

March 13, 2024 Regular Board Meeting Supporting Documents

Item No. 1 Monthly Expense Report (MER)

Monthly Expenditure Report



Reporting Month: February 2024

Budget Fiscal Year: 2023-2024

NC Name: Woodland Hills-Warner Center Neighborhood Council

| | | Monthly Cash Re | conciliation | | |
|-------------------|-------------|----------------------|--------------|-------------|---------------|
| Beginning Balance | Total Spent | Remaining Balance | Outstanding | Commitments | Net Available |
| \$33782.44 | \$1440.10 | \$32342.34 | \$6500.00 | \$0.00 | \$25842.34 |

| | | Monthly Cash Flo | ow Analysis | | | | |
|----------------------------------|--------------------|---------------------------|---------------------------|-----------------|---|--|--|
| Budget Category | Adopted Budget | Total Spent this Month | Unspent Budget Balance | Outstanding | Net Available \$18942.34 \$4000.00 \$2900.00 | | |
| Office | | \$569.57 | | \$0.00 | | | |
| Outreach | \$29430.46 | \$870.53 | \$23442.34 | \$4500.00 | \$18942.34 | | |
| Elections | | \$0.00 | | \$0.00 | | | |
| Community Improvement Project | \$4000.00 | \$0.00 | \$4000.00 | \$0.00 | \$4000.00 | | |
| Neighborhood Purpose Grants | \$7700.00 | \$0.00 | \$4900.00 | \$2000.00 | \$2900.00 | | |
| Funding Requests Unc | ler Review: \$0.00 | Encumbrar | nces: \$0.00 | Previous Expend | litures: \$7348.02 | | |

| | | | Expenditures | | | |
|---|---------------------------|------------|---|--------------------------------------|--------------|----------|
| # | Vendor | Date | Description | Budget Category | Sub-category | Total |
| 1 | PY STORQUEST - WOODLA | 02/01/2024 | February 24 rent payment for NC storage unit. | General Operations Expenditure | Office | \$271.00 |
| 2 | OFFICE DEPOT #661 | 02/08/2024 | Plastic literature holder for posting agendas at our new physical posting location FS-84. | General Operations Expenditure | Office | \$18.93 |
| 3 | EIG CONSTANTCONTACT.CO | 02/10/2024 | Constant Contact mass email SaaS for February 24 | General Operations Expenditure | Office | \$81.00 |
| 4 | GRASSHOPPER.COM | 02/13/2024 | Grasshopper virtual phone system SaaS for February 24 | General Operations Expenditure | Office | \$31.98 |
| 5 | OFFICE DEPOT #661 | 02/21/2024 | Budget line Office:Copies Outreach flyers explaining WHWCNC and stakeholder signup for NC social media. To be used at NC outreach booths at WHA Resource Fair, Grateful Hearts, and Onegeneration Sr outreach events. | General Operations Expenditure | Office | \$71.20 |
| 6 | SMART AND FINAL 324 | 02/23/2024 | Refreshments for NC outreach booth at WHA Resource Fair. | General Operations Expenditure | Office | \$45.47 |

| 7 | MICROSOFT STORE | 02/24/2024 | Budget Line Office:Software Upgrades; PDF X PDF software update license for creation & editing software needed by outreach chair to create content for NC website and social media and attachments to NC agendas. | General Operations Expenditure | Office | \$49.99 |
|---|-----------------|------------|---|--------------------------------------|----------|-----------|
| 8 | A3 Visual | 02/09/2024 | Motion: For the board to approve funding up to \$900.00 from the WHWCNC Budget / General Outreach to replace (4) double sided torn or missing WHWCNC Banners on poles on | General Operations Expenditure | Outreach | \$870.53 |
| | Subtotal: | | 1 | 1 | | \$1440.10 |

| | | | Outstanding Expenditures | | | |
|---|---|---------------------------------------|--|--------------------------------------|--------------|-----------|
| # | Vendor | Date | Description | Budget Category | Sub-category | Total |
| 1 | ONEgeneration | 02/26/2024 | Motion to approve \$1,000 in funding from Board approved WHWCNC 2023-2024 Budget (General Outreach Expenditure) to allow participation in the One Generation Senior Symposium on J | General Operations Expenditure | Outreach | \$1000.00 |
| 2 | Woodlake Ave Elementary PTSA | 02/2//2024 board passes the following | | Neighborhood Purpose Grants | | \$2000.00 |
| 3 | Valley Cultural Center DBA Valley Cultural Foundation | 02/28/2024 | Motion to approve \$3,500 in funding from the Board approved WHWCNC 2023-2024 Budget (General Outreach Expenditure) to purchase a WHWCNC outreach booth at the Valley Cultural Fou | General Operations Expenditure | Outreach | \$3500.00 |
| | Subtotal: Outstanding | g | | · | | \$6500.00 |

5 1184 StorQuest - Woodland Hills / Canoga 6030 Canoga Ave Woodland Hills, CA 91367 (818) 593-9052

Paul Lawler 20929 Ventura Blvd. Ste 47-535 Woodland Hills, CA 91367

Account Number: 1114354

DETACH UPPER PORTION AND RETURN IT WITH YOUR CHECK PAYMENT

MONTHLY INVOICE

IMPORTANT INFORMATION

It's a pleasure to serve you at 1184 StorQuest - Woodland Hills / Canoga. Kindly remit the amount due before the Payment Due Date below. You can pay by (1) credit card, (2) check, (3) cashier's check or (4) money order. Your canceled check or the cashier's check paperwork will serve as your receipt.

Questions about your Invoice? Please call your 1184 StorQuest - Woodland Hills / Canoga Manager at (818) 593-9052.

| Date | Description | Charge | Tax | Payment | Balance |
|----------|---|----------|--------|---------|----------|
| 2/1/2024 | Rent Unit 3149 - 10x7.5x0 | \$259.00 | \$0.00 | \$0.00 | \$259.00 |
| 2/1/2024 | Xercor Insurance Services LLC - \$3,000.00 | \$12.00 | \$0.00 | \$0.00 | \$271.00 |

Total Due: \$271.00

Notice Date: 1/17/2024 Payment Due Date: 2/1/2024

You can pay your bill online by visiting , over the phone by calling (818) 593-9052 by mail, or in person at 1184 StorQuest - Woodland Hills / Canoga. Each month your payment can be automatically charged to your credit card, just ask us for an Autopay card and we'll take care of the rest.

Thank you for renting from 1184 StorQuest - Woodland Hills / Canoga, we appreciate your business!

| Office of the City Clerk | | | - | | diarid F | | | A m | | | | |
|--|--|---|--|----------------------------|------------------------------|--------------------------------------|--|--|--|--|--|--|
| dministrative Services Division Neighborhood Council (NC) Funding Prog | ram | | 1 | 1.00 | | | | | | | | |
| Board Action Certification (BAC) Form NC Name: Woodland Hills - Warner | Center | | Meeting Date: November 8, 2023 | | | | | | | | | |
| Budget Fiscal Year: 2023-2024 | | | Agenda Item No: 2 (23-069)) \$1,000 Budget Reallocation to Provide Funds for Refreshments | | | | | | | | | |
| Board Motion and/or Public Benefit Statement (CIP and NPG): | file it with the City 1.)Reduce by \$1,00 | Clerk as requ 00 the Outre 00 the Offic | iired: ach Expente e/Operation | diture Cate onal Expend | gory from \$: iture Categ | 16,050.00 to ory from \$1: | o \$15,050.00 1,901.56 to \$1 | 24 NC Annual Budget and 2,901.56 and <i>add</i> the vents \$1,000. | | | | |
| Method of Payment: (Select One) | Motion contin | ued on nev | tnage | | | | | Member Reimbursement | | | | |
| | Board Members must lear | | | cussion and m | | | V | ote Count | | | | |
| Board Member's First and Last Name | Board Position | Yes | No | Abstain | Absent | Ineligible | Recused | Notes | | | | |
| Karen DiBiase | Area 1 Residential | Х | | | | | | | | | | |
| Geoffreey Hobson | Area 1 Business | Х | | | | | | | | | | |
| Shelley Schwartz | Area 1 C. B. O. | Х | | | | | | | | | | |
| Reina Cerros-McCaughey | Area 1 Alternate | | | | х | | | Alternate | | | | |
| Vacada ////////////////////////////////// | Area T Alternate | | | | | | | | | | | |
| Paul Lawler | //Residentia/// | /////// X | | | | | <i>\////////////////////////////////////</i> | | | | | |
| Vacant | Area 2 Business | ^ | | | | | | | | | | |
| | Area 2 C. B. O. | | | | | | | | | | | |
| Vacant | Area 2 Alternate | | | | | | | | | | | |
| Tracey Rosen | Area 3 Residential | х | | | | | | | | | | |
| /acant | Area 3 Business | | | | | | | | | | | |
| /acant | Area 3 C. B. O. | | | | | | | | | | | |
| Harout Aristakessian | Area 3 Alternate | Х | | | | | | | | | | |
| Don Patterson | Area 4 | Х | | | | | | | | | | |
| Martin Lipkin | Residential Area 4 Business | Х | | | | | | | | | | |
| Dena Weiss | Area 4 C. B. O. | Х | | | | | | | | | | |
| Rachel Tabak - Resigned Vac ? | Area 4 Alternate | | | | | | | | | | | |
| Christopher Waddy | Area 5 | | | | х | | | | | | | |
| Julie Waltrip | Residential | х | | | | | | | | | | |
| | Area 5 Business | ~ | | | X | | | | | | | |
| Theresa Campbell | Area 5 C. B. O. | | | | ~ | | | | | | | |
| Vacant | Area 5 Alternate Area 6 | | | | | | | | | | | |
| /acant | Residential | | | | | | | | | | | |
| Mihran Kalaydjian | Area 6 Business | | | | х | | | | | | | |
| Heath Kline | Area 6 C. B. O. | х | | | | | | | | | | |
| Vacant | Area 6 Alternate | | | | | | | | | | | |
| /acant | Area 7 Residential | | | | | | | | | | | |
| Vacant | Area 7 Business | | | | | | | | | | | |
| Joyce Fletcher | Area 7 C. B. O. | х | | | | | | | | | | |
| /acant | Area 7 Alternate | | | | | | | | | | | |
| August Steurer | At-Large | Х | | | | | | | | | | |
| Bobbie Wasserman | At-Large | | | | | Х | | Alternate | | | | |
| /acant | Alternate Youth | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | Vote Counts: | Yes | No | Abstain | Absent | Ineligible | Recused | Notes | | | | |
| Board Quorum: 12 | | | | | | | | | | | | |
| laws, policies, and procedures. The above was approved by the Neighborhood Council Board Authorized Signature | | | | | public meeting | wnere a quorum | or the board was p | esent. | | | | |
| | | | Print/Type Name: Dena Weiss, President | | | | | | | | | |
| | | | Date: NOV | ember 8, | 2023 | | | NCFP 101 BAC Rev020118 V HV | | | | |

| WHWCNC Annual Budgert FY2023-2024 As Adjusted & Adopted 9/13/23 BAC 3 (23-053) | Budget | | 3 | September | | | | | | March | April | May | June | Ytd Spent | Budget | Avai |
|--|--------------------------|---|---------------|------------|----------------------|-------------------|--------------------|---------------|-----------------|---------------|----------------|---------------|--------------|--------------------------|--------------------------|------------------|
| As Adjusted & Adopted 11/08/23 BAC 2 (23-069) | Allocation | | | | | | | | | | | | | | | |
| Spending trxs updated through 01/03/2024 | | | | | | | | | | | | | | | | |
| Annual Budget Funds | \$32,000.00 | | | | | | | | | | | | | | | |
| Rollover Funds [RO-Supplementa Fundsl Realocation] BAC 3 (23-053) | \$10,000.00 | | | | | | | | | | | | | | | |
| Adjustments (Sept Expenses Pd by City Clerk Grasshopper \$62.54 & StorQuest \$268) Adjustments (Oct Expenses Pd by City Clerk Grasshopper \$ & StorQuest \$268 10/1/23) | (\$330.54) (\$268.00) | | | | | | | | | | | | | | | |
| | (\$268.00) | | | | | | | | | | | | | | | |
| Adjustment-Dec NC expenses Pd by City Clerk CC StorQ charged in Error | (\$271.00) | | | | | | | | | | | | | | | |
| Total Adjustments Total Annual Budget Funds | \$41,130.46 | | | | | | | | | | | | | | | |
| rotal Annual Budget Funds | \$41,130.46 | | | | | | | | | | | | | | | |
| Office/Operational Expenditures Category | | | | | | | | | | | | | | Ytd Spent | Office/Opps Budget | Avai |
| | | | | | | | | Past Due - Es | timate | | | | | | | |
| Space Rental Board Meetings | \$1,200.00 | | | | 268 JH CC CC : | | | | | | | | | \$500.00 | \$1,200.00 | \$7 |
| NC Storage StorQuest | \$2,940.00 | \$268.00 | | \$268.00 | \$539.00 | | \$271.00 | \$271.00 | | | | | | \$1,617.00 | \$2,940.00 | \$1,3 |
| Phone System - Grasshopper | \$1,200.00 | | | \$62.54 | \$31.89 | \$30.89 | \$30.89 | | | | | | | \$188.11 | \$1,200.00 | \$1,0 |
| Adjustment- Sept NC expenses Pd by City Clerk during credit card transistion Adjustment- Oct NC expenses Pd by City Clerk during credit card transistion | (\$330.54) (\$268.00) | | | (\$330.54) | (\$268.00) | | | | | | | | | (\$330.54) (\$268.00) | (\$330.54) (\$268.00) | |
| | | | | | (\$268.00) |] | (\$271.00) | | | | | | | (\$268.00) | (\$268.00) | : |
| Adjustment-Dec NC expenses Pd by City Clerk CC StorQ charged in Error | (\$271.00) | | | | | | (\$271.00) | | | | | | | | | |
| Constant Contact | \$960.00 | (Paul exp to wrong sub account in Jly) | \$81.00 | | \$162.00 | \$81.00 | \$81.00 | | | | | | | \$405.00 | \$960.00 | \$5 |
| Software Upgrades | \$960.00 | account in sty) | 201.UU | | HK NC CC for 9 | | \$01.UU | | | | | | | \$405.00 | \$200.00 | \$2 |
| Mail Box Rental (UPS PMB) | \$200.00 | \$516.00 | | | The rector of a | | ARC Gran | hics Past Due | Estimate | | | | | \$516.00 | \$200.00 | \$2 (\$ |
| Office Supplies and Printing | \$2,000.00 | \$310.00 | | | | | , inc orapi | \$ 200.00 | | | | | | \$200.00 | \$2,000.00 | \$1,8 |
| Paper and Ink | \$500.00 | | | | | | | - 200.00 | | | | | | \$200.00 | \$2,000.00 | \$1,0 \$5 |
| Email and Web Hosting and Support (RO Funds) | \$3,000.00 | | | | \$520.56 | \$208,50 | [BAC passed | that potentia | llv spends all | remaining fu | nds in this ca | t for new G-M | ail hostinal | \$729.06 | \$3,000.00 | \$2,2 |
| Food & Refreshments For NC Meetings, Retreats, & Outreach Events | | Added 11/8/2 | 23 | | Wendy Moore Inv CK | | | | , spends un | | | | | <i>\$123.00</i> | \$1,000.00 | <i>42,2</i> |
| i od a nenesimenti foi ne meeting, nenedit, a odrean zienti | \$1,000.00 | 1000011/0/1 | | | manay maare no co | interior interior | 5. med 200 11/1/13 | | | | | | | | | |
| Total Office/Operational Expenditures | \$12,630.46 | Increased by | \$1,000 11/8 | /23 | | | | | | | | | | \$3,556.63 | \$12,901.46 | \$8,3 |
| | | | | | | | | | | | | | | | | |
| Outreach Expenditures Category | | | | | | | | | | | | | | | Outreach | |
| | | | | | | | | | | | | | | Ytd Spent | Budget | Ava |
| Social Media | \$300.00 | | | | | | | | | | | | | \$0.00 | \$300.00 | \$3 |
| Warner Center News | \$750.00 | | | | | | | | | | | | | \$0.00 | \$750.00 | \$7 |
| Valley Cultural - Summer Concert Series Outreach Booth WC Park | \$3,000.00 | | | | | | | | | | | | | \$0.00 | \$3,000.00 | \$3,0 |
| One Generation Sr Fair Outreach Booth | \$1,000.00 | | | | | | | | | | | | | \$0.00 | \$1,000.00 | \$1,0 |
| Website Webmaster | | Bluehost Domain | | | | | | | | | | | | \$0.00 | \$2,000.00 | \$2,0 |
| Website Hosting | \$900.00 | | Cong of NC | | | | | | | | | | | \$19.99 | \$900.00 | \$8 |
| General Outreach | \$1,900.00 | \$81.00 | \$500.00 | | | | | 4500.00 | | | | | | \$581.00 | \$1,900.00 | \$1,3 |
| Greatful Hearts & Disaster Prep Booth \$500 3 (23-070) 11/8/23 | \$500.00 | | | | | | | \$500.00 | CK Request 1 | 12/19/23 Issu | ed 12/19/23 | | | \$500.00 | \$500.00 | |
| Replace Damaged NC Pole Banners \$900 4 (23-071) 11/8/23 | \$900.00 | | | | | | | \$870.53 | CK Request 1 | 12/19/23 Pen | ing Clerk Apr | VI | | \$870.53 \$0.00 | \$900.00 \$3,800.00 | ¢2 o |
| General Outreach [RO] (from Rollover Funds to balance) | \$3,800.00 | Constant Cont Paul exp to wrong G | it | | | | | | | | | | | \$0.00 | | \$3,8 |
| Total Outreach Expenditures | \$15,050.00 | Decreaed by | \$1,000 11/8, | /23 | | | | | | | | | | \$1,971.52 | \$15,050.00 | \$13,0 |
| | | | | | | | | | | | | | | | Elections | |
| Election Expenditures | | | | | | | | | | | | | | Ytd Spent | Budget | Ava |
| Westfield for Rose Goldwater Cmnt Cntr 6/18/23 NC Election Venue (RO) | \$750.00 | | | | \$750.00 Pd by CK | | | | | | | | | \$750.00 | \$750.00 | |
| Total Election Expenditures | \$750.00 | _ | | | ra by ca | | | | | | | | | \$750.00 | \$750.00 | |
| | | | | | | | | | | | | | | | NPGs | |
| Neighborhood Purposes Grants (NPG) Expenditures Category | | | | | | | | | | | | | | Ytd Spent | Budget | Ava |
| West Valley Food Panty [BAC 6-23-063 Passed 10/12/23] | \$2,000.00 | | | | \$2,000,00 | [City Clerk D | enied, Polici | | | | | | | \$2,000.00 | \$2,000.00 | Ava |
| Pierce College Foundation - Brahma Bodega [BAC 7-23-064 Passed 10/12/23] | | | | | | [City Clerk D | | | | mit w/Doc Ar | nroved and p | aid 11/7/221 | | \$1,500.00 | \$1,500.00 | |
| Lions of Lockhurst PTO - Garden Project [BAC 10-23-083 Passed 12/13/23] | \$1,300.00 | | | | | Long Clerk D | \$1,300.00 | Submitted 1 | 2/17/23 Pd 1 | 2/21/23 | | | | \$1,300.00 | \$1,300.00 | |
| Remaining General NPG Funds Not Yet Allocated | \$2,900.00 | | | | | | ÷1,500.00 | | ., _,, _, _, 1. | , _ 1, 23 | | | | \$0.00 | \$2,900.00 | \$2,9 |
| | , | | | | | | | | | | | | | \$4,800.00 | \$7,700.00 | \$2,9 |
| Total NPG Expenditures | \$7,700.00 | | | | | | | | | | | | | ·\$4,000.00 | \$7,700.00 | ş2, |
| | | | | | | | | | | | | | | | CIPs | |
| Community Improvement Projects (CIP) Expenditures Category | | | | | | | | | | | | | | Ytd Spent | Budget | Ava |
| Enviromental Project | \$1,000.00 | | | | up to \$300.0 | 0 BAC 23-0 | 55 for wagor | 1 | | | | | | \$0.00 | \$1,000.00 | \$1,0 |
| Homeless Project | \$1,000.00 | | | | | | | | | | | | | \$0.00 | \$1,000.00 | \$1,0 |
| Public Safety Project | \$1,000.00 | | | | | | | | | | | | | \$0.00 | \$1,000.00 | \$1,0 |
| Education Project | \$1,000.00 | | | | | | | | | | | | | \$0.00 | \$1,000.00 | \$1,0 |
| Community Services Project | \$1,000.00 | | | | | | | | | | | | | \$0.00 | \$1,000.00 | \$1,0 |
| Total CIP Expenditures Category | \$5,000.00 | | | | | | | | | | | | | \$0.00 | \$5,000.00 | \$5,0 |
| | | | | | | | | | | | | | | | Total | |
| TOTAL ANNUAL BUDGET ALLOCATIONS | | \$916.89 | \$581.00 | \$0.00 | \$5,235.45 | \$320.39 | \$1,411.89 | \$2,341.53 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | YTD Spent \$11,078.15 | Budget \$41,401.46 | Unspe \$30,32 |
| | | | | | | | | | | | | | | | | |
| Office/Operational Expenditures | \$12,630.46 | | | | | | | | | | | | | | | |
| Outreach Expenditures | \$15,050.00 | | | | | | | | | | | | | | | |
| Election Expenditures | \$750.00 | | | | | | | | | | | | | | | |





| Office of the City Clerk | | | - | | वी,साव । | | | A are | | | | |
|---|--|--|--|-----------------------------|------------------------------|--------------------------------------|--|--|--|--|--|--|
| dministrative Services Division Neighborhood Council (NC) Funding Prog | ram | | 1 | 1. C.I. | | | | | | | | |
| Board Action Certification (BAC) Form NC Name: Woodland Hills - Warner | Center | | Meeting Date: November 8, 2023 | | | | | | | | | |
| Budget Fiscal Year: 2023-2024 | | | Agenda Item No: 2 (23-069)) \$1,000 Budget Reallocation to Provide Funds for Refreshments | | | | | | | | | |
| Board Motion and/or Public Benefit Statement (CIP and NPG): | file it with the City 1.)Reduce by \$1,00 | Clerk as requ 00 the Outre 00 the Offic | iired: ach Expente e/Operation | diture Cate onal Expend | gory from \$: iture Categ | 16,050.00 to ory from \$1: | o \$15,050.00 1,901.56 to \$1 | 24 NC Annual Budget and 2,901.56 and <i>add</i> the vents \$1,000. | | | | |
| Method of Payment: (Select One) | Motion contir | ued on nex | t nage | | | | dit Card 🗌 Board I | Member Reimbursement | | | | |
| | Board Members must lea | | | cussion and m | | | V | ote Count | | | | |
| Board Member's First and Last Name | Board Position | Yes | No | Abstain | Absent | Ineligible | Recused | Notes | | | | |
| Karen DiBiase | Area 1 Residential | Х | | | | | | | | | | |
| Geoffreey Hobson | Area 1 Business | Х | | | | | | | | | | |
| Shelley Schwartz | Area 1 C. B. O. | Х | | | | | | | | | | |
| Reina Cerros-McCaughey | Area 1 Alternate | | | | х | | | Alternate | | | | |
| V66884////////////////////////////////// | ////Aves/2//// | | | | | | | | | | | |
| ////////////////////////////////////// | Area 2 Business | /////// X | /////// | | <u>aaaaa</u> | | <u> ////////////////////////////////////</u> | | | | | |
| Vacant | Area 2 Business | ~ | | | | | | | | | | |
| Vacant | Area 2 C. B. O. | | | | | | | | | | | |
| | Area 2 Alternate Area 3 | | | | | | | | | | | |
| Tracey Rosen | Residential | Х | | | | | | | | | | |
| /acant | Area 3 Business | | | | | | | | | | | |
| /acant | Area 3 C. B. O. | | | | | | | | | | | |
| Harout Aristakessian | Area 3 Alternate | Х | | | | | | | | | | |
| Don Patterson | Area 4 Residential | Х | | | | | | | | | | |
| Martin Lipkin | Area 4 Business | Х | | | | | | | | | | |
| Dena Weiss | Area 4 C. B. O. | Х | | | | | | | | | | |
| Rachel Tabak - Resigned Vac ? | Area 4 Alternate | | | | | | | | | | | |
| Christopher Waddy | Area 5 | | | | Х | | | | | | | |
| Julie Waltrip | Residential Area 5 Business | Х | | | | | | | | | | |
| Theresa Campbell | | | | | Х | | | | | | | |
| Vacant | Area 5 C. B. O. | | | | | | | | | | | |
| Vacant | Area 5 Alternate Area 6 | | | | | | | | | | | |
| | Residential | | | | X | | | | | | | |
| Mihran Kalaydjian | Area 6 Business | | | | X | | | | | | | |
| Heath Kline | Area 6 C. B. O. | х | | | | | | | | | | |
| Vacant | Area 6 Alternate | | | | | | | | | | | |
| Vacant | Area 7 Residential | | | | | | | | | | | |
| Vacant | Area 7 Business | | | | | | | | | | | |
| Joyce Fletcher | Area 7 C. B. O. | х | | | | | | | | | | |
| Vacant | Area 7 Alternate | | | | | | | | | | | |
| August Steurer | At-Large | х | | | | | | | | | | |
| Bobbie Wasserman | At-Large | | | | | х | | Alternate | | | | |
| /acant | Alternate Youth | | | | | | | | | | | |
| | Vote Counts: | Yes | No | Abstain | Absent | Ineligible | Recused | Notes | | | | |
| Board Quorum: 12 | Total: | | 0 | | Absent 4 | 1 | C C C C C C C C C C C C C C C C C C C | | | | | |
| Ve, the authorized signers of the above named | | formation presented on this form is accurate and complete, and that a public meeting was held in accordance with all ard, at a Brown Act compliant public meeting where a quorum of the Board was present. | | | | | | | | | | |
| H Mine Notaria Hoath Kline Treasurer | | | Authorized Signature: | | | | | | | | | |
| | | | | me: Dena ember 8, | | esident | | NCFP 101 BAC Rev020118 V/HW | | | | |
| ate: November 8, 2023 | | | Date: NOV | ennuer 8 | , 2023 | | | NCPP 101 BAC REVUZUI18 WHW | | | | |

| WHWCNC Annual Budgert FY2023-2024 As Adjusted & Adopted 9/13/23 BAC 3 (23-053) | Budget | ouly (Paul) | August | September | October | November | December | January | rebruary | March | April | May | June | Ytd Spent | Budget | Avail |
|---|----------------------------|---|---------------|-----------------------|--------------------------------|-------------------------|--------------------|----------------|----------------|----------------|-----------------|--------------|--------------|---|--------------------------|---------------------|
| s Adjusted & Adopted 11/08/23 BAC 2 (23-069) | Allocation | | | | | | | | | | | | | | | |
| bending trxs updated through 01/03/2024 | | | | | | | | | | | | | | | | |
| nnual Budget Funds | \$32,000.00 \$10,000.00 | | | | | | | | | | | | | | | |
| ollover Funds [RO-Supplementa Fundsl Realocation] BAC 3 (23-053) djustments (Sept Expenses Pd by City Clerk Grasshopper \$62.54 & StorQuest \$268) | (\$330.54) | | | | | | | | | | | | | | | |
| djustments (Oct Expenses Pd by City Clerk Grasshopper \$ & StorQuest \$268 10/1/23) | (\$268.00) | | | | | | | | | | | | | | | |
| djustment-Dec NC expenses Pd by City Clerk CC StorQ charged in Error | (\$271.00) | | | | | | | | | | | | | | | |
| otal Adjustments otal Annual Budget Funds | (\$869.54) \$41,130.46 | | | | | | | | | | | | | | | |
| otal Annual Budget Funds | \$41,130.46 | | | | | | | | | | | | | | Office/Opps | |
| Office/Operational Expenditures Category | | | | | | | LALICO | Past Due - Es | timata | | | | | Ytd Spent | Budget | Avail |
| pace Rental Board Meetings | \$1,200.00 | | | JH CC CC 9/9/23 | 268 JH CC CC 1 | 0/1/23 + 271 | HK CC 10/31 | \$500.00 | unate | | | | | \$500.00 | \$1,200.00 | \$700 |
| C Storage StorQuest | \$2,940.00 | \$268.00 | | \$268.00 | \$539.00 | | \$271.00 | \$271.00 | | | | | | \$1,617.00 | \$2,940.00 | \$1,323 |
| hone System - Grasshopper | \$1,200.00 | \$31.90 | | \$62.54 (\$330.54) | \$31.89 | \$30.89 | \$30.89 | | | | | | | \$188.11 (\$330.54) | \$1,200.00 (\$330,54) | \$1,011 \$0 |
| djustment- Sept NC expenses Pd by City Clerk during credit card transistion djustment- Oct NC expenses Pd by City Clerk during credit card transistion | (\$330.54) (\$268.00) | | | (\$330.54) | (\$268.00) | | | | | | | | | (\$330.54) (\$268.00) | (\$330.54) (\$268.00) | \$0 \$0 |
| djustment-Dec NC expenses Pd by City Clerk CC StorQ charged in Error | (\$271.00) | | | | | , | (\$271.00) | | | | | | | (,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,, | (*, | |
| | 40.00 00 | (Paul exp to wrong sub account in IIv) | 404.00 | | 4469.00 | 404.00 | 404.00 | | | | | | | 4.05.00 | 4050.00 | 4000 |
| onstant Contact oftware Upgrades | \$960.00 \$200.00 | sub account in Jly) | \$81.00 | | \$162.00 HK NC CC for 5 | | \$81.00 | | | | | | | \$405.00 \$0.00 | \$960.00 \$200.00 | \$555 \$200 |
| fail Box Rental (UPS PMB) | \$500.00 | \$516.00 | | | | cpr a oct | ARC Grap | hics Past Due | Estimate | | | | | \$516.00 | \$500.00 | (\$16 |
| ffice Supplies and Printing | \$2,000.00 | | | | | | | \$ 200.00 | | | | | | \$200.00 | \$2,000.00 | \$1,800 |
| aper and Ink mail and Web Hosting and Support (RO Funds) | \$500.00 \$3.000.00 | | | | ¢520.56 | ¢209 E0 | IRAC parcod | that not ontil | llu coorde all | remaining fur | nde in this car | for now C.N | all bosting] | \$0.00 \$729.06 | \$500.00 \$3,000.00 | \$500 \$2.270 |
| ood & Refreshments For NC Meetings, Retreats, & Outreach Events | | Added 11/8/2 | 23 | | \$520.50 Wendy Moore Inv CK | | | that potentit | ny spenas an | remaining jur | ias in this ca | Jor new G-IV | an nostingj | \$729.06 | \$3,000.00 | \$2,270 |
| ou a nenesimento for ne meetings, neareata, a oureach esento | <i>\$1,000.00</i> | /////////////////////////////////////// | | | wenty motie in cr | interest interesting in | 5. meq 500 11/1/15 | | | | | | | | | |
| | | | | | | | | | | | | | | \$3,556.63 | \$12,901.46 | \$8,344 |
| otal Office/Operational Expenditures | \$12,630.46 | Increased by | \$1,000 11/8/ | 23 | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | |
| Outreach Expenditures Category | | | | | | | | | | | | | | | Outreach | |
| ocial Media | \$300.00 | | | | | | | | | | | | | Ytd Spent \$0.00 | Budget \$300.00 | Avail \$300 |
| /arner Center News | \$750.00 | | | | | | | | | | | | | \$0.00 | \$750.00 | \$750 |
| alley Cultural - Summer Concert Series Outreach Booth WC Park | \$3,000.00 | | | | | | | | | | | | | \$0.00 | \$3,000.00 | \$3,000 |
| ne Generation Sr Fair Outreach Booth | \$1,000.00 | | | | | | | | | | | | | \$0.00 | \$1,000.00 | \$1,000 |
| Vebsite Webmaster Vebsite Hosting | \$2,000.00 \$900.00 | | Cong of NC | | | | | | | | | | | \$0.00 \$19.99 | \$2,000.00 \$900.00 | \$2,000 \$880 |
| Seneral Outreach | \$1,900.00 | \$81.00 | \$500.00 | | | | | | | | | | | \$581.00 | \$1,900.00 | \$1,319 |
| Greatful Hearts & Disaster Prep Booth \$500 3 (23-070) 11/8/23 | \$500.00 | | | | | | | | | 12/19/23 Issue | | | | \$500.00 | \$500.00 | \$0 |
| Replace Damaged NC Pole Banners \$900 4 (23-071) 11/8/23 Seneral Outreach [RO] (from Rollover Funds to balance) | \$900.00 \$3,800.00 | | | | | | | \$870.53 | CK Request | 12/19/23 Penc | ling Clerk Apr | vl | | \$870.53 \$0.00 | \$900.00 \$3,800.00 | \$29 \$3,800 |
| Seneral Outreach [KOJ (from Rollover Funds to balance) | | Constant Cont Paul exp to wrong o | et. | | | | | | | | | | | \$0.00 | \$3,800.00 | \$3,800. |
| Fotal Outreach Expenditures | \$15,050.00 | | | 23 | | | | | | | | | | \$1,971.52 | \$15,050.00 | \$13,078 |
| | | | | | | | | | | | | | | | Elections | |
| Election Expenditures Westfield for Rose Goldwater Cmnt Cntr 6/18/23 NC Election Venue (RO) | \$750.00 | | | | \$750.00 | | | | | | | | | Ytd Spent \$750.00 | Budget \$750.00 | Avail |
| Westfield for Rose Goldwater Cmnt Cntr 6/18/23 NC Election Venue (RU) | \$750.00 | | | | \$750.00 Pd by CK | | | | | | | | | \$750.00 | \$750.00 | \$0. |
| Fotal Election Expenditures | \$750.00 | | | | | | | | | | | | | \$750.00 | \$750.00 | \$O. |
| leighborhood Purposes Grants (NPG) Expenditures Category | | | | | | | | | | | | | | | NPGs | |
| | | | | | | | | | | | | | | Ytd Spent | Budget | Avail |
| Vest Valley Food Panty [BAC 6-23-063 Passed 10/12/23] ierce College Foundation - Brahma Bodega [BAC 7-23-064 Passed 10/12/23 | \$2,000.00 \$1.500.00 | | | | | [City Clerk D | | | | mit w/Doc Ap | nround and f | ald 11/7/221 | | \$2,000.00 \$1.500.00 | \$2,000.00 \$1,500.00 | \$0 \$0 |
| ions of Lockhurst PTO - Garden Project [BAC 10-23-083 Passed 12/13/23] | \$1,500.00 | | | | \$1,500.00 | LCITY CIERK D | | Submitted 1 | | | proved and F | aid 11/7/23] | | \$1,300.00 | \$1,300.00 | \$0 \$0 |
| emaining General NPG Funds Not Yet Allocated | \$2,900.00 | | | | | | \$1,500.00 | Jubiniticu 1 | ., 17, 25 10 1 | 2/22/23 | | | | \$0.00 | \$2,900.00 | \$2,900 |
| | | | | | | | | | | | | | | \$4,800.00 | \$7,700.00 | \$2,900 |
| otal NPG Expenditures | \$7,700.00 | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | CIPs | |
| community Improvement Projects (CIP) Expenditures Category | | | | | | | - (| | | | | | | Ytd Spent | Budget | Avail |
| nviromental Project Iomeless Project | \$1,000.00 \$1,000.00 | | | | up to \$300.0 |) BAC 23-06 | 5 for wagon | , | | | | | | \$0.00 \$0.00 | \$1,000.00 \$1,000.00 | \$1,000 \$1,000 |
| ublic Safety Project | \$1,000.00 | | | | | | | | | | | | | \$0.00 | \$1,000.00 | \$1,000 |
| ducation Project | \$1,000.00 | | | | | | | | | | | | | \$0.00 | \$1,000.00 | \$1,000 |
| ommunity Services Project | \$1,000.00 | | | | | | | | | | | | | \$0.00 | \$1,000.00 | \$1,000 |
| otal CIP Expenditures Category | \$5,000.00 | | | | | | | | | | | | | \$0.00 | \$5,000.00 | \$5,000 |
| | | | | | | | | | | | | | | | Total | |
| OTAL ANNUAL BUDGET ALLOCATIONS | | \$916.89 | \$581.00 | \$0.00 | \$5 235 45 | \$320.39 | \$1 411 99 | \$2 341 52 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | YTD Spent \$11,078.15 | Budget \$41,401.46 | Unspent \$30,323 |
| | | \$210.89 | \$281.00 | \$0.00 | əə,235.45 | \$520.39 | şı,411.89 | \$2,541.53 | ŞU.UU | \$0.00 | \$0.00 | \$U.UU | ŞU.UU | ¥11,076.15 | ə41,401.40 | 330,323. |
| Office/Operational Expenditures | \$12,630.46 | | | | | | | | | | | | | | | |
| Outreach Expenditures Election Expenditures | \$15,050.00 \$750.00 | | | | | | | | | | | | | | | |
| eneral and Operational Expenditures | \$28,430.46 | | | | | | | | | | | | | | | |
| PG Expenditures | \$7,700.00 | | | | | | | | | | | | | | | |
| IP Expenditures Category | \$5,000.00 | | | | | | | | | | | | | | | |



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: 02/10/2024 User Name:

Invoices from 02/03/2024 to 02/10/2024

Date Description

02/10/2024 Invoice #1707556938

Charge Amount Credit Amount \$81.00

Constant Contact - Email Plus

1501-2500 Contacts Highest contact count: 1567 From 01/10/2024 to 02/10/2024

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: 02/10/2024 User Name:

Payments from 02/03/2024 to 02/10/2024

| Date | Description | Charge Amount C | redit Amount |
|------|--|------------------------|--------------|
| | Payment - Credit Card (MasterCard) **********7237 | | \$81.00 |

