



CITY OF
LOS ANGELES
CALIFORNIA



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

BOARD MEETING AGENDA

Thursday, August 6, 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> Call to Order Roll Call – Establish Quorum Pledge of Allegiance Approval to allow Board Member(s) to attend the August 6, 2026 WHNC Board Meeting virtually under the provisions of SB707 Approve Meeting Minutes of July 2, 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)	7:00 P.M.	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 Treasurer: Mrs. Carolyn Greenwood Controller: Mr. Saif Mogri Co-Chairs: Mrs. Charlene Rothstein Mrs. Aida Abkarians Mrs. Charlene Rothstein
<u>Induction Of New Youth Advisory Seat Member</u>		
<u>Announcements</u> Office of Assemblyman Jesse Gabriel Council District 12 Department of Neighborhood Empowerment Los Angeles County Supervisor District 3 Budget Advocates		Ms. Solen Ronarch, Field Representative Mr. Ron Rubine, Senior Advisor Dr. Vincent Autiero Neighborhood Empowerment Advocate Mr. Daniell Vicente, Field Representative Mr. Glenn Bailey

<u>Public Comment</u> 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.*		Co-Chair: Mrs. Aida Abkarians
<u>Certificates of Appreciation</u> Mr. Oscar A. Rivera, Valley Operations Manager Galpin Ford Ms. Sarah Horvet, Community Relations Galpin Ford		Mrs. Charlene Rothstein, Co-Chair Special Events Committee Mrs. Aida Abkarians, Co-Chair Special Events Committee Mr. Glenn Jennings, Member Special Events Committee
<u>Council Announcement</u> Committee & Liaison Reports		
<u>New Business</u> 26-0046 - Discussion and possible action regarding approval of the WHNC's June 2026 Monthly Expenditure Report (MER) (5 Minutes Max) 26-0047- Discussion and possible action regarding the approval of reallocation of funds in the WHNC 2026-2027 Fiscal Year Budget including potential rollover in the amount of \$2,781.25 (10 Minutes Max) 26-0048 - Discussion and possible action to approve using The Webcorner services for the 26-27 FY (5 Minutes Max) 26-0049 - Discussion and possible action regarding the WHNC Beautification Committee Clean-Up Event on Saturday, August 22, 2026 from 8:00 a.m. – 11:00 a.m. on Valley Circle Boulevard between Strathern Street and Roscoe Boulevard (5 Minutes Max)		Mrs. Carolyn Greenwood, Co-Chair Budget Committee Mr. Saif Mogri, Co-Chair Budget Committee Mrs. Carolyn Greenwood, Co-Chair Budget Committee Mr. Saif Mogri, Co-Chair Budget Committee Mrs. Carolyn Greenwood, Co-Chair Budget Committee Mr. Saif Mogri, Co-Chair Budget Committee Mr. Brad Vanderhoof, Chair Beautification Committee
<u>Adjournment</u>		

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 MEETING MINUTES

de Toledo High School

July 2, 2026

Revised July 11, 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, Brenda Citrom, Nick Eskandari, Brian Findling, Melissa Findling, Carolyn Greenwood, Glenn Jennings, Kim Koerber, Saif Mogri, Penelope Newmark, Luke Noffke, Bill Rose, Char Rothstein, Fran Rubin, Joan Trent, Brad Vanderhoof, Joanne Yvanek-Garb, and Zhelbert Zohrabian

ABSENT: Faye Barta, Jason Lally, and Chris Pike

President Char Rothstein called the meeting to order at 7:08 PM.

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

Vice President Aida Abkarians led the Pledge of Allegiance.

Approval to allow Board Member(s) to attend the WHNC Board Meeting virtually under the provisions of SB707: No Board Members attended remotely.

The June meeting minutes were approved.

Los Angeles City Fire Department: Battalion Chief Mike Flynn said Captain Lopez from Station 106 has been transferred to San Pedro. FEMA has deployed two teams to Venezuela.

Treasurer's Report: Treasurer Carolyn Greenwood gave the report.

