



# **Northridge West Neighborhood Council 2019- 2020 Operational Plan**

**FINAL**

**Approved Nov. 12, 2019**



# NWNC 2019-2020 Goals

- Provide value to our stakeholders by being an informed resource and advocate for the community.
- Build a cohesive team of strong, active Board Members.
- Increase Committee activity and engagement with the community.
- Drive stakeholder awareness and involvement with NWNC.



# NWNC Key Priorities for 2019

- Create, approve, and implement a NWNC Operational Plan.
- Finalize Committee teams, goals, and objectives and post on NWNC website.
- Leverage Outreach & Communications Committee to support NWNC Committees and community events.
- Continue efforts on beautification of Northridge West community.
- Utilize Public Safety Committee to work with NWNC Committees on major issues for 2019 including Homeless Plan, Disaster Preparedness Plan, Metro Plans, etc.
- Create Government Affairs Committee.
- Allocate funds according to NWNC Priorities.



# NWNC 2019-2020 Budget Highlights & Observations

- 2019-2020 all-in budget is \$44,780: \$42,000 FY + \$2,789 roll-over from 2018.
- The Operating Budget re-allocates Website Maintenance and Advertising to Outreach & Communications to better reflect how funds are used (Adjusted Spend)
- The current 2019-2020 Budget includes un-allocated funds of \$3,915 in the Office / Operational Expenditures Category.
- Increased visibility and transparency of the Operating Budget will aide in decision making and spending focused on Key Priorities.



# NWNC Committee Statements

- **Beautification Committee**

The purpose of the Beautification Committee is, in cooperation with stakeholders, to advocate, promote, facilitate and engage in activities to improve and maintain the appearance of Northridge West streets, sidewalks, parks and other features by encouraging greater participation and responsibility of Northridge West stakeholders.

- **Budget & Finance Committee**

The purpose of the Budget and Finance Committee is to oversee and administer all Northridge West financial matters including creation of the annual budget, monthly submission and tracking of expenditures, and providing visibility and transparency to all budget related items for the Board and Northridge West stakeholders.

- **Education Committee**

NWNC Education Committee has general responsibility for addressing issues, concerns, programs and services related to education. Developing strategies to support schools, students and families to create positive outcomes. Also, provide guidance to our board for NPG requests.

- **Election Committee (pending Chair submission)**

- **Government Affairs Committee**

The purpose of the Government Affairs Committee is to serve as the liaison to Council District 12 and City Hall on issues that impact NWNC. The Committee will track Legislative Reports and Council Files of interest to NWNC stakeholders and provide a forum for discussion and stakeholder input. The Committee will advise, assist and cooperate with other NWNC Committees to facilitate actions taken by the Board that require government assistance, approval or support. The Committee will discuss, create and deliver Board Approved Community Impact Statements (CISs) for the purpose of advocating for the betterment and well-being of the members of NWNC community.



# NWNC Committee Statements

## – Homeless Committee

The mission of NWNC Homeless Committee is to inform and educate our stakeholders on the complex issue of homelessness, and advocate that government resources be allocated to help improve the homelessness problem addressing affordable housing, access to mental and physical healthcare, and job training, education, and work for our homeless population.

## – Planning, Land Use, and Zoning (pending Chair submission)

The Planning, Land Use, and Zoning committee (PLUZ) seeks to optimize the environment in the NWNC area by optimizing the concerns of residents and other stakeholders in the use of land and real property while facilitating viability of responsible businesses in the community.

## – Public Safety Committee

Our purpose is to enhance and ensure the public health and safety of stakeholders in our community. In doing so, we will liaise between our stakeholders and those public entities responsible for infrastructure, street, traffic and transportation, building and safety, and crime prevention in concert with CD12, LAFD, LAPD, Sanitation, and Neighborhood Watch organizations

## – Outreach & Communication Committee

The Outreach and Communication Committee's (OCC) mission is to support the Northridge West Neighborhood Council's commitment to being our community's local voice in the Mayor's office. The OCC will act as a liaison between NWNC and our stakeholders, community members and organizations. We will inform our community about general body meetings, committee meetings, events, and ways to connect with and become more engaged with NWNC. In addition, the OCC will work to support the various efforts of the Northridge West Neighborhood Council broadly as well as committee-specific projects and programs.

All are welcome to participate and exchange ideas! Please partner with us as we build our community together! For more information and to learn how you can get involved, please contact the Chair of OCC, Rana Sharif at [rsharif@northridgewest.org](mailto:rsharif@northridgewest.org).



# NWNC Process Improvements

- **Operating Process Improvements**
  - Create monthly calendar to manage meetings & events
    - Committee Chairs to submit planned meetings & events for the upcoming month to Secretary (Kelly Sooter) the first Tuesday of every month (1 week prior to General Board Meeting or GBM).
    - President (Peter Lasky) will ask for calendar changes during the GBM – Chairs can speak to it during the Committee Chair updates.
  - Meeting Norms
    - Be prepared. Be respectful. Be professional to other Board Members and to stakeholders.
    - Speaker questions should go to stakeholders first and Board Members second.
    - Committees that have significant updates will be calendared earlier in the Agenda pending prior notification (prior to Agenda being published).
    - Agendas need to be available prior to the start of the meeting to ensure meetings start on time and stakeholders have a copy.
    - Consider creating a break during the meeting to encourage people to stay until the break vs departing once they have addressed the board.
  - Use Joint Committee Meetings where possible to allow for shared committee planning and insights.



# NWNC Process Improvements

- **Vetting of NPG's**

- Education Committee will continue to oversee the vetting process.
- 1<sup>st</sup> pass of NPG should go through appropriate Committee (i.e. beautification, public safety).
- NPG's need to support / fit within the identified Key Priorities for approval.
- NPG's need to be complete before review. Education Committee or recommended Committee to work with requester to ensure all information is addressed & complete before it can be considered. Current form is limited in the information requested. Consider updating or creating additional template for bigger projects.
- NPG vetted recommendation should be issued to Board at least 48 hours prior to GBM to allow for review before voting.

- **Budget Tools**

- Create a Monthly Summary to track Year To Date (YTD) spending, Committed To Go spending, and Variance to allow more visibility and transparency of Budget. This will be the Operational Budget (vs Accounting MER) to aide in decision making. (Determine if this should be monthly or Quarterly)
- Monthly Summary will be distributed 48 hours prior to the GBM for review, similar to the MER.





# NWNC Budget Questions

- **Is the money in the right categories?**
  - Limit spending internally (General Operations) and focus spending against stakeholder activities.
  - Re-allocate stakeholder driven activities like Website Management & Advertising to Outreach for Operational Budget.
  - Keep spending in General Operations for City Budget reporting (MER Accounting).
- **Is spending aligned with Key Priorities**
  - Outreach & Communication: build stakeholder awareness, engagement and participation via social media, community events, activities and forums.
  - Beautification: community improvement projects
  - Public Safety: Homeless, Metro, Earthquake Preparedness, etc.
- **Are we anniversarying 2018-2019 activities?**
  - Need to determine level of support for NC sponsored events (Congress of NC, VANC, budget advocate catering); Easter baskets, Senior Dance, etc.
- **Do we have the right process and tools to evaluate and review spend requests**
  - Discussed and agreed to new NPG vetting process
- **Do we have the right tools to evaluate, approve and track spending for the Full Year Budget**
  - MER = monthly accounting form
  - Monthly Budget Summary = NEW document to track current and future spending



# NWNC Retreat Next Steps

- Review and approve NWNC Operational Plan. (Full Board approval)
- Submit Committee descriptions: committee member names, goal and objective. (Committee Chairs due Sept. 6<sup>th</sup> )
- Education Committee to review and provide recommendation for the three (3) recently submitted NPG's. If recommendation is ready to present to Board, then need to provide recommendation to Board by Sept. 8<sup>th</sup> , 48 hours prior to GBM meeting on Sept. 10<sup>th</sup>
  - NPG needs to be supported with specific deliverables: timing, costs (line itemized if appropriate), final expected product / deliverable, that can be measured against proposal.
- Rename Committee Meetings to Joint Committee Meetings where possible to allow for shared committee planning, review and recommendations to Board.
- Create a Monthly Planning Calendar to include all Board and Committee meetings, NC meetings such as Vision & VANC, and NWNC sponsored activities. (Committee Chairs to submit to Kelly Sooter by Tues. Sept 3<sup>rd</sup>)
- Finance Committee to review Monthly Budget Summary process and provide recommendation: report template, who maintains, frequency, etc. (Committee Chair recommendation due prior to October GBM)
- Committee Chairs to come back to Board with recommendation regarding anniversary of previous year spends in their respective areas by October GBM: Outreach & Beautification.