



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, August 24, 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 July 27, 2021
4. Comments from the Co-Chair(s)
5. Public Comment on Non-Agenda items

#### **New Business:**

6. Discussion and possible action on approving the Homelessness Committee Budget Request in the amount of \$3,500.
7. Discussion and possible action on approving the Streets and Transportation Committee Budget Request in the amount of \$3,000.
8. Discussion and possible action on approving an amended 2021-2022 Budget to include rollover of \$8,625.78 for a total 2021-2022 fiscal year budget of \$40,625.78.
9. Discussion and possible action on approving a Special Events Committee Spending Request in the amount of \$950 for the Halloween House event.
10. Discussion and possible action on approving the Streets and Transportation Committee Spending Request in the amount of \$300 for painting of the traffic control cabinet at Vanowen and Valley Circle.

11. Discussion and possible action on approving a Public Safety and Emergency Preparedness Committee Budget Request in the amount of \$125 for flyers for forums.
12. Discussion and possible action on approving a Beautification Committee Spending Request in the amount of \$50 for an event at Orcutt Park on September 18, 2021.
13. 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](mailto:ethics@lacity.org). 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

July 27, 2021

Online and Telephonic

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

Committee members absent: Bob Brostoff, Tariq El-Atrache and Daniel Osztreicher

Additional WHNC Board members in attendance: Glenn Jennings and Jason Romanello

Co-chair Carolyn Greenwood called the meeting to order at 6:35 PM. A quorum was established.

The June 20, 2021 meeting minutes were approved.

Numbers refer to agenda items.

Comments from the Co-Chairs: Co-chair Carolyn Greenwood stated that the purpose of this meeting was to develop an amended itemized budget to submit to the City Clerk. We would be discussing items 6 thru 12 together. Brad Vanderhoof made the recommendation that item 6 be discussed after items 7 thru 12. Recommendation accepted.

Public Comment on Non-Agenda Items: None

### **New Business:**

7 - 12 Discussion and approval of Budget requests from Beautification Special Events, Communication, Youth and Education, Government Relations and Homelessness Committees:

Co-chair Carolyn Greenwood explained that \$22,039.71 of the \$32,000.00 2021-2022 Budget is allocated to the operational expenses of the Neighborhood Council and that we will be discussing the distribution of the remaining \$9,960.29. The Committee Budget Requests, to date, total \$23,525.

Myrl Schreibman wanted to know the amount of the possible roll-over and would that amount be included in the discussion. Co-Chair Saif Mogri stated that it would not be appropriate to discuss the roll-over until we are officially informed of the amount. Co-chair Carolyn Greenwood stated the potential roll-over is \$8,625.78 based on the June MER.

There was much discussion on the inclusion of the potential roll-over now. It was decided that we would just deal with the \$32,000 that has been approved.

Anthony Scearce stated that Streets and Transportation has a budget request but it has not been approved or submitted because of the time of their committee meeting.

Jason Romanello asked what is the expenditure for listed as AppleOne on the budget. It was explained that the City requires the NC to use AppleOne to pay our Executive Assistant.

Myrl Schreibman stated that the distribution of funds should be based on which committee benefits the majority of the residents. He went on to explain that this is based on his vast past experience in various financial settings. Aida Abkarians stated that we have nine (9) schools within West Hills and helping the schools touches almost all the residents of West Hills.

After much discussion on how to balance the budget, Steve Randall stated that we should just do what we did last year. Determine the percentage we are over the funds available and reduce all the committees' budget requests by that percentage. That way it is equal across the board. Again, there was discussion of how this was not fair, however it was decided that it was the most expedient. It was also decided that the items that are historically funded, VANC, Budget Advocates and Empower LA Awards would not be reduced. While we have always supported the Congress the requested amount was reduced to \$500.

Co-chair Seif Mogri, assisted by Steve Randall, determined the percentage and the following is the resulting reduction:

	<u>Requested</u>	<u>Reduced Amount</u>
Communications	\$3,500.00	\$1,085.00
Beautification	\$3,500.00	\$ 585.00 + \$500.00 that was moved to CIPs
Special Events	\$7,425.00	\$2,810.29
Govt. Relations VANC	\$ 500.00	\$ 500.00
Govt. Relations		
Budget Advocates	\$ 100.00	\$ 100.00
Govt. Relations		
Congress	\$ 700.00	\$ 500.00
Govt. Relations		
Empower LA Awards	\$ 100.00	\$ 100.00
Youth & Education	\$7,650.00	\$2,880.00
CIPs		\$ 900.00 + \$500.00 for Beautification

Myrl Schreibman expressed that this would reduce his committee to one event. Aida Abkarians stated that the schools have always been cut. Dan Brin stated that when we get the roll-over, we can give these committees extra consideration for additional funds.

