



**CITY OF  
LOS ANGELES  
CALIFORNIA**



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## WEST HILLS NEIGHBORHOOD COUNCIL

### SPECIAL BOARD ONLINE AND TELEPHONIC FINAL MEETING MINUTES

Thursday, February 17, 2022

Revised February 18, 2022

The Board shall take official action by a simple majority of yes and no votes cast by the Directors present at a duly noticed regular or special Board meeting, not to include abstentions. There shall be no proxy voting.

**PRESENT:** Aida Abkarians, Faye Barta, Sandi Bell, Dan Brin, Bob Brostoff, Clarice Chavira (left before item 22-0010), Tariq El-Atrache (left before item 22-0016), Carolyn Greenwood, Glenn Jennings, Bonnie Klea, Vinura Kotuwelle, Kent Mariconda, Rosi Mariconda, Saif Mogri, Mark Neudorff, Bryan Newman, Steve Randall, Bill Rose, Char Rothstein, Anthony Searce, Myrl Schreibman (left before item 22-0015), Joan Trent, Alec Uzemeck, Brad Vanderhoof, and Joanne Yvanek-Garb (left 8:45 PM)

**ABSENT:** Sriya Datla, and Azarine Rushenas

President Charlene Rothstein called the meeting to order at 7:01 PM.

Secretary Brad Vanderhoof called roll and established quorum.

Pledge of Allegiance: Vice President Faye Barta led the Pledge.

Comments from the Co – Chairs: None

Public Comment: Chris Rowe spoke about the LAHSA Homeless Count and walking versus driving.

Tariq El-Atrache left the meeting.

22-0016 – Approval of the Event Approval Form for Special Events Committee’s WHNC Kids Day at Taxco Trails Park located on April 9, 2022

Roll Call Vote:

Aida Abkarians	Yes
Faye Barta	Yes
Sandi Bell	Abstain
Dan Brin	Yes
Bob Brostoff	Yes
Clarice Chavira	Yes
Tariq El-Atrache	Absent
Carolyn Greenwood	Yes
Glenn Jennings	Yes
Bonnie Klea	Yes
Vinura Kotuwelle	Yes
Kent Mariconda	Yes
Rosi Mariconda	Yes
Saif Mogri	Yes
Mark Neudorff	Abstain
Bryan Newman	Yes
Steve Randall	Yes

Bill Rose	Yes
Charlene Rothstein	Yes
Anthony Searce	Yes
Myrl Schreibman	Yes
Joan Trent	Yes
Alec Uzemeck	Yes
Brad Vanderhoof	Yes
Joanne Yvanek-Garb	Yes

Yes – 22, No – 0, Abstain – 2, Absent – 1, Ineligible – 0, Recused – 0

The Event Approval Form is approved.

22-0017 – Approval of a budget request in the amount of \$2,950.08 for Special Events Committee’s WHNC Kids Day at Taxco Trails Park on April 9, 2022

Roll Call Vote:

Aida Abkarians	Yes
Faye Barta	Yes
Sandi Bell	Abstain
Dan Brin	Yes
Bob Brostoff	Yes
Clarice Chavira	Yes
Tariq El-Atrache	Absent
Carolyn Greenwood	Yes
Glenn Jennings	Yes
Bonnie Klea	Abstain
Vinura Kotuwelle	Yes
Kent Mariconda	Yes
Rosi Mariconda	Yes
Saif Mogri	Yes
Mark Neudorff	Abstain
Bryan Newman	Yes
Steve Randall	Yes
Bill Rose	Yes
Charlene Rothstein	Yes
Anthony Searce	Yes
Myrl Schreibman	Yes
Joan Trent	Yes
Alec Uzemeck	Yes
Brad Vanderhoof	Yes
Joanne Yvanek-Garb	Yes

Yes – 21, No – 0, Abstain – 3, Absent – 1, Ineligible – 0, Recused – 0

The Budget Request is approved.

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

Myrl Schreibman Called for the Question and moved to end discussion.

Roll Call Vote:

Aida Abkarians	Yes
Faye Barta	Yes
Sandi Bell	Yes
Dan Brin	Yes
Bob Brostoff	Yes
Clarice Chavira	Yes

Tariq El-Atrache	Absent
Carolyn Greenwood	Yes
Glenn Jennings	Yes
Bonnie Klea	Yes
Vinura Kotuwelle	Yes
Kent Mariconda	Yes
Rosi Mariconda	Yes
Saif Mogri	Yes
Mark Neudorff	Yes
Bryan Newman	Yes
Steve Randall	Yes
Bill Rose	Yes
Charlene Rothstein	Yes
Anthony Scarce	Yes
Myrl Schreibman	Yes
Joan Trent	Yes
Alec Uzemeck	Yes
Brad Vanderhoof	Yes
Joanne Yvanek-Garb	Yes

Yes – 24, No – 0, Abstain – 0, Absent – 1, Ineligible – 0, Recused – 0

The motion passes by a super-majority (2/3). The Question is Called.

Public comment on the agenda item: Chris Rowe said in person meetings at de Toledo High School have a time limit.

Roll Call Vote:

Aida Abkarians	Yes
Faye Barta	Yes
Sandi Bell	Yes
Dan Brin	Yes
Bob Brostoff	Yes
Clarice Chavira	Yes
Tariq El-Atrache	Absent
Carolyn Greenwood	Yes
Glenn Jennings	Yes
Bonnie Klea	Yes
Vinura Kotuwelle	Yes
Kent Mariconda	Yes
Rosi Mariconda	No
Saif Mogri	Yes
Mark Neudorff	Yes
Bryan Newman	No
Steve Randall	Yes
Bill Rose	Yes
Charlene Rothstein	Yes
Anthony Scarce	No
Myrl Schreibman	Yes
Joan Trent	Yes
Alec Uzemeck	Yes
Brad Vanderhoof	Yes
Joanne Yvanek-Garb	Yes

Yes – 21, No – 3, Abstain – 0, Absent – 1, Ineligible – 0, Recused – 0

The Bylaws amendment is approved.

Clarice Chavira left the meeting.

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

Roll Call Vote:

Aida Abkarians	No
Faye Barta	No
Sandi Bell	No
Dan Brin	No
Bob Brostoff	No
Clarice Chavira	Absent
Tariq El-Atrache	Absent
Carolyn Greenwood	No
Glenn Jennings	No
Bonnie Klea	Yes
Vinura Kotuwelle	No
Kent Mariconda	No
Rosi Mariconda	No
Saif Mogri	Yes
Mark Neudorff	No
Bryan Newman	Yes
Steve Randall	No
Bill Rose	No
Charlene Rothstein	Yes
Anthony Scearce	No
Myrl Schreibman	Yes
Joan Trent	No
Alec Uzemeck	No
Brad Vanderhoof	Abstain
Joanne Yvanek-Garb	No

Yes – 5, No – 17, Abstain – 1, Absent – 2, Ineligible – 0, Recused – 0

The Bylaws amendment is fails.

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

Roll Call Vote:

Aida Abkarians	Yes
Faye Barta	Yes
Sandi Bell	Yes
Dan Brin	Yes
Bob Brostoff	Yes
Clarice Chavira	Absent
Tariq El-Atrache	Absent
Carolyn Greenwood	Yes
Glenn Jennings	Yes
Bonnie Klea	Yes
Vinura Kotuwelle	Yes
Kent Mariconda	Yes
Rosi Mariconda	Yes
Saif Mogri	Yes
Mark Neudorff	Yes

Bryan Newman	Yes
Steve Randall	Yes
Bill Rose	Yes
Charlene Rothstein	Yes
Anthony Scarce	Yes
Myrl Schreibman	Yes
Joan Trent	Yes
Alec Uzemeck	Yes
Brad Vanderhoof	Yes
Joanne Yvanek-Garb	Yes

Yes – 23, No – 0, Abstain – 0, Absent – 2, Ineligible – 0, Recused – 0

The Bylaws amendment is approved.

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

Roll Call Vote:

Aida Abkarians	Yes
Faye Barta	Yes
Sandi Bell	No
Dan Brin	No
Bob Brostoff	Yes
Clarice Chavira	Absent
Tariq El-Atrache	Absent
Carolyn Greenwood	No
Glenn Jennings	Yes
Bonnie Klea	Yes
Vinura Kotuwelle	Yes
Kent Mariconda	Yes
Rosi Mariconda	Yes
Saif Mogri	Yes
Mark Neudorff	Yes
Bryan Newman	Yes
Steve Randall	Yes
Bill Rose	Yes
Charlene Rothstein	Yes
Anthony Scarce	No
Myrl Schreibman	Yes
Joan Trent	Yes
Alec Uzemeck	Yes
Brad Vanderhoof	Yes
Joanne Yvanek-Garb	Yes

Yes – 19, No – 4, Abstain – 0, Absent – 2, Ineligible – 0, Recused – 0

The Bylaws amendment is approved.

Joanne Yvanek-Garb left the meeting.

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

Roll Call Vote:

Aida Abkarians	Yes
Faye Barta	Yes
Sandi Bell	Yes

Dan Brin	Yes
Bob Brostoff	Yes
Clarice Chavira	Absent
Tariq El-Atrache	Absent
Carolyn Greenwood	Yes
Glenn Jennings	Yes
Bonnie Klea	Yes
Vinura Kotuwelle	Yes
Kent Mariconda	Yes
Rosi Mariconda	Yes
Saif Mogri	Yes
Mark Neudorff	Yes
Bryan Newman	Yes
Steve Randall	Yes
Bill Rose	Yes
Charlene Rothstein	Yes
Anthony Scearce	Yes
Myrl Schreibman	Yes
Joan Trent	Yes
Alec Uzemeck	Yes
Brad Vanderhoof	Yes
Joanne Yvanek-Garb	Absent

Yes – 22, No – 0, Abstain – 0, Absent – 3, Ineligible – 0, Recused – 0

The Bylaws amendment is approved.

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

Roll Call Vote:

Aida Abkarians	Yes
Faye Barta	Yes
Sandi Bell	Yes
Dan Brin	Yes
Bob Brostoff	Yes
Clarice Chavira	Absent
Tariq El-Atrache	Absent
Carolyn Greenwood	Yes
Glenn Jennings	Yes
Bonnie Klea	Yes
Vinura Kotuwelle	Yes
Kent Mariconda	Yes
Rosi Mariconda	Yes
Saif Mogri	Yes
Mark Neudorff	Yes
Bryan Newman	Yes
Steve Randall	Yes
Bill Rose	Yes
Charlene Rothstein	Yes
Anthony Scearce	Yes
Myrl Schreibman	Yes
Joan Trent	Yes
Alec Uzemeck	Yes

Brad Vanderhoof	Yes
Joanne Yvanek-Garb	Absent

Yes – 22, No – 0, Abstain – 0, Absent – 3, Ineligible – 0, Recused – 0

The Bylaws amendment is approved.

Myrl Schreibman left the meeting.

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

Roll Call Vote:

Aida Abkarians	Yes
Faye Barta	Yes
Sandi Bell	Yes
Dan Brin	Yes
Bob Brostoff	Yes
Clarice Chavira	Absent
Tariq El-Atrache	Absent
Carolyn Greenwood	Yes
Glenn Jennings	Yes
Bonnie Klea	Yes
Vinura Kotuwelle	Yes
Kent Mariconda	Yes
Rosi Mariconda	No
Saif Mogri	Yes
Mark Neudorff	Yes
Bryan Newman	Yes
Steve Randall	Yes
Bill Rose	Yes
Charlene Rothstein	Yes
Anthony Searce	Yes
Myrl Schreibman	Absent
Joan Trent	Yes
Alec Uzemeck	Yes
Brad Vanderhoof	Yes
Joanne Yvanek-Garb	Absent

Yes – 20, No – 1, Abstain – 0, Absent – 4, Ineligible – 0, Recused – 0

The Bylaws amendment is approved.

President Rothstein adjourned the meeting at 9:17 PM.

**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.

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**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

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**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.

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**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

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**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.

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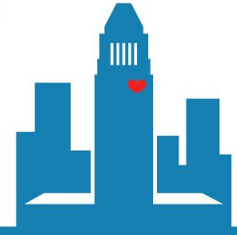
**Agenda Item 22-0015 - Discussion and possible action regarding a Bylaws amendment to Article XIV Compliance, Section 3 Self-Assessment**

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.



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# 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](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](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](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](mailto:Clerk.NCFunding@LACity.org) • [www.Clerk.LACity.org](http://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](mailto: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, 2<sup>nd</sup> Signer, Event Chair.
- Board Action Certification (BAC) Form – Completed and signed by Treasurer and 2<sup>nd</sup> 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: 1<sup>st</sup> Level \_\_\_\_\_ 2<sup>nd</sup> Level \_\_\_\_\_

Reviewers Names: 1<sup>st</sup> Level \_\_\_\_\_ 2<sup>nd</sup> 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: