



LEGALLY REQUIRED OFFICIAL POSTING

PLEASE DO NOT REMOVE THIS POSTING UNTIL November 17, 2023
North Hills West Neighborhood Council General Board Meeting Agenda
Certified February 25, 2003
New Horizons Sam's Cafe 15725 Parthenia Street, North Hills, CA 91343
Thursday, November 16, 2023 6:00 p.m.

PLEASE NOTE: This meeting will be in person, not virtually on Zoom.

Comments from the public on other matters not appearing on the agenda that are within the Board's jurisdiction will be heard during the General Public Comment period. Please note that under the Brown Act, the Board is prevented from acting on a matter that you bring to its attention during the General Public Comment period; however, the issue raised by a member of the public may become the subject of a future Board meeting. Public comment is limited to one (1) minute per speaker unless adjusted by the presiding officer of the Board. Alternatively, public comment *may* also be sent to Secretary@nhwnc.net **at least two hours before the meeting starts**; include in the email Subject Line "Public Comment" and the appropriate agenda item number.

Supporting documents are available on our website at: www.nhwnc.net
Agenda items not completed may carry to the next GBM on Thursday, December 21, 2023

NHWNC Executive Officers:

Madlena Minasian – President, Maggie Elliott – Vice President,
Linda Erdman – Treasurer, Dave Brown – Secretary

Board Members:

Pat Crone, Punam Gohel, Garry Fordyce, Kreshell Ramey

- 1. Call to order and Welcome**
- 2. Pledge of Allegiance**
 - a. Roll Call, Determination of Quorum, Voting Eligibility Report, and call for agenda item(s) recusals.**
- 3. President announcements and comments.**
 - a. Moment of silence for LAPD Officer Darrel Cunningham.
 - b. If you would like to address the board on any items on the agenda tonight, please complete a speaker card from the Public Information Table, hand it to me, and clearly mark which item you wish to comment on. If you choose to comment on several agenda items, have a separate speaker card for each item.
 - c. Vacancies: The NHWNC is currently seeking one (1) Residential Board Member, Seat term expiring 2025; one (1) General Board Member, Seat term expiring 2025; one (1) Residential Board Member, Seat term expiring 2027; one (1) Community Interest Stakeholder Board Member, seat term expiring 2027; and, two (2) General Board Members, Seat terms expiring 2027.
 - d. Bylaw Amendment Deadline 4/1/2024

4. Discussion and possible action to approve the [October 2023 MER](#)

5. Discussion and possible action to approve the [October 19, 2023 GBM Minutes](#)

6. [Elected Officials, Public Agency Speakers, Field Representatives, and Public Service Announcements](#)

If present, PLEASE IDENTIFY YOURSELF and limit your comments to three (3) minutes per speaker.

→Stakeholders are allotted one minute each for a question for each Agenized public official who visits. Questions do not count against public comment time totals.

7. Guest Speakers and Informational Presentations.

8. Discussion and possible action to reallocate the \$9,293.49 rollover funds into the 2023-2024 Budget.

<https://cityclerk.lacity.org/NCFundPortal/Dashboard.html>

9. Discussion and possible action to appoint up to two Budget Representatives.

10. Discussion and possible action on whether to have a GBM on December 21, 2023, due to the upcoming Holidays.

11. General Public Comment on Non-Agenda items within the jurisdiction of the NHWNC.

→Each Speaker may speak for one (1) minute. **PLEASE ADVISE US IF YOU ARE A PAID LOBBYIST.**

12. [Senate Bill 411 \(SB411\)](#) Open meetings: teleconferences: Neighborhood Councils was signed by the Governor on 10/8/23 and has been Chaptered by the Secretary of State (Chapter 605, Statutes of 2023). It provides, in part, "...an eligible legislative body may elect to use teleconferencing pursuant to this section if two-thirds of the eligible legislative body votes to do so. The eligible legislative body shall notify the City council if it elects to use teleconferencing pursuant to this section and its justification for doing so."

