



CITY OF
LOS ANGELES
CALIFORNIA



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WEST HILLS NEIGHBORHOOD COUNCIL
SPECIAL BOARD MEETING AGENDA
Thursday, July 10, 2025 @ 7:00 p.m.
de Toledo High School, 22622 Vanowen Street, West Hills 91307

In conformity with the October 6, 2023 enactment of California Senate Bill 411 (Portantino) and La City Council Approval on November 1, 2023, the West Hills Neighborhood Council Board Regular Meeting will be conducted virtually, telephonically and in person. All are invited to attend and participate.

- **To attend online** via Zoom Webinar: <https://us02web.zoom.us/j/86151176250>
- **To call in by phone**, dial (669) 900-6833, then punch in this Webinar code when prompted: **8615 117 6250**, then press #.
- **To attend in person**, please attend de Toledo High School location at 22662 Vanowen Street, West Hills 91307

This meeting is open to the public. Doors open at 6:30 p.m. Comments on matters not on the agenda will be heard during the Public Comment period. Those who wish to speak on an agenda item will be heard when the item is considered.

<p><u>Opening Business</u></p> <p>Call to Order</p> <p>Roll Call – Establish Quorum</p> <p>Pledge of Allegiance</p> <p>Approval to allow Board Member(s) to attend the July 10, 2025 WHNC Special Board Meeting virtually under the provisions of AB2449</p> <p>Approve Special Meeting Minutes of June 12, 2025</p> <p>Senior Lead Officer Report</p> <p>Treasurer's Report</p> <p>Controller's Report</p> <p>Comments From the Co-Chair(s)</p> <p>Board Vacancy Announcement(s)</p>	<p>7:00 P.M.</p>	<p>Co-Chairs: Mrs. Charlene Rothstein Dr. Faye Barta</p> <p>Secretary: Mr. Brad Vanderhoof</p> <p>Co-Chair: Dr. Faye Barta</p> <p>Secretary: Mr. Brad Vanderhoof</p> <p>Secretary: Mr. Brad Vanderhoof SLO Dinse SLO Dao</p> <p>Treasurer: Mrs. Carolyn Greenwood</p> <p>Controller: Mr. Saif Mogri</p> <p>Co-Chairs: Mrs. Charlene Rothstein Dr. Faye Barta Mrs. Charlene Rothstein</p>
<p><u>Induction Of New Board Members Into The WHNC Board Of Directors</u></p>		<p>Mr. Ron Rubine</p>
<p><u>Elections of WHNC Officers</u></p>		<p>Mr. Vincent Autiero</p>

<u>Announcements</u> Office of Assemblyman Jesse Gabriel Council District 12 Department of Neighborhood Empowerment Los Angeles County Supervisor District 3 Budget Advocates		Ms. Solen Ronarch, Field Representative Mr. Ron Rubine, Senior Advisor Mr. Vincent Autiero Mr. Daniell Vicente, Field Representative Mr. Glenn Bailey
<u>Public Comment</u> Comments & statements from stakeholders or interested parties on subjects <u>NOT</u> on this meeting's agenda. *The Council affords an opportunity to members of the public to address the Council on items of interest that are within the Council's jurisdiction. The Council is not permitted to take action on items that are not identified on the agenda. The Council reserves the right to limit speakers' time if necessary to provide an adequate opportunity for all to be heard.*		Co-Chair: TBD
<u>Council Announcement</u> Committee & Liaison Reports		
<u>New Business</u> 25-0042 - Discussion and possible action regarding approval of the WHNC's May 2025 Monthly Expenditure Report (MER) (3 Minutes Max) 25-0043 - Discussion and possible action on approving 2025-2026 WHNC budget in the amount of \$25,000.00 (5 Minutes Max) 25-0044 - Discussion and possible action on approving 2025-2026 Administrative Packet (5 Minutes Max) 25-0045 - Discussion and possible action on approving an Neighborhood Purpose Grant ("NPG") to Miracle Minded Ministries dba New Friends Homeless Center in the amount of \$1,000.00 (5 Minutes Max) 25-0046 - Discussion and possible action on WHNC Standing Rule Article V, Governing Board, Section 7 (10 Minutes Max) 25-0047 - Discussion and possible action regarding the appointment of Chris Pike to be able to submit Community Impact Statements (CIS) on behalf of the West Hills Neighborhood Council (5 Minutes Max)		Mrs. Carolyn Greenwood, Co-Chair Budget Committee Mr. Saif Mogri, Co-Chair Budget Committee Mrs. Carolyn Greenwood, Co-Chair Budget Committee Mr. Saif Mogri, Co-Chair Budget Committee Mrs. Carolyn Greenwood, Co-Chair Budget Committee Mr. Saif Mogri, Co-Chair Budget Committee Mrs. Carolyn Greenwood, Co-Chair Budget Committee Mr. Saif Mogri, Co-Chair Budget Committee Mr. Brad Vanderhoof, Chair Bylaws Committee TBD
<u>Adjournment</u>		

