



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

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WEST HILLS NEIGHBORHOOD COUNCIL

ONLINE AND TELEPHONIC BOARD SPECIAL MEETING AGENDA

Tuesday, March 28, 2023 at 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 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/98920654217
- To call in by phone, dial (669) 900-6833, then punch in this Webinar code when prompted: 989 2065 4217, then press #.

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.

| Opening Business | |
|---|--|
| Call to Order | Co-Chairs: Mrs. Charlene Rothstein Dr. Faye Barta |
| Roll Call – Establish Quorum | Secretary: Mr. Brad Vanderhoof |
| Pledge of Allegiance | Co-Chair: Dr. Faye Barta |
| Opening Business Cont. | |
| Treasurer's Report Controller's Report Comments From the Co-Chair(s) | Treasurer: Mrs. Carolyn Greenwood Controller: Mr. Saif Mogri Co-Chairs: Mrs. Charlene Rothstein Dr. Faye Barta |
| Public Comment | |
| Comments & statements from stakeholders or interested parties on subjects NOT on this meeting's agenda. (Requires Speaker Card) | Dr. Faye Barta |
| *The Council affords an opportunity to members of the public to address the Council on items of interest that are within the Council's jurisdiction. The Council is not permitted to take action on items that are not identified on the agenda. The Council reserves the right to limit speakers' time if necessary to provide an adequate opportunity for all to be heard.* | |

New Business

23-0023 - Discussion and possible action regarding approval of the WHNC's February 2023 Monthly Expenditure Report (MER) (3 Minutes Max)

23-0024 – Discussion and possible action on using the West Hills NC name and logo for Springfest being held at Shadow Ranch Park on Saturday, April 1, 2023, 10 am - 2pm

23-0025 - Discussion and possible action regarding a revised Spring Fling Budget Request form and a revised Spring Fling Event Form (**5 Minutes Max**)

23-0026 - Discussion and possible action on Budget Request in the amount of \$750 for truck rental and participation in the Memorial Day Parade on May 29, 2023 (5 Minutes Max)

23-0027 - Discussion and possible action on Streets & Transportation Spending Request in the amount of \$500 for paint/supplies and artist payment. (**5 Minutes Max**)

23-0028 - Discussion and possible action on approving Budget Request in the amount of \$200 for yearly zoom contract (**5 Minutes Max**)

23-0029 - Discussion and possible action on approving Special Events Committee Spending Request in the amount of \$2,710.00 for Kids Day Event. (**5 Minutes Max**)

23-0030 - Discussion and possible action on approving Election Committee's Spending Request in the amount of \$6,500.00 for upcoming elections. (**5 Minutes Max**)

23-0031 - Discussion and possible action on approving a Neighborhood Purpose Grant ("NPG") to Pomelo Elementary School in the amount of \$750. **(5 Minutes Max)**

23-0032 - Discussion and possible action on approving a Neighborhood Purpose Grant ("NPG") to Welby Way Elementary School in the amount of \$750. (5 Minutes Max)

23-0033 - Discussion and possible action on approving a 2022-2023 Amended Budget. (**5 Minutes Max**)

Mrs. Carolyn Greenwood, Co-Chair Budget Committee Mr. Saif Mogri, Co-Chair Budget Committee

Mrs. Charlene Rothstein, Co-Chair Dr. Faye Barta, Co-Chair

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Mrs. Carolyn Greenwood, Co-Chair Budget Committee Mr. Saif Mogri, Co-Chair Budget Committee

| 23-0034 - Discussion and possible action to approve the Event Approval Form for the Beautification Event along Platt Avenue, on May 20, 2023 from 8:00 a.m. to 11:00 a.m. (5 Minutes Max) | Mr. Brad Vanderhoof, Co-Chair Beautification Committee Dr. Faye Barta, Co-Chair Beautification Committee |
|---|---|
| 23-0035 - Discussion and possible action to approve the Event Approval Form for the Beautification Event at Deveron Ridge Road, on June 24, 2023 from 8:00 a.m. to 11:00 a.m. (5 Minutes Max) | Mr. Brad Vanderhoof, Co-Chair Beautification Committee Dr. Faye Barta, Co-Chair Beautification Committee |
| Adjournment | |

<u>Public Input At Neighborhood Council Meetings:</u> Members of the public who call in by telephone are requested to dial *9, when prompted by the presiding officer, to address the Board on any agenda item before the Board takes an action on an item. Comments from the public on agenda items will be heard only when the respective item is being considered. Comments from the public on other matters not appearing on the agenda that are within the Board's jurisdiction will be heard during the General Public Comment period. Please note that under the Brown Act, the Board 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 Board meeting. Public comment is limited to 2 minutes per speaker, unless adjusted by the presiding officer of the Board.

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

<u>Public Posting Of Agendas</u>: WHNC agendas are posted for public review at Shadow Ranch Park, 22633 Vanowen St., West Hills, CA 91307 or at our website, <u>www.westhillsnc.org</u>. You can also receive our agendas via email by subscribing to the City of Los Angeles Early Notification System at <u>www.lacity.org/government/Subscriptions/NeighborhoodCouncils/index</u>.

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 MCSupport@lacity.org or calling (213) 978-1551. If you are hearing impaired, please call 711

<u>Public Access of Records</u>: 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 <u>Michelle.Ritchie@westhillsnc.org</u> 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.

<u>Servicios De Traduccion</u>: Si requiere servicios de traducción, favor de avisar al Concejo Vecinal 3 días de trabajo (72 horas) antes del evento. Por favor contacte <u>Michelle.Ritchie@westhillsnc.org</u>

Monthly Expenditure Report



Reporting Month: February 2023 Budget Fiscal Year: 2022-2023

NC Name: West Hills Neighborhood

Council

| Monthly Cash Reconciliation | | | | | | |
|---|-----------|------------|-----------|--------|------------|--|
| Beginning Balance Total Spent Remaining Outstanding Commitments Net Available | | | | | | |
| \$27331.03 | \$2003.80 | \$25327.23 | \$1356.60 | \$0.00 | \$23970.63 | |

| | Monthly Cash Flow Analysis | | | | | | |
|--|----------------------------|-----------|--------------|-----------------|--------------------|--|--|
| Budget Category Adopted Budget Total Spent this Unspent Budget Outstanding Net A | | | | | | | |
| Office | | \$2003.80 | | \$0.00 | | | |
| Outreach | \$36071.38 | \$0.00 | \$19997.23 | \$1356.60 | \$18640.63 | | |
| Elections | | \$0.00 | | \$0.00 | | | |
| Community Improvement Project | \$500.00 | \$0.00 | \$500.00 | \$0.00 | \$500.00 | | |
| Neighborhood Purpose Grants | \$4830.00 | \$0.00 | \$4830.00 | \$0.00 | \$4830.00 | | |
| Funding Requests Und | der Review: \$0.00 | Encumbra | nces: \$0.00 | Previous Expend | itures: \$14070.35 | | |

| | Expenditures | | | | | | | |
|---|------------------------------------|------------|----------------------------|--------------------------------------|--------------|-----------|--|--|
| # | Vendor | Date | Description | Budget Category | Sub-category | Total | | |
| 1 | THE WEB CORNER, INC | 02/01/2023 | Web Service | General Operations Expenditure | Office | \$150.00 | | |
| 2 | RACKSPACE EMAIL & APPS | 02/22/2023 | WHNC email service | General Operations Expenditure | Office | \$67.20 | | |
| 3 | USPS PO 0512440133 | 02/27/2023 | Renewal of PO Box for WHNC | General Operations Expenditure | Office | \$430.00 | | |
| 4 | APPLEONE EMPLOYMENT SERVICES | 02/06/2023 | WHNC Executive Assistant | General Operations Expenditure | Office | \$1356.60 | | |
| | Subtotal: | | | | | \$2003.80 | | |

| Outstanding Expenditures | | | | | | | |
|--------------------------|------------------------------------|------------|---------------------|--------------------------------------|--------------|-----------|--|
| # | Vendor | Date | Description | Budget Category | Sub-category | Total | |
| 1 | APPLEONE EMPLOYMENT SERVICES | 03/03/2023 | Executive Assistant | General Operations Expenditure | Outreach | \$1356.60 | |
| | Subtotal: Outstanding | | | | | | |

WEST HILLS NEIGHBORHOOD COUNCIL CONTROLLER'S REPORT MARCH 2023

| Item | Committee | Purpose | Budget | Balance | July | Aug | Sept | Oct | Nov | Dec | Jan | Feb | Mar | Total Spent |
|----------|------------------------|---------------------|-------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|--------------------|
| | | | | | | | | | | | | | | |
| OFFICE | | | | | | | | | | | | | | |
| 1 | Office | Misc. Expense | \$519.00 | \$36.79 | | \$22.40 | \$22.40 | | | \$348.76 | \$88.65 | | | \$482.21 |
| 2 | Office | Rent | \$5.00 | \$5.00 | | | | | | | | | | \$0.00 |
| 3 | Office | Committee Printing | \$369.00 | \$369.00 | | | | | | | | | | \$0.00 |
| 4 | Office | P.O.Box | \$404.00 | -\$26.00 | | | | | | | | | \$430.00 | \$430.00 |
| 5 | Office | Apple One | \$17,974.95 | \$4,748.10 | \$1,695.75 | \$1,356.60 | \$1,695.75 | \$1,356.60 | \$1,356.60 | \$1,356.60 | \$1,695.75 | \$1,356.60 | \$1,356.60 | \$13,226.85 |
| 6 | Office | Go Daddy | \$21.17 | \$0.00 | | | \$21.17 | | | | | | | \$21.17 |
| 7 | Board | Web Corner | \$1,800.00 | \$450.00 | \$150.00 | \$150.00 | \$150.00 | \$150.00 | \$150.00 | \$150.00 | \$150.00 | \$150.00 | \$150.00 | \$1,350.00 |
| 8 | Board | Rack Space | \$830.54 | \$231.26 | | \$132.00 | \$64.80 | \$0.00 | \$129.60 | \$67.34 | \$67.20 | \$67.20 | \$71.14 | \$599.28 |
| 9 | Board | I Contact | \$602.40 | \$0.00 | | \$602.40 | | | | | | | | \$602.40 |
| | | | | | | | | | | | | | | \$0.00 |
| | Office Subtotal | | \$22,526.06 | \$5,814.15 | | | | | | | | | | \$16,711.91 |
| | | | | | | | | | | | | | | |
| OUTREACH | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | |
| 10 | Communication | Outreach | \$0.00 | | | | | | | | | | | |
| 11 | Beautification | Refreshment&Snacks | \$1,000.00 | \$819.29 | | | | | \$139.49 | | | \$41.22 | | \$180.71 |
| 12 | Special Events | Outreach | \$5,210.32 | \$4,451.05 | | | \$601.59 | | \$157.68 | | | | | \$759.27 |
| 13 | Environment | Outreach | | | | | | | | | | | | |
| 14 | Govt. Relations | VANC | \$0.00 | | | | | | | | | | | |
| 15 | Govt. Relations | Budget Advocates | \$0.00 | | | | | | | | | | | |
| 16 | Govt. Relations | Congress | \$200.00 | | | | | | | | | | | |
| 17 | Govt. Relations | Empower LA Awards | \$0.00 | | | | | | | | | | | |
| 18 | Homelessness | Homeless | \$635.00 | | | | | | | | | | | |
| 19 | Public Safety | Forums | | | | | | | | | | | | |
| 20 | Streets&Transportation | Outreach | | | | | | | | | | | | |
| 21 | Public Health | Memorial Day Parade | \$750.00 | | | | | | | | | | | |
| | Outreach Total | | \$7,795.32 | | | | | | | | | | | |
| 22 | Elections | Elections | \$6,500.00 | | | | | | | | | | | |
| | Total Spent | | | | | | | | | | | | | |
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WEST HILLS NEIGHBORHOOD COUNCIL CONTROLLER'S REPORT MARCH 2023

| | Item | Committee | Purpose | Budget | Balance | July | Aug | Sept | Oct | Nov | Dec | Jan | Feb | Mar | Total Spent |
|-----|--|------------------------|----------------|-------------|-------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|--------------------|
| | Neighborhood Purpose Grants (NPG's) | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | |
| 23 | | Youth and Eduction | NPG's | \$3,750.00 | | | | | | | | | | | |
| 18A | | Homelessness | NPG's | \$330.00 | | | | | | | | | | | |
| | | Total | | \$4,080.00 | | | | | | | | | | | |
| | Community Improvement Projects (CIP's) | | | | | | | | | | | | | | |
| 20A | | Streets&Transportation | CIP's | | | | | | | | | | | | |
| 24 | | Beautification | Cleanups | \$500.00 | \$500.00 | | | | | | | | | | |
| 25 | | Beautification | Special Events | | | | | | | | | | | | |
| | GRAND TOTAL | | | \$41,401.38 | \$23,749.49 | \$1,845.75 | \$2,263.40 | \$2,555.71 | \$1,506.60 | \$1,933.37 | \$1,922.70 | \$2,001.60 | \$1,615.02 | \$2,007.74 | \$17,651.89 |
| | ALLOWED BUDGE | Т | | \$32,000.00 | | | | | | | | | | | |
| 26 | Clean Street Grant | | | \$1,324.83 | | | | | | | | | | | |

Agenda Item 23-0025 - Discussion and possible action regarding a revised Spring Fling Budget Request form and a revised Spring Fling Event Form

EMPOWER LA NEIGHBORHOOD EMPOWERMENT

200 N. Spring Street, 20th FL, Los Angeles, CA 90012 • (213) 978-1551 or Toll-Free 3-1-1

E-mail: EmpowerLA@lacity.org www.EmpowerLA.org



NEIGHBORHOOD COUNCIL EVENT APPROVAL FORM

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, and the Department of Neighborhood Empowerment must approve a Neighborhood Council sponsored event before any funding payments can be executed. Please complete and sign this form and submit to the Department at least 30 days before the day of the event. The Department will typically take 3-5 days to review and approve the event. Once approved, the Neighborhood Council can begin spending.

| Neighborhood Council: WEST HILLS | |
|---|--|
| The Neighborhood Council is the Main S | Sponsor or □ Co-Sponsor for the event. |
| Main sponsor: West Hills Neighborhood Co | uncil-Special Events Committee |
| Contact Person: Steve Randall | |
| Phone: (818) 340-4700 | Email: steve.randall@westhillsnc.org 12-John Lee Councilmember |
| Co-Sponsor (if applicable): Council District | 12-John Lee Councilmember |
| Contact Person: Ron Rubine | |
| | Email:_ron.rubine@lacity.org |
| Event Information | |
| Type of Event (festival, movie night, etc.): | Senior Spring Fling Dinner Dance |
| Date: 04/14/23 Time Frame: 7:00 | pm-9:00pm Est. number of attendees: 200 Event Amount: \$ 3,525.00 |
| Venue Name: West Valley Christian Churc | :h |
| Venue Address: 22450 Sherman Way, We | est Hills, CA 91307 |
| Contact Person: Cynthia Wagner | |
| Phone: (818) 884-6480 | Email:_cynthia@wvcch.org |
| Please note: If the location for the event | is at City facility, e.g. park, the location approval may be easier and at little or no acility, a separate contract may be needed and can take 30 days to complete. |
| Documents scanned and emailed to \underline{Em} | powerLA.Funding@lacity.org for Department approval PRIOR to event: |
| □ <u>Neighborhood Council Event Approval Fo</u> | orm – Completed and signed by Treasurer or Second Signatory |
| □ <u>Funding Request Form</u> – Completed and | I signed by Treasurer and Second Signatory |
| with specific vendors if available. Once a | oudget with funding categories (food, entertainment, flyers, permits, etc.) and approved, the Department will transfer the amount of the event budget into the cally, i.e. no additional Cash Request Form will be required. |
| □ If a bank card exemption of the daily \$ needed for the daily limit to be lifted: | 1,000 limit is required for this event, please provide the date(s) and amount |
| Please note: Missing or incomplete requir | red documents will delay Department approval. |

WEST HILLS NEIGHBORHOOD COUNCIL

| Please print legibly | or type | | | |
|--|--|--|---|------------------|
| Date of submission: | 02/28/2023 | Committee Name: | Special Events Committee | |
| Chairperson/Stakeholder: | Steve Randall | Date App | roved by Committee: | February 7, 2023 |
| Phone: (818) 340-4700 | | Email: | stevekr2000@aol.com | |
| Event/Activity | SENIOR SPRING FLING | DINNER DANCE | | |
| Total Amount Requested: | 3,525.00 | Budget Line Item: | 12 | |
| Justification for request. To of West Hills. | This must include a statement about the senior of activity for many who can dinner/dance. This event | citizens of West Hills nnot afford to go out follows all LA City p | s by providing a FRI to an enjoyable | EE • |
| List all expense items, qua | antities, and amounts: | | | |
| Item & Quantity | | | Amount | |
| VENUE | | | 350.00 | |
| FOOD | | | 1450.00 | |
| DJ | | | 400.00 | |
| INSURANCE | | | 300.00 | |
| TABLEWARE | | | 375.00 | |
| DECORATIONS & TABLE CENTERP | IECES | | 650.00 | |
| | | | | |
| For Budget Committee/Co | ontroller Use Only: | | | |
| Committee Approved | Budget Approved | Воа | ard Approved | |

Agenda Item 23-0027 - Discussion and possible action on Streets & Transportation Spending Request in the amount of \$500 for paint/supplies and artist payment.

WEST HILLS NEIGHBORHOOD COUNCIL

| Please print legibly | or type | | |
|--|---|--|--|
| Date of submission: | 03-21-2023 | Committee Name: | Streets & Transportation |
| Chairperson/Stakeholder: | Anthony Scearce | Date Appro | oved by Committee: 3-21-2023 |
| Phone: 818-357-4946 | | Email: | anthony.scearce@westhillsnc.org |
| Event/Activity | Paint / supplies and Artist Medical Center Drive | fee for painting Tra | ffic Control Cabinet on |
| Total Amount Requested: | \$500.00 | Budget Line Item: | |
| Justification for request. T of West Hills. | This ongoing program probeautifying our communit | ovides a safety mess y. This also provide | sage for drivers while s NC outreach to our |
| List all annual items and | utition and amounts. | (Att | ach additional pages if necessary) |
| List all expense items, quality Item & Quantity | intues, and amounts. | | Amount |
| Paint and Supplies | | | \$200.00 |
| Payment to Artist | | | \$300.00 |
| | | | |
| | | | |
| | | | |
| | | | |
| For Budget Committee/Co | ntroller Use Only | | |
| Committee Approved | Budget Approved | Board | l Approved |

Agenda Item 23-0029 - Discussion and possible action on approving Special Events Committee Spending Request in the amount of \$2,710.00 for Kids Day Event.

WEST HILLS NEIGHBORHOOD COUNCIL

| Please print legibly | or type | | |
|---|---|---|---|
| Date of submission: | 03-28-2023 | Committee Name: | Special Events |
| Chairperson/Stakeholder: | Myrl Schreibman | Date Appro | oved by Committee: 03-15-2023 |
| Phone: 818 335-7658 | | Email: | myrl.schreibman@westhillsnc.org |
| Event/Activity | 2ND ANNUAL WEST HILLS K | IDS' DAY-A park event | geared for children from 3 to 10. |
| Total Amount Requested: | \$2,710.00 | Budget Line Item: | 12 |
| Justification for request. T of West Hills. | This benefits the children and t for the family after years of CO protocols and is Co-Sponsored will be providing the caponies at | their parents of West Hi VID restrictions. This or d and supported by Cou | lls by providing a FREE activity utdoor event follows all LA City |
| List all expense items, qua | untities, and amounts: | | |
| Item & Quantity | | | Amount |
| PROMOTION | | | 100.00 |
| INSURANCE | | | 300.00 |
| COSTUMED CHARACTERS | | | 1,350.00 |
| ACTIVITY SUPPLIES & PUL | L STRING PINATAS | | 400.00 |
| | R & PRE-PACKAGED SNACKS | | 300.00 |
| DECORATIONS | | | 260.00 |
| For Budget Committee/Co | entroller Use Only: | | |
| Committee Approved | Budget Approved | Board | d Approved |

Agenda Item 23-0030 - Discussion and possible action on approving Election Committee's Spending Request in the amount of \$6,500.00 for upcoming elections

WEST HILLS NEIGHBORHOOD COUNCIL

| Please print legibly | or type | | | |
|---|---|-------------------|--------------------------|--------------|
| Date of submission: | 03-28-2023 | Committee Name: | Elections | |
| Chairperson/Stakeholder: | Steve Randall | Date Appr | roved by Committee: | 03-17-2023 |
| Phone: 818 340-4700 | | Email: | steve.randall@westhills | nc.org |
| Event/Activity | 2023 Board Elections | | | |
| Total Amount Requested: | \$6,500.00 | Budget Line Item: | 22 | |
| Justification for request. T of West Hills. | his must include a statement abo | | · | |
| List all expense items, qua | antities and amounts | (A | ttach additional pages i | f necessary) |
| Item & Quantity | and uniounis. | | Amount | |
| USPS EDDM Mailing-Bulk N | Лаil | | 2,850.00 | |
| Printing 15,000 Mailer Brochu | res, Folding, Bundling & Delivery to US | PS | 2750.00 | |
| VENUE | | | 210.00 | |
| Warner Center News | | | 200.00 | |
| Lawn Signs | | | 250.00 | |
| Banner | | | 240 | |
| | | | | |
| For Budget Committee/Co | ontroller Use Only: | | | |
| Committee Approved | Budget Approved | Воа | rd Approved | |

Agenda Item 23-0031 - Discussion and possible action on approving a Neighborhood Purpose Grant ("NPG") to Pomelo Elementary School in the amount of \$750.

Pomelo Community Charter

Pomelo Community Charter would like to thank you for the wonderful opportunity to apply for The Neighborhood Grant. Our playground is in need of new play yard equipment for our 600 plus students in TK-5th. Our students need to be sound in body, mind, and social skills to become productive members of our community. Providing new and updated equipment Will encourage our students to be active outside, develop positive social skills and exercise.

Thank you for your support.

Agenda Item 23-0032 - Discussion and possible action on approving a Neighborhood Purpose Grant ("NPG") to Welby Way Elementary School in the amount of \$750.

Welby Way Elementary School

Welby Way is applying for a multiple series speaker performances on different topics such as, Kindness, Character Development, Anti-Bullying, and many more. These presentations utilize games, songs and role play examples with the students. This format will help integrate the topics deeper into the child's brain and will impact positive behavior in our almost 800 Student population. The investment of time, energy and money in this positive performance is priceless for our students, our families and our community.

Thank you so much for your support.

| West Hills Annual Budget for Fiscal Year: 2022-202 | nood Council |
|---|--------------|
| Annual Budget Funds | \$32,000.00 |
| Rollover Funds* | \$ 9,401.38 |
| Total Annual Budget Funds | \$41,401.38 |

| Office/Operational Expenditures Category | |
|--|-------------|
| Miscellaneous Expenses | \$ 519.00 |
| Rent | \$ 5.00 |
| Committee Printing | \$ 369.00 |
| P.O. Box | \$ 404.00 |
| AppleOne | \$17,974.95 |
| Go Daddy | \$ 21.17 |
| Web Corner | \$ 1,800.00 |
| Rackspace | \$ 830.54 |
| iContact | \$ 602.40 |
| | |
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| | |
| Total Office/Operational Expenditures | \$22,526.06 |

^{*}The Funding Program will notify each NC of their Fiscal Year closing balance including available rollover funds and/or applicable adjustment, if any, approximately August 1st or next business day. Depending on when an NC submits its Admin Packet/annual budget, the NC may need to revise and resubmit its annual budget to account for any rollover and/or adjustments.

| Outreach Expenditures Category | |
|--------------------------------|-------------|
| Communication | -0- |
| Beautification | \$ 1,000.00 |
| Special Events | \$ 5,210.32 |
| Environment | -0- |
| Govt. Relations - Congress | \$ 200.00 |
| Homelessness | \$ 635.00 |
| Memorial Day Parade | \$ 750.00 |
| | |
| | |
| | |
| | |
| | |
| Total Outreach Expenditures | \$ 7,795.32 |

| Election Expenditures Category | | | |
|--------------------------------|-------------|--|--|
| Elections | \$ 6,500.00 | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| Total Election Expenditures | \$ 6,500.00 | | |

| Neighborhood Purposes Grants (NPG) Expenditures Category | | |
|--|-------------|--|
| Youth and Education | \$ 3,750.00 | |
| Homelessness | \$ 330.00 | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| Total NPG Expenditures | \$4,080.00 | |

| Community Improvement Projects (CIP) Expenditures Category | | |
|--|----|--------|
| Beautification | \$ | 500.00 |
| | | |
| | | |
| | | |
| | | |
| Total CIP Expenditures | \$ | 500.00 |

| TOTAL ANNUAL BUDGET ALLOCATIONS | |
|---|--------------|
| Office/Operational Expenditures | \$ 22,526.06 |
| Outreach Expenditures | \$ 7,795.32 |
| Election Expenditures | \$ 6,500.00 |
| General and Operational Expenditures | \$ 36,821.38 |
| Neighborhood Purposes Grants (NPG) Expenditures | \$ 4,080.00 |
| Community Improvement Projects (CIP) Expenditures | \$500.00 |
| TOTAL EXPENDITURES FOR THE FISCAL YEAR | \$41,401.38 |

Agenda Item 23-0034 - Discussion and possible action to approve the Event Approval Form for the Beautification Event along Platt Avenue, on May 20, 2023 from 8:00 a.m. to 11:00 a.m.





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 <u>at least 30 days</u> prior to your event. Missing or incomplete required information or documents will delay review.

| NeighborhoodCouncil: West Hills Neighborhood Council | | |
|--|--|--|
| The Neighborhood Council is the X Main Sponsor or \square Co-Sponsor for the event. | | |
| Main sponsor: West Hills Neighborhood Council | | |
| Contact Person: Brad Vanderhoof and Faye Barta | | |
| Email: Brad.Vanderhoof@westhillsnc.org; Faye.Barta@westhillsnc.org | | |
| Co-Sponsor (ifapplicable): | | |
| Contact Person: | | |
| Phone:Email: | | |
| Event Information | | |
| Event Title and Description: Community Cleanup - Platt from Keswick to Sherman Way | | |
| Date: 05/20/2023Time Frame: 8:00 AM to 11:00 AM | | |
| Est. number of attendees: 20Event Budget: \$ 0.00 | | |
| Venue Name: WHNC Beautification Committee May 2023 Clean-Up | | |
| Venue Address: Platt Ave. from Sherman Way to Keswick | | |
| Contact Person: Brad Vanderhoof and Faye Barta | | |
| | | |
| 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: | | |
| □ <u>Neighborhood Council Event Approval Form</u> – Signed by Treasurer, 2nd Signer or Event Chair | | |
| □ Board Action Request (BAC) Form – Completed and signed by Treasurer and 2nd Signer, or Alternate Signer | | |
| □ <u>Itemized Detailed Event Budget</u> – 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.

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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 pr | urchased/provided/distri | buted/served at you | ir 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 aboardmember
- 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

- LAPD (213) 486-0410
- LAFD (213)-978-3640
- Sanitation (213) 485-3612
- Street Services http://bsspermits.lacity.org/spevents/
- LADOT (Special Operations) (323) 224-2124
 LA County Public Health Dept. http://publichealth.lacounty.gov

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Risk Management - (213) 978-7475

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

Reviewers Names: 1st Level

- 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: Code: □ Denied 2nd Level Reviewers Signatures: 1st Level

Agenda Item 23-0035 - Discussion and possible action to approve the Event Approval Form for the Beautification Event at Deveron Ridge Road, on June 24, 2023 from 8:00 a.m. to 11:00 a.m.



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.

| NeighborhoodCouncil: West Hills Neighborhood Council | | | |
|--|--|--|--|
| The Neighborhood Council is the X Main Sponsor or □ Co-Sponsor for the event. | | | |
| Main sponsor: West Hills Neighborhood Council | | | |
| Contact Person: Brad Vanderhoof and Faye Barta | | | |
| Email: Brad.Vanderhoof@westhillsnc.org; Faye.Barta@westhillsnc.org | | | |
| Co-Sponsor (ifapplicable): | | | |
| Contact Person: | | | |
| Phone:Email: | | | |
| Event Information | | | |
| Event Title and Description: Community Cleanup - Deveron Ridge Road cul de sac | | | |
| Date: <u>06/24/2023</u> Time Frame: <u>8:00 AM to 11:00 AM</u> | | | |
| Est. number of attendees: 20 Event Budget: \$ 0.00 | | | |
| Venue Name: WHNC Beautification Committee June 2023 Clean-Up | | | |
| Venue Address: Deveron Ridge Road cul de sac / cross street Highlander Road | | | |
| Contact Person: Brad Vanderhoof and Faye Barta | | | |
| 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@lacitv.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 | | | |
| □ <u>Itemized Detailed Event Budget</u> – 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.
- a 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 aboardmember
- 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:

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- 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

NCFP 106

- 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
- no 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) | |
|--|---|
| have read and understand the requirements set forth in this docu | ument and agree to comply with the required paperwork |
| Signature: | Date: 3/25/23 |
| Print Name: Faya Barta | Title: Co-Chair, Beautitication Commit |
| Email: Faye. Barta @ Nesthillsnc.org | Phone: 8/8-887-7811 WHNCE |
| For Staff Use Only: Approved Denied Code: | |
| Reviewers Signatures: 1 st Level | 2 nd Level |
| Reviewers Names: 1 st Level | 2 nd Level |