

CITY OF LOS ANGELES

CALIFORNIA



HOLLYWOOD HILLS WEST NEIGHBORHOOD COUNCIL OFFICERS

PRESIDENT
ANASTASIA MANN

VICE-PRESIDENT
ORRIN FELDMAN

SECOND VICE PRESIDENT
JANE CROCKETT

SECRETARY
BRITTA ENGSTROM

TREASURER
MATT SHICHTMAN

HOLLYWOOD HILLS WEST NEIGHBORHOOD COUNCIL

C/O Department of Neighborhood
Empowerment
3516 N. Broadway
Los Angeles, CA 90031

TELEPHONE: (213) 485-1588

FAX: (213) 485-1836

Toll Free 1 (866) LA HELPS

HOLLYWOOD HILLS WEST NEIGHBORHOOD COUNCIL

BOARD MEETING

May 20, 2020

6:00pm

Zoom Meeting Link:

<https://zoom.us/j/91920999172>

Meeting ID: 919 2099 9172

Phone Dial in:

+1-669-900-6833 Code: 91920999172#

In conformity with the Governor's Executive Order N-29-20 (MARCH 17, 2020) and due to concerns over COVID-19, the Hollywood Hills West Neighborhood Council meeting will be conducted entirely telephonically.

Every person wishing to address the Neighborhood Council must dial (669) 900-6833, and enter 91920999172 and then press # to join the meeting. Instructions on how to sign up for public comment will be given to listeners at the start of the meeting.

The public is requested to dial *9, when prompted by the presiding officer, to address the Board on any agenda item before the Board takes an action on an item. Comments from the public on agenda items will be heard only when the respective item is being considered. Comments from the public on other matters not appearing on the agenda that are within the Board's jurisdiction will be heard during the General Public Comment period. Please note that under the Brown Act, the Board is prevented from acting on a matter that you bring to its attention during the General Public Comment period; however, the issue raised by a member of the public may become the subject of a future Board meeting. Public comment is limited to 2 minutes per speaker, unless adjusted by the presiding officer of the Board. Agenda is posted for public review: on bulletin boards at the Durant Library Branch, Community Center, 11243 Empowerment Blvd, Los Angeles, and electronically on the Hollywood Hills West Neighborhood Council website www.hhwnc.org and on the Department Of Neighborhood Empowerment, www.empowerla.org. You can also receive our agendas via email by subscribing to L.A. City's Early Notification System at <https://www.lacity.org/subscriptions>

In compliance with Government Code section 54957.5, non-exempt writings that are distributed to a majority or all of the board in advance of a meeting, may be viewed at our website at www.hhwnc.org, or at the scheduled meeting. In addition, if you would like a copy of any record related to an item on the agenda, please contact the Board Secretary at secretary@hhwnc.org.

In compliance with Government Code section 54957.5, non-exempt writings that are distributed to a majority or all of the board in advance of a meeting may be viewed at 200 N. Spring Street Los Angeles, CA 90012 and at our website: www.empowerla.org or at the scheduled meeting. In addition, if you would like a copy of any record related to an item on the agenda, please contact Name at (213) 978-1551 or email: NCsupport@lacity.org

If you are compensated to monitor, attend, or speak at this meeting, City law may require you to register as a lobbyist and report your activity. See Los Angeles Municipal Code §§ 48.01 et seq. More information is available at ethics.lacity.org/lobbying. For assistance, please contact the Ethics Commission at (213) 978-1960 or ethics.commission@lacity.org

As a covered entity under Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and, upon request, will provide reasonable accommodation to ensure equal access to its programs, services, and activities. Sign language interpreters, assistive listening devices, and other auxiliary aids and/or services, may be provided upon request. To ensure availability of

services, please make your request at least 3 business days (72 hours) prior to the meeting you wish to attend by contacting the Department of Neighborhood Empowerment by email: NCsupport@lacity.org or phone: (213) 978-1551.

**ALL ITEMS LISTED ON THIS AGENDA ARE SUBJECT TO:
POSSIBLE ACTION, INCLUDING A BOARD MOTION AND
VOTING ON THE MOTION.**

PROCESS FOR RECONSIDERATION: The Board may reconsider and amend its action on items listed on the agenda if that reconsideration takes place immediately following the original action or at the next regular meeting. The Board, on either of these two days, shall: (1) Make a Motion for Reconsideration and, if approved, (2) hear the matter and Take an Action. If the motion to reconsider an action is to be scheduled at the next meeting following the original action, then two items shall be placed on the agenda for that meeting: (1) A Motion for Reconsideration on the described matter and (2) a Proposed Action should the motion to reconsider be approved. A motion for reconsideration can only be made by a Board member who has previously voted on the prevailing side of the original action taken. If a motion for reconsideration is not made on the date the action was taken, then a Board member on the prevailing side of the action must submit a memorandum to the Secretary identifying the matter to be reconsidered and a brief description of the reason(s) for requesting reconsideration at the next regular meeting. The aforesaid shall all be in compliance with the Ralph M. Brown Act.

AGENDA

1. **Call to order by President, Anastasia Mann**
2. **Roll Call by Secretary, Britta Engstrom**
3. **Approval of February 2020 minutes (attached)**
4. **Public Official Reports**
 - a) CD4 –Field Deputy, Madelynn Taras, Office of Councilmember David Ryu
 - b) CD13 – Sean Starkey, Office of Councilman Mitch O’Farrell
 - c) Mayor’s Office, Central Area NC Rep, Angie Aramayo
 - d) 46th Assembly District, Stephanie Mkhlian, Office of Assemblymember Adrin Nazarian
 - e) 43rd Assembly District, Seamus Garrity from the Office of Assemblymember Laura Friedman
 - f) 50th Assembly District- Josh Kurpies, Office of Assemblyman Richard Bloom
 - g) 25th Senatorial District, Vickere Murphy, District Representative, Office of Anthony Portantino
 - h) 3rd Supervisorial District, Erin Seinfeld, Office of Supervisor Sheila Kuehl
 - i) 26th Senate State District, Allison Towle, Office of Senator Ben Allen
 - j) 24th Senate State District, Baydsar Thomasian, Office of Senator Maria Elena Durazo
 - k) Neighborhood Prosecutor, Hollywood Division, Ethan Weaver
 - l) Department of Neighborhood Empowerment, Lorenzo Briceno
 - m) Los Angeles Department of Recreation and Parks, Joe Losorelli
 - n) Hollywood Bowl/Stratiscopes, Angela Babcock
 - o) LAPD – Hollywood & North Hollywood Divisions
 - p) LAFD
 - q) LADWP
 - r) LADOT
5. **Election: Community Outreach Chair:**
Candidate: Jeremy Saunders (introduction)
6. **President’s Report (Anastasia Mann)**
 - a) Reminder speakers will be limited to 2 minutes each
 - b) Open Seat/Reminder: Area 9 chair is open. Laurie Adami resigned effective April 26, 2020.
Interested parties should e-mail president@hhwnc.org
 - c) Status of NC rollover funds and neighborhood council funding– David Ryu City Council Motion

- d) CD4 Councilmember David Ryu update on issues pertaining to CD4 including impact of Covid-19 on our community, parks, city budget etc. and position on Hollywood Center (aka: Millennium Project)
- e) Disclosure re: Sunset & Gardner Bldg. status in Area 7 request to be heard regarding a “spec” Restaurant/Bar CUP for an unbuilt shopping center by Margaret Taylor.
- f) Confirm next meeting date: June 17, 2020

7. First Vice-President’s Report (Orrin Feldman)

- a) Hollywood Center Project - is a proposed mixed use development of 4 buildings within the HUNC boundaries, including over 1,000 residential apartments, on a 4.46 acre site. The site generally is bound by Yucca Street on the North, Ivar Avenue on the West, Argyle Avenue on the East and Hollywood Boulevard on the South. The City's Planning Department released a Draft Environmental Impact Report (DEIR) on April 16, 2020. The department set June 1, 2020, as the deadline for public comments on the DEIR. The City's Planning Department's case no. is ENV-2018-2116-EIR. The State Clearinghouse Number is 2018051002.

The Hollywood Center Project site is just to the East of HHWNC's area. While the Hollywood Center Project site is in Hollywood United Neighborhood Council's area, the Hollywood Center Project's likely impacts will be spread across both neighborhood councils' areas. Additional time should be granted to the neighborhood councils to gather their stakeholders' concerns and provide public comments.

Due to the City's suspension of all neighborhood councils' activities during March and April, 2020, and the gradual restarting of neighborhood councils' activities in May, HHWNC urges Mayor Garcetti, City Council Member Mitch O'Farrell, and the City's Planning Department to extend the public comment deadline by at least another 60 days.

Motion: Hollywood Hills West Neighborhood Council recommends and requests that the City of Los Angeles's elected officials and the City's Planning Department extend the public comment deadline on the Hollywood Center Project's DEIR for at least 75 days beyond the current June 1, 2020 deadline. The public comment deadline should not be set any earlier than August 15, 2020.

8. Treasurer’s Report (Matt Shichtman)

- a) Board Member Reimbursements – None this month
- b) Approve February, March & April Monthly Expenditure Reports

Motion: The Board of the Hollywood Hills West NC approves the February 2020 Monthly Expenditure Report submitted by Treasurer Matt Shichtman.

Motion: The Board of the Hollywood Hills West NC approves the March 2020 Monthly Expenditure Report submitted by Treasurer Matt Shichtman.

Motion: The Board of the Hollywood Hills West NC approves the April 2020 Monthly Expenditure Report submitted by Treasurer Matt Shichtman.

