



CITY OF  
LOS ANGELES  
CALIFORNIA



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## WEST HILLS NEIGHBORHOOD COUNCIL

### AMENDED JOINT BOARD AND BUDGET COMMITTEE AGENDA

Tuesday, November 21, 2017, 6:30 P.M.

Chaminade Condon Center – 2<sup>nd</sup> Floor Conference Room  
23241 Cohasset St. West Hills, CA 91304

**Note:** The Saticoy Street entrance to the Condon Center is no longer available. To attend committee meetings, enter Chaminade through the Cohasset Street entrance between Woodlake and Platt Avenues. Drive through the main parking lot, bear left and then continue up and over the hill until you see the Condon Family Technology Center on the left. Park in the nearest lot.

This meeting is open to the public. Doors open 10 minutes before the meeting starts. Those who wish to speak during the meeting are asked to fill out 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. Approval of October Minutes
3. Public Comment
4. Comments from the Chairs
5. Discussion and possible action on approving approximately \$43.76 to Joan Trent for Vision Zero Awards.
6. Discussion and possible action on accepting NPG requests from 6 schools:
  - Haynes St. - \$1,200.00 – Update School Library
  - Capistrano Ave. - Up to \$2,000.00 – Outdoor Furniture
  - Enadia Way - \$1,292.00 – CPR/First Aid Training
  - Hamlin St. - Up to \$1,489.44 – Stage lighting
  - Pomelo - Up to \$2,400.00 – Pomelo Magazine
  - Welby Way – Up to \$2,100.00 – Literacy Garden
7. Discussion on funding for 2018-2019 for NPG's to schools and elections.
8. Open discussion on any other matter that does not require a vote.

**Public Input:** The public is requested to fill out a Speaker Card to address the Board on any agenda item before the Board takes an 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 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 committee meeting. Public comment is limited to two minutes per speaker, unless adjusted by the presiding officer of the committee.

**Public Posting Of Agendas:** WHNC agendas are posted for public review at Shadow Ranch Park, 22633 Vanowen St., West Hills, CA 91307 or at our website, [www.westhillsnc.org](http://www.westhillsnc.org). You can also receive our agendas via email by subscribing to the City of Los Angeles Early Notification System at [www.lacity.org/government/Subscriptions/NeighborhoodCouncils/index](http://www.lacity.org/government/Subscriptions/NeighborhoodCouncils/index).

**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 and other auxiliary aids and/or services may be provided upon request. To ensure availability of services, please make your request at least three business days (72 hours) prior to the meeting you wish to attend by contacting the

WHNC's executive director via email at [Michelle.Ritchie@westhillsnc.org](mailto:Michelle.Ritchie@westhillsnc.org) If you are hearing impaired please call 711.

**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 the meeting where such writing was considered or by contacting the WHNC's executive director via email at [Michelle.Ritchie@westhillsnc.org](mailto:Michelle.Ritchie@westhillsnc.org) Requests can be made for a copy of a record related to an item on the agenda.

**Reconsideration and Grievance Process:** For information on the WHNC's process for board action reconsideration, stakeholder grievance policy or any other procedural matters related to this Council, please consult the WHNC Bylaws. The Bylaws are available at our website, [www.WestHillsNC.org](http://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](mailto:Michelle.Ritchie@westhillsnc.org)

**Agenda Item 3:**

**EmpowerLA Monthly Profile: November, 2017**

**Funding Updates:**

Starting **November 1, 2017**, the NC Funding Program will no longer accept the Funding Request Form (FRF) as a request for payment. All board action and payment authorizations must be on a Board Action Certification (BAC). The BAC was adopted by the Office of the City Clerk on July 1, 2017; it is the official form for NC Funding Program requests and authorizations.

However, if we file our line item budget with City Clerk, we don't need a BAC for any expenditure included in the line item budget. Only a copy of the Board Minutes Approving the line item budget. However, the Budget Committee should probably approve the expenditure, to ensure that it is included in the line item budget.

In the spirit of transparency, and as a way to help the Neighborhood Councils plan accordingly, we are issuing fiscal year end deadlines early:

- All event approval requests for fiscal year 2017-18 must be submitted by **May 20, 2018**.
- Please note that **June 1, 2018** is the last day to submit a check payment request (Operations, Outreach, Election, NPGs, CIPs, and Board Member Reimbursements).
- **June 20, 2018** is the last day a Neighborhood Council will have access to credit on their purchasing card. All credit card purchases must be made on or before June 20, 2018.
- In order to ensure use of current fiscal year funds before the close of the fiscal year, a Neighborhood Council should plan on voting on any financial matters and/or requests during their **April and May 2018** meetings.
- Please visit our website [clerk.lacity.org](http://clerk.lacity.org), as we will be releasing the NC Funding Board Member Training Video shortly. Successful completion of the video and a passing score on the quiz will satisfy the training requirement for the non-financial board members.
- Our website also offers key dates related to upcoming training/education for financial officers on the Funding Program and Funding System. We are happy to assist you with any funding matters and are ready to answer any questions you may have. You may reach us at (213) 978-1058 or via e-mail at [Clerk.NCFunding@lacity.org](mailto:Clerk.NCFunding@lacity.org).

