORITY OUTCOME(S)

- ☒ Well-Run
- ☐ Livable
- ☐ Safe
- ☐ Prosperous

BM 4704 REQUEST A
2021 ELECTIONS OUTREACH
(NEW REQUEST OR ENHANCEMENT OF EXISTING SERVICE)

| TOTAL REQUEST AMOUNT: \$576,000 |

DESCRIPTION OF REQUEST

The Department is requesting funds for the 2021 NC elections. The relationships we have built within the community to increase the awareness of the Neighborhood Council system need to be maintained even during non-election years. With the proposed budget, we have the opportunity to not only continue the ongoing campaign and branding we started from the 2019 elections but also to increase outreach efforts during the 2021 election season.

Expense

- Salaries, As-Needed (\$150,000)
- Printing and Binding (\$100,000)
- Contractual Services (\$176,000 training and translation)
- Office and Admin (\$150,000)

TOTAL: \$576,000

Salaries, As-Needed: Election Assistants. For the 2019 elections, Election Assistants were hired to support outreach efforts. They were invaluable in their support since Neighborhood Empowerment Advocates (NEAs) cannot always contribute a consistent amount of time to do outreach. The NEA's primary responsibility is to support and provide technical assistance to the Neighborhood Councils. With a ratio of 1 NEA to 6 or 7 Neighborhood Councils, Election Assistants are needed to 1) table at outreach events 2) present NC 101s to non-profit organizations 3) create flyers 4) conduct door-to-door canvassing and 5) offer administrative support. For the 2019 elections, we placed Election Assistants in the targeted neighborhoods identified as needing more outreach support. The 2019 election results showed a 40% increase in voters in the targeted Neighborhood Councils.

Printing and Binding: Funds from this account will help us create print materials and flyers for promotion and announcement of candidate filing and reminders to vote. We have utilized a door-to door delivery service to help deliver 20,000 flyers per targeted NC. The first 10,000 is to recruit candidates to run and the second 10,000 is the reminder to vote. Last year, we sent 260,000 flyers spread out to the 12 different NC regions. This year, we are hoping to target 50 NCs and send out 1,000,000 flyers. From post-election surveys, we received feedback that several candidates signed up and got involved with the election process as a result of these flyers. The flyers are translated into different languages, predominantly in Spanish. Remaining funds will be used to copy and print outreach material.

Contractual Services: Contractual services opens the door for a broad array of outreach strategies. For the 2019 Elections, we hired two publicists-one specializing in traditional media, and one in digital media - and a social media marketing consultant who specializes in the creation and placement of ads on platforms like Facebook and Instagram. The publicists brought in resources we were not able to attain on our own. For example, in the Valley, a Daily News article. We also got coverage on a digital blog called Moms LA. We realized we needed to start the contracting process much sooner so we can do timely outreach. Media outlets such as iHEART Radio agreed to work with us, but the lead time was not enough to successfully draft an agreement in compliance with City contracting standards. Door-to-Door delivery service is needed to deliver the 20,000 flyers to the 50 targeted Neighborhood Councils. Translation is a must because it allows us to do strategic outreach to the monolingual speaking communities. If the Department does receive funding for the Public Information Office positions, then we will request \$176,000 as opposed to \$216,000 as that position can fulfill the duties of the publicists.

Office and Administration: A component of outreach for the 2019 NC elections was our initiative in organizing outreach gatherings. These gatherings consisted of 1) bringing together NC outreach chairs for training 2) bringing together non-profit organizations for awareness and 3) election outreach/candidate workshops. Refreshments and rentals comes from this fund. With more funds, we can coordinate additional gatherings working with organizations such as churches, businesses, and educational institutes. Social media ads i.e. Facebook, Instagram, Nextdoor, were a big component and a definite must for the 2021 elections. Our Facebook campaign had 1.5 million reached and 5.5 million impressions. With more funds for social media ads, we can reach more Angelenos throughout the entire election cycle.

- ☐ Continuation of 2019-20
- ☒ New Request

DEPARTMENTAL COLLABORATION

n/a

JUSTIFICATION

1. What problem is being addressed and how will this request address it?

The Outreach and Communications program plans to continue the robust 2018-2019 Citywide outreach and communication strategy into 2019-2020 to raise the awareness of the Neighborhood Council system in Los Angeles and increase election turnout in 2021. The biggest challenge historically is that there has been a disconnect in awareness of the Neighborhood Council System and elections whenever a continuous education and outreach plan is not executed. In order to maintain the momentum and interest in the NC system for the 2020 - 2021 elections, outreach has to start in 2019.

To ensure adequate outreach is done, we must start after the 2019 elections end in June 2019. A timeline is broken down for our outreach efforts until the 2021 elections.

The following is the timeline for 2020-2021 Elections, which is broken down into 4 different parts, the preparation, and three different outreach phases. Although the phases have a start and end date, all of the phases will be overlapping and will continue until the end of elections.

- **PREPARATION (July 2019-December 2019):** The success of the 2021 election outreach is a high priority for us. Hence, we are making considerable effort in doing research for a successful campaign. In conjunction with the City Clerk's Office, we have planned feedback sessions to help us prioritize outreach strategies. We will reach out to partner organizations to help us promote Neighborhood Councils. We have analyzed past election surveys and conducted recent surveys to help us create an outreach plan. We want to bring on Election Assistants to help us with NC awareness presentations, tabling events, and administrative support. A current inventory of our swag, print materials, and presentations will be reviewed so we tailor messaging for 2020-2021 elections.
- **PHASE 1 - AWARENESS (Jan 2020- April 2020):** Neighborhood Councils are the closest form of government impacting people, yet not many stakeholders are aware of their Neighborhood Council. In fact, the term "Neighborhood Council" is not easily recognizable. In the first phase of the outreach plan, we will run Citywide campaigns that target stakeholders who have never heard of Neighborhood Councils. We will continue the new brand which was used for the 2019 elections. We will reach out to the contacts and partnerships formed to re-engage them in connecting with us and the 2021 elections. The Neighborhood Council brand will be apparent throughout the City via the use of traditional and digital advertisement. The goal of Phase 1 is to continue to educate 4 million Angelenos on the Neighborhood Council system.
- **PHASE 2 - CANDIDATES (PRE-RECRUITMENT) (June 2020-September 2020):** The second phase of the plan will include heavy outreach for potential candidates. Phase 2, is one of the most important parts of this plan as we've learned from past election data, the more candidates that run, the higher the voter turnout (see graph below). In this phase we will continue to use the established Neighborhood Council branding but this time with a call to action. At this point we would target those who are already familiar with the Neighborhood Council but are not yet a part of it. Our target audience will include civic minded people and activists. Advertisement will rely heavily on the concept of joining the Neighborhood Council system as candidates for the upcoming elections. The goal of Phase 2 is to increase candidate registration. To continue the pre-recruitment phase, we will hire outreach media specialists to help us tap into digital, traditional, and social media. We will have workshops on being a prospective board member. An orientation will outline what a NC is about and include trainings on bylaws, board structure, role of a Neighborhood Council etc.
- **PHASE 3 - VOTERS (RECRUITMENT AND VOTING) (October 2020-end of 2021 election cycle):** Phase 3 brings both Phase 1 and 2 together. We will continue to build awareness, recruit candidates but also focus on the voters. In Phase 3, we will concentrate on helping candidates with their own outreach efforts. Some candidates may be passionate about their community but lack the required skills to campaign for themselves. We will help these candidates by providing them outreach tools and kits. We will also have candidate overview workshops to help candidates understand the expectations, roles, and duties of being a board member. Additionally, Phase 3 will include lots of dissemination of election information. The outreach and advertisements in this phase will include hyper local information such as Neighborhood Council election date, time, and place, as well as, candidate information. The goal of Phase 3 is to register voters and increase voter turnout.

Citywide Outreach vs.Targeted Outreach: Citywide Outreach vs.Targeted Outreach: The Department will be allocating resources into two areas: general Citywide outreach and targeted outreach for Neighborhood Councils that need additional outreach assistance. Targeted outreach will allow the Department to provide more services to those Neighborhood Councils that for the past several election cycles have not been able to turn out candidates or voters.

To determine which Neighborhood Councils will receive targeted outreach assistance, the Department is considering voter turnout and candidate filing numbers from the past elections as well as demographic data on Neighborhood Councils.

2. What are the 2020-21 goals of this request?

- Further develop a Citywide, regional, and local messaging campaign to bring awareness of the Neighborhood Council system and encourage civic engagement and increase candidate registration and voter turnout.
- Refine the outreach/elections toolkit for Neighborhood Council leaders to be utilized in future election cycles.
- Refine the outreach/elections toolkit for candidates.
- Collaborate and develop partnerships with local businesses, non-profit organizations, other City and governmental agencies, and academic institutions to increase civic participation.
- Provide workshops and training opportunities to assist Neighborhood Council board members and outreach chairs in developing specialized outreach strategies for the local communities they represent based on census information.
- Use data and survey information to target areas of the City that are under participating, or have low levels of civic participation, with additional outreach efforts, so that Neighborhood Councils are representative of their communities.

What are the long-term goals of this request?

- Other strategies targeted to regions with low candidate and voter numbers include providing more trainings for Neighborhood Council Outreach Chairs on topics such as Asset Mapping to help them identify local resources such as high schools, colleges, universities, community organizations, and local businesses. Further, the Department is creating social media ads and Nextdoor campaigns for the targeted areas; conducting door-to-door canvassing; and partnering with community organizations in these areas to find candidates. For the upcoming 2021 elections, along with existing staff assistance, the Department hired temporary staff to assist with grassroots organizing and targeted outreach as well as partnered with CD Tech to bring on two Public Allies for additional support. Public Allies are diverse, energetic, enthusiastic and ambitious young adults who want to make an impact in communities through performing direct service at organizations. They have helped the Department spread the word about Neighborhood Councils and recruit candidates in low voter turnout areas.
- The Department has been holding community gatherings to connect with Los Angeles non-profit organizations, schools, block clubs, and other community groups and share the different ways they can engage with and utilize Neighborhood Councils to create impact as individuals and as organizations.
- The Department will hold additional outreach trainings regionally and Citywide to train Outreach chairs on strategies and provide useful materials and templates.

3. If this request is to increase or expand services, or to address backlog/workload issues, has the Department undergone a process improvement or another service efficiency exercise (including but not limited to technology and automation)?

- Yes
EmpowerLA has successfully trained all staff on process improvement techniques, participating in PerformLA Apprentice and Master level classes. Many changes were effectuated as a result of the process improvement review (agenda posting procedures, bylaws submissions, moving to an online case management system, piloting online voting (in this specific case), etc.), and as a result, field representatives of the Department have been able to focus on the core mission of supporting the NC Board Members. In addition to the ongoing meeting operations support that we must continue to administer during the election season, we also have to conduct a robust Citywide election campaign to millions of Angelenos.

4. Why is this approach better than the alternative approaches that were considered?

- There are currently 99 certified NCs in the City of Los Angeles. The City Clerk will administer the 2019 NC elections using the 2010 Election model. The City Clerk will oversee administrative and operational processes. Neighborhood Empowerment will focus on election outreach.
- This approach with Neighborhood Empowerment taking on the Neighborhood Council elections outreach and the City Clerk administering the elections has been tested through trial and error since 2008 when the City Clerk first conducted Neighborhood Council elections through the 2010, 2012, 2014 and 2016 elections with various combinations of which department does what. We feel confident that this current approach is the right direction.

5. What special funds are eligible to be used for this request? What is the General Fund impact of this request?

n/a

SUPPORTING PERFORMANCE METRICS

1. Measures of Output & Outcome

Performance Metrics:

- NC 101s: **150**
- NC Outreach Workshops (NCs): **50**
- NC Social Media Workshops (NCs): **50**
- Tabling Opportunities: **60**
- Community Organization Partnerships: **10**
- Print Material/Advertisement: **99**
- Election Assistants: **10**
- PR/Marketing Experts/Graphic Designer: **3**
- Bus Shelters: **60**
- Bus Benches: **60**
- TV: **Produce 1 PSA (run on free time)**
- Digital Ads: **100,000+**
- Translation: **As Needed**

Outcome Metrics:

	Citywide	Targeted
Candidates	10% increase in candidates for non-targeted NCs	50% increase in candidates
Voters	10% increase in voters for non-targeted NCs	50% increase in voters
Change in Board Demographics	10% change towards being more representative of the neighborhood	20% change towards being more representative of the neighborhood

2. Impact on Performance Metrics

- The previous baseline funding for the 2019 NC Election campaign was \$105K. Additional funding was provided via council action in the fiscal year which greatly increased the Department’s ability to launch a successful outreach campaign. Without the necessary funding the Department would not be able to launch a successful outreach campaign raising awareness, recruiting new candidates and voters for the NC System. The 2019 Election Cycle final spending amount was \$456K which was used to get 22,795 voters and 1,804 Candidates. If funding is significantly less for the 2021 Election Cycle, final voter and candidate counts would be significantly lower.

ALIGNMENT WITH STRATEGIC DOCUMENTS

- ☒ Mayor’s Expectations Letter
- ☐ Comprehensive Homeless Strategy
- ☒ Sustainable City pLAn
- ☐ Equitable Workforce and Service Restoration Plan
- ☒ Strategic Plan(s)

2019 NEIGHBORHOOD COUNCIL ELECTIONS

Outreach Report

In conjunction with the City Clerk, the Department of Neighborhood Empowerment oversaw outreach for the 2019 elections. A Citywide campaign of various strategies was used to increase awareness of what Neighborhood Councils are and what they do, in order to lay the foundation for a more vigorous 2019 election season, and a more representative, inclusive NC system.

VOTER INFORMATION

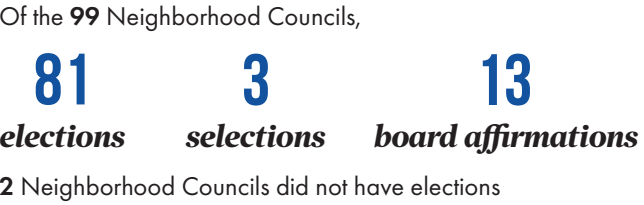


40% increase in voters for targeted NCs

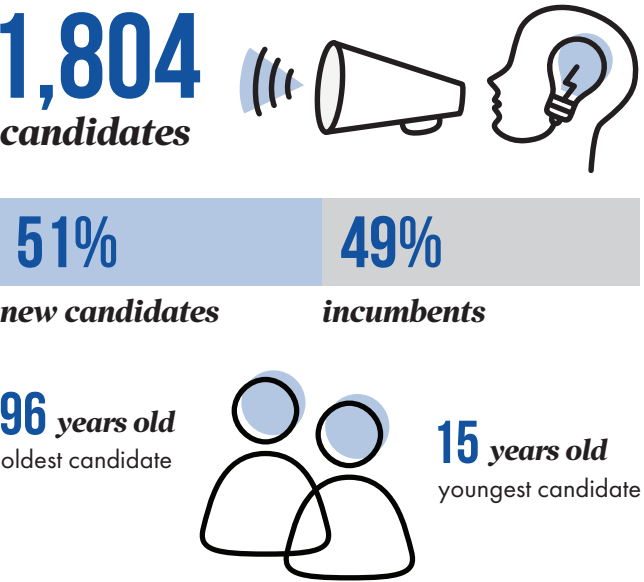
The 35 targeted NCs were determined by the Department as Neighborhood Councils that either had low 2016 voter turnout, had a vacancy rate of 20% or more, were in Exhaustive Efforts, or had some combination of the three.

12% increase in voters for non-targeted NCs

NEIGHBORHOOD COUNCIL INFORMATION

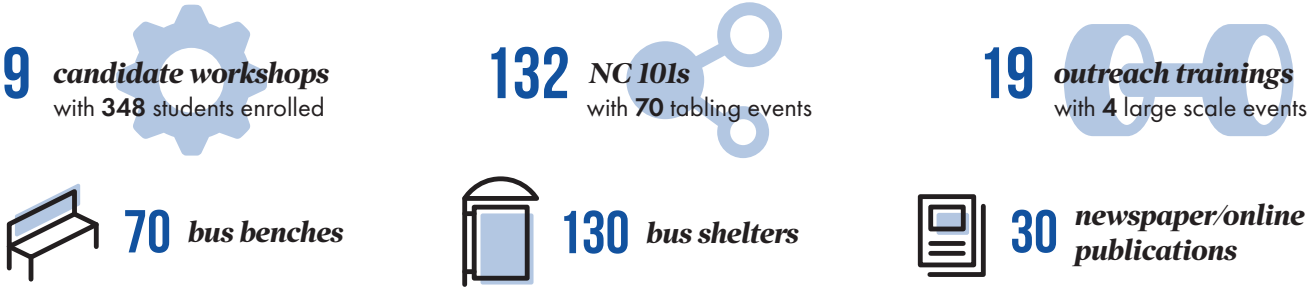


CANDIDATE INFORMATION



OUTREACH OVERVIEW

A new branding of “Neighborhood Councils” was created specifically for the 2019 elections, along with a robust social media campaign which included LinkedIn, Facebook/Instagram, NextDoor, Twitter, and other websites (details in Outreach Efforts attachment). In addition to digital outreach, the Department delivered an extensive amount of mailers and door-to-door flyering. Also, a staff of Election Assistants and Public Allies assisted with outreach and targeting underrepresented stakeholders.



BUDGET PROGRAM REQUEST: BM4705

DATA

PROGRAM NUMBER:

BM4705

PROGRAM NAME:

Office of Community Engagement / Innovation

PRIORITY OUTCOME:

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Make Los Angeles the best run big City in America



REQUEST A
OFFICE OF COMMUNITY ENGAGEMENT
(CONTINUATION OF 2019-20 SERVICE LEVEL)

POSITIONS:										
Qty	Class Title	Class Code	Reg, Sworn, As - Needed, or Hiring Hall	Wages & Count Salary	Salary Savings Rate (%)	# of Months Funding Requested	Net Salary	General Fund 100	Total All Special Funds	Neighborhood Empowerment Fund (Sch 18) 44B
1	Principal Project Coord	9134	Civ-Reg	\$140,021	0.0%	12	\$140,021	0.00	1.00	1.00
1	Project Assistant	1542	Civ-Reg	\$ 53,971	0.0%	12	\$ 53,971	0.00	1.00	1.00
4	Project Coordinator	1537	Civ-Reg	\$ 79,272	5.0%	9	\$ 225,925	0.00	4.00	4.00
6	TOTALS						\$ 419,917	0.00	6.00	6.00

BUDGET:					
Account	Account Name	Total	General Fund 100	Total All Special Funds	Neighborhood Empowerment Fund (Sch 18) 44B
001010	Salaries General	\$ 419,917	\$ -	\$ 419,917	\$ 419,917
001070	Salaries As-Needed	\$ -		\$ -	\$ -
002120	Printing & Binding	\$ 10,000		\$ 10,000	\$ 10,000
003040	Contractual Services	\$ 150,000		\$ 150,000	\$ 150,000
003310	Transportation	\$ 10,500		\$ 10,500	\$ 10,500
006010	Office and Admin	\$ 50,000		\$ 50,000	\$ 50,000
006020	Operating Supplies	\$ 10,000		\$ 10,000	\$ 10,000
009350	Communication Services	\$ -		\$ -	\$ -
	Total:	\$ 650,417	\$ -	\$ 650,417	\$ 650,417
	Pension/Health (Add/Delete Rate)	\$ 212,080			
	Applicable CAP rate	386.00%			
	Estimated Related Cost Reimbursement from SFs (CAP rate)			\$ 1,620,880	\$ 1,620,880
	General Fund Revenue (change)	-			

2020-21 PROGRAM BUDGET COST SUMMARY

Positions
Baseline Data: 0
All Requests: 6
Total: 6

DIRECT COST:

	Total	General Fund 100	Total All Special Funds	Neighborhood Empowerment Fund (Sch 18) 44B
Baseline Data	\$ -	\$ -	\$ -	\$ -
Total All Requests	\$ 650,417	\$ -	\$ 650,417	\$ 650,417
Total:	\$ 650,417	\$ -	\$ 650,417	\$ 650,417
Pension/Health (Add/Delete Rate)	\$ 212,080			
Estimated Related Cost Reimbursement from SFs (CAP Rate)			\$ 1,620,880	\$ 1,620,880
Total General Fund Revenue:	-			
Net GF Cost (Budget - Revenue):	-			



BUDGET PROGRAM REQUEST: BM4705
PROGRAM OVERVIEW

PROGRAM NUMBER: BM4705	PROGRAM NAME: Office of Community Engagement
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PURPOSE OF PROGRAM / BACKGROUND

The City of Los Angeles is one of the most diverse and inclusive cities in the country. Its residents speak 224 languages and live in an area of over 465 square miles. To better engage with its constituents, the City of Los Angeles created an Office of Community Engagement within the Department of Neighborhood Empowerment. In partnership with the Office of the Mayor, various City Departments, the Personnel Department and the Information and Technology Agency (ITA), the Department proposes expanding current efforts to support and develop a structured way to respond to the engagement needs of the Neighborhood Councils (NCs) and under participating communities in Los Angeles. The Office of Community Engagement (OCE) has as its primary goals to:

- Expand the current OCE task force and form a League of Extraordinary Engagement charged with developing standards, trainings, and tools for City Department use in their collaborations with the public.
- Provide City Departments training and resources to reach the diverse communities of the City of Los Angeles using equity-based models of engagement.
- Partners with community-based organizations, in order to reach historically under participating communities to increase their participation in City Government.
- Creates connections between City Government and its residents which improves customer service.

The OCE is made of several components:

- *OCE Civic University*: provides civic education to City employees, Community leaders, NC board members and the general public: Civic U 1.0 & 2.0;
- *OCE Data Literacy Program*: develops multi-level workshops for NC leaders and the general public to build their City data use proficiency;
- *OCE Ideation*: promotes a culture of innovation within the City of Los Angeles by building innovation templates for departments with limited internal resources and using a 'crowd-powered innovation' concept to target the audience(s);
- *OCE Engagement*: embraces the 'Dine and Discuss' program model to remove communication barriers with City Hall and foster meaningful exchanges between City employees, elected officials, and the general public;
- *OCE Technology*: implements technological solutions dedicated to inform and engage Angelenos in City Government.

MILESTONES ALREADY ACHIEVED

- Civic U 1.0 & 2.0 in partnership with the Pat Brown Institute
- LA City Community Engagement Survey (Winter 2019)
- Launch of Data Literacy Program (Data 101 & Data Expert) in January 2020 by offering workshops throughout the City targeting both underserved communities and tech savvy community leaders.
- Implementation of Ideascale for Innovation and Performance Commission & awareness campaign towards City Departments

ISSUES / CHALLENGES

- There is an immense gap in public knowledge and understanding of how government agencies throughout Los Angeles work. There is a need to further engage the public in the identification of their needs and the process of implementing solutions.
- A survey led by the Department reflects the difficulties that the City is facing in engaging with a wide variety of community members and underserved communities.
- Although the Office of Community Engagement (OCE) has been created within the Department of Neighborhood Empowerment there is currently no full time regular authority positions, and regularized operational funding designated to implement the different components of the OCE, which hinders its ability to become a long-term and fully effective initiative.
- Reinventing the way the City engages with the public and reaches under participating communities requires a great range of tools such as educational workshops, policy and/or program design workshops, and participatory budgeting, which can better inform Angelenos throughout the decision making process.
- The development of training and workshops for the public requires resources, preparation of content, event planning and production.
- The OCE will need to build strong relationships with different stakeholders (City Staff, Community Leaders, and members of the public) and keep this relationship active and ongoing to keep empowering them and keeping them updated on their City Government.

FY 2020-21 PROPOSED STRATEGY

- Pursue the development of the Office of Community Engagement with the support of additional staff.
- Develop and maintain a network of community-based organizations, trusted sources, that will partner with OCE to serve as thought partners and communicators of City and Department engagement strategies.
- Use innovative technology to increase outreach towards the general public.
- Develop in-person strategies to reach underserved communities.

PROPOSED PROGRAM DESCRIPTION FOR NEW PROGRAM

The Office of Community Engagement (OCE) provides education and tools for City Departments to collaborate with all Angelenos in innovative and equitable ways and offers different ways to engage with the public from sharing information to giving decision-making power back to the people.

KEY METRICS

- Number of Civic University Sessions directed to Neighborhood Council Board Members & numbers in attendance

ALIGNMENT WITH PRIORITY OUTCOME(S)

☒ Well-Run ☐ Livable ☐ Safe ☐ Prosperous

BM 4705 REQUEST A
OFFICE OF COMMUNITY ENGAGEMENT
(CONTINUATION OF 2019-20 SERVICE LEVEL)

| TOTAL REQUEST AMOUNT: **\$650,417** |

DESCRIPTION OF REQUEST

Request is made to continue authority for 1 Principal Project Coordinator and 1 Project Assistant, adding 4 additional Project Coordinator positions with Regular Authority for all 6 positions to staff the Office of Community Engagement.

Positions

- 1 Principal Project Coordinator - currently filled (12 months funding)
- 1 Project Assistant - currently filled (12 months funding)
- 4 Project Coordinators (9 months funding)

Expense

- Salaries, As-Needed (\$419,917)
- Printing and Binding (\$10,000)
- Contractual Services (\$150,000)
- Transportation (\$10,500)
- Office and Admin (\$50,000)
- Operating Supplies (\$10,000)

DEPARTMENTAL COLLABORATION

Even if this request is not developed in conjunction with other Departments, several departments will be associated with the implementation of the different components of the Office of Community Engagement: the Mayor's office, Personnel Department, Emergency Management Department, Information Technology Agency, LAWA, and DWP among others.



JUSTIFICATION

1. What problem is being addressed and how will this request address it?

- A priority of our government is to partner with citizens and civic groups to build a greater City. The goal is to increase engagement of Angelenos in decisions that affect their neighborhood and their City. The Office of Community Engagement will pursue existing programs and develop new ones toward City employees and the public.
- Civic U 1.0 and 2.0 for Neighborhood Council board members: The Department of Neighborhood Empowerment has hosted Civic U to empower Neighborhood Council board members and stakeholders to influence their representatives on issues affecting their respective communities. More than 400 people have participated in Civic U (1.0, 2.0, AAPI) and are now trained to influence their own government effectively.
 - Civic U Public: The Office of Community Engagement will develop a new program dedicated to the general public. This program will involve community-based organizations and will target primarily underserved communities. This program will take into account the barriers to participation like language, transportation, and daycare needs.
 - Data Literacy Program: In partnership with the Mayor's office, the Department of Neighborhood Empowerment is launching the second edition of the Data Literacy Program in January 2020. This program, presented all over the City, will offer workshops in order to help leaders use data in their decision-making process. Unlike the first edition of this program, two levels of workshops will be offered by the OCE, according to participants' computer skills and basic knowledge on Data:
 - Data 101: Workshop dedicated to the general public. No specific computer science knowledge required. Opportunity to discover the Open Data tools, 311, ZIMAS, Know your Community and an introduction to Geohub.
 - Mastering City Data: Series of workshops aimed at empowering and training community leaders with computer science skills. Each Neighborhood Council will select/appoint 2-3 Data liaisons. These liaisons will learn Data fundamentals, how to make their own map, adding, joining and filtering layers, Living Atlas, Community Survey123 and creating webapps.
 - Finally, the Department will offer Online Training to introduce the tool Know Your Community to the public and the future tools made available on the Department's website.
 - The OCE will also assume administration of programs like IgniteLA and Civic Youth that help young individuals (women in the case of IgniteLA) to build civic knowledge and leadership skills to bolster civic engagement, clarify personal positions, and advocate and lobby for issues they care about.
 - In partnership with ITA, the OCE will promote a culture of innovation among City Departments by implementing Ideascale.
 - The OCE will also develop programs that facilitate exchanges between community members and their representatives. Programs like Dine & Discuss will offer time for City officials to listen and provide a supportive and comforting space for community members to voice their concerns.
 - The OCE will also develop digital tools that will provide enhanced information to community leaders. For example, a new platform for the Community Impact Statement (CIS) will be developed. Not only will it modernize the process to file a CIS but it will also provide enhanced information about which neighborhood councils filed a CIS on a council file and vice versa. It will also help to identify council files related to specific themes or issues.
 - In partnership with the Personnel Department, the Office of Community Engagement will develop a set of training modules to develop a new culture of public engagement and interaction with the public in order to have City employees better prepared to engage the various communities of Los Angeles.
 - In partnership with the Emergency Management Department (EMD), the Office of Community Engagement will work with Neighborhood Councils and their emergency preparedness liaisons to raise awareness among stakeholders regarding the Ready Your LA Neighborhood (RYLAN) program. After being trained by EMD, emergency preparedness liaisons will be able to organize public meetings and share an orientation about RYLAN and how initiate a local emergency plan.

2. What are the 2020-21 goals of this request?

- The staffing and funding support of the OCE will allow an array of services prioritizing under participating communities. In 2020-21, the OCE will be able to launch the different programs described above. These programs can reach up to 400 people. The number of Community Impact Statements, once the new platform is made available to the public, will boost the number of CIS filed by NCs and can reach 700 in 2020-21. Our partnership with EMD will allow us to identify one emergency preparedness liaison per neighborhood council and 75% of them will be trained and able to lead orientation workshops during public meetings and neighborhood council events.

1. What are the long-term goals of this request?

- Additional support will allow for the continuation of work targeting a wide variety of community members, especially those from underrepresented groups. More than ever, it is necessary to educate stakeholders on how their local Government works, provide clear information, and involve them at every stage of the decision-making process. The Office of Community Engagement embraces these goals and will work with other City Departments and community-based organizations to reach them.

2. If this request is to increase or expand services, or to address backlog/workload issues, has the Department undergone a process improvement or another service efficiency exercise (including but not limited to technology and automation)?

- No. This request includes different components. In the complex discipline of community engagement, there is no one-stop shop but a variety of tools, including both technological innovations and in-person techniques, that are good resources.

3. Why is this approach better than the alternative approaches that were considered?

- This is a new program and initiative.

4. What special funds are eligible to be used for this request? What is the General Fund impact of this request?

- n/a

SUPPORTING PERFORMANCE METRICS

1. Measures of Output & Outcome

Performance Metrics:

- Number of Civic University Sessions directed to Neighborhood Council Board Members & attendance
- Number of Civic University Sessions directed to the General Public & attendance
- Number of Training offered to City Staff to better engage with the public & attendance
- Number of City Departments running the Ideation process through Ideascale
- Number of Community Impact Statement submitted to City Council and Committees.
- Number of Participants to IgniteLA and Civic Youth
- Number of participants engaging with the City of LA for the first time through a workshop/training
- Number of Emergency Preparedness Liaisons appointed by Neighborhood Councils and % of them trained by EMD

2. Impact on Performance Metrics

- By implementing this plan, The Office of Community Engagement will organize many events (training, workshop, Dine & Discuss) that will take place all over the City, particularly in under participating communities. The organization of these events requires human resources (outreach, content, d-day). The lack of human resources greatly jeopardizes the feasibility and success of these events.

ALIGNMENT WITH STRATEGIC DOCUMENTS

- ☒ Mayor's Expectations Letter
- ☐ Comprehensive Homeless Strategy
- ☐ Sustainable City pLAN
- ☐ Equitable Workforce and Service Restoration Plan
- ☒ Strategic Plan(s)

BUDGET PROGRAM
REQUEST:
BM4750 BPR

BUDGET PROGRAM REQUEST: BM4750 BPR

DATA

PROGRAM NUMBER:

BM4750 BPR

PROGRAM NAME:

General Administration and Support

PRIORITY OUTCOME:

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N/A - Support Program (GASP or Technology)

2020-21 BASELINE PROGRAM DATA

Total Number of Regular Positions (Civilian): 10

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Budget:

Account	Account Name	Total	General Fund 100	Total All Special Funds	Neighborhood Empowerment Fund (Sch 18) 44B
001010	Salaries General	\$ 916,217		\$ 916,217	\$ 916,217
001070	Salaries As-Needed	-		-	
002120	Printing & Binding	-		-	
003040	Contractual Services	-		-	
003310	Transportation	-		-	
006010	Office and Admin	\$ 6,000		\$ 6,000	\$ 6,000
006020	Operating Supplies	-		-	
009350	Communication Services	-		-	
	Total:	\$ 922,217	-	\$ 922,217	\$ 922,217
Pension/Health (Add/Delete Rate)		\$ 420,883			
Applicable CAP rate		386.00%			
Estimated Related Cost Reimbursement from SFs (CAP Rate)				\$ 3,536,598	\$ 3,536,598
BASE General Fund Revenue attributable to this program				-	

REQUEST A

CONTINUATION OF 1 RESO ACCOUNTING CLERK,
ADDITIONAL BUDGETARY AND ACCOUNTING SUPPORT
(CONTINUATION OF 2019-20 SERVICE LEVEL)

POSITIONS:

Quantity	Class Title	Class Code	Reg, Sworn, As - Needed, or Hiring Hall	Wages & Count Salary	Salary Savings Rate (%)	# of Months Funding Requested	Net Salary	General Fund 100	Total All Special Funds	Neighborhood Empowerment Fund (Sch 18) 44B
2	Accounting Clerk	1223	Civ-Reg	\$ 60,865	5.0%	9	\$ 86,733	0.00	2.00	2.00
1	Accountant	1513	Civ-Reg	\$ 64,748	5.0%	9	\$ 46,133	0.00	1.00	1.00
1	Management Analyst	9184	Civ-Reg	\$ 84,835	5.0%	9	\$ 60,445	0.00	1.00	1.00
4	TOTALS						\$ 193,311	0.00	4.00	4.00

BUDGET:

Account	Account Name	Total	General Fund 100	Total All Special Funds	Neighborhood Empowerment Fund (Sch 18) 44B
001010	Salaries General	\$ 193,311	-	\$ 193,311	\$ 193,311
001070	Salaries As-Needed	-		-	
002120	Printing & Binding	-		-	
003040	Contractual Services	-		-	
003310	Transportation	-		-	
006010	Office and Admin	\$ 800		\$ 800	\$ 800
006020	Operating Supplies	\$ 10,000		\$ 10,000	\$ 10,000
009350	Communication Services	-		-	
	Total:	\$ 204,111	-	\$ 204,111	\$ 204,111
Pension/Health (Add/Delete Rate)		\$ 114,392			
Applicable CAP rate		386.00%			
Estimated Related Cost Reimbursement from SFs (CAP rate)				\$ 746,179	\$ 746,179
General Fund Revenue (change)		-			

REQUEST B

NC RESOLUTION UNIT
(NEW REQUEST OR ENHANCEMENT OF EXISTING SERVICE)

POSITIONS:

Quantity	Class Title	Class Code	Reg, Sworn, As - Needed, or Hiring Hall	Wages & Count Salary	Salary Savings Rate (%)	# of Months Funding Requested	Net Salary	General Fund 100	Total All Special Funds	Neighborhood Empowerment Fund (Sch 18) 44B
2	Management Analyst	9184	Civ-Reg	\$ 84,835	5.0%	9	\$ 120,890	0.00	2.00	2.00
1	Management Assistant	1539	Civ-Reg	\$ 58,735	5.0%	9	\$ 41,849	0.00	1.00	1.00
3	TOTALS						\$ 162,739	0.00	3.00	3.00

BUDGET:

Account	Account Name	Total	General Fund 100	Total All Special Funds	Neighborhood Empowerment Fund (Sch 18) 44B
001010	Salaries General	\$ 162,739	-	\$ 162,739	\$ 162,739
001070	Salaries As-Needed	-		-	
002120	Printing & Binding	-		-	
003040	Contractual Services	-		-	
003310	Transportation	-		-	
006010	Office and Admin	\$ 600		\$ 600	\$ 600
006020	Operating Supplies	\$ 7,500		\$ 7,500	\$ 7,500
009350	Communication Services	-		-	
	Total:	\$ 170,839	-	\$ 170,839	\$ 170,839
Pension/Health (Add/Delete Rate)		\$ 91,326			
Applicable CAP rate		386.00%			
Estimated Related Cost Reimbursement from SFs (CAP rate)				\$ 628,171	\$ 628,171
General Fund Revenue (change)		-			

REQUEST C

MANAGEMENT, IT AND EXECUTIVE SUPPORT

(NEW REQUEST OR ENHANCEMENT OF EXISTING SERVICE)

POSITIONS:

Quantity	Class Title	Class Code	Reg, Sworn, As - Needed, or Hiring Hall	Wages & Count Salary	Salary Savings Rate (%)	# of Months Funding Requested	Net Salary	General Fund 100	Total All Special Funds	Neighborhood Empowerment Fund (Sch 18) 44B
1	Chief Management Analyst	9182	Civ-Reg	\$ 152,904	5.0%	9	\$ 108,944	0.00	1.00	1.00
1	Commission Executive Assistant	9734-1	Civ-Reg	\$ 65,124	5.0%	9	\$ 46,401	0.00	1.00	1.00
1	Systems Analyst	1596	Civ-Reg	\$ 82,559	5.0%	9	\$ 58,823	0.00	1.00	1.00
2	Systems Aide	1599	Civ-Reg	\$ 58,735	5.0%	9	\$ 83,697	0.00	2.00	2.00
5	TOTALS						\$ 297,866	0.00	5.00	5.00

BUDGET:

Account	Account Name	Total	General Fund 100	Total All Special Funds	Neighborhood Empowerment Fund (Sch 18) 44B
001010	Salaries General	\$ 297,866	-	\$ 297,866	\$ 297,866
001070	Salaries As-Needed	-		-	
002120	Printing & Binding	-		-	
003040	Contractual Services	-		-	
003310	Transportation	-		-	
006010	Office and Admin	\$ 1,000		\$ 1,000	\$ 1,000
006020	Operating Supplies	\$ 12,500		\$ 12,500	\$ 12,500
009350	Communication Services	-		-	
	Total:	\$ 311,366		\$ 311,366	\$ 311,366
Pension/Health (Add/Delete Rate)		\$ 160,510			
Applicable CAP rate		386.00%			
Estimated Related Cost Reimbursement from SFs (CAP rate)				\$ 1,149,761	\$ 1,149,761
General Fund Revenue (change)		-			

REQUEST D

OFFICE OF PUBLIC INFORMATION

(NEW REQUEST OR ENHANCEMENT OF EXISTING SERVICE)

POSITIONS:

Quantity	Class Title	Class Code	Reg, Sworn, As - Needed, or Hiring Hall	Wages & Count Salary	Salary Savings Rate (%)	# of Months Funding Requested	Net Salary	General Fund 100	Total All Special Funds	Neighborhood Empowerment Fund (Sch 18) 44B
1	Public Information Director	1800-1	Civ-Reg	\$ 107,803	5.0%	9	\$ 76,810	0.00	1.00	1.00
1	Systems Analyst	1596	Civ-Reg	\$ 82,559	5.0%	9	\$ 58,823	0.00	1.00	1.00
1	Graphic Designer II	1670-2	Civ-Reg	\$ 68,027	5.0%	9	\$ 48,469	0.00	1.00	1.00
3	TOTALS						\$ 184,102	0.00	3.00	3.00

BUDGET:

Account	Account Name	Total	General Fund 100	Total All Special Funds	Neighborhood Empowerment Fund (Sch 18) 44B
001010	Salaries General	\$ 184,102	-	\$ 184,102	\$ 184,102
001012	Salaries - Sworn	-		-	
001070	Salaries As-Needed	-		-	
001090	Salaries Overtime	-		-	
001100	Hiring Hall Salaries	-		-	
002120	Printing & Binding	-		-	
003040	Contractual Services	-		-	
003310	Transportation	-		-	
006010	Office and Admin	\$ 600		\$ 600	\$ 600
006020	Operating Supplies	\$ 7,500		\$ 7,500	\$ 7,500
009350	Communication Services	-		-	
	Total:	\$ 192,202	-	\$ 192,202	\$ 192,202
Pension/Health (Add/Delete Rate)		\$ 97,983			
Applicable CAP rate		386.00%			
Estimated Related Cost Reimbursement from SFs (CAP rate)				\$ 710,634	\$ 710,634
General Fund Revenue (change)		-			

2020-21 PROGRAM BUDGET COST SUMMARY

Positions

Baseline Data: 10

All Requests: 15

Total: 25

DIRECT COST:

	Total	General Fund 100	Total All Special Funds	Neighborhood Empowerment Fund (Sch 18) 44B
Baseline Data	\$ 922,217	-	\$ 922,217	\$ 922,217
Total All Requests	\$ 878,517	-	\$ 878,517	\$ 878,517
Total:	\$ 1,800,734	-	\$ 1,800,734	\$ 1,800,734
Pension/Health (Add/Delete Rate)	\$ 885,094			
Estimated Related Cost Reimbursement from SFs (CAP Rate)			\$ 6,771,343	\$ 6,771,343
Total General Fund Revenue	-			
Net GF Cost (Budget - Revenue)	-			

BUDGET PROGRAM REQUEST: BM4750 BPR

PROGRAM JUSTIFICATION

PROGRAM NUMBER:	PROGRAM NAME:
BM4750 BPR	General Administration and Support

PURPOSE OF PROGRAM / BACKGROUND

The General Administrative and Support Program (GASP) for the Department of Neighborhood Empowerment is comprised of staff supporting the following functions: the Executive Office, Board of Neighborhood Commissioners support, Customer Service, Budget, Accounting and Payroll, Human Resources and Investigations, IT/Systems and Marketing, Public Information, Facilities and Records Management including PRA requests, NC Administrative Support Services, and Contract development and implementation.

- The Executive Office provides leadership, visioning, and implementation of the Department’s overall goals and objectives in furtherance of Citywide priorities as defined by the Mayor and City Council.
- The Commission Support team provides the Board of Neighborhood Commissioners with administrative services, agenda setting, business cards, meeting and event coordination, records management, parking requests and various other services.
- Customer services attend to hotline support, front desk services, supply orders, office cleanliness, and other office service requests.
- The Budget and Accounting group provides the Department with fiscal oversight: budget development and annual proposal submissions, account monitoring, allocations and reallocations, appropriation, Council and Mayoral transfers, accounts payable for both the Department’s general fund, and NC special fund accounts, payroll liaisioning, mileage and DTime training, petty cash services, purchasing card services, audit review and response, internal control review, monthly Financial Status Reports (FSR), liaisons with Controllor and City Administrative Office staff.
- Human Resources liaises with the City’s Personnel Department, conducting hiring and training orientation services, personnel investigations, disciplinary actions, employee transfers and terminations, monitoring workplace safety and filing injury reports, coordinating Family Medical Leave Act (FMLA) requests, compliance training via Cornerstone and in-person training coordination, conducting annual ethics training and filing requirements for department staff.
- IT/Systems maintains the IT work of the Department, including website development and maintenance, email support, case tracking databases, other application support, hardware procurement and installation, A/V support, podcast audio services, Early Notification System, Community Impact Statement (CIS) platform support.
- Oversees matters of public relations including messaging, comment and response to various media outlets, social media policy, strategy and posting, newsletters, monthly profiles, administers technology training workshops for staff and Neighborhood Councils, including social media, and internet based applications.
- Facilities and Records management services, including storage, retention schedules and response to California Public Records Act (PRA) requests, office and equipment reconfigurations, emergency preparedness, floor warden activities, office supplies and inventory control.
- NC parking pass administration, NC rosters maintenance, survey generation and collection, and other data maintenance services.
- Contract and RFP services including research, liaising with City Attorneys, contract negotiation and development, execution, implementation, contract compliance reporting, contract monitoring.

MILESTONES ALREADY ACHIEVED

- Conduct regular Board of Neighborhood Commissioners meetings twice per month plus special meetings, and retreats, development of an online speaker card interface for public comment, as well as asset mapping of available meeting spaces for future Commission meetings.
- Setup of Video Remote Interpreting (VRI) service at the front desk to provide sign language interpreting to staff who are interacting with individuals who are deaf or hard of hearing and communicate in sign language using video technology to participate and benefit from the City’s services, programs, and activities.

- Development and implementation of internal electronic payment tracking application as well as payroll and mileage reporting systems.
- Processing and completion of 60 Personnel assignments and requests including filling vacant positions, processing FMLA requests, investigations of harassment, workplace safety, reviewing requests for accommodations, completing various Personnel and Workers’ Compensation reports and requests, training coordination and implementation.
- Development of an online Cornerstone Training platform for 1,800 Neighborhood Council board members to administer and track mandatory training requirements, as well as offer an array of capacity building and personal development classes.
- Successful piloting of Next Request, an online platform for Public Records Act Requests which will be deployed in calendar year 2020. Modernization of Department website to meet current ADA standards, taking into account design feedback from Neighborhood Council board members and stakeholders, development of the first City of Los Angeles podcast.
- Increase in social media presence, clicks and signups for Department newsletters, posts, and conducted social media training workshops for NC Board Members.
- Filing over 75 boxes for transfer to retention facility, response to over 140 PRA requests and over 21K pages of requested documentation. Process over 1,000 updates of NC roster data for NC boards after the 2019 election cycle.

ISSUES / CHALLENGES

- A baseline of minimum staffing is needed to address the varied administrative and management responsibilities of the Department. The current number of administrative staff and supervisors cannot sustain an adequate level of service and responsiveness to comply with City standards for budget, accounting, human resources, IT, and records management standards. In addition to these requirements and providing services to the field operations staff of the Department, existing administrative staff are strained with providing various regular services to the 99 Neighborhood Councils and over 1,800 board members.
- Increase in PRA requests. As the profile of Neighborhood Councils and the Department continues to rise, the Department is receiving a substantially larger quantity of PRA requests from the public. Subdivision activities which are expected to continue in future years, are also a major contributing factor in the rise of PRA requests to the Department.
- Without sufficient staff tasked with addressing contentious issues within the Neighborhood Council board member dynamics, there has been a steady rise in harassment and bullying cases that require investigation.
- The exacerbation of cases stemming from complaints about subdivision election results and other highly contentious issues, gave rise to additional lawsuits and legal challenges filed against the City.

FY 2020-21 PROPOSED STRATEGY

- Create a sustainable management structure to ensure the Department’s priorities, goals, and metrics are met. Provide comprehensive visioning, planning, operational and fiduciary oversight for the various divisions while allowing frontline supervisors the room to resolve daily operational concerns and staff needs. Establish functional teams comprised of analysts and support staff to fully address key operational priorities including budget and accounting, HR, contracts and facilities, and NC reconciliation activities to comply with Citywide regulations and reduce liabilities.

KEY METRICS

- Performance metrics are not currently tracked for this program because it is a General Administrative Support Program, however, proposed metrics will be included in the individual request justifications to follow.

ALIGNMENT WITH PRIORITY OUTCOME(S)

- ☒ Well-Run
- ☐ Livable
- ☐ Safe
- ☐ Prosperous

BM4750 BPR REQUEST A
CONTINUATION OF 1 RESO ACCOUNTING CLERK,
ADDITIONAL BUDGETARY AND ACCOUNTING SUPPORT
(CONTINUATION OF 2019-20 SERVICE LEVEL)

| TOTAL REQUEST AMOUNT: \$204,111 |

DESCRIPTION OF REQUEST

Positions (to be regularized)

- 2 Accounting Clerks (9 months funding)
- 1 Accountant (9 months funding)
- 1 Management Analyst (9 months funding)

Expense

- Salaries (\$193,311)
- Office & Admin (\$800)
- Operating Supplies (\$10,000)

TOTAL: \$204,211

Request is made to continue authority for 1 Accounting Clerk, adding 1 additional Accounting Clerk, 1 Accountant, and 1 Management Analyst position with Regular Authority for all 4 positions to adequately and appropriately staff the Department with a minimum level of budget and accounting operation services to comply with internal control and regular reporting requirements as set forth by the City Administrative Officer and the Office of the Controller.

☒ Continuation of 2019-20

☒ New Request

DEPARTMENTAL COLLABORATION

n/a

JUSTIFICATION

1. What problem is being addressed and how will this request address it?

- The Department currently has only one Senior Accountant I and 1 Sr. Management Analyst II that work on budget and accounting operations, including providing various services for the Neighborhood Council Special Funds accounts. The Sr. Management Analyst can only dedicate 20% or less of their time to these operations due to other critical work that needs their attention (HR, contracts, management, investigations, etc.) and that leaves the Sr. Accountant to shoulder the vast majority of the work. In the prior fiscal year, the Department was authorized to add one Accounting Clerk to the Department to assist in the data and frontline processing of accounting requests, however this request had to be held vacant to authorize a Substitute Authority for a Principal Project Coordinator. The addition of 1 more Accounting Clerk (for a total of 2), 1 Accountant, and 1 Management Analyst will allow the Department to establish a functional Budget and Accounting team with multiple levels of internal control. Each clerk will specialize in either accounts payable transactions or payroll liaison duties. The Accountant will serve as the frontline supervisor monitoring the daily operations and ensuring deadlines are met, with the Senior Accountant serving as the Accounting manager, completing compliance reporting requirements as set forth by the Controller. The Management Analyst will supervise the entire group, assuming responsibility for monthly financial reporting requirements, and drafting policies, procedures, and memos concerning budget and accounting issues.

2. What are the 2020-21 goals of this request?

- To establish a functional budget and accounting unit that can keep up with Department and NC operational needs and comply with all budget and account monitoring, processing, and compliance reporting requirements as set forth by the City of Los Angeles.

What are the long-term goals of this request?

- Enhancement of the Budget and Accounting unit to develop internal policies and procedures for payment requests, payroll and DTime rules, purchasing card and petty cash usage. The unit will also establish a formal budget preparation timeline, administer the process, and monitor budgetary activity throughout the fiscal year.

3. If this request is to increase or expand services, or to address backlog/workload issues, has the Department undergone a process improvement or another service efficiency exercise (including but not limited to technology and automation)?

- Yes
The Department implemented multiple accounting and payroll applications to track purchase requests, petty cash requests, payroll blue slips, and mileage statements. These resulted in a more streamlined, paperless process to ensure that each request is appropriately processed and addressed, and the corresponding requester can track the status of their request in real-time.

4. Why is this approach better than the alternative approaches that were considered?

- Although some components of the payroll process were delegated to the City Clerk's Office, the Department is still required to have an in-house payroll liaison to provide service and answers to staff questions, and to package all payroll documentation for audit.

5. What special funds are eligible to be used for this request? What is the General Fund impact of this request?

n/a

SUPPORTING PERFORMANCE METRICS

1. Measures of Output & Outcome
- This is a General Administrative Support Program
2. Impact on Performance Metrics
- This is a General Administrative Support Program and metrics are not tied to the activities, however, not funding the requested resources will slow the operational goals of the Department by delaying the payment processing of crucial vendor services.

ALIGNMENT WITH STRATEGIC DOCUMENTS

☒ Mayor's Expectations Letter

☐ Comprehensive Homeless Strategy

☒ Sustainable City pLAn

☐ Equitable Workforce and Service Restoration Plan

☒ Strategic Plan(s)

BM4750 BPR REQUEST B

NC RESOLUTION UNIT

(NEW REQUEST OR ENHANCEMENT OF EXISTING SERVICE)

| TOTAL REQUEST AMOUNT: \$170,839 |

DESCRIPTION OF REQUEST

Request is made for regular authority to hire 2 Management Analysts, and 1 Management Assistant to serve as an NC Resolution Unit that would identify and rapidly investigate matters of conflicts, allegations of harassment, potential workplace violence, grievances, and other issues between NC board members, and implement an organized plan to resolve the dispute at the lowest possible level, restoring functionality to a Board.

Positions (to be regularized)

- 2 Management Analysts (9 months funding)
- 1 Management Assistant (9 months funding)

Expense

- Salaries (\$162,739)
- Office and Admin (\$600)
- Operating Supplies (\$7,500)

TOTAL: \$170,839

☒ Continuation of 2019-20

☒ New Request

DEPARTMENTAL COLLABORATION

- City Attorney's Office
- Personnel Department

JUSTIFICATION

1. What problem is being addressed and how will this request address it?

- Funding is required to conduct independent complaint investigations in Neighborhood Councils (Boards). In 2014, State Assembly Bill 1443 amended the Fair Employment and Housing Act to extend anti-harassment protections to volunteers. The City now has an obligation to investigate allegations of unlawful harassment of volunteers. The City Attorney's Office has stated that more than 1,800 Neighborhood Council Board members are now covered by Assembly Bill 1443. Historically, the City has received several such complaints from Neighborhood Council Board members. Given these obligations, the City requires resources to investigate and respond to complaints in a timely manner and ultimately provide Board members with a harassment-free environment.
- The main Department point of contact for most NC boards is their assigned Neighborhood Empowerment Advocate (NEA). The NEA serves the board in various capacities including providing training, answering questions, reporting on Department and City operational updates and upcoming events, and assisting with the conduct of outreach and election activities. When issues or disputes arise between board members, it is often difficult for the NEA to attempt to resolve the issue without appearing to be siding with a particular party. This can lead to further dissension, resentment, and board dysfunction. In addition, the NEA having various skills sets in grass-roots organizing and capacity building, does not necessarily possess the skill set to quickly and successfully mediate disputes that may arise. If these issues are not identified and addressed immediately, they can escalate to worse situations that can become liabilities for the City (threats of workplace violence, harassment, discrimination, lawsuits, etc.) The creation of an NC Resolution Unit that is specifically trained to handle these issues in collaboration with expert partners in both the City Attorney's Office and the Personnel Department will ensure that these issues of concern are appropriately and immediately addressed.

