Councilmember David Ryu
Discretionary Funds Task Force

General Meeting Agenda
Tuesday, January 10, 2017 – 6:00 p.m.
Will & Ariel Durant Library, 7140 Sunset Blvd., Los Angeles, CA 90046
Free parking in the rear of the library – enter parking off the side street – not Sunset Blvd.

I. WELCOME

II. ROLL CALL
a. Introductions of new members and returning members

III. MINUTES
a. Approve minutes from 11/1/16 meeting.

IV. GENERAL PUBLIC COMMENT

V. COUNCIL OFFICE LIAISON UPDATES
a. New Members and reappointments
b. List of $2,000+ requests proposed for follow-up

VI. OFFICER ELECTIONS
a. Vice-Chair Officer Election

VII. REVIEW AND CHOOSE WHETHER OR NOT TO RECOMMEND LARGE EXPENDITURE REQUESTS
Applicants may attend to present testimony (3 minutes max) and background information as well as be available to answer questions from the Task Force.
a. Project Angel Food ($8,590)

VIII. REVIEW PRIOR DISCRETIONARY FUNDING AND UPDATES
a. Review Council Office documents on discretionary spending since last meeting

IX. REVIEW AND RECOMMEND DFTF REVIEW POLICIES FOR SPECIFIED EXPENDITURES
a. Discuss and potentially recommend policies for an appeals process.
b. (Optional) Discuss and potentially recommend policies regarding requests for funds from non-profits as part of fundraising efforts, scholarships, and other charitable requests.
X. OLD AND NEW BUSINESS
   a. Discussion of old or new business
   b. Community updates

Materials related to an item on this agenda submitted to the committee are available for public inspection in the City Council Office of Councilmember David Ryu at 200 North Spring Street, Room 425, City Hall, Los Angeles, CA 90012 during normal business hours and at http://www.davideryu.com/discretionary_funds_task_force. Meetings are generally held on the first Tuesday of each month at 6:00 PM. Locations vary throughout the 4th District.
AGENDA ITEM III

MINUTES
1. **Welcome, Call to Order**
   Chair to the Task Force, Anastasia Mann welcomed everyone and called the meeting to order.

2. **Roll Call**
   6 members present
   Bob Anderson-
   Richard Bogy-
   Anastasia Mann-
   Krista Michaels-
   Owen Smith-
   Ron Ziff-

   3 members absent
   Cindy Chvatal
   Lucy Gonzalez
   Chris Laib

3. **Minutes**
   a) Approved minutes from 9/15/16

   **Motion:** To approve minutes
   moved: Bogy
   seconded: Smith

   **Vote:** Minutes approved unanimously.

4. **General Public Comment**
   No members of the public present, satisfying the general public comment.

5. **Council Office Liaison Updates**
   **Nicholas Greif, Council District 4 Policy Director**
   - Discussed the changeover of around half of the task force for the new calendar year and will finalize which members decided to stay for another term and which members will be vacating a seat for new task force members.
   - Discussed following up on approved discretionary fund expenditures and decided to hand pick a couple large sum discretionary awards for the task force to follow up and report back on the use of funds.
Proposed an exemption of an organization filling out a full discretionary funds request form if they are only requesting tables and chairs to the said maximum limit of 10 tables and 100 chairs. Organizations requesting the maximum amount of tables and chairs as well as other items will still need to fill out the full form.

6. **Review Revised Discretionary Funds Project Request Form**  
   a) Review the revised Discretionary Funds Project Request Application form and potentially make recommendations if needed.

   **DISCUSSION:** The changes that were discussed at the last meeting are now reflected. There needs to be a question if the event is a fundraising event/request. Add a small italicized explanation to for the request ‘permit fee subsidization’. Change ‘permit fee subsidization’ into layman’s terms.

7. **Review Prior Discretionary Funding and Updates**  
   a) Review Council Office documents on discretionary spending since last meeting.

   **DISCUSSION:** Every neighborhood watch is vetted by our field deputies before the approval of a discretionary funds request. CD4 is trying to determine where to place the live version of the discretionary spending tracker.

