



CITY OF  
LOS ANGELES  
CALIFORNIA



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## WEST HILLS NEIGHBORHOOD COUNCIL

BOARD MEETING FINAL MINUTES  
de Toledo High School  
August 7, 2025  
Revised August 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, Nick Eskandari (AB 2449), Carolyn Greenwood, Jessica Irias, Glenn Jennings, Kim Koerber, Saif Mogri, Brian Murray, Penelope Newmark, Chris Pike, Bill Rose, Char Rothstein, Joan Trent, Brad Vanderhoof, and Joanne Yvanek-Garb

**ABSENT:** Vinura Kotuwelle, and Zhelbert Zohrabian

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

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

Vice President Aida Abkarians 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 Nick Eskandari attending remotely.

Comments from the Co-Chair(s): President Rothstein acknowledged the passing of former WHNC Board member Myrl Schreiber. He had requested there not be a moment of silence, so Char called for a remembrance for our friend.

**Approve Meeting Minutes from July meeting:** The meeting minutes were approved.

### **Announcements:**

LAPD Senior Lead Officer (SLO) Duke Dao reintroduced himself; he has been a SLO in West Hills before. He can be reached at [34218@lapd.online](mailto:34218@lapd.online). Crime trends are posted once a week on Facebook. Property crimes are up 5.5% YTD (break-ins 516 this year, 489 last year). The pilot drone program has started at Topanga Station. SLO Dao is available for Neighborhood Watch meetings with ten or more neighbors.

LAFD Battalion Chief Mike Flynn said there has been a series of alley fires. Please use the MyLA311 app. To have LASanitation remove bulky items like furniture. New evacuation plans have been released for wildlife interface zones. Use LAFD.org for brush clearance information and to report violations. There was a strip mall fire on Mulholland at the Blue Jam Café, but it was quickly extinguished.

**Treasurer's Report:** Treasurer Carolyn Greenwood gave the report closing out the 2024-2025 fiscal year. Beginning balance was \$14,081.39, spending was \$2,528.80, there is an outstanding invoice, a net amount of \$10,552.59 was available for rollover at the end of June. All spending was normal recurring expenses.

**25-0048** - Approval of the WHNC's May 2025 Monthly Expenditure Report (MER):

Aida Abkarians -- Ineligible	Faye Barta -- Yes	Brenda Citrom -- Yes
Nick Eskandari -- Ineligible	Carolyn Greenwood -- Yes	Jessica Irias -- Yes
Glenn Jennings -- Yes	Kim Koerber -- Yes	Vinura Kotuwelle -- Absent
Saif Mogri - Yes	Brian Murray -- Yes	Penelope Newmark - Ineligible
Chris Pike -- Yes	Bill Rose -- Yes	Char Rothstein -- Ineligible
Joan Trent -- Ineligible	Brad Vanderhoof -- Yes	Joanne Yvanek-Garb - Ineligible
Zhelbert Zohrabian -- Absent		

Yes – 11, No – 0, Abstain -- 0, Absent – 2, Ineligible – 6, Recusal – 0  
The MER is approved.

**Controller's Report:** Controller Saif Mogri gave the report. The Controller's Report matches the Treasurer's Report and City records. The only spending in July was recurring office expenses.

**Comments from the Co-Chair(s):** President Rothstein said the October Board meeting will be held on October 9 in observance of Yom Kippur. Housekeeping reminders: keep sidebar conversations to a minimum, do not leave table or pickup nameplates before adjournment, and always use a microphone.

**Non-agenda Item:** Glenn Jennings presented Certificates of Appreciation to Tony Zamora, Supervisor at Orcutt Ranch Horticultural Center, for supporting the Beautification Committee and Phillip Sanchez for supporting the Beautification Committee by providing transportation and logistics.

**Comments from the Co-Chair(s):** President Rothstein said the Board has vacancies. Secretary Vanderhoof verified there are currently six (6) open seats on the WHNC Board of Directors. Ad hoc Vacancy Committee Chair Mogri said he currently has no active applicants.

#### **Announcements:**

Ron Rubine, Senior Advisor, CD12, spoke about the Rapid Response Teams. Use MyLA311, but also call him as the CD12 team sometimes responds faster. They picked up 140 bulky items from 40 locations last month. The sidewalks repair pilot program is underway to respond faster to hazardous conditions so please report problem sidewalks. Concrete work is expensive and current funding will run out soon. Hopefully the demonstrated success of the program will garner additional funds. The annual drive-in movie night at Shadow Ranch Park is November first. Picture TBD.

Daniell Vicente, Field Representative, LA County Supervisorial District 3, said Supervisor Horvath is standing firmly with immigrant families and introduced an ordinance to keep ICE agents from wearing masks to conceal their identity in unincorporated areas of LA County. A new County department, Department of Homeless Services and Housing has been created and will commence operations on January first, 2026. Sarah Mann has been named director. Supervisor Horvath backed an ordinance to ensure landlords provide one room in any residence where the temperature can be controlled to a maximum of 82 degrees Fahrenheit. There will be an Emergency Preparedness Fair at the Topanga Community Center on Saturday, October 4, from 10 AM to 4 PM. Shuttles from parking areas will be available.

