



CITY OF  
LOS ANGELES  
CALIFORNIA



P.O. BOX 4670, WEST HILLS, CA 91308  
WWW.WESTHILLSNC.ORG  
MAIL@WESTHILLSNC.ORG

## WEST HILLS NEIGHBORHOOD COUNCIL

### BOARD SPECIAL MEETING FINAL MINUTES

de Toledo High School

October 10, 2024

Revised October 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, Saif Mogri (SB411), Penelope Newmark, Bill Rose, Char Rothstein, Miriam Schimmel (SB411), Cole Smith, and Brad Vanderhoof

**ABSENT:** Noe Loera, Jonathan Marvisi, Alejandro Phillips, Carolyn Poppert, Joan Trent, Joanne Yvanek-Garb, and Zhelbert Zohrabian

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

Secretary Brad Vanderhoof called roll and an in-person quorum was NOT established. With two Board members joining under provisions of SB411 a quorum was established.

Vice President Faye Barta led the Pledge of Allegiance.

The minutes from September 5, 2024 were approved.

**Senior Lead Officer (SLO) Report:** SLO Garza said today there was a threat against a teacher at Faith Baptist School. He discussed how the approach and response to student threats has changed. On October 26 from 10-2, Topanga Division will hold an open house. There will be an auto theft / burglary seminar every 30 minutes.

**Treasurer's Report:** Treasurer Carolyn Greenwood gave the report. The only expenditures were normal recurring expenses. Remaining balance at the end of August was \$39,154.36, with approximately \$3000 in outstanding expenditures yet to be paid.

**Controller's Report:** Controller Saif Mogri presented the report.

**24-0055 - Approval of the WHNC's August 2024 Monthly Expenditure Report (MER):**

Aida Abkarians - Yes

Glenn Jennings - Yes

Noe Loera – Absent

Penelope Newmark – Ineligible

Bill Rose – Ineligible

Cole Smith - Yes

Joanne Yvanek-Garb – Absent

Faye Barta - Yes

Kim Koerber – Yes

Jonathan Marvisi – Absent

Alejandro Phillips – Absent

Char Rothstein – Ineligible

Joan Trent - Absent

Zhelbert Zohrabian - Absent

Carolyn Greenwood - Yes

Vinura Kotuwelle - Yes

Saif Mogri - Yes

Carolyn Poppert – Absent

Miriam Schimmel -- Yes

Brad Vanderhoof – Yes

Yes – 10, No – 0, Abstain -- 0, Absent – 7, Ineligible – 3, Recusal – 0

The MER is approved.

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

**New Business:**

**24-0056** - Filling a vacant seat on the West Hills Neighborhood Council Board with a term ending in 2027:

Four candidates were up for consideration: Ravi Gill, Paul Goodman, Jessica Irias, and Stacy Unholz. None were present in person but Stacy Unholz attended the meeting virtually.

As temporary chair of the ad hoc vacancy committee in the absence of Chair Saif Mogri, Brad Vanderhoof explained only Stacy Unholz attended the interview meeting (Ravi Gill has attended previous interview meetings). Stacy Unholz was given two minutes to speak. Saif Mogri asked Ms. Unholz to introduce herself to the Board. Brad Vanderhoof announced the ad hoc vacancy committee recommends Ms. Unholz for the vacant position.

Roll Call Vote to fill a Vacancy:

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

Ravi Gill – 0, Paul Goodman – 0, Jessica Irias – 0, Stacy Unholz – 10

Stacy Unholz has been elected to the WHNC Board of Directors with a term ending in 2027.

**Announcements:**

CD12 – Ron Rubine: Mr. Rubine said \$500K of discretionary funds has been allocated to install 100 automated vehicle license plate reader cameras in 50 locations. 25 have been installed. The Drive-In Movie event is coming up and will feature Willy Wonka and the Chocolate Factory and award winning shorts from the Making Movies that Matter competition. RSVP’s have already been received for 150 cars.

Supervisory District Three – Daniell Vicente: Two of Supervisor Horvath’s initiatives have passed: establishment of emergency service centers to coordinate services for the unhoused, and an accelerated implementation of the LA County Bike plan. On October 21, from 6:30 to 9 PM, the Santa Susana Mountain Parks Association (SSMPA) will host a community workshop on the golden spotted oak borer (recently found in Box Canyon).

**Public Comment:** None

**24-0057** – Approval of a resolution to modify the 2024-2025 SW Valley Community Plans, passed unanimously by the WHNC Zoning & Planning Committee on September 26, 2024:

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

Yes – 10, No – 0, Abstain -- 0, Absent – 7, Ineligible – 3, Recusal – 0

The resolution is approved.

**24-0058** - WHNC's Tabling at Councilmember John Lee's Drive – In Movie Night to be held at Shadow Ranch Park, 22633 Vanowen Street, West Hills on October 26, 2024:

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

Yes – 10, No – 0, Abstain -- 0, Absent – 7, Ineligible – 3, Recusal – 0  
The Tabling event is approved.

**24-0059** - Event Approval Form for the Beautification Committee's cleanup event on Oct. 19, 2024, on Platt Avenue between Victory Blvd. and Vanowen Street from 8 AM to 11 AM

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

Yes – 10, No – 0, Abstain -- 0, Absent – 7, Ineligible – 3, Recusal – 0  
The event is approved.

**24-0060** - Approve the revised 2024-2025 budget to reflect increase in cost of the Go Daddy office expense and forward to the City:

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

Yes – 10, No – 0, Abstain -- 0, Absent – 7, Ineligible – 3, Recusal – 0

The next Board meeting is scheduled for November 7th.

President Char Rothstein adjourned the meeting at 8:00 PM.



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## WEST HILLS NEIGHBORHOOD COUNCIL

### BOARD MEETING MINUTES

de Toledo High School

September 5, 2024

Revised September 6, 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, Jonathan Marvisi, Saif Mogri, Penelope Newmark, Alejandro Phillips, Bill Rose, Char Rothstein, Cole Smith, Joan Trent, Brad Vanderhoof, Joanne Yvanek-Garb, and Zhelbert Zohrabian

**ABSENT:** Vinura Kotuwelle, Noe Loera, Carolyn Poppert, and Miriam Schimmel,

President Char Rothstein called the meeting to order at 7:25 PM.

Secretary Brad Vanderhoof called roll and a quorum was established.

Vice President Faye Barta led the Pledge of Allegiance.

The minutes from August 1, 2024 were approved.

**Senior Lead Officer (SLO) Report:** SLO Dinse said Columbian and Chilean burglary crews are working in the area and using hidden WiFi cameras to monitor homes and watch when residents leave. Stolen cars is another big problem. Prop 36 on the November ballot would increase penalties for repeat shoplifting and theft offenders and is meant to reverse some provisions of Prop 47. LAPD cannot remove motorhomes unless they have been parked for more than 72 hours or are being used for criminal activity.

Approve Meeting Minutes of August 1, 2024: The minutes were approved.

**Treasurer's Report:** Treasurer Carolyn Greenwood gave both reports. The only expenditures were normal recurring expenses. Net available was \$39,420.12 at the end of July.

**Controller's Report:** Controller Saif Mogri presented the report. The balance at the end of August was \$39,154.36.

**24-0046 - Approval of the WHNC's July 2024 Monthly Expenditure Report (MER):**

Aida Abkarians – Yes

Glenn Jennings – Yes

Noe Loera - Absent

Penelope Newmark - Ineligible

Bill Rose - Ineligible

Faye Barta – Yes

Kim Koerber - Yes

Jonathan Marvisi - Yes

Alejandro Phillips – Yes

Char Rothstein - Ineligible

Carolyn Greenwood - Yes

Vinura Kotuwelle - Absent

Saif Mogri – Yes

Carolyn Poppert – Absent

Miriam Schimmel - Absent

Cole Smith - Yes	Joan Trent - Ineligible	Brad Vanderhoof - Yes
Joanne Yvanek-Garb – Ineligible	Zhelbert Zohrabian - Ineligible	

Yes – 10, No – 0, Abstain -- 0, Absent – 4, Ineligible – 6, Recusal – 0

**The MER is approved.**

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

**Board Vacancy Announcement(s):** Sandi Bell has resigned from the Board.

**Announcements:**

Pranav Kunderu, a resident of West Hills and student at Chatsworth High, introduced himself. He said he would like to become more involved in the community and be considered for appointment as a WHNC Youth Advisor.

Scott Schmerlson, LAUSD Vice President and District 3 Superintendant, described recent accomplishments of some local schools. On Thursday, September 19, from 4 to 6 PM, a Wellness Fair will be held at Mullholland High School. All are welcome.

Prabhjot Chamber, Neighborhood Empowerment Advocate, DONE, said the NC elections awareness plan will be shared this month. Election workshops and roundtables will also be held.

Glenn Bailey, Budget Advocates, said committees have been formed to meet with each city department. NC members may join the committees. Information is on the Budget Advocates website or contact Mr. Bailey. Save the date of June 21, 2025 for Budget Day 2025.

**Public Comment:**

Ruth Raymond, representing The Church of Jesus Christ of Latter Day Saints, said her church wants to do more in the community and with service projects.

Dan Brin said California has one of the lowest theft thresholds in the nation.

Glenn Bailey said the guest speaker next week will be Tim Campbell, who writes for CityWatch concerning LASHA and funding. Glenn is part of the City Clerk’s elections workgroup.

Chris Rowe commented she would like the Environment Committee to focus more on SSFL.

Gary Fordyce spoke on Prop 36.

**New Business:**

**24-0047** - Approval of the revised 2024-2025 amended budget to include the rollover of \$9,592.48 and forward it to the City:

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

Joanne Yvanek-Garb – Ineligible Zhelbert Zohrabian - Ineligible

Yes – 10, No – 0, Abstain -- 0, Absent – 4, Ineligible – 6, Recusal – 0

**The 2024-2025 amended budget is approved.**

**24-0048** - Approve purchase of six name badges for Board Members in the amount of \$70.00:

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

Yes – 10, No – 0, Abstain -- 0, Absent – 4, Ineligible – 6, Recusal – 0

**The purchase is approved.**

**24-0049** - Approval of reimbursement in the amount of \$154.54 to Dan Brin for decorations for the Memorial Day Parade:

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

Yes – 10, No – 0, Abstain -- 0, Absent – 4, Ineligible – 6, Recusal – 0

The reimbursement is approved.

**24-0050** - Approval of the Event Approval Form and budget in the amount of \$50.00 for the Beautification Committee’s Clean-Up Event on September 28, 2024, on Deveron Ridge Circle from 8 AM to 11 AM:

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

Yes – 10, No – 0, Abstain -- 0, Absent – 4, Ineligible – 6, Recusal – 0

**The Event Approval Form and Budget are approved.**

**24-0051** - Community Impact Statement (“CIS”) for CF 24-0602: Synthetic Grass / Artificial Turf / Polyflouroalkyl Substances (PFAS) / Forever Chemicals / Health and Environmental Risks / Drought-Friendly Landscaping:

**The proposal is a CIS in Support.**

Aida Abkarians – Yes	Faye Barta – Yes	Carolyn Greenwood - Yes
Glenn Jennings – No	Kim Koerber – Yes	Vinura Kotuwelle - Absent
Noe Loera – Absent	Jonathan Marvisi - Abstain	Saif Mogri - Abstain
Penelope Newmark - Ineligible	Alejandro Phillips – Yes	Carolyn Poppert – Absent
Bill Rose – Ineligible	Char Rothstein – Ineligible	Miriam Schimmel - Absent
Cole Smith – Yes	Joan Trent - Ineligible	Brad Vanderhoof – Yes
Joanne Yvanek-Garb – Ineligible	Zhelbert Zohrabian - Ineligible	

Yes - 7, No – 1, Abstain -- 2, Absent – 4, Ineligible – 6, Recusal – 0

**The CIS is approved.**

**24-0052** - Community Impact Statement (“CIS”) in opposition on Council File 24-0867: Neighborhood Council Bylaws/ Youth Participation/Diversity Increase/ Leadership Growth:

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

**The proposal is a CIS in Opposition.**

Yes – 10, No – 0, Abstain -- 0, Absent – 4, Ineligible – 6, Recusal – 0

**The CIS is approved.**

**24-0053** - Appointment of Brad Vanderhoof as the Chair of the WHNC Streets & Transportation Committee:

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

Yes – 10, No – 0, Abstain -- 0, Absent – 4, Ineligible – 6, Recusal – 0

**The appointment is approved.**

**24-0054** - Discussion regarding the WHNC: President Rothstein went around the table for ideas on improving outreach.

The next Board meeting has been rescheduled to October 10th.

President Char Rothstein adjourned the meeting at 9:09 PM.

**Agenda Item 24-0055 - Discussion and possible action regarding approval of the WHNC's August 2024 Monthly Expenditure Report (MER)**

# Monthly Expenditure Report



**Reporting Month: August 2024**

**Budget Fiscal Year: 2024-2025**

**NC Name: West Hills Neighborhood Council**

Monthly Cash Reconciliation					
Beginning Balance	Total Spent	Remaining Balance	Outstanding	Commitments	Net Available
\$40776.72	\$1622.36	\$39154.36	\$3206.89	\$0.00	\$35947.47

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office	\$35342.48	\$1575.37	\$32904.36	\$3052.35	\$29697.47
Outreach		\$46.99		\$154.54	
Elections		\$0.00		\$0.00	
Community Improvement Project	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Neighborhood Purpose Grants	\$6250.00	\$0.00	\$6250.00	\$0.00	\$6250.00
Funding Requests Under Review: \$0.00		Encumbrances: \$0.00		Previous Expenditures: \$815.76	

Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	THE WEB CORNER, INC	08/01/2024	WHNC web service	General Operations Expenditure	Office	\$150.00
2	RACKSPACE EMAIL & APPS	08/22/2024	WHNC Email Service	General Operations Expenditure	Office	\$68.77
3	SMART AND FINAL 324	08/23/2024	Beautification Committee - for clean-up	General Operations Expenditure	Outreach	\$46.99
4	APPLEONE EMPLOYMENT SERVICES	08/05/2024	WHNC Executive Assistant	General Operations Expenditure	Office	\$1356.60
<b>Subtotal:</b>						<b>\$1622.36</b>

Outstanding Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	APPLEONE EMPLOYMENT SERVICES	09/03/2024	WHNC Executive Assistant	General Operations Expenditure	Office	\$1356.60
2	APPLEONE EMPLOYMENT SERVICES	09/18/2024	WHNC Executive Assistant	General Operations Expenditure	Office	\$1695.75



3	Dan Brin	09/18/2024	Reimburse Dan Brin for purchases made to decorate truck for participation in the 2024 Memorial Day Parade	General Operations Expenditure	Outreach	\$154.54
<b>Subtotal: Outstanding</b>						<b>\$3206.89</b>





# NEA Announcements

*Last Updated: Monday, September 30, 2024 9:02PM*

## Conflict of Interest Announcement

*Any Board Member who may have a conflict of interest and you have not consulted with the Office of the City Attorney, the Board should move to have the matter tabled until the next meeting so that the board member has an opportunity to consult with the City Attorney's Office. If the Board declines to table the matter, the Board Member may want to consider recusal prior to the matter being discussed. If choosing to recuse, the Board Member should state for the record, all reasons for the recusal and that they will be leaving the meeting during the discussion and voting. Because recusal may not always be sufficient, tabling of the matter at issue is always preferred to allow time for the Board Member to consult with the City Attorney's Office.*

## Department Announcements

### Administrative Services

During the August 19th Board of Neighborhood Commissioners meeting, General Manager Carmen Chang delivered a report regarding the concerns that have been shared about the Neighborhood Council forwarding email addresses. As you know, the Neighborhood Council forwarding email addresses were deactivated in May due to significant security concerns. After a thorough investigation, the EmpowerLA admin team discovered that these forwarding addresses were exposed on public websites, making them vulnerable to spam, phishing, and other online threats. We are now working with the City's Information Technology Agency to develop a more secure solution. Watch General Manager Chang's full report to BONC [here](#).

### Awareness & Engagement

#### 2025 NC Elections Engagement Plan & Town Hall

We are excited to kick off the 2025 Neighborhood Council Elections season! Effective engagement with potential candidates and voters, and awareness of the Neighborhood Council system are crucial to ensure that every election is successful. If you missed our September 30 Town Hall on our department's NC Election Engagement Plan, you can view the slides from the presentation [here](#). If you registered, you will receive a recording of the presentation to your email. Everyone else will view the recording on our EmpowerLA website as soon as it becomes available.

- [September 30 NC Election Engagement Plan Town Hall slides](#)
- [2025 NC Elections Engagement Plan](#)

- NC 2025 Engagement Plan [Feedback Survey](#) - We encourage you to share your thoughts on this plan and any other key aspects that could enhance our effectiveness. Your input is invaluable in helping us improve our efforts.

## Communications

### **Hispanic Heritage Month #BoardMemberMonday Series**

EmpowerLA will be featuring Hispanic/Latinx Board Members for #BoardMemberMonday in September to celebrate Hispanic Heritage Month. If you would like to be featured in a special [Hispanic Heritage Month #BoardMemberMonday post, please submit your spotlight application](#).

For those who may not identify as Hispanic or Latino/a, but want to be featured in a #BoardMemberMonday post in an forthcoming month, you can [fill out the general #BoardMemberMonday spotlight application](#).

### **An Update on the EmpowerLA Monthly Update Emails**

We are pausing the EmpowerLA Monthly Update emails to enhance our service to Neighborhood Council Board Members. Moving forward, your Neighborhood Empowerment Advocates (NEAs) will deliver regular updates during your meetings and can send announcements directly to your board. Past [newsletters](#) will remain available in our archives. If you have any questions, please contact your NEA. Thank you for your patience as we work to improve our communication and support.

## Innovation

The survey is now closed, and the department is currently reviewing the data. Updates will be shared with the Neighborhood Council system. We appreciate everyone who participated and provided valuable feedback on how to improve the Neighborhood Council system. We received a substantial number of responses and are committed to transparency as we move forward with the department's projects. The information gathered will be shared in our ongoing efforts to keep the neighborhood council board members informed.

## Policy & Government

### **Stakeholder Verification Bylaws Amendment**

In response to concerns about the voter application process for Neighborhood Council elections, EmpowerLA invites Neighborhood Councils to consider amending Article X Section 4 of their bylaws to change their type of stakeholder verification. As a reminder, stakeholder verification can either be done by **self-affirmation** or through **documentation**. Any proposed amendments must be agendaized and passed by your Neighborhood Council, and an amendment application must be

submitted to EmpowerLA. Amendments must be submitted ***no later than September 30, 2024***. Bylaw amendments unrelated to stakeholder verification will not be considered at this time.

### **CF-24-08-67: Neighborhood Council Youth Seats & Term Limits**

We want to inform you about [Council File 24-0867](#), introduced on July 30, 2024, which addresses Neighborhood Council Bylaws with a focus on increasing youth participation and diversity. This motion, referred to the Neighborhoods and Community Enrichment Committee, requests the Board of Neighborhood Commissioners to submit recommendations on amending the Bylaws to include a designated youth seat on each Neighborhood Council and the introduction of term limits for Board Members to enhance leadership development. For further engagement, Neighborhood Councils can call their City Councilmember offices, visit their Member's office, as well as use Community Impact Statements (CISs) to voice their positions on issues before the City's decision-makers. You can track this council file using the [Council File Management System](#), subscribe to [City Council, Commission, and Neighborhood Council agendas](#), and monitor Community Impact Statements through the [Community Impact Statement Portal](#). For assistance with CISs, please contact [cis@empowerla.org](mailto:cis@empowerla.org).

### **Community Impact Statement Portal**

We'd like to remind you of the updates to the Community Impact Statement (CIS) Portal, as featured in our May 15th board newsletter. These updates aim to provide greater support and resources for Neighborhood Councils. The updated CIS Portal includes:

- Updated Board and Commission [lists and contacts](#)
- An option to include a City Planning Case Number when filing a CIS
- Updates to the auto-reply subject line to be more descriptive
- A new [Board of Neighborhood Commissioners CIS Dashboard](#) and [City Planning CIS Dashboard](#) in addition to the general [CIS Dashboard](#)

### **SB 411 In-Person Meeting Reminder**

SB 411 mandates that the Neighborhood Council must hold an in-person meeting once a year. This requirement is based on the calendar year, specifically from January 1st to December 31st. If the council has already conducted an in-person meeting within the current calendar year, there is no further obligation to meet in person for the remainder of 2024. However, if the Neighborhood Council has not held an in-person meeting in the 2024 calendar year, the Neighborhood Council will be required to hold at least one in-person meeting as part of the annual compliance with SB 411.

# City Family Announcements

## City Clerk Elections

### **NC Election Update**

[Election Administrators](#) continue to create Ballot Voting Models (BVMs) and review amended bylaws to ensure any updates are accurately reflected in the Neighborhood Council Portal and on the BVM. The BVMs contain information on board seats, the method of verifying stakeholders, and ballot information used to administer voting for NC elections. Our office will send BVMs to neighborhood councils for their review and confirmation that our office interpreted their voting requirements correctly. Neighborhood Councils can also add vacant seats with an unexpired term to their election at that time.

The Office of the City Clerk will host a [2025 Election Information Session](#) on October 12th from 9:00 a.m. to 11:00 a.m. The session will cover information about the upcoming 2025 Neighborhood Council election cycle, including the election timeline, candidate filing, and the vote-by-mail process. Click [here](#) to register.

We encourage NC leaders and stakeholders to visit our website at [clerk.lacity.gov/ncelections](http://clerk.lacity.gov/ncelections) and subscribe to ['NC Election Updates'](#) to stay informed of the latest and most relevant election information as it becomes available.

## City Clerk Funding

### **Updated Funding Program Policies and Guidelines**

- 1) Policy 1.0 – NC Boards and Financial Officers (p.8)
  - 2.a(v) - General statement of additional training required
  
- 2) Policy 1.1 – Fiscal Year Annual Budget & Administrative Packet (p.11)
  - 1.c(i) - Increased credit card limit from \$333 to \$600 for office/operational expenses when the board-approved Administrative Packet/Annual Budget is not submitted.
  
- 3) Policy 2.1 – Office/Operational Expenditures (p.23)
  - 1.d - Meeting refreshments/snacks guidelines expanded to include healthy food options.
  
