



**CITY OF
LOS ANGELES**
CALIFORNIA



P.O. BOX 4670, WEST HILLS, CA 91308
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WEST HILLS NEIGHBORHOOD COUNCIL

BOARD ONLINE AND TELEPHONIC MEETING MINUTES

Thursday, August 3, 2023

Revised August 4, 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, Clarice Chavira, Carolyn Greenwood, Glenn Jennings, Vinura Kotuwelle, Saif Mogri, Mark Neudorff, Penelope Newmark, Joe Ourfalian, Steve Randall, Bill Rose, Char Rothstein, Miriam Schimmel, Myrl Schreiberman, Ryan Taylor, Joan Trent, and Brad Vanderhoof

ABSENT: Ian Afazeli, Sriya Datla, Kent Mariconda, Jonathan Marvisi, Alejandro Phillips, Azarine Rushenas, and Joanne Yvanek-Garb

President Charlene Rothstein called the meeting to order at 7:20 PM.

Secretary Brad Vanderhoof called roll and established quorum.

Vice President Faye Barta led the Pledge of Allegiance

Senior Lead Officer Report: SLO Gutierrez said the illegal street vendor on Platt has no permit. They were cited and had their vehicle impounded for blocking the bike lane. She also said she noticed two vendors by the Fallbrook Mall and will investigate when she leaves the meeting. At the Fallbrook Mall theft from stores is up and an extra patrol has been added. The RVs on Nevada Avenue are legally parked but the LAPD is working to find a solution. Last week a female was assaulted while waiting for a bus at the stop in front of Platt Village. This is the same stop where a Metro driver was stabbed. Extra patrols have been added.

Treasurer's Report: Carolyn Greenwood gave the report and said the June expenses were the usual office expenses. As of June 30 the net available was \$4861.91 and this will probably be the rollover amount.

23-0058 - Approval of the WHNC's June 2023 Monthly Expenditure Report (MER):

Aida Abkarians – Yes	Ian Afazeli – Absent	Faye Barta – Yes
Sandi Bell – Yes	Clarice Chavira – Yes	Carolyn Greenwood – Yes
Glenn Jennings – Yes	Vinura Kotuwelle – Yes	Kent Mariconda – Absent
Jonathan Marvisi – Absent	Saif Mogri – Yes	Mark Neudorff – Yes
Joe Ourfalian – Yes	Penelope Newmark – Yes	Alejandro Phillips – Absent
Steve Randall – Yes	Bill Rose – Ineligible	Char Rothstein – Yes
Miriam Schimmel – Yes	Myrl Schreiberman – Abstain	Ryan Taylor – Yes
Joan Trent – Yes	Brad Vanderhoof – Yes	Joanne Yvanek-Garb - Absent

Yes – 17, No – 0, Abstain -- 1, Absent – 5, Ineligible – 1, Recusal – 0
The June 2023 MER is approved.

Controller's Report: Saif Mogri gave the report which matches the figures from the City Clerk. July spending was \$1949.73 and includes badges and meeting name plates.

Comments from the Co-Chair(s): None

Announcements:

Office of Assemblyman Jesse Gabriel: President Rothstein read some remarks from Jack Kent-Dorfman. August 31 is the last day for Bills to pass both houses and be sent to the Governor. Assembly Bill 418 concerns the Department of Toxic Substance Control (DTSC) and would ban five chemicals already banned in much of the world.

Council District 12: Colin Crews, District Director, said LA County Animal Shelters no longer require appointments for adoption. Additional funding has been allocated for LAPD Topanga Division.

Department of Neighborhood Empowerment: Prabhjot Chamber, Neighborhood Empowerment Advocate, discussed the onboarding training schedule and said the sessions are open to all Board members. She encouraged Board members to attend the Congress of Neighborhoods.

Budget Advocates: President Rothstein read some remarks from Glenn Bailey. A Budget retreat will be held August 19 starting 9:30 AM at the West Los Angeles Municipal Building.

Public Comment: Jeff Sacher read a statement about stakeholders' right to transparency and said he is opposed to secret ballots for NC officer elections. Chris Rowe spoke about an appeal to the California Supreme Court of a lawsuit against DTSC which was denied.

New Business:

23-0059 - Filling a vacant seat on the West Hills Neighborhood Council Board vacated by Bryan Newman: Neither of the two candidates; Randhara Kotuwelle, Jason Lally, were physically present at the meeting. Randhara Kotuwelle attended via Zoom.

Myrl Schreiber made a motion to postpone. Joan Trent seconded.

Steve Randall said the meeting notification to candidates was not done in a timely manner.

Aida Abkarians - No	Ian Afazeli - Absent	Faye Barta - No
Sandi Bell - No	Clarice Chavira - No	Carolyn Greenwood - No
Glenn Jennings - No	Vinura Kotuwelle - Abstain	Kent Mariconda - Absent
Jonathan Marvisi - Absent	Saif Mogri - No	Mark Neudorff - No
Joe Ourfalian - No	Penelope Newmark - No	Alejandro Phillips - Absent
Steve Randall - No	Bill Rose - No	Char Rothstein - Yes
Miriam Schimmel - No	Myrl Schreiber - Abstain	Ryan Taylor - No
Joan Trent - No	Brad Vanderhoof - No	Joanne Yvanek-Garb- Absent

Yes – 1, No – 16, Abstain -- 2, Absent – 5, Ineligible – 0, Recusal – 0
The motion to postpone fails.

Steve Randall said the Ad Hoc Vacancy Committee voted to recommend Randhara Kotuwelle by a vote of four (4) Yes and one (1) Abstention.

Vote to fill the vacancy on the WHNC Board of Directors.

