



CITY OF
LOS ANGELES
CALIFORNIA



P.O. BOX 4670, WEST HILLS, CA 91308
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WEST HILLS NEIGHBORHOOD COUNCIL

SPECIAL BOARD MEETING MINUTES

de Toledo High School

June 12, 2025

Revised June 13, 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, Jessica Irias, Glenn Jennings, Kim Koerber, Vinura Kotuwelle, Jonathan Marvisi, Saif Mogri, Penelope Newmark, Chris Pike, Bill Rose, Char Rothstein, Ellen Silvers (AB2449), Joan Trent, Stacy Unholz, Brad Vanderhoof, Joanne Yvanek-Garb and Zhelbert Zohrabian

ABSENT: Cole Smith

President Char Rothstein called the meeting to order at 7:08 PM.

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

Vice President Faye Barta led the Pledge of Allegiance.

Approval to allow Board Member(s) to attend the June 12, 2025 WHNC Board Meeting virtually under the provisions of AB2449: There were no objections to Ellen Silvers attending remotely.

Approve Meeting Minutes from both the regular May 1 and special May 7 meetings: The meeting minutes were approved.

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

Net available balance at the end of April was \$10,679.32. Expenditures were the usual for running the neighborhood council, education NPGs for Hamlin and Welby Way, and the NC election brochure. The NC allocation is currently set at \$25K with no cap to the rollover funds.

25-0039 - Approval of the WHNC's May 2025 Monthly Expenditure Report (MER):

Aida Abkarians – Yes
Carolyn Greenwood - Yes
Kim Koerber - Yes
Saif Mogri - Yes
Bill Rose - Yes
Cole Smith – Absent
Brad Vanderhoof - Yes

Faye Barta - Yes
Jessica Irias – Ineligible
Vinura Kotuwelle – Yes
Penelope Newmark - Ineligible
Char Rothstein - Ineligible
Joan Trent – Ineligible
Joanne Yvanek-Garb - Ineligible

Brenda Citrom – Yes
Glenn Jennings - Yes
Jonathan Marvisi - Yes
Chris Pike – Yes
Ellen Silvers – Yes
Stacy Unholz – Yes
Zhelbert Zohrabian - Ineligible

Yes – 14, No – 0, Abstain -- 0, Absent – 1, Ineligible – 6, Recusal – 0
The MER is approved.

Controller's Report: Controller Saif Mogri gave the report.

The May report includes: NPGs, election spending, Beautification spending, and Communications spending on the Memorial Day Parade.

May invoices include a June invoice from AppleOne.

Total spent is \$30,889.89.

Rollover should be between \$8-9K.

Comments from the Co-Chair(s): President Rothstein said the Memorial Day Parade was fun.

Meeting reschedules:

The June Operations Committee meeting will be June 26, due to the Juneteenth holiday.

The July Regular Board Meeting will be July 10 because July 3 is too close to Independence Day and many will be out of town.

Events:

The Chatsworth Nature Preserve Solstice event is June 21.

The BlockFest is June 28th from 2-8 PM

WHNC will be tabling at both events.

The WHNC still has two vacancies with terms ending in 2027. A call for candidates will go out.

Announcements:

Ms. Solen Ronarch introduced herself as the new representative from the Office of Assembly Member Jesse Gabriel.

Prabhjot Chamber, Neighborhood Empowerment Advocate (NEA), Department of Neighborhood Empowerment (DONE), said there is a survey concerning Federal Grant spending and will send a link. Budget Day is Saturday, June 21. NC allocation is \$25K and rollover is uncapped. She spoke to the ICE protests and said DONE is working with the City Attorney to determine NC roles and appropriate actions.

Ron Rubine, CD12, said Councilmember John Lee voted against the proposed budget primarily because of LAPD cuts.

Daniell Vicente, Field Representative, Los Angeles County Supervisor District 3: June is Pride Month. Valley Pride celebration is coming soon. A backpack giveaway will be held July 19, 10AM -12PM, at the Child Development Center, 20001 Prairie Ave. The Office of Immigrant Affairs is able to help with current turmoil; 800 593-8222.

Glenn Bailey, Budget Advocates, asked everyone to please register for Budget Day even if you might not be able to attend. Breakfast and networking are from 7:30 to 8:45 AM. Budgetadvocates.org

Public Comment: None

Saif Mogri spoke about LADWP LA100: The goal is 100% clean energy by 2035. It will cost 110-120 Billion over the next ten years. Utility rates are expected to quadruple. Public outreach meetings are planned: Monday the 23rd in Pacoima, Virtual meetings June 26 and 28.

New Business:

25-0040 - Beautification Clean-up on July 12, 2025, from 8:00 AM to 11:00 AM located on Medical Center Drive, West Hills

Aida Abkarians - Yes	Faye Barta - Yes	Brenda Citrom – Yes
Carolyn Greenwood - Yes	Jessica Irias – Ineligible	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	Ellen Silvers – Yes
Cole Smith – Absent	Joan Trent – Ineligible	Stacy Unholz – Yes
Brad Vanderhoof - Yes	Joanne Yvanek-Garb - Ineligible	Zhelbert Zohrabian - Ineligible

Yes – 14, No – 0, Abstain -- 0, Absent – 1, Ineligible – 6, Recusal – 0
The Cleanup is approved.

25-0041 – Authorize Board Member Chris Pike to Post on WHNC Social Media Accounts:

Aida Abkarians - Yes	Faye Barta - Yes	Brenda Citrom – Yes
Carolyn Greenwood - Yes	Jessica Irias – Ineligible	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	Ellen Silvers – Abstain
Cole Smith – Absent	Joan Trent – Ineligible	Stacy Unholz – Yes
Brad Vanderhoof - Yes	Joanne Yvanek-Garb - Ineligible	Zhelbert Zohrabian - Ineligible

Yes – 13, No – 0, Abstain – 1, Absent – 1, Ineligible – 6, Recusal – 0
Chris Pike is approved to post on WHNC social media.

President Char Rothstein adjourned the meeting at 8:20 PM.

The next Board meeting is scheduled for July 10, 2025.



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WEST HILLS NEIGHBORHOOD COUNCIL

BOARD MEETING MINUTES

de Toledo High School

May 1, 2025

Revised May 2, 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, Jessica Irias, Glenn Jennings, Kim Koerber, Vinura Kotuwelle, Jonathan Marvisi, Saif Mogri, Penelope Newmark, Chris Pike, Bill Rose, Char Rothstein, Joan Trent, Stacy Unholz (AB2449) (left 8:45 PM), Brad Vanderhoof, and Joanne Yvanek-Garb

ABSENT: Carolyn Greenwood, Ellen Silvers, Cole Smith, and Zhelbert Zohrabian

President Char Rothstein called the meeting to order at 7:16 PM.

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

Vice President Faye Barta led the Pledge of Allegiance.

Approve Meeting Minutes of April 3, 2025: The Meeting Minutes of April 3, 2025 were approved.

Treasurer's Report: Controller Saif Mogri gave the report.

25-0026 - Approval of the WHNC's March 2025 Monthly Expenditure Report (MER):

Aida Abkarians - Yes

Carolyn Greenwood - Absent

Kim Koerber - Yes

Saif Mogri - Yes

Bill Rose - Yes

Cole Smith - Absent

Brad Vanderhoof - Yes

Faye Barta - Yes

Jessica Irias - Ineligible

Vinura Kotuwelle - Yes

Penelope Newmark - Ineligible

Char Rothstein - Ineligible

Joan Trent - Ineligible

Joanne Yvanek-Garb - Yes

Brenda Citrom - Ineligible

Glenn Jennings - Yes

Jonathan Marvisi - Yes

Chris Pike - Yes

Ellen Silvers - Absent

Stacy Unholz - Yes

Zhelbert Zohrabian - Absent

Yes - 12, No - 0, Abstain -- 0, Absent - 4, Ineligible - 5, Recusal - 0

The MER is approved.

Controller's Report: Controller Saif Mogri gave the report.

The April report includes two delinquent payments to AppleOne and The Web Corner. As of April 30, the WHNC balance is \$19,948.47.

This aligns with the City Clerk Dashboard.

Comments from the Co-Chair(s): President Rothstein announced the following events:

May 4, Day of Service
May 10, Valley Block Fest
May 26, Memorial Day Parade
May 7, WHNC Candidate Forum

The WHNC June Board meeting will be rescheduled to June 12 due to Commencement exercises at de Toledo High School.

Announcements:

Ron Rubine, Senior Advisor, Council District 12, introduced Jose Mendez, Homelessness Coordinator for Council District 12. Mr. Mendez spoke and said he transferred from CD14, which includes Skid Row, MacArthur Park, and other marginalized neighborhoods. He has extensive experience with the homelessness crisis. He has cleared five encampments in the last month with empathy and a focus on solutions. Jose has restarted the Care+ outreach program and undertakes three efforts per week. 311 calls are referred directly to Jose. LA.Hop.org.