An implementing Resolution was introduced in the City Council on 11/1/23 as Council File 23-1114, as well as a related motion regarding technology, support, and other resources (CF 23-1113).

Discussion and Possible Action to File Community Impact Statement (CIS) and/or Board Resolution [CIS and/or Board Resolution CF 23-1114](#) via the CIS portal. [LACityClerk Connect CF 23-1114](#) and also submit it to BONC and DONE.

13. Standing Rule(s) [nhwnc.net/bylaws/standing rules](http://nhwnc.net/bylaws/standing_rules)

Discussion and possible motion to approve a new Standing Rule and identical Bylaws Change Request.

" See text below for specific wording and presented options."

Additions are underlined

Deletions are strike-thru'd

NHWNC current Bylaws approved 6/7/2022

ARTICLE V GOVERNING BOARD

Section 8: Censure

The Board shall use the following procedure when censuring a Board member:

(Option 1)

1A. A motion to censure a Board member may be initiated by any ~~three (3) Board members.~~ Board member or Stakeholder. ~~Those Board members shall not constitute a majority of the quorum of any Neighborhood Council body, such as a committee.~~ The motion shall be delivered to any officer of the Board or a specific officer or member of the Board as may be specified in the bylaws or standing rules of the Neighborhood Council. The motion shall be in writing and provide the specific facts and grounds for the proposed censure including the date(s) and specific conduct relied upon for the motion. The motion shall not be based upon conclusions, e.g., “for alleged violations of the Code of Conduct” but shall contain factual statements that describe conduct only and is not intended to embarrass or humiliate the board member.

(Option 2)

1B. A motion to censure a Board member may be initiated by any three (3) Board members or Stakeholder(s). ~~Those Board members shall not constitute a majority of the quorum of any Neighborhood Council body, such as a committee.~~ The motion shall be delivered to any officer of the Board or a specific officer or member of the Board as may be specified in the bylaws or standing rules of the Neighborhood Council. The motion shall be in writing and provide the specific facts and grounds for the proposed censure including the date(s) and specific conduct relied upon for the motion. The motion shall not be based upon conclusions, e.g., “for alleged violations of the Code of Conduct” but shall contain factual statements that describe conduct only and is not intended to embarrass or humiliate the board member.

14. Bylaws Change Request. nhwnc.net/bylaws/standing_rules

Discussion and possible motion to approve two (2) new Standing Rules and identical Bylaws Change Requests. "See text below for specific wordings."

Section 9: Removal of Governing Board Members

The Board shall use the following procedure when removing a Board member:

1. A motion to remove a Board member may be initiated by any three (3) Board members. ~~Those Board members shall not constitute a majority of the quorum of any Neighborhood Council body, such as a committee.~~ The proposed motion shall be delivered to any officer of the Board or a specific officer or member of the Board as may be specified in the bylaws or standing rules of the Neighborhood Council. The motion shall be in writing and provide the specific facts and grounds for the proposed removal action, including the date(s) and specific conduct relied upon for the motion. The motion shall not be based upon conclusions, e.g., “for alleged violations of the Code of Conduct” but shall contain factual statements that describes conduct only and is not intended to embarrass or humiliate the board member. The motion to remove shall also include a copy of the prior censure motion and the date it was passed.

5. The Board shall decide whether or not the Board member should be removed by an affirmative vote of two-thirds (2/3) ~~of the currently sitting Board members.~~ those present and voting whether or not the Board member should be removed. The Board member who is the subject of the removal motion shall not be allowed to vote and shall not be counted when determining the two-thirds (2/3) majority vote. For the purpose of the removal motion, abstentions shall not be counted as votes.

