



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 ONLINE AND TELEPHONIC MEETING AGENDA **Tuesday, July 21, 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 May 29, 2020 and June 16, 2020
4. Comments from the Co-Chair(s)
5. Public Comment on Non-Agenda items

New Business:

6. Discussion and possible action on approving amendments to the Budget Committee Standing Rules.
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
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
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

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
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
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
13. Discussion and possible action on approving a request for Communications and Outreach Committee in the amount of \$3,700.00.
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
15. Discussion and possible action on amending the previously approved 2020-2021 Annual Budget.

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. For assistance, please contact the Ethics Commission at (213) 978-1960 or 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.



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WEST HILLS NEIGHBORHOOD COUNCIL

JOINT BOARD AND BUDGET COMMITTEE ONLINE AND TELEPHONIC MEETING AGENDA DRAFT MINUTES May 26,2020

Committee members in attendance: Bob Brostoff, Faye Barta, Dan Brin, Anthony Brosamle, Carolyn Greenwood, Bonnie Klea, Saif Mogri, Steve Randall, Charlene Rothstein, Tony Scarce, Myrl Schreiber, Joan Trent and Brad Vanderhoof

Absent: Aida Abkarians and Alec Uzemeck

Co-chair Bob Brostoff called the meeting to order at 7:15 PM. A quorum was established.

Public Comment: none

1. Discussion and possible action on approving a Spending Request for \$300 for two Battery powered leaf/trash blowers for the Beautification Committee to be used for WHNC cleanup and other community projects. Line item 29

After discussion and determination that this and the next item would come from the Clean Street Grant, item was tabled.

2. Discussion and possible action on approving a Spending Request for \$75 for two coffee thermoses for the Beautification Committee to be used for WHNC cleanup and other community projects. Line item 29.

Item tabled.

3. Discussion and possible action on approving NPG for Capistrano Avenue Elementary School PTA in the amount of \$800 for a water filtration system. Line item 27

NPG for Capistrano Avenue Elementary School in the amount of \$800 approved with condition that missing items on NPG are corrected before Board meeting with 13 yes votes and one (1) no vote.

4. Discussion and possible action on approving a Spending Request for an amount up to \$1,444 for the New Friends Homeless Center and Pastor April for food, blankets and sleeping bags in support of the Covid-19 emergency relief efforts.

The next three items were dependent on the balance available in the 2019-2020 budget resulting in the requested amounts being reduced to \$1, 177.

After discussion about validating this center as a 501(c)3, Spending Request in an amount up to \$1,177 for the New Friends Homeless Center and Pastor April with 11 yes votes and 3 abstentions.

5. Discussion and possible action on approving a Spending Request for an amount up to \$1,444 for the West Valley Food Pantry in support of the Covid-19 emergency relief efforts.

Spending Request in an amount up to \$1,177 for the West Valley Food Pantry was approved unanimously.

6. Discussion and possible action on approving a Spending Request for an amount up to \$1,177 for Hope of the Valley for food and hygiene products in support of the Covid-19 emergency.

Spending Request in an amount up to \$1,177 for Hope of the Valley was approved with 13 yes votes and one (1) abstention.

Meeting adjourned at 8:59 p.m.

DRAFT



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WEST HILLS NEIGHBORHOOD COUNCIL

JOINT BOARD AND BUDGET COMMITTEE MEETING MINUTES

June 16, 2020

Online and Telephonic

Revised June 20, 2020

Committee members in attendance: Bob Brostoff, Carolyn Greenwood, Aida Abkarians, Faye Barta, Dan Brin, Bonnie Klea, Saif Mogri, Olivia Naturman, Steve Randall, Charlene Rothstein, Tony Scearce, Myrl Schreibman, Joan Trent, Alec Uzameck, and Brad Vanderhoof.

Co-chair Bob Brostoff called the meeting to order at 6:33 PM. A quorum was established.

The February 2020 minutes were approved as amended. Glenn Jennings is not a committee member. The May 2020 minutes were approved.

Chair Comments: Carolyn said the purpose of this meeting is to approve a preliminary budget for 2020 – 2021. Planned spending details will be added at the July meeting. Carolyn reviewed the committees which have made budget requests. Myrl asked about the AppleOne charge. Carolyn said the City sets AppleOne's fees. Bob added there are different classifications of contract employee. Aida, speaking for Sandi Bell, said the Public Health Committee will not make a budget request.

Public Comment: None

Numbers refer to Agenda items.

6. Discussion and possible action on approving the WHNC 2020-2021 Budget: Carolyn said the budget can be amended at any time during the fiscal year, and asked for a motion to create a three item budget: General expenses 27K, Outreach 4K, NPG 1K. Brad mentioned 'Outreach' in the budget is a city accounting term and does not refer to the WHNC Communications and Outreach Committee. Faye so moved. Dan seconded.

Yes 13, NO-1, Abstain – 0

The motion carries and the budget will be presented to the board.