8. **Review and Recommend DFTF Review Policies for Specified Expenditures**

   **DISCUSSION:** No other policies to add at the moment.

9. **Review and Choose Whether or Not to Recommend Large Expenditure Requests**  
   a) Highland Medians ($40,000)  
      a. **Presentation:** Ferris, *President of the Rotary Club:* Requesting funding to support the construction of 2 medians (1 large median in CD4 and 1 smaller median in CD13) located on Highland between Fountain and Sunset. They are planning to include drought resistant plants that require little maintenance within the median as well as a drip irrigation system. With the calculated cost of maintenance and construction, the total is $103,512 and the rotary club has raised $32,256 and now is in need of $71,256. Asking CD4 for $40,000 to cover the larger median and will ask CD13 to cover $31,256 for the smaller median.

      b. **Motion:** To fund $40,000 for the landscape project on the basis of cooperating with CD13 on the remainder of the funds and funds only to be released after approval by CD13.  
         i. **Moved:** Ziff  **Seconded:** Smith

      c. **Vote:** Motion Approved Unanimously
b) **Friends of Franklin Elementary ($8,000)**
   a. **Presentation:** Erica, *Parent:* Requesting funding to support the children’s art display program at the upper level of the school. These custom built frames with a color wash that will be secured onto the wall with shatterproof plexiglass. $7,500 will fund one rotation for the arts program, so if they were to fund this rotation by themselves, they will have to withdraw funding from another student program.

   b. **Motion:** Move to approve the $8,000 expenditure for the art frames.
      i. *Moved: Laib*  *Seconded: Michaels*

   c. **Vote:** Motion Approved Unanimously

c) **Toluca Lake Holiday Caroling ($5,000)**
   a. **Presentation:** Peter, *President of the Toluca Lake Chamber of Commerce:* The Open House is a big event that happens the first Friday night of December that serves an area larger than CD4. The operation cost for this year would be around $15,000 and they’ve received a commitment of up to $6,000 so far and is reaching out to the Task Force for monetary help.

   b. **Motion:** To support the Toluca Lake Chamber of Commerce for their Annual Toluca Lake Open House for $5,000
      i. *Moved: Smith*  *Seconded: Ziff*

   c. **Vote:** Motion Approved Unanimously *(Bogy recused)*

Meeting adjourned.
AGENDA ITEM V

COUNCIL OFFICE LIAISON UPDATES
<table>
<thead>
<tr>
<th>Date Funds Needed By or Allocated</th>
<th>Organization Name</th>
<th>Event Name (if applicable)</th>
<th>Funding Purpose</th>
<th>Part of City</th>
<th>Sub-Area</th>
<th>Spending Type</th>
<th>Tables &amp; Chairs</th>
<th>Amount Requested</th>
<th>Amount Approved</th>
<th>Processed</th>
<th>Funding Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>9/15/2015</td>
<td>Koreatown Youth and Community Center</td>
<td>DF Motion</td>
<td>KYCC Larchmont median maintenance</td>
<td>Metro</td>
<td>Hancock Park</td>
<td>Beautification</td>
<td>No</td>
<td>$15,000.00</td>
<td>$15,000.00</td>
<td>Yes</td>
<td>Public Works Trust Fund</td>
</tr>
<tr>
<td>9/26/2016</td>
<td>East Valley YMCA</td>
<td>East Valley Family YMCA Golf Invitational</td>
<td>To support lower income student programs</td>
<td>Valley</td>
<td>Sherman Oaks</td>
<td>Administrative</td>
<td>No</td>
<td>$5,000.00</td>
<td>$2,500.00</td>
<td>Yes</td>
<td>General City Purpose: Council District Community Services</td>
</tr>
<tr>
<td>9/28/2015</td>
<td>Symphony in the Glen</td>
<td>“Eek! at the Greek”</td>
<td>Providing funding for event</td>
<td>Hillsides</td>
<td>Griffith Park</td>
<td>Community Event</td>
<td>No</td>
<td>$5,000.00</td>
<td>$2,500.00</td>
<td>Yes</td>
<td>Council Civic Funds</td>
</tr>
<tr>
<td>8/1/2016</td>
<td>Sherman Oaks Neighborhood Council</td>
<td>Movies Under the Stars</td>
<td>Operation expenses</td>
<td>Valley</td>
<td>Sherman Oaks</td>
<td>Community Event</td>
<td>No</td>
<td>$2,905.00</td>
<td>$1,880.00</td>
<td>Yes</td>
<td>General City Purpose: Council District Community Services</td>
</tr>
<tr>
<td>10/28/2015</td>
<td>B.L.E.N.D. (Business For Law Enforcement Northeast Division)</td>
<td>Thank you party</td>
<td>Operation expenses</td>
<td>Hillsides</td>
<td>Hollywood</td>
<td>Community Event</td>
<td>No</td>
<td>$2,500.00</td>
<td>$2,500.00</td>
<td>Yes</td>
<td>General City Purpose: Council District Community Services</td>
</tr>
<tr>
<td>11/5/2016</td>
<td>V5 Watch Sherman Oaks Neighborhood Watch</td>
<td>V5 Watch Sherman Oaks Neighborhood Watch Block Party</td>
<td>Operation Expenses</td>
<td>Valley</td>
<td>Sherman Oaks</td>
<td>Community Event</td>
<td>Yes</td>
<td>$2,000.00</td>
<td>$746.60</td>
<td>Yes</td>
<td>General City Purpose: Council Fee (Special Event) Subsidy Account</td>
</tr>
<tr>
<td>10/31/2015</td>
<td>Silver Lake Halloween (Armstrong Halloween Block Party)</td>
<td>Armstrong Halloween Block Party</td>
<td>Operation expenses</td>
<td>Metro</td>
<td>Silver Lake</td>
<td>Community Event</td>
<td>No</td>
<td>$1,592.50</td>
<td>$1,592.50</td>
<td>Yes</td>
<td>General City Purpose: Council District Community Services</td>
</tr>
</tbody>
</table>
### Overview of Discretionary Fund Monies