15. Discussion and possible action to approve a Community Impact Statement [CIS](#) to oppose rezoning proposed under the City’s Housing Element. LACityClerk.lacity.org/CF_21-1230

➤ **Brief background:** [NHW Housing Element Map](#)

- **Key Facts:** The State Regional Housing Needs Assessment (RHNA) target for the periods 2021-2029 mandates that LA must zone for 486,379 housing units. Current zoning provides for 230,964 housing units. Rezoning must allow for an additional 255,000 housing units by 2029. The current Housing
- Element has provided for rezoning for 1,400,000 housing units – OVER 5 TIMES THE MANDATE. For more about the City of LA Housing Element Rezoning Program, use the following link:
- **For more about the City of LA Housing Element Rezoning Program, use the following link:**
<https://planning.lacity.org/plans-policies/housing-element-rezoning-program#strategies>

16. Discussion and possible motion to send a letter to Mayor Bass, Councilman Lee, Councilman Krekorian, and the PLUM Committee regarding the City's Housing Element.

mayor.helpdesk@lacity.org, councilmember.lee@lacity.org, councilmember.Krekorian@lacity.org, clerk.plumcommittee@lacity.org

17. Discussion and possible action to appoint/remove Board Members and Stakeholders to Committees/AdHoc, Liaisons and Alliances

- a. Budget & Finance
- b. Rules and Election

18. Report outs for up to two (2) minutes each.

- a. NHWNC Committees, Ad-hoc's, NHWNC.net
- b. Alliances and Coalitions: [EmpoweLA/Alliances](#)
- c. BONC: [BONC Commission Website](#) [New BONC Code of Conduct Policy approved on 11/7/23](#) (with minor edits and enforcement date is unknown currently.)
- d. CIS filer(s) [NHWNC Community Impact Statements \(CIS\) & Letters](#)
- e. Liaisons: [LANCC / VANC](#)
- e. Budget Advocates: Budgetadvocates.org

19. Board member announcements/announcements.

20. Upcoming events/volunteer opportunities → [NHWNC Calendar](#).

- Follow us on [Instagram](#)
- Follow us on [Facebook](#)

21. Requests for Future Agenda Items. Send to President@nhwnc.net at least 10 days before the meeting date, with "AGENDA REQUEST" in the subject line. Please attach documents with sufficient information and links to support adequate descriptions for discussion. **December 11th is the deadline to submit agenda requests for December 21st GBM.**

22. Adjournment.

Thank you to our Stakeholders, including Neighborhood Watch members, for your ongoing support.

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 the 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 -

Neighborhood Council agendas are posted for public review as follows:

Posted for public review at Uncle Joe's Donuts – 8704 Woodley – North Hills CA 91343 and posted on the NHWNC website www.nhwnc.net

- You can also receive our agendas via email by subscribing to L.A. City's [Early Notification System \(ENS\)](#) Also, to other Neighborhood Council agendas, City Dept's, and Agencies agendas.

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 <https://www.nhwnc.net>
If you would like a copy of any record related to an item on the agenda, please contact secretary@nhwnc.net

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 on our website <https://www.nhwnc.net/agendas-minutes/minutes-and-agendas/bylaws/>

Translation Service – If you need translation service, please get in touch with the NHWNC Secretary via email at Secretary@NHWNC.net or call 818-369-1708

SI REQUIERE SERVICIOS DE TRADUCCION, FAVOR DE NATIFICAR AL CONCEJO VECINAL 3 DIAS DE TRABAJO (72 HORAS) ANTES DEL EVENTO. SI NECESITA ASISTENCIA CON ESTA NOTIFICACION, POR FAVOR CONTRACTE A PRESIDENT DE LA MESA, POR EMAIL A PRESIDENT@NHWNC.NET O POR TELEFONO 818-369-1708.

For more information about the NHWNC, please call – 818-369-1708 – mail P.O. Box 2091 – North Hills, CA 91393-2091, or email Board@nhwnc.net. We look forward to hearing from you!

Next General Board Meeting of North Hills West Neighborhood Council

December 21, 2023, 6:00 PM

Neighborhood Council Board Oath

I pledge to represent my neighborhood with dignity, integrity, and pride.

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

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

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

I will act at all times in accordance with our bylaws and will conform fully, both in spirit and intent.

