

Attachments C-J Support Documentation for December 17th GBM Agenda

- A. November 19, 2020 General Board Meeting Minutes** – See stand-alone document (Agenda Item 6)
- B. November 2020 MER** (Monthly Expenditure Report) – See stand-alone document (Agenda Item 7)
- C. Microsoft Office 365 Purchase Request** – pCard Purchase of Annual Subscription (Agenda Item 10)

Microsoft 365 Family – \$99.99 per year

Formerly Office 365 Home. One subscription for up to 6 people in your family. Each person gets premium Office apps, 1 TB of cloud storage, and advanced security across all their devices.

Microsoft 365 Personal – \$69.99 per year

Formerly Office 365 Personal. One subscription with premium Office apps, 1 TB of cloud storage, and advanced security across all your devices.

- D. NC Election 2021:** Region 2 Tuesday, April 27, 2021 [All Vote By Mail] CF 20-0963 (Agenda Item 11)

Candidate Application Filing Period begins December 26 and ends on February 9th

Voter Registration update; Candidate Info Sessions: 12/5/20, 3-5 pm and 12/12/20, 9-11 am

*Candidate video <https://www.youtube.com/watch?v=U3S6CAM-bml&feature=youtu.be> (3.5 min - view during GBM?)

Region 2 Election Timeline		
Election Day: April 27, 2021		
Description	Day of the Week	Deadline
Candidate Filing Period Begins	Saturday	December 26, 2020
Candidate Challenge Period Begins	Saturday	December 26, 2020
Candidate Filing Period Ends	Tuesday	February 9, 2021
Documentation Deadline for Candidates	Friday	February 12, 2021
Candidate Challenge Period Ends	Wednesday	February 17, 2021
Candidate Withdrawal Deadline	Sunday	February 21, 2021
Release of Certified List of Candidates	Friday	February 26, 2021
Vote-By-Mail Application Period Begins	Friday	February 26, 2021
Candidate Photo and Statement Deadline	Tuesday	April 20, 2021
Vote-By-Mail Application Period Ends	Tuesday	April 20, 2021
Election Day	Tuesday	April 27, 2021 *
Challenge Filing Period Begins	Wednesday	April 28, 2021
Deadline to Receive Postmarked Ballots	Friday	April 30, 2021
Unofficial Results Due	Tuesday	May 4, 2021
Challenge Filing Period Deadline	Wednesday	May 5, 2021
Official Results Due/Certification Deadline	Wednesday	May 12, 2021

Due to the pandemic, the City Clerk - Election Division's office may be closed to the public; however, staff is available Monday - Friday, 8:00 a.m. - 5:00 p.m. by phone and email.
*Ballots must be postmarked by Election Day and received within three business days.

clerk.lacity.org/elections Follow us @LACityClerk #LACityVotes #iVoteLA

Election Home Page

Press Releases

Voters

Candidates

Ballot Measure Calendars

Neighborhood Council Elections

Election Archives

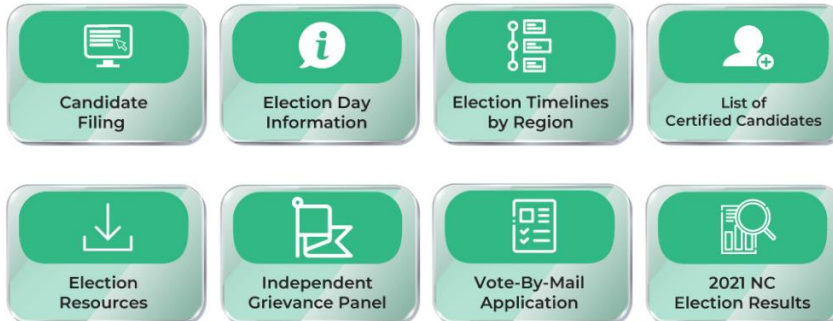
General Election Information &
Resources

Useful Links

Neighborhood Council Elections

2021 Neighborhood Council Elections

For information on NCs and their operations, please visit the Department of Neighborhood Empowerment website [EmpowerLA.org](https://empowerLA.org) or contact them at (213) 978-1551.



For more information, please call the Neighborhood Council Election Section at (213) 978-0444 or email us at Clerk.Electionsnc@lacity.org.

 [Subscribe for NC Election Updates](#) ►

2021 Neighborhood Council Elections

For information on NCs and their operations, please visit the Department of Neighborhood Empowerment website [EmpowerLA.org](https://empowerLA.org) or contact them at (213) 978-1551.