<table>
<thead>
<tr>
<th>Fund</th>
<th>Description</th>
<th>Staff</th>
<th>Amount Uncommitted</th>
<th>Date Updated</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>AB 1290</td>
<td>Provides funds for redevelopment and community services.</td>
<td>Gabriel Salazar (CLA)</td>
<td>$662,380.76</td>
<td>1/6/2017</td>
<td></td>
</tr>
<tr>
<td>Real Property Trust Fund</td>
<td>Provides funds for any public purpose.</td>
<td>Jin Hy (City Clerk)</td>
<td>$23,096.31</td>
<td>10/7/2016</td>
<td></td>
</tr>
<tr>
<td>Pipeline Franchise Revenue</td>
<td>Portion of the Real Property Trust Fund that provides funds for street and sidewalk infrastructure improvements.</td>
<td>Jin Hy (City Clerk)</td>
<td>$35,284.85</td>
<td>10/7/2016</td>
<td></td>
</tr>
<tr>
<td>Street Furniture</td>
<td>Provides funds for transit related projects, sidewalk projects, curb &amp; sidewalk improvements, beautification projects needed to improve conditions for public transit patrons, and all expenses relating or incidental thereto, as well as on general services to the community.</td>
<td>Sergio Samayoa (BSS)</td>
<td>$288,741.32</td>
<td>8/1/2016</td>
<td>Pending the return of $100,000 from CF 13-0011-515</td>
</tr>
<tr>
<td>Council Civic Funds</td>
<td>Some of the Council Civic Funds supported cultural activities include: Summer concert series / Outdoor Theatrical productions, Film festivals and screenings / Youth symphony concerts / Animation workshops / Music recitals at local parks / Parades: specifically, performers’ participation / Neighborhood or community festival production costs that involve payments of honoraria to artists, and/or payments to lighting and sound technicians that support the artists / Installation costs for art exhibitions: framing, didactics, graphics / Restoration of City owned works of art, After-school writing, drama, reading workshops.</td>
<td>Rebeca Guerrero (Cultural Affairs)</td>
<td>$21,414.99</td>
<td>12/1/2016</td>
<td></td>
</tr>
<tr>
<td>General City Purpose</td>
<td></td>
<td>Avak Sarafian (City Clerk)</td>
<td>(CDC + Fee Subsidy)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>General City Purpose: Council District Community Services</td>
<td>Provides funds to assist local neighborhood programs, services and needs in each Council District.</td>
<td>Avak Sarafian (City Clerk)</td>
<td>$31,850.21</td>
<td>1/6/2017</td>
<td></td>
</tr>
<tr>
<td>General City Purpose: Council Fee Subsidy Account (Special Events)</td>
<td>Provides funds to subsidize 50% of City fees for district specific events and/or for development permits.</td>
<td>Avak Sarafian (City Clerk)</td>
<td>$169,704.13</td>
<td>1/6/2017</td>
<td>Pending updates</td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td></td>
<td>$1,232,472.57</td>
<td></td>
<td></td>
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</tbody>
</table>
AGENDA ITEM VII

REVIEW LARGE EXPENDITURE REQUESTS
Discretionary Funds Project Request Application

Guidelines and Requirements – Please Read

What can be funded? Discretionary funds can legally be used for any public purpose. However, the Discretionary Funds Task Force provides guidelines on what kinds of projects Council District 4 should consider as categories that could reasonably receive funding. In general, this includes traffic & transit improvements, neighborhood beautification projects, neighborhood or community events (e.g. block parties), and infrastructure improvements within the district boundaries. Requests for general donations, sponsorship, organizational operating costs (e.g. insurance, taxes, etc.), requests related to for-profit activities, or activities not predominantly occurring within the district, will likely not receive funding.

Block Parties Policy: The Discretionary Funds Task Force has recommended a general policy for neighborhood block parties. Thus, requests for block party funding will usually be swiftly approved if it requests funds to cover 50% of City permit fees (maximum allowed by code), coverage of required insurance costs, and up to ten tables and 100 chairs. Requests for additional funding will undergo additional review.

Submission Timing Policy: Please submit requests for funding at least six weeks before funds are required. For large expenditure requests of $5,000 or more, please submit requests for funding at least three months before funds are required to enable enough time for pre-review by the Discretionary Funds Task Force. Note, if submissions are not submitted within those windows, we cannot guarantee enough time to review your request and thus may not be able to fund it.

Today’s Date: January 5, 2017   Organization Type: 501(c)3✓/ 501(c)4✓/For Profit✓/other

Event / Project Name: CD 4 Community Gardens (Enrique Noguera Garden)

Requesting Organization / Entity: Project Angel Food

Address: 6614 Fountain Avenue

Primary Contact Name: Richard Ayoub   Phone:   Email:

Secondary Contact Name: Mark McBride   Phone:   Email:

Amount Requested: $ 8,590

Money for City permit fees requested: Y✓/ N

Tables & chairs requested: Y✓/ N

Entrance Fee for event: Y✓/ N

Fundraising event/request: Y✓/ N

Date of Event: N/A   Expected Number of Attendees: N/A
Councilmember David E. Ryu 4th District Discretionary Funds Project Request

Funding Need (Explain why this funding is needed compared to other revenue streams and explain the perceived effects of not receiving this funding):

Project Angel Food receives a vast majority of our funding from private sources. However we are asking

Benefits of Funding (Explain the benefits resulting from this funding, including the benefits to the 4th District, to the local community, and to your organization/entity):

Benefits of Funding include: 1. Increase capacity/more meals served. 2. Good use of community urban

Complete only if the funding request exceeds $1,000.

How Funding Will Be Used (Provide a summary line-item or attached line-item list or invoice breakdown of funding so the District office can understand how and where funds are to be expended):

$2,150 Garden supplies and equipment for 12 months
$900 5 percent annualized cost of van and transportation
$4,700 10 percent of two staff salaries to oversee and supervise community garden program.
$840 Volunteer Training sessions 12 x $70

Complete only if the organization/entity is not located within the 4th District.

How Does Funding Benefit the 4th District (Explain why funding dedicated to the 4th District purposes should be provided for this project):

It provides volunteer opportunities for residents and provides productive and environmentally sound use of open space. We also teach young people about charitable support and community gardening.

By signing this Discretionary Funds Project Request form, I acknowledge that (1) the information is true to the best of my knowledge, (2) the Requesting Organization/Entity will immediately notify the 4th District Council office in writing of any changes to the request, and (3) the Requesting Organization/Entity will immediately notify the 4th District Council office in writing when the project is complete, including verification of how the project funds were expended.

Richard Ayoub  Richard Ayoub  January 5, 2017
Signature (e-signature okay)  Print Name  Date

200 North Spring Street Suite 425, Los Angeles, CA 90012
Phone: (213) 473-7004 | Email: CD4.Funding@lacity.org
AGENDA ITEM VIII

REVIEW PRIOR DISCRETIONARY FUNDING AND UPDATES
APPROVED
DISCRETIONARY FUND APPLICATIONS
Discretionary Funds Project Request Application

Guidelines and Requirements – Please Read

Thank you for submitting your request for Discretionary Funding to the Office of Councilmember David E. Ryu, 4th District. The needs of our community are numerous and this form is intended to gather sufficient information to make a knowledgeable decision pertaining to your request for funding.

Discretionary Funding can be used for many types of activities and events, such as:
- Those that benefit the 4th District or a local area of it, for example, street fairs, summits, …
- Those that generally benefit an area of the community, for example, beautification, cleanup, or safety-related activities that benefit a local area of the 4th District.
- Those that improve the quality of life within the 4th District.

By request funding, the Requesting Organization/Entity agrees to immediately notify the 4th District in writing of (1) any changes to the use of funds, and (2) completion of the project with verification of how funds were used.

For 4th District use only
Approved: ___________ Disapproved: ___________ Date: ___________
Fund/Account Name: _______________________________________________________

Today’s Date: 10-5-16

Requesting Organization/Entity: Kling Street Kids / Children Hospital
Address: 1054 Kling St. Toluca Lake CA 91402

Primary Contact Name: Jennifer Davis Phone: E-mail: 
Secondary Contact Name: Kara Barron Phone: E-mail: 

Project Name: Kling Street Kids

Amount Requested: $ ___________ AND/OR Table & Chairs Requested: Yes ___ No X

Date Funds Needed: 12-23-24-2016

# of Tables: ___________ # of Chairs: ___________
Max 10
Max 100

Expected number of attendees: 400
Funding Need (Explain why this funding is needed compared to other revenue streams and explain the perceived effects of not receiving this funding):

This funding is needed to help keep our children safe from traffic passing through event. This event is to raise money for Children's hospital and attracts families. The passing cars are dangerous and a stress for people attending.

Benefits of Funding (Explain the benefits resulting from this funding, including the benefits to the 4th District, to the local community, and to your organization/entity):

The benefit of our event is for our community to come together and raise money for a worthy cause.

Complete only if the funding request exceeds $1,000.

How Funding Will Be Used (Provide a summary line-item or attached line-item list or invoice breakdown of funding so the District office can understand how and where funds are to be expended):

Complete only if the organization/entity is not located within the 4th District.

How Does Funding Benefit the 4th District (Explain why funding dedicated to 4th District purposes should be provided for this project):

By signing this Discretionary Funds Project Request form, I acknowledge that (1) the information is true to the best of my knowledge, (2) the Requesting Organization/Entity will immediately notify the 4th District Council office in writing of any changes to the request, and (3) the Requesting Organization/Entity will immediately notify the 4th District Council office in writing when the project is complete, including verification of how the project funds were expended.

Signature  Jennifer Davis  10-5-16
Print Name  Date

200 North Spring Street, Los Angeles CA 90012
Phone: (213) 473-7004  Fax: (213) 473-2311  Email: cd4.funding@lacity.org
Discretionary Funds Project Request Application

Guidelines and Requirements – Please Read

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- Those that generally benefit an area of the community, for example, beautification, cleanup, or safety-related activities that benefit a local area of the 4th District.
- Those that improve the quality of life within the 4th District.

By request funding, the Requesting Organization/Entity agrees to immediately notify the 4th District in writing of (1) any changes to the use of funds, and (2) completion of the project with verification of how funds were used.

For 4th District use only

Approved: _______________   Disapproved: _______________   Date: _______________

Fund/Account Name: ________________________________________________________________

Today's Date: November 22, 2016

Requesting Organization/Entity: Friends of Third (Third Street Elementary School)

Address: 201 South June St. Los Angeles, CA 90004

Primary Contact Name: Peter Yu   Phone: ___________________   E-mail: ___________________

Secondary Contact Name: ___________________   Phone: ___________________   E-mail: ___________________

Project Name: Third Street Elementary Family Night Bookaneer Book Fair

Amount Requested: $ _______________   AND/OR Table & Chairs Requested: Yes ___  No ___

Date Funds Needed: ___________________   # of Tables: _________   # of Chairs: _________

Max 10               Max 100

Expected number of attendees: _______
Funding Need (Explain why this funding is needed compared to other revenue streams and explain the perceived effects of not receiving this funding):

8 Portable Heaters: outside event at Third Street Elementary campus from 4-8pm December 7. Fundraising event through book fair, student winter concert, In n Out Truck. Heaters to keep attendees warm during the event. Heater rental donation will help lower expense side for the organizers.

Benefits of Funding (Explain the benefits resulting from this funding, including the benefits to the 4th District, to the local community, and to your organization/entity):

Fundraising event for Third Street Elementary. All money raised will be for the students of Third Street Elementary. This event is also a community building event where students, staff, family members, and community members have an opportunity to come together on campus especially during the holiday season. Attendees will be from the 4th District.

By signing this Discretionary Funds Project Request form, I acknowledge that (1) the information is true to the best of my knowledge, (2) the Requesting Organization/Entity will immediately notify the 4th District Council office in writing of any changes to the request, and (3) the Requesting Organization/Entity will immediately notify the 4th District Council office in writing when the project is complete, including verification of how the project funds were expended.

Peter Yu
Signature

Peter Yu
Print Name

11-22-2016
Date