2. What are the 2020-21 goals of this request?

- Hiring and training of 2 Management Analysts and 1 Management Assistant to conduct resolution and mediation activities including processing of formal grievances. Establish policies and procedures to quickly identify issues of concern and methodology to investigate and mediate each issue within 30-60 days. Set up a tracking system to monitor intake, and mediation process, tracking timeliness and effectiveness of solutions.

What are the long-term goals of this request?

- Identify and resolve disputes in 2-4 weeks. Develop and administer conflict resolution training to NC Boards to educate and inform on effective strategies to avoid disputes.

3. If this request is to increase or expand services, or to address backlog/workload issues, has the Department undergone a process improvement or another service efficiency exercise (including but not limited to technology and automation)?

- No
This service has not been formally provided by the Department, other than through the assistance provided by the NEA or their supervisor, which often has mixed results depending on the situation and the staff member's ability to resolve the dispute. This process has a lot to do with person to person interactions and is not a viable candidate for automation other than in the tracking of each case.

4. Why is this approach better than the alternative approaches that were considered?

- When a dispute or potential issue of concern currently arises, a wide net is cast by Department staff, informing the City Attorney's Office (Neighborhood Council Advice Division, Employee Labor Relations), the Personnel Department, and sometimes the Los Angeles Police Department. If a particular issue does not rise to the urgency of any of the above group's expertise, the issue may not be resolved right away and may linger until the situation worsens. Having trained expertise within the Department ensures that these issues are rapidly identified and a solution is constantly being worked on, while monitoring continues to identify if the dispute worsens and requires assistance from our partners.

5. What special funds are eligible to be used for this request? What is the General Fund impact of this request?

n/a

SUPPORTING PERFORMANCE METRICS

1. Measures of Output & Outcome

- Disputes identified and resolved in 30-60 days

2. Impact on Performance Metrics

- Most identified disputes can currently linger for 90-120 days depending on the complexity of the concern, and staff's ability to address it amongst other priorities. If the requested resources are received, the dedicated staff will be able to resolve these matters in 30-60 days in the first year, and in less than 30 days in following years. With the 2021 NC Election Cycle, it is anticipated that there will be an increase in disputes in particular as it pertains to the outcome of the elections.

ALIGNMENT WITH STRATEGIC DOCUMENTS

- | | | |
|---|--|---|
| ☒ Mayor's Expectation Letter | ☐ Comprehensive Homeless Strategy | ☒ Sustainable City pLAn |
| ☐ Equitable Workforce and Service Restoration Plan | ☒ Strategic Plan(s) | |

BM4750 BPR REQUEST C

MANAGEMENT, IT AND EXECUTIVE SUPPORT

(NEW REQUEST OR ENHANCEMENT OF EXISTING SERVICE)

| TOTAL REQUEST AMOUNT: \$311,366 |

DESCRIPTION OF REQUEST

Positions (to be regularized)

- 1 Chief Management Analyst (9 months of funding)
- 1 Commission Executive Assistant I (9 months of funding)
- 1 Systems Analyst (9 months of funding)
- 2 Systems Aide (9 months of funding)

Expense

- Salaries (\$297,866)
- Office and Administration (\$1,000)
- Operating Supplies (\$12,500)

TOTAL: \$311,366

Request is made for regular authority to hire 1 Chief Management Analyst, 1 Commission Executive Assistant, 1 Systems Analyst, and 2 Systems Aide positions to enhance the administrative support services of the Department in Management, Commission support, and Systems.

☐ Continuation of 2019-20

☒ New Request

DEPARTMENTAL COLLABORATION

n/a

JUSTIFICATION

1. What problem is being addressed and how will this request address it?

- The Department’s management structure is flat with existing managers often working side by side doing the same work as those they manage, which makes it difficult for managers to support their staff’s supervisory needs. In addition, the General Manager very frequently is required to be present and participating in routine operational meetings which detracts from their time being able to set important goals and treat with other high-ranking officials and community partners. Approval of the request for a Chief Management Analyst will address the work distribution and dynamic that currently exists, creating a division of duties between front line supervisors and executive level staff focused on policy, goal setting, and leadership. The proposed Chief Management Analyst will work directly with the General Manager to provide operational and fiscal oversight, focus on targeted goals and metrics, visioning and planning, while delegating frontline supervisory work to team leaders including Senior Analysts and Directors.
- In prior years, the Executive Administrative Assistant for the Department primarily supported the Board of Neighborhood Commissioners and the previous General Manager did not request full support from this position in order to prioritize Commission support. With the appointment of a new General Manager for the Department in September 2019, the work of the Executive Administrative Assistant has drastically increased due to the need to support the new GM in attending meetings to take copious notes, and managing an ambitious schedule of work and appointments, precluding this position from being able to offer suitable support to the Board of Neighborhood Commissioners. The Office of the City Clerk was able to loan a Commission Executive Assistant to our Department for a short period of time to manage this workload increase, however when the incumbent promoted, City Clerk redesigned the functions of their position and it was no longer available to our Department. Approval of a Commission Executive Assistant position will allow the Executive Administrative Assistant to fully continue their support of the new General Manager as she reorganizes Department functions, sets new work plans and goals, and meets with various City officials.

2. What are the 2020-21 goals of this request?

- Create a sustainable management structure to ensure the Department’s priorities, goals, and metrics are met. Provide comprehensive visioning, planning, operational and fiduciary oversight for the various divisions while allowing frontline supervisors the room to resolve daily operational concerns and staff needs.
- Establish an adequate and functional Systems/IT unit that can meet the growing demands of the Department, as well as completing assigned tasks in a timely manner.
- Hire and train a Commission Executive Assistant to fully support the administrative needs of the Board of Neighborhood Commissioners. Review existing practices and revise procedures as needed to enhance department services provided to the Commission.

What are the long-term goals of this request?

- Refinement and regularization of the various teams’ work assignments, development of standard operating procedures to enhance orientation and training experiences for new and existing staff. Conduct regular reviews and audits of performance standards and advise on policy and guideline matters to the General Manager, Mayor, and City Council.
- Establish a full service Systems/IT support group that innovates along with Department operational needs, while interfacing with City IT Management to ensure adherence to Citywide policies and requirements. Expansion of policy and procedural guidance documents to advise and support the Neighborhood Councils with their technology needs.
- Streamline Commission support process and procedures. Offer part-time Commission support services to other City agencies to generate department revenue.

3. If this request is to increase or expand services, or to address backlog/workload issues, has the Department undergone a process improvement or another service efficiency exercise (including but not limited to technology and automation)?

- Yes
The Department has successfully trained staff on process improvement techniques, participating in PerformLA Apprentice and Master level classes. Many changes were effectuated as a result of the process improvement review (agenda posting procedures, bylaws submissions, moving to an online case management system, piloting online voting,

etc.).

4. Why is this approach better than the alternative approaches that were considered?

- Starting in 2013, when the numbers of full time staff positions were at their lowest, the Department has slowly rebuilt operations and administrative functions. A key issue still affecting the ability to manage programs effectively, is the dual role that each senior manager currently serves as a frontline supervisor and senior level executive. This causes delayed responses to daily operational concerns coming from staff or Neighborhood Council requests, or a deprioritizing of essential planning, visioning, and oversight exercises which could forecast and resolve larger issues of efficiency, productivity, and adherence to core mission values. Providing limited, but key management staff will resolve both crucial concerns.

5. What special funds are eligible to be used for this request? What is the General Fund impact of this request?

n/a

SUPPORTING PERFORMANCE METRICS

1. Measures of Output & Outcome

- The outcome of approving this request is a reduction in total cases which currently evolve into issues of harassment, workplace violence, bullying, or lawsuits against the City. Executive managers can identify these issues and trends and develop policies that could be applied systematically to resolve cases before they are exacerbated. A secondary outcome is the improvement in the quality and speed of service delivery to the NCs, community stakeholders and other City agencies.
- The impact of having a fully functional Systems/IT unit means that innovative technology will be implemented more quickly and effectively to garner the interest of the public, whether through navigating an updated website that is engaging and ADA compliant, entering service requests via various platforms and portals, or navigating open data sources to customize their information needs. Field staff equipped with useful technology will also enhance the ease with which they interact with NC Board Members and stakeholders, being able to log and track their requests and address their concerns in real time. The current Senior Systems Analyst responded to over 520 requests, including general IT requests, as well as special projects for Department. Service delivery will increase and be more comprehensive if the requested positions are funded.
- A Commission Executive Assistant will ensure that Commission agendas are posted timely, requests for translation/ interpretation services are coordinated appropriately, meeting locations are booked in advance, and minutes are accurately transcribed and posted immediately.

2. Impact on Performance Metrics

- Providing adequate Administrative services support at the Management, IT, and Commission Support levels will improve the Department’s overall delivery of services to the Neighborhood Councils and stakeholders involved in the NC System. If the requested staffing services are not provided, the Department will continue to provide a basic level of service, trying to keep ahead of ever increasing demands, with delays as priorities are constantly re-assessed.

ALIGNMENT WITH STRATEGIC DOCUMENTS

☒ Mayor’s Expectations Letter

☐ Comprehensive Homeless Strategy

☒ Sustainable City pLAn

☐ Equitable Workforce and Service Restoration Plan

☒ Stratgeic Plan(s)

BM4750 BPR REQUEST D
OFFICE OF PUBLIC INFORMATION
(NEW REQUEST OR ENHANCEMENT OF EXISTING SERVICE)

| TOTAL REQUEST AMOUNT: \$192,202 |

DESCRIPTION OF REQUEST

Positions (to be regularized)

- 1 Public Information Officer (9 months funding)
- 1 Systems Analyst (9 months funding)
- 1 Graphics Designer II (9 months funding)

Expense

- Salaries (\$184,102)
- Office and Administration (\$600)
- Operating Supplies (\$7,500)

TOTAL: \$192,202

Request is made for regular authority to hire 1 Public Information Director, 1 Systems Analyst, and 1 Graphics Designer II positions to establish an Office of Public Information for the Department.

☐ Continuation of 2019-20

☒ New Request

DEPARTMENTAL COLLABORATION

n/a

JUSTIFICATION

1. What problem is being addressed and how will this request address it?

- The Department has a need for a public information office to plan, develop and administer a comprehensive public information strategy that can communicate critical information effectively to the Neighborhood Councils, stakeholders, City officials, and other members of the general public. This team will organize the Department’s messaging on core and critical issues of import to the Department’s operations and activities and prepare thoughtful and thorough information packets to respond to media inquiries. Currently, the public face of the Department is most frequently the Department General Manager, with backup from various senior staff members that are content experts but do not necessarily have the appropriate skill set to convey information in this way. The General Manager as the primary executive officer of the Department, charged with various leadership duties, is not always available to prepare timely information and responses to requests, set messaging themes and standards, and explore marketing and advertising opportunities to promote the Department’s presence as well as the Neighborhood Council System. Responses to media inquiries are sometimes delayed, and messaging from the various operational units sometimes lacks unity. There are also critical initiatives and campaigns being developed in the Department that require the support of a Public Information Office, such as the bi-annual Neighborhood Council Election Outreach campaign, and the establishment of an Office of Community Engagement (OCE).
- The Public Information Office will be led by a Public Information Director who will plan and prepare messaging for the various operations and activities in the Department with special attention towards the diversity of the communities that are served. They will coordinate press releases, events, and interviews with key City officials, members of the press, and community leaders. This Director will plan and supervise the implementation of a marketing and advertising strategy to maximize the Department’s presence on multiple digital platforms including various social media applications. The Public Information Office will also have a Systems Analyst to assist in the planning, development, and administration of various technological interfaces for the Department’s messaging campaigns. They will research and recommend various technology services that can be adapted to the Department’s messaging operations. They will also be in charge of developing online information tools including videos that disseminate information about the Department’s various operations such as the OCE. The Graphics Designer II will serve as the Department’s in-house technical graphics artist and develop imaging, logos, flyers, other templates, and visual assets to enhance the delivery of the various messaging campaigns. They will also advise on the visual layout of various other Departmental information portals to ensure the public’s user experience is engaging, memorable, and eye-catching.

2. What are the 2020-21 goals of this request?

- AThe first year goals of the Public Information Office will be the hiring of a Public Information Director, Systems Analyst, and Graphics Designer. Department leadership will train and educate the new team on the various Department operations and critical goals. The Public Information Director will use this information to develop an initial messaging and promotional strategy, and recommend implementation steps to the Executive Office. Drafting of operational policies and procedures will be the final goal with at least 3 major messaging campaigns implemented in the first year (OCE, 2021 NC Elections, and 20 Year Anniversary of the NC System).

What are the long-term goals of this request?

- Refinement of policies and procedures to streamline various messaging campaigns. Expand to preparing speeches and remarks for other Department leaders when presenting on various issues to the public. Development of expansive online informational tools about the Department, the Neighborhood Council System, and Community Engagement activities.

3. If this request is to increase or expand services, or to address backlog/workload issues, has the Department undergone a process improvement or another service efficiency exercise (including but not limited to technology and automation)?

- No
The Department has successfully trained staff on process improvement techniques, participating in PerformLA Appren-tice and Master level classes. Many changes were effectuated as a result of the process improvement review (agenda posting procedures, bylaws submission.

4. Why is this approach better than the alternative approaches that were considered?

- Previous attempts to have various staff members serve as messaging point persons for various campaigns has led to inconsistent messaging

5. What special funds are eligible to be used for this request? What is the General Fund impact of this request?

n/a

SUPPORTING PERFORMANCE METRICS

1. Measures of Output & Outcome

- Metrics that can be measured are the number of successful campaigns prepared by the Public Information Office including press releases, information tool kits, prepared remarks, talking points, FAQs, flyers, templates, and social media posting strategy (goal is at least 3 successful campaigns for the 1st year, as indicated above).

2. Impact on Performance Metrics

- Current staff and roles preclude the Department from being able to comprehensively launch successful public information campaigns without procuring the services of outside experts (see, for example, the 2019 NC Election Outreach campaign). If these resources are not provided, the Department will once again turn to outside vendors, which occupies a significantly larger amount of time for Department Administrative staff to navigate service agreements, payment processing and monitoring activities for each independent service provider. An in-house Public Information Office will allow Administrative staff to work on other Department priorities.

ALIGNMENT WITH STRATEGIC DOCUMENTS

☒ Mayor's Expectations Letter	☐ Comprehensive Homeless Strategy	☒ Sustainable City pLAn
☐ Equitable Workforce and Service Restoration Plan		☒ Strategic Plan(s)

VARIOUS PROGRAM REQUEST: VPR

DATA



PROGRAM NUMBER: VPR	PROGRAM NAME: Direct NC Support Enhancement
PRIORITY OUTCOME: Make Los Angeles the best run big City in America	CONTINUED OR NEW: New Request or Enhancement of Existing Service
GENERAL SERVICE/PACKAGE DESCRIPTION: Addition of 4 Project Coordinators to improve service delivery to Neighborhood Council Board	

POSITIONS:											
Program	Quantity	Class Title	Class Code	Reg, Sworn, As - Needed, or Hiring Hall	Wages & Count Salary	Salary Savings Rate (%)	# of Months Funding Requested	Net Salary	General Fund 100	Total All Special Funds	Neighborhood Empowerment Fund (Sch 18) 44B
BM4701	2	Project Coordinator	1537	Civ-Reg	\$ 79,272	5.00%	9	\$ 112,963	0.00	2.00	2.00
BM4703	1	Project Coordinator	1537	Civ-Reg	\$ 79,272	5.00%	9	\$ 56,481	0.00	1.00	1.00
BM4704	1	Project Coordinator	1537	Civ-Reg	\$ 79,272	5.00%	9	\$ 56,481	0.00	1.00	1.00
	4	Totals:						\$ 225,925	0.00	4.00	4.00

BUDGET:					
Account	Account Name	Total	General Fund 100	Total All Special Funds	Neighborhood Empowerment Fund (Sch 18) 44B
001010	Salaries General	\$ 225,925	-	\$ 225,925	\$ 225,925
001012	Salaries Sworn	-	-	-	-
001070	Salaries As-Needed	-		-	
002120	Printing & Binding	-		-	
003040	Contractual Services	-		-	
003310	Transportation	\$8,400		\$8,400	\$8,400
006010	Office and Admin	\$20,800		\$20,800	\$20,800
006020	Operating Supplies	\$10,000		\$10,000	\$10,000
009350	Communication Services	-		-	
	Totals:	\$ 265,125		\$ 265,125	\$ 265,125
Pension/Health (Add/Delete Rate)		\$ 124,554			
Applicable CAP rate		386.00%			
Estimated Related Cost Reimbursement from SFs (CAP rate)				\$ 872,071	\$ 872,071
General Fund Revenue (change)		-			

VARIOUS PROGRAM REQUEST: VPR

PROGRAM JUSTIFICATION

PROGRAM NUMBER:	PROGRAM NAME:
VPR	Various

Department Name	Program Names	Program Codes	Total Request Amount
Neighborhood Empowerment	Direct NC Support Enhancement	BM4701 BM4703 BM4704	Total \$265,125

NAME/DESCRIPTION OF BUDGET REQUEST

Request is made for 4 Regular Authority Project Coordinators to meet the ideal ratio of Neighborhood Empowerment Advocates (NEAs) assigned to Neighborhood Council Boards, which is determined to be 1:5 to maximize the NEAs effectiveness and responsiveness to their assigned NCs needs.

Positions (to be requested)

→ 4 Project Coordinators (9 months funding)

Expense

- Salaries (\$225,925)
- Transportation (\$8,400)
- Office & Admin (\$20,800)
- Operating Supplies (\$10,000)

TOTAL: \$265,125

☐ Continuation of 2019-20

☒ New Request

DEPARTMENTAL COLLABORATION

n/a

JUSTIFICATION

1. What problem is being addressed and how will this request address it?

In the 2019-20 Budget Proposal Cycle, the Department provided the Budget & Finance Committee with a Budget Impact Report (Empowerment No-758) providing details on the funding and staffing needed to bring the Department back to pre-recession levels. The current number of NEAs (16) and Neighborhood Councils (99) represents a ratio of roughly 1:6. At this level of workload, the NEAs are not fully capable of attending to the needs and requests coming from their assigned NCs. The Directors of each field team, therefore take on a portion of the assignments to improve the service experience for NC Boards. This however, reduces the amount of time that the Directors can spend troubleshooting complex issues for their NEAs, reviewing workflow issues, managing operations, setting goals, reviewing and revising policies and procedures, and planning for new assignments and initiatives. The Department needs to be able to utilize NEAs in a 1:5 ratio and to do so requires the addition of 4 more Project Coordinators.

	Ratio (w/out Director)	Ratio (with Director)	How many NEAs needed to reach 1:5
South LA / Harbor	5.5	4.4	0.4
Valley / Westside	6.4	5.6	2.0
Central & East	6.4	5.3	1.4
Total	6.2	4.5	3.8

2. What are the 2019-20 goals of this request?

→ The goal for the coming year is to hire 4 Project Coordinators to serve as NEAs, provide training and orientation on their core functions, assign them to shadow experienced NEAs as they take over their own portion of the assignments.

What are the long-term goals of this request?

→ Provide consistent and efficient support to the Neighborhood Council Boards, utilizing NEAs as the first, and most direct representative from the Department for all of their needs and inquiries. Once the Directors have been relieved of specific NC assignments, they will focus on setting new target goals and metrics, achieving higher levels of service with clear policies and procedures to guide the Department and NC System operations.

3. If this request is to increase or expand services, or to address backlog/workload issues, has the Department undergone a process improvement or another service efficiency exercise (including but not limited to technology and automation)?

→ No
The role of the NEA is to provide direct person to person service to NC Boards and Board Members. Although the Department has achieved higher levels of efficient services utilizing mobile technology to track workload and public interfaces for service requests, the core function of in-person or over-the-phone service is still needed.

4. Why is this approach better than the alternative approaches that were considered?

→ The alternative, functioning at a ratio of 1:6 required the field Directors to take on NC assignments which reduces the amount of time they could spend supporting their teams, providing leadership, troubleshooting complex issues, and reviewing and revising policies and procedures.

5. What special funds are eligible to be used for this request? What is the General Fund impact of this request?

n/a

SUPPORTING PERFORMANCE METRICS

6. Measures of Output & Outcome

→ Metrics are tied to each individual program (BM4701, BM4703, BM4704)

7. Impact on Performance Metrics

→ The addition of these positions and resources will increase the corresponding metrics for each team, allowing for a more efficient and effective delivery of services.

ALIGNMENT WITH PRIORITY OUTCOME(S)

☒ Well-Run ☐ Livable ☐ Safe ☐ Prosperous

ALIGNMENT WITH STRATEGIC DOCUMENTS

☒ Mayor's Expectations Letter☐ Comprehensive Homeless Strategy☒ Sustainable City pLAn

☐ Equitable Workforce and Service Restoration Plan☒ Strategic Plan(s)

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Dept Code	Prog Code	Program Name	Code	Performance Measure Name	Unit /Value	Long Term PM Target (Goal)		2014-15 Actuals	2015-16 Actuals	2016-17 Actuals	2017-18 Actuals	2018-19 Adopted	2018-19 Actuals	2019-20 Adopted Budget	Current Year (2019-20) Estimates	2020-21 Proposed Baseline	2020-21 Proposed - If All Continued/ New Requests Approved	2020-21 Proposed - If All Continued/ New Requests Approved And Offset Proposals Approved
47	4701	Neighborhood Council System Development	47SUPPORT	Percentage of Staffed Neighborhood Council Meetings	% Staffed	100		0	50	60	90	100	90	98	95	95	98	offset proposal not submitted
47	4701	Neighborhood Council System Development	47TRAINING	Number of Trainings and Board Retreats	# training+re-treats	95		0	0	0	0	0		0				offset proposal not submitted
47	4703	Policy & Government Relations / Direct NC Support	47CIS	Number of Community Impact State-ments Submitted by NCs	# CIS	240		200	258	320	505	300	614	600	600	600	"700 "	offset proposal not submitted
47	4703	Policy & Government Relations / Direct NC Support	47RYLAN (PROPOSED)	Number of emergency plans per NC	# Plans								0		0	500	550	offset proposal not submitted
47	4705	Office of Community Engagement	47EPLTRAIN (PROPOSED)	Number of Emergency Preparedness Liaison appointed by neighborhood councils and % of them trained by EMD	#EPL Appoint-ed / % trained								0		15 / 0%	15 / 0%	80/80%	offset proposal not submitted
47	4704	Outreach and Communications/Di-rect NC Support	47ELCAN	Number of Candidates for Neighborhood Council Elections	# Candiates (occur every two years)	0		0	1,839	0	0	1,950	1,804	0	0	160	2300	offset proposal not submitted
47	4704	Outreach and Communications/Di-rect NC Support	47ELVOT	Number of Voters for Neighborhood Council Elections	# Voters (oc-cur every two years)	0		0	25,536	0	0	30,000	22,795	0	0	2000	28800	offset proposal not submitted
47	4704	Outreach and Communications/Di-rect NC Support	47NC101 (PROPOSED)	NC101s Conducted	# NC 101s								132		0	100	200	offset proposal not submitted
47	4704	Outreach and Communications/Di-rect NC Support	47SOCIAL (PROPOSED)	Social media engagement	Reach				149,751				2.1M		182,000	182,000	2.6M	offset proposal not submitted
47	4704	Outreach and Communications/Di-rect NC Support	47OUTWORK (PROPOSED)	Elections, Outreach and Social Media Capacity Building	# Modules								30		10	12	35	offset proposal not submitted
47	4705	Office of Community Engagement	47NCCIVU (PROPOSED)	Number of Civic University Sessions directed to Neighborhood Council Board Members.& attendance	"#sessions / Attendance "							" "	0		2 / 150	4 / 250	2 / 150	offset proposal not submitted
47	4705	Office of Community Engagement	47CitySTAFF (PROPOSED)	"Number of Training offered to City Staff to better engage with the public & attendance "	"#sessions / Attendance "								0		0	0/0	6/300	offset proposal not submitted
47	4705	Office of Community Engagement	47YOUTH (PROPOSED)	Number of Participants to IgniteLA and Civic Youth	# participants								100		100	100	200	offset proposal not submitted
47	4705	Office of Community Engagement	47IDEA (PROPOSED)	Number of City Departments running Ide-ation process through Ideascale	# depart-ments								0		3	3	7	offset proposal not submitted
47	4705	Office of Community Engagement	47PARTNER	Number of Departments Partnered with Neighborhood Councils	# Partner-ships	25							10		12	10	20	offset proposal not submitted
47	4750	GASP (NC Resolution Unit)	47RESO-LUTION (PROPOSED)	Number of complaints resolved	# resolution								metric not yet tracked		metric not yet tracked	4	50	offset proposal not submitted
47	4750	GASP (Public Information Office)	47CAMPAIN (PROPOSED)	Number of successful campaigns prepared by the Public Information Office including press releases, information tool kits, prepared remarks, talking points, FAQs, flyers, templates, and social media posting strategy	# campaigns								1		0	1	3	offset proposal not submitted

NEIGHBORHOOD EMPOWERMENT
CONTRACTUAL SERVICES ACCOUNT



2018-19 Actual Expenditures	2019-2020 Adopted Budget	2019-2020 Estimated Expenditures	Program/Code/Description	2020-21 Contract Amount
Neighborhood Council System Development - BM4701				
\$ 20,000	\$ 9,364	\$ 18,000	1. Translation services*.	\$ 9,364
15,878	5,000	18,779	2. Cellular telephone service and maintenance*.	5,000
15,380	20,783	30,000	3. Neighborhood Council training and educational services*.	20,783
9,211	5,000	22,955	4. Photocopier leases*.	5,000
53,061	10,000	30,000	5. Neighborhood Council events (Budget Day and Congress of Neighborhoods)*.	10,000
			6. ADA Compliance*.	22,741
\$ 113,530	\$ 50,147	\$ 119,734	Neighborhood Council System Development Total	\$ 72,888
Policy & Government Relations - BM4703				
\$ 5,322	\$ 4,000	\$ 5,000	7. Translation services*.	\$
1,637	4,000	5,176	8. Neighborhood Council training and educational services*.	
27,866	2,000	39,800	9. Neighborhood Council events (Budget Day and Congress of Neighborhoods)*.	10,000
20,000	25,000	20,000	10. Civic University*.	25,000
\$ 54,825	\$ 35,000	\$ 69,976	Policy & Government Relations Total	\$ 35,000
Outreach & Communications - BM4704				
\$ 213,945	\$	\$	11. Neighborhood Council Outreach Services*.	\$ 176,000
\$ 213,945	\$ -	\$ -	Outreach & Communications Total	\$ 176,000
Office of Community Engagement - BM4705				
\$ -	\$	\$ 300,000	12. Office of Community Engagement Services*.	\$ 150,000
\$ -	\$ -	\$ 300,000	Office of Community Engagement Total	\$ 150,000
General Administration and Support - BM4750				
3,479			Cellular telephone Service and maintenance	
7,065			Computer and Software updates, annual platform fee	
24,000			Emergency Preparedness	
29,636			Neighborhood Council outreach	
			Photocopies leases	
			Office Supplies	
			Temporary Employment Services	
			IT Related Equipment	
\$	\$ 300,000	\$ -	13. Office of Civic Engagement*.	\$
\$ -	\$ 300,000	\$ -	General Administration and Support Total	\$ -
\$ 382,299	\$ 385,147	\$ 489,710	TOTAL CONTRACTUAL SERVICES ACCOUNT	\$ 433,888

CONTRACTUAL SERVICES
BACKUP DOCUMENTATION
FOR 2020-21
ACTUAL EXPENDITURES

BFY	FY	Date	Document ID	AL	Vendor Name	Desc	Rpt	Work Order	Task	Encumbered	Expenditure
2019	2019	11/13/2018	CPO,47,1900000434823	1	KONICA MINOLTA BUSINESS SOLUTIONS	Meter Reading 04/1/17-6/30/17 A5AY011009625 Inv#246254264		GASP4701	PRI	701.91	0.00
2019	2019	11/27/2018	AD,26,1900000040802	8	KONICA MINOLTA BUSINESS SOLUTIONS	Meter Reading 04/1/17-6/30/17 A5AY011009625 Inv#246254264		GASP4701	PRI	0.00	0.00
2019	2019	11/27/2018	AD,26,1900000040802	9	KONICA MINOLTA BUSINESS SOLUTIONS	Meter Reading 04/1/17-6/30/17 A5AY011009625 Inv#246254264		GASP4701	PRI	0.00	0.00
2019	2019	11/27/2018	PRM,47,1900000304087	1	KONICA MINOLTA BUSINESS SOLUTIONS	Meter Reading 04/1/17-6/30/17 A5AY011009625 Inv#246254264		GASP4701	PRI	(701.91)	701.91
2019	2019	11/13/2018	CPO,47,190000435447	1	KONICA MINOLTA BUSINESS SOLUTIONS	Meter Reading 1/1/18-3/31/18 A5AY011007748 Inv#250974565		GASP4701	PRI	398.20	0.00
2019	2019	11/27/2018	AD,26,1900000040802	20	KONICA MINOLTA BUSINESS SOLUTIONS	Meter Reading 1/1/18-3/31/18 A5AY011007748 Inv#250974565		GASP4701	PRI	0.00	0.00
2019	2019	11/27/2018	AD,26,1900000040802	21	KONICA MINOLTA BUSINESS SOLUTIONS	Meter Reading 1/1/18-3/31/18 A5AY011007748 Inv#250974565		GASP4701	PRI	0.00	0.00
2019	2019	11/27/2018	PRM,47,1900000304087	1	KONICA MINOLTA BUSINESS SOLUTIONS	Meter Reading 1/1/18-3/31/18 A5AY011007748 Inv#250974565		GASP4701	PRI	(398.20)	398.20
2019	2019	04/01/2019	CPO,47,190000469249	1	KONICA MINOLTA BUSINESS SOLUTIONS	Meter Reading 1/1/18-3/31/18 A5AY011007748 Inv#250974565		GASP4701	PRI	81.80	0.00
2019	2019	04/11/2019	AD,26,1900000077906	7	KONICA MINOLTA BUSINESS SOLUTIONS	Meter Reading 1/1/18-3/31/18 A5AY011007748 Inv#250974565		GASP4701	PRI	0.00	0.00
2019	2019	04/11/2019	PRM,47,1900000569307	1	KONICA MINOLTA BUSINESS SOLUTIONS	Meter Reading 1/1/18-3/31/18 A5AY011007748 Inv#250974565		GASP4701	PRI	(81.80)	81.80
2019	2019	11/13/2018	CPO,47,190000435450	1	KONICA MINOLTA BUSINESS SOLUTIONS	Meter Reading 1/1/18-3/31/18 A5AY011007797 Inv#250974653		GASP4701	PRI	251.20	0.00
2019	2019	11/27/2018	AD,26,1900000040802	24	KONICA MINOLTA BUSINESS SOLUTIONS	Meter Reading 1/1/18-3/31/18 A5AY011007797 Inv#250974653		GASP4701	PRI	0.00	0.00
2019	2019	11/27/2018	AD,26,1900000040802	25	KONICA MINOLTA BUSINESS SOLUTIONS	Meter Reading 1/1/18-3/31/18 A5AY011007797 Inv#250974653		GASP4701	PRI	0.00	0.00
2019	2019	11/27/2018	PRM,47,1900000304087	1	KONICA MINOLTA BUSINESS SOLUTIONS	Meter Reading 1/1/18-3/31/18 A5AY011007797 Inv#250974653		GASP4701	PRI	(251.20)	251.20
2019	2019	11/13/2018	CPO,47,190000434827	1	KONICA MINOLTA BUSINESS SOLUTIONS	Meter Reading 1/1/18-3/31/18 ASAY011009625 Inv#250975033		GASP4701	PRI	1,205.78	0.00
2019	2019	11/27/2018	AD,26,1900000040802	12	KONICA MINOLTA BUSINESS SOLUTIONS	Meter Reading 1/1/18-3/31/18 ASAY011009625 Inv#250975033		GASP4701	PRI	0.00	0.00
2019	2019	11/27/2018	AD,26,1900000040802	13	KONICA MINOLTA BUSINESS SOLUTIONS	Meter Reading 1/1/18-3/31/18 ASAY011009625 Inv#250975033		GASP4701	PRI	0.00	0.00
2019	2019	11/27/2018	PRM,47,1900000304087	1	KONICA MINOLTA BUSINESS SOLUTIONS	Meter Reading 1/1/18-3/31/18 ASAY011009625 Inv#250975033		GASP4701	PRI	(1,205.78)	1,205.78
2019	2019	04/01/2019	CPO,47,190000469249	1	KONICA MINOLTA BUSINESS SOLUTIONS	Meter Reading 10/1/18-12/31/18 A5AY011007748 Inv#256103813		GASP4701	PRI	1,019.72	0.00
2019	2019	04/11/2019	AD,26,1900000077906	6	KONICA MINOLTA BUSINESS SOLUTIONS	Meter Reading 10/1/18-12/31/18 A5AY011007748 Inv#256103813		GASP4701	PRI	0.00	0.00
2019	2019	04/11/2019	PRM,47,1900000569307	1	KONICA MINOLTA BUSINESS SOLUTIONS	Meter Reading 10/1/18-12/31/18 A5AY011007748 Inv#256103813		GASP4701	PRI	(1,019.72)	1,019.72
2019	2019	04/01/2019	CPO,47,190000469253	1	KONICA MINOLTA BUSINESS SOLUTIONS	Meter Reading 10/1/18-12/31/18 A5AY011007797 Inv#256103554		GASP4701	PRI	281.76	0.00
2019	2019	04/11/2019	AD,26,1900000077906	12	KONICA MINOLTA BUSINESS SOLUTIONS	Meter Reading 10/1/18-12/31/18 A5AY011007797 Inv#256103554		GASP4701	PRI	0.00	0.00
2019	2019	04/11/2019	AD,26,1900000077906	13	KONICA MINOLTA BUSINESS SOLUTIONS	Meter Reading 10/1/18-12/31/18 A5AY011007797 Inv#256103554		GASP4701	PRI	0.00	0.00
2019	2019	04/11/2019	PRM,47,1900000569307	1	KONICA MINOLTA BUSINESS SOLUTIONS	Meter Reading 10/1/18-12/31/18 A5AY011007797 Inv#256103554		GASP4701	PRI	(281.76)	281.76
2019	2019	11/13/2018	CPO,47,190000435445	1	KONICA MINOLTA BUSINESS SOLUTIONS	Meter Reading 4/1/17-6/30/17 A5AY011007748 Inv#246254262		GASP4701	PRI	765.89	0.00
2019	2019	11/27/2018	AD,26,1900000040802	10	KONICA MINOLTA BUSINESS SOLUTIONS	Meter Reading 4/1/17-6/30/17 A5AY011007748 Inv#246254262		GASP4701	PRI	0.00	0.00
2019	2019	11/27/2018	AD,26,1900000040802	11	KONICA MINOLTA BUSINESS SOLUTIONS	Meter Reading 4/1/17-6/30/17 A5AY011007748 Inv#246254262		GASP4701	PRI	0.00	0.00

BFY	FY	Date	Document ID	AL	Vendor Name	Desc	Rpt	Work Order	Task	Encumbered	Expenditure
2019	2019	01/08/2019	AD.26,190000050892	1	EVAN DENNIS WHITE	EVAN DENNIS WHITE DBA: EVAN WHITE PR INC Oct Inv#110918		OUTR4701	CSE	0.00	0.00
2019	2019	01/08/2019	AD.26,190000050892	2	EVAN DENNIS WHITE	EVAN DENNIS WHITE DBA: EVAN WHITE PR INC Nov Inv#120318		OUTR4701	CSE	0.00	0.00
2019	2019	01/08/2019	AD.26,190000050892	3	EVAN DENNIS WHITE	EVAN DENNIS WHITE DBA: EVAN WHITE PR INC DEC INV#122118		OUTR4701	CSE	0.00	0.00
2019	2019	01/08/2019	PRC.47,19100470013	1	EVAN DENNIS WHITE	EVAN DENNIS WHITE DBA: EVAN WHITE PR INC Oct Inv#110918		OUTR4701	CSE	0.00	2,166.67
2019	2019	01/08/2019	PRC.47,19100470013	1	EVAN DENNIS WHITE	EVAN DENNIS WHITE DBA: EVAN WHITE PR INC Oct Inv#110918				(2,166.67)	0.00
2019	2019	01/08/2019	PRC.47,19100470013	2	EVAN DENNIS WHITE	EVAN DENNIS WHITE DBA: EVAN WHITE PR INC Nov Inv#120318		OUTR4701	CSE	0.00	2,166.67
2019	2019	01/08/2019	PRC.47,19100470013	2	EVAN DENNIS WHITE	EVAN DENNIS WHITE DBA: EVAN WHITE PR INC Nov Inv#120318				(2,166.67)	0.00
2019	2019	01/08/2019	PRC.47,19100470013	3	EVAN DENNIS WHITE	EVAN DENNIS WHITE DBA: EVAN WHITE PR INC DEC INV#122118		OUTR4701	CSE	0.00	2,166.67
2019	2019	01/08/2019	PRC.47,19100470013	3	EVAN DENNIS WHITE	EVAN DENNIS WHITE DBA: EVAN WHITE PR INC DEC INV#122118				(2,166.67)	0.00
2019	2019	01/08/2019	SC.47,CO19132575M	1	EVAN DENNIS WHITE	Encumbrance for EVAN DENNIS WHITE DBA: EVAN WHITE PR INC				19,500.00	0.00
2019	2019	02/27/2019	AD.26,190000063965	1	EVAN DENNIS WHITE	EVAN DENNIS WHITE DBA: EVAN WHITE PR INC Jan 2019 Inv#208191		NCEL4701	CSE	0.00	0.00
2019	2019	02/27/2019	AD.26,190000063965	2	EVAN DENNIS WHITE	EVAN DENNIS WHITE DBA: EVAN WHITE PR INC Feb 2019 Inv#208192		NCEL4701	CSE	0.00	0.00
2019	2019	02/27/2019	PRC.47,19100470019	1	EVAN DENNIS WHITE	EVAN DENNIS WHITE DBA: EVAN WHITE PR INC Feb 2019 Inv#208192		NCEL4701	CSE	0.00	2,166.67
2019	2019	02/27/2019	PRC.47,19100470019	1	EVAN DENNIS WHITE	EVAN DENNIS WHITE DBA: EVAN WHITE PR INC Feb 2019 Inv#208192				(2,166.67)	0.00
2019	2019	02/27/2019	PRC.47,19100470019	1	EVAN DENNIS WHITE	EVAN DENNIS WHITE DBA: EVAN WHITE PR INC Jan 2019 Inv#208191		NCEL4701	CSE	0.00	2,166.67
2019	2019	02/27/2019	PRC.47,19100470019	1	EVAN DENNIS WHITE	EVAN DENNIS WHITE DBA: EVAN WHITE PR INC Jan 2019 Inv#208191				(2,166.67)	0.00
2019	2019	04/08/2019	AD.26,190000075151	1	EVAN DENNIS WHITE	EVAN DENNIS WHITE DBA: EVAN WHITE PR INC May 2019 Inv#528191		OUTR4701	CSE	0.00	0.00
2019	2019	04/08/2019	PRC.47,19100470023	1	EVAN DENNIS WHITE	EVAN DENNIS WHITE DBA: EVAN WHITE PR INC May 2019 Inv#528191		OUTR4701	CSE	0.00	2,166.00
2019	2019	04/08/2019	PRC.47,19100470023	1	EVAN DENNIS WHITE	EVAN DENNIS WHITE DBA: EVAN WHITE PR INC May 2019 Inv#528191				(2,166.00)	0.00
2019	2019	05/01/2019	AD.26,190000083580	1	EVAN DENNIS WHITE	EVAN DENNIS WHITE DBA: EVAN WHITE PR INC April 2019 Inv#329192		NCEL4701	CSE	0.00	0.00
2019	2019	05/01/2019	PRC.47,19100470027	1	EVAN DENNIS WHITE	EVAN DENNIS WHITE DBA: EVAN WHITE PR INC April 2019 Inv#329192		NCEL4701	CSE	0.00	2,166.00
2019	2019	05/01/2019	PRC.47,19100470027	1	EVAN DENNIS WHITE	EVAN DENNIS WHITE DBA: EVAN WHITE PR INC April 2019 Inv#329192				(2,166.00)	0.00
2019	2019	05/29/2019	AD.26,190000091087	1	EVAN DENNIS WHITE	EVAN DENNIS WHITE DBA: EVAN WHITE PR INC May 2019 Inv#528191		NCEL4701	CSE	0.00	0.00
2019	2019	05/29/2019	PRC.47,19100470029	1	EVAN DENNIS WHITE	EVAN DENNIS WHITE DBA: EVAN WHITE PR INC May 2019 Inv#528191		NCEL4701	CSE	0.00	2,166.00
2019	2019	05/29/2019	PRC.47,19100470029	1	EVAN DENNIS WHITE	EVAN DENNIS WHITE DBA: EVAN WHITE PR INC May 2019 Inv#528191				(2,166.00)	0.00
2019	2020	07/25/2019	AD.26,200000006370	1	EVAN DENNIS WHITE	EVAN DENNIS WHITE DBA: EVAN WHITE PR INC 6/1/19-6/30/19 INV 62111901		NCEL4701	CSE	0.00	0.00
2019	2020	07/25/2019	PRC.47,20100470004	1	EVAN DENNIS WHITE	EVAN DENNIS WHITE DBA: EVAN WHITE PR INC 6/1/19-6/30/19 INV 6211901		NCEL4701	CSE	0.00	2,168.64
2019	2020	07/25/2019	PRC.47,20100470004	1	EVAN DENNIS WHITE	EVAN DENNIS WHITE DBA: EVAN WHITE PR INC 6/1/19-6/30/19 INV 6211901				(2,168.64)	0.00
					EVAN DENNIS WHITE Total					0.01	19,499.99

BFY	FY	Date	Document ID	AL	Vendor Name	Desc	Rpt	Work Order	Task	Encumbered	Expenditure
2019	2019	01/08/2019	AD.26,190000050891	1	JENS MIDTHUN	JENS MIDTHUN OCT Inv#0000001		OUTR4701	CSE	0.00	0.00
2019	2019	01/08/2019	PRC.47,19100470014	1	JENS MIDTHUN	JENS MIDTHUN OCT Inv#0000001		OUTR4701	CSE	0.00	2,500.00
2019	2019	01/08/2019	PRC.47,19100470014	1	JENS MIDTHUN	JENS MIDTHUN OCT Inv#0000001				(2,500.00)	0.00
2019	2019	01/08/2019	SC.47,CO19132613M	1	JENS MIDTHUN	Encumbrance for JENS MIDTHUN				19,500.00	0.00
2019	2019	01/16/2019	AD.26,190000053025	1	JENS MIDTHUN	Graphic design-brief creation-3 themes- Inv#0000002		OUTR4701	CSE	0.00	0.00
2019	2019	01/16/2019	AD.26,190000053025	2	JENS MIDTHUN	graphic designer-brief creation-3 themes, region5 engagement, traffic, conversion-20 ad Inv#0000003		OUTR4701	CSE	0.00	0.00
2019	2019	01/16/2019	PRC.47,19100470015	1	JENS MIDTHUN	Graphic design-brief creation-3 themes- Inv#0000002		OUTR4701	CSE	0.00	1,500.00
2019	2019	01/16/2019	PRC.47,19100470015	1	JENS MIDTHUN	Graphic design-brief creation-3 themes- Inv#0000002				(1,500.00)	0.00
2019	2019	01/16/2019	PRC.47,19100470016	1	JENS MIDTHUN	graphic designer-brief creation-3 themes, region5 engagement, traffic, conversion-20 ad Inv#0000003		OUTR4701	CSE	0.00	3,000.00
2019	2019	01/16/2019	PRC.47,19100470016	1	JENS MIDTHUN	graphic designer-brief creation-3 themes, region5 engagement, traffic, conversion-20 ad Inv#0000003				(3,000.00)	0.00
2019	2019	02/28/2019	AD.26,190000064487	1	JENS MIDTHUN	Ad brief-Your First Step & Real Impact; engagement content 37 ad: traffic content-167 ad Inv#0000004		NCEL4701	CSE	0.00	0.00
2019	2019	02/28/2019	PRC.47,19100470020	1	JENS MIDTHUN	Ad brief-Your First Step & Real Impact; engagement content 37 ad: traffic content-167 ad Inv#0000004		NCEL4701	CSE	0.00	4,000.00
2019	2019	02/28/2019	PRC.47,19100470020	1	JENS MIDTHUN	Ad brief-Your First Step & Real Impact; engagement content 37 ad: traffic content-167 ad Inv#0000004				(4,000.00)	0.00
2019	2019	04/25/2019	AD.26,190000082074	1	JENS MIDTHUN	30 ad-traffic content -region 1&2: Rally in the valley event promit; region 1 twitter campaign		NCEL4701	CSE	0.00	0.00
2019	2019	04/25/2019	AD.26,190000082074	2	JENS MIDTHUN	80 ad traffic content-5 region F-B camp;7 ad ELE day event; South LA & Harbor city event promit		NCEL4701	CSE	0.00	0.00
2019	2019	04/25/2019	PRC.47,19100470024	1	JENS MIDTHUN	30 ad-traffic content -region 1&2: Rally in the valley event promit; region 1 twitter campaign		NCEL4701	CSE	0.00	1,350.00
2019	2019	04/25/2019	PRC.47,19100470024	1	JENS MIDTHUN	30 ad-traffic content -region 1&2: Rally in the valley event promit; region 1 twitter campaign				(1,350.00)	0.00
2019	2019	04/25/2019	PRC.47,19100470024	1	JENS MIDTHUN	80 ad traffic content-5 region F-B camp;7 ad ELE day event; South LA & Harbor city event promit		NCEL4701	CSE	0.00	2,850.00
2019	2019	04/25/2019	PRC.47,19100470024	1	JENS MIDTHUN	80 ad traffic content-5 region F-B camp;7 ad ELE day event; South LA & Harbor city event promit				(2,850.00)	0.00
2019	2019	05/21/2019	AD.26,190000089030	1	JENS MIDTHUN	Region 10/13 Traffic/Conv Campaign;Region6/7/8/1 Voter Camp, Twitter Camp,LinkedIn Recr Camp		OUTR4701	CSE	0.00	0.00
2019	2019	05/21/2019	PRC.47,19100470028	1	JENS MIDTHUN	Region 10/13 Traffic/Conv Campaign;Region6/7/8/1 Voter Camp, Twitter Camp,LinkedIn Recr Camp		OUTR4701	CSE	0.00	2,500.00
2019	2019	05/21/2019	PRC.47,19100470028	1	JENS MIDTHUN	Region 10/13 Traffic/Conv Campaign;Region6/7/8/1 Voter Camp, Twitter Camp,LinkedIn Recr Camp				(2,500.00)	0.00
2019	2019	06/11/2019	AD.26,190000095919	1	JENS MIDTHUN	Region 2/4/5 Voter Campaign;LinkedIn Voter Campaign May 2019 Inv#0000008		OUTR4701	CSE	0.00	0.00
2019	2019	06/11/2019	PRC.47,19100470031	1	JENS MIDTHUN	Region 2/4/5 Voter Campaign;LinkedIn Voter Campaign May 2019 Inv#0000008		OUTR4701	CSE	0.00	1,000.00
2019	2019	06/11/2019	PRC.47,19100470031	1	JENS MIDTHUN	Region 2/4/5 Voter Campaign;LinkedIn Voter Campaign May 2019 Inv#0000008				(1,000.00)	0.00
2019	2020	07/09/2019	AD.26,200000001544	1	JENS MIDTHUN	Region 11/12/9/10/13 Voter Campaign-Twitter Campaign- June 2019 #Inv 000009		OUTR4701	CSE	0.00	0.00
2019	2020	07/09/2019	PRC.47,20100470002	1	JENS MIDTHUN	Region 11/12/9/10/13 Voter Campaign-Twitter Campaign- June 2019 #Inv 000009		OUTR4701	CSE	0.00	800.00
2019	2020	07/09/2019	PRC.47,20100470002	1	JENS MIDTHUN	Region 11/12/9/10/13 Voter Campaign-Twitter Campaign- June 2019 #Inv 000009				(800.00)	0.00
					JENS MIDTHUN Total					0.00	19,500.00

BFY	FY	Date	Document ID	AL	Vendor Name	Desc	Rpt	Work Order	Task	Encumbered	Expenditure
2019	2019	11/16/2018	GAEAE,47,AE19470011P	1	SUZANNE LEWIS-GREGORY	Traditional public relations - 10/08/18-07/31/19		NCEL4701	ADV	650.00	0.00
2019	2019	11/19/2018	AD,26,190000039444	1	SUZANNE LEWIS-GREGORY	Suzanne Lewis -Traditional public relations - 10/08/18-07/31/19		NCEL4701	ADV	0.00	0.00
2019	2019	11/19/2018	GAX,47,19100470013	1	SUZANNE LEWIS-GREGORY	Suzanne Lewis -Traditional public relations - 10/08/18-07/31/19		NCEL4701	ADV	(650.00)	650.00
2019	2019	12/07/2018	AD,26,190000044113	1	SUZANNE LEWIS-GREGORY	Suzanne Lewis -Traditional public relations Nov		NCEL4701	ADV	0.00	0.00
2019	2019	12/07/2018	GAEAE,47,AE19470011P	1	SUZANNE LEWIS-GREGORY	Traditional public relations - 10/08/18-07/31/19		NCEL4701	ADV	650.00	0.00
2019	2019	12/07/2018	GAX,47,19100470019	1	SUZANNE LEWIS-GREGORY	Suzanne Lewis -Traditional public relations Nov		NCEL4701	ADV	(650.00)	650.00
2019	2019	12/21/2018	AD,26,190000047770	1	SUZANNE LEWIS-GREGORY	Suzanne Lewis Traditional public relations December 2018		NCEL4701	ADV	0.00	0.00
2019	2019	12/21/2018	GAEAE,47,AE19470011P	1	SUZANNE LEWIS-GREGORY	Traditional public relations - 10/08/18-07/31/19		NCEL4701	ADV	650.00	0.00
2019	2019	12/21/2018	GAX,47,19100470024	1	SUZANNE LEWIS-GREGORY	Suzanne Lewis Traditional public relations December 2018		NCEL4701	ADV	(650.00)	650.00
2019	2019	01/08/2019	SC,47,CO19132574M	1	SUZANNE LEWIS-GREGORY	Encumbrance for SUZANNE LEWIS-GREGORY DBA: BRILLIANT EVENTS				17,550.00	0.00
2019	2019	02/08/2019	AD,26,190000059210	1	SUZANNE LEWIS-GREGORY	SUZANNE LEWIS-GREGORY 01/2019 Media Targeting and researching the launch of 2019 NC election season		NCEL4701	ADV	0.00	0.00
2019	2019	02/08/2019	PRC,47,19100470018	1	SUZANNE LEWIS-GREGORY	SUZANNE LEWIS-GREGORY 01/2019 Media Targeting and researching the launch of 2019 NC election season		NCEL4701	ADV	0.00	3,000.00
2019	2019	02/08/2019	PRC,47,19100470018	1	SUZANNE LEWIS-GREGORY	SUZANNE LEWIS-GREGORY 01/2019 Media Targeting and researching the launch of 2019 NC election season				(3,000.00)	0.00
2019	2019	02/28/2019	AD,26,190000064486	1	SUZANNE LEWIS-GREGORY	02/2019 Media Targeting and researching the launch of 2019 NC election season		NCEL4701	ADV	0.00	0.00
2019	2019	02/28/2019	PRC,47,19100470021	1	SUZANNE LEWIS-GREGORY	02/2019 Media Targeting and researching the launch of 2019 NC election season		NCEL4701	ADV	0.00	3,000.00
2019	2019	02/28/2019	PRC,47,19100470021	1	SUZANNE LEWIS-GREGORY	02/2019 Media Targeting and researching the launch of 2019 NC election season				(3,000.00)	0.00
2019	2019	04/05/2019	AD,26,190000074747	1	SUZANNE LEWIS-GREGORY	03/2019 Media Targeting and researching the launch of 2019 NC election season		NCEL4701	ADV	0.00	0.00
2019	2019	04/05/2019	PRC,47,19100470022	1	SUZANNE LEWIS-GREGORY	03/2019 Media Targeting and researching the launch of 2019 NC election season		NCEL4701	ADV	0.00	3,000.00
2019	2019	04/05/2019	PRC,47,19100470022	1	SUZANNE LEWIS-GREGORY	03/2019 Media Targeting and researching the launch of 2019 NC election season				(3,000.00)	0.00
2019	2019	05/01/2019	AD,26,190000083579	1	SUZANNE LEWIS-GREGORY	04/2019 Media Targeting and researching the launch of 2019 NC election season		NCEL4701	ADV	0.00	0.00
2019	2019	05/01/2019	PRC,47,19100470025	1	SUZANNE LEWIS-GREGORY	04/2019 Media Targeting and researching the launch of 2019 NC election season		NCEL4701	ADV	0.00	3,000.00
2019	2019	05/01/2019	PRC,47,19100470025	1	SUZANNE LEWIS-GREGORY	04/2019 Media Targeting and researching the launch of 2019 NC election season				(3,000.00)	0.00
2019	2019	05/31/2019	AD,26,190000091968	1	SUZANNE LEWIS-GREGORY	05/2019 Media Targeting and researching the launch of 2019 NC election season		NCEL4701	ADV	0.00	0.00
2019	2019	05/31/2019	PRC,47,19100470030	1	SUZANNE LEWIS-GREGORY	05/2019 Media Targeting and researching the launch of 2019 NC election season		NCEL4701	ADV	0.00	3,000.00
2019	2019	05/31/2019	PRC,47,19100470030	1	SUZANNE LEWIS-GREGORY	05/2019 Media Targeting and researching the launch of 2019 NC election season				(3,000.00)	0.00
2019	2020	07/09/2019	AD,26,200000001543	1	SUZANNE LEWIS-GREGORY	06/2019 Media Targeting and researching -2019 NC ELE season \$2,550 out of \$3,000 is paid with prc		NCEL4701	ADV	0.00	0.00
2019	2020	07/09/2019	PRC,47,20100470003	1	SUZANNE LEWIS-GREGORY	06/2019 Media Targeting and researching -2019 NC ELE season \$2,550 out of \$3,000 is paid with prc		NCEL4701	ADV	0.00	2,550.00
2019	2020	07/09/2019	PRC,47,20100470003	1	SUZANNE LEWIS-GREGORY	06/2019 Media Targeting and researching -2019 NC ELE season \$2,550 out of \$3,000 is paid with prc				(2,550.00)	0.00
					SUZANNE LEWIS-GREGORY Total					0.00	19,500.00

