



CITY OF
LOS ANGELES
CALIFORNIA



P.O. BOX 4670, WEST HILLS, CA 91308

WWW.WESTHILLSNC.ORG

MAIL@WESTHILLSNC.ORG

WEST HILLS NEIGHBORHOOD COUNCIL

FINAL BOARD MEETING MINUTES

de Toledo High School

March 6, 2025

Revised March 7, 2025

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: Faye Barta, Brenda Citrom, Carolyn Greenwood, Jessica Irias, Glenn Jennings, Kim Koerber, Vinura Kotuwelle, Jonathan Marvisi, Saif Mogri (virtual attendance under AB2449), Penelope Newmark, Chris Pike, Char Rothstein, Cole Smith (left 8:00 PM), Joan Trent, Stacy Unholz, Brad Vanderhoof, and Joanne Yvanek-Garb

ABSENT: Aida Abkarians, Bill Rose, Ellen Silvers, and Zhelbert Zohrabian

President Char Rothstein called the meeting to order at 7:12 PM.

Secretary Brad Vanderhoof called roll and an in-person a quorum was established.

Vice President Faye Barta led the Pledge of Allegiance.

Approval to allow Board Member(s) to attend the February 6, 2025 WHNC Board Meeting virtually under the provisions of AB2449: There were no objections to Saif Mogri attending remotely.

The Meeting Minutes of March 6, 2025 were approved.

Induction of new board member into the WHNC Board of Directors: Jessica Irias took the NC oath and was sworn in as a Board member.

LAPD Report: SLO Sean Dinse introduced interim SLO Adrian Rodriguez. From February 9-15 there were 27 residential burglaries in West Hills. The crews responsible are from South LA and Chile. The Chileans are using cameras to track when people leave home. SLO Adrian Rodriguez gave some of his background and said he has specialized training in drug and DUI enforcement.

Treasurer's Report: Treasurer Carolyn Greenwood gave the report and presented the monthly expenditure report for January 2025. The balance at the beginning of January was \$29,265.55. All expenses were the usual recurring office ones.

25-0008 - Approval of the WHNC's January 2025 Monthly Expenditure Report (MER):

Aida Abkarians – Absent

Carolyn Greenwood - Yes

Faye Barta – Yes

Jessica Irias – Ineligible

Brenda Citrom – Ineligible

Glenn Jennings - Yes

Kim Koerber – Yes	Vinura Kotuwelle – Yes	Jonathan Marvisi - Yes
Saif Mogri - Yes	Penelope Newmark - Ineligible	Chris Pike – Yes
Bill Rose - Absent	Ellen Silvers – Absent	Char Rothstein - Ineligible
Cole Smith – Yes	Joan Trent -- Ineligible	Stacy Unholz – Ineligible
Brad Vanderhoof - Yes	Joanne Yvanek-Garb - Ineligible	Zhelbert Zohrabian - Absent

Yes – 10, No – 0, Abstain -- 0, Absent – 4, Ineligible – 7, Recusal – 0
The MER is approved.

Controller’s Report: Controller Saif Mogri gave the report. The Valentine’s Dance was the biggest expenditure in February at \$2,670.04. Fiscal YTD spending is \$17,126.35.

Chair Comments: President Rothstein gave a Woodlake Apartment planning hearing update. CD12 sent a letter in support of the community opposition. The WHNC Zoning and Planning Committee will discuss this at the next meeting on March 11. The Chaminade expansion hearing is scheduled for March 27.

Announcements:

David Bright, West Valley Area Representative for Mayor Bass, gave an update on the Palisades fire recovery. Phase one, removal of hazardous materials is complete. The Department of Recreation and Parks has a park needs assessment survey.

Ron Rubine, Senior Advisor, Council District 12, said the Sunshine Canyon landfill has a permit to increase the amount of debris they can accept per day to handle phase two fire recovery. In January and February, the CD12 rapid response team picked up approximately 500 items in West Hills.

