

IT'S OUR NEIGHBORHOOD. LET'S BUILD A COMMUNITY.



West Hills Neighborhood Council

P.O. Box 4670, West Hills, CA 91308-4670
818-254-WEST



WWW.WESTHILLSNC.ORG

MAIL@WESTHILLSNC.ORG

FINAL MEETING MINUTES

August 4, 2016

De Toledo High School (DTHS)
22622 Vanowen Street, West Hills, CA 91307

ATTENDANCE:

Present: Aida Abkarians, Sandi Bell, Simone Best, Thomas Booth, Dan Brin, Anthony Brosamle, Bob Brostoff, Margery Brown, Carolyn Greenwood, Bonnie Klea, Olivia Naturman, Steve Randall, Reeyan Raynes, Bill Rose, Charlene Rothstein, Ron Sobel, Michael Teitelbaum, Bobbi Trantafello, Joan Trent, Alec Uzemeck, Ed Young and Joann Yvanek-Garb

Barry Seybert arrived at 7:20

OPENING BUSINESS:

President and Co-Chair Dan Brin called the meeting to order at 7 p.m. Acting Secretary Carolyn Greenwood called roll. Co-Chair Charlene Rothstein led the Pledge of Allegiance.

Meeting Minutes of April 7, 2016, June 28, 2016 and July 7, 2016 were approved. June 28 minutes were amended to reflect that Thomas Booth was present.

COMMENTS FROM THE CHAIR

Dan Brin spoke of how impressed he is with this Board. In completing the end of the year DONE forms it was brought to his attention just how many meeting this Board attends and what we have accomplished. He is very proud.

Mr. Brin also advised that there is movement toward updating the USPS computer systems to enable proper identification of addresses within West Hills.

ANNOUNCEMENTS

Mr. Ron Rubine, District Director for Council District 12, stated that the Youth Short Film Festival was a great success. In September, Councilmember Englander is hosting a Homelessness Town Hall. Date and place TBD. The councilmember has not forgotten about reopening the Haynes Street Bridge. It is still in the works.

Mr. Dusty Russell, Field Representative for California State Sen. Fran Pavley, gave an update on several of the bills in which the senator is involved. There will be a meeting on August 11 for public comment on proposed regulations for natural gas storage. The senator is working on two new bills: SB62, which is loan forgiveness for teachers, and SB32, which is a target to further reduce greenhouse gases.

CERTIFICATE OF APPRECIATION

A Certificate of Appreciation was presented to Michael Sunderland for volunteering to drive the WHNC truck in the Memorial Day Parade.

COUNCIL ANNOUNCEMENTS

Mr. Dan Brin took this opportunity to announce that we have two openings on the Board due to the recent resignation of Ms. Esperanza Butler and Ms. Nicole Flessati. Mr. Brin stated that both would be missed, as they were an integral part of the Board. This is the beginning of the application process and the application to become a Board Member can be found on our website.

Government Relations – Ms. Simone Best was elected to be a Budget Advocate and Ms. Joann Yvanek-Garb was re-elected to represent WHNC at the Budget Day meeting.

Special Events – Fall Fest will be on October 29, 2016 from 10 a.m. to 2 p.m. The information will be on our website.

Emergency Preparedness – The Eggstravaganza (now called Spring Fest) will be on Saturday, April 15, 2017 at Shadow Ranch Park.

Zoning & Planning – Will meet next Tuesday, August 9 at Fairwinds-West Hills. Everyone is encouraged to attend. The committee will discuss the planned Chick-fil-A at the corner of Victory and Fallbrook and finalize input for an August 11 zoning hearing regarding the Lederer property.

Streets & Transportation – A letter has been received from Ken Firoozmand, transportation engineer for the West Valley District, with the determination that the installation of protected-permissive left-turn phasing be authorized for northbound and southbound Platt Avenue at Vanowen Street. It goes on to state that it is added to the “Unfunded Projects Lists” until such time that funding for the cost of signal design and construction can be identified.

Beautification – Next beautification project is August 20, 8 a.m. at the southwest corner of Highlander and Valley Circle. There will be a major cleanup event on November 5. More information to follow.

PUBLIC COMMENT

Mr. Barry Seybert read an e-mail from a stakeholder, Joan Stevenson, who is unable to attend the meeting. It expressed her concern that it appears that nothing is happening with the reopening of the Haynes Street Bridge.

Ms. Jacquie Young said that she felt that any provision or resolution to be voted on should be included in the agenda. She feels it would cause more people to participate.

Ms. Wendy Fishman, Valley Jewish Community Center, came to introduce herself to inform the stakeholders that the center is located at 20350 Ventura Boulevard, Woodland Hills. It can be reached at 818-360-2211 or info@valleyjc.org.

Mr. Ankur Patel, Field Operations for LAUSD Board Member Scott Schmerelson, advised that the Highlander Road Elementary School is to be demolished. LAUSD is holding a pre-demolition community meeting on Thursday, August 11, 2016 at 6 p.m. at Haynes Charter for Enriched Studies. LAUSD is seeking input from the community about short- and long-term plans for the site.

OLD BUSINESS

16-0063 – Discussion and possible action on CF 16-0047: Comprehensive Homeless Strategy/General or City Election Ballot/Measure to Raise New Revenue, submitted by the Subcommittee on Homelessness

The subcommittee recommends that WHNC supports CF 16-0047. Recommendation accepted with 20 ayes, 3 noes, 0 abstentions.

NEW BUSINESS

16-0066 – Item tabled

Board Member Bill Rose left at 8:35 p.m.

16-0067 – Discussion and possible action regarding approval of the West Hills Neighborhood Council's budget outline for the 2016-2017 fiscal year

Mr. Bob Brostoff advised that we are only voting on the breakdown of the budget illustrating \$16,555.37 for Operations, \$8,310.27 for Outreach, \$750 for CIP and \$11,384.36 for NPG for a total of \$37,000.00. After much discussion and clarification of what was being voted on and the ability to change these figures, the motion was made to accept the recommendation. Motion passed with 18 ayes, 2 noes, 1 abstention, 1 absent and 1 board member ineligible.

16-0068 – Discussion and possible action on endorsing the West Valley Garden Club's effort to install a Blue Star By-Way marker at Orcutt Ranch to honor members of the U.S. Armed Services. Motion was made to approve the letter written by the Beautification Committee endorsing the West Valley Garden Club's efforts to install a Blue Star By-Way marker on the grounds of the Orcutt Ranch Horticulture Center in West Hills. Motion passed unanimously with 22 ayes.

16-0069 – Discussion and possible action on CF15-1138-S11: NCs Addressing Homelessness/Comprehensive Homeless Strategy, submitted by the Subcommittee on

Homelessness. The Homelessness Committee strongly recommends a FOR vote on CF15-1138-S11.. Recommendation passed with 21 ayes, 1 noes, 0 recuse and 1 absent.

16-0070 – Discussion and possible action regarding the West Hills Neighborhood Council’s approval of the DONE Budget Package. Outreach, Self-Assessment and Strategic Plan. Each is a separate document. Budget package unanimously approved with 22 ayes, 0 noes and 1 absent.

It is noted that there was a recommendation that in the future the Communication Committee should complete these documents.

16-0071 – Item withdrawn.

16-072 – Discussion and possible action confirming Simone Best as a Budget Representative. Motion to have Simone Best as a WHNC Budget Representative passed unanimously with 22 ayes.

Meeting adjourned at 9:35 p.m.


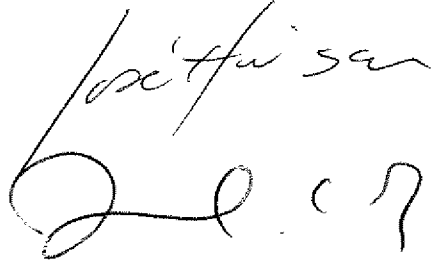
MOTION

I MOVE that the matter regarding the Homelessness and Poverty and Rules, Elections, Intergovernmental Relations, and Neighborhoods Committee, C.F. 16-0047 on today's Council agenda relative to funding options to address homelessness, including the steps necessary to place a measure on the next General or City election ballot to raise new revenue needed to address homelessness BE AMENDED as follows:

1. REQUEST the City Attorney, with the assistance of the Chief Legislative Analyst (CLA), the City Administrative Office (CAO) and the Chair of the Rules, Elections, Intergovernmental Relations, and Neighborhoods Committee, to prepare the necessary election ordinance and resolutions to place a ballot measure before the voters at the November 8, 2016 general election that would authorize General Obligation Bonds for Homelessness and Housing with the following elements:
 - a. **A bond in sufficient size to net a minimum of \$1.5 billion dollars with a mix of taxable and non-taxable debt;**
 - b. **Proceeds from this bond and existing sources will be used to construct a minimum 10,000 units of permanent supportive housing, the gap in supportive housing identified by the City's Comprehensive Homeless Strategy. Additional eligible uses include homeless facilities (storage, shelters, showers, etc.), affordable housing, accessible housing, veterans housing, and associated infrastructure related to properties/projects, which may be carried out in partnership with public, private or non-profit parties, including, but not limited to:**
 - i. **Capital to construct or finance housing development and acquire real property,**
 - ii. **New acquisition, construction, renovation, or improvements,**
 - iii. **Housing (Income levels-options to live in housing)**
 1. **A minimum of 10,000 supportive housing units at Extremely Low Income (0-30 percent of Area Median Income [AMI]).**
 2. **Additional units (not to exceed 25% of total bond dollars) at Very Low Income (31-50 percent of AMI) or Low Income (51-80 percent of AMI)**
 - c. Provide for a robust Public Oversight Committee of seven members with four appointments by the Mayor, three appointments by the Council President;
 - d. Establish an Administrative Oversight Committee comprised of the Mayor, CAO, and CLA or their designees;
 - e. Require an annual allocation plan to be submitted by the Public Oversight Committee to the Administrative Oversight Committee on April 1st of each year beginning in 2018 and adopted by the City Council and Mayor prior to the beginning of each Fiscal Year;
 - f. Bonds to be issued as needed, and expended, based on an allocation process that includes an annual allocation plan to determine funding priorities and awards, as well as an annual audit conducted by the Controller;
 - g. Bonds to be administered by the CAO and programs to be administered by the Housing and Community Investment Department, or other department as designated by the Council and Mayor, with oversight by the Citizens Oversight Committee and the Administrative Oversight Committee; and

- h. Bond proceeds must not supplant existing sources dedicated to the development or finance of supportive or affordable housing, including facilities for the homeless such as storage, shelters, showers, etc.

PRESENTED BY: 
MIKE BONIN
Councilmember, 11th District




SECONDED BY: 


ORIGINAL

CITY OF LOS ANGELES
INTER-DEPARTMENTAL CORRESPONDENCE

Date: June 15, 2016

To: Honorable Members of the Rules, Elections, Intergovernmental Relations, and Neighborhoods Committee

From: Sharon M. Tso, Chief Legislative Analyst 
Miguel A. Santana, City Administrative Officer  

Subject: **BALLOT MEASURES TO PROVIDE FUNDING TO ADDRESS HOMELESSNESS**

SUMMARY

On May 25, 2016, the Homelessness and Poverty Committee (Committee) approved recommendations to move forward with ballot measures that would seek voter approval to raise new funds to provide housing and services for the homeless. The Committee instructed the City Administrative Officer (CAO), Chief Legislative Analyst (CLA), and City Attorney to prepare language to present five measure to the voters on either the November 2016 State General Election or the March 2017 City Primary Election. Those measures are: General Obligation (GO) Bond, Sales Tax, Marijuana Tax, Billboard Tax, and Documentary Transfer Tax. Upon review of the potential tax measures that could be presented to the voters, staff determined that additional consideration should be provided concerning a Parcel Tax.

The following report provides information on the specific policy decisions that Council must approve in order to provide direction to allow the City Attorney to draft the required ordinances and resolutions to place measures before the voters. Council will need to address the specific policy elements, such as tax rates and term. Most importantly, Council will need to identify the uses of tax revenues to ensure that voters have a clear understanding of how the funds generated will be expended.

Staff have determined that sufficient information is available to consider placing the GO Bond, Parcel Tax, and Sales Tax on the November 8, 2016 State General Election ballot. Council may instead choose to place any of these measures on the March 7, 2017 ballot. Additional analysis is required to fully evaluate the policy requirements for the Billboard Tax, Marijuana Tax, and Documentary Transfer Tax. Information should be available for Council consideration in time to place these measures on the March 7, 2017, Municipal ballot.

RECOMMENDATIONS

That the Council:

1. Consider the General Obligation Bond, Parcel Tax, and Sales Tax options to generate new revenue to fund supportive, emergency, and affordable housing and services to address the homelessness crisis;
2. If Council chooses to place any revenue measure on the November 8, 2016, request the City Attorney to prepare and present the necessary Resolutions and Ordinances, with assistance of the City Administrative Officer (CAO) and Chief Legislative Analyst (CLA), and continue consideration of the remaining measures for the March 7, 2017, Municipal Election; and
3. Instruct the CAO and CLA to prepare additional analysis of the Billboard Tax, Marijuana Tax, and Documentary Transfer Tax for possible placement on the March 7, 2017, Municipal Election.

FISCAL IMPACT

There is no impact on the General Fund as a result of this action, which only requires staff to prepare necessary documents for further consideration by the Council and Mayor.

BACKGROUND

On May 25, 2016, the Homelessness and Poverty Committee (Committee) approved recommendations to move forward with ballot measures that would seek voter approval to raise new funds to provide housing and services for the homeless. The Committee instructed the City Administrative Officer (CAO), Chief Legislative Analyst (CLA), and City Attorney to prepare language to present five measure to the voters on either the November 2016 State General Election or the March 2017 City Primary Election. Those measures are: General Obligation (GO) Bond, Sales Tax, Marijuana Tax, Billboard Tax, and Documentary Transfer Tax. Upon review of the potential tax measures that could be presented to the voters, staff determined that additional consideration should be provided concerning a Parcel Tax.

The following report provides information on the specific policy decisions that Council must approve in order to provide direction to allow the City Attorney to draft the required ordinances and resolutions to place measures before the voters. Council will need to address the specific policy elements, such as tax rates and term. Most importantly, Council will need to identify the uses of tax revenues to ensure that voters have a clear understanding of how the funds generated will be expended.

In addition, this report provides additional information concerning legislative action at the County and State to provide funding for affordable housing to serve the homeless and low income households.

August 5, 2016

From: West Hills Neighborhood Council

To: West Valley Garden Club Blue Star Committee

Re: WHNC's support for Blue Star By-Way plaque at Orcutt Ranch in West Hills

Dear Members of the West Valley Garden Club:

At its regular meeting on Aug. 4, 2016, the Board of Directors of the West Hills Neighborhood Council voted [UNANIMOUSLY?] to endorse the West Valley Garden Club's efforts to install a Blue Star By-Way marker on the grounds of the Orcutt Ranch Horticulture Center in West Hills.

The motion of support was introduced by the WHNC's Beautification Committee, which voted unanimously in favor of the marker at its meeting on June 28 after hearing a presentation by members of the West Valley Garden Club.

Established by the National Garden Club in 1945, the Blue Star By-Way project honors all who serve in America's Armed Forces. The marker at Orcutt Ranch will be located at the end of a handicapped-accessible path leading to an oak glen.

Orcutt Ranch is named after William W. Orcutt (1869-1942), who built a summer home on the site in the 1920s. Mr. Orcutt served in the National Guard (1895-1897) and was a Army Reserve engineer during the First World War. He also served on the local draft board (1940-1942). As chief geologist for the Union Oil Company, he was known for his discoveries of oil fields and for identifying and preserving the remains of prehistoric animals found in the La Brea Tar Pits.

The West Hills Neighborhood Council is proud to support the West Valley Garden Club, a 501(c)(3) organization that has met at Orcutt Ranch since 1967. The group's 69 members have served their community in many ways through the following projects and more:

- The club prunes more than 400 rose bushes at Orcutt Ranch every January. This year, the club donated a tiller for the ranch's rose garden.

- On Arbor Day in 2015, the group planted three carrotwood trees at Fire Station 106 on Roscoe Boulevard at Lena Avenue in West Hills. This year, the club planted two Chinese fringe trees in Orcutt Ranch in memory of Ernesto Cornejo, who maintained the grounds for 53 years.
- The club planted two “honor” rose bushes at the Chatsworth Transportation Center near a Blue Star By-Way marker that was installed in 2000.
- Each year, the West Valley Garden Club sponsors three \$1,000 scholarships for students of horticulture at CSUN, Pierce College and West Valley Occupational Center. The scholarships are presented at a luncheon at Sylmar High School during its annual horticulture competition.
- In May 2016, the club presented its Civic Business Beautification Award to Retail Opportunity Investments Corporation (ROIC), owner of Fallbrook Center in West Hills. In turn, Mike Seymour, CEO of ROIC, presented \$5,000 to the club’s scholarship program.
- The West Valley Garden Club participates in the annual reenactment of the signing of the Articles of Capitulation at Campo de Cahuenga in Studio City. A Blue Star memorial is located at the historic site’s entrance.
- The club has made donations to the CSUN Botanical Gardens, the Campo de Cahuenga Historical Association, the California Garden Clubs Inc. President’s Project, the Conejo Valley Botanical Garden, the Ojai Raptor Center, the Theodore Payne Foundation and the California Association of Nurseries and Garden Centers.

The West Hills Neighborhood Council greatly appreciates the good work of the West Valley Garden Club in beautifying our Orcutt Ranch Horticulture Center and the surrounding community. We are proud to endorse your effort to install a Blue Star By-Way marker at Orcutt Ranch, where the public will be able to enjoy this beautiful tribute to America’s veterans for generations to come.

Sincerely,

35

15-1138-S11

MOTION HOMELESSNESS AND POVERTY

With the recent adoption of the Comprehensive Homeless Strategy and the focus on funding homeless programs and services in the Mayor's Proposed 2016-17 Budget, the City continues to take significant steps to address homelessness on all fronts. Proposed actions include: implementing the No Wrong Door philosophy as a key policy element by empowering all City departments with the ability to connect homeless individuals to service providers; working with the philanthropic community to leverage resources; and partnering with the County to address homeless policy on a coordinated level.

Additional partners already engaged with homeless individuals but not fully utilized by the City are our Neighborhood Councils. The Neighborhood Councils are an important and untapped resource as they interact with homelessness on the street level, and therefore have a unique perspective on how our communities and residents are impacted.

Given that the Neighborhood Councils, through the Budget Advocates program, have shown the ability to organize, highlight important issues to Council, and make policy recommendations, the Department of Neighborhood Empowerment should report to Council on how Neighborhood Councils can further the City's efforts to address homelessness.

I THEREFORE MOVE that the Council instruct the Department of Neighborhood Empowerment to report on a process that would incorporate input from our Neighborhood Councils, including establishing a Homeless Advocate Program, as the City increases its investment in addressing homelessness.

PRESENTED BY:

MARQUEECE HARRIS-DAWSON
Councilmember, 8th District

SECONDED BY:

MAY 03 2016

ORIGINAL

Community Impact Statement Motion/Recommendation

To: West Hills Neighborhood Council Board
 For: Board Agenda of August 4, 2016
 From: Homelessness Sub-Committee
 Date: Approved by Committee: July 14 2016

RE: CF15-1138-S11

Title: NC's/Addressing Homelessness/Comp. Homeless Strategy

Motion or Recommendation from committee: The Homelessness Committee strongly recommends a FOR vote on CF15-1138-S11 that states; as the City increases its investment in addressing homelessness the City Council would instruct DONE to report on a process that would incorporate input from the Neighborhood Councils, including establishing a Homeless Advocate Program.

Summary: As you know Los Angeles City has launched the Comprehensive Homeless Strategy that will take significant steps toward addressing homelessness on all fronts. Proposed actions include implementing the No Wrong Door philosophy, a key policy using all city departments to link homeless individuals with partnered service providers; work with the philanthropic community to leverage resources; and partner with the County to address homeless policy on a coordinated level.

Other partners are already engaged, however, the Neighborhood Councils as an important and untapped resource are not engaged even though NC's interact with the homeless on the street level and therefore have a unique perspective on how our communities and stakeholders are impacted.

Neighborhood Councils have demonstrated, through the Budget Advocates program that they have the ability to organize, highlight important issues and make policy recommendations. Because of NC's demonstrated ability Councilmember Marqueece Harris-Dawson with a second by Council President Herb Wesson, Jr., submitted a motion that DONE should report to the City Council on how NC's can further the City's efforts to address homelessness. The Subcommittee on Homelessness is already implementing a West Valley homeless project because homelessness knows no boundaries--and urges the Board to vote FOR CF15-1138-S11.