SB 411 Updates: If a Neighborhood Council has a quorum of board members in a physical location, board members who wish to join the meeting via teleconferencing must adhere to AB 2449 rules and regulations. If a Neighborhood Council does not have a quorum of board members in a physical location, they must adhere to SB 411 rules and regulations. In the event of a disruption that prevents the eligible legislative body from broadcasting the meeting to members of the public using the call-in option or internet-based service option, or in the event of a disruption within the eligible legislative body's control that prevents members of the public from offering public comments using the call-in option or internet-based service option, the eligible legislative body shall take no further action on items appearing on the meeting agenda until public access to the meeting via the call-in option or internet-based service option is restored. Actions taken on agenda items during a disruption that prevents the eligible legislative body from broadcasting the meeting may be challenged pursuant to Section 54960.1. The eligible legislative body shall not require public comments to be submitted in advance of the meeting and shall provide an opportunity for the public to address the legislative body and offer comments in real time. Notwithstanding Section 54953.3, an individual desiring to provide public comment through the use of an internet website, or other online platform, not under the control of the eligible legislative body, that requires registration to log in to a teleconference may be required to register as required by the third-party internet website or online platform to participate. (i) An eligible legislative body that provides a timed public comment period for each agenda item shall not close the public comment period for the agenda item, or the opportunity to register, pursuant to subparagraph, provide public comment until that timed public comment period has elapsed. (ii) An eligible legislative body that does not provide a timed public comment period, but takes public comment separately on each agenda item, shall allow a reasonable amount of time per agenda item to allow public members the opportunity to provide public comment, including time for members of the public to register pursuant to subparagraph (D), or otherwise be recognized for the purpose of providing public comment. (iii) An eligible legislative body that provides a timed general public comment period that does not correspond to a specific agenda item shall not close the public comment period or the opportunity to register, pursuant to subparagraph (D), until the timed general public comment period has elapsed.

Public Input: Comments from the public on other matters not appearing on the agenda that are within the Board's jurisdiction will be heard during the General Public Comment period. Please note that under the Brown Act, the Board is prevented from acting on a matter that you bring to its attention during the General Public Comment period; however, the issue raised by a member of the public may become the subject of a future Board meeting. Public comment is limited to 2 minutes per speaker, unless adjusted by the presiding officer of the Board.

The Americans With Disabilities Act - 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 3 business days (72 hours) prior to the meeting by contacting the Department of Neighborhood Empowerment by calling (213) 978-1551 or email: NCsupport@lacity.org

Public Posting of Agendas - WHNC agendas are posted for public review at Platt Village, on the Southside of Pavilions, closest to Nothing Bundt Cakes at 6534 Platt Avenue, West Hills, CA 91307 or at our website, www.westhillsnc.org. You can also receive our agendas via email by subscribing to [L.A. City's Early Notification System \(ENS\)](#)

Notice to Paid Representatives - If you are compensated to monitor, attend, or speak at this meeting, City law may require you to register as a lobbyist and report your activity. See Los Angeles Municipal Code Section 48.01 et seq. More information is available at ethics@lacity.org/lobbying. For assistance, please contact the Ethics Commission at (213) 978-1960 or ethics.commission@lacity.org

Public Access of Records - In compliance with Government Code Section 54957.5, non-exempt writings that are distributed to a majority or all of the board in advance of a meeting may be viewed at our website: www.westhillsnc.org or at the scheduled meeting. In addition, if you would like a copy of any record related to an item on the agenda, please contact the WHNC's executive director via email at michelle.ritchie@westhillsnc.org

Reconsideration and Grievance Process - For information on the NC's process for board action reconsideration, stakeholder grievance policy, or any other procedural matters related to this Council, please consult the NC Bylaws. The Bylaws are available at our Board meetings and our website www.westhillsnc.org

Servicios De Traducción: Si requiere servicios de traducción, favor de avisar al Concejo Vecinal 3 días de trabajo (72 horas) antes del evento. Por favor contacte michelle.ritchie@westhillsnc.org



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WEST HILLS NEIGHBORHOOD COUNCIL

SPECIAL BOARD MEETING MINUTES

de Toledo High School

June 12, 2025

Revised June 13, 2025

The Board shall take official action by a simple majority of yes and no votes cast by the Directors present at a duly noticed regular or special Board meeting, not to include abstentions. There shall be no proxy voting.

PRESENT: Aida Abkarians, Faye Barta, Brenda Citrom, Carolyn Greenwood, Jessica Irias, Glenn Jennings, Kim Koerber, Vinura Kotuwelle, Jonathan Marvisi, Saif Mogri, Penelope Newmark, Chris Pike, Bill Rose, Char Rothstein, Ellen Silvers (AB2449), Joan Trent, Stacy Unholz, Brad Vanderhoof, Joanne Yvanek-Garb and Zhelbert Zohrabian

ABSENT: Cole Smith

President Char Rothstein called the meeting to order at 7:08 PM.

