



CITY OF
LOS ANGELES
CALIFORNIA



P.O. BOX 4670, WEST HILLS, CA 91308
WWW.WESTHILLSNC.ORG
MAIL@WESTHILLSNC.ORG

WEST HILLS NEIGHBORHOOD COUNCIL

JOINT BOARD AND BUDGET COMMITTEE ONLINE AND TELEPHONIC MEETING AGENDA

Tuesday, September 15, 2020 at 6:30 p.m.

This meeting of the West Hills Neighborhood Council Budget Committee will be conducted online via Zoom Webinar and telephonically. All are invited to attend and participate.

To attend online via Zoom Webinar, click or paste the following link into your browser:

<https://zoom.us/j/95791095643>

To call in by phone, dial (669) 900-6833, then punch in this Webinar code when prompted: **957 9109 5643** and then press #.

This meeting is open to the public. 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. Approve Meeting Minutes of July 21, 2020
4. Approve Meeting Minutes of Aug. 18, 2020
5. Comments from the Co-Chair(s)
6. Public Comment on Non-Agenda items

New Business:

7. Discussion and possible action on approving an NPG request from the Southern California Preparedness Foundation in the amount of \$850.00 towards the 13th Annual Valley Preparedness Fair to be held on Saturday, Oct. 10, 2020.
8. Meeting adjournment.

Public input at Neighborhood Council meetings: When prompted by the presiding officer, members of the public may address the committee on any agenda item before the committee takes an action on the item by punching in *9 (if calling in by phone) or by clicking on the “raise hand” button (if participating online through Zoom) and waiting to be recognized. Comments from the public on agenda items will be heard only when the respective item is being considered. Comments from the public on matters not appearing on the agenda that are within the committee’s jurisdiction will be heard during the General Public Comment period. Please note that under the Ralph M. Brown Act, the committee 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 committee meeting. Public comment is limited to 2 minutes per speaker, unless adjusted by the presiding officer of said committee.

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 §§ 48.01 et seq. More information is available at [ethics@lacity.org/lobbying](mailto:ethics@lacity.org) For assistance, please contact the Ethics Commission at (213) 978-1960 or ethics.commissions@lacity.org <mailto:ethics.commission@lacity.org>

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. 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

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 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 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



CITY OF
LOS ANGELES
CALIFORNIA



P.O. BOX 4670, WEST HILLS, CA 91308
WWW.WESTHILLSNC.ORG
MAIL@WESTHILLSNC.ORG

WEST HILLS NEIGHBORHOOD COUNCIL

JOINT BOARD AND BUDGET COMMITTEE MEETING MINUTE

July 21, 2020

Online and Telephonic

Revised July 29, 2020

Committee members in attendance: No roll call.

Co-chair Bob Brostoff called the meeting to order at 6:35 PM. A quorum was established.

The May 29, 2020 minutes were approved as amended.

The June 16, 2020 minutes were approved.

Numbers refer to agenda items.

4. Comments from the Co-Chairs: Carolyn said as of the June MER there are \$9700 available for rollover. Budget requests were received from every committee except Government Relations (missed deadline). With all requests the WHNC is 31.96% over-budget.

5. Public Comment on Non-Agenda items: None

New Business:

6. Discussion and possible action on approving amendments to the Budget Committee Operating Rules:
The Operating Rules were approved unanimously.

7. Discussion and possible action on approving a request for the Beautification Committee for fiscal year 2020-2021 in the amount of \$1,500.00: Faye and Brad, co-chairs, agreed to reduce the request to \$200.

8. Discussion and possible action on approving a request for the Education Committee for fiscal year 2020-2021 in the amount of \$7,000.00: Aida, chair, agreed to lower the request to \$4050. Nine schools at \$450 each.

9. Discussion and possible action on approving a request for the Special Events Committee for fiscal year 2020-2021 in the amount of \$7,500.00: Myrl and Steve, co-chairs, agreed to reduce the request to \$5000.

10. Discussion and possible action on approving a request for the Streets and Transportation Committee for fiscal year 2020-2021 in the amount of \$1,800.00: Accepted 31.96% reduction to \$1,224.65.

