



May 8, 2024

**Regular Board Meeting
Supporting Documents**

Supplemental Support Documentation for WHWCNC May 9 Meeting

Approval of February 15, 2024 Minutes

20 Pages

CITY OF LOS ANGELES

CALIFORNIA

Neighborhood Council Governing Board Officers:

President - Dena Weiss
Vice President - Vacant
Secretary - Karen DiBiase
Treasurer - Heath Kline,
Parliamentarian - Don Patterson



200 N. Spring Street Los Angeles, CA 90012

WOODLAND HILLS
WARNER CENTER
NEIGHBORHOOD COUNCIL

Email: NCsupport@lacity.org
Website: www.empowerla.org

MINUTES - Special Full Board Meeting

**City of Los Angeles Fire Station # 84,
in the Community Room**

**[West side of building – Parking
available across the street]**

**21050 Burbank Blvd., Woodland Hills, CA,
91367**

February 15, 2024

6:30 p.m. - 9:30 p.m.

IN PERSON BOARD MEETING

Si requiere servicios de traducción, favor de avisar al Concejo Vecinal 3 días de trabajo (72 horas) antes del evento. Por favor contacte Karen DiBiase, Secretaria, al **818-639-9444** o por correo electrónico www.whcouncil.org para avisar al Concejo Vecinal.

PUBLIC INPUT ON AGENDA ITEMS** – The public may address the Board on any agenda item before the Board takes an action on an item. Comments from the public on agenda items will be heard only when the respective item is being considered. ***Public comment is limited to (1) minute per speaker unless adjusted by the President. Public comment can only be made one time and will be heard at the beginning of an agenda item.

***PUBLIC INPUT ON MATTERS NOT ON THE AGENDA** - Comments from the public on other matters not appearing on the agenda *that are within the Board's jurisdiction* will be heard during the General Public Comment period. Please note that under the Brown Act, the Board is prevented from acting on a matter that you bring to its attention during the General Public Comment period; however, the issue raised by a member of the public may become the subject of a future Board meeting.

Board Members:

- Area 1 - Karen DiBiase, Geoffrey Hobson, Shelly Schwartz, Reina Cerros-McCaughey
- Area 2 – Julian Tu, Paul Lawler, Peter Haber, Masha Dowell
- Area 3 – Tracey Rosen, Dean Mathew, Harout Aristakessian
- Area 4 – Don Patterson, Martin Lipkin, Dena Weiss,
- Area 5 – Christopher Waddy, Julie Waltrip, Steve Sommers, Allan Biggins
- Area 6 –Bill Barnett, Heath Kline
- Area 7 – Kate Kennedy, Joyce Fletcher, Schyler Katz
- At-Large – August Steurer, Bobbie Wasserman
- Youth Member – Vacant seat

AGENDA

- Call to Order – *Dena Weiss, 6:31pm*
- Pledge of Allegiance – *Heath Kline*
- Roll Call – *Karen DiBiase*

Quorum at time of meeting called to order: 22

Karen DiBiase, Geoffrey Hobson, Shelley Schwartz, Reina Cerros-McCaughey, Julian Tu, Peter Haber, Masha Dowell, Tracey Rosen, Dean Matthew, Don Patterson, Martin Lipkin, Dena Weiss, Julie Waltrip, Steve Sommers, Allan Biggins, Bill Barnette, Heath Kline, Kate Kennedy, Schyler Katz, Joyce Fletcher, August Steurer, Bobbie Wasserman

Absent: Paul Lawler, Harout Aristakessian, Christopher Waddy

Public Announcements:

Office of Councilmember Bob Blumenfield – *Seth Samuels, Planning and Field Deputy-Woodland Hills 1)*

- Looking for people to help run festivals, contact CD3 office if interested.*
- 2) Mid-Valley Senior Center: Assistance available for storm/fire needs.*
- 3) New traffic signals on Venture Blvd are missing a part, so are not turned on yet.*
- 4) Will follow up concerning bike lanes connectivity vs access.*

Office of LA County Supervisor for Third District, Lindsey Horvath – *Daniel Vicente, Rep*

- 1) One Generation facility is open during rain in Reseda*
- 2) Results of Homeless Count should be available in May/June 2024.*

Empower LA – *Prabhjot Chamber, Rep for WHWCNC, not present but will send update of EmpowerLA notices*

Fire Station 84 – *Captain Joe Lopez*

- 1) Expecting rain again next week. Sandbags are available at Fire Station 106 (Fallbrook/Victory)*

General Public Comment, by the Public, on Non-Agenda Items: *None*

General Public Comment is limited to (2) minutes per speaker and 10 minutes total due to limited timing at the fire station venue.

I. Organization, Operation, Policies, & Procedures:

All comment is limited to 1 minute per speaker, unless adjusted by the presiding officer of the Board. Time limits set for each agenda item may be adjusted by the presiding officer of the Board. Time limits may vary so the public is encouraged to join the meeting several minutes PRIOR to a specific agenda item being discussed.

A. Approval of Minutes: Board Meeting – January 10, 2024

See posted support document

Motion: Dena Weiss, Second: Martin Lipkin

Roll Call Vote

PASS Yes: 17 No: 0 Abstain: 3 Ineligible: 2 Total: 22

- YES: Karen DiBiase, Geoffry Hobson, Julian Tu, Peter Haber, Mascha Dowell, Tracey Rosen, Dean Matthew, Martin Lipkin, Dena Weiss, Julie Waltrip, Steve Sommers, Bill Barnett, Heath Kline, Kate Kennedy, Schyler Katz, Joyce Fletcher, August Steurer
- NO:
- ABSTAIN: Schelley Schwartz, Don Patterson, Allan Biggins
- INELIGIBLE: Reina Cerros-McCaughey (Alt), Bobbie Wasserman (Alt)

B. Officer Reports

President – Dena Weiss – Theme for the month is **“Pride in our Community”**. *Pride in the changes you make, pride in the giving of our time, and continue with pride in everything you do.*

Vice President – Vacant

Treasurer – Heath Kline – *will talk during item#1 for MER*

Secretary -Karen DiBiase - *none*

Parliamentarian – Don Patterson – *explanation of timer: yellow=30 seconds left to speak*

2. Items for Discussion and Possible Action:

Item No. 1

Heath Kline, Treasurer

(24-012) Approval of MER for January, 2024

For discussion and possible action:

Motion for the Board to approve the January 2024 Monthly Expense Report (MER).

See **January 24 MER (20 pages)** included in supporting documents.

Motion: *Heath Kline, Second: Dena Weiss*

Roll Call Vote

PASS *Yes: 19* *No: 0* *Abstain: 1* *Ineligible: 2* *Total: 22*

- *YES: Karen DiBiase, Geoffry Hobson, Shelley Schwartz, Julian Tu, Peter Haber, Mascha Dowell, Tracey Rosen, Dean Matthew, Don Patterson, Martin Lipkin, Dena Weiss, Julie Waltrip, Steve Sommers, Bill Barnett, Heath Kline, Kate Kennedy, Schyler Katz, Joyce Fletcher, August Steurer*
- *NO:*
- *ABSTAIN: Allan Biggins*
- *INELIGIBLE: Reina Cerros-McCaughey (Alt), Bobbie Wasserman (Alt)*

Item No. 2

Dena Weiss, Chair of Governance Committee

(24-013) Stakeholder Appointment to Area 3 Alternate Representative Seat

Discussion and possible action:

Motion for the Board to approve Jayce Baron to the Area 3 Alternate Representative Seat.

Qualification at Governance Committee: vote- unanimous (3)

Dena Weiss YES, Karen DiBiase YES, Don Patterson YES

Motion: *Dena Weiss, Second: Don Patterson*

Roll Call Vote

PASS *Yes: 20* *No: 0* *Abstain: 0* *Ineligible: 2* *Total: 22*

- *YES: Karen DiBiase, Geoffry Hobson, Shelley Schwartz, Julian Tu, Peter Haber, Mascha Dowell, Tracey Rosen, Dean Matthew, Don Patterson, Martin Lipkin, Dena Weiss, Julie Waltrip, Steve Sommers, Allan Biggins, Bill Barnett, Heath Kline, Kate Kennedy, Schyler Katz, Joyce Fletcher, August Steurer*
- *NO:*
- *ABSTAIN:*
- *INELIGIBLE: Reina Cerros-McCaughey (Alt), Bobbie Wasserman (Alt)*

Item No. 3

Dena Weiss, Chair of Governance Committee

(24-014) Board member Heath Kline’s Seat Switch in Area 6, to Business Seat

Discussion and possible action:

Motion for the Board to approve Heath Kline to switch from Area 6 CBO seat to the Area 6 Business representative seat.

Qualification at Governance Committee: vote- unanimous (3)

Dena Weiss YES, Karen DiBiase YES, Don Patterson YES

Motion: *Dena Weiss, Second: Shelley Schwartz*

Roll Call Vote

PASS Yes: 20 No: 0 Abstain: 0 Ineligible: 3 Total: 23

- *YES: Karen DiBiase, Geoffry Hobson, Shelley Schwartz, Julian Tu, Peter Haber, Mascha Dowell, Tracey Rosen, Dean Matthew, Don Patterson, Martin Lipkin, Dena Weiss, Julie Waltrip, Steve Sommers, Allan Biggins, Bill Barnett, Heath Kline, Kate Kennedy, Schyler Katz, Joyce Fletcher, August Steurer*
- *NO:*
- *ABSTAIN:*
- *INELIGIBLE: Reina Cerros-McCaughey (Alt), Jayce Baron (Training), Bobbie Wasserman (Alt)*

Item No. 4

Dena Weiss, Chair of Governance Committee

(24-015) Board member Bobby Wasserman's seat switch to Area 6 CBO seat

Discussion and possible action:

Motion for the Board to approve Bobby Wasserman to switch from At Large Alternate seat to Area 6 CBO seat.

Qualification at Governance: vote- unanimous (3)

Dena Weiss YES, Karen DiBiase YES, Don Patterson YES

Motion: *Dena Weiss, Second: Julie Waltrip*

Roll Call Vote

PASS Yes: 20 No: 0 Abstain: 0 Ineligible: 3 Total: 23

- *YES: Karen DiBiase, Geoffry Hobson, Shelley Schwartz, Julian Tu, Peter Haber, Mascha Dowell, Tracey Rosen, Dean Matthew, Don Patterson, Martin Lipkin, Dena Weiss, Julie Waltrip, Steve Sommers, Allan Biggins, Bill Barnett, Heath Kline, Kate Kennedy, Schyler Katz, Joyce Fletcher, August Steurer*
- *NO:*
- *ABSTAIN:*
- *INELIGIBLE: Reina Cerros-McCaughey (Alt), Jayce Baron (Training), Bobbie Wasserman (Alt)*

Item No. 5

Dena Weiss, Chair of Governance Committee

(24-016) Stakeholder Appointment to Area 6 Alternate Representative Seat

Discussion and possible action:

Motion for the Board to approve Janice Mendell to the Area 6 Alternate Representative Seat.

Qualification at Governance Committee: vote- unanimous (3)

Dena Weiss YES, Karen DiBiase YES, Don Patterson YES

Motion: *Dena Weiss, Second: Heath Kline*

Roll Call Vote

PASS Yes: 21 No: 0 Abstain: 0 Ineligible: 2 Total: 23

- YES: *Karen DiBiase, Geoffry Hobson, Shelley Schwartz, Julian Tu, Peter Haber, Mascha Dowell, Tracey Rosen, Dean Matthew, Don Patterson, Martin Lipkin, Dena Weiss, Julie Waltrip, Steve Sommers, Allan Biggins, Bill Barnett, Heath Kline, Bobbie Wasserman, Kate Kennedy, Schyler Katz, Joyce Fletcher, August Steurer*
- NO:
- ABSTAIN:
- INELIGIBLE: *Reina Cerros-McCaughey (Alt), Jayce Baron (Training)*

Item No. 6

Dena Weiss, Chair of Governance Committee

(24-017) Stakeholder Appointment to Area 7 Alternate Representative Seat

Discussion and possible action:

Motion for the Board to approve Rosaleen O’Sullivan to the Area 7 Alternate Representative Seat.

Qualification at Governance Committee: vote- unanimous (3)

Dena Weiss YES, Karen DiBiase YES, Don Patterson YES

Motion: *Dena Weiss, Second: Don Patterson*

Roll Call Vote

PASS Yes: 21 No: 0 Abstain: 0 Ineligible: 3 Total: 24

- YES: *Karen DiBiase, Geoffry Hobson, Shelley Schwartz, Julian Tu, Peter Haber, Mascha Dowell, Tracey Rosen, Dean Matthew, Don Patterson, Martin Lipkin, Dena Weiss, Julie Waltrip, Steve Sommers, Allan Biggins, Bill Barnett, Heath Kline, Bobbie Wasserman, Kate Kennedy, Schyler Katz, Joyce Fletcher, August Steurer*
- NO:
- ABSTAIN:
- INELIGIBLE: *Reina Cerros-McCaughey (Alt), Jayce Baron (Training), Janice Mendell (Training)*

Item No. 7

Dena Weiss, President

(24-018) Oath of Office and Seating of New Board Member

Administer NC Oath of Office and seat newly appointed board members.

NOTE: Seth Samuels, Planning and Field Deputy-Woodland Hills for the Office of Councilmember Bob Blumenfield-CD3, administered the Oath of Office to our newest Board members: Jayce Baron, Allan Biggins, Janice Mendell and Rosaleen O'Sullivan. He also distributed Certificates of Recognition, signed by Bob Blumenfield.

Item No. 8

Dena Weiss, Chair of Governance Committee

(24-019) Election Of Vice President and Apoint the New VP to Serve as Alternate Signor Financial Officer

Discussion and possible action:

Nominations will be accepted for the position of Vice President.

Description Per the Bylaws:

Section 2: Duties and Powers

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.

Election of Vice President:

The Officers must be *elected* members of the Board ... or

an *appointed* member of the board can be elected as an Officer, should no elected member agree 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 Representatives cannot serve as an Officer of the Board.

The Youth Member can vote in the election.

Alternate Representatives cannot vote in the election unless one of their area reps is absent.

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.

See posted list of elected board members and appointed board members eligible for nomination for Vice President.

Motion: Julie Waltrip, Second: Reina Cerros-McCaughey **Motion**
to nominate Tracey Rosen as WHWNCN Vice President.

Roll Call Vote

PASS Yes: 21 No: 0 Abstain: 0 Ineligible: 4 Total: 25

- YES: Karen DiBiase, Geoffry Hobson, Shelley Schwartz, Julian Tu, Peter Haber, Mascha Dowell, Tracey Rosen, Dean Matthew, Don Patterson, Martin Lipkin, Dena Weiss, Julie Waltrip, Steve Sommers, Allan Biggins, Bill Barnett, Heath Kline, Bobbie Wasserman, Kate Kennedy, Schyler Katz, Joyce Fletcher, August Steurer
- NO:
- ABSTAIN:
- INELIGIBLE: Reina Cerros-McCaughey (Alt), Jayce Baron (Training), Janice Mendell (Training), Rosaleen O'Sullivan (Training)

Item No. 9

Dena Weiss, Chair of Governance Committee

(24-020) Appointment to Reina Cerros- McCaughey as NC Homelessness Liaison

Discussion and possible action:

Motion for the Board to approve Reina Cerros- McCaughey, the current co-chair of the homelessness committee, to be appointed as a Homelessness Liaison.

Homelessness Liaisons play a vital role in addressing homelessness-related issues within our community. Homelessness is a complex and pressing challenge that affects communities across the nation, including our own. To better address this issue, foster collaboration, and facilitate communication, we have established a series of Neighborhood Council Homelessness Liaison Meetings. These meetings provide a platform for Neighborhood Council leaders to come together, share insights, and collectively work towards solutions to homelessness in our area. Homelessness Liaisons will serve as the bridge between your council and the broader community efforts to combat homelessness. They will participate in our upcoming meetings, share insights from your neighborhood, and collaborate with others to develop and implement effective strategies.

To appoint your Homelessness Liaisons, please designate one or more individuals from your Neighborhood Council who are passionate about addressing homelessness and willing to actively engage in our community efforts.

Approval at Governance Committee: vote- unanimous (3)

Dena Weiss YES, Karen DiBiase YES, Don Patterson YES

Motion: Dena Weiss, Second: Julie Waltrip

Roll Call Vote

- PASS** *Yes: 21* *No: 0* *Abstain: 0* *Ineligible: 4* *Total: 25*
- *YES: Karen DiBiase, Geoffry Hobson, Shelley Schwartz, Julian Tu, Peter Haber, Mascha Dowell, Tracey Rosen, Dean Matthew, Don Patterson, Martin Lipkin, Dena Weiss, Julie Waltrip, Steve Sommers, Allan Biggins, Bill Barnett, Heath Kline, Bobbie Wasserman, Kate Kennedy, Schyler Katz, Joyce Fletcher, August Steurer*
 - *NO:*
 - *ABSTAIN:*
 - *INELIGIBLE: Reina Cerros-McCaughey (Alt), Jayce Baron (Training), Janice Mendell (Training), Rosaleen O’Sullivan (Training)*

Item No. 10

Dena Weiss, Board President & Chair of Governance Committee

(24-021) Motion to pass the required enabling Board President Attestation and Board Justification CIS Resolution to give the WHWCNC the option to have virtual-hybrid and virtual remote meetings.

The Governance Committee of the Woodland Hills – Warner Center Neighborhood Council unanimously recommends to the full board of the NC that they **(a.)** pass by not less than a 2/3 majority [16] of the 23 seats on the WHWCNC the following Board Resolution & Community Impact Statement [CIS] declaring the NC's decision to have the option to conduct its full board and/or committee meetings in a hybrid-virtual and/or fully virtual format for all the reasons set forth below as authorized by California Senate Bill 411 and Council File 231114; and **(b.)** authorize and direct the NC Board President to complete and file the related Attestation Statement below, and take all such necessary actions to affect the implementation and intent of this motion.

Attestation Statement

I, **Dena Weiss** declare that I am the President of the **Woodland Hills-Warner Center Neighborhood Council** and that on _____ (**date adopted**), at a Brown Act noticed public meeting was held by this NC with a quorum of ___ (number) board members present and that by a vote of ___ (number) yes, ___ (number) no, and ___ (number) abstentions adopted the following resolution:

Whereas, this resolution is the official statement adopted by this Neighborhood Council. The **Woodland Hills Warner Center NC** satisfies the 2/3 board requirement of SB 411 and approves meeting virtually for board and/or committee meetings **for all the reasons set forth below in our adopted Community Impact Statement [CIS] Resolution:**

WHWCNC CIS & Resolution

Whereas, the Woodland Hills - Warner Center Neighborhood Council has a long-standing commitment to engaging our community members transparently and accessibly; and,

Whereas, the COVID-19 pandemic necessitated the transition to virtual meetings to protect public health, leading to increased accessibility and participation by Angelenos in Neighborhood Council activities; and,

Whereas, the expiration of State of Emergency modifications to the Brown Act resulted in a significant drop in participation from board members and community stakeholders, disproportionately affecting disadvantaged communities; and,

Whereas, Members of our Board have resigned due to the inability for various reasons to meet in person; and,

Whereas, Board vacancies are more difficult to fill due to the requirement to meet in person; and,

Whereas, California Senate Bill 411, passed by the State Legislature, allows Neighborhood Councils the option to conduct virtual meetings, ensuring public participation during future emergencies or exceptional circumstances; and,

Whereas, the City Council, through the approval of Council File 23-1114, endorses and supports Neighborhood Councils in making decisions regarding virtual meetings; and,

Whereas SB 411 requires this Board to formally approve meeting virtually but must also physically meet annually at least once; and,

Whereas, our local libraries and fire stations' meeting rooms often have limited availability, limit the use of audiovisual equipment, have no or limited parking for public meetings and thereby are not conducive to effective committee or board meetings; and,

Whereas, the City does not allow free use of private facilities; and,

Whereas, private facilities are expensive to rent, poorly equipped for public meetings, and may lack ADA-approved facilities; and,

Whereas, virtual meetings provide the opportunity to receive testimony from distant experts and officials, enriching the quality of our discussions and decision-making; and,

Whereas, Board Members and community members with senior care or parental duties may struggle to secure alternate care in the evenings, limiting their participation and achieving a diversity of opinions; and,

Whereas, Los Angeles is a vast city, where Board Members and community stakeholders often face long commutes, making it difficult for them to attend in-person meetings on time or at all; and,

Whereas, dedicated board members and committee stakeholders may often travel for their day jobs, preventing them from participating in person due to scheduling conflicts; and,

Whereas, utilization of Virtual Meetings and Hybrid Virtual/Physical Meetings mitigates the above stated factors limiting community participation; and,

Whereas, the original intent of the Brown Act was to open meetings to the public for transparency not afforded by secret meetings and Virtual Meetings extend transparency beyond in-person meetings by allowing more of the public to participate and observe;

Now, therefore, it is resolved that the Woodland Hills - Warner Center Neighborhood Council, under California Senate Bill 411 and Council File 23-1114, authorizes the use of virtual and hybrid-virtual meetings as a valid and necessary means to conduct the council's Board and Committee meetings.

Community Impact Statement

The decision to implement virtual meetings will have several positive impacts on our community:

1. **Enhanced Accessibility:** Virtual meetings will facilitate participation for residents, including those with mobility issues or busy schedules.
2. **Increased Engagement:** Remote meetings will attract a wider and more diverse range of community members, fostering richer and more inclusive discussions.
3. **Safety:** Virtual meetings will protect our community members during health emergencies, ensuring

their safety while engaging in civic matters.

4. **Improved Facilities:** Virtual meetings address limitations of public and private facilities, including the lack of ADA-approved facilities and limited availability during convenient hours.
5. **Access to Expertise:** Virtual meetings enable access to testimony from distant experts and officials, enhancing decision-making and informed choices.
6. **Board Member Participation:** Board members with day job commitments involving travel can fully participate, strengthening our council.

In conclusion, adopting virtual meetings aligns with our Neighborhood Council's commitment to enhancing community engagement, ensuring accessibility, addressing facility limitations, and accommodating the schedules of dedicated board members. This decision will ultimately strengthen our council and provide a better platform for our community to shape our neighborhood's future.

Passed by the Governance Committee in two parts;

Attestation Statement Motion: *Don Patterson, Second: Dena Weiss*

PASS Yes: 4 No: 0 Abstain: 0 Total: 4 • YES: Weiss, Kline, DiBiase, Patterson • NO: • ABSTAIN:

Resolution & Community Impact Statement Motion: *Heath Kline, Second: Dena Weiss*

PASS Yes: 4 No: 0 Abstain: 0 Total: 4 • YES: Weiss, Kline, DiBiase, Patterson • NO: • ABSTAIN:

Motion: Dena Weiss, Second: Heath Kline

Roll Call Vote

PASS *Yes: 21* *No: 0* *Abstain: 0* *Ineligible: 4* *Total: 25*

- *YES: Karen DiBiase, Geoffry Hobson, Shelley Schwartz, Julian Tu, Peter Haber, Mascha Dowell, Tracey Rosen, Dean Matthew, Don Patterson, Martin Lipkin, Dena Weiss, Julie Waltrip, Steve Sommers, Allan Biggins, Bill Barnett, Heath Kline, Bobbie Wasserman, Kate Kennedy, Schyler Katz, Joyce Fletcher, August Steurer*
- *NO:*
- *ABSTAIN:*
- *INELIGIBLE: Reina Cerros-McCaughey (Alt), Jayce Baron (Training), Janice Mendell (Training), Rosaleen O'Sullivan (Training)*

Item No. 11) Community Outreach Committee – Chair, Tracey Rosen

(24-022) Funding Request - WHWCNC Outreach- MOTION TO APPROVE FUNDING FOR THE 2024 SEASON OF VALLEY CULTURAL CENTER CONCERTS IN THE PARK

Discussion and possible action:

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 Foundation – Spring-Summer Concert Series held in Warner Center Park. This amount will allow us to have a booth, tent, chairs, signage and recognition at each of the (10) concerts + 5 Movies in the Park to promote the WHWCNC and engage with

stakeholders. We will also be acknowledged as a co-sponsor at one concert where we will be provided the opportunity to speak from the stage to promote the NC. **Payment due by April 6, 2024, for NC to be included in preprinted event programs and event signage.**

Vote at Community Outreach Committee: unanimous.

See VCC info included in Feb. supporting documents.

Motion: Tracey Rosen, Second: Dena Weiss

Roll Call Vote

PASS Yes: 20 No: 0 Abstain: 0 Recused: 1 Ineligible: 4 Total: 25

- **YES:** Karen DiBiase, Geoffry Hobson, Shelley Schwartz, Julian Tu, Peter Haber, Mascha Dowell, Tracey Rosen, Dean Matthew, Don Patterson, Martin Lipkin, Dena Weiss, Julie Waltrip, Steve Sommers, Allan Biggins, Bill Barnett, Heath Kline, Bobbie Wasserman, Kate Kennedy, Schyler Katz, August Steurer
- **NO:**
- **ABSTAIN:**
- **RECUSED:** Joyce Fletcher
- **INELIGIBLE:** Reina Cerros-McCaughey (Alt), Jayce Baron (Training), Janice Mendell (Training), Rosaleen O'Sullivan (Training)

NOTE: Joyce Fletcher is recused for Item#11. She is on the Board of the Valley Cultural Center.

Item No. (12) Community Outreach Committee – Chair, Tracey Rosen

(24-0023) Funding Request - WHWCNC Outreach- MOTION TO APPROVE FUNDING FOR ONE GENERATION SENIOR SYMPOSIUM ON MAY 18, 2024

Discussion and possible action:

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 June 2023 at its soccer field located at: 17400 Victory Blvd., Van Nuys, CA 91406. This amount will allow us to have a booth, tent, signage, and logo recognition at this event to promote the WHWCNC and engage with stakeholders. **Payment due by April 1, 2024, for the NC to be included in pre-event social media and print promotion and event signage.**

Vote at Community Outreach Committee: unanimous.

See One Generation info included in Feb. supporting documents. Roll Call Vote

Motion: Tracey Rosen, Second: Dena Weiss

Roll Call Vote

PASS Yes: 21 No: 0 Abstain: 0 Ineligible: 4 Total: 25

- **YES:** Karen DiBiase, Geoffry Hobson, Shelley Schwartz, Julian Tu, Peter Haber, Mascha Dowell,

Tracey Rosen, Dean Matthew, Don Patterson, Martin Lipkin, Dena Weiss, Julie Waltrip, Steve Sommers, Allan Biggins, Bill Barnett, Heath Kline, Bobbie Wasserman, Kate Kennedy, Schyler Katz, Joyce Fletcher, August Steurer

- *NO:*
- *ABSTAIN:*
- *INELIGIBLE: Reina Cerros-McCaughey (Alt), Jayce Baron (Training), Janice Mendell (Training), Rosaleen O’Sullivan (Training)*

Item No. (13) Education & Youth Committee – Chair, Julie Waltrip
(24-024) Motion to Approve \$2000.00 NPG Woodlake Elementary Community Charter School PTSA

For discussion and possible action:

Whereas, The Education & Youth Committee received an NPG Application from the Parent Teacher Student Association (PTSA), the 501(c)(3) non-profit organization for Woodlake Elementary Community Charter School (Area-4 south of Victory between Platt and Fallbrook) requesting funding of \$2,000 toward their \$4,200 arts showcase event called Night of the Arts (NOTA) on Saturday evening May 4, 2024.

Terra Collins, PTSA Community Outreach, and Jennifer Richmond, PTSA President, provided the committee a detailed presentation of the elements of the event, showcasing students’ artwork in an outdoor “art gallery.” The community is invited to view the art, create art of their own at make-and-take stations, and enjoy choral music, dance, and musical theater performances. “Out of this world” is this year’s theme for the arts event coordinating with the day for celebrating Star Wars: “May the Fourth be with you.” Art supplies, signage, onsite art stations, refreshments and more will be provided by the PTSA and the event will be run by Woodlake art and music teachers and retained outside vendors.

NOTA serves the families of all 590 Woodlake students: TK through 5th grade, including displaced Ukrainian and Israeli students and students with special educational needs; and Art supplies left over for the event will replenish some of the inventory used during Studio Art instruction inside the classrooms and outside the classrooms in their Recycled Art Garden; and

Whereas, Terra Collins has offered a sign or banner to be made and hung year-round advertising the WHWC Neighborhood Council as a community sponsor of the school and welcomes us to table with our booth and physical presence at the event if we support this grant request; and The WHWC Neighborhood Council has granted this request in the past; and

Whereas, The Education Committee, after receiving input and having discussion over two meetings voted unanimously to recommend to the full Board passage and funding of the attached NPG.

Therefore, The Education Committee, moves that the full board approve the attached Woodlake NPG for \$2000.00 and direct the treasurer to submit the NPG and supporting documentation to the City Clerk for funding.

