

NWNC Tampa Topiary Summary / Background Sept. 2020

Timeline

- 9/12/17 The NWNC approves the project and application to adopt the median.
- 10/5/17 Application with letters of endorsement from Councilmen Englander, budget, pictures, maps are submitted to the office of Community Beautification.
- 2/13/18 NWNC approved an NPG of \$4k for Don Larson / NBF to execute the topiary project (BAC + NPG)
- 4/20/18 Approval by Bureau of Public Works, Landscape Architects is approved and sent back to Office of Community Beautification. (approval attached)
- 2/17/19 Topiaries are installed on Tampa median (photos / NWNC website)
- 2/25/19 horse topiaries pop up on Nextdoor and becomes hot topic April – July
- 7/02/19 NWNC Beautification board members met with stakeholders Randy Sanchez and Edie Lund to discuss concerns over project
- 7/19/19 NWNC Beautification board members, Don Larson and stakeholders Randy Sanchez and Edie Lund met at Starbucks to discuss concerns over project and come to consensus on next steps. (email with follow up + NBF facebook post).
- No additional work has been done on existing topiary work.

Observations / Conclusions

- There was a lot of hard work and good intention done in an effort to bring the topiaries to life, but there were limited checks and balances in place to support the project.
- The topiary frames submitted for board and City approval were stock images of pre-fab models and do not accurately reflect what was actually installed.
- The final frames are very large (10-11ft tall) and off model (more mule like than donkey and lack any standard features of a horse - shorter face / ears; leg joints, etc).
- The plants used do not appear to be appropriate for a project of this scale
- Unfortunately, the lack of experience and decision to not hire professionals resulted in a finished project that does not represent what was originally approved.

Key Learning's

- Projects that have long standing impact to the community should be done by experienced professionals (not the time to cut corners).
- As projects evolve, they need to be brought back to the board for additional review and possible re-vote. There needs to be a checks and balance schedule.
- Large projects with specific deliverables should be done as a CIP and not NPG. If the board chooses to use an NPG then it should include
 - Detailed budget (receipts post work), timeline, list of deliverables
 - Proof of previous experience that grantee can deliver on the project as presented
 - Clearly stated expectation of proof of performance including an NPG Completion Form
 - These need to be written into the motion being approved by the board before the NPG can be voted and approved.

Next Steps:

- The Beautification Committee, let by Peter (with input from stakeholder Randy Sanchez) have spent hours exploring options to improve the topiaries.
- Ultimately, the Board has to decide to KEEP as is; IMPROVE or REMOVE the topiaries
- The Committee is planning to present a full exploration including a recommendation at the next GBM

Attachments:

- 2/18/17 NPG to NBF
- 4/20/17 Public Works approval packet
- Sample Topiary images from the NWNC website

Topiary Feb 2019



Topiary Aug 2019



PASS 5-0
NEIGHBORHOOD EMPOWERMENT

APPLICATION for Neighborhood Purposes Grant (NPG)

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

Name of NC from which you are seeking this grant: Northridge West Neighborhood Council

SECTION I- APPLICANT INFORMATION

- 1a) Northridge Beautification Foundation 81-5463842 California 3/17/17
Organization Name Federal I.D. # (EIN#) State of Incorporation Date of 501(c)(3) Status (if applicable)
- 1b) 8901 Rathburn Avenue Northridge CA 91325
Organization Mailing Address City State Zip Code
- 1c) Same as above
Business Address (if different) City State Zip Code
- 1d) **PRIMARY CONTACT INFORMATION:**
Donald Larson (818) 401-5522 don8819@gmail.com
Name Phone Email
- 2) **Type of Organization- Please select one:**
☐ Public School *(not to include private schools)* or ☒ 501(c)(3) Non-Profit *(other than religious institutions)*
Attach Grant Request on School Letterhead Attach IRS Determination Letter
- 3)
Name / Address of Affiliated Organization City State Zip Code (if applicable)

SECTION II - PROJECT DESCRIPTION

4) **Please describe the purpose and intent of the grant.**

A grant in the amount of \$4000.00 for the maintenance of the Tampa Median Project and the existing Reseda Median. The grant also includes construction (wire and rebar), and plants for upkeep for the two medians. Funds are also included for the preliminary on-site design and construction and planting of a first topiary (four topiary horses) at the "second median", going south, from the 118 Freeway, which is the "first" median in Northridge West.

5) **How will this grant be used to primarily support or serve a public purpose and benefit the public at-large.**
(Grants cannot be used as rewards or prizes for individuals)

The grant is to continue work of Northridge West's signature Tamp Median Project. Preliminary work has been done on the median, but this grant will allow the Northridge Beautification Foundation to maintain current work on the median and enter the next phase of development, a first group of topiary art, as a prototype for the rest of the median.

SECTION III - PROJECT BUDGET OUTLINE

6a)	Personnel Related Expenses	Requested of NC	Total Projected Cost
6b)	Non-Personnel Related Expenses	Requested of NC	Total Projected Cost
		4000.00	4000.00

7) Have you (applicant) applied to any other Neighborhood Councils requesting funds for this project?

☒ No ☐ Yes, please list names of NCs: _____

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

Source of Funding	Amount	Total Projected Cost

9) What is the TOTAL amount of the grant funding requested with this application:

4000.00

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

10c) Expected completion date: 6/1/18 (After completion of the project, the applicant must submit a follow-up form to the Neighborhood Council and the Department of Neighborhood Empowerment)

SECTION IV - POTENTIAL CONFLICTS OF INTEREST

11a) Do you (applicant) have a former or existing relationship with a Board Member of the NC?

☒ No ☐ Yes - Please describe below:

Name of NC Board Member	Relationship to Applicant

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

SECTION V - DECLARATION AND SIGNATURE

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

12a) Executive Director of Non-Profit Corporation or School Principal - REQUIRED*

Donald Larson President
 PRINT Name Title Signature Date

12b) Secretary of Non-profit Corporation or Assistant School Principal - REQUIRED*

Peter Larson Secretary
 PRINT Name Title Signature Date

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

DEPARTMENT OF PUBLIC WORKS

BOARD OF PUBLIC WORKS
OFFICE OF COMMUNITY BEAUTIFICATION
REPORT NO. 2

APRIL 20, 2018

COUNCIL DISTRICT 12

REQUEST REVOCABLE PERMISSION FOR ENCROACHMENT IN PUBLIC RIGHT-OF-WAY TO THE NORTHRIDGE WEST NEIGHBORHOOD COUNCIL TO INSTALL TOPIARY ANIMALS ON THE MEDIAN LOCATED ALONG TAMPA AVENUE, BETWEEN THE 118 FREEWAY AND NASHVILLE STREET, IN NORTHRIDGE, COUNCIL DISTRICT 12.

RECOMMENDATIONS

That the Board of Public Works authorizes:

1. The Office of Community Beautification to grant revocable permission to encroach within the public right-of-way, subject to listed conditions, to: **Northridge West Neighborhood Council** (contact: Peter Lasky). ENCROACHMENT: Installation of topiary animals on the median island located on Tampa Avenue between the 118 freeway and Nashville Street, in Northridge, Council District 12.
2. The City Engineer to issue no-fee Revocable Permit for work to be performed.
3. The City Engineer to issue no-fee A-Permit for work to be performed.
4. The Office of Community Beautification to request the Bureau of Contract Administration to provide a no-fee inspection of the project.

TRANSMITTALS

1. Adopt-A-Median Partnership Agreement
2. Maintenance Agreement
3. Waiver and Release of Claims by Participant
4. Letter of support from Councilmember Mitchell Englander
5. Letter of support from the Northridge West Neighborhood Council
6. Google Maps sky view of proposed project location
7. (3) copies of topiary renderings approved by the Bureau of Street Services
8. Copy of plan indicating topiary placement and irrigation approved by the Bureau of Street Services

DISCUSSION

1. The City of Los Angeles, via the Office of Community Beautification, continues to coordinate the Adopt-A-Median Program, to encourage/coordinate volunteer beautification projects throughout all parts of Los Angeles.
2. The Northridge West Neighborhood Council has agreed to adopt and maintain the improvement.
3. The Adopt-A-Median Project Plan has been reviewed and approved by Bureau of Street Services. The Northridge West Neighborhood Council shall adhere to the conditions as provided in the approval.

CONDITIONS

1. All work must conform to City standards as outlined in the approved work plans.
2. That all project participants, before any work being performed (but not necessarily before permit is issued) sign agreements releasing the City of Los Angeles from liability to volunteers working on the project.

Respectfully Submitted,



PAUL RACS, Director
Board of Public Works, Office of Community Beautification



MAINTENANCE AGREEMENT FOR COMMUNITY-BASED PROJECTS ON THE PUBLIC RIGHT-OF-WAY



PROJECT INITIATED/SPONSORED BY:

NAME: Northridge West Neighborhood Council
 ORGANIZATION: same as above
 ADDRESS, CITY, ZIP CODE: 18543 Devonshire ST. #437, Northridge, CA 91324
 PHONE #: 818-697-0639 E-MAIL: board@northridgewest.org
 CITY PROGRAM UNDER WHICH PROJECT IS BEING INITIATED: Northridge COUNCIL DISTRICT: 12

PROJECT SITE/STREET FURNITURE ADDRESS:

(If there is to be more than one site maintained by the same entity, include one copy of the Maintenance Agreement and attach an extra page with a list of all locations)

Median North of Nashville St + South of 118 Freeway - Approx 1000 Block of Tampa Ave

ENTITY MAINTAINING PROJECT SITE/STREET FURNITURE:

BUSINESS NAME: Northridge West Neighborhood Council
 CONTACT PERSON & POSITION: Peter D. Lasky - President
 PHONE #: 818-697-0639 E-MAIL: plaskye@northridgewest.org

SITE IMPROVEMENTS INCLUDE (CHECK ALL THAT APPLY):

- ☐ BENCH ☐ MURAL ☐ PLANTER ☐ COMMUNITY SIGN ☐ TRASH RECEPTACLE
☐ TABLE ☐ TREES ☒ VEGETATION ☐ OTHER _____

TERMS

- MURALS: Apply for mural registration with the City of L.A. Department of Cultural Affairs. Subsequent application of an anti-graffiti coating after completion is required, and can be administered through the registration process. If graffiti occurs, call 311 to have the graffiti removed.
- TREES: Must comply with guidelines established by the City of L.A. Urban Forestry Division, Department of Public Works. Trees are to be watered on a regular basis.
- VEGETATION: Maintenance of the vegetation and keeping the site free from weeds and debris.
- TRASH RECEPTACLE: Emptying the trash receptacle as needed and replacing the plastic liner.
- BENCHES: Periodic cleaning
- TABLE: Periodic cleaning
- PLANTERS: To be watered on a regular basis. Periodic cleaning.

The City of Los Angeles/Department of Public Works/Office of Community Beautification agrees to:

- Assist community groups through the process of obtaining approval, adoption by the Board of Public Works, and permitting process.
- Waive the fees for the A-Permit and Revocable Permit associated with the project.
- Provide liners upon request for the trash receptacles.
- Provide graffiti removal services, free of charge, when possible.
- Provide short term loans on hand tools for use on the beautification project. Items available include rakes, brooms, shovels, and hoes.
- Provide limited liability coverage through the City of Los Angeles: Commercial general liability-Hazard 2. Coverage applies to all facets of the project approved by the City of Los Angeles.

OTHER MAINTENANCE DETAILS

I agree to maintain the site improvements in perpetuity or until the City requests that they be removed. If the site improvements are damaged, destroyed, or become hazardous I understand that it is my responsibility to immediately remove them to the satisfaction of the City; I understand that I may replace damaged, destroyed or hazardous items in-kind and that the City is not responsible for such replacement. I understand that this permit is revocable and that the City does not guarantee my ability to install and maintain these site improvements indefinitely. I understand that the City may request that the permitted items at this location be removed and/or relocated at any time without prior notice, and agree to immediately comply with any such request by the City when/if asked to do so.

Peter D. Lasky
 Signature of Maintenance Entity Representative

Date

10-5-2017

OCB Office use only:

Initial date: _____ Initial: _____

PLEASE ADDRESS ALL INQUIRIES TO:

City of Los Angeles, Board of Public Works, Office of Community Beautification
 200 North Spring Street, Room 356, Los Angeles, CA 90012 Phone: (213) 978-0225 / FAX (213) 978-0241
 FORM VERSION: 3/1/16



**"ADOPT-A-MEDIAN"
NEIGHBORHOOD BEAUTIFICATION
PARTNERSHIP AGREEMENT**



This agreement between the City of Los Angeles and Northridge West Neighborhood Council
(Community Group)

is to provide a means of improving, beautifying and maintaining City owned property (median
strip or other public right of way) located at Median North of Nashville St. South of 118 Freeway
Approx 11000 T Ave, Northridge 91326
(Location)

Please describe the proposal below, including means to complete the project and expected
completion time. If additional space is required, continue on reverse side of paper. Please
include a plans or sketches detailing the work to be done.

We propose to place topiary animals (horses, cows, sheep etc. typical
animals that would be found on a 19th Century California Rancho
on the Tampa Median between Nashville St. + the 118 Freeway
NORTHridge West has voted to fund this project. The expected
start would be within 90 days of approval. Please see additional
maps, photos + budget estimate.

The Community Group agrees to:

- Provide the labor and materials required to improve the adopted area, and further to maintain and water the area following completion of the project.
- Follow the plan as approved by the City with any special conditions or requirements.

The City of Los Angeles/Department of Public Works agrees to:

- Help the Community Groups with the process of obtaining approval of this proposal.
- Pay for costs incurred by the City to investigate this proposal.
- Waive any associated Public Works permit fees for revocable permit and A-permit.
- Loan hand tools to the group working on the beautification project. Such items may include rakes, brooms, shovels, hoes, etc.
- Provide liability coverage through the City of Los Angeles SPARTA INSURANCE PROGRAM: Commercial general liability-Hazard 2. Coverage applies to all facets of the project approved by the City of Los Angeles.
- Consider performing such jobs as the situation may require, to the extent that resources are available.

Peter D. Hardy President 10/5/2017
For Community Group (Title) Date

For City of Los Angeles (Title) Date

**ATTACHMENT I
CITY OF LOS ANGELES
AGREEMENT ASSUMING RISK OF INJURY OR DAMAGE
WAIVER AND RELEASE OF CLAIMS
BY PARTICIPANTS**

In consideration of the City of Los Angeles (hereinafter "City") permitting (check one):

☐ ME (an individual)

☒ the GROUP, known as:

(Name of Participant Adopting the Project)

Northridge West Neighborhood Council
(Name of Group Adopting the Project)

to participate in the Board of Public Works, Adopt-A-Median Program, I do hereby agree for myself, my heirs, executors, assigns and administrators:

That the City, its officers, agents, and employees shall not be responsible or liable for any injury, damage, loss or expense either to me/our group or my/our property incurred while I/we am cleaning, raking, shoveling, planting, or otherwise improving and beautifying public parkways and median strips, or engaged in similar activities.

I/We further agree to defend, indemnify and hold harmless the City, its officers, agents and employees from all injuries, damages, costs and expenses (including reasonable attorney's fees) that may arise out of, result from, or in any way be connected with the issuance of this permit for purposes described above. This waiver does not apply to injuries and damages that are solely due to the gross negligence or willful misconduct of the City or its officers, agents or employees.

I/We hereby represent that I/we have carefully read and understand the contents of this document and sign the same of my/our own free will.

Signature of Representative on Behalf of Group: Peter D. Lasky

Signature of Individual: _____

Signature of Parent/Guardian if Participant is under 18 y/o): _____

Date: _____

City of L.A. Office Use Only:

Cognizant City Department: _____

Department Contact: _____



MITCHELL ENGLANDER
COUNCILMEMBER, 12TH DISTRICT
PRESIDENT PRO TEMPORE, LOS ANGELES CITY COUNCIL

October 20, 2017

Office of Community Beautification
ATTN: Gerry Valido
200 North Spring Street 3rd Floor, Room 356
Los Angeles, CA 90012
Mail Stop: 465

Dear Mr. Valido,

Northridge West Neighborhood Council is doing a wonderful job of trying to beautify an area of Northridge that is in great need of work and has been an eyesore to the community for too many years.

Last year, they worked with the Division of Urban Forestry to install a drip system that continues to help with the revitalization of dying trees. As a result, the installation has brought back life to trees and has averted the City from spending thousands of dollars in removing dead trees.

The Northridge West Neighborhood Council has submitted a project under the Adopt-A-Median program for installations of topiary on Tampa Avenue.

My staff and I have reviewed these plans and feel that this would be a significant improvement over what is currently there. This will be beneficial to our community and has been well received by my constituents.

In addition, they have agreed to maintain these installations and have also agreed, that should the installations have any issues with regards to safety or maintenance, the City can and shall remove them without having to go through a formal process.

For the reasons cited above, I endorse this project and the Adopt-A-Median Application by Northridge West Neighborhood Council.

Please expedite the process so they can get started as soon as possible.

Sincerely,

MITCHELL ENGLANDER
Los Angeles City Council President Pro-Tempore
Councilmember, Twelfth District

ME: bat

City Hall Office • 200 N. Spring Street, Room 405 • Los Angeles, CA 90012 • Phone (213) 473-7012 • Fax (213) 473-6925
Community Service Center • 9207 Oakdale Ave. • Chatsworth, CA 91311 • Phone (818) 882-1212 • Fax (818) 701-5254

www.CD12.org





9/27/17

Northridge West Neighborhood Council
 18543 Devonshire St. #437 Northridge, CA 91324
www.northridgewest.org



9/27/17

Board of Directors

Peter Lasky
 President

Glen Wilson
 VP Administration

Jon Manuel
 VP Outreach &
 Communication

Jenni Heckscher
 Treasurer

Colleen Pick
 Secretary
 Lloyd Dent
 Bill Fox
 Mikkie Loi
 Gail Lapaz
www.northridgewest.org
 818-697-0639

*Serving the neighbors of
 the Northridge West area:*

*South of the 118 Freeway
 West of Reseda Blvd.
 North of Nordhoff Ave.
 East of Corbin Ave.*

Advising the Mayor and
 City Council of Los Angeles

To the Office of Community Beautification
 200 North Spring Street, Room 356
 Los Angeles, CA 90012

Attn: Gerry Valido

By vote of the Northridge West Neighborhood Council
 at a meeting held 9/12/2017, on Agenda Items 12,13,14
 the board has approved a project for placing a topiary
 project on the Tampa Medians, the submission of this
 packet and a budget for said project.

Please see the enclosed packet for details of the work,
 location and budget for the project.

Sincerely,

Peter D. Lasky
 President




Certified by the Department of Neighborhood Empowerment, City of Los Angeles

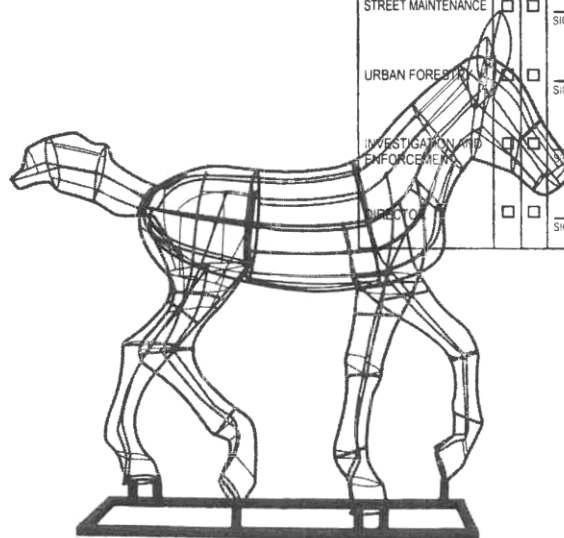


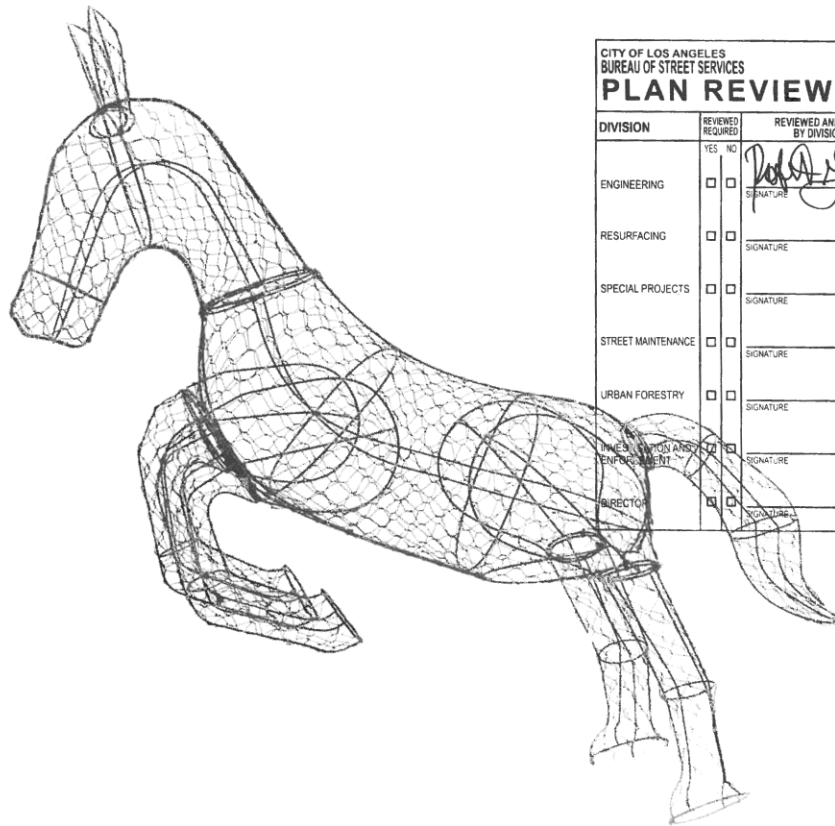
CITY OF LOS ANGELES
BUREAU OF STREET SERVICES



PLAN REVIEW



DIVISION	REVIEWED REQUIRED		REVIEWED AND APPROVED BY DIVISION HEAD	
	YES	NO	SIGNATURE	DATE
ENGINEERING	<input type="checkbox"/>	<input type="checkbox"/>		4.10.18
RESURFACING	<input type="checkbox"/>	<input type="checkbox"/>	SIGNATURE	DATE
SPECIAL PROJECTS	<input type="checkbox"/>	<input type="checkbox"/>	SIGNATURE	DATE
STREET MAINTENANCE	<input type="checkbox"/>	<input type="checkbox"/>	SIGNATURE	DATE
URBAN FORESTRY	<input type="checkbox"/>	<input type="checkbox"/>	SIGNATURE	DATE
INVESTIGATION AND ENFORCEMENT	<input type="checkbox"/>	<input type="checkbox"/>	SIGNATURE	DATE
DIRECTOR	<input type="checkbox"/>	<input type="checkbox"/>	SIGNATURE	DATE



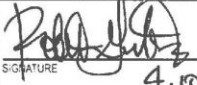


CITY OF LOS ANGELES BUREAU OF STREET SERVICES			
PLAN REVIEW			
DIVISION	REVIEWED REQUIRED	REVIEWED AND APPROVED BY DIVISION HEAD	
	YES	NO	
ENGINEERING	<input type="checkbox"/>	<input type="checkbox"/>	<div> SIGNATURE 4.10.18 DATE</div>
RESURFACING	<input type="checkbox"/>	<input type="checkbox"/>	<div>SIGNATURE DATE</div>
SPECIAL PROJECTS	<input type="checkbox"/>	<input type="checkbox"/>	<div>SIGNATURE DATE</div>
STREET MAINTENANCE	<input type="checkbox"/>	<input type="checkbox"/>	<div>SIGNATURE DATE</div>
URBAN FORESTRY	<input type="checkbox"/>	<input type="checkbox"/>	<div>SIGNATURE DATE</div>
INVESTIGATIONS AND ENFORCEMENT	<input type="checkbox"/>	<input type="checkbox"/>	<div>SIGNATURE DATE</div>
DIRECTOR	<input type="checkbox"/>	<input type="checkbox"/>	<div>SIGNATURE DATE</div>

CITY OF LOS ANGELES
BUREAU OF STREET SERVICES

PLAN REVIEW



DIVISION	REVIEWED REQUIRED		REVIEWED AND APPROVED BY DIVISION HEAD	
	YES	NO	SIGNATURE	DATE
ENGINEERING	<input type="checkbox"/>	<input type="checkbox"/>		4.10.18
RESURFACING	<input type="checkbox"/>	<input type="checkbox"/>	SIGNATURE	DATE
SPECIAL PROJECTS	<input type="checkbox"/>	<input type="checkbox"/>	SIGNATURE	DATE
STREET MAINTENANCE	<input type="checkbox"/>	<input type="checkbox"/>	SIGNATURE	DATE
LANDSCAPE FORESTRY	<input type="checkbox"/>	<input type="checkbox"/>	SIGNATURE	DATE
INVESTIGATION AND ENFORCEMENT	<input type="checkbox"/>	<input type="checkbox"/>	SIGNATURE	DATE
DIRECTOR	<input type="checkbox"/>	<input type="checkbox"/>	SIGNATURE	DATE

