



CITY OF
LOS ANGELES
CALIFORNIA



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

JOINT BOARD AND BUDGET COMMITTEE ONLINE AND TELEPHONIC MEETING AGENDA

June 16, 2020 at 6:30 p.m.

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

To attend online via Zoom Webinar, click or paste the following link into your browser: <https://zoom.us/j/95791095643>

To call in by phone, dial (669) 900-6833, then punch in this Webinar code when prompted: 957 9109 5643#.

This meeting is open to the public. Comments on matters not on the agenda will be heard during the Public Comment period. Those who wish to speak on an agenda item will be heard when the item is considered.

1. Call to Order
2. Establish Quorum
3. Approve Meeting Minutes of February 18, 2020 and May 29, 2020
4. Comments from the Co-Chair(s)
5. Public Comment on Non-Agenda items

New Business:

6. Discussion and possible action on approving the WHNC 2020-2021 Budget.
7. Discussion and possible action on approving Communications Committee Budget Request in the amount of \$3,700.
8. Discussion and possible action on approving Homelessness Committee Budget Request in the amount of \$2,250.
9. Discussion and possible action on approving completion of Encumbrance Form for items in 2019-2020 Budget.

Public input at Neighborhood Council meetings: When prompted by the presiding officer, members of the public may address the committee on any agenda item before the committee takes an action on the item by punching in *9 (if calling in by phone) or by clicking on the “raise hand” button (if participating online through Zoom) and waiting to be recognized. Comments from the public on agenda items will be heard only when the respective item is being considered. Comments from the public on matters not appearing on the agenda that are within the committee’s jurisdiction will be heard during the General Public Comment period. Please note that under the Ralph M. Brown Act, the committee is prevented from acting on a matter that you bring to its attention during the General Public Comment period; however, the issue raised by a member of the public may become the subject of a future committee meeting. Public comment is limited to 2 minutes per speaker, unless adjusted by the presiding officer of said committee.

Notice to Paid Representatives - If you are compensated to monitor, attend, or speak at this meeting, city law may require you to register as a lobbyist and report your activity. See Los Angeles Municipal Code §§ 48.01 et seq. More information is available at ethics.lacity.org/lobbying. For assistance, please contact the Ethics Commission at (213) 978-1960 or ethics.commission@lacity.org

Public Posting of Agendas: WHNC agendas are posted for public review at Shadow Ranch Park, 22633 Vanowen St., West Hills, CA 91307 or at our website, www.westhillsnc.org. You can also receive our agendas via email by subscribing to the City of Los Angeles Early Notification System at www.lacity.org/government/Subscriptions/NeighborhoodCouncils/index.

The Americans With Disabilities Act: As a covered entity under Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and, upon request, will provide reasonable accommodation to ensure equal access to its programs, services and activities. Sign language interpreters, assistive listening devices and other auxiliary aids and/or services may be provided upon request. To ensure availability of services, please make your request at least three business days (72 hours) prior to the meeting you wish to attend by contacting the WHNC's executive director via email at Michelle.Ritchie@westhillsnc.org If you are hearing impaired please call 711.

Public Access of Records: In compliance with Government Code Section 54957.5, non-exempt writings that are distributed to a majority or all of the board in advance of a meeting may be viewed at the meeting where such writing was considered or by contacting the WHNC's executive director via email at Michelle.Ritchie@westhillsnc.org Requests can be made for a copy of a record related to an item on the agenda.

Reconsideration and Grievance Process: For information on the WHNC's process for board action reconsideration, stakeholder grievance policy or any other procedural matters related to this Council, please consult the WHNC Bylaws. The Bylaws are available at our website, www.WestHillsNC.org.



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WEST HILLS NEIGHBORHOOD COUNCIL

JOINT BOARD AND BUDGET COMMITTEE MEETING MINUTES

February 18, 2020

Chaminade College Preparatory, West Hills, CA

Revised May 25, 2020

Committee members in attendance: Bob Brostoff, Aida Abkarians, Faye Barta, Dan Brin, Anthony Brosamle, Glenn Jennings, Bonnie Klea, Olivia Naturman, Steve Randall, Charlene Rothstein, Tony Scarce, Myrl Schreibman, Joan Trent, Alec Uzameck, Brad Vanderhoof, and Joanne Yvanek-Garb.

Co-chair Bob Brostoff called the meeting to order at 6:35 PM. A quorum was established.

Public Comment: none

The November 2019 minutes were approved.

The December 2019 minutes were approved.

The January 2020 minutes were approved.

Chair Comments: none

1. Reimbursement of \$29.34 for February 2020 Board Meeting Refreshments: The vendor was Ralphs Market. This would come from line item 1 on the WHNC budget. Bob Brostoff paid and submitted the receipt.

The Committee voted unanimously to approve reimbursement to Bob Brostoff.

2. Discussion and Possible Action on Approving a Spending request for Decorating Three Utility Boxes for an Amount Up to \$800:

The Committee voted unanimously to approve the spending request.

3. Discussion and Possible Action on Approving a Spending request for Safety Fair Expenditures for an Amount Up to \$800: Aida said the Education Committee has money budgeted for the anti-bullying event that will not be used this year and can support the fair.