Daniel Vincente, West Valley and Mountain Communities, Supervisorial District 3, said the fines for price gouging have been increased. There is a 6 month moratorium on evictions for fire victims and it includes landlord compensation.

Glenn Bailey, Budget Advocates, said DONE held meeting, Empowering Communities: Understanding Neighborhood Councils’ Role in City Budget Advocacy, tonight and a recording will be available. The Mayor has until April 21 to release a budget to the City Council. The Budget Advocates are holding a Town Hall meeting on April 28.

Public Comment: None

Induction of new board member into the WHNC Board of Directors: Jessica Irias was absent.

New Business:

25-0009 - Spending request from the Communications Committee in the amount of \$629.63 for promotional items:

Aida Abkarians – Absent	Faye Barta - Yes	Brenda Citrom – Ineligible
Carolyn Greenwood - Yes	Jessica Irias – Ineligible	Glenn Jennings - Yes
Kim Koerber - Yes	Vinura Kotuwelle – Yes	Jonathan Marvisi - Yes
Saif Mogri - Yes	Penelope Newmark - Ineligible	Chris Pike – Yes
Bill Rose - Absent	Ellen Silvers – Absent	Char Rothstein – Ineligible
Cole Smith – Absent	Joan Trent -- Ineligible	Stacy Unholz – Ineligible
Brad Vanderhoof - Yes	Joanne Yvanek-Garb - Ineligible	Zhelbert Zohrabian - Absent

Yes – 9, No – 0, Abstain -- 0, Absent – 5, Ineligible – 7, Recusal – 0
The spending request is approved.

25-0010 - Amending the WHNC 2024-2025 budget to reflect the increased cost of the Post Office Box:

Aida Abkarians - Absent	Faye Barta - Yes	Brenda Citrom – Ineligible
Carolyn Greenwood - Yes	Jessica Irias – Ineligible	Glenn Jennings - Yes
Kim Koerber - Yes	Vinura Kotuwelle – Yes	Jonathan Marvisi - Yes
Saif Mogri - Yes	Penelope Newmark - Ineligible	Chris Pike – Yes
Bill Rose - Absent	Ellen Silvers – Absent	Char Rothstein – Ineligible
Cole Smith – Absent	Joan Trent -- Ineligible	Stacy Unholz – Ineligible
Brad Vanderhoof – Yes	Joanne Yvanek-Garb - Ineligible	Zhelbert Zohrabian - Absent

Yes – 9, No – 0, Abstain -- 0, Absent – 5, Ineligible – 7, Recusal – 0
The amended budget is approved.

25-0011 - Amending the Special Events Committee's Valentine Dance Event to reflect actual costs: This item was tabled until April so the Treasurer and Controller can work on discrepancies in their figures

25-0012 - Reimbursement in the amount of \$104.98 to Penelope Newmark for cakes for the Special Events Committee's Valentine Dance Event:

Aida Abkarians – Absent	Faye Barta – Yes	Brenda Citrom – Ineligible
Carolyn Greenwood – Yes	Jessica Irias – Ineligible	Glenn Jennings - Yes
Kim Koerber – Yes	Vinura Kotuwelle – Yes	Jonathan Marvisi - Yes
Saif Mogri – Yes	Penelope Newmark - Ineligible	Chris Pike – Yes
Bill Rose - Absent	Ellen Silvers – Absent	Char Rothstein – Ineligible
Cole Smith – Absent	Joan Trent -- Ineligible	Stacy Unholz – Ineligible
Brad Vanderhoof - Yes	Joanne Yvanek-Garb - Ineligible	Zhelbert Zohrabian - Absent

Yes – 9, No – 0, Abstain -- 0, Absent – 5, Ineligible – 7, Recusal – 0
The reimbursement is approved.

