



CITY OF  
LOS ANGELES  
CALIFORNIA



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## WEST HILLS NEIGHBORHOOD COUNCIL

### FINAL SPECIAL BOARD MEETING MINUTES JUNE 11, 2018

de Toledo High School, 22622 Vanowen St., West Hills

#### **ATTENDANCE:**

**Present**, Aida Abkarians, Faye Barta, Sandi Bell, Simone Best, Thomas Booth, Dan Brin, Anthony Brosamle, Bob Brostoff, Margery Brown, Carolyn Greenwood, Steve Kallen, Bonnie Klea, Olivia Naturman, Steve Randall, Bill Rose, Charlene Rothstein, Myrl Schreiber, Ron Sobel, Bobbi Trantafello, Joan Trent, Alec Uzemeck, Brad Vanderhoof, Ed Young and Joanne Yvanek-Garb.

Absent: Ivan Blume

#### **OPENING BUSINESS:**

President and Co-Chair Dan Brin called the meeting to order at 7:05 p.m. Secretary Carolyn Greenwood called roll and established **quorum**.

Minutes of May 3, 2018 were approved and minutes of May 24, 2018 were approved as amended.

**18-0067** – Discussion and possible action regarding approval of the WHNC’s April 2018 Monthly Expenditure Report (MER).

Monthly Expenditure Report was approved with 23 yes votes, one (1) absent and one (1) ineligible.

#### **COMMENTS FROM THE CHAIR:**

Comments from the Chair: Co-chair Dan Brin apologized for the meeting mixup last week and thanked all for their understanding and patience. Mr. Brin thanked Ms. Laila Alequeresh, our guest speaker, for making a second trip.

#### **ANNOUNCEMENTS:**

Blake Clayton, field deputy for Supervisor Sheila Kuehl, introduced the office’s new field deputy, Erin Schneider. Mr. Clayton and Ms. Schneider will be rotating attending council meetings. Mr. Clayton did not have any new updates but did bring flyers with information on the Beach Bus.

## **COUNCIL ANNOUNCEMENTS**

- Budget Advocates – There is a Budget Advocates meeting June 23 at City Hall.
- Education Committee – The committee is taking a break. It will meet again in August.
- Zoning & Planning – It will meet tomorrow at 6:30 to discuss the Montessori Preschool on Vanowen and the proposed sober living treatment center at Roscoe and Valley Circle.
- Beautification Committee – The next cleanup is on Saturday, June 16, at Platt and Sherman Way.
- Streets and Transportation – The LAPD is starting a new Volunteer Patrol Program. The training is on June 23 from 8 to 4 at the Topanga Station. Officer Lazo is running the program. The program covers four neighborhoods.
- Public Safety & Emergency Preparedness Committee - The WHNC PS&EP Committee supported “Scams & ID Theft” event will be held on June 25th (6:30 PM) at West Valley Christian Church.

## **PUBLIC COMMENT:**

There was no public comment.

## **OLD BUSINESS:**

**18-0042** – Discussion and possible action on submitting a CIS on City Council File 17-1311, FUSE Fellow Report Tier 1 Recommendations.

Laila Alequeresh provided an outstanding overview of the in-depth research on the issues relating to the confluence of street related infrastructure and the FUSE Report outlining research done, conflicts identified and recommendations for improvement.

Motion to submit CIS was approved with 22 yes votes, one (1) abstention, one (1) absent and one (1) ineligible.

**18-0057** – Discussion and possible action on submitting a CIS on City Council File 14-0655.S6, Homeless Youth and Families/School System.

Recommendation passed with 23 yes votes, one (1) absent and one (1) ineligible.

## **NEW BUSINESS:**

**18-0068** – Discussion and possible action to appoint/elect two budget representatives for the fiscal year 2018-2019.

Joanne Yvanek-Garb agreed to continue as a representative and Charlene Rothstein agreed to be the second representative.

**18-0069** – Discussion and possible action on approving a new lease with de Toledo High School for 2018-19 in the amount of \$5.00 for the year.

Expenditure approved with 23 yes votes, one (1) absent and one (1) ineligible.

**18-0070** – Discussion and possible action on approving a new lease with Temple Judea for the use of Hill Point Montessori School as the site of a storage container for 2018-19 for no fee.

New lease approved with 23 yes votes, one (1) absent and one (1) ineligible.

**18-0071** – Discussion and Possible Action on approving the Budget Letter of Acknowledgment, City Clerk.

The letter was approved with 22 yes votes, two (2) absent (Ed Young stepped out), and one (1) ineligible.

**18-0072** – Discussion and possible action on approving Request for Office Meeting Space, Storage Facility, Post Office Box (P.O. Box) and Website Services.

Request was approved with 21 yes votes, one (1) abstention, two (2) absent (Aida Abkarians stepped out) and one (1) ineligible.

**18-0073** – Discussion and possible action on approving Administrative Packet and approving the 2018-2019 WHNC budget in the amount of \$42,000.00.

After discussion on correcting errors found on the Administrative Packet, the packet and the WHNC 2018-2019 Budget were approved with 22 yes votes, one (1) no vote, one (1) absent and one (1) ineligible. Pages six (6), seven (7) and eight (8) were to be removed from the packet and replaced with budget document dated 6/10/18.

**18-0074** – Discussion and Possible Action on approving the 2017-2018 WHNC Inventory Report.

Item withdrawn at this time.

**18-0082** – Discussion and possible action on appropriating \$200.00 for Scam & Identity Theft Outreach event advertisement in Warner Center News.

After discussion of the value of this expenditure, the expenditure was approved with 15 yes votes, three (3) no votes, five (5) abstentions, one (1) absent, and one (1) ineligible.

**18-0081** – Discussion and possible action purchasing 33 certificate frames at a cost of \$102.62.

Expenditure approved with 23 yes votes, one (1) absent and one (1) ineligible.

**18-0077**– Discussion and possible action on purchasing outreach items: 800 reusable market bags with logo, at a cost of \$832.20.

After discussion of the amount of money available in the 2017-2018 budget, the dollar amount in the motion was amended. The new amount would be \$547.38.

Motion approved with 22 yes votes, one (1) no vote, one (1) absent and one (1) ineligible.

9:35 Ed Young and Joanne Yvanek-Garb left

**18-0075** – Discussion and possible action on submitting a CIS in support of CF 18-0002-S20 – Resolution (Englander-Bonin) to include in the city’s 2017-81 State Legislative Program advocacy for legislation and/or administrative action that would increase local control of speed limit setting and enforcement.

CIS approved with 21 yes votes, three (3) absent and one (1) ineligible.

**18-0076** – Discussion and possible action on submitting a CIS on City Council File 14-0655-S7, PSH/CES/Placement Services/Priority for Community Residents

CIS approved with 20 yes votes one (1) no vote, three (3) absent and one (1) ineligible.

