



October 9 , 2024
Regular Board Meeting
Supporting MER Materials

Item No.1
Approval of MER
August 2024

Monthly Expenditure Report



Reporting Month: August 2024

Budget Fiscal Year: 2024-2025

NC Name: Woodland Hills-Warner
Center Neighborhood Council

| Monthly Cash Reconciliation | | | | | |
|-----------------------------|-------------|-------------------|-------------|-------------|---------------|
| Beginning Balance | Total Spent | Remaining Balance | Outstanding | Commitments | Net Available |
| \$36171.75 | \$511.30 | \$35660.45 | \$500.00 | \$0.00 | \$35160.45 |

| Monthly Cash Flow Analysis | | | | | |
|---------------------------------------|----------------|------------------------|------------------------|---------------------------------|---------------|
| Budget Category | Adopted Budget | Total Spent this Month | Unspent Budget Balance | Outstanding | Net Available |
| Office | \$31555.64 | \$511.30 | \$30660.45 | \$500.00 | \$30160.45 |
| 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 | \$5000.00 | \$0.00 | \$5000.00 | \$0.00 | \$5000.00 |
| Funding Requests Under Review: \$0.00 | | Encumbrances: \$0.00 | | Previous Expenditures: \$383.89 | |

| Expenditures | | | | | | |
|------------------|------------------------|------------|---|--------------------------------|--------------|-----------------|
| # | Vendor | Date | Description | Budget Category | Sub-category | Total |
| 1 | PY STORQUEST - WOODLA | 08/01/2024 | August Rent for NC storage unit. (Note monthly price increase from \$271 to \$310 for rent & insurance) | General Operations Expenditure | Office | \$310.00 |
| 2 | EIG CONSTANTCONTACT.CO | 08/10/2024 | Constant Contact SasS Mass Email Tool August Billing | General Operations Expenditure | Office | \$81.00 |
| 3 | GRASSHOPPER.COM | 08/13/2024 | Grasshopper Virtual Phone System SaaS August Billing | General Operations Expenditure | Office | \$31.30 |
| 4 | ELEGANTTHEMES.COM | 08/30/2024 | Annual renewal of website theme (background and layout of pages) | General Operations Expenditure | Office | \$89.00 |
| Subtotal: | | | | | | \$511.30 |

| Outstanding Expenditures | | | | | | |
|------------------------------|---|------------|--|--------------------------------|--------------|-----------------|
| # | Vendor | Date | Description | Budget Category | Sub-category | Total |
| 1 | City of Los Angeles Congress of Neighborhoods - Event | 08/21/2024 | Motion to contribute \$500.00 from this year's Budget; Outreach Category [line 44] in funding for the 2024 Congress of Neighborhoods, and the Funding Officers are dire... | General Operations Expenditure | Office | \$500.00 |
| Subtotal: Outstanding | | | | | | \$500.00 |

1184 StorQuest - Woodland Hills / Canoga
6030 Canoga Ave
Woodland Hills, CA 91367

PAYMENT RECEIPT

Account Number:
1114354

Heath L Kline
 20929 Ventura Blvd. Ste 47-535
 Woodland Hills, CA 91367
 (818) 312-5601

| RECEIPT ID | PAYMENT DATE | CHANGE DUE | AMOUNT |
|------------|--------------|------------|----------|
| 888728946 | 8/1/2024 | \$0.00 | \$310.00 |

| Invoice | Item | Qty | Rate | Discount | Subtotal | Tax | Total | Paid |
|---------|--|-----|----------|----------|----------|--------|----------|----------|
| #75419 | Unit #3149 Rent Unit 3149 - 10x7.5x0 (8/1/2024 - 8/31/2024) | | \$298.00 | | \$298.00 | \$0.00 | \$298.00 | \$298.00 |
| #75419 | XERCOR-1 Xercor Insurance Services LLC - \$3,000.00 (8/1/2024 - 8/31/2024) | | \$12.00 | | \$12.00 | \$0.00 | \$12.00 | \$12.00 |

Total Paid

Aug 01, 2024 12:39 AM Mastercard ****7237 \$310.00

Unit #3149 paid through 8/31/2024

Customer Copy

.....

If you have any past due amounts for your storage unit(s), those balances will appear below.



NC Name: **Woodland Hills - Warner Center**

Meeting Date: **June 12, 2024**

Budget Fiscal Year: **2023-2024**

Agenda Item No: **02 (24-059) Admin Pkg & Budget FY24-25**

Board Motion and/or Public Benefit Statement (CIP and NPG):

Motion the Woodland Hills-Warner Center Neighborhood Council approves the Administrative Package for FY24-25 and adopts the initial Fiscal Year 2024-2025 Budget allocation amounts shown in the WHWCNC FY2024-2025 Draft Budget Allocation document. The Board directs its funding officers to include this budget in the Office of the City Clerk NC Funding Program Fiscal Year Administrative Packet for Fiscal Year 2024-2025 and submit it to the City Clerk. The Treasurer is instructed to file this adopted budget with the City Clerk and use it as the operating budget for the Neighborhood Council until it is replaced by a new budget reallocation. The Treasurer will also ensure that separate board motions are made and passed before any non-Office/Operational expenditures are made.

-Resigned Vacant

Motion continued on next page.

Check Credit Card Board Member Reimbursement

Vote Count

Recused Board Members must leave the room prior to any discussion and may not return to the room until after the vote is complete.

| Board Member's First and Last Name | Board Position | Yes | No | Abstain | Absent | Ineligible | Recused | Notes |
|--|---------------------------|-----|----|---------|--------|------------|---------|-----------|
| Karen DiBiase | Area 1 Residential | X | | | | | | |
| Geoffrey Hobson | Area 1 Business | | | | X | | | |
| Shelley Schwartz | Area 1 C. B. O. | X | | | | | | |
| Reina Cerros-McCaughey | Area 1 Alternate | | | X | | | | Alternate |
| Julian Tu | Area 2 Residential | X | | | | | | |
| <i>Paul Lawler - Resigned</i> | Area 2 Business | | | | | | | |
| Peter Haber | Area 2 C. B. O. | | | | X | | | |
| Masha Dowell | Area 2 Alternate | | | | X | | | |
| Tracey Rosen | Area 3 Residential | X | | | | | | |
| Dean Matthew | Area 3 Business | X | | | | | | |
| Harout Aristakessian | Area 3 C. B. O. | X | | | | | | |
| Jayne Baron | Area 3 Alternate | | | | X | | | Alternate |
| Don Patterson | Area 4 Residential | | | | X | | | |
| Martin Lipkin | Area 4 Business | X | | | | | | |
| Dena Weiss | Area 4 C. B. O. | | | | X | | | |
| Aava Dekordi | Area 4 Alternate | X | | | | | | |
| <i>Christopher Waddy Resigned/Vacant</i> | Area 5 Residential | | | | | | | |
| Julie Waltrip | Area 5 Business | X | | | | | | |
| Steve Sommers | Area 5 C. B. O. | X | | | | | | |
| Allan Biggins | Area 5 Alternate | | | | X | | | |
| Bill Barnett | Area 6 Residential | X | | | | | | |
| Heath Kline | Area 6 Business | X | | | | | | |
| Bobbie Wasserman | Area 6 C. B. O. | X | | | | | | |
| Janice Mendell | Area 6 Alternate | | | | X | | | Alternate |
| Kate Kennedy | Area 7 Residential | | | | X | | | |
| <i>Schyler Katz - Resigned</i> | Area 7 Business | | | | | | | |
| Joyce Fletcher | Area 7 C. B. O. | X | | | | | | |
| Rosaleen O'Sullivan | Area 7 Alternate | X | | | | | | |
| August Steurer | At-Large | X | | | | | | |
| Vacant | At-Large Alternate | | | | | | | |
| Vacant | Youth | | | | | | | |

| | Vote Counts: | Yes | No | Abstain | Absent | Ineligible | Recused | Notes |
|-------------------------|---------------|-----------|----------|----------|----------|------------|----------|----------|
| Board Quorum: 13 | Total: | 16 | 0 | 1 | 9 | 0 | 0 | 3 |

We, the authorized signers of the above named Neighborhood Council, declare that the information presented on this form is accurate and complete, and that a public meeting was held in accordance with all laws, policies, and procedures. The above was approved by the Neighborhood Council Board, at a Brown Act compliant public meeting where a quorum of the Board was present.