BFY	FY	Date	Document ID	AL	Vendor Name	Desc	Rpt	Work Order	Task	Encumbered	Expenditure
2019	2019	08/06/2018	AD,26,190000009975	1	TREASURY-CITY OF LOS ANGELES	US Bank 9744-072318 for Phantom, Inv# 031643 (Borchures, Flyers & Ink Sheets)		BUDG4701	PRI	0.00	0.00
2019	2019	08/06/2018	AD,26,190000009975	2	TREASURY-CITY OF LOS ANGELES	US Bank 9744 ending 07-23-18 for Factory Outlet Store, Order# FOS8539825E (Sound station w/ 2 Mics)		BUDG4701	AUD	0.00	0.00
2019	2019	08/06/2018	AD,26,190000009975	3	TREASURY-CITY OF LOS ANGELES	US Bank 9744 ending 07-23-18, City Watch 07-01-08, Marketing Campaign 2018, (Feature page, surveys)		BUDG4701	ADV	0.00	0.00
2019	2019	08/06/2018	PRC,47,19100470005	1	TREASURY-CITY OF LOS ANGELES	US Bank 9744-072318 for Phantom, Inv# 031643 (Borchures, Flyers & Ink Sheets)		BUDG4701	PRI	0.00	741.32
2019	2019	08/06/2018	PRC,47,19100470005	2	TREASURY-CITY OF LOS ANGELES	US Bank 9744 ending 07-23-18 for Factory Outlet Store, Order# FOS8539825E (Sound station w/ 2 Mics)		BUDG4701	AUD	0.00	259.95
2019	2019	08/06/2018	PRC,47,19100470005	3	TREASURY-CITY OF LOS ANGELES	US Bank 9744 ending 07-23-18, City Watch 07-01-08, Marketing Campaign 2018, (Feature page, surveys)		BUDG4701	ADV	0.00	1,000.00
2019	2019	08/29/2018	AD,26,190000016921	1	TREASURY-CITY OF LOS ANGELES	US Bank 9744-082118 for Refeat on 07-21-2018 - SubstbyBox and Regular CHIP		BUDG4701	RET	0.00	0.00
2019	2019	08/29/2018	AD,26,190000016921	2	TREASURY-CITY OF LOS ANGELES	US Bank 9744 end, 082118, CityWatch, 08-01-08, Bud Adv, Marketing Campaign (Feature page, surveys)		BUDG4701	ADV	0.00	0.00
2019	2019	08/29/2018	AD,26,190000016921	3	TREASURY-CITY OF LOS ANGELES	US Bank 9744 ending 08-21-18, The Mailroom (Kristina Smith) for July 2018 monthly website Incf: 0564		BUDG4701	WEB	0.00	0.00
2019	2019	08/29/2018	PRC,47,19100470006	1	TREASURY-CITY OF LOS ANGELES	US Bank 9744-082118 for Refeat on 07-21-2018 - SubstbyBox and Regular CHIP		BUDG4701	RET	0.00	236.94
2019	2019	08/29/2018	PRC,47,19100470006	2	TREASURY-CITY OF LOS ANGELES	US Bank 9744 end, 082118, CityWatch, 08-01-08, Bud Adv, Marketing Campaign (Feature page, surveys)		BUDG4701	ADV	0.00	1,000.00
2019	2019	08/29/2018	PRC,47,19100470006	3	TREASURY-CITY OF LOS ANGELES	US Bank 9744 ending 08-21-18, The Mailroom (Kristina Smith) for July 2018 monthly website Incf: 0564		BUDG4701	WEB	0.00	280.00
2019	2019	11/05/2018	AD,26,190000035182	1	TREASURY-CITY OF LOS ANGELES	W/C ManQin 81490 - US Bank 9744-10/22/18-Constantcontact.com 9/28/18 prepay for 12 months		BUDG4701	WEB	0.00	0.00
2019	2019	11/05/2018	AD,26,190000035182	2	TREASURY-CITY OF LOS ANGELES	W/C ManQin 81490 - US Bank 9744-10/22/18-The mailroom Monthly Maintenance Sept 2018		BUDG4701	WEB	0.00	0.00
2019	2019	11/05/2018	AD,26,190000035182	3	TREASURY-CITY OF LOS ANGELES	Encumbrance For US Bank		BUDG4701	ADV	0.00	0.00
2019	2019	11/05/2018	PRC,47,19100470009	10	TREASURY-CITY OF LOS ANGELES	W/C ManQin 81490 - US Bank 9744-10/22/18-Constantcontact.com 9/28/18 prepay for 12 months		BUDG4701	WEB	0.00	378.00
2019	2019	11/05/2018	PRC,47,19100470009	11	TREASURY-CITY OF LOS ANGELES	W/C ManQin 81490 - US Bank 9744-10/22/18-The mailroom Monthly Maintenance Sept 2018		BUDG4701	WEB	0.00	310.00
2019	2019	11/05/2018	PRC,47,19100470009	12	TREASURY-CITY OF LOS ANGELES	Encumbrance For US Bank		BUDG4701	ADV	0.00	1,000.00
2019	2019	12/21/2018	AD,26,190000047405	1	TREASURY-CITY OF LOS ANGELES	City Watch 11-1-2018		BUDG4701	ADV	0.00	0.00
2019	2019	12/21/2018	PRC,47,19100470012	1	TREASURY-CITY OF LOS ANGELES	City Watch 11-1-2018		BUDG4701	ADV	0.00	1,000.00
2019	2019	01/25/2019	AD,26,190000055077	1	TREASURY-CITY OF LOS ANGELES	W/C ManQin-US Bank-Maintenance fee for monthly agendas on websites- invoice: 0625-NCBALA total \$200		BUDG4701	BGAD	0.00	0.00
2019	2019	01/25/2019	PRC,47,19100470017	1	TREASURY-CITY OF LOS ANGELES	W/C ManQin-US Bank-Maintenance fee for monthly agendas on websites- invoice: 0625-NCBALA total \$200		BUDG4701	BGAD	0.00	60.99
2019	2019	01/25/2019	AD,26,190000055077	3	TREASURY-CITY OF LOS ANGELES	W/C ManQin-US Bank- printing for phantom 11/26/2018		BUDG4701	PRI	0.00	0.00
2019	2019	01/25/2019	PRC,47,19100470017	4	TREASURY-CITY OF LOS ANGELES	W/C ManQin-US Bank- printing for phantom 11/26/2018		BUDG4701	PRI	0.00	399.68
					TREASURY-CITY OF LOS ANGELES Total					0.00	6,267.20
2019	2019	10/30/2018	AD,26,190000033628	1	TREASURY-CITY OF LOS ANGELES	Through US Bank Contract US Bank 9744 end, 082118, CityWatch, 09-01-18, Bud Adv, Marketing Campaign (Feature page, surveys)		CONG4701	EVE	0.00	0.00
2019	2019	10/30/2018	AD,26,190000033628	2	TREASURY-CITY OF LOS ANGELES	W/C ManQin 81490 - US Bank 9744-09-21-18, West Coast Lanyards - Badge Holder and Lanyard		CONG4701	EVE	0.00	0.00

BFY	FY	Date	Document ID	AL	Vendor Name	Desc	Rpt	Work Order	Task	Encumbered	Expenditure
2019	2019	10/30/2018	AD,26,190000033628	3	TREASURY-CITY OF LOS ANGELES	W/C ManQin 81490 - US Bank 9744-09-21-18, Pinmakers.com for Pins cards -Amazon		CONG4701	EVE	0.00	0.00
2019	2019	10/30/2018	AD,26,190000033628	4	TREASURY-CITY OF LOS ANGELES	W/C ManQin 81490 - US Bank 9744-09-21-18, Compact Flash memory		CONG4701	OFF	0.00	0.00
2019	2019	10/30/2018	AD,26,190000033628	5	TREASURY-CITY OF LOS ANGELES	W/C ManQin 81490 - US Bank 9744-09-21-18, Badge Ribbons from Ribbons Galore		CONG4701	EVE	0.00	0.00
2019	2019	10/30/2018	AD,26,190000033628	6	TREASURY-CITY OF LOS ANGELES	W/C ManQin 81490 - US Bank 9744-09-21-18, Bookmark tassel, souvenir, DIY craft fm Amazon		CONG4701	EVE	0.00	0.00
2019	2019	10/30/2018	AD,26,190000033628	7	TREASURY-CITY OF LOS ANGELES	W/C ManQin 81490 - US Bank 9744-09-21-18, photography services fm Austinfon Photography		CONG4701	PRI	0.00	0.00
2019	2019	10/30/2018	PRC,47,19100470008	1	TREASURY-CITY OF LOS ANGELES	US Bank 9744 end, 092118, CityWatch, 09-01-18, Bud Adv. Marketing Campaign (Feature page, surveys)		CONG4701	EVE	0.00	1,000.00
2019	2019	10/30/2018	PRC,47,19100470008	2	TREASURY-CITY OF LOS ANGELES	W/C ManQin 81490 - US Bank 9744-09-21-18, West Coast Lanyards - Badge Holder and Lanyard		CONG4701	EVE	0.00	1,276.61
2019	2019	10/30/2018	PRC,47,19100470008	3	TREASURY-CITY OF LOS ANGELES	W/C ManQin 81490 - US Bank 9744-09-21-18, Pinmakers.com for Pins cards -Amazon		CONG4701	EVE	0.00	920.00
2019	2019	10/30/2018	PRC,47,19100470008	4	TREASURY-CITY OF LOS ANGELES	W/C ManQin 81490 - US Bank 9744-09-21-18, Compact Flash memory		CONG4701	OFF	0.00	99.26
2019	2019	10/30/2018	PRC,47,19100470008	5	TREASURY-CITY OF LOS ANGELES	W/C ManQin 81490 - US Bank 9744-09-21-18, Badge Ribbons from Ribbons Galore		CONG4701	EVE	0.00	113.50
2019	2019	10/30/2018	PRC,47,19100470008	6	TREASURY-CITY OF LOS ANGELES	W/C ManQin 81490 - US Bank 9744-09-21-18, Bookmark tassel, souvenir, DIY craft fm Amazon		CONG4701	EVE	0.00	83.52
2019	2019	10/30/2018	PRC,47,19100470008	7	TREASURY-CITY OF LOS ANGELES	W/C ManQin 81490 - US Bank 9744-09-21-18, photography services fm Austinfon Photography		CONG4701	PRI	0.00	750.00
2019	2019	11/05/2018	AD,26,190000035182	9	TREASURY-CITY OF LOS ANGELES	W/C ManQin 81490 - US Bank 9744-10-22-18, Goodway Print & Copy		CONG4701	PRI	0.00	0.00
2019	2019	11/05/2018	AD,26,190000035182	10	TREASURY-CITY OF LOS ANGELES	W/C ManQin 81490 - US Bank 9744-10-22-18, Goodway Print & Copy		CONG4701	PRI	0.00	0.00
2019	2019	11/05/2018	AD,26,190000035182	11	TREASURY-CITY OF LOS ANGELES	W/C ManQin 81490 - US Bank 9744-10-22-18, Goodway Print & Copy		CONG4701	PRI	0.00	0.00
2019	2019	11/05/2018	AD,26,190000035182	12	TREASURY-CITY OF LOS ANGELES	W/C ManQin 81490 - US Bank 9744-10-22-18, Goodway Print & Copy total \$3733.99		CONG4701	PRI	0.00	0.00
2019	2019	11/05/2018	PRC,47,19100470009	18	TREASURY-CITY OF LOS ANGELES	W/C ManQin 81490 - US Bank 9744-10-22-18, Goodway Print & Copy		CONG4701	PRI	0.00	4,901.22
2019	2019	11/05/2018	PRC,47,19100470009	19	TREASURY-CITY OF LOS ANGELES	W/C ManQin 81490 - US Bank 9744-10-22-18, Goodway Print & Copy		CONG4701	PRI	0.00	426.50
2019	2019	11/05/2018	PRC,47,19100470009	20	TREASURY-CITY OF LOS ANGELES	W/C ManQin 81490 - US Bank 9744-10-22-18, Goodway Print & Copy		CONG4701	PRI	0.00	240.90
2019	2019	11/05/2018	PRC,47,19100470009	21	TREASURY-CITY OF LOS ANGELES	W/C ManQin 81490 - US Bank 9744-10-22-18, Goodway Print & Copy total \$3733.99		CONG4701	PRI	0.00	1,188.49
					TREASURY-CITY OF LOS ANGELES Total	Through US Bank Contract				0.00	4,242.89
2019	2019	04/12/2019	EFT,26,190000009136	5	US BANK	US Bank-6330 trophy\$47.26 OTC\$271.55 AMZ\$125.74 Ganah\$170.1 1st depot\$118.21 CVS\$33.43 ralp\$27.95		CONG4701	ELAW	0.00	0.00
2019	2019	04/12/2019	PRC,47,191004711CC	4	US BANK	US Bank-6330 trophy\$47.26 OTC\$271.55 AMZ\$125.74 Ganah\$170.1 1st depot\$118.21 CVS\$33.43 ralp\$27.95		CONG4701	ELAW	0.00	794.24
					US BANK Total					0.00	794.24
2019	2019	04/03/2019	CPO,47,190000471481	1	BELTRANS RENTS AND SALES INC	AAA RENTS #01-115524-08, aisle stanchion chrome		OUTR4701	ELAW	105.00	0.00
2019	2019	04/03/2019	CPO,47,190000471481	1	BELTRANS RENTS AND SALES INC	AAA RENTS #01-115524-08, canopy 40X70' white		OUTR4701	ELAW	2,800.00	0.00
2019	2019	04/03/2019	CPO,47,190000471481	1	BELTRANS RENTS AND SALES INC	AAA RENTS 01-115524-08, CHAIR WHITE RESIN PADDED		OUTR4701	ELAW	702.00	0.00
2019	2019	04/03/2019	CPO,47,190000471481	1	BELTRANS RENTS AND SALES INC	AAA RENTS #01-115524-08, extension cord		OUTR4701	ELAW	96.00	0.00
2019	2019	04/03/2019	CPO,47,190000471481	1	BELTRANS RENTS AND SALES INC	AAA RENTS #01-115524-08, FORCED AIR HEATER		OUTR4701	ELAW	570.00	0.00

BFY	FY	Date	Document ID	AL	Vendor Name	Desc	Rpt	Work Order	Task	Encumbered	Expenditure
2019	2019	04/03/2019	CPO,47,190000471481	1	BELTRANS RENTS AND SALES INC	AAA RENTS #01-115524-08, HEATER AIR DUCT		OUTR4701	ELAW	60.00	0.00
2019	2019	04/03/2019	CPO,47,190000471481	1	BELTRANS RENTS AND SALES INC	AAA RENTS #01-115524-08, HEATER THERMOSTAT		OUTR4701	ELAW	48.00	0.00
2019	2019	04/03/2019	CPO,47,190000471481	1	BELTRANS RENTS AND SALES INC	AAA RENTS #01-115524-08, LED PAR 36		OUTR4701	ELAW	210.00	0.00
2019	2019	04/03/2019	CPO,47,190000471481	1	BELTRANS RENTS AND SALES INC	AAA RENTS #01-115524-08, Napkin		OUTR4701	ELAW	143.00	0.00
2019	2019	04/03/2019	CPO,47,190000471481	1	BELTRANS RENTS AND SALES INC	AAA RENTS #01-115524-08, Pick up/delivery		OUTR4701	ELAW	300.00	0.00
2019	2019	04/03/2019	CPO,47,190000471481	1	BELTRANS RENTS AND SALES INC	AAA RENTS #01-115524-08, sidewall 10'x20'		OUTR4701	ELAW	550.00	0.00
2019	2019	04/03/2019	CPO,47,190000471481	1	BELTRANS RENTS AND SALES INC	AAA RENT S #01-115524-08, stanchion rope		OUTR4701	ELAW	72.00	0.00
2019	2019	04/03/2019	CPO,47,190000471481	1	BELTRANS RENTS AND SALES INC	AAA RENTS #01-115524-08, TABLE 30"RD		OUTR4701	ELAW	128.00	0.00
2019	2019	04/03/2019	CPO,47,190000471481	1	BELTRANS RENTS AND SALES INC	AAA RENTS #01-115524-08, TABLE 60"RD		OUTR4701	ELAW	286.00	0.00
2019	2019	04/03/2019	CPO,47,190000471481	1	BELTRANS RENTS AND SALES INC	AAA RENTS #01-115524-08, TABLE 6' banquet		OUTR4701	ELAW	242.00	0.00
2019	2019	04/03/2019	CPO,47,190000471481	1	BELTRANS RENTS AND SALES INC	AAA RENTS #01-115524-08, TABLECLOTH 120" royal blue		OUTR4701	ELAW	120.00	0.00
2019	2019	04/03/2019	CPO,47,190000471481	1	BELTRANS RENTS AND SALES INC	AAA RENTS #01-115524-08, TABLECLOTH 120" WHITE		OUTR4701	ELAW	330.00	0.00
2019	2019	04/03/2019	CPO,47,190000471481	1	BELTRANS RENTS AND SALES INC	AAA RENTS #01-115524-08, TABLE Drape 6'		OUTR4701	ELAW	318.60	0.00
2019	2019	04/29/2019	PRM,47,190000062503	1	BELTRANS RENTS AND SALES INC	AAA RENTS #01-115524-08, aisle stanchion chrome		OUTR4701	ELAW	(105.00)	105.00
2019	2019	04/29/2019	PRM,47,190000062503	1	BELTRANS RENTS AND SALES INC	AAA RENTS #01-115524-08, canopy 40X70' white		OUTR4701	ELAW	(2,800.00)	2,800.00
2019	2019	04/29/2019	PRM,47,190000062503	1	BELTRANS RENTS AND SALES INC	AAA RENTS 01-115524-08, CHAIR WHITE RESIN PADDED		OUTR4701	ELAW	(702.00)	702.00
2019	2019	04/29/2019	PRM,47,190000062503	1	BELTRANS RENTS AND SALES INC	AAA RENTS #01-115524-08, Napkin		OUTR4701	ELAW	(143.00)	143.00
2019	2019	04/29/2019	PRM,47,190000062503	1	BELTRANS RENTS AND SALES INC	AAA RENTS #01-115524-08, stanchion rope		OUTR4701	ELAW	(72.00)	72.00
2019	2019	04/29/2019	PRM,47,190000062503	1	BELTRANS RENTS AND SALES INC	AAA RENTS #01-115524-08, TABLE 30"RD		OUTR4701	ELAW	(128.00)	128.00
2019	2019	04/29/2019	PRM,47,190000062503	1	BELTRANS RENTS AND SALES INC	AAA RENTS #01-115524-08, TABLE 60"RD		OUTR4701	ELAW	(286.00)	286.00
2019	2019	04/29/2019	PRM,47,190000062503	1	BELTRANS RENTS AND SALES INC	AAA RENTS #01-115524-08, TABLECLOTH 120" royal blue		OUTR4701	ELAW	(120.00)	120.00
2019	2019	04/29/2019	PRM,47,190000062503	1	BELTRANS RENTS AND SALES INC	AAA RENTS #01-115524-08, TABLECLOTH 120" WHITE		OUTR4701	ELAW	(330.00)	330.00
2019	2019	04/29/2019	PRM,47,190000062503	1	BELTRANS RENTS AND SALES INC	AAA RENTS #01-115524-08, TABLE Drape 6'		OUTR4701	ELAW	(318.60)	318.60
2019	2019	04/30/2019	AD,26,190000083087	68	BELTRANS RENTS AND SALES INC	AAA RENTS 01-115524-08, CHAIR WHITE RESIN PADDED		OUTR4701	ELAW	0.00	(35.10)
2019	2019	04/30/2019	AD,26,190000083087	69	BELTRANS RENTS AND SALES INC	AAA RENTS #01-115524-08, TABLE 60"RD		OUTR4701	ELAW	0.00	(14.30)
2019	2019	04/30/2019	AD,26,190000083087	70	BELTRANS RENTS AND SALES INC	AAA RENTS #01-115524-08, TABLE 30"RD		OUTR4701	ELAW	0.00	(6.40)
2019	2019	04/30/2019	AD,26,190000083087	71	BELTRANS RENTS AND SALES INC	AAA RENTS #01-115524-08, TABLE Drape 6'		OUTR4701	ELAW	0.00	(15.93)
2019	2019	04/30/2019	AD,26,190000083087	72	BELTRANS RENTS AND SALES INC	AAA RENTS #01-115524-08, TABLECLOTH 120" WHITE		OUTR4701	ELAW	0.00	(16.50)
2019	2019	04/30/2019	AD,26,190000083087	73	BELTRANS RENTS AND SALES INC	AAA RENTS #01-115524-08, TABLECLOTH 120" royal blue		OUTR4701	ELAW	0.00	(6.00)

BFY	FY	Date	Document ID	AL	Vendor Name	Desc	Rpt	Work Order	Task	Encumbered	Expenditure
2019	2019	04/30/2019	AD,26,190000083087	74	BELTRANS RENTS AND SALES INC	AAA RENTS #01-115524-08, Napkin		OUTR4701	ELAW	0.00	(7.15)
2019	2019	04/30/2019	AD,26,190000083087	75	BELTRANS RENTS AND SALES INC	AAA RENTS #01-115524-08, aisle stanchion chrome		OUTR4701	ELAW	0.00	(5.25)
2019	2019	04/30/2019	AD,26,190000083087	76	BELTRANS RENTS AND SALES INC	AAA RENTS #01-115524-08, stanchion rope		OUTR4701	ELAW	0.00	(3.60)
2019	2019	04/30/2019	AD,26,190000083087	77	BELTRANS RENTS AND SALES INC	AAA RENTS #01-115524-08, canopy 40'X70' white		OUTR4701	ELAW	0.00	(140.00)
2019	2020	07/01/2019	AD,26,2000000000118	1	BELTRANS RENTS AND SALES INC	AAA RENTS #01-115524-08, sidewall 10'x20'		OUTR4701	ELAW	0.00	0.00
2019	2020	07/01/2019	AD,26,2000000000118	2	BELTRANS RENTS AND SALES INC	AAA RENTS #01-115524-08, LED PAR 36		OUTR4701	ELAW	0.00	0.00
2019	2020	07/01/2019	AD,26,2000000000118	3	BELTRANS RENTS AND SALES INC	AAA RENTS #01-115524-08, extension cord		OUTR4701	ELAW	0.00	0.00
2019	2020	07/01/2019	AD,26,2000000000118	4	BELTRANS RENTS AND SALES INC	AAA RENTS #01-115524-08, FORCED AIR HEATER		OUTR4701	ELAW	0.00	0.00
2019	2020	07/01/2019	AD,26,2000000000118	5	BELTRANS RENTS AND SALES INC	AAA RENTS #01-115524-08, HEATER THERMOSTAT		OUTR4701	ELAW	0.00	0.00
2019	2020	07/01/2019	AD,26,2000000000118	6	BELTRANS RENTS AND SALES INC	AAA RENTS #01-115524-08, HEATER AIR DUCT		OUTR4701	ELAW	0.00	0.00
2019	2020	07/01/2019	AD,26,2000000000118	7	BELTRANS RENTS AND SALES INC	AAA RENTS #01-115524-08, Pick up/delivery		OUTR4701	ELAW	0.00	0.00
2019	2020	07/01/2019	AD,26,2000000000118	8	BELTRANS RENTS AND SALES INC	AAA RENTS #01-115524-08, TABLE 6' banquet		OUTR4701	ELAW	0.00	0.00
2019	2020	07/01/2019	PRM,47,2000000000079	1	BELTRANS RENTS AND SALES INC	AAA RENTS #01-115524-08, extension cord		OUTR4701	ELAW	(96.00)	96.00
2019	2020	07/01/2019	PRM,47,2000000000079	1	BELTRANS RENTS AND SALES INC	AAA RENTS #01-115524-08, FORCED AIR HEATER		OUTR4701	ELAW	(570.00)	570.00
2019	2020	07/01/2019	PRM,47,2000000000079	1	BELTRANS RENTS AND SALES INC	AAA RENTS #01-115524-08, HEATER AIR DUCT		OUTR4701	ELAW	(60.00)	60.00
2019	2020	07/01/2019	PRM,47,2000000000079	1	BELTRANS RENTS AND SALES INC	AAA RENTS #01-115524-08, HEATER THERMOSTAT		OUTR4701	ELAW	(48.00)	48.00
2019	2020	07/01/2019	PRM,47,2000000000079	1	BELTRANS RENTS AND SALES INC	AAA RENTS #01-115524-08, LED PAR 36		OUTR4701	ELAW	(210.00)	210.00
2019	2020	07/01/2019	PRM,47,2000000000079	1	BELTRANS RENTS AND SALES INC	AAA RENTS #01-115524-08, Pick up/delivery		OUTR4701	ELAW	(300.00)	300.00
2019	2020	07/01/2019	PRM,47,2000000000079	1	BELTRANS RENTS AND SALES INC	AAA RENTS #01-115524-08, sidewall 10'x20'		OUTR4701	ELAW	(550.00)	550.00
2019	2020	07/01/2019	PRM,47,2000000000079	1	BELTRANS RENTS AND SALES INC	AAA RENTS #01-115524-08, TABLE 6' banquet		OUTR4701	ELAW	(242.00)	242.00
					BELTRANS RENTS AND SALES INC Total					0.00	6,830.37

BFY	FY	Date	Document ID	AL	Vendor Name	Desc	Rpt	Work Order	Task	Encumbered	Expenditure
2019	2019	08/29/2018	AD,26,1900000017211	1	BELTRANS RENTS AND SALES INC	10 Tablecloth 120" Bubble		OUTR4701	EVE	0.00	(6.00)
2019	2019	08/29/2018	AD,26,1900000017211	2	BELTRANS RENTS AND SALES INC	3 Drape 8' Raspberry		OUTR4701	EVE	0.00	(2.81)
2019	2019	08/31/2018	AD,26,1900000018192	1	BELTRANS RENTS AND SALES INC	AAA RENTS 01-111984-01, 10 Tablecloth 120" White		OUTR4701	EVE	0.00	(6.00)
2019	2019	08/31/2018	AD,26,1900000018192	2	BELTRANS RENTS AND SALES INC	AAA RENTS 01-111984-01, 4 Drape 8' White		OUTR4701	EVE	0.00	(3.74)
2019	2019	08/31/2018	AD,26,1900000018192	3	BELTRANS RENTS AND SALES INC	AAA RENTS 01-111984-01, 20 Chairs White Resin Padded		OUTR4701	EVE	0.00	(2.00)
2019	2019	08/31/2018	AD,26,1900000018192	4	BELTRANS RENTS AND SALES INC	AAA RENTS 01-111984-01, Delivery Fee		OUTR4701	EVE	0.00	(6.25)
2019	2019	12/10/2018	AD,26,1900000044344	13	BELTRANS RENTS AND SALES INC	AAA RENTS for Ignite Contract#01-113630-05		OUTR4701	EVE	0.00	(7.50)

BFY	FY	Date	Document ID	AL	Vendor Name	Desc	Rpt	Work Order	Task	Encumbered	Expenditure
2019	2019	12/10/2018	AD,26,1900000044344	14	BELTRANS RENTS AND SALES INC	AAA RENTS for Ignite Contract#01-113630-05		OUTR4701	EVE	0.00	(2.81)
2019	2019	01/04/2019	AD,26,1900000050110	1	BELTRANS RENTS AND SALES INC	AAA RENTS 01-114410-11 CANOPY WHITE		OUTR4701	EVE	0.00	(114.00)
2019	2019	01/04/2019	AD,26,1900000050110	2	BELTRANS RENTS AND SALES INC	AAA RENTS 01-114410-11 Sidewall		OUTR4701	EVE	0.00	(25.00)
2019	2019	01/04/2019	AD,26,1900000050110	3	BELTRANS RENTS AND SALES INC	AAA RENTS 01-114410-11 Tent Base		OUTR4701	EVE	0.00	(10.00)
2019	2019	01/04/2019	AD,26,1900000050110	4	BELTRANS RENTS AND SALES INC	AAA RENTS 01-114410-11 LED LIGHT		OUTR4701	EVE	0.00	(3.60)
2019	2019	01/04/2019	AD,26,1900000050110	5	BELTRANS RENTS AND SALES INC	AAA RENTS 01-114410-11 Extension cord		OUTR4701	EVE	0.00	(2.40)
2019	2019	01/04/2019	AD,26,1900000050110	6	BELTRANS RENTS AND SALES INC	AAA RENTS 01-114410-11 Table		OUTR4701	EVE	0.00	(3.30)
2019	2019	01/04/2019	AD,26,1900000050110	7	BELTRANS RENTS AND SALES INC	AAA RENTS 01-114410-11 Table		OUTR4701	EVE	0.00	(9.00)
2019	2019	01/04/2019	AD,26,1900000050110	8	BELTRANS RENTS AND SALES INC	AAA RENTS 01-114410-11 Drape		OUTR4701	EVE	0.00	(3.74)
2019	2019	01/04/2019	AD,26,1900000050110	9	BELTRANS RENTS AND SALES INC	AAA RENTS 01-114410-11 Table cloth		OUTR4701	EVE	0.00	(6.25)
2019	2019	01/04/2019	AD,26,1900000050110	10	BELTRANS RENTS AND SALES INC	AAA RENTS 01-114410-11 Chair		OUTR4701	EVE	0.00	(13.50)
2019	2019	01/04/2019	AD,26,1900000050110	11	BELTRANS RENTS AND SALES INC	AAA RENTS 01-114410-11 Forced air heater		OUTR4701	EVE	0.00	(28.50)
2019	2019	01/04/2019	AD,26,1900000050110	12	BELTRANS RENTS AND SALES INC	AAA RENTS 01-114410-11 heater air duct		OUTR4701	EVE	0.00	(3.00)
2019	2019	01/04/2019	AD,26,1900000050110	13	BELTRANS RENTS AND SALES INC	AAA RENTS 01-114410-11 heater thermostat		OUTR4701	EVE	0.00	(2.40)
2019	2019	01/04/2019	AD,26,1900000050110	14	BELTRANS RENTS AND SALES INC	AAA RENTS 01-114410-11 Extension Cord		OUTR4701	EVE	0.00	(2.40)
2019	2019	01/04/2019	AD,26,1900000050110	15	BELTRANS RENTS AND SALES INC	AAA RENTS 01-114410-11 Propane Tank		OUTR4701	EVE	0.00	(12.00)
2019	2019	01/04/2019	AD,26,1900000050110	16	BELTRANS RENTS AND SALES INC	AAA RENTS 01-114410-11 Tall Chair		OUTR4701	EVE	0.00	(8.75)
2019	2019	01/04/2019	AD,26,1900000050110	17	BELTRANS RENTS AND SALES INC	AAA RENTS 01-114410-11 DELIVERY		OUTR4701	EVE	0.00	(6.25)
2019	2019	03/05/2019	AD,26,190000065603	1	BELTRANS RENTS AND SALES INC	AAA RENTS #01-114991-13 table 60"rd		NCEL4701	EVE	0.00	(6.00)
2019	2019	03/05/2019	AD,26,190000065603	2	BELTRANS RENTS AND SALES INC	AAA RENTS#01-114991-13 table 8'banquet		NCEL4701	EVE	0.00	(3.85)
2019	2019	03/05/2019	AD,26,190000065603	3	BELTRANS RENTS AND SALES INC	AAA RENTS#01-114991-13 chair samsonite white		NCEL4701	EVE	0.00	(7.50)
2019	2019	03/05/2019	AD,26,190000065603	4	BELTRANS RENTS AND SALES INC	AAA RENTS#01-114991-13 chair director tall		NCEL4701	EVE	0.00	(10.00)
2019	2019	03/05/2019	AD,26,190000065603	5	BELTRANS RENTS AND SALES INC	AAA RENTS#01-114991-13 tablecloth 120" white		NCEL4701	EVE	0.00	(7.50)
2019	2019	03/05/2019	AD,26,190000065603	6	BELTRANS RENTS AND SALES INC	AAA RENTS#01-114991-13 Drape 8' white		NCEL4701	EVE	0.00	(4.68)
2019	2019	03/05/2019	AD,26,190000065603	7	BELTRANS RENTS AND SALES INC	AAA RENTS#01-114991-13 reolacement		NCEL4701	EVE	0.00	(5.50)
2019	2019	04/02/2019	AD,26,190000073530	4	BELTRANS RENTS AND SALES INC	AAA RENTS for NC Elections Outreach#01-115440-15 table 8' Banquet		NCEL4701	EVE	0.00	(24.00)
2019	2019	04/02/2019	AD,26,190000073530	5	BELTRANS RENTS AND SALES INC	AAA RENTS for NC Elections Outreach#01-115440-15 Chair Samsonite White		NCEL4701	EVE	0.00	(7.50)
2019	2019	04/02/2019	AD,26,190000073530	6	BELTRANS RENTS AND SALES INC	AAA RENTS for NC Elections Outreach#01-115440-15 Drape 8' White		NCEL4701	EVE	0.00	(12.16)
2019	2019	04/02/2019	AD,26,190000073530	7	BELTRANS RENTS AND SALES INC	AAA RENTS for NC Elections Outreach#01-115440-15 replacement for Drape 8'white		NCEL4701	EVE	0.00	(2.75)

BFY	FY	Date	Document ID	AL	Vendor Name	Desc	Rpt	Work Order	Task	Encumbered	Expenditure
2019	2019	04/02/2019	AD,26,190000073530	8	BELTRANS RENTS AND SALES INC	AAA RENTS for NC Elections Outreach#01-115440-15 chair set up/50		NCEL4701	EVE	0.00	(3.75)
2019	2019	04/02/2019	AD,26,190000073530	9	BELTRANS RENTS AND SALES INC	AAA RENTS for NC Elections Outreach#01-115440-15 Drape 8' Hunter green		NCEL4701	EVE	0.00	(12.16)
2019	2019	04/02/2019	AD,26,190000073530	10	BELTRANS RENTS AND SALES INC	AAA RENTS for NC Elections Outreach#01-115440-15 Drape 8' Hunter green		NCEL4701	EVE	0.00	(11.22)
2019	2019	04/02/2019	AD,26,190000073530	11	BELTRANS RENTS AND SALES INC	AAA RENTS for NC Elections Outreach#01-115440-15 Delivery/pickup		NCEL4701	EVE	0.00	(4.25)
2019	2019	06/24/2019	AD,26,190000100786	152	BELTRANS RENTS AND SALES INC	AAARENTS for NC Elections Outreach#01-115908-15 Drape 6' white		NCEL4701	EVE	0.00	(19.47)
2019	2019	06/24/2019	AD,26,190000100786	153	BELTRANS RENTS AND SALES INC	AAA RENTS for NC Elections Outreach#01-115908-14 Pickup/Delivery Fee		NCEL4701	EVE	0.00	(15.00)
2019	2019	08/15/2018	CPO,47,190000411565	1	BELTRANS RENTS AND SALES INC	10 Tablecloth 120" Bubble		OUTR4701	EVE	120.00	0.00
2019	2019	08/15/2018	CPO,47,190000411565	1	BELTRANS RENTS AND SALES INC	3 Drape 8' Raspberry		OUTR4701	EVE	56.10	0.00
2019	2019	08/23/2018	CPO,47,190000414453	1	BELTRANS RENTS AND SALES INC	AAA RENTS 01-111984-01, 10 Tablecloth 120" White		OUTR4701	EVE	120.00	0.00
2019	2019	08/23/2018	CPO,47,190000414453	1	BELTRANS RENTS AND SALES INC	AAA RENTS 01-111984-01, 20 Chairs White Resin Padded		OUTR4701	EVE	40.00	0.00
2019	2019	08/23/2018	CPO,47,190000414453	1	BELTRANS RENTS AND SALES INC	AAA RENTS 01-111984-01, 4 Drape 8' White		OUTR4701	EVE	74.80	0.00
2019	2019	08/23/2018	CPO,47,190000414453	1	BELTRANS RENTS AND SALES INC	AAA RENTS 01-111984-01, Delivery Fee		OUTR4701	EVE	125.00	0.00
2019	2019	11/13/2018	CPO,47,190000434925	1	BELTRANS RENTS AND SALES INC	AAA RENTS for Ignite Contract#01-113630-05		OUTR4701	EVE	206.10	0.00
2019	2019	12/17/2018	CPO,47,190000443402	1	BELTRANS RENTS AND SALES INC	AAA RENTS 01-114410-11 CANOPY WHITE		OUTR4701	EVE	2,280.00	0.00
2019	2019	12/17/2018	CPO,47,190000443402	1	BELTRANS RENTS AND SALES INC	AAA RENTS 01-114410-11 Chair		OUTR4701	EVE	270.00	0.00
2019	2019	12/17/2018	CPO,47,190000443402	1	BELTRANS RENTS AND SALES INC	AAA RENTS 01-114410-11 DELIVERY		OUTR4701	EVE	125.00	0.00
2019	2019	12/17/2018	CPO,47,190000443402	1	BELTRANS RENTS AND SALES INC	AAA RENTS 01-114410-11 Drape		OUTR4701	EVE	74.80	0.00
2019	2019	12/17/2018	CPO,47,190000443402	1	BELTRANS RENTS AND SALES INC	AAA RENTS 01-114410-11 Extension cord		OUTR4701	EVE	48.00	0.00
2019	2019	12/17/2018	CPO,47,190000443402	1	BELTRANS RENTS AND SALES INC	AAA RENTS 01-114410-11 Extension Cord		OUTR4701	EVE	48.00	0.00
2019	2019	12/17/2018	CPO,47,190000443402	1	BELTRANS RENTS AND SALES INC	AAA RENTS 01-114410-11 Forced air heater		OUTR4701	EVE	570.00	0.00
2019	2019	12/17/2018	CPO,47,190000443402	1	BELTRANS RENTS AND SALES INC	AAA RENTS 01-114410-11 heater air duct		OUTR4701	EVE	60.00	0.00
2019	2019	12/17/2018	CPO,47,190000443402	1	BELTRANS RENTS AND SALES INC	AAA RENTS 01-114410-11 heater thermostat		OUTR4701	EVE	48.00	0.00
2019	2019	12/17/2018	CPO,47,190000443402	1	BELTRANS RENTS AND SALES INC	AAA RENTS 01-114410-11 LED LIGHT		OUTR4701	EVE	72.00	0.00
2019	2019	12/17/2018	CPO,47,190000443402	1	BELTRANS RENTS AND SALES INC	AAA RENTS 01-114410-11 Propane Tank		OUTR4701	EVE	240.00	0.00
2019	2019	12/17/2018	CPO,47,190000443402	1	BELTRANS RENTS AND SALES INC	AAA RENTS 01-114410-11 Sdewall		OUTR4701	EVE	500.00	0.00
2019	2019	12/17/2018	CPO,47,190000443402	1	BELTRANS RENTS AND SALES INC	AAA RENTS 01-114410-11 Table		OUTR4701	EVE	246.00	0.00
2019	2019	12/17/2018	CPO,47,190000443402	1	BELTRANS RENTS AND SALES INC	AAA RENTS 01-114410-11 Table doth		OUTR4701	EVE	165.00	0.00
2019	2019	12/17/2018	CPO,47,190000443402	1	BELTRANS RENTS AND SALES INC	AAA RENTS 01-114410-11 Tall Chair		OUTR4701	EVE	175.00	0.00
2019	2019	02/05/2019	CPO,47,190000455158	1	BELTRANS RENTS AND SALES INC	AAA RENTS 01-114410-11 Tent Base		OUTR4701	EVE	200.00	0.00
2019	2019	02/05/2019	CPO,47,190000455158	1	BELTRANS RENTS AND SALES INC	AAA RENTS#01-114991-13 chair director tall		NCEL4701	EVE	200.00	0.00
2019	2019	02/05/2019	CPO,47,190000455158	1	BELTRANS RENTS AND SALES INC	AAA RENTS#01-114991-13 chair samsomite white		NCEL4701	EVE	150.00	0.00
2019	2019	02/05/2019	CPO,47,190000455158	1	BELTRANS RENTS AND SALES INC	AAA RENTS#01-114991-13 Drape 8' white		NCEL4701	EVE	93.50	0.00
2019	2019	02/05/2019	CPO,47,190000455158	1	BELTRANS RENTS AND SALES INC	AAA RENTS#01-114991-13 replacement		NCEL4701	EVE	110.00	0.00
2019	2019	02/05/2019	CPO,47,190000455158	1	BELTRANS RENTS AND SALES INC	AAA RENTS #01-114991-13 table 60"rd		NCEL4701	EVE	120.00	0.00

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2019	2019	02/05/2019	CPO,47,190000455158	1	BELTRANS RENTS AND SALES INC	AAA RENTS#01-114991-13 table 8'banquet		NCEL4701	EVE	77.00	0.00
2019	2019	02/05/2019	CPO,47,190000455158	1	BELTRANS RENTS AND SALES INC	AAA RENTS#01-114991-13 tablecloth 120" white		NCEL4701	EVE	150.00	0.00
2019	2019	03/07/2019	CPO,47,190000464850	1	BELTRANS RENTS AND SALES INC	AAA RENTS for NC Elections Outreach#01-115440-15 Chair Samsomite White		NCEL4701	EVE	150.00	0.00
2019	2019	03/07/2019	CPO,47,190000464850	1	BELTRANS RENTS AND SALES INC	AAA RENTS for NC Elections Outreach#01-115440-15 chair set up/50		NCEL4701	EVE	75.00	0.00
2019	2019	03/07/2019	CPO,47,190000464850	1	BELTRANS RENTS AND SALES INC	AAA RENTS for NC Elections Outreach#01-115440-15 Delivery/pickup		NCEL4701	EVE	85.00	0.00
2019	2019	03/07/2019	CPO,47,190000464850	1	BELTRANS RENTS AND SALES INC	AAA RENTS for NC Elections Outreach#01-115440-15 Drape 8' Hunter green		NCEL4701	EVE	467.50	0.00
2019	2019	03/07/2019	CPO,47,190000464850	1	BELTRANS RENTS AND SALES INC	AAA RENTS for NC Elections Outreach#01-115440-15 Drape 8' White		NCEL4701	EVE	243.10	0.00
2019	2019	03/07/2019	CPO,47,190000464850	1	BELTRANS RENTS AND SALES INC	AAA RENTS for NC Elections Outreach#01-115440-15 replacement for Drape 8'white		NCEL4701	EVE	55.00	0.00
2019	2019	03/07/2019	CPO,47,190000464850	1	BELTRANS RENTS AND SALES INC	AAA RENTS for NC Elections Outreach#01-115440-15 table 8' Banquet		NCEL4701	EVE	480.00	0.00
2019	2019	06/11/2019	CPO,47,190000492169	1	BELTRANS RENTS AND SALES INC	AAA RENTS for NC Elections Outreach#01-115908-14 Pickup/Delivery Fee		NCEL4701	EVE	300.00	0.00
2019	2019	06/11/2019	CPO,47,190000492169	1	BELTRANS RENTS AND SALES INC	AAARENTS for NC Elections Outreach#01-115908-15 Drape 6' white		NCEL4701	EVE	389.40	0.00
2019	2019	08/29/2018	PRM,47,190000012487	1	BELTRANS RENTS AND SALES INC	10 Tablecloth 120" Bubble		OUTR4701	EVE	(120.00)	120.00
2019	2019	08/29/2018	PRM,47,190000012487	1	BELTRANS RENTS AND SALES INC	3 Drape 8' Raspberry		OUTR4701	EVE	(56.10)	56.10
2019	2019	08/31/2018	PRM,47,190000012975	1	BELTRANS RENTS AND SALES INC	AAA RENTS 01-111984-01, 10 Tablecloth 120" White		OUTR4701	EVE	(120.00)	120.00
2019	2019	08/31/2018	PRM,47,190000012975	1	BELTRANS RENTS AND SALES INC	AAA RENTS 01-111984-01, 20 Chairs White Resin Padded		OUTR4701	EVE	(40.00)	40.00
2019	2019	08/31/2018	PRM,47,190000012975	1	BELTRANS RENTS AND SALES INC	AAA RENTS 01-111984-01, 4 Drape 8' White		OUTR4701	EVE	(74.80)	74.80
2019	2019	08/31/2018	PRM,47,190000012975	1	BELTRANS RENTS AND SALES INC	AAA RENTS 01-111984-01, Delivery Fee		OUTR4701	EVE	(125.00)	125.00
2019	2019	12/06/2018	PRM,47,190000032987	1	BELTRANS RENTS AND SALES INC	AAA RENTS for Ignite Contract#01-113630-05		OUTR4701	EVE	(206.10)	206.10
2019	2019	01/04/2019	PRM,47,190000038379	1	BELTRANS RENTS AND SALES INC	AAA RENTS 01-114410-11 CANOPY WHITE		OUTR4701	EVE	(2,280.00)	2,280.00
2019	2019	01/04/2019	PRM,47,190000038379	1	BELTRANS RENTS AND SALES INC	AAA RENTS 01-114410-11 Chair		OUTR4701	EVE	(270.00)	270.00
2019	2019	01/04/2019	PRM,47,190000038379	1	BELTRANS RENTS AND SALES INC	AAA RENTS 01-114410-11 DELIVERY		OUTR4701	EVE	(125.00)	125.00
2019	2019	01/04/2019	PRM,47,190000038379	1	BELTRANS RENTS AND SALES INC	AAA RENTS 01-114410-11 Drape		OUTR4701	EVE	(74.80)	74.80
2019	2019	01/04/2019	PRM,47,190000038379	1	BELTRANS RENTS AND SALES INC	AAA RENTS 01-114410-11 Extension cord		OUTR4701	EVE	(48.00)	48.00
2019	2019	01/04/2019	PRM,47,190000038379	1	BELTRANS RENTS AND SALES INC	AAA RENTS 01-114410-11 Extension Cord		OUTR4701	EVE	(48.00)	48.00
2019	2019	01/04/2019	PRM,47,190000038379	1	BELTRANS RENTS AND SALES INC	AAA RENTS 01-114410-11 Forced air heater		OUTR4701	EVE	(570.00)	570.00
2019	2019	01/04/2019	PRM,47,190000038379	1	BELTRANS RENTS AND SALES INC	AAA RENTS 01-114410-11 heater air duct		OUTR4701	EVE	(60.00)	60.00
2019	2019	01/04/2019	PRM,47,190000038379	1	BELTRANS RENTS AND SALES INC	AAA RENTS 01-114410-11 heater thermostat		OUTR4701	EVE	(48.00)	48.00
2019	2019	01/04/2019	PRM,47,190000038379	1	BELTRANS RENTS AND SALES INC	AAA RENTS 01-114410-11 LED LIGHT		OUTR4701	EVE	(72.00)	72.00
2019	2019	01/04/2019	PRM,47,190000038379	1	BELTRANS RENTS AND SALES INC	AAA RENTS 01-114410-11 Propane Tank		OUTR4701	EVE	(240.00)	240.00