25-0013 - Renewing the WHNC Zoom License covering the period of April 1, 2025 – March 30, 2026 in the amount of \$200.00:

Aida Abkarians - Absent	Faye Barta – Yes	Brenda Citrom – Ineligible
Carolyn Greenwood – Yes	Jessica Irias – Ineligible	Glenn Jennings - Yes
Kim Koerber – Yes	Vinura Kotuwelle – Yes	Jonathan Marvisi - Yes
Saif Mogri - Yes	Penelope Newmark - Ineligible	Chris Pike – Yes
Bill Rose - Absent	Ellen Silvers – Absent	Char Rothstein – Ineligible
Cole Smith – Absent	Joan Trent -- Ineligible	Stacy Unholz – Ineligible
Brad Vanderhoof - Yes	Joanne Yvanek-Garb - Ineligible	Zhelbert Zohrabian - Absent

Yes – 9, No – 0, Abstain -- 0, Absent – 5, Ineligible – 7, Recusal – 0
The license renewal is approved.

25-0014 - Amend WHNC Standing Rules Concerning the Role of Treasurer: Article VI Officers of the Board, Section 2 Duties and Powers Paragraph D: Duties and Powers – Treasurer

Aida Abkarians – Absent	Faye Barta - Yes	Brenda Citrom – Ineligible
Carolyn Greenwood – Yes	Jessica Irias – Ineligible	Glenn Jennings - Yes
Kim Koerber - Yes	Vinura Kotuwelle – Yes	Jonathan Marvisi - Yes
Saif Mogri - Yes	Penelope Newmark - Ineligible	Chris Pike – Yes
Bill Rose - Absent	Ellen Silvers – Absent	Char Rothstein – Ineligible
Cole Smith – Absent	Joan Trent – Ineligible	Stacy Unholz – Ineligible
Brad Vanderhoof – Yes	Joanne Yvanek-Garb - Ineligible	Zhelbert Zohrabian - Absent

Yes – 9, No – 0, Abstain -- 0, Absent – 5, Ineligible – 7, Recusal – 0
The spending request is approved.

25-0015 - Beautification cleanup on March 22, 2025, from 8:30 AM to 11:30 AM located on Roscoe Blvd. between Fallbrook and Sale, West Hills:

Aida Abkarians – Absent	Faye Barta – Yes	Brenda Citrom – Ineligible
Carolyn Greenwood – Yes	Jessica Irias – Ineligible	Glenn Jennings - Yes
Kim Koerber – Yes	Vinura Kotuwelle – Yes	Jonathan Marvisi – Yes
Saif Mogri - Yes	Penelope Newmark - Ineligible	Chris Pike – Yes
Bill Rose - Absent	Ellen Silvers – Absent	Char Rothstein – Ineligible
Cole Smith – Absent	Joan Trent -- Ineligible	Stacy Unholz – Ineligible
Brad Vanderhoof - Yes	Joanne Yvanek-Garb - Ineligible	Zhelbert Zohrabian - Absent

Yes – 9, No – 0, Abstain -- 0, Absent – 5, Ineligible – 7, Recusal – 0
The event is approved.

25-0016 - WHNC's tabling at Assemblymember Jesse Gabriel, District 46, 4th Annual Day of Service 2025 at Los Angeles Pierce College located at 9000 Olympic Drive, Winnetka Avenue, Woodland Hills on Sunday, May 4, 2025 from 9:00 a.m. – 5:00 p.m.:

Aida Abkarians - Absent	Faye Barta - Yes	Brenda Citrom – Ineligible
Carolyn Greenwood - Yes	Jessica Irias – Ineligible	Glenn Jennings - Yes
Kim Koerber - Yes	Vinura Kotuwelle – Yes	Jonathan Marvisi - Yes
Saif Mogri - Yes	Penelope Newmark - Ineligible	Chris Pike – Yes
Bill Rose - Absent	Ellen Silvers – Absent	Char Rothstein – Ineligible
Cole Smith – Absent	Joan Trent -- Ineligible	Stacy Unholz – Ineligible
Brad Vanderhoof – Yes	Joanne Yvanek-Garb - Ineligible	Zhelbert Zohrabian - Absent

Yes – 9, No – 0, Abstain -- 0, Absent – 5, Ineligible – 7, Recusal – 0
The event is approved.

The next Board meeting is scheduled for April 3, 2025.

President Char Rothstein adjourned the meeting at 8:30 PM.

CITY OF LOS ANGELES
CALIFORNIA

**BOARD OF NEIGHBORHOOD
COMMISSIONERS**

RAY REGALADO
PRESIDENT

JOY ATKINSON
VICE PRESIDENT

MAGGIE DARETT-QUIROZ
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EMPOWER LA™
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20TH FLOOR, CITY HALL
200 NORTH SPRING STREET
LOS ANGELES, CA 90012

TELEPHONE: (213) 978-1551
TOLL-FREE: 3-1-1
FAX: (213) 978-1751
E-MAIL: EmpowerLA@lacity.org

VANESSA SERRANO
INTERIM GENERAL MANAGER

www.EmpowerLA.org

Neighborhood Council Board Oath

I pledge to represent my neighborhood with dignity, integrity, and pride.

I will encourage other points of view, even when they differ from my own.

I will respect, value, and consider everyone's opinion.

I will find the good in my neighborhood, and praise it and promote it.

To my neighbors, and to neighborhoods throughout the City of Los Angeles,

I pledge to do this to the best of my ability.



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WEST HILLS NEIGHBORHOOD COUNCIL

BOARD MEETING MINUTES

de Toledo High School

February 6, 2025

Revised February 8, 2025

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, Brenda Citrom, Carolyn Greenwood, Glenn Jennings, Kim Koerber, Vinura Kotuwelle, Jonathan Marsi, Saif Mogri (virtual attendance under AB2449), Penelope Newmark, Chis Pike, Bill Rose, Char Rothstein, Cole Smith, Joan Trent, Stacy Unholz (virtual attendance under AB2449), Brad Vanderhoof, Joanne Yvanek-Garb, and Zhelbert Zohrabian

ABSENT: Jessica Irias

President Char Rothstein called the meeting to order at 7:13 PM.

Secretary Brad Vanderhoof called roll and an in-person quorum was established.

Vice President Faye Barta led the Pledge of Allegiance.

Approval to allow Board Member(s) to attend the February 6, 2025 WHNC Board Meeting virtually under the provisions of AB2449: There were no objections to Saif Mogri and Staci Unholz attending remotely.

The Meeting Minutes of December 5, 2024 were approved.

LAPD Report: SLO Sean Dinse gave the report. North West Hills will have a new Senior Lead Officer. Cory Garza is moving to the Topanga mall area. Adrian Rodriguez will be the interim SLO. The Victory trailhead fire is being investigated as arson by Ventura County. There are no laws against starting fires on public or private property unless it is arson and destroys property.

Chair Comments: President Rothstein discussed the Valentine's Dinner Dance. Joanne Yvanek-Garb mentioned taxes for LA County residents until October 15. President Rothstein announced a Board Vacancy with a term ending in 2027. The application period will open soon.

Announcements: Jack Trent-Dorfman, Field Representative, Office of Assemblyman Jesse Gabriel said Assemblymember Gabriel chairs LA Recovery. The annual Day of Service is Sunday, May 4, at Pierce College.

Ron Rubine, Senior Advisor, Council District 12, said Councilmember John Lee has introduced a motion to inventory all fire equipment and provide repair status.

Prabhjot Chamber, Department of Neighborhood Empowerment, said the City Clerk has simplified the process for NCs to donate to fire relief. DONE has a new website domain –

neighborhoodempowerment.lacity.gov. NC election candidate filing is open for the WHNC, and the department has an outreach tool kit.

Daniel Vincente, West Valley and Mountain Communities, Supervisorial District 3, said Supervisor Lindsey Horvath is working to prosecute price gouging and will hold weekly town hall meetings on Wednesdays.

Glenn Bailey, Budget Advocates, said the meetings with city departments have mostly been completed. They were unable to meet with LAFD. Budget Day is June 21, in-person at City Hall.

