



CITY OF
LOS ANGELES
CALIFORNIA



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

WEST HILLS NEIGHBORHOOD COUNCIL

JOINT BOARD AND BUDGET COMMITTEE MEETING AGENDA

Tuesday, November 25, 2025, 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 October 28, 2025
5. Public Comment on Non-agenda items

New Business:

6. Discussion and possible approval of Spending Request in the amount of \$3,276.64 by the Special Events Committee for the Valentine Dance Event February 14, 2026.
7. Adjournment

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

October 28, 2025

Chaminade College Preparatory West Hills

Revised November 3, 2025

Committee members in attendance: Aida Abkarians, Faye Barta, Carolyn Greenwood, Glenn Jennings, Kim Koerber, and Brad Vanderhoof

1. Call to Order: Co-chair Carolyn Greenwood called the meeting to order at 6:36 PM.
2. Establish Quorum: A quorum was established.
3. Comments from the Co-Chairs: None
4. Approve the minutes from July 2025: Minutes were not available for review.
5. Public Comment on Non-Agenda items: None

New Business

6. Discussion of City requirements for submitting budget items to the Dashboard: Carolyn discussed the budget process, And NC Funding Program requirements. Aida requested a class on filing out forms.
7. Co-chair Carolyn Greenwood adjourned the meeting at 7:28 PM.
8. Adjournment: Co-chair Carolyn Greenwood adjourned the meeting at 7:15 PM.

The next meeting of this committee is Tuesday, November 25, 2025 at 6:30 PM, at Chaminade High School.

WEST HILLS NEIGHBORHOOD COUNCIL

Spending Request Form

Please print legibly or type

Date of submission: 11/19/25 Committee Name: Special Events

Chairperson/Stakeholder: Aida Dikarions Date Approved by Committee: 11-4-25

Phone: 818 909-7448 Email: aida.kippy@aol.com

Event/Activity: 5th Annual Valentines Day Dinner Dance
A Free event/ Held at Bob Hope CTR / Chaminade High School / West Hills | 2/14/2026

Total Amount Requested: 3,276.64 Budget Line Item:

Justification for request. This must include a statement about how the event/activity benefits the stakeholders of West Hills.
A Free event / open to Public / An evening of Dinner, Dance + friendships + fun

(Attach additional pages if necessary)

List all expense items, quantities, and amounts:

Item & Quantity	Amount
Food	1,000.00
Decorations	60.00
Balloons	565.64
D.J. (Music)	500.00
Paper Goods (plates etc.)	440.00
Desserts + Coffee	490.00
DRINKS / water + Lemonade	221.00

Total: \$3,276.64

or Budget Committee/Controller Use Only:

Committee Approved Budget Approved Board Approved



Instagram: [@olliepoppsballoons](https://www.instagram.com/olliepoppsballoons)
(559) 672-4274

Invoice

November 18, 2025

Balloons	\$68.56
Balloon Shine	\$20.99
Balloon Weight	\$25.99
Helium	\$150

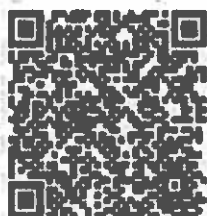
Labor/Clean Up/Mileage	\$ 300
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Total:	\$565.54
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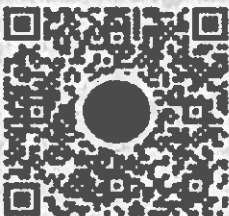
02/10/2026 Final Payment

Please make checks payable to: Alejandra Rodriguez, Venmo rodriguezzolliee, Zelle

Physical Address: 1818 Rory Ln Un. 5 Simi Valley CA 93063



zelle



venmo

pavilions.com

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Spoi

Special Order Cake 1/4 Sheet - EA



40



Quality Guaranteed

\$38.99 ea (\$38.99 / Each)

