

ADOPTED 02/05/13

CITY OF LOS ANGELES

CALIFORNIA

BOARD OF NEIGHBORHOOD COMMISSIONERS

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LINDA LUCKS
KAREN MACK

JANET LINDO
Executive Administrative Assistant
TELEPHONE: (213) 978-1551



ANTONIO R. VILLARAIGOSA
MAYOR

DEPARTMENT OF NEIGHBORHOOD EMPOWERMENT

20th FLOOR, CITY HALL
200 NORTH SPRING STREET
LOS ANGELES, CA 90012

TELEPHONE: (213) 978-1551
TOLL-FREE: 3-1-1
FAX: (213) 978-1751
E-MAIL: done@lacity.org

GRAYCE LIU
INTERIM GENERAL MANAGER

www.EmpowerLA.org

MINUTES

BOARD OF NEIGHBORHOOD COMMISSIONERS

SPECIAL MEETING

MONDAY, JANUARY 14, 2013 – 1:00 P.M.

**CITY HALL, 10TH FLOOR CONFERENCE CENTER
ROOM 1050, 200 NORTH SPRING STREET
LOS ANGELES, CA 90012**

COMMISSIONERS PRESENT

Leonard Shaffer, Vice President
Douglas Epperhart
Linda Lucks
Karen Mack

ABSENT

Paul Park, President
Daniel Gatica

DEPARTMENT STAFF PRESENT

Grayce Liu, Interim General Manager
Stephen Box, Acting Senior Project Coordinator
Joseph Hari, Project Coordinator
Janet Lindo, Executive Administrative Assistant

CITY ATTORNEY REPRESENTATIVE

Darren Martinez, Deputy City Attorney

1. Introduction (5 minutes)

ACTION: Vice President Shaffer gave the introduction.

2. Call to Order and Commission roll call. (1 minute)

ACTION: Vice President Shaffer called the meeting to order at 1:20 p.m. Commission roll was called by Janet Lindo, Executive Administrative Assistant.

3. Approval of the Minutes of the Meeting of December 17, 2012. (Click on the link to view a copy of the document.) (3 minutes)

http://done.lacity.org/dnn/portals/0/documents/LEARN/About_the_commission/12-17-12_draft_COMMISSION_MINUTES.pdf

ACTION: Commissioner Lucks moved approval of the Minutes of the Meeting of December 17, 2012, as written. Commissioner Epperhart seconded the Motion.

**VOTE: Ayes – 4
Nays – 0**

Motion passes unanimously.

4. General Public Comments - Comments from the public on non-agenda items within the Board's subject matter jurisdiction. This agenda item will last a total of 15 minutes and no individual speaker will be allowed more than three minutes. (15 minutes)

Public comment received from: Allan DiCastro, Mid City Neighborhood Council (MINC). MINC'S board approved budget policy is being violated.

5. Verbal update from a representative of the Office of the Mayor Antonio Villaraigosa, Neighborhood and Community Services. (10 minutes)

ACTION: None.

6. General Manager's Report. (10 minutes)
 1. Briefing on Departmental activities.
 2. Staffing, budget and other operational matters.

ACTION: Interim General Manager, Grayce Liu, gave a verbal update on Departmental activities, staffing, budget and other operational matters.

- Working with the Commission in terms of setting up the Plan review processes and locations.
- Funding program – looking at getting rid of demand warrants and perhaps go to a full purchase card system
- A consultant was hired who is a retired City employee with a lot of knowledge on funding in the City family. He is offering a different solution which is would be Imprest checking accounts. He is going to be putting together a proposal for review by the City Attorney, City Controller, and Chief Legislative Analyst's office.
- Staffing – Jeff Brill, Senior Management Analyst II, he assist with Neighborhood Council funding as well annual contacts and leases will be taking a leave at the end of January.
- Elections – we are finishing up the elections report. I am in contact with the City Clerks' office to possibly do some type of hybrid elections in 2014, with the City Clerk doing the paperwork aspect of the elections and the Department doing the outreach. Because elections are scheduled for 2014 we are starting to look at outreach now.
- The Mayor's Budget Survey will be coming out by the end of this month. Budget Advocates are asking that each of the 95 NC agendize five or ten minutes to discuss the budget survey to make sure that their board as well as their stakeholders take the survey.
- We are focusing on the Council for Councils and getting them out and involved. We are piloting a program where they are going to be helping us in the east area where some of the Neighborhood Councils that are struggling. We are also working with the Valley

Alliance Neighborhood Councils Resource Board. They are assisting us with Neighborhood Council in the Valley.

7. Commission Ad Hoc Committee Reports. (10 minutes)
 1. Neighborhood Council Plan Review Committee (Members: Epperhart-Chair, Shaffer, and Gatica)
 2. Standards Outreach Committee (Members: Mack-Chair, Park, and Lucks)

ACTION: None.

Public comment received from: Edward Headington, President of Granada Hills Neighborhood Council. I run a business and do a lot of social media integration with traditional outreach.

8. Discussion and possible action amending the Commission's Rules of Order, Rule number 3, regarding the dates, times and locations for the 2013 regular meetings of the Board of Neighborhood Commissioners. Click on the link to view a copy of the document.) (10 minutes)
http://done.lacity.org/dnn/portals/0/documents/LEARN/About_the_commission/Rule_3_2013_draft_StandingMeetingsLocation_01-09-13.pdf

ACTION: Commission Epperhart moved to amend the Commission's Rules of Order, Rule number 3, regarding the dates, times and locations for the 2013 regular meetings of the Board of Neighborhood Commissioners. Commissioner Mack seconded the Motion.

**VOTE: Ayes – 4
Nays – 0**

Motion passes unanimously.

9. Discussion and possible action amending the Commission's Rule of Order No. 16 to allow official Neighborhood Council representatives up to 5 minutes of speaking time before the Commission when presenting the view of their board. (10 minutes) (Click on the link to view a copy of the document.)
http://done.lacity.org/dnn/portals/0/documents/LEARN/About_the_commission/Rule_16_BoardofNeighComm_draft.pdf

ACTION: Commissioner Lucks moved to amend the Commission's Rule of Order No. 16 to allow official Neighborhood Council representatives up to 5 minutes of speaking time before the Commission when presenting the view of their board. Commissioner Mack seconded the Motion.

**VOTE: Ayes – 4
Nays – 0**

Motion passes unanimously.

10. Discussion and possible action sending a communication to the Mayor, City Council, all City Commissions, City Boards and all City Departments recommending greater interaction with Neighborhood Councils, including a request that City Council, City Commissions, City Boards and the City Departments establish a method for regularly communicating with Neighborhood Councils, that information on important issues be sent to Neighborhood Councils

as soon as possible, e.g., 60 days prior to the scheduled hearing so that Neighborhood Councils have the opportunity to reach out to their stakeholders and take a position on the matter, and City Departments should establish a liaison who will communicate directly with Neighborhood Councils. (Click on the link to view a copy of the document.) (15 minutes)

http://done.lacity.org/dnn/portals/0/documents/LEARN/About_the_commission/Early_Notification_Ltr_Mayor_083112.pdf

http://done.lacity.org/dnn/portals/0/documents/LEARN/About_the_commission/Early_Notification_Letter_CityCouncil_083112.pdf

ACTION: Commissioner Lucks moved to send a communication to the Mayor recommending greater interaction with Neighborhood Councils, including a request that City Council, City Commissions, City Boards and the City Departments establish a method for regularly communicating with Neighborhood Councils, that information on important issues be sent to Neighborhood Councils as soon as possible, e.g., 60 days prior to the scheduled hearing so that Neighborhood Councils have the opportunity to reach out to their stakeholders and take a position on the matter, and City Departments should establish a liaison who will communicate directly with Neighborhood Councils. Commissioner Mack seconded the motion.

VOTE: Ayes – 4
Nays – 0

Motion passes unanimously.

Commissioner Lucks moved to send a communication to the City Council recommending greater interaction with Neighborhood Councils, including a request that City Council, City Commissions, City Boards and the City Departments establish a method for regularly communicating with Neighborhood Councils, that information on important issues be sent to Neighborhood Councils as soon as possible, e.g., 60 days prior to the scheduled hearing so that Neighborhood Councils have the opportunity to reach out to their stakeholders and take a position on the matter, and City Departments should establish a liaison who will communicate directly with Neighborhood Councils. Commissioner Epperhart seconded the motion.

VOTE: Ayes – 4
Nays – 0

Motion passes unanimously.

11. Commission Business - Comment from Commissioners on subject matters within the Board's jurisdiction. (20 minutes)
 1. Comment on Commissioners' own activities/brief announcements.
 2. Brief response to statements made or questions posed by persons exercising their general public comment rights/ask staff questions for clarification.
 3. Introduce new issues for consideration by the Commission at its next meeting and direct staff to place on the agenda.
 4. Ask staff to research issues and report back to the Commission at a future time.

ACTION: Commissioner Lucks requested that an agenda item be added to the next agenda for discussion with the president about one of the possible strategies in terms of getting

BOARD OF NEIGHBORHOOD COMMISSIONERS
SPECIAL MEETING MINUTES
MONDAY, JANUARY 14, 2013
PAGE 5 OF 5

proper notice for Neighborhood Councils. The question would be a visit to President Wesson and/or other Councilmembers.

Commissioner Shaffer requested that an agenda item be added to the next agenda to discuss generally communication between City Departments and Neighborhood Councils with the possibility of the Commission communicating with all of the general managers and asking how they communicate.

12. General Public Comments - Comments from the public on non-agenda items within the Board's subject matter jurisdiction. This agenda item will last a total of 15 minutes and no individual speaker will be allowed more than three minutes. (15 minutes)

Public comment received from: None.

13. Adjourn

ACTION: Commissioner Epperhart moved that the meeting be adjourned at 2:30 p.m. Commissioner Mack seconded the motion.

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