Fiscal Impact: No report from the CAO

VOTE BY BOARD

Quorum: _____

For	
For if amended	
Against	

Against unless amended	
No Position Council file discussed but NC could not muster enough votes either way	
Neutral Position	



Department of
NEIGHBORHOOD EMPOWERMENT

200 N. Spring Street, 20th FL, Los Angeles, CA 90012 • (213) 978-1551 or Toll-Free 3-1-1

E-mail: NCsupport@lacity.org www.EmpowerLA.org



Neighborhood Council Outreach Survey for Fiscal Year 2016-2017

Neighborhood Council Name: _____

No changes from Fiscal Year 2015-2016 Yes, see changes below.

Name and contact for your Outreach Committee Chair: _____

Email _____ Phone _____

Digital Tools:

Does your Council have: a website? Yes / No

If yes, please give us your website address: _____

if so, does it link to EmpowerLA? Yes / No

Does your Council have: a Facebook Account? Yes / No

If yes, please give us your Facebook url: _____

if so, do you utilize the events feature? Yes / No

Does your Council have: a Twitter Account? Yes / No

If yes, please give us your Twitter url: _____

Do you utilize hashtags with Twitter? Yes / No

If yes, what hashtags does your Council use for Twitter? _____

Does your Council have: a YouTube Account? Yes / No

If yes, please give us your YouTube URL: _____

if so, do you create Council videos? Yes / No

Does your Council have: a database of Stakeholders? Yes / No

an email newsletter campaign? Yes / No

an email newsletter service? Yes / No

if so, what company? _____

Does your Council have: a virtual phone line? Yes / No

if so, what company? _____

Does your Council have: a virtual fax line? Yes / No

if so, what company? _____

Neighborhood Council Outreach Survey

Print Materials:

Does your Council have: business cards for Board Members? Yes / No
business cards with general information? Yes / No
a print newsletter campaign? Yes / No
a brochure? Yes / No

Does your Council have: letterhead? Yes / No
templates for newsletters, brochures, flyers? Yes / No
branded materials (fridge magnets, bookmarks,...) Yes / No
If Yes, please list branded materials: _____

Calendar:

Does your Council use: an online Calendar? Yes / No
If yes, what Calendar service do you use? _____

Does your Council use: Community Bulletin Boards? Yes / No

Partners:

Does your Council maintain working relationships with other organizations? (CPAB, Homeowners and Residential Associations, Chambers of Commerce, Library, Local Parent/Teacher Associations, Cultural Organizations, Community Theatre, Churches/Synagogues, Social Services/Food Banks, Historical Associations,...) Yes / No

If so, what are the organizations? _____

Media:

Does your Council have: Local Media Contacts? Yes / No Press Release Templates? Yes / No
a media strategy? Yes / No Contacts with local print media? Yes / No
Contacts with local digital media? Yes / No a local media advertising strategy? Yes / No

Street Presence:

Does your Council advertise: Bus Stop Shelters Yes / No Bus Benches Yes / No
Street Light Banners Yes / No Sanitation Trucks Yes / No A-Frames Yes / No Yard Signs Yes / No

What is your Council's most effective tool for engaging the public and keeping them informed?

What is your Council's greatest opportunity for improving its outreach and for reaching the public and engaging them in the Neighborhood Council's activities?



Department of NEIGHBORHOOD EMPOWERMENT

200 N. Spring Street, 20th FL, Los Angeles, CA 90012 • (213) 978-1551 or Toll-Free 3-1-1

E-mail: NCsupport@lacity.org www.EmpowerLA.org



Neighborhood Council Self-Assessment Form for Fiscal Year 2015-2016

Neighborhood Council Name: _____

What was the BIG Vision(s) for your Council? _____

What were the BIG Goals for fulfilling your Vision?

1. _____

Did your Council meet this goal? Yes No – Why? _____

2. _____

Did your Council meet this goal? Yes No – Why? _____

3. _____

Did your Council meet this goal? Yes No – Why? _____

4. _____

Did your Council meet this goal? Yes No – Why? _____

5. _____

Did your Council meet this goal? Yes No – Why? _____

How did your BIG Budget match up to your goals?

Outreach: Budgeted:\$ _____ Spent:\$ _____

Operations: Budgeted:\$ _____ Spent:\$ _____

Neighborhood Purpose Grants: Budgeted:\$ _____ Spent:\$ _____

Neighborhood Improvements: Budgeted:\$ _____ Spent:\$ _____

Elections/Selections: Budgeted:\$ _____ Spent:\$ _____

Budgeted Total:\$ 37,000 Actual Amount Spent:\$ _____

When did your Council do the majority of the spending?

First quarter (July – Sept):\$ _____ Second quarter (October – December):\$ _____

Third quarter (January – March):\$ _____ Fourth quarter (April – June):\$ _____

How did you measure your BIG Score and what were the results? Please be specific with numbers if the measurement was to increase a number, e.g. increase web traffic (from how many hits to how many?) or more people at meetings (from how many people to how many?)

Measure: _____

Result: _____

Measure: _____

Result: _____

Measure: _____

Result: _____

Measure: _____

Result: _____

Measure: _____

Result: _____

Citywide Neighborhood Council Metrics

How many Community Impact Statements did your Council file? _____ None. Why? _____

How many Requests for Action* (not including Community Impact Statements) from your electeds or City Departments did your Council make? _____ None. Why? _____

*A Request for Action is when the board makes a recommendation on an issue that must be conveyed to your electeds or City Departments to take further action, e.g. Neighborhood Council position on a land use issue or other City matter.

How many general and special meetings did your Council conduct? _____ Committee meetings? _____

How many events did your Council collaborate with electeds and/or City Departments to conduct? _____

Please list the event and the elected and/or City Departments involved.

How many events did your Council collaborate with a community group or non-profit? _____ Schools? _____

Please list the event and the community group, non-profit or school.

How many stakeholders did your Council have in its database (if not already listed in the Big Score above):

on July 1, 2015 _____ and on June 30, 2016 _____

do not have a stakeholder database

How many times did your Council communicate with its stakeholder database? _____ times every month year

Thank you for taking the time to complete this Neighborhood Council Self-Assessment Form!



Neighborhood Council Strategic Plan for Fiscal Year 2016-2017

Neighborhood Council Name: _____

The BIG Vision: A clear statement of what you will do to fulfill your mission in the upcoming year. Imagine a year from now, when the headline in your local paper announces your success, what do you want the headline to say? Vision should be consistent with the City Charter mandate "To promote more citizen participation in government and make government more responsive to local needs."

Example: The XXNC wins the EmpowerLA Award for Outreach! Or Neighborhood Council draws more voters than Citywide Municipal race!

The BIG Goals: Break the Vision down into achievable goals that are steps in fulfilling your vision.

New for this year: Two of your BIG Goals must connect your stakeholders to citywide initiatives or issues. Check out www.empowerla.org/mayorsdirectives for some ideas.

Example:

- 1) Conduct 3 community townhalls on a Council File that affects our community in order to gather community input to file a Community Impact Statement.
- 2) Hold a Purposeful Aging LA Senior Workshop to connect with our community's older adult population on City services and safety information.
- 3) Participate in the Clean Streets LA Challenge or conduct a street cleaning to bring a cleanliness score from a 2 or 3 to a 1.
- 4) Partner with a Neighborhood Council alliance or other Neighborhood Council on a project, such as Cool Blocks with the Neighborhood Council Sustainability Alliance, planning trainings with PlanCheckNC, emergency preparedness or resiliency planning with the Neighborhood Council Emergency Preparedness Alliance, etc.

The BIG Solutions: Anticipate the challenges or obstacles that you will encounter and incorporate the solutions in your plan.

Example:

- 1) We're not tech savvy so where do we go? Solution - Survey the surrounding Neighborhood Councils and share strategies with other successful councils.
- 2) We don't know the other organizations and groups. Solution - Find the people that do and enlist their support (real estate agents, non-profits, Council office, local principal, etc.)
- 3) Look at the tools in our Outreach Plan template. What tools do you have and what would like to have?
- 4) These things cost money! Solution - Break it down and budget for your goals. Budget for the outreach materials that are part of your booth strategy and also the tools for public events (canopy, table, outreach materials, etc.). Partner with other Neighborhood Councils to make your dollars stretch.

The BIG Budget: The Neighborhood Council yearly allocation for Fiscal Year 2016-2017 is \$37,000. While there is no set criteria for how much a Neighborhood Council should spend in each area, remember the mission for Neighborhood Councils: "to increase citizen participation and make government more responsible to local needs." Are your funding expenditures doing that? While you can give NPGs out to the community, don't forget to set aside funds to increase community awareness of what is going on with City electeds and departments so you can bring community members' concerns back to the City government. Remember - Budgets can always be adjusted during the year with a board vote so changes are easily made if necessary.

Neighborhood Council Strategic Plan

Also, unless you've planned a big project, don't wait until the last month of the fiscal year to frantically spend down the funds. The strategic plan is to help your Neighborhood Council see when and where funds should be spent the entire year.

Use the Neighborhood Council Budget template to help you categorize your expenditures each month based on your vision, goal and solutions.

- 1) Outreach \$ _____
- 2) Operations \$ _____
- 3) Neighborhood Purpose Grants (NPGs) \$ _____
- 4) Neighborhood Improvements \$ _____
- 5) Recurring Monthly Expenditures \$ _____
- 6) S/Election \$ _____ (start planning for your 2018 s/election now with voter registration drives)

The BIG Score: Measure your progress and your final performance with these performance metrics. Evaluate your journey based on results that are specific, measurable and meaningful!

Example:

- 1) **Citywide Initiatives** – count # of streets/alleys cleaned, how many seniors/homeless/youth assisted, etc.
- 2) **Website** - measure traffic and set a specific goal number to increase traffic to your website
- 3) **Contacts** - count the # of people on your email distribution and set a specific goal number to increase your contacts
- 4) **Meetings** - look at the crowd and count your stakeholders and set a specific goal number to increase the crowd
- 5) **Public Events** - how many do you do and what is the result. Set a special goal number to increase your public events
- 6) **Partners** - make a list of organizations in your network and set a specific goal number to increase your partners

Include these citywide performance metrics measures for Neighborhood Councils so we can see Neighborhood Councils Big Impact on Los Angeles! Remember set specific, measurable and meaningful goals.

- 1) **Community Impact Statements:** Our Neighborhood Council will file _____ (insert a number) Community Impact Statements this year.
- 2) **Requests for Action:** Our Neighborhood Council will file _____ (#) Request for Action to our elected and City departments this year. This number should not include Community Impact Statements.
- 3) **Meetings:** Our Neighborhood Council will conduct _____ (#) general board meetings and committee meetings this year. You can specify the type of committee meetings, too!
- 4) **Collaborations:** Our Neighborhood Council will collaborate on _____ (#) events with Electeds, City departments, community organizations or non-profits and schools. You can be more specific and name the collaborators, too!
- 5) **Stakeholders:** Our Neighborhood Council will increase our stakeholder database from _____ (#) to _____ (#) this year.
- 6) **Communication:** Our Neighborhood Council will contact our stakeholders _____ (3) times month or year about what's going on with the Neighborhood Council and the City.

We'll be incorporating your metrics into your monthly Neighborhood Council Profiles so you can measure your progress and evaluate your success each year.

The BIG Reminder: Align your behavior with your Vision. Everything you do should be advancing you toward your Vision. If something you are doing is not aligned, it is a potential obstacle or challenge that will interfere with your goals.

At every turn, ask "Does this promote more citizen participation in government and make government more responsive to local needs." If the answer is yes, then you are bringing your Vision to life!

WHNC Standing Rules Proposed Amendment, August 2, 2016:

Article VII Committees and Their Duties, Section 2: Committee Creation and Authorization

- A. The chair of each committee shall be responsible for seeing that agendas are posted in a timely manner.
- B. C. Minutes shall be kept, and appropriately posted, for all meetings, whether or not there was a vote on any motion**
- C. If any action is taken in a committee meeting subject to the Brown Act, the names of all committee members attending the meeting shall be recorded in the minutes.
- D. The results of all votes taken in a committee meeting subject to the Brown Act must be recorded in the minutes.
- E. Voting - All votes must be recorded and announced orally, by name, unless they are unanimous.
 - All abstentions must be recorded and announced orally.
 - If a member has left the meeting, and is not there for a vote, this must be noted in the minutes for that vote.
 - When a member leaves the meeting it must be announced orally.