Candidate Filing

*2021 NC Candidate Filing Portal: <https://clerkappsele.lacity.org/NCElection/login?redirectUrl=%2F>

*What it means to be an NC Candidate VIDEO: <https://www.youtube.com/watch?v=U3S6CAM-bml&feature=youtu.be>

NEW! List of Candidates: <https://clerkappsele.lacity.org/NCElection/nccandidates> (NHWNC not yet listed)

NC Election Resources

*NC Election Handbook (66 pages):

https://clerk.lacity.org/sites/g/files/wph606/f/2021_NC_Election_Handbook_11.12_with_attachments.pdf









*NC Election Documentation Guidelines (11 pages):

https://clerk.lacity.org/sites/g/files/wph606/f/Attachment_C_2021_NC_Election_Documentation_Guide.pdf

Note: the "Vote by Mail Application" button was not operational as of Monday, 12/14/20

Election Home Page
Press Releases
Voters
Candidates
Ballot Measure Calendars
Neighborhood Council Elections
Election Archives
General Election Information & Resources
Useful Links

NC Election Resources

-  **2021 NC Regional Election Schedule**
-  **2021 NC Election Timeline**
-  **2021 NC Election Handbook** NEW
-  **2021 NC Documentation Guide** NEW
-  **2021 List of NC Election Administrators**
-  **Find Your Neighborhood Council**
-  **List of All NC Bylaws**
-  **VBM FAQs**


<https://clerk.lacity.org/elections/neighborhood-council-elections/nc-election-resources>

2021 NC Election Handbook

https://clerk.lacity.org/sites/g/files/wph606/f/2021_NC_Election_Handbook_11.12_with_attachments.pdf

*Vote-by-Mail FAQ Handout

https://clerk.lacity.org/sites/g/files/wph606/f/2021_NC_VBM_FAQ.pdf



- Why an all Vote-By-Mail election?**

To ensure the health and safety of stakeholders during the COVID-19 pandemic, the City Council approved the City Clerk's recommendation and instructed our office to conduct all Vote-By-Mail Neighborhood Council (NC) Elections for 2021.
- Since this election cycle is all Vote-By-Mail, can the elections for all NCs be conducted on the same day?**

A same day election for all Neighborhood Council's is not possible with our current resources and budget allocation.
- How do I apply to receive a ballot(s)?**

You can apply to receive a ballot by:

 - Completing a Vote-By-Mail application through our Vote-By-Mail portal;
 - Completing and submitting a paper application; or
 - Sending an email or photo of your application including any required documentation.

After the application is received, we will verify your stakeholder eligibility and mail you the appropriate ballot.
- How can I participate if I am homeless and do not have a mailing address?**

We are working with various homeless organizations to use their facilities as authorized service providers to provide mail services and ensure homeless stakeholders are able to participate in Neighborhood Council elections.
- What is the time period to apply for a Vote-By-Mail ballot?**

The Vote-By-Mail application period starts 60 days prior to the Election Day for your region, and will last for up to 53 days. The last day to submit an application to receive a ballot is seven (7) days prior to Election Day.
- What happens if I submit a Vote-By-Mail application but do not receive a ballot?**

In the event that you do not receive a ballot or receive the incorrect ballot, contact our office to resolve any issues or to be reissued a replacement ballot. Requests for a ballot replacement can also be submitted through our Vote-By-Mail portal.
- How do I submit my ballot?**

Ballots can be mailed to our office using the prepaid envelope provided in the ballot packet or taken to a ballot drop box location on Election Day.
- What if I am unable to mail my ballot?**

Ballot drop boxes will be made available on Election Day. The locations will be posted on our website at least 30 days prior to Election Day for each region.
- How will I know if my ballot was received and was counted in the official election results?**

Sign on to the Vote-By-Mail portal to check the status of your ballot or contact our office to confirm if your ballot was received.
- What if my ballot is not received by the City Clerk by Election Day?**

Ballots must be postmarked by Election Day and received within three business days thereafter.
- How can I observe the Election Tally?**

The election tally will be livestreamed online. Information will be posted seven (7) days prior to the tally.

City of Los Angeles, Office of the City Clerk | Neighborhood Council Elections
If you have any questions, concerns, or feedback, please contact our office via email at clerk.electionsnc@lacity.org or by phone at (213)978-0444.

NC Election Day Information

<https://clerk.lacity.org/electiondayinfo>

E. Expansion of Stakeholder Voting Rights – Accessibility and Ease of Voting

(Agenda Item 12)

Article II of the **The Plan for a Citywide System of Neighborhood Councils** (12/10/13) sets the guiding principles of the Neighborhood Council System. The Plan is prescribed per Section 904 and 905 of the Los Angeles City Charter, the governing document for the City of Los Angeles. These guiding principles include:

- **Inclusive Membership** - Promoting Diversity and Neighborhood Councils being open to all “Community Stakeholders,” including homeless and formerly incarcerated individuals and regardless of immigration status.
- **Non-Discrimination** – NCs may not discriminate in their policies, recommendations or actions against any individual or group on the basis of race, religion, color, creed, national origin, ancestry, sex, sexual orientation, age, disability, marital status, income, homeowner status, renter status o[r] political affiliation.

For voting or membership identification purposes, although we **recommend against any process that discourages stakeholder participation**, it is appropriate for your group to create a registration form to identify your stakeholders as members of the Neighborhood Council, if you choose. However, if a registration form is posted or circulated at a meeting, it must clearly state that completion of the document is voluntary and not a precondition for attendance.

Neighborhood councils may allocate their board seats to specific stakeholder categories and **establish stakeholder eligibility requirements in voting for the board seats**.

F. Proposed formation of an ad hoc Election Outreach Committee

(Agenda Item 14)

NHWNC BYLAWS, ARTICLE VII COMMITTEES AND THEIR DUTIES, Section 2: Ad Hoc Committees - The Board may create Ad Hoc Committees as needed to deal with temporary issues.

C. **ARTICLE VII, Section 3, Subsection C: Ad Hoc Committees** – Ad Hoc Committees shall be comprised of (3) or fewer Board members and may include any interested Stakeholders. A Stakeholder may serve as Committee Chair subject to approval by the Board. Committee members and the Committee Chairperson shall be appointed by the President and ratified by the Board.

These rules are limiting. Election Outreach is just like any project management challenge regardless of the designation chosen for the effort of those performing the necessary work. Whether we refer to them *collectively*, as an **ad hoc Committee**, Task Force, or Working Group they will still be governed by a very basic principle: They can do their jobs **well**, do them **at minimal cost**, or do them **quickly** - but they can't do all three. *We must choose only two of these options.*

The Candidate filing deadline is a little less than eight weeks away, which allows about six weeks for us to solicit new candidates in time for them to file. The election is only 10 weeks after that. We'll have only four General Board Meetings between now and the election but with these time constraints we'll need to work at a much faster pace than usual.

Clearly the people working on Election Outreach will need to meet more often than the board. We can set a few simple guidelines before we empower this group to make faster decisions than the Board - *meeting only once a month* - can make. Getting the outreach materials designed and produced quickly is obviously crucial to a successful outreach campaign but that's just the beginning. Continuing outreach requires nearly continuous efforts to create content and then post it in all of the appropriate news and social media outlets. Everyone can help spread the word, informing friends and neighbors about our NC's mission of service, the call for candidates, and the upcoming election.

For this reason I feel that, rather than a traditional ad hoc committee, a tag team approach may be in order. Three people working alone can't and shouldn't be required to do everything that needs to be done, nor should three people be given such a time and labor-intensive project spanning a four-month time period. I appeal to everyone on the board and among our stakeholders in the audience to pick something you'd be good at, *perhaps even enjoy*, then make a commitment to contribute some effort to help out as a united fully-engaged community – get out and ROCK the VOTE!

G. CF 17-0413 Citywide Cat Program / EIR

(Agenda Item 15)

Original Title: "Number of Cats Owned by Residents" Introduced as CF 13-1513 on 11/08/13 this issue has been under consideration for the better part of a decade. On 11/2/20 the City Attorney submitted report R20-0313, dated November 2, 2020, relative to a draft Ordinance amending the Los Angeles Municipal Code to raise the limit of cats that a person may keep or maintain from three to five, and imposing conditions upon a person who keeps or maintains more than three cats. - DOCUMENTS MOVED TO COUNCIL FILE **17-0413**. On 12/08/20 the City Council adopted this item.

This ordinance amends Section 53.00 of the LA Municipal Code adding a new Section 53.06.1 to raise the limit of cats that a person may keep or maintain from three to five with conditions.

http://clkrep.lacity.org/online/docs/2017/17-0413_ord_draft_11-02-2020.pdf

Excerpt:

"Cat Kennel" shall mean any premises, including any Dwelling Unit as defined in Section 12.03, or any lot, building, structure, enclosure, or premises that does not constitute a Dwelling Unit, where six (6) or more cats at least four (4) months of age are kept or maintained, with the exception of a Pet Shop.

