



CITY OF
LOS ANGELES
CALIFORNIA



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WEST HILLS NEIGHBORHOOD COUNCIL

BOARD MEETING AGENDA

Thursday, September 7, 2017 at 7:00 p.m.
de Toledo High School, 22622 Vanowen St., West Hills

This meeting is open to the public. Doors open at 6:30 p.m. Those who wish to speak during the meeting are asked to fill out a speaker card. Comments on matters not on the agenda will be heard during the Public Comment period. Those who wish to speak on an agenda item will be heard when the item is considered.

<p><u>Opening Business</u></p> <p>Call to Order</p> <p>Roll Call – Establish Quorum</p> <p>Pledge of Allegiance</p> <p>Approve Meeting Minutes of August 3, 2017</p> <p>Treasurer’s Report</p> <p>Controller’s Report</p> <p>Comments From the Chair</p>	<p>7:00 P.M.</p>	<p>Co-Chairs: Mr. Dan Brin Ms. Charlene Rothstein</p> <p>Secretary: Ms. Carolyn Greenwood</p> <p>Co-Chair: Ms. Charlene Rothstein</p> <p>Secretary: Ms. Carolyn Greenwood</p> <p>Treasurer: Ms. Bobbi Trantafello</p> <p>Controller: Mr. Bob Brostoff</p> <p>Co-Chair: Mr. Dan Brin</p>
<p><u>Announcements</u></p> <p>LAPD Senior Lead Officers Council District 12</p> <p>Department of Neighborhood Empowerment</p> <p>Los Angeles Public Library</p>	<p>7:15 P.M.</p>	<p>SLOs Sean Brown & Kari McNamee</p> <p>Mr. Ron Rubine, District Director</p> <p>Ms. Kathleen Quinn</p> <p>Ms. Janis Risch</p>
<p><u>Council Announcements</u></p> <ul style="list-style-type: none"> Committee & Liaison Reports 	<p>7:30 P.M.</p>	<p>West Hills Neighborhood Council</p> <p>Mr. Dan Brin, Co-Chair</p>
<p><u>Public Comment</u></p> <p>Comments & statements from stakeholders or interested parties (<i>Requires Speaker Card</i>)</p> <p>*The Council affords an opportunity to members of the public to address the Council on items of interest that are within the Council’s jurisdiction. The Council is not permitted to take action on items that are not identified on the agenda. The Council reserves the right to limit speakers’ time if necessary to provide an adequate opportunity for all to be heard.*</p>	<p>7:40 P.M.</p>	<p>Co-Chair: Ms. Charlene Rothstein</p>
<p><u>Certificates of Appreciation</u></p> <p>Badda Bing! Bagels</p> <p>SLO Kari McNamee</p> <p>A-Z Auto</p> <p>Emily Dang</p>	<p>7:55 P.M.</p>	<p>Mr. Dan Brin, Co-Chair</p> <p>Mr. Myrl Schreiber, Board Member</p>

<u>Break</u>	8:00 P.M.	
<u>Old Business</u> 17-0069 - Discussion and possible action regarding a proposal at 6731 Fallbrook Ave., a multi-screen movie theater in the Fallbrook Center, to serve and allow on-site consumption of beer, wine and distilled spirits. (15 Minutes Max) 17-0075 - Announcement on appointing an official WHNC representative to the West Hills Springfest organizing committee (1 Minute Max)	8:10 P.M.	Mr. Bill Rose, Co-Chair Zoning & Planning Committee Ms. Charlene Rothstein, Co-Chair Zoning & Planning Committee Mr. Michael Ayaz, AMC Theatres Mr. Dan Brin, Co-Chair
<u>New Business</u> 17-0081 - Discussion and possible action regarding approval of the WHNC's July 2017 Monthly Expenditure Report (MER) (5 Minutes Max) 17-0082 - Discussion and possible action on the filling of a vacant seat on the West Hills Neighborhood Council Board (15 Minutes Max) 17-0083 – First reading to amend the WHNC Bylaws regarding Article VII, Committees and their Duties, Section 1: Standing Committees (Homelessness Committee Mission Statement) (3 Minutes Max) 17-0084 - Discussion and possible action on filing a CIS in support of 15-1138-S27, RV Waste Disposal (5 Minutes Max) 17-0085 - Discussion and Possible Action on CF 17-0878, RecycleLA and New Trash Services (5 Minutes Max) 17-0086 - Discussion and Possible Action on Renewal of the DWP MOU Agreement (5 Minutes Max)	8:30 P.M.	Ms. Bobbi Trantafello, Co-Chair Budget Committee Mr. Bob Brostoff, Co-Chair Budget Committee Ms. Charlene Rothstein, Co-Chair Board Vacancy Committee Mr. Steve Randall, Co-Chair Board Vacancy Committee Mr. Bob Brostoff, Co-Chair Bylaws Committee Mr. Brad Vanderhoof, Co-Chair Bylaws Committee Ms. Simone Best, Co-Chair Homelessness Committee Mr. Thomas Booth, Co-Chair Homelessness Committee Ms. Joanne Yvanek-Garb, Chair Government Relations Committee Ms. Joanne Yvanek-Garb, Chair Government Relations Committee
<u>Adjournment</u>	9:15 P.M.	

Public Input: The public is requested to fill out a Speaker Card to address the Board on any agenda item before the Board takes an action on an item. Comments from the public on agenda items will be heard only when the respective item is being considered. Comments from the public on other matters not appearing on the agenda that are within the Board's jurisdiction will be heard during the General Public Comment period. Please note that under the Brown Act, the Board is prevented from acting on a matter that you bring to its attention during the General Public Comment period; however, an issue raised by a member of the public may become the subject of a future committee meeting. Public comment is limited to two minutes per speaker, unless adjusted by the presiding officer of the committee.

