



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 AGENDA

Thursday, December 5, 2024 @ 7:00 p.m.

de Toledo High School, 22622 Vanowen Street, West Hills 91307

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 Board Meeting will be conducted virtually, telephonically and in person. All are invited to attend and participate.

- **To attend online** via Zoom Webinar: <https://us02web.zoom.us/j/86151176250>
- **To call in by phone**, dial (669) 900-6833, then punch in this Webinar code when prompted: **8615 117 6250** , then press #.
- **To attend in person**, please attend de Toldeo High School location at 22662 Vanowen Street, West Hills 91307

This meeting is open to the public. Doors open at 6:30 p.m. 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.

| | | |
|--|-------------------------|---|
| <p><u>Opening Business</u> Call to Order Roll Call – Establish Quorum Pledge of Allegiance</p> | <p>7:00 P.M.</p> | <p>Co-Chairs: Mrs. Charlene Rothstein Dr. Faye Barta Secretary: Mr. Brad Vanderhoof Co-Chair: Dr. Faye Barta</p> |
| <p><u>Induction of new board member into the WHNC Board of Directors</u> Ms. Brenda Citrom Ms. Jessica Irias Mr. Chris Pike</p> | | <p>Mrs. Charlene Rothstein, Co-Chair Dr. Faye Barta, Co-Chair</p> |
| <p><u>Opening Business cont.</u> Approval to allow Board Member(s) to attend the December 5, 2024 WHNC Board Meeting virtually under the provisions of AB2449 Approve Meeting Minutes of November 7, 2024 Senior Lead Officer Report Treasurer’s Report Controller’s Report Comments From the Co-Chair(s) Board Vacancy Announcement(s)</p> | | <p>Secretary: Mr. Brad Vanderhoof Secretary: Mr. Brad Vanderhoof SLO Garza SLO Dinse Treasurer: Mrs. Carolyn Greenwood Controller: Mr. Saif Mogri Co-Chairs: Mrs. Charlene Rothstein Dr. Faye Barta Mrs. Charlene Rothstein</p> |

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| <p><u>Announcements</u></p> <p>Office of Assemblyman Jesse Gabriel Council District 12 Department of Neighborhood Empowerment Los Angeles County Supervisor District 3 Budget Advocates</p> | | <p>Mr. Jack Trent-Dorfman, Field Representative Mr. Colin Crews, District Director Ms. Prabhjot Chamber Ms. Sophia Soudani, Field Representative Mr. Glenn Bailey</p> |
| <p><u>Certificates of Appreciation</u></p> <p>Serj Anthony Petrossian</p> <p>Fern White Joellen Ammann Sayeh Roberts Jay Al Mohammed</p> | | <p>Mr. Scott Abrams, District Director Office of U.S. Congressman Brad Sherman Mrs. Charlene Rothstein, Co-Chair Mrs. Aida Abkarians, Board Member</p> |
| <p><u>Public Comment</u></p> <p>Comments & statements from stakeholders or interested parties on subjects <u>NOT</u> on this meeting's agenda. *The Council affords an opportunity to members of the public to address the Council on items of interest that are within the Council's jurisdiction. The Council is not permitted to take action on items that are not identified on the agenda. The Council reserves the right to limit speakers' time if necessary to provide an adequate opportunity for all to be heard.*</p> | | <p>Co-Chair: Dr. Faye Barta</p> |
| <p><u>Council Announcement</u></p> <p>Committee & Liaison Reports</p> | | |
| <p><u>New Business</u></p> <p>24-0069 - Discussion and possible action regarding approval of the WHNC's October 2024 Monthly Expenditure Report (MER) (3 Minutes Max)</p> <p>24-0070 - Discussion and possible action to approve purchase of a trimmer/edger tool (weed wacker) and spools by the Beautification Committee in the amount of \$50.00 and the remaining balance was paid from a board member's personal funds, at their discretion. (5 Minutes Max)</p> <p>24-0071 - Discussion and possible action to approve reimbursement to Glenn Jennings in the amount of \$91.22 for purchase of trimmer/edger tool (weed wacker).(5 Minutes Max)</p> <p>24-0072 - Discussion and possible action to approve transfer of \$300.00 from the Education Committee Budget to the Special Events Committee. (5 Minutes Max)</p> | | <p>Mrs. Carolyn Greenwood, Co-Chair Budget Committee Mr. Saif Mogri, Co-Chair Budget Committee</p> <p>Mrs. Carolyn Greenwood, Co-Chair Budget Committee Mr. Saif Mogri, Co-Chair Budget Committee</p> <p>Mrs. Carolyn Greenwood, Co-Chair Budget Committee Mr. Saif Mogri, Co-Chair Budget Committee</p> <p>Mrs. Carolyn Greenwood, Co-Chair Budget Committee Mr. Saif Mogri, Co-Chair Budget Committee</p> |

