



CITY OF  
LOS ANGELES  
CALIFORNIA



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

**BOARD MEETING AGENDA**

**Thursday, August 1, 2024 @ 7:00 p.m.**

**de Toledo High School, 22622 Vanowen Street, West Hills 91307**

In conformity with the October 6, 2023 enactment of California Senate Bill 411 (Portantino) and La City Council Approval on November 1, 2023, the West Hills Neighborhood Council Board Meeting will be conducted virtually, telephonically and in person. All are invited to attend and participate.

- **To attend online** via Zoom Webinar: [CLICK HERE](#)
- **To call in by phone**, dial (669) 900-6833, then punch in this Webinar code when prompted: **8615 117 6250** , 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><b><u>Opening Business</u></b></p> <p>Call to Order</p> <p>Roll Call – Establish Quorum</p> <p>Pledge of Allegiance</p> <p>Approval to allow Board Member(s) to attend the August 1, 2024 WHNC Special Board Meeting virtually under the provisions of AB2449</p> <p>Approve Special Meeting Minutes of July 11, 2024</p> <p>Senior Lead Officer Report</p> <p>Treasurer’s Report</p> <p>Controller’s Report</p> <p>Comments From the Co-Chair(s)</p> <p>Board Vacancy Announcement(s)</p>	<p><b>7:00 P.M.</b></p>	<p><b>Co-Chairs:</b> Mrs. Charlene Rothstein Dr. Faye Barta</p> <p><b>Secretary:</b> Mr. Brad Vanderhoof</p> <p><b>Co-Chair:</b> Dr. Faye Barta</p> <p><b>Secretary:</b> Mr. Brad Vanderhoof</p> <p><b>Secretary:</b> Mr. Brad Vanderhoof SLO Garza SLO Dinse</p> <p><b>Treasurer:</b> Mrs. Carolyn Greenwood</p> <p><b>Controller:</b> Mr. Saif Mogri</p> <p><b>Co-Chairs:</b> Mrs. Charlene Rothstein Dr. Faye Barta Mrs. Charlene Rothstein</p>
<p><b><u>Announcements</u></b></p> <p>Office of Assemblyman Jesse Gabriel Council District 12</p> <p>Department of Neighborhood Empowerment Los Angeles County Supervisor District 3</p> <p>Budget Advocates</p>		<p>Mr. Jack Trent-Dorfman, Field Representative</p> <p>Mr. Colin Crews, District Director</p> <p>Ms. Prabhjot Chamber</p> <p>Ms. Sophia Soudani, Field Representative</p> <p>Mr. Glenn Bailey</p>

<p><b><u>Public Comment</u></b></p> <p>Comments &amp; statements from stakeholders or interested parties on subjects <b><u>NOT</u></b> on this meeting's agenda.</p> <p><b>*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.*</b></p>		<p><b>Co-Chair:</b> Dr. Faye Barta</p>
<p><b><u>Certificate of Appreciation</u></b></p> <p>Albert Davis Woodward</p>		<p>Ms. Zhelbert Zohrabian</p>
<p><b><u>Council Announcement</u></b></p> <p>Committee &amp; Liaison Reports</p>		
<p><b><u>New Business</u></b></p> <p><b>24-0043</b> - Discussion and possible action regarding approval of the WHNC's June 2024 Monthly Expenditure Report (MER) (<b>3 Minutes Max</b>)</p> <p><b>24-0044</b> – Discussion and possible action to approve the Event Approval Form and budget in the amount of \$50.00 for the Beautification Committee's Clean-Up Event on August 24, 2024, on Valley Circle Blvd. between Roscoe Blvd and and Strathern Street from 8 AM to 11 AM. (<b>5 Minutes Max</b>)</p> <p><b>24-0045</b> - Discussion and possible action to approve the Special Events Committee's Event Approval Request and Budget in the amount of \$1,200.00 for the 2024 -2025 Halloween House Event (<b>5 Minutes Max</b>)</p>		<p>Mrs. Carolyn Greenwood, Co-Chair Budget Committee Mr. Saif Mogri, Co-Chair Budget Committee</p> <p>Dr. Faye Barta, Co-Chair Beautification Committee Mr. Brad Vanderhoof, Co-Chair Beautification Committee</p> <p>Mrs. Charlene Rothstein, Co-Chair Mrs. Aida Abkarians, Board Member</p>
<p><b><u>Adjournment</u></b></p>		

**SB 411 Updates:** If a Neighborhood Council has a quorum of board members in a physical location, board members who wish to join the meeting via teleconferencing must adhere to AB 2449 rules and regulations. If a Neighborhood Council does not have a quorum of board members in a physical location, they must adhere to SB 411 rules and regulations. In the event of a disruption that prevents the eligible legislative body from broadcasting the meeting to members of the public using the call-in option or internet-based service option, or in the event of a disruption within the eligible legislative body's control that prevents members of the public from offering public comments using the call-in option or internet-based service option, the eligible legislative body shall take no further action on items appearing on the meeting agenda until public access to the meeting via the call-in option or internet-based service option is restored. Actions taken on agenda items during a disruption that prevents the eligible legislative body from broadcasting the meeting may be challenged pursuant to Section 54960.1. The eligible legislative body shall not require public comments to be submitted in advance of the meeting and shall provide an opportunity for the public to address the legislative body and offer comments in real time. Notwithstanding Section 54953.3, an individual desiring to provide public comment through the use of an internet website, or other online platform, not under the control of the eligible legislative body, that requires registration to log in to a teleconference may be required to register as required by the third-party internet website or online platform to participate. (i) An eligible legislative body

that provides a timed public comment period for each agenda item shall not close the public comment period for the agenda item, or the opportunity to register, pursuant to subparagraph, provide public comment until that timed public comment period has elapsed.(ii) An eligible legislative body that does not provide a timed public comment period, but takes public comment separately on each agenda item, shall allow a reasonable amount of time per agenda item to allow public members the opportunity to provide public comment, including time for members of the public to register pursuant to subparagraph (D), or otherwise be recognized for the purpose of providing public comment. (iii) An eligible legislative body that provides a timed general public comment period that does not correspond to a specific agenda item shall not close the public comment period or the opportunity to register, pursuant to subparagraph (D), until the timed general public comment period has elapsed.

**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](mailto: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](http://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](mailto:ethics@lacity.org/lobbying). For assistance, please contact the Ethics Commission at (213) 978-1960 or [ethics.commission@lacity.org](mailto: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](http://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](mailto: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](http://www.westhillsnc.org)

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



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## WEST HILLS NEIGHBORHOOD COUNCIL

### BOARD MEETING MINUTES

de Toledo High School

July 11, 2024

Revised July 11, 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, Carolyn Greenwood, Glenn Jennings, Kim Koerber, Vinura Kotuwelle, Noe Loera, Jonathan Marvisi, Saif Mogri (AB2449), Penelope Newmark, Carolyn Poppert, Bill Rose, Char Rothstein, Miriam Schimmel, Cole Smith, and Brad Vanderhoof

**ABSENT:** Sandi Bell

**SUSPENDED:** Ian Afazeli, Alejandro Phillips, Joan Trent (in attendance), Joanne Yvanek-Garb (in attendance), and Zhelbert Zohrabian (in attendance)

President Char Rothstein called the meeting to order at 7:11 PM.

Secretary Brad Vanderhoof called roll and a quorum was established.

Vice President Faye Barta led the Pledge of Allegiance.

Kim Koerber took the NC oath to be seated on the WHNC Board of Directors.

Approval to allow Board Member(s) to attend the July 11, 2024 WHNC Board Meeting virtually under the provisions of AB2449: By unanimous consent Saif Mogri was approved to attend the meeting virtually.

The June meeting minutes were approved.

**Treasurer's Report:** Treasurer Greenwood reviewed the May MER. The remaining balance at the end of May was \$9817.23. Spending was mainly office expenses.

**24-0036** - Discussion and possible action regarding approval of the WHNC's May 2024 Monthly Expenditure Report (MER):

Aida Abkarians – Yes

Sandi Bell – Absent

Kim Koerber – Yes

Jonathan Marvisi – Yes

Alejandro Phillips – Ineligible

Char Rothstein - Ineligible

Ian Afazeli – Ineligible

Carolyn Greenwood – Yes

Vinura Kotuwelle – Yes

Saif Mogri – Yes

Carolyn Poppert – Yes

Miriam Schimmel - Yes

Faye Barta – Yes

Glenn Jennings – Yes

Noe Loera- Ineligible

Penelope Newmark –Ineligible

Bill Rose - Ineligible

Cole Smith – Yes

Joan Trent – Ineligible  
Zhelbert Zohrabian - Ineligible

Brad Vanderhoof – Yes

Joanne Yvanek-Garb – Ineligible

Yes – 12, No – 0, Abstain -- 0, Absent – 1, Ineligible – 9, Recusal – 0

**The MER is approved.**

**Controller’s Report:** Controller Mogri reported that \$27769.43 was spent from a beginning fiscal year budget of \$36.861.91. An approximate \$9K rollover is predicted.

**Comments From the Co-Chair(s):** None

**Board Vacancy Announcement(s):** Joe Ourfalian has resigned from the WHNC Board. The vacancy period opens in a couple of days and will run for 30 days.

**Announcements:**

Prabhjot Chamber, Neighborhood Empowerment Advocate, Department of Neighborhood Empowerment, said DONE has entered a partnership with Listen for Good to gain feedback from NC members. A survey will be sent out shortly and there is a prize for the NC with the best completion percentage. New DONE GM Carmen Chang will have a listening tour for NC presidents and vice presidents. She said she would make time to personally help Board members having problems with Cornerstone training.

Sharon Bronson, Council District 12 (CD12), said the rapid response team has picked up 3800 illegally dumped items. Lead12 is a program to teach high school students about city government. There is information on the sewer charge increase on the CD12 website. Construction has started on the bus only lanes on Roscoe between Topanga and Coldwater.

**Public Comment:** Dan Chang introduced himself as an LAUSD middle school math teacher from North Hollywood who is a candidate for School Board District 3.

**New Business:**

**24-0037-** Filling a vacant seat on the West Hills Neighborhood Council Board vacated by Clarice Chavira: This item was postponed. Two candidates withdrew. The application period will reopen.

**24-0038 –** Approval of the 2024-2025 WHNC budget in the amount of \$32,000.00:

Aida Abkarians – Yes

Sandi Bell - Absent

Kim Koerber – Yes

Jonathan Marvisi – Yes

Alejandro Phillips – Ineligible

Char Rothstein – Ineligible

Joan Trent – Ineligible

Zhelbert Zohrabian - Ineligible

Ian Afazeli – Ineligible

Carolyn Greenwood – Yes

Vinura Kotuwelle – Yes

Saif Mogri – Yes

Carolyn Poppert – Yes

Miriam Schimmel – Yes

Brad Vanderhoof – Yes

Faye Barta - Yes

Glenn Jennings - Yes

Noe Loera – Ineligible

Penelope Newmark - Ineligible

Bill Rose – Ineligible

Cole Smith – Yes

Joanne Yvanek-Garb – Ineligible

Yes – 12, No – 0, Abstain -- 0, Absent – 1, Ineligible – 9, Recusal – 0

**The Budget is approved.**

**24-0039** - Approval of the 2024-2025 Administrative Packet:

Aida Abkarians said the amounts budgeted for Education \$2000, and Homelessness \$0, are not the numbers of \$3000 and \$500 she remembered. Carolyn said they can be increased when the rollover is approved.

Aida Abkarians – Yes	Ian Afazeli – Ineligible	Faye Barta - Yes
Sandi Bell – Absent	Carolyn Greenwood - Yes	Glenn Jennings - Yes
Kim Koerber – Yes	Vinura Kotuwelle - Yes	Noe Loera – Ineligible
Jonathan Marvisi – Yes	Saif Mogri – Yes	Penelope Newmark - Ineligible
Alejandro Phillips – Ineligible	Carolyn Poppert – Yes	Bill Rose - Ineligible
Char Rothstein – Ineligible	Miriam Schimmel – Yes	Cole Smith – Yes
Joan Trent – Ineligible	Brad Vanderhoof – Yes	Joanne Yvanek-Garb – Ineligible
Zhelbert Zohrabian - Ineligible		

Yes – 12, No – 0, Abstain -- 0, Absent – 1, Ineligible – 9, Recusal – 0

**The Administrative Packet is approved.**

**24-0040** - Approval of reimbursement in the amount of \$103.60 to Dan Brin for decorations for the Memorial Day Parade:

Aida Abkarians – Yes	Ian Afazeli – Ineligible	Faye Barta - Yes
Sandi Bell – Absent	Carolyn Greenwood – Yes	Glenn Jennings - Yes
Kim Koerber – Yes	Vinura Kotuwelle – Yes	Noe Loera – Ineligible
Jonathan Marvisi – Yes	Saif Mogri – Yes	Penelope Newmark - Ineligible
Alejandro Phillips – Ineligible	Carolyn Poppert – Yes	Bill Rose - Ineligible
Char Rothstein – Ineligible	Miriam Schimmel – Yes	Cole Smith – Yes
Joan Trent – Ineligible	Brad Vanderhoof – Yes	Joanne Yvanek-Garb – Ineligible
Zhelbert Zohrabian - Ineligible		

Yes – 12, No – 0, Abstain -- 0, Absent – 1, Ineligible – 9, Recusal – 0

**The reimbursement is approved.**

**24-0041** - Appointment of Saif Mogri as chair of the WHNC's Public Health Committee:

Aida Abkarians - Yes	Ian Afazeli – Ineligible	Faye Barta – Yes
Sandi Bell – Absent	Carolyn Greenwood – Yes	Glenn Jennings - Yes
Kim Koerber – Yes	Vinura Kotuwelle – Yes	Noe Loera – Ineligible
Jonathan Marvisi – Yes	Saif Mogri – Yes	Penelope Newmark – Ineligible
Alejandro Phillips – Ineligible	Carolyn Poppert – Yes	Bill Rose - Ineligible
Char Rothstein – Ineligible	Miriam Schimmel – Yes	Cole Smith – Yes
Joan Trent – Ineligible	Brad Vanderhoof – Yes	Joanne Yvanek-Garb – Ineligible
Zhelbert Zohrabian - Ineligible		

Yes – 12, No – 0, Abstain -- 0, Absent – 1, Ineligible – 9, Recusal – 0

**The appointment is approved.**

**24-0042** - Beautification cleanup on July 27, 2024, from 8:00 AM to 11:00 AM on the corner of Woodlake and Saticoy:

Aida Abkarians - Yes

Sandi Bell – Absent

Kim Koerber – Yes

Jonathan Marvisi – Yes

Alejandro Phillips – Ineligible

Char Rothstein – Ineligible

Joan Trent – Ineligible

Zhelbert Zohrabian - Ineligible

Ian Afazeli – Ineligible

Carolyn Greenwood – Yes

Vinura Kotuwelle – Yes

Saif Mogri – Yes

Carolyn Poppert – Yes

Miriam Schimmel – Yes

Brad Vanderhoof – Yes

Faye Barta - Yes

Glenn Jennings - Yes

Noe Loera – Ineligible

Penelope Newmark – Ineligible

Bill Rose – Ineligible

Cole Smith – Yes

Joanne Yvanek-Garb – Ineligible

Yes – 12, No – 0, Abstain -- 0, Absent – 1, Ineligible – 9, Recusal – 0

**The cleanup is approved.**

President Char Rothstein adjourned the meeting at 8:02 PM.

**Agenda Item 24-0043 - Discussion and possible action regarding approval of the WHNC's June 2024 Monthly Expenditure Report (MER)**

# Monthly Expenditure Report



**Reporting Month: June 2024**

**Budget Fiscal Year: 2023-2024**

**NC Name: West Hills Neighborhood Council**

Monthly Cash Reconciliation					
Beginning Balance	Total Spent	Remaining Balance	Outstanding	Commitments	Net Available
\$11673.83	\$1581.35	\$10092.48	\$500.00	\$0.00	\$9592.48

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office	\$33261.91	\$1581.35	\$5992.48	\$0.00	\$5992.48
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: \$25688.08	

Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	THE WEB CORNER, INC	06/01/2024	Email to WHNC Stakeholders	General Operations Expenditure	Office	\$150.00
2	RACKSPACE EMAIL & APPS	06/22/2024	WHNC Email Service	General Operations Expenditure	Office	\$74.75
3	APPLEONE EMPLOYMENT SERVICES	05/31/2024	WHNC Executive Assistant	General Operations Expenditure	Office	\$1356.60
<b>Subtotal:</b>						<b>\$1581.35</b>

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
<b>Subtotal: Outstanding</b>						<b>\$500.00</b>





**WEST HILLS NEIGHBORHOOD COUNCIL  
CONTROLLER'S REPORT JULY 2024**

	Item	Committee	Purpose	Budget	Balance	July	Total Spent
	<b>Neighborhood Purpose Grants (NPG's)</b>						
23		Youth and Education	NPG's	<b>\$4,000.00</b>			\$0.00
18A		Homelessness	NPG's	\$1,000.00			
19A		Public Safety	NPG's	<b>\$750.00</b>			
		Total		<b>\$5,750.00</b>			\$0.00
	<b>Community Improvement Projects (CIP's)</b>						
20A		Streets&Transportation	CIP's				
24		Beautification	Cleanups				\$0.00
25		Beautification	Special Events				
	<b>GRAND TOTAL</b>			<b>\$59,096.79</b>	\$58,281.03		\$815.76
	<b>ALLOWED BUDGET</b>			<b>\$32,000.00</b>			
26	<b>Clean Street Grant</b>			\$1,324.83			
	<b>Rollover</b>			\$9,080.48			
	<b>GRAND TOTAL</b>			<b>\$41,080.48</b>			
	<b>GREEN COLOR CANNOT CHANGE</b>						
	<b>RED COLOR REQUESTED AMOUNT INCLUDES GREEN</b>						



## 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 & Faye Barta

Phone: (818) 887-7811 Email: Brad.Vanderhoof@westhillsnc.org; Faye.Barta@westhillsnc.org

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

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

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

### **Event Information**

Event Title and Description: Community Cleanup- Valley Circle Median

Date: 08/24/24 Time Frame: 8:00 a.m. - 11:00 a.m. Est. number of attendees: 25 Event Budget: \$ 50.00

Venue Name: WHNC Beautification Committee August 24, 2024 Clean-Up

Venue Address: The East side of Valley Circle Blvd between Roscoe Blvd & Strathern Street

Contact Person: Brad Vanderhoof and Faye Barta

Phone: (818) 887-7811 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](mailto:Clerk.NCFunding@lacity.org) for approval PRIOR to event:**

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

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

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

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

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

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

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

**If RENTING a vehicle or truck to transport event materials:**

- Renting and driving of vehicle/truck must be by 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
- LADOT (Special Operations) - (323) 224-2124
- Risk Management - (213) 978-7475
- LAPD - (213) 486-0410
- LAFD – (213)-978-3640
- Sanitation - (213) 485-3612
- Street Services - <http://bsspermits.lacity.org/spevents/>
- LA County Public Health Dept. - <http://publichealth.lacounty.gov>

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

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

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

Signature: Faye Barta Date: July 25, 2024

Print Name: Faye Barta and Brad Vanderhoof Title: Co-Chair, Beautification Committee

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

For Staff Use Only:  Approved  Denied Code: \_\_\_\_\_

Reviewers Signatures: 1<sup>st</sup> Level \_\_\_\_\_ 2<sup>nd</sup> Level \_\_\_\_\_

Reviewers Names: 1<sup>st</sup> Level \_\_\_\_\_ 2<sup>nd</sup> Level \_\_\_\_\_

**Agenda Item 24-0045 - Discussion and possible action to approve the Special Events Committee's Event Approval Request and Budget in the amount of \$1,200.00 for the 2024 -2025 Halloween House Event**



## 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: Charlene Rothstein

Phone: (818) 642-1267 Email: charlene.rothstein@westhillsnc.org

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

Contact Person: Ron Rubine

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

### **Event Information**

Event Title and Description: 6th Annual Halloween Houses on Display

Date: 10/13/24 Time Frame: 6:00pm -10:00pm Est. number of attendees: 50 Event Budget: \$ 1,200.00

Venue Name: West Hills Neighborhood Council Community

Venue Address: All of West Hills - 91304 - 91307

Contact Person: Charlene Rothstein

Phone: (818) 642-1267 Email: charlene.rothstein@westhillsnc.org

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

**Please scan the following documents and email to [Clerk.NCFunding@lacity.org](mailto:Clerk.NCFunding@lacity.org) for approval PRIOR to event:**

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

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

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

- LA County Public Health Department Permit – if the food is free, no permit is required. If there are tickets being sold for vendor food booths (e.g. "Taste of" type of event, which needs to have a sponsor besides the Neighborhood Council to accept the funds), a paid permit is required, but the fee will be waived if held at a City park.
- LA Fire Department – contact for a permit for use of barbeques or to determine whether a first aid station is necessary

**You may need ADDITIONAL INSURANCE for your event from Vendors if they are providing the following services:**

- Jumper/Bouncer (Inflatables) – the City of Los Angeles will need to be listed as an additional insured by the company
- Games (e.g. dunk tank, other carnival style games) – City Risk Management will need to review
- Food (purchased, provided, distributed and/or served) – City Risk Management may need to review

**If RENTING a vehicle or truck to transport event materials:**

- Renting 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) 978-3650
- Sanitation - (213) 485-3612
- Street Services - <http://bsspermits.lacity.org/spevents/>
- LA County Public Health Dept. - <http://publichealth.lacounty.gov>

**Original documents to submit with your Monthly Expenditure Report for the 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
- Board Vote Count Form – Completed and signed by Treasurer and Second Signatory
- Itemized Detailed Event Budget – Final total budget with funding categories and specific vendors. If final budget changed from original, please submit adjusted budget with new Board Vote Count Form.
- Original Invoices and Receipts
- Proof of Sponsorships (e.g. event flyers, webpage copy, etc.)
- Copies of Additional Permits (if applicable)
- Copies of Additional Insurance (if applicable)
- 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: Char Rothstein Date: 7/25/24  
Print Name: Char Rothstein Title: President  
Email: Charlene.rothstein@westhillsnc.org Phone: (818) 642-1267

# 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.

THIS IS A MAJOR OUTREACH EVENT THAT THE COMMUNITY PARTICIPATES IN AND LOOKS FORWARD TO. THIS EVENT FOLLOWS ALL L A CITY PROTOCOLS AND IS SUPPORTED BY AND CO SPONSORED BY CD12, COUNCILMEMBER JOHN LEE

(Attach additional pages if necessary)

List all expense items, quantities, and amounts:

Item & Quantity	Amount
<input type="text" value="500 FLYERS"/>	<input type="text" value="\$129.00"/>
<input type="text" value="5 SIGNS"/>	<input type="text" value="\$212.92"/>
<input type="text" value="3 SIGNS"/>	<input type="text" value="\$138.37"/>
<input type="text" value="HALLOWEEN BAGS/WRAPPED CANDY"/>	<input type="text" value="\$300.00"/>
<input type="text" value="NEWSPAPER ADS"/>	<input type="text" value="\$200.00"/>
<input type="text" value="CERTIFICATES?FOLDERS"/>	<input type="text" value="\$219.71"/>
<input type="text"/>	<input type="text"/>

For Budget Committee/Controller Use Only:

Committee Approved  Budget Approved  Board Approved

# WEST HILLS NEIGHBORHOOD COUNCIL

## Budget Request Form 2023-2024

Please print legibly or type

Date of submission: Aug. 1, 24 Committee Name: Special Events

Date Committee approved: 6/25/24

Chairperson: Chau Rathsstein (Palmer)

Amount Requested: \$ 1200.00

List of Items Budgeted For, With Costs:

<u>500 Flyers</u>	<u>\$129.00</u>
<u>5 Signs</u>	<u>\$212.92</u>
<u>3 Signs</u>	<u>\$138.37</u>
<u>Halloween Bags / wrapped Candy</u>	<u>\$300.00</u>
<u>Newspaper Ads</u>	<u>\$200.00</u>
<u>Certificates / Folders</u>	<u>\$219.71</u>