BFY	FY	Date	Document ID	AL	Vendor Name	Desc	Rpt	Work Order	Task	Encumbered	Expenditure
2019	2019	11/27/2018	PRM.47, 190000030487	1	KONICA MINOLTA BUSINESS SOLUTIONS	Meter Reading 4/1/17-6/30/17 ASAYO11007748 Inv#246254282		GASP4701	PRI	(765.89)	765.89
2019	2019	11/13/2018	CPO.47, 1900000435448	1	KONICA MINOLTA BUSINESS SOLUTIONS	Meter Reading 4/1/17-6/30/17 ASAYO11007797 Inv#246254065		GASP4701	PRI	386.17	0.00
2019	2019	11/27/2018	AD.26, 1900000040802	22	KONICA MINOLTA BUSINESS SOLUTIONS	Meter Reading 4/1/17-6/30/17 ASAYO11007797 Inv#246254065		GASP4701	PRI	0.00	0.00
2019	2019	11/27/2018	AD.26, 1900000040802	23	KONICA MINOLTA BUSINESS SOLUTIONS	Meter Reading 4/1/17-6/30/17 ASAYO11007797 Inv#246254065		GASP4701	PRI	0.00	0.00
2019	2019	11/27/2018	PRM.47, 190000030487	1	KONICA MINOLTA BUSINESS SOLUTIONS	Meter Reading 4/1/17-6/30/17 ASAYO11007797 Inv#246254065		GASP4701	PRI	(386.17)	386.17
2019	2019	11/13/2018	CPO.47, 1900000435444	1	KONICA MINOLTA BUSINESS SOLUTIONS	Meter Reading 4/1/18-6/30/18 ASAYO11007748 Inv#252688403		GASP4701	PRI	606.54	0.00
2019	2019	11/27/2018	AD.26, 1900000040802	16	KONICA MINOLTA BUSINESS SOLUTIONS	Meter Reading 4/1/18-6/30/18 ASAYO11007748 Inv#252688403		GASP4701	PRI	0.00	0.00
2019	2019	11/27/2018	AD.26, 1900000040802	17	KONICA MINOLTA BUSINESS SOLUTIONS	Meter Reading 4/1/18-6/30/18 ASAYO11007748 Inv#252688403		GASP4701	PRI	0.00	0.00
2019	2019	11/27/2018	PRM.47, 190000030487	1	KONICA MINOLTA BUSINESS SOLUTIONS	Meter Reading 4/1/18-6/30/18 ASAYO11007748 Inv#252688403		GASP4701	PRI	(606.54)	606.54
2019	2019	11/13/2018	CPO.47, 1900000435454	1	KONICA MINOLTA BUSINESS SOLUTIONS	Meter Reading 4/1/18-6/30/18 ASAYO11007797 Inv#252688401		GASP4701	PRI	241.40	0.00
2019	2019	11/27/2018	AD.26, 1900000040802	18	KONICA MINOLTA BUSINESS SOLUTIONS	Meter Reading 4/1/18-6/30/18 ASAYO11007797 Inv#252688401		GASP4701	PRI	0.00	0.00
2019	2019	11/27/2018	AD.26, 1900000040802	19	KONICA MINOLTA BUSINESS SOLUTIONS	Meter Reading 4/1/18-6/30/18 ASAYO11007797 Inv#252688401		GASP4701	PRI	0.00	0.00
2019	2019	11/27/2018	PRM.47, 190000030487	1	KONICA MINOLTA BUSINESS SOLUTIONS	Meter Reading 4/1/18-6/30/18 ASAYO11007797 Inv#252688401		GASP4701	PRI	(241.40)	241.40
2019	2019	11/13/2018	CPO.47, 1900000434834	1	KONICA MINOLTA BUSINESS SOLUTIONS	Meter Reading 4/1/18-6/30/18 ASAYO11009625 Inv#252688400		GASP4701	PRI	784.94	0.00
2019	2019	11/27/2018	AD.26, 1900000040802	14	KONICA MINOLTA BUSINESS SOLUTIONS	Meter Reading 4/1/18-6/30/18 ASAYO11009625 Inv#252688400		GASP4701	PRI	0.00	0.00
2019	2019	11/27/2018	AD.26, 1900000040802	15	KONICA MINOLTA BUSINESS SOLUTIONS	Meter Reading 4/1/18-6/30/18 ASAYO11009625 Inv#252688400		GASP4701	PRI	0.00	0.00
2019	2019	11/27/2018	PRM.47, 190000030487	1	KONICA MINOLTA BUSINESS SOLUTIONS	Meter Reading 4/1/18-6/30/18 ASAYO11009625 Inv#252688400		GASP4701	PRI	(784.94)	784.94
2019	2019	04/01/2019	CPO.47, 1900000469251	1	KONICA MINOLTA BUSINESS SOLUTIONS	Meter Reading 7/1/18-9/30/18 ASAYO11007748 Inv#254346037		GASP4701	PRI	1,098.02	0.00
2019	2019	04/11/2019	AD.26, 1900000077906	4	KONICA MINOLTA BUSINESS SOLUTIONS	Meter Reading 7/1/18-9/30/18 ASAYO11007748 Inv#254346037		GASP4701	PRI	0.00	0.00
2019	2019	04/11/2019	AD.26, 1900000077906	5	KONICA MINOLTA BUSINESS SOLUTIONS	Meter Reading 7/1/18-9/30/18 ASAYO11007748 Inv#254346037		GASP4701	PRI	0.00	0.00
2019	2019	04/11/2019	PRM.47, 190000058307	1	KONICA MINOLTA BUSINESS SOLUTIONS	Meter Reading 7/1/18-9/30/18 ASAYO11007748 Inv#254346037		GASP4701	PRI	(1,098.02)	1,098.02
2019	2019	04/01/2019	CPO.47, 1900000469252	1	KONICA MINOLTA BUSINESS SOLUTIONS	Meter Reading 7/1/18-9/30/18 ASAYO11007797 Inv#254346296		GASP4701	PRI	347.46	0.00
2019	2019	04/11/2019	AD.26, 1900000077906	10	KONICA MINOLTA BUSINESS SOLUTIONS	Meter Reading 7/1/18-9/30/18 ASAYO11007797 Inv#254346296		GASP4701	PRI	0.00	0.00
2019	2019	04/11/2019	AD.26, 1900000077906	11	KONICA MINOLTA BUSINESS SOLUTIONS	Meter Reading 7/1/18-9/30/18 ASAYO11007797 Inv#254346296		GASP4701	PRI	0.00	0.00
2019	2019	04/11/2019	PRM.47, 190000058307	1	KONICA MINOLTA BUSINESS SOLUTIONS	Meter Reading 7/1/18-9/30/18 ASAYO11007797 Inv#254346296		GASP4701	PRI	(347.46)	347.46
2019	2019	04/01/2019	CPO.47, 1900000469237	1	KONICA MINOLTA BUSINESS SOLUTIONS	Meter Reading 7/1/18-9/30/18 ASAYO11009625 Inv#254346036		GASP4701	PRI	1,040.63	0.00
2019	2019	04/11/2019	AD.26, 1900000077906	8	KONICA MINOLTA BUSINESS SOLUTIONS	Meter Reading 7/1/18-9/30/18 ASAYO11009625 Inv#254346036		GASP4701	PRI	0.00	0.00
2019	2019	04/11/2019	AD.26, 1900000077906	9	KONICA MINOLTA BUSINESS SOLUTIONS	Meter Reading 7/1/18-9/30/18 ASAYO11009625 Inv#254346036		GASP4701	PRI	0.00	0.00
2019	2019	04/11/2019	PRM.47, 190000058307	1	KONICA MINOLTA BUSINESS SOLUTIONS	Meter Reading 7/1/18-9/30/18 ASAYO11009625 Inv#254346036		GASP4701	PRI	(1,040.63)	1,040.63

BFY	FY	Date	Document ID	AL	Vendor Name	Desc	Rpt	Work Order	Task	Encumbered	Expenditure
2019	2019	01/04/2019	PRM.47, 190000038379	1	BELTRANS RENTS AND SALES INC	AAA RENTS 01-114410-11 Sidewall		OUTR4701	EVE	(500.00)	500.00
2019	2019	01/04/2019	PRM.47, 190000038379	1	BELTRANS RENTS AND SALES INC	AAA RENTS 01-114410-11 Table		OUTR4701	EVE	(246.00)	246.00
2019	2019	01/04/2019	PRM.47, 190000038379	1	BELTRANS RENTS AND SALES INC	AAA RENTS 01-114410-11 Table cloth		OUTR4701	EVE	(165.00)	165.00
2019	2019	01/04/2019	PRM.47, 190000038379	1	BELTRANS RENTS AND SALES INC	AAA RENTS 01-114410-11 Tall Chair		OUTR4701	EVE	(175.00)	175.00
2019	2019	01/04/2019	PRM.47, 190000038379	1	BELTRANS RENTS AND SALES INC	AAA RENTS 01-114410-11 Tent Base		OUTR4701	EVE	(200.00)	200.00
2019	2019	03/05/2019	PRM.47, 190000050534	1	BELTRANS RENTS AND SALES INC	AAA RENTS#01-114991-13 chair director tall		NCEL4701	EVE	(200.00)	200.00
2019	2019	03/05/2019	PRM.47, 190000050534	1	BELTRANS RENTS AND SALES INC	AAA RENTS#01-114991-13 chair samsonite white		NCEL4701	EVE	(150.00)	150.00
2019	2019	03/05/2019	PRM.47, 190000050534	1	BELTRANS RENTS AND SALES INC	AAA RENTS#01-114991-13 Drape 8' white		NCEL4701	EVE	(93.50)	93.50
2019	2019	03/05/2019	PRM.47, 190000050534	1	BELTRANS RENTS AND SALES INC	AAA RENTS#01-114991-13 replacement		NCEL4701	EVE	(110.00)	110.00
2019	2019	03/05/2019	PRM.47, 190000050534	1	BELTRANS RENTS AND SALES INC	AAA RENTS #01-114991-13 table 60"rd		NCEL4701	EVE	(120.00)	120.00
2019	2019	03/05/2019	PRM.47, 190000050534	1	BELTRANS RENTS AND SALES INC	AAA RENTS#01-114991-13 table 8'banquet		NCEL4701	EVE	(77.00)	77.00
2019	2019	03/05/2019	PRM.47, 190000050534	1	BELTRANS RENTS AND SALES INC	AAA RENTS#01-114991-13 tablecloth 120" white		NCEL4701	EVE	(150.00)	150.00
2019	2019	04/01/2019	PRM.47, 190000055946	1	BELTRANS RENTS AND SALES INC	AAA RENTS for NC Elections Outreach#01-115440-15 Chair Samsonite White		NCEL4701	EVE	(150.00)	150.00
2019	2019	04/01/2019	PRM.47, 190000055946	1	BELTRANS RENTS AND SALES INC	AAA RENTS for NC Elections Outreach#01-115440-15 chair set up/50		NCEL4701	EVE	(75.00)	75.00
2019	2019	04/01/2019	PRM.47, 190000055946	1	BELTRANS RENTS AND SALES INC	AAA RENTS for NC Elections Outreach#01-115440-15 Delivery/pickup		NCEL4701	EVE	(85.00)	85.00
2019	2019	04/01/2019	PRM.47, 190000055946	1	BELTRANS RENTS AND SALES INC	AAA RENTS for NC Elections Outreach#01-115440-15 Draper 8' Hunter green		NCEL4701	EVE	(467.50)	467.50
2019	2019	04/01/2019	PRM.47, 190000055946	1	BELTRANS RENTS AND SALES INC	AAA RENTS for NC Elections Outreach#01-115440-15 Drape 8' White		NCEL4701	EVE	(243.10)	243.10
2019	2019	04/01/2019	PRM.47, 190000055946	1	BELTRANS RENTS AND SALES INC	AAA RENTS for NC Elections Outreach#01-115440-15 replacement for Drape 8'white		NCEL4701	EVE	(55.00)	55.00
2019	2019	04/01/2019	PRM.47, 190000055946	1	BELTRANS RENTS AND SALES INC	AAA RENTS for NC Elections Outreach#01-115440-15 table 8' Banquet Fee		NCEL4701	EVE	(480.00)	480.00
2019	2019	06/20/2019	PRM.47, 190000076137	1	BELTRANS RENTS AND SALES INC	AAA RENTS for NC Elections Outreach#01-115908-14 P'pickup/Delivery		NCEL4701	EVE	(300.00)	300.00
2019	2019	06/20/2019	PRM.47, 190000076137	1	BELTRANS RENTS AND SALES INC	AAARENTS for NC Elections Outreach#01-115908-15 Drape 6' white		NCEL4701	EVE	(389.40)	389.40
					BELTRANS RENTS AND SALES INC Total					0.00	8,558.81
2019	2019	02/07/2019	AD.26, 190000058856	1	CARBIDE 3D	CNC Machine		OUTR4701	EVE	0.00	0.00
2019	2019	02/07/2019	AD.26, 190000058856	2	CARBIDE 3D			OUTR4701	EVE	0.00	0.00
2019	2019	02/01/2019	OPO.47, 1900000301179	1	CARBIDE 3D	CNC Machine		OUTR4701	EVE	2,060.79	0.00
2019	2019	02/01/2019	OPO.47, 1900000301179	1	CARBIDE 3D			OUTR4701	EVE	65.03	0.00
2019	2019	02/07/2019	PRM.47, 190000045639	1	CARBIDE 3D	CNC Machine		OUTR4701	EVE	(2,060.79)	2,060.79
2019	2019	02/07/2019	PRM.47, 190000045639	1	CARBIDE 3D			OUTR4701	EVE	(65.03)	65.03

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					CARBIDE 3D Total					0.00	2,125.82
2019	2019	12/21/2018	AD,26,190000047730	1	CONTINENTAL INTERPRETING SERVICES INC	Continental Interpreting Translation Services Inv#1-14011, 05/07/18 WCLB Outreach Mtg		OUTR4701	TRL	0.00	0.00
2019	2019	12/21/2018	AD,26,190000047730	2	CONTINENTAL INTERPRETING SERVICES INC	Continental Interpreting Translation Services Inv#1-14011, 05/07/18 WCLB Outreach Mtg		OUTR4701	TRL	0.00	0.00
2019	2019	12/21/2018	DEX,47,19100470011	1	CONTINENTAL INTERPRETING SERVICES INC	Continental Interpreting Translation Services Inv#1-14011, 05/07/18 WCLB Outreach Mtg		OUTR4701	TRL	0.00	1,462.50
2019	2019	12/21/2018	DEX,47,19100470011	2	CONTINENTAL INTERPRETING SERVICES INC	Continental Interpreting Translation Services Inv#1-14577 06/22/18		OUTR4701	TRL	0.00	2,929.28
					CONTINENTAL INTERPRETING SERVICES INC Total					0.00	4,391.78
2019	2019	05/08/2019	AD,26,190000085350	1	CORO SOUTHERN CALIFORNIA INC	Project "Public Engagement Handbook"-03/19-05/19		NCOP4701	CSE	0.00	0.00
2019	2019	05/07/2019	GAEAE,47 AE19470027	1	CORO SOUTHERN CALIFORNIA INC	Project "Public Engagement Handbook"-03/19-05/19		NCOP4701	CSE	14,000.00	0.00
2019	2019	05/08/2019	GAX,47,19100470053	1	CORO SOUTHERN CALIFORNIA INC	Project "Public Engagement Handbook"-03/19-05/19		NCOP4701	CSE	(14,000.00)	14,000.00
					CORO SOUTHERN CALIFORNIA INC Total					0.00	14,000.00
2019	2019	06/17/2019	AD,26,190000097739	1	DELIA TORRES	Leadership Training Meetings-Sunland- Tujunga Library 5/28/19-Marvin Braude Center 5/29/19 Inv#10949		GASP4701	TRL	0.00	0.00
2019	2019	06/12/2019	GAEAE,47 AE19470035	1	DELIA TORRES	Leadership Academy Training Meetings -Sunland-Tujunga Library 5/28/19 Marvin Braude Center 5/29/19		GASP4701	TRL	930.00	0.00
2019	2019	06/17/2019	GAX,47,19100470080	1	DELIA TORRES	Leadership Training Meetings-Sunland-Tujunga Library 5/28/19-Marvin Braude Center 5/29/19 Inv#10949		GASP4701	TRL	(930.00)	930.00
					DELIA TORRES Total					0.00	930.00
2019	2019	08/16/2018	AD,26,190000013702	1	ELEAZAR PARTNERSHIPS, INC.	Eleazar Partnerships, Inc. for July 31st Training Event		GASP4701	TRN	0.00	0.00
2019	2019	08/08/2018	GAEAE,47 AE19470002	1	ELEAZAR PARTNERSHIPS, INC.	Eleazar Partnerships, Inc. for July 31st Training Event		GASP4701	TRN	450.00	0.00
2019	2019	08/16/2018	GAX,47,19100470005	1	ELEAZAR PARTNERSHIPS, INC.	Eleazar Partnerships, Inc. for July 31st Training Event		GASP4701	TRN	(450.00)	450.00
					ELEAZAR PARTNERSHIPS, INC. Total					0.00	450.00
2019	2019	06/03/2019	CPO,47,190000489080	1	HEWLETT PACKARD ENTERPRISE COMPANY	Configurable HP EliteBook 840 G5 Series Notebook IDS		GASP4701	COM	13,905.21	0.00
2019	2019	06/03/2019	CPO,47,190000489080	1	HEWLETT PACKARD ENTERPRISE COMPANY	HP 14,1 Business Slim Top Load		GASP4701	COM	303.63	0.00
2019	2019	06/03/2019	CPO,47,190000489080	1	HEWLETT PACKARD ENTERPRISE COMPANY	HP USB-C Universal Dock US-English localization		GASP4701	COM	1,478.25	0.00
2019	2019	06/11/2019	CPO,47,190000489080	1	HEWLETT PACKARD ENTERPRISE COMPANY	Regulatory Fees		GASP4701	COM	45.00	0.00
2019	2019	06/21/2019	CPO,47,190000489080	1	HEWLETT PACKARD ENTERPRISE COMPANY	Configurable HP EliteBook 840 G5 Series Notebook IDS		GASP4701	COM	(13,905.21)	0.00
2019	2019	06/21/2019	CPO,47,190000489080	1	HEWLETT PACKARD ENTERPRISE COMPANY	HP 14,1 Business Slim Top Load		GASP4701	COM	(303.63)	0.00
2019	2019	06/21/2019	CPO,47,190000489080	1	HEWLETT PACKARD ENTERPRISE COMPANY	HP USB-C Universal Dock US-English localization		GASP4701	COM	(1,478.25)	0.00
2019	2019	06/21/2019	CPO,47,190000489080	1	HEWLETT PACKARD ENTERPRISE COMPANY	Regulatory Fees		GASP4701	COM	(45.00)	0.00
					HEWLETT PACKARD ENTERPRISE COMPANY Total					(0.00)	0.00
2019	2019	11/27/2018	AD,26,190000040934	1	KNIGHTSBRIDGE INDUSTRIES INC.	KNIGHTSBRIDGE - 1.25" Hard Enamel Cloisome' Pin - round gear		OUTR4701	CSE	0.00	0.00
2019	2019	11/27/2018	AD,26,190000040934	2	KNIGHTSBRIDGE INDUSTRIES INC.	KNIGHTSBRIDGE - Shipping Fee		OUTR4701	CSE	0.00	0.00

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2019	2019	11/27/2018	AD,26,190000040934	3	KNIGHTSBRIDGE INDUSTRIES INC.	KNIGHTSBRIDGE - 1.25" Hard Enamel Cloisome' Pin - round gear (back pin center of pin)		OUTR4701	CSE	0.00	0.00
2019	2019	11/27/2018	AD,26,190000040934	4	KNIGHTSBRIDGE INDUSTRIES INC.	KNIGHTSBRIDGE - Shipping Fee		OUTR4701	CSE	0.00	0.00
2019	2019	04/08/2019	AD,26,190000075084	1	KNIGHTSBRIDGE INDUSTRIES INC.	1.25" Hard Enamel Cloisome' Pin - round gear (silver clasp)	W17 87	OUTR4701	CSE	0.00	0.00
2019	2019	04/08/2019	AD,26,190000075084	2	KNIGHTSBRIDGE INDUSTRIES INC.	Shipping fee	W17 87	OUTR4701	CSE	0.00	0.00
2019	2020	07/29/2019	AD,26,200000006852	1	KNIGHTSBRIDGE INDUSTRIES INC.	KNIGHTSBRIDGE - Recyclable Bright ECO Notebooks 5.5"W x 7"H, 125 blue 125 pink		OUTR4701	CSE	0.00	0.00
2019	2020	07/29/2019	AD,26,200000006852	2	KNIGHTSBRIDGE INDUSTRIES INC.	KNIGHTSBRIDGE - Shipping Fee		OUTR4701	CSE	0.00	0.00
2019	2020	07/29/2019	AD,26,200000006852	3	KNIGHTSBRIDGE INDUSTRIES INC.	KNIGHTSBRIDGE - Additional charges for recyclable bright ECO Notebooks		OUTR4701	CSE	0.00	0.00
2019	2020	07/29/2019	AD,26,200000006852	4	KNIGHTSBRIDGE INDUSTRIES INC.	KNIGHTSBRIDGE - Canvas Promotional Tote Bag 15"W X16"H		OUTR4701	CSE	0.00	0.00
2019	2020	07/29/2019	AD,26,200000006852	5	KNIGHTSBRIDGE INDUSTRIES INC.	KNIGHTSBRIDGE - Additional charges for canvas promotional tote bag		OUTR4701	CSE	0.00	0.00
2019	2020	07/29/2019	AD,26,200000006852	6	KNIGHTSBRIDGE INDUSTRIES INC.	KNIGHTSBRIDGE - 1" Hard Enamel Cloisome' Pin SIZE 1"		OUTR4701	CSE	0.00	0.00
2019	2020	07/29/2019	AD,26,200000006852	7	KNIGHTSBRIDGE INDUSTRIES INC.	KNIGHTSBRIDGE - Corporate Series Acrylic Rectangle Paperweight 3.5" X 2.25" X0.75"		OUTR4701	CSE	0.00	0.00
2019	2020	07/29/2019	AD,26,200000006852	8	KNIGHTSBRIDGE INDUSTRIES INC.	KNIGHTSBRIDGE - Shipping Fee		OUTR4701	CSE	0.00	0.00
2019	2020	07/29/2019	AD,26,200000006852	9	KNIGHTSBRIDGE INDUSTRIES INC.	KNIGHTSBRIDGE - Additional charges for Corporate Series Acrylic Rectangle paperweight	W17 87	OUTR4701	CSE	0.00	0.00
2019	2019	03/14/2019	BPO,47,190000219986	1	KNIGHTSBRIDGE INDUSTRIES INC.	1.25" Hard Enamel Cloisome' Pin - round gear (silver clasp)	W17 87	OUTR4701	CSE	985.50	0.00
2019	2019	03/14/2019	BPO,47,190000219986	1	KNIGHTSBRIDGE INDUSTRIES INC.	Shipping fee	W17 87	OUTR4701	CSE	13.00	0.00
2019	2019	11/20/2018	OPO,47,190000300639	1	KNIGHTSBRIDGE INDUSTRIES INC.	KNIGHTSBRIDGE - 1.25" Hard Enamel Cloisome' Pin - round gear		OUTR4701	CSE	876.00	0.00
2019	2019	11/20/2018	OPO,47,190000300639	1	KNIGHTSBRIDGE INDUSTRIES INC.	KNIGHTSBRIDGE - 1.25" Hard Enamel Cloisome' Pin - round gear (back pin center of pin)		OUTR4701	CSE	1,522.05	0.00
2019	2019	11/20/2018	OPO,47,190000300639	1	KNIGHTSBRIDGE INDUSTRIES INC.	KNIGHTSBRIDGE - Shipping Fee		OUTR4701	CSE	29.00	0.00
2019	2019	06/13/2019	OPO,47,190000302481	1	KNIGHTSBRIDGE INDUSTRIES INC.	KNIGHTSBRIDGE - 1" Hard Enamel Cloisome' Pin SIZE 1"		OUTR4701	CSE	1,067.63	0.00
2019	2019	06/13/2019	OPO,47,190000302481	1	KNIGHTSBRIDGE INDUSTRIES INC.	KNIGHTSBRIDGE - Additional charges for canvas promotional tote bag		OUTR4701	CSE	43.80	0.00
2019	2019	06/13/2019	OPO,47,190000302481	1	KNIGHTSBRIDGE INDUSTRIES INC.	KNIGHTSBRIDGE - Additional charges for Corporate Series Acrylic Rectangle paperweight		OUTR4701	CSE	347.66	0.00
2019	2019	06/13/2019	OPO,47,190000302481	1	KNIGHTSBRIDGE INDUSTRIES INC.	KNIGHTSBRIDGE - Additional charges for recyclable bright ECO Notebooks		OUTR4701	CSE	65.70	0.00
2019	2019	06/13/2019	OPO,47,190000302481	1	KNIGHTSBRIDGE INDUSTRIES INC.	KNIGHTSBRIDGE - Canvas Promotional Tote Bag 15"W X16"H		OUTR4701	CSE	889.69	0.00
2019	2019	06/13/2019	OPO,47,190000302481	1	KNIGHTSBRIDGE INDUSTRIES INC.	KNIGHTSBRIDGE - Corporate Series Acrylic Rectangle Paperweight 3.5" X 2.25" X0.75"		OUTR4701	CSE	1,779.38	0.00
2019	2019	06/13/2019	OPO,47,190000302481	1	KNIGHTSBRIDGE INDUSTRIES INC.	KNIGHTSBRIDGE - Recyclable Bright ECO Notebooks 5.5"W x 7"H, 125 blue 125 pink		OUTR4701	CSE	889.69	0.00
2019	2019	06/13/2019	OPO,47,190000302481	1	KNIGHTSBRIDGE INDUSTRIES INC.	KNIGHTSBRIDGE - Shipping Fee		OUTR4701	CSE	400.00	0.00
2019	2019	11/27/2018	PRM,47,190000030488	1	KNIGHTSBRIDGE INDUSTRIES INC.	KNIGHTSBRIDGE - 1.25" Hard Enamel Cloisome' Pin - round gear		OUTR4701	CSE	(876.00)	876.00
2019	2019	11/27/2018	PRM,47,190000030488	1	KNIGHTSBRIDGE INDUSTRIES INC.	KNIGHTSBRIDGE - 1.25" Hard Enamel Cloisome' Pin - round gear (back pin center of pin)		OUTR4701	CSE	(1,522.05)	1,522.05
2019	2019	11/27/2018	PRM,47,190000030488	1	KNIGHTSBRIDGE INDUSTRIES INC.	KNIGHTSBRIDGE - Shipping Fee		OUTR4701	CSE	(29.00)	29.00

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2019	2019	04/08/2019	PRM.47,190000057433	1	KNIGHTSBRIDGE INDUSTRIES INC.	1.25" Hard Enamel Cloisonne' Pin - round gear (silver clasp)	W17 87	OUTR4701	CSE	(985.50)	985.50
2019	2019	04/08/2019	PRM.47,190000057433	1	KNIGHTSBRIDGE INDUSTRIES INC.	Shipping fee	W17 87	OUTR4701	CSE	(13.00)	13.00
2019	2020	07/25/2019	PRM.47,200000004319	1	KNIGHTSBRIDGE INDUSTRIES INC.	KNIGHTSBRIDGE - 1" Hard Enamel Cloisonne' Pin SIZE 1"		OUTR4701	CSE	(1,067.63)	1,067.63
2019	2020	07/25/2019	PRM.47,200000004319	1	KNIGHTSBRIDGE INDUSTRIES INC.	KNIGHTSBRIDGE - Additional charges for canvas promotional tote bag		OUTR4701	CSE	(43.80)	43.80
2019	2020	07/25/2019	PRM.47,200000004319	1	KNIGHTSBRIDGE INDUSTRIES INC.	KNIGHTSBRIDGE - Additional charges for Corporate Series Acrylic Rectangle paperweight		OUTR4701	CSE	(347.66)	347.66
2019	2020	07/25/2019	PRM.47,200000004319	1	KNIGHTSBRIDGE INDUSTRIES INC.	KNIGHTSBRIDGE - Additional charges for recyclable bright ECO Notebooks		OUTR4701	CSE	(65.70)	65.70
2019	2020	07/25/2019	PRM.47,200000004319	1	KNIGHTSBRIDGE INDUSTRIES INC.	KNIGHTSBRIDGE - Canvas Promotional Tote Bag 15"W X16"H		OUTR4701	CSE	(889.69)	889.69
2019	2020	07/25/2019	PRM.47,200000004319	1	KNIGHTSBRIDGE INDUSTRIES INC.	KNIGHTSBRIDGE - Corporate Series Acrylic Rectangle Paperweight 3.5" X 2.25" X0.75"		OUTR4701	CSE	(1,779.38)	1,779.38
2019	2020	07/25/2019	PRM.47,200000004319	1	KNIGHTSBRIDGE INDUSTRIES INC.	KNIGHTSBRIDGE - Recyclable Bright ECO Notebooks 5.5"W x 7"H, 125 blue 125 pink		OUTR4701	CSE	(889.69)	889.69
2019	2020	07/25/2019	PRM.47,200000004319	1	KNIGHTSBRIDGE INDUSTRIES INC.	KNIGHTSBRIDGE - Shipping Fee		OUTR4701	CSE	(400.00)	400.00
					KNIGHTSBRIDGE INDUSTRIES INC. Total					0.00	8,909.10
2019	2019	11/29/2018	AD.26,190000041888	1	Matthew Moore	Matthew Arts Co. "Communication Team Building Through Improv". For working condition fringe benefit.		GASP4701	TRN	0.00	0.00
2019	2019	11/28/2018	GAAE.47,AE19470013P	1	Matthew Moore	Matthew Arts Co. "Communication Team Building Through Improv". For working condition fringe benefit.		GASP4701	TRN	950.00	0.00
2019	2019	11/29/2018	GAX.47,19100470017	1	Matthew Moore	Matthew Arts Co. "Communication Team Building Through Improv". For working condition fringe benefit.		GASP4701	TRN	(950.00)	950.00
					Matthew Moore Total					0.00	950.00
2019	2019	09/27/2018	AD.26,190000025284	103	OFFICE DEPOT BUSINESS SVCS DIV	Master Caster(R) Giant Foot(R) Door Stop, Orange		GASP4701	OFF	0.00	0.00
2019	2019	09/27/2018	AD.26,190000025284	104	OFFICE DEPOT BUSINESS SVCS DIV	Paper Mate Liquid Paper 2-In-1 Correction Fluid - Foam Wedge		GASP4701	OFF	0.00	0.00
2019	2019	09/27/2018	AD.26,190000025284	105	OFFICE DEPOT BUSINESS SVCS DIV	Office Depot(R) Brand Side-Application Correction Tape, 1 Li		GASP4701	OFF	0.00	0.00
2019	2019	09/27/2018	AD.26,190000025284	106	OFFICE DEPOT BUSINESS SVCS DIV	Lee(R) Sortkwik(TM) Hygienic Fingertip Moistener, 50 Recycle		GASP4701	OFF	0.00	0.00
2019	2019	09/27/2018	AD.26,190000025284	107	OFFICE DEPOT BUSINESS SVCS DIV	Avery(R) Laminated I.D. Cards, Box Of 30		GASP4701	OFF	0.00	0.00
2019	2019	09/27/2018	AD.26,190000025284	108	OFFICE DEPOT BUSINESS SVCS DIV	Swingline(R) ClassicCut(R) Lite Guillotine Trimmer, 15		GASP4701	OFF	0.00	0.00
2019	2019	09/27/2018	AD.26,190000025284	109	OFFICE DEPOT BUSINESS SVCS DIV	Master Caster(R) Giant Foot(R) Door Stop, Orange		GASP4701	OFF	0.00	0.00
2019	2019	09/27/2018	AD.26,190000025284	110	OFFICE DEPOT BUSINESS SVCS DIV	Eureka Goal-Setting Thermometer Vertical Banner, 45 x 12, Mu		GASP4701	OFF	0.00	0.00
2019	2019	10/29/2018	AD.26,190000033452	314	OFFICE DEPOT BUSINESS SVCS DIV	Office Depot(R) Brand Stackable Plastic Literature Organizer		GASP4701	OFF	0.00	0.00
2019	2019	10/29/2018	AD.26,190000033452	315	OFFICE DEPOT BUSINESS SVCS DIV	Deflecto(R) Single Compartment Business Card Holder, 50-Card		GASP4701	OFF	0.00	0.00
2019	2019	01/15/2019	AD.26,190000052545	155	OFFICE DEPOT BUSINESS SVCS DIV	Office Depot(R) Brand Business Card Binder Pages, 8 1/2 x 11		GASP4701	OFF	0.00	0.00
2019	2019	01/15/2019	AD.26,190000052545	156	OFFICE DEPOT BUSINESS SVCS DIV	Office Depot(R) Brand Standard Weight Sheet Protectors, 8 1/		GASP4701	OFF	0.00	0.00
2019	2019	01/15/2019	AD.26,190000052545	157	OFFICE DEPOT BUSINESS SVCS DIV	Scotch(R) Multi-Use Duct Tape, 1.88 x 30, Silver		GASP4701	OFF	0.00	0.00
2019	2019	01/15/2019	AD.26,190000052545	158	OFFICE DEPOT BUSINESS SVCS DIV	Business Source Multisurface Painters Tape - 1 Width x 60 yd		GASP4701	OFF	0.00	0.00

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2019	2019	01/15/2019	AD.26,190000052545	159	OFFICE DEPOT BUSINESS SVCS DIV	Logitech(R) Marathon Mouse M705, gray/black		GASP4701	OFF	0.00	0.00
2019	2019	01/15/2019	AD.26,190000052545	160	OFFICE DEPOT BUSINESS SVCS DIV	Advantus Panel Wall Clips, Assorted Colors, Box Of 50		GASP4701	OFF	0.00	0.00
2019	2019	01/15/2019	AD.26,190000052545	161	OFFICE DEPOT BUSINESS SVCS DIV	OIC(R) Aluminum Storage Form Holder, 8 1/2 x 12, Silver		GASP4701	OFF	0.00	0.00
2019	2019	01/15/2019	AD.26,190000052545	162	OFFICE DEPOT BUSINESS SVCS DIV	Rubbermaid(R) Rectangular Waste Can, 28 Quart, Black, Pack O		GASP4701	OFF	0.00	0.00
2019	2019	01/15/2019	AD.26,190000052545	163	OFFICE DEPOT BUSINESS SVCS DIV	Pilot(R) G-2(R) Retractable Gel Pens, Fine Point, 0.7 mm, Cl		GASP4701	OFF	0.00	0.00
2019	2019	01/15/2019	AD.26,190000052545	164	OFFICE DEPOT BUSINESS SVCS DIV	Pilot(R) G-2(TM) Retractable Gel Pens, Bold Point, 1.0 mm, C		GASP4701	OFF	0.00	0.00
2019	2019	01/15/2019	AD.26,190000052545	165	OFFICE DEPOT BUSINESS SVCS DIV	Office Depot(R) Brand Perforated Writing Pads, 5 x 8, Narrow		GASP4701	OFF	0.00	0.00
2019	2019	01/15/2019	AD.26,190000052545	166	OFFICE DEPOT BUSINESS SVCS DIV	Sharpie(R) Permanent Fine-Point Markers, Black, Pack Of 36		GASP4701	OFF	0.00	0.00
2019	2019	01/15/2019	AD.26,190000052545	167	OFFICE DEPOT BUSINESS SVCS DIV	Sharpie(R) King-Size(TM) Permanent Markers, Black, Pack Of 1		GASP4701	OFF	0.00	0.00
2019	2019	01/15/2019	AD.26,190000052545	168	OFFICE DEPOT BUSINESS SVCS DIV	Office Depot(R) Brand Binder Clips, Medium, 1 1/4 Wide, 5/8		GASP4701	OFF	0.00	0.00
2019	2019	01/15/2019	AD.26,190000052545	169	OFFICE DEPOT BUSINESS SVCS DIV	OIC(R) Binder Clips, Small, 3/4, Black, Box Of 12		GASP4701	OFF	0.00	0.00
2019	2019	02/01/2019	AD.26,190000057336	223	OFFICE DEPOT BUSINESS SVCS DIV	Sharpie(R) Permanent Markers, Chisel Tip, Assorted Ink Color		GASP4701	OFF	0.00	0.00
2019	2019	02/01/2019	AD.26,190000057336	224	OFFICE DEPOT BUSINESS SVCS DIV	OIC(R) Binder Clips, Small, 3/4, Black, Box Of 12		GASP4701	OFF	0.00	0.00
2019	2019	02/01/2019	AD.26,190000057336	225	OFFICE DEPOT BUSINESS SVCS DIV	Swingline(R) 390 Heavy-Duty Stapler, Platinum		GASP4701	OFF	0.00	0.00
2019	2019	02/01/2019	AD.26,190000057336	226	OFFICE DEPOT BUSINESS SVCS DIV	Swingline(R) Heavy-Duty Staples, 3/4, Box Of 1,000		GASP4701	OFF	0.00	0.00
2019	2019	02/01/2019	AD.26,190000057336	227	OFFICE DEPOT BUSINESS SVCS DIV	Sharpie(R) Accent(R) Tank-Style Highlighters, Assorted Color		GASP4701	OFF	0.00	0.00
2019	2019	02/01/2019	AD.26,190000057336	228	OFFICE DEPOT BUSINESS SVCS DIV	Brother P-Touch Compact Desktop Label Maker, PTD400VP		GASP4701	OFF	0.00	0.00
2019	2019	02/01/2019	AD.26,190000057336	229	OFFICE DEPOT BUSINESS SVCS DIV	Office Depot(R) Brand Presharpened Pencils, #2 Medium Soft L		GASP4701	OFF	0.00	0.00
2019	2019	02/01/2019	AD.26,190000057336	230	OFFICE DEPOT BUSINESS SVCS DIV	Office Depot(R) Brand Eraser Caps, Red, Pack Of 12		GASP4701	OFF	0.00	0.00
2019	2019	02/01/2019	AD.26,190000057336	231	OFFICE DEPOT BUSINESS SVCS DIV	Pilot(R) G-2(TM) Retractable Gel Pens, Bold Point, 1.0 mm, C		GASP4701	OFF	0.00	0.00
2019	2019	02/01/2019	AD.26,190000057336	232	OFFICE DEPOT BUSINESS SVCS DIV	Pilot(R) G-2(TM) Retractable Gel Pens, Bold Point, 1.0 mm, C		GASP4701	OFF	0.00	0.00
2019	2019	02/01/2019	AD.26,190000057336	233	OFFICE DEPOT BUSINESS SVCS DIV	Pilot(R) G-2(TM) Retractable Gel Pens, Bold Point, 1.0 mm, C		GASP4701	OFF	0.00	0.00
2019	2019	02/01/2019	AD.26,190000057336	234	OFFICE DEPOT BUSINESS SVCS DIV	Pilot(R) FriXion Clicker Erasable Gel Pens, Fine Point, 0.7		GASP4701	OFF	0.00	0.00
2019	2019	02/01/2019	AD.26,190000057336	235	OFFICE DEPOT BUSINESS SVCS DIV	Pilot(R) FriXion(R) Clicker Erasable Gel Pens, Fine Point, 0		GASP4701	OFF	0.00	0.00
2019	2019	02/01/2019	AD.26,190000057336	236	OFFICE DEPOT BUSINESS SVCS DIV	Pilot(R) FriXion Clicker Erasable Gel Pens, Fine Point, 0.7		GASP4701	OFF	0.00	0.00
2019	2019	02/01/2019	AD.26,190000057336	237	OFFICE DEPOT BUSINESS SVCS DIV	Post-it(R) Notes, 1-1/2 x 2, Cape Town, Pack Of 12 Pads		GASP4701	OFF	0.00	0.00
2019	2019	02/01/2019	AD.26,190000057336	238	OFFICE DEPOT BUSINESS SVCS DIV	Post it(R) Notes Memo Cubes, 2 x 2, Green Wave, Pack Of 3 Cu		GASP4701	OFF	0.00	0.00
2019	2019	02/01/2019	AD.26,190000057336	239	OFFICE DEPOT BUSINESS SVCS DIV	Post it(R) Super Sticky Notes, 3 x 3, Rio de Janeiro, Pack O		GASP4701	OFF	0.00	0.00
2019	2019	02/01/2019	AD.26,190000057336	240	OFFICE DEPOT BUSINESS SVCS DIV	Post it(R) Notes, 3 x 5, Jaipur, Pack Of 5 Pads		GASP4701	OFF	0.00	0.00

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2019	2019	02/01/2019	AD26,190000057336	241	OFFICE DEPOT BUSINESS SVCS DIV	Post it(R) Notes, 4 x 6, Lined, Marseille, Pack Of 5 Pads		GASP4701	OFF	0.00	0.00
2019	2019	02/01/2019	AD26,190000057336	242	OFFICE DEPOT BUSINESS SVCS DIV	Sharpie(R) Permanent Fine-Point Markers, Black, Pack Of 12 M		GASP4701	OFF	0.00	0.00
2019	2019	02/01/2019	AD26,190000057336	243	OFFICE DEPOT BUSINESS SVCS DIV			GASP4701	OFF	0.00	0.00
2019	2019	02/01/2019	AD26,190000057336	244	OFFICE DEPOT BUSINESS SVCS DIV			GASP4701	OFF	0.00	0.00
2019	2019	02/01/2019	AD26,190000057336	245	OFFICE DEPOT BUSINESS SVCS DIV			GASP4701	OFF	0.00	0.00
2019	2019	02/01/2019	AD26,190000057336	246	OFFICE DEPOT BUSINESS SVCS DIV			GASP4701	OFF	0.00	0.00
2019	2019	02/01/2019	AD26,190000057336	247	OFFICE DEPOT BUSINESS SVCS DIV			GASP4701	OFF	0.00	0.00
2019	2019	02/21/2019	AD26,190000061985	241	OFFICE DEPOT BUSINESS SVCS DIV	VersaDesk OmniView Dual Monitor Arm #8689062	W17 87	GASP4701	OFF	0.00	0.00
2019	2019	01/08/2019	BPO,47,190000214779	1	OFFICE DEPOT BUSINESS SVCS DIV	VersaDesk OmniView Dual Monitor Arm #8689062	W17 87	GASP4701	OFF	328.48	0.00
2019	2019	01/08/2019	BPO,47,190000214779	1	OFFICE DEPOT BUSINESS SVCS DIV	Versa Desk Power Pro Adjustable Desk Riser #850530	W17 87	GASP4701	OFF	409.97	0.00
2019	2019	01/10/2019	BPO,47,190000214779	1	OFFICE DEPOT BUSINESS SVCS DIV	Versa Desk Power Pro Adjustable Desk Riser #850530	W17 87	GASP4701	OFF	(4.28)	0.00
2019	2019	05/29/2019	BPO,47,190000214779	1	OFFICE DEPOT BUSINESS SVCS DIV	Versa Desk Power Pro Adjustable Desk Riser #850530	W17 87	GASP4701	OFF	(405.69)	0.00
2019	2019	08/27/2018	CPO,47,190000405059	1	OFFICE DEPOT BUSINESS SVCS DIV	Avery(R) Laminated I.D. Cards, Box Of 30		GASP4701	OFF	33.67	0.00
2019	2019	08/27/2018	CPO,47,190000405059	1	OFFICE DEPOT BUSINESS SVCS DIV	Eureka Goal-Setting Thermometer Vertical Banner, 45 x 12, Mu		GASP4701	OFF	4.71	0.00
2019	2019	08/27/2018	CPO,47,190000405059	1	OFFICE DEPOT BUSINESS SVCS DIV	Master Caster(R) Giant Foot(R) Door Stop, Orange		GASP4701	OFF	4.60	0.00
2019	2019	08/27/2018	CPO,47,190000405059	1	OFFICE DEPOT BUSINESS SVCS DIV	SanDisk Cruzer Edge(TM) USB Flash Drive, 64 GB, Assorted Col		GASP4701	OFF	337.26	0.00
2019	2019	08/27/2018	CPO,47,190000405059	1	OFFICE DEPOT BUSINESS SVCS DIV	Swingline(R) ClassicCut(R) Lite Guillotine Trimmer, 15		GASP4701	OFF	27.30	0.00
2019	2019	08/27/2018	CPO,47,190000405410	1	OFFICE DEPOT BUSINESS SVCS DIV	Master Caster(R) Giant Foot(R) Door Stop, Orange		GASP4701	OFF	4.60	0.00
2019	2019	08/27/2018	CPO,47,190000406658	1	OFFICE DEPOT BUSINESS SVCS DIV	Lee(R) Sorkwik(TM) Hygienic Fingertip Moistener, 50 Recycle		GASP4701	OFF	6.24	0.00
2019	2019	08/27/2018	CPO,47,190000406658	1	OFFICE DEPOT BUSINESS SVCS DIV	Office Depot(R) Brand Side-Application Correction Tape, 1 Li		GASP4701	OFF	21.24	0.00
2019	2019	08/27/2018	CPO,47,190000406658	1	OFFICE DEPOT BUSINESS SVCS DIV	Paper Mate Liquid Paper 2-in-1 Correction Fluid - Foam Wedge		GASP4701	OFF	13.47	0.00
2019	2019	09/20/2018	CPO,47,190000418496	1	OFFICE DEPOT BUSINESS SVCS DIV	Deflecto(R) Single Compartment Business Card Holder, 50-Card		GASP4701	OFF	2.00	0.00
2019	2019	09/20/2018	CPO,47,190000418496	1	OFFICE DEPOT BUSINESS SVCS DIV	Office Depot(R) Brand Stackable Plastic Literature Organizer		GASP4701	OFF	34.49	0.00
2019	2019	12/07/2018	CPO,47,190000435335	1	OFFICE DEPOT BUSINESS SVCS DIV	Advantus Panel Wall Clips, Assorted Colors, Box Of 50		GASP4701	OFF	23.00	0.00
2019	2019	12/07/2018	CPO,47,190000435335	1	OFFICE DEPOT BUSINESS SVCS DIV	Business Source Multisurface Painters Tape - 1 Width x 60 yd		GASP4701	OFF	17.80	0.00
2019	2019	12/07/2018	CPO,47,190000435335	1	OFFICE DEPOT BUSINESS SVCS DIV	Logitech(R) Marathon Mouse M705, gray/black		GASP4701	OFF	54.74	0.00
2019	2019	12/07/2018	CPO,47,190000435335	1	OFFICE DEPOT BUSINESS SVCS DIV	Office Depot(R) Brand Binder Clips, Medium, 1 1/4 Wide, 5/8		GASP4701	OFF	89.02	0.00
2019	2019	12/07/2018	CPO,47,190000435335	1	OFFICE DEPOT BUSINESS SVCS DIV	Office Depot(R) Brand Business Card Binder Pages, 8 1/2 x 11		GASP4701	OFF	6.06	0.00
2019	2019	12/07/2018	CPO,47,190000435335	1	OFFICE DEPOT BUSINESS SVCS DIV	Office Depot(R) Brand Perforated Writing Pads, 5 x 8, Narrow		GASP4701	OFF	52.46	0.00

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2019	2019	12/07/2018	CPO,47,190000435335	1	OFFICE DEPOT BUSINESS SVCS DIV	Office Depot(R) Brand Standard Weight Sheet Protectors, 8 1/		GASP4701	OFF	24.81	0.00
2019	2019	12/07/2018	CPO,47,190000435335	1	OFFICE DEPOT BUSINESS SVCS DIV	OIC(R) Aluminum Storage Form Holder, 8 1/2 x 12, Silver		GASP4701	OFF	90.21	0.00
2019	2019	12/07/2018	CPO,47,190000435335	1	OFFICE DEPOT BUSINESS SVCS DIV	OIC(R) Binder Clips, Small, 3/4, Black, Box Of 12		GASP4701	OFF	4.01	0.00
2019	2019	12/07/2018	CPO,47,190000435335	1	OFFICE DEPOT BUSINESS SVCS DIV	Pilot(R) G-2(R) Retractable Gel Pens, Fine Point, 0.7 mm, Cl		GASP4701	OFF	55.46	0.00
2019	2019	12/07/2018	CPO,47,190000435335	1	OFFICE DEPOT BUSINESS SVCS DIV	Pilot(R) G-2(TM) Retractable Gel Pens, Bold Point, 1.0 mm, C		GASP4701	OFF	55.46	0.00
2019	2019	12/07/2018	CPO,47,190000435335	1	OFFICE DEPOT BUSINESS SVCS DIV	Rubbermaid(R) Rectangular Waste Can, 28 Quart, Black, Pack O		GASP4701	OFF	21.34	0.00
2019	2019	12/07/2018	CPO,47,190000435335	1	OFFICE DEPOT BUSINESS SVCS DIV	Scotch(R) Multi-Use Duct Tape, 1.88 x 30, Silver		GASP4701	OFF	5.72	0.00
2019	2019	12/07/2018	CPO,47,190000435335	1	OFFICE DEPOT BUSINESS SVCS DIV	Sharpie(R) King-Size(TM) Permanent Markers, Black, Pack Of 1		GASP4701	OFF	14.05	0.00
2019	2019	12/07/2018	CPO,47,190000435335	1	OFFICE DEPOT BUSINESS SVCS DIV	Sharpie(R) Permanent Fine-Point Markers, Black, Pack Of 36		GASP4701	OFF	19.91	0.00
2019	2019	12/21/2018	CPO,47,190000446318	1	OFFICE DEPOT BUSINESS SVCS DIV	Brother P-Touch Compact Desktop Label Maker, PTD400VP		GASP4701	OFF	64.04	0.00
2019	2019	12/21/2018	CPO,47,190000446318	1	OFFICE DEPOT BUSINESS SVCS DIV	Office Depot(R) Brand Eraser Caps, Red, Pack Of 12		GASP4701	OFF	1.64	0.00
2019	2019	12/21/2018	CPO,47,190000446318	1	OFFICE DEPOT BUSINESS SVCS DIV	Office Depot(R) Brand Presharpened Pencils, #2 Medium Soft L		GASP4701	OFF	8.92	0.00
2019	2019	12/21/2018	CPO,47,190000446318	1	OFFICE DEPOT BUSINESS SVCS DIV	OIC(R) Binder Clips, Small, 3/4, Black, Box Of 12		GASP4701	OFF	2.00	0.00
2019	2019	12/21/2018	CPO,47,190000446318	1	OFFICE DEPOT BUSINESS SVCS DIV	Pilot(R) FriXion Clicker Erasable Gel Pens, Fine Point, 0.7		GASP4701	OFF	83.18	0.00
2019	2019	12/21/2018	CPO,47,190000446318	1	OFFICE DEPOT BUSINESS SVCS DIV	Pilot(R) FriXion(R) Clicker Erasable Gel Pens, Fine Point, 0		GASP4701	OFF	41.59	0.00
2019	2019	12/21/2018	CPO,47,190000446318	1	OFFICE DEPOT BUSINESS SVCS DIV	Pilot(R) G-2(TM) Retractable Gel Pens, Bold Point, 1.0 mm, C		GASP4701	OFF	95.70	0.00
2019	2019	12/21/2018	CPO,47,190000446318	1	OFFICE DEPOT BUSINESS SVCS DIV	Post-it(R) Notes, 1-1/2 x 2, Cape Town, Pack Of 12 Pads		GASP4701	OFF	12.09	0.00
2019	2019	12/21/2018	CPO,47,190000446318	1	OFFICE DEPOT BUSINESS SVCS DIV	Post it(R) Notes, 3 x 5, Jaipur, Pack Of 5 Pads		GASP4701	OFF	15.37	0.00
2019	2019	12/21/2018	CPO,47,190000446318	1	OFFICE DEPOT BUSINESS SVCS DIV	Post it(R) Notes, 4 x 6, Lined, Marseille, Pack Of 5 Pads		GASP4701	OFF	21.62	0.00
2019	2019	12/21/2018	CPO,47,190000446318	1	OFFICE DEPOT BUSINESS SVCS DIV	Post it(R) Notes Memo Cubes, 2 x 2, Green Wave, Pack Of 3 Cu		GASP4701	OFF	12.65	0.00
2019	2019	12/21/2018	CPO,47,190000446318	1	OFFICE DEPOT BUSINESS SVCS DIV	Post it(R) Super Sticky Notes, 3 x 3, Rio de Janeiro, Pack O		GASP4701	OFF	42.48	0.00
2019	2019	12/21/2018	CPO,47,190000446318	1	OFFICE DEPOT BUSINESS SVCS DIV	Sharpie(R) Accent(R) Tank-Style Highlighters, Assorted Color		GASP4701	OFF	24.00	0.00
2019	2019	12/21/2018	CPO,47,190000446318	1	OFFICE DEPOT BUSINESS SVCS DIV	Sharpie(R) Permanent Fine-Point Markers, Black, Pack Of 12 M		GASP4701	OFF	24.31	0.00
2019	2019	12/21/2018	CPO,47,190000446318	1	OFFICE DEPOT BUSINESS SVCS DIV	Sharpie(R) Permanent Markers, Chisel Tip, Assorted Ink Color		GASP4701	OFF	42.05	0.00
2019	2019	12/21/2018	CPO,47,190000446318	1	OFFICE DEPOT BUSINESS SVCS DIV	Swingline(R) 390 Heavy-Duty Stapler, Platinum		GASP4701	OFF	66.42	0.00
2019	2019	12/21/2018	CPO,47,190000446318	1	OFFICE DEPOT BUSINESS SVCS DIV	Swingline(R) Heavy-Duty Staples, 3/4, Box Of 1,000		GASP4701	OFF	15.72	0.00
2019	2019	12/21/2018	CPO,47,190000446318	1	OFFICE DEPOT BUSINESS SVCS DIV			GASP4701	OFF	334.48	0.00
2019	2019	09/27/2018	PRM,47,190000017876	1	OFFICE DEPOT BUSINESS SVCS DIV	Avery(R) Laminated I.D. Cards, Box Of 30		GASP4701	OFF	(33.67)	33.67
2019	2019	09/27/2018	PRM,47,190000017876	1	OFFICE DEPOT BUSINESS SVCS DIV	Eureka Goal-Setting Thermometer Vertical Banner, 45 x 12, Mu		GASP4701	OFF	(4.71)	4.71

