



CITY OF
LOS ANGELES
CALIFORNIA



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WEST HILLS NEIGHBORHOOD COUNCIL

ONLINE AND TELEPHONIC REGULAR BOARD MEETING AGENDA

Thursday, July 1, 2021 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> Call to Order</p> <p>Roll Call – Establish Quorum Pledge of Allegiance Senior Lead Officer Report Treasurer’s Report Controller’s Report Comments From the Chair Induction of New Board Member, Jason Romanello</p>	<p>7:00 P.M.</p>	<p>Co-Chairs: Ms. Charlene Rothstein Dr. Faye Barta Secretary: Mr. Brad Vanderhoof Co-Chair: Dr. Faye Barta SLO McNamee; Acting SLO Salter Treasurer: Ms. Carolyn Greenwood Controller: Mr. Saif Mogri Co-Chair: Ms. Charlene Rothstein</p>
<p><u>Announcements</u></p> <p>Council District 12 Department of Neighborhood Empowerment Los Angeles County Supervisor District 3 LAUSD District 3</p> <p>Budget Advocates</p>	<p>7:20 P.M.</p>	<p>Mr. Eric Moody, District Director Ms. Atziri Camarena Ms. Tessa Charnofsky, District Director Ms. Tara Vahdani, School Engagement & Data Specialist Ms. Patricia Bates, Region 3, Southwest Valley</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> *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: Dr. Faye Barta</p>

<p><u>Certificate of Appreciation</u></p> <p>Mr. Steve Cohen Mr. Richard Stellar</p>	<p>7:50 P.M.</p>	<p>Mr. Dan Brin, Board Member</p>
<p><u>Council Announcements</u></p> <p>Committee & Liaison Reports</p>	<p>8:00 P.M.</p>	<p>West Hills Neighborhood Council</p>
<p><u>Old Business</u></p> <p>21-0058 - Discussion and possible action on submitting a CIS/CF 21-0002-S121 Electric Vehicle Charging Station / Installation Application / Vehicle Emissions Reduction / AB 970 (McCarthy and Chiu) (5 Minutes Max)</p> <p>21-0059 - Discussion and possible action on submitting a CIS/CF 21-0002-S77 Speed Safety System Pilot Programs / California Vehicle Code Amendment / Street Safety Tool / Speed-Related Fatalities / AB 550 (Chiu) (5 Minutes Max)</p> <p>21-0060 - Discussion and possible action on submitting a CIS regarding City Council File 21-0407, City Clerk be directed to report on the costs associated with administering the existing non-standardized Neighborhood Council election systems, and provide recommendations for streamlining a Neighborhood Council elections, and potential cost savings that could result from standardizing Neighborhood Council election rules. (10 Minutes Max)</p> <p>21-0061 - Discussion and possible action to write a letter to Councilmember John Lee with copies to Sen. Henry Stern and Assemblymember Jesse Gabriel regarding the hidden intricacies of SB50 (10 Minutes Max)</p>	<p>8:10 P.M.</p>	<p>Mr. Anthony Scarce, Chair Streets & Transportation</p> <p>Mr. Anthony Scarce, Chair Streets & Transportation</p> <p>Ms. Joanne Yvanek-Garb, Co-Chair Government Relations Committee Mr. Saif Mogri, Co-Chair Government Relations Committee</p> <p>Ms. Joanne Yvanek-Garb, Co-Chair Government Relations Committee Mr. Saif Mogri, Co-Chair Government Relations Committee</p>
<p><u>New Business</u></p> <p>21-0062 - Discussion and possible action regarding the appointment of board member Saif Mogri co-chair to the WHNC Budget Committee</p> <p>21-0063 - Discussion and possible action regarding approval of the WHNC's May Monthly Expenditure Report (MER) (3 Minutes Max)</p> <p>21-0064 - Discussion and possible action on approving 2021-2022 Administrative Packet (5 Minutes Max)</p>	<p>8:40 P.M.</p>	<p>Ms. Charlene Rothstein, Co-Chair</p> <p>Ms. Carolyn Greenwood, Co-Chair Budget Committee Mr. Saif Mogri, Co-Chair Budget Committee</p> <p>Ms. Carolyn Greenwood, Co-Chair Budget Committee Mr. Saif Mogri, Co-Chair Budget Committee</p>

<p>21-0065 - Discussion and possible action regarding the appointment of board members Esperanza Butler and Myrl Schreibman as co-chairs to the WHNC Homelessness Committee (5 Minutes Max)</p> <p>21-0066 - Discussion and possible action regarding the proposed medians on Fallbrook (north of Roscoe) at Schoenborn Street and Eccles Street. The proposed plan is regarding the fulfillment of T condition (g) from CPC-2007-237. (10 Minutes Max)</p> <p>21-0067 - Discussion and possible action on approving a neighborhood council event approval form for a Beautification Clean-Up Event to be held on July 31, 2021 (5 Minutes Max)</p> <p>21-0068 – Discussion and possible action on approving a neighborhood council event approval form for a Special Events event to be held on July 24, 2021 (5 Minutes Max)</p> <p>21-0069 - Discussion and possible action on WHNC New Member Handbook (15 Minutes Max)</p> <p>21-0070 - Discussion and possible action on a letter to Councilmember John Lee regarding designation of the Orcutt Ranch Monarch Butterfly Habitat. (5 Minutes Max)</p> <p>21-0071 - Discussion and possible action on a letter to Mayor Eric Garcetti regarding signing the National Wildlife Federation’s Mayors’ Pledge on Dec. 1, 2021. (5 Minutes Max)</p> <p>21-0072 - Discussion and possible action on a resolution regarding passive infrared sensor-controlled traffic signals (5 Minutes Max)</p> <p>21-0073 - Discussion and possible action: on the Sidewalk and Transit Amenities Program (STAP) Digital Displays in West Hills (5 Minutes Max)</p>	<p>9:30 P.M.</p>	<p>Ms. Charlene Rothstein, Co-Chair</p> <p>Mr. Bill Rose, Co-Chair Zoning & Planning Committee</p> <p>Ms. Charlene Rothstein, Co-Chair Zoning & Planning Committee</p> <p>Mr. Anthony Searce, Co-Chair Streets & Transportation Committee</p> <p>Mr. Bob Brostoff, Co-Chair Streets & Transportation Committee</p> <p>Mr. John Bowman, Esq., Elkins Kalt</p> <p>Mr. Dave Curtis, PSOMAS</p> <p>Ms. Carolyn Greenwood, Co-Chair Budget Committee</p> <p>Mr. Saif Mogri, Co-Chair Budget Committee</p> <p>Ms. Carolyn Greenwood, Co-Chair Budget Committee</p> <p>Mr. Saif Mogri, Co-Chair Budget Committee</p> <p>Mr. Brad Vanderhoof, Co-Chair Bylaws Committee</p> <p>Mr. Bob Brostoff, Co-Chair Bylaws Committee</p> <p>Dr. Faye Barta, Co-Chair Beautification Committee</p> <p>Mr. Brad Vanderhoof, Co-Chair Beautification Committee</p> <p>Mr. Anthony Searce, Member Beautification Committee</p> <p>Dr. Faye Barta, Co-Chair Beautification Committee</p> <p>Mr. Brad Vanderhoof, Co-Chair Beautification Committee</p> <p>Mr. Anthony Searce, Member Beautification Committee</p> <p>Mr. Anthony Searce, Co-Chair Streets & Transportation</p> <p>Mr. Bob Brostoff, Co-Chair Streets & Transportation</p> <p>Mr. Anthony Searce, Co-Chair Streets & Transportation</p> <p>Mr. Bob Brostoff, Co-Chair Streets & Transportation</p>
<p>Adjournment</p>	<p>9:30 P.M.</p>	

Public Input At Neighborhood Council Meetings: Members of the public who call in by telephone are 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 via email NCsupport@lacity.org or calling (213) 978-1551. 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

RESOLUTION

WHEREAS, any official position of the City of Los Angeles with respect to legislation, rules, regulations or policies proposed to or pending before a local, state or federal governmental body or agency must have first been adopted in the form of a Resolution by the City Council with the concurrence of the Mayor; and

WHEREAS, currently pending in the State legislature, is a bill, AB 970 (McCarthy and Chiu), which would require an application to install an electric vehicle charging station (EVCS) to be deemed complete, if five business days after the application was submitted, the city, or city and county has not deemed the application to be incomplete, or issued a written correction notice detailing all deficiencies in the application; and

WHEREAS, AB 970 would further require an application to install an electric vehicle charging station to be deemed approved if twenty business days after the application was deemed complete, and the following have occurred: (1) the city, county or city and county has not approved the application; (2) the building official has not made a finding that the proposed installation could have an adverse impact upon the public health or safety, or require the applicant to apply for a land use permit; (3) the building official has not denied the permit; and (4) an appeal has not been made to the Planning Commission of the city, county, or city and county; and

WHEREAS, on December 11, 2019, the Council adopted Ordinance No. 186485 (Council File No. 17-0309), making EV-ready charging stations more readily available citywide by requiring that all *new* multi-family dwelling units, residential occupancies other than one and two family dwellings and townhouses, hotels and motels, allocate 10 percent of the parking spaces to electric vehicle charging *stations*; and 30 percent as electric vehicle *parking spaces*; and

WHEREAS, on April 28, 2021, President Biden stated in his address to Congress, the introduction of an infrastructure proposal called the *American Jobs Plan*, which among various policy objectives, includes \$174 billion in spending to boost the electric vehicle market and shift away from gas-powered cars, as a source of job creation/economic development and to curb the country's greenhouse gas emissions, thereby making AB 970 very timely if it were to be enacted into law; and

WHEREAS, AB 970 would advance the City's policy objective, as reflected in Ordinance No. 186485, addressing air quality concerns by requiring EV charging stations and parking spaces in newly constructed multi-family dwelling units, and thereby, reducing vehicle emissions, which are a major contributing factor to air pollution;


NOW, THEREFORE, BE IT RESOLVED, with the concurrence of the Mayor, that by the adoption of this Resolution, the City of Los Angeles, hereby includes in its 2021-22 State Legislative Program SUPPORT of AB 970 (McCarthy and Chiu), which would require an application to install an electric vehicle charging station to be deemed complete, if five business days after the application was submitted, the city, or city and county has not deemed the application to be incomplete, or issued a written correction notice detailing all deficiencies in the application; and thereby, advance the City's policy objective to make electric vehicle-ready charging stations available citywide (Ordinance No. 186485).

