



CITY OF  
LOS ANGELES  
CALIFORNIA



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

**WEST HILLS NEIGHBORHOOD COUNCIL**

**ONLINE AND TELEPHONIC BOARD SPECIAL MEETING AGENDA**

**Tuesday, March 28, 2023 at 6:30 p.m.**

In conformity with the September 16, 2021 enactment of California Assembly Bill 361 (Rivas) and due to concerns over Covid-19, the West Hills Neighborhood Council meeting will be conducted entirely with a call-in option or internet based service option. All are invited to attend and participate.

This meeting of the West Hills Neighborhood Council will be conducted online via Zoom Webinar and telephonically. All are invited to attend and participate.

- **To attend online** via Zoom Webinar: Paste the following link into your browser: <https://zoom.us/j/98920654217>
- **To call in by phone**, dial (669) 900-6833, then punch in this Webinar code when prompted: 989 2065 4217, then press #.

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

**AB 361 Updates** -Public comment cannot be required to be submitted in advance of the meeting, only real-time public comment is required. If there are any broadcasting interruptions that prevent the public from observing or hearing the meeting, the meeting must be recessed or adjourned. If members of the public are unable to provide public comment or be heard due to issues within the Neighborhood Council’s control, the meeting must be recessed or adjourned.

<p><b><u>Opening Business</u></b></p> <p>Call to Order</p> <p>Roll Call – Establish Quorum</p> <p>Pledge of Allegiance</p>		<p><b>Co-Chairs:</b> Mrs. Charlene Rothstein Dr. Faye Barta</p> <p><b>Secretary:</b> Mr. Brad Vanderhoof</p> <p><b>Co-Chair:</b> Dr. Faye Barta</p>
<p><b><u>Opening Business Cont.</u></b></p> <p>Treasurer’s Report</p> <p>Controller’s Report</p> <p>Comments From the Co-Chair(s)</p>		<p><b>Treasurer:</b> Mrs. Carolyn Greenwood</p> <p><b>Controller:</b> Mr. Saif Mogri</p> <p><b>Co-Chairs:</b> Mrs. Charlene Rothstein Dr. Faye Barta</p>
<p><b><u>Public Comment</u></b></p> <p>Comments &amp; statements from stakeholders or interested parties on subjects <b><u>NOT</u></b> on this meeting’s agenda. <i>(Requires Speaker Card)</i></p> <p><b>*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.*</b></p>		<p>Dr. Faye Barta</p>

**New Business**

**23-0023** - Discussion and possible action regarding approval of the WHNC's February 2023 Monthly Expenditure Report (MER) **(3 Minutes Max)**

**23-0024** – Discussion and possible action on using the West Hills NC name and logo for Springfest being held at Shadow Ranch Park on Saturday, April 1, 2023, 10 am - 2pm

**23-0025** - Discussion and possible action regarding a revised Spring Fling Budget Request form and a revised Spring Fling Event Form **(5 Minutes Max)**

**23-0026** - Discussion and possible action on Budget Request in the amount of \$750 for truck rental and participation in the Memorial Day Parade on May 29, 2023 **(5 Minutes Max)**

**23-0027** - Discussion and possible action on Streets & Transportation Spending Request in the amount of \$500 for paint/supplies and artist payment. **(5 Minutes Max)**

**23-0028** - Discussion and possible action on approving Budget Request in the amount of \$200 for yearly zoom contract **(5 Minutes Max)**

**23-0029** - Discussion and possible action on approving Special Events Committee Spending Request in the amount of \$2,710.00 for Kids Day Event. **(5 Minutes Max)**

**23-0030** - Discussion and possible action on approving Election Committee's Spending Request in the amount of \$6,500.00 for upcoming elections. **(5 Minutes Max)**

**23-0031** - Discussion and possible action on approving a Neighborhood Purpose Grant ("NPG") to Pomelo Elementary School in the amount of \$750. **(5 Minutes Max)**

**23-0032** - Discussion and possible action on approving a Neighborhood Purpose Grant ("NPG") to Welby Way Elementary School in the amount of \$750. **(5 Minutes Max)**

**23-0033** - Discussion and possible action on approving a 2022-2023 Amended Budget. **(5 Minutes Max)**

Mrs. Carolyn Greenwood, Co-Chair  
Budget Committee  
Mr. Saif Mogri, Co-Chair  
Budget Committee

Mrs. Charlene Rothstein, Co-Chair  
Dr. Faye Barta, Co-Chair

Mrs. Carolyn Greenwood, Co-Chair  
Budget Committee  
Mr. Saif Mogri, Co-Chair  
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Mr. Saif Mogri, Co-Chair  
Budget Committee

<p><b>23-0034</b> - Discussion and possible action to approve the Event Approval Form for the Beautification Event along Platt Avenue, on May 20, 2023 from 8:00 a.m. to 11:00 a.m. <b>(5 Minutes Max)</b></p> <p><b>23-0035</b> - Discussion and possible action to approve the Event Approval Form for the Beautification Event at Deveron Ridge Road, on June 24, 2023 from 8:00 a.m. to 11:00 a.m. <b>(5 Minutes Max)</b></p>		<p>Mr. Brad Vanderhoof, Co-Chair Beautification Committee Dr. Faye Barta, Co-Chair Beautification Committee</p> <p>Mr. Brad Vanderhoof, Co-Chair Beautification Committee Dr. Faye Barta, Co-Chair Beautification Committee</p>
<p><b><u>Adjournment</u></b></p>		

**Public Input At Neighborhood Council Meetings:** Members of the public who call in by telephone are requested to dial \*9, when prompted by the presiding officer, to address the Board on any agenda item before the Board takes an action on an item. Comments from the public on agenda items will be heard only when the respective item is being considered. Comments from the public on other matters not appearing on the agenda that are within the Board’s jurisdiction will be heard during the General Public Comment period. Please note that under the Brown Act, the Board is prevented from acting on a matter that you bring to its attention during the General Public Comment period; however, 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.

**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 §§ 48.01 et seq. More information is available at [ethics@lacity.org/lobbying](mailto:ethics@lacity.org/lobbying). For assistance, please contact the Ethics Commission at (213) 978-1960 or [ethics.commission@lacity.org](mailto:ethics.commission@lacity.org)

**Public Posting Of Agendas:** WHNC agendas are posted for public review at Shadow Ranch Park, 22633 Vanowen St., West Hills, CA 91307 or at our website, [www.westhillsnc.org](http://www.westhillsnc.org). You can also receive our agendas via email by subscribing to the City of Los Angeles Early Notification System at [www.lacity.org/government/Subscriptions/NeighborhoodCouncils/index](http://www.lacity.org/government/Subscriptions/NeighborhoodCouncils/index).

**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 and other auxiliary aids and/or services may be provided upon request. To ensure availability of services, please make your request at least three business days (72 hours) prior to the meeting you wish to attend by contacting via email [NCsupport@lacity.org](mailto:NCsupport@lacity.org) or calling (213) 978-1551. If you are hearing impaired, please call 711

**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 the meeting where such writing was considered or by contacting the WHNC’s executive director via email at [Michelle.Ritchie@westhillsnc.org](mailto:Michelle.Ritchie@westhillsnc.org) Requests can be made for a copy of a record related to an item on the agenda.

**Reconsideration and Grievance Process:** For information on the WHNC’s process for board action reconsideration, stakeholder grievance policy or any other procedural matters related to this Council, please consult the WHNC Bylaws. The Bylaws are available at our website, [www.WestHillsNC.org](http://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](mailto:Michelle.Ritchie@westhillsnc.org)

**Agenda Item 23-0023 - Discussion and possible action regarding approval of the WHNC's February 2023 Monthly Expenditure Report (MER)**

# Monthly Expenditure Report



**Reporting Month: February 2023**

**Budget Fiscal Year: 2022-2023**

**NC Name: West Hills Neighborhood Council**

Monthly Cash Reconciliation					
Beginning Balance	Total Spent	Remaining Balance	Outstanding	Commitments	Net Available
\$27331.03	\$2003.80	\$25327.23	\$1356.60	\$0.00	\$23970.63

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office	\$36071.38	\$2003.80	\$19997.23	\$0.00	\$18640.63
Outreach		\$0.00		\$1356.60	
Elections		\$0.00		\$0.00	
Community Improvement Project	\$500.00	\$0.00	\$500.00	\$0.00	\$500.00
Neighborhood Purpose Grants	\$4830.00	\$0.00	\$4830.00	\$0.00	\$4830.00
Funding Requests Under Review: \$0.00		Encumbrances: \$0.00		Previous Expenditures: \$14070.35	

Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	THE WEB CORNER, INC	02/01/2023	Web Service	General Operations Expenditure	Office	\$150.00
2	RACKSPACE EMAIL & APPS	02/22/2023	WHNC email service	General Operations Expenditure	Office	\$67.20
3	USPS PO 0512440133	02/27/2023	Renewal of PO Box for WHNC	General Operations Expenditure	Office	\$430.00
4	APPLEONE EMPLOYMENT SERVICES	02/06/2023	WHNC Executive Assistant	General Operations Expenditure	Office	\$1356.60
<b>Subtotal:</b>						<b>\$2003.80</b>

Outstanding Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	APPLEONE EMPLOYMENT SERVICES	03/03/2023	Executive Assistant	General Operations Expenditure	Outreach	\$1356.60
<b>Subtotal: Outstanding</b>						<b>\$1356.60</b>





**Agenda Item 23-0027 - Discussion and possible action on Streets & Transportation Spending Request in the amount of \$500 for paint/supplies and artist payment.**

# 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="Paint and Supplies"/>	<input type="text" value="\$200.00"/>
<input type="text" value="Payment to Artist"/>	<input type="text" value="\$300.00"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

For Budget Committee/Controller Use Only:

Committee Approved:  Budget Approved:  Board Approved:

# 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.

This benefits the children and their parents of West Hills by providing a FREE activity for the family after years of COVID restrictions. This outdoor event follows all LA City protocols and is Co-Sponsored and supported by Council District 12, John Lee, who will be providing the canopies and restrooms.

(Attach additional pages if necessary)

List all expense items, quantities, and amounts:

Item & Quantity	Amount
<input type="text" value="PROMOTION"/>	<input type="text" value="100.00"/>
<input type="text" value="INSURANCE"/>	<input type="text" value="300.00"/>
<input type="text" value="COSTUMED CHARACTERS"/>	<input type="text" value="1,350.00"/>
<input type="text" value="ACTIVITY SUPPLIES &amp; PULL STRING PINATAS"/>	<input type="text" value="400.00"/>
<input type="text" value="REFRESHMENTS:WATER &amp; PRE-PACKAGED SNACKS"/>	<input type="text" value="300.00"/>
<input type="text" value="DECORATIONS"/>	<input type="text" value="260.00"/>
<input type="text"/>	<input type="text"/>

For Budget Committee/Controller Use Only:

Committee Approved  Budget Approved  Board Approved



**Agenda Item 23-0030 - Discussion and possible action on approving Election Committee's Spending Request in the amount of \$6,500.00 for upcoming elections**

# 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="USPS EDDM Mailing-Bulk Mail"/>	<input type="text" value="2,850.00"/>
<input type="text" value="Printing 15,000 Mailer Brochures, Folding, Bundling &amp; Delivery to USPS"/>	<input type="text" value="2750.00"/>
<input type="text" value="VENUE"/>	<input type="text" value="210.00"/>
<input type="text" value="Warner Center News"/>	<input type="text" value="200.00"/>
<input type="text" value="Lawn Signs"/>	<input type="text" value="250.00"/>
<input type="text" value="Banner"/>	<input type="text" value="240"/>
<input type="text"/>	<input type="text"/>

For Budget Committee/Controller Use Only:

Committee Approved

Budget Approved

Board Approved

**Agenda Item 23-0031** - Discussion and possible action on approving a Neighborhood Purpose Grant ("NPG") to Pomelo Elementary School in the amount of \$750.

**Pomelo Community Charter**

Pomelo Community Charter would like to thank you for the wonderful opportunity to apply for The Neighborhood Grant. Our playground is in need of new play yard equipment for our 600 plus students in TK-5th. Our students need to be sound in body, mind, and social skills to become productive members of our community. Providing new and updated equipment Will encourage our students to be active outside, develop positive social skills and exercise.

Thank you for your support.

**Agenda Item 23-0032** - Discussion and possible action on approving a Neighborhood Purpose Grant ("NPG") to Welby Way Elementary School in the amount of \$750.

**Welby Way Elementary School**

Welby Way is applying for a multiple series speaker performances on different topics such as, Kindness, Character Development, Anti-Bullying, and many more. These presentations utilize games, songs and role play examples with the students. This format will help integrate the topics deeper into the child's brain and will impact positive behavior in our almost 800 Student population. The investment of time, energy and money in this positive performance is priceless for our students, our families and our community.

Thank you so much for your support.

West Hills <span style="float: right;">Neighborhood Council</span> <b>Annual Budget for Fiscal Year: 2022-2023</b>	
<b>Annual Budget Funds</b>	\$32,000.00
<b>Rollover Funds*</b>	\$ 9,401.38
<b>Total Annual Budget Funds</b>	<b>\$41,401.38</b>

<b>Office/Operational Expenditures Category</b>	
Miscellaneous Expenses	\$ 519.00
Rent	\$ 5.00
Committee Printing	\$ 369.00
P.O. Box	\$ 404.00
AppleOne	\$17,974.95
Go Daddy	\$ 21.17
Web Corner	\$ 1,800.00
Rackspace	\$ 830.54
iContact	\$ 602.40
<b>Total Office/Operational Expenditures</b>	<b>\$22,526.06</b>

\*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	
Communication	-0-
Beautification	\$ 1,000.00
Special Events	\$ 5,210.32
Environment	-0-
Govt. Relations - Congress	\$ 200.00
Homelessness	\$ 635.00
Memorial Day Parade	\$ 750.00
<b>Total Outreach Expenditures</b>	
	<b>\$ 7,795.32</b>

Election Expenditures Category	
Elections	\$ 6,500.00
<b>Total Election Expenditures</b>	
	<b>\$ 6,500.00</b>



**Agenda Item 23-0034 - Discussion and possible action to approve the Event Approval Form for the Beautification Event along Platt Avenue, on May 20, 2023 from 8:00 a.m. to 11:00 a.m.**



**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](mailto:Clerk.NCFunding@LACity.org) • [www.Clerk.LACity.org](http://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](mailto:Brad.Vanderhoof@westhillsnc.org); [Faye.Barta@westhillsnc.org](mailto:Faye.Barta@westhillsnc.org)

Co-Sponsor (if applicable): \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Event Information**

Event Title and Description: Community Cleanup - Platt from Keswick to Sherman Way

Date: 05/20/2023 Time Frame: 8:00 AM to 11:00 AM

Est. number of attendees: 20 Event Budget: \$ 0.00

Venue Name: WHNC Beautification Committee May 2023 Clean-Up

Venue Address: Platt Ave. from Sherman Way to Keswick

Contact Person: Brad Vanderhoof and Faye Barta

Email: [Brad.Vanderhoof@westhillsnc.org](mailto:Brad.Vanderhoof@westhillsnc.org); [Faye.Barta@westhillsnc.org](mailto: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](mailto: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 boardmember
- 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, 2<sup>nd</sup> Signer, Event Chair.
- Board Action Certification (BAC) Form – Completed and signed by Treasurer and 2<sup>nd</sup> 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: Faye Barta Date: 3/25/23  
 Print Name: Faye Barta Title: Co-Chair, Beautification Committee WHNC  
 Email: Faye.Barta@Westhillsnc.org Phone: 818-887-7811

For Staff Use Only:  Approved  Denied Code: \_\_\_\_\_

Reviewers Signatures: 1<sup>st</sup> Level \_\_\_\_\_ 2<sup>nd</sup> Level \_\_\_\_\_

Reviewers Names: 1<sup>st</sup> Level \_\_\_\_\_ 2<sup>nd</sup> Level \_\_\_\_\_



## NEIGHBORHOOD COUNCIL EVENT APPROVAL REQUEST FORM

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**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](mailto:Brad.Vanderhoof@westhillsnc.org); [Faye.Barta@westhillsnc.org](mailto:Faye.Barta@westhillsnc.org)

Co-Sponsor (if applicable): \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### **Event Information**

Event Title and Description: Community Cleanup - Deveron Ridge Road cul de sac

Date: 06/24/2023 Time Frame: 8:00 AM to 11:00 AM

Est. number of attendees: 20 Event Budget: \$ 0.00

Venue Name: WHNC Beautification Committee June 2023 Clean-Up

Venue Address: Deveron Ridge Road cul de sac / cross street Highlander Road

Contact Person: Brad Vanderhoof and Faye Barta

Email: [Brad.Vanderhoof@westhillsnc.org](mailto:Brad.Vanderhoof@westhillsnc.org); [Faye.Barta@westhillsnc.org](mailto:Faye.Barta@westhillsnc.org)

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- 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 boardmember
- 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, 2<sup>nd</sup> Signer, Event Chair.
- Board Action Certification (BAC) Form – Completed and signed by Treasurer and 2<sup>nd</sup> 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: *Faye Barta* Date: 3/25/23  
 Print Name: Faye Barta Title: Co-Chair, Beautification Committee  
 Email: Faye.Barta@Westhillsnc.org Phone: 818-887-7811 *WHNC*

For Staff Use Only:  Approved  Denied Code: \_\_\_\_\_

Reviewers Signatures: 1<sup>st</sup> Level \_\_\_\_\_ 2<sup>nd</sup> Level \_\_\_\_\_

Reviewers Names: 1<sup>st</sup> Level \_\_\_\_\_ 2<sup>nd</sup> Level \_\_\_\_\_