



CITY OF
LOS ANGELES
CALIFORNIA



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WEST HILLS NEIGHBORHOOD COUNCIL

REVISED ONLINE AND TELEPHONIC SPECIAL BOARD MEETING AGENDA **Thursday, February 17, 2022 at 7:00 p.m.**

In conformity with the September 16, 2021 enactment of California Assembly Bill 361 (Rivas) and due to concerns over Covid-19, the West Hills Neighborhood Council meeting will be conducted entirely with a call-in option or internet based service option. All are invited to attend and participate.

This special meeting of the West Hills Neighborhood Council will be conducted online via Zoom Webinar and telephonically. All are invited to attend and participate.

- **To attend online** via Zoom Webinar: Paste the following link into your browser: <https://zoom.us/j/98920654217>
- **To call in by phone**, dial (669) 900-6833, then punch in this Webinar code when prompted: **989 2065 4217**, then press #.

Comments on matters not on the agenda will be heard during the Public Comment period. Those who wish to speak on an agenda item will be heard when the item is considered

AB 361 Updates: Public comment cannot be required to be submitted in advance of the meeting; only real-time public comment is required. If there are any broadcasting interruptions that prevent the public from observing or hearing the meeting, the meeting must be recessed or adjourned. If members of the public are unable to provide public comment or be heard due to issues within the Neighborhood Council’s control, the meeting must be recessed or adjourned.

<p><u>Opening Business</u></p> <p>Call to Order</p> <p>Roll Call – Establish Quorum</p> <p>Pledge of Allegiance</p> <p>Comments From the Co - Chairs</p>		<p>Co-Chairs: Mrs. Charlene Rothstein Dr. Faye Barta</p> <p>Secretary: Mr. Brad Vanderhoof</p> <p>Co-Chair: Dr. Faye Barta</p> <p>Co-Chair: Mrs. Charlene Rothstein Dr. Faye Barta</p>
<p><u>Public Comment</u></p> <p>Comments & statements from stakeholders or interested parties on subjects NOT on this meeting’s agenda. <i>(Requires Speaker Card) (10 Minutes Max)</i></p> <p>*The Council affords an opportunity to members of the public to address the Council on items of interest that are within the Council’s jurisdiction. The Council is not permitted to take action on items that are not identified on the agenda. The Council reserves the right to limit speakers’ time if necessary to provide an adequate opportunity for all to be heard.*</p>		<p>Dr. Faye Barta, Co-Chair</p>

<u>New Business</u>		
<p>22-0009 – Discussion and possible action regarding a WHNC Bylaws amendment to Bylaws Article 5 Governing Board, Section 2 Quorum</p>		<p>Mr. Brad Vanderhoof, Co-Chair Bylaws Committee Mr. Bob Brostoff, Co-Chair Bylaws Committee</p>
<p>22-0010 – Discussion and possible action regarding a Bylaws Amendment to Article V Governing Board, Section 1 Composition</p>		<p>Mr. Brad Vanderhoof, Co-Chair Bylaws Committee Mr. Bob Brostoff, Co-Chair Bylaws Committee</p>
<p>22-0011 – Discussion and possible action regarding a Bylaws Amendment to Article VII Committees and Their Duties, Section 2 Ad Hoc</p>		<p>Mr. Brad Vanderhoof, Co-Chair Bylaws Committee Mr. Bob Brostoff, Co-Chair Bylaws Committee</p>
<p>22-0012 – Discussion and possible action regarding a Bylaws amendment to Article X Elections, Section 4 Method of Verifying Stakeholder Status</p>		<p>Mr. Brad Vanderhoof, Co-Chair Bylaws Committee Mr. Bob Brostoff, Co-Chair Bylaws Committee</p>
<p>22-0013 - Discussion and possible action regarding a Bylaws amendment to Article X Elections, Section 5: Restrictions on Candidates Running for Multiple Seats</p>		<p>Mr. Brad Vanderhoof, Co-Chair Bylaws Committee Mr. Bob Brostoff, Co-Chair Bylaws Committee</p>
<p>22-0014 - Discussion and possible action regarding a Bylaws amendment to Article XII Parliamentary Authority</p>		<p>Mr. Brad Vanderhoof, Co-Chair Bylaws Committee Mr. Bob Brostoff, Co-Chair Bylaws Committee</p>
<p>22-0015 - Discussion and possible action regarding a Bylaws amendment to Article XIV Compliance, Section 3 Self-Assessment</p>		<p>Mr. Brad Vanderhoof, Co-Chair Bylaws Committee Mr. Bob Brostoff, Co-Chair Bylaws Committee</p>
<p>22-0016 - Discussion and possible action to approve the Event Approval Form Special Events Committee’s WHNC Kids Day at Taxco Trails Park located at 23367 Ingomar Street, West Hills, CA 91304 on April 9, 2022</p>		<p>Mr. Steve Randall, Co-Chair Special Events Committee Mr. Myrl Schreibman, Co-Chair Special Events Committee</p>
<p>22-0017 – Discussion and possible action to approve a budget request in the amount of \$2,950.08 for Special Events Committee’s WHNC Kids Day at Taxco Trails Park located at 23367 Ingomar Street, West Hills, CA 91304 on April 9, 2022</p>		<p>Mr. Steve Randall, Co-Chair Special Events Committee Mr. Myrl Schreibman, Co-Chair Special Events Committee</p>
<p><u>Adjournment</u></p>		

