



CITY OF
LOS ANGELES
CALIFORNIA



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

WEST HILLS NEIGHBORHOOD COUNCIL

BOARD MEETING AGENDA

Thursday, July 6, 2023 @ 7:00 p.m.

de Toledo High School, 22622 Vanowen Street, West Hills 91307

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

- **To attend online** via Zoom Webinar: Click or paste the following link into your browser: <https://us02web.zoom.us/j/83020989645>
- **To call in by phone**, dial (669) 900-6833, then punch in this Webinar code when prompted: **83020989645**, then press #.
- **To attend in person**, please attend de Toldeo High School location at 22662 Vanowen Street, West Hills 91307

This meeting is open to the public. Doors open at 6:30 p.m. 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

<p><u>Opening Business</u></p> <p>Call to Order</p> <p>Roll Call – Establish Quorum</p> <p>Pledge of Allegiance</p> <p>Approve Meeting Minutes June 5, 2023</p> <p>Senior Lead Officer Report</p> <p>Treasurer’s Report</p> <p>Controller’s Report</p> <p>Comments From the Co-Chair(s)</p>	<p>7:00 P.M.</p>	<p>Co-Chairs: Mrs. Charlene Rothstein Dr. Faye Barta</p> <p>Secretary: Mr. Brad Vanderhoof</p> <p>Co-Chair: Dr. Faye Barta</p> <p>Secretary: Mr. Brad Vanderhoof</p> <p>SLO Garza SLO Gutierrez</p> <p>Treasurer: Ms. Carolyn Greenwood</p> <p>Controller: Mr. Saif Mogri</p> <p>Co-Chairs: Mrs. Charlene Rothstein Dr. Faye Barta</p>
<p><u>Induction new board members into the WHNC Board of Directors</u></p>		<p>Ms. Atziri Camarena</p>
<p><u>Elections Of WHNC Officers</u></p>		<p>Ms. Atziri Camarena</p>
<p><u>Announcements</u></p> <p>Office of Assemblyman Jesse Gabriel Council District 12</p> <p>Department of Neighborhood Empowerment Los Angeles County Supervisor District 3</p> <p>LAUSD District 3</p> <p>Budget Advocates</p>		<p>Mr. Jack Trent-Dorfman, Field Representative</p> <p>Mr. Colin Crews, District Director</p> <p>Ms. Atziri Camarena</p> <p>TBD</p> <p>TBD</p> <p>Mr. Glenn Bailey</p>

<p><u>Public Comment</u></p> <p>Comments & statements from stakeholders or interested parties on subjects <u>NOT</u> on this meeting's agenda.</p> <p>*The Council affords an opportunity to members of the public to address the Council on items of interest that are within the Council's jurisdiction. The Council is not permitted to take action on items that are not identified on the agenda. The Council reserves the right to limit speakers' time if necessary to provide an adequate opportunity for all to be heard.*</p>		<p>Co-Chair: TBD</p>
<p><u>Council Announcements</u></p> <p>Committee & Liaison Reports</p>		<p>West Hills Neighborhood Council</p>
<p><u>Old Business:</u></p> <p>23-0051 - Discussion and possible action regarding approval of the WHNC's May 2023 Monthly Expenditure Report (MER) (3 Minutes Max)</p>		<p>Mrs. Carolyn Greenwood, Co-Chair Budget Committee Mr. Saif Mogri, Co-Chair Budget Committee</p>
<p><u>New Business</u></p> <p>23-0053 – Discussion and possible action on a CUB application for the sale and dispensing of beer and wine for off-site consumption in conjunction with an existing 3600 sq. foot 7-Eleven convenience market located at 23701 Vanowen Street and Platt Avenue (10 Minutes Max)</p> <p>23-0054 - Discussion and possible action on approving 2023-2024 WHNC budget in the amount of \$32,000.00 (10 Minutes Max)</p> <p>23-0055 - Discussion and possible action on approving 2022-2023 Administrative Packet (5 Minutes Max)</p> <p>23-0056 – Discussion and possible action in the appointment of WHNC Executive Director, Michelle Ritchie as the Zoom license holder for the WHNC with board members Brad Vanderhoof and Steve Randall to be appointed as back-ups/alternates (5 Minutes Max)</p> <p>23-0057 - Discussion and possible action on approving the 2022-2023 WHNC Inventory Report (5 Minutes Max)</p>		<p>Mr. Bill Rose, Co-Chair Zoning & Planning Committee Mrs. Charlene Rothstein, Co-Chair Zoning & Planning Committee Mr. Bruce Evans, Esq. Solomon, Saltsman & Jamieson</p> <p>Mrs. Carolyn Greenwood, Co-Chair Budget Committee Mr. Saif Mogri, Co-Chair Budget Committee</p> <p>Mrs. Carolyn Greenwood, Co-Chair Budget Committee Mr. Saif Mogri, Co-Chair Budget Committee</p> <p>TBD</p> <p>TBD</p>
<p><u>Adjournment</u></p>		

Public Input: 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, the issue raised by a member of the public may become the subject of a future Board meeting. Public comment is limited to 2 minutes per speaker, unless adjusted by the presiding officer of the Board.

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, or other auxiliary aids and/or services may be provided upon request. To ensure availability of services, please make your request at least 3 business days (72 hours) prior to the meeting by contacting the Department of Neighborhood Empowerment by calling (213) 978-1551 or email: NCsupport@lacity.org

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

BOARD ONLINE AND TELEPHONIC MEETING MINUTES

Monday, June 5, 2023

Revised June 6, 2023

The Board shall take official action by a simple majority of yes and no votes cast by the Directors present at a duly noticed regular or special Board meeting, not to include abstentions. There shall be no proxy voting.

PRESENT: Aida Abkarians, Faye Barta, Sandi Bell, Dan Brin, Bob Brostoff, Clarice Chavira (arrived 7:25 PM), Carolyn Greenwood, Glenn Jennings, Vinura Kotewelle, Kent Mariconda, Rosi Mariconda, Saif Mogri, Mark Neudorff, Alejandro Phillips, Steve Randall, Bill Rose, Char Rothstein, Anthony Scearce, Miriam Schimmel, Joan Trent, Brad Vanderhoof, and Joanne Yvanek-Garb

ABSENT: Sriya Datla, Bonnie Klea, Bryan Newman, Myrl Schreibman, Azarine Rushenas,

President Charlene Rothstein called the meeting to order at 7:05 PM.

Secretary Brad Vanderhoof called roll and established quorum.

Vice President Faye Barta led the Pledge of Allegiance

Approve Meeting Minutes of May 4, 2023 and Special Meeting Minutes of May 11, 2023:

The May 4 minutes were approved as amended.

The May 11 minutes were approved.

Senior Lead Officer (SLO) Report:

SLO Gutierrez introduced herself as the new permanent SLO. She is an eight year LAPD veteran who worked gangs and community relations at the Topanga Division. She said the juvenile suspect in the recent MTA bus driver stabbing is in custody. Topanga Division is having an Open House on June 24 from 10 Am to 2 PM. Her contact information is; email 41928@LAPD.ONLINE -- phone 213 709-9231.

SLO Garza said grand theft auto is still up so lock your car. He is trying to get oversize vehicle parking restriction signs on Woodlake. The Neighborhood Watch meeting is next Tuesday at 6 PM at the Topanga Station.

Treasurer's Report: Treasurer Carolyn Greenwood presented the report. She said the net remaining balance was \$10,101.88 according to the April monthly expenditure report (MER). This includes outstanding balances yet to be approved and paid.

23-0050 - Approval of the WHNC's April 2023 Monthly Expenditure Report (MER):

Roll Call Vote:

Aida Abkarians – Ineligible

Dan Brin – Yes

Carolyn Greenwood – Yes

Vinura Kotuwelle – Abstain

Faye Barta – Yes

Bob Brostoff – Yes

Glenn Jennings – Yes

Kent Mariconda – Yes

Sandi Bell – Yes

Clarice Chavira – Ineligible

Bonnie Klea – Absent

Rosi Mariconda – Yes

Saif Mogri – Yes
Alejandro Phillips – Yes
Charlene Rothstein – Yes
Myrl Schreibman – Absent
Joanne Yvanek-Garb – Yes

Mark Neudorff – Yes
Steve Randall – Yes
Anthony Searce – Yes
Joan Trent – Yes

Bryan Newman – Absent
Bill Rose – Ineligible
Miriam Schimmel – Yes
Brad Vanderhoof – Yes

Yes – 18, No – 0, Abstain – 1, Absent – 3, Ineligible – 3, Recused – 0
The MER is approved.

Controller’s Report: Controller Saif Mogri presented the report. Not including invoices paid on June 1 the remaining balance is \$9299.12. The probable rollover amount is about \$6K.

Comments from the Co-Chair(s): President Char Rothstein said the June 18 election is very important. She thanked Aida Abkarians and Carolyn Greenwood for all the hard work getting funding approved for the education NPGs.

Announcements:

Atziri Camerena, Neighborhood Empowerment Advocate (NEA), Department of Neighborhood Empowerment (DONE), said she has been promoted to Director of Civic Leadership and will no longer be the WHNC NEA. There is an SB 411 information session on Wednesday at 5:30 PM. State Senator Portantino will be available to answer questions.

Public Comment:

David from Always Best Care presented information on a private home health care provider. Myrl Schreibman said his neighbors are in discussions with Chaminade concerning traffic. Chris Rowe complained “Ms Barta” is coughing and should be masked. Chuck S. spoke on traffic studies around Chaminade.

New Business:

23-0051 - Approval of the WHNC’s May 2023 Monthly Expenditure Report (MER): Item tabled to May.

23-0052 - Bryan Newman’s absences and a possible announcement of a vacancy: Steve Randall said five absences have been verified in the last twelve meetings. Steve said he spoke with Mr. Newman who confirmed the absences and said he does not have the time needed to serve.

Vote to have the Board agree with the absence count;

Roll Call Vote:

Aida Abkarians – Yes
Dan Brin – Yes
Carolyn Greenwood – Yes
Vinura Kotuwelle – Yes
Saif Mogri – Yes
Alejandro Phillips – Yes
Charlene Rothstein – Yes
Myrl Schreibman – Absent
Joanne Yvanek-Garb – Yes

Faye Barta – Yes
Bob Brostoff – Yes
Glenn Jennings – Yes
Kent Mariconda – Yes
Mark Neudorff – Yes
Steve Randall – Yes
Anthony Searce – Yes
Joan Trent – Abstain

Sandi Bell – Yes
Clarice Chavira – Yes
Bonnie Klea – Absent
Rosi Mariconda – Yes
Bryan Newman – Absent
Bill Rose – Yes
Miriam Schimmel – Yes
Brad Vanderhoof – Yes

Yes – 21, No – 0, Abstain – 1, Absent – 3, Ineligible – 0, Recused – 0

President declared the Board seat vacant.

President Char Rothstein adjourned the meeting at 8:20 PM.



Neighborhood Council Oath

I **<NAME>** pledge to represent my Neighborhood Council and Stakeholders with dignity, integrity, and pride.

I will encourage other points of view,
even when they differ from my own.

I will respect, value, and consider everyone's opinion.

I will adhere to all local, state and federal laws as well as hold other board
members accountable to do the same.

I will find the good in my neighborhood,
praise it ,and promote it.

I will work to honor diversity, build community,
forge bonds with neighboring communities,
and promote participation in city governance
and the decision-making processes,
to improve the quality of life for all Stakeholders.

To the neighborhood council system, to my neighbors,
and to neighborhoods throughout the City of Los Angeles,

I pledge to do this to the best of my ability.

Monthly Expenditure Report



Reporting Month: May 2023

Budget Fiscal Year: 2022-2023

NC Name: West Hills Neighborhood Council

Monthly Cash Reconciliation					
Beginning Balance	Total Spent	Remaining Balance	Outstanding	Commitments	Net Available
\$19367.98	\$2348.51	\$17019.47	\$7570.35	\$0.00	\$9449.12

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office	\$36071.38	\$1988.17	\$11689.47	\$1356.60	\$7869.12
Outreach		\$360.34		\$0.00	
Elections		\$0.00		\$2463.75	
Community Improvement Project	\$500.00	\$0.00	\$500.00	\$0.00	\$500.00
Neighborhood Purpose Grants	\$4830.00	\$0.00	\$4830.00	\$3750.00	\$1080.00
Funding Requests Under Review: \$0.00		Encumbrances: \$0.00		Previous Expenditures: \$22033.40	

Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	THE WEB CORNER, INC	05/01/2023	WHNC email service	General Operations Expenditure	Office	\$150.00
2	KRISTAL GRAPHICS	05/03/2023	Printing for WHNC meeting	General Operations Expenditure	Office	\$72.82
3	SQ VALLEY CULTURAL CE	05/15/2023	Payment of fee to participate in the Canoga Park/West Hills Memorial Day Parade.	General Operations Expenditure	Outreach	\$100.00
4	RACKSPACE EMAIL & APPS	05/22/2023	WHNC Email service	General Operations Expenditure	Office	\$69.60
5	GALPIN RENT A CAR - NO	05/31/2023	Truck rental for participation in the Memorial Day Parade	General Operations Expenditure	Outreach	\$260.34
6	APPLEONE EMPLOYMENT SERVICES	05/15/2023	WHNC Executive Assistant	General Operations Expenditure	Office	\$1695.75
Subtotal:						\$2348.51

Outstanding Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total

1	NEVADA AVE ELEMENTARY SCHOOL	05/15/2023	NPG in the amount of \$750 to Nevada Avenue Elementary School	Neighborhood Purpose Grants		\$750.00
2	APPLEONE EMPLOYMENT SERVICES	06/01/2023	Executive Assistant	General Operations Expenditure	Office	\$1356.60
3	JUSTICE STREET ACADEMY	06/01/2023	NPG in the amount of \$750 to Justice Street Academy	Neighborhood Purpose Grants		\$750.00
4	S&M Ltd LLC DBA Kristal Graphics	06/02/2023	Printing of election material	General Operations Expenditure	Elections	\$2463.75
5	POMELO COMMUNITY CHARTER	06/02/2023	NPG in the amount of \$750 to Pomelo Community Charter	Neighborhood Purpose Grants		\$750.00
6	Capistrano Avenue Elementary PTA	06/05/2023	NPG in the amount of \$750 to Capistrano Avenue PTA	Neighborhood Purpose Grants		\$750.00
7	Parents of Welby Way	06/05/2023	NPG in the amount of \$750 to Parents of Welby Way Inc.	Neighborhood Purpose Grants		\$750.00
Subtotal: Outstanding						\$7570.35

	Item	Committee	Purpose	Budget	Balance	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total Spent
	Neighborhood Purpose Grants (NPG's)																	
23		Youth and Education	NPG's	\$3,750.00	\$0.00											\$750.00	\$3,000.00	\$3,750.00
18A		Homelessness	NPG's	\$330.00	\$330.00													
		Total		\$4,080.00	\$330.00													\$0.00
	Community Improvement Projects (CIP's)																	
20A		Streets&Transportation	CIP's															
24		Beautification	Cleanups	\$500.00	\$500.00													\$0.00
25		Beautification	Special Events															
	GRAND TOTAL			\$41,401.38	\$4,861.91	\$1,845.75	\$2,263.40	\$2,555.71	\$1,506.60	\$1,933.37	\$1,922.70	\$2,001.60	\$1,615.02	\$2,007.74	\$4,381.51	\$2,838.17	\$11,667.90	\$36,539.47

Agenda Item 23-0053 – Discussion and possible action on a CUB application for the sale and dispensing of beer and wine for off-site consumption in conjunction with an existing 3600 sq. foot 7-Eleven convenience market located at 23701 Vanowen Street and Platt Avenue



APPLICATIONS:

DEPARTMENT OF CITY PLANNING APPLICATION

THIS BOX FOR CITY PLANNING STAFF USE ONLY

Case Number _____

Env. Case Number _____

Application Type _____

Case Filed With (Print Name) _____ Date Filed _____

Application includes letter requesting:
 Waived hearing Concurrent hearing Hearing not be scheduled on a specific date (e.g., vacation hold)

Related Case Number(s): _____

Provide all information requested. Missing, incomplete or inconsistent information will cause delays.

All terms in this document are applicable to the singular as well as the plural forms of such terms.

Refer to the Department of City Planning Application Filing Instructions (CP-7810) for more information.

1. PROJECT LOCATION

Street Address¹ 23701 Vanowen Street, Canoga Park, CA 91307 Unit/Space Number _____

Legal Description² (Lot, Block, Tract) Lot 331 and 332, Tract 21891

Assessor Parcel Number 2034032072 Total Lot Area Approx 11,865.7sqft

2. PROJECT DESCRIPTION

Present Use 7-Eleven Store No. 32829 Convenience Market

Proposed Use 7-Eleven Store No. 32829 Convenience Market (No Change)

Project Name (if applicable) 7-11 #32829

Describe in detail the characteristics, scope and/or operation of the proposed project A CUB application for the continued sale and dispensing of beer and wine for off-site consumption in conjunction with an existing 3,600 square foot 7-Eleven Convenience Market in the [Q]C2-1VL Zone, operating 24hrs, daily.

Additional information attached YES NO

Complete and check all that apply:

Existing Site Conditions

- | | |
|---|---|
| <input type="checkbox"/> Site is undeveloped or unimproved (i.e., vacant) | <input type="checkbox"/> Site is located within 500 feet of a freeway or railroad |
| <input checked="" type="checkbox"/> Site has existing buildings (provide copies of building permits) | <input type="checkbox"/> Site is located within 500 feet of a sensitive use (e.g., school, park) |
| <input type="checkbox"/> Site is/was developed with uses that could release hazardous materials on soil and/or groundwater (e.g., dry cleaning, gas station, auto repair, industrial) | <input type="checkbox"/> Site has special designation (e.g., National Historic Register, Survey LA) |

¹ Street Addresses must include all addresses on the subject/application site (as identified in ZIMAS—<http://zimas.lacity.org>)
² Legal Description must include all contiguously owned properties (even if they are not a part of the proposed project site)

Proposed Project Information

(Check all that apply or could apply)

- Demolition of existing buildings/structures
- Relocation of existing buildings/structures
- Removal of any on-site tree
- Removal of any street tree
- Removal of protected trees onsite / public right-of-way
- Grading
- Haul Route

- New construction: _____ square feet
- Additions to existing buildings
- Interior tenant improvement
- Exterior renovation or alteration
- Change of use and/or hours of operation
- Uses or structures in public right-of-way
- Phased project

Housing Component Information

Number of Residential Units: Existing 0 - Demolish(ed)³ 0 + Adding 0 = Total 0

Number of Affordable Units⁴ Existing 0 - Demolish(ed) 0 + Adding 0 = Total 0

Number of Market Rate Units Existing 0 - Demolish(ed) 0 + Adding 0 = Total 0

Mixed Use Projects, Amount of Non-Residential Floor Area: _____ square feet

Public Right-of-Way Information

Have you submitted the Planning Case Referral Form to BOE? (required) YES NO

Is your project required to dedicate land to the public right-of-way? YES NO

If so, what is/are your dedication requirement(s)? 0 ft.

If you have dedication requirements on multiple streets, please indicate: N/A

3. ACTION(S) REQUESTED

Provide the Los Angeles Municipal Code (LAMC) Section that authorizes the request and (if applicable) the LAMC Section or the Specific Plan/Overlay Section from which relief is sought; follow with a description of the requested action.

Does the project include Multiple Approval Requests per LAMC 12.36? YES NO

Authorizing Code Section 12.24-W.1

Code Section from which relief is requested (if any): _____

Action Requested, Narrative: A Conditional Use Permit for the continued sale and dispensing of beer and wine for off-site consumption in conjunction with an existing 3,600 sqft 7-Eleven Convenience Market in the [Q]C2-1VL Zone, operating 24hours, daily.

Authorizing Code Section _____

Code Section from which relief is requested (if any): _____

Action Requested, Narrative: _____

Additional Requests Attached YES NO

4. RELATED DEPARTMENT OF CITY PLANNING CASES

Are there previous or pending cases/decisions/environmental clearances on the project site? YES NO

If YES, list all case number(s) ZA-99-2781-CUZ/PAD; ZA-1999-2781-CU; ZA-99-CUB-PA1

³ Number of units to be demolished and/or which have been demolished within the last five (5) years.

⁴ As determined by the Housing and Community Investment Department



Office of the City Clerk
Neighborhood Council Funding Program
Fiscal Year Administrative Packet

Neighborhood Council: WEST HILLS

Fiscal Year: 2023 - 2024

NEIGHBORHOOD COUNCIL FUNDING PROGRAM FISCAL YEAR ADMINISTRATIVE PACKET

Summary

The Administrative Packet provides for a more comprehensive and complete record of all items that support the Neighborhood Councils' (NC) fiscal and administrative operations, including its annual budget, Financial Officers, and any commitments for NC office space, storage facility, P.O. Boxes, etc.

Goal(s)

The goal(s) of the Administrative Packet is to make it easier for NCs to identify, plan, and confirm, via a board vote, all fiscal and administrative requirements upfront each year so that our Office can prepare for and process funding requests and resulting contracts judiciously and expeditiously.

The Packet contains the following items:

- NC Funding Program Acknowledgements & Agreements – Signed by all Financial Officers
 - **If a new Financial Officer is being appointed for the new Fiscal Year, please check the appropriate box for the Financial Officer(s).**
- Completed Annual Budget
- Information pertaining to office space, meeting space, storage facility, Post Office Box (P.O. Box), and website services, as applicable.

Procedure

On a yearly basis, we require each NC to discuss, prepare, and approve the Administrative Packet. Once the NC board has voted on the Packet, the Packet and the completed Board Action Certification (BAC) Form are to be submitted to the NC Funding Program.

Your NC Treasurer can submit both documents, the Packet and BAC, by uploading them in the NC Funding System portal, Budget Allocation section, immediately after Board approval. Once received, reviewed, and accepted by our Program, your NC will gain full access to its funds. The NC Funding System portal website is <https://cityclerk.lacity.org/NCFundPortal/#/login>

As our Program awaits your Packet submission, access to your NC funds will be limited to \$333.00 per month, until the annual budget, Administrative Packet, and BAC have been received and accepted. This limited amount is intended to assist your NC operationally for expenses related to conducting your NC meetings, i.e. meeting facility use fees, printing and photocopying of meeting documents, meeting refreshments/snacks, professional staff services.

If you have questions or require any assistance regarding the packet, please feel free to email us at clerk.ncfunding@lacity.org or call us at 213-978-1058.

**NEIGHBORHOOD COUNCIL FUNDING PROGRAM
FINANCIAL OFFICERS LETTER OF ACKNOWLEDGEMENT & AGREEMENT**

We, the undersigned, do hereby declare that as a result of an official action of the Governing Body of the Neighborhood Council (NC) named below:

- (1) we are authorized to request City funding to support NC general operations,
- (2) all items or services described or included in any related funding requests are exclusively intended to further the goals and objectives of the Neighborhood Council, and
- (3) all reasonable precautions shall be exercised by the undersigned to fully safeguard, control and account for all use of funds. Proper accountability of all City funds is critical to the success of the NC Funding Program.

Therefore, by the signature(s) below, and on behalf of the Neighborhood Council named below, WE HEREBY AGREE to the terms and conditions as set forth in this Letter of Acknowledgement and all related documents as provided by the City, agree to expend funds in accordance with any applicable City rules, policies or procedures, and specifically agree to expend monies received by the Office of the City Clerk solely for public purposes relating to the goals and purposes of the Neighborhood Council named below, consistent with the scope and authority under the City Charter, the Plan for a Citywide System of Neighborhood Councils and any implementing ordinances. We have attended and participated in the City-provided training relating to the NC Funding Program.

WE FURTHER ACKNOWLEDGE and WE AGREE to comply with any requirements regarding use of the NC funds. WE AGREE to provide NC financial reports and/or supporting documentation to the Office of the City Clerk, Neighborhood Council Funding Program as requested and at monthly meetings to the Governing Body and stakeholders of the NC named below. WE AGREE that the Office of the City Clerk and other City representatives may make on-site visits to inspect and review all NC financial records, upon providing reasonable advance notice to the NC Treasurer or designated representatives.

WE ACKNOWLEDGE THAT A NEW LETTER OF ACKNOWLEDGEMENT MUST BE FILED IF THERE IS ANY CHANGE OF FINANCIAL OFFICERS.

Neighborhood Council Financial Officers - Names and Signatures:

Treasurer

Please check here if a new Treasurer is being appointed

SIGNATURE OF THE TREASURER

DATE

Carolyn Greenwood

PRINT NAME OF THE TREASURER

carolyn.greenwood@westh

EMAIL

Treasurer

BOARD POSITION

818-347-0062

PHONE NUMBER

CONTINUES OTHER SIDE

2nd Signer

Please check here if a new 2nd Signer is being appointed

SIGNATURE OF THE 2nd SIGNER

DATE

Charlene Rothstein

charlene.rothstein@westhil

PRINT NAME OF THE 2ND SIGNER

EMAIL

President/Co-Chair

818-642-1267

BOARD POSITION

PHONE NUMBER

Alternate Signer

(If not applicable, please indicate "N/A")

Please check here if a new Alt. Signer is being appointed

SIGNATURE OF THE ALTERNATE SIGNER

DATE

Faye Barta

faye.barta@westhillsnc.org

PRINT NAME OF THE ALTERNATE SIGNER

EMAIL

Vice-President/Co-Chair

818-887-7811

BOARD POSITION

PHONE NUMBER

1st Bank Cardholder

Please check here if a new Cardholder is being appointed

SIGNATURE OF THE 1st BANK CARD HOLDER

DATE

Carolyn Greenwood

carolyn.greenwood@westh

PRINT NAME OF THE 1st BANK CARD HOLDER

EMAIL

Treasurer

818-347-0062

BOARD POSITION

PHONE NUMBER

2nd Bank Cardholder

Please check here if a new Cardholder is being appointed

SIGNATURE OF THE 2nd BANK CARD HOLDER

DATE

Glenn Jennings

glenn.jennings@westhillsnc

PRINT NAME OF THE 2nd BANK CARD HOLDER

EMAIL

Board Member At Large

818-887-7811

BOARD POSITION

PHONE NUMBER

***** Bank Cardholders, please read further next page *****

**NEIGHBORHOOD COUNCIL FUNDING PROGRAM
BANK CARDHOLDER ACKNOWLEDGEMENT &
AGREEMENT OF RESPONSIBILITIES**

This document outlines the responsibilities that I, as the Neighborhood Council Bank Cardholder, have as the primary custodial holder of a City Los Angeles Neighborhood Council (NC) Bank Card, referred herein as "the card" for the Neighborhood Council named below. My signature indicates that I have read and understand these responsibilities and further, that I agree to adhere to the guidelines established by the Office of the City Clerk and approved by the City Controller for the use of City funding as it relates to the Neighborhood Council Funding Program.

1. I understand that the City of Los Angeles Neighborhood Council Card is intended to facilitate the purchase and payment of materials or services required for the conduct of official Neighborhood Council business only.
2. I agree to make only those purchases consistent with the type of purchases authorized by the Office of the City Clerk and approved by the NC Governing Board.
3. I understand that under no circumstances will I use the Card to make personal purchases either for myself or for others. The Card is issued in the name of the Neighborhood Council and I serve as the Card custodian. I agree that should I willfully violate the terms of this Agreement and use of the Card for personal use or gain that I will reimburse the City of Los Angeles for all incurred charges and any fees related to the collection of those charges.
4. Uses of the Card not authorized by the Office of the City Clerk can be considered misappropriation of City funds. This could result in (a) immediate and irrevocable forfeiture of the Card, and /or (b) potential de-certification action. I understand that the Card must be surrendered upon termination of any official position with the Neighborhood Council to which the card is issued. I agree to maintain the Card with appropriate security whenever and wherever I or any other authorized person may use the Card. If the Card is stolen or lost, I agree to immediately notify the Office of the City Clerk.
5. I understand that since the Card is the property of the Bank and authorized for issue by the City of Los Angeles, I am required to comply with internal control procedures designed to protect City assets. This may include being asked to produce the Card, receipts, and/or statements to validate its existence and to audit its use.
6. I understand that I will have access to the Funding Program System portal via the Internet where all card transactions will be posted by the Bank when the card is used. I understand that I am required to obtain itemized receipts for all card transactions and upload the itemized receipts to the Funding Program System portal to verify the posted card transaction. Uploading the required itemized receipt is necessary for my NC Monthly Expenditure Report (MER) to be generated by the Funding Program System portal. The MER must be reviewed and approved by the NC Governing Board before being submitted to the Office of the City Clerk as a complete Report.
7. I understand that all transactions on the Card will reduce the funds available to the NC. I understand that the Bank will not accept any limit increases from me.
8. I understand that the Card is solely provided to the designated NC cardholder and that assignment of the Card is based on the understanding that I need to purchase materials required for the conduct of Neighborhood Council business. I understand that custodial possession of the Card is not an entitlement nor reflective of title or position.
9. As a Neighborhood Council Financial Officer, I have signed and received a copy of both the NC Funding Program Bank Cardholder Agreement of Responsibilities and Financial Officers Letter of Acknowledgement, have attended and completed the required NC Funding Program training, and understand the requirements and limitations regarding the NC Bank Card's use.

PLEASE SIGN NEXT PAGE

1st Bank Cardholder

SIGNATURE OF THE 1st BANK CARD HOLDER

DATE

Carolyn Greenwood

PRINT NAME OF THE 1st BANK CARD HOLDER

2nd Bank Cardholder

SIGNATURE OF THE 2nd BANK CARD HOLDER

DATE

Glenn Jennings

PRINT NAME OF THE 2nd BANK CARD HOLDER

NEIGHBORHOOD COUNCIL FUNDING PROGRAM

ANNUAL BUDGET TEMPLATE

The annual budget is a plan for the utilization of the NC's financial resources. It should be used as a strategic financial road map to conduct activities and efforts that will help the NC achieve its mission, goals, and objectives. The budget should include the input of stakeholders, be accessible, and comply with the rules that govern the use of NC public funds.

As a planning tool, the annual budget allows the NC board to allocate its funds, both regular annual funds and rollover funds, if any, into the following Expenditure Categories:

1. General and Operational Expenditures
 - i. **Office/Operational**
 - ii. Outreach
 - iii. Elections
2. Neighborhood Purposes Grants (NPGs)
3. Community Improvement Projects (CIPs)

With the exception of certain expenditures related to Office/Operational items, the annual budget cannot be used as authorization or approval of actual payments to vendors. All payments related to Outreach purchases, activities, and events, Elections, NPGs, and CIPs must be considered and approved through separate board motions, not as part of the board approval of the annual budget.

The annual budget may be accepted as authorization for payment for certain monthly and recurring **Office/Operational expenditures only**, such as those listed below, when itemized in the Office/Operational Expenditure Category. Please see the sample itemized Office/Operational budget allocations next page.

1. Office lease payments
2. Office supplies and equipment expenses, not including inventory items
3. Storage facility lease payments
4. P.O. Box payments
5. Office telephone and Internet services
6. Refreshments/snacks for board/committee meetings
7. Website hosting and maintenance services
8. Professional meeting/office-related services, i.e. translators, minute-takers, audio services
9. Printing and copying for meetings/office-related purposes only
10. Printing NC business cards

The annual budget template form provided here is an optional tool. Your Neighborhood Council may submit its annual budget on a form different from this template as long as it only contains the same budget allocation Expenditures Categories listed above.

For more details on the Administrative Packet, Fiscal Year annual budget, and rollover of funds unspent at the end of the Fiscal Year, please review the Policies and Guidelines, Policy 1.1, found on our website: <https://clerk.lacity.org/clerk-services/nc-funding>

**Sample Itemized Budget Allocations for
Office/Operational Expenditures**

Office/Operational Expenditures Category	
<i>Office Rent (\$500/month x 12 months)</i>	<i>\$6,000.00</i>
<i>Office Supplies (paper, ink, staples, pens, binders, business cards, etc.)</i>	<i>\$500.00</i>
<i>Printer/Copy Machine Lease</i>	<i>\$1,500.00</i>
<i>Internet Service (Spectrum)</i>	<i>\$1,000.00</i>
<i>Telephone Service (Ooma)</i>	<i>\$500.00</i>
<i>Website Hosting and Maintenance</i>	<i>\$1,500.00</i>
<i>Printing and Photocopying for Meetings</i>	<i>\$300.00</i>
<i>Meeting Facility Fees (Riverside Elementary School)</i>	<i>\$1,500.00</i>
<i>Minute-Taker for Meetings (AppleOne)</i>	<i>\$1,500.00</i>
<i>Refreshments/Snacks for Meetings</i>	<i>\$1,200.00</i>
Total Office/Operational Expenditures \$15,500.00	

West Hills Neighborhood Council Annual Budget for Fiscal Year: _____	
Annual Budget Funds	\$ 32,000.00
Rollover Funds*	
Total Annual Budget Funds	\$ 32,000.00

Office/Operational Expenditures Category	
Miscellaneous Expenses	\$ 519.00
Rent	5.00
Committee Printing	369.00
P.O. Box	430.00
AppleOne	17,974.95
Go Daddy	21.17
WebCorner	1,800.00
Rackspace	830.54
iContact	602.40
Total Office/Operational Expenditures	\$ 22,552.06

*The Funding Program will notify each NC of their Fiscal Year closing balance including available rollover funds and/or applicable adjustment, if any, approximately August 1st or next business day. Depending on when an NC submits its Admin Packet/annual budget, the NC may need to revise and resubmit its annual budget to account for any rollover and/or adjustments.

Outreach Expenditures Category	
Outreach	\$ 8,000.00
Total Outreach Expenditures	\$ 8,000.00

Election Expenditures Category	
Total Election Expenditures	\$ 0.00

Neighborhood Purposes Grants (NPG) Expenditures Category	
Neighborhood Purpose Grants	\$ 1,447.94
Total NPG Expenditures	\$ 1,447.94

Community Improvement Projects (CIP) Expenditures Category	
Total CIP Expenditures	\$ 0.00

TOTAL ANNUAL BUDGET ALLOCATIONS	
Office/Operational Expenditures	\$ 22,552.06
Outreach Expenditures	\$ 8,000.00
Election Expenditures	\$ 0.00
General and Operational Expenditures	\$ 30,552.06
Neighborhood Purposes Grants (NPG) Expenditures	\$ 1,447.94
Community Improvement Projects (CIP) Expenditures	\$ 0.00
TOTAL EXPENDITURES FOR THE FISCAL YEAR	\$ 32,000.00

NEIGHBORHOOD COUNCIL FUNDING PROGRAM

LEASES & AGREEMENTS

Please complete the following information, as applicable, for any leases or service agreements your NC currently has or plans on securing in the Fiscal Year involving office space, meeting space, storage facilities, P.O. Boxes, and/or website services. If sections below do not apply to your NC, please select NA on the sections that do not apply. If you have more than one Meeting Location, then please provide the same information on an additional page. The information provided on this form is to confirm services that an NC may currently have or that it would like to secure in the Fiscal Year which may require a City agreement. If an agreement needs to be drafted from the information provided, the NC board will be notified and advised to agendaize and approve the drafted agreement at a future board meeting; The approval the Administrative Packet/annual budget does not replace the vote the board will need to take to approve any agreements needed.

Office Location:

<input type="checkbox"/> Existing(may need to renew agreement) <input type="checkbox"/> New(new agreement may be needed) <input type="checkbox"/> Donated <input checked="" type="checkbox"/> NA	
Property Name:	
Property Address:	
Property Owner Name:	
Property Owner Phone Number:	
Property Owner Email:	

Meeting Location:

<input type="checkbox"/> Existing(may need to renew agreement) <input type="checkbox"/> New(new agreement may be needed) <input type="checkbox"/> Donated <input checked="" type="checkbox"/> NA	
Property Name:	
Property Address:	
Property Owner Name:	
Property Owner Phone Number:	
Property Owner Email:	

Storage Facility:

<input type="checkbox"/> Existing(may need to renew agreement) <input type="checkbox"/> New(new agreement may be needed) <input type="checkbox"/> Donated <input checked="" type="checkbox"/> NA	
Facility Name/Owner	
Facility Address:	
Facility Owner Phone Number:	
Facility Owner Email:	
Name on Facility Account:	

P.O. Box:

<input type="checkbox"/> Existing(may need to renew agreement) <input type="checkbox"/> New(new agreement may be needed) <input type="checkbox"/> Donated <input checked="" type="checkbox"/> NA	
Property Name/Owner:	
NC P.O. Box Address	
Property Owner Address:	
Property Owner Phone Number:	
Property Owner Email:	
Name on P.O. Box Account:	

Website Services:

<input type="checkbox"/> Existing(may need to renew agreement) <input type="checkbox"/> New(new agreement may be needed) <input type="checkbox"/> Donated <input checked="" type="checkbox"/> NA	
Name of Website Services Provider:	
Service Provider Address:	
Service Provider Phone Number:	
Service Provider Email:	
Type of Services Provided:	

When the Board completes and approves the Admin Packet, the NC Treasurer may submit the Packet and BAC Form online in the NC Funding System portal, Budget Allocation section. The NC Funding System portal website is <https://cityclerk.lacity.org/NCFundPortal/#/login>

Please contact our Office for any questions you may have. We are here to help.
Clerk.NCFunding@lacity.org
 (213)978-1058

Agenda Item 23-0054 - Discussion and possible action on approving 2023-2024 WHNC budget in the amount of \$32,000.00

	Item	Committee	Purpose	Budget
	OFFICE			
1		Office	Misc. Expense	\$ 519.00
2		Office	Rent	\$ 5.00
3		Office	Committee Printing	\$ 369.00
4		Office	P.O.Box	\$ 430.00
5		Office	Apple One	\$ 17,974.95
6		Office	Go Daddy	\$ 21.17
7		Board	Web Corner	\$ 1,800.00
8		Board	Rack Space	\$ 830.54
9		Board	I Contact	\$ 602.40
		Office Subtotal		\$ 22,552.06
	OUTREACH			\$ 8,000.00
10		Communication	Outreach	
11		Beautification	Refreshment&Snacks	
12		Special Events	Outreach	
13		Environment	Outreach	
14		Govt. Relations	VANC	
15		Govt. Relations	Budget Advocates	
16		Govt. Relations	Congress	
17		Govt. Relations	Empower LA Awards	
18		Homelessness	Homeless	

19		Public Safety	Forums	
20		Streets & Transportation	Outreach	
21		Public Health		
22		Elections	Outreach	\$ -
	Neighborhood Purpose Grants (NPGs)			
23		Youth and Education	NPG's	\$ 1,447.94
18A		Homelessness	NPG's	
	Community Improvement Projects (CIPs)			
20A		Streets & Transportation	CIP's	
11A		Beautification	Cleanups	
11B		Beautification	Special Events	
	GRAND TOTAL			\$ 32,000.00
	ALLOWED BUDGET			\$ 32,000.00
26	Clean Street Grant			\$ 1,324.83
	Rollover Balance			
	GRAND BUDGET TOTAL			\$ 32,000.00

Agenda Item 23-0057 - Discussion and possible action on approving the 2022-2023 WHNC Inventory Report

Inventory List of West Hills NC as of June 30, 2023			
Item	Number of Items		
Montessori Shed			
Boxes of Mugs	0	36 in each box	
Boxes of Mugs	0	24 in each box	
Boxes of Bags	0	150 in each box	I box w/Brad V
Blower	1		
Weed Wacker	3		
Wheel Barrow	2		Donated
Ice Chest (Cooler)	1		Donated
Coffee Maker	1		
Lemonade Pitcher	1		
Amercoan Flag w/Stand	1		
Hand Truck	1		
Party Supplies	Several	Coffee Creamer, Paint, Styrofoam Cups Etc	
Pop Up Canopy			with G.Jennings
Assorted Brochures	Several		
Vision Zero Signs	2		
Easter Egg Party Supplies	One Box		
Speaker Stand	2		Speakers were stolen
Water Bottles	Several		
Neighborhood Watch Sign	1		
Hitachi LCD Projector	1	CP-WS303WN. Serial number I4GU08632	Saif Mogri
Orcutt Shed			
Trash cans	5		
Shovels	10		
Brooms	17		
Push Brooms	7		
Yellow Trash Pick Up	4		
Blue Trash Pick Up	2		
Plastic Pickers	8		
Weed Wacker	2		
Rakes	9		
Shears	7		
Box of Orange vests			
Boxes of Gardening Gloves			
Electric Hedge Trimmer	1		
Electric Blower	1		
Items W/Steve Randall			
Table Runner w/Logo	1		
Tabke Cloth One w/WHNC Logo	4		
Pull Up Banners	2		
West Hills Oval Boundary Signs	4		
Misc. Items			

Items W/Glenn Jennings			
Canopy	1		
Folding Table (4 Feet)	1		
Pull Up Banner	1		
Battery Operated Hedge Trimmer	1		
Battery Operated Leaf Blower	2		
Portable Trash Bag Holder			
Items W/Dan Brin			
Float Decorations			
Old WHNC Banners			
Items W/Brad Vanderhoof			
Table Cloth			
Brochures	2 Boxes		
Neighborhood Watch Signs	4		
Sign Installation Hardware			
Mugs			
Boxes of Bags	1 Box		