



CITY OF
LOS ANGELES
CALIFORNIA



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WEST HILLS NEIGHBORHOOD COUNCIL

JOINT BOARD AND BUDGET COMMITTEE ONLINE AND TELEPHONIC MEETING AGENDA Tuesday, November 22, 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. Approve Meeting Minutes of September 27, 2022
4. Comments from Co-Chair(s)
5. Public Comment on Non-Agenda items
6. Discussion and Approval of the Budget for the Valentines Day Dance – Special Events Committee
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 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



WEST HILLS NEIGHBORHOOD COUNCIL

JOINT BOARD AND BUDGET COMMITTEE MEETING MINUTES

September 27, 2022

Online and Telephonic

Revised September 29, 2022

Committee members in attendance: Aida Abkarians (arrived 6:58), Faye Barta, Dan Brin, Bob Brostoff, Carolyn Greenwood, Saif Mogri, Steve Randall, Char Rothstein, Myrl Schreiberman, Joan Trent, and Brad Vanderhoof

Co-chair Carolyn Greenwood called the meeting to order at 6:30 PM. A quorum was established.

Numbers refer to agenda items.

3. Approve Meeting Minutes June 28, 2022: The minutes were approved as corrected.

4. Comments from Co-Chair(s): Carolyn asked that if something is not included when the agenda comes out to please send her a reminder. Saif said he thinks the contact name on the GoDaddy account should be changed to Carolyn. Carolyn said the City Clerk's rollover review is not completed yet.

5. Public Comment on Non-Agenda items: None

New Business:

6. Approval of a Communications Committee budget request in the amount of \$450.00 for lockable bulletin for WHNC agenda and notice posting: Funds from a Beautification Committee line item will be used.

Dan moved to approve. Steve seconded.

Roll Call Vote to Approve Proposed Expenditure

Aida Abkarians – Absent, Faye Barta – Yes, Dan Brin – Yes, Bob Brostoff – Yes,

Tariq El-Atrache – Absent, Carolyn Greenwood – Yes, Bonnie Klea – Absent, Saif Mogri – Yes,

Steve Randall – Yes, Char Rothstein – Yes, Anthony Scarce – Absent, Myrl Schreiberman – Yes,

Joan Trent – Yes, Brad Vanderhoof – Yes

Yes – 10, No – 0, Absent – 4, Abstain – 0, Recusal – 0

The expenditure is approved and will be sent to the Board.

7. Approval of a Beautification Committee budget request in the amount of \$100 for String trimmer spools.

Roll Call Vote to Approve Proposed Expenditure

Aida Abkarians – Absent, Faye Barta – Yes, Dan Brin – Yes, Bob Brostoff – Yes,

Tariq El-Atrache – Absent, Carolyn Greenwood – Yes, Bonnie Klea – Absent, Saif Mogri – Yes,

Steve Randall – Yes, Char Rothstein – Yes, Anthony Scarce – Absent, Myrl Schreiberman – Yes,

Joan Trent – Yes, Brad Vanderhoof – Yes

Yes – 10, No – 0, Absent – 4, Abstain – 0, Recusal – 0

The expenditure is approved and will be sent to the Board.

8. Approval of \$100 for the purchase of certificate frames.

Steve moved to approve. Faye seconded.

Roll Call Vote to Approve Proposed Expenditure

Aida Abkarians – Absent, Faye Barta – Yes, Dan Brin – Yes, Bob Brostoff – Yes,

Tariq El-Atrache – Absent, Carolyn Greenwood – Yes, Bonnie Klea – Absent, Saif Mogri – Yes,

Steve Randall – Yes, Char Rothstein – Yes, Anthony Scarce – Absent, Myrl Schreiberman – Yes,

Joan Trent – Yes, Brad Vanderhoof – Yes

Yes – 10, No – 0, Absent – 4, Abstain – 0, Recusal – 0

The expenditure is approved and will be sent to the Board.

9. Approval of the Beautification Committee budget request in the amount of \$50 for the cleanup event on November 12, 2022.

Myrl moved to approve. Steve seconded.

Roll Call Vote to Approve Proposed Expenditure

Aida Abkarians – Absent, Faye Barta – Yes, Dan Brin – Yes, Bob Brostoff – Yes,

Tariq El-Atrache – Absent, Carolyn Greenwood – Yes, Bonnie Klea – Absent, Saif Mogri – Yes,

Steve Randall – Yes, Char Rothstein – Yes, Anthony Scarce – Absent, Myrl Schreiberman – Yes,

Joan Trent – Yes, Brad Vanderhoof – Yes

Yes – 10, No – 0, Absent – 4, Abstain – 0, Recusal – 0

The expenditure is approved and the Event Approval Form will be sent to the Board.

Carolyn Greenwood adjourned the meeting at 7:05 PM.

The next meeting of this committee will be held October 25, 2022 at 6:30 PM.



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

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

Main sponsor: West Hills Neighborhood Council-Special Events Committee

Contact Person: Steve Randall

Phone: (818) 340-4700 Email: stevekr2000@aol.com

Co-Sponsor (if applicable): John Lee Council District 12

Contact Person: Ron Rubine

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

Event Information

Event Title and Description: Senior Valentine's Day Dinner Dance-

Provides a Valentine's Day dinner and dance for local seniors who may otherwise be unable to afford going out.

Date: 02/14/2023 Time Frame: 7:00 PM-9:30 PM Est. number of attendees: 200 Event Budget: \$ 3875.00

Venue Name: Chaminade College Preparatory Bob Hope Center

Venue Address: 7500 Chaminade Avenue West Hills, CA 91304

Contact Person: Janet Koller or Elizabeth Gluvna

Phone: (818) 360-4211 Email: jkoller@chaminade.org & egluvna@chaminade

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

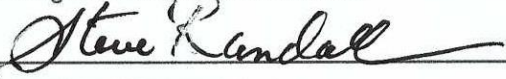
CONTACT INFORMATION for possible permits:

- 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:  Date: 11/21/2022
Print Name: STEVE RANDALL Title: Special Events Committee Co-Chair
Email: stevekr2000@aol.com Phone: 818 340-4700

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:

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:

Committee Approved

Budget Approved

Board Approved