PRESENTED BY:

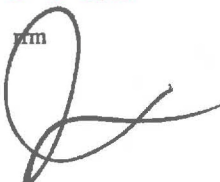


MITCH O'FARRELL
Councilmember, 13th District

SECONDED BY:



MAY 18 2021



File # :	CF-21-0002-S121
Title :	AB 970 (McCarthy and Chiu) / Electric Vehicle Charging Station / Installation Application / Vehicle Emissions Reduction
Type :	Transportation
City/State :	Los Angeles, California

Summary :	<p>Any official position of the City of Los Angeles with respect to legislation, rules, regulations or policies proposed to or pending before a local, state or federal governmental body or agency must have first been adopted in the form of a Resolution by the City Council with the concurrence of the Mayor. Currently pending in the State legislature, is a bill, AB 970 (McCarthy and Chiu), which would require an application to install an electric vehicle charging station (EVCS) to be deemed complete, if five business days after the application was submitted, the city, or city and county has not deemed the application to be incomplete or issued a written correction notice detailing all deficiencies in the application. AB 970 would further require an application to install an electric vehicle charging station to be deemed approved if twenty business days after the application was deemed complete, and the following have occurred: (1) the city, county or city and county has not approved the application; (2) the building official has not made a finding that the proposed installation could have an adverse impact upon the public health or safety, or require the applicant to apply for a land use permit; (3) the building official has not denied the permit; and (4) an appeal has not been made to the Planning Commission of the city, county, or city and county.</p> <p>https://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=202120220AB970</p>
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Motion :	<p>Amended Support CF 21-00002-S1 with the concurrence of the Mayor, that by the adoption of this Resolution, the City of Los Angeles, hereby includes in its 2021-22 State Legislative Program SUPPORT of AB 970 (McCarthy and Chiu), which would require an application to install an electric vehicle charging station to be deemed complete, if fifteen business days after the application was submitted, the city, or city and county has not deemed the application to be incomplete, or issued a written correction notice detailing all deficiencies in the application; and thereby, advance the City's policy objective to make electric vehicle-ready charging stations available citywide (Ordinance No. 186485). AB 970 would further require an application to install an electric vehicle charging station to be deemed approved if forty-five business days after the application was deemed complete, and the following have occurred: (1) the city, county or city and county has not approved the application; (2) the building official has not made a finding that the proposed installation could have an adverse impact upon the public health or safety, or require the applicant to apply for a land use permit; (3) the building official has not denied the permit; and (4) an appeal has not been made to the Planning Commission of the city, county, or city and county.</p>
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ST Position :	
Vote :	Yes=10, No= 1 Absent= 3

“YES” Vote:

YES = YES on the Motion

“NO” Vote:

NO = NO on the Motion

RESOLUTION

WHEREAS, any official position of the City of Los Angeles with respect to legislation, rules, regulations or policies proposed to or pending before a local, state or federal governmental body or agency must have first been adopted in the form of a Resolution by the City Council with the concurrence of the Mayor; and

WHEREAS, speed is the primary factor in fatal traffic collisions and continues to kill hundreds of people in Los Angeles every year; and

WHEREAS, the tragic death of Monique Munoz on February 17, 2021, who was killed by a driver who was travelling at a very high rate of speed on a surface street, shows that it is imperative to address speeding on our streets; and

WHEREAS, automated speed enforcement is a proven street safety tool that has reduced traffic deaths and injuries by 70 percent in some cities; and

WHEREAS, on March 22, 2021, AB 550 (Chiu) was amended to require the Secretary of Transportation to develop and adopt guidelines for the implementation of pilot programs to promote the safe operation of vehicles and the reduction of speed-related fatalities and injuries by authorizing the limited use of speed safety systems; and

WHEREAS, the legislation would also require the Secretary to consult with local governments, and work collaboratively with privacy stakeholders to consider and adopt guidelines regarding privacy and use of data; and

WHEREAS, the City's 2021-22 State Legislative Program includes support of legislation that would amend the California Vehicle Code Section 21455.6(c) to allow cities to "opt-in" to an Automated Speed Enforcement System; and

WHEREAS, passage of AB 550 (Chiu) would allow the City to develop thoughtful programs to deploy this technology equitably while protecting individual privacy;

NOW, THEREFORE, BE IT RESOLVED, with the concurrence of the Mayor, that by the adoption of this Resolution, the City of Los Angeles hereby includes in its 2021-2022 State Legislative Program SUPPORT for AB 550 (Chiu) that would authorize pilot programs to implement speed safety systems.

PRESENTED BY: Paul Koretz
PAUL KORETZ
Councilmember, 5th District

SECONDED BY: BR Blumwald

MAR 23 2021

mst



WHEREAS, any official position of the City of Los Angeles with respect to legislation, rules, regulations or policies proposed to or pending before a local, state or federal governmental body or .agency must have first been adopted in the form of a Resolution by the City Council with the concurrence of the Mayor; and

WHEREAS, speed is the primary factor in fatal traffic collisions and continues to kill hundreds of people in Los Angeles every year; and

WHEREAS, speeding motorists are making the streets in West Hills increasingly dangerous in recent years, resulting in many accidents, injuries and deaths; and

WHEREAS, the tragic death of Colleen Wong on March 19, 2021, who was killed by a driver who was travelling at a very high rate of speed on a surface street, shows that it is imperative to address speeding on our streets; and

WHEREAS, police have limited resources available to patrol our community's streets, especially at night, when street racing is most prevalent; and

WHEREAS, such measures as road humps, roundabouts and traffic choke points are impractical on major arteries like Valley Circle Boulevard, Platt Avenue, Sherman Way, Roscoe Boulevard, Fallbrook Avenue and Shoup Avenue; and

WHEREAS the imperative to save lives in this case supersedes the costs and drawbacks of camera-based traffic control measures.

LET IT BE RESOLVED that the West Hills Neighborhood Council urges the Los Angeles City Council with concurrence of the Mayor to include in its 2021-2022 State Legislative Program SUPPORT CF 21-0002-S77 for AB 550 (Chiu) that would authorize automated speed enforcement technologies pilot programs in the community.

X

Dan Brin
President - West Hills Neighborhood Council

X

Charlene Rothstein
Vice-Pres.-West Hills Neighborhood Council

Committee Meeting Date: May 27, 2021

Board Meeting Date July 1, 2021

File # :	CF-21-0002-S77
Title :	AB 550 (Chiu) / Speed Safety System Pilot Programs / California Vehicle Code Amendment / Street Safety Tool / Speed-Related Fatalities
Type :	Transportation
City/State :	Los Angeles, California

Summary :	<p>Any official position of the City of Los Angeles with respect to legislation, rules, regulations or policies proposed to or pending before a local, state or federal governmental body or .agency must have first been adopted in the form of a Resolution by the City Council with the concurrence of the Mayor.</p> <p>Speed is the primary factor in fatal traffic collisions and continues to kill hundreds of people in Los Angeles every year. Automated speed enforcement is a proven street safety tool that has reduced traffic deaths and injuries by 70 percent in some cities; AB 550 (Chiu) was amended to require the Secretary of Transportation to develop and adopt guidelines for the implementation of pilot programs to promote the safe operation of vehicles and the reduction of speed-related fatalities and injuries by authorizing the limited use of speed safety systems.</p> <p>https://leginfo.legislature.ca.gov/faces/billTextClient.xhtml?bill_id=202120220AB550</p>
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Motion :	West Hills Neighborhood Council Supports CF 21-0002-S77 with the concurrence of the City Council and Mayor, that the City of Los Angeles hereby includes in its 2021-2022 State Legislative Program SUPPORT for AB 550 (Chiu) that would authorize pilot programs to implement speed safety systems.
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STPosition :	
Vote :	Yes=11, No=0, Absent=3

“YES” Vote:	YES = YES on the Motion
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“NO” Vote:	NO = NO on the Motion
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Agenda Item 21-0060 - Discussion and possible action on submitting a CIS regarding City Council File 21-0407, City Clerk be directed to report on the costs associated with administering the existing non-standardized Neighborhood Council election systems, and provide recommendations for streamlining a Neighborhood Council elections, and potential cost savings that could result from standardizing Neighborhood Council election rules.

ARTS, PARKS, HEALTH, EDUCATION, & NEIGHBORHOOD

MOTION

The Neighborhood Council system was established in 1999 to connect LA's diverse communities to City Hall. Neighborhood Council board members are volunteers, elected to office by the members of their community, with the purpose of ensuring that the diverse voices from every neighborhood are heard by City Hall. Democracy cannot exist without a fair electoral process at every level of government. As the closest form of government to the people, Neighborhood Councils must ensure their elections are inclusive, accessible and transparent.

Today, the City of Los Angeles is home to 99 Neighborhood Councils, each with its own election process. Where a person lives in the city determines the inclusivity of the process to cast a ballot, including whether photo identification is required. Requiring photo identification to vote, although seemingly unobstructive, is voter suppression, as many have experienced during the current Sunland-Tujunga Neighborhood Council election. Obtaining identification is a significant burden for many groups as IDs can be costly and the travel required is often an obstacle for people with disabilities, the elderly, and people living in rural areas.


As voter suppression efforts take root across the United States, it is even more important that the City of Los Angeles reconfirms our commitment to voter rights, and equal and consistent elections throughout the neighborhood council system, ensuring that everyone who wants to participate in this grassroots democracy, is provided the same opportunity as their neighbors in other communities.

I THEREFORE MOVE that the Department of Neighborhood Empowerment be instructed to report with a survey of Neighborhood Council Election rules, with an analysis on how the bylaws of different Neighborhood Councils vary on election issues, including, but not limited to: eligibility requirements for Board seats, governing board structure, stakeholder requirements, and stakeholder verification.

I FURTHER MOVE that the City Attorney be requested to report on the City Council's authority to standardize election rules across Neighborhood Councils, and potential limits to this authority.

I FURTHER MOVE that the City Clerk be directed to report on the costs associated with administering the existing nonstandardized Neighborhood Council election systems, and provide recommendations for streamlining a Neighborhood Council elections, and potential cost savings that could result from standardizing Neighborhood Council election rules.

PRESENTED BY: 
MONICA RODRIGUEZ
Councilwoman, 7th District

SECONDED BY: 


APR 14 2021

Committee Meeting Date: May 20, 2021

Board Meeting Date July 1, 2021

File # :	CF 21-0407
:	
Type :	
City/State :	

Summary :	<p>The Neighborhood Council system was established in 1999 to connect LA's diverse communities to City Hall. Neighborhood Council board members are volunteers, elected to office by the members of their community, with the purpose of ensuring that the diverse voices from every neighborhood are heard by City Hall. Democracy cannot exist without a fair electoral process at every level of government. As the closest form of government to the people, Neighborhood Councils must ensure their elections are inclusive, accessible and transparent.</p> <p>Today, the City of Los Angeles is home to 99 Neighborhood Councils, each with its own election process. Where a person lives in the city determines the inclusivity of the process to cast a ballot, including whether photo identification is required. Requiring photo identification to vote, although seemingly unobstructive, is voter suppression, as many have experienced during the current Sunland-Tujunga Neighborhood Council election. Obtaining identification is a significant burden for many groups as IDs can be costly and the travel required is often an obstacle for people with disabilities, the elderly, and people living in rural areas.</p> <p>DONE is requested to do a study of all NC election rules and what costs would be incurred.</p>
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Type :	
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GR Position :	8 to oppose motion, 0 to support
Vote :	

“YES” Vote:	Means that the WHNC opposes this motion to direct DONE to do the study
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“NO” Vote:	Means the WHNC supports this motion to require DONE to do the study
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Agenda Item 21-0061 - Discussion and possible action to write a letter to Councilman John Lee with copies to Sen. Henry Stern and State Legislator Jesse Gabriel regarding the hidden intricacies of SB50

Dear Councilmember Lee:

It has come to the attention of the West Hills Neighborhood Council (WHNC) that 8 new bills, SB 6, 8, 9, 10, 478 and AB 1322, 1385 and 1401, plus SB 50 (defeated Jan 30, 2020), are working their way through the California Legislature. WHNC is strongly opposed to all of these bills because they eliminate local zoning and permit unchecked development. This would have extremely deleterious effects on the West Hills community. For example, SB9 essentially allows for a single home to be removed and replaced with four homes. SB10 allows for a single home to be removed and replaced with as much as a 10-unit apartment building. There is no obligation on the part of the developer to upgrade water, power or gas infrastructure. Furthermore, setbacks would be reduced to only four feet. There are ways to build the communities we need without destroying the communities we have! What these bills all have in common is that they impose state mandates on local programs. The bills are summarized as follows:

- **SB 6:** This bill would permit the residential development of a site zoned for office or retail commercial use, if the site has had no commercial tenants on 50% or more of its total usable net interior square footage for a period of at least 3 years prior to the submission of the application.
- **SB 8:** A five-year extension on a bill that was scheduled to expire. It rewards gentrification, ignores the homeless, creates NO affordable units and silences communities facing big luxury projects. It also limits the public to five hearings.
- **SB 9:** Brings back the much-disliked SB 1120 bill. It would end single-family zoning to allow 6 units where 1 single family home is now situated. Add on the already legally allowed 2 Accessory Dwelling Units and the number of “homes” next to yours could be 8 - with no way to stop it.
- **SB 10:** An almost carbon-copy of the previously defeated SB 902, that lets a simple majority on city councils to override CEQA safeguards to allow 10-unit pricey, market-rate apartments almost anywhere – over-riding voter-approved land protection measures, including open space.
- **SB 478:** This is a radical “tiny lots” bill that overrides your city zoning and lets developers destroy older, modest, multiple-unit housing to instead build ultra-dense market-rate housing on severely small lots (lot size: 1,700 square feet).
- **AB 1322:** Lets city councils override voter-approved housing laws and restrictions.
- **SB 1385:** A bill that was not previously passed but has come back to life. It empowers developers to override cities, to buy and destroy stores and businesses, and to build dense

market-rate housing. It perpetuates the falsehood that market-rate density somehow results in "affordable housing".

- **AB 1401:** This bill reduces parking in buildings within 1/2 mile of major transit (bus) stops and forces residents to find parking in adjacent neighborhoods.

Clearly, all of these proposed bills seek to minimize and destroy stakeholders' rights to control housing in their own neighborhoods in an alleged attempt to provide more "affordable" housing for homeless and low-income residents.

WHNC and its stakeholders are not fooled by these bills. These bills would simply destroy our neighborhoods which are so important to us all and force us to become "crowded big city dwellers" like New York City residents.

We ask that you advise City Council of our staunch opposition to all of these bills, that you vote accordingly, and that you forward this letter to Henry Stern and Jesse Gabriel.

Thank you.

West Hills Neighborhood Council

President

Vice-President

Monthly Expenditure Report



Reporting Month: May 2021

Budget Fiscal Year: 2020-2021

NC Name: West Hills Neighborhood Council

Monthly Cash Reconciliation					
Beginning Balance	Total Spent	Remaining Balance	Outstanding	Commitments	Net Available
\$15474.42	\$2965.27	\$12509.15	\$3125.00	\$0.00	\$9384.15

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office	\$35390.12	\$1569.00	\$8453.53	\$0.00	\$8453.53
Outreach		\$286.33		\$0.00	
Elections		\$250.76		\$0.00	
Community Improvement Project	\$700.00	\$9.18	\$440.82	\$0.00	\$440.82
Neighborhood Purpose Grants	\$5550.00	\$850.00	\$3550.00	\$3125.00	\$425.00
Funding Requests Under Review: \$0.00		Encumbrances: \$0.00		Previous Expenditures: \$26230.50	

Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	RACKSPACE EMAIL & APPS	05/22/2021	Email Server	General Operations Expenditure	Office	\$62.40
2	THE HOME DEPOT #1070	05/14/2021	Discussion and possible action on approving up to \$350 for paint to decorate utility boxes as approved by the City.	General Operations Expenditure	Outreach	\$286.33
3	THE WEB CORNER, INC	05/01/2021	Web hosting for WHNC	General Operations Expenditure	Office	\$150.00
4	KRISTAL GRAPHICS	05/17/2021	Signs advertising the WHNC election.	General Operations Expenditure	Elections	\$250.76
5	RALPHS #0213	05/25/2021	WHNC-2021-003 water for May Cleanup	Community Improvement Project		\$9.18
6	JUSTICE STREET ACADEMY	04/19/2021	NPG for Justice Street Academy Charter School	Neighborhood Purpose Grants		\$500.00
7	APPLEONE EMPLOYMENT SERVICES	05/12/2021	Invoice for Executive Assistant services	General Operations Expenditure	Office	\$1356.60
8	Miracle Minded Ministries	05/20/2021	NPG for Miracle Minded Ministries (Pastor April)	Neighborhood Purpose Grants		\$350.00
Subtotal:						\$2965.27

Outstanding Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	NEVADA AVE ELEMENTARY SCHOOL	04/13/2021	NPG for Nevada Elementary School	Neighborhood Purpose Grants		\$500.00
2	POMELO COMMUNITY CHARTER	04/15/2021	NPG for Pomelo Community Charter School	Neighborhood Purpose Grants		\$500.00
3	CAPISTRANO AVE ELEMENTARY	05/07/2021	An NPG for Capistrano Avenue Elementary	Neighborhood Purpose Grants		\$500.00
4	POMELO COMMUNITY CHARTER	05/14/2021	NPG for Pomelo Community Charter School	Neighborhood Purpose Grants		\$375.00
5	NEVADA AVE ELEMENTARY SCHOOL	05/17/2021	An NPG for Nevada Avenue School	Neighborhood Purpose Grants		\$375.00
6	HAYNES CHARTER ES PTO	05/21/2021	NPG for Haynes Charter PTO	Neighborhood Purpose Grants		\$875.00
Subtotal: Outstanding						\$3125.00

West Hills Neighborhood Council
Controller's Report June 30, 2021

Vendor/Payee	Budget Status Line Item	Balance (Pre/Post)	Committee Agenda	Committee Approval	Budget Agenda	Budget Approval	Budget Request Form NPG Request	Board Agenda	Board Approval	Transaction Date/Processed By City	Amount Paid	Notes/Invoice No.
The Web Corner	7	\$1,800/\$1,650	N/A	N/A	N/A	N/A	N/A	N/A	N/A	7/1/2020	\$ 150.00	Monthly Website
Rack Space	8	\$830.54/\$765.74	N/A	N/A	N/A	N/A	N/A	N/A	N/A	7/21/2020	\$ 64.80	Email Server
The Web Corner	7	\$1,650/\$1,500	N/A	N/A	N/A	N/A	N/A	N/A	N/A	8/1/2020	\$ 150.00	Monthly Website
Rack Space	8	\$765.74/\$703.34	N/A	N/A	N/A	N/A	N/A	N/A	N/A	8/21/2020	\$ 62.40	Email Server
The Web Corner	7	\$1,500/\$1,350	N/A	N/A	N/A	N/A	N/A	N/A	N/A	9/1/2020	\$ 150.00	Monthly Website
Apple One	10	\$17,641.80/ \$15,619.35	N/A	N/A	N/A	N/A	N/A	N/A	N/A	05/30/2020 09/18/2020	\$ 2,022.45	Executive Assistant
Apple One	10	\$15,619.35/\$14,262.75								07/15/2020 09/18/2020	\$ 1,356.60	Executive Assistant/
Apple One	10	\$14,262.75/\$12,567								08/08/2020 09/18/2020	\$ 1,695.75	Executive Assistant
Go Daddy	11	\$21.17/\$0.0								9/23/2020	\$ 21.17	WHNC Domain
Rack Space	8	\$703.34/\$648.14	N/A	N/A	N/A	N/A	N/A	N/A	N/A	9/23/2020	\$ 55.20	Email Server
Rack Space	8	\$648.14/\$592.94								10/24/2020	\$ 55.20	Email Server/8277497
Apple One	10	\$12,567/\$11,210.40								10/8/2020	\$ 1,356.60	Executive Assistant/S8409513
The Web Corner	7	\$1,350/\$1,200								10/4/2020	\$ 150.00	Monthly Website/21015
All Printing Services	12	\$5,000/\$4,583.90		7/29/2020				9/3/2020	9/3/2020	10/1/2020	\$416.10	Halloween Printing Services/125375
Amazon.com	12	\$4,583.90/\$4,540.20		7/29/2020				9/3/2020	9/3/2020	10/26/2020	\$43.70	Certificate Holders/5524205
Amazon.com	12	\$4,540.20/\$4,496.50		7/29/2020				9/3/2020	9/3/2020	10/29/2020	\$43.70	Certificate Holders/5503441
Amazon.com	12	\$4,496.50/\$4,540.20		7/29/2020				9/3/2020	9/3/2020	10/29/2020	(\$43.70)	Certificate Holders Double Charge Refund/5503441
Rack Space	8	\$592.94/\$527.85								11/24/2020	\$ 65.09	Email Server/8353594

West Hills Neighborhood Council
Controller's Report June 30, 2021

Vendor/Payee	Budget Status Line Item	Balance (Pre/Post)	Committee Agenda	Committee Approval	Budget Agenda	Budget Approval	Budget Request Form NPG Request	Board Agenda	Board Approval	Transaction Date/Processed By City	Amount Paid	Notes/Invoice No.
Apple One	10	\$11,210.40/\$9,853.80								11/4/2020	\$ 1,356.60	Executive Assistant/S8434339
The Web Corner	7	\$1,200/\$1050								11/3/2020	\$ 150.00	Monthly Website/21171
Rack Space	8	\$527.85/\$463.65								12/23/2020	\$ 62.40	Email Server/8429479
The Web Corner	7	\$1050/\$900								12/4/2020	\$ 150.00	Monthly Website/21302
Apple One	10	\$9,853.80/\$7,818.90								1/28/2021	\$ 2,034.90	Executive Assistant/S8497030
The Web Corner	7	\$900/\$750								1/1/2021	\$ 150.00	Monthly Website/21461
Rack Space	8	\$463.65/\$401.25								1/24/2021	\$ 62.40	Email Server/8505456
Rack Space	8	\$401.25/\$338.85								2/23/2021	\$62.40	Email Server/8581462
The Web Corner	7	\$750/\$600								2/9/2021	\$ 150.00	Monthly Website/21619
Apple One	10	\$7,818.90/\$6462.30								2/4/2021	\$ 1,356.60	Executive Assistant/S8471011
Apple One	10	\$6,462.30/\$5,444.85								2/16/2021	\$1,017.45	Executive Assistant/S8521831
Iris Peretz	20	\$1,224.65/\$974.65	Streets and Transportation						2/1/2021	2/19/2021	\$ 250.00	Invoice No. 882/Utility Box Painting
Rack Space	8	\$338.85/\$276.45								3/23/2021	\$ 62.40	Email Server/8657313
The Web Corner	7	\$600/\$450								3/3/2021	\$ 150.00	Monthly Website/21178
Office Depot	3	\$369/\$364.34	Office							3/16/2021	\$ 4.66	Invoice 1625154050010
Apple One	10	\$5,444.85/\$4,088.25								3/8/2021	\$ 1,356.60	Executive Assistant/S8546819
LAPD	3	\$364.34/\$138.56								3/9/2021	\$ 225.78	
USPS										2/27/2021	\$ 388.00	Invoice 8733139
Rack Space	8	\$276.45/\$214.05								4/30/2021	\$ 62.40	Invoice 21828
The Web Corner	7	\$450/\$300								4/3/2021	\$ 150.00	Invoice S8572281
Apple One	10	\$4,088.25/\$2,731.65								4/13/2021	\$ 1,356.60	
Valley New Group	22		Election							3/31/2021	\$ 300.00	Invoice 82212
Kristal Graphics	22		Election							4/12/2021	\$ 6,006.25	

West Hills Neighborhood Council
Controller's Report June 30, 2021

Vendor/Payee	Budget Status Line Item	Balance (Pre/Post)	Committee Agenda	Committee Approval	Budget Agenda	Budget Approval	Budget Request Form NPG Request	Board Agenda	Board Approval	Transaction Date/Processed By City	Amount Paid	Notes/Invoice No.
NPG	23		ONE Generation								\$ 350.00	
NPG	23		Justice St								\$ 500.00	
NPG	23		Nevada Ave Elem								\$ 500.00	
NPG	23		Pomelo Charter								\$ 500.00	
NPG	23		West Valley Food Pantry								\$ 600.00	
NPG	23		Temple Aliyah								\$ 200.00	Invoice S8600579
Apple One	10	\$2,731.65/\$1,375.05								5/12/2021	\$ 1,356.60	4 Bus Benches
Insite Street media	22		Election							4/21/2021	\$ 400.00	Invoice 22000
The Web Corner	7	\$300/\$150								5/3/2021	\$ 150.00	Invoice 82251
Kristal Graphics	22		Elections							5/20/2021	\$ 250.76	
Home Depot	12		Streets&Transportation							5/8/2021	\$ 286.33	
NPG	23		Haynes Charter							5/18/2021	\$ 875.00	
NPG	23		Capistrano							5/7/2021	\$ 500.00	
NPG	23		Nevada Ave Elem							5/17/2021	\$ 375.00	
NPG	23		Pomelo Charter							5/14/2021	\$ 375.00	
NPG	23		Miracle Minded Ministries							5/20/2021	\$ 350.00	Invoice 8808706
Rack Space	8	\$214.05/\$151.65								5/25/2021	\$ 62.40	
Ralphs	CIP		water							5/27/2021	\$ 9.18	
iContact		\$530.40	Office							6/15/2021	\$ 530.40	Invoice 8884177
Rack Space	8	\$151.65/\$73.68								6/23/2021	\$ 77.97	Invoice 22161
Web Corner	7	\$150.00/\$0.00								6/3/2021	\$150.00	
											\$ 33,079.14	

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

Neighborhood Council: West Hills

Fiscal Year: 2021-2022

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
 - 1) **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 NC board has voted on the Packet, 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://a1s.clerk.lacity.org/NC_FundPortal/#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.

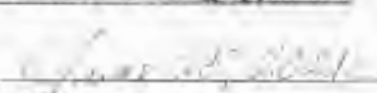
Neighborhood Council Financial Officers - Names and Signatures:

Treasurer

Please check here if a new Treasurer is being appointed



SIGNATURE OF THE TREASURER



DATE

Carolyn Greenwood

PRINT NAME OF THE TREASURER

carolyn.greenwood@westhillnc.org

EMAIL

Treasurer

BOARD POSITION

818-347-0062

PHONE NUMBER

CONTINUES OTHER SIDE

2nd Signer

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

Charlene Rothstein
SIGNATURE OF THE 2nd SIGNER

6-25-2021
DATE

Charlene Rothstein
PRINT NAME OF THE 2nd SIGNER

charlene.rothstein@westhillsnc.org
EMAIL

President/Co-Chair
BOARD POSITION

818-642-1267
PHONE NUMBER

Alternate Signer

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

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

Faye Barta
SIGNATURE OF THE ALTERNATE SIGNER

06/25/2021
DATE

Faye Barta
PRINT NAME OF THE ALTERNATE SIGNER

faye.barta@westhillsnc.org
EMAIL

Vice-President/Co-Chair
BOARD POSITION

818-887-7811
PHONE NUMBER

1st Bank Cardholder

Please check here if a new Cardholder is being appointed

Carolyn Greenwood
SIGNATURE OF THE 1st BANK CARDHOLDER

June 25 2021
DATE

Carolyn Greenwood
PRINT NAME OF THE 1st BANK CARDHOLDER

carolyn.greenwood@westhillsnc.org
EMAIL

Treasurer
BOARD POSITION

818-347-0062
PHONE NUMBER

2nd Bank Cardholder

Please check here if a new Cardholder is being appointed

Bob Brostoff
SIGNATURE OF THE 2nd BANK CARDHOLDER

6-25-2021
DATE

Bob Brostoff
PRINT NAME OF THE 2nd BANK CARDHOLDER

bob.brostoff@westhillsnc.org
EMAIL

Board Member At Large
BOARD POSITION

818-917-0160
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 Comptroller 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 NEXT PAGE

1st Bank Cardholder

Carolyn Greenwood
SIGNATURE OF THE 1st BANK CARD HOLDER

Carolyn Greenwood
PRINT NAME OF THE 1st BANK CARD HOLDER

June 25, 2001
DATE

2nd Bank Cardholder

Bob Brostoff
SIGNATURE OF THE 2nd BANK CARD HOLDER

Bob Brostoff
PRINT NAME OF THE 2nd BANK CARD HOLDER

6-25-2001
DATE

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.lacounty.org/clerk-services/view-funding>.

*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>\$1,500.00</i>
<i>Printing and Photocopying for Meetings</i>	<i>\$300.00</i>
<i>Meeting Facility Fees (Riverside Elementary School)</i>	<i>\$1,500.00</i>
<i>Minute-Taker for Meetings (AppleOne)</i>	<i>\$1,500.00</i>
<i>Refreshments/Snacks for Meetings</i>	<i>\$1,200.00</i>
Total Office/Operational Expenditures	\$15,500.00

West Hills Neighborhood Council Annual Budget for Fiscal Year: 2021-2022	
Annual Budget Funds	\$ 32,000.00
Rollover Funds*	
Total Annual Budget Funds	\$ 32,000.00

Office/Operational Expenditures Category	
Miscellaneous Expenditures	\$ 519.00
Rent	\$ 5.00
Committee Printing	\$ 303.80
P.O. Box	\$ 388.00
AppleOne	\$ 17,641.80
Go Daddy	\$ 21.17
Web Corner	\$ 1,800.00
Rackspace	\$ 830.54
Icontact	\$ 530.40
Total Office/Operational Expenditures	\$ 22,039.71

*The Funding Program will notify each NC of their Fiscal Year closing balance including available rollover funds and/or applicable adjustment, if any, approximately 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 adjustments.



Neighborhood Purposes Grants (NPG) Expenditures Category	
Neighborhood Purpose Grants	\$ 4,000.00
Total NPG Expenditures	\$ 4,000.00

Community Improvement Projects (CIP) Expenditures Category	
Community Improvement Projects	\$ 960.29
Total CIP Expenditures	\$ 960.29

TOTAL ANNUAL BUDGET ALLOCATIONS	
Office/Operational Expenditures	\$ 22,039.71
Outreach Expenditures	\$ 5,000.00
Election Expenditures	\$ 0.00
General and Operational Expenditures	\$ 27,039.71
Neighborhood Purposes Grants (NPG) Expenditures	\$ 4,000.00
Community Improvement Projects (CIP) Expenditures	\$ 960.29
TOTAL EXPENDITURES FOR THE FISCAL YEAR	\$ 32,000.00

**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 checked="" 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:	de Toledo High School
Property Address:	22622 Vanowen Street, West Hills, CA 91307
Property Owner Name:	
Property Owner Phone Number:	(818) 348-0048
Property Owner Email:	

Storage Facility:

<input checked="" 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:	Temple Judea of the West San Fernando Valley
Facility Address:	6601 Valley Circle Boulevard, West Hills, CA 91307
Facility Owner Phone Number:	(818) 758-3800
Facility Owner Email:	
Name on Facility Account:	

P.O. Box:

<input checked="" 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:	U.S. Postal Service
NC P.O. Box Address:	P.O. Box 4670, West Hills, CA 91308-4670
Property Owner Address:	23055 Sherman Way, West Hills, CA 91307
Property Owner Phone Number:	
Property Owner Email:	
Name on P.O. Box Account:	West Hills Neighborhood Council

Website Services:

<input checked="" 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:	The Web Corner, Inc.
Service Provider Address:	19509 Ventura Boulevard, Tarzana, CA 91356
Service Provider Phone Number:	(818) 345-7443
Service Provider Email:	
Type of Services Provided:	Provide e-mail services between the Council and and the stakeholders

When the Board completes and approves the Admin Packet, the NC Treasurer may submit the Packet and BAC Form online in the NC Funding System portal, Budget Allocation section. The NC Funding System portal website is <https://envelark.lacounty.org/NCFundPortal/#login>

Please contact our Office for any questions you may have. We are here to help.
 Clerk, NC Funding System ncfunding@lacounty.com
 (713)978-1058

Agenda Item 21-0066 - Discussion and possible action regarding the proposed medians on Fallbrook (north of Roscoe) at Schoenborn Street and Eccles Street. The proposed plan is regarding the fulfillment of T condition (g) from CPC-2007-237.





Google

Google Maps 299 W Olympic Blvd



Image capture: Feb 2021 © 2021 Google

Los Angeles, California



Street View

Agenda Item 21-0067 - Discussion and possible action on approving a neighborhood council event approval form for a Beautification Clean-Up Event to be held on July 31, 2021



**NEIGHBORHOOD COUNCIL
EVENT APPROVAL REQUEST FORM**



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

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

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

Neighborhood Council: West Hills Neighborhood Council

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

Main sponsor: West Hills Neighborhood Council

Contact Person: Brad Vanderhoof and Faye Barta

Phone: _____ Email: Brad.Vanderhoof@westhillsnc.org; Faye.Barta@westhillsnc.org

Co-Sponsor (if applicable): _____

Contact Person: _____

Phone: _____ Email: _____

Event Information

Event Title and Description: Clean-Up of Curbsides and Street Curbs on Fallbrook Ave. between Saticoy and Ingomar. The Event will be conducted with all participants wearing masks and practicing social distancing.

Date: 07/31/2021 Time Frame: 8:00 AM to 12:00 AM Est. number of attendees: 20 Event Budget: \$ 0.00

Venue Name: WHNC Beautification Committee July 2021 Clean-Up

Venue Address: Fallbrook Ave. from Saticoy to Ingomar

Contact Person: Brad Vanderhoof and Faye Barta

Phone: _____ Email: Brad.Vanderhoof@westhillsnc.org; Faye.Barta@westhillsnc.org

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

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

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

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

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

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

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

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

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

If RENTING a vehicle or truck to transport event materials:

- Renting and driving of vehicle/truck must be by aboardmember
- 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: _____ Date: _____

Print Name: Brad Vanderhoof and Faye Barta Title: Co-Chairs

Email: Brad.Vanderhoof@westhillsnc.org Phone: 818-887-7811

For Staff Use Only: Approved Denied Code: _____

Reviewers Signatures: 1st Level _____ 2nd Level _____

Reviewers Names: 1st Level _____ 2nd Level _____



NEIGHBORHOOD COUNCIL EVENT APPROVAL REQUEST FORM



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200 N. Spring Street, Rm 224, Los Angeles, CA 90012 • (213) 978-1058 or Toll-Free 3-1-1
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Please complete, sign, and submit this form at least 30 days prior to your event. Missing or incomplete required information or documents will delay review.

Neighborhood Council: West Hills Neighborhood Council

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

Main sponsor: West Hills Neighborhood Council

Contact Person: MYRL SchreiberMAN

Phone: 818-335-7658 Email: MYRL.SCHREIBMAN@westhillsnc.org

Co-Sponsor (if applicable): COUNCIL MEMBER JOHN LEE & CD12

Contact Person: RON Rubine

Phone: 213-473-7012 Email: RON.RUBINE@LACity.org

Event Information

Event Title and Description: A Shot IN The ARM

HUMANITARIAN VACCINE MARATHON (SEE ATTACHED)

Date: 7-24-21 Time Frame: 10AM-6 PM Est. number of attendees: 100 Event Budget: \$ 0

Venue Name: Rite Aid

Venue Address: 6410 PLATT AVE WEST HILLS, CA. 91307

Contact Person: DR. KAKAL

Phone: SAIF Mogri 818-451-5548 Email: SAIF.MOGRi@westhillsnc.org

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

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- 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.)

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- Renting and driving of vehicle/truck must be by a board member
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- 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: Myrl Schreiber Date: 6-17-2021
Print Name: MYRL SCHREIBMAN Title: CO-CHAIR - SPECIAL EVENTS
Email: MYRL.SCHREIB@WESTHILLSNC.ORG Phone: 818-335-7658

For Staff Use Only: Approved Denied Code: _____

Reviewers Signatures: 1st Level _____ 2nd Level _____

Reviewers Names: 1st Level _____ 2nd Level _____

A Shot in The Arm
Humanitarian Vaccine Marathon
(Event description)

The purpose of this event will be a campaign to secure stakeholders to sign up for an appointment at Rite Aid to receive Covid 19 vaccines.

The main role of the WHNC will be the promotion of this event through the WHNC website, social media, word of mouth, flyers, etc.

This will be a no cost event to the WHNC and to stakeholders.

**Agenda Item 21-0069 - Discussion and possible action on WHNC
New Member Handbook**

WEST HILLS NC NEW MEMBER HANDBOOK

VERSION DATE: JUNE 30, 2021

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1. INTRODUCTION

WELCOME to the West Hills Neighborhood Council (WHNC). We hope your experience on the WHNC is both fulfilling and rewarding. As a board member, you'll be working with various City agencies and personnel, including elected officials and department heads. We are all part of a team who will work together to make our community a safer and happier place to live, work, learn, pray and play.

This Handbook contains basic information that will help you get started as a contributing board member of the WHNC. Please also read the attached Bylaws, Standing Rules, Code of Civility, Code of Conduct, as well as the Brown Act and Rosenberg's Rules of Order.

2. WHAT IS A NEIGHBORHOOD COUNCIL?

LA's 99 Neighborhood Councils comprise the grassroots level of the Los Angeles City government. The system was established in 1999 by an amendment to the City Charter to connect LA's diverse communities to City Hall. While Neighborhood Council board members are volunteers, they are public officials elected to office by the members of their community.

The PURPOSE of a Neighborhood Council is to advise the city's decision makers on issues of concern to its neighborhood. Under the current rules, NC's may not communicate their positions directly to county, state and or federal legislators and officers, but they may ask their City Council representative to do so.

Each Neighborhood Council is unique, representing the full range of its diverse community. Nevertheless, all 99 of them are held to local, state, and federal standards that other city officials and agencies must observe.

The MISSION of the WHNC is to provide a forum in which West Hills stakeholders can learn about issues that affect the community and express their concerns and ideas; to recommend actions by government officials to address the needs of the West Hills community; to promote communication between stakeholders and government; and to foster pride and participation in addressing the needs of the community.

3. WHAT IS A STAKEHOLDER?

A "stakeholder" is defined as any individual who:

- 1) Lives, works, or owns real property within the boundaries of the neighborhood council;
or
- 2) Is a "Community Interest Stakeholder", defined as an individual who is a member of or participates in a community organization within the boundaries of the Neighborhood Council. A "community organization" is an entity that has continuously maintained a physical street address within the boundaries of the Neighborhood Council for not less than one year, and that performs ongoing and verifiable activities and operations that confer some benefit on the community. A for-profit entity does not qualify as a community organization. Examples of community organizations may include Chambers of Commerce, houses of worship or other faith-based organizations, educational institutions or non-profit organizations.

4. WHAT IS THE WHNC BOARD OF DIRECTORS?

The WHNC Board of Directors (or “the Board”) is the governing body of the WHNC. It consists of 25 Directors (or Board Members) elected by the stakeholders on an “at-large” basis. The Board shall not include more than four Directors who do not live, work, or own property in West Hills.

5. WHAT ARE BOARD MEMBER DUTIES?

The duties of Board Members include advancing the Purpose and Mission of the WHNC by:

- 1) Participating in regularly scheduled Board meetings, with no more than four absences from the previous 12 regular or special meetings of the Board;
- 2) Serving actively on at least one committee of the WHNC;
- 3) Participating in WHNC actions and events;
- 4) Representing the interests of stakeholders before public officials and government agencies;
- 5) Encouraging the participation of stakeholders in WHNC activities and events; and
- 6) Assisting stakeholders in obtaining government services.

SEE

Suggestion: Attending different committee meetings is a quick way to learn the different areas of focus of our council and how the different committees function and interact.

6. REQUIRED TRAININGS

Board members are required to complete mandatory training sessions. Those trainings are:

- 1) EmpowerLA Code of Conduct (Required to Vote on any Board item)
- 2) Ethics (Required to Vote on any Board item)
- 3) Funding

The above three trainings are required to be able to vote on any financial matters.

Other trainings are:

- 1) Project Planning 101 (Required to serve on the Zoning & Planning Committee. Training must be completed within 60 days. Members who fail to complete the training within 60 days will be automatically ineligible to serve on the Committee)
- 2) Financial Officer Training (Required for the treasurer, second signer, alternate signer and bank card holders)
- 3) Anti-Bias Training (being developed)
- 4) Implicit Bias Training (being developed)
- 5) Gender expression/gender identity (being developed)

All trainings are available on the Cornerstone platform at the <https://lacity.csod.com/>. All new members will receive a Welcome email with their Cornerstone Credentials and instructions. If a member forgets their login information, email Rosters@EmpowerLA.org.

7. COMMITTEES

The Board shall establish all standing committees and the president shall establish short-term “ad hoc” committees as needed to address specific issues. Suggestions for committees may come from stakeholders or from members of the Board. The President shall appoint the chairs of all committees. Appointments of chairs for standing committees are subject to a majority vote of the Board. A president’s removal of a committee chair can be overruled by a two-thirds vote of the Board.

1) **STANDING COMMITTEES**: WHNC standing committees have “continuing subject matter jurisdiction” and must meet at least nine (9) times per calendar year. Notices for all meetings must be posted at least 72 hours in advance in one public posting place designated by the Neighborhood Council (currently Shadow Ranch Park), posted on the Neighborhood Council website and submitted to the Department of Neighborhood Empowerment’s Early Notification System. The standing committees of the WHNC are:

a) **BEAUTIFICATION COMMITTEE**, which shall, in cooperation with stakeholders, advocate, promote, facilitate and engage in activities to improve and maintain the appearance of West Hills’ streets, sidewalks, parks and other features by encouraging greater participation and responsibility of West Hills stakeholders.

b) **BUDGET COMMITTEE**, which shall be responsible for making recommendations to the Board for all budgetary and financial matters of the WHNC.

c) **COMMUNICATIONS AND OUTREACH COMMITTEE**, which shall be responsible for keeping stakeholders aware of WHNC activities, shall promote stakeholder participation and shall interface with other information technology organizations of the city.

d) **ENVIRONMENT COMMITTEE**, which shall be responsible for making recommendations to the Board for protecting the environment.

e) **GOVERNMENT RELATIONS COMMITTEE**, which shall interface with local, state and federal agencies and officials and bring recommendations to the Board to protect and promote the welfare of West Hills and Los Angeles.

f) **HOMELESSNESS COMMITTEE**, which shall 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.

g) **OPERATIONS COMMITTEE**, which shall discuss board agendas and administrative matters pertaining to the WHNC. (This committee is a forum in which Board members share ideas and advise the president, who chairs the meetings. **ALL BOARD MEMBERS SHOULD ATTEND!**)

h) **PUBLIC HEALTH COMMITTEE**, which shall be responsible for making recommendations to the Board for protecting and promoting the health of stakeholders.

i) **PUBLIC SAFETY AND EMERGENCY PREPAREDNESS COMMITTEE**, which shall interface with the Los Angeles Police Department, the Los Angeles Fire Department, hospitals and other agencies on matters relating to the safety of the stakeholders.

j) **SPECIAL EVENTS COMMITTEE**, which shall produce, develop and present unique events to serve and engage the community of West Hills. Moreover, the Special Events Committee, when consulted, will serve as an adjunct advisory committee for other events that might be produced and/or developed by other committees of the West Hills Neighborhood Council.

k) **STREETS AND TRANSPORTATION COMMITTEE**, which shall interface with and negotiate with the City of Los Angeles, businesses and developers on matters concerning the sidewalks, streets, signage and traffic control measures and devices within West Hills and Los Angeles.

l) **YOUTH AND EDUCATION COMMITTEE**, which shall interface with and negotiate with public and private schools, the City of Los Angeles, businesses and developers on matters concerning the education, recreation and general welfare of the youth who reside in or use the facilities located within the boundaries.

m) **ZONING AND PLANNING COMMITTEE**, which shall interface with and negotiate with stakeholders, developers, the City of Los Angeles Planning Department and the Planning and Land Use Management Committee of the Los Angeles City Council among others.

2) AD HOC COMMITTEES: These committees have a specific purpose and a limited time frame to accomplish its goal. The committee returns its recommendation to the full board for consideration. Ad hoc committees are not subject to Brown Act notice and posting requirements as long as the committee is comprised solely of members of the Board and consists of less than a “quorum of a quorum” of the full Board. In the case of the WHNC, no more than six members may participate in an ad hoc committee while avoiding notice and posting requirements.

Ad hoc committees of the WHNC have included the following, among others:

a) **BYLAWS AD HOC COMMITTEE**, which shall consider and make recommendations to the WHNC Board concerning amendments to the Bylaws and Standing Rules of the WHNC.

b) **ELECTION AD HOC COMMITTEE**, which shall develop the budget and promotional items for upcoming elections.

c) **VACANCY AD HOC COMMITTEE**, which shall meet stakeholders applying to fill vacant seats on the Board, determine their stakeholder status, interview them and submit recommendation(s) to the board when the Board votes on filling the vacant seat(s).

3) SUB COMMITTEES: These small committees are formed by and under a standing committee for the purpose of dealing with a specific matter that falls within the scope of that standing committee. Sub committees report directly back to the committee they are under. Sub committees are not subject to Brown Act notice and posting requirements as long as the committee is comprised solely of members of the Board and consists of less than a majority of a minimum quorum of the full Board. In the case of the WHNC, no more than six members may participate in a sub committee while avoiding notice and posting requirements.

4) WORK GROUPS: These small groups are similar to sub committees but are less formal and do not have a designated “chair”. They are formed by and under a standing or ad hoc committee for the purpose of working on a specific matter that falls within the scope of that committee. Work groups report directly back to the committee they are under. Work groups must not violate the serial communications prohibitions of the Brown Act.

8. POSTING OF AGENDAS

Meeting agendas for Board and committee meetings must be posted to a 24/7 available physical location and sent to the city by our executive director at least 72 hours prior to a regular meeting and 24 hours prior to a “special” meeting. It must also be posted on the WHNC website.

9. COMMUNITY IMPACT STATEMENTS

Neighborhood Councils play an advisory role in the Los Angeles municipal government. They gather, vet, debate, and come to a consensus on matters that impact City life and policy. A Community Impact Statement (CIS) is an official statement or position adopted by the NC on issues pending before the City Council. CIS's may be seen by various City decision-makers, such as the Mayor, City Council, or City Departments such as City Planning. When a Neighborhood Council submits a CIS on a council file, and the City Council is meeting on that item, a representative of the Neighborhood Council will be allowed to go to the table and speak directly to City Council members for a full five minutes instead of abiding by normal Public Comment rules, which often limit speakers to one or two minutes.

Filing a CIS also preserves our right to speak on the motion any time the file comes back for additional City Council actions. Even if the council has already voted on the issue, a CIS can still have impact, establishing the Neighborhood Council's stance regarding related actions in the future.

10. WHAT IS A REQUEST FOR ACTION?

A Request for Action is submitted to our City Councilmember to request that the City Council take action on a particular matter affecting the community, that is NOT already pending before the City Council. Like CIS, a Request for Action is an official statement or position adopted by the WHNC.

11. WHAT IS THE WHNC CODE OF CIVILITY?

The WHNC Code of Civility was created to ensure that the WHNC's business is conducted in a respectful and courteous manner, and in a way that will generate respect and credibility for the Neighborhood Council. Every board member is required to sign the Code of Civility. (See the attached Code of Civility, APPENDIX C.)

12. FEDERAL EMPLOYMENT PRACTICE LAWS

Neighborhood Councils abide by laws and policies preventing workplace violence, sexual harassment and discrimination.

13. WHAT IS THE EMPOWER LA CODE OF CONDUCT?

The EmpowerLA Code of Conduct defines how Neighborhood Council Board Members should conduct themselves in a professional and civil manner. It also defines what constitutes "bullying" and "harassment". All Board members are required to renew their Code of Conduct training every two years. (See the attached Code of Conduct, APPENDIX D.)

14. WHAT IS THE BROWN ACT?

California's Open Meeting Law also known as The Ralph M. Brown Act establishes rules to ensure that actions and deliberations of commissions, boards, councils and other public bodies of local agencies are conducted openly and with public access and input. Neighborhood Council meetings are covered by the Brown Act. As a result, Board and committee members are prohibited from engaging in any communication outside of a public meeting, that leads to a majority of a quorum discussing an action that may be taken. (See the attached Brown Act, APPENDIX E.)

15. WHAT ARE NEIGHBORHOOD PURPOSE GRANTS (NPG)?

Neighborhood Councils in good fiscal standing, have the ability to grant city funds to 501c(3) nonprofit organizations and public schools in their communities. Such grants may not be issued to houses of worship or private schools. The grant must be for a public purpose that will help the community. For more information, visit EmpowerLA.org.

16. WHAT IS A QUORUM?

A quorum is generally a majority of the total members of a committee or the Board. A quorum must be attained before the committee or the board can discuss issues or take action. The quorum of the Board is fixed at 13 members, which is one more than half of the 25-member Board.

17. HOW ARE VOTES COUNTED?

When voting on a matter, members may vote YES, NO or ABSTAIN. Abstentions are not dealt with the same way by all bodies when determining a majority to pass a motion. Abstentions may be counted as part of the total votes or they may not. For example, if there are 21 Board members present and abstentions are counted as part of that total, 11 YES votes would be required to pass a motion with a majority, regardless of how many abstentions there are. On the other hand, if Abstentions are NOT counted as part of the total, and there are two abstentions, the total number of people taking a YES or NO position becomes 19, and only 10 YES votes are needed for a majority to pass the motion. The WHNC uses the latter method, which means abstentions are not counted at all; only YES or NO votes can decide an outcome.

18. DIFFERENCES AND CONFLICTS BETWEEN BOARD MEMBERS

If a disagreement occurs between board members and they are unable to work it out between themselves, it is the WHNC protocol for the president and the vice president to meet with the aggrieved Board members to try to work out a resolution within the Board “family.”

19. WORKING WITH THE CITY

Neighborhood Councils are primarily advisory bodies to our City Council. The WHNC is located in Council District 12 (CD12) and our current Councilmember is John Lee.

20. CONDUCT AND BEHAVIOR

Your behavior reflects on the entire Board. We are elected community representatives and need to conduct ourselves in a manner becoming public trust. See the Code of Civility at the end of this Handbook.

Harassment, bullying or discrimination based on a protected category, or activity that interferes with the city’s goals of maintaining a diverse, equitable, inclusive and productive workplace, is not tolerated. The Office of the City Attorney Labor Relations Division may be asked to investigate questions in this area pertaining to NC boards or board members.

Our meetings require “General Public Comments” on topics NOT on the agenda. Regardless of what is said by the speaker, even when it is untrue, accusatory or insulting, we are not allowed to respond to a General Public Comment. The only exception to this rule is to ask that something be clarified. In most cases, these comments are protected under the First Amendment of the United States Constitution. Members ARE allowed to respond to public comments made on agenda items.

21. COMMUNICATIONS BETWEEN BOARD MEMBERS

There are specific rules regarding communications between board members. A Serial Communication is one that enables a majority of the members of the NC to engage in a communication that should instead occur at a public meeting, and for all practical purposes results in a meeting of the members although the members are not present at a publicly posted and conducted meeting according to the Brown Act. This exists when one member contacts all or a majority of the other board members. A Serial Communication can occur as a series of separate communications that ultimately involves a majority of a quorum of members or more. The concern is that such communications could lead to a concurrence of the majority on an issue that is likely to be considered by the Board. (See attached Brown Act, APPENDIX E.)

22. WHAT IS A CPRA AND HOW DO I RESPOND?

In 1968, the California Legislature enacted the California Public Records Act (CPRA). The Act establishes the public’s right to access information concerning the “people’s business”. Any member of the public can make a Public Records Act request, and all Neighborhood Council members are subject to these requests. Should you receive a Public Records Act request, do NOT respond directly. As a city employee, (volunteer or not), you must immediately contact the president of the NC and they, working with the City Attorney’s Office, will determine what information is subject to the request and if anything needs to be redacted. Our NC president will then respond to the requester. Time is of the essence as CPRA requests must be acknowledged within 10 working days and complied with as soon as possible. ONLY information that concerns the “people’s business” is subject to the CPRA.

23. ROSENBERG’S RULES OF ORDER

“Rosenberg Rules of Order” were created by a retired Superior Court judge after experiencing frustration in using the complex “Robert’s Rules of Order”. The Rosenberg Rules of Order cover the protocols in “Roberts Rules” that best fit the most frequent procedures used in typical governmental decision making. (See attached Rosenberg’s Rules of Order, APPENDIX F.)

24. ABBREVIATIONS

BONC:	Board of Neighborhood Commissioners
CIS:	Community Impact Statement
CPRA:	California Public Records Act
DONE:	Department of Neighborhood Empowerment (Same as EmpowerLA)
LANCC:	Los Angeles Neighborhood Council Coalition
MER:	Monthly Expenditure Report
NPG:	Neighborhood Purpose Grant
SLO:	Senior Lead Officer
VANC:	Valley Alliance of Neighborhood Councils



West Hills Neighborhood Council

*"It's our neighborhood.
Let's build a community."*

OFFICERS

Charlene Rothstein
President

Faye Barta, J.D.
Vice President and Co-Chair

Brad Vanderhoof
Secretary

Carolyn Greenwood
Treasurer

Saif Mogri
Controller

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Charlene Rothstein

Jason Romanello

Anthony Searce

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Joan Trent

Alec Uzemeck

Brad Vanderhoof

Joanne Yvanek-Garb

PAST PRESIDENTS

Daniel Brin

Stephen Lenske

Ed Youngblood

Charles "Chuck" Gremer

EXECUTIVE DIRECTOR

Michelle Ritchie

Hon. John S. Lee
Councilmember, City of Los Angeles
9207 Oakdale Ave, Chatsworth, CA 91311

July 2, 2021

Dear Councilmember Lee:

Los Angeles can be a leader in helping save our region's iconic butterfly species by becoming the largest city in the nation to take the Mayors' Monarch Pledge and establishing an official Monarch Butterfly Habitat at Orcutt Ranch Horticulture Center in West Hills.

In California, the monarch butterfly population has fallen more than 95% since the 1980s. This alarming trend can be mitigated and reversed through planting and protecting California native plants, especially the "narrow leaf" milkweed, which provides the butterfly's preferred habitat for feeding, egg-laying and pupating.

Already, more than 389 U.S. cities, municipalities and other communities have committed to creating healthy habitats for monarch butterflies and other pollinators. In doing so, they are educating residents on how they can make a positive difference at home and in the wild.

We want Los Angeles to join the front ranks of communities working to save and protect our treasured monarch butterflies.

In West Hills, we have identified and mapped more than 4,000 existing native milkweed plants at Orcutt Ranch Horticultural Center. We want Orcutt Ranch to be designated as an official Monarch Butterfly Habitat. We believe this can be the largest such habitat in Los Angeles County.

The West Hills Neighborhood Council looks forward to working with your office to accomplish this goal. Specifically, we ask you to introduce a motion supporting designation of the Orcutt Ranch Monarch Butterfly Habitat in the appropriate committee of the Los Angeles City Council.

Thank you for your consideration of this proposal.

Sincerely,

Charlene Rothstein
President

Faye Barta, J.D.
Vice President

Letter authorized by resolution of the West Hills Neighborhood Council Board of Directors on July 1, 2021.





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PAST PRESIDENTS

Daniel Brin

Stephen Lenske

Ed Youngblood

Charles "Chuck" Gremer

EXECUTIVE DIRECTOR

Michelle Ritchie

Hon. Eric Garcetti

Mayor, City of Los Angeles

200 N. Spring St., #303

Los Angeles, CA 90012

July 2, 2021

Dear Mayor Garcetti:

Please help make Los Angeles a city that supports our native monarch butterflies by signing the National Wildlife Federation's Mayors' Pledge on Dec. 1, 2021.

Los Angeles can be a leader in saving the monarchs by promoting habitats suitable to their feeding and reproduction.

In California, the monarch butterfly population has fallen more than 95% since the 1980s. This alarming trend can be mitigated and reversed through planting and protecting California native plants, especially California milkweed, which provides the iconic butterfly's preferred habitat for feeding, egg-laying and pupating.

Already, more than 389 U.S. cities, municipalities and other communities have committed to creating healthy habitats for monarch butterflies and other pollinators. In doing so, they are educating residents on how they can make a positive difference at home and in the wild.

We want Los Angeles to join the front ranks of communities working to save and protect our treasured monarch butterflies.

In West Hills, we have identified and mapped more than 4,000 existing native milkweed plants at Orcutt Ranch Horticultural Center. We want Orcutt Ranch to be designated as an official Monarch Butterfly Habitat. We believe this can be the largest such habitat in Los Angeles County.

The West Hills Neighborhood Council looks forward to working with your office and Council District 12 to accomplish this designation.

Sincerely,

Charlene Rothstein

President

Faye Barta, J.D.

Vice President

Letter authorized by resolution of the West Hills Neighborhood Council Board of Directors on July 1, 2021.



Speed Mitigation Plan/Overspeed Detection For West Hills, CA

Problem Statement

West Hills has a large quantity of long, and wide streets that have little to no controlled intersections. While this is great for traffic flow, it has created an environment of dangerous conditions for speeding.

Summary

Increases in accidents and fatalities as well as the general concern by West Hills Stakeholders demands a review and investigation on possible solutions to mitigate speeding in our community. There are several considerations that must be taken into account before identifying a potential solution. These include traffic flow, effectiveness of mitigation methods versus the negative impact on traffic as well as the long term viability of the mitigation response.

Issues With Recommended List of Mitigation Methods

We reviewed the pre-approved list of mitigation options that are currently available. The list includes making physical changes to the street, speed notification devices, and the direct interdiction by Law Enforcement. Unfortunately, there seems to be an inverse relationship between the success of most of the mitigation methods with the impact on traffic flow. Several streets in West Hills are major traffic routes through the West Valley. Any solution to manage this issue must not adversely affect normal traffic flow. Direct interdiction by Law Enforcement has the highest positive impact on traffic safety, but is very inefficient and cannot be relied on as a full time solution.

Proposed Solution

One geographic feature unique, but fairly common to West Hills are long and wide streets. Having streets with large gaps in traffic control systems does have a positive impact on traffic flow, but has the unintended consequence of allowing for speeding. This is happening at an increasing frequency. We believe the best solution that would have the greatest mitigation on the negative effects of these types of streets, but minimal impact on traffic flow is to install traffic light controlled pedestrian crosswalks with overspeed detection. These would be installed between our long streets dividing them into smaller controlled pedestrian segments. These traffic lights would be equipped with passive infrared sensors that can detect the speed of

approaching cars and set a predefined speed above the posted limit. Should someone approach the light beyond this threshold, it would trigger a red light at the crosswalk. For shorter streets that are identified as high risk for speeding we request that intersection lights be modified to also support overspeed detection. Finally, we ask that all traffic lights that have overspeed support have the capability to log instances of being triggered with a timestamp (no driver information will be collected). By logging overspeed triggers we can identify location, and time of day that are potentially at higher risk of speeders and as a result we can deploy Law Enforcement to supplement mitigation. This approach would solve multiple problems. First, it would limit the damage done by speeding by restricting the availability of long open lanes of streets. Second, it would allow for more spaces for pedestrians to safely cross the streets, and finally, it would have a low impact on normal traffic flow. This is existing technology, and can be installed with minimal physical or fiscal impact.

Figure 31. Passive infrared sensors.

When a vehicle enters the sensor's field of view, the change in emitted energy is used to detect the vehicle as illustrated in Figure 32. A vehicle entering the sensor's field of view generates a signal that is proportional to the product of an emissivity difference term and a temperature difference term when the surface temperatures of the vehicle and road are equal. The emissivity term is equal to the difference between the road and the vehicle emissivities. The temperature term is equal to the difference between the absolute temperature of the road surface and the temperature contributed by atmospheric, cosmic, and galactic emission. On overcast, high humidity, and rainy days, the sky temperature is larger than on clear days and the signal produced by a passing vehicle decreases. This, in itself, may not pose a problem to a properly designed passive infrared sensor operating at the longer wavelengths of the infrared spectrum, especially at the relatively short operating ranges typical of traffic management applications (Klein , 2001).

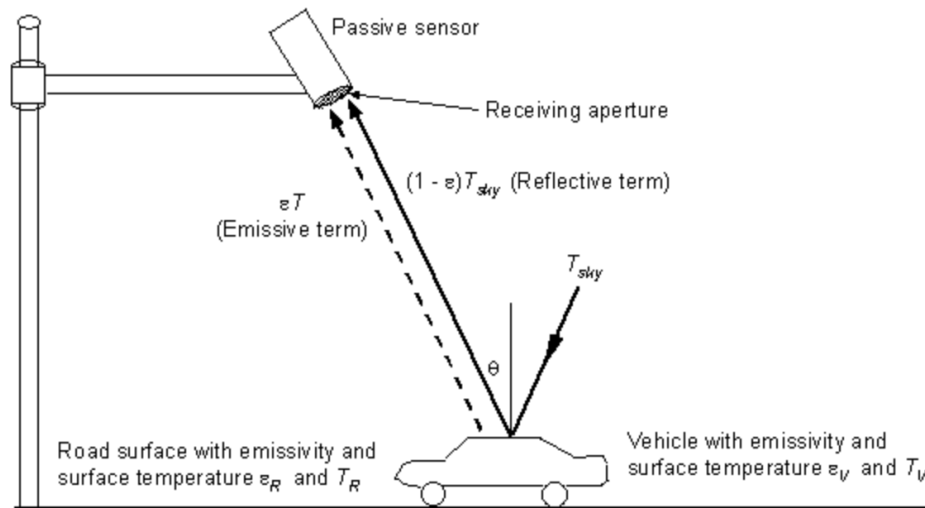


Figure 32. Emission and reflection of energy by vehicle and road surface.

Application and Uses

Multi-channel and multi-zone passive infrared sensors measure speed and vehicle length as well as the more conventional volume and lane occupancy. These models are designed with dynamic and static-thermal energy detection zones that provide the functionality of two inductive loops. Their footprint configuration is shown in Figure 33. The time delays between the signals from the three dynamic zones are used to measure speed. The vehicle presence time from the fourth zone gives the occupancy of stationary and moving vehicles.

For more information on Passive Infrared Sensors please see:
Image above reference from:

Office of Highway Policy Information

<https://www.fhwa.dot.gov/policyinformation/pubs/vdstits2007/05pt2.cfm>

WHEREAS, speed is the primary factor in fatal traffic collisions and continues to kill hundreds of people in Los Angeles every year; and

WHEREAS, speeding motorists are making the streets in West Hills increasingly dangerous in recent years, resulting in many accidents, injuries and deaths; and

WHEREAS, the tragic death of Colleen Wong on March 19, 2021, who was killed by a driver who was travelling at a very high rate of speed on a surface street, shows that it is imperative to address speeding on our streets; and

WHEREAS, police have limited resources available to patrol our community's streets, especially at night, when street racing is most prevalent; and

WHEREAS, such measures as road humps, roundabouts and traffic choke points are impractical on major arteries like Valley Circle Boulevard, Platt Avenue, Sherman Way, Roscoe Boulevard, Fallbrook Avenue and Shoup Avenue; and

WHEREAS, one geographic feature unique, but fairly common to West Hills are long and wide streets. Having streets with large gaps in traffic control systems does have a positive impact on traffic flow, but has the unintended consequence of allowing for speeding. This is happening at an increasing frequency; and

WHEREAS, mitigation on the negative effects of these types of streets, but minimal impact on traffic flow is to install traffic light controlled pedestrian crosswalks with overspeed detection. These would be installed between our long streets dividing them into smaller controlled pedestrian segments. These traffic lights would be equipped with passive infrared sensors that can detect the speed of approaching cars and set a predefined speed above the posted limit. Should someone approach the light beyond this threshold, it would trigger a red light at the crosswalk; and

WHEREAS, in addition to installing traffic controlled pedestrian crosswalks, several existing intersections that have been identified as high speed zones, also have overspeed detection sensors added to them; and

WHEREAS, all installed overspeed detection sensors be capable of recording a timestamp and location, so that any light or lights that have a high number of red light activations, can be identified so the City can supplement these sensors with law enforcement support

LET IT BE RESOLVED that the West Hills Neighborhood Council urges LADOT, the Los Angeles City Council and CD12 to investigate passive infrared sensor controlled traffic signals at pedestrian crosswalks between existing traffic signaled intersections.

X

Charlene Rothstein
President - West Hills Neighborhood Council

X

Faye Barta
Vice-Pres.-West Hills Neighborhood Council

Agenda Item 21-0073 - Discussion and possible action: on the Sidewalk and Transit Amenities Program (STAP) Digital Displays in West Hills

July 2, 2021

Mr. John Lee, Councilman
City of Los Angeles Council District 12
200 N. Spring St., Room 405
Los Angeles, CA 90012

Dear Councilman Lee:

The West Hills Neighborhood Council has concerns regarding the Sidewalk and Transit Amenities Program (STAP) Digital Displays in West Hills.

Specifically, the parameters of digital advertising and/or digital displays to ensure compatibility with their surrounding environments, traffic safety, and land use zones such as specific plans and scenic highways; and policy governing data collection, ownership, privacy and use from devices placed within public rights-of-way or on City facilities.

West Hills has few bus benches that can accommodate digital displays that are not in close proximity to single family residences. Also we are not opposed to covered bus benches, but benches with digital displays we feel would be a nuisance to our stakeholders.

We request that all digital display type bus bench proposals be denied anywhere within the boundaries of West Hills or at the least any proposal for this type of bench be brought to the West Hills Neighborhood Council for review before approval.

Very truly yours

West Hills Neighborhood Council

cc: Bureau of Street Services