| | | |
|---|--|--|
| <p>24-0073 - Discussion and possible action to approve Event Approval Form and Budget for the 2025 Valentine Dance in the amount of \$2,650.00. (5 Minutes Max)</p> <p>24-0074 -Discussion and possible action to approve purchase of certificate frames to the WHNC Board in the amount of \$100.(5 Minutes Max)</p> <p>24-0075 - Discussion and possible action to reimburse Penny Newmark in the amount of \$173.26 for the printing of Zoning & Planning documents sent to LA City Planning and presented to Council District 12. (5 Minutes Max)</p> | | <p>Mrs. Carolyn Greenwood, Co-Chair Budget Committee Mr. Saif Mogri, Co-Chair Budget Committee</p> <p>Mrs. Carolyn Greenwood, Co-Chair Budget Committee Mr. Saif Mogri, Co-Chair Budget Committee</p> <p>Mrs. Carolyn Greenwood, Co-Chair Budget Committee Mr. Saif Mogri, Co-Chair Budget Committee</p> |
| <p><u>Adjournment</u></p> | | |

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 other matters not appearing on the agenda that are within the Board’s jurisdiction will be heard during the General Public Comment period. Please note that under the Brown Act, the Board is prevented from acting on a matter that you bring to its attention during the General Public Comment period; however, the issue raised by a member of the public may become the subject of a future Board meeting. Public comment is limited to 2 minutes per speaker, unless adjusted by the presiding officer of the Board.

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 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 Traducccion: 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

CITY OF LOS ANGELES
CALIFORNIA

**BOARD OF NEIGHBORHOOD
COMMISSIONERS**

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Department of
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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

November 7, 2024

Revised November 11, 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, Faye Barta, Carolyn Greenwood, Glenn Jennings, Kim Koerber, Vinura Kotuwelle, Jonathan Marvisi (AB2449), Saif Mogri, Penelope Newmark, Alejandro Phillips, Bill Rose, Char Rothstein, Cole Smith, Joan Trent, Stacy Unholz, Brad Vanderhoof, Joanne Yvanek-Garb, and Zhelbert Zohrabian.

ABSENT: Noe Loera, Carolyn Poppert, Miriam Schimmel

President Char Rothstein called the meeting to order at 6:40 PM.

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

Vice President Faye Barta led the Pledge of Allegiance.

Certificates of Appreciation:

Serj Anthony Petrossian for Mastery in an Eagle Scout project

Serj described his project which involved adding privacy to the kindergarten play area fence.

Presented by Mr. John Lee, Council Member, District 12, and Aida Abkarians for the WHNC

West Hills Neighborhood Council Presentation “Halloween Houses on Display Awards”

Certificates, trophies and prizes were presented by Mr. John Lee, Council Member, District 12, SLOs Dinse and Garza, and President Rothstein and Aida Abkarians for the WHNC

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

Stacy Unholz took the Neighborhood Council Oath.