Secretary Brad Vanderhoof called roll and an in-person a quorum was established.

Vice President Faye Barta led the Pledge of Allegiance.

Approval to allow Board Member(s) to attend the June 12, 2025 WHNC Board Meeting virtually under the provisions of AB2449: There were no objections to Ellen Silvers attending remotely.

Approve Meeting Minutes from both the regular May 1 and special May 7 meetings: The meeting minutes were approved.

Treasurer's Report: Treasurer Carolyn Greenwood gave the report.

Net available balance at the end of April was \$10,679.32. Expenditures were the usual for running the neighborhood council, education NPGs for Hamlin and Welby Way, and the NC election brochure. The NC allocation is currently set at \$25K with no cap to the rollover funds.

25-0039 - Approval of the WHNC's May 2025 Monthly Expenditure Report (MER):

Aida Abkarians – Yes
Carolyn Greenwood - Yes
Kim Koerber - Yes
Saif Mogri - Yes
Bill Rose - Yes
Cole Smith – Absent
Brad Vanderhoof - Yes

Faye Barta - Yes
Jessica Irias – Ineligible
Vinura Kotuwelle – Yes
Penelope Newmark - Ineligible
Char Rothstein - Ineligible
Joan Trent – Ineligible
Joanne Yvanek-Garb - Ineligible

Brenda Citrom – Yes
Glenn Jennings - Yes
Jonathan Marvisi - Yes
Chris Pike – Yes
Ellen Silvers – Yes
Stacy Unholz – Yes
Zhelbert Zohrabian - Ineligible

Yes – 14, No – 0, Abstain -- 0, Absent – 1, Ineligible – 6, Recusal – 0
The MER is approved.

Controller's Report: Controller Saif Mogri gave the report.

The May report includes: NPGs, election spending, Beautification spending, and Communications spending on the Memorial Day Parade.

May invoices include a June invoice from AppleOne.

Total spent is \$30,889.89.

Rollover should be between \$8-9K.

Comments from the Co-Chair(s): President Rothstein said the Memorial Day Parade was fun.

Meeting reschedules:

The June Operations Committee meeting will be June 26, due to the Juneteenth holiday.

The July Regular Board Meeting will be July 10 because July 3 is too close to Independence Day and many will be out of town.

Events:

The Chatsworth Nature Preserve Solstice event is June 21.

The BlockFest is June 28th from 2-8 PM

WHNC will be tabling at both events.

The WHNC still has two vacancies with terms ending in 2027. A call for candidates will go out.

Announcements:

Ms. Solen Ronarch introduced herself as the new representative from the Office of Assembly Member Jesse Gabriel.

Prabhjot Chamber, Neighborhood Empowerment Advocate (NEA), Department of Neighborhood Empowerment (DONE), said there is a survey concerning Federal Grant spending and will send a link. Budget Day is Saturday, June 21. NC allocation is \$25K and rollover is uncapped. She spoke to the ICE protests and said DONE is working with the City Attorney to determine NC roles and appropriate actions.

Ron Rubine, CD12, said Councilmember John Lee voted against the proposed budget primarily because of LAPD cuts.

Daniell Vicente, Field Representative, Los Angeles County Supervisor District 3: June is Pride Month. Valley Pride celebration is coming soon. A backpack giveaway will be held July 19, 10AM -12PM, at the Child Development Center, 20001 Prairie Ave. The Office of Immigrant Affairs is able to help with current turmoil; 800 593-8222.

Glenn Bailey, Budget Advocates, asked everyone to please register for Budget Day even if you might not be able to attend. Breakfast and networking are from 7:30 to 8:45 AM. Budgetadvocates.org

Public Comment: None

Saif Mogri spoke about LADWP LA100: The goal is 100% clean energy by 2035. It will cost 110-120 Billion over the next ten years. Utility rates are expected to quadruple. Public outreach meetings are planned: Monday the 23rd in Pacoima, Virtual meetings June 26 and 28.

New Business:

25-0040 - Beautification Clean-up on July 12, 2025, from 8:00 AM to 11:00 AM located on Medical Center Drive, West Hills

Aida Abkarians - Yes	Faye Barta - Yes	Brenda Citrom – Yes
Carolyn Greenwood - Yes	Jessica Irias – Ineligible	Glenn Jennings - Yes
Kim Koerber - Yes	Vinura Kotuwelle – Yes	Jonathan Marvisi - Yes
Saif Mogri - Yes	Penelope Newmark - Ineligible	Chris Pike – Yes
Bill Rose - Yes	Char Rothstein - Ineligible	Ellen Silvers – Yes
Cole Smith – Absent	Joan Trent – Ineligible	Stacy Unholz – Yes
Brad Vanderhoof - Yes	Joanne Yvanek-Garb - Ineligible	Zhelbert Zohrabian - Ineligible

Yes – 14, No – 0, Abstain -- 0, Absent – 1, Ineligible – 6, Recusal – 0
The Cleanup is approved.