11. Discussion and possible action on approving a request for the Homelessness Committee for fiscal year 2020-2021 in the amount of \$2,250.00: Accepted 31.96% reduction to \$1,530.81.

12. Discussion and possible action on approving a request for the Public Safety and Emergency Preparedness Committee in the amount not to exceed \$150.00: Bob and Saif, co-chairs, agreed to lower the request to \$38. This was then negotiated up to \$140.05. (They agreed to whatever amount remained after all reductions to remain within the budget limit.)

13. Discussion and possible action on approving a request for Communications and Outreach Committee in the amount of \$3,700.00: Accepted 31.96% reduction to \$2,517.33.

14. Discussion and possible action on approving a request for the Ad Hoc Election Committee for fiscal year 2020-2021 in the amount of \$5,000.00: Steve said the Walking Man charge is \$549.23 not \$1500. Election Committee needs \$5000 – flyer \$2500, mailing \$2000, Warner Center News ad \$200, lawn signs \$250.

15. Discussion and possible action on amending the previously approved 2020-2021 Annual Budget:

New line item totals:

20	\$200	reduction	
21	\$5000	reduction	
39	\$5000	increase	
42	\$4050	reduction	
32	\$140.05	increase	This line item will be adjusted to balance budget.

Budget, as amended above, approved unanimously.

Co-chair Bob Brostoff adjourned the meeting at 7:47 PM

The next meeting of this committee will be held TBD. Meeting date and time subject to change.



CITY OF
LOS ANGELES
CALIFORNIA



P.O. BOX 4670, WEST HILLS, CA 91308
WWW.WESTHILLSNC.ORG
MAIL@WESTHILLSNC.ORG

WEST HILLS NEIGHBORHOOD COUNCIL

JOINT BOARD AND BUDGET COMMITTEE MEETING MINUTES

August 18, 2020
Online and Telephonic

Committee members in attendance: Aid Abkarians, Dan Brin, Faye Barta, Bob Brostoff, Carolyn Greenwood, Saif Mogri, Steve Randall, Tony Scarce, Myrl Schreibman, Joan Trent.

Co-chair Bob Brostoff called the meeting to order at 6:35 PM. A quorum was established.

Public Comment

The July 21st, 2020 minutes were tabled to September meeting.

New Business

6. Discussion and possible action on approving a detailed budget request from the Special Events Committee in the amount of \$750. (Halloween Event). Motion unanimously approved.

Co-chair Bob Brostoff adjourned the meeting at 6:55 PM

**Neighborhood Council Funding Program
APPLICATION for Neighborhood Purposes Grant (NPG)**



This form is to be completed by the applicant seeking the Neighborhood Purposes Grant and submitted to the Neighborhood Council from whom the grant is being sought. All applications for grants must be reviewed and approved in a public meeting. Upon approval of the application the Neighborhood Council (NC) shall submit the application along with all required documentation to the Office of the City Clerk, NC Funding Program.

Name of NC from which you are seeking this grant: West Hills NC

SECTION I - APPLICANT INFORMATION

1a) Southern California Preparedness Foundation 47-2811120 California 01/21/2015
Organization Name *Federal I.D. # (EIN#)* *State of Incorporation* *Date of 501(c)(3) Status (if applicable)*

1b) 19300 Rinaldi St., Unit 7333 Northridge CA 91327-8818
Organization Mailing Address *City* *State* *Zip Code*

1c) _____
Business Address (if different) *City* *State* *Zip Code*

1d) **PRIMARY CONTACT INFORMATION:**
David Brown 310-994-2566 entropy3@earthlink.net
Name *Phone* *Email*

2) Type of Organization- Please select one:
 Public School (not to include private schools) *Attach Signed letter on School Letterhead* or 501(c)(3) Non-Profit (other than religious institutions) *Attach IRS Determination Letter*

3) _____
Name / Address of Affiliated Organization (if applicable) *City* *State* *Zip Code*

SECTION II - PROJECT DESCRIPTION

4) Please describe the purpose and intent of the grant.

