



CITY OF
LOS ANGELES
CALIFORNIA



P.O. BOX 4670, WEST HILLS, CA 91308
WWW.WESTHILLSNC.ORG
MAIL@WESTHILLSNC.ORG

WEST HILLS NEIGHBORHOOD COUNCIL

BOARD MEETING MINUTES

de Toledo High School

April 4, 2024

Revised April 15, 2024

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, Ian Afazeli, Clarice Chavira (arrived 7:42 PM), Glenn Jennings, Randhara Kotuwelle, Noe Loera, Jonathan Marvisi (attended remotely under the provisions of AB2449), Penelope Newmark, Joe Ourfalian, Carolyn Poppert, Bill Rose, Char Rothstein, Cole Smith, Joan Trent, Brad Vanderhoof, Joanne Yvanek-Garb, and Zhelbert Zohrabian

ABSENT: Faye Barta, Sandi Bell, Carolyn Greenwood, Vinura Kotuwelle, Saif Mogri, Mark Neudorff, Alejandro Phillips, and Miriam Schimmel

President Char Rothstein called the meeting to order at 7:15 PM.

Secretary Brad Vanderhoof called roll and a quorum was established.

President Char Rothstein led the Pledge of Allegiance.

Induction of new board member into the WHNC Board of Directors:

Mr. Cole Smith took the Neighborhood Council Oath and was inducted.

The March meeting minutes were approved.

Opening Business:

Senior Lead Officer Report:

SLO Dinse said the street vendors on Platt and Valley Circle are gone and have promised not to return. MTA has asked for more enforcement at transit stops. The result is YTD arrests in 2023 were 231 and in 2024 1415. Crime at transit stops had a 40% reduction.

SLO Garza said Saturday, April 6 from 9 to 4 there is an Arts program at Warner Center Park. Topanga CPAB would like involvement from some younger people. There is a community meeting Tuesday, April 9 at 6 PM in the Topanga Station Community Room.

Treasurer's Report and Controller's Report:

President Rothstein gave both and said the MER matches the Controller's Report.

24-0020 - Discussion and possible action regarding approval of the WHNC's February 2024 Monthly Expenditure Report (MER):

Aida Abkarians - Yes
Sandi Bell - Absent
Glenn Jennings - Yes
Noe Loera – Ineligible
Penelope Newmark - Absent
Carolyn Poppert – Yes
Miriam Schimmel - Absent
Brad Vanderhoof - Yes

Ian Afazeli - Ineligible
Clarice Chavira - Absent
Randhara Kotuwelle - Yes
Jonathan Marvisi - Yes
Joe Ourfalian - Yes
Bill Rose - Ineligible
Cole Smith – Yes
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Faye Barta - Absent
Carolyn Greenwood - Absent
Vinura Kotuwelle - Absent
Saif Mogri - Absent
Alejandro Phillips – Absent
Char Rothstein - Yes
Joan Trent - Ineligible
Zhelbert Zohrabian - Yes

Yes – 11, No – 0, Abstain -- 0, Absent – 9, Ineligible – 4, Recusal – 0

The MER is approved.

Comments from the Co-Chair(s):

President Rothstein said the Draft Community Plan Update will be discussed at the Zoning and Planning Committee meeting.

Board Vacancy Announcement:

President Rothstein announced Mark Neudorff has resigned from the WHNC.

Announcements:

Colin Crews, District Director, Council District 12 said installation of security cameras at Shadow Ranch Park is on track. Locations are approved for automated license plate readers. The RVs parked along Shoup are a problem and a priority.

Prabhjot Chamber, Neighborhood Empowerment Advocate, Department of Neighborhood Empowerment said gender identity training has been released, and the Code of Conduct requirement no longer expires. The Board of Neighborhood Commissioners has passed a revised Code of Conduct and all NC board members must sign the new version. There is a ninety day period for NC members to take the gender identity training and complete requirements for the new Code of Conduct. NCs can appoint a Homelessness Liaison. The Congress of Neighborhoods is planned for late September.

