



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 MEETING AGENDA

Tuesday, August 27, 2024, 6:30 p.m.

**Chaminade College Preparatory – Condon Center 2nd Floor
23241 W. Cohasset Street, West Hills, CA 91304**

Enter Chaminade through the Cohasset Street entrance between Woodlake and Platt Avenues. Drive through the parking lot, bear left and continue over the hill until you see the Condon Family Technology Center on the left. Park in the nearest lot.

In conformity with the October 6, 2023 enactment of California Senate Bill 411 (Portantino) and La City Council Approval on November 1, 2023, the West Hills Neighborhood Council Budget Committee meeting will be conducted in person.

This meeting is open to the public. Doors open 10 minutes before the meeting starts. Those who wish to speak during the meeting may be asked to complete a Speaker Card. Comments on matters not on the agenda will be heard during the Public Comment period. Those who wish to speak on an agenda item will be heard when the item is considered.

1. Call to Order
2. Establish Quorum
3. Comments from the Co-Chairs
4. Approve minutes from July 23, 2024
5. Public Comment on Non-agenda items

New Business:

6. Discussion and possible action to approve Revised 2024-2025 budget to include roll-over of \$9,592.48
7. Discussion and possible action to approve purchase of six name badges for Board Members
8. Discussion and possible action to approve NPG in the amount of \$750.00 for the Topanga PAL's Program

SB 411 Updates - If a Neighborhood Council has a quorum of board members in a physical location, board members who wish to join the meeting via teleconferencing must adhere to AB 2449 rules and regulations. If a Neighborhood Council does not have a quorum of board members in a physical location, they must adhere to SB 411 rules and regulations.

In the event of a disruption that prevents the eligible legislative body from broadcasting the meeting to members of the public using the call-in option or internet-based service option, or in the event of a disruption within the eligible legislative body's control that prevents members of the public from offering public comments using the call-in option or internet-based service option, the eligible legislative body shall take no further action on items appearing on the meeting agenda until public access to the meeting via the call-in option or internet-based service option is restored. Actions taken on agenda items during a disruption that prevents the eligible legislative body from broadcasting the meeting may be challenged pursuant to Section 54960.1.

The eligible legislative body shall not require public comments to be submitted in advance of the meeting and shall provide an opportunity for the public to address the legislative body and offer comments in real time. Notwithstanding Section 54953.3, an individual desiring to provide public comment through the use of an internet website, or other online platform, not under the control of the eligible legislative body, that requires registration to log in to a teleconference may be required to register as required by the third-party internet website or online platform to participate.(i) An eligible legislative body that provides a timed public comment period for each agenda item shall not close the public comment period for the agenda item, or the opportunity to register, pursuant to subparagraph, provide public comment until that timed public comment period has elapsed. (ii) An eligible legislative body that does not provide a timed public comment period, but takes public comment separately on each agenda item, shall allow a reasonable amount of time per agenda item to allow public members the opportunity to provide public comment, including time for members of the public to register pursuant to subparagraph (D), or otherwise be recognized for the purpose of providing public comment.(iii) An eligible legislative body that provides a timed general public comment period that does not correspond to a specific agenda item shall not close the public comment period or the opportunity to register, pursuant to subparagraph (D), until the timed general public comment period has elapsed.

Public Input - Comments from the public on agenda items will be heard only when the respective item is being considered. Comments from the public on other matters not appearing on the agenda that are within the Board's jurisdiction will be heard during the General Public Comment period. Please note that under the Brown Act, the Board is prevented from acting on a matter that you bring to its attention during the General Public Comment period; however, an issue raised by a member of the public may become the subject of a future Board meeting. Public comment is limited to two minutes per speaker, unless adjusted by the presiding officer of the committee.

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 Traducción: Si requiere servicios de traducción, favor de avisar al Concejo Vecinal 3 días de trabajo (72 horas) antes del evento. Por favor contacte Michelle.Ritchie@westhillsnc.org



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WEST HILLS NEIGHBORHOOD COUNCIL

JOINT BOARD AND BUDGET COMMITTEE MEETING MINUTES

July 23, 2024

Chaminade College Preparatory West Hills

Revised July 29, 2024

Committee members in attendance: Aida Abkarians, Faye Barta, Carolyn Greenwood, Glenn Jennings, Saif Mogri, Char Rothstein, and Brad Vanderhoof

Other Board members: Kim Koerber, and Carolyn Poppert

Opening Business

1. Call to Order: Co-chair Carolyn Greenwood called the meeting to order at 6:40 PM.
2. Establish Quorum: A quorum was established.
3. Comments from the Co-Chairs: None
4. Approve the minutes from June 25, 2024: Minutes approved.
5. Public Comment on Non-Agenda items: None

NEW BUSINESS:

6. Approval of potential 2024-2025 budget roll-over of \$9,592.48: The current rollover amount from the Controller's Report is \$9080.48.