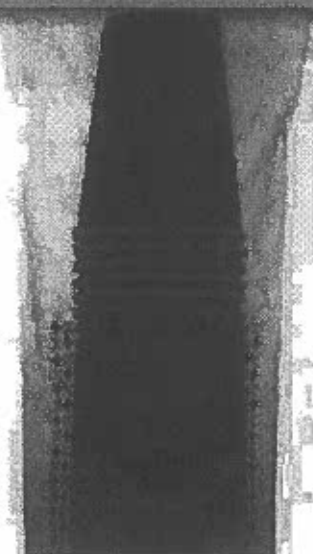




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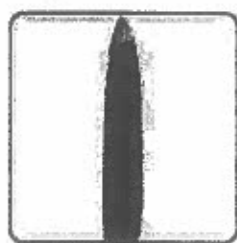


Reserve Pickup Time
at 522 - Montebello



12 Ounce - 50 Each

\$5.99 was \$6.99



Sale Price

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[Paper Hot Cups & Lids](#) >



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Reserve Pickup Time
at 522 - Montebello



Creamer (31)



Coffeemate Original Creamer -
180 Each

\$12.79

\$0.07 each



Coffeemate French Vanilla
Creamer - 180 Each

\$12.79

\$0.07 each



Add to Cart

10:05 



smartandfinal.com

3 New See All Notifications

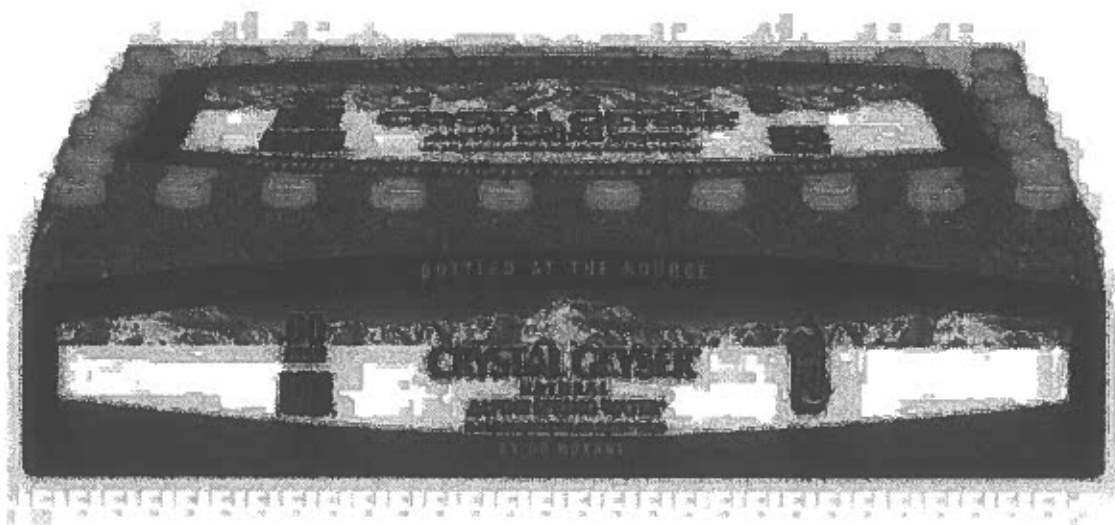
 **Smart&Final**



Crystal Geyser Natural Alpine Spring Water - 60 Each

\$12.99 was \$14.19

\$0.22 each

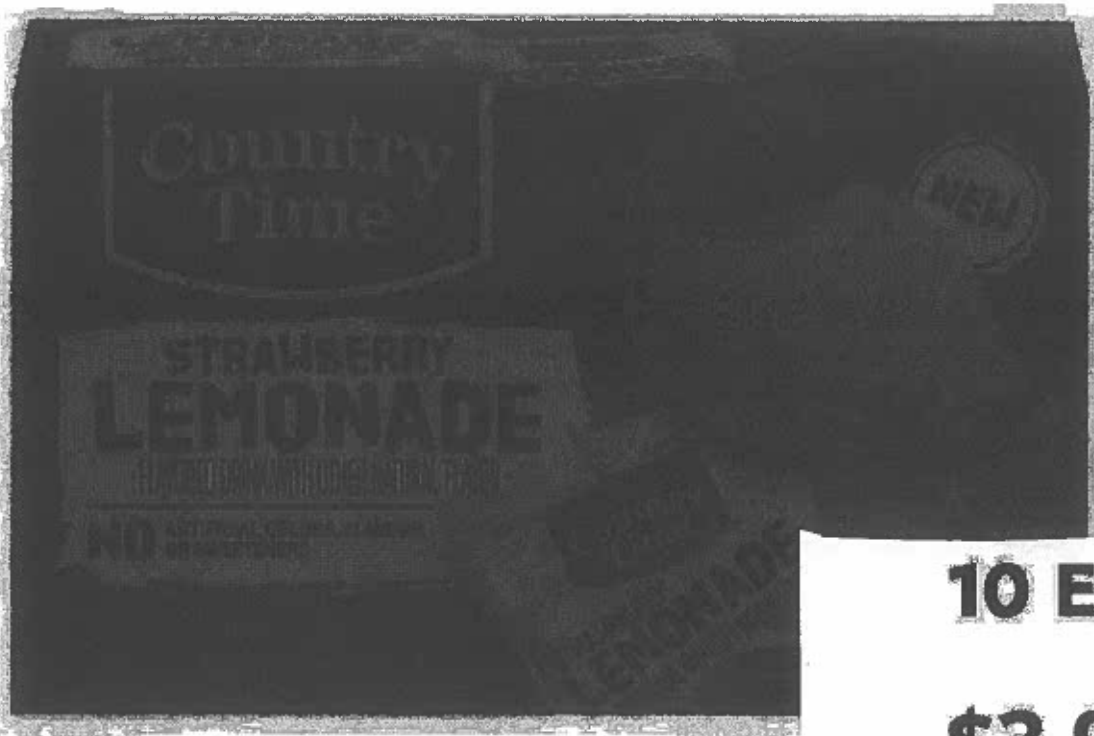




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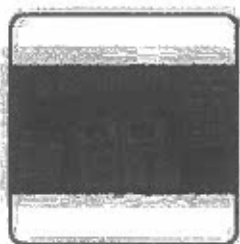


Reserve Pickup Time