Announcements:

Mayor’s Office: David Bright, West Valley Rep., said on Friday the City Council is expected to approve the appointment of Jim McDonnell as the new LAPD Chief. The Council meeting starts at 10:15 AM. He also described Executive Directive 9 to improve City infrastructure.

Approval of Minutes: The minutes from October 10, 2024 were approved.

Senior Lead Officer (SLO) Report: SLO Garza said the swearing in of the new Chief of Police is Scheduled for November 14. Fallbrook Mall has hired more security. SLO Garza described a robbery at Taxco Trails Park where a ring was pulled off a woman’s finger. There was a report of a man with a rifle at Bell Canyon and Overland, but there was no actual crime.

Treasurer’s Report: Treasurer Carolyn Greenwood gave the report. The only expenditures were normal recurring expenses, Halloween Event, and Beautification totaling \$3481.

24-0061 - Approval of the WHNC's September 2024 Monthly Expenditure Report (MER)

| | | |
|-------------------------------|---------------------------------|---------------------------------|
| Aida Abkarians - Yes | Faye Barta - Yes | Carolyn Greenwood - Yes |
| Glenn Jennings - Yes | Kim Koerber - Yes | Vinura Kotuwelle – Yes |
| Noe Loera - Absent | Jonathan Marvisi - Yes | Saif Mogri - Yes |
| Penelope Newmark - Ineligible | Alejandro Phillips – Yes | Carolyn Poppert – Absent |
| Bill Rose - Ineligible | Char Rothstein - Ineligible | Miriam Schimmel -- Absent |
| Cole Smith - Yes | Joan Trent - Ineligible | Stacy Unholz – Ineligible |
| Brad Vanderhoof - Yes | Joanne Yvanek-Garb – Ineligible | Zhelbert Zohrabian - Ineligible |

Yes – 11, No – 0, Abstain -- 0, Absent – 3, Ineligible – 7, Recusal – 0

Controller’s Report: Controller Saif Mogri presented the report. The Controller’s report matches the City’s.

Chair Comments: None

Department of Neighborhood Empowerment: Neighborhood Empowerment Advocate Prabhjot Chamber said they are setting up an exhibit at City Hall to showcase NC activities and are looking for contributions. Board Member Monday spotlights individual NC board members on Instagram. The Homelessness Liaison meeting is Saturday from 1 to 3 and is virtual.

Public Comment:

Julio Galvez, President, Northwest Valley Chamber of Commerce, introduced himself and said the Canga Park / West Hills Chamber has merged with the Chatsworth / Porter Ranch Chamber and looks to work with the WHNC.

New Business:

24-0062 - Appointment to Fill a Vacant Seat on the West Hills Neighborhood Council Board with a term ending in 2027:

Three candidates were up for consideration: Brenda Citrom, Jessica Irias, and Jonathan (Chris) Pike. All were present in person. Each candidate was given two minutes to speak. Saif Mogri announced the ad hoc vacancy committee recommends Mr. Pike for the vacant position.

Roll Call Vote to fill a Vacancy;

| | | |
|-------------------------------|---------------------------------|---------------------------------|
| Aida Abkarians - Pike | Faye Barta – Pike | Carolyn Greenwood – Pike |
| Glenn Jennings - Pike | Kim Koerber - Pike | Vinura Kotuwelle - Pike |
| Noe Loera - Absent | Jonathan Marvisi – Pike | Saif Mogri - Pike |
| Penelope Newmark – Ineligible | Alejandro Phillips – Pike | Carolyn Poppert – Absent |
| Bill Rose - Ineligible | Char Rothstein - Ineligible | Miriam Schimmel -- Absent |
| Cole Smith - Pike | Joan Trent - Ineligible | Stacy Unholz - Ineligible |
| Brad Vanderhoof – Irias | Joanne Yvanek-Garb - Ineligible | Zhelbert Zohrabian - Ineligible |

Brenda Citrom – 0, Jessica Irias – 1, Jonathan Pike – 10

Jonathan Pike has been elected to the WHNC Board of Directors with a term ending in 2027.