The Committee voted to approve the spending request; thirteen (13) yes, zero (0) no, one (1) abstention

Dan will ask the Board to consider appropriating \$1800 based on this spending request and the funds available in the Education Committee budget.

4. Discussion and Action on an Event Approval Request for the Safety Fair: Anthony moved to approve. Char seconded.

The Committee voted to approve the spending request; thirteen (13) yes, zero (0) no, one (1) abstention

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

The next meeting of this committee will be held Tuesday, March 17, 2020 at 6:30 PM, Chaminade High School Condon Center, second floor conference room.



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WEST HILLS NEIGHBORHOOD COUNCIL

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

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

Absent: Aida Abkarians and Alec Uzemeck

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

Public Comment: none

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

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

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

Item tabled.

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

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

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

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

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

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

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

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

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

Meeting adjourned at 8:59 p.m.

DRAFT

2020 - 2021 Proposed \$32,000 Budget				6/9/2020
Category/Committee	Purpose	Amount Requested	In Budget	Total
Office/Operational:				
Office	Mtg. Expenses	\$519.00	\$519.00	\$519.00
Office	Rent	\$5.00	\$5.00	\$5.00
Office	Committee Printing	\$369.00	\$369.00	\$369.00
Office	PO Box	\$326.00	\$326.00	\$326.00
Office	Apple One	\$17,641.80	\$17,641.80	\$17,641.80
Office	Go Daddy	\$21.17	\$21.17	\$21.17
Board	Web Corner	\$1,800.00	\$1,800.00	\$1,800.00
Board	Rack Space	\$830.54	\$830.54	\$830.54
Board	iContact	\$530.00	\$530.00	\$530.00
Sub Total				\$22,042.51
Outreach:				
Communications	Outreach	\$3,700.00		
Special Events	Outreach			
Environment	Outreach			
Gov't Relations	VANC	\$500.00		
Gov't Relations	Budget Advocates	\$200.00		
Gov't Relations	Congress	\$750.00		
Gov't Relations	Emp LA Awards	\$100.00		
Homelessness	Homelessness	\$2,250.00		
Public Safety				
Streets & Transportation				
Public Health				
Elections:				
Elections		\$5,000.00		
Neighborhood Purpose Grants (NPGs):				
Youth & Education	NPG's			
Community Improvement Projects (CIPs):				
Beautification	Refreshments &Supplies			
Beautification	Cleanups			
Beautification	Special Events			

From: brad.vanderhoof@westhillsnc.org <brad.vanderhoof@westhillsnc.org>
To: Carolyn Greenwood <carolyn.greenwood@westhillsnc.org>; Bob Brostoff
<bob.brostoff@westhillsnc.org>
Cc: anthony Brosamle <anthony.brosamle@westhillsnc.org>; Alec Uzemeck
<alec.uzemeck@westhillsnc.org>; Dan Brin <dan.brin@westhillsnc.org>
Sent: Tuesday, May 26, 2020, 05:07:06 PM PDT
Subject: Communications Budget Request

Hi all,

Here is an excerpt from the February Communications Committee meeting concerning the 2020-2021 budget. I realize this should be trimmed as the allocation for NCs was cut, but this is what the committee voted to present last time we met.

Item 6. -- February 2020 Communications and Outreach Committee meeting

Discussion and Possible Action on 2020-2021 Budget Proposal: Tony S. suggested a West Hills photo contest. He estimates a

cost of \$1000 for a contest site to run an impartial competition with the public judging the winners.

Steve moved to present this to the Budget Committee. Bob seconded.

The motion passed unanimously.

The motion passed and will be sent to the Budget Committee.

Brad moved to present a budget request of \$3700 for 2020-2021 to the Budget Committee. Bob seconded.

The motion passed unanimously.

The motion passed and will be sent to the Budget Committee.

Best Regards,

Brad

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 Request: _____

Budget Line Item: _____

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

(Attach additional pages if necessary)

List all expense items, quantities and amounts:

Items & Quantity:

Amount:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

For Budget Committee/Controller Use Only:

Committee Approved

Budget Approved

Board Approved



City of Los Angeles - Office of the City Clerk
 Neighborhood Council Funding Program
 Encumbrance Request Form - Fiscal Year 2019-2020



Neighborhood Council: _____

To encumber NC funds, please provide the following information and follow the instructions below:

Vendor Name	Purpose of the encumbered funds	Amount
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
	Total	

BOARD AFFIRMATION:

THE NC BOARD AFFIRMS THAT SERVICES/PROJECTS RELATED TO THE ENCUMBRANCES LISTED ABOVE ARE INTENDED TO BE IN PLACE THIS CURRENT FISCAL YEAR OR HAVE BEEN AGREED UPON WITH THE VENDOR TO BEGIN WITHIN A REASONABLE TIME PERIOD DEPENDING ON COVID-19 PUBLIC HEALTH CIRCUMSTANCES.

_____ NC President or Treasurer Name

_____ Signature

_____ Date

Instructions:

No later than Tuesday, June 30, 2020, please submit the following via email to Clerk.NCFunding@lacity.org:

1. Encumbrance Request Form, completed and signed
2. Payment request document from vendors listed, i.e., invoice, estimate, completed NPG application, etc.
3. The Board Action Certification (BAC) Form approving the Encumbrance Request Form