Sophia Soudani, Field Representative, Los Angeles County Supervisor District 3 said NCs can table at Earth Month events. A major water capture and reclamation plan has been funded at one billion dollars. On April 1st thru the 7th, 60K gun safety locks will be distributed by the Health Department. LAFD has a tuition free paramedic intern program.

Glenn Bailey, Budget Advocates said their report will be released Monday. Mayor Bass will review the budget in April (CF 24-0060). DONE and the City Clerk have a new contribution form and there is a new category for NC Budget Day. On April 27 there will be a Town Hall on the Budget at 1:00 PM.

Public Comment:

Paula Miller spoke as a marketing representative.

Lionel Mares said the Controller is holding a Budget Town Hall on April 11 at 7:00 PM

Glenn Bailey said at the next VANC meeting the guest speaker will be the head of the City Clerk NC Funding Program.

New Business:

24-0019 - Approve that the WHNC will conduct monthly Board meetings at de Toledo High School located at 22622 Vanowen Street, West Hills 91307:

Aida Abkarians - Yes	Ian Afazeli - Yes	Faye Barta - Absent
Sandi Bell - Absent	Clarice Chavira - Yes	Carolyn Greenwood - Absent
Glenn Jennings - Yes	Randhara Kotuwelle - Yes	Vinura Kotuwelle - Absent
Noe Loera – Yes	Jonathan Marvisi - Yes	Saif Mogri – Absent
Penelope Newmark - Absent	Joe Ourfalian - Yes	Alejandro Phillips – Absent
Carolyn Poppert – Yes	Bill Rose - Yes	Char Rothstein - Yes
Miriam Schimmel - Absent	Cole Smith – Yes	Joan Trent - Yes
Brad Vanderhoof - Yes	Joanne Yvanek-Garb – Yes	Zhelbert Zohrabian - Yes

Yes – 16, No – 0, Abstain -- 0, Absent – 8, Ineligible – 0, Recusal – 0

The meeting location is approved.

24-0021 – Approve of transferring \$12.00 from Budget Item 12 - Special Events Committee Budget to cover shortage to Budget Item 4 - P.O. Box (\$12):

Aida Abkarians - Yes	Ian Afazeli - Ineligible	Faye Barta - Absent	Sandi Bell - Absent
Bell - Absent	Clarice Chavira - Yes	Carolyn Greenwood - Absent	
Glenn Jennings - Yes	Randhara Kotuwelle - Yes	Vinura Kotuwelle - Absent	
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Carolyn Poppert – Yes	Bill Rose - Ineligible	Char Rothstein - Yes	
Miriam Schimmel - Absent	Cole Smith – Yes	Joan Trent - Ineligible	
Brad Vanderhoof - Yes	Joanne Yvanek-Garb – Yes	Zhelbert Zohrabian - Yes	

Yes – 12, No – 0, Abstain -- 0, Absent – 8, Ineligible – 4, Recusal – 0

The transfer is approved.

24-0022 – Approval of transferring \$568.00 to Budget Item 10 - Communication Committee to cover overage on cost of promotional items and the Memorial Day Parade (\$568):

Aida Abkarians - Yes	Ian Afazeli - Ineligible	Faye Barta - Absent
Sandi Bell - Absent	Clarice Chavira - Yes	Carolyn Greenwood - Absent
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Yes – 12, No – 0, Abstain -- 0, Absent – 8, Ineligible – 4, Recusal – 0

The transfer is approved.

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Yes – 12, No – 0, Abstain -- 0, Absent – 8, Ineligible – 4, Recusal – 0

The Budget Request is approved.

24-0024 - WHNC’s tabling at Assemblymember Jesse Gabriel District 46 Day of Service 2024 at Los Angeles Pierce College located at 9000 Olympic Drive, Winnetka Avenue, Woodland Hills from 9:00 a.m. – 5:00 p.m.

Aida Abkarians - Yes	Ian Afazeli - Yes	Faye Barta - Absent
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Yes – 16, No – 0, Abstain -- 0, Absent – 8, Ineligible – 0, Recusal – 0

The tabling is approved.