Billing questions? Contact Support

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

| Office of the City Clerk | | | - | 1 | diand F | | | A an | | | | |
|--|--|---|--|---|------------------------------|--------------------------------------|--|--|--|--|--|--|
| Neighborhood Council (NC) Funding Prog | ram | | ~ | a de la composición d | | | | | | | | |
| Board Action Certification (BAC) Form NC Name: Woodland Hills - Warner | Center | | Meeting Date: November 8, 2023 | | | | | | | | | |
| Budget Fiscal Year: 2023-2024 | | | Agenda Item No: 2 (23-069)) \$1,000 Budget Reallocation to Provide Funds for Refreshments | | | | | | | | | |
| Board Motion and/or Public Benefit Statement (CIP and NPG): | file it with the City 1.)Reduce by \$1,00 | Clerk as requ 00 the Outre 00 the Offic | uired: ach Expente e/Operation | diture Cate | gory from \$: iture Categ | 16,050.00 to ory from \$1: | o \$15,050.00 1,901.56 to \$1 | 24 NC Annual Budget and 2,901.56 and <i>add</i> the vents \$1,000. | | | | |
| Method of Payment: (Select One) | Motion contir | ued on nex | t nage | | | | dit Card 🗌 Board I | Member Reimbursement | | | | |
| | Board Members must lea | | | cussion and m | | | V | ote Count | | | | |
| Board Member's First and Last Name | Board Position | Yes | No | Abstain | Absent | Ineligible | Recused | Notes | | | | |
| Karen DiBiase | Area 1 Residential | Х | | | | | | | | | | |
| Geoffreey Hobson | Area 1 Business | Х | | | | | | | | | | |
| Shelley Schwartz | Area 1 C. B. O. | Х | | | | | | | | | | |
| Reina Cerros-McCaughey | Area 1 Alternate | | | | х | | | Alternate | | | | |
| Vacada ////////////////////////////////// | Area T Alternate | | | | | | | | | | | |
| Paul Lawler | //Residentia/// | /////// X | | | | | <i>\////////////////////////////////////</i> | | | | | |
| Paul Lawier Vacant | Area 2 Business | ^ | | | | | | | | | | |
| | Area 2 C. B. O. | | | | | | | | | | | |
| Vacant | Area 2 Alternate | | | | | | | | | | | |
| Tracey Rosen | Area 3 Residential | х | | | | | | | | | | |
| Vacant | Area 3 Business | | | | | | | | | | | |
| /acant | Area 3 C. B. O. | | | | | | | | | | | |
| Harout Aristakessian | Area 3 Alternate | х | | | | | | | | | | |
| Don Patterson | Area 4 | Х | | | | | | | | | | |
| Martin Lipkin | Residential Area 4 Business | Х | | | | | | | | | | |
| Dena Weiss | Area 4 C. B. O. | Х | | | | | | | | | | |
| Rachel Tabak - Resigned Vac ? | Area 4 Alternate | | | | | | | | | | | |
| Christopher Waddy | Area 5 | | | | Х | | | | | | | |
| Julie Waltrip | Residential | х | | | | | | | | | | |
| Theresa Campbell | Area 5 Business | | | | х | | | | | | | |
| Vacant | Area 5 C. B. O. | | | | ~ | | | | | | | |
| | Area 5 Alternate Area 6 | | | | | | | | | | | |
| /acant | Besidential | | | | N | | | | | | | |
| Mihran Kalaydjian | Area 6 Business | | | | х | | | | | | | |
| Heath Kline | Area 6 C. B. O. | х | | | | | | | | | | |
| Vacant | Area 6 Alternate | | | | | | | | | | | |
| Vacant | Area 7 Residential | | | | | | | | | | | |
| Vacant | Area 7 Business | | | | | | | | | | | |
| Joyce Fletcher | Area 7 C. B. O. | Х | | | | | | | | | | |
| /acant | Area 7 Alternate | | | | | | | | | | | |
| August Steurer | At-Large | Х | | | | | | | | | | |
| Bobbie Wasserman | At-Large | | | | | Х | | Alternate | | | | |
| /acant | Alternate Youth | | | | | | | | | | | |
| | | X | AL. | Abote | Abarra | Include | Description | | | | | |
| | Vote Counts: | Yes | No | Abstain | Absent | Ineligible | Recused | Notes | | | | |
| Board Quorum: 12 Ve, the authorized signers of the above namec aws, policies, and procedures. The above was authorized Signature. | | | | Act compliant | public meeting | | | | | | | |
| N Kline | | | | (| Merce | | | | | | | |
| | | | Print/Type Name: Dena Weiss, President | | | | | | | | | |
| | | | Date: NOV | ember 8 | , 2023 | | | NCFP 101 BAC Rev020118 VHW | | | | |

| NHWCNC Annual Budgert FY2023-2024 as Adjusted & Adopted 9/13/23 BAC 3 (23-053) | Budget | July (Paul) | August | September | October | November | December | January | repruary | March | April | May | June | Ytd Spent | Budget | Avail |
|---|---------------------------|---|---------------|-----------------------|--------------------------------|---------------|----------------|-----------------|--------------|----------------|----------------|----------------|---------------|--------------------------|--------------------------|--------------------|
| s Adjusted & Adopted 11/08/23 BAC 2 (23-069) | Allocation | | | | | | | | | | | | | | | |
| bending trxs updated through 01/03/2024 | | | | | | | | | | | | | | | | |
| nnual Budget Funds | \$32,000.00 | | | | | | | | | | | | | | | |
| ollover Funds [RO-Supplementa Fundsl Realocation] BAC 3 (23-053) djustments (Sept Expenses Pd by City Clerk Grasshopper \$62.54 & StorQuest \$268) | \$10,000.00 (\$330.54) | | | | | | | | | | | | | | | |
| djustments (Sept Expenses Pd by City Clerk Grasshopper \$62.54 & StorQuest \$268) djustments (Oct Expenses Pd by City Clerk Grasshopper \$& StorQuest \$268 10/1/23) | (\$268.00) | | | | | | | | | | | | | | | |
| djustment-Dec NC expenses Pd by City Clerk CC StorQ charged in Error | (\$271.00) | | | | | | | | | | | | | | | |
| otal Adjustments | (\$869.54) | | | | | | | | | | | | | | | |
| otal Annual Budget Funds | \$41,130.46 | | | | | | | | | | | | | | Office/Opps | |
| ffice/Operational Expenditures Category | | | | | | | LALISD | Past Due - E | timate | | | | | Ytd Spent | Budget | Avail |
| pace Rental Board Meetings | \$1,200.00 | | | JH CC CC 9/9/23 | 268 JH CC CC : | 10/1/23 + 271 | | \$500.00 | | | | | | \$500.00 | \$1,200.00 | \$700 |
| C Storage StorQuest | \$2,940.00 | \$268.00 | | \$268.00 | \$539.00 | | \$271.00 | \$271.00 | | | | | | \$1,617.00 | \$2,940.00 | \$1,323 |
| hone System - Grasshopper djustment- Sept NC expenses Pd by City Clerk during credit card transistion | \$1,200.00 (\$330.54) | \$31.90 | | \$62.54 (\$330.54) | \$31.89 | \$30.89 | \$30.89 | | | | | | | \$188.11 (\$330.54) | \$1,200.00 (\$330.54) | \$1,011 \$0 |
| djustment- Oct NC expenses Pd by City Clerk during credit card transistion | (\$330.54) (\$268.00) | | | (\$330.54) | (\$268.00) | | | | | | | | | (\$330.54) (\$268.00) | (\$330.54) (\$268.00) | \$0 \$0 |
| djustment-Dec NC expenses Pd by City Clerk CC StorQ charged in Error | (\$271.00) | | | | (\$200.00) | _ | (\$271.00) | | | | | | | (\$200.00) | (\$200.00) | ŲŲ |
| onstant Contact | \$960.00 | (Paul exp to wrong sub account in Jly) | \$81.00 | | \$162.00 | \$81.00 | \$81.00 | | | | | | | \$405.00 | \$960.00 | \$555 |
| oftware Upgrades | \$200.00 | sub account in sity) | Ş61.00 | | HK NC CC for S | | \$61.00 | | | | | | | \$403.00 | \$200.00 | \$200 |
| fail Box Rental (UPS PMB) | \$500.00 | \$516.00 | | | | | ARC Grap | hics Past Due | - Estimate | | | | | \$516.00 | \$500.00 | (\$16 |
| ffice Supplies and Printing | \$2,000.00 | | | | | | | \$ 200.00 | | | | | | \$200.00 | \$2,000.00 | \$1,800 |
| aper and Ink mail and Web Hosting and Support (RO Funds) | \$500.00 \$3,000.00 | | | | 6520.50 | ¢200 50 | IDAC second | | 11 | remaining fur | | | | \$0.00 \$729.06 | \$500.00 \$3,000.00 | \$500 \$2,270 |
| ood & Refreshments For NC Meetings, Retreats, & Outreach Events | | Added 11/8/2 | 23 | | \$520.50 Wendy Moore Inv CK | | | that potentic | ny spenas an | remaining jur | ias in this ca | : Jor new G-IV | iaii nostingj | \$729.06 | \$1,000.00 | \$2,270 |
| <u>,</u> | | | | | | | | | | | | | | | | |
| otal Office/Operational Expenditures | \$12,630.46 | Increased by | \$1,000 11/8/ | '23 | | | | | | | | | | \$3,556.63 | \$12,901.46 | \$8,344. |
| Dutreach Expenditures Category | | | | | | | | | | | | | | | Outreach | |
| utreach Experiutures category | | | | | | | | | | | | | | Ytd Spent | Budget | Avail |
| ocial Media | \$300.00 | | | | | | | | | | | | | \$0.00 | \$300.00 | \$300 |
| arner Center News | \$750.00 | | | | | | | | | | | | | \$0.00 | \$750.00 | \$750 |
| alley Cultural - Summer Concert Series Outreach Booth WC Park | \$3,000.00 | | | | | | | | | | | | | \$0.00 | \$3,000.00 | \$3,000 |
| ne Generation Sr Fair Outreach Booth /ebsite Webmaster | \$1,000.00 \$2,000.00 | Bluehost Domain | | | | | | | | | | | | \$0.00 \$0.00 | \$1,000.00 \$2,000.00 | \$1,000 \$2.000 |
| /ebsite Hosting | \$900.00 | | Cong of NC | | | | | | | | | | | \$19.99 | \$900.00 | \$880 |
| eneral Outreach | \$1,900.00 | \$81.00 | \$500.00 | | | | | | | | | | | \$581.00 | \$1,900.00 | \$1,319 |
| ireatful Hearts & Disaster Prep Booth \$500 3 (23-070) 11/8/23 | \$500.00 | | | | | | | | | 12/19/23 Issue | | | | \$500.00 | \$500.00 | \$0 |
| eplace Damaged NC Pole Banners \$900 4 (23-071) 11/8/23 ieneral Outreach [RO] (from Rollover Funds to balance) | \$900.00 \$3,800.00 | | | | | | | \$870.53 | CK Request | 12/19/23 Penc | ling Clerk Apr | vl | | \$870.53 \$0.00 | \$900.00 \$3,800.00 | \$29. \$3,800. |
| | | Paul exp to wrong c | | | | | | | | | | | | | | |
| otal Outreach Expenditures | \$15,050.00 | Decreaed by | \$1,000 11/8/ | 23 | | | | | | | | | | \$1,971.52 | \$15,050.00 | \$13,078 |
| lection Expenditures | | | | | | | | | | | | | | Ytd Spent | Elections Budget | Avail |
| Vestfield for Rose Goldwater Cmnt Cntr 6/18/23 NC Election Venue (RO) | \$750.00 | | | | \$750.00 | | | | | | | | | \$750.00 | \$750.00 | \$0. |
| otal Election Expenditures | \$750.00 | | | | Pd by CK | | | | | | | | | \$750.00 | \$750.00 | \$0. |
| | | | | | | | | | | | | | | | | |
| leighborhood Purposes Grants (NPG) Expenditures Category | | | | | | | | | | | | | | Ytd Spent | NPGs Budget | Avail |
| Vest Valley Food Panty [BAC 6-23-063 Passed 10/12/23] | \$2,000.00 | | | | \$2,000.00 | [City Clerk D | enied - Religi | ious Affilation | 1 | | | | | \$2,000.00 | \$2,000.00 | \$0 |
| ierce College Foundation - Brahma Bodega [BAC 7-23-064 Passed 10/12/23] | \$1,500.00 | | | | | | enied -Lackin | g Required IF | S Doc/Resub | mit w/Doc Ap | proved and F | aid 11/7/23] | | \$1,500.00 | \$1,500.00 | \$0 |
| ions of Lockhurst PTO - Garden Project [BAC 10-23-083 Passed 12/13/23] | \$1,300.00 | | | | | | \$1,300.00 | Submitted 1 | 2/17/23 Pd 1 | 2/21/23 | | | | \$1,300.00 | \$1,300.00 | \$0 |
| emaining General NPG Funds Not Yet Allocated | \$2,900.00 | | | | | | | | | | | | | \$0.00 | \$2,900.00 | \$2,900 |
| otal NPG Expenditures | \$7,700.00 | | | | | | | | | | | | | \$4,800.00 | \$7,700.00 | \$2,900 |
| | | | | | | | | | | | | | | | CIPs | |
| Community Improvement Projects (CIP) Expenditures Category | | | | | | | | | | | | | | Ytd Spent | CIPs Budget | Avail |
| nviromental Project | \$1,000.00 | | | | up to \$300.0 | 0 BAC 23-06 | 55 for wagon | , | | | | | | \$0.00 | \$1,000.00 | \$1,000 |
| omeless Project | \$1,000.00 | | | | | | | | | | | | | \$0.00 | \$1,000.00 | \$1,000 |
| ublic Safety Project | \$1,000.00 | | | | | | | | | | | | | \$0.00 | \$1,000.00 | \$1,000 |
| ducation Project | \$1,000.00 \$1.000.00 | | | | | | | | | | | | | \$0.00 \$0.00 | \$1,000.00 \$1,000.00 | \$1,000 |
| ommunity Services Project | \$1,000.00 | | | | | | | | | | | | | \$0.00 | \$1,000.00 | \$1,000 |
| otal CIP Expenditures Category | \$5,000.00 | | | | | | | | | | | | | \$0.00 | \$5,000.00 | \$5,000 |
| | | | | | | | | | | | | | | YTD Spent | Total Budget | Unspent |
| OTAL ANNUAL BUDGET ALLOCATIONS | | \$916.89 | \$581.00 | \$0.00 | \$5,235.45 | \$320.39 | \$1,411.89 | \$2,341.53 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$11,078.15 | \$41,401.46 | \$30,323. |
| Office/Operational Expenditures | \$12,630.46 | | | | - | | - | | | | | | | | | |
| Outreach Expenditures | \$15,050.00 | | | | | | | | | | | | | | | |
| Election Expenditures | \$750.00 | | | | | | | | | | | | | | | |
| eneral and Operational Expenditures | \$28,430.46 \$7,700.00 | | | | | | | | | | | | | | | |
| PG Expenditures | | | | | | | | | | | | | | | | |



Account Information

WHWCNC Peter Fletcher 20929 Ventura Boulevard Woodland Hills, CA 91364, US

| Bill Date: | 02/12/24 |
|---------------|---------------------|
| Usage Period: | 01/12/24 - 02/12/24 |

| | Charg | es Summary |
|--|-------|------------|
|--|-------|------------|

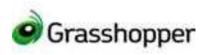
| Previous Invoice Amount: | \$30.11 |
|--------------------------|---------|
| • • • | |
| Current Charges: | |
| Recurring Charges | \$22.00 |
| Non-Recurring Charges | \$0.00 |
| Usage Charges | \$1.85 |
| Sms Charges | \$0.00 |
| Taxes & Surcharges | \$5.66 |
| Federal USF | \$2.47 |
| Total Charges: | \$31.98 |
| Debits & Credits | \$0.00 |
| Payments | \$31.98 |
| 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



| - | | | | |
|--------------------|---|--------------|----------------------------------|----------------------|
| Payments & Cree | | | | |
| Date | Detail | | _ | Payment/Cre |
| 02/12/24 | Monthly Payment, Paid on Master Card e | nding in 723 | | |
| | | | Total Payments & Cree | dits: \$31 |
| Recurring Charg | es | | | |
| Current Period | | | | |
| | Plan, 02/12/24 - 03/12/24 | | | |
| Voicemail Transcri | ption, 02/12/24 - 03/12/24 | | | \$10. |
| | | | Total Recurring Char | ges: \$22 |
| Minute Charges | Summary | | | |
| Гуре | Included | Used | Overage I | Rate Chai |
| Domestic | 0 minutes | 30.8 | - | .060 \$1 |
| | | | Total Minute Char | ges: \$1 |
| Taxes & Surchar | nes | | | |
| Гуре | Detail | | | Chai |
| Tax | Utility Users Tax | | | |
| Tax | FCC Regulatory Fee (Wireline) | | | • |
| Гах | CA PUC Fee | | | |
| Surcharge | Regulatory Recovery Fee | | | • - |
| Surcharge | | | Total Taxes & Surchar | • |
| Federal Universa | I Service Fund | | | |
| Гуре | Detail | | | Chai |
| Surcharge | Fed Universal Service Fund | | | |
| Saronargo | | | otal Federal USF Contribution | |
| | | | | |
| ummary of Minut | e Charges | | | |
| By Number | | | | |
| Number | | | | Total Minu |
| +18186399444 | | | | 3 |
| | | | Total Minutes U | sed: 3 |
| xplanation of Ter | me | | | |
| | ns nat are placed inside the United States and | Voice Ov | er: Use of voice talents for rec | cording of main gree |

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

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

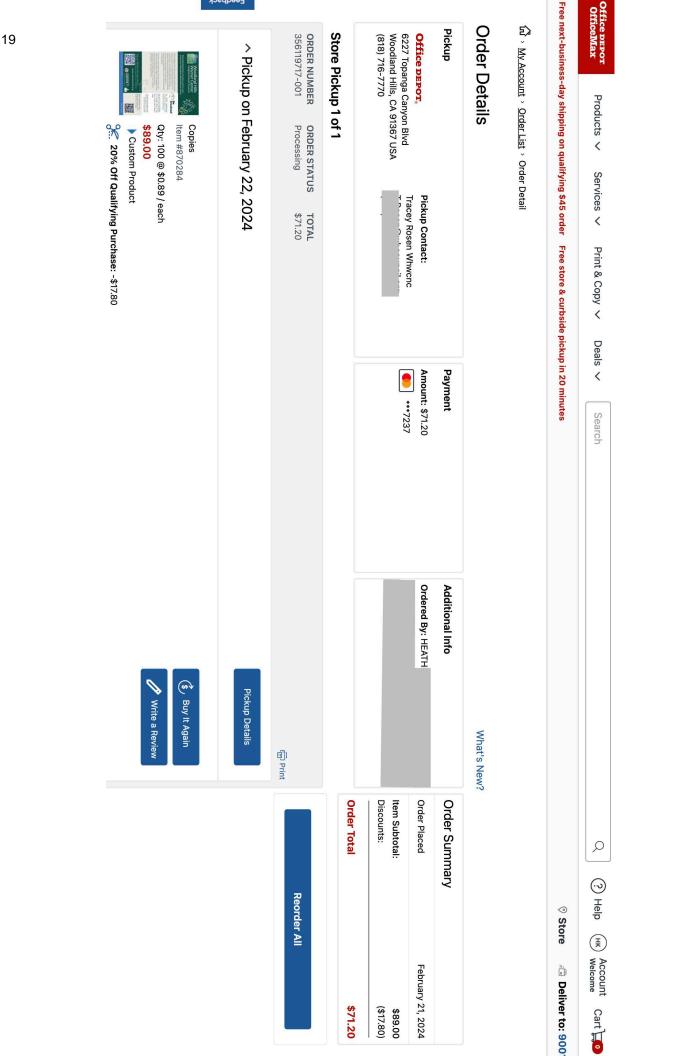
Federal Universal Service Fund The USF contribution factor established by the Federal Communications Commission is applicable to telecommunications services and is adjusted by the FCC every calendar quarter.

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

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

| Office of the City Clerk | | | - | | diand F | | | A m | | | |
|---|--|---|--|---|--|-------------------|---------------------------------------|----------------------------|--|--|--|
| Neighborhood Council (NC) Funding Prog | ram | | ~ | a de la composición d | | | | | | | |
| Board Action Certification (BAC) Form NC Name: Woodland Hills - Warner | Center | | Meeting Date | B: Novemb | er 8, 2023 | | | | | | |
| Budget Fiscal Year: 2023-2024 | | | Agenda Item | No: 2 (23-06 | 9))\$1,000 E | Budget Reallo | cation to Provid | de Funds for Refreshments | | | |
| Board Motion and/or Public Benefit Statement (CIP and NPG): | file it with the City 1.)Reduce by \$1,00 2.)Increase by \$1,0 | Clerk as requ 00 the Outre 00 the Offic | d directs the Treasurer to make the following updates to our 23-24 NC Annual Budget and equired: Itreach Expenditure Category from \$16,050.00 to \$15,050.00 ffice/Operational Expenditure Category from \$11,901.56 to \$12,901.56 and add the Food & Refreshments For NC Meetings, Retreats, & Outreach Events \$1,000. | | | | | | | | |
| Method of Payment: (Select One) | Motion contin | ued on nev | tnage | | | | | Member Reimbursement | | | |
| | Board Members must lea | | | cussion and m | | | V | ote Count | | | |
| Board Member's First and Last Name | Board Position | Yes | No | Abstain | Absent | Ineligible | Recused | Notes | | | |
| Karen DiBiase | Area 1 Residential | Х | | | | | | | | | |
| Geoffreey Hobson | Area 1 Business | Х | | | | | | | | | |
| Shelley Schwartz | Area 1 C. B. O. | Х | | | | | | | | | |
| Reina Cerros-McCaughey | Area 1 Alternate | | | | х | | | Alternate | | | |
| 966864////////////////////////////////// | V////Av6a2//// | | | | | | | | | | |
| ////////////////////////////////////// | Area 2 Business | /////// X | <u> ////////////////////////////////////</u> | | <u> ////////////////////////////////////</u> | | <u> </u> | | | | |
| Vacant | Area 2 Business | ~ | | | | | | | | | |
| Vacant | Area 2 C. B. O. | | | | | | | | | | |
| | Area 2 Alternate Area 3 | | | | | | | | | | |
| Tracey Rosen | Residential | Х | | | | | | | | | |
| /acant | Area 3 Business | | | | | | | | | | |
| /acant | Area 3 C. B. O. | | | | | | | | | | |
| Harout Aristakessian | Area 3 Alternate | Х | | | | | | | | | |
| Don Patterson | Area 4 Residential | Х | | | | | | | | | |
| Martin Lipkin | Area 4 Business | Х | | | | | | | | | |
| Dena Weiss | Area 4 C. B. O. | Х | | | | | | | | | |
| Rachel Tabak - Resigned Vac ? | Area 4 Alternate | | | | | | | | | | |
| Christopher Waddy | Area 5 | | | | Х | | | | | | |
| Julie Waltrip | Residential Area 5 Business | Х | | | | | | | | | |
| Theresa Campbell | | | | | Х | | | | | | |
| Vacant | Area 5 C. B. O. | | | | | | | | | | |
| Vacant | Area 5 Alternate Area 6 | | | | | | | | | | |
| | Residential | | | | X | | | | | | |
| Mihran Kalaydjian | Area 6 Business | | | | X | | | | | | |
| Heath Kline | Area 6 C. B. O. | х | | | | | | | | | |
| Vacant | Area 6 Alternate | | | | | | | | | | |
| Vacant | Area 7 Residential | | | | | | | | | | |
| Vacant | Area 7 Business | | | | | | | | | | |
| Joyce Fletcher | Area 7 C. B. O. | Х | | | | | | | | | |
| /acant | Area 7 Alternate | | | | | | | | | | |
| August Steurer | At-Large | Х | | | | | | | | | |
| Bobbie Wasserman | At-Large | | | | | х | | Alternate | | | |
| /acant | Alternate Youth | | | | | | | | | | |
| | Vote Counts: | Yes | No | Abstain | Absent | Ineligible | Recused | Notes | | | |
| Board Quorum: 12 | | | 0 | | Absent 4 | 1 | C C C C C C C C C C C C C C C C C C C | | | | |
| Board Quorum: 12 We, the authorized signers of the above named aws, policies, and procedures. The above was Authorized Signature | | | ormation prese | Act compliant | m is accurate a | and complete, and | nd that a public mee | | | | |
| H Kline | | | | | | | | | | | |
| Print/Type Name: Heath Kline, Trea Date: November 8, 2023 | isurer | | Print/Type Name: Dena Weiss, President Date: November 8, 2023 | | | | | | | | |
| | | | Date: NOV | ennnel g | , 2023 | | | NCFP 101 BAC Rev020118 VHW | | | |

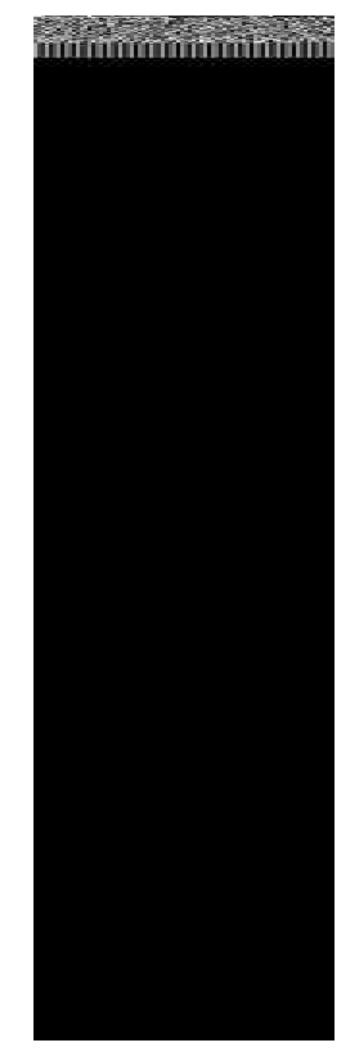
| WHWCNC Annual Budgert FY2023-2024 As Adjusted & Adopted 9/13/23 BAC 3 (23-053) | Budget | ouly (Paul) | August | September | October | November | December | January | rebruary | March | April | May | June | Ytd Spent | Budget | Avail |
|---|----------------------------|---|---------------|-----------------------|--------------------------------|-------------------------|--------------------|----------------|----------------|----------------|-----------------|--------------|--------------|---|--------------------------|---------------------|
| s Adjusted & Adopted 11/08/23 BAC 2 (23-069) | Allocation | | | | | | | | | | | | | | | |
| bending trxs updated through 01/03/2024 | | | | | | | | | | | | | | | | |
| nnual Budget Funds | \$32,000.00 \$10,000.00 | | | | | | | | | | | | | | | |
| ollover Funds [RO-Supplementa Fundsl Realocation] BAC 3 (23-053) djustments (Sept Expenses Pd by City Clerk Grasshopper \$62.54 & StorQuest \$268) | (\$330.54) | | | | | | | | | | | | | | | |
| djustments (Oct Expenses Pd by City Clerk Grasshopper \$ & StorQuest \$268 10/1/23) | (\$268.00) | | | | | | | | | | | | | | | |
| djustment-Dec NC expenses Pd by City Clerk CC StorQ charged in Error | (\$271.00) | | | | | | | | | | | | | | | |
| otal Adjustments otal Annual Budget Funds | (\$869.54) \$41,130.46 | | | | | | | | | | | | | | | |
| otal Annual Budget Funds | \$41,130.46 | | | | | | | | | | | | | | Office/Opps | |
| Office/Operational Expenditures Category | | | | | | | LALICO | Past Due - Es | timata | | | | | Ytd Spent | Budget | Avail |
| pace Rental Board Meetings | \$1,200.00 | | | JH CC CC 9/9/23 | 268 JH CC CC 1 | 0/1/23 + 271 | HK CC 10/31 | \$500.00 | unate | | | | | \$500.00 | \$1,200.00 | \$700 |
| C Storage StorQuest | \$2,940.00 | \$268.00 | | \$268.00 | \$539.00 | | \$271.00 | \$271.00 | | | | | | \$1,617.00 | \$2,940.00 | \$1,323 |
| hone System - Grasshopper | \$1,200.00 | \$31.90 | | \$62.54 (\$330.54) | \$31.89 | \$30.89 | \$30.89 | | | | | | | \$188.11 (\$330.54) | \$1,200.00 (\$330,54) | \$1,011 \$0 |
| djustment- Sept NC expenses Pd by City Clerk during credit card transistion djustment- Oct NC expenses Pd by City Clerk during credit card transistion | (\$330.54) (\$268.00) | | | (\$330.54) | (\$268.00) | | | | | | | | | (\$330.54) (\$268.00) | (\$330.54) (\$268.00) | \$0 \$0 |
| djustment-Dec NC expenses Pd by City Clerk CC StorQ charged in Error | (\$271.00) | | | | | , | (\$271.00) | | | | | | | (,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,, | (*, | |
| | 40.00 00 | (Paul exp to wrong sub account in IIv) | 404.00 | | 4469.00 | 404.00 | 404.00 | | | | | | | 4.05.00 | 4050.00 | 4000 |
| onstant Contact oftware Upgrades | \$960.00 \$200.00 | sub account in Jly) | \$81.00 | | \$162.00 HK NC CC for 5 | | \$81.00 | | | | | | | \$405.00 \$0.00 | \$960.00 \$200.00 | \$555 \$200 |
| fail Box Rental (UPS PMB) | \$500.00 | \$516.00 | | | | cpr a oct | ARC Grap | hics Past Due | Estimate | | | | | \$516.00 | \$500.00 | (\$16 |
| ffice Supplies and Printing | \$2,000.00 | | | | | | | \$ 200.00 | | | | | | \$200.00 | \$2,000.00 | \$1,800 |
| aper and Ink mail and Web Hosting and Support (RO Funds) | \$500.00 \$3.000.00 | | | | ¢520.56 | ¢209 E0 | IRAC parcod | that not ontil | llu coorde all | remaining fur | nde in this car | for now C.N | all bosting] | \$0.00 \$729.06 | \$500.00 \$3,000.00 | \$500 \$2.270 |
| ood & Refreshments For NC Meetings, Retreats, & Outreach Events | | Added 11/8/2 | 23 | | \$520.50 Wendy Moore Inv CK | | | that potentit | ny spenas an | remaining jur | ias in this ca | Jor new G-IV | an nostingj | \$729.06 | \$3,000.00 | \$2,270 |
| ou a nenesimento for ne meetings, neareata, a oureach esento | <i>\$1,000.00</i> | /////////////////////////////////////// | | | wenty motie in cr | interest interesting in | 5. meq 500 11/1/15 | | | | | | | | | |
| | | | | | | | | | | | | | | \$3,556.63 | \$12,901.46 | \$8,344 |
| otal Office/Operational Expenditures | \$12,630.46 | Increased by | \$1,000 11/8/ | 23 | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | |
| Outreach Expenditures Category | | | | | | | | | | | | | | | Outreach | |
| ocial Media | \$300.00 | | | | | | | | | | | | | Ytd Spent \$0.00 | Budget \$300.00 | Avail \$300 |
| /arner Center News | \$750.00 | | | | | | | | | | | | | \$0.00 | \$750.00 | \$750 |
| alley Cultural - Summer Concert Series Outreach Booth WC Park | \$3,000.00 | | | | | | | | | | | | | \$0.00 | \$3,000.00 | \$3,000 |
| ne Generation Sr Fair Outreach Booth | \$1,000.00 | | | | | | | | | | | | | \$0.00 | \$1,000.00 | \$1,000 |
| Vebsite Webmaster Vebsite Hosting | \$2,000.00 \$900.00 | | Cong of NC | | | | | | | | | | | \$0.00 \$19.99 | \$2,000.00 \$900.00 | \$2,000 \$880 |
| Seneral Outreach | \$1,900.00 | \$81.00 | \$500.00 | | | | | | | | | | | \$581.00 | \$1,900.00 | \$1,319 |
| Greatful Hearts & Disaster Prep Booth \$500 3 (23-070) 11/8/23 | \$500.00 | | | | | | | | | 12/19/23 Issue | | | | \$500.00 | \$500.00 | \$0 |
| Replace Damaged NC Pole Banners \$900 4 (23-071) 11/8/23 Seneral Outreach [RO] (from Rollover Funds to balance) | \$900.00 \$3,800.00 | | | | | | | \$870.53 | CK Request | 12/19/23 Penc | ling Clerk Apr | vl | | \$870.53 \$0.00 | \$900.00 \$3,800.00 | \$29 \$3,800 |
| Seneral Outreach [KOJ (from Rollover Funds to balance) | | Constant Cont Paul exp to wrong o | et. | | | | | | | | | | | \$0.00 | \$3,800.00 | \$3,800. |
| Fotal Outreach Expenditures | \$15,050.00 | | | 23 | | | | | | | | | | \$1,971.52 | \$15,050.00 | \$13,078 |
| | | | | | | | | | | | | | | | Elections | |
| Election Expenditures Westfield for Rose Goldwater Cmnt Cntr 6/18/23 NC Election Venue (RO) | \$750.00 | | | | \$750.00 | | | | | | | | | Ytd Spent \$750.00 | Budget \$750.00 | Avail |
| Westfield for Rose Goldwater Cmnt Cntr 6/18/23 NC Election Venue (RU) | \$750.00 | | | | \$750.00 Pd by CK | | | | | | | | | \$750.00 | \$750.00 | \$0. |
| Fotal Election Expenditures | \$750.00 | | | | | | | | | | | | | \$750.00 | \$750.00 | \$O. |
| leighborhood Purposes Grants (NPG) Expenditures Category | | | | | | | | | | | | | | | NPGs | |
| | | | | | | | | | | | | | | Ytd Spent | Budget | Avail |
| Vest Valley Food Panty [BAC 6-23-063 Passed 10/12/23] ierce College Foundation - Brahma Bodega [BAC 7-23-064 Passed 10/12/23 | \$2,000.00 \$1.500.00 | | | | | [City Clerk D | | | | mit w/Doc Ap | nround and f | ald 11/7/221 | | \$2,000.00 \$1.500.00 | \$2,000.00 \$1,500.00 | \$0 \$0 |
| ions of Lockhurst PTO - Garden Project [BAC 10-23-083 Passed 12/13/23] | \$1,500.00 | | | | \$1,500.00 | LCITY CIERK D | | Submitted 1 | | | proved and F | aid 11/7/23] | | \$1,300.00 | \$1,300.00 | \$0 \$0 |
| emaining General NPG Funds Not Yet Allocated | \$2,900.00 | | | | | | \$1,500.00 | Jubiniticu 1 | ., 17, 25 10 1 | 2/22/23 | | | | \$0.00 | \$2,900.00 | \$2,900 |
| | | | | | | | | | | | | | | \$4,800.00 | \$7,700.00 | \$2,900 |
| otal NPG Expenditures | \$7,700.00 | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | CIPs | |
| community Improvement Projects (CIP) Expenditures Category | | | | | | | - (| | | | | | | Ytd Spent | Budget | Avail |
| nviromental Project Iomeless Project | \$1,000.00 \$1,000.00 | | | | up to \$300.0 |) BAC 23-06 | 5 for wagon | , | | | | | | \$0.00 \$0.00 | \$1,000.00 \$1,000.00 | \$1,000 \$1,000 |
| ublic Safety Project | \$1,000.00 | | | | | | | | | | | | | \$0.00 | \$1,000.00 | \$1,000 |
| ducation Project | \$1,000.00 | | | | | | | | | | | | | \$0.00 | \$1,000.00 | \$1,000 |
| ommunity Services Project | \$1,000.00 | | | | | | | | | | | | | \$0.00 | \$1,000.00 | \$1,000 |
| otal CIP Expenditures Category | \$5,000.00 | | | | | | | | | | | | | \$0.00 | \$5,000.00 | \$5,000 |
| | | | | | | | | | | | | | | | Total | |
| OTAL ANNUAL BUDGET ALLOCATIONS | | \$916.89 | \$581.00 | \$0.00 | \$5 235 45 | \$320.39 | \$1 411 99 | \$2 341 52 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | YTD Spent \$11,078.15 | Budget \$41,401.46 | Unspent \$30,323 |
| | | \$210.89 | \$281.00 | \$0.00 | əə,235.45 | \$520.39 | şı,411.89 | \$2,541.53 | ŞU.UU | \$0.00 | ŞU.UU | \$U.UU | ŞU.UU | ¥11,076.15 | ə41,401.40 | 330,323. |
| Office/Operational Expenditures | \$12,630.46 | | | | | | | | | | | | | | | |
| Outreach Expenditures Election Expenditures | \$15,050.00 \$750.00 | | | | | | | | | | | | | | | |
| eneral and Operational Expenditures | \$28,430.46 | | | | | | | | | | | | | | | |
| PG Expenditures | \$7,700.00 | | | | | | | | | | | | | | | |
| IP Expenditures Category | \$5,000.00 | | | | | | | | | | | | | | | |





| Office of the City Clerk | | | 1 | | diand I | | | A m | | |
|--|--|--------------------------|--|----------------------------|----------------------------|---------------------------------|---------------------------------|---|--|--|
| Neighborhood Council (NC) Funding Prog | Iram | | ~ | 1.22 | | | | | | |
| Board Action Certification (BAC) Form NC Name: Woodland Hills - Warner | Center | | Meeting Dat | e: February | y 15, 2024 | | | | | |
| Budget Fiscal Year: 2023-2024 | | | Agenda Item | No: 14 (24-02 | 5) FY23-24 Bud | dget Review & F | Reallocation to su | pport currentr spending. | | |
| Board Motion and/or Public Benefit Statement (CIP and NPG): | 2/15/24 to support Website Webmaste | voted spen sub catago | iding items ory by \$500 | through 2/1 to \$1500 a | L5/24; wher nd increase | e the board i d the Valley (| n the Outreac Culural Concer | eir 23-24 FY budget effective h catagory reduced the ts sub catagory by \$500 to City Clerk as required. | | |
| Method of Payment: (Select One) | X Motion con | tinued on n | ext nage | | | | it Card 🗌 Board | Member Reimbursement | | |
| | Board Members must leave | | | cussion and m | | | v | ote Count | | |
| Board Member's First and Last Name | Board Position | Yes | No | Abstain | Absent | Ineligible | Recused | Notes | | |
| Karen DiBiase | Area 1 Residential | Х | | | | | | | | |
| Geoffreey Hobson | Area 1 Business | Х | | | | | | | | |
| Shelley Schwartz | Area 1 C. B. O. | Х | | | | | | | | |
| Reina Cerros-McCaughey | Area 1 Alternate | | | | | х | | Alternate | | |
| Julian Tu | Area 2 | Х | | | | | | | | |
| Paul Lawler | Residential Area 2 Business | | | | x | | | | | |
| Peter Haber | Area 2 C. B. O. | Х | | | | | | | | |
| Masha Dowell | Area 2 Alternate | х | | | | | | | | |
| Tracey Rosen | Area 3 | X | | | | | | | | |
| Dean Matthew | Residential | X | | | | | | | | |
| | Area 3 Business | ~ | | | X | | | | | |
| Harout Aristakessian | Area 3 C. B. O. | | | | ^ | X | | Testation (All | | |
| Jayce Baron | Area 3 Alternate | | | | | Х | | Training/Alt | | |
| Don Patterson | Area 4 Residential | х | | | | | | | | |
| Martin Lipkin | Area 4 Business | Х | | | | | | | | |
| Dena Weiss | Area 4 C. B. O. | х | | | | | | | | |
| Vacant | Area 4 Alternate | | | | | | | | | |
| Christopher Waddy | Area 5 Residential | | | | Х | | | | | |
| Julie Waltrip | Area 5 Business | Х | | | | | | | | |
| Steve Sommers | Area 5 C. B. O. | Х | | | | | | | | |
| Allan Biggins | Area 5 Alternate | Х | | | | | | | | |
| Bill Barnett | Area 6 | Х | | | | | | | | |
| Heath Kline | Residential Area 6 Business | Х | | | | | | | | |
| Bobbie Wasserman | | Х | | | | | | | | |
| Janice Mendell | Area 6 C. B. O. | | | | | x | | Training/Alt | | |
| | Area 6 Alternate Area 7 | X | | | | ~ | | | | |
| Kate Kennedy | Residential | | | | | | | | | |
| Schyler Katz | Area 7 Business | X | | | | | | | | |
| Joyce Fletcher | Area 7 C. B. O. | Х | | | | | | | | |
| Rosaleen O'Sullivan | Area 7 Alternate | | | | | Х | | Training/Alt | | |
| August Steurer | At-Large | Х | | | | | | | | |
| Vacant | At-Large Alternate | | | | | | | | | |
| Vacant | Youth | | | | | | | | | |
| | Vote Counts: | Yes | No | Abstain | Absent | Ineligible | Recused | Notes | | |
| Board Quorum: 12 | Total: | 21 | 0 | 0 | 3 | 4 | 0 | 4 | | |
| We, the authorized signers of the above named laws, policies, and procedures. The above was Authorized Signature | | | | Act compliant | | | | | | |
| <u>۲ ۲ ۲ ۲ ۲ ۲ ۲ ۲ ۲ ۲ ۲ ۲ ۲ ۲ ۲</u> Print/Type Name: Heath Kline, Trea | asurar | | Print/Type Name: Dena Weiss, President | | | | | | | |
| Date: February 15, 2024 | | | | ruary 15 | • | Sideill | | NCFP 101 BAC Rev020118 V/H1 | | |
| Date. 1 Colidary 10, 2027 | | | | | , 2027 | | ,, ,, ,, ,, , | | | |

| WHWCNC Annual Budgert FY2023-2024 | | July (Paul) | August | September | October | November | December | January | February | March | April | May | June | Ytd Spent | Budget | Avail |
|---|---|---|------------------------|--------------------------------|----------------------|--------------------------------|---------------------|-------------------------------|---------------------------------------|---|--------------------------------|-----------------|---|---|--|--|
| As Adjusted & Adopted 9/13/23 BAC 3 (23-053) As Adjusted & Adopted 11/08/23 BAC 2 (23-069) | Budget Allocation | | | | | | | | | | | | | | | |
| As Adjusted & Adopted 01/10/24 BAC 7 (24-007) | Allocation | | | | | | | | | | | | | | | |
| As Adjusted & Adopted 02/15/24 BAC 14 (24-025) Spending trixs undated through 02/21/2024 & shows possible NPGs pending in | committees | | | | | | | | | | | | | | | |
| Annual Budget Funds | \$32,000.00 | | | | | | | | | | | | | | | |
| Rollover Funds [RO-Supplementa Funds] Realocation] BAC 3 (23-053) Adjustments (Sept Expenses Pd by City Clerk Grasshopper \$62.54 & StorQuest \$268) | \$10,000.00 (\$330.54) | | | | | | | | | | | | | | | |
| Adjustments (Oct Expenses Pd by City Clerk Grasshopper \$ & StorQuest \$268 10/1/23) Adjustment-Dec NC expenses Pd by City Clerk CC StorQ charged in Error | (\$268.00) | | | | | | | | | | | | | | | |
| Total Adjustments | (\$869.54) | | | | | | | | | | | | | | | |
| Total Annual Budget Funds | \$41,130.46 | | | | | | | | | | | | | | | |
| Office/Operational Expenditures Category | | | | | | | | | 141100 | Past Due - Es | | | | Ytd Spent | Office/Opps Budget | Avail |
| Space Rental Board Meetings | \$1,200.00 | | | JH CC CC 9/9/23 | | 0/1/23 + 271 | | Pd through N | ov | \$500.00 | timate | | | \$500.00 | \$1,200.00 | \$700.00 |
| NC Storage StorQuest Phone System - Grasshopper | \$2,940.00 \$1,200.00 | \$268.00 \$31.90 | | \$268.00 \$62.54 | \$539.00 \$31.89 | \$30.89 | \$271.00 \$30.89 | \$271.00 \$30.11 | \$271.00 \$31.98 | | | | | \$1,888.00 \$250.20 | \$2,940.00 \$1,200.00 | \$1,052.00 \$949.80 |
| Adjustment- Sept NC expenses Pd by City Clerk during credit card transistion | (\$330.54) | | | (\$330.54) | | | | | | | | | | (\$330.54) (\$268.00) | (\$330.54) (\$268.00) | \$0.00 |
| Adjustment- Oct NC expenses Pd by City Clerk during credit card transistion Adjustment-Dec NC expenses Pd by City Clerk CC StorQ charged in Error | (\$268.00) (\$271.00) | | | | (\$268.00) | 1 | (\$271.00) | | | | | | | (\$268.00) (\$271.00) | (\$268.00) (\$271.00) | \$0.00 \$0.00 |
| Constant Contact | \$960.00 | (Paul exp to wrong sub account in JIV) | \$81.00 | | \$162.00 | \$81.00 | \$81.00 | \$81.00 | \$81.00 | | | | | \$567.00 | \$960.00 | \$393.00 |
| Software Upgrades | \$200.00 | | 201.00 | | HK NC CC for S | | <i>9</i> 01.00 | J 01.00 | 201.00 | | | | | \$0.00 | \$200.00 | \$200.00 |
| Mail Box Rental (UPS PMB) Office Supplies and Printing | \$500.00 \$2,000.00 | \$516.00 | | | | | | | \$90.13 | hics Past Due - \$200.00 | Estimate | | | \$516.00 \$290.13 | \$500.00 \$2,000.00 | (\$16.00) \$1,709.87 |
| Paper and Ink Email and Web Hosting and Support (RO Funds) | \$500.00 \$3,000.00 | | | | \$520.56 | \$208 50 | IRAC parced | that potentic | Off Dep Pst Bx & ally spends all i | | te in this cat | for new G-M | ail bortinal | \$0.00 \$729.06 | \$500.00 \$3,000.00 | \$500.00 \$2,270.94 |
| Food & Refreshments For NC Meetings, Retreats, & Outreach Events | \$1,000.00 | Added 11/8/ | 23 | | | \$206.50 FWendy Moore Inv 6 | | that potentia | iny spenus un i | emunning juni | is in this cut | for new G-IW | in nostingj | \$729.06 | \$1,000.00 | \$1,000.00 |
| | | | | | | | | | | | | | | \$3,870.85 | \$12,630.46 | \$8,759.61 |
| Total Office/Operational Expenditures | \$12,630.46 | Increased by | \$1,000 11/8 | /23 | | | | | | | | | | | | |
| Outreach Expenditures Category | | | | | | | | | | | | | | | Outreach | |
| | 4200.00 | | | | | | | | | | | | | Ytd Spent | Budget \$300.00 | Avail |
| Social Media Warner Center News | \$300.00 \$750.00 | | | | | | | | | | | | | \$0.00 \$0.00 | \$750.00 | \$300.00 \$750.00 |
| Valley Cultural - Concert Outreach Booth WC Park [BAC 11 24-022] 2/15/24 One Generation Sr Fair Outreach Booth [BAC 12 24-023] 2/15/24 | \$3,500.00 \$1,000.00 | Budget incre | ased by \$500 |) from Webma | ster on 2/15 1 | 4 (24-025) | | | \$3,500.00 \$1.000.00 | | | | | \$3,500.00 \$1,000.00 | \$3,500.00 \$1,000.00 | \$0.00 \$0.00 |
| Website Webmaster (\$2k > 1.5K .5K to VC Concerts above on 2/15/24) | \$1,500.00 | Bluehost Domain | 1 | | | | | | \$1,000.00 | | | | | \$0.00 | \$1,500.00 | \$1,500.00 |
| Website Hosting Cong of Neighborhoods & July Constant Contact | \$900.00 \$581.00 | \$19.99 \$81.00 | Cong of NC \$500.00 | | | | | | | | | | | \$19.99 \$581.00 | \$900.00 \$581.00 | \$880.01 \$0.00 |
| Greatful Hearts & Disaster Prep Booth \$500 3 (23-070) 11/8/23 | \$500.00 | | | | | | \$500.00 | CK Request 1 | 2/19/23 Pd 12 | /19/23 | | | | \$500.00 | \$500.00 | \$0.00 |
| Replace Damaged NC Pole Banners \$900 4 (23-071) 11/8/23 HALO Purchase of giveaway bags & keychains up to \$2,500 7 (24-007) 1/10/24 | \$900.00 \$2,500.00 | | \$1,319.00 | | | | \$870.53 | CK Request 12/. \$2,500.00 | 19/23 Clerk reject order placed | <i>ted - wonts to po</i> y with Halo | post install. Ap | proved & Pd 2- | 9-24 | \$2,189.53 | \$900.00 \$2,500.00 | (\$1,289.53) |
| General Outreach [RO] (Not yet allocated to specific items) | \$3,619.00 | | | | | | | | | | | | | \$0.00 | \$3,619.00 | \$3,619.00 |
| Total Outreach Expenditures | \$16,050.00 | Decreaed by | \$1,000 11/8, | /23 & Increase | d \$1,000 1/10, | /24, | | | | | | | | \$7,790.52 | \$16,050.00 | \$5,759.48 |
| Election Expenditures | | | | | | | | | | | | | | Ytd Spent | Elections Budget | Avail |
| Westfield for Rose Goldwater Cmnt Cntr 6/18/23 NC Election Venue (RO) | \$750.00 | | | | \$750.00 Pd by CK | | | | | | | | | \$750.00 | \$750.00 | \$0.00 |
| Total Election Expenditures | \$750.00 | - | | | Perby Ck | | | | | | | | | \$750.00 | \$750.00 | \$0.00 |
| Neighborhood Purposes Grants (NPG) Expenditures Category | | | | | | | | | | | | | | | NPGs | |
| West Valley Food Panty [BAC 6-23-063 Passed 10/12/23] | \$2,000.00 | | | | \$2.000.00 | [*Clerk Denie | d - cause WVF | P's Religious A | Affilation per Or | dinance 18015 | 5 and Admini | strative Code I | Code 22.817)] | Ytd Spent \$2,000.00 | Budget \$2,000.00 | Avail \$0.00 |
| Pierce College Foundation - Brahma Bodega [BAC 7-23-064 Passed 10/12/23] | \$1,500.00 \$1,300.00 | | | | \$1,500.00 | [City Clerk re | ected -Lackir | ng Required IF | S Doc/Resubr | nit w/Doc App | roved and Pa | id 11/7/23] | | \$1,500.00 \$1.300.00 | \$1,500.00 \$1.300.00 | \$0.00 |
| Lions of Lockhurst PTO - Garden Project [BAC 10-23-083 Passed 12/13/23] Woodlake Elem Schl PTA - Art Fair [BAC 13 (24-024] 2/15/24 Agenda] | \$1,300.00 \$2,000.00 | New 2/15/24 | 4 NPG not pr | eviously on th | e budget | | \$1,300.00 | Submitted 1 | 2/17/23 Rejec \$2,000.00 | ed old form C | orrected & P | d 12/21/23 | | \$1,300.00 \$2,000.00 | \$1,300.00 \$2,000.00 | \$0.00 \$0.00 |
| Total of Previous Approved NPGs as of 2/15/24 | \$6,800.00 | Ī | | | | | | | | | | | | | | |
| New Frnds Homeless Cntr - Feeding Program [BAC XX 24-XXX 3/13/24 Agenda] | \$1,500.00 \$2,400.00 | Currently in c | | PG not previou | isly on the bud | get | | | | \$1,500 Pendi | ng in Homele | ss Committee | | \$0.00 \$0.00 | | \$0.00 |
| Community Benefit Foundtn - LA River Cleanup (BAC XX 24-XXX 3/13/24 Agent Friends of Calabash, Inc, dba Calabash PTO | \$2,400.00 \$4,653.00 | | | PG not previo PG not previo | | jet | | | | \$4,653 Pendi | ng in Enviro (ng in Ed Com | mittee | | \$0.00 \$0.00 | | \$0.00 |
| Total Pending NPG's Still in Committee (not budgeted for) | \$8,553.00 | | | | | | | | | \$8,533 Total | Pending NPG | if NC approv | es all | | | \$0.00 |
| Remaining General NPG Funds Not Yet Allocated (NPG Budget Cat overdraft ann Funds needed frm other budget cats to support all pending NPG's if aprvd. | (\$7,653.00) \$7,653.00 | | | | | | | | | | | | | | | \$0.00 |
| Total NPG Expenditures | \$7,700.00 | | | | | | | | | | | | | \$6,800.00 | \$7,700.00 | \$900.00 |
| roter of Experiatures | \$7,700.00 | | | | | | | | | | | | | | C10- | |
| Community Improvement Projects (CIP) Expenditures Category | | | | | | | | | | | | | | Ytd Spent | CIPs Budget | Avail |
| Enviromental Project [\$300. Wagon 23-065] Homeless Project | \$1,000.00 \$1,000.00 | | | | up to \$300.0 | 0 BAC 23-0 | 65 for wago | n | | | | | | \$0.00 \$0.00 | \$1,000.00 \$1,000.00 | \$1,000.00 \$1,000.00 |
| Public Safety Project | \$1,000.00 | | | | | | | | | | | | | \$0.00 | \$1,000.00 | \$1,000.00 |
| Education Project Community Services [Xfer \$1,000 to Outreach for Halo 7 (24-007) 1/10/24] | \$1,000.00 <i>\$0.00</i> | | | | | | | | | | | | | \$0.00 \$0.00 | \$1,000.00 \$0.00 | \$1,000.00 \$0.00 |
| Total CIP Expenditures Category | \$4.000.00 | - | | | | | | | | | | | | \$0.00 | \$4.000.00 | \$4.000.00 |
| | ., | | | | | | | | | | | | | 11.00 | Total | ., |
| | | | | | | | | | | | | | | YTD Spent | Budget | Unspent |
| | | 6010.00 | 61 000 57 | 40.47 | ér 200 /- | 6220.02 | 63 303 4- | 63.000 A | te can c | 6700.00 | 60 a- | 40.07 | An n- | | | 631 010 00 |
| TOTAL ANNUAL BUDGET ALLOCATIONS | | \$916.89 | \$1,900.00 | \$0.00 | \$5,235.45 | \$320.39 | \$2,782.42 | \$2,882.11 | \$6,974.11 | \$700.00 | \$0.00 | \$0.00 | \$0.00 | \$19,211.37 NPG's Pending in | \$41,130.46 Committees | \$21,919.09 \$8,553.00 |
| TOTAL ANNUAL BUDGET ALLOCATIONS Office/Operational Expenditures Outreach Expenditures | \$12,630.46 \$16,050.00 | \$916.89 | \$1,900.00 | \$0.00 | \$5,235.45 | \$320.39 | \$2,782.42 | \$2,882.11 | \$6,974.11 | \$700.00 | \$0.00 | \$0.00 | | | \$41,130.46 Committees | \$21,919.09 \$8,553.00 \$13,366.09 |
| Office/Operational Expenditures | | \$916.89 | \$1,900.00 | \$0.00 | \$5,235.45 | \$320.39 | \$2,782.42 | \$2,882.11 | \$6,974.11 | \$700.00 | \$0.00 | \$0.00 | Funds Avail * Funds Ava | \$19,211.37 NPG's Pending in if Board Passes All | \$41,130.46 Committees Pending NPG's * | \$8,553.00 \$13,366.09 |
| Office/Operational Expenditures Outreach Expenditures Election Expenditures General and Operational Expenditures | \$16,050.00 \$750.00 \$29,430.46 | \$916.89 | \$1,900.00 | \$0.00 | \$5,235.45 | \$320.39 | \$2,782.42 | \$2,882.11 | \$6,974.11 | \$700.00 | \$0.00 | \$0.00 | Funds Avail * Funds Ava obligations of before year | \$19,211.37 NPG's Pending in if Board Passes All I does <u>not</u> include r other spending ti end If we spend d | \$41,130.46 Committees Pending NPG's * any reoccuring exp he board has or will own past \$10,000 re | \$8,553.00 \$13,366.09 H vote for emaining it will |
| Office/Operational Expenditures Outreach Expenditures Election Expenditures | \$16,050.00 \$750.00 | \$916.89 | \$1,900.00 | \$0.00 | \$5,235.45 | \$320.39 | \$2,782.42 | \$2,882.11 | \$6,974.11 | \$700.00 | \$0.00 | \$0.00 | Funds Avail * Funds Ava obligations of before year reduce any r | \$19,211.37 NPG's Pending in if Board Passes Ali I does <u>not</u> include r other spending ti end If we spend do ollover fund than c | \$41,130.46 Committees Pending NPG's * any reoccuring exp he board has or wil | \$8,553.00 \$13,366.09 hense I vote for emaining it will annual |







