



CITY OF
LOS ANGELES
CALIFORNIA



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

WEST HILLS NEIGHBORHOOD COUNCIL

BOARD FINAL MEETING MINUTES

de Toledo High School

December 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

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



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EMPOWER LA™
Department of
NEIGHBORHOOD EMPOWERMENT

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

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

VANESSA SERRANO
INTERIM GENERAL MANAGER

www.EmpowerLA.org

Neighborhood Council Board Oath

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

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

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

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

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

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



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WEST HILLS NEIGHBORHOOD COUNCIL

BOARD MEETING DRAFT MINUTES

de Toledo High School

November 6, 2025

Revised November 7, 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, Carolyn Greenwood, Glenn Jennings, Kim Koerber, Saif Mogri, Brian Murray, Penelope Newmark, Chris Pike, Bill Rose, Fran Rubin, Brad Vanderhoof, and Zhelbert Zohrabian

ABSENT: Jessica Irias, Vinura Kotuwelle, Joan Trent, Char Rothstein, and Joanne Yvanek-Garb

Vice President Aida Abkarians called the meeting to order at 7:05 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 WHNC Board Meeting virtually under the provisions of AB2449: There were no Board members attending remotely.

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

Announcements:

LAPD Senior Lead Officer (SLO) Duke Dao presented YTD Crime Stats (Compared to Last Year):

Burglaries: 682 (-9)

Theft from auto 860 (-105)

GTA 498 (-199)

Sunday is the Grateful Hearts fundraiser, 9 AM – 3 PM, 6100 Owensmouth (LA Ram's practice facility). The event is free.

SLO Dao can be contacted at 34218@LAPD.online

He posts crime stats weekly on Facebook.

Two events are planned, but not yet scheduled; Cannoli at Cavaretta's, and Coffee with a Cop.

West Hills Neighborhood Watch meetings are the 4th Thursday of the month, at the Topanga Station, at 6 PM, but the November meeting is cancelled.

The Topanga Station is having a toy drive and is especially looking for gifts for older (13-15) kids.

Sgt. Alarez introduced himself. He leads the gang unit for LAPD Topanga Division

Treasurer's Report: Treasurer Carolyn Greenwood gave the report. Spending included certificate frames and internet domain name renewal.

25-0077 - Approval of the WHNC's September 2025 Monthly Expenditure Report (MER):

Aida Abkarians -- Yes	Faye Barta -- Yes	Brenda Citrom -- Yes
Nick Eskandari -- Yes	Carolyn Greenwood -- Yes	Jessica Irias -- Absent
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 -- Absent
Fran Rubin -- Ineligible	Joan Trent -- Absent	Brad Vanderhoof -- Yes
Joanne Yvanek-Garb -- Absent	Zhelbert Zohrabian -- Ineligible	

Yes – 12, No – 0, Abstain -- 0, Absent – 5, Ineligible – 3, Recusal – 0
The MER is approved.

Controller's Report: Controller Saif Mogri gave the report. Halloween expenses were \$574.72. YTD expenditures total \$12,216.41.

Comments from the Co-Chair(s): Vice President Aida Abkarians thanked everyone for participating in the hugely successful Halloween Houses Event.

Board Vacancy Announcement(s): Secretary Brad Vanderhoof announced the WHNC has five (5) vacancies with two (2) candidates for consideration at this meeting. The vacancy application period will reopen.

Vice President Abkarians added that at the December meeting we plan to have LAPD Chief Moore as a guest and present the Halloween Houses awards.

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

Neighborhood Empowerment Advocate Vincent Autiero gave the Neighborhood Council Oath of Office to Fran Rubin and Zhelbert Zohrabian.

Announcements:

Vincent Autiero, Neighborhood Empowerment Advocate, DONE, gave a listing of upcoming trainings presented in conjunction with the Office of the City Clerk.

Community Improvement Project: Nov. 20, 6-7:30 PM, Dec 4, 2-3:30 PM, Dec 18, 6:30-8 PM

Financial Officer: Nov 10, 2-4 PM, Nov 25, 6-8 PM, Dec 9, 2-4 PM, Dec 23, 6-8 PM

Director of Awareness and Engagement Marilú Guevara is available for NextDoor and Canva help. She can also assist with AI integration.

