

North Hills West Neighborhood Council Special Board Meeting
REVISED - AGENDA

Mid-Valley Regional Library
16244 Nordhoff Street, North Hills, CA 91343
Monday, July 27, 2026 6:00 P.M.

Executive Officers: • Garry Fordyce – President, • Jane Lopez – Vice-President,
• Janayn Martinez – Treasurer, • Bianca Castillo – Secretary

Board Members: • Angelica Aleksanyan, • Maggie Elliott, • Leticia Martinucci, • Martha Ugarte

Vacant Seats: • Residential Stakeholder 2027 (1 Seat), 2029 (2 Seats)

- General Stakeholder 2027 (1 Seat)
- 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. GENERAL PUBLIC COMMENT - Comments from the public on non-agenda items within the Board's subject matter jurisdiction. Each speaker may speak, one time, for up to two (2) minutes, unless changed by the presiding officer. PLEASE ADVISE US YOU ARE A PAID LOBBYIST.

4. Standing Rule: Article VII, Section 3A – If Committee(s) cannot Meet, then the Item(s) can go to the full Board for discussion and possible action.

5. Discussion and possible action to approve Monthly Expenditure Reports (MER):

- A. February 2026**
- B. May 2026**
- C. June 2026**

6. Discussion and possible action to approve the Board Meeting Minutes:

- A. October 16, 2025 ~ Not Received**

B. December 11, 2025 ~ Incorrect

C. May 21, 2026

7. Budget Representative
 - A. Motion, Discussion, Possible Action To:
 1. Ratify Janayn Martinez Stepping Down From NHWNC Budget Representative.
 2. Appoint Bianca Castillo As Second NHWNC Budget Representative.
8. Committee Member Reduction Per Impending NHWNC New Bylaw Requirements
 - A. Motion, Discussion, Possible Action To:
 1. Remove Angelica Aleksanyan from Budget and Finance Committee.
 2. Remove Martha Ugarte and Jane Lopez from Events, Marketing and Outreach Committee.
 3. Appoint Bianca Castillo as Chair of Events Marketing and Outreach Committee.
 4. Remove Leticia Martinucci from Rules and Elections Committee.
9. Motion, Discussion, Possible Action To:
 - A. Approve 2026-2027 Administrative Packet and Interim Budget.
10. Motion, Discussion, Possible Action To:
 - A. Approve Concept To Web at \$100.00 per Month for Fiscal Year 2026-2027 continuing as the North Hills West Neighborhood Council (NHWNC) WEBSITE Service Provider.
11. Motion, Discussion and Possible Action To:
 - A. Have Outreach Committee Review and Consider the NHWNC participation with the Granada Hills Centennial Year Street Fair October 17, 2026 10:00 AM – 6:00 PM.
12. 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

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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

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

LEGALLY REQUIRED OFFICIAL POSTING
PLEASE DO NOT REMOVE THIS POSTING UNTIL July 28, 2026

Monthly Expenditure Report



Reporting Month: February 2026

Budget Fiscal Year: 2025-2026

NC Name: North Hills West
Neighborhood Council

Monthly Cash Reconciliation					
Beginning Balance	Total Spent	Remaining Balance	Outstanding	Commitments	Net Available
\$23976.63	\$349.68	\$23626.95	\$0.00	\$0.00	\$23626.95

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office	\$21000.00	\$349.68	\$17796.14	\$0.00	\$17796.14
Outreach		\$0.00		\$0.00	
Elections		\$0.00		\$0.00	
Community Improvement Project	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Neighborhood Purpose Grants	\$4000.00	\$0.00	\$4000.00	\$0.00	\$4000.00
Funding Requests Under Review: \$0.00		Encumbrances: \$0.00		Previous Expenditures: \$2854.18	

Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	DAVE BROWN	01/26/2026	Board member reimbursement to Dave Brown for payments related to NCs website registration.	General Operations Expenditure	Office	\$349.68
Subtotal:						\$349.68

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

NHWNC Boardmember reimbursement request Total \$349.78

For NC website expense: Account Id: 35852947

Renewal Secure Xpress WN.C.423825553 FOUR_WEEK increments

Register 5335 Gate Parkway Jacksonville, FL 32256

Summary of Charges, note fee change beginning December 2023

Renewal Secure Xpress WN.C.423825553 from \$6 to \$9.99 per month

June 14, 2024WEB*REGISTERWEBSITE \$89.88

Change from monthly billing to prepaid in advance for one year

Sale \$89.88 Transaction date Jun 14, 2024 Posted date Pending (typically 1-3 business days)

Description WEB*REGISTERWEBSITE Category Bills & utilities

June 2024 WEB*REGISTERWEBSITE \$9.99

May 20, 2024 WEB*REGISTERWEBSITE \$9.99

Apr 22, 2024 WEB*REGISTERWEBSITE \$9.99

Mar 25, 2024 WEB*REGISTERWEBSITE \$9.99

Feb 26, 2024 WEB*REGISTERWEBSITE \$9.99

Jan 29, 2024 WEB*REGISTERWEBSITE \$9.99

Dec 4, 2023 WEB*REGISTERWEBSITE \$9.99

Nov 6, 2023 WEB*REGISTERWEBSITE \$9.99

Oct 9, 2023 WEB*REGISTERWEBSITE \$9.99

Sep 11, 2023 WEB*REGISTERWEBSITE \$9.99

Aug 14, 2023 WEB*REGISTERWEBSITE \$9.99

Jul 17, 2023 WEB*REGISTERWEBSITE \$9.99

Jun 19, 2023 WEB*REGISTERWEBSITE \$9.99

May 22, 2023 WEB*REGISTERWEBSITE \$9.99

Apr 24, 2023 WEB*REGISTERWEBSITE \$9.99

Mar 27, 2023 WEB*REGISTERWEBSITE \$9.99

Feb 27, 2023 WEB*REGISTERWEBSITE \$9.99

Jan 30, 2023 WEB*REGISTERWEBSITE \$9.99

Jan 02, 2023 WEB*REGISTERWEBSITE \$9.99

Dec 4, 2023 WEB*REGISTERWEBSITE \$9.99

Renewal Secure Xpress WN.C.423825553 1 FOUR_WEEK 6.00

Nov 7, 2022 WEB*REGISTERWEBSITE \$6.00

Oct 10, 2022 WEB*REGISTERWEBSITE \$6.00

Sep 12, 2022 WEB*REGISTERWEBSITE \$6.00

Aug 15, 2022 WEB*REGISTERWEBSITE \$6.00

Jul 18, 2022 WEB*REGISTERWEBSITE \$6.00

Jun 2022 \$6.00

May 2022 \$6.00

Apr 2022 \$6.00

Mar 2022 \$6.00

Feb 2022 \$6.00

Total since last reimbursement (January 2021) \$349.78



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

For North Hills West Neighborhood Council

Date: 1/23/2026

Motion/Action: _____

Board member reimbursement to Dave Brown for payments related to NCs website registrations.

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

Vendor Name	Invoice Number	Date of Invoice	Amount
Dave Brown			\$349.68
Total			\$349.68

Reason for Proxy Authorization: _____

Board member reimbursement to Dave Brown for payments related to NCs website registrations.

Department Authorizing Payment:



Office of the City Clerk



Department of Neighborhood Empowerment

Staff Name: Mariel Camilo

Title: NC Funding Representative

Signature: Mariel Camilo Date: 1/23/2026

Authorization: Janet A. Hernandez

Title: NC Funding Supervisor

Signature: Signed with ClerkSign Date: 1/23/2026

Janet Hernandez



Jan 23, 2026 2:21PM

NCFP FORM 102 (Rev 09-05-18)



NORTH HILLS WEST NEIGHBORHOOD COUNCIL
Regular Board Meeting Draft Minutes, Thursday, June 20, 2024

New Horizons, 15725 Parthenia St., North Hills, CA 91343

DRAFT Minutes [to be replaced by "Approved _[Month]_ _[date]_, 202_[year]_"]

Document copies were available at: <https://www.nhwnc.net/agendas/june-20-regular-board-meeting/> NHWNC (and all other) Meeting Minutes are a summary; Minutes were not, are not and are never meant to be an exact, verbatim, word-for-word transcript or comprehensive record of what was said at a Meeting. Exceptions: Motion(s) (included as stated at the Meeting, or, if not stated, as written on the Agenda); quotes (words that have quotation marks ("")) at the beginning and ending of a word or words); and Agenda wording copied into the Minutes. The following Minutes items follow the agenda order and nomenclature. Draft minutes numbering follows the respective agenda item numbering.

1. Call to order and Welcome.

President Minasian called the Meeting to order at 6:10 p.m.

2. Pledge of Allegiance, Roll Call, Determination of Quorum, Voting Eligibility Report and call for agenda item(s) recusals.

The Pledge of Allegiance was said. Roll Call was taken. All 8 of the 8 current Board Members were present when the Roll Call was initiated: Dave Brown (Secretary), Pat Crone, Maggie Elliott (Vice-President/Treasurer), Linda Erdman Note: Ms. Erdman announced herself as absent, got up, tore her name tent card, threw it at one of the Board tables, and walked out from the meeting while shouting Incoherently at 6:13 p.m., Roll Call continued: Garry Fordyce, Punam Gohel, Madlena Minasian (President), and Kreshell Ramey, resulting in seven (7) Board Members remaining, and a quorum was maintained. The NHWNC Board quorum (the minimum number of Board Members needing to be present to take binding votes on Agendized Items) is seven (see the Bylaws link at www.empowerla.org/nhwnc), so the Board could take such votes. Quorum was announced. Mr. Brown confirmed that all Board Members' training were compliant and they were eligible to vote. Note: In addition to the traditional basic required training, additional Board member training will be required to be completed by the July 16th General Board meeting. The President called for agenda item recusals by Board members, and there were none.

3. President's Comments, Announcements, and Meeting Logistics –

- President Minasian read an overview of the NC meeting rules aloud for the public and the Board Member participants. She welcomed attendees to the meeting and also apologized on the Board's behalf for the unexpected,

MOTION PASSED by a voice vote of the six eligible voters present with six in favor (“Yes” or “Aye”) (Brown, Crone, Elliott, Gohel, Minasian, and Ramey); one opposed (“No” or “Nay”) (Fordyce). (6-1-0-1)

11. Discussion and possible action to reimburse Board member Dave Brown \$349.78 for the NHWNC website Domain account payments.

Mr. Brown paid the monthly NC website registration fees since January 2022. This is a result of not having password access to the account to switch to the NC debit card(s). The last payment under identical circumstances to Mr. Brown was in December 2021. The most recent payment enabled a change from monthly to annual prepayment at a discount, so the next payment will not be due for 11 months. Receipts available following this month's agenda by scrolling past the agenda: <https://www.nhwnc.net/agendas/june-20-regular-board-meeting/>
The person who initially set up the account is deceased, and password resets go to an unknown email address. There is a convoluted procedure to gain access.

FUNDING MOTION (by Ms. Elliott, seconded by Mr. Gohel): The North Hills West Neighborhood Council approves an expenditure of \$349.78 to reimburse Mr. Brown for covering the NC Domain website monthly registration fees and thanks him for his stepping forward to do so on behalf of the Community.

FUNDING MOTION PASSED by a voice vote of the seven eligible voters present with four in favor (“Yes” or “Aye”) (Crone, Elliott, Gohel, and Minasian); one opposed (Fordyce); two abstained (Brown and Ramey). (4-1-2-1)

12. 2025 Neighborhood Council Election Handbook and schedule.

Ms. Minasian shared the information about the next elections. Region 2 Election is scheduled for May 20, 2025, and it will be by mail-in ballots. There will be no in-person voting.

13. PENDING: Censure/Grievance #385. NHWNC submitted responses to DONE on 4/1/2023 and resubmitted them on 5/11/2023. The grievance scheduled for 10/25/23 was canceled on 10/24/23, and the rescheduled grievance for 4/23/24 was canceled on 4/22/24. As of now, the grievance is still pending. [Neighborhood Council Grievance Page](#) [Grievance Website Report](#)

President Minasian asked NEA/Autiero if there were any updates on the pending Grievance #385. NEA/Autiero noted that the department's update is very small, and they are working on ADA accommodations for Board Member Garry Fordyce. President Minasian pointed out that that was the same update they had received in April and May 2024. Two months have passed since the last scheduled hearing, which was canceled at the last minute, and no Grievance hearing has been scheduled. Also, the fact that the Grievance has not been handled in a timely manner has impacted the Board and the Community negatively. NEA/Autiero suggested that President Minasian send him the Board's concerns in writing, and he'll forward them to NEA/Darnell. President Minasian noted that NEA/Darnell, along with others within the NC system, are well aware of the concerns and the issues; however, no one has done anything to help the NC and the Community to move past this issue that has been lingering for a very long time, and has

North Hills West NC Board Vote Count Summary GBM 06/20/2024

AGENDA ITEM # 6:10PM - 9:17PM cap *27	2 Roll Call, Eligibility	7. Approve May 18, 2024 Draft Minutes	8. Approve May 2024 MER	9. NC Storage Bin	10. NC Updated inventory approval	11. Board member reimburse ment	18. Bus Bench ad choice	10 Committ ee & Liaison updates	21. Ending Roll call, Adjourn
DAVE BROWN 2025	X	X	X		X	Ab			X
PAT CRONE 2025	X	X	X		X	X			X
MAGGIE ELLIOTT 2025	X	X	X		X	X			X
LINDA ERDMAN 2027	X	Lv 6:13pm	O	O	O	O	O	O	O
GARRY FORDYCE 2025	X	N	N		N	N			X
PUNAM GOHEL 2027	X	X	X		X	X			X
MADLENA MINASSIAN 2027	X	X	X		X	X			X
KRESHELL RAMEY 2025	X	X	X		X	Ab			X
Vacant General 2025									
Vacant General 2027									
Vacant General 2027									
Vacant Residential 2027									
Vacant Residential 2027									
Maker, 2nd by:		DB/ME	KR/PG		DB/KR	ME/PG			
TOTAL: Quorum is 7	8	6-1-0-1	6-1-0-1		6-1-0-1	4-1-2-1	Consensus	7-0-0-1	
Agenda voter item description X=Yes, N=No, Ab=Abstain, R=Recuse, O=Absent In=Inelligible	Roll Call			Discussion		\$349.78 for monthly NC website registration charge since Jan 2022	Option # 2 of 3 choices selected. See agenda supplemental docs	Appoint Kreshell Ramey and Mike Khalid to Homeless Liaisons	9:17PM

PLEASE DO NOT REMOVE THIS POSTING UNTIL JUNE 21, 2024

Executive Officers Madlena Minasian – President Maggie Elliott - Vice President Maggie Elliott - Treasurer Dave Brown - Secretary Board Members Pat Crone Linda Erdman Punam Gohel Garry Fordyce Kreshell Ramey VACANT –Residential Stakeholder 2025 VACANT – General Stakeholder 2025 VACANT –Residential Stakeholder 2027 VACANT – General Stakeholder 2027 VACANT - General Stakeholder 2027	 NORTH HILLS WEST NEIGHBORHOOD COUNCIL (NHWNC) <i>Certified February 25, 2003</i>  General Board Meeting Thursday, June 20, 2024, 6:00 PM New Horizons - Sam's Cafe 15725 Parthenia Street, North Hills, CA 91343	NORTH HILLS WEST NEIGHBORHOOD COUNCIL GENERAL BOARD MEETINGS 3rd Thursday every month @ 6PM New Horizons Sam's Café 15725 Parthenia St, North Hills, CA 91343 (Parking Available) WEBSITE: www.nhwnc.net BOARD EMAIL board@nhwnc.net CONTACT US: MAIL: PO Box 2091 North Hills, CA 91393 CALL: (818) 369-1708 FOLLOW US ON: Instagram Facebook Next Door Subscribe to receive NHWNC Agendas by email.
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- Our Mission is to bring forward our concerns to our elected officials -

Neighborhood Councils 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.

Public Comments - 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.

- *To address the board on any agenda item, please complete a speaker card from the Public Information Table, mark which agenda item(s) you wish to comment on, and hand the speaker card to the President.*

President/Chair reserves the right to move agenda items

Supporting documents are available on our website at: www.nhwnc.net

Agenda items not completed may carry to the **next GBM on Thursday, July 18, 2024**

AGENDA #	AGENDA ITEMS ARE SUBJECT TO DISCUSSION AND POSSIBLE BOARD ACTION NEW BUSINESS	PERSON RESPONSIBLE
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1	Call to order and Welcome.	President - Minasian								
2	Roll Call, Pledge of Allegiance, Board Compliance, and Agenda Recusals.	Secretary - Brown								
3	President’s Announcements/Comments.	President - Minasian								
4	Public Official(s) / Representative Reports. If present, PLEASE IDENTIFY YOURSELF and limit your comments to three (3) minutes. One (1) question per stakeholder. For additional questions, please contact the representative directly.	Various								
5	Guest Speaker	Deputy Mayor Rivera								
6	General Public Comments on non-agenda items within the NHWNC’s subject matter jurisdiction. One (1) minute. PLEASE ADVISE US IF YOU ARE A PAID LOBBYIST.	President - Minasian								
7	Motion to approve May 16, 2024 Draft GBM Minutes.	Secretary - Brown								
8	Motion to approve May 2024 MER. cityclerk.lacity.org/NCFundPortal/Dashboard	Treasurer – Elliott								
	<table><tr><td>Beginning Balance</td><td>Expense-to-Date</td><td>Total Outstanding</td><td>Net Available</td></tr><tr><td>\$41,293.49</td><td>\$23,609.72</td><td>\$0.00</td><td>\$17,683.77</td></tr></table>		Beginning Balance	Expense-to-Date	Total Outstanding	Net Available	\$41,293.49	\$23,609.72	\$0.00	\$17,683.77
	Beginning Balance		Expense-to-Date	Total Outstanding	Net Available					
\$41,293.49	\$23,609.72	\$0.00	\$17,683.77							
9	Discussion about NHWNC Storage Bin.	Brown								
10	NHWNC Inventory List.	Elliot								
11	Reimburse Board member Dave Brown \$349.78 for the NHWNC Domain account payments. https://www.register.com/	Brown								
12	2025 Neighborhood Council Election Handbook and schedule. Region 2 Election is scheduled for May 20, 2024.	President - Minasian								
AGENDA #	PENDING BUSINESS & UPDATES	PERSON RESPONSIBLE								
13	PENDING: Censure/Grievance #385. NHWNC submitted responses to DONE on 4/1/2023 and resubmitted them on 5/11/2023. The grievance scheduled for 10/25/23 was canceled on 10/24/23, and the rescheduled grievance for 4/23/24 was canceled on 4/22/24. As of now, the grievance is still pending. Neighborhood Council Grievance Page Grievance Website Report	DONE NEA - Darnell								
14	PENDING: VCC _ \$1500 NPG: VCC Budget - Items to be given to the NC Liaison for NC cleanups ➤ Per Jan GBM →Zoom recording was sent to CD 12 Rep Ms. Espinal and Board members along with documentation per January GBM Re: Volunteers Cleaning Communities (VCC) \$1500 NPG WAS approved on 4/21/22. ➤ Per Feb GBM → On 2/16/24, Minasian emailed NEA Darnell the Zoom recording of the GBM 4/21/22 VCC presentation of the NPG, the VCC presented Budget, Agendas & Minutes.	DONE NEA - Darnell								
15	PENDING: Mailer is pending for future consideration. During 5/16/24 GBM, two Draft NHWNC Brochure mailers were presented. The Board approved one of two draft Brochures. NHWNC Brochure Mailer On 2/15/24, GBM approved an NHWNC brochure as an Outreach effort for mailers. The quote included 5K brochures, design, printing, and mailing. Minasian requested Board member participation, but no one contributed.	President – Minasian								
16	PENDING: During 3/21/24 GBM, Minasian reported that EmpowerLA has agreed to canvass NHW neighborhoods as an Outreach effort. ACTION ITEM: For Board members to email DONE NEA/ Darnell and CC the President on recommended	President – Minasian DONE NEA - Darnell								

	areas within NHW boundaries for DONE to canvass to help recruit new stakeholder participation. As of this posting, Board members have not submitted any suggestions.	
17	PENDING: Welcome to NHW sign. Detailed information about what is needed was presented during the 2/15/24 GBM. Board members were asked to help by finding the professionals needed to start the project.	President – Minasian
18	UPDATE: Bus Bench Ads—An initial deposit of \$1192.00 was submitted and approved by Funding for the NHWNC Bus Bench Ads. During 3/22/ 24 GBM, the Board approved \$7152 for four (4) PSA Bus Bench Ads from InSite Street Media for one year of Outreach effort to bring awareness to NC.	President – Minasian
19	UPDATE: EmpowerLA Liaisons webpage was down since 10/2023. Minasian emailed DONE on 10/26/23 and again on 11/14/23. As of this publication, 6/17/24, the page is now active	President – Minasian
APPOINTMENTS / REPORT OUT		
20	Ratify the President's recommended Chair(s) and Member appointments and changes (Add/Remove) to NHWNC Committees, Ad Hoc Committees, Alliances / Liaisons / CIS filer(s) appointments (if applicable). a. Motion to appoint two Budget Representatives (carried over from 5/16 GBM) b. Motion to appoint Homelessness Liaison (carried over from 5/16 GBM)	President – Minasian
21	Committee, Liaisons, Alliances (if applicable), Board member/Chair(s) — suggestions on what more can be done to improve/promote NHWNC and participation by stakeholders —up to two (2) minutes each. a. Beautification & Infrastructure b. Budget & Finance c. Emergency Preparedness & Public Safety d. Outreach/ Events/Marketing e. Planning & Land Use Management f. Rules & Elections g. Budget Advocates: h. DWP / MOU i. PlanCheckNC j. LANCC k. VANC l. BONC	President – Minasian Ramey Minasian Brown Elliott Erdman Gohel Fordyce/Erdman/Gohel Erdman Erdman Gohel Elliott Minasian
AGENDA #	AGENDA ITEMS CARRY OVER FROM MARCH 21, 2024, GBM.	PERSON RESPONSIBLE
22	Discussion /Motion about polling/Surveying NHW Stakeholders on the NHWNC Next Door Account.	President – Minasian
23	Discussion about the results of the primary election on March 5, 2024. LAVOTE.GOV.	President – Minasian
AGENDA #	CONCLUDING BUSINESS	PERSON RESPONSIBLE
24	Board member announcements.	Various
25	Discussion on the 2023-2024 Fiscal Year NC Assessment and Accomplishments of the Board members.	President – Minasian Board members
26	Upcoming events/volunteer opportunities →  NHWNC Calendar.	President – Minasian

	Follow us on  Instagram  Facebook  Next Door	
27	Future Agenda Item Request(s): Email President@nhwnc.net at least 10 days before the meeting date with “AGENDA REQUEST” in the subject line. Attach documents with sufficient information and links to support adequate descriptions for discussion. <u>July 8, 2024, is the deadline to submit agenda item requests for the July 18, 2024, General Board Meeting GBM.</u>	President – Minasian
28	Adjournment. <i>Thank you to our Stakeholders and Neighborhood Watch members for your ongoing support.</i>	President – Minasian

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 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

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- 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 -

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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.

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.

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 of my ability.

GENERAL INFORMATION↓



[Mayor Karen Bass-releases-community-safety-survey](#)

[Mayor Bass's Executive Directives](#)

[Mayor Bass's Executive Directive #5](#) regarding  Improving Customer Experience.

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

Meet Your Government - Government Meetings & Agendas <https://lacity.gov/government/calendar>



[TEXT-TO-911 COMES TO LOS ANGELES.](#) CALL IF YOU CAN – TEXT IF YOU CAN'T



Download the Devonshire LAPD App [Android App](#) or [App Store](#)

NEXT IN-PERSON GENERAL BOARD MEETING JULY 18, 2024, 6:00 PM

Monthly Expenditure Report



Reporting Month: May 2026

Budget Fiscal Year: 2025-2026

**NC Name: North Hills West
Neighborhood Council**

Monthly Cash Reconciliation					
Beginning Balance	Total Spent	Remaining Balance	Outstanding	Commitments	Net Available
\$22926.95	\$77.78	\$22849.17	\$200.00	\$0.00	\$22649.17

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office	\$21000.00	\$77.78	\$17418.36	\$200.00	\$17218.36
Outreach		\$0.00		\$0.00	
Elections		\$0.00		\$0.00	
Community Improvement Project	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Neighborhood Purpose Grants	\$4000.00	\$0.00	\$3600.00	\$0.00	\$3600.00
Funding Requests Under Review: \$0.00		Encumbrances: \$0.00		Previous Expenditures: \$3903.86	

Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	THE UPS STORE 1062	05/21/2026	Print outs for the May 21 2026 Neighborhood council meeting	General Operations Expenditure	Office	\$77.78
	Subtotal:					\$77.78

Outstanding Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	Concept to Web	05/26/2026	April 2026 North Hills West Neighborhood Council Web Hosting, Maintenance, SEO, Content Creation, and Social Media Management	General Operations Expenditure	Office	\$100.00
2	Concept to Web	05/26/2026	May 2026 North Hills West Neighborhood Council Web Hosting, Maintenance, SEO, Content Creation, and Social Media Management	General Operations Expenditure	Office	\$100.00
	Subtotal: Outstanding					\$200.00

The UPS Store #1062
9018 Balboa Blvd
Northridge, CA 91325-2610
818-894-4993

Terminal....: POS1062A Date.: 5/21/2026
Employee....: 363891 Time.: 05:15 PM

ITEM NAME	QTY	PRICE	TOTAL
Email			\$1.00
	1 @	\$1.00	
Tax			\$0.00
Copies			\$69.96
	318 @	\$0.22	
Tax			\$6.82

Subtotal			\$70.96
Shipping/Other Charges			\$0.00
Total tax			\$6.82

Total			\$77.78
Cards			\$77.78

Items Designated NR are NOT eligible
for Returns, Refunds or Exchanges.

US Postal Rates Are Subject to Surcharge.



View The UPS Store, Inc.'s privacy notice at
<https://www.theupsstore.com/privacy-policy>

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Tell us how we're doing for your chance to win a
\$250 Amazon.com® Gift Card, a \$100 Amazon.com®
Gift Card, or a \$50 Amazon.com® Gift Card each month.
Scan the QR code or go to the link to take the survey.



<https://www.theupsstore.com/pr>

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Ends 1/31/27. Must be US resident 18 years or older
to enter. Limit (1) entry per person per month.
For Official Rules visit
<https://www.TheUPSStore.com/surveyrules2026>

Need Package Help?

(lost/damaged)

Provide details so we can help:
<https://online.ups.com/help>

MASTER *****7069 01640Z

05/21/2026

05:15 PM

Purchase

MASTERCARD	XXXXXXXXXXXX7069
ENTRY METHOD	CHIP
CVM	SIGN
Invoice	0010056487
Clerk	36389
Response	APPROVED
Auth Code	01640Z

EMV DETAILS

MODE	CHIP
AID	A0000000041010
TUR	0000008000
IAD	0110A04001220000000000000000000000FF
TSI	E800
ARC	23
Amount	USD \$77.78

MARTINEZ/JANAYN

*** CUSTOMER COPY ***

Monthly Expenditure Report



Reporting Month: June 2026

Budget Fiscal Year: 2025-2026

NC Name: North Hills West
Neighborhood Council

Monthly Cash Reconciliation					
Beginning Balance	Total Spent	Remaining Balance	Outstanding	Commitments	Net Available
\$22849.17	\$200.00	\$22649.17	\$0.00	\$0.00	\$22649.17

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office	\$21000.00	\$200.00	\$17218.36	\$0.00	\$17218.36
Outreach		\$0.00		\$0.00	
Elections		\$0.00		\$0.00	
Community Improvement Project	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Neighborhood Purpose Grants	\$4000.00	\$0.00	\$3600.00	\$0.00	\$3600.00
Funding Requests Under Review: \$0.00		Encumbrances: \$0.00		Previous Expenditures: \$3981.64	

Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	Concept to Web	05/26/2026	April 2026 North Hills West Neighborhood Council Web Hosting, Maintenance, SEO, Content Creation, and Social Media Management	General Operations Expenditure	Office	\$100.00
2	Concept to Web	05/26/2026	May 2026 North Hills West Neighborhood Council Web Hosting, Maintenance, SEO, Content Creation, and Social Media Management	General Operations Expenditure	Office	\$100.00
Subtotal:						\$200.00

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



INVOICE

Invoice Number	NHWNC17	North Hills West Neighborhood Council
Invoice Date	01/Apr/2026	0143
Due Date	01/May/2026	P.O. Box 2091
Invoice Total	\$100.00	North Hills, CA 91393
Balance Due	\$100.00	United States
		jmartinez.nhwnc@gmail.com

Item	Description	Unit Cost	Quantity	Line Total
Web Hosting, Maintenance, SEO, Content Creation, and Social Media Management	Website care plan for April 2026	\$100.00	1	\$100.00

Invoice Terms:

Core terms, Net 30

Payment due: Net 30 from the invoice date.

Methods accepted: ACH, credit card, or check.

Remit to: Concept To Web. Include the invoice number on all payments.

Disputes: Tell me within 7 days of receipt if you see an error.

Contact: info@concepttoweb.com for questions.

Net	\$100.00
Subtotal	\$100.00
Total	\$100.00
Paid to Date	\$0.00
Balance Due	\$100.00

Thanks for the partnership. I am grateful to support your projects and keep things running smoothly.
If you have any questions, reach me at info@concepttoweb.com



INVOICE

Invoice Number	NHWNC18	North Hills West Neighborhood Council
Invoice Date	01/May/2026	0143
Due Date	31/May/2026	P.O. Box 2091
Invoice Total	\$100.00	North Hills, CA 91393
Balance Due	\$100.00	United States
		gfordyce.nhwnc@gmail.com

Item	Description	Unit Cost	Quantity	Line Total
Web Hosting, Maintenance, SEO, Content Creation, and Social Media Management	Website care plan for May 2026	\$100.00	1	\$100.00

Invoice Terms:

Core terms, Net 30

Payment due: Net 30 from the invoice date.

Methods accepted: ACH, credit card, or check.

Remit to: Concept To Web. Include the invoice number on all payments.

Disputes: Tell me within 7 days of receipt if you see an error.

Contact: info@concepttoweb.com for questions.

Net	\$100.00
Subtotal	\$100.00
Total	\$100.00
Paid to Date	\$0.00
Balance Due	\$100.00

Thanks for the partnership. I am grateful to support your projects and keep things running smoothly.
If you have any questions, reach me at info@concepttoweb.com

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

Neighborhood Council: North Hills West
Fiscal Year: 2026-2027

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**

SIGNATURE OF THE TREASURER

DATE

Janayn Martinez

PRINT NAME OF THE TREASURER

EMAIL

Treasurer

BOARD POSITION

PHONE NUMBER

CONTINUES OTHER SIDE

2nd Signer☐ **Please check here if a new 2nd Signer is being appointed**SIGNATURE OF THE 2nd SIGNER**Garry Fordyce**

DATE

PRINT NAME OF THE 2ND SIGNER**President**

EMAIL

BOARD POSITION

PHONE NUMBER

Alternate Signer

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

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

SIGNATURE OF THE ALTERNATE SIGNER

Jane Lopez

DATE

PRINT NAME OF THE ALTERNATE SIGNER

Vice President

EMAIL

BOARD POSITION

PHONE NUMBER

1st Bank Cardholder☐ **Please check here if a new Cardholder is being appointed**SIGNATURE OF THE 1st BANK CARD HOLDER**Janayn Martinez**

DATE

PRINT NAME OF THE 1st BANK CARD HOLDER**Treasurer**

EMAIL

BOARD POSITION

PHONE NUMBER

2nd Bank Cardholder☐ **Please check here if a new Cardholder is being appointed**SIGNATURE OF THE 2nd BANK CARD HOLDER

DATE

PRINT NAME OF THE 2nd BANK CARD HOLDER

EMAIL

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

SIGNATURE OF THE 1st BANK CARD HOLDER

Janayn Martinez

PRINT NAME OF THE 1st BANK CARD HOLDER

DATE

2nd Bank Cardholder

SIGNATURE OF THE 2nd BANK CARD HOLDER

PRINT NAME OF THE 2nd BANK CARD HOLDER

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

North Hills West Neighborhood Council Annual Budget for Fiscal Year: 2026-2027	
Annual Budget Funds	\$ 25,000.00
Rollover Funds*	
Total Annual Budget Funds	\$ 25,000.00

Office/Operational Expenditures Category	
Website Hosting & Maintenance (Concept to Web)	\$ 1,500.00
Minute-Taker/software for Meetings	\$ 1,000.00
Refreshments/Snacks for Meetings	\$ 500.00
Special Meeting Location (TBD)	\$ 1,000.00
Office Supplies - Printing & Copying	\$ 1,500.00
Postage & Mailings	\$ 500.00
USP PO Box Rental	\$ 250.00
Total Office/Operational Expenditures	\$ 6,250.00

*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	
Community Events & Engagement	\$ 8,000.00
Digital/Print Media Campaigns	\$ 2,000.00
Promotional Materials	\$ 1,000.00
Budget Advocates	\$ 750.00
Congress of Neighborhoods	\$ 500.00
Surveys/Feedback Tools	\$ 500.00
Total Outreach Expenditures	\$ 12,750.00

Election Expenditures Category	
Total Election Expenditures	\$ 0.00

Neighborhood Purposes Grants (NPG) Expenditures Category	
North Hills West Local Schools Support Grants	\$ 6,000.00
Total NPG Expenditures	\$ 6,000.00

Community Improvement Projects (CIP) Expenditures Category	
Total CIP Expenditures	\$ 0.00

TOTAL ANNUAL BUDGET ALLOCATIONS	
Office/Operational Expenditures	\$ 6,250.00
Outreach Expenditures	\$ 12,750.00
Election Expenditures	\$ 0.00
General and Operational Expenditures	\$ 19,000.00
Neighborhood Purposes Grants (NPG) Expenditures	\$ 6,000.00
Community Improvement Projects (CIP) Expenditures	\$ 0.00
TOTAL EXPENDITURES FOR THE FISCAL YEAR	\$ 25,000.00

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:	Mid Valley Regional Public Library
Property Address:	16244 Nordhoff St, North Hills, CA 91343
Property Owner Name:	City of Los Angeles
Property Owner Phone Number:	(818) 895-3650
Property Owner Email:	

Storage Facility:

☐ Existing(may need to renew agreement) ☐ New(new agreement may be needed) ☒ Donated ☐ NA	
Facility Name/Owner	
Facility Address:	16400 Chase St North Hills, Ca 91343
Facility Owner Phone Number:	
Facility Owner Email:	
Name on Facility Account:	

P.O. Box:

☐ Existing(may need to renew agreement) ☐ New(new agreement may be needed) ☐ Donated ☒ NA	
Property Name/Owner:	United States Postal Service
NC P.O. Box Address	P.O. Box 2091
Property Owner Address:	9134 Sepulveda Blvd,North Hills, CA 91343
Property Owner Phone Number:	
Property Owner Email:	
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:	Concept to Web
Service Provider Address:	
Service Provider Phone Number:	
Service Provider Email:	info@concepttowe.com
Type of Services Provided:	Web Hosting, Maintenance, SEO, Content Creation, and Social Media Management

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