**18-0078** – Discussion and possible action on purchasing outreach items: 700 bag clips with logo, at a cost of \$651.53

Item tabled.

**18-0079** – Discussion and possible action on purchasing outreach items: 750 pens with logo, at a cost of \$435.23

Item tabled

**18-0080** – Discussion and possible action on purchasing 250 bike lights with logo, at a cost of \$480.00

Item tabled.

Meeting adjourned at 9:45 p.m.

# Monthly Expenditure Report



Reporting Month: April 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
\$17254.11	\$3814.74	\$13439.37	\$3513.60	\$0.00	\$9925.77

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office	\$32150.00	\$0.00	\$13364.17	\$2613.60	\$10750.57
Outreach		\$510.30		\$0.00	
Elections		\$0.00		\$0.00	
Community Improvement Project	\$1500.00	\$0.00	\$1500.00	\$0.00	\$1500.00
Neighborhood Purpose Grants	\$9850.00	\$3304.44	\$249.56	\$900.00	\$-650.44
Funding Requests Under Review: \$0.00		Encumbrances: \$0.00		Previous Expenditures: \$24571.53	

Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	THE WEB CORNER	04/01/2018	(Credit card transaction)	General Operations Expenditure	Outreach	\$150.00
2	KRISTAL GRAPHICS	04/02/2018	(Credit card transaction)	General Operations Expenditure	Outreach	\$335.45
3	RALPHS #0213	04/05/2018	(Credit card transaction)	General Operations Expenditure	Outreach	\$24.85
4	PARENTS OF WELBY WAY	01/24/2018	AN OUTDOOR LITERACY GARDEN	Neighborhood Purpose Grants		\$1815.00
5	HAMLIN CHARTER	01/29/2018	STAGE LIGHTING	Neighborhood Purpose Grants		\$1489.44
<b>Subtotal:</b>						<b>\$3814.74</b>

Outstanding Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	FLEET STREET, INC	04/05/2018	SPRING EVENT LA VISION ZERO PROGRAM	Neighborhood Purpose Grants		\$900.00
2	AppleOne Employment Services	04/24/2018	ADMINISTRATIVE HELP FOR THE BOARD OF DIRECTOR...	General Operations Expenditure	Office	\$1306.80

3	AppleOne Employment Services	04/24/2018	ADMINISTRATIVE FOR THE BOARD OF DIRECTORS	General Operations Expenditure	Office	\$1306.80
<b>Subtotal: Outstanding</b>						<b>\$3513.60</b>

WHNC Budget Committee Expense Report  
May 2018

Office	Committee	Item	Budget	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Total Spent	Pending	Total Spent + Pending	Balance	% Spent + Pending
Office		Meeting Rent	5.00												5.00		5.00		100%
		P.O. Box Rental	284.00							296.00					296.00		296.00	-12.00	104%
		Temp Staff	16,988.00		3,267.00	980.10			4,247.10	1,306.80	1,306.80	0.00		4,247.10	15,354.90	1,306.80	16,661.70	326.30	98%
		Rack Space	440.00					106.92						315.80	422.72	108.00	530.72	-90.72	121%
<b>Sub Total</b>		<b>Sub Total</b>	<b>17,717.00</b>	<b>0.00</b>	<b>3,267.00</b>	<b>980.10</b>	<b>0.00</b>	<b>106.92</b>	<b>4,247.10</b>	<b>1,602.80</b>	<b>1,306.80</b>	<b>0.00</b>	<b>0.00</b>	<b>4,562.90</b>	<b>16,078.62</b>	<b>1,414.80</b>	<b>17,493.42</b>	<b>223.58</b>	<b>99%</b>
Outreach																			
	Comm	Board Mtg Expenses	700.00	193.50	57.48	54.17	76.40	93.08	81.13	132.29	59.75	6.39	89.09	312.04	1,155.32	75.00	1,230.32	-530.32	176%
	Comm	Committee Printing	461.00	4.00	2.46		33.88	9.00	28.58		77.02		5.73	25.30	185.97	16.00	201.97	259.03	44%
	Comm	iContact	530.00												0.00	530.40	530.40	-0.40	100%
	Comm	Hot Spot	0.00		93.97										93.97		93.97	-93.97	
	Comm	Web Site Maintenance	1,800.00			150.00	150.00	150.00	450.00	150.00	150.00	150.00	150.00	150.00	1,650.00	150.00	1,800.00	0.00	100%
	Comm	Memorial Day Parade	1,500.00											1,229.25	1,229.25	0.00	1,229.25	270.75	82%
	Comm	Communicatons Comm	160.00						62.97						62.97		62.97	97.03	39%
	Comm	Web Site Improvement	500.00								500.00				500.00		500.00	0.00	100%
	Comm	Promo	453.32												0.00		0.00	453.32	0%
	EP	Stakeholder Forums	385												0.00	397.10	397.10	-12.10	
	Comm	Tabling	0												0.00	0.00	0.00	0.00	0%
	Comm	Fall Fest	1,701.98					1,658.22		0.00	43.76				1,701.98	0.00	1,701.98	0.00	100%
	Comm	Bus Bench Ads	400.00									200.00	0.00		200.00		200.00	200.00	50%
	Home	Faith Based Outreach													0.00		0.00	0.00	0%
	Home	Home Grown Outreach	24.85			8.90			15.95						24.85		24.85	0.00	100%
	Home	LAHSA Connect Day	500.00						500						500.00		500.00	0.00	100%
	Home	Shower Project													0.00		0.00	0.00	0%
	Home	Students Backpacks	1,985.00											1,958.02	1,958.02		1,958.02	26.98	99%
	Home	Homeless Count LAHSA	55.00							55.17					55.17	0.00	55.17	-0.17	100%
	S&T	Streets/Transportation	2,000.00									655.90	265.48		921.38	996.00	1,917.38	82.62	96%
	Gov't	EMPLA Awards	100.00												0.00	100.00	100.00	0.00	100%
	Gov't	Budget Advocates	100.00												0.00	100.00	100.00	0.00	100%
	Gov't	VANC	450.00					200.00				250.00			450.00		450.00	0.00	100%
	Gov't	EMPLA Congress	300.00												0.00	300.00	300.00	0.00	100%
	Unallocated		216.85									260.84		43.74	304.58	130.49	435.07	-218.22	201%
<b>Sub Total</b>		<b>Sub Total</b>	<b>14,323.00</b>	<b>197.50</b>	<b>153.91</b>	<b>213.07</b>	<b>260.28</b>	<b>2,110.30</b>	<b>1,138.63</b>	<b>337.46</b>	<b>830.53</b>	<b>1,523.13</b>	<b>510.30</b>	<b>3,718.35</b>	<b>10,993.46</b>	<b>2,794.99</b>	<b>13,788.45</b>	<b>534.55</b>	<b>96%</b>
CIP																			
NPG																			
	Education	Education NPG's (Balance)	359.56												0.00	359.56	359.56	0.00	100%
		Pomelo	2,075.00									2,075.00			2,075.00		2,075.00	0.00	
		Hamlin	1,489.44										1,489.44		1,489.44		1,489.44	0.00	100%
		Enadia	1,292.00								1,292.00				1,292.00		1,292.00	0.00	100%
		Haynes	1,200.00									1,200.00			1,200.00		1,200.00	0.00	100%
		Capistrano	1,729.00									1,729.00			1,729.00		1,729.00	0.00	100%
		Welby Way	1,815.00										1,815.00		1,815.00	0.00	1,815.00	0.00	100%
<b>Sub Total</b>		<b>Sub Total</b>	<b>9,960.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,292.00</b>	<b>5,004.00</b>	<b>3,304.44</b>	<b>0.00</b>	<b>9,600.44</b>	<b>359.56</b>	<b>9,960.00</b>	<b>0.00</b>	<b>100%</b>
<b>Grand Total</b>		<b>Grand Total</b>	<b>42,000.00</b>	<b>197.50</b>	<b>3,420.91</b>	<b>1,193.17</b>	<b>260.28</b>	<b>2,217.22</b>	<b>5,385.73</b>	<b>1,940.26</b>	<b>3,429.33</b>	<b>6,527.13</b>	<b>3,814.74</b>	<b>8,281.25</b>	<b>36,672.52</b>	<b>4,569.35</b>	<b>41,241.87</b>	<b>758.13</b>	<b>98%</b>