Beginning Balance -- \$7803.59, Total Spent (May) \$2920.84, Net Available -- \$3172.25 (end of May)

26-0041 -- Approval of the WHNC's May 2026 Monthly Expenditure Report (MER):

Aida Abkarians – Ineligible
Nick Eskandari – Yes
Carolyn Greenwood -- Yes
Jason Lally – Absent
Luke Noffke – Yes
Char Rothstein – Ineligible
Brad Vanderhoof – Yes

Faye Barta -- Absent
Brian Findling – Ineligible
Glenn Jennings -- Yes
Saif Mogri -- Yes
Chris Pike – Absent
Fran Rubin – Ineligible
Joanne Yvanek-Garb – Yes

Brenda Citrom – Yes
Melissa Findling – Yes
Kim Koerber -- Yes
Penelope Newmark – Ineligible
Bill Rose – Yes
Joan Trent – Ineligible
Zhelbert Zohrabian – Ineligible

Yes – 11, No – 0, Abstain -- 0, Absent – 3, Ineligible – 7, Recusal – 0
The MER is approved.

Controller's Report: Controller Saif Mogri gave the report. June spending was normal office expenses and \$125 for Communications/Outreach. YTD spending is \$33674.74 and the balance at the end of June was \$1877.85. Partners In Diversity has payments due that will be made in July.

Comments from the Co-Chair(s): President Rothstein wished everyone a happy fourth.

Induction of New Board Member Into The WHNC Board Of Directors: Daniell Vincente gave the Oath of Office to Brian Findling.

Announcements:

Daniell Vicente, Field Representative, Los Angeles County Supervisor District 3, asked everyone to have a safe fourth. The MRCA had a controlled burn. The County is streamlining the restaurant licensing process. Supervisor Horvath has called for a halt to operations at Whiteman Airport until accident investigations are complete. All LA County funding has moved from LAHSA to the new County department.

Glenn Bailey, Budget Advocates, said the new Region 3 Budget Advocates are Mihran Kalaydjian and William Burt. The first business meeting is Monday night and will be posted online.

Public Comment: Glenn Bailey said next Thursday VANC will have the Office of the City Clerk discuss the 2027 NC elections. LASHA will also provide a guest speaker.

Certificates of Appreciation:

Glenn Jennings presented certificates to Oscar A. Rivera, Valley Operations Manager, Galpin Ford and Sarah Horvet, Community Relations, Galpin Ford for their work providing the truck for the Memorial Day Parade float.

Glenn Jennings also presented a certificate to Bill Manning for all his efforts and help with the Beautification cleanups.

Daniell Vicente, Field Representative, LA County Supervisorial District 3, said Supervisor Horvath was appointed to a Global Executive Committee and is currently traveling in Germany. The County has established its first ever Independent Ethics Commission. He read Supervisor Horvath's statement regarding the Trump administrations pulling homelessness funding. On July 11, from 10 Am to 12 PM, there will be a student backpack giveaway in Chatsworth at the Childcare Resource Center.

New Business:

26-0033 - Renewal of the Zoom license for FY 2026–2027 in the amount of \$255.61, with Michelle Ritchie and Brad Vanderhoof as the account holders

Aida Abkarians -- Ineligible	Faye Barta -- Absent	Brenda Citrom – Yes
Nick Eskandari – Yes	Brian Findling – Ineligible	Melissa Findling – Yes
Carolyn Greenwood -- Yes	Glenn Jennings – Yes	Kim Koerber -- Yes
Jason Lally – Absent	Saif Mogri -- Yes	Penelope Newmark – Ineligible
Luke Noffke – Yes	Chris Pike – Absent	Bill Rose – Yes
Char Rothstein – Ineligible	Fran Rubin – Ineligible	Joan Trent – Ineligible
Brad Vanderhoof – Yes	Joanne Yvanek-Garb – Yes	Zhelbert Zohrabian – Ineligible

Yes – 11, No – 0, Abstain -- 0, Absent – 3, Ineligible – 7, Recusal – 0
The Zoom license is approved.

26-0042 – Approval of the 2026-2027 WHNC budget in the amount of \$25,000.00:
Joanne Yvanek-Garb strongly opposed the Executive Director spending.

Aida Abkarians -- Ineligible	Faye Barta -- Absent	Brenda Citrom – Yes
Nick Eskandari – Yes	Brian Findling – Ineligible	Melissa Findling – Yes
Carolyn Greenwood -- Yes	Glenn Jennings – Yes	Kim Koerber – Yes
Jason Lally – Absent	Saif Mogri -- Yes	Penelope Newmark – Ineligible
Luke Noffke – Yes	Chris Pike – Absent	Bill Rose – Yes
Char Rothstein – Ineligible	Fran Rubin – Ineligible	Joan Trent – Ineligible
Brad Vanderhoof – Yes	Joanne Yvanek-Garb – Yes	Zhelbert Zohrabian – Ineligible

Yes – 11, No – 0, Abstain -- 0, Absent – 3, Ineligible – 7, Recusal – 0
The WHNC 2026-2027 Budget is approved.

26-0043 – Approval of the 2026-2027 Administrative Packet

Aida Abkarians -- Ineligible	Faye Barta -- Absent	Brenda Citrom – Abstain
Nick Eskandari – Abstain	Brian Findling – Ineligible	Melissa Findling – Yes
Carolyn Greenwood -- Yes	Glenn Jennings -- Yes	Kim Koerber -- Yes
Jason Lally – Absent	Saif Mogri -- Yes	Penelope Newmark – Ineligible
Luke Noffke – Yes	Chris Pike – Absent	Bill Rose – Yes
Char Rothstein – Ineligible	Fran Rubin – Ineligible	Joan Trent – Ineligible
Brad Vanderhoof – Yes	Joanne Yvanek-Garb – No	Zhelbert Zohrabian – Ineligible

Yes – 8, No – 1, Abstain -- 2, Absent – 3, Ineligible – 7, Recusal – 0
The 2026-2027 WHNC Administrative Package is approved.

26-0044 – Appointment of Ilona Illes to the West Hills Neighborhood Council Youth Advisory Seat

Aida Abkarians -- Ineligible	Faye Barta -- Absent	Brenda Citrom – Yes
Nick Eskandari – Yes	Brian Findling – Ineligible	Melissa Findling – Yes
Carolyn Greenwood -- Yes	Glenn Jennings -- Yes	Kim Koerber -- Yes
Jason Lally – Absent	Saif Mogri -- Yes	Penelope Newmark – Ineligible
Luke Noffke – Yes	Chris Pike – Absent	Bill Rose – Yes
Char Rothstein – Ineligible	Fran Rubin – Ineligible	Joan Trent – Ineligible
Brad Vanderhoof – Yes	Joanne Yvanek-Garb – Yes	Zhelbert Zohrabian – Ineligible

Yes – 11, No – 0, Abstain -- 0, Absent – 3, Ineligible – 7, Recusal – 0
Ilona Illes is a Youth Advisor to the WHNC Board of Directors.

26-0045 - Amend the WHNC Standing Rules Regarding Youth Advisory Seats

Aida Abkarians -- Ineligible	Faye Barta -- Absent	Brenda Citrom – Yes
Nick Eskandari – Yes	Brian Findling – Ineligible	Melissa Findling – Yes
Carolyn Greenwood -- Yes	Glenn Jennings -- Yes	Kim Koerber -- Yes
Jason Lally – Absent	Saif Mogri -- Yes	Penelope Newmark – Ineligible
Luke Noffke – Yes	Chris Pike – Absent	Bill Rose – Yes
Char Rothstein – Ineligible	Fran Rubin – Ineligible	Joan Trent – Ineligible
Brad Vanderhoof – Yes	Joanne Yvanek-Garb – Yes	Zhelbert Zohrabian – Ineligible

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

The amendment is approved to read:

Article V Governing Board, Section 1, Composition The Board shall appoint Youth Advisory members at its discretion. Stakeholders between 14 and 17 years of age are eligible to apply. Youth Advisors will sit with the Board of Directors in Board meetings but will not vote on actions to be taken and are not considered ‘Directors.’

President Char Rothstein adjourned the meeting at 8:12 PM.

The next Regular Board meeting is scheduled for August 6, 2026.

CITY OF LOS ANGELES
CALIFORNIA

**BOARD OF NEIGHBORHOOD
COMMISSIONERS**

RAY REGALADO
PRESIDENT

JOY ATKINSON
VICE PRESIDENT

MAGGIE DARETT-QUIROZ
LEONARD SHAFFER
DEBBIE WEHBE
JENNIFER VALDIVIA
RANDALL IRVING



KAREN BASS
MAYOR

EMPOWER LA™
Department of
NEIGHBORHOOD EMPOWERMENT

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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.

Monthly Expenditure Report



Reporting Month: June 2026

Budget Fiscal Year: 2025-2026

NC Name: West Hills Neighborhood Council

Monthly Cash Reconciliation					
Beginning Balance	Total Spent	Remaining Balance	Outstanding	Commitments	Net Available
\$4882.75	\$2101.40	\$2781.35	\$0.00	\$0.00	\$2781.35

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office	\$32052.59	\$1601.40	\$281.35	\$0.00	\$281.35
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	\$500.00	\$2000.00	\$0.00	\$2000.00
Funding Requests Under Review: \$0.00		Encumbrances: \$0.00		Previous Expenditures: \$31169.84	

Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	THE WEB CORNER, INC.	06/01/2026	Email to WHNC Stakeholders	General Operations Expenditure	Office	\$150.00
2	RACKSPACE EMAIL & APPS	06/22/2026	WHNC Board Email Service	General Operations Expenditure	Office	\$240.90
3	PARTNERS IN DIVERSITY, INC.	05/22/2026	WHNC Executive Assistant	General Operations Expenditure	Office	\$403.50
4	PARTNERS IN DIVERSITY, INC.	05/26/2026	WHNC Executive Assistant	General Operations Expenditure	Office	\$403.50
5	HAMLIN CHARTER	01/20/2026	Proxy payment to re-issue check from FY 21-22 and FY 23-24 that was never received by Hamlin Charter. Approval of an NOG in the amount of \$500 to Hamlin Elementary for a variety of sensory it...	Neighborhood Purpose Grants		\$500.00
6	PARTNERS IN DIVERSITY, INC.	05/29/2026	WHNC Executive Assistant	General Operations Expenditure	Office	\$403.50
Subtotal:						\$2101.40

Outstanding Expenditures

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

West Hills Neighborhood Council Annual Budget for Fiscal Year: 2026 - 2027	
Annual Budget Funds	\$ 25,000.00
Rollover Funds*	\$ 2,781.35
Total Annual Budget Funds	\$ 27,781.35

Office/Operational Expenditures Category	
Miscellaneous Expenses	\$ 0.00
Rent	\$ 5.00
Committee Printing	\$ 150.00
P.O. Box	\$ 488.00
Partners In Diversity	\$ 20,982.00
GoDaddy	\$ 24.00
WebCorner	\$ 1,800.00
iContact	\$ 744.00
Badges	\$ 60.00
Zoom License	\$ 255.61
Total Office/Operational Expenditures	\$ 24,508.61

*The Funding Program will notify each NC of their Fiscal Year closing balance including available rollover funds and/or applicable adjustment, if any, approximately August 1st or next business day. Depending on when an NC submits its Admin Packet/annual budget, the NC may need to revise and resubmit its annual budget to account for any rollover and/or adjustments.

Outreach Expenditures Category	
Outreach	\$ 491.39
Special Events	\$ 2,781.35
Total Outreach Expenditures	\$ 3,272.74

Election Expenditures Category	
Total Election Expenditures	\$ 0.00

Neighborhood Purposes Grants (NPG) Expenditures Category	
Total NPG Expenditures	\$ 0.00

Community Improvement Projects (CIP) Expenditures Category	
Total CIP Expenditures	\$ 0.00

TOTAL ANNUAL BUDGET ALLOCATIONS	
Office/Operational Expenditures	\$ 24,508.61
Outreach Expenditures	\$ 3,272.74
Election Expenditures	\$ 0.00
General and Operational Expenditures	\$ 27,781.35
Neighborhood Purposes Grants (NPG) Expenditures	\$ 0.00
Community Improvement Projects (CIP) Expenditures	\$ 0.00
TOTAL EXPENDITURES FOR THE FISCAL YEAR	\$ 27,781.35

Agenda Item 26-0049 - Discussion and possible action regarding the WHNC Beautification Committee Clean-Up Event on Saturday, August 22, from 8:00 a.m. – 11:00 a.m. on Valley Circle Boulevard between Strathern Street and Roscoe Boulevard



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

Email: Brad.Vanderhoofwhnc@gmail.com

Co-Sponsor (if applicable): _____

Contact Person: _____

Phone: _____ Email: _____

Event Information

Event Title and Description: Community Cleanup – Valley Circle Blvd. from Strathern to Roscoe

Date: 8/22/2026 Time Frame: 8:00 AM to 11:00 AM

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

Venue Name: Lazy J Ranch Park Venue Address: Valley Circle and Strathern Street

Contact Person: Brad Vanderhoof

Email: Brad.Vanderhoof@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.