Participation in the 13th Annual Valley Disaster Fair, Saturday, October 10, 2020, sponsored by the Southern California Preparedness Foundation. Due to City and state restrictions on gatherings, this year's event will be virtual. The Neighborhood Council will receive a five-minute time slot for a prerecorded video presentation to be broadcast as part of the event proceedings and a list of registered attending families contact information within its boundaries for Outreach operations. In addition, the Neighborhood Council's name, meeting information and website address will appear on the Fair website (www.ValleyDisasterFair.com).

5) How will this grant be used to primarily support or serve a public purpose and benefit the public at-large. (Grants cannot be used as rewards or prizes for individuals)

This emergency and disaster preparedness fair has drawn close to 7,000 attendees as a physical event, and we expect a comparable or larger attendance at this year's virtual event. The fair benefits Neighborhood Council stakeholders and surrounding communities by increasing family and neighborhood awareness, providing education and training, and enhancing whole community disaster preparedness. This event is family-friendly, open to the public and free to attendees and exhibitors. The grant money will be used to procure supplies, services and technical support for the Valley Disaster Preparedness Fair.

SECTION III - PROJECT BUDGET OUTLINE

You may also provide the Budget Outline on a separate sheet if necessary or requested.

6a) Personnel Related Expenses	Requested of NC	Total Projected Cost
	\$0	\$0
	\$	\$
	\$	\$

6b) Non-personnel Related Expenses	Requested of NC	Total Projected Cost
	\$850.	\$50,000
	\$	\$
	\$	\$

7) Have you (applicant) applied to any other Neighborhood Councils requesting funds for this project?
 No Yes If Yes, please list names of NCs: Various Neighborhood Councils

8) Is the implementation of this specific program or purpose described in Question 4 contingent on any other factors or sources or funding? (Including NPG applications to other NCs) No Yes If Yes, please describe:

Source of Funding	Amount	Total Projected Cost
	\$	\$
	\$	\$
	\$	\$

9) What is the TOTAL amount of the grant funding requested with this application: \$ 850.

10a) Start date: 01 / 07 / 20 10b) Date Funds Required: 09 / 30 / 20 10c) Expected Completion Date: 10 / 10 / 20
 (After completion of the project, the applicant should submit a Project Completion Report to the Neighborhood Council)

SECTION IV - POTENTIAL CONFLICTS OF INTEREST

11a) Do you (applicant) have a current or former relationship with a Board Member of the NC?
 No Yes If Yes, please describe below:

Name of NC Board Member	Relationship to Applicant

11b) If yes, did you request that the board member consult the Office of the City Attorney before filing this application?
 Yes No *(Please note that if a Board Member of the NC has a conflict of interest and completes this form, or participates in the discussion and voting of this NPG, the NC Funding Program will deny the payment of this grant in its entirety.)

SECTION V - DECLARATION AND SIGNATURE

I hereby affirm that, to the best of my knowledge, the information provided herein and communicated otherwise is truly and accurately stated. I further affirm that I have read the documents "What is a Public Benefit," and "Conflicts of Interest" of this application and affirm that the proposed project(s) and/or program(s) fall within the criteria of a public benefit project/program and that no conflict of interest exist that would prevent the awarding of the Neighborhood Purposes Grant. I affirm that I am not a current Board Member of the Neighborhood Council to whom I am submitting this application. I further affirm that if the grant received is not used in accordance with the terms of the application stated here, said funds shall be returned immediately to the Neighborhood Council.

12a) Executive Director of Non-Profit Corporation or School Principal - REQUIRED*

Linda Pruett President *Linda M. Pruett* 07/01/20
 PRINT Name Title Signature Date

12b) Secretary of Non-profit Corporation or Assistant School Principal - REQUIRED*

Dave Brown Vice-President *Dave Brown* 07/01/20
 PRINT Name Title Signature Date

* If a current Board Member holds the position of Executive Director or Secretary, please contact the NC Funding Program at (213) 978-1058 or clerk.ncfunding@lacity.org for instructions on completing this form