RK – Randhara Kotuwelle

JL – Jason Lally

Aida Abkarians - RK
Sandi Bell - RK
Glenn Jennings - RK
Jonathan Marvisi - Absent
Joe Ourfalian – RK
Steve Randall - RK
Miriam Schimmel - RK
Joan Trent - RK

Ian Afazeli - Absent
Clarice Chavira - RK
Vinura Kotuwelle - Abstain
Saif Mogri - RK
Penelope Newmark – RK
Bill Rose - RK
Myrl Schreiberman - Abstain
Brad Vanderhoof – RK

Faye Barta - RK
Carolyn Greenwood - RK
Kent Mariconda – Absent
Mark Neudorff - RK
Alejandro Phillips - Absent
Char Rothstein - RK
Ryan Taylor - RK
Joanne Yvanek-Garb- Absent

Randhara Kotuwelle – 17

Jason Lally – 0

Abstain – 2

Absent – 5

Randhara Kotuwelle is the newest member of the WHNC Board of Directors.

23-0060 – Approval of the amended WHNC 2023 -2024 budget to include rollover in the amount of \$4,861.91: Treasurer Carolyn Greenwood said there has been no official confirmation of the rollover amount.

Item tabled to September.

23-0061 - Approve of the paying of an invoice in the amount of \$210.00 to El Camino Charter High School for use of the facility for the WHNC elections held on June 18, 2023: Carolyn Greenwood said this was previously approved but since the invoice came in the new fiscal year it requires approval again.

Aida Abkarians - Yes
Sandi Bell – Yes
Glenn Jennings - Yes
Jonathan Marvisi - Absent
Joe Ourfalian – Yes
Steve Randall - Yes
Miriam Schimmel - Yes
Joan Trent - Yes

Ian Afazeli - Absent
Clarice Chavira – Yes
Vinura Kotuwelle - Yes
Saif Mogri - Yes
Penelope Newmark – Yes
Bill Rose – Ineligible
Myrl Schreiberman - Yes
Brad Vanderhoof – Yes

Faye Barta - Yes
Carolyn Greenwood - Yes
Kent Mariconda – Absent
Mark Neudorff - Yes
Alejandro Phillips - Absent
Char Rothstein - Yes
Ryan Taylor - Yes
Joanne Yvanek-Garb- Absent

Yes – 18, No – 0, Abstain -- 0, Absent – 5, Ineligible – 1, Recusal – 0

The invoice is approved for payment.

23-0062 – Approval of the Special Events Committee's Event Approval Request and Budget in the amount of \$825.00 for the 2023 -2024 Halloween House Event:

Aida Abkarians - Yes
Sandi Bell - Yes
Glenn Jennings - Yes
Jonathan Marvisi - Absent
Joe Ourfalian – Yes
Steve Randall - Yes
Miriam Schimmel - Yes
Joan Trent - Yes

Ian Afazeli - Absent
Clarice Chavira - Yes
Vinura Kotuwelle - Yes
Saif Mogri - Yes
Penelope Newmark – Yes
Bill Rose - Ineligible
Myrl Schreiberman - Yes
Brad Vanderhoof - Yes

Faye Barta - Yes
Carolyn Greenwood - Yes
Kent Mariconda – Absent
Mark Neudorff - Yes
Alejandro Phillips - Absent
Char Rothstein - Yes
Ryan Taylor - Yes
Joanne Yvanek-Garb- Absent

Yes – 18, No – 0, Abstain -- 0, Absent – 5, Ineligible – 1, Recusal – 0
The Event Request and Budget are approved.

23-0063 – Appointment of Myrl Schreiber and Steve Randall as co-chairs of the Streets & Transportation Committee: Myrl Schreiber withdrew his name from consideration.

Vote to confirm the nomination of Steve Randall as Chair of the Streets and Transportation Committee

Aida Abkarians - Yes	Ian Afazeli - Absent	Faye Barta - Yes
Sandi Bell - Yes	Clarice Chavira - Yes	Carolyn Greenwood - Yes
Glenn Jennings - Yes	Vinura Kotuwelle - Yes	Kent Mariconda – Absent
Jonathan Marvisi - Absent	Saif Mogri - Yes	Mark Neudorff - Yes
Joe Ourfalian – Yes	Penelope Newmark – Yes	Alejandro Phillips - Absent
Steve Randall - Yes	Bill Rose - Yes	Char Rothstein - Yes
Miriam Schimmel - Yes	Myrl Schreiber – Yes	Ryan Taylor - Yes
Joan Trent - Yes	Brad Vanderhoof - Yes	Joanne Yvanek-Garb- Absent

Yes – 19, No – 0, Abstain -- 0, Absent – 5, Ineligible – 0, Recusal – 0
Steve Randall is Chair of the WHNC Streets and Transportation Committee.

President Rothstein said next Tuesday is a very important Zoning and Planning meeting concerning the Chaminade expansion.

President Char Rothstein adjourned the meeting at 8:38 PM.



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WEST HILLS NEIGHBORHOOD COUNCIL

BOARD ONLINE AND TELEPHONIC DRAFT MEETING MINUTES

Thursday, July 6, 2023

Revised July 7, 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 (left 7:30 PM, returned 7:45 PM, left 7:50 PM), Ian Afazeli, Faye Barta, Sandi Bell, Clarice Chavira (left 9:05 PM), Carolyn Greenwood, Glenn Jennings, Vinura Kotuwelle, Jonathan Marvisi, Saif Mogri, Mark Neudorff, Penelope Newmark, Joe Ourfalian, Alejandro Phillips, Steve Randall, Bill Rose, Char Rothstein, Miriam Schimmel, Myrl Schreibman (left 9:05 PM), Ryan Taylor, Joan Trent, Brad Vanderhoof, and Joanne Yvanek-Garb

ABSENT: Sriya Datla, Kent Mariconda, Azarine Rushenas,

President Charlene Rothstein called the meeting to order at 7:10 PM.

Secretary Brad Vanderhoof called roll and established quorum.

Vice President Faye Barta led the Pledge of Allegiance

Treasurer's Report: Carolyn Greenwood gave the report and said the May expenses were the usual office expenses, Memorial Day Parade truck rental and application fee, and the education NPGs.

Controller's Report: Saif Mogri gave the report which matches the figures from the City Clerk. The balance of unspent funds for 2023-2024 is \$4861.91.

Comments from the Co-Chair(s): None

Induction of newly elected and reelected Board Members into the WHNC Board of Directors by Ms. Atziri Camarena: Atziri congratulated all the Board members who were successful in the election. She administered the Board member oath to: Faye Barta, Miriam Schimmel, Aida Abkarians, Char Rothstein, Steve Randall, Myrl Schreibman, Penelope Newmark, Alejandro Phillips, Ryan Taylor, Ian Afazeli, Jonathan Marvisi, and Joe Ourfalian. The Board members were formally seated.

Elections of WHNC Officers by Ms. Atziri Camarena:

President – Joanne Yvanek-Garb nominated Char Rothstein. Aida Abkarians seconded. Char Rothstein was unanimously elected President of the WHNC Board of Directors.

Vice President – Myrl Schreibman nominated Steve Randall. Char Rothstein nominated Faye Barta. Mark Neudorff nominated Alejandro Phillips who declined.

Aida Abkarians left the meeting at 7:30 PM.

Aida Abkarians – Absent
Sandi Bell – FB
Glenn Jennings – FB

Ian Afazeli – SR
Clarice Chavira – FB
Vinura Kotuwelle – Abstain

Faye Barta – FB
Carolyn Greenwood – FB
Jonathan Marvisi – Abstain

Saif Mogri – Abstain
Penelope Newmark - SR
Steve Randall – SR
Miriam Schimmel – FB
Joan Trent – SR

Kent Mariconda – Absent
Joe Ourfalian – SR
Bill Rose – FB
Myrl Schreiberman – SR
Brad Vanderhoof – Abstain

Mark Neudorff – FB
Alejandro Phillips – Abstain
Char Rothstein – FB
Ryan Taylor – SR
Joanne Yvanek-Garb – FB

Steve Randall – 7, Faye Barta – 10, Abstain -- 5, Absent – 2, Ineligible – 0, Recusal – 0
Faye Barta was elected Vice President of the WHNC Board of Directors.

Treasurer – Mark Neudorff nominated Carolyn Greenwood.

Aida Abkarians returned to the meeting at 7:45 PM.

Carolyn Greenwood was unanimously elected to the WHNC Board of Directors.

Secretary -- Saif Mogri nominated Brad Vanderhoof. Steve Randall nominated Myrl Schreiberman. Mark Neudorff nominated Clarice Chavira who declined.

Aida Abkarians left the meeting at 7:50 PM.

Myrl Schreiberman withdrew his name from the voting.

Brad Vanderhoof was unanimously elected Secretary of the WHNC Board of Directors with Clarice Chavira abstaining.

Controller – Char Rothstein nominated Saif Mogri.

Saif Mogri was unanimously elected Controller of the WHNC Board of Directors with Myrl Schreiberman abstaining.

Announcements: LAFD Battalion Chief Tom Gikas spoke on brush clearance and fire danger. In the local community 0-90% of the calls they get are medical. Pool safety is a concern as thirteen people drown in the Valley in the past year.

Approval of the Meeting Minutes from June 5, 2023: The minutes were approved as amended.

Old Business:

23-0051 - Approval of the WHNC's May 2023 Monthly Expenditure Report (MER):

Aida Abkarians – Absent
Sandi Bell – Yes
Glenn Jennings – Yes
Jonathan Marvisi – Ineligible
Joe Ourfalian – Ineligible
Steve Randall – Yes
Miriam Schimmel – Yes
Joan Trent – Yes

Ian Afazeli – Ineligible
Clarice Chavira – Ineligible
Vinura Kotuwelle – Yes
Saif Mogri – Yes
Penelope Newmark – Ineligible
Bill Rose – Ineligible
Myrl Schreiberman – Yes
Brad Vanderhoof – Yes

Faye Barta – Yes
Carolyn Greenwood – Yes
Kent Mariconda – Absent
Mark Neudorff – Yes
Alejandro Phillips – Yes
Char Rothstein – Yes
Ryan Taylor – Ineligible
Joanne Yvanek-Garb - Yes

Yes – 15, No – 0, Abstain -- 0, Absent – 2, Ineligible – 7, Recusal – 0
The May 2023 MER is approved.

Announcements: Atziri Camerena from the Department of Neighborhood Empowerment introduced the new Neighborhood Empowerment Advocate for the WHNC. Ms. Prabhjot Chamber then gave an update on SB 411. There is a hearing in the CA Assembly Local Government Committee next Wednesday.

Glenn Bailey from the Budget Advocates provided an unofficial version of the Budget Advocates Report.

New Business:

23-0054 – Approval of the 2023-2024 WHNC budget in the amount of \$32,000.00: Treasurer Carolyn Greenwood explained the budget is basic and can be amended at anytime. After July 1, no money can be spent until a budget is approved by the City. A more detailed budget will be submitted when rollover funds are approved.

Aida Abkarians – Absent	Ian Afazeli – Ineligible	Faye Barta – Yes
Sandi Bell – Yes	Clarice Chavira – Ineligible	Carolyn Greenwood – Yes
Glenn Jennings – Yes	Vinura Kotuwelle – Yes	Kent Mariconda – Absent
Jonathan Marvisi – Ineligible	Saif Mogri – Yes	Mark Neudorff – Yes
Joe Ourfalian – Ineligible	Penelope Newmark – Ineligible	Alejandro Phillips – Yes
Steve Randall – Yes	Bill Rose – Ineligible	Char Rothstein – Yes
Miriam Schimmel – Yes	Myrl Schreiberman – Yes	Ryan Taylor – Ineligible
Joan Trent – Yes	Brad Vanderhoof – Yes	Joanne Yvanek-Garb - Yes

Yes – 15, No – 0, Abstain -- 0, Absent – 2, Ineligible – 7, Recusal – 0
The 2023-2024 WHNC Budget is approved

Public Comment: Jeff Sacher requested a change in operating procedures to have all public comment times increased to three minutes and remove the ability of chairs to reduce it. He also asked for audio teleconferencing at all public meetings and the ability sent attachments by email through the Council website. June Moriarity asked for help getting services for the overgrown median on the 6900 block of Platt.

Rose Beemer spoke about the STARS Academy.

Dan Brin congratulated the new Board members.

Glenn Bailey spoke about VANC meetings and said there will be an election review meeting and survey. Lionel Mares spoke on the wildlife ordinance and the appointment of Jamie York to the Ethics Commission. He also mentioned the LAPD email concerning homeless encampments.

Chris Rowe spoke about SSFL and DTSC document libraries and her efforts to get information on pending lawsuits.

23-0053 – 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: Bill Rose said the CUB has expired and must be renewed for the business to continue sales.

Myrl Schreiberman and Clarice Chavira left the meeting.

Aida Abkarians – Absent	Ian Afazeli – Abstain	Faye Barta – Yes
Sandi Bell – Yes	Clarice Chavira – Absent	Carolyn Greenwood – Yes
Glenn Jennings – Yes	Vinura Kotuwelle – Yes	Kent Mariconda – Absent Jonathan
Marvisi – Yes	Saif Mogri – Yes	Mark Neudorff – Yes
Joe Ourfalian – Yes	Penelope Newmark – Yes	Alejandro Phillips - Yes
Steve Randall – Abstain	Bill Rose – Yes	Char Rothstein – Yes
Miriam Schimmel – Yes	Myrl Schreiberman – Absent	Ryan Taylor – Yes
Joan Trent – Yes	Brad Vanderhoof – Yes	Joanne Yvanek-Garb - Yes

Yes – 18, No – 0, Abstain -- 2, Absent – 4, Ineligible – 0, Recusal – 0
Bill Rose said he would prepare a letter showing the Board action.

23-0055 – Approval of the 2023-2024 Administrative Packet: Treasurer Carolyn Jones said this is a City requirement. Carolyn Greenwood, as treasurer, will be the first bank cardholder. Glenn Jennings will be the second bank cardholder.

Aida Abkarians – Absent
Sandi Bell – Yes
Glenn Jennings – Yes
Jonathan Marvisi – Ineligible
Joe Ourfalian – Ineligible
Steve Randall – Abstain
Miriam Schimmel – Yes
Joan Trent – Abstain

Ian Afazeli – Ineligible
Clarice Chavira – Absent
Vinura Kotuwelle – Abstain
Saif Mogri – Yes
Penelope Newmark – Ineligible
Bill Rose – Ineligible
Myrl Schreiberman – Absent
Brad Vanderhoof - Yes

Faye Barta – Yes
Carolyn Greenwood - Yes
Kent Mariconda – Absent
Mark Neudorff – Yes
Alejandro Phillips - Yes
Char Rothstein – Yes
Ryan Taylor - Ineligible
Joanne Yvanek-Garb - Yes

Yes – 11, No – 0, Abstain -- 3, Absent – 4, Ineligible – 6, Recusal – 0
The 2023-2024 WHNC Administrative Packet is approved

23-0056 – 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:

Aida Abkarians - Absent
Sandi Bell - Yes
Glenn Jennings - Yes
Jonathan Marvisi - Yes
Joe Ourfalian - Yes
Randall – Yes
Miriam Schimmel - Yes
Joan Trent - Yes,

Ian Afazeli - Yes
Clarice Chavira - Absent
Vinura Kotuwelle - Yes
Saif Mogri - Yes
Penelope Newmark – Yes
Bill Rose - Yes
Myrl Schreiberman - Absent
Brad Vanderhoof - Yes

Faye Barta - Yes,
Carolyn Greenwood -Yes
KentMariconda – Absent
Mark Neudorff - Yes
Alejandro Phillips - Yes Steve
Char Rothstein - Yes
Ryan Taylor - Yes
Joanne Yvanek-Garb - Yes

Yes – 20, No – 0, Abstain -- 0, Absent – 4, Ineligible – 0, Recusal – 0
The appointments are approved.

23-0057 – Approval of the 2022-2023 WHNC Inventory Report:

Aida Abkarians – Absent
Sandi Bell – Yes
Glenn Jennings – Yes
Jonathan Marvisi – Yes
Joe Ourfalian – Yes
Randall – Yes
Miriam Schimmel – Yes
Joan Trent – Yes

Ian Afazeli – Yes
Clarice Chavira – Absent
Vinura Kotuwelle – Yes
Saif Mogri – Yes
Penelope Newmark – Yes
Bill Rose – Yes
Myrl Schreiberman – Absent
Brad Vanderhoof – Yes

Faye Barta – Yes
Carolyn Greenwood - Yes
Kent Mariconda – Absent
Mark Neudorff – Yes
Alejandro Phillips - Yes Steve
Char Rothstein – Yes
Ryan Taylor – Yes
Joanne Yvanek-Garb - Yes

Yes – 20, No – 0, Abstain -- 0, Absent – 4, Ineligible – 0, Recusal – 0
The inventory report is approved.

President Char Rothstein adjourned the meeting at 9:25 PM.

Agenda Item 23-0058 - Discussion and possible action regarding approval of the WHNC's June 2023 Monthly Expenditure Report (MER)

Monthly Expenditure Report



Reporting Month: June 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
\$17019.47	\$9907.56	\$7111.91	\$2250.00	\$0.00	\$4861.91

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office	\$36071.38	\$2275.02	\$3281.91	\$0.00	\$3281.91
Outreach		\$0.00		\$0.00	
Elections		\$6132.54		\$0.00	
Community Improvement Project	\$500.00	\$0.00	\$500.00	\$0.00	\$500.00
Neighborhood Purpose Grants	\$4830.00	\$1500.00	\$3330.00	\$2250.00	\$1080.00
Funding Requests Under Review: \$0.00		Encumbrances: \$0.00		Previous Expenditures: \$24381.91	

Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	THE WEB CORNER, INC	06/01/2023	Email for WHNC	General Operations Expenditure	Office	\$150.00
2	KRISTAL GRAPHICS	06/05/2023	Printing of material for WHNC Board meeting.	General Operations Expenditure	Office	\$22.17
3	IN Y2H INC.	06/09/2023	Banners and signs for upcoming election	General Operations Expenditure	Elections	\$296.75
4	KRISTAL GRAPHICS	06/12/2023	Mailing of flyers for upcoming WHNC election	General Operations Expenditure	Elections	\$3372.04
5	IN AKD	06/16/2023	WHNC Board Members name badges	General Operations Expenditure	Office	\$76.65
6	ICONCONTACT	06/21/2023	Annual subscription for email service.	General Operations Expenditure	Office	\$602.40
7	RACKSPACE EMAIL & APPS	06/22/2023	WHNC email service	General Operations Expenditure	Office	\$67.20
8	APPLEONE EMPLOYMENT SERVICES	06/01/2023	Executive Assistant	General Operations Expenditure	Office	\$1356.60

9	S&M Ltd LLC DBA Kristal Graphics	06/02/2023	Printing of election material	General Operations Expenditure	Elections	\$2463.75
10	JUSTICE STREET ACADEMY	06/01/2023	NPG in the amount of \$750 to Justice Street Academy	Neighborhood Purpose Grants		\$750.00
11	POMELO COMMUNITY CHARTER	06/02/2023	NPG in the amount of \$750 to Pomelo Community Charter	Neighborhood Purpose Grants		\$750.00
Subtotal:						\$9907.56

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	Capistrano Avenue Elementary PTA	06/05/2023	NPG in the amount of \$750 to Capistrano Avenue PTA	Neighborhood Purpose Grants		\$750.00
3	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						\$2250.00

**West Hills Neighborhood Council
Controller's Report July 31, 2023**

	Item	Committee	Purpose	Budget	Balance	July	Total Spent
	OFFICE						
1		Office	Misc. Expense	\$519.00	\$485.65	\$33.35	\$33.35
2		Office	Rent	\$5.00	\$5.00		\$0.00
3		Office	Committee Printing	\$369.00	\$369.00		\$0.00
4		Office	P.O.Box	\$430.00	\$430.00		\$0.00
5		Office	Apple One	\$17,974.95	\$16,279.20	\$1,695.75	\$1,695.75
6		Office	Go Daddy	\$21.17	\$21.17		\$0.00
7		Board	Web Corner	\$1,800.00	\$1,650.00	\$150.00	\$150.00
8		Board	Rack Space	\$830.54	\$759.91	\$70.63	\$70.63
9		Board	I Contact	\$602.40	\$602.40		
		Office Subtotal		\$22,552.06	\$22,552.06		
	OUTREACH						
10		Communication	Outreach	\$2,500.00	\$2,500.00		\$0.00
11		Beautification	Refreshment&Snacks	\$600.00	\$600.00		\$0.00
12		Special Events	Outreach	\$5,899.85	\$5,899.85		\$0.00
13		Environment	Outreach				
14		Govt. Relations	VANC	\$200.00	\$200.00		\$0.00
15		Govt. Relations	Budget Advocates	\$100.00	\$100.00		\$0.00
16		Govt. Relations	Congress	\$500.00	\$500.00		\$0.00
17		Govt. Relations	Empower LA Awards	\$100.00	\$100.00		\$0.00
18		Homelessness	Homeless	\$500.00	\$500.00		\$0.00
19		Public Safety	Forums				
20		Streets&Transportation	Outreach	\$0.00			
21		Public Health		\$100.00	\$100.00		\$0.00
		Outreach Total					
22		Elections	Elections	\$210.00	\$210.00	\$0.00	\$0.00

**West Hills Neighborhood Council
Controller's Report July 31, 2023**

	Item	Committee	Purpose	Budget	Balance	July	Total Spent
	Neighborhood Purpose Grants (NPG's)						
23		Youth and Eduction	NPG's	\$3,600.00	\$3,600.00		\$0.00
18A		Homelessness	NPG's				
							\$0.00
	Community Improvement Projects (CIP's)						
20A		Streets&Transportation	CIP's				
24		Beautification	Cleanups				\$0.00
25		Beautification	Special Events				
	GRAND TOTAL			\$36,861.91	\$34,912.18	\$1,949.73	\$1,949.73

Agenda Item 23-0059 - Discussion and possible action possible action on filling a vacant seat on the West Hills Neighborhood Council Board vacated by Bryan Newman

WEST HILLS NEIGHBORHOOD COUNCIL (WHNC) BOARD VACANCY APPLICATION

Date: 6/24/23

Applicant's Name: Randhara Kotuwelle **Occupation:** Researcher

Home Address: [REDACTED]

Work Address (if Applicable): [REDACTED]

Home Phone: [REDACTED] **Mobile Phone:** [REDACTED]

Email: rkotuwelle2020@ucla.edu

Stakeholder Status (Check all that apply): I live in West Hills, () I work in West Hills, () I own property in West Hills, () I have a child enrolled in a school in West Hills, () I belong to a religious organization in West Hills, () I belong to a community organization in West Hills, () OTHER: _____

How did you hear about the WHNC? My dad (Ruwan Kotuwelle) was and my brother (Vinura Kotuwelle) is a WHNC Council Member so I am familiar with the council and how it functions. I've also participated and seen a few WHNC events. so I have seen its impact on my community.

How often do you attend WHNC meetings? As a constituent, I was not able to attend as often as I would have liked to. but this won't be the case for the future now that I am done with school.

Why do you wish to participate on the WHNC Board? I am interested in actively participating and having a voice in issues that impact myself and my community. My family has shown me how influential the WHNC can be in addressing issues I am passionate about, as well as how we can become leaders of change for future generations. I want to be the voice of my generation and help solve issues that people my age face.

What are your goals for the community? I hope to find ways to educate the community about topics such as water and energy conservation, emergency preparedness, and health education. I would like to work with local schools and organizations to help spread information about these topics and how people can help the community. simply by becoming educated on these prevalent topics.

What skills do you have that might be especially useful for the WHNC? I have a rich history of extracurriculars that have shaped me into the person I am today (see attached resume). I am always eager to listen and learn from knowledgeable individuals, and I have gained many important skills from these experiences. My experience participating in LA City programs is an asset that has fueled my interest in local government.

Are you prepared to contribute at least ten (10) hours a month to community service through the council? Yes!

What areas of community service particularly interest you? I am interested in addressing issues and topics related to public health/education, emergency preparedness and the environment.

Do you have any interests that might conflict with Neighborhood Council responsibilities?
No

(If you need more space, use the reverse side.)

Randhara Kotuwelle

EDUCATION

- University of California – Los Angeles** Los Angeles, CA
BA in Psychology, Minor in Brain and Behavioral Health June 2022
summa cum laude (3.987 GPA) and College Honors
- Los Angeles Pierce College** Los Angeles, CA
AA in Psychology June 2020
IGETC, STEM, Social & Behavioral Sciences certificates

WORK EXPERIENCE

- UCLA Semel Institute for Neuroscience and Human Behavior** Los Angeles, CA
Senior Research Associate II June 2022- Present
- Working on an NIH funded study that will investigate the effects of prosocial behavior on the brain
 - Data clean-up of the previous phases of the protocol
- California Medical Research Associates Inc.** Northridge, CA
Study Coordinator March 2021 - Present
- Performing ECGs on site, collecting vital signs, and other study specific activities
 - Submitting Serious Adverse Events (SAE) logs, resolving lab queries, completing and uploading patient documents
 - Subject recruitment and scheduling
- UCLA Fielding School of Public Health – External Affairs** Los Angeles, CA
Work Study Student Assistant Dec 2020 - Present
- Responsible for various clerical tasks such as emailing constituents and database management
 - Assist the Development Team staff with various tasks, assignments, and event organizing.
 - Responsible for donor-alumni relevant communications
- Farmers Insurance – Office of Vimal Sood** Winnetka, CA
Clerical Assistant Feb. 2020 – March 2020
- Prepared documents and folders for filing/faxing, and sorted mail, documents, boxes, etc. to organize the office.
 - Answered and/or made phone calls to/from clients.
 - Farmers Insurance database management

LEADERSHIP & ACTIVITIES

HERricane Los Angeles

Los Angeles, CA

Camp Attendee

Aug 2022

- This weeklong program focused on emergency preparedness skills and the role/organization of the Emergency Management Department (EMD) and Emergency Operations Center (EOC).

Volunteer Outreach for Intersectionality, Creativity and Empowerment (VOICE) Los Angeles

Los Angeles, CA

Public Relations Director

Sept 2020 - Present

- Involved in the startup and expansion of this non-profit organization that seeks to educate the youth about gender equality and social justice issues via events, social media campaigns, and public outreach.
- Responsible for the monthly newsletters' content creation, distribution, and marketing.
- Responsible for reaching out to organizations and companies to raise funds, get sponsorships, and create public awareness of our organization

EndoMarch at UCLA

Westwood, CA

Club President

June 2021 - Present

- Responsible for re-starting and expanding the club via direct outreach towards the UCLA community

UCLA Care Extenders Program

Los Angeles, CA

Care Extender

Aug 2018 – Jun 2019

- Restocked supply carts, answered patient-room phone calls, escorted patients, helped guests, and assisted staff members with various other tasks.

Los Angeles Mayor's Youth Council

Winnetka, CA

West Valley Cohort Member

Sep 2016 – Jun 2017

- Met with students across the valley to discuss topics within the community and possible solutions to prevalent issues.
- Organized a neighborhood promotional event to promote the LA City's 311 app and this event was attended by Mayor Eric Garcetti.

Los Angeles Civic Youth Leadership Academy

Los Angeles, CA

Program Attendee

Summer 2017

- Learned leadership skills and about various departments and jobs within the City of LA

SKILLS & INTERESTS

Technical:

- Microsoft Word, Excel and PowerPoint and Google's equivalent of these programs.
- Canva and Adobe Illustrator

Languages:

- English and Sinhala

Interests:

- Women's reproductive health and justice
- Research in Biology, Psychology, and Sociology

- Public health and policy
- Advocacy for underserved communities in Los Angeles

RESEARCH

Eli Lilly and Company Protocol: I6T-MC-AMAX

A Phase 3, Multicenter, Open-Label, Long-Term Extension Study to Evaluate the Long-Term Efficacy and Safety of Mirikizumab in Patients with Crohn's Disease

Eli Lilly and Company Protocol: I6T-MC-AMAM

A Phase 3, Multicenter, Randomized, Double-Blind, Placebo- and Active- Controlled, Treat-Through Study to Evaluate the Efficacy and Safety of Mirikizumab in Patients with Moderately to Severely Active Crohn's Disease

Eli Lilly and Company Protocol: I6T-MC-AMAN:

A Phase 3, Multicenter, Randomized, Double-Blind, Parallel, Placebo-Controlled Induction Study of Mirikizumab in Conventional-Failed and Biologic-Failed Patients with Moderately to Severely Active Ulcerative Colitis

Eli Lilly and Company Protocol: I6T-MC-AMAP

A Phase 3, Multicenter, Open-Label Extension Study to Evaluate the Long-Term Efficacy and Safety of Mirikizumab in Patients with Moderately to Severely Active Ulcerative Colitis

Eli Lilly and Company Protocol: : I6T-MC-AMBG

A Phase 3, Multicenter, Randomized, Double-Blind, Parallel-Arm, Placebo-Controlled Maintenance Study of Mirikizumab in Patients with Moderately to Severely Active Ulcerative Colitis

9 Meters Biopharma, Inc. Protocol: CeD-LA-3001

A Phase 3, Randomized, Double-Blind, Placebo Controlled Study the Efficacy and Safety of Larazotide for Relief of Persistent Symptoms in Patients with Celiac Disease on a Gluten Free Diet

Seres Therapeutics, Inc. Protocol: SERES-013

ECOSPOR IV: An Open-Label Extension of Study SERES-012 and Open-Label Program for Evaluating SER-109 in Adult Subjects with Recurrent Clostridioides difficile Infection (RCDI).

CSL Behring LLC Protocol: CSL346-2001

A Phase 2a, Double-blind, Randomized, Placebo-controlled, Proof of Concept Study of Vascular Endothelial Growth Factor (VEGF)-B Blockade with the Monoclonal Antibody CSL346 in Subjects with Diabetic Kidney Disease

Omeros Corporation Protocol: OMS721

A Randomized, Double-blind, Placebo-controlled, Phase 3 Study of the Safety and Efficacy of OMS721 in Patients with Immunoglobulin A (IgA) Nephropathy.

Landos Biopharma Protocol: NX-13-1B

A Randomized, Double-Blind, Placebo-Controlled, Single and Multiple Dose-Escalation Study to Evaluate the Safety, Tolerability, and Pharmacokinetics of Oral NX-13 in Healthy Adult Male and Female Volunteers

WEST HILLS NEIGHBORHOOD COUNCIL (WHNC) BOARD VACANCY APPLICATION

Date: 7/2/23

Applicant's Name: Jason Lally **Occupation:** Chief Revenue Officer

Home Address: [REDACTED]

Work Address (if Applicable): _____

Home Phone: [REDACTED] **Mobile Phone:** _____

Email: [REDACTED]

Stakeholder Status (Check all that apply): () I live in West Hills, () I work in West Hills,
() I own property in West Hills, () I have a child enrolled in a school in West Hills,
() I belong to a religious organization in West Hills, () I belong to a community organization in
West Hills, () OTHER: _____

How did you hear about the WHNC? Pavilions bulletin board, and meeting Steve Randall.

How often do you attend WHNC meetings? Whenever I can.
Recently I have become more engaged and am attending more meetings.

Why do you wish to participate on the WHNC Board? _____
I believe I can make a positive contribution to help keep West Hills safe, clean and pointed in the right direction for the future.

What are your goals for the community? _____
I would like to help facilitate the development of the old Highlander school site into something that benefits the community.
I would also like to work to ensure that our streets and homes are safe, our parks are clean and family-friendly,
our schools are good, and that we have thriving business and shopping districts.

What skills do you have that might be especially useful for the WHNC? _____
High EQ, an ability to connect with people of all different beliefs, opinions and perspectives to find common ground,
and a keen understanding of how to use my business acumen to accomplish goals in a timely fashion.

Are you prepared to contribute at least ten (10) hours a month to community service through the council? Yes.

What areas of community service particularly interest you? _____
Safety for all, access to services for seniors, and being part of a neighborhood of active citizens who come together to
find and help implement solutions to issues that affect us.

Do you have any interests that might conflict with Neighborhood Council responsibilities?
No.

(If you need more space, use the reverse side.)

Agenda Item 23-0061 - Discussion and possible action to approve the paying of an invoice in the amount of \$210.00 to El Camino Charter High School for use of the facility for the WHNC elections held on June 18, 2023

El Camino Real Charter High School
5440 Valley Circle Blvd
Woodland Hills CA 91367
United States

Invoice
#INV1792
6/7/2023

Bill To
West Hills Neighborhood
Council
200 N.Spring Street Room 224
Los Angeles CA 90012
United States

Ship To
West Hills Neighborhood
Council
200 N.Spring Street Room 224
Los Angeles CA 90012
United States

TOTAL

\$210.00

Due Date:

Terms	Due Date	PO #	Sales Rep	Shipping Method
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Quantity	Item	Rate	Amount
1	Facilities Rental (Civic Center) Facilities Rental	\$210.00	\$210.00

Memo: Facilities Rental-Shoup

Subtotal	\$210.00
Tax Total (0%)	\$0.00
Total	\$210.00



INV1792

HOLLY L. WOLCOTT
CITY CLERK

City of Los Angeles CALIFORNIA

OFFICE OF THE
CITY CLERK
ELECTION DIVISION

PETTY SANTOS
EXECUTIVE OFFICER



SPACE 300
555 RAMIREZ STREET
LOS ANGELES, CA 90012
(213) 978-0444
FAX: (213) 978-0376

JINNY PAK
DIVISION MANAGER

clerk.lacity.org

KAREN R. BASS
MAYOR

2023 NEIGHBORHOOD COUNCIL ELECTIONS POLLING PLACE CONFIRMATION FORM

Neighborhood Council: West Hills Election Date: Sunday, June 18, 2023

Name of Facility: El Camino Real Charter High School- Shoup Campus- Auditorium

Facility Address: 7401 Shoup Ave., West Hills, CA 91307

Required Access Hours: 9:00am - 6:00pm

I authorize the City of Los Angeles, Office of the City Clerk-Election Division to use this facility for the above referenced election. I will ensure there is adequate heat, light, and access to the restroom facilities.

I understand that the Election Division needs access to the facility from 9am to 6pm on the election date, which includes two hours before voting and an hour after for set up and closing of the polls.

If for any reason I cannot fulfill the terms of the agreement, I will immediately contact the Election Division at (213) 978-0444.

A Polling Place stipend in the amount of \$ 360 will be mailed within 30 days of Election Day contingent upon receiving all proper documentation related to your organization's tax identification information.

City Clerk's Office is responsible for \$150 and the remaining balance of \$210 will be paid by West Hills NC.

Dean Bennett
Print Name of Manager/Owner

[Signature]
Signature of Manager/Owner

3/24/23
Date

418-595-7506
Telephone Number

418-857-5119
Alternate Telephone Number

Agenda Item 23-0062 - Discussion and possible action to approve the Special Events Committee's Event Approval Request and Budget in the amount of \$825.00 for the 2023 -2024 Halloween House Event

EMPOWER LA

Department of
NEIGHBORHOOD EMPOWERMENT
200 N. Spring Street, 20th FL, Los Angeles, CA 90012 • (213) 978-1551 or Toll-Free 3-1-1
E-mail: EmpowerLA@lacity.org www.EmpowerLA.org



NEIGHBORHOOD COUNCIL EVENT APPROVAL FORM

Events are great opportunities for Neighborhood Councils to interact with their stakeholders. There are, however, liability and permitting issues that must be handled prior to the event, and the Department of Neighborhood Empowerment must approve a Neighborhood Council sponsored event before any funding payments can be executed. **Please complete and sign this form and submit to the Department at least 30 days before the day of the event.** The Department will typically take 3-5 days to review and approve the event. Once approved, the Neighborhood Council can begin spending.

Neighborhood Council: WEST HILLS

The Neighborhood Council is the Main Sponsor or Co-Sponsor for the event.

Main sponsor: West Hills Neighborhood Council-Special Events Committee

Contact Person: Steve Randall

Phone: (818) 340-4700 Email: steve.randall@westhillsnc.org

Co-Sponsor (if applicable): Council District 12-John Lee Councilmember

Contact Person: Ron Rubine

Phone: (818) 882-1212 Email: ron.rubine@lacity.org

Event Information

Type of Event (festival, movie night, etc.): 5TH ANNUAL HALLOWEEN HOUSES ON DISPLAY

Date: 10/22/23 Time Frame: 7:00pm-10:00pm Est. number of attendees: 50 Event Amount: \$ 825.00

Venue Name: West Hills NC Community

Venue Address: ALL of "West Hills", CA 91304 & 91307

Contact Person: Steve Randall

Phone: (818) 340-4700 Email: stevekr2000@aol.com

Please note: If the location for the event is at City facility, e.g. park, the location approval may be easier and at little or no cost. If the location for event is not a City facility, a separate contract may be needed and can take 30 days to complete.

Documents scanned and emailed to EmpowerLA.Funding@lacity.org for Department approval PRIOR to event:

- Neighborhood Council Event Approval Form – Completed and signed by Treasurer or Second Signatory
- Funding Request Form – Completed and signed by Treasurer and Second Signatory
- Itemized Detailed Event Budget – Total budget with funding categories (food, entertainment, flyers, permits, etc.) and with specific vendors if available. Once approved, the Department will transfer the amount of the event budget into the Neighborhood Council account automatically, i.e. no additional Cash Request Form will be required.
- If a bank card exemption of the daily \$1,000 limit is required for this event, please provide the date(s) and amount needed for the daily limit to be lifted:** _____

Please note: Missing or incomplete required documents will delay Department approval.

The City of Los Angeles provides Neighborhood Councils with event liability coverage in the amount of \$5 million. Depending on the type of event, there may be additional permits and liability issues that must be addressed prior to the event, or the Neighborhood Council will be liable for any penalties or injuries incurred at the event. There may be fees attached to obtaining permits and additional liability so please budget accordingly. It may be easier to partner with the City family or a community based organization or even hire a producer (will require a contract prepared by the Department) so that they can obtain/handle the necessary permits and liability issues instead. Please contact the Department Funding Team if you are unsure what your Neighborhood Council event may need. The following must be obtained **PRIOR TO THE EVENT** if they are applicable to your event:

If FOOD is being purchased/provided/distributed/served at your event, you may be required to obtain the following documents:

- LA County Public Health Department Permit – if the food is free, no permit is required. If there are tickets being sold for vendor food booths (e.g. "Taste of" type of event, which needs to have a sponsor besides the Neighborhood Council to accept the funds), a paid permit is required, but the fee will be waived if held at a City park.
- LA Fire Department – contact for a permit for use of barbecues or to determine whether a first aid station is necessary

You may need ADDITIONAL INSURANCE for your event from Vendors if they are providing the following services:

- Jumper/Bouncer (Inflatables) – the City of Los Angeles will need to be listed as an additional insured by the company
- Games (e.g. dunk tank, other carnival style games) – City Risk Management will need to review
- Food (purchased, provided, distributed and/or served) – City Risk Management may need to review

If RENTING a vehicle or truck to transport event materials:

- Renting of vehicle/truck must be by a board member
- Additional Insurance offered by the rental company must be purchased in full

ADDITIONAL PERMITS may be required if the event has:

- Over 500 attendees, which may require LAPD presence - LAPD Special Events
- Street closures for block parties - Bureau of Street Services or LADOT for larger street closures, such as a parade
- Tents/canopies larger than 450 square feet or stages/platforms more than 30 inches above grade - Building and Safety


CONTACT INFORMATION for possible permits:

- Street Maintenance - (213) 847-2999
- Building and Safety - (213) 482-0387
- LADOT (Traffic Officers) - (323) 913-4652
- LADOT (Signs) - (213) 485-2298
- LADOT (Special Operations) - (323) 224-2124
- Risk Management - (213) 978-7475
- LAPD - (213) 486-0410
- LAFD - (213) 978-3650
- Sanitation - (213) 485-3612
- Street Services - <http://bsspermits.lacity.org/spevents/>
- LA County Public Health Dept. - <http://publichealth.lacounty.gov>

Original documents to submit with your Monthly Expenditure Report for the event:

- Neighborhood Council Event Approval Form – Completed and signed by Treasurer or Second Signatory
- Funding Request Form – Completed and signed by Treasurer and Second Signatory
- Board Vote Count Form – Completed and signed by Treasurer and Second Signatory
- Itemized Detailed Event Budget – Final total budget with funding categories and specific vendors. If final budget changed from original, please submit adjusted budget with new Board Vote Count Form.
- Original Invoices and Receipts
- Proof of Sponsorships (e.g. event flyers, webpage copy, etc.)
- Copies of Additional Permits (if applicable)
- Copies of Additional Insurance (if applicable)
- W-9 (for 1099 Individual Services if applicable)

I have read and understand the requirements set forth in this document and agree to comply with the required paperwork necessary for Neighborhood Council events.

Signature:  Date: 07/21/23
Print Name: Steve Randall Title: Co-chair WHNC Special Events Committee
Email: steve.randall@westhillsnc.org Phone: (818) 340-4700

Department Use Only. Approval Code: _____ Staff: _____
Cash Request Process Date: _____ Bank Card Exemption Process Date: _____ Rev 01/06/15

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" value="PRINTING OF POSTERS & FLYERS, AND LOCAL NEWSPAPER ADVERTISEMENT"/>	<input type="text" value="650.00"/>
<input type="text" value="CERTIFICATES"/>	<input type="text" value="175.00"/>
<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