25-0041 – Authorize Board Member Chris Pike to Post on WHNC Social Media Accounts:

Aida Abkarians - Yes	Faye Barta - Yes	Brenda Citrom – Yes
Carolyn Greenwood - Yes	Jessica Irias – Ineligible	Glenn Jennings - Yes
Kim Koerber - Yes	Vinura Kotuwelle – Yes	Jonathan Marvisi - Yes
Saif Mogri - Yes	Penelope Newmark - Ineligible	Chris Pike – Yes
Bill Rose - Yes	Char Rothstein - Ineligible	Ellen Silvers – Abstain
Cole Smith – Absent	Joan Trent – Ineligible	Stacy Unholz – Yes
Brad Vanderhoof - Yes	Joanne Yvanek-Garb - Ineligible	Zhelbert Zohrabian - Ineligible

Yes – 13, No – 0, Abstain – 1, Absent – 1, Ineligible – 6, Recusal – 0
Chris Pike is approved to post on WHNC social media.

President Char Rothstein adjourned the meeting at 8:20 PM.

The next Board meeting is scheduled for July 10, 2025.

Agenda Item 25-0042 - Discussion and possible action regarding approval of the WHNC's May 2025 Monthly Expenditure Report (MER)

Monthly Expenditure Report



Reporting Month: May 2025

Budget Fiscal Year: 2024-2025

NC Name: West Hills Neighborhood Council

Monthly Cash Reconciliation					
Beginning Balance	Total Spent	Remaining Balance	Outstanding	Commitments	Net Available
\$19572.39	\$5491.00	\$14081.39	\$3378.80	\$0.00	\$10702.59

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office	\$35342.48	\$1750.56	\$7831.39	\$1378.80	\$6452.59
Outreach		\$1053.69		\$0.00	
Elections		\$2686.75		\$0.00	
Community Improvement Project	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Neighborhood Purpose Grants	\$6250.00	\$0.00	\$6250.00	\$2000.00	\$4250.00
Funding Requests Under Review: \$0.00		Encumbrances: \$0.00		Previous Expenditures: \$22020.09	

Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	THE WEB CORNER, INC.	05/01/2025	Email to WHNC Stakeholders	General Operations Expenditure	Office	\$150.00
2	IN CANOGA PARK COMMUN	05/04/2025	WHNC Participation in Memorial Day Parade	General Operations Expenditure	Outreach	\$100.00
3	DOLLAR TREE	05/19/2025	Beautification Committee Hydrant Painting Project	General Operations Expenditure	Outreach	\$27.54
4	THE HOME DEPOT #1070	05/19/2025	Beautification Committee Hydrant Painting Project	General Operations Expenditure	Outreach	\$320.60
5	HARBOR FREIGHT TOOLS 2	05/19/2025	Beautification Committee Hydrant Painting Project	General Operations Expenditure	Outreach	\$26.41
6	PAVILIONS #2225	05/19/2025	Beautification Committee Hydrant Painting Project	General Operations Expenditure	Outreach	\$26.80
7	RACKSPACE EMAIL & APPS	05/22/2025	WHNC Board Email Service	General Operations Expenditure	Office	\$71.76
8	GALPIN RENT A CAR - NO	05/28/2025	Truck Rental for participation in the 2025 Memorial Day Parade	General Operations Expenditure	Outreach	\$253.62

9	THE WEB CORNER, INC.	04/23/2025	Email to WHNC stakeholders	General Operations Expenditure	Office	\$150.00
10	Penelope Newmark	03/13/2025	WHNC 2425-002 Valentine Dance Event - Reimbursement to Penny Newmark for purchase of cakes for the event	General Operations Expenditure	Outreach	\$104.98
11	APPLEONE EMPLOYMENT SERVICES	05/12/2025	WHNC Executive Assistant	General Operations Expenditure	Office	\$1378.80
12	S & M Ltd DBA Kristal Graphics	05/16/2025	Mailing of WHNC Election Brochures	General Operations Expenditure	Elections	\$1106.35
13	S & M Ltd DBA Kristal Graphics	05/16/2025	WHNC Election Brochures	General Operations Expenditure	Elections	\$1580.40
14	City of Los Angeles - Department of Neighborhood Empowerment	05/19/2025	2025-2026 Zoom License Reimbursement	General Operations Expenditure	Outreach	\$193.74
	Subtotal:					\$5491.00

Outstanding Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	HAMLIN CHARTER	05/28/2025	NPG for Hamlin Charter Elementary	Neighborhood Purpose Grants		\$1000.00
2	APPLEONE EMPLOYMENT SERVICES	06/02/2025	WHNC Executive Assistant	General Operations Expenditure	Office	\$1378.80
3	WELBY WAY ELEMENTARY	06/02/2025	NPG to Welby Way Elementary	Neighborhood Purpose Grants		\$1000.00
	Subtotal: Outstanding					\$3378.80

WEST HILLS NEIGHBORHOOD COUNCIL
CONTROLLER'S REPORT 06/30/25

[illegible]

WEST HILLS NEIGHBORHOOD COUNCIL
CONTROLLER'S REPORT 06/30/25

[illegible]

CITY OF LOS ANGELES
CALIFORNIA

**BOARD OF NEIGHBORHOOD
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EMPOWER LA™
Department of
NEIGHBORHOOD EMPOWERMENT

20TH FLOOR, CITY HALL
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LOS ANGELES, CA 90012

TELEPHONE: (213) 978-1551
TOLL-FREE: 3-1-1
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E-MAIL: EmpowerLA@lacity.org

VANESSA SERRANO
INTERIM GENERAL MANAGER

www.EmpowerLA.org

Neighborhood Council Board Oath

I pledge to represent my neighborhood with dignity, integrity, and pride.

I will encourage other points of view, even when they differ from my own.

I will respect, value, and consider everyone's opinion.

I will find the good in my neighborhood, and praise it and promote it.

To my neighbors, and to neighborhoods throughout the City of Los Angeles,

I pledge to do this to the best of my ability.

Office of the City Clerk
Neighborhood Council Funding Program
Fiscal Year Administrative Packet

Neighborhood Council: West Hills
Fiscal Year: 2025 -2026

NEIGHBORHOOD COUNCIL FUNDING PROGRAM FISCAL YEAR ADMINISTRATIVE PACKET

Summary

The Administrative Packet provides for a more comprehensive and complete record of all items that support the Neighborhood Councils' (NC) fiscal and administrative operations, including its annual budget, Financial Officers, and any commitments for NC office space, storage facility, P.O. Boxes, etc.

Goal(s)

The goal(s) of the Administrative Packet is to make it easier for NCs to identify, plan, and confirm, via a board vote, all fiscal and administrative requirements upfront each year so that our Office can prepare for and process funding requests and resulting contracts judiciously and expeditiously.

The Packet contains the following items:

- NC Funding Program Acknowledgements & Agreements – Signed by all Financial Officers
 - **If a new Financial Officer is being appointed for the new Fiscal Year, please check the appropriate box for the Financial Officer(s).**
- Completed Annual Budget
- Information pertaining to office space, meeting space, storage facility, Post Office Box (P.O. Box), and website services, as applicable.

Procedure

On a yearly basis, we require each NC to discuss, prepare, and approve the Administrative Packet. Once the NC board has voted on the Packet, the Packet and the completed Board Action Certification (BAC) Form are to be submitted to the NC Funding Program.

Your NC Treasurer can submit both documents, the Packet and BAC, by uploading them in the NC Funding System portal, Budget Allocation section, immediately after Board approval. Once received, reviewed, and accepted by our Program, your NC will gain full access to its funds. The NC Funding System portal website is <https://cityclerk.lacity.org/NCFundPortal/#/login>

As our Program awaits your Packet submission, access to your NC funds will be limited to \$333.00 per month, until the annual budget, Administrative Packet, and BAC have been received and accepted. This limited amount is intended to assist your NC operationally for expenses related to conducting your NC meetings, i.e. meeting facility use fees, printing and photocopying of meeting documents, meeting refreshments/snacks, professional staff services.

If you have questions or require any assistance regarding the packet, please feel free to email us at clerk.ncfunding@lacity.org or call us at 213-978-1058.

NEIGHBORHOOD COUNCIL FUNDING PROGRAM

FINANCIAL OFFICERS LETTER OF ACKNOWLEDGEMENT & AGREEMENT

We, the undersigned, do hereby declare that as a result of an official action of the Governing Body of the Neighborhood Council (NC) named below:

- (1) we are authorized to request City funding to support NC general operations,
- (2) all items or services described or included in any related funding requests are exclusively intended to further the goals and objectives of the Neighborhood Council, and
- (3) all reasonable precautions shall be exercised by the undersigned to fully safeguard, control and account for all use of funds. Proper accountability of all City funds is critical to the success of the NC Funding Program.

Therefore, by the signature(s) below, and on behalf of the Neighborhood Council named below, WE HEREBY AGREE to the terms and conditions as set forth in this Letter of Acknowledgement and all related documents as provided by the City, agree to expend funds in accordance with any applicable City rules, policies or procedures, and specifically agree to expend monies received by the Office of the City Clerk solely for public purposes relating to the goals and purposes of the Neighborhood Council named below, consistent with the scope and authority under the City Charter, the Plan for a Citywide System of Neighborhood Councils and any implementing ordinances. We have attended and participated in the City-provided training relating to the NC Funding Program.