Authorized Signature: *Heath Kline*

Authorized Signature: *Dena Weiss*

Print/Type Name: **Heath Kline, Treasurer**

Print/Type Name: **Dena Weiss, President**

Date: **June 12, 2024**

Date: **June 12, 2024**

Substitute Motion

Item No. 2

Heath Kline, Treasurer & Tracey Rosen, Vice Chair

(24-059) Motion to Adopt the WHWCNC FY24-25 Annual Administrative Packet & Initial \$32,000 Board Budget Allocation and Submit Both to the City Clerk

For discussion and possible action

(Estimated time: 10 minutes)

WHEREAS, the Woodland Hills-Warner Center Neighborhood Council (WHWCNC) Board has reviewed the **Office of the City Clerk NC Funding Program Fiscal Year Administrative Packet for Fiscal Year 2024-2025** and will follow the City Clerk's rules for creating budgets and spending public funds, as explained on pages 6 & 7[†] of the packet; and

WHEREAS, the WHWCNC Board has carefully examined the **WHWCNC FY2023-2024 Annual Budget & Month by Month Spending Report**[†], which shows the Board's monthly spending (Columns F-Q) and total year-to-date spending (Column R) for each budget item. Using this information, along with the knowledge of experienced Board members and the Board's plans for the next fiscal year, the Board has created an initial FY24-25 Budget allocation (Column R1) for the \$32,000 in annual funding provided by the City; and

WHEREAS, the initial FY24-25 Budget allocation amounts are listed in Column R1 of the **WHWCNC FY2024-2025 Draft Budget Allocation**[†] document; and

WHEREAS, the WHWCNC understands that the adopted budget for Office/Operational Expenses allows for payment without additional board motions. However, for all other expenses (Outreach, Election, Neighborhood Purposes Grants, and Community Improvement Projects), separate board motions must be made and passed before the expenditure is made, even if the expense is within the allocated budget for that category;

THEREFORE, the Woodland Hills-Warner Center Neighborhood Council **approves the Administrative Package for FY24-25** and adopts the initial Fiscal Year 2024-2025 Budget allocation amounts shown in the **WHWCNC FY2024-2025 Draft Budget Allocation** document. The Board directs its funding officers to include this budget in the **Office of the City Clerk NC Funding Program Fiscal Year Administrative Packet for Fiscal Year 2024-2025** and submit it to the City Clerk. The Treasurer is instructed to file this adopted budget with the City Clerk and use it as the operating budget for the Neighborhood Council until it is replaced by a new budget reallocation. The Treasurer will also ensure that separate board motions are made and passed before any non-Office/Operational expenditures are made.

†See referred to items [4 pages] in the supporting documents via the Board Calendar Event post.

Roll Call Vote

| Row | B | R | R1 |
|--------|--|---------------------------|---|
| | WHWCNC FY2024-2025 Initial Budget Allocation | | Proposed 24-25 Starting Budget Adopted 6/12/24 BAC 2(24-059) |
| Line # | | FY23-24 YTD Spent | Proposed 24-25 Starting Budget Adopted 6/12/24 BAC 2(24-059) |
| 1 | Admin Packet & Budget Adopted June 12, 2024 BAC 2 (24-059) | | |
| 2 | | | |
| 3 | | | |
| 4 | | | |
| 5 | | | |
| 6 | | | |
| 7 | | | |
| 8 | | | |
| 9 | Annual Budget Funds | | \$32,000.00 |
| 10 | Rollover Funds [RO-Supplemental Funds Reallocation] | | |
| 11 | | | |
| 12 | | | |
| 13 | | | |
| 14 | Total Adjustments | | |
| 15 | Total Annual Budget Funds | | |
| 16 | | | |
| 17 | | | |
| 18 | Office/Operational Expenditures Category | FY 23-24 Ytd Spent | Proposed 24-25 Starting Budget Adopted 6/12/24 BAC 2(24-059) |
| 19 | | | |
| 20 | Space Rental Board Meetings | \$414.00 | \$1,200.00 |
| 21 | NC Storage Start/Quart | \$2,972.00 | \$3,300.00 |
| 22 | Phone System - Grasshopper SaaS | \$377.98 | \$430.00 |
| 23 | Adjustment- Sept NC expenses Pd by City Clerk during credit card transition | (\$330.54) | |
| 24 | Adjustment- Oct NC expenses Pd by City Clerk during credit card transition | (\$268.00) | |
| 25 | Adjustment- Dec NC expenses Pd by City Clerk CC StarQ charged in Error | (\$271.00) | |
| 26 | Constant Contact SaaS | \$891.00 | \$1,400.00 |
| 27 | Software Lic Renewals & Updates | \$49.99 | \$200.00 |
| 28 | Mail Box Rental (UPS PMB) [Increase 5/6/09/24] | \$516.00 | \$550.00 |
| 29 | General Office Supplies, Copies and Printing | \$108.29 | \$400.00 |
| 30 | Paper and Ink | \$0.00 | \$400.00 |
| 31 | Email and Web Hosting and Support (RO Funds) 7 (24-033) March 13 24 agenda | \$788.98 | \$1,200.00 |
| 32 | Zoom Virtual Meet SaaS. 7 (24-033) March 13 24 agenda Recvd DONE Inv 5/30/24 | \$387.48 | \$400.00 |
| 33 | | | |
| 34 | Water & Refreshments For NC Board/Committee Meetings & Activities | \$753.40 | \$400.00 |
| 35 | Board Retreat Expenses (Requires Board Motion & BAC) | \$0.00 | \$800.00 |
| 36 | SB411 Hybrid Meeting Equip 2 Meet Ows, 1 Comp & Ascs [2(24-047) May 8] \$5,038.31 | \$0.00 | |
| 37 | WiFi Pending Past Due Verizon Wireless Hotspot-Contested \$864.13 | \$0.00 | \$865.00 |
| 38 | | | |
| 39 | Total Office/Operational Expenditures | \$6,389.58 | \$11,545.00 |
| 40 | | | |
| 41 | | | |
| 42 | Outreach Expenditures Category | Ytd Spent | |
| 43 | | | |
| 44 | Cong of Neighborhoods \$500 & July Constant Contact \$81 (JLY Paul L Treas) | \$581.00 | \$500.00 |
| 45 | Greatful Hearts & Disaster Prep Booth \$500 3 (23-070) 11/8/23 | \$500.00 | \$500.00 |
| 46 | Replace Damaged NC Pole Barners \$900 4 (23-071)11/8/23 | \$670.53 | \$1,000.00 |
| 47 | HALO Purchase of giveaway bags & keychains up to \$2,500 (24-007) 1/10/24 | \$2,484.85 | \$0.00 |
| 48 | Valley Cultural - Concert Outreach Booth WC Park [BAC 11 24-022] 2/15/24 | \$3,500.00 | \$3,500.00 |
| 49 | One Generation Sr Fair Outreach Booth [BAC 12 24-023] 2/15/24 | \$1,000.00 | \$1,000.00 |
| 50 | | \$0.00 | |
| 51 | Outreach Printing & Banners: Minibeam Press or alt printer 1000 4/4 4d Rack Cards 4 (24-030) 3/7 | \$117.55 | \$500.00 |
| 52 | | | |
| 53 | SWAG: 4imprint NC Branded promo items upto \$5,000 as follows 5 (24-031) 3/13/24 | \$0.00 | \$2,500.00 |
| 54 | a) 32,000 WHWCNC "F&P" Branded Shirty Pals up to \$1,000 (\$0.39 each + tax & shipping) \$937.71 | \$552.30 | |
| 55 | b) 3,000 10oz WHWCNC Branded Value Grocery Totes up to \$1,000 (\$0.33 each + \$0.60 set-up, tax & shipping) \$98.48 | \$902.14 | |
| 56 | c) 1,000 WHWCNC Branded Hand Fans up to \$775 (\$0.76 + \$0.65 set-up, tax & shipping) \$747.46 | \$679.01 | |
| 57 | d) 650 WHWCNC Branded Sunglasses up to \$1,000 (\$1.25 each + \$20 set-up, tax & shipping) \$913.61 | \$913.69 | |
| 58 | e) 425 WHWCNC Branded Power Clips up to \$950 (\$2.26 each + \$55 set-up, tax & shipping) \$917.38 | \$833.67 | |
| 59 | \$20074 Budget reduction to increase media funding provided prior to Trial Inv. \$68.13 Com \$183.13 | (Total \$2,180.91) | |
| 60 | 4 Imprint Difference between 1st Web Inv and Final CC charge PDF Inv df \$48.93 | \$0.00 | \$0.00 |
| 61 | NC Logowear: T-shirt Guys \$2500 [Item 6 (24-032) March 13 24 Agenda] | \$0.00 | \$0.00 |
| 62 | a) 50 1801 AMER APPELL COTTON T-SHIRTS - TRUE NAVY SIZES S-XL NC LOGO \$890.00 | \$599.21 | |
| 63 | b) 101 1201 AMER APPELL COTTON T-SHIRTS - GREEN SIZES S-XL NC LOGO (PREV 141) \$14.72 | \$115.72 | |
| 64 | c) 50 3640 NEXT LEVEL WOMEN'S COTTON V-NECK T-SHIRT - MIDNIGHT NAVY SIZES S-XL NC LOGO \$801.65 | \$651.65 | |
| 65 | d) 36 0020 EMPROD NC LOGO DRESS & JONES OVERLUX PATTERN MENS PLAIN Polo - NAVY SIZES S-XL \$883.84 | \$885.84 | |
| 66 | \$1,000 Deposit w/Order Mar. 22/24 2nd inv Completion in April, Budget: 3047.24 Expense Fund 5/08/24 | (Total \$2,182.42) | |
| 67 | | | |
| 68 | Social Media | \$0.00 | \$1,000.00 |
| 69 | Local WH-WC Advertising: Warner Center News | \$0.00 | \$1,000.00 |
| 70 | Website Hosting [Inv to Office/Operational Expenditures Category] | \$18.99 | \$0.00 |
| 71 | Website Webmaster (\$5K + 1.5K - \$K to VC Concerts above on 2/15/24) | \$0.00 | \$0.00 |
| 72 | General Outreach - Bus Banners \$280 not funded/ Flex Hand cart 174.01 7 (24-048) | \$128.09 | \$0.00 |
| 73 | General Outreach - [Not yet allocated to specific items] added 5/22 to balance budget | \$0.00 | \$2,955.00 |
| 74 | | | |
| 75 | Use 71 above for \$1,460.00 to \$1,461.67 to compensate for problems vs final 4 imprint inv 12/19 01/24 HQ | | |
| 76 | Total Outreach Expenditures | \$15,635.24 | \$14,455.00 |
| 77 | | | |
| 78 | Election Expenditures | Ytd Spent | |
| 79 | Westfield for Rose Goldwater Cmmt Cntr 6/18/23 NC Election Venue (RO) | \$750.00 | \$1,000.00 |
| 80 | | | |
| 81 | Total Election Expenditures | \$750.00 | \$1,000.00 |
| 82 | | | |
| 83 | | | |
| 84 | Neighborhood Purposes Grants (NPG) Expenditures Category | | |
| 85 | | | |
| 86 | West Valley Food Pantry [BAC 6-23-063 Passed 10/12/23] | \$2,000.00 | \$5,000.00 |
| 87 | West Valley Food Pantry [BAC 6-23-063] City Clerk Permenantly Denied 10/26/23 | (\$2,000.00) | |
| 88 | Pierce College Foundation - Final Budgets [BAC 7-23-064 Passed 10/12/23] | \$1,500.00 | |
| 89 | Lions of Lockhurst PTO - Garden Project [BAC 10-23-083 Passed 12/13/23] | \$1,300.00 | |
| 90 | Woodlake Elem Schl PTA - Art Fair [BAC 13 (24-024) 2/15/24 Agenda] | \$2,000.00 | |
| 91 | Total of Previous Approved NPGs as of 2/15/24 | \$0.00 | |
| 92 | Friends of Calabash, Inc dba Calabash PTO [BAC 05 (24-029) 3/13/24 Agenda] | \$3,000.00 | |
| 93 | Total of NPGs Approved and Funded through 3/13/24 | \$0.00 | |
| 94 | \$8,000 April & May NPG's not prev budgeted for- | \$0.00 | |
| 95 | WV YMCA Food Dist Prog NPG \$3,000. 6 (24-42) 4/10/24 Agenda | \$3,000.00 | |
| 96 | New Friends Homeless Cntr Feed Prgm NPG \$1,500 7 (24-43) 4/10/24 Agnda | \$1,500.00 | |
| 97 | New Friends Homeless Cntr Feed Prgm NPG City Clerk Remv Denied 05/24/24 | (\$1,500.00) | |
| 98 | \$3,000 for LAPD Foundation NPG 3 (24-048) 5/08/24 Agenda | \$3,000.00 | |
| 99 | \$500 Pending NPG for WWWC Church CHARMEY BENNET FOUNDRN Envoio Com (Not ready for May agenda) | \$0.00 | |
| 100 | Total NPG Expenditures (April & May NPG Overdraft \$7,800 B4 \$52 Reallocation.) | \$13,800.00 | \$5,000.00 |
| 101 | | NPG Totals | |
| 102 | Community Improvement Projects (CIP) Expenditures Category | Ytd Spent | |
| 103 | Environmental Project \$300. Wagon 23-085) Ov 90 days expired | \$0.00 | |
| 104 | Homeless Project | \$0.00 | |
| 105 | Public Safety Project | \$0.00 | |
| 106 | Education Project [Xfer \$900 to Outreach & \$100 to NPG (24-034) 3/13/24] | \$0.00 | |
| 107 | Community Services [Xfer \$1,000 to Outreach for Halo 7 (24-007) 1/10/24] | \$0.00 | |
| 108 | | | |
| 109 | Total CIP Expenditures Category | \$0.00 | \$0.00 |
| 110 | | | |
| 111 | | | |
| 112 | | FY23-24 YTD Spent | Proposed 24-25 Starting Budget Adopted 6/12/24 BAC 2(24-059) |
| 113 | TOTAL EXPENDITURES FOR THE FISCAL YEAR | \$36,574.82 | \$32,000.00 |
| 114 | City Clerk Funding Partial Budget/Reallocation Amounts: | | |
| 115 | Office/Operational Expenditures | | \$11,545.00 |
| 116 | Outreach Expenditures | | \$14,455.00 |
| 117 | Election Expenditures | | \$1,000.00 |
| 118 | General and Operational Expenditures | | \$27,000.00 |
| 119 | NPG Expenditures | | \$5,000.00 |
| 120 | CIP Expenditures Category | | \$0.00 |
| 121 | TOTAL ANNUAL BUDGET ALLOCATIONS | | \$32,000.00 |
| 122 | | | |
| 123 | Starting Annual FY24-25 Funding | | \$32,000.00 |
| 124 | Available Funds to Allocate | | \$0.00 |
| 125 | FY: Unspent FY23-24 Funds that will Roll Over and will be available in August | | \$4,555.64 |
| 126 | Total Avail FY 24-25 Funds | | \$36,555.64 |
| 127 | | | |



[Print](#)

Billing Activity - Invoices

Woodland Hills-Warner Center Neighborhood Council

Attn: Heath Kline
200 N Spring St
Los Angeles CA 90012
US
P: 8183125601

Today's Date: 08/11/2024

User Name:

Invoices from 08/04/2024 to 08/11/2024

| Date | Description | Charge Amount | Credit Amount |
|------------|--------------------------------------|---------------|---------------|
| 08/10/2024 | Invoice #1723277872 | \$81.00 | |
| | Constant Contact - Email Plus | | |
| | 1501-2500 Contacts | \$81.00 | |
| | Highest contact count: 1595 | | |
| | From 07/10/2024 to 08/10/2024 | | |

Billing questions? [Contact Support](#)

Constant Contact - 1601 Trapelo Road - Waltham, MA 02451 US



[Print](#)

Billing Activity - Payments

Woodland Hills-Warner Center Neighborhood Council

Attn: Heath Kline
200 N Spring St
Los Angeles CA 90012
US
P: 8183125601

Today's Date: 08/11/2024

User Name:

Payments from 08/04/2024 to 08/11/2024

| Date | Description | Charge Amount | Credit Amount |
|------------------------|---|---------------|---------------|
| 08-10-2024 04:17:54 AM | Payment - Credit Card (MasterCard) *****7237 | | \$81.00 |

Billing questions? [Contact Support](#)

Constant Contact - 1601 Trapelo Road - Waltham, MA 02451 US



NC Name: **Woodland Hills - Warner Center**

Meeting Date: **August 14, 2024**

Budget Fiscal Year: **2024-2025**

Agenda Item No: **02 (24-068) Motion to Approve Budget Reallocation for Rollover Funds & StorQuest**

Board Motion and/or Public Benefit Statement (CIP and NPG):

Motion: the Treasurer is directed to use and file a new updated budget with City Clerk:
 1. Increasing our FY24-25 Total Budget from \$32,000 to \$36,555.64 [line 15] for receipt of FY23-24 Rollover Funds;
 2. Allocating \$400 more to the StorQuest subcategory [line 21] in the Office/Operational Expenditures Category; and
 3. Allocating the remaining \$4,155.64 in Rollover funds to the General Outreach (not yet allocated) subcategory [line 73] of our Outreach Budget Category, maintaining our required balanced budget [lines 113 through 126].

-Resigned Vacant

Motion continued on next page. Check Credit Card Board Member Reimbursement

Vote Count

Recused Board Members must leave the room prior to any discussion and may not return to the room until after the vote is complete.

| Board Member's First and Last Name | Board Position | Yes | No | Abstain | Absent | Ineligible | Recused | Notes |
|------------------------------------|--------------------|-----|----|---------|--------|------------|---------|-----------|
| Karen DiBiase | Area 1 Residential | X | | | | | | |
| Geoffrey Hobson | Area 1 Business | X | | | | | | |
| Shelley Schwartz | Area 1 C. B. O. | X | | | | | | |
| Reina Cerros-McCaughey | Area 1 Alternate | | | | | X | | Alternate |
| Julian Tu | Area 2 Residential | X | | | | | | |
| Masha Dowell | Area 2 Business | X | | | | | | |
| Peter Haber | Area 2 C. B. O. | X | | | | | | |
| Vacant | Area 2 Alternate | | | | | | | |
| Tracey Rosen | Area 3 Residential | X | | | | | | |
| Dean Matthew | Area 3 Business | | | | X | | | |
| Harout Aristakessian | Area 3 C. B. O. | X | | | | | | |
| Jayce Baron | Area 3 Alternate | X | | | | | | |
| Don Patterson | Area 4 Residential | X | | | | | | |
| Martin Lipkin | Area 4 Business | X | | | | | | |
| Dena Weiss | Area 4 C. B. O. | X | | | | | | |
| Vacant | Area 4 Alternate | | | | | | | |
| Steve Sommers | Area 5 Residential | X | | | | | | |
| Julie Waltrip | Area 5 Business | X | | | | | | |
| Vacant | Area 5 C. B. O. | | | | | | | |
| Vacant | Area 5 Alternate | | | | | | | |
| Bill Barnett | Area 6 Residential | X | | | | | | |
| Heath Kline | Area 6 Business | X | | | | | | |
| Vacant | Area 6 C. B. O. | | | | | | | |
| Vacant | Area 6 Alternate | | | | | | | |
| Kate Kennedy | Area 7 Residential | X | | | | | | |
| Rosaleen O'Sullivan | Area 7 Business | X | | | | | | |
| Joyce Fletcher | Area 7 C. B. O. | | | | X | | | |
| Vacant | Area 7 Alternate | | | | | | | |
| August Steurer | At-Large | X | | | | | | |
| Vacant | At-Large Alternate | | | | | | | |
| Vacant | Youth | | | | | | | |

| | Vote Counts: | Yes | No | Abstain | Absent | Ineligible | Recused | Notes |
|-------------------------|---------------|-----------|----------|----------|----------|------------|----------|----------|
| Board Quorum: 13 | Total: | 19 | 0 | 0 | 2 | 1 | 0 | 1 |

We, the authorized signers of the above named Neighborhood Council, declare that the information presented on this form is accurate and complete, and that a public meeting was held in accordance with all laws, policies, and procedures. The above was approved by the Neighborhood Council Board, at a Brown Act compliant public meeting where a quorum of the Board was present.

Authorized Signature: *Heath Kline*

Authorized Signature: *Dena Weiss*

Print/Type Name: **Heath Kline, Treasurer**

Print/Type Name: **Dena Weiss, President**

Date: **August 14, 2024**

Date: **August 14, 2024**



Account Information

WHWCNC
Dena Weiss
20929 Ventura Boulevard
Woodland Hills, CA 91364, US

Bill Date: 08/12/24
Usage Period: 07/12/24 - 08/12/24

Charges Summary

Previous Invoice Amount: \$31.89

Current Charges:
Recurring Charges \$22.00
Non-Recurring Charges \$0.00
Usage Charges \$1.38
Sms Charges \$0.00
Taxes & Surcharges \$5.64
Federal USF \$2.28
Total Charges: \$31.30
Debits & Credits \$0.00
Payments \$31.30
Balance Due: \$0.00

Grasshopper News

At Grasshopper, we know that entrepreneurs just like you can change the world, one small business at a time.
That's why we started the Entrepreneur Movement. Watch the video at grasshopper.com/idea and tell everyone you know about Grasshopper.

Partner Offers



Detail of Current Charges

| Payments & Credits | | |
|--------------------------------------|---|----------------|
| Date | Detail | Payment/Credit |
| 08/12/24 | Monthly Payment, Paid on Master Card ending in 7237 | \$31.30 |
| Total Payments & Credits: | | \$31.30 |

| Recurring Charges | | |
|--|---------|----------------|
| Current Period | | |
| Pay As You Grow Plan, 08/12/24 - 09/12/24 | \$12.00 | |
| Voicemail Transcription, 08/12/24 - 09/12/24 | \$10.00 | |
| Total Recurring Charges: | | \$22.00 |

| Minute Charges Summary | | | | | | |
|------------------------------|-----------|------|--------------|-------|--------|---------------|
| Type | Included | Used | Overage | Rate | Charge | |
| Domestic | 0 minutes | 22.7 | 22.7 minutes | 0.061 | \$1.38 | |
| Total Minute Charges: | | | | | | \$1.38 |

| Taxes & Surcharges | | |
|--------------------------------------|-------------------------------------|---------------|
| Type | Detail | Charge |
| Tax | Utility Users Tax | \$1.76 |
| Tax | FCC Regulatory Fee (Wireline) | \$0.03 |
| Tax | CA PUC Fee | \$0.10 |
| Surcharge | Regulatory Recovery Fee | \$3.75 |
| Total Taxes & Surcharges: | | \$5.64 |

| Federal Universal Service Fund | | |
|---|----------------------------------|---------------|
| Type | Detail | Charge |
| Surcharge | Fed Universal Service Fund | \$2.28 |
| Total Federal USF Contributions: | | \$2.28 |

Summary of Minute Charges

| By Number | | |
|----------------------------|---------------|-------------|
| Number | Total Minutes | |
| +18186399444 | 22.7 | |
| Total Minutes Used: | | 22.7 |

Explanation of Terms

Domestic: Calls that are placed inside the United States and its provinces.

Off Shore: Calls placed outside of U.S. borders.

International: Calls placed from a country other than the U.S.

Federal Universal Service Fund The USF contribution factor established by the Federal Communications Commission is applicable to telecommunications services and is adjusted by the FCC every calendar quarter.

Voice Over: Use of voice talents for recording of main greeting or extensions.

Bonus Minutes: Extra minutes that are credited to your account.

Set Up Support: Help setting up your account and customizing your features.



NC Name: **Woodland Hills - Warner Center**

Meeting Date: **August 14, 2024**

Budget Fiscal Year: **2024-2025**

Agenda Item No: **02 (24-068) Motion to Approve Budget Reallocation for Rollover Funds & StorQuest**

Board Motion and/or Public Benefit Statement (CIP and NPG):

Motion: the Treasurer is directed to use and file a new updated budget with City Clerk:
 1. Increasing our FY24-25 Total Budget from \$32,000 to \$36,555.64 [line 15] for receipt of FY23-24 Rollover Funds;
 2. Allocating \$400 more to the StorQuest subcategory [line 21] in the Office/Operational Expenditures Category; and
 3. Allocating the remaining \$4,155.64 in Rollover funds to the General Outreach (not yet allocated) subcategory [line 73] of our Outreach Budget Category, maintaining our required balanced budget [lines 113 through 126].