at 522 - Montebello



10 Each

\$3.99



[Home](#) > [Beverage](#) > [Juice](#) > [Aseptic](#) >

10:16

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3 New See All Notifications

 **Smart&Final**



Mixed M&M'S, SKITTLES & More Fun Size Variety Pack - 31.59 Ounce

\$18.49



65

PIECES

1.97 LB

Product Card



Each

[Home](#) > [Bakery](#) > [Cookies](#) >
[Thaw and Sell-Cookies](#) >

\$9.99

Buy More Save More

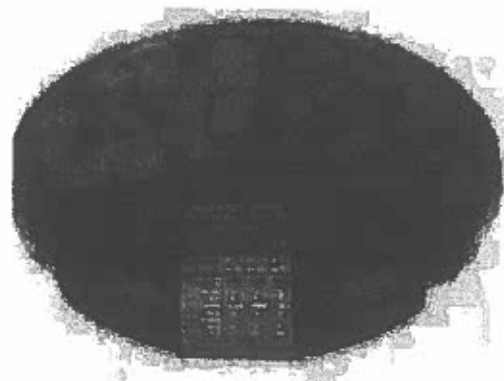


Simply Value Napkins, Beverage,
1/4 Fold, Embossed, One-Ply -
500 Each

\$3.99

was \$4.99

\$0.01 each



First Street Assorted Brownie
Bites - 36 Ounce

\$16.99

\$0.47/oz

10:52 



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3 New See All Notifications



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Reserve Pickup Time

at 522 - Montebello



Sale Price



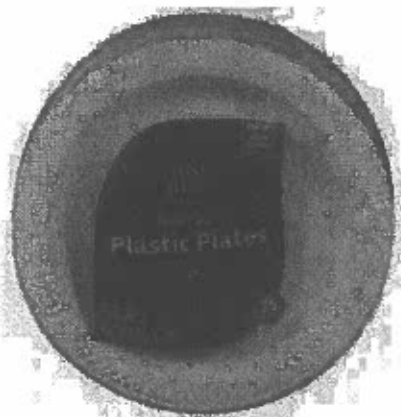
Chinet Plates, Dessert, 7 Inch - 24
Each

