



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, February 5, 2026 @ 7:00 p.m.

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

In conformity with the January 1, 2026 enactment of California Senate Bill 707 (Durazo) and LA City Council File 23-1114, the West Hills Neighborhood Council Board Regular 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.

<u>Opening Business</u>	7:00 P.M.	
Call to Order Roll Call – Establish Quorum Pledge of Allegiance Approval to allow Board Member(s) to attend the February 5, 2026 WHNC Board Meeting virtually under the provisions of AB2449 Approve Special Meeting Minutes of January 8, 2026 Senior Lead Officer Report Los Angeles County Fire Department Treasurer's Report Controller's Report Comments From the Co-Chair(s) Board Vacancy Announcement(s)		Co-Chairs: Mrs. Charlene Rothstein Mrs. Aida Abkarians Secretary: Mr. Brad Vanderhoof Co-Chair: Mrs. Aida Abkarians Secretary: Mr. Brad Vanderhoof Secretary: Mr. Brad Vanderhoof Secretary: Mr. Brad Vanderhoof SLO Dinse SLO Dao Battalion Chief, Michael Flynn Treasurer: Mrs. Carolyn Greenwood Controller: Mr. Saif Mogri Co-Chairs: Mrs. Charlene Rothstein Mrs. Aida Abkarians Mrs. Charlene Rothstein
<u>Announcements</u>		Ms. Solen Ronarch, Field Representative Mr. Tim Kartiala, Housing & Livability Deputy Dr. Vincent Autiero, Neighborhood Empowerment Advocate Mr. Daniell Vicente, Field Representative Mr. Glenn Bailey
Office of Assemblyman Jesse Gabriel Council District 12 Department of Neighborhood Empowerment Los Angeles County Supervisor District 3 Budget Advocates		

<u>Public Comment</u>		Co-Chair: Mrs. Aida Abkarians
Comments & statements from stakeholders or interested parties on subjects NOT 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.*		
<u>Council Announcement</u>		
Committee & Liaison Reports		
<u>New Business</u>		
26-0004 - Discussion and possible action regarding approval of the WHNC's December 2025 Monthly Expenditure Report (MER) (5 Minutes Max)		Mrs. Carolyn Greenwood, Co-Chair Budget Committee Mr. Saif Mogri, Co-Chair Budget Committee
26-00005 - Discussion and possible action on an updated WHNC Tri-Fold Brochure (5 Minutes Max)		Mr. Brad Vanderhoof, Co-Chair Communications & Outreach Committee Ms. Penelope Newmark, Co-Chair Communications & Outreach Committee
26-0006 – Discussion and possible approval of Spending Request in the amount of \$200.00 by the Communications Committee for the WHNC 4/C Tri-fold Brochure. (5 Minutes Max)		Mrs. Carolyn Greenwood, Co-Chair Budget Committee Mr. Saif Mogri, Co-Chair Budget Committee
26-0007 - Discussion and possible action regarding the WHNC Beautification Committee Clean-Up Event on Saturday, February 21, 2026 from 8:30 a.m. – 11:30 a.m. on Valley Circle from Ingomar to Dorie (5 Minutes Max)		Mr. Brad Vanderhoof, Co-Chair Beautification Committee Dr. Faye Barta, Co-Chair Beautification Committee
26-0008 - Discussion and Possible Action to Approve the WHNC 2026 Bylaws Amendment Application for Submission to the Department of Neighborhood Empowerment (10 Minutes Max)		Mr. Brad Vanderhoof, Chair Bylaws Committee
<u>Adjournment</u>		

SB707 Updates: 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. California Government Code Section 54953.8(b) (3).

The 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. California Government Code Section 54953.8(b)(4).

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 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. California Government Code Section 54953.8(b)(5).

A legislative body that provides a time 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 paragraph (5), to provide public comment until that timed public comment period has elapsed. California Government Code Section 54953.8(b)(6)(A).

A legislative body that does not provide a time 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 paragraph (5), or otherwise to be recognized for the purpose of providing public comment. California Government Code Section 54953.8(b)(6)(B).

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/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

BOARD DRAFT SPECIAL MEETING MINUTES

de Toledo High School

January 8, 2026

Revised January 9, 2026

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 (Left 7:45 PM), Brenda Citrom, Nick Eskandari, Melissa Findling, Carolyn Greenwood, Glenn Jennings (Left 7:40 PM), Kim Koerber, Vinura Kotuwelle, Jason Lally, Saif Mogri, Brian Murray, Penelope Newmark, Chris Pike, Bill Rose, Fran Rubin, Joan Trent, Brad Vanderhoof, Joanne Yvanek-Garb, and Zhelbert Zohrabian

ABSENT: Jessica Irias, and Char Rothstein

Secretary Brad Vanderhoof called the meeting to order at 7:05 PM.

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

Joanne Yvanek-Garb led the Pledge of Allegiance.

Approval to allow Board Member(s) to attend the WHNC Board Meeting virtually under the provisions of AB2449: Secretary Vanderhoof explained that after the first of the year this changed from AB 2449 to SB 707. Faye Barta attended remotely.

Approve Meeting Minutes from December meeting: The meeting minutes were approved.

Announcements:

LAPD SLO Dao wished everyone a Happy New Year. In 2025 property crime was down 15% from 2024 (700+ reduction). Coffee with a Cop will be held Wednesday, January 14th, from 10 to Noon, at the Starbucks on Fallbrook and Saticoy.

LAPD SLO Dinse said the Fallbrook Mall had no major incidents during the holidays.

Treasurer's Report: Treasurer Carolyn Greenwood gave the report. Spending included normal expenses. Beginning Balance -- \$28739.68, Spending -- \$2841.26, Net Available -- \$17187.92 There is \$1210.50 in non-negotiated checks outstanding.

26-0001 - Approval of the WHNC's November 2025 Monthly Expenditure Report (MER):

Aida Abkarians -- Yes

Nick Eskandari -- Yes

Faye Barta -- Yes

Melissa Findling -- Yes

Brenda Citrom -- Yes

Carolyn Greenwood -- Yes

Jessica Irias – Absent
Vinura Kotuwelle – Ineligible
Brian Murray – Yes
Bill Rose – Yes
Joan Trent – Ineligible
Zhelbert Zohrabian -- Ineligible

Glenn Jennings -- Yes
Jason Lally – Yes
Penelope Newmark – Ineligible
Char Rothstein – Absent
Brad Vanderhoof – Yes

Kim Koerber – Yes
Saif Mogri - Yes
Chris Pike—Yes
Fran Rubin – Ineligible
Joanne Yvanek-Garb – Ineligible

Yes – 14, No – 0, Abstain -- 0, Absent – 2, Ineligible – 6, Recusal – 0

The MER is approved.

Controller's Report: Controller Saif Mogri gave the report. YTD spending was \$17299.92, leaving a balance of \$18252.67.

Comments from the Co-Chair(s): None

Induction of New Board Members Into The WHNC Board Of Directors:

NEA Vincent Autiero gave the NC Oath of Office to Jason Lally.

Announcements:

Vincent Autiero, Neighborhood Empowerment Advocate, DONE, said the David Nguyen is the new West Valley Representative from the Mayor's office. DONE is co-hosting with the Budget Advocates a presentation on the City budget process, January 29, 6-8 PM, Zoom. BONC will have a presentation of their Charter Reform recommendations on January 21, time unknown, Zoom. City Clerk offers financial trainings: Neighborhood Improvement Projects, January 22, 6-7:30 PM, Zoom, and Financial Officer Training, January 12, 2-4 PM, Zoom, January 22, 6-8 PM, Zoom.

Daniell Vicente, Field Representative, LA County Supervisorial District 3, said there will be a free Community Rising Picnic on Saturday, January 10, 11:30 AM to 3 PM at Pepperdine. He also mentioned the retirement of Debbie Decker, Director of the West Valley Food Pantry. The office move to 27001 Agoura Road, Suite 260, is complete. The office will have an open house with date TBD.

26-0002 - Class 1 CUP application that 631 on-site shared parking spaces at Platt Village Shopping Center: Bill Rose said a study showed existing parking is sufficient for existing and future tenant parking demands.

Public Comment: Steve Randall said Myrl Shreibman's son is having a Celebration of Life at UCLA for Myrl, but it is by invitation only. He is planning a west SFV based Celebration of Life that will be open to all. Mike Rubin spoke about a residential property at 6552 valley Circle that was converted to an event and worship facility. This is causing noise, traffic, parking, and other problems in a neighborhood zoned R1.

President Abkarians announced the January Zoning and Planning Committee meeting is cancelled.

Glenn Jennings left the meeting.

25-0083 - Approval of Event Approval Form and Budget for the 2026 Valentine Dance in the amount of \$3,779.64:

Aida Abkarians -- Yes
Nick Eskandari – Yes
Jessica Irias – Absent
Vinura Kotuwelle – Ineligible
Brian Murray – Yes

Faye Barta -- Yes
Melissa Findling – Yes
Glenn Jennings -- Absent
Jason Lally – Yes
Penelope Newmark – Ineligible

Brenda Citrom – Yes
Carolyn Greenwood -- Yes
Kim Koerber -- Yes
Saif Mogri - Yes
Chris Pike—Yes

Bill Rose – Yes
Joan Trent – Ineligible
Zhelbert Zohrabian -- Ineligible

Char Rothstein – Absent
Brad Vanderhoof – Yes

Fran Rubin – Ineligible
Joanne Yvanek-Garb – Ineligible

Yes – 13, No – 0, Abstain -- 0, Absent – 3, Ineligible – 6, Recusal – 0
The event and budget are approved.

Faye Barta left the meeting.

25-0084 – Community Impact Statement (“CIS”) for CF 25 0869 City Charter Reform suggestions and amendments: Joanne Yvanek-Garb presented the proposed list of amendments included in the agenda package.

Brad Vanderhoof moved to file a CIS in support if amended that includes the suggested amendments as presented. Aida Abkarians seconded.

Aida Abkarians – Yes
Nick Eskandari – Yes
Jessica Irias – Absent
Vinura Kotuwelle – Ineligible
Brian Murray – Yes
Bill Rose – Yes
Joan Trent – Ineligible
Zhelbert Zohrabian -- Ineligible

Faye Barta -- Absent
Melissa Findling – Yes
Glenn Jennings -- Absent
Jason Lally – Yes
Penelope Newmark – Ineligible
Char Rothstein – Absent
Brad Vanderhoof – Yes

Brenda Citrom – Yes
Carolyn Greenwood -- Yes
Kim Koerber – Yes
Saif Mogri - Yes
Chris Pike—Yes
Fran Rubin – Ineligible
Joanne Yvanek-Garb – Ineligible

Yes – 12, No – 0, Abstain -- 0, Absent – 4, Ineligible – 6, Recusal – 0
Brenda Citrom and Kim Koerber will file the CIS.

26-0003 - Proposed changes to the CUP to increase operating hours and patron occupancy at Malibu Wines: Bill Rose presented the request. A neighbor from a nearby HOA spoke about disruption to peace and quiet the neighborhood already endures, and was opposed to increases in either occupancy or operating hours.

Aida Abkarians -- Yes
Nick Eskandari – Yes
Jessica Irias – Absent
Vinura Kotuwelle – Ineligible
Brian Murray – Yes
Bill Rose – Yes
Joan Trent – Ineligible
Zhelbert Zohrabian -- Ineligible

Faye Barta -- Absent
Melissa Findling – Yes
Glenn Jennings -- Absent
Jason Lally – Yes
Penelope Newmark – Ineligible
Char Rothstein – Absent
Brad Vanderhoof – Yes

Brenda Citrom – Yes
Carolyn Greenwood – Yes
Kim Koerber – Yes
Saif Mogri – Yes
Chris Pike—Yes
Fran Rubin – Ineligible
Joanne Yvanek-Garb – Ineligible

Yes – 12, No – 0, Abstain -- 0, Absent – 4, Ineligible – 6, Recusal – 0
The statement in opposition to the CUP changes is approved.

Vice President Aida Abkarians adjourned the meeting at 7:18 PM.

The next Regular Board meeting is scheduled for February 5, 2026.

Agenda Item 26-0004 - Discussion and possible action regarding approval of the WHNC's December 2025 Monthly Expenditure Report (MER)



Monthly Expenditure Report

Reporting Month: December 2025 Budget Fiscal Year: 2025-2026

NC Name: West Hills Neighborhood Council

Monthly Cash Reconciliation					
Beginning Balance	Total Spent	Remaining Balance	Outstanding	Commitments	Net Available
\$20898.42	\$1838.75	\$19059.67	\$1210.50	\$0.00	\$17849.17

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office	\$32052.59	\$1838.75	\$16559.67	\$1210.50	\$15349.17
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	\$3500.00	\$0.00	\$2500.00	\$0.00	\$2500.00
Funding Requests Under Review: \$0.00		Encumbrances: \$0.00		Previous Expenditures: \$14654.17	

Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	THE WEB CORNER, INC.	12/01/2025	Email to WHNC stakeholders	General Operations Expenditure	Office	\$150.00
2	RACKSPACE EMAIL & APPS	12/22/2025	WHNC email service	General Operations Expenditure	Office	\$74.75
3	PARTNERS IN DIVERSITY, INC.	11/24/2025	WHNC Executive Assistant	General Operations Expenditure	Office	\$403.50
4	PARTNERS IN DIVERSITY, INC.	12/01/2025	WHNC Executive Assistant	General Operations Expenditure	Office	\$403.50
5	PARTNERS IN DIVERSITY, INC.	12/05/2025	WHNC Executive Assistant	General Operations Expenditure	Office	\$403.50
6	PARTNERS IN DIVERSITY, INC.	12/15/2025	WHNC Executive Assistant	General Operations Expenditure	Office	\$403.50
Subtotal:						\$1838.75

Outstanding Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total

1	PARTNERS IN DIVERSITY, INC.	12/24/2025	WHNC Executive Assistant	General Operations Expenditure	Office	\$807.00
2	PARTNERS IN DIVERSITY, INC.	01/05/2026	WHNC Executive Assistant	General Operations Expenditure	Office	\$403.50
	Subtotal: Outstanding					

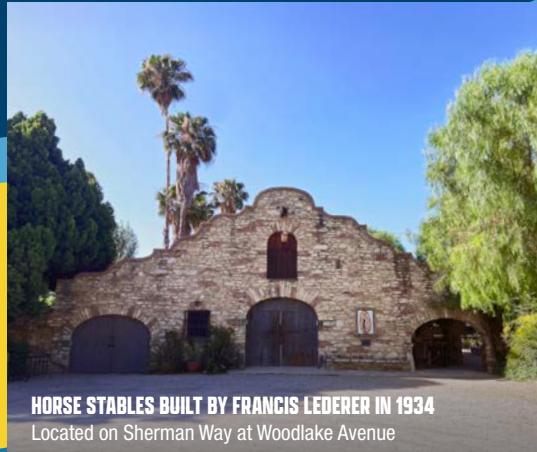
**WEST HILLS NEIGHBORHOOD COUNCIL
CONTROLLER'S REPORT 01/31/26**

**WEST HILLS NEIGHBORHOOD COUNCIL
CONTROLLER'S REPORT 01/31/26**

HISTORY

West Hills Neighborhood Council

- The West Hills Neighborhood Council (WHNC) was certified by the City of Los Angeles in 2001.
- It was the first Neighborhood Council in the San Fernando Valley and the fourth citywide to incorporate under the revised 1999 City Charter.
- WHNC is highly respected among Neighborhood Councils of Los Angeles.
- It has numerous active committees that promote community involvement.
- WHNC represents and supports over 40,000 West Hills residents and local businesses to maintain a safe, welcoming and vibrant community.
- West Hills is home to Orcutt Ranch, a historic 1920s estate of oil pioneer William Orcutt, featuring gardens, orchards, and adobe-style architecture.
- Francis Lederer, Czech-American actor turned Southern California rancher, built Mission-Revival estate in 1934 on 300-acre ranch, now a West Hills landmark. ▼



HORSE STABLES BUILT BY FRANCIS LEDERER IN 1934

Located on Sherman Way at Woodlake Avenue

GET INVOLVED

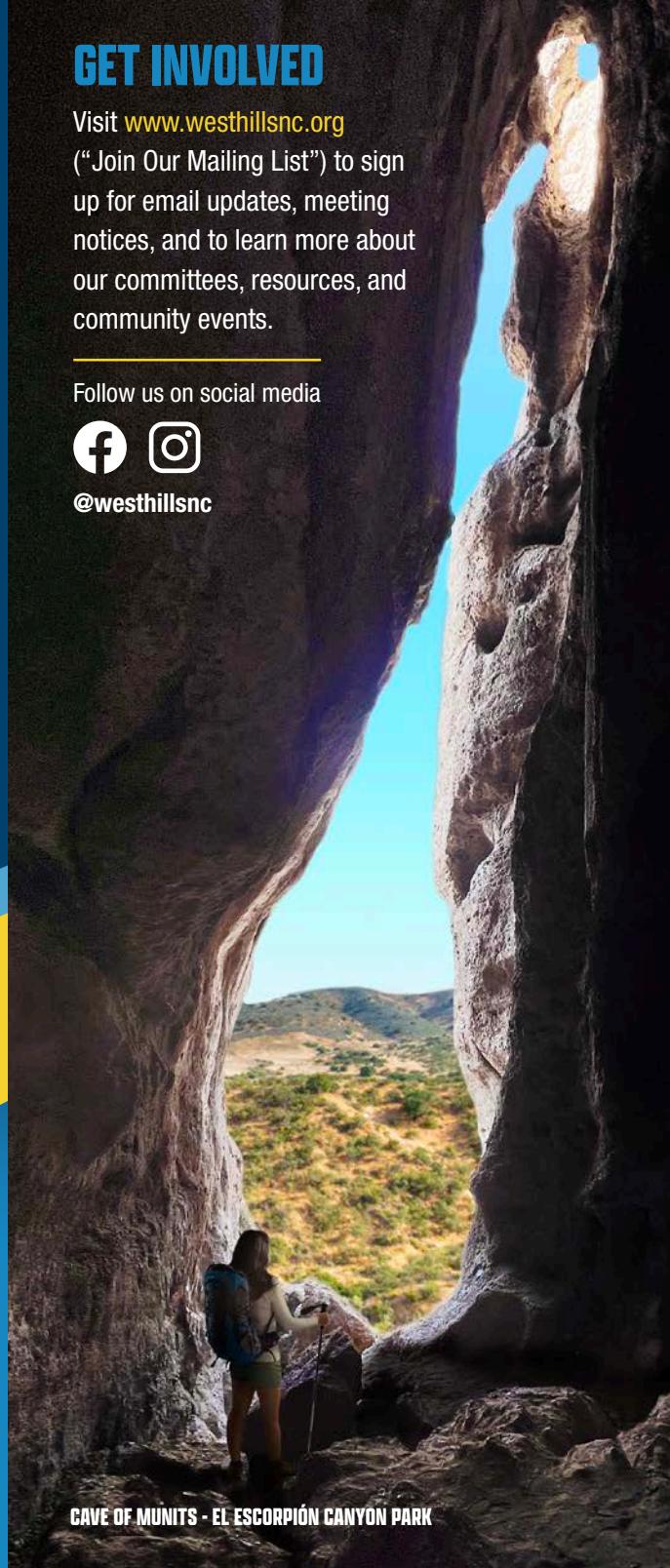
Visit www.westhillsnc.org

("Join Our Mailing List") to sign up for email updates, meeting notices, and to learn more about our committees, resources, and community events.

Follow us on social media



@westhillsnc



CAVE OF MUNITS - EL ESCORPÍON CANYON PARK



USE THIS QR CODE FOR A DEEPER LOOK AT
WEST HILLS NEIGHBORHOOD COUNCIL



Where Neighbors Become Family





ORCUTT RANCH

ABOUT US

You are the reason for the West Hills Neighborhood Council!

Everyone who lives in, owns property or works in West Hills has an ongoing stake in preserving the unique character of our community. The Neighborhood Council has 25 volunteer Board members chosen by community stakeholders in elections administered by the City of Los Angeles. The WHNC Board listens to and encourages participation by every stakeholder.

Mission Statement

To provide a forum in which West Hills stakeholders can learn about issues that affect the community and express their concerns and ideas; to recommend actions by government officials to address the needs of the West Hills Community; to promote communication between stakeholders and all levels of government; and to foster pride and participation in addressing the needs of the community.

WHAT WE DO

- Collaborate with City Council representatives and staff to help improve city services.
- Connect stakeholders with appropriate city departments to facilitate issue resolutions.
- Provide informed recommendations on development proposals and zoning matters.
- Create and participate in community events and annual festivals.
- Organize monthly neighborhood cleanups with volunteers of all ages.
- Educate residents on public safety and emergency preparedness.
- Partner with law enforcement to share crime trends and mitigation strategies.
- Assist local schools in developing Neighborhood Purpose Grant proposals to benefit students and the broader community.
- As a team, we work to bring the West Hills community closer together.



CASTLE PEAK - EL ESCORPIÓN CANYON PARK

OUR COMMITTEES

	Board of Directors
	Beautification
	Budget
	Bylaws
	Communication & Outreach
	Education
	Environment
	Government Relations
	Homelessness
	Operations
	Public Health & Safety
	Special Events
	Streets & Transportation
	Zoning & Planning

Committee Meetings Location

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

Board Meetings Location (First Thursday of Every Month)

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

Agenda Item 26-0006 – Discussion and possible approval of Spending Request in the amount of \$200.00 by the Communications Committee for the WHNC 4/C Tri-fold Brochure

WEST HILLS NEIGHBORHOOD COUNCIL
Spending Request Form

Please print legibly or type

Date of submission:

10/24/25

Committee Name:

Communications & Outreach

Chairperson/Stakeholder:

Penny Newmark, Co-Chair

Date Approved by Committee:

10/15/25

Phone:

818-620-5640

Email:

Penelope.Newmark@westhillsnc.org

Event/Activity

WHNC 4/C Tri-fold Brochure

Total Amount Requested:

\$160.00

Budget Line Item:

\$ 3,975.59

Justification for request. This must include a statement about how the event/activity benefits the stakeholders of West Hills.

Existing brochure to promote WHNC was outdated and changes were needed for the copy and images. They are handed out to residents, businesses, organizations and officials at tabling events, meetings and+

(Attach additional pages if necessary)

List all expense items, quantities, and amounts:

Item & Quantity

Amount

500 pcs/4/C/80# gloss

\$160.00

For Budget Committee/Controller Use Only:

Committee Approved

Budget Approved

Board Approved



**Agenda Item 26-0007 - Discussion and possible action regarding the WHNC
Beautification Committee Clean-Up Event on Saturday, February 21, 2026 from
8:30 a.m. – 11:30 a.m. on Valley Circle from Ingomar to Dorie**



**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 – Valley Circle south of Ingomar

Date: 2/21/2026 Time Frame: 8:30 AM to 11:30 AM

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

Venue Name: Lazy J Ranch Park Venue Address: Valley Circle Blvd & Ingomar St, West Hills

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 aboardmember
- 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 _____

Agenda Item 26-0008 - Discussion and possible Action to approve the WHNC 2026 Bylaws Amendment Application for Submission to the Department of Neighborhood Empowerment



200 N. Spring Street, 20th FL, Los Angeles, CA 90012 • (213) 978-1551 or Toll-Free 3-1-1

E-mail: NCSupport@lacity.org www.EmpowerLA.org



Bylaw Amendment Application

The bylaws of a Neighborhood Council are established to provide a written framework and an organizational structure for the Neighborhood Council. Any approved Board changes to the bylaws must be submitted to the Department of Neighborhood Empowerment (Department) for final approval before becoming effective. Completed applications will be accepted until April 1st, 2026 via email at NCSupport@lacity.org and must include the following documents:

- Scanned electronic copy of the completed Bylaw Amendment Application and the Neighborhood Council Board Structure Change Request Form (if necessary) signed by the Neighborhood Council President/Chair and another person authorized by the Neighborhood Council to submit the documents.
- Electronic Copy (in a Word document) of the proposed Neighborhood Council's Bylaw Sections. **Submit only the section(s) with the proposed changes and not the entire bylaws unless there are major changes throughout the bylaws.** The document should clearly show the proposed amended language by striking-out the original language and underlining the proposed language, preferably through the Track Changes tool in Microsoft Word, e.g. Section 2. Agenda Setting - The agenda shall be set by the — President, the Executive Committee.

INCOMPLETE APPLICATIONS WILL BE RETURNED TO THE NEIGHBORHOOD COUNCIL.

West Hills Neighborhood Council

Neighborhood Council Name: _____

- Do the proposed amendments to the bylaws comply with the Los Angeles City Charter - Article IX, applicable Ordinances, City Policies and the Plan for a Citywide System of Neighborhood Councils? Yes No
- Do the proposed amendments contain a change in the Board structure, e.g. decrease/increase in Board seats, changes in Board seat descriptions, etc.? No Yes - Please include the Neighborhood Council Board Structure Change Request Form

DECLARATION

We, the persons authorized by the above-named Neighborhood Council to submit bylaw amendments, under penalty of perjury, declare that a Brown Act noticed Neighborhood Council public meeting was held with a quorum of the Board present, and the proposed bylaws as submitted were approved as an official action of the Board per the Neighborhood Council's existing bylaw amendment provision or Board of Neighborhood Commissioners policy. If requested, we will provide the Neighborhood Council agenda and minutes or resolution supporting the proposed bylaw amendments.

Date of Board Action: _____ / _____ / _____ Board Vote: _____ yes _____ no _____ abstentions

President/Chair Signature: _____

2nd Signatory Signature: _____

Print Name: _____

Print Name: _____

Email: _____

Email: _____

Phone: _____

Phone: _____

Please contact the Neighborhood Council Support Help Line with any questions or if you require electronic support in submitting this application: (213) 978-1551 or NCSupport@lacity.org (Form Updated 7/18/2025)



Neighborhood Council Board Structure Change Request Form

Requests for changes in Board structure must be reviewed by the Board of Neighborhood Commissioners (Commission). If the Commission approves the request, the Applicant's bylaws will be deemed formally adjusted upon such action of the Commission. Should the Commission act to disapprove the request, the Applicant may, within five (5) meeting days of the City Council, during which the Council has convened in regular session, file an appeal with the City Council. The appeal will automatically be placed on the Council's next regular agenda for consideration. The City Council may, by ten (10) votes, sustain, reverse, or modify the Commission's decision.

After completing this form, please submit it by email along with a completed Bylaw Amendment Application to NCSupport@lacity.org. You may also fax or deliver the documents to our office. We will provide notification to the Neighborhood Council of the date the Commission will review the request. Please note that the information submitted on this form is public information.

Please contact the Neighborhood Council Support Help Line at (213) 978-1551 or by email at NCSupport@lacity.org if you have any questions.

PLEASE PRINT ALL INFORMATION

Neighborhood Council Name: _____

Primary Contact:

NAME	TITLE	PHONE	EMAIL
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Current Number of Board Seats: _____ Quorum: _____

What type of Board Structure Change is being requested?

Reduction in Board Seats to: _____ (insert total number after proposed reduction)

Change in Board Structure. Please describe:

Other. Please describe:

What are the reasons for the change to the Board Structure?

Describe your Neighborhood Council's demographics. Please note sources of demographic information provided, e.g. 2000 census, Healthy City, etc., and attach any related documentation.

Explain what outreach has been conducted to fill existing seats. Please attach any supporting documentation, e.g. flyers, agendas, etc.

WHNC Bylaws Amendments

2026

ARTICLE V GOVERNING BOARD

Section 10: Resignation

A Director may resign by ~~submitting a letter of resignation to~~ notifying the President or Secretary of the WHNC at any time.

ARTICLE VII COMMITTEES AND THEIR DUTIES – STANDING COMMITTEES

SECTION 1.

The Standing Committees of the WHNC are:

- B. ~~YOUTH AND EDUCATION~~, which shall interface with and negotiate with public and private schools, the City of Los Angeles, businesses and developers on matters concerning the education, recreation and general welfare of the youth who reside in or use the facilities located within the boundaries set forth in Article II.
- D. PUBLIC ~~HEALTH AND SAFETY AND EMERGENCY PREPAREDNESS~~, which shall interface with the Los Angeles Police Department, the Los Angeles Fire Department, hospitals and other agencies on matters relating to the ~~health and~~ safety of the ~~stakeholders~~.
- I. ~~PUBLIC HEALTH COMMITTEE~~, which shall be responsible for making recommendations to the Board for protecting and promoting the health of stakeholders.

Committees J. thorough M. will be reordered as I. through L.

Article V, Section 7: Absences

A Board member who has been absent from five (5) of the previous twelve (12) regular or special meetings of the Board shall be subject to removal from the Board under procedures established by the Board. ~~A Board member shall not be considered “absent” for purposes of this section when he or she attends a conflicting meeting or event as an official representative of the West Hills Neighborhood Council.~~ Any meeting of the WHNC Governing Board, scheduled and noticed as per the Brown Act, shall constitute a meeting for the purpose of

determining Board Member attendance with the exception that missing a special meeting called for non-Board business purposes such as, but not limited, to, public information forums, candidate forums, and special presentations shall not count as an absence for this purpose. Any Joint board/committee meetings are not considered meetings of the Governing Board.~~..shall not count as an absence for this purpose.~~ A Board member shall not be considered “absent” for purposes of this section when he or she attends a conflicting meeting or event as an official representative of the West Hills Neighborhood Council.