Public Input At Neighborhood Council Meetings: Members of the public who call in by telephone are requested to dial *9, when prompted by the presiding officer, to 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. 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.

The amount of time for public comment on each agenda item is to be determined by the Chair at each meeting. Speakers shall limit their comments to matters relevant to the item on the agenda. The Chair may rule that the speaker is out of order if the comments are not germane to the item under consideration. If multiple requests for public comment are submitted on one agenda item, preference will be granted to members of the public who have not spoken previously during the meeting, either during general public comment or on another agenda item. A member of the public wishing to speak on more than one agenda item at a single meeting shall limit his or her remarks to a total of five (5) minutes per meeting.

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

Public Posting Of Agendas: WHNC agendas are posted for public review at Shadow Ranch Park, 22633 Vanowen St., West Hills, CA 91307 or at our website, www.westhillsnc.org. You can also receive our agendas via email by subscribing to the City of Los Angeles Early Notification System at www.lacity.org/government/Subscriptions/NeighborhoodCouncils/index.

The Americans With Disabilities Act: As a covered entity under Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and, upon request, will provide reasonable accommodation to ensure equal access to its programs, services and activities. Sign language interpreters, assistive listening devices and other auxiliary aids and/or services may be provided upon request. To ensure availability of services, please make your request at least three business days (72 hours) prior to the meeting you wish to attend by contacting via email NCsupport@lacity.org or calling (213) 978-1551. If you are hearing impaired, please call 711

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 the meeting where such writing was considered or by contacting the WHNC's executive director via email at Michelle.Ritchie@westhillsnc.org Requests can be made for a copy of a record related to an item on the agenda.

Reconsideration and Grievance Process: For information on the WHNC's process for board action reconsideration, stakeholder grievance policy or any other procedural matters related to this Council, please consult the WHNC Bylaws. The Bylaws are available at our website, www.WestHillsNC.org.

Servicios De Traduccion: Si requiere servicios de traducción, favor de avisar al Concejo Vecinal 3 días de trabajo (72 horas) antes del evento. Por favor contacte Michelle.Ritchie@westhillsnc.org

Agenda Item 22-0009 – Discussion and possible action regarding a WHNC Bylaws amendment. Bylaws Article 5 Governing Board, Section 2 Quorum

Section 2: Quorum

Existing WHNC Bylaws

The quorum shall be thirteen (13) Directors of the Board. No floating quorums are allowed.

Proposed amendment

The quorum shall be eighteen (18) members of the Board. Board and Committees shall have a fixed quorum number. Floating quorum is not allowed.

Agenda Item 22-0010 - Discussion and possible action regarding a Bylaws Amendment to Article V Governing Board, Section 1 Composition

The WHNC Board shall consist of twenty-five (25) Directors (or Board Members) elected by the stakeholders on an “at-large” basis. The Board shall not include no more than four (4) three (3) Community Interest Stakeholder Directors who do not live, work, or own property in West Hills.

Agenda Item 22-0011 - Discussion and possible action regarding a Bylaws Amendment to Article VII Committees and Their Duties, Section 2 Ad Hoc

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See Section 3

Agenda Item 22-0012 - Discussion and possible action regarding a Bylaws amendment to Article X Elections, Section 4 Method of Verifying Stakeholder Status

Procedure for verifying Stakeholder status is self-affirmation.

Voters will verify their stakeholder status by providing acceptable documentation.

Agenda Item 22-0013 - Discussion and possible action regarding a Bylaws amendment to Article X Elections, Section 5: Restrictions on Candidates Running for Multiple Seats

A candidate may not declare candidacy for more than one (1) position on the Council Board during a single election cycle.

Not Applicable

Agenda Item 22-0014 - Discussion and possible action regarding a Bylaws amendment to Article XII Parliamentary Authority

The parliamentary process is to be governed by “Rosenberg’s Rules of Order: Simple Parliamentary Procedures for the 21st Century.”

These bylaws supersede the parliamentary rules mentioned above.

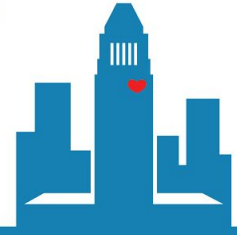
Agenda Item 22-0015 - Discussion and possible action regarding a Bylaws amendment to Article XIV Compliance, Section 3 Self-Assessment

Every year, the Council shall conduct a self-assessment within ninety (90) days after the end of the fiscal year pursuant to the Plan for the Citywide System of Neighborhood Councils.

The Council may conduct a regular self-assessment to determine whether it has achieved its goals and objectives.



EMPOWER LA™
Department of
NEIGHBORHOOD EMPOWERMENT



Neighborhood Council Election

Acceptable Forms of Documentation

****Note: Voters and candidates may be required to show more than one form of documentation to verify eligibility as a stakeholder. Contained in this document are just a sample of some (not all) of the acceptable forms of documentation that candidates and voters may use to establish their stakeholder status. This list will be updated periodically to incorporate any new forms that are deemed acceptable. The City of Los Angeles, Department of Neighborhood Empowerment and the City Clerk have sole discretion on the acceptability of any document presented.***

NEIGHBORHOOD COUNCIL ELECTION LIST OF ACCEPTABLE FORMS OF DOCUMENTATION

In general, all candidates will have to provide documentation to substantiate the stakeholder requirements (as defined by the Neighborhood Council) for the position they are seeking. Stakeholders for Neighborhood Councils that require documentation for identifying stakeholders must show documentation that substantiates their claimed stakeholder status. The following items will constitute acceptable forms of documentation for establishing stakeholder status. Different categories may require different forms of documentation.

Neighborhood Councils that have chosen the “self-affirmation” method for identifying stakeholders will not require documentation in order to vote, unless your Neighborhood Council is participating in an online election. For all online elections, self-affirmation voters must provide a photo identification to verify their identity.”

HOMEOWNER REPRESENTATIVE

The following forms of documentation shall be acceptable proofs of home ownership to run or vote for Homeowner Representative for those Neighborhood Councils that require stakeholders to own residential property within the Neighborhood Council’s boundaries. You will need to show one proof from List A **and** one proof from List B (document must prove stakeholder status claim), **or** two from List B. At least one document from List B must prove that you own a residential property within the boundaries of the Neighborhood Council. These documents are marked with an asterisk.

All documentation provided must, to a reasonable extent, show the stakeholder’s name and the address of the residential property in question.

List A

- † Valid CA Driver’s License
- † Valid CA Identification Card
- † Valid Passport
- † Valid picture ID with name (work, school, gym, club, credit card, etc.)

List B

- † Social Security Card
- † Mail with your name and the address within the boundaries
- † Letter from local Neighborhood Watch
- † Current utility bill
- † Los Angeles (L.A.) County property tax bill*
- † Mortgage statement*
- † Home Owner’s Association bill*
- † Home owner’s insurance documentation*
- † Assessor’s Identification Number (AIN) for home within the boundaries
- † Other similar documentation proving occupancy/tenancy
- † County Assessor Parcel Information printout from:
http://cityweb.ci.la.ca.us/lupams/main_inquiry.cfm

RENTER/TENANT REPRESENTATIVE

The following forms of documentation shall be acceptable proofs of renter status to run or vote for Renter/Tenant Representative for those Neighborhood Councils that require stakeholders to rent within the Neighborhood Council's boundaries. You will need to show one proof from List A **and** one proof from List B (document must prove stakeholder status claim), **or** two from List B. At least one document from List B must prove that you rent within the boundaries of the Neighborhood Council. These documents are marked with an asterisk.

All documentation provided must, to a reasonable extent, show the stakeholder's name and the address of the rental property in question.

List A

- † Valid CA Driver's License
- † Valid CA Identification Card
- † Valid Passport
- † Valid picture ID with name (work, school, gym, club, credit card, etc.)

List B

- † Social Security Card
- † Mail with your name and the address
- † Letter from local Neighborhood Watch
- † Residential lease or rental agreement*
- † Rent payment receipt*
- † Renter's insurance documentation*
- † Letter from landlord confirming renter/tenant status*
- † Other similar documentation proving occupancy/tenancy

RESIDENTIAL REPRESENTATIVE

The following forms of documentation shall be acceptable proofs of residency to run or vote for Residential Representative for those Neighborhood Councils that require stakeholders to reside within the Neighborhood Council's boundaries. You will need to show one proof from List A, **or** two from List B. At least one document from List B must prove that you reside within the boundaries of the Neighborhood Council. These documents are marked with an asterisk.

