



CITY OF
LOS ANGELES
CALIFORNIA



P.O. BOX 4670, WEST HILLS, CA 91308

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WEST HILLS NEIGHBORHOOD COUNCIL

FINAL BOARD MEETING MINUTES April 5, 2018

de Toledo High School, 22622 Vanowen Street, West Hills

ATTENDANCE:

Present, Sandi Bell, Simone Best, Ivan Blume, Anthony Brosamle, Thomas Booth, Dan Brin, Margery Brown, Carolyn Greenwood, Steve Kallen, Bonnie Klea, Olivia Naturman, Steve Randall, Bill Rose, Charlene Rothstein, Myrl Schreiber, Ron Sobel, Joan Trent, Alec Uzemeck, Brad Vanderhoof, Ed Young and Joanne Yvanek-Garb

Absent: Aida Abkarians, Faye Barta, Bob Brostoff and Bobbi Trantafello

OPENING BUSINESS:

President and Co-Chair Dan Brin called the meeting to order at 7:04 p.m. Secretary Carolyn Greenwood called roll and established **quorum**.

Meeting Minutes March 1, 2018 were approved as written.

COMMENTS FROM THE CHAIR:

Comments from the Chair: Co-chair, Mr. Dan Brin stated that initially he wasn't going to make any comments. However, he wanted to state that we really had a great event at Shadow Ranch Park. Also it was wonderful attending the Empower LA Awards and having our board member Simone Best recognized for her work on the homelessness issue.

ANNOUNCEMENTS:

Senior Lead Officer (SLO) Kari McNamee provided information on crime and other happenings in West Hills. Officer McNamee stated that while motor vehicle burglaries and thefts have gone down in her area they have gone up in SLO Sean Brown's area. Both she and Officer Brown encourage installing video surveillance as a deterrent to crime.

Kathleen Quinn, Neighborhood Council Advocate from the Department of Neighborhood Empowerment, thanked everyone who attended the Empower LA Awards. She hoped they had a good time. Ms. Quinn advised

that she is working on bylaws updates for several NCs and it might take her a little longer to respond to inquiries. She said it best to email her. Ms. Quinn advised that the Funding Equity Work Group is continuing and the next meeting is in Boyle Heights. There is upcoming funding training in Canoga Park and she encouraged all to attend, even though it is not mandatory.

COUNCIL ANNOUNCEMENTS:

Budget Advocates – Joanne Yvanek-Garb presented Dan Brin with a copy of the Budget Advocates’ completed White Paper. They met with the Mayor last week and will begin meeting with all of the city departments. Ms. Yvanek-Garb stated that the Budget Advocates identified up to 25 possible revenue enhancements.

President and Co-chair Dan Brin stated there will be no additional Council Reports as we have a very full agenda.

PUBLIC COMMENT:

Stakeholder Forrest Hutchens stated that he is interested in putting together a community event. He is proposing a two-day workshop focusing on things like yoga, meditation and healthy life style. He wanted to know with whom he should speak. He was advised to work with Mr. Myrl Schreiberman, who is our event coordinator.

Jon Pelzer wanted to introduce himself. Mr. Pelzer is running for Congress. He is a first time candidate. Mr. Pelzer went over his platform.

OLD BUSINESS:

18-0012 – Discussion and possible action to amend the WHNC Standing Rules change Article V, Section 9 Removal of Governing Board Members.

Item was withdrawn.

18-0019 – Discussion and possible action to amend the WHNC Bylaws Article III, Section 1, Paragraph E.

Item was combined with discussion and vote on **Item 18-0031**.

NEW BUSINESS:

18-0030 – Discussion and possible action regarding approval of the WHNC’s February 2018 Monthly Expenditure Report (MER)

February 2018 MER approved with a vote of 21 ayes and 4 absent.

18-0031 – Discussion and possible action regarding approval of final amended WHNC Bylaws for submission to the Department of Neighborhood Empowerment.

Brad Vanderhoof said we would be voting on approval of the entire redlined Bylaws for submission, including three (3) items that were not previously approved. Those items are: Article III, Paragraph E, deletion of “which is located south of the West Hills boundary”; Article VII, Section 7, Paragraph A, deletion of “the boundaries set forth in Article II” and inserting “West Hills and Los Angeles”; and Article V Governing Board Section 1:

Composition and Attachment B, changing all 25 board seats to At Large Directors, with the restriction that "The Board shall not include more than four (4) Directors who do not live, work, or own property in West Hills."

Recommendation to approve redlined WHNC Bylaws for submission to Neighborhood Empowerment including the three (3) changes was approved with a vote of 21 yes and 4 absent.

Preceding the Board vote, Dan Brin polled the stakeholders present and the vote was 9 in favor and 0 not in favor of adopting the amended Bylaws.

18-0032 – Discussion and possible action on submitting a CIS on City Council File 18-0002-S11 Gravely Disabled.

Recommendation to submit the CIS approved with 21 yes and 4 absent.

18-0033 – Discussion and Possible Action to reimburse Steve Kallen in the amount of \$44.45 for treats at the Active Shooter Event, from Unallocated funds.

Recommendation passed with 17 yes, 3 abstentions, 4 absent and 1 recusal (Steve Kallen).

18-0034 – Discussion and possible action to reimburse Antony Brosamle in the amount of \$43.73 for weed whacker spools from Beautification Committee

Recommendation passed with 20 yes, 4 absent and 1 recusal (Anthony Brosamle)

18-0035 – Discussion and possible action to move \$385.00 from Communications Promo to Public Safety and Emergency Preparedness Committee for stakeholder forum.

Recommendation approved with 21 yes and 4 absent.

18-0036 – Discussion and possible action to move \$261.00 from Communications Tabling to Committee Printing.

Recommendation approved with 21 yes and 4 absent.

18-0037 – Discussion and possible action to move \$496.70 from Fall Fest to Unallocated Funds.

Recommendation approved with 21 yes and 4 absent.

18-0038 – Discussion and possible action on submitting a CIS on City Council File 15-1138-S30 Additional Emergency Shelters/Crisis Housing/Expanded Opportunities/LA Muni Code/Section 91.8605/Amend.

After discussion, item was sent back to committee for clarification.

8:30 p.m. Steve Kallen and Bonnie Klea left.

18-0039 – Discussion and possible action on submitting a CIS on City Council File 18-0002-813 Senate Bill 827 (Weiner) Opposition.

Recommendation approved with 16 yes, 3 abstentions and 6 absent.

18-0040 – Discussion and Possible Action on submitting a CIS on City Council File 15-1041-S4 – Animal Welfare – Jefferson Park Animal Shelter.

After discussion, recommendation passed with 18 yes, 1 no and 6 absent.

18-0045 – Discussion and possible action to reallocate the following amounts from within the Homelessness Committee budget as follows; \$450 from Shower Project, \$305 from Home Grown Outreach and \$20 from LAHSA Homeless Count to the Homeless Student Backpack Project for a total of \$1375.

Recommendation passed with 18 yes, 1 abstention and 6 absent.

18-0041 – Discussion and Possible action on submitting a CIS on City Council File 18-0045 – City Council Meetings being held in the evenings.

Recommendation passed with 16 yes, 1 no, 2 abstentions and 6 absent.

18-0042 – Discussion and Possible Action on submitting a CIS on City Council File 17-1311-FUSE Fellow Report Tier 1 Recommendations.

Item tabled.

18-0043 – Discussion and Possible Action on submitting a CIS on City Council File 18-0053 – Straws on Request.

Recommendation passed with 15 yes, 3 no, 1 abstentions and 6 absent.

9:40 Ed Young left.

18-0044 – Discussion and Possible Action on submitting a CIS on City Council File 15-1088-S1 – Matching Funds Rate Increase.

Recommendation passed with 9 yes, 7 no, 2 abstentions and 7 absent.

Meeting adjourned at 9:50 p.m.

Agenda Item 18-0009 – Discussion and possible action to amend the WHNC Bylaws, Article V Section 6 Vacancies on the Board WHNC Bylaws Article V

Section 6: Vacancies on the Board

Vacancies on the Board shall be filled using the following procedure:

A. When a vacancy is created on the Board, the vacancy shall be announced at the next regular meeting of the Board. The WHNC President shall form an Ad Hoc Vacancy Committee. An application period will open for a minimum of thirty (30) days, and application instructions will be posted on the WHNC website and promoted via social media.

B. Any qualified Stakeholder interested in filling a vacant seat on the Board shall submit an application to the Ad Hoc Vacancy Committee. Application forms shall be available on the WHNC website or obtained by written request to the Chair of the Ad Hoc Vacancy Committee.

C. The Ad Hoc Vacancy Committee shall meet no later than 15 days after the filing deadline. The committee shall review the applications to ensure that the applicants are eligible to hold the office and are otherwise qualified to undertake the level of participation expected of Directors of the Board of the WHNC.

D. The committee shall submit all applications and shall make a recommendation of a qualified candidate to the President within a reasonable time frame. The President shall have the filling of the vacancy placed on the agenda for a vote at the next Board meeting.

The votes of the Board shall be taken and the seat shall be filled by a vote of a simple majority. If no candidate has a simple majority after the first vote, the Chair shall call for subsequent votes with candidates who received a low number of votes in the previous round eliminated from consideration.

E. When the aforementioned process fills a vacant seat, that seat shall be filled for the remainder of the term for that seat.

F. In no event shall a vacant seat be filled when a general election or selection is scheduled for that seat within 60 days.

Unanimously approved by the Bylaws Committee – January 3, 2018

Agenda Item 18-0012 - Discussion and Possible Action to the WHNC Standing Rules change Article V Section 9 Removal of Governing Board Members Article V, Governing Board, Section 9: Removal of Governing Board Members

A. A motion to remove a board member shall only be allowed for a violation of one or more of the following: Article V, Section 5, Paragraph A; Article 5, Section 8, Paragraph E; the WHNC Code of Civility; the Neighborhood Council Board Member Code of Conduct Policy-Policy Number 2014-2 -- Adopted 10-4-1.

B. The WHNC President and Vice President shall first attempt to resolve the issue.

C. Should further action be required; a motion shall be placed on the agenda of the next appropriate meeting of the WHNC Board of Directors.

Unanimously approved by the Bylaws Committee – January 3, 2018

Current Standing Rules

Article V, Governing Board, Section 8/9 Censure or Removal of Governing Board Members (As amended 01-17-2016)

Procedures for submitting petitions

- A. A petition must describe in detail the reason(s) for censure or removal as delineated in Article V, Section 8/9
- B. All petitions shall be submitted to the president and vice president, who shall verify that the petition is based upon one of the 3 reasons delineated in Article V, Section 8/9, paragraph D of the bylaws and that, if submitted by a stakeholder, the required minimum 50 signatures are on the petition.
- C. If verified, a complete copy of the petition shall be provided to the subject board member within 5 (five) days of receipt by the president or vice president. Any notice given by mail shall be sent by mail with proof of delivery to the last known address.
- D. The president and vice president shall first attempt to mediate the issues.
- E. An informal meeting of the president, vice president, petition author(s) and the named board member shall take place within 15 days of notification to the named board member to attempt to resolve the issues presented in the petition.
- F. If this mediation is successful no further action will be taken.
- G. If this mediation is not successful the following steps will be taken:
 - 1. The president or vice president shall seek advice of the City Attorney and EmpowerLA.
 - 2. A mediation or facilitation shall be requested through EmpowerLA.
 - 3. If this mediation or facilitation does not take place within 30 days of the request, or if the mediation/facilitation is not successful for any reason the following steps shall be taken:
 - a. If the petition was submitted by a board member, a special meeting of the board shall be called within 15 days from the failure of the mediation for the purpose of the petition presenting their case, obtaining the required board signatures on the petition, and proceeding with discussion and possible action.
 - b. If the petition is submitted by a non-board member, a special meeting shall be scheduled only for discussion and possible action
 - (1). At the special meeting, advocates shall present their case which may include discussion, documents and witnesses.
 - (2). Any censure or removal of a Director pursuant to this subsection shall require an affirmative vote of two-thirds (2/3) of the Directors present, and no fewer than 13 (thirteen) affirmative votes.

Monthly Expenditure Report



Reporting Month: February 2018

Budget Fiscal Year: 2017-2018

NC Name: West Hills Neighborhood Council

Monthly Cash Reconciliation					
Beginning Balance	Total Spent	Remaining Balance	Outstanding	Commitments	Net Available
\$27210.57	\$3429.33	\$23781.24	\$8558.44	\$0.00	\$15222.80

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office	\$32150.00	\$1306.80	\$15397.60	\$0.00	\$15147.60
Outreach		\$830.53		\$250.00	
Elections		\$0.00		\$0.00	
Community Improvement Project	\$1500.00	\$0.00	\$1500.00	\$0.00	\$1500.00
Neighborhood Purpose Grants	\$9850.00	\$1292.00	\$8558.00	\$8308.44	\$249.56
Funding Requests Under Review: \$0.00		Encumbrances: \$0.00		Previous Expenditures: \$14615.07	

Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	OFFICE DEPOT #661	02/04/2018	(Credit card transaction)	General Operations Expenditure	Outreach	\$3.11
2	MICHAELS STORES 3736	02/05/2018	(Credit card transaction)	General Operations Expenditure	Outreach	\$25.17
3	KRISTAL GRAPHICS	02/05/2018	(Credit card transaction)	General Operations Expenditure	Outreach	\$11.33
4	OFFICE DEPOT #661	02/07/2018	(Credit card transaction)	General Operations Expenditure	Outreach	-\$28.45
5	INT IN AKD Å AKD INK	02/15/2018	(Credit card transaction)	General Operations Expenditure	Outreach	\$21.90
6	THE WEB CORNER	02/23/2018	(Credit card transaction)	General Operations Expenditure	Outreach	\$650.00
7	PRINTFIRM	02/23/2018	(Credit card transaction)	General Operations Expenditure	Outreach	\$46.59
8	RALPHS #0213	02/27/2018	(Credit card transaction)	General Operations Expenditure	Outreach	\$26.69

9	MYRL SCHREIBMAN	12/06/2017	SNACKS FOR CLEAN UP EVENT	General Operations Expenditure	Outreach	\$30.43
10	ENADIA WAY TECH CHARTER	01/29/2018	CPR/FIRST AID TRAINING FOR SCHOOL STAFF	Neighborhood Purpose Grants		\$1292.00
11	JOAN TRENT	02/07/2018	VISION ZERO @ THE FALL FESTIVAL HELD...	General Operations Expenditure	Outreach	\$43.76
12	AppleOne Employment Services	02/21/2018	PER BOARD BUDGET	General Operations Expenditure	Office	\$1306.80
Subtotal:						\$3429.33

Outstanding Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	PARENTS OF WELBY WAY	01/24/2018	AN OUTDOOR LITERACY GARDEN	Neighborhood Purpose Grants		\$1815.00
2	HAMLIN CHARTER	01/29/2018	STAGE LIGHTING	Neighborhood Purpose Grants		\$1489.44
3	CAPISTRANO AVE ELEMENTARY	02/07/2018	FURNITURE FOR OUTDOOR CLASSROOM	Neighborhood Purpose Grants		\$1729.00
4	HAYNES CHARTER ES PTO	02/13/2018	UPDATE SCHOOL LIBRARY	Neighborhood Purpose Grants		\$1200.00
5	TEAM POMELO	03/05/2018	STAKEHOLDER MAGAZINE	Neighborhood Purpose Grants		\$2075.00
6	JCS Catering Company	03/07/2018	NEIGHBORHOOD COUNCIL SUPPORT VANC 15TH AN...	General Operations Expenditure	Outreach	\$250.00
Subtotal: Outstanding						\$8558.44

