



CITY OF  
LOS ANGELES  
CALIFORNIA



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## WEST HILLS NEIGHBORHOOD COUNCIL

### **JOINT BOARD AND BUDGET COMMITTEE ONLINE AND TELEPHONIC MEETING AGENDA**

**Tuesday, May 25, 2021 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:

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

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 March 23, 2021
4. Comments from the Co-Chair(s)
5. Public Comment on Non-Agenda items

#### **New Business:**

6. Discussion and possible action on approving an amended budget for the 2020-2021 fiscal year.
7. Discussion and possible action on the WHNC Budget for the 2021-2022 fiscal year.
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](http://ethics.lacity.org/lobbying). For assistance, please contact the Ethics Commission at (213) 978-1960 or [ethics.commission@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](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 via email [NCsupport@lacity.org](mailto:NCsupport@lacity.org) or calling (213) 978-1551. 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).



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## WEST HILLS NEIGHBORHOOD COUNCIL

### JOINT BOARD AND BUDGET COMMITTEE MEETING MINUTES

March 23, 2021

Online and Telephonic

Revised March 24, 2021

Committee members in attendance: Carolyn Greenwood, Aida Abkarians, Dan Brin, Faye Barta, Tariq El-Atrache, Bonnie Klea, Saif Mogri, Daniel Osztreicher, Steve Randall, Char Rothstein, Myrl Schreiber, Joan Trent, Alec Uzemeck, and Brad Vanderhoof.  
Additional WHNC Board members in attendance: Marie Javdani, and, Olivia Naturman

Co-chair Carolyn Greenwood called the meeting to order at 6:36 PM. A quorum was established.

The January meeting minutes were approved.

Numbers refer to agenda items.

4. Comments from the Chair: Deadlines; May 20 is the last day to submit an event approval form, June 1 is the last day to submit a check request, June 20 is the last day to use the WHNC credit card. Carolyn said she has not heard an amount for the 2021-2022 NC allocation or if it will be possible to roll-over funds.

5. Public Comment: None

6. Consent Calendar –

- a. Budget Request in the amount of \$2700.00 for the Bingo event, line item 12 of the WHNC budget –
- b. Move of \$100 from Special Events to Elections Line item 12. –
- c. Approval of a modification to the Elections Committee budget to increase it to \$7,275.65. Line item 22. –
- d. Approval of \$10.00 for water for a cleanup day event. Line item 24 –
- e. NPG for Pomelo Elem \$500.00, line item 23 –
- f. NPG for Justice St Elem \$500.00, line item 23 –
- g. NPG for Capistrano Elem \$500.00, line item 23 –
- h. NPG for Nevada Elem \$500.00, line item 23

At Carolyn's request Brad explained how a consent calendar works. Daniel O. asked to pull item a. Myrl asked to pull item b. Char asked to pull item c.

Vote to approve items d. through h.

Yes – 14, No – 0, Abstain – 0

These items will be sent to the WHNC Board.

#### 7. New Business:

6. a. Budget Request in the amount of \$2700.00 for the Bingo event, line item 12 of the WHNC budget –

Marie said she would like to see the total allocation for the event reduced and specifically questioned the \$1000 for software. Myrl answered the software is a reusable asset for future events. Tariq said the software has not been identified. Daniel O. asked for more supporting material on the proposed expenditures. Myrl said they are working with the Canoga Park West Hills Chamber of Commerce and CD12 and the event is tentatively planned for May 16.

Daniel O. moved to amend the amount to \$2000 by removing \$500 from the software item, \$100 from the art and printing item, and an additional \$100 from the general budget. Tariq seconded.

Yes – 2, No – 12, Abstain – 0

The amendment fails.

Vote on the Budget Request in the amount of \$2700

Yes – 13, No – 1, Abstain – 0

The Budget request will be sent to the WHNC Board.

6. b. Move of \$100 from Special Events to Elections Line item 12. –

Yes – 14, No – 0, Abstain – 0

The request will be sent to the WHNC Board.

6. c. Approval of a modification to the Elections Committee budget to increase it to \$7,275.65. Line item 22. –  
Daniel O. asked if the election spending could be amortized over this year and next year since elections are held every two years. Carolyn replied the City will not allow that. Dan B. said the election is actually amortized over this year and last year as the WHNC set aside carry-over funds last year for the election.

Yes – 13, No – 0, Abstain – 1

The modified budget will be sent to the WHNC Board.

9. NPG to New Friends of Homeless Center in the amount of \$350 from line item 18 –  
Aida said the NPG paperwork is not available but will be ready for the Board meeting. Carolyn said the NPGs from line item 18 will spend all but \$350 of the funds budgeted for the Homelessness Committee.

Daniel O. moved to mark items 9. Through 12. Approved unanimously. Dan B. seconded.

The motion was approved unanimously.

Items 9. Through 12. Will be sent to the WHNC Board.

10. NPG to Temple Aliyah's Bundles of Kindness in the amount of \$200 from line item 18 –  
Approved unanimously.

11. NPG to the West Valley Food Pantry in the amount of \$600 from line item 18 --  
Approved unanimously.

12. NPG to the OneGeneration in the amount of \$350 from line item 18 –  
Approved unanimously.

13. Account we should use to pay the LAPD for security services.  
Carolyn explained this bill has been paid and is for services from two years ago. She said the approval is a matter of internal accounting and suggested taking the funds from line item 3 (committee printing) –

Carolyn moved to deduct the payment from WHNC budget line item 3. Dan B. seconded.

The motion passed unanimously.

8. Source of \$2,275.65 for the Elections Committee budget, line 22 –  
Marie suggested taking one-half from the Communications and Outreach Committee budget and one-half from the Special Events Committee budget.

The matter is referred back to these committees for approval.

Aida said \$1500 to \$2000 has been promised to LAPD Topanga Division P.A.L.S. if they apply for an NPG.

Co-chair Carolyn Greenwood adjourned the meeting at 8:07 PM

The next meeting of this committee will be held April 27 at 6:30 PM.

Item #	Committee	Purpose	Budget	Prev fiscal	October	November	December	January	February	March	April	May	Balance
	<b>Office</b>												
1	Office	Misc Exp	\$519.00						\$388.00				\$131.00
2	Office	Rent	\$5.00										\$5.00
3	Office	Comm Print	\$303.80							\$230.44			\$73.36
4	Office	PO Box	\$326.00										\$326.00
5	Office	Apple One	\$17,641.80	\$5,074.80	\$1,356.60	\$1,356.60		\$2,034.90		\$3,730.65	\$1,356.60	\$1,356.60	\$1,375.05
6	Office	Go Daddy	\$21.17	\$21.17									\$0.00
7	Board	Web Corner	\$1,800.00	\$450.00	\$150.00	\$150.00	\$150.00	\$150.00	\$150.00	\$150.00	\$150.00	\$150.00	\$150.00
8	Board	Rack Space	\$830.54	\$182.40	\$55.20	\$65.09	\$62.40	\$62.40	\$62.40	\$62.40	\$62.40	\$62.40	\$153.45
9	Board	lcontact	\$530.40										\$530.40
	<b>Subtotal</b>		<b>\$21,977.71</b>	<b>\$5,728.37</b>	<b>\$1,561.80</b>	<b>\$1,571.69</b>	<b>\$212.40</b>	<b>\$2,247.30</b>	<b>\$600.40</b>	<b>\$4,173.49</b>	<b>\$1,569.00</b>	<b>\$1,569.00</b>	<b>\$2,744.26</b>
	<b>Outreach</b>												
10	Communications	Outreach	\$2,517.33										\$2,517.33
11	Beautification	Refresh & Suppl	\$100.00										\$100.00
12	Spec Events	Outreach	\$3,042.99	\$416.10	\$43.70								\$2,583.19
13	Environment	Outreach											\$0.00
14	Gov't Relations	VANC											\$0.00
15	Gov't Relations	Budget Advocates											\$0.00
16	Gov't Relations	Congress											\$0.00
17	Gov't Relations	Emp LA Awards											\$0.00
18	Homelessness	Homeless	\$30.81										\$30.81
19	Public Safety	Forums	\$139.62										\$139.62
20	Strts & Trans	Outreach	\$624.65										\$624.65
21	Public Health	Outreach											\$0.00
	<b>Subtotal Outreach</b>		<b>\$6,455.40</b>	<b>\$416.10</b>	<b>\$1,561.80</b>	<b>\$1,571.69</b>	<b>\$212.40</b>	<b>\$2,247.30</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$5,995.60</b>
22	elections		\$6,957.01							\$400.00	\$6,306.25	\$250.76	\$0.00
	<b>Subtotal Elections</b>		<b>\$6,957.01</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$400.00</b>	<b>\$6,306.25</b>	<b>\$250.76</b>	<b>\$0.00</b>









<b>Neighborhood Purposes Grants (NPG) Expenditures Category</b>	
<b>Total NPG Expenditures</b>	

<b>Community Improvement Projects (CIP) Expenditures Category</b>	
<b>Total CIP Expenditures</b>	

<b>TOTAL ANNUAL BUDGET ALLOCATIONS</b>	
<b>Office/Operational Expenditures</b>	
<b>Outreach Expenditures</b>	
<b>Election Expenditures</b>	
<b>General and Operational Expenditures</b>	
<b>Neighborhood Purposes Grants (NPG) Expenditures</b>	
<b>Community Improvement Projects (CIP) Expenditures</b>	
<b>TOTAL EXPENDITURES FOR THE FISCAL YEAR</b>	