

LEGALLY REQUIRED OFFICIAL POSTING
PLEASE DO NOT REMOVE THIS POSTING UNTIL February 21, 2025

North Hills West Neighborhood Council Regular Board Meeting Agenda

New Horizons
15725 Parthenia Street, North Hills, CA 91343
Thursday, February 20, 2025 6:00 P.M.

- Executive Officers: Garry Fordyce – President, Jane Lopez – Vice President, Maria Carrillo – Secretary, Pat Crone – Treasurer.
- Board Members: Linda Erdman, Leticia Martinucci, Kreshell Ramey, Martha Ugarte.
- Vacant Seats: Resident Stakeholder 2025 (2 seats), General Stakeholder 2027 (2 seats), Community Interest Stakeholder 2027 (1 seat)

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 two (2) minutes per speaker unless adjusted by the presiding officer of the Board.

ALL AGENDA ITEMS ARE SUBJECT TO DISCUSSION AND POSSIBLE ACTION
BY THE BOARD

Supporting documents are either available on our website at www.nhwnc.net, and/or in-person during the NHWNC board meetings.

1. Call to order, Welcome, Pledge of Allegiance
2. Roll Call
3. President's Announcements, Comments
 - A. ANNIVERSARY: NHWNC 22 Years (Certified February 25, 2003)
 - B. Trifold: NC Funding Approved \$1012.86 to AM Direct on February 3, 2025
 - C. Financial Officers Training (Mandatory):
 1. Martha Ugarte - 2nd Bank Cardholder
 2. Jane Lopez - Alternate Signer
 - D. EmpowerLA Roster:
 1. Move Martha Ugarte (Residential 2027) to General 2027.
 - a. Eliminate One Residential 2027 Seat
 - b. Create One additional General 2027 Seat
 2. Eliminate One General 2025 Seat

- a. Create One additional Residential 2025 Seat
4. Information about upcoming North Hills West Neighborhood Council Elections, including Candidate Filing dates and Voter Registration dates.
 - A. Candidate Filing Begins January 17, 2025, and Ends March 3, 2025
 - B. Region 2 Election is May 20, 2025
 - C. Vote-By-Mail Registration Begins March 21, 2025 and Ends May 11, 2025
5. Board Vacancies
 - A. Motion, Discussion, Possible Action to appoint two Stakeholders to fill the General Board Member Vacant Seats, Term Expiring 2027.
 - B. Motion, Discussion, Possible Action to appoint one Stakeholder to fill the Community Interest Board Member Vacant Seat, Term ending 2027.
6. NHWNC P.O. Box 2091 Key Holders (2)
 - A. Motion, Discussion, Possible Action to remove Linda Erdman as P.O. Box 2091 Key Holder.
 - B. Motion, Discussion, Possible Action to accept Leticia Martinucci resignation as P.O. Box 2091 Key Holder due to personal work obligations.
 - C. Call for two volunteers to accept P.O. Box 2091 mail collection responsibilities in behalf of the NHWNC.
 1. Motion, Discussion, Possible Action to appoint P.O. Box 2091 Key Holder(s).
7. Motion, Discussion, Possible Action to approve NHWNC Monthly Expenditure Reports (MERs):
 - A. June 2024 MER.
 - B. January 2025 MER.
8. Motion, Discussion, Possible Action to approve NHWNC Board Meeting Minutes for January 16, 2025.
9. Motion, Discussion, Possible Action to Terminate Service with Insite Street Media effective March 15, 2025.
 - A. Current Billing Period: February 15 - March 14, 2025
 - B. Cost Per Month: \$596.00 for Four Bus Benches.
10. General Public Comments on Non-Agenda items within the jurisdiction of the NHWNC.

Each speaker may speak, one time, for up to two (2) minutes unless changed by the presiding officer.

PLEASE ADVISE US IF YOU ARE A PAID LOBBYIST.
11. Elected Officials, Public Agency Speakers, Field Representatives, and Public

Service Announcements. Up to three (3) minutes per speaker.
Stakeholders are allotted up to two minutes each for a question, for each Agendized public official who visits. Public Officials who do not give advance notice of their participation in the NHW Neighborhood Council meeting are limited up to two minutes of announcements, which must include their contact information.

- A. Mayor Karen Bass - Mayor LACity / West Valley Area Representative - David Bright
- B. City Council - District 12 - John Lee - CD12 / Field Representative - Lorena Espinal
- C. L.A. County Supervisor - District 3 - Lindsey Horvath
- D. State Senate - District 20 - Caroline Menjivar
- E. State Assembly - District 40 - Pilar Schiavo / Field Representative - Gaby Gurrola
- F. U.S. Congress - District 32 - Brad Sherman
- G. LAUSD School Board - District 3 - Scott Schmerelson
- H. LAUSD School Board - District 6 - Kelly Gonez
- I. LAPD - Devonshire Division - Senior Lead Officer (SLO) - Jerome Knopp
- J. Mid-Valley Regional Library
- K. L.A. Department of Neighborhood Empowerment - NEA - John Darnell
- L. Budget Advocate

- 12. FACT GATHERING: Possible Motion(s), Discussion, Action -
 - A. Regarding: • Existence of; • Location of; • Safety Concerns; • Blocking Public Use of Sidewalks and/or Parking; • Sanitation Concerns
(WITHIN THE NORTH HILLS WEST NEIGHBORHOOD COUNCIL BOUNDARIES)
 - 1. Sober Living Homes
 - 2. Homeless Encampments
 - 3. Street Vendors
- 13. Update on NHWNC Storage Container (Maria)
- 14. Board Member Announcements / Comments (No Discussion)
- 15. Future Agenda Items (Board) - (No Discussion)
- 16. Adjournment

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)

Other Neighborhood Council agendas, City Dept, and Agencies agendas can also be subscribed to.

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 <http://www.nhwnc.net>
If you would like a copy of any record related to an item on the agenda, please contact john.darnell@lacity.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 on our website <https://www.nhwnc.net/agendas-minutes/minutes-and-agendas/bylaws/>

For more information about the NHWNC, please call - (818) 369-1708 - or mail P.O. Box 2091 - North Hills, CA 91393-2091 or email: John.darnell@lacity.org. We look forward to hearing from you !

Budget Fiscal Year: 2023-2024

Monthly Cash Reconciliation					
Beginning Balance	Total Spent	Remaining Balance	Outstanding	Commitments	Net Available
\$19942.02	\$1961.88	\$17980.14	\$0.00	\$0.00	\$17980.14

Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	ADOBE ADOBE	06/12/2024	Adobe Invoice. The charge is disputed, and a credit has been issued.	General Operations Expenditure	Office	\$659.88
2	NEW HORIZONS	06/13/2024	May New Horizons GBM venue	General Operations Expenditure	Office	\$400.00
3	NEW HORIZONS	06/13/2024	March New Horizon meeting venue.	General Operations Expenditure	Office	\$400.00
4	ADOBE ADOBE	06/14/2024	Adobe Invoice	General Operations Expenditure	Office	\$359.88
5	ADOBE ADOBE	06/15/2024	Adobe credit. Page two indicates the credit for this charge.	General Operations Expenditure	Office	\$-656.25
6	Neighborhood Council Budget Day	05/29/2024	Budget Day Contribution	General Operations Expenditure	Outreach	\$500.00
7	WENDY L. MOORE / MOORE BUSINESS RESULTS	05/30/2024	WebMaster Communications	General Operations Expenditure	Office	\$298.37
	Subtotal:					\$1961.88

Outstanding Expenditures

#	Vendor	Date	Description	Budget Category	Sub-category	Total
	Subtotal: Outstanding					\$0.00



Adobe Inc.
345 Park Avenue
San Jose CA 95110-2704
United States
Federal Tax ID: 77-0019522

ORIGINAL

Invoice Information

Invoice Number 2789312237
Invoice Date 12-JUN-2024
Payment Terms Credit Card
Purchase Order HB00066310608CUS
Order Number 7046403148
Customer Number 1204101535
Currency USD

Bill To

Madlena Minasian
NHWNC
200 N Spring St #224
Los Angeles County
Los Angeles CA 90012-3238

INVOICE

Item Details

Service Term: 12-JUN-2024 to 11-JUN-2025

PRODUCT NUMBER	PRODUCT DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	NET AMOUNT	TAX RATE	TAXES	TOTAL
65229238	Creative Cloud All Apps 100GB	1	EA	659.88	659.88	0.00%	0.00	659.88

Invoice Total

NET AMOUNT (USD)	659.88
TAXES (SEE DETAILS FOR RATES)	0.00
GRAND TOTAL (USD)	659.88

Comments:

Billing Contact

<https://helpx.adobe.com/contact.html>

Thank you for your business!



Plans and Payment > Orders and invoices >

Invoice and billing history

Review your billing history and manage your invoices.

Search by order number, plan name, and more



HB04352322102CUS



DATE	TYPE	ORDER NUMBER	PLANS	AMOUNT	ACTION
Jun 14, 2024	Invoice	HB04352322102CUS	 Creative Cloud All Apps 100GB	US\$359.88	  
Jun 14, 2024	Credit	HB04352322102CUS	 Creative Cloud All Apps 100GB	US\$-656.25	  
Jun 12, 2024	Invoice	HB04352322102CUS	 Creative Cloud All Apps 100GB	US\$659.88	  
Jun 12, 2023	Invoice	HB04352322102CUS	 Creative Cloud All Apps 100GB	US\$599.88	  



Invoice

New Horizons: Serving Individuals with Special Needs
15725 Parthenia St
North Hills, CA 91343

Invoice no.	:	May2024
Reference no.	:	Rental fee for May 2024 - 5.16.24
Date	:	05/01/2024
Due date	:	05/01/2024
Total amount	:	\$400.00

Bill to: North Hills West Neighborhood Council
Attn: North Hills West Neighborhood Council
City of Los Angeles
P.O. Box 2091
North Hills, CA 91393
United States

Description or memo		Amount
Rental fee for May 2024 - 5.16.24		\$400.00
Total amount:		\$400.00

New Horizons: Serving Individuals with Special Needs
15725 Parthenia St
North Hills, CA 91343
United States

Total due: **\$400.00**

Customer ID: North Hills WNC
Invoice no: May2024

Amount enclosed:

Bill to: North Hills West Neighborhood Council
Attn: North Hills West Neighborhood Council
City of Los Angeles
P.O. Box 2091
North Hills, CA 91393
United States

Remit to: New Horizons: Serving Individuals with Special Needs
United States

Invoice

New Horizons: Serving Individuals with Special Needs
15725 Parthenia St
North Hills, CA 91343

Invoice no.	:	March2024
Reference no.	:	Rental fee for March 2024 - 3.21.24
Date	:	05/01/2024
Due date	:	05/01/2024
Total amount	:	\$400.00

Bill to: North Hills West Neighborhood Council
Attn: North Hills West Neighborhood Council
City of Los Angeles
P.O. Box 2091
North Hills, CA 91393
United States

Description or memo		Amount
Rental fee for March 2024 - 3.21.24		\$400.00
Total amount:		\$400.00

New Horizons: Serving Individuals with Special Needs
15725 Parthenia St
North Hills, CA 91343
United States

Total due: **\$400.00**

Customer ID: North Hills WNC
Invoice no: March2024

Amount enclosed:

Bill to: North Hills West Neighborhood Council
Attn: North Hills West Neighborhood Council
City of Los Angeles
P.O. Box 2091
North Hills, CA 91393
United States

Remit to: New Horizons: Serving Individuals with Special Needs
United States

JUNE 15, 2023



Adobe Inc.
345 Park Avenue
San Jose CA 95110-2704
United States
Federal Tax ID: 77-0019522

ORIGINAL

Invoice Information

Invoice Number 2791512851
Invoice Date 14-JUN-2024
Payment Terms Credit Card
Purchase Order HB04352322102CUS
Order Number 7162958701
Customer Number 1204101535
Currency USD

Bill To

Madlena Minasian
NHWNC
200 N Spring St #224
Los Angeles County
Los Angeles CA 90012

INVOICE

Item Details

Service Term: 14-JUN-2024 to 13-JUN-2025

PRODUCT NUMBER	PRODUCT DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	NET AMOUNT	TAX RATE	TAXES	TOTAL
65229975	Creative Cloud All Apps 100GB	1	EA	359.88	359.88	0.00%	0.00	359.88

Invoice Total

NET AMOUNT (USD)	359.88
TAXES (SEE DETAILS FOR RATES)	0.00
GRAND TOTAL (USD)	359.88

Comments:

Billing Contact

<https://helpx.adobe.com/contact.html>

Thank you for your business!



Adobe Inc.
345 Park Avenue
San Jose CA 95110-2704
United States
Federal Tax ID: 77-0019522

ORIGINAL

Invoice Information

Invoice Number 2789312237
Invoice Date 12-JUN-2024
Payment Terms Credit Card
Purchase Order HB00066310608CUS
Order Number 7046403148
Customer Number 1204101535
Currency USD

Bill To

Madlena Minasian
NHWNC
200 N Spring St #224
Los Angeles County
Los Angeles CA 90012-3238

INVOICE

Item Details

Service Term: 12-JUN-2024 to 11-JUN-2025

PRODUCT NUMBER	PRODUCT DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	NET AMOUNT	TAX RATE	TAXES	TOTAL
65229238	Creative Cloud All Apps 100GB	1	EA	659.88	659.88	0.00%	0.00	659.88

Invoice Total

NET AMOUNT (USD)	659.88
TAXES (SEE DETAILS FOR RATES)	0.00
GRAND TOTAL (USD)	659.88

Comments:

Billing Contact

<https://helpx.adobe.com/contact.html>

Thank you for your business!



Plans and Payment > Orders and invoices >

Invoice and billing history

Review your billing history and manage your invoices.

Search by order number, plan name, and more

×

DATE	TYPE	ORDER NUMBER	PLANS	AMOUNT	ACTION
Jun 14, 2024	Invoice	HB04352322102CUS	 Creative Cloud All Apps 100GB	US\$359.88	  
Jun 14, 2024	Credit	HB04352322102CUS	 Creative Cloud All Apps 100GB	US\$-656.25	  
Jun 12, 2024	Invoice	HB04352322102CUS	 Creative Cloud All Apps 100GB	US\$659.88	  
Jun 12, 2023	Invoice	HB04352322102CUS	 Creative Cloud All Apps 100GB	US\$599.88	  





Invoice #NHWNC 2024 0530
Number

Date May 30, 2024

Mr. Dave Brown
North Hills West NC
PO Box 2091
North Hills, CA 91393

Please remit to:

Wendy L. Moore
Moore Business Results
19300 Rinaldi, #7524
Northridge, CA 91327

818 252-9399
<http://www.moorebusinessresults.com/>
City of LA Tax #549794-29

Communications Services	227.12
Developer Services	71.25
Amount Now Due	\$298.37

Thank you for your business. We appreciate working with you.

Please pay within 21 days of invoice date. Payments not received by that date may incur a late fee of \$25. We may also assess a 1.5% interest charge per month on late payments. Interest accrues retroactively from the invoice date. If the invoice is not paid within 90 days, additional collections fees may apply. Returned checks are \$25.

Date	Task	Hours
5/9/2024	Calendar: Fireworks buyback, Senior Symposium, Memorial Day Concert. Schedule social posts	0.42
5/14/2024	Meeting update. Eblast. Social	0.75
5/15/2024	Agenda post time research	0.50
	Communications Total	1.67
5/10/2024	Developer updates to MySQL 8	0.25
5/14/2024	Developer checks site records regarding publishing of agenda	0.50
	Developer Total	0.75

Monthly Expenditure Report



Reporting Month: January 2025

Budget Fiscal Year: 2024-2025

NC Name: North Hills West
Neighborhood Council

Monthly Cash Reconciliation					
Beginning Balance	Total Spent	Remaining Balance	Outstanding	Commitments	Net Available
\$25735.30	\$1696.00	\$24039.30	\$1150.22	\$0.00	\$22889.08

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office	\$29500.00	\$1100.00	\$21539.30	\$137.36	\$20389.08
Outreach		\$596.00		\$1012.86	
Elections		\$0.00		\$0.00	
Community Improvement Project	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Neighborhood Purpose Grants	\$2500.00	\$0.00	\$2500.00	\$0.00	\$2500.00
Funding Requests Under Review: \$0.00		Encumbrances: \$0.00		Previous Expenditures: \$6264.70	

Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	Insite Street Media	01/15/2025	Services rendered to NHWNC.	General Operations Expenditure	Outreach	\$596.00
2	New Horizons	01/15/2025	Services rendered to NHWNC.	General Operations Expenditure	Office	\$550.00
3	New Horizons	01/15/2025	Payment for services rendered to NHWNC.	General Operations Expenditure	Office	\$550.00
	Subtotal:					\$1696.00

Outstanding Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	AM DIRECT	02/03/2025	Services rendered to NHWNC.	General Operations Expenditure	Outreach	\$1012.86
2	WENDY L. MOORE / MOORE BUSINESS RESULTS	02/12/2025	Moore Business Results invoice due. The NC is currently in EE and the services have been rendered to the NC.	General Operations Expenditure	Office	\$137.36
	Subtotal: Outstanding					\$1150.22



Office of the City Clerk – Administrative Services Division
Neighborhood Council Funding Program
Proxy Authorization Form

For _____ Neighborhood Council

Date: _____

Motion/Action: _____

If the proxy authorization is for a payment request, please complete the following:

Vendor Name	Invoice Number	Date of Invoice	Amount
Total			

Reason for Proxy Authorization: _____

Department Authorizing Payment:

- ☐ Office of the City Clerk
- ☐ Department of Neighborhood Empowerment

Staff Name: _____

Title: _____

Signature: John Darnell Date: _____

Authorization: _____

Title: _____

Signature: [Signature] Date: _____



InSite Street Media

Dept. 106065, PO BOX 150489

Hartford, CT, USA - 06115-0489

Attn. Samantha: 1.800.661.6088 Ext. 739

Phone : (800) 661-6088 FAX : (866) 426-2237

INVOICE

CLIENT :

North Hills West Neighborhood Council
200 N Main Street #224
Los Angeles, City of, CA, CA 90012

Phone : 0000000000

FAX : 0000000000

ACCOUNT # :

66424124

Invoice # :

1495878

Batch # :

329251

Date :

15-Dec-2024

Payment Due No Later Than: 15-Jan-2025
If Paid in Advance, Please Ignore...

Date : 15-Dec-2024

PO # :

This is covering - Jan 15, 2025 to Feb 14, 2025

Quantity	Description	Unit Price	Extended
This period is a total of \$596.00 + Tax, for 4 location(s)			
Below is an itemized breakdown by location showing the split between advertising, printing, posting and design as each may be treated differently for tax purposes.			
1	664028380: On NB Woodley Ave At NS Plummer St SEC, W/F City Stop Code: Barcode: 0	\$99.00	\$99.00
1	Design Fee: 664028380	\$20.00	\$20.00
1	Printing Fee: 664028380	\$15.00	\$15.00
1	Posting fee: 664028380	\$15.00	\$15.00
1	664042600: On SB Woodley Ave At NS Nordhoff St NWC, E/F City Stop Code: Barcode: 155300	\$99.00	\$99.00
1	Design Fee: 664042600	\$20.00	\$20.00
1	Printing Fee: 664042600	\$15.00	\$15.00
1	Posting fee: 664042600	\$15.00	\$15.00
1	664042610: On SB Woodley Ave At NS Parthenia St NWC, E/F City Stop Code: Barcode: 0	\$99.00	\$99.00
1	Design Fee: 664042610	\$20.00	\$20.00
1	Printing Fee: 664042610	\$15.00	\$15.00
1	Posting fee: 664042610	\$15.00	\$15.00
1	664049240: On WB Nordhoff St At FS Haskell Ave NWC, S/F City Stop Code: Barcode: 151747	\$99.00	\$99.00
1	Design Fee: 664049240	\$20.00	\$20.00
1	Printing Fee: 664049240	\$15.00	\$15.00
1	Posting fee: 664049240	\$15.00	\$15.00

THANK YOU FOR YOUR BUSINESS.



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Payment Due No Later Than: 15-Jan-2025
If Paid in Advance, Please Ignore...

This is covering - Jan 15, 2025 to Feb 14, 2025

Date : 15-Dec-2024
PO # :

Quantity	Description	Unit Price	Extended
		Sub Total	\$596.00
		Tax	\$0.00
		Total	\$596.00

THANK YOU FOR YOUR BUSINESS.



Office of the City Clerk – Administrative Services Division
Neighborhood Council Funding Program
Proxy Authorization Form

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Title: _____

Signature: John Darnell Date: _____

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Quantity	Description	Unit Price	Extended
----------	-------------	------------	----------

This period is a total of \$596.00 + Tax, for 4 location(s)

Below is an itemized breakdown by location showing the split between advertising, printing, posting and design as each may be treated differently for tax purposes.

1	664028380: On NB Woodley Ave At NS Plummer St SEC, W/F City Stop Code: Barcode: 0	\$99.00	\$99.00
1	Design Fee: 664028380	\$20.00	\$20.00
1	Printing Fee: 664028380	\$15.00	\$15.00
1	Posting fee: 664028380	\$15.00	\$15.00
1	664042600: On SB Woodley Ave At NS Nordhoff St NWC, E/F City Stop Code: Barcode: 155300	\$99.00	\$99.00
1	Design Fee: 664042600	\$20.00	\$20.00
1	Printing Fee: 664042600	\$15.00	\$15.00
1	Posting fee: 664042600	\$15.00	\$15.00
1	664042610: On SB Woodley Ave At NS Parthenia St NWC, E/F City Stop Code: Barcode: 0	\$99.00	\$99.00
1	Design Fee: 664042610	\$20.00	\$20.00
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PO # :

Quantity	Description	Unit Price	Extended
		Sub Total	\$596.00
		Tax	\$0.00
		Total	\$596.00

THANK YOU FOR YOUR BUSINESS.



Office of the City Clerk – Administrative Services Division
Neighborhood Council Funding Program
Proxy Authorization Form

For _____ Neighborhood Council

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If the proxy authorization is for a payment request, please complete the following:

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- ☐ Office of the City Clerk
- ☐ Department of Neighborhood Empowerment

Staff Name: _____

Title: _____

Signature: John Darnell Date: _____

Authorization: _____

Title: _____

Signature: [Signature] Date: _____

Invoice

New Horizons: Serving Individuals with Special Needs
15725 Parthenia St
North Hills, CA 91343

Invoice no. : November.21.24
Reference no. : Event: 11.21.24
Date : 11/21/2024
Due date : 11/21/2024

Total amount	:	\$550.00
Total due:	:	\$550.00

Bill to: North Hills West Neighborhood Council
Attn: North Hills West Neighborhood Council
City of Los Angeles
P.O. Box 2091
North Hills, CA 91393
United States

Description or memo		Amount
Rental		\$400.00
Event Monitoring		\$150.00
Total amount:		\$550.00

New Horizons: Serving Individuals with Special Needs
15725 Parthenia St
North Hills, CA 91343
United States

Total due: **\$550.00**

Customer ID: North Hills WNC
Invoice no: November.21.24

Amount enclosed:

Bill to: North Hills West Neighborhood Council
Attn: North Hills West Neighborhood Council
City of Los Angeles
P.O. Box 2091
North Hills, CA 91393
United States

Remit to: **New Horizons: Serving Individuals with
Special Needs**
15725 Parthenia St.
North Hills, CA091343
United States



Office of the City Clerk – Administrative Services Division
Neighborhood Council Funding Program
Proxy Authorization Form

For _____ Neighborhood Council

Date: _____

Motion/Action: _____

If the proxy authorization is for a payment request, please complete the following:

Vendor Name	Invoice Number	Date of Invoice	Amount
Total			

Reason for Proxy Authorization: _____

Department Authorizing Payment:

- ☐ Office of the City Clerk
- ☐ Department of Neighborhood Empowerment

Staff Name: _____

Title: _____

Signature: John Darnell Date: _____

Authorization: _____

Title: _____

Signature: [Signature] Date: _____

Invoice

New Horizons: Serving Individuals with Special Needs
15725 Parthenia St
North Hills, CA 91343

Invoice no. : November.21.24
Reference no. : Event: 11.21.24
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Customer ID: North Hills WNC
Invoice no: November.21.24

Amount enclosed:

Bill to: North Hills West Neighborhood Council
Attn: North Hills West Neighborhood Council
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North Hills, CA 91393
United States

Remit to: **New Horizons: Serving Individuals with Special Needs**
15725 Parthenia St.
North Hills, CA091343
United States



Office of the City Clerk – Administrative Services Division
Neighborhood Council Funding Program
Proxy Authorization Form

For _____ Neighborhood Council

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Motion/Action: _____

If the proxy authorization is for a payment request, please complete the following:

Vendor Name	Invoice Number	Date of Invoice	Amount
Total			

Reason for Proxy Authorization: _____

Department Authorizing Payment:

- ☐ Office of the City Clerk
- ☐ Department of Neighborhood Empowerment

Staff Name: _____

Title: _____

Signature: John Darnell Date: _____

Authorization: _____

Title: _____

Signature: Gibson Nyambura Date: _____

Invoice

New Horizons: Serving Individuals with Special Needs
15725 Parthenia St
North Hills, CA 91343

Invoice no. : December.19.24
Reference no. : Event: 12.19.24
Date : 12/19/2024
Due date : 12/19/2024

Total amount	:	\$550.00
Total due:	:	\$550.00

Bill to: North Hills West Neighborhood Council
Attn: North Hills West Neighborhood Council
City of Los Angeles
P.O. Box 2091
North Hills, CA 91393
United States

Description or memo		Amount
Rental		\$400.00
Event Monitoring		\$150.00
Total amount:		\$550.00

New Horizons: Serving Individuals with Special Needs
15725 Parthenia St
North Hills, CA 91343
United States

Total due: **\$550.00**

Customer ID: North Hills WNC
Invoice no: December.19.24

Amount enclosed:

Bill to: North Hills West Neighborhood Council
Attn: North Hills West Neighborhood Council
City of Los Angeles
P.O. Box 2091
North Hills, CA 91393
United States

Remit to: New Horizons: Serving Individuals with Special Needs
United States



Office of the City Clerk – Administrative Services Division
Neighborhood Council Funding Program
Proxy Authorization Form

For _____ Neighborhood Council

Date: _____

Motion/Action: _____

If the proxy authorization is for a payment request, please complete the following:

Vendor Name	Invoice Number	Date of Invoice	Amount
Total			

Reason for Proxy Authorization: _____

Department Authorizing Payment:

- ☐ Office of the City Clerk
- ☐ Department of Neighborhood Empowerment

Staff Name: _____

Title: _____

Signature: John Darnell Date: _____

Authorization: _____

Title: _____

Signature: Gibson Nyambura Date: _____

Invoice

New Horizons: Serving Individuals with Special Needs
15725 Parthenia St
North Hills, CA 91343

Invoice no. : December.19.24
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P.O. Box 2091
North Hills, CA 91393
United States

Remit to: New Horizons: Serving Individuals with Special Needs
United States



North Hills West Neighborhood Council

P.O. Box 2091
North Hills, CA 91393
818-369-1708
Website: <https://www.nhwnc.net>
Email:

Board Meeting Minutes January 16, 2025 6:07PM-9:09PM (DRAFT)

Regular Meeting Location:
New Horizons
15725 Parthenia Street
North Hills, CA 91343
(MAIL NOT ACCEPTED AT THIS ADDRESS)

Boardmember	Roll Call	Funding Vote Eligible*	Category
Maria Carillo	Present	YES	Residential 2025
Pat Crone	Present	YES	Residential 2025
Linda Erdman	Present	YES	Residential 2027
Garry Fordyce	Present	YES	Residential 2025
Jane Lopez	Absent	YES	Residential2027
Leticia Martinucci	Absent	NO	General Stakeholder 2027
Kreshell Ramey	Present	YES	General Stakeholder 2025
Martha Ugarte	Absent	YES	Residential 2027
Vacant	Vacant		Residential 2025
Vacant	Vacant		General Stakeholder 2025
Vacant	Vacant		General Stakeholder 2027
Vacant	Vacant		General Stakeholder 2025
Vacant	Vacant		General Stakeholder 2027
Board Members -08	Present 05 Absent 03 at Roll Call		

*Funding vote eligibility key: **A**=age less than 18 yrs.; **E**=Ethics training; **F**=Funding training; **N**=not taken; **X**=expired
** Advance notice given for absence ***At Large Appointed (VOTE KEY: Yes, No, Abstain, Ineligible, Recuse, Absent)

1. Call to order-**The meeting was called to order at 6:04PM by President Gary Fordyce**
2. Roll Call- **Roll was called by Minute Taker Grant. exhaustive effort quorum was reached. All Boardmembers present were eligible to vote.**

NHWNC ITEM 2. Roll Call		
Present -05	Absent-03	Excused-00
Carillo, Crone, Erdman, Fordyce, Ramey,	Lopez, Martinucci, Ugarte	None

3. Presentation to David Hyman with a Certificate of Appreciation for checking the mail for NHWNC for 21 years. **Mr. Hyman was presented with the Certificate of Appreciation.**

4. Announcements from the President of the Board.
 - a. After presenting screenshots and his research to Michael Lektrovich the head of Neighborhood Council Elections, President Fordyce was able to get the corrections needed to straighten out the board seats. Changes will be made to the roster. Martha Ugarte will be changed out of the seat she currently holds and will now be in the 2027 General Seat instead of the Residential Seat. The seats that will be up for election in 2025 will be 5 Residential Seats and 1 General Seat. The seats up for election 2027 will be 2 Residential Seats, 4 General, and 1 Community Interest Seat.
 - b. The BAC's from previous months May through December need to be submitted. The documentation is not available for June and there was no meeting in October. John Darnell will fill out a proxy form for the old BAC's. Pat Crone and Gary Fordyce Martha Ugarte and Jane Lopez need still need to take the Treasurers Training. Linda Erdman has completed her trainings. Leticia Martinucci has not completed her trainings and is unable to vote. If she joins the meeting.
 - c. There are minutes missing from the website.- John Darnell said he posted August and September . There was no meeting in October. John will post November and December.
 - d. On January 3, 2025, The City Clerks office will be doing an NC Events Training.
 - e. President Fordyce read Article 5 Section 5 of The Plan for Neighborhood Councils(Board Duties and Powers). This refers to individuals not being able to act on behalf of the Board.
 - f. President Fordyce also read Article 6 Section 2a. (Duties of the President).
 - g. The Boardmembers were asked to review the Election Time Line. All Boardmembers in seats that expire in 2025 need to apply as Candidates if they would like to be on the Board.
5. Information about upcoming North Hills West Neighborhood Council elections, including candidate filing dates and voter registration dates.
 - A. Candidate Filing Begins January 17, 2025, and Ends March 3, 2025-Reviewed
 - B. Region 2 Election is May 20, 2025- Reviewed
 - C. Vote-by-mail registration begins March 21, 2025 and end May 11, 2025-Reviewed
6. Discussion and possible action to approve the December 2024 NHWNC Monthly Expenditure Report (MER)

Public Comment: No comment

Motion: Passed

NHWNC ITEM 6. Motion to approve the December 2024 NHWNC Monthly Expenditure Report (MER)				
Moved: Seconded:				
Yes-05-	00-No	Abstain-00	Ineligible-00	Absent-03
Carillo, Crone, Erdman, Fordyce, Ramey	None	None	None	Lopez, Martinucci, Ugarte

7. Discussion and possible action to approve the Minutes from the NHWNC Board Meeting on December 19, 2024.

Public Comment: No comment

Motion: Passed

NHWNC ITEM 7. Motion to approve the Minutes from the NHWNC Board Meeting on December 19, 2024.				
As corrected. Moved: Ramey Seconded: Crone				
Yes-04-	00-No	Abstain-01	Ineligible-00	Absent-03

Carillo, Crone, Fordyce, Ramey	None	Erdman	None	Lopez, Martinucci, Ugarte
---------------------------------------	------	---------------	------	----------------------------------

8. General Public Comments on Non-Agenda items within the jurisdiction of the NHWNC. Each speaker may speak one time for up to one (1) minute unless changed by the presiding officer. PLEASE ADVISE US IF YOU ARE A PAID LOBBYIST.

- a. **Glenn Bailey-Speaking as an individual- The CERT letter can be sent to any council file that has CERT as motions come before the City Council due to the fires.**
- b. **Kevin Kratzer-Speaking as an individual-There will be a Public Safety Meeting on Wednesday night at 7:00PM at Northridge Middle School in regards to Sober Living Homes.**

9. Elected Officials, Public Agency Speakers, Field Representatives, and Public Service Announcements. Up to three (3) minutes per speaker. Stakeholders are allotted one minute each for a question for each Agendized public official who visits. Questions do not count against public comment time totals. Public Officials who do not give advance notice of their participation in the NHW Neighborhood Council meeting are limited to one minute of announcements, which must include their contact information as part of their announcement.

- a. Presentation by the City of Los Angeles Bureau of Sanitation-**Item Postponed**
- b. Mayor Karen Bass - [Mayor LACity](#) / West Valley Area Representative
- c. City Council District 12 John Lee - [CD12](#) / Field Representative, Lorena Espinal

Lorena.Espinal@city.org. Councilmember John Lee's Committee Assignments:

Chair of Public Safety Committee

Vice Chair of the Government Operations Committee

Member of:

Planning and Land Use Management Committee

Rules, Elections, and Intergovernmental Relations Committee

Ad Hoc Committee on Unarmed Crisis Prevention, Intervention, and Community Services

Legislative Updates:

Councilmember Lee co-introduced nine motions with Councilmember Park related to the January 2025 wildfires.

1. **Instruct CLA and LA County to procure an outside entity to prepare a comprehensive After Action Report of the City and County emergency response.**
2. **Instruct LADWP to establish a formal protocol with LAFD to provide weekly updates to LAFD on all water reservoirs and critical water infrastructure to ensure that LAFD is fully informed of any potential gaps in water resources that may impact firefighting capabilities during emergencies.**
3. **Request the Department of Recreation and Parks to immediately close all parks in the City's Very High Fire Hazard Severity Zones during the current Red Flag Warning ending January 15, 2025 at 6:00 PM.**
4. **Instruct LAFD to report to Council on the current status of the Department, its ability to manage wildfires of this magnitude, and any issues they encountered in their efforts to protect life and property.**
5. **Request that the City Attorney prosecute all misdemeanors related to the fires including curfew violations, evacuation order violations, and impersonation of public safety personnel.**

6. Request the City Attorney to prepare an ordinance amending the LAMC to include penalties for housing/lodging price gouging; this also includes a request for a report on the status of available resources to prosecute and outreach efforts.
7. Instruct Bureau of Engineering and Bureau of Sanitation and all necessary departments to assess debris flow and landslide risks in the Palisades Fire burn area and report to Council with a plan to mitigate these risks.
8. **TO PUBLIC SAFETY:** Instruct EMD, LAFD, and all relevant departments to report to Council on a comprehensive Emergency Preparedness Plan in preparation for mudslide risks following all future wildfire(s) including evacuation plans, SOPs, best practices, assigned responsibilities, an implementation timeline, and any current lack of resources to protect life and property due to mudslides.
9. **TO PUBLIC SAFETY & ARTS/PARKS:** Request the City Attorney to prepare and report on an ordinance that would amend LAMC to close parks in Very High Fire Hazard Severity Zones when Red Flag Days are declared, as well as enforcement options for both compliance and camping.

Ms. Espinal also included the link to our newsletter release today that provides legislatures along with the council files.

<https://mail.google.com/mail/u/0/?ui=2&ik=4e170c2c45&view=lg&permmsgid=msg-f:1821535321481968064&ser=1>

- d. L.A. County Supervisor [District 3: Lindsey Horvath](#)
- e. State Senate [District 20: Caroline Menjivar](#)
- f. State Assembly District 40 [a40](#) – Pilar Schiavo / Field Representative - Gaby Gurrola - [Email](#)
- g. U.S. Congress [District 32: Brad Sherman](#)
- h. LAUSD School Board [District 3: Scott Schmerelson](#)
- i. LAPD Devonshire Division [LAPD](#) - Senior Lead Officer (SLO) - Jerome Knopp [Email](#)
Mikkie Loi, LAPD Devonshire Division Volunteer. Ms. Loi thanked the Board for writing a letter to support the CERT Program. Please be aware of Council File 24-1600 for Resource Restoration. LAFDCERTBattalion15@gmail.com There will be a meeting next Tuesday, January 21, 2025 at 6:30PM, hosted by Battalion 15. The topic will be on how to prepare your to go bags. To sign up for CERT Classes use email: CERT-LA.com
 Dave Brown added additional CERT information-The CERT Program was started in 1986. His Non-Profit has hosted CERT Trainings for 1,000 people. 57,000 have been CERT Trained. It costs about \$3,000.00 per class, \$300,000.00 per year. Mr. Brown recommends downloading The Watch Duty APP and the Flight Radar APP.

Budget Advocate Report, Glenn Bailey- Budget 101 is being postponed to February. the Budget Advocates a working on the White Paper. Budget Day will be June 21, 2025.

LAPD

- j. Mid Valley Regional Library - [Mid Valley Library](#)
- k. [L.A. Department of Neighborhood Empowerment](#) / NEA - John Darnell – **Budget Day was mentioned.** Mr. Darnell mentioned the Regional Break Out Sessions and the selection of Budget Representatives. **Candidate Filing for the North Hills West Neighborhood Council begins tomorrow.** John.Darnell@lacity.org
 - i. Includes presentation about funding officer training-**Reviewed**
- l. To find your elected representatives, City agencies, departments, etc.:

10. Discussion and possible action to appoint NHWNC board members to standing committees.-**No Action Taken**
 - a. Budget and Finance Committee
 - b. Events, Marketing and Outreach Committee
 - c. Planning and Land Use Management Committee
 - d. Beautification & Infrastructure Committee
 - e. Public Safety and Emergency Preparedness Committee
11. Presentation of mailer to be mailed to all residents in the NHWNC area.-**The tri fold was given to the Board.- It was decided that the Boardmembers would rather do pop-up events and hand out the trifold to community members instead of sending by mail.**
12. Discussion and possible action to pay New Horizons for meeting space for board meeting every month not to exceed \$550.00 per month. The cost per month includes payment for use of the meeting space and security. The City Clerk will be contacted after this vote to enter into a service agreement for the remainder of the fiscal year which ends June 30, 2025.-**Item Postponed**
13. Update on NHWNC storage items-**Maria Carillo (Boardmember) and Maggie will meet to see the location of the storage container and see where it might be able to be moved to. Maria will speak with the people running the garden to see if they would be willing to hold it on their property. A contract will have to be created if approved.**
14. Board member announcements/comments
 - a. Kreshell Ramey **asked people to volunteer for the point in time count, to count the homeless. The count has been postponed to February. Information is available at Lahsa.org**
15. New /Future agenda items
 - a. **Dave Brown- would like the website updated.**
16. Adjournment. **The meeting was adjourned at 9:09PM**



InSite Street Media
Dept. 106065, PO BOX 150489
Hartford, CT, USA - 06115-0489
Attn. Samantha: 1.800.661.6088 Ext. 739
Phone : (800) 661-6088 **FAX :** (866) 426-2237

INVOICE

CLIENT :
North Hills West Neighborhood Council
200 N Main Street #224
Los Angeles, City of, CA, CA 90012

Phone : 0000000000
FAX : 0000000000

ACCOUNT # :
66424124

Invoice # : 1506367
Batch # : 331047
Date : 15-Jan-2025

Payment Due No Later Than: 15-Feb-2025
If Paid in Advance, Please Ignore...

Date : 15-Jan-2025
PO # :

This is covering - February 15 to March 14, 2025 Outdoor Advertising

Quantity	Description	Unit Price	Extended
This period is a total of \$596.00 + Tax, for 4 location(s)			
Below is an itemized breakdown by location showing the split between advertising, printing, posting and design as each may be treated differently for tax purposes.			
1	664028380: On NB Woodley Ave At NS Plummer St SEC, W/F City Stop Code: Barcode: 0	\$99.00	\$99.00
1	Design Fee: 664028380	\$20.00	\$20.00
1	Printing Fee: 664028380	\$15.00	\$15.00
1	Posting fee: 664028380	\$15.00	\$15.00
1	664042600: On SB Woodley Ave At NS Nordhoff St NWC, E/F City Stop Code: Barcode: 155300	\$99.00	\$99.00
1	Design Fee: 664042600	\$20.00	\$20.00
1	Printing Fee: 664042600	\$15.00	\$15.00
1	Posting fee: 664042600	\$15.00	\$15.00
1	664042610: On SB Woodley Ave At NS Parthenia St NWC, E/F City Stop Code: Barcode: 0	\$99.00	\$99.00
1	Design Fee: 664042610	\$20.00	\$20.00
1	Printing Fee: 664042610	\$15.00	\$15.00
1	Posting fee: 664042610	\$15.00	\$15.00
1	664049240: On WB Nordhoff St At FS Haskell Ave NWC, S/F City Stop Code: Barcode: 151747	\$99.00	\$99.00
1	Design Fee: 664049240	\$20.00	\$20.00
1	Printing Fee: 664049240	\$15.00	\$15.00
1	Posting fee: 664049240	\$15.00	\$15.00

THANK YOU FOR YOUR BUSINESS.



InSite Street Media
Dept. 106065, PO BOX 150489
Hartford, CT, USA - 06115-0489
Attn. Samantha: 1.800.661.6088 Ext. 739
Phone : (800) 661-6088 **FAX :** (866) 426-2237

INVOICE

CLIENT :
North Hills West Neighborhood Council
200 N Main Street #224
Los Angeles, City of, CA, CA 90012

Phone : 0000000000
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ACCOUNT # :
66424124

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If Paid in Advance, Please Ignore...

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PO # :

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Quantity	Description	Unit Price	Extended
		Sub Total	\$596.00
		Tax	\$0.00
		Total	\$596.00

THANK YOU FOR YOUR BUSINESS.

NORTH HILLS WEST NEIGHBORHOOD COUNCIL APPLICATION FOR VACANCY
GENERAL / RESIDENTIAL / COMMUNITY INTEREST
For Appointment to The Governing Board of North Hills West
Neighborhood Council of the City of Los Angeles
PLEASE PRINT CLEARLY



I Angelica Aleksanyan do hereby announce and declare that I am a Stakeholder in the boundaries of the North Hills West Neighborhood Council based on my affiliation as a (please check ONLY one) and apply as said appointment.

☒ General Representative ☐ Residential Representative ☐ Community Interest

Who Can Participate: <https://empowerla.org/about-neighborhood-councils/>

The Council membership information is in our Bylaws Article II Section IV BYLAWS.

Qualifying Address

Street Number	Street Name	Unit/Apartment Number
<u>North Hills</u>	<u>CA</u>	<u>91343</u>
City	State	Zip Code

Home Phone # —

Cell Phone # —

Email Address —

I hereby declare, under the penalty of perjury, that the information I have provided on this form is true and correct to the best of my knowledge.

Signature CA

Date 02/04/2025

Print Name Angelica Aleksanyan

Please provide a brief statement as to why you would like to be a council member.

I've been in this neighborhood since 2017. The community has a lot of concerns and issues, I would like to be part of solving them.

This application for an appointment to the North Hills West Neighborhood Council, in compliance with Council Bylaws Article V, Section 6 and Attachment B, approved July 1, 2024, must be emailed to: gfordyce.nhwnc@gmail.com.

Note: Please review Bylaws Attachment B "Proof of Eligibility Requirements" for eligibility conditions.

Additionally, application must be submitted and received, by email, a minimum of 14 full days prior to the next general board meeting.

Any Questions: please email Garry Fordyce at gfordyce.nhwnc@gmail.com

NORTH HILLS WEST NEIGHBORHOOD COUNCIL APPLICATION FOR VACANCY
GENERAL / RESIDENTIAL / COMMUNITY INTEREST
 For Appointment to The Governing Board of North Hills West
 Neighborhood Council of the City of Los Angeles
PLEASE PRINT CLEARLY



I, Jose Gonzalez do hereby announce and declare that I am a
 Stakeholder in the boundaries of the North Hills West Neighborhood Council based on my
 affiliation as a (please check ONLY one) and apply as said appointment.

☒ General Representative ☐ Residential Representative ☐ Community Interest

Who Can Participate: <https://empowerla.org/about-neighborhood-councils/>

The Council membership information is in our Bylaws Article II Section IV BYLAWS.

Qualifying Address 16208 Parthenia St Ford 4 Less
 Street Number Street Name Unit/Apartment Number
North Hills CA 91343
 City State Zip Code

Home Phone # N/A Cell Phone # [REDACTED]
 Email Address [REDACTED]

I hereby declare, under the penalty of perjury, that the information I have provided on this form
 is true and correct to the best of my knowledge.

Signature [Signature] Date 2/6/2025

Print Name Jose Gonzalez

Please provide a brief statement as to why you would like to be a council member.

To help the community in public safety.

This application for an appointment to the North Hills West Neighborhood Council, in
 compliance with Council ByLaws Article V, Section 6 and Attachment B, approved July 1, 2024,
 must be emailed to: gfordyce.nhwnc@gmail.com.

Note: Please review ByLaws Attachment B "Proof of Eligibility Requirements" for eligibility
 conditions.

Additionally, application must be submitted and received, by email, a minimum of 14 full
 days prior to the next general board meeting.

Any Questions: please email Garry Fordyce at gfordyce.nhwnc@gmail.com