To my neighbors and to neighborhoods throughout the City of Los Angeles, I pledge to do this to the best.

NOTE: L.A. City Charter Sec 900. Purpose (Of Neighborhood Councils)

To promote more citizen participation in government and make government more responsive to local needs, a citywide system of neighborhood councils and a Department of Neighborhood Empowerment is created. Neighborhood councils shall include representatives of the many diverse interests in communities and shall have an advisory role on issues of concern to the neighborhood.

Our Mission is to bring forward our concerns to our elected officials.

NCs are a department within the city of Los Angeles. We are required to follow city and state laws. The Brown Act does not allow us to discuss anything that is NOT on tonight's agenda. There is an item called PUBLIC COMMENT where you can address items NOT on the agenda.

Download



[Android App](#) [App Store](#) and use it for your LA City service needs.



Election Integrity Initiative – Click the link below and Sign – Online Petition Voter ID Initiative

<https://reformcalifornia.org/forms/petition-help-pass-the-california-voter-id-law>



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

Date: August 23, 2023

To: North Hills West Neighborhood Council

Subject: Fiscal Year 2022 - 2023 Final Expenditure Analysis

Dear North Hills West NC:

This Office has conducted a reconciliation of your funding account for Fiscal Year 2022 - 2023:

Annual Budget	\$	32,000.00	
Add: Adjustments including rollover	\$	9,552.32	\$ 41,552.32
Less: Total Expenditures for FY 22 - 23	\$	32,218.84	
Outstanding Checks	\$	39.99	
Accruals	\$	-	\$ (32,258.83)
Net Cash			\$ 9,293.49

BALANCE AVAILABLE FOR ROLLOVER	\$	9,293.49
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Should you have any questions or need more information, please contact us at 213-978-1058.

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

Neighborhood Council: NORTH HILLS WEST

Fiscal Year: 2023-2024

NEIGHBORHOOD COUNCIL FUNDING PROGRAM FISCAL YEAR ADMINISTRATIVE PACKET

Summary

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

Goal(s)

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

The Packet contains the following items:

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

Procedure

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

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

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

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

NEIGHBORHOOD COUNCIL FUNDING PROGRAM

FINANCIAL OFFICERS LETTER OF ACKNOWLEDGEMENT & AGREEMENT

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

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

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

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

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

Neighborhood Council Financial Officers - Names and Signatures:

Treasurer

☒ **Please check here if a new Treasurer is being appointed**

Linda Erdman

SIGNATURE OF THE TREASURER

Linda Erdman

PRINT NAME OF THE TREASURER

Treasurer

BOARD POSITION

10/19/2023

DATE

Treasurer@nhwnc.net

EMAIL

213-601-5641

PHONE NUMBER

CONTINUES OTHER SIDE

2nd Signer☐ **Please check here if a new 2nd Signer is being appointed***Madlena Minasian**10/19/2023*SIGNATURE OF THE 2nd SIGNER

DATE

Madlena Minasian**President@nhwnc.net**PRINT NAME OF THE 2ND SIGNER

EMAIL

President**818-645-7799**

BOARD POSITION

PHONE NUMBER

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

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

*Maggie Elliott**10/19/2023*

SIGNATURE OF THE ALTERNATE SIGNER

DATE

Maggie Elliott**Vice-president@nhwnc.net**

PRINT NAME OF THE ALTERNATE SIGNER

EMAIL

Vice-President**818-400-8187**

BOARD POSITION

PHONE NUMBER

1st Bank Cardholder☒ **Please check here if a new Cardholder is being appointed***Linda Erdman**10/19/2023*SIGNATURE OF THE 1st BANK CARD HOLDER

DATE

Linda Erdman**Treasurer@nhwnc.net**PRINT NAME OF THE 1st BANK CARD HOLDER

EMAIL

Treasurer**213-601-5641**

BOARD POSITION

PHONE NUMBER

2nd Bank Cardholder☐ **Please check here if a new Cardholder is being appointed***Madlena Minasian**10/19/2023*SIGNATURE OF THE 2nd BANK CARD HOLDER

DATE

Madlena Minasian**President@nhwnc.net**PRINT NAME OF THE 2nd BANK CARD HOLDER

EMAIL

President**818-645-7799**

BOARD POSITION

PHONE NUMBER

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

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

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

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

PLEASE SIGN NEXT PAGE

1st Bank Cardholder

Linda Erdman

SIGNATURE OF THE 1st BANK CARD HOLDER

Linda Erdman

PRINT NAME OF THE 1st BANK CARD HOLDER

10/19/2023

DATE

2nd Bank Cardholder

Madlena Minasian

SIGNATURE OF THE 2nd BANK CARD HOLDER

Madlena Minasian

PRINT NAME OF THE 2nd BANK CARD HOLDER

10/19/2023

DATE

NEIGHBORHOOD COUNCIL FUNDING PROGRAM

ANNUAL BUDGET TEMPLATE

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

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

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

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

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

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

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

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

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

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

<u>NORTH HILLS WEST</u> Neighborhood Council Annual Budget for Fiscal Year: <u>2023-2024</u>	
Annual Budget Funds	\$ 32,000.00
Rollover Funds*	\$ 9,293.49
Total Annual Budget Funds	\$ 41,293.49

Office/Operational Expenditures Category	
Meeting Space & Associated Costs (Facility Rental/Security)	\$ 6,000.00
Minute Taking, Transcription, Admin Asst (Partners in Diversity)	\$ 3,500.00
Refreshments, Snacks and Hospitality Items (cups, napkins, etc)	\$ 2,000.00
Website Hosting (siteground)	\$ 435.00
Webmail & Contact Data Management Service (Constant Contact)	\$ 600.00
Website Maintenance & Posting (More Business Results)	\$ 3,000.00
Printing & Photocopying for meetings (General Office/Outreach)	\$ 300.00
P.O.Box Rental	\$ 230.00
Adobe Software	\$ 650.00
Microsoft 365	\$ 99.00
Zoom One Pro - Annual Subscription Fee	\$ 165.00
Zoom Phone - Annual Subscription Fee	\$ 130.00
Total Office/Operational Expenditures	\$ 17,109.00

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

Outreach Expenditures Category	
Communication & Promotional Printing	\$ 4,500.00
Total Outreach Expenditures	\$ 4,500.00

Election Expenditures Category	
Total Election Expenditures	\$ 0.00

Neighborhood Purposes Grants (NPG) Expenditures Category	
	\$ 5,000.00
Total NPG Expenditures	\$ 5,000.00

Community Improvement Projects (CIP) Expenditures Category	
	\$ 14,684.49
Total CIP Expenditures	\$ 14,684.49

TOTAL ANNUAL BUDGET ALLOCATIONS	
Office/Operational Expenditures	\$ 17,109.00
Outreach Expenditures	\$ 4,500.00
Election Expenditures	\$ 0.00
General and Operational Expenditures	\$ 21,609.00
Neighborhood Purposes Grants (NPG) Expenditures	\$ 5,000.00
Community Improvement Projects (CIP) Expenditures	\$ 14,684.49
TOTAL EXPENDITURES FOR THE FISCAL YEAR	\$ 41,293.49

NEIGHBORHOOD COUNCIL FUNDING PROGRAM

LEASES & AGREEMENTS

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

Office Location:

☐ Existing(may need to renew agreement) ☐ New(new agreement may be needed) ☐ Donated ☒ NA	
Property Name:	
Property Address:	
Property Owner Name:	
Property Owner Phone Number:	
Property Owner Email:	

Meeting Location:

☒ Existing(may need to renew agreement) ☐ New(new agreement may be needed) ☐ Donated ☐ NA	
Property Name:	New Horizons
Property Address:	15725 Parthenia Street, North Hills, CA 91343
Property Owner Name:	New Horizons, Inc.
Property Owner Phone Number:	(818)894-9304
Property Owner Email:	DYaeger@newhorizons-sfv.org

