



CITY OF
LOS ANGELES
CALIFORNIA



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

WEST HILLS NEIGHBORHOOD COUNCIL

SPECIAL REGULAR BOARD MEETING AGENDA

Thursday, January 9, 2025 @ 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: <https://us02web.zoom.us/j/86151176250>
- **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><u>Opening Business</u> Call to Order Roll Call – Establish Quorum Pledge of Allegiance</p>	<p>7:00 P.M.</p>	<p>Co-Chairs: Mrs. Charlene Rothstein Dr. Faye Barta Secretary: Mr. Brad Vanderhoof Co-Chair: Dr. Faye Barta</p>
<p><u>Induction of new board member into the WHNC Board of Directors</u> Ms. Jessica Irias</p>		<p>Mrs. Charlene Rothstein, Co-Chair Dr. Faye Barta, Co-Chair</p>
<p><u>Opening Business cont.</u> Approval to allow Board Member(s) to attend the January 9, 2025 WHNC Special Board Meeting virtually under the provisions of AB2449 Approve Meeting Minutes of December 5, 2024 Senior Lead Officer Report Treasurer’s Report Controller’s Report Comments From the Co-Chair(s) Board Vacancy Announcement(s)</p>		<p>Secretary: Mr. Brad Vanderhoof Secretary: Mr. Brad Vanderhoof SLO Garza SLO Dinse Treasurer: Mrs. Carolyn Greenwood Controller: Mr. Saif Mogri Co-Chairs: Mrs. Charlene Rothstein Dr. Faye Barta Mrs. Charlene Rothstein</p>

<p><u>Announcements</u></p> <p>Office of Assemblyman Jesse Gabriel Council District 12 Department of Neighborhood Empowerment Los Angeles County Supervisor District 3 Budget Advocates</p>		<p>Mr. Jack Trent-Dorfman, Field Representative Mr. Colin Crews, District Director Ms. Prabhjot Chamber Ms. Sophia Soudani, Field Representative Mr. Glenn Bailey</p>
<p><u>Public Comment</u></p> <p>Comments & statements from stakeholders or interested parties on subjects <u>NOT</u> on this meeting's agenda. *The Council affords an opportunity to members of the public to address the Council on items of interest that are within the Council's jurisdiction. The Council is not permitted to take action on items that are not identified on the agenda. The Council reserves the right to limit speakers' time if necessary to provide an adequate opportunity for all to be heard.*</p>		<p>Co-Chair: Dr. Faye Barta</p>
<p><u>Council Announcement</u></p> <p>Committee & Liaison Reports</p>		
<p><u>New Business</u></p> <p>25-0001 - Discussion and possible action regarding approval of the WHNC's November 2024 Monthly Expenditure Report (MER) (3 Minutes Max)</p> <p>25-0002 - Discussion and possible action regarding the appointment of five WHNC board members who may submit Community Impact Statements (CIS) (5 Minutes Max)</p> <p>25-0003 - Discussion and possible action to submit a Community Impact Statement "CIS" for CF-24-0008-S26 Oversized Vehicle Parking: Saticoy Street / Los Alimos Street / Yolanda Avenue / Lindley Avenue / Oversize Vehicle Parking Restrictions (10 Minutes Max)</p> <p>25-0004 - Discussion and Possible Action on a Beautification cleanup on January 25, 2025, from 8:30 AM to 11:30 AM on the East side of Valley Circle Blvd. North of Victory Blvd. (5 Minutes Max)</p>		<p>Mrs. Carolyn Greenwood, Co-Chair Budget Committee Mr. Saif Mogri, Co-Chair Budget Committee</p> <p>Mrs. Charlene Rothstein, Co-Chair</p> <p>Mr. Brad Vanderhoof, Chair Streets & Transportation Committee</p> <p>Dr. Faye Barta, Co-Chair Beautification Committee Mr. Brad Vanderhoof, Co-Chair Beautification Committee</p>
<p><u>Adjournment</u></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

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

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

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

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

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



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WEST HILLS NEIGHBORHOOD COUNCIL

BOARD DRAFT MEETING MINUTES

de Toledo High School

December 5, 2024

Revised December 27, 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, Brenda Citrom (left 7:55 PM), Carolyn Greenwood, Glenn Jennings, Kim Koerber, Jonathan Marvisi, Saif Mogri, Penelope Newmark, Chris Pike, Bill Rose, Char Rothstein, Joan Trent, Stacy Unholz, Brad Vanderhoof, Joanne Yvanek-Garb, and Zhelbert Zohrabian

ABSENT: Jessica Irias, Vinura Kotewelle, Noe Loera, Alejandro Phillips, and Cole Smith

President Char Rothstein called the meeting to order at 7:12 PM.

Secretary Brad Vanderhoof called roll and an in-person a quorum was established.

Vice President Faye Barta led the Pledge of Allegiance.

Induction of new board members into the WHNC Board of Directors: Ms. Brenda Citrom, Ms. Jessica Irias and Mr. Chris Pike: Jessica Irias was absent and Ron Rubine from CD12 swore in Brenda Citrom and Chris Pike and they took the NC Oath.

Announcements:

Scott Abrams, District Director for Congressman Brad Sherman, said the Congressman has secured a 3 million dollar grant to upgrade fire stations and is looking for another million. He presented a certificate to Serj Anthony Petrossian for Mastery in an Eagle Scout project

Certificates of Appreciation:

Serj Anthony Petrossian, Fern White, Joellen Ammann, Sayeh Roberts

Approval of Minutes: The minutes from November, 2024 were approved.

New Business

24-0069 - Discussion and possible action regarding approval of the WHNC's October 2024 Monthly Expenditure Report (MER) (3 Minutes Max)

Treasurer's Report: Treasurer Carolyn Greenwood gave the report.

24-0069 - Approval of the WHNC's October 2024 Monthly Expenditure Report (MER)

Aida Abkarians - Yes
Carolyn Greenwood – Yes
Kim Koerber - Yes
Jonathan Marvisi - Yes

Faye Barta - Yes
Jessica Irias – Absent
Vinura Kotuwelle – Absent
Saif Mogri - Yes

Brenda Citrom – Ineligible
Glenn Jennings - Yes
Noe Loera - Absent
Penelope Newmark – Ineligible

Alejandro Phillips – Absent
Char Rothstein - Ineligible
Stacy Unholz – Ineligible
Zhelbert Zohrabian - Ineligible

Chris Pike – Yes
Cole Smith – Absent
Brad Vanderhoof – Yes

Bill Rose - Ineligible
Joan Trent - Ineligible
Joanne Yvanek-Garb – Ineligible

Yes – 9, No – 0, Abstain -- 0, Absent – 5, Ineligible – 8, Recusal – 0

Controller’s Report: Controller Saif Mogri presented the report. The Controller’s report matches the City’s.

Chair Comments: The Regular January Board meeting has been rescheduled to January 9th.

Miriam Schimmel’s resignation was announced.

Department of Neighborhood Empowerment: Neighborhood Empowerment Advocate Prabhjot Chamber said registration is open for the 2025 Youth Conference. The 25 Year Anniversary of the Neighborhood Councils celebration will be December 13 from 6-8 PM at City Hall.

CD12: Ron Rubine announced the **MAKING MOVIES THAT MATTER** event showcased 134 student films.

32nd Congressional District: Scott Abrams said the vote counting is complete for congress. Congressman Sherman is working on security grants for non-profits, and securing grants for parks.

LAFD: Michael Flynn from Battalion 17 gave a warning about using space heaters.

Budget Advocates: Glenn Bailey said a Budget 101 Town Hall is planned for January. DONE requested funds for Congress of Neighborhoods and Budget Day, but those items were not included in the Mayor’s budget. The Budget Advocates have met with half the City departments.

Public Comment:

Glenn Bailey spoke about the Valley Alliance of Neighborhood Councils.
Chris Rowe spoke about a DTSC meeting on SSFL in Chatsworth on December 10th.

New Business:

24-0070 - Approve purchase of a trimmer/edger tool (weed wacker) and spools by the Beautification Committee in the amount of \$50.00 and the remaining balance was paid from a board member’s personal funds, at their discretion.

Aida Abkarians - Yes
Carolyn Greenwood - Yes
Kim Koerber - Yes
Jonathan Marvisi – Yes
Alejandro Phillips – Absent
Char Rothstein – Ineligible
Stacy Unholz – Ineligible
Zhelbert Zohrabian - Ineligible

Faye Barta - Yes
Jessica Irias – Absent
Vinura Kotuwelle – Absent
Saif Mogri – Yes
Chris Pike – Yes
Cole Smith – Absent
Brad Vanderhoof – Yes

Brenda Citrom – Absent
Glenn Jennings - Yes
Noe Loera - Absent
Penelope Newmark – Ineligible
Bill Rose - Ineligible
Joan Trent - Ineligible
Joanne Yvanek-Garb – Ineligible

Yes – 9, No – 0, Abstain -- 0, Absent – 6, Ineligible – 7, Recusal – 0
The expenditure is approved.

24-0071 - Approve reimbursement to Glenn Jennings in the amount of \$91.22 for purchase of trimmer/edger tool (weed wacker).

Aida Abkarians - Yes
Carolyn Greenwood - Yes
Kim Koerber - Yes
Jonathan Marvisi - Yes
Alejandro Phillips – Absent

Faye Barta - Yes
Jessica Irias – Absent
Vinura Kotuwelle - Absent
Saif Mogri - Yes
Chris Pike – Yes

Brenda Citrom – Absent
Glenn Jennings - Yes
Noe Loera - Absent
Penelope Newmark – Ineligible
Bill Rose – Ineligible

Char Rothstein – Ineligible
Stacy Unholz – Ineligible
Zhelbert Zohrabian - Ineligible

Cole Smith – Absent
Brad Vanderhoof – Yes

Joan Trent - Ineligible
Joanne Yvanek-Garb – Ineligible

Yes – 9, No – 0, Abstain -- 0, Absent – 6, Ineligible – 7, Recusal – 0
The reimbursement is approved.

24-0072 - Approve transfer of \$300.00 from the Education Committee Budget to the Special Events Committee.

Aida Abkarians - Yes
Carolyn Greenwood – Yes
Kim Koerber – Yes
Jonathan Marvisi – Yes
Alejandro Phillips – Absent
Char Rothstein - Ineligible
Stacy Unholz – Ineligible
Zhelbert Zohrabian - Ineligible

Faye Barta - Yes
Jessica Irias – Absent
Vinura Kotuwelle – Absent
Saif Mogri – Yes
Chris Pike – Yes
Cole Smith – Absent
Brad Vanderhoof – Yes

Brenda Citrom – Absent
Glenn Jennings - Yes
Noe Loera - Absent
Penelope Newmark - Ineligible
Bill Rose - Ineligible
Joan Trent - Ineligible
Joanne Yvanek-Garb – Ineligible

Yes – 9, No – 0, Abstain -- 0, Absent – 6, Ineligible – 7, Recusal – 0
The Transfer is approved.

24-0073 - Approve Event Approval Form and Budget for the 2025 Valentine Dance in the amount of \$2,650.00.

Aida Abkarians - Yes
Carolyn Greenwood – Yes
Kim Koerber - Yes
Jonathan Marvisi - Yes
Alejandro Phillips – Absent
Char Rothstein - Ineligible
Stacy Unholz – Ineligible
Zhelbert Zohrabian - Ineligible

Faye Barta – Yes
Jessica Irias – Absent
Vinura Kotuwelle - Absent
Saif Mogri - Yes
Chris Pike – Yes
Cole Smith – Absent
Brad Vanderhoof - Yes

Brenda Citrom – Absent
Glenn Jennings - Yes
Noe Loera - Absent
Penelope Newmark - Ineligible
Bill Rose - Ineligible
Joan Trent - Ineligible
Joanne Yvanek-Garb – Ineligible

Yes – 9, No – 0, Abstain -- 0, Absent – 6, Ineligible – 7, Recusal – 0
The Event Form and Budget are approved.

24-0074 -Approve purchase of certificate frames to the WHNC Board in the amount of \$100.

Aida Abkarians - Yes
Carolyn Greenwood - Yes
Kim Koerber - Yes
Jonathan Marvisi - Yes
Alejandro Phillips – Absent
Char Rothstein – Ineligible
Stacy Unholz – Ineligible
Zhelbert Zohrabian - Ineligible

Faye Barta - Yes
Jessica Irias – Absent
Vinura Kotuwelle – Absent
Saif Mogri - Yes
Chris Pike – Yes
Cole Smith – Absent
Brad Vanderhoof - Yes

Brenda Citrom – Absent
Glenn Jennings - Yes
Noe Loera - Absent
Penelope Newmark – Ineligible
Bill Rose - Ineligible
Joan Trent - Ineligible
Joanne Yvanek-Garb – Ineligible

Yes – 9, No – 0, Abstain -- 0, Absent – 6, Ineligible – 7, Recusal – 0
The purchase is approved.

24-0075 - Reimburse Penny Newmark in the amount of \$173.26 for the printing of Zoning & Planning documents sent to LA City Planning and presented to Council District 12.

Aida Abkarians - Yes
Carolyn Greenwood - Yes
Kim Koerber - Yes
Jonathan Marvisi - Yes

Faye Barta – Yes
Jessica Irias – Absent
Vinura Kotuwelle – Absent
Saif Mogri - Yes

Brenda Citrom – Absent
Glenn Jennings - Yes
Noe Loera - Absent
Penelope Newmark - Ineligible

Alejandro Phillips – Absent
Char Rothstein - Ineligible
Stacy Unholz – Ineligible
Zhelbert Zohrabian - Ineligible

Chris Pike – Yes
Cole Smith – Absent
Brad Vanderhoof – Yes

Bill Rose - Ineligible
Joan Trent - Ineligible
Joanne Yvanek-Garb - Ineligible

Yes – 9, No – 0, Abstain -- 0, Absent – 6, Ineligible – 7, Recusal – 0
The reimbursement is approved.

The next Board meeting is scheduled for January 9, 2025.

President Char Rothstein adjourned the meeting at 8:24 PM.

Agenda Item 25-0003 - Discussion and possible action to submit a Community Impact Statement "CIS" for CF-24-0008-S26 Oversized Vehicle Parking: Saticoy Street / Los Alimos Street / Yolanda Avenue / Lindley Avenue / Oversize Vehicle Parking Restrictions

TRANSPORTATION

RESOLUTION

WHEREAS, California Vehicle Code Section 22507 authorizes cities to restrict the parking of vehicles, including but not limited to, vehicles that are six feet or more in height, on identified City streets during certain hours; and

WHEREAS, the Los Angeles Municipal Code Section 80.69.4 allows the Council to authorize by resolution, the streets upon which the parking of oversize vehicles shall be restricted between 2:00 a.m. and 6:00 a.m.; and

WHEREAS, areas in the North San Fernando Valley are experiencing public safety issues associated with large vehicles that are parked overnight and block travel lanes, thereby creating hazardous conditions;

NOW, THEREFORE BE IT RESOLVED, that the City Council, pursuant to the Los Angeles Municipal Codes Section 80.69.4, hereby prohibits the parking of vehicles that are in excess of 22 feet in length or over 84 inches in height, during the hours of 2:00 a.m. and 6:00 a.m. along the following street segments:

- Both sides of Saticoy St. from Woodlake Ave to Fallbrook Ave
- Both sides of Los Alimos St. east of Owensmouth Ave.
- Both sides of Yolanda Ave. from Plummer St. to Citronia St.
- West of Lindley Ave. to the driveway at the end of 18143 Lemarsh St.

BE IT FURTHER RESOLVED that upon the adoption of this Resolution, the Department of Transportation be directed to post signs giving notice of a "tow away, no parking" restriction for oversized vehicles, with the specific hours detailed;

BE IT FURTHER RESOLVED that the Department of Transportation be authorized to make technical corrections or clarifications to the above instructions in order to effectuate the intent of this Resolution.

PRESENTED BY: 
JOHN S. LEE
Councilmember, 12th District

SECONDED BY: 

ORIGINAL


NOV 06 2024

Committee Meeting Date: November 19, 2024

Board Meeting Date January 9, 2025

File # :	CF 24-0008-S26 – Oversize Vehicle Parking:
Title :	Saticoy Street / Los Alimos Street / Yolanda Avenue / Lindley Avenue / Oversize Vehicle Parking Restrictions
Type :	
City/State :	City of Los Angeles

Summary :	The WHNC supports the Council file.
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Motion :	<p>RESOLUTION TRANSPORTATION WHEREAS, California Vehicle Code Section 22507 authorizes cities to restrict the parking of vehicles, including but not limited to, vehicles that are six feet or more in height, on identified City streets during certain hours; and WHEREAS, the Los Angeles Municipal Code Section 80.69.4 allows the Council to authorize by resolution, the streets upon which the parking of oversize vehicles shall be restricted between 2:00 a.m. and 6:00 a.m.; and WHEREAS, areas in the North San Fernando Valley are experiencing public safety issues associated with large vehicles that are parked overnight and block travel lanes, thereby creating hazardous conditions; NOW, THEREFORE BE IT RESOLVED, that the City Council, pursuant to the Los Angeles Municipal Codes Section 80.69.4, hereby prohibits the parking of vehicles that are in excess of 22 feet in length or over 84 inches in height, during the hours of 2:00 a.m. and 6:00 a.m. along the following street segments: • Both sides of Saticoy St. from Woodlake Ave to Fallbrook Ave • Both sides of Los Alimos St. east of Owensmouth Ave. • Both sides of Yolanda Ave. from Plummer St. to Citronia St. • West of Lindley Ave. to the driveway at the end of 18143 Lemarsh St. BE IT FURTHER RESOLVED that upon the adoption of this Resolution, the Department of Transportation be directed to post signs giving notice of a "tow away, no parking" restriction for oversized vehicles, with the specific hours detailed; BE IT FURTHER RESOLVED that the Department of Transportation be authorized to make technical corrections or clarifications to the above instructions in order to effectuate the intent of this Resolution. PRESENTED BY: John Lee, Councilmember, 12th District SECONDED BY: Traci Park</p>
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S&T Position :	
Vote :	5-0-0-2-0

“YES” Vote:	5
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“NO” Vote:	0
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Agenda Item 25-0004 - Discussion and Possible Action on a Beautification cleanup on January 25, 2025, from 8:30 AM to 11:30 AM on the East side of Valley Circle Blvd. North of Victory Blvd



**NEIGHBORHOOD COUNCIL
EVENT APPROVAL REQUEST FORM**

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

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

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

Neighborhood Council: West Hills Neighborhood Council

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

Main sponsor: West Hills Neighborhood Council

Contact Person: Brad Vanderhoof & Faye Barta

Phone: 818-887-7811 Email: brad.vanderhoof@westhillsnc.org/faye.barta@westhillsnc.org

Co-Sponsor (if applicable): _____

Contact Person: _____

Phone: _____ Email: _____

Event Information

Event Title and Description: WHNC Beautification Committee Clean-Up

Date: 01/25/25 Time Frame: 8:30 a.m. - 11:30 a.m. Est. number of attendees: 25 Event Budget: \$ 0

Venue Name: WHNC Beautification Committee January 2025 Clean-Up

Venue Address: 6400 Block of Valley Circle Boulevard, East Side

Contact Person: Brad Vanderhoof & Faye Barta

Phone: 818-887-7811 Email: brad.vanderhoof@westhillsnc.org/ faye.barta@westhillsnc.org

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

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

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

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

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

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

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

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

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

If RENTING a vehicle or truck to transport event materials:

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

ADDITIONAL PERMITS may be required if the event has:

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

CONTACT INFORMATION for possible permits:

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

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

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

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

Signature: Brad Vanderhoof & Faye Barta Date: 12/31/24 BV & FB

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

Email: brad.vanderhoof@westhillsnc.org/faye.barta@westhillsnc.org Phone: 818-887-7811

For Staff Use Only: Approved Denied Code: _____

Reviewers Signatures: 1st Level _____ 2nd Level _____

Reviewers Names: 1st Level _____ 2nd Level _____