24-0025 - WHNC's tabling at the Chatsworth Nature Preserve Open House on Saturday, April 27, 2024 from 10:00 a.m. – 2:00 p.m.:

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The Budget Request is approved.

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The tabling is approved.

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Item tabled to the May meeting.

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Item tabled to the May meeting.

President Char Rothstein adjourned the meeting at 8:20 PM.

Agenda Item 24-0028 - Discussion and possible action regarding approval of the WHNC's March 2024 Monthly Expenditure Report (MER)

Monthly Expenditure Report



Reporting Month: March 2024

Budget Fiscal Year: 2023-2024

NC Name: West Hills Neighborhood Council

Monthly Cash Reconciliation					
Beginning Balance	Total Spent	Remaining Balance	Outstanding	Commitments	Net Available
\$19370.98	\$3683.52	\$15687.46	\$2195.75	\$0.00	\$13491.71

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office	\$33261.91	\$1244.94	\$11587.46	\$1695.75	\$9891.71
Outreach		\$2438.58		\$0.00	
Elections		\$0.00		\$0.00	
Community Improvement Project	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Neighborhood Purpose Grants	\$3600.00	\$0.00	\$3600.00	\$500.00	\$3100.00
Funding Requests Under Review: \$0.00		Encumbrances: \$0.00		Previous Expenditures: \$17990.93	

Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	THE WEB CORNER, INC	03/01/2024	WHNC web maintenance	General Operations Expenditure	Office	\$150.00
2	OFFICE DEPOT #661	03/04/2024	Printing of Agendas for March 2024 Board Meeting	General Operations Expenditure	Office	\$9.31
3	SMART AND FINAL 324	03/11/2024	Refreshments for the Active Shooter Event - WHNC 2324-003	General Operations Expenditure	Outreach	\$185.69
4	RACKSPACE EMAIL & APPS	03/22/2024	WHNC Email Service	General Operations Expenditure	Office	\$68.18
5	KRISTAL GRAPHICS	03/25/2024	WHNC Promotional Materials	General Operations Expenditure	Outreach	\$1665.13
6	Los Toros Catering	02/21/2024	Invoice from Caterer for Valentine Dance Event February 14, 2024 WHNC-2324-002	General Operations Expenditure	Outreach	\$587.76
7	APPLEONE EMPLOYMENT SERVICES	03/01/2024	WHNC Executive Assistant	General Operations Expenditure	Office	\$1017.45
Subtotal:						\$3683.52

Outstanding Expenditures

#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	HAMLIN CHARTER	10/05/2023	Proxy Payment to re-issue check from FY21-22 that was never received by Hamlin Charter. Approval of an NPG in the amount of \$500 to Hamlin Elementary for a variety of sensory items to he...	Neighborhood Purpose Grants		\$500.00
2	APPLEONE EMPLOYMENT SERVICES	04/12/2024	WHNC Executive Assistant	General Operations Expenditure	Office	\$1695.75
Subtotal: Outstanding						\$2195.75



SB 411 Frequently Asked Questions

Government Code Section 54953.8

Last Updated March 2024

Helpful Terms & Definitions

Term	Definition
Hybrid	A quorum of the board meets in-person within Neighborhood Council boundaries, and the rest of the board members join the meeting via teleconference
In-Person	All board members meet within the Neighborhood Council's boundaries and all board members attend in-person
In-Person With Hybrid Option for the Public	All board members meet in-person at a location within their boundaries and offer the option for only the public to join the meeting virtually (allows for public comment in-person and via teleconference).
Teleconference	All board members meet virtually with at least a quorum of the board meeting from locations within the boundaries of the City of Los Angeles
Just Cause	Individual board members can participate remotely when caregiving of a family member, a contagious illness, a physical or mental disability, or LEA-related travel prevents them from appearing in person. Just cause may not be used for more than two meetings per calendar year per Board member.
Emergency	Individual board members can participate remotely when there is a physical or family medical emergency that prevents them from appearing in person. The board member must describe the emergency in approximately 20 words without disclosing any personal medical information. Board must take action to approve the member's request. A board member may not claim emergency circumstances more than three consecutive months OR 20 percent of the regular meetings within a calendar year.

SB 411 Overview

What is SB 411?

SB 411 is a bill passed through the California State Government that allows Neighborhood Councils to meet virtually through teleconferencing. This bill was signed by California Governor Gavin Newsom in October 2023, and was approved by the Los Angeles City Council in November 2023. You can read the complete bill language [here](#).

When will SB 411 expire?

The provisions in SB 411 expire on January 1, 2026.

Taking Action on SB 411

What is the required number of votes for the approval of a virtual meeting?

If a Neighborhood Council wishes to opt for virtual meetings conducted via teleconference, it must secure a 2/3 majority approval of the total board seats as specified by the Neighborhood Council's bylaws. For example, if the council has a total of 9 board seats, a minimum of 6 board members must vote "yes" to meet virtually. This 2/3 majority vote aligns with the current legislative requirements.

Will the Department provide exact verbiage for a motion to secure a 2/3 majority vote in favor of teleconferencing?

Yes, you can use the following language:

"Discussion and Possible Action to authorize the use of teleconferencing for Neighborhood Council meetings, including board meetings and committee meetings, in accordance with the rules established by Senate Bill 411."

In the motion, please include a justification for why you will be using teleconferencing i.e., increased accessibility, and more community engagement.

What is an appropriate justification?

Justification for why the Neighborhood Council will be using teleconferencing can include increased accessibility, increased community engagement, health and safety of the participants, etc.

Is there a scenario or justification from a Neighborhood Council (NC) that would be deemed unacceptable by the City Council for hosting virtual meetings?

Following the approval of a motion with the provided justification, according to the language of SB 411, the City Council reserves the right to deny approval for virtual meetings. Noteworthy, justifications such as a desire for reduced meeting participation may result in disapproval by the City Council. It's crucial to emphasize that clear violations of the law will not be deemed acceptable justifications for conducting virtual meetings.

If the Neighborhood Council has previously acted, securing a 2/3 majority vote of the entire board in favor of teleconferencing before the passage of SB411, is it necessary to revisit this decision in light of SB411 now being in effect?

Yes, for consistency and to ensure that the entire (i.e. all seats of the board) board had 2/3 vote in the affirmative with justification consistent with the language in the Government Code.

Is it a requirement for the Neighborhood Council to specify which meetings will utilize teleconferencing through a formal vote? After deciding to incorporate teleconferencing, is a subsequent vote necessary to convene an in-person meeting?

It's important to note that SB411 exclusively pertains to virtual meetings and does not impact in-person gatherings. Therefore, a 2/3 vote is not required to conduct meetings in person.

Although not required, as a good practice, a Neighborhood Council and its committees can consider approving a meeting calendar for the year so that all members and stakeholders are clear about when and how they can expect to join a meeting. The board may consider adding the calendar to their website.

Agendas for all teleconference meetings shall follow appropriate notice protocols.

Once a board has cast a vote to transition to virtual meetings, is there a set timeline for reauthorization, or does the vote grant permission for virtual meetings indefinitely?

Once the board has taken the initial action to approve virtual meetings, there is no need to revisit and re-approve the motion.

Upon taking action, who are the relevant parties that the Neighborhood Council needs to notify, and what specific information or documents should be submitted?

Upon the Neighborhood Council having secured a 2/3 majority vote to pass a motion to approve teleconferencing under SB 411, the Neighborhood Council must communicate this decision to the City Council. This notification process involves the submission of a Community Impact Statement (CIS) specifically designated for CF23-1114.

Standing Committees, Ad Hoc Committees, and SB 411

Does SB 411 apply or how does this apply to committees? How does it apply to ad hoc committees? Does the board need to have a vote specifically for committees to meet virtually?

The board will determine if their committees are included in a vote to have teleconferencing under SB411. Please note: Standing Committees are subject to the Brown Act. True Ad Hoc Committees are not subject to the Brown Act. To learn more about the Brown Act and Ad Hoc Committees reference [the Brown Act and NC's Guiding Document](#).