Storage Facility:

☒ Existing(may need to renew agreement) ☐ New(new agreement may be needed) ☐ Donated ☐ NA	
Facility Name/Owner	VSF - Dan
Facility Address:	16405 Chase Street, North Hills 91343
Facility Owner Phone Number:	818-892-7258
Facility Owner Email:	dgibson.nhwnc@gmail.com
Name on Facility Account:	NHWNC

P.O. Box:

☒ Existing(may need to renew agreement) ☐ New(new agreement may be needed) ☐ Donated ☐ NA	
Property Name/Owner:	U.S.P.S.
NC P.O. Box Address	P.O. Box 2091 North Hills, CA 91343
Property Owner Address:	9134 Sepulveda Blvd. North Hills, CA 91343
Property Owner Phone Number:	800-275-8777
Property Owner Email:	postalone@email.usps.gov
Name on P.O. Box Account:	North Hills West Neighborhood Council

Website Services:

☒ Existing(may need to renew agreement) ☐ New(new agreement may be needed) ☐ Donated ☐ NA	
Name of Website Services Provider:	Moore Business Results, Inc.
Service Provider Address:	19300 Rinaldi St. #7254
Service Provider Phone Number:	(818)252-9399
Service Provider Email:	Wendy@moorebusinessresults.com
Type of Services Provided:	Website Management and Communication Services

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

Please contact our Office for any questions you may have. We are here to help.

Clerk.NCFunding@lacity.org

(213)978-1058



Senate Bill 411

Council File 23-1114

<https://cityclerk.lacity.org/lacityclerkconnect/index.cfm?fa=ccfi.viewrecord&cfnumber=23-1114>

The North Hills West Neighborhood Council at its November 16, 2023, General Board Meeting, as duly posted by the Brown Act, voted as follows:

The North Hills West Neighborhood Council (NHWNC) supports the City's Resolution to authorize Neighborhood Councils to offer teleconferencing or virtual meetings and to authorize North Hills West NC to use teleconferencing for Neighborhood Council Board Meetings and Committee Meetings in accordance with the rules established by Senate Bill 411 and the subsequent motion passed by the City Council on November 1, 2023. The special teleconferencing rules available to Los Angeles Neighborhood Councils. The NHWNC requests the Department of Neighborhood Empowerment (DONE) or another appropriate City agency support the North Hills West Neighborhood Councils with equipment to facilitate technologically integrated in-person, hybrid, and/or virtual meetings.

Justification: The NWNC elects to adopt the resolution the use of teleconferencing for some or all of its Board and/or Committee meetings pursuant to Government Code Section 54953.8(a) for Increased accessibility, increased community engagement, health and safety of the participants, lack of childcare and making Quorum to hold Board Meetings; otherwise, meetings will be canceled due to not making Quorum.

Yeas:

Nays:

Abstain:

Ineligible:

Recusals:



North Hills West Neighborhood Council Resolution – SB-411
Community Impact Statement (CIS) [CF 23-1114](#)

I, Madlena Minasian, declare that I am the President of the North Hills West Neighborhood Council (NC) and that on November 16, 2023, at a Brown Act noticed public meeting was held by this NC with a quorum of ___ (number) board members present and that by a vote of ___ (number) yes, ___ (number) no, and ___ (number) abstentions adopted the following resolution:

Whereas, this resolution is the official statement adopted by this Neighborhood Council. The North Hills West NC satisfies the $\frac{2}{3}$ board requirement of SB 411 and approves meeting virtually for Board and Committee meetings pursuant to Government Code Section 54953.8(a).

Its justification is to Increase accessibility, increase community engagement, Health and Safety of the participants, lack of childcare, and make Quorum to hold Board Meetings; otherwise, meetings will be canceled due to not making Quorum.

Madlena Minasian – President
North Hills West Neighborhood Council