-Resigned Vacant

Motion continued on next page. Check Credit Card Board Member Reimbursement

Vote Count

Recused Board Members must leave the room prior to any discussion and may not return to the room until after the vote is complete.

| Board Member's First and Last Name | Board Position | Yes | No | Abstain | Absent | Ineligible | Recused | Notes |
|------------------------------------|--------------------|------------|-----------|----------------|---------------|-------------------|----------------|--------------|
| Karen DiBiase | Area 1 Residential | X | | | | | | |
| Geoffrey Hobson | Area 1 Business | X | | | | | | |
| Shelley Schwartz | Area 1 C. B. O. | X | | | | | | |
| Reina Cerros-McCaughey | Area 1 Alternate | | | | | X | | Alternate |
| Julian Tu | Area 2 Residential | X | | | | | | |
| Masha Dowell | Area 2 Business | X | | | | | | |
| Peter Haber | Area 2 C. B. O. | X | | | | | | |
| Vacant | Area 2 Alternate | | | | | | | |
| Tracey Rosen | Area 3 Residential | X | | | | | | |
| Dean Matthew | Area 3 Business | | | | X | | | |
| Harout Aristakessian | Area 3 C. B. O. | X | | | | | | |
| Jayce Baron | Area 3 Alternate | X | | | | | | |
| Don Patterson | Area 4 Residential | X | | | | | | |
| Martin Lipkin | Area 4 Business | X | | | | | | |
| Dena Weiss | Area 4 C. B. O. | X | | | | | | |
| Vacant | Area 4 Alternate | | | | | | | |
| Steve Sommers | Area 5 Residential | X | | | | | | |
| Julie Waltrip | Area 5 Business | X | | | | | | |
| Vacant | Area 5 C. B. O. | | | | | | | |
| Vacant | Area 5 Alternate | | | | | | | |
| Bill Barnett | Area 6 Residential | X | | | | | | |
| Heath Kline | Area 6 Business | X | | | | | | |
| Vacant | Area 6 C. B. O. | | | | | | | |
| Vacant | Area 6 Alternate | | | | | | | |
| Kate Kennedy | Area 7 Residential | X | | | | | | |
| Rosaleen O'Sullivan | Area 7 Business | X | | | | | | |
| Joyce Fletcher | Area 7 C. B. O. | | | | X | | | |
| Vacant | Area 7 Alternate | | | | | | | |
| August Steurer | At-Large | X | | | | | | |
| Vacant | At-Large Alternate | | | | | | | |
| Vacant | Youth | | | | | | | |
| Vote Counts: | | Yes | No | Abstain | Absent | Ineligible | Recused | Notes |
| Board Quorum: 13 | Total: | 19 | 0 | 0 | 2 | 1 | 0 | 1 |

We, the authorized signers of the above named Neighborhood Council, declare that the information presented on this form is accurate and complete, and that a public meeting was held in accordance with all laws, policies, and procedures. The above was approved by the Neighborhood Council Board, at a Brown Act compliant public meeting where a quorum of the Board was present.

Authorized Signature: *Heath Kline*

Authorized Signature: *Dena Weiss*

Print/Type Name: **Heath Kline, Treasurer**

Print/Type Name: **Dena Weiss, President**

Date: **August 14, 2024**

Date: **August 14, 2024**



Elegant Themes, Inc.

977 West Napa Street #1002

Sonoma, CA 95476

billing@elegantthemes.com

VAT Identifier: EU826015023

Receipt For Elegant Themes Purchase

For: Woodland Hills - Warner Center Neighborhood Council

Invoice Number: 2317280

Purchase Date: 29 August 2024 18:02:28

Subscription Type: Developer

Subscription Duration: 365 Days

Expiration Date: 29 August 2025

Subscription Fee: \$89.00 /year



NC Name: **Woodland Hills - Warner Center**

Meeting Date: **August 14, 2024**

Budget Fiscal Year: **2024-2025**

Agenda Item No: **02 (24-068) Motion to Approve Budget Reallocation for Rollover Funds & StorQuest**

Board Motion and/or Public Benefit Statement (CIP and NPG):

Motion: the Treasurer is directed to use and file a new updated budget with City Clerk:
 1. Increasing our FY24-25 Total Budget from \$32,000 to \$36,555.64 [line 15] for receipt of FY23-24 Rollover Funds;
 2. Allocating \$400 more to the StorQuest subcategory [line 21] in the Office/Operational Expenditures Category; and
 3. Allocating the remaining \$4,155.64 in Rollover funds to the General Outreach (not yet allocated) subcategory [line 73] of our Outreach Budget Category, maintaining our required balanced budget [lines 113 through 126].

-Resigned Vacant

Motion continued on next page. Check Credit Card Board Member Reimbursement

Vote Count

Recused Board Members must leave the room prior to any discussion and may not return to the room until after the vote is complete.

| Board Member's First and Last Name | Board Position | Yes | No | Abstain | Absent | Ineligible | Recused | Notes |
|------------------------------------|--------------------|-----|----|---------|--------|------------|---------|-----------|
| Karen DiBiase | Area 1 Residential | X | | | | | | |
| Geoffrey Hobson | Area 1 Business | X | | | | | | |
| Shelley Schwartz | Area 1 C. B. O. | X | | | | | | |
| Reina Cerros-McCaughey | Area 1 Alternate | | | | | X | | Alternate |
| Julian Tu | Area 2 Residential | X | | | | | | |
| Masha Dowell | Area 2 Business | X | | | | | | |
| Peter Haber | Area 2 C. B. O. | X | | | | | | |
| Vacant | Area 2 Alternate | | | | | | | |
| Tracey Rosen | Area 3 Residential | X | | | | | | |
| Dean Matthew | Area 3 Business | | | | X | | | |
| Harout Aristakessian | Area 3 C. B. O. | X | | | | | | |
| Jayce Baron | Area 3 Alternate | X | | | | | | |
| Don Patterson | Area 4 Residential | X | | | | | | |
| Martin Lipkin | Area 4 Business | X | | | | | | |
| Dena Weiss | Area 4 C. B. O. | X | | | | | | |
| Vacant | Area 4 Alternate | | | | | | | |
| Steve Sommers | Area 5 Residential | X | | | | | | |
| Julie Waltrip | Area 5 Business | X | | | | | | |
| Vacant | Area 5 C. B. O. | | | | | | | |
| Vacant | Area 5 Alternate | | | | | | | |
| Bill Barnett | Area 6 Residential | X | | | | | | |
| Heath Kline | Area 6 Business | X | | | | | | |
| Vacant | Area 6 C. B. O. | | | | | | | |
| Vacant | Area 6 Alternate | | | | | | | |
| Kate Kennedy | Area 7 Residential | X | | | | | | |
| Rosaleen O'Sullivan | Area 7 Business | X | | | | | | |
| Joyce Fletcher | Area 7 C. B. O. | | | | X | | | |
| Vacant | Area 7 Alternate | | | | | | | |
| August Steurer | At-Large | X | | | | | | |
| Vacant | At-Large Alternate | | | | | | | |
| Vacant | Youth | | | | | | | |

| | Vote Counts: | Yes | No | Abstain | Absent | Ineligible | Recused | Notes |
|-------------------------|---------------|-----------|----------|----------|----------|------------|----------|----------|
| Board Quorum: 13 | Total: | 19 | 0 | 0 | 2 | 1 | 0 | 1 |

We, the authorized signers of the above named Neighborhood Council, declare that the information presented on this form is accurate and complete, and that a public meeting was held in accordance with all laws, policies, and procedures. The above was approved by the Neighborhood Council Board, at a Brown Act compliant public meeting where a quorum of the Board was present.

Authorized Signature: *Heath Kline*

Authorized Signature: *Dena Weiss*

Print/Type Name: **Heath Kline, Treasurer**

Print/Type Name: **Dena Weiss, President**

Date: **August 14, 2024**

Date: **August 14, 2024**

Item No. 2
Approval of MER for
September 2024

Monthly Expenditure Report



Reporting Month: September 2024 Budget Fiscal Year: 2024-2025

**NC Name: Woodland Hills-Warner
Center Neighborhood Council**

| Monthly Cash Reconciliation | | | | | |
|-----------------------------|-------------|-------------------|-------------|-------------|---------------|
| Beginning Balance | Total Spent | Remaining Balance | Outstanding | Commitments | Net Available |
| \$35660.45 | \$929.17 | \$34731.28 | \$0.00 | \$0.00 | \$34731.28 |

| Monthly Cash Flow Analysis | | | | | |
|---------------------------------------|----------------|------------------------|------------------------|---------------------------------|---------------|
| Budget Category | Adopted Budget | Total Spent this Month | Unspent Budget Balance | Outstanding | Net Available |
| Office | \$31555.64 | \$929.17 | \$29731.28 | \$0.00 | \$29731.28 |
| 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 | \$5000.00 | \$0.00 | \$5000.00 | \$0.00 | \$5000.00 |
| Funding Requests Under Review: \$0.00 | | Encumbrances: \$0.00 | | Previous Expenditures: \$895.19 | |

| Expenditures | | | | | | |
|------------------|---|------------|--|--------------------------------|--------------|-----------------|
| # | Vendor | Date | Description | Budget Category | Sub-category | Total |
| 1 | PY STORQUEST - WOODLA | 09/01/2024 | Sept 24 monthly rental & insurance for NC storage unit | General Operations Expenditure | Office | \$310.00 |
| 2 | EIG CONSTANTCONTACT.CO | 09/10/2024 | September billing for Constant Contact SaaS stakeholder email communication tool | General Operations Expenditure | Office | \$88.00 |
| 3 | GRASSHOPPER.COM | 09/13/2024 | September billing for NC Grasshopper virtual phone system SaaS | General Operations Expenditure | Office | \$31.17 |
| 4 | City of Los Angeles Congress of Neighborhoods - Event | 08/21/2024 | Motion to contribute \$500.00 from this year's Budget; Outreach Category [line 44] in funding for the 2024 Congress of Neighborhoods, and the Funding Officers are dire... | General Operations Expenditure | Office | \$500.00 |
| Subtotal: | | | | | | \$929.17 |

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

1184 StorQuest - Woodland Hills / Canoga
6030 Canoga Ave
Woodland Hills, CA 91367

PAYMENT RECEIPT

Account Number:
1114354

Heath L Kline
 20929 Ventura Blvd. Ste 47-535
 Woodland Hills, CA 91367
 (818) 312-5601

| RECEIPT ID | PAYMENT DATE | CHANGE DUE | AMOUNT |
|------------|--------------|------------|----------|
| 930754772 | 9/1/2024 | \$0.00 | \$310.00 |

| Invoice | Item | Qty | Rate | Discount | Subtotal | Tax | Total | Paid |
|---------|--|-----|----------|----------|----------|--------|----------|----------|
| #80518 | XERCOR-1 Xercor Insurance Services LLC - \$3,000.00 (9/1/2024 - 9/30/2024) | | \$12.00 | | \$12.00 | \$0.00 | \$12.00 | \$12.00 |
| #80518 | Unit #3149 Rent Unit 3149 - 10x7.5x0 (9/1/2024 - 9/30/2024) | | \$298.00 | | \$298.00 | \$0.00 | \$298.00 | \$298.00 |

Total Paid

Sep 01, 2024 12:40 AM Mastercard ****7237 \$310.00

Unit #3149 Paid Through 9/30/2024

Customer Copy

.....

If you have any past due amounts for your storage unit(s), those balances will appear below.



NC Name: **Woodland Hills - Warner Center**

Meeting Date: **August 14, 2024**

Budget Fiscal Year: **2024-2025**

Agenda Item No: **02 (24-068) Motion to Approve Budget Reallocation for Rollover Funds & StorQuest**

Board Motion and/or Public Benefit Statement (CIP and NPG):

Motion: the Treasurer is directed to use and file a new updated budget with City Clerk:
 1. Increasing our FY24-25 Total Budget from \$32,000 to \$36,555.64 [line 15] for receipt of FY23-24 Rollover Funds;
 2. Allocating \$400 more to the StorQuest subcategory [line 21] in the Office/Operational Expenditures Category; and
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-Resigned Vacant

Motion continued on next page. Check Credit Card Board Member Reimbursement

Vote Count

Recused Board Members must leave the room prior to any discussion and may not return to the room until after the vote is complete.

| Board Member's First and Last Name | Board Position | Yes | No | Abstain | Absent | Ineligible | Recused | Notes |
|------------------------------------|--------------------|------------|-----------|----------------|---------------|-------------------|----------------|--------------|
| Karen DiBiase | Area 1 Residential | X | | | | | | |
| Geoffrey Hobson | Area 1 Business | X | | | | | | |
| Shelley Schwartz | Area 1 C. B. O. | X | | | | | | |
| Reina Cerros-McCaughey | Area 1 Alternate | | | | | X | | Alternate |
| Julian Tu | Area 2 Residential | X | | | | | | |
| Masha Dowell | Area 2 Business | X | | | | | | |
| Peter Haber | Area 2 C. B. O. | X | | | | | | |
| Vacant | Area 2 Alternate | | | | | | | |
| Tracey Rosen | Area 3 Residential | X | | | | | | |
| Dean Matthew | Area 3 Business | | | | X | | | |
| Harout Aristakessian | Area 3 C. B. O. | X | | | | | | |
| Jayce Baron | Area 3 Alternate | X | | | | | | |
| Don Patterson | Area 4 Residential | X | | | | | | |
| Martin Lipkin | Area 4 Business | X | | | | | | |
| Dena Weiss | Area 4 C. B. O. | X | | | | | | |
| Vacant | Area 4 Alternate | | | | | | | |
| Steve Sommers | Area 5 Residential | X | | | | | | |
| Julie Waltrip | Area 5 Business | X | | | | | | |
| Vacant | Area 5 C. B. O. | | | | | | | |
| Vacant | Area 5 Alternate | | | | | | | |
| Bill Barnett | Area 6 Residential | X | | | | | | |
| Heath Kline | Area 6 Business | X | | | | | | |
| Vacant | Area 6 C. B. O. | | | | | | | |
| Vacant | Area 6 Alternate | | | | | | | |
| Kate Kennedy | Area 7 Residential | X | | | | | | |
| Rosaleen O'Sullivan | Area 7 Business | X | | | | | | |
| Joyce Fletcher | Area 7 C. B. O. | | | | X | | | |
| Vacant | Area 7 Alternate | | | | | | | |
| August Steurer | At-Large | X | | | | | | |
| Vacant | At-Large Alternate | | | | | | | |
| Vacant | Youth | | | | | | | |
| Vote Counts: | | Yes | No | Abstain | Absent | Ineligible | Recused | Notes |
| Board Quorum: 13 | Total: | 19 | 0 | 0 | 2 | 1 | 0 | 1 |

We, the authorized signers of the above named Neighborhood Council, declare that the information presented on this form is accurate and complete, and that a public meeting was held in accordance with all laws, policies, and procedures. The above was approved by the Neighborhood Council Board, at a Brown Act compliant public meeting where a quorum of the Board was present.

Authorized Signature: *[Signature]*

Authorized Signature: *[Signature]*

Print/Type Name: **Heath Kline, Treasurer**

Print/Type Name: **Dena Weiss, President**

Date: **August 14, 2024**

Date: **August 14, 2024**



[Print](#)

Billing Activity - Invoices

Woodland Hills-Warner Center Neighborhood Council
 Attn: Heath Kline
 200 N Spring St
 Los Angeles CA 90012
 US
 P: 8183125601

Today's Date: 09/29/2024
User Name:

Invoices from 08/30/2024 to 09/29/2024

| Date | Description | Charge Amount | Credit Amount |
|------------|--|---------------|---------------|
| 09/10/2024 | Invoice #1725956400 | \$88.00 | |
| | Constant Contact - Email Plus 1501-2500 Contacts Highest contact count: 1622 From 08/10/2024 to 09/10/2024 | \$88.00 | |

Billing questions? [Contact Support](#)

Constant Contact - 1601 Trapelo Road - Waltham, MA 02451 US



[Print](#)

Billing Activity - Payments

Woodland Hills-Warner Center Neighborhood Council

Attn: Heath Kline
200 N Spring St
Los Angeles CA 90012
US
P: 8183125601

Today's Date: 09/29/2024

User Name:

Payments from 08/30/2024 to 09/29/2024

| Date | Description | Charge Amount | Credit Amount |
|------------------------|---|---------------|---------------|
| 09-10-2024 04:20:02 AM | Payment - Credit Card (MasterCard) *****7237 | | \$88.00 |

Billing questions? [Contact Support](#)

Constant Contact - 1601 Trapelo Road - Waltham, MA 02451 US



NC Name: **Woodland Hills - Warner Center**

Meeting Date: **August 14, 2024**

Budget Fiscal Year: **2024-2025**

Agenda Item No: **02 (24-068) Motion to Approve Budget Reallocation for Rollover Funds & StorQuest**

Board Motion and/or Public Benefit Statement (CIP and NPG):

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-Resigned Vacant

Motion continued on next page. Check Credit Card Board Member Reimbursement

Vote Count

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| Board Member's First and Last Name | Board Position | Yes | No | Abstain | Absent | Ineligible | Recused | Notes |
|------------------------------------|--------------------|------------|-----------|----------------|---------------|-------------------|----------------|--------------|
| Karen DiBiase | Area 1 Residential | X | | | | | | |
| Geoffrey Hobson | Area 1 Business | X | | | | | | |
| Shelley Schwartz | Area 1 C. B. O. | X | | | | | | |
| Reina Cerros-McCaughey | Area 1 Alternate | | | | | X | | Alternate |
| Julian Tu | Area 2 Residential | X | | | | | | |
| Masha Dowell | Area 2 Business | X | | | | | | |
| Peter Haber | Area 2 C. B. O. | X | | | | | | |
| Vacant | Area 2 Alternate | | | | | | | |
| Tracey Rosen | Area 3 Residential | X | | | | | | |
| Dean Matthew | Area 3 Business | | | | X | | | |
| Harout Aristakessian | Area 3 C. B. O. | X | | | | | | |
| Jayce Baron | Area 3 Alternate | X | | | | | | |
| Don Patterson | Area 4 Residential | X | | | | | | |
| Martin Lipkin | Area 4 Business | X | | | | | | |
| Dena Weiss | Area 4 C. B. O. | X | | | | | | |
| Vacant | Area 4 Alternate | | | | | | | |
| Steve Sommers | Area 5 Residential | X | | | | | | |
| Julie Waltrip | Area 5 Business | X | | | | | | |
| Vacant | Area 5 C. B. O. | | | | | | | |
| Vacant | Area 5 Alternate | | | | | | | |
| Bill Barnett | Area 6 Residential | X | | | | | | |
| Heath Kline | Area 6 Business | X | | | | | | |
| Vacant | Area 6 C. B. O. | | | | | | | |
| Vacant | Area 6 Alternate | | | | | | | |
| Kate Kennedy | Area 7 Residential | X | | | | | | |
| Rosaleen O'Sullivan | Area 7 Business | X | | | | | | |
| Joyce Fletcher | Area 7 C. B. O. | | | | X | | | |
| Vacant | Area 7 Alternate | | | | | | | |
| August Steurer | At-Large | X | | | | | | |
| Vacant | At-Large Alternate | | | | | | | |
| Vacant | Youth | | | | | | | |
| Vote Counts: | | Yes | No | Abstain | Absent | Ineligible | Recused | Notes |
| Board Quorum: 13 | Total: | 19 | 0 | 0 | 2 | 1 | 0 | 1 |

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Authorized Signature: *Heath Kline*

Authorized Signature: *Dena Weiss*

Print/Type Name: **Heath Kline, Treasurer**

Print/Type Name: **Dena Weiss, President**

Date: **August 14, 2024**

Date: **August 14, 2024**



Account Information

WHWCNC
Dena Weiss
20929 Ventura Boulevard
Woodland Hills, CA 91364, US

Bill Date: 09/12/24
Usage Period: 08/12/24 - 09/12/24

Charges Summary

Previous Invoice Amount: \$31.30
Current Charges:
Recurring Charges \$22.00
Non-Recurring Charges \$0.00
Usage Charges \$1.27
Sms Charges \$0.00
Taxes & Surcharges \$5.63
Federal USF \$2.27
Total Charges: \$31.17
Debits & Credits \$0.00
Payments \$31.17
Balance Due: \$0.00

Grasshopper News

At Grasshopper, we know that entrepreneurs just like you can change the world, one small business at a time.
That's why we started the Entrepreneur Movement. Watch the video at grasshopper.com/idea and tell everyone you know about Grasshopper.

Partner Offers



Detail of Current Charges

| Payments & Credits | | |
|--------------------------------------|---|----------------|
| Date | Detail | Payment/Credit |
| 09/12/24 | Monthly Payment, Paid on Master Card ending in 7237 | \$31.17 |
| Total Payments & Credits: | | \$31.17 |

| Recurring Charges | | |
|--|---------|----------------|
| Current Period | | |
| Pay As You Grow Plan, 09/12/24 - 10/12/24 | \$12.00 | |
| Voicemail Transcription, 09/12/24 - 10/12/24 | \$10.00 | |
| Total Recurring Charges: | | \$22.00 |

| Minute Charges Summary | | | | | | |
|------------------------------|-----------|------|--------------|-------|--------|---------------|
| Type | Included | Used | Overage | Rate | Charge | |
| Domestic | 0 minutes | 20.9 | 20.9 minutes | 0.061 | \$1.27 | |
| Total Minute Charges: | | | | | | \$1.27 |

| Taxes & Surcharges | | |
|--------------------------------------|-------------------------------------|---------------|
| Type | Detail | Charge |
| Tax | Utility Users Tax | \$1.75 |
| Tax | FCC Regulatory Fee (Wireline) | \$0.03 |
| Tax | CA PUC Fee | \$0.10 |
| Surcharge | Regulatory Recovery Fee | \$3.75 |
| Total Taxes & Surcharges: | | \$5.63 |

| Federal Universal Service Fund | | |
|---|----------------------------------|---------------|
| Type | Detail | Charge |
| Surcharge | Fed Universal Service Fund | \$2.27 |
| Total Federal USF Contributions: | | \$2.27 |

Summary of Minute Charges

| By Number | | |
|----------------------------|---------------|-------------|
| Number | Total Minutes | |
| +18186399444 | 20.9 | |
| Total Minutes Used: | | 20.9 |

Explanation of Terms

Domestic: Calls that are placed inside the United States and its provinces.

Off Shore: Calls placed outside of U.S. borders.

International: Calls placed from a country other than the U.S.

Federal Universal Service Fund The USF contribution factor established by the Federal Communications Commission is applicable to telecommunications services and is adjusted by the FCC every calendar quarter.

Voice Over: Use of voice talents for recording of main greeting or extensions.

Bonus Minutes: Extra minutes that are credited to your account.

Set Up Support: Help setting up your account and customizing your features.



NC Name: **Woodland Hills - Warner Center**

Meeting Date: **August 14, 2024**

Budget Fiscal Year: **2024-2025**

Agenda Item No: **02 (24-068) Motion to Approve Budget Reallocation for Rollover Funds & StorQuest**

Board Motion and/or Public Benefit Statement (CIP and NPG):

Motion: the Treasurer is directed to use and file a new updated budget with City Clerk:
 1. Increasing our FY24-25 Total Budget from \$32,000 to \$36,555.64 [line 15] for receipt of FY23-24 Rollover Funds;
 2. Allocating \$400 more to the StorQuest subcategory [line 21] in the Office/Operational Expenditures Category; and
 3. Allocating the remaining \$4,155.64 in Rollover funds to the General Outreach (not yet allocated) subcategory [line 73] of our Outreach Budget Category, maintaining our required balanced budget [lines 113 through 126].

-Resigned Vacant

Motion continued on next page. Check Credit Card Board Member Reimbursement

Vote Count

Recused Board Members must leave the room prior to any discussion and may not return to the room until after the vote is complete.