CERT PAPER

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02/04/2018 4:54 PM



22VTA3APQ4Q66XRCF

SALE	661-5-7424-894188-17.9.2
166962 Color SS Lette	
4 @ 0.71	2.84

You Pay	2.84SS
Subtotal:	2.84
Sales Tax:	0.27
Total:	3.11
MasterCard 5817:	3.11

AUTH CODE 030061
TDS Chip Read
AID A0000000041010 MASTERCARD
TVR 0000048000
CVS PIN Verified

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2767	SALE	2928 3736 002	2/05/18	19:48
SD FRM	8.5X11	BLA 886946410147	22.99	1 @ 22.99
	SUBTOTAL		22.99	
	Sales Tax 9.5%		2.18	
	TOTAL		25.17	

ACCOUNT NUMBER *****5817
MasterCard 25.17
APPROVAL: 048453 CHIP ONLINE
PIN Verified
Application Label: MASTERCARD
AID: A0000000041010
TVR: 0000048000
TSI: E800

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 tasneem@kristalgraphics.net

Invoice



BILL TO
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 COUNCIL
BY LAWS COMMITTEE

INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
75749	02/05/2018	\$0.00	02/20/2018	Net 15	

P.O. NUMBER

SALES REP

ACTIVITY	QTY	RATE	AMOUNT
copies 8.5 x 11 Black and white Copies, 2 sided with stapled.(15 sets)	345	0.03	10.35T

SUBTOTAL	10.35
TAX (9.5%)	0.98
TOTAL	11.33
PAYMENT	11.33
BALANCE DUE	\$0.00

PAID

No Receipt

for Credit —

RECEIPT

Order id: #34266

Date: 02-13-2018 08:17 AM

Payment method: credit card

Complete | **Delivery method:** Pick Up

Name: Daniel Brin

Membership:

Customer Id: S394614

Email: danlbrin@aol.com

Phone:

Billing address

Pick Up Location

**West Hills Neighborhood
Council**

PrintFirm, Inc.
21333 Deering Ct
Canoga Park, California 91304

P.O. Box 4670
West Hills CA 90001
tel. (818) 807-9259

Blind shipping? No
Notes: n/a

Products ordered

SKU	Product	Total
34266-01	Business Cards Options: Art: Get started on a custom design Art_Service: Re-order with no changes Size: 2" x 3.5" (U.S. Standard) Stock: 14 pt. Glossy Cardstock (UV Front Only) Printing: Full Color Front and Back	\$22.99

		<p>Corners: Square Quantity: 1,000 Proof: No PDF Proof Needed Turnaround: Economy (6 business days) Job_Name: 27333 Ron pickupdate: 02/20/2018</p>	
34266-02	BC-2x3.5-14pt-UV1-Q500	<p>Business Cards Options: Art: Get started on a custom design Art_Service: None Size: 2" x 3.5" (U.S. Standard) Stock: 14 pt. Glossy Cardstock (UV Front Only) Printing: Full Color Front and Back Corners: Square Quantity: 500 Proof: No PDF Proof Needed Turnaround: Economy (4 business days) Job_Name: Kallen pickupdate: 02/16/2018 Front files: 34266-02-FR-whnnewbizcardkallenfront_1518544095.pdf Back files: 34266-02-BK-whnnewbizcardkallenback_1518544131.pdf</p>	\$9.78
34266-03	BC-2x3.5-14pt-UV1-Q500	<p>Business Cards Options: Art: Get started on a custom design Art_Service: None Size: 2" x 3.5" (U.S. Standard) Stock: 14 pt. Glossy Cardstock (UV Front Only) Printing: Full Color Front and Back Corners: Square Quantity: 500 Proof: No PDF Proof Needed Turnaround: Economy (4 business days) Job_Name: Barta pickupdate: 02/16/2018 Front 34266-03-FR-</p>	\$9.78

	files: whncnewbizcardbartafont1_1518543589.pdf	
	Back 34266-03-BK-	
	files: whncnewbizcardbartaback_1518543660.pdf	

Subtotal: \$46.59

Shipping cost: \$0.00

Total: \$46.59

including CA Sales Tax 9.5%: \$4.04

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SC	RALPHS SAVED YOU	2.00	
	CTO NAPKINS		0.87 T
	BFG LF CAKE	RC	3.49 F
SC	RALPHS SAVED YOU	1.50	
	BKRY DBL CH CKY 16		4.99 F
	BFG CAKE	RC	3.49 F
SC	RALPHS SAVED YOU	1.50	
	BKRY COOKIES		4.99 F
1 @ 0.00	Green Bag points	NP	0.00 F
DB	Green Bag Pts		5
	RALPHS rewards CUSTOMER	*****8138	
	TAX		0.08
	**** BALANCE		26.69

West Hills CA 91307
MASTERCARD Purchase
*****5817 - C
REF#: 003599 TOTAL: 26.69
AID: A0000000041010
TC: AF329AC520FC81FE
VERIFIED BY PIN

	MASTERCARD	26.69
	CHANGE	0.00
TOTAL NUMBER OF ITEMS SOLD =		10
RALPHS rewards SAVINGS		\$ 5.
TOTAL COUPONS		\$ 5.00

02/27/18 08:23pm 213 4 277 115

Bd Meeting
3-1-18

PETTY CASH LOG

818-335-7658

MYRL SCHREIBMAN
 7721 ATRON AVENUE
 WEST HILLS CA 91304

REPORTING PERIOD

FROM
 TO

DATE	NUM	PAID TO / RECEIVED FROM	PURPOSE	APPROVED BY	CASH OUT	CASH IN	BALANCE
BEGINNING BALANCE							
9/23/12		BADA BING BAGELS	FOR - Clean up Roscoe / Fallbrook				\$30.43
Please Remit to							
MYRL SCHREIBMAN							
7721 ATRON							
West Hills Ca							
91304							

EATING BAGELS
 22 950 VANOWEN ST UNIT B
 WEST HILLS, CA 91307
 (818) 704 1256

Counter: JI.
 23 Sep-2012 7:54:45A

7 Bakers Dozen	\$12.00
6 Bagels	\$7.50
1 Low Fat Fresh Made Cream Cheese	.99
1 LB @ \$7.49/LB	

Subtotal \$27.49
 Tax \$2.94
Total \$30.43

CASH SALE \$30.43
 Cash tendered \$40.00
 Change \$9.57

Order BMDT0VBF4Q14Y



FOR 2N ISBN 700.1

FINAL BALANCE

CASH ON HAND

DIFFERENCE

PETTY CASH REIMBURSEMENT

BALANCE FORWARD



APPLICATION for Neighborhood Purposes Grant (NPG)

This form is to be completed by the applicant seeking the Neighborhood Purposes Grant and submitted to the Neighborhood Council from whom the grant is being sought. All applications for grants must be reviewed and approved in a public meeting. The Neighborhood Council (NC), upon approval of the application, shall submit the approved application along with all required documentation to the Department of Neighborhood Empowerment.

Name of NC from which you are seeking this grant: West Hills

SECTION I - APPLICANT INFORMATION

1a) Enadia Way Technology Charter 95-6001-908 W
 Organization Name Federal I.D. # (EIN#) State of Incorporation Date of 501(c)(3) Status (if applicable)

1b) 22944 Enadia Way West Hills CA 91307
 Organization Mailing Address City State Zip Code

1c) Same
 Business Address (if different) City State Zip Code

1d) PRIMARY CONTACT INFORMATION:
Heather Jeanne (818)595-3900 haj7773@lausd.net
 Name Phone Email

2) Type of Organization- Please select one:
 Public School (not to include private schools) or 501(c)(3) Non-Profit (other than religious institutions)
 Attach Grant Request on School Letterhead Attach IRS Determination Letter

3) Name / Address of Affiliated Organization City State Zip Code
 (if applicable)

SECTION II - PROJECT DESCRIPTION

4) Please describe the purpose and intent of the grant.
 We propose to use the grant to fund CPR/AED and First Aid training from FUN CPR Training for our school staff.

5) How will this grant be used to primarily support or serve a public purpose and benefit the public at-large. (Grants cannot be used as rewards or prizes for individuals)
 This grant benefits the public at large by providing re-certification for CPR/AED and First Aid to our staff in the event of a health emergency for a student, member of the public, or staff member, and in the event of a natural disaster.

SECTION III - PROJECT BUDGET OUTLINE

6a) Personnel Related Expenses	Requested of NC	Total Projected Cost

6b) Non-Personnel Related Expenses	Requested of NC	Total Projected Cost
Fun CPR up to 19 people \$68/each	\$1,292	\$1,292

7) Have you (applicant) applied to any other Neighborhood Councils requesting funds for this project?
 No Yes, please list names of NCs: _____

8) Is the implementation of this specific program or purpose described in box 4 above contingent on any other factors or sources or funding? (Including NPG applications to other NCs) No Yes, please describe:

Source of Funding	Amount	Total Projected Cost

9) What is the TOTAL amount of the grant funding requested with this application: \$1,292.00

10a) Start date: 4/1/18 10b) Date Funds Required: 4/1/18

10c) Expected completion date: 5/30/18 (After completion of the project, the applicant must submit a follow-up form to the Neighborhood Council and the Department of Neighborhood Empowerment)

SECTION IV - POTENTIAL CONFLICTS OF INTEREST

11a) Do you (applicant) have a former or existing relationship with a Board Member of the NC?
 No Yes - Please describe below: _____

Name of NC Board Member	Relationship to Applicant

11b) If yes, did you request that the board member consult the Office of the City Attorney before filing this application? Yes No *(Please note that if a Board Member of the NC has a conflict of interest and completes this form, or participates in the discussion and voting of this NPG, the Department will deny the payment of this grant in its entirety.)

SECTION V - DECLARATION AND SIGNATURE

I hereby affirm that, to the best of my knowledge, the information provided herein and communicated otherwise is truly and accurately stated. I further affirm that I have read Appendix A, "What is a Public Benefit," and Appendix B "Conflicts of Interest" of this application and affirm that the proposed project(s) and/or program(s) fall within the criteria of a public benefit project/program and that no conflict of interest exist that would prevent the awarding of the Neighborhood Purposes Grant. I affirm that I am not a current Board Member of the Neighborhood Council to whom I am submitting this application. I further affirm that if the grant received is not used in accordance with the the terms of the application stated here, said funds shall be returned immediately to the Neighborhood Council.

12a) Executive Director of Non-Profit Corporation or School Principal - REQUIRED*
Heather Ann Jeanne Principal Heather Ann Jeanne 10-20-17
 PRINT Name Title Signature Date

12b) Secretary of Non-profit Corporation or Assistant School Principal - REQUIRED*
Ada Ruby Lozana SAA Ada Ruby Lozana 10-20-17
 PRINT Name Title Signature Date

* If a current Board Member holds the position of Executive Director or Secretary, please contact the Department at (213) 978-1551 for instructions on completing this form

Los Angeles Unified School District
Enadia Way Technology Charter
22944 Enadia Way
West Hills, CA 91307
(818) 595-3900 fax (818) 716-7738



MICHELLE KING, Ed.D.
SUPERINTENDENT OF SCHOOLS

JOSEPH NACORDA
LOCAL DISTRICT SUPERINTENDENT

HEATHER JEANNE
PRINCIPAL

October 20, 2017

Dear West Hills Neighborhood Council,

Enadia Way Technology Charter, on behalf of Los Angeles Unified School District, would accept with gratitude your grant to fund FUN CPR/AED First Aid certification renewal for our staff for the benefit and well-being of our school and students. The expected cost is \$1,292 for 19 staff members.

In advance we would like to express our appreciation for your interest in supporting our educational program. For your records, the Los Angeles Unified School District's federal tax identification number is **95-6000-908-W**.

Please do not hesitate to contact me if you have any questions. We look forward towards establishing a partnership with your organization.

Sincerely,

A handwritten signature in black ink, appearing to read "Heather Jeanne". The signature is fluid and cursive, written in a professional style.

Heather Jeanne
School Principal

**Request for Taxpayer
Identification Number and Certification**

Give form to the requester. Do not send to the IRS.

Name (as shown on your income tax return)
Enadia way elementary school

Business name, if different from above

Check appropriate box: Individual/Sole proprietor Corporation Partnership
 Limited liability company. Enter the tax classification (D=disregarded entity, C=corporation, P=partnership) ▶ Exempt payee
 Other (see instructions) ▶

Address (number, street, and apt. or suite no.)
22944 Enadia way

City, state, and ZIP code
West Hills Ca 91367

Requester's name and address (optional)

List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number

or

Employer identification number
9516001908

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
- I am a U.S. citizen or other U.S. person (defined below).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. See the instructions on page 4.

Sign Here Signature of U.S. person ▶ *[Signature]* Date ▶ 10-20-17

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,

for Vision Zero *Rehema*

Awards - Vision
0

Party City

6559 FALLBROOK AVE
WEST HILLS, CA 91307
818 348-6558

048419813590	WINNER RBBN	\$9.99	T
INNER RBBN 12 PK			
48419813590	WINNER RBBN	\$9.99	T
INNER RBBN 12 PK			
48419813590	WINNER RBBN	\$9.99	T
INNER RBBN 12 PK			
048419813590	WINNER RBBN	-\$9.99	T
INNER RBBN 12 PK			

SUBTOTAL		\$39.96
TAX MERCH TAX @ 9.500%		\$3.80
TOTAL		\$43.76

ITEMS = 4

DEBIT SALE \$43.76
XXXXXXXXXXXX1189 CHIP
JOURNAL: 0442120835430859

ID: A0000000980840
Application Label: US DEBIT
cryptogram Type: TC
cryptogram: 7214C1AFB71ACEA5
IN Statement: PIN Verified

STORE 442 TRN 62 REG 2
10-13-2017 12:18:20 PM

01A 160B 002 02E8



Expense from
Streets Transportation
Committee "Vision

Zero" School Art
Project for
Pedestrian, Cyclist,
Driver Safety
in West
Hills.

Co-Chair
SAT
Committee



AppleOne

AppleOne Employment Services
P.O. Box 29048
Glendale CA 91209-9048
Tel: 818-240-8688
Email: specialbillingvms@ain1.com
TIN: 95-2580864

City of Los Angeles

Attn: Attn: Accounts Payable
200 N. Spring Street Room 2005
LOS ANGELES, CA 90012

Inv

Customer No: 00950101
Site No: 0076
Period Ending: Multiple
Invoice Date: 01/03/2018
Invoice No: S7002375
Amount Due: \$1,306.80
Payment Term: NET 50 D

Jan 2018

Name	Weekend	Inv Date	Ref Inv No	Reg Hr	Reg Rate	OT Hr	OT Rate	DT Hr	DT Rate	Misc Hr	Misc Rate	ACA Hr	ACA Rate	Tax	Amount
RITCHIE, MICHELLE	01/06/2018	01/10/2018	01-4737534	15.00	\$21.78	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	\$0.00	\$326.70
RITCHIE, MICHELLE	01/13/2018	01/17/2018	01-4746131	15.00	\$21.78	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	\$0.00	\$326.70
RITCHIE, MICHELLE	01/20/2018	01/24/2018	01-4753169	15.00	\$21.78	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	\$0.00	\$326.70
RITCHIE, MICHELLE	12/30/2017	01/03/2018	01-4732718	15.00	\$21.78	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	\$0.00	\$326.70
Sub Total For:				60.00		0.00		0.00		0.00		0.00		\$0.00	\$1,306.80
Grand Total Invoice Amount				60.00		0.00		0.00		0.00		0.00		\$0.00	\$1,306.80

Please remit payment to: **AppleOne Employment Services**
P.O. Box 29048
Glendale, CA 91209-9048

You can now pay electronically



Visit www.ApplePay.com or Call (866)898-7

Agenda Item 18-0030

WEST HILLS NEIGHBORHOOD COUNCIL BYLAWS

~~SEPTEMBER 01, 2015~~

~~NOVEMBER 03, 2017~~

~~FEBRUARY 01, 2018~~

~~APRIL 1, 2018~~

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ARTICLE I NAME

The name of this neighborhood council shall be the West Hills Neighborhood Council or WHNC.