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2019	2019	09/27/2018	PRM,47,190000017876	1	OFFICE DEPOT BUSINESS SVCS DIV	Lee(R) Sortwik(TM) Hygienic Fingertip Moistener, 50 Recycle		GASP4701	OFF	(6.24)	6.24
2019	2019	09/27/2018	PRM,47,190000017876	1	OFFICE DEPOT BUSINESS SVCS DIV	Master Caster(R) Giant Foot(R) Door Stop, Orange		GASP4701	OFF	(9.20)	9.20
2019	2019	09/27/2018	PRM,47,190000017876	1	OFFICE DEPOT BUSINESS SVCS DIV	Office Depot(R) Brand Side-Application Correction Tape, 1 Li		GASP4701	OFF	(21.24)	21.24
2019	2019	09/27/2018	PRM,47,190000017876	1	OFFICE DEPOT BUSINESS SVCS DIV	Paper Mate Liquid Paper 2-In-1 Correction Fluid - Foam Wedge		GASP4701	OFF	(13.47)	13.47
2019	2019	09/27/2018	PRM,47,190000017876	1	OFFICE DEPOT BUSINESS SVCS DIV	Swingline(R) ClassicCut(R) Lite Guillotine Trimmer, 15		GASP4701	OFF	(27.30)	27.30
2019	2019	10/24/2018	PRM,47,1900000204019	1	OFFICE DEPOT BUSINESS SVCS DIV	Deflecto(R) Single Compartment Business Card Holder, 50-Card		GASP4701	OFF	(2.00)	2.00
2019	2019	10/24/2018	PRM,47,1900000204019	1	OFFICE DEPOT BUSINESS SVCS DIV	Office Depot(R) Brand Stackable Plastic Literature Organizer		GASP4701	OFF	(34.49)	34.49
2019	2019	01/11/2019	PRM,47,190000039960	1	OFFICE DEPOT BUSINESS SVCS DIV	Advantus Panel Wall Clips, Assorted Colors, Box Of 50		GASP4701	OFF	(23.00)	23.00
2019	2019	01/11/2019	PRM,47,190000039960	1	OFFICE DEPOT BUSINESS SVCS DIV	Business Source Multisurface Painters Tape - 1 Width x 60 yd		GASP4701	OFF	(17.80)	17.80
2019	2019	01/11/2019	PRM,47,190000039960	1	OFFICE DEPOT BUSINESS SVCS DIV	Logitech(R) Marathon Mouse M705, gray/black		GASP4701	OFF	(54.74)	54.74
2019	2019	01/11/2019	PRM,47,190000039960	1	OFFICE DEPOT BUSINESS SVCS DIV	Office Depot(R) Brand Binder Clips, Medium, 1 1/4 Wide, 5/8		GASP4701	OFF	(89.02)	89.02
2019	2019	01/11/2019	PRM,47,190000039960	1	OFFICE DEPOT BUSINESS SVCS DIV	Office Depot(R) Brand Business Card Binder Pages, 8 1/2 x 11		GASP4701	OFF	(6.06)	6.06
2019	2019	01/11/2019	PRM,47,190000039960	1	OFFICE DEPOT BUSINESS SVCS DIV	Office Depot(R) Brand Perforated Writing Pads, 5 x 8, Narrow		GASP4701	OFF	(52.46)	52.46
2019	2019	01/11/2019	PRM,47,190000039960	1	OFFICE DEPOT BUSINESS SVCS DIV	Office Depot(R) Brand Standard Weight Sheet Protectors, 8 1/		GASP4701	OFF	(24.81)	24.81
2019	2019	01/11/2019	PRM,47,190000039960	1	OFFICE DEPOT BUSINESS SVCS DIV	OIC(R) Aluminum Storage Form Holder, 8 1/2 x 12, Silver		GASP4701	OFF	(90.21)	90.21
2019	2019	01/11/2019	PRM,47,190000039960	1	OFFICE DEPOT BUSINESS SVCS DIV	OIC(R) Binder Clips, Small, 3/4, Black, Box Of 12		GASP4701	OFF	(4.01)	4.01
2019	2019	01/11/2019	PRM,47,190000039960	1	OFFICE DEPOT BUSINESS SVCS DIV	Pilot(R) G-2(R) Retractable Gel Pens, Fine Point, 0.7 mm, Cl		GASP4701	OFF	(55.46)	55.46
2019	2019	01/11/2019	PRM,47,190000039960	1	OFFICE DEPOT BUSINESS SVCS DIV	Pilot(R) G-2(TM) Retractable Gel Pens, Bold Point, 1.0 mm, C		GASP4701	OFF	(55.46)	55.46
2019	2019	01/11/2019	PRM,47,190000039960	1	OFFICE DEPOT BUSINESS SVCS DIV	Rubbermaid(R) Rectangular Waste Can, 28 Quart, Black, Pack O		GASP4701	OFF	(21.34)	21.34
2019	2019	01/11/2019	PRM,47,190000039960	1	OFFICE DEPOT BUSINESS SVCS DIV	Scotch(R) Multi-Use Duct Tape, 1.88 x 30, Silver		GASP4701	OFF	(5.72)	5.72
2019	2019	01/11/2019	PRM,47,190000039960	1	OFFICE DEPOT BUSINESS SVCS DIV	Sharpie(R) King-Size(TM) Permanent Markers, Black, Pack Of 1		GASP4701	OFF	(14.05)	14.05
2019	2019	01/11/2019	PRM,47,190000039960	1	OFFICE DEPOT BUSINESS SVCS DIV	Sharpie(R) Permanent Fine-Point Markers, Black, Pack Of 36		GASP4701	OFF	(19.91)	19.91
2019	2019	01/24/2019	PRM,47,190000042506	1	OFFICE DEPOT BUSINESS SVCS DIV	Brother P-Touch Compact Desktop Label Maker, PTD400VP		GASP4701	OFF	(64.04)	64.04
2019	2019	01/24/2019	PRM,47,190000042506	1	OFFICE DEPOT BUSINESS SVCS DIV	Office Depot(R) Brand Eraser Caps, Red, Pack Of 12		GASP4701	OFF	(1.64)	1.64
2019	2019	01/24/2019	PRM,47,190000042506	1	OFFICE DEPOT BUSINESS SVCS DIV	Office Depot(R) Brand Presharpened Pencils, #2 Medium Soft L		GASP4701	OFF	(8.92)	8.92
2019	2019	01/24/2019	PRM,47,190000042506	1	OFFICE DEPOT BUSINESS SVCS DIV	OIC(R) Binder Clips, Small, 3/4, Black, Box Of 12		GASP4701	OFF	(2.00)	2.00
2019	2019	01/24/2019	PRM,47,190000042506	1	OFFICE DEPOT BUSINESS SVCS DIV	Pilot(R) FriXion Clicker Erasable Gel Pens, Fine Point, 0.7		GASP4701	OFF	(83.18)	83.18
2019	2019	01/24/2019	PRM,47,190000042506	1	OFFICE DEPOT BUSINESS SVCS DIV	Pilot(R) FriXion(R) Clicker Erasable Gel Pens, Fine Point, 0		GASP4701	OFF	(41.59)	41.59
2019	2019	01/24/2019	PRM,47,190000042506	1	OFFICE DEPOT BUSINESS SVCS DIV	Pilot(R) G-2(TM) Retractable Gel Pens, Bold Point, 1.0 mm, C		GASP4701	OFF	(95.70)	95.70

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2019	2019	01/24/2019	PRM,47,190000042506	1	OFFICE DEPOT BUSINESS SVCS DIV	Post-it(R) Notes, 1-1/2 x 2, Cape Town, Pack Of 12 Pads		GASP4701	OFF	(12.09)	12.09
2019	2019	01/24/2019	PRM,47,190000042506	1	OFFICE DEPOT BUSINESS SVCS DIV	Post it(R) Notes, 3 x 5, Jaipur, Pack Of 5 Pads		GASP4701	OFF	(15.37)	15.37
2019	2019	01/24/2019	PRM,47,190000042506	1	OFFICE DEPOT BUSINESS SVCS DIV	Post it(R) Notes, 4 x 6, Lined, Marseille, Pack Of 5 Pads		GASP4701	OFF	(21.62)	21.62
2019	2019	01/24/2019	PRM,47,190000042506	1	OFFICE DEPOT BUSINESS SVCS DIV	Post it(R) Notes Memo Cubes, 2 x 2, Green Wave, Pack Of 3 Cu		GASP4701	OFF	(12.65)	12.65
2019	2019	01/24/2019	PRM,47,190000042506	1	OFFICE DEPOT BUSINESS SVCS DIV	Post it(R) Super Sticky Notes, 3 x 3, Rio de Janeiro, Pack O		GASP4701	OFF	(42.48)	42.48
2019	2019	01/24/2019	PRM,47,190000042506	1	OFFICE DEPOT BUSINESS SVCS DIV	Sharpie(R) Accent(R) Tank-Style Highlighters, Assorted Color		GASP4701	OFF	(24.00)	24.00
2019	2019	01/24/2019	PRM,47,190000042506	1	OFFICE DEPOT BUSINESS SVCS DIV	Sharpie(R) Permanent Fine-Point Markers, Black, Pack Of 12 M		GASP4701	OFF	(24.31)	24.31
2019	2019	01/24/2019	PRM,47,190000042506	1	OFFICE DEPOT BUSINESS SVCS DIV	Sharpie(R) Permanent Markers, Chisel Tip, Assorted Ink Color		GASP4701	OFF	(42.05)	42.05
2019	2019	01/24/2019	PRM,47,190000042506	1	OFFICE DEPOT BUSINESS SVCS DIV	Swingline(R) 390 Heavy-Duty Stapler, Platinum		GASP4701	OFF	(66.42)	66.42
2019	2019	01/24/2019	PRM,47,190000042506	1	OFFICE DEPOT BUSINESS SVCS DIV	Swingline(R) Heavy-Duty Staples, 3/4, Box Of 1,000		GASP4701	OFF	(15.72)	15.72
2019	2019	01/24/2019	PRM,47,190000042506	1	OFFICE DEPOT BUSINESS SVCS DIV		W17 87	GASP4701	OFF	(334.48)	334.48
2019	2019	02/08/2019	PRM,47,190000045942	1	OFFICE DEPOT BUSINESS SVCS DIV	VersaDesk OmniView Dual Monitor Arm #8689062		GASP4701	OFF	(328.48)	328.48
					OFFICE DEPOT BUSINESS SVCS DIV Total					337.26	1,923.11
2019	2019	04/29/2019	AD,26,190000082682	1	PROFESSIONAL PRINTING CENTERS	Call for Candidates Flyers,8.5*11,#20 yellow		NCEL4701	PRI	0.00	0.00
2019	2019	04/29/2019	AD,26,190000082682	2	PROFESSIONAL PRINTING CENTERS	Call for Candidates Flyers,8.5*11,#20 god, Black Ink		NCEL4701	PRI	0.00	0.00
2019	2019	04/29/2019	AD,26,190000082682	3	PROFESSIONAL PRINTING CENTERS	Call for Candidates Flyers,8.5*11,#20 green, Black Ink		NCEL4701	PRI	0.00	0.00
2019	2019	04/29/2019	AD,26,190000082682	4	PROFESSIONAL PRINTING CENTERS	Call for Candidates Flyers,8.5*11,#20 white, Black Ink		NCEL4701	PRI	0.00	0.00
2019	2019	04/29/2019	AD,26,190000082682	5	PROFESSIONAL PRINTING CENTERS	Call for Candidates Flyers,8.5*11,#20 Salman, Black Ink		NCEL4701	PRI	0.00	0.00
2019	2019	04/29/2019	AD,26,190000082682	6	PROFESSIONAL PRINTING CENTERS	Call for Candidates Flyers,8.5*11,#20 gold, Black Ink		NCEL4701	PRI	0.00	0.00
2019	2019	04/29/2019	AD,26,190000082682	7	PROFESSIONAL PRINTING CENTERS	Call for Candidates Flyers,8.5*11,#20 blue, Black Ink		NCEL4701	PRI	0.00	0.00
2019	2019	04/29/2019	AD,26,190000082682	8	PROFESSIONAL PRINTING CENTERS	Call for Candidates Flyers,8.5*11,#20 Ivory, Black Ink		NCEL4701	PRI	0.00	0.00
2019	2019	04/29/2019	AD,26,190000082682	9	PROFESSIONAL PRINTING CENTERS	Call for Candidates Flyers,8.5*11,#20 Blue, Black Ink		NCEL4701	PRI	0.00	0.00
2019	2019	04/29/2019	AD,26,190000082682	10	PROFESSIONAL PRINTING CENTERS	Call for Candidates Flyers,8.5*11,#20 Orchid, Black Ink		NCEL4701	PRI	0.00	0.00
2019	2019	04/29/2019	AD,26,190000082682	11	PROFESSIONAL PRINTING CENTERS	Run for Office Marker,2*6,14pt,4/4		NCEL4701	PRI	0.00	0.00
2019	2019	06/19/2019	AD,26,190000098865	1	PROFESSIONAL PRINTING CENTERS	How you can Empower-English, 11X17 #100 Gloss Book, 1/2 Fold		NCEL4701	PRI	0.00	0.00
2019	2019	06/19/2019	AD,26,190000098865	2	PROFESSIONAL PRINTING CENTERS	Como Puede Usied Empoderar- Spanish,11x17 #100 Gloss Book		NCEL4701	PRI	0.00	0.00
2019	2019	06/19/2019	AD,26,190000098865	3	PROFESSIONAL PRINTING CENTERS	NC Candidate Card Brochures 8.5X11 #100 Gloss Book		NCEL4701	PRI	0.00	0.00
2019	2019	04/08/2019	OPO,47,190000301627	1	PROFESSIONAL PRINTING CENTERS	Call for Candidates Flyers,8.5*11,#20 blue, Black Ink		NCEL4701	PRI	524.51	0.00
2019	2019	04/08/2019	OPO,47,190000301627	1	PROFESSIONAL PRINTING CENTERS	Call for Candidates Flyers,8.5*11,#20 Blue, Black Ink		NCEL4701	PRI	524.51	0.00

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2019	2019	04/08/2019	OPO.47,190000301627	1	PROFESSIONAL PRINTING CENTERS	Call for Candidates Flyers.8.5*11,#20 god, Black Ink		NCEL4701	PRI	524.51	0.00
2019	2019	04/08/2019	OPO.47,190000301627	1	PROFESSIONAL PRINTING CENTERS	Call for Candidates Flyers.8.5*11,#20 gold, Black Ink		NCEL4701	PRI	524.51	0.00
2019	2019	04/08/2019	OPO.47,190000301627	1	PROFESSIONAL PRINTING CENTERS	Call for Candidates Flyers.8.5*11,#20 green, Black Ink		NCEL4701	PRI	524.51	0.00
2019	2019	04/08/2019	OPO.47,190000301627	1	PROFESSIONAL PRINTING CENTERS	Call for Candidates Flyers.8.5*11,#20 Ivory, Black Ink		NCEL4701	PRI	524.51	0.00
2019	2019	04/08/2019	OPO.47,190000301627	1	PROFESSIONAL PRINTING CENTERS	Call for Candidates Flyers.8.5*11,#20 Orchid, Black Ink		NCEL4701	PRI	524.51	0.00
2019	2019	04/08/2019	OPO.47,190000301627	1	PROFESSIONAL PRINTING CENTERS	Call for Candidates Flyers.8.5*11,#20 Salman, Black Ink		NCEL4701	PRI	287.99	0.00
2019	2019	04/08/2019	OPO.47,190000301627	1	PROFESSIONAL PRINTING CENTERS	Call for Candidates Flyers.8.5*11,#20 white, Black Ink		NCEL4701	PRI	524.51	0.00
2019	2019	04/08/2019	OPO.47,190000301627	1	PROFESSIONAL PRINTING CENTERS	Call for Candidates Flyers.8.5*11,#20 yellow		NCEL4701	PRI	524.51	0.00
2019	2019	04/08/2019	OPO.47,190000301627	1	PROFESSIONAL PRINTING CENTERS	Run for Office Marker,2*6,14pt,4/4		NCEL4701	PRI	189.44	0.00
2019	2019	05/21/2019	OPO.47,190000302060	1	PROFESSIONAL PRINTING CENTERS	Como Puede Usted Empoderar- Spanish, 11x17,#100 Gloss Book		NCEL4701	PRI	732.56	0.00
2019	2019	05/21/2019	OPO.47,190000302060	1	PROFESSIONAL PRINTING CENTERS	How you can Empower-English, 11X17 #100 Gloss Book, 1/2 Fold		NCEL4701	PRI	732.56	0.00
2019	2019	05/21/2019	OPO.47,190000302060	1	PROFESSIONAL PRINTING CENTERS	NC Candidate Card Brochures 8.5X11 #100 Gloss Book		NCEL4701	PRI	393.11	0.00
2019	2019	04/29/2019	PRM.47,190000062505	1	PROFESSIONAL PRINTING CENTERS	Call for Candidates Flyers.8.5*11,#20 blue, Black Ink		NCEL4701	PRI	(524.51)	524.51
2019	2019	04/29/2019	PRM.47,190000062505	1	PROFESSIONAL PRINTING CENTERS	Call for Candidates Flyers.8.5*11,#20 Blue, Black Ink		NCEL4701	PRI	(524.51)	524.51
2019	2019	04/29/2019	PRM.47,190000062505	1	PROFESSIONAL PRINTING CENTERS	Call for Candidates Flyers.8.5*11,#20 god, Black Ink		NCEL4701	PRI	(524.51)	524.51
2019	2019	04/29/2019	PRM.47,190000062505	1	PROFESSIONAL PRINTING CENTERS	Call for Candidates Flyers.8.5*11,#20 green, Black Ink		NCEL4701	PRI	(524.51)	524.51
2019	2019	04/29/2019	PRM.47,190000062505	1	PROFESSIONAL PRINTING CENTERS	Call for Candidates Flyers.8.5*11,#20 Ivory, Black Ink		NCEL4701	PRI	(524.51)	524.51
2019	2019	04/29/2019	PRM.47,190000062505	1	PROFESSIONAL PRINTING CENTERS	Call for Candidates Flyers.8.5*11,#20 Orchid, Black Ink		NCEL4701	PRI	(524.51)	524.51
2019	2019	04/29/2019	PRM.47,190000062505	1	PROFESSIONAL PRINTING CENTERS	Call for Candidates Flyers.8.5*11,#20 Salman, Black Ink		NCEL4701	PRI	(287.99)	287.99
2019	2019	04/29/2019	PRM.47,190000062505	1	PROFESSIONAL PRINTING CENTERS	Call for Candidates Flyers.8.5*11,#20 white, Black Ink		NCEL4701	PRI	(524.51)	524.51
2019	2019	04/29/2019	PRM.47,190000062505	1	PROFESSIONAL PRINTING CENTERS	Call for Candidates Flyers.8.5*11,#20 yellow		NCEL4701	PRI	(524.51)	524.51
2019	2019	04/29/2019	PRM.47,190000062505	1	PROFESSIONAL PRINTING CENTERS	Run for Office Marker,2*6,14pt,4/4		NCEL4701	PRI	(189.44)	189.44
2019	2019	06/19/2019	PRM.47,190000075665	1	PROFESSIONAL PRINTING CENTERS	Como Puede Usted Empoderar- Spanish, 11x17,#100 Gloss Book		NCEL4701	PRI	(732.56)	732.56
2019	2019	06/19/2019	PRM.47,190000075665	1	PROFESSIONAL PRINTING CENTERS	How you can Empower-English, 11X17 #100 Gloss Book, 1/2 Fold		NCEL4701	PRI	(732.56)	732.56
2019	2019	06/19/2019	PRM.47,190000075665	1	PROFESSIONAL PRINTING CENTERS	NC Candidate Card Brochures 8.5X11 #100 Gloss Book		NCEL4701	PRI	(393.11)	393.11
					PROFESSIONAL PRINTING CENTERS Total					(0.00)	7,056.25
2019	2019	06/24/2019	AD.26,190000101055	1	QUICKBASE, INC.	DONE-Yearly QuickBase Premier 6/5/2019-6/5/2020		SYST4701	COM	0.00	0.00
2019	2019	06/22/2019	GAAE.47,AE 19470036 M	1	QUICKBASE, INC.	DONE-Yearly QuickBase Premier 2019-2020		SYST4701	COM	12,000.00	0.00

BFY	FY	Date	Document ID	AL	Vendor Name	Desc	Rpt	Work Order	Task	Encumbered	Expenditure
2019	2019	11/21/2018	AD.26,190000040269	1	MARTIN OUTDOOR MEDIA LLC	Photocopy Lease and Meter Reading		OUTR4701	PRI	0.00	0.00
2019	2019	11/21/2018	GAAE.47,AE 19470010 M	1	MARTIN OUTDOOR MEDIA LLC	Martin Outdoor Media LLC - Bus Benches Printing Inv#32192		OUTR4701	PRI	1,800.00	0.00
2019	2019	11/21/2018	GAX.47,19100470015	1	MARTIN OUTDOOR MEDIA LLC	Martin Outdoor Media LLC - Bus Benches Printing Inv#32192		OUTR4701	PRI	(1,800.00)	1,800.00
					MARTIN OUTDOOR MEDIA LLC Total					0.00	1,800.00
2019	2019	06/12/2019	CPO.47,1900000493240	1	BURST COMMUNICATIONS INC	2 Channel Discrete Class A microphone preamp		GASP4701	TRN	344.93	0.00
2019	2019	06/12/2019	CPO.47,1900000493240	1	BURST COMMUNICATIONS INC	Canon Speedlite 600EX II-RT		GASP4701	TRN	542.03	0.00
2019	2019	06/12/2019	CPO.47,1900000493240	1	BURST COMMUNICATIONS INC	Portable Multichannel Audio Recorder/Mixer and USB Audio int		GASP4701	TRN	750.08	0.00
2019	2020	07/30/2019	AD.26,200000007334	23	BURST COMMUNICATIONS INC	2 Channel Discrete Class A microphone preamp		GASP4701	TRN	0.00	0.00
2019	2020	07/30/2019	AD.26,200000007334	24	BURST COMMUNICATIONS INC	Canon Speedlite 600EX II-RT		GASP4701	TRN	0.00	0.00
2019	2020	07/30/2019	AD.26,200000007334	25	BURST COMMUNICATIONS INC	Portable Multichannel Audio Recorder/Mixer and USB Audio int		GASP4701	TRN	0.00	0.00
2019	2020	07/30/2019	PRM.47,2000000004933	1	BURST COMMUNICATIONS INC	2 Channel Discrete Class A microphone preamp		GASP4701	TRN	(344.93)	344.93
2019	2020	07/30/2019	PRM.47,2000000004933	1	BURST COMMUNICATIONS INC	Canon Speedlite 600EX II-RT		GASP4701	TRN	(542.03)	542.03
2019	2020	07/30/2019	PRM.47,2000000004933	1	BURST COMMUNICATIONS INC	Portable Multichannel Audio Recorder/Mixer and USB Audio int		GASP4701	TRN	(750.08)	750.08
					BURST COMMUNICATIONS INC Total					0.00	1,637.04
2019	2019	06/14/2019	GAAE.47,AE 19470034 M	1	CAL STATE LA UNIVERSITY AUXILIARY SERVICES INC	Annual subscription fee for "Canva for work" 2019		NCEL4701	COM	6,240.00	0.00
2019	2019	06/17/2019	AD.26,190000097726	1	CAL STATE LA UNIVERSITY AUXILIARY SERVICES INC	W/C Manqin -81490 CANVA PTY. LTD. annual subscription fee 2019 Inv#INV-838		NCEL4701	COM	(6,240.00)	0.00
2019	2019	06/17/2019	GAX.47,19100470078	1	CAL STATE LA UNIVERSITY AUXILIARY SERVICES INC	W/C Manqin -81490 CANVA PTY. LTD. annual subscription fee 2019 Inv#INV-838		OUTR4701	COM	0.00	0.00
					CAL STATE LA UNIVERSITY AUXILIARY SERVICES INC Total					0.00	20,000.00
2019	2019	06/04/2019	GAAE.47,AE 19470032 M	1	CANVA PTY LTD	Annual subscription fee for "Canva for work" 2019		NCEL4701	COM	6,240.00	0.00
2019	2019	06/04/2019	GAX.47,19100470074	1	CANVA PTY LTD	W/C Manqin -81490 CANVA PTY. LTD. annual subscription fee 2019 Inv#INV-838		NCEL4701	COM	(6,240.00)	0.00
2019	2019	06/04/2019	AD.26,190000092559	1	CANVA PTY LTD	W/C Manqin -81490 CANVA PTY. LTD. annual subscription fee 2019 Inv#INV-838		OUTR4701	COM	0.00	0.00
2019	2019	06/04/2019	GAX.47,19100470074	1	CANVA PTY LTD	W/C Manqin -81490 CANVA PTY. LTD. annual subscription fee 2019 Inv#INV-838		OUTR4701	COM	0.00	6,240.00
					CANVA PTY LTD Total					0.00	6,240.00
2019	2019	06/21/2019	SC.47,CO19133344M	1	COMMUNITY DEVELOPMENT TECHNOLOGIES CENTER	Encumbrance for COMMUNITY DEVELOPMENT TECHNOLOGIES CENTER		OUTR4701	TEM	36,000.00	0.00
2019	2020	07/02/2019	AD.26,200000000479	1	COMMUNITY DEVELOPMENT TECHNOLOGIES CENTER	9/1/18-11/30/18-Slipend payment-Deanthus Cowell,a 1st Year Public Allies AmeriCorps Member-Inv#FDONE		OUTR4701	TEM	0.00	0.00
2019	2020	07/02/2019	AD.26,200000000479	2	COMMUNITY DEVELOPMENT TECHNOLOGIES CENTER	12/1/18-3/31/19-Slipend payment-Deanthus Cowell,a 1st Year Public Allies AmeriCorps Member-Inv#2DONE		OUTR4701	TEM	0.00	0.00
2019	2020	07/02/2019	AD.26,200000000479	3	COMMUNITY DEVELOPMENT TECHNOLOGIES CENTER	4/1/19-6/30/19-Slipend payment-Deanthus Cowell,a 1st Year Public Allies AmeriCorps Member-Inv#3DONE		OUTR4701	TEM	0.00	0.00

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2019	2019	06/24/2019	GAX 47, 19100470083	1	QUICKBASE, INC.	DONE-Yearly QuickBase Premier 6/5/2019-6/5/2020		SYST4701	COM	(12,000.00)	12,000.00
					QUICKBASE, INC. Total					0.00	12,000.00
2019	2019	11/28/2018	AD,26,190000041367	1	ROBERTO MARTIN ESTIGARRIBIA	Roberto Martin - Graphic Designer for NC Election		NCEL4701	ELE	0.00	0.00
2019	2019	12/21/2018	AD,26,190000041367	1	ROBERTO MARTIN ESTIGARRIBIA	Roberto Martin - Graphic Designer for NC Election		NCEL4701	ELE	0.00	0.00
2019	2019	12/21/2018	AD,26,190000047769	1	ROBERTO MARTIN ESTIGARRIBIA	Roberto Martin - Graphic Designer for NC Election		NCEL4701	ELE	0.00	0.00
2019	2019	01/31/2019	AD,26,190000057108	1	ROBERTO MARTIN ESTIGARRIBIA	Roberto Martin - Graphic Designer for NC Election 01/2019		NCEL4701	ELE	0.00	0.00
2019	2019	04/08/2019	AD,26,190000075150	1	ROBERTO MARTIN ESTIGARRIBIA	Roberto Martin - Graphic Designer for NC Election INV# 19002 3/29/2019		NCEL4701	ELE	0.00	0.00
2019	2019	05/24/2019	AD,26,190000090220	1	ROBERTO MARTIN ESTIGARRIBIA	Roberto Martin - Graphic Designer for NC Election 5/20/19		NCEL4701	ADV	0.00	0.00
2019	2019	11/28/2018	GAEAE,47,AE19470007P	1	ROBERTO MARTIN ESTIGARRIBIA	Roberto Martin - Graphic Designer for NC Election		NCEL4701	ELE	11,000.00	0.00
2019	2019	11/28/2018	GAX 47, 19100470016	1	ROBERTO MARTIN ESTIGARRIBIA	Roberto Martin - Graphic Designer for NC Election		NCEL4701	ELE	(11,000.00)	11,000.00
2019	2019	12/21/2018	GAX 47, 19100470016	1	ROBERTO MARTIN ESTIGARRIBIA	Roberto Martin - Graphic Designer for NC Election		NCEL4701	ELE	11,000.00	(11,000.00)
2019	2019	12/21/2018	GAX 47, 19100470021	1	ROBERTO MARTIN ESTIGARRIBIA	Roberto Martin - Graphic Designer for NC Election		NCEL4701	ELE	(2,500.00)	2,500.00
2019	2019	01/31/2019	GAX 47, 19100470026	1	ROBERTO MARTIN ESTIGARRIBIA	Roberto Martin - Graphic Designer for NC Election 01/2019		NCEL4701	ELE	(1,500.00)	1,500.00
2019	2019	04/08/2019	GAX 47, 19100470042	1	ROBERTO MARTIN ESTIGARRIBIA	Roberto Martin - Graphic Designer for NC Election INV# 9002 3/29/2019		NCEL4701	ELE	(2,000.00)	2,000.00
2019	2019	05/24/2019	GAX 47, 19100470066	1	ROBERTO MARTIN ESTIGARRIBIA	Roberto Martin - Graphic Designer for NC Election 5/20/19		NCEL4701	ADV	0.00	4,700.00
2019	2019	05/24/2019	GAX 47, 19100470066	1	ROBERTO MARTIN ESTIGARRIBIA	Roberto Martin - Graphic Designer for NC Election 5/20/19		NCEL4701	ELE	(4,700.00)	0.00
					ROBERTO MARTIN ESTIGARRIBIA Total					300.00	10,700.00
2019	2019	08/23/2018	AD,26,190000015431	1	SILVER SERVICE EVENTS INC.	Silver Service Events Inc. for August 20th Networking Event		NSAP4701	EVE	0.00	0.00
2019	2019	12/14/2018	AD,26,190000045622	1	SILVER SERVICE EVENTS INC.	Outreach Gathering Event - December 10th, 2018		NSAP4701	EVE	0.00	0.00
2019	2019	02/22/2019	AD,26,190000062261	1	SILVER SERVICE EVENTS INC.	For 2019 election recruit-2/9/19-9550 Haskell ave "Show the Way South LA" Workshop-breakfast and lunch Plates& meal kit & delivery charge 3/9/19		NCEL4701	EVE	0.00	0.00
2019	2019	05/02/2019	AD,26,190000083743	1	SILVER SERVICE EVENTS INC.	SLA Candidate Workshop-5/11/19 -breakfast and lunch Plates& meal kit & delivery charge #Inv 149456		NCEL4701	EVE	0.00	0.00
2019	2019	05/20/2019	AD,26,190000088330	1	SILVER SERVICE EVENTS INC.	Silver Service Events Inc. for August 20th Networking Event		NSAP4701	EVE	1,361.91	0.00
2019	2019	08/23/2018	GAEAE,47,AE19470005	1	SILVER SERVICE EVENTS INC.	Outreach Gathering Event - December 10th, 2018		NSAP4701	EVE	1,678.09	0.00
2019	2019	12/14/2018	GAEAE,47,AE19470005	2	SILVER SERVICE EVENTS INC.	For 2019 election recruit-2/9/19-9550 Haskell ave		NCEL4701	EVE	1,559.83	0.00
2019	2019	02/21/2019	GAEAE,47,AE19470005	2	SILVER SERVICE EVENTS INC.	"Show the Way South LA" Workshop-3/9/19		NCEL4701	EVE	7,711.22	0.00
2019	2019	04/28/2019	GAEAE,47,AE19470005	2	SILVER SERVICE EVENTS INC.	Silver Service Events Inc. for August 20th Networking Event		NSAP4701	EVE	(1,361.91)	1,361.91
2019	2019	08/23/2018	GAX 47, 19100470008	1	SILVER SERVICE EVENTS INC.	Outreach Gathering Event - December 10th, 2018		NSAP4701	EVE	(1,678.09)	1,678.09
2019	2019	12/14/2018	GAX 47, 19100470020	1	SILVER SERVICE EVENTS INC.	Outreach Gathering Event - December 10th, 2018		NSAP4701	EVE	(1,678.09)	1,678.09
2019	2019	02/22/2019	GAX 47, 19100470035	1	SILVER SERVICE EVENTS INC.	For 2019 election recruit-2/9/19-9550 Haskell ave		NCEL4701	EVE	(1,559.83)	1,559.83

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2019	2019	05/02/2019	GAX 47, 19100470049	1	SILVER SERVICE EVENTS INC.	"Show the Way South LA" Workshop-breakfast and lunch Plates& meal kit & delivery charge 3/9/19		NCEL4701	EVE	(2,711.22)	2,711.22
2019	2019	05/20/2019	GAX 47, 19100470061	1	SILVER SERVICE EVENTS INC.	SLA Candidate Workshop-5/11/19 -breakfast and lunch Plates& meal kit & delivery charge #Inv 149456		NCEL4701	EVE	(1,554.90)	1,554.90
					SILVER SERVICE EVENTS INC. Total					3,445.10	8,865.95
2019	2020	07/02/2019	AD,26,200000000495	1	SOUTHERN CALIFORNIA PUBLIC RADIO	KPCCKUOR Laist Sponsored Article May 2019 Inv#14195-00002-0000 5/26/19		NCEL4701	ELE	0.00	0.00
2019	2020	07/02/2019	AD,26,200000000495	2	SOUTHERN CALIFORNIA PUBLIC RADIO	30 day campaign to run M-F(only) for 200,000 impressions June 2019 Inv#14195-00003-0000		NCEL4701	ELE	0.00	0.00
2019	2020	08/26/2019	AD,26,200000014510	1	SOUTHERN CALIFORNIA PUBLIC RADIO	Live Stream Campaigns/13-5/20 2019 200,000 impressions Inv#14195-00003-0000 2nd payment		NCEL4701	ELE	0.00	0.00
2019	2019	06/20/2019	GAEAE,47,AE19470028	1	SOUTHERN CALIFORNIA PUBLIC RADIO	NC Election Adv on Laist Website- May 2019		NCEL4701	ELE	10,000.00	0.00
2019	2020	07/02/2019	GAX 47, 20100470001	1	SOUTHERN CALIFORNIA PUBLIC RADIO	KPCCKUOR Laist Sponsored Article May 2019 Inv#14195-00002-0000 5/26/19		NCEL4701	ELE	(5,000.00)	5,000.00
2019	2020	07/02/2019	GAX 47, 20100470001	2	SOUTHERN CALIFORNIA PUBLIC RADIO	30 day campaign to run M-F(only) for 200,000 impressions June 2019 Inv#14195-00003-0000		NCEL4701	ELE	(2,500.00)	2,500.00
2019	2020	08/26/2019	GAX 47, 20100470012	2	SOUTHERN CALIFORNIA PUBLIC RADIO	Live Stream Campaigns/13-5/20 2019 200,000 impressions Inv#14195-00003-0000 2nd payment		NCEL4701	ELE	(2,500.00)	2,500.00
					SOUTHERN CALIFORNIA PUBLIC RADIO Total					0.00	10,000.00
2019	2019	04/05/2019	AD,26,190000074538	1	SOUTHLAND PUBLISHING INC	Downtown News Website advertisement-FEB 2019		NCEL4701	ADV	0.00	0.00
2019	2019	04/08/2019	AD,26,190000074866	1	SOUTHLAND PUBLISHING INC	The Argonaut - Southland Publishing INV#407128 newspaper advertisement		NCEL4701	ADV	0.00	0.00
2019	2019	04/08/2019	AD,26,190000074866	2	SOUTHLAND PUBLISHING INC	The Argonaut - Southland Publishing INV#407532 newspaper advertisement		NCEL4701	ADV	0.00	0.00
2019	2019	04/08/2019	AD,26,190000074866	3	SOUTHLAND PUBLISHING INC	The Argonaut - Southland Publishing INV#407815 newspaper advertisement		NCEL4701	ADV	0.00	0.00
2019	2019	04/08/2019	AD,26,190000074866	4	SOUTHLAND PUBLISHING INC	The Argonaut - Southland Publishing INV#408175 newspaper advertisement		NCEL4701	ADV	0.00	0.00
2019	2019	04/18/2019	AD,26,190000079639	1	SOUTHLAND PUBLISHING INC	Southland publishing ADV 4/11/19		NCEL4701	ADV	0.00	0.00
2019	2019	05/02/2019	AD,26,190000083723	1	SOUTHLAND PUBLISHING INC	Southland publishing ADV Inv# 409728 04/30/19		NCEL4701	ADV	0.00	0.00
2019	2019	05/02/2019	AD,26,190000083724	1	SOUTHLAND PUBLISHING INC	Southland publishing ADV Inv# 409961 05/02/19		NCEL4701	ADV	0.00	0.00
2019	2019	05/06/2019	AD,26,190000084356	1	SOUTHLAND PUBLISHING INC	Downtown News Website advertisement-April 2019		NCEL4701	ADV	0.00	0.00
2019	2019	05/13/2019	AD,26,190000086251	1	SOUTHLAND PUBLISHING INC	05/09/19--1/4 Pg Display Ad Argonaut-Digital Adv and Paper Adv- Inv# 410435		NCEL4701	ADV	0.00	0.00
2019	2019	05/20/2019	AD,26,190000088318	1	SOUTHLAND PUBLISHING INC	Downtown News Website advertisement-3/4/19 #Inv 67689		NCEL4701	ADV	0.00	0.00
2019	2019	05/20/2019	AD,26,190000088318	2	SOUTHLAND PUBLISHING INC	Downtown News Website advertisement-3/11/19 #Inv 67717		NCEL4701	ADV	0.00	0.00
2019	2019	05/20/2019	AD,26,190000088318	3	SOUTHLAND PUBLISHING INC	Downtown News Website advertisement-03/25/19 #Inv 67807		NCEL4701	ADV	0.00	0.00
2019	2019	05/20/2019	AD,26,190000088318	4	SOUTHLAND PUBLISHING INC	Downtown News Website advertisement-4/1/19 #Inv 67844		NCEL4701	ADV	0.00	0.00
2019	2019	05/28/2019	AD,26,190000090385	1	SOUTHLAND PUBLISHING INC	05/23/19--1/4 Pg Display Ad Argonaut-Digital Adv and Paper Adv- Inv# 411323		NCEL4701	ADV	0.00	0.00
2019	2019	05/30/2019	AD,26,190000091266	1	SOUTHLAND PUBLISHING INC	Downtown News Website advertisement-May 2019		NCEL4701	ADV	0.00	0.00
2019	2019	06/10/2019	AD,26,190000094482	1	SOUTHLAND PUBLISHING INC	05/30/05/31 Newsletter-Display Ad Argonaut-Digital Adv and Paper Adv- Inv# 412239		NCEL4701	ADV	0.00	0.00
2019	2019	04/03/2019	M	1	SOUTHLAND PUBLISHING INC	Press and magazine ADV for NC election-2/25/19		NCEL4701	ADV	10,000.00	0.00

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2019	2019	04/05/2019	GAX.47, 19100470040	1	SOUTHLAND PUBLISHING INC	Downtown News Website advertisement-FEB 2019		NCEL4701	ADV	(1,980.00)	1,980.00
2019	2019	04/08/2019	GAX.47, 19100470041	1	SOUTHLAND PUBLISHING INC	The Argonaut - Southland Publishing INV#407128 newspaper advertisement		NCEL4701	ADV	(800.00)	800.00
2019	2019	04/08/2019	GAX.47, 19100470041	2	SOUTHLAND PUBLISHING INC	The Argonaut - Southland Publishing INV#407532 newspaper advertisement		NCEL4701	ADV	(450.00)	450.00
2019	2019	04/08/2019	GAX.47, 19100470041	3	SOUTHLAND PUBLISHING INC	The Argonaut - Southland Publishing INV#407815 newspaper advertisement		NCEL4701	ADV	(450.00)	450.00
2019	2019	04/08/2019	GAX.47, 19100470041	4	SOUTHLAND PUBLISHING INC	The Argonaut - Southland Publishing INV#408175 newspaper advertisement		NCEL4701	ADV	(350.00)	350.00
2019	2019	04/18/2019	GAX.47, 19100470044	1	SOUTHLAND PUBLISHING INC	Southland publishing ADV 4/11/19		NCEL4701	ADV	(450.00)	450.00
2019	2019	05/02/2019	GAX.47, 19100470050	1	SOUTHLAND PUBLISHING INC	Southland publishing ADV Inv# 409728 04/30/19		NCEL4701	ADV	(450.00)	450.00
2019	2019	05/02/2019	GAX.47, 19100470051	1	SOUTHLAND PUBLISHING INC	Southland publishing ADV Inv# 409961 05/02/19		NCEL4701	ADV	(350.00)	350.00
2019	2019	05/06/2019	GAX.47, 19100470052	1	SOUTHLAND PUBLISHING INC	Downtown News Website advertisement-April 2019		NCEL4701	ADV	(200.00)	200.00
2019	2019	05/13/2019	GAX.47, 19100470057	1	SOUTHLAND PUBLISHING INC	05/09/19--1/4 Pg Display Ad Argonaut-Digital Adv and Paper Adv- Inv# 410435		NCEL4701	ADV	(450.00)	450.00
2019	2019	05/20/2019	GAX.47, 19100470062	1	SOUTHLAND PUBLISHING INC	Downtown News Website advertisement-3/4/19 #inv 67689		NCEL4701	ADV	(200.00)	200.00
2019	2019	05/20/2019	GAX.47, 19100470062	2	SOUTHLAND PUBLISHING INC	Downtown News Website advertisement-3/11/19 #inv 67717		NCEL4701	ADV	(590.00)	590.00
2019	2019	05/20/2019	GAX.47, 19100470062	3	SOUTHLAND PUBLISHING INC	Downtown News Website advertisement-03/25/19 #inv 67807		NCEL4701	ADV	(1,240.00)	1,240.00
2019	2019	05/20/2019	GAX.47, 19100470062	4	SOUTHLAND PUBLISHING INC	Downtown News Website advertisement-4/1/19 #inv 67844		NCEL4701	ADV	(590.00)	590.00
2019	2019	05/28/2019	GAX.47, 19100470067	1	SOUTHLAND PUBLISHING INC	05/23/19--1/4 Pg Display Ad Argonaut-Digital Adv and Paper Adv- 411323		NCEL4701	ADV	(450.00)	450.00
2019	2019	05/30/2019	GAX.47, 19100470069	1	SOUTHLAND PUBLISHING INC	Downtown News Website advertisement-May 2019		NCEL4701	ADV	(200.00)	200.00
2019	2019	06/10/2019	GAX.47, 19100470079	1	SOUTHLAND PUBLISHING INC	05/30&05/31 Newsletter-Display Ad Argonaut-Digital Adv and Paper Adv- Inv# 412239		NCEL4701	ADV	(450.00)	450.00
					SOUTHLAND PUBLISHING INC Total					350.00	9,650.00
2019	2019	02/13/2019	AD, 26,190000060322	1	THE WALKING MAN INC	Flyers distribution in HSDNC&EHNC 1/12/2019		NCEL4701	ADV	0.00	0.00
2019	2019	05/08/2019	AD, 26,190000085348	1	THE WALKING MAN INC	65K Flyer Distributions - OPNC,WNNC,MPNC,PUNC,RVNC,WSNC,EVRNC, 01/18/19 #inv E9339		NCEL4701	ADV	0.00	0.00
2019	2019	05/08/2019	AD, 26,190000085348	2	THE WALKING MAN INC	20K Flyer distributions - LA 32 NC & BHNC 01/25/19 #inv E9335		NCEL4701	ADV	0.00	0.00
2019	2019	05/08/2019	AD, 26,190000085348	3	THE WALKING MAN INC	40K Flyer distributions-ECWA,ECCA,ECNA & WE 03/29/19 #inv E9481		NCEL4701	ADV	0.00	0.00
2019	2019	01/30/2019	GAEAE, 47, AE 19470018	1	THE WALKING MAN INC	Flyers distribution in HSDNC&EHNC 1/12/2019		NCEL4701	ADV	2,600.00	0.00
2019	2019	05/08/2019	M	1	THE WALKING MAN INC	Flyer distributions in 8 councils 1/18-3/29/19		NCEL4701	ADV	16,275.00	0.00
2019	2019	02/13/2019	GAX.47, 19100470027	1	THE WALKING MAN INC	Flyers distribution in HSDNC&EHNC 1/12/2019		NCEL4701	ADV	(2,600.00)	2,600.00
2019	2019	05/08/2019	GAX.47, 19100470055	1	THE WALKING MAN INC	65K Flyer Distributions - OPNC,WNNC,MPNC,PUNC,RVNC,WSNC,EVRNC, 01/18/19 #inv E9339		NCEL4701	ADV	(8,475.00)	8,475.00
2019	2019	05/08/2019	GAX.47, 19100470055	2	THE WALKING MAN INC	20K Flyer distributions - LA 32 NC & BHNC 01/25/19 #inv E9335		NCEL4701	ADV	(2,600.00)	2,600.00
2019	2019	05/08/2019	GAX.47, 19100470055	3	THE WALKING MAN INC	40K Flyer distributions-ECWA,ECCA,ECNA & WE 03/29/19 #inv E9481		NCEL4701	ADV	(5,200.00)	5,200.00
					THE WALKING MAN INC Total					0.00	18,875.00

BFY	FY	Date	Document ID	AL	Vendor Name	Desc	Rpt	Work Order	Task	Encumbered	Expenditure
2019	2019	02/26/2019	AD, 26,190000063457	1	THINK FORWARD MARKETING LLC	Videos for election promotion-2/8/19		NCEL4701	VID	0.00	0.00
2019	2019	06/03/2019	AD, 26,190000092536	1	THINK FORWARD MARKETING LLC	NC election outreach-Shooting and editing of promotional NC Election videos 5/23/19 Inv#ivedg52319		NCEL4701	VID	0.00	0.00
2019	2019	02/26/2019	M	1	THINK FORWARD MARKETING LLC	Videos for election promotion-2/8/19		NCEL4701	VID	1,200.00	0.00
2019	2019	06/03/2019	M	1	THINK FORWARD MARKETING LLC	Videos for election promotion-05/23/19		NCEL4701	VID	5,000.00	0.00
2019	2019	02/26/2019	GAX.47, 19100470037	1	THINK FORWARD MARKETING LLC	Videos for election promotion-2/8/19		NCEL4701	VID	(1,200.00)	1,200.00
2019	2019	06/03/2019	GAX.47, 19100470070	1	THINK FORWARD MARKETING LLC	NC election outreach-Shooting and editing of promotional NC Election videos 5/23/19 Inv#ivedg52319		NCEL4701	VID	(5,000.00)	5,000.00
					THINK FORWARD MARKETING LLC Total					0.00	6,200.00
2019	2019	09/18/2018	AD, 26,190000022516	1	THREE BLIND MICE LLC	Staffing svs for electronic posting of agendas on the City's ENS system 7/01-9/01/18		NCOP4701	TEM	0.00	0.00
2019	2019	11/09/2018	AD, 26,190000037481	1	THREE BLIND MICE LLC	Staffing svs for electronic posting of agendas on the City's ENS system 9-2018 to 10-2018		NCOP4701	TEM	0.00	0.00
2019	2019	12/21/2018	AD, 26,190000047768	1	THREE BLIND MICE LLC	Staffing svs for electronic posting of agendas Nov 2018		NCOP4701	TEM	0.00	0.00
2019	2019	06/21/2019	AD, 26,190000099953	1	THREE BLIND MICE LLC	Agenda posting 12/1/2018-2/3/2019		NCOP4701	TEM	0.00	0.00
2019	2019	09/18/2018	M	1	THREE BLIND MICE LLC	Staffing svs for electronic posting of agendas on the City's ENS system 7/01-9/01/18		NCOP4701	TEM	1,617.00	0.00
2019	2019	11/07/2018	M	1	THREE BLIND MICE LLC	Staffing svs for electronic posting of agendas on the City's ENS system 9-2018 to 10-2018		NCOP4701	TEM	1,376.76	0.00
2019	2019	12/21/2018	M	1	THREE BLIND MICE LLC	Staffing svs for electronic posting of agendas Nov 2018		NCOP4701	TEM	822.36	0.00
2019	2019	06/21/2019	M	1	THREE BLIND MICE LLC	Agenda posting 12/1/18-02/3/19		NCOP4701	TEM	1,783.32	0.00
2019	2019	06/21/2019	GAX.47, 190000000051	1	THREE BLIND MICE LLC	Agenda posting 12/1/2018-2/3/2019		NCOP4701	TEM	(1,783.32)	1,783.32
2019	2019	11/09/2018	GAX.47, 19100470012	1	THREE BLIND MICE LLC	Staffing svs for electronic posting of agendas on the City's ENS system 9-2018 to 10-2018		NCOP4701	TEM	(1,376.76)	1,376.76
2019	2019	12/21/2018	GAX.47, 19100470022	1	THREE BLIND MICE LLC	Staffing svs for electronic posting of agendas Nov 2018		NCOP4701	TEM	(822.36)	822.36
2019	2019	09/18/2018	GAX.47, 47100470009	1	THREE BLIND MICE LLC	Staffing svs for electronic posting of agendas on the City's ENS system 7/01-9/01/18		NCOP4701	TEM	(1,617.00)	1,617.00
					THREE BLIND MICE LLC Total					0.00	5,599.44
2019	2019	04/24/2019	AD, 26,190000081192	1	TINA YERETSAN	W/C MANQIN 81490 SVANC Election-4/27/19		NCEL4701	ELE	0.00	0.00
2019	2019	05/09/2019	AD, 26,190000085444	1	TINA YERETSAN	W/C MANQIN 81490-NHNENC Election-Free taco lunch for first 200 voters 5/16/19		NCEL4701	CAT	0.00	0.00
2019	2019	04/22/2019	M	1	TINA YERETSAN	SVANC Election-4/27/19		NCEL4701	ELE	1,317.00	0.00
2019	2019	05/08/2019	M	1	TINA YERETSAN	NHNENC Election-05/16/19		NCEL4701	ELE	1,317.00	0.00
2019	2019	04/24/2019	GAX.47, 19100470047	1	TINA YERETSAN	W/C MANQIN 81490 SVANC Election-4/27/19		NCEL4701	ELE	(1,317.00)	1,317.00
2019	2019	05/09/2019	GAX.47, 19100470054	1	TINA YERETSAN	W/C MANQIN 81490-NHNENC Election-Free taco lunch for first 200 voters 5/16/19		NCEL4701	CAT	0.00	1,317.00
2019	2019	05/09/2019	GAX.47, 19100470054	1	TINA YERETSAN	W/C MANQIN 81490-NHNENC Election-Free taco lunch for first 200 voters 5/16/19		NCEL4701	ELE	(1,317.00)	0.00
					TINA YERETSAN Total					0.00	2,634.00
2019	2019	11/13/2018	EFT, 26,190000004162	30	US BANK	US Bank Statement 5982 Caritas Cafe \$500		NCEL4701	ELE	0.00	0.00

B/FY	FY	Date	Document ID	AL	Vendor Name	Desc	Rpt	Work Order	Task	Encumbered	Expenditure
2019	2019	11/13/2018	PRC.47, 191004705CC	6	US BANK	US Bank Statement 5982 Caritas Cafe \$500		NCEL4701	ELE	0.00	500.00
2019	2019	01/15/2019	EFT 26, 190000006305	1	US BANK	US Bank Statement - 6330 Facebook 1773.65, Sparkol 47.21, Envatomarket 18, Aescritis 29.99, Datavali		NCEL4701	ELE	0.00	0.00
2019	2019	01/15/2019	PRC.47, 191004708CC	1	US BANK	US Bank Statement - 6330 Facebook 1773.65, Sparkol 47.21, Envatomarket 18, Aescritis 29.99, Datavali		NCEL4701	ELE	0.00	1,886.00
2019	2019	02/12/2019	EFT 26, 190000007052	22	US BANK	US Bank Statement - 6330 Facebook \$12806.67 Data validation \$20.09		NCEL4701	ELE	0.00	0.00
2019	2019	02/12/2019	PRC.47, 191004709CC	1	US BANK	US Bank Statement - 6330 Facebook \$12806.67 Data validation \$20.09		NCEL4701	ELE	0.00	12,826.76
2019	2019	03/29/2019	EFT 26, 190000008631	1	US BANK	US Bank Statement - 6330 Facebook \$18,500 LinkedIn \$100		NCEL4701	ELE	0.00	0.00
2019	2019	03/29/2019	EFT 26, 190000008631	6	US BANK	US Bank Statement 6355 - Office Depot \$236.46 EB 2019 Social Innova \$100		NCEL4701	ELE	0.00	0.00
2019	2019	03/29/2019	PRC.47, 191004710CC	1	US BANK	US Bank Statement - 6330 Facebook \$18,500 LinkedIn \$100		NCEL4701	ELE	0.00	18,254.61
2019	2019	03/29/2019	PRC.47, 191004710CC	11	US BANK	US Bank Statement 6355 - Office Depot \$236.46 EB 2019 Social Innova \$100		NCEL4701	ELE	0.00	336.46
2019	2019	04/02/2019	EFT 26, 190000008631	1	US BANK	US Bank Statement - 6330 Facebook \$18,500 LinkedIn \$100		NCEL4701	ELE	0.00	0.00
2019	2019	04/02/2019	EFT 26, 190000008631	6	US BANK	US Bank Statement 6355 - Office Depot \$236.46 EB 2019 Social Innova \$100		NCEL4701	ELE	0.00	0.00
2019	2019	04/02/2019	EFT 26, 190000008692	1	US BANK	US Bank Statement - 6330 Facebook \$18,500 LinkedIn \$100		NCEL4701	ELE	0.00	0.00
2019	2019	04/02/2019	EFT 26, 190000008692	6	US BANK	US Bank Statement 6355 - Office Depot \$236.46 EB 2019 Social Innova \$100		NCEL4701	ELE	0.00	0.00
2019	2019	04/12/2019	EFT 26, 190000009136	4	US BANK	US Bank- 6330 Facebook \$17,630.82 LinkedIn \$150 Twitter \$43.7 US Bank 6355 \$(365.77)refund		NCEL4701	ELE	0.00	0.00
2019	2019	04/12/2019	PRC.47, 191004711CC	1	US BANK	US Bank- 6330 Facebook \$17,630.82 LinkedIn \$150 Twitter \$43.7 US Bank 6355 \$(365.77)refund		NCEL4701	ELE	0.00	17,458.81
2019	2019	05/09/2019	EFT 26, 190000010097	25	US BANK	US Bank-6330 Amazon \$19.99		NCEL4701	ELE	0.00	0.00
2019	2019	05/09/2019	PRC.47, 191004712CC	30	US BANK	US Bank-6330 Amazon \$19.99		NCEL4701	ELE	0.00	19.99
2019	2019	03/29/2019	EFT 26, 190000008631	5	US BANK	US Bank Statement 6421 - Smart and final 49.61 Amazon \$1438.89		NCEL4701	OFF	0.00	0.00
2019	2019	03/29/2019	PRC.47, 191004710CC	7	US BANK	US Bank Statement 6421 - Smart and final 49.61 Amazon \$1438.89		NCEL4701	OFF	0.00	1,488.50
2019	2019	04/02/2019	EFT 26, 190000008631	5	US BANK	US Bank Statement 6421 - Smart and final 49.61 Amazon \$1438.89		NCEL4701	OFF	0.00	0.00
2019	2019	04/02/2019	EFT 26, 190000008692	5	US BANK	US Bank Statement 6421 - Smart and final 49.61 Amazon \$1438.89		NCEL4701	OFF	0.00	0.00
2019	2019	05/09/2019	EFT 26, 190000010097	22	US BANK	US Bank Statement 6421 - Office Depot \$42.69		NCEL4701	OFF	0.00	0.00
2019	2019	05/09/2019	EFT 26, 190000010097	27	US BANK	US Bank-6355 Office Depot \$147.14+\$221.64 Staples \$28.33		NCEL4701	OFF	0.00	0.00
2019	2019	05/09/2019	PRC.47, 191004712CC	27	US BANK	US Bank Statement 6421 - Office Depot \$42.69		NCEL4701	OFF	0.00	42.69
2019	2019	05/09/2019	PRC.47, 191004712CC	32	US BANK	US Bank-6355 Office Depot \$147.14+\$221.64 Staples \$28.33		NCEL4701	OFF	0.00	397.11
2019	2019	06/18/2019	EFT 26, 190000011555	4	US BANK	US Bank Statement 6421 - Office Depot \$43.79		NCEL4701	OFF	0.00	0.00
2019	2019	06/18/2019	PRC.47, 191004713CC	27	US BANK	US Bank Statement 6421 - Office Depot \$43.79		NCEL4701	OFF	0.00	43.79
2019	2019	08/08/2018	PRC.47, 191004701CC	1	US BANK	US Bank St 5982- Godaddy \$169.99, Injuiced (Quickbase add on) \$40, Constantcontact \$230, Emailmeior		GASP4701	WEB	0.00	538.94
2019	2019	08/08/2018	PRC.47, 191004701CC	6	US BANK	US Bank St 6330 - Godaddy \$60.32, DigitalOcean \$10, Jotform \$19.95		GASP4701	WEB	0.00	90.27