6. Approval of Amended Budget for the 2021-2022 Fiscal Year:

Charl Rothstein moved to approve the proposed budget. Faye Barta seconded. Motion approved with thirteen (13) yes and three (3) absent.

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

13. Approval of Beautification Committee Budget Request in the amount of \$100 for clean-up on August 21, 2021 - Budget approved with one abstention (Myrl Schreibman).

Chair Carolyn Greenwood adjourned the meeting at 7:57 PM

The next meeting of this committee will be held August 24th at 6:30 PM.







# WEST HILLS NEIGHBORHOOD COUNCIL

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

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Date of submission:

07/30/2021

Committee Name:

Streets & Transportation

Date Committee approved:

06/23/2021

Chairperson:

Anthony Searce & Bob Brostoff

Amount Requested: \$

3000.00

List of Items Budgeted For, With Costs:

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Decorating Traffic Control Boxes - \$1500.00
Spring Fest Safety Event - \$1500.00



	Item	Committee	Purpose	Budget	Revised Budget	
	<b>OFFICE</b>					
1		Office	Misc. Expense	\$519.00		
2		Office	Rent	\$5.00		
3		Office	Committee Printing	\$303.80		
4		Office	P.O.Box	\$388.00		
5		Office	Apple One	\$17,641.80		
6		Office	Go Daddy	\$21.17		
7		Board	Web Corner	\$1,800.00		
8		Board	Rack Space	\$830.54		
9		Board	I Contact	\$530.40		
		Office Subtotal		\$22,039.71		\$9,960.29
	<b>OUTREACH</b>			\$5,000.00		
10		Communication	Outreach	\$3,500.00	\$1,085.00	
11		Beautification	Refreshment&Snacks	\$3,500.00	\$585.00	
12		Special Events	Outreach	\$7,425.00	\$2,810.29	
13		Environment	Outreach			
14		Govt. Relations	VANC	\$500.00	\$500.00	
15		Govt. Relations	Budget Advocates	\$100.00	\$100.00	
16		Govt. Relations	Congress	\$750.00	\$500.00	
17		Govt. Relations	Empower LA Awards	\$100.00	\$100.00	\$5,680.29
18		Homelessness	Homeless			
19		Public Safety	Forums			
20		Streets &Transportation	Outreach			
21		Public Health				
22		Elections	Outreach	\$0.00		

	<b>Neighborhood Purpose Grants (NPGs)</b>			<b>\$4,000.00</b>		
<b>23</b>		<b>Youth and Eduction</b>	<b>NPG's</b>	<b>\$7,650.00</b>	<b>\$2,880.00</b>	
<b>18A</b>		<b>Homelessness</b>	<b>NPG's</b>			
	<b>Community Improvement Projects (CIPs)</b>				<b>\$1,400.00</b>	
<b>20A</b>		<b>Streets &amp;Transportation</b>	<b>CIP's</b>			
<b>24</b>		<b>Beautification</b>	<b>Cleanups</b>		<b>\$500.00</b>	
<b>56</b>						
<b>25</b>		<b>Beautification</b>	<b>Special Events</b>			
	<b>GRAND TOTAL</b>			<b>\$45,564.71</b>	<b>\$9,960.29</b>	
	<b>ALLOWED BUDGET</b>			<b>\$32,000.00</b>	<b>\$32,000.00</b>	
<b>26</b>	<b>Clean Street Grant</b>			<b>\$1,324.83</b>		
	<b>GRAND TOTAL</b>					
	<b>GREEN COLOR CANNOT CHANGE</b>					
	<b>RED COLOR REQUESTED AMOUNT</b>	<b>Includes Green</b>				

# 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="PRINTING"/>	<input type="text" value="\$ 500.00"/>
<input type="text" value="CERTIFICATES"/>	<input type="text" value="\$ 175.00"/>
<input type="text" value="ADVERTISING"/>	<input type="text" value="\$ 250.00"/>
<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



