



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, JANUARY 25, 2022 @ 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: **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.

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. Establish Quorum
3. Approve Meeting Minutes August 24, 2021 and November 23, 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 Budget Committee's Spending Request in the amount of \$50 for clean-up event March, 2022.
7. 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/lobbying. 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

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



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WEST HILLS NEIGHBORHOOD COUNCIL

JOINT BOARD AND BUDGET COMMITTEE MEETING MINUTES

August 24, 2021

Online and Telephonic

Revised August 24, 2021

Committee members in attendance: Aida Abkarians, Faye Barta, Dan Brin, Bob Brostoff, Tariq El-Atrache, Carolyn Greenwood, Bonnie Klea, Saif Mogri, Steve Randall, Char Rothstein, Anthony Scarce, Myrl Schreiberman, Joan Trent, Alec Uzemeck, and Brad Vanderhoof (arrived 6:43 PM).

Additional WHNC Board members in attendance: Glenn Jennings

Other attendees: Atziri Camerena (DONE), Sharon Brewer

Meeting called to order at 6:36 PM. A quorum was established.

The July meeting minutes were approved.

Numbers refer to agenda items.

4. Comments from the Co-Chair(s): Treasurer Carolyn Jones announced Daniel Osztreicher has resigned from the committee. Carolyn also said the rollover funds are confirmed.

5. Public Comment: None

New Business:

Controller Saif Mogri displayed a budget spreadsheet onscreen and made changes in real time. The changes were made to column F which represents the amended budget.

Items 6, 7, and 11 were considered together.

6. Approval of the Homelessness Committee Budget Request in the amount of \$3,500:

7. Approval of the Streets and Transportation Committee Budget Request in the amount of \$3,000:

11. Approval of a Public Safety and Emergency Preparedness Committee Budget Request in the amount of \$125 for flyers for forums:

Carolyn said the starting point was 31% of the requested amounts. This is the same amount other requests were reduced to at the budget setting meeting. The exception is item 11 which was entered into the spreadsheet at the full amount because the request is only for \$125.

New entries; Homelessness Committee \$1085, Streets and Transportation Committee \$930, Emergency Preparedness and Public Safety Committee \$125

Secretary Brad Vanderhoof joined the meeting.

Dan moved to add the three items to the WHNC Budget. Faye seconded.

Roll Call Vote: Aida Abkarians YES, Faye Barta YES, Dan Brin YES, Bob Brostoff YES, Tariq El-Atrache Abstain, Carolyn Greenwood YES, Bonnie Klea YES, Saif Mogri YES, Steve Randall YES, Char Rothstein YES, Anthony Scarce Abstain, Myrl Schreiberman YES, Joan Trent YES, Alec Uzemeck YES, Brad Vanderhoof YES

Yes – 13, No – 0, Abstain – 2, Absent – 0, Recused – 0

The motion carries.

8. Approval of an amended 2021-2022 Budget to include rollover of \$8,625.78 for a total 2021-2022 fiscal year budget of \$40,625.78.: \$6610.78 in rollover funds are available.

Carolyn suggested \$1620 be allocated to the Youth and Education Committee so each school in West Hills can receive a \$500 NPG (same as 2020-2021).

Myrl said the Special Events Committee needs \$2400 in additional funding.

Anthony said the Streets and Transportation Committee needs \$1500 in additional funding.

Carolyn and Saif proposed;

\$1470 to Streets and transportation for a total of \$2400

\$415 to Beautification for a total of \$1000

\$1480.78 to Communications and Outreach

Steve moved to approve these amounts and the amended WHNC budget (see attached spreadsheet). Faye seconded.

Roll Call Vote: Aida Abkarians YES, Faye Barta YES, Dan Brin YES, Bob Brostoff YES,

Tariq El-Atrache YES, Carolyn Greenwood YES, Bonnie Klea YES, Saif Mogri YES, Steve Randall YES,

Char Rothstein YES, Anthony Scarce YES, Myrl Schreiberman YES, Joan Trent YES, Alec Uzameck YES,

Brad Vanderhoof YES

Yes – 15, No – 0, Abstain – 0, Absent – 0, Recused – 0

The motion carries. The amended budget will be presented to the WHNC Board.

9. Approval of a Special Events Committee Spending Request in the amount of \$950 for the Halloween House event:

Carolyn moved to approve the spending request in the amount of \$950 for the Halloween Houses Event sponsored by the Special Events Committee. Dan seconded.

Roll Call Vote: Aida Abkarians YES, Faye Barta YES, Dan Brin YES, Bob Brostoff YES, Tariq El-Atrache YES,

Carolyn Greenwood YES, Bonnie Klea YES, Saif Mogri YES, Steve Randall YES, Char Rothstein YES,

Anthony Scarce YES, Myrl Schreiberman YES, Joan Trent YES, Alec Uzameck YES, Brad Vanderhoof YES

Yes – 15, No – 0, Abstain – 0, Absent – 0, Recused – 0

The motion carries and will be presented to the WHNC Board.

10. Approval of the Streets and Transportation Committee Spending Request in the amount of \$300 for painting of the traffic control cabinet at Vanowen and Valley Circle:

Brad moved to amend as follows; a. Remove the location from the spending request, b. Change the description in the project budget to ‘paint and supplies,’ c. Transfer the information from the Budget Request Form (as submitted) to the correct Spending Request Form. Dan seconded.

Roll Call Vote: Aida Abkarians YES, Faye Barta YES, Dan Brin YES, Bob Brostoff YES,

Tariq El-Atrache YES, Carolyn Greenwood YES, Bonnie Klea YES, Saif Mogri YES, Steve Randall YES,

Char Rothstein YES, Anthony Scarce YES, Myrl Schreiberman YES, Joan Trent YES, Alec Uzameck YES,

Brad Vanderhoof YES

Yes – 15, No – 0, Abstain – 0, Absent – 0, Recused – 0

The motion is amended.

Approval of the amended item;

Roll Call Vote: Aida Abkarians YES, Faye Barta YES, Dan Brin YES, Bob Brostoff YES,

Tariq El-Atrache YES, Carolyn Greenwood YES, Bonnie Klea YES, Saif Mogri YES, Steve Randall YES,

Char Rothstein YES, Anthony Scarce YES, Myrl Schreiberman YES, Joan Trent YES, Alec Uzameck YES,

Brad Vanderhoof YES

Yes – 15, No – 0, Abstain – 0, Absent – 0, Recused – 0

The motion carries and will be presented to the WHNC Board.

12. Approval of a Beautification Committee Spending Request in the amount of \$50 for an event at Orcutt Park on September 18, 2021: Faye explained this event involves planting milkweed for Monarch butterflies. The correct name of the facility is the Orcutt Ranch Horticulture Center.

Roll Call Vote: Aida Abkarians YES, Faye Barta YES, Dan Brin YES, Bob Brostoff YES,

Tariq El-Atrache YES, Carolyn Greenwood YES, Bonnie Klea YES, Saif Mogri YES, Steve Randall YES, Char Rothstein YES, Anthony Searce YES, Myrl Schreibman YES, Joan Trent YES, Alec Uzemeck YES, Brad Vanderhoof YES

Yes – 15, No – 0, Abstain – 0, Absent – 0, Recused – 0

The motion carries and will be presented to the WHNC Board.

Carolyn adjourned the meeting at 8:01 PM.

The next meeting of this committee will be held September 28, 2021 at 6:30 PM.



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WEST HILLS NEIGHBORHOOD COUNCIL

JOINT BOARD AND BUDGET COMMITTEE MEETING MINUTES

November 23, 2021

Online and Telephonic

Revised October 23, 2021

Committee members in attendance: Aida Abkarians, Faye Barta, Dan Brin, Bob Brostoff (arrived 6:40 PM), Carolyn Greenwood, Steve Randall, Char Rothstein, Myrl Schreiberman, Joan Trent, and Brad Vanderhoof.

Other attendees: Sharon Brewer (arrived 7:20 PM), Stacy Unholtz (left early)

Co-chair Carolyn Greenwood called the meeting to order at 6:34 PM. A quorum was established.

Numbers refer to agenda items.

2. Comments from the Co-Chairs: None

3. Public Comment: None

4. Approval of Beautification Committee budget in the amount of \$50 for clean-up event December 11, 2021 at Orcutt Ranch Park: Because there is not enough time to obtain approval from the City Clerk, Beautification Co-chairs Brad Vanderhoof and Faye Barta withdrew the item.

5. Approval of Beautification Committee budget in the amount of \$50 for clean-up event January 22, 2022 along Fallbrook Avenue and Saticoy Street: This item was approved unanimously.

6. Approval of Homelessness Committee request for \$250 for refreshments for the participants in the Homeless count 2022: This item was approved unanimously.

Bob Brostoff joined the meeting.

7. Approval of an NPG in the amount of \$500 to Pomelo Elementary for a garden program:

Aida Abkarians recused.

This item was approved unanimously.

8. Approval of an NPG in the amount of \$500 to Justice Street School for an iPad for student progress monitoring: This item passed unanimously.

9. Approval of an NPG in the amount of \$500 to Enadia Way to replace had puppets for the library theatre: This item passed unanimously with Myrl Schreiberman abstaining.

10. Approval of an NPG in the amount of \$500 to Hamlin Elementary for a variety of sensory items to help students adjust to in-person teaching: This item passed unanimously.

11. Approval of an NPG in the amount of \$500 to Nevada Elementary for a literacy mural to encourage students to read: This item passed unanimously.

12. Approval of an NPG in the amount of \$500 to Welby Way for their A-Z literacy garden:

Roll Call Vote: Aida Abkarians Yes, Faye Barta Yes, Dan Brin Yes, Bob Brostoff Yes, Tariq El-Atrache Absent, Carolyn Greenwood Yes, Bonnie Klea Absent, Saif Mogri Absent, Steve Randall Yes, Char Rothstein Yes, Anthony Scearce Absent, Myrl Schreiberman Yes, Joan Trent Yes, Alec Uzemeck Absent, Brad Vanderhoof Yes

Yes – 10, No – 0, Abstain – 0, Absent – 5, Recused – 0

The NPG is approved.

All of the NPGs will be presented to the WHNC Board.

13. Approval of printing of official Los Angeles City business cards for Board Members:

Roll Call Vote: Aida Abkarians Yes, Faye Barta Yes, Dan Brin No, Bob Brostoff Yes, Tariq El-Atrache Absent, Carolyn Greenwood Yes, Bonnie Klea Absent, Saif Mogri Absent, Steve Randall Yes, Char Rothstein Yes, Anthony Searce Absent, Myrl Schreiberman Yes, Joan Trent Yes, Alec Uzemeck Absent, Brad Vanderhoof Yes
Yes – 9, No – 1, Abstain – 0, Absent – 5, Recused – 0

The proposal will be sent to the WHNC Board. Comparison pricing between the current picture card and the City card will be included.

Carolyn adjourned the meeting at 7:22 PM.

The next meeting of this committee will be held December 28, 2021 at 6:30 PM. Possible reschedule.



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: Faye Barta and Brad Vanderhoof

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: This event will be held on Platt Avenue south of Ingomar, to clean up weeds, debris and overgrown trees. 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. This cleanup location does not qualify as “a venue or event” under Note 3 of Venues or Events: “Venues or Events includes entertainment and recreation venues such as shopping centers, movie theatres, family entertainment centers, live performance venues including performing arts, theatres, music and concert venues, sports arenas, convention centers, museums and exhibition halls.” This event will be held to clean up an area along a street in our community that has suffered from overgrowth of plants, trees, trash and littering. Next, the ENTIRE event is held outdoors. The event is limited to 25 attendees. Everyone who attends this cleanup event MUST wear a mask and remain masked at all times during the event. Everyone MUST maintain a distance of at least six (6) feet from everyone else AT ALL TIMES. Everyone must also wear gloves. If anyone fails to comply, we require that they leave the event completely. A hand sanitizer will be available. The co-chairs Brad and Faye will check that all participants are aware of and follow all the protocols. At all of our prior cleanups, all participants have rigorously followed these guidelines completely. The co-chairs Brad and Faye will continue to monitor that all protocols are being followed.

Date: March 26, 2022 Time Frame: 8:30 AM to 11:30 AM Est. number of attendees: 25 Event Budget: \$ 50.00

Venue Name: WHNC Beautification Committee March 26, 2022 Clean-Up

Venue Address: Platt Avenue south of Ingomar

Contact Person: Faye Barta and Brad Vanderhoof

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.

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:

- 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: January 20, 2022

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