



CITY OF
LOS ANGELES
CALIFORNIA



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WEST HILLS NEIGHBORHOOD COUNCIL

ONLINE AND TELEPHONIC BOARD MEETING AGENDA

Thursday, July 7, 2022 at 7:00 p.m.

In conformity with the September 16, 2021 enactment of California Assembly Bill 361 (Rivas) and due to concerns over Covid-19, the West Hills Neighborhood Council meeting will be conducted entirely with a call-in option or internet based service option. All are invited to attend and participate.

This meeting of the West Hills Neighborhood Council will be conducted online via Zoom Webinar and telephonically. All are invited to attend and participate.

- **To attend online** via Zoom Webinar: Paste the following link into your browser: <https://zoom.us/j/98920654217>
- **To call in by phone**, dial (669) 900-6833, then punch in this Webinar code when prompted: **989 2065 4217**, then press #.

Comments on matters not on the agenda will be heard during the Public Comment period. Those who wish to speak on an agenda item will be heard when the item is considered

AB 361 Updates: Public comment cannot be required to be submitted in advance of the meeting; only real-time public comment is required. If there are any broadcasting interruptions that prevent the public from observing or hearing the meeting, the meeting must be recessed or adjourned. If members of the public are unable to provide public comment or be heard due to issues within the Neighborhood Council’s control, the meeting must be recessed or adjourned.

<p><u>Opening Business</u> Call to Order</p> <p>Roll Call – Establish Quorum Pledge of Allegiance Approve Regular Meeting Minutes of June 2, 2022 Senior Lead Officer Report</p> <p>Treasurer’s Report Controller’s Report Comments From the Co –Chair(s)</p>		<p>Co-Chairs: Mrs. Charlene Rothstein Dr. Faye Barta</p> <p>Secretary: Mr. Brad Vanderhoof</p> <p>Co-Chair: Dr. Faye Barta</p> <p>Secretary: Mr. Brad Vanderhoof SLO Lopez SLO Vege</p> <p>Treasurer: Mrs. Carolyn Greenwood</p> <p>Controller: Mr. Saif Mogri</p> <p>Co-Chair: Mrs. Charlene Rothstein Dr. Faye Barta</p>
<p><u>Announcements</u></p> <p>Council District 12 Department of Neighborhood Empowerment Los Angeles County Supervisor District 3</p> <p>LAUSD District 3</p> <p>Budget Advocates</p>		<p>Mr. Colin Crews, District Director Mr. John Darnell Mr. Blake Clayton, West Valley/Mt. Communities Field Deputy & Caseworker Ms. Tara Vahdani, School Engagement & Data Specialist Mr. Glenn Bailey</p>

<p><u>Presentation</u></p> <p>Certificates of Appreciation</p>		<p>Mrs. Charlene Rothstein, Co-Chair Dr. Faye Barta, Co-Chair</p>
<p><u>Public Comment</u></p> <p>Comments & statements from stakeholders or interested parties on subjects <u>NOT</u> on this meeting's agenda. <i>(Requires Speaker Card)</i> (10 Minutes Max) *The Council affords an opportunity to members of the public to address the Council on items of interest that are within the Council's jurisdiction. The Council is not permitted to take action on items that are not identified on the agenda. The Council reserves the right to limit speakers' time if necessary to provide an adequate opportunity for all to be heard.*</p>		<p>Dr. Faye Barta, Co-Chair</p>
<p><u>Council Announcements</u></p> <p>Committee & Liaison Reports</p>		<p>West Hills Neighborhood Council</p>
<p><u>Old Business</u></p> <p>22-0047 - Discussion and possible action on DONE Code of Conduct. (15 Minutes Max)</p>		<p>Mrs. Joanne Yvanek-Garb, Co-Chair Government Relations Committee Mr. Saif Mogri, Co-Chair Government Relations Committee</p>
<p><u>New Business</u></p> <p>22-0049 - Discussion and possible action regarding approval of the WHNC's May 2022 Monthly Expenditure Report (MER) (3 Minutes Max)</p> <p>22-0050 - Discussion and possible action on approving 2022-2023 WHNC budget in the amount of \$32,000.00 (5 Minutes Max)</p> <p>22-0051 - Discussion and possible action on approving 2022-2023 Administrative Packet (5 Minutes Max)</p> <p>22-0052 - Discussion and possible action regarding approval of the WHNC Elections Stipulation Worksheet (5 Minutes Max)</p> <p>22-0053- Discussion and possible action on approving the 2021-2022 WHNC Inventory Report (5 Minutes Max)</p> <p>22-0054 - Discussion and possible action on a letter to CD12 and BSS supporting residents petition request on repaving of Keswick St., between Saticoy St and Bobbyboyer Ave. (5 Minutes Max)</p>		<p>Mrs. Carolyn Greenwood, Co-Chair Budget Committee Mr. Saif Mogri, Co-Chair Budget Committee</p> <p>Mrs. Carolyn Greenwood, Co-Chair Budget Committee Mr. Saif Mogri, Co-Chair Budget Committee</p> <p>Mrs. Carolyn Greenwood, Co-Chair Budget Committee Mr. Saif Mogri, Co-Chair Budget Committee</p> <p>Mr. Steve Randall, Co-Chair Elections Ad Hoc Committee Mr. Saif Mogri, Co-Chair Elections Ad Hoc Committee</p> <p>Mr. Saif Mogri, WHNC Controller</p> <p>Mr. Anthony Scarce, Co-Chair Streets & Transportation Committee Mr. Bob Brostoff, Co-Chair Streets & Transportation Committee</p>

<p>22-0055 - Discussion and possible action on a letter to CD12 regarding solutions for speeding on Platt between Ingomar and Sherman Way (5 Minutes Max)</p> <p>22-0056 - Discussion and possible action on a letter to CD12 and LADOT requesting stop sign at Cohasset and Melba and Speed humps on Cohasset St. west of Woodlake Ave. (5 Minutes Max)</p>		<p>Mr. Anthony Scarce, Co-Chair Streets & Transportation Committee</p> <p>Mr. Bob Brostoff, Co-Chair Streets & Transportation Committee</p> <p>Mr. Anthony Scarce, Co-Chair Streets & Transportation Committee</p> <p>Mr. Bob Brostoff, Co-Chair Streets & Transportation Committee</p>
<p><u>Adjournment</u></p>		

Public Input At Neighborhood Council Meetings: Members of the public who call in by telephone are requested to dial *9, when prompted by the presiding officer, to address the Board on any agenda item before the Board takes an action on an item. Comments from the public on agenda items will be heard only when the respective item is being considered. Comments from the public on other matters not appearing on the agenda that are within the Board’s jurisdiction will be heard during the General Public Comment period. Please note that under the Brown Act, the Board is prevented from acting on a matter that you bring to its attention during the General Public Comment period; however, the issue raised by a member of the public may become the subject of a future Board meeting.

The amount of time for public comment on each agenda item is to be determined by the Chair at each meeting. Speakers shall limit their comments to matters relevant to the item on the agenda. The Chair may rule that the speaker is out of order if the comments are not germane to the item under consideration. If multiple requests for public comment are submitted on one agenda item, preference will be granted to members of the public who have not spoken previously during the meeting, either during general public comment or on another agenda item. A member of the public wishing to speak on more than one agenda item at a single meeting shall limit his or her remarks to a total of five (5) minutes per meeting.

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

Public Posting Of Agendas: WHNC agendas are posted for public review at Shadow Ranch Park, 22633 Vanowen St., West Hills, CA 91307 or at our website, www.westhillsnc.org. You can also receive our agendas via email by subscribing to the City of Los Angeles Early Notification System at www.lacity.org/government/Subscriptions/NeighborhoodCouncils/index.

The Americans With Disabilities Act: As a covered entity under Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and, upon request, will provide reasonable accommodation to ensure equal access to its programs, services and activities. Sign language interpreters, assistive listening devices and other auxiliary aids and/or services may be provided upon request. To ensure availability of services, please make your request at least three business days (72 hours) prior to the meeting you wish to attend by contacting via email NCSupport@lacity.org or calling (213) 978-1551. If you are hearing impaired, please call 711

Public Access of Records: In compliance with Government Code Section 54957.5, non-exempt writings that are distributed to a majority or all of the board in advance of a meeting may be viewed at the meeting where such writing was considered or by contacting the WHNC’s executive director via email at Michelle.Ritchie@westhillsnc.org Requests can be made for a copy of a record related to an item on the agenda.

Reconsideration and Grievance Process: For information on the WHNC’s process for board action reconsideration, stakeholder grievance policy or any other procedural matters related to this Council, please consult the WHNC Bylaws. The Bylaws are available at our website, www.WestHillsNC.org.

Servicios De Traducccion: Si requiere servicios de traducción, favor de avisar al Concejo Vecinal 3 días de trabajo (72 horas) antes del evento. Por favor contacte Michelle.Ritchie@westhillsnc.org



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WEST HILLS NEIGHBORHOOD COUNCIL

BOARD ONLINE AND TELEPHONIC DRAFT MEETING MINUTES

Thursday, June 2, 2022

Revised July 1, 2022

The Board shall take official action by a simple majority of yes and no votes cast by the Directors present at a duly noticed regular or special Board meeting, not to include abstentions. There shall be no proxy voting.

PRESENT: Faye Barta, Dan Brin, Bob Brostoff (left 9:00 PM), Clarice Chavira, Sriya Datla, Carolyn Greenwood, Glenn Jennings, Bonnie Klea, Vinura Kotewelle, Kent Mariconda, Rosi Mariconda, Saif Mogri, Bryan Newman, Steve Randall, Bill Rose, Char Rothstein, Anthony Scarce, Myrl Schreiber, Joan Trent, Brad Vanderhoof, and Joanne Yvanek-Garb (left 9:10 PM)

ABSENT: Aida Abkarians, Sandi Bell, Tariq El-Atrache, Mark Neudorff, Azarine Rushenas, and Alec Uzemeck

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

Secretary Brad Vanderhoof called roll and established quorum.

Vice President Faye Barta led the Pledge of Allegiance.

Approve Regular Meeting Minutes of May 5: The minutes were approved as amended.

2022 Senior Lead Officer Report: SLO McNamee reviewed crime stats. Topanga Division crime is up 28%. Neighborhood watch is very important. Remember to lock cars and remove valuables. LAPD has 9300 sworn officers and the target is 10K. Officer McNamee introduced Chris Vege, acting SLO for north West Hills, and he gave some of his background.

Treasurer's Report: Treasurer Carolyn Greenwood presented the report. A majority of the charges are related to the Kid's Day event.

22-0043 - Approval of the WHNC's April 2022 Monthly Expenditure Report (MER)

Roll Call Vote:

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

Saif Mogri	Yes
Mark Neudorff	Absent
Bryan Newman	Yes
Steve Randall	Yes
Bill Rose	Yes
Charlene Rothstein	Yes
Anthony Scearce	Yes
Myrl Schreibman	Yes
Joan Trent	Yes
Alec Uzemeck	Absent
Brad Vanderhoof	Yes
Joanne Yvanek-Garb	Yes

Yes – 20, No – 0, Abstain – 0, Absent – 5, Ineligible – 0, Recused – 0
The MER is approved.

Controller’s Report: Controller Saif Mogri presented the report. At the end of May the balance remaining was about \$11K. With anticipated charges a \$8-9K rollover is projected.

Comments from the Co –Chair(s): President Rothstein asked for a moment of silence for the families of everyone killed last month.

Announcements:

Blake Clayton, Field Deputy, Los Angeles County Supervisor District 3: Voting centers are open at West Hills Medical Center, Capistrano Elementary, Justice Elementary. The drop boxes are available. The supervisors have established a Youth Environmental Commission made up of 25 members with a minimum age of 18.

Glenn Bailey, LAUSD District 3 Budget Advocates: The city budget has been approved. Budget day is Saturday, June 18 at 9:30 AM.

John Darnell, Department of Neighborhood Empowerment: The last day to use an NC bank card is June 20. Proposals for Congress of Neighborhoods are due June 15.

Public Comment: John, Allesandro Machi, Nicolle Flessati, Diane Blanchard, and 1818****183 all spoke on the proposed development at Fallbrook and Roscoe. Goat Puppet spoke on a legal complaint. Glenn Bailey spoke about VANC, NC elections, LANCC, virtual governance, and the hybrid meeting workgroup.

Old Business

22-0035 – Installation of three Speed Tables for speed mitigation at Welby Way Charter Elementary School:

Dan moved to remove the locations from the letter and map, mention the neighborhood petition, and allow minor editing.

Roll Call Vote:

Aida Abkarians	Absent
Faye Barta	Yes
Sandi Bell	Absent
Dan Brin	Yes
Bob Brostoff	Yes
Clarice Chavira	Yes
Tariq El-Atrache	Absent

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

Yes – 20, No – 0, Abstain – 0, Absent – 5, Ineligible – 0, Recused – 0
The amendment passes.

Roll call vote on the amended item;

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

Yes – 20, No – 0, Abstain – 0, Absent – 5, Ineligible – 0, Recused – 0

New Business

Bob Brostoff left the meeting at 9:00 PM.

22-0044 - Letter concerning gopher holes at Lazy J Ranch Park:

Roll Call Vote:

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

Yes – 18, No – 1, Abstain – 0, Absent – 6, Ineligible – 0, Recused – 0

Joanne Yvanek-Garb left the meeting at 9:10 PM.

22-0045 - Request to LADOT install additional stop signs on Woodlake at the 3-way intersection of Woodlake Ave. and Justice St.:

Roll Call Vote:

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

Rosi Mariconda	Abstain
Saif Mogri	Yes
Mark Neudorff	Absent
Bryan Newman	Yes
Steve Randall	Yes
Bill Rose	Yes
Charlene Rothstein	Yes
Anthony Scearce	Yes
Myrl Schreibman	Yes
Joan Trent	Yes
Alec Uzemeck	Absent
Brad Vanderhoof	Yes
Joanne Yvanek-Garb	Absent

Yes – 17, No – 0, Abstain – 1, Absent – 7, Ineligible – 0, Recused – 0
The Item passes.

22-0046 - CIS in support of SB-1079 (CIS), pilot program to evaluate the use of sound-activated enforcement devices to capture vehicle noise levels per SB-1079 Section 27150.4 added to Vehicle Code. Also request the City of Los Angeles be included in such program if passed.

Roll Call Vote:

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

Yes – 3, No – 14, Abstain – 1, Absent – 7, Ineligible – 0, Recused – 0
The item fails.

22-0047 - DONE Code of Conduct: Item tabled to July.

22-0048 - Council File 20-0990 - NC Board Members Training: Item tabled to July.

President Rothstein adjourned the meeting at 9:44 PM.

NEIGHBORHOOD COUNCIL ~~BOARD MEMBER~~

CODE OF CONDUCT POLICY

2021~~2~~-1

(~~February 2~~ July 1, 2022)

WHEREAS, on ~~June 19, 2020~~ March 30, 2022, the Los Angeles City Council approved the “Workplace Equity Policy”, last revised February 9, 2022 (Workplace Equity Policy);

WHEREAS, on March 31, 2022, Mayor Eric Garcetti issued Executive Directive No. 3427 aimed at implementing the Workplace Equity Policy to foster a workplace rooted in empathy, inclusion and mutual respect~~calling for efforts to ensure fairness, diversity, equal opportunity, and transparency in City government;~~

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

WHEREAS, the Workplace Equity Policy prohibits ~~protects volunteers, including Neighborhood Council board members from~~ “Discrimination”, “Harassment”, “Sexual Harassment”, “Retaliation”, “Hazing”, “Abusive Conduct”, “Bullying”, and “Inequitable Conduct” based on a “Protected Category”, each as defined in the Workplace Equity Policy;

WHEREAS, the Commission recognizes ~~that~~ the Workplace Equity Policy’s definitions of “Discrimination”, “Harassment”, “Sexual Harassment”, “Retaliation”, “Hazing”, “Abusive Conduct”, “Bullying”, and “Inequitable Conduct” ~~are dependent on employee/employer and supervisor/supervised relationships;~~

WHEREAS, the Commission recognizes members of a Neighborhood Council are volunteers and not employees and the need to apply “Discrimination”, “Harassment”, “Sexual Harassment”, “Retaliation”, “Hazing”, “Abusive Conduct”, “Bullying”, and “Inequitable Conduct” ~~to those definitions to~~ Neighborhood Councils;

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

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

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

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

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

~~NOW, THEREFORE, BE IT RESOLVED that the Commission amends the Code of Conduct policy~~

~~to conform to the City Draft Workplace Equity Policy.~~

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

NEIGHBORHOOD COUNCIL CODE OF CONDUCT POLICY

POLICY NUMBER: 20212-(1)

1. This Neighborhood Council Code of Conduct Policy (this Policy) has been adopted by the Board of Neighborhood Commissioners (the Commission) and applies to members of a Neighborhood Council, members of a committee of a Neighborhood Council, volunteers to a Neighborhood Council or committees of a Neighborhood Council, and candidates for election or appointment to a Neighborhood Council (each a Volunteer and collectively, Volunteers).

~~4.2. Volunteers Neighborhood Council Board Members and Committee Members are responsible for understanding and abiding by required to affirm acceptance of this Policy (Exhibit "A"). in the manner established by the Department. Neighborhood Council Board Members and Committee Members shall reaffirm acceptance of this policy every two years. This Policy applies regardless of whether or not a Volunteer Board Member or Committee Member has affirmed acceptance.~~

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

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

~~4. In such circumstances where a Neighborhood Council Board Member or Committee Member fails or refuses to comply with item #1, the Department shall proceed to suspend the Board Member or Committee Member from their Neighborhood Council. Said Board Member or Committee Member shall not be eligible to act on any matter that comes before their Neighborhood Council and shall not be counted for the purpose of establishing a quorum of the Neighborhood Council or Committee.~~

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

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

~~5. — If within 30 days of being suspended the Neighborhood Council Board Member or Committee Member does not comply with the provisions of item #1 above, they shall be removed as a Neighborhood Council Board Member or Committee Member by the following procedures:~~

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

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

~~c. — Any Board Member or Committee Member removed pursuant to this policy shall have the right to present to the Department evidence that he or she has in fact complied with this policy. The Department shall be the sole and final decision maker.~~

3. Violations of this Policy may be addressed via the grievance policy of a Neighborhood Council, or a Volunteer may be censured and/or removed in accordance with the Uniform Policy for Board Member Censure (Policy Number 2020-3), adopted March 3, 2020 by the Commission, or by the Uniform Policy for Board Member Removal (Policy Number 2020-4), adopted April 14, 2020 by the Commission, or If a Board Member or Committee Member is alleged to have violated either the City's Workplace Equity Policy or the Commission's Code of Conduct, and it has been determined that the allegation is credible and, that because of the nature of the violation immediate action is necessary, then, the Department with written approval from the General Manager, may immediately suspend the Board Member or Committee Member for a period of up to 90 days, during which time the Department will determine how the violation can best be addressed either by the Neighborhood Council, the Department, the Board of Neighborhood Commissioners or another City agency or Department. Said Board Member or Committee Member shall not be eligible to act on any matter that comes before their Neighborhood Council Board or Committee and shall not be counted for the purpose of establishing a quorum of the Neighborhood Council Board or Committee. The Department will make a good faith effort to resolve the situation in the shortest time possible. The Department will notify the Board Member or Committee Member of their suspension by sending a letter to their last known email address and/or mailing address. The Department will also notify the Board by email and/or First Class U.S. mail regarding the suspension of the Board Member and that the Board Member's position

~~shall not be deemed vacant during the suspension period. The Department shall be the sole decision maker with respect to a suspension. The Board Member or Committee Member may not appeal the suspension decision. The Neighborhood Council shall retain its authority to remove Committee Members for failure to affirm this policy or for failure to adhere to its provisions. The Department may petition the Commission to remove the Board Member for a violation this Policy~~ pursuant to the process for Declaring a Board Vacancy set forth in Los Angeles Administrative Code Section 22.810.1(e)(3).~~ATTACHMENT A.~~

4. Volunteers ~~Neighborhood Council Board Members and Committee Members~~ shall conduct themselves in a professional and civil manner.
5. This Policy prohibits Discrimination, Harassment, Bystander Harassment, Sexual Harassment, Retaliation, and Inequitable Conduct based on a Protected Category or Protected Activity, and prohibits Hazing, Abusive Conduct and Bullying, by a Volunteer; ~~applies to~~ at all Neighborhood Council or committee meetings (including during breaks) ~~and~~; Neighborhood Council events; events where the Neighborhood Council is a sponsor or participant; any event where a Volunteer ~~Board or committee member~~ is acting, purports to be acting or appears to be acting in their official capacity as a Board or committee member; or when interacting with City employees, contractors, and other Volunteers ~~Neighborhood Council Board Members, Committee Members, and volunteers.~~
6. This Policy also prohibits Volunteers ~~Neighborhood Council Board or Committee members~~ from using any technology, communication system, or equipment, regardless of whether City- issued, personal, or otherwise, whether used online or offline, to intentionally deliver, display, store, forward, publish, circulate, or solicit material to intentionally violate ~~in violation of~~ this Policy. The technology, communication systems, or equipment referenced in this subsection may include, *but are not limited to*, email, text, social media, internet, intranet, telephones, computers, fax machines, voicemail, radio, video, cell phones, mobile digital terminals, or other communication devices.
- ~~7. Neighborhood Council Board Members and Committee Members shall promote and, if necessary, enforce a safe and equitable environment. If other Board Members or Committee Members become disruptive or violate the Code of Conduct, Neighborhood Council Board and Committee Members have agreed to abide by, Board Members and Committee Members should demand that the offending Board Member or Committee Member conduct themselves in a respectful and orderly manner. In the absence of the board taking action to do so, employees of the Department may intercede to do so.~~
- ~~8.7.~~ This Policy prohibits ~~h~~Harassment or ~~e~~Discrimination on the basis of any Protected Category, or ~~s~~Sexual ~~h~~Harassment, Retaliation, and other inappropriate conduct by a Volunteer based on a Protected Category or protected activity. These activities interfere with the Policy's Commissions' goals of maintaining diverse, equitable, inclusive, and productive Neighborhood Councils.

Protected Categories under this Policy include:

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

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

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

~~9.8. Volunteers Neighborhood Council Board and Committee members~~ shall not engage in ~~d~~Discrimination. For the purposes of this Policy, ~~D~~iscrimination is the unequal treatment of one or more ~~persons~~ Volunteers in any aspect of a Neighborhood Council because of the person's(s') actual or perceived Protected Category(ies).

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

- granting or withholding Board or committee positions due to a person's race, disability, sexual orientation, etc.
- recommending or instituting discipline against one or more ~~employees~~ Volunteers because of their religion, national origin, age, etc.
- declining to appoint a Board member or Stakeholder to a committee because of their sex, marital status, veteran status, etc.
- refusing to consider an applicant to fill a Board or committee vacancy because of their

gender identification, etc.

- making decisions about individuals related to their natural hair texture or wearing protective styles such as braids, locs, twists, and knots.
- Requiring a Volunteer to take an HIV test, or an other test intended to assess directly or indirectly a person's infection with HIV, unless specifically required by a controlling law.

~~10.9. Volunteers Neighborhood Council Board and Committee members~~ shall not engage in harassment. For the purposes of this Policy, Harassment is the unwelcome and offensive, threatening, or abusive treatment of one or more ~~persons~~ Volunteers (by any other Volunteer-individual, including both Board and Committee members ~~or~~ and third parties) because of their actual or perceived Protected Categories.

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

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

~~11.10. Volunteers Neighborhood Council Board and Committee members~~ shall not engage in ~~s~~Sexual ~~h~~Harassment. For the purposes of this Policy, ~~s~~Sexual ~~h~~Harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature (by any Volunteer~~individual, including both Board and Committee members~~ ~~and~~ or third parties), that meets any one of the following criteria:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an appointment to the Board or a committee; or
- ~~7.~~● Such conduct could reasonably interfere with the performance of Neighborhood Council business or create an offensive, intimidating or abusive environment.

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

- unwelcome romantic or sexual advances, flirtation, teasing, sexually suggestive or obscene letters, invitations, comments, questions, notes, emails, voicemails, or gifts directed toward another ~~employee~~ Volunteer (including those initiated between Volunteers ~~employees~~ engaged in a current or former romantic relationship)

- making sex-, gender-, or sexual orientation-related comments, slurs, jokes, remarks, or epithets
- leering, sexual, obscene, or vulgar gestures
- displaying or distributing sexually suggestive or derogatory objects, pictures, cartoons, or posters
- impeding or blocking movement, unwelcome touching, or assaulting others
- reprisals or threats after a rejection of sexual advances
- treating a Volunteer ~~Board or Committee member(s)~~ favorably because of sexual or romantic conduct

~~11. By engaging in conduct that violates the policy, Neighborhood Council Board and/or Committee members may, unintentionally commit Bystander Harassment.~~ For the purposes of this Policy, Bbystander hHarassment occurs when a Volunteer ~~Neighborhood Council Board member, Committee member or any third party~~ witnesses an incident of unwelcome and offensive, threatening, or abusive conduct, even if the ~~individual~~ Volunteer engaging in the conduct is unaware of this “bystander’s” Volunteer’s presence. When an individual (whether a Volunteer ~~Board or Committee member~~ or third party) engages in harassing behavior, they assume the risk that a “bystander ~~employee~~ Volunteer” may witness the behavior. This Policy considers Bbystander hHarassment as being the same as direct harassment of a Volunteer ~~any individual~~.

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

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

~~12.~~

~~13.~~ 12. —Retaliation is any adverse action or conduct taken against one or more Volunteers covered by this Policy because the Volunteer engaged in any activity protected under this Policy.

“Protected activities” under this Policy include, but are not limited to:

- Reporting or assisting in reporting suspected violations of this Policy
- Cooperating in investigations or proceedings arising out of any alleged violation of this Policy
- Requesting or receiving a reasonable accommodation for a medical condition or disability, such as medical leave

- Reasonably and in good faith indicating opposition, or taking actions to, oppose discrimination or harassment
- Any other kind of opposition to inequitable conduct in the workplace, whether formal or informal

Examples of adverse actions or conduct may include, but are not limited to:

- Conduct or behavior that could reasonably interfere with a Volunteer's term
- Conduct or behavior that has the effect of creating an intimidating, hostile, offensive, or abusive environment for the Volunteer
- Non-selection for training, promotion, or other coveted position
- 14. • Censure, removal, discipline, reprimands or reassignment

15.13. This Policy prohibits iInequitable eConduct. Inequitable Conduct is any inappropriate conduct based on a Protected Category or protected activity. Inequitable Conduct includes any instance of unwelcome conduct directed at one or more persons, that is committed by any Volunteer ~~Neighborhood Council Board or Committee member~~, because of the person's actual or perceived Protected Category(ies) or protected activity(ies). Similarly unwelcome conduct that is sexual in nature may also violate this Policy.

Inequitable Conduct may be similar in nature to conduct defined as Discrimination, hHarassment and sSexual hHarassment under this Policy, although to be considered Inequitable Conduct, it will be lesser in severity.

~~Inequitable Conduct may include, but is not limited to, one or more instances of the following, depending on the context in which it occurs:~~

- ~~• Microaggressions (indirect, subtle or unintentional verbal or behavioral conduct that communicates hostile, derogatory, or negative attitudes toward protected categories)~~
- ~~• Stray remarks~~
- ~~• Hostilities in vocal tone and body language~~
- ~~• Sexual innuendo~~

16.14. Certain behaviors, including hazing, abusive conduct, bullying, and other types of discourteous and unprofessional conduct interfere with the Commission's goals of fostering a civil, safe, professional, and productive environment for Neighborhood Councils. This Policy prohibits such conduct, and the Commission expects that Neighborhood Councils will respond promptly and effectively to reports of potential Policy violations. This includes action to stop, prevent and correct any conduct that violates this Policy.

~~17.~~

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

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

b. For the purposes of this Policy, ~~h~~Hazing may include but is not limited to:

- unnecessary physical and/or psychological shocks
- forced, unnecessary exertions
- engaging in pranks or horseplay
- requiring Board or Committee members to engage in stunts or buffoonery
- degrading or humiliating games and activities
- the inappropriate application of substances to the body of another (including forced eating or drinking)

16. Abusive Conduct/Bullying.

~~_____~~ a. Abusive Conduct is verbal, physical, electronic, or other behavior by a ~~Volunteer~~~~Neighborhood Council Board or Committee member~~, directed at one or more ~~persons~~ Volunteers that intentionally demeans, intimidates, or humiliates or could reasonably be considered hostile, offensive, and unrelated to a legitimate interest of the Neighborhood Council. _____

b. Bullying is verbal, physical, electronic, or other behavior directed at one or more persons within a peer group that demeans, intimidates, or humiliates or could reasonably be considered hostile, offensive, and unrelated to a legitimate interest of the Neighborhood Council. _____

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

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

- inappropriately directing profanity or shouting at another person
- criticizing a person, their opinions, or actions persistently, with malice, or without a legitimate reason
- belittling a person's opinions persistently, especially in the presence of others
- deliberately sabotaging or impeding a person's work

- spreading malicious rumors, gossip, or innuendo
- sending via email or text, posting, or sharing online, objectively negative, harmful, false, or derogatory content about someone else, including the sharing of personal or private information about someone else and thereby causing embarrassment or humiliation
- excluding or isolating someone consistently
- intruding on a person's privacy by spying or unreasonably pestering

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

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

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

SIGNED

DATE

July 7, 2022

To the Board of Neighborhood Commissioners Quyen Vo-Ramirez and Leonard Shaffer
(Commission)

Via Email to commission@empowerla.org and clerk.cis@lacity.org

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

The West Hills Neighborhood Council (WHNC) met on Thursday, July 7, 2022, discussed the February 2, 2022 revisions to the Proposed Amendments to the Code of Conduct Policy (NC Proposed Policy) and voted to object to the proposed revisions for the following general reasons:

1. **Not Current.** The City of Los Angeles Workplace Equity Policy (Citywide Equity Policy), last revised February 9, 2022, was approved by the City Council on March 30, 2022 and Mayor Eric Garcetti issued Executive Directive No. 34 on March 31, 2022. Therefore, the Recitals to the NC Proposed Policy should be updated to reflect the most recent documents and approvals.
2. **Employee Definitions Not Applicable.** The Recitals to the NC Proposed Policy indicate that the intent is to apply definitions from the Citywide Equity Policy to the NC Proposed Policy; however, the NC Proposed Policy erroneously describes Neighborhood Council board members as “employees” in several sections, where the Citywide Equity Policy correctly defines Neighborhood Council board members as “volunteers”.
3. **Candidates Omitted.** The NC Proposed Policy omits candidates for election or appointment to a Neighborhood Council from the protections of the NC Proposed Policy.
4. **Execution Requirements are Excessive.** The Citywide Equity Policy is self-operative, does not require execution by each employee and does not require a supervisor to maintain executed copies. The NC Proposed Policy should also be self-operative (i.e., become effective upon the date approved by the Commission), not require execution by each board member, nor require a Neighborhood Council to maintain executed copies; thus, reducing paperwork required to be maintained by Volunteers and that should be the responsibility of the City, as paid employees, and not Volunteers. In any case, members of the West Hills Neighborhood Council are required to execute the Code of Civility of the West Hills Neighborhood Council.
5. **Ignores Prior Policies.** The Commission previously approved A Uniform Policy for Board Member Censure on March 3, 2022 and A Uniform Policy for Board Member Removal on April 14, 2020 (“Censure/Removal Policies”), which provide for remedies of censure and/or removal in the event of violation of the existing Code of Conduct Policy.

- We recommend that the Commission modify the Censure/Removal Policies to apply to committee members who may not be board members of a Neighborhood Council.
6. **Protections Omitted**. The NC Proposed Policy omitted criteria for Sexual Harassment, omitted the prohibition on retaliation as well as other protections set forth in the Citywide Equity Policy.
 7. **Inequitable Conduct**. The examples, “Microaggressions”, “Stray remarks” and “Hostilities in vocal tone and body language”, for Inequitable Conduct are subjective and difficult to assess, and, therefore, should be removed to avoid misunderstandings. In addition, “sexual innuendo” is covered in the Sexual Harassment section.

Enclosed is a revised draft of the NC Proposed Policy, marked to show our proposed changes for your consideration.



CITY OF LOS ANGELES WORKPLACE EQUITY POLICY

Last Revised: February 9, 2022
Effective Date: March 30, 2022

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STATEMENT OF VALUES

The City of Los Angeles (City) is steadfast in its mission to maintain a professional, equitable, and inclusive workplace to cultivate an environment where diverse employees and applicants experience equity of opportunity for personal and organizational success.

The City recognizes that a workforce of individuals with diverse personal backgrounds, ideas, talents, and experiences facilitates an opportunity for each individual to make a unique contribution to the workplace and to provide superior and equitable service to all of the communities of Los Angeles.

The City is committed to protecting the right of employees and applicants for employment to be free from unlawful, inequitable, and unprofessional treatment in the workplace.

PURPOSE

The City of Los Angeles Workplace Equity Policy (Policy) is established to preserve the dignity and professionalism of the workplace and to encourage equity within the diverse City workforce. This Policy consolidates existing City policies and documents outlining expectations of behavior and standards of conduct pertaining to an equitable and civil workplace. This Policy also outlines key procedures for reporting and addressing prohibited conduct.

Nothing in this Policy is intended to abridge any rights or protections of public safety officers or firefighters that are conferred by the Public Safety Officers Procedural Bill of Rights Act, the Firefighters Procedural Bill of Rights Act, California Penal Code, Los Angeles City Charter, or any other statutes or ordinances.

POLICY

All City employees and other specified individuals covered by this Policy are expected to act and communicate with others in a manner that is appropriate for an equitable and inclusive working environment.

All City employees and other specified individuals covered by this Policy are responsible for understanding and conducting themselves in accordance with this Policy, as well as all applicable local, state, and federal laws.



2. SCOPE OF COVERAGE

2.1 WHO IS REQUIRED TO COMPLY WITH THIS POLICY

All City employees (as defined in section 2.1.1) and any other individuals covered by this Policy, including, but not limited to City commissioners, neighborhood council board members, other volunteers, and fellows are responsible for understanding and abiding by this Policy.

2.1.1 DEFINITION OF “EMPLOYEE” UNDER THIS POLICY

For the purposes of this Policy, “employee” includes any individual employed within any City department, including proprietary departments, occupying a position in the classified civil service or working as an intern (whether paid or unpaid), a contract employee (a person providing services pursuant to a contract in the workplace), or as an employee exempted from civil service under the provisions of the City Charter (including, but not limited to, as an elected official or paid appointed official).

2.1.2 DEFINITION OF “SUPERVISOR” UNDER THIS POLICY

For the purposes of this Policy, “supervisor” includes any employee, having authority in the interest of the City to hire, transfer, suspend, lay off, recall, promote, discharge, assign, or discipline other employees, or having the responsibility to direct them, or to act on their grievances, or effectively to recommend these actions, if exercising this authority is not of a merely routine or clerical nature, but requires the use of independent judgment.

2.1.3. OTHER INDIVIDUALS COVERED BY THIS POLICY

Volunteers (e.g., neighborhood council board members, unpaid commissioners) and fellows are protected from Harassment, Sexual Harassment, Hazing, Bullying, and Inequitable Conduct, as defined in this Policy.

Job applicants are protected from Discrimination, Harassment, Bystander Harassment, Sexual Harassment, and Retaliation with regard to their application for employment with the City.

2.2 WHEN AND WHERE THIS POLICY APPLIES

This Policy prohibits Discrimination, Harassment, Bystander Harassment, Sexual Harassment, Retaliation, Inequitable Conduct, Hazing, Abusive Conduct and Bullying in the workplace, during working hours, and/or at work-related events. The City also reserves the right to take appropriate corrective action against potential Policy violations occurring in an environment or under circumstances with a nexus to the workplace. These environments or circumstances may include, *but are not limited to*:

- Before or after working hours (including during breaks)
- At work-related conferences
- At City sponsored volunteer activities, meetings or events
- At council, committee and commission meetings or events
- In “the field”
- Online (whether or not during working hours)
- At “off-duty” events when interacting with other City employees, contractors, and/or volunteers (including social events such as “happy hours,” retirement parties, holiday celebrations, etc.)

2.2 WHEN AND WHERE THIS POLICY APPLIES (Cont'd)

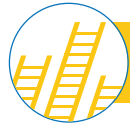
This Policy also prohibits employees from using any technology, communication system, or equipment, regardless of whether City-issued, personal, or otherwise, whether used online or offline, to deliver, display, store, forward, publish, circulate, or solicit material in violation of this Policy. The technology, communication systems, or equipment referenced in this subsection include, *but are not limited to*, email, text, social media, internet, intranet, telephones, computers, fax machines, voicemail, radio, video, cell phones, mobile digital terminals, and/or other communication devices.

2.3 CONSEQUENCES FOR VIOLATION OF THIS POLICY

All individuals covered by this Policy are responsible for understanding and conducting themselves in accordance with this Policy and its related Workplace Equity Complaint Procedures. Failure to do so will result in prompt and appropriate responsive administrative action which may include, but is not limited to, counseling, education and training, oral or written warnings, written reprimands, suspension, demotion, discharge, or removal (e.g. Policies of the Personnel Department, Section 33.2).

For public safety officers or firefighters, investigation of and discipline for violation of this Policy will be subject to procedures established under the City Charter (including, but not limited to Board of Rights procedures), relevant MOUs, and California state law (including, but not limited to rights established under the Public Safety Officers Procedural Bill of Rights Act and the Firefighters Procedural Bill of Rights Act).





3. EQUITABLE WORKPLACE

3.1 EQUITABLE WORKPLACE STANDARDS

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

Protected Categories under this Policy include:

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

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

The City prohibits conduct in violation of this Policy and will respond promptly and effectively to reports of potential Policy violations. This response includes action to stop, prevent, correct, and where appropriate, discipline any individual who engages in any conduct that violates this Policy.

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

3.2 CONDUCT PROHIBITED UNDER THIS POLICY

3.2.1 DISCRIMINATION

For the purposes of this Policy, discrimination is the unequal treatment of one or more employees or applicants in any aspect of hiring or employment because of the employee(s') actual or perceived Protected Category(ies).

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

- Granting or withholding promotional opportunities because of an employee's race, disability, sexual orientation, etc.
- Recommending or instituting discipline against one or more employees because of their religion, national origin, age, etc.
- Declining to hire an applicant because of their sex, marital status, veteran status, etc.
- Requiring different work appearance, dress, and grooming standards based on sex, gender and/or gender identity, gender expression, religious beliefs, etc.
- Making employment decisions about any individual on the basis of their natural hair texture or wearing protective styles such as braids, locs, twists, and knots
- Requiring an employee or applicant for employment to take an HIV test, or any other test intended to assess directly or indirectly a person's infection with HIV, unless specifically required by a controlling law

3.2.2 HARASSMENT

For the purposes of this Policy, harassment is the unwelcome and offensive, threatening, or abusive treatment of one or more employees or other individuals covered by this Policy by any individual, including both City employees and third parties, because of their actual or perceived Protected Category(ies).

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

- Posting, sending, forwarding, soliciting, or displaying in the workplace any offensive materials, documents, or images that are or could reasonably be perceived as racist, sexist, ableist, ageist, or as targeting any protected group
- Using epithets, slurs, or degrading words or names related to a Protected Category
- Making jokes related to a Protected Category
- Making comments or gestures about a person's physical appearance that have a racial, gender-related, disability-related, religious, age-related, or ethnic connotation
- Making derogatory comments about religious differences and practices
- Offensive or unwelcome conduct or comments targeted at one or more employees because of their Protected Category, even if the content is not about their Protected Category

3.2.3 SEXUAL HARASSMENT

For the purposes of this Policy, sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature by any individual, including both City employees and third parties, that meets any one of the following criteria:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; or
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual or others; or
- Such conduct could reasonably interfere with the performance of work or create an offensive, intimidating, or abusive working environment.

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

- Unwelcome romantic or sexual advances, flirtation, teasing, sexually suggestive or obscene letters, invitations, comments, questions, notes, emails, voicemails, or gifts directed toward another employee (including those initiated between employees engaged in a current or former romantic relationship)
- Making sex-, gender-, or sexual orientation-related comments, slurs, jokes, remarks, or epithets
- Leering, sexual, obscene, or vulgar gestures
- Displaying or distributing sexually suggestive or derogatory objects, pictures, cartoons, or posters
- Impeding or blocking movement, unwelcome touching, or assaulting others
- Reprisals or threats after a rejection of sexual advances
- Treating an employee(s) favorably because of sexual or romantic conduct

3.2.4 BYSTANDER HARASSMENT

For the purposes of this Policy, bystander harassment occurs when an employee or other individual covered by this Policy witnesses an incident of unwelcome and offensive, threatening, or abusive conduct, even if the individual engaging in the conduct is unaware of this “bystander” employee’s presence. When an individual (whether a City employee or third party) engages in harassing behavior, they assume the risk that a “bystander employee” may witness the behavior. The City considers bystander harassment as being the same as direct harassment of an employee.

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

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

3.2.5 RETALIATION

For the purposes of this Policy, retaliation is any adverse employment action or conduct taken against one or more employees or other individuals covered by this Policy because the employee(s) or individual(s) engaged in any activity protected under this Policy.

“Protected activities” under this Policy include, *but are not limited to*:

- Reporting or assisting in reporting suspected violations of this Policy
- Cooperating in investigations or proceedings arising out of any alleged violation of this Policy
- Requesting or receiving a reasonable accommodation for a medical condition or disability, such as medical leave
- Reasonably and in good faith indicating opposition, or taking actions to, oppose discrimination or harassment
- Any other kind of opposition to inequitable conduct in the workplace, whether formal or informal

Examples of adverse employment actions or conduct may include, *but are not limited to*:

- Conduct or behavior that could reasonably interfere with an individual or individuals’ terms and conditions of employment
- Conduct or behavior that has the effect of creating an intimidating, hostile, offensive, or abusive working environment for the individual or others
- Non-selection for training, promotion, or other coveted position
- Discipline, reprimands, loss of pay, transfer, demotion, reassignment, or termination

3.2.6 INEQUITABLE CONDUCT

By way of this subsection, it is the City’s intent to identify, address, and prevent misconduct at the lowest possible level.

Inequitable Conduct is any inappropriate conduct based on a Protected Category or protected activity. Inequitable Conduct includes any instance of unwelcome conduct directed at one or more employees or other individuals covered by this policy, because of the employee(s)’ or other individual(s) covered by this Policy’s actual or perceived Protected Category(ies) or protected activity(ies). Similarly unwelcome conduct that is sexual in nature may also violate this Policy.

Inequitable Conduct may be similar in nature to conduct defined as discrimination, harassment, sexual harassment, and retaliation under this Policy, although to be considered Inequitable Conduct, it must be lesser in severity.

Inequitable Conduct may include, *but is not limited to*, one or more instances of the following, depending on the context in which it occurs:

- Microaggressions (indirect, subtle or unintentional verbal or behavioral conduct that communicates hostile, derogatory, or negative attitudes toward Protected Categories)
- Stray remarks
- Hostilities in vocal tone and body language
- Sexual innuendo



4. CIVIL WORKPLACE

4.1 CIVIL WORKPLACE STANDARDS

Certain behaviors, including hazing, abusive conduct, bullying, and other types of discourteous and unprofessional conduct interfere with the City's goals of fostering a civil, safe, professional, and productive work environment. The City prohibits such conduct and will respond promptly and effectively to reports of potential Policy violations. This includes action to stop, prevent, correct, and when appropriate, discipline any conduct that violates this Policy.

4.2 PROHIBITED CONDUCT

4.2.1 HAZING

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

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

For the purposes of this Policy, hazing may include *but is not limited to*:

- Unnecessary physical and/or psychological shocks
- Forced, unnecessary exertions
- Engaging in pranks or horseplay
- Requiring employees to engage in stunts or buffoonery
- Degrading or humiliating games and activities
- The inappropriate application of substances to the body of another (including forced eating or drinking)

4.2.2 ABUSIVE CONDUCT/BULLYING

For the purposes of this Policy:

Abusive Conduct is verbal, physical, electronic, or other behavior by a supervisor, directed at one or more subordinates that demeans, intimidates, or humiliates or could reasonably be considered hostile, offensive, and unrelated to a legitimate business interest of the workplace.

4.2.2 ABUSIVE CONDUCT/BULLYING (Cont'd)

Bullying is verbal, physical, electronic, or other behavior directed at one or more employees or other individuals covered by this Policy) that demeans, intimidates, or humiliates or could reasonably be considered hostile, offensive, and unrelated to a legitimate business interest of the workplace.

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

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

- Inappropriately directing profanity or shouting at another person
- Criticizing a person, their opinions, or actions persistently, with malice, or without a legitimate business reason
- Belittling a person's opinions persistently, especially in the presence of others
- Deliberately sabotaging or impeding a person's work
- Tampering with a person's work equipment or personal belongings without legitimate reason
- Spreading malicious rumors, gossip, or innuendo
- Sending via email or text, posting, or sharing online any objectively negative, harmful, false, or derogatory content about someone else, including the sharing of personal or private information about someone else and thereby causing embarrassment or humiliation
- Excluding or isolating someone consistently
- Intruding on a person's privacy by spying or unreasonably pestering

A single incident of bullying may constitute a violation of this Policy where it interferes with the performance of work, or creates a working environment unfavorable to productive work.

Conduct that reflects a supervisor engaging in reasonable and appropriate behavior to monitor, direct, evaluate, or hold an employee accountable to their duties is not prohibited by this subsection.

Note: Employees or other individuals covered by this Policy who make threats or engage in confrontational behavior, possess and/or use weapons (without authorization) on City property or on the job, or engage in actions on the job or on City property intended to destroy property or to inflict bodily injury represent a potential Workplace Violence threat. Such behavior must be brought to the attention of a supervisor and/or the employing department's Workplace Violence Coordinator, and/or to the City's Threat Assessment Team. Refer to the City's Workplace Violence Policy for guidance in handling these matters.



5. REPORTING POTENTIAL POLICY VIOLATIONS

Any City employee or other individual covered by this Policy (as defined in section 2.1 of this Policy) who believes they have been subjected to or learns of conduct that potentially violates this Policy has the right to, and is encouraged to, without interference, report the potential violation of the Policy to any of the following:

- Online at [MyVoiceLA.org](https://www.myvoicela.org)
- To a City supervisor (as defined in section 2.1.2 of this Policy)
- To a departmental Workplace Equity Officer, Sexual Harassment Counselor, LGBTQ+ Counselor, Disability Specialist, or Human Resources (HR) representative
- To the Personnel Department - Office of Workplace Equity

Employees may also report to any external non-discrimination enforcement agency, such as the [California Department of Fair Employment and Housing \(www.dfeh.ca.gov\)](https://www.dfeh.ca.gov) or the federal [Equal Employment Opportunity Commission \(www.eeoc.gov\)](https://www.eeoc.gov).

Any City employee has the right to report any potential violation(s) of this Policy – even if they were not the primary ‘target’ of the potential violation(s) – if they witnessed the potential violation(s) or have reason to believe that a potential violation has occurred.

City employees are not required to confront the person alleged to have violated the Policy before filing a report on the potential violation of the Policy.

5.1 RIGHT TO REPORT ANONYMOUSLY

Any City employee may report potential Policy violations anonymously unless the employee is a supervisor reporting an incident as part of their supervisory duties. A reporting party’s anonymity will be protected to the greatest extent possible; in some cases investigations of anonymous reports may result in investigative staff, or other involved parties, becoming aware of the identity of the reporting party.

5.2 RIGHT TO REPORT IRRESPECTIVE OF INCIDENT DATE

Under this Policy, incidents may be reported regardless of how much time has passed since the incident and will be investigated to the greatest extent possible. Supervisors reporting as part of their job duties should report in a timely manner, as outlined below.

5.3 CONFIDENTIALITY OF INVESTIGATIONS

Equity complaints and related documents are confidential personnel records and will be accorded the strictest confidentiality possible. Such confidential records and information shall be maintained, secured, and released only as permitted by law.



6. DUTIES & OBLIGATIONS UNDER THIS POLICY

6.1 SUPERVISOR DUTY TO REPORT POTENTIAL POLICY VIOLATIONS

All City supervisors have a **duty** to report potential violations of the Workplace Equity Policy through **MyVoiceLA.org**. Supervisors are responsible for knowing how to report according to the City's Workplace Equity Complaint Procedures. When submitting a report through MyVoiceLA.org on behalf of another employee, supervisors must:

- Include approximate date(s) and description(s) of the potential Workplace Equity Policy violation(s);
- Identify key involved parties and witnesses;
- Detail any responsive action taken by the supervisor; and
- identify themselves, their department and contact information.

6.1.1 TIMEFRAME FOR SUPERVISOR REPORTING

Supervisors must report any potential Policy violation ***as soon as practically possible*** (usually within 48 hours of being notified of the potential Policy violation).

6.1.2 SCOPE OF SUPERVISORY DUTY TO REPORT

Supervisors must report ***any and all potential Policy violations*** they become aware of. Supervisors shall not discourage or refuse to accept reports of violations of this Policy for any reason, nor may supervisors decline to report as required by this Policy – even when the reporting party requests that no action be taken, or where the supervisor does not personally regard the report as reasonable, timely, significant, or true. Supervisors are also required to fulfill their reporting duties regardless of whether any of the parties involved are direct subordinates of the supervisor or in the supervisor's chain of command.

Failure by any supervisor to carry out these duties may be cause for discipline. For this reason, it is recommended that any supervisor who is unsure whether a Policy violation has occurred report the incident through the City's Workplace Equity Complaint Procedures.

6.2 SUPERVISOR DUTY TO PREVENT AND STOP VIOLATIONS

All City supervisors have a duty to maintain an equitable workplace (free from harassment, discrimination, retaliation etc.). To fulfill this duty, supervisors must take appropriate action to prevent and stop any harassment, discrimination, retaliation, and inequitable conduct in the workplace. Supervisors should consult with their management and/or human resources staff to ensure compliance with this Policy.

Supervisors may also seek advice from the Office of Workplace Equity on reporting and/or addressing potential Policy violations.

6.3 EMPLOYEE DUTY TO COOPERATE IN EQUITY INVESTIGATIONS

All City employees and other individuals covered by this Policy have a duty to cooperate with Equity Investigations. Failure to cooperate in an Equity Investigation may result in disciplinary action, subject to limited exceptions.



Monthly Expenditure Report



Reporting Month: May 2022

Budget Fiscal Year: 2021-2022

NC Name: West Hills Neighborhood Council

Monthly Cash Reconciliation					
Beginning Balance	Total Spent	Remaining Balance	Outstanding	Commitments	Net Available
\$16791.75	\$4327.23	\$12464.52	\$1450.00	\$0.00	\$11014.52

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office	\$34725.78	\$1573.80	\$8909.65	\$0.00	\$8909.65
Outreach		\$1253.43		\$0.00	
Elections		\$0.00		\$0.00	
Community Improvement Project	\$1400.00	\$0.00	\$1054.87	\$0.00	\$1054.87
Neighborhood Purpose Grants	\$4500.00	\$1500.00	\$2500.00	\$1450.00	\$1050.00
Funding Requests Under Review: \$0.00		Encumbrances: \$0.00		Previous Expenditures: \$23834.03	

Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	RACKSPACE EMAIL & APPS	05/22/2022	WHNC email service	General Operations Expenditure	Office	\$67.20
2	THE WEB CORNER, INC	05/01/2022	Email service	General Operations Expenditure	Office	\$150.00
3	THE HOME DEPOT #1070	05/06/2022	Tools for Beautification Committee cleanups	General Operations Expenditure	Outreach	\$714.66
4	HARBOR FREIGHT TOOLS 2	05/07/2022	Tools for the Beautification Committee cleanups	General Operations Expenditure	Outreach	\$13.75
5	AMZN MKTP US DW3759863	05/26/2022	Certificate Holders for WHNC Kids Day WHNC-2122-006	General Operations Expenditure	Outreach	\$25.02
6	JUSTICE STREET ACADEMY	05/03/2022	Corrected NPG for Justice Street Academy	Neighborhood Purpose Grants		\$500.00
7	NEVADA AVE ELEMENTARY SCHOOL	05/03/2022	Corrected NPG for Nevada Avenue Elementary	Neighborhood Purpose Grants		\$500.00
8	WELBY WAY ELEMENTARY	05/03/2022	Corrected NPG for Welby Way Elementary	Neighborhood Purpose Grants		\$500.00
9	APPLEONE EMPLOYMENT SERVICES	05/06/2022	Services of Executive Assistant	General Operations Expenditure	Office	\$1356.60

10	ONEgeneration Senior Enrichment Center	05/10/2022	Tabling at ONEgeneration 13th Annual Senior Symposium May 14, 2022	General Operations Expenditure	Outreach	\$500.00
Subtotal:						\$4327.23

Outstanding Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	HAMLIN CHARTER	12/10/2021	An NPG to Hamlin Charter Elementary for a variety of sensory items to help students adjust to in person teaching	Neighborhood Purpose Grants		\$500.00
2	TEAM POMELO	05/10/2022	Corrected NPG for Pomelo Elementary School	Neighborhood Purpose Grants		\$500.00
3	Miracle Minded Ministries	05/19/2022	NPG to New Friends Homeless Center (operated by Miracle Minded Ministries) Pastor April	Neighborhood Purpose Grants		\$450.00
Subtotal: Outstanding						\$1450.00

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

Neighborhood Council: _____

Fiscal Year: _____

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
 - **If a new Financial Officer is being appointed for the new Fiscal Year, please check the appropriate box for the Financial Officer(s).**
- 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 NC board has voted on the Packet, 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

Please check here if a new Treasurer is being appointed

SIGNATURE OF THE TREASURER

DATE

PRINT NAME OF THE TREASURER

EMAIL

BOARD POSITION

PHONE NUMBER

CONTINUES OTHER SIDE

2nd Signer

Please check here if a new 2nd Signer is being appointed

SIGNATURE OF THE 2nd SIGNER

DATE

PRINT NAME OF THE 2ND SIGNER

EMAIL

BOARD POSITION

PHONE NUMBER

Alternate Signer

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

Please check here if a new Alt. Signer is being appointed

SIGNATURE OF THE ALTERNATE SIGNER

DATE

PRINT NAME OF THE ALTERNATE SIGNER

EMAIL

BOARD POSITION

PHONE NUMBER

1st Bank Cardholder

Please check here if a new Cardholder is being appointed

SIGNATURE OF THE 1st BANK CARD HOLDER

DATE

PRINT NAME OF THE 1st BANK CARD HOLDER

EMAIL

BOARD POSITION

PHONE NUMBER

2nd Bank Cardholder

Please check here if a new Cardholder is being appointed

SIGNATURE OF THE 2nd BANK CARD HOLDER

DATE

PRINT NAME OF THE 2nd BANK CARD HOLDER

EMAIL

BOARD POSITION

PHONE NUMBER

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

**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 NEXT PAGE

1st Bank Cardholder

SIGNATURE OF THE 1st BANK CARD HOLDER

DATE

PRINT NAME OF THE 1st BANK CARD HOLDER

2nd Bank Cardholder

SIGNATURE OF THE 2nd BANK CARD HOLDER

DATE

PRINT NAME OF THE 2nd BANK CARD HOLDER

NEIGHBORHOOD COUNCIL FUNDING PROGRAM
ANNUAL BUDGET TEMPLATE – FISCAL YEAR 2020-2021

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/clerk-services/nc-funding>

**Sample Itemized Budget Allocations for
Office/Operational Expenditures**

Office/Operational Expenditures Category	
<i>Office Rent (\$500/month x 12 months)</i>	<i>\$6,000.00</i>
<i>Office Supplies (paper, ink, staples, pens, binders, business cards, etc.)</i>	<i>\$500.00</i>
<i>Printer/Copy Machine Lease</i>	<i>\$1,500.00</i>
<i>Internet Service (Spectrum)</i>	<i>\$1,000.00</i>
<i>Telephone Service (Ooma)</i>	<i>\$500.00</i>
<i>Website Hosting and Maintenance</i>	<i>\$1,500.00</i>
<i>Printing and Photocopying for Meetings</i>	<i>\$300.00</i>
<i>Meeting Facility Fees (Riverside Elementary School)</i>	<i>\$1,500.00</i>
<i>Minute-Taker for Meetings (AppleOne)</i>	<i>\$1,500.00</i>
<i>Refreshments/Snacks for Meetings</i>	<i>\$1,200.00</i>
Total Office/Operational Expenditures \$15,500.00	

Neighborhood Purposes Grants (NPG) Expenditures Category	
Total NPG Expenditures	

Community Improvement Projects (CIP) Expenditures Category	
Total CIP Expenditures	

TOTAL ANNUAL BUDGET ALLOCATIONS	
Office/Operational Expenditures	
Outreach Expenditures	
Election Expenditures	
General and Operational Expenditures	
Neighborhood Purposes Grants (NPG) Expenditures	
Community Improvement Projects (CIP) Expenditures	
TOTAL EXPENDITURES FOR THE FISCAL YEAR	

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 services that an NC may currently have or that it would like to secure in the Fiscal Year which may require a City agreement. If an 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 agreements needed.

Office Location:

<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 Name:	
Property Owner Phone Number:	
Property Owner Email:	

Meeting Location:

<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 Name:	
Property Owner Phone Number:	
Property Owner Email:	

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:	

P.O. Box:

<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/Owner:	
NC P.O. Box Address	
Property Owner Address:	
Property Owner Phone Number:	
Property Owner Email:	
Name on P.O. Box Account:	

Website Services:

<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	
Name of Website Services Provider:	
Service Provider Address:	
Service Provider Phone Number:	
Service Provider Email:	
Type of Services Provided:	

When the Board completes and approves the Admin Packet, the NC Treasurer may submit the Packet and BAC Form online in the NC Funding System portal, Budget Allocation section. The NC Funding System portal website is <https://cityclerk.lacity.org/NCFundPortal/#/login>

Please contact our Office for any questions you may have. We are here to help.
Clerk.NCFunding@lacity.org
 (213)978-1058



2023 NEIGHBORHOOD COUNCIL ELECTION INFORMATION WORKSHEET



Please use this form to provide the Office of the City Clerk with your Neighborhood Council's (NC) preferred polling place, poll hours, and translation needs for the 2023 Neighborhood Council Elections. This worksheet will supplement the policies and procedures in the 2023 Neighborhood Council Election Handbook.

Board action is required to confirm the information on this worksheet. If this worksheet is not returned to the City Clerk by **AUGUST 1, 2022**, the City Clerk will use the poll hours, polling place preference, and translation requests established for the 2019 Neighborhood Council Elections.

PLEASE SUBMIT THIS FORM TO THE CITY CLERK BY AUGUST 1, 2022

1 NEIGHBORHOOD COUNCIL: WEST HILLS

2 **POLL HOURS** – Select a 4 or 6 hour window between the hours of 9:00 a.m. and 8:00 p.m. to conduct your at-poll election.

10 : 00 am/pm TO 04 : 00 am/pm
START TIME END TIME

POLLING LOCATION – Provide one polling place within your NC boundaries to conduct your election and an alternative location in the event the first location is unavailable. The City Clerk will verify that this location is available on Election Day, complies with the Americans with Disabilities Act, and has adequate parking. If no location is selected, the City Clerk will first select the location used during the 2019 NC Elections or select a new location.

The City Clerk has budgeted \$150 per Neighborhood Council for costs associated with the recruitment of a polling location. In the event the cost to use the preferred location exceeds \$150, Neighborhood Councils will be required to pay the additional expenses.

Note: Please do not publicize the polling location before the City Clerk confirms the facility will be used for the election. NCs will be notified once a polling location is confirmed.

Facility Name: EL CAMINO REAL CHARTER HIGH SCHOOL-NORTH CAMPUS

Address: 7401 SHOUP AVE., WEST HILLS, CA 91307

Location Contact Information:

3 ULISES DUARTE 818 419-0755 u.duarte@ecrchs.net

Contact Name

Phone

Email

Have you made contact with this location regarding the election? (Optional)

YES NO

Alternate Facility Name: SHADOW RANCH RECREATION CENTER

Address: 22633 VANOWEN ST., WEST HILLS, CA 91307

Location Contact Information:

ANN MARIE RODRIGUEZ (818) 883-3637 SHADOWRANCH.RECREATIONCENTER@LACITY.ORG

Contact Name

Phone

Email

Have you made contact with this location regarding the election? (Optional)

YES NO



2023 NEIGHBORHOOD COUNCIL ELECTION INFORMATION WORKSHEET



4 **TRANSLATIONS** – Specify language needs for your NC. The following documents will automatically be translated into Spanish, Korean, and Chinese and made available upon request. Neighborhood Councils may be required to contribute an unspecified amount for each additional language. Payment will vary based on language request.

Candidate Filing Form: ENGLISH
Specify requested language(s) _____

Voter Registration Form: ENGLISH
Specify requested language(s) _____

Polling Place Interpreter: _____
Specify requested language(s) _____

5 **NC ELECTION BOARD CONTACT INFORMATION**

Election or Outreach Committee Chair:	<u>STEVE RANDALL</u>	<u>818 340-4700</u>	<u>stevekr2000@aol.c</u>
	Name	Phone	Email
Secondary Contact:	<u>SAIF MOGRI</u>	<u>818 451-5548</u>	<u>saifmogri@hotmail.com</u>
	Name	Phone	Email

NEIGHBORHOOD COUNCIL APPROVAL

By signing below, the President/Chair of the above-named Neighborhood Council declares under the penalty of perjury that the information in this Election Information Worksheet was approved as an official action of the Board per the Neighborhood Council's Bylaws at a Brown Act-noticed Neighborhood Council public meeting, held with a quorum of the Board present. If requested, the Neighborhood Council will provide the Neighborhood Council agenda, minutes, or resolution supporting the approval of this document.

Date of Board Action: _____

President/Chair: _____

	Name	Signature	Phone	Email
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Agenda Item - 22-0053- Discussion and possible action on approving the 2021-2022 WHNC Inventory Report

Inventory List of West Hills NC as of June 6, 2022				
Item	Number of Items			
Montessori Shed				
Boxes of Mugs	6	36 in each box	MC7102	2 taken for Hallowwen Event by Faye Barta
Boxes of Mugs	0	24 in each box		
Boxes of Bags	4	150 in each box	1 box w/Brad V	
Blower	1			
Weed Wacker	3			
Wheel Barrow	2		Donated	
Ice Chest (Cooler)	1		Donated	
Coffee Maker	1			
Lemonade Pitcher	1			
Amercoan Flag w/Stand	1			
Hand Truck	1			
Party Supplies	3 Bags	Coffee Creamer, Paint, Styrofoam Cups Etc		
Pop Up Canopy	1			
Assorted Brochures				
Vision Zero Signs	2			
Easter Egg Party Supplies	One Box			
Speaker Stand	1		Speakers were stolen	
Water Bottles				
Neighborhood Watch Sign	1			
Hitachi LCD Projector	1	CP-WS303WN. Serial number I4GU08632	Saif Mogri	
Orcutt Shed				
Trash cans	5			
Shovels	10			
Brooms	17			
Push Brooms	7			
Yellow Trash Pick Up	4			
Blue Trash Pick Up	2			
Plastic Pickers	8			
Weed Wacker	2			
Rakes	9			
Shears	7			
Box of Orange vests				
Boxes of Gardening Gloves				
Items W/Steve Randall				
Table Runner w/Logo	1			
Tabke Cloth w/WHNC Logo	3			
Pull Up Banners	2			
West Hills Boundary Signs	4			
Mugs	13			

Items W/Glenn Jennings				
Canopy	1			
Folding Table (4 Feet)	1			
Pop Up Sign	1			
Battery Operated Hedge Trimmer	1			
Battery Operated Leaf Blower	2			
Portable Trash Bag Holder	1			
Items W/Dan Brin				
Float Decorations				
Old WHNC Banners				
Items W/Brad Vanderhoof				
Table Cloth	1			
Brochures	2 Boxes			
Neighborhood Watch Signs	4			
Sign Installation Hardware				
Mugs	12 mugs			

Agenda Item 22-0054 - Discussion and possible action on a letter to CD12 and BSS supporting resident's petition request on repaving of Keswick St., between Saticoy St and Bobbyboyer Ave.

"The West Hills Neighborhood Council (WHNC) has been alerted to a problem with the condition of Keswick Street between Saticoy St. and Bobbyboyer Avenue in West Hills by the residents of that part of Keswick. Keswick comes to a dead end at Bobbyboyer. The residents of that part of Keswick, including the children, have advised WHNC that they use this street for both travel and **legal bike riding** activities. The residents have alerted WHNC that this portion of Keswick is badly in need of repaving. Apparently, the rest of Keswick has been repaved, but only this block has not been repaved. The residents are very concerned because the condition of this portion of Keswick Street has been and continues to deteriorate rapidly, which could lead to serious injuries and accidents.

WHNC respectfully requests that CD 12 and the Bureau of Street Services (BSS) support the residents' efforts to include the repaving of Keswick Street between Saticoy St. and Bobbyboyer Avenue in the 2022-2023 BSS repaving schedule, before any serious problems or accidents occur."

Agenda Item 22-0055 - Discussion and possible action on a letter to CD12 regarding solutions for speeding on Platt between Ingomar and Sherman Way

"The West Hills Neighborhood Council (WHNC) has been alerted by residents to serious problems due to lack of traffic control on Cohasset Street west of Woodlake Avenue. This area handles a great deal of traffic, on a daily basis, due in major part to its proximity to Chaminade High School and Four Oaks Park. The residents of that portion of the street advise that the great majority of traffic caused both by Chaminade and by visitors to the park drive at speeds greatly in excess of the stated speed limit and fail to stop at corners to allow cross-traffic to pass safely. Residents have advised WHNC that this street seems like a racetrack. This speeding and failures to stop are dangerous. The residents are fearful because accidents and injuries have already occurred, and many more accidents and injuries can only spell more injuries and quite possibly deaths.

WHNC respectfully requests that CD 12 and the LA Department of Traffic (LADOT) immediately address and correct these serious problems by adding at least one stop sign on Cohasset and at least two or three speed humps on Cohasset to end the speeding and slow traffic on Cohasset, which is a totally residential street.