Committee Vote: **5 Ayes:** Waltrip, Cerros-McCaughey, Kline, Schwartz, Biggins **0 Nays;** **0 Abstains;** **0 See Woodlake NPG (8 pages) included in Feb. supporting documents.**

Motion: Julie Waltrip, Second: Tracey Rosen

Roll Call Vote

PASS Yes: 21 No: 0 Abstain: 0 Ineligible: 4 Total: 25

- YES: Karen DiBiase, Geoffry Hobson, Shelley Schwartz, Julian Tu, Peter Haber, Mascha Dowell, Tracey Rosen, Dean Matthew, Don Patterson, Martin Lipkin, Dena Weiss, Julie Waltrip, Steve Sommers, Allan Biggins, Bill Barnett, Heath Kline, Bobbie Wasserman, Kate Kennedy, Schyler Katz, Joyce Fletcher; August Steurer
- NO:
- ABSTAIN:
- INELIGIBLE: Reina Cerros-McCaughey (Alt), Jayce Baron (Training), Janice Mendell (Training), Rosaleen O'Sullivan (Training)

NOTE: Presentation given by Jennifer Richman, PTSA President

Item No. 14

Heath Kline, Treasurer

(24-025) Motion to reallocate funds in our 23-24 FY Budget to provide funds within and between City Clerk defined budget categories to provide available funds to support newly authorized board expenditures.

The WHWCNC treasurer is aware several new spending items will be placed on February 15 Special Meeting agenda that were not previous on the NC's budget and accounted for under the City Clerk's prescribed budget categories.

To determine available funds the treasurer prepared the attached **"2/15 Test Budget"** that reflects our actual FYYTD spending & commitments, with their required corresponding budget allocation amounts. Next, the treasurer added all the proposed 2/15 spending amounts with their required budget allocations, assuming they were all to pass. (The proposed new 2/15 spending items appear in **BOLD Blue text with Yellow background fill**.) This exercise reveals that if some or all of February's spending motions pass it will create the need for treasurer to reallocate unspent funds within some and between different budget categories to have the necessary funds available for the Clerk to approve and carry out the NC's spending requests.

Therefore, the treasurer is requesting the board to work with him at the meeting to make and approve the necessary budget reallocations allowing him to submit an updated balanced budget to the City Clerk, preventing delay waiting for a future budget reallocation before he can submit approved spending requests.

Motion: The WHWCNC has updated its budget allocations for their 23-24 FY budget effective 2/15/24. We direct the treasurer to use this updated budget going forward and file it with the City Clerk as required. [See 2/15 Test Budget \(1 page\) included in Feb 24 supporting documents for this agenda.](#)

Original Motion: Heath Kline, Second: Joyce Fletcher

Substitute Motion: Heath Kline, Second: Don Patterson

Substitute Motion: Substitute Motion to reallocate \$5600 within the Outreach category on the WHWCNC Budget. Increase the VCC line to \$3,500 and decrease the Webmaster line to \$1,500.

Roll Call Vote

PASS Yes: 21 No: 0 Abstain: 0 Ineligible: 4 Total: 25

- **YES:** Karen DiBiase, Geoffry Hobson, Shelley Schwartz, Julian Tu, Peter Haber, Mascha Dowell, Tracey Rosen, Dean Matthew, Don Patterson, Martin Lipkin, Dena Weiss, Julie Waltrip, Steve Sommers, Allan Biggins, Bill Barnett, Heath Kline, Bobbie Wasserman, Kate Kennedy, Schyler Katz, Joyce Fletcher, August Steurer
- **NO:**
- **ABSTAIN:**
- **INELIGIBLE:** Reina Cerros-McCaughey (Alt), Jayce Baron (Training), Janice Mendell (Training), Rosaleen O'Sullivan (Training)

Item No. 15

Heath Kline, WHIP Chair

(24-026) WHIP Submits a CIS for consideration regarding composition of Ventura/Cahuenga Boulevards Specific Plan Review Board

For discussion and possible action:

A Community Impact Statement to SUPPORT an action of the Ventura/Cahuenga Boulevards Corridor Specific Plan Review Board regarding a pending amendment affecting the board structure. Action pertains to a City Planning report adopted by the City Planning Commission and submitted to the City Council in Council File 17-1071-S1 recommending amendments to the Ventura/Cahuenga Boulevards Corridor Specific Plan. This Motion pertains only to changes regarding the Plan Review Board.

(At-Large Board Member August Steurer is recused)

Summary for CIS Portal:

The Board of the Woodland Hills -Warner Center Neighborhood Council (WHWCNC) supports a 13-member VCBCSP Review Board structure found in the Letter of Communication issued by the Plan Review Board (PRB) [see PRB Letter in supporting docs] of the Ventura/Cahuenga Boulevards Corridor Specific Plan (VCBCSP). **The WHWCNC does not support the structure proposed by the City Planning Department and City Planning Commission**, which has only a 7-member PRB, without Neighborhood Council appointees, because it allows a possibility of one Council Member appointing 6 out of 7 Board Members. The alternative structure, now supported by the affected Neighborhood Councils, will ensure that even if the whole VCBCSP was in one Council District, a single Council Member could appoint only 6 out of 13 members. The PRB letter supports an alternative PRB membership structure compared to the one from City Planning. City Council President Paul Krekorian first proposed the 13-member VCBCSP Review Board consisting of one Board Member to be appointed by the Mayor, one Board Member to be appointed by the City Council Member(s) for each of the Specific Plan's defined six communities (Woodland Hills, Tarzana, Encino, Sherman Oaks, Studio City, and Cahuenga) within their Council District, AND one Board Member to be appointed by each Neighborhood Council representing one of the Plan's six communities. Should more than one Council Member represent a community, the multiple Council Members

shall jointly choose their joint appointee for that community regardless of where the Council District boundaries fall in the VCBCSP community.

WHWCNC CIS Submission:

The City Council is reviewing proposed amendments to the Ventura-Cahuenga Boulevards Corridor Specific Plan (VCBCSP), found in Council File 17-1071-S1. Some of the changes negatively affect the structure of its Plan Review Board (PRB) for community representation by reducing the affected community's direct influence regarding the administration of the Specific Plan.

What does the PRB do?

- The PRB oversees the city's spending of fees collected from properties and projects within the Specific Plan. Currently, most fees are devoted to safety and traffic improvements.
- The PRB advises City Planning on cases requiring discretionary actions for zone changes, variances, and exceptions.
- After Neighborhood Councils were created, the PRB delegated its project review responsibilities to the relevant affected Neighborhood Councils within the Plan.
- The PRB notifies the local City Council Members when it discovers amendments are needed to the Specific Plan. The PRB recognized the need to revise the Board Membership rules over 5 years ago. The City Council initiated the amendment process from City Planning based on recommendations made by the PRB.

Why does the PRB structure need to be revised?

Before the City's 2022 redistricting of City Council Districts, the PRB had nine members, with some of the Specific Plan's communities having only one representative and some having two. Because the Specific Plan is now within just two Council Districts, the PRB, under the current rules, has been reduced to only five members, with two Specific Plan communities having no representation.

Against the recommendation of the PRB, the amendment submitted by the City Planning Department (and subsequently approved by the City Planning Commission) alters the structure of the PRB to have only seven members. The City Council Member(s) for the six communities defined in the amended plan (Woodland Hills, Tarzana, Encino, Sherman Oaks, Studio City, and Cahuenga) will appoint one member for each community, and the City Mayor will appoint one member.

The PRB and Neighborhood Councils in the Plan are concerned the proposed structure does not best serve the interests of their communities. Currently, there are only two council districts along the Boulevard. Council District 4 contains four communities along the eastern roughly 10.5 miles of the Plan, and Council District 3 has two communities along the western 6.5 miles. Under the proposed structure, one council district would control most of the Board. Notably, near the end of the 2022 redistricting process, a map was briefly considered with only one Council District encompassing the Specific Plan, giving just one Council Member supermajority control of the Board and a lack of diverse opinions.

As proposed by City Planning, the future Board Memberships should satisfy various demographic categories for "diversity." However, the changes lack any emphasis or requirement for selecting appointees familiar with the Specific Plan and/or knowing the community's experience and issues with the Specific Plan. There was some

concern by the PRB that appointments could be made for political purposes, which does not serve the affected communities well.

When City Planning Department staff first provided the PRB with proposed changes, the PRB members recognized the potential issues arising from their proposed restructuring. They voiced those issues to the staff. Later, after a City Planning Commission approval of a 7-member PRB, the current PRB members unanimously passed a motion to send a Letter from the PRB (see attachment) to support their preferred 13-member structure for the PRB. Council President Paul Krekorian initially proposed it when he represented a portion of the Specific Plan. Community organizations and Neighborhood Councils along the Boulevard(s) currently support the PRB letter.

What is the WHWCNC & PRB members preferred PRB structure?

The favored, alternative PRB structure expands upon the 7-member Board structure to have a 13-member Board. Under the expanded structure, the relevant Neighborhood Councils would each appoint a Board Member to improve their representation on the PRB. Because Neighborhood Councils perform case reviews of projects along the Specific Plan, they can best appoint members with appropriate experience related to the Boulevard(s). This alternative prevents any City Council Member from controlling a majority of the PRB whenever redistricting reduces the number of Council Members within the borders of the Plan to one or two.

Any limitations put on the terms of PRB members can be detrimental since the City's slow processes often take many years to accomplish projects. Some past PRB projects took over a decade for Members to champion successfully to completion.

A 7-member board offers less diversity of experience. A smaller board presents a larger burden on each PRB member to address and review the needs and issues within the Specific Plan. Also, when only one member represents a community, any absence of that member leaves the community without representation during PRB discussion.

We note from discussions with PRB members that the Planning Department provides minimal support for reviewing the plan, as exemplified by the fact that the annual report from staff, as required by the Plan, has not been presented to the PRB for many years.

The WHWCNC believes that a 13-member board would require minimal additional support in this digital era compared to supporting a 7-member board. The larger board could function better. A 13-member Board will give greater attention to the needs of the Specific Plan.

THEREFORE,

The Woodland Hills Issues and Policies Committee recommends that the Woodland Hills – Warner Center Neighborhood Council join in supporting the position of the Ventura/Cahuenga Boulevards Corridor Specific Plan PRB Members, other Neighborhood Councils in the Specific Plan, the Woodland Hills Homeowners Organization, to have a 13-member Plan Review Board whereby:

- The City Mayor appoints one member.
- One member is appointed for each of the six communities by the City Council Member for the Community.
- One member is appointed for each of the six communities by the relevant Neighborhood Council for the Community. Appointed members must qualify as stakeholders of the community.

- There are no limits to the number of 3-year, staggered Board Member terms.
- The Officers for PRB are to be the President, 1st Vice President, and 2nd Vice President.

FURTHERMORE,

The Board of the Woodland Hills – Warner Center Neighborhood Council is to file an impact statement to CF 171071-S1 stating its support for a 13-member Plan Review Board and notify the Mayor, all City Council Members, City Planning Director Vince Bertoni, plus Shana Bonstin, Director of Community Planning and other appropriate Planning and City Council staff.

Link to CF 17-1071-S1:

<https://cityclerk.lacity.org/lacityclerkconnect/index.cfm?fa=ccfi.viewrecord&cfnumber=17-1071-S1>

WHIP Committee Motion adopted 2-11-2024. **4 Eligible; 3 Ayes:** Kline, Waltrip, Williams; **0 Nays; 0 Abstains; 1 Recused:** Steurer

See PRB Letter (1 page) included in Feb 24 supporting documents for this agenda.

Motion: Heath Kline, Second: Steve Sommers

Roll Call Vote

PASS Yes: 20 No: 0 Abstain: 0 Recused: 1 Ineligible: 4 Total: 25

- **YES:** Karen DiBiase, Geoffry Hobson, Shelley Schwartz, Julian Tu, Peter Haber, Mascha Dowell, Tracey Rosen, Dean Matthew, Don Patterson, Martin Lipkin, Dena Weiss, Julie Waltrip, Steve Sommers, Allan Biggins, Bill Barnett, Heath Kline, Bobbie Wasserman, Kate Kennedy, Schyler Katz, Joyce Fletcher
- **NO:**
- **ABSTAIN:**
- **RECUSED:** August Steurer
- **INELIGIBLE:** Reina Cerros-McCaughey (Alt), Jayce Baron (Training), Janice Mendell (Training), Rosaleen O’Sullivan (Training)

NOTE: August Steurer is recused for Item#15. He is a member of the PRB.

2. Committee Reports,

Budget Committee – Heath Kline, Chair

Community Services Committee – Joyce Fletcher, Chair

Community Outreach Committee – Tracey Rosen, Chair – *All Committees need to submit their Mission Statements and send an update on your committee activities for the Quarterly Newsletter*

Education and Youth Committee – Julie Waltrip, Chair – *First Meeting will be on March 21st, 11am*

Environmental & Beautification Committee – Karen DiBiase, Chair

Governance Committee – Dena Weiss, Chair

Public Health and Homelessness Committee –Reina Cerros-McCaughey and Geoffrey Hobson, Co-Chairs
Public Safety and Transportation –No Chair
PLUM Committee – Don Patterson and Marty Lipkin, Co-Chairs WHIP
Committee – August Steurer and Heath Kline, Co-Chairs

3. **Area Reports**

Area 1 - Karen DiBiase, Geoffrey Hobson, Shelly Schwartz, Reina Cerros-McCaughey

Area 2 – Julian Tu, Paul Lawler, Peter Haber, Masha Dowell – *Rams have started construction at their practice site*

Area 3 – Tracey Rosen, Dean Mathew, Harout. Aristakessian – *Pending update on Reimagine Ventura Blvd. Be careful crossing Ventura Blvd.*

Area 4 – Don Patterson, Martin Lipkin, Dena Weiss – *Currently there is no land moving in Area 4 due to rain*

Area 5 – Christopher Waddy, Julie Waltrip, Steve Sommers, Allan Biggins – *First Saturday Cleanup successfully cleaned up on Ventura Blvd/median/street gutters. Working on starting up a neighborhood watch.*

Area 6 –Bill Barnett, Heath Kline – *March 17th is expected more rain. Be careful of mud flows.*

Area 7 – Kate Kennedy, Joyce Fletcher, Schyler Katz – *Casalina Restaurant is working on their parking issues, and are using the Woodland Hills Library parking lot. Will need to contact CD3 for help with this issue.* At-Large – August Steurer, Bobbie Wasserman

Adjournment of Meeting: 9:09pm

Minutes submitted by Karen DiBiase, Secretary

The next Regular Board meeting will be held in person on **March 13, 2024**, at the **Fire Station #84**, unless otherwise indicated. Please visit the calendar page at whcouncil.org for the complete details and to confirm the date, time & location.

Meeting dates for the 2024-2025 year: Full Board meetings are held the second Wednesday of every month at 6:30 p.m. Check the NC website calendar for a complete list of committee and board meetings. Meeting dates and times are subject to change. Check the NC calendar for updated meeting schedules.

*THE AMERICAN WITH DISABILITIES ACT - As a covered entity under Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate based on disability and, upon request will provide reasonable accommodation to ensure equal access to its programs, services, and activities. Sign language interpreters, assistive listening devices, or other auxiliary aids and/or services may be provided upon request. To ensure the availability of services, please make your request at least 3 business days (72 hours) before the meeting by contacting the Department of Neighborhood Empowerment by calling (213) 978-1551 or email: NCsupport@lacity.org.

*PUBLIC ACCESS OF RECORDS – In compliance with Government Code section 54957.5, non- exempt writings that are distributed to a majority or all of the board in advance of a meeting may be viewed at our website: www.whcouncil.org or at the scheduled meeting. In addition, if you would like a copy of any record, if available, related to an item on the agenda, please contact the President and / or Dena Weiss, at email address d.weiss@whcouncil.org.

*PUBLIC POSTING OF AGENDAS – agendas are posted for public review as follows:

- www.whcouncil.org and go to the website Calendar page and click on the date – Board meetings are held on the second Wednesday of each month. Check the calendar for any change of meeting date and/or time.
- You can also receive our agendas via email by subscribing to L.A. City’s Early Notification System at <https://www.lacity.org/subscriptions>
- **A copy of this agenda is also physically posted at the lobby entrance of LA Fire Station 84, 21050 Burbank Blvd., [west of DeSoto], Woodland Hills, CA 91367. The Chamber is under construction but the sign is still there and it is located at the Promenade Mall outside the east entrance of the mall and to the left of Ruth Chris Restaurant. The entrance is accessed from Owensmouth Street. Parking is free.**
- *RECONSIDERATION AND GRIEVANCE PROCESS - For information on the WHWCNC process for board action reconsideration, stakeholder grievance policy, or any other procedural matters related to this

Council, please consult the WHWCNC Bylaws. The Bylaws are available at our website at www.whcouncil.org

- SERVICIOS DE TRADUCCIÓN - Si requiere servicios de traducción, favor de avisar al Concejo Vecinal 3 días de trabajo (72 horas) antes del evento. Por favor contacte a Dena Weiss al d.weiss@whcouncil.org o por correo electrónico avisar al Concejo Vecinal.
- Notice to Paid Representatives - If you are compensated to monitor, attend, or speak at this meeting, City law may require you to register as a lobbyist and report your activity. See Los Angeles Municipal Code §§ 48.01 et seq. More information is available at ethics.lacity.org/lobbying. For assistance, please contact the Ethics Commission at (213) 978- 1960 or ethics.commission@lacity.org.

Approval of April 10, 2024 Minutes

14 pages

CITY OF LOS ANGELES
CALIFORNIA

**Neighborhood Council
Governing Board Officers:**
President, Dena Weiss
Vice President, Tracey Rosen
Secretary, Karen DiBiase
Treasurer, Heath Kline
Parliamentarian, Don Patterson



WOODLAND HILLS
WARNER CENTER
NEIGHBORHOOD COUNCIL

200 N. Spring Street Los
Angeles, CA 90012

Email: NCsupport@lacity.org
Website: www.empowerla.org

MINUTES
Regular Full Board Meeting
City of Los Angeles Fire Station #
84, in the Community Room
21050 Burbank Blvd., Woodland Hills, CA,
91367
April 10, 2024
6:30 p.m. - 09:00 p.m.
IN PERSON BOARD MEETING

Si requiere servicios de traducción, favor de avisar al Concejo Vecinal 3 días de trabajo (72 horas) antes del evento. Por favor contacte Karen DiBiase, Secretaria, al 818-639-9444 o por correo electrónico www.whcouncil.org para avisar al Concejo Vecinal.

***PUBLIC INPUT ON AGENDA ITEMS** – The public may address the Board on any agenda item before the Board takes an action on an item. Comments from the public on agenda items will be heard only when the respective item is being considered. *Public comment is limited to (1) minute per speaker unless adjusted by the President. Public comment can only be made one time and will be heard at the beginning of an agenda item.*

***PUBLIC INPUT ON MATTERS NOT ON THE AGENDA** - Comments from the public on other matters not appearing on the agenda *that are within the Board's jurisdiction* will be heard during the General Public Comment period. Please note that under the Brown Act, the Board is prevented from acting on a matter that you bring to its attention during the General Public Comment period; however, the issue raised by a member of the public may become the subject of a future Board meeting.

Board Members:

- Area 1 - Karen DiBiase, Geoffrey Hobson, Shelly Schwartz, Reina Cerros-McCaughey
- Area 2 – Julian Tu, Paul Lawler, Peter Haber, Masha Dowell
- Area 3 – Tracey Rosen, Dean Mathew, Harout Z. Aristakessian, Jayce Baron
- Area 4 – Don Patterson, Martin Lipkin, Dena Weiss, Aava Dekordi
- Area 5 – Christopher Waddy, Julie Waltrip, Steve Sommers, Allan Biggins
- Area 6 –William Barnett, Heath Kline, Bobbie Wasserman, Janice Mendell
- Area 7 – Kate Kennedy, Joyce Fletcher, Schyler Katz, Rosaleen O’Sullivan
- At-Large – August Steurer, Vacant Seat for Alternate
- Youth Member – Vacant seat

AGENDA

- Call to Order – *Dena Weiss, 6:31pm*
- Pledge of Allegiance – *Paul Lawler*
- Roll Call – *Karen DiBiase*

Quorum at time of meeting called to order: 22

Karen DiBiase, Geoffrey Hobson, Reina Cerros-McCaughey, Julian Tu, Paul Lawler, Peter Haber, Masha Dowell, Tracey Rosen, Dean Matthew, Harout Aristakessian, Don Patterson, Martin Lipkin, Dena Weiss, Aava Dekordi, Christopher Waddy, Julie Waltrip, Steve Sommers, Heath Kline, Bobbie Wasserman, Kate Kennedy, Joyce Fletcher, August Steurer

Absent: Shelley Schwartz, Jayce Baron, Allan Biggins, Bill Barnett, Jancie Mendel, Schyler Katz, Rosaleen O’Sullivan

Public Announcements:

Office of Councilmember Bob Blumenfield – *Seth Samuels, Planning and Field Deputy-Woodland Hills*

- 1) *Police Athletic League (PAL), meeting at ex-Promenade Mall parking lot, May 16-19.*
- 2) *New “green space” is being developed at 19441 W. Califa St. Be aware of construction at site.*
- 3) *The Councilmember is auditing the homeless funding problems. Will take an accounting of “what works”*
- 4) *RV’s are parking on Valley Circle: Working with LAPD. Each Council District office will address issues in their areas.*

Office of LA County Supervisor for Third District, Lindsey Horvath – *Daniell Vicente, West Valley Field Office Rep*

- 1) *The 101 Fwy will be shut down at night to work on the wilderness overpass project, M-F from 11:50pm to 5am.*

Office of US House of Representatives, Brad Sherman – *Taleen Keuroghlian, Field Rep*

- 1) *Summer Internships are available.*
- 2) *Will be a “town hall” on April 11th, 7pm, via zoom.*

Empower LA – *Prabhjot Chamber, Rep for WHWCNC*

- 1) *Congress of Neighborhoods: Looking for people to help with the planning.*
- 2) *Regional Outreach Roundtable: open for committee chairs*

General Public Comment, by the Public, on Non-Agenda Items: *None*

General Public Comment is limited to (2) minutes per speaker and 10 minutes total due to limited timing at the firestation venue.

I. Organization, Operation, Policies, & Procedures:

All comment is limited to 1 minute per speaker, unless adjusted by the presiding officer of the Board.

Time limits set for each agenda item may be adjusted by the presiding officer of the Board. Time limits may vary so the public is encouraged to join the meeting several minutes PRIOR to a specific agenda item being discussed.

A. Approval of Minutes: Board Meeting – March 12, 2024

See posted support document

Motion: *Martin Lipkin, Second: Don Patterson*

Roll Call Vote

PASS Yes: 19 No: 0 Abstain: 1 Ineligible: 2 Total: 22

- *YES: Karen DiBiase, Geoffrey Hobson, Reina Cerros-McCaughey, Julian Tu, Paul Lawler, Peter Haber, Tracey Rosen, Dean Matthew, Harout Aristakessian, Don Patterson, Martin Lipkin, Dena Weiss, Christopher Waddy, Steve Sommers, Heath Kline, Bobbie Wasserman, Kate Kennedy, Joyce Fletcher, August Steurer*
- *NO:*
- *ABSTAIN: Julie Waltrip*
- *INELIGIBLE: Masha Dowell (Alt), Aava Dekodi (Alt)*

NOTE: Approval of the minutes from 2-15-24 will be continued to the next month’s NC board meeting. It was accidentally omitted from the 4-10-24 Agenda.

B. Officer Reports

President – Dena Weiss - *Theme for the month is “Governance”. Retreat: April 20th 9-3pm, Budget Advocate: We can appoint 2 people. Let Dena know if interested. “Code of Conduct” is important and is working!*

Vice President – Tracey Rosen – *All committee chairs were sent a reminder to make sure there is a current application on file for non-board members on your committee. The First Newsletter went out on 4-01-24. Make sure to add names on the link to get this emailed to you. Arts & Culture Committee: Masha and Aava are the chairs of this new committee.*

Treasurer – Heath Kline – *Working on resolving issues with City Clerk regarding problems with approvals.*

Secretary -Karen DiBiase – *Welcome Aava to the NC board.*

Parliamentarian – Don Patterson - *None*

2. Items for Discussion and Possible Action:

Item No. 1

Heath Kline, Treasurer

(24-037) Approval of MER for March, 2024

For discussion and possible action:

Motion for the Board to approve the March 2024 Monthly Expense Report (MER)

Review of WHWCNC Budget YTD.

See March MER (42 pages) included in supporting documents.

Motion: Heath Kline, Second: Karen DiBiase

Roll Call Vote

PASS Yes: 20 No: 0 Abstain: 0 Ineligible: 2 Total: 22

- *YES: Karen DiBiase, Geoffrey Hobson, Reina Cerros-McCaughey, Julian Tu, Paul Lawler, Peter Haber, Tracey Rosen, Dean Matthew, Harout Aristakessian, Don Patterson, Martin Lipkin, Dena Weiss, Christopher Waddy, Julie Waltrip, Steve Sommers, Heath Kline, Bobbie Wasserman, Kate Kennedy, Joyce Fletcher, August Steurer*
- *NO:*
- *ABSTAIN:*
- *INELIGIBLE: Masha Dowell (Alt), Aava Dekodi (Alt)*

Item No. 2

Heath Kline and August Steurer, WHIP Co-chairs

(24-038) Motion from WHIP to approve Community Impact Statement (CIS) regarding NC Funding for submission to CF 24-0600, the file on the City Budget for 2024-2025.

In this Community Impact Statement, The Woodland Hills – Warner Center Neighborhood Council Board seeks the collaboration of Bob Blumenfield, City Council Budget Committee Chair, and Mayor Bass to address the funding challenges Neighborhood Councils (NCs) face in Los Angeles. The CIS, intended for submission to the city's 2024-2025 budget discussions, underscores the disparity between the city's budget growth and the diminishing funding allocated to NCs. Initially provided with \$50,000, NCs now operate with a significantly reduced budget of \$32,000, which, when adjusted for inflation, falls short by \$53,000 of what is needed to maintain their initial operational fiscal capacity. The CIS calls for immediate budget increases to match inflation-adjusted levels, reinstatement of the 3-year fund rollover policy, a base-plus-per-resident funding model, and additional support for NCs with unique challenges. It highlights the increased costs associated with digital and traditional stakeholder engagement, the necessity for professional digital marketing skills, and the financial strain of maintaining a digital presence across multiple platforms. The motion also points out NCs' dilemma between funding community non-profits through Neighborhood Purpose Grants and fulfilling their primary goals. The CIS seeks support from the City to equip NCs with the necessary resources for effective community engagement in the digital

era, emphasizing the critical role of digital communication in involving stakeholders in city governance.

WHWCNC Community Impact Statement on Neighborhood Council Funding:

The Woodland Hills Issues and Policies Committee recommends that the WHWCNC Board endorse a resolution calling on Mayor Karen Bass and city officials to urgently address the funding inadequacies facing Neighborhood Councils (NCs). This resolution highlights the financial challenges that undermine NCs' ability to engage stakeholders effectively. It advocates for necessary budget reforms to enhance their role in promoting community participation in city governance. The resolution identifies critical issues and offers targeted solutions:

1. **Budgetary and Inflationary Disparities:** Despite a 150% increase in the City of Los Angeles budget from \$5.14 billion in 2003-2004 to over \$13 billion in 2023-2024, Neighborhood Council funding has never kept pace, severely affecting their operational capacity.
 - Initially allocated \$50,000 with rollover options 20+ years ago, NCs now work with a diminished budget of \$32,000, representing a 36% decrease before accounting for inflation.
 - However, when adjusting for inflation, NC funding should exceed \$85,000, representing a current \$53,000 deficiency in funding to be equal to what NCs received at their start.
 - Ideally, if NC's budget matched the city's budget growth, NCs would have access to over \$125,000 for 2024-2025.
 - Over the years, the importance of funding for NCs has diminished by 74%.
2. **Expanded Engagement and Communication Costs:** While traditional means of outreach continue with inflationary costs, the increasing shift to digital communications triggers significant additional costs.

Effective and meaningful stakeholder engagement and outreach cost money. It cannot be done effectively with current funding. Whether the engagement is via more traditional communication like community events, street furniture ads, street banners, and local print media, when you include engaging our stakeholders online via targeted social media ads, email blasts, bulk text messages, text bots, website upkeep, and content creation, the simple fact is that reaching our stakeholders costs money.

