



CITY OF  
LOS ANGELES  
CALIFORNIA



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## WEST HILLS NEIGHBORHOOD COUNCIL

### FINAL BOARD MEETING MINUTES December 5, 2019

de Toledo High School, 22622 Vanowen Street, West Hills

#### **ATTENDANCE:**

**Present:** Aida Abkarians, Faye Barta, Sandi Bell, Thomas Booth, Dan Brin, Bob Brostoff, Margery Brown, Carolyn Greenwood, Bonnie Klea, Ann Mizrahi, Saif Mogri, Olivia Naturman, Steve Randall, Bill Rose, Charlene Rothstein, Anthony Scarce, Myrl Schreiber, Ron Sobel, Bobbi Trantafello, Joan Trent, Alec Uzemeck, Brad Vanderhoof, Zach Volet and Joanne Yvanek-Garb

**Absent:** Anthony Brosamle

#### **OPENING BUSINESS:**

President and Co-Chair Dan Brin called the meeting to order at 7:02 p.m. Secretary Carolyn Greenwood called roll and established **quorum**.

Board Meeting Minutes of November 7, 2019 were approved as amended.

**19-0139** – Discussion and possible action regarding approval of the WHNC's October 2019 Monthly Expenditure Report (MER)

**October 2019 MER approved with 20 yes votes and one (1) absent and four (4) ineligible.**

Alec Uzemeck stated that as illustrated on the WHNC Budget Status Report, we have only spent 20% of our budget and 40% of our fiscal year has passed. He encouraged all committees to review their potential spending for the year.

#### **COMMENTS FROM THE CHAIR:**

Ms. Charlene Rothstein asked for a moment of silence in memory of Nathan Brin, who was taken from us too soon.

#### **PUBLIC COMMENT:**

There was no public comment.

## **ANNOUNCEMENTS:**

Senior Lead Officers Kari McNamee and Erik Solter went over the latest crime statistics for West Hills. Officer Solter is temporarily assigned to the northern portion of West Hills. He can be reached at [32514@LAPD.online](mailto:32514@LAPD.online) and his phone number is (818) 731-2578.

Eric Moody, District Director for Council District 12, advised that Councilmember John Lee will host a holiday breakfast with Devonshire PALS next Thursday. He said the councilmember has introduced a motion to amend the sidewalk vending ordinance signed last year to provide local jurisdictions greater authority in dealing with noncompliant vendors. He also said the councilmember is working with the governor to have the Public Utilities Commission move faster in permanently closing the Aliso Canyon natural gas facility.

Nikki Perez from Assemblymember Jesse Gabriel's office advised that the assemblymember is holding an open house on Wednesday, Dec. 18 at his new office in Woodland Hills. Visitors are invited to bring toys and diapers for donation. The office is looking for interns, so anyone with questions about the program can email [assemblymember.gabriel@assembly.ca.gov](mailto:assemblymember.gabriel@assembly.ca.gov) and apply by visiting [bit.ly/AJGInternship](http://bit.ly/AJGInternship). Also, the assemblymember is interested in hearing constituents' ideas for possible legislation.

Semie Park said she is again assigned to serve as the WHNC's liaison from Department of Neighborhood Empowerment. She added that the WHNC is up to date with its bylaws.

Tara Vahdani, District 3 School Board member Scott Schmerelson's administrative assistant, spoke about an exciting play at Canoga Park High School this Friday and Saturday. The cost is only \$5. Also, Justice Street School is performing "Lion King Jr."

## **COUNCIL ANNOUNCEMENTS:**

**Youth & Education Committee** – The committee will meet on the 20<sup>th</sup> this month.

**Homelessness Committee** – The Homeless Count for West Hills will take place on Jan. 21. Sixty-five volunteers are needed. There is a link on the WHNC website to sign up.

**Streets & Transportation Committee** – Tony Scarce has volunteered to co-chair the committee, which is still planning to have a safety fair and a utility box decoration competition.

**Communications & Outreach** – Brad Vanderhoof said Tony Scarce is working on ways to improve the website.

**Beautification** – The committee's next meeting is on Dec. 12. The next committee cleanup will be held January 18, 2020, from 8:30 AM to 11:30 AM. Meet at the corner of Topanga and Nordhoff.

**Bylaws** – The committee's next meeting is on Jan. 23, 2020.

**Government Relations** – The committee meets on the third Monday of the month after the Homelessness Committee.

**Special Events** – The committee's next meeting is on Monday, Dec. 9, at 7:30. p.m. Its next event is a Seniors Valentine's Day Dance on Feb. 14, 2020.

**Cultural/Community/Senior Center** – Steve Randall said the committee was turned down by Corporate Pointe and is pursuing the Highlander Road School site with LAUSD.

**Zoning & Planning** – The date for the next meeting is changed to Monday, Dec. 9. The committee will explore a suggestion for bridge housing.

**Environment** – The committee next meets on Dec. 11, featuring an impartial discussion about the Santa Susana Field Lab (SSFL).

**Budget Advocates** – The advocates are writing their annual White Paper on recommendations for the city's budget.

**OLD BUSINESS:**

**19-0117** – Discussion and possible action to appoint/elect two Budget Representatives for Fiscal Year 2019-2020.

Dan Brin said Joanne Yvanek-Garb has accepted one position. Myrl Schreiber was nominated but declined. Bobbi Trantafello was nominated and accepted.

**Motion to approve Joanne Yvanek-Garb and Bobbi Trantafello as WHNC Budget Representatives was unanimously approved.**

**NEW BUSINESS:**

**19-0140** – Discussion and possible action on approval of a \$25 budget expenditure for candy to fill WHNC ceramic logo mugs from the Communications Committee budget, line 11.

**Recommendation to approve expenditure passed with 20 yes votes, one (1) absent and four (4) ineligible.**

**19-0141** – Discussion and possible action on funding the 2020 Homeless Count in the amount of \$150.00 for refreshments from the Homelessness Committee, line 20.

**Recommendation to approve expenditure passed with 20 yes votes, one (1) absent and four (4) ineligible.**

**19-0142** – Discussion and possible action on approving expenditures of \$1,150.00 for Valentine’s Day Dance, line item 14.

**Recommendation to approve expenditure passed with 20 yes votes, one (1) absent and four (4) ineligible.**

**19-0143** – Discussion and possible action to give a WHNC logo mug to anyone who fills out a speaker card and addresses the Board at a regular Board meeting.

Dan Brin moved that the motion be amended to read “Discussion and possible action to give a WHNC logo mug to anyone at the end of the Board meeting.”

**Motion to amend passed with 20 yes votes, one (1) absent and four (4) no votes.**

**Motion to approve amended motion passed with 20 yes votes, one (1) absent and four (4) no votes.**

**19-0144** – Discussion and possible action on approving an Event Approval form for the Beautification Committee for the January monthly Cleanup. Expenses to come from the Beautification Committee’s CIP account, line 29.

**Event Approval form with a budget of up to \$30 was approved with 20 yes votes, one (1) absent and four (4) ineligible.**

**8:27 Board member Bob Brostoff left.**

**OLD BUSINESS:**

**19-0126** – Discussion and possible action regarding a proposed amendment to the bylaws making the ad hoc Special Events Committee a standing committee.

**One stakeholder voted yes and two others abstained. The Board voted with 22 yes votes, one (1) abstention and two (2) absent. The bylaws amendment passed.**

**19-0135** – Discussion and possible action on a Community Impact Statement for CF-19-0002-S172, declaring a state of an emergency by Gov. Newsom.

**Recommendation to support the motion passed with 22 yes votes, one (1) abstention and two (2) absent.**

**19-0136** – Discussion and possible action on a Community Impact Statement for CF-19-1087, report on assisting seniors to prevent homelessness/pilot program.

Board member Thomas Booth left the room.

**Recommendation to support the motion passed with 22 yes votes, one (1) recusal and two (2) absent.**

**19-0137** – Discussion and possible action regarding bylaws Article XIII: Amendments.

The amendment would strike the words “all stakeholders present” and add “after consultation with all stakeholders present.”

**Board members voted to approve the change with 22 yes votes, one (1) no vote and two (2) absent. One (1) stakeholder voted yes and two (2) stakeholders abstained. The bylaws amendment passed.**

**The meeting adjourned at 8:43 p.m.**

**Agenda Item 19-0126** - Discussion and possible action regarding a proposed amendment to the bylaws making the ad hoc Special Events Committee a standing committee

Proposed Bylaws Amendment

Making the Special Events Ad Hoc Committee a standing committee.

Approved by the Bylaws Committee on September 26, 2019. WHNC Bylaws

## ARTICLE VII COMMITTEES AND THEIR DUTIES

All standing committees shall meet at a minimum of nine (9) times per calendar year and shall invite the participation of stakeholders.

### Section 1: Standing Committees

The Standing Committees of the WHNC are:

Add the following:

M. SPECIAL EVENTS COMMITTEE, which shall produce, develop and present unique events which serve and engage the community of West Hills. Moreover, the Special Events Committee, when consulted, will serve as an adjunct advisory committee for other events that might be produced and/or developed by other committees of the West Hills Neighborhood Council.

**RESOLUTION**

WHEREAS, the annual point-in-time homeless count conducted by the Los Angeles Homeless Services Authority (LAHSA) revealed that homelessness in the City of Los Angeles has increased an estimated 16% since 2018 with over 36,000 people living on the streets or in vehicles, and;

WHEREAS, the drastic increase in homelessness in 2019 strongly impacted the City's most vulnerable populations, with a 24% rise in youth, 8% rise in families, 13% rise in women and 17% rise in the chronically homeless, and;

WHEREAS, in 2018, there was a 68% increase in Part I crimes involving a homeless victim in the City, and;

WHEREAS, In 2018, there were nearly 130,000 people on the streets on any given night throughout the State of California - the most of any state in the nation, and;

WHEREAS, numerous cities in California are struggling to adequately respond to the homelessness crisis, and;

WHEREAS, deplorable conditions in and surrounding areas with a high density of homeless encampments has led to multiple cases of individuals, both housed and unhoused, contracting diseases borne by fleas and feces, including typhus, typhoid fever, hepatitis A, tuberculosis, and staph infection, and;

WHEREAS, the public health and safety of the residents of California, both unhoused and housed, will be in great danger unless drastic, immediate measures are taken, and;

WHEREAS, despite new funding sources and other resources to aid the City's homeless population, a crisis persists. All tools made available to address the homelessness crisis plaguing all major cities throughout the state must be leveraged, and;

WHEREAS, California Government Code §8625 grants the Governor the authority to declare a regional or statewide emergency and coordinate emergency response activities, and;

WHEREAS, a state of emergency is defined in subdivision (b) of California Government Code §8558 as "any occurrence which by reason of its magnitude is or is likely to become beyond the control of the services, personnel, equipment, and facilities of any single county, city and county, or city and require the combined forces of a mutual aid region or regions....," and;

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Agenda Item 19-0135

WHEREAS, the declaration of a state of emergency enables state and local agencies to act quickly and without normal constraints to address an emergency situation, request mutual aid from other governmental organizations and seek emergency funding, and;

WHEREAS, when a state of emergency is declared, public employees and governing bodies are afforded certain legal immunities for emergency actions taken, and;

WHEREAS, a declaration of a State of Emergency allows agencies and departments to more efficiently procure materials and services necessary to address the situation, and;

NOW, THEREFORE, BE IT RESOLVED the Los Angeles City Council does hereby find that homelessness has ballooned into a crisis of seismic proportions outside of the control of the City of Los Angeles and the cities of the State of California alone to address with existing resources, and that the plight of individuals living on the streets jeopardizes the public health and safety of those individuals and imperils the broader citizenry of the State of California.

BE IT FURTHER RESOLVED, with the concurrence of the Mayor, that by adoption of this Resolution, the City of Los Angeles hereby includes in its 2019 - 2020 State Legislative Program SUPPORT for action by Governor Gavin Newsom to declare a **State of Emergency on Homelessness** in the State of California.

*Gilbert Anthony Cedillo*

PRESENTED BY: *Joe Buscaino*  
JOE BUSCAINO  
Councilmember, 15th District

SECONDED BY: *MP*

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| File # :     | CF 19-0002-S172                        |
| Title :      | Gov. Declaration of State of Emergency |
| Type :       | Motion                                 |
| City/State : | Los Angeles City Council               |

|           |  |
|-----------|--|
| Summary : | <p>The annual point-in-time homeless count conducted by the Los Angeles Homeless Services Authority (LAHSA) revealed that homelessness in the City of Los Angeles has increased an estimated 16% since 2018 with over 36,000 people living on the streets or in vehicles. The drastic increase in homelessness in 2019 strongly impacted the City’s most vulnerable populations, with a 24% rise in youth, 8% rise in families, 13% rise in women and 17% rise in the chronically homeless.</p> <p>All tools made available to address the homelessness crisis plaguing all major cities throughout the state must be leveraged, and; WHEREAS, California Government Code §8625 grants the Governor the authority to declare a regional or statewide emergency and coordinate emergency response activities.</p> <p>The declaration of at state of emergency enables state and local agencies to act quickly and without normal constraints to address an emergency situation, request mutual aid from other governmental organizations and seek emergency funding. A declaration of a State of Emergency allows agencies and departments to more efficiently procure materials and services necessary to address the situation.</p> |
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| Motion : | <p>I THEREFORE move that the Los Angeles City Council does hereby find that homelessness has ballooned into a crisis of seismic proportions outside of the control of the City of Los Angeles and the cities of the State of California alone to address with existing resources, and that the plight of individuals living on the streets jeopardizes the public health and safety of those individuals and imperils the broader citizenry of the State of California. And I THEREFORE move, with the concurrence of the Mayor, that by adoption of this Resolution, the City of Los Angeles hereby includes in its 2019 - 2020 State Legislative Program SUPPORT for action by Governor Gavin Newsom to declare a State of Emergency on Homelessness in the State of California.</p> |
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| HC Position : | Homelessness Committee SUPPORTS the Motion. |
| Vote :        | 6 “Yes,” 0 “No,” 1 “Abstain”                |

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| “YES” Vote: | <p>A “YES” vote would be <b>in favor of the CIS to support the motion</b> to request an action by Gov. Newsom to declare a state of emergency.</p> <p><b>YES = YES</b></p> |
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| “NO” Vote: | <p>A “NO” vote would be <b>in opposition of the CIS to support the motion</b> to request an action by Gov. Newsom to declare a state of emergency.</p> <p><b>NO = NO</b></p> |
|------------|--|



**MOTION**

There is a growing senior homelessness crisis in the City of Los Angeles. According to the 2019 Point-in-time Homeless Count (PIT), on a given night there are approximately 36,300 homeless individuals in the City of Los Angeles out of which 3,146 are 62 and over. This is an increase of 5 percent from the 2018 PIT Count.

The City of Santa Monica established a pilot program in 2017 that offers between \$200 and \$660 a month in rental assistance to senior households living in rent-controlled apartments called "Preserving Our Diversity". The City of Santa Monica recently approved an expansion of this program from \$200,000 a year to \$2 million which will serve up to 400 seniors. The program helps seniors by subsidizing their rent so that they have enough money for other essentials like food and medical expenses. Seniors receive a cash subsidy based on their rent amount and on how much of their income goes towards their rent and other basic necessities.

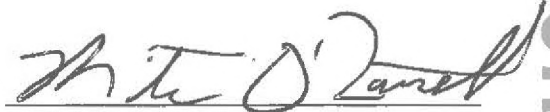
Similarly, the Los Angeles Homeless Services Authority (LAHSA) has a Problem Solving Intervention Unit that provides services and interventions to families to divert them from homelessness. This program can be potentially used as an opportunity to expand services to seniors who need similar interventions.

The City of Los Angeles, like the rest of the State, has an increasing elderly homeless population. A cash program such as Preserving Our Diversity can help seniors before they fall into homelessness. The City of Los Angeles should consider adopting a similar program that would prevent seniors from falling into homelessness.

**I THEREFORE MOVE** that the Council instruct the Housing and Community Investment Department and Department of Aging with the assistance of the Chief Legislative Analyst to report on programs that provide cash assistance to seniors for basic essentials like rent, food, and medical needs by Los Angeles County, Los Angeles Homeless Services Authority (LAHSA), and other municipalities and to report on the feasibility of creating a pilot program in the City of Los Angeles that provides similar services to seniors; and

**I FURTHER MOVE** that the Council request the Los Angeles Homeless Services Authority to report on its Problem-Solving Program including how the program is implemented, who it serves, eligibility requirements, and if this program can be applied to seniors.

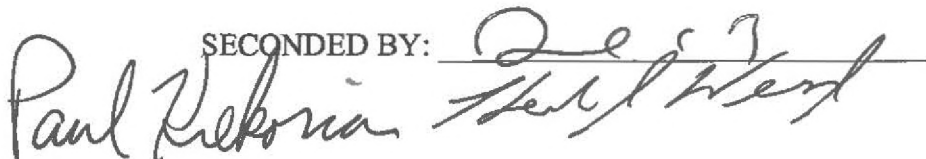
PRESENTED BY:



MITCH O'FARRELL

Councilmember, 13<sup>th</sup> District

SECONDED BY:



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|              |                                |
|--------------|--------------------------------|
| File # :     | CF 19-1087                     |
| Title :      | Senior Homelessness Assistance |
| Type :       | Motion                         |
| City/State : | Los Angeles City Council       |

|           |   |
|-----------|---|
| Summary : | <p>There is a growing senior homelessness crisis in the City of Los Angeles. According to the 2019 Point-in-time Homeless Count (PIT), on a given night there are approximately 36,300 homeless individuals in the City of Los Angeles out of which 3,146 are 62 and over.</p> <p>The City of Santa Monica established a pilot program in 2017 that offers between \$200 and \$660 a month in rental assistance to senior households living in rent-controlled apartments. The City of Santa Monica recently approved an expansion of this program from \$200,000 a year to \$2 million which will serve up to 400 seniors. The program helps seniors by subsidizing their rent so that they have enough money for other essentials like food and medical expenses. Similarly, the Los Angeles Homeless Services Authority (LAHSA) has a Problem-Solving Intervention Unit that provides services and interventions to families to divert them from homelessness. This program can be potentially used as an opportunity to expand services to seniors who need similar interventions.</p> <p>A cash program can help seniors before they fall into homelessness. The City of Los Angeles should consider adopting a similar program that would prevent seniors from falling into homelessness.</p> |
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| Motion : | <p>I THEREFORE move that the Council instruct the Housing and Community Investment Department and Department of Aging with the assistance of the Chief Legislative Analyst to report on programs that provide cash assistance to seniors for basic essentials like rent, food, and medical needs by Los Angeles County, Los Angeles Homeless Services Authority (LAHSA), and other municipalities and to report on the feasibility of creating a pilot program in the City of Los Angeles that provides similar services to seniors;</p> <p>and I FURTHER MOVE that the Council request the Los Angeles Homeless Services Authority to report on its Problem-Solving Program including how the program is implemented, who it serves, eligibility requirements, and if this program can be applied to seniors.</p> |
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| HC Position : | Homelessness Committee SUPPORTS the Motion. |
| Vote :        | 6“Yes,” 1 “No,” 1 “Abstain”                 |

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| “YES” Vote: | <p>A “YES” vote would be <b>in favor of the CIS to support the motion</b> to request a report on cash assistance for seniors and report from LAHSA regarding their Problem-Solving Program.</p> <p><b>YES = YES</b></p> |
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| “NO” Vote: | <p>A “NO” vote would be <b>in opposition of the CIS to support the motion</b> to request a report on cash assistance for seniors and report from LAHSA regarding their Problem-Solving Program.</p> <p><b>NO = NO</b></p> |
|------------|---|

**Agenda Item 19-0137 – Discussion and possible action regarding Article XIII: Amendments**

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**Bylaws first reading of proposed amendment.**

Approved by the WHNC Bylaws Ad Hoc Committee on October 24, 2020.

Proposed amendment;

**ARTICLE XIII AMENDMENTS**

Any Board member or Stakeholder may propose amendments to these Bylaws in writing during a regular meeting of the Board. These proposals shall be reviewed by an Ad Hoc Bylaws Committee, which shall provide recommendations to the WHNC. All recommendations shall be announced at a regularly scheduled and noticed meeting. These recommendations shall be voted upon by ~~all Stakeholders present~~ **the Board after consultation with all stakeholders present** at a meeting conducted no sooner than thirty (30) days but no later than sixty (60) days after the proposed changes are noticed.

Dan moved to send the proposed amendment to the Board for a first reading. Char seconded.  
The motion passed by a unanimous vote.

# Monthly Expenditure Report



Reporting Month: October 2019

Budget Fiscal Year: 2019-2020

NC Name: West Hills Neighborhood Council

| Monthly Cash Reconciliation |             |                   |             |             |               |
|-----------------------------|-------------|-------------------|-------------|-------------|---------------|
| Beginning Balance           | Total Spent | Remaining Balance | Outstanding | Commitments | Net Available |
| \$42295.29                  | \$2025.51   | \$40269.78        | \$0.00      | \$0.00      | \$40269.78    |

| Monthly Cash Flow Analysis            |                |                        |                        |                                  |               |
|---------------------------------------|----------------|------------------------|------------------------|----------------------------------|---------------|
| Budget Category                       | Adopted Budget | Total Spent this Month | Unspent Budget Balance | Outstanding                      | Net Available |
| Office                                | \$35800.00     | \$1886.55              | \$24069.78             | \$0.00                           | \$24069.78    |
| Outreach                              |                | \$138.96               |                        | \$0.00                           |               |
| Elections                             |                | \$0.00                 |                        | \$0.00                           |               |
| Community Improvement Project         | \$0.00         | \$0.00                 | \$0.00                 | \$0.00                           | \$0.00        |
| Neighborhood Purpose Grants           | \$6200.00      | \$0.00                 | \$6200.00              | \$0.00                           | \$6200.00     |
| Funding Requests Under Review: \$0.00 |                | Encumbrances: \$0.00   |                        | Previous Expenditures: \$9704.71 |               |

| Expenditures |                        |            |                           |                                |              |           |
|--------------|------------------------|------------|---------------------------|--------------------------------|--------------|-----------|
| #            | Vendor                 | Date       | Description               | Budget Category                | Sub-category | Total     |
| 1            | THE WEB CORNER, INC    | 10/02/2019 | (Credit card transaction) | General Operations Expenditure | Office       | \$150.00  |
| 2            | PAVILION #2225         | 10/02/2019 | (Credit card transaction) | General Operations Expenditure | Office       | \$25.34   |
| 3            | PRINTFIRM              | 10/07/2019 | (Credit card transaction) | General Operations Expenditure | Office       | \$15.31   |
| 4            | APPLEONE EMPLOYMENT SV | 10/10/2019 | (Credit card transaction) | General Operations Expenditure | Office       | \$1633.50 |
| 5            | RACKSPACE EMAIL & APPS | 10/22/2019 | (Credit card transaction) | General Operations Expenditure | Office       | \$62.40   |
| 6            | ALL PRINTING SERVICES  | 10/07/2019 | (Credit card transaction) | General Operations Expenditure | Outreach     | \$98.55   |
| 7            | ALL PRINTING SERVICES  | 10/07/2019 | (Credit card transaction) | General Operations Expenditure | Outreach     | \$16.43   |
| 8            | PAYPAL EBAY EBAY INC   | 10/30/2019 | (Credit card transaction) | General Operations Expenditure | Outreach     | \$2.08    |

|                  |                          |            |                           |                                      |          |                  |
|------------------|--------------------------|------------|---------------------------|--------------------------------------|----------|------------------|
| 9                | PAYPAL EBAY<br>SUNRISE E | 10/30/2019 | (Credit card transaction) | General<br>Operations<br>Expenditure | Outreach | \$21.90          |
| <b>Subtotal:</b> |                          |            |                           |                                      |          | <b>\$2025.51</b> |

| Outstanding Expenditures     |        |      |             |                 |              |               |
|------------------------------|--------|------|-------------|-----------------|--------------|---------------|
| #                            | Vendor | Date | Description | Budget Category | Sub-category | Total         |
| <b>Subtotal: Outstanding</b> |        |      |             |                 |              | <b>\$0.00</b> |

WHNC Budget Status Oct 2019

| Item # | Committee       | Purpose              | Budget          | July          | August         | September      | October        | Total Spent    | Balance         | % Spent   |
|--------|-----------------|----------------------|-----------------|---------------|----------------|----------------|----------------|----------------|-----------------|-----------|
|        | <b>Office</b>   |                      |                 |               |                |                |                |                |                 |           |
| 1      | Office          | Mtg Expenses         | 800.00          | 130.98        |                |                | 49.32          | 180.30         | 619.70          | 23        |
| 2      | Office          | Rent                 | 5.00            |               |                |                |                | 0.00           | 5.00            | 0         |
| 3      | Office          | Committee Print      | 1225.00         | 3.61          |                | 153.27         | 130.29         | 287.17         | 937.83          | 23        |
| 4      | Office          | PO Box               | 308.00          |               |                |                |                | 0.00           | 308.00          | 0         |
| 5      | Office          | Apple One            | 19601.60        |               | 2940.30        | 3920.40        | 1633.50        | 8494.20        | 11107.40        | 43        |
| 6      | Office          | Go Daddy             | 21.17           |               |                | 21.17          |                | 21.17          | 0.00            | 100       |
| 7      | Board           | Web Corner           | 1800.00         | 150.00        | 150.00         | 150.00         | 150.00         | 600.00         | 1200.00         | 33        |
| 8      | Board           | Rack Space           | 660.00          | 62.40         |                | 187.20         | 62.40          | 312.00         | 348.00          | 47        |
| 9      | Board           | iContact             | 530.00          |               |                |                |                | 0.00           | 530.00          | 0         |
|        | <b>Subtotal</b> |                      | <b>24950.77</b> | <b>346.99</b> | <b>3090.30</b> | <b>4432.04</b> | <b>2025.51</b> | <b>9894.84</b> | <b>15055.93</b> | <b>40</b> |
|        | <b>Outreach</b> |                      |                 |               |                |                |                |                |                 |           |
| 10     | Beautification  | Special Events       | 500.00          |               |                |                |                |                | 500.00          | 0         |
|        | <b>Subtotal</b> |                      | <b>500.00</b>   | <b>0.00</b>   | <b>0.00</b>    | <b>0.00</b>    | <b>0.00</b>    | <b>0.00</b>    | <b>500.00</b>   | <b>0</b>  |
| 11     | Communications  | Outreach             | 3700.00         | 1.18          |                |                |                | 1.18           | 3698.82         | 0         |
|        | <b>Subtotal</b> |                      | <b>3700.00</b>  | <b>1.18</b>   | <b>0.00</b>    | <b>0.00</b>    | <b>0.00</b>    | <b>1.18</b>    | <b>3698.82</b>  | <b>0</b>  |
| 12     | Special Events  | Halloween Houses     | 200.00          |               |                |                |                | 0.00           | 200.00          | 0         |
| 13     | Special Events  | West Hills Talent    | 3400.00         |               |                |                |                | 0.00           | 3400.00         | 0         |
| 14     | Special Events  | Valentines Day Dance | 1150.00         |               |                |                |                | 0.00           | 1150.00         | 0         |
|        | <b>Subtotal</b> |                      | <b>4750.00</b>  | <b>0.00</b>   | <b>0.00</b>    | <b>0.00</b>    | <b>0.00</b>    | <b>0.00</b>    | <b>4750.00</b>  | <b>0</b>  |
| 15     | Gov't Relations | VANC                 | 500.00          |               |                |                |                | 0.00           | 500.00          | 0         |
| 16     | Gov't Relations | Budget Advocates     | 200.00          |               |                | 200.00         |                | 200.00         | 0.00            | 100       |
| 17     | Gov't Relations | Congress             | 750.00          |               |                | 750.00         |                | 750.00         | 0.00            | 100       |
| 18     | Gov't Relations | Emp LA Awards        | 100.00          |               |                | 100.00         |                | 100.00         | 0.00            | 100       |
|        | <b>Subtotal</b> |                      | <b>1550.00</b>  | <b>0.00</b>   | <b>0.00</b>    | <b>1050.00</b> | <b>0.00</b>    | <b>1050.00</b> | <b>500.00</b>   | <b>68</b> |
| 19     | Outreach        | Memorial Day Parade  | 1300.00         |               |                |                |                | 0.00           | 1300.00         | 0         |
|        | <b>Subtotal</b> |                      | <b>1300.00</b>  | <b>0.00</b>   | <b>0.00</b>    | <b>0.00</b>    | <b>0.00</b>    | <b>0.00</b>    | <b>1300.00</b>  | <b>0</b>  |
| 20     | Homelessness    | Homelessness         | 2250.00         |               |                |                |                | 0.00           | 2250.00         | 0         |
|        | <b>Subtotal</b> |                      | <b>2250.00</b>  | <b>0.00</b>   | <b>0.00</b>    | <b>0.00</b>    | <b>0.00</b>    | <b>0.00</b>    | <b>2250.00</b>  | <b>0</b>  |
| 21     | Public Safety   | Forums               | 500.00          |               |                |                |                | 0.00           | 500.00          | 0         |
|        | <b>Subtotal</b> |                      | <b>500.00</b>   | <b>0.00</b>   | <b>0.00</b>    | <b>0.00</b>    | <b>0.00</b>    | <b>0.00</b>    | <b>500.00</b>   | <b>0</b>  |

WHNC Budget Status Oct 2019

| Item # | Committee                      | Purpose                | Budget          | July          | August         | September      | October        | Total Spent     | Balance         | % Spent   |
|--------|--------------------------------|------------------------|-----------------|---------------|----------------|----------------|----------------|-----------------|-----------------|-----------|
| 22     | Strts & Transport              | Safety Fair            | 1000.00         |               |                |                |                | 0.00            | 1000.00         | 0         |
| 23     | Strts & Transport              | Utility Boxes          | 800.00          |               |                |                |                | 0.00            | 800.00          | 0         |
|        | <b>Subtotal</b>                |                        | <b>1800.00</b>  | <b>0.00</b>   | <b>0.00</b>    | <b>0.00</b>    | <b>0.00</b>    | <b>0.00</b>     | <b>1800.00</b>  | <b>0</b>  |
| 24     | Youth & Education              | AntiBullying Forum     | 1000.00         |               |                |                |                | 0.00            | 1000.00         | 0         |
|        | <b>Subtotal</b>                |                        | <b>1000.00</b>  | <b>0.00</b>   | <b>0.00</b>    | <b>0.00</b>    | <b>0.00</b>    | <b>0.00</b>     | <b>1000.00</b>  | <b>0</b>  |
| 25     | Public Health                  |                        | 200.00          |               |                |                |                | 0.00            | 200.00          | 0         |
|        | <b>Subtotal</b>                |                        | <b>200.00</b>   | <b>0.00</b>   | <b>0.00</b>    | <b>0.00</b>    | <b>0.00</b>    | <b>0.00</b>     | <b>200.00</b>   | <b>0</b>  |
|        | <b>Subtotal Outreach</b>       |                        | <b>42500.77</b> | <b>348.17</b> | <b>3090.30</b> | <b>5482.04</b> | <b>0.00</b>    | <b>8920.51</b>  | <b>33580.26</b> | <b>21</b> |
| 26     | Elections                      |                        | 549.23          |               |                |                |                | 0.00            | 549.23          | 0         |
|        | <b>Subtotal</b>                |                        | <b>549.23</b>   | <b>0.00</b>   | <b>0.00</b>    | <b>0.00</b>    | <b>0.00</b>    | <b>0.00</b>     | <b>549.23</b>   | <b>0</b>  |
| 27     | Youth & Education              | NPG's                  | 7200.00         |               |                |                |                | 0.00            | 7200.00         | 0         |
|        | <b>Subtotal</b>                |                        | <b>7200.00</b>  | <b>0.00</b>   | <b>0.00</b>    | <b>0.00</b>    | <b>0.00</b>    | <b>0.00</b>     | <b>7200.00</b>  | <b>0</b>  |
|        | Community Improvement Projects |                        |                 |               |                |                |                |                 |                 |           |
| 28     | Beautification                 | Refreshmnets & Supplie | 750.00          |               |                |                |                | 0.00            | 750.00          | 0         |
| 29     | Beautification                 | Cleanups               | 1000.00         |               |                |                |                | 0.00            | 1000.00         | 0         |
|        | <b>Subtotal</b>                |                        | <b>1750.00</b>  | <b>0.00</b>   | <b>0.00</b>    | <b>0.00</b>    | <b>0.00</b>    | <b>0.00</b>     | <b>1750.00</b>  | <b>0</b>  |
|        | <b>Grand Total</b>             |                        | <b>52000.00</b> | <b>348.17</b> | <b>3090.30</b> | <b>5482.04</b> | <b>2025.51</b> | <b>10946.02</b> | <b>41053.98</b> | <b>21</b> |
| 30     | Clean St Grant                 |                        | 1500.00         | 175.17        |                |                |                | 175.17          | 1324.83         |           |
|        | <b>Grand Total</b>             |                        | <b>1500.00</b>  | <b>175.17</b> | <b>0.00</b>    | <b>0.00</b>    | <b>0.00</b>    | <b>175.17</b>   | <b>1324.83</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 Request: \_\_\_\_\_

Budget Line Item: \_\_\_\_\_

Justification for request. This must include a statement about how the event/activity benefits the stakeholders.

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(Attach additional pages if necessary)

### **List all expense items, quantities and amounts:**

Items & Quantity:

Amount:

|       |       |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

For Budget Committee/Controller Use Only:

Committee Approved

Budget Approved

Board Approved

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**WEST HILLS NEIGHBORHOOD COUNCIL**  
**Spending Request Form**

Please print legibly or type

Date Of Submission: 10/28/2019

Committee Name: Homelessness

Chairperson/Stakeholder: Booth, Abkarians, Naturman

Date Approved By Committee: 10/21/2019

Phone: 818-437-8453

Email: Thomas.BoothWHNC@gmail.com

Event/Activity: 2020 Homeless Count

Total Amount Request: \$150.00

Budget Line Item: 20

Justification for request. This must include a statement about how the event/activity benefits the stakeholders.

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(Attach additional pages if necessary)

**List all expense items, quantities and amounts:**

| Items & Quantity: | Amount:        |
|-------------------|----------------|
| <u>Snacks</u>     | <u>\$75.00</u> |
| <u>Beverages</u>  | <u>\$75.00</u> |
| <u> </u>          | <u> </u>       |
| <u> </u>          | <u> </u>       |
| <u> </u>          | <u> </u>       |
| <u> </u>          | <u> </u>       |
| <u> </u>          | <u> </u>       |
| <u> </u>          | <u> </u>       |

For Budget Committee/Controller Use Only:

Committee Approved

Budget Approved

Board Approved

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**WEST HILLS NEIGHBORHOOD COUNCIL**  
**Spending Request Form**

Please print legibly or type

Date Of Submission: 11/12/2019

Committee Name: Special Events

Chairperson/Stakeholder: Steve Randall, Myrl Schreiber

Date Approved By Committee: 11/11/2019

Phone: 818 917-9132

Email: Aida.Abkarians@westhillsnc.org

Event/Activity: Valentine's Day Dance

Total Amount Request: \$1,150.00

Budget Line Item: 14

Justification for request. This must include a statement about how the event/activity benefits the stakeholders.

Valentine's Day Dance, catering mainly to our senior community.

(Attach additional pages if necessary)

**List all expense items, quantities and amounts:**

Items & Quantity:

Amount:

Decoration

\$250.00

Printing

\$300.00

Insurance

\$300.00

Music & Entertainment

\$300.00

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 Neighborhood Council/Beautification Committee

Contact Person: Faye Barta and Brad Vanderhoot, Co-Chairs

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

Co-Sponsor (if applicable): \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### Event Information

Event Title and Description: Community Cleanup - Board members and stakeholder volunteers gather to clean up areas of public properties to maintain public

Date: 01/18/2020 Time Frame: 8:00A-11:30A Est. number of attendees: 30 Event Budget: \$ 30 - access

Venue Name: West Hills Neighborhood Council January, 2020 Cleanup Event

Venue Address: Topanga Blvd. south and west near Nordhoff Ave.

Contact Person: Faye Barta

Phone: 818-887-7811 Email: 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:**

- 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: Faye Barta Date: 10/30/2019  
 Print Name: Faye Barta/Brad Vanderhoof Title: co-chair, WHNC Beautification Committee  
 Email: Faye.Barta@westhillsnc.org Phone: 818-887-7811

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 \_\_\_\_\_