



CITY OF  
LOS ANGELES  
CALIFORNIA



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

### **REVISED JOINT BOARD AND BUDGET COMMITTEE ONLINE AND TELEPHONIC MEETING AGENDA**

**Tuesday, July 27, 2021 at 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 June 22, 2021
4. Comments from the Co-Chair(s)
5. Public Comment on Non-Agenda items

#### **New Business:**

6. Discussion and possible action on approving an itemized budget for the 2021-2022 fiscal year
7. Discussion and possible action on approving a Beautification Committee Budget Request in the amount of \$3,500
8. Discussion and possible action on approving a Special Events Committee Budget Request in the amount of \$7,425
9. Discussion and possible action on approving a Communications Committee Budget Request in the amount of \$3,500.
10. Discussion and possible action on approving an Education Committee Budget Request in the amount of \$8,500
11. Discussion and possible action on approving a Government Relations Committee Budget Request in the amount of \$1,450.

12. Discussion and possible action approving Homelessness Committee Budget Request in the amount of \$3,500.
13. Discussion and possible action approving Beautification Committee Budget Request in the amount of \$100 for a cleanup on August 21, 2021.
14. 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/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)



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## WEST HILLS NEIGHBORHOOD COUNCIL

### JOINT BOARD AND BUDGET COMMITTEE MEETING MINUTES

June 22, 2021

Online and Telephonic

Revised June 23, 2021

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

Additional WHNC Board members in attendance: Clarice Chavira, Glenn Jennings

Other attendees: Christine Rowe, Carolyn Poppert

Co-chair Carolyn Greenwood called the meeting to order at 6:32 PM. A quorum was established.

The May meeting minutes were approved.

Numbers refer to agenda items.

4. Comments from the Co-Chairs: None

5. Public Comment on Non-Agenda Items: Christine Rowe spoke about any Fall Fest or similar gathering should provide sequestered places for vaccinated and unvaccinated individuals. She said the Woodland Hills-Warner Center Neighborhood Council has ordered Perspex screens for their booth at the July Fourth Fireworks Extravaganza and urged the West Hills Neighborhood Council to budget funds for the same sort of protection of public health.

New Business:

7. Beautification July 2021 Event Approval Form: Carolyn said the Budget Committee cannot approve the event form as written because funding is not available. Brad asked if the \$25 was dropped would the form be acceptable. Carolyn answered yes and it could go straight to the Board. No committee action.

8. Special Events July 2021 Event Approval Form: The 'Shot In The Arm' covid vaccine marathon event. Carolyn said the WHNC cannot submit this item before the WHNC approves a budget. Myrl said this event can be held at no cost. The item was withdrawn from consideration by the committee.

6. Approval Budget for the 2021-2022 Fiscal Year: Carolyn explained the process for determining the proposed budget. Items are based on last year expenditures. The Post Office box rental has increased from \$326 to \$388.

Budget per LA City categories;

Overhead expenditures will be the same as last year with the exception of the P.O. box cost.

\$5K Outreach

\$4K Neighborhood Purpose Grants

\$969.29 Community Improvement Grants

There will be no NC elections costs in 2021-2022

Steve Randall moved to approve the proposed budget. Charlene Rothstein seconded.

Yes – Aida Abkarians, Bob Brostoff, Dan Brin, Faye Barta, Carolyn Greenwood, Bonnie Klea, Saif Mogri, Steve Randall, Charlene Rothstein, Anthony Scarce, Myrl Schreiberman, Joan Trent, Alec Uzemeck, Brad Vanderhoof

No – None

Abstain – None

Absent – Tariq El-Atrache, Daniel Osztreicher

The Budget will be sent to the WHNC Board of Directors.

9. 2021-22 Budget Submitted by Beautification Committee (as an example only): Presented as an example.

Chair Carolyn Greenwood adjourned the meeting at 7:44 PM

The next meeting of this committee will be held July 27 at 6:30 PM.

	<b>Item</b>	<b>Committee</b>	<b>Purpose</b>	<b>Budget</b>	<b>Revised Budget</b>
	<b>OFFICE</b>				
<b>1</b>		<b>Office</b>	<b>Misc. Expense</b>	<b>\$ 519.00</b>	
<b>2</b>		<b>Office</b>	<b>Rent</b>	<b>\$ 5.00</b>	
<b>3</b>		<b>Office</b>	<b>Committee Printing</b>	<b>\$ 303.80</b>	
<b>4</b>		<b>Office</b>	<b>P.O.Box</b>	<b>\$ 388.00</b>	
<b>5</b>		<b>Office</b>	<b>Apple One</b>	<b>\$ 17,641.80</b>	
<b>6</b>		<b>Office</b>	<b>Go Daddy</b>	<b>\$ 21.17</b>	
<b>7</b>		<b>Board</b>	<b>Web Corner</b>	<b>\$ 1,800.00</b>	
<b>8</b>		<b>Board</b>	<b>Rack Space</b>	<b>\$ 830.54</b>	
<b>9</b>		<b>Board</b>	<b>I Contact</b>	<b>\$ 530.40</b>	
		<b>Office Subtotal</b>		<b>\$ 22,039.71</b>	
	<b>OUTREACH</b>			<b>\$ 5,000.00</b>	
<b>10</b>		<b>Communication</b>	<b>Outreach</b>	<b>\$ 3,500.00</b>	
<b>11</b>		<b>Beautification</b>	<b>Refreshment&amp;Snacks</b>	<b>\$ 3,500.00</b>	
<b>12</b>		<b>Special Events</b>	<b>Outreach</b>	<b>\$ 7,425.00</b>	
<b>13</b>		<b>Environment</b>	<b>Outreach</b>		
<b>14</b>		<b>Govt. Relations</b>	<b>VANC</b>	<b>\$ 500.00</b>	
<b>15</b>		<b>Govt. Relations</b>	<b>Budget Advocates</b>	<b>\$ 100.00</b>	
<b>16</b>		<b>Govt. Relations</b>	<b>Congress</b>	<b>\$ 750.00</b>	
<b>17</b>		<b>Govt. Relations</b>	<b>Empower LA Awards</b>	<b>\$ 100.00</b>	
<b>18</b>		<b>Homelessness</b>	<b>Homeless</b>		

	<b>Item</b>	<b>Committee</b>	<b>Purpose</b>	<b>Budget</b>	<b>Revised Budget</b>
19		<b>Public Safety</b>	<b>Forums</b>		
20		<b>Streets&amp;Transportation</b>	<b>Outreach</b>		
21		<b>Public Health</b>			
22		<b>Elections</b>	<b>Outreach</b>	\$ -	
	<b>Negihborhood Purpose Grants (NPG's)</b>			\$ 4,000.00	
23		<b>Youth and Eduction</b>	<b>NPG's</b>	\$ 7,650.00	
18A		<b>Homelessness</b>	<b>NPG's</b>		
	<b>Community Improvement Projects (CIP's)</b>				
20A		<b>Streets&amp;Transportation</b>	<b>CIP's</b>		
24		<b>Beautification</b>	<b>Cleanups</b>		
25		<b>Beautification</b>	<b>Special Events</b>		
	<b>GRAND TOTAL</b>			\$ 45,564.71	
	<b>ALLOWED BUDGET</b>			\$ 32,000.00	
26	<b>Clean Street Grant</b>			\$ 1,324.83	

	<b>GRAND TOTAL</b>				
	<b>GREEN COLOR</b>	<b>CANNOT CHANGE</b>			
	<b>RED COLOR</b>	<b>REQUESTED AMOUNTS</b>	<b>Includes Green</b>		

# WEST HILLS NEIGHBORHOOD COUNCIL

## Budget Request For 2021-2022

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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:

<u>Water and snacks for events</u>	<u>\$400</u>
<u>Consumable tooling, trimmer string, etc.</u>	<u>\$100</u>
<u>Leaf blower, battery, and charger</u>	<u>\$150</u>
<u>Worn tool replacement</u>	<u>\$150</u>
<u>PPE</u>	<u>\$300</u>
<u>Hand sanitizer station</u>	<u>\$200</u>
<u>Fire hydrant paint and supplies</u>	<u>\$500</u>
<u>Mural paint and supplies</u>	<u>\$1000</u>
<u>Special projects and forums</u>	<u>\$700</u>
<b>Total</b>	<b>\$3500</b>





# WEST HILLS NEIGHBORHOOD COUNCIL

## Budget Request For 2021-2022

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Please print legibly or type

Date of submission: June 24, 2021

Committee Name: Communications and Outreach

Date Committee approved: June 16, 2021

Chairperson: Brad Vanderhoof

Amount Requested: \$ 3500

List of Items Budgeted For, With Costs:

Promotional items for outreach \$3500

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**Total**

**\$3500**

**WEST HILLS NEIGHBORHOOD COUNCIL**  
**Budget Request Form 2021-2022 Please print legibly or type**

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Date of submission:

7-23-2021

Committee Name:

Youth and Education

Date Committee approved:

\_\_\_\_\_

Chairperson:

Aida Abkarianst + Joan Trent

Amount Requested: \$

\$8,500.00

List of Items Budgeted For, With Costs:

9 Public schools / 8 Elementary and one High School

Total amt. for Neighborhood Purpose grants at

\$850.00 per School / would Total \$7,650.00

EDUCATION DIVERSITY FORDM \$850.00

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# WEST HILLS NEIGHBORHOOD COUNCIL

## Budget Request Form 2021-2022 Please print legibly or type

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Date of submission:

July 22, 2021

Committee Name:

Govt. Relations

Date Committee approved:

July 26, 2021

Chairperson:

Joanne Yvanek-Garb

Amount Requested: \$

\$1,450

List of Items Budgeted For, With Costs:

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VANC \$500

Congress \$750

Budget Advocates \$100

Empower LA \$100

# WEST HILLS NEIGHBORHOOD COUNCIL

## Budget Request Form 2021-2022 Please print legibly or type

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Date of submission:

July, 23, 2021

Committee Name:

Homeless

Date Committee approved:

  

Chairperson: Myrl Schreiberman

Aida Abkarians, Esperanza Butler

Amount Requested: \$

3,500.00

List of Items Budgeted For, With Costs:

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Different Forums	\$ 1,500.00
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One Generation	\$ 500.00
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Different organizations like the Food Party + Pastor April-etc.	
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	\$ 1,500.00
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# WEST HILLS NEIGHBORHOOD COUNCIL

## Spending Request Form

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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 Number:

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

The Beautification Committee tries to help our stakeholders keep our community clean and keep public sidewalks cleared of overhanging foliage. The committee also gives community service credit to students helping with the cleanup. The cleanups also give stakeholder families an opportunity to show their children how to be good citizens. Helping to keep our West Hills Hospital area clean is very helpful to the hospital.

(Attach additional pages if necessary)

List all expense items, quantities, and amounts:

Item & Quantity	Amount
bagels/bakery sweets/ nut snacks/ granola bars	\$35
2 packages cream cheese	\$10
coffee	\$30
water	\$25
TOTAL	\$100

For Budget Committee/Controller Use Only:

Date of receipt from committee  Date of Budget Committee approval  Date sent to Board



# 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: Faye Barta and Brad Vanderhoof

Phone: 818-887-7811 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: CleanUp of West Hills Hospital: The cleaning up of the area around the hospital has been performed by the Beautification Committee yearly for many years. The hospital has always warmly welcomed us and thanked us profusely for cleaning up the area around it. The Event will be conducted with all participants wearing masks and practicing social distancing and adhering to all City health directives during the pandemic..

Date: 08/28/2021 Time Frame: 8:00 AM to 11:00 AM Est. number of attendees: 25 Event Budget: \$100.00

Venue Name: WHNC Beautification Committee August 2021 Clean-Up

Venue Address: West Hills Hospital, Medical Center Drive, West Hills, CA

Contact Person: Brad Vanderhoof and Faye Barta

Phone: 818-887-7811 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 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, 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: 07/21/2021

Print Name: Brad Vanderhoof and Faye Barta

Title: Co-Chairs

Email: [Faye.Barta@westhillsnc.org](mailto: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 \_\_\_\_\_