Apparent Available: 758.13

	Beautification Grant	1,500.00													0.00		0.00	1,500.00	0%
<b>Sub Total</b>	<b>Sub Total</b>	<b>1,500.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,500.00</b>	<b>0%</b>

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](mailto: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

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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.

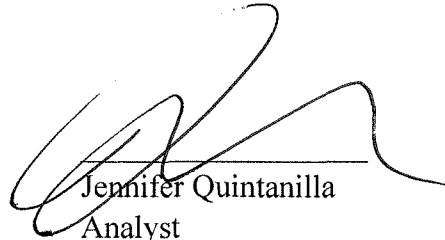
As proposed, the OCC would partner with utility companies to develop coordinated street construction projects with the aim of completing fully improved streets, thereby reducing the overall number of street cuts for utility improvements. The OCC is expected to yield time and cost savings derived from 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

Post Office Box 50791  
Los Angeles, CA 90050  
<http://www.highlandparknc.com>  
Certified as NC #33 May 28, 2002

### OFFICERS

Harvey Slater PRESIDENT  
Daniel Andalon FIRST VICE PRESIDENT  
Antonio Castillo SECOND VICE PRESIDENT  
Joan Potter TREASURER  
Rocío Rivas SECRETARY

### DIRECTORS AT LARGE

Liz Amsden, Elizabeth Andalon, SuzAnn Brantner, Linda "Boo"  
Caban, Gabriel Chabran, Melanie Freeland, Zacharias Gardea,  
Susanne Huerta, Sheri Lunn, Marcus Moché, Stanley Moore,  
Yolanda Nogueira, Diego Silva, Jamie Tijerina

## CALIFORNIA



## DEPARTMENT OF NEIGHBORHOOD EMPOWERMENT

200 N. Spring St. Ste.2005  
Los Angeles, CA 90012  
Telephone: (213) 978-1551

### COMMITTEE CHAIRS

Harvey Slater EXECUTIVE  
Daniel Andalon RULES  
Joan Potter BUDGET & FINANCE  
Yolanda Nogueira OUTREACH  
Antonio Castillo, Susanne Huerta LAND USE  
Rocío Rivas FAMILY, YOUTH & EDUCATION  
Diego Silva PUBLIC SAFETY  
Yolanda Nogueira, Rocío Rivas HOUSING &  
HOMELESSNESS  
Yolanda Nogueira, Rocío Rivas BEAUTIFICATION  
Jamie Tijerina CULTURE AND EQUALITY  
Gabriel Chabran ARTS  
SuzAnn Brantner SUSTAINABILITY  
Marcus Moché LOCAL BUSINESS & ECONOMY

## 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

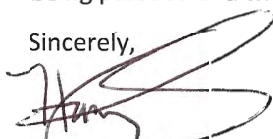
- prioritizing and digitizing utility coordination between the departments and the over 200 service providers with an automated data tracking system (currently reviewed by eye) and have this database accessible by the City Council and all stakeholders;
- understanding this is a long-term process and 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 an 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	

# Key Barriers to Performance

Themes consistently cited as barriers to performance across research groups

## Lack of Alignment:

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

## Lack of Customer Centricity:

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

## Lack of Communication:

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

## Lack of Data & Technology:

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

## Lack of 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

## Lack of Planning:

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

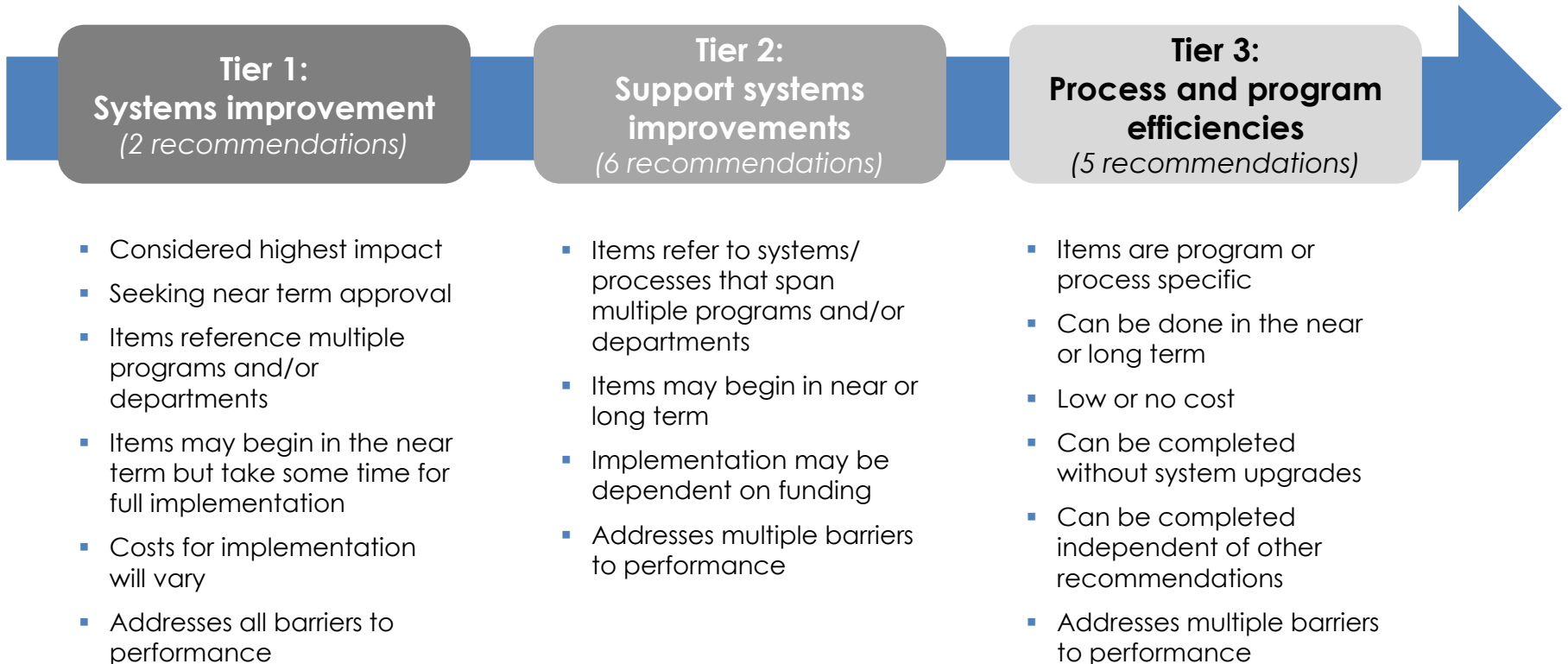
# Organization for Report Recommendations

