



CITY OF
LOS ANGELES
CALIFORNIA



P.O. BOX 4670, WEST HILLS, CA 91308
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WEST HILLS NEIGHBORHOOD COUNCIL
SPECIAL BOARD MEETING AGENDA
Thursday, January 8, 2026@ 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.

<u>Opening Business</u> Call to Order Roll Call – Establish Quorum Pledge of Allegiance Approval to allow Board Member(s) to attend the January 8, 2026 WHNC Special Board Meeting virtually under the provisions of AB2449 Approve Special Meeting Minutes of December 4, 2025 Senior Lead Officer Report Los Angeles County Fire Department Treasurer's Report Controller's Report Comments From the Co-Chair(s) Board Vacancy Announcement(s)	7:00 P.M.	Co-Chairs: Mrs. Charlene Rothstein Mrs. Aida Abkarians Secretary: Mr. Brad Vanderhoof Co-Chair: Mrs. Aida Abkarians Secretary: Mr. Brad Vanderhoof Secretary: Mr. Brad Vanderhoof Secretary: Mr. Brad Vanderhoof SLO Dinse SLO Dao Battalion Chief, Michael Flynn Treasurer: Mrs. Carolyn Greenwood Controller: Mr. Saif Mogri Co-Chairs: Mrs. Charlene Rothstein Mrs. Aida Abkarians Mrs. Charlene Rothstein
<u>Induction Of New Board Member Into The WHNC Board Of Directors</u>		TBD
<u>Announcements</u> Office of Assemblyman Jesse Gabriel Council District 12 Department of Neighborhood Empowerment Los Angeles County Supervisor District 3 Budget Advocates		Ms. Solen Ronarch, Field Representative Mr. Tim Kartiala, Housing & Livability Deputy Dr. Vincent Autiero, Neighborhood Empowerment Advocate Mr. Daniell Vicente, Field Representative Mr. Glenn Bailey

<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.*		Co-Chair: Mrs. Aida Abkarians
<u>Council Announcement</u> Committee & Liaison Reports		
<u>Old Business</u> 25-0083 - Discussion and possible action to approve Event Approval Form and Budget for the 2026 Valentine Dance in the amount of \$3,779.64. (10 Minutes Max) 25-0084 – Discussion and possible action of submitting a Community Impact Statement (“CIS”) for CF 25-0869 City Charter Reform suggestions and amendments (10 Minutes Max)		Mrs. Carolyn Greenwood, Co-Chair Budget Committee Mr. Saif Mogri, Co-Chair Budget Committee Ms Brenda Citrom, Co-Chair Government Relations Committee Ms. Joanne Yvanek-Garb, Co-Chair Government Relations Committee Ms. Kim Koerber, Co-Chair Government Relations Committee
<u>New Business</u> 26-0001 - Discussion and possible action regarding approval of the WHNC's November 2025 Monthly Expenditure Report (MER) (5 Minutes Max) 26-0002 - Discussion and possible action of Class 1 CUP application that 631 on-site shared parking spaces at Platt Village Shopping Center is sufficient for existing and future tenant parking demands.*For CUP and other documents visit WHNC website: https://westhillsnc.org/ (15 Minutes Max) 26-0003 - Discussion and possible action of proposed changes to the CUP to increase operating hours and patron occupancy at Malibu Wines. *For case file and other documents visit WHNC website: https://westhillsnc.org/ (15 Minutes Max)		Mrs. Carolyn Greenwood, Co-Chair Budget Committee Mr. Saif Mogri, Co-Chair Budget Committee Mr. Bill Rose, Co-Chair Zoning & Planning Committee Mrs. Charlene Rothstein, Co-Chair Zoning & Planning Committee Ms. Penny Newmark, Member Zoning & Planning Committee Mr. Bill Rose, Co-Chair Zoning & Planning Committee Mrs. Charlene Rothstein, Co-Chair Zoning & Planning Committee Ms. Penny Newmark, Member Zoning & Planning Committee
<u>Adjournment</u>		