7. Discussion and possible action on approving Communications Committee Budget Request in the amount of \$3,700: Item tabled to July.

8. Discussion and possible action on approving Homelessness Committee Budget Request in the amount of \$2.250: Item tabled to July.

9. Discussion and possible action on approving completion of Encumbrance Form for items in 2019-2020 Budget: Carolyn moved to encumber Rackspace (email system) charges from the last months of fiscal year 2019-2020 in the amount of \$64.80. Brad seconded.

Yes -- 14, No -- 0, Abstain – 0

The motion carries and the encumbrance will be presented to the board as part of the administrative packet.

Co-chair Bob Brostoff adjourned the meeting at 7:07 PM

The next meeting of this committee will be held Tuesday, July 21, 2020 at 6:30 PM. Meeting date and time subject to change.

DRAFT

IT'S OUR NEIGHBORHOOD. LET'S BUILD A COMMUNITY.



West Hills Neighborhood Council

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BUDGET COMMITTEE OPERATING RULES **Revised MAY 30, 2020**

"The MISSION of this committee is to be responsible for making recommendations to the Board for all budgetary and financial matters of the WHNC."

These rules may be amended at any regular meeting of the Committee by a majority vote of the members present provided possible action on the committee operating rules is announced in the agenda.

1. The Chair(s) of the Beautification Committee are: Co-Chair Bob Brostoff, Co-Chair Carolyn Greenwood
2. Additional officer(s) appointed by the Chair(s).
Secretary Brad Vanderhoof
3. Members of this committee shall be appointed by the Chair(s).
4. WHNC Board members and WHNC stakeholders are eligible to serve on this committee.
5. This committee shall consist of 14 members who are:

Faye Barta	Dan Brin	Anthony Brosamle	Bob Brostoff	Carolyn Greenwood
Bonnie Klea	Saif Mogri	Steve Randall	Char Rothstein	Tony Scearce
Myrl Schreiberman	Joan Trent	Alec Uzemeck	Brad Vanderhoof	
6. A quorum shall consist of 8 members.
7. Voting rights shall be accorded to committee members only.
8. For this committee "serving actively" is defined as:
 1. attending regular committee meetings
 2. participating in and contribution to discussions
 3. accepting tasks or assignments to support committee objectives
9. The writing and posting of agendas shall be the responsibility of the Co-Chairs.
10. The taking and posting of minutes shall be the responsibility of the Secretary.
11. Committee members must not miss more than four (4) meetings in a 12-month period or they may be removed from the committee.

12. Committee members including officers shall not claim to be, or give the impression of, speaking or communicating by any means on behalf of the WHNC without approval from the Board.
13. Committee members including officers shall not make any representations to or requests of the Board or any other agency, on behalf of the Committee, without approval from the Committee.
14. The parliamentary process is to be governed by “Rosenberg’s Rules of Order: Simple Parliamentary Procedures for the 21st Century.”
15. All meetings, discussions, and communications pertaining to the business of this committee shall be conducted in compliance with the Brown Act.
16. This committee shall abide by the WHNC Code of Civility. This code shall apply to all committee members, whether they are members of the WHNC Board or not.
17. This committee will meet on the 3rd Tuesday of the month at 6:30 PM unless rescheduled.

WEST HILLS NEIGHBORHOOD COUNCIL

Budget Request For 2020-2021

Please print legibly or type

Date of submission: July 12, 2020

Committee Name: Beautification

Date Committee approved: February 25, 2020

Chairperson: Barta / Vanderhoof

Amount Requested: \$ 2825

List of Items Budgeted For, With Costs:

Allocation of Clean Streets grant roll-over funds to the Beautification Committee: \$1325

WHNC funds for water and snacks: \$500

WHNC funds for Beautification Cleanup tools and consumable supplies \$500

WHNC funds for special events (tee shirts, art projects) \$500

WEST HILLS NEIGHBORHOOD COUNCIL

Budget Item Request

Please print legibly or type

Date of submission: Committee Name: Youth + Education
 Chairperson/Stakeholder: AIDA ABKARIANS Date Approved by Committee: 10/12/2010
 Phone: 818 404-7448 Email: aida.kippy@aol.com

Event/Activity: 9 West Hills School, NPG'S FOR the amount of \$700. - Per school. Total NPG is 6,300. - We would also like to ask for \$700.00 for a Forum on Anti Bullying Race Education

Total Amount Requested: \$7000.00

Justification for request. This must include a statement about how the event/activity benefits the stakeholders of West Hills.
NPG'S + Educational Events creates a positive Relationship between WHNC + our Community and helps advance our students lives.

(Attach additional pages if necessary)

List all expense items, quantities, and amounts:

Item & Quantity	Amount
<u>Educational Events Nevada</u>	<u>\$6,000.00</u>
<u>Pomelo Community Charter</u>	<u>\$700.00</u>
<u>ELCAMINO Charter</u>	<u>\$700.00</u>
<u>Hamlin School</u>	<u>\$700.00</u>
<u>Haynes</u>	<u>\$700.00</u>
<u>Welby Way</u>	<u>\$700.00</u>
<u>Justice School</u>	<u>\$700.00</u>
<u>Capistrano</u>	<u>\$700.00</u>
<u>Enadria Way</u>	<u>\$700.00</u>

For Budget Committee/Controller Use Only:

Date of receipt from committee: Date sent to Board:

SPECIAL EVENTS COMMITTEE BUDGET REQUEST FOR 2020-2021

EVENT	PROPOSED BUDGET	PROPOSED EVENT DATES	LOCATION
2nd Annual Halloween House on Display		October 23-25- 2020	West Hills Community
Print Promotion for Event	\$375.00		
Postage and Mailing	\$100.00		
Certificates	\$175.00		
Merchandising Promotion for event	\$400.00		
TOTAL	\$1,050.00		
2nd Annual Valentine's Senior Dance		February 14- 2021	TBD
Packaged Food & Refreshments	\$525.00		
DJ	\$500.00		
Venue	\$500.00		
Tableware	\$400.00		
Decorations	\$350.00		
Insurance	\$225.00		
TOTAL	\$2,500.00		
West Hills Spring Art and Dance Festival		May 22 or 23 - 2021	Orcutt Ranch Park
Print Promotion for Event	\$400.00		
Dance Floor	\$200.00		
Insurance	\$300.00		
DJ with PA system	\$400.00		
Facility Rental	\$2,000.00		
Pop Ups	\$0.00		
Decoration	\$650.00		
TOTAL	\$3,950.00		
GRAND TOTAL	\$7,500.00		

WEST HILLS NEIGHBORHOOD COUNCIL

Budget Request For 2019-2020

Please print legibly or type

Date of submission:

5/23/19

Committee Name:

Streets & Transportation

Date Committee approved:

Chairperson:

Tony Brosamle and Olivia Naturman

Amount Requested: \$

2000.00

List of Items Budgeted For, With Costs:

Safety Fair - \$1000 (bike rodeo NPG, safety signs, promotional materials, food)

Printing (general) \$200

Fall Fest Booth (promotional materials and art contest) \$300

Utility Boxes (Artist stipends) \$500

WEST HILLS NEIGHBORHOOD COUNCIL

Budget Request

fy 20,21

Please print legibly or type

Date of Submission: 6/8/2020 Committee Name: HOMELESSNESS

Chairperson/Stakeholder: Tom Booth, Aida Adkarians, Olivia Naturman, Co-chairs F

Phone: Tom 818-437-8453 Email Address: thomas.booth@westhillsnc.org

Event/Activity: Various Homelessness Committee Projects (detail below)

Amount Requested: \$2,250.00

Justification for request. This must include a statement about how the event/activity will benefit the stakeholders of West Hills:

Homeless Committee is requesting \$2,250 to educate housed stakeholders on homeless issues and to demonstrate to unhoused West Hills K-5 students know they have the support of West Hills stakeholders as they continue their education.

List all expense items and amounts	Amount
1. 2021 LAHSA Homeless Count	\$250
2. Homeless Connect Day	\$500
3. One Generation Symposium	\$750
4. Community Forums on Homelessness	\$500
5. Printing	\$250
Total	\$2,250

WEST HILLS NEIGHBORHOOD COUNCIL

Spending Request Form

Please print legibly or type

Date of submission:

Committee Name:

Chairperson/Stakeholder:

Date Approved by Committee:

Phone:

Email:

Event/Activity

Total Amount Requested:

Budget Line Item:

Justification for request. This must include a statement about how the event/activity benefits the stakeholders of West Hills.

(Attach additional pages if necessary)

List all expense items, quantities, and amounts:

Item & Quantity	Amount
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

For Budget Committee/Controller Use Only:

Committee Approved

Budget Approved

Board Approved

WEST HILLS NEIGHBORHOOD COUNCIL

Budget Request For 2020-2021

Please print legibly or type

Date of submission: July 15, 2020 Committee Name: Communications and Outreach

Date Committee approved: June 17, 2020

Chairperson: Brad Vanderhoof

Amount Requested: \$3700

List of Items Budgeted For, With Costs:

West Hills Photo Contest \$1000

Promotional or give-away items \$2700

WEST HILLS NEIGHBORHOOD COUNCIL

Budget Request For 2020-2021

Please print legibly or type

Date of submission: 7/17/2020

Committee Name: ELECTIONS

Date Committee approved: 7/16/2020

Chairperson: STEVE RANDALL/CHAR ROTHSTEIN

Amount Requested: \$ 5000.00

List of Items Budgeted For, With Costs:

PRINTING & FOLDING OF 15,000 MAILERS	\$ 2000.00
USPS MAILING OF ELECTION MATERIAL	2550.00
WARNER CENTER NEWS ELECTION AD	200.00
LAWN SIGNS	250.00