## Priority Criteria for Selection of Recommendations

There are more than a dozen recommendations put forward by this report that are recommended for adoption. To support decision makers, recommendations were considered against three dimensions:

- Low to high impact
- Low to high cost
- Short or long term

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



# Executive Summary

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

**Community Impact Statement Recommendation**

To: West Hills Neighborhood Council Board  
From: Homelessness Committee  
Date Approved by Committee: 5/21/18  
Presented for Board Consideration on: 6/07/18

**RE: Council File: 14-0655-S6**

**Title - Homeless Youth and Families / School System Outreach / CES**

The motion calls for reports back to the Homeless and Poverty Committee from LAHSA, LA's Best after-school program on processes and protocols in place for working to refer youth and families to supportive services and entering them into the Coordinated Entry System (CES). It also calls for LAUSD to report on programs, protocols and procedures supporting homeless youth and families.

**Motion or Recommendation of committee:**

The Homelessness committee supports the Homeless and Poverty Committees efforts to open lines of communication between the City and LAUSD, LAHSA, LA's Best after school program to better serve homeless youth and families.

We therefore unanimously recommend a YES vote by the WHNC Board.

**RESOLUTION/MOTION ON NEXT PAGE**

VOTE

Quorum: \_\_\_\_\_ Abstain: \_\_\_\_\_

For		Against unless amended	
For if amended		No Position	
Against		Neutral Position	

HOMELESSNESS AND POVERTY

**MOTION**

In recent years, the number of homeless youth and families has grown tremendously. Many of these homeless students are participants in our school system and after school programs. Having this captive audience in need of assistance provides us an opportunity to conduct outreach and connect them to supportive services.

I THEREFORE MOVE that Council request LAHSA and LA's Best to report back to the Homelessness and Poverty Committee on the processes and protocols in place for working together to refer youth and families who identify as homeless to supportive services and entering them into Coordinated Entry System (CES).

I FURTHER MOVE that Council request LAUSD to present an overview to the Homelessness and Poverty Committee of the programs, protocols, and procedures in place for supporting homeless youth and their families.

PRESENTED BY: \_\_\_\_\_



MONICA RODRIGUEZ  
Councilwoman, 7<sup>th</sup> District

SECONDED BY: \_\_\_\_\_



ORIGINAL

MR: pb

MAR 06 2018



# Monthly Expenditure Report



Reporting Month: April 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
\$17254.11	\$3814.74	\$13439.37	\$3513.60	\$0.00	\$9925.77

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office	\$32150.00	\$0.00	\$13364.17	\$2613.60	\$10750.57
Outreach		\$510.30		\$0.00	
Elections		\$0.00		\$0.00	
Community Improvement Project	\$1500.00	\$0.00	\$1500.00	\$0.00	\$1500.00
Neighborhood Purpose Grants	\$9850.00	\$3304.44	\$249.56	\$900.00	\$-650.44
Funding Requests Under Review: \$0.00		Encumbrances: \$0.00		Previous Expenditures: \$24571.53	

Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	THE WEB CORNER	04/01/2018	(Credit card transaction)	General Operations Expenditure	Outreach	\$150.00
2	KRISTAL GRAPHICS	04/02/2018	(Credit card transaction)	General Operations Expenditure	Outreach	\$335.45
3	RALPHS #0213	04/05/2018	(Credit card transaction)	General Operations Expenditure	Outreach	\$24.85
4	PARENTS OF WELBY WAY	01/24/2018	AN OUTDOOR LITERACY GARDEN	Neighborhood Purpose Grants		\$1815.00
5	HAMLIN CHARTER	01/29/2018	STAGE LIGHTING	Neighborhood Purpose Grants		\$1489.44
<b>Subtotal:</b>						<b>\$3814.74</b>

Outstanding Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	FLEET STREET, INC	04/05/2018	SPRING EVENT LA VISION ZERO PROGRAM	Neighborhood Purpose Grants		\$900.00
2	AppleOne Employment Services	04/24/2018	ADMINISTRATIVE HELP FOR THE BOARD OF DIRECTOR...	General Operations Expenditure	Office	\$1306.80



3	AppleOne Employment Services	04/24/2018	ADMINISTRATIVE FOR THE BOARD OF DIRECTORS	General Operations Expenditure	Office	\$1306.80
<b>Subtotal: Outstanding</b>						<b>\$3513.60</b>

Fiscal Year  
2018 -2019

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

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

## Summary

As the Neighborhood Councils (NCs) transition from Fiscal Year 2017-18 to Fiscal Year 2018-19, the Office of the City Clerk has identified the need for a more comprehensive approach to ensure a complete record of all items that support the NCs fiscal and administrative operations, to include an annual budget, office space requirements, etc. In an effort to make the submission and processing of these items simpler and more streamlined, this Office has created the 2018-19 Fiscal Year Administrative Packet.

## Goal(s)

The goal(s) of the Administrative Packet is to make it easier for NCs to identify, plan, and confirm, via a board vote, all fiscal and administrative requirements upfront each year so that our Office can prepare for and process funding requests and resulting contracts judiciously and expeditiously.

## Procedure

On a yearly basis, we will be requiring each NC to discuss, prepare and approve the Administrative Packet. Once the packet has been voted on by the board, the packet and the BAC is to be submitted to the NC Funding Program by the due date below.

Please complete the full packet and take board action to confirm the information. Each packet contains the following items listed below:

- Letter of Acknowledgement – Signed by all Financial Officers
- Completed Budget
- Request for Office Space, Meeting Space, Storage Facility, Post Office Box (P.O. Box), and Website Services

Please have a completed packet and the corresponding Board Action Certification (BAC) emailed to [clerk.ncfunding@lacity.org](mailto:clerk.ncfunding@lacity.org) by **July 30, 2018**.

As we await your packet submission, per NC Funding Policy 1.1 section 1.b, access to your funds will be limited to \$333.00, until the budget and all other requested documents (administrative packet) have been received.

If you have questions or require any assistance regarding the packet, please feel free to email us at [clerk.ncfunding@lacity.org](mailto:clerk.ncfunding@lacity.org) or call us at 213-978-1058.

**NEIGHBORHOOD COUNCIL FUNDING PROGRAM \**  
**LETTER OF ACKNOWLEDGEMENT**

We, the undersigned, do hereby declare that as a result of an official action of the Governing Body of the Neighborhood Council (NC) named below:

- (1) we are authorized to request City funding to support NC general operations,
- (2) all items or services described or included in any related funding requests are exclusively intended to further the goals and objectives of the Neighborhood Council, and
- (3) all reasonable precautions shall be exercised by the undersigned to fully safeguard, control and account for all use of funds. Proper accountability of all City funds is critical to the success of the NC Funding Program.

Therefore, by the signature(s) below, and on behalf of the Neighborhood Council named below, WE HEREBY AGREE to the terms and conditions as set forth in this Letter of Acknowledgement and all related documents as provided by the City, agree to expend funds in accordance with any applicable City rules, policies or procedures, and specifically agree to expend monies received by the Office of the City Clerk solely for public purposes relating to the goals and purposes of the Neighborhood Council named below, consistent with the scope and authority under the City Charter, the Plan for a Citywide System of Neighborhood Councils and any implementing ordinances. We have attended and participated in the City-provided training relating to the NC Funding Program.

WE FURTHER ACKNOWLEDGE and WE AGREE to comply with any requirements regarding use of the NC funds. WE AGREE to provide NC financial reports and/or supporting documentation to the Office of the City Clerk, Neighborhood Council Funding Program as requested and at monthly meetings to the Governing Body and stakeholders of the NC named below. WE AGREE that the Office of the City Clerk and other City representatives may make on-site visits to inspect and review all NC financial records, upon providing reasonable advance notice to the NC Treasurer or designated representatives.

WE ACKNOWLEDGE THAT A NEW LETTER OF ACKNOWLEDGEMENT MUST BE FILED IF THERE IS ANY CHANGE OF PERSONS WHO ARE AUTHORIZED TO APPROVE EXPENSES OR TO REQUEST FUNDING.

**BANK CARD AGREEMENT OF RESPONSIBILITIES**

This document outlines the responsibilities that I, as the Neighborhood Council Bank Card Holder, have as the primary custodial holder of a City Los Angeles Neighborhood Council (NC) Bank Card, referred herein as "the card" for the Neighborhood Council named below. My signature indicates that I have read and understand these responsibilities and further, that I agree to adhere to the guidelines established by the Office of the City Clerk and approved by the City Controller for the use of City funding as it relates to the Neighborhood Council Funding Program.

1. I understand that the City of Los Angeles Neighborhood Council Card is intended to facilitate the purchase and payment of materials required for the conduct of official Neighborhood Council business only.
2. I understand that under no circumstances will I use the Card to make personal purchases either for myself or for others. The Card is issued in the name of the Neighborhood Council and I serve as the Card custodian. I agree that should I willfully violate the terms of this Agreement and use of the Card for personal use or gain that I will reimburse the City of Los Angeles for all incurred charges and any fees related to the collection of those charges.
3. Uses of the Card not authorized by the Office of the City Clerk can be considered misappropriation of City funds. This could result in (a) immediate and irrevocable forfeiture of the Card, and /or (b) potential de-

certification action. I understand that the Card must be surrendered upon termination of any official position with the Neighborhood Council to which the card is issued. I agree to maintain the Card with appropriate security whenever and wherever I or any other authorized person may use the Card. If the Card is stolen or lost, I agree to immediately notify the Office of the City Clerk.

4. I understand that since the Card is the property of the Bank and authorized for issue by the City of Los Angeles, I am required to comply with internal control procedures designed to protect City assets. This may include being asked to produce the Card, receipts, and/or statements to validate its existence and to audit its use.

5. I understand that I will have access to the Funding Program System portal via the Internet where all card transactions will be posted by the Bank when the card is used. I understand that I am required to obtain itemized receipts for all card transactions and upload the itemized receipts to the Funding Program System portal to verify the posted card transaction. Uploading the required itemized receipt is necessary for my NC Monthly Expenditure Report (MER) to be generated by the Funding Program System portal. The MER must be reviewed and approved by the NC Governing Board before being submitted to the Office of the City Clerk as a complete Report.

6. I understand that all transactions on the Card will reduce the funds available to the NC. I understand that the Bank will not accept any limit increases from me.

7. I agree to make only those purchases consistent with the type of purchases authorized by the Office of the City Clerk and approved by the NC Governing Board.

8. I understand that the Card is solely provided to the designated NC cardholder and that assignment of the Card is based on the understanding that I need to purchase materials required for the conduct of Neighborhood Council business. I understand that custodial possession of the Card is not an entitlement nor reflective of title or position.

9. I have signed and received a copy of the Letter of Acknowledgement regarding the Neighborhood Council Funding Program, have attended and completed the training regarding the Funding Program and the Card, and understand the requirements and limitations regarding the Card's use.

**Neighborhood Council Financial Officers - Names and Signatures:**

**Treasurer**

\_\_\_\_\_  
SIGNATURE OF THE TREASURER

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PRINT NAME OF THE TREASURER

\_\_\_\_\_  
EMAIL

\_\_\_\_\_  
BOARD POSITION

\_\_\_\_\_  
PHONE NUMBER

**Second Signer**

---

SIGNATURE OF THE 2<sup>nd</sup> SIGNER

---

DATE

---

PRINT NAME OF THE 2<sup>ND</sup> SIGNER

---

EMAIL

---

BOARD POSITION

---

PHONE NUMBER

**Bank Cardholder**

---

SIGNATURE OF THE BANK CARD HOLDER

---

DATE

---

PRINT NAME OF THE BANK CARD HOLDER

---

EMAIL

---

BOARD POSITION

---

PHONE NUMBER

**Alternate Signer** (If not applicable, please indicate “N/A”)

---

SIGNATURE OF THE ALTERNATE SIGNER

---

DATE

---

PRINT NAME OF THE ALTERNATE SIGNER

---

EMAIL

---

BOARD POSITION

---

PHONE NUMBER

## **Neighborhood Council Budget Template**

### **Budget for Fiscal Year 2018-2019**

This budget template is an optional tool, and your Neighborhood Council may submit a budget different from this template. Please note per the Neighborhood Council Funding Program Policies and Guidelines, Outreach, Elections, Community Improvement Projects, and Neighborhood Purposes Grants must be voted individually. A line item on the budget is not sufficient for Outreach, Elections, Community Improvement Projects, and Neighborhood Purposes Grants. For your convenience please find below the NC Funding Policy 1.1:

---

#### **NC Funding Program Policy 1.1 Annual Budget and Fiscal Year**

"The fiscal year of the City shall begin on July 1 or each year and shall end on June 30 of the following year." City of Los Angeles, Charter Sec. 310.

As an entity of the City of Los Angeles, the NCs adhere to the same fiscal calendar as the City of Los Angeles. Each fiscal year, the NCs will be given access to their annual allocation through the Office of the City Clerk's prescribed method.

#### **1. Annual Budget**

Pursuant to Los Angeles Administrative Code Section 22.810.1 (g), NCs are to spend the funds on the functions, operations, outreach, and projects of a NC. The budget is a plan for the utilization of resources and expenditures.

- a. The budget is comprised of three expenditure categories:
  - i. General and Operational Expenditures (comprised of three subcategories)
    1. Office/Operational
    2. Outreach
    3. Elections
  - ii. Neighborhood Purposes Grants
  - iii. Community Improvement Projects
- b. NCs must submit a budget to Department of Neighborhood Empowerment, with an electronic copy to the Office of the City Clerk, NC Funding Program.
  - i. NCs that have not submitted a Budget will be limited to \$333.00/month for General and Operational expenditures for 3 months. If a budget is not submitted by the 4th month of the fiscal year, the NC's funds will remain frozen.

#### **2. Annual Budget Specific Line Items**

- a. The Office of the City Clerk will not accept specific line items in the annual budget as authorization for payments except for monthly recurring Office/Operations-related expenditures. These may include:
  - i. Office rent and office equipment lease payments
  - ii. Storage facility rent payments
  - iii. Telephone and Internet services
  - iv. Meeting refreshments and snacks
  - v. Website hosting and maintenance
  - vi. Professional services, i.e. translators and minute-takers for monthly meetings
- b. Outreach, Election, Neighborhood Purposes Grants, and Community Improvement Project expenditures require individual approval by the NC and cannot be authorized for payment in annual budgets as specific line items.

#### **3. Fiscal Year**

The Fiscal Year begins on July 1 and ends on June 30 of the following year.

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<b>Community Improvement Projects</b>	
<b>Total Community Improvement Projects</b>	

<b>Neighborhood Purposes Grants</b>	
<b>Total Neighborhood Purposes Grants</b>	

<b>Total Budget Allocations</b>	
Subtotal Office Expenditure	
Subtotal Outreach Expenditures	
Subtotal Elections Expenditures	
Total Office, Outreach, and Election Expenditures	
Total Community Improvement Project Expenditures	
Total Neighborhood Purposes Grants Expenditures	
<b>Total Expenditure for FY 2018-2019</b>	

**Request for Administrative Agreements**

To start or renew a lease agreement for your Office Space, Meeting Space, Storage facilities, P.O. Boxes, and/or Website services please complete this form. If sections of the form do not apply to your Neighborhood Council please select NA on the sections that do not apply. After a lease agreement has been drafted from the information provided, the board must agendaize and approve the agreement at a future meeting date. The information provided on this form is to request an agreement; the vote taken to request an agreement does not replace the final vote a board takes to approve all particular information related to an agreement.

**Office Lease Agreement Request:**

<input type="checkbox"/> Renewal <input type="checkbox"/> New <input type="checkbox"/> Donated <input type="checkbox"/> NA	
Address:	
Phone Number:	
Property Owner (if known):	
Property Owner Address (if known):	
Property Owner Email (if known):	
Projected Monthly Cost:	
Donation Value (if applicable):	

**Board Meeting Location:**

<input type="checkbox"/> Renewal <input type="checkbox"/> New <input type="checkbox"/> Donated <input type="checkbox"/> NA	
Address:	
Property Owner (if known):	
Property Owner Address (if known):	
Property Owner Email (if known):	
Do you pay for the meeting location?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Donation Value (if applicable):	

**Storage Facility Agreement Request:**

<input type="checkbox"/> Renewal <input type="checkbox"/> New <input type="checkbox"/> NA	
Name on Account:	
Storage Facility Address:	
Property Owner (if known):	
Property Owner Email (if known):	
Projected Monthly Cost:	

**PO Box Agreement Request:**

<input type="checkbox"/> Renewal <input type="checkbox"/> New <input type="checkbox"/> NA	
Name on Account:	
PO Box Address:	
Property Owner (if known):	
Property Owner Address (if known):	
Property Owner Email (if known):	
Projected Monthly Cost:	

**Website Services Request:**

<input type="checkbox"/> Renewal <input type="checkbox"/> New <input type="checkbox"/> NA	
Name of Website Services Provider:	
Service Provider Address:	
Service Provider Email:	
Service Provider Phone Number (if known):	
Type of Services Provided:	
Projected Monthly Cost:	

WHNC PROPOSED BUDGET  
2018-19

Item #	Classification	Committee	Item	Budget
<b>1</b>	<b>Office</b>			
2		Board	Meeting Rent	5.00
3		Board	P.O. Box Rental	296.00
4		Board	Temp Staff	16,988.00
5		Board	Rack Space	660.00
<b>6</b>	<b>Sub Total</b>			<b>17,949.00</b>
<b>7</b>	<b>Outreach</b>			
8		Beautification	Printing	100.00
9		Board	Board Mtg Expenses	700.00
10		Board	Committee Printing	100.00
11		Board	iContact	530.00
12		Board	Web Site Maintenance	1,800.00
13		Board	EMPLA Awards	100.00
14		Board	Budget Advocates	100.00
15		Board	VANC	450.00
16		Board	EMPLA Congress	300.00
17		Bylaws	Printing	100.00
18		Comm	Printing	1,000.00
19		Comm	Hot Spot	100.00
20		Comm	Special Events	2,000.00
21		EP	Stakeholder Forums	700.00
22		Fall Fest	Bus Bench Ads	200.00
23		Fall Fest	Fall Fest	1,496.00
24		Gov't Relation	Printing	175.00
25		Home	Homelessness	1,100.00
26		Outreach	Memorial Day Parade	1,300.00
27		S&T	Streets/Transportatio	1,000.00
28		Spring Fest	Bus Bench Ads	200.00
29		VST	Uniform sponsorship	500.00
<b>30</b>	<b>Sub Total</b>			<b>14,051.00</b>
31				
<b>32</b>	<b>Elections</b>	Election	Election	5,000.00
<b>33</b>	<b>Sub Total</b>			<b>5,000.00</b>
34				
35				
<b>36</b>	<b>NPG</b>	Education	NPG's	5,000.00
<b>37</b>	<b>Sub Total</b>			<b>5,000.00</b>
<b>38</b>	<b>Grand Total</b>			<b>42,000.00</b>

	<b>Not part of the budget</b>	<b>Beautification</b>	Grant	1,500.00
	<b>Total</b>			<b>1,500.00</b>

Approved 5/15/2018

**Community Impact Statement Recommendation**

To: West Hills Neighborhood Council Board  
From: Streets & Transportation Committee  
Date Approved by Committee: 4/24/18  
Presented for Board Consideration on: 6/07/18

**RE: Council File: 18-0002-S20**

**Title - Speed Limit Setting and Enforcement / Local Control**

The motion calls for a resolution (Englander - Bonin) recommending support for legislation or administrative action that would change the State’s speed limit enforcement requirements to allow for increased local control over the setting and enforcement of speed limits.

**Motion or Recommendation of committee:**

The Streets & Transportation Committee support this Resolution as shifting speed limit enforcement requirements towards local control grants neighborhoods a greater voice to address local traffic conditions and needs.

We therefore unanimously recommend a YES vote by the WHNC Board.

**RESOLUTION/MOTION ON NEXT PAGE**

VOTE

Quorum: \_\_\_\_\_ Abstain: \_\_\_\_\_

For		Against unless amended	
For if amended		No Position	
Against		Neutral Position	

**Agenda Item 18-0075**

RESOLUTION

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

WHEREAS, California Vehicle Code (CVC) Section 40802 defines a speed trap as enforcing a speed limit by use of radar, laser, or other electronic equipment that is not justified by an Engineering and Traffic Survey (ETS); and

WHEREAS, the function of an ETS is to create a speed limit using the "critical speed" on a street, which is defined as the speed at which 85% of the drivers are driving at or below; and

WHEREAS, research conducted by the National Transportation Safety Board has shown that setting a speed limit to the "critical speed" does not always produce the best safety outcomes; and

WHEREAS, the strict standards set by the CVC for allowing radar speed limit enforcement have restricted the City's ability to set and enforce speed limits; and

WHEREAS, after numerous attempts to revise State law relative to the setting and enforcement of speed limits, AB 529 (Gatto), enacted in October 2011, allows local authorities to round a speed limit to the nearest five miles per hour increment below the critical speed, but prohibited reducing speed limits any further; and

WHEREAS, legislation that would enhance local control over setting and enforcement of speed limits would enable the City to apply engineering judgment and take into account the varying contexts of streets and neighborhoods when evaluating speed limits, thus improving street safety;

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 into its 2017-2018 State Legislative Program SUPPORT for legislation and/or administrative action that would increase local control of speed limit setting and enforcement.

PRESENTED BY:

  
\_\_\_\_\_  
MITCHELL ENGLANDER

Councilmember, 12th District

SECONDED BY:

  
\_\_\_\_\_

in

FEB 21 2018

ORIGINAL

**REPORT OF THE  
CHIEF LEGISLATIVE ANALYST**

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DATE: February 28, 2018

TO: Honorable Members of the Rules, Elections, and Intergovernmental Relations Committee

FROM: Sharon M. Tso  Council File No: 18-0002-S20  
Chief Legislative Analyst Assignment No: 18-02-0153

SUBJECT: Local control over radar enforcement of speed limits.

CLA RECOMMENDATION: Adopt Resolution (Englander – Bonin) to include in the City’s 2017-2018 State Legislative Program SUPPORT for any legislation or administrative action that would change the State’s speed limit enforcement requirements to allow for increased local control over the setting and enforcing of speed limits.

SUMMARY

The California Vehicle Code (CVC) requires current Engineering and Traffic Surveys (ETS) on a road segment prior to the use of radar enforcement. This strict requirement created a prior situation where roughly 80 percent of the City’s streets were unenforceable by electronic means because many ETS had expired.

In August 2016, Los Angeles Department of Transportation (LADOT) hired staff for the Traffic Surveys section. In December 2016, LADOT hired a consultant to conduct ETS for City streets, prioritizing those on the Vision Zero High-Injury Network (HIN). The HIN is a network of streets with the highest incidence of severe and fatal collisions, which account for 65 percent of all fatalities and severe injuries involving people walking. The HIN covers 6 percent of City street miles.

ETS have now been conducted for all streets in the HIN, and it is expected that all City streets will have up-to-date ETS by the end of 2018.

Resolution (Englander – Bonin) recommends support for legislation or administrative action that would change the State’s speed limit enforcement requirements to allow for increased local control over the setting and enforcement of speed limits.

BACKGROUND

Existing law provides that the prima facie speed limit is 15 miles per hour at certain railroad crossings, at uncontrolled "blind" intersections and on alleys. A prima facie speed limit of 25 mph applies to streets, not designated as State Highways, in any business or residence district, a school zone or near a senior center.



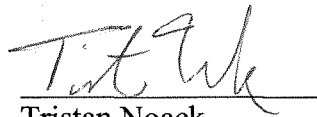
Prima facie speed limits are applicable unless changed as authorized in the CVC and, if so changed, only when signs have been erected giving notice of that speed limit. A local authority is permitted to decrease or increase such speed limits on any street, if justified by an up-to-date ETS.

ETS involve the collection and analysis of several various street data, including speed, which is used for speed limit determination. This data is collected in an unmarked vehicle by ranking the speed of 100 vehicles on the street in order to determine the “critical speed”. The “critical speed” of the street, also called the 85th percentile speed, is the speed at which 85 percent of the drivers are driving at or below. AB 529 (Gatto), enacted in 2011, allows local authorities to round a speed limit to the nearest five miles per hour increment below the critical speed, but prohibited reducing speed limits any further.

California Vehicle Code (CVC) Section 40802 defines a speed trap as enforcing a speed limit that is not justified by an ETS by use of radar, laser, or other electronic equipment. Speed traps cannot be used to determine a speed and enforce a speed limit. If the posted speed limit is not justified by an Engineering and Traffic Survey conducted within the five years prior to the date of the alleged violation, then enforcing the speed limit electronically becomes a speed trap. The five year period can be extended to seven years if the officer shooting the radar/laser is properly certified in the use of the equipment and the electronic device used was calibrated within three years of the alleged violation. Additionally, if a registered engineer determines that no significant changes have occurred on the roadway after seven years, the Engineering and Traffic Survey can be extended for an additional three years.

Local authorities in Los Angeles and other southern California jurisdictions have experienced a need for more flexibility in establishing speed limits because of unique transportation conditions. An October 2017 report from LADOT cites a 2017 National Traffic Safety Bureau (NTS) report that encourages California, along with six other states, to lower legal barriers to automated speed limit enforcement. The NTS report states that setting speed limits using the 85th percentile may have unintended consequences, and there is no evidence that setting speed limits this way results in better safety outcomes. However, the strict standards of the CVC required that LADOT contract an outside engineering firm to help conduct ETS in order to make the City’s speed limits enforceable.

Legislation or administrative action to increase local control over speed limit setting and enforcement would allow LADOT to apply engineering judgment and take into account the varying contexts of streets and neighborhoods when evaluating speed limits, thus improving street safety. This would prevent a future situation where many of the City’s ETS are expiring at similar times, rendering speed limits unenforceable by radar.

  
Tristan Noack  
Analyst

SMT:tn

Attachment: Resolution

**RESOLUTION**

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

WHEREAS, California Vehicle Code (CVC) Section 40802 defines a speed trap as enforcing a speed limit by use of radar, laser, or other electronic equipment that is not justified by an Engineering and Traffic Survey (ETS); and

WHEREAS, the function of an ETS is to create a speed limit using the "critical speed" on a street, which is defined as the speed at which 85% of the drivers are driving at or below; and

WHEREAS, research conducted by the National Transportation Safety Board has shown that setting a speed limit to the "critical speed" does not always produce the best safety outcomes; and


WHEREAS, the strict standards set by the CVC for allowing radar speed limit enforcement have restricted the City's ability to set and enforce speed limits; and

WHEREAS, after numerous attempts to revise State law relative to the setting and enforcement of speed limits, AB 529 (Gatto), enacted in October 2011, allows local authorities to round a speed limit to the nearest five miles per hour increment below the critical speed, but prohibited reducing speed limits any further; and

WHEREAS, legislation that would enhance local control over setting and enforcement of speed limits would enable the City to apply engineering judgment and take into account the varying contexts of streets and neighborhoods when evaluating speed limits, thus improving street safety;

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 into its 2017-2018 State Legislative Program SUPPORT for legislation and/or administrative action that would increase local control of speed limit setting and enforcement.

PRESENTED BY:

  
\_\_\_\_\_  
MITCHELL ENGLANDER  
Councilmember, 12th District

SECONDED BY:

  
\_\_\_\_\_

tn

FEB 21 2010

**Community Impact Statement Recommendation**

To: West Hills Neighborhood Council Board  
From: Homelessness Committee  
Date Approved by Committee: 5/21/18  
Presented for Board Consideration on: 6/07/18

**RE: Council File: 14-0655-S7**

**Title - PSH / CES / Placement Services / Priority for Community Residents**

This motion calls for LAHSA (Los Angeles Homeless Services Authority) to report to the Homeless and Poverty Committee on how they currently fill the Permanent Supportive Housing units, the demographics of the current placements and what steps are taken to ensure the units are marketed to local community residents first; The motion also instructs the appropriate city departments to include this directive in PSH Loan programs for next fiscal year.

**Motion or Recommendation of committee:**

The Homelessness Committee feels it is necessary to ensure that those in need in our local communities, where supportive housing developments are located and are being built, be prioritized to fill the units.

And we further support that this Priority for Community Residents be included in PSH Loan Program for the next fiscal year in order to allow for enforcement of the directive.

We therefore unanimously recommend a YES vote by the WHNC Board.

**RESOLUTION/MOTION ON NEXT PAGE**

VOTE

Quorum: \_\_\_\_\_ Abstain: \_\_\_\_\_

For		Against unless amended	
For if amended		No Position	
Against		Neutral Position	

**Agenda Item 18-0076**

MOTION

HOMELESSNESS AND POVERTY

Through Proposition HHH, the City is allocating up to \$1.2 billion for capital improvements to build permanent supportive housing and homeless services facilities. Permanent Supportive Housing (PSH) has been shown to be the most appropriate and effective housing intervention for the chronically homeless. PSH not only provides affordable housing, but also includes wraparound services tailored to the needs of the individual or family. These services lead them to stabilized housing and improved health outcomes. PSH units serve the highest acuity tenants having the greatest needs for supportive services.

The Coordinated Entry System (CES) is a central database operated by the Los Angeles Homeless Services Authority that allows service providers to match available housing services to the most vulnerable among the chronic homeless.

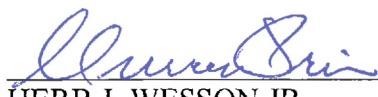
There have been instances in some newly constructed PSH projects where the tenants of the PSH units do not reflect the community of the Service Planning Areas (SPA) they are located in. As the City funds more projects and more units are built and populated, it is necessary to ensure that those in need in the communities where the new developments are located are prioritized to fill the units.

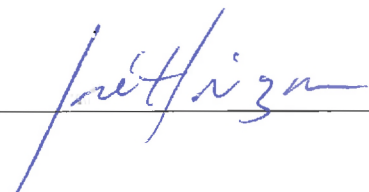
In order to ensure that the tenants of the new Prop HHH funded permanent supportive housing units are housed from the communities they are located in, it is important to have a placement system that prioritizes and serves the individuals in need from those communities.

**I THEREFORE MOVE** that the Council request Los Angeles Homeless Services Authority (LAHSA) to report on how LAHSA currently fills the Permanent Supportive Housing (PSH) units, the demographics of the current PSH placements, and what steps are taken to ensure the units are marketed to the community they are located in;

**I FURTHER MOVE** that the Council request LAHSA to fill all Proposition HHH funded project units through the Coordinated Entry System utilizing the unit's Service Planning Area and instruct the Housing and Community Investment Department to include this directive in their Prop HHH PSH Loan Program Regulations for next fiscal year.


PRESENTED BY:   
MARQUEECE HARRIS-DAWSON  
Councilmember, 8<sup>th</sup> District

  
HERB J. WESSON JR.  
Councilmember, 10<sup>th</sup> District

SECONDED BY: 



ORIGINAL

  
MAR 28 2018

<b>Item</b>	<b>quan</b>	<b>per</b>	<b>cost</b>	<b>tax</b>	<b>total</b>
Bags	800	\$0.95	\$760.00	\$72.20	\$832.20
Clips	700	\$0.85	\$595.00	\$56.53	\$651.53
Pens	750	\$0.53	\$397.50	\$37.76	\$435.26
Bike Lights	250	\$1.92			\$480.00
Certificate Frames	33	\$2.84	\$93.72	\$8.90	\$102.62
<b>Total</b>					<b>\$2,501.61</b>