Public Comment: Glenn Bailey spoke about the Valley Alliance of Neighborhood Councils and said there will be a presentation on the Sepulveda Transit Corridor at the meeting next Thursday.

Lionel Mares spoke on CF24-0600-S36 on fire department funding. The City Council no longer takes public comment by phone.

Treasurer's Report: Treasurer Carolyn Greenwood gave the report and presented the monthly expenditure reports for November and December 2024. At the end of December net available funds were \$27,618.54. There are some outstanding payments that have not been negotiated.

25-0001 - Approval of the WHNC's November 2024 Monthly Expenditure Report (MER):

Aida Abkarians – Yes	Faye Barta - Yes	Brenda Citrom – Ineligible
Carolyn Greenwood - Yes	Jessica Irias – Absent	Glenn Jennings - Yes
Kim Koerber – Yes	Vinura Kotuwelle – Yes	Jonathan Marvisi - Yes
Saif Mogri - Yes	Penelope Newmark - Ineligible	Chris Pike – Yes
Bill Rose - Yes	Char Rothstein – Ineligible	Cole Smith – Yes
Joan Trent – Ineligible	Stacy Unholz – Ineligible	Brad Vanderhoof - Yes
Joanne Yvanek-Garb - Ineligible,	Zhelbert Zohrabian - Ineligible	

Yes – 12, No – 0, Abstain -- 0, Absent – 1, Ineligible – 7, Recusal – 0

25-0002 - Approval of the WHNC's December 2024 Monthly Expenditure Report (MER):

Aida Abkarians - Yes	Faye Barta – Yes	Brenda Citrom – Ineligible
Carolyn Greenwood - Yes	Jessica Irias – Absent	Glenn Jennings - Yes
Kim Koerber – Yes	Vinura Kotuwelle – Yes	Jonathan Marvisi - Yes
Saif Mogri - Yes	Penelope Newmark - Ineligible	Chris Pike – Yes
Bill Rose - Yes	Char Rothstein - Ineligible	Cole Smith – Yes
Joan Trent – Ineligible	Stacy Unholz – Ineligible	Brad Vanderhoof - Yes
Joanne Yvanek-Garb - Ineligible	Zhelbert Zohrabian - Ineligible	

Yes – 12, No – 0, Abstain -- 0, Absent – 1, Ineligible – 7, Recusal – 0

Controller's Report: Controller gave the report and said year to date total spending was \$14,456.31, which matches the city website.

Induction of new board member into the WHNC Board of Directors: Jesica Irias was absent.

New Business:

25-0003 - Filling a vacant seat on the West Hills Neighborhood Council Board with a term ending in 2027: There was one candidate present, Ellen Silvers, who spoke for two minutes.

Affirmation vote to approve Ellen Silvers as a WHNC Board member.

Aida Abkarians - Yes	Faye Barta - Yes	Brenda Citrom – Ineligible
Carolyn Greenwood - Yes	Jessica Irias – Absent	Glenn Jennings - Yes
Kim Koerber - Yes	Vinura Kotuwelle – Yes	Jonathan Marvisi - Yes
Saif Mogri - Yes	Penelope Newmark - Ineligible	Chris Pike – Yes
Bill Rose - Yes	Char Rothstein - Ineligible	Cole Smith – Yes
Joan Trent - Ineligible	Stacy Unholz – Ineligible	Brad Vanderhoof - Yes
Joanne Yvanek-Garb - Ineligible	Zhelbert Zohrabian - Ineligible	

Yes – 12, No – 0, Abstain -- 0, Absent – 1, Ineligible – 7, Recusal – 0

Ellen Silvers was named to the Board.

25-0004 - Discussion and possible action on filling a vacant seat on the West Hills Neighborhood Council Board with a term ending in 2027: This item was postponed.

25-0005 - Community Impact Statement "CIS" for CF-24-0008- S26 Oversized Vehicle Parking: Saticoy Street / Los Alimos Street / Yolanda Avenue / Lindley Avenue / Oversize Vehicle Parking Restrictions: CIS in support:

Aida Abkarians - Yes	Faye Barta - Yes	Brenda Citrom – Ineligible
Carolyn Greenwood - Yes	Jessica Irias – Absent	Glenn Jennings - Yes
Kim Koerber - Yes	Vinura Kotuwelle – Yes	Jonathan Marvisi - Yes
Saif Mogri - Yes	Penelope Newmark - Ineligible	Chris Pike – Yes
Bill Rose - Yes	Char Rothstein - Ineligible	Cole Smith – Yes
Joan Trent - Ineligible	Stacy Unholz – Ineligible	Brad Vanderhoof - Yes
Joanne Yvanek-Garb - Ineligible	Zhelbert Zohrabian - Ineligible	

Yes – 12 No – 0 Abstain -- 0 Absent – 1 Ineligible – 7 Recusal – 0
The CIS will be filed.

25-0006 - Discussion of the WHNC 2025 Election: Saif Mogri went over election dates and candidate filing.

25-0007 – Beautification cleanup on February 22, 2025 from 8:30 AM to 11:30 AM located at 23555 Justice Street West Hills: Brad Vanderhoof explained the event approval form does include a \$50 expenditure for water and snacks.

Aida Abkarians - Yes	Faye Barta - Yes	Brenda Citrom – Ineligible
Carolyn Greenwood - Yes	Jessica Irias – Absent	Glenn Jennings - Yes
Kim Koerber - Yes	Vinura Kotuwelle – Yes	Jonathan Marvisi - Yes
Saif Mogri - Yes	Penelope Newmark - Ineligible	Chris Pike – Yes
Bill Rose - Yes	Char Rothstein - Ineligible	Cole Smith – Yes
Joan Trent -Ineligible	Stacy Unholz – Ineligible	Brad Vanderhoof - Yes
Joanne Yvanek-Garb - Ineligible	Zhelbert Zohrabian - Ineligible	

Yes – 12 No – 0 Abstain -- 0 Absent – 1 Ineligible – 7 Recusal – 0
The event and budget were approved.

The next Board meeting is scheduled for March 6, 2025

President Char Rothstein adjourned the meeting at 9:00 PM.

Agenda Item 25-0008 - Discussion and possible action regarding approval of the WHNC's January 2025 Monthly Expenditure Report (MER)

Monthly Expenditure Report



Reporting Month: January 2025

Budget Fiscal Year: 2024-2025

NC Name: West Hills Neighborhood Council

Monthly Cash Reconciliation					
Beginning Balance	Total Spent	Remaining Balance	Outstanding	Commitments	Net Available
\$29265.55	\$2129.38	\$27136.17	\$0.00	\$0.00	\$27136.17

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office	\$35342.48	\$2129.38	\$20886.17	\$0.00	\$20886.17
Outreach		\$0.00		\$0.00	
Elections		\$0.00		\$0.00	
Community Improvement Project	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Neighborhood Purpose Grants	\$6250.00	\$0.00	\$6250.00	\$0.00	\$6250.00
Funding Requests Under Review: \$0.00		Encumbrances: \$0.00		Previous Expenditures: \$12326.93	

Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	THE WEB CORNER, INC.	01/01/2025	Email to WHNC Stakeholders	General Operations Expenditure	Office	\$150.00
2	RACKSPACE EMAIL & APPS	01/22/2025	WHNC Board Email	General Operations Expenditure	Office	\$68.77
3	AMAZON MKTPL ZG0HU05X0	01/22/2025	Frames for WHNC Certificates	General Operations Expenditure	Office	\$41.60
4	APPLEONE EMPLOYMENT SERVICES	01/03/2025	WHNC Executive Assistant	General Operations Expenditure	Office	\$1695.75
5	Penelope Newmark	01/06/2025	Reimburse Penelope Newmark for printing of documents for the Zoning and Planning Committee	General Operations Expenditure	Office	\$173.26
Subtotal:						\$2129.38

Outstanding Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
Subtotal: Outstanding						\$0.00

Controller's Report 02/28/25

[illegible]

West Hills Neighborhood Council

Controller's Report 02/28/25

[illegible]

Agenda Item 25-0009 - Discussion and possible action on approving spending request from the Communications Committee in the amount of \$629.63 for promotional items.

WEST HILLS NEIGHBORHOOD COUNCIL
Spending Request Form

Please print legibly or type

Date of submission:	<input type="text" value="02/19/25"/>	Committee Name:	<input type="text" value="Communications & Outreach"/>
Chairperson/Stakeholder:	<input type="text" value="Brad Vanderhoof/Penelope Newmark"/>	Date Approved by Committee:	<input type="text" value="02/19/25"/>
Phone:	<input type="text" value="949 364-5862"/>	Email:	<input type="text" value="Brad.Vanderhoof@westhillsnc.org/Penelope.Newmark@westhillsnc.org"/>

Event/Activity	<input type="text" value="Promotional Outreach Items"/>
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Total Amount Requested:	<input type="text" value="\$629.63"/>	Budget Line Item:	<input type="text" value="10"/>
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Justification for request. This must include a statement about how the event/activity benefits the stakeholders of West Hills.	<input type="text" value="These items will be used for outreach to promote awareness of the WHNC and engage stakeholders at events"/>
--	---

(Attach additional pages if necessary)

List all expense items, quantities, and amounts:

Item & Quantity	Amount
<input type="text" value="magnetic clips -- quantity 500 -- \$1.15 each"/>	<input type="text" value="629.63"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

For Budget Committee/Controller Use Only:

Committee Approved	Budget Approved	Board Approved
<input type="text"/>	<input type="text"/>	<input type="text"/>

WEST HILLS NEIGHBORHOOD COUNCIL

Spending Request Form

Please print legibly or type

Date of submission:	<input type="text"/>	Committee Name:	<input type="text" value="Special Events"/>
Chairperson/Stakeholder:	<input type="text" value="Char Rothstein/Aida Abkarians"/>	Date Approved by Committee:	<input type="text" value="11/21/24"/>
Phone:	<input type="text" value="818-885-3567"/>	Email:	<input type="text" value="charwhnc@gmail.com"/>

Event/Activity	<div>4th ANNUAL VALENTINES DAY DINNER DANCE A free event to be held in the Bob Hope Center at Chaminade High School in West Hills on 2/14/2025</div>
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Total Amount Requested:	<input type="text" value="\$3,051.12"/>	Budget Line Item:	<input type="text"/>
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Justification for request. This must include a statement about how the event/activity benefits the stakeholders of West Hills.

A free Valentines Dinner Dance that is open to the public for an evening of fun and friendship

(Attach additional pages if necessary)

List all expense items, quantities, and amounts:

Item & Quantity	Amount
<input type="text" value="Insurance"/>	<input type="text" value="\$311.68"/>
<input type="text" value="Food"/>	<input type="text" value="\$1,447.91"/>
<input type="text" value="Decorations"/>	<input type="text" value="\$816.53"/>
<input type="text" value="DJ"/>	<input type="text" value="\$475.00"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

For Budget Committee/Controller Use Only:

Committee Approved	Budget Approved	Board Approved
<input type="text"/>	<input type="text"/>	<input type="text"/>

Agenda Item 25-0012 - Discussion and possible action regarding approval of reimbursement in the amount of \$104.98 to Penelope Newmark for cakes for the Special Events Committee's Valentine Dance Event



Date: February 14, 2025

Budget Category: Dessert for Senior Valentine's Day Dance/Special Events Committee

Submitted By: Penny Newmark, Board Member

Email: pennyfirst@sbcglobal.net

Send check to: Penny Newmark

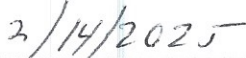
Address: 23654 Del Cerro Circle, West Hills, CA 91304

<u>*Description of Purchase</u>	<u>Amount</u>
Pavillions 6534 Platt Avenue, West Hills CA 91304	
(1) Special order sheet cake @\$65.99	
(2) Special order ½ sheet cake @38.99	
TOTAL	\$104.98

*Receipt attached



Signature



Date

WINE - SR VILLAGE
PAVILIONS

Store 2225 Dir Luis Mendez
Main:(818) 999-5939
6534 Platt Ave
WEST HILLS CA 91307



YOUR CASHIER TODAY WAS Stacie

BAKED GOODS		Price	You Pay
22398100000	SPECIAL ORDER CAKE	38.99	38.99 \$
22398200000	SPECIAL ORDER CAKE	65.99	65.99 \$
	TAX		0.00
	**** BALANCE		104.98

Credit Purchase 02/14/25 14:42
CARD # *****1494
REF: 984215414940 AUTH: 0001401P

PAYMENT AMOUNT 104.98

AL Mastercard
AID A0000000041010
TVR 0000008000

Mastercard	104.98
CHANGE	0.00

YOUR POINTS
Points Earned Today 104
Points Available 435

TOTAL NUMBER OF ITEMS SOLD = 2
02/14/25 14:42 2225 7 170 6194

Thank you for shopping Pavilions!
For PAVILIONS FOR U questions call
877-276-9637 or Pavilions.com/foru

**

**



**Save time. Shop
online.**

Pickup or Delivery in as soon as 30
minutes*

Save \$30 on your first \$75+ online
order** Code: SAVE30

**Agenda Item 25-0014 - Discussion and possible action to amend WHNC Standing Rules
Concerning the Role of Treasurer: Article VI Officers of the Board, Section 2 Duties and Powers
Paragraph D: Duties and Powers – Treasurer**

Discussion and Possible Action to Amend WHNC Standing Rules Concerning the Role of Treasurer:

Article VI Officers of the Board, Section 2 Duties and Powers

Paragraph D: Duties and Powers – Treasurer The Treasurer shall: A. Be a co-signer on the WHNC bank accounts

B. Be responsible for the WHNC Purchase Card and/or checkbook C. Prepare detailed monthly reports to the board that shall include:

1. Details of all expenses for the month, such as contract labor, committee expenses, administration expenses, etc.
2. Balances for each detail account
3. Total expenses for the year to date

Proposal to change part C. wording to reference a Treasurer's Report and/or Monthly Expenditure Report (MER)

Strike Item 3. as this is done by the Controller

C. Prepare ~~detailed~~ a monthly **Treasurer's** reports to the board that shall include:

1. Details of all expenses for the month **covered by the latest Monthly Expenditure Report (MER)**, such as contract labor, committee expenses, administration expenses, etc.
2. Balances for each detail account
- ~~3. Total expenses for the year to date~~

Agenda Item 25-0015 - Discussion and possible action on a Beautification cleanup on March 22, 2025, from 8:30 AM to 11:30 AM located on Roscoe Blvd. between Fallbrook and Sale, West Hills



**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

Email: Brad.Vanderhoof@westhillsnc.org; Faye.Barta@westhillsnc.org

Co-Sponsor (if applicable): _____

Contact Person: _____

Phone: _____ Email: _____

Event Information

Event Title and Description: Community Cleanup – Roscoe between Fallbrook and Sale

Date: 3/22/2025 Time Frame: 8:30 AM to 11:30 AM

Est. number of attendees: 25 Event Budget: \$ 00

Venue Name: WHNC Beautification Committee March 2025 Clean-Up

Venue Address: Roscoe Blvd. between Fallbrook and Sale

Contact Person: Brad Vanderhoof and Faye Barta

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 aboard 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: _____ Date: _____

Print Name: _____ Title: _____

Email: _____ Phone: _____

For Staff Use Only: ☐ Approved ☐ Denied Code: _____

Reviewers Signatures: 1st Level _____ 2nd Level _____

Reviewers Names: 1st Level _____ 2nd Level _____