B/FY	FY	Date	Document ID	AL	Vendor Name	Desc	Rpt	Work Order	Task	Encumbered	Expenditure
2019	2019	08/08/2018	PRC.47, 191004701CC	7	US BANK	US Bank St 6330/5982- Godaddy \$60.32, DigitalOcean \$10, Injuiced (Quickbase add on) \$40, Jotform \$19		GASP4701	WEB	0.00	294.21
2019	2019	08/08/2018	PRC.47, 191004702CC	8	US BANK	US Bank St 5982- Injuiced (Quickbase add on) \$40, Jotform \$19.95		GASP4701	WEB	0.00	59.95
2019	2019	08/09/2018	EFT 26, 190000001203	29	US BANK	US Bank St 5982- Godaddy \$169.99, Injuiced (Quickbase add on) \$40, Constantcontact \$230, Emailmeior		GASP4701	WEB	0.00	0.00
2019	2019	08/09/2018	EFT 26, 190000001203	34	US BANK	US Bank St 6330 - Godaddy \$60.32, DigitalOcean \$10, Jotform \$19.95		GASP4701	WEB	0.00	0.00
2019	2019	08/09/2018	EFT 26, 190000001203	35	US BANK	US Bank St 6330/5982- Godaddy \$60.32, DigitalOcean \$10, Injuiced (Quickbase add on) \$40, Jotform \$19		GASP4701	WEB	0.00	0.00
2019	2019	08/09/2018	EFT 26, 190000001203	36	US BANK	US Bank St 5982- Injuiced (Quickbase add on) \$40, Jotform \$19.95		GASP4701	WEB	0.00	0.00
2019	2019	09/11/2018	EFT 26, 190000002177	24	US BANK	US Bank St 6330 DigitalOcean \$10, Jotform \$19.95		GASP4701	WEB	0.00	0.00
2019	2019	09/11/2018	EFT 26, 190000002177	25	US BANK	US Bank St - 5982 Constant conlact \$230, Injuiced \$40, SurveyMonkey \$252		GASP4701	WEB	0.00	0.00
2019	2019	09/11/2018	PRC.47, 191004703CC	3	US BANK	US Bank St 6330 DigitalOcean \$10, Jotform \$19.95		GASP4701	WEB	0.00	29.95
2019	2019	09/11/2018	PRC.47, 191004703CC	4	US BANK	US Bank St - 5982 Constant conlact \$230, Injuiced \$40, SurveyMonkey \$252		GASP4701	WEB	0.00	522.00
2019	2019	10/12/2018	EFT 26, 190000003120	5	US BANK	US Bank Statement 5982 Constantcontact \$230, In Juiced \$40		GASP4701	WEB	0.00	0.00
2019	2019	10/12/2018	EFT 26, 190000003120	8	US BANK	US Bank Statement 6330 DigitalOcean \$10, JotForm \$19.95		GASP4701	WEB	0.00	0.00
2019	2019	10/12/2018	EFT 26, 190000003120	9	US BANK	US Bank Statement 6355 Target \$31.62, Costco \$244.5, Smartfinal \$30.62, Michaels \$149.97, Spirit \$6		GASP4701	WEB	0.00	0.00
2019	2019	10/12/2018	PRC.47, 191004704CC	1	US BANK	US Bank Statement 5982 Constantcontact \$230, In Juiced \$40		GASP4701	WEB	0.00	270.00
2019	2019	10/12/2018	PRC.47, 191004704CC	4	US BANK	US Bank Statement 6330 DigitalOcean \$10, JotForm \$19.95		GASP4701	WEB	0.00	29.95
2019	2019	10/12/2018	PRC.47, 191004704CC	5	US BANK	US Bank Statement 6355 Target \$31.62, Costco \$244.5, Smartfinal \$30.62, Michaels \$149.97, Spirit \$8		GASP4701	WEB	0.00	519.14
2019	2019	11/13/2018	EFT 26, 190000004162	26	US BANK	US Bank Statement 6330 - Sparkol \$144, Godaddy \$83.51, Digital Ocean \$10, Jotform \$19.95		GASP4701	WEB	0.00	0.00
2019	2019	11/13/2018	EFT 26, 190000004162	29	US BANK	US Bank Statement 5982 Constantcontact \$230, In Juiced \$40		GASP4701	WEB	0.00	0.00
2019	2019	11/13/2018	PRC.47, 191004706CC	1	US BANK	US Bank Statement 6330 - Sparkol \$144, Godaddy \$83.51, Digital Ocean \$10, Jotform \$19.95		GASP4701	WEB	0.00	257.46
2019	2019	11/13/2018	PRC.47, 191004705CC	5	US BANK	US Bank Statement 5982 Constantcontact \$230, In Juiced \$40		GASP4701	WEB	0.00	270.00
2019	2019	12/13/2018	EFT 26, 190000005182	26	US BANK	US Bank Statement 5982 Constantcontact \$230, In Juiced \$40		GASP4701	WEB	0.00	0.00
2019	2019	12/13/2018	EFT 26, 190000005182	28	US BANK	US Bank Statement 6330 - Godaddy \$49.99, Digital Ocean \$10, Jotform \$19.95		GASP4701	WEB	0.00	0.00
2019	2019	12/13/2018	PRC.47, 191004706CC	1	US BANK	US Bank Statement 5982 Constantcontact \$230, In Juiced \$40		GASP4701	WEB	0.00	270.00
2019	2019	12/13/2018	PRC.47, 191004706CC	3	US BANK	US Bank Statement 6330 - Godaddy \$49.99, Digital Ocean \$10, Jotform \$19.95		GASP4701	WEB	0.00	79.94
2019	2019	01/15/2019	EFT 26, 190000006305	3	US BANK	US Bank Statement 6330 - Digital Ocean \$10, Jotform \$19.95, Birdiesoft \$29		GASP4701	WEB	0.00	0.00
2019	2019	01/15/2019	EFT 26, 190000006305	4	US BANK	US Bank Statement 5982 Constantcontact \$230, In Juiced \$40		GASP4701	WEB	0.00	0.00
2019	2019	01/15/2019	PRC.47, 191004708CC	4	US BANK	US Bank Statement 6330 - Digital Ocean \$10, Jotform \$19.95, Birdiesoft \$29		GASP4701	WEB	0.00	58.95
2019	2019	01/15/2019	PRC.47, 191004708CC	5	US BANK	US Bank Statement 5982 Constantcontact \$230, In Juiced \$40		GASP4701	WEB	0.00	270.00
2019	2019	02/12/2019	EFT 26, 190000007052	24	US BANK	Godaddy \$299.99 Cloundhq \$69		GASP4701	WEB	0.00	0.00

BFY	FY	Date	Document ID	AL	Vendor Name	Desc	Rpt	Work Order	Task	Encumbered	Expenditure
2019	2019	02/12/2019	PRC.47, 191004709CC	5	US BANK	US Bank Statement 5982 Constantcontact \$230 In Juiced \$40 DNH Godaddy \$299.99 Cloudfhq \$69		GASP4701	WEB	0.00	638.99
2019	2019	03/29/2019	EFT 26, 190000008631	3	US BANK	US Bank Statement 5982 Hoodsuite Media\$119.88 In Juiced \$40 DNH Godaddy \$603.36 Constant contact\$230		GASP4701	WEB	0.00	0.00
2019	2019	03/29/2019	PRC.47, 191004710CC	5	US BANK	US Bank Statement 5982 Hoodsuite Media\$119.88 In Juiced \$40 DNH Godaddy \$603.36 Constant contact\$230		GASP4701	WEB	0.00	983.24
2019	2019	04/02/2019	EFT 26, 190000008631	3	US BANK	US Bank Statement 5982 Hoodsuite Media\$119.88 In Juiced \$40 DNH Godaddy \$603.36 Constant contact\$230		GASP4701	WEB	0.00	0.00
2019	2019	04/02/2019	EFT 26, 190000008692	3	US BANK	US Bank Statement 5982 Hoodsuite Media\$119.88 In Juiced \$40 DNH Godaddy \$603.36 Constant contact\$230		GASP4701	WEB	0.00	0.00
2019	2019	04/12/2019	EFT 26, 190000009136	8	US BANK	US Bank Statement 5982 DNH Godaddy \$143.64 In Juiced \$60 Const contact \$230 ertc sadkin \$14.98		GASP4701	WEB	0.00	0.00
2019	2019	04/12/2019	PRC.47, 191004711CC	26	US BANK	US Bank Statement 5982 DNH Godaddy \$143.64 In Juiced \$60 Const contact \$230 ertc sadkin \$14.98		GASP4701	WEB	0.00	448.62
2019	2019	05/09/2019	EFT 26, 190000010097	19	US BANK	US Bank-6330 Digital Ocean \$10 FS Jolform \$19.95		GASP4701	WEB	0.00	0.00
2019	2019	05/09/2019	EFT 26, 190000010097	24	US BANK	US Bank- 5982 Cloudfhq \$99 Constant contact \$230 In Juiced \$60 Dri Flicker \$49.99		GASP4701	WEB	0.00	0.00
2019	2019	05/09/2019	PRC.47, 191004712CC	4	US BANK	US Bank-6330 Digital Ocean \$10 FS Jolform \$19.95		GASP4701	WEB	0.00	29.95
2019	2019	05/09/2019	PRC.47, 191004712CC	29	US BANK	US Bank- 5982 Cloudfhq \$99 Constant contact \$230 In Juiced \$60 Dri Flicker \$49.99		GASP4701	WEB	0.00	438.99
2019	2019	06/18/2019	EFT 26, 190000011555	2	US BANK	US Bank-6330 Digital Ocean \$10 FS Jolform \$19.95		GASP4701	WEB	0.00	0.00
2019	2019	06/18/2019	EFT 26, 190000011555	5	US BANK	US Bank- 5982 Constant contact \$230 In Juiced \$60		GASP4701	WEB	0.00	0.00
2019	2019	06/18/2019	PRC.47, 191004713CC	4	US BANK	US Bank-6330 Digital Ocean \$10 FS Jolform \$19.95		GASP4701	WEB	0.00	29.95
2019	2019	06/18/2019	PRC.47, 191004713CC	29	US BANK	US Bank- 5982 Constant contact \$230 In Juiced \$60		GASP4701	WEB	0.00	290.00
2019	2020	07/12/2019	EFT 26, 2000000000414	3	US BANK	US Bank-6330Asana \$4796 AMZ \$12568.05 Ting \$319 hufipost \$29 refund \$65.14		GASP4701	WEB	0.00	0.00
2019	2020	07/12/2019	EFT 26, 2000000000414	5	US BANK	US Bank- 5982 EIG Constant contact \$230		GASP4701	WEB	0.00	0.00
2019	2020	07/12/2019	PRC.47, 201004701CC	4	US BANK	US Bank-6330Asana \$4796 AMZ \$12568.05 Ting \$319 hufipost \$29 refund \$65.14		GASP4701	WEB	0.00	6,336.91
2019	2020	07/12/2019	PRC.47, 201004701CC	29	US BANK	US Bank- 5982 EIG Constant contact \$230		GASP4701	WEB	0.00	230.00
					US BANK Total					0.00	66,252.13
2019	2020	07/30/2019	AD, 26, 200000007348	7	VERIZON WIRELESS	Verizon Wireless Svcs 5/24-6/23		GASP4701	OFF	0.00	0.00
2019	2019	06/04/2019	CPO.47, 190000490145	2	VERIZON WIRELESS	Verizon Wireless Svcs 5/24-6/23		GASP4701	OFF	292.82	0.00
2019	2020	07/19/2019	PRM.47, 200000003038	2	VERIZON WIRELESS	Verizon Wireless Svcs 5/24-6/23		GASP4701	OFF	(292.82)	292.82
					VERIZON WIRELESS Total					0.00	292.82
2019	2019	06/24/2019	GAEAE.47, AE 19470037 M	1	YOUN-KYOUNG HONG	Presentation Service at Staff Retreat -FY 2019		OUTR4701	RET	5,000.00	0.00
					YOUN-KYOUNG HONG Total					5,000.00	0.00
BFY	FY	Date	Document ID	AL	Vendor Name	Desc	Rpt	Work Order	Task	Encumbered	Expenditure
2019	2019	01/15/2019	AD, 26, 190000052545	170	OFFICE DEPOT BUSINESS SVCS DIV	Sharpie(R) Permanent Fine-Point Markers, Black, Pack Of 12 M		GASP4701	OFF	0.00	0.00
2019	2019	01/15/2019	AD, 26, 190000052545	171	OFFICE DEPOT BUSINESS SVCS DIV	Sharpie(R) Permanent Fine-Point Markers, Black, Pack Of 12 M		GASP4701	OFF	0.00	0.00

BFY	FY	Date	Document ID	AL	Vendor Name	Desc	Rpt	Work Order	Task	Encumbered	Expenditure
2019	2019	01/15/2019	AD, 26, 190000052545	172	OFFICE DEPOT BUSINESS SVCS DIV	Office Depot(R) Brand Pushpins, Round, 1/2, Clear, Pack Of 2		GASP4701	OFF	0.00	0.00
2019	2019	01/15/2019	AD, 26, 190000052545	173	OFFICE DEPOT BUSINESS SVCS DIV	Scholastic Glue Sticks, 0.32 Oz., Clear, Pack Of 12		GASP4701	OFF	0.00	0.00
2019	2019	01/15/2019	AD, 26, 190000052545	174	OFFICE DEPOT BUSINESS SVCS DIV	OIC(R) Translucent Pushpins, Assorted Colors, Pack Of 200		GASP4701	OFF	0.00	0.00
2019	2019	02/01/2019	AD, 26, 190000057336	216	OFFICE DEPOT BUSINESS SVCS DIV	Paper Mate(R) Profile(TM) Retractable Ballpoint Pens, Bold P		GASP4701	OFF	0.00	0.00
2019	2019	02/01/2019	AD, 26, 190000057336	217	OFFICE DEPOT BUSINESS SVCS DIV	Swingline(R) Optima(TM) 45 Electric Stapler Value Pack		GASP4701	OFF	0.00	0.00
2019	2019	02/01/2019	AD, 26, 190000057336	218	OFFICE DEPOT BUSINESS SVCS DIV	Swingline(R) Optima(R) High-Capacity Staples, Box Of 2,500		GASP4701	OFF	0.00	0.00
2019	2019	02/01/2019	AD, 26, 190000057336	219	OFFICE DEPOT BUSINESS SVCS DIV	Office Depot(R) Brand Pushpins, Round, 1/2, Clear, Pack Of 2		GASP4701	OFF	0.00	0.00
2019	2019	02/01/2019	AD, 26, 190000057336	220	OFFICE DEPOT BUSINESS SVCS DIV	Office Depot(R) Brand Gel Stamp Pad, 3 1/4 x 4 5/8, Black		GASP4701	OFF	0.00	0.00
2019	2019	02/01/2019	AD, 26, 190000057336	221	OFFICE DEPOT BUSINESS SVCS DIV	Post it(R) Notes, 3 x 5, Jaipur, Pack Of 5 Pads		GASP4701	OFF	0.00	0.00
2019	2019	02/01/2019	AD, 26, 190000057336	222	OFFICE DEPOT BUSINESS SVCS DIV	GBC(R) Badgemates Brites Retractable Badge Reels, Assorted C		GASP4701	OFF	0.00	0.00
2019	2019	02/12/2019	AD, 26, 190000059909	205	OFFICE DEPOT BUSINESS SVCS DIV	Gaiani Anti-Fatigue Mat, 20 x 32, Gray		GASP4701	OFF	0.00	0.00
2019	2019	02/12/2019	AD, 26, 190000059909	206	OFFICE DEPOT BUSINESS SVCS DIV	Office Depot(R) Brand Rubber Bands, #33, 3 1/2 x 1/8, Crepe,		GASP4701	OFF	0.00	0.00
2019	2019	02/12/2019	AD, 26, 190000059909	207	OFFICE DEPOT BUSINESS SVCS DIV	Office Depot(R) Brand Rubber Bands, #64, 3 1/2 x 1/4, Crepe,		GASP4701	OFF	0.00	0.00
2019	2019	02/12/2019	AD, 26, 190000059909	208	OFFICE DEPOT BUSINESS SVCS DIV	OIC(R) Binder Clips, Small, 3/4, Black, Box Of 12		GASP4701	OFF	0.00	0.00
2019	2019	02/12/2019	AD, 26, 190000059909	209	OFFICE DEPOT BUSINESS SVCS DIV	OIC(R) Binder Clips Tub, Mini Clips, 9/16, Assorted Colors,		GASP4701	OFF	0.00	0.00
2019	2019	03/21/2019	AD, 26, 190000070664	108	OFFICE DEPOT BUSINESS SVCS DIV	Plot(R) G-2(TM) Retractable Gel Pens, Bold Point, 1.0 mm, C		GASP4701	OFF	0.00	0.00
2019	2019	03/21/2019	AD, 26, 190000070664	109	OFFICE DEPOT BUSINESS SVCS DIV	Sharpie(R) Gel Highlighters, Fluorescent Yellow, Pack Of 12		GASP4701	OFF	0.00	0.00
2019	2019	03/21/2019	AD, 26, 190000070664	110	OFFICE DEPOT BUSINESS SVCS DIV	Sparco High Volume Electric 3-Hole Punch, Gray		GASP4701	OFF	0.00	0.00
2019	2019	03/21/2019	AD, 26, 190000070664	111	OFFICE DEPOT BUSINESS SVCS DIV	Rubbermaid(R) Durable Polyethylene Wastebasket, 7 Gallons (2		GASP4701	OFF	0.00	0.00
2019	2019	03/21/2019	AD, 26, 190000070664	112	OFFICE DEPOT BUSINESS SVCS DIV	DAX Insertable Plaque, 10 1/2 x 13, Walnut/Gold		GASP4701	OFF	0.00	0.00
2019	2019	03/21/2019	AD, 26, 190000070664	113	OFFICE DEPOT BUSINESS SVCS DIV	Paper Mate(R) Liquid Paper(R) Correction Fluid, Fast Dry amp		GASP4701	OFF	0.00	0.00
2019	2019	03/21/2019	AD, 26, 190000070664	114	OFFICE DEPOT BUSINESS SVCS DIV	Dust-Off Antistatic Monitor Wipes, Pack Of 200		GASP4701	OFF	0.00	0.00
2019	2019	03/21/2019	AD, 26, 190000070664	115	OFFICE DEPOT BUSINESS SVCS DIV	Office Depot(R) Brand Perforated Writing Pads, 8 1/2 x 11 3/		GASP4701	OFF	0.00	0.00
2019	2019	03/21/2019	AD, 26, 190000070664	116	OFFICE DEPOT BUSINESS SVCS DIV	Office Depot(R) Brand Perforated Writing Pads, 5 x 8, Narrow		GASP4701	OFF	0.00	0.00
2019	2019	04/29/2019	AD, 26, 190000082571	151	OFFICE DEPOT BUSINESS SVCS DIV	Swingline(R) 545 Eco Stapler, 50 Recycled, Black		GASP4701	OFF	0.00	0.00
2019	2019	06/03/2019	AD, 26, 190000092346	8	OFFICE DEPOT BUSINESS SVCS DIV	Verbatim(R) Store n Go USB Flash Drives, 16GB, Red/Blue/Gree		GASP4701	OFF	0.00	0.00
2019	2019	06/03/2019	AD, 26, 190000092346	9	OFFICE DEPOT BUSINESS SVCS DIV	DAX Insertable Plaque, 10 1/2 x 13, Walnut/Gold		GASP4701	OFF	0.00	0.00
2019	2019	06/03/2019	AD, 26, 190000092346	10	OFFICE DEPOT BUSINESS SVCS DIV	Fellowes(R) Professional Series Back Support, Black		GASP4701	OFF	0.00	0.00
2019	2019	06/14/2019	AD, 26, 190000097154	70	OFFICE DEPOT BUSINESS SVCS DIV	INPLACE(R) Heavy-Duty Nonstick View Binder, 3 Rings, 60 Recy		GASP4701	OFF	0.00	0.00

BFY	FY	Date	Document ID	AL	Vendor Name	Desc	Rpt	Work Order	Task	Encumbered	Expenditure
2019	2019	06/14/2019	AD26,190000097154	71	OFFICE DEPOT BUSINESS SVCS DIV	Pentel(R) R.S.V.P.(R) Ballpoint Pens, Medium Point, 1.0 mm,		GASP4701	OFF	0.00	0.00
2019	2019	06/14/2019	AD26,190000097154	72	OFFICE DEPOT BUSINESS SVCS DIV	Pilot(R) G-2(TM) Retractable Gel Pens, Bold Point, 1.0 mm, C		GASP4701	OFF	0.00	0.00
2019	2019	06/14/2019	AD26,190000097154	73	OFFICE DEPOT BUSINESS SVCS DIV	Paper Mate(R) Profile(TM) Retractable Ballpoint Pens, Bold P		GASP4701	OFF	0.00	0.00
2019	2020	07/16/2019	AD26,2000000003641	41	OFFICE DEPOT BUSINESS SVCS DIV	Office Depot(R) Brand Rubber Bands, #33, 3 1/2 x 1/8, Crepe,		GASP4701	OFF	0.00	0.00
2019	2020	07/16/2019	AD26,2000000003641	42	OFFICE DEPOT BUSINESS SVCS DIV	Office Depot(R) Brand Mobile Folding Cart With Lid, 16H x 18		GASP4701	OFF	0.00	0.00
2019	2020	07/16/2019	AD26,2000000003641	43	OFFICE DEPOT BUSINESS SVCS DIV	Safo(R) P-Loop Hand Truck, Black		GASP4701	OFF	0.00	0.00
2019	2020	07/16/2019	AD26,2000000003641	44	OFFICE DEPOT BUSINESS SVCS DIV	Office Depot(R) Brand Cleaning Dusters, 10 Oz., Pack Of 3		GASP4701	OFF	0.00	0.00
2019	2020	07/16/2019	AD26,2000000003641	45	OFFICE DEPOT BUSINESS SVCS DIV	Office Depot(R) Brand Cubicle Coat Hook, 1 3/10H x 4 7/10W x		GASP4701	OFF	0.00	0.00
2019	2019	12/07/2018	CPO,47,190000442569	1	OFFICE DEPOT BUSINESS SVCS DIV	Office Depot(R) Brand Pushpins, Round, 1/2, Clear, Pack Of 2		GASP4701	OFF	3.79	0.00
2019	2019	12/07/2018	CPO,47,190000442569	1	OFFICE DEPOT BUSINESS SVCS DIV	OIC(R) Translucent Pushpins, Assorted Colors, Pack Of 200		GASP4701	OFF	12.37	0.00
2019	2019	12/07/2018	CPO,47,190000442569	1	OFFICE DEPOT BUSINESS SVCS DIV	Scholastic Glue Sticks, 0.32 Oz., Clear, Pack Of 12		GASP4701	OFF	13.91	0.00
2019	2019	12/07/2018	CPO,47,190000442569	1	OFFICE DEPOT BUSINESS SVCS DIV	Sharpie(R) Permanent Fine-Point Markers, Black, Pack Of 12 M		GASP4701	OFF	108.96	0.00
2019	2019	12/21/2018	CPO,47,190000446331	1	OFFICE DEPOT BUSINESS SVCS DIV	GBC(R) Badgemates Brites Retractable Badge Reels, Assorted C		GASP4701	OFF	41.57	0.00
2019	2019	12/21/2018	CPO,47,190000446331	1	OFFICE DEPOT BUSINESS SVCS DIV	Office Depot(R) Brand Gel Stamp Pad, 3 1/4 x 4 5/8, Black		GASP4701	OFF	4.10	0.00
2019	2019	12/21/2018	CPO,47,190000446331	1	OFFICE DEPOT BUSINESS SVCS DIV	Office Depot(R) Brand Pushpins, Round, 1/2, Clear, Pack Of 2		GASP4701	OFF	1.89	0.00
2019	2019	12/21/2018	CPO,47,190000446331	1	OFFICE DEPOT BUSINESS SVCS DIV	Paper Mate(R) Profile(TM) Retractable Ballpoint Pens, Bold P		GASP4701	OFF	15.13	0.00
2019	2019	12/21/2018	CPO,47,190000446331	1	OFFICE DEPOT BUSINESS SVCS DIV	Post It(R) Notes, 3 x 5, Jaipur, Pack Of 5 Pads		GASP4701	OFF	15.37	0.00
2019	2019	12/21/2018	CPO,47,190000446331	1	OFFICE DEPOT BUSINESS SVCS DIV	Swingline(R) Optima(R) High-Capacity Staples, Box Of 2,500		GASP4701	OFF	2.74	0.00
2019	2019	12/21/2018	CPO,47,190000446331	1	OFFICE DEPOT BUSINESS SVCS DIV	Swingline(R) Optima(TM) 46 Electric Stapler Value Pack		GASP4701	OFF	74.36	0.00
2019	2019	01/10/2019	CPO,47,190000450171	1	OFFICE DEPOT BUSINESS SVCS DIV	Gaia(m Anti-Fatigue Mat, 20 x 32, Gray		GASP4701	OFF	68.33	0.00
2019	2019	01/10/2019	CPO,47,190000450171	1	OFFICE DEPOT BUSINESS SVCS DIV	Office Depot(R) Brand Rubber Bands, #33, 3 1/2 x 1/8, Crepe,		GASP4701	OFF	3.02	0.00
2019	2019	01/10/2019	CPO,47,190000450171	1	OFFICE DEPOT BUSINESS SVCS DIV	Office Depot(R) Brand Rubber Bands, #64, 3 1/2 x 1/4, Crepe,		GASP4701	OFF	3.02	0.00
2019	2019	01/10/2019	CPO,47,190000450171	1	OFFICE DEPOT BUSINESS SVCS DIV	OIC(R) Binder Clips, Small, 3/4, Black, Box Of 12		GASP4701	OFF	13.36	0.00
2019	2019	01/10/2019	CPO,47,190000450171	1	OFFICE DEPOT BUSINESS SVCS DIV	OIC(R) Binder Clips Tub, Mini Clips, 9/16, Assorted Colors,		GASP4701	OFF	24.53	0.00
2019	2019	02/21/2019	CPO,47,190000460721	1	OFFICE DEPOT BUSINESS SVCS DIV	DAX Insertable Plaque, 10 1/2 x 13, Walnut/Gold		GASP4701	OFF	22.60	0.00
2019	2019	02/21/2019	CPO,47,190000460721	1	OFFICE DEPOT BUSINESS SVCS DIV	Dust-Off Antistatic Monitor Wipes, Pack Of 200		GASP4701	OFF	86.48	0.00
2019	2019	02/21/2019	CPO,47,190000460721	1	OFFICE DEPOT BUSINESS SVCS DIV	Office Depot(R) Brand Perforated Writing Pads, 5 x 8, Narrow		GASP4701	OFF	52.46	0.00
2019	2019	02/21/2019	CPO,47,190000460721	1	OFFICE DEPOT BUSINESS SVCS DIV	Office Depot(R) Brand Perforated Writing Pads, 8 1/2 x 11 3/		GASP4701	OFF	36.86	0.00
2019	2019	02/21/2019	CPO,47,190000460721	1	OFFICE DEPOT BUSINESS SVCS DIV	Paper Mate(R) Liquid Paper(R) Correction Fluid, Fast Dry amp		GASP4701	OFF	23.37	0.00

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2019	2019	02/21/2019	CPO,47,190000460721	1	OFFICE DEPOT BUSINESS SVCS DIV	Pilot(R) G-2(TM) Retractable Gel Pens, Bold Point, 1.0 mm, C		GASP4701	OFF	55.46	0.00
2019	2019	02/21/2019	CPO,47,190000460721	1	OFFICE DEPOT BUSINESS SVCS DIV	Rubbermaid(R) Durable Polyethylene Wastebasket, 7 Gallons (2		GASP4701	OFF	12.91	0.00
2019	2019	02/21/2019	CPO,47,190000460721	1	OFFICE DEPOT BUSINESS SVCS DIV	Sharpie(R) Gel Highlighters, Fluorescent Yellow, Pack Of 12		GASP4701	OFF	36.76	0.00
2019	2019	02/21/2019	CPO,47,190000460721	1	OFFICE DEPOT BUSINESS SVCS DIV	Sparco High Volume Electric 3-Hole Punch, Gray		GASP4701	OFF	57.94	0.00
2019	2019	03/14/2019	CPO,47,190000468682	1	OFFICE DEPOT BUSINESS SVCS DIV	Swingline(R) 645 Eco Stapler, 50 Recycled, Black		GASP4701	OFF	29.29	0.00
2019	2019	03/21/2019	CPO,47,190000468919	1	OFFICE DEPOT BUSINESS SVCS DIV	DAX Insertable Plaque, 10 1/2 x 13, Walnut/Gold		GASP4701	OFF	22.60	0.00
2019	2019	03/21/2019	CPO,47,190000468919	1	OFFICE DEPOT BUSINESS SVCS DIV	Fellowes(R) Professional Series Back Support, Black		GASP4701	OFF	64.48	0.00
2019	2019	03/21/2019	CPO,47,190000468919	1	OFFICE DEPOT BUSINESS SVCS DIV	Verbatim(R) Store n Go USB Flash Drives, 16GB, Red/Blue/Gree		GASP4701	OFF	33.59	0.00
2019	2019	05/07/2019	CPO,47,190000479873	1	OFFICE DEPOT BUSINESS SVCS DIV	INPLACE(R) Heavy-Duty Nonstick View Binder, 3 Rings, 60 Recy		GASP4701	OFF	1,288.94	0.00
2019	2019	05/07/2019	CPO,47,190000479873	1	OFFICE DEPOT BUSINESS SVCS DIV	Paper Mate(R) Profile(TM) Retractable Ballpoint Pens, Bold P		GASP4701	OFF	30.27	0.00
2019	2019	05/07/2019	CPO,47,190000479873	1	OFFICE DEPOT BUSINESS SVCS DIV	Pentel(R) R.S.V.P.(R) Ballpoint Pens, Medium Point, 1.0 mm,		GASP4701	OFF	5.43	0.00
2019	2019	05/07/2019	CPO,47,190000479873	1	OFFICE DEPOT BUSINESS SVCS DIV	Pilot(R) G-2(TM) Retractable Gel Pens, Bold Point, 1.0 mm, C		GASP4701	OFF	33.28	0.00
2019	2019	06/12/2019	CPO,47,190000493154	1	OFFICE DEPOT BUSINESS SVCS DIV	Office Depot(R) Brand Cleaning Dusters, 10 Oz., Pack Of 3		GASP4701	OFF	10.22	0.00
2019	2019	06/12/2019	CPO,47,190000493154	1	OFFICE DEPOT BUSINESS SVCS DIV	Office Depot(R) Brand Cubicle Coat Hook, 1 3/10H x 4 7/10W x		GASP4701	OFF	13.37	0.00
2019	2019	06/12/2019	CPO,47,190000493154	1	OFFICE DEPOT BUSINESS SVCS DIV	Office Depot(R) Brand Mobile Folding Cart With Lid, 16H x 18		GASP4701	OFF	28.36	0.00
2019	2019	06/12/2019	CPO,47,190000493154	1	OFFICE DEPOT BUSINESS SVCS DIV	Office Depot(R) Brand Rubber Bands, #33, 3 1/2 x 1/8, Crepe,		GASP4701	OFF	6.04	0.00
2019	2019	06/12/2019	CPO,47,190000493154	1	OFFICE DEPOT BUSINESS SVCS DIV	Safo(R) P-Loop Hand Truck, Black		GASP4701	OFF	160.95	0.00
2019	2019	01/11/2019	PRM,47,190000039960	1	OFFICE DEPOT BUSINESS SVCS DIV	Office Depot(R) Brand Pushpins, Round, 1/2, Clear, Pack Of 2		GASP4701	OFF	(3.79)	3.79
2019	2019	01/11/2019	PRM,47,190000039960	1	OFFICE DEPOT BUSINESS SVCS DIV	OIC(R) Translucent Pushpins, Assorted Colors, Pack Of 200		GASP4701	OFF	(12.37)	12.37
2019	2019	01/11/2019	PRM,47,190000039960	1	OFFICE DEPOT BUSINESS SVCS DIV	Scholastic Glue Sticks, 0.32 Oz., Clear, Pack Of 12		GASP4701	OFF	(13.91)	13.91
2019	2019	01/11/2019	PRM,47,190000039960	1	OFFICE DEPOT BUSINESS SVCS DIV	Sharpie(R) Permanent Fine-Point Markers, Black, Pack Of 12 M		GASP4701	OFF	(108.96)	108.96
2019	2019	01/23/2019	PRM,47,190000042145	1	OFFICE DEPOT BUSINESS SVCS DIV	GBC(R) Badgemates Brites Retractable Badge Reels, Assorted C		GASP4701	OFF	(41.57)	41.57
2019	2019	01/23/2019	PRM,47,190000042145	1	OFFICE DEPOT BUSINESS SVCS DIV	Office Depot(R) Brand Gel Stamp Pad, 3 1/4 x 4 5/8, Black		GASP4701	OFF	(4.10)	4.10
2019	2019	01/23/2019	PRM,47,190000042145	1	OFFICE DEPOT BUSINESS SVCS DIV	Office Depot(R) Brand Pushpins, Round, 1/2, Clear, Pack Of 2		GASP4701	OFF	(1.89)	1.89
2019	2019	01/23/2019	PRM,47,190000042145	1	OFFICE DEPOT BUSINESS SVCS DIV	Paper Mate(R) Profile(TM) Retractable Ballpoint Pens, Bold P		GASP4701	OFF	(15.13)	15.13
2019	2019	01/23/2019	PRM,47,190000042145	1	OFFICE DEPOT BUSINESS SVCS DIV	Post It(R) Notes, 3 x 5, Jaipur, Pack Of 5 Pads		GASP4701	OFF	(15.37)	15.37
2019	2019	01/23/2019	PRM,47,190000042145	1	OFFICE DEPOT BUSINESS SVCS DIV	Swingline(R) Optima(R) High-Capacity Staples, Box Of 2,500		GASP4701	OFF	(2.74)	2.74
2019	2019	01/23/2019	PRM,47,190000042145	1	OFFICE DEPOT BUSINESS SVCS DIV	Swingline(R) Optima(TM) 46 Electric Stapler Value Pack		GASP4701	OFF	(74.36)	74.36
2019	2019	02/07/2019	PRM,47,190000045638	1	OFFICE DEPOT BUSINESS SVCS DIV	Gaia(m Anti-Fatigue Mat, 20 x 32, Gray		GASP4701	OFF	(68.33)	68.33

BFY	FY	Date	Document ID	AL	Vendor Name	Desc	Rpt	Work Order	Task	Encumbered	Expenditure
2019	2020	07/02/2019	AD,26,2000000000479	4	COMMUNITY DEVELOPMENT TECHNOLOGIES CENTER	9/1/18-11/30/18-Slipend payment-Matthew Gil,a 2nd Year Public Allies AmeriCorps Member-In#1DONE		OUTR4701	TEM	0.00	0.00
2019	2020	07/02/2019	AD,26,2000000000479	5	COMMUNITY DEVELOPMENT TECHNOLOGIES CENTER	12/1/18-3/31/19-Slipend payment-Matthew Gil,a 2nd Year Public Allies AmeriCorps Member-In#2DONE		OUTR4701	TEM	0.00	0.00
2019	2020	07/02/2019	AD,26,2000000000479	6	COMMUNITY DEVELOPMENT TECHNOLOGIES CENTER	4/1/19-6/30/19-Slipend payment-Matthew Gil,a 2nd Year Public Allies AmeriCorps Member-In#3DONE		OUTR4701	TEM	0.00	0.00
2019	2020	07/02/2019	PRC,47,20100470001	1	COMMUNITY DEVELOPMENT TECHNOLOGIES CENTER	9/1/18-11/30/18-Slipend payment-Deanthus Cowell,a 1st Year Public Allies AmeriCorps Member-In#1DONE		OUTR4701	TEM	(4,800.00)	4,800.00
2019	2020	07/02/2019	PRC,47,20100470001	2	COMMUNITY DEVELOPMENT TECHNOLOGIES CENTER	12/1/18-3/31/19-Slipend payment-Deanthus Cowell,a 1st Year Public Allies AmeriCorps Member-In#2DONE		OUTR4701	TEM	(6,400.00)	6,400.00
2019	2020	07/02/2019	PRC,47,20100470001	3	COMMUNITY DEVELOPMENT TECHNOLOGIES CENTER	4/1/19-6/30/19-Slipend payment-Deanthus Cowell,a 1st Year Public Allies AmeriCorps Member-In#3DONE		OUTR4701	TEM	(4,800.00)	4,800.00
2019	2020	07/02/2019	PRC,47,20100470001	4	COMMUNITY DEVELOPMENT TECHNOLOGIES CENTER	9/1/18-11/30/18-Slipend payment-Matthew Gil,a 2nd Year Public Allies AmeriCorps Member-In#1DONE		OUTR4701	TEM	(6,000.00)	6,000.00
2019	2020	07/02/2019	PRC,47,20100470001	5	COMMUNITY DEVELOPMENT TECHNOLOGIES CENTER	12/1/18-3/31/19-Slipend payment-Matthew Gil,a 2nd Year Public Allies AmeriCorps Member-In#2DONE		OUTR4701	TEM	(8,000.00)	8,000.00
2019	2020	07/02/2019	PRC,47,20100470001	6	COMMUNITY DEVELOPMENT TECHNOLOGIES CENTER	4/1/19-6/30/19-Slipend payment-Matthew Gil,a 2nd Year Public Allies AmeriCorps Member-In#3DONE		OUTR4701	TEM	(6,000.00)	6,000.00
2019	2020	07/18/2019	AD,26,2000000000479	1	COMMUNITY DEVELOPMENT TECHNOLOGIES CENTER	9/1/18-11/30/18-Slipend payment-Deanthus Cowell,a 1st Year Public Allies AmeriCorps Member-In#1DONE		OUTR4701	TEM	0.00	0.00
2019	2020	07/18/2019	AD,26,2000000000479	2	COMMUNITY DEVELOPMENT TECHNOLOGIES CENTER	12/1/18-3/31/19-Slipend payment-Deanthus Cowell,a 1st Year Public Allies AmeriCorps Member-In#2DONE		OUTR4701	TEM	0.00	0.00
2019	2020	07/18/2019	AD,26,2000000000479	3	COMMUNITY DEVELOPMENT TECHNOLOGIES CENTER	4/1/19-6/30/19-Slipend payment-Deanthus Cowell,a 1st Year Public Allies AmeriCorps Member-In#3DONE		OUTR4701	TEM	0.00	0.00
2019	2020	07/18/2019	AD,26,2000000000479	4	COMMUNITY DEVELOPMENT TECHNOLOGIES CENTER	9/1/18-11/30/18-Slipend payment-Matthew Gil,a 2nd Year Public Allies AmeriCorps Member-In#1DONE		OUTR4701	TEM	0.00	0.00
2019	2020	07/18/2019	AD,26,2000000000479	5	COMMUNITY DEVELOPMENT TECHNOLOGIES CENTER	12/1/18-3/31/19-Slipend payment-Matthew Gil,a 2nd Year Public Allies AmeriCorps Member-In#2DONE		OUTR4701	TEM	0.00	0.00
2019	2020	07/18/2019	AD,26,2000000000479	6	COMMUNITY DEVELOPMENT TECHNOLOGIES CENTER	4/1/19-6/30/19-Slipend payment-Matthew Gil,a 2nd Year Public Allies AmeriCorps Member-In#3DONE		OUTR4701	TEM	0.00	0.00
2019	2020	07/25/2019	AD,26,20000000004371	1	COMMUNITY DEVELOPMENT TECHNOLOGIES CENTER	9/1/18-11/30/18-Slipend payment-Deanthus Cowell,a 1st Year Public Allies AmeriCorps Member-In#1DONE		OUTR4701	TEM	0.00	0.00
2019	2020	07/18/2019	AD,26,20000000004371	2	COMMUNITY DEVELOPMENT TECHNOLOGIES CENTER	12/1/18-3/31/19-Slipend payment-Deanthus Cowell,a 1st Year Public Allies AmeriCorps Member-In#2DONE		OUTR4701	TEM	0.00	0.00
2019	2020	07/18/2019	AD,26,20000000004371	3	COMMUNITY DEVELOPMENT TECHNOLOGIES CENTER	4/1/19-6/30/19-Slipend payment-Deanthus Cowell,a 1st Year Public Allies AmeriCorps Member-In#3DONE		OUTR4701	TEM	0.00	0.00
2019	2020	07/18/2019	AD,26,20000000004371	4	COMMUNITY DEVELOPMENT TECHNOLOGIES CENTER	9/1/18-11/30/18-Slipend payment-Matthew Gil,a 2nd Year Public Allies AmeriCorps Member-In#1DONE		OUTR4701	TEM	0.00	0.00
2019	2020	07/25/2019	AD,26,20000000004371	5	COMMUNITY DEVELOPMENT TECHNOLOGIES CENTER	12/1/18-3/31/19-Slipend payment-Matthew Gil,a 2nd Year Public Allies AmeriCorps Member-In#2DONE		OUTR4701	TEM	0.00	0.00
2019	2020	07/25/2019	AD,26,20000000004371	6	COMMUNITY DEVELOPMENT TECHNOLOGIES CENTER	4/1/19-6/30/19-Slipend payment-Matthew Gil,a 2nd Year Public Allies AmeriCorps Member-In#3DONE		OUTR4701	TEM	0.00	0.00
2019	2020	08/02/2019	AD,26,20000000008221	1	TECHNOLOGIES CENTER	9/1/18-11/30/18-Slipend payment-Deanthus Cowell,a 1st Year Public Allies AmeriCorps Member-In#1DONE		OUTR4701	TEM	0.00	0.00
2019	2020	08/02/2019	AD,26,20000000008221	2	TECHNOLOGIES CENTER	12/1/18-3/31/19-Slipend payment-Deanthus Cowell,a 1st Year Public Allies AmeriCorps Member-In#2DONE		OUTR4701	TEM	0.00	0.00

BFY	FY	Date	Document ID	AL	Vendor Name	Desc	Rpt	Work Order	Task	Encumbered	Expenditure
2019	2019	02/07/2019	PRM,47,190000045638	1	OFFICE DEPOT BUSINESS SVCS DIV	Office Depot(R) Brand Rubber Bands, #33, 3 1/2 x 1/8, Crepe,		GASP4701	OFF	(3.02)	3.02
2019	2019	02/07/2019	PRM,47,190000045638	1	OFFICE DEPOT BUSINESS SVCS DIV	Office Depot(R) Brand Rubber Bands, #64, 3 1/2 x 1/4, Crepe,		GASP4701	OFF	(3.02)	3.02
2019	2019	02/07/2019	PRM,47,190000045638	1	OFFICE DEPOT BUSINESS SVCS DIV	OIC(R) Binder Clips, Small, 3/4, Black, Box Of 12		GASP4701	OFF	(13.36)	13.36
2019	2019	02/07/2019	PRM,47,190000045638	1	OFFICE DEPOT BUSINESS SVCS DIV	OIC(R) Binder Clips Tub, Mini Clips, 9/16, Assorted Colors,		GASP4701	OFF	(24.53)	24.53
2019	2019	03/15/2019	PRM,47,190000052981	1	OFFICE DEPOT BUSINESS SVCS DIV	DAX Insertable Plaque, 10 1/2 x 13, Walnut/Gold		GASP4701	OFF	(22.60)	22.60
2019	2019	03/15/2019	PRM,47,190000052981	1	OFFICE DEPOT BUSINESS SVCS DIV	Dust-Off Antistatic Monitor Wipes, Pack Of 200		GASP4701	OFF	(86.48)	86.48
2019	2019	03/15/2019	PRM,47,190000052981	1	OFFICE DEPOT BUSINESS SVCS DIV	Office Depot(R) Brand Perforated Writing Pads, 5 x 8, Narrow		GASP4701	OFF	(52.46)	52.46
2019	2019	03/15/2019	PRM,47,190000052981	1	OFFICE DEPOT BUSINESS SVCS DIV	Office Depot(R) Brand Perforated Writing Pads, 8 1/2 x 11 3/		GASP4701	OFF	(36.86)	36.86
2019	2019	03/15/2019	PRM,47,190000052981	1	OFFICE DEPOT BUSINESS SVCS DIV	Paper Mate(R) Liquid Paper(R) Correction Fluid, Fast Dry amp		GASP4701	OFF	(23.37)	23.37
2019	2019	03/15/2019	PRM,47,190000052981	1	OFFICE DEPOT BUSINESS SVCS DIV	Pilot(R) G-2(TM) Retractable Gel Pens, Bold Point, 1.0 mm, C		GASP4701	OFF	(55.46)	55.46
2019	2019	03/15/2019	PRM,47,190000052981	1	OFFICE DEPOT BUSINESS SVCS DIV	Rubbermaid(R) Durable Polyethylene Wastebasket, 7 Gallons (2		GASP4701	OFF	(12.91)	12.91
2019	2019	03/15/2019	PRM,47,190000052981	1	OFFICE DEPOT BUSINESS SVCS DIV	Sharpie(R) Gel Highlighters, Fluorescent Yellow, Pack Of 12		GASP4701	OFF	(36.76)	36.76
2019	2019	03/15/2019	PRM,47,190000052981	1	OFFICE DEPOT BUSINESS SVCS DIV	Sparco High Volume Electric 3-Hole Punch, Gray		GASP4701	OFF	(57.94)	57.94
2019	2019	04/29/2019	PRM,47,190000062504	1	OFFICE DEPOT BUSINESS SVCS DIV	Swingline(R) S45 Eco Stapler, 50 Recycled, Black		GASP4701	OFF	(29.29)	29.29
2019	2019	06/03/2019	PRM,47,190000070413	1	OFFICE DEPOT BUSINESS SVCS DIV	DAX Insertable Plaque, 10 1/2 x 13, Walnut/Gold		GASP4701	OFF	(22.60)	22.60
2019	2019	06/03/2019	PRM,47,190000070413	1	OFFICE DEPOT BUSINESS SVCS DIV	Fellowes(R) Professional Series Back Support, Black		GASP4701	OFF	(64.48)	64.48
2019	2019	06/03/2019	PRM,47,190000070413	1	OFFICE DEPOT BUSINESS SVCS DIV	Verbatim(R) Store n Go USB Flash Drives, 16GB, Red/Blue/Gree		GASP4701	OFF	(33.59)	33.59
2019	2019	06/13/2019	PRM,47,190000073720	1	OFFICE DEPOT BUSINESS SVCS DIV	INPLACE(R) Heavy-Duty Nonstick View Binder, 3 Rings, 60 Recy		GASP4701	OFF	(1,288.94)	1,288.94
2019	2019	06/13/2019	PRM,47,190000073720	1	OFFICE DEPOT BUSINESS SVCS DIV	Paper Mate(R) Profile(TM) Retractable Ballpoint Pens, Bold P		GASP4701	OFF	(30.27)	30.27
2019	2019	06/13/2019	PRM,47,190000073720	1	OFFICE DEPOT BUSINESS SVCS DIV	Pentel(R) R.S.V.P. (R) Ballpoint Pens, Medium Point, 1.0 mm,		GASP4701	OFF	(5.43)	5.43
2019	2019	06/13/2019	PRM,47,190000073720	1	OFFICE DEPOT BUSINESS SVCS DIV	Pilot(R) G-2(TM) Retractable Gel Pens, Bold Point, 1.0 mm, C		GASP4701	OFF	(33.28)	33.28
2019	2020	07/15/2019	PRM,47,200000002050	1	OFFICE DEPOT BUSINESS SVCS DIV	Office Depot(R) Brand Cleaning Dusters, 10 Oz., Pack Of 3		GASP4701	OFF	(10.22)	10.22
2019	2020	07/15/2019	PRM,47,200000002050	1	OFFICE DEPOT BUSINESS SVCS DIV	Office Depot(R) Brand Cubicle Coat Hook, 1 3/10H x 4 7/10W x		GASP4701	OFF	(13.37)	13.37
2019	2020	07/15/2019	PRM,47,200000002050	1	OFFICE DEPOT BUSINESS SVCS DIV	Office Depot(R) Brand Mobile Folding Cart With Lid, 16H x 18		GASP4701	OFF	(28.36)	28.36
2019	2020	07/15/2019	PRM,47,200000002050	1	OFFICE DEPOT BUSINESS SVCS DIV	Office Depot(R) Brand Rubber Bands, #33, 3 1/2 x 1/8, Crepe,		GASP4701	OFF	(6.04)	6.04
2019	2020	07/15/2019	PRM,47,200000002050	1	OFFICE DEPOT BUSINESS SVCS DIV	Safco(R) P-Loop Hand Truck, Black		GASP4701	OFF	(160.95)	160.95
					OFFICE DEPOT BUSINESS SVCS DIV Total					0.00	2,518.11
2019	2019	10/05/2018	AD,26,190000027634	25	SPICERS PAPER			GASP4701	PRI	0.00	(2.26)
2019	2019	10/05/2018	AD,26,190000027634	26	SPICERS PAPER			GASP4701	PRI	0.00	(2.26)