**Public Comment:** Stakeholder Fran said she is working with SLO Sean Dinse to address the food vendors who set up along Fallbrook at the mall. She said it has been difficult to get any action. Neighbors close to the location of Fallbrook and Criswell need to write letters to CD12 and the Health Department.

Nick Eskandari left the meeting.

**New Business:**

**25-0049-** Approval of reallocation of funds in the WHNC 2025 2026 Fiscal Year Budget including potential rollover in the amount of \$10,552.59: Treasurer Greenwood explained the rollover and amended budget.

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

Yes – 11, No – 0, Abstain -- 0, Absent – 3, Ineligible – 5, Recusal – 0  
The amended budget with rollover funds is approved.

**25-0050 -** Approval the Special Events Committee's Event Approval Request and Budget in the amount of \$1,900.00 for the 2025 -2026 Halloween House Event:

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

Yes – 11, No – 0, Abstain -- 0, Absent – 3, Ineligible – 5, Recusal – 0  
The event and budget are approved.

**25-0051 –** Approval of a letter to the Los Angeles City Council with a request for a City Council Motion requesting the return of Planning and Land Use authority to local management:

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

Yes – 11, No – 0, Abstain -- 0, Absent – 3, Ineligible – 5, Recusal – 0  
The letter is approved.

Aida Abkarians left the meeting.

**25-0052** - WHNC Beautification Committee Clean-Up Event on Saturday, August 23, 2025 from 8:00 – 11:00 AM on Valley Circle from Strathern to Roscoe:

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

Yes – 11, No – 0, Abstain -- 0, Absent – 4, Ineligible – 4, Recusal – 0  
The Beautification Event is approved.

Aida Abkarians returned to the meeting.

**25-0053** - Amend the WHNC Standing Rules Article VII Committees and Their Duties, Section 2: Committee Creation and Authorization, C. Voting:

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

Yes – 11, No – 0, Abstain -- 0, Absent – 3, Ineligible – 5, Recusal – 0  
The amended standing rule is approved.

**25-0054** - Amend WHNC Standing Rules Article XI Grievance Process:

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

Yes – 11, No – 0, Abstain -- 0, Absent – 3, Ineligible – 5, Recusal – 0  
The amended standing rule is approved.

**25 – 0055** - First reading of the Bylaws or Standing Rules Article V, Section 7: Absences: Bylaws Committee Chair Vanderhoof explained the ‘First Reading’ and how the first step of the Bylaws amendment process works.

The proposed WHNC Bylaws amendment was read into the record.

*A Board member who has been absent from five (5) of the previous twelve (12) regular or special meetings of the Board shall be subject to removal from the Board under procedures established by the Board. Any meeting of the WHNC Governing Board, scheduled and noticed as per the Brown Act, shall constitute a meeting for the purpose of determining Board Member attendance with the exception that missing a special meeting called for non-Board business purposes such as, but not limited, to, public information forums, candidate forums, and special presentations shall not count as an absence for this purpose. Joint board/committee meetings are not considered meetings of the Governing Board. A Board member shall not be considered “absent” for purposes of this section when he or she attends a conflicting meeting or event as an official representative of the West Hills Neighborhood Council.*

**25-0056** – Appointment of Kim Koerber and Brenda Citrom as co-chairs to the WHNC Government Relations Committee: Joanne Yvanek-Garb will continue to be a co-chair of this committee.

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

Yes – 11, No – 0, Abstain -- 0, Absent – 3, Ineligible – 5, Recusal – 0

Brenda Citrom, Kim Koerber, and Joanne Yvanek-Garb are co-chairs of the WHNC Government Relations Committee.

Nick Eskandari returned to the meeting.

**25-0057** - CIS on CF 25-0600 – 2025 -2026 City Budget: After lengthy debate; this item was defined as a CIS in support of the Council file with the language presented in the agenda as comments submitted with the CIS.

Aida Abkarians -- Ineligible	Faye Barta -- No	Brenda Citrom – Abstain
Nick Eskandari – Ineligible	Carolyn Greenwood -- No	Jessica Irias – Yes
Glenn Jennings -- No	Kim Koerber -- Yes	Vinura Kotuwelle – Absent
Saif Mogri - Abstain	Brian Murray – Yes	Penelope Newmark - Ineligible
Chris Pike – Abstain	Bill Rose -- Abstain	Char Rothstein – Ineligible
Joan Trent – Ineligible	Brad Vanderhoof -- No	Joanne Yvanek-Garb – Ineligible
Zhelbert Zohrabian -- Absent		

Yes – 3, No – 4, Abstain -- 4, Absent – 2, Ineligible – 6, Recusal – 0

The action to approve this CIS fails.

**25-0058** - CIS on CF 25-0600 – S7 – 2025 -2026 City Budget allocation of monies for the Neighborhood Councils: This item was withdrawn.

**25-0059** - Discussion regarding WHNC Committees functions and purpose: Due to time constraints – this item was tabled to the September Board meeting. There may be discussion at the next Operations Committee meeting.

President Char Rothstein adjourned the meeting at 9:40 PM (est.).

The next Board meeting is scheduled for September 4, 2025.



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## WEST HILLS NEIGHBORHOOD COUNCIL

### BOARD MEETING MINUTES

de Toledo High School

July 10, 2025

Revised July 11, 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, Nick Eskandari (AB 2449), Carolyn Greenwood, Jessica Irias (arrived 7:52 PM), Glenn Jennings, Kim Koerber, Vinura Kotuwelle, Brian Murray, Penelope Newmark, Chris Pike, Bill Rose, Char Rothstein, Ellen Silvers, Joan Trent, Brad Vanderhoof, Joanne Yvanek-Garb, and Zhelbert Zohrabian

**ABSENT:** Jonathan Marvisi, Saif Mogri, and Stacy Unholz

President Char Rothstein called the meeting to order at 7:05 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 Nick Eskandari attending remotely.

Approve Meeting Minutes from June meeting: The meeting minutes were approved.

#### **Announcements:**

LAPD Senior Lead Officer (SLO) Sean Dinse said the next West Hills Neighborhood Watch community meeting is Thursday, July 24 at 6:00 PM at the Topanga Division. A main topic will be the Topanga Division drone program starting this coming Tuesday. The drone will respond to radio calls within a three mile radius and predicted response time is ninety seconds. It is a pilot program. The goal is a “force multiplier” giving information to responding officers and providing video for court.

LAFD Battalion Chief Mike Flynn spoke on the importance of brush clearance. The basic requirement for homes within the wildlife/urban interface is a five-foot vegetation clearance from houses, and a 200-foot area with vegetation cut to three inches. Lithium battery fires are increasing. Charge scooters, bikes and other devices outside or in the garage, and use a timer.

Comments from the Co-Chair(s): President Rothstein presented Certificates of Appreciation to Glenn Jennings and Brad Vanderhoof “...for your years of dedicated support in the planning and execution of West Hills Neighborhood Council Events.” Chris Pike presented a formatted background for Zoom meetings and an

e-mail signature. These are optional for Board member use and instructions on how to install will be sent. President Rothstein announced the resignation of Cole Smith, and there are now three vacancies on the WHNC Board of Directors. She also introduced the new Neighborhood Empowerment Advocate (NEA) for the WHNC – Vincent Autiero.

NEA Vincent Autiero said DONE is moving to a more regional model for NEA representation. He is a former Mid-City West NC member and a former Budget Advocate. He came to the City from an academic background and holds: a BS in Political Science, MS in Education, and a Ph.D in Public Policy.

Induction of New Board Members into the WHNC Board of Directors:

Ron Rubine administered the Neighborhood Council Board Oath to all Board members with new terms starting.

Elections of WHNC Officers:

NEA Autiero described the WHNC Board offices and the selection process.

### **President**

Saif Mogri nominated Char Rothstein and she accepted.

Vote to confirm Char Rothstein as WHNC President:

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

Yes – 11, No – 0, Abstain – 0, Absent – 3, Ineligible – 8  
Char Rothstein is the WHNC President.

### **Vice President**

Saif Mogri nominated Aida Abkarians and she accepted.

Zhelbert Zohrabian nominated Faye Barta and she declined.

Vote to confirm Aida Abkarians as WHNC Vice President:

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

Yes – 11, No – 0, Abstain – 0, Absent – 3, Ineligible – 8

Aida Abkarians is the WHNC Vice President.

**Secretary**

Joanne Yvanek-Garb nominated Brad Vanderhoof and he accepted.

Vote to confirm Brad Vanderhoof as WHNC Secretary:

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

Yes – 11, No – 0, Abstain – 0, Absent – 3, Ineligible – 8

Brad Vanderhoof is the WHNC Secretary.

**Treasurer**

Char Rothstein nominated Carolyn Greenwood and she accepted.

Vote to confirm Carolyn Greenwood as WHNC Treasurer:

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

Yes – 11, No – 0, Abstain – 0, Absent – 3, Ineligible – 8

Carolyn Greenwood is the WHNC Treasurer.

**Controller**

Aida Abkarians nominated Saif Mogri and he accepted.

Vote to confirm Saif Mogri as WHNC Controller:

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

Yes – 11, No – 0, Abstain – 0, Absent – 3, Ineligible – 8

Saif Mogri is the WHNC Controller.



**Announcements:**

Ron Rubine, Senior Advisor, CD12, said the City Council is in recess. The City of Los Angeles has filed a federal lawsuit on immigration enforcement policy and practices. Jose Mendez is the CD12 Homelessness Coordinator.

Daniell Vicente, Field Representative, LA County Supervisorial District 3, said Supervisor Horvath is standing firmly with immigrant families and issued a strong statement condemning ICE activities. There will be a back to school supplies event July 19, at the Child Care Resource Center in Chatsworth. An Emergency Preparedness Fair will be held September 6, from 10 AM to 4 PM at the Topanga Community Center. The Supervisor’s Calabasas office is moving. Daniell’s phone number is 213-379-2729.

Vincent Autiero spoke for Budget Advocate Glenn Bailey. He reviewed Budget Day and said there is still a region three opening for a Budget Advocate.

Treasurer’s Report: Treasurer Carolyn Greenwood gave the report. May spending -- \$5491. Available funds as of June 1 -- \$10,702.59.

**25-0042 - Approval of the WHNC’s May 2025 Monthly Expenditure Report (MER):**

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

Yes – 11 No – 0 Abstain -- 0 Absent – 3 Ineligible – 8 Recusal – 0  
The MER is approved.

**Controller’s Report:** Controller Saif Mogri gave the report. Remaining balance at the end of June was \$10,552.39.

**Public Comment:** Chris Rowe spoke about fireworks and their impact on air quality.

**New Business:**

**25-0043 – Approval of the 2025-2026 WHNC budget in the amount of \$25,000.00:**

Treasurer Greenwood explained the budget process and presented the proposed budget. The WHNC cannot include rollover funds until the amount is verified by the Office of the City Clerk. This preliminary budget is needed to spend funds and pay bills.

- |                               |                         |                               |
|-------------------------------|-------------------------|-------------------------------|
| Aida Abkarians - Yes          | Faye Barta - Yes        | Brenda Citrom – Yes           |
| Nick Eskandari – Ineligible   | Carolyn Greenwood - Yes | Jessica Irias – Ineligible    |
| Glenn Jennings - Yes          | Kim Koerber - Yes       | Vinura Kotuwelle – Ineligible |
| Jonathan Marvisi - Absent     | Saif Mogri - Absent     | Brian Murray – Yes            |
| Penelope Newmark - Ineligible | Chris Pike – Yes        | Bill Rose - Yes               |

Char Rothstein – Ineligible	Ellen Silvers – Yes	Joan Trent – Ineligible
Stacy Unholz – Absent	Brad Vanderhoof - Yes	Joanne Yvanek-Garb - Ineligible
Zhelbert Zohrabian - Ineligible		

Yes – 11 No – 0 Abstain -- 0 Absent – 3 Ineligible – 8 Recusal – 0  
 The Budget is approved.

**25-0044 - Approval 2025-2026 Administrative Packet: Treasurer Greenwood asked for two changes to the package presented with the meeting agenda.**

1. Go Daddy needs to be increased to \$22 from \$21. Misc. Expenses will be reduced to \$338 from \$339.
2. AppleOne is no longer an approved LACity vendor for contract labor.

Carolyn Greenwood moved to change AppleOne to Partners in Diversity. Char Rothstein seconded.

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

Yes – 11 No – 0 Abstain -- 0 Absent – 3 Ineligible – 8 Recusal – 0  
 The Administrative Packet is will be amended

**Vote to approve the amended Administrative Packet:**

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

Yes – 11 No – 0 Abstain -- 0 Absent – 3 Ineligible – 8 Recusal – 0  
 The Administrative Packet is approved.

**25-0045 – Approval of a Neighborhood Purpose Grant (“NPG”) to Miracle Minded Ministries dba New Friends Homeless Center in the amount of \$1,000.00:**

Treasurer Greenwood explained this NPG was approved in fiscal year 2024-2025 but was rejected by the City Clerk because the wrong name for the payee was used on the application.

Aida Abkarians - Yes	Faye Barta - Yes	Brenda Citrom – Yes
Nick Eskandari – Ineligible	Carolyn Greenwood - Yes	Jessica Irias – Ineligible

Glenn Jennings - Yes	Kim Koerber - Yes	Vinura Kotuwelle – Ineligible
Jonathan Marvisi - Absent	Saif Mogri - Absent	Brian Murray – Yes
Penelope Newmark - Ineligible	Chris Pike – Yes	Bill Rose - Yes
Char Rothstein – Ineligible	Ellen Silvers – Abstain	Joan Trent – Ineligible
Stacy Unholz – Absent	Brad Vanderhoof - Yes	Joanne Yvanek-Garb - Ineligible
Zhelbert Zohrabian - Ineligible		

Yes – 10 No – 0 Abstain -- 1 Absent – 3 Ineligible – 8 Recusal – 0  
 The NPG is approved.

**25-0046 - WHNC Standing Rule Article V Governing Board Section 7:**

Bylaws Committee Chair Brad Vanderhoof explained why this section is no longer relevant and should be removed.

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

Yes – 11 No – 0 Abstain -- 0 Absent – 3 Ineligible – 8 Recusal – 0  
 The WHNC Standing Rules amendment is approved.

**25-0047 - Appointment of Chris Pike to be able to submit Community Impact Statements (CIS) on behalf of the West Hills Neighborhood Council:**

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

Yes – 11 No – 0 Abstain -- 0 Absent – 3 Ineligible – 8 Recusal – 0  
 Chris Pike is approved to post CISs on behalf of the WHNC.

Aida Abkarians said the Homelessness Committee will have a box to collect NEW socks and underwear at the next couple of Board meetings.

President Char Rothstein adjourned the meeting at 9:22 PM.

The next Board meeting is scheduled for August 7 2025.

**Agenda Item 25-0048 - Discussion and possible action regarding approval of the WHNC's June 2025 Monthly Expenditure Report (MER)**

# Monthly Expenditure Report



**Reporting Month: June 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
\$14081.39	\$2528.80	\$11552.59	\$1000.00	\$0.00	\$10552.59

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office	\$35342.48	\$1528.80	\$6302.59	\$0.00	\$6302.59
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	\$1000.00	\$5250.00	\$1000.00	\$4250.00
Funding Requests Under Review: \$0.00		Encumbrances: \$0.00		Previous Expenditures: \$27511.09	

Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	THE WEB CORNER, INC.	06/01/2025	Email to WHNC Stakeholders	General Operations Expenditure	Office	\$150.00
2	APPLEONE EMPLOYMENT SERVICES	06/02/2025	WHNC Executive Assistant	General Operations Expenditure	Office	\$1378.80
3	WELBY WAY ELEMENTARY	06/02/2025	NPG to Welby Way Elementary	Neighborhood Purpose Grants		\$1000.00
<b>Subtotal:</b>						<b>\$2528.80</b>

Outstanding Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	HAMLIN CHARTER	05/28/2025	NPG for Hamlin Charter Elementary	Neighborhood Purpose Grants		\$1000.00
<b>Subtotal: Outstanding</b>						<b>\$1000.00</b>

WEST HILLS NEIGHBORHOOD COUNCIL  
CONTROLLER'S REPORT 07/31/25

	Item	Committee	Purpose	Budget	Balance	July	Total Spent
	<b>OFFICE</b>						
1		Office	Misc. Expense	\$100.00	\$100.00		\$0.00
2		Office	Rent	\$5.00	\$5.00		\$0.00
3		Office	Committee Printing	\$183.00	\$183.00		\$0.00
4		Office	P.O.Box	\$500.00	\$500.00		\$0.00
5		Office	Partners In Diversity	\$18,000.00	\$15,469.50	\$2,530.50	\$2,530.50
6		Office	Go Daddy	\$24.00	\$24.00		\$0.00
7		Board	Web Corner	\$1,800.00	\$1,650.00	\$150.00	\$150.00
8		Board	Rack Space	\$865.00	\$726.77	\$138.23	\$138.23
9		Board	I Contact	\$750.00	\$6.00	\$744.00	\$744.00
		Board	Badges	\$150.00	\$150.00		
		Board	Snacks	\$100.00	\$100.00		\$0.00
		Office Subtotal		\$22,477.00	\$22,477.00		\$0.00
	<b>OUTREACH</b>						
10		Communication	Outreach	\$3,975.59	\$3,975.59		\$0.00
11		Beautification	Refreshment&Snacks	\$650.00	\$650.00		\$0.00
12		Special Events	Outreach	\$4,400.00	\$4,400.00		\$0.00
13		Environment	Outreach				
14		Govt. Relations	VANC	\$150.00	\$150.00		\$0.00
15		Govt. Relations	Budget Advocates				\$0.00
16		Govt. Relations	Congress	\$400.00	\$400.00		\$0.00
17		Govt. Relations	Empower LA Awards				\$0.00
18		Homelessness	Homeless				\$0.00
19		Public Safety	Forums				
20		Streets&Transportation	Outreach				
21		Public Health					\$0.00
		Outreach Total					
22		Elections	Elections				\$0.00
		Total Spent					
	<b>Neighborhood Purpose Grants (NPG's)</b>						
23		Youth and Education	NPG's	\$2,500.00	\$2,500.00		\$0.00
18A		Homelessness	NPG's	\$1,000.00	\$1,000.00		
19A		Public Safety	NPG's				
		Total					\$0.00
	<b>Community Improvement Projects (CIP's)</b>						
20A		Streets&Transportation	CIP's				
24		Beautification	Cleanups				\$0.00
25		Beautification	Special Events				
	<b>GRAND TOTAL</b>			\$35,552.59	\$31,989.86		\$3,562.73
	<b>ALLOWED BUDGET</b>			\$25,000.00			
26	<b>Clean Street Grant</b>			\$1,324.83			
	<b>Rollover</b>			\$10,552.59			
	<b>GRAND TOTAL</b>			\$35,552.59			
	<b>GREEN COLOR CANNOT CHANGE</b>						
	<b>RED COLOR REQUESTED AMOUNTS INCLUDES GREEN</b>						

West Hills <span style="float: right;">Neighborhood Council</span> <b>Annual Budget for Fiscal Year: 2025 - 2026</b>	
<b>Annual Budget Funds</b>	\$ 25,000.00
<b>Rollover Funds*</b>	\$ 10,552.59
<b>Total Annual Budget Funds</b>	<b>\$ 35,552.59</b>

<b>Office/Operational Expenditures Category</b>	
Mis. Office Expense	\$ 100.00
Rent	5.00
Committee Printing	\$ 183.00
P.O. Box	\$ 500.00
Partners In Diversity, Inc.	\$ 18,000.00
Go Daddy	\$ 24.00
WebCorner	\$ 1,800.00
RackSpace	\$ 865.00
iContact	\$ 750.00
Board Member Badges	\$ 150.00
Meeting Snacks	\$ 100.00
<b>Total Office/Operational Expenditures</b>	<b>\$ 22,477.00</b>

\*The Funding Program will notify each NC of their Fiscal Year closing balance including available rollover funds and/or applicable adjustment, if any, approximately August 1st or next business day. Depending on when an NC submits its Admin Packet/annual budget, the NC may need to revise and resubmit its annual budget to account for any rollover and/or adjustments.

**Agenda Item 25-0049- Discussion and possible action regarding the approval of reallocation of funds in the WHNC 2025-2026 Fiscal Year Budget including potential rollover in the amount of \$10,552.59**



<b>Neighborhood Purposes Grants (NPG) Expenditures Category</b>	
Youth and Education	\$ 2,500.00
Homelessness	\$ 1,000.00
<b>Total NPG Expenditures</b>	<b>\$ 3,500.00</b>

<b>Community Improvement Projects (CIP) Expenditures Category</b>	
<b>Total CIP Expenditures</b>	<b>0</b>

<b>TOTAL ANNUAL BUDGET ALLOCATIONS</b>	
<b>Office/Operational Expenditures</b>	\$ 22,477.00
<b>Outreach Expenditures</b>	\$ 9,575.59
<b>Election Expenditures</b>	0
<b>General and Operational Expenditures</b>	<b>\$ 32,052.59</b>
<b>Neighborhood Purposes Grants (NPG) Expenditures</b>	<b>\$ 3,500.00</b>
<b>Community Improvement Projects (CIP) Expenditures</b>	<b>0</b>
<b>TOTAL EXPENDITURES FOR THE FISCAL YEAR</b>	<b>\$35,552.59</b>



**Agenda Item 25-0050 - Discussion and possible action to approve the Special Events Committee's Event Approval Request and Budget in the amount of \$1,900.00 for the 2025 -2026 Halloween House Event**



**NEIGHBORHOOD COUNCIL  
EVENT APPROVAL REQUEST FORM**



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

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

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

Neighborhood Council: WEST HILLS NEIGHBORHOOD COUNCIL

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

Main sponsor: WEST HILLS NEIGHBORHOOD COUNCIL-SPECIAL EVENTS COMMITTEE

Contact Person: CHAR ROTHSTEIN

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

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

Contact Person: RON RUBINE

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

**Event Information**

Event Title and Description: 7th ANNUAL HALLOWEEN HOUSES ON DISPLAY  
CONTEST FOR SCARIEST AND MOST COMICAL DECORATED HOUSES

Date: 10/21/25 Time Frame: 7pm-10pm Est. number of attendees: 50 Event Budget: \$ 1900.00

Venue Name: WEST HILLS, NC COMMUNITY

Venue Address: WEST HILLS, (91304-91307)

Contact Person: AIDA ABKARIANS

Phone: 818-404-7448 Email: aida.abkarians!westhillsnc.org

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

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

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

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

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

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

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

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

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

**If RENTING a vehicle or truck to transport event materials:**

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

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

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

For Staff Use Only:  Approved  Denied Code: \_\_\_\_\_

Reviewers Signatures: 1<sup>st</sup> Level \_\_\_\_\_ 2<sup>nd</sup> Level \_\_\_\_\_

Reviewers Names: 1<sup>st</sup> Level \_\_\_\_\_ 2<sup>nd</sup> Level \_\_\_\_\_



# 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="printing, posters and flyers and advertising"/>	<input type="text" value="800.00"/>
<input type="text" value="certificates of awards"/>	<input type="text" value="200.00"/>
<input type="text" value="Halloween Bags"/>	<input type="text" value="200.00"/>
<input type="text" value="Candy"/>	<input type="text" value="300.00"/>
<input type="text" value="Wrapped food and Water for the public"/>	<input type="text" value="300.00"/>
<input type="text" value="Lawn signs"/>	<input type="text" value="300.00"/>
<input type="text"/>	<input type="text"/>

For Budget Committee/Controller Use Only:

Committee Approved  Budget Approved  Board Approved

**Agenda Item 25-0051 - Discussion and possible action to approve a letter to the Los Angeles City Council with a request for a City Council Motion requesting the return of Planning and Land Use authority to local management**

Approved unanimously as Item #8

Zoning & Planning Committee meeting Tuesday, July 8<sup>th</sup>, 2025

Los Angeles City Council  
200 N Spring Street  
Los Angeles, Ca 90012

July 8, 2025

Re: Request for a City Council Motion urging the Return of Planning and Land Use Authority to Local Management

The West Hills Neighborhood Council respectfully requests that the Los Angeles City Council introduce and adopt a formal and urgent City Council motion to return planning and land use to local jurisdictions including the City of Los Angeles.

Over the past several years, beginning with the introduction of ADU's and JDU's with no parking requirements, Senate Bills 9 and 10, followed by a nearly weekly if not daily, plethora of Senate and Assembly housing and zoning bills, that are now having an adverse and at times devastating effect on our local communities.

The city of Los Angeles recently passed Housing Plans that are sustainable and more than satisfies the required number of state mandated housing units. Planning at the local level allows for development that meets the diverse needs of our neighborhoods. The Sacramento takeover of our city planning is producing poorly integrated building that accelerate displacement, burden public services and diminish public trust due to a lack of public engagement and/or consideration.

With all due respect, the West hills Neighborhood Council urges and challenges the Los Angeles City Council to adopt a resolution that sends a clear message to Sacramento that local control must be returned to local government and to the constituents that reside in given communities.

Respectfully Submitted



Agenda Item 25-0052 - Discussion and possible action regarding the WHNC Beautification Committee Clean-Up Event on Saturday, August 23, 2025 from 8:00 a.m. – 11:00 a.m. on Valley Circle from Strathern to Roscoe



## NEIGHBORHOOD COUNCIL EVENT APPROVAL REQUEST FORM

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

Events are great opportunities for Neighborhood Councils to interact with their stakeholders. There are, however, liability and permitting issues that must be handled prior to the event. The Office of the City Clerk, Administrative Services Division, NC Funding Program Section must approve all Neighborhood Council sponsored events before any payments can be processed. Please complete, sign, and submit this form at least 30 days prior to your event. Missing or incomplete required information or documents will delay review.

Neighborhood Council: West Hills Neighborhood Council

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

Main sponsor: West Hills Neighborhood Council

Contact Person: Brad Vanderhoof and Faye Barta

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

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

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

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

### **Event Information**

Event Title and Description: Community Cleanup – Valley Circle North

Date: 8/23/2025 Time Frame: 8:00 AM to 11:00 AM

Est. number of attendees: 25 Event Budget: \$ 0

Venue Name: WHNC Beautification Committee August 2025 Clean-Up

Venue Address: Valley Circle and Strathern at Lazy J Ranch Park

Contact Person: Brad Vanderhoof and Faye Barta

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

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

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

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

**Agenda Item 25-0053 - Discussion and possible action to amend the WHNC Standing Rules Article VII Committees and Their Duties, Section 2: Committee Creation and Authorization, C. Voting**

All votes must be recorded and announced orally, by name, unless they are unanimous.

All abstentions must be recorded and announced orally.

If a member has left the meeting, and is not there for a vote, this must be noted in the minutes for that vote.

~~When a member leaves the meeting it must be announced orally.~~

**Agenda Item 25-0054 - Discussion and possible action to amend WHNC Standing Rules Article XI Grievance Process, C.**

Upon receipt of a grievance the Board shall refer the matter to an ad-hoc grievance panel composed of three (3) non board member Stakeholders randomly selected by the Board from a list of Stakeholders who have expressed an interest in serving from time-to-time on such a panel and two (2) board members.

**Agenda Item 25-0055 - First reading of the Bylaws or Standing Rules Article V, Section 7: Absences**

Bylaws or Standing Rules Article V, Section 7: Absences

A Board member who has been absent from five (5) of the previous twelve (12) regular or special meetings of the Board shall be subject to removal from the Board under procedures established by the Board. A Board member shall not be considered “absent” for purposes of this section when he or she attends a conflicting meeting or event as an official representative of the West Hills Neighborhood Council. Any meeting of the WHNC Governing Board, scheduled and noticed as per the Brown Act, shall constitute a meeting for the purpose of determining Board Member attendance with the exception that missing any joint board/committee meeting shall not count as an absence for this purpose.

Proposed Revision:

*A Board member who has been absent from five (5) of the previous twelve (12) regular or special meetings of the Board shall be subject to removal from the Board under procedures established by the Board. ~~A Board member shall not be considered “absent” for purposes of this section when he or she attends a conflicting meeting or event as an official representative of the West Hills Neighborhood Council.~~ Any meeting of the WHNC Governing Board, scheduled and noticed as per the Brown Act, shall constitute a meeting for the purpose of determining Board Member attendance with the exception that missing a special meeting called for non-Board business purposes such as, but not limited, to, public information forums, candidate forums, and special presentations shall not count as an absence for this purpose. ~~Any Joint board/committee meetings are not considered meetings of the Governing Board..shall not count as an absence for this purpose.~~ A Board member shall not be considered “absent” for purposes of this section when he or she attends a conflicting meeting or event as an official representative of the West Hills Neighborhood Council.*



**Agenda Item 25-0057 - Discussion and possible action for the submission of a CIS on CF 25-0600 – 2025-2026 City Budget**

CITY CLERK FOR PLACEMENT ON NEXT  
REGULAR COUNCIL AGENDA TO BE POSTED #52  
MOTION

I MOVE that the City Council hereby express its intent to hold a public hearing on the Mayor's Proposed 2025-26 Budget for the City on Wednesday, May 21, 2025 at the hour of 10:00 a.m., in the John Ferraro Council Chamber.

I FURTHER MOVE that in order to provide adequate time for the City Council to consider the Budget and Finance Committee report on the Mayor's Proposed 2025-26 Budget, the City Council hereby schedules a special meeting beginning at 9:00 a.m. on Thursday, May 22, 2025 which shall be devoted entirely to consideration of the Budget and Finance Committee report and City Council motions to amend the Mayor's Proposed 2025-26 Budget, and continuing each regular and special Council meeting day until such time as the City Council concludes its consideration of the Proposed Budget.

I FURTHER MOVE that the City Clerk, with the assistance of the City Administrative Officer and the Chief Legislative Analyst, be instructed to provide information to the public on the Mayor's Proposed 2025-26 Budget and publish the required public notices.

PRESENTED BY:   
KATY YAROSLAVSKY  
Councilwoman, 5th District

SECONDED BY: 

**ORIGINAL**

  
MAR 25 2025

## COMMUNITY IMPACT STATEMENT

Contact Information:

Neighborhood Council: West Hills

Submitted By: Joanne M. Yvanek-Garb

Email Address: Joanne.WHNC@gmail.com

Council File: 25-0600 – 2025 – 2026 Los Angeles City Budget

Date of Board Meeting: July 10, 2025

Action Taken: The West Hills Neighborhood Council Board to (Accept as is or Accept if Amended)

Vote Count: Accept as is \_\_\_\_\_ Yea \_\_\_\_\_Nay \_\_\_\_\_Abstain

Accept if Amended \_\_\_\_\_ Yea \_\_\_\_\_Nay \_\_\_\_\_Abstain

Potential Amendments: If or when additional funds are Identified beyond, Public Safety (Fire and Police) shall be considered as primary recipients. Any additional funds beyond public safety should be allocated to the following departments: Neighborhood Councils, Zoo, Animal Services (shelters) and City Clerk.



**Agenda Item 25-0058 - Discussion and possible action for the submission of a CIS on CF 25-0600 – S7 – 2025 -2026 City Budget allocation of monies for the Neighborhood Councils**

B25F  
020-XR

MOTION NUMBER 6

ADOPTED \_\_\_\_\_

NOT ADOPTED \_\_\_\_\_

**MOTION**

I MOVE that the Budget and Finance Committee report on the Mayor’s Proposed Budget for 2025-26 be amended to restore funding to the Neighborhood Council Fund, as follows:

OTHER SPECIAL PURPOSE FUNDS (Budget Page 258)

INCREASE

Neighborhood Council Fund \$693,000

TOTAL CHANGE \$693,000

Change such other affected totals, subtotals, summaries, scheduled or supporting data as are necessary to conform to modifications hereinabove made.

PRESENTED BY: *Traci Park*  
TRACI PARK  
Councilmember, 11<sup>th</sup> District

SECONDED BY: *Amelita*

**REFERRED TO THE BUDGET AND FINANCE COMMITTEE  
(SEE COUNCIL FILE NO. 25-0600-S7)**

## COMMUNITY IMPACT STATEMENT

Contact Information:

Neighborhood Council: West Hills

Submitted By: Joanne M. Yvanek-Garb

Email Address: Joanne.WHNC@gmail.com

Council File: 25-0600 S7 – 2025 – 2026 Los Angeles City Budget

Date of Board Meeting: July 10, 2025

Action Taken: The West Hills Neighborhood Council Board to (Accept as is or Accept if Amended)

Vote Count: Accept as is \_\_\_\_\_ Yea \_\_\_\_\_Nay \_\_\_\_\_Abstain

Accept if Amended \_\_\_\_\_ Yea \_\_\_\_\_Nay \_\_\_\_\_Abstain

Potential Amendments: If or should additional funds are Identified beyond, Public Safety (Fire and Police) shall be considered as primary recipients. Any additional funds beyond public safety should be allocated as follows: Restoration of Funds to Neighborhood Councils that have been cut in previous years with the promise that their budget would be restored.