(b) Cats. No person shall keep or maintain more than five (5) cats over four (4) months of age at any premises, including any Dwelling Unit as defined in Section 12.03, or at any lot, building, structure, enclosure or premises that does not constitute a Dwelling Unit. Any person who keeps or maintains more than three (3) cats at any such location shall comply with the following requirements: (b) 1. Notwithstanding Section 53.15.2(b)(1), **all cats shall be kept solely indoors**; 2. **All cats shall be spayed or neutered**, unless exempt under Section 53.15.2(b)(2)(E); **All cats shall be implanted with an animal identification device, such as a microchip, identifying the owner of the cat**; and 3. The location where the cats are kept or maintained shall be registered with the Department of Animal Services using a Department approved form that specifies the name of the cat owner, the address of the location, the number of cats at the location, and any other information the Department deems necessary. Exception: The restrictions in this section shall not apply to any premises operating as a Pet Shop, Dog Kennel, or Cat Kennel pursuant to a valid permit issued by the Department.

Public Notification:

Sec. 3. The City Clerk shall certify to the passage of this ordinance and have it published in accordance with Council policy, either in a daily newspaper circulated in the City of Los Angeles or by posting for ten days in three public places in the City of Los Angeles: one copy on the bulletin board located at the Main Street entrance to the Los Angeles City Hall; one copy on the bulletin board located at the Main Street entrance to the Los Angeles City Hall East; and one copy on the bulletin board located at the Temple Street entrance to the Los Angeles County Hall of Records.

On 12/09/20 The City Clerk transmitted the CF to Mayor. The last day for the Mayor to act is 12/21/20.

NOTE: ANY ACTION TAKEN BY NHWNC MUST BE IMMEDIATE IN ORDER TO INFLUENCE THE MAYOR'S DECISION.

H. West Valley Animal Shelter (Glenn Bailey)

(Agenda Item 16)

11/25/20 City Councilmember Bob Blumenfeld moved to amend CF 20-1114 as follows:

[Relative to the long term plan for the West Valley Animal Shelter] I MOVE [that the original motion] BE AMENDED to add the following **bolded** language to Recommendation No. 2(b):

2. DIRECT the Department of Animal Services (DAS) to report in regard to its long-range plan for the West Valley Animal Shelter to include:

b. The roles and duties of the various DAS staff positions that are essential for the re-opening of the West Valley Animal Shelter **as a fully operational municipal owned animal shelter or a non-municipal owned animal shelter.**

Animal Control Command or Admin: (310) 574-5555. West Valley Animal Shelter calls are now going to 311.
Contact Rotating Animal Control Officer: 888-452-7381 and follow the prompts to speak with whoever's on duty.

Guest Speakers Invited to attend and offer their comments or answer our questions;

Jeff Mausner (VANC Animal Liaison)

Barbara Hatley (30-year veteran of Animal Services)

Michelle Cornelius (Long-time West Valley Animal Shelter Volunteer)

I. Ratification or Re-Approval of NPG for Southern California Preparedness Foundation (Agenda Item 17)

BAC – Agenda Item 11 SoCalPrep NPG: <https://cityclerk.lacity.org/NCFundPortal/display.cfm?id=3543&type=6>
July 2020 MER:
<https://cityclerk.lacity.org/NCFundPortal/display.cfm?id=3543&type=5>

Excerpt from Agenda support documentation for Agenda Item 11 (NPG scanned and included with Agenda)
<https://www.nhwnc.net/agendas/july-16-2020-general-board-meeting-agenda/>

Excerpt from July 16, 2020 Meeting Minutes (page 3 of 6)

<https://www.nhwnc.net/wp-content/uploads/2020/07/NHWNC-DRAFT-Minutes-2020-7-16-Bd.doc>

Agenda Item 11: FUNDING MOTION (by Mr. Beeber, seconded by Ms. Crone): The North Hills West Neighborhood Council approves a Southern California Preparedness Foundation NPG (Neighborhood Purposes Grant) in amount of \$1,500, for the 13th Annual Valley Disaster Preparedness Fair to be held on or about Saturday 10/10/2020.

FUNDING MOTION PASSED unanimously by a roll call vote of the nine eligible voters present with all nine in favor (“Yes” or “Aye”) (Ms. Beeber, Mr. Beeber, Crone, Gohel, Hart, Hyman, Minasian, Pelaez and Ramey); zero opposed; zero abstained; two recused (Brown and Elliott).

Board Vote Count Summary

<https://www.nhwnc.net/wp-content/uploads/2020/07/NHWNC-GBM-7162020-BVC-Summary.pdf>

Summary AI 11: Jay Beeber moved to approve, Pat Crone 2nd The vote tally was: 9 Yes, 2 Absent, 2 Recused

Originally approved in July, our new Treasurer didn’t assume his duties prior to the 90-day expiration.

Motion to ratify or re-approve this NPG so that the funds, which were already reported, can be released.

North Hills West NC Board Vote Count Summary July 16, 2020

AGENDA ITEM #	Roll Call	6 passed	9 passed	11 passed	12	13	14 passed	15 table	17 passed
DAN GIBSON	Absent (A)	A	A	A			A		A
CAROL HART	X	X	X	X			X		X
MADLENA MINASIAN	X	X	X	X			X		X
DAVE BROWN	X	X	X	Recuse			X		X
HEATHER HUDSON-BEEBER	X	X	X	X			X		X
JAY BEEBER	X	X	X	X			X		X
GIL BRENNER	Absent (A)	A	A	A			A		A
PAT CRONE	X	X	X	X			X		X
MAGGIE ELLIOTT	X	X	X	Recuse			X		X
PUNAM GOHEL	arr 7:17p	X	X	X			X		A
DAVID HYMAN	X	X	X	X			lv 9:31p		A
CARLOS PELEAZ	X	X	X	X			X		A
KRESHELL RAMEY	X	X	X	X			Abstain		X
Maker, 2nd by:		PC/JB	JB/PC	JB/PC			JB/HH	To Committee	JB/DH
TOTAL: Quorum is 7	10 yes	11 yes	11 yes	9 yes			9 yes		8 yes
Agenda item description	Roll Call	June 18th GBM Minutes	June MER	NPG 1,500 to SoCalPrep % Valley Disaster Fair	HOPE Team fillable online form request	Allocate 3 of 6 remaining Neighborhood Watch signs	CIS opposing SB 20-0002-s107, support SB 20-0002-s101	CIS supporting CF 17-1421 to mitigate illegal fireworks	RE: Aliso Canyon gas leak components disclosure letter/ CIS

J. BONC's Unilateral Action – Failure to Notify in Advance or Invite Participation (Agenda Item 13)

Additional Details to be provided by Punam Gohel, Chair of the NHWNC Rules and Election Committee

BONC Final Ops Policies & Procedures (excerpt)

4.2 Policy Matters Early Notification to Neighborhood Councils It is the goal of the Board to ensure that Neighborhood Councils are notified and provided detailed staff reports, as soon as available, regarding all items affecting Neighborhood Councils that appear on the Board Agenda.

1 To that end, items wherein the input of Neighborhood Councils is critical to Board discussion, policy development and implementation, the Board Agenda will be published and distributed to all Neighborhood Councils no less than ten (10) days prior to the scheduled Board meeting.

2 Written input from Neighborhood Councils will be provided to the Commission Executive Assistant no later than five (5) days prior to the scheduled Board meeting.

3 A specific sub-agenda item for the identified topic will be listed on the Board meeting agenda wherein both written and verbal input will be taken. (The sub-agenda item will be entitled Neighborhood Council Community Impact Statement.) Note: this sub-agenda item BOARD OF NEIGHBORHOOD COMMISSIONERS OPERATING POLICIES & PROCEDURES Page 7 does not replace, but is addition to the Public Comment period required by the Brown Act on all agenda items.

4 Neighborhood Council Speakers will be permitted to address the topic for two (2) minutes, unless the Board determines that the time limitation warrants extension for good cause

5.2 **Scope of Matters** The matters within the Board's jurisdiction that are quasi-judicial in scope are: 5.3 Certification of Neighborhood Councils; 5.4 Decertification of Neighborhood Councils; 5.5 Boundary Adjustment Petitions.

6.6 Amendments to Bylaws of Neighborhood Councils.

6.5 (a) General BOARD OF NEIGHBORHOOD COMMISSIONERS OPERATING POLICIES & PROCEDURES. The Commission may hear applications to amend the Neighborhood Council's adopted bylaws pursuant to an approved petition filed with the Department. The grounds for an amendment to adopted bylaws include when

1) the Department determines that the proposal is a necessary change so that the Neighborhood Council may proceed with its initial elections and

2) the Department determines that the proposed change causes any material change or immaterial changes to the bylaws when compared to the bylaws as they existed at the time of certification. The Commission may also hear applications to amend bylaws of Neighborhood Councils when the Department determines that the changed bylaws are inconsistent with the principles governing a certified Neighborhood Council's purpose or operations, according to the Department's evaluation. Plan, Article V, Section 3.

6.5 (b) Process Amendments to bylaws of Certified Neighborhood Councils are to be processed in accordance with the Plan. The General Manager is responsible for receiving and processing the Application for Amendment of Bylaws, analysis of the impact of the amendment, and preparing a Staff Report for the Board with a recommendation for Board action. Basis for BONC Operations Policies & Procedures: [City] Charter Provisions 502, 503, 508, 510, 902 Ordinance 172728, 174006, 174975