



CITY OF
LOS ANGELES
CALIFORNIA



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

WEST HILLS NEIGHBORHOOD COUNCIL

BOARD FINAL 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 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.

CITY OF LOS ANGELES
CALIFORNIA

**BOARD OF NEIGHBORHOOD
COMMISSIONERS**

RAY REGALADO
PRESIDENT

JOY ATKINSON
VICE PRESIDENT

MAGGIE DARETT-QUIROZ
LEONARD SHAFFER
DEBBIE WEHBE
JENNIFER VALDIVIA
RANDALL IRVING



KAREN BASS
MAYOR



20TH FLOOR, CITY HALL
200 NORTH SPRING STREET
LOS ANGELES, CA 90012

TELEPHONE: (213) 978-1551
TOLL-FREE: 3-1-1
FAX: (213) 978-1751
E-MAIL: EmpowerLA@lacity.org

VANESSA SERRANO
INTERIM GENERAL MANAGER

www.EmpowerLA.org

Neighborhood Council Board Oath

I pledge to represent my neighborhood with dignity, integrity, and pride.

I will encourage other points of view, even when they differ from my own.

I will respect, value, and consider everyone's opinion.

I will find the good in my neighborhood, and praise it and promote it.

To my neighbors, and to neighborhoods throughout the City of Los Angeles,

I pledge to do this to the best of my ability.



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WEST HILLS NEIGHBORHOOD COUNCIL

BOARD MEETING MINUTES

de Toledo High School

November 7, 2024

Revised November 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, Jonathan Marvisi (AB2449), Saif Mogri, Penelope Newmark, Alejandro Phillips, Bill Rose, Char Rothstein, Cole Smith, Joan Trent, Stacy Unholz, Brad Vanderhoof, Joanne Yvanek-Garb, and Zhelbert Zohrabian.

ABSENT: Noe Loera, Carolyn Poppert, Miriam Schimmel

President Char Rothstein called the meeting to order at 6:40 PM.

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

Vice President Faye Barta led the Pledge of Allegiance.

Certificates of Appreciation:

Serj Anthony Petrossian for Mastery in an Eagle Scout project

Serj described his project which involved adding privacy to the kindergarten play area fence.

Presented by Mr. John Lee, Council Member, District 12, and Aida Abkarians for the WHNC

West Hills Neighborhood Council Presentation “Halloween Houses on Display Awards”

Certificates, trophies and prizes were presented by Mr. John Lee, Council Member, District 12, SLOs Dinse and Garza, and President Rothstein and Aida Abkarians for the WHNC

Induction of new board member into the WHNC Board of Directors:

Stacy Unholz took the Neighborhood Council Oath.

Announcements:

Mayor’s Office: David Bright, West Valley Rep., said on Friday the City Council is expected to approve the appointment of Jim McDonnell as the new LAPD Chief. The Council meeting starts at 10:15 AM. He also described Executive Directive 9 to improve City infrastructure.

Approval of Minutes: The minutes from October 10, 2024 were approved.

Senior Lead Officer (SLO) Report: SLO Garza said the swearing in of the new Chief of Police is Scheduled for November 14. Fallbrook Mall has hired more security. SLO Garza described a robbery at Taxco Trails Park where a ring was pulled off a woman’s finger. There was a report of a man with a rifle at Bell Canyon and Overland, but there was no actual crime.

Treasurer’s Report: Treasurer Carolyn Greenwood gave the report. The only expenditures were normal recurring expenses, Halloween Event, and Beautification totaling \$3481.

24-0061 - Approval of the WHNC's September 2024 Monthly Expenditure Report (MER)

| | | |
|-------------------------------|---------------------------------|---------------------------------|
| Aida Abkarians - Yes | Faye Barta - Yes | Carolyn Greenwood - Yes |
| Glenn Jennings - Yes | Kim Koerber - Yes | Vinura Kotuwelle – Yes |
| 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 | Stacy Unholz – Ineligible |
| Brad Vanderhoof - Yes | Joanne Yvanek-Garb – Ineligible | Zhelbert Zohrabian - Ineligible |

Yes – 11, No – 0, Abstain -- 0, Absent – 3, Ineligible – 7, Recusal – 0

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

Chair Comments: None

Department of Neighborhood Empowerment: Neighborhood Empowerment Advocate Prabhjot Chamber said they are setting up an exhibit at City Hall to showcase NC activities and are looking for contributions. Board Member Monday spotlights individual NC board members on Instagram. The Homelessness Liaison meeting is Saturday from 1 to 3 and is virtual.

Public Comment:

Julio Galvez, President, Northwest Valley Chamber of Commerce, introduced himself and said the Canga Park / West Hills Chamber has merged with the Chatsworth / Porter Ranch Chamber and looks to work with the WHNC.

New Business:

24-0062 - Appointment to Fill a Vacant Seat on the West Hills Neighborhood Council Board with a term ending in 2027:

Three candidates were up for consideration: Brenda Citrom, Jessica Irias, and Jonathan (Chris) Pike. All were present in person. Each candidate was given two minutes to speak. Saif Mogri announced the ad hoc vacancy committee recommends Mr. Pike for the vacant position.

Roll Call Vote to fill a Vacancy;

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

Brenda Citrom – 0, Jessica Irias – 1, Jonathan Pike – 10

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

24-0063 - Appointment to Fill a Vacant Seat on the West Hills Neighborhood Council Board with a term ending in 2025:

Two candidates were up for consideration: Brenda Citron, and Jessica Irias. Saif Mogri announced the ad hoc vacancy committee recommends Brenda Citrom for the vacant position.

Roll Call Vote to fill a Vacancy;

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

Brenda Citrom – 10, Jessica Irias – 1

Brenda Citron has been elected to the WHNC Board of Directors with a term ending in 2025.

24-0064 - Appointment to Fill a Vacant Seat on the West Hills Neighborhood Council Board with a term ending in 2025:

One Candidate was up for consideration: Jessica Irias.

Roll Call Vote to approve the appointment;

| | | |
|-------------------------------|---------------------------------|---------------------------------|
| Aida Abkarians - Yes | Faye Barta – Yes | Carolyn Greenwood – Yes |
| Glenn Jennings - Yes | Kim Koerber - Yes | Vinura Kotuwelle - Yes |
| 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 | Stacy Unholz - Ineligible |
| Brad Vanderhoof - Yes | Joanne Yvanek-Garb - Ineligible | Zhelbert Zohrabian - Ineligible |

Yes –11, No – 0, Abstain – 0, Absent – 3, Ineligible – 7, Recusal -- 0

Jessica Irias has been elected to the WHNC Board of Directors with a term ending in 2025.

24-0065 – Amend WHNC Standing Rules to remove Section B., Article V, Governing Board, Section 5, Absences:

| | | |
|-------------------------------|---------------------------------|---------------------------------|
| Aida Abkarians - Yes | Faye Barta - Yes | Carolyn Greenwood - Yes |
| Glenn Jennings - Yes | Kim Koerber - Yes | Vinura Kotuwelle - Yes |
| 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 | Stacy Unholz – Ineligible |
| Brad Vanderhoof - Yes | Joanne Yvanek-Garb - Ineligible | Zhelbert Zohrabian - Ineligible |

Yes – 11, No – 0, Abstain -- 0, Absent – 3, Ineligible – 7, Recusal – 0

The WHNC Standing Rules have been amended.

24-0066- Approval of the Event Approval Form and Budget in the amount of \$50 for the Beautification Committee's cleanup event on November 23, 2024, on Justice Street near Justice Street Elementary School located at 23350 Justice Street, West Hills from 8:30 AM to 11:30 AM

| | | |
|-------------------------------|-----------------------------|---------------------------|
| Aida Abkarians - Yes | Faye Barta - Yes | Carolyn Greenwood - Yes |
| Glenn Jennings - Yes | Kim Koerber – Yes | Vinura Kotuwelle - Yes |
| 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 | Stacy Unholz – Ineligible |

Brad Vanderhoof - Yes

Joanne Yvanek-Garb - Ineligible

Zhelbert Zohrabian - Ineligible

Yes – 11, No – 0, Abstain -- 0, Absent – 3, Ineligible – 7, Recusal – 0

The Event is approved.

24-0067 - Approval of the Senior Valentines Day Dance event to be held on February 14, 2025, at Chaminade College Preparatory School located at 7500 Chaminade Way, West Hills:

Aida Abkarians – Yes

Glenn Jennings - Yes

Noe Loera - Absent

Penelope Newmark – Ineligible

Bill Rose - Ineligible

Cole Smith - Yes

Brad Vanderhoof - Yes

Faye Barta - Yes

Kim Koerber - Yes

Jonathan Marvisi - Yes

Alejandro Phillips – Yes

Char Rothstein - Ineligible

Joan Trent – Ineligible

Joanne Yvanek-Garb - Ineligible

Carolyn Greenwood - Yes

Vinura Kotuwelle - Yes

Saif Mogri - Yes

Carolyn Poppert – Absent

Miriam Schimmel -- Absent

Stacy Unholz – Ineligible

Zhelbert Zohrabian - Ineligible

Yes – 11, No – 0, Abstain -- 0, Absent – 3, Ineligible – 7, Recusal – 0

The Event is approved.

24-0068 – CIS for Council File 23-0002-S152, AB 1082 (Kalra)/Eliminate Parking Enforcement Programs /Manage Curb Space (Lee – Park – De Leon):

CIS in Support:

Aida Abkarians - Yes

Glenn Jennings - Yes

Noe Loera - Absent

Penelope Newmark - Ineligible

Bill Rose – Ineligible

Cole Smith - Yes

Brad Vanderhoof - Yes

Faye Barta - Yes

Kim Koerber - Yes

Jonathan Marvisi - Yes

Alejandro Phillips – Yes

Char Rothstein - Ineligible

Joan Trent - Ineligible

Joanne Yvanek-Garb - Ineligible

Carolyn Greenwood - Yes

Vinura Kotuwelle - Yes

Saif Mogri - Yes

Carolyn Poppert – Absent

Miriam Schimmel -- Absent

Stacy Unholz – Ineligible

Zhelbert Zohrabian - Ineligible

Yes – 11, No – 0, Abstain -- 0, Absent – 3, Ineligible – 7, Recusal – 0

The CIS is approved.

The next Board meeting is scheduled for December 5th.

President Char Rothstein adjourned the meeting at 8:35 PM.

Monthly Expenditure Report



Reporting Month: October 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 |
| \$35672.92 | \$3090.08 | \$32582.84 | \$0.00 | \$0.00 | \$32582.84 |

| Monthly Cash Flow Analysis | | | | | |
|---------------------------------------|----------------|------------------------|------------------------|----------------------------------|---------------|
| Budget Category | Adopted Budget | Total Spent this Month | Unspent Budget Balance | Outstanding | Net Available |
| Office | \$35342.48 | \$1938.41 | \$26332.84 | \$0.00 | \$26332.84 |
| Outreach | | \$1151.67 | | \$0.00 | |
| 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: \$5919.56 | |

| Expenditures | | | | | | |
|--------------|------------------------|------------|---|--------------------------------|--------------|----------|
| # | Vendor | Date | Description | Budget Category | Sub-category | Total |
| 1 | THE WEB CORNER, INC. | 10/01/2024 | Monthly Maintenance for WHNC | General Operations Expenditure | Office | \$150.00 |
| 2 | AMAZON MARK FE9B15853 | 10/12/2024 | Items for Halloween Event WHNC-2425-001 | General Operations Expenditure | Outreach | \$121.39 |
| 3 | SMART AND FINAL 324 | 10/18/2024 | WHNC Halloween Event WHNC 2425-001 | General Operations Expenditure | Outreach | \$252.49 |
| 4 | JERSEY MIKES 20165 | 10/19/2024 | WHNC Halloween Event WHNC 2425-001 | General Operations Expenditure | Outreach | \$290.85 |
| 5 | TST NOTHING BUNDT CAK | 10/20/2024 | WHNC Halloween Event 2425-001 | General Operations Expenditure | Outreach | \$244.80 |
| 6 | MINUTEMAN PRESS | 10/21/2024 | WHNC Halloween Event WHNC 2425-001 | General Operations Expenditure | Outreach | \$87.60 |
| 7 | RACKSPACE EMAIL & APPS | 10/22/2024 | WHNC Email Service | General Operations Expenditure | Office | \$72.66 |
| 8 | IN AKD | 10/25/2024 | WHNC name badges | General Operations Expenditure | Office | \$20.00 |

| | | | | | | |
|------------------|------------------------------|------------|---|--------------------------------|----------|------------------|
| 9 | 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 |
| 10 | APPLEONE EMPLOYMENT SERVICES | 10/04/2024 | WHNC Executive Assistant | General Operations Expenditure | Office | \$1695.75 |
| Subtotal: | | | | | | \$3090.08 |

| Outstanding Expenditures | | | | | | |
|------------------------------|--------|------|-------------|-----------------|--------------|---------------|
| # | Vendor | Date | Description | Budget Category | Sub-category | Total |
| Subtotal: Outstanding | | | | | | \$0.00 |

Agenda Item 24-0073 - Discussion and possible action to approve Event Approval Form and Budget for the 2025 Valentine Dance in the amount of \$2,650.00.

WEST HILLS NEIGHBORHOOD COUNCIL

Spending Request Form

Please print legibly or type

Date of submission: Committee Name:
Chairperson/Stakeholder: Date Approved by Committee:
Phone: Email:

Event/Activity

Total Amount Requested: Budget Line Item:

Justification for request. This must include a statement about how the event/activity benefits the stakeholders of West Hills.

(Attach additional pages if necessary)

List all expense items, quantities, and amounts:

| Item & Quantity | Amount |
|--|--------------------------------------|
| <input type="text" value="Insurance"/> | <input type="text" value="300.00"/> |
| <input type="text" value="Food"/> | <input type="text" value="1175.00"/> |
| <input type="text" value="Decorations"/> | <input type="text" value="700.00"/> |
| <input type="text" value="DJ"/> | <input type="text" value="475.00"/> |
| <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> |

For Budget Committee/Controller Use Only:

Committee Approved Budget Approved Board Approved



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: CHARLENE ROTHSTEIN/AIDA ABKARIANS

Phone: 818-888-3567 Email: charlene.rothstein@westhillsnc.org

Co-Sponsor (if applicable): COUNCIL DISTRICT 12-JOHN LEE COUNCILMEMBER

Contact Person: RON RUBINE

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

Event Information

Event Title and Description: SENIOR VALENTINES DAY DINNER DANCE (4th ANNUAL)

PROVIDES A FREE DINNER DANCE FOR SENIORS WHO MAY OTHERWISE BE UNABLE TO GO OUT

Date: 2/14/2025 Time Frame: 7pm - 9:30pm Est. number of attendees: 200 Event Budget: \$ 2650.00

Venue Name: BOB HOPE CENTER CHAMINADE HIGH SCHOOL

Venue Address: 7500 CHAMINADE, WEST HILLS, CA 91304

Contact Person: ROXY TODD

Phone: 818-363-8127 Email: rtodd@chaminade.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: _____ Date: _____

Print Name: _____ Title: _____

Email: _____ Phone: _____

For Staff Use Only: Approved Denied Code: _____

Reviewers Signatures: 1st Level _____ 2nd Level _____

Reviewers Names: 1st Level _____ 2nd Level _____