Meeting Virtually Under SB 411

Is it necessary to update our agenda template if our Neighborhood Council is meeting virtually?

Yes. You can find a sample template [here](#).

Can Neighborhood Councils conduct a hybrid meeting?

SB411 (Government Code Section 54953.8) allows Neighborhood Councils to have the option to teleconference 100% virtually without complying with traditional teleconferencing rules under the Brown Act. However, for hybrid meetings, specific rules must be followed. SB 411 does not exempt NC's from complying with stringent rules for hybrid meetings outlined in AB2449. Under AB 2449, when a **quorum** of the board convenes in-person at a physical location within the Neighborhood Council boundaries, adherence to the teleconferencing rule established under AB2449 is mandatory (e.g. a limited number of teleconferencing opportunities and only upon a showing of "just cause" or an "emergency"). However, if less than a quorum of a board meets in-person, at a physical location, under SB 411, other board members will be allowed to join virtually without following the teleconferencing rules stated in AB 2449. Neighborhood Councils are strongly advised to engage with their Neighborhood Empowerment Advocate (NEA) and consult with the Office of the City Attorney to ensure compliance with the law.

See Helpful Terms & Definitions above for more information on hybrid meeting, just cause, and emergency.

If the board meets virtually, can the board continue to have an in-person location to broadcast the meeting?

Once a board has voted to have the option to meet virtually following SB411, the NC can decide which meeting they will conduct in-person or virtually. If the meeting is scheduled as a virtual meeting it may be that the board receives a request from a stakeholder who needs special accommodations to join the virtual meeting. In this case, the legislative body should make reasonable efforts to accommodate public requests for participation, which may include providing a publicly accessible location (i.e. public library, recreation center, community room), necessary technology, or information on available resources for participation. Please contact the Department of Neighborhood Empowerment if special accommodations are requested.

In-Person Meeting Requirements of SB 411

SB 411 mandates that the Neighborhood Council must hold an in-person meeting once a year. Is this requirement based on the calendar year, fiscal year, or a 12-month period?

This requirement is based on the calendar year, specifically from January 1st to December 31st. If the council has already conducted an in-person meeting within the current calendar year, there is no further obligation to meet in person for the remainder of 2023. However, in the 2024 calendar year, the Neighborhood Council will be required to hold at least one in-person meeting as part of the annual compliance with SB 411.

If the NC has already met (in person) this year, 2023, is that requirement satisfied?

Yes, if the Neighborhood Council has already held an in-person meeting in the year 2023, then the requirement for an in-person meeting for 2023 is considered satisfied.

Other Questions about SB 411

Is there a possibility for Neighborhood Councils to allocate funds from their budget to facilitate remote meetings, covering expenses such as hot spots, tablets, and internet connectivity?

To initiate this process, the Neighborhood Council will need to collaborate with the Office of the City Clerk's NC Funding division. This collaboration involves updating the inventory to account for any equipment purchases and establishing an efficient check-in and check-out system.

Once a board has cast a vote to transition to virtual meetings, is there a set timeline for reauthorization, or does the vote grant permission for virtual meetings indefinitely?

Once the board has taken the initial action to approve virtual meetings, there is no need to revisit and re-approve the motion.

If you have any questions or concerns about SB 411 not covered in this document, please contact your Neighborhood Empowerment Advocate.

RESOLUTION

WHEREAS, on October 8, 2023 Governor Gavin Newsom signed SB 411 into law, which modifies the Brown Act to authorize eligible legislative bodies to use teleconferencing, as prescribed, if the City Council has adopted an authorizing resolution and two thirds (2/3) of an eligible legislative body votes to use the alternate teleconferencing provisions;


WHEREAS, SB 411 defines "eligible legislative body" for this purpose to mean a neighborhood council that is an advisory body with the purpose to promote more citizen participation in government and make government more responsive to local needs that is established pursuant to the charter of a city with a population of more than 3,000,000 people that is subject to the act;

