



CITY OF
LOS ANGELES
CALIFORNIA



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

JOINT BOARD AND BUDGET COMMITTEE ONLINE AND TELEPHONIC MEETING AGENDA

Tuesday, November 23, 2021 @ 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 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: **957 9109 5643** and then press #

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.

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.

1. Call to Order
2. Comments from the Co-Chairs
3. Public Comment
4. Discussion and possible action to approve Beautification Committee budget in the amount of \$50 for clean-up event December 11, 2021 at Orcutt Ranch Park
5. Discussion and possible action to approve Beautification Committee budget in the amount of \$50 for clean-up event January 22, 2022 along Fallbrook Avenue and Satcoy Street.
6. Discussion and possible action to approve Homelessness Committee request for \$250 for refreshments for the participants in the Homeless count 2022.

7. Discussion and possible action to approve an NPG in the amount of \$500 to Pomelo Elementary for a garden program.
8. Discussion and possible action to approve an NPG in the amount of \$500 to Justice Street School for an iPad for student progress monitoring.
9. Discussion and possible action to approve an NPG in the amount of \$500 to Enadia Way to replace had puppets for the library theatre.
10. Discussion and possible action to approve an NPG in the amount of \$500 to Hamlin Elementary for a variety of sensory items to help students adjust to in-person teaching.
11. Discussion and possible action to approve an NPG in the amount of \$500 to Nevada Elementary for a literacy mural to encourage students to read.
12. Discussion and possible action to approve an NPG in the amount of \$500 to Welby Way for their A-Z literacy garden.
13. Discussion and possible action to approve printing of official Los Angeles City business cards for Board Members.
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 or ethics.commission@lacity.org. For assistance, please contact the Ethics Commission at (213) 978-1960.

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

Servicios De Traduccion: 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



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: 818-887-7811 Email: Brad.Vanderhoof@westhillsnc.org;
Faye.Barta@westhillsnc.org

Co-Sponsor (if applicable): _____

Contact Person: _____

Phone: _____ Email: _____

Event Information

Event Title and Description: The fencing along the western and southern boundaries of Orcutt Ranch Park, which runs along both March Avenue and Justice Streets, has piles of leaves which are unsightly, a fire hazard and need to be removed. The park system has suffered from severe cutbacks during this pandemic and does not have enough personnel to handle this task. The Event will be conducted with all participants wearing masks and gloves and practicing social distancing and adhering to all City health directives during the pandemic.

Date: 12/11/2021 Time Frame: 8:30 AM to 11:30 AM Est. number of attendees: 25 Event Budget: \$50

Venue Name: WHNC Beautification Committee October 2021 Clean-Up

Venue Address: Border fencing of Orcutt Ranch Park, 23600 Roscoe Blvd., West Hills, CA, specifically along the east side of March Ave and north side of Justice Street

Contact Person: Faye Barta

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

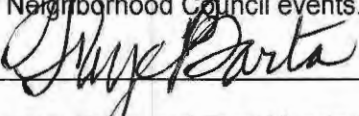
CONTACT INFORMATION for possible permits:

- 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:

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- 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: 11/17/2021
Print Name: Faye Barta and Brad Vanderhoof Title: Co-Chairs
Email: Faye.Barta@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 _____

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

December, 2021 cleanup at Orcutt Ranch Park to clean the western and southern boundaries fence along March Avenue and Justice Street, now laden with layers of leaves which are unsightly and are a fire hazard which need to be removed.

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 keep Orcutt Ranch Park free of leaves and branches which are fire hazards and need to be removed.

(Attach additional pages if necessary)

List all expense items, quantities, and amounts:

Item & Quantity

Amount

For Budget Committee/Controller Use Only:

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: Brad Vanderhoof and Faye Barta

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

Co-Sponsor (if applicable): _____

Contact Person: _____

Phone: _____ Email: _____

Event Information

Event Title and Description: To complete the Clean-Up of Curbsides and Street Curbs along Fallbrook Avenue from Saticoy north to Roscoe. This event will be conducted with all participants wearing masks and gloves and practicing social distancing and adhering to all City health directives during the pandemic.

Date: 01/22/2022 Time Frame: 8:30 AM to 11:30 AM Est. number of attendees: 25 Event Budget: \$ 50.00

Venue Name: WHNC Beautification Committee January, 2022 Clean-Up

Venue Address: Fallbrook Ave north from Saticoy to Roscoe

Contact Person: Faye Barta

Phone: 818 887-7811 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.

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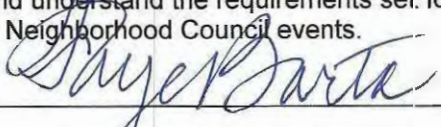
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- Copies of Insurance Certificates
- Copies of Permits
- Proof of Sponsorships (e.g. event flyers, webpage copy, etc.)
- W-9 (for 1099 Individual Services (if applicable))

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: 11/20/2021

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

Email: Faye.Barta@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 _____

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 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

For Budget Committee/Controller Use Only:

Date of receipt from committee

Date of Budget Committee approval

Date sent to Board

At the Homelessness Committee we approved \$250.00 for the Homeless Count for January 22, 2022 from 8 to 11pm

Neighborhood Purpose Grant (NPG)

all the Neighborhood Purpose Grants are for \$500.00 only

Nevada Ave. Elementary

Principal: Tanya Nott, \$500.00

Nevada Ave. School would like to enhance the school environment by adding a literacy mural to encourage the students to read. the Mural will be located outside the library and will be a discussion point between the teachers and the students and the images will encourage the students to talk about colleges and careers they would like to have one day. The images will be a reflection of what they can achieve in the future.

Justice Street Academy Charter School

Principal: Cynthia Hernandez Morrison, \$500.00

Justice school would like to continue purchasing more iPads for progress monitoring of our students. Progress monitoring of our students provides the school with timely data that drives the instructional programs. All students in all grades starting from kindergarten will benefit from being monitored and by doing so we will be able to find all the areas the students need more help and improve their education.

Hamlin Charter Academy

Principal: Laura Singer, \$500.00

This school year started with a lot of our students having problems socializing and concentrating in classrooms due to extraordinary events of last year. this lack of concentration and fear of being at school and Covid-19 has caused them to wiggle and feel insecure. we would like to purchase a variety of sensory items that helps them to focus on their lessons and keep their bodies calm. in addition to the sensory items we provide workshops for both our teachers and our parent community on how to help the students to re-adjust and feel safe at school. All this will help our students to focus on their lessons and keep their bodies and minds calm.

Enadia Way Technology Charter

Principal: Heather Jeanne

We have a large variety of hand puppets that our students use in our library to tell the stories about the books they read to other students. our puppet collection is 12 year old and in a very bad shape. all of our students visiting the library are able to perform the story they read on the puppet stage at the library. we need to purchase new poppets for our library so our librarian could continue this innovative way of encouraging the students to read and comprehend what they read and tell the story to others.

Pomelo Community Charter and Pomelo Arts and Sciences Magnet Center

Principal: Andrea Ferber, \$500.00

We have started a magnificent garden visible along the sidewalk in our neighborhood. We need to purchase seeds, soil, garden implements and continue our garden program with Enrich LA in our district that teaches the children not only the joy of gardening but the importance of nature and biology and science. All students participate in the garden program and learn the cycle of life in nature.

Welby Way Charter and Gifted High Ability Magnet Center Elementary School

Principal: Helen Kim, \$500.00

We would like to continue our garden program, A to Z. Literacy Garden along with a beautification of school entry garden. We would like to use the grant money in purchasing seeds and different specimens of plants, renew our soil for 20 raised beds and start teaching science lessons on the life cycle of plants.