



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 AGENDA **TUESDAY, JULY 25, 2023 @ 6:30 P.M.** **Chaminade College Preparatory – Condon Center 2nd Floor** **23241 W. Cohasset Street, West Hills, CA 91304**

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 June 26, 2023
5. Public Comment on Non-Agenda items

NEW BUSINESS:

6. Discussion and possible action regarding approval of allocation of the WHNC 2023 – 2024 Budget funds to the WHNC committees.
7. Discussion and possible approval of allocation of \$210 to the Election category of the WHNC 2023 - 2024 Budget to cover expense for use of El Camino Charter High School facilities.
8. Discussion and possible action regarding approval of WHNC amended 2023 -2024 budget to include rollover of \$4,861.91.
9. Discussion and possible action regarding approval of the Special Events Committee's Budget Request in the amount of \$1125.00 for the 2023-2024 Halloween Event.
10. 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

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 our website: www.westhillsnc.org or at the scheduled meeting. In addition, if you would like a copy of any record related to an item on the agenda, please contact the WHNC's executive director via email at michelle.ritchie@westhillsnc.org

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 Traduccion: 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

June 26, 2023

De Toledo High School West Hills

Revised June 26, 2023

Committee members in attendance: Aida Abkarians (arrived 6:45 PM), Faye Barta, Carolyn Greenwood, Bonnie Klea, Saif Mogri, Steve Randall, Char Rothstein, Myrl Schreibman, Joan Trent, and Brad Vanderhoof
Board member in attendance: Mark Neudorff (arrived 6:50 PM)

Co-chair Carolyn Greenwood called the meeting to order at 6:32 PM. A quorum was established.

Numbers refer to agenda items.

3. Comments from the Co-Chairs: Carolyn said tonight the committee will determine a preliminary budget without a breakdown of amounts for each WHNC committee. The budget will be amended once the rollover amount (a little less than \$5K) is approved. Saif said he got a quote of \$2.99 each (*\$1.05 at time of last purchase, BV*) for mugs from Kristal Graphics and has a request for quote with another vendor. Possibly the Communications and Outreach Committee can recommend pens or some other less expensive item. Saif also said Joellen from the Canoga Park / West Hills Chamber of Commerce has requested \$1000 for the Memorial Day Parade.

4. The minutes from March 23, 2023 were approved.

5. Public Comment: None

NEW BUSINESS:

6. Approval of the WHNC preliminary budget for fiscal year 2023 - 2024 in the amount of \$32,000: Carolyn said current requests total \$26K not including fixed expenses. Last year's fixed expenses were \$22,256.06, and this year's projection is \$22,556.06 due to an increase in the cost for the WHNC P.O box. Carolyn said without a budget approved by the City the WHNC cannot spend funds or pay bills. The City will pay up to \$333 per month for recurring expenses for three months. The credit card is frozen until a budget is submitted and approved.

Steve moved to approve the preliminary budget as presented. Char seconded.

Roll Call Vote to approve preliminary budget;

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 Searce – Yes, Myrl Schreibman – Yes, Joan Trent – Yes,
Brad Vanderhoof – Yes

Carolyn Greenwood adjourned the meeting at 7:00 PM.

The next meeting of this committee is Tuesday, July 25, 2023 at 6:30 PM, at Chaminade High School

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 EVENT BUDGET 23- 24

EVENT	DETAILS	PROPOSED BUDGET	ESTIMATED PARTICIPANTS
<u>5th Annual Halloween Houses on Display (FAMILY EVENT)</u>			<u>1200</u>
	Flyers & Posters	\$500.00	
	Award Certificates	\$175.00	
	Merchandising & Promotion	\$250.00	
	<u>TOTAL</u>	<u>\$925.00</u>	

EVENT	DETAILS	PROPOSED BUDGET	ESTIMATED PARTICIPANTS
<u>3RD Annual Senior Valentine's Day Dinner Dance (SENIOR EVENT)</u>			<u>250</u>
	Food	\$1,800.00	
	DJ	\$ 400.00	
	Venue	\$ 350.00	
	Insurance	\$ 300.00	
	Decorations	\$ 300.00	
	Tableware	\$ 325.00	
	Centerpieces	\$ 400.00	
	<u>TOTAL</u>	<u>\$3,875.00</u>	

EVENT	DETAILS	PROPOSED BUDGET	ESTIMATED PARTICIPANTS
<u>2ND Annual Kids' Day (KIDS & FAMILY EVENT)</u>			<u>600</u>
	Eggs & Baskets for Hunt	\$ 750.00	
	Promotion	\$ 250.00	
	Insurance	\$ 250.00	
	Characters	\$1,500.00	
	Decorations	\$ 350.00	
	PA System	\$ 200.00	
	Restrooms	\$ 550.00	
	Tables & Chairs	\$ 400.00	
	Pop Ups (Chamber & CD12)	\$ 000.00	
	<u>TOTAL</u>	<u>\$4,250.00</u>	

TOTAL \$9050.00

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**

Hi Carolyn and Saif -

I went to the website and to Committee page and under budget request it gave me the form for fye 22 and would not allow me to enter info.

Am I missing something? Where is the most current request form?

I need 4 forms. Congress of NC's. \$750.
VANC - \$500
Budget Advocate. \$100
Empower LA. \$100

I will be most happy to complete the request forms when I find them.

Thanks,

Joanne

WEST HILLS NEIGHBORHOOD COUNCIL

Budget Request Form 2021-2022 Please print legibly or type

Date of submission:

July 21, 2023

Committee Name:

SPECIAL EVENTS

Date Committee approved:

JULY 11, 2023

Chairperson:

Steve Randall/Myrl Schreibman

Amount Requested: \$

\$1125.00

List of Items Budgeted For, With Costs:

Print Posters/Flyers/ Newspaper Add (if possible)	\$650
Certificates	\$175
Merchandising/Promotion	\$300
Halloween Houses on Display is in its 5th year and brings MAJOR recognition to the WHNC	
It services approximately 1500 people. The requested amount averages out to .75 pe	
