

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



## West Hills Neighborhood Council

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### FINAL MEETING MINUTES

**January 5, 2017**

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

#### **ATTENDANCE:**

**Present** Sandi Bell, Thomas Booth, Dan Brin, Anthony Brosamle, Margery Brown, Carolyn Greenwood, Bonnie Klea, Olivia Naturman, Steve Randall, Reeyan Raynes, Bill Rose, Charlene Rothstein, Myrl Schreiber, Barry Seybert, Ron Sobel, Michael Teitelbaum, Bobbi Trantafello, Joan Trent, Alec Uzameck, Brad Vanderhoof and Ed Young

**Absent:** Aida Abkarians, Simone Best, Bob Brostoff and Joanne Yvanek-Garb

#### **OPENING BUSINESS:**

President and Co-Chair Dan Brin called the meeting to order at 7:10 p.m. Secretary Carolyn Greenwood called roll. Co-Chair Charlene Rothstein led the Pledge of Allegiance.

Minutes of Dec. 1, 2016, were approved.

#### **COMMENTS FROM THE CHAIR**

Dan Brin stated that in reviewing the monthly report from the Department of Neighborhood Empowerment, it appeared that the WHNC was the second neighborhood council certified in the city. In fact Jan. 22 will be our 15<sup>th</sup> anniversary. It was suggested that the Communications Committee discuss a possible celebration.

Mr. Brin stated that the Neighborhood Council Animal Services liaison meeting is Jan. 9. As we currently don't have a representative, Mr. Brin asked for volunteers and appointed Ms. Olivia Naturman as our representative.

The Clean Streets LA Challenge Awards will be Saturday, Jan. 14.

## **ANNOUNCEMENTS**

Senior Lead Officers Kari McNamee and Sean Brown gave an update on crime statistics in West Hills. Residents need to stay vigilant, as property crime has increased.

Officer Brown advised that the new regulations on parking and living in motor homes in residential areas go into effect Jan. 7. Motor homes in which people are living, may not be parked in residential areas between the hours of 9 p.m. and 6 a.m. The city is still working on safe parking zones for the motor homes.

Mr. Ron Rubine, district director from CD 12, reiterated the statement of Officer Brown regarding relocating motor homes that people are living in. Mr. Rubine stated that District 12 has the largest commercial space but that business owners don't want them parking around their properties. Therefore, the City Council has to be careful in drafting the new code.

Mr. Rubine gave an update on other issues: Councilman Englander is behind a community center for West Hills; Bureau of Engineering is moving forward on the Haynes Street Bridge and Safe Sidewalks will start and has money set aside to reimburse homeowners.

Lastly, Mr. Rubine advised that CD 12 is planning a round table with survivors of the Holocaust.

## **PUBLIC COMMENT**

Executive Director David Hussey from El Camino Real High School just wants to take the opportunity to introduce himself to the Board. El Camino is willing to help the council in any way. El Camino is interested in developing internships to assist students in choosing a career pathway.

Ms. Christina Walsh spoke about the status of the Santa Susana National Monument project. Ms. Walsh said we are almost out of time. She encouraged all to contact the political representatives. Ms. Walsh said they need to hear from the people.

## **COUNCIL ANNOUNCEMENTS**

Education Committee – on Tuesday, Jan. 10, the committee will distribute the Neighborhood Purpose Grant applications to the schools with a return due date of Jan. 24<sup>th</sup>. Award program information will be disseminated at the same time.

Streets and Transportation Committee – A lot to discuss at the next meeting. There was another fatality this month. Mr. William White-Green was the seventh fatality in West Hills since last April.

Environment Committee –The meeting will be held Dec. 14.

Homelessness Committee – The committee meets the third Monday of the month.

Zoning & Planning – Meets next Tuesday, Jan. 10, 6:30 at Fairwinds.

Community Center – LAUSD Board Member Scott Schmerelson’s office is exploring options within the area.

Beautification Committee – The committee was awarded \$1500 from Clean Streets LA. Anyone interested in attending the award ceremony should contact Anthony Brosamle or Reeyan Raynes. Don’t forget the cleanup Saturday, Jan. 21 (Fallbrook and Lull at 8:30).

Communications – The WHNC brochure is nearing completion.

## **NEW BUSINESS**

### **17-0001 – Discussion and possible action regarding the approval of the WHNC’s November 2016 Monthly Expenditure Report (‘MER’)**

November 2016 MER was approved with 20 ayes, 0 noes, 4 absent and 1 ineligible

### **17-0002 – Discussion and possible action on hosting the 2017 LAHSA Homeless Count on Jan. 24, 2017**

Recommendation approved with 21 ayes, 0 noes, 0 abstentions and 4 absent.

### **17-0003 – Discussion and possible action to approve CF15-1138-S17, a motion to include in the next quarterly report of the city’s Comprehensive Homeless Strategy a status update regarding efforts to address women’s homelessness**

After a discussion on exactly what the motion was, recommendation was approved with 20 ayes, 1 noes, 0 abstention and 4 absent.

### **17-0004 – Discussion and possible action regarding a community impact statement on the Urban Agriculture Incentive Zone (UAIZ) ordinance**

Recommendation approved with 14 ayes, 6 noes, 1 abstention and 4 absent.

### **17-0005 – Discussion and possible action on purchase of a storage container in the amount up to and including \$2,345.00 (including permits) for storing WHNC supplies, documents, Beautification Committee tools and other materials**

It was suggested that the permit be obtained before purchase of the unit. Motion with suggestion passed with 19 ayes, 1 no, 0 abstentions, 4 absent and 1 ineligible.

### **17-0006 – Discussion and possible action on purchase of a WHNC pop-up tent for use at public events in the amount up to and including \$1035.00**

After discussion of the need for the pop-up, motion passed with 17 ayes, 3 noes, 0 abstentions, 4 absent and 1 ineligible.

**17-0007 – Discussion and possible action on the purchase of trimmer spools for the Beautification Committee in the amount up to and including \$108.84**

Motion passed with 20 ayes, 0 noes, 0 abstention, 4 absent and 1 ineligible.

**17-0008 – Discussion and possible action on the purchase of a no-contract hot spot device for improving outreach and communications abilities at WHNC board and committee meetings in the amount up to and including \$100.00**

After a discussion of what exactly a hot spot is and how it will be used, motion passed with 19 ayes, 1 no, 0 abstentions, 4 absent and 1 ineligible.

**17-0009 – Discussion and possible action on city salvaging of audio system**

After discussion, the item was withdrawn.

**17-0010 – Discussion and possible action on a motion from the Beautification Committee concerning the reporting of public opinion as elicited through online polling and a statement of WHNC Board recommendations to L.A. City Dept. of Recreation & Parks (and CD 12) concerning the future handling and possible replacement of the metal fence currently surrounding Lazy J Ranch Park in West Hills**

Motion as outlined was approved with 18 ayes, 1 no, 2 abstentions, and 4 absent.

**17-0011 – Discussion and possible action on appointing board member Myrl Schreibman as the Film L.A. liaison for the WHNC**

Recommendation approved with 21 ayes, 0 noes, 0 abstentions and 4 absent

**Meeting adjourned 9:45 p.m.**

Department of Neighborhood Empowerment

Monthly Expenditure Report for

NOVEMBER 2016

NC Name: WEST HILLS

Budget Fiscal Year: 2016-2017



(Must be submitted to the Department within 10 days of Board Approval along with documentation and hard copy)

							Total
A	EXPENDITURES By Line Item (Date / Item / Service Description)	BUDGET CATEGORY	VENDOR	OUT OF STATE VENDOR	INVOICE NUMBER	1099 Reportable	
	REFRESHMENTS FOR NOV 3RD MEETING	OUTREACH	RALPHS MARKET				\$25.34
	COPIES FOR NOV 3RD MEETING	OUTREACH	OFFICE DEPOT				\$86.02
	WEBSITE	OUTREACH	WEB CORNER SEP-NOV				\$600.00
	STAFFING SERVICE	OPERATIONS	APPLE ONE (SEPT)				\$1,633.50
	FALL FESTIVAL	OUTREACH	COREY LELAND				\$300.00
	FALL FESTIVAL	OUTREACH	REPTACULAR ANIMALS				\$331.50
	FLYERS - BEAUTIFICATION FLYERS	CIP	OFFICE DEPOT				\$21.80
	FLYERS - BEAUTIFICATION FLYERS	CIP	OFFICE DEPOT				\$6.00
	FLYERS - BEAUTIFICATION FLYERS - CLEAN UP	CIP	OFFICE DEPOT				\$6.00
F	REFRESHMENTS FOR DEC 1ST MEETING	OUTREACH	RALPHS MARKET				\$29.34
							\$3,039.50
	CUMULATIVE EXPENDITURES FROM PRIOR MONTHS						\$5,987.60
C	OUTSTANDING COMMITMENTS						
	C. 1. Outstanding Checks	FALL FESTIVAL	ED (300)				\$300.00
	C. 2. Outstanding Demand Warrents						
	C. 3. Rent/Lease						
	C.4. Contractual Services						
	C..5. Large Purchases						
	C. 6. Neighborhood Purpose Grants	LSS					\$2,500.00
	C. 7. Temporary Staffing Services						
	C. 8. Storage						
	SUBTOTAL: Outstanding Commitments						\$2,800.00
D	Total Expenditures & Commitments						\$11,827.10
E	Total Adjustments by Department						
	Approved Budget 2016-2017						\$37,000.00
G	Balance of Budget						\$25,172.90

CASH Status Analysis							
Category Identifier	Budget Category	Budget (A)	Cash Deposited to Date (B)	Undeposited Funds (C) = A - B	Cash Spent to Date (D)	Cash In-Bank Remaining Balance (E) = B - D	Uncommitted Budget Balance (F) = A - D
100	Operations	\$16,555.37	\$8,414.77	\$8,140.60	\$5,293.20	\$3,121.57	\$11,262.17
200	Outreach	\$8,310.27	\$4,057.07	\$4,253.20	\$3,689.30	\$367.77	\$4,620.97
300	Community Improvement	\$750.00	\$220.13	\$529.87	\$44.60	\$175.53	\$705.40
	NPG	\$11,384.36	\$5,704.71	\$5,679.65	\$0.00	\$5,704.71	\$11,384.36
500	Elections	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	<b>TOTAL</b>	<b>\$37,000.00</b>	<b>\$18,396.68</b>	<b>\$18,603.32</b>	<b>\$9,027.10</b>	<b>\$9,369.58</b>	<b>\$27,972.90</b>

NEIGHBORHOOD COUNCIL DECLARATION			
Treasurer Signature		Signer's Signature	
Print Name	BOBBI TRANTAFELLO	Print Name	DANIEL BRIN
Date	1/5/2017	Date	1/5/2017
NC Additional Comments	BANK BALANCE FORWARD WAS \$ 15.89`		

Revision Date 9-18-14

WHNC Controller's Audited Expense Report

November, 2016

	Class	Committee	Item	Budget	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	Pending	Total Spent & Encumbered	Balance
<b>Operations</b>	<b>100</b>												
			Meeting Rent	5.00								0.00	5.00
			P.O. Box Rental	300.00								0.00	300.00
			Temp Staff	15,794.46			2,286.90	1,306.80	1,633.50			5,227.20	10,567.26
			Board Refreshments	255.91	28.33	26.34	9.92	26.34	54.68			145.61	110.30
			WHNC Badges	50.00								0.00	50.00
			WHNC Business Cards	150.00								0.00	150.00
			Bank Fees	0.00	66.00							66.00	-66.00
<b>Sub Total</b>				<b>16,555.37</b>	<b>94.33</b>	<b>26.34</b>	<b>2,296.82</b>	<b>1,333.14</b>	<b>1,688.18</b>		<b>0.00</b>	<b>5,438.81</b>	<b>11,116.56</b>
<b>Outreach</b>	<b>200</b>												
			Board Mtg Expenses	500.92	78.04	112.89	38.84	159.99	86.02			475.78	25.14
		Comm	iContact	530.00								525.00	5.00
		Comm	Proton Email	288.00								0.00	5.00
		Comm	Web Site 2015-16	530.00	525.00							525.00	5.00
		Comm	Web Site Maintenance	1,800.00					600.00			600.00	1,200.00
		Comm	Memorial Day Parade	500.00								0.00	5.00
		Comm	Citrus Sunday	111.06								111.06	0.00
		Comm	Copy charges for committees	500.00					33.80			33.80	466.20
		Comm	Budget Advocates	100.00								0.00	100.00
		Comm	Fall Fest	2,551.00				1,153.64	631.50		425.00	2,210.14	340.86
		Comm	WHNC Brochures	305.21								0.00	305.21
		Comm	EMPLA Awards	100.00								0.00	100.00
		Comm	CP/WH Chamber Chili Cookoff	200.00								0.00	200.00
		Comm	CP/WH Family Picnic	200.00								0.00	200.00
		Comm	Bus Bench Ads	400.00								0.00	400.00
		Gov't	VANC	200.00								0.00	200.00
		Gov't	EMPLA Congress	200.00								0.00	200.00
		Gov't	Gov't Relations Printing	150.00								0.00	150.00
		Unallocated	Additional EMPLA FUNDS	4,500.00									4,500.00
			Other Misc Expenses*	378.44	8.99	7.19		141.59				157.77	220.67
<b>Sub Total</b>				<b>14,044.63</b>	<b>612.03</b>	<b>120.08</b>	<b>38.84</b>	<b>1,455.22</b>	<b>1,351.32</b>		<b>425.00</b>	<b>3,767.61</b>	
<b>CIP</b>	<b>300</b>												
		Beautification	Cooling Unit for Orcutt	500.00								0.00	500.00
		Beautification	Supplies for Committee	250.00			4.80	6.00				10.80	239.20
<b>Sub Total</b>				<b>750.00</b>	<b>0.00</b>	<b>0.00</b>	<b>4.80</b>	<b>6.00</b>			<b>0.00</b>	<b>10.80</b>	<b>739.20</b>
<b>NPG</b>	<b>400</b>												
		Education	Education NPG's	7,000.00								0.00	7,000.00
		Homeless	West Valley Food Pantry	1,000.00								0.00	1,000.00
		Homeless	Homeless Printing	150.00								0.00	150.00
		Homeless	Homeless Lutheran SS	2,500.00								0.00	2,500.00
<b>Sub Total</b>				<b>10,650.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>				<b>0.00</b>	<b>0.00</b>	<b>10,650.00</b>
<b>Grand Total</b>				<b>42,000.00</b>	<b>706.36</b>	<b>146.42</b>	<b>2,340.46</b>	<b>2,794.36</b>	<b>3,039.50</b>		<b>425.00</b>	<b>9,452.10</b>	<b>32,547.90</b>

\*Other Expenses

Flyers EP \$3.00, Flyers Communications \$38.59, Election Forum \$100.00

**2017 GREATER LOS ANGELES HOMELESS STREET COUNT  
OPT-IN PROGRAM AGREEMENT FOR NEIGHBORHOOD COUNCILS  
January 24-26, 2017**

This Opt-In Program Agreement (Agreement) sets forth partnership roles and responsibilities between LAHSA and the Neighborhood Councils (NC) during the 2017 Greater Los Angeles Homeless Street Count.

**BACKGROUND**

The Los Angeles Homeless Services Authority (LAHSA) is a joint powers authority formed by the City and County of Los Angeles in 1993, to address the problems of homelessness in Los Angeles. LAHSA is the lead agency of the Los Angeles Continuum of Care (LA CoC). The LA CoC includes 85 cities and the unincorporated areas of Los Angeles County, excluding only the cities of Glendale, Long Beach and Pasadena, as each of those three cities operate their own independent Continuums.

The Street Count refers to the process of counting homeless persons residing in shelters or living on the street, in parks, cars or other places not meant for human habitation; as well as conducting the Housing Inventory Chart (HIC), an enumeration of the number of shelters, beds and units dedicated to housing homeless persons. Since 2005, LAHSA has coordinated seven Greater Los Angeles Homeless Counts. The Homeless Count occurs on an annual basis and consists of four components: 1) the street count; 2) the demographic survey; 3) the shelter count; and 4) the youth count.

The 2016 Homeless Count was the largest census in the country, benefitting from the support of more than 7,500 volunteers. In 2016 the Homeless Count discovered that at any given point-in-time approximately 46, 874 people experience homelessness in Los Angeles County. The data gathered from the 2016 Homeless Count is extremely valuable to our mission of ending homelessness. It supplies government agencies, service providers and housing providers with a reliable estimate of the homeless population in the City and County of Los Angeles, including sub-regions such as Service Planning Areas (SPAs), Supervisorial Districts (SDs) and Council Districts (CDs) within the City of Los Angeles. It also provides an array of demographic information.

The current methodology enables Opt-In City/Community Areas to coordinate a homeless count within their borders, using locally recruited volunteers from public and private agencies. In 2016, 175 cities and communities enumerated all of their census tracts. Using the results from all four components of the Homeless Count, cities are able to estimate a point-in-time number of the homeless families and individuals who are sheltered and unsheltered in their jurisdictions.

The Opt-In Program gives cities, communities and other jurisdictions the opportunity to obtain locally-specific data at a high confidence level. Full enumeration of every agreed-upon census tract within each City/Community Area will provide more granular data and can substantially aid efforts to evaluate existing homeless services and plan for future measures to address local homelessness in your community.



## **A. OPT-IN NEIGHBORHOOD COUNCIL RESPONSIBILITIES**

Neighborhood Councils (NC) serve as advisory bodies to the City of Los Angeles. (Los Angeles City Charter Art. IX § 900.) Any Neighborhood Council that desires to participate in this program shall agendaize and discuss at a public meeting that they agree to the terms in this Opt-In Program Agreement to participate in the 2017 Homeless Count. Any NC that desires to participate in this program shall then forward its minutes or a resolution to the Department of Neighborhood Empowerment requesting that the Department enter this Opt-In Program Agreement on behalf of the Neighborhood Council. During the 2017 Homeless Count, NC participating in the program will obtain volunteers to conduct a full enumeration (complete counting) of all unsheltered homeless persons in the agreed-upon census tracts within the NC's boundary. (Exhibit A)

To achieve continuous, reliable counts of unsheltered homeless persons, it is strongly encouraged that at least 30 days prior to the Homeless Count, your NC does not target homeless persons in order to conduct sweeps, as doing so would move homeless persons outside of the boundaries of your area and impact the accuracy of the Homeless Count.

The NC will participate in the Opt-In Program for the City/Community Area description indicated in EXHIBIT A, by fulfilling the responsibilities below:

**1. Deployment Site-** NC agree to complete the Deployment Site Worksheet - EXHIBIT B, to provide the name, address, telephone number, capacity and picture of each Deployment Site; and provide the name, office number, cellular number and email address of the Deployment Site Access Provider. A Deployment Site is a location within your area, on the day of the street count, from which volunteers will be deployed to perform the 2017 Homeless Count, which meets the following requirements:

- Is NOT currently a site where services are provided to homeless people at night;
- Has the capacity and sufficient space tables and chairs for the specified number of volunteers for your area;
- Is able to maintain sufficient cellular phone service coverage and/or has Wi-Fi access points, landline telephone lines, or another comparable means of communication in the absence of a sufficient mobile service signal;
- Required to complete the ADA checklist provided in EXHIBIT G;
- Includes, or is adjacent to, ample free parking;
- Is located within the Opt-In boundaries approved by LAHSA;
- Has a confirmed Deployment Site Access Provider to assist with logistics and coordinating access during the 2017 Homeless Count, either by providing all necessary keys or being present to grant access during the Homeless Count. A Deployment Site Access Provider is the contact person or persons who will be responsible for providing access to each of the designated Deployment Sites in your area on the day of the training and on the day of the Homeless Count.

**2. Deployment Site Coordinator-** NC agree to complete the Deployment Site Coordinator worksheet- EXHIBIT C, to designate and provide the name, office number, cellular number and email address of the Deployment Site Coordinator, who has the following responsibilities/duties:

- Directing the operations at a volunteer Deployment Site for the day of the Homeless Count, including but not limited to the set-up of the site.
- Ensuring that volunteers are deployed in teams to the proper locations;
- Tracking all volunteer teams to ensure that they return in a timely manner;
- Assisting with volunteer questions;

- Reviewing all incoming tally sheets for accuracy;
- Communicating and coordinating with the LAHSA Regional Coordinator
- Coordinating the pick-up and drop-off of all 2017 Homeless Count materials with LAHSA
- Participating in training and ensuring other appropriate volunteer-staff attend trainings to support the successful implementation of the Homeless Count.
- Ensuring that each adult volunteer signs a release and waiver (EXHIBIT D), and a parent or legal guardian of each minor volunteer (under 18 years of age) completes and signs a release and waiver (EXHIBIT E), indemnifying LAHSA and your City/Community Area from any liability during their participation on the day of the Homeless Count. Minors must be at least 14 years of age.
- Coordinating with the LAHSA Regional Coordinator and providing regular communication regarding progress and issues.
- Coordinate with LAHSA Regional Coordinators regarding ADA requests from volunteers.

**3. Volunteer Recruitment-** - NC agree to complete the Volunteer Recruitment Contact portion of- EXHIBIT D, I commit to recruit for the City/Community Area listed in EXHIBIT A. I understand that depending upon deployment needs on the day of the Homeless Count, my volunteers may be asked to be deployed to conduct 2017 Homeless Count activities outside of or adjacent to my City/Community Area.

**4. Security--** NC agree to complete the Security Contact portion of- EXHIBIT D, I agree to ensure that there is an unarmed security guard or police officer at each Deployment Site on the day of the Homeless Count. LAHSA will provide support for this requirement on a case by case basis.

**5. Food--** NC agree to complete the Food Contact portion of- EXHIBIT D, I agree to provide a light meal and beverages to volunteers on the day of the Homeless Count.

## **B. LAHSA RESPONSIBILITIES**

In order to ensure a successful enumeration of homeless persons across the LA CoC, LAHSA will be responsible for providing the following:

1. The Planning Manager shall be responsible for managing the LAHSA Regional Coordinators and overseeing their execution of 2017 Homeless Count activities within each Service Planning Area (SPA).
2. The LAHSA Regional Coordinator will be the designated lead within the SPA and is responsible for managing, directing and overseeing the planning, logistics, coordination and execution of 2017 Homeless Count activities;
3. The hiring of a consultant to analyze the data and provide the point-in-time Count results for the LA CoC, including homeless subpopulations and totals by geography, as well as a 2017 Homeless Count report.
4. Training the Deployment Site Coordinators and 2017 Homeless Count volunteers. Deployment Site Coordinators will receive training on Homeless Count preparation, data collection, safety procedures and other relevant training, as needed. Volunteers will receive training on standard enumeration and safety procedures;

5. Providing materials necessary for a successful Homeless Count, including, but not limited to, scanned copies (PDFs) of all the documentation needed to conduct the unsheltered and sheltered Homeless Count, as well as the demographic surveys;
6. Providing a determination of the specific census tracts that need to be counted, in order to achieve a full enumeration of unsheltered homeless persons in your area. LAHSA and the Opt-In Partner must be in agreement regarding the census tracts to be counted (EXHIBIT A) prior to the execution of this AGREEMENT.
7. Based upon the number of census tracts to be enumerated in each area, LAHSA will provide NC with an estimate of the minimum number of volunteers needed to successfully complete the Homeless Count in that area (EXHIBIT A);
8. Based upon the number of census tracts to be counted and the geographic characteristics of each area, LAHSA will provide NC with a determination of the specific number of Deployment Sites that will be needed for a successful Homeless Count in that area. (EXHIBIT A);
9. Providing NC with an Opt-In Summary Report produced by the 2017 Homeless Count, based on the successful enumeration of 100% of all census tracts in the NC's area (Exhibit A).
10. LAHSA will coordinate the requests for ADA accommodations and associated expenses.

### **C. REGIONAL COORDINATOR RESPONSIBILITIES**

In order to ensure a successful enumeration of homeless persons within each participating City/Community Area, a designated Regional Coordinator is responsible for assisting with the following:

1. Maintaining general oversight and management support in conducting the street count, youth count, shelter count and demographic survey.
2. Outreaching and recruiting of NC partners.
3. Collaborating with SPA stakeholders to leverage resources and coordinate logistical support prior to and during the 2017 Homeless Count, including, but not limited to, identifying potential Deployment Sites, obtaining security personnel and other relevant Homeless Count duties.
4. Providing support with volunteer outreach, recruitment and tracking.
5. Providing support by obtaining SPA-level sponsorships.
6. Supplying materials necessary for a successful Homeless Count.
7. Providing ongoing guidance, tools, and assistance to Site Coordinators and other relevant volunteers.

### **D. RELEASE, INDEMNITY, AND WAIVER OF LIABILITY**

1. The NC hereby agrees to waive, discharge, and release LAHSA and any of its employees, agents, officers and stakeholders from and against all lawsuits and causes of action, or liability for any loss or claim for damages of any nature whatsoever, including injury to person or property.
2. The NC further agrees to indemnify and hold LAHSA and any of its employees, agents, officers and stakeholders harmless from liability for any loss or claim for

damages of any nature whatsoever, including injury to person or property, arising from or in any way related to the 2017 Homeless Count.

**E. OPT-IN COMMITMENT**

The execution of this Agreement by an authorized official of your city or community organization signifies a commitment to participate in the 2017 Opt-In Program and to fulfill all of the responsibilities expected of NC's as specified in this Agreement.

**F. DATA**

**RIGHT TO WITHHOLD DATA:**

In the event that your NC decides to OPT-OUT of the 2017 Homeless Count or fails to fulfill its responsibilities under this Agreement, LAHSA reserves the right to withhold any and all data from your City/Community Area produced by the 2017 Homeless Count.

**RELEASE OF DATA:**

Homeless Count data gathered on the day of the Count shall not be duplicated or released (including but not limited to photocopies, photographs, scanned documents, emails, texts, etc.) until LAHSA's data-analysis by its researchers, is concluded. Once analyzed by its researchers, LAHSA will submit its analysis to the Department of Housing and Urban Development and will publicly release the results in June 2017.

Only the final analyzed results give the accurate picture of homeless people in the region. Data related to the Homeless Count results must be taken from the final results published by LAHSA. Data gathered on the day of the Homeless Count may not be released, including tally sheets or any other documentation.

Prior to release and/or publication of any 2017 Homeless Count data results, Opt-In Partners must obtain written approval from LAHSA for the data to be released or published. Any and all data releases **MUST** give recognition to LAHSA.

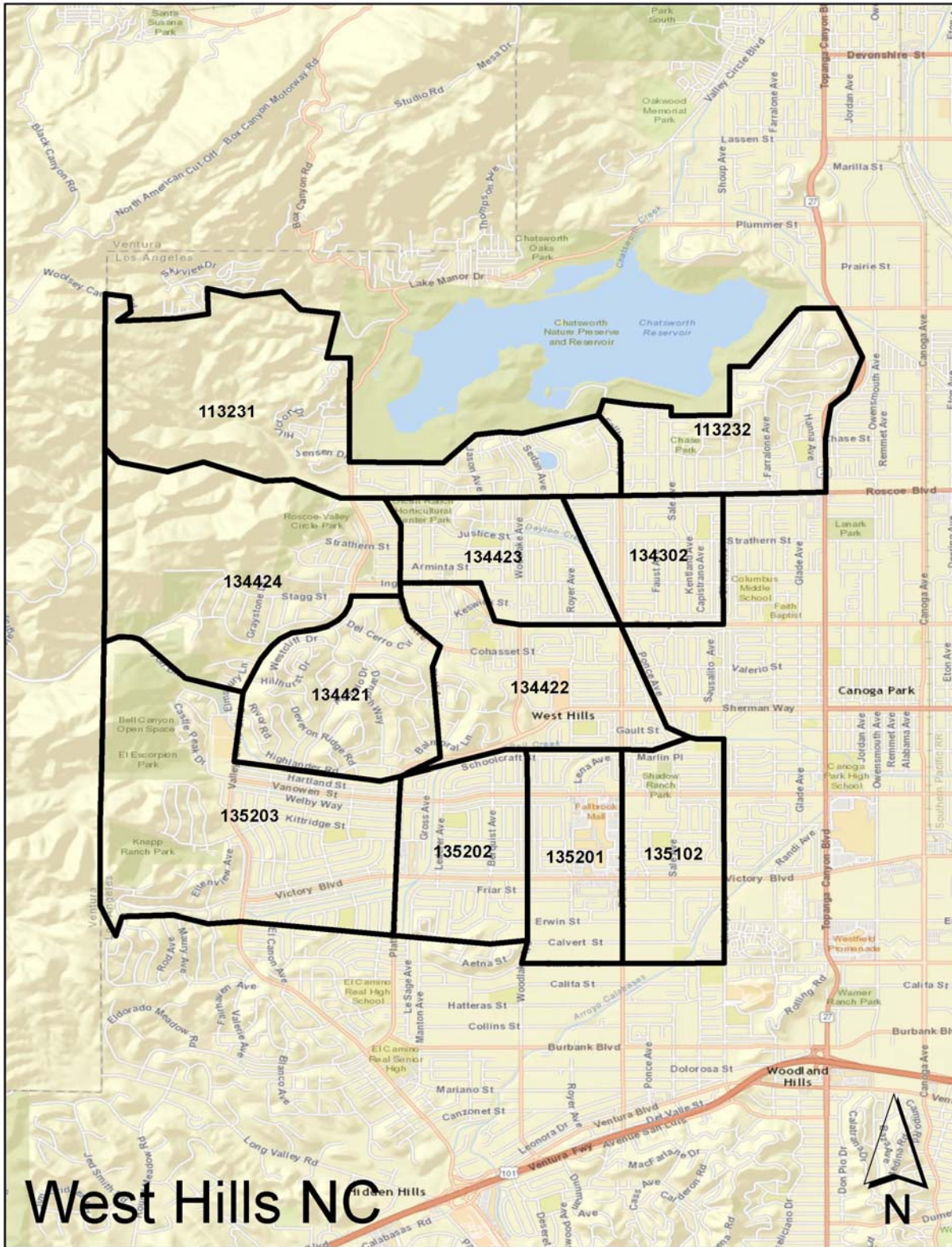
## EXHIBIT A

### APPROVED CENSUS TRACTS AND MINIMUM REQUIREMENTS

The below table lists the census tracts that have been approved for enumeration as part of the Opt-In Program:

2017 City / LA Neighborhood Council	Community Name	SPA	2017 Census Tract	2017 Volunteers Required (Est.)	2017 Walking/Driving	2017 Road Miles	2017 Area Sq Miles
West Hills NC	West Hills	2	113231	8	Driving	30.08	1.59
West Hills NC	West Hills	2	113232	4	Driving	19.16	0.80
West Hills NC	West Hills	2	134302	4	Driving	15.31	0.50
West Hills NC	West Hills	2	134421	8	Driving	20.29	0.82
West Hills NC	West Hills	2	134422	8	Driving	22.75	0.90
West Hills NC	West Hills	2	134423	4	Driving	17.78	0.60
West Hills NC	West Hills	2	134424	8	Driving	21.14	1.43
West Hills NC	West Hills	2	135102	4	Driving	19.44	0.64
West Hills NC	West Hills	2	135201	4	Driving	15.74	0.59
West Hills NC	West Hills	2	135202	8	Driving	20.80	0.68
West Hills NC	West Hills	2	135203	8	Driving	33.05	1.74
<b>2016 Total Tracts and Volunteers</b>			<b>11</b>	<b>68</b>	<b>Total</b>	<b>235.54</b>	<b>10.31</b>





**West Hills NC**



# MOTION

Women comprise approximately one-third of the City's homeless population according to the 2016 Homeless Point-In-Time (PIT) Count. The PIT Counts were conducted by the Los Angeles Homeless Services Authority (LAHSA), and LAHSA identified over 1,100 more women experiencing homelessness in 2016 than were identified in 2015. LAHSA determined that not only is the number of homeless women growing, but that the percentage of homeless women is also growing. This growth accounts for approximately 41 percent of the total homeless population increase from 2015 to 2016.

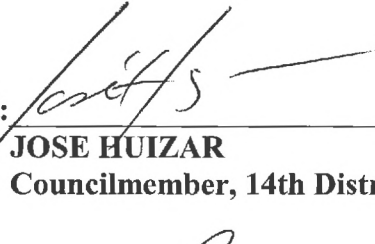
According to a recent Needs Assessment released by the Downtown Women's Center (DWC) and the Downtown Women's Action Coalition, women experiencing homelessness in Downtown report housing and shelter as two of their top priorities. The top priorities identified by homeless women in downtown are as follows: housing (73%); mental and physical healthcare (42%); and, shelter beds/emergency beds (32%).

The City recognizes the need to focus on women's homelessness, including homeless women with children, and, in partnership with the DWC and the Domestic Violence Task Force, incorporated interventions into the City's Comprehensive Homeless Strategy (CHS). The strategies include 9K Women's Homelessness - Domestic Violence & 9L Women's Homelessness - Employment Development.

Strategy 9K includes an instruction to LAHSA to conduct a Housing Gap analysis to identify the housing needs of all women in the City, and that the Housing Gap analysis also include the supportive services needed by women, including domestic violence services. LAHSA reported to the HSC earlier this year that the Housing Gap was being developed and they would provide a status report in the coming months. LAHSA also has programs specifically tailored to assist families.

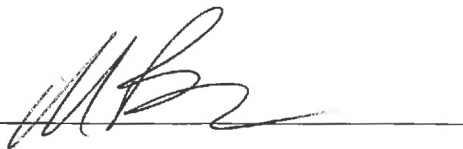
**I THEREFORE MOVE** that the City Administrative Officer, the City's Homelessness Coordinator, with assistance from the Chief Legislative Analyst and the Los Angeles Homeless Services Authority, and other City departments as necessary, include in the next Quarterly report of the City's Comprehensive Homeless Strategy, a status update regarding efforts to address women's homelessness, including Strategies 9K - Women's Homelessness - Domestic Violence and 9L - Women's Homelessness - Employment Development. The report should consider whether it is necessary to pursue funding for housing and facilities targeted to women and families through the recently approved Measure HHH the Homelessness Reduction and Prevention, Housing, and Facilities Bond that will provide up to \$1.2 billion to develop housing and facilities for the homeless.

PRESENTED BY: \_\_\_\_\_

  
**JOSE HUIZAR**  
Councilmember, 14th District

\_\_\_\_\_  
**MARQUEECE HARRIS-DAWSON**  
Councilmember, 8th District

SECONDED BY: \_\_\_\_\_



November 30, 2016



ORIGINAL

## Community Impact Statement Recommendation

To: West Hills Neighborhood Council Board

From: Subcommittee on Homelessness

**Date Approved by Committee: 12/19/16**

For Board Consideration on: 1/5/17

**RE: 15-1138-S17, Status Update / Women's Homelessness**

**Motion or Recommendation of committee:** The Homelessness subcommittee recommends a "FOR" vote by the WHNC Board of Directors on CF 15-1138-S17

**Summary:** This motion is to instruct the City Administrative Officer, the City's Homelessness Coordinator, with assistance from other City Departments as necessary to include in the next quarterly report of the City's Comprehensive Homeless Strategy, a status update regarding efforts to address women's homelessness.

The City recognizes the need to focus on women's homelessness, including homeless women with children. Women's homelessness has grown by 1,100 and this growth accounts for approximately 41 percent of the total homeless population increase from 2015 to 2016 according to the Los Angeles Homeless Services Authority (LAHSA) Homeless Count.

The report will help policy makers decide whether it is necessary to pursue funding for housing and facilities targeted to women and families through the recently approved Measure HHH.

**Fiscal Impact Report:** No additional impact on the General Fund. Funded in the approved Annual Budget for fiscal year 2016-2017

VOTE BY Committee

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	



14-1378

Motion

PLANNING & LAND USE MANAGEMENT

The *Urban Agriculture Incentive Zones Act*, AB 551 (Ting), encourages the development of vacant, unproductive land for growing food.

AB 551 allows cities, with approval from the county board of supervisors, to designate Urban Agriculture Incentive Zones. Within these zones, property owners who allow their land to be used for agriculture purposes for a minimum of five years can receive a property tax adjustment; their land would be reassessed at the average statewide irrigated agriculture lands rate.

The property tax adjustment is intended to incentivize landowners who are not utilizing their property to make it available for urban agriculture. Parcels would be eligible for the incentive if they are between 0.10 and 3 acres in size, dedicated to agriculture or animal husbandry, free of dwellings not intended for agriculture or educational purposes, and located within a zone that allows for agricultural use.

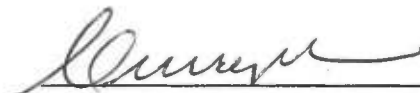
In addition to encouraging productive uses for vacant land, the implementation of Urban Agriculture Incentive Zones in the city would also increase access to fruits and vegetables in areas that currently lack fresh foods. More than 40% of low-income adults in Los Angeles County are food insecure and more than 60% of adults are obese or overweight, according to the Los Angeles Food Policy Council's October 2013 Los Angeles Food System Snapshot.

**I THEREFORE MOVE** that Council instruct the Department of City Planning and the Department of Building and Safety, in consultation with the City Attorney, to prepare and present an ordinance establishing Urban Agriculture Incentive Zones, and which includes the following:

1. Designate the boundaries of one or more Urban Agriculture Incentive Zones within the city and clarify zoning where food growing operations are allowed.
2. Develop a process by which the City can determine property owners' eligibility and by which property owners can apply for the incentive.
3. Develop an enforcement mechanism to ensure property owners are following local, county, and state regulations for Urban Agriculture Incentive Zones.
4. Coordinate with the County of Los Angeles the approval, establishment, and implementation of Urban Agriculture Incentive Zones as required by AB 551 (Ting), the *Urban Agriculture Incentive Zones Act*.

PRESENTED BY:

  
 FELIPE FUENTES  
 Councilmember, 7<sup>th</sup> District

  
 CURREN PRICE  
 Councilmember, 9<sup>th</sup> District

SECONDED BY:



  
 OCT - 8 2014

ORIGINAL



# City of Los Angeles

## Urban Agriculture Incentive Zone Contract

An Urban Agriculture Zone Contract is a voluntary contract between the City and a property owner of vacant property, where the property owner agrees to use the property for an active agricultural use for a period of five years in exchange for a potential property tax reduction.

### Eligibility Criteria

A property may be eligible to enter into an Urban Agriculture Incentive Zone (UAIZ) Contract for a potential tax reduction as authorized by AB 551 if it meets all of the following criteria:

- The property is in an urban area, which is a Census-defined area containing at least 250,000 people, as defined in Section 51040.3(a) of the California Government Code.
- The property is not located, wholly or partially, within a Significant Ecological Area, Sensitive Environmental Resource Area, or a National Recreation Area.
- The property is not located, wholly or partially, on a site or facility listed on the Department of Toxic Substance Control's Envirostor Database
- The property is vacant, unimproved, or contains only non-habitable structures that are or will be accessory to agricultural uses.
- The property has an area between 0.10 acre (4,356 sq-ft) and three acres (130,680 sq-ft) in size.
- The property shall be limited to agricultural land uses as defined in Section 51040.3(c) of the California Government Code, and also be limited to the uses permitted or conditionally permitted by the zone in Chapter 1 Article 2 of the Los Angeles Municipal Code.
- The property in its entirety shall be available for, and devoted or dedicated to, agricultural use immediately and for the duration of the initial agreement, which shall be for a term of five (5) years.
- Secured property tax obligations shall be current and paid according to installments determined by State law.
- Any necessary land use approvals shall be obtained prior to applying for a contract.

### Frequently Asked Questions

#### **Q: What can I use my property for under a UAIZ contract?**

**A:** Any use of the property must still comply with the existing zoning regulations. Under a UAIZ contract, the property must be fully dedicated to an agricultural use. In the City of Los Angeles, agricultural uses that are permitted by-right include farming and truck gardening, depending on what the property is zoned. Structures that are accessory to the urban agricultural use are permitted if they comply with Section 12.21 C.5 of the Los Angeles Municipal Code. Habitable structures are not permitted in any circumstance under the contract.

#### **Q: How do I apply for a UAIZ contract?**

**A:** Before applying for a UAIZ contract, you must first obtain any necessary land use approvals or permits. For example, if you are in the Coastal Zone, you must obtain the necessary coastal development permits. You will need to complete the Urban Agriculture Incentive Zone Contract application and submit it to the City of LA Department of City Planning. Once the Department of City Planning has confirmed that your property meets

the eligibility criteria listed above, you will follow the steps listed on the application form. These steps include review from the LA County Office of the Assessor and LA County Department of Treasurer and Tax Collector. Provided all the criteria are met and funds are available, the Department of City Planning will approve the application and start the contract process. Once the contract is signed by both you and the City, you must record the contract with the LA County Registrar-Recorder and submit a copy of the recorded contract to the LA City Department of City Planning, which will send a copy to the LA County Office of the Assessor. The tax benefit will not be applied until the UAIZ contract has been signed by all parties, notarized on behalf of the property owner, recorded with the County Registrar-Recorder/County Clerk, and a copy of the recorded contract is on file with the LA County Office of Assessor and the LA City Department of City Planning.

**Q: How much will it cost to apply?**

**A:** The Department of City Planning will not charge an application fee (to cover City staff time) for the first year of the UAIZ program. However, there is a recordation fee that is charged by the County Registrar-Recorder. After the first year, the City will re-assess the program and may start charging an application fee to cover the amount of City resources necessary for the processing of the applications.

**Q: How much tax savings can I expect to get with an UAIZ contract?**

**A:** Once a contract has been recorded, the County Assessor will reduce the property tax to the prevailing agricultural rate based on the per-acre land value of irrigated cropland for California, as published by the National Agricultural Statistics Service of the United States Department of Agriculture. In Los Angeles County, the total tax savings must not exceed \$15,000 per year per property. For property-specific questions, contact the County Assessor.

**Q: When will my property be inspected?**

**A:** 90 days after the recordation of the contract, the Agricultural Commissioner will conduct a site inspection to confirm that the property is being devoted to agricultural use. The entire property, as part of the eligibility criteria, must be devoted to agricultural activity for an initial period of five years. The property must be accessible for annual inspections by the Agricultural Commissioner for compliance with the contract and proper agricultural practices during the entire contract term. The property must also be accessible for inspections as needed by the Department of Building and Safety for compliance with the City's zoning regulations.

**Q: How long will the contract be in effect?**

**A:** Per AB 551, the contract is in effect for an initial period of five years, and any contract applications may be submitted and approved up to January 1, 2019. The California State Legislature has the discretion whether to extend the sunset date in AB 551 beyond January 1, 2019 for new and renewed UAIZ contracts.

**Q: What happens if I need to cancel the contract? What happens if I sell the property?**

**A:** At any point during the term of the contract, the property owner may request cancellation of the contract by submitting written notice to the Department of City Planning and recording a notice of cancellation of the contract against the property. The City may also cancel the contract if the property owner is found to be non-compliant with the terms of the contract. In both circumstances, the property will be re-assessed to the previous tax rate, and the property owner is liable to pay a cancellation fee equal to the amount of the tax benefit saved during the contract. A UAIZ contract is attached to the property; any subsequent owners are bound by the contract and obligated to comply unless the new owner terminates the contract and pays the cancellation fee.

**ORDINANCE NO. \_\_\_\_\_**

An ordinance amending Section 12.03 of the Los Angeles Municipal Code to create the “Urban Agriculture Incentive Zone”, by adding the following definition for Urban Agriculture Incentive Zone.

**THE PEOPLE OF THE CITY OF LOS ANGELES  
DO ORDAIN AS FOLLOWS:**

**Section 1.** Section 12.03 of the Los Angeles Municipal Code is amended to read:

**URBAN AGRICULTURE INCENTIVE ZONE.** Any land designated as being eligible for the Urban Agriculture Incentive Zone Act, in accordance with California Government Code Sections 51040-51042 and County of Los Angeles Planning and Zoning Code Sections 22.52.3400, et seq., as may be amended from time to time, and as also shown in the Department of City Planning’s Urban Agriculture Incentive Zone Map, dated \_\_\_\_\_, 2016, attached to Council File No.14-1378. The map is maintained by the Department of City Planning as part of the Geographic Information Systems database, and identifies all zones in which Farming and Truck Gardening are permitted uses, which may be amended from time to time.

The map shall be used by the Director of Planning, or his/her designee, to determine eligibility for the City of Los Angeles’ Urban Agriculture Incentive Zone Program, as set forth in Los Angeles Administrative Code Sections 19.170, et seq., based on the criteria outlined in California Government Code Sections 51040 - 51042, the County of Los Angeles Planning and Zoning Code Sections 22.52.3430 - 22.52.3450, as may be amended from time to time.

**Section 2.** The City Clerk shall certify....

## Summary

The proposed ordinance (Exhibit A) amends the Los Angeles Municipal Code (LAMC) to define an Urban Agriculture Incentive Zone (UAIZ) to support the City's green and healthy community goals and to implement the State's Urban Agriculture Incentive Zone Act. The UAIZ Act incentivizes urban agriculture in urbanized areas in California by offering reduced property tax assessments in exchange for using vacant or unimproved property for an agricultural use through a contract agreement for a period of five years.

While the proposed ordinance establishes a UAIZ, it does not change the existing zoning and land use regulations as they relate to urban agriculture. It does not permit new uses or further restrict existing uses. Currently, urban agriculture is permitted by-right through the enumerated uses of Farming and Truck Gardening. The proposed ordinance defines the UAIZ as any zones in which Farming and Truck Gardening are permitted uses. By establishing a UAIZ in the Zoning Code, the proposed ordinance will enable the City and property owners to enter into UAIZ agreements per the UAIZ Act. Property owners will then be able to apply for a reduced property tax assessment if their properties meet the UAIZ eligibility criteria outlined in the California Government Code, Los Angeles County Code and Los Angeles Municipal Code (LAMC).

## Background and Initiation

On October 8, 2014, the City Council passed a motion (Council File No. 14-1378) directing the Department of City Planning and the Department of Building and Safety, in consultation with the City Attorney, to prepare an ordinance establishing the City's Urban Agriculture Incentive Zone and develop a process for the administration and implementation of a UAIZ program. The provisions for the administration and implementation of a subsequent UAIZ program will be established by a parallel amendment to the City's Administrative Code.

In 2013, the State of California enacted the UAIZ Act, as described in section 51040, et seq., of the California Government Code, to promote and foster urban agriculture. Urban agriculture provides benefits such as vibrant green spaces and recreation, sites that help build community, education about the production of fresh food, and increased access to fruits and vegetables in areas that currently lack fresh food.

The UAIZ Act authorizes cities and counties to establish an Urban Agriculture Incentive Zone program and enter into voluntary contracts with eligible property owners. The program is designed to increase access to healthy food by providing a tax incentive for property owners of eligible vacant or unimproved properties within the City to utilize these properties for agricultural uses in exchange for reduced property tax assessments under Section 422.7 of the California Revenue and Taxation Code.

Under the UAIZ Act, a city, such as the City of Los Angeles, may establish a UAIZ by ordinance, following a public hearing and approval from the County Board of

Supervisors. In April of 2016, the Los Angeles County Board of Supervisors adopted an UAIZ Ordinance, which established a UAIZ program for the unincorporated territory of Los Angeles County and enabled incorporated cities to establish their own UAIZ programs.

## **Discussion of Proposed Ordinance**

The UAIZ ordinance (Exhibit A) proposes the addition of a new definition of Urban Agriculture Incentive Zone to the LAMC. The UAIZ is any land designated as being eligible for the Urban Agriculture Incentive Zone Act, in accordance with California Government Code Sections 51040-51042 and County of Los Angeles Planning and Zoning Code Sections 22.52.3400, et seq., and as also shown in the Department of City Planning's Urban Agriculture Incentive Zone Map (Exhibit B). The map will be maintained by the Department of City Planning as part of the Geographic Information Systems database, and identifies all zones in which Farming and Truck Gardening are permitted uses.

Farming is defined as "the cultivation of berries, flowers, fruits, grains herbs, mushrooms, nuts, ornamental plants, seedlings or vegetables for use on-site or sale or distribution on-site or off-site" and is permitted in the A1, A2, MR1, M1, MR2, M2, M3 and PF zones. Truck Gardening is defined as "the cultivation of berries, flowers, fruits, grains herbs, mushrooms, nuts, ornamental plants, seedlings or vegetables for use on-site or sale or distribution off-site" and is permitted in the RA, RE, RS, R1, R2, RMP, R3, RAS3, R4, RAS4, R5, C2, C4, C5, CM, MR1, M2, MR2 and M3 zones. While both Farming and Truck Gardening permit commercial activity as part of the use, Farming allows off-site and on-site sales, and Truck Gardening only permits off-site sales.

The proposed ordinance also authorizes the Director of Planning to determine eligibility for the City's UAIZ program, which will be set forth in Los Angeles Administrative Code Sections 19.170, et seq., based on the criteria outlined in California Government Code Sections 51040 – 51042 and the County of Los Angeles Planning and Zoning Code Sections 22.52.3430 - 22.52.3450. The eligibility criteria are as follows:

- Vacant lot with no habitable structures on-site. Any on-site structures must be accessory to the urban agriculture use.
- Minimum of 0.1 acre (4,356 sq. ft.) to maximum of 3 acres (130,680 sq. ft.) in size.
- May not be located within a Significant Ecological Area, Sensitive Environmental Resource Area, or a National Recreation Area, in accordance with the County of Los Angeles Planning and Zoning Code at Section 22.52.3440

- May not be located on a site listed on the Department of Toxic Substances Control's Envirostor Database.
- Minimum of 5 years of commitment to urban agriculture use.
- Urban agriculture use must be in compliance with existing zoning regulations.

## Public Hearings and Communications

The Department of City Planning held a public hearing on September 15, 2016. Of the ten oral comments made at the meeting, eight were in support of the ordinance and two were general comments. The following is a summary of the comments:

- Proposed ordinance is a great tool to support urban agriculture and increase access to locally grown food and green space
- Proposed ordinance implements the Plan for Healthy Los Angeles
- Map boundaries excluding the Santa Monica Mountains should be as accurate as possible
- Would like to see City encourage water-wise agriculture practices and discourage pesticide use
- Would like to see City further support urban agriculture through public acquisition of lands and matchmaking between property owners and community members interested in urban agriculture

In addition, the Department received 3 written comments that were submitted in support of the ordinance, which included a few recommendations for consideration. The following is a summary of the recommendations and the Department's responses:

*The Department should consider a way to track and connect interested property owners with urban food growers, including a map of UAIZ eligible properties in each Council District.*

The Department is currently working on creating maps of UAIZ eligible properties by Council District that will be made available to the Council offices.

*The Department should consider a way to clearly communicate the various types of agricultural activities allowed under the State's UAIZ Act, which include educational activities and other activities such as beekeeping, aquaponics, and composting.*

The proposed ordinance specifically relates the Urban Agriculture Incentive Zone to the uses of Farming and Truck Gardening because those are existing land uses that are permitted in essentially every zone in the City today. However, the Department can work with stakeholders to create informational materials that would clarify Zoning Code provisions and regulations for other kinds of agricultural uses.

*The Department should consider requiring that contracts between the land owner and tenant include some form of community benefit, such as making the project be open to the public at times or providing educational opportunities.*

While the Department supports the intent behind this recommendation, there is no legal authority under the UAIZ Act to require certain contract provisions between the property owner and tenant. The Department, on behalf of the City, is only party to UAIZ contracts between the City and the property owner applying for the UAIZ tax benefit.

## **Conclusion**

The intent of the proposed ordinance (Exhibit A) is to support the City's green and healthy community goals, and to implement the State of California's Urban Agriculture Incentive Zone Act. While the proposed ordinance does not change any existing zoning and land use regulations as they relate to urban agriculture, the establishment of an Urban Agriculture Incentive Zone will enable property owners to apply for and enter into UAIZ agreements with the City to potentially receive a tax benefit if their property meets the eligibility criteria.

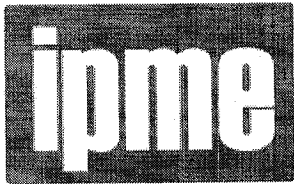
Additional materials, including the UAIZ map, required findings, the environmental clearance, and the 2014 City Council motion, are presented in Exhibits B through E.

## **Exhibits**

- A. Proposed Ordinance Provisions (as released to the public September 15, 2016)
- B. Urban Agriculture Incentive Zone Map
- C. Findings (Land Use and CEQA)
- D. Categorical Exemption (ENV-2016-3162-CE)
- E. Council Motion







International Port Management Enterprises  
 19523 South Susana Rd.  
 Rancho Dominguez, CA 90221 USA  
 Tel: (310) 420-0027 Fax: (714) 277-4498  
 Email: bill@goipme.com

# QUOTE

Date	Quote No.
11/21/2016	SO2375

**Sold To:**

Bob Brostoff

West Hills, CA 91304 US

Phone: (818) 917-0160 Fax:

Email: imasailor01@gmail.com

**Ship To:**

, CA US

Phone: Fax:

Email:

Code	Terms	Rep	P.O. Number	Ship Via
		2		

Qty	Description	Unit Price	Ext. Price
1	20 ft x 8 ft x 8 ft 6 in Used Steel Standard	\$1,550.00	\$1,550.00
1	Delivery to West Hills	\$295.00	\$295.00
1	Lock Box Install	\$125.00	\$125.00

**Terms and Conditions**

- This quotation includes shipping and handling, but confirm with salesperson
- This quotation is valid for 30 days
- Terms 50% deposit, Balance COD
- Availability is 2-4 weeks after approval of signatures and deposit UNLESS OTHERWISE SPECIFIED

Subtotal	\$1,970.00
Service Charge	\$0.00
Sales Tax	\$138.19
Shipping	\$0.00
<b>Total</b>	<b>\$2,108.19</b>
Less Deposits	\$0.00
<b>Net Due</b>	<b>\$2,108.19</b>

**Special Instructions**

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

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

CLIENT: Please print and sign your name

Budget Request

Please print legibly or type

Date of Submission: 11/12/2016 Committee Name: Communications

CATEGORY: OUTREACH

Chairperson/Stakeholder: Simone Best

Phone: 818-887-0434 Email Address: sbest818@gmail.com

Event/Activity: Outreach-Collateral Canopies

Amount Requested: \$1,035.00

Justification for request. This must include a statement about how the event/activity will benefit the stakeholders of West Hills:

One 10'x10' pop-up canopy with full color imprint. To promote WHNC at outreach and other sanctioned events, such as youth baseball and soccer games, Chamber or Commerce events, Spring and Fall Fest's, WHNC election day, Councilman Englander's Movie Night, joint events with other NC's. See Kristal Graphics Estimate KG218 Originally approved at 5/12/16 Communications meeting and approved again at the 11/12/16 Communication meeting.

(Attach additional pages if necessary)

List other organizaions that may be contributing to the proposal:

None

Agenda Item 17-0006

Kristal Graphics

CA 91303

# Estimate

Date	Estimate No.
5/2/2016	KG218

Name/Address

WEST HILLS NEIGHBORHOOD COUNCIL  
SIMONE BEST

Project			
Description	Qty	Rate	Total
ITEM #3610 ROYAL BLUE BAGS WITH 1 COLOR IMPRINT	600	1.49	894.00
12 X 8 X 13 HOUSE STOCK BAGS ROYAL BLUE 1 COLOR YELLOW IMPRINT	400	1.00	400.00
#CPT BLUE PENS WITH 1 COLOR IMPRINT	1,000	0.22	220.00T
#3800L ROYAL BLUE POLO WITH WEST HILLS LOGO EMBROIDERY ON FRONT LEFT POCKET	26	19.00	494.00T
DIGITIZING SETUP FOR EMBROIDERY		50.00	50.00T
10 X 10 CANOPY WITH FULL COLOR IMPRINT ON THE TOP ONLY	1	950.00	950.00T
Brochures on 100# gloss Book printed 4/4 in full color	1,500	0.18667	280.00T
24 X 36 PLASTIC A FRAME WITH 2 SIDE IMPRINT	1	110.00	110.00T
Sales Tax		9.00%	189.36
<b>Total</b>			<b>\$3,587.36</b>

$2 \times 950 = 1900 + 171 = 2071^{00}$   
*Total*



**Office of the City Clerk Administrative Services Division  
Neighborhood Council Funding Section  
Funding Request Form**

**NC NAME:** West Hills

**Budget Fiscal Year:** 2016-17

**Meeting Date:** 1/5/2017

**Agenda Item:** \_\_\_\_\_

- Operations     Outreach     NC Sponsored Event     Neighborhood Purpose Grant  
 Contract / Lease     Board Member Reimbursement     Community Improvement Project  
 Out of State     1099 Expense     One Time Expense     Monthly     Multiple

**Requestor:** Communications ( Best, Raynes, Teitelbaum)

**Vendor:** Kristal Graphics

**Address:** 22001 Sherman Way

**City:** Canoga Park    **State:** CA

**Zip Code:** 91303    **Phone:** 818-342-7822

**Amount:\$** \_\_\_\_\_ **1,035.00**

**# of payments**     

**If a bank card exemption of the daily \$2,500 limit is required for this request, please provide the date(s) and amount needed for the daily limit to be lifted:**

**Public Benefit Description**

One 10x10 pop-up canopy with full color WHNC color imprints. To promote WHNC visibility and outreach at community events, voting day, and other sanctioned events such as youth baseball, soccer games, Chamber of Commerce events, Spring and Fall Fests, WHNC election events, joint events with Councilman Englander's office and other NC's.

**Vote Count** (Continued on page 2 if more than 20 Board Members)

**\*Recused-Boardmember must leave the room prior to any discussion and may not return to the room until after the vote is completed.**

Board Member Name	Board Position	Yes	No	Abstain	*Recused	Absent	Ineligible
Abkarians, Aida	Board Member						
Bell, Sandi	Board Member						
Best, Simone	Board Member						
Booth, Thomas	Board Member						
Brin, Dan	Co-chair and President						
Brosamle, Anthony	Board Member						
Brostoff, Bob	Controller						
Brown, Margery	Board Member						
Greenwood, Carolyn	Secretary						
Klea, Bonnie	Board Member						
Naturman, Olivia	Board Member						
Randall, Steve	Board Member						
Raynes, Reeyan	Board Member						
Rose, Bill	Board Member						
Rothstein, Charlene	Co-chair and Vice President						
Schreibman, Myrl	Board Member						
Seybert, Barry	Board Member						
Sobel, Ron	Board Member						
Teitelbaum, Michael	Board Member						
Trantfello, Bobbi	Treasurer						
NC Quorum: <u>  </u>	<b>Grand Total (including page 2):</b>						

We, the Treasurer and Signer of the above indicated Council, declare that the information presented on this form is accurate and complete, and that a public meeting was held in accordance with the Brown Act, where with a quorum of Board Members present, the Council approved the above action.

Once the Department approves a Funding Request submitted, the Department will transfer the requested amount into the Neighborhood Council's checking account automatically, i.e. no additional Cash Request Form is required.

<b>Treasurer's Signature:</b>	_____	<b>Signer's Signature:</b>	_____
<b>Print/Type name:</b>	_____	<b>Print/Type name:</b>	_____
<b>Date (mm/dd/yy):</b>	_____	<b>Date (mm/dd/yy):</b>	_____
<b>Department Use Only</b>	<input type="checkbox"/> Contract <input type="checkbox"/> CIP <input type="checkbox"/> Advanced Payment <input type="checkbox"/> Approved <input type="checkbox"/> >\$2,500 <input type="checkbox"/> NPG <input type="checkbox"/> Sponsored Event <input type="checkbox"/> Denied	1st Level _____ 2nd Level _____	Authorization Code _____



# WEST HILLS NEIGHBORHOOD COUNCIL

## Budget Request

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Please print legibly or type

Date of Submission: 22-Nov-16 Committee Name: Beautification

Chairperson/Stakeholder: Reeyan Raynes & Tony Brosamle

Phone: (818) 896-2326 Reeya Email Address: reeyan.raynes@westhillsnc.org  
(213) 595-3482 Tony anthony.brosamle@westhillsnc.org

Event/Activity: Funding for Weed-Whacker Spoils

Amount Requested: \$108.84

Justification for request. This must include a statement about how the event/activity will benefit the stakeholders of West Hills: \_\_\_\_\_

Funding request is for Weed-Whacker Spoils necessary to carry out the removal of weeds from city right-of-way during Beautification Committee's monthly community cleanup. Amount requested is for purchase of five units of spoils, each unit costing \$19.97 and containing three spoils each.

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(Attach additional pages if necessary)

List other organizations that may be contributing to the proposal: N/A

# WEST HILLS NEIGHBORHOOD COUNCIL

## Budget Request

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Please print legibly or type

Date of submission: \$100 Committee Name: Communications

Chairperson/Stakeholder Michael Teitelbaum / Reeyan Raynes / Simone Best

Phone: 818-635-2568 Email Address: michael.teitelbaum@westhillsnc.org

Event/Activity \_\_\_\_\_

Amount Requested: \$ 100.00

Justification for request. This must include a statement about how the event/activity will benefit the stakeholders of West Hills: \_\_\_\_\_

To provide internet access to our stakeholders at NC comittee meetings

Increase and expand multimedia capabilities for future council outreach and growth.

\_\_\_\_\_  
(Attach additional pages if necessary)

List other organizations that may be contributing to the proposal:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_





**Office of the City Clerk Administrative Services Division  
Neighborhood Council Funding Section  
Funding Request Form**

**NC NAME:** West Hills

**Budget Fiscal Year:** 2016-17

**Meeting Date:** 1/5/2017

**Agenda Item:** \_\_\_\_\_

- Operations     Outreach     NC Sponsored Event     Neighborhood Purpose Grant  
 Contract / Lease     Board Member Reimbursement     Community Improvement Project  
 Out of State     1099 Expense     One Time Expense     Monthly     Multiple

**Requestor:** Communications ( Raynes, Teitelbaum, Best)

**Vendor:** Best Buy

**Address:** 21601 Victory Blvd

**City:** Canoga Park    **State:** CA

**Zip Code:** 91303    **Phone:** 818-342-7822

**Amount:\$** \_\_\_\_\_ **100.00**

**# of payments** \_\_\_\_\_

**If a bank card exemption of the daily \$2,500 limit is required for this request, please provide the date(s) and amount needed for the daily limit to be lifted:**

**Public Benefit Description**

To provide internet access to our stakeholders at NC committee meetings. Increase and expand multimedia capabilities for future council outreach and growth.

**Vote Count** (Continued on page 2 if more than 20 Board Members)

**\*Recused-Boardmember must leave the room prior to any discussion and may not return to the room until after the vote is completed.**

Board Member Name	Board Position	Yes	No	Abstain	*Recused	Absent	Ineligible
Abkarians, Aida	Board Member						
Bell, Sandi	Board Member						
Best, Simone	Board Member						
Booth, Thomas	Board Member						
Brin, Dan	Co-chair and President						
Brosamle, Anthony	Board Member						
Brostoff, Bob	Controller						
Brown, Margery	Board Member						
Greenwood, Carolyn	Secretary						
Klea, Bonnie	Board Member						
Naturman, Olivia	Board Member						
Randall, Steve	Board Member						
Raynes, Reeyan	Board Member						
Rose, Bill	Board Member						
Rothstein, Charlene	Co-chair and Vice President						
Schreibman, Myrl	Board Member						
Seybert, Barry	Board Member						
Sobel, Ron	Board Member						
Teitelbaum, Michael	Board Member						
Trantfello, Bobbi	Treasurer						
NC Quorum: _____	<b>Grand Total (including page 2):</b>						

We, the Treasurer and Signer of the above indicated Council, declare that the information presented on this form is accurate and complete, and that a public meeting was held in accordance with the Brown Act, where with a quorum of Board Members present, the Council approved the above action.

Once the Department approves a Funding Request submitted, the Department will transfer the requested amount into the Neighborhood Council's checking account automatically, i.e. no additional Cash Request Form is required.

<b>Treasurer's Signature:</b>	_____	<b>Signer's Signature:</b>	_____
<b>Print/Type name:</b>	_____	<b>Print/Type name:</b>	_____
<b>Date (mm/dd/yy):</b>	_____	<b>Date (mm/dd/yy):</b>	_____
<b>Department Use Only</b>	<input type="checkbox"/> Contract <input type="checkbox"/> CIP <input type="checkbox"/> Advanced Payment <input type="checkbox"/> Approved <input type="checkbox"/> >\$2,500 <input type="checkbox"/> NPG <input type="checkbox"/> Sponsored Event <input type="checkbox"/> Denied	1st Level _____	2nd Level _____
		Authorization Code _____	

NC NAME: \_\_\_\_\_ 0  
 Meeting Date: \_\_\_\_\_ 42740  
 Agenda Item: \_\_\_\_\_ 0

**Vote Count**

\*Recused-Boardmember must leave the room prior to any discussion and may not return to the room until after the vote is completed.

Board Member Name	Board Position	Yes	No	Abstain	*Recused	Absent	Ineligible
Trent, Joan	Board Member						
Uzemeck, Aled	Board Member						
Vanderhoof, Brad	Board Member						
Young, Ed	Board Member						
Yvanek-Garb, Joanne	Board Member						
NC Quorum: _____ 0	<b>Totals (this page only):</b>						

**CITY OF LOS ANGELES**  
**THIS FORM SHOULD BE TYPED**  
**REQUEST FOR SALE/REUSE**  
**EQUIPMENT TRANSFER ADVICE OF**  
**PERSONAL PROPERTY**

Pur. Rec # \_\_\_\_\_

RFS # \_\_\_\_\_

Budg. Ref # \_\_\_\_\_

DATE \_\_\_\_\_

Spec. No # \_\_\_\_\_

RELEASING DEPARTMENT

ACCEPTING DEPARTMENT

\_\_\_\_\_ West Hills Neighborhood Council \_\_\_\_\_

Line No.	Quantity	Decal No.	CAMS* No	Serial No.	Brief Description	Salvage Item No.
1	2	107, 108			Speaker Stand	
2	1	00109		07822871	Yamaha loudspeaker	
3	1	00110		07822868	Yamaha loudspeaker	
4	2	101, 102			AudioTechna Mixer (Mounted in Case #104)	
5	1	CA47000059			Denon Casset Deck (Mounted in Case #104)	
6	1	00103			Samson Mixer Amplifier (Mounted in Case #104)	
7	1	00104			Carrying Case for sound equipment	
8	1	00107			Carrying Case for mics and cords	
9	1	00105			Whirlwind Mic Control Box	
10	1	00106		S2-3420359	Audio Technica wireless mic receiver	
11	1	01012			Adiotechnica Wireless mic	
12	8	1013-1020			Shure Wired Mic	
13					Miscellaneous power and mic cables	

\*Centralized Asset Management System Received in Salvage by: \_\_\_\_\_ Date: \_\_\_\_\_

Refer questions About This Request to: \_\_\_\_\_ Telephone: \_\_\_\_\_ Mail Stop: \_\_\_\_\_

From: Dept. No \_\_\_\_\_ Fund No. \_\_\_\_\_ To: Dept. No \_\_\_\_\_ Fund No. \_\_\_\_\_

Credit Sale Auction proceeds to Dept No. \_\_\_\_\_ Fund No: \_\_\_\_\_ Revenue Resource \_\_\_\_\_ Actt no. \_\_\_\_\_

Useable Electronics: Per City of Los Angeles Ordinance #178450, useable items) should be listed in citiMAX for 30 days; after 30 days, attach a copy of the CitMAX listing & Electronic Waste Salvage Certification For to this Request for Sale Form.

Signed \_\_\_\_\_ Dept. or Bureau Head Approved \_\_\_\_\_ Purchasing Agent

CHECK APPROPRIATE BOX

**To the Purchasing Agent: SALE**  
 Request is hereby made that the above and listed described property belonging to the City of Los Angeles, and under the custody of and no longer needed by this Department, and no longer required for City use, it be put for SALE, and that such sale be conducted in accordance with prescribed City procedures, is hereby approved, with proceeds/funds thereof to be paid into the City Treasury.

**To the Purchasing Agent: REUSE**  
 Request is hereby make that the above and listed described property belonging to the City of Los Angeles, and under the custody of and no longer needed by this Department, elsewhere be REUSED and inventoried by receiving Department, and that it be REUSE in accordance with the intended original use of property with prescribed procedures, is hereby approved, and respective departments be credited accordingly, with any proceeds/funds thereof to be paid into the City Treasury.

## Motion from the Beautification Committee

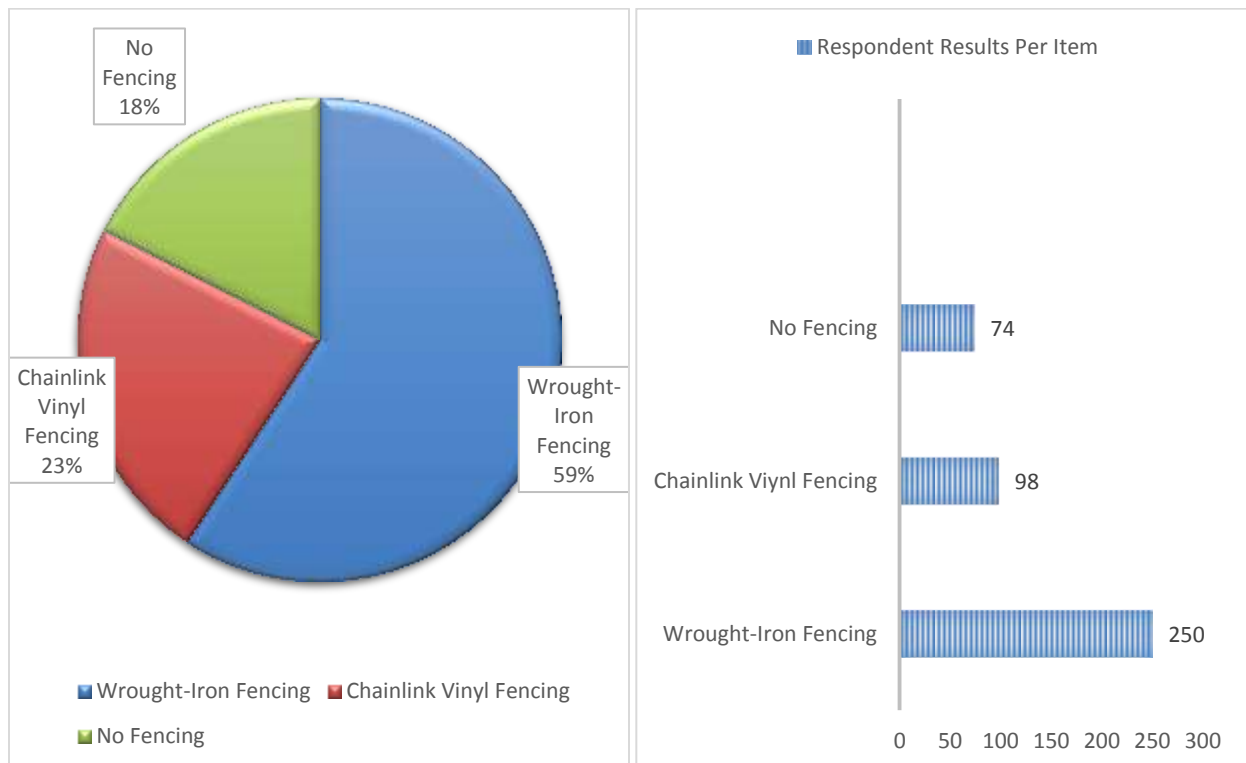
### Concerning the Repair or Replacement of the painted metal fence surrounding Lazy J. Ranch Park

#### **Introduction:**

At the October 2016 meeting of the WHNC's Beautification Committee, a representative of Councilmember Mitchell Englander's office notified the committee that the original iron fencing surrounding the exterior of Lazy J. Ranch Park in West Hills has rusted and deteriorated beyond repair and would need to be replaced. Presented with two fencing considerations narrowed down by the Councilmember's office with cost-estimates, in addition to an additional option that was discussed at the committee's October meeting, the WHNC Beautification Committee conducted an online survey that asked the public to register its choices among the three options presented. During the survey, additional recommendations from the public emerged on fencing alternatives to the three options already on the survey. In addition, members of the Beautification Committee learned that the Dept. of Recreation & Parks was in the process of securing bids for the removal and replacement of the existing fence. According to representatives the Councilmembers office, cost restrictions had led to the decision to replace the iron fence with vinyl chain-link fencing citing that the installation of a like-kind black painted metal fence would cost twice as much as the vinyl chain link – funds that are unavailable from the City. The following are the results of the poll.

#### **Survey Results:**

The WHNC received a total of **422 respondents** of which, voted for the following options:



## **Motion from the Beautification Committee**

### **Concerning the Repair or Replacement of the painted metal fence surrounding Lazy J. Ranch Park**

#### **Additional Results of the Survey:**

During the course of the survey, additional recommendations and factors emerged that include:

- The installation of split-rail fencing verses the options presented above
- The addition of shade covers over the playground
- The addition of more C.A. friendly plants and gravel jogging paths
- The addition of public restrooms
- The installation of fencing around the playground
- The addition of public lighting

#### **Recommendation of the West Hills Neighborhood Council:**

The West Hills Neighborhood Council recommends the Department of Recreation & Parks and the Office of Councilmember Mitchell Englander of the 12<sup>th</sup> Council District, to consider the following actions:

1. Repairing rather than replacing the existing metal fence.
2. Not removing the existing metal fence without the immediate ability to install a replacement fence.
3. Any replacement fence must be no taller than the existing metal fence
4. Not installing vinyl chain-link fencing
5. Investigate and consider the use of additional funds dedicated from Prop. K funds for restrooms to contribute to the cost of repaired or replacement fence.