



CITY OF
LOS ANGELES
CALIFORNIA



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

WEST HILLS NEIGHBORHOOD COUNCIL

REGULAR BOARD MEETING AGENDA

Thursday, March 6, 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 Regular 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></p> <p>Call to Order</p> <p>Roll Call – Establish Quorum</p> <p>Pledge of Allegiance</p>	<p>7:00 P.M.</p>	<p>Co-Chairs: Mrs. Charlene Rothstein Dr. Faye Barta</p> <p>Secretary: Mr. Brad Vanderhoof</p> <p>Co-Chair: Dr. Faye Barta</p>
<p><u>Induction of new board member into the WHNC Board of Directors</u></p> <p>Ms. Jessica Irias</p>		<p>Mrs. Charlene Rothstein, Co-Chair Dr. Faye Barta, Co-Chair</p>
<p><u>Opening Business cont.</u></p> <p>Approval to allow Board Member(s) to attend the March 6, 2025 WHNC Board Meeting virtually under the provisions of AB2449</p> <p>Approve Meeting Minutes of February 6, 2025</p> <p>Senior Lead Officer Report</p> <p>Treasurer’s Report</p> <p>Controller’s Report</p> <p>Comments From the Co-Chair(s)</p> <p>Board Vacancy Announcement(s)</p>		<p>Secretary: Mr. Brad Vanderhoof</p> <p>Secretary: Mr. Brad Vanderhoof SLO Dinse</p> <p>Treasurer: Mrs. Carolyn Greenwood</p> <p>Controller: Mr. Saif Mogri</p> <p>Co-Chairs: Mrs. Charlene Rothstein Dr. Faye Barta</p> <p>Mrs. Charlene Rothstein</p>

<p><u>Announcements</u> 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. Ron Rubine, Senior Advisor Ms. Prabhjot Chamber Ms. Sophia Soudani, Field Representative Mr. Glenn Bailey</p>
<p><u>Public Comment</u> 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> Committee & Liaison Reports</p>		
<p><u>New Business</u> 25-0008 - Discussion and possible action regarding approval of the WHNC’s January 2025 Monthly Expenditure Report (MER) (3 Minutes Max)</p> <p>25-0009 - Discussion and possible action on approving spending request from the Communications Committee in the amount of \$629.63 for promotional items. (5 Minutes Max)</p> <p>25-0010 - Discussion and possible action on amending the WHNC 2024-2025 budget to reflect the increased cost of the Post Office Box.(5 Minutes Max)</p> <p>25-0011 - Discussion and possible action on amending the Special Events Committee’s Valentine Dance Event to reflect actual costs. (5 Minutes Max)</p> <p>25-0012 - Discussion and possible action regarding approval of reimbursement in the amount of \$104.98 to Penelope Newmark for cakes for the Special Events Committee’s Valentine Dance Event (5 Minutes Max)</p> <p>25-0013 - Discussion and possible action to approve renewing the WHNC Zoom License covering the period of April 1, 2025 – March 30, 2026 in the amount of \$200.00 (5 Minutes Max)</p> <p>25-0014 - Discussion and possible action to amend WHNC Standing Rules Concerning the Role of Treasurer: Article VI Officers of the Board, Section 2 Duties and Powers Paragraph D: Duties and Powers – Treasurer (10 Minutes Max)</p>		<p>Mrs. Carolyn Greenwood, Co-Chair Budget Committee Mr. Saif Mogri, Co-Chair Budget Committee</p> <p>Mrs. Carolyn Greenwood, Co-Chair Budget Committee Mr. Saif Mogri, Co-Chair Budget Committee</p> <p>Mrs. Carolyn Greenwood, Co-Chair Budget Committee Mr. Saif Mogri, Co-Chair Budget Committee</p> <p>Mrs. Carolyn Greenwood, Co-Chair Budget Committee Mr. Saif Mogri, Co-Chair Budget Committee</p> <p>Mrs. Carolyn Greenwood, Co-Chair Budget Committee Mr. Saif Mogri, Co-Chair Budget Committee</p> <p>Mrs. Carolyn Greenwood, Co-Chair Budget Committee Mr. Saif Mogri, Co-Chair Budget Committee</p> <p>Mr. Brad Vanderhoof, Chair Bylaws Committee</p>

<p>25-0015 - Discussion and possible action on a Beautification cleanup on March 22, 2025, from 8:30 AM to 11:30 AM located on Roscoe Blvd. between Fallbrook and Sale, West Hills (5 Minutes Max)</p> <p>25-0016 - Discussion and possible action on WHNC's tabling at Assemblymember Jesse Gabriel, District 46, 4th Annual Day of Service 2025 at Los Angeles Pierce College located at 9000 Olympic Drive, Winnetka Avenue, Woodland Hills on Sunday, May 4, 2025 from 9:00 a.m. – 5:00 p.m.(5 Minutes Max)</p>		<p>Mr. Brad Vanderhoof, Co-Chair Beautification Committee</p> <p>Dr. Faye Barta, Co-Chair Beautification Committee</p> <p>Mrs. Charlene Rothstein, Co-Chair</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 Traduccion: 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

CITY OF LOS ANGELES
CALIFORNIA

**BOARD OF NEIGHBORHOOD
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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

February 6, 2025

Revised February 8, 2025

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, Carolyn Greenwood, Glenn Jennings, Kim Koerber, Vinura Kotuwelle, Jonathan Marsi, Saif Mogri (virtual attendance under AB2449), Penelope Newmark, Chis Pike, Bill Rose, Char Rothstein, Cole Smith, Joan Trent, Stacy Unholz (virtual attendance under AB2449), Brad Vanderhoof, Joanne Yvanek-Garb, and Zhelbert Zohrabian

ABSENT: Jessica Irias

President Char Rothstein called the meeting to order at 7:13 PM.

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

Vice President Faye Barta led the Pledge of Allegiance.

Approval to allow Board Member(s) to attend the February 6, 2025 WHNC Board Meeting virtually under the provisions of AB2449: There were no objections to Saif Mogri and Staci Unholz attending remotely.

The Meeting Minutes of December 5, 2024 were approved.

LAPD Report: SLO Sean Dinse gave the report. North West Hills will have a new Senior Lead Officer. Cory Garza is moving to the Topanga mall area. Adrian Rodriguez will be the interim SLO. The Victory trailhead fire is being investigated as arson by Ventura County. There are no laws against starting fires on public or private property unless it is arson and destroys property.

Chair Comments: President Rothstein discussed the Valentine's Dinner Dance. Joanne Yvanek-Garb mentioned taxes for LA County residents until October 15. President Rothstein announced a Board Vacancy with a term ending in 2027. The application period will open soon.

Announcements: Jack Trent-Dorfman, Field Representative, Office of Assemblyman Jesse Gabriel said Assemblymember Gabriel chairs LA Recovery. The annual Day of Service is Sunday, May 4, at Pierce College.

Ron Rubine, Senior Advisor, Council District 12, said Councilmember John Lee has introduced a motion to inventory all fire equipment and provide repair status.

Prabhjot Chamber, Department of Neighborhood Empowerment, said the City Clerk has simplified the process for NCs to donate to fire relief. DONE has a new website domain –

neighborhoodempowerment.lacity.gov. NC election candidate filing is open for the WHNC, and the department has an outreach tool kit.

Daniel Vincente, West Valley and Mountain Communities, Supervisorial District 3, said Supervisor Lindsey Horvath is working to prosecute price gouging and will hold weekly town hall meetings on Wednesdays.

Glenn Bailey, Budget Advocates, said the meetings with city departments have mostly been completed. They were unable to meet with LAFD. Budget Day is June 21, in-person at City Hall.

Public Comment: Glenn Bailey spoke about the Valley Alliance of Neighborhood Councils and said there will be a presentation on the Sepulveda Transit Corridor at the meeting next Thursday.

Lionel Mares spoke on CF24-0600-S36 on fire department funding. The City Council no longer takes public comment by phone.

Treasurer’s Report: Treasurer Carolyn Greenwood gave the report and presented the monthly expenditure reports for November and December 2024. At the end of December net available funds were \$27,618.54. There are some outstanding payments that have not been negotiated.

25-0001 - Approval of the WHNC’s November 2024 Monthly Expenditure Report (MER):

Aida Abkarians – Yes	Faye Barta - Yes	Brenda Citrom – Ineligible
Carolyn Greenwood - Yes	Jessica Irias – Absent	Glenn Jennings - Yes
Kim Koerber – Yes	Vinura Kotuwelle – Yes	Jonathan Marvisi - Yes
Saif Mogri - Yes	Penelope Newmark - Ineligible	Chris Pike – Yes
Bill Rose - Yes	Char Rothstein – Ineligible	Cole Smith – Yes
Joan Trent – Ineligible	Stacy Unholz – Ineligible	Brad Vanderhoof - Yes
Joanne Yvanek-Garb - Ineligible,	Zhelbert Zohrabian - Ineligible	

Yes – 12, No – 0, Abstain -- 0, Absent – 1, Ineligible – 7, Recusal – 0

25-0002 - Approval of the WHNC’s December 2024 Monthly Expenditure Report (MER):

Aida Abkarians - Yes	Faye Barta – Yes	Brenda Citrom – Ineligible
Carolyn Greenwood - Yes	Jessica Irias – Absent	Glenn Jennings - Yes
Kim Koerber – Yes	Vinura Kotuwelle – Yes	Jonathan Marvisi - Yes
Saif Mogri - Yes	Penelope Newmark - Ineligible	Chris Pike – Yes
Bill Rose - Yes	Char Rothstein - Ineligible	Cole Smith – Yes
Joan Trent – Ineligible	Stacy Unholz – Ineligible	Brad Vanderhoof - Yes
Joanne Yvanek-Garb - Ineligible	Zhelbert Zohrabian - Ineligible	

Yes – 12, No – 0, Abstain -- 0, Absent – 1, Ineligible – 7, Recusal – 0

Controller’s Report: Controller gave the report and said year to date total spending was \$14,456.31, which matches the city website.

Induction of new board member into the WHNC Board of Directors: Jesica Irias was absent.

New Business:

25-0003 - Filling a vacant seat on the West Hills Neighborhood Council Board with a term ending in 2027: There was one candidate present, Ellen Silvers, who spoke for two minutes.

Affirmation vote to approve Ellen Silvers as a WHNC Board member.

Aida Abkarians - Yes	Faye Barta - Yes	Brenda Citrom – Ineligible
Carolyn Greenwood - Yes	Jessica Irias – Absent	Glenn Jennings - Yes
Kim Koerber - Yes	Vinura Kotuwelle – Yes	Jonathan Marvisi - Yes
Saif Mogri - Yes	Penelope Newmark - Ineligible	Chris Pike – Yes
Bill Rose - Yes	Char Rothstein - Ineligible	Cole Smith – Yes
Joan Trent - Ineligible	Stacy Unholz – Ineligible	Brad Vanderhoof - Yes
Joanne Yvanek-Garb - Ineligible	Zhelbert Zohrabian - Ineligible	

Yes – 12, No – 0, Abstain -- 0, Absent – 1, Ineligible – 7, Recusal – 0

Ellen Silvers was named to the Board.

25-0004 - Discussion and possible action on filling a vacant seat on the West Hills Neighborhood Council Board with a term ending in 2027: This item was postponed.

25-0005 - 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: CIS in support:

Aida Abkarians - Yes	Faye Barta - Yes	Brenda Citrom – Ineligible
Carolyn Greenwood - Yes	Jessica Irias – Absent	Glenn Jennings - Yes
Kim Koerber - Yes	Vinura Kotuwelle – Yes	Jonathan Marvisi - Yes
Saif Mogri - Yes	Penelope Newmark - Ineligible	Chris Pike – Yes
Bill Rose - Yes	Char Rothstein - Ineligible	Cole Smith – Yes
Joan Trent - Ineligible	Stacy Unholz – Ineligible	Brad Vanderhoof - Yes
Joanne Yvanek-Garb - Ineligible	Zhelbert Zohrabian - Ineligible	

Yes – 12 No – 0 Abstain -- 0 Absent – 1 Ineligible – 7 Recusal – 0
The CIS will be filed.

25-0006 - Discussion of the WHNC 2025 Election: Saif Mogri went over election dates and candidate filing.

25-0007 – Beautification cleanup on February 22, 2025 from 8:30 AM to 11:30 AM located at 23555 Justice Street West Hills: Brad Vanderhoof explained the event approval form does include a \$50 expenditure for water and snacks.

Aida Abkarians - Yes	Faye Barta - Yes	Brenda Citrom – Ineligible
Carolyn Greenwood - Yes	Jessica Irias – Absent	Glenn Jennings - Yes
Kim Koerber - Yes	Vinura Kotuwelle – Yes	Jonathan Marvisi - Yes
Saif Mogri - Yes	Penelope Newmark - Ineligible	Chris Pike – Yes
Bill Rose - Yes	Char Rothstein - Ineligible	Cole Smith – Yes
Joan Trent -Ineligible	Stacy Unholz – Ineligible	Brad Vanderhoof - Yes
Joanne Yvanek-Garb - Ineligible	Zhelbert Zohrabian - Ineligible	

Yes – 12 No – 0 Abstain -- 0 Absent – 1 Ineligible – 7 Recusal – 0
The event and budget were approved.

The next Board meeting is scheduled for March 6, 2025

President Char Rothstein adjourned the meeting at 9:00 PM.

Agenda Item 25-0008 - Discussion and possible action regarding approval of the WHNC's January 2025 Monthly Expenditure Report (MER)

Monthly Expenditure Report



Reporting Month: January 2025

Budget Fiscal Year: 2024-2025

NC Name: West Hills Neighborhood Council

Monthly Cash Reconciliation					
Beginning Balance	Total Spent	Remaining Balance	Outstanding	Commitments	Net Available
\$29265.55	\$2129.38	\$27136.17	\$0.00	\$0.00	\$27136.17

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office	\$35342.48	\$2129.38	\$20886.17	\$0.00	\$20886.17
Outreach		\$0.00		\$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: \$12326.93	

Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	THE WEB CORNER, INC.	01/01/2025	Email to WHNC Stakeholders	General Operations Expenditure	Office	\$150.00
2	RACKSPACE EMAIL & APPS	01/22/2025	WHNC Board Email	General Operations Expenditure	Office	\$68.77
3	AMAZON MKTPL ZG0HU05X0	01/22/2025	Frames for WHNC Certificates	General Operations Expenditure	Office	\$41.60
4	APPLEONE EMPLOYMENT SERVICES	01/03/2025	WHNC Executive Assistant	General Operations Expenditure	Office	\$1695.75
5	Penelope Newmark	01/06/2025	Reimburse Penelope Newmark for printing of documents for the Zoning and Planning Committee	General Operations Expenditure	Office	\$173.26
Subtotal:						\$2129.38

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

Agenda Item 25-0009 - Discussion and possible action on approving spending request from the Communications Committee in the amount of \$629.63 for promotional items.

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="magnetic clips -- quantity 500 -- \$1.15 each"/>	<input type="text" value="629.63"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<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

Agenda Item 25-0011 - Discussion and possible action on amending the Special Events Committee's Valentine Dance Event to reflect actual costs

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="\$311.68"/>
<input type="text" value="Food"/>	<input type="text" value="\$1,447.91"/>
<input type="text" value="Decorations"/>	<input type="text" value="\$816.53"/>
<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

Agenda Item 25-0012 - Discussion and possible action regarding approval of reimbursement in the amount of \$104.98 to Penelope Newmark for cakes for the Special Events Committee's Valentine Dance Event



Date: February 14, 2025

Budget Category: Dessert for Senior Valentine's Day Dance/Special Events Committee

Submitted By: Penny Newmark, Board Member

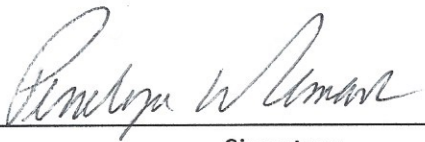
Email: pennyfirst@sbcglobal.net

Send check to: Penny Newmark

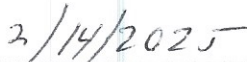
Address: 23654 Del Cerro Circle, West Hills, CA 91304

<u>*Description of Purchase</u>	<u>Amount</u>
Pavillions 6534 Platt Avenue, West Hills CA 91304	
(1) Special order sheet cake @\$65.99	
(2) Special order ½ sheet cake @38.99	
TOTAL	\$104.98

*Receipt attached



Signature



Date

WINE - SR VILLAGE
PAVILIONS

Store 2225 Dir Luis Mendez
Main:(818) 999-5939
6534 Platt Ave
WEST HILLS CA 91307



YOUR CASHIER TODAY WAS Stacie

BAKED GOODS	Price	You Pay
22398100000 SPECIAL ORDER CAKE	38.99	38.99 \$
22398200000 SPECIAL ORDER CAKE	65.99	65.99 \$
TAX		0.00
**** BALANCE		104.98

Credit Purchase 02/14/25 14:42
CARD # *****1494
REF: 984215414940 AUTH: 0001401P

PAYMENT AMOUNT 104.98

AL Mastercard
AID A0000000041010
TVR 0000008000

Mastercard 104.98
CHANGE 0.00

YOUR POINTS

Points Earned Today 104
Points Available 435

TOTAL NUMBER OF ITEMS SOLD = 2
02/14/25 14:42 2225 7 170 6194

Thank you for shopping Pavilions!
For PAVILIONS FOR U questions call
877-276-9637 or Pavilions.com/foru

**

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**Save time. Shop
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Pickup or Delivery in as soon as 30
minutes*

Save \$30 on your first \$75+ online
order** Code: SAVE30

**Agenda Item 25-0014 - Discussion and possible action to amend WHNC Standing Rules
Concerning the Role of Treasurer: Article VI Officers of the Board, Section 2 Duties and Powers
Paragraph D: Duties and Powers – Treasurer**

Discussion and Possible Action to Amend WHNC Standing Rules Concerning the Role of Treasurer:

Article VI Officers of the Board, Section 2 Duties and Powers

Paragraph D: Duties and Powers – Treasurer The Treasurer shall: A. Be a co-signer on the WHNC bank accounts
B. Be responsible for the WHNC Purchase Card and/or checkbook C. Prepare detailed monthly reports to the board that shall include:

1. Details of all expenses for the month, such as contract labor, committee expenses, administration expenses, etc.
2. Balances for each detail account
3. Total expenses for the year to date

Proposal to change part C. wording to reference a Treasurer's Report and/or Monthly Expenditure Report (MER)

Strike Item 3. as this is done by the Controller

C. Prepare ~~detailed~~ a monthly **Treasurer's** reports to the board that shall include:

1. Details of all expenses for the month **covered by the latest Monthly Expenditure Report (MER)**, such as contract labor, committee expenses, administration expenses, etc.
2. Balances for each detail account
- ~~3. Total expenses for the year to date~~

Agenda Item 25-0015 - Discussion and possible action on a Beautification cleanup on March 22, 2025, from 8:30 AM to 11:30 AM located on Roscoe Blvd. between Fallbrook and Sale, West Hills



**NEIGHBORHOOD COUNCIL
EVENT APPROVAL REQUEST FORM**

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

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

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

Neighborhood Council: West Hills Neighborhood Council

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

Main sponsor: West Hills Neighborhood Council

Contact Person: Brad Vanderhoof and Faye Barta

Email: Brad.Vanderhoof@westhillsnc.org; Faye.Barta@westhillsnc.org

Co-Sponsor (if applicable): _____

Contact Person: _____

Phone: _____ Email: _____

Event Information

Event Title and Description: Community Cleanup – Roscoe between Fallbrook and Sale

Date: 3/22/2025 Time Frame: 8:30 AM to 11:30 AM

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

Venue Name: WHNC Beautification Committee March 2025 Clean-Up

Venue Address: Roscoe Blvd. between Fallbrook and Sale

Contact Person: Brad Vanderhoof and Faye Barta

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 aboard 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 _____