Daniell Vicente, Field Representative, LA County Supervisorial District 3, said their office will help with any election issues. A State of Emergency concerning the ICE raids has been declared by the Board of Supervisors. On Nov. 16, from 9 AM - 2 PM, there will be a disaster preparedness fair at the Skirball Center. Supervisors Horvath and Hahn have advanced a motion to strengthen LA County's Office of Food Systems. A \$10 million grant was given to local food banks. The grant application period for nonprofits opens in February.

Glenn Bailey, Budget Advocates, There is a vacancy in Region 3. On Dec 1, the Budget Advocates will have a Zoom meeting to discuss the DONE budget requests. The Budget Advocates will meet with Mayor Bass next Thursday.

Public Comment:

Glenn Bailey said the City Clerk Elections Workgroup has had one meeting on matters of in person voting and polling places. The second meeting will address vote-by-mail, and the third candidate and voter engagement.

Lionel Mares spoke about press access and proposed restrictions/penalties. He also said the next Charter Reform Commission meeting is Sat.

Old Business:

25-0059 - Discussion regarding WHNC Committees functions and purpose: Item postponed indefinitely.

25-0076 – Bylaws Article VII, Committee’s and Their Duties – Standing Committees, Section 1:

Aida Abkarians -- Yes	Faye Barta -- Yes	Brenda Citrom – Yes
Nick Eskandari – Yes	Carolyn Greenwood -- Yes	Jessica Irias – Absent
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 -- Absent
Fran Rubin – Ineligible	Joan Trent – Absent	Brad Vanderhoof – Yes
Joanne Yvanek-Garb – Absent	Zhelbert Zohrabian -- Ineligible	

Yes – 12, No – 0, Abstain -- 0, Absent – 5, Ineligible – 3, Recusal – 0

The amendment will be included in the package submitted to DONE.

New Business:

25-0078 - Vacant seat on the West Hills Neighborhood Council Board with a term ending in 2027

****MELISSA FINDLING****

Candidate Melissa Findling spoke for two minutes.

Appointment of Melissa Findling to the WHNC Board of Directors:

Aida Abkarians -- Yes	Faye Barta -- Yes	Brenda Citrom – Yes
Nick Eskandari – Yes	Carolyn Greenwood -- Yes	Jessica Irias – Absent
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 – Absent
Fran Rubin – Ineligible	Joan Trent – Absent	Brad Vanderhoof -- Yes
Joanne Yvanek-Garb – Absent	Zhelbert Zohrabian -- Ineligible	

Yes – 12, No – 0, Abstain -- 0, Absent – 5, Ineligible – 3, Recusal – 0

Melissa Findling will be inducted into the WHNC Board of Directors at the December meeting.

25-0079 - Vacant seat on the West Hills Neighborhood Council Board with a term ending in 2027

****JASON LALLY****

Candidate Jason Lally spoke for two minutes.

Appointment of Jason Lally to the WHNC Board of Directors:

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

Yes -- 10, No -- 0, Abstain -- 2, Absent -- 5, Ineligible -- 3, Recusal -- 0

Jason Lally will be inducted into the WHNC Board of Directors at the December meeting.

25-0080 - WHNC Beautification Committee Clean-Up Event on Saturday, November 22, 2025 from 8:30 a.m. -- 11:30 a.m. in the area surrounding Taxco Trails Park:

Aida Abkarians -- Yes	Faye Barta -- Yes	Brenda Citrom -- Yes
Nick Eskandari -- Yes	Carolyn Greenwood -- Yes	Jessica Irias -- Absent
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 -- Absent
Fran Rubin -- Ineligible	Joan Trent -- Absent	Brad Vanderhoof -- Yes
Joanne Yvanek-Garb -- Absent	Zhelbert Zohrabian -- Ineligible	

Yes -- 12, No -- 0, Abstain -- 0, Absent -- 5, Ineligible -- 3, Recusal -- 0

The Cleanup Event is approved.

25-0081 -- First reading of Bylaws Article V, Governing Board, Section 10: Resignation:
Secretary Brad Vanderhoof read the amendment.

Vice President Aida Abkarians adjourned the meeting at 8:45 PM (est.)

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

**Agenda Item 25-0081 – Discussion and possible action regarding Bylaws Article V,
Governing Board, Section 10: Resignation**

ARTICLE V GOVERNING BOARD

Section 10: Resignation

A Director may resign by ~~submitting a letter of resignation to~~ notifying the President or Secretary of the WHNC at any time.

Agenda Item 25-0082 - Discussion and possible action regarding approval of the WHNC's October 2025 Monthly Expenditure Report (MER)

Monthly Expenditure Report



Reporting Month: October 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
\$28363.26	\$4623.58	\$23739.68	\$2614.00	\$0.00	\$21125.68

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office	\$32052.59	\$4049.56	\$20239.68	\$1614.00	\$18625.68
Outreach		\$574.02		\$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	\$0.00	\$3500.00	\$1000.00	\$2500.00
Funding Requests Under Review: \$0.00		Encumbrances: \$0.00		Previous Expenditures: \$7189.33	

Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	THE WEB CORNER, INC.	10/01/2025	Email to WHNC Stakeholders	General Operations Expenditure	Office	\$150.00
2	IN AKD	10/04/2025	WHNC Badges for new members	General Operations Expenditure	Office	\$30.00
3	AMAZON MKTPL NF8S53D01	10/11/2025	WHNC Halloween Houses on Display Competition Event 2025	General Operations Expenditure	Outreach	\$128.88
4	SMART AND FINAL 324	10/16/2025	WHNC Halloween Houses on Display Competition 2025	General Operations Expenditure	Outreach	\$223.44
5	KRISTAL GRAPHICS	10/21/2025	WHNC Halloween Houses on Display Competition signs	General Operations Expenditure	Outreach	\$221.70
6	RACKSPACE EMAIL & APPS	10/22/2025	WHNC Email Service	General Operations Expenditure	Office	\$69.76
7	PARTNERS IN DIVERSITY, INC.	09/22/2025	WHNC Executive Assistant	General Operations Expenditure	Office	\$403.50
8	PARTNERS IN DIVERSITY, INC.	09/25/2025	WHNC Executive Assistant	General Operations Expenditure	Office	\$403.50

CONTROLLER'S REPORT 11/30/25[illegible]

**WEST HILLS NEIGHBORHOOD COUNCIL
CONTROLLER'S REPORT 11/30/25**

[illegible]

Agenda Item 25-0083 - Discussion and possible action to approve Event Approval Form and Budget for the 2026 Valentine Dance in the amount of \$3,500.00.



**NEIGHBORHOOD COUNCIL
EVENT APPROVAL REQUEST FORM**



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

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

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

Neighborhood Council: WEST HILLS NEIGHBORHOOD COUNCIL

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

Main sponsor: WEST HILLS NEIGHBORHOOD COUNCIL

Contact Person: CHARLENE ROTHSTEIN/AIDA ABKARIANS

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

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

Contact Person: RON RUBINE

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

Event Information

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

PROVIDES A FREE DINNER DANCE FOR SENIORS WHO MAY OTHERWISE BE

UNABLE TO GO OUT

Date: 2-14-26 Time Frame: 7pm - 9:30pm Est. number of attendees: 200 Event Budget: \$ 3,500.00

Venue Name: BOB HOPE CENTER CHAMINADE HIGH SCHOOL

Venue Address: 7500 CHAMINADE, WEST HILLS, CA 91304

Contact Person: ROXY TODD

Phone: 818-353-8127 Email: rtodd@chaminade.org

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

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

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

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

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

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

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

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

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

If RENTING a vehicle or truck to transport event materials:

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

ADDITIONAL PERMITS may be required if the event has:

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

CONTACT INFORMATION for possible permits:

- Street Maintenance - (213) 847-2999
- Building and Safety - (213) 482-0387
- LADOT (Traffic Officers) - (323) 913-4652
- LADOT (Signs) - (213) 485-2298
- LADOT (Special Operations) - (323) 224-2124
- Risk Management - (213) 978-7475
- LAPD - (213) 486-0410
- LAFD - (213) 978-3640
- Sanitation - (213) 485-3612
- Street Services - (213) 847-6000
- 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: [Signature] Date: Nov. 26, 25
Print Name: ADA ABKARIANS Title: WANC Vice President
Email: adakipr@AOL.com Phone: (818) 404-7448

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

Reviewers Signatures: 1st Level _____ 2nd Level _____

Reviewers Names: 1st Level _____ 2nd Level _____

Spending Request Form

10/10/2010

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. 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 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 would strengthen the City’s fiscal resilience and create 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 City’s lack of “budget conformity,” in which the adopted budget does not reflect actual departmental spending or operational practices. His findings underscore the need for a Charter framework that guarantees transparent, accurate, and accessible financial information. Ensuring reliable fiscal data is essential for restoring public trust and enabling residents, Neighborhood Councils, 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. *Lastly, the City Council must offer far greater fiscal transparency to both neighborhood councils and the general public, particularly regarding lawsuits, nuisance claims, and contract or union negotiations. At present, excessive confidentiality shrouds these negotiations, limiting meaningful oversight and community understanding. Furthermore, Neighborhood Council budget advocates should be empowered to voice*

their perspectives on these issues, ensuring that local communities have a role in shaping decisions that directly affect them.

Together, these reforms would fortify the City's financial oversight framework and ensure that public resources are managed transparently and responsibly.

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 populist 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 neighborhood council 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 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 Ethics Commission (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.

At the same time/Because ethics violations remain inconsistently enforced, making it essential for the City to clearly assign prosecutorial responsibility—whether to the Ethics Commission itself, the City Attorney, the District Attorney, or a dedicated independent office. and ensure that enforcement processes and related funding are transparent to

the public, including resources intended to deter nuisance litigation. Strengthening the legal infrastructure for Neighborhood Councils is equally important; while the City Attorney's office has historically supported NCs—most notably through attorneys like Elise Ruden, who has capably resolved a range of issues—a dedicated legal representative with a deep understanding of NC needs would provide consistent guidance and greatly enhance the system's ability to function effectively.

Taken together, these reforms would establish a more modern, transparent, 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 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. NCs should be empowered to take official positions on County, State, and Federal legislation affecting their communities. Establishing an Assembly of Neighborhood Councils would ensure that bottom-up priorities reach the legislative agenda by allowing the Assembly to select one topic annually for an evening City Council meeting.

There should be no term limits for Neighborhood Council 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, community trust which are essential to the effective functioning of Neighborhood Councils.

DONE must recognize that Neighborhood Council 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 trainings on everything from navigating City processes to sharing proposals with other councils and advancing ideas to the City. These trainings should be easy to find and widely available. To support this, DONE should build a significantly improved and more functional website where council members can quickly access training materials, step-by-step guidance, and practical resources for core neighborhood council 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 councils. In summary, the role of DONE should be to help NCs and to make things easier 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 a 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) meetings should be held at times and locations that allow maximum public engagement, particularly evenings and weekends, and 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. A notice requirement must be received within 96 hours for Council or Commission actions and within 48 hours’ notice for new planning and development applications. This would allow NCs to consult residents and respond meaningfully. City departments should attend NC meetings with 30 days’ notice.

These changes would transform NCs from symbolic advisory bodies into meaningful participants in local policymaking.

8. Land Use, Local Authority, and Planning

Neighborhood Councils possess local knowledge essential to sound planning. They should be granted authority in land-use matters—either through structured advisory weight in discretionary decisions or a formal right of appeal to City Planning or Building & Safety. When the City acts contrary to an NC recommendation, it should be required to issue written findings demonstrating consistency with applicable Community Plans and public welfare standards. *The City must provide a written explanation when they disagree with NC recommendations.*

Commissions should be restructured to support these reforms or eliminated if they cannot be aligned with enhanced NC engagement. This framework acknowledges that local insight is not merely supplemental but indispensable to effective land-use governance.

The Area Planning Commission (APC) should be restructured to support these reforms or eliminated if they cannot be aligned with enhanced NC engagement. APCs must be

free from political influence, include members with relevant subject matter expertise, and avoid conflict of interest by rejecting associations with development enterprises.

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

We offer these recommendations with deep appreciation for the Commission's work and with the urgency born of two decades of first-hand experience. Neighborhood Councils can fulfill their foundational purpose only if the 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.*

With appreciation,

West Hills Neighborhood Council