| Office of the City Clerk | | | 1 | | diand I | | | A m | | |
|--|--|--------------------------|--|----------------------------|---------------------------------------|---------------------------------|---------------------------------|---|--|--|
| Neighborhood Council (NC) Funding Prog | Iram | | ~1 | 1.2.2.1 | | | | | | |
| Board Action Certification (BAC) Form NC Name: Woodland Hills - Warner | Center | | Meeting Date | e: February | y 15, 2024 | | | | | |
| Budget Fiscal Year: 2023-2024 | | | Agenda Item | No: 14 (24-02 | 5) FY23-24 Bud | dget Review & F | Reallocation to su | pport currentr spending. | | |
| Board Motion and/or Public Benefit Statement (CIP and NPG): | 2/15/24 to support Website Webmaste | voted spen sub catago | iding items ory by \$500 | through 2/1 to \$1500 a | L5/24; wher nd increase | e the board i d the Valley (| n the Outreac Culural Concer | eir 23-24 FY budget effective h catagory reduced the ts sub catagory by \$500 to City Clerk as required. | | |
| Method of Payment: (Select One) | X Motion con | tinued on n | ext nade | | | | it Card 🗌 Board | Member Reimbursement | | |
| | Board Members must leave | | | cussion and m | | | v | ote Count | | |
| Board Member's First and Last Name | Board Position | Yes | No | Abstain | Absent | Ineligible | Recused | Notes | | |
| Karen DiBiase | Area 1 Residential | Х | | | | | | | | |
| Geoffreey Hobson | Area 1 Business | Х | | | | | | | | |
| Shelley Schwartz | Area 1 C. B. O. | Х | | | | | | | | |
| Reina Cerros-McCaughey | Area 1 Alternate | | | | | х | | Alternate | | |
| Julian Tu | Area 2 | Х | | | | | | | | |
| Paul Lawler | Residential Area 2 Business | | | | X | | | | | |
| Peter Haber | Area 2 C. B. O. | Х | | | | | | | | |
| Masha Dowell | Area 2 Alternate | х | | | | | | | | |
| Tracey Rosen | Area 3 | X | | | | | | | | |
| Dean Matthew | Residential | X | | | | | | | | |
| | Area 3 Business | ~ | | | X | | | | | |
| Harout Aristakessian | Area 3 C. B. O. | | | | ^ | X | | Testation (All | | |
| Jayce Baron | Area 3 Alternate Area 4 | | | | | Х | | Training/Alt | | |
| Don Patterson | Residential | Х | | | | | | | | |
| Martin Lipkin | Area 4 Business | Х | | | | | | | | |
| Dena Weiss | Area 4 C. B. O. | х | | | | | | | | |
| Vacant | Area 4 Alternate | | | | | | | | | |
| Christopher Waddy | Area 5 Residential | | | | Х | | | | | |
| Julie Waltrip | Area 5 Business | Х | | | | | | | | |
| Steve Sommers | Area 5 C. B. O. | Х | | | | | | | | |
| Allan Biggins | Area 5 Alternate | Х | | | | | | | | |
| Bill Barnett | Area 6 | Х | | | | | | | | |
| Heath Kline | Residential Area 6 Business | х | | | | | | | | |
| Bobbie Wasserman | Area 6 C. B. O. | Х | | | | | | | | |
| Janice Mendell | Area 6 Alternate | | | | | X | | Training/Alt | | |
| Kate Kennedy | Area 6 Alternate Area 7 | X | | | | | | | | |
| Schyler Katz | Residential | X | | | | | | | | |
| - | Area 7 Business | × | | | | | | | | |
| Joyce Fletcher Rosaleen O'Sullivan | Area 7 C. B. O. | ^ | | | | X | | Training/Alt | | |
| | Area 7 Alternate | Х | | | | ^ | | n anng/Ait | | |
| August Steurer | At-Large At-Large | ^ | | | | | | | | |
| Vacant | Alternate | | | | | | | | | |
| Vacant | Youth | | | | | | | | | |
| | Vote Counts: | Yes | No | Abstain | Absent | Ineligible | Recused | Notes | | |
| Board Quorum: 12 | Total: | 21 | 0 | 0 | 3 | 4 | 0 | 4 | | |
| We, the authorized signers of the above named laws, policies, and procedures. The above was Authorized Signature | | | | Act compliant | | | | | | |
| <u>۲ کر شید</u> Print/Type Name: Heath Kline, Trea | asurer | | Print/Type Name: Dena Weiss, President | | | | | | | |
| Date: February 15, 2024 | | | | ruary 15 | • | | | NCFP 101 BAC Rev020118 V/H | | |
| | | | | | · · · · · · · · · · · · · · · · · · · | | | · ··· ··· ··· ··· ··· ··· | | |

| A Adjusted & Adopted 9/13/23 BAC 3 (23-053) & Adjusted & Adopted 11/02/3 BAC 2 (23-059) & Adjusted & Adopted 01/10/24 BAC 7 (24-007) & Adjusted & Adopted 02/15/24 BAC 7 (24-025) energing true updated through 02/27/20/24 & shows possible NPGs pending in mul Budget Funds Blower Funds (Ro-Supplementa Funds) Realocation J BAC 3 (23-053) Blummeris (bct penses PH by OC for Grant Casshoper 35 Stochast S208) glummeris (bct penses PH by OC for Grant Casshoper 35 Stochast S208) Blummeris (bct penses PH by OC for Grant Casshoper 35 Stochast S208) Blummeris (bct penses PH by OC for Grant Casshoper 35 Stochast S208) Blummeris (bct penses PH by OC for Grant Casshoper 35 Stochast S208) Blummeris (bct penses PH by OC for Grant Casshoper 25 Stochast S208) Floe/Operational Expenditures Category sace Rental Board Meetings Storage StorQuest Djustmeri-Sept NC expenses PL by City Clerk during cedit card transition Bjustmeri-Dec NC expenses PL by City Clerk during cedit card transition Bjustmeri-Dec NC expenses PL by City Clerk during cedit card transition Bjustmeri-Dec NC expenses PL by City Clerk during cedit card transition Bjustmeri-Dec NC expenses PL by City Clerk during cedit card transition Bjustmeri-Dec NC expenses PL by City Clerk during cedit card transition Bjustmeri-Dec NC expenses PL by City Clerk during cedit card transition Bjustmeri-Dec NC expenses PL by City Clerk during cedit card transition Bjustmeri-Dec NC expenses PL by City Clerk during cedit card transition Bjustmeri-Dec NC expenses PL by City Clerk during cedit card transition Bjustmeri-Dec NC expenses PL by City Clerk during cedit card transition Bjustmeri-Dec NC expenses PL by City Clerk during cedit card transition Bjustmeri-Dec NC expenses PL by City Clerk during cedit card transition Bjustmeri-Dec NC expenses PL by City Clerk during cedit card transition Bjustmeri-Dec NC expenses PL by City Clerk during cedit card transition Bjustmeri-Dec NC expenses PL by City Clerk during cedit card transition Bjustmeri Clerk Clerk Bjustm | Budget Allocation 532,000.00 \$10,000.00 (\$330.54) (\$221.00) (\$869.54) \$41,130.46 \$1,200.00 \$2,940.00 \$1,200.00 | | | | | | | | | | | | | | | |
|--|--|---|----------------------------|--------------------------------|------------------------------------|--------------------|-------------------------|---------------------------|--------------------------------|-------------------|--------------------------------|------------------------|---------------|---|---|---------------------------|
| evening tres updated through 02/21/2023 & shows possible NPGs pending in mula Budget Funds Blower Funds (RO-Supplement Funds Realocation) BAC 3 (23-053) glutments (bot topenes NH by Cuck Grasshopper 5 & 5 shockes 1588 Blutment-Dec K cogneses Pd by Cuck Grasshopper 5 & 5 shockes 1588 Blutment-Dec K cogneses Pd by Cuck Grasshopper 5 & 5 shockes 1588 Blutment-Dec K cogneses Pd by Cuck Grasshopper 5 & 5 shockes 1588 Blutment-Dec K cogneses Pd by Cuck Grasshopper 5 & 5 shockes 1588 Blutment-Dec K cogneses Pd by Cuck Grasshopper 5 Blutment-Dec K cogneses Pd by Cuck Grasshopper 5 Blutment-Dec K cogneses Pd by Cuck Grasshopper 1 Blutment-Dec K cogneses Pd by Clok Clerk during credit card transition Blutment-Dec K cogneses Pd by Cuck Clerk during credit card transition mutant Contact | \$10,000.00 (\$330.54) (\$268.00) (\$271.00) (\$869.54) \$41,130.46 \$1,200.00 \$2,940.00 | | | | | | | | | | | | | | | |
| Jilover Funds (Ro-Supplementa Funds Realocation) BAC 3 (23-03) justment Sies tops consomer Alby Cite Arc Stanoburs 5248 10//23) justment-Dec Koepenses Alb Uy City Cites Costory Charged in Error tal Adjustments tal Adjustments tal Adjustments tal Annual Bodget Funds filce/Operational Expenditures Category wace Rental Board Meetings Storage Storage Used Storage Storage Used Justment- Cot NC expenses Pd by City Clerk during credit card transition Jjustment- Cot NC expenses Pd by City Clerk during credit card transition Jjustment- Cot NC expenses Pd by City Clerk during credit card transition Jjustment- Cot NC expenses Pd by City Clerk during credit card transition Jjustment- Cot NC expenses Pd by City Clerk during credit card transition Jjustment- Cot NC expenses Pd by City Clerk during credit card transition metanober NC expenses Pd by City Clerk Cite StorQ charged in Error mstant Contact | \$10,000.00 (\$330.54) (\$268.00) (\$271.00) (\$869.54) \$41,130.46 \$1,200.00 \$2,940.00 | | | | | | | | | | | | | | | |
| Justment Stept Somers Hot yCity Clerk Casshoper Sd. 24 & Standbart Sdall Justments ICs topense Net yCity Clerk Cot StorQ charged in Error tal Adjustments tal Adjustments tal Annual Bodget Funds Hfloe/Operational Expenditures Category sace Rental Board Meetings Storage StorQuest core System - Grasshopper Jjustment- Oct NC expenses Pd by City Clerk during credit card transition Jjustment- Oct NC expenses Pd by City Clerk during credit card transition Jjustment- Oct NC expenses Pd by City Clerk during credit card transition Jjustment- Oct NC expenses Pd by City Clerk City StorQ charged in Error mstant Contact | (\$330.54) (\$268.00) (\$271.00) (\$869.54) \$41,130.46 \$1,200.00 \$2,940.00 | | | | | | | | | | | | | | | |
| Justment-Dec NC expenses Pd by City Clerk CC StorQ charged in Error tal Adjustments' tal Adjustments' Hilce/Operational Expenditures Category uace Rental Board Meetings Storage StorQuest core System - Grasshopper Jjustment-Dot NC expenses Pd by City Clerk during credit card transition Jjustment-Dot NC expenses Pd by City Clerk during credit card transition Jjustment-Dot NC expenses Pd by City Clerk during credit card transition mistant Contact | (\$271.00) (\$869.54) \$41,130.46 \$1,200.00 \$2,940.00 | | | | | | | | | | | | | | | |
| tal Annual Budget Funds | \$1,200.00 \$2,940.00 | | | | | | | | | | | | | | | |
| filee/Operational Expenditures Category acce Rental Board Meetings Storage StroCyclest Jone System - Grasshopper Jjustment- Set NC expenses Pd by Chy Clerk during credit card transistion Jjustment- Oct NC expenses Pd by Chy Clerk during credit card transistion Jjustment- Oct NC expenses Pd by Chy Clerk CC StorQ charged in Error Instant Contact | \$1,200.00 \$2,940.00 | | | | | | | | | | | | | | | |
| sace Rental Board Meetings Storage StarCluss: Jjustmeth: Sept NC expenses Pd by City Clerk during credit card transistion Jjustmeth: Oct NC expenses Pd by City Clerk during credit card transistion Jjustmeth: Oct NC expenses Pd by City Clerk during credit card transistion guarment: De NC expenses Pd by City Clerk CC StorD charged in Error instant Contact | \$2,940.00 | | | | | | | | | | | | | | | |
| Storage StorQuest core System - Grassbapper djustmenth- Sept NC expenses Pd by City Clerk during credit card transistion djustmenth- Oct NC expenses Pd by City Clerk during credit card transistion guatement-De NC expenses Pd by City Clerk CC StorD charged in Error instant Contact | \$2,940.00 | | | | | | | | LAUSD | Past Due - Est | timate | | | Ytd Spent | Office/Opps Budget | Avail |
| ione System - Grasshopper Jjustmenh- Sept NC expenses Pd by City Clerk during credit card transistion Jjustmenh- Ote expenses Pd by City Clerk during credit card transistion Jjustmenh-Dec NC expenses Pd by City Clerk CC StorQ charged in Error Instant Contact | | \$268.00 | | лн сс сс 9/9/23, \$268.00 | 268 JH CC CC 1 \$539.00 | 0/1/23 + 271 | HK CC 10/31 \$271.00 | Pd through Ni \$271.00 | \$271.00 | \$500.00 | | | | \$500.00 \$1.888.00 | \$1,200.00 \$2,940.00 | \$700.00 \$1.052.00 |
| djustment- Oct NC expenses Pd by City Clerk during credit card transistion justment-Dec NC expenses Pd by City Clerk CC StorQ charged in Error instant Contact | | \$31.90 | | \$62.54 | \$31.89 | \$30.89 | \$30.89 | \$30.11 | \$31.98 | | | | | \$250.20 | \$1,200.00 | \$949.80 |
| justment-Dec NC expenses Pd by City Clerk CC StorQ charged in Error | (\$330.54) (\$268.00) | | | (\$330.54) | (\$268.00) | | | | | | | | | (\$330.54) (\$268.00) | (\$330.54) (\$268.00) | \$0.00 \$0.00 |
| | (\$271.00) | | | | | | (\$271.00) | | | | | | | (\$271.00) | (\$271.00) | \$0.00 |
| ftware Upgrades | \$960.00 | (Paul exp to wrong sub account in Jly) | \$81.00 | | \$162.00 | \$81.00 | \$81.00 | \$81.00 | \$81.00 | | | | | \$567.00 | \$960.00 | \$393.00 |
| ail Box Rental (UPS PMB) | \$200.00 \$500.00 | \$516.00 | | | HK NC CC for S | ept & Oct | | | ARC Graph | ics Past Due - | Estimate | | | \$0.00 \$516.00 | \$200.00 \$500.00 | \$200.00 (\$16.00 |
| ffice Supplies and Printing oper and Ink | \$2,000.00 \$500.00 | | | | | | | | \$90.13 Off Dep Pst Bx & G | \$200.00 | | | | \$290.13 \$0.00 | \$2,000.00 \$500.00 | \$1,709.87 \$500.00 |
| nail and Web Hosting and Support (RO Funds) | \$3,000.00 | | | | | | | that potentia | lly spends all n | emaining fund | ls in this cat | for new G-Ma | il hosting] | \$729.06 | \$3,000.00 | \$2,270.94 |
| ood & Refreshments For NC Meetings, Retreats, & Outreach Events | \$1,000.00 | Added 11/8/ | 23 | | Wendy Moore Inv CK | FWendy Moore Inv 6 | X Req Sub 11/2/23 | | | | | | | | \$1,000.00 | \$1,000.00 |
| otal Office/Operational Expenditures | \$12,630.46 | Increased by | \$1,000 11/8, | 23 | | | | | | | | | | \$3,870.85 | \$12,630.46 | \$8,759.61 |
| utreach Expenditures Category | | | | | | | | | | | | | | | Outreach | |
| xial Media | \$300.00 | | | | | | | | | | | | | Ytd Spent \$0.00 | Budget \$300.00 | Avail \$300.00 |
| arner Center News Iley Cultural - Concert Outreach Booth WC Park [BAC 11 24-022] 2/15/24 | \$750.00 | Rudaat incra | rad by \$500 | from Wahma | ster on 2/15 1 | 4 (24 025) | | | \$3.500.00 | | | | | \$0.00 \$3,500.00 | \$750.00 \$3,500.00 | \$750.00 \$0.00 |
| ne Generation Sr Fair Outreach Booth [BAC 12 24-023] 2/15/24 | \$1,000.00 | | iseu by 5500 | | Ster UI 2/15 1 | ¥ (24-025) | | | \$1,000.00 | | | | | \$1,000.00 | \$1,000.00 | \$0.00 |
| ebsite Webmaster (\$2k > 1.5K .5K to VC Concerts above on 2/15/24) ebsite Hosting | \$1,500.00 \$900.00 | Bluehost Domain \$19.99 | Cong of NC | | | | | | | | | | | \$0.00 \$19.99 | \$1,500.00 \$900.00 | \$1,500.00 \$880.01 |
| ng of Neighborhoods & July Constant Contact reatful Hearts & Disaster Prep Booth \$500 3 (23-070) 11/8/23 | \$581.00 \$500.00 | \$81.00 | \$500.00 | | | | ¢5.00.00 | CK Deswart 1 | 2/19/23 Pd 12 | (10/22 | | | | \$581.00 \$500.00 | \$581.00 \$500.00 | \$0.00 \$0.00 |
| eplace Damaged NC Pole Banners \$900 4 (23-071) 11/8/23 | \$900.00 | | \$1,319.00 | | | | \$870.53 | CK Request 12/3 | 9/23 Clerk reject | ed - wants to pay | post install. Ap | proved & Pd 2-: | 9-24 | \$2,189.53 | \$900.00 | (\$1,289.53 |
| LO Purchase of giveaway bags & keychains up to \$2,500 7 (24-007) 1/10/24 eneral Outreach [RO] (Not yet allocated to specific items) | \$2,500.00 \$3,619.00 | | | | | | | \$2,500.00 | order placed w | ith Halo | | | | \$0.00 | \$2,500.00 \$3,619.00 | \$3,619.00 |
| otal Outreach Expenditures | \$16,050.00 | Decreaed by | \$1,000 11/8/ | 23 & Increase | d \$1,000 1/10, | 24, | | | | | | | | \$7,790.52 | \$16,050.00 | \$5,759.48 |
| ection Expenditures | | | | | | | | | | | | | | Ytd Spent | Elections Budget | Avail |
| estfield for Rose Goldwater Cmnt Cntr 6/18/23 NC Election Venue (RO) | \$750.00 | | | | \$750.00 Pd by CK | | | | | | | | | \$750.00 | \$750.00 | \$0.00 |
| otal Election Expenditures | \$750.00 | | | | Paby Cr. | | | | | | | | | \$750.00 | \$750.00 | \$0.00 |
| eighborhood Purposes Grants (NPG) Expenditures Category | | | | | | | | | | | | | | Ytd Spent | NPGs | A |
| est Valley Food Panty [BAC 6-23-063 Passed 10/12/23] | \$2,000.00 | | | | \$2,000.00 | [*Clerk Denie | | | ffilation per Ord | linance 18015 | 5 and Admini | trative Code (| Code 22.817)] | \$2,000.00 | Budget \$2,000.00 | Avail \$0.00 |
| erce College Foundation - Brahma Bodega [BAC 7-23-064 Passed 10/12/23] ons of Lockhurst PTO - Garden Project [BAC 10-23-083 Passed 12/13/23] | \$1,500.00 \$1,300.00 | | | | \$1,500.00 | [City Clerk re | | | S Doc/Resubm 1/17/23 Reject | | | | | \$1,500.00 \$1,300.00 | \$1,500.00 \$1,300.00 | \$0.00 \$0.00 |
| oodlake Elem Schl PTA - Art Fair [BAC 13 (24-024] 2/15/24 Agenda] | \$2,000.00 | New 2/15/24 | NPG not pre | viously on the | e budget | | | | \$2,000.00 | | | ,, | | \$2,000.00 | \$2,000.00 | \$0.00 |
| tal of Previous Approved NPGs as of 2/15/24 | \$6,800.00 | | | | | | | | | | | | | | | |
| ew Frnds Homeless Cntr - Feeding Program[BAC XX 24-XXX 3/13/24 Agenda] ommunity Benefit Foundtn - LA River Cleanup [BAC XX 24-XXX 3/13/24 Agend | \$1,500.00 \$2,400.00 | Currently in c | ommittee NI ommittee NI | G not previou G not previou | isly on the bud isly on the bud | get net | | | | | ng in Homele ng in Enviro (| | | \$0.00 \$0.00 | | \$0.00 \$0.00 |
| iends of Calabash, Inc, dba Calabash PTO | \$4,653.00 | Currently in c | ommittee NI | G not previou | isly on the bud | get | | | | \$4,653 Pendii | ng in Ed Com | mittee if NC approv | ar all | \$0.00 | | |
| tal Pending NPG's Still in Committee (not budgeted for) | \$8,553.00 | | | | | | | | | 38,555 Total | renuing NPG | ij we upprovi | es un | | | \$0.00 |
| maining General NPG Funds Not Yet Allocated [NPG Budget Cat overdraft amn Inds needed frm other budget cats to support all pending NPG's if aprvd. | \$7,653.00 \$7,653.00 | | | | | | | | | | | | | | | \$0.00 |
| otal NPG Expenditures | \$7,700.00 | | | | | | | | | | | | | \$6,800.00 | \$7,700.00 | \$900.00 |
| ommunity Improvement Projects (CIP) Expenditures Category | | | | | | | | | | | | | | Ytd Spent | CIPs Budget | Avail |
| nviromental Project [\$300. Wagon 23-065] | \$1,000.00 | | | | up to \$300.0 | BAC 23-0 | 65 for wago | n | | | | | | \$0.00 | \$1,000.00 | \$1,000.00 |
| omeless Project ublic Safety Project | \$1,000.00 \$1,000.00 | | | | | | | | | | | | | \$0.00 \$0.00 | \$1,000.00 \$1,000.00 | \$1,000.00 \$1,000.00 |
| ducation Project | \$1,000.00 \$0.00 | | | | | | | | | | | | | \$0.00 | \$1,000.00 | \$1,000.00 \$0.00 |
| | | | | | | | | | | | | | | | | |
| otal CIP Expenditures Category | \$4,000.00 | | | | | | | | | | | | | \$0.00 | \$4,000.00 Total | \$4,000.00 |
| DTAL ANNUAL BUDGET ALLOCATIONS | | \$916.89 | \$1,900.00 | \$0.00 | \$5,235.45 | \$320.39 | \$2,782.42 | \$2,882.11 | \$6,974.11 | \$700.00 | \$0.00 | \$0.00 | \$0.00 | YTD Spent \$19,211.37 | Budget \$41,130.46 | Unspent \$21,919.09 |
| Office/Operational Expenditures | \$12.630.46 | | | | | | | | | | , | | | NPG's Pending in if Board Passes All | Committees | \$8,553.00 \$13.366.09 |
| Outreach Expenditures | \$12,630.46 \$16,050.00 | | | | | | | | | | | | | | | |
| Election Expenditures eneral and Operational Expenditures | \$750.00 | | | | | | | | | | | | obligations o | r other spending th | any reoccuring exp he board has or wil | II vote for |
| eneral and Operational Expenditures PG Expenditures | \$7,700.00 | | | | | | | | | | | | reduce any re | ollover fund than c | own past \$10,000 n an be added to our | r annual |
| PG Expenditures IP Expenditures Category | \$4,000.00 | | | | | | | | | | | | \$22 000 bud | net from the City f | or next FY starting . | July 1 2024. |

📑 Microsoft

Thank you for shopping with us on February 24, 2024.

Any downloads you bought, except preorders, are available now.

Order Number: 5996885264 Date purchased: February 24, 2024

Order details

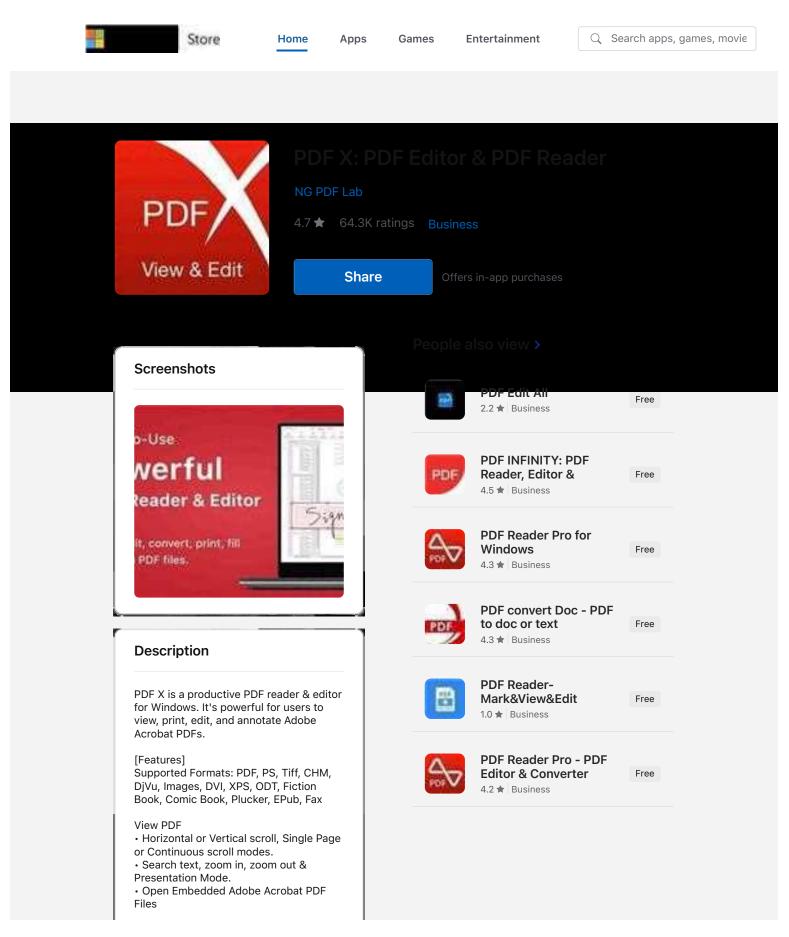
| Item description | | Quantity | Price |
|--------------------------------------|-----------------------------------|----------|-------------------------------|
| B | One time purchase PDF X Editor | 1 | USD 49.99 |
| Order Subtotal Order Total | | | USD 49.99 USD 49.99 |
| _ | | | |

Payment

MasterCard **7237

USD 49.99

PDF X: PDF Editor & PDF Reader - Microsoft Apps 29



- Share and print PDF documents
- Thumbnails
- Bookmark specific pages or sections of PDFs

Annotate PDF

- · Adding annotations, removing
- annotations, editing annotations
- Markup with highlight, underline,
- strikeout
- Add text comments, text boxes, and
- hyperlinks to PDF files
- Free hand-writing and drawing
- Fill out PDF forms
- SignaturesWatermark
- Stamp
- Stamp

Fill PDF forms

- Fill out PDF forms
- Fill & sign PDF form

Page Editor

Merge PDF

• Split PDF

- Extract Extract the desired pages to create a new PDF
- Append Insert another file (entire files or specific page ranges) into the existing file
- Rotate & delete pages
- Edit text, images, and links
- Redact Hide sensitive information

Convert PDF

- Convert PDF to Word (PDF to Docx)
- Convert PDF to Excel (PDF to XIs)
- Convert PDF to PNG (PDF to Image)
- Convert PDF to JPEG (PDF to Image)
- Convert PDF to RTF
- Convert PDF to Text (PDF to TXT)
- Convert PDF to Web Pages (PDF to
- HTML)
- Convert PDF to XML

Convert to PDF

- Convert Word to PDF (Docx to PDF)
- Convert Excel to PDF (XIs to PDF)
- $\boldsymbol{\cdot}$ Convert PowerPoint to PDF (PPT to
- PDF)
- Convert PNG to PDF (Image to PDF)
- Convert JPEG to PDF (Image to PDF)
- Convert RTF to PDF
- Convert Text to PDF (TXT to PDF)

PDF X contains an optional in-app purchase as Premium, which provides the following features:

- Convert PDF files to Word, Excel, image, etc
- Sign, compress PDF
- Merge, split, delete, insert, extract, and reorder pages
- Image to texts (OCR)
- Up to 10 devices
- Subscription plan: billed annually at
- \$29.99/year
- Lifetime license: one-time purchase for

| Office of the City Clerk | | | 1 | | diand (| | | | | | |
|--|--|--------------------------|--|---|--|------------------|--------------------|---------------------------------------|--|--|--|
| Neighborhood Council (NC) Funding Prog Board Action Certification (BAC) Form | Iram | | ~ | 1. S. S. M. | | | | | | | |
| NC Name: Woodland Hills - Warner | Center | | Meeting Date | g Date: February 15, 2024 | | | | | | | |
| Budget Fiscal Year: 2023-2024 | | | - | | 14 (24-025) FY23-24 Budget Review & Reallocation to support currentr spending. | | | | | | |
| Board Motion and/or Public Benefit Statement (CIP and NPG): | 2/15/24 to support Website Webmaste | voted spen sub catago | iding items ory by \$500 | WHWCNC has updated its budget allocations for their 23-24 FY budget effective s through 2/15/24; where the board in the Outreach catagory reduced the 0 to \$1500 and increased the Valley Culural Concerts sub catagory by \$500 to s updated budget going forward and file it with the City Clerk as required. | | | | | | | |
| Method of Payment: (Select One) | X Motion con | tinued on n | ext page | | | | it Card 🗌 Board | Member Reimbursement | | | |
| | Board Members must leave | | | cussion and m | | | v | ote Count | | | |
| Board Member's First and Last Name | Board Position | Yes | No | Abstain | Absent | Ineligible | Recused | Notes | | | |
| Karen DiBiase | Area 1 Residential | Х | | | | | | | | | |
| Geoffreey Hobson | Area 1 Business | Х | | | | | | | | | |
| Shelley Schwartz | Area 1 C. B. O. | Х | | | | | | | | | |
| Reina Cerros-McCaughey | Area 1 Alternate | | | | | Х | | Alternate | | | |
| Julian Tu | Area 2 | Х | | | | | | | | | |
| Paul Lawler | Residential Area 2 Business | | | | x | | | | | | |
| Peter Haber | Area 2 C. B. O. | Х | | | | | | | | | |
| Masha Dowell | Area 2 Alternate | х | | | | | | | | | |
| Tracey Rosen | Area 3 | Х | | | | | | | | | |
| Dean Matthew | Residential Area 3 Business | х | | | | | | | | | |
| Harout Aristakessian | Area 3 C. B. O. | | | | X | | | | | | |
| Jayce Baron | | | | | | x | | Training/Alt | | | |
| Don Patterson | Area 3 Alternate Area 4 | X | | | | | | | | | |
| | Residential | X | | | | | | | | | |
| Martin Lipkin | Area 4 Business | × | | | | | | | | | |
| Dena Weiss | Area 4 C. B. O. | ^ | | | | | | | | | |
| Vacant | Area 4 Alternate Area 5 | | | | | | | | | | |
| Christopher Waddy | Residential | | | | Х | | | | | | |
| Julie Waltrip | Area 5 Business | Х | | | | | | | | | |
| Steve Sommers | Area 5 C. B. O. | Х | | | | | | | | | |
| Allan Biggins | Area 5 Alternate | Х | | | | | | | | | |
| Bill Barnett | Area 6 Besidential | х | | | | | | | | | |
| Heath Kline | Area 6 Business | Х | | | | | | | | | |
| Bobbie Wasserman | Area 6 C. B. O. | х | | | | | | | | | |
| Janice Mendell | Area 6 Alternate | | | | | х | | Training/Alt | | | |
| Kate Kennedy | Area 7 Residential | Х | | | | | | | | | |
| Schyler Katz | Area 7 Business | Х | | | | | | | | | |
| Joyce Fletcher | Area 7 C. B. O. | Х | | | | | | | | | |
| Rosaleen O'Sullivan | Area 7 Alternate | | | | | х | | Training/Alt | | | |
| August Steurer | At-Large | Х | | | | | | | | | |
| Vacant | At-Large | | | | | | | | | | |
| Vacant | Alternate Youth | | | | | | | | | | |
| | Vote Counts: | Yes | No | Abstain | Absent | Ineligible | Recused | Notes | | | |
| Board Quorum: 12 | Total: | 21 | 0 | | Absent 3 | 4 | 0 | 4 | | | |
| We, the authorized signers of the above named laws, policies, and procedures. The above was Authorized Signature | l Neighborhood Council, dec | lare that the inf | formation prese | ented on this for Act compliant | m is accurate a public meeting | and complete, an | d that a public me | eting was held in accordance with all | | | |
| N Kline | | | | - (' | Meine | | | | | | |
| Print/Type Name: Heath Kline, Trea | asurer | | Print/Type Name: Dena Weiss, President | | | | | | | | |
| Date: February 15, 2024 | | | Date: Feb | te: February 15, 2024 NGFP 101 BAC | | | | | | | |