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**Agenda Item 5:**

**PLAN FOR A CITYWIDE SYSTEM OF NEIGHBORHOOD COUNCILS**

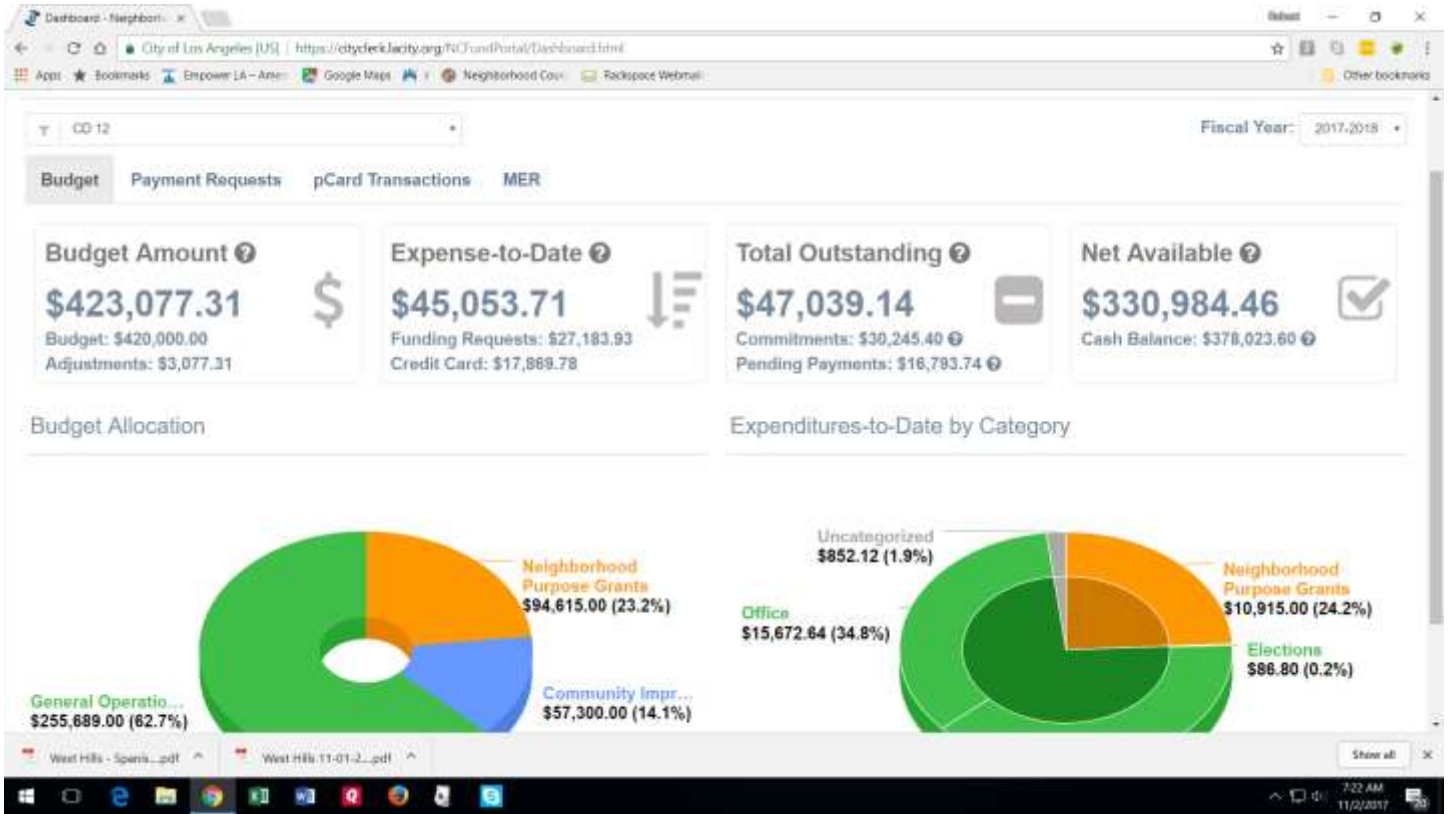
**Article IX Funding**

1. At the beginning of each fiscal year, the Mayor and Council shall appropriate money for Certified Neighborhood Councils for costs related to the functions, operations, and duties of being a Certified Neighborhood Council. Such functions, operations, and duties include, but are not limited to, meeting and office space, office equipment, computers, supplies, and communications, such as costs associated with newsletters, postage, or printing written materials. At the discretion of each neighborhood council, and as approved by the DONE, **all or part of the money so appropriated may be used for neighborhood improvement projects.**

**Article XI Neighborhood Purposes Grant Program**

Neighborhood councils that desire to make a grant of their public funds to a nonprofit corporation (excluding religious institutions) organized under 26 United States Code (U.S.C). section 501(c)(3) **or to a public school**, as authorized by Los Angeles Administrative Code sections 22.801(p) and 22.817, may make a final grant prior to making a final grant commitment and disburse funds to any grantee upon completion of the following:

CD 12:



WHNC:

