



CITY OF
LOS ANGELES
CALIFORNIA



P.O. BOX 4670, WEST HILLS, CA 91308
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WEST HILLS NEIGHBORHOOD COUNCIL

JOINT BOARD AND BUDGET COMMITTEE MEETING AGENDA

Tuesday, July 22, 2025, 6:30 p.m.

**Chaminade College Preparatory – Condon Center 2nd Floor
23241 W. Cohasset Street, West Hills, CA 91304**

Enter Chaminade through the Cohasset Street entrance between Woodlake and Platt Avenues. Drive through the parking lot, bear left and continue over the hill until you see the Condon Family Technology Center on the left. Park in the nearest lot.

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 Budget Committee meeting will be conducted in person.

This meeting is open to the public. Doors open 10 minutes before the meeting starts. Those who wish to speak during the meeting may be asked to complete a Speaker Card. 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.

1. Call to Order
2. Establish Quorum
3. Comments from the Co-Chairs
4. Approve minutes from June 24, 2025
5. Public Comment on Non-agenda items

New Business:

6. Discussion and possible approval of reallocation of funds in the WHNC 2025-2026 Fiscal Year Budget including potential rollover in the amount of \$10,552.59.
7. Discussion of City requirements for submitting budget items to the Dashboard.
8. Adjournment

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 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 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, an issue raised by a member of the public may become the subject of a future Board meeting. Public comment is limited to two minutes per speaker, unless adjusted by the presiding officer of the committee.

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 Traduccion: 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

JOINT BOARD AND BUDGET COMMITTEE MEETING MINUTES

June 24, 2025

Chaminade College Preparatory West Hills

Revised June 26, 2025

Committee members in attendance: Aida Abkarians, Faye Barta, Carolyn Greenwood, Glenn Jennings, Kim Koerber, Saif Mogri, Char Rothstein, and Brad Vanderhoof

Other Board members in attendance: Brenda Citrom, and Penny Newmark

New Business: 6. Discussion and possible approval of WHNC Draft 2025-2026 Fiscal Year Budget in the amount of \$25,000.00. 7. Discussion of City requirements for submitting budget items to the Dashboard. 8. Adjournment

1. Call to Order: Co-chair Carolyn Greenwood called the meeting to order at 6:35 PM.
2. Establish Quorum: A quorum was established.
3. Comments from the Co-Chairs: None
4. Approve the minutes from May 2025: Minutes approved.
5. Public Comment on Non-Agenda items: None

New Business

6. Approval of WHNC Draft 2025-2026 Fiscal Year Budget in the amount of \$25,000.00: Carolyn presented a proposed budget based on 2024-2025 spending. Saif shows YTD spending for office expenses as \$20,782.30. Final initial WHNC budget not including rollover funds. Carolyn proposed not having committee distribution specified in the initial budget.

Office	Misc. Expense	\$ 339.00
Office	Rent	\$ 5.00
Office	Committee Printing	\$ 183.00
Office	P.O. Box	\$ 500.00
Office	Apple One	\$ 18,000.00
Office	Go Daddy	\$ 21.00
Board	Web Corner	\$ 1,800.00
Board	Rack Space	\$ 865.00
Board	iContact	\$ 750.00
Office Subtotal		\$ 22,463.00
Communication	Outreach	\$ 1,537.00
Beautification	Refreshment&Snacks	
Special Events	Outreach	
Environment	Outreach	
Govt. Relations	VANC	

Govt. Relations	Budget Advocates	
Govt. Relations	Congress	
Govt. Relations	Empower LA Awards	
Homelessness	Homeless	
Public Safety	Forums	
Streets&Transportation	Outreach	
Public Health		
Outreach Total		\$1,537.00
Elections	Elections	
Total Spent		
Youth and Education	NPG's	
Homelessness	NPG's	\$ 1,000.00
Public Safety	NPG's	
Total		\$ 1,000.00
Streets&Transportation	CIP's	
Beautification	Cleanups	
Total		\$ 25,000.00

Roll call vote on the proposed initial budget:

Aida Abkarians – Yes, Faye Barta – Yes, Carolyn Greenwood – Yes, Glenn Jennings – Yes,

Kim Koerber – Yes, Saif Mogri – Yes, Char Rothstein – Yes, Brad Vanderhoof – Yes

The item passes unanimously.

The Budget will be sent to the WHNC Board.

7. City requirements for submitting budget items to the Dashboard: Carolyn explained everything must be submitted to The City via the dashboard. All related documents (quotes, invoices, receipts, etc.) need to be submitted at the same time.

Co-chair Carolyn Greenwood adjourned the meeting at 7:25 PM.

The next meeting of this committee is Tuesday, July 17, 2025 at 6:30 PM, at Chaminade High School.

	Item	Committee	Purpose	Budget	
	OFFICE				
1		Office	Misc. Expense	\$338.00	
2		Office	Rent	\$5.00	
3		Office	Committee Printing	\$183.00	
4		Office	P.O.Box	\$500.00	
5		Office	Apple One	\$18,000.00	
6		Office	Go Daddy	\$22.00	
7		Board	Web Corner	\$1,800.00	
8		Board	Rack Space	\$865.00	
9		Board	I Contact	\$750.00	
		Office Subtotal		\$22,463.00	
	OUTREACH				
10		Communication	Outreach	\$1,537.00	
11		Beautification	Refreshment&Snacks	\$0.00	
12		Special Events	Outreach	\$0.00	
13		Environment	Outreach		
14		Govt. Relations	VANC	\$0.00	
15		Govt. Relations	Budget Advocates	\$0.00	
16		Govt. Relations	Congress	\$0.00	
17		Govt. Relations	Empower LA Awards	\$0.00	
18		Homelessness	Homeless	\$0.00	
19		Public Safety	Forums		
20		Streets&Transportation	Outreach		
21		Public Health			
		Outreach Total			
22		Elections	Elections	\$0.00	
		Total Spent			

	Neighborhood Purpose Grants (NPG's)				
23		Youth and Education	NPG's	\$0.00	
18A		Homelessness	NPG's	\$1,000.00	
19A		Public Safety	NPG's	\$0.00	
		Total			
	Community Improvement Projects (CIP's)				
20A		Streets&Transportation	CIP's		
24		Beautification	Cleanups		
25		Beautification	Special Events		
	GRAND TOTAL			\$25,000.00	
	ALLOWED BUDGET			\$25,000.00	
26	Clean Street Grant			\$1,324.83	
	Rollover			\$10,552.59	
	GRAND TOTAL			\$35,552.59	
	GREEN COLOR CANNOT CHANGE				
	RED COLOR REQUESTED AMOUNTS INCLUDES GREEN				