- c) Review remaining FY 19-20 budget

- d) Discuss and approve FY 20/21 budget and Administrative Packet.

Motion: HHWNC Board approves the FY 20/21 Administrative Packet, including Annual Budget, as discussed at the HHWNC meeting on May 20, 2020, including allowance of up to \$175 for board member reimbursement for refreshments at board and committee meetings.

- e) Renew David Horowitz contract with the city:

Motion: Renew David Horowitz's contract with the city for the FY20/21 (July 1-2020 to June 30, 2021) to provide ongoing website development/administration, Microsoft Exchange administration and other administrative duties at a rate of \$250/month, as well as for special projects at a rate of \$80-\$90 per hour.

- f) Budget advocate Oren Katz, request motion to approve \$1,000 contribution to support the Budget Advocates (as requested by Jack Humphreville)

Motion: HHWNC board approve \$1,000 contribution to Budget Advocates.

- g) Approve renewal of the NC mailbox.

Motion: The board approves retroactively payment of \$742.00 to renew NC mailbox @ 7095 Hollywood Blvd # 1004.

- h) Discussion of new encumbrance program – deadline Monday, June 22, 2020

9. Second Vice President's Report (Jane Crockett)

- a) Member Training Update

10. Secretary's Report (Britta Engstrom)

11. Committee Reports

- a) **Park & Open Space Chair (Jeff Masino)**

- i. New Installations – Runyon Canyon Park Updates: While Runyon Cyn Park is currently closed, LA Rec & Parks has completed the installation of a Captain Albert Torres memorial bench in Upper Runyon Cyn and a "Chat Bench," spearheaded by Area 8 Chair, Serra Aladag, in lower Runyon Cyn. More details, including a dedication for both will be announced at a later date.
- ii. COVID-19 Pandemic Runyon Cyn Re-opening Plan: The Hollywood Hills West Neighborhood Council, together with the Los Angeles Department Recreation & Parks, are concerned for the safety and well-being of all Runyon Cyn Park visitors until such time that the coronavirus will no longer be a threat to our community. With this in mind, a plan for certain trail closures, new signage, and fencing will be needed (**please see attachment of new signage**). LA Rec & Parks has asked that HHWNC help contribute specifically for the creation of 8 TRAILS OPEN SOCIAL DISTANCING banners and 8' tall chain-link fencing (**please see attachment for signage invoice**).

Motion: That the HHWNC work together with LA Rec & Parks and approve an expenditure of \$639.40 to produce 8 TRAILS OPEN SOCIAL DISTANCING banners to be installed at Runyon Cyn

Park, plus chain link fencing, not to exceed a total amount of \$2,200 (for fencing), to coincide with the park's COVID-19 reopening plan.

b) Area 3 (Brian Dyer)

i. Restaurant 504, 6541 W. Hollywood Boulevard Permit Application ZA-2019-5469-CUB

Project Description: A conditional use permit to allow the sale and dispensing of a full line of alcoholic beverages for on-site consumption in conjunction with a 1,880 square foot restaurant with 30 indoor seats and 650 square foot patio.

Requested Entitlement: pursuant to LAMC 12.24 w 1 A conditional use permit to allow the sale and dispensing of a full line of alcoholic beverages for on-site consumption in conjunction with a 1,880 square foot restaurant with 30 indoor seats and 650 square covered patio with 30 outdoor seats, with live entertainment, including musical acts of no more than four performers. Hours of operation are from 7:30 a.m. to 2:00 a.m., daily in the c4-2d-sn and [q]r5-2 zones.

The applicant is now Te'Kila, currently operating in the complex, having leased the space when the previous applicant pulled out.

Presentation from project representatives Lee Raburn and Armen Zadoyan.

Motion: If the operators of Smash change the CUP application to limit DJ until 11:00 PM, remove live musicians from the application, have no outdoor speakers facing to or on the Boulevard, and be in compliance with proper, Federally mandated music licensing, then the HHWNC Board will support the application.

c) Infrastructure (Danielle Mead), Area 7 (Lincoln Williamson) & Environment (Barbara Witkin)

i. On January 26, 2020, members of the Area 7 and Infrastructure committees walked Sunset Blvd from the city border with West Hollywood to La Brea Ave. The committees identified many opportunities for improvements and beautification, including the need for pressure-washing multiple stretches of sidewalks which are dirty, discolored and littered with gum and debris. Based on an estimate from a vendor, the committees request up to \$4,000.00 allocation of funds for pressure washing the public sidewalk along three heavily trafficked blocks on Sunset Boulevard: 1) Hayworth Avenue to Fairfax Avenue (south side), Vista Street to Martel Avenue (north side), and Fuller Avenue to Poinsettia Place (north side).

Motion: The Hollywood Hills West Neighborhood Council approves up to \$4,000.00 for pressure washing sidewalks (including gum removal) for three blocks along Sunset Boulevard: 1) Hayworth Avenue to Fairfax Avenue (south side), Vista Street to Martel Avenue (north side), and Fuller Avenue to Poinsettia Place (north side).

d) Public Safety (Paul Jenkins)

i. HHWNC Senior Outreach Program (see attachments)

Create an HHWNC Senior Outreach program that will help connect isolated seniors to community resources and provide them a reason and opportunity to tell a story about their life. Even if they must be physically isolated, they can reach out emotionally.

The pandemic may require seniors and those with underlying health issues to follow Stay at Home orders until there is a vaccine or an effective treatment (the vaccine is estimated to take 12 to 18 months). Isolation can be challenging emotionally and often leads to both physical and mental health problems. The plan would be a way to engage Seniors and reinforce their value to their neighbors and the HHWNC.

The program would include organizing volunteers, launching a community website, having Senior online meetings, and dropping off HHWNC branded plants and Emergency Preparation manuals.

During the outreach phone call, we could offer:

- Information on resources for Seniors
- The opportunity to join an HHWNC community website of seniors, artists, and volunteers.
- Ask them to create a story about their life that an actor or volunteer could read at a regularly scheduled online meeting. Or they could create a piece of artwork to be photographed and displayed.
- An Emergency Preparation manual so they can be emergency information leaders for their neighbors
- An opportunity to be a volunteer making phone calls and checking on other Seniors

The budget requested is a not to exceed amount of \$4,000 for approximately 100 senior HHWNC branded plants and emergency plan deliveries for Seniors that agree to create art. This includes mailings and outreach. See attached budget and diagram of the initial plan proposed for discussion. Outreach meetings will be conducted for stakeholder and board member feedback and interest.

Motion: Approve a budget to create a Senior Outreach program which includes social out reach and mailings, purchase and delivery of plants, print and delivery of Emergency Preparation manuals. Amount not to exceed \$4,000.

12. **Public Comments** – Comments from the public on agenda items and non-agenda items within the Board’s subject matter jurisdiction. Public comments are limited to 2 minutes per speaker.

13. **Adjournment**

Attachments for Treasurer Agenda Item 8. d)

HOLLYWOOD HILLS WEST NEIGHBORHOOD COUNCIL

FY 2020-2021 Budget

DRAFT

Annual Budget Funds	\$32,000.00		
Rollover Funds			
Total Annual Budget Funds:	\$32,000.00		

Office / Operational Expenditures Category	Budgeted	Allocated	Spent
Business Cards	\$500.00	\$0.00	\$0.00
Email (Microsoft, Constant Contact)	\$1,000.00	\$0.00	\$0.00
Website Hosting & Software Costs	\$1,000.00	\$0.00	\$0.00
Photocopies / Scanning for Meetings	\$350.00	\$0.00	\$0.00
Meeting Room Rentals (1 @ \$150, 1 @ \$500)	\$650.00	\$0.00	\$0.00
Meeting Room Refreshments (6 @ \$175, 20 @ \$50)	\$2,050.00	\$0.00	\$0.00
NC Mailbox	\$800.00	\$0.00	\$0.00
David Horowitz Website & Admin support @ \$250/mo, \$360 for insurance + \$80-90/hr for special projects	\$4,000.00	\$0.00	\$0.00
Total Office / Operational Expenditures:	\$10,350.00	\$0.00	\$0.00
Remaining:	\$10,350.00		
NOTES:			

Outreach Expenditures Category	Budgeted	Allocated	Spent
Outreach Items with HHWNC Logo	\$3,400.00	\$0.00	\$0.00
Facebook Ads	\$250.00	\$0.00	\$0.00
Advertising	\$1,000.00	\$0.00	\$0.00
Event Expenses	\$2,000.00	\$0.00	\$0.00
Total Outreach Expenditures:	\$6,650.00	\$0.00	\$0.00
Remaining:	\$6,650.00		
NOTES:			

Election Expenditures Category	Budgeted	Allocated	Spent
Spring 2021 Election Expenses	\$1,000.00	\$0.00	\$0.00
Total Outreach Expenditures:	\$1,000.00	\$0.00	\$0.00
Remaining:	\$1,000.00		
NOTES:			

Neighborhood Purpose Grants (NPG) Expenditures Category	Budgeted	Allocated	Spent
NPG #1	\$4,000.00	\$0.00	\$0.00
NPG #2	\$3,000.00	\$0.00	\$0.00
NPG #3	\$3,000.00	\$0.00	\$0.00
Total NPG Expenditures	\$10,000.00	\$0.00	\$0.00
Remaining:	\$10,000.00		
NOTES:			

Community Improvement Projects (CIP) Expenditures Category	Budgeted	Allocated	Spent
CIP #1	\$2,000.00	\$0.00	\$0.00
CIP #2	\$2,000.00	\$0.00	\$0.00
Total CIP Expenditures:	\$4,000.00	\$0.00	\$0.00
Remaining:	\$4,000.00		

NOTES:

Total Budget Allocations	Budgeted	Allocated	Spent
Office / Operational Expenditures	\$10,350.00	\$0.00	\$0.00
Outreach Expenditures	\$6,650.00	\$0.00	\$0.00
Elections Expenditures	\$1,000.00	\$0.00	\$0.00
General and Operational Expenditures	\$18,000.00	\$0.00	\$0.00
Neighborhood Purpose Grants (NPG) Expenditures	\$10,000.00	\$0.00	\$0.00
Community Improvement Projects (CIP) Expenditures	\$4,000.00	\$0.00	\$0.00
TOTAL EXPENDITURES FOR FISCAL YEAR 2019-2020	\$32,000.00	\$0.00	\$0.00
TOTAL REMAINING FOR FISCAL YEAR 2019-2021	\$32,000.00		

Fiscal Year
2019 -2020

NOTE: CITY HAS
NOT RELEASED
FY 2020-2021 ADMIN
PACKET YET, SO WE'VE
REPURPOSED THE PAST
YEARS.

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

Neighborhood Council: Hollywood Hills West

OFFICE OF THE CITY CLERK | clerk.ncfunding@lacity.org | 213-978-1058

20/21

NEIGHBORHOOD COUNCIL FUNDING PROGRAM FISCAL YEAR ADMINISTRATIVE PACKET

Summary

The Administrative Packet provides for a more comprehensive and complete record of all items that support the Neighborhood Councils' (NC) fiscal and administrative operations, including its annual budget, Financial Officers, and any commitments for NC office space, storage facility, P.O. Boxes, etc.

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.

The Packet contains the following items:

- NC Funding Program Acknowledgements & Agreements – Signed by all Financial Officers
- Completed Annual Budget
- Information pertaining to office space, meeting space, storage facility, Post Office Box (P.O. Box), and website services, as applicable.

Procedure

On a yearly basis, we require each NC to discuss, prepare, and approve the Administrative Packet. Once the Packet has been voted on by the board, the Packet and the completed Board Action Certification (BAC) Form are to be submitted to the NC Funding Program.

Your NC Treasurer can submit both documents, the Packet and BAC, by uploading them in the NC Funding System portal, Budget Allocation section, immediately after Board approval. Once received, reviewed, and accepted by our Program, your NC will gain full access to its funds. The NC Funding System portal website is: <https://cityclerk.lacity.org/NCFundPortal/#/login>

As our Program awaits your Packet submission, access to your NC funds will be limited to \$333.00 per month, until the annual budget, Administrative Packet, and BAC have been received and accepted. This limited amount is intended to assist your NC operationally for expenses related to conducting your NC meetings, i.e. meeting facility use fees, printing and photocopying of meeting documents, meeting refreshments/snacks, professional staff services.

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

NEIGHBORHOOD COUNCIL FUNDING PROGRAM
FINANCIAL OFFICERS LETTER OF ACKNOWLEDGEMENT & AGREEMENT

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 FINANCIAL OFFICERS.

Neighborhood Council Financial Officers - Names and Signatures:

Treasurer

SIGNATURE OF THE TREASURER

Matthew Shichtman

PRINT NAME OF THE TREASURER

Treasurer

BOARD POSITION

5/20/20

DATE

treasurer@hhwnc.org

EMAIL

734-765-2743

PHONE NUMBER

CONTINUES OTHER SIDE

2nd Signer

SIGNATURE OF THE 2nd SIGNER

Anastasia Mann

PRINT NAME OF THE 2nd SIGNER

President

BOARD POSITION

5/20/20

DATE

president@hhwnc.org

EMAIL

323-876-5641

PHONE NUMBER

Alternate Signer (If not applicable, please indicate "N/A")

SIGNATURE OF THE ALTERNATE SIGNER

Orrin Feldman

PRINT NAME OF THE ALTERNATE SIGNER

First Vice President

BOARD POSITION

5/20/20

DATE

vicepresident@hhwnc.org

EMAIL

323-656-0440

PHONE NUMBER

1st Bank Cardholder

SIGNATURE OF THE 1st BANK CARD HOLDER

Matthew Shichtman

PRINT NAME OF THE 1st BANK CARD HOLDER

Treasurer

BOARD POSITION

5/20/20

DATE

treasurer@hhwnc.org

EMAIL

734-765-2743

PHONE NUMBER

2nd Bank Cardholder

SIGNATURE OF THE 2nd BANK CARD HOLDER

Anastasia Mann

PRINT NAME OF THE 2nd BANK CARD HOLDER

President

BOARD POSITION

5/20/20

DATE

president@hhwnc.org

EMAIL

323-876-5641

PHONE NUMBER

***** Bank Cardholders, please read further next page *****

OFFICE OF THE CITY CLERK | clerk.nclunding@lacity.org | 213-978-1058

**NEIGHBORHOOD COUNCIL FUNDING PROGRAM
BANK CARDHOLDER ACKNOWLEDGEMENT &
AGREEMENT OF RESPONSIBILITIES**

This document outlines the responsibilities that I, as the Neighborhood Council Bank Cardholder, 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 or services required for the conduct of official Neighborhood Council business only.

2. 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.

3. 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.

4. 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.

5. 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.

6. 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.

7. 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.

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. As a Neighborhood Council Financial Officer, I have signed and received a copy of both the NC Funding Program Bank Cardholder Agreement of Responsibilities and Financial Officers Letter of Acknowledgement, have attended and completed the required NC Funding Program training, and understand the requirements and limitations regarding the NC Bank Card's use.

PLEASE SIGN OTHER SIDE

1st Bank Cardholder

SIGNATURE OF THE 1st BANK CARD HOLDER

Matthew Shichtman

PRINT NAME OF THE 1st BANK CARD HOLDER

5/13/20

DATE

2nd Bank Cardholder

SIGNATURE OF THE 2nd BANK CARD HOLDER

Anastasia Mann

PRINT NAME OF THE 2nd BANK CARD HOLDER

5/13/20

DATE

NEIGHBORHOOD COUNCIL FUNDING PROGRAM
ANNUAL BUDGET TEMPLATE – FISCAL YEAR 2019-2020

The annual budget is a plan for the utilization of the NC's financial resources. It should be used as a strategic financial road map to conduct activities and efforts that will help the NC achieve its mission, goals, and objectives. The budget should include the input of stakeholders, be accessible, and comply with the rules that govern the use of NC public funds.

As a planning tool, the annual budget allows the NC board to allocate its funds, both regular annual funds and rollover funds, if any, into the following Expenditure Categories:

1. General and Operational Expenditures
 - i. **Office/Operational**
 - ii. Outreach
 - iii. Elections
2. Neighborhood Purposes Grants (NPGs)
3. Community Improvement Projects (CIPs)

With the exception of certain expenditures related to Office/Operational items, the annual budget cannot be used as authorization or approval of actual payments to vendors. All payments related to Outreach purchases, activities, and events, Elections, NPGs, and CIPs must be considered and approved through separate board motions, not as part of the board approval of the annual budget.

The annual budget may be accepted as authorization for payment for certain monthly and recurring **Office/Operational expenditures only**, such as those listed below, when itemized in the Office/Operational Expenditure Category. Please see the sample itemized Office/Operational budget allocations next page.

1. Office lease payments
2. Office supplies and equipment expenses, not including inventory items
3. Storage facility lease payments
4. P.O. Box payments
5. Office telephone and Internet services
6. Refreshments/snacks for board/committee meetings
7. Website hosting and maintenance services
8. Professional meeting/office-related services, i.e. translators, minute-takers, audio services
9. Printing and copying for meetings/office-related purposes only
10. Printing NC business cards

The annual budget template form provided here is an optional tool. Your Neighborhood Council may submit its annual budget on a form different from this template as long as it only contains the same budget allocation Expenditures Categories listed above.

For more details on the Administrative Packet, Fiscal Year annual budget, and rollover of funds unspent at the end of the Fiscal Year, please review the Policies and Guidelines, Policy 1.1, found on our website: <https://clerk.lacity.org/neighborhood-council-funding-program>

*Sample Itemized Budget Allocations for
Office/Operational Expenditures*

Office/Operational Expenditures Category	
Office Rent (\$500/month x 12 months)	\$6,000.00
Office Supplies (paper, ink, staples, pens, binders, business cards, etc.)	\$500.00
Printer/Copy Machine Lease	\$1,500.00
Internet Service (Spectrum)	\$1,000.00
Telephone Service (Ooma)	\$500.00
Website Hosting and Maintenance	\$2,000.00
Printing and Photocopying for Meetings	\$500.00
Meeting Facility Fees (Riverside Elementary School)	\$2,000.00
Minute-Taker for Meetings (AppleOne)	\$1,500.00
Refreshments/Snacks for Meetings	\$1,500.00
Total Office/Operational Expenditures	\$17,000.00

<div style="text-align: center;"> Hollywood Hills West Neighborhood Council Annual Budget for Fiscal Year 2019 2020 - 2021 </div>	
Annual Budget Funds	\$ 42,000.00 \$ 32,000
Rollover Funds***	
Total Annual Budget Funds	\$ 42,000.00 \$ 32,000 *

Office/Operational Expenditures Category	
Business Cards	\$ 500.00
Email (Microsoft, Constant Contact)	\$ 1,000.00
Website Hosting & Software Costs	\$ 1,000.00
Photocopies / Scanning for Meetings	\$ 350.00
Meeting Room Rentals (1 @ \$150, 1 @ \$500)	\$ 650.00
Meeting Room Refreshments (6 @ \$175, 20 @ \$50)	\$ 2,050.00
NC Mailbox	\$ 800.00
David Horowitz Website & Admin support @ \$250/mo, \$360 for insurance + \$80-90/hr for special projects	\$ 4,000.00
Total Office/Operational Expenditures	\$ 10,350.00

***The Funding Program will notify each NC of their Fiscal Year closing balance including available rollover funds, if any, on August 1st or next business day. Depending on when an NC submits its Admin Packet/annual budget, the NC may need to revise and resubmit its annual budget to account for any rollover funds received.

OFFICE OF THE CITY CLERK | clerk.refunding@cityoflosangeles.org | 213-978-1058

* ESTIMATED FY2020-21
NC BUDGET PROVIDED
BY CITY.

Outreach Expenditures Category	
Outreach Items with HHWNC Logo	\$ 3,400.00
Facebook Ads	\$ 250.00
Advertising	\$ 1,000.00
Event Expenses	\$ 2,000.00
Total Outreach Expenditures	\$ 6,650.00

Election Expenditures Category	
Spring 2021 Election Expenses	\$ 1,000.00
Total Election Expenditures	\$ 1,000.00

Neighborhood Purposes Grants (NPG) Expenditures Category	
NPG #1	\$ 4,000.00
NPG #2	\$ 3,000.00
NPG #3	\$ 3,000.00
Total NPG Expenditures	\$ 10,000.00

Community Improvement Projects (CIP) Expenditures Category	
CIP #1	\$ 2,000.00
CIP #2	\$ 2,000.00
Total CIP Expenditures	\$ 4,000.00

TOTAL BUDGET ALLOCATIONS	
Office/Operational Expenditures	\$ 10,350.00
Outreach Expenditures	\$ 6,650.00
Elections Expenditures	\$ 1,000.00
General and Operational Expenditures	\$ 18,000.00
Neighborhood Purposes Grants (NPG) Expenditures	\$ 10,000.00
Community Improvement Project (CIP) Expenditures	\$ 4,000.00
TOTAL EXPENDITURES FOR FISCAL YEAR 2019-2020	\$ 32,000.00

NEIGHBORHOOD COUNCIL FUNDING PROGRAM

LEASES & AGREEMENTS

Please complete the following information, as applicable, for any leases or service agreements your NC currently has or plans on securing in the Fiscal Year involving office space, meeting space, storage facilities, P.O. Boxes, and/or website services. If sections below do not apply to your NC, please select NA on the sections that do not apply. If you have more than one Meeting Location, then please provide the same information on an additional page. The information provided on this form is to confirm leases or services that NC may currently have or that it would like to secure in the Fiscal Year. If a lease or service agreement needs to be drafted from the information provided, the NC board will be notified and advised to agendaize and approve the drafted agreement at a future board meeting; The approval the Administrative Packet/annual budget does not replace the vote the board will need to take to approve any actual agreement or lease, if drafted.

Office Lease:

<input type="checkbox"/> Existing(may need to renew agreement) <input type="checkbox"/> New(new agreement may be needed) <input type="checkbox"/> Donated <input type="checkbox"/> NA	
Property Name:	
Property Address:	
Property Owner:	
Property Owner Phone Number:	
Property Owner Email:	
Monthly Cost:	
Donation Value (if applicable):	

Board Meeting Location:

<input type="checkbox"/> Existing(may need to renew agreement) <input type="checkbox"/> New(new agreement may be needed) <input checked="" type="checkbox"/> Donated <input type="checkbox"/> NA	
Property Name:	Will & Ariel Durant Library
Property Address:	7140 Sunset Blvd., Los Angeles, CA 90046
Property Owner:	City of Los Angeles
Property Owner Phone Number:	323-876-2741 (John Frank, Librarian)
Property Owner Email:	jfrank@lapl.org
Do you pay for the meeting location?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Donation Value (if applicable):	

Storage Facility:

<input type="checkbox"/> Existing(may need to renew agreement) <input type="checkbox"/> New(new agreement may be needed) <input type="checkbox"/> Donated <input type="checkbox"/> NA	
Facility Name/Owner	
Facility Address:	
Facility Owner Phone Number:	
Facility Owner Email:	
Name on Facility Account:	
Monthly Cost:	

P.O. Box:

<input checked="" type="checkbox"/> Existing(may need to renew agreement) <input type="checkbox"/> New(new agreement may be needed) <input type="checkbox"/> Donated <input type="checkbox"/> NA	
Property Name/Owner:	Mail & More on Hollywood
NC P.O. Box Address	7095 Hollywood Blvd. #104, Hollywood, CA 90028
Property Owner Address:	
Property Owner Phone Number:	323-850-5300
Property Owner Email:	MailMoreHollywood@gmail.com
Name on P.O. Box Account:	Anastasia Mann: Hollywood Hills West Neighborhood Council
Monthly Cost:	\$ 61.00

Website Services:

<input checked="" type="checkbox"/> Existing(may need to renew agreement) <input type="checkbox"/> New(new agreement may be needed) <input type="checkbox"/> Donated <input type="checkbox"/> NA	
Name of Website Services Provider:	Microsoft
Service Provider Address:	One Microsoft Way, Redmond, WA 98052
Service Provider Phone Number:	1-800-865-9408
Service Provider Email:	
Type of Services Provided:	Online services for website / email
Monthly Cost:	\$ 96.00



City of Los Angeles - Office of the City Clerk
Neighborhood Council Funding Program
Encumbrance Request Form - Fiscal Year 2019-2020



Neighborhood Council: _____

To encumber NC funds, please provide the following information and follow the instructions below:

	Vendor Name	Purpose of the encumbered funds	Amount
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
		Total	\$ 0.00

BOARD AFFIRMATION:

THE NC BOARD AFFIRMS THAT SERVICES/PROJECTS RELATED TO THE ENCUMBRANCES LISTED ABOVE ARE INTENDED TO BE IN PLACE THIS CURRENT FISCAL YEAR OR HAVE BEEN AGREED UPON WITH THE VENDOR TO BEGIN WITHIN A REASONABLE TIME PERIOD DEPENDING ON COVID-19 PUBLIC HEALTH CIRCUMSTANCES.

NC President or Treasurer Name

Signature

Date

Instructions:

No later than June 22, 2020, please submit the following via email to Clerk.NCFunding@lacity.org:

1. Encumbrance Request Form, completed and signed
2. Invoices from the vendors listed in the Encumbrance Request Form
3. The Board Action Certification (BAC) Form approving the Encumbrance Request Form

**HELP KEEP OUR TRAILS OPEN!**
PARK PROUD LA

**PRACTICE SOCIAL DISTANCING**
PROVIDE SPACE OF AT LEAST 6 FEET
AT ALL TIMES DURING YOUR VISIT

**FACE COVERING REQUIRED**
TRAIL USERS OVER 2 YEARS OLD
MUST WEAR A FACE COVERING

**DO NOT GATHER IN GROUPS**
HEAD OUTDOORS WITH MEMBERS OF
YOUR HOUSEHOLD ONLY

**COMMUNICATE WITH OTHERS AS YOU PASS**
ALERT TRAIL USERS OF YOUR PRESENCE
AND STEP ASIDE TO LET OTHERS PASS

**PACK OUT YOUR TRASH**
USE LEAVE-NO-TRACE PRINCIPLES TO
PROTECT PARK STAFF AND WILDLIFE

**FOR MORE INFORMATION
VISIT [LAPARKS.ORG](https://laparks.org)
FOR NON-EMERGENCIES CONTACT
LA CITY PARKS RANGERS AT
323-644-6661**



Corporate Office
8955 National Blvd
Los Angeles, CA 90034
310-836-3200

TRANSACTION # **QTE273032**
DATE **5/12/2020**
EXPIRES **8/10/2020**
SALES TEAM **415 DAVID ESQUEDA**

QUOTE

CUSTOMER C228945

City of Los Angeles Department of Recreation and Parks Griffith Region

PROJECT

TRAILS OPEN / SOCIAL DISTANCING BANNERS

PRIMARY CONTACT

STEFANIE SMITH
818-243-1145
stefanie.smith@lacity.org

DUE DATE

SHIPPING METHOD

UPS - Ground

PAYMENT TERMS

Prepayment

BILL TO

Tracy James
City of Los Angeles Department of Recreation and Parks Griffith
Region
Parks Services Administration
4800 Griffith Park Drive
Los Angeles CA 90027

SHIP TO

Tracy James
City of Los Angeles Department of Recreation and Parks Griffith
Region
Parks Services Administration
4800 Griffith Park Drive
Los Angeles CA 90027

QTY				EACH	TOTAL
8	Description	TRAILS OPEN SOCIAL DISTANCING BANNERS		\$65.00	\$520.00 *
	Item	Custom Banner Graphic	Facing	Single Faced	
	Size	36" W x 60" H	Layout	Portrait	
	Material	Vinyl - Regular - White - 13oz			
	Color Match	PMS Call Out - IF ANY, OTHER WISE PRINT AS IS			
	Production Details	SEND ePROOF			
	Finishings	Grommet - Color: Brass - Placement: Perimeter, Standard - Size: Reg Hem - Placement: Perimeter			

IMPORTANT CLIENT REQUIREMENTS

- 1) APPROVE QUOTE ASAP
- 2) SUBMIT ARTWORK IMMEDIATELY
- 3) SUBMIT PAYMENT PER TERMS
- 4) APPROVE PRINT PROOF ASAP

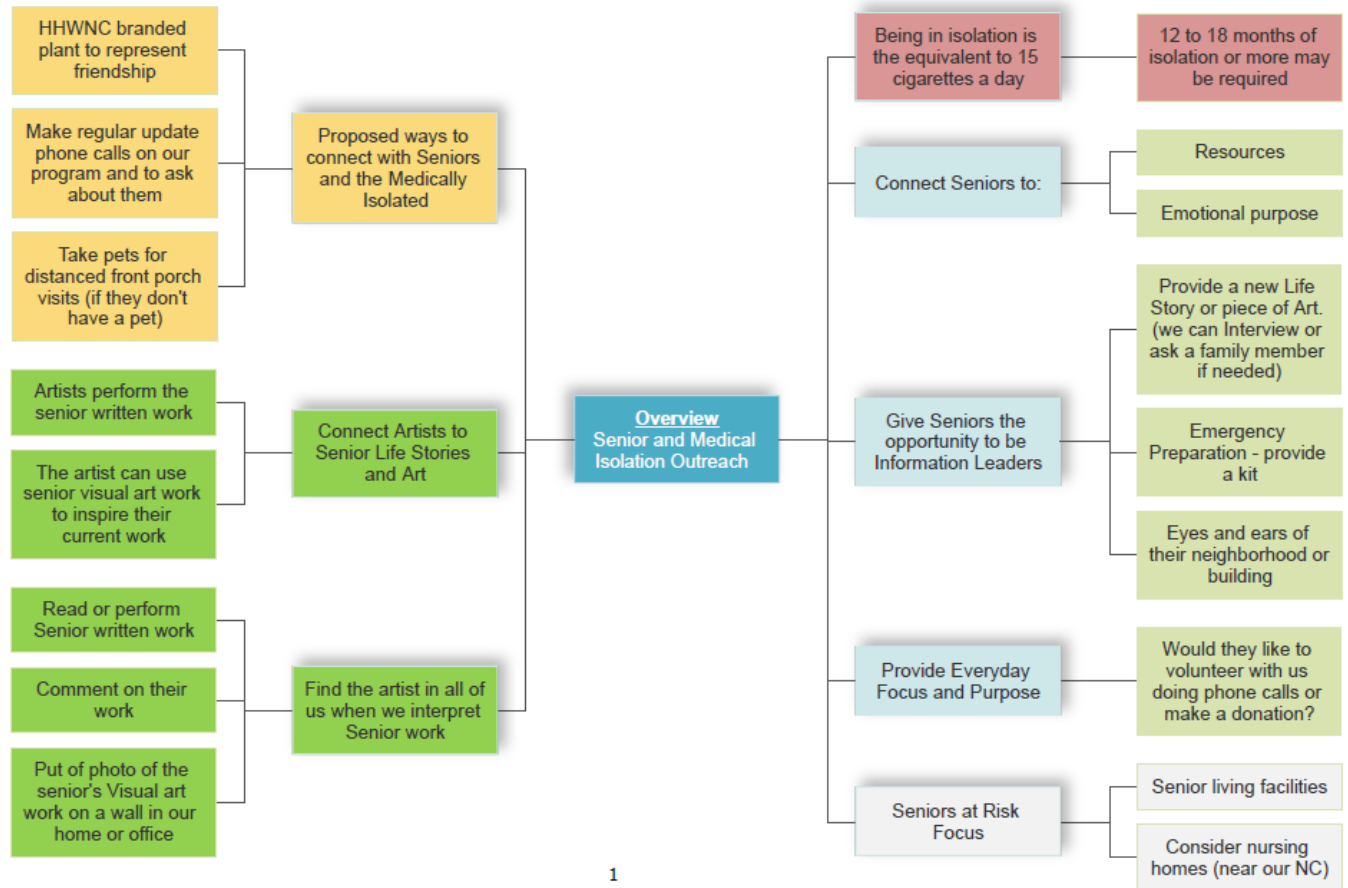
- PRODUCTION DOES NOT BEGIN UNTIL ALL THE ABOVE ITEMS HAVE BEEN COMPLETED
- DELAYS CAN CAUSE ADDITIONAL RUSH FEES

SUBTOTAL \$520.00
EST. SHIPPING \$70.00
TAX (9.5%) * \$49.40
TOTAL \$639.40

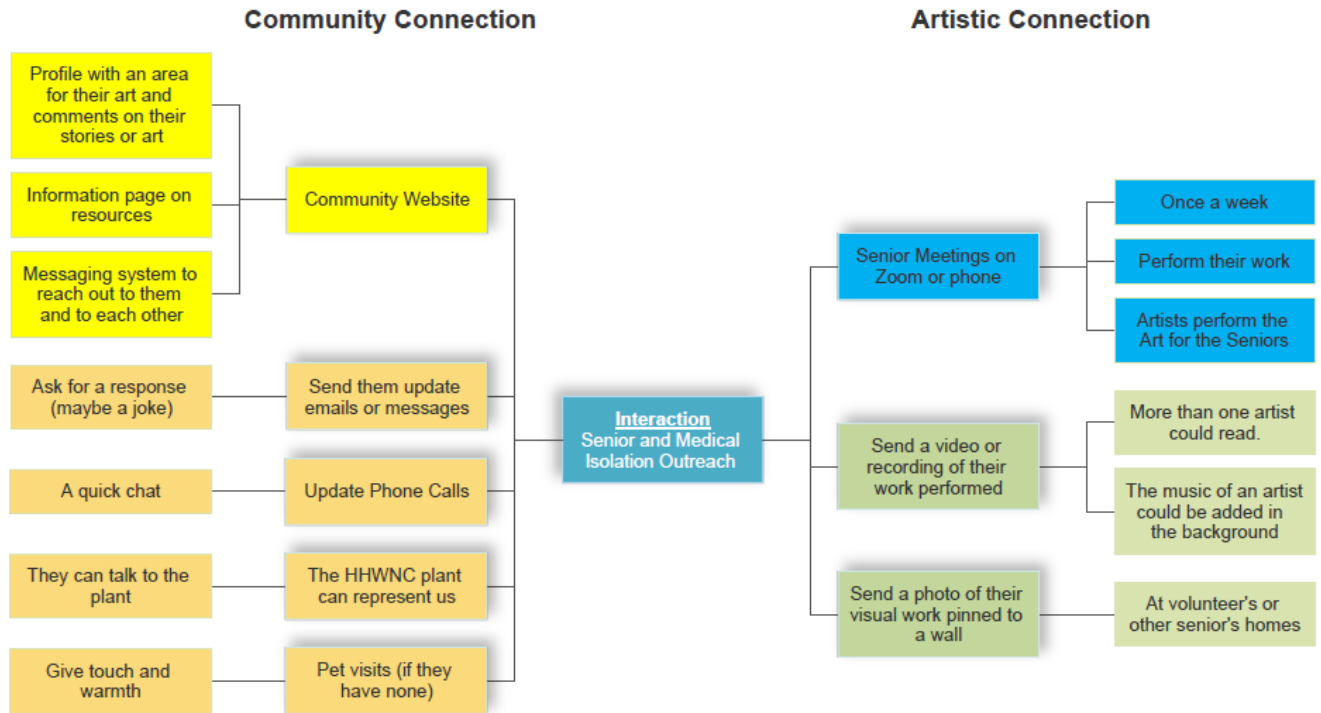
HHWNC - Senior Outreach Program

05/20/2020

- o Isolation is very unhealthy and can be addressed by neighbors
- o Hollywood has a large artist community which could be connected to Seniors
- o This aligns with the core mission of Neighborhood Councils



HHWNC - Senior Outreach Program Interaction



2

HHWNC - Senior Outreach Budget

05/20/2020

Item	Cost	Qty	Total	Supplier Quoted	Notes
Plant to Represent HHWNC	\$20.00	100	\$2,000.00	Dream Garden (323) 465-0161	Includes pot and transfer. Indoor plant or outdoor succulent.
HHWNC Logo Sticker for the Plant (2" x 4")	\$0.50	100	\$50.00	Fed Ex on Sunset (323) 8454501	
HHWNC Emergency Plan print out	\$9.20	100	\$920.00	Fed Ex on Sunset (323) 8454501	60 pages: Cover color .75 (30% off) = 53 Manual b & w .18 (30% off) = .13 Binder
Outreach for Volunteers and Seniors	\$50.00	4	\$200.00	Budget	Facebook, Nextdoor etc.
Mailings for seniors without a phone number	\$2.13	300	\$639.00	Seda's Printing (323) 469-1034	Optional Previous printing - \$581/272 = \$2.13 each
			\$0.00		
			\$0.00		
Total			\$3,809.00		

CITY OF LOS ANGELES

CALIFORNIA



HOLLYWOOD HILLS WEST NEIGHBORHOOD COUNCIL OFFICERS

PRESIDENT
ANASTASIA MANN

VICE-PRESIDENT
ORRIN FELDMAN

SECOND VICE PRESIDENT
JANE CROCKETT

SECRETARY
BRITTA ENGSTROM

TREASURER
MATT SHICHTMAN

HOLLYWOOD HILLS WEST NEIGHBORHOOD COUNCIL

C/O Department of Neighborhood
Empowerment
3516 N. Broadway
Los Angeles, CA 90031

TELEPHONE: (213) 485-1588

FAX: (213) 485-1836

Toll Free 1 (866) LA HELPS

HOLLYWOOD HILLS WEST NEIGHBORHOOD COUNCIL BOARD MEETING

February 19, 2020

6:00 pm

**Will and Ariel Durant Library Branch
7140 Sunset Blvd, Los Angeles, CA 90046**

DRAFT MINUTES

1. **Call to order by President, Anastasia Mann at 6:08pm**
2. **Roll Call by Secretary, Britta Engstrom. Quorum established.** Absent: Daniel Savage, Naomi Kobrin, Bob Mansell, Jeff Straebler & Melissa Reeck.
3. **Approval of minutes.** Jeff Masino made the motion, Danielle Mead 2nd. The minutes were approved 16-0 (1 abstain).
4. **Election of Area 9 Chair**
Candidate: Laurie Adami
Laurie was elected by the board 16-0 (1 abstain).
5. **Public Official Reports**
 - a) CD4 –Field Deputy, Madelynn Taras, Office of Councilmember David Ryu provided an update that they are looking at streets that can be easily paved by BSS vs. those that will need to be capital improvement projects. They have a new planner, Paola Mendez. The Wonder Woman of the 4th Event on March 22nd is coming up and they are taking submissions. She invited everyone to check out the new community calendar on their website.
 - b) CD13 – Sean Starkey, Office of Councilman Mitch O’Farrell spoke about Metro Bike Share which will have 10 new stations coming to Hollywood. He shared that many shelters are expanding including the YWCA which is expanding to 120 beds in March.

- c) 3rd Supervisorial District, Erin Seinfeld, Office of Supervisor Sheila Kuehl introducing introduced herself as the new representative. Her e-mail is Eseinfeld@bos.lacounty.gov She spoke about how in the LA County Court System people will no longer have to pay certain administrative fees.
- d) Neighborhood Prosecutor, Hollywood Division, Ethan Weaver stated that there is a new prosecutor in North Hollywood. Ethan is looking into the short term rental that was the site of a murder earlier in the day. Ethan introduced Sarah Spielberger, Deputy City Attorney, Gang & Gun Prosecution Section. If anyone sees graffiti they should report to 311 or SLO. They will determine if it's gang related.
- e) LAPD – Hollywood & North Hollywood Divisions

SLO Ralph Sanchez was unable to give too many details about the ongoing investigation regarding the recent shooting at the short term rental in Mt. Olympus. He stated that they are on it and they are investigating it. The suspects are still outstanding. It is a short term rental that has been written up as a party house previously. SLO Brian White has tracked every citation on this house. Enforcement has been pushing citations. Ethan Weaver explained that administrative citations are non-criminal but violators are entitled to a hearing. These types of things include citations for party houses, the new vending ordinance, and any municipal code.

SLO Kurtis Delbar stated that there has been a 10% crime reduction. He reviewed how to report a crime online at LAPDOnline.org (if you don't have evidence etc. and don't want to wait on the phone) Package thefts and online crimes usually people selling goods online and getting it taken by force have been very common. He also informed stakeholders to be on the lookout for Turo cars (Airbnb of cars). You may notice extra vehicles in your neighborhood.

6. President's Report (Anastasia Mann)

- a) Report on CD4 Candidate Forum held on Sunday, Feb. 16, 2020. Four candidates participated for 90 minutes of Q&A. The debate is available to view online. HHWNC had active participation at their table at the event.
- b) LAFD Fire Station 76 Report - update on Community & Officials event (Public Safety Report). (see attachment)

Capt. Dalton stated that the station is 70+ years old and they are unable to cool the apparatus (like a garage) which can get extremely hot, even at night. It's putting the firefighters at risk for heat related illnesses and does not allow them to recover. Additionally, the gym isn't used because it is too hot in the summer. The swamp cooler would reduce the temperature by over 20 degrees.

Commander Hogan stated that since the swamp cooler is not in their budget they are unable to ask for it which is why they are coming to the HHWNC for a NPG.

Motion: HHWNC approve a Neighborhood Purpose Grant of \$3,800 for Fire Station 76 to install a swamp cooler at the fire station.

Anastasia Mann made the motion, Orrin Feldman 2nd. The motion was approved unanimously 17-0.

- c) Durant Library Requests: Neighborhood Purpose Grants

- i. The Source is a monthly gathering of service providers for homeless or disadvantaged clients. They service between 170-190 clients per month. The money from the grant will help pay for meals and other resources.

Motion: HHWNC approve payment of \$2,000 to Friends of Durant Library to fund the Source Event at the library for one month.

Anastasia Mann made the motion, Luminita Roman 2nd. The motion was approved 16-1. John Franks shared details and receipts from prior Source events per Area 7's request.

Public Comment:

- Francine Beeman
- Joan Howard
- Leon Jones

- ii. The Durant Library has traditionally distinguished itself with arts and science programming that serves patrons from pre-school through retirement. They plan to expand their science related programming that will prove a benefit to students who patronize the branch. This programming is not covered by the LAPL budget.

Motion: HHWNC approve payment of \$2,000 to Friends of Durant Library to ongoing programs at the library for children and young adults.

Anastasia Mann made the motion, Matt Shichtman 2nd.
This item was tabled until next board meeting.

- d) Coronavirus What You Need to Know Flyer (see attachment)
- e) The next meeting date was confirmed for March 18, 2020
- f) Anastasia Mann reminded the Board to send her any 2019 e-mails from Nicholas Grief (Former Chief of Staff for CD4) as it is a public records request.

7. **First Vice-President's Report (Orrin Feldman)**

- a) Urban Redwood Hearing
- b) Ventura -Cahuenga Blvd. Corridor Specific Plan Open House
- c) PLUM Committee Meeting on March 2nd will now be on March 9, 2020

8. **Treasurer's Report (Matt Shichtman)**

- a) Board Member Reimbursements

Possible motion and vote.

Anastasia Mann - \$159.62 for refreshments and table cloth for CD4 Candidate Forum

Matt Shichtman - \$20.07 for refreshments for 2/19 board meeting

Brian Dyer - \$71.50 for photocopying and refreshments for Area 3 meeting

Motion: Approve all board member reimbursements.

Matt Shichtman made motion. Orrin Feldman 2nd. The motion was Approved 16-0.

- b) Approve January Monthly Expenditure Report

Motion: The Board of the Hollywood Hills West NC approves the January 2020 Monthly Expenditure Report submitted by Treasurer Matt Shichtman.

- c) Add 2nd Signer to NC Credit Card

Motion: The HHWNC board approves adding HHWNC President Anastasia Mann as a 2nd signer to the NC credit card.

Matt Shichtman made the Motion, Jeff Masino 2nd. The motion was approved 16-0.

9. Secretary's Report (Britta Engstrom)

- a) Britta will email the Board regarding business cards.

10. Committee Reports

a) Park & Open Space Chair (Jeff Masino)

- i. Captain Albert Torres memorial Update: In November 2019, the HHWNC Board voted unanimously 16-0 to fund a memorial bench (and plaque) and tree planting in Runyon Cyn Park. LA Parks Foundation is providing a bench and plaque "at cost" to HHWNC for \$1,200. This amount must now be approved as a Community Improvement Project (for beautification and capital improvement projects on public property). LA Rec & Parks will also provide a memorial tree at the bench location and will install both at no additional cost to HHWNC.

Motion: HHWNC fund a Community Impact Project for a memorial bench and plaque at cost for \$1,200 to honor Captain Albert Torres.

Jeff Masino made the motion. Mary Yarber 2nd. The motion was approved 16-0.

- ii. Runyon Cyn Park "Chat Bench" Update: In September 2019, spearheaded by Area 8 Chair, Serra Aladag, the HHWNC Board voted unanimously 19-0 to fund and support working with LA Rec & Parks to designate a "chat bench," encouraging spontaneous conversation among park goers at Runyon Canyon Park, and sponsored by the HHWNC. An existing bench in lower Runyon Cyn has been identified. Serra has submitted the following language below (modeled on other "chat benches"):

Chat Bench

Smile, say hello and spark a conversation with the persons sitting on this bench.

This is a dedicated space to combat social isolation and loneliness.

Hollywood Hills West Neighborhood Council

Motion: Approve the language for the bench as it appeared in the agenda with the addition of the HHWNC website.

Jeff Masino made the motion, Serra Aladag 2nd. The motion was approved 16-0.

- iii. Report on joint HHWNC, Friends of Runyon, LA Rec & Parks meeting: Tuesday, January 28th, 2020 at the CD4 Hollywood Field Office, attended by Area 6 Chair, Mary Yarber and Parks and Open Space Chair, Jeff Masino.

b) Outreach Chair (Kyle Naumovski)

- i. Stakeholder Outreach- How is each Area Chair connecting with the stakeholders they represent? Any help I can provide?
- ii. Census Goodwill Ambassadors (CGA) Training Completed & HHWNC Census liaison appointed by Lorenzo Briceno
- iii. CGA Training- Great resource for Area chairs to connect with stakeholders
- iv. 2020 Census - an extremely important count which will determine the amount of federal funding our neighborhood receives and the number of political representation we get on City and State level.
- v. Action Plan to Improve Impact on Outreach activities

c) Infrastructure (Danielle Mead)

- i. Website Maintenance Proposals

At HHWNC's January board meeting, the board voted to have President Anastasia Mann appoint a board member to obtain three bids from qualified vendors to provide ongoing website, email and technical support for HHWNC and report back to the Board. Anastasia Mann recused herself and left the room.

We have received bids from David Horowitz, Media Arts and Sunlight Media for the Board to review (see agenda packet).

Motion: HHWNC shall accept the bid from David Horowitz for \$250/month to provide ongoing website development/administration, Microsoft Exchange administration and other administrative duties, as well as for special projects at a rate of \$80-\$90/hr.

Danielle Mead made the motion, Oren Katz 2nd. The motion was approved 15-0.

- ii. Sidewalk Repair DEIR

The City of Los Angeles Bureau of Engineering (BOE) is conducting the environmental review process for the proposed Sidewalk Repair Program. The proposed Project would continue, amend and expand implementation of Safe Sidewalks LA over approximately 30 years in order to make City pedestrian facilities compliant with applicable accessibility requirements. The Neighborhood Council Sustainability Alliance (NCSA) Trees Committee has asked neighborhood councils to support their concerns about tree loss and the tree canopy impacts which could result from the Sidewalk Repair Program (see background info in agenda packet).

Motion:

Whereas, the Sidewalk Repair Program Draft Environmental Impact Report (EIR) proposes to allow the tree canopy to decrease over 1.5% during 30 years by removing 12,869 large trees, only reaching 2017 levels again in 2047, and

Whereas, the EIR proposes to mitigate tree loss at different ratios during different years of the project, only planting the minimum number of trees necessary to return to 2017 levels in 2047, and

Whereas, the EIR claims the project to have minimal environmental impacts, and

Whereas, tree canopy is an essential first line of defense against extreme heat days, which will become more frequent during the next 30 years and localized tree loss will result in a dangerous increase in local temperatures, especially on extreme heat days, and

Whereas, loss of tree canopy also means reduced air quality, loss of habitat, loss of stormwater filtration, and loss of aesthetics and property values,

Therefore, the Hollywood Hills West Neighborhood Council requests to the Bureau of Engineering:

- 1) that every possible effort be made to redesign sidewalks around trees utilizing bulb-outs and meandering sidewalks;
- 2) that only those trees absolutely necessary to be removed for sidewalk repair be removed, with no preemptive removal of trees not causing problems;
- 3) that all trees removed for the sidewalk repair program be mitigated at a ratio of 4:1 with species of equal size at maturity and located in the same neighborhood as those removed;
- 4) that the EIR be amended to consider tree removal a significant adverse impact with binding mitigation measures;
- 5) that every tree removal continue to have the due process of notification through an Urban Forestry Division tree removal notice and that removal of 3 or more trees at a given site continue to have a Board of Public Works hearing;
- 6) a 60-day extension in the scoping period to allow all neighborhood councils the opportunity to agendaize and submit their motions.

Danielle Mead made the motion, Jeff Masino 2nd. The motion passes as amended 16-0.

Public Comment:

-Julie Kremkus

d) Area 3/Transportation (Brian Dyer & Jeff Straebler)

- i. At the November 2019 HHWNC Board meeting, the Board sent back the Area 3 / Transportation motion to remove the traffic island at Yucca and Las Palmas for further study. This is a follow up to the Board discussion and recommends a motion for LADOT to conduct a traffic study for Area 3 and suggest mitigation measures for the impacts of general Hollywood Bowl-driven traffic, Hollywood Bowl-driven hard street closures; movie premiere and other street closures of Hollywood Boulevard; traffic islands located at the intersections of Yucca at Las Palmas, Cherokee and Whitley, traffic turning left from Las Palmas onto Franklin, traffic turning right from Wilcox onto Franklin, etc.

Motion: That the Hollywood Hills West Neighborhood Council request the Los Angeles Department of Transportation to conduct a traffic study and propose traffic flow mitigation measures within Area 3.

Brian Dyer made the motion. Luminita Roman 2nd. The motion was approved 16-0.

Public Comment:

- Annie Gagen

e) Public Safety (Paul Jenkins)

- i. 1 - Fire Station 76 Community Open House - December 18, 2019
Receipt of Certificate of Appreciation to the Hollywood Hills West Neighborhood Council from the City of Los Angeles and the Fourth Council District for supporting Fire Station 76, LAFD and LAPD and other local First Responders, which enhances an emergency & disaster preparedness collaboration model at the grassroots level. See attached document.
- ii. Neighborhood Council Emergency Preparedness Alliance Meeting Report- Saturday January 25, 2020
Discussed:
 - Civil Unrest – What are the city’s plans and what can NCs do to help prepare. Sgt Michael Hammett, LAPD EP Unit. 10,300 officers total for four million residents (1 to 400 ratio) with a limited number in the field at any time. We need to help each other in an emergency.
 - EMD will be reviewing the RYLAN program and how to canvass in your neighborhood.

February 29th, 12:30 to 2pm - Mid-Valley Regional Library 16244 Nordhoff Street, North Hills
-John Darnell of DONE proposed an outline of responsibilities for Emergency Preparation Liaisons (new position). No limit to the number, you don't have to be board member, the HHWNC President appoints.

- iii. 3 - Homelessness Liaison Meeting - Wednesday, January 29, 2020 by the Homelessness Liaison Task Force. Update and Review. Measure H (County) - for services only - Dashboard - <https://homeless.lacounty.gov/impact-dashboard/> - 1/4 cent sales tax for homeless services - expected 350 million per year = \$7,000 per homeless person per year considering about 50k homeless persons. Measure H Goal - House 45,000 people in 5 years. HHH (L.A. City) - to building housing (services by Measure H) - Dashboard - <https://www.lamayor.org/summary-supportive-housing-pipeline> 1.2 billion bond measure to build 10k units. HHH is just one source of funding for projects (never intended to be the sole source), sometimes projects need up to 20 streams of financing, HHH is just one of them. Permanent supportive housing for the most vulnerable - support they need. Estimates are 25% to 30% of people experiencing homelessness need supportive housing - they are the first and most vulnerable being focused on.
- iv. Possible announcement re: GO BAG opportunity for stakeholders.

11. **Public Comments** – Comments from the public on agenda items and non-agenda items within the Board's subject matter jurisdiction. Public comments are limited to 2 minutes per speaker.

-Natalie Soderquist
-Jeremy Tramer

12. **Adjournment** meeting adjourned at 8:23pm.

Craig Sanford Heating & Air, Inc.
16654 Soledad Cyn. Road #186
Canyon Country, CA 91351
661 298 3070 Office
661 298 3069 Fax
St. Lic. 527114 C-20
&540286 C-10

October 2, 2019

Los Angeles City Fire Station 76
3111 Cahuenga Bl. West
Los Angeles CA 90068
213 485 6276

As per the request by customer the above contractor is quoting the installation of a new Arrow Cool Pro Series cooler model number PPD4802C, this bid will include all labor for the installation, all mounting hardware, sheet metal, electrical, register, water line and drain line. The electrical will be a manual on/off switch with high and low cool position and a high and low vent position.

Installation should take 1.5 days to complete and be running.

Price of the project is \$3800.00 to be paid at completion of job.

All equipment has a 5 year warranty on all parts and a 2 year installation warranty, you are responsibility is for maintenance once a year.

Thank you
Craig Sanford

NOVEL CORONAVIRUS

What You Need to Know

Coronavirus is a type of virus that causes diseases of varying severities, ranging from the common cold to more serious respiratory disease. A novel (new) coronavirus is a new strain of coronavirus that hasn't been identified before in humans.

How is it spread?



Through coughing and sneezing



Close personal contact, such as touching or shaking hands



Touching an object or surface with the virus on it, then touching your mouth, nose, or eyes before washing your hands



Because novel coronavirus is new, we are learning more each day about the transmission patterns and incubation periods



People who have traveled to or from **Wuhan, China since December 1, 2019**, could have been exposed to the virus.

Seek medical care if you traveled to Wuhan and develop a fever and cough or respiratory symptoms within 14 days of your return.

What are the symptoms?



Fever



Cough



Difficulty Breathing



Severe Illness

How can I protect myself when I travel?

Travelers going outside the US

- Avoid animals (alive or dead), animal markets, and products that come from animals (such as uncooked meat).
- Avoid contact with sick people.
- Wash your hands often with soap and water for at least 20 seconds. Use an alcohol-based hand sanitizer if soap and water are not available.
- Avoid touching your eyes, nose, and mouth.


If you traveled to Wuhan and feel sick

- Stay home and avoid contact with others
- Seek medical care right away. Before you go to a doctor's office or emergency room, call ahead and tell them about your recent travel and your symptoms.
- Don't travel while sick.
- Cover your mouth and nose with a tissue or your sleeve (not your hands) when coughing or sneezing. Throw the tissue in the trash.



County of Los Angeles
Public Health

Attachments for Agenda Item 10. c) i.



HHWNC Maintenance / Tech Support Proposal

Saturday, February 1, 2020

Attention:
Danielle Mead
Infrastructure Chair
Hollywood Hills West Neighborhood Council

Proposal presented by Sunlight Media LLC.
Angelo Frisina.
Founder / CEO
811 W. 7th St, Level 12
Los Angeles, CA 90017

TELEPHONE
(323) 868-3581

ADDRESS
811 W. 7TH ST, LEVEL 12,
LOS ANGELES, CA 90017

WEB
ANGELO@SUNLIGHTMEDIA.ORG
WWW.SUNLIGHTMEDIA.ORG

Tech Support / Maintenance

Sunlight can offer HHWNC a ten (10) hour pre-paid maintenance plan for \$700. This will include work such as;

- Sending 1-2 monthly emails via Constant Contact
- Setting up new users on Outlook Exchange and assisting with password resets
- Occasional website updates (WordPress) such as adding new board member bios/photos or creating basic posts

Any remaining hours at the end of each month will be rolled over to the next month.

For larger special projects, Sunlight will submit a quote to be approved at the monthly board meetings. These projects will be billed at the regular hourly rate of \$80 /hr.

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Innovative Communication Solutions



Project Plan and Proposal

CLIENT NAME

Hollywood Hills West Neighborhood Council

CONTACTS

Anastasia Mann

PROJECT

Website and Internet Services Support and Maintenance

E-MAIL

president@hhwnc.org

Project Description

The Hollywood Hills West Neighborhood Council (HHWNC) needs administrative and support services for their website and internet presence. Much of this work will involve website maintenance and updates, email support and new user setup. The current HHWNC website is built on a Wordpress platform and the email is hosted on an Exchange server. The services will encompass a number of different areas:

- Maintain the current website and install necessary updates
- Add new users for the website and provide user support
- Administer and create email accounts and support email use as needed.

Project Areas

Website Maintenance and Updates

This work will include common tasks such as reviewing and maintaining the base Wordpress installation, updating installed plug-ins and general site maintenance. In addition, this will include malware removal, small contextual changes, such as font size adjustments, cloud backup of the website on a periodic basis and the recovery of website files from backups.

User Support and Administration

As new board and committee members join HHWNC, there will be a need to add and support their web and email activities. This will include email setup, the preparation of clear instructions for email usage and best practices.

Services Not Covered

Any additional functionality upgrades or services that are outside the scope of general maintenance and support will not be covered by this contract. If such services are required, a general cost estimate can be provided

Preliminary Budget

The following schedule of costs covers both the maintenance agreement and additional services. These monthly charges can be adjusted higher or lower after six (6) months depending on an unanticipated change in the workload.

Project Areas	Amount
Website Maintenance and Updates	\$750/month
User Support and Administration	\$250/month

HOLLYWOOD HILLS WEST NEIGHBORHOOD COUNCIL

WEB & EMAIL ADMINISTRATION PROPOSAL

Proposal by

David Horowitz

Developer & Exchange Administrator

Prepared for

Hollywood Hills West
Neighborhood Council

City of Los Angeles

7095 Hollywood Blvd., Suite #1004 Hollywood CA, 90028

Why HHWNC Should Select Me

I am someone most of the board knows and trusts. I have volunteered countless hours to HHWNC, and I am the one that set up and maintains both the current web server and the Exchange Online server for HHWNC. So, instead of telling you what I would do, I will tell you what I do and what I would like to continue to do for you.

Web Server & Website Maintenance

Rather than have a typical hosting plan, the current HHWNC website is hosted on a server that we lease from SSD nodes. I set up that server to run PHP, Nginx, MariaDB, and WordPress. I also configured all of the firewall policies and additional active security (WordFence with customized policies and alerts) for the website, and I monitor and respond to the security alerts. I set up all board members with access to the website. And I assist with password resets and technical questions about the website.

I apply security updates to the operating system on the server as well as to Nginx, PHP, and MariaDB. Security updates, as well as feature updates to WordPress and its plugins, are applied as needed once they have been tested to ensure they will not break the site. Whenever something unforeseen, like an update to WordPress itself, breaks the website, I attempt to fix it. Depending upon the amount of work required, I either fix it or provide an estimate to the board to personally repair it if the time or effort required to fix it is substantial, hourly rates below. Occasionally, it may even be necessary to outsource certain repairs to the original web designers of the WordPress site.

Exchange Server Administration

I manage the Exchange Online instance for HHWNC, which just means an Exchange server in the cloud. I set up all board members with an @hhwnc.org email address. I assist with that initial set up as well as the set up on mobile devices as needed, and any password resets throughout their term. I also assist with any technical questions about email. When responding to California Public Records Act requests I will provide an estimate to the board to help collate and redact email communications, hourly rate below.

Other Administration

Additionally, I am the administrator for the Constant Contact account and I set up all users for the account and assist with password resets. I also make sure payment information stays updated. And I send out monthly notifications for the board meetings to all stakeholders and I assist with Facebook administration occasionally as well.

HOLLYWOOD HILLS WEST - NEIGHBORHOOD COUNCIL

DAVID
HOROWITZ

310-869-4949
david@corniche.com
drope@outlook.com

13151 Fountain Park Dr.
Apt C119
Playa Vista, CA 90094

Hollywood Hills West
Neighborhood Council

7095 Hollywood Blvd.,
Suite #1004
Hollywood CA, 90028

Project Title: Web & Email Administration
Project Description: Web & Email Administration
Proposal Number: 2020-003
Terms: Payment every 30 Days

Monthly Charges	Hours	Price / Hour	Cost
Web Development / Web Server Administration / WordPress Administration	2	\$ 75.00	\$ 150.00
Exchange Administration	1	\$ 50.00	\$ 50.00
Other Administrative Duties, including Constant Contact, etc.	1	\$ 50.00	\$ 50.00
		Subtotal	\$ 250.00
		Total	\$250.00/mo

Special Project Charges	Price / Hour
Special Web Development Projects (servers, HTML, CSS, JS, PHP, SQL)	\$ 80.00
CPRA Request Compliance (Includes assistance with collection of all emails with collation and redaction of all personal information and logging)	\$ 90.00

YOUR VOICE IS NEEDED!

Hello, neighborhood council board members,

The members of the Neighborhood Council Sustainability Alliance (NCSA) Trees Committee want to be sure you are aware of a critical opportunity for individuals and neighborhood councils to take a position on the future of our urban tree canopy.

The City of Los Angeles has launched a program to repair our broken sidewalks. As part of a settlement of the Willits class action lawsuit, a sidewalk repair program (SRP) called Safe Sidewalks LA began 3 years ago, and as a result, hundreds of large trees have already been removed, even though an environmental impact report (EIR) had not been conducted. We all want our sidewalks repaired, but we cannot afford to lose our urban tree canopy.

Through this 30-year SRP program, close to 13,000 large, mature trees are projected to be removed and replaced with 15-gallon saplings.

On December 26, 2019, the Sidewalk Repair Program Draft EIR was finally released. Here is a link: <https://sidewalks.lacity.org/environmental-impact-report>. The NCSA Trees Committee has serious concerns that this lengthy report is not informed by science and ignores the City's own Dudek report, which cites tree preservation as critical for the health of our city and its inhabitants.

The goal of this draft EIR is to "streamline" the implementation of the sidewalk repair program and enable trees to be removed without challenge. We have concerns about the rush to remove trees without adequate due process, public involvement, and consideration of more sustainable approaches. We know there are hardscape alternatives to tree removals, such as bulb-outs, that are utilized in other cities to divert the sidewalk around the tree in order to retain it that are not proposed for Los Angeles. Visit www.seattle.gov/Documents/Departments/SDOT/Trees/TreeSidewalksOperationsPlan_final215.pdf to learn more.

Although new young trees will be planted, the projected return to the tree canopy baseline as it existed prior to the program will not occur for 30 years. The report ignores or fails to evaluate numerous health and environmental impacts that result from tree removals. These include an increased heat island effect, a decline in air quality, loss of wildlife, and loss of stormwater capture. No mitigation of ecosystem services loss is addressed in this EIR because trees are considered a design element rather than an ecosystem service provider.

Trees take decades to grow to maturity, and the report anticipates a new tree mortality rate of only 8%, which we believe is overly optimistic, particularly given that budget and capacity constraints may make proper maintenance and irrigation of young trees extremely challenging. The City of Santa Monica's chief forester reported at the City of Los Angeles's 2019 Tree Summit that they experience 20% mortality with street tree saplings, and their urban forestry program is highly regarded. The City of Los Angeles's replacement-tree list excludes important large-canopy tree species, and it is the large trees that provide greater ecosystem services than smaller trees. It is these valuable species that are frequent candidates for removal.

Here is a sample motion:

Whereas, the Sidewalk Repair Program Draft Environmental Impact Report (EIR) proposes to allow the tree canopy to decrease over 1.5% during 30 years by removing 12,869 large trees, only reaching 2017 levels again in 2047, and

Whereas, the EIR proposes to mitigate tree loss at different ratios during different years of the project, only planting the minimum number of trees necessary to return to 2017 levels in 2047, and

Whereas, the EIR claims the project to have minimal environmental impacts, and

Whereas, tree canopy is an essential first line of defense against extreme heat days, which will become more frequent during the next 30 years and localized tree loss will result in a dangerous increase in local temperatures, especially on extreme heat days,

Whereas, loss of tree canopy also means reduced air quality, loss of habitat, loss of stormwater filtration, and loss of aesthetics and property values,

Therefore, the *(your NC name here)* requests

- 1) that every possible effort be made to redesign sidewalks around trees utilizing bulb-outs and meandering sidewalks
- 2) that only those trees absolutely necessary to be removed for sidewalk repair be removed, with no preemptive removal of trees not causing problems
- 2) that all trees removed for the sidewalk repair program be mitigated at a ratio of 4:1 with species of equal size at maturity and located in the same neighborhood as those removed
- 3) that the EIR be amended to consider tree removal a significant adverse impact with binding mitigation measures
- 4) that every tree removal continue to have the due process of notification through an Urban Forestry Division tree removal notice and that removal of 3 or more trees at a given site continue to have a Board of Public Works hearing
- 5) a 60-day extension in the scoping period to allow all neighborhood councils the opportunity to agendaize and submit their motions

Joanne D'Antonio

Neighborhood Council Sustainability Alliance, Trees Committee Chair

Sustainability Representative, Board Member, Greater Valley Glen Council

Community Forest Advisory Committee Representative for Council District 2

NCSA Representative, Urban Forestry Management Plan Working Group (Dudek Report)

jdantonio@greatervalleyglencouncil.org

trees@ncsa.la

(818) 387-8631