WE FURTHER ACKNOWLEDGE and WE AGREE to comply with any requirements regarding use of the NC funds. WE AGREE to provide NC financial reports and/or supporting documentation to the Office of the City Clerk, Neighborhood Council Funding Program as requested and at monthly meetings to the Governing Body and stakeholders of the NC named below. WE AGREE that the Office of the City Clerk and other City representatives may make on-site visits to inspect and review all NC financial records, upon providing reasonable advance notice to the NC Treasurer or designated representatives.

WE ACKNOWLEDGE THAT A NEW LETTER OF ACKNOWLEDGEMENT MUST BE FILED IF THERE IS ANY CHANGE OF FINANCIAL OFFICERS.

Neighborhood Council Financial Officers - Names and Signatures:

Treasurer

☐ **Please check here if a new Treasurer is being appointed**

SIGNATURE OF THE TREASURER

DATE

Carolyn Greenwood

carolyn.greenwood@westh

PRINT NAME OF THE TREASURER

EMAIL

BOARD POSITION

PHONE NUMBER

CONTINUES OTHER SIDE

2nd Signer☐ **Please check here if a new 2nd Signer is being appointed**_____
SIGNATURE OF THE 2nd SIGNER_____
DATE_____
PRINT NAME OF THE 2ND SIGNER_____
EMAIL_____
BOARD POSITION_____
PHONE NUMBER**Alternate Signer**

(If not applicable, please indicate "N/A")

☐ **Please check here if a new Alt. Signer is being appointed**_____
SIGNATURE OF THE ALTERNATE SIGNER_____
DATE_____
PRINT NAME OF THE ALTERNATE SIGNER_____
EMAIL_____
BOARD POSITION_____
PHONE NUMBER**1st Bank Cardholder**☐ **Please check here if a new Cardholder is being appointed**_____
SIGNATURE OF THE 1st BANK CARD HOLDER_____
DATE_____
PRINT NAME OF THE 1st BANK CARD HOLDER_____
EMAIL_____
BOARD POSITION_____
PHONE NUMBER**2nd Bank Cardholder**☐ **Please check here if a new Cardholder is being appointed**_____
SIGNATURE OF THE 2nd BANK CARD HOLDER_____
DATE_____
PRINT NAME OF THE 2nd BANK CARD HOLDER_____
EMAIL_____
BOARD POSITION_____
PHONE NUMBER***** Bank Cardholders, please read further next page *****

NEIGHBORHOOD COUNCIL FUNDING PROGRAM BANK CARDHOLDER ACKNOWLEDGEMENT & AGREEMENT OF RESPONSIBILITIES

This document outlines the responsibilities that I, as the Neighborhood Council Bank Cardholder, have as the primary custodial holder of a City Los Angeles Neighborhood Council (NC) Bank Card, referred herein as "the card" for the Neighborhood Council named below. My signature indicates that I have read and understand these responsibilities and further, that I agree to adhere to the guidelines established by the Office of the City Clerk and approved by the City Controller for the use of City funding as it relates to the Neighborhood Council Funding Program.

1. I understand that the City of Los Angeles Neighborhood Council Card is intended to facilitate the purchase and payment of materials or services required for the conduct of official Neighborhood Council business only.
2. I agree to make only those purchases consistent with the type of purchases authorized by the Office of the City Clerk and approved by the NC Governing Board.
3. I understand that under no circumstances will I use the Card to make personal purchases either for myself or for others. The Card is issued in the name of the Neighborhood Council and I serve as the Card custodian. I agree that should I willfully violate the terms of this Agreement and use of the Card for personal use or gain that I will reimburse the City of Los Angeles for all incurred charges and any fees related to the collection of those charges.
4. Uses of the Card not authorized by the Office of the City Clerk can be considered misappropriation of City funds. This could result in (a) immediate and irrevocable forfeiture of the Card, and /or (b) potential de-certification action. I understand that the Card must be surrendered upon termination of any official position with the Neighborhood Council to which the card is issued. I agree to maintain the Card with appropriate security whenever and wherever I or any other authorized person may use the Card. If the Card is stolen or lost, I agree to immediately notify the Office of the City Clerk.
5. I understand that since the Card is the property of the Bank and authorized for issue by the City of Los Angeles, I am required to comply with internal control procedures designed to protect City assets. This may include being asked to produce the Card, receipts, and/or statements to validate its existence and to audit its use.
6. I understand that I will have access to the Funding Program System portal via the Internet where all card transactions will be posted by the Bank when the card is used. I understand that I am required to obtain itemized receipts for all card transactions and upload the itemized receipts to the Funding Program System portal to verify the posted card transaction. Uploading the required itemized receipt is necessary for my NC Monthly Expenditure Report (MER) to be generated by the Funding Program System portal. The MER must be reviewed and approved by the NC Governing Board before being submitted to the Office of the City Clerk as a complete Report.
7. I understand that all transactions on the Card will reduce the funds available to the NC. I understand that the Bank will not accept any limit increases from me.
8. I understand that the Card is solely provided to the designated NC cardholder and that assignment of the Card is based on the understanding that I need to purchase materials required for the conduct of Neighborhood Council business. I understand that custodial possession of the Card is not an entitlement nor reflective of title or position.
9. As a Neighborhood Council Financial Officer, I have signed and received a copy of both the NC Funding Program Bank Cardholder Agreement of Responsibilities and Financial Officers Letter of Acknowledgement, have attended and completed the required NC Funding Program training, and understand the requirements and limitations regarding the NC Bank Card's use.

PLEASE SIGN NEXT PAGE

1st Bank Cardholder

SIGNATURE OF THE 1st BANK CARD HOLDER

DATE

PRINT NAME OF THE 1st BANK CARD HOLDER

2nd Bank Cardholder

SIGNATURE OF THE 2nd BANK CARD HOLDER

DATE

PRINT NAME OF THE 2nd BANK CARD HOLDER

NEIGHBORHOOD COUNCIL FUNDING PROGRAM

ANNUAL BUDGET TEMPLATE

The annual budget is a plan for the utilization of the NC's financial resources. It should be used as a strategic financial road map to conduct activities and efforts that will help the NC achieve its mission, goals, and objectives. The budget should include the input of stakeholders, be accessible, and comply with the rules that govern the use of NC public funds.

As a planning tool, the annual budget allows the NC board to allocate its funds, both regular annual funds and rollover funds, if any, into the following Expenditure Categories:

1. General and Operational Expenditures
 - i. **Office/Operational**
 - ii. Outreach
 - iii. Elections
2. Neighborhood Purposes Grants (NPGs)
3. Community Improvement Projects (CIPs)

With the exception of certain expenditures related to Office/Operational items, the annual budget cannot be used as authorization or approval of actual payments to vendors. All payments related to Outreach purchases, activities, and events, Elections, NPGs, and CIPs must be considered and approved through separate board motions, not as part of the board approval of the annual budget.

The annual budget may be accepted as authorization for payment for certain monthly and recurring **Office/Operational expenditures only**, such as those listed below, when itemized in the Office/Operational Expenditure Category. Please see the sample itemized Office/Operational budget allocations next page.

1. Office lease payments
2. Office supplies and equipment expenses, not including inventory items
3. Storage facility lease payments
4. P.O. Box payments
5. Office telephone and Internet services
6. Refreshments/snacks for board/committee meetings
7. Website hosting and maintenance services
8. Professional meeting/office-related services, i.e. translators, minute-takers, audio services
9. Printing and copying for meetings/office-related purposes only
10. Printing NC business cards

The annual budget template form provided here is an optional tool. Your Neighborhood Council may submit its annual budget on a form different from this template as long as it only contains the same budget allocation Expenditures Categories listed above.

For more details on the Administrative Packet, Fiscal Year annual budget, and rollover of funds unspent at the end of the Fiscal Year, please review the Policies and Guidelines, Policy 1.1, found on our website: <https://clerk.lacity.org/clerk-services/nc-funding>

***Sample Itemized Budget Allocations for
Office/Operational Expenditures***

Office/Operational Expenditures Category	
<i>Office Rent (\$500/month x 12 months)</i>	\$6,000.00
<i>Office Supplies (paper, ink, staples, pens, binders, business cards, etc.)</i>	\$500.00
<i>Printer/Copy Machine Lease</i>	\$1,500.00
<i>Internet Service (Spectrum)</i>	\$1,000.00
<i>Telephone Service (Ooma)</i>	\$500.00
<i>Website Hosting and Maintenance</i>	\$1,500.00
<i>Printing and Photocopying for Meetings</i>	\$300.00
<i>Meeting Facility Fees (Riverside Elementary School)</i>	\$1,500.00
<i>Minute-Taker for Meetings (AppleOne)</i>	\$1,500.00
<i>Refreshments/Snacks for Meetings</i>	\$1,200.00
Total Office/Operational Expenditures \$15,500.00	

<div> <div>West Hills</div> <div>Neighborhood Council</div> </div> <div>Annual Budget for Fiscal Year: 2025 -2026</div>	
Annual Budget Funds	
Rollover Funds*	
Total Annual Budget Funds	0

Office/Operational Expenditures Category	
Misc. Expense	\$ 339.00
Rent	5.00
Committee Printing	183.00
P.O. Box	500.00
AppleOne	18,000.00
Go Daddy	21.00
Web Corner	1,800.00
Rack Space	865.00
I Contact	750.00
Total Office/Operational Expenditures	\$ 22,463.00

*The Funding Program will notify each NC of their Fiscal Year closing balance including available rollover funds and/or applicable adjustment, if any, approximately August 1st or next business day. Depending on when an NC submits its Admin Packet/annual budget, the NC may need to revise and resubmit its annual budget to account for any rollover and/or adjustments.

Outreach Expenditures Category	
Outreach	\$ 1,537.00
Total Outreach Expenditures	\$ 1,537.00

Election Expenditures Category	
Total Election Expenditures	0

Neighborhood Purposes Grants (NPG) Expenditures Category	
Homelessness	\$ 1,000.00
Total NPG Expenditures	0

Community Improvement Projects (CIP) Expenditures Category	
Total CIP Expenditures	0

TOTAL ANNUAL BUDGET ALLOCATIONS	
Office/Operational Expenditures	\$ 22,463.00
Outreach Expenditures	1,537.00
Election Expenditures	0
General and Operational Expenditures	\$ 24,000.00
Neighborhood Purposes Grants (NPG) Expenditures	1,000.00
Community Improvement Projects (CIP) Expenditures	0
TOTAL EXPENDITURES FOR THE FISCAL YEAR	\$ 25,000.00

NEIGHBORHOOD COUNCIL FUNDING PROGRAM

LEASES & AGREEMENTS

Please complete the following information, as applicable, for any leases or service agreements your NC currently has or plans on securing in the Fiscal Year involving office space, meeting space, storage facilities, P.O. Boxes, and/or website services. If sections below do not apply to your NC, please select NA on the sections that do not apply. If you have more than one Meeting Location, then please provide the same information on an additional page. The information provided on this form is to confirm services that an NC may currently have or that it would like to secure in the Fiscal Year which may require a City agreement. If an agreement needs to be drafted from the information provided, the NC board will be notified and advised to agendaize and approve the drafted agreement at a future board meeting; The approval the Administrative Packet/annual budget does not replace the vote the board will need to take to approve any agreements needed.

Office Location:

<input type="checkbox"/> Existing(may need to renew agreement) <input type="checkbox"/> New(new agreement may be needed) <input type="checkbox"/> Donated <input checked="" type="checkbox"/> NA	
Property Name:	
Property Address:	
Property Owner Name:	
Property Owner Phone Number:	
Property Owner Email:	

Meeting Location:

<input type="checkbox"/> Existing(may need to renew agreement) <input type="checkbox"/> New(new agreement may be needed) <input type="checkbox"/> Donated <input checked="" type="checkbox"/> NA	
Property Name:	de Toldeo High School
Property Address:	22622 Vanowen Street, West Hills, CA 91307
Property Owner Name:	
Property Owner Phone Number:	818-348-0048
Property Owner Email:	

Storage Facility:

<input type="checkbox"/> Existing(may need to renew agreement) <input type="checkbox"/> New(new agreement may be needed) <input type="checkbox"/> Donated <input checked="" type="checkbox"/> NA	
Facility Name/Owner	Dayani Nawagauwa - Hill Point Montessori School
Facility Address:	6601 Valley Circle Boulevard, West Hills, CA 91307
Facility Owner Phone Number:	818-884-8261
Facility Owner Email:	
Name on Facility Account:	

P.O. Box:

<input type="checkbox"/> Existing(may need to renew agreement) <input type="checkbox"/> New(new agreement may be needed) <input type="checkbox"/> Donated <input checked="" type="checkbox"/> NA	
Property Name/Owner:	U.S. Postal Service
NC P.O. Box Address	P.O. Box 4670, West Hills, CA 91308-4670
Property Owner Address:	23055 Sherman Way, West Hills, CA 91307
Property Owner Phone Number:	
Property Owner Email:	
Name on P.O. Box Account:	

Website Services:

<input type="checkbox"/> Existing(may need to renew agreement) <input type="checkbox"/> New(new agreement may be needed) <input type="checkbox"/> Donated <input checked="" type="checkbox"/> NA	
Name of Website Services Provider:	The Web Corner, Inc.
Service Provider Address:	19509 Ventura Boulevard, Tarzana, CA 91356
Service Provider Phone Number:	818-345-7443
Service Provider Email:	
Type of Services Provided:	Provide e-mail services between the Council and the stakeholders

When the Board completes and approves the Admin Packet, the NC Treasurer may submit the Packet and BAC Form online in the NC Funding System portal, Budget Allocation section. The NC Funding System portal website is <https://cityclerk.lacity.org/NCFundPortal/#/login>

Please contact our Office for any questions you may have. We are here to help.

Clerk.NCFunding@lacity.org

(213)978-1058

Agenda Item 25-0046 - Discussion and possible action on WHNC Standing Rule Article V, Governing Board, Section 7

Passed unanimously by the WHNC Bylaws Committee on June 24, 2025

WHNC Standing Rule Article V, Governing Board, Section 7

~~Discussion and Possible Action on WHNC Standing Rule Article V, Governing Board, Section 7, Board Members who have not attended In Person a minimum of Six (6) of the previous Twelve (12) regular or special meetings of the Board shall be subject to removal from the Board under procedures established by the Board. Board Members cannot attend virtually more than Four (4) of the previous Twelve (12) regular or special meetings of the Board.~~