



CITY OF  
LOS ANGELES  
CALIFORNIA



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

## WEST HILLS NEIGHBORHOOD COUNCIL

### ONLINE AND TELEPHONIC BOARD MEETING AGENDA

Thursday, March 3, 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</p> <p>Pledge of Allegiance</p> <p>Approve Regular Meeting Minutes of February 6, 2022 and Special Meeting Minutes of February 17, 2022</p> <p>Senior Lead Officer Report</p> <p>Treasurer's Report</p> <p>Controller's Report</p> <p>Comments From the Chair</p>		<p><b>Co-Chairs:</b> Mrs. 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</p> <p>Department of Neighborhood Empowerment</p> <p>Los Angeles County Supervisor District 3</p> <p>LAUSD District 3</p> <p>Budget Advocates</p>		<p>Mr. Colin Crews, District Director</p> <p>Ms. Atziri Camarena</p> <p>Ms. Tessa Charnofsky, District Director</p> <p>Ms. Tara Vahdani, School Engagement &amp; Data Specialist</p> <p>TBD</p>

<p><b><u>Presentation</u></b></p> <p>“Land Acknowledgment”</p>		<p>Mr. Dan Brin, Board Member</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) (10 Minutes Max)</i>  <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>21-0126</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>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>22-0018</b> - Discussion and possible action regarding approval of the WHNC’s January 2022 Monthly Expenditure Report (MER) <b>(3 Minutes Max)</b></p> <p><b>22-0019</b> - Discussion and possible action on approving the Beautification Clean-Up Event on Woodlake Avenue between Saticoy Street and Ingomar Street on May 21, 2022 <b>(5 Minutes Max)</b></p> <p><b>22-0020</b> - Discussion and possible action on approving the West Hills Neighborhood Council 2022 Bylaws Amendment Package for Submission to DONE <b>(10 Minutes Max)</b></p> <p><b>22-0021</b> - Discussion and possible action to amend the West Hills Neighborhood Council Standing Rules to add the vote count to Board Agenda items coming from committees <b>(10 Minutes Max)</b></p>		<p>Mrs. Carolyn Greenwood, Co-Chair  Budget Committee  Mr. Saif Mogri, Co-Chair  Budget Committee</p> <p>Dr. Faye Barta, Co-Chair  Beautification Committee  Mr. Brad Vanderhoof, Co-Chair  Beautification Committee</p> <p>Mr. Brad Vanderhoof, Co-Chair  Bylaws Committee  Mr. Bob Brostoff, Co-Chair  Bylaws Committee</p> <p>Mr. Brad Vanderhoof, Co-Chair  Bylaws Committee  Mr. Bob Brostoff, Co-Chair  Bylaws Committee</p>

<p><b>22-0022</b> – Discussion and possible action regarding a letter to the Board of Neighborhood Commissioners (BONC) concerning proposed amendments made to the Code of Conduct Policy 2021-1 dated February 2, 2022 <b>(10 Minutes Max)</b></p>		<p>Mrs. Joanne Yvanek-Garb, Co-Chair Government Relations Committee Mr. Saif Mogri, Co-Chair Government Relations 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](mailto:ethics@lacity.org). 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, February 3, 2022

Revised February 25, 2022

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, Clarice Chavira, Carolyn Greenwood, Glenn Jennings, Bonnie Klea, Vinura Kotuwelle, Kent Mariconda, Rosi Mariconda, Saif Mogri, Mark Neudorff, Bryan Newman, Steve Randall, Bill Rose, Azarine Rushenas (Youth advisor), Char Rothstein, Anthony Scarce, Myrl Schreibman, Joan Trent, Alec Uzemeck, Brad Vanderhoof, and Joanne Yvanek-Garb

**ABSENT:** Sriya Datla, and Tariq El-Atrache

President Charlene Rothstein called the meeting to order at 7:03 PM.

Secretary Brad Vanderhoof called roll and established quorum.

Vice President Faye Barta led the Pledge of Allegiance.

**Approve Meeting Minutes of January 6, 2022:** The minutes were approved.

**Senior Lead Officer Report:** SLO Alvarez - When it comes to like the part one questions we're talking homicide rape robbery and aggravated assaults. So for robberies we have one for the year and comparison to five after last year when it comes to aggravated assaults this past week we had two that were reported. There was an incident the rabbit hole, and then there was a family fight that occurred, where the suspect, was arrested. When we look at the numbers for this year, we are actually up eight for the year in comparison to seven for last year. However, when you look at the numbers in total, we have nine year to date for today and comparison to 12 for last year. What continues to be a problem for us is going to be the burglaries we are actually up here today with nine total in comparison to for last year. What I've noticed and I've said this before is the backyards seem to be the method of choice now for these gentlemen, to break into the homes. Last week, I believe we had three separate burglaries that occurred, where the individuals went into the backyard, smashed the rear glass sliding door, made their way into the residence, ransacked it and made off with property. I know you guys have heard me say this every week that I come on. but we have to make sure that our homes are a hard target. When I say hard target, I mean we want to make anyone trying to get in their work as hard as they can and just eventually give up and move on. One of the things that I've noticed that's in common, is it a lot of the side yards that have access. The gates are closed, however, they are not secure and there's no lock on him so basically anyone can walk up, and pull a string or turn the knob and they have access to the backyard. We need to make sure that the word gets out to the residents that they need to secure their areas when it comes to the side yards, make sure that their garages are closed, and when they're leaving their home that the doors and windows are all locked and secure. Another problem we're having is burglaries from motor vehicles. It seems that some people tend to forget to lock their vehicle when they get home I get it, I understand when I get home, I want to do nothing more than get in my house and relax.

00:14:39seems that some people tend to forget to lock their vehicle when they get home I get it, I understand when I get home, I want to do nothing more than get in my house and relax. But we have to make sure that

we're locking our vehicles and that we're not leaving anything that's a value visible from the inside of the car and when I say value I'm not talking about a big computer or laptop. I'm talking little things like change that's been left in the cup holder, or maybe some charging wires that may look like it might be something else that's enough to have people try to get into your vehicles and take whatever they may find. Remember, they're not trying to get into the car to make a big score. They're just trying to get in to take whatever they can to sell as quick as they can. Overall, the numbers for this year we are under last year. We had 50 crimes year to date so far this year we're at 35. Hopefully it'll be a trend that we can continue throughout the year, where the numbers decrease instead of increase and we can have a safer neighborhood. If anyone has any questions, please feel free to let me know. I'll do my best to give you an answer.

Board Member Myrl Schreiber asked a question - This was discussed at the homeless committee as well, but unfortunately there's an unfortunate homeless person in front of the Triple A that is taking up the whole sidewalk and I've noticed people having to walk in the street. Kari said that she had spoken to that person, and they are measuring three feet from the curb to leave it available, however, they now have a shopping cart, they have a bicycle, and they have other things there. So when we see stakeholders that have to walk into the street, to get around it, that it becomes kind of difficult so I'm just pointing that out. And I don't know whether there's anything that we can do about this getting this person, perhaps in a home living situation you know temporarily especially now that it's very cold.

SLO McNamee responded - I know her. Okay, so, as you mentioned, we did make contact with one individual couple months back before I went on vacation so it was the end of last year. So I went in and made another request because it was unoccupied several times and I contacted Council District Three. It is Blumenfield's side of the street. The south side of Victory is Blumenfield's. And long story short, LAPD, as we've said a lot, cannot discard or move property even if it's unoccupied and it's still blocking the entire sidewalk. I just can't move or discard any of the property. We have to go through the protocols of the cleanup just like everybody else. So with that being said, yesterday, I got a message back from the field deputy from Council District three and as soon as they can they will come clean it for a comprehensive cleanup. That means they post a sign saying this areas designated hazardous. As soon as they can come is March 10. Okay, today is February 3 so that just gives you an idea. The tent now is on the sidewalk, unoccupied at times and occupied at times. This person, who we met a couple months ago, has not been back and now other people are making it their own. So long story short, the soonest they're going to come is March 10 and Council Districts only have two days a week to do comprehensive cleanups. Two days a week for the entire Council District and one or two cleanups on a given day does not give it a lot of time for a cleanup. So I just wanted to share with you how that how it works that's why it's still there. We can issue a citation and the person would still remain at that location until the cleanup. So the myth is we give a citation or we make an arrest and then all of a sudden poof the property goes along with them and that's not necessarily the case. The property will still remain there until the city can come clean it up, even if an arrest was made. We're very aware of other areas. Shadow Ranch Park is a big project right now with outreach from LAHSA and La County Department of Mental Health and we've been there numerous times enforcing when we can do.

Goat Puppet 2022 asked a question - Yes, so John Lee put up fences around the sidewalk and then he enclosed all the homeless criminals away from the encampment area. Can you do the same over by Triple A?

SLO McNamee responded - No, first of all, the AAA isn't John Lee's; it's Blumenfield's. We're not going to put up a fence on the public sidewalk around a commercial business. And let me be clear, Tents are allowed. Right now there's nothing to say that a tent is not allowed on a public right away, as long as it's not a violation of the ordinance. So, as I was saying, it isn't violation of 4118C because many times we've been there it was occupied. But on the flip side of that just because the tent is up and if a person disabled in a wheelchair can get by it and they're not in a violation of anything.

Chris Rowe asked a question - Shadow Ranch Park; I volunteered to do this area for the homeless count and thought that Council Member Lee had written some kind of ordinance or something that made gave Shadow Ranch Park special status, so there wouldn't be any homeless camping but there is homeless camping there right now.

SLO McNamee responded - So the regulars they come and go from children's park and do they sleep there overnight, most likely. Because I know I see them there early in the morning and I'm getting complaints from Rec. and Parks that they've been camping and sleeping over there by the preschool building in the morning. Rec. and Parks will have to clean up the area and move them along and then they leave. So yes, they come and go. We were there last Thursday and I issued Caesar four or five citations in the park. That's still something that we can enforce. But again it's not always an arrestable offense. We have to do the warning and provide outreach. If they went to jail they're not spending more than a couple hours there, to be honest with you. So we issued for citations for that section last Thursday and we took someone to jail for a warrant that they had. That was last Thursday, a week later people are still coming and going. I've been kind of dealing with other areas of West Hills also like Platt Library, so we didn't make it over to Shadow Ranch today. What you're referring to is that new ordinance that the Council brought back with a lot of different things with 4118 A, B and C. We can't enforce 4118 right now. The designation as a special location is not enforceable yet.

**Comments from the Co-chairs:** President Rothstein - If you haven't responded yet to the Conversations with Councils, which is Monday the seventh, please remember to do that. Vice President Barta - Jesse Gabriel's office contacted us to let us know that on April 3<sup>rd</sup> they are going to have their first annual day of service at Pierce College from 9 AM to 12 PM. They're going to have all different kinds of service projects both off and on site. For example, they might do a mural somewhere and they're going to make welcome home kits. They need 10 volunteers from our Council. And they are going to have an RSVP link set up soon and would like to share, and I would like to know how many of you would be interested. So if you are interested in participating please send us a real quick email and say, yes, I want to help or participate with the annual day of service just send us an email. I have to let Jesse Gabriel's office know.

**Induction New Board Members into the WHNC Board of Directors:**

Bryan Newman and Rosi Mariconda took the Neighborhood Council Oath of Office.

**Treasurer's Report:** Treasurer Carolyn Greenwood - The expenditures are normal expenditures for the month of December. We had Rackspace, The Web Corner, and Apple One. The one other thing was we did purchase the paints for the utility box. This MER is different than what I get to see on financial officer's platform. So, if any of you go to the public portal you'll see this for the December MER, which does not agree with what I see. I have asked why they're showing a January expenditure on a December MER and I'm waiting for a response. All the amounts are correct and they do agree with the expenditures that we have made.

22-0005 - Approval of the WHNC's December Monthly Expenditure Report (MER)

Roll Call Vote:

Aida Abkarians	Yes
Faye Barta	Yes
Sandi Bell	Yes
Dan Brin	Yes
Bob Brostoff	Yes
Clarice Chavira	Yes
Tariq El-Atrache	Absent
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 – 24, No – 0, Abstain – 0, Absent – 1, Ineligible – 0, Recused – 0  
 The MER is approved.

**Controller’s Report:** Controller Saif Mogri - Just like Carolyn mentioned it's mainly the regular expenditures. The expenses as of January; the total expenses \$5977.54 matches the expenses shown in the city's website, which is good. I need to get all the invoices from Caroline just to make sure.

**Announcements:**

Council District 12: District Director Colin Crews - I want to echo Char’s invitation to our Conversations with Councils, this coming Monday, February the Seventh. We're going to be having a discussion about the housing element of the general plan. As most of you probably know, we have these Conversations with Councils quarterly where we invite all the board members to come and discuss certain bureaus within the city like street services or certain topics, so I hope all of you can make it. Please RSVP to our office. You can either send an email to Council Member Lee or you can email me. Once you RSVP we will shoot you over the zoom link and I really, really hope you all, can make it. It's our first one of the New Year. Next up the Council Member introduced a resolution supporting AB 1603 which would roll back a certain element of prop 47.

Department of Neighborhood Empowerment: Neighborhood Empowerment Advocate Atziri Camerena - I think, for the most part, everyone's under compliance for the anti bias training, so thank you. The monthly profile was sent out last week and we try to send them out a little bit earlier now, so you can get some context. For those of you not receiving them, let us know, because sometimes either they go to spam, or we have a incorrect spelling in your name in our roster. Michelle perhaps if you can provide me the roster for your planning and land use committee because currently on our EmpowerLA website it doesn't show we have a current roster. Bylaws, you know it's right around the corner, so if you are going to make any amendments to the bylaws April 1 is deadline for you to submit the application. And lastly, we have recently experienced an outage of the email addresses on our EmpowerLA domain. For some reason, all of our domain was shut down. It's up and running now so if you sent any context, during that time, week of January 20, you wouldn't have received an error in the mail delivery, so please resend it.

Los Angeles County Supervisor District 3: Field Deputy Blake Clayton - The Super Bowl; starting to get a lot of questions about that. People are concerned about how it's going to be handled There's going to be a lot of enforcement in terms of vaccination status and individuals wearing masks. They will actually provide masks when you go to the venue as well so that should not be an issue. Hopefully it's a successful event, a lot of people are pushing for this, a lot of people have been. A lot of people are saying they don't want to be locked up in their homes anymore, I feel them, you know we've been kind of locked up for the last two years plus now, so I get it. On that note, numbers are going down. I think they shared that we've gone down in cases. We were at like 30 K cases last week and I think about it 11 K now. It's still high, but there's been a lot of a lot of improvement, so we hope things continue down that path. Hopefully we can you know work on changing regulations as the numbers continue to go down. Discretionary funds are open so if you know a nonprofit or even a for profit or a group that’s looking for funds have them contact me and I will make sure to guide them to where they need to go and they can apply for that information.

LAUSD District 3: School Engagement & Data Specialist Tara Vahdani - I just wanted to acknowledge and thank you all for recently supporting Hamlin Elementary and an Enadia Way Elementary. I know the schools are really excited to use those neighborhood purpose funds, so thank you for choosing to spend those dollars to support our neighborhood schools. Speaking of Hamlin, I'm also excited to share that they were recently selected for a parent center grant so they are one of 46 schools across the districts that are going to be shortly, in the coming weeks and months, receiving new furniture and technology for their parents center. Now that we're slowly but surely having more families come back to campus it'll be a refresh space for parents to gather

for meetings, to plan events, or coordinate classes. Pomelo was one of the last recipients of a parent center grant. I have some exciting news as some of you might know we have several dual language programs in the San Fernando Valley. Dual language is when, for example, you might learn Spanish and for half the day and English for half the day. Then, as you progress through your education, you will eventually be bilingual and literate in two languages. In the valley right now we currently have Spanish dual language, Korean dual language, Armenian dual language and have recently made the decision to apply for a Hebrew dual language program at Pomelo Elementary. Beginning of 2023 24 school year Pomelo would be home to a to a kindergarten cohort, and then every year after that, we would add a grade so, then it would be kindergarten and first grade the following year kindergarten through second grade the next year up until fifth grade. With the hopes that by the time we get to middle school, there will be a middle school in the area that will also adopt and begin offering that program.

**Presentation “Land Acknowledgment”** – Postponed until March

**Public Comment:** Christina Walsh spoke on the oath taken by Board members. Glenn Bailey said because of the Superbowl, LAPD Chief Moore has been rescheduled to speak at the March 10<sup>th</sup> meeting of the Valley Alliance of Neighborhood Councils. Chris Rowe spoke about the homeless count. Call-In User\_1 spoke on a Board member request for public records. Goat Puppet spoke about a Board member testifying on a grievance.

Budget Advocates: Glenn Bailey – The Budget Advocates Town Hall recording is available at [www.budgetadvocates.org](http://www.budgetadvocates.org).

Call-In User\_1 and iphone1 spoke on election spending. Goat Puppet spoke on the City Controllers race.

**Announcements Committee & Liaison Reports:** Board Member Bob Brostoff announced Springfest has been cancelled.

**Old Business:**

21-0109 – Bylaws amendment to make the WHNC Bylaws Ad Hoc Committee a Standing Committee

Roll Call Vote:

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



Joanne Yvanek-Garb Yes

Yes – 24, No – 0, Abstain – 0, Absent – 1, Ineligible – 0, Recused – 0

The Bylaws amendment is approved.

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

Approval of a CIS is support

Roll Call Vote:

Aida Abkarians	Yes
Faye Barta	Yes
Sandi Bell	Yes
Dan Brin	Yes
Bob Brostoff	Yes
Clarice Chavira	Yes
Tariq El-Atrache	Absent
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 Searce	Yes
Myrl Schreibman	Yes
Joan Trent	Yes
Alec Uzemeck	Yes
Brad Vanderhoof	Yes
Joanne Yvanek-Garb	Yes

Yes – 24, No – 0, Abstain – 0, Absent – 1, Ineligible – 0, Recused – 0

The CIS is approved.

21-0126 - CIS on Council File 21-0002-S13 - closure of Whiteman Airport

Item sent back to committee.

22-0006 - Proposed Restrictive Covenant and Agreement with Platt Village

Approval of proposed agreement

Roll Call Vote:

Aida Abkarians	Yes
Faye Barta	Yes
Sandi Bell	Yes
Dan Brin	Yes
Bob Brostoff	Yes
Clarice Chavira	Yes
Tariq El-Atrache	Absent
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 Searce	Yes
Myrl Schreibman	Yes
Joan Trent	Yes
Alec Uzemeck	Yes
Brad Vanderhoof	Yes
Joanne Yvanek-Garb	Yes

Yes – 24, No – 0, Abstain – 0, Absent – 1, Ineligible – 0, Recused – 0  
The agreement is approved.

**New Business:**

22-0007 - Approval of an Event Approval Form and Budget in the amount of \$50 for the Beautification Clean-Up Event on Platt Avenue south of Ingomar Street on March 26, 2022

Roll Call Vote:

Aida Abkarians	Yes
Faye Barta	Yes
Sandi Bell	Yes
Dan Brin	Yes
Bob Brostoff	Yes
Clarice Chavira	Yes
Tariq El-Atrache	Absent
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 Searce	Yes
Myrl Schreibman	Yes
Joan Trent	Yes
Alec Uzemeck	Yes
Brad Vanderhoof	Yes
Joanne Yvanek-Garb	Yes

Yes – 24, No – 0, Abstain – 0, Absent – 1, Ineligible – 0, Recused – 0  
The Event Approval Form is approved.

22-0008 – Approval of an Event Approval Form for the Beautification Clean-Up Event at Capistrano Elementary School, located at 8118 Capistrano Avenue, West Hills on April 23, 2022

Roll Call Vote:

Aida Abkarians	Yes
Faye Barta	Yes
Sandi Bell	Yes
Dan Brin	Yes

Bob Brostoff	Yes
Clarice Chavira	Yes
Tariq El-Atrache	Absent
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 Scarce	Yes
Myrl Schreibman	Yes
Joan Trent	Yes
Alec Uzemeck	Yes
Brad Vanderhoof	Yes
Joanne Yvanek-Garb	Yes

Yes – 24, No – 0, Abstain – 0, Absent – 1, Ineligible – 0, Recused – 0

The Event Approval Form is approved.

22-0009 - First reading of a WHNC Bylaws amendment to Bylaws Article 5 Governing Board, Section 2 Quorum: Bob Brostoff read the amendment.

22-0010 - First reading of a Bylaws Amendment to Article V Governing Board, Section 1 Composition: Bob Brostoff read the amendment.

22-0011 - First reading of a Bylaws Amendment to Article VII Committees and Their Duties, Section 2 Ad Hoc: Bob Brostoff read the amendment.

22-0012 - First Reading of a Bylaws amendment to Article X Elections, Section 4 Method of Verifying Stakeholder Status: Bob Brostoff read the amendment.

22-0013 - First Reading of a Bylaws amendment to Article X Elections, Section 5: Restrictions on Candidates Running for Multiple Seats: Bob Brostoff read the amendment.

22-0014 - First Reading of a Bylaws amendment to Article XII Parliamentary Authority: Brad Vanderhoof read the amendment.

22-0015 - First Reading of a Bylaws amendment to Article XIV Compliance, Section 3 Self-Assessment: Brad Vanderhoof read the amendment.

21-0127 - CIS on Council File 21-1342 - Tax Assessment on EV charging system Relations Committee

Item sent back to committee.

President Rothstein adjourned the meeting at 9:38 PM.



**CITY OF  
LOS ANGELES  
CALIFORNIA**



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

## WEST HILLS NEIGHBORHOOD COUNCIL

### SPECIAL BOARD ONLINE AND TELEPHONIC MEETING MINUTES

Thursday, February 17, 2022

Revised February 18, 2022

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, Clarice Chavira (left before item 22-0010), Tariq El-Atrache (left before item 22-0016), Carolyn Greenwood, Glenn Jennings, Bonnie Klea, Vinura Kotuwelle, Kent Mariconda, Rosi Mariconda, Saif Mogri, Mark Neudorff, Bryan Newman, Steve Randall, Bill Rose, Char Rothstein, Anthony Searce, Myrl Schreibman (left before item 22-0015), Joan Trent, Alec Uzemeck, Brad Vanderhoof, and Joanne Yvanek-Garb (left 8:45 PM)

**ABSENT:** Sriya Datla, and Azarine Rushenas

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

Secretary Brad Vanderhoof called roll and established quorum.

Pledge of Allegiance: Vice President Faye Barta led the Pledge.

Comments from the Co – Chairs: None

Public Comment: Chris Rowe spoke about the LAHSA Homeless Count and walking versus driving.

Tariq El-Atrache left the meeting.

22-0016 – Approval of the Event Approval Form for Special Events Committee’s WHNC Kids Day at Taxco Trails Park located on April 9, 2022

Roll Call Vote:

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

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

Yes – 22, No – 0, Abstain – 2, Absent – 1, Ineligible – 0, Recused – 0

The Event Approval Form is approved.

22-0017 – Approval of a budget request in the amount of \$2,950.08 for Special Events Committee’s WHNC Kids Day at Taxco Trails Park on April 9, 2022

Roll Call Vote:

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

Yes – 21, No – 0, Abstain – 3, Absent – 1, Ineligible – 0, Recused – 0

The Budget Request is approved.

22-0009 – Discussion and possible action regarding a WHNC Bylaws amendment to Bylaws Article 5 Governing Board, Section 2 Quorum

Myrl Schreibman Called for the Question and moved to end discussion.

Roll Call Vote:

Aida Abkarians	Yes
Faye Barta	Yes
Sandi Bell	Yes
Dan Brin	Yes
Bob Brostoff	Yes
Clarice Chavira	Yes

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

Yes – 24, No – 0, Abstain – 0, Absent – 1, Ineligible – 0, Recused – 0

The motion passes by a super-majority (2/3). The Question is Called.

Public comment on the agenda item: Chris Rowe said in person meetings at de Toledo High School have a time limit.

Roll Call Vote:

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

Yes – 21, No – 3, Abstain – 0, Absent – 1, Ineligible – 0, Recused – 0

The Bylaws amendment is approved.

Clarice Chavira left the meeting.

22-0010 – Discussion and possible action regarding a Bylaws Amendment to Article V Governing Board, Section 1 Composition

Roll Call Vote:

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

Yes – 5, No – 17, Abstain – 1, Absent – 2, Ineligible – 0, Recused – 0

The Bylaws amendment is fails.

22-0011 – Discussion and possible action regarding a Bylaws Amendment to Article VII Committees and Their Duties, Section 2 Ad Hoc

Roll Call Vote:

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

Bryan Newman	Yes
Steve Randall	Yes
Bill Rose	Yes
Charlene Rothstein	Yes
Anthony Scarce	Yes
Myrl Schreibman	Yes
Joan Trent	Yes
Alec Uzemeck	Yes
Brad Vanderhoof	Yes
Joanne Yvanek-Garb	Yes

Yes – 23, No – 0, Abstain – 0, Absent – 2, Ineligible – 0, Recused – 0

The Bylaws amendment is approved.

22-0012 – Discussion and possible action regarding a Bylaws amendment to Article X Elections, Section 4  
Method of Verifying Stakeholder Status

Roll Call Vote:

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

Yes – 19, No – 4, Abstain – 0, Absent – 2, Ineligible – 0, Recused – 0

The Bylaws amendment is approved.

Joanne Yvanek-Garb left the meeting.

22-0013 - Discussion and possible action regarding a Bylaws amendment to Article X Elections, Section 5:  
Restrictions on Candidates Running for Multiple Seats

Roll Call Vote:

Aida Abkarians	Yes
Faye Barta	Yes
Sandi Bell	Yes



Dan Brin	Yes
Bob Brostoff	Yes
Clarice Chavira	Absent
Tariq El-Atrache	Absent
Carolyn Greenwood	Yes
Glenn Jennings	Yes
Bonnie Klea	Yes
Vinura Kotuwelle	Yes
Kent Mariconda	Yes
Rosi Mariconda	Yes
Saif Mogri	Yes
Mark Neudorff	Yes
Bryan Newman	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	Absent

Yes – 22, No – 0, Abstain – 0, Absent – 3, Ineligible – 0, Recused – 0

The Bylaws amendment is approved.

22-0014 - Discussion and possible action regarding a Bylaws amendment to Article XII Parliamentary Authority

Roll Call Vote:

Aida Abkarians	Yes
Faye Barta	Yes
Sandi Bell	Yes
Dan Brin	Yes
Bob Brostoff	Yes
Clarice Chavira	Absent
Tariq El-Atrache	Absent
Carolyn Greenwood	Yes
Glenn Jennings	Yes
Bonnie Klea	Yes
Vinura Kotuwelle	Yes
Kent Mariconda	Yes
Rosi Mariconda	Yes
Saif Mogri	Yes
Mark Neudorff	Yes
Bryan Newman	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	Absent

Yes – 22, No – 0, Abstain – 0, Absent – 3, Ineligible – 0, Recused – 0

The Bylaws amendment is approved.

Myrl Schreibman left the meeting.

22-0015 - Discussion and possible action regarding a Bylaws amendment to Article XIV Compliance, Section 3 Self-Assessment

Roll Call Vote:

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

Yes – 20, No – 1, Abstain – 0, Absent – 4, Ineligible – 0, Recused – 0

The Bylaws amendment is approved.

President Rothstein adjourned the meeting at 9:17 PM.

## **Virtual Land Acknowledgment**

We acknowledge that this meeting is taking place in the traditional lands of the Chumash people. As we begin this meeting, we acknowledge and honor the original inhabitants of our region. A land acknowledgement is a critical step toward working with native communities to secure meaningful partnership and inclusion in the stewardship and protection of their cultural resources and homelands. We respect these ancestral grounds where we are collectively gathered and support the resilience and strength that Indigenous people have shown worldwide.

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

Committee Meeting Date: February 23, 2022

Board Meeting Date March 3,2022

File # :	21-0002-S13
Title :	Closure of Whiteman Airport
Type :	Resolution
City/State :	Los Angeles, California

Summary :	A motion was presented to the City Council to close Whiteman Airport.
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Motion :	Whiteman Airport is owned by the county of Los Angeles and the only general airport in the area. This airport is the only airport accessible to small aircraft since the fees were raised at Van Nuys Airport. It houses the Civil Air Patrol. It is the base for air ambulances; search and rescue; FEMA dropline; disaster relief; spotter planes for fire hotspots;
----------	---

GR Position :	Opposes the closure of Whiteman Airport
Vote :	Yes 9 No 0 Abstain 0 Absent 1Ineligible 0 Recusal 0

“YES” Vote:	<b>A yes vote supports the opposition to the closure of Whiteman Airport</b>
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“NO” Vote:	A no votes supports the closure of Whiteman Airport
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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.

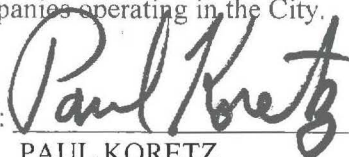
However electric vehicle (EV) charging companies have been assessed varying tax rates depending on how they sell the electricity for EV usage and how any related subsidies for those payments are arranged between the charging company and EV manufacturers. These discrepancies in how the tax is administered 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:

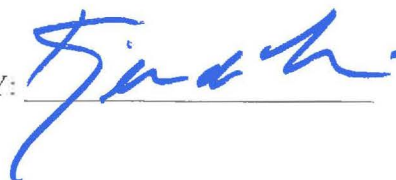
1. Report on the feasibility of implementing an ordinance that would codify the sale of electricity by commercial EV charging companies directly to a consumer or by prepayments of such electricity in the form of subscription or certain plans with electric vehicle manufacturers as a business, activity 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

Committee Meeting Date: February 23, 2022

Board Meeting Date March 3, 2022

File # :	21-1342
Title :	Tax Assessment to companies supplying charging stations for Electric Vehicles
Type :	Motion
City/State :	Los Angeles, California

Summary :	Given the City’s stated commitment to expanding the use of zero-emission vehicles and the need to expeditiously permit EV charging infrastructure, there needs to be a report on the feasibility of creating an environmental/energy sustainability sub-category in the code to provide for additional incentives, such as reduced business tax rate for EV charging companies in the city.
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Motion :	The West Hills Neighborhood Council (supports – does not support) a feasibility report on reducing the business tax rate for EV charging companies in the city.
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GR Position :	Supports the feasibility report
Vote :	Yes 6 No 3 Abstain 0 Absent 1 Ineligible 0 Recusal 0

“YES” Vote:	<b>The WHNC supports the feasibility report</b>
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“NO” Vote:	The WHNC does not support the feasibility report
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**Agenda Item 22-0018 - Discussion and possible action regarding approval of the WHNC's January 2022 Monthly Expenditure Report (MER)**

# Monthly Expenditure Report



**Reporting Month: January 2022**

**Budget Fiscal Year: 2021-2022**

**NC Name: West Hills Neighborhood Council**

Monthly Cash Reconciliation					
Beginning Balance	Total Spent	Remaining Balance	Outstanding	Commitments	Net Available
\$27607.07	\$1958.83	\$25648.24	\$2356.60	\$0.00	\$23291.64

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office	\$34725.78	\$1913.91	\$20093.37	\$1356.60	\$18736.77
Outreach		\$0.00		\$0.00	
Elections		\$0.00		\$0.00	
Community Improvement Project	\$1400.00	\$44.92	\$1054.87	\$0.00	\$1054.87
Neighborhood Purpose Grants	\$4500.00	\$0.00	\$4500.00	\$1000.00	\$3500.00
Funding Requests Under Review: \$0.00		Encumbrances: \$0.00		Previous Expenditures: \$13018.71	

Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	THE WEB CORNER, INC	01/01/2022	WHNC email service	General Operations Expenditure	Office	\$150.00
2	SMART AND FINAL 324	01/14/2022	WHNC Beatification Committee January 2022 Clean-up WHNC-2122-004	Community Improvement Project		\$44.92
3	RACKSPACE EMAIL & APPS	01/22/2022	WHNC Email Service	General Operations Expenditure	Office	\$68.16
4	APPLEONE EMPLOYMENT SERVICES	01/10/2022	Services of Executive Assistant	General Operations Expenditure	Office	\$1695.75
<b>Subtotal:</b>						<b>\$1958.83</b>

Outstanding Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	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
2	ENADIA WAY TECH CHARTER	12/30/2021	NPG to Enadia Way School	Neighborhood Purpose Grants		\$500.00



3	APPLEONE EMPLOYMENT SERVICES	02/08/2022	Executive Assistant	General Operations Expenditure	Office	\$1356.60
<b>Subtotal: Outstanding</b>						<b>\$2356.60</b>





**Agenda Item 22-0019 - Discussion and possible action on approving the Beautification Clean-Up Event on Woodlake Avenue between Saticoy Street and Ingomar Street on May 21, 2022**



**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: Faye Barta and Brad Vanderhoof

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: This event will be held on Woodlake Avenue between Saticoy and Ingomar, to clean up weeds, debris and overgrown trees on both sides of the street and in the center median. 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, trees, 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: May 21, 2022 Time Frame: 8:30 AM to 11:30 AM Est. number of attendees: 25 Event Budget: \$ -0-

Venue Name: WHNC Beautification Committee May 21, 2022 Clean-Up

Venue Address: Woodlake Avenue between Saticoy and Ingomar, West Hills, CA

Contact Person: Faye Barta and Brad Vanderhoof

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 a boardmember
- 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:**

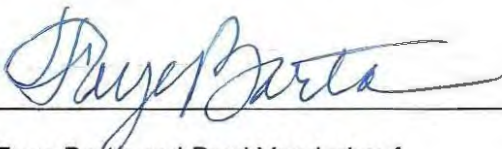
- Street Maintenance - (213) 847-2999
- Building and Safety - (213) 482-0387
- LADOT (Traffic Officers) - (323) 913-4652
- LADOT (Signs) - (213) 485-2298
- LADOT (Special Operations) - (323) 224-2124
- Risk Management - (213) 978-7475
- LAPD - (213) 486-0410
- LAFD - (213) 978-3640
- Sanitation - (213) 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: February 22, 2022

Print Name: Faye Barta and Brad Vanderhoof

Title: Co-Chairs, Beautification Committee



Department of NEIGHBORHOOD EMPOWERMENT

200 N. Spring Street, 20th FL, Los Angeles, CA 90012 • (213) 978-1551 or Toll-Free 3-1-1

E-mail: NCSupport@lacity.org www.EmpowerLA.org

Bylaw Amendment Application

The bylaws of a Neighborhood Council are established to provide a written framework and an organizational structure for the Neighborhood Council. Any approved Board changes to the bylaws must be submitted to the Department of Neighborhood Empowerment (Department) for final approval before becoming effective. Completed applications will be accepted until April 1st, 2022 via email at NCSupport@lacity.org and must include the following documents:

Scanned electronic copy of the completed Bylaw Amendment Application and the Neighborhood Council Board Structure Change Request Form (if necessary) signed by the Neighborhood Council President/Chair and another person authorized by the Neighborhood Council to submit the documents.

Electronic Copy (in a Word document) of the proposed Neighborhood Council's Bylaw Sections. Submit only the section(s) with the proposed changes and not the entire bylaws unless there are major changes throughout the bylaws. The document should clearly show the proposed amended language by striking-out the original language and underlining the proposed language, preferably through the Track Changes tool in Microsoft Word, e.g. Section 2. Agenda Setting - The agenda shall be set by the President. the Executive Committee.

INCOMPLETE APPLICATIONS WILL BE RETURNED TO THE NEIGHBORHOOD COUNCIL.

Neighborhood Council Name: \_\_\_\_\_

- Do the proposed amendments to the bylaws comply with the Los Angeles City Charter - Article IX, applicable Ordinances, City Policies and the Plan for a Citywide System of Neighborhood Councils? Yes No
Do the proposed amendments contain a change in the Board structure, e.g. decrease/increase in Board seats, changes in Board seat descriptions, etc.? No Yes - Please include the Neighborhood Council Board Structure Change Request Form

DECLARATION

We, the persons authorized by the above-named Neighborhood Council to submit bylaw amendments, under penalty of perjury, declare that a Brown Act noticed Neighborhood Council public meeting was held with a quorum of the Board present, and the proposed bylaws as submitted were approved as an official action of the Board per the Neighborhood Council's existing bylaw amendment provision or Board of Neighborhood Commissioners policy. If requested, we will provide the Neighborhood Council agenda and minutes or resolution supporting the proposed bylaw amendments.

Date of Board Action: \_\_\_/\_\_\_/\_\_\_

Board Vote: \_\_\_ yes \_\_\_ no \_\_\_ abstentions

President/Chair Signature: \_\_\_\_\_

2nd Signatory Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Print Name: \_\_\_\_\_

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

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

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

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

Please contact the Neighborhood Council Support Help Line with any questions or if you require electronic support in submitting this application: (213) 978-1551 or NCSupport@lacity.org (Form Updated 6/21)



200 N. Spring Street, 20<sup>th</sup> FL, Los Angeles, CA 90012 • (213) 978-1551 or Toll-Free 3-1-1  
 E-mail: [NCsupport@lacity.org](mailto:NCsupport@lacity.org) [www.EmpowerLA.org](http://www.EmpowerLA.org)

**Neighborhood Council Board Structure Change Request Form**

Requests for changes in Board structure must be reviewed by the Board of Neighborhood Commissioners (Commission). If the Commission approves the request, the Applicant’s bylaws will be deemed formally adjusted upon such action of the Commission. Should the Commission act to disapprove the request, the Applicant may, within five (5) meeting days of the City Council, during which the Council has convened in regular session, file an appeal with the City Council. The appeal will automatically be placed on the Council’s next regular agenda for consideration. The City Council may, by ten (10) votes, sustain, reverse, or modify the Commission’s decision.

After completing this form, please submit it by email along with a completed Bylaw Amendment Application to [NCsupport@lacity.org](mailto:NCsupport@lacity.org). You may also fax or deliver the documents to our office. We will provide notification to the Neighborhood Council of the date the Commission will review the request. Please note that the information submitted on this form is public information.

Please contact the Neighborhood Council Support Help Line at (213) 978-1551 or by email at [NCsupport@lacity.org](mailto:NCsupport@lacity.org) if you have any questions.

PLEASE PRINT ALL INFORMATION

**Neighborhood Council Name:** \_\_\_\_\_

**Primary Contact:**

NAME	TITLE	PHONE	EMAIL
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**Current Number of Board Seats:** \_\_\_\_\_ **Quorum:** \_\_\_\_\_

**What type of Board Structure Change is being requested?**

Reduction in Board Seats to: \_\_\_\_\_ (insert total number after proposed reduction)

Change in Board Structure. Please describe:

Other. Please describe:



**What are the reasons for the change to the Board Structure?**

**Describe your Neighborhood Council's demographics. Please note sources of demographic information provided, e.g. 2000 census, Healthy City, etc., and attach any related documentation.**

**Explain what outreach has been conducted to fill existing seats. Please attach any supporting documentation, e.g. flyers, agendas, etc.**

# **West Hills Neighborhood Council Bylaws**

**Bylaws Table of Contents**

ARTICLE VII COMMITTEES AND THEIR DUTIES..... 12  
    Section 1: Standing Committees  
    Section 2: Ad Hoc  
    Section 3: Committee Creation and Authorization

## **ARTICLE V GOVERNING BOARD**

### **Section 2: Quorum**

The quorum shall be ~~thirteen (13)~~ eighteen (18) Directors of the Board. No floating quorums are allowed.

## **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:

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

### **Section 2: Ad Hoc**

~~Intentionally Left Blank~~ See Section 3

## **ARTICLE X ELECTIONS**

### **Section 4: Method of Verifying Stakeholder Status**

~~Procedure for verifying Stakeholder status is self-affirmation~~ Voters will verify their stakeholder status by providing acceptable documentation.

### **Section 5: Restrictions on Candidates Running for Multiple Seats**

~~A candidate may not declare candidacy for more than one (1) position on the Council Board during a single election cycle.~~ Not Applicable

## **ARTICLE XII**

## PARLIAMENTARY AUTHORITY

The parliamentary process is to be governed by “Rosenberg’s Rules of Order: Simple Parliamentary Procedures for the 21st Century.”

These bylaws supersede the parliamentary rules mentioned above.

## ARTICLE XIV COMPLIANCE

### Section 3: Self-Assessment

~~Every year, the Council shall conduct a self-assessment within ninety (90) days after the end of the fiscal year pursuant to the Plan for the Citywide System of Neighborhood Councils.~~ The Council may conduct a regular self-assessment to determine whether it has achieved its goals and objective.











**Agenda Item 22-0021 - Discussion and possible action to amend the West Hills Neighborhood Council Standing Rules to add the vote count to Board Agenda items coming from committees**

ARTICLE VIII MEETINGS

Section 2: Agenda Setting

A request from a standing committee to place an item on the Board agenda must include the committee vote count totals and shall be included in the agenda package.

February 25, 2022

To the Board of Neighborhood Commissioners (BONC)

Via Email to [commission@empowerla.org](mailto:commission@empowerla.org) and [clerk.cis@lacity.org](mailto:clerk.cis@lacity.org)

RE: February 2, 2022 Amendments to the Code of Conduct Policy 2021-1

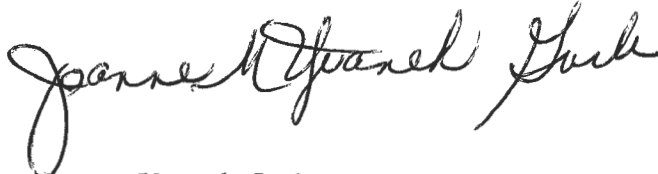
The Government Relations Committee of the West Hills Neighborhood Council (WHNC) met on Wednesday, February 23, 2022 to discuss the February 2, 2022 revisions to the Proposed Amendments to the Code of Conduct Policy and voted unanimously to object to the proposed revisions for the following general reasons:

1. The proposed revisions are in direct contravention of a board member's constitutional rights to due process and freedom of speech.
2. The proposed revisions assume an employer/employee relationship between Council Board members and BONC which DOES NOT EXIST. Neighborhood Council board members are unpaid and elected officials (with exception for appointed members who fill a vacancy).
3. The rights and powers to be conferred on the Commission, the Department of Neighborhood Empowerment and/or the General Manager are broad, vague and discretionary.

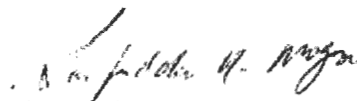
The undersigned committee intends to present the foregoing objections to the WHNC at the WHNC's regular board meeting scheduled for Thursday, March 3, 2022; however, for expediency the undersigned committee is submitting this letter in advance of the BONC scheduled for Tuesday, March 1, 2022 in the hopes it will be reviewed prior to the March 1<sup>st</sup> BONC meeting.

Sincerely,

Co-Chairs Government Relations Committee



Joanne Yvanek-Garb



Saifuddin Mogri

**Agenda Item 22-0022 – Discussion and possible action regarding a letter to the Board of Neighborhood Commissioners (BONC) concerning proposed amendments made to the Code of Conduct Policy 2021-1 dated February 2, 2022**

**DRAFT CODE OF CONDUCT**

February 2, 2022

Commissioner Vo-Ramirez and I want to thank GM Raquel Beltran and everyone who participated in the work group she assembled, for the help in the introduction to this Draft Neighborhood Council Code of Conduct. Their discussions gave us valuable insight regarding the need to integrate City policy into our draft proposal, which we have attempted to do with certain modifications to be more Neighborhood Council specific. We are most appreciative of the work group's concern that Neighborhood Council Board and Committee members and their stakeholders have a safe and civil place to carry on their business.

The attached Draft Code of Conduct borrows heavily from the city's Draft Workplace Equity Policy. We recognized that use of the definitions of Protected Classes and prohibited behavior were paramount in our attempt to produce a policy for Neighborhood Councils that is in harmony with current and proposed City policy. We welcome comments from our fellow Commissioners, the Dept. of Neighborhood Empowerment and most importantly, from our fellow Neighborhood Council members.

Respectfully submitted by

Commissioners Quyen Vo-Ramirez and Leonard Shaffer

**NEIGHBORHOOD COUNCIL BOARD MEMBER  
CODE OF CONDUCT POLICY**

**2021-1**

**(February 2, 2022)**

~~**WHEREAS**, the Neighborhood Council elections have been postponed from 2018 to 2019, and therefore many Neighborhood Council Board members will be out of compliance with the Policy Now, therefore, the Policy is amended as follows:~~

~~All Neighborhood Council Board members who were in compliance with the Policy on or after March 31, 2018 shall be considered in compliance with the Policy until the certification of their election during the 2019 election cycle. After the certification of the last election during the regular 2019 election, the Policy shall again in full force and effect.~~

~~**WHEREAS**, the Board of Neighborhood Commissioners (Commission) established Working Groups comprised of current and past Neighborhood Council members and Neighborhood Council stakeholders on January 26, 2013, to recommend changes to the Plan for a Citywide System of Neighborhood Councils;~~

~~**WHEREAS**, the Commission believes the following Code of Conduct (Attachment A) will address some of the concerns and recommendations of the Working Groups;~~

~~**WHEREAS**, the Commissioners recognize that a Neighborhood Council System that is physically and emotionally safe and secure for all Board Members promotes good citizenship, increases Stakeholder attendance and supports community engagement;~~

~~**WHEREAS**, Neighborhood Councils are required under Article II of the Plan for a Citywide System of Neighborhood Councils to be diverse, inclusive and open to all Stakeholders;~~

~~**WHEREAS**, the Commission expects Board Members to conduct themselves in a manner in keeping with an established Code of Conduct and with a proper regard for the rights and welfare of other Board Members, Stakeholders, Committee Members, and volunteers;~~

~~**WHEREAS**, the Commission recognizes that improper conduct may occur within the Neighborhood Council System and among members of Neighborhood Councils;~~

~~**WHEREAS**, the Commission expects Board Members to reaffirm their commitment to the Code of conduct every 2 years.~~

**WHEREAS**, on June 19, 2020, Mayor Eric Garcetti issued Executive Directive No. 27 calling for efforts to ensure fairness, diversity, equal opportunity, and transparency in City government;

**WHEREAS**, the Board of Neighborhood Commissioners (the Commission) adopted a Code of Conduct Policy in 2016 and an amended Code of Conduct Policy in 2018, to govern the conduct of Neighborhood Council members;

WHEREAS, the Workplace Equity Policy protects volunteers, including Neighborhood Council board members from harassment, sexual harassment, hazing, bullying, and inequitable conduct, as defined in the Workplace Equity Policy;

WHEREAS, the Commission recognizes that the Workplace Equity Policy definitions of harassment, sexual harassment, hazing, bullying, and inequitable conduct are dependent on employee/employer and supervisor/supervised relationships;

WHEREAS, the Commission recognizes the need to apply those definitions to Neighborhood Councils;

WHEREAS, the Commission has long recognized that a Neighborhood Council System that is physically and emotionally safe and secure for all Board Members promotes good social responsibility, increases Stakeholder attendance and supports community engagement;

WHEREAS, the Commission recognizes that improper conduct may occur within the Neighborhood Council System, the Commission expects Board Members and Committee Members (including stakeholders serving on committees) to conduct themselves in a manner in keeping with the Commission's Code of Conduct and with a proper regard for the rights and welfare of other Board Members, Stakeholders, Committee Members, and volunteers;

WHEREAS, Section 4 of Article II of Plan for a Citywide System of Neighborhood Councils provides that Certified Neighborhood Councils shall be as independent, self-governing, and self-directed as possible;

WHEREAS, the Commission acknowledges that Neighborhood Councils have been provided the means to address violations of this Code of Conduct;

WHEREAS, Section 902 (b) of Article IX of the City Charter provides that the Commission "shall be responsible for policy setting and policy oversight and the promulgation of rules and regulations but not be responsible for day to-day management;

NOW, THEREFORE, BE IT RESOLVED that the Commission amends the Code of Conduct policy to conform to the City Draft Workplace Equity Policy.

NOW, THEREFORE, IT IS FURTHER RESOLVED that the Commission amends the Code of Conduct POLICY NUMBER: 2014 2(2) to say:

**POLICY NUMBER: 2021-(1)**

- ~~1. Neighborhood Council Board Members are required to either, read and sign a copy of the Code of Conduct attached as Exhibit "A" or participate in training approved by the Department of Neighborhood Empowerment (Department).~~
- ~~2. As of November 1, 2016, every Neighborhood Council Board Member, who has not signed the Code of Conduct in 2016, whether elected, selected or appointed, shall provide a signed and dated copy of the attached Code of Conduct to the Department bearing their~~

~~signature or participate in training approved by the Department. Thereafter, every Neighborhood Council Board Member shall be required to re-sign the Code of Conduct or participate in training approved by the Department every two years.~~

3. ~~On or after November 1, 2016, a newly elected, selected, appointed or re-elected Neighborhood Council Board Member shall provide a signed and dated copy of the attached Code of Conduct to the Department bearing their signature, or participate in training approved by the Department within 30 days of the election or selection being certified by the Department or within 30 days of selection or appointment to the board. All new Neighborhood Council Board Members shall renew their Code of Conduct every two years thereafter.~~
4. ~~Any Neighborhood Council Board Member who fails or refuses to review, sign, date and provide a copy of the attached Code of Conduct to the Department or participate in training approved by the Department within the abovementioned time frames shall be suspended from their Neighborhood Council and shall not 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.~~
  - a. ~~The Department shall notify the Board Member of their suspension by sending a letter to their last known email address and/or physical mailing address.~~
  - b. ~~The Department shall also notify the remainder of the Board Members by email and/or U.S. mail of the suspension of the Board Member.~~
5. ~~If within 30 days of being suspended the Neighborhood Council Board Member does not provide a signed and dated copy of the attached Code of Conduct to the Department bearing their signature or participate in training approved by the Department they shall be removed as a Neighborhood Council Board Member by the following procedures:~~
  - a. ~~The Department will notify the Board Member of their removal by sending a letter to their last known email address and/or mailing address.~~
  - b. ~~The Department will also notify the remainder of the Board Members by email and/or U.S. mail regarding the removal of the Board Member and that the Board Member's position on the board shall be considered vacant.~~

~~Any Board 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 decision maker as to the sufficiency of the evidence submitted.~~

1. Neighborhood Council Board Members and Committee Members are required to affirm acceptance of this policy (Exhibit "A") in the manner established by the Department. Neighborhood Council Board Members and Committee Members shall reaffirm acceptance of this policy every two years. This policy applies regardless of whether or not a Board Member or Committee Member has affirmed acceptance.

2. The Neighborhood Council shall have the responsibility for informing stakeholder and board Committee Members of their obligation to affirm and accept this policy as a condition of committee service. Maintaining a record of their completion shall be the responsibility of the Neighborhood Council.

3. Newly elected, selected, appointed, or re-elected Neighborhood Council Board Members and Committee Members shall have a grace period of 30 days from the date the board member or committee member begins assuming their duties and responsibilities to comply with this policy as indicated in Item #1. Neighborhood Council Boards shall be responsible for informing appointed board and committee members of their responsibility to sign the Code of Conduct affirmation. Board Members and Committee Members should consult the applicable funding guidelines to determine their eligibility to vote on funding matters.

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.

a. The Department shall notify the Board Member (or Committee Member) of their suspension by sending a letter to their last known email address and/or physical mailing address.

b. The Department shall also notify the remainder of the Board Members by email and/or U.S. mail of the suspension of the Board Member (or Committee Member).

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:

a. The Department will notify the individual of their removal by sending a letter to their last known email address and/or mailing address.

b. The Department will also notify the Board by email and/or First-Class U.S. mail regarding the removal of the Board Member or Committee Member and that the Board Member or Committee Member's seat or position shall be considered vacant.

c. 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.



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, and it has been determined that the allegation is credible and, that because of the nature of the violation immediate action is necessary, then, 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, during which time the Department will determine how the violation can best be addressed either by the Neighborhood Council, the Department, the Board of Neighborhood Commissioners or another City agency or Department. Said Board Member or Committee Member shall not be eligible to act on any matter that comes before their Neighborhood Council Board or Committee and shall not be counted for the purpose of establishing a quorum of the Neighborhood Council Board or Committee. The Department will make a good faith effort to resolve the situation in the shortest time possible.

The Department will notify the Board Member or Committee Member of their suspension by sending a letter to their last known email address and/or mailing address.

- a. The Department will also notify the Board by email and/or First Class U.S. mail regarding the suspension of the Board Member and that the Board Member's position shall not be deemed vacant during the suspension period.
- 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.

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

## ATTACHMENT A.

1. Neighborhood Council Board Members and Committee Members shall conduct themselves in a professional and civil manner.

~~1. Neighborhood Council Board Members should treat other Board Members and members of the public with respect regardless of the other's opinion, ethnicity, race, religion, religious belief or non-belief, color, creed, national origin, ancestry, sex, sexual orientation, gender, gender expression, age, disability, marital status, income, homeowner status, renter status or political affiliation.~~

~~2. Neighborhood Council Board Members should not, during meetings, functions or events engage in or threaten to engage in any physical attack on any other individual.~~

~~3. Neighborhood Council Board Members should not use language that is threatening, obscene, or slanderous, including profanities, insults or other disparaging remarks or gestures directed toward other Board Members.~~

~~4. Neighborhood Council Board Members should promote and, if necessary, enforce a safe meeting environment. If other Board Members become disruptive or violate the Code of Conduct~~

~~Neighborhood Council Board Members have agreed to abide by, Board Members should demand that the offending Board Member conduct themselves in a respectful and orderly manner.~~

2. This Policy applies to all Neighborhood Council or committee meetings, Neighborhood Council events; events where the Neighborhood Council is a sponsor or participant; any event where a Board or committee member is acting, purports to be acting or appears to be acting in their official capacity as a Board or committee member; or when interacting with City employees, contractors, and Neighborhood Council Board Members, Committee Members, and volunteers.
3. This Policy also prohibits Neighborhood Council Board or Committee members 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.
4. Neighborhood Council Board Members and Committee Members shall promote and, if necessary, enforce a safe and equitable environment. If other Board Members or Committee Members become disruptive or violate the Code of Conduct, Neighborhood Council Board and Committee Members have agreed to abide by, Board Members and Committee Members should demand that the offending Board Member or Committee Member conduct themselves in a respectful and orderly manner. In the absence of the board taking action to do so, employees of the Department may intercede to do so.

5. This Policy prohibits harassment or discrimination on the basis of any Protected Category, or sexual harassment, other inappropriate conduct based on a Protected Category or protected activity. These activities interfere with the Policy's goals of maintaining diverse, equitable, inclusive, and productive Neighborhood Councils

Protected Categories under this Policy include:

- Acquired Immune Deficiency Syndrome (AIDS) or the Human Immunodeficiency Virus (HIV) Status
- Age (40 and over)
- Ancestry
- Color
- Disability - Mental or Physical
- Domestic Violence Victim Status
- Ethnicity
- Gender, Gender Expression and/or Gender Identity
- Genetic Information (including family medical history)
- Marital Status
- Medical Condition (cancer and genetic characteristics)
- Military and Veteran Status
- National Origin (including but not limited to language use restrictions)
- Race (including natural hair texture and/or protective hairstyles)
- Religious Creed (including but not limited to religious dress and grooming practices)
- Sex (including but not limited to pregnancy, childbirth, breastfeeding, and related medical conditions)
- Sexual Orientation
- Any Protected Category under local, state (California), or federal law

This Policy also includes protections for individuals perceived as being a member of one of the Protected Categories and individuals associated with members of the Protected Categories.

The definitions of conduct prohibited by this Policy may be different than those used in legal proceedings in courts of law. Consequently, no legal conclusions can or should be drawn from decisions associated with this Policy and its related administrative procedures.

6. Neighborhood Council Board and Committee members shall not engage in discrimination. For the purposes of this Policy, discrimination is the unequal treatment of one or more persons because of the person(s) actual or perceived Protected Category(ies).

Discrimination may include, *but is not limited to*, one or more instances of the following:

- granting or withholding Board or committee positions due to a person's race, disability,

sexual orientation, etc.

- recommending or instituting discipline against one or more employees because of their religion, national origin, age, etc.
- declining to appoint a Board member or Stakeholder to a committee because of their sex, marital status, veteran status, etc.
- refusing to consider an applicant to fill a Board vacancy because of their gender identification, etc.
- making decisions about individuals related to their natural hair texture or wearing protective styles such as braids, locs, twists, and knots

5. ~~Neighborhood Council Board Members should not engage in "bullying" or harassment which is generally defined as follows:~~

a. ~~"Bullying" is conduct that meets all of the following criteria:~~

- i. ~~is reasonably perceived as being dehumanizing, intimidating, hostile, threatening, or otherwise likely to evoke fear of physical harm or emotional distress;~~
- ii. ~~Is directed at one or more Board Members;~~
- iii. ~~Is conveyed through physical, verbal, or technological means;~~
- iv. ~~Substantially interferes with participation opportunities, benefits, or programs of one or more Board Members at Neighborhood Council sponsored activities or events;~~
- v. ~~adversely affects the ability of a Board Member to participate in or benefit from the Neighborhood Council programs or activities by placing the Board Member in reasonable fear of physical harm or by causing emotional distress; and,~~
- vi. ~~Is based on a Board Member's actual or perceived protected characteristic (see 2 above), or is based on an association with another person who has or is perceived to have any of these characteristics.~~

b. ~~"Harassment" is conduct that meets all of the following criteria~~

- i. ~~is reasonably perceived as being dehumanizing, intimidating, hostile, threatening, or otherwise likely to evoke fear of physical harm or emotional distress;~~
- ii. ~~Is directed at one or more Board Members;~~
- iii. ~~Is conveyed through physical, verbal, or technological means;~~
- iv. ~~Substantially interferes with participation opportunities, benefits, or programs of one or more Board Members at Neighborhood Council sponsored activities or events;~~
- v. ~~Adversely affects the ability of a Board Member to participate in or benefit from the Neighborhood Council programs or activities because the conduct, as reasonably perceived by the Board Member, is so severe, pervasive, and objectively offensive as to have this effect; and, Is based on a Board Member's actual or perceived protected characteristic (see 2~~

~~above), or is based on an association with another person who has or is perceived to have any of these characteristics.~~

7. Neighborhood Council Board and Committee members shall not engage in harassment. For the purposes of this Policy, harassment is the unwelcome and offensive, threatening, or abusive treatment of one or more persons (by any individual, including both Board and Committee members and third parties) because of their actual or perceived Protected Categories.

Harassment can include, *but is not limited to*, one or more instances of the following:

- posting, sending, forwarding, soliciting, or displaying in Neighborhood Council or Committee meeting areas, offices, or other location where Board or Committee members congregate, any offensive materials, documents, or images that are or could reasonably be perceived as racist, sexist, ableist, ageist, or as targeting any protected group.
- using epithets, slurs, or degrading words or names related to a Protected Category
- making jokes related to a Protected Category
- making comments or gestures about a person's physical appearance which have a racial, gender-related, disability-related, religious, age-related, or ethnic connotation
- making derogatory comments about religious differences and practices
- offensive or unwelcome conduct or comments targeted at one or more employees because of their Protected Category, even if the content is not about their Protected Category

8. Neighborhood Council Board and Committee members shall not engage in sexual harassment. For the purposes of this Policy, sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature (by any individual, including both Board and Committee members and third parties).

Sexual harassment may include, *but is not limited to*, one or more instances of the following:

- unwelcome romantic or sexual advances, flirtation, teasing, sexually suggestive or obscene letters, invitations, comments, questions, notes, emails, voicemails, or gifts directed toward another employee (including those initiated between employees engaged in a current or former romantic relationship)
- making sex-, gender-, or sexual orientation-related comments, slurs, jokes, remarks, or epithets
- leering, sexual, obscene, or vulgar gestures
- displaying or distributing sexually suggestive or derogatory objects, pictures, cartoons, or posters
- impeding or blocking movement, unwelcome touching, or assaulting others
- reprisals or threats after a rejection of sexual advances
- treating a Board or Committee member(s) favorably because of sexual or romantic conduct

9. By engaging in conduct that violates the policy, Neighborhood Council Board and/or Committee members may, unintentionally commit Bystander Harassment. For the purposes of this Policy, bystander harassment occurs when Neighborhood Council Board member, Committee member or any third party witnesses an incident of unwelcome and offensive, threatening, or abusive conduct, even if the individual engaging in the conduct is unaware of this “bystander’s” presence. When an individual (whether a Board or Committee member or third party) engages in harassing behavior, they assume the risk that a “bystander employee” may witness the behavior. This Policy considers bystander harassment as being the same as direct harassment of any individual.

Bystander harassment can include, *but is not limited to*, the following conduct:

- making jokes or comments related to a Protected Category (such as one or more disparaging comments about individuals of a different sex), which are overheard by another person
- sending an email containing offensive materials to a trusted colleague, which is inadvertently forwarded to or witnessed by another person
- engaging in one or more acts of physical contact in the workplace that is/are sexual in nature and is/are witnessed by another person

10. This Policy prohibits inequitable conduct.

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 persons, that is committed by any Neighborhood Council Board or Committee member, because of the person’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 and sexual harassment 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

11. Certain behaviors, including hazing, abusive conduct, bullying, and other types of discourteous and unprofessional conduct interfere with the Commission’s goals of fostering a civil, safe, professional, and productive environment for Neighborhood Councils. This Policy

prohibits such conduct, and the Commission expects that Neighborhood Councils will respond promptly and effectively to reports of potential Policy violations. This includes action to stop, prevent and correct any conduct that violates this Policy.

- a. Hazing is any action taken, or situation created, that is meant to (or in some cases may unintentionally) cause embarrassment, degradation, discomfort, or ridicule, and that may cause emotional and/or physical harm to an individual or individuals. Hazing typically occurs as a rite of passage or involves peer pressure. Actions may be considered hazing, regardless of individual(s) willingness to participate in such activities.

Hazing consists of a broad range of potentially harmful behaviors or activities that show disregard for another person's dignity or well-being. Hazing often involves engaging in illegal, harmful, demeaning, or dangerous acts that are not consistent with City policy and the performance of job-related activities. Even when these behaviors do not appear overtly harmful (i.e., where the participants appear to engage in them willingly), they may constitute hazing if they might cause humiliation or be perceived as demeaning or degrading. The determination of whether any particular conduct constitutes hazing will depend on the circumstances and context in which that activity occurs.

Hazing activities or behaviors do not have to be related to any Protected Category to violate this Policy. For the purposes of this Policy, hazing may include but is not limited to:

- unnecessary physical and/or psychological shocks
  - forced, unnecessary exertions
  - engaging in pranks or horseplay
  - requiring Board or Committee members to engage in stunts or buffoonery
  - degrading or humiliating games and activities
  - the inappropriate application of substances to the body of another (including forced eating or drinking)
- b. Abusive Conduct is verbal, physical, electronic, or other behavior by a Neighborhood Council Board or Committee member, directed at one or more persons that demeans, intimidates, or humiliates or could reasonably be considered hostile, offensive, and unrelated to a legitimate interest of the Neighborhood Council.
  - c. Bullying is verbal, physical, electronic, or other behavior directed at one or more persons within a peer group that demeans, intimidates, or humiliates or could reasonably be considered hostile, offensive, and unrelated to a legitimate interest of the Neighborhood Council.

Abusive conduct and bullying consist of a broad range of behaviors, which may be subtle or overt. In most circumstances, abusive conduct or bullying consists of repeated or multiple incidents, over a period of time. The determination of whether a particular act constitutes abusive conduct or bullying will depend on the circumstances and context in which that act occurs.

Abusive Conduct and/or Bullying can take the form of:

- inappropriately directing profanity or shouting at another person
- criticizing a person, their opinions, or actions persistently, with malice, or without a legitimate reason
- belittling a person's opinions persistently, especially in the presence of others
- deliberately sabotaging or impeding a person's work
- spreading malicious rumors, gossip, or innuendo
- sending via email or text, posting, or sharing online, objectively negative, harmful, false, or derogatory content about someone else, including the sharing of personal or private information about someone else and thereby causing embarrassment or humiliation
- excluding or isolating someone consistently
- intruding on a person's privacy by spying or unreasonably pestering

A single incident of bullying may constitute a violation of this Policy where it interferes with the performance of a Board or Committee member or creates an environment unfavorable to the purpose of the Neighborhood Council system

By signing this document, I affirm that I have received, read, and understand the Code of Conduct. I acknowledge that I have been informed of the expectation to abide by the Code of Conduct at the time of my appointment or election to the Board or appointment to the Committee. I understand that if I fail to provide the Department of Neighborhood Empowerment with a signed and dated copy of this Neighborhood Council Board Member Code of Conduct, I may be subjected to suspension and/or removal from my Neighborhood Council Board.

I also understand that if I am found to have violated the signed Code of Conduct, I may be subject to censure and/or removal by my Neighborhood Council board and suspension and/or removal by action of the Department.

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**SIGNED**

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**DATE**