



CITY OF  
LOS ANGELES  
CALIFORNIA



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## WEST HILLS NEIGHBORHOOD COUNCIL

### ONLINE AND TELEPHONIC BOARD MEETING AGENDA

Thursday, January 6, 2022 at 7:00 p.m.

In conformity with the September 16, 2021 enactment of California Assembly Bill 361 (Rivas) and due to concerns over Covid-19, the West Hills Neighborhood Council meeting will be conducted entirely with a call-in option or internet based service option. All are invited to attend and participate.

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

**AB 361 Updates:** Public comment cannot be required to be submitted in advance of the meeting; only real-time public comment is required. If there are any broadcasting interruptions that prevent the public from observing or hearing the meeting, the meeting must be recessed or adjourned. If members of the public are unable to provide public comment or be heard due to issues within the Neighborhood Council’s control, the meeting must be recessed or adjourned.

<p><b><u>Opening Business</u></b></p> <p>Call to Order</p> <p>Roll Call – Establish Quorum Pledge of Allegiance Approve Meeting Minutes of October 7, 2021 and December 2, 2021 Senior Lead Officer Report</p> <p>Treasurer’s Report Controller’s Report Comments From the Chair</p>		<p><b>Co-Chairs:</b> Ms. Charlene Rothstein Dr. Faye Barta</p> <p><b>Secretary:</b> Mr. Brad Vanderhoof</p> <p><b>Co-Chair:</b> Dr. Faye Barta</p> <p><b>Secretary:</b> Mr. Brad Vanderhoof</p> <p>SLO McNamee; Acting SLO Alvarez</p> <p><b>Treasurer:</b> Mrs. Carolyn Greenwood</p> <p><b>Controller:</b> Mr. Saif Mogri</p> <p><b>Co-Chair:</b> Mrs. Charlene Rothstein</p>
<p><b><u>Announcements</u></b></p> <p>Council District 12 Department of Neighborhood Empowerment Los Angeles County Supervisor District 3 LAUSD District 3</p> <p>Budget Advocates</p>		<p>Mr. Colin Crews, District Director Ms. Atziri Camarena Ms. Tessa Charnofsky, District Director Ms. Tara Vahdani, School Engagement &amp; Data Specialist TBD</p>

<p><b><u>Public Comment</u></b></p> <p>Comments &amp; statements from stakeholders or interested parties on subjects <b><u>NOT</u></b> on this meeting's agenda. <i>(Requires Speaker Card)</i> <b>(10 Minutes Max)</b></p> <p><b>*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.*</b></p>		<p>Dr. Faye Barta, Co-Chair</p>
<p><b><u>Council Announcements</u></b></p> <p>Committee &amp; Liaison Reports</p>		<p>West Hills Neighborhood Council</p>
<p><b><u>Old Business</u></b></p> <p><b>21-0109</b> - First reading of a Bylaws amendment to make the WHNC Bylaws Ad Hoc Committee a Standing Committee <b>(2 Minutes Max)</b></p> <p><b>21-0112</b> - Discussion and Possible Action on the revision of wording of the language for the Code of Conduct <b>(5 Minutes Max)</b></p> <p><b>21-0113</b> - Discussion and possible action on submitting a CIS on Council File 21-0760, to amend City Charter to include "City of Los Angeles" to the definition of "local" in Section 371a. of the City Charter <b>(5 Minutes Max)</b></p> <p><b>21-0126</b> - Discussion and possible action on submitting a CIS on Council File 21-0002-S13 - closure of Whiteman Airport <b>(5 Minutes Max)</b></p> <p><b>21-0127</b> - Discussion and possible action on submitting a CIS on Council File 21-1342 - Tax Assessment on EV charging system companies <b>(5 Minutes Max)</b></p>		<p>Mr. Brad Vanderhoof, Co-Chair Bylaws Ad Hoc Committee Mr. Bob Brostoff, Co-Chair Bylaws Ad Hoc Committee</p> <p>Mrs. Joanne Yvanek-Garb, Co-Chair Government Relations Committee Mr. Saif Mogri, Co-Chair Government Relations Committee</p> <p>Mrs. Joanne Yvanek-Garb, Co-Chair Government Relations Committee Mr. Saif Mogri, Co-Chair Government Relations Committee</p> <p>Mrs. Joanne Yvanek-Garb, Co-Chair Government Relations Committee Mr. Saif Mogri, Co-Chair Government Relations Committee</p> <p>Mrs. Joanne Yvanek-Garb, Co-Chair Government Relations Committee Mr. Saif Mogri, Co-Chair Government Relations Committee</p>
<p><b><u>New Business</u></b></p> <p><b>22-0001</b> - Discussion and possible action regarding approval of the WHNC's November Monthly Expenditure Report (MER) <b>(3 Minutes Max)</b></p> <p><b>22-0002</b> - Discussion and possible action on filling a vacant seat on the West Hills Neighborhood Council Board vacated by Jason Romanello <b>(10 Minutes Max)</b></p>		<p>Mrs. Carolyn Greenwood, Co-Chair Budget Committee Mr. Saif Mogri, Co-Chair Budget Committee</p> <p>Mr. Steve Randall, Co-Chair Vacancy Ad Hoc Committee, Mr. Saif Mogri, Co-Chair Vacancy Ad Hoc Committee</p>

<p><b>22-0003</b> - Discussion and possible action on filling a vacant seat on the West Hills Neighborhood Council Board vacated by Esperanza Butler <b>(10 Minutes Max)</b></p> <p><b>22-0004</b> - Discussion and Possible Action on the Beautification Clean-Up Event on the South sidewalk of Roscoe Blvd., between the corner of Lena Avenue, near LA Fire Dept. Station 106, 23004 Roscoe Blvd., and Jonathan St., on February 22, 2022. <b>(5 Minutes Max)</b></p>		<p>Mr. Steve Randall, Co-Chair Vacancy Ad Hoc Committee, Mr. Saif Mogri, Co-Chair Vacancy Ad Hoc Committee</p> <p>Dr. Faye Barta, Co-Chair Beautification Committee Mr. Brad Vanderhoof, Co-Chair Beautification Committee</p>
<p><b><u>Adjournment</u></b></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.

The amount of time for public comment on each agenda item is to be determined by the Chair at each meeting. Speakers shall limit their comments to matters relevant to the item on the agenda. The Chair may rule that the speaker is out of order if the comments are not germane to the item under consideration. If multiple requests for public comment are submitted on one agenda item, preference will be granted to members of the public who have not spoken previously during the meeting, either during general public comment or on another agenda item. A member of the public wishing to speak on more than one agenda item at a single meeting shall limit his or her remarks to a total of five (5) minutes per meeting.

**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](mailto:ethics@lacity.org/lobbying). For assistance, please contact the Ethics Commission at (213) 978-1960 or [ethics.commission@lacity.org](mailto: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](http://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](http://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](mailto: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](mailto: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](http://www.WestHillsNC.org).

**Servicios De Traduccion:** 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](mailto:Michelle.Ritchie@westhillsnc.org)



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## WEST HILLS NEIGHBORHOOD COUNCIL

### BOARD ONLINE AND TELEPHONIC MEETING MINUTES

Thursday, October 7, 2021

Revised December 29, 2021

The Board shall take official action by a simple majority of yes and no votes cast by the Directors present at a duly noticed regular or special Board meeting, not to include abstentions. There shall be no proxy voting.

**PRESENT:** Aida Abkarians, Faye Barta, Sandi Bell, Dan Brin, Bob Brostoff, Tariq El-Atrache, Carolyn Greenwood, Glenn Jennings, Bonnie Klea, Vinura Kotuwelle, Kent Mariconda, Saif Mogri, Mark Neudorff, Steve Randall, Bill Rose, Char Rothstein, Anthony Scarce, Myrl Schreiberman, Joan Trent, Alec Uzemeck, and Brad Vanderhoof

**ABSENT:** Esperanza Butler, Clarice Chavira, Jason Romanello, and Joanne Yvanek-Garb

President Charlene Rothstein called the meeting to order at 7:01 PM.

Secretary Brad Vanderhoof called roll and established quorum.

Vice President Faye Barta led the Pledge of Allegiance.

The September meeting minutes were approved as amended.

Senior Lead Officer Report: SLO McNamee introduced acting SLO Alzareez.

Treasurer's Report: Treasurer Carolyn Greenwood said the only extra expenditures were for the beautification cleanup.

