



CITY OF
LOS ANGELES
CALIFORNIA



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

WEST HILLS NEIGHBORHOOD COUNCIL

ONLINE AND TELEPHONIC REGULAR BOARD MEETING AGENDA

Thursday, August 6, 2020 at 7:00 p.m.

This meeting of the West Hills Neighborhood Council will be conducted online via Zoom Webinar and telephonically. All are invited to attend and participate.

- **To attend online** via Zoom Webinar: Paste the following link into your browser:
<https://zoom.us/j/98920654217>
- **To call in by phone**, dial (669) 900-6833, then punch in this Webinar code when prompted: **989 2065 4217, then press #.**

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 July 2, 2020</p> <p>Treasurer’s Report</p> <p>Controller’s Report</p> <p>Budget 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: Mr. Brad Vanderhoof</p> <p>Co-Chair: Ms. Charlene Rothstein</p> <p>Secretary: Mr. Brad Vanderhoof</p> <p>Treasurer: Ms. Carolyn Greenwood</p> <p>Controller: Mr. Saif Mogri</p> <p>Co-Chair: Mr. Dan Brin</p>
<p><u>Public Comment</u></p> <p>Comments & statements from stakeholders or interested parties on subjects <u>NOT</u> on this meeting’s agenda. <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>7:15 P.M.</p>	<p>Co-Chair: Ms. Charlene Rothstein</p>
<p><u>Announcements</u></p> <p>LAPD Senior Lead Officers</p> <p>Calif. Assembly District 45</p> <p>Council District 12</p> <p>Department of Neighborhood Empowerment</p> <p>Los Angeles County Supervisor District 3</p> <p>LAUSD District 3</p>	<p>7:25 P.M.</p>	<p>SLO Kari McNamee</p> <p>Ms. Nikki Perez</p> <p>Mr. Eric Moody, District Director</p> <p>Ms. Seme Park, Director of Neighborhood Council Operations</p> <p>Ms. Tessa Charnofsky, District Director</p> <p>Ms. Tara Vahdani</p>

<p><u>Council Announcements</u></p> <p>Committee & Liaison Reports Budget Advocates Board Vacancy Announcement</p>	<p>7:40 P.M.</p>	<p>West Hills Neighborhood Council Ms. Joanne Yvanek-Garb Mr. Dan Brin</p>
<p><u>New Business</u></p> <p>20-0079 - Discussion and possible action regarding the approval of the WHNC's June 2020 Monthly Expenditure Report (MER) (3 Minutes Max)</p> <p>20-0080 - Discussion and possible action on approving a revised 2020-2021 WHNC budget in the amount of \$41,704.92 (10 Minutes Max)</p> <p>20-0081 - Discussion and possible action on a resolution in support of allowing NCs to communicate to any official regarding land use issues, senate and assembly bills and any issue that is of importance to an NC (10 Minutes Max)</p> <p>20-0082 - Discussion and possible action on an updated Emergency/Bridge Housing letter to CD 12 (10 Minutes Max)</p> <p>20-0083 - Discussion and possible action on approving a Neighborhood Council event approval form for a proposed Halloween Houses on Parade on October 23rd -31st, 2020 (5 Minutes Max)</p> <p>20-0084 – Discussion and possible action for the West Hills Neighborhood Council to participate in an upcoming proposed LAUSD District 3 Board of Directors Election Town Hall (5 Minutes Max)</p> <p>20-0085 - Discussion and possible action on submitting a Community Impact Statement (CIS) on Council File 20-0731 George Floyd/Protests/Los Angeles Police Department/Tactics and Use of Force/Office of Inspector General (10 Minutes Max)</p>	<p>7:55 P.M.</p>	<p>Mr. Bob Brostoff, Co-Chair Ms. Carolyn Greenwood, Co-Chair Budget Committee</p> <p>Mr. Bob Brostoff, Co-Chair Ms. Carolyn Greenwood, Co-Chair Budget Committee</p> <p>Mr. Bill Rose, Co-Chair Zoning & Planning Committee Ms. Charlene Rothstein, Co-Chair Zoning & Planning Committee</p> <p>Mr. Tom Booth, Co-Chair Homelessness Committee Ms. Olivia Naturman, Co-Chair Homelessness Committee Ms. Aida Abkarians, Co-Chair Homelessness Committee</p> <p>Mr. Steve Randall, Co-Chair Special Events Committee Mr. Myrl Schreibman, Co-Chair Special Events Committee</p> <p>Ms. Aida Abkarians, Chair Youth & Education Committee</p> <p>Mr. Zachery Volet, Co-Chair Government Relations Committee Ms. Joanne Yvanek-Garb, Co-Chair Government Relations Committee</p>
<p><u>Adjournment</u></p>	<p>9:30 P.M.</p>	

Public Input At Neighborhood Council Meetings: The public is requested to dial *9, when prompted by the presiding officer, 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, the issue raised by a member of the public may become the subject of a future Board meeting. Public comment is limited to 2 minutes per speaker, unless adjusted by the presiding officer of the Board.

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

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



CITY OF
LOS ANGELES
CALIFORNIA



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

WEST HILLS NEIGHBORHOOD COUNCIL

BOARD ONLINE AND TELEPHONIC MEETING DRAFT MINUTES
Thursday, July 2, 2020

PRESENT: Aida Abkarians, Faye Barta, Sandi Bell, Thomas Booth, Dan Brin, Bob Brostoff, Margery Brown, Carolyn Greenwood, Bonnie Klea (left 8:55 PM), Ann Mizrahi, Saif Mogri, Olivia Naturman, Steve Randall, Charlene Rothstein, Anthony Scarce, Myrl Schreibman, Ron Sobel, Bobbi Trantafello, Joan Trent, Alec Uzemeck, Brad Vanderhoof, Zach Volet and Joanne Yvanek-Garb

ABSENT: Anthony Brosamle, Bill Rose

Chair Dan Brin called the meeting to order at 7:02 PM.

Secretary Brad Vanderhoof called roll and established quorum.

The June 4 and June 18 meeting minutes were approved. The approved June 4 minutes included amendments to include Margery Brown as an attendee and specify the utility box art location on Valley Circle Boulevard is near the Westhills Baseball fields.

Treasurer's Report: The 2020-2021 budget and encumbrance request are uploaded and awaiting approval.

Budget Report: Budget Co-Chair Bob Brostoff asked committees to submit budget requests for 2020-2021.

Chair Comment: None

Public Comment

Glenn Bailey gave an update on the Valley Alliance of Neighborhood Councils (VANC). VANC has not met since the pandemic shutdown began, but will start meeting in July. The first virtual meeting is next week on Thursday at 6:30 PM. VANC will resume its normal meetings the second Thursday of each month. Michelle will forward the VANC agenda to the Board.

Jake Naturman requested the Board please send a resolution to City Council asking for an investigation of Councilmember John Lee. He also asked for a resolution supporting the *People's Budget* to reallocate funds to social services.

Announcements

L.A. County Supervisorial District 3 – Tess Charnofsky, District Director said Project Room Key has been renamed Project House Key. Thirty-five motels in L.A. County are participating and there are 4,000 individuals on the waiting list. Measure H revenue is down due to the economy. The L.A. Regional COVID

Aid Fund has been established to provide \$5K to \$15K grants to small businesses. COVID19 hospitalizations are up. The Supervisors are looking to increase businesses in compliance with emergency regulations.

Council District 12 – Ron Rubine, Senior Advisor, said the weeds at the West Hills Post Office (91307) have been cleaned up. CD12 is still considering a pocket park at the “paper street” near Keswick and Saticoy, but that is a long process. CD12 has provided \$350K in privately-funded small business loans and \$100K in gift cards for the food insecure, and set up a \$1M fund to provide interest-free loans.

Department of Neighborhood Empowerment – Freddy Cupen-Ames and Seme Park, Neighborhood Empowerment Advocates, said the approved WHNC bylaws were mailed. Also, there are two upcoming training programs. They are digital workshops on parliamentary procedures and empowering voices. Freddy Cupen-Ames has a new assignment in a different region.

Council Announcements

Budget Advocates – Joanne Yvanek-Garb will not be a Budget Advocate. Glenn Bailey commented that a Budget Advocate will be assigned to the WHNC and will attend the August board meeting.

Zoning and Planning – Charlene Rothstein said the first webinar/telephonic committee meeting will be on July 14. Topics include proposed changes at Fallbrook and Roscoe and an update on Malibu Wines.

Public Safety and Emergency Preparedness – Committee Co-Chair Bob Brostoff reminded everyone that fireworks are illegal.

Homelessness – Committee Co-Chair Thomas Booth said the committee meets July 20 at 6:00 PM. The West Valley Neighborhood Alliance on Homelessness will have a town hall at 3:00 PM the same day.

Government Relations – Committee Co-Chair Joanne Yvanek-Garb said the committee meets July 20 at 7:30 PM.

Old Business

20-0053 - Discussion and possible action regarding the appointment of five WHNC board members who may submit Community Impact Statements (CIS): The WHNC can authorize up to five Board members to file Community Impact Statements (CIS).

Dan Brin nominated Zach Volet, Joanne Yvanek-Garb, Charlene Rothstein and himself. All accepted their nominations. Zach Volet nominated Thomas Booth, who accepted. Anthony Scarce self-nominated. Dan Brin withdrew his nomination to accommodate the other nominees.

Vote to approve the panel of five nominees:

Aye – 18, Nay – 3, Abstain – 2, Absent – 2

The panel is approved and their names will be sent to D.O.N.E.

New Business

20-0073 - Discussion and possible action regarding the approval of the WHNC’s May 2020 Monthly Expenditure Report (MER):

Vote to approve and submit to the Department of Neighborhood Empowerment

Aye – 22, Nay – 0, Abstain – 0, Absent – 2, Ineligible – 1

The action passes.

20-0074 - Discussion and possible action on appointing, electing or selecting a new Controller for the WHNC: Bob Brostoff nominated Alec Uzemeck, who accepted. Thomas Booth nominated Saif Mogri, who accepted. President Brin closed the nominations.

Saif Mogri – 11, Alec Uzemeck – 10, Abstain – 2, Absent — 2
Saif Mogri is the new WHNC Controller

20-0075 - Discussion and possible action to select or elect two Budget Representatives for Fiscal Year 2020-2021: Joan Trent nominated Joanne Yvanek-Garb, who accepted. Joanne Yvanek-Garb nominated Joan Trent, who accepted.

Vote to approve the panel of two nominees
Aye – 23, Nay – 0, Abstain – 0, Absent – 2
The panel is approved and will be sent to D.O.N.E.

Bonnie Klea left.

20-0076 - Discussion and possible action regarding the WHNC's Halloween Houses on Display competition: Myrl Schreibman made a motion to approve moving forward with the planning for a 2020 event. Faye Barta seconded.

Aye – 19, Nay – 1, Abstain – 1, Recusal – 1, Absent – 3
The motion passes.

20-0077 - Discussion and possible action regarding left-turn signals at Vanowen Street & Fallbrook Avenue. Recommended resolution from the Streets & Transportation Committee West Hills Neighborhood Council dated July 2, 2020 is included with the agenda:

WHEREAS the intersection of Vanowen Street and Fallbrook Avenue is one of the busiest in West Hills; and
WHEREAS traffic heading eastbound and westbound on Vanowen Street frequently experiences long delays as vehicles wait several signal cycles in order to turn left onto Fallbrook Avenue; and
WHEREAS this intersection has seen many accidents involving vehicles attempting to turn left; and
WHEREAS the City of Los Angeles Department of Transportation approved installation of protected left-turn signals at this intersection several years ago;
LET IT BE RESOLVED that the West Hills Neighborhood Council urges the City of Los Angeles Department of Transportation to expedite its plans to install protected left-turn signals for the intersection of Vanowen Street and Fallbrook Avenue.

Anthony Scarce proposed an amendment to add a mention of Vision Zero L.A. Steve Randall seconded.

Vote on the amendment:
Aye – 21, Nay – 0, Abstain – 1, Absent – 3
The amendment passes.

Vote on the amended resolution:
Aye – 21, Nay — 0, Abstain – 1, Absent – 3
The resolution passes.

20-0078 - Discussion and possible action regarding bicycle lanes on Shoup Avenue

Recommended resolution from the Streets & Transportation Committee of West Hills Neighborhood Council dated July 2, 2020 is included with the agenda:

WHEREAS bicycle lanes do not currently exist on Shoup Avenue, a busy street along the eastern boundary of West Hills; and

WHEREAS bicyclists avoid Shoup Avenue because of its high speed of traffic and its lack of a designated lane where they can ride safely; and

WHEREAS Shoup Avenue is sufficiently wide to accommodate bicycle lanes due to the street's history as the location of a Red Car route heading down its center between Roscoe and Ventura Boulevards; and

WHEREAS implementation of bicycle lanes can be accomplished without reduction of existing parking along Shoup Avenue; and

WHEREAS it is a longstanding policy of the City of Los Angeles to encourage bicycling as an alternative to driving automobiles; and

WHEREAS the current COVID-19 crisis has led to a dramatic increase in bicycle sales and use throughout the United States, including the City of Los Angeles;

LET IT BE RESOLVED that the West Hills Neighborhood Council urges City Councilmember John Lee and his staff at Council District 12 to work with their counterparts at Council District 3 to advance implement bicycle lanes on Shoup Avenue between Roscoe and Ventura Boulevards.

An amendment was proposed to send the resolution to CD3

Vote on the amendment

Aye – 18, Nay – 1, Abstain – 3, Absent – 3

The amendment passes.

Brad Vanderhoof proposed an amendment to add a reference to Vision Zero LA. Bob Brostoff seconded.

Vote on the amendment

Aye – 16, Nay – 0, Abstain – 6, Absent – 3

The amendment passes.

Vote on the amended resolution

Aye – 13, Nay -- 5, Abstain – 4, Absent – 3

The resolution passes.

Chair Dan Brin adjourned the meeting at 10:00 PM.

The next Board meeting is scheduled August 6, 2020, at 7:00 PM, and will be held electronically.

Monthly Expenditure Report



Reporting Month: June 2020

Budget Fiscal Year: 2019-2020

NC Name: West Hills Neighborhood Council

Monthly Cash Reconciliation					
Beginning Balance	Total Spent	Remaining Balance	Outstanding	Commitments	Net Available
\$19498.06	\$8157.14	\$11340.92	\$1636.00	\$0.00	\$9704.92

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office	\$43050.00	\$3294.00	\$6368.51	\$0.00	\$6368.51
Outreach		\$4863.14		\$0.00	
Elections		\$0.00		\$0.00	
Community Improvement Project	\$1750.00	\$0.00	\$1671.88	\$0.00	\$1671.88
Neighborhood Purpose Grants	\$7200.00	\$0.00	\$3300.53	\$1636.00	\$1664.53
Funding Requests Under Review: \$0.00		Encumbrances: \$0.00		Previous Expenditures: \$32501.94	

Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	APPLEONE EMPLOYMENT SV	06/09/2020	This charge was made in error - the cc number shown is not assigned to WHNC. Upon contacting AppleOne they acknowledged the error and said that a credit will be issued to the WHNC account. The attach...	General Operations Expenditure	Office	\$247.40
2	APPLEONE EMPLOYMENT SV	06/12/2020	This is credit for erroneous charge to the WHNC credit card.	General Operations Expenditure	Office	-\$247.40
3	ICONCONTACT	06/17/2020	Email services	General Operations Expenditure	Office	\$530.40
4	THE WEB CORNER, INC	06/01/2020	Web service	General Operations Expenditure	Office	\$150.00
5	APPLEONE EMPLOYMENT SV	06/16/2020	Executive Director services	General Operations Expenditure	Office	\$1306.80
6	APPLEONE EMPLOYMENT SV	06/16/2020	Executive Director services	General Operations Expenditure	Office	\$1306.80
7	THE HOME DEPOT #1070	06/08/2020	Paint and supplies purchased to paint utility boxes	General Operations Expenditure	Outreach	\$729.89

8	KRISTAL GRAPHICS	06/19/2020	WHNC logo mugs to be used as part of outreach	General Operations Expenditure	Outreach	\$602.25
9	West Valley Food Pantry	06/12/2020	Discussion and possible action on approving a Spending Request for an amount up to \$1,177 for the West Valley Food Pantry in support of the Covid-19 emergency relief efforts.	General Operations Expenditure	Outreach	\$1177.00
10	Hope of the Valley Rescue Mission	06/12/2020	Discussion and possible action on approving Spending Request for an amount up to \$1,177 for Hope of the Valley for food and hygiene products in support of the Covid-19 emergency relie...	General Operations Expenditure	Outreach	\$1177.00
11	Miracle Minded Ministries	06/12/2020	Discussion and possible action on approving a Spending Request for an amount up to \$1,177for Miracle Minded Ministries3/New Friends Homeless Center for food, blankets and sleeping ba...	General Operations Expenditure	Outreach	\$1177.00
Subtotal:						\$8157.14

Outstanding Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	HAMLIN CHARTER	03/11/2020	Discussion and possible action on approving NPG for Hamlin Charter Academy in the amount of \$836.00 for 100 Logitech Stereo Headsets.	Neighborhood Purpose Grants		\$836.00
2	CAPISTRANO AVE ELEMENTARY	06/11/2020	Discussion and possible action on approving NPG for Capistrano Avenue Elementary School PTA in the amount of \$800 for a water filtration system. Line Item 27	Neighborhood Purpose Grants		\$800.00
Subtotal: Outstanding						\$1636.00

Monthly Expenditure Report



Reporting Month: June 2020

Budget Fiscal Year: 2019-2020

NC Name: West Hills Neighborhood Council

Monthly Cash Reconciliation					
Beginning Balance	Total Spent	Remaining Balance	Outstanding	Commitments	Net Available
\$19498.06	\$8157.14	\$11340.92	\$1636.00	\$0.00	\$9704.92

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office	\$43050.00	\$3294.00	\$6368.51	\$0.00	\$6368.51
Outreach		\$4863.14		\$0.00	
Elections		\$0.00		\$0.00	
Community Improvement Project	\$1750.00	\$0.00	\$1671.88	\$0.00	\$1671.88
Neighborhood Purpose Grants	\$7200.00	\$0.00	\$3300.53	\$1636.00	\$1664.53
Funding Requests Under Review: \$0.00		Encumbrances: \$0.00		Previous Expenditures: \$32501.94	

Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	APPLEONE EMPLOYMENT SV	06/09/2020	This charge was made in error - the cc number shown is not assigned to WHNC. Upon contacting AppleOne they acknowledged the error and said that a credit will be issued to the WHNC account. The attach...	General Operations Expenditure	Office	\$247.40
2	APPLEONE EMPLOYMENT SV	06/12/2020	This is credit for erroneous charge to the WHNC credit card.	General Operations Expenditure	Office	-\$247.40
3	ICONCONTACT	06/17/2020	Email services	General Operations Expenditure	Office	\$530.40
4	THE WEB CORNER, INC	06/01/2020	Web service	General Operations Expenditure	Office	\$150.00
5	APPLEONE EMPLOYMENT SV	06/16/2020	Executive Director services	General Operations Expenditure	Office	\$1306.80
6	APPLEONE EMPLOYMENT SV	06/16/2020	Executive Director services	General Operations Expenditure	Office	\$1306.80
7	THE HOME DEPOT #1070	06/08/2020	Paint and supplies purchased to paint utility boxes	General Operations Expenditure	Outreach	\$729.89

8	KRISTAL GRAPHICS	06/19/2020	WHNC logo mugs to be used as part of outreach	General Operations Expenditure	Outreach	\$602.25
9	West Valley Food Pantry	06/12/2020	Discussion and possible action on approving a Spending Request for an amount up to \$1,177 for the West Valley Food Pantry in support of the Covid-19 emergency relief efforts.	General Operations Expenditure	Outreach	\$1177.00
10	Hope of the Valley Rescue Mission	06/12/2020	Discussion and possible action on approving Spending Request for an amount up to \$1,177 for Hope of the Valley for food and hygiene products in support of the Covid-19 emergency relie...	General Operations Expenditure	Outreach	\$1177.00
11	Miracle Minded Ministries	06/12/2020	Discussion and possible action on approving a Spending Request for an amount up to \$1,177for Miracle Minded Ministries3/New Friends Homeless Center for food, blankets and sleeping ba...	General Operations Expenditure	Outreach	\$1177.00
Subtotal:						\$8157.14

Outstanding Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	HAMLIN CHARTER	03/11/2020	Discussion and possible action on approving NPG for Hamlin Charter Academy in the amount of \$836.00 for 100 Logitech Stereo Headsets.	Neighborhood Purpose Grants		\$836.00
2	CAPISTRANO AVE ELEMENTARY	06/11/2020	Discussion and possible action on approving NPG for Capistrano Avenue Elementary School PTA in the amount of \$800 for a water filtration system. Line Item 27	Neighborhood Purpose Grants		\$800.00
Subtotal: Outstanding						\$1636.00

Fiscal Year
2020 -2021

Office of the City Clerk
Neighborhood Council Funding Program
Fiscal Year Administrative Packet

Neighborhood Council: _____

Agenda Item 20-0080

NEIGHBORHOOD COUNCIL FUNDING PROGRAM FISCAL YEAR ADMINISTRATIVE PACKET

Summary

The Administrative Packet provides for a more comprehensive and complete record of all items that support the Neighborhood Councils' (NC) fiscal and administrative operations, including its annual budget, Financial Officers, and any commitments for NC office space, storage facility, P.O. Boxes, etc.

Goal(s)

The goal(s) of the Administrative Packet is to make it easier for NCs to identify, plan, and confirm, via a board vote, all fiscal and administrative requirements upfront each year so that our Office can prepare for and process funding requests and resulting contracts judiciously and expeditiously.

The Packet contains the following items:

- NC Funding Program Acknowledgements & Agreements – Signed by all Financial Officers
 - If a new Financial Officer is being appointed for the new Fiscal Year, please check the appropriate box for the Financial Officer(s).
- Completed Annual Budget
- Information pertaining to office space, meeting space, storage facility, Post Office Box (P.O. Box), and website services, as applicable.

Procedure

On a yearly basis, we require each NC to discuss, prepare, and approve the Administrative Packet. Once the Packet has been voted on by the board, the Packet and the completed Board Action Certification (BAC) Form are to be submitted to the NC Funding Program.

Your NC Treasurer can submit both documents, the Packet and BAC, by uploading them in the NC Funding System portal, Budget Allocation section, immediately after Board approval. Once received, reviewed, and accepted by our Program, your NC will gain full access to its funds. The NC Funding System portal website is: <https://cityclerk.lacity.org/NCFundPortal/#/login>

As our Program awaits your Packet submission, access to your NC funds will be limited to \$333.00 per month, until the annual budget, Administrative Packet, and BAC have been received and accepted. This limited amount is intended to assist your NC operationally for expenses related to conducting your NC meetings, i.e. meeting facility use fees, printing and photocopying of meeting documents, meeting refreshments/snacks, professional staff services.

If you have questions or require any assistance regarding the packet, please feel free to email us at clerk.ncfunding@lacity.org or call us at 213-978-1058.

**NEIGHBORHOOD COUNCIL FUNDING PROGRAM
FINANCIAL OFFICERS LETTER OF ACKNOWLEDGEMENT & AGREEMENT**

We, the undersigned, do hereby declare that as a result of an official action of the Governing Body of the Neighborhood Council (NC) named below:

- (1) we are authorized to request City funding to support NC general operations,
- (2) all items or services described or included in any related funding requests are exclusively intended to further the goals and objectives of the Neighborhood Council, and
- (3) all reasonable precautions shall be exercised by the undersigned to fully safeguard, control and account for all use of funds. Proper accountability of all City funds is critical to the success of the NC Funding Program.

Therefore, by the signature(s) below, and on behalf of the Neighborhood Council named below, WE HEREBY AGREE to the terms and conditions as set forth in this Letter of Acknowledgement and all related documents as provided by the City, agree to expend funds in accordance with any applicable City rules, policies or procedures, and specifically agree to expend monies received by the Office of the City Clerk solely for public purposes relating to the goals and purposes of the Neighborhood Council named below, consistent with the scope and authority under the City Charter, the Plan for a Citywide System of Neighborhood Councils and any implementing ordinances. We have attended and participated in the City-provided training relating to the NC Funding Program.

WE FURTHER ACKNOWLEDGE and WE AGREE to comply with any requirements regarding use of the NC funds. WE AGREE to provide NC financial reports and/or supporting documentation to the Office of the City Clerk, Neighborhood Council Funding Program as requested and at monthly meetings to the Governing Body and stakeholders of the NC named below. WE AGREE that the Office of the City Clerk and other City representatives may make on-site visits to inspect and review all NC financial records, upon providing reasonable advance notice to the NC Treasurer or designated representatives.

WE ACKNOWLEDGE THAT A NEW LETTER OF ACKNOWLEDGEMENT MUST BE FILED IF THERE IS ANY CHANGE OF FINANCIAL OFFICERS.

Neighborhood Council Financial Officers - Names and Signatures:

Treasurer

Please check here if a new Treasurer is being appointed

SIGNATURE OF THE TREASURER

DATE

PRINT NAME OF THE TREASURER

EMAIL

BOARD POSITION

PHONE NUMBER

CONTINUES OTHER SIDE

2nd Signer

Please check here if a new 2nd Signer is being appointed

SIGNATURE OF THE 2nd SIGNER

DATE

PRINT NAME OF THE 2ND SIGNER

EMAIL

BOARD POSITION

PHONE NUMBER

Alternate Signer

(If not applicable, please indicate "N/A")

Please check here if a new Alt. Signer is being appointed

SIGNATURE OF THE ALTERNATE SIGNER

DATE

PRINT NAME OF THE ALTERNATE SIGNER

EMAIL

BOARD POSITION

PHONE NUMBER

1st Bank Cardholder

Please check here if a new Cardholder is being appointed

SIGNATURE OF THE 1st BANK CARD HOLDER

DATE

PRINT NAME OF THE 1st BANK CARD HOLDER

EMAIL

BOARD POSITION

PHONE NUMBER

2nd Bank Cardholder

Please check here if a new Cardholder is being appointed

SIGNATURE OF THE 2nd BANK CARD HOLDER

DATE

PRINT NAME OF THE 2nd BANK CARD HOLDER

EMAIL

BOARD POSITION

PHONE NUMBER

***** Bank Cardholders, please read further next page *****

**NEIGHBORHOOD COUNCIL FUNDING PROGRAM
BANK CARDHOLDER ACKNOWLEDGEMENT &
AGREEMENT OF RESPONSIBILITIES**

This document outlines the responsibilities that I, as the Neighborhood Council Bank Cardholder, have as the primary custodial holder of a City Los Angeles Neighborhood Council (NC) Bank Card, referred herein as "the card" for the Neighborhood Council named below. My signature indicates that I have read and understand these responsibilities and further, that I agree to adhere to the guidelines established by the Office of the City Clerk and approved by the City Controller for the use of City funding as it relates to the Neighborhood Council Funding Program.

1. I understand that the City of Los Angeles Neighborhood Council Card is intended to facilitate the purchase and payment of materials or services required for the conduct of official Neighborhood Council business only.
2. I agree to make only those purchases consistent with the type of purchases authorized by the Office of the City Clerk and approved by the NC Governing Board.
3. I understand that under no circumstances will I use the Card to make personal purchases either for myself or for others. The Card is issued in the name of the Neighborhood Council and I serve as the Card custodian. I agree that should I willfully violate the terms of this Agreement and use of the Card for personal use or gain that I will reimburse the City of Los Angeles for all incurred charges and any fees related to the collection of those charges.
4. Uses of the Card not authorized by the Office of the City Clerk can be considered misappropriation of City funds. This could result in (a) immediate and irrevocable forfeiture of the Card, and /or (b) potential de-certification action. I understand that the Card must be surrendered upon termination of any official position with the Neighborhood Council to which the card is issued. I agree to maintain the Card with appropriate security whenever and wherever I or any other authorized person may use the Card. If the Card is stolen or lost, I agree to immediately notify the Office of the City Clerk.
5. I understand that since the Card is the property of the Bank and authorized for issue by the City of Los Angeles, I am required to comply with internal control procedures designed to protect City assets. This may include being asked to produce the Card, receipts, and/or statements to validate its existence and to audit its use.
6. I understand that I will have access to the Funding Program System portal via the Internet where all card transactions will be posted by the Bank when the card is used. I understand that I am required to obtain itemized receipts for all card transactions and upload the itemized receipts to the Funding Program System portal to verify the posted card transaction. Uploading the required itemized receipt is necessary for my NC Monthly Expenditure Report (MER) to be generated by the Funding Program System portal. The MER must be reviewed and approved by the NC Governing Board before being submitted to the Office of the City Clerk as a complete Report.
7. I understand that all transactions on the Card will reduce the funds available to the NC. I understand that the Bank will not accept any limit increases from me.
8. I understand that the Card is solely provided to the designated NC cardholder and that assignment of the Card is based on the understanding that I need to purchase materials required for the conduct of Neighborhood Council business. I understand that custodial possession of the Card is not an entitlement nor reflective of title or position.
9. As a Neighborhood Council Financial Officer, I have signed and received a copy of both the NC Funding Program Bank Cardholder Agreement of Responsibilities and Financial Officers Letter of Acknowledgement, have attended and completed the required NC Funding Program training, and understand the requirements and limitations regarding the NC Bank Card's use.

PLEASE SIGN OTHER SIDE

OFFICE OF THE CITY CLERK | clerk.ncfunding@lacity.org | 213-978-1058

Agenda Item 20-0080

1st Bank Cardholder

SIGNATURE OF THE 1st BANK CARD HOLDER

DATE

PRINT NAME OF THE 1st BANK CARD HOLDER

2nd Bank Cardholder

SIGNATURE OF THE 2nd BANK CARD HOLDER

DATE

PRINT NAME OF THE 2nd BANK CARD HOLDER

NEIGHBORHOOD COUNCIL FUNDING PROGRAM
ANNUAL BUDGET TEMPLATE – FISCAL YEAR 2020-2021

The annual budget is a plan for the utilization of the NC’s financial resources. It should be used as a strategic financial road map to conduct activities and efforts that will help the NC achieve its mission, goals, and objectives. The budget should include the input of stakeholders, be accessible, and comply with the rules that govern the use of NC public funds.

As a planning tool, the annual budget allows the NC board to allocate its funds, both regular annual funds and rollover funds, if any, into the following Expenditure Categories:

1. General and Operational Expenditures
 - i. **Office/Operational**
 - ii. Outreach
 - iii. Elections
2. Neighborhood Purposes Grants (NPGs)
3. Community Improvement Projects (CIPs)

With the exception of certain expenditures related to Office/Operational items, the annual budget cannot be used as authorization or approval of actual payments to vendors. All payments related to Outreach purchases, activities, and events, Elections, NPGs, and CIPs must be considered and approved through separate board motions, not as part of the board approval of the annual budget.

The annual budget may be accepted as authorization for payment for certain monthly and recurring **Office/Operational expenditures only**, such as those listed below, when itemized in the Office/Operational Expenditure Category. Please see the sample itemized Office/Operational budget allocations next page.

1. Office lease payments
2. Office supplies and equipment expenses, not including inventory items
3. Storage facility lease payments
4. P.O. Box payments
5. Office telephone and Internet services
6. Refreshments/snacks for board/committee meetings
7. Website hosting and maintenance services
8. Professional meeting/office-related services, i.e. translators, minute-takers, audio services
9. Printing and copying for meetings/office-related purposes only
10. Printing NC business cards

The annual budget template form provided here is an optional tool. Your Neighborhood Council may submit its annual budget on a form different from this template as long as it only contains the same budget allocation Expenditures Categories listed above.

For more details on the Administrative Packet, Fiscal Year annual budget, and rollover of funds unspent at the end of the Fiscal Year, please review the Policies and Guidelines, Policy 1.1, found on our website: <https://clerk.lacity.org/neighborhood-council-funding-program>

**Sample Itemized Budget Allocations for
Office/Operational Expenditures**

Office/Operational Expenditures Category	
<i>Office Rent (\$500/month x 12 months)</i>	<i>\$6,000.00</i>
<i>Office Supplies (paper, ink, staples, pens, binders, business cards, etc.)</i>	<i>\$500.00</i>
<i>Printer/Copy Machine Lease</i>	<i>\$1,500.00</i>
<i>Internet Service (Spectrum)</i>	<i>\$1,000.00</i>
<i>Telephone Service (Ooma)</i>	<i>\$500.00</i>
<i>Website Hosting and Maintenance</i>	<i>\$2,000.00</i>
<i>Printing and Photocopying for Meetings</i>	<i>\$500.00</i>
<i>Meeting Facility Fees (Riverside Elementary School)</i>	<i>\$2,000.00</i>
<i>Minute-Taker for Meetings (AppleOne)</i>	<i>\$1,500.00</i>
<i>Refreshments/Snacks for Meetings</i>	<i>\$1,500.00</i>
Total Office/Operational Expenditures	\$17,000.00

Neighborhood Council Annual Budget for Fiscal Year 2020-2021	
Annual Budget Funds	ÀHGÈÈÈÈÈ
Rollover Funds*	
Encumbered Funds*	
Total Annual Budget Funds	

Office/Operational Expenditures Category	
Total Office/Operational Expenditures	

*The Funding Program will notify each NC of their Fiscal Year closing balance including available rollover funds and/or approved encumbered funds, if any, on August 1st or next business day. Depending on when an NC submits its Admin Packet/annual budget, the NC may need to revise and resubmit its annual budget to account for any rollover and/or encumbered funds. PLEASE NOTE: Encumbered funds are intended only for earmarked expenditures submitted in the "Encumbrance Request Form" and approved by the Funding Program

Outreach Expenditures Category	
Total Outreach Expenditures	

Election Expenditures Category	
Total Election Expenditures	

Neighborhood Purposes Grants (NPG) Expenditures Category	
Total NPG Expenditures	

Community Improvement Projects (CIP) Expenditures Category	
Total CIP Expenditures	

TOTAL ANNUAL BUDGET ALLOCATIONS	
Office/Operational Expenditures	
Outreach Expenditures	
Election Expenditures	
General and Operational Expenditures	
Neighborhood Purposes Grants (NPG) Expenditures	
Community Improvement Projects (CIP) Expenditures	
TOTAL EXPENDITURES FOR FISCAL YEAR 2020-2021	

NEIGHBORHOOD COUNCIL FUNDING PROGRAM

LEASES & AGREEMENTS

Please complete the following information, as applicable, for any leases or service agreements your NC currently has or plans on securing in the Fiscal Year involving office space, meeting space, storage facilities, P.O. Boxes, and/or website services. If sections below do not apply to your NC, please select NA on the sections that do not apply. If you have more than one Meeting Location, then please provide the same information on an additional page. The information provided on this form is to confirm services that an NC may currently have or that it would like to secure in the Fiscal Year which may require a City agreement. If an agreement needs to be drafted from the information provided, the NC board will be notified and advised to agendaize and approve the drafted agreement at a future board meeting; The approval the Administrative Packet/annual budget does not replace the vote the board will need to take to approve any agreements needed.

Office Location:

<input type="checkbox"/> Existing(may need to renew agreement) <input type="checkbox"/> New(new agreement may be needed) <input type="checkbox"/> Donated <input type="checkbox"/> NA	
Property Name:	
Property Address:	
Property Owner Name:	
Property Owner Phone Number:	
Property Owner Email:	

Meeting Location:

<input type="checkbox"/> Existing(may need to renew agreement) <input type="checkbox"/> New(new agreement may be needed) <input type="checkbox"/> Donated <input type="checkbox"/> NA	
Property Name:	
Property Address:	
Property Owner Name:	
Property Owner Phone Number:	
Property Owner Email:	

Storage Facility:

<input type="checkbox"/> Existing(may need to renew agreement) <input type="checkbox"/> New(new agreement may be needed) <input type="checkbox"/> Donated <input type="checkbox"/> NA	
Facility Name/Owner	
Facility Address:	
Facility Owner Phone Number:	
Facility Owner Email:	
Name on Facility Account:	

P.O. Box:

<input type="checkbox"/> Existing(may need to renew agreement) <input type="checkbox"/> New(new agreement may be needed) <input type="checkbox"/> Donated <input type="checkbox"/> NA	
Property Name/Owner:	
NC P.O. Box Address	
Property Owner Address:	
Property Owner Phone Number:	
Property Owner Email:	
Name on P.O. Box Account:	

Website Services:

<input type="checkbox"/> Existing(may need to renew agreement) <input type="checkbox"/> New(new agreement may be needed) <input type="checkbox"/> Donated <input type="checkbox"/> NA	
Name of Website Services Provider:	
Service Provider Address:	
Service Provider Phone Number:	
Service Provider Email:	
Type of Services Provided:	

2020 - 2021 Proposed \$41,704.92 (\$32,000+\$9,704.92) Budget

Category/Committee	Purpose	Final Approved Budget
<u>Office/Operational:</u>		
1 Office	Mtg. Expenses	\$519.00
2 Office	Rent	\$5.00
3 Office	Committee Printing	\$369.00
4 Office	PO Box	\$326.00
5 Office	Apple One	\$17,641.80
6 Office	Go Daddy	\$21.17
7 Board	Web Corner	\$1,800.00
8 Board	Rack Space	\$830.54
9 Board	iContact	\$530.00
Sub Total		\$22,042.51
<u>Outreach:</u>		
10 Communications	Outreach	\$2,517.33
11 Beautification	Refreshments & Supplies	\$200.00
12 Special Events	Outreach	\$5,000.00
13 Environment	Outreach	\$0
14 Gov't Relations	VANC	\$0
15 Gov't Relations	Budget Advocates	\$0
16 Gov't Relations	Congress	\$0
17 Gov't Relations	Emp LA Awards	\$0
18 Homelessness	Homelessness	\$1,530.81
19 Public Safety & Emergency Preparedness		\$139.62
20 Streets & Transportation		\$1,224.65
21 Public Health		
Sub Total:		\$10,612.41
<u>Elections:</u>		
22 Elections		\$5,000
Sub Total:		\$5,000.00
<u>Neighborhood Purpose Grants (NPGs):</u>		
23 Youth & Education	NPG's	\$4,050.00
Sub Total:		\$4,050.00
<u>Community Improvement Projects (CIPs):</u>		
24 Beautification	Cleanups	
25 Beautification	Special Events	
TOTAL		\$41,704.92
26 Clean Streets Grant		\$1,324.83

DRAFT

July 14, 2020

WHEREAS Neighborhood Councils have a responsibility to the communities they serve, to communicate the ideas, concerns and pulse of those communities;
and

WHEREAS several City Council Members are in agreement that Neighborhood Councils be able to communicate on issues that are important to the communities that they serve;
and

WHEREAS Article IX of the Los Angeles City Charter states: "Neighborhood Councils shall include representatives of the many diverse interests in communities and shall have an advisory role on issues of concern to the neighborhood.";
and

WHEREAS Neighborhood Council Board members participate in meetings with City elected officials and their staff members, County elected officials and their staff members, State elected officials and their staff members, and Federal elected officials and their staff members and Federal agencies wherein Neighborhood Council positions are discussed;

LET IT BE RESOLVED that Neighborhood Councils have the ability to communicate approved Board positions to any interested parties.

Dear Council Member Lee:

The West Hills Neighborhood Council respectfully submits this letter in support of interim and permanent housing. We are proud of the work that is under way toward the fulfillment of CD-12's 222-bed pledge, and we are confident that CD-12 will not for long remain behind other Los Angeles council districts in meeting this goal. There is a particular challenge in the West Valley, with only eighty beds and the impending closure of emergency housing. An urgent and robust plan to build interim and permanent housing is a need that can wait no longer.

The current housing crisis demands innovative short-term and long-term solutions. In order to provide relief for our unhoused neighbors who require socially-distanced shelter without delay, we respectfully propose:

- An extension and expansion of temporary shelters
- The addition of a navigation center
- Development and planning for expedient and cost-effective solutions, such as Pallet Shelter housing on city or county-owned land
- The creation of further bridge housing in CD 12--similar to plans currently pending in Council Districts 2, 3, and 7.

There has never been a more urgent need for action than now, with the dual health crises of homelessness and COVID-19 affecting our lives and our community. The 2020 LAHSA Homeless Count Report reveals a 19% increase in homelessness in LA County SPA 2 since 2019¹, exacerbated by COVID-19 and the current economic recession. An unhoused individual living without shelter is in immediate danger. The mortality rate of unhoused individuals in Los Angeles is more than double that of the general population.² Each day there are an average of three deaths of unhoused people in Los Angeles. Between hospital visits, detox programs, jails, prisons, and psychiatric institutions, allowing such a growing population to remain unhoused can generate public expenditures of \$30,000 to \$50,000 per person per year.³ Providing shelter, such as permanent supportive housing, can cut this cost by up to half, reducing the public cost of services, mitigating public safety risks and giving safe harbor for those in need of housing.

We appreciate your bold leadership, and the West Hills Neighborhood Council pledge our commitment of support for action on behalf of our unhoused neighbors for the benefit of our entire community. Please act now to address this ongoing crisis by directing the creation of further interim and permanent supportive housing in Council District 12.

¹ "2020 Homeless County SPA 2 Data Summary." *2020 HOMELESS COUNTY SPA 2 DATA SUMMARY*, Los Angeles Homeless Services Authority, 6 July 2020, www.lahsa.org/documents?id=4571-2020-homeless-county-spa-2-data-summary.

² Los Angeles County Department of Public Health, Center for Health Impact Evaluation, Recent Trends In Mortality Rates and Causes of Death Among People Experiencing Homelessness in Los Angeles County, October 2019
http://www.publichealth.lacounty.gov/chie/reports/HomelessMortality_CHIEBrief_Final.pdf

³ United States Interagency Council on Homelessness. 'Ending Chronic Homelessness in 2017.'
https://www.usich.gov/resources/uploads/asset_library/Ending_Chronic_Homelessness_in_2017.pdf



NEIGHBORHOOD COUNCIL EVENT APPROVAL REQUEST FORM



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

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

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

Neighborhood Council: WEST HILLS

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

Main sponsor: WHNC Special Events Committee

Contact Person: Myrl Schreibman

Phone: 818 335-7658 Email: myrlschreibman@gmail.com

Co-Sponsor (if applicable): CD12

Contact Person: Ron Rubine

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

Event Information

Event Title and Description: 2ND ANNUAL WEST HILLS HALLOWEEN HOUSES ON DISPLAY-A STAY AT HOME EVENT

Date: 10/21-24/2020 Time Frame: Sunset - 9:00 PM Est. number of attendees: 50-100 Houses Event Budget: \$ 750.00W

Venue Name: West Hills Community

Venue Address: Addresses of Participating Homes

Contact Person: Myrl Schreibman

Phone: 818 335-7658 Email: myrlschreibman@gmail.com

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

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

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

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

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

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

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

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

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

If RENTING a vehicle or truck to transport event materials:

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

ADDITIONAL PERMITS may be required if the event has:

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

CONTACT INFORMATION for possible permits:

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

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

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

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

Signature: Steve Randall Date: 8/3/2020

Print Name: STEVE RANDALL Title: COMMITTEE CO-CHAIR

Email: STEVE KR 2000 @ aol. com Phone: 818 340-4700

For Staff Use Only: Approved Denied Code: _____

Reviewers Signatures: 1st Level _____ 2nd Level _____

Reviewers Names: 1st Level _____ 2nd Level _____

CF 20-0731

George Floyd / Protests / Los Angeles Police
Department / Tactics and Use of Force / Office
of Inspector General

Agenda Item 20-0085

File # :	20-0731
Title :	George Floyd / Protests / Los Angeles Police Department / Tactics and Use of Force / Office of Inspector General
Type :	Motion
City/State :	Los Angeles City Council

Summary :	<p>Peaceful and first-amendment protected demonstrations are continuing in Los Angeles, part of a national call for justice. Further, while more instances of restraint and professionalism were displayed by the men and women of the Los Angeles Police Department (LAPD), there were a number of instances where excessive force appeared to be used against protesters.</p> <p>Of particular interest is Saturday, May 30, 2020, though it is not the only example. What started out as a peaceful, multicultural and multigenerational family-oriented gathering at Pan Pacific Park turned into violence and chaos by day’s end.</p>
-----------	--

Motion :	<p>I THEREFORE MOVE that the Office of the Inspector General, with assistance from LAPD and the Department of Civil and Human Rights (CHKD), be requested to report back with a thorough review and explanation of the Hurdles used by Los Angeles Police Department personnel on Saturday, May 30, 2020, particularly in the vicinity of the “Fairfax District”, including an explanation of the chain of events that led the decision to have LAPD officers engage with protesters.</p> <p>I FURTHER MOVE that the Office of the Inspector General, with assistance from LAPD and the Department of Civil and Human Rights (CHKD), be requested to investigate complaints filed against LAPD for use of force in dispersing demonstrators, including the purposes and types of less-than-lethal tools used, use of force for crowds already dispersing, and claims of LAPD focusing on protest gatherings reducing response times for smaller groups committing acts of arson, looting, and vandalism.</p> <p>I FURTHER MOVE that LAPD, CHRD, Chief Legislative Analyst (CLA) and other relevant agencies be instructed to conduct a thorough review and evaluation of current departmental protocols for crowd control and the levels of force on peaceful protesters and report back with their findings and recommendations to address any issues found.</p> <p>CO-PRESENTED BY: CO-PRESENTED BY:</p>
----------	--

GR Position :	Government Relations Committee UNANIMOUSLY SUPPORTS a CIS in favor of the Motion
Vote :	8 “Yes,” “No,” “0” Abstain

“YES” Vote:	<p>A “YES” vote would be in favor of a CIS to support the Motion for an Inspector General investigation into LAPD use of force in response to George Floyd protests.</p> <p>YES = YES on the Motion</p>
-------------	---

“NO” Vote:	<p>A “NO” vote would be in opposition to a CIS to support the Motion for an Inspector General investigation into LAPD use of force in response to George Floyd protests.</p> <p>NO = NO on the Motion</p>
------------	---

MOTION

The tragic murder of George Floyd in Minneapolis has sparked one of the largest and most profound movements for social justice our country has seen. Like many other cities across our nation, Los Angeles has seen large displays of protest and unity. Early on, there were some reports of opportunistic acts of violence, vandalism and looting, however, the majority of these protests have been peaceful, powerful and served to bring our City together.

Peaceful and first-amendment protected demonstrations are continuing in Los Angeles, part of a national call for justice. Further, while more instances of restraint and professionalism were displayed by the men and women of the Los Angeles Police Department (LAPD), there were a number of instances where excessive force appeared to be used against protesters.


Of particular interest is Saturday, May 30, 2020, though it is not the only example. What started out as a peaceful, multicultural and multigenerational family-oriented gathering at Pan Pacific Park turned into violence and chaos by day's end.

I THEREFORE MOVE that the Office of the Inspector General, with assistance from LAPD and the Department of Civil and Human Rights (CHRD), be requested to report back with a thorough review and explanation of the tactics used by Los Angeles Police Department personnel on Saturday, May 30, 2020, particularly in the vicinity of the "Fairfax District", including an explanation of the chain of events that led the decision to have LAPD officers engage with protesters.

I FURTHER MOVE that the Office of the Inspector General, with assistance from LAPD and the Department of Civil and Human Rights (CHRD), be requested to investigate complaints filed against LAPD for use of force in dispersing demonstrators, including the purposes and types of less-than-lethal tools used, use of force for crowds already dispersing, and claims of LAPD focusing on protest gatherings reducing response times for smaller groups committing acts of arson, looting, and vandalism.

I FURTHER MOVE that LAPD, CHRD, Chief Legislative Analyst (CLA) and other relevant agencies be instructed to conduct a thorough review and evaluation of current departmental protocols for crowd control and the levels of force on peaceful protesters and report back with their findings and recommendations to address any issues found.

CO-PRESENTED BY: _____
CURREN D. PRICE JR. (verbal)
Councilmember, 9th District

CO-PRESENTED BY: 
DAVID E. RYU (verbal)
Councilmember, 4th District

SECONDED BY: _____
(Rodriguez - verbal second)
MONICA RODRIGUEZ (verbal)
Councilmember, 7th District

Fiscal Year	Total Litigation Expenditures	Total Judgements & Settlements	Attorney's Fees & Costs	Sheriff Department Expense	% of Total Expenditures
2018 – 2019	\$148,500,000	\$91,500,000	\$57,000,000	\$81,485,430	54.87%
2017 – 2018	\$135,700,000	\$73,700,000	\$62,000,000	\$62,000,000	45.69%
2016 – 2017	\$145,500,000	\$79,300,000	\$66,100,000	\$68,619,128	47.16%
2015 – 2016	\$131,800,000	\$71,300,000	\$60,500,000	\$62,580,291	47.48%
2014 – 2015	\$118,900,000	\$59,900,000	\$59,000,000	\$60,983,093	51.29%
TOTALS	\$680,400,000	\$375,700,000	\$304,600,000	\$335,667,942	49.30%

Source: Los Angeles County Counsel Annual Litigation Report – Fiscal Years 2014 - 2019

Video