Much is required today for an NC to fulfill its duties of stakeholder engagement. Some of the new challenges include:

- **Professional Skills:** Effective digital engagement requires content creation (sometimes paid for), digital marketing services (also paid for), and marketing expertise to reach and involve diverse community segments. It requires teams of diverse skills.
- **Increased Service and Tools Costs:** A comprehensive functional communication system is often complex. The financial demands of maintaining a digital presence—covering website upkeep, content tools, social media tools, automation tools, emailing service, utilizing online advertising for visibility, and the needs for specialist assistance—have escalated.
- **Multi-Platform Consistency:** Serving all demographics and community segments requires a presence on various platforms. Engaging stakeholders today demands a coordinated, cohesive presence across multiple digital platforms, such as Facebook, YouTube, and TikTok, plus any new platforms. These all require more resources.
- **Event/Facility use:** Serving all ages and demographic segments also requires meeting stakeholders with a physical presence. ADA-compliant spaces add costs as they are fewer and more expensive. Engaging stakeholders today also demands a coordinated, cohesive in-person presence beyond just online platforms, which requires yet even more resources.

3. **Neighborhood Purpose Grants (NPGs):** An NC emphasis on NPGs for funding community non-profits detracts from their capacity to engage stakeholders directly. NPGs are a valuable part of helping our community, but not at the expense of fulfilling our NC's primary charter goals and obligations. NCs should not be faced with choosing between one or the other.
4. **Needed Budget Solutions:**
 - **Increase NC Budgets:** Immediately increase NC budgets back to their inflation-adjusted initial level and facilitate future inflation-indexing adjustments.
 - **Return the 3-year Fund Rollover:** Advocate for a policy that allows funding rollovers, promoting strategic financial planning for periodic major community projects such as the Olympics or Community Planning.
 - **Use a Base-Budget-Plus-Per-Resident Allocation:** To align funding more equitably with community size and needs, initiate a base budget of \$30,000 (for example) plus an additional \$1 per resident. Even the smallest NC would not get less than now.
 - **Supplemental Budgets for Unique Needs:** Consider additional budget funding for NCs facing distinct challenges or serving underserved areas.
5. **Collaborative Action Request:** Urge Council Member Bob Blumenfield, Chair of the Budget, Finance, and Innovation Committee, to lead these efforts in partnership with Mayor Karen Bass and other council members. This collaboration is vital for providing NCs with the resources for effective community engagement in the digital era.

This resolution addresses the urgent need for updated funding models that accommodate the evolving dynamics of community engagement, emphasizing the growing importance of digital communication. It aims to equip NCs with the capabilities to involve stakeholders more effectively in city governance.

###

Furthermore, the Committee recommends advising the Mayor and the City Council of the Board resolution and filing a Community Impact Statement to File CF 24-0600.

WHIP Vote: Yes: Kline, Steurer, Waltrip, Williams; No: None; Abstain: None; Absent: Haber

Motion: *August Steurer, Second: Joyce Fletcher*

NOTE: *Per Heath Kline, this motion is withdrawn in order to work on corrections of the wording on the CIS letter. No vote taken on Item#2.*

Item No. 3

Joyce Fletcher, Chair of Community Services Committee

(24-039) Funding Request - Motion to RE-VOTE to RE-APPROVE WHWCNC Outreach/Promotional Items

Discussion and possible action:

On January 10, 2024, the board of the Woodland Hills-Warner Center Neighborhood Council voted to approve the following Agenda Item (24-007). The approved HALO tote bags and flashlight have been delivered and are in the possession of the WHWCNC. However, HALO has not provided a correct invoice within the deadline allowed by the City Clerk.

Therefore, per the City Clerk the board must Re-Vote to Re-Approve the original agenda item.

Re-approve the previously voted on and passed agenda item 24-007, which was previously worded as:

Motion for the board to approve funding up to \$2,500.00 from the 2023-2024 Budget - Community Services Committee fund (\$1,000.00) and the General Outreach fund (\$1,500.00) for the purchase of outreach promotional items for use at various WHWCNC events. At this time the WHWCNC has depleted its supply of outreach promotional items.

The next major event will be the Grateful Hearts event held on April 6, 2024 at Warner Park. See the posted flyer. All board members are invited to participate and provide outreach to the stakeholders of Woodland Hills.

The vendor is HALO Branded Solutions or an equivalent vendor should any issue arise per the office of the city clerk as more stringent funding requirements have been put in place.

*The posted invoices include the logo imprint fee, price, tax and shipping for:
250 Kelly Green WHWCNC Logo Branded Grocery Tote Bags \$855.00
250 Royal Blue WHWCNC Logo Branded Grocery Bags \$855.00
500 Rectangle Flashlight and Keychain \$575.00
See attached support documents.*

Vote at Community Services Committee:

Joyce Fletcher YES, Karen DiBiase YES, Dena Weiss YES, Tracey Rosen YES.

Vote at full Board meeting:

Motion: Joyce Fletcher, Second: Tracey Rosen

Roll Call Vote

PASS Yes: 15 No: 0 Abstain: 0 Ineligible: 6 Total: 21

- YES: Karen DiBiase, Reina Cerros-McCaughey, Julian Tu, Peter Haber, Tracey Rosen, Harout Aristakessian, Martin Lipkin, Dena Weiss, Christopher Waddy, Julie Waltrip, Steve Sommers, Bill Barnett, Heath Kline, Joyce Fletcher, August Steurer
- NO: 0
- ABSTAIN:0
- INELIGIBLE: Masha Dowell (Training), Dean Mathew (Training), Allan Biggins (Training), Kate Kennedy (Training), Schyler Katz (Training), Bobbie Wasserman (Alt)

Motion: Joyce Fletcher, Second: Heath Kline

Roll Call Vote

PASS Yes: 20 No: 0 Abstain: 0 Ineligible: 2 Total: 22

- YES: Karen DiBiase, Geoffrey Hobson, Reina Cerros-McCaughey, Julian Tu, Paul Lawler, Peter Haber, Tracey Rosen, Dean Matthew, Harout Aristakessian, Don Patterson, Martin Lipkin, Dena Weiss, Christopher Waddy, Julie Waltrip, Steve Sommers, Heath Kline, Bobbie Wasserman, Kate Kennedy, Joyce Fletcher, August Steurer
- NO:
- ABSTAIN:
- INELIGIBLE: Masha Dowell (Alt), Aava Dekodi (Alt)

Item No. 4

Dena Weiss, Tracey Rosen, Chairs of Governance and Community Outreach Committees

(24-40) Funding Request - Motion to Approve a Bus Bench Application for WHWCNC

Discussion and possible action:

Motion for the Board to approve \$280 from the Outreach budget line item, in order to submit a request for bus bench advertising per the email received from Empower LA which stated:

“... if you are interested in advertising events or general information about your Neighborhood Council to the public you can apply to put a PSA for your NC on a bus bench or in a bus shelter! To request a bus bench advertising, fill out the following form: <https://form.jotform.com/203147054709150> OR to request a bus shelter, fill out this form: <https://form.jotform.com/203146972203147>.

To learn more about PSA placements for bus benches or shelters, visit: <https://streetsla.lacity.org/psa-fact-sheet>

Have a great day!

Best Regards,

NC Support Team

Department of Neighborhood Empowerment

200 N. Spring Street, Suite 2005

Los Angeles, CA 90012

Downtown Office: (213) 978-1551

Downtown Fax: (213) 978-1751

EmpowerLA.org”

This is a free service however we must pay for production and design costs.

[See posted support document](#)

Motion: *Dena Weiss, Second: Heath Kline*

NOTE: *Per Dena Weiss, this motion is withdrawn in order to get additional information. No vote taken on Item#4.*

Item No. 5

Dena Weiss, Tracey Rosen, Chair and VP of Governance

(24-41) Funding Request - Motion to Re-approve \$1,200 for WHWCNC Board Retreat on April 20, 2024

Discussion and possible action:

Motion for the Board to reapprove \$1,200 in order to pay for Board refreshments at the April 20, 2024 Retreat and also at Board outreach events. This has previously been vote on and approved from the Retreat line item in the budget.

[See posted support document](#)

Motion: *Dena Weiss, Second: Martin Lipkin*

NOTE: *Original motion was for \$1,000, increase of additional \$200 requested for Retreat*

Roll Call Vote

PASS *Yes: 15* *No: 2* *Abstain: 3* *Ineligible: 2* *Total: 22*

- *YES: Karen DiBiase, Geoffrey Hobson, Reina Cerros-McCaughey, Julian Tu, Paul Lawler, Peter Haber, Tracey Rosen, Dean Matthew, Harout Aristakessian, Dena Weiss, Steve Sommers, Heath Kline, Kate Kennedy, Joyce Fletcher, August Steurer*
- *NO: Don Patterson, Christopher Waddy*
- *ABSTAIN: Martin Lipkin, Julie Waltrip, Bobbie Wasserman*
- *INELIGIBLE: Masha Dowell (Alt), Aava Dekodi (Alt)*

Item No. 6

Homelessness and Social Justice Advocacy Committee –Reina Cerros-McCaughey and Geoffrey Hobson, Co-Chairs

(24-42) Funding Request - Motion to approve \$3,000 as a Neighborhood Purpose Grant for the Benefit of the West Valley YMCA Food Distribution program.

Discussion and possible action:

Since the beginning of the pandemic, the West Valley Family YMCA has stepped up to provide much needed services to the western part of the valley. From distance learning, to first responder childcare, shower program and a program that still operates to this day, fresh produce distribution. This program is something it offers every Wednesday, rain or shine, that sees over 300 families pick up fresh produce and pantry goods. This grant would help us cover a few months’ worth of transportation expenses and would give it the opportunity to use resources on other programming and supplies that families may need.

For discussion and possible action: Motion for the Board to fund and support an NPG in the amount of \$3000 for the Food Distribution Program. The program requires transportation to pick-up and deliver food items to the West Valley Location. The program complies with the city clerk’s mandate that NPG-funded projects and activities

must be for a public benefit and purpose, open, accessible, and free of charge to stakeholders. IRS Letter attached. NPG form Attached.

Roll call vote of members:

Vote was yes-6, no-0. Motion passed.

[See posted support document](#)

Motion: *Reina Cerros-McCaughey, Second: Harout Aristakessian*

Roll Call Vote

PASS *Yes: 15* *No: 2* *Abstain: 3* *Ineligible: 2* *Total: 22*

- *YES: Geoffrey Hobson, Reina Cerros-McCaughey, Paul Lawler, Peter Haber, Tracey Rosen, Dean Matthew, Harout Aristakessian, Don Patterson, Martin Lipkin, Dena Weiss, Christopher Waddy, Julie Waltrip, Steve Sommers, Kate Kennedy, Joyce Fletcher*
- *NO: Heath Kline, August Steurer*
- *ABSTAIN: Karen DiBiase, Julian Tu, Bobbie Wasserman*
- *INELIGIBLE: Masha Dowell (Alt), Aava Dekodi (Alt)*

Item No 7

Homelessness and Social Justice Advocacy Committee —Reina Cerros-McCaughey and Geoffrey Hobson, Co-Chairs

(24-43) Funding Request - New Friend Homeless Center /Miracle Minded Ministries NPG- Community Support in the amount of \$1,500

Discussion and possible action:

This grant request is to gain financial support for food and supply expenses required for feeding the unhoused and food insecure population in Woodland Hills. New Friends Homeless Center currently operates meal services on Friday nights at 5650 Shoup Avenue in Woodland Hills. Any funds received as part of this grant will be used exclusively for food & supplies for an estimated 500 meals provided at NFHC for each month. This includes regular meal service on Friday nights. NFHC, with its strong and courageous leadership and committed group of volunteers from our community, is up to the task of providing meals to those who need it the most. This grant will help support our ability to provide meals for the less fortunate in the community while also bringing together those from our community to serve and make a lasting difference. The program complies with the city clerk’s mandate that NPG-funded projects and activities must be for a public benefit and purpose, open, accessible, and free of charge to stakeholders. IRS Letter attached. NPG form Attached

Roll call vote of members:

Vote count yes-6, no-0. Motion passed.

[See posted support document](#)

Motion: *Reina Cerros-McCaughey, Second: Harout Aristakessian*

Roll Call Vote

PASS Yes: 16 No: 3 Abstain: 1 Ineligible: 2 Total: 22

- **YES:** Karen DiBiase, Geoffrey Hobson, Reina Cerros-McCaughey, Paul Lawler, Peter Haber, Tracey Rosen, Dean Matthew, Harout Aristakessian, Don Patterson, Dena Weiss, Christopher Waddy, Julie Waltrip, Steve Sommers, Bobbie Wasserman, Kate Kennedy, Joyce Fletcher
- **NO:** Martin Lipkin, Heath Kline, August Steurer
- **ABSTAIN:** Julian Tu
- **INELIGIBLE:** Masha Dowell (Alt), Aava Dekodi (Alt)

Item No. (8) Community Services Committee - Joyce Fletcher, Chair

(24-44) Funding Request – 2 in 1 Hand Truck Dolly Foldable, 330LB Capacity Portable Folding Hand Cart

Discussion and possible vote:

Motion for the Board to approve funding of up to \$200.00 from the 2023-2024 Budget/General Outreach for the purchase of a foldable hand truck dolly to be used to move large and heavy NC inventory items such as a table, chairs, large speaker system, tent etc. to and from meetings and events. Description: 2 in 1 Hand Truck Dolly Foldable, 330LB capacity portable folding hand cart with retractable handle and with wheels. To be purchased from Amazon.

[See posted support document](#)

Motion: Dena Weiss, Second: none

NOTE: Per Dena Weiss, this motion will be continued to the next month's board meeting, due to time issued at tonight's NC meeting. No vote taken on Item#8.

Item No. (9) PLUM Committee – Chair, Don Patterson

(24-045) Motion to Reconsider - Item (10), on the March 13, 2024 Board Meeting Agenda

Per - Letter/Recommendation per Lot Splits Exemptions for Walnut Acres and RA1 Zones

Discussion and possible action:

Per WHWCNC Bylaws:

ARTICLE VIII: MEETINGS - 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.

Motion for the board to vote to reconsider Item 10 on the March 13, 2024 Board Meeting Agenda and to send the item back to the PLUM Committee for correction, as the item/letter has incorrect language that must be corrected prior to being sent to the City and the stakeholders. SB9 does not exempt all RA1 properties, but only those that comply with certain criteria.

March 13, 2024 agenda item for reconsideration:

Item No. (10) PLUM Committee – Don Patterson, Chair

(24-036) Letter/Recommendation per Lot Splits

Exemptions for Walnut Acres and RA1 Zones

Discussion and possible action:

Motion for the board to approve a Letter/Recommendation related to SB 9 and Lot Split / Flag Lot Exemptions in RA1 Zones and in the Walnut Acres Community in Woodland Hills, California.

Vote at PLUM: YAYS: Don Patterson, Marty Lipkin, Bobbie Wasserman, Henry Stern, Joyce Fletcher, Matt Richman

NAY: August Steurer.

Bobbie Wasserman made a motion for the board to approve a substitute motion which added (3) paragraphs to the original letter.

Seconded by Heath Kline.

Board vote on substitute motion:

Yes - Karen DiBiase, Jeffrey Hobson, Shelly Schwartz, Julian Tu, Paul Lawler, Peter Haber, Tracey Rosen, Dean Mathew,

Harout Aristakessian, Don Patterson, Martin Lipkin, Dena Weiss, Chris Waddy, Steve Sommers, Bill Barnett, Bobbie Wasserman,

Schylar Katz, Joyce Fletcher, Rosaleen O'Sullivan, Heath Kline

No - 0

Abstain - August Steurer

Ineligible - Masha Dowell, Jayce Baron

Absent - Julie Waltrip, Kate Kennedy, Reina Cerros McCaughey (Aava Dekordi left at 8:30) (Allen Biggins left at 8pm), Janice Mendel.

Motion: Don Patterson, Second: Martin Lipkin

NOTE: PLUM Reconsider of Item#10 from 3-13-24 NC Board Meeting: Per Don Patterson, PLUM became aware of language changes that are needed on the letter.

Roll Call Vote

PASS Yes: 18 No: 0 Abstain: 0 Ineligible: 2 Out of Room: 1 Total: 21

- **YES:** Karen DiBiase, Reina Cerros-McCaughey, Julian Tu, Paul Lawler, Peter Haber, Tracey Rosen, Dean Matthew, Harout Aristakessian, Don Patterson, Martin Lipkin, Dena Weiss, Christopher Waddy, Julie Waltrip, Steve Sommers, Bobbie Wasserman, Kate Kennedy, Joyce Fletcher, August Steurer
- **NO:**
- **ABSTAIN:**
- **INELIGIBLE:** Masha Dowell (Alt), Aava Dekodi (Alt)
- **OUT OF ROOM:** Heath Kline

NOTE: Geoffrey Hobson left the NC meeting at 9:16pm, and did not vote on Item#9

2. **Committee Reports** – None

Budget Committee – Heath Kline, Chair

Community Services Committee – Joyce Fletcher, Chair

Community Outreach Committee – Tracey Rosen, Chair

Education and Youth Committee – Julie Waltrip, Chair

Environmental & Beautification Committee – Karen DiBiase, Chair

Governance Committee – Dena Weiss, Chair

Public Health and Homelessness Committee – Reina Cerros-McCaughey and Geoffrey Hobson, Co-Chairs

Public Safety and Transportation – Julie Waltrip, Chair

PLUM Committee – Don Patterson and Marty Lipkin, Co-Chairs

WHIP Committee – August Steurer and Heath Kline, Co-Chairs

3. **Area Reports** - None

Area 1 - Karen DiBiase, Geoffrey Hobson, Shelly Schwartz, Reina Cerros-McCaughey

Area 2 – Julian Tu, Paul Lawler, Peter Haber, Masha Dowell

Area 3 – Tracey Rosen, Dean Mathew, Harout Z. Aristakessian, Jayce Baron

Area 4 – Don Patterson, Martin Lipkin, Dena Weiss, Aava Dekordi

Area 5 – Christopher Waddy, Julie Waltrip, Steve Sommers, Allan Biggins

Area 6 – William Barnett, Heath Kline, Bobbie Wasserman, Janice Mendell

Area 7 – Kate Kennedy, Joyce Fletcher, Schyler Katz, Rosaleen O’Sullivan

Adjournment of Meeting: 9:25pm

Minutes submitted by Karen DiBiase, Secretary

The next Regular Board meeting will be held in person on **May 8, 2024**, once more at the Fire Station # 84, unless otherwise indicated. Please visit the calendar page at whcouncil.org for the complete details and to confirm the date and time.

Meeting dates for the 2024-2025 year: Full Board meetings are held the second Wednesday of every month at 6:30 p.m. Check the NC website calendar for a complete list of committee and board meetings. Meeting dates and times are subject to change. Check the NC calendar for updated meeting schedules.

*THE AMERICAN WITH DISABILITIES ACT - As a covered entity under Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate based on disability and, upon request will provide reasonable accommodation to ensure equal access to its programs, services, and activities. Sign language interpreters, assistive listening devices, or other auxiliary aids and/or services may be provided upon request. To ensure the availability of services, please make your request at least 3 business days (72 hours) before the meeting by contacting the Department of Neighborhood Empowerment by calling (213) 978-1551 or email: NCsupport@lacity.org.

*PUBLIC ACCESS OF RECORDS – In compliance with Government Code section 54957.5, non- exempt writings that are distributed to a majority or all of the board in advance of a meeting may be viewed at our website: www.whcouncil.org or at the scheduled meeting. In addition, if you would like a copy of any record, if available, related to an item on the agenda, please contact the President and / or Dena Weiss, at email address d.weiss@whcouncil.org.

*PUBLIC POSTING OF AGENDAS – agendas are posted for public review as follows:

- www.whcouncil.org and go to the website Calendar page and click on the date – Board meetings are held on the second Wednesday of each month. Check the calendar for any change of meeting date and/or time.
- You can also receive our agendas via email by subscribing to L.A. City’s Early Notification System at <https://www.lacity.org/subscriptions>

A copy of this agenda is also physically posted in the plexiglass case fixed to the front door of the Firestation 84 located at 21050 Burbank Blvd., Woodland Hills, CA, 91367

- .
- *RECONSIDERATION AND GRIEVANCE PROCESS - For information on the WHWCNC process for board action reconsideration, stakeholder grievance policy, or any other procedural matters related to this Council, please consult the WHWCNC Bylaws. The Bylaws are available at our website at www.whcouncil.org
- SERVICIOS DE TRADUCCIÓN - Si requiere servicios de traducción, favor de avisar al Concejo Vecinal 3 días de trabajo (72 horas) antes del evento. Por favor contacte a Dena Weiss al d.weiss@whcouncil.org o por correo electrónico avisar al Concejo Vecinal.

- Notice to Paid Representatives - If you are compensated to monitor, attend, or speak at this meeting, City law may require you to register as a lobbyist and report your activity. See Los Angeles Municipal Code §§ 48.01 et seq. More information is available at ethics.lacity.org/lobbying. For assistance, please contact the Ethics Commission at (213) 978- 1960 or ethics.commission@lacity.org.

Item No. 1 (Estimated time 5 minutes)
Heath Kline, Treasurer
(24-046) Approval of MER for April 2024

WHWCNC FYE Planning Budget

Spending trxs thrgh 05/01/2024. Shows 4/10 APPROVED 5/9 PENDING Brd spend motions that REQUIRE Budget Reallocations at 5/09/24 meet in BLUE text w/ yellow backgrnd.

Line #	Description	Last Budget Allocation 3/13/24	Proposed Budget Allocation 5/9/24	Budget Allocation Change Amt 5/9/24	Fiscal Year 2024												Ytd Spent	3/13/24 Budget	Avail	5/9/24 Reconciliation Amount	Funds Avail After 5/9/24 Reconciliation
					July (Pau)	August	September	October	November	December	January	February	March	April	May	June					
WHWCNC Annual Budget FY2023-2024																					
1	Admin Packet & Budget Adopted June 14, 2023 BAC (23-048)			RED-DECREASE																	
2	As Adjusted & Adopted 9/13/23 BAC 3 (23-055)			GREEN-INCREASE																	
3	As Adjusted & Adopted 11/08/23 BAC 2 (23-089)			RED-NO CHANGE																	
4	As Adjusted & Adopted 01/10/24 BAC 7 (24-007)																				
5	As Adjusted & Adopted 02/15/24 BAC 14 (24-025)																				
6	As Adjusted & Adopted 03/13/24 BAC 08 (24-034)																				
7	Pending Reconciliation Budget MONTH 5/9/24 Item 8 (24-042)																				
8	Possible Board Budget Reallocations and new spending at 5/09/24 Meeting in Blue																				
9	Annual Budget Funds	\$32,000.00	\$32,000.00	\$0.00																	
10	Rollover Funds (RO-Supplemental Funds) Reallocation) BAC 3 (23-053)	\$10,000.00	\$10,000.00	\$0.00																	
11	Adjustments (Saver Expenses Paid by City Clerk Gasstopper 562.54 & StorQuest 5268)	(\$330.54)	(\$330.54)	\$0.00																	
12	Adjustments (Dot Expenses Paid by City Clerk Gasstopper 5268.10/12/23)	(\$268.00)	(\$268.00)	\$0.00																	
13	Adjustment- Dec NC expenses Paid by City Clerk CC StorQ charged in Error	(\$271.00)	(\$271.00)	\$0.00																	
14	Total Adjustments	(\$869.54)	(\$869.54)	\$0.00																	
15	Total Annual Budget Funds	\$41,130.46	\$41,130.46	\$0.00																	
16																					
17																					
Office/Operational Expenditures Category																					
18	Office/Operational Expenditures Category																				
19	20 Space Rental Board Meetings	\$1,200.00	\$500.00	(\$700.00)																	
20	21 NC Storage StorQuest	\$2,940.00	\$2,972.00	(\$32.00)	\$268.00																
21	22 Phone System - Grandtopper	\$3,000.00	\$3,000.00	\$0.00	\$31.90																
22	23 Adjustment- Saver NC expenses Paid by City Clerk during credit card transaction	(\$330.54)	(\$330.54)	\$0.00																	
23	24 Adjustment- Dot NC expenses Paid by City Clerk during credit card transaction	(\$268.00)	(\$268.00)	\$0.00																	
24	25 Adjustment- Dec NC expenses Paid by City Clerk CC StorQ charged in Error	(\$271.00)	(\$271.00)	\$0.00																	
25	26 Constant Contact	\$960.00	\$891.00	(\$69.00)	\$81.00																
26	27 Software Upgrades	\$200.00	\$105.00	(\$95.00)																	
27	28 Mail Box Rental (UPS PMB) Increase 5/16/09/24	\$500.00	\$516.00	\$16.00	\$516.00																
28	29 Office Supplies and Printing	\$2,000.00	\$133.29	(\$1,866.71)																	
29	30 Paper and Ink	\$500.00	\$0.00	(\$500.00)																	
30	31 Email and Web Hosting and Support (RO Fund) 7 (24-033) March 13 24 agenda	\$2,400.00	\$2,729.66	(\$329.66)																	
31	32 Zoom Virtual Meet SaaS. 7 (24-033) March 13 24 agenda	\$400.00	\$400.00	\$0.00																	
32	33 Food & Refreshments for NC Meetings, Retreats, & Outreach Events	\$1,000.00	\$778.40	(\$221.60)																	
33	34 SB111 Hybrid Meeting Equip 2 Meet Owh, 1 Camp & Aacc (24-XXX May 9)	\$0.00	\$5,038.31	(\$5,038.31)																	
34	35 Post Due Verizon Wireless Hotspot 854.13	\$0.00	\$864.13	(\$864.13)																	
35	36																				
36	37																				
37	38																				
38	39 Total Office/Operational Expenditures	\$12,630.46	\$12,448.23	(\$182.23)																	
39	40																				
40	41																				
41	42																				
42	Outreach Expenditures Category																				
43	43 Cong of Neighborhoods 5000 & July Constant Contact SB1 (11/ Paul L Treas)	\$581.00	\$581.00	\$0.00	\$581.00																
44	44 Greatful Hearts & Disaster Prep Booth 5000 3 (23-070) 11/02/23	\$500.00	\$500.00	\$0.00																	
45	45 Replace Damaged NC Pole Banners 5000 4 (23-071) 11/8/23	\$900.00	\$870.53	(\$29.47)																	
46	46 HALO Purchase of giveaway bags & keychains up to \$2,500 7 (24-007) 3/10/24	\$2,500.00	\$2,486.85	(\$13.15)																	
47	47 Youth Cultural - Constant Contact Booth NC 5000 3 (24-021) 2/15/24	\$2,400.00	\$2,370.94	(\$29.06)																	
48	48 One Generation Sr Fair Outreach Booth (BAC 12 24-023) 2/15/24	\$1,000.00	\$1,000.00	\$0.00																	
49	49																				
50	50																				
51	51 Mailman Press or all printer 1000 4/4 4x3 Rack Cards 4 - (24-030) 3/13/24	\$275.00	\$17.55	(\$257.45)																	
52	52																				
53	53 4Mprint NC Branded promo items upto \$5,000 as follows 5 (24-031) 3/13/24	\$1,275.00	\$852.30	(\$422.70)																	
54	54 4/20 2000 WHWCNC Branded Sticky Pads up to \$1,000 (\$0.39 each - tax & shipping) 5/9/24	\$1,000.00	\$992.40	(\$7.60)																	
55	55 3,000 WHWCNC Branded Business Cards 5000 3 (24-021) 2/15/24	\$1,000.00	\$997.60	(\$2.40)																	
56	56 3,000 WHWCNC Branded Hand Fairs up to \$750 (\$0.56 - \$65 set-up, tax & shipping) 5/4/24	\$750.00	\$679.01	(\$70.99)																	
57	57 41 600 WHWCNC Branded Sunshades up to \$1,000 (\$1.25 each + \$20 set-up, tax & shipping) 5/9/24	\$1,000.00	\$864.50	(\$135.50)																	
58	58 41 825 WHWCNC Branded Power Clips up to \$250 (\$0.66 each + \$20 set-up, tax & shipping) 5/12/24	\$250.00	\$233.67	(\$16.33)																	
59	59 5/09/24 Budget reallocation to remain excess funding provided prior to fiscal rev. 6/8. 12																				
60	60 T-Shirt Guys 5200 (Item 6 (24-032) March 13 24 Agenda)	\$700.00	\$599.21	(\$100.79)																	
61	61 100 ARM APPAREL COTTON T-SHIRTS - TRUE NAVY SIZES XL, NC LOGO 888.21	\$1,300.00	\$982.40	(\$317.60)																	
62	62 100 ARM APPAREL COTTON T-SHIRTS - TRUE NAVY SIZES XL, NC LOGO 888.21	\$1,300.00	\$982.40	(\$317.60)																	
63	63 100 ARM APPAREL COTTON T-SHIRTS - TRUE NAVY SIZES XL, NC LOGO 888.21	\$1,300.00	\$982.40	(\$317.60)																	
64	64 100 ARM APPAREL COTTON T-SHIRTS - TRUE NAVY SIZES XL, NC LOGO 888.21	\$1,300.00	\$982.40	(\$317.60)																	
65	65 100 ARM APPAREL COTTON T-SHIRTS - TRUE NAVY SIZES XL, NC LOGO 888.21	\$1,300.00	\$982.40	(\$317.60)																	
66	66 ELDOO Depot of Order Mkt. 2023.02.01 in Competition in April, Release 2023.02.01 from 6/08/24	\$1,000.00	\$982.40	(\$17.60)																	
67	67																				
68	68 Social Media	\$0.00	\$0.00	\$0.00																	
69	69 Warner Center News	\$0.00	\$0.00	\$0.00																	
70	70 Website Hosting	\$19.99	\$19.99	\$0.00																	
71	71 Website Webmaster (\$2K -> 1.5K -> VC Concerts above on 2/15/24)	\$0.00	\$0.00	\$0.00																	
72	72 General Outreach (not yet allocated to specific items) Bus Benches 5200 (File Hand card 174.0)	\$174.01	\$174.01	\$0.00																	
73	73																				
74	74																				
75	75 Total Outreach Expenditures	\$16,950.00	\$15,632.23	(\$1,317.77)																	
76	76																				
77	77																				
78	78																				
79	79 Westfield for Rose Goldwater Cmrt Cmt 6/18/23 NC Election Venue (RO)	\$750.00	\$750.00	\$0.00																	
80	80																				
81	81 Total Election Expenditures	\$750.00	\$750.00	\$0.00																	
82	82																				
83	83																				
84	Neighborhood Purposes Grants (