21-0094 - Approval of the WHNC's August Monthly Expenditure Report (MER):

Roll Call Vote:

Aida Abkarians	Yes
Faye Barta	Yes
Sandi Bell	Yes
Dan Brin	Yes
Bob Brostoff	Yes
Esperanza Butler	Absent
Clarice Chavira	Absent
Tariq El-Atrache	Yes
Carolyn Greenwood	Yes
Glenn Jennings	Yes
Bonnie Klea	Yes
Vinura Kotuwelle	Yes
Kent Mariconda	Yes
Saif Mogri	Yes
Mark Neudorff	Yes
Steve Randall	Yes
Jason Romanello	Absent
Bill Rose	Yes

Charlene Rothstein	Yes
Anthony Scearce	Yes
Myrl Schreibman	Yes
Joan Trent	Yes
Alec Uzemeck	Yes
Brad Vanderhoof	Yes
Joanne Yvanek-Garb	Absent

Yes – 21, No – 0, Abstain – 0, Absent – 4, Ineligible – 0, Recused – 0  
The MER is approved.

Controller’s Report: Controller Saif Mogri presented the Controller’s report. September expenses include; new member badges \$109.50, Go Daddy \$21.17, cleanup snacks \$31.50 from the Beautification budget, Halloween event \$43.48 from the Special Events budget. Next month’s report will include the inventory list so please inform the Controller if anything is removed from the sheds.

Comments from the Chair: Secretary Brad Vanderhoof said that at the Los Angeles Area Neighborhood Council Coalition it was mentioned that chair comments must be published before a Board meeting.

**Announcements**

Council District 12; Mr. Eric Moody, District Director: The CD12 Angel Fund still has funds and the Dinner on Us program continues. The CD12 office is still closed. The Tom Lebond Day of Service is this weekend on the ninth. The CD 12 much anticipated shredding event is October 16. The City Council voted to 11 to two to pass an ordinance that will do require individuals to show proof of full vaccination in order to enter certain public locations. The CD12 Drive in Movie Night will show “The Wizard of Oz” November 4 at Shadow Ranch Park. A lot of folks ask our about resurfacing a Valley Circle, so I just wanted to let you guys know that that work began today. This will be my last Neighborhood Council meeting with you guys. I am retiring from the City of Los Angeles, and from Councilmember Lee’s office.

Department of Neighborhood Empowerment, Ms. Atziri Camarena, Neighborhood Empowerment Advocate: A Code of Conduct is still being discussed. We still have two more sessions that are going to happen on October 19 which is on a Tuesday from 6:30 to 8:30 PM and then Saturday November 6 from 1:00 to 3:00 PM. I will send over the draft of the Code of Conduct policy, as well as the RSVP. It is a great forum for you to participate in and give your input in regards to the Code of Conduct that has been presented to the Board of Neighborhood Commissioners. Core module two will begin at the end of this month, which will cover: NC Bylaws, hosting virtual public meetings, call the comment, and managing meeting disruptions. I ask that you allow Char to be the person who manages Public Comment. I know that sometimes we want to go ahead and voice our opinions in Public Comment. Unfortunately we're not able to do that.

District Director, Myrna Gutierrez, LA County Supervisorial District 3: Starting November 4 for LA County, full vaccination will be required for entering the indoor parts of bars, wineries, nightclubs, lounges and things like that. The Pfizer shot is available. The booster shot is available for folks that are 65 years of age or older, residents that are in long term care facilities, folks that are between the ages of 18 and 64 with an underlining medical condition or those that are ages 18 to 64 years old with high institutional or occupational risk, including healthcare workers, first responders, teachers, daycare staff, grocery workers, and workers in homeless shelters or prisons. If you want more detailed information it is on the public health website and I am happy to send a link. There will be an event on November 16 at 6pm and Supervisor Kuehl will be present and the topic of that event is going to be the River’s Headwaters in Canoga Park.

**Public Comment**

Christina Walsh, Chris Rowe, and Lauren Buisson spoke during public comment.

**Council Announcements Committee & Liaison Reports**

Myrl Schreibman gave an update on the Halloween event. The judges are selected and there are currently 15 registrants.

Alec Uzemeck said an Assistant District Director from DWP will speak at the next Environment Committee meeting.

Char Rothstein said a letter regarding Prop K to place restrooms at Lazy J and Castle Peak parks has been distributed to local residents and will be discussed at the next Zoning and Planning Committee meeting.

**Old Business**

21-0088 - Appointment of WHNC board member Aida Abkarians to submit Community Impact Statements:

Roll Call Vote:

Aida Abkarians	Yes
Faye Barta	Yes
Sandi Bell	Yes
Dan Brin	Yes
Bob Brostoff	Yes
Esperanza Butler	Absent
Clarice Chavira	Yes
Tariq El-Atrache	Yes
Carolyn Greenwood	Yes
Glenn Jennings	Yes
Bonnie Klea	Yes
Vinura Kotuwelle	Yes
Kent Mariconda	Yes
Saif Mogri	Yes
Mark Neudorff	Yes
Steve Randall	Yes
Jason Romanello	Absent
Bill Rose	Absent
Charlene Rothstein	Yes
Anthony Scarce	Yes
Myrl Schreibman	Yes
Joan Trent	Yes
Alec Uzemeck	Yes
Brad Vanderhoof	Yes
Joanne Yvanek-Garb	Absent

Yes – 21, No – 0, Abstain – 0, Absent – 4, Ineligible – 0, Recused – 0  
Aida Abkarians is approved to file CISs on behalf of the WHNC.

21-0092 - Supporting Los Angeles school board resolution addressing anti-Semitism in the district schools.  
LAUSD Resolution Res-001-21/22, Version: 1  
Item tabled to November.

**New Business**

21-0095 - Discussion and possible action on the Beautification Committee's cleanup event at Orcutt Ranch Horticultural Center, at the corner of March and Roscoe, October 30, 2021, from 8 AM to 11 AM:

Roll Call Vote:

Aida Abkarians	Yes
Faye Barta	Yes
Sandi Bell	Yes
Dan Brin	Yes
Bob Brostoff	Yes
Esperanza Butler	Absent
Clarice Chavira	Absent
Tariq El-Atrache	Yes
Carolyn Greenwood	Yes
Glenn Jennings	Yes
Bonnie Klea	Yes
Vinura Kotuwelle	Yes
Kent Mariconda	Yes
Saif Mogri	Yes
Mark Neudorff	Yes
Steve Randall	Yes
Jason Romanello	Absent
Bill Rose	Yes
Charlene Rothstein	Yes
Anthony Scearce	Yes
Myrl Schreibman	Yes
Joan Trent	Abstain
Alec Uzemeck	Yes
Brad Vanderhoof	Yes
Joanne Yvanek-Garb	Absent

Yes – 20, No – 0, Abstain – 1, Absent – 4, Ineligible – 0, Recused – 0  
The Beautification Event is approved.

21-0098 - Purchase of new gloves for WHNC Beautification Committee Cleanups not to exceed \$100.00:

Roll Call Vote:

Aida Abkarians	Yes
Faye Barta	Yes
Sandi Bell	Yes
Dan Brin	Yes
Bob Brostoff	Yes
Esperanza Butler	Absent
Clarice Chavira	Absent
Tariq El-Atrache	Abstain
Carolyn Greenwood	Yes
Glenn Jennings	Yes
Bonnie Klea	Yes
Vinura Kotuwelle	Yes
Kent Mariconda	Yes
Saif Mogri	Yes
Mark Neudorff	Yes
Steve Randall	Yes
Jason Romanello	Absent
Bill Rose	Absent
Charlene Rothstein	Yes
Anthony Scearce	Yes
Myrl Schreibman	Yes

Joan Trent	Yes
Alec Uzemeck	Yes
Brad Vanderhoof	Yes
Joanne Yvanek-Garb	Absent

Yes – 19, No – 0, Abstain – 1, Absent – 5, Ineligible – 0, Recused – 0  
 The purchase of new gloves is approved.

21-0101- Filling the West Hills Neighborhood Council Youth Seat:

Steve Randall explained there are two candidates Azarine Rushenas and Sriya Datla. Both candidates introduced themselves and spoke about why they want to serve on the WHNC Board of Directors.

Bob Brostoff moved to table the item to November. Tariq El-Atrache seconded.