BFY	FY	Date	Document ID	AL	Vendor Name	Desc	Rpt	Work Order	Task	Encumbered	Expenditure
2019	2019	12/05/2018	AD,26,190000043270	12	SPICERS PAPER			GASP4701	OFF	0.00	(2.26)
2019	2019	06/09/2019	AD,26,190000085696	28	SPICERS PAPER			GASP4701	OFF	0.00	(3.96)
2019	2019	06/24/2019	AD,26,190000090085	16	SPICERS PAPER	COPY PAPER, 8.5" X 11", 92 Brightness, 20#, 30% PCW, DESKTOP		GASP4701	OFF	0.00	0.00
2019	2019	06/24/2019	AD,26,190000090085	17	SPICERS PAPER			GASP4701	OFF	0.00	0.00
2019	2019	06/24/2019	AD,26,190000100480	64	SPICERS PAPER			GASP4701	OFF	0.00	(3.96)
2019	2019	08/22/2018	CPO,47,190000414459	1	SPICERS PAPER			GASP4701	PRI	226.86	0.00
2019	2019	08/27/2018	CPO,47,190000414473	1	SPICERS PAPER			GASP4701	PRI	226.86	0.00
2019	2019	11/05/2018	CPO,47,190000433547	1	SPICERS PAPER			GASP4701	OFF	226.86	0.00
2019	2019	01/22/2019	CPO,47,190000450848	1	SPICERS PAPER	COPY PAPER, 8.5" X 11", 92 Brightness, 20#, 30% PCW, DESKTOP		GASP4701	OFF	378.10	0.00
2019	2019	03/13/2019	CPO,47,190000466829	1	SPICERS PAPER			GASP4701	OFF	198.20	0.00
2019	2019	04/03/2019	CPO,47,190000472105	1	SPICERS PAPER			GASP4701	OFF	396.39	0.00
2019	2019	04/08/2019	CPO,47,190000473561	1	SPICERS PAPER			GASP4701	OFF	396.39	0.00
2019	2019	06/10/2019	CPO,47,190000483581	1	SPICERS PAPER			GASP4701	OFF	396.39	0.00
2019	2019	10/05/2018	PRM,47,190000019689	1	SPICERS PAPER			GASP4701	PRI	(226.86)	226.86
2019	2019	10/05/2018	PRM,47,190000019690	1	SPICERS PAPER			GASP4701	PRI	(226.86)	226.86
2019	2019	12/05/2018	PRM,47,190000032740	1	SPICERS PAPER			GASP4701	OFF	(226.86)	226.86
2019	2019	06/09/2019	PRM,47,190000064876	1	SPICERS PAPER			GASP4701	OFF	(396.39)	396.39
2019	2019	06/24/2019	PRM,47,190000068021	1	SPICERS PAPER	COPY PAPER, 8.5" X 11", 92 Brightness, 20#, 30% PCW, DESKTOP		GASP4701	OFF	(378.10)	378.10
2019	2019	06/24/2019	PRM,47,190000068022	1	SPICERS PAPER			GASP4701	OFF	(396.39)	396.39
2019	2019	06/21/2019	PRM,47,190000076535	1	SPICERS PAPER			GASP4701	OFF	(396.39)	396.39
					SPICERS PAPER Total					198.20	2,233.15
BFY	FY	Date	Document ID	AL	Vendor Name	Desc	Rpt	Work Order	Task	Encumbered	Expenditure
2019	2019	06/03/2019	CPO,47,190000489854	1	T-MOBILE	T Mobile 12/18		GASP4701	CEL	288.00	0.00
2019	2019	06/03/2019	CPO,47,190000489854	2	T-MOBILE	T Mobile 01/19		GASP4701	CEL	616.64	0.00
2019	2019	06/03/2019	CPO,47,190000489854	3	T-MOBILE	T Mobile 02/19		GASP4701	CEL	616.64	0.00
2019	2019	06/03/2019	CPO,47,190000489854	4	T-MOBILE	T Mobile 03/19		GASP4701	CEL	616.64	0.00
2019	2019	06/03/2019	CPO,47,190000489854	5	T-MOBILE	T Mobile 04/19		GASP4701	CEL	616.64	0.00
2019	2019	06/03/2019	CPO,47,190000489854	6	T-MOBILE	T Mobile 05/19		GASP4701	CEL	616.64	0.00
2019	2019	06/04/2019	CPO,47,190000490139	6	T-MOBILE	T Mobile 06/19		GASP4701	CEL	616.64	0.00

BFY	FY	Date	Document ID	AL	Vendor Name	Desc	Rpt	Work Order	Task	Encumbered	Expenditure
2019	2019	06/13/2019	AD,26,190000096681	4	T-MOBILE	T Mobile 12/18		GASP4701	CEL	0.00	0.00
2019	2019	06/13/2019	AD,26,190000096681	5	T-MOBILE	T Mobile 01/19		GASP4701	CEL	0.00	0.00
2019	2019	06/13/2019	AD,26,190000096681	6	T-MOBILE	T Mobile 02/19		GASP4701	CEL	0.00	0.00
2019	2019	06/13/2019	AD,26,190000096681	7	T-MOBILE	T Mobile 03/19		GASP4701	CEL	0.00	0.00
2019	2019	06/13/2019	AD,26,190000096681	8	T-MOBILE	T Mobile 04/19		GASP4701	CEL	0.00	0.00
2019	2019	06/13/2019	AD,26,190000096681	9	T-MOBILE	T Mobile 05/19		GASP4701	CEL	0.00	0.00
2019	2019	06/13/2019	AD,26,190000096681	10	T-MOBILE	T Mobile 12/18		GASP4701	CEL	0.00	0.00
2019	2019	06/13/2019	AD,26,190000096681	11	T-MOBILE	T Mobile 01/19		GASP4701	CEL	0.00	0.00
2019	2019	06/13/2019	AD,26,190000096681	12	T-MOBILE	T Mobile 02/19		GASP4701	CEL	0.00	0.00
2019	2019	06/13/2019	AD,26,190000096681	13	T-MOBILE	T Mobile 03/19		GASP4701	CEL	0.00	0.00
2019	2019	06/13/2019	AD,26,190000096681	14	T-MOBILE	T Mobile 04/19		GASP4701	CEL	0.00	0.00
2019	2019	06/13/2019	AD,26,190000096681	15	T-MOBILE	T Mobile 05/19		GASP4701	CEL	0.00	0.00
2019	2019	06/13/2019	AD,26,190000096681	16	T-MOBILE	T Mobile 12/18		GASP4701	CEL	0.00	0.00
2019	2019	06/13/2019	AD,26,190000096681	17	T-MOBILE	T Mobile 01/19		GASP4701	CEL	0.00	0.00
2019	2019	06/13/2019	AD,26,190000096681	18	T-MOBILE	T Mobile 02/19		GASP4701	CEL	0.00	0.00
2019	2019	06/13/2019	AD,26,190000096681	19	T-MOBILE	T Mobile 03/19		GASP4701	CEL	0.00	0.00
2019	2019	06/13/2019	AD,26,190000096681	20	T-MOBILE	T Mobile 04/19		GASP4701	CEL	0.00	0.00
2019	2019	06/13/2019	AD,26,190000096681	21	T-MOBILE	T Mobile 05/19		GASP4701	CEL	0.00	0.00
2019	2019	06/13/2019	AD,26,190000096681	22	T-MOBILE	T Mobile 12/18		GASP4701	CEL	0.00	0.00
2019	2019	06/13/2019	AD,26,190000096681	23	T-MOBILE	T Mobile 01/19		GASP4701	CEL	0.00	0.00
2019	2019	06/13/2019	AD,26,190000096681	24	T-MOBILE	T Mobile 02/19		GASP4701	CEL	0.00	0.00
2019	2019	06/13/2019	AD,26,190000096681	25	T-MOBILE	T Mobile 03/19		GASP4701	CEL	0.00	0.00
2019	2019	06/13/2019	AD,26,190000096681	26	T-MOBILE	T Mobile 04/19		GASP4701	CEL	0.00	0.00
2019	2019	06/13/2019	AD,26,190000096681	27	T-MOBILE	T Mobile 05/19		GASP4701	CEL	0.00	0.00
2019	2019	06/13/2019	AD,26,190000096681	28	T-MOBILE	T Mobile 12/18		GASP4701	CEL	0.00	0.00
2019	2019	06/13/2019	AD,26,190000096681	29	T-MOBILE	T Mobile 01/19		GASP4701	CEL	0.00	0.00
2019	2019	06/13/2019	AD,26,190000096681	30	T-MOBILE	T Mobile 02/19		GASP4701	CEL	0.00	0.00
2019	2019	06/13/2019	AD,26,190000096681	31	T-MOBILE	T Mobile 03/19		GASP4701	CEL	0.00	0.00
2019	2019	06/13/2019	AD,26,190000096681	32	T-MOBILE	T Mobile 04/19		GASP4701	CEL	0.00	0.00

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2019	2019	06/13/2019	AD,26,190000096681	33	T-MOBILE	T Mobile 05/19		GASP4701	CEL	0.00	0.00
2019	2019	06/13/2019	PRM,47,190000073719	1	T-MOBILE	T Mobile 12/18		GASP4701	CEL	(235.32)	235.32
2019	2019	06/13/2019	PRM,47,190000073719	2	T-MOBILE	T Mobile 01/19		GASP4701	CEL	(503.84)	503.84
2019	2019	06/13/2019	PRM,47,190000073719	3	T-MOBILE	T Mobile 02/19		GASP4701	CEL	(503.84)	503.84
2019	2019	06/13/2019	PRM,47,190000073719	4	T-MOBILE	T Mobile 03/19		GASP4701	CEL	(503.84)	503.84
2019	2019	06/13/2019	PRM,47,190000073719	5	T-MOBILE	T Mobile 04/19		GASP4701	CEL	(503.84)	503.84
2019	2019	06/13/2019	PRM,47,190000073719	6	T-MOBILE	T Mobile 05/19		GASP4701	CEL	(503.84)	503.84
2019	2019	06/19/2019	PRM,47,190000075664	1	T-MOBILE	T Mobile 12/18		GASP4701	CEL	(52.68)	52.68
2019	2019	06/19/2019	PRM,47,190000075664	2	T-MOBILE	T Mobile 01/19		GASP4701	CEL	(112.79)	112.79
2019	2019	06/19/2019	PRM,47,190000075664	3	T-MOBILE	T Mobile 02/19		GASP4701	CEL	(112.79)	112.79
2019	2019	06/19/2019	PRM,47,190000075664	4	T-MOBILE	T Mobile 03/19		GASP4701	CEL	(112.79)	112.79
2019	2019	06/19/2019	PRM,47,190000075664	5	T-MOBILE	T Mobile 04/19		GASP4701	CEL	(112.79)	112.79
2019	2019	06/19/2019	PRM,47,190000075664	6	T-MOBILE	T Mobile 05/19		GASP4701	CEL	(112.79)	112.79
2019	2019	06/21/2019	AD,26,190000099853	17	T-MOBILE	T Mobile 12/18		GASP4701	CEL	0.00	0.00
2019	2019	06/21/2019	AD,26,190000099853	18	T-MOBILE	T Mobile 01/19		GASP4701	CEL	0.00	0.00
2019	2019	06/21/2019	AD,26,190000099853	19	T-MOBILE	T Mobile 02/19		GASP4701	CEL	0.00	0.00
2019	2019	06/21/2019	AD,26,190000099853	20	T-MOBILE	T Mobile 03/19		GASP4701	CEL	0.00	0.00
2019	2019	06/21/2019	AD,26,190000099853	21	T-MOBILE	T Mobile 04/19		GASP4701	CEL	0.00	0.00
2019	2019	06/21/2019	AD,26,190000099853	22	T-MOBILE	T Mobile 05/19		GASP4701	CEL	0.00	0.00
2019	2020	07/19/2019	PRM,47,200000003037	1	T-MOBILE	T Mobile 06/19		GASP4701	CEL	(616.64)	616.64
2019	2020	07/30/2019	AD,26,200000007351	3	T-MOBILE	T Mobile 06/19		GASP4701	CEL	0.00	0.00
					T-MOBILE Total					0.05	3,987.79
2019	2019	08/15/2018	CPO,47,190000411872	1	VERIZON WIRELESS	Verizon Wireless Svs 5/24 - 6/23 Inv#9809708256		GASP4701	OFF	709.54	0.00
2019	2019	08/15/2018	CPO,47,190000411872	1	VERIZON WIRELESS			GASP4701	OFF	0.52	0.00
2019	2019	08/15/2018	CPO,47,190000411891	1	VERIZON WIRELESS	Verizon Wireless Svs 6/24 - 7/23 Inv#9811566029		GASP4701	OFF	748.80	0.00
2019	2019	08/15/2018	CPO,47,190000411891	1	VERIZON WIRELESS			GASP4701	OFF	0.56	0.00
2019	2019	08/22/2018	AD,26,190000015166	5	VERIZON WIRELESS	Verizon Wireless Svs 5/24 - 6/23 Inv#9809708256		GASP4701	OFF	0.00	0.00
2019	2019	08/22/2018	AD,26,190000015166	6	VERIZON WIRELESS			GASP4701	OFF	0.00	0.00
2019	2019	08/22/2018	AD,26,190000015166	7	VERIZON WIRELESS	Verizon Wireless Svs 6/24 - 7/23 Inv#9811566029		GASP4701	OFF	0.00	0.00

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2019	2019	08/22/2018	AD,26,190000015166	8	VERIZON WIRELESS			GASP4701	OFF	0.00	0.00
2019	2019	08/22/2018	PRM,47,190000010747	1	VERIZON WIRELESS	Verizon Wireless Svs 5/24 - 6/23 Inv#9809708256		GASP4701	OFF	(709.54)	709.54
2019	2019	08/22/2018	PRM,47,190000010747	1	VERIZON WIRELESS	Verizon Wireless Svs 6/24 - 7/23 Inv#9811566029		GASP4701	OFF	(748.80)	748.80
2019	2019	08/22/2018	PRM,47,190000010747	1	VERIZON WIRELESS			GASP4701	OFF	(1.08)	1.08
2019	2019	11/05/2018	CPO,47,190000434421	1	VERIZON WIRELESS	Verizon Wireless Svs 9/24-10/23 Inv#9817149107		GASP4701	OFF	948.27	0.00
2019	2019	11/07/2018	CPO,47,190000435350	1	VERIZON WIRELESS	Verizon Wireless Svs 7/24-8/23 Inv#9813417754		GASP4701	OFF	948.27	0.00
2019	2019	11/07/2018	CPO,47,190000435357	1	VERIZON WIRELESS	Verizon Wireless Svs 8/24-9/23 Inv#9815276612		GASP4701	OFF	948.27	0.00
2019	2019	11/09/2018	AD,26,190000037411	13	VERIZON WIRELESS	Verizon Wireless Svs 9/24-10/23 Inv#9817149107		GASP4701	OFF	0.00	0.00
2019	2019	11/09/2018	AD,26,190000037411	14	VERIZON WIRELESS	Verizon Wireless Svs 9/24-10/23 Inv#9817149107		GASP4701	OFF	0.00	0.00
2019	2019	11/09/2018	PRM,47,190000027611	1	VERIZON WIRELESS	Verizon Wireless Svs 9/24-10/23 Inv#9817149107		GASP4701	OFF	(948.27)	948.27
2019	2019	12/04/2018	CPO,47,190000441310	1	VERIZON WIRELESS	Verizon Wireless Svs 10/24-11/23 Inv#9819045085		GASP4701	OFF	948.27	0.00
2019	2019	12/12/2018	AD,26,190000045055	26	VERIZON WIRELESS	Verizon Wireless Svs 7/24-8/23 Inv#9813417754		GASP4701	OFF	0.00	0.00
2019	2019	12/12/2018	AD,26,190000045055	27	VERIZON WIRELESS	Verizon Wireless Svs 7/24-8/23 Inv#9813417754		GASP4701	OFF	0.00	0.00
2019	2019	12/12/2018	AD,26,190000045055	28	VERIZON WIRELESS	Verizon Wireless Svs 8/24-9/23 Inv#9815276612		GASP4701	OFF	0.00	0.00
2019	2019	12/12/2018	AD,26,190000045055	29	VERIZON WIRELESS	Verizon Wireless Svs 8/24-9/23 Inv#9815276612		GASP4701	OFF	0.00	0.00
2019	2019	12/12/2018	PRM,47,190000034223	1	VERIZON WIRELESS	Verizon Wireless Svs 7/24-8/23 Inv#9813417754		GASP4701	OFF	(948.27)	948.27
2019	2019	12/12/2018	PRM,47,190000034223	1	VERIZON WIRELESS	Verizon Wireless Svs 8/24-9/23 Inv#9815276612		GASP4701	OFF	(948.27)	948.27
2019	2019	12/14/2018	AD,26,190000045740	57	VERIZON WIRELESS	Verizon Wireless Svs 10/24-11/23 Inv#9819045085		GASP4701	OFF	0.00	0.00
2019	2019	12/14/2018	AD,26,190000045740	58	VERIZON WIRELESS	Verizon Wireless Svs 10/24-11/23 Inv#9819045085		GASP4701	OFF	0.00	0.00
2019	2019	12/14/2018	PRM,47,190000034711	1	VERIZON WIRELESS	Verizon Wireless Svs 10/24-11/23 Inv#9819045085		GASP4701	OFF	(948.27)	948.27
2019	2019	01/07/2019	CPO,47,190000448203	1	VERIZON WIRELESS	Verizon Wireless Svs 10/24-11/23 Inv#9819045085		GASP4701	OFF	948.27	0.00
2019	2019	02/04/2019	PRM,47,190000044820	1	VERIZON WIRELESS	Verizon Wireless Svs 10/24-11/23 Inv#9819045085		GASP4701	OFF	(948.27)	948.27
2019	2019	02/05/2019	AD,26,190000058109	35	VERIZON WIRELESS	Verizon Wireless Svs 10/24-11/23 Inv#9819045085		GASP4701	OFF	0.00	0.00
2019	2019	02/05/2019	AD,26,190000058109	36	VERIZON WIRELESS	Verizon Wireless Svs 10/24-11/23 Inv#9819045085		GASP4701	OFF	0.00	0.00
2019	2019	03/05/2019	CPO,47,190000464270	1	VERIZON WIRELESS	Verizon Wireless Svs 12/24-1/23 Inv#9822914307		GASP4701	OFF	948.27	0.00
2019	2019	03/05/2019	CPO,47,190000464305	1	VERIZON WIRELESS	Verizon Wireless Svs 1/24-2/23 Inv#9824863807		GASP4701	OFF	948.27	0.00
2019	2019	04/02/2019	AD,26,190000073529	2	VERIZON WIRELESS	Verizon Wireless Svs 12/24-1/23 Inv#9822914307		GASP4701	OFF	0.00	0.00
2019	2019	04/02/2019	AD,26,190000073529	3	VERIZON WIRELESS	Verizon Wireless Svs 12/24-1/23 Inv#9822914307		GASP4701	OFF	0.00	0.00
2019	2019	04/02/2019	AD,26,190000073529	4	VERIZON WIRELESS	Verizon Wireless Svs 1/24-2/23 Inv#9824863807		GASP4701	OFF	0.00	0.00

BFY	FY	Date	Document ID	AL	Vendor Name	Desc	Rpt	Work Order	Task	Encumbered	Expenditure
2019	2019	04/02/2019	AD,26,190000073529	5	VERIZON WIRELESS	Verizon Wireless Svs 1/24-2/23 Inv#9824863807		GASP4701	OFF	0.00	0.00
2019	2019	04/02/2019	PRM,47,190000056159	1	VERIZON WIRELESS	Verizon Wireless Svs 12/24-1/23 Inv#9822914307		GASP4701	OFF	(948.27)	948.27
2019	2019	04/02/2019	PRM,47,190000056159	1	VERIZON WIRELESS	Verizon Wireless Svs 1/24-2/23 Inv#9824863807		GASP4701	OFF	(948.27)	948.27
2019	2019	04/05/2019	CPO,47,190000472263	1	VERIZON WIRELESS	Verizon Wireless Svs 2/24-3/23 Inv#9826856046		GASP4701	OFF	948.27	0.00
2019	2019	05/02/2019	AD,26,190000083866	8	VERIZON WIRELESS	Verizon Wireless Svs 2/24-3/23 Inv#9826856046		GASP4701	OFF	0.00	0.00
2019	2019	05/02/2019	AD,26,190000083866	9	VERIZON WIRELESS	Verizon Wireless Svs 2/24-3/23 Inv#9826856046		GASP4701	OFF	0.00	0.00
2019	2019	05/02/2019	PRM,47,190000063717	1	VERIZON WIRELESS	Verizon Wireless Svs 2/24-3/23 Inv#9826856046		GASP4701	OFF	(948.27)	948.27
2019	2019	05/13/2019	CPO,47,190000483859	1	VERIZON WIRELESS	Verizon Wireless Svs 3/24-4/23 Inv#9828834824		GASP4701	OFF	948.27	0.00
2019	2019	06/03/2019	CPO,47,190000489718	1	VERIZON WIRELESS	Verizon Wireless Svs 4/24-5/23 Inv#9830812749		GASP4701	OFF	948.27	0.00
2019	2019	06/04/2019	CPO,47,190000490145	1	VERIZON WIRELESS	Verizon Wireless Svs 5/24-6/23		GASP4701	OFF	655.45	0.00
2019	2019	06/07/2019	AD,26,190000094218	4	VERIZON WIRELESS	Verizon Wireless Svs 3/24-4/23 Inv#9828834824		GASP4701	OFF	0.00	0.00
2019	2019	06/07/2019	AD,26,190000094218	5	VERIZON WIRELESS	Verizon Wireless Svs 3/24-4/23 Inv#9828834824		GASP4701	OFF	0.00	0.00
2019	2019	06/07/2019	PRM,47,190000072048	1	VERIZON WIRELESS	Verizon Wireless Svs 3/24-4/23 Inv#9828834824		GASP4701	OFF	(948.27)	948.27
2019	2019	06/19/2019	PRM,47,190000075666	1	VERIZON WIRELESS	Verizon Wireless Svs 4/24-5/23 Inv#9830812749		GASP4701	OFF	(948.27)	948.27
2019	2019	06/12/2019	AD,26,190000099849	13	VERIZON WIRELESS	Verizon Wireless Svs 4/24-5/23 Inv#9830812749		GASP4701	OFF	0.00	0.00
2019	2019	06/12/2019	AD,26,190000099849	14	VERIZON WIRELESS	Verizon Wireless Svs 4/24-5/23 Inv#9830812749		GASP4701	OFF	0.00	0.00
2019	2020	07/19/2019	PRM,47,20000003038	1	VERIZON WIRELESS	Verizon Wireless Svs 5/24-6/23		GASP4701	OFF	(655.45)	655.45
2019	2020	07/30/2019	AD,26,200000007348	6	VERIZON WIRELESS	Verizon Wireless Svs 5/24-6/23		GASP4701	OFF	0.00	0.00
2019	2020	07/30/2019	AD,26,200000007348	8	VERIZON WIRELESS	Verizon Wireless Svs 5/24-6/23		GASP4701	OFF	0.00	0.00
					VERIZON WIRELESS Total					0.00	11,597.57

BFY	FY	Date	Document ID	AL	Vendor Name	Desc	Rpt	Work Order	Task	Encumbered	Expenditure
2019	2020	08/02/2019	AD,26,200000008221	3	COMMUNITY DEVELOPMENT TECHNOLOGIES CENTER	4/1/19-6/30/19-Stipend payment-Deanthus Cowell,a 1st Year Public Allies AmeriCorps Member-Inv#f3DONE		OUTR4701	TEM	0.00	0.00
2019	2020	08/02/2019	AD,26,200000008221	4	COMMUNITY DEVELOPMENT TECHNOLOGIES CENTER	9/1/18-11/30/18-Stipend payment- Matthew Gili,a 2nd Year Public Allies AmeriCorps Member-Inv#f1DONE		OUTR4701	TEM	0.00	0.00
2019	2020	08/02/2019	AD,26,200000008221	5	COMMUNITY DEVELOPMENT TECHNOLOGIES CENTER	12/1/18-3/31/19-Stipend payment-Matthew Gili,a 2nd Year Public Allies AmeriCorps Member-Inv#f2DONE		OUTR4701	TEM	0.00	0.00
2019	2020	08/02/2019	AD,26,200000008221	6	COMMUNITY DEVELOPMENT TECHNOLOGIES CENTER	4/1/19-6/30/19-Stipend payment-Matthew Gili,a 2nd Year Public Allies AmeriCorps Member-Inv#f3DONE		OUTR4701	TEM	0.00	0.00
					COMMUNITY DEVELOPMENT TECHNOLOGIES CENTER Total					0.00	36,000.00
2019	2019	05/07/2019	AD,26,190000084946	1	INC	10/29/18 BONC MTG -Casa Italiana, 1051 North Broadway LA,		BONC4701	TRL	0.00	0.00
2019	2019	05/07/2019	AD,26,190000084946	3	INC	08/15/18 BONC MTG- New Open World Academy,3201 W 8th St,LA		BONC4701	TRL	0.00	0.00
2019	2019	05/07/2019	GAX,47,19100470048	1	INC	10/29/18 BONC MTG -Casa Italiana, 1051 North Broadway LA,		BONC4701	TRL	0.00	1,095.00
2019	2019	05/07/2019	GAX,47,19100470048	5	INC	08/15/18 BONC MTG- New Open World Academy,3201 W 8th St,LA		BONC4701	TRL	0.00	950.00
2019	2019	06/04/2019	AD,26,190000092997	1	INC	NC Meeting 5/29/19 Chinatown Library Branch,639 N Hill St, Inv#f-20288		GASP4701	TRL	0.00	0.00
2019	2019	06/04/2019	GAX,47,19100470072	1	INC	NC Meeting 5/29/19 Chinatown Library Branch,639 N Hill St, Inv#f-20288		GASP4701	TRL	0.00	613.75
2019	2019	05/07/2019	AD,26,190000084946	8	INC	01/14/19 CCNP Special Board Meeting for election-CCNP 501' S Bixel St, LA		NCEL4701	TRL	0.00	0.00
2019	2019	05/07/2019	AD,26,190000084946	11	INC	01/12/19 NC Workshop-NEW Economics for Women 303 Loma Drive LA for election		NCEL4701	TRL	0.00	0.00
2019	2019	05/07/2019	AD,26,190000084946	12	INC	01/12/19 NC Workshop-Boyle Heights Youth Tech Center 1600 E 4th St LA for election		NCEL4701	TRL	0.00	0.00
2019	2019	05/07/2019	AD,26,190000084946	13	INC	01/05/19 LA City College Community Workshop-855 North Verm Ave,LA for election		NCEL4701	TRL	0.00	0.00
2019	2019	05/07/2019	AD,26,190000084946	14	INC	01/05/19 CCNP Community Workshop-CCNP 501' S Bixel St. LA for election		NCEL4701	TRL	0.00	0.00
2019	2019	05/07/2019	AD,26,190000084946	15	INC	01/19/19 City Council Meeting- MB/CSC 6363 Van Nuys Blvd,Van Nuys for election		NCEL4701	TRL	0.00	0.00
2019	2019	05/07/2019	GAX,47,19100470048	10	INC	01/14/19 CCNP Special Board Meeting for election-CCNP 501' S Bixel St, LA		NCEL4701	TRL	0.00	356.25
2019	2019	05/07/2019	GAX,47,19100470048	13	INC	01/12/19 NC Workshop-NEW Economics for Women 303 Loma Drive LA for election		NCEL4701	TRL	0.00	356.25
2019	2019	05/07/2019	GAX,47,19100470048	14	INC	01/12/19 NC Workshop-Boyle Heights Youth Tech Center 1600 E 4th St LA for election		NCEL4701	TRL	0.00	827.50
2019	2019	05/07/2019	GAX,47,19100470048	15	INC	01/05/19 LA City College Community Workshop-855 North Verm Ave,LA for election		NCEL4701	TRL	0.00	356.25
2019	2019	05/07/2019	GAX,47,19100470048	16	INC	01/05/19 CCNP Community Workshop-CCNP 501' S Bixel St. LA for election		NCEL4701	TRL	0.00	356.25
2019	2019	05/07/2019	GAX,47,19100470048	17	INC	01/19/19 City Council Meeting- MB/CSC 6363 Van Nuys Blvd,Van Nuys for election		NCEL4701	TRL	0.00	356.25
2019	2019	05/20/2019	AD,26,190000088452	1	INC	05/15/19-4 page Word file- Transfer English into Japanese-#Inv I-19938		NCEL4701	TRL	0.00	0.00
2019	2019	05/20/2019	GAX,47,19100470056	1	INC	05/15/19-4 page Word file- Transfer English into Japanese-#Inv I-19938		NCEL4701	TRL	0.00	525.76
2019	2019	05/22/2019	AD,26,190000089382	1	INC	Translate English into Chinese-letter to Board Members of HCNNC #Inv I-20048 5/22/19		NCEL4701	TRL	0.00	0.00
2019	2019	05/22/2019	AD,26,190000089382	2	INC	Conference Interpreting service and equipment #Inv I-20053 5/22/19		NCEL4701	TRL	0.00	0.00
2019	2019	05/22/2019	GAX,47,19100470063	1	INC	Translate English into Chinese-letter to Board Members of HCNNC #Inv I-20048 5/22/19		NCEL4701	TRL	0.00	100.00
2019	2019	05/22/2019	GAX,47,19100470063	2	INC	Conference Interpreting service and equipment #Inv I-20053 5/22/19		NCEL4701	TRL	0.00	398.75

B FY	FY	Date	Document ID	AL	Vendor Name	Desc	Rpt	Work Order	Task	Encumbered	Expenditure
2019	2019	05/29/2019	AD.26,190000091025	1	INC	Community Meeting Inv#1-20049 05/11/19 St.Johns Well Child & Family Center, 5717 S Hoover St		NCEL4701	TRL	0.00	0.00
2019	2019	05/29/2019	AD.26,190000091025	2	INC	Show the Way- South LA' Inv#1-19138 3/9/19 LA Trade Tech College- Aspen Hall 2215 S Grand Ave		NCEL4701	TRL	0.00	0.00
2019	2019	05/29/2019	AD.26,190000091025	3	INC	Rally in the Valley Inv#1-19139 2/9/19 Sepulveda Unitarian Universalist Society 9550 Haskell Ave		NCEL4701	TRL	0.00	0.00
2019	2019	05/29/2019	GAX.47,19100470068	1	INC	Community Meeting Inv#1-20049 05/11/19 St.Johns Well Child & Family Center, 5717 S Hoover St		NCEL4701	TRL	0.00	577.50
2019	2019	05/29/2019	GAX.47,19100470068	2	INC	Show the Way- South LA' Inv#1-19138 3/9/19 LA Trade Tech College- Aspen Hall 2215 S Grand Ave		NCEL4701	TRL	0.00	505.00
2019	2019	05/29/2019	GAX.47,19100470068	3	INC	Rally in the Valley Inv#1-19139 2/9/19 Sepulveda Unitarian Universalist Society 9550 Haskell Ave		NCEL4701	TRL	0.00	473.75
2019	2019	06/03/2019	AD.26,1900000932489	1	INC	June Profile Inv#1-20248 Four Page Word File-Revised Client file 05/31/19		NCEL4701	TRL	0.00	0.00
2019	2019	06/03/2019	GAX.47,19100470071	1	INC	June Profile Inv#1-20248 Four Page Word File-Revised Client file 05/31/19		NCEL4701	TRL	0.00	1,111.68
2019	2019	06/05/2019	AD.26,190000093433	1	INC	Translation for D.O.N.E. Survey-4 page Word File, 6/4/19 Inv#1-20300		NCEL4701	TRL	0.00	0.00
2019	2019	06/05/2019	AD.26,190000093433	2	INC	2nd Annual Beautification Conference-LA City Hall, 200 North Spring St,LA, 5/18/19 Inv#1-20052		NCEL4701	TRL	0.00	0.00
2019	2019	06/05/2019	AD.26,190000093433	3	INC	Leadership Academy Workshop- Shatto Recreation Center, 3191 W 4th St, LA, 90020, Inv#1-20051 5/4/19		NCEL4701	TRL	0.00	0.00
2019	2019	06/05/2019	GAX.47,19100470075	1	INC	Translation for D.O.N.E. Survey-4 page Word File, 6/4/19 Inv#1-20300		NCEL4701	TRL	0.00	417.28
2019	2019	06/05/2019	GAX.47,19100470075	2	INC	2nd Annual Beautification Conference-LA City Hall, 200 North Spring St,LA, 5/18/19 Inv#1-20052		NCEL4701	TRL	0.00	398.75
2019	2019	06/05/2019	GAX.47,19100470075	3	INC	Leadership Academy Workshop- Shatto Recreation Center, 3191 W 4th St, LA, 90020, Inv#1-20051 5/4/19		NCEL4701	TRL	0.00	356.25
2019	2020	07/02/2019	AD.26,200000000484	1	INC	July Profile - Monthly Newsletter, 7/11/19 Inv#1-20810 Order#O-024299		NCEL4701	TRL	0.00	0.00
2019	2020	07/02/2019	GAX.47,20100470002	1	INC	July Profile - Monthly Newsletter, 7/11/19 Inv#1-20810 Order#O-024299		NCEL4701	TRL	0.00	910.08
2019	2020	07/29/2019	AD.26,200000006866	1	INC	Continental Interpreting-LA's New Green Deal 6/28/19 INV#1-20792		NCEL4701	TRL	0.00	0.00
2019	2020	07/29/2019	GAX.47,20100470006	1	INC	Continental Interpreting-LA's New Green Deal 6/28/19 INV#1-20792		NCEL4701	TRL	0.00	1,255.46
2019	2019	05/07/2019	AD.26,190000089496	2	INC	10/29/18 Live Ethics TRN- Boyle Heights Tech Youth Source Center- 1600 East Fourth St, LA		NCOP4701	TRL	0.00	0.00
2019	2019	05/07/2019	AD.26,190000089496	4	INC	10/31/28 HCNNC Report Inter-Departmental Correspondence-Interpreting English to Spanish and Chinese		NCOP4701	TRL	0.00	0.00
2019	2019	05/07/2019	AD.26,190000089496	5	INC	10/08/18 Noh6NC MTG-East Valley High School 5525 Vineland Ave,North Hollywood		NCOP4701	TRL	0.00	0.00
2019	2019	05/07/2019	AD.26,190000089496	6	INC	12/27/18 Translated the attached IgniteLLA Handbook and Fyers into Spanish, Korean and Chinese		NCOP4701	TRL	0.00	0.00
2019	2019	05/07/2019	AD.26,190000089496	7	INC	03/26/19 Translation for 10 Things Quick Guide		NCOP4701	TRL	0.00	0.00
2019	2019	05/07/2019	AD.26,190000089496	9	INC	04/18/19 Cornerstone Training Guide-Interpreting English into Korean, Spanish and Chinese		NCOP4701	TRL	0.00	0.00
2019	2019	05/07/2019	AD.26,190000089496	10	INC	03/16/19 Translation of PowerPoint Presentation for NC 101 for 7 Language		NCOP4701	TRL	0.00	0.00
2019	2019	05/07/2019	GAX.47,19100470048	4	INC	10/29/18 Live Ethics TRN- Boyle Heights Tech Youth Source Center- 1600 East Fourth St, LA		NCOP4701	TRL	0.00	250.00
2019	2019	05/07/2019	GAX.47,19100470048	6	INC	10/31/28 HCNNC Report Inter-Departmental Correspondence-Interpreting English to Spanish and Chinese		NCOP4701	TRL	0.00	1,430.00
2019	2019	05/07/2019	GAX.47,19100470048	7	INC	10/08/18 Noh6NC MTG-East Valley High School 5525 Vineland Ave,North Hollywood		NCOP4701	TRL	0.00	350.00
2019	2019	05/07/2019	GAX.47,19100470048	8	INC	12/27/18 Translated the attached IgniteLLA Handbook and Fyers into Spanish, Korean and Chinese		NCOP4701	TRL	0.00	1,472.00

B FY	FY	Date	Document ID	AL	Vendor Name	Desc	Rpt	Work Order	Task	Encumbered	Expenditure
2019	2019	05/07/2019	GAX.47,19100470048	9	INC	03/26/19 Translation for 10 Things Quick Guide		NCOP4701	TRL	0.00	1,532.80
2019	2019	05/07/2019	GAX.47,19100470048	11	INC	04/18/19 Cornerstone Training Guide-Interpreting English into Korean, Spanish and Chinese		NCOP4701	TRL	0.00	243.20
2019	2019	05/07/2019	GAX.47,19100470048	12	INC	03/16/19 Translation of PowerPoint Presentation for NC 101 for 7 Language		NCOP4701	TRL	0.00	2,424.24
2019	2019	04/26/2019	GAX.47,19100470012	1	INC	Continental Interpreting Translation Service 7/11/18-6/30/19				20,000.00	0.00
2019	2019	05/07/2019	GAX.47,19100470048	1	INC	10/29/18 BONG MTG-Casa Italiana,1051 North Broadway LA,				(1,095.00)	0.00
2019	2019	05/07/2019	GAX.47,19100470048	4	INC	10/29/18 Live Ethics TRN- Boyle Heights Tech Youth Source Center- 1600 East Fourth St, LA				(250.00)	0.00
2019	2019	05/07/2019	GAX.47,19100470048	5	INC	08/15/18 BONG MTG- New Open World Academy,3201 W 8th St,LA				(950.00)	0.00
2019	2019	05/07/2019	GAX.47,19100470048	6	INC	10/31/28 HCNNC Report Inter-Departmental Correspondence-Interpreting English to Spanish and Chinese				(1,430.00)	0.00
2019	2019	05/07/2019	GAX.47,19100470048	7	INC	10/08/18 Noh6NC MTG-East Valley High School 5525 Vineland Ave,North Hollywood				(350.00)	0.00
2019	2019	05/07/2019	GAX.47,19100470048	8	INC	12/27/18 Translated the attached IgniteLLA Handbook and Fyers into Spanish, Korean and Chinese				(1,472.00)	0.00
2019	2019	05/07/2019	GAX.47,19100470048	9	INC	03/26/19 Translation for 10 Things Quick Guide				(1,532.80)	0.00
2019	2019	05/07/2019	GAX.47,19100470048	10	INC	01/14/19 CCNP Special Board Meeting for election-CCNP 501 S Bixel St, LA				(356.25)	0.00
2019	2019	05/07/2019	GAX.47,19100470048	11	INC	04/18/19 Cornerstone Training Guide-Interpreting English into Korean, Spanish and Chinese				(243.20)	0.00
2019	2019	05/07/2019	GAX.47,19100470048	12	INC	03/16/19 Translation of PowerPoint Presentation for NC 101 for 7 Language				(2,424.24)	0.00
2019	2019	05/07/2019	GAX.47,19100470048	13	INC	for election 01/12/19 NC Workshop-Boyle Heights Youth Tech Center 1600 E 4th St LA for election				(356.25)	0.00
2019	2019	05/07/2019	GAX.47,19100470048	14	INC	01/05/19 LA City College Community Workshop-855 North Vern Ave,LA for election				(827.50)	0.00
2019	2019	05/07/2019	GAX.47,19100470048	15	INC	01/05/19 CCNP Community Workshop-CCNP 501 S Bixel St. LA for election				(356.25)	0.00
2019	2019	05/07/2019	GAX.47,19100470048	16	INC	01/19/19 City Council Meeting- MBCSC 6363 Van Nuys Blvd, Van Nuys for election				(356.25)	0.00
2019	2019	05/07/2019	GAX.47,19100470056	1	INC	05/15/19-4 page Word file- Transfer English into Japanese--#inv 1-19938				(525.76)	0.00
2019	2019	05/22/2019	GAX.47,19100470063	1	INC	Translate English into Chinese-letter to Board Members of HCNNC #inv 1-20048 5/22/19				(100.00)	0.00
2019	2019	05/22/2019	GAX.47,19100470063	2	INC	Conference Interpreting service and equipment #inv 1-20053 5/22/19				(398.75)	0.00
2019	2019	05/29/2019	GAX.47,19100470068	1	INC	Community Meeting Inv#1-20049 05/11/19 St.Johns Well Child & Family Center, 5717 S Hoover St				(577.50)	0.00
2019	2019	05/29/2019	GAX.47,19100470068	2	INC	Show the Way- South LA' Inv#1-19138 3/9/19 LA Trade Tech College- Aspen Hall 2215 S Grand Ave				(505.00)	0.00
2019	2019	05/29/2019	GAX.47,19100470068	3	INC	Rally in the Valley Inv#1-19139 2/9/19 Sepulveda Unitarian Universalist Society 9550 Haskell Ave				(473.75)	0.00
2019	2019	06/03/2019	GAX.47,19100470071	1	INC	June Profile Inv#1-20248 Four Page Word File-Revised Client file 05/31/19				(1,111.68)	0.00
2019	2019	06/04/2019	GAX.47,19100470072	1	INC	NC Meeting 5/29/19 Chinatown Library Branch, 639 N Hill St, Inv#1-20288				(613.75)	0.00
2019	2019	06/05/2019	GAX.47,19100470075	1	INC	Translation for D.O.N.E. Survey-4 page Word File, 6/4/19 Inv#1-20300				(417.28)	0.00
2019	2019	06/05/2019	GAX.47,19100470075	2	INC	2nd Annual Beautification Conference-LA City Hall, 200 North Spring St,LA, 5/18/19 Inv#1-20052				(398.75)	0.00

BFY	FY	Date	Document ID	AL	Vendor Name	Desc	Rpt	Work Order	Task	Encumbered	Expenditure
2019	2019	06/05/2019	GAX.47,19100470075	3	CONTINENTAL INTERPRETING SERVICES INC	Leadership Academy Workshop- Shatto Recreation Center, 3191 W 4th St, LA 90020. Inv#-20051 5/4/19				(356.25)	0.00
2019	2020	07/02/2019	GAX.47,20100470002	1	CONTINENTAL INTERPRETING SERVICES INC	July Profile - Monthly Newsletter. 7/1/19 Inv#-20810 Order#O-024299				(910.08)	0.00
2019	2020	07/29/2019	GAX.47,20100470006	1	CONTINENTAL INTERPRETING SERVICES INC	Continental Interpreting-LA's New Green Deal 6/28/19 INV#-20792				(1,255.46)	0.00
					CONTINENTAL INTERPRETING SERVICES INC Total					0.00	20,000.00
2019	2019	06/12/2019	CPO.47,190000493129	1	DELL MARKETING L P	Dell 20 monitors for system		SYST4701	COM	2,629.19	0.00
2019	2019	06/12/2019	CPO.47,190000493129	1	DELL MARKETING L P	Dell e-Waste Recycling Fee		SYST4701	COM	120.00	0.00
2019	2019	06/14/2019	PRM.47,190000074065	1	DELL MARKETING L P	Dell 20 monitors for system		SYST4701	COM	(2,629.19)	2,629.19
2019	2019	06/14/2019	PRM.47,190000074065	1	DELL MARKETING L P	Dell e-Waste Recycling Fee		SYST4701	COM	(120.00)	120.00
2019	2019	06/24/2019	AD.26,190000100628	51	DELL MARKETING L P	Dell 20 monitors for system		SYST4701	COM	0.00	0.00
2019	2019	06/24/2019	AD.26,190000100628	52	DELL MARKETING L P	Dell e-Waste Recycling Fee		SYST4701	COM	0.00	0.00
2019	2019	06/24/2019	AD.26,190000100628	53	DELL MARKETING L P	Dell 20 monitors for system		SYST4701	COM	0.00	0.00
					DELL MARKETING L P Total					0.00	2,749.19
2019	2019	06/21/2019	CPO.47,190000489080	1	HEWLETT PACKARD ENTERPRISE COMPANY	Configurable HP EliteBook 840 G5 Series Notebook IDS		GASP4701	COM	13,905.21	0.00
2019	2019	06/21/2019	CPO.47,190000489080	1	HEWLETT PACKARD ENTERPRISE COMPANY	HP 14.1 Business Slim Top Load		GASP4701	COM	303.63	0.00
2019	2019	06/21/2019	CPO.47,190000489080	1	HEWLETT PACKARD ENTERPRISE COMPANY	HP USB-C Universal Dock US-English localization		GASP4701	COM	1,478.25	0.00
2019	2019	06/21/2019	CPO.47,190000489080	1	HEWLETT PACKARD ENTERPRISE COMPANY	Regulatory Fees		GASP4701	COM	45.00	0.00
2019	2020	10/17/2019	CPO.47,190000489080	1	HEWLETT PACKARD ENTERPRISE COMPANY	Configurable HP EliteBook 840 G5 Series Notebook IDS		GASP4701	COM	(13,905.21)	0.00
2019	2020	10/17/2019	CPO.47,190000489080	1	HEWLETT PACKARD ENTERPRISE COMPANY	HP 14.1 Business Slim Top Load		GASP4701	COM	(303.63)	0.00
2019	2020	10/17/2019	CPO.47,190000489080	1	HEWLETT PACKARD ENTERPRISE COMPANY	HP USB-C Universal Dock US-English localization		GASP4701	COM	(1,478.25)	0.00
2019	2020	10/17/2019	CPO.47,190000489080	1	HEWLETT PACKARD ENTERPRISE COMPANY	Regulatory Fees		GASP4701	COM	(45.00)	0.00
					HEWLETT PACKARD ENTERPRISE COMPANY Total					(0.00)	0.00
2019	2019	06/21/2019	SC.47,CO19132956M	1	HOWROYD-WRIGHT EMPLOYMENT AGENCY INC	Encumbrance For AppleOne				24,000.00	0.00
					HOWROYD-WRIGHT EMPLOYMENT AGENCY INC Total					24,000.00	0.00
2019	2019	01/09/2019	CPO.47,190000449502	2	INSIGHT PUBLIC SECTOR INC	PwrBIProGCC ShrdSvr ALNG SubsVL MVL PerUsr		GASP4701	COM	82.63	0.00
2019	2019	04/11/2019	AD.26,190000077950	4	INSIGHT PUBLIC SECTOR INC	PwrBIProGCC ShrdSvr ALNG SubsVL MVL PerUsr		GASP4701	COM	0.00	0.00
2019	2019	04/11/2019	PRM.47,190000058306	1	INSIGHT PUBLIC SECTOR INC	PwrBIProGCC ShrdSvr ALNG SubsVL MVL PerUsr		GASP4701	COM	(82.63)	82.63
2019	2019	10/10/2018	CPO.47,190000427300	1	INSIGHT PUBLIC SECTOR INC	Adobe Creative Cloud for teams - Licensing Subscription Renewal		OUTR4701	COM	1,825.44	0.00
2019	2019	12/12/2018	CPO.47,190000443310	1	INSIGHT PUBLIC SECTOR INC	Adobe Captivate for teams - Licensing Subscription New		OUTR4701	COM	285.73	0.00

BFY	FY	Date	Document ID	AL	Vendor Name	Desc	Rpt	Work Order	Task	Encumbered	Expenditure
2019	2019	01/02/2019	PRM.47,190000037845	1	INSIGHT PUBLIC SECTOR INC	Adobe Creative Cloud for teams - Licensing Subscription Renewal		OUTR4701	COM	(1,825.44)	1,521.50
2019	2019	01/07/2019	AD.26,190000050359	9	INSIGHT PUBLIC SECTOR INC	Adobe Creative Cloud for teams - Licensing Subscription Renewal		OUTR4701	COM	0.00	0.00
2019	2019	01/15/2019	AD.26,190000052543	12	INSIGHT PUBLIC SECTOR INC	Adobe Captivate for teams - Licensing Subscription New		OUTR4701	COM	0.00	0.00
2019	2019	01/15/2019	PRM.47,190000040395	1	INSIGHT PUBLIC SECTOR INC	Adobe Captivate for teams - Licensing Subscription New		OUTR4701	COM	(285.73)	285.73
					INSIGHT PUBLIC SECTOR INC Total					0.00	1,889.86
2019	2019	06/24/2019	GAEAE.47,AE19470009	2	MENDOCINO FARMS LLC	Mendocino Farm- Refreshment for 2019 Staff retreats & events		OUTR4701	CAT	3,479.37	0.00
2019	2020	07/23/2019	AD.26,200000005178	1	MENDOCINO FARMS LLC	W/C Marqin 81490-Mendocino Farm- Refreshment for 2019 Staff retreats & events		OUTR4701	CAT	0.00	0.00
2019	2020	07/23/2019	GAX.47,20100470005	1	MENDOCINO FARMS LLC	W/C Marqin 81490-Mendocino Farm- Refreshment for 2019 Staff retreats & events		OUTR4701	CAT	(555.17)	555.17
					MENDOCINO FARMS LLC Total					2,924.20	555.17
2019	2019	06/24/2019	GAEAE.47,AE19470040	1	NOT ENTERED	Specific Items		GASP4701	OFF	5,000.00	0.00
2019	2020	09/19/2019	GAX.47,20100470013	1	NOT ENTERED	VoteRunLead Event Sponsorship&Social Media Outreach 5/18/19		GASP4701	OFF	(1,000.00)	0.00
2019	2020	09/19/2019	AD.26,200000021449	1	VOTERUNLEAD	VoteRunLead Event Sponsorship&Social Media Outreach 5/18/19		NCEL4701	ADV	0.00	0.00
2019	2020	09/19/2019	GAX.47,20100470013	1	VOTERUNLEAD	VoteRunLead Event Sponsorship&Social Media Outreach 5/18/19		NCEL4701	ADV	0.00	1,000.00
					VOTERUNLEAD Total					4,000.00	1,000.00
					NOT ENTERED Total					4,000.00	0.00
2019	2019	06/24/2019	GAEAE.47,AE19470038	1	SYSTEMS SOURCE INC	For Office Configuration- FY2019		GASP4701	OFF	5,000.00	0.00
					SYSTEMS SOURCE INC Total					5,000.00	0.00
2019	2019	09/26/2018	AD.26,190000024642	1	THREE BLIND MICE LLC	Bridgegap Agenda postings 02-2018 to 06-2018		NCOP4701	TEM	0.00	0.00
2019	2019	09/26/2018	PRCD.47,19100470001	1	THREE BLIND MICE LLC	Bridgegap Agenda postings 02-2018 to 06-2018		NCOP4701	TEM	0.00	3,532.76
					THREE BLIND MICE LLC Total					0.00	3,532.76
2019	2020	07/12/2019	EFT.26,200000000414	11	US BANK	US Bank- 5982 HOMEGIRL 829.5		OUTREACH	EVE	0.00	0.00
2019	2020	07/12/2019	EFT.26,200000000414	12	US BANK	US Bank- 5982 Amazon \$770.5		OUTREACH	EVE	0.00	0.00
2019	2020	07/12/2019	PRC.47,201004701CC	40	US BANK	US Bank- 5982 HOMEGIRL 829.5		OUTREACH	EVE	0.00	829.50
2019	2020	07/12/2019	PRC.47,201004701CC	41	US BANK	US Bank- 5982 Amazon \$770.5		OUTREACH	EVE	0.00	770.50
2019	2019	06/24/2019	SC.47,CO19126137M_3	5	US BANK	Encumbrance For US Bank				1,600.00	0.00
2019	2020	07/12/2019	PRC.47,201004701CC	40	US BANK	US Bank- 5982 HOMEGIRL 829.5				(829.50)	0.00
2019	2020	07/12/2019	PRC.47,201004701CC	41	US BANK	US Bank- 5982 Amazon \$770.5				(770.50)	0.00
					US BANK Total					0.00	1,600.00

DEPARTMENTAL RECEIPTS

2018-19 ACTUAL DEPARTMENTAL RECEIPTS

Actual Revenue Received Fiscal Year 2018-19	Revenue Budget 2019-20	Revenue Source			Actual Revenue 2018-19	Check		Miscellaneous Revenue - Other - Fund 100	Photo Copies	Donations & Contributions	Reimbursemt of Expenditures	Interfund Operation Trans - Neighborhood Empowerment	Addt'l Interfund Trans-Res Fund Non Reimburs	Additional Interfund Trans - Other Funds	Damage Claims & Settlements - Court Restitution	Misc. Revenue - Other - Fund 44B	Interfund Operational Trans - General Fund
		Department		Revenue Source													
\$5,275,121	6,372,035			TOTAL	\$ 5,275,121			\$ 3,095	-	-	-	\$ 2,789,815	\$ 25,000	-	-	\$30,361	\$ 2,426,850
\$3,095		Neighborhood Empowerment	5188	MISCELLANEOUS REVENUE-OTHERS	\$3,095	OK		\$ 3,095									
	\$100	Neighborhood Empowerment	4342	PHOTO COPIES		OK											
		Neighborhood Empowerment	5102	DONATIONS & CONTRIBUTIONS		OK											
		Neighborhood Empowerment	5161	REIMBURSEMENT OF EXPENDITURES		OK											
\$2,789,815	\$3,353,366	Neighborhood Empowerment	5652	INTERFD OPER TRANS-NEIGHB EMPWR	\$2,789,815	OK						\$2,789,815					
\$25,000		Neighborhood Empowerment	5692	ADDL INTERFUND TRANS - RES FD NON REIM	\$25,000	OK							\$25,000				
		Neighborhood Empowerment	5693	ADDL INTERFD TRANS-OTHER FUNDS		OK											
	\$540	Neighborhood Empowerment	5121	DAMAGE CLAIMS & SETTLEMENTS		OK											
\$30,361		Neighborhood Empowerment	5188	MISCELLANEOUS REVENUE-OTHERS	\$30,361	OK										\$ 30,361	
\$2,426,850	\$3,018,029	Neighborhood Empowerment	5624	INTERFD OPER TRANS-GENERAL FUND	\$2,426,850	OK											\$2,426,850

2019-20 REVISED DEPARTMENTAL RECEIPTS

Actual Revenue Received Fiscal Year 2018-19	Revenue Budget 2019-20	Revenue Source			Estimated Revenue 2019-20	Check		Miscellaneous Revenue - Other - Fund 100	Photo Copies	Donations & Contributions	Reimbursemt of Expenditures	Interfund Operation Trans - Neighborhood Empowerment	Addt'l Interfund Trans-Res Fund Non Reimburs	Additional Interfund Trans - Other Funds	Damage Claims & Settlements - Court Restitution	Misc. Revenue - Other - Fund 44B	Interfund Operational Trans - General Fund
		Department		Revenue Source													
\$5,275,121	\$6,372,035			TOTAL	\$6,371,945			-	\$50	-	-	\$3,353,366	-	-	\$ 500	\$ -	\$ 3,018,029
\$3,095		Neighborhood Empowerment	5188	MISCELLANEOUS REVENUE-OTHERS		OK											
	\$100	Neighborhood Empowerment	4342	PHOTO COPIES	\$50	OK			\$50								
		Neighborhood Empowerment	5102	DONATIONS & CONTRIBUTIONS		OK											
		Neighborhood Empowerment	5161	REIMBURSEMENT OF EXPENDITURES		OK											
\$2,789,815	\$3,353,366	Neighborhood Empowerment	5652	INTERFD OPER TRANS-NEIGHB EMPWR	\$3,353,366	OK						\$3,353,366					
\$25,000		Neighborhood Empowerment	5692	ADDL INTERFUND TRANS - RES FD NON REIM		OK											
		Neighborhood Empowerment	5693	ADDL INTERFD TRANS-OTHER FUNDS		OK											
	\$540	Neighborhood Empowerment	5121	DAMAGE CLAIMS & SETTLEMENTS	\$500	OK									\$500		
\$30,361		Neighborhood Empowerment	5188	MISCELLANEOUS REVENUE-OTHERS		OK											
\$2,426,850	\$3,018,029	Neighborhood Empowerment	5624	INTERFD OPER TRANS-GENERAL FUND	\$3,018,029	OK											\$3,018,029

2020-21 PROPOSED DEPARTMENTAL RECEIPTS

Actual Revenue Received Fiscal Year 2016-17	Revenue Budget 2017-18	Revenue Source			Proposed Revenue 2018-19	Check		Miscellaneous Revenue - Other - Fund 100	Photo Copies	Donations & Contributions	Reimbursemt of Expenditures	Interfund Operation Trans - Neighborhood Empowerment	Addt'l Interfund Trans-Res Fund Non Reimburs	Additional Interfund Trans - Other Funds	Damage Claims & Settlements - Court Restitution	Misc. Revenue - Other - Fund 44B	Interfund Operational Trans - General Fund
		Department		Revenue Source													
\$5,275,121	\$6,371,945			TOTAL	\$ 10,507,220			-	\$ 50	-	-	\$ 5,529,958	-	-	\$ 250	-	\$ 4,976,962
\$3,095		Neighborhood Empowerment	5188	MISCELLANEOUS REVENUE-OTHERS		OK											
	\$50	Neighborhood Empowerment	4342	PHOTO COPIES	\$50	OK			\$50								
		Neighborhood Empowerment	5102	DONATIONS & CONTRIBUTIONS		OK											
		Neighborhood Empowerment	5161	REIMBURSEMENT OF EXPENDITURES		OK											
\$2,789,815	\$3,353,366	Neighborhood Empowerment	5652	INTERFD OPER TRANS-NEIGHB EMPWR	\$5,529,958	OK						\$5,529,958					
\$25,000		Neighborhood Empowerment	5692	ADDL INTERFUND TRANS - RES FD NON REIM		OK											
		Neighborhood Empowerment	5693	ADDL INTERFD TRANS-OTHER FUNDS		OK											
	\$500	Neighborhood Empowerment	5121	DAMAGE CLAIMS & SETTLEMENTS	\$250	OK									\$250		
\$30,361		Neighborhood Empowerment	5188	MISCELLANEOUS REVENUE-OTHERS		OK											
\$2,426,850	\$3,018,029	Neighborhood Empowerment	5624	INTERFD OPER TRANS-GENERAL FUND	\$4,976,962	OK											\$4,976,962

NEIGHBORHOOD EMPOWERMENT
SPECIAL PURPOSE FUND SCHEDULE ①

NEIGHBORHOOD EMPOWERMENT FUND

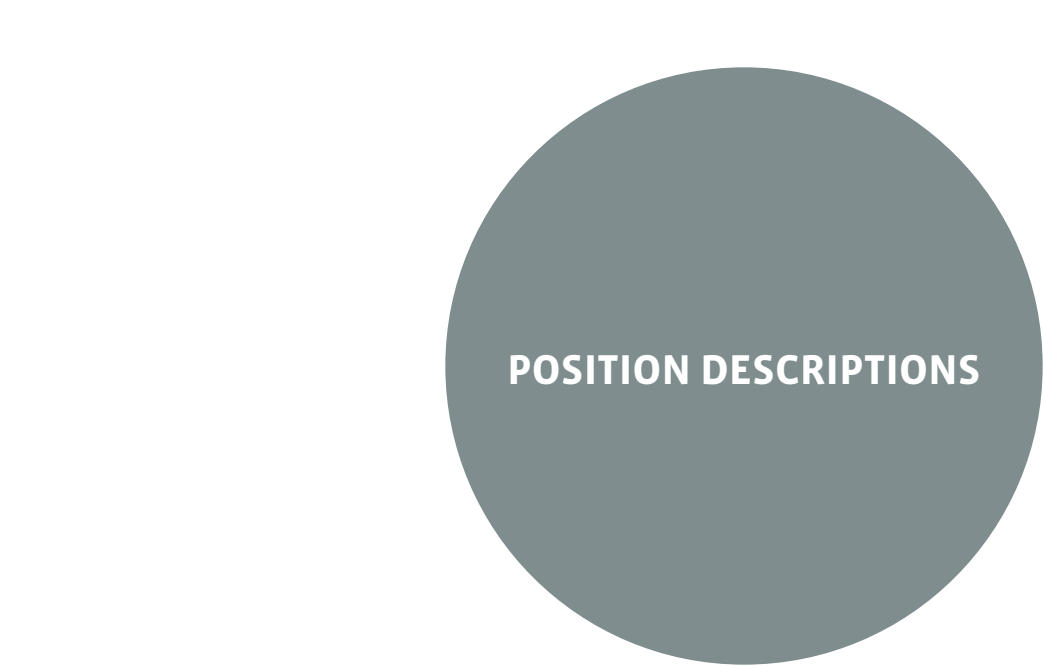
Section 5.517 of the Los Angeles Administrative Code established the Department of Neighborhood Empowerment Fund. The Fund was created for the deposit and disbursement of funds appropriated to the Department for its operations and for the startup and function of Neighborhood Councils. All costs and expenses incurred in the operation of the Department shall be paid solely from the Fund.