All documentation provided must, to a reasonable extent, show the stakeholder's name and the address of the residence in question.

List A

- † Valid CA Driver's License
- † Valid CA Identification Card
- † Valid Passport
- † Valid picture ID with name (work, school, gym, club, credit card, etc.)

List B

- † Social Security Card
- † Residential lease or rental agreement*
- † Los Angeles (L.A.) County property tax bill
- † Mortgage statement or rent receipt*
- † Home owner's or renter's insurance documentation*
- † Current utility bill*
- † Home Owner's Association bill
- † Letter from landlord confirming renter/tenant status*
- † Mail with your name and address*
- † Letter from local Neighborhood Watch
- † Other similar documentation proving occupancy/tenancy*
- † County Assessor Parcel Information printout from:
http://cityweb.ci.la.ca.us/lupams/main_inquiry.cfm

****Some Neighborhood Councils may require candidates running for Resident/Owner Seat to both live and own their place of residency. These candidates must show proof of both ownership and occupancy in order to be eligible to run for the seat. Please refer to the Homeowner Representative or Renter/Tenant Representative lists for proof of ownership or rental status.***

BUSINESS/COMMERCIAL

The following forms of documentation shall be acceptable proofs of employment or ownership in a business within the Neighborhood Council's boundaries (if required to vote or run for a business/commercial representative). You will need to show one proof from List A **and** one from List B **or** two from List B. At least one document from List B must prove that you work at or own a business within the boundaries of the Neighborhood Council. These documents are marked with an asterisk.

All documentation provided must, to a reasonable extent, show the stakeholder's name and the name and address of the business in question.

List A

- † Valid CA Driver's License
- † Valid CA Identification Card
- † Valid Passport
- † Valid picture ID with name (work, school, gym, club, credit card, etc.)

List B

- † Business lease or rental agreement*
- † Commercial mortgage statement or lease receipt*
- † Current City of LA Business license*
- † Los Angeles (LA) County property tax bill*
- † Social Security Card
- † Work permit
- † Staff roster*
- † Personal business card*
- † Printed advertisement or web page of business
- † Letter from employer on business letterhead verifying employment*
- † California (CA) State Board of Equalization resale certificate*
- † Pay check or stub*
- † Letter/documentation from Business Improvement District (BID) or Chamber of Commerce*
- † Billing statements from vendors*
- † Current utility bill*
- † Mail with your name and the name and address of the business
- † Assessor's Identification Number (AIN) for business property within the boundaries
- † Other similar documentation proving employment or business ownership*
- † County Assessor Parcel Information printout from:
http://cityweb.ci.la.ca.us/lupams/main_inquiry.cfm

COMMUNITY INTEREST

A Community Interest Stakeholder is one who affirms a substantial and ongoing stake within the Neighborhood Council's boundaries and who may be in the community organizations such as, but not limited to education, non-profit and/or religious.

In determining the factors used to evaluate whether a person has qualified as a Community Interest Stakeholder, documentation is based on the plain meaning of the terms "substantial" and "ongoing," referring to an interest in a Neighborhood Council that is measurable, important, weighty and continuous. In addition, the documentation must satisfy City Council's intent by precluding those stakeholders with a fleeting outside interest from participating as candidates or voters in a Neighborhood Council election.

Receipts from businesses in the neighborhood will not be accepted.

Some Neighborhood Councils may require the community based, senior, youth, environmental, service or volunteer organization or group to meet at least a predetermined number of times within a predefined period of time. In like manner, some Neighborhood Councils will require that the organization or group have a physical address within the boundaries.

All documentation provided must, to a reasonable extent, show the stakeholder's name and the address of the Community Interest in question.

List A

- † Valid CA Driver's License
- † Valid CA Identification Card
- † Valid Passport
- † Valid picture ID with name (work, school, gym, club, credit card, etc.)

List B

- † Any documentation previously listed in this document based on the type of stakeholder qualification to run and vote for the seat

RELIGIOUS INSTITUTIONS/SCHOOLS/COMMUNITY BASED ORGANIZATIONS

The following forms of documentation shall be accepted as proof of employment/participation in a religious institution, school, or community-based organization. You will need to show one proof from List A **and** one from List B **or** two from List B. At least one document from List B must prove that you participate or work in a community-based organization, school or religious institution within the boundaries of the Neighborhood Council. These documents are marked with an asterisk.