Roll Call Vote:

Aida Abkarians	Abstain
Faye Barta	No
Sandi Bell	No
Dan Brin	No
Bob Brostoff	Yes
Esperanza Butler	Absent
Clarice Chavira	Absent
Tariq El-Atrache	Yes
Carolyn Greenwood	No
Glenn Jennings	No
Bonnie Klea	No
Vinura Kotuwelle	Yes
Kent Mariconda	Absent
Saif Mogri	No
Mark Neudorff	No
Steve Randall	No
Jason Romanello	Absent
Bill Rose	No
Charlene Rothstein	No
Anthony Scearce	Yes
Myrl Schreibman	No
Joan Trent	No
Alec Uzemeck	No
Brad Vanderhoof	Abstain
Joanne Yvanek-Garb	Absent

Yes – 4, No – 14, Abstain – 2, Absent – 5, Ineligible – 0, Recused – 0

The motion to table the item fails.

Election of a Youth Advisory Seat member:

Roll Call Vote:

Aida Abkarians	Datla
Faye Barta	Datla
Sandi Bell	Datla
Dan Brin	Datla
Bob Brostoff	Abstain
Esperanza Butler	Absent
Clarice Chavira	Absent
Tariq El-Atrache	Rushenas



Carolyn Greenwood	Datla
Glenn Jennings	Datla
Bonnie Klea	Datla
Vinura Kotuwelle	Datla
Kent Mariconda	Absent
Saif Mogri	Datla
Mark Neudorff	Rushenas
Steve Randall	Datla
Jason Romanello	Absent
Bill Rose	Absent
Charlene Rothstein	Rushenas
Anthony Scarce	Rushenas
Myrl Schreibman	Datla
Joan Trent	Datla
Alec Uzemeck	Datla
Brad Vanderhoof	Abstain
Joanne Yvanek-Garb	Absent

Ms. Datla – 13, Ms. Rushenas – 4, Abstain – 2, Absent – 6, Ineligible – 0, Recused – 0

Ms. Sriya Datla has been appointed to the WHNC Youth Advisory Seat..

21-0100 - Proposed change to WHNC Standing Rule, Article 5, Section 6: Item tabled to November.

21-0099 - Appoint board member, Tariq El-Atrache, as the liaison/representative to the LGBTQ+ Alliance of Los Angeles Neighborhood Councils: Char said Myrl Schreibman also requested to be a liaison.

Dan Brin moved to amend the motion to appoint two LGBTQ Alliance liaisons and they be Tariq El-Atrache and Myrl Schreibman. Aida Abkarians seconded.

Roll Call Vote:

Aida Abkarians	Yes
Faye Barta	Yes
Sandi Bell	No
Dan Brin	Yes
Bob Brostoff	Absent
Esperanza Butler	Absent
Clarice Chavira	Absent
Tariq El-Atrache	No
Carolyn Greenwood	Yes
Glenn Jennings	Yes
Bonnie Klea	Absent
Vinura Kotuwelle	Absent
Kent Mariconda	Absent
Saif Mogri	Yes
Mark Neudorff	Yes
Steve Randall	Yes
Jason Romanello	Absent
Bill Rose	Absent
Charlene Rothstein	Yes
Anthony Scarce	No
Myrl Schreibman	Yes
Joan Trent	Yes
Alec Uzemeck	Yes

Brad Vanderhoof Yes  
Joanne Yvanek-Garb Absent

Yes – 13, No – 3, Abstain – 0, Absent – 9, Ineligible – 0, Recused – 0  
The motion to amend passes.

Appointment of Tariq El-Atrache and Myrl Schreibman as WHNC liaisons to the LGBTQ Alliance

Roll Call Vote:

Aida Abkarians Yes  
Faye Barta Yes  
Sandi Bell Yes  
Dan Brin Yes  
Bob Brostoff Absent  
Esperanza Butler Absent  
Clarice Chavira Absent  
Tariq El-Atrache Yes  
Carolyn Greenwood Yes  
Glenn Jennings Yes  
Bonnie Klea Absent  
Vinura Kotuwelle Absent  
Kent Mariconda Absent  
Saif Mogri Yes  
Mark Neudorff No  
Steve Randall Yes  
Jason Romanello Absent  
Bill Rose Absent  
Charlene Rothstein Yes  
Anthony Scearce Yes  
Myrl Schreibman Yes  
Joan Trent Yes  
Alec Uzemeck Yes  
Brad Vanderhoof Yes  
Joanne Yvanek-Garb Absent

Yes – 15, No – 1, Abstain – 0, Absent – 9, Ineligible – 0, Recused – 0  
President Rothstein will contact the LGBTQ Alliance to confirm the appointments.

21-0102 - CIS on CF 21-0975 (John Lee), Illegal Street Racing / Reckless Driving Exhibition/Spectator Gathering / Promotion / Facilitation

Item tabled to November.

21-0096 - Beautification Committee tabling event at the Environmental Awareness Day at the Chatsworth Train Station on November 20, 2021, from 10 AM to 4 PM

Roll Call Vote:

Aida Abkarians Yes  
Faye Barta Yes  
Sandi Bell Yes  
Dan Brin Yes  
Bob Brostoff Absent  
Esperanza Butler Absent  
Clarice Chavira Absent  
Tariq El-Atrache Abstain  
Carolyn Greenwood Yes

Glenn Jennings	Yes
Bonnie Klea	Absent
Vinura Kotuwelle	Absent
Kent Mariconda	Absent
Saif Mogri	Yes
Mark Neudorff	Yes
Steve Randall	Yes
Jason Romanello	Absent
Bill Rose	Absent
Charlene Rothstein	Yes
Anthony Scarce	Yes
Myrl Schreibman	Yes
Joan Trent	Yes
Alec Uzemeck	Yes
Brad Vanderhoof	Yes
Joanne Yvanek-Garb	Absent

Yes – 15, No – 0, Abstain – 1, Absent – 9, Ineligible – 0, Recused – 0  
The event is approved.

21-0097 – Placement of two dog waste bag stations, privately donated to WHNC and the Beautification Committee, at two local parks, Taxco and Lazy J:

President Rothstein explained there is a problem with this agenda item since the WHNC cannot accept donations.

Item tabled to November.

21-0103 - Request to Councilman John Lee CD12, to draft a motion in the City Council in support of AB 43

Item tabled to November.

President Rothstein adjourned the meeting at 10:30 PM (estimated).



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## WEST HILLS NEIGHBORHOOD COUNCIL

### BOARD ONLINE AND TELEPHONIC MEETING MINUTES

Thursday, December 2, 2021

Revised December 11, 2021

**PRESENT:** Aida Abkarians, Sandi Bell, Dan Brin, Bob Brostoff, Clarice Chavira, Tariq El-Atrache, Carolyn Greenwood, Bonnie Klea, Vinura Kotuwelle, Kent Mariconda, Saif Mogri, Mark Neudorff, Steve Randall, Char Rothstein, Anthony Scarce, Myrl Schreibman, Joan Trent, Aec Uzemeck, Brad Vanderhoof, and Joanne Yvanek-Garb  
**ABSENT:** Faye Barta, Glenn Jennings, and Bill Rose

The Board shall take official action by a simple majority of yes and no votes cast by the Directors present at a duly noticed regular or special Board meeting, not to include abstentions. There shall be no proxy voting.

President Charlene Rothstein called the meeting to order at 7:04 PM.

Secretary Brad Vanderhoof called roll and established quorum.  
Controller Saif Mogri led the Pledge of Allegiance.

Approve Special Meeting Minutes of September 13, 2021 and Regular Meeting Minutes of October 7, 2021 and November 4, 2021.

The October minutes are incomplete and were tabled to January 2022.

Myrl Screibman moved to accept the September minutes as amended. Sandi Bell seconded.

The motion was approved unanimously.

Myrl Schreibman moved to accept the November minutes as amended. Aida Abkarians seconded.

The motion was approved unanimously.

**Senior Lead Officer Report:** SLO McNamee said Nordstroms was hit with a smash and grab robbery on Wednesday. Eight additional officers have been assigned to patrol the Topanga Mall. Two additional units have been assigned to the Fallbrook Mall. Carjacking has been a problem at the Topanga Mall. Do not leave valuables in car. Use the buddy system in parking lots. SLO Alvarez said there has been an increase in thefts from vehicles in his area.

**Treasurer's Report:** Carolyn Greenwood reported there was no unusual spending.

21-0104 - Approval of the WHNC's October Monthly Expenditure Report (MER):

Roll Call Vote:

Aida Abkarians	Yes
Faye Barta	Absent
Sandi Bell	Yes
Dan Brin	Yes
Bob Brostoff	Yes
Clarice Chavira	Yes
Tariq El-Atrache	Yes
Carolyn Greenwood	Yes
Glenn Jennings	Absent

Bonnie Klea	Yes
Vinura Kotiwelle	Yes
Kent Mariconda	Yes
Saif Mogri	Abstain
Mark Neudorff	Yes
Steve Randall	Yes
Bill Rose	Absent
Charlene Rothstein	Yes
Anthony Searce	Yes
Myrl Schreibman	Yes
Joan Trent	Yes
Alec Uzemeck	Yes
Brad Vanderhoof	Yes
Joanne Yvanek-Garb	Yes

Yes – 19, No – 0, Abstain – 1, Absent – 3, Ineligible – 0, Recused – 0  
The MER is approved.

Comments from the Chair:

President Char Rothstein said the Department of Neighborhood Empowerment has extended the deadline for NC Board Members to take the mandatory anti-bias training to January 1, 2022.

Sandi Bell presented a Certificate of Appreciation to Cavaretti’s Italian Deli for their Covid19 vaccination events.

Board Vacancy Announcement:

21-0115 - Facts pertaining to Jason Romanello’s absences, leading to a possible announcement of a vacancy:

Steve Randall confirmed Jason Romanello has more absences than allowed per the WHNC Bylaws.

President Char Rothstein announced there is a second vacant seat on the WHNC Board of Directors.

Announcements:

Blake Clayton, Los Angeles County Supervisor District 3 spoke on the spread of the Omicron Covid19 variant.

Colin Crews, Council District 12; CD12 has funded police overtime for the district. The Environmental Awareness Day at the Chatsworth Depot was a great success. Council member Lee introduced a motion to make Shadow Ranch Park a sensitive area, and the motion passed in Council.

Azita Camerena, Department of Neighborhood Empowerment discussed AB361. Board Members having difficulty with the Cornerstone training should reach out to her. Planning committee members need to complete the required training by January 1, 2022. All Board Members need to complete the anti-bias training by January 1, 2022. Bylaws amendments are due April 1, 2022. A funding training class is available Thursday, December 14, 2021 from 2-4 PM.

Goat Puppet asked if public comment can be limited to five minutes total.

Chris Rowe asked why the notice for redistricting meeting was not through normal channels but instead on Facebook and Nextdoor.

Public Comment:

Chris Rowe spoke on redistricting.

Glenn Bailey gave the Budget Advocates report. Budget Day is June 18, 2022. Jesse Gabriel is the speaker at the next valley Alliance of Neighborhood Councils in one week (6:30 PM on Zoom).

Goat Puppet spoke on pending litigation.

Council Announcements Committee & Liaison Reports West Hills Neighborhood Council: None due to time constraints.

21-0116 - Beautification Clean-Up Event at Orcutt Ranch Park, December 11, 2021:

Roll Call Vote:

Aida Abkarians	Yes
Faye Barta	Absent
Sandi Bell	Yes
Dan Brin	Yes
Bob Brostoff	Yes
Clarice Chavira	Yes
Tariq El-Atrache	Yes
Carolyn Greenwood	Yes
Glenn Jennings	Absent
Bonnie Klea	Yes
Vinura Kotiwelle	Yes
Kent Mariconda	Yes
Saif Mogri	Yes
Mark Neudorff	Yes
Steve Randall	Yes
Bill Rose	Absent
Charlene Rothstein	Yes
Anthony Scarce	Yes
Myrl Schreibman	Yes
Joan Trent	Yes
Alec Uzemeck	Yes
Brad Vanderhoof	Yes
Joanne Yvanek-Garb	Yes

Yes – 20, No – 0, Abstain – 0, Absent – 3, Ineligible – 0, Recused – 0

The event is approved.

21-0117 - Beautification Committee budget in the amount of \$50 for clean-up event January 22, 2022 along Fallbrook Avenue and Saticoy Street

Roll Call Vote:

Aida Abkarians	Yes
Faye Barta	Absent
Sandi Bell	Yes
Dan Brin	Yes
Bob Brostoff	Yes
Clarice Chavira	Yes
Tariq El-Atrache	Yes
Carolyn Greenwood	Yes
Glenn Jennings	Absent
Bonnie Klea	Yes
Vinura Kotiwelle	Yes
Kent Mariconda	Yes

Saif Mogri	Yes
Mark Neudorff	Yes
Steve Randall	Yes
Bill Rose	Absent
Charlene Rothstein	Yes
Anthony Searce	Yes
Myrl Schreibman	Yes
Joan Trent	Yes
Alec Uzemeck	Yes
Brad Vanderhoof	Yes
Joanne Yvanek-Garb	Yes

Yes – 20, No – 0, Abstain – 0, Absent – 3, Ineligible – 0, Recused – 0  
The event funding is approved.

21-0118 - Homelessness Committee request for \$250 for refreshments for the participants in the Homeless count 2022:

Roll Call Vote:

Aida Abkarians	Yes
Faye Barta	Absent
Sandi Bell	Yes
Dan Brin	Yes
Bob Brostoff	Yes
Clarice Chavira	Yes
Tariq El-Atrache	Yes
Carolyn Greenwood	Yes
Glenn Jennings	Absent
Bonnie Klea	Yes
Vinura Kotiwelle	Yes
Kent Mariconda	Yes
Saif Mogri	Yes
Mark Neudorff	Yes
Steve Randall	Yes
Bill Rose	Absent
Charlene Rothstein	Yes
Anthony Searce	Yes
Myrl Schreibman	Yes
Joan Trent	Yes
Alec Uzemeck	Yes
Brad Vanderhoof	Yes
Joanne Yvanek-Garb	Yes

Yes – 20, No – 0, Abstain – 0, Absent – 3, Ineligible – 0, Recused – 0  
The event funding is approved.

21-0119 - NPG in the amount of \$500 to Pomelo Elementary for a garden program: Aida Abkarians recessed herself.

Roll Call Vote:

Aida Abkarians	Recused
Faye Barta	Absent
Sandi Bell	Yes
Dan Brin	Yes
Bob Brostoff	Yes

Clarice Chavira	Yes
Tariq El-Atrache	Yes
Carolyn Greenwood	Yes
Glenn Jennings	Absent
Bonnie Klea	Yes
Vinura Kotiwelle	Yes
Kent Mariconda	Yes
Saif Mogri	Yes
Mark Neudorff	Yes
Steve Randall	Yes
Bill Rose	Absent
Charlene Rothstein	Yes
Anthony Scarce	Yes
Myrl Schreibman	Yes
Joan Trent	Yes
Alec Uzemeck	Yes
Brad Vanderhoof	Yes
Joanne Yvanek-Garb	Yes

Yes – 19, No – 0, Abstain – 0, Absent – 3, Ineligible – 0, Recused – 1  
The NPG is approved.

21-0120 - NPG in the amount of \$500 to Justice Street School for an iPad for student progress monitoring:  
Joanne Yvanek-Garb recused herself.

Roll Call Vote:

Aida Abkarians	Yes
Faye Barta	Absent
Sandi Bell	Yes
Dan Brin	Yes
Bob Brostoff	Yes
Clarice Chavira	Yes
Tariq El-Atrache	Yes
Carolyn Greenwood	Yes
Glenn Jennings	Absent
Bonnie Klea	Yes
Vinura Kotiwelle	Yes
Kent Mariconda	Yes
Saif Mogri	Yes
Mark Neudorff	Yes
Steve Randall	Yes
Bill Rose	Absent
Charlene Rothstein	Yes
Anthony Scarce	Yes
Myrl Schreibman	Yes
Joan Trent	Yes
Alec Uzemeck	Yes
Brad Vanderhoof	Yes
Joanne Yvanek-Garb	Recused

Yes – 19, No – 0, Abstain – 0, Absent – 3, Ineligible – 0, Recused – 1  
The NPG is approved.

21-0121 - NPG in the amount of \$500 to Enadia Way to replace hand puppets for the library theatre:



Roll Call Vote:

Aida Abkarians	Yes
Faye Barta	Absent
Sandi Bell	Yes
Dan Brin	Yes
Bob Brostoff	Yes
Clarice Chavira	Yes
Tariq El-Atrache	Yes
Carolyn Greenwood	Yes
Glenn Jennings	Absent
Bonnie Klea	Yes
Vinura Kotiwelle	Yes
Kent Mariconda	Yes
Saif Mogri	Yes
Mark Neudorff	Yes
Steve Randall	Yes
Bill Rose	Absent
Charlene Rothstein	Yes
Anthony Scarce	Yes
Myrl Schreibman	Yes
Joan Trent	Yes
Alec Uzemeck	Yes
Brad Vanderhoof	Yes
Joanne Yvanek-Garb	Yes

Yes – 20, No – 0, Abstain – 0, Absent – 3, Ineligible – 0, Recused – 0

The NPG is approved.

21-0122 - NPG in the amount of \$500 to Hamlin Elementary for a variety of sensory items to help students adjust to in-person teaching:

Roll Call Vote:

Aida Abkarians	Yes
Faye Barta	Absent
Sandi Bell	Yes
Dan Brin	Yes
Bob Brostoff	Yes
Clarice Chavira	Yes
Tariq El-Atrache	Yes
Carolyn Greenwood	Yes
Glenn Jennings	Absent
Bonnie Klea	Yes
Vinura Kotiwelle	Yes
Kent Mariconda	Yes
Saif Mogri	Yes
Mark Neudorff	Yes
Steve Randall	Yes
Bill Rose	Absent
Charlene Rothstein	Yes
Anthony Scarce	Yes
Myrl Schreibman	Yes
Joan Trent	Yes
Alec Uzemeck	Yes

Brad Vanderhoof	Yes
Joanne Yvanek-Garb	Yes

Yes – 20, No – 0, Abstain – 0, Absent – 3, Ineligible – 0, Recused – 0  
The NPG is approved.

21-0123 - NPG in the amount of \$500 to Nevada Elementary for a literacy mural to encourage students to read

Roll Call Vote:

Aida Abkarians	Yes
Faye Barta	Absent
Sandi Bell	Yes
Dan Brin	Yes
Bob Brostoff	Yes
Clarice Chavira	Yes
Tariq El-Atrache	Yes
Carolyn Greenwood	Yes
Glenn Jennings	Absent
Bonnie Klea	Yes
Vinura Kotiwelle	Yes
Kent Mariconda	Yes
Saif Mogri	Yes
Mark Neudorff	Yes
Steve Randall	Yes
Bill Rose	Absent
Charlene Rothstein	Yes
Anthony Scearce	Yes
Myrl Schreibman	Yes
Joan Trent	Yes
Alec Uzemeck	Yes
Brad Vanderhoof	Yes
Joanne Yvanek-Garb	Yes

Yes – 20, No – 0, Abstain – 0, Absent – 3, Ineligible – 0, Recused – 0  
The NPG is approved.

21-0124 - NPG in the amount of \$500 to Welby Way for their A-Z literacy garden:

Roll Call Vote:

Aida Abkarians	Yes
Faye Barta	Absent
Sandi Bell	Yes
Dan Brin	Yes
Bob Brostoff	Yes
Clarice Chavira	Yes
Tariq El-Atrache	Yes
Carolyn Greenwood	Yes
Glenn Jennings	Absent
Bonnie Klea	Yes
Vinura Kotiwelle	Yes
Kent Mariconda	Yes
Saif Mogri	Recused
Mark Neudorff	Yes
Steve Randall	Yes

Bill Rose	Absent
Charlene Rothstein	Yes
Anthony Searce	Yes
Myrl Schreibman	Yes
Joan Trent	Yes
Alec Uzemeck	Yes
Brad Vanderhoof	Yes
Joanne Yvanek-Garb	Yes

Yes – 19, No – 0, Abstain – 0, Absent – 3, Ineligible – 0, Recused – 1  
The NPG is approved.

21-0125 – Approve printing of official Los Angeles City business cards for Board Members:

Roll Call Vote:

Aida Abkarians	Yes
Faye Barta	Absent
Sandi Bell	No
Dan Brin	No
Bob Brostoff	No
Clarice Chavira	No
Tariq El-Atrache	No
Carolyn Greenwood	No
Glenn Jennings	Absent
Bonnie Klea	No
Vinura Kotiwelle	No
Kent Mariconda	No
Saif Mogri	No
Mark Neudorff	No
Steve Randall	Abstain
Bill Rose	Absent
Charlene Rothstein	No
Anthony Searce	Yes
Myrl Schreibman	Abstain
Joan Trent	Yes
Alec Uzemeck	No
Brad Vanderhoof	Abstain
Joanne Yvanek-Garb	No

Yes – 3, No – 14, Abstain – 3, Absent – 3, Ineligible – 0, Recused – 0  
The proposal fails.

21-0108 - Designating of an individual to receive the 2021 Election records on behalf of the West Hills Neighborhood Council:

Motion to have the Election records received.

Roll Call Vote:

Aida Abkarians	No
Faye Barta	Absent
Sandi Bell	Yes
Dan Brin	Yes
Bob Brostoff	No
Clarice Chavira	No
Tariq El-Atrache	No

Carolyn Greenwood	No
Glenn Jennings	Absent
Bonnie Klea	No
Vinura Kotiwelle	No
Kent Mariconda	No
Saif Mogri	No
Mark Neudorff	No
Steve Randall	Abstain
Bill Rose	Absent
Charlene Rothstein	No
Anthony Scarce	No
Myrl Schreibman	No
Joan Trent	Abstain
Alec Uzemeck	No
Brad Vanderhoof	No
Joanne Yvanek-Garb	No

Yes – 2, No – 16, Abstain – 2, Absent – 3, Ineligible – 0, Recused – 0

The motion fails, and the Election records will not be received by the WHNC from the City Clerk.

21-0109 - First reading of a Bylaws amendment to make the WHNC Bylaws Ad Hoc Committee a Standing Committee: Secretary Brad Vanderhoof explained the amendment is a single word change to make the Bylaws more consistent.

21-0110 - Amend the WHNC Standing Rules Article 5, Section 5:

Roll Call Vote:

Aida Abkarians	Yes
Faye Barta	Absent
Sandi Bell	Yes
Dan Brin	Yes
Bob Brostoff	Yes
Clarice Chavira	Yes
Tariq El-Atrache	Yes
Carolyn Greenwood	Yes
Glenn Jennings	Absent
Bonnie Klea	Absent
Vinura Kotiwelle	Yes
Kent Mariconda	Yes
Saif Mogri	Yes
Mark Neudorff	Yes
Steve Randall	Yes
Bill Rose	Absent
Charlene Rothstein	Yes
Anthony Scarce	Yes
Myrl Schreibman	Yes
Joan Trent	Yes
Alec Uzemeck	Absent
Brad Vanderhoof	Yes
Joanne Yvanek-Garb	Yes

Yes – 18, No – 0, Abstain – 0, Absent – 5, Ineligible – 0, Recused – 0

The amendment will be added to the Bylaws package sent to DONE.

21-0111 - letter from the West Hills Neighborhood Council to all City Council Members, in opposition of extending the date for mandatory vaccination of the city employees, i.e. LAFD and LAPD: Motion withdrawn.

21-0112 - Revision of wording of the language for the Code of Conduct: Motion sent back to the Public Health Committee.

21-0113 - CIS on Council File 21-0760, to amend City Charter to include "City of Los Angeles" to the definition of " local" in Section 371a.of the City Charter: Item tabled to January.

21-0126 - CIS on Council File 21-0002-S13 - Closure of Whitman Airport: Item tabled to January.

21-0127 - CIS on Council File 21-1342 - Tax Assessment on EV charging system companies: Item tabled to January.

President Rothstein adjourned the meeting at 10:33 PM.

**Agenda 21-0109 - First reading of a Bylaws amendment to make the WHNC Bylaws Ad Hoc Committee a Standing Committee**

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ARTICLE VII COMMITTEES AND THEIR DUTIES All standing committees shall meet at a minimum of nine (9) times per calendar year and shall invite the participation of stakeholders.

Section 1: Standing Committees

The Standing Committees of the WHNC are:

Existing committees A-M are unchanged.

ADD --

N. BYLAWS COMMITTEE, which shall consider and make recommendations to the WHNC Board concerning amendments to the Bylaws and Standing Rules of the WHNC.

**December 30, 2021**

**Re: Objections of the West Hills Neighborhood Council Government Relations Committee to DONE's Proposed Code of Conduct Amendment dated 7/19/21 and the Draft Workplace Equity Policy; Motion passed at regularly scheduled committee meeting on 12/20/2021 by a vote of 8 to 0**

**FROM: Joanne M. Yvanek-Garb and Saif Mogri, co-chairs of the West Hills Neighborhood Council Government Relations Committee**

**To: BONC, DONE and Ms. Beltran**

The West Hills Neighborhood Council Government Relations Committee hereby Objects to the above-referenced "Proposed Code of Conduct Amendment" as stated herein below:

At the outset, and as a foundation for this response, in light of DONE being an "advisory" entity to the NC (as described in Article 9 of the City Charter) as opposed to a controlling entity, the WHNC finds the efforts of DONE in regard to the proposed changes addressed below, to be an overreach of power, and an attempt to usurp the independence of the Neighborhood Councils.

After a review of responses submitted by other Neighborhood Councils, and a discussion with the West Hills Neighborhood Council's Government Relations Committee thereon at its regularly scheduled meeting on December 20, 2021, this committee finds that it would offer the same objections, responses, and comments as those offered by the Northridge West Neighborhood Council (NWNC) and unanimously approved such a response.

**As such, for the sake of expediency and simplicity, this Committee hereby incorporates, adopts, and proposes the objections, responses, and comments of the Northridge West Neighborhood Council** of October 18, 2021, "to DONE's Proposed Code of Conduct Amendment dated 7/19/21 and the Draft Workplace Equity Policy, in its entirety as if submitted by the West Hills Neighborhood Council Government Relations Committee.

**FOR CLARITY, SUCH OBJECTIONS, RESPONSES, AND COMMENTS ARE RESTATED HERE AS FOLLOWS:**

The Proposed Code of Conduct Amendment dated 7/19/21, is an overreach and an abuse of the democratic system, and would allow DONE and its manager to unilaterally punish NC Board Members who are accused of violations against the Draft Workplace Equity Policy without due process. The proposed amendment would take away power from the elected NC Boards and voters and instead allow DONE and its Manager exclusive power to punish NC Board members. **DONE should not be used as a tool to make political decisions that are the role of the LA City voters. Furthermore,** the DRAFT Workplace Equity Policy is overly broad, vague and open to misinterpretation and needs

to be amended before any enforcement may be considered. Finally, NC Board Members are not paid employees, but are elected officials of the City of LA whose job it is to comment on LA City policy and to sometimes differ with DONE and therefore should not be treated in the same manner as paid employees and subject to removal by DONE. **Therefore, the [West Hills NC Government Relations Committee (WHNC)] recommends the following amendments to the Proposed Code of Conduct Amendment dated 7/19/21 and the Draft Workplace Equity Policy as follows:**

\*Excerpts from the Policy are included and NWNC Government Relations Committee recommendations [adopted by WHNC Government Relations Committee in their entirety] are highlighted.

#### **NC Board Member Code of Conduct Policy 2021-1. Item**

4. “In such circumstances where a Neighborhood Council Board Member or Committee Member fails or refuses to comply with item #1, the Department shall proceed to suspend the Board Member or Committee Member from their Neighborhood Council. Said Board Member or Committee Member shall not be eligible to act on any matter that comes before their Neighborhood Council and shall not be counted for the purpose of establishing a quorum of the Neighborhood Council or Committee.”

This policy would allow NC Board Members to be suspended by DONE without due process, a hearing or appeal. REMOVE THIS SECTION.

5. “If within 30 days of being suspended the Neighborhood Council Board Member or Committee Member does not comply with the provisions of item #1 above, they shall be removed as a Neighborhood Council Board Member or Committee Member by the following procedures:”

This policy would allow DONE to remove NC Board Members without a vote by their NC Board and/or an election process. REMOVE THIS SECTION.

5c. “Any Board Member [or Committee Member removed pursuant to this policy shall have the right to present to the Department evidence that he or she has in fact complied with this policy. The Department shall be the sole and final decision maker.”

In this section, the “right to present to the Department evidence” is provided only AFTER DONE has already REMOVED the NC Board Member. This violates the individuals due process rights AND subverts the democratic process, by which the NC Board and/or the voters should determine consequences to NC Board member actions. REMOVE THIS SECTION and PROVIDE due process as soon as an accusation is made and BEFORE any consequences are determined. DONE is meant to support the NC NOT to be used as a political tool to change the make up on NCs who are elected by voters.



“6. If a Board Member or Committee Member is alleged to have violated either the City’s Workplace Equity Policy or the Commission’s Code of Conduct, the Department, with written approval from the General Manager, may immediately suspend the Board Member or Committee Member for a period of up to 90 days.”

This policy would allow NC Board Members to be suspended by DONE without due process, a hearing or appeal. REMOVE THIS SECTION.

6 b. “The Department shall be the sole decision-maker with respect to a suspension. The Board Member or Committee Member **may not appeal the suspension decision.**

c. The Neighborhood Council shall retain its authority to remove Committee Members for failure to affirm this policy or for failure to adhere to its provisions.”

In this section, there is NO APPEAL for suspension allowed and violations are overly vague and ripe for abuse of power by DONE. This violates the individuals due process rights AND subverts the democratic process, by which the NC Board and/or the voters should determine consequences to NC Board member actions. REMOVE THIS SECTION.

7. “The Department may petition the Commission to remove the Board Member for a violation of the Workplace Equity Policy or this Policy pursuant to the process for Declaring a Board Vacancy in Los Angeles Administrative Code 22.810.1(e)(3).”

Gives BONC authority to remove NC Board Members. Remove this section.

## **DRAFT CITY OF LOS ANGELES WORKPLACE EQUITY POLICY Dated 10/2/2020**

2.2 When and Where This Policy Applies: “This Policy prohibits discrimination, harassment, retaliation, bullying, hazing, and other inappropriate conduct in the workplace, during working hours, and/or at work-related events. The City also reserves the right to take appropriate corrective action against potential Policy violations occurring in an environment or under circumstances with a nexus to the workplace. These environments or circumstances may include, but are not limited to: ● at work-related conferences ● at City sponsored volunteer activities, meetings or events ● at council, committee and commission meetings or events ● in “the field” ● before or after working hours (including during breaks) ● online (whether or not during working hours) ● at “off-duty” events when interacting with other City employees, contractors, and/or volunteers (including social events such as “happy hours,” retirement parties, holiday 4 DRAFT celebrations, etc.) This Policy also prohibits employees from using any technology, communication system, or equipment, regardless of whether City-issued, personal, or

otherwise, whether used online or offline, to deliver, display, store, forward, publish, circulate, or solicit material in violation of this Policy. The technology, communication systems, or equipment referenced in this subsection may include, but are not limited to, email, text, social media, internet, intranet, telephones, computers, fax machines, voicemail, radio, video, cell phones, mobile digital terminals, or other communication devices.

This section is overly broad and intrudes of individuals' freedom of speech rights outside of the "workplace." Furthermore, NC Board Members are elected volunteers whose job it is to comment and sometimes criticize LA City and DONE. Allowing DONE to punish NC Board members to "violations" will become a tool for political punishment. This section should be re-written to apply only to employees in the work environment and NOT outside of work on ANY personal devices.

3.2.6 Inequitable Conduct: "By way of this subsection, it is the City's intent to identify, address, and prevent misconduct at the lowest possible level. Inequitable Conduct is any inappropriate conduct based on a Protected Category or protected activity. Inequitable Conduct includes any instance of unwelcome conduct directed at one or more employees or applicants, that is committed by any City employee, because of the employee(s)' or applicant(s) actual or perceived Protected Category(ies) or protected activity(ies). Similarly unwelcome conduct that is sexual in nature may also violate this Policy. Inequitable Conduct may be similar in nature to conduct defined as discrimination, harassment, sexual harassment, and retaliation under this Policy, although to be considered Inequitable Conduct, it will be lesser in severity. Inequitable Conduct may include, but is not limited to, one or more instances of the following, depending on the context in which it occurs: • Microaggressions (indirect, subtle or unintentional verbal or behavioral conduct that communicates hostile, derogatory, or negative attitudes toward protected categories) • Stray remarks • Hostilities in vocal tone and body language • Sexual innuendo"

REMOVE THIS SECTION it is overly board, subjective and largely based on perception and not actions. "Micro aggressions" should be removed because the description includes subjective and presumptive terms like "negative attitude" "vocal tones and body language" which are easily misattributed.

MOTION

The Charter provides for a bid preference for bidders which are "local," with the term "local" defined to include only businesses located in the County of Los Angeles or the State of California, pursuant to Charter Section 371a. The City currently is not permitted to provide an additional bid preference on contracts for bidders which are located within the City boundaries, without amending the City Charter to do so.

If the Charter is amended to add "City of Los Angeles" to the definition of "local," the City would then be permitted to have an additional preference for businesses located within the geographic boundaries of the City of Los Angeles.

According to the National Institute for Public Procurement, models of local bid preferences across the country have assisted municipalities in setting and achieving social policy goals to assist residents, and improve and protect the local economy. "As local tax dollars are spent in a local economy, more jobs are maintained or created and income is generated for residents." And while procurement expenditures may rise in response to a local preference program, any potential added costs would be outweighed by the benefit of keeping tax dollars spent on contracts in the area, and thereby supporting the development, enrichment, growth, expansion and retention of the local business community and the City's workforce.

Additionally, expenses related to labor costs, rent / lease costs, utilities, insurance, sales taxes and business taxes, are often higher than the expenses incurred by businesses operating outside the City limits, and can place businesses located in the City of Los Angeles at a competitive disadvantage. In fact, Los Angeles is one of the ten most expensive places in the country to do business, creating a climate in which businesses must compete against firms with lower labor and business costs from neighboring cities, counties and states. As such, the City should be given the ability to provide a bid preference for bidders located in the City of Los Angeles, ultimately benefiting to our labor force, our residents and the local economy.

I THEREFORE MOVE that the City Attorney, in consultation with the Bureau of Contract Administration and the City Administrative Officer, be requested to prepare and present the documents necessary to place before the voters on the next available ballot in 2022, a measure to add "City of Los Angeles" to the definition of "local" in Section 371a. of the City Charter, so that the City could be permitted to have an additional contracting bid preference for businesses that are located in the City of Los Angeles, consistent with other laws and constitutional limits on how far bid preferences can be implemented in the State of California.

PRESENTED BY: Paul Kretz  
PAUL KORETZ  
Councilmember, 5<sup>th</sup> District

Bob Blumenfeld  
BOB BLUMENFIELD  
Councilmember, 3<sup>rd</sup> District

Marqueece Harris-Dawson  
MARQUEECE HARRIS-DAWSON  
Councilmember, 8<sup>th</sup> District

SECONDED BY: [Signature]  
ak  
[Signature]

[Signature]  
Monica Rodriguez

ORIGINAL

JUN 29 2021

File # :	21-0760
Title :	Amend City Charter to include "City of Los Angeles" to the definition of "local" in Section 371a. of the City Charter:
Type :	Motion
City/State :	City of Los Angeles

Summary :	<p>The Charter provides for a bid preference for bidders which are "local," with the term "local" defined to include only businesses located in the County of Los Angeles or the State of California, pursuant to Charter Section 3 71 a. The City currently is not permitted to provide an additional bid preference on contracts for bidders which are located within the City boundaries, without amending the City Charter to do so.</p> <p>If the Charter is amended to add "City of Los Angeles" to the definition of "local," the City would then be permitted to have an additional preference for businesses located within the geographic boundaries of the City of Los Angeles. According to the National Institute for Public Procurement, models of local bid preferences across the county have assisted municipalities in setting and achieving social policy goals to assist residents, and improve and protect the local economy. "As local tax dollars are spent in a local economy, more jobs are maintained or created and income is generated for residents." And while procurement expenditures may rise in response to a local preference program, any potential added costs would be outweighed by the benefit of keeping tax dollars spent on contracts in the area, and thereby supporting the development, enrichment, growth, expansion and retention of the local business community and the City's workforce.</p>
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Motion :	It is recommended that the "City Attorney, in consultation with the Bureau of Contract Administration and the City Administrative Officer, be requested to prepare and present the documents necessary to place before the voters on the next available ballot in 2022, a measure to add "City of Los Angeles" to the definition of "local" in Section 371a. of the City Charter, so that the City could be permitted to have an additional contracting bid preference for businesses that are located in the City of Los Angeles, consistent with other laws and constitutional limits on how far bid preferences can be implemented in the State of California."
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GR Position :	In support of the motion to amend the City Charter and put it on the ballot in 2022 for the voters of City of Los Angeles
Vote :	8-0 Aida Abkarians – Absent, Faye Barta – Yes, Clarice Chavira – Yes, Saif Mogri – Yes, Mark Neudorff – Yes, Steve Randall – Yes, Myrl Schreiber – Absent, Joan Trent – Yes, Brad vanderhoof – Yes, Joanne Yvanek-Garb – Yes

"YES" Vote:	In support of the motion to amend City Charter and put it on the ballot in 2022 for the voters of City of Los Angeles
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"NO" Vote:	Does not support the motion to put it on the ballot in 2022.
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RULES, ELECTIONS, AND  
INTERGOVERNMENTAL RELATIONS

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, on November 12, 2020, a single-engine plane was approaching the Whiteman Airport in Pacoima when the pilot radioed the control tower to signal that the plane was malfunctioning before tragically crashing on a residential street just a few hundred feet short of the airport's runway; and

WHEREAS, this accident is a reminder of the public safety threat that the Whiteman Airport poses to the Pacoima community; and

WHEREAS, the Whiteman Airport, owned and operated by the County of Los Angeles, is also a significant source of air pollution to the region, increasing the surrounding communities' exposure to hazardous pollutants; and

WHEREAS, a 2007 report by Pacoima Beautiful, a community-based non-profit pursuing environmental justice initiatives for the region, funded by an Environmental Protection Agency grant identified the Whiteman Airport as the largest toxic source emitter in Pacoima; and

WHEREAS, closure and redevelopment of the Whiteman Airport would present an economic opportunity to create housing and jobs for the surrounding community, which has long-endured the environmental harm caused by this airport; and

WHEREAS, there is a clear need to address and mitigate the environmental and public safety risks this airport presents to the Pacoima community;

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 and Federal Legislative Programs SUPPORT for any legislation or administrative action that would shut down the Whiteman Airport and mitigate the public safety and health risks the Whiteman Airport poses to the surrounding City residents, including the performance of a full environmental analysis of airport activity.

PRESENTED BY: \_\_\_\_\_  
MONICA RODRIGUEZ (verbal)  
Councilmember, 7<sup>th</sup> District

SECONDED BY: \_\_\_\_\_  
NURY MARTINEZ (verbal)  
Councilmember, 6<sup>th</sup> District

MOTION

In 2019, the City of Los Angeles committed to increasing the percentage of zero-emission vehicles on city roads to 25 percent by 2025, 80 percent by 2035, and 100 percent by 2050. However, incentives, infrastructure, consumer awareness, and fleet electrification are all needed to meet LA's electric vehicle goal. Key among these will be continuing to expand LADWP's electric vehicle rebate program, residential and commercial charger incentives, streetlight and curbside charger programs, electric car sharing, and consumer outreach. To hit these targets, according to the International Council on Clean Transportation, by 2030 direct current fast chargers in Los Angeles will need to grow by a factor of 33 to about 3,900 chargers, while public Level 2 chargers will need to increase by a factor of 8 to about 21,500 chargers. The rollout of EV infrastructure through various City interventions and incentives will be critical to meeting our long-term emissions goals. Gasoline stations in the City of Los Angeles are currently taxed the retail sales rate of \$1.27 per \$1,000 in gross receipts for the sale of fuel.

However electric vehicle (EV) charging companies have been assessed varying tax rates depending on how they sell the electricity for EV usage and how any related subsidies for those payments are arranged between the charging company and EV manufacturers. These discrepancies in how the tax is administered for EV charging stations has resulted in some companies receiving tax assessments at the business tax rate of \$4.25 per \$1,000 in gross receipts which is much higher than the rates currently assessed for other methods of EV charging sales as well as the sale of gasoline.


To eliminate any ambiguity around the rate which EV charging companies have paid gross receipts tax, the City should clarify that the sale of electricity by commercial EV charging companies to a consumer or by prepayments of such electricity in the form of subscription or certain plans with electric vehicle manufacturers fits squarely in the retail sales category of the code, and that penalties and interest for companies that have paid more than \$1.27 per \$1,000 in gross receipts since locating in Los Angeles should be waived.

I THEREFORE MOVE that Council instruct/request the Office of Finance, with the assistance of the City Administrative Officer, Chief Legislative Analyst and City Attorney as needed, to:

1. Report on the feasibility of implementing an ordinance that would codify the sale of electricity by commercial EV charging companies directly to a consumer or by prepayments of such electricity in the form of subscription or certain plans with electric vehicle manufacturers as a business, activity that falls within retail sales category of the City Municipal Code, as well as the feasibility of waiving any penalties and interest for companies that have paid on a tax basis other than retail sales since beginning operations in Los Angeles; and
2. Given the City's stated commitment to expanding the use of zero-emissions vehicles and the need to expeditiously permit EV charging infrastructure, report on the feasibility of creating an environmental/energy sustainability sub-category in the code that would provide for additional incentives, such as reduced business tax rates for EV charging companies operating in the City.

PRESENTED BY:   
PAUL KORETZ  
Councilmember, 5th District

SECONDED BY: 

  
NOV 12 2021

ORIGINAL

# Monthly Expenditure Report



Reporting Month: November 2021 Budget Fiscal Year: 2021-2022

NC Name: West Hills Neighborhood Council

Monthly Cash Reconciliation					
Beginning Balance	Total Spent	Remaining Balance	Outstanding	Commitments	Net Available
\$31016.52	\$1617.84	\$29398.68	\$1856.60	\$500.00	\$27042.08

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office	\$34725.78	\$1571.40	\$23576.28	\$1356.60	\$22219.68
Outreach		\$0.00		\$0.00	
Elections		\$0.00		\$0.00	
Community Improvement Project	\$1400.00	\$46.44	\$1322.40	\$0.00	\$1322.40
Neighborhood Purpose Grants	\$4500.00	\$0.00	\$4500.00	\$500.00	\$4000.00
Funding Requests Under Review: \$500.00		Encumbrances: \$0.00		Previous Expenditures: \$9609.26	

Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	RACKSPACE EMAIL & APPS	11/22/2021	WHNC email service	General Operations Expenditure	Office	\$64.80
2	THE WEB CORNER, INC	11/01/2021	Email service	General Operations Expenditure	Office	\$150.00
3	APPLEONE EMPLOYMENT SERVICES	11/10/2021	Services of Executive Assistant	General Operations Expenditure	Office	\$1356.60
4	Bob Brostoff	11/17/2021	Reimburse Bob Brostoff for refreshments for approved Beautification Committee Clean-up - WHNC-2122-002. Note: the date on the motion is incorrect - the correct date is September 18, 2021	Community Improvement Project		\$46.44
<b>Subtotal:</b>						<b>\$1617.84</b>

Outstanding Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	APPLEONE EMPLOYMENT SERVICES	12/03/2021	Services of Executive Assistant	General Operations Expenditure	Office	\$1356.60

2	HAMLIN CHARTER	12/10/2021	An NPG to Hamlin Charter Elementary for a variety of sensory items to help students adjust to in person teaching	Neighborhood Purpose Grants		\$500.00
<b>Subtotal: Outstanding</b>						<b>\$1856.60</b>





Inventory List of West Hills NC as of June 14, 2021				
Item	Number of Items			
<b>Montessori Shed</b>				
Boxes of Mugs	8 boxes	36 in each box	MC7102	2 taken for Hallowwen Event by Faye Barta
Boxes of Mugs	2 boxex	24 in each box		
Boxes of Bags	5	150 in each box		
Blower	1			
Weed Wacker	3			
Wheel Barrow	2			
Ice Chest (Cooler)	1			
Coffee Maker	1			
Lemonade Pitcher	1			
Amercoan Flag w/Stand	1			
Hand Truck	1			
Misc Items		Coffee Creamer, Paint, Styrofoam Cups Etc		
Pop Up Canopy	1			
Assorted Brochures				
<b>Hitachi LCD Projector</b>	1	CP-WS303WN. Serial number I4GU08632	In Bob Brostoff Possesion/Now with S. Mogri	
<b>Orcutt Shed</b>				
Trash cans	5			
Shovels	10			
Brooms	17			
Push Brooms	7			
Yellow Trash Pick Up	4			
Blue Trash Pick Up	2			
Plastic Pickers	8			
Weed Wacker	2			
Rakes	9			
Shears	7			
Box of Orange vests				
Boxes of Gardening Gloves				

**WEST HILLS NEIGHBORHOOD COUNCIL  
CONTROLLER'S REPORT DECEMBER 2021**

	<b>Negihborhood Purpose Grants (NPG's)</b>											
23		<b>Youth and Eduction</b>	<b>NPG's</b>	<b>\$4,500.00</b>							<b>\$1,000.00</b>	<b>\$1,000.00</b>
18A		<b>Homelessness</b>	<b>NPG's</b>									
	<b>Community Improvement Projects (CIP's)</b>											
				<b>\$0.00</b>								
20A		<b>Streets&amp;Transportation</b>	<b>CIP's</b>	<b>\$900.00</b>								
24		<b>Beautification</b>	<b>Cleanups</b>	<b>\$500.00</b>	<b>\$450.80</b>					<b>\$49.20</b>		<b>\$49.20</b>
25		<b>Beautification</b>	<b>Special Events</b>									
	<b>GRAND TOTAL</b>			<b>\$40,625.78</b>	<b>\$35,448.08</b>	<b>\$3,606.30</b>	<b>\$1,571.40</b>	<b>\$2,145.55</b>	<b>\$2,236.81</b>	<b>\$1,667.04</b>	<b>\$2,791.61</b>	<b>\$14,018.71</b>
26	<b>Clean Street Grant</b>			<b>\$1,324.83</b>								



## 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](mailto:Clerk.NCFunding@LACity.org) • [www.Clerk.LACity.org](http://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: 818-887-7811 Email: [Brad.Vanderhoof@westhillsnc.org](mailto:Brad.Vanderhoof@westhillsnc.org); [Faye.Barta@westhillsnc.org](mailto:Faye.Barta@westhillsnc.org)

Co-Sponsor (if applicable): \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### **Event Information**

Event Title and Description: Trimming trees overgrowing the sidewalk on the south side of Roscoe Blvd. west of the fire station to accommodate pedestrian traffic on the sidewalk. This event will be conducted with all participants wearing masks and gloves and practicing social distancing and adhering to all City health directives during the pandemic. This cleanup location does not qualify as “a venue or event” under Note 3 of Venues or Events: “Venues or Events includes entertainment and recreation venues such as shopping centers, movie theatres, family entertainment centers, live performance venues including performing arts, theatres, music and concert venues, sports arenas, convention centers, museums and exhibition halls.” This event will be held to clean up an area along a street in our community that has suffered from overgrowth of plants, trash and littering. Next, the ENTIRE event is held outdoors. The event is limited to 25 attendees. Everyone who attends this cleanup event MUST wear a mask and remain masked at all times during the event. Everyone MUST maintain a distance of at least six (6) feet from everyone else AT ALL TIMES. Everyone must also wear gloves. If anyone fails to comply, we require that they leave the event completely. A hand sanitizer will be available. The co-chairs Brad and Faye will check that all participants are aware of and follow all the protocols. At all of our prior cleanups, all participants have rigorously followed these guidelines completely. The co-chairs Brad and Faye will continue to monitor that all protocols are being followed.

Date: Feb. 26, 2022 Time Frame: 8:30 AM to 11:30 AM Est. number of attendees: 25 Event Budget: \$ 0

Venue Name: WHNC Beautification Committee February, 2022 Clean-Up

Venue Address: South side of Roscoe Blvd. sidewalk west of the fire station

Contact Person: Faye Barta

Phone: 818 887-7811 Email: [Brad.Vanderhoof@westhillsnc.org](mailto:Brad.Vanderhoof@westhillsnc.org); [Faye.Barta@westhillsnc.org](mailto: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](mailto: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, 2<sup>nd</sup> Signer, Event Chair.
- Board Action Certification (BAC) Form – Completed and signed by Treasurer and 2<sup>nd</sup> 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: Faye Barta and Brad Vanderhoof Title: Co-Chairs, Beautification Committee

Email: Faye.Barta@westhillsnc.org Phone: 818-887=7811

For Staff Use Only:  Approved  Denied Code: \_\_\_\_\_

Reviewers Signatures: 1<sup>st</sup> Level \_\_\_\_\_ 2<sup>nd</sup> Level \_\_\_\_\_

Reviewers Names: 1<sup>st</sup> Level \_\_\_\_\_ 2<sup>nd</sup> Level \_\_\_\_\_