SB 411 Updates: If a Neighborhood Council has a quorum of board members in a physical location, board members who wish to join the meeting via teleconferencing must adhere to AB 2449 rules and regulations. If a Neighborhood Council does not have a quorum of board members in a physical location, they must adhere to SB 411 rules and regulations. In the event of a disruption that prevents the eligible legislative body from broadcasting the meeting to members of the public using the call-in option or internet-based service option, or in the event of a disruption within the eligible legislative body's control that prevents members of the public from offering public comments using the call-in option or internet-based service option, the eligible legislative body shall take no further action on items appearing on the meeting agenda until public access to the meeting via the call-in option or internet-based service option is restored. Actions taken on agenda items during a disruption that prevents the eligible legislative body from broadcasting the meeting may be challenged pursuant to Section 54960.1. The eligible legislative body shall not require public comments to be submitted in advance of the meeting and shall provide an opportunity for the public to address the legislative body and offer comments in real time. Notwithstanding Section 54953.3, an individual desiring to provide public comment through the use of an internet website, or other online platform, not under the control of the eligible legislative body, that requires registration to log in to a teleconference may be required to register as required by the third-party internet website or online platform to participate. (i) An eligible legislative body that provides a timed public comment period for each agenda item shall not close the public comment period for the agenda item, or the opportunity to register, pursuant to subparagraph, provide public comment until that timed public comment period has elapsed. (ii) An eligible legislative body that does not provide a timed public comment period, but takes public comment separately on each agenda item, shall allow a reasonable amount of time per agenda item to allow public members the opportunity to provide public comment, including time for members of the public to register pursuant to subparagraph (D), or otherwise be recognized for the purpose of providing public comment. (iii) An eligible legislative body that provides a timed general public comment period that does not correspond to a specific agenda item shall not close the public comment period or the opportunity to register, pursuant to subparagraph (D), until the timed general public comment period has elapsed.

Public Input: Comments from the public on other matters not appearing on the agenda that are within the Board's jurisdiction will be heard during the General Public Comment period. Please note that under the Brown Act, the Board is prevented from acting on a matter that you bring to its attention during the General Public Comment period; however, the issue raised by a member of the public may become the subject of a future Board meeting. Public comment is limited to 2 minutes per speaker, unless adjusted by the presiding officer of the Board.

The Americans With Disabilities Act - As a covered entity under Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and upon request will provide reasonable accommodation to ensure equal access to its programs, services, and activities. Sign language interpreters, assistive listening devices, or other auxiliary aids and/or services may be provided upon request. To ensure availability of services, please make your request at least 3 business days (72 hours) prior to the meeting by contacting the Department of Neighborhood Empowerment by calling (213) 978-1551 or email: NCsupport@lacity.org

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

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

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

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

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



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WEST HILLS NEIGHBORHOOD COUNCIL

BOARD DRAFT MEETING MINUTES

de Toledo High School

December 4, 2025

Revised December 5, 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 (arrived 6:50), Melissa Findling, Carolyn Greenwood, Glenn Jennings, Kim Koerber, Saif Mogri, Brian Murray, Penelope Newmark, Chris Pike, Bill Rose, Fran Rubin, Joan Trent, Brad Vanderhoof, Joanne Yvanek-Garb, and Zhelbert Zohrabian

ABSENT: Jessica Irias, Vinura Kotuwelle, Jason Lally, and Char Rothstein

Vice President Aida Abkarians called the meeting to order at 6:37 PM.

Secretary Brad Vanderhoof called roll and an in-person a quorum was established.
Vice President Aida Abkarians led the Pledge of Allegiance.

Comments from the Co-Chair(s): Vice President Aida Abkarians said the January Board meeting will be on January 8th.

Approval to allow Board Member(s) to attend the WHNC Board Meeting virtually under the provisions of AB2449: There were no Board members attending remotely.

Approve meeting minutes from November meeting: The meeting minutes were approved.

Announcements:

Captain Lopez, LAFD, said there is a new cell phone app called Genesis that provides information on brush fires. He warned that lithium battery fires during charging are becoming common. Do not leave charging batteries unattended.

Vincent Di Mauro, new Patrol Captain, LAPD Topanga Division, introduced himself. He described a practice they call "jugging" where thieves watch people with packages in parking lots, follow the cars, and break into them at the next stop.

Glenn Bailey, Budget Advocates, said the Town Hall about the DONE Budget Proposal went well and the recording will be up on the Budget Advocates website in a day or two. The next Budget Advocates meeting has been rescheduled to Saturday, December 8, at 1:00 PM.

Tim Kartiala, Housing and Livability Deputy, CD12, asked anyone who sees a homeless encampment while on a hiking trail to report it. He said to email him. CD12 has a program to address overgrown weeds in sidewalks. Report problem areas to the CD12 office. CF 25-1287 is a motion by Councilmember Lee to add patrol hours for LAPD. Report graffiti using MYLA311. Orcutt Ranch is available to rent for events. Safe Recycle centers will be closed December 27, 28 and January 3, 4.

Presentation:

Jaime E. Moore, Fire Chief, Los Angeles City Fire Department, introduced himself. He discussed the challenges the department faces from the limited personnel, equipment, and fire stations. He said the union has a ballot proposal to add a 0.5% sales tax for equipment and new station construction. He was asked about reports of inoperable trucks not being repaired. His response was the department is critically short mechanics, and many times parts for older fire trucks are just not available.

Presentation -- Halloween Houses on Display Awards:

John Lee, City Councilmember, CD12, said CD12 has installed 2000 auto license plate reader cameras. No other council district has taken this step to reduce crime. He thanked the WHNC for putting on a great event. The awards were presented by: Aida Abkarians, Glenn Jennings, John Lee, Ron Rubine, Chief Moore, Captain Lopez, and others.