WHEREAS, during the height of the COVID-19 pandemic, Neighborhood Councils met using teleconferencing and many community members found the ability to join meetings remotely eased the process of being involved in their neighborhoods; and

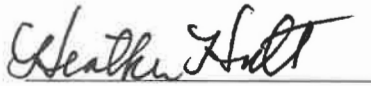
WHEREAS, Neighborhood Councils should be able to increase participation by meeting remotely if they think it is in the best interest of their community;

NOW, THEREFORE, BE IT RESOLVED, with the concurrence of the Mayor, that by the adoption of this Resolution, the City of Los Angeles authorizes Neighborhood Councils to use teleconferencing pursuant to California Code Section 54953.8.

PRESENTED BY:


HUGO SOTO-MARTÍNEZ
Councilmember, 13th District

SECONDED BY:



ORIGINAL

OCT 10 2023

PK

Draft attachment to Community Impact Statement for Council File No. 23-114 Los Angeles
Neighborhood Councils / SB 411 / Teleconferencing / Remote Meetings / Brown Act
Modification / California Government Code / COVID-19 Pandemic

West Hills Neighborhood Council Resolution

On April ____ 2024, a Brown Act noticed public meeting was held by this Neighborhood Council with a quorum of at least thirteen (13) board members present and that by a vote of ____ yes, ___ no, and ____ abstentions adopted the following resolution(s):

Whereas, this resolution is the official statement adopted by this Neighborhood Council.

The West Hills Neighborhood Council satisfies the $\frac{2}{3}$ board requirement of Senate Bill 411 and approves meeting virtually for the Streets and Transportation Committee Meetings because of increased accessibility, increased community engagement, health and safety of the participants.

The West Hills Neighborhood Council satisfies the $\frac{2}{3}$ board requirement of Senate Bill 411 and approves meeting virtually for **[board and/or committee] meetings** because of increased accessibility, increased community engagement, health and safety of the participants.

Agenda Item 24-0029 - Discussion and possible action on a Beautification Committee cleanup scheduled for May 18, 2024, from 8 AM to 11 AM, located at the 7300 block of Medical Center Drive, between the Emergency entrance to the Hospital and Woodlake Avenue



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: West Hills Neighborhood Council

Contact Person: Brad Vanderhoof and Faye Barta

Phone: 818-887-7811 Email: Brad.Vanderhoof@westhillsnc.org; Faye.Barta@westhillsnc.org

Co-Sponsor (if applicable): _____

Contact Person: _____

Phone: _____ Email: _____

Event Information

Event Title and Description: This event will clean up the overgrowth, sidewalk and curb on Medical Center Drive on the 7300 block of Medical Center Drive, east of Woodlake Avenue.

Date: May 18, 2024 Time Frame: 8:00 AM to 11:00 AM Est. number of attendees: 25 Event Budget: \$ 0

Venue Name: WHNC Beautification Committee May 18, 2024 Clean-Up

Venue Address: 7300 block of Medical Center Drive east of Woodlake

Contact Person: Faye Barta

Phone: 818 887-7811 Email: Brad.Vanderhoof@westhillsnc.org; Faye.Barta@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 boardmember
- 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: Faye Barta Date: 4/25/24

Print Name: Faye Barta and Brad Vanderhoof Title: Co-Chairs, Beautification Committee

Email: Faye.Barta@westhillsnc.org Phone: 818-887=7811

For Staff Use Only: Approved Denied Code: _____

Reviewers Signatures: 1st Level _____ 2nd Level _____

Reviewers Names: 1st Level _____ 2nd Level _____

Outreach Expenditures Category	
Communication	\$3,080.00
Beautification	\$600.00
Special Events	\$5,307.85
Government Relations:	
VANC	\$200.00
Budget Advocates	\$100.00
Congress	\$500.00
Empower LA Awards	\$100.00
Homelessness	\$500.00
Public Health	\$100.00
Total Outreach Expenditures	\$10,487.85

Election Expenditures Category	
Elections	\$210.00
Total Election Expenditures	\$210.00

