



CITY OF
LOS ANGELES
CALIFORNIA



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

WEST HILLS NEIGHBORHOOD COUNCIL

JOINT BOARD AND SPECIAL EVENTS COMMITTEE MEETING AGENDA

Tuesday, August, 5, 2025 @ 7:00 P.M.

**Chaminade College Preparatory – Condon Center 2nd Floor
23241 W. Cohasset Street, West Hills, CA 91304**

Enter Chaminade through the Cohasset Street entrance between Woodlake and Platt Avenues. Drive through the parking lot, bear left and continue over the hill until you see the Condon Family Technology Center on the left. Park in the nearest lot.

In conformity with the October 6, 2023 enactment of California Senate Bill 411 (Portantino) and La City Council Approval on November 1, 2023, the West Hills Neighborhood Council Special Events Committee meeting will be conducted virtually, telephonically and in person.

- To attend online via Zoom Webinar: Click or paste the following link into your browser:
<https://us02web.zoom.us/j/84321090352>
- To call in by phone, dial (669) 900-6833, then punch in this Webinar code when prompted: **8432 109 0352**, then press #.
- To attend in person, please attend Chaminade College Preparatory – Condon Center 2nd Floor, 23241 W. Cohasset Street, West Hills, CA 91304

This meeting is open to the public. Doors open 10 minutes before the meeting starts. Those who wish to speak during the meeting may be asked to complete a Speaker Card. Comments on matters not on the agenda will be heard during the Public Comment period. Those who wish to speak on an agenda item will be heard when the item is considered.

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| 1. Call to Order | Ms. Aida Abkarians
Ms. Charlene Rothstein |
| 2. Establish Quorum | Ms. Brenda Citrom, Secretary |
| 3. Approve Minutes from June 3, 2025 | Ms. Brenda Citrom, Secretary |
| 4. Comments from the Co-Chairs | Ms. Aida Abkarians
Ms. Charlene Rothstein |
| 5. Public Comments | Ms. Aida Abkarians
Ms. Charlene Rothstein |
| 6. Discussion and possible action to approve the 7 th Annual Halloween Event Request Form and the Halloween Houses Spending Request form | Ms. Aida Abkarians
Ms. Charlene Rothstein |
| 7. Discussion and possible action for the implementation of the 7 th Annual Halloween Houses | Ms. Aida Abkarians
Ms. Charlene Rothstein |

SB 411 Updates: If a Neighborhood Council has a quorum of board members in a physical location, board members who wish to join the meeting via teleconferencing must adhere to AB 2449 rules and regulations. If a Neighborhood Council does not have a quorum of board members in a physical location, they must adhere to SB 411 rules and regulations. In the event of a disruption that prevents the eligible legislative body from broadcasting the meeting to members of the public using the call-in option or internet-based service option, or in the event of a disruption within the eligible legislative body's control that prevents members of the public from offering public comments using the call-in option or internet-based service option, the eligible legislative body shall take no further action on items appearing on the meeting agenda until public access to the meeting via the call-in option or internet-based service option is restored. Actions taken on agenda items during a disruption that prevents the eligible legislative body from broadcasting the meeting may be challenged pursuant to Section 54960.1. The eligible legislative body shall not require public comments to be submitted in advance of the meeting and shall provide an opportunity for the public to address the legislative body and offer comments in real time. Notwithstanding Section 54953.3, an individual desiring to provide public comment through the use of an internet website, or other online platform, not under the control of the eligible legislative body, that requires registration to log in to a teleconference may be required to register as required by the third-party internet website or online platform to participate. (i) An eligible legislative body that provides a timed public comment period for each agenda item shall not close the public comment period for the agenda item, or the opportunity to register, pursuant to subparagraph, provide public comment until that timed public comment period has elapsed. (ii) An eligible legislative body that does not provide a timed public comment period, but takes public comment separately on each agenda item, shall allow a reasonable amount of time per agenda item to allow public members the opportunity to provide public comment, including time for members of the public to register pursuant to subparagraph (D), or otherwise be recognized for the purpose of providing public comment. (iii) An eligible legislative body that provides a timed general public comment period that does not correspond to a specific agenda item shall not close the public comment period or the opportunity to register, pursuant to subparagraph (D), until the timed general public comment period has elapsed.

Public Input: Comments from the public on agenda items will be heard only when the respective item is being considered. Comments from the public on other matters not appearing on the agenda that are within the Board's jurisdiction will be heard during the General Public Comment period. Please note that under the Brown Act, the Board is prevented from acting on a matter that you bring to its attention during the General Public Comment period; however, an issue raised by a member of the public may become the subject of a future Board meeting. Public comment is limited to two minutes per speaker, unless adjusted by the presiding officer of the committee.

The Americans With Disabilities Act - As a covered entity under Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and upon request will provide reasonable accommodation to ensure equal access to its programs, services, and activities. Sign language interpreters, assistive listening devices, or other auxiliary aids and/or services may be provided upon request. To ensure availability of services, please make your request at least 3 business days (72 hours) prior to the meeting by contacting the Department of Neighborhood Empowerment by calling (213) 978-1551 or email: NCsupport@lacity.org

Public Posting of Agendas - WHNC agendas are posted for public review at Platt Village, on the Southside of Pavilions, closest to Nothing Bundt Cakes at 6534 Platt Avenue, West Hills, CA 91307 or at our website, www.westhillsnc.org You can also receive our agendas via email by subscribing to [L.A. City's Early Notification System \(ENS\)](#)

Notice to Paid Representatives -If you are compensated to monitor, attend, or speak at this meeting, City law may require you to register as a lobbyist and report your activity. See Los Angeles Municipal Code Section 48.01 et seq. More information is available at ethics@lacity.org/lobbying. For assistance, please contact the Ethics Commission at (213) 978-1960 or ethics.commission@lacity.org

Public Access of Records - In compliance with Government Code Section 54957.5, non-exempt writings that are distributed to a majority or all of the board in advance of a meeting may be viewed at our website: www.westhillsnc.org or at the scheduled meeting. In addition, if you would like a copy of any record related to an item on the agenda, please contact the WHNC's executive director via email at michelle.ritchie@westhillsnc.org

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

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



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WEST HILLS NEIGHBORHOOD COUNCIL

JOINT SPECIAL EVENTS COMMITTEE/BOARD MEETING MINUTES

June 3, 2025

Chaminade High School and Online

Attendance: Co-Chairs Char Rothstein, and Aida Abkarians, Faye Barta, Brenda Citrom, Glenn Jennings, Kim Koerber, Steve Randall (Zoom), Myrl Schreibman (Zoom).

Other Board Members present: Brad Vanderhoof

1. **Co-Chair Char Rothstein** called the meeting to order at 7:08 pm. A quorum was established.
2. **There were no comments by the co-chairs.**
3. **There were no public comments.**
4. **Halloween 2025 Event** – We will need to bring the budget to the Board and the Budget Committee for review and approval. Char moved to include this event for this year, 2025. All were in favor. Faye moved to allot a \$4,000 budget for this event. All were in favor.

There was discussion over dates for judging and when to open the event to the public to view and vote. Steve suggested judging on October 22 to give spectators time to view and vote. Myrl said that participating homeowners need a month's notice to get their decorations positioned. He also suggested having a theme.

Aida suggested getting everything ready for the next meeting. We need to give the city three months advance notice for approval.

Char asked for any volunteers on the Special Events committee who are willing help with or to take over some of the responsibilities in creating the event. This help would be greatly appreciated.

Carmen Chang would like to be invited to the Halloween event. Also, it was suggested to invite the mayor.

5. **Valentine's Day 2026 Event** – The budget for 2025 for this event was \$2,700.00. Faye moved to allot \$3,000. All were in favor. Valentine's Day 2026 falls on a Saturday. Glenn asked Chaminade High School and the same DJ as last year to reserve this date for the event.

Aida reminded us that passing out the certificates for the Valentine's event participants in 2025 will have to be postponed until August.

6. **Meeting Adjourned** at 8:01pm

The next meeting of this committee is scheduled for Tuesday, July 1, 7:00 PM at Chaminade.



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-SPECIAL EVENTS COMMITTEE

Contact Person: CHAR ROTHSTEIN

Phone: 818-888-3567 Email: charlene.rothstein@westhillsnc.org

Co-Sponsor (if applicable): COUNCIL DISTRICT 12 COUNCILMEMBER JOHN LEE

Contact Person: RON RUBINE

Phone: 818-882-1212 Email: ron.rubine@lacity.org

Event Information

Event Title and Description: 7th ANNUAL HALLOWEEN HOUSES ON DISPLAY
CONTEST FOR SCARIEST AND MOST COMICAL DECORATED HOUSES

Date: 10/21/25 Time Frame: 7pm-10pm Est. number of attendees: 50 Event Budget: \$ 1900.00

Venue Name: WEST HILLS, NC COMMUNITY

Venue Address: WEST HILLS, (91304-91307)

Contact Person: AIDA ABKARIANS

Phone: 818-404-7448 Email: aida.abkarians@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.

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

7th Annual Halloween Houses on Display
Stakeholders decorate the outside of their homes for the scariest and most comical Halloween houses to be seen by the public

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.

Stakeholders enjoy the competition in decorating their homes and entering the contest for the scariest and most comical awards. The public enjoys driving by to view the finished work of the contestants.

(Attach additional pages if necessary)

List all expense items, quantities, and amounts:

Item & Quantity	Amount
<input type="text" value="printing, posters and flyers and advertising"/>	<input type="text" value="800.00"/>
<input type="text" value="certificates of awards"/>	<input type="text" value="200.00"/>
<input type="text" value="Halloween Bags"/>	<input type="text" value="200.00"/>
<input type="text" value="Candy"/>	<input type="text" value="300.00"/>
<input type="text" value="Wrapped food and Water for the public"/>	<input type="text" value="300.00"/>
<input type="text" value="Lawn signs"/>	<input type="text" value="300.00"/>
<input type="text"/>	<input type="text"/>

For Budget Committee/Controller Use Only:

Committee Approved

Budget Approved

Board Approved

WEST HILLS NEIGHBORHOOD COUNCIL



HALLOWEEN HOUSES

ON DISPLAY APPLICATION



DETAILS IN CAPTION







Certificate of Participation

Presented to

For your participation in the
7TH ANNUAL WEST HILLS HALLOWEEN HOUSES ON DISPLAY

*In recognition of your pride and neighborhood spirit,
that is the foundation of our West Hills Community*

Char Rothstein Date
President, West Hills Neighborhood Council



John S. Lee Date
Councilmember, Council District 12



APPLICATION

TO PARTICIPATE IN THE 4TH ANNUAL WEST HILLS HALLOWEEN HOUSES ON
DISPLAY COMPETITION
TO DECORATE THE OUTDOORS OF YOUR HOUSE FOR HALLOWEEN

CATEGORIES TO BE JUDGED: 1) SCARIEST 2) COMICAL
JUDGING to be on OCTOBER 23 2022 after sunset
WINNERS TO BE ANNOUNCED ONLINE on Oct. 24, 2022
Lawn Signs will be placed on the lawns of the winning houses.



Please print clearly



PRINTED NAME: _____

PRINTED ADDRESS: _____

PRINTED EMAIL: _____

PHONE NUMBER: _____

Select your décor category: Scary _____ Comical _____

Will your décor contain any sort of animation? Yes _____ No _____



Submit this application via email by clicking on the link below:
westhillsncannualhalloweenevnt@gmail.com

Application Deadline: October 19, 2022

SPONSORED BY THE WHNC's SPECIAL EVENTS COMMITTEE and
COUNCILMEMBER JOHN S. LEE and CD12