Monthly Expenditure Report



Reporting Month: April 2024

Budget Fiscal Year: 2023-2024

NC Name: Woodland Hills-Warner
Center Neighborhood Council

Monthly Cash Reconciliation					
Beginning Balance	Total Spent	Remaining Balance	Outstanding	Commitments	Net Available
\$21156.66	\$5109.15	\$16047.51	\$2484.85	\$1126.21	\$12436.45

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office	\$30330.46	\$1109.15	\$13047.51	\$0.00	\$10562.66
Outreach		\$1000.00		\$2484.85	
Elections		\$0.00		\$0.00	
Community Improvement Project	\$3000.00	\$0.00	\$3000.00	\$0.00	\$3000.00
Neighborhood Purpose Grants	\$7800.00	\$3000.00	\$0.00	\$0.00	\$0.00
Funding Requests Under Review: \$0.00		Encumbrances: \$1126.21		Previous Expenditures: \$19973.80	

Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	PY STORQUEST - WOODLA	04/01/2024	April 24 rent for NC storage facility. Budget Line: NC Storage StorQuest	General Operations Expenditure	Office	\$271.00
2	EIG CONSTANTCONTACT.CO	04/10/2024	Constant Contact SaaS Email sending system April 2024	General Operations Expenditure	Office	\$81.00
3	GRASSHOPPER.COM	04/13/2024	Grasshopper SaaS virtual phone system April 24 billing	General Operations Expenditure	Office	\$31.06
4	STONEFIRE GRILL - 2 -	04/18/2024	Office: Food & Refreshments For NC Meetings, Retreats, & Outreach Events; food for 4/20/2024 retreat.	General Operations Expenditure	Office	\$643.20
5	SMART AND FINAL 324	04/18/2024	Office: Food & Refreshments For NC Meetings, Retreats, & Outreach Events; water for retreat & meetings.	General Operations Expenditure	Office	\$14.48
6	OFFICE DEPOT #661	04/19/2024	Office Supplies: Pens & Pencils for retreat, meetings and events	General Operations Expenditure	Office	\$18.16
7	STARBUCKS 800-782-7282	04/20/2024	Office: Food & Refreshments For NC Meetings, Retreats, & Outreach Events; coffee & tea for 4/20/24 board retreat.	General Operations Expenditure	Office	\$50.25

8	PIPERONI INC	03/29/2024	Motion to approve up to \$2,500 for 100 screen printed WHWCNC navy, and 10 screen printed WHWCNC green t-shirts AND 36 embroidered WHWCNC branded Polo Shirts from Outreach line item in rev...	General Operations Expenditure	Outreach	\$1000.00
9	friends of calabash	03/20/2024	Motion for the WHWCNC full board (1.) Approve the attached Calabash Charter Academy Elementary School Friends of Calabash PTO NPG for \$3000.00 and direct the treasurer to submit...	Neighborhood Purpose Grants		\$3000.00
Subtotal:						\$5109.15

Outstanding Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	Halo Branded Solutions, Inc.	04/29/2024	Item No. (7) Community Services Committee – Chair, Joyce Fletcher (24-007) Funding Request - WHWCNC Outreach/Promotional Items Discussion and possible action...	General Operations Expenditure	Outreach	\$2484.85
Subtotal: Outstanding						\$2484.85

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

PAYMENT RECEIPT

Account Number:
1114354

Paul Lawler

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

RECEIPT ID	PAYMENT DATE	CHANGE DUE	AMOUNT
802941399	4/1/2024	\$0.00	\$271.00

Invoice	Item	Qty	Rate	Discount	Subtotal	Tax	Total	Paid
#56709	XERCOR-1 Xercor Insurance Services LLC - \$3,000.00 (4/1/2024 - 4/30/2024)		\$12.00		\$12.00	\$0.00	\$12.00	\$12.00
#56709	Unit #3149 Rent Unit 3149 - 10x7.5x0 (4/1/2024 - 4/30/2024)		\$259.00		\$259.00	\$0.00	\$259.00	\$259.00

Total Paid

Apr 01, 2024 1:07 AM Mastercard ****7237 \$271.00

Unit #3149 paid through 4/30/2024

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



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

Meeting Date: **February 15, 2024**

Budget Fiscal Year: **2023-2024**

Agenda Item No: **14 (24-025) FY23-24 Budget Review & Reallocation to support current spending.**

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Method of Payment: (Select One)

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

Vote Count

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

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Board Quorum: 12	21	0	0	3	4	0	4

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Authorized Signature:

Authorized Signature:

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

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

Date: **February 15, 2024**

Date: **February 15, 2024**



[Print](#)

Billing Activity - Invoices

Woodland Hills-Warner Center Neighborhood Council

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

Today's Date: 04/24/2024

User Name:

Invoices from 03/25/2024 to 04/24/2024

Date	Description	Charge Amount	Credit Amount
04/10/2024	Invoice #1712737047	\$81.00	
	Constant Contact - Email Plus		
	1501-2500 Contacts	\$81.00	
	Highest contact count: 1556		
	From 03/10/2024 to 04/10/2024		

Billing questions? [Contact Support](#)

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



[Print](#)

Billing Activity

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

Today's Date: 04/17/2024
User Name:

Billing Activity from 03/18/2024 to 04/17/2024

Date	Description	Charge Amount	Credit Amount
04-10-2024 04:17:29 AM	Payment - Credit Card (MasterCard) *****7237		\$81.00
04/10/2024	Invoice #1712737047	\$81.00	

Billing questions? [Contact Support](#)

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



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

Meeting Date: **February 15, 2024**

Budget Fiscal Year: **2023-2024**

Agenda Item No: **14 (24-025) FY23-24 Budget Review & Reallocation to support current spending.**

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Schlyer Katz	Area 7 Business	X						
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August Steurer	At-Large	X						
Vacant	At-Large Alternate							
Vacant	Youth							

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Authorized Signature:

Authorized Signature:

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

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

Date: **February 15, 2024**

Date: **February 15, 2024**



Account Information

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

Bill Date: 04/12/24
Usage Period: 03/12/24 - 04/12/24

Charges Summary

Previous Invoice Amount: \$35.32

Current Charges:
Recurring Charges \$22.00
Non-Recurring Charges \$0.00
Usage Charges \$1.24
Sms Charges \$0.00
Taxes & Surcharges \$5.61
Federal USF \$2.21
Total Charges: \$31.06
Debits & Credits \$0.00
Payments \$31.06
Balance Due: \$0.00

Grasshopper News

At Grasshopper, we know that entrepreneurs just like you can change the world, one small business at a time.

That's why we started the Entrepreneur Movement. Watch the video at grasshopper.com/idea and tell everyone you know about Grasshopper.

Partner Offers



Detail of Current Charges

Payments & Credits		
Date	Detail	Payment/Credit
04/12/24	Monthly Payment, Paid on Master Card ending in 7237	\$31.06
Total Payments & Credits:		\$31.06

Recurring Charges		
Current Period		
Pay As You Grow Plan, 04/12/24 - 05/12/24	\$12.00	
Voicemail Transcription, 04/12/24 - 05/12/24	\$10.00	
Total Recurring Charges:		\$22.00

Minute Charges Summary						
Type	Included	Used	Overage	Rate	Charge	
Domestic	0 minutes	20.6	20.6 minutes	0.060	\$1.24	
Total Minute Charges:						\$1.24

Taxes & Surcharges		
Type	Detail	Charge
Tax	Utility Users Tax	\$1.73
Tax	FCC Regulatory Fee (Wireline)	\$0.03
Tax	CA PUC Fee	\$0.10
Surcharge	Regulatory Recovery Fee	\$3.75
Total Taxes & Surcharges:		\$5.61

Federal Universal Service Fund		
Type	Detail	Charge
Surcharge	Fed Universal Service Fund	\$2.21
Total Federal USF Contributions:		\$2.21

Summary of Minute Charges

By Number		
Number	Total Minutes	
+18186399444	20.6	
Total Minutes Used:		20.6

Explanation of Terms

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

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

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

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

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

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

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



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

Meeting Date: **February 15, 2024**

Budget Fiscal Year: **2023-2024**

Agenda Item No: **14 (24-025) FY23-24 Budget Review & Reallocation to support current spending.**

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Martin Lipkin	Area 4 Business	X						
Dena Weiss	Area 4 C. B. O.	X						
Vacant	Area 4 Alternate							
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Authorized Signature: *Heath Kline*

Authorized Signature: *Dena Weiss*

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

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

Date: **February 15, 2024**

Date: **February 15, 2024**

From: Tracey Rosen [REDACTED]
Subject: Fwd: Stonefire Grill Order Received
Date: April 18, 2024 at 7:35 PM
To: heath kline [REDACTED]

TR

And here's the full detailed receipt of what we ordered.

----- Forwarded message -----
From: Stonefire Grill <noreply@olo.com>
Date: Thu, Apr 18, 2024 at 7:14 PM
Subject: Stonefire Grill Order Received
To: Tracey Rosen [REDACTED]



STONEFIRE GRILL WEST HILLS
6405 Fallbrook Avenue, West Hills, CA 91307
Victory Blvd
(818) 887-4145

Order # 26186858655449088
(Note: You do not need this number to pickup)

Customer Name: Tracey Rosen
Customer Email: [REDACTED]
Customer Contact Number: [REDACTED]
Payment Method: Credit Card Mastercard x-7237. Amount: \$643.20

ORDER FOR PICKUP

Order ready at **12:00 PM**, (SATURDAY, 4/20/2024)
Please go directly to our designated Takeout entrance, head for the STONEFIRE Online Pickup sign and let a Team Member know you're here for your order. We'll take care of the rest!

1 x Stonefire's Best

- 1 x STONEFIRE'S BEST FOR 25 (1 x \$560.00) = \$560.00
- 1 x 35 Breadsticks
- 1 x BBQ Tri Tip
- 1 x Medium Rare (mostly pink)
- 1 x Lemon Garlic Chicken Breast

- 1 x Full Pan Marinara
- 1 x Full Pan Mashed Potatoes
- 1 x Full Pan Cartwheel Salad
- 1 x Tossed without Dressing
- 1 x Full Pan Italian Chopped Salad
- 1 x Yes
- 1 x Pepperoncini
- 1 x Tossed without Dressing

1 x Utensils
1 x Napkins
SUBTOTAL \$560.00
TAX \$53.20
TIP \$30.00
TOTAL \$643.20

Thank you for ordering with us.

Note: Add noreply@olo.com to your safe-senders list so that you are sure to receive our messages.
For order issues, please contact STONEFIRE GRILL WEST HILLS at (818) 887-4145.
Order placed at 7:14 PM

--
Tracey Rosen
(818) 451-7781
Woodland Hills Warner Center Neighborhood Council
Area 3 Residential Representative
Chair, Outreach Committee



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

Meeting Date: **February 15, 2024**

Budget Fiscal Year: **2023-2024**

Agenda Item No: **14 (24-025) FY23-24 Budget Review & Reallocation to support current spending.**

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

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Masha Dowell	Area 2 Alternate	X						
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Vacant	At-Large Alternate							
Vacant	Youth							

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Board Quorum: 12	Total:	21	0	0	3	4	0	4

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Authorized Signature:

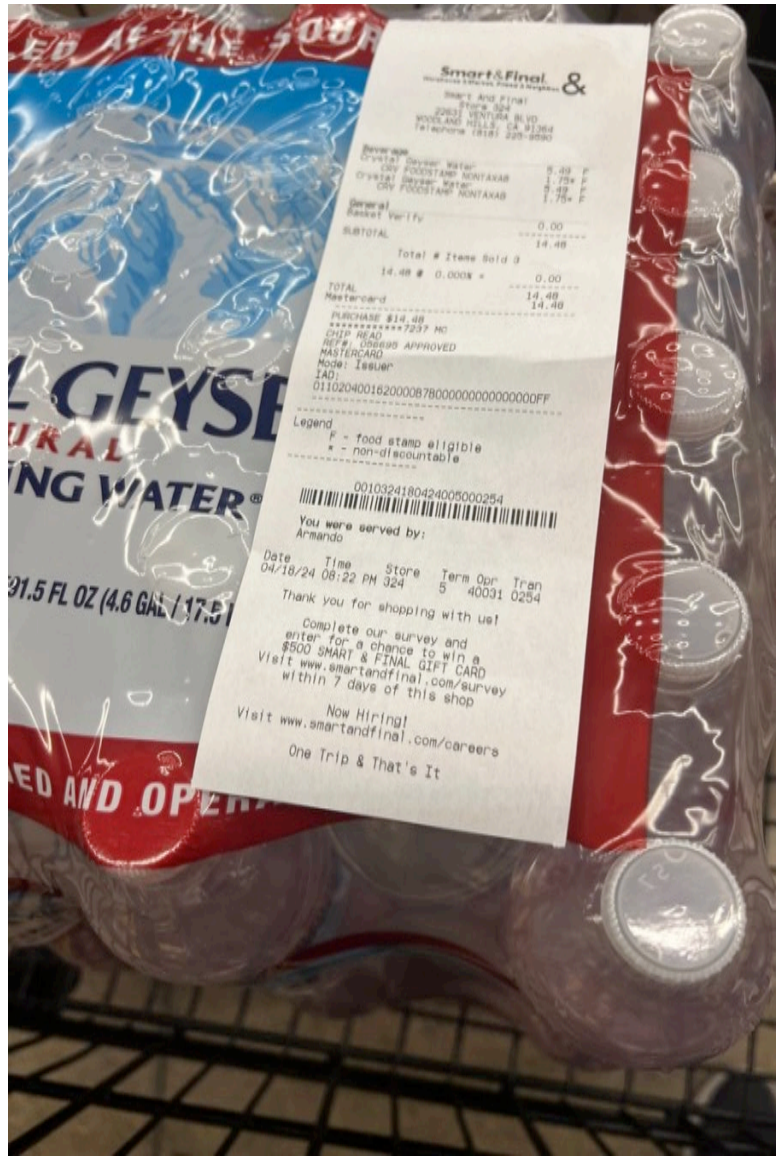
Authorized Signature:

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

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

Date: **February 15, 2024**

Date: **February 15, 2024**



Smart & Final
Smart and Final
22631 Ventura Blvd
Woodland Hills, CA 91364
Telephone: (818) 220-8990

Receipt
07/18/24 Geysers Water 5.48 F
07/18/24 Geysers Water 1.75 F
07/18/24 Geysers Water 5.48 F
07/18/24 Geysers Water 1.75 F

General
Smart Verify 0.00
SUBTOTAL 14.48
Total # Items Sold 3
14.48 * 0.00% = 0.00

TOTAL 14.48
Mastercard 14.48

PURCHASE \$14.48
*****7237 NO
CHIP READ
BFP 050690 APPROVED
MAYECARD
Model Issuer
IAD
01102040018200006780000000000000FF

Legend
F - food stamp eligible
* - non-discountable

0010324180424005000254
0010324180424005000254

You were served by:
Armando

Date Time Store Term Opr Tran
04/18/24 08:22 PM 324 5 40031 0254

Thank you for shopping with us!

Complete our survey and
enter for a chance to win a
\$500 SMART & FINAL GIFT CARD
Visit www.smartandfinal.com/survey
within 7 days of this shop

Now Hiring!
Visit www.smartandfinal.com/careers

One Trip & That's It



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

Meeting Date: **February 15, 2024**

Budget Fiscal Year: **2023-2024**

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Authorized Signature:

Authorized Signature:

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

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

Date: **February 15, 2024**

Date: **February 15, 2024**

**Office DEPOT
OfficeMax**
WOODLAND HILLS - (818) 714-7770
04/19/2024 6:26 PM

2021932PH3454XCE


SALE	443-4-6290-461933-24 1.1	
292475	PENCIL MECH 24	7.19 55
9075737	PKH, W, 511C	9.39 55
	Subtotal	16.58
	Sales and Use Tax	1.58
	Total	18.16
	MasterCard 7237	18.16

RUTH CODE 099245
TDS Char Read
RIS 40000000041010 - MASTERCARD
TVR 0000008300
CVS No. Signature Required

HEATH KLINE WMCNC 114XXXX853
Get 2% back in rewards on your favorite supplies & more - including furniture and technology. Plus, next-day rewards on select offers, rewards for recycling and more. Visit officedepot.com/rewards.

Show online at www.officedepot.com

WE WANT TO HEAR FROM YOU!
Visit surveys.officedepot.com
and enter the survey code below
16V8 YFR3 E1W
or scan the below QR code






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Tracey Rosen	Area 3 Residential	X						
Dean Matthew	Area 3 Business	X						
Harout Aristakessian	Area 3 C. B. O.				X			
Jayce Baron	Area 3 Alternate					X		Training/Alt
Don Patterson	Area 4 Residential	X						
Martin Lipkin	Area 4 Business	X						
Dena Weiss	Area 4 C. B. O.	X						
Vacant	Area 4 Alternate							
Christopher Waddy	Area 5 Residential				X			
Julie Waltrip	Area 5 Business	X						
Steve Sommers	Area 5 C. B. O.	X						
Allan Biggins	Area 5 Alternate	X						
Bill Barnett	Area 6 Residential	X						
Heath Kline	Area 6 Business	X						
Bobbie Wasserman	Area 6 C. B. O.	X						
Janice Mendell	Area 6 Alternate					X		Training/Alt
Kate Kennedy	Area 7 Residential	X						
Schlyer Katz	Area 7 Business	X						
Joyce Fletcher	Area 7 C. B. O.	X						
Rosaleen O'Sullivan	Area 7 Alternate					X		Training/Alt
August Steurer	At-Large	X						
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 Neighborhood Council, declare that the information presented on this form is accurate and complete, and that a public meeting was held in accordance with all laws, policies, and procedures. The above was approved by the Neighborhood Council Board, at a Brown Act compliant public meeting where a quorum of the Board was present.

Authorized Signature:

Authorized Signature:

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

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

Date: **February 15, 2024**

Date: **February 15, 2024**

STARBUCKS Store #10895
22435 Ventura Blvd
Woodland Hills, CA (818) 992-1730

CHK 677261
04/20/2024 08:26 AM
XXX7668 Drawer: 2 Reg: 2

Cafe

Order

Coffee Traveler	22.00
Coffee Traveler	22.00
T1 Brwd Chai Tea	3.25
11 Tea Bag	3.00

Subtotal 50.25
Discounts 0.00
Tax 0.00
Total 50.25
Change Due 0.00

Payments

Mastercard	50.25
XXXXXXXXXXXX7237	
Auth Code: 020157	

----- Check Closed -----
04/20/2024 08:26 AM

Join our loyalty program
Starbucks Rewards®
Sign up for promotional emails
Visit Starbucks.com/rewards
Or download our app
At participating stores
Some restrictions apply



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

Meeting Date: **February 15, 2024**

Budget Fiscal Year: **2023-2024**

Agenda Item No: **14 (24-025) FY23-24 Budget Review & Reallocation to support current spending.**

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

Motion: After review and discussion, the WHWCNC has updated its budget allocations for their 23-24 FY budget effective 2/15/24 to support voted spending items through 2/15/24; where the board in the Outreach category reduced the Website Webmaster sub category by \$500 to \$1500 and increased the Valley Cultural Concerts sub category by \$500 to \$3500. We direct the treasurer to use this updated budget going forward and file it with the City Clerk as required.

Method of Payment: (Select One)

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

Vote Count

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

Board Member's First and Last Name	Board Position	Yes	No	Abstain	Absent	Ineligible	Recused	Notes
Karen DiBiase	Area 1 Residential	X						
Geoffrey Hobson	Area 1 Business	X						
Shelley Schwartz	Area 1 C. B. O.	X						
Reina Cerros-McCaughey	Area 1 Alternate					X		Alternate
Julian Tu	Area 2 Residential	X						
Paul Lawler	Area 2 Business				X			
Peter Haber	Area 2 C. B. O.	X						
Masha Dowell	Area 2 Alternate	X						
Tracey Rosen	Area 3 Residential	X						
Dean Matthew	Area 3 Business	X						
Harout Aristakessian	Area 3 C. B. O.				X			
Jayce Baron	Area 3 Alternate					X		Training/Alt
Don Patterson	Area 4 Residential	X						
Martin Lipkin	Area 4 Business	X						
Dena Weiss	Area 4 C. B. O.	X						
Vacant	Area 4 Alternate							
Christopher Waddy	Area 5 Residential				X			
Julie Waltrip	Area 5 Business	X						
Steve Sommers	Area 5 C. B. O.	X						
Allan Biggins	Area 5 Alternate	X						
Bill Barnett	Area 6 Residential	X						
Heath Kline	Area 6 Business	X						
Bobbie Wasserman	Area 6 C. B. O.	X						
Janice Mendell	Area 6 Alternate					X		Training/Alt
Kate Kennedy	Area 7 Residential	X						
Schylar Katz	Area 7 Business	X						
Joyce Fletcher	Area 7 C. B. O.	X						
Rosaleen O'Sullivan	Area 7 Alternate					X		Training/Alt
August Steurer	At-Large	X						
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 Neighborhood Council, declare that the information presented on this form is accurate and complete, and that a public meeting was held in accordance with all laws, policies, and procedures. The above was approved by the Neighborhood Council Board, at a Brown Act compliant public meeting where a quorum of the Board was present.

Authorized Signature:

Authorized Signature:

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

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

Date: **February 15, 2024**

Date: **February 15, 2024**

INVOICE

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

Invoice details

Invoice no.: 1220
Terms: Due on receipt
Invoice date: 03/25/2024
Due date: 03/25/2024

#	Date	Product or service	SKU	Qty	Rate	Amount
1.		APPAREL PRINTING 1301 AMERICAN APPAREL COTTON T-SHIRTS - TRUE NAVY 4S, 10M, 15L, 15XL,		44	\$10.79	\$474.76
2.		APPAREL PRINTING 4 (2XL)		4	\$13.54	\$54.16
3.		APPAREL PRINTING 2 (3XL)		2	\$14.89	\$29.78
4.		APPAREL PRINTING 1301 AMERICAN APPAREL COTTON SHIRTS - FOREST 2M, 4L, 4XL		10	\$10.79	\$107.90
5.		APPAREL PRINTING 3940 NEXT LEVEL WOMEN'S COTTON V-NECK T-SHIRT - MIDNIGHT NAVY 5S, 10M, 16L, 16XL		47	\$11.96	\$562.12
6.		APPAREL PRINTING 3 (2XL)		3	\$13.96	\$41.88
7.		**LOGO PRINTED ON FRONT LEFT CHEST AND FULL BACK 3 COLOR FRONT AND 3 COLOR BACK				\$0.00
8.		EMBROIDERY		31	\$22.76	\$705.56

9.	EMBROIDERY 5 (2XL)	5	\$24.80	\$124.00
10.	LOGO EMBROIDERED LEFT CHEST 13000 STITCHES			\$0.00
11.	50% DEPOSIT DUE IMMEDIATELY BALANCE DUE WHEN ORDER IS PICKED UP			\$0.00

Subtotal \$2,100.16

Sales tax \$152.26

Total \$2,252.42

Ways to pay

BANK

Contact T-SHIRT GUYS to pay by Credit/Debit card.
MAKE CHECKS PAYABLE TO: PIPERONI INC

Pay invoice



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

Meeting Date: **March 13, 2024**

Budget Fiscal Year: **2023-2024**

Agenda Item No: **06 (24-032) Motion to Approve Purchase of NC branded T and Polo Shirts Items from T-Shirt Guys up to \$2,500**

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

Motion to approve up to \$2,500 for 100 screen printed WHWCNC navy, and 10 screen printed WHWCNC green t-shirts AND 36 embroidered WHWCNC branded Polo Shirts from Outreach line item in revised budget. As detailed in the attached full motion that schedules items to be purchased.

**T Shirt Guys has agreed to the following payment schedule for this order only;
 \$1,000.00 Deposit Payment Due when order is placed 3/29/24
 \$1,252.42 Balance Due on completion of order and ready for pickup.**

A. Kline

Method of Payment: (Select One)

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

Vote Count

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

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

Vote Counts:	Yes	No	Abstain	Absent	Ineligible	Recused	Notes
Board Quorum: 12	22	0	0	3	4	0	5

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

Authorized Signature: *A. Kline*

Authorized Signature: *D. Weiss*

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

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

Date: **March 13, 2024**

Date: **March 13, 2024**

Item No. 6

Dena Weiss, President

(24-032) Motion to Approve up to \$2,500 to purchase WHWCNC T Shirts

Discussion and possible action: (5 minutes)

Motion to approve up to \$2,250 for 100 screen-printed WHWCNC navy, and 10 screen printed WHWCNC green t-shirts AND 36 embroidered WHWCNC branded Polo Shirts from Outreach line item in revised budget. This includes:

- a.) **50** unisex American Apparel cotton **navy T-shirts** at \$10.79 each \$539.50 + tax
Incl. screen printing of WHWCNC logo on front & back

- b.) **50** women's Next Level **V-Neck cotton navy T-shirts** at \$11.96 each \$598.00 + tax
Incl. screen printing of WHWCNC logo on front & back

- c.) **36** unisex Devon & Jones Performance Polos \$819.36 + tax
Incl. embroidery of WHWCNC logo in front left corner

- aa.) **10** unisex American Apparel cotton **green T-shirts** at \$10.79 each \$107.90 + tax for First Saturday Incl. screen printing of WHWCNC logo on front & back

Order will be placed as individual line items to facilitate any over limit spending authorization(s) required from the City Clerk.

[See posted support document](#)

Roll Call Vote

In accordance with City Clerk spending guidelines for Neighborhood Councils the Woodland Hills Warner Center Neighborhood Council will adhere to the following rules:

The WHWCNC acknowledges that the purchase of WHWCNC embroidered polo shirts are for the exclusive use of WHWCNC Board Member including Alternates.

The purchase of WHWCNC printed T-shirts are for the use of WHWCNC Board Members, Alternates, Stakeholder Committee Members, and members of the public who actively participate in NC events such as NC meetings, senior and youth events, community clean ups, tree plantings and other community education, engagement, and improvement events.

WHWCNC polo and T-Shirts are NOT to be given to members of the public as outreach giveaway promotional items.

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.

Name of NC from which you are seeking this grant: Woodland Hills Warner Center

SECTION I - APPLICANT INFORMATION

1a) Friends of Calabash, Inc, dba Calabash PTO 47-1100562 California 6/3/2014
Organization Name *Federal I.D. # (EIN#)* *State of Incorporation* *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 calabashptopresident@gmail.com
Name *Phone* *Email*

2) **Type of Organization- Please select one:**

- Public School *(not to include private schools)* **or** 501(c)(3) Non-Profit *(other than religious institutions)*
Attach Signed letter on School Letterhead **Attach IRS Determination Letter**

3) _____
Name / Address of Affiliated Organization (if applicable) *City* *State* *Zip Code*

SECTION 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.

SECTION III - PROJECT BUDGET OUTLINE

You may also provide the Budget Outline on a separate sheet if necessary or requested.

6a)	Personnel Related Expenses	Requested of NC	Total Projected Cost
		\$	\$
		\$	\$
		\$	\$
6b)	Non-Personnel Related Expenses	Requested of NC	Total Projected Cost
	Discovery Cube Mobile Field Trips	\$ 4,565	\$ 4,865
	See Attachments 1 and 2	\$	\$
		\$	\$

7) Have you (applicant) applied to any other Neighborhood Councils requesting funds for this project?
 No Yes If Yes, please list names of NCs: _____

8) Is the implementation of this specific program or purpose described in Question 4 contingent on any other factors or sources or funding? (Including NPG applications to other NCs) No Yes If Yes, please describe:

Source of Funding	Amount	Total Projected Cost
Calabash PTO	\$ 300	\$ 4,865
	\$	\$
	\$	\$

9) What is the TOTAL amount of the grant funding requested with this application: \$ _____ \$4,565

10a) Start date: 04/ 11/ 24 10b) Date Funds Required: 04/ 10/ 24 10c) Expected Completion Date: 6/ 09/ 2024
 (After completion of the project, the applicant should submit a Project Completion Report to the Neighborhood Council)

SECTION IV - POTENTIAL CONFLICTS OF INTEREST

11a) Do you (applicant) have a current or former relationship with a Board Member of the NC?
 No Yes If Yes, please describe below:

Name of NC Board Member	Relationship to Applicant

11b) If yes, did you request that the board member consult the Office of the City Attorney before filing this application?
 Yes No *(Please note that if a Board Member of the NC has a conflict of interest and completes this form, or participates in the discussion and voting of this NPG, the NC Funding Program will deny the payment of this grant in its entirety.)