Public Posting Of Agendas: WHNC agendas are posted for public review at Shadow Ranch Park, 22633 Vanowen St., West Hills, CA 91307 or at our website, www.westhillsnc.org. You can also receive our agendas via email by subscribing to the City of Los Angeles Early Notification System at www.lacity.org/government/Subscriptions/NeighborhoodCouncils/index.

The Americans With Disabilities Act: As a covered entity under Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and, upon request, will provide reasonable accommodation to ensure equal access to its programs, services and activities. Sign language interpreters, assistive listening devices and other auxiliary aids and/or services may be provided upon request. To ensure availability of services, please make your request at least three business days (72 hours) prior to the meeting you wish to attend by contacting the WHNC's executive director via email at Michelle.Ritchie@westhillsnc.org If you are hearing impaired please call 711.

Public Access of Records: In compliance with Government Code Section 54957.5, non-exempt writings that are distributed to a majority or all of the board in advance of a meeting may be viewed at the meeting where such writing was considered or by contacting the WHNC's executive director via email at Michelle.Ritchie@westhillsnc.org Requests can be made for a copy of a record related to an item on the agenda.

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

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

The West Hills Neighborhood Council Homelessness Committee meeting was held on August 21, 2017. In addition to committee members, three guests attended, stakeholders Alex Cohen and Fern White, also present was Don Evans from Canoga Park Neighborhood Council. Some of the agenda items addressed at this month's meeting were; our partnership with the Electronic Recycling Waste Event at Field's Market, planning the Second Interfaith Dialogue Forum, participating in the October Homeless Connect Day in Woodland Hills, approving a CIS on RV Waste Disposal and working with Church of Rocky Peak and their All Serve Day to benefit homeless stakeholders in our area.

On the topic of addressing homelessness, committee members met with local elected officials' staff members from Councilmembers Englander and Blumenfield, a group discussion between West Valley LAPD SLOs and La Tina Jackson, the District Chief for Service Area 2 LA County Department of Mental Health, to improve delivery of mental health services to our homeless population, LAUSD Homelessness Liaison to assist with unhoused school children and Mayor Garcetti's Homelessness Policy Director, Alisa Orduna, in a dialogue with community members on thoughts of how best to address homelessness in the West Valley.

Future plans for the coming month are, presenting our second Interfaith Forum for local faith communities, organizing a meeting between local West SFV neighborhood council members and Supervisor Kuehl's Homelessness Liaison, Molly Rysman and Fiona Nagle, her West SFV representative with a focus on homeless issues in the West SFV area.

Communication and Outreach Committee

Members of the WHNC Board and the Outreach Workgroup joined with Esperanza Butler, the West Hills Sunshine Club, the Jordan Strong Foundation, and LAPD Senior Lead Officer McNamee to hold an extremely successful event combining electronics recycling, document shredding, and collecting donations of clothes and necessities for the local homeless population. The event was well-received with proceeds going to support the LAPD Topanga Division Cadet Program. Outreach will work with the Sunshine Club to plan to have a similar event twice a year.

Planning for the West Hills Fall Festival has been steady but slow as Shadow Ranch staff were working on the re-opening of the Woodland Hills Rec. Center. A major concern is set-up and take-down. The Kiwanis Key Club youth group has confirmed their participation.

All committee chairs are asked to provide information regarding any planned forums or community meetings as early as possible so Communications and Outreach can coordinate and plan for tabling at the events.

Stakeholders and board members are invited to join the Communications and Outreach Committee and/or participate in either the Website Work Group or the Outreach Work Group.

The Next Communications and Outreach Committee meeting is on September 14th at 7:30 PM at Chaminade, High School Condon Center, second floor conference room. Please use the entrance off Cohasset Street.

TO: West Hills Community Stakeholders

FROM: West Hills Neighborhood Council Education Committee

DATE: August 30, 2017

RE: Monthly Report, August, 2017

The Education Committee has been busy during the month of August. Co-Chairs Aida Abkarians and Ed Young, along with Jacquie Young met with LAUSD North West District Superintendent Joseph Nacorda and his Staff. We discussed ways in which the WHNC interfaces with the eight LAUSD Elementary schools in West Hills. Topics included:

- NPGs and how the funds have enriched the schools' educational mission. He was very impressed and volunteered to include WHNC NPG information he sends to the Principals;
- Assistance with providing the number of homeless students to the West Hill schools for the WHNC homeless count. Katie Rivezzo is the Northwest District's Homeless Coordinator and she will work with us;
- He introduced Gonsalo Garay, who is his Director of Parent and Community Engagement, who will be the liaison with the Neighborhood Councils in the Northwest District;
- The unique WHNC Teacher and Support Awards.

It was a very productive meeting, as the WHNC and the Education Committee gained a valuable ally as well as a support for its programs.

Mr. Garay attended the monthly Education Committee meeting on August 30, 2017. He outlined the various ways for the Northwest District may engage with LAUSD. He provided the Committee with the outline and dates for "Parent and Community Engagement,"

The Education Committee has two projects going forward:

- **Vision Zero Poster Contest;** in partnership with the WHNC Streets & Transportation Committee. The students will create a poster dealing with safer traffic and pedestrian practices. Poster deadlines October 13, 2017 and culminating at a Fall Fest Awards ceremony on October 28;
- **The WHNC Civic Engagement Project;** offers students at the eight LAUSD Elementary schools an opportunity to solve a problem that is affecting their generation. Each School will select students to discuss the topic: **Bullying and Jordan's Law**. The students at each school will then develop a short video based on their conclusions. A panel of judges from LAUSD, CD 12 and a member of Jordan's Law Foundation will select the best movie presented. Hopefully, this exercise will sensitize the students to have a better understanding of the effects of bullying behavior. It is expected that this project may take about 6 months. The WHNC Outreach Committee is taking the lead.

The next Education Committee meets on Wednesday, September 27, 2017 @ Pomelo Community Charter School, 3:30 PM. It will feature LAUSD Board Member, Scott Schmerelson, NW District Supt., Joseph Nacorda, and other LAUSD Officials. CD 12 Staff, as well as the WHNC area Schools Principals.

Respectively Submitted,

Aida Abkarians and Ed Young, Co-Chairs
WHNC Education Committee

Monthly Expenditure Report



Reporting Month: July 2017

Budget Fiscal Year: 2017-2018

NC Name: West Hills

Monthly Cash Reconciliation					
Beginning Balance	Total Spent	Remaining Balance	Outstanding	Commitments	Net Available
\$41825.64	\$197.50	\$41628.14	\$0.00	\$1306.80	\$40321.34

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office	\$32150.00	\$0.00	\$31952.50	\$0.00	\$31952.50
Outreach		\$197.50		\$0.00	
Elections		\$0.00		\$0.00	
Community Improvement Project	\$1500.00	\$0.00	\$1500.00	\$0.00	\$1500.00
Neighborhood Purpose Grants	\$9850.00	\$0.00	\$9850.00	\$0.00	\$9850.00
Funding Requests Under Review: \$0.00		Encumbrances: \$1306.80		Previous Expenditures: \$0.00	

Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	OFFICE DEPOT #661	07/06/2017	(Credit card transaction)	General Operations Expenditure	Outreach	\$172.62
2	PAVILIONS STOR00022251	07/06/2017	(Credit card transaction)	General Operations Expenditure	Outreach	\$20.88
3	KRISTAL GRAPHICS	07/17/2017	(Credit card transaction)	General Operations Expenditure	Outreach	\$4.00
Subtotal:						\$197.50

Outstanding Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
Subtotal: Outstanding						\$0.00

Office DEPOT OfficeMax

Office DEPOT # 661
 6227 T. ngsa Canyon Blvd.
 Woodl... Hills, CA 91367
 (916) 7716-7770
 07/06/2017 17:26 6:42 PM
 STR 661 REG 5 11 EMP 782004

Product ID	Description	Total
167060	BW SS Letter	
1,960 @ 0.14		274.40
Bulk @ 0.08		-117.60
You Pay		156.80SS
861775	STAPLING MACHI	
40 @ 0.03		1.20
You Pay		1.20SS
Subtotal:		158.00
Sales Tax:		14.62
Total:		172.62
MasterCard 5817:		172.62

AUTH CODE 029964
 TDS Chip Read
 AID A0000000041010 MASTERCARD
 TVR 0000048000
 CVS PIN Verified

Total Savings:
\$117.60

PAVILIONS

STORE MGR 818-999-5939
 THANK YOU FOR SHOPPING WITH US!

July Meeting

GROCERY

2 QTY ARROWHEAD	7.98 S
CRV SFTDK 24PK NTX	2.40 S
Regular Price	9.98
Card Savings	2.00-

BAKED GOODS

PEANUT BUTTER 18CT	3.50 S
OATMEAL RAISIN	3.50 S
CHOCOLATE CHIP	3.50 S

TAX	0.00
**** BALANCE	20.88

PAVILIONS STORE #2225
 6534 PLATT AVE
 WEST HILLS CA 91307

Credit Purchase 07/06/17 16:54
 CARD # *****5817
 REF: 38001755859 AUTH: 00095745

PAYMENT AMOUNT 20.88

AL MASTERCARD
 AID A0000000041010
 TVR 0000048000
 TSI EC00

Mastercard 20.88

Gout. Relations
Meeting

KRISTAL GRAPHICS
22001 SHERMAN WAY
CANOGA PARK CA 91303
818-342-7822

SALE

REF#: 00000004

Device ID: 2400

Batch #: 3

Trans #: 004

07/17/17

APPR CODE: 061030

MASTERCARD

*****5817

16:43:31

Swiped

/

AMOUNT

\$4.00

APPROVED

THANK YOU!
PLEASE COME AGAIN!

CUSTOMER COPY

Agenda Item 17-0083 - First reading to amend the WHNC Bylaws regarding Article VII, Committees and their Duties, Section 1: Standing Committees (Homelessness Committee Mission Statement)

Existing Mission Statement

The mission of the WHNC Homeless Committee is to inform and educate the stakeholders of West Hills on the issues of homelessness in Los Angeles, to work toward connecting homeless folks to resources, and support development of those resources.

Proposed Mission Statement

The mission of the WHNC Homelessness Committee is to inform and educate the stakeholders of West Hills on homelessness issues in the West San Fernando Valley, connect those experiencing homelessness to resources, and advocate for the effective use of government resources to contend with the problem of homelessness in the area.

HOMELESSNESS AND POVERTY

MOTION

The 2017 Los Angeles Homeless Services Authority (LAHSA) Homeless Count showed a 20% increase of individuals experiencing homelessness compared to the 2016 count. The total number of recreational vehicles on the streets of Los Angeles during the 2017 count was 2,363. While the City has made positive strides toward the implementation of its Comprehensive Homeless Strategy, the issues continue to evolve.

There has been a rise in the number of complaints from residents and businesses relating to RVs that are unregistered or are in violation of the 72-hour limit on city streets. This has led to a backlog of RVs that require towing. The City had three contracts for heavy duty towing, but due to the unsanitary conditions of the vehicles, among other issues, two of the contractors are no longer towing RVs. The City is working on a solution which will include the use of city crews to abate sanitary issues prior to vehicles being towed.


The increase in individuals living in RVs has also led to quality of life issues for the residents in the community. The West San Fernando Valley has seen an increase in the number of incidents involving the illegal discharge of hazardous substances from RVs onto streets and sidewalks. There are no public facilities with RV dump stations in the San Fernando Valley. Furthermore, there are only two public facilities within City limits, the closest of which is more than 20 miles from the San Fernando Valley. This makes it very difficult for individuals who live in their recreational vehicles to maintain them in good sanitary condition and creates a hazardous health issue for residents in the neighborhood and beyond.

There are companies that offer recreational vehicle waste pumping. The use of a contractor for this service could assist the City in preparing RVs for towing. This service could also be provided for individuals living in their RV while they are working with services providers to be placed into housing. Providing waste pumping service for RVs can prevent the illegal discharge of hazardous substances and make it easier for the City to tow abandoned RVs. This would improve the quality of life for all residents.

I THEREFORE MOVE that City Council Request LAHSA and Instruct the Bureau of Sanitation, LAPD, Department of Transportation and other relevant departments to report on the feasibility of:

1. Contracting with a company to provide recreational vehicle waste pumping for RVs on the wait list for towing and individuals living in RVs who are enrolled in services for housing placement;
2. Partnering with private and public RV dump stations to provide vouchers as a supplemental service for individuals living in RVs who are enrolled in services for housing placement.

PRESENTED BY:



BOB BLUMENFIELD
Councilmember, 3rd District

SECONDED BY:




JUL 26 2017



ORIGINAL

Community Impact Statement Recommendation

To: West Hills Neighborhood Council Board

From: Homelessness Committee

Date Approved by Committee: 8/21/17

For Board Consideration on: 9/7/17

RE: CF15-1138-S27 – LAHSA/Comp Homeless Strategy/RV Waste Disposal

(motion Blumenfield, 2nd Englander)

Summary:

The Homelessness Committee approved this CIS unanimously. We see it as one possible solution to a health issue being confronted by unhoused and housed Angelenos. It calls for various City agencies to REPORT on three areas that help solve the problems around the towing of abandoned RV's, the illegal dumping of raw sewage on City streets and getting unhoused people to enroll for supportive services.

There are numerous complaints from stakeholders in West Hills and the West Valley regarding the health, safety and odor issues around 1) raw sewage being illegally dumped by RV's on city streets and sidewalks and 2) the towing of abandoned RV's.

There are no dump facilities within 20 miles of the San Fernando Valley. There are only two such facilities within City limits.

Due to unsanitary conditions of abandoned RV's, and other issues (propane), two of the three contracted tow companies have declined to tow RV's.

In an effort to remedy these issues Council file 15-1138-S27 requests LAHSA, the Bureau of Sanitation, LAPD, Department of Transportation and other relevant departments,

1. To report on the feasibility of contracting with a company to provide waste pumping for (abandoned) RV's on the wait list for towing;
2. To report on the feasibility of contracting with a company to provide waste pumping for individuals living in RVs who are enrolled in services and are waiting for housing placement, and for;
3. a report on the feasibility of partnering with public and private dump stations to provide vouchers as a supplemental service for individuals living in RV's who are enrolled in services and waiting for housing placement.

Motion or Recommendation of committee:

The Homelessness committee recommends a “**FOR**” vote on CF15-1138-S27.

Fiscal Impact Report: None. Funding will come from HHH or H.

Quorum: _____

For	
For if amended	
Against	

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

Community Impact Statement Recommendation

To: West Hills Neighborhood Council Board
From: Government Relations Committee

Date Approved by Committee: August 21, 2017

For Board Consideration on: September 7, 2017

RE: CF 17-0878

MOTION

On July 1, 2017, the Bureau of Sanitation (LASAN) began the roll-out for its RecycLA program that establishes recycling and waste collection services for all commercial, industrial, and large multifamily customers in the City.

The RecycLA program consists of 11 exclusive service zones with each zone serviced by one solid resources collection firm. Each service collection firm is required to provide efficient collection and processing of solid resources to their clients.

Businesses have raised concerns about the RecycLA program and its bin/fee structure. Some businesses indicated that each business is required to have a set of bins which are subject to an established fee structure.

These businesses stressed that they generate far less recycling and waste materials that would justify having individual bins. As a result, they have half or quarter-filled bins, yet are paying the full price of each bin. In some cases, these businesses complained that the bin charges are too high.

These businesses are supportive of the program's efforts; however they would like the City to adopt a bin-sharing option with a commensurate fee structure. In this manner, the use of the bins can be maximized and the associated cost of service can be shared.

There is precedent within the City's existing solid waste infrastructure to support bin sharing and a reduced cost for multiple accounts sharing bins. For example, the City curbside recycling program provides three bins - one each for trash, recyclables and green waste for \$36.32/month for single family dwellings and duplexes. Multifamily dwellings with three to live units receive trash, recycling and green waste collection for \$24.33/month and share bins. Businesses should have this same opportunity.

1 THEREFORE MOVE that the Bureau of Sanitation (LASAN) report to the City Council in 30 days on the next steps for the RecycLA program to allow business customers to share bins with neighboring businesses in order to maximize the use of each bin.

1 FURTHER MOVE that the LASAN report to the City Council on a commensurate fee structure for businesses that engage in a bin-sharing option.

CO-PRESENTED BY:

MITCHELL ENGLANDER Councilmember, 12th District

CO-PRESENTED BY

BOB BLUMENFIELD, 3rd District

Agenda Item 17-0085

Motion or Recommendation of committee:

The Government Relations Committee recommends a “**FOR**” vote on CF17-0878 which will start to address some of the inequities in the new RecycLA refuse collection program.

Fiscal Impact Report: None

VOTE

Quorum: _____4_____

For	4
For if amended	0
Against	0

Against unless amended	0
No Position Council file discussed but NC could not muster enough votes either way	0
Neutral Position	0

INTRA-CITY MEMORANDUM OF UNDERSTANDING BETWEEN CERTIFIED NEIGHBORHOOD COUNCILS AND LOS ANGELES DEPARTMENT OF WATER AND POWER

This five-year Memorandum of Understanding (hereinafter “MOU”) is mutually agreed upon by the City of Los Angeles acting by and through the Department of Water and Power (“LADWP”) and Certified Neighborhood Councils, effective upon the date approved by the Board of Water and Power Commissioners of the City of Los Angeles.

RECITALS

Whereas Article IX of the charter of the City of Los Angeles and the implementing Regulations as currently set forth in Ordinances Nos. 174006 and 174975 provide that:

(1) Information from the City should be sent to certified Neighborhood Councils as soon as practical so that certified neighborhood councils are afforded as much opportunity as is practical to provide comment before decisions are made;

(2) Certified Neighborhood Councils may provide comment and feedback to the City Council, its committees, and to City boards and commissions by using the Early Notification System. The Neighborhood Council may communicate its views either by way of mailed letter, fax, E-mail or by a representative appearing in person to make a presentation on an item before the City’s decision-makers; and

(3) Neighborhood Councils shall monitor the delivery of City services in their respective areas and have periodic meetings with responsible City departments, subject to their reasonable availability; and

Whereas LADWP and the Neighborhood Councils mutually agree that the People of the City of Los Angeles will benefit from increased communication and cooperation between LADWP and the Neighborhood Councils;

LADWP WILL DO THE FOLLOWING:

1. LADWP Liaisons:

1.1. LADWP will designate a person(s) as the primary point of contact with each Neighborhood Council (“LADWP Liaison”). LADWP will assign a primary LADWP Liaison to each of the seven Los Angeles Planning Districts. LADWP Liaisons may be assigned to more than one Neighborhood Council and Planning District.

- 1.2. The duties of an LADWP Liaison include (1) attending and participating in board and committee meetings of Neighborhood Councils in their assigned districts regarding matters involving LADWP, (2) receiving requests for information, assistance or service from Neighborhood Councils in their district, transmitting the requests to the appropriate person(s) within LADWP, attempting to provide responses to the Neighborhood Council in a timely manner; and (3) processing requests for speakers or educational materials (as more fully described in Section 3, "EDUCATION," and Section 4, "DELIVERY OF SERVICES," below).
- 1.3. In order to assist the LADWP Liaison, Neighborhood Councils shall channel all requests for information through their LADWP liaison and the Neighborhood Councils shall make best efforts to notify the LADWP liaison of any requests made by their constituents through other means. This section shall not apply to homeowner requests for information relating to infrastructure issues, such as a short power outage or permit information.
- 1.4. Within 15 days after execution of this MOU, LADWP will provide notification of the name, telephone number, facsimile number, mailing address and e-mail address for each LADWP Liaison to the Neighborhood Councils.
- 1.5. Within 30 days after LADWP assigns a new person as an LADWP Liaison, LADWP will provide the name, telephone number, facsimile number, mailing address and e-mail address for each LADWP Liaison.

2. NOTIFICATION BY DEPARTMENT OF WATER AND POWER.

- 2.1. LADWP will provide notification as soon as practical of all matters that it deems to be significant, or any matter that the Neighborhood Council Oversight Committee, after a majority vote of the Committee, has informed LADWP in writing is significant. The majority vote of the Neighborhood Council Oversight Committee shall stay in effect unless and until a majority of the Neighborhood Councils that have entered into this MOU take official action (as defined in Section 6.1) deeming the matter not significant. Among the purposes of notification by LADWP is permitting Neighborhood Councils to have input into decisions by LADWP and to monitor the delivery of services by LADWP. A good faith effort will be made by both parties to abide by the timeframes in this MOU.

LADWP will provide notification as soon as practicable, but before the Board of Water and Power Commissioners (the "Board") adopts a major policy or program, or significant changes in an existing

major policy or program.

- 2.2. Unless otherwise specified below, LADWP will provide notification to all of the following recipients:
 - 2.2.1. The President/Chair of each Neighborhood Council, as determined by the Roster of Neighborhood Councils maintained and published by the Department of Neighborhood Empowerment (“DONE”); and
 - 2.2.2. Any Neighborhood Council member who requests to receive notification by signing up on the LADWP Neighborhood Council list server; and
 - 2.2.3. The Neighborhood Council Representative designated pursuant to Section 5.1 of this MOU.
- 2.3. LADWP shall provide notification through one or more of the following methods;
 - 2.3.1. Electronic mail;
 - 2.3.2. Posting of material on LADWP website with a link sent by electronic mail to recipients identified in Section 2.2 above.
 - 2.3.3. When LADWP provides notification by electronic mail, LADWP will use its best efforts to satisfy requests for notification by an alternate means, including U.S. mail, to persons who do not have access to e-mail or who are unable to download attachments to e-mail messages.
- 2.4. LADWP will use its best efforts to provide notification concerning the following documents not less than 90 days before they are finalized by LADWP:
 - 2.4.1. Ten-Year Capital Improvement Program. Every two or three years, the LADWP Water Services prepares a document entitled “Ten Year Capital Improvement Program.” LADWP will use its best efforts to provide Neighborhood Councils with opportunity to have input into this document before it is finalized.
 - 2.4.2. Urban Water Management Plan. LADWP will use its best efforts to provide Neighborhood Councils with notice of public workshops relating to an Urban Management Plan as soon as they are scheduled.
 - 2.4.3. LADWP Power System Integrated Resource Plan (IRP) which can be 10 to 20-year plans.

2.4.4. LADWP Power System Operations Business Plan that looks at near-term and long-term goals and objectives for replacing or upgrading aging distribution and transmission equipment and load growth improvements.

2.5. Local Issues

2.5.1. LADWP and the Neighborhood Councils recognize that many issues regarding LADWP services will be specific to individual neighborhoods. For such local issues, the Neighborhood Council Representatives will contact their LADWP Liaison.

2.5.2. The LADWP Liaison will direct the Neighborhood Council inquiry to the appropriate person or division within LADWP.

2.5.3. LADWP will use its best efforts to provide a response as soon as possible, but no later than 48 hours after the inquiry is made. In the event additional time is required to provide a response that LADWP deems necessary for a complete response, preliminary information may be provided in the initial response.

2.5.4. If LADWP is unable to provide a substantive response within 48 hours, LADWP will use its best efforts to provide the Neighborhood Council with a status report every 14 days until a substantive or more complete response can be provided.

2.5.5. If provided five (5) working days' notice, LADWP will use its best efforts to send a knowledgeable representative to attend a meeting of a Neighborhood Council, or a meeting of a committee of a Neighborhood Council, regarding service issues. If LADWP is not provided with five (5) working days' notice, LADWP will make its best efforts to accommodate requests that an LADWP representative attend a meeting.

2.5.6. LADWP may prepare an oral or written periodic report for each planning district that identifies significant new Neighborhood Council issues or concerns as soon as practical.

2.6. Planned Significant Projects within the City of Los Angeles

2.6.1. Significant Projects: LADWP will use its best efforts to provide notification of Significant Projects 90 days prior to the commencement of work to be constructed within the City of Los Angeles. For purposes of this subsection, "Significant

Projects” is defined as those projects, programs and activities that would require either an Environmental Impact Report (EIR) or a Mitigated Negative Declaration (MND) in accordance with the California Environmental Quality Act (CEQA) and excludes programs, projects and activities that would qualify for either a simple negative declaration or a categorical exemption.

2.6.2. Closing of Streets: LADWP will use its best efforts to notify the affected Neighborhood Councils when LADWP applies for an excavation permit that will involve the closing or partial closing of streets for 48 hours or more.

2.7. Unplanned Major Disruption of Services Lasting Four (4) Hours Or More:

2.7.1. Where there is an unplanned major disruption of services lasting four hours or more, LADWP will use its best efforts to notify the Neighborhood Council(s) in the affected area within two working days after the event/occurrence that caused the disruption of service.

2.8. Major Customer Programs: LADWP will use its best efforts to provide reasonable notification of changes or creation of Major Customer Programs. This includes, but is not limited to significant changes to customer programs such as renewable energy programs, energy efficiency programs, water recycling programs, water conservation programs etc.

2.9. The LADWP Budget Process

2.9.1. LADWP will use its best efforts to provide Neighborhood Councils with notification relating to the development of its annual budget at the same time as LADWP provides notification to other reviewing agencies, boards or bodies, including but not limited to the Board or City Council. In addition, LADWP will use its best efforts to provide specific notification to Neighborhood Councils as follows:

2.9.2. Stage One: Fall Budget Workshop.

2.9.2.1. In November or December of each year, LADWP will hold a Neighborhood Council Budget Workshop at a time and location designed to be convenient for as many Neighborhood Council members as possible.

2.9.2.2. At the Fall Budget Workshop, LADWP will present

information to Neighborhood Councils regarding the multi-year financial plans and the prior year proposed budget versus actual expenditures. LADWP will use its best efforts to provide notification of the Fall budget Workshop 60 days before the workshop is scheduled to take place.

2.9.3. Stage Two: Spring Budget Workshop:

2.9.3.1. In March or April of each year, LADWP will host a Neighborhood Council Budget Workshop at a time and location designed to be convenient for as many Neighborhood Council members as possible.

2.9.3.2. At the Spring Budget Workshop, LADWP will provide further clarifications to any questions from the Neighborhood Councils regarding the upcoming fiscal year's budget, based upon the information provided at the Fall Budget Workshop. LADWP will use its best efforts to provide notification of the Spring Budget Workshop 30 days before the workshop is scheduled to take place. Neighborhood Councils will provide a written response to LADWP that includes, but is not limited to comments, suggestions, and/or objections for consideration in the development of the upcoming fiscal year's budget 60 days after the Fall Budget Workshop.

2.9.4. Draft Budget for Upcoming Fiscal Year. When materials for the upcoming fiscal year draft budgets are posted for review on LADWP'S website, LADWP will use its best efforts to provide notification to the Neighborhood Councils. The website will also contain the time and meeting location for the Board's Draft Budget and Financial Plans Review. It is LADWP's policy to post matters for review as soon as they are completed.

2.10. Rate Action

2.10.1. For the purposes of this section, "Rate Action" is defined to include changes in the rates, rate formulas, rate structures or rate tiers that must be approved by the City Council by ordinance and are used by LADWP in calculating the amount billed or charged to any residential or non-residential retail business customer. For example, this

section does not include new business service rates, special contract rates, wholesale electric pricing, transmission pricing, special service contracts, outdoor area lighting rates, or other special fees that are not applicable by tariff. For purposes of this section, “outdoor area lighting rates” means lighting that retail customers wish to add to their property, and does not mean street lighting. A proposed Rate Action may be either fixed amounts or a range of alternative values.

2.10.2. LADWP will use its best efforts to provide notification of any proposed Rate Action. Such notification will include the Rate Action and upon request, copies of the supporting documentation provided to the Board and the City Council for consideration:

(i) Ninety (90) days before the proposed rate action is considered for final approval by the Board of Water and Power Commissioners if the rate action is for a single year or

(ii) One hundred twenty (120) days before the proposed rate action is considered for final approval by the Board of Water and Power Commissioners if the rate action is for multiple years.

2.10.3. The Board of Water and Power Commissioners may take action on a proposed Rate Action before expiration of the notice period for the purpose of submitting the proposed Rate Action to the Office of Public Accountability for its evaluation.

2.10.4. LADWP will use its best efforts to provide seven (7) days' notice of any meeting at which the Board is scheduled to take action on a proposed rate action.

3. EDUCATION

3.1. LADWP and the Neighborhood Councils intend for the education component of these Guidelines to be a reciprocal, shared, joint and mutual process. It is essential that the Neighborhood Councils have as full and complete an understanding as possible of how LADWP operates. The Neighborhood Councils shall offer LADWP a method for making information available to Neighborhood Council stakeholders.

3.2. LADWP may publish a monthly electronic newsletter focused on Neighborhood Council issues as they relate to LADWP. LADWP

welcomes input from Neighborhood Councils on the content and focus of the newsletter. LADWP shall also make the newsletter available on the LADWP website.

3.3. LADWP Liaisons will educate Neighborhood Councils regarding the organization and workings of LADWP.

3.3.1. This could include such matters as the responsibilities of Water Services and Power Services and information relating to existing major policies or programs.

3.3.2. LADWP may provide such education through workshops, participation in Neighborhood Council Congresses, presentations at Neighborhood Council meetings, and distribution of written materials.

3.4. LADWP will use its best efforts to accommodate requests by Neighborhood Councils for speakers at Neighborhood Council meetings and events to make presentations on areas of interest. Topics to be covered may include the following local as well as city-wide issues, including but not limited to:

- Urban Water Management Plans

 - San Fernando Basin Remediation

 - Local Water Supply Development

 - Owens Valley Dust Mitigation

 - Recycled Water Development

 - Water Conservation

- Water Quality Issues

- Pipe Replacement Program

- Water Services' Ten-Year Capital Budget

- Power Integrated Resource Management Plan

 - Coal Transition

 - Repower Local Power Plants

 - New Transmission Investments

 - Renewable Portfolio Standard

 - Energy Efficiency Programs

- Power Reliability Program

- Overhead/Underground Conversion of Power Facilities

- Water and Electric Rates

- Security Issues

- Recreational Use of LADWP Facilities

- Customer Service Improvements

- Customer Information Systems

- Environment Stewardship

- Sustainable Practices

- 3.5. Channel 35: LADWP will make use of Channel 35, including broadcasting all meetings of the Board and broadcasting informational programs.
- 3.6. LADWP Legislative Priorities. The activities of LADWP are governed by numerous federal, state and local statutes and regulations. Neighborhood Councils will be provided information relating to proposed changes to statutes and regulations that may affect LADWP upon request.
- 3.7. Educational Site Visits: LADWP may invite members of Neighborhood Councils or stakeholders to participate in site visits to LADWP facilities as LADWP deems appropriate considering safety and availability of LADWP representatives to support such site visits.

4. DELIVERY OF SERVICES

- 4.1. Pursuant to section 909 of the Los Angeles City Charter, Neighborhood Councils shall monitor the delivery of City services in their respective areas and have periodic meetings with responsible officials of City departments, subject to their availability.
- 4.2. LADWP will hold an annual meeting with the Neighborhood councils in each of the seven Los Angeles planning areas to discuss delivery of services at a programmatic level. At these meetings, LADWP will
 - 4.2.1. Discuss planned maintenance programs, improvements in service, and improvements in infrastructure within the Planning Area.
 - 4.2.2. Provide Neighborhood Councils the opportunity to bring any matters of concern to the attention of LADWP. LADWP shall not be obligated to respond to any matter that is in litigation, potential litigation, a security issue, and/or covered by any applicable privilege including, but not limited to the attorney-client privilege.
 - 4.2.3. Review priorities for work in the communities and may suggest adjustments as permitted by budgetary and reliability constraints.
 - 4.2.4. As appropriate, consider the results of these discussions in development of LADWP's capital improvement program for future infrastructure improvements.

- 4.2.5. Discuss reliability improvement projects and share information on various incentive programs available to customers for energy efficiency, solar, green power, water conservation, and outdoor area lighting.
- 4.3. Measurement of Delivery of Services:
 - 4.3.1. LADWP will identify and provide to the Neighborhood Councils the standards it uses to measure its performance.
 - 4.3.2. LADWP will identify and provide existing, readily-available, nonproprietary reports regarding LADWP's performance.

NEIGHBORHOOD COUNCILS WILL DO THE FOLLOWING:

5. Neighborhood Council Representatives

- 5.1. Each Neighborhood Council shall designate a person as the point of contact for communications with LADWP. Each Neighborhood Council is responsible for determining how this person ("NC Representative") is designated.
- 5.2. Each Neighborhood Council will provide the name, mailing address, phone numbers(s) and e-mail address of its representative to the designated LADWP Liaison(s) that is responsible for interfacing with such Neighborhood Council. In order to assure good communication, updated contact information will be provided to the assigned LADWP Liaison(s).
- 5.3. Neighborhood Council representatives will use their best efforts to provide annual NC Board membership and contact information to the Department of Water and Power.
- 5.4. Each Neighborhood Council MOU participant will designate a single representative to serve as designee for reserving meeting rooms at LADWP facilities, and maintaining required compliance with LADWP Commuter and Reservation Office room reservation procedures.

6. NOTIFICATION BY NEIGHBORHOOD COUNCILS ON LADWP ISSUES:

- 6.1. LADWP will recognize official actions taken by Certified Neighborhood Councils. "Official Actions" are actions adopted by motion at a public meeting held in accordance with the requirements of the Brown Act.

6.2. If a Neighborhood Council, or a committee of a Neighborhood Council, intends to include on any meeting agenda any matter relating to LADWP, that Neighborhood Council shall provide 14 days notice to LADWP before the Neighborhood Council, or committee of a Neighborhood Council, takes any official action on that matter.

6.2.1. At this meeting, LADWP will request the opportunity to present LADWP's position on the matter raised by the Neighborhood Council, including giving an LADWP representative a reasonable amount of time to make a presentation.

7. NEIGHBORHOOD COUNCIL RESPONSE TO LADWP NOTIFICATIONS:

7.1. The purpose of many of the LADWP notifications described in Section 2 above is to give Neighborhood Councils the opportunity to provide input before decisions are made by LADWP. In reciprocation, the Neighborhood Councils will use their best efforts to provide this input to LADWP in a timely manner, so that LADWP may consider their input. The President of the Neighborhood Council or his/her authorized representative will give said notifications after a vote by the Neighborhood Council approving the position of the Neighborhood Council. This notification shall be forwarded by the President of the Neighborhood Council or his/her authorized representative to the General Manager for consideration.

7.2. Where LADWP has provided the Neighborhood Councils with notification pursuant to any of section of this MOU, each Neighborhood Council will make its best efforts to provide written input to LADWP within 60 days after receipt, unless otherwise provided by this MOU.

7.3. Neighborhood Councils also can monitor LADWP's provision of services on a citywide level through the Neighborhood Council's participation in the annual budget process and development of other long-term plans, discussed in section 2, above.

8. NEIGHBORHOOD COUNCILS' LADWP OVERSIGHT COMMITTEE:

8.1. Each Neighborhood Council will independently decide whether to enter into this MOU. Due to the large number of Neighborhood Councils, it will be impractical for each Neighborhood Council to separately negotiate any modifications to the MOU with LADWP, and for LADWP to separately negotiate modifications with each Neighborhood Council. For this reason, each Neighborhood

Council that enters into the MOU will be asked to separately agree to the appointment of a Neighborhood Councils' LADWP Oversight Committee.

- 8.2. The members of the Neighborhood Councils' LADWP Oversight Committee shall be selected by the NC Representatives from each of the Neighborhood Councils that enter into the MOU.
- 8.3. Although DWP respects the right of each Neighborhood Council to decide whether or not to sign this MOU, LADWP supports a single MOU. LADWP will make information available to all Neighborhood Councils on its website, regardless of whether they have signed this MOU
- 8.4. The LADWP Oversight Committee will provide LADWP annual and updated rosters of its members and Neighborhood Council MOU representatives.
- 8.5. Prior to each meeting the LADWP Oversight Committee will use its best efforts to provide LADWP with an agenda.
- 8.6. After each meeting the LADWP Oversight Committee will use its best efforts to provide minutes of the meeting, including a roster of attendees.

GENERAL PROVISIONS

9. MODIFICATION OF MOU:

- 9.1. The MOU may be modified in writing by mutual agreement by the Board of Water and Power Commissioners and participating Neighborhood Councils. Either LADWP or the LADWP Neighborhood Councils' Oversight Committee may propose amendments. Both LADWP and the LADWP Neighborhood Councils' Oversight Committee agree to meet with each other within sixty days (60) after a modification to this MOU has been requested in writing.

10. DURATION OF MOU

- 10.1. This MOU shall expire five (5) years after it is first executed by LADWP, or earlier upon the effective date of an ordinance passed by the Los Angeles City Council that establishes different or amended regulations for Neighborhood Councils which are inconsistent with the terms of this MOU.
- 10.2. This MOU can be extended in writing by mutual agreement of the parties. With the passage of time and use of this MOU, it is

anticipated that the provisions of this MOU will be modified and extended to enhance effective communication between the parties.

11. STATEMENT REGARDING BEST EFFORTS.

11.1. While this MOU contains non-binding compliance dates, both LADWP and the Neighborhood Councils pledge to make their best efforts to comply with all of the provisions of the MOU. Both parties recognize that no cause of action can arise by the failure of either party to comply with any provision of this MOU. This MOU shall not establish any rights for any third party that is not a signatory to this MOU.

12. EMERGENCY

12.1. If an emergency is declared by the General Manager, the Board of Water and Power Commissioners or the City Council, all obligations under this agreement shall be suspended until the emergency is over.


This MOU was executed in the City of Los Angeles, California by the parties and on the dates set forth below:

Date: 5-2-17

DEPARTMENT OF WATER AND POWER OF
THE CITY OF LOS ANGELES

BY

BOARD OF WATER AND POWER
COMMISSIONERS OF THE CITY OF
LOS ANGELES

By: 
DAVID H. WRIGHT
General Manager

And: 
BARBARA E. MOSCHOS
Secretary

APPROVED AS TO FORM AND LEGALITY
MICHAEL N. FEUER, CITY ATTORNEY

MAR 29 2017


MARK P. BROERSMA
DEPUTY CITY ATTORNEY

AUTHORIZED BY RES. 017207
APR 04 2017

Date: July 20, 2017


Neighborhood Council