



CITY OF
LOS ANGELES
CALIFORNIA



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

BOARD MEETING MINUTES FINAL 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.



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WEST HILLS NEIGHBORHOOD COUNCIL

BOARD MEETING MINUTES

de Toledo High School

June 13, 2024

Revised June 21, 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 (AB2449), Sandi Bell, Carolyn Greenwood, Glenn Jennings (AB2449), Vinura Kotuwelle, Noe Loera, Jonathan Marvisi, Saif Mogri, Penelope Newmark, Joe Ourfalian, Carolyn Poppert, Bill Rose, Char Rothstein, Cole Smith, Joan Trent, Brad Vanderhoof, and Joanne Yvanek-Garb

ABSENT: Ian Afazeli, Randhara Kotuwelle, Alejandro Phillips, Miriam Schimmel, and Zhelbert Zohrabian

President Char Rothstein called the meeting to order at 7:15 PM.

Secretary Brad Vanderhoof called roll and a quorum was established.

Vice President Faye Barta led the Pledge of Allegiance.

Approval to allow Board Member(s) to attend the June 13, 2024 WHNC Board Meeting virtually under the provisions of AB2449: By unanimous consent Faye Barta and Glenn Jennings were approved to attend the meeting virtually.

The May meeting minutes were approved.

Treasurer's Report: Treasurer Greenwood reviewed the April MER. The beginning balance was \$15687.46 and \$ 1910.55 was spent.

24-0032 - Discussion and possible action regarding approval of the WHNC's April 2024 Monthly Expenditure Report (MER):

Aida Abkarians – Yes
Sandi Bell - Yes
Vinura Kotuwelle – Yes
Saif Mogri - Yes
Alejandro Phillips – Absent
Char Rothstein – Yes
Joan Trent - Ineligible
Zhelbert Zohrabian - Absent

Ian Afazeli - Absent
Carolyn Greenwood – Yes
Noe Loera – Ineligible
Penelope Newmark – Yes
Carolyn Poppert – Yes
Miriam Schimmel - Absent
Brad Vanderhoof - Yes

Faye Barta - Yes
Glenn Jennings - Yes
Jonathan Marvisi - Yes
Joe Ourfalian - Ineligible
Bill Rose – Ineligible
Cole Smith – Yes
Joanne Yvanek-Garb – Yes

Yes – 14, No – 0, Abstain -- 0, Absent – 4, Ineligible – 4, Recusal – 0
The MER is approved.

Controller’s Report: Controller Mogri reported at the end of May a total of \$27544.68 was spent. Considering unpaid bills the balance available is \$9305.23. A \$6-7K rollover is predicted.

Comments from the Co-Chair(s): Char Rothstein said the Zoning and planning Committee meeting this month was a success with about 350 attendees.

Board Vacancy Announcement(s): Randhara Kotuwelle has resigned from the WHNC Board. The vacancy period opens tomorrow and will run for 30 days.

Announcements:

Prabhjot Chamber, Neighborhood Empowerment Advocate, Department of Neighborhood Empowerment, said the deadline for completing the Anti-bias and gender identity trainings has been extended to July 1.

Colin Crews, District Director, Council District 12 (CD12), said they had 70 volunteers for the last CD12 sponsored Day of Service in partnership with Volunteers Cleaning Communities. CD12 staff saw a demonstration of a new method for laying fiber optic cables in streets that is much quicker and less destructive.

Sophia Soudani, Field Representative, County Supervisor District 3, said the LA County Emergency Response report shows 11K were prevented from becoming homeless. Permanent housing placements saw a 39% increase. The County’s final budget will be released next month. The Economic Mobility Fund for small businesses received \$25 million from the federal government.

Presentation: Energy Savings and Environment Conservation By The Climate Club from Pomelo Community Charter School

Scott Schmerelson, LAUSD School Board Member District 3 introduced the club teacher Ian Stuart who introduced the students from the club.

Neema Edalat, Phoebe Devine, Wesley Gunter, Grant Yamaguchi, Natalie Claxton, Alice Hunt, David Sanfir, Aidin Jin, Xander Alvarado, Elodie Smith, Safiyah Ansari, Zachariah Martin

Certificates of Appreciation were given to the students and their teacher by LAUSD (Scott Schmerelson presenting), CD12 (Colin Crews presenting), and The West Hills Neighborhood Council (Aida Abkarians presenting).

Public Comment: Jeff Sacher spoke on his request to reduce the number of committees and meetings.

New Business:

24-0033 - Filling of a vacant seat on the West Hills Neighborhood Council Board vacated by Mark Neudorff:

The three candidates: Ravi Gill (RG), Kim Koerber (KK), and Paula Miller (PM) each spoke for two minutes.

Aida Abkarians – KK
Sandi Bell - KK

Ian Afazeli – Absent
Carolyn Greenwood - RG

Faye Barta - KK
Glenn Jennings - KK

Vinura Kotuwelle - RG
Saif Mogri – RG
Alejandro Phillips – Absent
Char Rothstein - KK
Joan Trent – Ineligible
Zhelbert Zohrabian - Absent

Noe Loera – Ineligible
Penelope Newmark – RG
Carolyn Poppert – RG
Miriam Schimmel - Absent
Brad Vanderhoof – RG

Jonathan Marvisi - KK
Joe Ourfalian - Ineligible
Bill Rose - Ineligible
Cole Smith – KK
Joanne Yvanek-Garb – KK

Kim Koerber – 8, Ravi Gill – 6, Paula Miller – 0, Abstain -- 0, Absent – 4, Ineligible – 4, Recusal – 0
There is a majority.

Kim Koerber has been appointed the the WHNC Board.
She will be sworn in at the July meeting.

24-0034 - Appointment of five WHNC board members who may submit Community Impact Statements (CIS):

Five Board Members volunteered:
Joanne Yvanek-Garb, Aida Abkarians, Vinura Kotuwelle, Cole Smith, and Jonathan Marvisi
With no objections, by unanimous consent, those board members are authorized to post WHNC Board approved Statements to the CIS system.

24-0035 - Amendment to the WHNC Standing Rules: Article V Governing Board; Section 7: Absences

Jonathan Marvisi moved to amend the minimum number of eight (8) meetings to four (4) meetings.
Aida Abkarians seconded.

Char Rothstein proposed a further amendment to make it six (6) meetings.

Article V Governing Board Section 7: Absences Board Members who have not attended In-Person a minimum of ~~Eight (8) Four (4)~~ Six (6) of the previous Twelve (12) regular or special meetings of the Board shall be subject to removal from the Board under procedures established by the Board. Board Members cannot attend Virtually more than Four (4) of the previous Twelve (12) regular or special meetings of the Board.

Vote on the amendment:

Aida Abkarians – Yes
Sandi Bell - Yes
Vinura Kotuwelle - Yes
Saif Mogri - Yes
Alejandro Phillips – Absent
Char Rothstein - Yes
Joan Trent - Ineligible
Zhelbert Zohrabian - Absent

Ian Afazeli – Absent
Carolyn Greenwood - Yes
Noe Loera – Ineligible
Penelope Newmark - Abstain
Carolyn Poppert – Yes
Miriam Schimmel - Absent
Brad Vanderhoof – Yes

Faye Barta - No
Glenn Jennings - No
Jonathan Marvisi - Yes
Joe Ourfalian - Ineligible
Bill Rose - Ineligible
Cole Smith – Yes
Joanne Yvanek-Garb – Yes

Yes – 11, No – 2, Abstain -- 1, Absent – 4, Ineligible – 4, Recusal – 0
The motion to amend passes.

Vote on the amendment to the WHNC Standing Rules:

Aida Abkarians – Yes
Sandi Bell – Yes

Ian Afazeli - Absent
Carolyn Greenwood - Yes

Faye Barta - No
Glenn Jennings – No

Vinura Kotuwelle - Yes
Saif Mogri - Yes
Alejandro Phillips – Absent
Char Rothstein - Yes
Joan Trent - Ineligible
Zhelbert Zohrabian - Absent

Noe Loera – Ineligible
Penelope Newmark - Yes
Carolyn Poppert – No
Miriam Schimmel - Absent
Brad Vanderhoof - Yes

Jonathan Marvisi - Yes
Joe Ourfalian - Ineligible
Bill Rose - Ineligible
Cole Smith – Yes
Joanne Yvanek-Garb – Yes

Yes – 11, No – 3, Abstain -- 0, Absent – 4, Ineligible – 4, Recusal – 0
The change to the WHNC Standing Rules is approved.

President Char Rothstein adjourned the meeting at 8:45 PM.

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

Monthly Expenditure Report



Reporting Month: May 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
\$13776.91	\$2103.08	\$11673.83	\$1856.60	\$0.00	\$9817.23

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office	\$33261.91	\$1778.08	\$7573.83	\$1356.60	\$6217.23
Outreach		\$325.00		\$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: \$23585.00	

Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	THE WEB CORNER, INC	05/01/2024	WHNC web maintenance	General Operations Expenditure	Office	\$150.00
2	SQ VALLEY CULTURAL CE	05/17/2024	WHNC participation in the 32nd Annual Canoga Park Memorial Day Parade	General Operations Expenditure	Outreach	\$100.00
3	RACKSPACE EMAIL & APPS	05/22/2024	WHNC Board email service	General Operations Expenditure	Office	\$77.74
4	GALPIN STUDIO RENTALS	05/29/2024	Truck rental for participation in Memorial Day Parade	General Operations Expenditure	Outreach	\$225.00
5	APPLEONE EMPLOYMENT SERVICES	05/07/2024	WHNC Executive Assistant	General Operations Expenditure	Office	\$1356.60
6	Department of Neighborhood Empowerment	05/15/2024	Software - Zoom Host and Audio	General Operations Expenditure	Office	\$193.74
Subtotal:						\$2103.08

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	05/31/2024	WHNC Executive Assistant	General Operations Expenditure	Office	\$1356.60
Subtotal: Outstanding						\$1856.60

Agenda Item 24-0037- Discussion and possible action on filling a vacant seat on the West Hills Neighborhood Council Board vacated by Clarice Chavira

WEST HILLS NEIGHBORHOOD COUNCIL (WHNC) BOARD VACANCY APPLICATION

Date: 4/6/2024

Applicant's Name: Ravi Gill **Occupation:** Retired Product Manager(Ford Motor Co)

Home Address: [REDACTED]

Work Address (if Applicable): N/A

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: Volunteer for Jesse Gabriel's community and charity events

How did you hear about the WHNC? Registered for receipt information with WHNC

How often do you attend WHNC meetings? Whenever possible

Why do you wish to participate on the WHNC Board? Want to actively participate in making the city even better as it is already a nice place for the residents. Work with other city counsel members and residents to improve the curb appeal aesthetics of the WH streets. Work with WH communities to gain active participation by listening to their concerns. Actively participate and contribute to the WHNC meeting to formulate solutions to the residents problems.

What are your goals for the community? Grow Peaceful and harmonious environment for all residents. Easy, and worry free, crime free and pleasant shopping experience everytime. Help increase resident involvement in resolving residents complaints.

What skills do you have that might be especially useful for the WHNC? Experience working for big corporations and leading big teams for completing projects successfully and supporting and consistently maintaining good products. Good listening and responding to customers(residents) concerns. Facilitating good relationships among teams and employees and customers to serve the customers with the best service

Are you prepared to contribute at least ten (10) hours a month to community service through the council? Yes, Absolutely and more than 10 hours when needed

What areas of community service particularly interest you? Beautifying areas, facilitating community service events and outreach to the communities.

Do you have any interests that might conflict with Neighborhood Council responsibilities?
None known

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

WEST HILLS NEIGHBORHOOD COUNCIL (WHNC) BOARD VACANCY APPLICATION

Date: 5.14.24

Applicant's Name: Adrian Noack **Occupation:** Production Manager

Home Address: [REDACTED]

Work Address (if Applicable): _____

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

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 am part of the WHNC Facebook page and heard about the
group through a search of local neighborhood groups.

How often do you attend WHNC meetings? I have attended two meetings; one virtual and one in person.
Though after experiencing tonight's meeting, I will likely be attending more.

Why do you wish to participate on the WHNC Board? I'd like to be considered to fill the board
vacancy for the West Hills Neighborhood Council to bring a voice and perspective that advocates for community needs
and progress, not solely the individual's. After attending tonight's meeting I feel that a representative that is open
minded and guided by collaboration and tolerance of others, not fear and individualism is desperately needed.

What are your goals for the community? My goals for the community are the growth and sustainability of West
Hills to be an excellent place to live and raise a family. For me that means contributing to the development of an active and
vibrant arts, culinary, outdoors and small business based lifestyle. Creating affordable and accessible live work spaces
along with safe, walkable and rideable areas promotes familiarity of your neighbors and the creation of great experiences.

What skills do you have that might be especially useful for the WHNC? I bring a life time of public
service and leadership to the WHNC. I have extensive experience with boards, committees and parliamentary procedures
and protocols. I have a strong background and experience running meetings both in person and virtually. I also bring a
strong background in extensive knowledge of working within public agencies and government.

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 have volunteered with kids and adults with
disabilities for over 15 years. I taught stagecraft and technical theater for over 5 years and continue to provide mentorship
and guidance to students and peers in my industries as a way to give back. Service to community, serves all people.

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

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

	Item	Committee	Purpose	Budget	Revised Budget	
	OFFICE					
1		Office	Misc. Expense	\$519.00		
2		Office	Rent	\$5.00		
3		Office	Committee Printing	\$369.00		
4		Office	P.O.Box	\$450.00		
5		Office	Apple One	\$18,000.00		
6		Office	Go Daddy	\$21.17		
7		Board	Web Corner	\$1,800.00		
8		Board	Rack Space	\$850.00		
9		Board	I Contact	\$850.00		
		Office Subtotal		\$22,864.17		
	OUTREACH					
10		Communication	Outreach			
11		Beautification	Refreshment&Snacks	\$400.00		
12		Special Events	Outreach	\$2,500.00		
13		Environment	Outreach			
14		Govt. Relations	VANC	\$35.83		
15		Govt. Relations	Budget Advocates	\$0.00		
16		Govt. Relations	Congress	\$200.00		
17		Govt. Relations	Empower LA Awards	\$0.00		
18		Homelessness	Homeless	\$0.00		
19		Public Safety	Forums			
20		Streets&Transportation	Outreach			
21		Public Health				
		Outreach Total		\$3,135.83		

Agenda Item 24-0038 - Discussion and possible action on approving 2024-2025 WHNC budget in the amount of \$32,000.00

	Item	Committee	Purpose	Budget	Revised Budget	
22		Elections	Elections	\$3,500.00		
		Total Spent				
	Neighborhood Purpose Grants (NPG's)					
23		Youth and Eduction	NPG's	\$2,000.00		
18A		Homelessness	NPG's			
19A		Public Safety	NPG's	\$500.00		
		Total				
	Community Improvement Projects (CIP's)					
20A		Streets&Transportation	CIP's			
24		Beautification	Cleanups			
25		Beautification	Special Events			
	GRAND TOTAL			\$35,135.83		
	ALLOWED BUDGET			\$32,000.00		
26	Clean Street Grant			\$1,324.83		
	Rollover					
	GRAND TOTAL			\$32,000.00		
	GREEN COLOR CANNOT CHANGE					
	RED COLOR REQUESTED AMOUNTS INCLUDES GREEN					

Office of the City Clerk
Neighborhood Council Funding Program
Fiscal Year Administrative Packet

Neighborhood Council: WEST HILLS
Fiscal Year: 2024 - 2025

NEIGHBORHOOD COUNCIL FUNDING PROGRAM FISCAL YEAR ADMINISTRATIVE PACKET

Summary

The Administrative Packet provides for a more comprehensive and complete record of all items that support the Neighborhood Councils' (NC) fiscal and administrative operations, including its annual budget, Financial Officers, and any commitments for NC office space, storage facility, P.O. Boxes, etc.

Goal(s)

The goal(s) of the Administrative Packet is to make it easier for NCs to identify, plan, and confirm, via a board vote, all fiscal and administrative requirements upfront each year so that our Office can prepare for and process funding requests and resulting contracts judiciously and expeditiously.

The Packet contains the following items:

- NC Funding Program Acknowledgements & Agreements – Signed by all Financial Officers
 - **If a new Financial Officer is being appointed for the new Fiscal Year, please check the appropriate box for the Financial Officer(s).**
- Completed Annual Budget
- Information pertaining to office space, meeting space, storage facility, Post Office Box (P.O. Box), and website services, as applicable.

Procedure

On a yearly basis, we require each NC to discuss, prepare, and approve the Administrative Packet. Once the NC board has voted on the Packet, the Packet and the completed Board Action Certification (BAC) Form are to be submitted to the NC Funding Program.

Your NC Treasurer can submit both documents, the Packet and BAC, by uploading them in the NC Funding System portal, Budget Allocation section, immediately after Board approval. Once received, reviewed, and accepted by our Program, your NC will gain full access to its funds. The NC Funding System portal website is <https://cityclerk.lacity.org/NCFundPortal/#/login>

As our Program awaits your Packet submission, access to your NC funds will be limited to \$333.00 per month, until the annual budget, Administrative Packet, and BAC have been received and accepted. This limited amount is intended to assist your NC operationally for expenses related to conducting your NC meetings, i.e. meeting facility use fees, printing and photocopying of meeting documents, meeting refreshments/snacks, professional staff services.

If you have questions or require any assistance regarding the packet, please feel free to email us at clerk.ncfunding@lacity.org or call us at 213-978-1058.

**NEIGHBORHOOD COUNCIL FUNDING PROGRAM
FINANCIAL OFFICERS LETTER OF ACKNOWLEDGEMENT & AGREEMENT**

We, the undersigned, do hereby declare that as a result of an official action of the Governing Body of the Neighborhood Council (NC) named below:

- (1) we are authorized to request City funding to support NC general operations,
- (2) all items or services described or included in any related funding requests are exclusively intended to further the goals and objectives of the Neighborhood Council, and
- (3) all reasonable precautions shall be exercised by the undersigned to fully safeguard, control and account for all use of funds. Proper accountability of all City funds is critical to the success of the NC Funding Program.

Therefore, by the signature(s) below, and on behalf of the Neighborhood Council named below, WE HEREBY AGREE to the terms and conditions as set forth in this Letter of Acknowledgement and all related documents as provided by the City, agree to expend funds in accordance with any applicable City rules, policies or procedures, and specifically agree to expend monies received by the Office of the City Clerk solely for public purposes relating to the goals and purposes of the Neighborhood Council named below, consistent with the scope and authority under the City Charter, the Plan for a Citywide System of Neighborhood Councils and any implementing ordinances. We have attended and participated in the City-provided training relating to the NC Funding Program.

WE FURTHER ACKNOWLEDGE and WE AGREE to comply with any requirements regarding use of the NC funds. WE AGREE to provide NC financial reports and/or supporting documentation to the Office of the City Clerk, Neighborhood Council Funding Program as requested and at monthly meetings to the Governing Body and stakeholders of the NC named below. WE AGREE that the Office of the City Clerk and other City representatives may make on-site visits to inspect and review all NC financial records, upon providing reasonable advance notice to the NC Treasurer or designated representatives.

WE ACKNOWLEDGE THAT A NEW LETTER OF ACKNOWLEDGEMENT MUST BE FILED IF THERE IS ANY CHANGE OF FINANCIAL OFFICERS.

Neighborhood Council Financial Officers - Names and Signatures:

Treasurer

Please check here if a new Treasurer is being appointed

SIGNATURE OF THE TREASURER

DATE

Carolyn Greenwood

carolyn.greenwood@westh

PRINT NAME OF THE TREASURER

EMAIL

Treasurer

818-347-0062

BOARD POSITION

PHONE NUMBER

CONTINUES OTHER SIDE

2nd Signer

Please check here if a new 2nd Signer is being appointed

SIGNATURE OF THE 2nd SIGNER

DATE

Charlene Rothstein

charlene.rothstein@westhil

PRINT NAME OF THE 2ND SIGNER

EMAIL

President/Co-Chair

818-642-1267

BOARD POSITION

PHONE NUMBER

Alternate Signer

(If not applicable, please indicate "N/A")

Please check here if a new Alt. Signer is being appointed

SIGNATURE OF THE ALTERNATE SIGNER

DATE

Faye Barta

faye.barta@westhillsnc.org

PRINT NAME OF THE ALTERNATE SIGNER

EMAIL

Vice-President/Co-Chair

818-887-7811

BOARD POSITION

PHONE NUMBER

1st Bank Cardholder

Please check here if a new Cardholder is being appointed

SIGNATURE OF THE 1st BANK CARD HOLDER

DATE

Carolyn Greenwood

carolyn.greenwood@westh

PRINT NAME OF THE 1st BANK CARD HOLDER

EMAIL

Treasurer

818-347—0062

BOARD POSITION

PHONE NUMBER

2nd Bank Cardholder

Please check here if a new Cardholder is being appointed

SIGNATURE OF THE 2nd BANK CARD HOLDER

DATE

Glenn Jennings

glenn.jennings@westhills.o

PRINT NAME OF THE 2nd BANK CARD HOLDER

EMAIL

Board Member At Large

818-887-7811

BOARD POSITION

PHONE NUMBER

***** Bank Cardholders, please read further next page *****

**NEIGHBORHOOD COUNCIL FUNDING PROGRAM
BANK CARDHOLDER ACKNOWLEDGEMENT &
AGREEMENT OF RESPONSIBILITIES**

This document outlines the responsibilities that I, as the Neighborhood Council Bank Cardholder, have as the primary custodial holder of a City Los Angeles Neighborhood Council (NC) Bank Card, referred herein as "the card" for the Neighborhood Council named below. My signature indicates that I have read and understand these responsibilities and further, that I agree to adhere to the guidelines established by the Office of the City Clerk and approved by the City Controller for the use of City funding as it relates to the Neighborhood Council Funding Program.

1. I understand that the City of Los Angeles Neighborhood Council Card is intended to facilitate the purchase and payment of materials or services required for the conduct of official Neighborhood Council business only.
2. I agree to make only those purchases consistent with the type of purchases authorized by the Office of the City Clerk and approved by the NC Governing Board.
3. I understand that under no circumstances will I use the Card to make personal purchases either for myself or for others. The Card is issued in the name of the Neighborhood Council and I serve as the Card custodian. I agree that should I willfully violate the terms of this Agreement and use of the Card for personal use or gain that I will reimburse the City of Los Angeles for all incurred charges and any fees related to the collection of those charges.
4. Uses of the Card not authorized by the Office of the City Clerk can be considered misappropriation of City funds. This could result in (a) immediate and irrevocable forfeiture of the Card, and /or (b) potential de-certification action. I understand that the Card must be surrendered upon termination of any official position with the Neighborhood Council to which the card is issued. I agree to maintain the Card with appropriate security whenever and wherever I or any other authorized person may use the Card. If the Card is stolen or lost, I agree to immediately notify the Office of the City Clerk.
5. I understand that since the Card is the property of the Bank and authorized for issue by the City of Los Angeles, I am required to comply with internal control procedures designed to protect City assets. This may include being asked to produce the Card, receipts, and/or statements to validate its existence and to audit its use.
6. I understand that I will have access to the Funding Program System portal via the Internet where all card transactions will be posted by the Bank when the card is used. I understand that I am required to obtain itemized receipts for all card transactions and upload the itemized receipts to the Funding Program System portal to verify the posted card transaction. Uploading the required itemized receipt is necessary for my NC Monthly Expenditure Report (MER) to be generated by the Funding Program System portal. The MER must be reviewed and approved by the NC Governing Board before being submitted to the Office of the City Clerk as a complete Report.
7. I understand that all transactions on the Card will reduce the funds available to the NC. I understand that the Bank will not accept any limit increases from me.
8. I understand that the Card is solely provided to the designated NC cardholder and that assignment of the Card is based on the understanding that I need to purchase materials required for the conduct of Neighborhood Council business. I understand that custodial possession of the Card is not an entitlement nor reflective of title or position.
9. As a Neighborhood Council Financial Officer, I have signed and received a copy of both the NC Funding Program Bank Cardholder Agreement of Responsibilities and Financial Officers Letter of Acknowledgement, have attended and completed the required NC Funding Program training, and understand the requirements and limitations regarding the NC Bank Card's use.

PLEASE SIGN NEXT PAGE

1st Bank Cardholder

SIGNATURE OF THE 1st BANK CARD HOLDER

Carolyn Greenwood

PRINT NAME OF THE 1st BANK CARD HOLDER

DATE

2nd Bank Cardholder

SIGNATURE OF THE 2nd BANK CARD HOLDER

Glenn Jennings

PRINT NAME OF THE 2nd BANK CARD HOLDER

DATE

NEIGHBORHOOD COUNCIL FUNDING PROGRAM

ANNUAL BUDGET TEMPLATE

The annual budget is a plan for the utilization of the NC's financial resources. It should be used as a strategic financial road map to conduct activities and efforts that will help the NC achieve its mission, goals, and objectives. The budget should include the input of stakeholders, be accessible, and comply with the rules that govern the use of NC public funds.

As a planning tool, the annual budget allows the NC board to allocate its funds, both regular annual funds and rollover funds, if any, into the following Expenditure Categories:

1. General and Operational Expenditures
 - i. **Office/Operational**
 - ii. Outreach
 - iii. Elections
2. Neighborhood Purposes Grants (NPGs)
3. Community Improvement Projects (CIPs)

With the exception of certain expenditures related to Office/Operational items, the annual budget cannot be used as authorization or approval of actual payments to vendors. All payments related to Outreach purchases, activities, and events, Elections, NPGs, and CIPs must be considered and approved through separate board motions, not as part of the board approval of the annual budget.

The annual budget may be accepted as authorization for payment for certain monthly and recurring **Office/Operational expenditures only**, such as those listed below, when itemized in the Office/Operational Expenditure Category. Please see the sample itemized Office/Operational budget allocations next page.

1. Office lease payments
2. Office supplies and equipment expenses, not including inventory items
3. Storage facility lease payments
4. P.O. Box payments
5. Office telephone and Internet services
6. Refreshments/snacks for board/committee meetings
7. Website hosting and maintenance services
8. Professional meeting/office-related services, i.e. translators, minute-takers, audio services
9. Printing and copying for meetings/office-related purposes only
10. Printing NC business cards

The annual budget template form provided here is an optional tool. Your Neighborhood Council may submit its annual budget on a form different from this template as long as it only contains the same budget allocation Expenditures Categories listed above.

For more details on the Administrative Packet, Fiscal Year annual budget, and rollover of funds unspent at the end of the Fiscal Year, please review the Policies and Guidelines, Policy 1.1, found on our website: <https://clerk.lacity.org/clerk-services/nc-funding>

**Sample Itemized Budget Allocations for
Office/Operational Expenditures**

Office/Operational Expenditures Category	
<i>Office Rent (\$500/month x 12 months)</i>	<i>\$6,000.00</i>
<i>Office Supplies (paper, ink, staples, pens, binders, business cards, etc.)</i>	<i>\$500.00</i>
<i>Printer/Copy Machine Lease</i>	<i>\$1,500.00</i>
<i>Internet Service (Spectrum)</i>	<i>\$1,000.00</i>
<i>Telephone Service (Ooma)</i>	<i>\$500.00</i>
<i>Website Hosting and Maintenance</i>	<i>\$1,500.00</i>
<i>Printing and Photocopying for Meetings</i>	<i>\$300.00</i>
<i>Meeting Facility Fees (Riverside Elementary School)</i>	<i>\$1,500.00</i>
<i>Minute-Taker for Meetings (AppleOne)</i>	<i>\$1,500.00</i>
<i>Refreshments/Snacks for Meetings</i>	<i>\$1,200.00</i>
Total Office/Operational Expenditures \$15,500.00	

<u>West Hills</u> Neighborhood Council Annual Budget for Fiscal Year: <u>2024 - 2025</u>	
Annual Budget Funds	\$ 32,000.00
Rollover Funds*	
Total Annual Budget Funds	\$ 32,000.00

Office/Operational Expenditures Category	
Miscellaneous Expenses	\$ 519.00
Rent	5.00
Committee Printing	369.00
P.O. Box	450.00
AppleOne	18,000.00
Go Daddy	21.17
WebCorner	1,800.00
Rackspace	850.00
iContact	850.00
Total Office/Operational Expenditures	\$ 22,864.17

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

Outreach Expenditures Category	
Beautification	\$ 400.00
Special Events	2,500.00
Govt. Relations - VANC	35.83
Govt. Relations - Congress	200.00
Total Outreach Expenditures	\$ 3,135.83

Election Expenditures Category	
Elections	\$ 3,500.00
Total Election Expenditures	\$ 3,500.00

Neighborhood Purposes Grants (NPG) Expenditures Category	
Youth and Education	\$ 2,000.00
Public Safety	500.00
Total NPG Expenditures	\$ 2,500.00

Community Improvement Projects (CIP) Expenditures Category	
Total CIP Expenditures	0

TOTAL ANNUAL BUDGET ALLOCATIONS	
Office/Operational Expenditures	\$ 22,864.17
Outreach Expenditures	\$ 3,135.83
Election Expenditures	\$ 3,500.0
General and Operational Expenditures	\$ 29,500.00
Neighborhood Purposes Grants (NPG) Expenditures	\$ 2,500.00
Community Improvement Projects (CIP) Expenditures	0
TOTAL EXPENDITURES FOR THE FISCAL YEAR	\$ 32,000.00

NEIGHBORHOOD COUNCIL FUNDING PROGRAM

LEASES & AGREEMENTS

Please complete the following information, as applicable, for any leases or service agreements your NC currently has or plans on securing in the Fiscal Year involving office space, meeting space, storage facilities, P.O. Boxes, and/or website services. If sections below do not apply to your NC, please select NA on the sections that do not apply. If you have more than one Meeting Location, then please provide the same information on an additional page. The information provided on this form is to confirm services that an NC may currently have or that it would like to secure in the Fiscal Year which may require a City agreement. If an agreement needs to be drafted from the information provided, the NC board will be notified and advised to agendaize and approve the drafted agreement at a future board meeting; The approval the Administrative Packet/annual budget does not replace the vote the board will need to take to approve any agreements needed.

Office Location:

<input type="checkbox"/> Existing(may need to renew agreement) <input type="checkbox"/> New(new agreement may be needed) <input type="checkbox"/> Donated <input checked="" type="checkbox"/> NA	
Property Name:	
Property Address:	
Property Owner Name:	
Property Owner Phone Number:	
Property Owner Email:	

Meeting Location:

<input type="checkbox"/> Existing(may need to renew agreement) <input type="checkbox"/> New(new agreement may be needed) <input type="checkbox"/> Donated <input checked="" type="checkbox"/> NA	
Property Name:	de Toldeo High School
Property Address:	22622 Vanowen Street, West Hills, CA 91307
Property Owner Name:	
Property Owner Phone Number:	818-348-0048
Property Owner Email:	

Storage Facility:

<input type="checkbox"/> Existing(may need to renew agreement) <input type="checkbox"/> New(new agreement may be needed) <input type="checkbox"/> Donated <input checked="" type="checkbox"/> NA	
Facility Name/Owner	Dayani Nawagauwa - Hill Point Montessori School
Facility Address:	6601 Valley Circle Boulevard, West Hills, CA 91307
Facility Owner Phone Number:	818-884-8261
Facility Owner Email:	
Name on Facility Account:	

P.O. Box:

<input type="checkbox"/> Existing(may need to renew agreement) <input type="checkbox"/> New(new agreement may be needed) <input type="checkbox"/> Donated <input checked="" type="checkbox"/> NA	
Property Name/Owner:	U.S. Postal Service
NC P.O. Box Address	P.O. Box 4670, West Hills, CA 91308-4670
Property Owner Address:	23055 Sherman Way, West Hills, 91307
Property Owner Phone Number:	
Property Owner Email:	
Name on P.O. Box Account:	

Website Services:

<input type="checkbox"/> Existing(may need to renew agreement) <input type="checkbox"/> New(new agreement may be needed) <input type="checkbox"/> Donated <input checked="" type="checkbox"/> NA	
Name of Website Services Provider:	The Web Corner, Inc
Service Provider Address:	19509 Ventura Boulevard, Tarazana, CA 91356
Service Provider Phone Number:	818-345-7443
Service Provider Email:	
Type of Services Provided:	Provide e-mail services between the Council and the stakeholders

When the Board completes and approves the Admin Packet, the NC Treasurer may submit the Packet and BAC Form online in the NC Funding System portal, Budget Allocation section. The NC Funding System portal website is <https://cityclerk.lacity.org/NCFundPortal/#/login>

Please contact our Office for any questions you may have. We are here to help.
Clerk.NCFunding@lacity.org
 (213)978-1058



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 • 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

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: Beautification Event/Cleanup on July 27, 2024, from 8 AM to 11 AM, at the 7600 block of Woodlake Avenue, north of Saticoy, West Hills, CA.

Date: 07/27/2024 Time Frame: 8:00 AM to 11:00 AM Est. number of attendees: 25 Event Budget: \$ 00

Venue Name: WHNC Beautification Committee July 27, 2024, Clean-Up

Venue Address: 7600 block of Woodlake Avenue, north of Saticoy, West Hills, CA

Contact Person: Faye Barta or Brad Vanderhoof

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 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, 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:  Date: 7/1/2024

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

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

For Staff Use Only: Approved Denied Code: _____

Reviewers Signatures: 1st Level _____ 2nd Level _____

Reviewers Names: 1st Level _____

2nd Level _____