\$7.69

was \$8.29

\$0.32 each

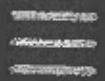
Offer Valid: Nov 4th - Nov 18th



First Street Plastic Plates, Heavy
Duty, 6 Inches - 75 Each

\$6.99

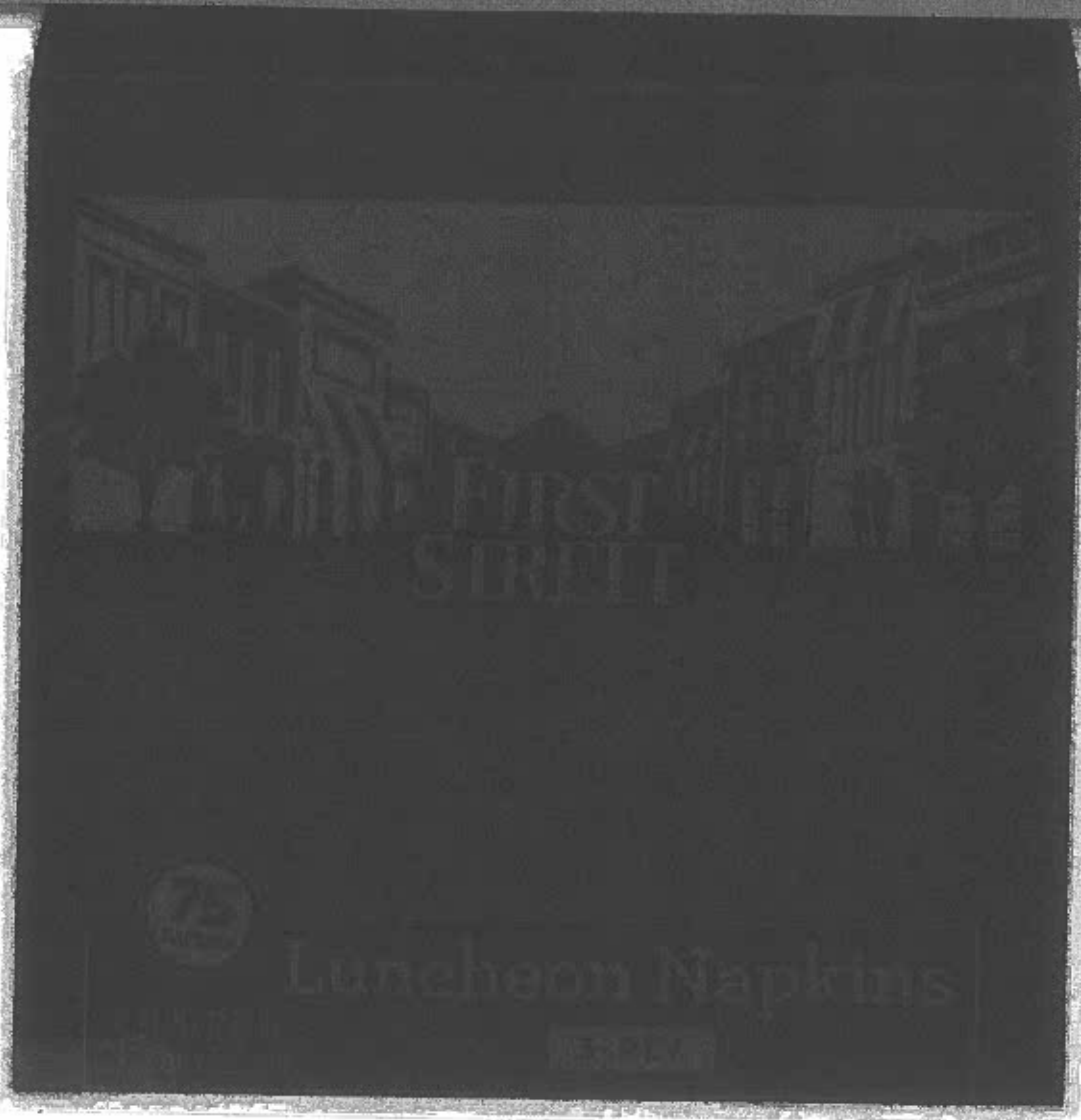
\$0.09 each



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Reserve Pickup Time
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First Street Luncheon Napkins, Classic Red, 3-Ply - 75 Each