| WHWCNC Annual Budgert FY2023-2024 | | July (Paul) | August | September | October | November | December | January | February | March | April | Мау | June | Ytd Spent | Budget | Avail |
|---|----------------------------|---|---------------|----------------------------------|----------------------------|------------------|-------------------------|--------------------------|-------------------------------------|-------------------|--------------------------------|----------------|----------------|--------------------------|--|--------------------------|
| As Adjusted & Adopted 9/13/23 BAC 3 (23-053) As Adjusted & Adopted 11/08/23 BAC 2 (23-069) As Adjusted & Adopted 01/10/24 BAC 7 (24-007) | Budget Allocation | | | | | | | | | | | | | | | |
| As Adjusted & Adopted 02/15/24 BAC 14 (24-025) Spending tros undated through 02/21/2024 & shows possible NPGs pending in | committees | | | | | | | | | | | | | | | |
| Annual Budget Funds Rollover Funds [RO-Supplementa Funds] Realocation] BAC 3 (23-053) | \$32,000.00 \$10.000.00 | | | | | | | | | | | | | | | |
| Adjustments (Sept Expenses Pd by City Clerk Grasshopper \$62.54 & StorQuest \$268) | (\$330.54) | | | | | | | | | | | | | | | |
| Adjustments (Oct Expenses Pd by City Clerk Grasshopper \$ & StorQuest \$268 10/1/23) Adjustment-Dec NC expenses Pd by City Clerk CC StorQ charged in Error | (\$268.00) (\$271.00) | | | | | | | | | | | | | | | |
| Total Adjustments Total Annual Budget Funds | (\$869.54) \$41,130.46 | | | | | | | | | | | | | | | |
| Total Annual Budget Funds | \$41,150.40 | | | | | | | | | | | | | | | |
| Office/Operational Expenditures Category | | | | | | | | | LAUSD | Past Due - Es | timate | | | Ytd Spent | Office/Opps Budget | Avail |
| Space Rental Board Meetings NC Storage StorQuest | \$1,200.00 \$2,940.00 | \$268.00 | | лн сс сс 9/9/23 \$268.00 | 268 JH CC CC 1 \$539.00 | 0/1/23 + 271 | HK CC 10/31 \$271.00 | Pd through N \$271.00 | \$271.00 | \$500.00 | | | | \$500.00 \$1.888.00 | \$1,200.00 \$2,940.00 | \$700.00 \$1.052.00 |
| Phone System - Grasshopper | \$1,200.00 | \$31.90 | | \$62.54 | \$31.89 | \$30.89 | \$30.89 | \$30.11 | \$31.98 | | | | | \$250.20 | \$1,200.00 | \$949.80 |
| Adjustment- Sept NC expenses Pd by City Clerk during credit card transistion Adjustment- Oct NC expenses Pd by City Clerk during credit card transistion | (\$330.54) (\$268.00) | | | (\$330.54) | (\$268.00) | | | | | | | | | (\$330.54) (\$268.00) | (\$330.54) (\$268.00) | \$0.00 \$0.00 |
| Adjustment-Dec NC expenses Pd by City Clerk CC StorQ charged in Error | (\$271.00) | | | | | | (\$271.00) | | | | | | | (\$271.00) | (\$271.00) | \$0.00 |
| Constant Contact | \$960.00 | (Paul exp to wrong sub account in Jly) | \$81.00 | | \$162.00 | \$81.00 | \$81.00 | \$81.00 | \$81.00 | | | | | \$567.00 | \$960.00 | \$393.00 |
| Software Upgrades Mail Box Rental (UPS PMB) | \$200.00 \$500.00 | \$516.00 | | | HK NC CC for S | ept & Oct | | | ARC Grapt | hics Past Due | - Estimate | | | \$0.00 \$516.00 | \$200.00 \$500.00 | \$200.00 (\$16.00 |
| Office Supplies and Printing Paper and Ink | \$2,000.00 \$500.00 | | | | | | | | \$90.13 Off Dep Pst Bx & C | \$200.00 | | | | \$290.13 \$0.00 | \$2,000.00 \$500.00 | \$1,709.87 \$500.00 |
| Email and Web Hosting and Support (RO Funds) | \$3,000.00 | | | | | | | that potentia | lly spends all r | emaining fun | ds in this cat | for new G-M | ail hosting] | \$729.06 | \$3,000.00 | \$2,270.94 |
| Food & Refreshments For NC Meetings, Retreats, & Outreach Events | \$1,000.00 | Added 11/8/ | 23 | | Wendy Moore Inv CK | fWendy Moore Inv | CK Req Sub 11/2/23 | | | | | | | | \$1,000.00 | \$1,000.00 |
| Total Office/Operational Expenditures | \$12,630.46 | Increased by | \$1,000 11/8/ | 23 | | | | | | | | | | \$3,870.85 | \$12,630.46 | \$8,759.61 |
| Outreach Expenditures Category | | | | | | | | | | | | | | | Outreach | |
| Social Media | \$300.00 | | | | | | | | | | | | | Ytd Spent \$0.00 | Budget \$300.00 | Avail \$300.00 |
| Warner Center News | \$750.00 | A 1 1 | 11 6500 | | | . (2.4.025) | | | \$3.500.00 | | | | | \$0.00 \$3,500.00 | \$750.00 \$3.500.00 | \$750.00 \$0.00 |
| Valley Cultural - Concert Outreach Booth WC Park [BAC 11 24-022] 2/15/24 One Generation Sr Fair Outreach Booth [BAC 12 24-023] 2/15/24 | \$1,000.00 | Buaget increa | 1sea by \$500 | | ster on 2/15 1 | 9 (24-025) | | | \$1,000.00 | | | | | \$1,000.00 | \$1,000.00 | \$0.00 |
| Website Webmaster (\$2k > 1.5K .5K to VC Concerts above on 2/15/24) Website Hosting | \$1,500.00 \$900.00 | Bluehost Domain \$19.99 | Cona of NC | | | | | | | | | | | \$0.00 \$19.99 | \$1,500.00 \$900.00 | \$1,500.00 \$880.01 |
| Cong of Neighborhoods & July Constant Contact | \$581.00 \$500.00 | \$81.00 | \$500.00 | | | | 45.00.00 | <i></i> | | 140 (22 | | | | \$581.00 \$500.00 | \$581.00 \$500.00 | \$0.00 |
| Greatful Hearts & Disaster Prep Booth \$500 3 (23-070) 11/8/23 Replace Damaged NC Pole Banners \$900 4 (23-071) 11/8/23 | \$900.00 | | \$1,319.00 | | | | \$870.53 | CK Request 12/ | 2/19/23 Pd 12 19/23 Clerk reject | ted - wants to pa | post install. Ap | proved & Pd 2- | 9-24 | \$500.00 \$2,189.53 | \$900.00 | \$0.00 (\$1,289.53 |
| HALO Purchase of giveaway bags & keychains up to \$2,500 7 (24-007) 1/10/24 General Outreach [RO] (Not yet allocated to specific items) | \$2,500.00 \$3,619.00 | | | | | | | \$2,500.00 | order placed v | with Halo | | | | \$0.00 | \$2,500.00 \$3,619.00 | \$3,619.00 |
| Total Outreach Expenditures | | Decreaed by | \$1,000 11/8/ | 23 & Increase | d \$1,000 1/10, | /24, | | | | | | | | \$7,790.52 | \$16,050.00 | \$5,759.48 |
| | | | | | | | | | | | | | | | Elections | |
| Election Expenditures Westfield for Rose Goldwater Cmnt Cntr 6/18/23 NC Election Venue (RO) | \$750.00 | | | | \$750.00 | | | | | | | | | Ytd Spent \$750.00 | Budget \$750.00 | Avail \$0.00 |
| Total Election Expenditures | \$750.00 | | | | Pd by CK | | | | | | | | | \$750.00 | \$750.00 | \$0.00 |
| Neighborhood Purposes Grants (NPG) Expenditures Category | | | | | | | | | | | | | | | NPGs | |
| West Valley Food Panty [BAC 6-23-063 Passed 10/12/23] | \$2,000.00 | | | | \$2,000.00 | [*Clerk Deni | | | filation per Or | | 5 and Admini | strative Code | Code 22.817)] | Ytd Spent \$2,000.00 | Sudget \$2,000.00 | Avail \$0.00 |
| Pierce College Foundation - Brahma Bodega [BAC 7-23-064 Passed 10/12/23] Lions of Lockhurst PTO - Garden Project [BAC 10-23-083 Passed 12/13/23] | \$1,500.00 \$1,300.00 | | | | \$1,500.00 | [City Clerk re | | | S Doc/Resubn 2/17/23 Reject | | | | | \$1,500.00 \$1,300.00 | \$1,500.00 \$1,300.00 | \$0.00 \$0.00 |
| Woodlake Elem Schl PTA - Art Fair [BAC 13 (24-024] 2/15/24 Agenda] | \$2,000.00 | New 2/15/24 | NPG not pre | eviously on th | e budget | | \$1,500.00 | Submitted 1 | \$2,000.00 | | onected & i | 0 12/21/23 | | \$2,000.00 | \$2,000.00 | \$0.00 |
| Total of Previous Approved NPGs as of 2/15/24 | \$6,800.00 | | | | | | | | | | | | | | | |
| New Frnds Homeless Cntr - Feeding Program[BAC XX 24-XXX 3/13/24 Agenda] Community Benefit Foundth - LA River Cleanup [BAC XX 24-XXX 3/13/24 Agend | \$1,500.00 \$2,400.00 | Currently in c | ommittee NF | PG not previou PG not previou | isly on the bud | get | | | | | ing in Homele ing in Enviro | | 2 | \$0.00 \$0.00 | | \$0.00 \$0.00 |
| Friends of Calabash, Inc, dba Calabash PTO | \$4,653.00 | Currently in c | ommittee NF | G not previou | isly on the bud | get | | | | \$4,653 Pend | ing in Ed Com | mittee | | \$0.00 | | Ş0.00 |
| Total Pending NPG's Still in Committee (not budgeted for) | \$8,553.00 | | | | | | | | | \$8,533 Total | Pending NPC | if NC approv | es all | | | \$0.00 |
| Remaining General NPG Funds Not Yet Allocated [NPG Budget Cat overdraft ann Funds needed frm other budget cats to support all pending NPG's if aprvd. | \$7,653.00 \$7,653.00 | | | | | | | | | | | | | | | \$0.00 |
| Total NPG Expenditures | \$7,700.00 | | | | | | | | | | | | | \$6,800.00 | \$7,700.00 | \$900.00 |
| Community Improvement Brain to (OID) France diverse O | | | | | | | | | | | | | | Vtd Correct | CIPs | A |
| Community Improvement Projects (CIP) Expenditures Category Enviromental Project [\$300. Wagon 23-065] | \$1,000.00 | | | | up to \$300.0 | 0 BAC 23-0 | 065 for wago | n | | | | | | Ytd Spent \$0.00 | Budget \$1,000.00 | Avail \$1,000.00 |
| Homeless Project Public Safety Project | \$1,000.00 \$1,000.00 | | | | | | | | | | | | | \$0.00 \$0.00 | \$1,000.00 \$1,000.00 | \$1,000.00 \$1,000.00 |
| Education Project | \$1,000.00 | | | | | | | | | | | | | \$0.00 | \$1,000.00 | \$1,000.00 |
| Community Services [Xfer \$1,000 to Outreach for Halo 7 (24-007) 1/10/24] | \$0.00 | | | | | | | | | | | | | \$0.00 | \$0.00 | \$0.00 |
| Total CIP Expenditures Category | \$4,000.00 | | | | | | | | | | | | | \$0.00 | \$4,000.00 Total | \$4,000.00 |
| TOTAL ANNUAL BUDGET ALLOCATIONS | | \$916.89 | \$1 000 CO | \$0.00 | ÉE 225 47 | \$220.20 | \$2 792 42 | \$2 992 11 | \$6,974.11 | \$700.00 | \$0.00 | \$0.00 | \$0.00 | YTD Spent \$19.211.37 | Total Budget \$41.130.46 | Unspent \$21.919.09 |
| | | 2216'93 | \$1,900.00 | \$0.00 | əə,235.45 | \$520.39 | əz,782.42 | \$2,082.11 | əo,974.11 | \$700.00 | ŞU.U0 | \$0.00 | \$0.00 | NPG's Pending in | Committees | \$8,553.00 |
| Office/Operational Expenditures Outreach Expenditures | \$12,630.46 \$16,050.00 | | | | | | | | | | | | | if Board Passes Al | | \$13,366.09 |
| Election Expenditures | \$750.00 | _ | | | | | | | | | | | obligations of | or other spending t | e any reoccuring exp he board has or wi | ll vote for |
| General and Operational Expenditures NPG Expenditures | \$29,430.46 \$7,700.00 | | | | | | | | | | | | before year | end If we spend d | own past \$10,000 n can be added to our | emaining it wil |
| CIP Expenditures Category | \$4,000.00 | <u>_</u> | | | | | | | | | | | \$32,000 bud | get from the City f | for next FY starting | July 1 2024. |
| TOTAL EXPENDITURES FOR THE FISCAL YEAR | \$41,130.46 | | | | | | | | | | | | | | | |



 TRANSACTION #
 INV288398

 DATE
 1/15/2024

 SALES TEAM
 499 JEREMY TAGUE

 REFERENCE
 SO381962



CUSTOMER C209891 WOODLAND HILLS/ WARNER CENTER NEIGHBORHOOD COUNCIL

PROJECT

Pole Banner Replacements

PRIMARY CONTACT

JOYCE FLETCHER 323-871-5109 joycefletcher@yahoo.com

PAYMENT TERMS Net 30

SHIPPING METHOD

Installation - Los Angeles

BILL TO

WOODLAND HILLS/ WARNER CENTER NEIGHBORHOOD COUNCIL 20929 VENTURA BLVD. #47 - 535 WOODLAND HILLS CA 91364

SHIP TO

WOODLAND HILLS/ WARNER CENTER NEIGHBORHOOD COUNCIL 20929 VENTURA BLVD. #47 - 535 WOODLAND HILLS CA 91364

| QTY | ITEM NAME / DETAIL | EACH | TOTAL |
|-----|--|----------|------------|
| 4 | Double Pole Banners (Graphic) | \$150.00 | \$600.00 * |
| | Pole Banner Graphic Vinyl - Block Out - White - 16oz 36" W x 96" H | | |
| 2 | Double Pole Banners (Hardware) | \$97.50 | \$195.00 * |
| | Double Pole Banner Display Hardware | | |
| 1 | Service Call prepaid on invoice 365929 | \$0.00 | \$0.00 |
| | Memo | | |
| | | SUBTOTAL | \$795.00 |

| + | |
|----------|-------------|
| \$75.53 | TAX (9.5%)* |
| \$870.53 | TOTAL |
| \$870.53 | BALANCE DUE |

PAYMENT DUE BY 2/14/2024

PLEASE MAKE ALL PAYMENTS TO: A3 VISUAL • 8955 NATIONAL BLVD • LOS ANGELES • CA • 90034 A surcharge of 3% will be applied to payments by credit card.

IMAGINE · CREATE · ACTIVATE

A FINANCE CHARGE OF 1.5% PER MONTH WHICH IS EQUIVALENT TO AN ANNUAL PERCENTAGE RATE OF 18% WILL BE APPLIED TO ACCOUNTS PAST DUE. It is understood and agreed that in event it becomes necessary for A3 Visual to institute action to collect payment for merchandise sold herein, purchaser will pay all collection costs, including reasonable attorney's fees. The goods will be delivered, Ex-Works, to the agreed upon A3 Visual To institute action to collect payment for merchandise sold herein, purchaser will pay all collection costs, including reasonable attorney's fees. The goods will be delivered, Ex-Works, to the agreed upon A3 Visual To failing (Las and Tisks in shipment of the goods. Any Claims or Returns must be made within 2 days of receipt of goods. Upon approval, stock items will be issued a store credit. Custom products will either be repaired, replaced, or issued a credit upon approval. Goods must be picked up within 15 days of completion, as A3 Visual vill not be responsible for claim against any carrier and if Customer has chosen to insure the goods. Customer shall have the responsibility for pursing any claim under said insurance. See accompanying Terms and Conditions for further details.



TERMS AND CONDITIONS

- <u>Acknowledgement and Agreement</u>. The Terms and Conditions set forth herein apply to any sale of goods or services by A3 Visual (a AAA Flag & Banner company) to Customer. By signing the Quote, Customer acknowledges that it has read, understands and agrees to these Terms and Conditions. In addition, by agreeing to place an order with A3 Visual, and by accepting the goods and services ordered from and supplied by A3 Visual, Customer shall be deemed to have full knowledge of the Terms and Conditions set forth herein, shall be deemed to have accepted all such Terms and Conditions without objection, and such Terms and Conditions shall be binding in all respects on Customer.
- 2. <u>Inconsistency and Modification</u>. In the event of any conflict or inconsistency between the Terms and Conditions set forth herein and any term or condition set forth in any Order or in any offer or other form issued by Customer, whether or not such offer or other form is accepted by A3 Visual, the Terms and Conditions set forth herein shall prevail. No waiver, alteration, or modification of the Terms and Conditions set forth herein shall be valid or binding on A3 Visual unless made in writing and signed by a duly authorized representative of A3 Visual.
- 3. <u>Variations</u>. Customer acknowledges that, due to differences in equipment, materials, inks and other conditions between color proofing and actual production operations, a reasonable variation in color, clarity, brightness, and tone may exist between the proofs provided to Customer and the completed, manufactured goods supplied by A3 Visual. Customer further acknowledges and agrees a variation in appearance from the Order submitted by Customer and from any sample provided by A3 Visual is expected and reasonable, is acceptable to Customer, and shall not be deemed to be non-conforming or defective.

4. Site Survey and Indemnity.

Site Survey: In order for A3 Visual to accomplish its work, A3 Visual might require a survey of the site prior to installation or delivery of the goods. The sole purpose of the survey will be for A3 Visual to assess the logistics of installation or delivery, not to assess any risks or hazards of injury or damage. Prior to the date of installation or delivery of the goods, the Customer shall advise A3 Visual in writing or e-mail of any risks or hazards, patent or latent, associated with the site, including but not limited to any structures or conditions on, below, or adjacent to the site ("Site Conditions"), and relating to the installation or delivery of the goods. At no time shall A3 Visual be responsible for the Site Conditions, for remediation of Site Conditions, or for notifying the Customer or third-parties of any Site Conditions.

Indemnity: To the extent permitted by law, Customer shall indemnify, defend, and hold harmless A3 Visual, its officers, agents, employees and servants from all allegations, proceedings, claims, suits or actions of every name, kind, description, brought for, or on account of, injuries to or death of any person or damage to property resulting from or relating to any Site Conditions, and relating to the installation or delivery of the goods.

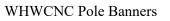
- 5. <u>Permits and Authorizations</u>. Where and as applicable, Customer shall ultimately be responsible for obtaining all necessary permits and authorizations required for the delivery and/or installation of any goods provided by A3 Visual to Customer, and for maintaining such permits and authorizations in full force and effect. A3 Visual's performance shall be excused as a result of, and A3 Visual shall have no responsibility for, any delays arising or resulting from the failure to obtain or maintain such permits or authorizations.
- 6. <u>Delivery of Goods</u>. The goods will be delivered, Ex-Works, to the agreed upon A3 Visual's facility (Los Angeles, CA; San Francisco, CA; Miami, FL), and if the Customer desires that the goods be shipped to any other location, the Customer shall bear all cost and risks in shipment of the goods. A3 Visual shall not be responsible for shipping/ freight costs or for loss of or damage to goods, whether or not Customer chooses to insure the goods. Customer shall have the responsibility for pursuing any such claim against any carrier and if Customer has chosen to insure the goods, then Customer shall have responsibility for pursuing any such claim against any claim under said insurance.
- 7. <u>Rental Hardware</u>. A3 Visual's rental hardware remains the property of A3 Visual. In the event of damage to or loss of rental hardware, A3 Visual reserves the right to charge for any repairs to, or replacement of, that rental hardware. Also, city light pole banner hardware is considered rental hardware and at the end of the term the pole banner hardware returns to A3 Visual. A3 Visual reserves the right to charge additional rental fees for pole banner hardware rentals exceeding 90 days.
- 8. Cost Reimbursement. If A3 Visual's work, including site survey, site access, installation, or delivery of the goods, is delayed, restricted, obstructed or prevented for any reason, other than by A3 Visual's sole negligence and regardless of whether installation or delivery is by A3 Visual or third-party, then the Customer shall be responsible to pay or reimburse A3 Visual for all related expenses, including rental equipment, labor, materials, etc., within thirty (30) days of presentment of proof of those costs.



- 9. <u>Inspection and Non-Conforming Goods</u>. Customer shall promptly inspect all goods and services provided by A3 Visual and shall notify A3 Visual, in writing within two (2) days after delivery of any nonconformance, including a detailed explanation of the nonconformance, and, if applicable, a statement of intent to reject the nonconforming goods or services. A3 Visual shall have the right and opportunity to inspect, remedy, correct, or replace any nonconforming goods or services prior to any cancellation by Customer.
- 10. <u>Payment Terms and Conditions</u>. Unless otherwise set forth in writing, prepared and/or signed by A3 Visual; Clients who do not have approved terms shall be required to provide full payment at the time of order approval. Clients who have been approved for credit terms, are required to provide a 50% deposit with the balance due as per the net terms approved for that client. Additionally, any invoice past due from approved terms will be charged a late payment charge of one and a half percent (1.5%) per month, which is an annual rate of eighteen percent (18%). The late payment charge will be calculated on the balance shown on our statement as being past due and payable.
- 11. Actions or Proceedings to Enforce. If it becomes necessary for A3 Visual to employ an attorney or a collector to collect any outstanding balance due from Customer, including any accrued interest or finance charge, or to defend against any action brought by or on behalf of Customer against A3 Visual arising from or related to any goods or services provided by A3 Visual, the attorney's fees and costs for such services incurred by A3 Visual in the successful prosecution or defense of such action shall be the responsibility of customer, and A3 Visual shall be entitled to an award of all such attorney's fees and costs it incurred in prosecuting or defending such action.
- 12. DISCLAIMER OF WARRANTIES. ALL GOODS AND SERVICES ARE PROVIDED "AS IS," WITHOUT WARRANTY OR REPRESENTATION OF ANY KIND, EITHER EXPRESS OR IMPLIED, INCLUDING WITHOUT LIMITATION ANY IMPLIED WARRANTIES OF MERCHANTABILITY, CAPACITY, FITNESS FOR A PARTICULAR PURPOSE OR NON-INFRINGEMENT, AND ANY EXPRESS WARRANTIES BY REPRESENTATION, DESCRIPTION, OR OTHER AFFIRMATION OF FACT, SAMPLE, OR ILLUSTRATION, WHETHER ORAL, WRITTEN, OR CONTAINED IN ANY LETTER, BROCHURE, WEBSITE, IMAGE OR OTHER MEDIUM. A3 VISUAL DOES NOT WARRANT THE PERFORMANCE OR RESULTS OF USING ITS GOODS OR SERVICES.
- 13. LIMITATION OF LIABILITY. IN NO EVENT SHALL A3 VISUAL BE LIABLE FOR, AND THE CUSTOMER WAIVES SUCH LIABILITY FOR, ANY LOST PROFITS, INDIRECT, SPECIAL, INCIDENTAL, CONSEQUENTIAL AND PUNITIVE DAMAGES, AND COST OF PROCUREMENT OF SUBSTITUTE PRODUCTS AND SERVICES, HOWEVER CAUSED AND UNDER ANY THEORY OF LIABILITY, WHETHER IN CONTRACT, TORT (INCLUDING NEGLIGENCE AND STRICT LIABILITY) OR OTHERWISE, ARISING OUT OF THE MANUFACTURE OR SUPPLY OF ANY GOODS OR SERVICES, INCLUDING INSTALLATION OR DELIVERY, VANDALISM OR THEFT, ACTS OF GOD, OR FORCES OF NATURE, EVEN IF A3 VISUAL HAS ACTUAL OR IMPUTED KNOWLEDGE OF THE POSSIBILITY OF SUCH DAMAGES OR OF THE POSSIBILITY OF DIRECT OR INDIRECT CONSEQUENCES, AND NOTWITHSTANDING ANY FAILURE OF PURPOSE OF ANY LIMITED REMEDY. THE AGGREGATE LIABILITY OF A3 VISUAL FOR CLAIMS ARISING HEREUNDER OR OTHERWISE SHALL NOT EXCEED THE AMOUNTS PAID BY CUSTOMER HEREUNDER. HOWEVER, THIS LIMITATION DOES NOT LIMIT OR EXCLUDE ANY LIABILITY TO THE EXTENT NOT PERMITTED BY APPLICABLE LAW. ANY ACTION ARISING OUT OF THE PURCHASE BY CUSTOMER OF GOODS OR SERVICES FROM A3 VISUAL MUST BE COMMENCED WITHIN ONE YEAR AFTER THE CAUSE OF ACTION HAS ACCRUED.
- 14. <u>EXCLUSIVE REMEDIES</u>. CUSTOMER'S SOLE AND EXCLUSIVE REMEDY AGAINST A3 VISUAL ARISING, DIRECTLY OR INDIRECTLY, OUT OF ANY GOODS OR SERVICES PROVIDED BY A3 VISUAL IS THE REPLACEMENT OF ANY NONCONFORMING GOOD(S) OR SERVICES, OR AT A3 VISUAL'S ELECTION, A REFUND OF THE PORTION OF THE PURCHASE PRICE ALLOCABLE TO THE NONCONFORMING GOOD(S) OR SERVICES. NOTHING HEREIN SHALL LIMIT EITHER PARTY'S LIABILITY FOR BODILY INJURY OF A PERSON.
- 15. <u>Severability</u>. If any provision of these Terms and Conditions is determined to be illegal or unenforceable, it shall be disregarded and shall not affect the enforceability of any other provision of these Terms and Conditions. Waiver by A3 Visual of a breach of any provision hereof shall not be deemed a waiver of future compliance therewith.
- 16. <u>Governing Law and Venue</u>. The Terms and Conditions shall be governed and construed in accordance with the laws of the State of California without regard to its choice of law principles. All rights and obligations of the parties hereto shall be governed by the laws of the State of California and deemed to have occurred in Los Angeles, California. The sole jurisdiction and venue for the enforcement, interpretation or construction of any portion of a transaction between A3 Visual and Customer, including but not limited to these Terms and Conditions, shall lie in the federal and state courts located in Los Angeles County, California.
- 17. <u>Independent Contractor Relationship</u>. Customer agrees that the business conducted by A3 Visual with respect to Customer is that of an independent contractor and that such is the sole relationship between the parties. Customer is not the representative or agent of A3 Visual, and has no authority, right or ability to bind or commit A3 Visual in any way, and will not attempt to do so or imply that it may do so.



18. <u>Union Labor</u>. When Union Labor is required: All install & removal laborers are subject to (4) hour minimums unless otherwise noted. Please keep in mind that this estimate is given in good faith and may not be reflective of all costs that occur. This estimate should be used for budgetary purposes only. Actual costs will be determined at the conclusion of the project and invoiced based on actual services rendered. Daily time tickets can be provided for actual time and materials used. Labor rates are subject to change without notice. Hourly rates quoted are based upon the straight time rate (Monday - Friday) Hours are 8am to 5pm to include a 1-hour lunch. Any time before 8am and after 5pm are subject to the overtime rate for the 1st (4) four hours and double-time for every hour after. Saturday and/or Sunday is billed at double-time rate with the same (4) hour minimum.



Before







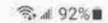
<

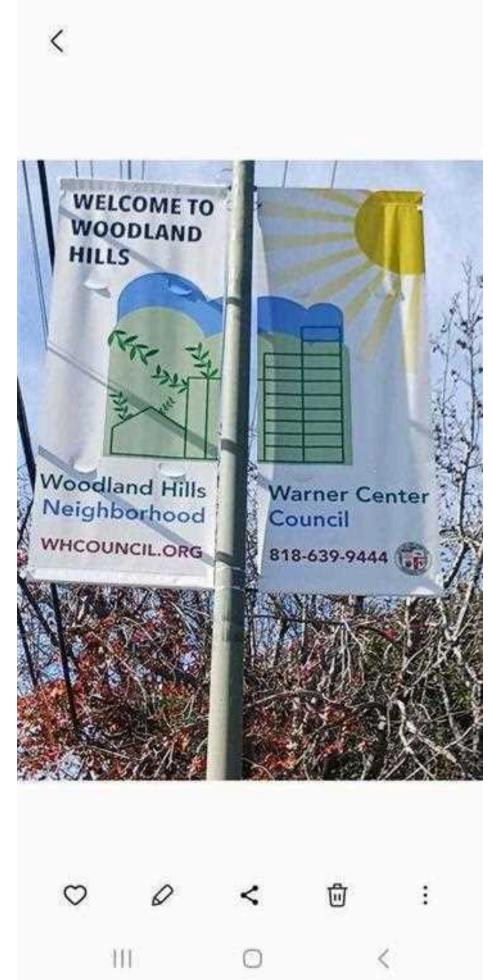


Ш.

Before







| Office of the City Clerk Administrative Services Division | | | 1 | | diand I | | | A m | | | |
|--|--|-----------|---|---------------|----------------|------------|---------|---|--|--|--|
| Neighborhood Council (NC) Funding Prog | gram | | ~ | 1.132.14 | | | | | | | |
| Board Action Certification (BAC) Form NC Name: Woodland Hills - Warner | Center | | Meeting Date: November 8, 2023 | | | | | | | | |
| Budget Fiscal Year: 2023-2024 | | | Agenda Item No:4 (23-071) \$900.00 A3 Visuals - Replace Damaged Street Pole Banners | | | | | | | | |
| Board Motion and/or Public Benefit Statement (CIP and NPG): | ove funding up to \$900.00 from the WHWCNC Budget / General Outreach to replace (4) /HWCNC Banners on poles on Ventura Blvd. in Woodland Hills. Flag & Banner company) which is an approved vendor. / heavy rain storms and high winds. | | | | | | | | | | |
| | | | | | | | | | | | |
| Method of Payment: (Select One) Recused | Motion continue Board Members must leave | | | cussion and m | | | 1 | Member Reimbursement /ote Count s complete. | | | |
| Board Member's First and Last Name | | Yes | No | Abstain | Absent | Ineligible | Recused | Notes | | | |
| Karen DiBiase | Area 1 Residential | х | | | | | | | | | |
| Geoffreey Hobson | Area 1 Business | х | | | | | | | | | |
| Shelley Schwartz | Area 1 C. B. O. | Х | | | | | | | | | |
| Reina Cerros-McCaughey | Area 1 Alternate | | | | х | | | Alternate | | | |
| Vacant | Area 2 | | | | | | | | | | |
| Paul Lawler | Residential Area 2 Business | х | | | | | | | | | |
| Vacant | Area 2 C. B. O. | | | | | | | | | | |
| Vacant | | | | | | | | | | | |
| Tracey Rosen | Area 2 Alternate Area 3 | х | | | | | | | | | |
| Vacant | Residential | ~ | | | | | | | | | |
| | Area 3 Business | | | | | | | | | | |
| Vacant | Area 3 C. B. O. | × | | | | | | | | | |
| Harout Aristakessian | Area 3 Alternate Area 4 | Х | | | | | | | | | |
| Don Patterson | Area 4 Residential | | Х | | | | | | | | |
| Martin Lipkin | Area 4 Business | Х | | | | | | | | | |
| Dena Weiss | Area 4 C. B. O. | х | | | | | | | | | |
| Vacant | Area 4 Alternate | | | | | | | | | | |
| Christopher Waddy | Area 5 Residential | | | | Х | | | | | | |
| Julie Waltrip | Area 5 Business | х | | | | | | | | | |
| Theresa Campbell | Area 5 C. B. O. | | | | Х | | | | | | |
| Vacant | Area 5 Alternate | | | | | | | | | | |
| Vacant | Area 6 | | | | | | | | | | |
| Mihran Kalaydjian | Residential Area 6 Business | | | | X | | | | | | |
| Heath Kline | Area 6 C. B. O. | Х | | | | | | | | | |
| Vacant | | | | | | | | | | | |
| Vacant | Area 6 Alternate Area 7 | | | | | | | | | | |
| Vacant | Residential | | | | | | | | | | |
| | Area 7 Business | V | | | | | | | | | |
| Joyce Fletcher | Area 7 C. B. O. | Х | | | | | | | | | |
| Vacant | Area 7 Alternate | v | | | | | | | | | |
| August Steurer | At-Large | Х | | | | | | | | | |
| Bobbie Wasserman | At-Large Alternate | | | | | X | | Alternate | | | |
| Vacant | Youth | | | | | | | | | | |
| | Vote Counts: | Yes | No | Abstain | Absent | Ineligible | Recused | Notes | | | |
| Board Quorum: 12 | Total: | 12 | 1 | 0 | 4 | 1 | 0 | 2 | | | |
| We, the authorized signers of the above namer laws, policies, and procedures. The above was Authorized Signature | | | ird, at a Brown | | public meeting | | | | | | |
| Print/Type Name: Heath Kline, Trea | asurer | | Drint /Turne M- | mai Dena | Weiss, Pr | esident | | | | | |
| Date: November 8, 2023 | | | | ember 8 | | Sidefil | | NCFP 101 BAC Rev020118 VHWC | | | |
| | | , ,, ,, , | | chiber 0 | , 2025 | | | | | | |

Item No. 3

Education Committee NPG for Calabash Charter Academy

43 Neighborhood Council Funding Program APPLICATION for Neighborhood Purposes Grant (NPG)



This form is to be completed by the applicant seeking the Neighborhood Purposes Grant and submitted to the Neighborhood Council from whom the grant is being sought. All applications for grants must be reviewed and approved in a public meeting. Upon approval of the application the Neighborhood Council (NC) shall submit the application along with all required documentation to the Office of the City Clerk, NC Funding Program.

SECTION I- APPLICANT INFORMATION

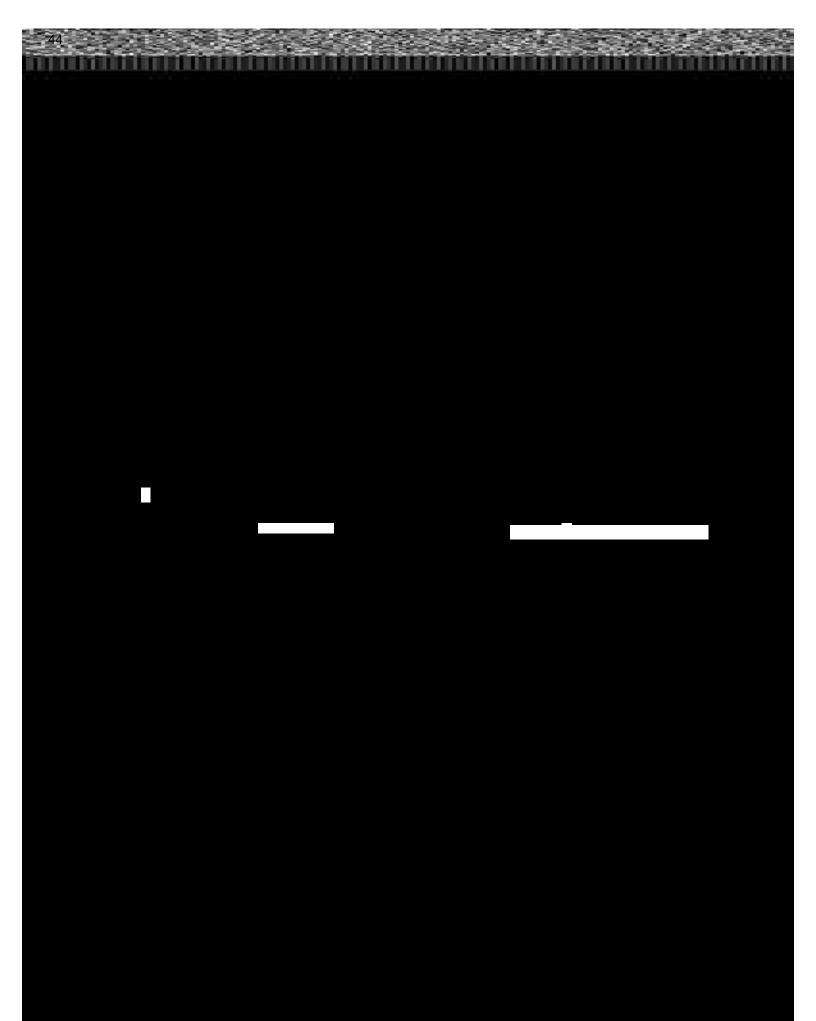
| F 1a) | riends of Calabash, Inc, dba Calabash PTC Organization Name | 0 47-1100562 Federal I.D. # (EIN#) | California State of Incorporation | 6/3/2014 Date of 501(c)(3) Status (if applicable) |
|----------|---|---------------------------------------|---|---|
| 1b) | 23055 Eugene Street | Woodland Hills | CA | 91364 |
| | Organization Mailing Address | City | State | Zip Code |
| 1c) | | | | |
| - | Business Address (If different) | City | State | Zip Code |
| 1d) | PRIMARY CONTACT INFORMATION: | | | |
| | Kate Eisenberg 818-405-2333 | calabashptopres | ident@gmail.com | |
| | Name | Phone | Email | |
| 2) | Type of Organization- Please select one: Public School (not to include private schools) Attach Signed letter on School Letterhead | | -Profit (other than religious in etermination Letter | nstitutions) |
| 3) | Name / Address of Affiliated Organization (if application | ble) City | State | Zip Code |
| SEC | TION II - PROJECT DESCRIPTION | | | |

4) Please describe the purpose and intent of the grant.

This grant will be used to directly pay for the necessities of providing science education and opportunities for learning for a public elementary school in Woodland Hills through the purchasing of mobile field trips (presentations provided on campus) from Discovery Cube.

5) How will this grant be used to primarily support or serve a public purpose and benefit the public at-large. (Grants cannot be used as rewards or prizes for individuals)

Discovery Cube is an organization offering hands-on science education for the past 35 years. It achieves this goal through four core initiatives: STEM proficiency, early childhood education, healthy living, and environmental stewardship. These initiatives inspire educators, their students, and all those committed to learning for life. The real-world applications of science education that these presentations provide give learners a chance to make a difference in the lives of young students and identify science as a solution and as a force for good in the community at large. Discovery Cube's education teams transform the typical teacher-centered classroom by creating a curriculum that is forward-thinking as well as thought-provoking. It's a curriculum that requires students to actively engage in hands-on experiences and discovery in order to find solutions to everyday challenges. The public at large will be benefited greatly by empowering our youth and investing in their future.



DEPARTMENT OF THE TREASURY

INTERNAL REVENUE SERVICE P. O. BOX 2508 CINCINNATI, OH 45201

Date: APR 1 7 2015

FRIENDS OF CALABASH INC C/O OLGA BARAZ 21241 VENTURA BLVD STE 188 WOODLAND HILLS, CA 91364

Employer Identification Number: 47-1100562 DLNt 17053082327025 Contact Person: ID# 31208 MS. LEE Contact Telephone Number: (877) 829-5500 Accounting Period Ending: June 30 Public Charity Status: 509(a)(2) Form 990 Required: Yes Effective Date of Exemption: June 3, 2014 Contribution Deductibility: Yes Addendum Applies: No

Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. We determined that you are a public charity under the Code section(s) listed in the heading of this letter.

For important information about your responsibilities as a tax-exempt organization, go to www.irs.gov/charities. Enter "4221-PC" in the search bar to view Publication 4221-PC. Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Sincerely,

Director, Exempt Organizations

Letter 947



Discovery Cube OC 2500 North Main Street Santa Ana, CA 92705 Phone 714-913-5030

Programming Quote

Invoice Date: February 29, 2024

Kate Eisenberg Calabash Charter Academy 23055 Eugene Street Woodland Hills, CA 91364

RE: 2024 Science to Go!

Dear Calabash Charter Academy:

This quote is for current pricing on Science to Go! programming for the 2023-24 School year. We hope to start the Workshops on April 1 or anytime thereafter. Details of the pricing are as follows per student enrollment for this school year:

| Programming | Qty | Description | Price | Total |
|------------------|-----|--------------------------------|----------|----------|
| Tier 1 Workshops | 83 | TK/Kinder Workshop | 11.00 | 913.00 |
| Tier 1 Workshops | 76 | 1 st Grade Workshop | 11.00 | 836.00 |
| Tier 1 Workshops | 73 | 2 nd Grade Workshop | 11.00 | 803.00 |
| Tier 1 Workshops | 59 | 3 rd Grade Workshop | 11.00 | 649.00 |
| Tier 1 Workshops | 69 | 4 th Grade Workshop | 11.00 | 759.00 |
| Tier 1 Workshops | 55 | 5 th Grade Workshop | 11.00 | 605.00 |
| | | | Subtotal | 4,565.00 |

There will be a \$50 travel fee added on to each day we travel out to the school

We appreciate your interest in our Science to Go! programs for the 2023-24 school year and we look forward to working with you.

Thank you for choosing Discovery Cube.

Outreach Programming 2024

Workshops:

Sound Exploration – Students will explore the world of sound through the interaction of science and literature. Hands-on experiences will engage students with various sound making instruments and help them understand how sound travels. They will also be able to identify high and low pitch sounds. ~30-40 minutes in length. Maximum of 20 students. Pricing is a flat rate of \$150 per workshop.

Buzzy Bees – Students investigate the fascinating world of insects as they learn about the external body parts of bees and discover some of their amazing adaptations. The class concludes with the students making a take-home buzzing bee project. The completed buzzy bee project requires an open outdoor space for testing. *NOTE: We bring an adult sized bee costume that is put on a teacher or aide and the instructor removes the parts to show how the anatomy of a bee works.

Diary of a Worm - After reading the book, "Diary of a Worm," students will investigate live worm anatomy and behavior, and take home a personalized worm carrier with a live worm.

Fossils – Why do changes in the environment cause some living things to become extinct? Students will make a replica of a fossil, and discover which animals may have lived in their own backyard long, long ago during this interactive lesson on California's past.

Owls are a Hoot! – Students will explore the nocturnal owl including a close-up look at their adaptations. Other activities include taking apart owl pellets and identifying bones to learn what owls eat.

Science Rocks! – This activity allows students to investigate the physical properties of rocks, erosion and weathering. The students' exploration of the rock cycle includes making a rock board and comparing soil samples.

Electric Circuits – In this activity, students will create a simple circuit and learn to design and build other circuits using components such as wires, batteries, bulbs, and speakers. Students will use Snap Circuit Kits to help illustrate parallel and series circuit.

Electric Motors – Students will make the connection between electricity and magnetism as they explore electromagnetic fields and build their own electric motor to take home.

Forces and Motion – Students will use ramps, balls, measuring tapes, and a variety of materials to experiment with the concepts of forces, motion, inertia and gravity in this hands-on lesson. Students finish the class by building roller coasters to illustrate science concepts.

Engineering Design: Structures – Students will conduct a series of challenges, tests and trials using index cards and wooden weights. They will also learn about the integrity of structures and which shapes of structures are the strongest, then apply this information to manufactured and natural designs. ~ *Classes are 1.5 hours in length.*

Engineering Design: Build a Nest – Students will use a variety of materials to construct and test a nest that will hold the weight of a chicken egg. In addition, students will investigate different materials and characteristics of materials, along with observing birds' nests and discover how certain behaviors help ensure survival of the young. ~ *Classes are 1.5 hours in length.*

Pig Heart Dissection – Students conduct a heart dissection (4 students per heart) guided by trained Science Center staff. They will compare the pig heart to the human heart while mapping the chambers of the heart and tracing the blood's pathway through the circulatory system.

Assemblies:

Bubbles – Get ready to be amazed at the science behind bubbles. Join our bubbleologist as we explore how bubbles work. Investigate the properties of bubbles, from their colors and shapes to what keeps them from popping and what makes them pop.

Nature Connections – Through exploration and discussion, students will learn that about adaptations that can occur in various parts of the body, focusing on eyes, ears, noses, feet, mouths, and tails. Students will match a specific adaptation of a body part to an animal and then discover how this adaptation sets the animal up to survive. Various scenarios will show students how animals are adapted to their specific habitats and how altering this habitat would prove to be detrimental to the success of that species.

Reaction Lab – Uncover the mysteries of chemical reactions as students participate in some amazing demonstrations that are sure to keep them on the edge of their seats. Color-changing chemicals, extreme temperatures and expanding matter are a few of the many chemical reactions we will explore.

Super Cool – Using our knowledge of the physical properties of the three states of matter, we endeavor to describe the observations of a mystery substance –[spoiler alert] liquid nitrogen, a liquid that is -319 degrees Fahrenheit. Once identified, we delve into its effect on everyday objects, creating brittle bananas, flaky flowers, and an incredible "dragon's breath" effect.

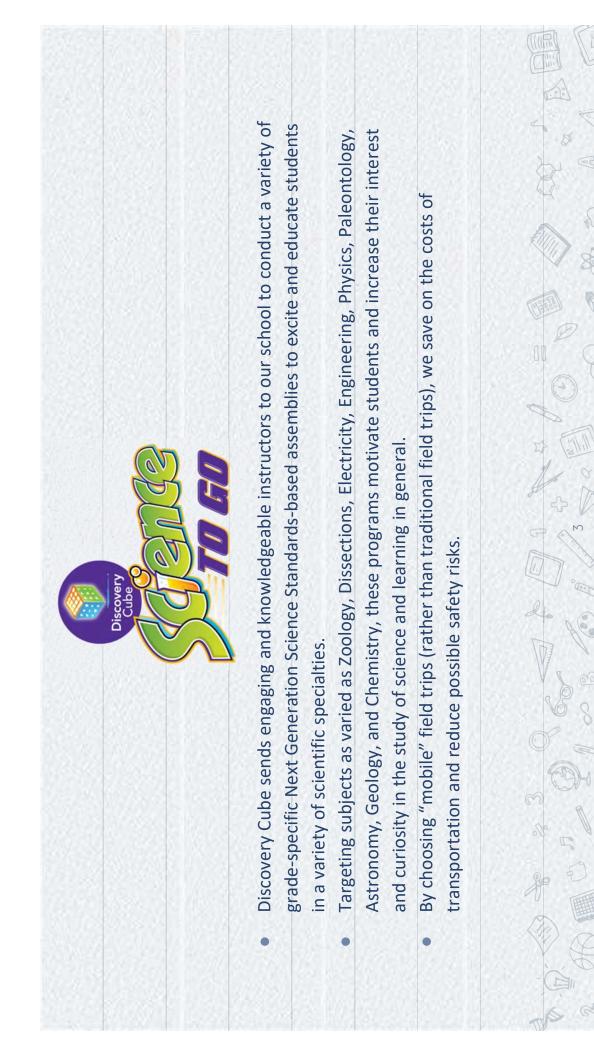
Motion Commotion – Motion Commotion teaches about the pushing and pulling forces, how forces affect the motion of an object and tools used to move objects. A variety of materialsare incorporated into the interactive demonstrations.

Watt's Current – Students will observe the power of electricity and learn about electrical circuits as our instructor operates a Tesla coil and an electrostatic generator. Students are invited to participate during this energy-filled presentation that is sure to make their hair stand on end!

Science Magic – Magicians are fun to see but they never tell the secrets to their magic. Scientists, on the other hand, love to share how things work. Students will be led through different "magictricks and illusions to find out the science behind them. Explore different types of tricks that magicians typically use. Demos include optical illusions, dry ice demos, sodium polyacrylate Three Cup Monte, and genie in a lamp.





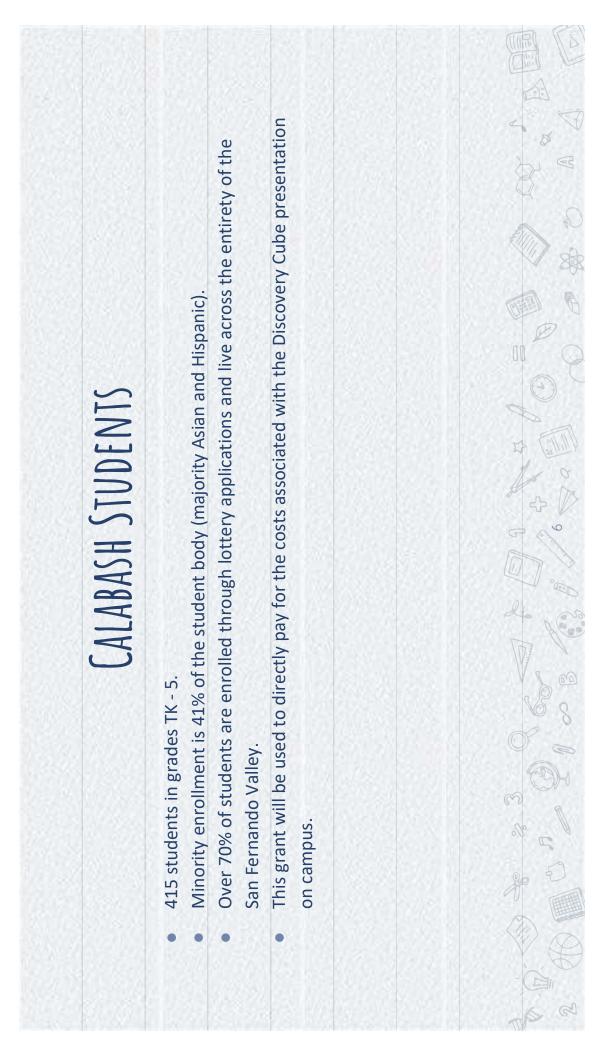


| | | | | | 18 | | | | 1 |
|------------|--|-------------------------------|--|------------|--|-------------------------------------|---------------------------------|---|---|
| ASSEMBLIES | Motion Commotion Watt's Current Science Magic | Virtual: Pet Power | Watt's Current Science Magic Virtual: A Pollinator's Journey | | Motion Commotion Reaction Lab | super Looi Science Magic | Virtual: A Pollinator's Journey | Super Cool Science Magic (6th only) | |
| WORKSHOPS | Electric Circuits Engineering Design: Structures Engineering Design: Build a Nest Forces and Motion | Fossils Owis Are A Hoot! | Electric Circuits Electric Motors Engineering Design: Structures Engineering Design: Build a Nest Science Rocks1 | | Engineering Design: Structures Engineering Design: Build a Nest | Forces and Motion Science Rocks! | | Pig Heart Dissection | |
| GRADE | m | | 4 | | S | | | 8-9 | |
| | | | | | | | | | |
| ASSEMBLIES | None | Bubbles Nature Connections | Science Magic Virtual: Bubble Seasons | Bubbles | Nature Connections Science Magic | Virtual: Bubble Seasons | Reaction Lab | Super Cool Science Magic Virtual: Pet Power | |
| WORKSHOPS | Sound Exploration (at least 4yrs old) | Buzzy Bees Diary of a Worm | Sound Exploration | Buzzy Bees | Diary of a Worm Sound Exploration | | Fossils | Owls Are A Hoot! Science Rocks! | |
| | 22.87 | 1.1.1.1.1.1 | 17. 35% | 200 | 1378 | 3.716 | | 1. A. 2 M | |



- Fully funded by our PTO, our STEAM Lab is a space designed to allow our students to fully immerse themselves in weekly experiments and hands-on science. From microscopes, to robotics kits, to an extensive array of experiments available to our teachers, it's the perfect space for our kids.
- Science at this age is messy and fun, and having a space outside the classroom for teachers to run these experiments means they don't have to limit themselves to only the tidy, easy lessons that would allow for easy class clean-up.
- All our students, TK-5th, visit the STEAM lab as part of their science standards and curriculum. As part of the STEAM education, we are working with a vendor, Discovery Cube to bring STEAM education to our campus.
- We have respectfully requested \$4,565 (to approximately cover the cost of 1 field trip per student) from the Woodland Hills Warner Center Neighborhood Council, and will be appreciative of any

amount approved.





- necessities. This grant would help us meet the needs of our diverse community while providing an Our science education is free and many of our students' families cannot afford to help pay for uplifting opportunity for children to connect and learn together.
- The presentations enable us to give the students an opportunity to learn outside the classroom without having to leave the school campus.















Item No. 4 Outreach Committee Rack Cards



1,000 Rack Cards - 130# Uncoated Cover - 4 x 9 - 2 Sides (Job ID 76107)

Minuteman Press 20648 Ventura Blvd. Woodland Hills, CA 91364 Phone: 818-348-2300 / Fax: 818-348-2303 Web: woodlandhills-ca.minutemanpress.com E-mail:mmpwoodlandhills@gmail.com

Total:

Quotation

2/8/2024

\$219.34

| Bill to: | Woodland Hills Warner Center Neighborhood Council Tracy Rosen 20929 Ventura Blvd., #47-535 Woodland Hills, CA 91364 | Ship to: | Woodland Hills Warner Center Ne Council Tracy Rosen 20929 Ventura Blvd., #47-535 Woodland Hills, CA 91364 | ∍ighborhood |
|----------|---|--------------|---|-------------|
| | Phone: 310-387-2466 Mobile Phone: 310-387-2466 Email: t.rosen@whcouncil.org | | Phone: 310-387-2466 Mobile Phone: 310-387-2466 Email: t.rosen@whcouncil.org | |
| | Where Quality and Servio | ce Make T | he Difference | |
| 500 Rad | ck Cards - 130# Uncoated Cover - 4 x 9 - 2 Sides | (Job ID 7610 | 6) Total: | \$122.50 |
| | | | | |

Salesperson: Garth Sanders

Taxes are not included. Thank you for the opportunity to serve you. Quote valid for 30 days.

50% Deposit, COD

Item No. 5 Outreach Committee Promotional Items

| timprint | | | | States | Den Starryt i | X (1) |
|--|--|---------------------------|------|---|--|---|
| Checkout | | | | | | |
| / Shipping Address | | | 14 | Order | Summary | - |
| Traces Rover Woodland Mills Warner Center Neigh 2003 Ventors Bott Sure 47-505 Woodland Hills, CA 81268 Woodland Hills, CA 81268 | berhand Church | | | ~ | Hand Fan Ulies Units Overge- Origin Tan Care 1000 | \$565.00 165.00 |
| J Shipping Method | | | | | 6 | \$49.08 \$39.55 |
| At Categorie | 843.08 6107.08 | | | Saular bran.Co | toist" outint Code | |
| C 2nd Day An | \$188.00° \$275.51 | | | Total | | \$747.46 |
| | | | | Let's B | le Certain | |
| 3 Payment Method | | | | Should | we make it a date? | |
| VISA menteka | | C Pay with Other Marticle | | risted for e date, pieces | proposition poor intel facial ant trees. If plus hard plus and a lat all info- ar face deal By | |
| Vour card will not be charge | et until your order has | | | 100/08 | nanvi | D |
| 1.27 water | | | | Time and | any sinteres place that data | phul Guitemer Service. |
| Enter a Card | | | | 1000000 | eta un se e sour igna aa ydu con self us? | |
| Special Statistics and required | | | | | Manu Cileyour George Se | nio Representation p |
| Name en Carle | | | | | e wystructions | |
| | | | | | | |
| Print Krimitant | | | | | | |
| - | | | 13 | 54419 | D (+i, 1(60)) + | amo) |
| mpent. E canadran | | | 17 | | D (+is.1566)/ + | ano) |
| mpent? = campoor | | | Edit | Source Order Sun | | πo |
| Checkout | [| | | Order Sun | | • |
| Checkout Shipping Address Shipping Address Sh | [| | | Order Sun | nmäey Ins Gescery tere - 13° e 17 ra Dieger Q rat Gesen rat Gesen ratio | ************************************** |
| Checkout Shipping Address Shipping Address Social International Containing the State of Social Social International Containing the Social International Social Social International Social International Social International Social International Social International Inte | [| | | Order Sun Dia Sun Subserial In Diasong Tax | netGeory tate (1)" + 17 a Descery tate (1)" + 17 a Descery a Descery 10 graduati | Net5.30 100.00 |
| Checkout Checkout Checkout Shipping Address Nexty Know Modern Philo Mariner Contain Naciption 1022 Variante Aller Noted and Philo Statistical Philosophy Shipping Method Charles Char | food Caurt | | | Order Sun Ve Suborat in Drang Tai Incluent | netdey he Geory tere - 13" e 17 stribun 116 greatetti | ▲ Net5.30 550.00 \$715.50 \$111.11 |
| Checkout Checkout Shipping Address Shipping Address Shipping Address Shipping Address Shipping Method Shipping Method Shipping Method | (| | | Order Sun Order Sun Suboral in Prany Sus Inclosed Stational | netdey he Geory tere - 13" e 17 stribun 116 greatetti | * Ne85.30 100.00 87715.50 817.87 817.87 |
| | food Caurt | | | Order Sun Ve Suborat in Drang Tai Incluent | netdey he Geory tere - 13" e 17 stribun 116 greatetti | ▲ Net5.30 550.00 \$715.50 \$111.11 |
| Checkout Checkout Checkout Shipping Address Market Hill Warner Center Haugton Market Hill Market State Shipping Method Charles Shipping Method Charles Cha | food Caural 5002 (1000) 503(10) 503(10) 503(10) | | | Order Sun Ver Suboral in Promy Tex Incluent Total Let's Be C | nntary na Gracery tate - 13" + 17 n Diago Q national state gracoma state const con | * Ne65.30 100.00 87715.50 817.87 817.87 |
| Checkout Checkout Checkout Checkout Shipping Address Social and this Warner Center Inageton 1725 Young Address Social and this Warner Center Inageton 1725 Young Address Social and this Color Social Color of Social Color Social Social Social Color Social Social Social Color Social Social Social Color Social Social Social Color Social Social Social Social Color Social So | food Caural 5002 (1000) 503(10) 503(10) 503(10) | | | Order Sun Va Subonal II Proprint Tax Incharate Total Let's Be C Should over | nendery ter Grocery tone - 13° a 17 ter Grocere Till arroductti arroductti colora Certain makes it a date? | * ***** ***** ***** ***** ***** |
| Checkout Checko | food Caural 5002 (1000) 503(10) 503(10) 503(10) | | | Order Sun Va Subonal II Proprint Tax Incharate Total Let's Be C Should over | netSey In Grocery fore - 15" + 17 in Charge @ in Charg | * ***** ***** ***** ***** ***** |
| Checkout Checkout Shipping Address Shipp | Pool Gaunt 999729 949249 942219 942219 950128 | | | Order Sun Va Subootal I Property Tax Inscherent Total Let's Be C Should we the Subootal I Should we the Should we t | nentilety tea Grocery Total - TET a TET a Drager @ a Drager @ | ▲ Net5.30 500.00 107.07 5980.48 spectrum respective spectrum resp |
| Checkout Checkout Shipping Address Social of the Warner Dense haugter Top Social of the Warner Social of the Warner Dense haugter S | Pool Gaunt 999729 949249 942219 942219 950128 | | | Order Sun Distriction Suboral in Distriction Test Distriction Total Cet's Be C Should we not response to a suboral in Distriction Total Distriction Total | neticey to Genery total (1)" + 17 w Design @ with a size procession code entain tubes it a date? retrain retrai | ▲ Net5.30 500.00 107.07 5980.48 spectrum respective spectrum resp |
| Checkout Checkout Shipping Address Shipi | Pool Gaunt 999729 949249 942219 942219 950128 | | | Order Sun Wa Subootal II Propring Tax Desclored Total Exercised Sobold we find Subootal II Propring Tax Desclored Total Exercised Subootal II Propring Tax Desclored Total Exercised Subootal II Desclored Total Exercised Subootal II Desclored Total Exercised Subootal II Desclored Total Exercised Subootal II Desclored Total Exercised II Subootal II Desclored II Subootal II Desclored II Subootal II Desclored II Subootal II Desclored II Subootal II Subootal II Desclored II Subootal II Subootal III Subootal II Subootal I | nentilety tes Grocery tore - TP' + TP arthrough the train arthrough the production could could be retain retain the dates? retain the retain the states retain the train test the production the train test the test the test the test the test test the test the test test test test test test test tes | * ****** ****** ****** ****** ****** |
| | Pool Gaunt 999729 949249 942219 942219 950128 | | | Order Sun Via Suboral II Promy Transit Distribution Total Let's Be C Should we n forward to action Data Order To menotics for Data Order To Data Order To Data Order To Data Order Orde | nettary test Gracery tare - 1 P + 17 extracery tare tare tare tare tare tare tare tare | * ****** ****** ****** ****** ****** |

| imprint- E congress | | 563455 | Destroyee | 100 |
|---|-------------------|---|--|-----------------------------|
| Checkout | | | | |
| Shipping Address | R | Drder S | iummary | |
| Transy Scient Wood and Holk Warner Center Traghtonhood Council 2010 Methods Blot, Suite 47:333 Woodhard Holk, CANTSpa Woodhard Holk, CANTSpa Infra 407:7791 | | | Technight Stocky And - It's It' 25 Sheet Write Day 2005 | |
| J Shipping Method | | Sheeling Tax | d ci preducter | \$780.0 \$53.0 \$74.0 |
| ■1107 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 | | Tau Kolt Browt Civ | NGT ANAL Cardin | |
| Orentower MISTAN Orentower MISTAN | | Total | | \$937.7 |
| 1 Payment Method | | | e Certain | |
| | City on one sense | With the trackety internet The large starty process | r Nondad By | |
| Enter a Card | | Ris OK, y Arybing as anachory | ng servicent about that data, paor un ort to in total right areas Gua carri tell ust a pout the pair Customer Service Inclusion Westignetices | |
| | | Account | WATTERE | |
| ine and served | | | | |
| | | | | |
| mprint. E Geopores | | Seaton | D - David V | |

Checkout

| Shipping Address | Edit | Order Summary | |
|--|--------------------------|---|-------------------------------|
| Tradey Rosen moodland Hitle Seamer Center Neighborhood Council 20029 Wenty a Blad Suite 47-525 mootland Hitle CA III baa | | Construction Constructions Detail through Q Subtractions Day and | \$812.50 \$2000 |
| disc-dis-trait | | Subtrated (1 producted) biogeneg Text | \$632.50 \$4230 \$79.09 |
| Convert Sector | | Tax Record Enter Decest Date | |
| C 2AL Day Ar S 110.58 Next Day Ar S205.48 | | Total | \$953.61 |
| 3 Payment Method | | Let's Be Certain | |
| The web Crest Care | O Rev with Server Method | Should we make it a date? We every support or your order test could be set. Any could be and the provide the set of the Date Order Needed By meniod your | |
| Tour card will not be charged antityour order has ablgoed. | | Citera pisary cimiana alcustracione. | A Second and a second second |
| Enter a Card Dansettein engines, Name os Card | | Representative with a structure right and p It's OK, you can tell us! Anything daryou the poor Comments and the astronaut additional betweethers | |
| and a second sec | 6 | L | |

| imprint 🗮 congress | | | Search | D) HL Traceyl w | A 40 |
|---|-------------------------|-----|-----------------------------|---|-------------------------------|
| Checkout | | | | | |
| Shipping Address | | Ede | Order Su | mmary | |
| Trapy Roben Woodand Hills Warner Center Neighborhood Council 25026 Vertra Blud Suite #7-535 Weightand Wills, CA.91364 | | | 18 | анна Сіф. Орэдия ота Слагра Q Клаг Клаг Клаг | 8799.50 835.55 |
| interaction ↓ Shipping Method | | | Subtotal Shipsong Tax | (Y genelisetts) | \$764.50 460.25 \$72.63 |
| Ground Stocs ColorySelett \$100.12 | | | Tax boots Teter Cave | | |
| Clare Day All Statist Chare Day All Statist | | | Total | | \$917.38 |
| 3 Payment Method | | | Let's Be | Certain | |
| Fayment Method Fay with Chatti Card | C Pay with Other Mathew | | Service Contraction | make it a date? postoryour inter based or o | A stationary larger |
| VISA mener | | | den press te | opin. If you need your order no but knows | inter this a specific |
| | | | Bata Order (mm/88/9)0 | 2531631631 | 0 |
| Thur card will not be sharged until your order has alogned. | | | | an an an an an start an | |
| | | | | will be it boot right away | (minute biology) |
| Enter a Card | | | | u can tell ust | 2000 |
| Servet" (fatte ann regulted. Name an Card* | | | show Leton | NO | and an and the last |
| | | | - CONTRACTO | CENC CLORON T | |

Item No. 6 President New WHWCNC Shirts



T-SHIRT GUYS

661 Cochran St Simi Valley, CA 93065 NANCYTSHIRTGUYS@YAHOO.CO M

+1 (805) 520-1204 www.t-shirtguys.com



Woodland Hills Warner Center Neighborhood Council

Bill to

Tracey Rosen Woodland Hills Warner Center Neighborhood Council Ship to Tracey Rosen Woodland Hills Warner Center Neighborhood Council

Estimate details

Estimate no.: 1259 Estimate date: 03/07/2024

| # | Date | Product or service | SKU | Qty | Rate | Amount |
|----|------|---|-------------------|---------|---------|------------|
| 1. | | APPAREL PRINTING 1301 AMERICAN APPAREL COTTON T-SHIRTS - TRUE NAVY SIZES S-XL | | 50 | \$10.79 | \$539.50 |
| 2. | | APPAREL PRINTING 3940 NEXT LEVEL WOMEN'S COTTON V-NECK T-SHIRT - MI SIZES XS-XL | DNIGHT NAVY | 50 | \$11.96 | \$598.00 |
| 3. | | **LOGO PRINTED ON FRONT LEFT CHEST AND FULL BACK 3 COLOR FRONT AND 3 COLOR BACK | | | | \$0.00 |
| 4. | | **ABOVE PRICING BASED ON 100 PIECES TOTAL FOR SCRE 150 PIECES WOULD BE \$1.08 LESS** | EENPRINT AND SHIR | T COST. | | \$0.00 |
| 5. | | EMBROIDERY DG20 Devon & Jones CrownLux Performance® Men's Plaited SIZES S-XL | Polo - NAVY | 36 | \$22.76 | \$819.36 |
| 6. | | LOGO EMBROIDERED LEFT CHEST 13000 STITCHES | | | | \$0.00 |
| 7. | | **EMBROIDER COST BASED ON 50 PIECES** | | | | \$0.00 |
| | | | Subtotal | | | \$1,956.86 |
| | | | Sales tax | | | \$141.87 |

70^{Note to customer}

Total

Please find your estimate details here. A 50% deposit is due once you approve your estimate. Feel free to contact us if you have any questions. We look forward to working with you!

Have a great day!

Nancy T-SHIRT GUYS Item No. 8 Treasurer Budget Reallocation

Draft Reallocation Budget MOTION item 8 on March Agenda

| WHWCNC Annual Budget PY2023-2024 As Adjuste & Adopted 91/325 BAC 2 (23-063) As Adjuste & Adopted 11/08/23 BAC 2 (23-069) As Adjuste & Adopted 01/1024 BAC 7 (24-007) As Adjuste & Adopted 02/15/24 BAC 14 (24-025) Draft Reallocation Budget MOTION 3/13/24 Item 8 (24-1 Spendrg tras updeted through 3/10/2024 & showe percentise Baret agende | | | August | September | October | November | December | January | February | March | April | May | June | Ytd Spent | Budget | Avail |
|--|---|---|----------------|---------------------|-------------------------------|---------------------------------|---------------------|-------------------------------|--------------------------------------|---|-----------------------------------|-----------------------------------|---|--|--|---|
| As Adjusted & Adopted 01/10/24 BAC 7 (24-007) As Adjusted & Adopted 02/15/24 BAC 14 (24-025) Draft Reallocation Budget MOTION 3/13/24 Item 8 (24-0 | Budget | ouly (i uul) | August | ooptombol | 0010001 | november | Decomber | oundary | robruary | maron | April 1 | may | oune | rtu oponi | Buugot | |
| As Adjusted & Adopted 02/15/24 BAC 14 (24-025) Draft Reallocation Budget MOTION 3/13/24 Item 8 (24-0 | Allocation | | | | | | | | | | | | | | | |
| Draft Reallocation Budget MOTION 3/13/24 Item 8 (24-0 Spending type undated through 03/10/2024 & shows possible Board spending | | | | | | | | | | | | | | | | |
| | 34)] | | | | | | | | | | | | | | | |
| Annual Budget Funds | at 3/13/24 Meeti \$32,000.00 | ng in blue | | | | | | | | | | | | | | |
| Rollover Funds [RO-Supplementa Funds] Realocation] BAC 3 (23-053) | \$10,000.00 | | | | | | | | | | | | | | | |
| Adjustments (Sept Expenses Pd by City Clerk Grasshopper \$62.54 & StorQuest \$268) Adjustments (Oct Expenses Pd by City Clerk Grasshopper \$ & StorQuest \$268 10/1/23) | (\$330.54) (\$268.00) | | | | | | | | | | | | | | | |
| Adjustment-Dec NC expenses Pd by City Clerk CC StorQ charged in Error Total Adjustments | (\$271.00) | | | | | | | | | | | | | | | |
| Total Adjustments Total Annual Budget Funds | \$41,130.46 | · | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | Office/Opps | |
| Office/Operational Expenditures Category | | | | | | | | | | | | | | Ytd Spent | Budget | Avail |
| Space Rental Board Meetings | \$1,200.00 | | | JH CC CC 9/9/23 | 268 JH CC CC : | 0/1/23 + 271 | НК СС 10/31 | Pd through N | ov | LAUSD | Past Due - E: \$500.00 | | | \$500.00 | \$1,200.00 | \$700.00 |
| NC Storage StorQuest Phone System - Grasshopper | \$2,940.00 \$1,200.00 | \$268.00 \$31.90 | | \$268.00 \$62.54 | \$539.00 \$31.89 | \$30.89 | \$271.00 \$30.89 | \$271.00 \$30.11 | \$271.00 \$31.98 | \$271.00 | >>> Continue | ed monthly ex | pense | \$2,159.00 \$250.20 | \$2,940.00 \$1,200.00 | \$781.00 \$949.80 |
| Adjustment- Sept NC expenses Pd by City Clerk during credit card transistion | (\$330.54) | \$51.90 | | (\$330.54) | | \$30.69 | \$50.69 | \$50.11 | \$31.96 | >>> continued in | tonthiy expe | ise | | (\$330.54) | (\$330.54) | \$0.00 |
| Adjustment- Oct NC expenses Pd by City Clerk during credit card transistion Adjustment-Dec NC expenses Pd by City Clerk CC StorQ charged in Error | (\$268.00) (\$271.00) | | | | (\$268.00) | J | (\$271.00) | | | | | | | (\$268.00) (\$271.00) | (\$268.00) (\$271.00) | \$0.00 \$0.00 |
| | | (Paul exp to wrong sub account in Jly) | | | | | | | | | | | | | | |
| Constant Contact Software Upgrades | \$960.00 \$200.00 | sub account in Jly) | \$81.00 | | \$162.00 HK NC CC for Sept | \$81.00 | \$81.00 | \$81.00 | \$81.00 \$49.99 | \$81.00 | >>> Continue | ed monthly ex | pense | \$648.00 \$49.99 | \$960.00 \$200.00 | \$312.00 \$150.01 |
| Mail Box Rental (UPS PMB) | \$500.00 | \$516.00 | | | | | | | MSFT PDF X Tracy | ARC Graph | | - Estimate | \$550 Due | \$516.00 | \$500.00 | (\$16.00) |
| Office Supplies and Printing Paper and Ink | \$2,000.00 \$500.00 | | | | | | | | \$90.13 Off Dep Pst Bx & C | opies | \$200.00 | | | \$290.13 \$0.00 | \$2,000.00 \$500.00 | \$1,709.87 \$500.00 |
| Email and Web Hosting and Support (RO Funds) 7 (24-033) March 13 24 age | nd \$2,600.00 | | | | | | (BAC passed tha | t potentially spen | ds all remaining fu | nds in this cat for new | | | | \$729.06 | \$2,600.00 | \$1,870.94 |
| Zoom Virtual Meeting SaaS. [7 (24-033) March 13 24 agenda] | \$400.00 | Added \$400 3 | 3/13/24 | | Wendy Moore Inv CK | Wendy Moore Inv | OK Reg Sub 11/2/23 | | | \$400.00 | March Agen | da - pending b | ord apvl. | \$400.00 | \$400.00 | \$0.00 |
| Food & Refreshments For NC Meetings, Retreats, & Outreach Events | \$1,000.00 | Added 11/8/ | 23 | | | | | | \$45.47 | | | | | \$45.47 | \$1,000.00 | \$954.53 |
| | | | | | | | | | Sm&Fnl WHA Fair | | | | | \$4,718.31 | \$12,630.46 | \$7,912.15 |
| Total Office/Operational Expenditures | \$12,630.46 | Increased by | \$1,000 11/8, | /23 | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | |
| Outreach Expenditures Category | | | | | | | | | | | | | | | Outreach | |
| Cong of Neighborhoods \$500 & July Constant Contact \$81 (JLY Paul L Treas) | \$581.00 | \$581.00 | | | | | | | | | | | | Ytd Spent \$581.00 | Budget \$581.00 | Avail \$0.00 |
| Greatful Hearts & Disaster Prep Booth \$500 3 (23-070) 11/8/23 | \$500.00 | | | | | | | | 2/19/23 Pd 12 | | | | | \$500.00 | \$500.00 | \$0.00 |
| Replace Damaged NC Pole Banners \$900 4 (23-071) 11/8/23 HALO Purchase of giveaway bags & keychains up to \$2,500 7 (24-007) 1/10/ | \$900.00 4 \$2,500.00 | | | | | | \$870.53 | CK Request 12/. \$2,500.00 | 19/23 Clerk reject order placed v | ted - wants to pay po with Halo Still pe | it install. Appro nding receip | ved & Pd 2-9-24 t as of 3/9/22 | 4 | \$870.53 \$2,500.00 | \$900.00 \$2,500.00 | \$29.47 \$0.00 |
| Valley Cultural - Concert Outreach Booth WC Park [BAC 11 24-022] 2/15/24 | \$3,500.00 | Budget incre | ased by \$500 | from Webma | ster on 2/15 1 | 4 (24-025) | | | \$3,500.00 | Sub 2//24 Pd 2/28/2 | 1 | | | \$3,500.00 | \$3,500.00 | \$0.00 |
| One Generation Sr Fair Outreach Booth [BAC 12 24-023] 2/15/24 | \$1,000.00 | | | | | | | | \$1,000.00 | Sub 2//24 Pd 2/27/2 | 1 | | | \$1,000.00 | \$1,000.00 | \$0.00 |
| Minitman Press or alt printer 1000 4/4 4x9 Rack Cards 4 -(24-031) 3/13/24 | \$275.00 | | | | | | | | | \$275.00 | | | | \$275.00 | \$275.00 | \$0.00 |
| 4Imprint NC Branded promo items upto \$5,000 as follows 5 (24-031) 3/13/24 | | | | | | | | | | | | | | | | |
| a.)2,000 WHWCNC 3"x3" Branded Sticky Pads up to \$1,000 (\$0.39 each + tax & shipping) \$937.71 | \$1,275.00 | | | | | | | | | \$953.71 | | | | \$953.71 | \$1,275.00 | \$321.29 |
| b.)550 Green WHWCNC Branded Value Grocery Totes up to \$1,000 (\$1.21 each + \$50 set-up, tax & shipping) \$980.4 c.)1,000 WHWCNC Branded Hand Fans up to \$775 (\$0.56 + \$65 set-up, tax & shipping) \$747.46 | | | | | | | | | | \$980.41 \$747.46 | | | | \$980.41 \$747.46 | \$1,000.00 \$775.00 | \$19.59 \$27.54 |
| d.) 650 WHWCNC Branded Sunglasses up to \$1,000 (\$1.25 each +\$20 set-up, tax & shipping) \$953. | 1 \$1,000.00 | | | | | | | | | \$953.61 | | | | \$953.61 | \$1,000.00 | \$46.39 |
| e.) 825 WHWENC Branded Power Clips up to \$950 (\$0.86 each + \$55 set-up, tax & shipping \$917.38 | \$950.00 | | | | | | | | | \$917.38 | | | | \$917.38 | \$950.00 | \$32.62 |
| T-Shirt Guys \$2500 [Item 6 (24-032) March 13 24 Agenda] | | | | | | | | | | | | | | | | |
| 50 1301 AMR APPAREL COTTON T-SHIRTS - TRUE NAVY SIZES S-XL NC LOGO (5590.75 10 1301 AMER APPAREL COTTON T-SHIRTS - TRUE NAVY SIZES S-XL NC LOGO (RRST SAT) \$118.15 | \$770.00 \$130.00 | | | | | | | | | \$590.75 \$118.15 | | | | \$590.75 \$118.15 | \$770.00 \$130.00 | \$179.25 \$11.85 |
| 50 3940 NEXT LEVEL WOMEN'S COTTON V-NECK T-SHIRT - MIDNIGHT NAVY SIZES S-XL NC LOGO \$654.81 | \$675.00 | | | | | | | | | \$654.81 | | | | \$654.81 | \$675.00 | \$20.19 |
| 36 D020 EMBROIDERED NC LOOO Devon & Jones CrownLux Perform® Men's Plaited Polo - NAVY SIZES S-XL 5 | \$925.00 | | | | | | | | | \$897.20 | | | | \$897.20 | \$925.00 | \$27.80 |
| Social Media | £0.00 | was \$300 | | | | | | | | | | | | \$0.00 | \$0.00 | \$0.00 |
| Warner Center News | | was \$500 was \$750 | | | | | | | | | | | | \$0.00 | \$0.00 | \$0.00 |
| Website Hosting | \$19.99 | | Bluehost Domai | Was \$900 | | | | | | | | | | \$19.99 | \$19.99 | \$0.00 |
| Website Webmaster (\$2k > 1.5K .5K to VC Concerts above on 2/15/24) General Outreach (Not yet allocated to specific items) | | Was 1500 Was 3619 | | | | | | | | | | | | \$0.00 \$0.00 | \$0.00 \$174.01 | \$0.00 \$174.01 |
| Sum of all outreach line items above | \$16,950.00 | | | | | | | | | | | | | | | |
| Total Outreach Expenditures \$16050 | \$16,950.00 | \$194.00 Decreaed by | \$1.000 11/8 | 23 & Increase | d \$1,000 1/10, | 24. Increased | 1 by \$900 3/1. | 3/27 | | | | | | \$16,060.00 | \$16,950.00 | \$890.00 |
| Outreach Overdrtaft Amount | \$0.00 | | | | | | -, | | | | | | | | *, | |
| Election Expenditures | | | | | | | | | | | | | | Ytd Spent | Elections | Avail |
| Westfield for Rose Goldwater Cmnt Cntr 6/18/23 NC Election Venue (RO) | \$750.00 | | | | \$750.00 | | | | | | | | | \$750.00 | Budget \$750.00 | Avail \$0.00 |
| | 6750.00 | | | | Pd by CK | | | | | | | | | 4750.00 | 6750.00 | 40.00 |
| Total Election Expenditures | \$750.00 | | | | | | | | | | | | | \$750.00 | \$750.00 | \$0.00 |
| | | | | | | | | | | | | | | | | |
| Neighborhood Purposes Grants (NPG) Expenditures Ca | itegory | | | | | | | | | | | | | Ytd Spent | NPGs Budget | Avail |
| West Valley Food Panty [BAC 6-23-063 Passed 10/12/23] | \$2,000.00 | | | | \$2,000.00 | [*Clerk Deni | ed - cause WV | FP's Religious | Affilation per Or | dinance 180155 a | nd Administr | ative Code (Co | de 22.817)] | \$2,000.00 | \$2,000.00 | \$0.00 |
| West Valley Food Panty [BAC 6-23-063] City Clerk Permanently Denied 10/26/23 Pierce College Foundation - Brahma Bodega [BAC 7-23-064 Passed 10/12/2 | (\$2,000.00) §] \$1,500.00 | | | | (\$2,000.00) \$1,500.00 | City Clerk De [City Clerk re | | | cumbered Fund S Doc/Resubr | is nit w/Doc Approv | ed and Paid | 11/7/23] | | (\$2,000.00) \$1,500.00 | (\$2,000.00) \$1,500.00 | \$0.00 \$0.00 |
| Lions of Lockhurst PTO - Garden Project [BAC 10-23-083 Passed 12/13/23] Woodlake Elem Schl PTA - Art Fair [BAC 13 (24-024) 2/15/24 Agenda] | \$1,300.00 | | | | | | | | 2/17/23 Reject | ted old form Corr | ected & Pd : | | | \$1,300.00 | \$1,300.00 | \$0.00 |
| Woodlake Elem Schl PTA - Art Fair [BAC 13 (24-024) 2/15/24 Agenda] Total of Previous Approved NPGs as of 2/15/24 | \$2,000.00 \$4,800.00 | | | | | | | | \$2,000.00 | Sub 2//24 Pd 2/27/2 | 1 | | | \$2,000.00 | \$2,000.00 | \$0.00 |
| Friends of Calabash, Inc, dba Calabash PTO BAC 03 [24-029] 3/13/24 Agend | \$3,000.00 | | d Approval N | ote 3/13/24 | Overdrafts th | e NPG Budge | t Category by | \$100.00 if pa | issed) | \$3,000.00 | | | | \$3,000.00 | \$3,000.00 | \$0.00 |
| Total of NPGs through 3/13/24 (if Calabash PTO NPG is Approved by Brd on 3/13) | \$7,800.00 | | | | | | | | | | | | | | | |
| New Frnds Homeless Cntr - Feeding Program[BAC XX 24-XXX 4/10/24 Agend | | | | | isly on the bud | | | | | \$1,500 Pending \$2,400 Pending | in Homeless | Committee | | \$0.00 | | \$0.00 |
| Community Benefit Foundtn-LA River Cleanup[BAC XX 24-XXX 4/10/24 Agence | a \$2,400.00 | Currently in o | ommittee Ni | ro not previou | isly on the bud | jet | | | | \$2,400 Pending \$3,900. Total Pe | | | all | \$0.00 | | \$0.00 |
| Total Pending NPG's Still in Committee (not budgeted for) Remaining General NPG Funds Not Yet Allocated (NPG Budget Cat. Overdraft Amn | \$3,900.00 | | | | | | | | | | | | | | | \$0.00 |
| Remaining General NPG Funds Not Yet Allocated [NPG Budget Cat Overdraft Amn Funds needed frm other Budget Cats to support all pending NPG's if aprvd. | (\$3,900.00) \$3,900.00 | | | | | | | | | | | | | | | \$0.00 |
| | (n a | | | | | | | | | | | | | \$7,800.00 | \$7,800.00 | \$0.00 |
| Total NDC Expanditures | \$7,800.00 | was 7700. | | | | | | | | | | | | | | |
| Total NPG Expenditures | | | | | | | | | | | | | | Vid C | CIPs | |
| | ategory | | | | up to \$300.0 | BAC 23 | 065 for war | n lovr 90 de | vs exnired1 | | | | | Ytd Spent \$0.00 | Budget \$1,000.00 | Avail \$1,000.00 |
| Community Improvement Projects (CIP) Expenditures C | | | | | | 2.10 234 | 20 /0/ mayo | | , <i>s sap</i> irouj | | | | | \$0.00 | \$1,000.00 | \$1,000.00 |
| Community Improvement Projects (CIP) Expenditures C Environmental Project [300: Wagon 23-065] Ovr 90 days expired Honeless Project | \$1,000.00 \$1,000.00 | | | | | | | | | | | | | \$0.00 | \$1,000.00 | \$1,000.00 \$0.00 |
| Total NPG Expenditures Community Improvement Projects (CIP) Expenditures C Environmental Project (3300, Wegon 23-065) Ovr 90 days expired Homeless Project Evuloine Stately Project Education Project (Mar 5800 to Outreach & 5100 to NPG 8/24-034 3/13 | \$1,000.00 \$1,000.00 \$1,000.00 | was 1000 | | | | | | | | | | | | \$0.00 | | |
| Community Improvement Projects (CIP) Expenditures C Environmala Project (\$300. Wagon 23-065) Ovr 90 days expired formless Project Public Sately Project Education Project (Mar 5900 to Outreach & \$100 to NPG 8(24-031) 3/13 | \$1,000.00 \$1,000.00 \$1,000.00 2 \$0.00 | was 1000 was 1000 | | | | | | | | | | | | \$0.00 \$0.00 | \$0.00 \$0.00 | \$0.00 |
| Community Improvement Projects (CIP) Expenditures C Environental Project (\$500. Wagon 23-des) Ovr 90 days expired Honless Project Public Safey Project Education Project (Xer 5900 to Outreach & \$100 to NPG 8(24-034) 3/13 Community Services (Xier \$1,000 to Outreach for Heio 7 (24-007) 1/10/24) | \$1,000.00 \$1,000.00 \$1,000.00 \$0.00 \$0.00 | was 1000 | | | | | | | | | | | | \$0.00 | \$0.00 \$0.00 | \$0.00 |
| Community Improvement Projects (CIP) Expenditures C Environental Project (\$500. Wagon 23-des) Ovr 90 days expired Honless Project Public Safey Project Education Project (Xer 5900 to Outreach & \$100 to NPG 8(24-034) 3/13 Community Services (Xier \$1,000 to Outreach for Heio 7 (24-007) 1/10/24) | \$1,000.00 \$1,000.00 \$1,000.00 2 \$0.00 | was 1000 | | | | | | | | | | | | | \$0.00 \$0.00 \$3,000.00 | |
| Community Improvement Projects (CIP) Expenditures C Environental Project (\$300. Wagon 23-des) Ovr 90 days expired formeless Project Public Sately Project Guadation Project (Xer 5900 to Outreach & \$100 to NPG 8(24-034) 3/13 Community Services [Xier \$1,000 to Outreach for Helo 7 (24-007) 1/10/24] | \$1,000.00 \$1,000.00 \$1,000.00 \$0.00 \$0.00 | was 1000 | | | | | | | | | | | | \$0.00 \$0.00 | \$0.00 \$0.00 \$3,000.00 Total | \$0.00 |
| Community Improvement Projects (CIP) Expenditures C Environmental Project (\$300. Wagon 23-065) Ovr 90 days expired formeless Project Valio Sakey Project Sucadion Project (216 r 500 to Outreach & \$100 to NPG. 8(24-031) 3/13 Community Services (Xier 31.000 to Outreach for Helo 7 (24-007) 1/10/24) Total CIP Expenditures Category | \$1,000.00 \$1,000.00 \$1,000.00 \$0.00 \$0.00 | was 1000 | \$81.00 | \$0.00 | \$3,235.45 | \$320.39 | \$2,782.42 | \$2,882.11 | \$7,069.57 | \$10,840.48 | \$700.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 \$0.00 \$3,000.00 | \$0.00 \$3,000.00 Unspent \$11,802.15 |
| Community Improvement Projects (CIP) Expenditures C Environmental Project [300, Wagon 23-065] Ovr 90 days expired Homeless Project Public Safety Project Education Project [Xfer \$10,00 to Outreach & \$100 to NPC 8(24-034) 9/13 Community Services [Xfer \$1,000 to Outreach for Helio 7 (24-067) 1/10/24] Total CIP Expenditures Category | \$1,000.00 \$1,000.00 \$1,000.00 \$0.00 \$3,000.00 | was 1000 | \$81.00 | \$0.00 | \$3,235.45 | \$320.39 | \$2,782.42 | \$2,882.11 | \$7,069.57 | \$10,840.48 | \$700.00 | \$0.00 | | \$0.00 \$0.00 YTD Spent \$29,328.31 NPG's Pending in | \$0.00 \$0.00 \$3,000.00 Total Budget \$41,130.46 Committees | \$0.00 \$3,000.00 Unspent \$11,802.15 \$3,900.00 |
| Community Improvement Projects (CIP) Expenditures C Privromental Project (\$300, Wagon 23,065) Ov 90 days expired Homeless Project Education Project (Xier \$300 to Outreach & \$100 to NPG 8(24-034) 3/33 Community Services (Xier \$1,000 to Outreach & \$100 to NPG 8(24-034) 3/33 Community Services (Xier \$1,000 to Outreach & \$100 to NPG 8(24-034) 3/33 Community Services (Xier \$1,000 to Outreach & \$100 to NPG 8(24-034) 3/33 Colal CIP Expenditures Category TOTAL ANNUAL BUDGET ALLOCATIONS Office/Operational Expenditures | \$1,000.00 \$1,000.00 \$2 \$0.00 \$3,000.00 \$3,000.00 \$12,630.46 | was 1000 | \$81.00 | \$0.00 | \$3,235.45 | \$320.39 | \$2,782.42 | \$2,882.11 | \$7,069.57 | \$10,840.48 | \$700.00 | \$0.00 | | \$0.00 \$0.00 YTD Spent | \$0.00 \$0.00 \$3,000.00 Total Budget \$41,130.46 Committees | \$0.00 \$3,000.00 Unspent \$11,802.15 \$3,900.00 |
| Community Improvement Projects (CIP) Expenditures C environmental Project (\$300, Wagon 23,065) Ovf 90 days expired Homeless Project Education Project (Xier 5900 to Outreach & \$100 to NPG 8(24-034) 3/13 Community Services (Xier 51,000 to Outreach & \$100 to NPG 8(24-034) 3/13 Community Services (Xier 51,000 to Outreach & \$100 to NPG 8(24-034) 3/13 Cotal CIP Expenditures Category TOTAL ANNUAL BUDGET ALLOCATIONS Office/Operational Expenditures Outreach Expenditures | \$1,000.00 \$1,000.00 \$1,000.00 \$0.00 \$3,000.00 \$3,000.00 \$3,000.00 \$12,630.46 \$16,950.00 | \$1,610.89 | \$81.00 | \$0.00 | \$3,235.45 | \$320.39 | \$2,782.42 | \$2,882.11 | \$7,069.57 | \$10,840.48 | \$700.00 | \$0.00 | Funds Avail | \$0.00 \$0.00 YTD Spent \$29,328.31 NPG's Pending in if Board Passes All | \$0.00 \$0.00 \$3,000.00 Total Budget \$41,130.46 Committees Pending NPG's * | \$0.00 \$3,000.00 Unspent \$11,802.15 \$3,900.00 \$7,902.15 |
| Community Improvement Projects (CIP) Expenditures C Environmental Project (330, Wegon 23-065) Ovr 90 days expired Homeless Project Education Project (Xers 980 to Outreach & \$100 to NPG 8(24-034) 343 Community Services [Xer \$1,000 to Outreach & \$100 to NPG 8(24-034) 343 Community Services [Xer \$1,000 to Outreach & \$100 to NPG 8(24-034) 343 Community Services [Xer \$1,000 to Outreach & \$100 to NPG 8(24-034) 343 Community Services [Xer \$1,000 to Outreach & \$100 to NPG 8(24-034) 343 Community Services [Xer \$1,000 to Outreach & \$100 to NPG 8(24-034) 343 Community Services [Xer \$1,000 to Outreach & \$100 to NPG 8(24-034) 343 Outreach Expenditures Election Expenditures | \$1,000.00 \$1,000.00 \$1,000.00 \$0.00 \$3,000.00 \$3,000.00 \$3,000.00 \$12,630.46 \$16,950.00 \$750.00 | was 1000 | \$81.00 | \$0.00 | \$3,235.45 | \$320.39 | \$2,782.42 | \$2,882.11 | \$7,069.57 | \$10,840.48 | \$700.00 | \$0.00 | Funds Avail * Funds Ava obligations o | \$0.00 \$0.00 YTD Spent \$29,328.31 NPG's Pending in if Board Passes All il does <u>not</u> include or other spending th | \$0.00 \$0.00 Total Budget \$41,130.46 Committees Pending NPG's * any reoccuring exp e board has or wil | \$0.00 \$3,000.00 Unspent \$11,802.15 \$3,900.00 \$7,902.15 pense V vote for |
| Community Improvement Projects (CIP) Expenditures C Environmental Project [3300, Wagon 23-065] Ovr 90 days expired Homelees Project Education Project [Xier 59:00 to Outreach & 51:00 to NPG 8(24-034) 3/13 Community Services [Xier 51:000 to Outreach & 51:00 to NPG 8(24-034) 3/13 Community Services [Xier 51:000 to Outreach & 51:00 to NPG 8(24-034) 3/13 Community Services [Xier 51:000 to Outreach & 51:00 to NPG 8(24-034) 3/13 Community Services [Xier 51:000 to Outreach & 51:00 to NPG 8(24-034) 3/13 Community Services [Xier 51:000 to Outreach & 51:00 to NPG 8(24-034) 3/13 Community Services [Xier 51:000 to Outreach & 51:00 to NPG 8(24-034) 3/13 Total CIP Expenditures Outreach Expenditures Election Expenditures General and Operational Expenditures | \$1,000.00 \$1,000.00 \$1,000.00 \$0.00 \$3,000.00 \$3,000.00 \$3,000.00 \$12,630.46 \$16,950.00 | was 1000 | \$81.00 | \$0.00 | \$3,235.45 | \$320.39 | \$2,782.42 | \$2,882.11 | \$7,069.57 | \$10,840.48 | \$700.00 | \$0.00 | Funds Avail * Funds Ava obligations of before year | \$0.00 \$0.00 YTD Spent \$29,328.31 NPG's Pending in if Board Passes All li does <u>not</u> include or other spending th end if we spend do | \$0.00 \$0.00 Total Budget \$41,130.46 Committees Pending NPG's * any reoccuring exp be board has or will wan past \$10,000 n | \$0.00 \$3,000.00 Unspent \$11,802.15 \$3,900.00 \$7,902.15 We for emaining it will |
| Community Improvement Projects (CIP) Expenditures C Environmental Project [5300, Wagon 23-065] Ovr 90 days expired Homeless Project Education Project (Xier S900 to Outreach & \$100 to NPG 8[24-034] 3/13 Community Services [Xier \$1,000 to Outreach & \$100 to NPG 8[24-034] 3/13 Community Services [Xier \$1,000 to Outreach & \$100 to NPG 8[24-034] 3/13 Community Services [Xier \$1,000 to Outreach & \$100 to NPG 8[24-034] 3/13 Community Services [Xier \$1,000 to Outreach & \$100 to NPG 8[24-034] 3/13 Colla CIP Expenditures Category TOTAL ANNUAL BUDGET ALLOCATIONS Office/Operational Expenditures Outreach Expenditures | \$1,000.00 \$1,000.00 \$1,000.00 \$0.00 \$3,000.00 \$3,000.00 \$3,000.00 \$12,630.46 \$16,950.00 \$750.00 \$30,330.46 | was 1000 \$1,610.89 | \$81.00 | \$0.00 | \$3,235.45 | \$320.39 | \$2,782.42 | \$2,882.11 | \$7,069.57 | \$10,840.48 | \$700.00 | | Funds Avail * Funds Ava obligations of before year reduce any r | \$0.00 \$0.00 YTD Spent \$29,328.31 NPG's Pending in if Board Passes All il does <u>net</u> .include or other spending th end If we spend di oliveref jund than c | \$0.00 \$0.00 Total Budget \$41,130.46 Committees Pending NPG's * any reoccuring exp e board has or wil | \$0.00 \$3,000.00 Unspent \$11,802.15 \$3,900.00 \$7,902.15 Dense V vote for emaining it will annual |

Item No. 9

Governance

Changes to Bylaws

BYLAWS OF THE WOODLAND HILLS - WARNER CENTER NEIGHBORHOOD COUNCIL Amended on March 6, 2024

Bylaws Table of Contents

| ARTICLE I: NAME | . 3 |
|--|-----|
| ARTICLE II: PURPOSE | 3 |
| ARTICLE III: BOUNDARIES | .4 |
| Section 1: Boundary Description | 4 |
| Section 2: Internal Boundaries | .4 |
| ARTICLE IV: STAKEHOLDER | 5 |
| ARTICLE V: GOVERNING BOARD | 5 |
| Section 1: Composition | . 5 |
| Section 2: Quorum | . 6 |
| Section 3: Official Actions | . 6 |
| Section 4: Terms and Term Limits | . 7 |
| Section 5: Duties and Powers | . 7 |
| Section 6: Vacancies | . 7 |
| Section 7: Absences | 7 |
| Section 8: Censure | 7 |
| Section 9: Removal | 8 |
| Section 10: Resignation1 | 10 |
| Section 11: Community Outreach1 | |
| ARTICLE VI: OFFICERS | 10 |
| Section 1: Officers of the Board | 10 |
| Section 2: Duties and Powers1 | 10 |
| Section 3: Selection of Officers | 12 |
| Section 4: Officer Terms | 12 |
| Section 5: Removal of Officers1 | 12 |
| ARTICLE VII: COMMITTEES AND THEIR DUTIES 1 | 13 |

| Section 1: Standing | 13 |
|--|----|
| Section 2: Ad Hoc | 13 |
| Section 3: Committee Creation and Authorization | 13 |
| Section 4: Term of Office | 13 |
| ARTICLE VIII: MEETINGS | 14 |
| Section 1: Meeting Time and Place | 14 |
| Section 2: Agenda Setting | 15 |
| Section 3: Notifications/Postings | 15 |
| Section 4: Reconsideration | 15 |
| ARTICLE IX: FINANCES | |
| ARTICLE X: ELECTIONS | |
| Section 1: Administration of Elections | 16 |
| Section 2: Governing Board Structure and Voting | 16 |
| Section 3: Minimum Voting Age | 16 |
| Section 4: Method of Verifying Stakeholder Status | 16 |
| Section 5: Restrictions on Candidates Running for Multiple Seats | 16 |
| Section 6: Other Elections Related Language | 16 |
| ARTICLE XI: GRIEVANCE PROCESS | 17 |
| ARTICLE XII: PARLIAMENTARY AUTHORITY | 17 |
| ARTICLE XIII: AMENDMENTS | 18 |
| ARTICLE XIV: COMPLIANCE | 18 |
| Section 1: Code of Civility | 18 |
| Section 2: Training | 18 |
| Section 3: Self-Assessment | 18 |
| ATTACHMENT A – Map of Neighborhood Council | 19 |
| ATTACHMENT B – Governing Board Structure and Voting | |
| ATTACHMENT C – Glossary Definitions | 22 |

ARTICLE I: NAME

The name of this organization shall be the WOODLAND HILLS WARNER CENTER NEIGHBORHOOD COUNCIL ("Neighborhood Council").