Actual 2018-19	Estimated 2019-20		Budget 2020-21
REVENUE			
\$ 467,760	\$ 87,322	Cash Balance, July 1*.	\$ 122,396
		Less:	
		Prior Year's Unexpended Appropriations*.	--
\$ 467,760	\$ 87,322	Balance Available, July 1*.	\$ 122,396
2,426,850	3,509,780	General Fund*.	5,529,958
		Damage Claims*.	
		Solid Waste Resources Revenue Fund*.	
30,361		Other*.	--
\$ 2,924,971	\$ 3,597,102	Total Revenue*.	\$ 5,652,354
EXPENDITURES			
	\$ --	City Clerk*.	\$ --
	--	Controller*.	--
	--	Fire*.	--
3,304	3,500	General Services*.	4,000
7,431	7,500	Information Technology Agency*.	8,500
	8,800	Mayor's Office*.	
2,757,418	3,353,366	Neighborhood Empowerment*.	5,529,958
9,410	9,400	Police*.	9,000
	--	Public Works:	
	--	Board*.	--
	--	Street Services*.	--
	--	Recreation and Parks*.	--
		Special Purpose Fund Appropriations:	
	22,741	Disability Compliance Officers*.	
3,491	10,000	EmpowerLA Awards*.	\$ 10,000
24,867	37,930	Congress of Neighborhoods*.	39,000
	21,434	Budget Advocates Account*.	32,000
31,728	35	Congress/Budget Advocates Account 47M220*.	--
	--	Neighborhood Empowerment - Future Year*.	--
\$ 2,837,649	\$ 3,474,706	Total Appropriations*.	\$ 5,632,458
\$ 87,322	\$ 122,396	Ending Balance, June 30*.	\$ 19,896

SPECIAL PURPOSE FUND
SCHEDULE

POSITIONS:
RECAPITULATION OF
POSITION CHANGES

RECAPITULATION OF POSITION CHANGES											
Prog Code	Program	Service / Request	Additions					Deletions			
			Qty (+)	Reg / Reso	New / Continue	Class Code	Classification Title	Qty (+)	Reg / Reso	Class Code	Classification Title
POSITION INCREASES OR REDUCTIONS											
BM4701	Neighborhood Council Operations / Direct NC Support	Neighborhood Council training, ADA Compliance, and Sanitation Outreach (continued)	3	Reso	Continue	1537	Project Coordinator				
BM4701	Neighborhood Council Operations / Direct NC Support	Neighborhood Council training, ADA Compliance, and Sanitation Outreach (continued)						3	Reso	1537	Project Coordinator
BM4701	Neighborhood Council Operations / Direct NC Support	Neighborhood Council training, ADA Compliance, and Sanitation Outreach (continued)	2	Reg	Continue	1542	Project Assistant				
BM4701	Neighborhood Council Operations / Direct NC Support	Neighborhood Council training, ADA Compliance, and Sanitation Outreach (continued)						2	Reso	1537	Project Assistant
BM4701	Neighborhood Council Operations / Direct NC Support	Direct NC Support Enhancement	2	Reg	New	1537	Project Coordinator				
BM4703	Policy and Government Relations / Direct NC Support	Direct NC Support Enhancement	1	Reg	New	1537	Project Coordinator				
BM4704	Outreach and Communications / Direct NC Support	Direct NC Support Enhancement	1	Reg	New	1537	Project Coordinatior				
BM4705	Office of Community Engagement	Office of Community Engagement (continued)	1	Reg	Continue	9134	Principal Project Coordinator				
BM4705	Office of Community Engagement	Office of Community Engagement (continued)	4	Reg	New	1542	Project Coordinator				
BM4705	Office of Community Engagement	Office of Community Engagement (continued)	1	Reg	Continue	1537	Project Assistant				
BM4705	Office of Community Engagement	Office of Community Engagement (continued)						1	Reso	1542	Project Assistant
BM4750	General Administration and Support Program (GASP)	Continuation of 1 Reso Accounting Clerk,Additional Budgetary and Accounting Support	1	Reg	Continue	1223	Accounting Clerk				
BM4750	General Administration and Support Program (GASP)	Continuation of 1 Reso Accounting Clerk,Additional Budgetary and Accounting Support						1	Reso	1223	Accounting Clerk
BM4750	General Administration and Support Program (GASP)	Continuation of 1 Reso Accounting Clerk,Additional Budgetary and Accounting Support	1	Reg	New	9184	Management Analyst				
BM4750	General Administration and Support Program (GASP)	Continuation of 1 Reso Accounting Clerk,Additional Budgetary and Accounting Support	1	Reg	New	1513	Accountant				
BM4750	General Administration and Support Program (GASP)	Continuation of 1 Reso Accounting Clerk,Additional Budgetary and Accounting Support	1	Reg	New	1223	Accounting Clerk				
BM4750	General Administration and Support Program (GASP)	NC Resolution Unit	2	Reg	New	9184	Management Analyst				
BM4750	General Administration and Support Program (GASP)	NC Resolution Unit	1	Reg	New	1539	Management Assistant				
BM4750	General Administration and Support Program (GASP)	Management, IT and Executive Support	1	Reg	New	9182	Ch. Management Analyst				
BM4750	General Administration and Support Program (GASP)	Management, IT and Executive Support	1	Reg	New	9734-1	Commission Exec Asst				
BM4750	General Administration and Support Program (GASP)	Management, IT and Executive Support	1	Reg	New	1596	Systems Analyst				
BM4750	General Administration and Support Program (GASP)	Management, IT and Executive Support	2	Reg	New	1599	Systems Aide				
BM4750	General Administration and Support Program (GASP)	Office of Public Information	1	Reg	New	1800-1	Pub Info Director I				
BM4750	General Administration and Support Program (GASP)	Office of Public Information	1	Reg	New	1596	Systems Analyst				
BM4750	General Administration and Support Program (GASP)	Office of Public Information	1	Reg	New	1670-2	Graphics Designer II				
Position Changes Within Existing Position Authority - N/A											
Pay Grade Adjustments - N/A											
Other Position Changes - N / A											
Totals:			30					7			
			Net Position Change Requested:					23			



POSITION DESCRIPTION

City of Los Angeles

DO NOT USE THIS SPACE

1. Name of Employee: Vacant		2. Employee's Present Class Title/Code: Chief Management Analyst - 9182		3. Present Salary or Wage Rate: \$152,904	
4. Reason for Preparing Description: ☒ New Position ☐ Change in Existing Position				☐ Routine Report of Duties ☐ Review for Proper Allocation	
5. Location of office or place of work: 200 N. Spring St., 20th Floor, Los Angeles, CA 90012				6. Name of Department Neighborhood Empowerment	
				Division Administrative Services	
7. Name and title of the person from whom you ordinarily receive instructions and who supervises or reviews your work: Name Raquel Beltran					
Title General Manager					
8. Describe in detail the duties and work of this position, describing each duty in a separate paragraph. Begin with the duties that normally take most of your time and then describe the duties that are infrequent. Be certain to tell what is done, how it is done and what materials or equipment are used. Using percentages, show the distribution of the total working time. Also, if the duties and responsibilities of the position have changed, indicate how and when the changes occurred.					
PERCENT OF TIME		DUTIES			
50%		Directly assists the Department General Manager with the management and administration of the Administrative Services Division, which includes Systems, Budget & Accounting, General Administration and Support, Public Relations, Contracts, NC Resolution Unit, GM Support, Payroll and Personnel matters; Determines Department goals and objectives in reference to these Sections and takes corrective actions to ensure successful achievement of goals; Directs studies, and prepares reports related to highly complex and technical issues, and presents reports to other department executives, Mayoral and Council staff, as well as other elected officials.			
30%		Review the work and progress of senior level managers (Public Information Director, Sr. Management Analyst II, Sr. Systems Analyst, Sr. Accountant); Set targets and regular check-ins for dissemination of important information to Departmental staff, Neighborhood Council Boards, and other City agencies; Oversee the management and supervision duties of mid-level management staff to ensure compliance with established disciplinary guidelines, personnel procedures, EEO, and payroll procedures.			
10%		Directly responsible for the supervision and management of all aspects of the development, presentation and implementation of the Department's budget, processes and expenditure program implementation.			
10%		Provides informational reports to the Board of Neighborhood Commissioners on matters related to internal operational issues affecting the Department. In conjunction with the General Manager, offers presentations to City Council and Committees related to Human Resources, Budget and other Departmental administrative matters.			
9. How long have the duties been substantially as described above? New					
10. List any machinery or equipment operated and any unusual or hazardous working conditions. Personal desktop/laptop computer, copier, printer and fax.					
11. Percent of time spent supervising (training and evaluating employees, assigning and reviewing work). 40%					
12. Indicate the number of employees supervised by class titles. 1 - Sr. MA II, 1 - Sr. Systems Analyst, 1 - Executive Administrative Assistant, 1 - Public Information Director					
13. I certify that the above statements are my own and to the best of my knowledge are accurate and complete.					
Signature Armando Ruiz					
Date 11/20/19					
Phone No. (213) 978-1551					

Form PDES 3ef (Rev. 7/07)

POSITION DESCRIPTION
City of Los Angeles

DO NOT USE THIS SPACE

1. Name of Employee: Vacant		2. Employee's Present Class Title/Code: Systems Aide - 1599		3. Present Salary or Wage Rate: \$58,735		DO NOT USE THIS SPACE
4. Reason for Preparing Description:				Date Prepared		
☒ New Position ☐ Change in Existing Position				☐ Routine Report of Duties ☐ Review for Proper Allocation		
11/20/19						
5. Location of office or place of work: 200 N. Spring St., 20th Floor, Los Angeles, CA 90012			6. Name of Department Neighborhood Empowerment Division Administrative Services Section Systems			
7. Name and title of the person from whom you ordinarily receive instructions and who supervises or reviews your work: Name Sevak Paramazian Title Senior Systems Analyst						
8. Describe in detail the duties and work of this position, describing each duty in a separate paragraph. Begin with the duties that normally take most of your time and then describe the duties that are infrequent. Be certain to tell what is done, how it is done and what materials or equipment are used. Using percentages, show the distribution of the total working time. Also, if the duties and responsibilities of the position have changed, indicate how and when the changes occurred.						
PERCENT OF TIME DUTIES						
95%		Performs various paraprofessional duties in assisting professional Systems staff in the analysis, implementation, support and maintenance of procedures, methods and operations of computer-based information systems.				
5%		Other duties as assigned.				
9. How long have the duties been substantially as described above? New						
10. List any machinery or equipment operated and any unusual or hazardous working conditions. Personal desktop/laptop computer, tablets, projectors, A/V equipment, copier, printer and fax.						
11. Percent of time spent supervising (training and evaluating employees, assigning and reviewing work). N/A						
12. Indicate the number of employees supervised by class titles. N/A						
13. I certify that the above statements are my own and to the best of my knowledge are accurate and complete. Signature Armando Ruiz Date 11/20/19 Phone No. (213) 978-1551						

Form PDES 3ef (Rev. 7/07)

POSITION DESCRIPTION
City of Los Angeles

DO NOT USE THIS SPACE

1. Name of Employee: Vacant		2. Employee's Present Class Title/Code: Systems Analyst - 1596		3. Present Salary or Wage Rate: \$82,559		DO NOT USE THIS SPACE
4. Reason for Preparing Description:				Date Prepared		
☒ New Position ☐ Change in Existing Position				☐ Routine Report of Duties ☐ Review for Proper Allocation		
11/20/19						
5. Location of office or place of work: 200 N. Spring St., 20th Floor, Los Angeles, CA 90012			6. Name of Department Neighborhood Empowerment Division Administrative Services Section Systems			
7. Name and title of the person from whom you ordinarily receive instructions and who supervises or reviews your work: Name Sevak Paramazian Title Senior Systems Analyst						
8. Describe in detail the duties and work of this position, describing each duty in a separate paragraph. Begin with the duties that normally take most of your time and then describe the duties that are infrequent. Be certain to tell what is done, how it is done and what materials or equipment are used. Using percentages, show the distribution of the total working time. Also, if the duties and responsibilities of the position have changed, indicate how and when the changes occurred.						
PERCENT OF TIME DUTIES						
35%		Develops, plans and implements systems support strategies in conducting online Neighborhood Council elections and outreach during even number years and Neighborhood Council selections (non-secret election voting process of board members) and outreach during odd years. Provides training and presentations to staff, board members, and stakeholders on proper use of election technologies.				
35%		Develops, plans, and provides regular systems support for the Department including the purchasing and maintenance of technology assets; the development / procurement of case management and data tracking software and applications; troubleshooting common issues of connectivity, printing, login and technical assistance for meetings.				
10%		Supervises staff that support the development of web-based training, educational information, and the Department’s cache of web-based tools and services to enhance online outreach and communication tools and services;				
10%		Other duties as assigned.				
9. How long have the duties been substantially as described above? 3+ years						
10. List any machinery or equipment operated and any unusual or hazardous working conditions. Personal desktop/laptop computer, tablets, projectors, A/V equipment, copier, printer and fax.						
11. Percent of time spent supervising (training and evaluating employees, assigning and reviewing work). 10%						
12. Indicate the number of employees supervised by class titles. 2 - Systems Aides						
13. I certify that the above statements are my own and to the best of my knowledge are accurate and complete. Signature Armando Ruiz Date 11/20/19 Phone No. (213) 978-1551						

Form PDES 3ef (Rev. 7/07)

POSITION DESCRIPTION			DO NOT USE THIS SPACE
City of Los Angeles			
1. Name of Employee: Vacant	2. Employee's Present Class Title/Code: Accountant - 1513	3. Present Salary or Wage Rate: \$64,748	
4. Reason for Preparing Description: ☒ New Position ☐ Change in Existing Position ☐ Routine Report of Duties ☐ Review for Proper Allocation			Date Prepared 11/20/19
5. Location of office or place of work: 200 N. Spring St., 20th Floor, Los Angeles, CA 90012		6. Name of Department Neighborhood Empowerment Division Administrative Services Section Budget & Accounting	
7. Name and title of the person from whom you ordinarily receive instructions and who supervises or reviews your work: Name Man-Qin He Title Senior Accountant I			
8. Describe in detail the duties and work of this position, describing each duty in a separate paragraph. Begin with the duties that normally take most of your time and then describe the duties that are infrequent. Be certain to tell what is done, how it is done and what materials or equipment are used. Using percentages, show the distribution of the total working time. Also, if the duties and responsibilities of the position have changed, indicate how and when the changes occurred.			
PERCENT OF TIME	DUTIES		
40%	Performs routine accounting work. Assists in the analysis, preparation and maintenance of financial records and reports in accordance with Generally Accepted Accounting Principles (GAAP). Identifies and resolves technical accounting problems.		
35%	Performs budgeting, encumbrance control, expenditure and journal vouchering, in addition to equipment inventory control, cash control, bank reconciliation, payroll accounting, special funds and grants accounting.		
25%	Supervise clerical accounting personnel.		
9. How long have the duties been substantially as described above? New			
10. List any machinery or equipment operated and any unusual or hazardous working conditions. Personal desktop/laptop computer, copier, printer and fax.			
11. Percent of time spent supervising (training and evaluating employees, assigning and reviewing work). 25%			
12. Indicate the number of employees supervised by class titles. 2 - Accounting Clerk			
13. I certify that the above statements are my own and to the best of my knowledge are accurate and complete. Signature Armando Ruiz Date 11/20/19 Phone No. (213) 978-1551			

Form PDES 3ef (Rev. 7/07)

POSITION DESCRIPTION			DO NOT USE THIS SPACE
City of Los Angeles			
1. Name of Employee: Vacant	2. Employee's Present Class Title/Code: Accounting Clerk - 1223	3. Present Salary or Wage Rate: \$60,865	
4. Reason for Preparing Description: ☒ New Position ☐ Change in Existing Position ☐ Routine Report of Duties ☐ Review for Proper Allocation			Date Prepared 11/20/19
5. Location of office or place of work: 200 N. Spring St., 20th Floor, Los Angeles, CA 90012		6. Name of Department Neighborhood Empowerment Division Administrative Services Section Budget & Accounting	
7. Name and title of the person from whom you ordinarily receive instructions and who supervises or reviews your work: Name Man-Qin He Title Senior Accountant I			
8. Describe in detail the duties and work of this position, describing each duty in a separate paragraph. Begin with the duties that normally take most of your time and then describe the duties that are infrequent. Be certain to tell what is done, how it is done and what materials or equipment are used. Using percentages, show the distribution of the total working time. Also, if the duties and responsibilities of the position have changed, indicate how and when the changes occurred.			
PERCENT OF TIME	DUTIES		
60%	Processes accounting documents and reports related to purchases, contracts, payroll, appropriations, encumbrances and other accounting work.		
30%	May perform cashiering activities and verify accuracy of money collected, may review accounting documents for compliance with established policies and procedures. Answers and resolves telephone inquiries. Maintains accurate accounting files.		
10%	Other duties as assigned.		
9. How long have the duties been substantially as described above? New			
10. List any machinery or equipment operated and any unusual or hazardous working conditions. Personal desktop/laptop computer, copier, printer and fax.			
11. Percent of time spent supervising (training and evaluating employees, assigning and reviewing work). N/A			
12. Indicate the number of employees supervised by class titles. N/A			
13. I certify that the above statements are my own and to the best of my knowledge are accurate and complete. Signature Armando Ruiz Date 11/20/19 Phone No. (213) 978-1551			

Form PDES 3ef (Rev. 7/07)

POSITION DESCRIPTION
City of Los Angeles

DO NOT USE THIS SPACE

1. Name of Employee: Vacant		2. Employee's Present Class Title/Code: Management Analyst - 9184		3. Present Salary or Wage Rate: \$84,835		DO NOT USE THIS SPACE
4. Reason for Preparing Description: ☒ New Position ☐ Change in Existing Position ☐ Routine Report of Duties ☐ Review for Proper Allocation					Date Prepared 11/20/19	
5. Location of office or place of work: 200 N. Spring St., 20th Floor, Los Angeles, CA 90012			6. Name of Department Neighborhood Empowerment Division Administrative Services Section Budget & Accounting			
7. Name and title of the person from whom you ordinarily receive instructions and who supervises or reviews your work: Name Armando Ruiz Title Senior Management Analyst II						
8. Describe in detail the duties and work of this position, describing each duty in a separate paragraph. Begin with the duties that normally take most of your time and then describe the duties that are infrequent. Be certain to tell what is done, how it is done and what materials or equipment are used. Using percentages, show the distribution of the total working time. Also, if the duties and responsibilities of the position have changed, indicate how and when the changes occurred.						
PERCENT OF TIME	DUTIES					
35%	Section Manager responsible for the operation of the Budget and Accounting services section. Supervises staff responsible for processing financial documents and records for the Department including purchasing, payroll, and other financial reports					
25%	Coordinates and administers the preparation of the Department's annual budget proposal in compliance with policies and procedures set forth by the Mayor's Office and the City Administrative Officer.					
25%	Prepares reports and financial memos to authorize Department transactions, transfers, appropriations and allocations.					
10%	Prepares policies and procedures guiding the Department's financial processes in accordance with guidelines as set forth by the Controller's Office, and other regulatory agencies.					
5%	Other duties as assigned					
9. How long have the duties been substantially as described above? New						
10. List any machinery or equipment operated and any unusual or hazardous working conditions. Personal desktop/laptop computer, copier, printer and fax.						
11. Percent of time spent supervising (training and evaluating employees, assigning and reviewing work). 35%						
12. Indicate the number of employees supervised by class titles. 1 - Sr. Accountant I, 1 - Accountant, 2 - Accounting Clerk						
13. I certify that the above statements are my own and to the best of my knowledge are accurate and complete. Signature Armando Ruiz Date 11/20/19 Phone No. (213) 978-1551						

Form PDES 3ef (Rev. 7/07)

POSITION DESCRIPTION
City of Los Angeles

DO NOT USE THIS SPACE

1. Name of Employee: Vacant		2. Employee's Present Class Title/Code: Commission Executive Assistant		3. Present Salary or Wage Rate: \$65,124		DO NOT USE THIS SPACE
4. Reason for Preparing Description: ☒ New Position ☐ Change in Existing Position ☐ Routine Report of Duties ☐ Review for Proper Allocation					Date Prepared 11/20/19	
5. Location of office or place of work: 200 N. Spring St., 20th Floor, Los Angeles, CA 90012			6. Name of Department Neighborhood Empowerment Division Administrative Services Section Executive Support			
7. Name and title of the person from whom you ordinarily receive instructions and who supervises or reviews your work: Name Erricka Peden Title Executive Administrative Assistant III						
8. Describe in detail the duties and work of this position, describing each duty in a separate paragraph. Begin with the duties that normally take most of your time and then describe the duties that are infrequent. Be certain to tell what is done, how it is done and what materials or equipment are used. Using percentages, show the distribution of the total working time. Also, if the duties and responsibilities of the position have changed, indicate how and when the changes occurred.						
PERCENT OF TIME	DUTIES					
55%	Supervises or performs all administrative and clerical functions of the Board of Neighborhood Commissioners; prepares or supervises the preparation of the agenda and minutes of all meetings of the Commission; notifies Commission members of meeting dates; assembles staff reports and other documents needed for reference purposes by Commission members; supplies Commission members, administrative officers of the City and other interested persons with the Commission's agenda; attends Commission meetings and takes notes of the proceedings and transactions of the Commission; may recommend action on routine matters and advise Commission members on questions of form and precedent; arranges Commission appearances.					
40%	Prepares or supervises the preparation and filing of records of Commission actions and correspondence; checks Commission minutes against notes taken at meetings to insure accuracy and completeness; maintains indexes and files of Commission actions, correspondence and official documents; researches background information and prepares special reports and correspondence as requested by the Commission; prepares, certifies and distributes resolutions, orders and minutes of Commission meetings; arranges for publication and other legal notices of bids, contracts and other Commission actions; composes and signs routine correspondence for the Commission; schedules appointments for Commission members; explains Commission policies and actions to office callers or over the phone; may coordinate and schedule hearings and review hearing reports; may take and transcribe dictation from Commission members.					
5%	May occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.					
9. How long have the duties been substantially as described above? New						
10. List any machinery or equipment operated and any unusual or hazardous working conditions. Personal desktop/laptop computer, copier, printer and fax.						
11. Percent of time spent supervising (training and evaluating employees, assigning and reviewing work). N/A						
12. Indicate the number of employees supervised by class titles. N/A						
13. I certify that the above statements are my own and to the best of my knowledge are accurate and complete. Signature Armando Ruiz Date 11/20/19 Phone No. (213) 978-1551						

Form PDES 3ef (Rev. 7/07)

POSITION DESCRIPTION
City of Los Angeles

DO NOT USE THIS SPACE

1. Name of Employee: Vacant		2. Employee's Present Class Title/Code: Project Coordinator - 1537		3. Present Salary or Wage Rate: \$79,272	
4. Reason for Preparing Description: ☒ New Position ☐ Change in Existing Position				☐ Routine Report of Duties ☐ Review for Proper Allocation	
Date Prepared 11/20/19					
5. Location of office or place of work: 200 N. Spring St., 20th Floor, Los Angeles, CA 90012			6. Name of Department Neighborhood Empowerment		
			Division NC Operations		
			Section		
7. Name and title of the person from whom you ordinarily receive instructions and who supervises or reviews your work: Name Semee Park					
Title Director of NC Operations					
8. Describe in detail the duties and work of this position, describing each duty in a separate paragraph. Begin with the duties that normally take most of your time and then describe the duties that are infrequent. Be certain to tell what is done, how it is done and what materials or equipment are used. Using percentages, show the distribution of the total working time. Also, if the duties and responsibilities of the position have changed, indicate how and when the changes occurred.					
PERCENT OF TIME	DUTIES				
55%	Coordinate Neighborhood Council election and selection activities and outreach in conjunction with Neighborhood Council Boards and the Office of the City Clerk.				
30%	Promote civic participation in government and in the system of Neighborhood Councils (NC) to affected and interested parties; interpret documents and ordinances related to the governance of Neighborhood Councils, including the Charter of the City of Los Angeles and the Plan for a Citywide System of Neighborhood Councils. Develop informal training and group programs to support the growth and development of the system of Neighborhood Councils as well as individual Neighborhood Councils.				
5%	Development of outreach and educational material on Neighborhood Council process. Provides technical, funding, organizing and logistical support to neighborhood councils. Provides direct training and orientation to Neighborhood Council members on Neighborhood Council subject matters.				
5%	Interface with appropriate representatives from the Office of the Mayor and various City Council offices, as well as representatives from various Departments, Commissions and agencies of the City of Los Angeles. May be assigned to special work groups or projects and perform other duties for training purposes, to meet Department needs, or during emergencies. Prepares reports and data analysis and may present information to elected City officials and the Neighborhood Council Commission.				
5%	Responsible to periodically manage call center inquiries and provide technical assistance to and problem solving to callers. Compiles information and prepares reports related to project goal implementation and achievement. Updates database of community organizations and contacts. Completes special projects, as needed.				
9. How long have the duties been substantially as described above? New					
10. List any machinery or equipment operated and any unusual or hazardous working conditions. Personal desktop/laptop computer, copier, printer and fax.					
11. Percent of time spent supervising (training and evaluating employees, assigning and reviewing work). N/A					
12. Indicate the number of employees supervised by class titles. N/A					
13. I certify that the above statements are my own and to the best of my knowledge are accurate and complete. Signature Armando Ruiz					
Date 11/20/19					
Phone No. (213) 978-1551					

Form PDES 3ef (Rev. 7/07)

POSITION DESCRIPTION
City of Los Angeles

DO NOT USE THIS SPACE

1. Name of Employee: Vacant		2. Employee's Present Class Title/Code: Management Analyst - 9184		3. Present Salary or Wage Rate: \$84,835	
4. Reason for Preparing Description: ☒ New Position ☐ Change in Existing Position				☐ Routine Report of Duties ☐ Review for Proper Allocation	
Date Prepared 11/20/19					
5. Location of office or place of work: 200 N. Spring St., 20th Floor, Los Angeles, CA 90012			6. Name of Department Neighborhood Empowerment		
			Division Administrative Services		
			Section NC Resolution Unit		
7. Name and title of the person from whom you ordinarily receive instructions and who supervises or reviews your work: Name Armando Ruiz					
Title Senior Management Analyst II					
8. Describe in detail the duties and work of this position, describing each duty in a separate paragraph. Begin with the duties that normally take most of your time and then describe the duties that are infrequent. Be certain to tell what is done, how it is done and what materials or equipment are used. Using percentages, show the distribution of the total working time. Also, if the duties and responsibilities of the position have changed, indicate how and when the changes occurred.					
PERCENT OF TIME	DUTIES				
55%	Performs professional work for the Department by identifying and rapidly conducting a systematic investigation of issues of concern between Neighborhood Council board members, other board members, stakeholders, Department staff, or other City agencies. Prepares a carefully researched and considered mediation strategy to bring the parties to a suitable resolution. Drafts reports to document the status of each incident.				
25%	Develop policies and procedures to guide the Neighborhood Council Resolution process. Reviews existing standards and procedures and makes written recommendations to Supervisor on innovative improvements to the process.				
15%	Supervises the work of the Management Assistant in the Neighborhood Council Resolution Unit				
5%	Other duties as assigned.				
9. How long have the duties been substantially as described above? New					
10. List any machinery or equipment operated and any unusual or hazardous working conditions. Personal desktop/laptop computer, copier, printer and fax.					
11. Percent of time spent supervising (training and evaluating employees, assigning and reviewing work). 15%					
12. Indicate the number of employees supervised by class titles. 1- Management Assistant					
13. I certify that the above statements are my own and to the best of my knowledge are accurate and complete. Signature Armando Ruiz					
Date 11/20/19					
Phone No. (213) 978-1551					

Form PDES 3ef (Rev. 7/07)

POSITION DESCRIPTION
City of Los Angeles

DO NOT USE THIS SPACE

1. Name of Employee: Vacant		2. Employee's Present Class Title/Code: Management Assistant - 1539		3. Present Salary or Wage Rate: \$58,785		DO NOT USE THIS SPACE
4. Reason for Preparing Description:				Date Prepared		
☒ New Position ☐ Change in Existing Position				☐ Routine Report of Duties ☐ Review for Proper Allocation		
				11/20/19		
5. Location of office or place of work: 200 N. Spring St., 20th Floor, Los Angeles, CA 90012			6.			
			Name of Department		Neighborhood Empowerment	
			Division		Administrative Services	Section NC Resolution Unit
7. Name and title of the person from whom you ordinarily receive instructions and who supervises or reviews your work:						
Name Armando Ruiz Title Senior Management Analyst II						
8. Describe in detail the duties and work of this position, describing each duty in a separate paragraph. Begin with the duties that normally take most of your time and then describe the duties that are infrequent. Be certain to tell what is done, how it is done and what materials or equipment are used. Using percentages, show the distribution of the total working time. Also, if the duties and responsibilities of the position have changed, indicate how and when the changes occurred.						
PERCENT OF TIME DUTIES						
60% Assists the Management Analysts in conducting a systematic investigation of issues of concern between Neighborhood Council board members, other board members, stakeholders, Department staff, or other City agencies. Conducts research, schedules interviews, makes phone calls to assist the Analyst in the development of a carefully researched and considered mediation strategy to bring the parties to a suitable resolution. Updates the necessary case tracking application to log the important details of each incident.						
35% Queries available systems to extract data that can assist in the preparation of case reports, and process and procedure recommendations made by the Analysts						
5% Other duties as assigned.						
9. How long have the duties been substantially as described above? New						
10. List any machinery or equipment operated and any unusual or hazardous working conditions. Personal desktop/laptop computer, copier, printer and fax.						
11. Percent of time spent supervising (training and evaluating employees, assigning and reviewing work). N/A						
12. Indicate the number of employees supervised by class titles. N/A						
13. I certify that the above statements are my own and to the best of my knowledge are accurate and complete.						
Signature Armando Ruiz Date 11/20/19 Phone No. (213) 978-1551						

Form PDES 3ef (Rev. 7/07)

POSITION DESCRIPTION
City of Los Angeles

DO NOT USE THIS SPACE

1. Name of Employee: Vacant		2. Employee's Present Class Title/Code: Project Coordinator - 1537		3. Present Salary or Wage Rate: \$79,272		DO NOT USE THIS SPACE
4. Reason for Preparing Description:				Date Prepared		
☒ New Position ☐ Change in Existing Position				☐ Routine Report of Duties ☐ Review for Proper Allocation		
				11/20/19		
5. Location of office or place of work: 200 N. Spring St., 20th Floor, Los Angeles, CA 90012			6.			
			Name of Department		Neighborhood Empowerment	
			Division		Office of Community Engagement	Section
7. Name and title of the person from whom you ordinarily receive instructions and who supervises or reviews your work:						
Name Julien Antelin Title Director of Innovation						
8. Describe in detail the duties and work of this position, describing each duty in a separate paragraph. Begin with the duties that normally take most of your time and then describe the duties that are infrequent. Be certain to tell what is done, how it is done and what materials or equipment are used. Using percentages, show the distribution of the total working time. Also, if the duties and responsibilities of the position have changed, indicate how and when the changes occurred.						
PERCENT OF TIME DUTIES						
55% Coordinate Neighborhood Council elections.						
15% Coordinate multiple active projects from inception to completion, and make public presentations. Development and implementation of programs fostering civic engagement and education for neighborhood council board members and the public in general through programs like Civic University, data literacy, and other initiatives promoting civic participation in government.						
10% Organize events promoting exchanges between community members and their representatives. With the use of programs like like Dine & Discuss that offer time for city officials to listen and provide a supportive space for community members to voice their concerns.						
10% Develop trainings for city staff and/or general public to improve the way the City engages with the public and how community leaders can take part in the decision making process of their government						
5% Establish partnerships with community based organizations to develop joint strategies on how to engage underrepresented communities.						
5% Interface with City Departments to enhance their engagement with the public and bring solutions to identified needs.						
5% Performs other related duties as assigned.						
9. How long have the duties been substantially as described above? New						
10. List any machinery or equipment operated and any unusual or hazardous working conditions. Personal desktop/laptop computer, copier, printer and fax.						
11. Percent of time spent supervising (training and evaluating employees, assigning and reviewing work). N/A						
12. Indicate the number of employees supervised by class titles.						
13. I certify that the above statements are my own and to the best of my knowledge are accurate and complete.						
Signature Armando Ruiz Date 11/20/19 Phone No. (213) 978-1551						

Form PDES 3ef (Rev. 7/07)

POSITION DESCRIPTION
City of Los Angeles

DO NOT USE THIS SPACE

1. Name of Employee: Vacant		2. Employee's Present Class Title/Code: Project Coordinator - 1537		3. Present Salary or Wage Rate: \$79,272	
4. Reason for Preparing Description: ☒ New Position ☐ Change in Existing Position				☐ Routine Report of Duties ☐ Review for Proper Allocation	
Date Prepared 11/20/19					
5. Location of office or place of work: 200 N. Spring St., 20th Floor, Los Angeles, CA 90012			6. Name of Department Neighborhood Empowerment		
			Division Outreach & Communications		
			Section		
7. Name and title of the person from whom you ordinarily receive instructions and who supervises or reviews your work: Name Thomas Soong					
Title Director of Outreach & Communications					
8. Describe in detail the duties and work of this position, describing each duty in a separate paragraph. Begin with the duties that normally take most of your time and then describe the duties that are infrequent. Be certain to tell what is done, how it is done and what materials or equipment are used. Using percentages, show the distribution of the total working time. Also, if the duties and responsibilities of the position have changed, indicate how and when the changes occurred.					
PERCENT OF TIME	DUTIES				
55%	Coordinate Neighborhood Council election and selection activities and outreach in conjunction with Neighborhood Council Boards and the Office of the City Clerk.				
30%	Promote civic participation in government and in the system of Neighborhood Councils (NC) to affected and interested parties; interpret documents and ordinances related to the governance of Neighborhood Councils, including the Charter of the City of Los Angeles and the Plan for a Citywide System of Neighborhood Councils. Develop informal training and group programs to support the growth and development of the system of Neighborhood Councils as well as individual Neighborhood Councils.				
5%	Development of outreach and educational material on Neighborhood Council process. Provides technical, funding, organizing and logistical support to neighborhood councils. Provides direct training and orientation to Neighborhood Council members on Neighborhood Council subject matters.				
5%	Interface with appropriate representatives from the Office of the Mayor and various City Council offices, as well as representatives from various Departments, Commissions and agencies of the City of Los Angeles. May be assigned to special work groups or projects and perform other duties for training purposes, to meet Department needs, or during emergencies. Prepares reports and data analysis and may present information to elected City officials and the Neighborhood Council Commission.				
5%	Responsible to periodically manage call center inquiries and provide technical assistance to and problem solving to callers. Compiles information and prepares reports related to project goal implementation and achievement. Updates database of community organizations and contacts. Completes special projects, as needed.				
9. How long have the duties been substantially as described above? New					
10. List any machinery or equipment operated and any unusual or hazardous working conditions. Personal desktop/laptop computer, copier, printer and fax.					
11. Percent of time spent supervising (training and evaluating employees, assigning and reviewing work). N/A					
12. Indicate the number of employees supervised by class titles. N/A					
13. I certify that the above statements are my own and to the best of my knowledge are accurate and complete. Signature Armando Ruiz					
Date 11/20/19					
Phone No. (213) 978-1551					

Form PDES 3ef (Rev. 7/07)

POSITION DESCRIPTION
City of Los Angeles

DO NOT USE THIS SPACE

1. Name of Employee: Vacant		2. Employee's Present Class Title/Code: Project Coordinator - 1537		3. Present Salary or Wage Rate: \$79,272	
4. Reason for Preparing Description: ☒ New Position ☐ Change in Existing Position				☐ Routine Report of Duties ☐ Review for Proper Allocation	
Date Prepared 11/20/19					
5. Location of office or place of work: 200 N. Spring St., 20th Floor, Los Angeles, CA 90012			6. Name of Department Neighborhood Empowerment		
			Division Policy & Government Relations		
			Section		
7. Name and title of the person from whom you ordinarily receive instructions and who supervises or reviews your work: Name Mike Fong					
Title Director of Policy & Government Relations					
8. Describe in detail the duties and work of this position, describing each duty in a separate paragraph. Begin with the duties that normally take most of your time and then describe the duties that are infrequent. Be certain to tell what is done, how it is done and what materials or equipment are used. Using percentages, show the distribution of the total working time. Also, if the duties and responsibilities of the position have changed, indicate how and when the changes occurred.					
PERCENT OF TIME	DUTIES				
55%	Coordinate Neighborhood Council election and selection activities and outreach in conjunction with Neighborhood Council Boards and the Office of the City Clerk.				
30%	Promote civic participation in government and in the system of Neighborhood Councils (NC) to affected and interested parties; interpret documents and ordinances related to the governance of Neighborhood Councils, including the Charter of the City of Los Angeles and the Plan for a Citywide System of Neighborhood Councils. Develop informal training and group programs to support the growth and development of the system of Neighborhood Councils as well as individual Neighborhood Councils.				
5%	Development of outreach and educational material on Neighborhood Council process. Provides technical, funding, organizing and logistical support to neighborhood councils. Provides direct training and orientation to Neighborhood Council members on Neighborhood Council subject matters.				
5%	Interface with appropriate representatives from the Office of the Mayor and various City Council offices, as well as representatives from various Departments, Commissions and agencies of the City of Los Angeles. May be assigned to special work groups or projects and perform other duties for training purposes, to meet Department needs, or during emergencies. Prepares reports and data analysis and may present information to elected City officials and the Neighborhood Council Commission.				
5%	Responsible to periodically manage call center inquiries and provide technical assistance to and problem solving to callers. Compiles information and prepares reports related to project goal implementation and achievement. Updates database of community organizations and contacts. Completes special projects, as needed.				
9. How long have the duties been substantially as described above? New					
10. List any machinery or equipment operated and any unusual or hazardous working conditions. Personal desktop/laptop computer, copier, printer and fax.					
11. Percent of time spent supervising (training and evaluating employees, assigning and reviewing work). N/A					
12. Indicate the number of employees supervised by class titles. N/A					
13. I certify that the above statements are my own and to the best of my knowledge are accurate and complete. Signature Armando Ruiz					
Date 11/20/19					
Phone No. (213) 978-1551					

Form PDES 3ef (Rev. 7/07)

POSITION DESCRIPTION
City of Los Angeles

DO NOT USE THIS SPACE

1. Name of Employee: Vacant		2. Employee's Present Class Title/Code: Graphics Designer II- 1670		3. Present Salary or Wage Rate: \$68,027		DO NOT USE THIS SPACE
4. Reason for Preparing Description:				Date Prepared		
☒ New Position ☐ Change in Existing Position				☐ Routine Report of Duties ☐ Review for Proper Allocation		
				11/20/19		
5. Location of office or place of work: 200 N. Spring St., 20th Floor, Los Angeles, CA 90012			6. Name of Department Neighborhood Empowerment			
			Division Administrative Services			Section Public Relations
7. Name and title of the person from whom you ordinarily receive instructions and who supervises or reviews your work: Name Julien Antelin						Title Director of Innovation
8. Describe in detail the duties and work of this position, describing each duty in a separate paragraph. Begin with the duties that normally take most of your time and then describe the duties that are infrequent. Be certain to tell what is done, how it is done and what materials or equipment are used. Using percentages, show the distribution of the total working time. Also, if the duties and responsibilities of the position have changed, indicate how and when the changes occurred.						
PERCENT OF TIME	DUTIES					
50%	Design, coordinate and prepare ads, posters, pamphlets, brochures, covers, displays, signs and exhibits for informational, educational, publicity and promotional purposes, and technical and administrative reports and presentations using computer graphics software or by hand to enhance the delivery of the various messaging and outreach campaigns of the Department.					
35%	Translates statistical and other data into maps, charts, graphs, illustrations, project slides, and other presentation media.					
10%	Advise on the complex layouts of various other Departmental information portals to ensure the public’s user experience is engaging, memorable, and eye-catching.					
5%	Other duties as assigned					
9. How long have the duties been substantially as described above? New						
10. List any machinery or equipment operated and any unusual or hazardous working conditions. Personal desktop/laptop computer, copier, printer and fax.						
11. Percent of time spent supervising (training and evaluating employees, assigning and reviewing work). N/A						
12. Indicate the number of employees supervised by class titles. N/A						
13. I certify that the above statements are my own and to the best of my knowledge are accurate and complete. Signature Armando Ruiz						
Date 11/20/19						
Phone No. (213) 978-1551						

Form PDES 3ef (Rev. 7/07)

POSITION DESCRIPTION
City of Los Angeles

DO NOT USE THIS SPACE

1. Name of Employee: Vacant		2. Employee's Present Class Title/Code: Public Information Director - 1800		3. Present Salary or Wage Rate: \$107,803		DO NOT USE THIS SPACE
4. Reason for Preparing Description:				Date Prepared		
☒ New Position ☐ Change in Existing Position				☐ Routine Report of Duties ☐ Review for Proper Allocation		
				11/20/19		
5. Location of office or place of work: 200 N. Spring St., 20th Floor, Los Angeles, CA 90012			6. Name of Department Neighborhood Empowerment			
			Division Administrative Services			Section Public Relations
7. Name and title of the person from whom you ordinarily receive instructions and who supervises or reviews your work: Name Vacant						Title Chief Management Analyst
8. Describe in detail the duties and work of this position, describing each duty in a separate paragraph. Begin with the duties that normally take most of your time and then describe the duties that are infrequent. Be certain to tell what is done, how it is done and what materials or equipment are used. Using percentages, show the distribution of the total working time. Also, if the duties and responsibilities of the position have changed, indicate how and when the changes occurred.						
PERCENT OF TIME	DUTIES					
45%	Plan and prepare messaging and communication strategies for the various operations and activities in the Department with special attention towards the diversity of the communities that are served.					
25%	Coordinate press releases, events, and interviews with key City officials, members of the press, and community leaders.					
20%	Plan and supervise the implementation of a marketing and advertising strategy to maximize the Department’s presence on multiple digital platforms including various social media applications.					
10%	Conduct training workshops for Neighborhood Council board members on communication strategies.					
9. How long have the duties been substantially as described above? New						
10. List any machinery or equipment operated and any unusual or hazardous working conditions. Personal desktop/laptop computer, copier, printer and fax.						
11. Percent of time spent supervising (training and evaluating employees, assigning and reviewing work). N/A						
12. Indicate the number of employees supervised by class titles. N/A						
13. I certify that the above statements are my own and to the best of my knowledge are accurate and complete. Signature Armando Ruiz						
Date 11/20/19						
Phone No. (213) 978-1551						

Form PDES 3ef (Rev. 7/07)

POSITION DESCRIPTION
City of Los Angeles

DO NOT USE THIS SPACE

1. Name of Employee: Vacant		2. Employee's Present Class Title/Code: Systems Analyst - 1596		3. Present Salary or Wage Rate: \$82,559	
4. Reason for Preparing Description: ☒ New Position ☐ Change in Existing Position				☐ Routine Report of Duties ☐ Review for Proper Allocation	
5. Location of office or place of work: 200 N. Spring St., 20th Floor, Los Angeles, CA 90012				6. Name of Department Neighborhood Empowerment	
				Division Administrative Services Section Public Relations	
7. Name and title of the person from whom you ordinarily receive instructions and who supervises or reviews your work: Name Julien Antelin Title Director of Innovation					
8. Describe in detail the duties and work of this position, describing each duty in a separate paragraph. Begin with the duties that normally take most of your time and then describe the duties that are infrequent. Be certain to tell what is done, how it is done and what materials or equipment are used. Using percentages, show the distribution of the total working time. Also, if the duties and responsibilities of the position have changed, indicate how and when the changes occurred.					
PERCENT OF TIME		DUTIES			
45%		Assist in the planning, development, and administration of various technological interfaces for the Department’s messaging campaigns.			
35%		Research and recommend various technology services that can be adapted to the Department’s messaging operations.			
20%		Develop online information tools including videos that disseminate information about the Department’s various operations such as the Office of Communication Engagement			
9. How long have the duties been substantially as described above? New					
10. List any machinery or equipment operated and any unusual or hazardous working conditions. Personal desktop/laptop computer, copier, printer and fax.					
11. Percent of time spent supervising (training and evaluating employees, assigning and reviewing work). N/A					
12. Indicate the number of employees supervised by class titles. N/A					
13. I certify that the above statements are my own and to the best of my knowledge are accurate and complete.					
Signature Armando Ruiz Date 11/20/19 Phone No. (213) 978-1551					

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ANTICIPATED CHALLENGES

ANTICIPATED CHALLENGES
BEYOND 2020-21

The Neighborhood Council System gives Angelenos a role in shaping the future of their communities. The 99 Neighborhood Councils (NC) are represented by individuals with varied volunteer board knowledge and experiences. NC board members are, however, elected from their communities to provide a voice to decisions made by City Hall. The responsibilities of NC board members are demanding and more complicated than that of a typical volunteer board. NCs can be divided into three board groups: those that are well-functioning, those that need improvement, and those NCs experiencing challenges. As a result, the type of direct NC support to be provided by the Neighborhood Empowerment Advocates (NEA) must vary to meet their needs. The current ratio of NEAs to NCs requires the NEAs to manage approximately 100 people. A proportion of five NCs per NEA will improve the NEA's ability to meet the Department's standards for direct NC support.

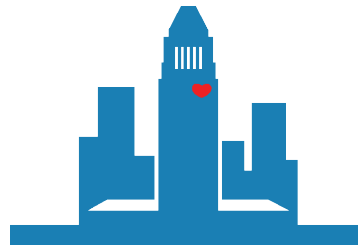
The challenges mentioned above also apply to the increasing unresourced demands for support for NC alliances, which operate outside of our mission, as defined by the City Charter, the Plan for a Citywide System of Neighborhood Councils. Additionally, as the grassroots arm of the City of Los Angeles, there is a growing unresourced demand for support to City Departments for City-wide initiatives.

Misunderstandings, conflicts, and grievances between NC board members and stakeholders present severe management, operational, and human resource challenges. There are corresponding management and capacity challenges for our partner City departments - the Offices of the City Attorney and City Clerk. The circumstances associated with these challenges can be attributed to inadequate onboarding and training of current and new board members, and the limitations of the NEAs and partner departments to respond promptly to circumstances and decisively resolve the matters before they escalate to acute conditions. These circumstances have had concerning effects upon the well-being of all Department staff.

The Department lacks the administrative capacity to provide executive management support for a system of over 2,000 constituents, 34 employees, and the general public.



NEIGHBORHOOD COUNCILS
EMPOWER LA™



200 North Spring Street, Suite 2005
Los Angeles, California 90012
Phone: (213) 978-1551



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