| Board Member's First and Last Name | Board Position | Yes | No | Abstain | Absent | Ineligible | Recused | Notes |
|------------------------------------|--------------------|-----|----|---------|--------|------------|---------|-----------|
| Karen DiBiase | Area 1 Residential | X | | | | | | |
| Geoffrey Hobson | Area 1 Business | X | | | | | | |
| Shelley Schwartz | Area 1 C. B. O. | X | | | | | | |
| Reina Cerros-McCaughey | Area 1 Alternate | | | | | X | | Alternate |
| Julian Tu | Area 2 Residential | X | | | | | | |
| Masha Dowell | Area 2 Business | X | | | | | | |
| Peter Haber | Area 2 C. B. O. | X | | | | | | |
| Vacant | Area 2 Alternate | | | | | | | |
| Tracey Rosen | Area 3 Residential | X | | | | | | |
| Dean Matthew | Area 3 Business | | | | X | | | |
| Harout Aristakessian | Area 3 C. B. O. | X | | | | | | |
| Jayce Baron | Area 3 Alternate | X | | | | | | |
| Don Patterson | Area 4 Residential | X | | | | | | |
| Martin Lipkin | Area 4 Business | X | | | | | | |
| Dena Weiss | Area 4 C. B. O. | X | | | | | | |
| Vacant | Area 4 Alternate | | | | | | | |
| Steve Sommers | Area 5 Residential | X | | | | | | |
| Julie Waltrip | Area 5 Business | X | | | | | | |
| Vacant | Area 5 C. B. O. | | | | | | | |
| Vacant | Area 5 Alternate | | | | | | | |
| Bill Barnett | Area 6 Residential | X | | | | | | |
| Heath Kline | Area 6 Business | X | | | | | | |
| Vacant | Area 6 C. B. O. | | | | | | | |
| Vacant | Area 6 Alternate | | | | | | | |
| Kate Kennedy | Area 7 Residential | X | | | | | | |
| Rosaleen O'Sullivan | Area 7 Business | X | | | | | | |
| Joyce Fletcher | Area 7 C. B. O. | | | | X | | | |
| Vacant | Area 7 Alternate | | | | | | | |
| August Steurer | At-Large | X | | | | | | |
| Vacant | At-Large Alternate | | | | | | | |
| Vacant | Youth | | | | | | | |

| Vote Counts: | Yes | No | Abstain | Absent | Ineligible | Recused | Notes |
|-------------------------|-----------|----------|----------|----------|------------|----------|----------|
| Board Quorum: 13 | 19 | 0 | 0 | 2 | 1 | 0 | 1 |

We, the authorized signers of the above named Neighborhood Council, declare that the information presented on this form is accurate and complete, and that a public meeting was held in accordance with all laws, policies, and procedures. The above was approved by the Neighborhood Council Board, at a Brown Act compliant public meeting where a quorum of the Board was present.

Authorized Signature: *Heath Kline*

Authorized Signature: *Dena Weiss*

Print/Type Name: **Heath Kline, Treasurer**

Print/Type Name: **Dena Weiss, President**

Date: **August 14, 2024**

Date: **August 14, 2024**

**Neighborhood Council Funding Contribution Form
Congress of Neighborhoods/Budget Advocacy Special Accounts**

I, _____ (President or Vice-President [VP] name),
declare that I am the President or VP of the _____
Neighborhood Council (NC) and that on _____ (meeting date), a Brown Act-noticed public
meeting was held by the NC with a quorum of _____ (number) board members present and that by a
vote of ____ (number) Yea, ____ (number) Nay, and ____ (number) Abstentions, the NC approved
funding contribution(s) from our current Fiscal Year budget for the following Department of
Neighborhood Empowerment Special Account(s):

- Neighborhood Council Budget Day in the amount of:
*\$ _____ *By checking "Neighborhood Council Budget Day," you will be contributing to cover expenses associated with Budget Day, additional Budget workshops, and essential administrative needs.*
- Neighborhood Council Budget Advocacy (L.A. Charter Section 909) in the amount of:
*\$ _____
- L.A. Congress of Neighborhoods (LAAC 22.801) – Event in the amount of:
*\$ _____
- L.A. Congress of Neighborhoods (LAAC 22.801) – EmpowerLA Awards in the amount of:
*\$ _____

Therefore, the Neighborhood Council requests that the Office of the City Clerk, NC Funding Program issue payment from our NC's current Fiscal Year budget to the Department of Neighborhood Empowerment for the purpose(s) as indicated above.

Contributions for Neighborhood Council Budget Advocacy and the Congress of Neighborhoods support activities and programs that advance the purpose of the Neighborhood Council System as determined by the Department of Neighborhood Empowerment. Funds do not support any specific entity, alliance, or group.



Signature of President or VP

Date

=====

To request payment, the NC Treasurer must submit this completed form in the NC Funding System portal, Outreach Category, as the "Payment Request Document" along with the respective Board Action Certification (BAC) form. Forms must be submitted by the annual deadline for check payment requests (normally June 1st) in order to process the payment from current Fiscal Year funds.

*Please indicate a specific funding amount; Statements such as "unused funding for this fiscal year" will disqualify the payment request.

"Neighborhood Council Budget Day" *or*
"City of Los Angeles Budget Advocacy" *or*
"City of Los Angeles Congress of Neighborhoods - Event" *or*
"City of Los Angeles Congress of Neighborhoods - Awards"
Address: 200 N. Spring St., Suite 224, Los Angeles, CA 90012

- You may also search the respective Special Account in the Vendor section of the Funding System portal when submitting the payment request(s).
- Please submit separate payment requests for each Special Account contribution.



NC Name: **Woodland Hills - Warner Center**

Meeting Date: **August 14, 2024**

Budget Fiscal Year: **2024-2025**

Agenda Item No: **03 (24-069) Motion to Approve \$500 Funding for 24 Congress of Neighborhoods**

Board Motion and/or Public Benefit Statement (CIP and NPG):

Motion to contribute \$500.00 from this year's Budget; Outreach Category [line 44] in funding for the 2024 Congress of Neighborhoods, and the Funding Officers are directed to complete and submit the City Clerk's NC Funding Contribution Form [for the] Congress of Neighborhoods Special Account to affect this transfer [1 page].

-Resigned Vacant

Motion continued on next page.

Check Credit Card Board Member Reimbursement

Vote Count

Recused Board Members must leave the room prior to any discussion and may not return to the room until after the vote is complete.

| Board Member's First and Last Name | Board Position | Yes | No | Abstain | Absent | Ineligible | Recused | Notes |
|------------------------------------|--------------------|------------|-----------|----------------|---------------|-------------------|----------------|--------------|
| Karen DiBiase | Area 1 Residential | X | | | | | | |
| Geoffrey Hobson | Area 1 Business | X | | | | | | |
| Shelley Schwartz | Area 1 C. B. O. | X | | | | | | |
| Reina Cerros-McCaughey | Area 1 Alternate | | | | | X | | Alternate |
| Julian Tu | Area 2 Residential | X | | | | | | |
| Masha Dowell | Area 2 Business | X | | | | | | |
| Peter Haber | Area 2 C. B. O. | | X | | | | | |
| Vacant | Area 2 Alternate | | | | | | | |
| Tracey Rosen | Area 3 Residential | X | | | | | | |
| Dean Matthew | Area 3 Business | | | | X | | | |
| Harout Aristakessian | Area 3 C. B. O. | X | | | | | | |
| Jayce Baron | Area 3 Alternate | X | | | | | | |
| Don Patterson | Area 4 Residential | X | | | | | | |
| Martin Lipkin | Area 4 Business | X | | | | | | |
| Dena Weiss | Area 4 C. B. O. | X | | | | | | |
| Vacant | Area 4 Alternate | | | | | | | |
| Steve Sommers | Area 5 Residential | X | | | | | | |
| Julie Waltrip | Area 5 Business | | X | | | | | |
| Vacant | Area 5 C. B. O. | | | | | | | |
| Vacant | Area 5 Alternate | | | | | | | |
| Bill Barnett | Area 6 Residential | X | | | | | | |
| Heath Kline | Area 6 Business | X | | | | | | |
| Vacant | Area 6 C. B. O. | | | | | | | |
| Vacant | Area 6 Alternate | | | | | | | |
| Kate Kennedy | Area 7 Residential | X | | | | | | |
| Rosaleen O'Sullivan | Area 7 Business | X | | | | | | |
| Joyce Fletcher | Area 7 C. B. O. | | | | X | | | |
| Vacant | Area 7 Alternate | | | | | | | |
| August Steurer | At-Large | X | | | | | | |
| Vacant | At-Large Alternate | | | | | | | |
| Vacant | Youth | | | | | | | |
| Vote Counts: | | Yes | No | Abstain | Absent | Ineligible | Recused | Notes |
| Board Quorum: 13 | Total: | 17 | 2 | 0 | 2 | 1 | 0 | 1 |

We, the authorized signers of the above named Neighborhood Council, declare that the information presented on this form is accurate and complete, and that a public meeting was held in accordance with all laws, policies, and procedures. The above was approved by the Neighborhood Council Board, at a Brown Act compliant public meeting where a quorum of the Board was present.

Authorized Signature: *Heath Kline*

Authorized Signature: *Dena Weiss*

Print/Type Name: **Heath Kline, Treasurer**

Print/Type Name: **Dena Weiss, President**

Date: **August 14, 2024**

Date: **August 14, 2024**