



CITY OF
LOS ANGELES
CALIFORNIA



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WEST HILLS NEIGHBORHOOD COUNCIL

JOINT BOARD AND BUDGET COMMITTEE MEETING AGENDA **MONDAY, JUNE 26, 2023, 6:30 P.M.** **De Toledo High School** **22622 Vanowen Street, West Hills 91307**

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 the minutes from March 23, 2023
5. Public Comment on Non-Agenda items

NEW BUSINESS:

6. Discussion and possible action regarding approval of WHNC preliminary budget for fiscal year 2023 - 2024 in the amount of \$32,000
7. Meeting Adjournment

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.

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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

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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 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



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WEST HILLS NEIGHBORHOOD COUNCIL

JOINT BOARD AND BUDGET COMMITTEE MEETING MINUTES

March 23, 2023

Online and Telephonic

Revised March 23, 2023

Committee members in attendance: Aida Abkarians, Faye Barta (left early), Dan Brin, Carolyn Greenwood, Bonnie Klea (left early), Saif Mogri (left 7:02 PM), Steve Randall, Char Rothstein, Anthony Scearce, Myrl Schreibman, Joan Trent, and Brad Vanderhoof

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

Numbers refer to agenda items.

3. Approve February 23, 2023 Meeting Minutes: The minutes were approved.

4. Comments from Co-Chair(s): None

5. Public Comment on Non-Agenda items: none

New Business

6. Budget Request in the amount of \$750 for truck rental and participation in the Memorial Day Parade on May 20, 2023: There may be a possibility of getting the truck rental donated.

Roll Call Vote to approve proposed Budget Request;

Aida Abkarians – Yes, Faye Barta – Yes, Dan Brin – Yes, Bob Brostoff – Absent,
Carolyn Greenwood – Yes, Bonnie Klea – Yes, Saif Mogri – Yes, Steve Randall – Yes,
Char Rothstein – Yes, Anthony Scearce – Yes, Myrl Schreibman – Yes, Joan Trent – Yes,
Brad Vanderhoof – Yes

Yes – 12, No – 0, Absent – 1, Abstain – 0, Recusal – 0

The Budget Request is approved and will go to the WHNC Board.

7. Streets & Transportation Spending Request in the amount of \$500 for paint/supplies and artist payment: This item is for painting a signal control box at Sherman Way and Medical Center Drive. Anthony gave a financial breakdown; \$200 for paint and supplies, and \$300 payment to the artist (other NCs have paid the artist \$1000 for a fee and all supplies). Christina Walsh said this process is very different from when she painted a box.

Roll Call Vote to approve proposed Spending Request;

Aida Abkarians – Yes, Faye Barta – No, Dan Brin – Yes, Bob Brostoff – Absent,
Carolyn Greenwood – Yes, Bonnie Klea – Yes, Saif Mogri – Yes, Steve Randall – No,
Char Rothstein – Yes, Anthony Scearce – Yes, Myrl Schreibman – No, Joan Trent – No,
Brad Vanderhoof – Yes

Yes – 8, No – 4, Absent – 1, Abstain – 0, Recusal – 0

The Spending Request is approved and will go to the WHNC Board.

Saif Mogri left the meeting at 7:02 PM.

8. Approval of \$200 for yearly Zoom payment:

Roll Call Vote to approve payment;

Aida Abkarians – Yes, Faye Barta – Yes, Dan Brin – Yes, Bob Brostoff – Absent, Carolyn Greenwood – Yes, Bonnie Klea – Yes, Saif Mogri – Absent, Steve Randall – Yes, Char Rothstein – Yes, Anthony Scearce – Yes, Myrl Schreiberman – Yes, Joan Trent – Yes, Brad Vanderhoof – Yes

Yes – 11, No – 0, Absent – 2, Abstain – 0, Recusal – 0

The payment is approved and will go to the WHNC Board.

9. Approval of a Special Events Committee Spending Request in the amount of \$4,250 for Kids Day Event: Steve said the estimated cost of the event has been revised to \$2710.

