

**TARZANA
NEIGHBORHOOD COUNCIL**

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CALIFORNIA



**TARZANA
NEIGHBORHOOD COUNCIL**

C/O Department of Neighborhood
Empowerment

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**TARZANA NEIGHBORHOOD COUNCIL
E&E COMMITTEE**

SPECIAL MEETING AGENDA

Wednesday, February 12, 2014 2:00 PM

Tarzana Community and Cultural Center

19130 Ventura Blvd, Tarzana 91356

(Corner of Ventura Blvd and Vanalden Ave)

Terry Saucier, Interim Chair

The public is requested to fill out a "Speaker Card" to address the Board on any item of the agenda prior to the Board taking action on an item. Comments from the public on Agenda items will be heard only when the respective item is being considered. Comments from the public on other matters not appearing on the Agenda that is within the Board's subject matter jurisdiction will be heard during the Public Comment period. Public comment is limited to 2 minutes per speaker, unless waived by the presiding officer of the Board. As a covered entity under Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and upon request, will provide reasonable accommodation to ensure equal access to its programs, services, and activities. Sign language interpreters, assistive listening devices, or other auxiliary aids and/or services may be provided upon request. To ensure availability of services, please make your request at least 72 hours prior to the meeting you wish to attend by contacting the Department of Neighborhood Empowerment at (213) 978-1551 or by e-mail at done@lacity.org.

1. Call to order and introductions
2. Appointment of committee members
3. Public Comments – Comments from the public on non-agenda items within the Committee's subject matter jurisdiction. Public comments limited to three minutes per speaker.
4. **Poster Paper** – Resolved that the E&E Committee recommends to the TNC Board that an amount not to exceed \$725.00 be allocated from the Outreach budget for the purchase of poster paper. Based on a projected cost of 70 plus pads of watercolor paper at \$8.39 per pad at Office Depot (item #344349) – *Discussion and possible motion*
5. **Poster Labels** – Resolved that the E&E Committee recommends to the TNC Board that an amount not to exceed \$200 be allocated from the Outreach budget for the purchase of labels. Based on a projected cost of 19 plus packages of Avery 4" x 6" labels (40 per pack) at \$8.99 package at Office Depot (item #112771) – *Discussion and possible motion*
6. **Banners** - Resolved that the E&E Committee recommends to the TNC Board that an amount not to exceed \$225 be allocated from the Outreach budget for the purchase of banners. Based on last year's cost of \$214.73. – *Discussion and possible motion*
7. **Award Certificates** - Resolved that the E&E Committee recommends to the TNC Board that an amount not to exceed \$70 be allocated from the Outreach budget for the purchase of parchment specialty paper. Based on a projected cost of 2 boxes of parchment paper 8 ½" x 11" ivory, 500 per box at Office Depot (item #388681). – *Discussion and possible motion*
8. **Flyers** - Resolved that the E&E Committee recommends to the TNC Board that an amount not to exceed \$750 be allocated from the Outreach budget for the purchase of flyers. Based on last year's cost for fewer flyers of \$639.29 at Fast Signs. – *Discussion and possible motion*
9. **Poster Hanging Supplies** - Resolved that the E&E Committee recommends to the TNC Board that an amount not to exceed \$150 be allocated from the Outreach budget for the purchase of tapes and markers. Based on last year's cost of \$48.06 at Target for hanging 400 pieces of art and this year's projected number of 1,180 posters. – *Discussion and possible motion*

10. **Poster Hanging Supplies** - Resolved that the E&E Committee recommends to the TNC Board that an amount not to exceed \$100 be allocated from the Outreach budget for the purchase of twist ties. Based on last year's cost of \$28.74 at Home Depot for hanging 400 pieces of art and this year's projected number of 1,180 posters. – *Discussion and possible motion*
11. **Award Ribbons (1st place, 2nd place, 3rd place)** - Resolved that the E&E Committee recommends to the TNC Board that an amount not to exceed \$200 be allocated from the Outreach budget for the purchase of award ribbons. Based on last year's cost of \$97.63 at World's Greatest Prom. Stuff for 4 schools (1st, 2nd, 3rd place ribbons for each grade level, plus Grand Prize ribbon, Honorable Mention ribbons) and this year's participation of 5 schools with more grade levels. – *Discussion and possible motion*
12. **Art Grants** - Resolved that the E&E Committee recommends to the TNC Board that an amount not to exceed \$1250 be allocated from the Outreach budget for the art grant given to each participating school. Based on an award of \$250 for each of the 5 schools participating (Nestle Elementary, Wilbur Elementary, Portola Middle School, Tarzana Elementary and Sherman Oaks School for Enriched Studies). An additional \$250 is being donated by the Tarzana Property Owner's Association for the school that best represents the Poster Contest Theme. – *Discussion and possible motion*
13. **Award Ceremony Attendees** - Resolved that the E&E Committee recommends to the TNC Board that an amount not to exceed \$50 be allocated from the Outreach budget for the award ceremony participants. Based on attendance at last year's event and costs at Vons for cookies, and similar items – *Discussion and possible motion*
14. **Discussion of Earth Day** to be held on Saturday, April 12 from 10 A.M. to 3 P.M. at the Tarzana Community Cultural Center, Vanalden and Ventura.
15. Committee Member Comment - Comments from Board on subject matters within the Board's jurisdiction.
16. Future Agenda Items and other Calendar Events
17. Adjournment

For more information about the Tarzana Neighborhood Council visit our web site at www.tarzananc.org

Any materials that may be distributed to a majority of the Committee less than 72 hours prior to the above scheduled meeting are available for review by the public at 19040 Vanowen Street, Reseda, CA 91335

Process for Reconsideration – Reconsideration of Board actions shall be in accordance with the Tarzana Neighborhood Council bylaws.