SECTION V - DECLARATION AND SIGNATURE

I hereby affirm that, to the best of my knowledge, the information provided herein and communicated otherwise is truly and accurately stated. I further affirm that I have read the documents "What is a Public Benefit," and "Conflicts of Interest" of this application and affirm that the proposed project(s) and/or program(s) fall within the criteria of a public benefit project/program and that no conflict of interest exist that would prevent the awarding of the Neighborhood Purposes Grant. I affirm that I am not a current Board Member of the Neighborhood Council to whom I am submitting this application. I further affirm that if the grant received is not used in accordance with the terms of the application stated here, said funds shall be returned immediately to the Neighborhood Council.

12a) Executive Director of Non-Profit Corporation or School Principal - REQUIRED*

Kate Eisenberg President  2/13/2024
 PRINT Name Title Signature Date

12b) Secretary of Non-profit Corporation or Assistant School Principal - REQUIRED*

Lorena Bojorquez Secretary  2/13/2024
 PRINT Name Title Signature Date

* If a current Board Member holds the position of Executive Director or Secretary, please contact the NC Funding Program at (213) 978-1058 or clerk.ncfunding@lacity.org for instructions on completing this form

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

DEPARTMENT OF THE TREASURY

Date: **APR 17 2015**

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

Employer Identification Number:
47-1100562
DLN:
17053082327025
Contact Person: MS. LEE ID# 31208
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



Los Angeles Unified School District

CALABASH CHARTER ACADEMY

23055 Eugene Street, Woodland Hills, CA 91364

Telephone (818) 224-4430 Fax (818) 225-9385

www.calabashelementary.com

ALBERTO CARVALHO
Superintendent of Schools

DR. DAVID BACA
Regional Superintendent - North

ESTHER GILLIS
Principal

March 13, 2024

To Whom It May Concern,

I am writing to express my full support for the funding request submitted by our Parent Teacher Organization (PTO) for Discovery Cube Mobile Field Trips. The proposed initiative aligns seamlessly with our school's commitment to arts and science enrichment education, and I believe that the requested funds will significantly benefit our students with additional opportunities for learning and hands-on experiences.

Our PTO has a proven track record of successful projects that have enriched our learning environment and fostered a sense of community within our school. I have complete confidence that the proposed project will continue this tradition of excellence. I kindly urge the WHWC Neighborhood Council to consider this funding request favorably, recognizing the positive impact it will have on our students and the broader community. Your support will undoubtedly contribute to the continued success of our school.

Should you need any further information, please do not hesitate to contact me. Thank you for your consideration.

Sincerely,

Esther Gillis
Principal



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 materials are 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.



CALABASH PTO – WHO WE ARE

- PTO stands for Parent Teacher Organization, a school specific organization unaffiliated with the national PTA. The board & membership craft bylaws that make sense for our school. We have the flexibility to support our teachers and classrooms in various ways.
- The PTO consists of an elected executive board and the membership (i.e. parents & teachers who join the PTO). The PTO plans and executes a variety of fundraisers throughout the year which support our various enrichment programs for the following school year. During COVID, we fully funded and continue to fund Professor egghead classes for our students.



GRADE	WORKSHOPS	ASSEMBLIES
Pre-K	Sound Exploration (at least 4yrs old)	None
K	Buzzy Bees Diary of a Worm Sound Exploration	Bubbles Nature Connections Science Magic Virtual: Bubble Seasons
1	Buzzy Bees Diary of a Worm Sound Exploration	Bubbles Nature Connections Science Magic Virtual: Bubble Seasons
2	Fossils Owls Are A Hoot! Science Rocks!	Reaction Lab Super Cool Science Magic Virtual: Pet Power

GRADE	WORKSHOPS	ASSEMBLIES
3	Electric Circuits Engineering Design: Structures Engineering Design: Build a Nest Forces and Motion Fossils Owls Are A Hoot!	Motion Commotion Watt's Current Science Magic Virtual: Pet Power
4	Electric Circuits Electric Motors Engineering Design: Structures Engineering Design: Build a Nest Science Rocks!	Watt's Current Science Magic Virtual: A Pollinator's Journey
5	Engineering Design: Structures Engineering Design: Build a Nest Forces and Motion Science Rocks!	Motion Commotion Reaction Lab Super Cool Science Magic Virtual: A Pollinator's Journey
6-8	Pig Heart Dissection	Super Cool Science Magic (6th only)



FUNDING

- 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.



CALABASH STUDENTS

- 415 students in grades TK - 5.
- Minority enrollment is 41% of the student body (majority Asian and Hispanic).
- Over 70% of students are enrolled through lottery applications and live across the entirety of the San Fernando Valley.
- This grant will be used to directly pay for the costs associated with the Discovery Cube presentation on campus.



THANK YOU!













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

Meeting Date: **March 13, 2024**

Budget Fiscal Year: **2023-2024**

Agenda Item No: **03 (24-029) Motion to Approve Friends of Calabash NPG \$3,000**

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

Motion for the WHWCNC full board (1.) Approve the attached Calabash Charter Academy Elementary School Friends of Calabash PTO NPG for \$3000.00 and direct the treasurer to submit the NPG and supporting documentation to the City Clerk for funding; and (2.) Rally our Area-7 Board Members, Outreach and Community Services Committees to help provide table items and booth support at the April 13th event and encourage many of our board members to sign up for volunteer time.

Method of Payment: (Select One)

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

Vote Count

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

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

	Vote Counts:	Yes	No	Abstain	Absent	Ineligible	Recused	Notes
Board Quorum: 12	Total:	22	0	0	3	4	0	5

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

Authorized Signature: *Heath Kline*

Authorized Signature: *Dena Weiss*

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

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

Date: **March 13, 2024**

Date: **March 13, 2024**

Item No. 3

Shelly Schwartz, Education Committee Member

(24-029) Motion to Approve \$3000.00 NPG Calabash Charter Academy Elementary School Friends of Calabash PTO

For discussion and possible action:

(10 minutes)

WHEREAS, The Education Committee received an NPG Application from the Friends of Calabash, Inc, dba Calabash PTO [Parent Teacher Organization] (PTO), the 501(c)(3) non-profit organization for Calabash Charter Academy Elementary School (Area 7- south of Ventura Boulevard and east of Valley Circle). The Education Committee voted to approve and is requesting funding of \$3,000 toward their cost of \$4,565 plus incidental travel costs to provide supplemental science education from Discovery Cube, an outside vendor. These on-campus STEM workshops are scheduled annually for a school day TBD in May 2024, *and will happen regardless of how much funding the Neighborhood Council chooses to grant* (see attached NPG & supporting documentation).

Mitra Hormozian, PTO Vice President provided the committee a detailed presentation of the elements of the program, including an invoice from the vendor costing \$11.00 per student for curriculum differentiated by grade level. Discovery Cube is the vendor, delivering hands-on science education for the past 35 years in STEM proficiency, early childhood education, healthy living, and environmental stewardship. Discovery Cube's education teams transform the typical teacher-centered classroom by executing workshops and assemblies that require students to actively engage in hands-on experiences and discovery to find solutions to everyday challenges. These real-world applications give learners an opportunity to identify science as a solution and as a force for good in their communities. This STEM program serves all 415 Calabash students: TK through 5th grade students including students with special educational needs; and,

Upon support of this grant request, Mitra Hormozian has conveyed that the PTO has offered NC recognition in their parental email blasts and the WHWC Neighborhood Council free space and an outreach table (*we can bring our pop-up 10x10 booth setup – NC volunteers needed*) at their Spring Carnival Saturday April 13, 2024, at the LDS Church off Mulholland (4501 Deseret Dr. WH, Ca 91364) from 12:00 pm to 4:00 pm; and,

WHEREAS, The WHWC Neighborhood Council has granted this request to the Calabash PTO in the past; and,

WHEREAS, The Education Committee, after receiving input and having discussion via Zoom at a properly noticed virtual meeting under SB-411 voted to recommend to the full Board passage and funding of the attached NPG; and,

THEREFORE, The Education Committee, moves-requests that the WHWCNC full board (1.) **Approve the attached Calabash PTO NPG for \$3000.00 and direct the treasurer to submit the NPG and supporting documentation to the City Clerk for funding;** and (2.) Rally our Area-7 Board Members, Outreach and Community Services Committees to help provide table items and booth support at the April 13th event and encourage many of our board members to sign up for volunteer time.

See Calabash NPG (20 pages) included supporting documents.

Roll Call Vote

Item No. 2

D. Weiss, A. Steurer, H. Kline, Ad Hoc Committee (Hybrid Meetings) Technology Needs (24-049) Funding Request – OWL3 Hybrid Meeting Equipment

12 pages

WHWCNC Hybrid Meeting Ad hoc Committee Reduced Proposal for Hybrid Meeting Equipment Purchase

Introduction:

The Woodland Hills - Warner Center Neighborhood Council requires the best environment to fulfill its desire to conduct efficient technically compliant with SB-411 & AB2449 hybrid meetings. To achieve this goal, after hundreds of hours of investigation, the ad hoc committee proposes purchasing the minimally essential equipment, which includes two Owl3 units, a MacBook Air, tripods, carrying cases, plus some accessories and cables.

This equipment provides inclusivity, ease of use, technological advantages, stability, protection, and reliable connectivity, all of which are essential for conducting successful meetings. By approving this proposal, the NC will demonstrate its commitment to fostering an inclusive, accessible, and technologically advanced environment for the benefit of all stakeholders.

The items to be purchased allow for utilizing the community room at the fire station because it has the audio-visual equipment already to complete the requirements for a Hybrid meeting. For use at other large venue locations, the NC will need to purchase or rent additional equipment at that time. This would consist of projection equipment and video screens which were removed from this proposed purchase.

Inclusivity and Equal Participation

The Owl3 units are designed to provide 360-degree video and audio coverage, ensuring that remote participants, such as board members, the public, and city officials, can effectively engage in meetings as if they were physically present in the room. This technology promotes inclusivity and equal participation, allowing all attendees to contribute to discussions and decision-making processes, regardless of their location. The Hybrid setup allows the participation of people who cannot attend in person while allowing other people the in-person experience that virtual-only meetings alone do not provide.

Advanced AI Technology for Enhanced Video and Audio Quality

The Owl3 units feature advanced AI technology that prevents audio feedback and uses the built-in microphones to focus the camera and microphones on the person(s) speaking. This technology ensures that the video and audio quality remain clear and consistent throughout the meeting, minimizing distractions and improving the overall watching and listening experience for all participants in the room and participating remotely. The AI-powered audio processing also adapts to different room acoustics and speaking styles and volume, making it suitable for use in a variety of meeting environments.

Ease of Use and Flexibility

Reading hundreds of online user reviews confirms why OWL Labs support recommends the MacBook Air as the best performing, easiest to use computer system for us to use. It will enable the NC members to easily set up the hybrid meeting system at various locations. Its portability, all-day battery life [no need to connect it to power during the longest meetings], and user-friendly interface will ensure flexibility and convenience, allowing the NC to adapt to different meeting requirements and venues. The simplicity of the OWL Labs system, compared to alternative technologies, makes it an ideal choice for the WHWCNC, as it reduces the need for extensive technical training and support. Importantly this state-of-the-art equipment overcomes the problems other NCs are having with “old-school” technology that they have attempted to use for hybrid meetings.

Technological Advantages

The MacBook Air provides the best video display, processing speeds, port speeds, and other features needed to deliver the optimal experience with Zoom, the platform used for our hybrid meetings. The MacBook Air's high-resolution Retina display ensures that committee participants gathered around a table can clearly see the meeting content, and where needed drive external room displays, while its powerful purpose-driven processor chips deliver fast performance and efficient energy usage. The laptop's advanced audio processing capabilities also enhance the clarity of speech during meetings. By investing in this computer, the NC will ensure that meetings run smoothly, with minimal technical issues or disruptions.

Stability and Optimal Positioning

Tripods will be used to provide a stable foundation for the Owl3 units, guaranteeing steady video footage and minimizing disruptions during meetings. This stability is crucial for maintaining the flow of discussions and ensuring that all participants can clearly see and hear the proceedings. Moreover, tripods allow for the optimal positioning of the Owl3 units at eye level, which is essential for the best performance of the equipment. In situations where the Owl3 units cannot be placed in the middle of a table, tripods provide the necessary flexibility to ensure the best possible video and audio quality for remote participants.

Equipment Protection and Longevity

Carrying cases will be purchased to safeguard the equipment during transport, reducing the risk of damage and extending the lifespan of the investment. By protecting the Owl3 units, MacBook Air, and other peripherals, the council can ensure that the equipment remains in excellent condition, minimizing maintenance and replacement costs in the long run.

Reliable Connectivity and Minimal Technical Issues

High-quality cables will be used to ensure reliable connections between the Owl3 units, MacBook Air, and other peripherals. These cables will minimize technical issues during meetings, such as audio or video disruptions, ensuring that meetings run smoothly and without interruptions.

Suitability for the WHWCNC Use

The OWL Labs equipment has been successfully deployed in various settings, including government, schools, universities, churches, hundreds-of-thousands of businesses large and small, LA City Planning, *and other Neighborhood Councils*. This widespread adoption demonstrates the system's suitability for use at WHWCNC committee, board meetings, and events, where clear communication, inclusivity, and ease of use are paramount to delivering for our stakeholders and fellow board members.

Budget and Return on Investment

The total cost of the proposed equipment purchase is estimated to be just over \$5,000 with sales tax. While this may seem like a significant investment, the long-term benefits for the NC and our constituents far outweigh the initial cost. By investing in this technology, the WHWCNC will be able to conduct more efficient, inclusive, and productive meetings, ultimately leading to better decision-making and improved outcomes for the community we are all dedicated to serving.

WHWCNC Hybrid Meeting Equipment Purchase Order

Qty	Product Description	Link	Amazon Price	w/ tax
2	OWL 3 Systems	Item Link	\$1,049.00	\$2,297.31
1	OWL 3 expansion microphone w/ 2-meter USB-C cable	Item Link	\$249.00	\$272.66
1	USB-C 5-meter microphone cable	Item Link	\$29.00	\$31.76
1	MacBook M3 Air 15.3" Display, 8GB, 256 GB	Item Link	\$1,249.99	\$1,368.74
1	tomtoc 15" Macbook Air Shoulder Carrying Cases	Item Link	\$39.99	\$43.79
2	Case Club single OWL 3 case	Item Link	\$79.95	\$175.09
2	Meeting OWL Tripod or equivalent	Item Link	\$149.00	\$326.31
2	OWL Lock Adapters	Item Link	\$55.30	\$121.11
2	25ft USB C to HDMI High Speed Video Cable (2pk)	Item Link	\$49.99	\$109.48
2	15ft USB-C to USB-C Video Cable (2pk)	Item Link	\$38.99	\$85.39
2	25-ft MaximFlat-head Pwr Ext Cord	Item Link	\$24.95	\$54.64
1	Sunshine Yellow Gaffer tape 30 yds	Item Link	\$19.99	\$21.89
1	Electric Blue Gaffer tape 30 yds	Item Link	\$19.99	\$21.89
1	Unknown Needs (adapters, cables, price increase		\$90.00	\$98.55
Total				\$5,028.59

Meeting Owls in use at the Bel Air Neighborhood Council



Meeting Owls in use at the West Hills Neighborhood Council



Meeting Owls in use at the Woodland Hills - Warner Center Neighborhood Council

WHWCNC Full Board Meeting Teleconference - Shared screen with speaker view of a remote participant

Current Garden

1836 sq ft



2023-12-13 20:30:00

Meeting Owls in use at the Woodland Hills - Warner Center Neighborhood Council

WHWCNC Full Board Meeting Teleconference - Shared screen with speaker view

Lions of Lockhurst PTO



WHO WE ARE:

The Lions of Lockhurst Parent Teacher Organization (LOLPTO) is a non-profit organization dedicated to raising funds for programs that enhance the education, health, and welfare of all Lockhurst Drive Charter Elementary students. Our small, but mighty group of hard-working parents strive to engage and connect all Lockhurst families, students, and teachers in order to optimize the overall success of our students.



WHWCNC Full Board Meeting Teleconference - Shared screen with speaker view of diallog between in person and remote participants



Meeting Owls in use at the Woodland Hills - Warner Center Neighborhood Council

WHWCNC Full Board Meeting Teleconference - Shared screen with speaker view **dialog between board member and (then) stakeholder inperson attendee**



Conversation between 3 board members



Meeting Owls in use at the Woodland Hills - Warner Center Neighborhood Council

WHWCNC Full Board Meeting Teleconference - Shared screen with speaker view

Board President invites DONE NEA to give monthly update report



WHWCNC Full Board Meeting Teleconference - Shared screen with speaker view

Supporting documents.pdf
Page 17 of 28

PLUM, Don Patterson, Martin Lipkin, Chairs

5:

(23-072) Toll Brothers Apartment Development (mixed use), 6464 Canoga Avenue, Woodland Hills, 91367

Discussion and possible action:

Applicant proposes to demolish a vacant, 1960's earthquake-damaged red brick and glass Filmmation building on corner of Canoga Ave. and Victory Blvd. and construct new 8-story mixed-use structure with 276 residential units (21 units set aside for Very Low Income [VLI]) and 4,045 SF of commercial space under State law AB 2097 which supersedes the 2035 Warner Center Specific Plan, mandating that no conditions can be attached to any motion the Woodland Hills-Warner Center Neighborhood Council Board adopts. However, the Neighborhood Council can make recommendations which the LA Planning Department can discuss with the Applicant.

Motion:
As pertaining to the proposed Toll Brothers apartments/mixed-use building (*No Planning Case Number assigned*) at 6464 Canoga Avenue, Woodland Hills, CA 91367, after having held three (3) live public meetings for the application filed by Toll Brothers, for mixed-use structure project in the Downtown District of the Warner Center Plan under AB 2097, the Woodland Hills-Warner Center Neighborhood Council Board hereby finds that:

WHEREAS, the proposed project is in basic compliance with the 2035 Warner Center Specific Plan; and

WHEREAS, the proposed project adheres to all of the requirements of the Downtown District of the 2035 Warner Center Specific Plan without requesting variances or exemptions except those granted under State laws; and

WHEREAS, the building will provide 276 residential units, with at least 21 units offered at Very Low Income (VLI) rental rates set by the State, as well as 4,045 SF of commercial space as required in a mixed-use structure in the WC Downtown District; and

2023-12-13 19:02:13

MEETING OWL 3

Meet the Meeting Owl® 3 device, our premium 360° camera, mic, and speaker that creates the most immersive meeting experience for hybrid teams.

KEY BENEFITS

- See and hear everything with 360° in-room video and audio and the upgraded Owl Intelligence System (OIS™) that uses computer vision to automatically focus on whoever is speaking
- Eliminates friction with a plug and play meeting setup and start to support most video conferencing platforms including, including Zoom, Microsoft Teams and Google Meet
- WiFi-enabled to get smarter over time through continuous software innovations and feature launches to the Owl Intelligence System
- Connect to a second Meeting Owl through Owl Connect or to an Expansion Mic to support meetings in larger spaces
- Pairs with our [collaborative room solutions](#): the [Whiteboard Owl](#), the [Meeting HQ](#).

DIFFERENTIATORS

- Meet faster: From unboxing to your first meeting in 6+ minutes
- Effortless updates: Gets smarter with OTA updates in 2 minutes flat
- Adaptable tech: Expands to spaces up to 28 ft with two Meeting Owls
- Better meetings: Quicker and smoother speaker transitions with speaker detection in 3 seconds or less



globally

2K+ schools,
universities,
and educational
institutions

84 out of 100 of the
Fortune 100

HOOTS AND HOLLERS



Learn More



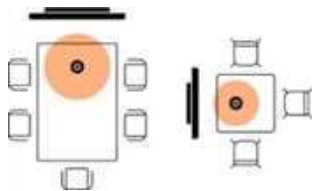
Meeting Owl experience



Typical front-of-room camera experience

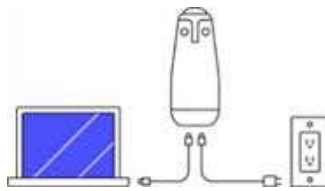


1



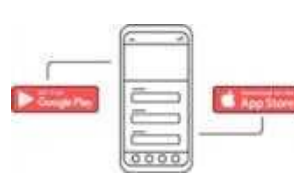
Place your Owl on a table or desk.

2



Plug in power. Connect USB-C to an in-room computer or laptop.

3



Download the Meeting Owl App for desktop, mobile, or tablet and set up your Owl.

4



In your video conferencing platform, choose Meeting Owl for audio and video.

FEATURED IN



“

The Meeting Owl has completely transformed our ability to work well across our team and our organization.

— RORY SUTHERLAND,
VICE CHAIRMAN, OGILVY

[READ CASE STUDY](#) ↗

[Learn More](#)

Meeting Owl[®] 3 Specifications

MEETING OWL 3

OWLLABS[®]

Camera	Microphone	Speaker	Connection
<p>Single custom-designed 360° panoramic fisheye camera to eliminate image distortion</p> <p>Camera view shows optional 360° panoramic view of the room and face-to-face view that auto-focuses on whoever is speaking</p> <p>Output Resolution: 1080p HD Video Pickup Radius: 10' (3m) Field of View: 360°</p>	<p>8 omni-directional beamforming Smart Mics</p> <p>Smart Mics equalize speaker volume to amplify quiet voices</p> <p>Audio Pickup Radius: 18' (5.5m)</p> <p>Ability to pair two Meeting Owls with Owl Connect to expand video and audio range by 8' (2.5m) in any direction</p>	<p>Three built-in speakers for 360° coverage and clear in-room sound</p> <p>Speaker Output Level: 80 db SPL</p>	<p>Plug and play connection to host computer via USB-C</p> <p>Option to connect to the Meeting HQ for one-touch meeting start (with adapter)</p> <p>Option to connect to the Whiteboard Owl via Bluetooth</p> <p>Option to connect to the Expansion Mic via micro-HDMI</p>
Processing Power	Dimensions	Power Supply	Warranty
<p>Qualcomm[®] Snapdragon[™] 605 processor</p>	<p>Dimensions: 4.4" W x 4.4" D x 10.72" H (111mm W x 111mm D x 272mm H)</p> <p>Weight: 2.61lb (1.2kg)</p>	<p>AC Input: 100-240V</p> <p>Line cord: Specific to region</p>	<p>2-year warranty (Option to extend warranty to 3 years with Owl Care)</p>

USAGE

Software	Compatibility	Management	Security
<p>AI-powered Owl Intelligence System[™] to intelligently focus on whoever is speaking</p> <p>Intelligently autofocuses on the active speaker using vision, voice, and motion</p> <p>Options for presenter enhancement, digital whiteboarding capabilities, and different camera controls to customize your meeting experience</p> <p>Ability to pair two Meeting Owl 3s or Pros using Owl Connect to expand video and audio coverage in larger rooms</p>	<p>Plug and play connection to host computer via USB-C</p> <p>Works with Zoom, Microsoft Teams, Skype for Business, Slack, Webex, and many more</p> <p>Compatible with virtually all web-based video conferencing platforms</p> <p>Extend range by pairing with another Meeting Owl (Pro or 3) or add on Expansion Mic</p> <p>Works with the Meeting HQ* and the Whiteboard Owl</p>	<p>Meeting Owl App:</p> <ul style="list-style-type: none"> • Mobile: iOS and Android • Tablet: iPad • Desktop: Mac and Windows <p>Required for first-time setup and adjusting settings during meetings</p> <p>The Nest: Manage your fleet of Owls through our web-based portal</p>	<p>Meeting Owl 3 does not record any video or audio content</p> <p>Video and audio are streamed to the host computer via USB-C connection</p> <p>Option to secure the Meeting Owl 3 with Lock Adapter</p> <p>Full security and privacy details</p>

SETUP

*Adapter required

What's Included	Setup
<p>Meeting Owl 3</p> <p>Power adapter and line cord</p> <p>USB-C to USB-C cable</p> <p>Setup Guide</p> <p>Table Card + Owl holder</p>	<p>Placement: 3' (1m) from the in-room TV or monitor and within 18' (5.5m) of in-room participants</p> <p>Setup Options: Center of the table, tripod-mounted, or ceiling-mounted</p>



Item No. 3

Julie Waltrip and Shelly Schwartz, Co-Chairs Public Safety
Committee

(24-048) Motion to Approve \$3000.00 NPG for the Los
Angeles Police Foundation

9 pages

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.

Name of NC from which you are seeking this grant: Woodland Hills Neighborhood Council

SECTION I - APPLICANT INFORMATION

1a)	<u>Los Angeles Police Foundation</u>	<u>95-4700442</u>	<u>CA</u>	<u>10/1/1998</u>
	<i>Organization Name</i>	<i>Federal I.D. # (EIN#)</i>	<i>State of Incorporation</i>	<i>Date of 501(c)(3) Status (if applicable)</i>
1b)	<u>633 W. 5th Street, Suite 960</u>	<u>Los Angeles</u>	<u>CA</u>	<u>90071</u>
	<i>Organization Mailing Address</i>	<i>City</i>	<i>State</i>	<i>Zip Code</i>
1c)	<u></u>	<u></u>	<u></u>	<u></u>
	<i>Business Address (if different)</i>	<i>City</i>	<i>State</i>	<i>Zip Code</i>
1d)	PRIMARY CONTACT INFORMATION: <u>Dana Katz</u>	<u>213-489-4636</u>	<u>dana@supportlapd.org</u>	
	<i>Name</i>	<i>Phone</i>	<i>Email</i>	
2)	Type of Organization- Please select one:			
	<input type="checkbox"/> Public School <i>(not to include private schools)</i> Attach Signed letter on School Letterhead	or	<input checked="" type="checkbox"/> 501(c)(3) Non-Profit <i>(other than religious institutions)</i> Attach IRS Determination Letter	
3)	<u></u>	<u></u>	<u></u>	<u></u>
	<i>Name / Address of Affiliated Organization (if applicable)</i>	<i>City</i>	<i>State</i>	<i>Zip Code</i>

SECTION II - PROJECT DESCRIPTION

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

The LAPD's Topanga Community Police Station's Community Room is used to host many different events and meetings for various community organizations. Unfortunately, the equipment in the room is outdated and broken. The screen does not drop down, the video projector is burnt out, and the speakers do not work, among other issues. The purpose of this grant would be to replace some of the equipment in the Community Room so that the room can, once again, be used to bring together various groups and events.

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)

The grant will be used to update and replace broken and outdated equipment in the LAPD Topanga Community Police Station's Community Room so that the room can be used to host assorted community groups and meetings that serve the general public.

SECTION III - PROJECT BUDGET OUTLINE

You may also provide the Budget Outline on a separate sheet if necessary or requested.

6a)	Personnel Related Expenses	Requested of NC	Total Projected Cost
		\$	\$
		\$	\$
6b)	Non-Personnel Related Expenses	Requested of NC	Total Projected Cost
	Projector Replacement	\$ 3,000	\$ 5,653.13
		\$	\$

7) Have you (applicant) applied to any other Neighborhood Councils requesting funds for this project?
 No Yes If Yes, please list names of NCs: West Hills NC, Canoga Park NC, Winnetka NC

8) Is the implementation of this specific program or purpose described in Question 4 contingent on any other factors or sources or funding? (Including NPG applications to other NCs) No Yes If Yes, please describe:

Source of Funding	Amount	Total Projected Cost
TBD	\$ 2,653.13	\$ 5,653.13
	\$	\$
	\$	\$

9) What is the TOTAL amount of the grant funding requested with this application: \$ 3,000

10a) Start date: 06 / 01 / 24 10b) Date Funds Required: 06 / 15 / 24 10c) Expected Completion Date: 06 / 30 / 24
 (After completion of the project, the applicant should submit a Project Completion Report to the Neighborhood Council)

SECTION IV - POTENTIAL CONFLICTS OF INTEREST


11a) Do you (applicant) have a current or former relationship with a Board Member of the NC?
 No Yes If Yes, please describe below:


Name of NC Board Member	Relationship to Applicant

11b) If yes, did you request that the board member consult the Office of the City Attorney before filing this application?
 Yes No *(Please note that if a Board Member of the NC has a conflict of interest and completes this form, or participates in the discussion and voting of this NPG, the NC Funding Program will deny the payment of this grant in its entirety.)