Induction of New Board Members Into The WHNC Board Of Directors:

Councilmember John Lee gave the NC Oath of Office to Melissa Findling.

Announcements:

Vincent Autiero, Neighborhood Empowerment Advocate, DONE, said the Robert's Rules of Order Made Simple training ends this month. City Clerk offers financial trainings: Community Improvement Projects, December 18, evening, Zoom, and Financial Officer Training, December 9, 2-4 PM, Zoom, December 23, 6-8 PM, Zoom. The budget requested by DONE would restore 4 Project Coordinator positions, and have each NEA responsible for 8 NCs instead of 11. Done has also requested \$35K to cover Zoom licenses for NCs.

Treasurer's Report: Treasurer Carolyn Greenwood gave the report. Spending included normal expenses and the Halloween event.

Beginning Balance -- \$28363.26, Spending \$4623.68, Net Available -- \$21125.68

There is \$2614 in non-negotiated checks outstanding.

25-0082 - Approval of the WHNC's October 2025 Monthly Expenditure Report (MER):

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

Yes -- 13, No -- 0, Abstain -- 0, Absent -- 4, Ineligible -- 5, Recusal -- 0

The MER is approved.

Controller's Report: Controller Saif Mogri gave the report. The only non-office expense was \$1000 for an NPG to Friends of Homeless Center. \$15,057.67 spent through November.

Public Comment: None

25-0081 -- Bylaws, Article V, Governing Board, Section 10: Resignation

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

Yes – 13, No – 0, Abstain -- 0, Absent – 4, Ineligible – 5, Recusal – 0

The Bylaws Amendment is Approved and will be added to the Bylaws Amendment package.

25-0083 – Approval of Event Approval Form and Budget for the 2026 Valentine Dance in the amount of \$3,500.00

The planned venue is no longer available.

Penny Newmark suggested changing the date of the event. Carolyn Greenwood asked that the item be withdrawn and resubmitted. She can do nothing with a package that is incomplete or has contradicting information. Brian Murray strongly suggested to keep the event on the actual date of February 14, 2026 as it is presumably important to the attendees.

Contingency plans will be made by the Special Events Committee. A Special Board meeting is tentatively planned for December 18 and will be held virtually.

Announcements:

Daniell Vicente, Field Representative, LA County Supervisorial District 3, said Hilda Solis is the new Chair of the Board of Supervisors. Supervisor Horvath introduced a motion for a letter of support for the multi-state lawsuit against the trump administration. He made a correction to information provided at the November Board meeting. The non-profit grant application period opens January 1 and closes January 31. The Supervisor’s Calabasas office has moved to 27001 Agoura Road Suite 260.

25-0084 –West Hills Neighborhood Council City Charter Reform Recommendations Document

Brenda Citrom presented the document and asked for comments. After discussion – this item was sent back to the Government Relations Committee.

Vice President Aida Abkarians adjourned the meeting at 8:29 PM.

The next Regular Board meeting is scheduled for January 8, 2026.

CITY OF LOS ANGELES
CALIFORNIA

**BOARD OF NEIGHBORHOOD
COMMISSIONERS**

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PRESIDENT

JOY ATKINSON
VICE PRESIDENT

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Department of
NEIGHBORHOOD EMPOWERMENT

20TH FLOOR, CITY HALL
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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.

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

5th Annual Valentine's Day Dance & Dinner to be held on February 14, 2026. A FREE Event to be held at El Camino Real Charter High School located at 5440 Valley Circle Blvd. Woodland Hills 91367

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.

A FREE/OPEN to the public event. An evening of dinner,dancing, friendship and fun.

(Attach additional pages if necessary)

List all expense items, quantities, and amounts:

Item & Quantity

Amount

Dessert & Coffee

\$300.00

Paper Goods

\$400.00

For Budget Committee/Controller Use Only:

TOTAL: \$3,779.64

Committee Approved

Budget Approved

Board Approved



NEIGHBORHOOD COUNCIL EVENT APPROVAL REQUEST FORM



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

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

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

Neighborhood Council: West Hills Neighborhood Council

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

Main sponsor: West Hills Neighborhood Council

Contact Person: Aida Abkarians/Charlene Rothstein

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

Co-Sponsor (if applicable): Councilmember John Lee - Council District 12

Contact Person: Ron Rubin

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

Event Information

Event Title and Description: Senior Valentines Day Dinner Dance

Provides a free dinner dance for seniors who may otherwise be unable to go out

Date: 02/14/26 Time Frame: 7:00 p.m. - 9:30 p.m. Est. number of attendees: 200 Event Budget: \$ \$3,779.64

Venue Name: El Camino Real Charter High School

Venue Address: 5440 Valley Circle Boulevard, Woodland Hills, California 91367

Contact Person: _____

Phone: _____ Email: _____

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

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

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

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

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

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

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

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

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

If RENTING a vehicle or truck to transport event materials:

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

ADDITIONAL PERMITS may be required if the event has:

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

CONTACT INFORMATION for possible permits:

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

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

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

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

Signature: Aida Abkarians Date: 01/05/26

Print Name: Aida Abkarians Title: Vice-President/Co-Chair

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

For Staff Use Only: ☐ Approved ☐ Denied Code: _____

Reviewers Signatures: 1st Level _____ 2nd Level _____

Reviewers Names: 1st Level _____ 2nd Level _____

West Hills Neighborhood Council City Charter Reform Recommendations

The West Hills Neighborhood Council extends our sincere appreciation for your enormous responsibility. Reforming the City Charter is both technically complex and democratically consequential, and we recognize the diligence, judgment, and civic commitment required to undertake this work. At the same time, we must underscore the urgency of this moment. Neighborhood Councils—created to serve as the City’s eyes and ears—have been persistently under-resourced, underutilized, and structurally constrained in fulfilling their intended role. Neighborhood Councils **MUST** have equal powers with the support of and respect from government officials and agencies, especially when it affects each of the unique communities represented by Neighborhood Councils. Effective, durable reform is needed now. We respectfully submit the following recommendations for your consideration.

I. Fiscal Transparency and Revenue Authority

Los Angeles cannot build public trust or maintain essential services without full financial transparency. The City must update its four-year general fund budget outlook to reflect anticipated raises for city employees, ensuring projections are honest and aligned with real labor costs. The City also needs modern revenue tools for example, allowing City-operated asphalt-recycling facilities to sell reclaimed material, and taxing commercial users of the public right-of-way, such as autonomous delivery robots and autonomous vehicles like Waymo, that impose measurable wear on streets without contributing to their upkeep. These measures, paired with open and transparent labor negotiations that include meaningful public outreach before, during, and after bargaining, would strengthen fiscal resilience and reinforce a fairer, more sustainable revenue structure. The Charter must require that all City budget and financial data be publicly accessible in clear, searchable formats so residents can understand how public resources are allocated and spent.

City Controller Kenneth Mejia has repeatedly highlighted the lack of “budget conformity,” in which the adopted budget does not reflect actual spending or operational practices. His findings underscore the need for a Charter framework that guarantees transparent, accurate, and accessible financial information—not just for today’s obligations, but to ensure the City develops a long-term infrastructure plan capable of addressing deferred maintenance and future capital expenditures. Ensuring reliable fiscal data is essential for rebuilding public trust and enabling residents, Neighborhood Councils (NCs), and policymakers to make informed decisions.

To support these transparency reforms, the Office of the City Controller must be structurally strengthened. The Charter should provide the Controller with an independent budget, designate the Controller as the City’s Chief Financial Officer, and establish minimum professional qualifications for the office. The Charter should also clarify that the Controller’s audit authority includes performance audits of all City programs funded with public tax dollars, including those overseen by elected officials. Additionally, the Controller must be empowered to hire outside counsel when necessary, and the City’s Fraud, Waste, and Abuse function should be fully enshrined in the Charter.

A robust Reserve Fund should be created that can only be used during declared emergencies rather than to balance the budget, as currently practiced. Furthermore, the City of Los Angeles should be

fixing the problems that result in lawsuits and nuisance claims and the City Council should be providing visibility into the outrageous and inexcusable settlements they reach. The City should not be paying outside counsel when they already have capable internal attorneys.

2. Democratic Representation by City Council

The scale and diversity of Los Angeles demand a legislative structure proportional to its population. Expanding the size of the City Council and establishing district populations no greater than 150,000 residents (based on 2024 estimated population), like peer cities, would create more responsive representation. With today's population, considering Los Angeles is the second most populous city in the United States, this adjustment would result in roughly 26 council seats which is appropriate for our population. More reasonable district sizes promote constituent access, accountability, and more geographically relevant policymaking. The City Council must be more responsive and accountable to NC comments and suggestions.

3. Ethics and Accountability Reform

Los Angeles must modernize its ethics rules and enforcement mechanisms to reflect contemporary political and economic realities. Granting the Ethics Commission (EC) authority to place ordinances directly on the City ballot would introduce a meaningful check on Council inaction and allow the public to address urgent issues without undue delay. The EC plays a central role in maintaining integrity within City government. Expanding the EC from five to seven commissioners, including two selected through an open application process, would introduce new voices, reduce political influence, and reinforce public confidence.

A stable and predictable funding formula – tied to Consumer Price Index (CPI), new mandates, Cost of Living Adjustment (COLA), and step increases – is necessary to ensure the EC can fulfill its growing responsibilities. To keep contribution limits aligned with real economic conditions, the ECs should have the authority to adjust those limits using broader indicators – such as wage growth, disposable income, and poverty rates – rather than relying solely on the CPI.

The Charter should also close long-standing loopholes. Currently, lobbyist employers and clients may still give gifts to City officials even though lobbyists themselves cannot. This inconsistency undermines trust and should be corrected. Similarly, the ability of lobbyists and firms to bundle campaign contributions weakens the existing campaign finance restrictions and should be prohibited.

