



CITY OF
LOS ANGELES
CALIFORNIA



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WEST HILLS NEIGHBORHOOD COUNCIL

JOINT BOARD AND BUDGET COMMITTEE ONLINE AND TELEPHONIC MEETING AGENDA

Tuesday , July 26, 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, 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. Establish Quorum
3. Comments from Co-Chair(s)
4. Public Comment on Non-Agenda items

New Business:

5. Discussion and possible action on approving Special Events Committee budget request in the amount of \$9,575
6. Discussion and possible action on approving Beautification Committee budget request in the amount of \$4,150.
7. Discussion and possible action on approving Youth & Education Committee budget request in the amount of \$6,500.

8. Discussion and possible action on approving Homelessness Committee budget request in the amount of \$1,500.
9. Discussion and possible action on approving the Election Committee budget request in the amount of \$5,500.
10. Discussion and possible action on approving the Government Relation budget request in the amount of \$1,450.
11. Discussion and possible action on approving the Special Events Committee budget request in the amount of \$925 for the 4th Halloween House Event.
12. 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 Section 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

EVENT	PROPOSED BUDGET	Estimated Participants
4th Annual Halloween House on Display		1200
FAMILY EVENT	Print/Posters \$750.00	
	Certificates \$200.00	
	Merchandising/Promotion \$500.00	
	Total: \$1,450.00	
2nd Annual Valentine Senior Dinner Dance		250
	Food \$1,800.00	
	DJ \$400.00	
SENIOR EVENT	Venue \$350.00	
	Insurance \$300.00	
	Decorations \$300.00	
	Tableware \$325.00	
	Centerpieces \$400.00	
	Total \$3,875.00	
2nd Annual Kid's Day Event		600
KIDS AND FAMILY EVENT	Eggs and baskets for hunt \$750.00	
	PROMOTION \$250.00	
	INSURANCE \$250.00	
	Characters \$1,500.00	
	Decorations \$350.00	
	PA system \$200.00	
	restrooms \$550.00	
	Tables and Chairs \$400.00	
<i>Chamber and CD12</i>	Pop Up Tents \$0.00	
	\$4,250.00	
	Total \$9,575.00	2050

**Proposed Date of
event**

October 23 2022 Sunday

February 11 2023 Saturday

April 1 2023 Saturday
or April 15, 2023 Saturday

*Note- Easter Sunday is April 9
Note- Passover is April 5 - April 13
Ramadan begins March 22, 2023*

WEST HILLS NEIGHBORHOOD COUNCIL

Budget Request For 2022-2023

Please print legibly or type

Date of submission: July 19, 2022

Committee Name: Beautification

Date Committee approved: _, 2022

Chairpersons: Barta / Vanderhoof

Amount Requested: \$ 4150

List of Items Budgeted For, With Costs:

Water and snacks for events \$600

Consumable tooling, trimmer string, etc. \$150

Leaf blower, battery, and charger \$150

Worn tool replacement \$350

PPE \$300

Hand sanitizer station \$100

Fire hydrant paint and supplies \$800

Mural paint and supplies \$1000

Special projects and forums \$700

Total \$4150

WEST HILLS NEIGHBORHOOD COUNCIL

Budget Request Form 2021-2022 Please print legibly or type

Date of submission:

7/18/22

Committee Name:

Youth + Education

Date Committee approved:

3/25/22

Chairperson:

Joan Trent
HIDA ABKARIAN

Amount Requested: \$

6,500.⁰⁰

List of Items Budgeted For, With Costs:

We have 8 ELEMENTARY schools
and one High School.

\$700.⁰⁰ per school

Total: 9 schools $9 \times 700.00 = 6,300.⁰⁰$

Meeting with City + Education dignitaries
expenses \$200.-

Total: 6,300.- NPG's
200.- meeting Expenses

Total
6,500.⁰⁰

WEST HILLS NEIGHBORHOOD COUNCIL

Budget Request Form 2021-2022 Please print legibly or type

Date of submission: July 18, 2022

Committee Name: Homelessness

Date Committee approved: 7/18/22

Chairperson: Myrl Schreiberman

Amount Requested: AIDA ABKRIANS

Amount Requested: \$ \$1,500.00/

List of Items Budgeted For, With Costs:

- Senior Citizen Symposium
- Homeless Count such as
- One generation programs
- Total to spend \$1,500.00/

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

Date of submission: _____

Committee Name: _____

Date Committee approved: _____

Chairperson: _____

Amount Requested: \$ _____

List of Items Budgeted For, With Costs:

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/POSTERS"/>	<input type="text" value="\$ 500.00"/>
<input type="text" value="CERTIFICATES"/>	<input type="text" value="\$ 175.00"/>
<input type="text" value="PROMOTION/LAWN SIGNS"/>	<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 • www.Clerk.LACity.org

Events are great opportunities for Neighborhood Councils to interact with their stakeholders. There are, however, liability and permitting issues that must be handled prior to the event. The Office of the City Clerk, Administrative Services Division, NC Funding Program Section must approve all Neighborhood Council sponsored events before any payments can be processed.

