



CITY OF
LOS ANGELES
CALIFORNIA



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

SPECIAL BOARD MEETING AGENDA **Thursday, February 8, 2024 @ 7:00 p.m.** **de Toledo High School, 22622 Vanowen Street, West Hills 91307**

This meeting of the West Hills Neighborhood Council will be conducted online via Zoom Webinar, telephonically and in person. All are invited to attend and participate.

- **To attend online** via Zoom Webinar: Click or paste the following link into your browser: <https://us02web.zoom.us/j/88508395451>
- **To call in by phone**, dial (669) 900-6833, then punch in this Webinar code when prompted: **8850 839 5451** , then press #.
- **To attend in person**, please attend de Toldeo High School location at 22662 Vanowen Street, West Hills 91307

This meeting is open to the public. Doors open at 6:30 p.m. 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.

<p><u>Opening Business</u> Call to Order</p> <p>Roll Call – Establish Quorum Pledge of Allegiance</p>	<p>7:00 P.M.</p>	<p>Co-Chairs: Mrs. Charlene Rothstein Dr. Faye Barta Secretary: Mr. Brad Vanderhoof Co-Chair: Dr. Faye Barta</p>
<p><u>Induction of new board member into the WHNC Board of Directors</u></p> <p>Mr. Alejandro Phillips</p>		<p>Mrs. Charlene Rothstein, Co-Chair Dr. Faye Barta, Co-Chair</p>
<p><u>Opening Business Cont.</u></p> <p>Approve Meeting Minutes of January 4, 2024 Senior Lead Officer Report</p> <p>Treasurer’s Report Controller’s Report Comments From the Co-Chair(s)</p>		<p>Secretary: Mr. Brad Vanderhoof SLO Garza SLO Dinse Treasurer: Mrs. Carolyn Greenwood Controller: Mr. Saif Mogri Co-Chairs: Mrs. Charlene Rothstein Dr. Faye Barta</p>
<p><u>Announcements</u></p> <p>Office of Assemblyman Jesse Gabriel Council District 12 Department of Neighborhood Empowerment Los Angeles County Supervisor District 3 Budget Advocates</p>		<p>Mr. Jack Trent-Dorfman, Field Representative Mr. Colin Crews, District Director Ms. Prabhjot Chamber Ms. Sophia Soudani, Field Representative Mr. Glenn Bailey</p>

<p><u>Public Comment</u> Comments & statements from stakeholders or interested parties on subjects <u>NOT</u> on this meeting's agenda. *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.*</p>		<p>Co-Chair: Dr. Faye Barta</p>
<p><u>Council Announcement</u> Committee & Liaison Reports</p>		
<p><u>Certificates of Appreciation</u> Katya Fung Talin Fung Reya Karagozian Alia Mansourian Arave Seropian</p>		<p>Mrs. Aida Abkarians, Board Member</p>
<p><u>New Business</u> 24-0005 - Discussion and possible action regarding approval of the WHNC's December 2023 Monthly Expenditure Report (MER) (3 Minutes Max) 24-0006 - Discussion and possible action possible action on filling a vacant seat on the West Hills Neighborhood Council Board vacated by Myrl Schreibman (10 Minutes Max) 24-0007 - Discussion and possible action to approve the Event Approval Form and budget in the amount of \$500.00 for the WHNC Special Events Committee Event to be held at El Camino Charter High School – Anderson Hall located at 5440 Valley Circle Boulevard, Woodland Hills on March 13, 2024 from 7:00 p.m. to 9:00 p.m. (5 Minutes Max) 24-0008 - Discussion and Possible Action to Amend WHNC Standing Rules Article V, Section 6 (5 Minutes Max) 24-0009 – Discussion and possible action regarding the appointment of Ms. Penelope Newmark as co-chair of the WHNC's Communication & Outreach Committee (5 Minutes Max) 24-0010 - Discussion and possible action on WHNC's tabling at Springfest at Shadow Ranch Park located at 22633 Vanowen Street, West Hills on Saturday, March 23, 2024 (5 Minutes Max)</p>		<p>Mrs. Carolyn Greenwood, Co-Chair Budget Committee Mr. Saif Mogri, Co-Chair Budget Committee Mr. Saif Mogri, Chair Ad Hoc Vacancy Committee Mrs. Carolyn Greenwood, Co-Chair Budget Committee Mr. Saif Mogri, Co-Chair Budget Committee Ms. Miriam Schimmel, Chair Special Events Committee Mr. Brad Vanderhoof, Chair Bylaws Committee Mrs. Charlene Rothstein, Co-Chair Mrs. Charlene Rothstein, Co-Chair</p>
<p><u>Adjournment</u></p>		

Public Input: 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.

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, or other auxiliary aids and/or services may be provided upon request. To ensure availability of services, please make your request at least 3 business days (72 hours) prior to the meeting by contacting the Department of Neighborhood Empowerment by calling (213) 978-1551 or email: NCsupport@lacity.org

Public Posting of Agendas - WHNC agendas are posted for public review at Platt Village, on the Southside of Pavilions, closest to Nothing Bundt Cakes at 6534 Platt Avenue, West Hills, CA 91307 or at our website, www.westhillsnc.org You can also receive our agendas via email by subscribing to [L.A. City's Early Notification System \(ENS\)](#)

Notice to Paid Representatives -If you are compensated to monitor, attend, or speak at this meeting, City law may require you to register as a lobbyist and report your activity. See Los Angeles Municipal Code Section 48.01 et seq. More information is available at ethics@lacity.org/lobbying. For assistance, please contact the Ethics Commission at (213) 978-1960 or ethics.commission@lacity.org

Public Access of Records - In compliance with Government Code Section 54957.5, non-exempt writings that are distributed to a majority or all of the board in advance of a meeting may be viewed at our website: www.westhillsnc.org or at the scheduled meeting. In addition, if you would like a copy of any record related to an item on the agenda, please contact the WHNC's executive director via email at michelle.ritchie@westhillsnc.org

Reconsideration and Grievance Process - For information on the NC's process for board action reconsideration, stakeholder grievance policy, or any other procedural matters related to this Council, please consult the NC Bylaws. The Bylaws are available at our Board meetings and our website www.westhillsnc.org

Servicios De Traducción: Si requiere servicios de traducción, favor de avisar al Concejo Vecinal 3 días de trabajo (72 horas) antes del evento. Por favor contacte michelle.ritchie@westhillsnc.org



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WEST HILLS NEIGHBORHOOD COUNCIL

DRAFT BOARD MEETING MINUTES

de Toledo High School

January 4, 2024

Revised January 5, 2024

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, Carolyn Greenwood, Glenn Jennings, Vinura Kotuwelle, Jonathan Marvisi, Saif Mogri, Penelope Newmark, Joe Ourfalian, Carolyn Poppert, Bill Rose, Char Rothstein, Miriam Schimmel, Joan Trent, Brad Vanderhoof, Joanne Yvanek-Garb, and Zhelbert Zohrabian

ABSENT: Ian Afazeli, Clarice Chavira, Randhara Kotuwelle, Mark Neudorff

President Rothstein called the meeting to order at 7:10 PM.

Secretary Brad Vanderhoof called roll and a quorum was established.

The December Special Meeting minutes were approved.

Vice President Faye Barta led the Pledge of Allegiance.

Induction new board members into the WHNC Board of Directors:
Carolyn Poppert and Zhelbert Zohrabian were inducted and took the NC oath.

Senior Lead Officer (SLO) Report:

SLO Garza gave the report. Violent crime was down in 6 of 7 and property crime was up in 5 of 7 Topanga Division basic car areas. Topanga division has a new Area Captain – Captain Lopez. Threats of violence were made against two West Valley schools – Chaminade and Faith Baptist. Synagogues statewide have received bomb threats. The threats were investigated and determined not to be credible. Car theft is up 140% in north West Hills. In many instances keys were left in the car.

Treasurer’s Report: Treasurer Carolyn Greenwood gave the report based on the October and November Monthly Expense Reports (MER). Net available balance was \$25,105.78 at the end of October. Net available balance was \$24,898.18 at the end of November. The City has reissued a check to Hamlin Elementary but the funds are not coming out of the current budget.

24-0001 -- Approval of the WHNC’s October 2023 MER

Aida Abkarians - Yes
Sandi Bell - Yes

Ian Afazeli - Absent
Clarice Chavira - Absent

Faye Barta - Yes
Carolyn Greenwood - Yes

Glenn Jennings - Yes	Randhara Kotuwelle - Absent	Vinura Kotuwelle - Yes
Jonathan Marvisi - Yes	Saif Mogri - Yes	Mark Neudorff - Absent
Penelope Newmark - Yes	Joe Ourfalian - Yes	Carolyn Poppert – Yes
Bill Rose - Ineligible	Char Rothstein - Yes	Miriam Schimmel - Yes
Joan Trent - Yes	Brad Vanderhoof - Yes	Joanne Yvanek-Garb – Yes
Zhelbert Zohrabian - Yes		

Yes – 17, No – 0, Abstain -- 0, Absent – 4, Ineligible – 1, Recusal – 0
 The MER is approved.

24-0002 -- Approval of the WHNC’s November 2023 MER

Aida Abkarians - Yes	Ian Afazeli - Absent	Faye Barta - Yes
Sandi Bell - Yes	Clarice Chavira - Absent	Carolyn Greenwood - Yes
Glenn Jennings - Yes	Randhara Kotuwelle - Absent	Vinura Kotuwelle - Yes
Jonathan Marvisi - Yes	Saif Mogri - Yes	Mark Neudorff - Absent
Penelope Newmark - Yes	Joe Ourfalian - Yes	Carolyn Poppert – Yes
Bill Rose - Ineligible	Char Rothstein - Yes	Miriam Schimmel - Yes
Joan Trent - Yes	Brad Vanderhoof - Yes	Joanne Yvanek-Garb – Yes
Zhelbert Zohrabian – Yes		

Yes – 17 No – 0 Abstain -- 0 Absent – 4 Ineligible – 1 Recusal – 0
 The MER is approved.

Controller’s Report: Controller Saif Mogri gave the report. December expenses were Apple One Rackspace and The Web Corner.

Comments from the Co-Chair(s): President Rothstein said the WHNC Bylaws amendment has been approved and the minimum quorum for Board meetings is now thirteen (13). Two vacancies will be filled at the February meeting and the deadline for applications is January 8. The February meeting will be on Thursday February 8.

Announcements:

Council District 12 Mr. Colin Crews District Director said CD12 has expanded the Rapid Response Team that picks up illegal dumping from 2 to 4 staff members and added a stake bed truck in addition to the pickup. Additional funding for West Valley Alliance has been authorized for weed and brush abatement. Seniors over 60 can apply for home delivery of meals at 213 202-5669 or seniormealprogram@lacity.org.

Department of Neighborhood Empowerment Ms. Prabhjot Chamber Neighborhood Empowerment Advocate passed out NC manuals and said the Department is hosting its first ever youth conference at City Hall on January 27.

Budget Advocates Mr. Glenn Bailey said they are reviewing the audit report of the LAPD air operations budget of \$48 million. The related council file is CF 23-1422.

Public Comment:

Jeff Satcher asked for more emails to stakeholders and mentioned candidate forums and state legislation.

Dr. Paula Miller said she works for the LA County Department of Public Health but also does marketing for two local businesses Hands on Remodeling and a real estate agent Ella Shemesh with Keller Williams.

Glenn Bailey said VANC will have representatives from the LA28 Olympic Committee at the January 11 Meeting. LANCC will have Deputy Mayor of Community Engagement Rivera at the Saturday January 6 meeting.

Chris Ahuja from the Tarzana NC is running for Congress in the 32 District.

Myrl Schreibman spoke about dangerous sidewalks and lack of information provided to stakeholders.

Chris Rowe asked the WHNC to hold candidate forums.

Mark Janssen said the WHNC should use email more.

Fire Safety Video: Saif Mogri showed a video on wildfires and protecting homes.

23-0083 -- Approval of the Event Approval Form for the WHNC Beautification Committee Clean-Up Event to be held on the east side of Valley Circle Boulevard north of Victory Boulevard on January 20 2024 from 8:30 a.m. to 11:30 a.m.

Aida Abkarians - Yes	Ian Afazeli - Absent	Faye Barta - Yes
Sandi Bell - Yes	Clarice Chavira - Absent	Carolyn Greenwood - Yes
Glenn Jennings - Yes	Randhara Kotuwelle - Absent	Vinura Kotuwelle - Yes
Jonathan Marvisi - Yes	Saif Mogri - Yes	Mark Neudorff - Absent
Penelope Newmark - Yes	Joe Ourfalian - Yes	Carolyn Poppert – Yes
Bill Rose - Ineligible	Char Rothstein - Yes	Miriam Schimmel - Yes
Joan Trent - Yes	Brad Vanderhoof - Yes	Joanne Yvanek-Garb – Yes
Zhelbert Zohrabian - Yes		

Yes – 17 No – 0 Abstain -- 0 Absent – 4 Ineligible – 1 Recusal – 0
The Event is approved.

24-0004 – CIS Letter Representing the WHNC Position on the LAX Noise Roundtable Regarding CF 23-1339 and CF 23-1489; an Expansion Proposal at Van Nuys Airport

Aida Abkarians - Yes	Ian Afazeli - Absent	Faye Barta - Yes
Sandi Bell - Yes	Clarice Chavira - Absent	Carolyn Greenwood - Abstain
Glenn Jennings - Yes	Randhara Kotuwelle - Absent	Vinura Kotuwelle - Yes
Jonathan Marvisi - Yes	Saif Mogri – Abstain	Mark Neudorff - Absent
Penelope Newmark - Yes	Joe Ourfalian - Yes	Carolyn Poppert – Yes
Bill Rose - Ineligible	Char Rothstein - Yes	Miriam Schimmel - Yes
Joan Trent - Yes	Brad Vanderhoof - Yes	Joanne Yvanek-Garb – Yes
Zhelbert Zohrabian - Abstain		

Yes – 14 No – 0 Abstain -- 3 Absent – 4 Ineligible – 1 Recusal – 0
The Letter is approved.

24- 0003 -- Filling a Vacant Seat on the West Hills Neighborhood Council Board

Two Candidates were present: Noe Loera and Alejandro Phillips.

The vacancy Committee recommended Alejandro Phillips.

Aida Abkarians – Phillips
Sandi Bell - Loera
Glenn Jennings – Loera
Jonathan Marvisi - Phillips
Penelope Newmark – Abstain
Bill Rose - Loera
Joan Trent - Phillips
Zhelbert Zohrabian - Loera

Ian Afazeli - Absent
Clarice Chavira - Absent
Randhara Kotuwelle – Absent
Saif Mogri - Phillips
Joe Ourfalian – Phillips
Char Rothstein - Loera
Brad Vanderhoof - Phillips

Faye Barta - Abstain
Carolyn Greenwood - Loera
Vinura Kotuwelle - Phillips
Mark Neudorff - Absent
Carolyn Poppert - Abstain
Miriam Schimmel - Phillips
Joanne Yvanek-Garb– Phillips

Noe Loera – 6 Alejandro Phillips -- 9 Abstain – 3 Absent – 4

Alejandro Phillips has been named to the WHNC Board of Directors for a term ending in 2027 and will be sworn in at the February meeting.

23-0085 – WHNC Standing Rules on Use of WHNC Logo on Correspondence

Aida Abkarians - Yes
Sandi Bell - Yes
Glenn Jennings - Yes
Jonathan Marvisi - Yes
Penelope Newmark - Yes
Bill Rose - Ineligible
Joan Trent - Yes
Zhelbert Zohrabian - Yes

Ian Afazeli - Absent
Clarice Chavira - Absent
Randhara Kotuwelle - Absent
Saif Mogri - Yes
Joe Ourfalian - Yes
Char Rothstein - Yes
Brad Vanderhoof - Yes

Faye Barta - Yes
Carolyn Greenwood - Yes
Vinura Kotuwelle - Yes
Mark Neudorff - Absent
Carolyn Poppert – Yes
Miriam Schimmel - Yes
Joanne Yvanek-Garb – Yes

Yes – 17 No – 0 Abstain -- 0 Absent – 4 Ineligible – 1 Recusal – 0
The Standing Rule is approved.

23-0094 -- CIS on Council File 22-0392 Digital Off-Site Signs / Outdoor Advertising / Transportation Communication Network Program Structures / Los Angeles County Metropolitan Transportation Authority (MTA)

Aida Abkarians - No
Sandi Bell - Abstain
Glenn Jennings - Yes
Jonathan Marvisi – Abstain
Penelope Newmark – Yes
Bill Rose - Ineligible
Joan Trent - Yes
Zhelbert Zohrabian - Abstain

Ian Afazeli - Absent
Clarice Chavira - Absent
Randhara Kotuwelle - Absent
Saif Mogri - No
Joe Ourfalian - Abstain
Char Rothstein - Yes
Brad Vanderhoof - Yes

Faye Barta - Yes
Carolyn Greenwood - Abstain
Vinura Kotuwelle - Abstain
Mark Neudorff - Absent
Carolyn Poppert – Yes
Miriam Schimmel - Yes
Joanne Yvanek-Garb – Yes

Yes – 9 No – 2 Abstain -- 6 Absent – 4 Ineligible – 1 Recusal – 0
The CIS is approved.

President Char Rothstein adjourned the meeting at 9:15 PM.

Monthly Expenditure Report



Reporting Month: December 2023 Budget Fiscal Year: 2023-2024

NC Name: West Hills Neighborhood Council

Monthly Cash Reconciliation					
Beginning Balance	Total Spent	Remaining Balance	Outstanding	Commitments	Net Available
\$26754.78	\$1568.66	\$25186.12	\$2195.75	\$0.00	\$22990.37

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office	\$33261.91	\$1568.66	\$21086.12	\$1695.75	\$19390.37
Outreach		\$0.00		\$0.00	
Elections		\$0.00		\$0.00	
Community Improvement Project	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Neighborhood Purpose Grants	\$3600.00	\$0.00	\$3600.00	\$500.00	\$3100.00
Funding Requests Under Review: \$0.00		Encumbrances: \$0.00		Previous Expenditures: \$10607.13	

Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	THE WEB CORNER, INC	12/01/2023	Monthly Maintenance for WHNC	General Operations Expenditure	Office	\$150.00
2	RACKSPACE EMAIL & APPS	12/22/2023	WHNC email service	General Operations Expenditure	Office	\$62.06
3	APPLEONE EMPLOYMENT SERVICES	12/11/2023	WHNC Executive Assistant	General Operations Expenditure	Office	\$1356.60
Subtotal:						\$1568.66

Outstanding Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	HAMLIN CHARTER	10/05/2023	Proxy Payment to re-issue check from FY21-22 that was never received by Hamlin Charter. Approval of an NPG in the amount of \$500 to Hamlin Elementary for a variety of sensory items to he...	Neighborhood Purpose Grants		\$500.00
2	APPLEONE EMPLOYMENT SERVICES	01/11/2024	WHNC Executive Assistant	General Operations Expenditure	Office	\$1695.75
Subtotal: Outstanding						\$2195.75

WEST HILLS NEIGHBORHOOD COUNCIL (WHNC) BOARD VACANCY APPLICATION

Date: 11/2/23

Applicant's Name: Denyse M. Holloway **Occupation:** Life Coach

Home Address: [REDACTED]

Work Address (if Applicable): _____

Home Phone: [REDACTED] **Mobile Phone:** [REDACTED]

Email: [REDACTED]

Stakeholder Status (Check all that apply): (x) I live in West Hills, (x) I work in West Hills, (x) I own property in West Hills, (x) I have a child enrolled in a school in West Hills, () I belong to a religious organization in West Hills, (x) I belong to a community organization in West Hills, (x) OTHER: Former business owner in West Hills, (Carter Fitness)

How did you hear about the WHNC? I have followed the council since living in West Hills for 17 years. Miriam Schimmel informed me about the vacancy on the council.

How often do you attend WHNC meetings? I have not attended the meetings though I have participated in community events over the years.

Why do you wish to participate on the WHNC Board? As a business owner I enjoyed holding events and providing services that fostered connection and community. I would like to be involved on a deeper level and do my part to create a healthy, thriving community that encourages connectedness, action and growth.

What are your goals for the community? I o bring residents together, create an environment of camaraderie, and strategize to improve wellbeing of all stakeholders.

What skills do you have that might be especially useful for the WHNC? I have excellent written and oral communication skills, am highly organized, and comfortable with public speaking. As a life coach I am skilled at conflict resolution and mediation. Having taught children's art for 20 years I am also creative, adaptable, fun-loving, and patient. Wellness is a passion and I am devoted to helping others achieve it.

Are you prepared to contribute at least ten (10) hours a month to community service through the council? I look forward to becoming involved through meetings and committees, events and more. Yes!

What areas of community service particularly interest you? Wellness related endeavors are high on my list and with a background in event planning I am always excited to collaborate on community events.

Do you have any interests that might conflict with Neighborhood Council responsibilities? I do work with local schools but I am not employed by them.
(If you need more space, use the reverse side.)

WEST HILLS NEIGHBORHOOD COUNCIL (WHNC) BOARD VACANCY APPLICATION

Date: 11/1/23

Applicant's Name: Noe Loera **Occupation:** Security Manager

Home Address: [REDACTED]

Work Address (if Applicable): _____

Home Phone: _____ **Mobile Phone:** [REDACTED]

Email: [REDACTED]

Stakeholder Status (Check all that apply): () I live in West Hills, () I work in West Hills,
() I own property in West Hills, () I have a child enrolled in a school in West Hills,
() I belong to a religious organization in West Hills, () I belong to a community organization in
West Hills, () OTHER: _____

How did you hear about the WHNC? Researching West Hills website

How often do you attend WHNC meetings? We just moved into the city. I have not.

Why do you wish to participate on the WHNC Board? I would love to serve my neighborhood. I can bring
Different views and perspective to my city.

What are your goals for the community? For families to feel safe, be proud of their city and continue to bring
unity to our community.

What skills do you have that might be especially useful for the WHNC? I am a security manager
With relationship skills and leadership.

Are you prepared to contribute at least ten (10) hours a month to community service through the council? Yes.

What areas of community service particularly interest you? Security

Do you have any interests that might conflict with Neighborhood Council responsibilities?
No.

(If you need more space, use the reverse side.)

WEST HILLS NEIGHBORHOOD COUNCIL (WHNC) BOARD VACANCY APPLICATION

Date: 12/27/2023

Applicant's Name: Eric Turner **Occupation:** Director of Consulting Services

Home Address: [REDACTED]

Work Address (if Applicable): [REDACTED]

Home Phone: N/A **Mobile Phone:** [REDACTED]

Email: [REDACTED]

Stakeholder Status (Check all that apply): () I live in West Hills, () I work in West Hills, () I own property in West Hills, () I have a child enrolled in a school in West Hills, () I belong to a religious organization in West Hills, () I belong to a community organization in West Hills, () OTHER: _____

How did you hear about the WHNC? I found WHNC while searching for ways to be more involved in the community.

How often do you attend WHNC meetings? I have never attended due to just learning about the organization.

Why do you wish to participate on the WHNC Board? I recently took over my daughters parent and teach organization and enjoy making a meaningful impact. I would also like to have my, and others, voices heard at a City level.

What are your goals for the community? I have lived in West Hills for the last 8 years and I have seen some decline and lack of maintenance. Fallbrook plaza which I believe is a commerce hub for all of us in West Hills is in need of attention. I have personally witness various acts in the last year that I never have in my combined 8 years.

What skills do you have that might be especially useful for the WHNC? I sell, staff and manage multi-million dollar government projects. I have been selling into the state and local government for 14+ years and understand the politics, players, personalities, motivations etc. to get things done. Being in sales I have a personality that easily adapts to situations when it calls for mutual beneficial outcomes.

Are you prepared to contribute at least ten (10) hours a month to community service through the council? Yes

What areas of community service particularly interest you? I am interested in beautification, clean up efforts, safety items and events.

Do you have any interests that might conflict with Neighborhood Council responsibilities? No

(If you need more space, use the reverse side.)

Agenda Item 24-0007 - Discussion and possible action to approve the Event Approval Form and budget in the amount of \$500.00 for the WHNC Special Events Committee Event to be held at El Camino Charter High School – Anderson Hall located at 5440 Valley Circle Boulevard, Woodland Hills on March 13, 2024 from 7:00 p.m. to 9:00 p.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 • <https://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.

West Hills Neighborhood Council

Neighborhood Council: _____

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

Main sponsor: _____

Contact Person: Miriam Schimmel

Phone: 310.933.2613 Email: miriam.schimmel@westhillsnc.org

Co-Sponsor (if applicable): _____

Contact Person: _____

Phone: _____ Email: _____

Event Information

This will be an Active Shooter Seminar provided to the community and put on by the WHNC in conjunction with a special unit of the LAPD who lectures on what to do if you are in a public place when an active shooter even occurs.

Event Title and Description: _____

Date: March 13, 2024 Time Frame: 7:00-9:00 pm Est. number of attendees: 200-300 Event Budget: \$ 500.00

Venue Name: El Camino Real Charter High School - Anderson Hall

Venue Address: 5440 Valley Circle Blvd., Woodland Hills, CA 91367

Contact Person: Dean Bennett, Administrative Director ECRCHS

Phone: 818.595.7500 Email: D.Bennett@ecrchs.net

Please note: If the venue for the event is at a City or public facility, e.g. park, school, the venue approval may be easier and at little or no cost. If the venue for the event is not a City facility, a separate contract may be needed and can take up to 60 days to complete.

Please scan the following documents and email to Clerk.NCFunding@lacity.org for approval PRIOR to event:

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

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

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

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

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

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

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

If RENTING a vehicle or truck to transport event materials:

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

ADDITIONAL PERMITS may be required if the event has:

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

CONTACT INFORMATION for possible permits:

- Street Maintenance - (213) 847-2999
- Building and Safety - (213) 482-0387
- LADOT (Traffic Officers) - (323) 913-4652
- LADOT (Signs) - (213) 485-2298
- LADOT (Special Operations) - (323) 224-2124
- Risk Management - (213) 978-7475
- LAPD - (213) 486-0410
- LAFD – (213) 978-3640
- Sanitation - (213) 485-3612
- Street Services – (213) 847-6000
- LA County Public Health Dept. - <http://publichealth.lacounty.gov>

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

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

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

Signature: Miriam L. Schimmel Date: November 16, 2023
 Print Name: Miriam Schimmel Title: West Hills Neighborhood Council Board member
 Email: miriam.schimmel@westhillsnc.org Phone: 310.933.2613

For Staff Use Only: Approved Denied Code: _____

Reviewers Signatures: 1st Level _____ 2nd Level _____

Reviewers Names: 1st Level _____ 2nd Level _____

WEST HILLS NEIGHBORHOOD COUNCIL

Spending Request Form

Please print legibly or type

Date of submission: Committee Name:

Chairperson/Stakeholder: Date Approved by Committee:

Phone: Email:

Event/Activity:

Total Amount Requested: Budget Line Item:

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

(Attach additional pages if necessary)

List all expense items, quantities, and amounts:

Item & Quantity	Amount
<input type="text" value="Pure Life Purified Water, 16.9 Fl Oz / 500 mL, Plastic Bottled Water (8 Packs of 35 bottles @ \$5.98 each)"/>	<input type="text" value="60.00"/>
<input type="text" value="Insurance"/>	<input type="text" value="340.00"/>
<input type="text" value="individually sealed/wrapped snacks"/>	<input type="text" value="100.00"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

For Budget Committee/Controller Use Only:

Committee Approved: Budget Approved: Board Approved:

**Agenda Item 24-0009 - Discussion and Possible Action to Amend WHNC Standing Rules
Article V, Section 6:**

Article V Governing Board, Section 6: Vacancies on the Board

The Committee Chair(s) shall be appointed by the WHNC President. In selecting members for the committee, the Chair(s) shall give consideration to eligible Board members who express interest and who did not serve on the previous Vacancy Ad Hoc Committee. To be considered eligible, a Board member must be current in all required neighborhood council trainings and must currently be a member of the Board for at least ~~two (2)~~ one (1) years.