SECTION V - DECLARATION AND SIGNATURE

I hereby affirm that, to the best of my knowledge, the information provided herein and communicated otherwise is truly and accurately stated. I further affirm that I have read the documents "What is a Public Benefit," and "Conflicts of Interest" of this application and affirm that the proposed project(s) and/or program(s) fall within the criteria of a public benefit project/program and that no conflict of interest exist that would prevent the awarding of the Neighborhood Purposes Grant. I affirm that I am not a current Board Member of the Neighborhood Council to whom I am submitting this application. I further affirm that if the grant received is not used in accordance with the terms of the application stated here, said funds shall be returned immediately to the Neighborhood Council.

12a) Executive Director of Non-Profit Corporation or School Principal
Dana Katz Executive Director  02/20/24
 PRINT Name Title Signature Date

12b) Secretary of Non-profit Corporation or Assistant School Principal
Warren Dern Secretary  4/24/2024
 PRINT Name Title Signature Date

* If a current Board Member holds the position of Executive Director or Secretary, please contact the NC Funding Program at (213) 978-1058 or clerk.ncfunding@lacity.org for instructions on completing this form



P.O. Box 2080, Room 4001
Cincinnati OH 45201

in reply refer to: 4877550282
Aug. 16, 2017 LTR 4168C 0
95-4700442 000000 00
00026610
BODC: TE

LDS ANGELES POLICE FOUNDATION
% CECILIA AGUILERA GLASSMAN
633 W 5TH ST STE 960
LDS ANGELES CA 90071



024272

Employer ID Number: 95-4700442
Form 990 required: Yes

Dear Taxpayer:

This is in response to your request dated July 17, 2017, regarding your tax-exempt status.

We issued you a determination letter in October 1998, recognizing you as tax-exempt under Internal Revenue Code (IRC) Section 501(c) (03).

0 e foundation as defined
un ibed in IRC Sections
50

Don you as provided in IRC Section 170. You're also qualified to receive tax deductible bequests, legacies, devises, transfers, or gifts under IRC Sections 2055, 2106, and 2522.

In the heading of this letter, we indicated whether you must file an annual information return. If a return is required, you must file Form 990, 990-EZ, 990-N, or 990-PF by the 15th day of the fifth month after the end of your annual accounting period. IRC Section 6033(j) provides that, if you don't file a required annual information return or notice for three consecutive years, your exempt status will be automatically revoked on the filing due date of the third required return or notice.

For tax forms, instructions, and publications, visit www.irs.gov or call 1-800-TAX-FORM (1-800-829-3676).

If you have questions, call 1-877-829-5500 between 8 a.m. and 5 p.m., local time, Monday through Friday (Alaska and Hawaii follow Pacific Time).

4877550282

Aug. 16, 20 7 LTR 416BC II

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00029610

LOS ANGELES POLICE FOUNDATION
C CECILIA ABUTLERA GLASSMAN
633 W 5TH ST STE 960
LOS ANGELES CA 90071

Sincerely yours,

Stephen A. Martin

Stephen A. Martin
Director, EO Rulings & Agreements

From: PCC Network Solutions
A Pacific Coast Cabling, Inc., Company
20717 Prairie Street
Chatsworth, CA 91311

Date:
0

Contact: Mike Lavalley

To: David Torres

Job Site: 0
0
0
0

Attn:
Ph. #

Quantity	Part Number	Description	MATERIAL	
			UNIT COST	TOTAL
1		WUXGA LCD, 7100 Lumen Advanced Professional Laser Installation Projector	\$5,653.13	\$5,653.13

The Community Room was wired in 2009 when the station was built. The room was originally wired with proprietary A/V equipment from a company called Crestron. Several components of the Crestron equipment have failed throughout the years and the system is now inoperable.



Overview of the Community Room



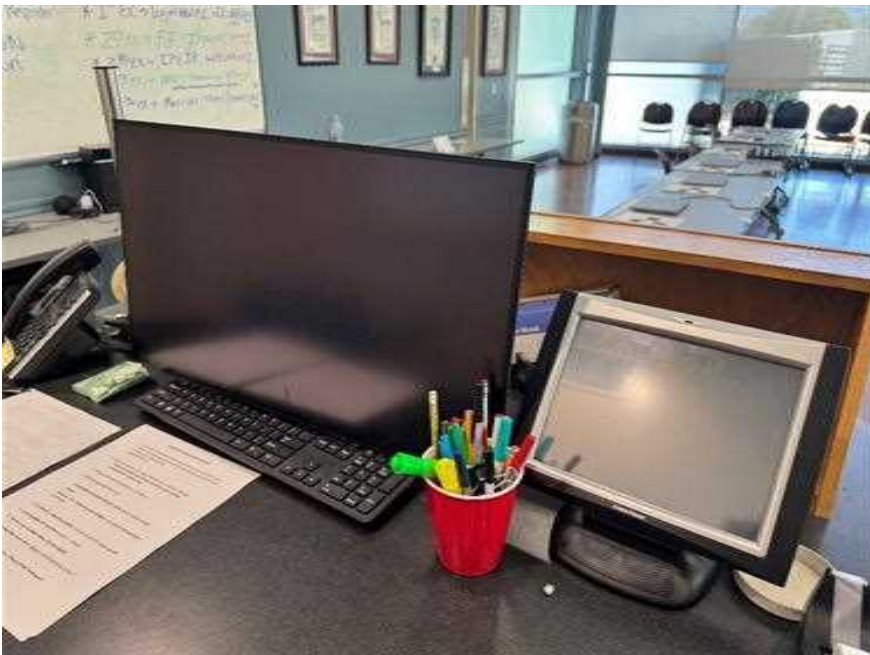
Overhead projector. The project bulbs are no longer available, and it can no longer be controlled. The black cone shaped speaker is also visible. There are six speakers hanging from the ceiling in the room.



Original equipment was installed with a proprietary custom-made cable that connected to a server room with the control computers and switches. This will have to be replaced and is no longer usable.



(Left) Equipment inside the podium for switching between various A/V sources. (Right) RCA cables that connect the projector to the podium. These cables will have to be replaced with updated HDMI cables.



On the right is the Crestron touch screen that controlled the entire system. The motherboard has died, and the system can no longer be controlled. We have been advised that Crestron does not make a replacement due to its age and the current version of the touch screen is not compatible with our 2009 equipment. The touch screen also controlled the motorized projector screen which will need to be rewired with a manual switch.



Server room equipment that controls the Crestron A/V equipment in the Community Room. Part of the Pacific Coast Cabling quote is installing localized A/V control equipment to eliminate the costly servers of the Crestron equipment and to make the system easier to service in the future.

**Item No. 4 [continued item (8) (24-44) from April meeting]
Joyce Fletcher, Chair of Community Services Committee
(24-048) Funding Request – 2 in 1 Hand Cart/HandTruck Foldable Dolly**

1 page



2 in 1 Hand Truck Dolly Foldable,330LB Capacity Portable Folding Hand Cart,Hand Truck Foldable Dolly with Retractable Handle,Folding Dolly Cart with Wheels,Collapsible Dolly for Moving

- **【2 in 1 Multi-Position** Use as a 2 wheel dolly hand truck or a 4-wheel folding hand cart. Folding hand truck dolly can be quickly switched in just a few seconds without the need for pins or tools. Hand truck foldable made from durable steel frame and bearing capacity of 330 lbs.
- **【Foldable & Easy to Use)** The folding size of this foldable dolly cart is only 25×18×4.7inches.Weighs about 18 pounds. Foldable dolly cart with wheels can be conveniently stored in the trunk of a car. Foldable dolly with 5" dual bearing rubber wheels, which do not produce noise. Folding dolly with 360-degree swivel functionality.
- **【3 Gear Retractable Handle** The handle height of the hand cart foldable can be adjusted in three gears according to your height, The handle can be adjusted up to 52.8 inch. The handle with a cushion provides a comfortable grip when in use.
- **【Comes With Adjustable Bungee Cords】** Hand cart comes with 2 adjustable bungee cords, no additional purchase required. You can freely adjust the length of the bungee cord to secure the cargo.
- **【Wide Use &Worry Free After Sales** Foldable hand cart is a necessity for families offices warehouses and other places. We are committed to providing high-quality dolly and efficient after-sales service.

Item No. 5

Heath Kline, Treasurer

(24-047) Motion to reallocate the WHWCNC Board Budget to fund the April 10 Board voted NPGs and pending May spending item(s) with the limited unspent funds available this FY.

1 page

WHWCNC FYE Planning Budget

Spending trxs thrgh 05/01/2024. Shows 4/10 APPROVED 5/9 PENDING Brd spend motions that REQUIRE Budget Reallocations at 5/09/24 meet in BLUE text w/ yellow backgrnd.

Line #	WHWCNC Annual Budget FY2023-2024	Last Budget Allocation 3/13/24	Proposed Budget Allocation 5/9/24	Budget Allocation Change Amt 5/9/24	Fiscal Year 2024												Ytd Spent	3/13/24 Budget	Avail	5/9/24 Reallocation Amount	Funds Avail After 5/9/24 Reallocation
					July (Paul)	August	September	October	November	December	January	February	March	April	May	June					
1	Admin Packet & Budget Adopted June 14, 2023 BAC (23-048)			RED-DECREASE																	
2	As Adjusted & Adopted 9/13/23 BAC 3 (23-059)			GREEN-INCREASE																	
3	As Adjusted & Adopted 11/08/23 BAC 2 (23-089)			RED-NO CHANGE																	
4	As Adjusted & Adopted 01/10/24 BAC 7 (24-007)																				
5	As Adjusted & Adopted 02/15/24 BAC 14 (24-025)																				
6	As Adjusted & Adopted 03/13/24 BAC 08 (24-034)																				
7	Pending Reallocation Budget BAC 08N 3/09/24 (24-047)																				
8	Possible Board Budget Reallocation and new spending at 5/09/24 Meeting in Blue																				
9	Annual Budget Funds	\$32,000.00	\$32,000.00	\$0.00																	
10	Rollover Funds (RO-Supplemental Funds) Reallocation) BAC 3 (23-053)	\$10,000.00	\$10,000.00	\$0.00																	
11	Adjustments (Spart Expenses Pd by City Clerk Gasstopper 562.54 & StorQuest 5268)	(\$330.54)	(\$330.54)	\$0.00																	
12	Adjustments (Dot Expenses Pd by City Clerk Gasstopper 562.54 & StorQuest 5268 10/2/23)	(\$268.00)	(\$268.00)	\$0.00																	
13	Adjustment-Dec NC expenses Pd by City Clerk CC StorQ charged in Error	(\$271.00)	(\$271.00)	\$0.00																	
14	Total Adjustments	(\$869.54)	(\$869.54)	\$0.00																	
15	Total Annual Budget Funds	\$41,130.46	\$41,130.46	\$0.00																	
16																					
17																					
18	Office/Operational Expenditures Category																				
19																					
20	Space Rental Board Meetings	\$1,200.00	\$500.00	(\$700.00)																	
21	NC Storage StorQuest	\$2,940.00	\$2,972.00	\$32.00	\$268.00																
22	Phone System - Grandtopper	\$1,200.00	\$930.58	(\$269.42)	\$31.90																
23	Adjustment- Spart NC expenses Pd by City Clerk during credit card transaction	(\$330.54)	(\$330.54)	\$0.00																	
24	Adjustment- Dot NC expenses Pd by City Clerk during credit card transaction	(\$268.00)	(\$268.00)	\$0.00																	
25	Adjustment-Dec NC expenses Pd by City Clerk CC StorQ charged in Error	(\$271.00)	(\$271.00)	\$0.00																	
26	Constant Contact	\$960.00	\$891.00	(\$69.00)	\$81.00																
27	Software Upgrades	\$200.00	\$105.00	(\$95.00)																	
28	Mail Box Rental (UPS PMB) Increase 5/16/09/24	\$500.00	\$516.00	\$16.00	\$516.00																
29	Office Supplies and Printing	\$2,000.00	\$133.29	(\$1,866.71)																	
30	Paper and Ink	\$500.00	\$0.00	(\$500.00)																	
31	Email and Web Hosting Support (RO Funds) 7 (24-033) March 13 24 agend	\$2,600.00	\$729.56	(\$1,870.44)																	
32	Zoom Virtual Meet SaaS (7 (24-033) March 13 24 agenda) waiting on DONE	\$400.00	\$400.00	\$0.00																	
33	Food & Refreshments For NC Meetings, Retreats, & Outreach Events	\$1,000.00	\$778.40	(\$221.60)																	
34	\$8111 Hybrid Meeting Equip 2 Meet Ows, 1 Camp & Accs (24-048) May 9	\$0.00	\$5,038.31	\$5,038.31																	
35	Post Due Verizon Wireless Hotspot 854.13	\$0.00	\$854.13	\$854.13																	
36																					
37																					
38	Total Office/Operational Expenditures	\$12,630.46	\$12,448.23	(\$182.23)																	
39																					
40																					
41																					
42	Outreach Expenditures Category																				
43	Cong of Neighborhoods 5000 & July Constant Contact \$81 (11/ Paul L Treas)	\$581.00	\$581.00	\$0.00	\$581.00																
44	Greatful Hearts & Disaster Prep Booth \$500 3 (23-070) 11/02/23	\$500.00	\$500.00	\$0.00																	
45	Replace Damaged NC Pole Banners 5900 4 (23-071) 11/8/23	\$900.00	\$870.53	(\$29.47)																	
46	HALO Production of giveaway bags & keychains up to \$2,500 (24-007) 3/10/24	\$2,500.00	\$2,484.85	(\$15.15)																	
47	Yours Cultural - Constant Contact Booth NC (BAC 11/24-022) 2/15/24	\$1,500.00	\$1,485.00	(\$15.00)																	
48	One Generation 5/17 Outreach Booth (BAC 12/24-026) 2/15/24	\$1,000.00	\$1,000.00	\$0.00																	
49																					
50																					
51	Mailman Press or all printer 1000 4/4 4x3 Rack Cards 4 (24-030) 3/13/24	\$275.00	\$117.55	(\$157.45)																	
52																					
53	4Mprint NC Branded promo items upto \$5,000 as follows (24-031) 3/13/24	\$1,275.00	\$852.30	(\$422.70)																	
54	4/2000 WHWCNC 3x4" Branded Sticky Pads up to \$1,000 (\$0.39 each - tax & shipping) 5/17/21	\$1,000.00	\$982.40	(\$17.60)																	
55	4/2000 WHWCNC Branded Business Cards up to \$1,000 (\$1.00 each - tax & shipping) 5/17/21	\$1,000.00	\$957.60	(\$42.40)																	
56	4/2000 WHWCNC Branded Hand Fairs up to \$750 (\$0.56 - \$65 set-up, tax & shipping) 5/17/21	\$750.00	\$679.01	(\$70.99)																	
57	4/1600 WHWCNC Branded Sumpkins up to \$1,000 (\$1.25 each + \$20 set-up, tax & shipping) 5/17/21	\$1,000.00	\$884.50	(\$115.50)																	
58	4/1600 WHWCNC Branded Power Clips up to \$1,000 (\$0.66 each + \$20 set-up, tax & shipping) 5/17/21	\$1,000.00	\$833.67	(\$166.33)																	
59	5/05/24 Budget reallocation to reclaim excess funding provided prior to fiscal year 2024																				
60																					
61	T-Shirt Guys \$2800 (Item 6 (24-032) March 13 24 Agenda)	\$2,800.00	\$2,800.00	\$0.00																	
62	4/1600 AMB APPAREL COTTON T-SHIRTS - TRUE NAVY SIZES XL, NC LOGO 888x21	\$770.00	\$599.21	(\$170.79)																	
63	4/1600 AMB APPAREL COTTON T-SHIRTS - TRUE NAVY SIZES XL, NC LOGO 888x21	\$130.00	\$115.72	(\$14.28)																	
64	4/1600 AMB APPAREL COTTON T-SHIRTS - TRUE NAVY SIZES XL, NC LOGO 888x21	\$670.00	\$663.49	(\$6.51)																	
65	4/1600 AMB APPAREL COTTON T-SHIRTS - TRUE NAVY SIZES XL, NC LOGO 888x21	\$920.00	\$885.84	(\$34.16)																	
66	ELDON Depot of Order Mkt. 2023.42 Order on Completion in April, Release 2023.58 Invoice Paid 4/09/24	\$920.00	\$885.84	(\$34.16)																	
67																					
68	Social Media	\$0.00	\$0.00	\$0.00																	
69	Warner Center News	\$0.00	\$0.00	\$0.00																	
70	Website Hosting	\$19.99	\$19.99	\$0.00																	
71	Website Webmaster (\$2K > 1.5K - 5K to VC Concerts above on 2/15/24)	\$0.00	\$0.00	\$0.00																	
72	General Outreach (not pd allocated to specific items) Bus Benches 3280 (File Hand card 1/4/21)	\$174.01	\$174.01	\$0.00																	
73																					
74																					
75	Total Outreach Expenditures	\$16,950.00	\$15,632.23	(\$1,317.77)																	
76																					
77																					
78	Election Expenditures																				
79	Westfield for Rose Goldwater Cmrt Ctr 6/18/23 NC Election Venue (RO)	\$750.00	\$750.00	\$0.00																	
80																					
81	Total Election Expenditures	\$750.00	\$750.00	\$0.00																	
82																					
83	Neighborhood Purposes Grants (NPG) Expenditures Category																				
84																					
85	West Valley Food Party (BAC 6-23-083 Passed 10/12/23)	\$2,000.00																			

Item No. 6

**Heath Kline and August Steurer, WHIP Co-Chairs
(24-050) CIS seeking increased NC funding in the City Budget**

3 page

WHWCNCN WHIP DRAFT CIS regarding CF 24-0600

Portal Summary:

The Woodland Hills – Warner Center Neighborhood Council Board seeks the collaboration of Bob Blumenfield, City Council Budget Committee Chair, and Mayor Bass to address the funding challenges Neighborhood Councils (NCs) face in Los Angeles. The CIS, intended for submission to the city's 2024-2025 budget discussions, underscores the disparity between the city's budget growth and the diminishing funding allocated to NCs. Initially provided with \$50,000, NCs now operate with a significantly reduced budget of \$32,000, which, when adjusted for inflation, falls short by \$53,000 of what is needed to maintain their initial operational fiscal capacity. The CIS calls for immediate budget increases to match inflation-adjusted levels, reinstatement of the 3-year fund rollover policy, a base-plus-per-resident funding model, and additional support for NCs with unique challenges. It highlights the increased costs associated with digital and traditional stakeholder engagement, the necessity for professional digital marketing skills, and the financial strain of maintaining a digital presence across multiple platforms. The CIS seeks support from the City to equip NCs with the necessary resources for effective community engagement in the digital era, emphasizing the critical role of digital communication in involving stakeholders in city governance.

Proposed Resolution:

WHWCNC Community Impact Statement on Neighborhood Council Funding:

The Woodland Hills Issues and Policies Committee recommends that the WHWCNC Board endorse a resolution calling on Mayor Karen Bass and city officials to urgently address the funding inadequacies facing Neighborhood Councils (NCs). This resolution highlights the financial challenges that undermine NCs' ability to engage stakeholders effectively. It advocates for necessary budget reforms to enhance their role in promoting community participation in city governance. The resolution identifies critical issues and offers targeted solutions:

- 1. Budgetary and Inflationary Disparities:** Despite a 150% increase in the City of Los Angeles budget from \$5.14 billion in 2003-2004 to over \$13 billion in 2023-2024, NC funding has never kept pace, severely affecting their operational capacity.
 - Initially allocated \$50,000 with rollover options 20+ years ago, NCs now work with a diminished budget of \$32,000, representing a 36% decrease before accounting for inflation.
 - However, when adjusting for inflation, NC funding should exceed \$85,000, representing a current \$53,000 deficiency in funding to be equal to the start.
 - Ideally, if NC's budget matched the city's budget growth, NCs would have access to over \$125,000 for 2024-2025.
 - Over the years, the importance of funding for NCs has diminished by 74%.
- 2. Expanded Engagement and Communication Costs:** While traditional means of outreach continue with inflationary costs, the increasing shift to digital communications



triggers significant additional costs.

Effective and meaningful stakeholder engagement and outreach cost money. It cannot be done effectively with current funding. Whether the engagement is via more traditional communication like community events, street furniture ads, street banners, and local print media, when you include engaging our stakeholders online via targeted social media ads, email blasts, bulk text messages, text bots, website upkeep, and content creation, the simple fact is that reaching our stakeholders costs money.

Much is required today for an NC to fulfill its duties of stakeholder engagement. Some of the new challenges include:

- **Professional Skills:** Effective digital engagement requires content creation (sometimes paid for), digital marketing services (also paid for), and marketing expertise to reach and involve diverse community segments. It requires teams of diverse skills.
- **Increased Service and Tools Costs:** A comprehensive functional communication system is often complex. The financial demands of maintaining a digital presence—covering website upkeep, content tools, social media tools, automation tools, emailing service, utilizing online advertising for visibility, and the needs for specialist assistance—have escalated.
- **Multi-Platform Consistency:** Serving all demographics and community segments requires a presence on various platforms. Engaging stakeholders today demands a coordinated, cohesive presence across multiple digital platforms, such as Facebook, YouTube, and TikTok, plus any new platforms. These all require more resources.
- **Event/Facility use:** Serving all ages and demographic segments also requires meeting stakeholders with a physical presence. ADA-compliant spaces add costs as they are few and more expensive. Engaging stakeholders today also demands a coordinated, cohesive in-person presence beyond just online platforms, which requires yet even more resources.

3. Needed Budget Solutions:

- **Increase NC Budgets:** Immediately increase NC budgets back to their inflation-adjusted initial level and facilitate future inflation-indexing adjustments.
- **Return the 3-year Fund Rollover:** Advocate for a policy that allows funding rollovers, promoting strategic financial planning for periodic major community projects such as the Olympics or Community Planning.
- **Use a Base-Budget-Plus-Per-Resident Allocation:** To align funding more equitably with community size and needs, initiate a base budget of \$30,000 (for example) plus an additional \$1 per resident. Even the smallest NC would not get less than now.
- **Supplemental Budgets for Unique Needs:** Consider additional budget funding for NCs facing distinct challenges or serving underserved areas.

4. Collaborative Action Request: Urge Council Member Bob Blumenfield, Chair of the Budget, Finance, and Innovation Committee, to lead these efforts in partnership with



Woodland Hills Issues and Policies Committee [WHIP]



Mayor Karen Bass and other council members. This collaboration is vital for providing NCs with the resources for effective community engagement in the digital era.

This resolution addresses the urgent need for updated funding models that accommodate the evolving dynamics of community engagement, emphasizing the growing importance of digital communication. It aims to equip NCs with the capabilities to involve stakeholders more effectively in city governance.

Furthermore, the Committee recommends advising the Mayor and the City Council of its resolution and filing a Community Impact Statement to File CF 24-0600.

Item No. 7

Heath Kline and August Steurer, WHIP Co-Chairs

(24-051) CIS regarding Faith-Based Owned Property Affordable Housing

2 pages

WHWCNCN WHIP CIS regarding CF 23-0172

CIS Portal Summary for CF 23-0172

The Woodland Hills-Warner Center Neighborhood Council (WHWCNC) **opposes, unless amended**, the action recommended by city planning in CF 23-0172 regarding affordable housing development on nonprofit-owned properties under Senate Bill 4 (SB 4). While WHWCNC recognizes the need for affordable housing and the potential for religious institutions and nonprofits to contribute, they have concerns about the implementation of SB 4 under the proposed city ordinance. WHWCNC believes the ownership requirement in SB 4 should be maintained to prevent developers' abuse. WHWCNC supports allowing 20% market-rate units for feasibility, but contingent upon community input. WHWCNC recommends limiting reduced requirements to properties on commercial corridors or adjacent to existing facilities to mitigate impacts on single-family neighborhoods. WHWCNC is concerned about the loss of neighborhood amenities and increased demands on city services. WHWCNC recommends requiring ground-floor commercial space or community facilities, community benefit agreements, and robust community input. WHWCNC also suggests minimum requirements for property management and guidance on tax implications for land subdivisions and ground leasing. WHWCNC urges the city to consider these issues and looks forward to working with stakeholders to address affordable housing needs while ensuring responsible development and community benefit.

Community Impact Statement on Affordable Housing Development on Nonprofit-Owned Properties as found in CF 23-0172

The Woodland Hills - Warner Center Neighborhood Council [WHWCNC] opposes unless amended, the action recommended by city planning in CF-23-0172. WHWCNC generally accepts the intent of Senate Bill 4 (SB 4) to facilitate the development of 100% affordable housing on properties owned by religious institutions and nonprofit higher education organizations. WHWCNC recognizes the urgent need for affordable housing in our city and the potential for these organizations to contribute to solutions by developing underutilized properties.

However, WHWCNC has some concerns about the implementation of SB 4 under the proposed City ordinance relaxing the requirements that warrant further consideration:

1. Ownership requirement: SB 4 limits eligibility to properties owned by the nonprofit before January 1, 2024. We believe this requirement should be maintained in the City ordinance to prevent abuse by developers who might form religious organizations solely for the purpose of purchasing and developing properties with reduced requirements. The affected non-profits should not be enticed into becoming property developers instead of following their original purpose. An alternative is that only organizations in existence prior to January 1, 2024 be considered eligible.



2. Affordability requirements: WHWCNC supports the proposed City ordinance, allowing 20% of units to be market-rate if it is necessary for project feasibility. However, this flexibility should be contingent upon meaningful community input and engagement in the development process.
3. Location of properties: WHWCNC is concerned about the potential impact on single-family neighborhoods if nonprofits are allowed to develop affordable housing on properties that are remote from their main campus or activities, such as properties that may have been donated to or inherited by the organization. It recommends that any reduced requirements in the City ordinance be limited to properties on commercial corridors or adjacent to the nonprofit's existing facilities.
4. Preservation of neighborhood amenities: While WHWCNC supports the development of affordable housing on commercial corridors, it is concerned that this could lead to the loss of amenities needed in the neighborhood vicinity. It recommends that the city require developers to incorporate ground-floor commercial space or community-serving facilities into their projects, as appropriate, to help preserve the viability of the neighborhood.
5. Impact on city services: As these properties are developed with higher-density affordable housing, it will place increased demands on city infrastructure and services without an increase in property taxes. WHWCNC urges the city to consider strategies for mitigating these impacts, such as requiring community benefit agreements or other contributions from developers.
6. Community input: While WHWCNC supports streamlining the approval process for these affordable housing developments, it believes it is essential to maintain robust opportunities for community input and engagement. The City should establish clear guidelines for notifying and involving neighborhood councils and other community stakeholders throughout the development process.
7. Management requirements: Recognizing that most religious institutions and nonprofits may not have experience managing multi-family properties, we recommend that the City establish minimum requirements for professional property management and maintenance to ensure the long-term viability and quality of the affordable housing developments.
8. Tax considerations for land subdivision and ground leasing: To facilitate the development of affordable housing on nonprofit-owned properties, the City should provide guidance and consider tax implications for land subdivision and ground leasing arrangements. This may include working with county and state authorities to ensure a clear and consistent approach to property tax assessments in these situations.

WHWCNC urges the City to consider these issues as it moves forward with implementing SB 4 and developing a local ordinance. The Woodland Hills - Warner Center Neighborhood Council looks forward to working with the city, nonprofit organizations, and affordable housing developers to find solutions that address our city's affordable housing needs while ensuring responsible development and community benefit.

Approved: Yes – Kline, Steurer, Williams No – None Absent Haber, Waltrip

Item No. 8

**Heath Kline and August Steurer, WHIP Co-Chairs
(24-052) CIS regarding Speaking Rights for Non-Certified Community Councils**

2 pages

WHWCNCN WHIP DRAFT CIS regarding CF 15-0389-S2

CIS Portal Summary for CF 15-0389-S2:

The Woodland Hills – Warner Center Neighborhood Council (WHWCNC) opposes the motion to grant noncertified Community Councils the same speaking rights as Certified Neighborhood Councils at city meetings. This motion is clearly intended to curry favor with the Brentwood and Palisades Community Councils, 2 powerful and well-funded organizations in a certain council district, while there are no other noncertified community councils in the city of Los Angeles. The WHWCNC urges the City Council to recognize the importance of inclusive participation and community engagement provided by certified Neighborhood Councils and to explore alternative ways to ensure all community voices are heard while maintaining clear standards and responsibilities. However, noncertified Community Councils are not subject to the same requirements and oversight as Neighborhood Councils, which ensure transparency, accountability, and ethical conduct. These include the Brown Act, the Public Records Act, policies of the Board of Neighborhood Commissioners, the Department of Neighborhood Empowerment, the City Clerk's Neighborhood Council funding program, and the Elections Division. Additionally, Neighborhood Council members must complete Ethics, Anti-bias, and Gender Bias training and comply with the Code of Conduct. The advantages of noncertified Community Councils, such as fewer regulations, the ability to raise outside funds, engage in political activities, and control membership, may tempt some Certified Neighborhood Councils to decertify. This could lead to an unequal playing field, misrepresentation of community interests, and confusion among community members. Disgruntled community members could also form competing noncertified Community Councils. The co-existence of Community Councils and Neighborhood Councils in the same area could result in duplication of efforts, competition for resources and attention, and undermining of Certified Neighborhood Council legitimacy. Requiring city officials to give equal time and attention to both types of councils could strain limited resources and divert staff time from working with formally recognized and regulated Neighborhood Councils.