\$8.49

Party Napkins >



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**First Street Party Tumblers, Plastic,
Crystal Clear, 10 Ounce - 100 Each**

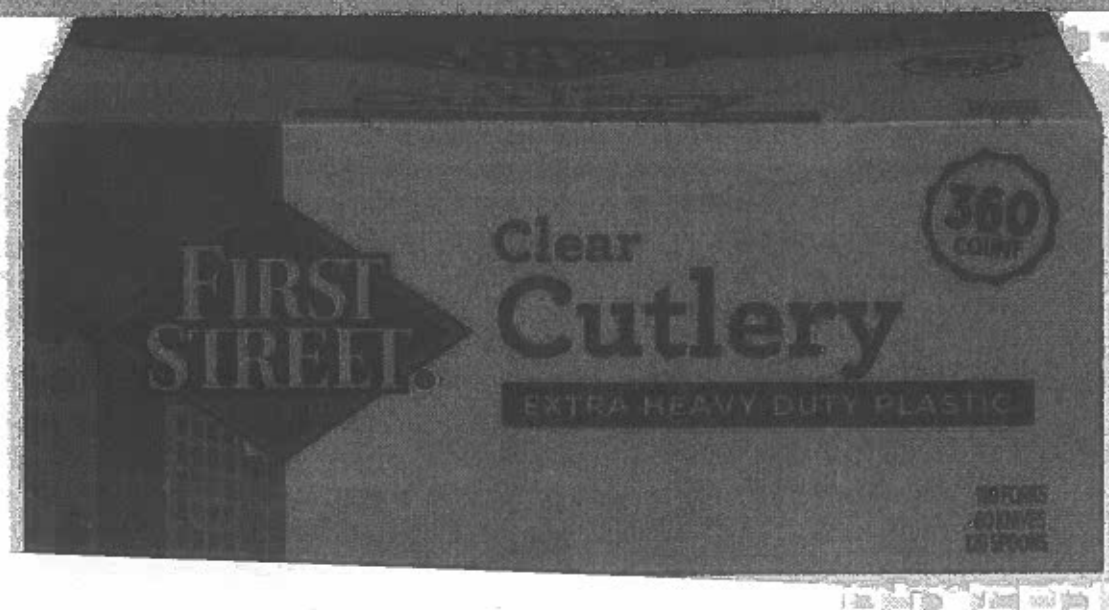
\$12.99

[Home](#) > [Packaging](#) > [Plastic Tumblers, Glasses](#) >
[Plastic Tumblers](#) >