Please complete, sign, and submit this form at least 30 days prior to your event. Missing or incomplete required information or documents will delay review.

Neighborhood Council: WEST HILLS NEIGHBORHOOD COUNCIL

The Neighborhood Council is the Main Sponsor or Co-Sponsor for the event.

Main sponsor: WEST HILLS NEIGHBORHOOD COUNCIL

Contact Person: MYRL SCHREIBMAN

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

Co-Sponsor (if applicable): COUNCIL DISTRICT 12/JOHN LEE, COUNCILMEMBER

Contact Person: RON RUBINE

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

Event Information

Event Title and Description: 4th Annual Halloween Houses on Display/Decorated homes for Halloween that enter a contest for scariest and most whimsical awards

Date: Oct 23rd Time Frame: 6pm-9pm Est. number of attendees: 100 Event Budget: \$ 925.00

Venue Name: N/A

Venue Address: N/A

Contact Person: Myrl Schreibman & Steve Randall (818-340-4700)

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 for approval PRIOR to event:

- Neighborhood Council Event Approval Form – Signed by Treasurer, 2nd Signer or Event Chair
- Board Action Request (BAC) Form – Completed and signed by Treasurer and 2nd Signer, or Alternate Signer
- Itemized Detailed Event Budget – Total budget with funding categories (food, entertainment, flyers, permits, etc.) and with specific vendors if available.

If a bank card credit limit increase will be necessary to pay for expenditures for this event, please contact your Funding Program Representative to submit a request to increase applicable limits.

The City of Los Angeles provides Neighborhood Councils with event liability coverage in the amount of \$5 million. Depending on the type of event, there may be additional permits and liability issues that must be addressed prior to the event, or the Neighborhood Council will be liable for any penalties or injuries incurred at the event. There may be fees attached to obtaining permits and additional liability so please budget accordingly. It may be easier to partner with the City family or a community based organization or even hire an event planner (will require a contract prepared by the Department) so that they can obtain/handle the necessary permits and liability issues instead. The following must be obtained and submitted **PRIOR TO THE EVENT** if they are applicable to your event:

If FOOD is being purchased/provided/distributed/served at your event, you may be required to obtain the following PERMITS:

- LA County Public Health Department Permits – Community Event Organizer and Temporary Food Facility permits may be required. Permit fees may be waived by the County if requested.
- LA Fire Department – Permit may be necessary for temporary structures setup to prep/cook/serve food.

CERTIFICATES OF INSURANCE, SERVICE AGREEMENTS, and/or FACILITY USE PERMITS from Vendors providing the following types of services. Insurance Certificates need to list the "City of Los Angeles" as Additional Insured.

- Jumpers/Bouncers (Inflatables) – City Risk Management may need to review
- Games (e.g. dunk tank, other carnival style games, video game bus)
- Food (purchased, provided, distributed and/or served)
- Entertainers (e.g. DJs, musicians, face painting, balloon artists, etc.)
- Equipment Rentals (e.g. performing stage, mechanical rides, canopies)
- Event Venues (e.g. school auditoriums, private theaters and halls, parks, street block, etc.)

If RENTING a vehicle or truck to transport event materials:

- Renting and driving of vehicle/truck must be by a board member
- Additional Insurance offered by the rental company must be purchased in full

ADDITIONAL PERMITS may be required if the event has:

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

CONTACT INFORMATION for possible permits:

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

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

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

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

Signature: *Myrl Schreibman* Date: 7/21/2022
Print Name: MYRL SCHREIBMAN Title: SPECIAL EVENTS/CO-CHAIR
BOARD MEMBER
Email: myrl.schreibman@westhillsnc.org Phone: 818-335-7658

For Staff Use Only: Approved Denied Code: _____

Reviewers Signatures: 1st Level _____ 2nd Level _____

Reviewers Names: 1st Level _____ 2nd Level _____