WHWCNC MOTION IN OPPOSITION TO GRANTING COMMUNITY COUNCILS ENHANCED SPEAKING RIGHTS AT CITY MEETINGS

WHEREAS, to curry favor of the Brentwood and Palisades Community Councils, two powerful organizations from one council district, the Los Angeles City Council is considering a motion (CF 15-0389-S2) to grant those uncertified “Community Councils” the same speaking rights at city meetings as Certified Neighborhood Councils; and

WHEREAS, Certified Neighborhood Councils are subject to extensive requirements and oversight to ensure transparency, accountability, and ethical conduct, including the Brown Act, Public Records Act, policies of the Board of Neighborhood Commissioners, Department of Neighborhood Empowerment, City Clerk's Neighborhood Council funding program, and Elections Division; and



WHEREAS, Certified Neighborhood Council members must complete Ethics, Anti-bias, and Gender Bias training and comply with the Code of Conduct; and

WHEREAS, noncertified Community Councils are not subject to these requirements and oversight, and can raise outside funds, support or oppose political candidates and ballot measures, sue the city, restrict membership, charge fees, and are not required to give public notice of meetings, meet ADA requirements, or hold open public meetings; and

WHEREAS, the advantages of noncertified Community Councils, such as fewer regulations, ability to raise outside funds, engage in political activities, and control membership, may tempt some Certified Neighborhood Councils to decertify; and

WHEREAS, granting noncertified Community Councils equal speaking rights without holding them to the same standards as Neighborhood Councils could lead to an unequal playing field, misrepresentation of community interests, confusion for community members, and potential coice of decertification by Neighborhood Councils; and

WHEREAS, opportunistic community members could see the advantages of forming an noncertified Community Council to compete with a Certified Neighborhood Council; and

WHEREAS, the co-existence of uncertified Community Councils and certified Neighborhood Councils in the same area is likely to result in duplication of efforts, competition for resources and attention, and undermining of Neighborhood Council legitimacy; and

WHEREAS, requiring city officials to give equal time and attention to both types of councils could strain limited resources and divert staff time from working with formally recognized and regulated Neighborhood Councils.

NOW, THEREFORE, BE IT RESOLVED that the Woodland Hills – Warner Center Neighborhood Council (WHWCNC) **opposes** the motion to grant Community Councils the same speaking rights as Certified Neighborhood Councils at city meetings and

BE IT FURTHER RESOLVED that the WHWCNC urges the City Council to recognize the importance of inclusive participation and community engagement provided by Neighborhood Councils and to explore alternative ways to ensure all community voices are heard while maintaining clear standards and responsibilities and

BE IT FINALLY RESOLVED, that the WHWCNC will file a Community Impact Statement (CIS) to CF 15-0389-S2 stating its opposition and inform Councilmember Blumenfield and the General Manager of DONE of its position.

Item No. 9

**Heath Kline and August Steurer, WHIP Co-Chairs
(24-053) CIS proposing ballot measure to replace City Charter Article IX**

23 pages

WHWCNCN WHIP DRAFT CIS regarding CF 23-1027

Portal Summary:

The Woodland Hills-Warner Center Neighborhood Council proposes a ballot measure to amend/replace Article IX of the Los Angeles City Charter. The revisions/replacement aim to address the long-standing challenges and inconsistent support faced by Neighborhood Councils, such as insufficient funding, limited incorporation of input in city decision-making, and the need for comprehensive training and support.

The amended Charter will establish a more robust, equitable, and accountable framework for the Neighborhood Council system, ensuring that these grassroots bodies receive the recognition, support, and resources they require to thrive. The revisions will clarify the obligations of city officials to foster and support Neighborhood Councils and establish mechanisms for addressing lapses in fulfilling these responsibilities.

The proposed replacement of Article IX seeks to address operational challenges, such as difficulties in achieving quorum, by providing sufficient funding, training, and resources for councils. It will also institute regular processes for evaluation, improvement, and oversight of the Neighborhood Council system to identify and resolve issues proactively.

By codifying these reforms in the City Charter, the Neighborhood Council system can become more resilient, responsive, and empowering, genuinely valuing and supporting the remarkable work of Neighborhood Councils and their dedicated volunteers.

CIS:

The Woodland Hills Issues and Policies Committee recommends the Board of the Woodland Hills – Warner Center Neighborhood Council adopt the following Position statement and file it on the Community Impact Statement portal for the City of Los Angeles and additionally inform Council District 3 of the Board’s position regarding CF 23-1027.

The Woodland Hills – Warner Center Neighborhood Council proposes that the City Council place a ballot measure to amend Article IX of the City Charter per the separate accompanying Article IX replacement text.

These proposed revisions to Article IX of the Los Angeles City Charter are a necessary response to the long-standing challenges and inconsistent support that Neighborhood Councils have experienced within the city government structure. These challenges have manifested in various forms, from the insufficient funding of Neighborhood Councils to the limited incorporation of their input in city decision-making processes, and from the need for more comprehensive training and support to the occasional oversight of their legal rights and powers under the City Charter.

Just as we have laws and systems in place to ensure the well-being and protection of vulnerable populations, we must also have robust safeguards and support for Neighborhood Councils, which serve as essential democratic institutions for empowering and engaging communities. City

officials' inconsistent support for Neighborhood Councils is not merely an administrative shortcoming; it is a structural issue that can hinder the effectiveness of our local democracy.

By revising Article IX, the city can create a more robust, equitable, and accountable framework for the Neighborhood Council system, one that provides these grassroots bodies with the recognition, support, and resources they require to thrive. The updated Charter provisions will not only clarify the obligations of city officials to foster and support Neighborhood Councils but also establish clear mechanisms for addressing any lapses in fulfilling these responsibilities.

The Neighborhood Council system in Los Angeles is an extensive and intricate network, comprising 99 councils with over 1,300 dedicated participants. These volunteers contribute their time, energy, and expertise to serve their communities and facilitate democracy at the grassroots level. However, despite their commitment and passion, many Neighborhood Councils face persistent operational challenges that can limit their ability to fully realize their mission and potential.

Notably, approximately one-third of Neighborhood Councils encounter difficulties in achieving quorum, the minimum number of members required to conduct official business. This participation challenge arises from various factors, including a shortage of candidates willing to step forward and serve, as well as the frustration and burnout that can lead to resignations among current council members.

These operational hurdles are not simply administrative inconveniences; they are indicators of a broader, long-standing pattern of inconsistent support that has affected the Neighborhood Council system. When councils struggle to attain quorum, they face limitations in advocating for their communities, providing meaningful input on city policies, and delivering the critical services and support that their constituents need.

The proposed amendments to Article IX of the City Charter seek to directly address these challenges by establishing a more supportive, empowering, and sustainable framework for Neighborhood Councils. By ensuring sufficient funding, training, and resources for councils, as well as elucidating the responsibilities of city officials to support and collaborate with these grassroots entities, the revisions aim to overcome the historical inconsistencies and empower Neighborhood Councils to flourish.

Furthermore, by instituting regular processes for the evaluation, improvement, and oversight of the Neighborhood Council system, the amended Article IX will facilitate the identification and resolution of operational issues before they escalate into more significant problems. This proactive approach will ensure that councils have the tools and support necessary to surmount challenges and effectively serve their communities.

In summary, the magnitude and intricacy of the Neighborhood Council system in Los Angeles, coupled with the significant operational challenges encountered by many councils, highlight the crucial importance of the proposed revisions to Article IX. By codifying these reforms in the City Charter, we can establish a more resilient, responsive, and empowering framework for grassroots democracy—one that genuinely values and supports the remarkable work of our Neighborhood Councils and their dedicated volunteers.

WHWCNC Draft for Replacement of City Charter Article IX

Article IX - Department of Neighborhood Empowerment and Neighborhood Councils

Introduction to Article IX.

Department of Neighborhood Empowerment and Neighborhood Councils

In a city as vast and diverse as Los Angeles, ensuring that every voice is heard and every community is well served is a critical challenge. Article IX of the Los Angeles City Charter establishes the Neighborhood Council system as a vital bridge between its residents and their government. By creating a network of grassroots, community-based councils, Article IX aims to foster a more accessible, responsive, and inclusive system of governance that brings decision-making closer to the people it affects.

The Neighborhood Council system is designed to serve as a two-way conduit for communication and collaboration between the City and its residents. These councils provide a platform for community members to express their needs, concerns, and aspirations directly to City officials and decision-makers. At the same time, they serve as a channel for the City to keep residents informed about important issues, policies, and initiatives that impact their neighborhoods. By facilitating this ongoing dialogue and partnership, Neighborhood Councils help to build a stronger, more cohesive, and more responsive City government.

Article IX creates a robust Neighborhood Council system by providing a clear, comprehensive, and empowering framework for its operation. Through the essential funding, training, and support for Neighborhood Councils, increased opportunities for collaboration with City departments and officials, and a commitment to continuous improvement and adaptation, these amendments aim to maximize the impact and effectiveness of this vital participatory system. Ultimately, investing in the success of Neighborhood Councils is an investment in the future of Los Angeles as a city where every community has a strong voice and a meaningful role in shaping its destiny.

Section 900.

Purpose and Mission of Neighborhood Councils

- (a) The purpose of the Neighborhood Council system is to promote more inclusive and participatory governance in the City of Los Angeles by empowering community members to have a voice in the decisions that affect their lives and their neighborhoods.
- (b) Neighborhood Councils shall serve as the primary means for the City to engage with and obtain input from stakeholders on issues of concern to their communities. They shall have a formal role in the City's decision making processes and shall be treated as integral partners in the governance of the City.
- (c) The mission of Neighborhood Councils is to:
 1. Foster a sense of community and civic engagement among stakeholders.
 2. Identify and prioritize the needs and concerns of their communities.
 3. Develop and advocate for policies, programs, and projects that address community needs and improve quality of life.

4. Provide a forum for discussion and deliberation on community issues.
 5. Facilitate communication and collaboration between community members, City Departments, the City Council, and the Mayor.
 6. Empower stakeholders to actively shape the future of their neighborhoods and the City.
- (d) Engaging stakeholders in local government through Neighborhood Councils means:
1. Proactively reaching out to and involving a diverse range of community members, including those who have been historically underrepresented or marginalized.
 2. Providing multiple and accessible opportunities for stakeholders to learn about, discuss, and provide input on City policies, programs, and decisions.
 3. Ensuring that stakeholder input is carefully considered and incorporated into City decision-making processes.
 4. Fostering ongoing dialogue and collaboration between Neighborhood Councils, City Departments, elected officials, and community members.
 5. Empowering stakeholders with the knowledge, skills, and resources they need to effectively participate in and influence local government.
 6. Continuously evaluating and improving the processes and structures for stakeholder engagement to ensure maximum effectiveness and inclusivity.
- (e) The City Council, the Mayor, City Departments, and all agencies and officers of the City shall recognize, respect, and support the critical role of Neighborhood Councils in engaging stakeholders. They shall partner to achieve more responsive, accountable, and participatory governance in Los Angeles.
- (f) To fulfill their purpose and mission, Neighborhood Councils shall receive adequate and consistent core funding from the City, separate from and in addition to any funds available through optional Neighborhood Purpose Grants. This core funding shall be sufficient to support the basic operations, successful outreach, and participation of Neighborhood Councils in City decision-making processes.
- (g) Neighborhood Councils shall prioritize the development and implementation of effective marketing and communication strategies to engage, inform, and mobilize their stakeholders, recognizing that these skills are essential to fulfilling their purpose and mission in the digital age.

Section 901.

Department of Neighborhood Empowerment - Duties and Responsibilities

The Department of Neighborhood Empowerment (DONE) shall have the primary responsibility to support, facilitate, and enhance the role of Neighborhood Councils as the primary agents for engaging stakeholders in local government.

DONE shall:

- (a) Assist Neighborhood Councils in achieving their full potential as effective advocates for their communities and advisors to city government.
- (b) Provide training, resources, and technical assistance to help Neighborhood Councils effectively engage stakeholders, develop their organizational capacity, and participate in city decision-making processes.



- (c) Facilitate communication and collaboration between Neighborhood Councils and City Departments, as outlined in Section 902, to ensure a robust flow of information and opportunities for input.
- (d) Work with City Departments to develop and implement effective strategies for utilizing Neighborhood Councils as a primary means of interfacing with stakeholders in their communities.
- (e) Collaborate with the City Clerk's office to ensure that the funding and resources allocated to Neighborhood Councils are administered promptly, equitably, and in compliance with applicable rules and regulations.
- (f) Regularly consult with Neighborhood Councils to assess their needs and priorities and identify opportunities to improve the support and resources provided by DONE and City Departments.
- (g) Advocate within city government for the recognition and consideration of Neighborhood Council input in decision-making processes, and for City Departments' compliance with their obligations under Section 902.
- (h) Maintain a system for sharing information and best practices among Neighborhood Councils, and for connecting them with relevant community organizations and resources.
- (i) Periodically review and assess the effectiveness of the Neighborhood Council system and recommend improvements to the City Council and Mayor.
- (j) Provide administrative, operational, and logistical support to the Board of Neighborhood Commissioners (BONC) as outlined in Section 902(g), to ensure that BONC can effectively carry out its policymaking and oversight functions for the Neighborhood Council system.
- (k) Develop, implement, and maintain digital platforms, tools, and resources to facilitate online engagement, communication, and collaboration among Neighborhood Councils, stakeholders, and City agencies, ensuring equitable access and addressing potential barriers to digital participation.
- (l) Establish data governance policies and provide training and support to Neighborhood Councils on data management best practices, ensuring effective utilization of data to inform decision-making, evaluate impact, and enhance transparency.
- (m) Prioritize digital literacy training and resources for Neighborhood Council members and stakeholders, promoting inclusive digital participation and skill development.
- (n) Implement appropriate cybersecurity measures to protect sensitive data and maintain stakeholders' privacy, and conduct regular cybersecurity audits and training for DONE staff and Neighborhood Council members.
- (o) Provide comprehensive training, resources, and support to Neighborhood Councils to develop and continuously enhance their marketing and engagement capabilities, including:
 - 1. Offering in-depth training programs on marketing strategy development, branding, content creation, social media management, email marketing, and other essential marketing skills.
 - 2. Providing access to professional marketing tools, templates, and resources to help Neighborhood Councils effectively plan, execute, and measure their marketing and engagement efforts.
 - 3. Connecting Neighborhood Councils with marketing experts and mentors who can provide guidance, feedback, and support in developing and implementing effective marketing strategies.
 - 4. Encouraging and facilitating the sharing of marketing best practices, success stories, and lessons learned among Neighborhood Councils to foster a culture of continuous learning and improvement.

5. Assessing the impact and effectiveness of Neighborhood Councils' marketing and engagement efforts regularly and providing data-driven insights and recommendations for optimization.

(p) Establish a dedicated Marketing and Engagement Support Unit within DONE to provide specialized assistance, resources, and consulting services to Neighborhood Councils in developing and executing their marketing and engagement strategies.

In carrying out these duties, DONE shall respect the autonomy and independence of Neighborhood Councils and shall not interfere with their internal affairs or decision-making processes, except as necessary to ensure compliance with applicable laws and regulations.

Section 902.

Board of Neighborhood Commissioners

(a) The Board of Neighborhood Commissioners (BONC) shall serve as a policymaking and oversight body for the Neighborhood Council system, working in collaboration with the Department of Neighborhood Empowerment (DONE) and Neighborhood Councils to promote the system's effective and equitable functioning.

(b) BONC shall comprise fourteen members appointed by the Mayor and confirmed by the City Council. Commissioners shall meet the following qualifications:

1. Substantial experience serving on a Neighborhood Council Board, and a demonstrated track record of effective leadership, community engagement, and problem-solving.
2. Deep knowledge of the Neighborhood Council system, including its purpose, structure, functions, and challenges, gained through direct involvement in Neighborhood Council operations and activities.
3. Strong understanding of the diverse needs, issues, and aspirations of Los Angeles neighborhoods, with a proven ability to engage and empower community stakeholders from all walks of life.
4. Demonstrated commitment to the values and goals of the Neighborhood Council system, including promoting civic participation, community empowerment, and inclusive decision-making.
5. Proven skills in communication, collaboration, and consensus-building, with the ability to foster productive working relationships among Neighborhood Councils, City officials, and other key stakeholders.
6. Familiarity with the laws, policies, and procedures governing Neighborhood Councils, including the City Charter, the Plan for a Citywide System of Neighborhood Councils, and other relevant documents.
7. A reputation for integrity, transparency, and ethical conduct, with no conflicts of interest or other disqualifying factors as determined by the City's Ethics Commission.
8. Willingness and ability to devote sufficient time and energy to fulfill the duties and responsibilities of a BONC Commissioner, including regular attendance at meetings, community events, and other official functions.
9. Residency in the City of Los Angeles, with a strong preference for individuals who have lived in and demonstrated a deep understanding of the City's diverse neighborhoods and communities.



- (c) In making appointments to BONC, the Mayor and City Council shall strive to ensure that the Commission reflects the city's geographic, racial, ethnic, and socioeconomic diversity and includes a balance of perspectives from different Neighborhood Councils and community stakeholder groups.
- (d) BONC Commissioners shall serve four-year staggered terms, with a no maximum of consecutive terms. The initial terms of the Commissioners shall be determined by lot, with Commissioners serving an initial one, two, three or four-year term to establish the staggered rotation in 3,4,3,4 manner across the city's planning areas.
- (e) BONC Commissioners may be removed from office by the Mayor, with the consent of the City Council, for cause including neglect of duty, misconduct, or inability to perform the duties of the office.
- (f) If BONC cannot achieve a quorum for a scheduled meeting, the meeting shall be rescheduled to the earliest possible date when a quorum can be achieved. If a lack of quorum persists for more than two consecutive scheduled meetings, the Mayor and City Council shall take immediate steps to fill any vacancies and ensure that BONC can function effectively.
- (g) BONC shall collaborate with DONE to support the Neighborhood Council system but shall not have direct management authority over the department. The general manager of DONE shall report to the Mayor and City Council, with input from BONC, on matters related to the Neighborhood Council system.
- (h) BONC shall not have its own dedicated staff. Instead, DONE shall provide administrative, operational, and logistical support to BONC, including but not limited to:
 - 1. Preparing and posting agendas for BONC meetings.
 - 2. Taking and maintaining minutes of BONC meetings.
 - 3. Providing staff reports and analysis to inform BONC's decision-making.
 - 4. Assisting with the implementation of BONC's policies and directives.
 - 5. Facilitating communication between BONC, Neighborhood Councils, and other City agencies.
 - 6. Providing other support necessary for BONC to effectively carry out its duties and responsibilities.
- (i) BONC shall work with DONE to establish policies and guidelines for Neighborhood Councils' digital engagement and marketing efforts, ensuring that these activities align with the mission and purpose of the Neighborhood Council system and adhere to principles of transparency, inclusivity, and accountability.

Section 903.

Powers and Legitimacy of Neighborhood Councils

- (a) Neighborhood Councils shall serve as the official voice of their respective communities and shall have the power to:
 - 1. Provide advisory recommendations to the City Council, Mayor, City Departments, and other governmental entities on issues, policies, and legislation that impact their communities.
 - 2. Participate in developing and reviewing City plans, policies, and budgets that affect their communities and provide input and recommendations to ensure alignment with community needs and priorities.
 - 3. Engage in collaborative problem-solving and decision-making with City agencies and other stakeholders to address community challenges and opportunities.



4. Advocate for allocating City resources and services to meet the specific needs of their communities.
 5. Conduct outreach and engage with community stakeholders to gather input, build consensus, and foster participation in the Neighborhood Council system and City governance processes.
- (b) Neighborhood Councils shall be recognized as legitimate and professional bodies, deserving of respect and cooperation from all aspects of City governance, including the City Council, Mayor's office, City Departments, and other governmental entities.
- (c) The City Council, Mayor, and all City Departments shall give substantial weight to the input, recommendations, and Community Impact Statements provided by Neighborhood Councils. It shall provide a written explanation when decisions are made that differ from the positions or advice offered by the Neighborhood Councils.
- (d) In public hearings, meetings, and other forums where community input is sought, Neighborhood Councils shall be given a higher status than the general public in providing comments and recommendations. This includes:
1. Designated speaking time for Neighborhood Council representatives separate from the general public comment period
 2. Priority in the speaking order, with Neighborhood Council representatives being called upon to provide input before opening the floor to the public.
 3. Opportunity for Neighborhood Council representatives to engage in dialogue and ask questions of City officials or staff, beyond the scope of general public comment.
- (e) City Departments shall work with Neighborhood Councils to establish clear protocols and procedures for incorporating their input and recommendations into decision-making processes, giving due consideration to the unique role and expertise of Neighborhood Councils in representing their communities.
- (f) Neighborhood Council board members shall be treated with the same professionalism and courtesy accorded to other elected officials and City staff, recognizing their voluntary service and dedication to their communities.
- (g) Neighborhood Council board members shall, in turn, demonstrate professionalism and respect in their interactions with the City Council, Mayor, City Departments, and other governmental entities. Failure to maintain appropriate decorum and respect may result in disciplinary action, including removal from the Neighborhood Council board, per the procedures outlined in the Neighborhood Council's bylaws and the Department of Neighborhood Empowerment's (DONE) policies.
- (h) The City shall provide Neighborhood Councils access to City data, information, and resources necessary to effectively fulfill their roles and responsibilities, subject to applicable legal and confidentiality requirements.
- (i) Neighborhood Councils shall have the right to agendaize and discuss any matter of community concern at their meetings, and to request the presence of City officials or staff to address these matters, subject to reasonable notice and availability.
- (j) The City shall provide ongoing training, support, and resources to help Neighborhood Council board members develop the skills, knowledge, and expertise necessary to effectively serve their communities and engage in City governance processes.

- (k) Neighborhood Councils' input and positions shall be explicitly considered in the deliberations and decisions of City commissions, boards, and other advisory bodies that impact their communities.

Section 904.

Neighborhood Council Monitoring and Input on City Services

- (a) Neighborhood Councils shall have the power and responsibility to monitor the delivery and quality of City services in their respective communities, and to provide input and recommendations to the City Council, Mayor, and City Departments on improving and enhancing these services.
- (b) Neighborhood Councils shall establish standing committees or working groups focused on key areas of City services, such as public safety, infrastructure, transportation, sanitation, and parks and recreation, to facilitate the monitoring and evaluating these services at the community level.
- (c) These committees or working groups shall:
1. Regularly assess the effectiveness, responsiveness, and equity of City services in their communities, using a variety of methods such as surveys, community feedback, and data analysis.
 2. Identify gaps, challenges, or opportunities for improvement in the delivery of City services and develop recommendations for addressing these issues.
 3. Collaborate with relevant City Departments, the Mayor's office, and the City Council to share their findings, recommendations, and community input on City services.
 4. Advocate for allocating resources, policy changes, or other actions needed to enhance the quality and responsiveness of City services in their communities.
- (d) City Departments shall provide regular updates and reports to Neighborhood Councils on the delivery of services in their communities, including performance metrics, challenges, and improvement plans. These updates shall be provided through the Early Warning System (EWS) and in-person presentations at Neighborhood Council meetings, as requested.
- (e) Neighborhood Councils shall have the right to request and receive data and information from City Departments related to the delivery of services in their communities, subject to applicable legal and confidentiality requirements.
- (f) The Mayor and City Council shall give substantial weight to the input, recommendations, and Community Impact Statements provided by Neighborhood Councils regarding City services and shall provide a written response addressing how this input was considered and incorporated into decisions and actions related to service delivery.
- (g) The Department of Neighborhood Empowerment (DONE) shall provide training, resources, and support to Neighborhood Councils to help them effectively monitor and provide input on City services, including best practices for data analysis, community engagement, and advocacy.
- (h) Neighborhood Councils shall collaborate, through regional alliances or issue-based coalitions, to share information, best practices, and advocacy strategies related to monitoring and improving City services across multiple communities.

Section 905.

City Departments - Engagement and Collaboration with Neighborhood Councils

- (a) All City Departments shall recognize Neighborhood Councils as important stakeholders and valuable partners in engaging with their communities.
- (b) City Departments shall make every effort to consult with Neighborhood Councils early in the decisionmaking process on issues that may impact their communities and give due consideration to their input.
- (c) City Departments shall designate liaisons to work with Neighborhood Councils and to facilitate regular communication and collaboration between the department and the councils.
- (d) City Departments shall utilize Neighborhood Councils as a primary means of interfacing with stakeholders in their respective communities. They shall work with the councils to develop effective community outreach and engagement strategies.
- (e) City Departments shall provide training and resources to Neighborhood Councils to enhance their capacity to participate in departmental outreach activities effectively. This training shall include:
 - 1. Best practices for community outreach and engagement
 - 2. Strategies for effective communication and collaboration with City Departments
 - 3. Use of digital tools and platforms for outreach and engagement
 - 4. Techniques for gathering and incorporating community input into decision-making processes
- (f) City Departments shall actively involve Neighborhood Councils in the planning, implementation, and evaluation of their community outreach activities, such as:
 - 1. Public meetings and workshops
 - 2. Surveys and feedback mechanisms
 - 3. Community events and festivals
 - 4. Outreach campaigns and initiatives
- (g) City Departments shall collaborate with DONE to provide Neighborhood Councils with access to relevant data, digital tools, and platforms that can enhance their engagement and outreach efforts while ensuring appropriate data governance and security measures are in place.
- (h) City Departments shall work with DONE to integrate Neighborhood Councils into the City's digital infrastructure, such as shared data platforms, online collaboration tools, and digital service delivery, to facilitate seamless communication and collaboration between Neighborhood Councils and City agencies.
- (i) City Departments shall provide a written response to any formal communication, including Community Impact Statements, from a Neighborhood Council within 30 days of receipt. The response shall include:
 - 1. Acknowledgment of the communication and the issues, concerns, or recommendations raised by the Neighborhood Council.
 - 2. Describe how the department will consider or utilize the input provided by the Neighborhood Council in its decision-making processes.
 - 3. Once a determination has been made, information on the outcome or resolution of the issue, policy, or legislation addressed in the Neighborhood Council's communication will be provided.

- (j) If an outcome or resolution has not been reached within the initial 30-day response period, the City Department shall provide the Neighborhood Council with regular updates on the progress of the matter until a final determination is made.
- (k) DONE shall work with City Departments to develop and implement protocols for tracking and monitoring departments' responsiveness to Neighborhood Council communications and shall report on the effectiveness of these protocols to the City Council and the Mayor annually.

Section 906.

City Council and Mayor - Engagement with and Support for Neighborhood Councils

- (a) The City Council and the Mayor shall recognize Neighborhood Councils as important partners in the city's governance and accord them due respect and consideration in all matters affecting their communities.
- (b) The City Council shall consult with Neighborhood Councils on all major policy decisions and legislative actions that may impact their communities and give substantial weight to their input in the decision-making process.
- (c) The Mayor shall ensure that all City Departments and agencies under the Mayor's jurisdiction comply with their obligations to engage with Neighborhood Councils, as outlined in Section 902. They shall hold them accountable for doing so.
- (d) The City Council and the Mayor shall work with Neighborhood Councils to identify and address issues of concern to their communities and collaborate with them in developing solutions and initiatives to meet community needs.
- (e) The City Council and the Mayor shall provide regular updates to Neighborhood Councils on their activities and decisions and be responsive to requests for information or assistance from the councils.
- (f) The City Council and the Mayor shall ensure that Neighborhood Councils have the resources and support they need to effectively fulfill their role as the primary agents of community engagement. This shall include:
1. Allocating sufficient funds in the annual City budget to support the operations, outreach, and participation of Neighborhood Councils.
 2. Ensuring that the Department of Neighborhood Empowerment is adequately staffed and resourced to carry out its duties under Section 901.
 3. Providing dedicated funding for Neighborhood Council members' training, capacity-building, and leadership development programs.
 4. Regularly reviewing and adjusting funding levels based on the evolving needs and priorities of Neighborhood Councils and their communities.
- (g) The City Council and the Mayor shall not use the availability of Neighborhood Purpose Grants to justify reducing or limiting the core funding and support provided to Neighborhood Councils.
- (h) The City Council and the Mayor shall ensure that Neighborhood Councils have access to the digital infrastructure, tools, and resources to effectively engage with their stakeholders and participate in City decision-making online.

- (i) The City Council and the Mayor shall support DONE's efforts to provide training, resources, and support to Neighborhood Councils in building their digital marketing and engagement capacities, recognizing the critical role of these skills in fostering robust civic participation in the digital age.

Section 907.

**Utilization of the Early Warning System and Departmental Collaboration with
Neighborhood Councils**

- (a) The Department of Neighborhood Empowerment (DONE), the Board of Neighborhood Commissioners (BONC), and all other City departments shall actively utilize the City's existing Early Warning System (EWS) to provide timely and relevant information to Neighborhood Councils about issues, changes in projects or policies, and other matters that may impact their communities.
- (b) The EWS, managed by the City's Information Technology Department, shall be used to:
1. Distribute regular reports and updates to Neighborhood Councils on identified issues, concerns, or changes in City projects or policies.
 2. Facilitate timely communication and collaboration between City departments and Neighborhood Councils to address challenges and ensure community awareness of relevant developments.
 3. Provide Neighborhood Councils with a minimum of 60 days' advance notice of any proposed changes, a clear and concise summary of the potential impacts on the community and an opportunity for the Neighborhood Councils to provide input and feedback.
- (c) All City departments, boards, commissions, and other agencies shall be required to work proactively with DONE and Neighborhood Councils to provide early notification and detailed information through the EWS about any proposed changes to projects, policies, or other matters that may affect the communities served by the Neighborhood Councils.
- (d) DONE and BONC shall work with the Information Technology Department to ensure that the EWS is effectively utilized and maintained as a critical tool for communication and collaboration between City departments and Neighborhood Councils.
- (e) Neighborhood Councils shall have the right to submit Community Impact Statements to the City Clerk's Council File System and any relevant City department, board, commission, or agency regarding any matter that affects their community. These statements shall be given due consideration in the decision-making process. The recipient of a Community Impact Statement shall provide a written response to the submitting Neighborhood Council within 30 days, acknowledging receipt of the statement, outlining how the statement will be considered or utilized, and providing information on the outcome or resolution of the issue, policy, or legislation addressed in the statement.
- (f) DONE shall work proactively with Neighborhood Councils and City departments to facilitate effective communication, collaboration, and problem-solving, focusing on capacity building, leadership development, and stakeholder engagement strategies.
- (g) The use of the EWS and departmental collaboration processes shall be designed and implemented in a supportive, transparent, and empowering manner for Neighborhood Councils and their communities.
- (h) DONE shall provide regular updates to the City Council and the Mayor on the effectiveness of the EWS and departmental collaboration, along with recommendations for further support or resources needed to strengthen the Neighborhood Council system.

Section 908.

General Manager of the Department of Neighborhood Empowerment

- (a) The General Manager of the Department of Neighborhood Empowerment (DONE) shall be appointed by the Mayor, subject to confirmation by the City Council, and shall serve at the mayor's pleasure.
- (b) The General Manager shall be responsible for DONE's overall administration, management, and operation, ensuring that the department effectively carries out its duties and responsibilities as outlined in Section 901.
- (c) The General Manager shall have the following core responsibilities:
 - 1. Providing leadership, direction, and supervision to DONE staff in supporting and empowering Neighborhood Councils.
 - 2. Developing and implementing strategies, programs, and initiatives to enhance the effectiveness and impact of the Neighborhood Council system.
 - 3. Managing DONE's budget and resources to ensure they are used efficiently and aligned with the department's mission and priorities.
 - 4. Collaborating with other City agencies, the City Council, and the Mayor's office to promote the integration of Neighborhood Councils into City decision-making processes;
 - 5. Regularly engaging with Neighborhood Councils to understand their needs, concerns, and priorities, and to gather feedback on DONE's support and services.
 - 6. Providing administrative, operational, and logistical support to the Board of Neighborhood Commissioners (BONC) as outlined in Section 902(g).
 - 7. Reporting to the Mayor and City Council on the activities, achievements, and challenges of DONE and the Neighborhood Council system.
- (d) The General Manager shall possess the following minimum qualifications and capabilities:
 - 1. Demonstrated community engagement, grassroots organizing, and/or civic participation expertise.
 - 2. Strong leadership, management, and communication skills.
 - 3. Deep understanding of the Neighborhood Council system and its role in Los Angeles City governance.
 - 4. Ability to build and maintain effective relationships with diverse stakeholders, including Neighborhood Councils, City agencies, elected officials, and community organizations.
 - 5. Commitment to transparency, accountability, and inclusive decision-making.
 - 6. Experience in public administration, organizational development, and/or program management.
 - 7. Knowledge of City budgeting, contracting, and administrative processes.
 - 8. Knowledge of digital engagement strategies, online collaboration tools, and data management best practices.
 - 9. Experience in developing and implementing effective digital marketing and communication strategies for community-based organizations.

10. Demonstrated expertise in marketing, branding, and communication strategies for community-based organizations.
 11. Proven track record of successfully developing and implementing marketing and engagement initiatives that drive stakeholder participation and mobilization.
- (e) The Mayor and City Council shall ensure that the General Manager receives the necessary resources, support, and authority to effectively fulfill their responsibilities and to enable DONE to carry out its mission of supporting and empowering Neighborhood Councils.
- (f) The General Manager shall prioritize allocating resources and staff to support the Marketing and Engagement Support Unit within DONE, recognizing its critical role in empowering Neighborhood Councils to effectively engage and mobilize their stakeholders.
- (g) The General Manager shall prioritize developing and implementing training programs, resources, and support initiatives to build the digital marketing and engagement capacities of Neighborhood Councils, recognizing the critical role of these skills in fostering effective civic participation in the digital age.

Section 909.

Certification and Decertification of Neighborhood Councils

- (a) The Department of Neighborhood Empowerment (DONE), in collaboration with the Board of Neighborhood Commissioners (BONC), shall establish and maintain a transparent, fair, and inclusive process for the certification and decertification of Neighborhood Councils.
- (b) The certification process shall ensure that proposed Neighborhood Councils:
1. Represent a diverse and inclusive community stakeholder base.
 2. Have developed a clear purpose, mission, and governance structure.
 3. Have demonstrated a commitment to engaging and empowering their stakeholders.
 4. Have a plan for marketing, outreach, and communication with their stakeholders, considering the volunteer nature of the board members.
 5. Have a leadership team that reflects the diversity of their community and is committed to the principles of inclusive, participatory governance.
- (c) DONE shall provide guidance, resources, and support to assist community groups in forming and certifying new Neighborhood Councils, ensuring that all interested parties have equitable access to the certification process. This support shall include training and resources tailored to the needs of volunteer board members.
- (d) BONC shall have the authority to approve or deny the certification of a proposed Neighborhood Council based on the criteria established by DONE and the provisions of this Article while considering the volunteer status of the board members.
- (e) Once certified, a Neighborhood Council shall be subject to the provisions of this Article and any other applicable laws, regulations, and policies governing the Neighborhood Council system. However, these provisions shall be applied in a manner that recognizes the volunteer nature of the board members and does not place undue burdens on their participation.

- (f) DONE, in collaboration with BONC, shall establish a process for decertifying Neighborhood Councils that fail to meet the minimum standards of operation, engagement, and governance, as outlined in this Article and the Plan for Neighborhood Councils. This process shall consider the volunteer status of the board members and provide adequate support and resources to help struggling councils address any deficiencies.
- (g) The decertification process shall include:
1. Explicit criteria for initiating decertification proceedings, with due consideration given to the challenges faced by volunteer-led organizations.
 2. Adequate notice and opportunity for the Neighborhood Council to respond to and address any deficiencies, along with guidance and support from DONE.
 3. A fair and impartial hearing before BONC to consider the evidence and arguments for and against decertification, taking into account the volunteer nature of the board.
 4. A final decision by BONC, subject to appeal to the City Council.
- (h) DONE shall work with any decertified Neighborhood Council to address the issues that led to decertification and support re-establishing a new, certified council in the affected community if community stakeholders desire. This support shall be tailored to the needs and constraints of volunteer-led organizations.

Section 910.

Neighborhood Council Elections and Selections

- (a) Neighborhood Councils shall have the option to hold either elections or selections for their board members, as determined by their bylaws and in accordance with the policies and procedures established by the Department of Neighborhood Empowerment (DONE) and the City Clerk.
- (b) The City Clerk shall be responsible for administering and overseeing Neighborhood Council elections and selections, ensuring that they are conducted fairly, transparently, and in compliance with all applicable laws, regulations, and procedures.
- (c) DONE, in collaboration with the City Clerk and Neighborhood Councils, shall be responsible for the year-round promotion, outreach, and education efforts related to Neighborhood Council elections and selections, with the goal of maximizing candidate recruitment, voter participation, and stakeholder engagement.
- (d) DONE and the City Clerk shall develop and implement a comprehensive and multi-faceted outreach and education campaign to promote Neighborhood Council elections and selections, which shall include, but not be limited to:
1. Creating and disseminating informational materials, such as brochures, flyers, and videos, explaining the purpose, process, and importance of Neighborhood Council elections and selections.
 2. Conducting targeted outreach to underrepresented communities and stakeholder groups to encourage their participation as candidates and voters.
 3. Partnering with community-based organizations, schools, and other local institutions to spread awareness and build support for Neighborhood Council elections and selections.

4. Utilizing traditional and digital media channels, including social media, local news outlets, and public service announcements, to promote elections and selections and encourage stakeholder participation.
 5. Hosting candidate forums, workshops, and other events to educate potential candidates and voters about the Neighborhood Council system and the election/selection process.
 6. Providing technical assistance and support to Neighborhood Councils in their own outreach and promotion efforts related to elections and selections.
- (e) The City shall allocate adequate funding to support the year-round promotion and outreach efforts for Neighborhood Council elections and selections and the administration of the polls and selections themselves.
- (f) DONE and the City Clerk shall work collaboratively with Neighborhood Councils to continuously assess and improve the effectiveness of the election and selection processes and related outreach and promotion efforts, based on metrics such as candidate recruitment, voter turnout, and stakeholder satisfaction.
- (g) The City Clerk, in consultation with DONE, shall establish and maintain a centralized database of Neighborhood Council stakeholders to verify voter eligibility and facilitate election outreach efforts while ensuring appropriate privacy protections.
- (h) DONE and the City Clerk shall provide regular reports to the City Council, Mayor, and Neighborhood Councils on the status, outcomes, and challenges of Neighborhood Council elections and selections, including recommendations for improvements and any necessary policy or resource interventions.

Section 911.

Appropriation and Independent Funding Commission

- (a) The City shall appropriate funds for the Department of Neighborhood Empowerment (DONE) and the Neighborhood Councils each fiscal year to ensure their proper functioning and the fulfillment of their duties and responsibilities as outlined in this Article.
- (b) An Independent Neighborhood Council Funding Commission (INCFC) shall be established to evaluate and recommend the appropriate level of funding necessary for Neighborhood Councils to effectively carry out their roles and responsibilities and serve as a vital link between communities and City governance.
- (c) The INCFC shall be composed of seven members, appointed as follows:
1. Two members appointed by the Mayor.
 2. Two members appointed by the City Council.
 3. Two members appointed by the Board of Neighborhood Commissioners (BONC);
 4. One member appointed by the Controller.
- (d) The members of the INCFC shall have demonstrated expertise in public budgeting, community engagement, and/or the Neighborhood Council system, and shall not be current City employees or Neighborhood Council board members.
- (e) The INCFC shall, on a tri-annual basis:



1. Conduct a review and comprehensive update assessment of neighborhood council funding needs, considering factors such as community outreach, meeting expenses, administrative costs, and project and program implementation.
 2. Evaluate the effectiveness of the current funding allocation and distribution process for Neighborhood Councils.
 3. Review the overall budget of DONE and assess its adequacy in supporting the Neighborhood Council system.
 4. Based on their findings and analysis, provide recommendations to the Mayor and City Council on the appropriate level of funding for Neighborhood Councils and DONE.
- (f) The Mayor and City Council shall give substantial weight to the INCFC's recommendations in developing the annual City budget and shall provide a written justification for any significant deviations from these recommendations.
- (g) The INCFC shall also provide guidance and recommendations to Neighborhood Councils on best practices for financial management, budgeting, and the effective use of allocated funds to maximize their impact in the community.
- (h) The INCFC shall operate with complete transparency and make its findings, recommendations, and methodologies available to the public and Neighborhood Councils in a timely and accessible manner.
- (i) The City shall provide the INCFC with the necessary resources, staff support, and access to information to carry out its duties effectively and independently.
- (j) The INCFC shall develop recommendations for a more equitable and needs-based funding model for Neighborhood Councils, considering factors such as:
1. The population size and demographic characteristics of each Neighborhood Council's community.
 2. The geographic size and density of each Neighborhood Council's area.
 3. Each community has unique socio-economic challenges and needs, such as poverty, unemployment, and language barriers.
 4. The level of civic engagement and participation in each Neighborhood Council's activities.
 5. The operational and administrative costs of running a Neighborhood Council in each community.
- (k) In developing these recommendations, the INCFC shall:
1. Consult with Neighborhood Councils, community stakeholders, and City Departments to gather input and perspectives on funding needs and challenges.
 2. Research and evaluate funding models used by other jurisdictions with similar neighborhood council or community engagement systems.
 3. Conduct public hearings and workshops to present proposed funding models and gather feedback from Neighborhood Councils and the public.
 4. Develop clear criteria and guidelines for implementing and evaluating the effectiveness of the proposed funding model.



- (l) The INCFC shall present its recommendations for a new Neighborhood Council funding model to the Mayor, City Council, and BONC within one year of adopting this amended Article IX.
- (m) The Mayor and City Council shall give substantial weight to the INCFC's recommendations. It shall work collaboratively with BONC and DONE to implement a more equitable and needs-based funding model for Neighborhood Councils within a reasonable timeframe.
- (n) The INCFC shall conduct an interim review after 18 months to assess the effectiveness of the implemented funding model and provide recommendations for further improvements as needed.

Section 912.

Neighborhood Purpose Grants

- (a) Neighborhood Councils may issue Neighborhood Purpose Grants (NPGs) to support community-based projects and initiatives that align with their mission and priorities, as outlined in Section 900, subject to the provisions of this section.
- (b) The issuance of NPGs shall be at the discretion of the City Council and the Mayor, who shall determine annually whether to authorize the NPG program and, if so, at what funding level.
- (c) If authorized, the City Council and the Mayor shall allocate specific funds for the NPG program during the annual budget process. The City Clerk shall be responsible for administering these funds and overseeing the NPG program in accordance with the policies and procedures established by the City Council and the Mayor.
- (d) If the City Council and the Mayor do not authorize the NPG program each year or allocate insufficient funds to meet the needs of all Neighborhood Councils, DONE shall work with the Neighborhood Councils to identify alternative ways to support community-based projects and initiatives, such as through partnerships, in-kind resources, or other funding sources. Additionally, at its discretion, the City Council may authorize the City Clerk to accept monetary donations to an NPG account for a Neighborhood Council to provide NPGs.
- (e) The issuance of NPGs shall not detract from or substitute for neighborhood councils' core responsibilities and functions in engaging stakeholders and participating in City decision-making processes.
- (f) DONE shall provide guidance and oversight to ensure that any authorized NPGs are used appropriately and in compliance with all applicable laws, regulations, and policies.
- (g) Neighborhood Councils shall report annually to DONE on their use of NPGs, including the projects and initiatives supported, the outcomes achieved, and any challenges or lessons learned. DONE shall compile these reports and provide an annual summary to the City Council and the Mayor, along with any program improvements or adjustments recommendations.

Section 913.

Neighborhood Council Budget Advocates

- (a) There shall be an independent alliance of Neighborhood Council members, known as the Budget Advocates, which shall be empowered to:
 - 1. Review and analyze the Mayor's proposed budget on behalf of Neighborhood Councils;
 - 2. Conduct interviews with City Department heads and other key officials to gather information and insights on budgetary matters.

3. Based on their analysis and findings, issue reports and recommendations to inform and advise Neighborhood Councils, the Mayor, and the City Council on the City budget.
 4. Coordinate with Neighborhood Councils to gather input, priorities, and concerns related to the city budget, and to incorporate this feedback into their reports and recommendations.
 5. Advocate for allocating City resources and funding to meet the specific needs and priorities of Neighborhood Councils and their communities.
- (b) The Budget Advocates shall be composed of representatives from each Neighborhood Council, selected through a fair and transparent process as outlined in the Neighborhood Council bylaws and the Department of Neighborhood Empowerment's (DONE) policies.
- (c) While the Budget Advocates serve a crucial role in representing the interests of Neighborhood Councils in the City budget process, they shall operate as an independent entity and are not an official part of City governance.
- (d) Notwithstanding their independent status, the Budget Advocates shall be entitled to receive funding from the City to support their work, including but not limited to expenses related to research, analysis, meetings, and the production of reports and recommendations.
- (e) The Budget Advocates shall receive regular training and support from DONE and the City Administrative Officer (CAO) to enhance their understanding of the City budget process, financial management, and effective advocacy strategies.
- (f) The Mayor and City Council shall give substantial weight to the Budget Advocates' reports, recommendations, and input. It shall provide a written response addressing how their input was considered and incorporated into the final City budget.
- (g) The Budget Advocates shall work collaboratively with DONE, the Neighborhood Councils, the Mayor's office, and the City Council to ensure that the City budget reflects the needs, priorities, and concerns of the communities served by the Neighborhood Councils.
- (h) To foster transparency and accountability in the budget process, the Budget Advocates shall provide regular updates and reports to the Neighborhood Councils on their activities, findings, and the impact of their advocacy efforts.

Section 914.

Citywide Neighborhood Council Conferences

- (a) The Department of Neighborhood Empowerment (DONE), in collaboration with Neighborhood Councils, shall organize and host semi-annual Citywide Neighborhood Council Conferences in March and September of each year.
- (b) The purpose of these conferences shall be to:
1. Provide education, training, and resources to Neighborhood Council members and the public on topics relevant to the Neighborhood Council system and effective community engagement.
 2. Foster discussion, collaboration, and networking among Neighborhood Councils, City officials, and community stakeholders on issues of importance to Neighborhood Councils and their communities.
 3. Showcase best practices, innovations, and successes of Neighborhood Councils in addressing community needs and promoting civic participation.

4. Gather input and feedback from Neighborhood Councils and the public on ways to improve and strengthen the Neighborhood Council system and its impact on City governance.
- (c) DONE shall work collaboratively with Neighborhood Councils to develop each conference's agenda, content, and format, ensuring that the events are responsive to the needs and interests of Neighborhood Councils and their stakeholders.
- (d) The City shall provide adequate funding for the planning, promotion, and execution of the Citywide Neighborhood Council Conferences, including but not limited to:
1. Securing appropriate venues and facilities.
 2. Providing necessary audio-visual equipment, materials, and supplies.
 3. Covering the costs of speakers, facilitators, and other program participants.
 4. Offering translation and interpretation services to ensure language accessibility.
 5. Providing refreshments and meals as appropriate.
 6. Supporting outreach and promotion efforts to maximize attendance and participation.
- (e) The Citywide Neighborhood Council Conferences shall be open to all Neighborhood Council members, stakeholders, and interested members of the public, with no admission fee required.
- (f) DONE shall work with Neighborhood Councils and other City Departments to identify and secure additional resources, partnerships, and sponsorships to enhance the conferences' quality, reach, and impact.
- (g) DONE shall provide a report to the City Council, Mayor, and Neighborhood Councils within 60 days after each conference, summarizing the key outcomes, learnings, and recommendations from the event and any plans for follow-up actions or improvements.
- (h) The Citywide Neighborhood Council Conferences shall be considered an essential component of the City's support for the Neighborhood Council system and its commitment to fostering a strong, vibrant, and inclusive system of participatory governance in Los Angeles.

Section 915.

Evaluation and Improvement of the Neighborhood Council System

- (a) The Department of Neighborhood Empowerment (DONE), in collaboration with the Board of Neighborhood Commissioners (BONC), shall establish a comprehensive framework for the regular evaluation and continuous improvement of the Neighborhood Council system.
- (b) DONE shall conduct a bi-annual assessment after elections of the effectiveness, impact, and challenges of the Neighborhood Council system, considering factors such as:
1. Stakeholder engagement and participation.
 2. Diversity and inclusivity of Neighborhood Council membership and leadership.
 3. Collaboration and communication between Neighborhood Councils, City Departments, and other stakeholders.
 4. Impact of Neighborhood Council activities and initiatives on their communities.
 5. Effectiveness of Neighborhood Council marketing and engagement strategies.

6. Allocation and utilization of resources and support provided to Neighborhood Councils.
- (c) Based on the findings of the bi-annual assessment, DONE shall develop and present to BONC and the City Council a set of recommendations for enhancing the effectiveness, impact, and sustainability of the Neighborhood Council system.
- (d) DONE shall work with Neighborhood Councils, City Departments, and other stakeholders to implement the approved recommendations and continuously monitor their progress and outcomes.
- (e) Every five years, DONE shall conduct a comprehensive review of the Neighborhood Council system, including an evaluation of the existing Plan for Neighborhood Councils, to identify areas for strategic improvement and make recommendations for amendments to the Plan or the City Charter, as necessary.
- (f) The City Council and the Mayor shall ensure that DONE has the necessary resources, support, and authority to effectively carry out its responsibilities for evaluating and improving the Neighborhood Council system.

Section 916.

Comprehensive Review of the Neighborhood Council System

- (a) Every nine years, the City shall issue a rigorous, in-depth, and impartial comprehensive review of the Neighborhood Council system, assessing its effectiveness, identifying areas for improvement, and making recommendations for any necessary amendments to this Article or other relevant policies and procedures.
- (b) Conducting the comprehensive review process shall begin seven years after completing the previous review's final report and be conducted over two years.
- (c) The comprehensive review shall be conducted by an independent, external entity with demonstrated expertise in community engagement, local governance, and organizational evaluation. The entity shall be selected through a competitive bidding process and shall not have any conflicts of interest with the City or the Neighborhood Council system.
- (d) The comprehensive review shall build upon the findings and recommendations of the annual reviews conducted by the Department of Neighborhood Empowerment (DONE) and the Board of Neighborhood Commissioners (BONC) during the preceding 5 years, as outlined in Section 907.
- (e) The comprehensive review shall include, but not be limited to, a thorough assessment of:
 1. The overall effectiveness of the Neighborhood Council system in promoting civic engagement, community empowerment, and meaningful participation in City governance.
 2. The adequacy and equity of funding and resources provided to Neighborhood Councils.
 3. The effectiveness of the support, training, and resources provided by DONE and other City Departments to Neighborhood Councils.
 4. The level of collaboration and engagement between Neighborhood Councils, City Departments, the Mayor's office, and the City Council.
 5. The effectiveness of the Early Warning System (EWS) and other communication and notification processes.
 6. The Impact of Neighborhood Council Input and recommendations on City decision-making and Service delivery.

7. Any barriers or challenges to effective participation and representation in the Neighborhood Council system.
- (f) In conducting the comprehensive review, the independent entity shall:
1. Engage extensively with Neighborhood Councils, community stakeholders, City Departments, and other relevant entities to gather input, feedback, and recommendations.
 2. Review data, metrics, and reports related to Neighborhood Council performance, funding, and impact, including the findings of DONE and BONC's annual reviews.
 3. Evaluate the effectiveness of any changes or improvements implemented since the last comprehensive review.
 4. Identify best practices and innovations from other jurisdictions or organizations that could be adapted to strengthen the Neighborhood Council system.
 5. Conduct a rigorous analysis of the findings using appropriate research methodologies and evaluation frameworks.
- (g) Based on the comprehensive review's findings, the independent entity shall develop a detailed report with specific, actionable recommendations for improvements, reforms, or amendments to the Neighborhood Council system, including any proposed changes to this Article.
- (h) The report and recommendations shall be presented to the Mayor, City Council, DONE, BONC, and the public within six months of the completion of the comprehensive review.
- (i) The Mayor and City Council shall carefully consider the recommendations from the comprehensive review. It shall develop a public action plan, in collaboration with DONE, BONC, and Neighborhood Councils, to implement necessary changes and improvements promptly and transparently.
- (j) The City shall allocate adequate resources and funding to support the comprehensive review process and implement recommended changes and improvements.

Section 917.

Transfer of Powers and Continuation of the Neighborhood Council System

- (a) Upon the adoption of this amended Article IX, all powers, duties, and responsibilities of the Department of Neighborhood Empowerment (DONE), the Board of Neighborhood Commissioners (BONC), and the Neighborhood Councils shall be transferred to and assumed by their respective entities as described in this Article.
- (b) All existing Neighborhood Councils shall continue to operate under their current certification, bylaws, and election procedures until they are required to comply with any new provisions or amendments to this Article, as determined by DONE and BONC.
- (c) DONE and BONC shall work collaboratively with Neighborhood Councils to develop a clear and comprehensive transition plan for the implementation of the revised Article IX, including:
1. Updating certification requirements, bylaws, and election procedures to align with the new provisions.
 2. Providing training, resources, and support to Neighborhood Councils to facilitate a smooth transition.

3. Establishing a timeline for compliance with new provisions, considering the varying needs and capacities of individual Neighborhood Councils.
 4. Monitoring and evaluating the progress of the transition process and making necessary adjustments to ensure its success.
- (d) During the transition process, DONE shall continue to provide all necessary support and resources to Neighborhood Councils to ensure their ongoing operation and effectiveness in serving their communities.
- (e) The City Council shall approve a transitional budget allocation for DONE and the Neighborhood Councils sufficient to support the successful implementation of the revised Article IX.
- (f) All existing contracts, agreements, and partnerships entered into by DONE, BONC, or any Neighborhood Council shall remain in effect unless and until they are amended, terminated, or superseded in accordance with their respective terms and the provisions of this Article.
- (g) The Mayor, City Council, DONE, and BONC shall work collaboratively to address any challenges or obstacles during the transition process. They shall make necessary adjustments to ensure the continued vitality and success of the Neighborhood Council system.
- (h) The transition process shall prioritize transparency, inclusivity, and ongoing communication with Neighborhood Councils and community stakeholders to ensure that their voices are heard, and their needs are met throughout the implementation of the revised Article IX.

Section 918.

Effecting the Ordinance

- (a) Upon adopting this amended Article IX, all previous versions of Article IX shall be superseded and replaced by the provisions contained herein.
- (b) Any existing ordinances, regulations, or policies inconsistent with the provisions of this amended Article IX shall be null and void to the extent of such inconsistency.
- (c) The City Council shall have the authority to adopt additional ordinances, regulations, or policies as necessary to implement and enforce the provisions of this amended Article IX, provided that such enactments are consistent with the spirit and intent of this Article.
- (d) The adoption of this amended Article IX shall not affect the validity of any actions, decisions, or agreements made by the Department of Neighborhood Empowerment (DONE), the Board of Neighborhood Commissioners (BONC), or any Neighborhood Council before the effective date of this Article, provided that such actions, decisions, or agreements were valid under the previously applicable provisions of Article IX.
- (e) Any challenges, disputes, or legal proceedings arising from the interpretation or application of this amended Article IX shall be resolved in accordance with the dispute resolution processes established by DONE and BONC, or through the appropriate judicial channels as necessary.
- (f) The provisions of this amended Article IX shall be severable. If any section, subsection, sentence, clause, phrase, or portion of this Article is held invalid or unconstitutional by a court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Article.
- (g) The City Attorney shall have the authority to review and interpret the provisions of this amended Article IX and to provide legal guidance to DONE, BONC, the Neighborhood Councils, and other City entities as necessary to ensure its consistent and lawful implementation.



(h) The relationship between Neighborhood Councils and the City Attorney shall be governed by the following principles:

1. The City Attorney shall provide legal advice and representation to Neighborhood Councils on matters related to their official powers, duties, and functions as described in Article IX, subject to the resources and priorities of the City Attorney's Office.
2. Neighborhood Councils shall have the right to request and receive legal opinions from the City Attorney on their operations, decision-making processes, and compliance with applicable laws and regulations.
3. In the event of a potential conflict of interest between the legal interests of a Neighborhood Council and those of the City, its departments, or other entities, the City Attorney shall promptly notify the affected Neighborhood Council and work collaboratively to identify and implement appropriate measures to address the conflict, which may include:
 - a) Assigning separate legal counsel within the City Attorney's Office to represent the Neighborhood Council and the City entity, respectively.
 - b) Engaging outside legal counsel to represent the Neighborhood Council, subject to the approval of the City Council and the Mayor.
 - c) Developing ethical screens or other safeguards to ensure that the Neighborhood Council's legal representation is not compromised by the City Attorney's obligations to the City.
4. The City Attorney shall develop and implement policies and procedures to identify, disclose, and mitigate potential conflicts of interest in the legal representation of Neighborhood Councils, and shall provide regular training to Neighborhood Council board members on their legal rights and responsibilities.

(i) This amended Article IX shall take effect immediately upon its adoption by the City Council and approval by the Mayor, unless otherwise specified in the adopting ordinance.

