



CITY OF
LOS ANGELES
CALIFORNIA



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

WEST HILLS NEIGHBORHOOD COUNCIL

JOINT BOARD AND BUDGET COMMITTEE ONLINE AND TELEPHONIC MEETING AGENDA

TUESDAY, JUNE 22, 2021 @ 6:30 P.M.

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

To attend online via Zoom Webinar, click or paste the following link into your browser:

<https://zoom.us/j/95791095643>

To call in by phone, dial (669) 900-6833, then punch in this Webinar code when prompted: **95791095643#**.

This meeting is open to the public. 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.

1. Call to Order
2. Establish Quorum
3. Approve Meeting Minutes of May 25, 2021
4. Comments from the Co-Chair(s)
5. Public Comment on Non-Agenda items

New Business:

6. Discussion and possible action on approving budget for the 2021-2022 fiscal year.
7. Discussion and Approval of Beautification July 2021 Event Approval Form
8. Discussion and Approval of Special Events July 2021 Event Approval Form
9. Discussion on 2021-22 Budget Submitted by Beautification Committee (as an example only)
10. Meeting Adjournment

Public input at Neighborhood Council meetings: When prompted by the presiding officer, members of the public may address the committee on any agenda item before the committee takes an action on the item by punching in *9 (if calling in by phone) or by clicking on the “raise hand” button (if participating online through Zoom) and waiting to be recognized. Comments from the public on agenda items will be heard only when the respective item is being considered. Comments from the public on matters not appearing on the agenda that are within the committee’s jurisdiction will be heard during the General Public Comment period. Please note that under the Ralph M. Brown Act, the committee 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 committee meeting. Public comment is limited to 2 minutes per speaker, unless adjusted by the presiding officer of said committee.

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. For assistance, please contact the Ethics Commission at (213) 978-1960 or 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 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

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 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 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



CITY OF
LOS ANGELES
CALIFORNIA



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

WEST HILLS NEIGHBORHOOD COUNCIL

JOINT BOARD AND BUDGET COMMITTEE MEETING MINUTES

March 23, 2021

Online and Telephonic

Revised May 26, 2021

Committee members in attendance: Bob Brostoff, Carolyn Greenwood, Aida Abkarians, Dan Brin, Faye Barta, Bonnie Klea, Saif Mogri, Steve Randall, Char Rothstein, Anthony Scearce, Myrl Schreiberman, Joan Trent, Alec Uzemeck, and Brad Vanderhoof.

Additional WHNC Board members in attendance: Joanne Yvanek-Garb

Other attendees: Clarice Chavira (arrived 7:15 PM), Glenn Jennings, Mark Neudorff (arrived 7:05 PM), Carolyn Poppert, Puppet, Call-in-User_1

Co-chair Bob Brostoff called the meeting to order at 6:33 PM. A quorum was established.

The March meeting minutes were approved.

Numbers refer to agenda items.

4. Comments from the Co-Chairs: None

5. Public Comment on Non-Agenda Items: Call-in-User_1 informed the committee he will be writing a Brown Act violation complaint to DONE as the phone code in the agenda is confusing and unacceptable. Puppet commented on numerous Brown Act violations. 1213****006 was a caller who had already spoken.

New Business:

6. Approval of an Amended Budget for the 2020-2021 Fiscal Year: Carolyn Greenwood said the WHNC account shows negative balances in some categories on the Funding Dashboard. She explained this is because approved spending was charged to different line items than specified in the budget submitted to the City Clerk. Carolyn presented the March 202 Budget Report and a revised budget, NC Fiscal Year Administrative Packet Page 8 of 12, with funds moved to the correct categories. Puppet commented the WHNC should set aside funds for litigation. Myrl reminded the committee the budget was created before the pandemic and that is why spending was different from the plan. Call-in-User_1 said he will send the Brown Act violation complaint to the City Clerk.

Vote to approve revised WHNC Budget

Yes – 14, No – 0, Abstain – 0, Absent – 2, Recuse -- 0

The modified budget will be sent to the WHNC Board.

7. WHNC Budget for the 2021-2022 Fiscal Year: Carolyn said the City will allow NCs to rollover up to \$10K and the Funding Dashboard shows the WHNC currently has \$9K in unspent funds. The exact amount available at year-end is dependent on any additional spending and checks the City Clerk has sent being negotiated by payees. The starting budget for fiscal year 2021-2022 will be \$32K and the exact rollover amount will not be known or available until August 1st when the City Clerk closes the books on 2020-2021. Carolyn suggested using the same process as used in previous years to set a preliminary budget. A budget cannot be submitted to the City Clerk before approval at the July Board meeting. Actual amounts spent will determine entries for the Office/Operational Expenditures Category. Bob Brostoff asked that committee chairs submit Budget Requests for consideration at the June meeting. Saif Mogri, WHNC Controller, said he projects the rollover will be around \$7K. Carolyn said the non-election year will free-up \$5K budgeted for the election in 2020-2021 and suggested dividing the funds between Outreach, Neighborhood Purpose Grants (NPG), and Community Improvement Projects (CIP). Char Rothstein asked if it is too late to make an additional donation to the West valley Food Pantry and Carolyn answered it is too late to have the

Board approve an NPG. Joanne Yvanek Garb said she will submit Budget requests for the Valley Alliance of Neighborhood Councils, the Congress of Neighborhoods, the Budget Advocates, and the EmpowerLA Awards. Myrl Schreiberman suggested preparing a three to five year summary of funds and NPGs given to organizations. Aida Abkarians said Office Expenses should be considered first as there will be a need for printing when non-virtual meetings resume. Carolyn said the 2020-2021 budget included printing funds which were spent to pay an unexpected LAPD invoice. Anthony Scarce asked that there be sufficient funds in the CIP category as he predicts more projects like utility box painting than in past years. Dan Brin said in the early months of the pandemic the NPG process was bypassed to spend funds on an emergency basis. Carolyn said those funds were from the 2019-2020 fiscal year. Puppet said odds are the WHNC will be in exhaustive efforts soon and repeated his suggestion to budget funds for litigation.

Co-chair Bob Brostoff adjourned the meeting at 7:20 PM

The next meeting of this committee will be held June 22 at 6:30 PM.

WHNC Budget Committee
May 2021 Spending Report

6/15/21

Item #	Committee	Purpose	Budget	Prev fiscal	October	November	December	January	February	March	April	May	June	Total Spent
	Office													
1	Office	Misc Exp	519.00											0.00
2	Office	Rent	5.00											0.00
3	Office	Comm Print	303.80							230.44				230.44
4	Office	PO Box	326.00						388.00					388.00
5	Office	Apple One	17641.80	5074.80	1356.60	1356.60		2034.90		3730.60	1356.60	1356.60		16266.70
6	Office	Go Daddy	21.17											0.00
7	Board	Web Corner	1800.00	450.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00	1650.00
8	Board	Rack Space	830.54	182.40	55.20	65.09	62.40	62.40	62.40	62.40	62.40	62.40	62.40	677.09
9	Board	Icontact	530.40											0.00
	Subtotal		21977.71	5707.20	1561.80	1571.69	212.40	2247.30	600.40	4173.44	1569.00	1569.00	0.00	19212.23
	Outreach													
10	Communicatio	Outreach	2517.33											0.00
11	Beautification	Refresh & S	100.00											0.00
12	Spec Events	Outreach	3042.99	416.10	43.70									459.80
13	Environment	Outreach												0.00
14	Gov't Relations	VANC												0.00
15	Gov't Relations	Budget Advocates												0.00
16	Gov't Relations	Congress												0.00
17	Gov't Relations	Emp LA Awards												0.00
18	Homelessness	Homeless	31.81											0.00
19	Public Safety	Forums	139.62											0.00
20	Strts & Trans	Outreach	624.65											0.00
21	Public Health													0.00
22	Elections	Outreach	6957.01							400.00	6306.25	250.76		6957.01
	Subtotal Outreach		13413.41	416.10	43.70	0.00	0.00	0.00	0.00	400.00	6306.25	250.76	0.00	7416.81

WHNC Budget Committee
May 2021 Spending Report

6/15/21

Balance	% Spent
519.00	0
5.00	0
73.36	76
-62.00	119
1375.10	92
21.17	0
150.00	92
153.45	82
530.40	0
2765.48	87
2517.33	0
100.00	0
2583.19	15
0.00	
0.00	
0.00	
0.00	
0.00	
31.81	0
139.62	0
624.65	0
0.00	
0.00	100
5996.60	55

West Hills Neighborhood Council Annual Budget for Fiscal Year: 2021-2022	
Annual Budget Funds	\$32,000.00
Rollover Funds*	
Total Annual Budget Funds	\$32,000.00

Office/Operational Expenditures Category	
Mtg. Expenses	\$519.00
Rent	\$5.00
Committee Printing	\$303.80
PO Box	\$388.00
AppleOne	\$17,641.80
Go Daddy	\$21.17
Web Corner	\$1,800.00
Rack Space	\$830.54
iContact	\$530.40
Total Office/Operational Expenditures	\$22,039.71

*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	
Total Outreach Expenditures	\$5,000.00

Election Expenditures Category	
Total Election Expenditures	

Neighborhood Purposes Grants (NPG) Expenditures Category	
Total NPG Expenditures	\$4,000.00

Community Improvement Projects (CIP) Expenditures Category	
Total CIP Expenditures	\$960.29

TOTAL ANNUAL BUDGET ALLOCATIONS	
Office/Operational Expenditures	\$22,039.71
Outreach Expenditures	\$5,000.00
Election Expenditures	
General and Operational Expenditures	\$27,039.71
Neighborhood Purposes Grants (NPG) Expenditures	\$4,000.00
Community Improvement Projects (CIP) Expenditures	\$960.29
TOTAL EXPENDITURES FOR THE FISCAL YEAR	\$32,000.00



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

Phone: _____ Email: Brad.Vanderhoof@westhillsnc.org / Faye.Barta@westhillsnc.org

Co-Sponsor (if applicable): _____

Contact Person: _____

Phone: _____ Email: _____

Event Information

Event Title and Description: Clean-Up of Curbsides and Street Curbs on Fallbrook Ave. between Saticoy and Ingomar. The Event will be conducted with all participants wearing masks and practicing social distancing.

Date: 07/31/2021 Time Frame: 8:00 AM to 12:00 AM Est. number of attendees: 20 Event Budget: \$ 25.00

Venue Name: WHNC Beautification Committee July 2021 Clean-Up Venue Address: Fallbrook Ave. from Saticoy to Ingomar

Contact Person: Brad Vanderhoof and Faye Barta

Phone: _____ 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: Brad Vanderhoof and Faye Barta Title: Co-Chairs

Email: Brad.Vanderhoof@westhillsnc.org Phone: 818-887-7811

For Staff Use Only: Approved Denied Code: _____

Reviewers Signatures: 1st Level _____ 2nd Level _____

Reviewers Names: 1st Level _____ 2nd Level _____



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: MYRL SchreiberMAN

Phone: 818-335-7658 Email: myrl.schreiberman@westhillsnc.org

Co-Sponsor (if applicable): COUNCIL MEMBER JOHN LEE & CD12

Contact Person: RON Rubine

Phone: 213-473-7012 Email: RON.RUBINE@LAcity.org

Event Information

Event Title and Description: A Shot IN The ARM
HUMANITARIAN VACCINE MARATHON

Date: 7-24-21 Time Frame: 10AM-6PM Est. number of attendees: 100 Event Budget: \$ 600

Venue Name: Rite Aid

Venue Address: 6410 PLATT AVE WEST HILLS, CA. 91307

Contact Person: DR. KAKAL

Phone: SAIF MOGRI 818-451-5548 Email: SAIF.MOGRI@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 a board member
- Additional Insurance offered by the rental company must be purchased in full

ADDITIONAL PERMITS may be required if the event has:

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

CONTACT INFORMATION for possible permits:

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

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

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

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

Signature: Myrl Schreiber Date: 6-17-2021
 Print Name: MYRL SCHREIBMAN Title: Co-Chair - Special Events
 Email: myrl.schreib@westhillsnc.org Phone: 818-335-7658

For Staff Use Only: Approved Denied Code: _____
 Reviewers Signatures: 1st Level _____ 2nd Level _____
 Reviewers Names: 1st Level _____ 2nd Level _____

WEST HILLS NEIGHBORHOOD COUNCIL

Spending Request Form

Please print legibly or type

Date of submission:

Committee Name:

Chairperson/Stakeholder:

Date Approved by Committee:

Phone:

Email:

Event/Activity

Total Amount Requested:

Budget Line Item:

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

(Attach additional pages if necessary)

List all expense items, quantities, and amounts:

Item & Quantity	Amount
<input type="text" value="INSURANCE"/>	<input type="text" value="400.00"/>
<input type="text" value="Poster"/>	<input type="text" value="50.00"/>
<input type="text" value="FLYERS"/>	<input type="text" value="150.00"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

For Budget Committee/Controller Use Only:

Committee Approved

Budget Approved

Board Approved

WEST HILLS NEIGHBORHOOD COUNCIL

Budget Request For 2020-2021

Please print legibly or type

Date of submission: June 24, 2021

Committee Name: Beautification

Date Committee approved: June 14, 2021

Chairperson: Barta / Vanderhoof

Amount Requested: \$ 3500

List of Items Budgeted For, With Costs:

Water and snacks for events \$400

Consumable tooling, trimmer string, etc. \$100

Leaf blower, battery, and charger \$150

Worn tool replacement \$150

PPE \$300

Hand sanitizer station \$200

Fire hydrant paint and supplies \$500

Mural paint and supplies \$1000

Special projects and forums \$700

Total \$3500