Prabhjot Chamber, Neighborhood Empowerment Advocate (NEA), Department of Neighborhood Empowerment (DONE), discussed the proposed City Budget. NC allocation if cut from \$32K to \$25K and unspent funds from this year will rollover. The Council File for comment is CF 25-0600. The Board of Neighborhood Commissioners (BONC) is holding a South Valley TowFn Hall meeting at 10 AM on May 31, at the Encino Community Center. Budget Day is an all-day event at City Hall on June 21.

Daniel Vicente, West Valley and Mountain Communities, Supervisorial District 3, discussed Day of Service and Block Fest. The Beach Bus is back! Special permission from CalTrans to travel from Warner Center through closed Topanga Canyon. LAGOBUS.com

Public Comment: Chris Rowe expressed a concern new Board members are not aware of the Santa Susana Field Laboratory (SSFL) controversy and environmental implications. Lionel Mares spoke about the LA City budget deficit, pending layoffs, and the effect on city services.

Approval to allow Board Member(s) to attend the May 1, 2025 WHNC Board Meeting virtually under the provisions of AB2449: There were no objections to Stacy Unholz attending remotely.

Board Vacancy Announcement(s): There are two vacancies with terms ending in 2027

New Business:

25-0027 - Beautification Cleanup on May 17, 2025, from 8:00 AM to 11:00 AM located on March Avenue at the Perimeter of Orcutt Ranch Horticulture Center, West Hills:

Aida Abkarians - Yes	Faye Barta - Yes	Brenda Citrom – Ineligible
Carolyn Greenwood - Absent	Jessica Irias – Ineligible	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	Ellen Silvers – Absent
Cole Smith – Absent	Joan Trent – Ineligible	Stacy Unholz – Yes
Brad Vanderhoof - Yes	Joanne Yvanek-Garb - Yes	Zhelbert Zohrabian - Absent

Yes – 12, No – 0, Abstain -- 0, Absent – 4, Ineligible – 5, Recusal – 0
The Cleanup Event is approved.

25-0028 – Spending Request for \$2,715 on a Candidate Information Flyer for the WHNC 2025 Election:

Aida Abkarians - Yes	Faye Barta - Yes	Brenda Citrom – Ineligible
Carolyn Greenwood - Absent	Jessica Irias – Ineligible	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	Ellen Silvers – Absent
Cole Smith – Absent	Joan Trent – Ineligible	Stacy Unholz – Yes
Brad Vanderhoof - Yes	Joanne Yvanek-Garb - Yes	Zhelbert Zohrabian - Absent

Yes – 12, No – 0, Abstain -- 0, Absent – 4, Ineligible – 5, Recusal – 0
The Spending Request is approved.

25-0029 - Spending Request from the Communication & Outreach Committee in the Amount of \$500 for Fire Hydrant Painting:

Aida Abkarians - Yes	Faye Barta - Yes	Brenda Citrom – Ineligible
Carolyn Greenwood - Absent	Jessica Irias – Ineligible	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	Ellen Silvers – Absent
Cole Smith – Absent	Joan Trent – Ineligible	Stacy Unholz – Yes
Brad Vanderhoof - Yes	Joanne Yvanek-Garb - Yes	Zhelbert Zohrabian - Absent

Yes – 12, No – 0, Abstain -- 0, Absent – 4, Ineligible – 5, Recusal – 0
The Spending Request is approved.

25-0030 - Neighborhood Purpose Grant ("NPG") to Capistrano Avenue Elementary School in the amount of \$1,000

25-0031 – Neighborhood Purpose Grant ("NPG") to Hamlin Charter Academy in the amount of \$1,000

25-0032 - Neighborhood Purpose Grant ("NPG") to Pomelo Community Charter School in the amount of \$1,000

25-0033 - Neighborhood Purpose Grant ("NPG") to Welby Way Charter School in the amount of \$1,000

Roll call vote on Items 25-0030-0033

Aida Abkarians - Yes	Faye Barta - Yes	Brenda Citrom – Ineligible
Carolyn Greenwood - Absent	Jessica Irias – Ineligible	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	Ellen Silvers – Absent
Cole Smith – Absent	Joan Trent – Ineligible	Stacy Unholz – Yes
Brad Vanderhoof - Yes	Joanne Yvanek-Garb - Yes	Zhelbert Zohrabian - Absent

Yes – 12, No – 0, Abstain -- 0, Absent – 4, Ineligible – 5, Recusal – 0
The four (4) education NPGs are approved.

25-0034 - Neighborhood Purpose Grant ("NPG") to Pastor April in the amount of \$1,000:

Aida Abkarians - Yes	Faye Barta - Yes	Brenda Citrom – Ineligible
Carolyn Greenwood - Absent	Jessica Irias – Ineligible	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	Ellen Silvers – Absent
Cole Smith – Absent	Joan Trent – Ineligible	Stacy Unholz – Yes
Brad Vanderhoof - Yes	Joanne Yvanek-Garb - Yes	Zhelbert Zohrabian - Absent

Yes – 12, No – 0, Abstain -- 0, Absent – 4, Ineligible – 5, Recusal – 0
The NPG is approved.

25-0035 - Candidate Information Forum at a Special Meeting of the WHNC Board at de Toledo, on May 7, 2025, at 7:00 PM. *Board Member attendance will be mandatory and absences will count*

Aida Abkarians - Yes	Faye Barta - Yes	Brenda Citrom – Ineligible
Carolyn Greenwood - Absent	Jessica Irias – Ineligible	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	Ellen Silvers – Absent
Cole Smith – Absent	Joan Trent – Ineligible	Stacy Unholz – Yes
Brad Vanderhoof – Yes	Joanne Yvanek-Garb - Yes	Zhelbert Zohrabian - Absent

Yes – 12, No – 0, Abstain -- 0, Absent – 4, Ineligible – 5, Recusal – 0
The Candidate Forum Special Board meeting is approved.

25-0036 - Community Impact Statement ("CIS") on City Council File NO. 21-1087 about Illegal Grow Houses:

This is a CIS in support of the Council File

Aida Abkarians - Yes	Faye Barta - Yes	Brenda Citrom – Ineligible
Carolyn Greenwood - Absent	Jessica Irias – Ineligible	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	Ellen Silvers – Absent
Cole Smith – Absent	Joan Trent – Ineligible	Stacy Unholz – Yes
Brad Vanderhoof - Yes	Joanne Yvanek-Garb - Yes	Zhelbert Zohrabian - Absent

Yes – 12, No – 0, Abstain -- 0, Absent – 4, Ineligible – 5, Recusal – 0
The CIS is approved.

25-0037 - Community Impact Statement ("CIS) in support of City Council File No 25-0002-S13 regarding the extension of allowing teleconference as well as in person meeting to January 1, 2030. M. Fong bill:

Saif Mogri said the Government Relations Committee voted to ask that the State Bill be amended to exclude the reference to and limitation of AB2449 regarding attendance virtually.

Taken as an amendment:

Aida Abkarians - Yes	Faye Barta - Yes	Brenda Citrom – Ineligible
Carolyn Greenwood - Absent	Jessica Irias – Ineligible	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	Ellen Silvers – Absent
Cole Smith – Absent	Joan Trent – Ineligible	Stacy Unholz – Yes
Brad Vanderhoof - Yes	Joanne Yvanek-Garb - Yes	Zhelbert Zohrabian - Absent

Yes – 12, No – 0, Abstain -- 0, Absent – 4, Ineligible – 5, Recusal – 0
The amendment as a correction is approved.

Aida Abkarians - Yes	Faye Barta - Yes	Brenda Citrom – Ineligible
Carolyn Greenwood - Absent	Jessica Irias – Ineligible	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	Ellen Silvers – Absent
Cole Smith – Absent	Joan Trent – Ineligible	Stacy Unholz – Yes
Brad Vanderhoof - Yes	Joanne Yvanek-Garb - Yes	Zhelbert Zohrabian - Absent

Yes – 12, No – 0, Abstain -- 0, Absent – 4, Ineligible – 5, Recusal – 0
The CIS is approved.

Stacy Unholz left the meeting at 8:45 PM.

25-0038 - Community Impact Statement (“CIS”) in support of City Council File No. 25-0002-S14 regarding allowing remote teleconference for all types of community meetings:

Aida Abkarians - Yes	Faye Barta - Yes	Brenda Citrom – Ineligible
Carolyn Greenwood - Absent	Jessica Irias – Ineligible	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	Ellen Silvers – Absent
Cole Smith – Absent	Joan Trent – Ineligible	Stacy Unholz – Absent
Brad Vanderhoof - Yes	Joanne Yvanek-Garb - Yes	Zhelbert Zohrabian - Absent

Yes – 11, No – 0, Abstain -- 0, Absent – 5, Ineligible – 5, Recusal – 0
The CIS is approved.

The next Board meeting is scheduled for June 12, 2025.

President Char Rothstein adjourned the meeting at 8:50 PM.



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SPECIAL BOARD MEETING MINUTES

de Toledo High School

May 7, 2025

Revised May 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: Faye Barta, Brenda Citrom, Glenn Jennings, Kim Koerber, Vinura Kotuwelle, Saif Mogri, Penelope Newmark, Chris Pike, Bill Rose, Char Rothstein, Joan Trent, Stacy Unholz, Brad Vanderhoof, Joanne Yvanek-Garb, and Zhelbert Zohrabian

ABSENT: Aida Abkarians, Carolyn Greenwood, Jessica Irias, Jonathan Marvisi, Ellen Silvers, and Cole Smith

President Char Rothstein called the meeting to order at 7:15 PM.

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

Candidate Forum: moderator - Prabhjot Chamber, Neighborhood Empowerment Advocate

Candidates participating in person:

Saif Mogri, Sara Kamkarian, Stephen Prakash, Kim Koerber, Glenn Jennings, Vinura Kotuwelle, Bill Rose, Brenda Citrom, Brian B. Murray, Brad Vanderhoof, Joan Trent, Joanne Yvanek-Garb and Nick Eskandari

Candidates participating online:

Sheba Daniel, Peyman Raoofi (left 8:30 PM)

Candidates absent:

Carolyn Greenwood, Jessica Irias,

The candidates gave two-minute opening statements in the order they appear on the ballot.

The moderator asked questions and each candidate was given one minute to answer in random order.

Public Comment: None

The next Board meeting is scheduled for June 12, 2025.

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

Agenda Item 25-0037 - Discussion and possible action regarding approval of the WHNC's April 2025 Monthly Expenditure Report (MER)

Monthly Expenditure Report



Reporting Month: April 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
\$23424.67	\$3852.28	\$19572.39	\$7893.07	\$1000.00	\$10679.32

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office	\$35342.48	\$2971.22	\$13322.39	\$2907.60	\$7429.32
Outreach		\$881.06		\$298.72	
Elections		\$0.00		\$2686.75	
Community Improvement Project	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Neighborhood Purpose Grants	\$6250.00	\$0.00	\$6250.00	\$2000.00	\$4250.00
Funding Requests Under Review: \$1000.00		Encumbrances: \$0.00		Previous Expenditures: \$18167.81	

Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	THE WEB CORNER, INC.	04/01/2025	Email to WHNC Stakeholders	General Operations Expenditure	Office	\$150.00
2	RACKSPACE EMAIL & APPS	04/22/2025	WHNC Board Email Service	General Operations Expenditure	Office	\$71.76
3	KRISTAL GRAPHICS	04/23/2025	Promotional Items for WHNC	General Operations Expenditure	Outreach	\$631.06
4	Alejandra Rodriguez	03/25/2025	WHNC-2425-002 Valentine Dance Payment for Decorations	General Operations Expenditure	Outreach	\$250.00
5	APPLEONE EMPLOYMENT SERVICES	04/08/2025	WHNC Executive Assistant	General Operations Expenditure	Office	\$1378.80
6	APPLEONE EMPLOYMENT SERVICES	04/23/2025	Executive Assistant	General Operations Expenditure	Office	\$1370.66
Subtotal:						\$3852.28

Outstanding Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total

1	Penelope Newmark	03/13/2025	WHNC 2425-002 Valentine Dance Event - Reimbursement to Penny Newmark for purchase of cakes for the event	General Operations Expenditure	Outreach	\$104.98
2	THE WEB CORNER, INC.	04/23/2025	Email to WHNC stakeholders	General Operations Expenditure	Office	\$150.00
3	APPLEONE EMPLOYMENT SERVICES	05/12/2025	WHNC Executive Assistant	General Operations Expenditure	Office	\$1378.80
4	S & M Ltd DBA Kristal Graphics	05/16/2025	Mailing of WHNC Election Brochures	General Operations Expenditure	Elections	\$1106.35
5	S & M Ltd DBA Kristal Graphics	05/16/2025	WHNC Election Brochures	General Operations Expenditure	Elections	\$1580.40
6	City of Los Angeles - Department of Neighborhood Empowerment	05/19/2025	2025-2026 Zoom License Reimbursement	General Operations Expenditure	Outreach	\$193.74
7	HAMLIN CHARTER	05/28/2025	NPG for Hamlin Charter Elementary	Neighborhood Purpose Grants		\$1000.00
8	APPLEONE EMPLOYMENT SERVICES	06/02/2025	WHNC Executive Assistant	General Operations Expenditure	Office	\$1378.80
9	WELBY WAY ELEMENTARY	06/02/2025	NPG to Welby Way Elementary	Neighborhood Purpose Grants		\$1000.00
	Subtotal: Outstanding					\$7893.07

**WEST HILLS NEIGHBORHOOD COUNCIL
CONTROLLER'S REPORT 05/30/25**

[illegible]

**WEST HILLS NEIGHBORHOOD COUNCIL
CONTROLLER'S REPORT 05/30/25**

[illegible]

Agenda Item 25-0039 - Discussion and possible action regarding approval of the WHNC's April 2025 Monthly Expenditure Report (MER)

Monthly Expenditure Report



Reporting Month: April 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
\$23424.67	\$3852.28	\$19572.39	\$7893.07	\$1000.00	\$10679.32

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office	\$35342.48	\$2971.22	\$13322.39	\$2907.60	\$7429.32
Outreach		\$881.06		\$298.72	
Elections		\$0.00		\$2686.75	
Community Improvement Project	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Neighborhood Purpose Grants	\$6250.00	\$0.00	\$6250.00	\$2000.00	\$4250.00
Funding Requests Under Review: \$1000.00		Encumbrances: \$0.00		Previous Expenditures: \$18167.81	

Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	THE WEB CORNER, INC.	04/01/2025	Email to WHNC Stakeholders	General Operations Expenditure	Office	\$150.00
2	RACKSPACE EMAIL & APPS	04/22/2025	WHNC Board Email Service	General Operations Expenditure	Office	\$71.76
3	KRISTAL GRAPHICS	04/23/2025	Promotional Items for WHNC	General Operations Expenditure	Outreach	\$631.06
4	Alejandra Rodriguez	03/25/2025	WHNC-2425-002 Valentine Dance Payment for Decorations	General Operations Expenditure	Outreach	\$250.00
5	APPLEONE EMPLOYMENT SERVICES	04/08/2025	WHNC Executive Assistant	General Operations Expenditure	Office	\$1378.80
6	APPLEONE EMPLOYMENT SERVICES	04/23/2025	Executive Assistant	General Operations Expenditure	Office	\$1370.66
Subtotal:						\$3852.28

Outstanding Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total

1	Penelope Newmark	03/13/2025	WHNC 2425-002 Valentine Dance Event - Reimbursement to Penny Newmark for purchase of cakes for the event	General Operations Expenditure	Outreach	\$104.98
2	THE WEB CORNER, INC.	04/23/2025	Email to WHNC stakeholders	General Operations Expenditure	Office	\$150.00
3	APPLEONE EMPLOYMENT SERVICES	05/12/2025	WHNC Executive Assistant	General Operations Expenditure	Office	\$1378.80
4	S & M Ltd DBA Kristal Graphics	05/16/2025	Mailing of WHNC Election Brochures	General Operations Expenditure	Elections	\$1106.35
5	S & M Ltd DBA Kristal Graphics	05/16/2025	WHNC Election Brochures	General Operations Expenditure	Elections	\$1580.40
6	City of Los Angeles - Department of Neighborhood Empowerment	05/19/2025	2025-2026 Zoom License Reimbursement	General Operations Expenditure	Outreach	\$193.74
7	HAMLIN CHARTER	05/28/2025	NPG for Hamlin Charter Elementary	Neighborhood Purpose Grants		\$1000.00
8	APPLEONE EMPLOYMENT SERVICES	06/02/2025	WHNC Executive Assistant	General Operations Expenditure	Office	\$1378.80
9	WELBY WAY ELEMENTARY	06/02/2025	NPG to Welby Way Elementary	Neighborhood Purpose Grants		\$1000.00
	Subtotal: Outstanding					\$7893.07



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 – Medical Center Drive

Date: 7/12/2025 Time Frame: 8:00 AM to 11:00 AM

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

Venue Name: WHNC Beautification Committee July 2025 Clean-Up

Venue Address: Medical Center Drive

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 aboardmember
- ☐ Additional Insurance offered by the rental company must be purchased in full

ADDITIONAL PERMITS may be required if the event has:

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

CONTACT INFORMATION for possible permits:

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

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

- ☐ Neighborhood Council Event Approval Form – Signed by Treasurer, 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 _____