- 4) Policy 2.4 – Neighborhood Purposes Grants (p.31)

4.b - Clarified guidelines for board members to consult with the City Attorney's Office in cases of potential conflicts of interest

5) Policy 2.5 – Community Improvement Projects (p.33)

1 - Updated examples of possible projects, removing examples that do not qualify

The updates in the Policies and Guidelines document will be highlighted in **red text** for one month, so you may easily find and review. You may find the Policies and Guidelines document, as a PDF download, at [clerk.lacity.org/neighborhood-council-funding-program](http://clerk.lacity.org/neighborhood-council-funding-program)

### **Interpretation and Translation Services**

To request interpretation or translation services, the Neighborhood Council must first approve and allocate funds in its annual budget. Once funding is authorized, the Neighborhood Council can contact any of the [contracted vendors](#) to request services. The vendor will confirm service details, location, and cost with the Neighborhood Council. For payment, the vendor will invoice the Neighborhood Council, which must verify and submit the invoice to the City Clerk's Neighborhood Council Funding Program for payment in the Funding Portal. Special Account funds up to \$60,000 are available for Fiscal Year 2024-2025 to reimburse Neighborhood Councils for interpretation and translation services. These reimbursements are processed periodically and are first-come, first-serve.

### **Training**

You can find a list of funding trainings for Financial Officers and board members [here](#).

## **Upcoming Events**

### **EmpowerLA's 2025 Neighborhood Council Elections Engagement Plan Virtual Town Hall**

Monday September 30, 6:30pm | Virtual | EmpowerLA

We are excited to kick off the 2025 NC Elections season! Effective engagement with potential candidates and voters, and awareness of the Neighborhood Council system are crucial to ensure that every election is successful. Join us Monday, September 30 from 6:30 to 8:00 p.m. via Zoom to learn about EmpowerLA's election engagement plans. This workshop aims to equip you with knowledge of the tools and strategies that the Department will use to ensure your stakeholders participate in the Neighborhood Council election process. We will also highlight ways that Neighborhood Councils can partner with the Department to host get-out-the-vote events, workshops, and more! | [Learn More and Register for EmpowerLA's 2025 Neighborhood Council Elections Engagement Plan Virtual Town Hall](#)



### **Board of Neighborhood Commissioners Meeting**

Tuesday October 1, 6:00pm | Harbor Region | City of Los Angeles Board of Neighborhood Commissioners  
Attend the next Board of Neighborhood Commissioners meeting! Agenda items will be posted at least 72 hours in advance. Members of the public interested in attending the meeting can tune in via Zoom, or in person in the Anderson Memorial Senior Citizen Center. | [Learn More and Attend the October 1st Board of Neighborhood Commissioners Meeting](#)

### **Latinas Leading Change: Trailblazers in Advocacy, Philanthropy, Politics, Academia, and Wealth Building**

Tuesday October 8, 5:30pm | Latino Theater Co. | LA Civil Rights  
LA Civil Rights proudly presents "Latinas Leading Change: Trailblazers in Advocacy, Philanthropy, Business, Academia, Entertainment, and Wealth." This event aims to recognize the diverse and impactful contributions of Latinas to Los Angeles' social, economic, and cultural fabric. It will showcase how Latinas are driving change, fostering a more inclusive and equitable society, and empowering others to follow in their footsteps. It's a moment for everyone to reflect on and celebrate the rich cultural heritage that shapes our City. | [Learn More and Register for Latinas Leading Change: Trailblazers in Advocacy, Philanthropy, Politics, Academia, and Wealth Building](#)

### **Office of the City Clerk's Neighborhood Council Elections Information Session**

Saturday October 12, 9:00am | Virtual | Office of the City Clerk  
The Office of the City Clerk is hosting a virtual information session to review the Vote-By-Mail Election Model being implemented for the 2025 Neighborhood Council Elections. Information on the election timeline, candidate filing, and voting process will also be provided. The Information session will take place on Saturday, October 12 at 9:00 a.m. over Zoom. Zoom information will be sent prior to the meeting. | [Learn More and Register for the Office of the City Clerk's Neighborhood Council Elections Information Session](#)

**Agenda Item 24-0056 - Discussion and possible action possible action on filling a vacant seat on the West Hills Neighborhood Council Board with a term ending in 2027**

**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 council 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:** 8/8/2024

**Applicant's Name:** Paul D Goldman **Occupation:** Producer

**Home Address:** [REDACTED]

**Work Address (if Applicable):** \_\_\_\_\_

**Home Phone:** n/a **Mobile Phone:** [REDACTED]

**Email:** [REDACTED]

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

**How did you hear about the WHNC?** By living here for the last 20 years

**How often do you attend WHNC meetings?** Rarely

**Why do you wish to participate on the WHNC Board?** See if we can actually get some things done to  
improve our community and that actually matter

**What are your goals for the community?** Safety, more community involvement Dealing with the city to have  
them utilize their services for repairs and upgrades to the sidewalks, lighting, and all of the things our taxes are supposed  
to go towards, but never are services.

**What skills do you have that might be especially useful for the WHNC?** Overseeing millions of dollars  
of contracts and hundreds of people and vendors, all working together for the same cause

**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?** clean up

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

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

**WEST HILLS NEIGHBORHOOD COUNCIL (WHNC) BOARD VACANCY APPLICATION**

**Date:** 08/31/2024

**Applicant's Name:** Jessica Irias **Occupation:** Student & Family Resources Navigator

**Home Address:** [REDACTED]

**Work Address (if Applicable):** [REDACTED]

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

**Email:** [REDACTED]

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

**How did you hear about the WHNC?** I got an email.  
\_\_\_\_\_  
\_\_\_\_\_

**How often do you attend WHNC meetings?** I did attend twice.  
\_\_\_\_\_

**Why do you wish to participate on the WHNC Board?** Would like to help in the community.  
Love helping people.I was a Board member for the Canoga Park Neighborhood Council for 5 years.  
I love the experiences, we went to paint a lots of fire hydrants. Clean up the LA River. Clean up the street of Sherman way.  
Volunteer hour in the Memorial parade and El dia de los muertos/ Day of the death.

**What are your goals for the community?** I love to keep our community clean and safe.  
\_\_\_\_\_  
\_\_\_\_\_

**What skills do you have that might be especially useful for the WHNC?** I am bilingual, speak spanish  
and English.  
\_\_\_\_\_  
\_\_\_\_\_

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

**What areas of community service particularly interest you?** Education. Keeping our community safe and clean.  
\_\_\_\_\_

**Do you have any interests that might conflict with Neighborhood Council responsibilities?**  
I don't have any conflict. Thank you.

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

**WEST HILLS NEIGHBORHOOD COUNCIL (WHNC) BOARD VACANCY APPLICATION**

**Date:** 8-19-2024

**Applicant's Name:** Stacy Unholz **Occupation:** Project Manager, Transportation Engineer

**Home Address:** [REDACTED]

**Work Address (if Applicable):** \_\_\_\_\_

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

**Email:** [REDACTED]

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

**How did you hear about the WHNC?** I've attended many meetings  
\_\_\_\_\_  
\_\_\_\_\_

**How often do you attend WHNC meetings?** 2 - 3 times a year  
\_\_\_\_\_

**Why do you wish to participate on the WHNC Board?** To be involved in decision making that affects me and  
my community. To help make West Hills more efficient, cleaner, friendlier, and a great place to live.  
\_\_\_\_\_  
\_\_\_\_\_

**What are your goals for the community?** Help house our homeless neighbors, deal with the RVs in an efficient  
and humane way. support local business.  
\_\_\_\_\_  
\_\_\_\_\_

**What skills do you have that might be especially useful for the WHNC?** I manage projects and so am  
very organized; can help with a range of planning activities, collect, manage and archive data relevant to WHNC operations.  
.I have excellent communication and writing skills.  
\_\_\_\_\_  
\_\_\_\_\_

**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?** Homeless outreach, cleanup, working with city  
government.  
\_\_\_\_\_  
\_\_\_\_\_

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

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

**Agenda Item 24-0057 - Discussion and possible action to approve a resolution to modify the 2024-2025 SW Valley Community Plans, passed unanimously by the WHNC Zoning & Planning Committee on September 26, 2024**

**Resolution for L.A. City Planning  
To Modify the 2024 -2025 SW Valley Community Plans**

Whereas the 2024 - 2025 SW Valley Community Plans are comprised of three Ordinances:  
1.Citywide Housing Incentive Program (CHIP), 2. Housing Element Sites and Minimum Density Ordinance, and 3. Resident Protections Ordinance;

Whereas L.A. City Planning outreach for the 2024-2025 SW Valley Community Plans have not adequately or reasonably informed residents regarding the proposed aforementioned ordinances;

Whereas L.A. City Planning has not considered community opinions in development and implementation of the 2024 - 2025 SW Valley Community Plans that will change the future of our communities;

Whereas the 2024 - 2025 SW Valley Community Plans offer incentives for insufficient parking, increases traffic on our already congested streets, increases density, pollution and noise and creates a burden on our already compromised police and firefighter resources;

Whereas SW Valley residents are against uncontrolled, irresponsible growth that does not contribute to positive futures for renters, homeowners and small businesses;

Whereas L.A. Department of Transportation's bus service is inadequate to meet the needs of West Hills residents, proposed development projects must consider increasing transit with safe and reliable service;

Whereas the City of LA has the ability to meet the State mandate without rezoning residential neighborhoods that negatively increase density by adding multi-level developments on inappropriate sites;

Whereas the 2024 -2025 SW Valley Community Plans negatively affect the character and quality of life and do not consider the uniqueness of each community therefore be it;

*Resolved by the West Hills Neighborhood Council:*

1. That the L.A. City Planning Department protect Los Angeles single-family neighborhoods from zone changes that allow inappropriate higher-density projects in their communities.
2. That the L.A. City Planning Department include Los Angeles residents' concerns and respond to those concerns before making decisions on land-use issues that affect their communities.
3. That the L.A. City Planning Department delay approvals for the 2024-2025 SW Valley Community Plans until modifications are made.

JOHNLEE

MAKING MOVIES THAT MATTER

YOUTH SHORT FILM FESTIVAL



# DRIVE-IN MOVIE NIGHT

26 OCT 2024

GATES OPEN AT 4:00 PM

*A Timeless Classic from 1971*

SHADOW RANCH PARK

22633 VANOWEN ST.

WEST HILLS, CA 91307

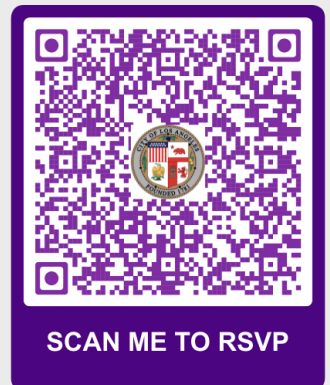
SHOW BEGINS AT SUNSET

HOSTED BY

**COUNCILMEMBER JOHN LEE**

**The Drive-In is Free To All Confirmed Attendees And Space Is Limited So RSVP As Soon As Possible. The Experience Also Includes:**

- **SCRUMDIDDLYICIOUS** meal from Ron Ross & Wendy's of Woodland Hills (hamburger, chips & drink)
- Halloween Carnival & Trunk or Treat Event
- Costume Parade/Contest
- Screening of Award Winning Making Movies that Matter Youth Short Films



SCAN ME TO RSVP

To RSVP, please scan the QR Code or <https://bit.ly/CD12DriveIn> and provide the requested information. If you have any questions, feel free to reach out to Ron Rubine at (818) 882-1212.

SPONSORED BY:





**Agenda Item 24-0059 - Discussion and possible action to approve the Event Approval Form for the Beautification Committee's cleanup event on Oct. 19, 2024, on Platt Avenue between Victory Blvd. and Vanowen Street from 8 AM to 11 AM**



## NEIGHBORHOOD COUNCIL EVENT APPROVAL REQUEST FORM

Office of the City Clerk – Neighborhood Council Funding Program  
200 N. Spring Street, Rm 224, Los Angeles, CA 90012 • (213) 978-1058 or Toll-Free 3-1-1  
**E-mail:** [Clerk.NCFunding@LACity.org](mailto:Clerk.NCFunding@LACity.org) • [www.Clerk.LACity.org](http://www.Clerk.LACity.org)

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

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

Neighborhood Council: West Hills Neighborhood Council

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

Main sponsor: West Hills Neighborhood Council

Contact Person: Brad Vanderhoof and Faye Barta

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

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

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

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

### **Event Information**

Event Title and Description: Community Cleanup – Platt between Victory and Vanowen

Date: 10/19/2024 Time Frame: 8:30 AM to 11:30 AM

Est. number of attendees: 25 Event Budget: \$ 00

Venue Name: WHNC Beautification Committee October 2024 Clean-Up

Venue Address: Platt Avenue between Victory and Vanowen

Contact Person: Brad Vanderhoof and Faye Barta

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

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

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

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

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

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: \_\_\_\_\_ Title: \_\_\_\_\_

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

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 \_\_\_\_\_





<b>Neighborhood Purposes Grants (NPG) Expenditures Category</b>	
Youth and Education	\$ 4,500.00
Homelessness	1,000.00
Public Safety	750.00
<b>Total NPG Expenditures</b>	<b>\$ 6,250.00</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>	\$ 7,478.31
<b>Election Expenditures</b>	\$ 5,000.00
<b>General and Operational Expenditures</b>	<b>\$35,342.48</b>
<b>Neighborhood Purposes Grants (NPG) Expenditures</b>	<b>\$ 6,250.00</b>
<b>Community Improvement Projects (CIP) Expenditures</b>	<b>\$41,592.48</b>
<b>TOTAL EXPENDITURES FOR THE FISCAL YEAR</b>	<b>0</b>