ARTICLE II: PURPOSE

A. The purpose of the Neighborhood Council shall be:

- 1. To foster a sense of community for all Stakeholders to express ideas and opinions about their neighborhoods and their government; and to provide a forum to effectively address the issues which impact the community.
- 2. To promote, empower, and encourage community participation in city governance so that government is more responsive to local needs and requests.
- 3. To promote the public good by collaborating and building partnerships with local government and organizations that address local needs.
- 4. To create, execute and support projects and initiatives for the physical, environmental, safety, social and cultural improvement of Woodland Hills and Warner Center.
- 5. To inform, on a continuing basis, the community of pending relevant or significant changes or actions of the City of Los Angeles that will or may affect them.
- 6. To secure support from the City of Los Angeles, our elected officials and other governmental agencies to enable the Neighborhood Council to receive the resources needed to achieve our goals.
- B. The policy of the Neighborhood Council shall be:
 - 1. To respect the rights, diversity, dignity and expression of views of all citizens, whether they be individuals, businesses; groups and organizations, within the community;
 - 2. To remain non-partisan with respect to the diverse community of Woodland Hills and Warner Center in our operations including, but not limited to, the process of electing or selecting the Neighborhood Council Board (hereinafter "Board"), Officers, and committee members as set forth herein.
 - 3. To encourage all Stakeholders to participate in the activities of the Neighborhood Council and to collaborate/work together to improve/evolve the community.
 - 4. To actively prohibit discrimination against any individual or group in our operations.
 - 5. To have fair, open and transparent procedures for the conduct of all Neighborhood Council business.
 - 6. To utilize an outreach system for informing Stakeholders about the activities and objectives of the Neighborhood Council and the City of Los Angeles.

ARTICLE III: BOUNDARIES

Section 1: Boundary Description

The Neighborhood Council area shall be comprised of the entire Woodland Hills Community, as follows:

<u>North</u>: by Victory Boulevard (except between Shoup Avenue and De Soto Avenue, where the northern boundary shall be Vanowen Street, and between Corbin Avenue and Winnetka Avenue, where the northern boundary shall be the Los Angeles River Channel) <u>South</u>: by the City/County Line <u>East:</u> by Corbin Avenue <u>West:</u> by the City/County Line

Section 2: Internal Boundaries

| Α. | Area 1 Boundaries: | | |
|----|--------------------|---|--|
| | | Angele | ea shall also include the area between the Los s River Channel and Victory Boulevard between and Winnetka Avenues. |
| В. | Area 2 Boundaries: | South the lots Boulev Topano East West Victory side of | Vanowen Street Victory Boulevard (between Shoup Avenue and s fronting along the west side of Topanga Canyon ard) and the Ventura 101 Freeway (between ga Canyon Boulevard and De Soto Avenue) DeSoto Avenue Shoup Avenue (between Vanowen Street and Boulevard) and the lots fronting along the west Topanga Canyon Boulevard (between Victory ard and the Ventura 101 Freeway) |
| C. | Area 3 Boundaries: | | Victory Boulevard Ventura 101 Freeway Topanga Canyon Boulevard Woodlake Avenue |
| D. | Area 4 Boundaries: | | |
| E. | Area 5 Boundaries: | | |
| F. | Area 6 Boundaries: | | Ventura 101 Freeway Los Angeles County Line Serrania Avenue Topanga Canyon Boulevard |

4

The boundaries of the Neighborhood Council are set forth in Attachment A – Map of Woodland Hills -Warner Center Neighborhood Council. Please note: The Platt Library, located at 23600 Victory Blvd., Woodland Hills, CA, 91367 (Area 4) is under co--jurisdiction with the West Hills Neighborhood Council.

ARTICLE IV: STAKEHOLDER

Neighborhood Council membership is open to all Stakeholders. A "Stakeholder" shall be defined as any individual who:

(1) Lives, works, or owns real property within the boundaries of the neighborhood council; or

(2) Is a Community Organization Stakeholder, defined as an individual who is a member of or participates in a Community Organization within the boundaries of the neighborhood council.

A "Community Organization" is an entity that has continuously maintained a physical street address within the boundaries of the neighborhood council for not less than one year, and that performs ongoing and verifiable activities and operations that confer some benefit on the community within the boundaries of the neighborhood council. A for-profit entity shall not qualify as a Community Organization. Examples of Community Organizations may include Chambers of Commerce, houses of worship or other faith-based organizations, educational institutions, or non-profit organizations.

[The definition of "Stakeholder" and its related terms are defined by City Ordinance and cannot be changed without City Council action. See Los Angeles Administrative Code Section 22.801.1]

ARTICLE V: GOVERNING BOARD

Section 1: Composition

The Neighborhood Council Board ("Board"), shall consist of twenty-three (23) Stakeholders either publicly-elected or Board appointed (when necessary) as Neighborhood Council Representatives, as defined immediately below, plus their alternates, as defined in Article X, Section 6(A). In accordance with the Plan for a Citywide System of Neighborhood Councils ("The Plan"), no single Stakeholder group shall hold a majority of Board seats unless extenuating circumstances exist and are approved by the Department of Neighborhood Empowerment ("Department").

A. **Residential Representatives** ("RR"): An RR shall be any person whose primary residence is located within an area as defined in Article III Section 2 whether in a home, apartment, condominium or other permanent housing structure. There shall be one (1) RR elected in each of the seven (7) areas.

- B. **Business Representative** ("BR"): A BR shall be any person who: (1) owns a business of commercial property (2) owns a rental property; or (3) is employed by a business located within an area defined in Article III Section 2. There shall be one (1) BR elected in each of the seven (7) areas.
- C. **Community Organization Representative** ("COR"): A COR Representative shall be any person who identifies themselves as a Community Organization Stakeholder, as defined in Article IV, an individual who is a member of or participates in a community organization such as, but not limited to educational institutions, religious institutions, community organizations or other non-profit organizations based in that one WHWCNC area as defined in Article III Section 2. There shall be one (1) COR elected in each of the seven (7) areas.
- D. **At-Large Representative** ("ALR"): An ALR shall be any person who meets the definition of a Stakeholder. There shall be only one (1) ALR elected to represent all Stakeholders of Woodland Hills Warner Center.
- E. Youth Member (1) Open to Stakeholders between the ages of fourteen (14) and seventeen (17), at the time the Stakeholder is appointed lives, works or attends a school within the boundaries of Woodland Hills Warner Center. The Youth member shall be precluded from voting on matters regarding the expenditure of funds, contracts, or recommendations on age restricted issues.

However, the Youth member shall be allowed to speak on such matters. The youth member shall be appointed by a majority vote of the Board on a written application made to the Board on a form to be designated.

F. **Alternate Area Representative** ("AAR"): Each of the seven (7) areas shall have an Alternate who is authorized to vote in the Board member's absence.

Per the Administrative Code section 22.810.1 (b)(2)(C)(iii)(1): No single Stakeholder group shall hold a majority of Board seats unless extenuating circumstances exist and are approved by the Department of Neighborhood Empowerment ("Department").

If the Stakeholder status of a Board Member is in question, then the Department will verify status using the Department's procedure, at the request of the Board.

Section 2: Quorum

No formal meeting of the Board shall be held or Neighborhood Council business conducted or votes taken in the absence of a quorum. A quorum shall consist of thirteen (13) Board Representatives and/or Alternates present and voting.

Section 3: Official Actions

A simple majority vote by the board members, present and voting, shall be required to pass motions. Abstentions shall not be counted as votes.

A. The presiding officer may vote on all motions.

- B. Voting by proxy shall not be allowed.
- C. The Alternate Representative may vote only when a corresponding Area Representative or At-Large Representative is absent.
- D. In the event that an Elected Representative is absent or recuses him/herself, the Alternate for the corresponding area shall vote in their absence.

Section 4: Terms and Term Limits

All elected representatives and alternates serve in their seat's 4-year term. Each appointed Board member shall serve for the remainder of the established term. Positions are established via elections held every two years in the following staggered manner:

- Starting in 2023: Areas 1, 3, 5, and 7
- Starting in 2025: Areas 2, 4, 6, and the At-Large position

There's no limit on how often someone, who still qualifies, can be re-elected or serve again.

Section 5: Duties and Powers

The primary duties of the Board shall be to govern the Council and to carry out its objectives. No individual member of the Board shall speak for the Board or otherwise publicly represent a Board position unless authorized to do so by official action of the President. The President may delegate to any individual the authority to present before any City body a standing Council position previously adopted by the Board or a statement that the Council has had insufficient time to develop a position or recommendation on a matter before that body. Such authority may be revoked at any time by the Board.

Section 6: Vacancies

In the event that a Representative resigns, is removed, or is unable to serve, the Alternate shall become the Representative for the remainder of the Representative's elected term. In the event that the Alternate is removed, unable to serve, or there is no Alternate, any Stakeholder as defined in Article IV, "Stakeholder" may make a recommendation to the President, who shall present a replacement nominee to the Governance Committee. The applicant's qualifications shall be verified and confirmed by the Governance Committee, and then be seated immediately after approval by a majority vote of the Neighborhood Council Board. The replacement shall serve for the remainder of the term of the office being filled.

Section 7: Absences

A Neighborhood Council Representative who fails to attend three (3) regularly scheduled Neighborhood Council Board meetings in any twelve (12) month period may be removed as a Neighborhood Council Representative following attendance and participation review by the Governance Committee and a two-third vote of the Board present and voting. The President of the Board will notify the representative of their removal via email notice to the representative's last known email address on record.

Section 8: Censure

The purpose of the censure process is to place a Board member on notice of misconduct and to provide the Board member with an opportunity to correct the misconduct. The Neighborhood Council ("Neighborhood Council") may censure any Board member at a regular or special meeting open to the public following a good-faith determination by the Neighborhood Council Board that the member has engaged in conduct that is contrary to rules and regulations applicable to the Board or that impedes the orderly business of Board operations. Grounds for censure include, but are not limited to, persistent disruptive conduct at meetings, violations or abuses of the Board's bylaws or rules, violations of the Code of Conduct, acting on behalf of the Board without authorization, and

misuse or abuse of the censure or removal process by acting in bad faith.

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

- 1. A motion to censure a Board member may be initiated by any three (3) Board members. Those Board members shall not constitute a majority of the quorum of any Neighborhood Council body, such as a committee. The motion shall be delivered to any officer of the Board or a specific officer or member of the Board as may be specified in the bylaws or standing rules of the Neighborhood Council. The motion shall be in writing and provide the specific facts and grounds for the proposed censure including the date(s) and specific conduct relied upon for the motion. The motion shall not be based upon conclusions, e.g., "for alleged violations of the Code of Conduct" but shall contain factual statements that describe conduct only and is not intended to embarrass or humiliate the board member.
- 2. The Board member, group of Board members or committee responsible for setting the final Board agenda shall include the motion on the agenda of the next regular or special Board meeting scheduled at least thirty (30) days following the delivery of the proposed censure motion.
- 3. The Board member subject to censure shall be given a minimum of thirty (30) days priorwritten notice, which may include email sent to the last email address on file with the Neighborhood Council, of any meeting at which the motion to censure will be considered. The notice shall provide the specific facts and grounds for the proposed censure as specified in 1 above. The Board shall also provide a copy of the notice to the Department of Neighborhood Empowerment a minimum of thirty (30) days prior to the meeting at which the motion to censure will be considered.
- 4. The Board member subject to censure shall be given a reasonable opportunity to be heard at the meeting, either orally or in writing, prior to the Board's vote on a motion of censure.
- 5. The Board shall decide by a majority vote of those present and voting whether or not the Board member should be censured. The Board member who is the subject of the censure motion shall not be counted as part of the majority present and voting and shall not be allowed to vote. For the purpose of censure motions, abstentions shall not be counted as votes.
- 6. In no event shall a motion to censure a board member be heard by the Neighborhood Council within sixty (60) days of the next scheduled Board election or selection.

Section 9: Removal

Any Board member may be removed by the Neighborhood Council ("Neighborhood Council") for cause, following a good faith determination by the Board that the member has engaged in conduct that is contrary to rules and regulations applicable to the Board or that impedes the orderly business of Board operations. A Board member shall not be subject to removal under this Policy, unless the member has been censured at least once pursuant to the Commission Censure Policy. Grounds for removal include, but are not limited to, persistent disruptive conduct at meetings, violations or abuses of the Board's bylaws or standing rules, violations of the Code of Conduct, acting on behalf of the Board without authorization, and misuse or abuse of the censure or removal processes by acting in bad faith.

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

1. A motion to remove a Board member may be initiated by any three (3) Board members. Those Board members shall not constitute a majority of the quorum of any Neighborhood Council body, such as a committee. The proposed motion shall be delivered to any officer of the Board

or a specific officer or member of the Board as may be specified in the bylaws or standing rules of the Neighborhood Council. The motion shall be in writing and provide the specific facts and grounds for the proposed removal action including the date(s) and specific conduct relied upon for the motion. The motion shall not be based upon conclusions, e.g., "for alleged violations of the Code of Conduct" but shall contain factual statements that describes conduct only and is not intended to embarrass or humiliate the board member. The motion to remove shall also include a copy of the prior censure motion and the date it was passed.

- 2. The Board member, group of Board members or committee responsible for setting the final Board agenda shall list and briefly describe the motion on the agenda of the next regular or special Board meeting scheduled at least thirty (30) days following the delivery of the proposed removal motion.
- 3. The Board member subject to removal shall be given a minimum of thirty (30) days prior written notice, which may include email sent to the last email address on file with the Neighborhood Council, of any meeting at which a motion to remove will be heard. The notice shall provide the specific facts and grounds for the proposed removal as specified in 1 above. The Board shall also provide a copy of the notice to the Department of Neighborhood Empowerment a minimum of thirty (30) days prior to any meeting at which a motion to remove will be considered.
- 4. The Board member subject to removal shall be given reasonable time to be heard at the meeting, either orally or in writing, prior to the Board's vote on a motion for removal.
- 5. The Board shall decide whether or not the Board member should be removed by an affirmative vote of two-thirds (2/3) of the currently sitting Board members. The Board member who is the subject of the removal motion shall not be allowed to vote and shall not be counted when determining the two-thirds (2/3) majority vote. For the purpose of the removal motion, abstentions shall not be counted as votes.
- 6. In no event shall a motion to remove a Board member be heard by the Neighborhood Council within sixty (60) days of the next election or selection.
- 7. The Commission may review a Neighborhood Council's removal decision if requested to do so by the affected Board member. Once the request is made for the Commission to review the decision to remove, the Neighborhood Council voting to remove the board member may not fill the vacancy created by the removal until the Commission has made a decision on whether the removal was proper or the Commission declines to review the matter. The Commission's decision whether to hear or decline to hear the removal review request shall be sent in writing to the requestor and the Neighborhood Council within 30 days after the request for review is delivered.
- 8. A request for the Commission to review a Neighborhood Council's removal decision shall proceed as follows:
 - a. The request must in writing and must be delivered to the Executive Assistant of the Commission or, in the absence of an Executive Assistant, to the President of the Commission within thirty (30) days of the date of the action by the Neighborhood Council to remove the Board member.
 - b. The request must state the basis for the review. The request shall not cite or present any evidence not considered by the Neighborhood Council but must address only procedural deficiencies.
 - c. If the Commission determines the request for review raises sufficient questions regarding procedural deficiencies and agrees to hear the review, it will be placed on the agenda of a regular or special meeting of the Commission within sixty (60) days of

receipt of the request for review.

- d. At the review the Commission will determine if the facts as presented support the removal motion and if the procedures set out in this policy were correctly applied.
- e. If the Commission determines that there were either factual or procedural deficiencies, the Commission may either reinstate the Board member or return the matter to the Neighborhood Council for further consideration.
- f. If the Commission returns the matter for further consideration and the Neighborhood Council does not act within sixty (60) days of the Commission's decision the Board member will be considered reinstated.
- g. During the period of appeal the Board member shall not be counted as part of the Board for any quorum and shall not participate in any Board actions.
- h. If the matter is returned to the Neighborhood Council for further consideration the Board member shall not be counted as part of the Board for any quorum and shall not participate in any Board actions until the Board takes action as requested by the Commission or until the expiration of the sixty (60) day time period.
- i. This policy is not intended to restrict or eliminate a Neighborhood Council's ability to remove or render ineligible to serve, Board members who fail to attend meetings, join committees, maintain their Stakeholder status, or perform other duties as may be described in the Neighborhood Council's bylaws and/or standing rules. Nor is it intended to limit a Neighborhood Councils ability to remove committee chairs or committee members according to the Neighborhood Council's bylaws and/or standing rules.

Section 10: Resignation

Representatives or Alternates may remove themselves by providing written notice of resignation to the Neighborhood Council President. Email notification is acceptable when sent from the email address on record with the Neighborhood Council. Resignations will become effective immediately upon confirmed receipt and acceptance by the President.

Section 11: Community Outreach

The Neighborhood Council shall direct that a system of outreach be instituted to inform Stakeholders as to the existence and activities of the Neighborhood Council, including its Board elections, to find future leaders of the Neighborhood Council, and to encourage all Stakeholders to seek leadership positions within the Neighborhood Council.

ARTICLE VI: OFFICERS

Section 1: Officers of the Board

The Officers of the Board ("the Officers") shall consist of a President, a Vice-President, a Treasurer, a Secretary and a Parliamentarian. These Officers shall be elected by the Board as provided below, and all must be *elected* members of the Board. An appointed member of the board can be elected as an Officer should no elected member choose to be nominated for a specific Officer position or no elected member is elected by a majority vote of the board for a specific Officer position. The Youth member and Alternate members cannot serve as an Officer of the Board.

Section 2: Duties and Powers

84

- A. **President.** The President shall be the principal officer of the Neighborhood Council, shall be the presiding officer at meetings of the Neighborhood Council and shall exercise and perform such other duties as the Neighborhood Council may assign from time to time as prescribed in the Bylaws, Standing Rules and designated by EmpowerLA.
- B. Vice-President. The Vice-President shall act as a presiding officer in the absence of the President. In case of vacancy in the office of President, or in the case of the President's unavailability due to sickness, disability, death or resignation, the Vice-President shall perform the duties of the President and when so acting shall have all the powers and perform such other duties the Bylaws and Standing Rules and EmpowerLA may prescribe. The Vice-President shall be responsible for the oversight and compliance of the Standing Committees of the WHWCNC as well as oversee internal operations and on-boarding of new Board members.
- C. **Treasurer.** The Treasurer shall maintain the financial records, or cause to be kept and maintained, adequate and correct financial records of the Neighborhood Council's financial transactions. The financial records shall be open to inspection by any Stakeholder and Representative of the Neighborhood Council at all reasonable times. All financial records shall be kept in accordance with Article IX of these Bylaws. In the absence of both the President and Vice-President, the presiding officer for board meetings and executive committee meetings shall be the Treasurer.
- D. Secretary. The Secretary shall record, write and post the minutes of the Neighborhood Council; board meetings, special board meetings and Executive Committee Meetings. The Secretary shall be the custodian of the Neighborhood Council's non-financial records; and perform all other duties prescribed in the Bylaws, Standing Rules and EmpowerLA. The Secretary shall keep an official list of Representatives, Alternates, and Committee Members terms, meeting attendance and keep a register of the physical addresses, electrical addresses and telephone numbers of each Representative and Alternate. The Secretary shall be present when the meeting is called to order and remain present until the meeting is adjourned.

The Board shall appoint by a majority vote of board members present and voting a board member Assistant Secretary who shall assist the Secretary, at the request of the Secretary, with all duties and act in his or her absence at board meetings, special board meetings and at Executive Committee meetings. When the Assistant Secretary is acting as the Secretary the Assistant Secretary shall be present when the meeting is called to order, remain present until the meeting is adjourned and record and write the minutes of that meeting.

E. **Parliamentarian.** The Parliamentarian shall ensure that the WHWCNC meetings are in compliance with the Bylaws, Standing Rules, WHWCNC Code of Civility, EmpowerLA Code of Conduct and all other City, State and Federal rules and regulations. The Parliamentarian shall ensure the meetings are undertaken in an expeditious manner and shall be the timekeeper, ensuring that all speakers speak within the publicly noticed time frames. The Parliamentarian shall ensure the members abide by all rules to ensure that our NC's business is conducted in a respectful and courteous manner and in a manner that will generate respect and credibility for our WHWCNC.

Section 3: Selection of Officers

A. After the Election, and the election results are certified by the City Clerk, the Officers shall be elected from the twenty-one (21) elected area representatives and the one (1) elected ALSR member by a majority of voting board members present and voting.at the board meeting.

An appointed member of the (21) member board can be elected as an Officer should no elected member choose to be nominated for a specific Officer position or no elected member is elected by a majority vote of the board for a specific Officer position.

The Officer's shall be nominated and elected at a board meeting where the Officer Election is placed on the Board Meeting Agenda, within sixty (60) days of the certification of the election or as required by EmpowerLA or the City Clerk.

The Youth Member shall not be an Officer but can vote in the election. An Alternate Area Representative shall not be an Officer and cannot vote in the election.

Officers shall be nominated by a one of the twenty one (21) Area Representatives and the one (1) ALSR. The nominee must accept the nomination.

B. If there are more than two (2) candidates for an office and none receives a majority vote on the first election, a run-off election shall be held immediately between the two (2) candidates receiving the highest number of votes.

Section 4: Officer Terms

No President or Vice-President shall serve more than two (2) consecutive two (2) year terms in that office, unless this provision is waived by a two-thirds (2/3) vote of the Board members present and voting.

In the event of a permanent vacancy in the office of President, the Vice-President shall become the President for the remainder of the President's term. In the event of a permanent vacancy in the office of the Vice-President, Treasurer or Secretary, the presiding officer shall entertain nominations from the Board for a replacement who shall be seated after approval by a majority of the Board present. The replacement shall serve for the remainder of the term of the office being filled.

Section 5: Removal of Officers

Removal of Officers is pursuant to the Board of Neighborhood Commissioners (BONC) Uniform Policy for Board Member Removal, Bylaws Article V – Governing Board; Section 8: Removal of Governing Board Members and Alternates. Officers may also be removed due to a dereliction of duties with a two-thirds vote of the voting Board members.

85

ARTICLE VII: COMMITTEES AND THEIR DUTIES

The Board for a Neighborhood Council faces a huge amount of work, dealing with a wide range of issues and decisions. To manage this effectively, the work is split up based on the type of issue at hand. Committees are formed for this purpose, consisting of Board Members and often include Stakeholders, to concentrate on specific issues. These committees then advise the Board on the best actions to take to benefit the community and the city.

Ideas for new committees can be presented by Stakeholders or Board members to the President and Vice President for consideration.

These committees usually meet once or twice a month on a scheduled day and time, and their meetings are announced pursuant to the Brown Act and subject to adhering to the Bylaws, Standing Rules, Code of Civility, Code of Conduct, and the rules and procedures outlined by EmpowerLA.

Committees may have a maximum of 6 Board members as anything larger could be considered an action by the Board and should instead be submitted to the full Board.

Section 1: Standing

Standing Committees: meet once or twice a month on a regular basis at a specific day and time and are publicly noticed in advance of the committee meeting pursuant to the Brown Act. Standing Committees must be compliant with the Brown Act, Bylaws, Standing Rules, Codes of Conduct and EmpowerLA rules and procedures.

The Budget Committee and the Executive Committee meet as needed.

Standing Committees are Listed in the Standing Rules.

Section 2: Ad Hoc

An Ad Hoc committee is established with approval by the President for a specific purpose until it fulfills its assigned task and is then dissolved by the President. An Ad Hoc committee that includes non-board member Stakeholders must be agenized and noticed in keeping with the Brown Act posting requirement.

Section 3: Committee Creation and Authorization

The President and Vice President shall create standing committees and ad hoc committees, and assign committee members. All members of the board must serve on and regularly attend at least one Standing Committee. Each committee may also include non-elected Stakeholders. The President and Vice President review the committees' compositions at the beginning of each fiscal year. The Board, by a majority vote of board members present and voting may authorize or terminate one (1) or more committees. A maximum of six (6) Board members may serve on a Standing Committee. Additional guidelines are outlined in the Standing Rules.

A. Committee: Term of Office: Each committee member of a standing committee and/or ad hoc committee shall continue until a successor is appointed by the President and Vice President or until the standing committee, or ad hoc committee is terminated.

A committee member shall be removed by the President and Vice President with concurrence of the other Officers from a specific committee, or ad hoc committee by committee member resignation or for non-compliance of rules and regulations as defined in the Bylaws, Standing Rules and all other rules and regulations of the WHWCNC, City and EmpowerLA.

- **B.** Committee Chairperson: With the concurrence of the other Officers of the Neighborhood Council, the President and Vice President shall designate a Board member or Alternate Representative to serve as a Chairperson for each Neighborhood Council committee, and ad hoc committee.
- **C. Committee Vacancies:** Vacancies on any committee, subcommittee and/or ad hoc committee may be filled by appointment made by the Committee Chairperson with the concurrence of the President and Vice President of the Neighborhood Council.
- **D. Committee Member Dismissal:** Standing Committee members can be dismissed by the Committee Chair with the President and a Vice President approval.

ARTICLE VIII: MEETINGS

The Neighborhood Council shall abide by all California statutes relative to public meetings and public records. All public meetings, as defined by the Ralph M. Brown Act (the "Act" or "The Brown Act"), shall be noticed and conducted in accordance with the Act and the Neighborhood Council Agenda Posting Policy. All meetings, as defined by the Act, are open and public, and shall permit, to the extent feasible, all Stakeholders to participate in the conduct of business, deliberation and decision-making.

Section 1: Meeting Time and Place

Any public meetings shall be held within the Neighborhood Council boundaries at a location, date and time set by the Board or a committee chair. A calendar of meetings shall be approved by the Board at the beginning of each fiscal year.

- A. **Special Meetings:** A special meeting may be called on an emergency basis or on time-sensitive issues by the President and/or the Vice-President of the Board by delivering written notice to each member of the Board in accordance with the Brown Act and these Bylaws. Such notice per the Brown Act, must be received and posted at least twenty-four (24) hours before the time set for the special meeting. The notice shall specify the time and place of the special meeting, the business to be transacted and posted to ENS, the WHWCNC website and at the physical posting location. A special meeting must be scheduled for a day and time different from when the regular meeting would have been held. A Chair of a Committee can also call a special meeting. However, special meetings may not be a safety net for not posting agendas (72) hours in advance of meetings.
- B. Adjourned Meetings: The presiding officer shall adjourn the meeting after all items listed on the agenda have been discussed and an action taken. At Board Meetings and Committee Meetings members shall not leave the meeting until the presiding officer has declared the meeting adjourned as a meeting must be immediately adjourned if there is a lack of a quorum of present and voting members. Neighborhood Councils may not hold closed sessions.

Section 2: Agenda Setting

The President shall set the agenda for each Council Board meeting.

- A. No items may be added to the Agenda once it is posted. No action or discussion shall be undertaken of any item not appearing on the Agenda, except in response to comments or questions made during Public Comment(s), in which case such responses shall be brief. Neighborhood Council Representatives will be permitted to make brief announcements or a brief report on his/her activities, or make a request of any City staff or other resource present for factual information or request City staff to report back a subsequent meeting concerning any matter, or take action to have a matter of business placed on a future agenda, or any other action or discussion permitted by the Brown Act.
- B. **Minutes.** Within ten (10) business days following approval of the minutes of Neighborhood Council meetings, or as the Board otherwise directs, minutes of the meeting shall be posted on the Neighborhood Council web.

Section 3: Notifications/Postings

At a minimum, meeting notices shall be posted in compliance with the Ralph M. Brown Act, on ENS, on the WHWCNC website and in compliance with all EmpowerLA posting policy. An updated listing of the WHWCNC physical posting location/s shall be kept on file with the Neighborhood Council Secretary, EmpowerLA and stated in writing on meeting agendas.

Section 4: Reconsideration

The Board may reconsider a motion previously brought to a vote. A motion to reconsider must be made by a member who voted on the prevailing side. The motion to reconsider can be requested at the meeting in which the motion was made or at the following meeting. The motion to reconsider cannot be tabled and must be voted on. If the motion to reconsider is approved by a majority vote of the members present and voting, the item for reconsideration can be heard at the meeting or will be placed on the agenda of the next scheduled meeting.

ARTICLE IX: FINANCES

Section 1: Responsibilities of the Board

- A. The Board shall review its fiscal budget and adjust as needed to comply with City laws and City administrative rules, and to keep in compliance with Generally Accepted Accounting Principles and the City's mandate for the use of standardized budget and minimum finding allocation requirements.
- B. The Board shall adhere to all rules and regulations disseminated by appropriate City officials regarding the Council's finances, where the term "appropriate City officials" means those officials and/or agencies of the City of Los Angeles who have authority over Neighborhood Councils.
- C. All financial accounts and records shall be available for public inspection and posted on the Council website, if available and possible.
- D. The Council will not enter into any contracts or agreements except through the appropriate City officials.

Section 2: Responsibilities of the Treasurer

In addition to the responsibilities described and contained in these Bylaws, the Treasurer shall be the custodian of the funds of the Neighborhood Council. The Treasurer shall cooperate fully with the Department and City Clerk Funding Program in matters related to the Neighborhood Council funding, financial affairs and accounting procedures, and shall allow Department and City Clerk Funding records of the Neighborhood Council.

In addition, the Treasurer shall be responsible for ensuring the following:

Monthly Expense Report (MER)

The MER will be provided monthly and will include all documents required by the office of the City Clerk.

Financial Records

The Treasurer will set up and maintain an appropriate record keeping system for the Neighborhood Council. Documents to be used for purposes of accounting and financial control may be reviewed by the Board, Stakeholders, Empower LA and the Office of the City Clerk.

Budget

89

The Treasurer shall keep the computerized and any required paper financial records of the budget of the Neighborhood Council. Budget Committee Meetings will be held no less than quarterly to re-allocate the funds of the WHWCNC. The Budget financial records will, at a minimum, consist of receipts, expenses and disbursements which will show the beginning-balance, the kinds and amounts of expenses paid daily, and the running balance of each funded category. NC funds will be duly accounted for under categories/line items as defined by the Office of the City Clerk and further defined and approved by a vote of the Board.

Disbursements

All disbursements shall be paid by the WHWCNC credit card or by check. The Treasurer and President of the Board shall be the first and second signers. Check payments approved by a vote of the Board are requested by the Treasurer and dispersed by the Office of the City Clerk.

Neighborhood Council Funds

All WHWCNC receipts of funds are deposited intact into their respective bank accounts by the Office of the City Clerk.

Financial Reporting

The Treasurer shall prepare and submit financial documents and reports to the Board as prescribed in the Standing Rules.

The Treasurer shall prepare and submit the financial documents of the Neighborhood Council to the Department/Office of the City Clerk according to their requirements and the requirements of the City of Los Angeles.

ARTICLE X: ELECTIONS

Section 1: Administration of Elections

The Neighborhood Council's election will be conducted pursuant to any and all City, EmpowerLA and City Clerk ordinances, policies and procedures pertaining to Neighborhood Council elections.

Section 2: Governing Board Structure and Voting

The number of Board seats, the eligibility requirements for holding any specific Board seats, and which Stakeholders may vote for the Board seats are noted in Attachment B.

Section 3: Minimum Voting Age

Except with respect to a Youth Board Seat (which must be between 14 and 17 years of age), a

Section 4: Method of Verifying Stakeholder Status

Candidates and Voters will verify their Stakeholder status by providing acceptable documentation submitted and verified by the office of the City Clerk.

Section 5: Restrictions on Candidates Running for Multiple Seats

A candidate shall declare their candidacy for no more than one (1) position on the Council Board during a single election cycle.

Section 6: Other Election Related Language

A. Alternates: For each area, one (1) Alternate Area Representative shall be selected pursuant to the Elections Rules and Procedures. The Alternate Representative must attend all Board meetings of the Neighborhood Council. The Alternate Representative shall be a voting member of the Neighborhood Council at any Neighborhood Council Board meeting where the corresponding Area Representative is absent.

If an Area Representative resigns or is removed from office, the corresponding Alternate Representative shall become the Representative for that area for the remainder of the Representative's elected term.

B. Selection of Representative and Alternates: The person receiving the highest number of votes in an election of RRs, BRs, CORs and ALRs, shall serve as the area Representatives for the new term. The person receiving the second highest number of votes in each area election shall become the area Alternate Representative for the new term, providing he or she accepts. The term of the area Alternate Representative shall be concurrent with that of the area Representative.

ARTICLE XI: GRIEVANCE PROCESS

- 1) Eligibility to Grieve. The Neighborhood Council grievance review process will be conducted pursuant to all City ordinances, policies and procedures pertaining to Neighborhood Council grievances. The Neighborhood Council shall take appropriate action as advised by EmpowerLA. This formal grievance process is not intended to apply to Stakeholders who simply disagree with a position or action taken by the Board. Those grievances can be aired at Neighborhood Council meetings. This grievance process is intended to address matters involving procedural disputes, e.g., the Board's failure to comply with the Neighborhood Council Standing Rules or these Bylaws.
- Filing a Grievance, Board members and Stakeholders shall visit the EmpowerLA Grievance Policy website page and portal for instructions for filing a grievance or contact EmpowerLA at 213-978-1551.

ARTICLE XII: PARLIAMENTARY AUTHORITY

The Board shall meet regularly, as prescribed in the Standing Rules. All Neighborhood Council meetings, including General Meetings, Executive Committee Meetings and Committee meetings, shall

be governed by Roberts' Rules of Order or have modifications of those rules as the Neighborhood Council Board sets forth in the Standing Rules, insofar as such rules are not inconsistent with city, state and federal laws.

Ad-hoc Committees of six (6) or less Board members therefore not open to the public, can waive parliamentary procedure.

ARTICLE XIII: AMENDMENTS

Requests for amendments, changes, additions and/or deletions to the Bylaws or Standing Rules may be proposed by a member of Board. All proposed amendment(s) reviewed by the Governance Committee for analysis and recommendation(s) shall be submitted to the Board. The proposed amendments will be placed on the agenda for public discussion at any scheduled regular Neighborhood Council Board meeting. A recommendation for amendment, change(s), addition(s) and/or deletion(s) of the Bylaws or Standing Rules requires a majority vote of the Board members present and voting. Thereafter, and within fourteen (14) business days after a vote recommending amendment, change(s), addition(s) and/or deletion(s) to the Bylaws, a Bylaw Amendment Application shall be submitted to EmpowerLA in accordance with all rules and regulations.

ARTICLE XIV: COMPLIANCE

All Neighborhood Council Representatives, Alternates, Officers, and any others within the scope of the applicable law, shall abide by all Federal, State and Local laws, including the standards adopted by the Los Angeles Ethics Commission, as a minimum ethical standard. The Neighborhood Council shall adopt as Standing Rules and Codes of Conduct as a pledge and methodology for Neighborhood Council Representatives, Alternates, Officers, and other affected persons, regarding obeying the law and rules and achieving high standards of conduct, including, but not limited to, fair and open procedures for conducting business and financial accountability of Neighborhood Council funds.

Section 1: Code of Civility

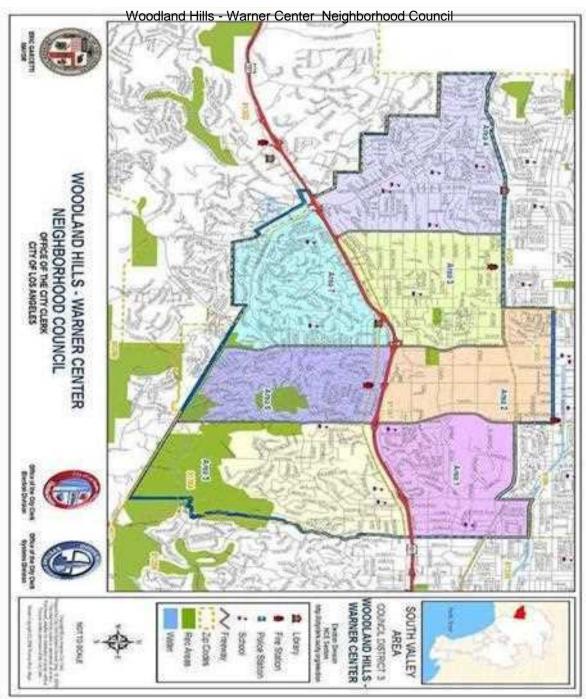
The Neighborhood Council, its representatives, and all Stakeholders shall conduct all Neighborhood Council business in a civil, professional and respectful manner or be subject to disciplinary action per the Standing Rules. Board members will abide by both the Commission's Neighborhood Council Board Member Code of Conduct Policy and the Neighborhood Council's Code of Conduct Policy.

Section 2: Training

Neighborhood Council (NC) board members, both elected and appointed, are required to complete four trainings in order to vote on issues that come before the council: Ethics, Funding, Code of Conduct, and the Anti-Bias Learning for Employees (ABLE) Training.

Section 3: Self-Assessment

Every year, the Neighborhood Council shall conduct a self-assessment pursuant to Article VI, Section 1 of the Plan and as defined by EmpowerLA.



ATTACHMENT A – Map of Neighborhood Council

ATTACHMENT B – Governing Board Structure and Voting

Woodland Hills - Warner Center Neighborhood Council

| BOARD POSITION | # OF SEATS | ELECTED OR APPOINTED? | ELIGIBILITY TO RUN FOR THE SEAT | ELIGIBILITY TO VOTE FOR THE SEAT |
|--|---------------|--------------------------|--|---|
| Residential Representative of Areas 1 - 7 Term: 4 Years | 7 | Elected | Stakeholder who is at least 18 years old; whose primary residence is located within the physical boundaries of each respective area. | Stakeholder who is at least 16 years old at the time of the election and lives, works, owns a business, or is a member or participates in a community organization within the area. |
| Business Representative of Areas 1 – 7 Term: 4 Years | 7 | Elected | Stakeholder who is at least 18 years old, who owns a business or rental property or is employed by a business that is located within the physical boundaries of each respective area. | Stakeholder who is at least 16 years old at the time of the election and lives, works, owns a business, or is a member or participates in a community organization within the area. |
| Community Organization Representative of Areas 1 – 7 Term: 4 Years | 7 | Elected | A person who is at least 18 years old and is a member of, or regularly participates in the activities of a community organization that is located within the physical boundaries of each respective area. | Stakeholder who is at least 16 years old at the time of the election and lives, works, owns a business, or is a member or participates in a community organization within the area. |
| At-Large Representative Term: 4 Years | 1 | Elected | Stakeholder who is at least 18 years old at the time of the election and who lives, works, or own real property in the neighborhood and also those who declare a stake in the neighborhood as a community interest Stakeholder, defined as a person who is a member of or participates in a Community Organization within the Neighborhood Council's boundaries and who may be in a community organization such as, but not limited to, educational, non- profit and/or religious organizations. | Stakeholder who is at least 16 years old at the time of the election and who lives, works, or own real property in the neighborhood and also those who declare a stake in the neighborhood as a community interest Stakeholder, defined as a person who is a member of or participates in a Community Organization within the Neighborhood Council's boundaries and who may be in a community organization such as, but not limited to, educational, non- profit and/or religious organizations. |

| BOARD POSITION | # OF SEATS | ELECTED OR APPOINTED? | ELIGIBILITY TO RUN FOR THE SEAT | ELIGIBILITY TO VOTE FOR THE SEAT |
|----------------|---------------|--------------------------|---|--|
| Youth Member | 1 | Appointed | Stakeholders between the ages of fourteen (14) and seventeen (17) at the time the Stakeholder is appointed to this seat. | The youth member shall be appointed by a majority vote of the Board on a written application made to the Board on a form to be designated. |

ATTACHMENT C – Glossary Definitions

- 1. Absence Failure to be present at a scheduled meeting, where you are a voting member.
- 2. Acceptable Documentation Documentation acceptable through the City of Los Angeles.
- 3. Adjourned End of doing business of a meeting.
- 4. Administration of Elections Department of Neighborhood Empowerment and City Clerk election procedures.
- 5. Agenda A list of items to be addressed at a meeting per Brown Act Requirements.
- 6. Alternate The runner up who has the second highest vote count, regardless of Stakeholder category, for that area.
- 7. Amendment A parliamentary procedure for any alteration made to a motion.
- Area The Neighborhood Council is divided into seven (7) sections, which are called "Areas." Each Area has three (3) elected Representatives and one alternate representative. Please see Attachment "A"
- 9. Board Those elected and appointed members who comprise the Board ("The Board").
- 10. Board Meetings A standing monthly meeting of the board Neighborhood Council as defined by the Bylaws (Article VIII).
- 11. Meeting (Special) A meeting which requires twenty-four (24) hours notice
- 12. Bylaws A set of regulations addressing the operations and governance of the WHWCNC.
- 13. Censure An act of condemnation of an act or behavior as deemed unacceptable by the NC a. (Please see Article V, Section 8.).
- 14. Chairperson The appointed leader of a standing committee or ad hoc committee
- 15. Committee (Ad Hoc) A Committee created for a limited purpose (temporary) that may contain both board members and Stakeholders (Article VII).
- 16. Committee (Executive)- The officers of the WHWCNC. (Article VII).
- 17. Committee (Standing) A committee that meets on a regular basis on a specific day and time, as defined by the Bylaws (Article VII).
- 18. Complaint A formal objection (in writing) in the course of the operation of the NC referencing a specific action or actions.
- 19. D.O.N.E. "Department of Neighborhood Empowerment" The City's department overseeing the NC. Also referred to as "the Department"
- 20. Duties The required actions of the NC Members as defined by the Bylaws and Standing Rules
- 21. Election Certification D.O.N.E.'s and the City Clerk system of validating election results.
- 22. Grievance A dispute involving procedural matters. (Please see Article XI.)
- 23. Motion Sets forth a specific request for action by the WHWCNC.
- 24. WHWCNC "Woodland Hills Warner Center Neighborhood Council."
- 25. NC "Neighborhood Council."
- 26. Neighborhood Council Property All nonexpendable items paid for with City funds.
- 27. Officer/Officers of the Board Please see Article VI, § 1.
- 28. President please see Article VI §2A.
- 29. Quorum Thirteen (13) members of the board present and voting at board meetings.
- 30. Removal Disqualification of a Board Member or Alternate for the reasons and through the procedures delineated in the Bylaws. (Article 5, Section 8)
- 31. Representative The person (either elected or appointed) to fill a position in one of the seven Areas or the At-Large position.
- 32. Stakeholder Those individuals who live, work, or own property in the neighborhood as well as those who declare a stake in the neighborhood and affirm the factual basis for it, as determined by The Department.
- 33. Standing Rules Non-legislative, operating procedures.
- 34. Vacancy(s) An open seat on the Board or a committee.
- 35. Vice-President Please see Article VI §2B.