9:51

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Product Card



Plastic Cutlery - 360 Each

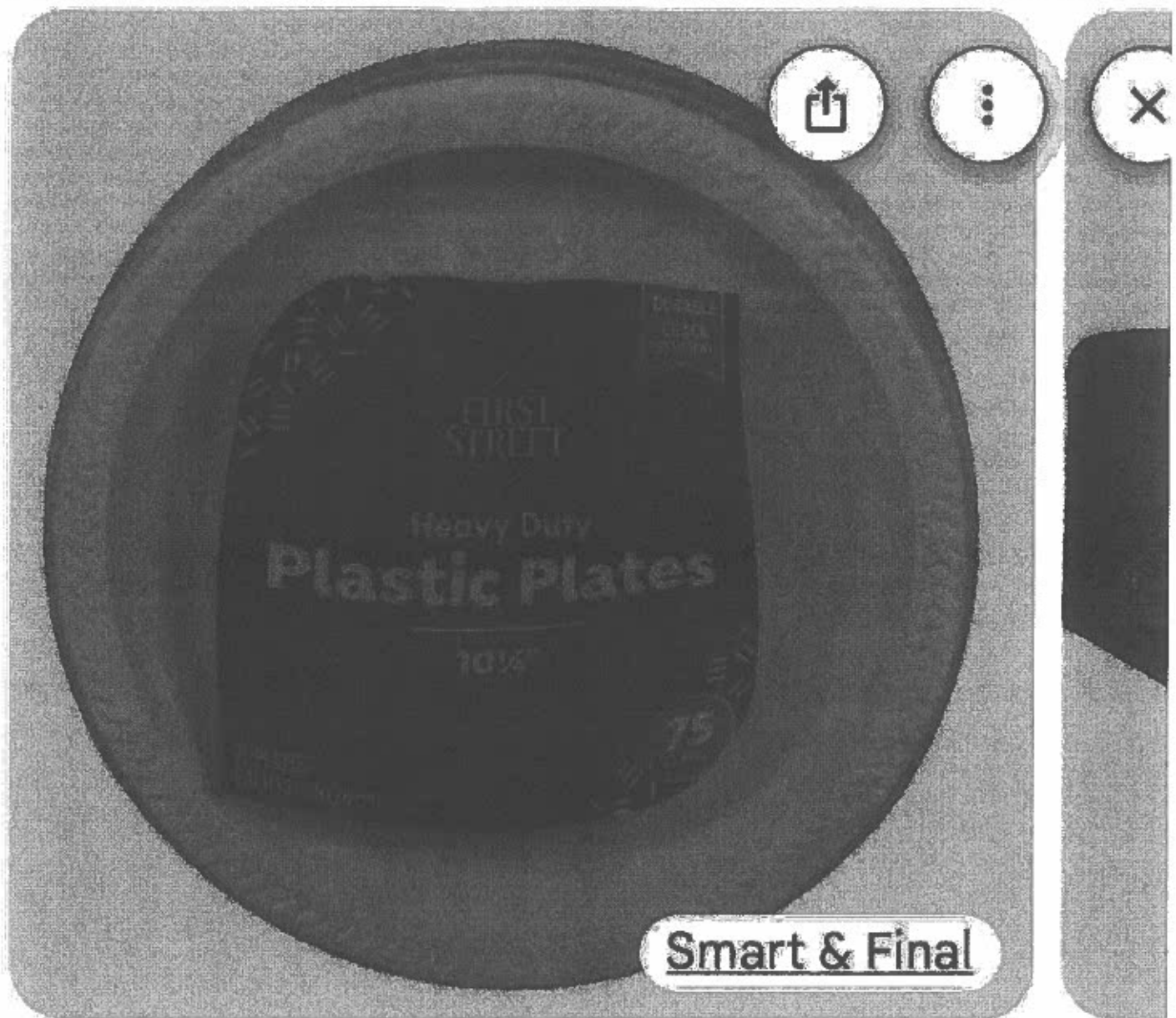
\$14.99



[Home](#) > [Packaging](#) > [Plastic Cutlery](#) >
[Bulk Cutlery](#) >

First Street Clear Extra Heavy Duty

Q smart and final blastic plates



First Street Heavy Duty Plastic Plates

Typically \$16 ▾

Track

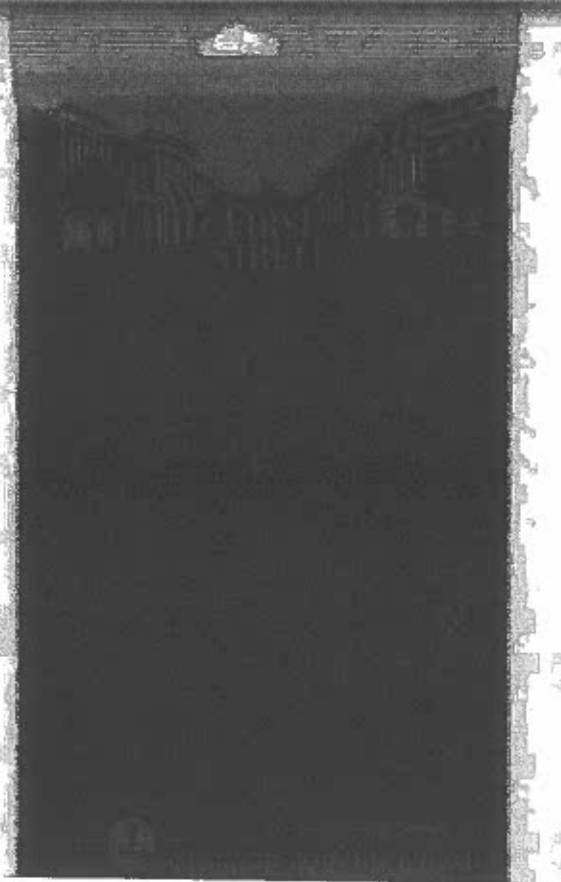
Best price



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Reserve Pickup Time
at 522 - Montebello



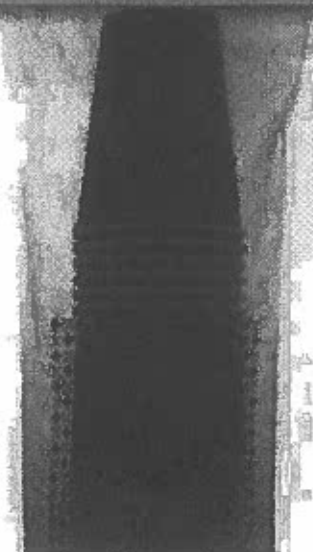
First Street Table Cover, Tissue-Poly, Classic Red, 3-Ply - 1 Each

\$4.99

[Home](#) > [Party Supplies](#) > [Tablecovers](#) >
[Rectangular Table Covers](#) >

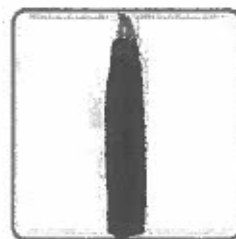
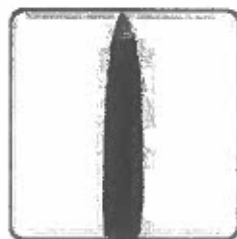
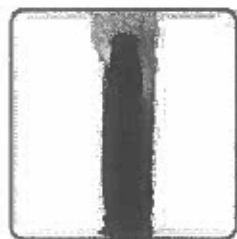


Reserve Pickup Time
at 522 - Montebello



12 Ounce - 50 Each

\$5.99 was \$6.99



Sale Price

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Crave the joy

Say Hola to your new favorite dessert!

Spoi

Special Order Cake 1/4 Sheet – EA



40



Quality Guaranteed