The following requests were made:

Saif asked for a \$750 NPG for Topanga Pals (LAPD)

Aida asked for \$1000 NPG for the Homelessness Committee to distribute

Aida asked for \$4000 to be added to the Youth and Education Committee budget

Elections budget was set at \$5000

Special Events was budgeted at \$3500

VANC was budgeted at \$200

Budget Advocates was budgeted at \$100

Congress of Neighborhoods was budgeted at \$500

By consensus the remainder would go to Communications and Outreach (est. \$2666.31)

: Roll Call Vote

Aida Abkarians – Yes, Faye Barta – Yes, Dan Brin – Absent, Carolyn Greenwood – Yes,
Glenn Jennings – Yes, Saif Mogri – Yes, Char Rothstein – Yes, Joan Trent – Absent,
Brad Vanderhoof – Yes

Yes – 7, No – 0, Abstain – 0, Absent – 2, Recusal – 0

.The proposed budget passes and will be sent to the Board for approval.

7. Meeting Adjournment: Carolyn adjourned the meeting at 7:40 PM.

The next meeting of this committee is Tuesday, August 27, 2024 at 6:30 PM, at Chaminade High School

**WEST HILLS NEIGHBORHOOD COUNCIL
CONTROLLER'S REPORT JULY 2024**

	Item	Committee	Purpose	Budget	Balance	July	Total Spent
	Neighborhood Purpose Grants (NPG's)						
23		Youth and Education	NPG's	\$4,000.00			\$0.00
18A		Homelessness	NPG's	\$1,000.00			
19A		Public Safety	NPG's	\$750.00			
		Total		\$5,750.00			\$0.00
	Community Improvement Projects (CIP's)						
20A		Streets&Transportation	CIP's				
24		Beautification	Cleanups				\$0.00
25		Beautification	Special Events				
	GRAND TOTAL			\$59,096.79	\$58,281.03		\$815.76
	ALLOWED BUDGET			\$32,000.00			
26	Clean Street Grant			\$1,324.83			
	Rollover			\$9,080.48			
	GRAND TOTAL			\$41,080.48			
	GREEN COLOR CANNOT CHANGE						
	RED COLOR REQUESTED AMOUNT INCLUDES GREEN						



Office of the City Clerk
Administrative Services Division
Neighborhood Council Funding Program

Date: August 7, 2024
To: West Hills Neighborhood Council
Subject: Fiscal Year 2023 - 2024 Final Expenditure Analysis

Dear West Hills NC:

This Office has conducted a reconciliation of your funding account for Fiscal Year 2023 - 2024:

Annual Budget	\$	32,000.00	
Add: Adjustments including rollover	\$	5,361.91	\$ 37,361.91
<hr/>			
Less: Total Expenditures for FY 23 - 24	\$	27,269.43	
Outstanding Checks	\$	500.00	
Accruals	\$	-	\$ (27,769.43)
Net Cash	\$		\$ 9,592.48
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BALANCE AVAILABLE FOR ROLLOVER	\$	9,592.48
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Should you have any questions or need more information, please contact us at 213-978-1058.

Neighborhood Council Funding Program
APPLICATION for Neighborhood Purposes Grant (NPG)



This form is to be completed by the applicant seeking the Neighborhood Purposes Grant and submitted to the Neighborhood Council from whom the grant is being sought. All applications for grants must be reviewed and approved in a public meeting. Upon approval of the application the Neighborhood Council (NC) shall submit the application along with all required documentation to the Office of the City Clerk, NC Funding Program.

Name of NC from which you are seeking this grant: WEST HILLS NEIGHBORHOOD COUNCIL

SECTION I - APPLICANT INFORMATION

- 1a) TOPANGA POLICE YOUTH BOARD 27-0292787 CA 9/15/2009
Organization Name Federal I.D. # (EIN#) State of Incorporation Date of 501(c)(3) Status (if applicable)
- 1b) 21501 SCHENBORN ST CANOGA PARK CA 91304
Organization Mailing Address City State Zip Code
- 1c) _____
Business Address (if different) City State Zip Code
- 1d) **PRIMARY CONTACT INFORMATION:**
SUSAN DIBUCCIO 8188528222 sdiuccio@gmail.com
Name Phone Email
- 2) **Type of Organization- Please select one:**
 Public School (not to include private schools) Attach Signed letter on School Letterhead or 501(c)(3) Non-Profit (other than religious institutions) Attach IRS Determination Letter
- 3) _____
Name / Address of Affiliated Organization (if applicable) City State Zip Code

SECTION II - PROJECT DESCRIPTION

- 4) Please describe the purpose and intent of the grant.

SBB NEXT PAGE

- 5) How will this grant be used to primarily support or serve a public purpose and benefit the public at-large. (Grants cannot be used as rewards or prizes for individuals)

SBB NEXT PAGE

I am requesting funding for The Topanga Police Youth Board, a non profit organization dedicated to uplifting at-risk and underprivileged youth in our community at no cost to the families. Our mission is to provide opportunities for personal growth, skill development and social responsibility.

We believe by fostering a positive relationship between officers and mentors with our local youth we can positively impact their lives and futures.

One of the initiatives we are currently undertaking involves offering private martial arts training sessions at a local community studio. Unfortunately, many of the children we serve cannot afford the cost of such training. By providing financial assistance, we ensure that all interested youth have access to this empowering and personal growth experience. Martial arts teaches discipline, mind and body control and self confidence. These skills stay with the youth far longer than the studio experience.

In addition to covering the costs of training sessions, our grant request also includes funding for post-training bonding by taking the group to West Hills Pizza and Walters Cookies. These three businesses are in the same West Hills center (Fallbrook and Saticoy)

By partnering with local businesses we are contributing to the economic vitality of our community. This collaboration not only benefits the youth we serve but also helps sustain and strengthen local enterprises.

We believe that by investing in our youth today, we are investing in the future of our community. Your generous support will enable us to continue providing valuable opportunities for growth and empowerment to the children who need it most.

Thank you for considering our grant request. We are grateful for the opportunity to make a positive impact on the lives of at-risk youth in the Topanga area.

SECTION III - PROJECT BUDGET OUTLINE

You may also provide the Budget Outline on a separate sheet if necessary or requested.

6a)	Personnel Related Expenses	Requested of NC	Total Projected Cost
		\$	\$
		\$	\$
		\$	\$

6b)	Non-Personnel Related Expenses	Requested of NC	Total Projected Cost
	TAEKWONDO CLASSES/INSTRUCTION	\$ 600.00	\$ 600.00
	WEST HILLS PIZZA	\$ 100.00	\$ 100.00
	WALTERS COOKIES	\$ 50.00	\$ 50.00

7) Have you (applicant) applied to any other Neighborhood Councils requesting funds for this project?
 No Yes If Yes, please list names of NCs: _____

8) Is the implementation of this specific program or purpose described in Question 4 contingent on any other factors or sources or funding? (Including NPG applications to other NCs) No Yes If Yes, please describe:

Source of Funding	Amount	Total Projected Cost
	\$	\$
	\$	\$
	\$	\$

9) What is the TOTAL amount of the grant funding requested with this application: \$ 750.00

10a) Start date: ___/___/___ 10b) Date Funds Required: ___/___/___ 10c) Expected Completion Date: ___/___/___
 (After completion of the project, the applicant should submit a Project Completion Report to the Neighborhood Council)

SECTION IV - POTENTIAL CONFLICTS OF INTEREST

11a) Do you (applicant) have a current or former relationship with a Board Member of the NC?
 No Yes If Yes, please describe below:

Name of NC Board Member	Relationship to Applicant

11b) If yes, did you request that the board member consult the Office of the City Attorney before filing this application?
 Yes No *(Please note that if a Board Member of the NC has a conflict of interest and completes this form, or participates in the discussion and voting of this NPG, the NC Funding Program will deny the payment of this grant in its entirety.)

SECTION V - DECLARATION AND SIGNATURE

I hereby affirm that, to the best of my knowledge, the information provided herein and communicated otherwise is truly and accurately stated. I further affirm that I have read the documents "What is a Public Benefit," and "Conflicts of Interest" of this application and affirm that the proposed project(s) and/or program(s) fall within the criteria of a public benefit project/program and that no conflict of interest exist that would prevent the awarding of the Neighborhood Purposes Grant. I affirm that I am not a current Board Member of the Neighborhood Council to whom I am submitting this application. I further affirm that if the grant received is not used in accordance with the terms of the application stated here, said funds shall be returned immediately to the Neighborhood Council.

12a) Executive Director of Non-Profit Corporation or School Principal - REQUIRED*

SUSAN DIBUCCIO EXECUTIVE DIRECTOR [Signature] 8/2/2024
 PRINT Name Title Signature Date

12b) Secretary of Non-profit Corporation or Assistant School Principal - REQUIRED*

Lauren Danckick Secretary [Signature] 8/10/24
 PRINT Name Title Signature Date

* If a current Board Member holds the position of Executive Director or Secretary, please contact the NC Funding Program at (213) 978-1058 or clerk.ncfunding@lacity.org for instructions on completing this form