24-0063 - Appointment to Fill a Vacant Seat on the West Hills Neighborhood Council Board with a term ending in 2025:

Two candidates were up for consideration: Brenda Citron, and Jessica Irias. Saif Mogri announced the ad hoc vacancy committee recommends Brenda Citrom for the vacant position.

Roll Call Vote to fill a Vacancy;

| | | |
|-------------------------------|---------------------------------|---------------------------------|
| Aida Abkarians - Citrom | Faye Barta - Citrom | Carolyn Greenwood – Citrom |
| Glenn Jennings - Citrom | Kim Koerber - Citrom | Vinura Kotuwelle - Citrom |
| Noe Loera - Absent | Jonathan Marvisi - Citrom | Saif Mogri - Citrom |
| Penelope Newmark - Ineligible | Alejandro Phillips – Citrom | Carolyn Poppert – Absent |
| Bill Rose - Ineligible | Char Rothstein - Ineligible | Miriam Schimmel -- Absent |
| Cole Smith - Citrom | Joan Trent - Ineligible | Stacy Unholz – Ineligible |
| Brad Vanderhoof - Irias | Joanne Yvanek-Garb - Ineligible | Zhelbert Zohrabian - Ineligible |

Brenda Citrom – 10, Jessica Irias – 1

Brenda Citron has been elected to the WHNC Board of Directors with a term ending in 2025.

24-0064 - Appointment to Fill a Vacant Seat on the West Hills Neighborhood Council Board with a term ending in 2025:

One Candidate was up for consideration: Jessica Irias.

Roll Call Vote to approve the appointment;

| | | |
|-------------------------------|---------------------------------|---------------------------------|
| Aida Abkarians - Yes | Faye Barta – Yes | Carolyn Greenwood – Yes |
| Glenn Jennings - Yes | Kim Koerber - Yes | Vinura Kotuwelle - Yes |
| Noe Loera - Absent | Jonathan Marvisi – Yes | Saif Mogri - Yes |
| Penelope Newmark - Ineligible | Alejandro Phillips – Yes | Carolyn Poppert – Absent |
| Bill Rose - Ineligible | Char Rothstein - Ineligible | Miriam Schimmel -- Absent |
| Cole Smith - Yes | Joan Trent - Ineligible | Stacy Unholz - Ineligible |
| Brad Vanderhoof - Yes | Joanne Yvanek-Garb - Ineligible | Zhelbert Zohrabian - Ineligible |

Yes –11, No – 0, Abstain – 0, Absent – 3, Ineligible – 7, Recusal -- 0

Jessica Irias has been elected to the WHNC Board of Directors with a term ending in 2025.

24-0065 – Amend WHNC Standing Rules to remove Section B., Article V, Governing Board, Section 5, Absences:

| | | |
|-------------------------------|---------------------------------|---------------------------------|
| Aida Abkarians - Yes | Faye Barta - Yes | Carolyn Greenwood - Yes |
| Glenn Jennings - Yes | Kim Koerber - Yes | Vinura Kotuwelle - Yes |
| Noe Loera - Absent | Jonathan Marvisi - Yes | Saif Mogri - Yes |
| Penelope Newmark – Ineligible | Alejandro Phillips – Yes | Carolyn Poppert – Absent |
| Bill Rose – Ineligible | Char Rothstein - Ineligible | Miriam Schimmel -- Absent |
| Cole Smith - Yes | Joan Trent – Ineligible | Stacy Unholz – Ineligible |
| Brad Vanderhoof - Yes | Joanne Yvanek-Garb - Ineligible | Zhelbert Zohrabian - Ineligible |

Yes – 11, No – 0, Abstain -- 0, Absent – 3, Ineligible – 7, Recusal – 0

The WHNC Standing Rules have been amended.

24-0066- Approval of the Event Approval Form and Budget in the amount of \$50 for the Beautification Committee's cleanup event on November 23, 2024, on Justice Street near Justice Street Elementary School located at 23350 Justice Street, West Hills from 8:30 AM to 11:30 AM

| | | |
|-------------------------------|-----------------------------|---------------------------|
| Aida Abkarians - Yes | Faye Barta - Yes | Carolyn Greenwood - Yes |
| Glenn Jennings - Yes | Kim Koerber – Yes | Vinura Kotuwelle - Yes |
| Noe Loera - Absent | Jonathan Marvisi – Yes | Saif Mogri - Yes |
| Penelope Newmark – Ineligible | Alejandro Phillips – Yes | Carolyn Poppert – Absent |
| Bill Rose - Ineligible | Char Rothstein - Ineligible | Miriam Schimmel -- Absent |
| Cole Smith - Yes | Joan Trent - Ineligible | Stacy Unholz – Ineligible |

Brad Vanderhoof - Yes

Joanne Yvanek-Garb - Ineligible

Zhelbert Zohrabian - Ineligible

Yes – 11, No – 0, Abstain -- 0, Absent – 3, Ineligible – 7, Recusal – 0

The Event is approved.

24-0067 - Approval of the Senior Valentines Day Dance event to be held on February 14, 2025, at Chaminade College Preparatory School located at 7500 Chaminade Way, West Hills:

Aida Abkarians – Yes

Glenn Jennings - Yes

Noe Loera - Absent

Penelope Newmark – Ineligible

Bill Rose - Ineligible

Cole Smith - Yes

Brad Vanderhoof - Yes

Faye Barta - Yes

Kim Koerber - Yes

Jonathan Marvisi - Yes

Alejandro Phillips – Yes

Char Rothstein - Ineligible

Joan Trent – Ineligible

Joanne Yvanek-Garb - Ineligible

Carolyn Greenwood - Yes

Vinura Kotuwelle - Yes

Saif Mogri - Yes

Carolyn Poppert – Absent

Miriam Schimmel -- Absent

Stacy Unholz – Ineligible

Zhelbert Zohrabian - Ineligible

Yes – 11, No – 0, Abstain -- 0, Absent – 3, Ineligible – 7, Recusal – 0

The Event is approved.

24-0068 – CIS for Council File 23-0002-S152, AB 1082 (Kalra)/Eliminate Parking Enforcement Programs /Manage Curb Space (Lee – Park – De Leon):

CIS in Support:

Aida Abkarians - Yes

Glenn Jennings - Yes

Noe Loera - Absent

Penelope Newmark - Ineligible

Bill Rose – Ineligible

Cole Smith - Yes

Brad Vanderhoof - Yes

Faye Barta - Yes

Kim Koerber - Yes

Jonathan Marvisi - Yes

Alejandro Phillips – Yes

Char Rothstein - Ineligible

Joan Trent - Ineligible

Joanne Yvanek-Garb - Ineligible

Carolyn Greenwood - Yes

Vinura Kotuwelle - Yes

Saif Mogri - Yes

Carolyn Poppert – Absent

Miriam Schimmel -- Absent

Stacy Unholz – Ineligible

Zhelbert Zohrabian - Ineligible

Yes – 11, No – 0, Abstain -- 0, Absent – 3, Ineligible – 7, Recusal – 0

The CIS is approved.

The next Board meeting is scheduled for December 5th.

President Char Rothstein adjourned the meeting at 8:35 PM.

Monthly Expenditure Report



Reporting Month: October 2024

Budget Fiscal Year: 2024-2025

NC Name: West Hills Neighborhood Council

| Monthly Cash Reconciliation | | | | | |
|-----------------------------|-------------|-------------------|-------------|-------------|---------------|
| Beginning Balance | Total Spent | Remaining Balance | Outstanding | Commitments | Net Available |
| \$35672.92 | \$3090.08 | \$32582.84 | \$0.00 | \$0.00 | \$32582.84 |

| Monthly Cash Flow Analysis | | | | | |
|---------------------------------------|----------------|------------------------|------------------------|----------------------------------|---------------|
| Budget Category | Adopted Budget | Total Spent this Month | Unspent Budget Balance | Outstanding | Net Available |
| Office | \$35342.48 | \$1938.41 | \$26332.84 | \$0.00 | \$26332.84 |
| Outreach | | \$1151.67 | | \$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: \$5919.56 | |

| Expenditures | | | | | | |
|--------------|------------------------|------------|---|--------------------------------|--------------|----------|
| # | Vendor | Date | Description | Budget Category | Sub-category | Total |
| 1 | THE WEB CORNER, INC. | 10/01/2024 | Monthly Maintenance for WHNC | General Operations Expenditure | Office | \$150.00 |
| 2 | AMAZON MARK FE9B15853 | 10/12/2024 | Items for Halloween Event WHNC-2425-001 | General Operations Expenditure | Outreach | \$121.39 |
| 3 | SMART AND FINAL 324 | 10/18/2024 | WHNC Halloween Event WHNC 2425-001 | General Operations Expenditure | Outreach | \$252.49 |
| 4 | JERSEY MIKES 20165 | 10/19/2024 | WHNC Halloween Event WHNC 2425-001 | General Operations Expenditure | Outreach | \$290.85 |
| 5 | TST NOTHING BUNDT CAK | 10/20/2024 | WHNC Halloween Event 2425-001 | General Operations Expenditure | Outreach | \$244.80 |
| 6 | MINUTEMAN PRESS | 10/21/2024 | WHNC Halloween Event WHNC 2425-001 | General Operations Expenditure | Outreach | \$87.60 |
| 7 | RACKSPACE EMAIL & APPS | 10/22/2024 | WHNC Email Service | General Operations Expenditure | Office | \$72.66 |
| 8 | IN AKD | 10/25/2024 | WHNC name badges | General Operations Expenditure | Office | \$20.00 |

| | | | | | | |
|------------------|------------------------------|------------|---|--------------------------------|----------|------------------|
| 9 | Dan Brin | 09/18/2024 | Reimburse Dan Brin for purchases made to decorate truck for participation in the 2024 Memorial Day Parade | General Operations Expenditure | Outreach | \$154.54 |
| 10 | APPLEONE EMPLOYMENT SERVICES | 10/04/2024 | WHNC Executive Assistant | General Operations Expenditure | Office | \$1695.75 |
| Subtotal: | | | | | | \$3090.08 |

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

Agenda Item 24-0073 - Discussion and possible action to approve Event Approval Form and Budget for the 2025 Valentine Dance in the amount of \$2,650.00.

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="Insurance"/> | <input type="text" value="300.00"/> |
| <input type="text" value="Food"/> | <input type="text" value="1175.00"/> |
| <input type="text" value="Decorations"/> | <input type="text" value="700.00"/> |
| <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



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: CHARLENE ROTHSTEIN/AIDA ABKARIANS

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

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

Contact Person: RON RUBINE

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

Event Information

Event Title and Description: SENIOR VALENTINES DAY DINNER DANCE (4th ANNUAL)
PROVIDES A FREE DINNER DANCE FOR SENIORS WHO MAY OTHERWISE BE
UNABLE TO GO OUT

Date: 2/14/2025 Time Frame: 7pm - 9:30pm Est. number of attendees: 200 Event Budget: \$ 2650.00

Venue Name: BOB HOPE CENTER CHAMINADE HIGH SCHOOL

Venue Address: 7500 CHAMINADE, WEST HILLS, CA 91304

Contact Person: ROXY TODD

Phone: 818-363-8127 Email: rtodd@chaminade.org

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

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

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

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

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

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

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

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

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

If RENTING a vehicle or truck to transport event materials:

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

ADDITIONAL PERMITS may be required if the event has:

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

CONTACT INFORMATION for possible permits:

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

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

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

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

Signature: _____ 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 _____