Roll Call Vote to approve a Spending Request in the amount of \$2710;

Aida Abkarians – Yes, Faye Barta – Yes, Dan Brin – Yes, Bob Brostoff – Absent, Carolyn Greenwood – Yes, Bonnie Klea – Yes, Saif Mogri – Absent, Steve Randall – Yes, Char Rothstein – Yes, Anthony Scearce – Yes, Myrl Schreiberman – Yes, Joan Trent – Yes, Brad Vanderhoof – Yes

Yes – 11, No – 0, Absent – 2, Abstain – 0, Recusal – 0

The Spending Request is approved and will go to the WHNC Board.

10. Approval of an Election Committee Spending Request in the amount of \$6,500.00 for the upcoming election: Carolyn read an itemized list of election expenses.

Roll Call Vote to approve Spending Request;

Aida Abkarians – Yes, Faye Barta – Yes, Dan Brin – Yes, Bob Brostoff – Absent, Carolyn Greenwood – Yes, Bonnie Klea – Yes, Saif Mogri – Absent, Steve Randall – Yes, Char Rothstein – Yes, Anthony Scearce – Yes, Myrl Schreiberman – Yes, Joan Trent – Yes, Brad Vanderhoof – Yes

Yes – 11, No – 0, Absent – 2, Abstain – 0, Recusal – 0

The payment is approved and will go to the WHNC Board.

11. Neighborhood Purpose Grant (“NPG”) to Pomelo Elementary School in the amount of \$750: Aida explained the NPG is for new playground equipment for grades PK to 5.

Roll Call Vote to Recusal, Faye Barta – Yes, Dan Brin – Yes, Bob Brostoff – Absent, Carolyn Greenwood – Yes, Bonnie Klea – Absent, Saif Mogri – Absent, Steve Randall – Yes, Char Rothstein – Yes, Anthony Scearce – Yes, Myrl Schreiberman – Yes, Joan Trent – Yes, Brad Vanderhoof – Yes

Yes – 9, No – 0, Absent – 3, Abstain – 0, Recusal – 1

The NPG is approved and will go to the WHNC Board.

12. Neighborhood Purpose Grant to Welby Way Elementary School in the amount of \$750: Aida explained the NPG is for social programs to address bullying and kindness. The programs consist of plays and shows and involve student interaction. They can be repeated by teachers.

Roll Call Vote to approve NPG;

Aida Abkarians – Yes, Faye Barta – Yes, Dan Brin – Yes, Bob Brostoff – Absent, Carolyn Greenwood – Yes, Bonnie Klea – Yes, Saif Mogri – Absent, Steve Randall – Yes, Char Rothstein – Yes, Anthony Scearce – Yes, Myrl Schreiberman – Yes, Joan Trent – Yes, Brad Vanderhoof – Yes

Yes – 11, No – 0, Absent – 2, Abstain – 0, Recusal – 0

The NPG is approved and will be go to the WHNC Board.

13. Approval of transfer of funds and amending the 2022-2023 budget: Carolyn said the funding dashboard currently shows a WHNC balance of \$23820.63. Considering projected monthly expenses and tonight’s approvals the total is \$4432.63. This is well below the normal maximum rollover amount.

Carolyn proposed the following moves:

\$1500 from the Youth and Education Committee NPG allocation

\$500 from the Beautification Committee CIP allocation

\$500 from the Government Relations Committee (VANC) allocation

Sharon Brewer asked if there are funds available in the NPG account. The Education NPG transfer can only be \$750 to Outreach to cover the Memorial Day parade. Government Relations will transfer \$1000 to the election account.

Faye Barta left the meeting.

Bonnie Klea left the meeting.

Roll Call Vote to file an amended budget;

Aida Abkarians – Yes, Faye Barta – Absent, Dan Brin – Yes, Bob Brostoff – Absent,
Carolyn Greenwood – Yes, Bonnie Klea – Absent, Saif Mogri – Absent, Steve Randall – Yes,
Char Rothstein – Yes, Anthony Searce – Yes, Myrl Schreibman – Yes, Joan Trent – Yes,
Brad Vanderhoof – Yes

Yes – 9, No – 0, Absent – 4, Abstain – 0, Recusal – 0

The amended budget is approved and will go to the WHNC Board.

Carolyn Greenwood adjourned the meeting at 8:13 PM.

The next meeting of this committee is TBD depending on the return to in-person meetings.

| Item | Committee | Purpose | Preliminary 22-23 | 22-23 Increase | |
|-----------------|-----------------|-----------------------|--------------------|--------------------|--|
| | | | | | |
| Office | | | | | |
| | Office | Misc. Expenses | \$519.00 | | |
| | | Rent | \$5.00 | | |
| | | Committee Printing | \$369.00 | | |
| | | P.O. Box | \$404.00 | \$26.00 | |
| | | AppleOne | \$17,974.95 | | |
| | | Go Daddy | \$21.17 | | |
| | | Web Corner | \$1,800.00 | | |
| | | Rackspace | \$830.54 | | |
| | | iContact | \$602.40 | | |
| | | | | | |
| | | Office Total | \$22,526.06 | \$22,552.06 | |
| | | | | | |
| Outreach | | | \$4,000.00 | \$8,000.00 | |
| | Communications | Outreach | | | |
| | Beautification | Refreshments & Snacks | | | |
| | Special Events | Outreach | | | |
| | Environment | Outreach | | | |
| | Gov't Relations | VANC | | | |
| | | Budget Advocates | | | |
| | | Congress | | | |
| | | Empower LA Awards | | | |

| | | | | | |
|---|--------------------------|----------------|-------------|-------------|--|
| | Homelessness | Homeless | | | |
| | Public Safety | Forums | | | |
| | Streets & Transportation | Outreach | | | |
| | Public Health | | | | |
| | | | | | |
| Elections Expenditure | | | | | |
| | Elections | | \$5,000.00 | \$0.00 | |
| | | | | | |
| | Outreach Total | | | | |
| | | | | | |
| Neighborhood | | | \$473.94 | \$1,447.94 | |
| Purpose Grants | | | | | |
| | Youth & Education | NPG's | | | |
| | Homelessness | NPG's | | | |
| | | | | | |
| | NPG's Total | | | | |
| | | | | | |
| Community Improvement Projects (CIP's) | | | | | |
| | Streets & Transportation | CIP's | | | |
| | Beautification | Cleanups | | | |
| | Beautification | Special Events | | | |
| | | TOTAL: | \$32,000.00 | \$32,000.00 | |

WEST HILLS NEIGHBORHOOD COUNCIL

Budget Request Form 2023-2024 Please print legibly or type

Date of submission:

June 12,
2023

Committee Name:

Beautification

Date Committee

approved:

N/A

Chairperson:

Brad Vanderhoof and Faye Barta

Amount Requested: \$

\$2000

List of Items Budgeted For, With Costs:

Outreach \$1000

- Tools and supplies \$1000

WEST HILLS NEIGHBORHOOD COUNCIL

Budget Request Form 2023-2024 Please print legibly or type

Date of submission:

June 8, 2023

Committee Name:

Communications and Outreach

Date Committee approved:

N/A

Chairperson:

Brad Vanderhoof

Amount Requested: \$

\$2500

List of Items Budgeted For, With Costs:

Outreach \$2500

Dear Carolyn and Saif,

Sorry I don't have the paperwork to send u for the budget request.

I will hopefully by tomorrow. I can not complete a form Because I can not print it. Nothing in my house works.

But if you could please accept an estimated budget request for both committees:

Budget For Homelessness Committee

\$3,000

This money will be used for tge following:

\$1,000 NPG for Pastor April feed the homeless

\$1,500for different forums bringing awareness to the Issue

\$500 for participating in Homeless Count

Budget For Youth and Education Committee is a total of

\$8,500

Brake down would be \$900 per school for Neighborhood Purpose Grants

Total for 9 schools would be:

\$8,100.00

And

\$400.00 for events like principal gathering and Educator Awards

Our total asking for our committee

Will be

\$9,000

We do understand that if need be we have to reduce our amount like every year.

I hope this is sufficient enough for you to put it on the agenda. I promise as soon as I can get everything together I

Will send you the budget request form.

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 2023-2024 (Draft Placeholder)

Please print legibly or type

Date of submission: June 7, 2023

Committee Name: Streets & Transportation

Date Committee approved: TBD

Chairpersons: Brostoff / Scarce

Amount Requested: \$ 2,800

List of Items Budgeted with Costs:

Traffic Control Cabinet Painting \$1000

Safety Fair \$1,300

Streets Tabling Events and Forums \$500

Total **\$2,800**