Bylaw Revisions With Visible Edits

| | • | |
|--|---------|---|
| | | Formatted: Header |
| | | |
| | | |
| | | |
| BYLAWS OF THE | | |
| WOODLAND HILLS - WARNER CENTER | | |
| NEIGHBORHOOD COUNCIL Approved May 19, | | |
| 2022 Amended on March 6, | | |
| <u>2024</u> | | |
| | | |
| | | |
| Bylaws Table of Contents | | |
| ARTICLE I: NAME | • | Formatted: Indent: Left: 0.13", Right: 0.22" |
| ARTICLE II: PURPOSE | • | Formatted: Centered, Indent: Left: 0", Right: 0.22" |
| ARTICLE III: BOUNDARIES4 | | |
| Section 1: Boundary | | |
| Description | <u></u> | |
| 4 Section 2: Internal | | |
| Boundaries | | |
| | | |
| 4 ARTICLE IV: | | |
| STAKEHOLDER | | Formatted: Not Expanded by / Condensed by |
| GOVERNING BOARD65 Section 1: | | |
| Composition | | |
| | - | |
| | | |
| Quorum | | |
| Quorum | | |
| Official Actions | | |
| 7 | | |
| 6 Section 4: Terms and Term | - | |
| | | |
| Limits | | |
| 7 Section 5: Duties and Powers | | |
| | <u></u> | |
| | | |
| | | |
| Vacancies | | |
| 7 Section 7: Absences | | |
| | | |
| | | |
| 8 | | |
| | | |
| 7 Section 9: | | Formatted: Footer |
| | | / |

Formatted: Header

| Removal | 9 |
|-------------|---|
| <u></u> | |
| Resignation | <u></u> |
| <u></u> | |
| Outreach | <u></u> |
| | <u>10</u> ARTICLE VI: OFFICERS |
| | 11 |
| | |
| Board | <u>11</u> |
| | |
| | |
| | <u>10</u> Section 3: Selection of |
| Officers | |
| | 12 Section 4: Officer |
| Terms | |
| <u></u> | <u>12</u> Section 5: Removal of |
| Officers | |
| <u></u> | 12 ARTICLE VII: COMMITTEES AND THEIR |
| | DUTIES |
| | Woodland Hills Warner Center NC - Bylaws Approved 5/19/2022 |

4

l

Formatted: Footer

| | Formatted: Header |
|--|--|
| | |
| | |
| | |
| | |
| Section 1: Standing | |
| Section 2: Ad Hoc | |
| | |
| | |
| | |
| Section 1: Standing | |
| Section 2: Ad Hoc | |
| Section 3: Committee Creation and | Enumetted Indenti Left: 0" Dight: 0.22" |
| Authorization14 | Formatted: Indent: Left: 0", Right: 0.22" |
| 13 | |
| Section 4: Term of Office | Formatted: Right: 0.22" |
| | Formatted: Indent: Left: 0", Right: 0.22" |
| | |
| ARTICLE VIII: | Formatted: Right: 0.22" |
| MEETINGS | Formatted: Left, Indent: Left: 0", Right: 0.53" |
| | |
| Place | |
| | |
| Setting | |
| | |
| 15 Section 3: | |
| Notifications/Postings | |
| | |
| <u>-16</u> | |
| | |
| | |
| | |
| ELECTIONS 17 Section | |
| | |
| | |
| of | |
| Elections | |
| <u>16</u> Section 2: Governing Board Structure and | |
| Voting | |
| <u>16</u> Section 3: Minimum Voting Age | |
| 0 0 0 | |
| | Formatted: Footer |

| | Formatted: Header |
|---------------------------------------|--|
| | |
| | |
| | Formatted: Character scale: 99%, Expanded by 0.0 |
| Status | Formatted: Expanded by 0.05 pt |
| | Formatted: Character scale: 99%, Expanded by 0.0 |
| Seats | Formatted: Expanded by 0.05 pt |
| Elections Related | Formatted: Character scale: 99%, Expanded by 0.0 |
| | |
| Language | |
| <u>16</u> ARTICLE XI: GRIEVANCE | |
| PROCESS | |
| <u>17</u> ARTICLE XII: PARLIAMENTARY | |
| AUTHORITY | |
| | |
| AMENDMENTS | |
| | |
| COMPLIANCE | |
| <u>18</u> Section 1: Code of Civility | |
| <u></u> | |
| <u>18</u> Section 2: Training | |
| | |
| 18 Section 3: Self-Assessment | |
| | |
| 18 ATTACHMENT A – Map of Neighborhood | |
| Council20. | |
| | |
| Voting20 | |
| ATTACHMENT C – Glossary | |
| Definitions | |
| | |

1

Formatted: Space After: 5.35 pt Formatted: Font: Calibri Formatted: Space After: 0 pt

Formatted: Footer

1

l

| Woodland Hills Warner Center NC - | Bylaws Approved 5/19/2022 |
|-----------------------------------|---------------------------|

2

Formatted: Footer

4

Formatted: Header

Formatted: Header

ARTICLE I: NAME

The name of this organization shall be the WOODLAND HILLS -<u>WARNER CENTER NEIGHBORHOOD</u> COUNCIL ("Neighborhood Council").

ARTICLE II: PURPOSE

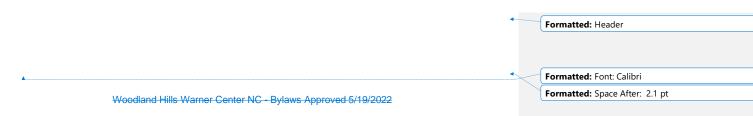
- A. The missionpurpose of the Neighborhood Council shall be:
 - <u>1. ___</u>To foster a sense of community for all <u>stakeholdersStakeholders</u> to express ideas and opinions about their neighborhoods and their government; and <u>to provide a forum to effectively address the issues which impact the community.</u>
 - 2. <u>To promote, empower, and encourage community participation in city governance so</u> that government is more responsive to local needs and requests...^{2.}
 - 3 . To promote the public good by collaborating and building partnerships with local government and organizations that address local needs.
 - To create, execute and support projects and initiatives for the physical, environmental, safety, social and cultural improvement of Woodland Hills and Warner Center.
 - 3. To promote and improve the quality of life in our neighborhoods.
 - 5. <u>4.</u> To inform, on a continuing basis, the community of pending relevant or significant changes or actions of the City of Los Angeles that will or may affect them.
 - 5. <u>To promote, empower, and encourage community participation in city</u> governance so that government is more responsive to local needs and requests. The goal is to create opportunities to build partnerships with government that address local needs.
 - 6. ___To secure support from the City of Los Angeles, our elected officials and other governmental agencies to enable the Neighborhood Council to receive the resources needed to achieve our goals.
 - 7. To advocate for compliance with and development of the standards of this Neighborhood Council as set forth in the community and specific plans.
 - 8. To promote the public good by collaborating with other organizations or groups for the benefit of the region.

B. The policy of the Neighborhood Council shall be:

- To respect the rights, diversity, dignity and expression of views of all citizens, whether they be individuals, businesses; groups and organizations, within the community;
- To remain non-partisan with respect to political party affiliation, race, creed, or national origin and inclusive<u>the diverse community of Woodland Hills and Warner Center</u> in our operations including, but not limited to, the process of electing or selecting the Neighborhood Council Board of Directors (hereinafter "Board"), Officers, and committee members as set forth herein,

| | Formatted: Not Expanded by / Condensed by |
|---|--|
| | Formatted: Not Expanded by / Condensed by |
| | Formatted: Not Expanded by / Condensed by |
| | Formatted: Not Expanded by / Condensed by |
| | Formatted: Font color: Accent 6 |
| | Formatted: Font color: Text 1 |
| | Formatted: Font color: Text 1 |
| | Formatted: List Paragraph, Numbered + Level: 1 + Numbering Style: 1, 2, 3, + Start at: 1 + Alignment: Left + Aligned at: 0.44" + Indent at: 0.94" |
| | Formatted: Font color: Text 1 |
| | Formatted: Indent: Left: 0.19" |
| _ | Formatted: Font color: Text 1 |
| | Formatted: List Paragraph, Numbered + Level: 1 + Numbering Style: 1, 2, 3, + Start at: 1 + Alignment: Left + Aligned at: 0.44" + Indent at: 0.94" |
| \ | Formatted: Font color: Text 1 |
| \ | Formatted: Space After: 0.55 pt |
| | Formatted: Font color: Text 1 |
| | Formatted: List Paragraph, Numbered + Level: 1 + Numbering Style: 1, 2, 3, + Start at: 1 + Alignment: Left + Aligned at: 0.44" + Indent at: 0.94" |
|) | Formatted: Space After: 0.5 pt |
| | Formatted: Font color: Text 1 |
| | Formatted: Font color: Text 1 |
| | |
| | Formatted: List Paragraph, Numbered + Level: 1 + Numbering Style: 1, 2, 3, + Start at: 1 + Alignment: Left + Aligned at: 0.44" + Indent at: 0.94" |
| | Numbering Style: 1, 2, 3, + Start at: 1 + Alignment: |

Formatted: Font: Calibri, 12 pt, Font color: Auto
Formatted: Footer



Formatted: Footer

1

| | | • (| Formatted: Header |
|-------------------------------------|--|--------|--|
| | | | |
| | To encourage all Stakeholders of Woodland Hills to participate in the activities of the Neighborhood Council and to collaborate/work together to improve/evolve the community. | (| Formatted: Not Expanded by / Condensed by |
| 4. | To actively prohibit discrimination against any individual or group in our operations on the basis of race, religion, color, creed, national origin, ancestry, sex, sexual orientation, age, disability, marital status, income, homeowner/renter status or political affiliation. | | |
| | To have fair, open and transparent procedures for the conduct of all Neighborhood Council business. | | |
| 6. | The create a system of 6. To utilize an outreach, including the use of the Early | - | Formatted: Font color: Auto |
| | Notification System of the City of Los Angeles (ENS), a publicly accessible website or other available forms of communication to inform system for informing Stakeholders as teabout the existence and activities and objectives of the Neighborhood Council- | | Formatted: Font color: Auto, Not Expanded by / Condensed by |
| 7 | To establish, implement and enforce a policy regarding media, government, community | | Formatted: Font color: Auto |
| 1. | relations and other external communications. the City of Los Angeles. | | Formatted: Font color: Auto, Not Expanded by / Condensed by |
| | | | Formatted: Font color: Auto |
| | | | Formatted: Font color: Auto |
| | ARTICLE III: BOUNDARIES | | Formatted: Font color: Auto, Not Expanded by / Condensed by |
| | ndary Description | | Formatted: Font color: Auto |
| Ū. | od Council area shall be comprised of the entire Woodland Hills Community, as follows: y Boulevard (except between Shoup Avenue and De Soto Avenue, where the northern | | Formatted: Font color: Auto, Not Expanded by / Condensed by |
| boundary shall b | e Vanowen Street, and between Corbin Avenue and Winnetka Avenue, where the | | Formatted: Font color: Auto |
| South: by the Ci East: by Corbin | | | Formatted: Font color: Auto, Not Expanded by / Condensed by |
| West: by the Cit | y/County Line | | Formatted: Font color: Auto |
| Section 2: Inter | nel Paundarias | | Formatted: Font color: Auto, Not Expanded by / Condensed by |
| Section 2. Inter | | | Formatted: Font color: Auto |
| | A. Area 1: Bounded by Boundaries: North Victory Boulevard South Ventura | \neg | Formatted: Font color: Auto, Not Expanded by / Condensed by |
| | 101 Freeway East Corbin Avenue | | Formatted: Font color: Auto |
| | West DeSoto Avenue This area shall also include the area between the Los | | Formatted: Indent: Left: 0", First line: 0", Right: 0", Line spacing: Exactly 12 pt, Widow/Orphan control, Tab stops: Not at 0.94" |
| | Angeles River Channel and Victory Boulevard between Corbin and Winnetka Avenues. | | Formatted: Font: Bold |
| | B. Area 2: Bounded by Boundaries: North Vanowen Street | | Formatted: Font: Bold |
| | South Victory Boulevard (between Shoup Avenue and | | |
| | the lots fronting along the west side of Topanga Canyon | | Formatted: Font: Calibri, 12 pt, Font color: Auto |
| | Woodland Hills Warner Center NC - Bylaws Approved 5/19/2022 | Â | Formatted: Footer |

I

Formatted: Header

Formatted: Footer

105

4

I

| | | | Formatted: Header |
|---|---|---|---|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | Boulevard) and the Ventura 101 Freeway (between | | |
| | Topanga Canyon Boulevard and De Soto Avenue) | | |
| | East DeSoto Avenue West Shoup Avenue (between Vanowen Street and | | |
| | Victory Boulevard) and the lots fronting along the west | | |
| | side of Topanga Canyon Boulevard (between Victory | | |
| | Boulevard and the Ventura 101 Freeway) | | |
| C. Area 3: Bounded by | North Victory Boulevard | | |
| Boundaries: | South Ventura 101 Freeway | | Formatted: Font: Bold |
| | East Topanga Canyon Boulevard | | |
| | West Woodlake Avenue | | |
| | North Victory Boulevard | | |
| D. Area 4: Bounded by | South Ventura 101 Freeway | | |
| Boundaries: | East Woodlake Avenue | | Formatted: Font: Bold |
| | West Los Angeles City/County Line | C | |
| | North Ventura 101 Freeway | | |
| | South Los Angeles City/County Line | | |
| E. Area 5: Bounded by | East Corbin Avenue | | |
| Boundaries. | West Serrania Avenue | | Formatted: Font: Bold |
| | North Ventura 101 Freeway | | |
| | South Los Angeles County Line | | |
| | East Serrania Avenue | | |
| F. Area 6: Bounded by Boundaries: | West Topanga Canyon Boulevard | _ | |
| boundaries. | | | Formatted: Font: Bold |
| | | | |
| G. Area 7: Bounded by Bou | ndaries: North Ventura 101 | | Formatted: Font: Bold |
| | Freeway South Los Angeles County Line East Topanga | | |
| | Canyon Boulevard | | |
| | West Los Angeles City/County Line | | |
| | | | |
| | are set forth in Attachment A – Map of Woodland Hills - | | |
| Warner Center Neighborhood Council. Please note: The Platt Library, located at 23600 Victory Blvd., Woodland Hills, CA, 91367 (Area 4) is under cojurisdiction with the West Hills Neighborhood Council. | | | |
| | -junsalation with the west mills Neighborhood Council. | | |
| | | | |
| ABTICI | E IV: STAKEHOLDER | ſ | |
| ANTICL | EIV: STAREHOLDER | | Formatted: Not Expanded by / Condensed by |
| | | | |
| Neighborhood Council membership is open to | all Stakeholders. A "Stakeholder" shall be defined as any | | |
| individual who: | | | |
| (1) Lives, works, or owns real property within | the boundaries of the neighborhood council; or | | |
| | | | |
| | eholder, defined as an individual who is a member of or | | |
| participates in a Community Organization with | in the boundaries of the neighborhood council. | ſ | Farmantha di Faratana Caratana di |
| | | L | Formatted: Footer, Centered |
| Woodland Hills - Warner Center Neigh | borhood Council (WHWCNC) - Bylaws Amended 3/10/2024 | | |
| | 10 | | |
| | | / | |
| | | • | |

I

I

I

I

I

Woodland Hills Warner Center NC - Bylaws Approved 5/19/2022

5

Woodland Hills - Warner Center Neighborhood Council (WHWCNC) - Bylaws Amended 3/10/2024

Formatted: Footer, Centered

Formatted: Header

| | Formatted: Header |
|---|--|
| | |
| | |
| | |
| | |
| A "Community Organization" is an entity that has continuously maintained a physical street address within the boundaries of the neighborhood council for not less than one year, and that performs ongoing and verifiable activities and operations that confer some benefit on the community within the boundaries of the neighborhood council. A for-profit entity shall not qualify as a Community Organization. Examples of Community Organizations may include Chambers of Commerce, houses of worship or other faith-based organizations, educational institutions, or non-profit organizations. | |
| [The definition of "Stakeholder" and its related terms are defined by City Ordinance and cannot be | Formatted: Not Expanded by / Condensed by |
| changed without City Council action. See Los Angeles Administrative Code Section 22.801.1] | Formatted: Not Expanded by / Condensed by |
| | |
| | |
| ARTICLE V: GOVERNING BOARD | |
| Section 1: Composition | |
| The Neighborhood Council Board of Directors ("Board"), shall consist of twenty-three (23) Stakeholders | |
| either publicly-elected or Board appointed (when necessary) as Neighborhood Council Representatives, as defined immediately below, plus their alternates, as defined in Article X, Section 6(A). In accordance | |
| with the Plan for a Citywide System of Neighborhood Councils ("The Plan"), no single Stakeholder group | Formatted: Not Expanded by / Condensed by |
| shall hold a majority of Board seats unless extenuating circumstances exist and are approved by the Department of Neighborhood Empowerment ("Department"). | |
| | |
| A. Residential Representatives ("RR"): An RR shall be any person whose primary residence is located within an area as defined in Article III Section 2 whether in a home, apartment, condominium or other permanent housing structure. There | |
| shall be one (1) RR elected in each of the seven (7) areas. | |
| B. Business Representative ("BR"): A BR shall be any person who: (1) owns a | |
| business of commercial property (2) owns a rental property; or (3) is employed by a business located within an area defined in Article III Section 2. There shall be | |
| one (1) BR elected in each of the seven (7) areas. | |
| C. Community Based Organization Representative ("CBORCOR"): A CBORCOR | |
| Representative shall be any person who identifies themselves as a Community InterestOrganization Stakeholder, as defined in Article IV, an individual who is a | |
| member of or participates in a community organization such as, but not limited to | Formatted: Condensed by 0.05 pt |
| educational institutions, religious institutions, community organizations or other non-profit organizations based in that one WHWCNC area as defined in Article III | |
| Section 2. There shall be one (1) CBORCOR elected in each of the seven (7) | |
| areas. | |
| D. At-Large Representative ("ALR"): An ALR shall be any person who meets the | Formatted: Font: 10 pt, Font color: Black |
| definition of a stakeholderStakeholder. There shall be only one (1) ALR elected | Formatted: Right: 0.48", Space After: 0 pt, Line |
| to represent all stakeholdersStakeholders of Woodland HillsWarner Center. | spacing: single, No widow/orphan control, Tab stops: 1.5", Left |
| E. Youth Member (1) – Open to Stakeholders between the ages of fourteen (14) | |
| and seventeen (17), at the time the Stakeholder is appointed to this seat.lives, works or attends a school within the boundaries of Woodland Hills - Warner | |
| Center. The Youth member shall be precluded from voting on matters regarding the expenditure of funds, contracts, or recommendations on age | |
| restricted issues. | Formatted: Footer, Centered |
| Woodland Hills - Warner Center Neighborhood Council (WHWCNC) - Bylaws Amended 3/10/2024 | |
| 12 | |
| | |

I

1

1

| | Formatted: Header |
|--|---|
| | |
| A Missiland Lills Manage Canter NC. Dulaws Approved 5/40/0000 | Formatted: Font: 10 pt, Font color: Black |
| Woodland Hills Warner Center NC - Bylaws Approved 5/19/2022 6 | Formatted: Indent: Left: 1", Hanging: 0.5", Right: 0.58", Space After: 0 pt, Line spacing: Multiple 1 li, No widow/orphan control |

Woodland Hills - Warner Center Neighborhood Council (WHWCNC) - Bylaws Amended 3/10/2024

However, the Youth member shall be allowed to speak on such matters. The youth member shall be appointed by a majority vote of the Board on a written application made to the Board on a form to be designated.

F. Alternate Area Representative ("AAR"): Each of the seven (7) areas shall have an Alternate who is authorized to vote in the Board member's absence.

Per the Administrative Code section 22.810.1 (b)(2)(C)(iii)(1): No single Stakeholder group shall hold a majority of Board seats unless extenuating circumstances exist and are approved by the Department of Neighborhood Empowerment ("Department").

If the Stakeholder status of a Board Member is in question, then the Department will verify status using the Department's procedure, at the request of the Board.

Section 2: Quorum

No formal meeting of the Board shall be held or Neighborhood Council business conducted or votes taken in the absence of a quorum. A quorum shall consist of twelve (12thirteen (13) Board Representatives and/or Alternates present and voting.

Section 3: Official Actions

A simple majority vote by the board members, present and voting, shall be required to pass motions. Abstentions shall not be counted as votes.

- A. The presiding officer may vote on all motions.
- B. Voting by proxy shall not be allowed.
- C. The Alternate Representative may vote only when thea corresponding Area Representative or At-Large Representative is absent.
- D. In the event that an Elected Representative is absent or recuses him/herself, the Alternate for the corresponding area shall take his/her placevote in their absence.

Section 4: Terms and Term Limits

Each Representative

All elected representatives and Alternatealternates serve in their seat's 4-year term. Each appointed Board member shall serve for a term the remainder of four (4)the established term. Positions are established via elections held every two years based on a in the following staggered even-odd numbered area system of elections.manner:

OddStarting in 2023: Areas 1, 3, 5, and 7

EvenStarting in 2025: Areas 2, 4, 6, and the At-Large position

There shall not be a There's no limit on the number of terms which how often someone, who still qualifies, can be served re-elected or serve again.

Woodland Hills - Warner Center Neighborhood Council (WHWCNC) - Bylaws Amended 3/10/2024

| Formatted: Font: 10 pt, Font color: BlackFormatted: Indent: Left: 1", Hanging: 0.5", Right: 0.58", Line spacing: Multiple 1 li, No widow/orphan controlFormatted: Indent: Left: 1", Hanging: 0.5"Formatted: Font color: AutoFormatted: Font color: AutoFormatted: Font color: Auto, Not Expanded by / Condensed byFormatted: Font color: AutoFormatted: Font color: Auto </th |
|---|
| 0.58", Line spacing: Multiple 1 li, No widow/orphan control Formatted: Indent: Left: 1", Hanging: 0.5" Formatted: Font color: Auto Formatted: Right: -0.01", Space Before: 0 pt Formatted: Font color: Auto Formatted: Font color: Auto, Not Expanded by / Condensed by Formatted: Font color: Auto Formatted: Font color: Auto Formatted: Font color: Auto Formatted: Font color: Auto, Not Expanded by / Condensed by Formatted: Font color: Auto, Not Expanded by / Condensed by Formatted: Font color: Auto Formatted: Font color: Auto, Not Expanded by / Condensed by Formatted: Font color: Auto, Not Expanded by / Condensed by Formatted: Font color: Auto Formatted: Font col |
| Formatted: Font color: Auto Formatted: Right: -0.01", Space Before: 0 pt Formatted: Font color: Auto Formatted: Font color: Auto, Not Expanded by / Condensed by Formatted: Font color: Auto Formatted: |
| Formatted: Right: -0.01", Space Before: 0 pt Formatted: Font color: Auto Formatted: Font color: Auto, Not Expanded by / Condensed by Formatted: Font color: Auto Formatted: Font color: Auto, Not Expanded by / Condensed by Formatted: Font color: Auto Format |
| Formatted: Font color: Auto Formatted: Font color: Auto, Not Expanded by / Condensed by Formatted: Font color: Auto Formatted: Font color: Auto Formatted: Font color: Auto, Not Expanded by / Condensed by Formatted: Font color: Auto, Not Expanded by / Condensed by Formatted: Font color: Auto, Not Expanded by / Condensed by Formatted: Font color: Auto Formatted: Font color: Auto Formatted: Font color: Auto Formatted: Font color: Auto Formatted: Font color: Auto, Not Expanded by / Condensed by Formatted: Font color: Auto Formatted: |
| Formatted: Font color: Auto, Not Expanded by / Condensed by Formatted: Font color: Auto Formatted: Font color: Auto Formatted: Font color: Auto, Not Expanded by / Condensed by Formatted: Font color: Auto, Not Expanded by / Condensed by Formatted: Font color: Auto Formatted: Font color: Auto, Not Expanded by / Condensed by Formatted: Font color: Auto, Not Expanded by / Condensed by Formatted: Font color: Auto, Not Expanded by / Condensed by Formatted: Font color: Auto Formatt |
| Condensed by Formatted: Font color: Auto Formatted: Font color: Auto Formatted: Font color: Auto Formatted: Font color: Auto, Not Expanded by / Condensed by Formatted: Font color: Auto Formatted: Font color: Auto, Not Expanded by / Condensed by Formatted: Font color: Auto Formatted: Font color: Auto, Not Expanded by / Condensed by Formatted: Font color: Auto Forma |
| Formatted: Font color: Auto Formatted: Font color: Auto, Not Expanded by / Condensed by Formatted: Font color: Auto Formatted: Font color: Auto, Not Expanded by / Condensed by Formatted: Font color: Auto, Not Expanded by / Condensed by Formatted: Font color: Auto Formatted: Font col |
| Formatted: Font color: Auto Formatted: Font color: Auto, Not Expanded by / Condensed by Formatted: Font color: Auto Formatted: Font color: Auto, Not Expanded by / Condensed by Formatted: Font color: Auto, Not Expanded by / Condensed by Formatted: Font color: Auto Formatted: Font col |
| Formatted: Font color: Auto, Not Expanded by / Condensed by Formatted: Font color: Auto Formatted: Font color: Auto Formatted: List Paragraph, Bulleted + Level: 1 + Aligned at: 0.25" + Indent at: 0.5" Formatted: Font color: Auto Formatted: Font color: Auto, Not Expanded by / Condensed by Formatted: Font color: Auto, Not Expanded by / Condensed by Formatted: Font color: Auto |
| Condensed by Formatted: Font color: Auto Formatted: Font color: Auto Formatted: List Paragraph, Bulleted + Level: 1 + Aligned at: 0.25" + Indent at: 0.5" Formatted: Font color: Auto Formatted: Font color: Auto, Not Expanded by / Condensed by Formatted: Font color: Auto Formatted: F |
| Formatted: Font color: Auto Formatted: List Paragraph, Bulleted + Level: 1 + Aligned at: 0.25" + Indent at: 0.5" Formatted: Font color: Auto Formatted: Font color: Auto, Not Expanded by / Condensed by Formatted: Font color: Auto |
| Formatted: List Paragraph, Bulleted + Level: 1 + Aligned at: 0.25" + Indent at: 0.5" Formatted: Font color: Auto Formatted: Font color: Auto, Not Expanded by / Condensed by Formatted: Font color: Auto |
| Aligned at: 0.25" + Indent at: 0.5" Formatted: Font color: Auto Formatted: Font color: Auto, Not Expanded by / Condensed by Formatted: Font color: Auto |
| Formatted: Font color: Auto, Not Expanded by / Condensed by Formatted: Font color: Auto |
| Condensed by Formatted: Font color: Auto Formatted: Font color: Auto Formatted [] Formatted Font color: Auto Formatted: Font color: Auto |
| Formatted: Font color: Auto Formatted Formatted: Font color: Auto |
| Formatted Formatted: Font color: Auto |
| Formatted: Font color: Auto Formatted Formatted: Font color: Auto |
| Formatted Formatted: Font color: Auto |
| Formatted: Font color: Auto Formatted: Font color: Auto Formatted: Font color: Auto Formatted: Font color: Auto Formatted Formatted Formatted: Font color: Auto Formatted: Font color: Auto Formatted Formatted Formatted Formatted Formatted Formatted: Font color: Auto |
| Formatted: Font color: Auto Formatted Formatted |
| Formatted: Font color: Auto Formatted: Font color: Auto Formatted Formatted Font color: Auto Formatted: Font color: Auto Formatted Formatted Font color: Auto Formatted Font color: Auto |
| Formatted: Font color: Auto Formatted [] Formatted: Font color: Auto Formatted: Font color: Auto Formatted Formatted Formatted Formatted: Font color: Auto |
| Formatted Formatted: Font color: Auto Formatted: Font color: Auto Formatted Formatted Formatted Formatted: Font color: Auto |
| Formatted: Font color: Auto Formatted: Font color: Auto Formatted Formatted Formatted Formatted: Font color: Auto |
| Formatted: Font color: Auto Formatted Formatted Formatted: Font color: Auto |
| Formatted Formatted: Font color: Auto |
| Formatted: Font color: Auto |
| |
| Formatted: Font color: Auto |
| |
| Formatted: Font color: Auto |
| Formatted: Footer, Centered |

| • | Formatted: Header |
|---|---|
| Section 5: Duties and Powers This section is blank The primary duties of the Board shall be to govern the Council and to carry out its objectives. No individual member of the Board shall speak for the Board or otherwise publicly represent a Board position unless authorized to do so by official action of the President. The President may delegate to any individual the authority | Formatted: Right: 0.04", Line spacing: single |
| to present before any City body a standing Council position previously adopted by the Board or a statement that the Council has had insufficient time to develop a position or recommendation on a matter before that body. Such authority may be revoked at any time by the Board | Formatted: Font color: Auto |
| Section 6: Vacancies | |

In the event that a Representative resigns, is removed, or is unable to serve, the Alternate shall become the Representative for the remainder of the Representative's elected term. In the event that the Alternate is removed, unable to serve, or there is no Alternate, any <u>stakeholderStakeholder</u> as defined in Article IV, "<u>stakeholderStakeholder</u>" may make a recommendation to the President, who shall present a replacement nominee to the Governance Committee. The applicant's qualifications shall be verified and confirmed by the Governance Committee, and then be seated immediately after approval by a majority vote of the Neighborhood Council Board. The replacement shall serve for the remainder of the term of the office being filled.

Woodland Hills Warner Center NC - Bylaws Approved 5/19/2022 7



15

Section 7: Absences

A Neighborhood Council Representative who fails to attend three (3) regularly scheduled Neighborhood Council Board meetings in any twelve (12) month period may be removed as a Neighborhood Council Representative by a two-thirdsfollowing attendance and participation review by the Governance Committee and a two-third vote of the Board present and voting. The President of the Board will notify the representative of their removal via email notice to the representative's last known email address on record.

Section 8: Censure

The purpose of the censure process is to place a Board member on notice of misconduct and to provide the Board member with an opportunity to correct the misconduct. The Neighborhood Council ("Neighborhood Council") may censure any Board member at a regular or special meeting open to the public following a good-faith determination by the Neighborhood Council Board that the member has engaged in conduct that is contrary to rules and regulations applicable to the Board or that impedes the orderly business of Board operations. Grounds for censure include, but are not limited to, persistent disruptive conduct at meetings, violations or abuses of the Board's bylaws or rules, violations of the Code of Conduct, acting on behalf of the Board without authorization, and misuse or abuse of the censure or removal process by acting in bad faith.

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

- 1.- A motion to censure a Board member may be initiated by any three (3) Board members. Those Board members shall not constitute a majority of the quorum of any Neighborhood Council body, such as a committee. The motion shall be delivered to any officer of the Board or a specific officer or member of the Board as may be specified in the bylaws or standing rules of the Neighborhood Council. The motion shall be in writing and provide the specific facts and grounds for the proposed censure including the date(s) and specific conduct relied upon for the motion. The motion shall not be based upon conclusions, e.g., "for alleged violations of the Code of Conduct" but shall contain factual statements that describe conduct only and is not intended to embarrass or humiliate the board member.
- 2.- The Board member, group of Board members or committee responsible for setting the final Board agenda shall include the motion on the agenda of the next regular or special Board meeting scheduled at least thirty (30) days following the delivery of the proposed censure motion.
- _3.- The Board member subject to censure shall be given a minimum of thirty (30) days prior-written 3. notice, which may include email sent to the last email address on file with the Neighborhood Council, of any meeting at which the motion to censure will be considered. The notice shall provide the specific facts and grounds for the proposed censure as specified in 1 above. The Board shall also provide a copy of the notice to the Department of Neighborhood Empowerment a minimum of thirty (30) days prior to the meeting at which the motion to censure will be considered.
- _4.- The Board member subject to censure shall be given a reasonable opportunity to be heard at the meeting, either orally or in writing, prior to the Board's vote on a motion of censure.

Woodland Hills Warner Center NC - Bylaws Approved 5/19/2022 8

Woodland Hills - Warner Center Neighborhood Council (WHWCNC) - Bylaws Amended 3/10/2024

16

Formatted: Not Expanded by / Condensed by

Formatted: Font: 10 pt, Font color: Black

Formatted: Right: 0.39", Space Before: 3.95 pt, Line spacing: Multiple 1 li, No widow/orphan control

Formatted: Font: 12 pt

Formatted: Space After: 0 pt, Line spacing: Exactly 12 pt

Formatted: List Paragraph, Right: 0.4", Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Indent at: 0.5"

Formatted: List Paragraph, Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Indent at: 0.5"

Formatted: List Paragraph, Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Indent at: 0.5"

Formatted: List Paragraph, Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Indent at: 0.5"

Formatted: Footer, Centered

| | - | Formatted: Header |
|---|---|---|
| | | |
| | | |
| | | |
| | | |
| 5. The Board shall decide by a majority vote of those present and voting whether or not the Board member should be censured. The Board member who is the subject of the censure motion shall not be counted as part of the majority present and voting and shall not be allowed to vote. For the purpose of censure motions, abstentions shall not be counted as votes. | • | Formatted: List Paragraph, Numbered + Level: 1 + Numbering Style: 1, 2, 3, + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Indent at: 0.5" |
| 6In no event shall a motion to censure a board member be heard by the Neighborhood Council within sixty (60) days of the next scheduled Board election or selection. | • | Formatted: List Paragraph, Numbered + Level: 1 + Numbering Style: 1, 2, 3, + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Indent at: 0.5" |
| n 9: Removal | | |
| ard member may be removed by the Neighborhood Council ("Neighborhood Council") for cause, g a good faith determination by the Board that the member has engaged in conduct that is y to rules and regulations applicable to the Board or that impedes the orderly business of Board ons. A Board member shall not be subject to removal under this Policy, unless the member has ensured at least once pursuant to the <u>Board of Neighborhood Commissioners</u> " ("Commission") e Policy. Grounds for removal include, but are not limited to, persistent disruptive conduct at s, violations or abuses of the Board's bylaws or standing rules, violations of the Code of Conduct, on behalf of the Board without authorization, and misuse or abuse of the censure or removal ses by acting in bad faith. | | |
| ard shall use the following procedure when removing a Board member: | | |
| 4. A motion to remove a Board member may be initiated by any three (3) Board members. Those Board members shall not constitute a majority of the quorum of any Neighborhood Council body, such as a committee. The proposed motion shall be delivered to any officer of the Board or a specific officer or member of the Board as may be specified in the bylaws or standing rules of the Neighborhood Council. The motion shall be in writing and provide the specific facts and grounds for the proposed removal action including the date(s) and specific conduct relied upon for the motion. The motion shall not be based upon conclusions, e.g., "for alleged violations of the Code of Conduct" but shall contain factual statements that describes conduct only and is not intended to embarrass or humiliate the board member. The motion to remove shall also include a copy of the prior censure motion and the date it was passed. | • | Formatted: List Paragraph, Numbered + Level: 1 + Numbering Style: 1, 2, 3, + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Indent at: 0.5" |
| 2. The Board member, group of Board members or committee responsible for setting the final Board agenda shall list and briefly describe the motion on the agenda of the next regular or special Board meeting scheduled at least thirty (30) days following the delivery of the proposed removal motion. | • | Formatted: List Paragraph, Numbered + Level: 1 + Numbering Style: 1, 2, 3, + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Indent at: 0.5" |
| 3. The Board member subject to removal shall be given a minimum of thirty (30) days prior written notice, which may include email sent to the last email address on file with the Neighborhood Council, of any meeting at which a motion to remove will be heard. The notice shall provide the specific facts and grounds for the proposed removal as specified in 1 above. The Board shall also | • | Formatted: List Paragraph, Numbered + Level: 1 + Numbering Style: 1, 2, 3, + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Indent at: 0.5" |
| provide a copy of the notice to the Department of Neighborhood Empowerment a minimum of thirty (30) days prior to any meeting at which a motion to remove will be considered. | | |
| A | • | Formatted: Font: 10 pt, Font color: Black |
| | | Formatted: List Paragraph, Line spacing: single |
| Woodland Hills Warner Center NC - Bylaws Approved 5/19/2022 | | |
| 0 | | |
| 9 | | |
| | | |
| | | Formatted: Footer, Centered |
| Woodland Hills - Warner Center Neighborhood Council (WHWCNC) - Bylaws Amended 3/10/2024 | | |

Section 9: Removal

<u>5</u>.

6.

I

Any Board member may be removed following a good faith determination b contrary to rules and regulations appli operations. A Board member shall not been censured at least once pursuant Censure Policy. Grounds for removal meetings, violations or abuses of the acting on behalf of the Board without processes by acting in bad faith.

The Board shall use the following proc

Woodland Hills - Warner Cent

| | Formatted: Not Expanded by / Condensed by |
|--|--|
| _4. The Board member subject to removal shall be given reasonable time to be heard at the meeting, | Formatted: Not Expanded by / Condensed by |
| either orally or in writing, prior to the Board's vote on a motion for removal. | Formatted: Not Expanded by / Condensed by |
| 5. The Board shall decide whether or not the Board member should be removed by an | Formatted: Not Expanded by / Condensed by |
| affirmative vote of two-thirds (2/3) of the currently sitting Board members. The Board | Formatted: Not Expanded by / Condensed by |
| member who is the subject of the removal motion shall not be allowed to vote and shall not be counted when determining the two-thirds (2/3) majority vote. For the purpose of the | Formatted: Not Expanded by / Condensed by |
| removal motion, abstentions shall not be counted as votes. | Formatted: Not Expanded by / Condensed by |
| 6In no event shall a motion to remove a Board member be heard by the Neighborhood | Formatted: Not Expanded by / Condensed by |
| Council within sixty (60) days of the next election or selection. | Formatted: Not Expanded by / Condensed by |
| 7The Commission may review a Neighborhood Council's removal decision if requested to do | Formatted: Not Expanded by / Condensed by |
| so by the affected Board member. Once the request is made for the Commission to review the decision to remove, the Neighborhood Council voting to remove the board member may not fill the vacancy created by the removal until the Commission has made a decision on whether the removal was proper or the Commission declines to review the matter. The Commission's | Formatted: List Paragraph, Left, Right: 0", Numbered - Level: 1 + Numbering Style: 1, 2, 3, + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Indent at: 0.5", Widow/Orphan control |
| decision whether to hear or decline to hear the removal review request shall be sent in writing to the requestor and the Neighborhood Council within 30 days after the request for review is | Formatted: Not Expanded by / Condensed by |
| delivered. | Formatted: Not Expanded by / Condensed by |
| 8. A request for the Commission to review a Neighborhood Council's removal decision shall | Formatted: Not Expanded by / Condensed by |
| proceed as follows: | Formatted: Not Expanded by / Condensed by |
| aaThe request must in writing and must be delivered to the Executive Assistant of the | Formatted: Not Expanded by / Condensed by |
| Commission or, in the absence of an Executive Assistant, to the President of the | Formatted: Indent: Left: 0.25", Hanging: 0.25" |
| Commission within thirty (30) days of the date of the action by the Neighborhood Council to remove the Board member. | Formatted: List Paragraph, Numbered + Level: 1 + Numbering Style: 1, 2, 3, + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Indent at: 0.5" |
| present any evidence not considered by the Neighborhood Council but must address only procedural deficiencies. | Formatted: List Paragraph, Numbered + Level: 1 + Numbering Style: 1, 2, 3, + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Indent at: 0.5" |
| c. c. If the Commission determines the request for review raises sufficient questions regarding procedural deficiencies and agrees to hear the review, it will be placed on the agenda of a regular or special meeting of the Commission within sixty (60) days of receipt of the request for review. | Formatted: List Paragraph, Numbered + Level: 1 + Numbering Style: 1, 2, 3, + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Indent at: 0.5" |
| <u>d.</u> <u>d.</u> At the review the Commission will determine if the facts as presented support the removal motion and if the procedures set out in this policy were correctly applied. | Formatted: List Paragraph, Numbered + Level: 1 + Numbering Style: 1, 2, 3, + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Indent at: 0.5" |
| e. e. If the Commission determines that there were either factual or procedural deficiencies, the Commission may either reinstate the Board member or return the | Formatted |
| matter to the Neighborhood Council for further consideration. | Formatted |
| - | Formatted |
| ffIf the Commission returns the matter for further consideration and the Neighborhood Council does not act within sixty (60) days of the Commission's | Formatted |
| decision the Board member will be considered reinstated. | Formatted |
| • | Formatted |
| Woodland Hills Warner Center NC - Bylaws Approved 5/19/2022 | Formatted: Font: 10 pt, Font color: Black |
| 10 | Formatted: List Paragraph, Line spacing: single |
| 10 | Formatted: Footer, Centered |
| /oodland Hills - Warner Center Neighborhood Council (WHWCNC) - Bylaws Amended 3/10/2024 | |
| | |

1

T

I

1

I

| | Formatted: Header |
|---|---|
| • | Formatted: List Paragraph, Right: 0.58", Numbered + Level: 2 + Numbering Style: a, b, c, + Start at: 1 + |
| - | Alignment: Left + Aligned at: 0.75" + Indent at: 1" |
| | Formatted: Font: 10 pt, Font color: Black |
| | Formatted: List Paragraph, Space After: 0 pt, Line spacing: single |
| | Formatted: List Paragraph, Right: 0.58", Line spacing: single, Numbered + Level: 2 + Numbering Style: a, b, c, + Start at: 1 + Alignment: Left + Aligned at: 0.75" + Indent at: 1" |
| | Formatted: Font: 10 pt, Font color: Black |
| | Formatted: List Paragraph, Space After: 0 pt, Line spacing: single |
| | Formatted: List Paragraph, Right: 0.58", Line spacing: |
| | |

Representatives or Alternates may remove themselves by providing written notice of resignation to the Neighborhood Council President. Email notification is acceptable when sent from the email address on record with the Neighborhood Council. Resignations will become effective immediately upon confirmed receipt and acceptance by the President.

Section 11: Community Outreach

The Neighborhood Council shall direct that a system of outreach be instituted to inform Stakeholders as to the existence and activities of the Neighborhood Council, including its Board elections, to find future leaders of the Neighborhood Council, and to encourage all Stakeholders to seek leadership positions within the Neighborhood Council.