ARTICLE II PURPOSE

The purpose of the WHNC is to promote the welfare of West Hills and the City of Los Angeles.

1. The **MISSION** of the WHNC is:

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

2. The **POLICY** of the Council is:

To respect the expression of viewpoints of all individuals, groups and organizations involved with the community; to remain nonpartisan regarding candidates, political parties and religious affiliations; to encourage all Stakeholders to participate in the activities of the WHNC; and to prohibit discrimination against any individual or group in WHNC policies, recommendations, actions or operations on the basis of race, religion, color, creed, national origin, ancestry, sex, sexual orientation, age, impairment, marital status, homeowner/renter, income or political affiliation.

ARTICLE III BOUNDARIES

The WHNC covers a geographic area described below.

Section 1: Boundary Description

The boundaries abut the boundaries of adjacent Neighborhood Councils and include those areas of the City within the following lines of demarcation:

A. North – From the center of the intersection of Topanga Canyon Boulevard and Nordhoff Street going west along the centerline of Nordhoff Street to its end, and continuing that line westward to the Los Angeles city limits;

B. East – From the center of the intersection of Nordhoff Street and Topanga Canyon Boulevard going south along the centerline of Topanga Canyon Boulevard to the center of the intersection of Topanga Canyon Boulevard and Roscoe Boulevard, then west along the centerline of Roscoe Boulevard to the center of the intersection of Roscoe Boulevard and Shoup Avenue, then south along the centerline of Shoup Avenue to the center of the intersection of Shoup Avenue and Victory Boulevard;

C. South – From the center of the intersection of Victory Boulevard and Shoup Avenue going west along the centerline of Victory Boulevard to the city limits;

D. West – From the intersection of the centerline of Victory Boulevard and the city's western limits going north along the city limits to the northern boundary of West Hills.

E. In addition, the West Hills Neighborhood Council and the Woodland Hills-Warner Center Neighborhood Council share jurisdiction over the property and grounds of the Platt Branch Library, 23600 Victory Blvd., ~~which is located south of the West Hills boundary.~~

The boundaries of the WHNC are set forth on the map of the WHNC boundaries attached as Attachment A.

Section 2: Internal Boundaries: Not applicable

ARTICLE IV STAKEHOLDER

Neighborhood Council membership is open to all Stakeholders. “Stakeholders” shall be defined as those who live, work or own real property in the neighborhood and also to those who declare a stake in the neighborhood as a community interest stakeholder, defined as a person who affirms a substantial and ongoing participation within the Neighborhood Council’s boundaries and who may be in a community organization such as, but not limited to, educational, non-profit and/or religious organizations.

ARTICLE V GOVERNING BOARD

The Board of Directors (or “the Board”) shall be the governing body of the WHNC within the meaning of that term.

Section 1: Composition

The WHNC Board shall consist of twenty-five (25) Directors (or Board Members) elected by the stakeholders on an “at-large” basis. The Board shall not include more than four (4) Directors who do not live, work, or own property in West Hills.

~~The WHNC Board shall consist of twenty five (25) Directors (or Board Members) elected by the stakeholders on an “at large” basis. In no case shall the Board include more than two Directors who do not live, work, or own property in West Hills, except as may be required to fill a position on the Board as described in Article V, Section 6 (“Vacancies on the Board”).~~

Section 2: Quorum

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

Section 3: Official Actions

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. Abstentions are not counted as either yes or no votes. There shall be no proxy voting.

~~The Board shall take Official Action by a simple majority vote by the Directors present and voting, not including abstentions. There shall be no proxy voting.~~

Section 4: Terms and Term Limits

Board members shall serve staggered four (4) year terms[≠]. Twelve (12) or more Board seats will be decided in each regular election with the remaining Directors serving terms that extend until the next regular election. There will be no limits to the number of terms a person may serve on the Board.

Section 5: Duties and Powers of Board Members

A. Duties of Board Members

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

1. Participating in regularly scheduled Board meetings;
2. Serving actively on at least one (1) committee of the WHNC;
3. Participating in WHNC actions and events;

4. Representing the interests of Stakeholders before public officials and government agencies;
5. Encouraging the participation of Stakeholders in WHNC activities and events;
6. Assisting Stakeholders in obtaining government services.

B. Powers of Board Members

The powers of Board Members include:

1. Making proposals of actions for consideration by the Board.
2. Voting on proposals of action brought before the Board.
3. Serving as Chairs of WHNC committees.

Section 6: Vacancies on the Board

Vacancies on the Board shall be filled using the following procedure:

A. When a vacancy is created on the Board, the vacancy shall be announced at the next regular meeting of the Board. The WHNC President shall form an Ad Hoc Vacancy Committee. An application period shall be opened for a minimum of thirty (30) days, and application instructions shall be posted on the WHNC website and promoted via social media.

B. Any qualified Stakeholder interested in filling a vacant seat on the Board shall submit an application to the Ad Hoc Vacancy Committee. Application forms shall be available on the WHNC website or obtained by written request to the Chair of the Ad Hoc Vacancy Committee.

C. The Ad Hoc Vacancy Committee shall meet no later than 15 days after the filing deadline. The committee shall review the applications to ensure that the applicants are eligible to hold the office and are otherwise qualified to undertake the level of participation expected of Directors of the Board of the WHNC.

D. The committee shall submit all applications and shall make a recommendation of a qualified candidate within a reasonable time frame. The President shall have the filling of the vacancy placed on the agenda for a vote at the next Board meeting.

The votes of the Board shall be taken and the seat shall be filled by a vote of a simple majority. If no candidate has a simple majority after the first vote, the Chair shall call for subsequent votes with candidates who received a low number of votes in the previous round eliminated from consideration.

E. When the aforementioned process fills a vacant seat, that seat shall be filled for the remainder of the term for that seat.

F. In no event shall a vacant seat be filled when a general election or selection is scheduled for that seat within 60 days.

~~A. When a vacancy is created *seat becomes vacant* on the Board, a notice shall be posted immediately ~~within 72 hours~~ on the WHNC website and by posting a notice in a public place, by sending an email via the WHNC email list, and by announcing it at the next ~~regular~~ board meeting.~~

~~B. Any qualified Stakeholder interested in filling a vacant seat on the Board shall submit an application to the Secretary within 30 days after posting of the vacancy. Such application forms may be available on the WHNC website or may be obtained by written request to the secretary of the WHNC. *Timelines and details for the process shall be detailed in the WHNC Standing Rules.*~~

~~C. The Secretary shall immediately transmit the application to the Chair of a designated committee for review and action.~~

~~D. The designated committee shall meet within 15 days of the filing deadline. The committee shall review the applications to ensure that the applicants are eligible to hold the office and are otherwise~~

~~qualified to undertake the level of participation expected of Directors of the Board of the WHNC.~~

- ~~E. The committee shall submit all applications and shall make a recommendation of a qualified candidate to the President within ten (10) business days of its decision. The President shall have the filling of the vacancy placed on the agenda for a vote at the next Board meeting.~~
- ~~F. All applicants shall be required to speak to the Board in conjunction with their application. Then votes of the Board shall be taken and the seat shall be filled by a vote of a simple majority.~~
- ~~G. When the aforementioned process fills a vacant seat, that seat shall be filled for the remainder of the term for that seat.~~

Section 7: Absences

~~A Board Member who has been absent from five (5) of the *past 12* regular or special meetings of the Board within the most recent twelve (12) month period shall be subject to removal from the board under procedures established by the Board. A Board member who has been absent from five (5) of the previous twelve (12) regular or special meetings of the Board shall be subject to removal from the Board under procedures established by the Board. A Board member shall not be considered "absent" for purposes of this section when he or she attends a conflicting meeting or event as an official representative of the West Hills Neighborhood Council.~~

Any meeting of the WHNC Governing Board, scheduled and noticed as per the Brown Act, shall constitute a meeting for the purpose of determining Board Member attendance with the exception that missing any joint board/committee meeting shall not count as an absence for this purpose.

Section 8: Censure

- The Council can take action to reprimand a Board member for actions during the conduct of Council business by censuring the Board member at a regular meeting of the Board of Directors. A motion to censure shall be placed on the agenda for discussion and action.

Section 9: Removal of Governing Board Members

- The Council shall consult with the Office of the City Attorney throughout any Board removal process. Board members may be removed in the following ways:

1. Petition by Stakeholders - A Board member may be removed from office by the submission of a written petition that includes: i) the identity of the Board member to be removed, ii) a description, in detail, of the reason for removal, and iii) the valid signatures of fifty (50) stakeholders.

a. Upon receipt of a written petition for removal, the matter shall be placed on the agenda for a vote at the next regular Board meeting.

b. Removal of the identified Board member requires a two-thirds (2/3) majority vote of the attending Board members.

c. The Board member who is the subject of the removal action shall have the right to deliver to Board members a written statement about the matter and/or to speak at the Board meeting prior to the vote but shall not be counted as part of the quorum, nor allowed to vote on the matter.

2. Petition by Board - A Board member may be removed from the Board for good cause, including: disruptive conduct, interfering with Council business; violations of the Bylaws, Operating Procedures or Code of Conduct following a Board member's submission to the Board of a petition that includes: i) the identity of the Board member to be removed, ii) states the reason for removal by identifying the violation of the internal rules or procedures and specifies the conduct of the person, and iii) contains the signatures of six (6) Board members.

a. The petition shall be delivered simultaneously to all Board members and the matter placed on the agenda for a vote at the next regular Board meeting.

b. Removal of the identified Board member requires a two-thirds (2/3) majority of the attending Board members.

c. The Board member who is the subject of the removal action shall have the right to deliver to Board members a written statement about the matter and/or to speak at the Board meeting prior to the vote but shall not be counted as part of the quorum, nor allowed to vote on the matter.

d. The Board member being removed must first have been censured by the Board once for the same action before a Petition by the Board for removal shall be considered by the Council.

If the vote for removal is affirmative, the position shall be deemed vacant and filled as per Section 6: Vacancies on the Board.

~~Section 8 and Section 9: Censure or Removal of Board Members~~

~~Board members may be censured or removed in the following ways:~~

- ~~A. The seat held by a Director who has lost his/her status as a Stakeholder (as defined in Article IV) shall be declared vacant automatically. It is the responsibility of each Director to notify the President of loss of Stakeholder status within thirty days of such change.~~
- ~~B. The seat held by a Director who has exceeded his/her allowable number of absences (as defined in Article V, Section 7) shall be declared vacant.~~
- ~~C. A Director may be recommended for censure or removal by submission to an ad hoc committee of a written petition signed by at least fifty (50) Stakeholders and/or thirteen (13) Board members. No petitioner may be a member of the ad hoc committee. The ad hoc committee shall be created for fact finding purposes only, and shall submit a report to the Board.~~
- ~~D. Approval of a motion to censure or remove a Board member shall require a 2/3 majority vote.~~
- ~~E. Allowable reasons for removal or censure of a Director via the petition process shall include:
 - ~~1. Failure to fulfill the duties of a Board Member as defined in Article V, Section 5 A.~~
 - ~~2. Failure to comply with the legal and ethical responsibilities of Board members.~~
 - ~~3. For conduct that impairs efficient operations of the Neighborhood Council.~~~~

~~The Board will seek guidance of the Office of City Attorney during this process and the board will not make a final decision without consultation with the Office of City Attorney and the Department.~~

Section 10: Resignation

A Director may resign by submitting a letter of resignation to the Secretary of the WHNC at any time.

Section 11: Community Relations

All Board Members shall inform, recruit and engage community members in regard to activities initiated by the Board.

ARTICLE VI OFFICERS OF THE BOARD

Section 1: Officers of the Board

The Officers of the Board shall include a President, Vice President, Secretary, Treasurer and Controller. The President may share duties of office with the Vice President. No individual may hold more than one Officer position at the same time.

Section 2: Duties and Powers

The duties of the Officers are as follows and also include such additional duties as may be adopted by action of the Board:

- A. The President shall act as the chief executive officer of the Council and shall preside at all Council meetings.

The Presiding officer shall set agendas for all regularly scheduled Board meetings in consultation with members of the Board.

- B. The Vice-President shall serve in the absence of the President in his or her stead. In addition, the Vice-President may perform certain presidential duties as mutually agreed by the president and vice president.
- C. The Secretary shall take attendance, determine a quorum at regularly scheduled or special Board meetings, record roll call votes, receive correspondence and petitions, and keep minutes of all Board meetings. An Alternate Secretary may be appointed by the Board to serve in the absence of the Secretary, as needed. Unless the person serving as Alternate Secretary is already a Board member, he or she shall not have any of the powers of a Board member.
- D. The Treasurer shall maintain the records of the Council's finances and books of accounts and perform other duties in accordance with the appropriate Los Angeles City agency's policies and procedures and shall be a member of the Budget Committee.
- E. The Controller:
 - 1. Shall maintain an inventory of all assets and properties of the WHNC.
 - 2. Shall conduct an audit of the budgeted expenditures of all committees monthly.
 - 3. Shall conduct an audit of the budgeted expenditures of all committees monthly.
 - 4. Shall submit the audits to the board quarterly.
 - 5. Shall be a member of the Budget Committee.

Section 3: Selection of Officers and Filling of Vacancies

- A. All Officers shall be elected by a majority vote of the Board every two (2) years. The biennial election of officers shall occur immediately following the official certification of the biennial election of the Board.
- B. When a vacancy of an Officer seat is created, the seat shall be filled by a director selected by a majority vote of the Board at the next regularly scheduled meeting following the occurrence of the vacancy. The new officer shall complete the remaining term of the vacated position.

Section 4: Officer Terms

The Officers shall serve two-year terms and serve at the pleasure of the Board. They may stand for reelection.

~~Officers of the Board shall serve two year terms.~~

~~Section 5: Censure or Removal from Office of an Officer of the Board~~

- ~~A. An Officer may be recommended for removal by the submission by a Board Member of a written petition. This petition shall identify the Officer recommended for removal from office and shall describe in detail the reason for removal and include the signatures of at least thirteen (13) Directors.~~
- ~~B. The Presiding Officer shall have the matter placed on the agenda for action by the Board at the next regularly scheduled meeting of the Board.~~
- ~~C. Any removal of an Officer pursuant to this subsection shall require an affirmative vote of a minimum two-thirds (2/3) of the Board present and no fewer than thirteen (13) affirmative votes.~~

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:

- A. STREETS AND TRANSPORTATION, which shall interface with and negotiate with the City of Los Angeles, businesses and developers on matters concerning the sidewalks, streets, signage and traffic control measures and devices within ~~the boundaries set forth in Article II.~~ West Hills and Los Angeles.
- B. YOUTH AND EDUCATION, which shall interface with and negotiate with public and private schools, the City of Los Angeles, businesses and developers on matters concerning the education, recreation and general welfare of the youth who reside in or use the facilities located within the boundaries set forth in Article II.
- C. ZONING AND PLANNING, which shall interface with and negotiate with Stakeholders, developers, the City of Los Angeles Planning Department and the Planning and Land Use Management Committee of the Los Angeles City Council among others.
- D. PUBLIC SAFETY AND EMERGENCY PREPAREDNESS, which shall interface with the Los Angeles Police Department, the Los Angeles Fire Department, hospitals and other agencies on matters relating to the safety of the Stakeholders.
- E. COMMUNICATIONS, which shall be responsible for keeping Stakeholders aware of WHNC activities, shall promote Stakeholder participation and shall interface with other information technology organizations of the city.
- F. ENVIRONMENT COMMITTEE, which shall be responsible for making recommendations to the Board for protecting the environment.
- G. BUDGET COMMITTEE, which shall be responsible for making recommendations to the Board for all budgetary and financial matters of the WHNC.
- H. GOVERNMENT RELATIONS COMMITTEE, which shall interface with local, state and federal agencies and officials and bring recommendations to the Board to protect and promote the welfare of West Hills and Los Angeles.
- I. PUBLIC HEALTH COMMITTEE, which shall be responsible for making recommendations to the Board for protecting and promoting the health of stakeholders.
- J. OPERATIONS COMMITTEE, which shall discuss agendas and administrative matters pertaining to the WHNC.
- K. BEAUTIFICATION COMMITTEE, which shall, in cooperation with stakeholders advocate, promote, facilitate and engage in activities to improve and maintain the appearance of West Hills' streets, sidewalks, parks and other features by encouraging greater participation and responsibility of West Hills stakeholders.
- L. HOMELESSNESS COMMITTEE, which shall inform and educate the stakeholders of West Hills on homelessness issues in the West San Fernando Valley, connect those experiencing homelessness to resources, and advocate for the effective use of government resources to contend with the problem of homelessness in the area.

Section 2: Committee Creation and Authorization

The Board shall establish all Standing Committees and the President shall establish Ad Hoc Committees as needed to address temporary issues. Suggestions for committees may come from Stakeholders or from members of the

Board.

- A. The President shall appoint the chairs of all committees, subject to a majority vote of the Board as to chair positions in Standing Committees only. Following appointment, committee chairs shall oversee the appointment of other committee officers and the establishment of operating rules for their committees. Chairs of ad hoc committees shall occupy their positions for the lengths of their committees' intended purpose. ~~Chairs of standing committees shall occupy their positions for terms to coincide with biennial elections but not to exceed two (2) years at a time, while chairs of ad hoc committees shall occupy their positions for the lengths of their committees' intended purpose.~~ The President may remove committee Chairs. Such a decision may be overridden by a two-thirds (2/3) vote of the membership present.
- B. All committees shall present copies of their approved minutes or reports for posting.
- C. All standing committees shall publish agendas and post meeting notices.
- D. All committee recommendations shall be brought back to the full Board for discussion and action.
- E. Only those committee members who are Board Members are eligible to serve as chairs of committees.

ARTICLE VIII MEETINGS OF THE BOARD

Section 1: Meeting Time and Place

- A. Frequency** – Meetings of the Board shall be held as often as determined by the Board, but at least nine (9) times per calendar year.
- B. Location** – Meetings of the Board shall be held at a location within the boundaries of the WHNC, as defined in Article III of this document. In the event that the Neighborhood Council desires conducting a meeting outside its boundaries in conformance with applicable laws, it shall consult with the Department of Neighborhood Empowerment and the Office of the City Attorney for appropriate advice.

Section 2: Agenda Setting

The Presiding Officer shall be responsible for setting the agendas for the meetings of the Board. Where a standing committee has voted to place an item on the agenda, that vote shall be honored if the motion has been transmitted to the Presiding Officer no later than seven (7) days prior to the next Board meeting.

Section 3: Notifications/Postings

Announcements of meetings must be posted according to applicable laws and regulations. Notices for all meetings must be posted in one public posting place designated by the Neighborhood Council, posted on the Neighborhood Council website, submitted to the Early Notification System and otherwise comply with the Brown Act and Neighborhood Council Posting Policy (See Attachment C – Requirements for Posting Agendas).

Section 4: Reconsideration

The reconsideration process shall be conducted at all times in accordance with Rosenberg's Rules of Order.

ARTICLE IX FINANCES

1. The Treasurer shall establish and oversee a system of bookkeeping and accounting for the WHNC that complies with Generally Accepted Accounting Principles and conforms to all applicable local, state and federal laws. The Board may retain a financial professional to assist in creating a bookkeeping and annual accounting system. The Treasurer may request the assistance of appropriate city agencies when implementing the system. The Treasurer shall be responsible for the maintenance of the system of bookkeeping and accounting and for the protection of all Council assets.

2. The Treasurer shall submit a written and itemized monthly report of income and expenses for the previous month to the Board at every regular Council meeting.
3. The Treasurer shall be responsible for preparing or coordinating the preparation of a financial statement to be submitted to the appropriate agency and in accordance with the applicable deadlines.
4. The Treasurer, in consultation with the Budget Committee, shall be responsible for preparing an annual budget to be submitted to the Board for approval within deadlines prescribed by appropriate government agencies.

ARTICLE X ELECTIONS

Section 1: Administration of Elections

WHNC elections will be conducted pursuant to any and all relevant ordinances, policies and procedures.

Section 2: Governing Board Structure and Voting

The number of Board seats, the eligibility requirements for holding any specific board seats and which Stakeholders may vote are described in Article V Section 1 *and noted in Attachment B.*

Section 3: Minimum Voting Age

All Stakeholders sixteen (16) years of age and above shall be entitled to vote.

Section 4: Method of Verifying Stakeholder Status

Procedure for verifying Stakeholder status is self-affirmation

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.

Section 6: Other Election Related Language [This section left blank intentionally.]

ARTICLE XI GRIEVANCE PROCESS

1. This grievance process is intended to address only matters involving procedural disputes, such as the Board's failure to comply with Board Rules or these Bylaws.
2. Any grievance by a Stakeholder must be submitted in writing to the Board, which shall cause the matter to be placed on the agenda for the next regular Council meeting.
3. A Board Member is not permitted to file a grievance against another Board member or against the Council, except as permitted under the City's grievance policy. The Neighborhood Council grievance review process will be conducted pursuant to any and all City ordinances, policies and procedures pertaining to Neighborhood Council grievances.

ARTICLE XII PARLIAMENTARY AUTHORITY

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

~~The parliamentary authority of the WHNC consists of any applicable laws, the Bylaws, the Board rules and the most recent edition of Rosenberg's Rules of Order, in that order. Such parliamentary authority shall also apply to committee meetings.~~

ARTICLE XIII AMENDMENTS

Any Board member or Stakeholder may propose amendments to these Bylaws in writing during a regular meeting of the Board. These proposals shall be reviewed by an Ad Hoc Bylaws Committee, which shall provide recommendations to the WHNC. All recommendations shall be announced at a regularly scheduled and noticed meeting. These recommendations shall be voted upon by all Stakeholders present at a meeting conducted no sooner than thirty (30) days but no later than sixty (60) days after the proposed changes are noticed.

ARTICLE XIV COMPLIANCE

The Council, its representatives and all Community Stakeholders shall comply with these Bylaws and with any additional Standing Rules or Procedures that may be adopted by the Board, as well as all applicable laws.

Section 1: Code of Civility

The Council, the Board and all Stakeholders shall conduct Council business in a professional and respectful manner and in accordance with any Board-adopted Code of Civility. Board members will abide by the Commission's Neighborhood Council Board Member Code of Conduct Policy

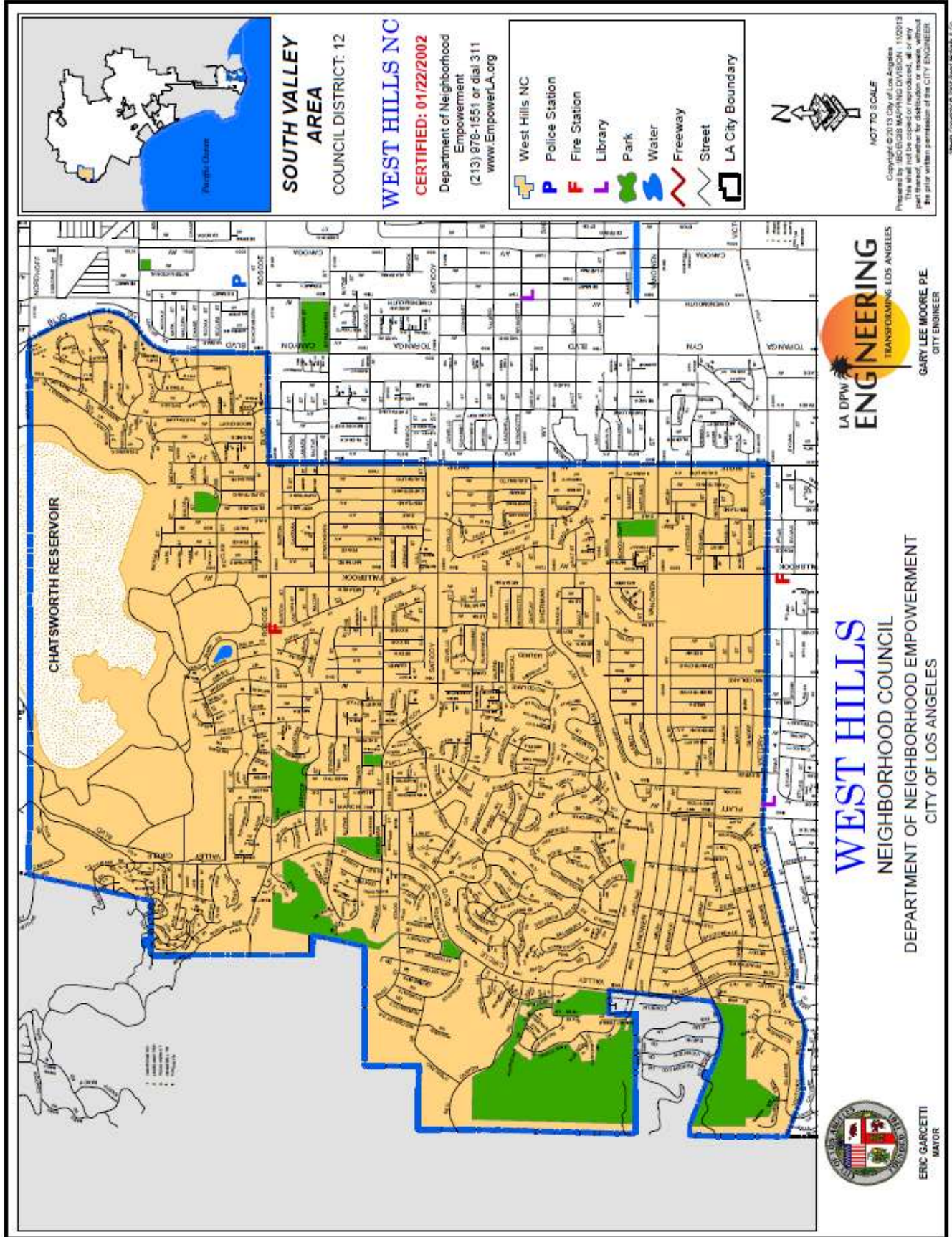
Section 2: Training

All Board members shall take training in the fundamentals of Neighborhood Council, including, but not limited to, ethics. All board members must take ethics and funding training prior to making motions and voting on funding related matters.

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.

ATTACHMENT A-- Map of West Hills Neighborhood Council



ATTACHMENT B – Governing Board Structure and Voting

West Hills Neighborhood Council – 25 Board Seats

BOARD POSITION	# of SEATS	ELECTED OR APPOINTED?	ELIGIBILITY TO RUN FOR THE SEAT	ELIGIBILITY TO VOTE FOR THE SEAT
<i>At Large Directors Term: 4 Years</i>	<i>25</i>	<i>Elected</i>	<i>All Stakeholders who are 16 years or older.</i>	<i>All Stakeholders who are 16 years or older</i>

~~West Hills Neighborhood Council – 25 Board Seats~~

BOARD POSITION	# of SEATS	ELECTED OR APPOINTED?	ELIGIBILITY TO RUN FOR THE SEAT	ELIGIBILITY TO VOTE FOR THE SEAT
At Large Directors Term: 4 Years	24	Elected	All Stakeholders who live, work, own property and who are 16 years or older	All Stakeholders who live, work, own property and who are 16 years or older
At Large Directors Term: 4 Years	1	Elected	All Stakeholders who are 16 years or older	All Stakeholders who are 16 years or older

ATTACHMENT C – Neighborhood Council Agenda Posting Requirements

RESOLUTION

Be it resolved that the Board of Neighborhood Commissioners creates the following policy:

NEIGHBORHOOD COUNCIL AGENDA POSTING REQUIREMENTS

WHEREAS, the Board of Neighborhood Commissioners established Working Groups comprised of current and past Neighborhood Council members and Neighborhood Council stakeholders to recommend changes to the Plan for a Citywide System of Neighborhood Councils;

WHEREAS, the Working Groups recognized stakeholders are increasingly using the internet and that it allows Neighborhood Councils to communicate with their stakeholders efficiently and inexpensively;

WHEREAS, the Working Groups recognized that any change in the physical posting policy should be accompanied by increased use of other media for outreach;

WHEREAS, the Working Groups recommended that the posting requirements for Neighborhood Councils be changed to require only one physical Brown Act compliant posting while maintaining the Board of Neighborhood Commissioners other outreach requirements;

WHEREAS, Section 902 (b) Article IX of the new Charter provides that the Board of Neighborhood Commissioners "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".

WHEREAS, this policy supersedes all other posting policies previously adopted by the Board of Neighborhood Commissioners; including the August 3, 2010, Commission Policy on "Neighborhood Council Agenda Posting Requirements" (Policy No. 2010-02), which was also revised at the December 17, 2012, Commission meeting, and the May 6, 2014, Commission Policy on "Neighborhood Council Agenda Posting Requirements" (Policy No. 2014-01), which was also revised at the July 21, 2014, Commission meeting.

NOW, THEREFORE, IT IS RESOLVED that the Board of Neighborhood Commissioners establishes this policy regarding the posting of agendas for Neighborhood Councils.

POLICY NUMBER: 2014-01.1

Neighborhood Councils are required to post meeting agendas for Board and Committee meetings as follows:

Board of Neighborhood Commissioners
Resolution: Policy No. 2014-01.1 (Revised August 18, 2014)
Neighborhood Council Agenda Posting Requirements

1. Neighborhood Councils shall physically post at least one Brown Act compliant agenda for all Board and Committee meetings.
2. Neighborhood Councils shall post agendas of all Board and Committee meetings on their web site or, on a page made available to them on the EmpowerLA web site. Such postings shall be Brown Act time compliant.
3. Neighborhood Councils shall submit a copy of all regular and special Board and Committee agendas to the Department of Neighborhood Empowerment (Department) to be posted through the Early Notification System (ENS). The agenda for regular meetings shall be submitted to the Department not less than 72 hours in advance of the meeting and the agenda for special meetings shall be submitted to the Department not less than 24 hours in advance of the meeting. As soon as feasible, the Department will submit the agenda for posting to the ENS system. Accordingly, posting the notices of meetings to the ENS system will not be required to comply with the Brown Act's time limits for posting agendas.
4. Neighborhood Councils that maintain an email list of stakeholders may email either a copy of the agenda for all Board and Committee meetings or an announcement of the meeting with a link to the agenda. Distribution to the email list shall occur at the time meeting information is disseminated to the board or committee members.
5. Neighborhood Councils shall inform the Department of (a) the physical location of their posting site, (b) the address of their web site, if any and (c) confirm with the Department whether they use a stakeholder database to distribute their agendas. Neighborhood Councils shall be required to submit this information on a form approved by the Department.
6. Neighborhood Councils that do not maintain a web site or, a page on the EmpowerLA web site, if available, shall continue to comply with the five (5) to seven (7) physical locations posting requirements imposed during their certification process; one (1) of the posting locations shall be Brown Act compliant; the remaining posting locations shall be within the Neighborhood Council boundaries and shall comply with Brown Act time limits for posting.
7. This Posting Policy does not restrict or prevent a Neighborhood Council from posting any additional notices of its meetings beyond the notices required under this policy in any other locations or within any timeframes determined by the Neighborhood Council in its discretion.

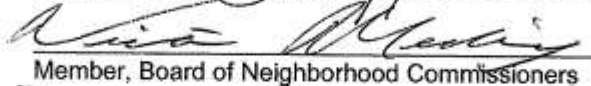
Board of Neighborhood Commissioners
Resolution: Policy No. 2014-01.1 (Revised August 18, 2014)
Neighborhood Council Agenda Posting Requirements

8. These posting requirements shall be appended to and become a part of the bylaws of all current and future Neighborhood Councils and any violation of this policy may become the subject of a grievance.
9. If a Neighborhood Council is notified by the Department prior to any Board or Committee meeting that a confirmed violation of this policy has been reported the Neighborhood Council shall repost in accordance with this Policy. If the scheduled meeting cannot be reposted in compliance with this Policy, the Neighborhood Council shall cancel the meeting and make reasonable efforts to inform its stakeholders. If it becomes necessary to cancel Board or Committee meetings Neighborhood Councils are encouraged to contact the City Attorney for further guidance.
10. If a Neighborhood Council is found to be in violation of this Policy three (3) times within the current fiscal year the Board and any non-Board member committee chairs shall be required to take additional training as may be determined by the Department. If after receiving additional training the Neighborhood Council is again found to be in violation of this policy during the current fiscal year, then exhaustive efforts to remedy this matter, including loss of funding may be taken by the Department pursuant to Article VI section 4 and Article X section 3 of the Plan for a Citywide system of Neighborhood Councils.


Moved by:


Member, Board of Neighborhood Commissioners

Seconded by:


Member, Board of Neighborhood Commissioners

Witnessed by:


Staff, Department of Neighborhood Empowerment

VOTES:

AYES: 6

NAYS: 0

DATE: 8/18/14

RESOLUTION

RULES, ELECTIONS & INTERGOVERNMENTAL RELATIONS

18-0008-S11

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 or the Mayor; and

WHEREAS, according to the Los Angeles Homeless Count estimates, at least 30 percent of the homeless individuals in the City of Los Angeles suffer from some form of mental illness; and

WHEREAS, issues of mental illness and mental healthcare are closely intertwined with the homelessness crisis in Los Angeles and there are individuals in such dire need of health and/or mental health care that their lives are in jeopardy; and

WHEREAS, the California Welfare and Institutions Code section 5000 et seq., defines gravely disabled as "a condition in which a person as a result of a mental health disorder, is unable to provide for his or her basic personal needs for food, clothing, or shelter"; and

WHEREAS, grave disability can be the basis for the court to require treatment of illnesses that are not being treated voluntarily; and


WHEREAS, the Los Angeles County Board Supervisors Kathryn Barger and Mark Ridley-Thomas are proposing a change in definition of gravely disabled as "a condition in which a person, as a result of a mental health disorder, is unable to provide for his or her basic personal needs for food, clothing, shelter, or medical treatment where the lack or failure of such treatment results in substantial physical harm or death"; and

WHEREAS, in addition, the Chief Executive Officer will be directed to work with the Director of the Department of Mental Health to immediately sponsor legislation that would amend the definition of gravely disabled; and

WHEREAS, because the County is the jurisdiction primarily responsible for the delivery of mental health services, it is in the City's interest to support the effective delivery of these services;

NOW, THEREFORE, BE IT RESOLVED, with concurrence of the Mayor, that by adoption of this resolution, the City of Los Angeles hereby includes in its 2017-18 State Legislative Program SUPPORT for legislation that would expand the definition of gravely disabled (California Welfare and Institutions Code Section 5000 et seq.,) to include "medical treatment where the lack or failure of such treatment results in substantial physical harm or death" while maintaining safeguards to protect an individual's rights.


PRESENTED BY: 
DAVID RYU
Councilmember, 4th District


MITCHELL ENGLANDER
Councilmember, 12th District

JAN 31 2018

JOSE HUIZAR
Councilmember, 14th District


JOE BUSCAINO
Councilmember, 15th District

SECONDED BY: 



ORIGINAL



Community Impact Statement Recommendation

To: West Hills Neighborhood Council Board
From: Homelessness Committee
Date Approved by Committee: 2/26/18
Presented for Board Consideration on: 3/5/18

Council File: 15-1138-S30

Title: Additional Emergency Shelters / Crisis Housing / Expand Opportunities / Los Angeles Municipal Code / Section 91.8605 / Amend

All 3 of the Council Files were previously approved by the WHNC Board:

15-1138-S27	Sept, 2017	LAHSA / Comp Homeless Strategy / RV Waste Pumping
15-1138-S15	8/5/17	Safe Parking Pilot Program / Strategy 6B
15-1138-S11	10/7/16	NC's / Addressing Homelessness/ Comp. Homeless Strategy

The City Clerk has transferred all 3 files to a New Supplemental CF15-1138-S30. See copy of email "Your CIS/Supplemental Council Files" below.

Based on the fact that the City Clerk has renumbered the previously approved council files, the Homelessness committee asks the Board to reaffirm its previous actions and vote YES on CF15-1138-S30;

which will direct certain city departments to develop a code amendment to the City's current emergency homeless shelters health and safety code standards that are responsive to the State code and report to the council with a proposed amendment within 30 days.



Simone Best <sbest24@gmail.com>

Your CIS/Supplemental Council File(s)

3 messages

Clerk-ENSLA@lacity.org <Clerk-ENSLA@lacity.org>

To: simone.best@westhillsc.org

Fri, Feb 9, 2018 at 8:20 PM



** Please DO NOT reply to this automated email. **

You are receiving this notification because you previously submitted a Community Impact Statement (CIS) on the original Council File. A subsequent action has created the following supplemental Council File(s). Therefore, if you would like to have your original CIS or a new CIS included on the new file(s), please submit it to the City Clerk's Office through established procedures.

Original CF	New Supplemental CF	Title
15-1138-S27	15-1138-S30	Additional Emergency Shelters / Crisis Housing / Expand Opportunities / Los Angeles Municipal Code / Section 91.8605 / Amend
15-1138-S15	15-1138-S30	Additional Emergency Shelters / Crisis Housing / Expand Opportunities / Los Angeles Municipal Code / Section 91.8605 / Amend
15-1138-S11	15-1138-S30	Additional Emergency Shelters / Crisis Housing / Expand Opportunities / Los Angeles Municipal Code / Section 91.8605 / Amend
15-1138-S27	15-1138-S31	Adequate Shelter Bed Inventory / Unsheltered Population of Skid Row / Comprehensive Homeless Strategy / Emergency Shelter and Crisis Housing Options
15-1138-S15	15-1138-S31	Adequate Shelter Bed Inventory / Unsheltered Population of Skid Row / Comprehensive Homeless Strategy / Emergency Shelter and Crisis Housing Options
15-1138-S11	15-1138-S31	Adequate Shelter Bed Inventory / Unsheltered Population of Skid Row / Comprehensive Homeless Strategy / Emergency Shelter and Crisis Housing Options

HOMELESSNESS AND POVERTY

MOTION

There is a crisis of homelessness in the City of Los Angeles. According to the Los Angeles Homeless Services Authority's (LAHSA) 2017 Homeless Count, the City has experienced a 20 percent increase in the number of individuals experiencing homelessness since 2016. This includes 25,237 homeless individuals who are unsheltered on any given night. The City has one of the nation's largest homeless populations, but its ratio of shelter or crisis housing for people experiencing homelessness is among the lowest in the country. According to federal data, there is approximately one bed for every four homeless individual.

As part of the response to this crisis and to address the threat to public health and safety, including to people experiencing homelessness, the City is exploring strategies to expand the availability of temporary emergency shelters and other crisis housing options.


The City of Los Angeles' ordinance that codifies the minimum health and safety standards required of emergency homeless shelters which are established pursuant to the City's declaration of a shelter crisis (LAMC Section 91.8605) was enacted in the 1980s. LAMC Section 12.80 imposes those minimum health and safety standards on existing municipal buildings used as temporary emergency shelters. Subsequently, the City updated these guidelines (Ordinance No. 184836) to make it easier for temporary emergency shelters to be established and align the City's shelter crisis regulations with State law.

Effective January 1, 2018, California Government Code Section 8698.4 allows the City, upon a declaration of a shelter crisis, to authorize emergency housing, including homeless shelters, and to suspend the provisions of any local building approval procedures or state housing, health, habitability, planning and zoning, safety standards, procedures, or laws for homeless shelters. Cities can take these actions provided that it adopts, by ordinance, health and safety standards and procedures for homeless shelters consistent with ensuring minimum public health and safety standards and compliance. The draft ordinance must be submitted to the State's Department of Housing and Community Development (HCD) for review and approval. Additionally, the City must develop a plan to address the shelter crisis. The new law is effective through January 1, 2021.

Inasmuch as the City's current shelter crisis declaration expires on April 19, 2018, and given the need to further expand emergency shelter and crisis housing, the City should take advantage of the new legal authority established by California Government Code Section 8698.4 before the City's current shelter crisis declaration expires. In order to do so, the relevant departments should develop an ordinance for the City Council's review. Upon the Council's approval of the draft, it can be submitted to HCD for the State's approval.

I THEREFORE MOVE that the City Council direct the Los Angeles Department of Building and Safety (LADBS), the Los Angeles Fire Department (LAFD) and the Housing and Community Investment Department (HCID), with the assistance of the City Attorney, to develop a code amendment to the City's current emergency homeless shelters health and safety standards (LAMC 91.8605) that is responsive to the State code (California Government Code 8698.4) in order to expand opportunities to create additional emergency shelters, and report to the Council with a proposed ordinance within 30 days.

PRESENTED BY:


 JOSE HUIZAR
 Councilmember, 14th District

SECONDED BY:



FEB 09 2018

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ORIGINAL

**Agenda Item 18-0039 – Discussion and possible action on submitting a CIS on City Council File 18-0002-813
Senate Bill 827 (Weiner) Opposition**

COMMUNITY IMPACT STATEMENT RECOMMENDATION

TO: West Hills Neighborhood Council

FROM: Zoning and Planning Committee

DATE APPROVED BY COMMITTEE:
FOR BOARD CONSIDERATION ON:

Motion or Recommendation of Committee:

Motion to OPPOSE California Senate Bill 827 (Weiner), which, as currently proposed, would exempt a housing project with parcels all within a ¼ mile radius of a major transit stop or a ½ mile radius of a high-quality transit corridor from various requirements and empowers the State to override local zoning laws to let developers build taller and more densely around rail stations and bus lines.

COUNCIL FILE 18-0002-813

Summary

SB 827 as currently proposed and currently being considered by the California Legislature would encompass large sections of the City of Los Angeles. If passed, SB 827 would in effect eliminate the City's abilities to engage in and carry out citywide planning and determination. Developers would change existing neighborhoods and their densities by superseding local zoning codes which presently forbid four- to eight story buildings with no parking minimums and limited design review in single-family neighborhoods. The City of Los Angeles cannot allow such a state legislature proposal to eliminate its control over its own land use and community-driven planning.

Positions of Zoning and Planning Committee

- 1. Approve and recommend that the City Council** adopt the Resolution of Los Angeles Councilman David E. Ryu, 4th District, see attached, in opposition to SB 827.
- 2. Approve and recommend that the City Council** include in its 2017-18 State Legislative Program OPPOSITION TO SB 827, which empowers the State to override local zoning laws to let developers build taller and more densely around rail stations and bus lines.

RESOLUTION

Senate Bill 827 (Weiner) Opposition

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 first have been adopted in the form of a Resolution by the City Council with the concurrence of the Mayor; and

WHEREAS, the Legislature is currently considering SB 827 (Weiner), which would exempt a housing project with parcels all within a 1/2 mile radius of a major transit stop or a 1/4 mile radius of a high-quality transit corridor from various requirements and empowers the State to override local zoning laws to let developers build taller and more densely around rail stations and bus lines; and

WHEREAS, these radii would encompass vast amounts of Los Angeles, effectively eliminating the ability for the City to engage in planning self-determination; and

WHEREAS, SB 827 would let developers construct buildings between four and eight stories tall with no parking minimums and limited design review, even if local zoning codes preclude it, including in single family neighborhoods; and

WHEREAS, the City must make every effort to expand affordable and middle-income housing, but not at the expense of local control over land use and community-driven planning; and

WHEREAS, the City has taken substantial steps towards planning for future housing, including initiating updates to all thirty-five of its Community Plans, approving an affordable housing linkage fee, and exceeding its Regional Housing Needs Assessment (RHNA) target for market rate housing; and

WHEREAS, SB 827 is inconsistent with Los Angeles' efforts to update its Community Plans, update its General Plan, extend tenant protections and craft equitable community planning;

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 2017-18 State Legislative Program OPPOSITION to SB 827 (Weiner), which would allow the construction of housing developments near major transit stops without compliance with local land use regulations.

PRESENTED BY: David E. Ryu
DAVID E. RYU
Councilmember, 4th District

SECONDED BY: Keith Hernandez

ORIGINAL

FEB 07 2018

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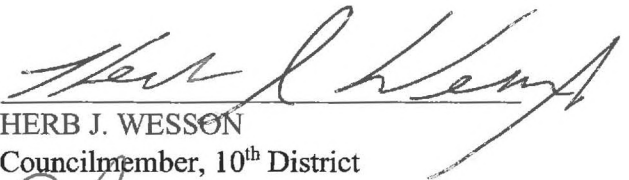
MOTION

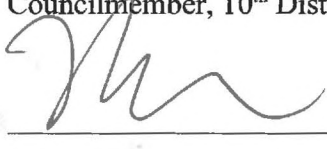
The City previously operated the Southwest Los Angeles Animal Services, Jefferson Park Shelter (Jefferson Park Animal Shelter) located at 3612 11th Avenue Los Angeles, 90018. This facility was closed in 2012 when the new South Los Angeles, Chesterfield Square Animal Shelter opened.

There is a need to reopen the Jefferson Park Animal Shelter to act as a no-kill overflow shelter. However, the Jefferson Park Animal Shelter requires approximately \$1.19 million in capital repairs, including a new roof, elevator upgrades, flooring and kennel upgrades, electrical repairs, and cleaning/graffiti removal. On April 25, 2016, the City Council awarded \$1.15 million in Community Development Block Grant (CDBG) funds to complete the necessary repairs at the site (C.F. 15-1041). The City Administrative Officer also identified \$176,000 in Capital Expenditure Improvement Program (CIEP) funds to offset the shortfall and any ineligible CDBG costs.

The City previously issued a Request for Information (RFI) and Request for Proposal (RFP) in 2011 and 2012 to identify a non-profit agency who could assist with reopening the Jefferson Park Animal Shelter, but no proposals were received that were consistent with the City's no-kill policy. The City should release another RFP to identify a non-profit partner who can assist with reopening the Jefferson Park Shelter and provide much-needed animal services to the surrounding communities. These services may include low to no-cost medical services, neo-natal kitten care, and pitbull rehabilitation.

I THEREFORE MOVE that the City Council instruct the City Administrative Officer, with assistance from the Los Angeles Animal Services Department and the City Attorney, to develop and issue a Request for Proposal to identify one or more non-profits to assist with the reopening and operation of the Southwest Los Angeles Animal Services, Jefferson Park Shelter located at 3612 11th Avenue Los Angeles, 90018.

PRESENTED BY: 
HERB J. WESSON
Councilmember, 10th District

SECONDED BY: 

cab



ORIGINAL

SEP 3 0 2016

Community Impact Statement Recommendation

RE: CF 15-1041 S4

To: West Hills Neighborhood Council Board
From: Government Relations Committee
Date Approved by Committee: 3/20/18
Date submitted for Board Consideration: 4/5/18

Council File 15-1041-S4 instructs the City to lease the Jefferson Park Animal Shelter facility to the Best Friends Animal Society, upon the terms set forth in Inter-Departmental Correspondence from the CAO Staff to the Municipal Facilities Committee dated December 21, 2017.

RECOMMENDATION to the Board: The Government Relations Committee recommends a “FOR” vote on CF 15-1041-S4

The Government Relations Committee and has approved a Community Impact Statement to be added to Council File 15-1041-S4.

- The Jefferson Park Shelter will help to save the lives of hundreds of cats, dogs, and other animals in the City every year, and help achieve the goal of the City Council and Mayor of making Los Angeles a No-Kill city;
- No animals in the City Shelters should be killed for lack of space. The Jefferson Park Shelter will provide extra space, adoption facilities, spay-neuter clinic, and other services at very little cost to the City.
- Best Friends Animal Society will run the facility.

The West Hills Neighborhood Council request that this Community Impact Statement be added to Council File 15-1041-S4 to transfer the operation of Jefferson Park Shelter to the Best Friends Animal Society.

Fiscal Impact Report: Unknown

Quorum:

For	
For if amended	
Against	
Recusal	

Abstain	
No Position Council file discussed but NC could not muster enough votes either way	
Absent	

MOTION

Lawmaker Challenge

On November 11, 2017, my office partnered with public service startup Lawmaker to challenge the Los Angeles public to come up with policies that would increase government transparency & disclosure. Over a one month period, Los Angeles registered voters submitted ideas and voted for their favorites.

Of the eight ideas submitted, the idea with the most support was written by a local scientific researcher and board member of the Historic Highland Park Neighborhood Council, Jamie Tijerina, who suggested that the Los Angeles City Council host more meetings after typical 9-to-5 business hours to afford more opportunities for the working public to attend council and committee meetings.

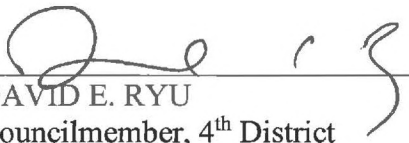
In Jamie's words: *"One of the biggest ways to increase community involvement and transparency is to hold public meetings at times when the public is available to attend. This means that meetings should be scheduled and held at various times throughout the day, including times after 5pm. One of the biggest barriers for public attendance at city council meetings and commission meetings, is that they are held during the day, when many people with 9-5 or daytime work schedules cannot attend."*

Similar to how the Los Angeles City Council works to improve the ability for San Fernando Valley Constituents to attend and comment on items of concern to them by hosting occasional council meetings at Van Nuys City Hall, the City Council could commit to hosting occasionally regular meetings in the evening to enable additional members of the public to more easily attend and comment.

I THEREFORE MOVE that the Chief Legislative Analyst be instructed to report within 30 days on the costs and feasibility of amending Council Rule 18 to establish one or more council meetings each month to be held at 5:00 p.m. instead of the currently proscribed 10:00 a.m.

I FURTHER MOVE that the Chief Legislative Analyst be instructed to report on the costs, feasibility, and process for commission and committee meetings to be held at evening hours as needed to allow for additional public access.

PRESENTED BY:


DAVID E. RYU
Councilmember, 4th District

SECONDED BY:



JAN 16 2018



ORIGINAL

Community Impact Statement Recommendation

RE: CF 18-0045

Holding City Council Meetings in Evening Hours

To: West Hills Neighborhood Council Board
From: Government Relations Committee
Date Approved by Committee: 3/20/18
Date submitted for Board Consideration: 4/5/18

Council File 18-0045 instructs the Chief Legislative Analyst to report on the costs, feasibility, and process for commission and committee meetings to be held at evening hours as needed to allow for additional public access.

RECOMMENDATION to the Board: The Government Relations Committee recommends a “FOR” vote on CF 18-0045.

The Government Relations Committee and has approved a Community Impact Statement to be added to Council File 18-0045.

- One of the biggest ways to increase community involvement and transparency is to hold public meetings at times when the public is available to attend meetings.
- These meetings would be held after the typical 9-to-5 or daytime work schedule.
- Meetings should begin at 6 pm when the work day is over and allow time for commuting.
- Meetings in the Van Nuys City Hall should continue on a regular basis.

The West Hills Neighborhood Council request that this Community Impact Statement be added to Council File 18-0045.

Fiscal Impact Report: Unknown

Quorum:

For	
For if amended	
Against	
Recusal	

Abstain	
No Position Council file discussed but NC could not muster enough votes either way	
Absent	

Contact Information

Neighborhood Council: Historic Highland Park Neighborhood Council

Name: Liz Amsden

Phone Number: [323-254-0590](tel:323-254-0590)

Email: lizamsden@hotmail.com

The Board approved this CIS by a vote of: Yea(14) Nay(1) Abstain(0) Ineligible(0) Recusal(0)

Date of NC Board Action: 3/1/18

Type of NC Board Action: For

Impact Information

Date: 03/11/2018

Update to a Previous Input: No

Directed To: City Council and Committees

Council File Number: 17-1311

Agenda Date:


Item Number: 8

Summary: The Historic Highland Park Neighborhood Council supports CF 17-1311 which, if the suggestions are implemented, will improve coordination among City departments, deliver better services in a more timely fashion and improve relationships between residents and City government. Along with this approval, we request the City include and publicize an expedited schedule for review and implementation of the various elements addressed within the Council File, as well as full and immediate disclosure of any elements not being pursued and why.

REPORT OF THE CHIEF LEGISLATIVE ANALYST

DATE: January 31, 2018

TO: Honorable Members of the City Council

FROM: Sharon M. Tso  Council File No.: 17-1311
Chief Legislative Analyst Assignment No.: 18-01-0056

2017 FUSE Fellow Report Tier 1 Recommendations

SUMMARY

On January 17, 2018, the Public Works and Gang Reduction Committee considered the Tier 1 recommendations set forth in the 2017 FUSE Fellow evaluation of the state of the City's street related infrastructure programs (FUSE Report). The Committee instructed this Office to review whether adoption of Recommendation 1.1 of the FUSE Report, transfer of oversight over the Department of Transportation to the Board of Public Works, addresses the essential issues identified in the FUSE Report. This Office was also instructed to report on the resources necessary to successfully implement Recommendation 1.2 which proposes establishing an Office of Infrastructure Management (OIM), and the associated costs. This Office was additionally instructed to review the feasibility of incorporating the functions of the Office of Construction Coordination, as proposed by Councilmember Ryu, into the OIM.

This report provides recommendations for Council's consideration to conduct further analysis on the Tier 1 recommendations prior to taking action. The FUSE Report divides its recommendations into three tiers, based on the scale of the recommendations, not the importance or timing. The FUSE Report proposes initiating the Tier 1 recommendations during the 2018-19 fiscal year. The City Administrative Officer recommends that Council consider the Tier 1 recommendations during the 2018-19 budget process.

This Office does not recommend moving forward with implementation of the Tier 1 recommendations at this time. If Council wishes to pursue the creation of an OIM, it is recommended that further analysis be undertaken to establish priorities relative to the formation of an OIM and improvements in the delivery of the City's street related infrastructure programs.

RECOMMENDATIONS

1. CONTINUE consideration of the 2017 FUSE Fellow Report, dated November 20, 2017, Tier 1 recommendations, to allow for consideration of the Tier 2 and 3 recommendations and additional instruction regarding analysis of those recommendations regarding the City's street related infrastructure programs.
2. INSTRUCT the City Administrative Officer (CAO), with the assistance of the Chief Legislative Analyst (CLA) and the City Attorney, to report on the steps necessary to transfer the oversight authority currently held by the Transportation and Taxicab

Commissions to the Board of Public Works. The report should discuss costs and other impacts associated with the proposed transfer.

3. INSTRUCT the CAO, with the assistance of the Board of Public Works and the CLA, to report on options for establishing the Office of Infrastructure Management (OIM) within the Board of Public Works. The report should include: a) an evaluation of which functions the OIM should be assigned; b) an analysis of which functions would yield the most benefit to the City's delivery of street related infrastructure programs, including an analysis of incorporating the functions of the proposed Office of Construction Coordination; c) whether responsibilities currently assigned under the Administrative Code should be reassigned to provide leadership for the OIM; d) a timeline for a phased implementation approach; and e) the costs and staffing associated with the options presented.

BACKGROUND

Objectives of FUSE Report

In response to the Council and Mayor's directive to improve the City's delivery of public works services, the City Administrative Officer (CAO) retained a FUSE Fellow to conduct a review of the City's street related infrastructure and prepare a report on the state of that infrastructure. The objective of the project was to "look at the system in which street related services exist, to identify ways the City can improve delivery of these programs, and to highlight innovative practices within the City and other jurisdictions that can be scaled for success." Desired outcomes were identified as follows:

1. Improved coordination among City departments and external partners [to] ensure that Public Works services are delivered in the most efficient and effective manner, and
2. An improved relationship between residents and their government.

Further, the FUSE Report identifies six themes consistently cited across research groups as barriers to performance, including: alignment, communication, customer centricity, coordination, data and technology, and planning. The proposed recommendations address one or more of these themes. Tier 1 recommendations address all six themes.

Tier 1 Recommendations

Tier 1 recommendations are presented as structural improvements to the City's infrastructure delivery system and represent significant changes to address fragmented and siloed decision making. The intent of Recommendation 1.1 is to bring all transportation programs into the Department of Public Works (DPW), establishing the Board of Public Works as the single oversight authority for all street related activities conducted by Council controlled departments. The proposed change would transfer the oversight authority currently held by the Transportation and Taxicab Commissions to the Board of Public Works. This represents a significant change to the City's governance structure.

During the January 17, 2018 Public Works and Gang Reduction Committee meeting, the General Manager of the Department of Transportation (DOT) and the President of the Board of Public Works provided comments on the proposed transfer. While acknowledging that DOT does

regularly appear before the Board of Public Works, the General Manager stated that the transfer would not change the daily operations of DOT or improve project delivery. She also stated that DOT is open to discussing the proposed transfer but noted that a more robust conversation is necessary. She emphasized the importance of improving project delivery, stating that while engaging in that conversation, DOT and the Bureaus should work toward achieving substantive improvements to their project delivery.

The President of the Board of Public Works indicated that if Council wishes to explore the proposed transfer, the Board is both willing and happy to welcome DOT. He acknowledged that the Board works with DOT daily on matters ranging from transportation projects to petroleum issues. Further, he noted that the Board provides an opportunity for constituents to be heard with regard to all projects impacting the public right-of-way. He also stated that considering the role DOT plays in constituents' lives, adopting Recommendation 1.1 would provide DOT the benefits of having an accessible and full time oversight board.

At this meeting, Committee members questioned whether implementation of Recommendation 1.1 would effectively address the issues identified in the FUSE Report. This Office was asked to consider whether the proposed transfer of oversight over the DOT to the Board of Public Works would address the issues identified in the FUSE Report.

This Office shares the Committee's concerns. If adopted on its own, Recommendation 1.1 would significantly increase the number of programs under the Board of Public Works' span of control. The FUSE Report cites a series of benefits to be derived from this transfer, including streamlined communication and data driven decision making. To realize the anticipated benefits additional changes must be initiated in conjunction with the proposed oversight transfer.

The employee sentiment and feedback collected during the preparation of the FUSE Report highlights accountability, governance, alignment, communication, and coordination deficiencies across the City's public works landscape. The problems identified by City employees are not limited to coordination between DOT and the DPW. For example, employees expressed the view that the Board of Public Works could be more assertive in breaking down silos between the Public Works Bureaus. Employees also stated that the Bureaus do not work well together, identifying inter-bureau, intra-bureau, and intra-department communication and coordination as significant problems.

The FUSE Report acknowledges the limitations inherent in adopting Recommendation 1.1 without first implementing some of the proposed Tier 2 and 3 support system improvements and process and program efficiencies. The FUSE report states that "simply housing related programs in one place is not enough to incentivize staff to increase working relationships or to automatically breakdown silos . . . groups will continue to operate in status quo unless they are routinely forced to work another way." Until Council has made a determination regarding implementation of the remaining recommendations proposed in the Fuse Report, this Office does not recommend proceeding with Recommendation 1.1.

Recommendation 1.2 proposes the formation of an Office of Infrastructure Management (OIM) to serve as the citywide lead on all infrastructure programs. The FUSE Report recommends

housing the OIM in the Board of Public Works. This Office was asked to report on the resources necessary to ensure the OIM can perform its intended functions and the costs associated with establishing the OIM. Further, this Office was asked to report on incorporating the functions of the Office of Construction Coordination, as proposed by Councilmember Ryu during the 2016-17 budget process, into the OIM.

The FUSE Report presents a series of possible functions to be undertaken by the OIM such as conducting citywide infrastructure strategic planning, driving proactive project planning, and serving as a consistent resource available to analyze data to better drive performance improvements. Administrative Code Section 22.327 vests the Executive Officer of the Board of Public Works with the duty to “make recommendations to the Board about short- and long-range public works plans and programs.” Pursuant to Charter Section 581 the Board then has the duty to “make recommendations about short- and long-range public works plans and programs to the Mayor and Council.” Currently, the Board of Public Works does not make such recommendations. Pursuant to Administrative Code Section 5.44, the CAO is charged with preparing and submitting a tentative capital improvement expenditure program of physical plant, municipal facilities and wastewater projects to the Public Works Committee no later than February 15 of each year.

This Office agrees with the FUSE Report’s assessment that the City’s public works programs may benefit from the establishment of a citywide lead office on all right-of-way infrastructure programs. If Council wishes to transfer oversight of DOT to the Board of Public Works, this Office agrees that Recommendation 1.2 would be crucial to improving coordination and communication between DOT and DPW. Should Council elect not to proceed with Recommendation 1.1, pursuing Recommendation 1.2 in conjunction with several of the Tier 2 recommendations may improve operations within the DPW.

The FUSE Report does not set forth a fixed scope of work for the OIM or offer an implementation plan. While the report offers several examples of best practices, Council would benefit from a case study providing a detailed review of the implementation processes undertaken by the cities cited. At this juncture in the discussion, it is difficult to determine what resources would be necessary for implementation of a successful OIM.

The OIM may be best viewed in conjunction with several of the support system improvements proposed in Tier 2. Recommendations 2.1, 2.2, 2.3, 2.5, and 2.6 are preliminary steps necessary to establish the resources and overall framework required for the creation of a successful OIM. Council could utilize a phased approach to the creation of an OIM, establishing an initial scope of work and adopting a timeline for the addition of functions and staff over the course of several fiscal years. This will allow Council, the Board of Public Works, the OIM, and the corresponding bureaus to incrementally pursue the Tier 2 recommendations and add staff to support those endeavors.

As a crucial first step, Council should consider its priorities relative to the formation of the OIM and the City’s delivery of improvements in the public right-of-way. Council could instruct the CAO, with the assistance of the Board of Public Works and the Chief Legislative Analyst, to report on options for establishing the OIM within the Board of Public Works. The report should

include: a) an evaluation of which functions the OIM should be assigned; b) an analysis of which functions would yield the most benefit to the City's delivery of public works programs; c) whether responsibilities currently assigned under the Administrative Code should be reassigned to provide leadership for the OIM; d) a timeline for a phased implementation approach; and e) the costs and staffing associated with the options presented.

This Office was also requested to discuss incorporating the functions of the Office of Construction Coordination (OCC), as proposed by Councilmember Ryu during the 2016-17 budget process, into the OIM. During consideration of the Department of Transportation's 2016-17 Proposed Budget, the Budget and Finance Committee requested a report on the establishment of an OCC.

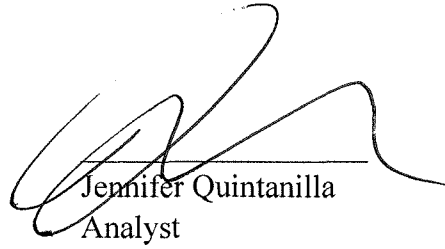
As proposed, the OCC would partner with utility companies to develop coordinated street construction projects with the aim of completing fully improved streets, thereby reducing the overall number of street cuts for utility improvements. The OCC is expected to yield time and cost savings derived from more efficient planning and less disruption to City streets. DOT proposed that the OCC should also perform outreach to stakeholders, maintain an integrated GIS system, and seek synergistic project opportunities. In adopting the 2016-17 Budget, Council adopted Councilmember Ryu's motion instructing the CAO to report on funding an OCC to coordinate private and public activities surrounding construction that are currently overseen by the Bureau of Engineering, DOT, or Planning Department. The requested report is still pending.

The issue of utility and public right-of-way coordination is an ongoing conversation within the City and has been the subject of numerous motions and reports proposing changes to both the Public Right-of-Way Reservation System and NavigateLA. Council could address this issue by incorporating the functions of the OCC into the OIM, establishing utility coordination and implementation of Recommendation 2.1 as a function of the OIM. Recommendation 2.1 proposes converting utility coordination from a manual process to an electronic system to strengthen oversight over underground activities, optimize time-related street activities, strengthen City paving plans, preserve City street investments, and provide transparency to City partners, utility providers and the public.

The Public Works and Gang Reduction Committee also requested additional data regarding efficiencies realized by other municipalities which have implemented this level of coordination. The FUSE report indicates that Chicago, Boston, and Seattle have recently implemented utility coordination systems. Utility coordination has led to reported savings of \$30M in Boston, \$93M in Chicago, and \$7M in Seattle's first year.

The FUSE report identifies Chicago's Office of Underground Coordination (Office) as a best practice. This Office is housed within Chicago's Division of Infrastructure Management and provides a forum for coordinating all construction activities in the public right-of-way which may directly or indirectly affect members of the Office who operate above ground and/or underground facilities. The Office is composed of city departments, private utilities, and local governmental agencies.

Given the size of the City, further analysis is required to determine the level of efficiencies the City may experience from implementing a comparable level of coordination. As discussed above, this Office recommends further analysis before adopting a scope of work and implementation plan for the OIM.



Jennifer Quintanilla
Analyst

SMT:MF:PS:JMQ

CITY OF LOS ANGELES

HISTORIC HIGHLAND PARK NEIGHBORHOOD COUNCIL

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Los Angeles, CA 90050
<http://www.highlandparknc.com>
Certified as NC #33 May 28, 2002

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Historic Highland Park Neighborhood Council

March 1, 2018

Mayor Eric Garcetti & the Los Angeles City Council
200 N. Spring Street
Los Angeles, CA 90012

Re: CIS in strong support of CF 17-1311 and request to the City to act on the recommendations

The Historic Highland Park Neighborhood Council represents over 60,000 Los Angeles stakeholders who reside, own property, or conduct business in our neighborhood. In February we had an excellent presentation from Laila Aleqresh, a 2017 FUSE Corps Fellow who did in-depth research on the issues relating to the confluence of street-related infrastructure, prepared an evaluation of the conflicts that contribute to the City's too-often dysfunctional Public Works projects, and made a number of systemic recommendations based on her work (and that of approximately 30 previous reports prepared by and for the City which have *not* been acted upon).

We *strongly* recommend the Mayor and City Council take immediate action to implement these recommendations, the cost of which will more than be paid for out of the potentially massive savings resulting from these improvements including:

- creating an office of infrastructure management to break down the silos that exist with the multiple City departments that impact the streets of Los Angeles;
- developing appropriate asset management with an inventory across all programs and departments to maximize use and reduce costs;

HHPNC – Support CF 17-1311 and call on the City to act forthwith

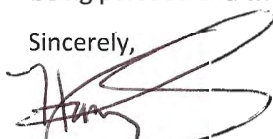
- prioritizing and digitizing utility coordination between the departments and the over 200 service providers with an automated data tracking system (currently reviewed by eye) and have this database accessible by the City Council and all stakeholders;
- understanding this is a long-term process and not a quick fix: with 70 thousand intersections and 7,500 lane miles of streets there needs to be an evolution to avoid costly mistakes and maintain a level of trust and confidence in all workers and staff;
- increasing inspectors and scheduling inspections on a timely basis to ensure quality work, the cost of which will be more than off-set by the savings resulting from incomplete or shoddy work;
- moving the Department of Transportation under the umbrella of Public Works that will help with oversight and transparency;
- underlining that deferred maintenance leads to increased costs in the long run; and
- reestablishing and maintaining a capital plan and policy list such as existed until 2008, and ensuring that criteria are in place that represent a true capital expenditure plan.

We also understand there are report-backs in process but that these responses will probably not come until April or May, too late for the FY 18-19 City Budget. However, since many of the recommendations have little or no budget implications, we call on the Mayor and City Council to approve the recommendations forthwith and then expedite implementation.

Furthermore, although some seed money will be needed to set up and train necessary personnel and initiate converting from the current manual to the much-needed automated data tracking systems, the initial savings in other cities which have pursued this route in recent years (Chicago, Seattle and Boston together achieved savings in excess of \$140 million to date) should justify a pay-it-forward approach.

The Historic Highland Park Neighborhood Council therefore requests approval of CF 17-1311 to help improve coordination among City departments, deliver better services in a more timely fashion and improve relationships between residents and City government. Along with this approval, we request the City include and publicize an expedited schedule for review and implementation of the various elements addressed within the Council File, as well as full and immediate disclosure of any elements *not* being pursued and why.

Sincerely,



Harvey Slater, President
Historic Highland Park Neighborhood Council

Community Impact Statement Recommendation

RE: CF 17-1311

FUSE Fellow Report – Tier 1 Recommendations

To: West Hills Neighborhood Council Board
 From: Government Relations Committee
 Date Approved by Committee: 3/20/18
 Date submitted for Board Consideration: 4/5/18

Council File 17-1311 wherein the Chief Legislative Analyst (CLA) instructs. The Public Works and Gang Reduction Committee to consider the Tier 1 recommendations set forth in the 2017 FUSE Fellow evaluation of the state of the City’s street related infrastructure programs.

RECOMMENDATION to the Board: The Government Relations Committee recommends a “FOR” vote on CF 17-1311.

The Government Relations Committee and has approved a Community Impact Statement to be added to Council File 17-1311.

- The CLA instructs the Public Works and Gang Reduction Committee to consider the recommendations of the FUSE Fellow evaluation;
- Transfer oversight over the Department of Transportation to the Board of Public Works;
- Address the essential issues identified in the FUSE Report;
- Report on the resources necessary to successfully implement Recommendation 1.2 which proposes establishing and Office of Infrastructure Management (OIM);
- Review the feasibility of incorporating the functions of the Office of Construction Coordination as proposed by Councilmember Ryu into the OIM; and
- For City Council to consider these recommendations during the 2018-19 budget process.

The West Hills Neighborhood Council request that this Community Impact Statement be added to Council File 17-1311.

Fiscal Impact Report: Initial costs for establishing the Office of Infrastructure Management and realizing savings in the future that this oversight office will produce.

Quorum:

For	
For if amended	
Against	
Recusal	

Abstain	
No Position Council file discussed but NC could not muster enough votes either way	
Absent	

SPECIAL PRESENTATION: BUDGET ADVOCATES 02/17/2018



**EVALUATION OF THE STATE
OF STREET RELATED
INFRASTRUCTURE
PROGRAMS IN LOS ANGELES
Fall 2017**

Desired Outcomes:

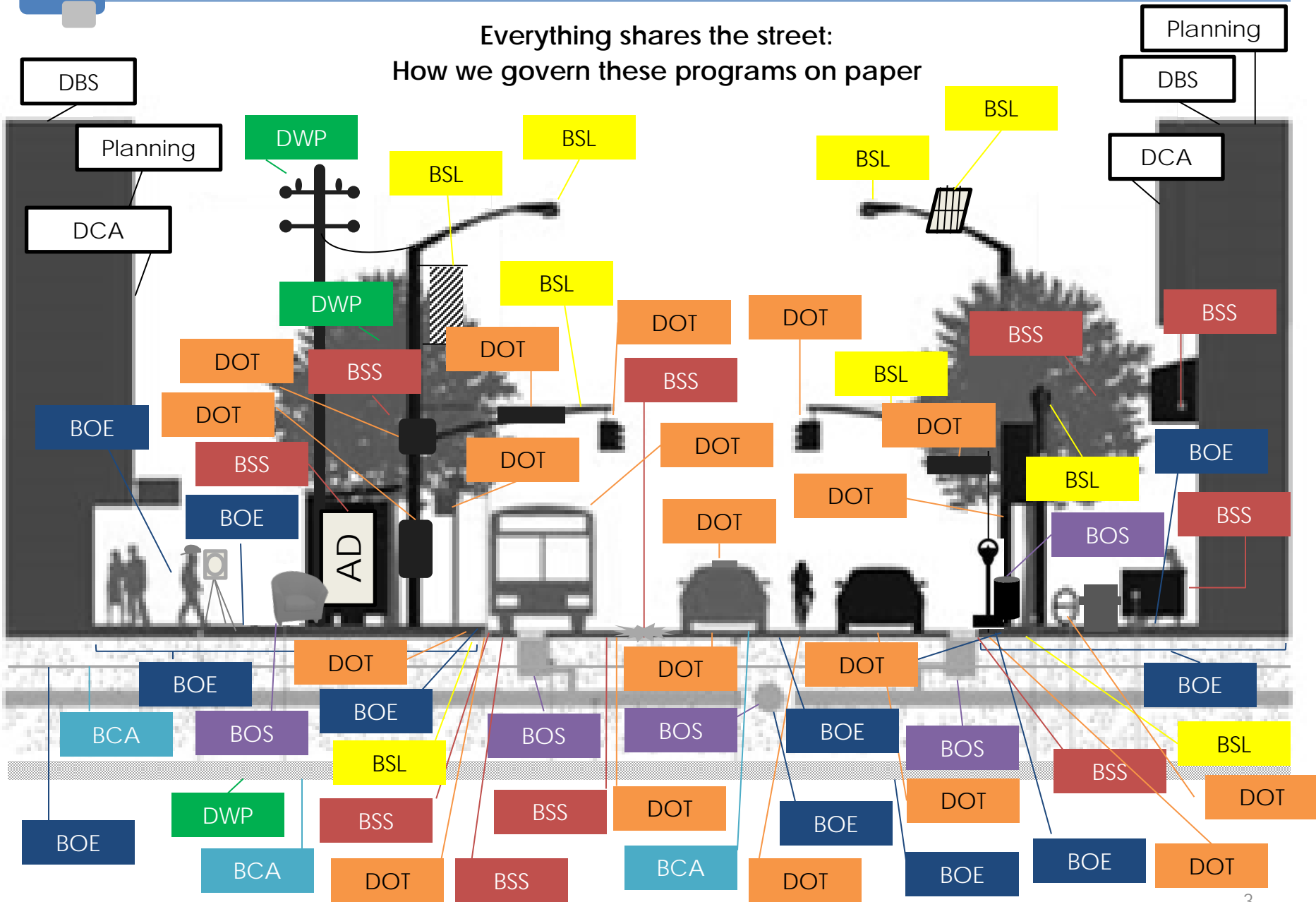
- *Improved coordination* among City departments and external partners will ensure that delivery of Public Works services are delivered in the **most efficient and effective manner**
- *Improved relationship* between residents and their government

Project Tasks:

- *To assess the current state of Public Works activities in the City*
 - *Evaluate options for coordinating services*
- *Develop a long-term plan with specific proposals for improving accountability and service delivery*

Why is Change Needed?

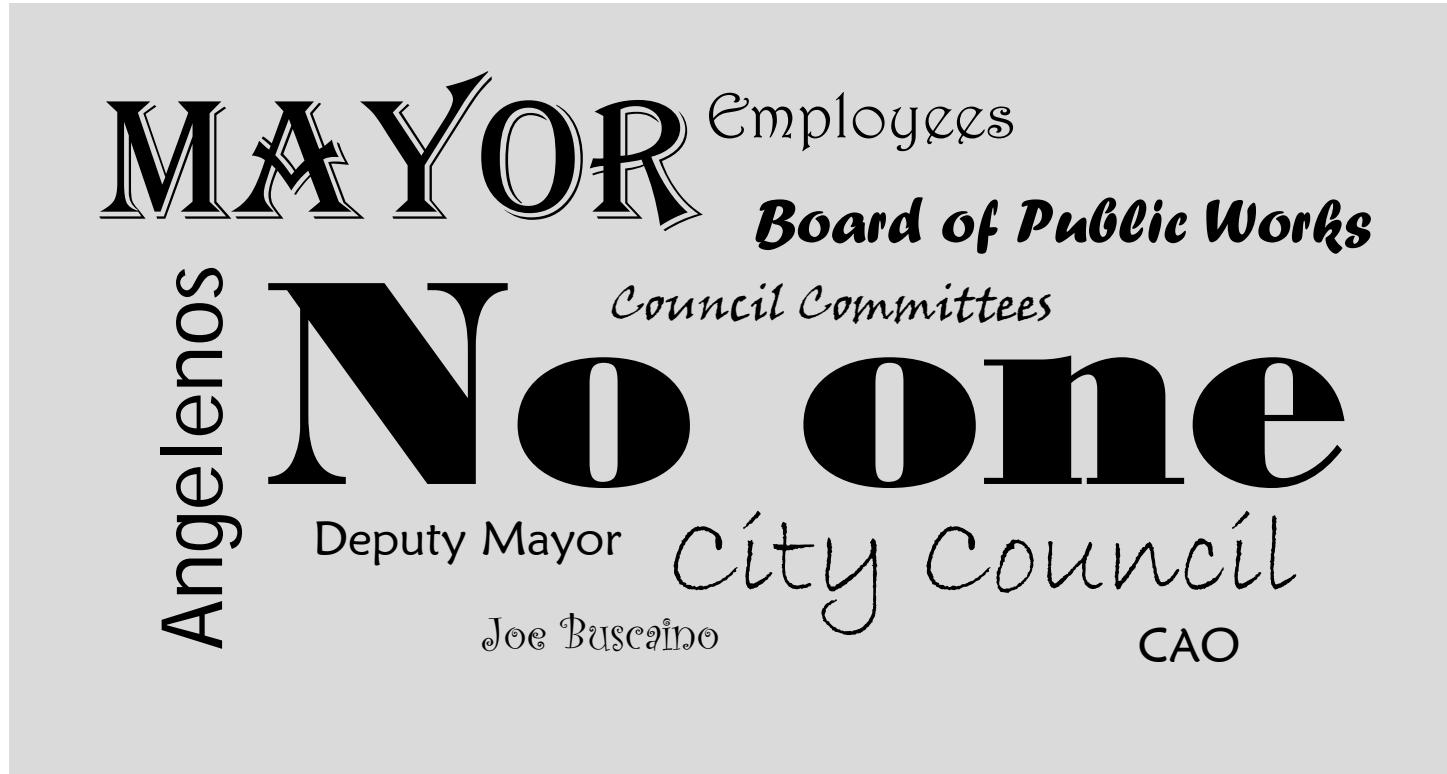
Everything shares the street:
How we govern these programs on paper



Why is Change Needed?

Who's in charge of infrastructure in the city?

10 different responses were offered to this question. The most common answer was "no one," followed by the Mayor



Key Barriers to Performance –

What are report recommendations trying to solve?

Themes consistently cited as barriers to performance across research groups

Alignment:

Need to address decentralized governance of infrastructure programs and differing goals which can unintentionally impact service delivery to our residents

Customer Centricity:

Need to build stronger relationships with our constituents by putting the customer first

Communication:

Need to break down siloes between divisions, Bureaus and departments and share relevant information across groups in a timely manner

Data & Technology:

Need better data collection, data sharing and usage, integrated with technology solutions where appropriate, to manage programs

Coordination:

Need to synchronize street related programs so activities are sequenced and completed in the correct order to preserve investments and improve on-time project delivery

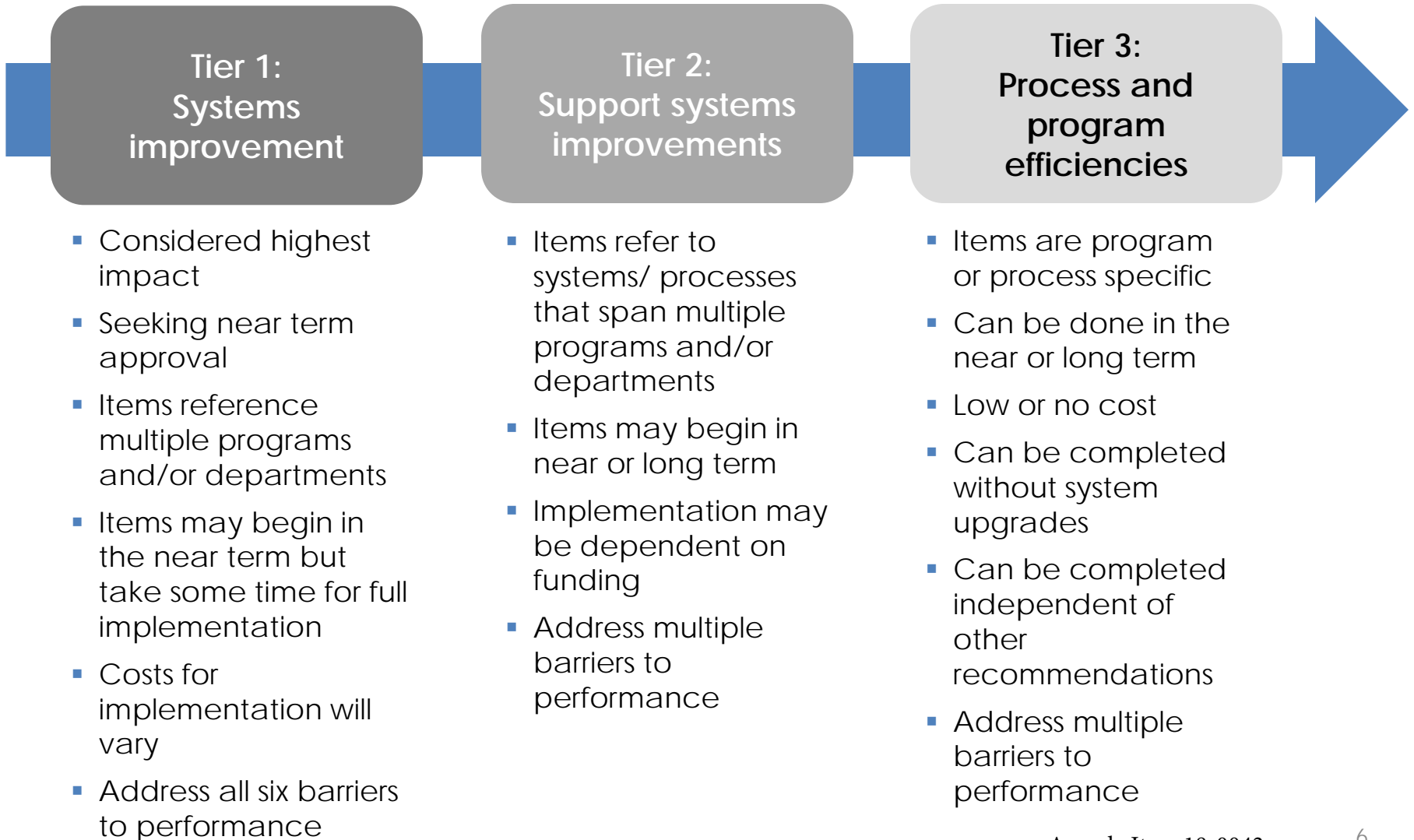
Planning:

Need better planning using a strategic, outcomes based approach that spans all street related programs

Every recommendation in Section 3 will be assigned to one or more of these themes

Priority Criteria for Selection of Recommendations

Tiered recommendations reference the scale of the recommendation, not the importance or the timing



Recommendations

Tier 1: Systems improvement

- **1.1:** Transfer responsibilities of Taxi and Transportation Commissions to the Board of Public Works
- **1.2:** Establish an Office of Infrastructure Management

Tier 2: Support systems improvements

- **2.1:** Convert utility coordination from a manual process to a technology solution
- **2.2:** Prioritize asset management
- **2.3:** Make enhancements to the LA311 CRM system
- **2.4:** Update policies affecting street use
- **2.5:** Reinstate Capital Improvement Plan
- **2.6:** Clarify Bureau and department roles in overlapping programs

Tier 3: Process and program efficiencies

- **3.1:** Update the methodology for resurfacing and slurry seal programs
- **3.2:** Prioritize training and cross learning across city agencies
- **3.3:** Post the entire resurfacing plan online for the public
- **3.4:** Streamline contract processing time and strengthen performance standards
- **3.5:** Address subcontractor quality that work under permittees

Objective: This project was tasked to look at the system in which street infrastructure related services exist, to identify ways the City can improve delivery of these programs, and to highlight innovative practices within the City and other jurisdictions that can be scaled for success.

Design: Using a multi-pronged research approach consisting of staff interviews, constituent surveys, site visits, bench marking, data analysis and a problem solving Lab, a set of recommendations is being presented for adoption and implementation.

Research: Twelve groups of stakeholders were identified as part of the investigative process, including internal city departments and external partners. Over 400 interviews were conducted to gain an understanding of the effectiveness of the current system. Concerns reiterated across multiple groups included 1) programmatic vs systems thinking 2) proactive vs reactive planning 3) strategic vs tactical practice 4) lacking communication across City departments and with constituents 5) preventative vs deferred activities 6) competitive vs collaborative nature 7) lack of coordination in cross-departmental programs 8) undoing and redoing of work due to misaligned goals and 9) underuse of data in program analysis and decision making

Data collected in the design and research phases led to six central themes: Planning, Data, Coordination, Communication, Alignment, and Customer Centricity. These serve as the basis for the recommendations and each recommendation is assigned to multiple themes.

Theory of Change: The City's street network is one of its largest assets. Every infrastructure program in the City has assets under, on, or over the street. The street is the binding element for multiple departments: homes would not have water, electricity, or sewer services without connections below ground. Cars, bikes, buses would not know traffic or parking rules without signals, signage, or meters on the surface of the street. People could not walk safely in the right of way without sidewalks, crosswalks, ramps and street lights. Each recommendation considers how the upkeep and upgrade of street related assets can be strengthened.

Key Recommendations:

(Tiered recommendations reference the scale of the recommendation, not the importance or timing)

Tier 1: Improvements to the City's Infrastructure Delivery Ecosystem

- 1.1: Improve coordination, strengthen overall alignment, optimize synchronization of street related programs, and enhance service delivery for constituents by bringing all transportation programs into the Department of Public Works to make the Board of Public Works the single oversight authority for all activities over, on and under the street for Council controlled departments
- 1.2: Address the lack of proactive strategic planning, comprehensive project management, data analyses, and interdepartmental program goals by creating an Office of Infrastructure Management that will serve as the citywide lead on all street related infrastructure programs to drive cross functional performance improvements

Tier 2: Improvements to Infrastructure Support Systems

- 2.1: Strengthen oversight over underground activities, optimize time-related street activities, strengthen City paving plans, preserve City street investments, and provide transparency to City partners, utility providers and the public by converting utility coordination from a manual process to an electronic system
- 2.2: Address lack of asset data, timing of maintenance activities, selection of appropriate preventative and deferred maintenance lifecycle activities and scheduling for asset upgrades by prioritizing strategic asset management activities across asset classes
- 2.3: Resolve consistent customer issues with closed status messaging, streamline intake process and ease of use, and provide better transparency tools by making enhancements to the LA311 CRM system
- 2.4: Preserve taxpayer investments in the City's street network by updating policies affecting street protections that could include establishment of a moratorium for newly reconstructed streets and a new Concrete Street Damage Restoration Fee
- 2.5: Establish guidelines for large, critical infrastructure investments by reinstating a Citywide Capital Improvement Plan
- 2.6: Bolster proper oversight and ensure best allocation of resources to prevent multiple agencies tending to the same asset by clarifying Bureau and department roles in overlapping programs

Tier 3: Improvements to Specific Infrastructure Programs

- 3.1: Strengthen the city's overall street network by updating the methodology for resurfacing and slurry seal programs to employ factors beyond the PCI score to prioritize paving and maintenance projects
- 3.2: Support succession planning, skills development, effective program management and best in class customer service by encouraging knowledge transfer and cross-pollination of process expertise across Bureaus/departments and offering regular training regimens to employees and leaders
- 3.3: Promote transparency with utility partners and the public by posting the entire projected annual resurfacing plan online with monthly updates of work completion in a user friendly format
- 3.4: Support timely and quality project delivery within Department of Public Works by streamlining contract processing time and strengthening contract language to consistently include performance metrics
- 3.5: Improve quality trench work by supporting permittees in assessing the performance of their subcontractors, educating them on city standards, non-compliant work and timeliness of repairs as indicated on the permit

A detailed explanation of each recommendation is included in Section 3 of the report, beginning on page 61

- **Increasing city liabilities** related to on-street and infrastructure programs, leading to less money for constituent services
- Constant effort to apply for new grants, adding to **existing backlog of projects**
- Lack of visibility between on-street and infrastructure programs for upcoming work, resulting in **undoing and redoing of work by multiple entities, wasting city dollars**
- Lack of coordination and communication when parts of a program live in different areas, leading to **service delays, taking the street out of use longer than required and inconveniencing constituents**
- Lack of proactive planning because programs live in multiple **groups with different priorities and goals with no incentives to collaborate**
- Different accounting codes in each department renders the **City unable to complete full program accounting** for city investments in street and infrastructure programs

Overall limited accountability for both public right of way and on-street programs

MOTION

A recent editorial in *The Los Angeles Times* shed light on the impact that plastic beverage straws are having on the environment and the aesthetic quality of our communities. The editorial stated that Americans use – and almost immediately discard – up to a half a billion plastic beverage straws each day.

Discarded beverage straws end up in the landfill where they leach into the soil; or they end up in the street as trash. In the street, they collect along the walkways, stormdrains and parks.

In other cases, the beverage straws end up in local waterbodies and the ocean where they're consumed by marine life; thereby impacting their health and welfare.

To address these issues, some cities have implemented *Straws-On-Request* ordinances which require restaurants to withhold plastic beverage straws unless customers request them. The City of Davis and San Luis Obispo recently passed *Straws-On-Requests* ordinances. Berkeley, and other cities along the coast, are considering similar ordinances.


The City of Los Angeles has historically been on the forefront of instrumental environmental policies and initiatives. The City played a significant role in the regulation and control of plastic bag use, increasing waste diversion and recycling and other efforts. The City should consider adopting a *Straws-On-Request* ordinance; and other related actions that minimize the effect plastic beverage straws have on the environment and the local community.

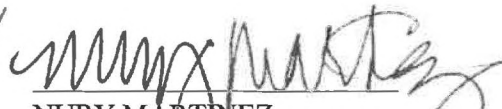
I THEREFORE MOVE that the Bureau of Sanitation (BOS) be instructed to report to the City Council in 60 days on the feasibility of implementing a *Straws-On-Request* ordinance which requires restaurants, and other food-service providers, to withhold plastic beverage straws unless a customer requests them.

I FURTHER MOVE that the BOS report on options that restaurants, and other food-service providers, may use as an alternative to plastic beverage straws such as biodegradable and/or re-usable straws.

I FURTHER MOVE that the BOS report on current and potential legislation that seeks to minimize the harmful effects of plastic beverage straws and whether the City should adopt a position.

PRESENTED BY:


MITCH O'FARRELL
Councilmember, 13th District

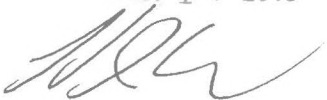

NURY MARTINEZ
Councilmember, 6th District

SECONDED BY:



ORIGINAL

JAN 17 2018



Community Impact Statement Recommendation

RE: CF 18-0053

Plastic Drinking Straws on Request

To: West Hills Neighborhood Council Board
From: Government Relations Committee
Date Approved by Committee: 3/20/18
Date submitted for Board Consideration: 4/5/18

Council File 18-0053 instructs the Bureau of Sanitation to report on the costs, feasibility, and process for implementing a beverage Straw on Request.

RECOMMENDATION to the Board: The Government Relations Committee recommends a “FOR” vote on CF 18-0053.

The Government Relations Committee and has approved a Community Impact Statement to be added to Council File 18-0053.

- Los Angeles has historically on the forefront of instrumental environmental policies and initiatives. This includes plastic bag use, increasing waste diversion and recycling and other efforts;
- Plastic straws end up in our landfills where they leach into the soil, or, end up in the street as trash along the walkways, storm drains and parks; and
- Beverage straws end up in local waterbodies and the ocean where they are consumed by marine life.

The West Hills Neighborhood Council request that this Community Impact Statement be added to Council File 18-0053.

Fiscal Impact Report: Unknown

Quorum:

For	
For if amended	
Against	
Recusal	

Abstain	
No Position Council file discussed but NC could not muster enough votes either way	
Absent	

MOTION

Since the 2010 Supreme Court ruling in *Citizens United v. Federal Election Commission*, the amount of money being spent to influence political campaigns has sharply increased. Absent a new court ruling, or a constitutional amendment, the City has limited authority to regulate outside spending from moneyed special interests. One of the most effective counterbalances to this unregulated and unaccountable spending, would be to increase the influence of small dollar donations by increasing the rate at which the city provides public matching funds.

The Los Angeles City Ethics Commission previously submitted a slate of campaign finance reform recommendations in 2014, and, in a more detailed 2015 report, recommended increased matching funds rates for City elections, due to the surplus in the Matching Funds Trust Fund.

The Matching Funds Trust Fund, as envisioned in the City Charter, is intended to reduce the power of moneyed special interests in elections by ensuring qualified candidates will receive enough funding, through public financing, to allow their voices to be heard. At our current rates of match, public funding is not bolstering small dollar donors at the level necessary to ensure qualified candidates can get their message to voters, and the Matching Funds Trust Fund is being replenished at a rate significantly faster than it is being used.

WE THEREFORE MOVE that the Ethics Commission be requested to prepare and present an ordinance and report on the implications of increasing the matching fund rates from the current 2:1 match in primary elections and 4:1 match in general elections to 6:1 in both primary elections and general elections for all candidates who qualify for matching funds.

WE FURTHER MOVE that the Ethics Commission be requested to report on whether the maximum per-contribution matches in Sec. 49.7.27 of the Campaign Finance Ordinance should be revised to cap matches at lower levels, such as \$100.

WE FURTHER MOVE that the City Administrative Officer be directed to report back on any impacts these changes may have on the City's general fund.

CO-PRESENTED BY David Ryu
DAVID RYU
Councilmember, 4th District

CO-PRESENTED BY Paul Krehorian
PAUL KREKORIAN
Councilmember, 2nd District

CO-PRESENTED BY Joe Buscaino
JOE BUSCAINO
Councilmember, 15th District

SECONDED BY Paul Krehorian

ORIGINAL

JAN 10 2017
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Community Impact Statement Recommendation

RE: CF 15-1088-S1

Increasing Campaign Financing

To: West Hills Neighborhood Council Board
From: Government Relations Committee
Date Approved by Committee: 3/20/18
Date submitted for Board Consideration: 4/5/18

Council File 15-1088-S1 instructs the Ethics Commission to report back on increasing matching funds rate on small dollar campaign contributions.

RECOMMENDATION to the Board: The Government Relations Committee recommends a “FOR” vote on CF 15-1088-S1.

The Government Relations Committee and has approved a Community Impact Statement to be added to Council File 15-1088-S1.

- By The City’s Matching Funds Trust Fund is intended to reduce the power of moneyed special interests by assuring qualified candidates receive, by public funding, to allow their voices to be heard ;
- The current Matching Funds Trust has a surplus; and
- Instruct the Ethics Commission to prepare and present an ordinance and report on the implications of increasing the matching fund rates from the current 2:1 match in primary elections and 4:1 match in general elections to an amount of 6:1 for primary and general elections.

The West Hills Neighborhood Council request that this Community Impact Statement be added to Council File 15-1088-S1.

Fiscal Impact Report: Unknown

Quorum:

For	
For if amended	
Against	
Recusal	

Abstain	
No Position Council file discussed but NC could not muster enough votes either way	
Absent	