\$38.99 ea (\$38.99 / Each)



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Dinner + Dessert Napkins

Dinner/75 each package

$$12.99 \times 5 = 64.95$$

Dessert Napkins

500 package \$3.99

Bulk Cutlery

360 per Box (180 forks/60 knives + 120 spoons)

need 5 Boxes / for Dinner + Dessert \$14.00 per Box

$$5 \times 14 = \$64.95$$

Dessert

\$100.00 for Different Cookies
need enough for 250 to 300 guests

Valentine's Day Candy

\$18.49 per Box Need 3 Boxes

$$3 \times 18.49 = \$55.47$$

Water + Lemonade

Water

$$7 \times 12.99 = \$90.93$$

Total: \$230.58

Lemonade \$3.99 for 10 35 x 3.99 = 139.65

Table Cloth

\$4.99 each

$$30 \times 4.99 = 149.07$$

For 30 tables

Coffee Cups

\$5.99 for 50

350 cups

$$6 \times 5.99 = 35.99$$

Cream + Sugar for coffee
and Coffee

Regular Coffee

\$18.99

$$18.99 \times 2 = 37.98$$

Creamer \$12.79

Sugar \$8.99

Plastic Dinner Plates + Dessert

75 Dinner plates \$16.00

we need:

$$5 \times 16 = \$80$$

75 Dessert plates

$$6.99 \times 6 = \$41.94$$

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Pavilions

Cakes for about \$100.00 2 to 3 cakes