



CITY OF  
LOS ANGELES  
CALIFORNIA



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## WEST HILLS NEIGHBORHOOD COUNCIL

### BOARD ONLINE AND TELEPHONIC MEETING MINUTES

Thursday, January 6, 2022

Revised January 16, 2022

**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 Schreibman, Joan Trent, Alec Uzemeck, Brad Vanderhoof, and Joanne Yvanek-Garb

**ABSENT:** Clarice Chavira, Sriya Datla

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.

Approve Meeting Minutes of October 7, 2021 and December 2, 2021:

The October minutes were approved as amended.

The December minutes were approved as amended.

Senior Lead Officer Report: SLO Alvarez said on Sandalwood there was another theft, but it's listed as a burglary or theft for motor vehicle because it was just a front plate, so no one actually made entry into the vehicle, they just removed the plate. The reason they do that is because a lot of times they will steal a car that's very similar to the plate of the car they took from and now use that plate. We did have a burglary over on the 2300 block of Burton. Apparently there was no forced entry. We weren't able to determine how the person got in, but they did go and remove some property and then they fled. There was another burglary on Siano the 7600 block. Again they entered through a window in the bedroom, ransacked and removed property and they left through the rear door. We did have a couple of stolen cars recovered in the area on Fox Hill, as well as on the 2200 block. And then over on Shoup and Napa there was a robbery. Apparently the victim was hanging out with friends and someone decided to come up and take his property. He was punched and kicked and they made off with his property. What's interesting about this one is it happened during daytime. The two suspects or the suspects, I'm not sure if it was two or more, they threw out some gang names, so this is going to be a gang related crime that occurred. I believe it's in or around the area of Chase Park. You want to make sure that you have some sort of sticker that says, you have an alarm system, even if you do not have an alarm system. If you can, get the solar powered motion lights to put on the sides of your homes because those side yards are going to be the dark ones right so most people are going to come into your home there. I'm going to move on to Officer McNamee's area. Same thing there, we had a couple of vehicles broken into. One was a locked vehicle and they removed some property. A catalytic converter was stolen from the

20200 block of Victory. And then there was a car that was broken into and they smashed the rear window to get into the vehicle and remove property. That was over on the 22300 block of Moray Way. And now, what people are doing is they know that we're leaving right. The holidays have just come to an end so we kind of relax and we are dropping our guard a little bit, but we always want to make sure it comes back to that lock it, hide it, keep it. If people can't see it they're not gonna want it so let's make sure we do that. There was a burglary over on the 23000 block of Haynes. They broke the rear door to the house, went in, and removed the property. All the extra security and patrols that are/were being provided at the malls have now started to dwindle down a little bit. Fallbrook Mall does not have a patrol car stationed there anymore. Topanga still has a few but we are not sure how long that's going to last so when you guys are at the mall make sure that you guys look around, and make sure you're aware of your surroundings, especially when you go shopping. Try not to go back to your car and put items in there and then return to shop. Do all your shopping at once. No one will be tempted to try and pick a lock or pop the trunk to your car while you guys are still shopping.

The Board observed a moment of silence for those who have died from the Covid19 pandemic.

Treasurer's Report: Treasurer Carolyn Greenwood presented the treasurer's report. The NPG was approved for one of the schools. Everything, basically, is exactly what we normally have for our office expenses; The Web Corner, Rackspace, Apple One and we did reimburse Bob Brostoff finally for his expense toward the Beautification event. The WHNC no longer has a representative in finance because Paola's last day was the 30<sup>th</sup> of December. So anything we need to do budget wise, we need to make sure that we are early.

#### 22-0001 - Approval of the WHNC's November Monthly Expenditure Report (MER)

##### Roll Call Vote:

Aida Abkarians	Yes
Faye Barta	Yes
Sandi Bell	Yes
Dan Brin	Yes
Bob Brostoff	Yes
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
Bill Rose	Yes
Charlene Rothstein	Yes
Anthony Scearce	Yes
Myrl Schreibman	Yes
Joan Trent	Yes
Alec Uzemeck	Yes
Brad Vanderhoof	Yes
Joanne Yvanek-Garb	Yes

Yes – 22, No – 0, Abstain – 0, Absent – 1, Ineligible – 0, Recused – 0  
The MER is approved.

Controller's Report: Controller Saif Mogri gave the report up to December 31. The expenses match up with what's on the city's website, and the totals match up too. The inventory list was included. If anybody has any items, send Saif an email to update the list. If anybody takes items let Saif know.

Comments from the Chair Co-Chairs: President Rothstein said Tessa Charnofsky sent a flyer regarding a testing site that's going to open at Pierce College next Tuesday, January 11. They're going to be running Tuesday through Saturday 10 AM to 4 PM. The Board of Neighborhood Commissioners (BONC) did not vote on the code of conduct, so there will be time for additional comments. They're looking to discuss those comments in February and probably be voting in March or April.

### **Announcements**

Budget Advocates: Glenn Bailey said they are still looking for a region 3 rep. There are two from West hills so amongst the neighbor Councils, hopefully we'll find in another person. As far as reports the Budget Advocates are still wrapping up a few of the departments that we have not been able to meet with and then you will get a copy of the compilation (the so called white paper). But given we're already in the first week of January truly don't expect it till the end of January at the earliest and might spill into February. A planned NC budget meeting will be virtual via zoom so please watch for an invitation for it on the website, which is [www.budgetadvocates.org](http://www.budgetadvocates.org). So this you know the supplemental budget, as you probably saw on your report is a significant increase and what and how they're going to spend the money and how it will benefit Neighborhood Councils will be of interest to many of the Neighborhood Council board members.

Los Angeles County Supervisor District 3: Blake Clayton said over the break or even a little bit before then County Covid19 cases skyrocketed up to 30,000 cases. Quarantining; a new health officer order came out and it is available online on public health websites. Blake will send a kind of summarize guide that is a little bit easier to read, instead of having to go through the whole health officer order. That goes into detail about isolation quarantine on individuals that have received their shots recently and aren't eligible for a booster yet. Please be careful.

Council District 12: Colin Crews said they try to hold Conversations with Councils every quarter. There are meetings with certain departments like Street Services, Urban Forestry, and DWP. You can expect an invitation in the next couple of weeks and we're probably looking at some time in February, and I hope you all can attend. We're very proud and pleased to announce that the renaming of Chase Park in honor of Senior Lead Officer Sean Brown was approved and finalized. We are now working on getting the appropriate signage up demarcating it is so, and thank you to everybody that supported that effort. Obviously, the loss of Senior Lead Officer Brown was devastating to everybody and we're honored to be able to pay tribute to him.

### **Public Comment**

Chris Rowe spoke on legal case documents

Glenn Bailey spoke on the Valley Alliance of Neighborhood Councils

Call-In User\_3 spoke on time limit posting in agendas

Christina Walsh spoke about the WHNC

### **Old Business**

21-0109 - First reading of a Bylaws amendment to make the WHNC Bylaws Ad Hoc Committee a Standing Committee: The first reading was in December. The Board will vote on this item in February.

21-0112 - Revision of Wording of the Language for the Code of Conduct:

Myrl moved to end debate.

Roll Call Vote:

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

Yes – 15, No – 6, Abstain – 1, Absent – 1, Ineligible – 0, Recused – 0

The motion to end discussion was passed.

Approval of the letter:

Roll Call Vote:

Aida Abkarians	Yes
Faye Barta	Yes
Sandi Bell	Yes
Dan Brin	No
Bob Brostoff	No
Clarice Chavira	Absent
Tariq El-Atrache	No
Carolyn Greenwood	Yes
Glenn Jennings	Yes
Bonnie Klea	No
Vinura Kotuwelle	No
Kent Mariconda	Yes
Saif Mogri	Yes
Mark Neudorff	Yes
Steve Randall	Yes
Bill Rose	Yes
Charlene Rothstein	Yes

Anthony Scearce	No
Myrl Schreibman	Yes
Joan Trent	Yes
Alec Uzemeck	Yes
Brad Vanderhoof	Yes
Joanne Yvanek-Garb	Yes

Yes – 16, No – 6, Abstain – 0, Absent – 1, Ineligible – 0, Recused – 0  
The letter is approved.

**New Business**

22-0004 - Approval of Beautification Clean-Up Event on February 22, 2022:

Roll Call Vote:

Aida Abkarians	Yes
Faye Barta	Yes
Sandi Bell	Yes
Dan Brin	Yes
Bob Brostoff	Yes
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
Bill Rose	Yes
Charlene Rothstein	Yes
Anthony Scearce	Yes
Myrl Schreibman	Yes
Joan Trent	Yes
Alec Uzemeck	Absent
Brad Vanderhoof	Yes
Joanne Yvanek-Garb	Yes

Yes – 21, No – 0, Abstain – 0, Absent – 2, Ineligible – 0, Recused – 0  
The event is approved.

22-0002 - Filling the Vacant Seat on the West Hills Neighborhood Council Board Vacated by Jason Romanello:

Anthony Scearce moved to postpone the filling of both vacant seats to allow 30 days posting on social media. Dan Brin seconded.

Roll Call Vote:

Aida Abkarians	No
Faye Barta	No

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

Yes – 8, No – 12, Abstain – 1, Absent – 2, Ineligible – 0, Recused – 0  
The motion to postpone fails.

Vote to fill the vacant seat.

The three candidates are Rosi Mariconda, Bryan Newman, and Peyman Raoofi.

Roll Call Vote:

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

Brad Vanderhoof Abstain  
Joanne Yvanek-Garb Newman

Newman – 11, Raoofi – 9, Rosi – 3, Abstain – 1, Absent – 2, Ineligible – 0, Recused – 0  
Bryan Newman is elected to the Board of Directors for a seat ending in 2025.

22-0003 - Filling the Vacant Seat on the West Hills Neighborhood Council Board Vacated by Esperanza Butler:

The only candidate is Rosi Mariconda. A Yes vote approves the candidate.

Roll Call Vote:

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

Yes – 15, No -- 5, Abstain – 0, Absent – 3, Ineligible – 0, Recused – 0  
Rosi Mariconda is elected to the Board of Directors for a seat ending in 2023.

21-0113 - CIS on Council File 21-0760 - Amend City Charter to Include "City of Los Angeles" to the Definition of "local" in Section 371a. of the City Charter: Item tabled to February.

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

21-0127 - CIS on Council File 21-1342 - Tax Assessment on EV Charging System Companies: Item tabled to February.

President Rothstein adjourned the meeting at 10:50 PM.



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### 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 Alzarex.

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).



**CITY OF  
LOS ANGELES  
CALIFORNIA**



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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 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.

21-0124 - 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**

\*\*\*\*\*

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 Schreiberman – 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 \_\_\_\_\_