



CITY OF  
LOS ANGELES  
CALIFORNIA



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

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## WEST HILLS NEIGHBORHOOD COUNCIL

### BOARD ONLINE AND TELEPHONIC MEETING MINUTES

Tuesday, March 28, 2023

Revised March 29, 2023

The Board shall take official action by a simple majority of yes and no votes cast by the Directors present at a duly noticed regular or special Board meeting, not to include abstentions. There shall be no proxy voting.

**PRESENT:** Aida Abkarians, Faye Barta, Sandi Bell, Dan Brin, Bob Brostoff, Clarice Chavira, Carolyn Greenwood, Glenn Jennings, Bonnie Klea, Kent Mariconda, Rosi Mariconda, Saif Mogri, Mark Neudorff, Bryan Newman, Alejandro Phillips (arrived 7:00 PM), Steve Randall, Bill Rose, Char Rothstein, Anthony Scearce, Miriam Schimmel (arrived 6:45 PM), Myrl Schreibman, Joan Trent, Brad Vanderhoof, and Joanne Yvanek-Garb

**ABSENT:** Sriya Datla, Vinura Kotuwelle, Azarine Rushenas

President Charlene Rothstein called the meeting to order at 6:32 PM.

Secretary Brad Vanderhoof called roll and established quorum.

Vice President Faye Barta led the Pledge of Allegiance

**Treasurer's Report:** Treasurer Carolyn Greenwood presented the report. There were only normal office expenses. She said the net remaining balance was \$23,970.63 as of the end of February. Controller Saif Mogri said the MER matches the Controller's Report.

**23-0023** - Approval of the WHNC's February 2023 Monthly Expenditure Report (MER):

**Roll Call Vote:**

Aida Abkarians – Yes

Dan Brin – Yes

Carolyn Greenwood – Yes

Vinura Kotuwelle – Absent

Saif Mogri – Yes

Alejandro Phillips – Absent

Charlene Rothstein – Yes

Myrl Schreibman – Absent

Joanne Yvanek-Garb – Yes

Faye Barta – Yes

Bob Brostoff – Yes

Glenn Jennings – Yes

Kent Mariconda – Yes

Mark Neudorff – Yes

Steve Randall – Yes

Anthony Scearce – Yes

Joan Trent – Yes

Sandi Bell – Yes

Clarice Chavira – Yes

Bonnie Klea – Yes

Rosi Mariconda – Yes

Bryan Newman – Yes

Bill Rose – Ineligible

Miriam Schimmel – Absent

Brad Vanderhoof – Yes

**Yes – 20, No – 0, Abstain – 0, Absent – 4, Ineligible – 1, Recused – 0. The MER is approved.**

**Controller's Report:** Controller Saif Mogri presented the report. The P.O. Box renewal was \$26 more than budgeted. The report matches the MER. At the end of March the remaining balance was \$22,749.49.

**Comments from the Co-Chair(s):** President Char Rothstein thanked everyone for coming to an inconvenient meeting. Maybe by next week, or the week after, we will have an approved location for in-person meetings.

**Public Comment:** None

Miriam Schimmel arrived.

**New Business**

**23-0024** – Use of the West Hills NC name and logo for Springfest being held at Shadow Ranch Park on Saturday, April 1, 2023, 10 am - 2pm:

**Roll Call Vote:**

Aida Abkarians –Yes	Faye Barta – Yes	Sandi Bell – Yes
Dan Brin – Yes	Bob Brostoff – Yes	Clarice Chavira –Yes
Carolyn Greenwood – Yes	Glenn Jennings – Yes	Bonnie Klea –Yes
Vinura Kotuwelle –Absent	Kent Mariconda –Abstain	Rosi Mariconda –Yes
Saif Mogri – Yes	Mark Neudorff – Yes	Bryan Newman – Abstain
Alejandro Phillips - Absent	Steve Randall – Yes	Bill Rose – Yes
Charlene Rothstein –Yes	Anthony Scearce –Yes	Miriam Schimmel –Yes
Myrl Schreibman – Yes	Joan Trent – Yes;	Brad Vanderhoof -Yes
Joanne Yvanek-Garb - Yes		

**Yes – 21, No – 0, Abstain – 2, Absent – 2, Ineligible – 0, Recused – 0. The item is approved.**

**23-0025** - Revised Spring Fling Budget Request form and a revised Spring Fling Event Form: Treasurer Carolyn Greenwood said the videographer was removed from the previous budget. The item was tabled to the next meeting because no funding amount was listed on the agenda.

Alejandro Phillips arrived.

**23-0026** - Budget Request in the amount of \$750 for truck rental and participation in the Memorial Day Parade on May 29, 2023: Dan Brin said the truck rental fee may be waived but the Council would still be responsible for related expenses like insurance and gas. No spending request was provided. Treasurer Carolyn Greenwood said this is a budget request because it is new and was not included in the budget previously.

**Roll Call Vote:**

Aida Abkarians - Yes	Faye Barta – Yes	Sandi Bell – Yes
Dan Brin – Yes	Bob Brostoff – Yes	Clarice Chavira-Yes
Carolyn Greenwood –Yes	Glenn Jennings - Yes	Bonnie Klea-Yes
Vinura Kotuwelle – Absent	Kent Mariconda - Yes	Rosi Mariconda - Yes
Saif Mogri – Yes	Mark Neudorff – Yes	Bryan Newman -Yes
Alejandro Phillips –Yes	Steve Randall – Yes	Bill Rose –Ineligible
Charlene Rothstein – Yes	Anthony Scearce – Yes	Miriam Schimmel – Yes
Myrl Schreibman – Yes	Joan Trent – Yes	Brad Vanderhoof –Yes
Joanne Yvanek-Garb - Yes		

**Yes – 23, No – 0, Abstain – 0, Absent – 1, Ineligible – 1, Recused – 0. The Budget Request is approved.**

**23-0027** - Streets & Transportation Spending Request in the amount of \$500 for paint/supplies and artist payment: The proposed artwork will be voted on at the March 29 Special Board Meeting. DOT must also approve the artwork.

**Roll Call Vote:**

Aida Abkarians – Yes	Faye Barta – Abstain	Sandi Bell - Yes
Dan Brin – Yes	Bob Brostoff – Yes	Clarice Chavira - Abstain
Carolyn Greenwood – Yes	Glenn Jennings – Abstain	Bonnie Klea - No
Vinura Kotuwelle – Absent	Kent Mariconda – No	Rosi Mariconda - Abstain
Saif Mogri – Yes	Mark Neudorff – Yes	Bryan Newman - No
Alejandro Phillips – Abstain	Steve Randall – No	Bill Rose - Ineligible

Charlene Rothstein – Yes  
Myrl Schreiber – Abstain  
Joanne Yvanek-Garb - No

Anthony Scarce – Yes  
Joan Trent – No

Miriam Schimmel - Abstain  
Brad Vanderhoof - Yes

**Yes – 10, No – 6, Abstain – 7, Absent – 1, Ineligible – 1, Recused – 0. The Spending request is approved.**

**23-0028** - Budget Request in the amount of \$200 for yearly zoom contract: Treasurer Carolyn Greenwood said she would like to have this item in the budget because the City may charge us for the license.

**Roll Call Vote:**

Aida Abkarians – Yes  
Dan Brin – Yes  
Carolyn Greenwood – Yes  
Vinura Kotuwelle – Absent  
Saif Mogri – Yes  
Alejandro Phillips – Yes  
Charlene Rothstein – Yes  
Myrl Schreiber – Yes  
Joanne Yvanek-Garb - Yes

Faye Barta – Yes  
Bob Brostoff – Yes  
Glenn Jennings – Yes  
Kent Mariconda – Yes  
Mark Neudorff – Yes  
Steve Randall – Yes  
Anthony Scarce – Yes  
Joan Trent – Yes

Sandi Bell - Yes  
Clarice Chavira - Yes  
Bonnie Klea - Yes  
Rosi Mariconda - Yes  
Bryan Newman - Yes  
Bill Rose - Ineligible  
Miriam Schimmel - Yes  
Brad Vanderhoof - Yes

**Yes – 23, No – 0, Abstain – 0, Absent – 1, Ineligible – 1, Recused – 0. The Budget request is approved.**

**23-0029** - Special Events Committee Spending Request in the amount of \$2,710.00 for Kids Day Event: Controller Saif Mogri said this event and the Spring Fling dance event total more than the Special Events Committee budget allocation. Treasurer Carolyn Greenwood explained the Spring Fling budget has been reduced and those funds will cover this event.

**Roll Call Vote:**

Aida Abkarians – Yes  
Dan Brin – Yes  
Carolyn Greenwood – Yes  
Vinura Kotuwelle – Absent  
Saif Mogri – Yes  
Alejandro Phillips – Yes  
Charlene Rothstein – Yes  
Myrl Schreiber – Yes  
Joanne Yvanek-Garb – Yes

Faye Barta – Yes  
Bob Brostoff – Yes  
Glenn Jennings – Yes  
Kent Mariconda – Yes  
Mark Neudorff – Yes  
Steve Randall – Yes  
Anthony Scarce – Yes  
Joan Trent – Yes

Sandi Bell - No  
Clarice Chavira - Yes  
Bonnie Klea - Yes  
Rosi Mariconda - Yes  
Bryan Newman - Yes  
Bill Rose - Ineligible  
Miriam Schimmel - Yes  
Brad Vanderhoof - Yes

**Yes – 22, No – 1, Abstain – 0, Absent – 1, Ineligible – 1, Recused – 0. The Spending Request is approved.**

**23-0030** - Election Committee's Spending Request in the amount of \$6,500.00 for the upcoming election: This is an increase from the original budget of \$5000. President Char Rothstein said DONE asks NCs to spend \$10K on an election. NEA Atziri Camarena said she and DONE have been canvassing NCs to increase voter registration and they will be in West Hills once the ballot request period opens.

**Roll Call Vote:**

Aida Abkarians – Yes  
Dan Brin – Yes  
Carolyn Greenwood – Yes  
Vinura Kotuwelle - Absent  
Saif Mogri – Yes  
Alejandro Phillips – Yes  
Charlene Rothstein – Yes  
Myrl Schreiber – Yes  
Joanne Yvanek-Garb - Yes

Faye Barta – Yes  
Bob Brostoff – Yes  
Glenn Jennings – Yes  
Kent Mariconda – No  
Mark Neudorff – No  
Steve Randall – Yes  
Anthony Scarce – Abstain  
Joan Trent – Yes

Sandi Bell - Yes  
Clarice Chavira - Yes  
Bonnie Klea - Yes  
Rosi Mariconda - No  
Bryan Newman - No  
Bill Rose - Ineligible  
Miriam Schimmel - Yes  
Brad Vanderhoof - Yes

**Yes – 18, No – 4, Abstain – 1, Absent – 1, Ineligible – 1, Recused – 0. The Spending request is approved.**

Clarice Chavira left the meeting because of computer problems.

**23-0032** - Neighborhood Purpose Grant ("NPG") to Welby Way Elementary School in the amount of \$750: Aida Abkarians explained this is for a program to teach and encourage kindness, anti-bullying, and understanding. Anthony Scarce said the NPG application must be reviewed at a public meeting. NEA Atziri Camarena agreed the NPG application should be available for review and discussion at the Board meeting where an approval vote is taken.

**Roll Call Vote:**

Aida Abkarians – Yes	Faye Barta – Yes	Sandi Bell - Yes
Dan Brin – Yes	Bob Brostoff – Yes	Clarice Chavira - Absent
Carolyn Greenwood – Yes	Glenn Jennings – Yes	Bonnie Klea - Yes
Vinura Kotuwelle – Absent	Kent Mariconda – No	Rosi Mariconda - Yes
Saif Mogri – Yes	Mark Neudorff – No	Bryan Newman - Abstain
Alejandro Phillips – Yes	Steve Randall – Yes	Bill Rose - Ineligible
Charlene Rothstein – Yes	Anthony Scarce – Abstain	Miriam Schimmel - Yes
Myrl Schreibman – Yes	Joan Trent – Yes	Brad Vanderhoof - Yes
Joanne Yvanek-Garb - Yes		

**Yes – 18, No – 2, Abstain – 2, Absent – 2, Ineligible – 1, Recused – 0. The NPG is approved.**

Aida Abkarians recused herself because she works at the school.

**23-0031** - Neighborhood Purpose Grant ("NPG") to Pomelo Elementary School in the amount of \$750

**Roll Call Vote:**

Aida Abkarians – Recused	Faye Barta – Yes	Sandi Bell - Yes
Dan Brin – Yes	Bob Brostoff – Yes	Clarice Chavira - Absent
Carolyn Greenwood – Yes	Glenn Jennings – Yes	Bonnie Klea - Yes
Vinura Kotuwelle – Absent	Kent Mariconda – No	Rosi Mariconda - Yes
Saif Mogri – Yes	Mark Neudorff – Yes	Bryan Newman - Abstain
Alejandro Phillips – Yes	Steve Randall – Yes	Bill Rose - Ineligible
Charlene Rothstein – Yes	Anthony Scarce – Abstain	Miriam Schimmel - Yes
Myrl Schreibman – Yes	Joan Trent – Yes	Brad Vanderhoof - Yes
Joanne Yvanek-Garb - Yes		

**Yes – 18, No – 1, Abstain – 2, Absent – 2, Ineligible – 1, Recused – 1. The NPG request is approved.**

Sandi Bell apologized for inappropriate comments she made at a previous Board meeting saying she thought she was muted.

Clarice Chavira returned to the meeting at 8:40 PM.

**23-0033** - Approving a 2022-2023 Amended Budget: Treasurer Carolyn Greenwood explained an amended budget must be submitted to the City because funds are being moved between categories the City Clerk uses to classify types of spending.

Office – no change

Outreach – Government Relations allocation was reduced \$200 and the Memorial Day Parade was added at \$750.

Education NPG allocation reduced to \$3750.

The total amount of the budget is unchanged.

**Roll Call Vote:**

Aida Abkarians – Yes  
Dan Brin – Yes  
Carolyn Greenwood – Yes  
Vinura Kotuwelle – Absent  
Saif Mogri – Yes  
Alejandro Phillips – Yes  
Charlene Rothstein – Yes  
Myrl Schreiberman – Yes  
Joanne Yvanek-Garb - Yes

Faye Barta – Yes  
Bob Brostoff – Yes  
Glenn Jennings – Yes  
Kent Mariconda – No  
Mark Neudorff – Yes  
Steve Randall – Yes  
Anthony Scarce – Yes  
Joan Trent – Yes

Sandi Bell - Yes  
Clarice Chavira - Yes  
Bonnie Klea - Yes  
Rosi Mariconda - Abstain  
Bryan Newman - Yes  
Bill Rose - Ineligible  
Miriam Schimmel - Yes  
Brad Vanderhoof - Yes

**Yes – 21, No – 1, Abstain – 1, Absent – 1, Ineligible – 1, Recused – 0. The amended budget is approved.**

**23-0034** - Event Approval Form for the Beautification Event along Platt Avenue, on May 20, 2023 from 8:00 a.m. to 11:00 a.m.:

**Roll Call Vote:**

Aida Abkarians – Yes  
Dan Brin – Yes  
Carolyn Greenwood- Yes  
Vinura Kotuwelle – Absent  
Saif Mogri – Yes  
Alejandro Phillips – Yes  
Charlene Rothstein – Yes  
Myrl Schreiberman – Yes  
Joanne Yvanek-Garb - Yes

Faye Barta – Yes  
Bob Brostoff – Yes  
Glenn Jennings – Yes  
Kent Mariconda – Yes  
Mark Neudorff – Yes  
Steve Randall – Yes  
Anthony Scarce – Yes  
Joan Trent – Yes

Sandi Bell - Yes  
Clarice Chavira - Yes  
Bonnie Klea - Yes  
Rosi Mariconda - Yes  
Bryan Newman - Yes  
Bill Rose - Yes  
Miriam Schimmel - Yes  
Brad Vanderhoof - Yes

**Yes – 24, No – 0, Abstain – 0, Absent – 1, Ineligible – 0, Recused – 0. The event is approved.**

**23-0035** – 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.:

**Roll Call Vote:**

Aida Abkarians – Yes  
Dan Brin – Yes  
Carolyn Greenwood – Yes  
Vinura Kotuwelle – Absent  
Saif Mogri – Yes  
Alejandro Phillips – Yes  
Charlene Rothstein – Yes  
Myrl Schreiberman – Yes  
Joanne Yvanek-Garb – Yes

Faye Barta – Yes  
Bob Brostoff – Yes  
Glenn Jennings – Yes  
Kent Mariconda – No  
Mark Neudorff – Yes  
Steve Randall – Yes  
Anthony Scarce – Yes  
Joan Trent – Yes

Sandi Bell - Yes  
Clarice Chavira - Yes  
Bonnie Klea - Yes  
Rosi Mariconda - Yes  
Bryan Newman - Yes  
Bill Rose - Ineligible  
Miriam Schimmel - Yes  
Brad Vanderhoof - Yes

**Yes – 23, No – 1, Abstain – 0, Absent – 1, Ineligible – 0, Recused – 0. The event is approved.**

President Char Rothstein adjourned the meeting at 8:58 PM.

**Agenda Item 23-0023 - Discussion and possible action regarding approval of the WHNC's February 2023 Monthly Expenditure Report (MER)**

# 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 Balance	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 Month	Unspent Budget Balance	Outstanding	Net Available
Office	\$36071.38	\$2003.80	\$19997.23	\$0.00	\$18640.63
Outreach		\$0.00		\$1356.60	
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 Under Review: \$0.00		Encumbrances: \$0.00		Previous Expenditures: \$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
<b>Subtotal:</b>						<b>\$2003.80</b>

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
<b>Subtotal: Outstanding</b>						<b>\$1356.60</b>







**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**

Department of  
NEIGHBORHOOD EMPOWERMENT  
200 N. Spring Street, 20<sup>th</sup> FL, Los Angeles, CA 90012 • (213) 978-1551 or Toll-Free 3-1-1  
E-mail: [EmpowerLA@lacity.org](mailto:EmpowerLA@lacity.org) [www.EmpowerLA.org](http://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 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: steve.randall@westhillsnc.org

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

Contact Person: Ron Rubine

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

**Event Information**

Type of Event (festival, movie night, etc.): Senior Spring Fling Dinner Dance

Date: 04/14/23 Time Frame: 7:00pm-9:00pm Est. number of attendees: 200 Event Amount: \$ 3,525.00

Venue Name: West Valley Christian Church

Venue Address: 22450 Sherman Way, West 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 cost. If the location for event is not a City facility, a separate contract may be needed and can take 30 days to complete.

**Documents scanned and emailed to [EmpowerLA.Funding@lacity.org](mailto:EmpowerLA.Funding@lacity.org) for Department approval PRIOR to event:**

- Neighborhood Council Event Approval Form – Completed and signed by Treasurer or Second Signatory
- Funding Request Form – Completed and signed by Treasurer and Second Signatory
- Itemized Detailed Event Budget – Total budget with funding categories (food, entertainment, flyers, permits, etc.) and with specific vendors if available. Once approved, the Department will transfer the amount of the event budget into the Neighborhood Council account automatically, i.e. no additional Cash Request Form will be required.
- If a bank card exemption of the daily \$1,000 limit is required for this event, please provide the date(s) and amount needed for the daily limit to be lifted:** \_\_\_\_\_

**Please note:** Missing or incomplete required documents will delay Department approval.

# WEST HILLS NEIGHBORHOOD COUNCIL

## Spending Request Form

**Please print legibly or type**

Date of submission:  Committee Name:

Chairperson/Stakeholder:  Date Approved by Committee:

Phone:  Email:

Event/Activity:

Total Amount Requested:  Budget Line Item:

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

(Attach additional pages if necessary)

List all expense items, quantities, and amounts:

Item & Quantity	Amount
<input type="text" value="VENUE"/>	<input type="text" value="350.00"/>
<input type="text" value="FOOD"/>	<input type="text" value="1450.00"/>
<input type="text" value="DJ"/>	<input type="text" value="400.00"/>
<input type="text" value="INSURANCE"/>	<input type="text" value="300.00"/>
<input type="text" value="TABLEWARE"/>	<input type="text" value="375.00"/>
<input type="text" value="DECORATIONS &amp; TABLE CENTERPIECES"/>	<input type="text" value="650.00"/>
<input type="text"/>	<input type="text"/>

For Budget Committee/Controller Use Only:

Committee Approved:

Budget Approved:

Board 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

## Spending Request Form

**Please print legibly or type**

Date of submission:  Committee Name:

Chairperson/Stakeholder:  Date Approved by Committee:

Phone:  Email:

Event/Activity:

Total Amount Requested:  Budget Line Item:

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

(Attach additional pages if necessary)

List all expense items, quantities, and amounts:

Item & Quantity	Amount
<input type="text" value="Paint and Supplies"/>	<input type="text" value="\$200.00"/>
<input type="text" value="Payment to Artist"/>	<input type="text" value="\$300.00"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

For Budget Committee/Controller Use Only:

Committee Approved:  Budget Approved:  Board Approved:

# WEST HILLS NEIGHBORHOOD COUNCIL

## Spending Request Form

Please print legibly or type

Date of submission:  Committee Name:   
Chairperson/Stakeholder:  Date Approved by Committee:   
Phone:  Email:

Event/Activity

Total Amount Requested:  Budget Line Item:

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

(Attach additional pages if necessary)

List all expense items, quantities, and amounts:

Item & Quantity	Amount
<input type="text" value="PROMOTION"/>	<input type="text" value="100.00"/>
<input type="text" value="INSURANCE"/>	<input type="text" value="300.00"/>
<input type="text" value="COSTUMED CHARACTERS"/>	<input type="text" value="1,350.00"/>
<input type="text" value="ACTIVITY SUPPLIES &amp; PULL STRING PINATAS"/>	<input type="text" value="400.00"/>
<input type="text" value="REFRESHMENTS:WATER &amp; PRE-PACKAGED SNACKS"/>	<input type="text" value="300.00"/>
<input type="text" value="DECORATIONS"/>	<input type="text" value="260.00"/>
<input type="text"/>	<input type="text"/>

For Budget Committee/Controller Use Only:

Committee Approved  Budget Approved  Board 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

## Spending Request Form

**Please print legibly or type**

Date of submission:

Committee Name:

Chairperson/Stakeholder:

Date Approved by Committee:

Phone:

Email:

Event/Activity

Total Amount Requested:

Budget Line Item:

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

(Attach additional pages if necessary)

List all expense items, quantities, and amounts:

Item & Quantity	Amount
<input type="text" value="USPS EDDM Mailing-Bulk Mail"/>	<input type="text" value="2,850.00"/>
<input type="text" value="Printing 15,000 Mailer Brochures, Folding, Bundling &amp; Delivery to USPS"/>	<input type="text" value="2750.00"/>
<input type="text" value="VENUE"/>	<input type="text" value="210.00"/>
<input type="text" value="Warner Center News"/>	<input type="text" value="200.00"/>
<input type="text" value="Lawn Signs"/>	<input type="text" value="250.00"/>
<input type="text" value="Banner"/>	<input type="text" value="240"/>
<input type="text"/>	<input type="text"/>

For Budget Committee/Controller Use Only:

Committee Approved

Budget Approved

Board 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 <span style="float: right;">Neighborhood Council</span> <b>Annual Budget for Fiscal Year: 2022-2023</b>	
<b>Annual Budget Funds</b>	\$32,000.00
<b>Rollover Funds*</b>	\$ 9,401.38
<b>Total Annual Budget Funds</b>	<b>\$41,401.38</b>

<b>Office/Operational Expenditures Category</b>	
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
<b>Total Office/Operational Expenditures</b>	<b>\$22,526.06</b>

\*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.







**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.**



## 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

Contact Person: Brad Vanderhoof and Faye Barta

Email: [Brad.Vanderhoof@westhillsnc.org](mailto:Brad.Vanderhoof@westhillsnc.org); [Faye.Barta@westhillsnc.org](mailto:Faye.Barta@westhillsnc.org)

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

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

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

### **Event Information**

Event Title and Description: Community Cleanup - Platt from Keswick to Sherman Way

Date: 05/20/2023 Time Frame: 8:00 AM to 11:00 AM

Est. number of attendees: 20 Event 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](mailto:Brad.Vanderhoof@westhillsnc.org); [Faye.Barta@westhillsnc.org](mailto: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.**

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- 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.)
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**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
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- 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: 3/25/23  
 Print Name: Faye Barta Title: Co-Chair, Beautification Committee WHNC  
 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 \_\_\_\_\_

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

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

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

### **Event Information**

Event Title and Description: Community Cleanup - Deveron Ridge Road cul de sac

Date: 06/24/2023 Time Frame: 8:00 AM to 11:00 AM

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](mailto:Brad.Vanderhoof@westhillsnc.org); [Faye.Barta@westhillsnc.org](mailto:Faye.Barta@westhillsnc.org)

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 Email: Faye.Barta@Westhillsnc.org Phone: 818-887-7811 *WHNC*

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