All documentation provided must, to a reasonable extent, show the stakeholder's name and the name and address of the community-based organization, school or religious institution in question.

List A

- † Valid CA Driver's License
- † Valid CA Identification Card
- † Valid Passport
- † Valid picture ID with name (work, school, gym, club, credit card, etc.)

List B

- † Pay check or stub*
- † A letter on letterhead stating that you are a substantial and ongoing active participant* (Refer to sample letter on page 15)
- † Personal business card, membership card or participation certificate*
- † Receipt of membership dues*
- † Staff/membership roster*
- † A flyer, weekly calendar, or newsletter
- † Printed advertisement or web page
- † Other similar documentation proving that you work or participate in a substantial and ongoing manner in a community-based organization*, school, or religious institution*

MISCELLANEOUS GROUP SUCH AS VOLUNTEER OR SERVICE GROUP

The following forms of documentation shall be accepted as proof of employment, participation, and membership in a volunteer or service group. You will need to show one proof from List A **and** one from List B **or** two from List B. At least one document from List B must prove that you participate or work in a volunteer or service group within the boundaries of the Neighborhood Council. These documents are marked with an asterisk.

All documentation provided must, to a reasonable extent, show the stakeholder's name and the name and address of the volunteer or service group in question.

List A

- † Valid CA Driver's License
- † Valid CA Identification Card
- † Valid Passport
- † Valid picture ID with name (work, school, gym, club, credit card, etc.)

List B

- † Pay check or stub*
- † A letter on letterhead stating that you are a substantial and ongoing active participant* (Refer to sample letter on page 15)
- † Personal business card, membership card or participation certificate*
- † Receipt of membership dues*
- † Staff/membership roster*
- † Other similar documentation proving that you work or participate in a substantial and ongoing manner in a volunteer or service group*

DISTRICT/AREA/ZONE REPRESENTATIVE

The following forms of documentation shall be proofs of residency/ownership/employment or participation within a district/zone/area (to run or vote for a district/zone/area representative for those Neighborhood Councils that require stakeholders to reside, work or participate in a certain district/zone/area.) You will need to show one proof from List A **and** one from List B **or** two from List B. Please refer to other applicable categories in this document that can be used to prove your claim within the district/zone/area inside the boundaries of the Neighborhood Council. At least one document from List B must prove your status within the district/zone/area within the boundaries of the Neighborhood Council. These documents may be found in other applicable stakeholder categories below.

All documentation provided must, to a reasonable extent, show the stakeholder's name and the address of the property in question.

List A

- † Valid CA Driver's License
- † Valid CA Identification Card
- † Valid Passport
- † Valid picture ID with name (work, school, gym, club, credit card, etc.)

List B

- † Documents from List B under *Homeowner Representative*
- † Documents from List B under *Residential Representative*
- † Documents from List B under *Business/Commercial*
- † Documents from List B under *Religious Institutions/Schools/Community Based Organizations*
- † Documents from List B under *Miscellaneous Group Such As Volunteer/Service Group*
- † Other similar documentation proving that you participate in the district/area/zone of the Neighborhood Council

SENIOR REPRESENTATIVE

Age Specific Category: The following forms of documentation can be accepted as proof of appropriate age to vote or run for position (if required as in the case of some Neighborhood Councils that have age restrictions to run or vote for a Senior Seat). You will need to show one proof from List A **or** two from List B. At least one document from List B must prove your age.

List A

- † Valid CA Driver's License
- † Valid CA Identification Card
- † Valid Passport

List B

- † Birth Certificate
- † Senior pass or discount cards
- † Medicare or AARP membership card
- † Senior club/center membership card
- † Other similar documentation proving that you are a senior citizen

Participation Requirement Category: The following forms of documentation shall be accepted as proof of participation, employment, and membership for those Neighborhood Councils that only require proof of participation, employment, and membership in an organization that serves seniors in order to vote or run for the Senior Seat. You will need to show one proof from List A **and** one from List B **or** two from List B. At least one document from List B must prove that you participate, work at, or are a member in an organization that serves senior citizens within the boundaries of the Neighborhood Council. These documents are marked with an asterisk.

All documentation provided must, to a reasonable extent, show the stakeholder's name and the name and address of the senior citizen organization in question.

List A

- † Valid CA Driver's License
- † Valid CA Identification Card
- † Valid Passport
- † Picture ID (work, school, club, credit card, etc.)

List B

- † Pay check or stub*
- † A letter on letterhead stating you are a substantial and ongoing active participant* (Refer to sample letter on page 15)
- † Personal business card, membership card or participation certificate*
- † Receipt of membership dues*
- † Staff/membership roster*
- † Other similar documentation proving that you work or participate in substantial and ongoing manner in a senior citizen service group or organization

YOUTH REPRESENTATIVE

Age Specific Category: The following forms of documentation shall be accepted as proof of appropriate age to vote or run for position (if required as in the case of some Neighborhood Councils that have age restrictions to run or vote for a Youth Seat. You will need to show one proof from List A **or** two from List B. At least one document from List B must prove your age.

List A

- † Valid CA Driver's License
- † Valid CA Identification Card
- † Valid Passport
- † Valid school ID with address and date of birth (DOB)

List B

- † Birth Certificate
- † Other similar documentation proving that you meet the youth age qualifications

Participation Requirement Category: The following forms of documentation shall be accepted as proof of participation, employment, and membership for those Neighborhood Councils that require proof of participation, employment, and membership in an organization that serves youth in order to vote or run for the Youth Seat. You will need to show one proof from List A **and** one from List B **or** two from List B. At least one document from List B must prove that you participate, work at, or are a member in an organization that serves youths within the boundaries of the Neighborhood Council. These documents are marked with an asterisk.

All documentation provided must, to a reasonable extent, show the stakeholder's name and the name and address of the youth organization in question.

List A

- † Valid CA Driver's License
- † Valid CA Identification Card
- † Valid Passport
- † Valid picture ID (school, work, gym, club, credit card, etc.)

List B

- † Pay check or stub*
- † A letter on letterhead stating that you are a substantial and ongoing active participant* (Refer to sample letter on page 15)
- † Personal business card, membership card or participation certificate*
- † Receipt of membership dues*
- † Staff/membership roster
- † Other similar documentation proving that you work or participate in a substantial and ongoing manner in a youth organization

PARK ADVOCATE/ENVIRONMENT REPRESENTATIVE

The following forms of documentation shall be accepted as proof of park advocacy or employment, participation, or membership in an environmental group or organization. You will need to show one proof from List A **and** one from List B **or** two from List B. At least one document from List B must prove that you are a park advocate or participate, work at, or are a member in an environmental organization within the boundaries of the Neighborhood Council. These documents are marked with an asterisk.

All documentation provided must, to a reasonable extent, show the stakeholder's name and the name and address of the park advocacy group or environmental organization in question.

List A

- † Valid CA Driver's License
- † Valid CA Identification Card
- † Valid Passport
- † Valid picture ID (school, work, gym, club, credit card, etc.)

List B

- † Environmental magazine subscription
- † Pay check or stub*
- † A letter on letterhead stating that you are a substantial and ongoing active participant*
- † Personal business card, membership card or participation certificate*
- † Receipt of membership dues*
- † Staff roster*
- † Other similar documentation proving that you work or participate in a substantial and ongoing manner in a park advocacy group or environmental organization

HORSE OWNER REPRESENTATIVE

The following forms of documentation shall be accepted as proof of horse ownership. You will need to show one proof from List A **and** one from List B **or** two from List B. At least one document from List B must prove horse ownership within the boundaries of the Neighborhood Council. These documents are marked with an asterisk.

All documentation provided must, to a reasonable extent, show the stakeholder's name and an address corresponding to horse ownership within the Neighborhood Council.

List A

- † Valid CA Driver's License
- † Valid CA Identification Card
- † Valid Passport
- † Valid picture ID (school, work, gym, club, credit card, etc.)

List B

- † Membership card from a horse owner's club or similar organization*
- † Certificate of horse ownership*
- † A copy of a horse stable boarding agreement with the horse owner's name and the name and address of the stable*
- † Receipt from veterinarian with the horse owner's name*

HOMELESS REPRESENTATIVE

A stakeholder who is homeless within the neighborhood may run or vote for this seat. You will need to show one proof from List A **and** one proof from List B (document must prove stakeholder status claim), **or** two from List B.

List A

- † Valid CA Driver's License
- † Valid CA Identification Card
- † Valid Passport
- † Valid picture ID (school, work, gym, club, credit card, etc.)

List B

- † Birth certificate
- † Social Security Card
- † A letter from shelter with your name and the name and address of the shelter (Refer to sample letter on page 15)
- † A letter sent to them at a post office within the boundaries
- † Receipt for a motel within the boundaries
- † Membership card or participation certificate

AT-LARGE SEAT

A stakeholder within the NC's boundaries may run or vote for this seat. For some NCs this seat may also be the Community Interest Stakeholder Seat. You will need to show one proof from List A **and** one proof from List B (document must prove stakeholder status claim), **or** two from List B.

List A

- † Valid CA Driver's License
- † Valid CA Identification Card
- † Valid Passport
- † Valid picture ID (school, work, gym, club, credit card, etc.)

List B

- † Any documentation previously listed in this document based on the type of stakeholder qualification to run and vote for the seat

SAMPLE LETTER

(Please prepare letter on the entity's letterhead with address and contact information)

Date

City of Los Angeles
Neighborhood Council Elections

To Whom It May Concern:

_____ (name of stakeholder) has been a
_____ (insert relationship, e.g. volunteer, customer, participant, etc.) in
our organization (or business) from ____ (date) ____ to the present. We consider her/him to be a
substantial and ongoing participant (or customer) in our activities (or business).

(Please describe details of the stakeholder's participation that shows a substantial and ongoing
engagement with your organization or business.)

Sincerely,

Name
Title

Agenda Item 22-0016 - Discussion and possible action to approve the Event Approval Form Special Events Committee's WHNC Kids Day at Taxco Trails Park located at 23367 Ingomar Street, West Hills, CA 91304 on April 9, 2022



**NEIGHBORHOOD COUNCIL
EVENT APPROVAL REQUEST FORM**

Office of the City Clerk – Neighborhood Council Funding Program
200 N. Spring Street, Rm 224, Los Angeles, CA 90012 • (213) 978-1058 or Toll-Free 3-1-1
E-mail: Clerk.NCFunding@LACity.org • www.Clerk.LACity.org

Events are great opportunities for Neighborhood Councils to interact with their stakeholders. There are, however, liability and permitting issues that must be handled prior to the event. The Office of the City Clerk, Administrative Services Division, NC Funding Program Section must approve all Neighborhood Council sponsored events before any payments can be processed.

Please complete, sign, and submit this form at least 30 days prior to your event. Missing or incomplete required information or documents will delay review.

Neighborhood Council: West Hills Neighborhood Council

The Neighborhood Council is the Main Sponsor or Co-Sponsor for the event.

Main sponsor: Special Events Committee

Contact Person: Myrl Schreibman: Steve Randall

Phone: 818-335-7658 Email: Myrl.Schreibman@westhillsnc.org; Steve.Randall@westhillsnc.org

Co-Sponsor (if applicable): CD12

Contact Person: Ron Rubine

Phone: 818-882-1212 Email: Ron.Rubine@lacity.org

Event Information

Event Title and Description: West Hills NC Kids Day

Date: April 9, 2022 Time Frame: 1:00 A.M. - 3:00 P.M. Number of attendees: 125 - 150 Event Budget: \$ 2950.08

Venue Name: Taxco Trails Park

Venue Address: 23367 Ingomar Street West Hills 91304

Contact Person: Myrl Schreibman: Steve Randall

Phone: 818-335-7658 Email: Myrl.Schreibman@westhillsnc.org; Steve.Randall@westhillsnc.org

Please note: If the venue for the event is at a City or public facility, e.g. park, school, the venue approval may be easier and at little or no cost. If the venue for the event is not a City facility, a separate contract may be needed and can take up to 60 days to complete.

Please scan the following documents and email to Clerk.NCFunding@lacity.org for approval PRIOR to event:

- Neighborhood Council Event Approval Form – Signed by Treasurer, 2nd Signer or Event Chair
- Board Action Request (BAC) Form – Completed and signed by Treasurer and 2nd Signer, or Alternate Signer
- Itemized Detailed Event Budget – Total budget with funding categories (food, entertainment, flyers, permits, etc.) and with specific vendors if available.

If a bank card credit limit increase will be necessary to pay for expenditures for this event, please contact your Funding Program Representative to submit a request to increase applicable limits.

The City of Los Angeles provides Neighborhood Councils with event liability coverage in the amount of \$5 million. Depending on the type of event, there may be additional permits and liability issues that must be addressed prior to the event, or the Neighborhood Council will be liable for any penalties or injuries incurred at the event. There may be fees attached to obtaining permits and additional liability so please budget accordingly. It may be easier to partner with the City family or a community based organization or even hire an event planner (will require a contract prepared by the Department) so that they can obtain/handle the necessary permits and liability issues instead. The following must be obtained and submitted **PRIOR TO THE EVENT** if they are applicable to your event:

If FOOD is being purchased/provided/distributed/served at your event, you may be required to obtain the following PERMITS:

- LA County Public Health Department Permits – Community Event Organizer and Temporary Food Facility permits may be required. Permit fees may be waived by the County if requested.
- LA Fire Department – Permit may be necessary for temporary structures setup to prep/cook/serve food.

CERTIFICATES OF INSURANCE, SERVICE AGREEMENTS, and/or FACILITY USE PERMITS from Vendors providing the following types of services. Insurance Certificates need to list the "City of Los Angeles" as Additional Insured.

- Jumpers/Bouncers (Inflatables) – City Risk Management may need to review
- Games (e.g. dunk tank, other carnival style games, video game bus)
- Food (purchased, provided, distributed and/or served)
- Entertainers (e.g. DJs, musicians, face painting, balloon artists, etc.)
- Equipment Rentals (e.g. performing stage, mechanical rides, canopies)
- Event Venues (e.g. school auditoriums, private theaters and halls, parks, street block, etc.)

If RENTING a vehicle or truck to transport event materials:

- Renting and driving of vehicle/truck must be by a board member
- Additional Insurance offered by the rental company must be purchased in full

ADDITIONAL PERMITS may be required if the event has:

- Over 500 attendees, which may require LAPD presence - LAPD Special Events
- Street closures for block parties - Bureau of Street Services or LADOT for larger street closures, such as a parade
- Tents/canopies larger than 450 square feet or stages/platforms more than 30 inches above grade - Building and Safety

CONTACT INFORMATION for possible permits:

- Street Maintenance - (213) 847-2999
- Building and Safety - (213) 482-0387
- LADOT (Traffic Officers) - (323) 913-4652
- LADOT (Signs) - (213) 485-2298
- LADOT (Special Operations) - (323) 224-2124
- Risk Management - (213) 978-7475
- LAPD - (213) 486-0410
- LAFD – (213)-978-3640
- Sanitation - (213) 485-3612
- Street Services - <http://bsspermits.lacity.org/spevents/>
- LA County Public Health Dept. - <http://publichealth.lacounty.gov>

Documents to be submitted to NC Funding Program and filed for you records:

- Neighborhood Council Event Approval Form – Signed by Treasurer, 2nd Signer, Event Chair.
- Board Action Certification (BAC) Form – Completed and signed by Treasurer and 2nd Signer, or Alternate Signer
- Itemized Detailed Event Budget – Final total budget with funding categories and specific vendors.
- Vendor Invoices and Service/Facility Use Agreements
- Copies of Insurance Certificates
- Copies of Permits
- Proof of Sponsorships (e.g. event flyers, webpage copy, etc.)
- W-9 (for 1099 Individual Services (if applicable))

I have read and understand the requirements set forth in this document and agree to comply with the required paperwork necessary for Neighborhood Council events.

Signature: Myrl Schreibman Date: February 10, 2022

Print Name: Myrl Schreibman Phd Title: Co-Chair Special Events Committee

Email: Myrl.Schreibman@WestHillsNC.org Phone: 818-335-7658

For Staff Use Only: Approved Denied Code: _____

Reviewers Signatures: 1st Level _____ 2nd Level _____

Reviewers Names: 1st Level _____ 2nd Level _____

Agenda Item 22-0017 – Discussion and possible action to approve a budget request in the amount of \$2,950.08 for Special Events Committee’s WHNC Kids Day at Taxco Trails Park located at 23367 Ingomar Street, West Hills, CA 91304 on April 9, 2022

WEST HILLS NEIGHBORHOOD COUNCIL

Spending Request Form

Please print legibly or type

Date of submission: Committee Name:

Chairperson/Stakeholder: Date Approved by Committee:

Phone: Email:

Event/Activity:

Total Amount Requested: Budget Line Item:

Justification for request. This must include a statement about how the event/activity benefits the stakeholders of West Hills.

(Attach additional pages if necessary)

List all expense items, quantities, and amounts:

Item & Quantity	Amount
<input type="text" value="808 Plastic toy or candy filled Eggs including sales tax"/>	<input type="text" value="\$652.08"/>
<input type="text" value="Promotion/ and Registration Materials"/>	<input type="text" value="\$300.00"/>
<input type="text" value="Insurance"/>	<input type="text" value="\$300.00"/>
<input type="text" value="2 Costumed Characters for 3 hours"/>	<input type="text" value="\$1160.00"/>
<input type="text" value="Decorations/Water/Event Materials"/>	<input type="text" value="\$400.00"/>
<input type="text" value="PA System"/>	<input type="text" value="\$150.00"/>
<input type="text" value="Restrooms"/>	<input type="text" value="300.00"/>

For Budget Committee/Controller Use Only:

Committee Approved: Budget Approved: Board Approved: