



CITY OF  
LOS ANGELES  
CALIFORNIA



P.O. BOX 4670, WEST HILLS, CA 91308  
WWW.WESTHILLSNC.ORG  
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**WEST HILLS NEIGHBORHOOD COUNCIL**  
**SPECIAL BOARD MEETING AGENDA**  
**Thursday, July 11, 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 July 11, 2024 WHNC Special Board Meeting virtually under the provisions of AB2449</p> <p>Approve Special Meeting Minutes of June 13, 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</p> <p>Council District 12</p> <p>Department of Neighborhood Empowerment</p> <p>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>Council Announcement</u></b></p> <p>Committee &amp; Liaison Reports</p>		
<p><b><u>New Business</u></b></p> <p><b>24-0036</b> - Discussion and possible action regarding approval of the WHNC's May 2024 Monthly Expenditure Report (MER) <b>(3 Minutes Max)</b></p> <p><b>24-0037-</b> Discussion and possible action on filling a vacant seat on the West Hills Neighborhood Council Board vacated by Clarice Chavira <b>(10 Minutes Max)</b></p> <p><b>24-0038</b> - Discussion and possible action on approving 2024-2025 WHNC budget in the amount of \$32,000.00 <b>(10 Minutes Max)</b></p> <p><b>24-0039</b> - Discussion and possible action on approving 2024-2025 Administrative Packet <b>(5 Minutes Max)</b></p> <p><b>24-0040</b> - Discussion and possible action regarding approval of reimbursement in the amount of \$103.60 to Dan Brin for decorations for the Memorial Day Parade <b>(5 Minutes Max)</b></p> <p><b>24-0041</b> - Discussion and possible action regarding the appointment of Saif Mogri as chair of the WHNC's Public Health Committee <b>(5 Minutes Max)</b></p> <p><b>24-0042</b> - Discussion and possible action on a Beautification cleanup on July 27, 2024, from 8:00 AM to 11:00 AM on the corner of Woodlake and Saticoy <b>(5 Minutes Max)</b></p>		<p>Mrs. Carolyn Greenwood, Co-Chair Budget Committee Mr. Saif Mogri, Co-Chair Budget Committee</p> <p>Mr. Saif Mogri, Co-Chair Ad Hoc Vacancy Committee</p> <p>Mrs. Carolyn Greenwood, Co-Chair Budget Committee Mr. Saif Mogri, Co-Chair Budget Committee</p> <p>Mrs. Carolyn Greenwood, Co-Chair Budget Committee Mr. Saif Mogri, Co-Chair Budget Committee</p> <p>Mrs. Carolyn Greenwood, Co-Chair Budget Committee Mr. Saif Mogri, Co-Chair Budget Committee</p> <p>Mrs. Charlene Rothstein, President/Co-Chair</p> <p>Dr. Faye Barta, Co-Chair Beautification Committee Mr. Brad Vanderhoof, Co-Chair Beautification Committee</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 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](mailto:michelle.ritchie@westhillsnc.org)



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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.





[illegible]

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

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](mailto: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

Carolyn Greenwood

\_\_\_\_\_  
PRINT NAME OF THE TREASURER

**Treasurer**

\_\_\_\_\_  
BOARD POSITION

\_\_\_\_\_  
DATE

carolyn.greenwood@westh

\_\_\_\_\_  
EMAIL

818-347-0062

\_\_\_\_\_  
PHONE NUMBER

**CONTINUES OTHER SIDE**

**2nd Signer**☐ **Please check here if a new 2<sup>nd</sup> Signer is being appointed**SIGNATURE OF THE 2<sup>nd</sup> SIGNER

Charlene Rothstein

DATE

charlene.rothstein@westhil

PRINT NAME OF THE 2<sup>ND</sup> SIGNER

President/Co-Chair

EMAIL

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

Faye Barta

DATE

faye.barta@westhillsnc.org

PRINT NAME OF THE ALTERNATE SIGNER

Vice-President/Co-Chair

EMAIL

818-887-7811

BOARD POSITION

PHONE NUMBER

**1<sup>st</sup> Bank Cardholder**☐ **Please check here if a new Cardholder is being appointed**SIGNATURE OF THE 1<sup>st</sup> BANK CARD HOLDER

Carolyn Greenwood

DATE

carolyn.greenwood@westh

PRINT NAME OF THE 1<sup>st</sup> BANK CARD HOLDER

Treasurer

EMAIL

818-347—0062

BOARD POSITION

PHONE NUMBER

**2<sup>nd</sup> Bank Cardholder**☐ **Please check here if a new Cardholder is being appointed**SIGNATURE OF THE 2<sup>nd</sup> BANK CARD HOLDER

Glenn Jennings

DATE

glenn.jennings@westhills.o

PRINT NAME OF THE 2<sup>ND</sup> BANK CARD HOLDER

Board Member At Large

EMAIL

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**



**1<sup>st</sup> Bank Cardholder**

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SIGNATURE OF THE 1<sup>st</sup> BANK CARD HOLDER

Carolyn Greenwood

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PRINT NAME OF THE 1<sup>st</sup> BANK CARD HOLDER

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DATE

**2<sup>nd</sup> Bank Cardholder**

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SIGNATURE OF THE 2<sup>nd</sup> BANK CARD HOLDER

Glenn Jennings

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PRINT NAME OF THE 2<sup>nd</sup> BANK CARD HOLDER

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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***

<b>Office/Operational Expenditures Category</b>	
<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>
<b>Total Office/Operational Expenditures \$15,500.00</b>	

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

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
<b>Total Office/Operational Expenditures</b>	<b>\$ 22,864.17</b>

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

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

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

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

<b>Community Improvement Projects (CIP) Expenditures Category</b>	
<b>Total CIP Expenditures</b>	<b>0</b>

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

## 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](mailto: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](mailto:Clerk.NCFunding@LACity.org) • [www.Clerk.LACity.org](http://www.Clerk.LACity.org)

Events are great opportunities for Neighborhood Councils to interact with their stakeholders. There are, however, liability and permitting issues that must be handled prior to the event. The Office of the City Clerk, Administrative Services Division, NC Funding Program Section must approve all Neighborhood Council sponsored events before any payments can be processed.

**Please complete, sign, and submit this form at least 30 days prior to your event. Missing or incomplete required information or documents will delay review.**

Neighborhood Council: West Hills Neighborhood Council

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

Main sponsor: West Hills Neighborhood Council

Contact Person: Brad Vanderhoof and Faye Barta

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

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

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

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

### **Event Information**

Event Title and Description: 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](mailto:Brad.Vanderhoof@westhillsnc.org); [Faye.Barta@westhillsnc.org](mailto:Faye.Barta@westhillsnc.org)

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

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

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

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



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: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: Faye Barta and Brad Vanderhoof

Title: Co-Chairs, Beautification Committee

Email: [Faye.Barta@westhillsnc.org](mailto:Faye.Barta@westhillsnc.org), [Brad.Vanderhoof@westhillsnc.org](mailto:Brad.Vanderhoof@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 \_\_\_\_\_