ARTICLE VI: OFFICERS

Section 1: Officers of the Board

The Officers of the Board ("the Officers") shall consist of a President, a Vice-President, a Treasurer, a Secretary and a Parliamentarian. These Officers shall be elected by the Board as provided below, and all must be elected members of the Board. An appointed member of the board can be elected as an Officer should no elected member choose to be nominated for a specific Officer position or no elected member is elected by a majority vote of the board for a specific Officer position. The Youth member and Alternate members cannot serve as an Officer of the Board.

Section 2: Duties and Powers

A. President. The President shall be the principal officer of the Neighborhood Council, shall be the presiding officer at meetings of the Neighborhood Council and shall exercise and perform such other duties as the Neighborhood Council may assign

Woodland Hills Warner Center NC - Bylaws Approved 5/19/2022

11

Woodland Hills - Warner Center Neighborhood Council (WHWCNC) - Bylaws Amended 3/10/2024

19

Formatted: Not Expanded by / Condensed by Formatted: Not Expanded by / Condensed by

single, Numbered + Level: 2 + Numbering Style: a, b, c,

... + Start at: 1 + Alignment: Left + Aligned at: 0.75" +

Indent at: 1"

Formatted: Footer, Centered

from time to time as prescribed in the Bylaws, Standing Rules and designated by EmpowerLA.

- B. Vice-President. The Vice-President shall act as a presiding officer in the absence of the President. In case of vacancy in the office of President, or in the case of the President's unavailability due to sickness, disability, death or resignation, the Vice-President shall perform the duties of the President and when so acting shall have all the powers and perform such other duties the Bylaws and Standing Rules and EmpowerLA may prescribe. The Vice-President shall be responsible for the oversight and compliance of the Standing Committees of the WHWCNC as well as oversee internal operations and on-boarding of new Board members.
- C. Treasurer. The Treasurer shall maintain the financial records, or cause to be kept and maintained, adequate and correct financial records of the Neighborhood Council's financial transactions. The financial records shall be open to inspection by any <u>stakeholderStakeholder</u> and Representative of the Neighborhood Council at all reasonable times. All financial records shall be kept in accordance with Article IX of these Bylaws. In the absence of both the President and Vice-President, the presiding officer for board meetings and executive committee meetings shall be the Treasurer.
- D. Secretary. The Secretary shall record, write and post the minutes of the Neighborhood Council; board meetings, special board meetings and Executive Committee Meetings. The Secretary shall be the custodian of the Neighborhood Council's non-financial records; and perform all other duties prescribed in the Bylaws, Standing Rules and EmpowerLA. The Secretary shall keep an official list of Representatives, Alternates, and Committee Members terms, meeting attendance and keep a register of the physical addresses, electrical addresses and telephone numbers of each Representative and Alternate. The Secretary shall be present when the meeting is called to order and remain present until the meeting is adjourned.

The Board shall appoint by a majority vote of board members present and voting a board member Assistant Secretary who shall assist the Secretary, at the request of the Secretary, with all duties and act in his or her absence at board meetings, special board meetings and at Executive Committee meetings. When the Assistant Secretary is acting as the Secretary the Assistant Secretary shall be present when the meeting is called to order, remain present until the meeting is adjourned and record and write the minutes of that meeting.

E. **Parliamentarian.** The Parliamentarian shall ensure that the WHWCNC meetings are in compliance with the Bylaws, Standing Rules, WHWCNC Code of Civility, EmpowerLA Code of Conduct and all other City, State and Federal rules and regulations. The Parliamentarian shall ensure the meetings are undertaken in an expeditious manner and shall be the timekeeper, ensuring that all speakers speak within the publicly noticed time frames. The Parliamentarian shall ensure the members abide by all rules to ensure that our NC's business is conducted in a respectful and courteous manner and in a manner that will generate respect and credibility for our WHWCNC.

Woodland Hills Warner Center NC - Bylaws Approved 5/19/2022

Woodland Hills - Warner Center Neighborhood Council (WHWCNC) - Bylaws Amended 3/10/2024

20

Formatted: Footer, Centered

Formatted: Indent: Left: 0.81", Hanging: 0.25", Right: 0.48", Line spacing: Multiple 1 li

12

Woodland Hills - Warner Center Neighborhood Council (WHWCNC) - Bylaws Amended 3/10/2024

21

Formatted: Footer, Centered

I

Section 3: Selection of Officers

A. After the Election, and the election results are certified by the City Clerk, the Officers shall be elected from the twenty-one (21) elected area representatives and the one (1) elected ALSR member by a majority of voting board members present and voting.at the board meeting.

An appointed member of the (21) member board can be elected as an Officer should no elected member choose to be nominated for a specific Officer position or no elected member is elected by a majority vote of the board for a specific Officer position.

The Officer's shall be nominated and elected at a board meeting where the Officer Election is placed on the Board Meeting Agenda, within sixty (60) days of the certification of the election or as required by EmpowerLA or the City Clerk.

The Youth Member shall not be an Officer but can vote in the election. An Alternate Area Representative shall not be an Officer and cannot vote in the election.

Officers shall be nominated by a one of the twenty one (21) Area Representatives and the one (1) ALSR. The nominee must accept the nomination.

B. If there are more than two (2) candidates for an office and none receives a majority vote on the first election, a run-off election shall be held immediately between the two (2) candidates receiving the highest number of votes.

Section 4: Officer Terms

No President or Vice-President shall serve more than two (2) consecutive two (2) year terms in that office, unless this provision is waived by a two-thirds (2/3) vote of the Board members present and voting.

In the event of a permanent vacancy in the office of President, the Vice-President shall become the President for the remainder of the President's term. In the event of a permanent vacancy in the office of the Vice-President, Treasurer or Secretary, the presiding officer shall entertain nominations from the Board for a replacement who shall be seated after approval by a majority of the Board of <u>Directors</u> present. The replacement shall serve for the remainder of the term of the office being filled.

Section 5: Removal of Officers

Removal of Officers is pursuant to the Board of Neighborhood Commissioners (BONC) Uniform Policy for Board Member Removal, Bylaws Article V – Governing Board; Section 8: Removal of Governing Board Members and Alternates. <u>Officers may also be removed due to a dereliction of duties with a two-thirds</u> vote of the voting Board members.

Woodland Hills Warner Center NC - Bylaws Approved 5/19/2022

Woodland Hills - Warner Center Neighborhood Council (WHWCNC) - Bylaws Amended 3/10/2024

22

13

Woodland Hills - Warner Center Neighborhood Council (WHWCNC) - Bylaws Amended 3/10/2024

23

Formatted: Footer, Centered

1

I

ARTICLE VII: COMMITTEES AND THEIR DUTIES

The Board for a Neighborhood Council faces a huge amount of work, dealing with a wide range of issues and decisions. To manage this effectively, the work is split up based on the type of issue at hand. Committees are formed for this purpose, consisting of Board Members and often include Stakeholders, to concentrate on specific issues. These committees then advise the Board on the best actions to take to benefit the community and the city.

Ideas for new committees can be presented by Stakeholders or Board members to the President and Vice President for consideration.

These committees usually meet once or twice a month on a scheduled day and time, and their meetings are announced pursuant to the Brown Act and subject to adhering to the Bylaws. Standing Rules, Code of Civility, Code of Conduct, and the rules and procedures outlined by EmpowerLA.

Committees may have a maximum of 6 Board members as anything larger could be considered an action by the Board and should instead be submitted to the full Board.

Section 1: Standing

Standing Committees: meet once or twice a month on a regular basis at a specific day and time and are publicly noticed (72) hours in advance of the committee meeting <u>pursuant to the Brown Act</u>. Standing Committees must be compliant with the Brown Act, Bylaws, Standing Rules, Codes of Conduct and EmpowerLA rules and procedures.

The Budget Committee and the Executive Committee meet as needed.

Standing Committees are Listed in the Standing Rules.

Section 2: Ad Hoc

An Ad Hoc committee is established <u>with approval by the President</u> for a specific purpose until it fulfills its assigned task and is <u>terminated then dissolved by the President</u>. An Ad Hoc committee that includes non-board member <u>stakeholdersStakeholders</u> must be <u>agendizedagenized</u> and noticed in keeping with the Brown Act (72) hour posting requirement.

Section 3: Committee Creation and Authorization

With the concurrence of the other Officers the The President and Vice President shall create standing committees and ad hoc committees, and assign committee members. All members of the board must serve on and regularly attend at least one Standing Committee. Each committee may also include nonelected Stakeholders. The President and Vice President review the committees' compositions at the <u>beginning of each fiscal year</u>. The Board, by a majority vote of board members present and voting may authorize or terminate one (1) or more committees. A maximum of six (6) Board members may serve on a Standing Committee. Additional guidelines are outlined in the Standing Rules.

A. Committee: Term of Office: Each committee member of a standing committee and/or ad hoc committee shall continue until a successor is appointed by the President and Vice President or until the standing committee, or ad hoc committee is terminated.

Woodland Hills - Warner Center Neighborhood Council (WHWCNC) - Bylaws Amended 3/10/2024

Formatted: Centered, Indent: Left: 0"

Formatted: Font color: Auto

Formatted: Font: 10 pt

Formatted: Right: -0.01", Line spacing: single, No widow/orphan control

Formatted: Font color: Accent 5

Formatted: Font: 10 pt, Font color: Black

Formatted: Right: 0.45", Space Before: 3.95 pt, Line spacing: Multiple 1 li, No widow/orphan control

Formatted: Not Expanded by / Condensed by Formatted: Not Expanded by / Condensed by

| | | • | Formatted: Header |
|----|--|---|---|
| | | | |
| | | | |
| | A committee member shall be removed by the President and Vice President with concurrence of the other Officers from a specific committee, or ad hoc committee by committee member resignation or for non-compliance of rules and regulations as defined in the Bylaws, Standing Rules and all other rules and regulations of the WHWCNC, City and EmpowerLA. | | |
| В. | Committee Chairperson: With the concurrence of the other Officers of the Neighborhood Council, the President and <u>Vice President</u> shall designate a <u>personBoard member or Alternate</u> <u>Representative</u> to serve as a Chairperson for each Neighborhood Council committee, and ad hoc committee. | | |
| C. | Committee Vacancies: Vacancies on any committee, subcommittee and/or ad hoc committee may be filled by appointment made by the Committee Chairperson with the concurrence of the President and Vice President of the Neighborhood Council. | | |
| | | • | Formatted: Font: 10 pt, Font color: Black |
| | | | Formatted: Indent: Left: 0.25", Hanging: 0.25", Rig 0.03", Line spacing: single, No widow/orphan contr |
| | | | |
| | Woodland Hills Warner Center NC - Bylaws Approved 5/19/2022 | | |
| | 14 | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

Woodland Hills - Warner Center Neighborhood Council (WHWCNC) - Bylaws Amended 3/10/2024

25

Formatted: Footer, Centered

I

122

D. Committee Member Dismissal: Standing Committee members can be dismissed by the Committee Chair with the President and a Vice President approval.

ARTICLE VIII: MEETINGS

The Neighborhood Council shall abide by all California statutes relative to public meetings and public records. All public meetings, as defined by the Ralph M. Brown Act (the "Act" or "The Brown Act"), shall be noticed and conducted in accordance with the Act and the Neighborhood Council Agenda Posting Policy. All meetings, as defined by the Act, are open and public, and shall permit, to the extent feasible, all Stakeholders to participate in the conduct of business, deliberation and decision-making.

Section 1: Meeting Time and Place

Any public meetings shall be held within the Neighborhood Council boundaries at a location, date and time set by the Board or a committee chair. A calendar of meetings shall be approved by the Board at the beginning of each fiscal year.

- A. Special Meetings: A special meeting may be called on an emergency basis or on time-sensitive issues by the President and/or the Vice-President of the Board by delivering written notice to each member of the Board in accordance with the Brown Act and these Bylaws. Such notice per the Brown Act, must be received and posted at least twenty-four (24) hours before the time set for the special meeting. The notice shall specify the time and place of the special meeting, the business to be transacted and posted to ENS, the WHWCNC website and at the physical posting location. A special meeting must be scheduled for a day and time different from when the regular meeting. However, special meetings may not be a safety net for not posting agendas (72) hours in advance of meetings.
- B. Adjourned Meetings: The presiding officer shall adjourn the meeting after all items listed on the agenda have been discussed and an action taken. At Board Meetings and Committee Meetings members shall not leave the meeting until the presiding officer has declared the meeting adjourned as a meeting must be immediately adjourned if there is a lack of a quorum of present and voting members. Neighborhood Councils may not hold closed sessions.

Section 2: Agenda Setting

The President shall set the agenda for each Council Board meeting.

A. No items may be added to the Agenda once it is posted. No action or discussion shall be undertaken of any item not appearing on the Agenda, except in response to comments or questions made during Public Comment(s), in which case such responses shall be brief. Neighborhood Council Representatives will be permitted to make brief announcements or a brief report on his/her activities, or make a request of any City staff or other resource present for factual information or request City staff to report back a subsequent meeting concerning any matter, or take action to have a matter of business placed on a future agenda, or any other action or discussion permitted by the Brown Act.

Woodland Hills - Warner Center Neighborhood Council (WHWCNC) - Bylaws Amended 3/10/2024

26

Formatted: Not Expanded by / Condensed by

Woodland Hills Warner Center NC - Bylaws Approved 5/19/2022

15

Woodland Hills - Warner Center Neighborhood Council (WHWCNC) - Bylaws Amended 3/10/2024

27

Formatted: Footer, Centered

I

B. Minutes. Within ten (10) business days following approval of the minutes of Neighborhood Council meetings, or as the Board otherwise directs, minutes of the meeting shall be posted on the Neighborhood Council web.

Section 3: Notifications/Postings

At a minimum, meeting notices shall be posted in compliance with the Ralph M. Brown Act, on ENS, on the WHWCNC website and in compliance with all EmpowerLA posting policy. An updated listing of the WHWCNC physical posting location/s shall be kept on file with the Neighborhood Council Secretary, EmpowerLA and stated in writing on meeting agendas.

Section 4: Reconsideration

The Board may reconsider a motion previously brought to a vote. A motion to reconsider must be made by a member who voted on the prevailing side. The motion to reconsider can be requested at the meeting in which the motion was made or at the following meeting. The motion to reconsider cannot be tabled and must be voted on. If the motion to reconsider is approved by a majority vote of the members present and voting, the item for reconsideration can be heard at the meeting or will be placed on the agenda of the next scheduled meeting.

ARTICLE IX: FINANCES

Section 1: Responsibilities of the Board

- A. The Board shall review its fiscal budget and adjust as needed to comply with City laws and City administrative rules, and to keep in compliance with Generally Accepted Accounting Principles and the City's mandate for the use of standardized budget and minimum finding allocation requirements.
- B. The Board shall adhere to all rules and regulations disseminated by appropriate City officials regarding the Council's finances, where the term "appropriate City officials" means those officials and/or agencies of the City of Los Angeles who have authority over Neighborhood Councils.
- C. All financial accounts and records shall be available for public inspection and posted on the Council website, if available and possible.
- D. The Council will not enter into any contracts or agreements except through the appropriate City officials.

Section 2: Responsibilities of the Treasurer

In addition to the responsibilities described and contained in these Bylaws, the Treasurer shall be the custodian of the funds of the Neighborhood Council. The Treasurer shall cooperate fully with the Department and City Clerk Funding Program in matters related to the Neighborhood Council funding, financial affairs and accounting procedures, and shall allow Department and City Clerk Funding staff access to the accounting records of the Neighborhood Council.

In addition, the Treasurer shall be responsible for ensuring the following:

Monthly Expense Report (MER)

The MER will be provided monthly and will include all documents required by the office of the City Clerk.

Financial Records

The Treasurer will set up and maintain an appropriate record keeping system for the Neighborhood Council. Documents to be used for purposes of accounting and financial control may be reviewed by the

Woodland Hills - Warner Center Neighborhood Council (WHWCNC) - Bylaws Amended 3/10/2024

Board, stakeholdersStakeholders, Empower LA and the Office of the City Clerk.

Budget

The Treasurer shall keep the computerized and any required paper financial records of the budget of the Neighborhood Council. Budget Committee Meetings will be held no less than quarterly to re-allocate the funds of the WHWCNC. The Budget financial records will, at a minimum, consist of receipts, expenses and disbursements which will show the beginning-balance, the kinds and amounts of expenses paid daily, and the running balance of each funded category. NC funds will be duly accounted for under categories/line items as defined by the Office of the City Clerk and further defined and approved by a vote of the Board.

Woodland Hills Warner Center NC - Bylaws Approved 5/19/2022

16

Woodland Hills - Warner Center Neighborhood Council (WHWCNC) - Bylaws Amended 3/10/2024

Disbursements All disbursements shall be paid by the WHWCNC credit card or by check. The Treasurer and President of the Board shall be the first and second signers. Check payments approved by a vote of the Board are requested by the Treasurer and dispersed by the Office of the City Clerk. Neighborhood Council Funds All WHWCNC receipts of funds are deposited intact into their respective bank accounts by the Office of the City Clerk. **Financial Reporting** The Treasurer shall prepare and submit the financial documents of the and reports to the Board as prescribed in the Standing Rules The Treasurer shall prepare and submit the financial documents of the Neighborhood Council to the Department/Office of the City Clerk according to their requirements and the requirements of the City of Formatted: Not Expanded by / Condensed by Los Angeles. Annual Report The Treasurer shall provide to the Neighborhood Council Board within sixty (60) days after the close of its fiscal year, a report containing the WHWCNC audit of the prior fiscal year, as determined and reported by the Office of the City Clerk. ARTICLE X: ELECTIONS Section 1: Administration of Elections The Neighborhood Council's election will be conducted pursuant to any and all City, EmpowerLA and City Clerk ordinances, policies and procedures pertaining to Neighborhood Council elections. Section 2: Governing Board Structure and Voting The number of Board seats, the eligibility requirements for holding any specific Board seats, and which Stakeholders may vote for the Board seats are noted in Attachment B. Formatted: Not Expanded by / Condensed by Section 3: Minimum Voting Age Except with respect to a Youth Board Seat, a stakeholder (which must be between 14 and 17 years of age), a Stakeholder must be at least 16 years of age on the day of the election or selection to be eligible to vote. [See Admin. Code §§ 22.814(a) and 22.814(c)] Section 4: Method of Verifying Stakeholder Status

Candidates and Voters will verify their Stakeholder status by providing acceptable documentation submitted and verified by the office of the City Clerk.

Woodland Hills - Warner Center Neighborhood Council (WHWCNC) - Bylaws Amended 3/10/2024

Formatted: Not Expanded by / Condensed by Formatted: Not Expanded by / Condensed by Formatted: Not Expanded by / Condensed by

Formatted: Indent: Left: 0", Right: 0", Space After: 1.3 pt, Line spacing: Exactly 12 pt, Widow/Orphan control Formatted: Font: 12 pt, Font color: Auto

Formatted: Not Expanded by / Condensed by

Formatted: Not Expanded by / Condensed by Formatted: Not Expanded by / Condensed by

I

Formatted: Header

Woodland Hills Warner Center NC - Bylaws Approved 5/19/2022

17

Woodland Hills - Warner Center Neighborhood Council (WHWCNC) - Bylaws Amended 3/10/2024

Section 5: Restrictions on Candidates Running for Multiple Seats

A candidate shall declare their candidacy for no more than one (1) position on the Council Board during a single election cycle.

Section 6: Other Election Related Language

A. Alternates: For each area, one (1) Alternate Area Representative shall be selected pursuant to the Elections Rules and Procedures. The Alternate Representative must attend all Board meetings of the Neighborhood Council. The Alternate Representative shall be a voting member of the Neighborhood Council at any Neighborhood Council Board meeting where the corresponding Area Representative is absent.

If an Area Representative resigns or is removed from office, the corresponding Alternate Representative shall become the Representative for that area for the remainder of the Representative's elected term.

B. Selection of Representative and Alternates: The person receiving the highest number of votes in an election of RSRs, BSRs, CBOSERRs, BRs, CORs and ALSRsALRs, shall serve as the area Representatives for the new term. The person receiving the second highest number of votes in each area election shall become the area Alternate Representative for the new term, providing he or she accepts. The term of the area Alternate Representative shall be concurrent with that of the area Representative.

ARTICLE XI: GRIEVANCE PROCESS

- 1) Eligibility to Grieve. The Neighborhood Council grievance review process will be conducted pursuant to all City ordinances, policies and procedures pertaining to Neighborhood Council grievances. The Neighborhood Council shall take appropriate action as advised by EmpowerLA. This formal grievance process is not intended to apply to Stakeholders who simply disagree with a position or action taken by the Board. Those grievances can be aired at Neighborhood Council meetings. This grievance process is intended to address matters involving procedural disputes, e.g., the Board's failure to comply with the Neighborhood Council Standing Rules or these Bylaws.
- Filing a Grievance, Board members and <u>stakeholders</u> <u>Stakeholders</u> shall visit the EmpowerLA Grievance Policy website page and portal for instructions for filing a grievance or contact EmpowerLA at 213-978-1551.

ARTICLE XII: PARLIAMENTARY AUTHORITY

The Board shall meet regularly, as prescribed in the Standing Rules. All Neighborhood Council meetings, including General Meetings, Executive Committee Meetings and Committee meetings, shall be governed by Roberts' Rules of Order or such other<u>have modifications of those</u> rules as the Neighborhood Council Board adoptesets forth in the Standing Rules, insofar as such rules are not inconsistent with city, state and federal laws.

Woodland Hills - Warner Center Neighborhood Council (WHWCNC) - Bylaws Amended 3/10/2024

Formatted: Indent: First line: 0" Formatted: Font: Calibri, 11 pt, Font color: Auto Formatted: Font: Calibri, 11 pt, Font color: Auto Formatted: Font: 10 pt, Font color: Black Formatted: Indent: First line: 0.5", Right: 0.42", Line spacing: Multiple 1 li, No widow/orphan control Formatted: Footer, Centered

Formatted: Not Expanded by / Condensed by

I

Formatted: Header

Woodland Hills Warner Center NC - Bylaws Approved 5/19/2022

18

Woodland Hills - Warner Center Neighborhood Council (WHWCNC) - Bylaws Amended 3/10/2024

Ad-hoc Committees of six (6) or less Board members therefore not open to the public, can waive parliamentary procedure.

ARTICLE XIII: AMENDMENTS

Requests for amendments, changes, additions and/or deletions to the Bylaws or Standing Rules may be proposed by a member of Board. All proposed amendment(s) reviewed by the Governance Committee for analysis and recommendation(s) shall be submitted to the Board. The proposed amendments will be placed on the agenda for public discussion at any scheduled regular Neighborhood Council Board meeting. A recommendation for amendment, change(s), addition(s) and/or deletion(s) of the Bylaws or Standing Rules requires a majority vote of the Board members present and voting. Thereafter, and within fourteen (14) business days after a vote recommending amendment, change(s), addition(s) and/or deletion(s) to the Bylaws, a Bylaw Amendment Application shall be submitted to EmpowerLA in accordance with all rules and regulations.

ARTICLE XIV: COMPLIANCE

All Neighborhood Council Representatives, Alternates, Officers, and any others within the scope of the applicable law, shall abide by all Federal, State and Local laws, including the standards adopted by the Los Angeles Ethics Commission, as a minimum ethical standard. The Neighborhood Council shall adopt as Standing Rules and Codes of Conduct as a pledge and methodology for Neighborhood Council Representatives, Alternates, Officers, and other affected persons, regarding obeying the law and rules and achieving high standards of conduct, including, but not limited to, fair and open procedures for conducting business and financial accountability of Neighborhood Council funds.

Section 1: Code of Civility

The Neighborhood Council, its representatives, and all Stakeholders shall conduct all Neighborhood Council business in a civil, professional and respectful manner<u>or be subject to disciplinary action per</u> the Standing Rules. Board members will abide by both the Commission's Neighborhood Council Board Member Code of Conduct Policy and the Neighborhood Council's Code of Conduct Policy.

Section 2: Training

Neighborhood Council (NC) board members, both elected and appointed, are required to complete four trainings in order to vote on issues that come before the council: Ethics, Funding, Code of Conduct, and the Anti-Bias Learning for Employees (ABLE) Training.

Section 3: Self-Assessment

Every year, the Neighborhood Council shall conduct a self-assessment pursuant to Article VI, Section 1 of the Plan and as defined by EmpowerLA.

Woodland Hills - Warner Center Neighborhood Council (WHWCNC) - Bylaws Amended 3/10/2024

34

Formatted: Indent: First line: 0"

Formatted: Header

Formatted: Not Expanded by / Condensed by

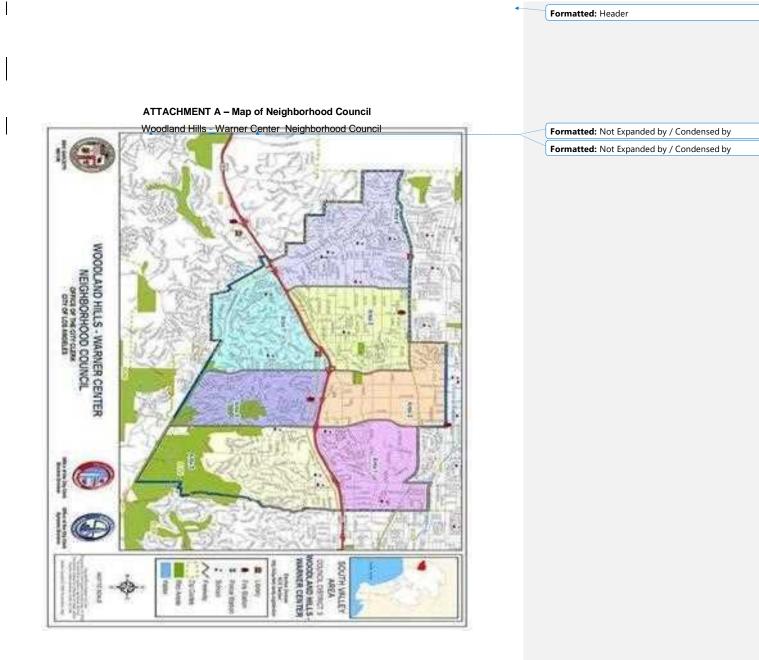
I

Formatted: Header

Woodland Hills Warner Center NC - Bylaws Approved 5/19/2022

19

Woodland Hills - Warner Center Neighborhood Council (WHWCNC) - Bylaws Amended 3/10/2024



Woodland Hills Warner Center NC - Bylaws Approved 5/19/2022

Woodland Hills - Warner Center Neighborhood Council (WHWCNC) - Bylaws Amended 3/10/2024

36

20

Woodland Hills - Warner Center Neighborhood Council (WHWCNC) - Bylaws Amended 3/10/2024

37

Formatted: Footer, Centered

I

I

ATTACHMENT B – Governing Board Structure and Voting

Woodland Hills - Warner Center Neighborhood Council

| BOARD POSITION | # OF SEATS | ELECTED OR APPOINTED? | ELIGIBILITY TO RUN FOR THE SEAT | ELIGIBILITY TO VOTE FOR THE SEAT | |
|--|---------------|--------------------------|---|---|--|
| Residential Representative of Areas 1 - 7 Term: 4 Years | 7 | Elected | Stakeholder who is at least 18 years old; whose primary residence is located within the physical boundaries of each respective area. | Stakeholder who is at least 16 years old at the time of the election and lives, works, owns a business, or is a member or participates in a community organization within the area. | Formatted: Not Expanded by / Condensed b Formatted: Not Expanded by / Condensed b |
| Business Representative of Areas 1 – 7 Term: 4 Years | 7 | Elected | Stakeholder who is at least 18 years old, who owns a business or rental property or is employed by a business that is located within the physical boundaries of each respective area. | Stakeholder who is at least 16 years old at the time of the election and lives, works, owns a business, or is a member or participates in a community organization within the area. | Formatted: Not Expanded by / Condensed b |
| Community Organization Representative of Areas 1 – 7 Term: 4 Years | 7 | Elected | A person who is at least 18 years old and is a member of, or regularly participates in the activities of a community organization that is located within the physical boundaries of each respective area. | Stakeholder who is at least 16 years old at the time of the election and lives, works, owns a business, or is a member or participates in a community organization within the area. | Formatted: Not Expanded by / Condensed b |
| At-Large Representative Term: 4 Years | 1 | Elected | Stakeholder who is at least 18 years old at the time of the election and who lives, works, or own real property in the neighborhood and also those who declare a stake in the neighborhood as a community interest stakeholderStakeholder, defined as a person who is a member of or participates in a Community Organization within the Neighborhood Council's boundaries and who may be in a community organization such as, but not limited to, educational, non- profit and/or relicious | Stakeholder who is at least 16 years old at the time of the election and who lives, works, or own real property in the neighborhood and also those who declare a stake in the neighborhood as a community interest stakeholderStakeholder, defined as a person who is a member of or participates in a Community Organization within the Neighborhood Council's boundaries and who may be in a community organization such as, but not limited to, educational, non- profit and/or reliajous | Formatted: Not Expanded by / Condensed b |

Woodland Hills Warner Center NC - Bylaws Approved 5/19/2022

21

Woodland Hills - Warner Center Neighborhood Council (WHWCNC) - Bylaws Amended 3/10/2024

38

Formatted: Footer, Centered

l

I

I

I

I

Formatted: Not Expanded by / Condensed by

| BOARD POSITION | # OF SEATS | ELECTED OR APPOINTED? | ELIGIBILITY TO RUN FOR THE SEAT | ELIGIBILITY TO VOTE FOR THE SEAT |
|----------------|---------------|--------------------------|---|--|
| Youth Member | 1 | Appointed | Stakeholders between the ages of fourteen (14) and seventeen (17) at the time the Stakeholder is appointed to this seat. | The youth member shall be appointed by a majority vote of the Board on a written application made to the Board on a form to be designated. |

Woodland Hills - Warner Center Neighborhood Council (WHWCNC) - Bylaws Amended 3/10/2024

39

Formatted: Footer, Centered

I

I

I

Formatted: Header

Woodland Hills Warner Center NC - Bylaws Approved 5/19/2022

22

Woodland Hills - Warner Center Neighborhood Council (WHWCNC) - Bylaws Amended 3/10/2024

ATTACHMENT C – Glossary Definitions

- 1. 4. Absence Failure to be present at a scheduled meeting, where you are a voting member.
- 2 2. Acceptable Documentation - Documentation acceptable through the City of Los Angeles.
- -Adjourned End of doing business of a meeting.
- Administration of Elections Department of Neighborhood Empowerment and City Clerk election procedures.
- 5. Agenda A list of items to be addressed at a meeting per Brown Act Requirements. 6 Alternate - The runner up who has the second highest vote count, regardless of stakeholderStakeholder category, for that area.
- -Amendment A parliamentary procedure for any alteration made to a motion.
- 8.—Area The Neighborhood Council is divided into seven (7) sections, which are called "Areas." Each Area has three (3) elected Representatives and one alternate representative. Please see Attachment "A"
- _9.—Board Those elected and appointed members who comprise the Board ("The Board"). 10. 40-Board Meetings - A standing monthly meeting of the board Neighborhood Council as defined by the Bylaws (Article VIII).
- 11. Meeting (Special) A meeting which requires twenty-four (24) hours notice
- 3.12 <u>12.</u> Bylaws - A set of regulations addressing the operations and governance of the WHWCNC.
- 13. 13. Censure An act of condemnation of an act or behavior as deemed unacceptable by the NC
 - (Please see Article V, Section 8.).

14. 14. Chairperson - The appointed leader of a standing committee or ad hoc committee 15. 15. Committee (Ad Hoc) - A Committee created for a limited purpose (temporary) that may contain both board members and stakeholdersStakeholders (Article VII).

- 16. 16. Committee (Executive)- The officers of the WHWCNC. (Article VII).
- 17. 17. Committee (Standing) A committee that meets on a regular basis on a specific day and time, as defined by the Bylaws (Article VII).
- 18. _18. Complaint - A formal objection (in writing) in the course of the operation of the NC referencing a specific action or actions.
- 19. 19. D.O.N.E. "Department of Neighborhood Empowerment" The City's department overseeing the NC. Also referred to as "the Department"
- 20. 20. Duties The required actions of the NC Members as defined by the Bylaws and Standing Rules
- 4.<u>21.</u> 21. Election Certification - D.O.N.E.'s and the City Clerk system of validating election results.
- 22. Grievance A dispute involving procedural matters. (Please see Article XI.)
- 5.23 23. Motion - Sets forth a specific request for action by the WHWCNC.

24. WHWCNC - "Woodland Hills - Warner Center Neighborhood Council." <u>6.24.</u> 25. 25. NC - "Neighborhood Council."

7.26 26. Neighborhood Council Property - All nonexpendable items paid for with City funds.

- 27. 27. Officer/Officers of the Board Please see Article VI, § 1.

 28. 28. President - please see Article VI §2A.
 29. 29. Quorum - Twelve (12) member Thirteen (13) members of the board present and voting at board meetings

30. 30. Removal - Disqualification of a Board Member or Alternate for the reasons and through the procedures delineated in the Bylaws. (Article 5, Section 8)

31. Representative - The person (either elected or appointed) to fill a position in one of the 31. seven Areas or the At-Large position.

Woodland Hills - Warner Center Neighborhood Council (WHWCNC) - Bylaws Amended 3/10/2024

Formatted: List Paragraph, Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Indent at: 0.5"

Formatted: List Paragraph, Right: 0.64", Space Before: 0 pt, Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Indent at: 0.5"

Formatted: List Paragraph, Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Indent at: 0.5"

Formatted: List Paragraph, Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Indent at: 0.5"

Formatted: List Paragraph, Numbered + Level: 2 + Numbering Style: a, b, c, ... + Start at: 1 + Alignment: Left + Aligned at: 0.75" + Indent at: 1"

Formatted: List Paragraph, Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Indent at: 0.5"

Formatted: List Paragraph, Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Indent at: 0.5"

Formatted: Condensed by 0.05 pt

Formatted: List Paragraph, Right: 0.04", Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Indent at: 0.5"

Formatted: List Paragraph, Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Indent at: 0.5"

I

<u>32. 32.</u> Stakeholder - Those individuals who live, work, or own property in the neighborhood as well as those who declare a stake in the neighborhood and affirm the factual basis for it, as determined by The Department,

Woodland Hills Warner Center NC - Bylaws Approved 5/19/2022

23

Formatted: Footer, Centered

Formatted: Header

Formatted: Font: Calibri, 12 pt, Font color: Auto

Woodland Hills - Warner Center Neighborhood Council (WHWCNC) - Bylaws Amended 3/10/2024

| Formatted: Header |
|--|
| |
| |
| |
| |
| |
| |
| Formatted: List Paragraph, Numbered + Level: 1 + |
| Numbering Style: 1, 2, 3, + Start at: 1 + Alignment: |
| Left + Aligned at: 0.25" + Indent at: 0.5" |

8.33. 33. Standing Rules - Non-legislative, operating procedures.
 9.34. -34. Vacancy(s) - An open seat on the Board or a committee.

35. 35. Vice-President - Please see Article VI §2B.

Woodland Hills Warner Center NC - Bylaws Approved 5/19/2022

Woodland Hills - Warner Center Neighborhood Council (WHWCNC) - Bylaws Amended 3/10/2024

43

Formatted: Footer, Centered

I

I

I

24

Formatted: Header
Formatted: Indent: Left: 0"

Woodland Hills - Warner Center Neighborhood Council (WHWCNC) - Bylaws Amended 3/10/2024

Item No. 10

PLUM

Lot Splits Exemptions for Walnut Acres and RA1 Zones

| то: | City of Los Angeles, Department of City Planning City of Los Angeles, Department of City Planning, Zoning Councilmember Bob Blumenfield |
|-------|---|
| FROM: | Woodland Hills-Warner Center Neighborhood Council |
| RE: | SB 9 and Requests for Lot Split Exemptions for the Walnut Acres Community in Woodland Hills, California |

The Los Angeles Development Review Process provides an overview of the entire development process, describes what circumstances will trigger a particular review process, and provides the chronological processes that must be completed before proceeding to further reviews.

The Woodland Hills-Warner Center Neighborhood Council (WHWCNC) provides recommendations related to the City of Los Angeles policies, standards, and regulations on land use, property development and construction review which are designed to help ensure the rights and welfare of its citizens, while protecting the rights and privileges of property owners.

At certain times the Woodland Hills-Warner Center Neighborhood Council may feel the need to weigh in on a particular component within development in an effort to better serve the health, safety and welfare of its citizens and their property and the community they live in.

Re: SB 9 and Lot Split Exemptions for the RA1 Zone, the Walnut Acres Community in Woodland Hills, California

The WHWCNC strongly recommends the City of Los Angeles to re-affirm Walnut Acre's RA1 Zone status and formalize a designation for "Walnut Acres", which is located within the broader Woodland Hills community. The history of Walnut acres dates back to the 1920s when James Irvine planted 11,000 walnut trees on 886 acres and today the community maintains much of its rural character.

The unique RA1 Zone designation of the City of Los Angeles benefits the larger community as animal keeping, urban agriculture initiatives, promoting food security and sustainability within the city not only enhances the local food supply but also educates the community on the importance of sustainable living practices.

The lots in the community known as Walnut Acres are zoned RA1.

The lots in Walnut Acres have not been approved for a lot-split or flag lot in over twenty years and on Sept. 2, 2014, the City of Los Angeles established zoning regulations to protect Walnut Acres and similar communities.

March 7, 2024

RA1 Zones are not included in SB9 as an allowed zone for lot splits, however,

- Recent legislation such as Senate Bill (SB) 9 (Atkins) and the recent proliferation of other City and State policies have placed Walnut Acres in the bull's eye for developers to purchase these RA1 lots.
- Developers request immediate approval for lot splits for very large homes with ADUs and with little or no review to build very large spec houses for sale.
- These lot splits do not meet the criteria for RAI Zoning and equestrian-oriented lots.
- These lot splits also infringe onto the animal keeping and agricultural rights of the adjacent lots.
- However real estate agents and developers continue to pursue lot splits in Walnut Acres and have created an untenable situation where Walnut Acres residents must continuously spend unlimited amounts of time and energy to defend their property and community.
- In 2024 Senate Bill (SB) 9 (Atkins) the California Housing Opportunity and More Efficiency (HOME) Act: To be eligible for the streamlining provided by this bill, a parcel must meet a specific list of qualifications that protects historic districts, preserves the environmental quality and the look of communities, and prevents tenants from being displaced.
- It is the belief of the residents of Walnut Acres and the Woodland Hills-Warner Center Neighborhood Council that SB 9 does not preserve the environmental quality and the look of the community and furthermore residents face the immense danger of having their RA1 rights, agricultural rights, and animal keeping rights taken from them.
- Furthermore, developers consistently submit plans to build very large multi-million-dollar homes on the Walnut Acres two split lots, therefore the developers are providing no access to more rental and ownership options for working families who would otherwise be priced out of the neighborhood.
- Developers have stated that they do not plan to live in the homes for at least (3) years as required by SB9 and are building multiple large homes solely for investment and resale purposes only.

Therefore, the Woodland Hills-Warner Center Neighborhood Council and the residents of Walnut Acres request the following:

As pertaining to the many issues and concerns related to lot splits and flag lots in the RA1 zoned Walnut Acres Community within Woodland Hills, Ca, per Senate Bill (SB) 9 (Atkins) and other affiliated City Planning Rules and Regulations, and

Therefore, Walnut Acres and the WHWCNC requests the City of Los Angeles will take action to protect RA1 zones to make sure that the rural aspects and character of the area are maintained and the standard uses for this zone include low-density residential uses, and all residential development in this type of zone is comprised of single-family homes with large lots to guarantee the possibility for these homes to include a limited amount of agriculture, which also extends to equestrian and animal keeping-related uses.

Therefore, the Woodland Hills-Warner Center Neighborhood Council requests the City of Los Angeles permanently exempt RA1 lots within the area known as Walnut Acres from SB9 and future lot splits/flag lots, to be enacted by a decree and vote of the Los Angeles City Council. And to officially by City Council decree and City Council vote to:

- Prohibit Lot Splits and Flag Lots in RA1 Zoned Areas in Walnut Acres and other RA1 neighborhoods.
- designate the name of the community to be Walnut Acres to signify that Walnut Acres is a unique historical and agricultural area, zone changes are not appropriate and lot splits and flag lots of its parcels are not appropriate.

BACKGROUND:

In December 2006, Chief Planning Deputy, Johnathan Brand wrote the following article in The Zine Line (a newsletter published by then Councilmember Dennis Zine) November/December 2006 Volume 6 Issue 2

The historic roots of the San Fernando Valley are agricultural. Post-war suburbanization transformed landscape subdivision by subdivision into the communities that we have today. However, several of these subdivisions incorporated residential and semi-rural and agricultural characteristics and are still around today. These areas re zoned "RA Suburban" and comprise Melody Acres in Tarzana, Reseda Ranch in Reseda, and Walnut Acres in Woodland Hills.

Our RA communities are very special in that they are characterized by large and wide lots. The minimum square footage is17,500 square feet (20,000 square feet for Melody Acres) and the minimum width along the street is 70feet. Large and private backyards, wooded landscape, and rustic streets without curb, gutters, and limited street lighting characterize these communities. In these areas certain agricultural uses are allowed that are not permitted in higher densityz ones. The keeping of horses, poultry, and other domestic livestock other than pigs are allowed in the zone so long as the animals and the structures that house them are permitted and that these structures maintain a certain distance from living quarters. Long-time residents love living in these communities and newcomers purchase homes here to enjoy the amenities that are only found in these areas.

Recently we have seen sub-division proposals that have asked to change the zone of a property to allow for higher density, proposals to flag lots to add a home to the rear of a property, proposals to subdivide a parcel without the minimum street frontage, and proposals to subdivide with less than the minimum square footage. All of these proposals require discretionary action from the Planning Department. Increasing density above and beyond what is allowed by the zone designation is problematic for these communities in that they threaten the very characteristics that make them special like privacy, animal keeping opportunities, and a semi-rural look.

Councilman Dennis P. Zine is committed to the preservation of these last remaining RA Suburban zones and recommends denial to the Planning Department for requests that are not by right or requests that require a zone change or general plan amendment.

For Walnut Acres an Interim Control Ordinance has been proposed to temporarily disallow lot splits that require discretionary actions and to limit the size of guest homes that are sometimes

only a few hundred square feet smaller than the main house. The community of Reseda Ranch is going through the process to officially designate the name of their community to Reseda Ranch. This name designation will help signify that Reseda Ranch is a unique area and that zone changes of its larger parcels are not appropriate. Melody Acres has footnotes to the Tarzana/Encino Community plan that limit the minimum lot size to 20,000 square feet and recommend the waiver of street improvements to preserve the rustic look of the street.

On September 2, 2014, the City of Los Angeles, Department of Planning, City of Los Angeles, Department of City Planning, Zoning Information (ZI) File ZI NO. 2438, Equine Keeping in the City of Los Angeles for COUNCIL DISTRICT: All (Citywide) established the following zoning regulations for neighborhoods with lots zoned RA, RE20, RE40, A1, and A2) and was stated the following:

"Many Los Angeles communities have a long tradition of equine keeping, which contribute to these communities' distinctive character and quality-of-life. This is especially the case in the San Fernando Valley, particularly in communities such as Lake View Terrace, Shadow Hills, Chatsworth, Sylmar, as well as many other Valley neighborhoods.

As development pressures have mounted in these traditional lower-density neighborhoods (lots zoned RA, RE20, RE40, A1, and A2), equestrian-oriented lots have been subdivided into sizes too small to accommodate equines, buffers between equine and non-equine uses have been diminished, equine keeping rights have been lost due to new, adjacent development, and commonly used trails have been obscured or interrupted by new developments. These pressures over time have resulted in a loss of valuable and irreplaceable equine keeping lots that contributes to the rich and dynamic character of Los Angeles.

Improved regulations can assure that existing equestrian-oriented neighborhoods are preserved and that future developments in these areas continue to contribute to the City's rich equestrian tradition.

Currently, the Los Angeles Municipal Code has very specific provisions with regards to the keeping of equine. This Zoning Information File outlines the required building permit process and general development guidelines for development on equine keeping lots."

Thank you for consideration.

Sincerely,

Woodland Hills-Warner Center Neighborhood Council