# 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 NC SPECIAL EVENTS COMMITTEE

Contact Person: MYRL SCHREIBMAN

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

Co-Sponsor (if applicable): COUNCIL DISTRICT 12

Contact Person: RON RUBINE

Phone: 818-882-1212 Email: ron.rubine@lacity.org

### **Event Information**

AS THE WHNC DID IN 2020

Event Title and Description: 3rd ANNUAL WEST HILLS HALLOWEEN HOUSES ON DISPLAY  
PARTICIPANTS DECORATE THE EXTERIOR OF THEIR HOUSES, WHICH ARE INDEPENDENTLY  
JUDGED THE WEEK BEFORE HALLOWEEN BY 3 PROFESSIONAL JUDGES

Date: 10/22-24 Time Frame: SUNSET-9pm Est. number of attendees: 50-75 Event Budget: \$ 950.00

Venue Name: 2021 WEST HILLS COMMUNITY HOUSES

Venue Address: WEST HILLS PARTICIPATING HOUSES

Contact Person: MYRL SCHREIBMAN

Phone: 818-335-7658 Email: myrl.schreibman@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 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

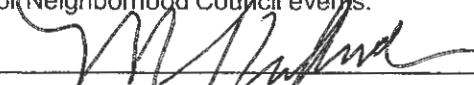
**CONTACT INFORMATION for possible permits:**

- 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, 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:  Date: 8/17/2021  
 Print Name: MYRL SCHREIBMAN Title: CO-CHAIR SPECIAL EVENTS  
 Email: myrl.schreiberman@westhillsnc.org Phone: 818-335-7658

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 \_\_\_\_\_

August 24,2021

West Hills Neighborhood Council  
Supplement to Event Approval Request form

3<sup>rd</sup> Annual Halloween Houses on Display

This event will be run as last year's event which was approved by the city, and be operated in compliance with any and all Covid related restrictions.

Participants and judges wear masks and social distance. Judges drive to the participating houses in separate vehicles and do not enter the houses. All judging is done outside.



# WEST HILLS NEIGHBORHOOD COUNCIL

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

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Date of submission:

07/30/2021

Committee Name:

Streets & Transportation

Date Committee approved:

07/29/2021

Chairperson:

Anthony Scearce and Bob Brostoff

Amount Requested: \$

300.00

List of Items Budgeted For, With Costs:

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Traffic Control Cabinet on Vanowen and Valley Circle - \$300.00

# WEST HILLS NEIGHBORHOOD COUNCIL

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

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Date of submission:

08-19-2021

Committee Name:

Public Safety & Emergency Preparedness

Date Committee approved:

08-18-2021

Chairperson:

Saif Mogri and Bob Brostoff

Amount Requested: \$

125.00

List of Items Budgeted For, With Costs:

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Flyers for forums \$125.00

# 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.

(Attach additional pages if necessary)

List all expense items, quantities, and amounts:

Item & Quantity	Amount
<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"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

For Budget Committee/Controller Use Only:

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Date of receipt from committee

Date of Budget Committee approval

Date sent to Board



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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: 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 Event this month will be helping to plant milkweed at Orcutt Ranch Park, so that the Monarch butterflies will have a good source of nutrition as they work to make our planet a more beautiful and bountiful and liveable home.

Date: 09/18/2021 Time Frame: 8:00 AM to 11:00 AM Est. number of attendees: 25 Event Budget: \$ 50.00

Venue Name: WHNC Beautification Committee September 2021 Clean-Up

Venue Address: Orcutt Ranch Park, 23600 Roscoe Blvd, 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:**

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with specific vendors if available.

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- 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

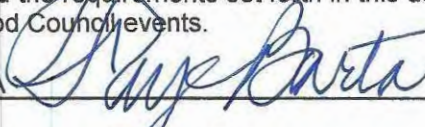
**CONTACT INFORMATION for possible permits:**

- 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: 08/20/2021

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Print Name: Brad Vanderhoof and Faye Barta Title: Co-Chairs

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Email: [Faye.Barta@westhillsnc.org](mailto:Faye.Barta@westhillsnc.org) Phone: 818-887-7811

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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 \_\_\_\_\_