Because ethics violations remain inconsistently enforced, it is essential for the City to clearly assign prosecutorial responsibility – whether to the EC itself, the City Attorney, the District Attorney, or a dedicated independent office. The City must also ensure that enforcement processes and related funding are transparent to the public, including resources intended to deter nuisance litigation. Strengthening the legal infrastructure for NCs is equally important. While the City Attorney's office has historically supported NCs, assigned dedicated legal representatives who have a deep understanding of NCs' areas should be reinstated. This would provide consistent guidance and greatly enhance the

system's ability to function effectively. Together, these reforms would create a clear and enforceable ethics framework.

4. Transparency and Data Infrastructure

A 21st-century city requires 21st-century data capacity. The current reliance on third-party vendors for essential datasets often leads to fragmentation, high costs, and barriers to transparency. Establishing a City Data Bureau would centralize data expertise, streamline operations across departments, and strengthen public access to information. Integrating an AI-driven search interface would further simplify how residents and staff locate and interpret City data.

Such a bureau is especially vital for complex processes such as redistricting, where accurate data and clear public visibility are indispensable. A permanent in-house team would reduce redundancy, improve analysis quality, and ensure consistent citywide data standards.

5. Infrastructure and Governance Modernization

Los Angeles must overhaul how it manages the public right-of-way. Making Los Angeles Department of Transportation (LADOT) a Charter department with full responsibility for street and sidewalk construction, maintenance, and repair would create a unified and accountable structure for one of the City's most essential functions. The current multi-agency system diffuses responsibility, slows coordination, and complicates capital planning.

Replacing the Board of Public Works with a single reporting entity to the NCs would streamline oversight and eliminate the fragmented governance that has often impeded timely infrastructure delivery. To coordinate the City's complex capital programs, we recommend creating an Office of Infrastructure Management led by an executive chosen for demonstrated operational and capital-delivery expertise.

This Office should house the City's Capital Improvement Plan and the Charter should require two-year budget cycles and a five-year plan to bring predictability, transparency, and apolitical stability to long-term planning. Funding should be stabilized through dedicated revenues to LADOT, restoring service levels to a capacity that would insulate infrastructure maintenance from fiscal volatility.

6. Neighborhood Empowerment and System Reform

Neighborhood Councils require clear authority and dependable support if they are to fulfill their chartered purpose. They should be empowered to take official positions on county, state, and federal legislation affecting their communities. Establishing an assembly of NCs would ensure that bottom-up, community-driven priorities reach the legislative agenda by allowing the assembly to select one

topic annually for an evening City Council meeting. Complementing this, there should be reforms that promote deliberation with City departments at a regional level. This could involve bringing representatives from various neighborhoods experiencing similar issues together with key decision makers and staff from appropriate City departments, allowing greater focus on regional solutions, sharing best practices, identifying common concerns and fostering more innovative and coordinated approaches to address issues across the City.

There should be no term limits for NC board members. Term limits would lead to the loss of institutional knowledge and experience that long-serving board members bring to their councils. Frequent turnover could disrupt continuity, delay long-term projects, and interrupt established relationships with City departments. The volunteer nature of NC service already makes recruitment challenging, and mandatory turnover could leave some boards without enough willing members to serve. It is difficult enough now to get community and stakeholders involved during the election process. Limiting stakeholders' ability to elect knowledgeable and effective representatives of their choice, reducing leadership continuity, and diminishing the strength of advocacy for underserved communities is already challenging. Term limits will affect continuity and community trust which are essential to the effective functioning of NCs.

The Department of Neighborhood Empowerment (DONE) must recognize that NC members are volunteers with limited time and competing personal and professional obligations. They cannot accommodate hours-long training sessions that extend well beyond what is necessary for compliance. Most required trainings can be completed within a half hour and if they were made interactive, they would be far more effective and retainable.

Neighborhood Councils need practical, accessible training on everything from navigating City processes to sharing proposals with other councils and advancing ideas to the City through Community Impact Statements (CIS). These trainings should be easy to find, intuitive, and widely available. To support this, DONE should build a significantly improved and more functional website where NC members can quickly access training materials, step-by-step guidance, and practical resources for core NC procedures and applications.

DONE must be restructured as a facilitative rather than directive agency. DONE should not impose discretionary policy constraints or interfere in local decision-making. Instead, it should operate with transparency and accountability by publishing regular performance dashboards tracking election logistics, funding approvals, and service delivery – a facilitative role. Its budget should provide equitable support across all NCs. In summary, the role of DONE should be to help NCs and to make things easier by providing support, not dictating direction. NCs should be setting policies, not DONE.

Board of Neighborhood Commissioners (BONC) also requires modernization. Seats should be reserved for NC-elected or regionally nominated commissioners to ensure deeper community understanding and direct system experience. Annual "State of the Neighborhood Council System" reports should measure election turnout, grievance resolution timelines, board retention, and overall system health. Regular evening meetings held across multiple regions would further democratize access and ensure that commissioners engage directly with the communities they oversee.

These reforms would return NCs to their original purpose ensuring that local civic participation is respected, supported, and genuinely woven into City governance. They would also reaffirm the system's core identity as grassroots, bottom-up, decentralized model of engagement, rather than a top-down hierarchy that sidelines community initiative.

7. Strengthening Community Participation and Access

Civic participation is strongest when it is accessible. City Council and Planning and Land Use Management (PLUM) committee meetings should be held at times and locations that allow maximum public engagement, particularly evenings and weekends in or near the communities affected by the agenda items. Improving hybrid broadcast quality, translation services, and accommodation accessibility is essential to inclusive participation.

Neighborhood Councils must receive timely notice of City decisions that affect their communities. It should be more visible and easier to subscribe via email to receive content for Council Files, City Council meetings, Committee meetings and motions. Content should be released and received within a 48-hour time period. City departments should be required to send representation to NC committee and Board meetings within 60 days' notice.

8. Land Use, Local Authority, *Appeals*, and Planning

Neighborhood Councils possess local knowledge essential to sound planning. Control and authority over zoning and planning decisions should reside with the City and the communities directly affected by those decisions, not solely with City departments. This approach ensures that land-use policy reflects actual neighborhood conditions and needs rather than imposing one-size-fits-all outcomes. Neighborhood Councils must therefore be granted equal authority in land-use matters, as diminishing or bypassing local input can produce unintended consequences, including declining property values that weaken the property-tax base. A lack of meaningful community participation may also disrupt public-school enrollment patterns, increase traffic congestion, and place additional strain on public transportation systems, underscoring why sound planning depends on local knowledge and accountability.

Consistent with this authority, Neighborhood Councils must not be excluded from filing appeals to City Planning or Building & Safety, and all associated filing fees should be waived. When City departments deny NC recommendations, written findings must directly address each specific issue with the opportunity and full consideration given to NCs for their responses.

City Planning must assign case numbers promptly for every project application received (ministerial included) and subsequently post all documents and information for the NCs and the public to view. Each case should include an option to subscribe via email for updates. This would allow NCs and residents to review, consider and respond to information appropriately.

Commissions, including the Area Planning Commission (APC), should be restructured or dissolved if unable to acknowledge and support NCs and their respective communities. Commissioners must be

free from political influence, have no past or present conflicts of interest, and demonstrate relevant experience with unbiased expertise.

City departments and commissions must further recognize that effective land-use governance begins with and utilizes ongoing public participation.

9. Strategic Collaboration and Ongoing Evaluation

Charter reform must establish processes for continuous improvement. The City should mandate regular review of engagement tools, oversight structures, and communication systems. Neighborhood Councils should have the authority to initiate system reviews, assess public communication strategies, and recommend improvements to City processes.

Ongoing evaluation ensures that reforms remain relevant and responsive as Los Angeles evolves.

Closing Statement

Neighborhood Councils can fulfill their foundational purpose only if the City Charter recognizes the partnership formed by NCs and the City of Los Angeles. This partnership is essential to restoring trust and ensuring that the civic engagement in Los Angeles is substantive rather than symbolic.

We consider these suggestions critical to the survival of all Neighborhood Council Systems.

Submitted by

West Hills Neighborhood Council

Monthly Expenditure Report



Reporting Month: November 2025 Budget Fiscal Year: 2025-2026

NC Name: West Hills Neighborhood Council

Monthly Cash Reconciliation					
Beginning Balance	Total Spent	Remaining Balance	Outstanding	Commitments	Net Available
\$23739.68	\$2841.26	\$20898.42	\$1210.50	\$0.00	\$19687.92

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office	\$32052.59	\$1841.26	\$18398.42	\$1210.50	\$17187.92
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	\$3500.00	\$1000.00	\$2500.00	\$0.00	\$2500.00
Funding Requests Under Review: \$0.00		Encumbrances: \$0.00		Previous Expenditures: \$11812.91	

Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	THE WEB CORNER, INC.	11/01/2025	Email to WHNC Stakeholders	General Operations Expenditure	Office	\$150.00
2	RACKSPACE EMAIL & APPS	11/22/2025	WHNC Email Service	General Operations Expenditure	Office	\$77.26
3	PARTNERS IN DIVERSITY, INC.	10/27/2025	WHNC Executive Assistant	General Operations Expenditure	Office	\$403.50
4	PARTNERS IN DIVERSITY, INC.	11/03/2025	WHNC Executive Assistant	General Operations Expenditure	Office	\$403.50
5	PARTNERS IN DIVERSITY, INC.	11/07/2025	WHNC Executive Assistant	General Operations Expenditure	Office	\$403.50
6	Miracle Minded Ministries	11/12/2025	Approval of a Neighborhood Purpose Grant (NPG) to Pastor April - Miracle Minded Ministries in the amount of \$1,000.00	Neighborhood Purpose Grants		\$1000.00
7	PARTNERS IN DIVERSITY, INC.	11/17/2025	WHNC Executive Assistant	General Operations Expenditure	Office	\$403.50
	Subtotal:					\$2841.26

Outstanding Expenditures

#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	PARTNERS IN DIVERSITY, INC.	11/24/2025	WHNC Executive Assistant	General Operations Expenditure	Office	\$403.50
2	PARTNERS IN DIVERSITY, INC.	12/01/2025	WHNC Executive Assistant	General Operations Expenditure	Office	\$403.50
3	PARTNERS IN DIVERSITY, INC.	12/05/2025	WHNC Executive Assistant	General Operations Expenditure	Office	\$403.50
	Subtotal: Outstanding					\$1210.50

West Hills Neighborhood Council Controller's Report Ending 12/31/25

[illegible]

[illegible]

Agenda Item 26-0002 - Discussion and possible action of Class 1 CUP application that 631 on-site shared parking spaces at Platt Village Shopping Center is sufficient for existing and future tenant parking demands



*"It's our neighborhood.
Let's build a community."*

West Hills Neighborhood Council

December 22, 2025

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Saif Mogri
Controller

Ms. Jessica Pakdaman
Rosenheim & Associates, Inc.
21600 Oxnard Street, Suite 630
Woodland Hills, CA 91367

Mr. N. Mick Meldrum
ICI Development
Centre on Seventeenth
Santa Ana, CA 92705

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Case #: ZA-2025-6183-CU1
Project Address: Platt Village Shopping Center
6400-6534 Platt Avenue, West Hills, CA 91307

Dear Ms. Pakdaman and Mr. Meldrum:

Thank you for attending the West Hills Neighborhood Council (WHNC) Zoning & Planning Committee meeting on Tuesday, December 9, 2025.

During the meeting Ms. Pakdaman presented that a Class 1 Conditional Use Permit (CUP) application was filed 11/03/2025 by Rosenheim & Associates, Inc. for a total of 631 on-site shared parking spaces to meet existing and future tenant parking demands at Platt Village Shopping Center. A parking demand analysis was prepared to support the request. Mr. Meldrum assured the Zoning & Planning Committee and stakeholders that the property is limited to the current footprint and would be prohibited from increasing the size and height of existing buildings.

After careful consideration and acknowledging public input, the WHNC Zoning & Planning Committee voted unanimously to support and approve the CUP application.

Please feel free to contact us if you have any questions.

Respectfully submitted,

PAST PRESIDENTS

Daniel Brin
Stephen Lenseke
Ed Youngblood
Charles "Chuck" Gremer

EXECUTIVE DIRECTOR

Michelle Ritchie

Bill Rose
Bill Rose, Co-Chair
West Hills Neighborhood Council
Zoning & Planning Committee

Charlene Rothstein
Ms. Charlene Rothstein, Co-Chair
West Hills Neighborhood Council
Zoning & Planning Committee

cc: Laura Frazin-Steele, City Planner
L.A. City Planning



P.O. Box 4670, West Hills, CA 91308-4670 • mail@westhillsnc.org • www.westhillsnc.org

Agenda Item 26-0003 - Discussion and possible action of proposed changes to the CUP to increase operating hours and patron occupancy at Malibu Wines



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Let's build a community."*

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Stephen Lenseke

Ed Youngblood

Charles "Chuck" Gremer

EXECUTIVE DIRECTOR

Michelle Ritchie

West Hills Neighborhood Council

December 22, 2025

Ms. Devon Freeman

General Manager

Malibu Wines

23120 W. Sherman Way

West Hills, CA 91307

Mr. David Weintraub

CEO

David Weintraub Consulting

Case #: ZA-2017-2535-ZV-PA1

Malibu Wines

23130 W. Sherman Way, West Hills, CA 91307

Dear Ms. Freeman and Mr. Weintraub:

On October 14, 2025 and December 9, 2025, Malibu Wines made presentations to the WHNC Zoning & Planning Committee to support modifications to the Conditional Use Permit (CUP) for changes in operating hours and the number of patron seats.

After careful consideration and acknowledging public comments, the Zoning & Planning Committee at our December 9, 2025 meeting voted not to approve the proposed changes in operating times extending current closing hours on Sunday-Thursday at 7:00pm, to closing on all days Sunday-Saturday at 9:00pm. The current occupancy of 228 patrons would be increased by 10% to 251.

Our decision included the following:

- 1) The WHNC Zoning & Planning Committee, nor the homeowners on Vose Street and Enadia Way bordering the property, were asked to participate in discussions finalizing an agreement between Malibu Wines and the Remington Place HOA.
- 2) There are continued violations to the February 16, 2019 CUP that were previously addressed in the WHNC July 3, 2019 Letter to the Chief Zoning Administrator, Department of City Planning.
 - Noises from the crowds of patrons and clean up on most occasions extend well beyond the 9:00pm limit.
 - The amplified music and other acts are audible beyond the area under control of the applicant in direct violation of this provision.
 - The applicant fails to consistently respond to complaints left on the hot line within 24 hours.



WHNC
Zoning & Planning Committee
December 22, 2025

Page 2

3) Patrons leaving Malibu Wines at closing time have been observed exiting the parking lot at unsafe speeds.

4) Even with ride-sharing discounts offered as an incentive by Malibu Wines, parking has proven to be inadequately controlled and overflow cars have negatively affected neighborhoods on Woodlake Avenue and the Remington Place development.

The Zoning & Planning Committee recognizes that Malibu Wines has proposed new staff protocols to reduce closing time noise and are willing to expand and implement additional measures to address parking issues. However, based on past experience Malibu Wines has not proven their commitment to address and resolve community complaints that directly affect neighbors' quality of life. Therefore, it is the judgment of the committee that an extension of operating hours and increase in patron occupancy will serve to only worsen existing issues. We suggest Malibu Wines establish trust by implementing necessary actions to demonstrate respect and consideration for the community.

Please feel free to contact us if you have any questions.

Respectively submitted,

Bill Rose
Bill Rose, Co-Chair
Zoning & Planning Committee
West Hills Neighborhood Council

Charlene Rothstein
Charlene Rothstein, Co-Chair
Zoning & Planning Committee
West Hills Neighborhood Council

Attachment:
July 1, 2019 WHNC Letter to City Planning



West Hills Neighborhood Council

"Our neighborhood
is a community"

July 3, 2019

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Charles "Chuck" Gremer

EXECUTIVE DIRECTOR

Michelle Ritchie

Chief, Zoning Administrator Department of City Planning City of Los Angeles
201 N. Figueroa St., 4th Floor
Los Angeles, CA 90012

RE: Case No. ZA 2017-2535 (ZY), Malibu Winery

Dear Zoning Administrator:

Malibu Wines is a popular and valuable addition to the West Hills community and this community and this neighborhood council wishes it to remain so. The business is surrounded by a residential neighborhood, and unfortunately, there are constant issues wherein the business operates in continual violation of their conditional use permit (CUP). These violations infringe on California Civil Code which interferes with residents' quiet enjoyment of their homes.

Pursuant to L.A. City Charter Section 562 N and LA Municipal Code Section 12.27-B, the West Hills Neighborhood Council (WHNC) hereby respectfully requests that the Zoning Administrator exercise his/her rights under Paragraph 28 of the CUP granted in the above- numbered case "...to hold a public hearing to review the petitioner's compliance with... the conditions of the grant..." and to address the clear violations of the CUP, as fully set forth in the Addendum attached to this letter and to seek remedy from the petitioner.

The specific violations are:

Paragraph 2: The use and development of the property is not in substantial conformance with the submitted plot plan, in that there is no designated performance area, either inside the building or in the outside seating area.

Paragraphs 3 and 31: The use of the property fails to be conducted with due regard for the character of the surrounding district, and the Administrator has the right to impose additional corrective conditions for the protection of persons in the neighborhood or occupants of adjacent property.

Paragraph 9: Noises from the crowd of patrons and clean-up on most occasions extend well beyond the 9 pm limit.



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Paragraph 13: The amplified music and other acts are audible beyond the area under control of the applicant in direct violation of this provision.

Paragraph 24: Incorrectly shielded lighting shines directly into an adjacent property owner's property.

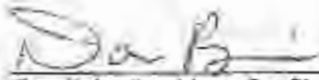
Paragraph 25: The applicant fails to consistently respond to complaints left on the "hot line" within 24 hours.

In addition there are other safety issues occurring during operation of this business, such as cars that are improperly valet-parked and impact the bicycle lane on Sherman Way, and patrons who could not use valet parking because the lot was full having to cross traffic-heavy Sherman Way without using the crosswalk to reach their cars parked across Sherman Way. Moreover, some patrons not using the valet service are parking their cars on adjacent streets or at the post office lot and crossing Sherman Way dodging traffic to make it across.

Furthermore, the information provided in the CUP implies the Malibu Winery is a tasting facility when in practicality it is also an entertainment venue featuring publicized performers. Please schedule the public hearing at the earliest possible date.

Thank you for your prompt attention to this serious matter.

Sincerely,


Dan Brin, President, Co-Chair
West Hills Neighborhood Council


Charlene Rothstein, Vice-President Co-Chair
West Hills Neighborhood Council

cc: Building and Safety Council District 12
Department of Alcoholic Beverage Control

Attachments

ZA 2017-2535(ZV) Dated February 16, 2018

Citizens Log of Disruptive Activity, Department of Alcoholic Beverage Control

Petition to the West Hills Neighborhood Council to Withdraw its Approval of the Malibu Wine and Beer Garden in West Hills

Neighbor's Grievance Letter to the WHNC

Resolution received and passed by the Zoning & Planning committee: