

# CITY OF LOS ANGELES

CALIFORNIA

## BOARD OF NEIGHBORHOOD COMMISSIONERS

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JANET LINDO  
Executive Administrative Assistant  
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**ANTONIO R. VILLARAIGOSA**  
MAYOR

## DEPARTMENT OF NEIGHBORHOOD EMPOWERMENT

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**GRAYCE LIU**  
INTERIM GENERAL MANAGER

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## MINUTES

### BOARD OF NEIGHBORHOOD COMMISSIONERS

### SPECIAL MEETING

**TUESDAY, OCTOBER 2, 2012 – 6:00 P.M.**

**COLFAX ELEMENTARY SCHOOL - AUDITORIUM**  
**11724 ADDISON STREET**  
**NORTH HOLLYWOOD, CA 91607**

#### COMMISSIONERS PRESENT

Paul Park, President  
Leonard Shaffer, Vice President  
Douglas Epperhart  
Daniel Gatica  
Karen Mack

#### ABSENT

Carlene Davis  
Linda Lucks

#### DEPARTMENT STAFF PRESENT

Grayce Liu, Interim General Manager  
Jeff Brill, Senior Management Analyst  
Janet Lindo, Executive Administrative Assistant

#### CITY ATTORNEY REPRESENTATIVE

Carmen Hawkins, Deputy City Attorney

1. Introduction (5 minutes)

**ACTION:** President Park gave the introduction.

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

**ACTION:** President Park called the meeting to order at 6:05 p.m. Commission roll was called by Janet Lindo, Executive Administrative Assistant.

3. Approval of the Minutes of the Meeting of September 4, 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/09-04-12\\_DRAFT\\_MINUTES.pdf](http://done.lacity.org/dnn/portals/0/documents/LEARN/About_the_commission/09-04-12_DRAFT_MINUTES.pdf)

**ACTION: Commissioner Mack moved that the Minutes of the Meeting of September 4, 2012, be approved as written. Commissioner Epperhart seconded the Motion.**

**Vote: Ayes – 5 (Park, Shaffer, Epperhart, Gatica, and Mack).  
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 two minutes. (15 minutes)

**ACTION: Public comment received from: Rusty Millar.**

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

**ACTION: Yolanda Fuentes Miranda, Associate Director, Neighborhood & Community Services, on behalf of the Mayor's Office, request that the Commission's support of the first Veteran's Appreciation Festival event to be held on November 10, 2012, in San Pedro, in front of the USS Iowa in conjunction with Councilmember Joe Buscaino's office. The Mayor's office is asking the Commission to outreach and advertise the event to Neighborhood Councils in their region. November 10, 1-4 pm.**

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. Stephen Box, Acting Senior Project Coordinator, gave a 2012 Neighborhood Council election update.**

- Elections are going very well. Five regions have been completed.
- Will be doing Region 7 this Saturday.
- Region 6 goes into November.
- Had great turnouts, consistently above in terms of candidates to open seats and also number of voters throughout the region, above the 2010 election results.
- Total Councils - 95 Councils, 77 that have elections, 9 went to selection, Board affirmations are the ones that when you don't have enough candidates for contested seats, only 6 board affirmation throughout the city, which is pretty impressive (1 from East Los Angeles and 1 from South Los Angeles went to board affirmation).
- Ms. Liu, thanks Independent Election Administrators, Rashad Trapp-Rucker, and Rosalie Preston, for their great work in South Los Angeles, and also Department staff, Taneda Larios, Sonya Calloway, and Monique Collins, for stepping up and doing a lot of phone banking to make sure we have enough candidates in the area.
- Half way done as far as holding the elections.
- Almost at the very end as far as candidates filing, one more region to file.

- **Citywide 30% ahead of 2010 candidates to open seats.**
- **Got lots of volunteers, board members pitching in to coach each other.**
- **Department staffing - Armando Ruiz, new Neighborhood Council Funding Program Director, Joseph Hari, formerly with the Mayor's Office, joined our team.**
- **At the Congress, Neighborhood Council leaders nominated Ms. Liu, to be the permanent General Manager for the Department. She will be applying for the permanent General Manager position.**
- **Received the Mayor's budget recommendations which recommended a 10% cut in Department staffing.**
- **City Clerk contacted the Department in terms of working together to develop something for the 2014 elections. They will be putting out a survey for the post-election survey.**
- **Department's Initial budget due November 15.**
- **Mayor's Budget Day is November 17.**
- **Board Development series has started, working with Councils for Councils mentors and Valley Alliance Neighborhood Council resource board.**

7. 2012 Neighborhood Council election update from the Department of Neighborhood Empowerment. (10 minutes)

**ACTION: Interim General Manager, Grayce Liu, included her election update in Agenda Item No. 6, General Manager's Report.**

8. Commission Committee Reports (20 minutes)
  1. Rules and Standards Committee (**Note:** The Board of Neighborhood Commissioners adopted the City of Los Angeles Neighborhood Councils Rules, Standards and Best Practices document at the September 4, 2012, meeting.)  
(Click on the link to view a copy of the document.)  
[http://done.lacity.org/dnn/portals/0/documents/LEARN/About\\_the\\_commission/Rules-Standards\\_and\\_Best\\_Practices-final\\_092512.pdf](http://done.lacity.org/dnn/portals/0/documents/LEARN/About_the_commission/Rules-Standards_and_Best_Practices-final_092512.pdf)
  2. Outreach Committee.
  3. Neighborhood Council Plan Review Committee.

**ACTION: None.**

9. Discussion regarding Article VI section 1 of the Plan for a Citywide System of Neighborhood Councils (Plan), which requires Neighborhood Councils to survey its stakeholders every two years. The survey is a self-assessment by the Neighborhood Councils that evaluates how well the Neighborhood Council is complying with the goals of the Plan. The Commission may also take possible action recommending to the Department the criteria that should be considered in any self-assessment survey and how the Commission's City of Los Angeles Neighborhood Councils Rules, Standards and Best Practices Guidelines may be integrated into the self-assessment. (20 minutes)

**ACTION: None.**

10. **PUBLIC HEARING:** Determination regarding the bylaw amendment application filed by the North Hills West Neighborhood Council requesting a Board Structure Change for a reduction in the Residential Stakeholder Board seat from 6 to 5 and

the General Stakeholder Board seat from 7 to 5. (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/NH\\_WNC\\_BoardStructureChange\\_Request\\_Recommendation\\_092612.pdf](http://done.lacity.org/dnn/portals/0/documents/LEARN/About_the_commission/NH_WNC_BoardStructureChange_Request_Recommendation_092612.pdf)

**ACTION:** Commissioner Shaffer moved that the determination regarding the bylaw amendment application filed by the North Hills West Neighborhood Council requesting a Board Structure Change for a reduction in the Residential Stakeholder Board seat from 6 to 5 and the General Stakeholder Board seat from 7 to 5 be denied. Commissioner Gatica seconded the motion.

**Vote: Ayes – 5 (Park, Shaffer, Epperhart, Gatica, and Mack).  
Nays – 0**

**Motion passes unanimously.**

11. Discussion and possible approval of a Neighborhood Purposes Grant (NPG) for Olympic Park Neighborhood Council and Los Angeles Neighborhood Initiative for \$30,000. Funds will be used as part of the Community Redevelopment Agency funded San Vicente Median Project that allows for the creation of pocket parks, walking paths and planting within those medians. (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/Memo\\_Letter\\_of\\_Agreement\\_Approval\\_OPNC\\_LANI\\_092712.pdf](http://done.lacity.org/dnn/portals/0/documents/LEARN/About_the_commission/Memo_Letter_of_Agreement_Approval_OPNC_LANI_092712.pdf)

[http://done.lacity.org/dnn/portals/0/documents/LEARN/About\\_the\\_commission/LetterAgreement\\_CityofLA\\_LANI.pdf](http://done.lacity.org/dnn/portals/0/documents/LEARN/About_the_commission/LetterAgreement_CityofLA_LANI.pdf)

**ACTION:** Commissioner Mack recused herself from this agenda item.

Commissioner Epperhart moved to adopt the Neighborhood Purposes Grant (NPG) for Olympic Park Neighborhood Council and Los Angeles Neighborhood Initiative for \$30,000. Funds will be used as part of the Community Redevelopment Agency funded San Vicente Median Project that allows for the creation of pocket parks, walking paths and planting within those medians.

Commissioner Shaffer seconded the motion.

**Vote: Ayes – 4 (Park, Shaffer, Epperhart, and Gatica).  
Nays – 0**

**Motion passes unanimously.**

12. Discussion regarding the definition of a "stakeholder" and whether the Commission should further define the terms "lives, works or owns property." (See Plan, art. II, § 1.) This will include a discussion on whether the Commission will establish minimum criteria for persons living, working or owning property in a neighborhood in order for those persons to be considered eligible stakeholders. (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/StakeholderDefinition\\_AgendaItemNo14\\_083112.pdf](http://done.lacity.org/dnn/portals/0/documents/LEARN/About_the_commission/StakeholderDefinition_AgendaItemNo14_083112.pdf)

**ACTION:** Agenda item taken out of order after agenda item no. 16.

Commissioner Epperhart moved that the Commission agrees that the terms "lives, works or owns property" need to be defined and that the Commission appoint a sub-group to work with the City Attorney Office and the Department of Neighborhood

**Empowerment to define the terms so that a finished resolution can be brought back to the Commission for adoption as a policy.**

**Commissioner Mack seconded the motion.**

**Ad Hoc Committee include: Commissioners Shaffer (Chair), Epperhart, and Gatica.**

**Vote: Ayes – 5 (Park, Shaffer, Epperhart, Gatica, and Mack).**

**Nays – 0**

**Motion passes unanimously.**

**Public comment received from Jill Banks Barad.**

13. Discussion regarding the amount of time allocated to public speakers at City Council, City Council committees, City Commissions and Board meetings, including possible action recommending to the City Council, its Committees, City Commissions and Boards that official Neighborhood Council representatives should be granted up to 5 minutes of speaking time when presenting the view of their board. (15 minutes)

**ACTION: Commissioner Epperhart moved that the Commission endorses the idea of Neighborhood Councils being granted at least 5 minutes to speak at public comment on issues on which the Council has taken an official position and designated an official representative.**

**Commissioner Shaffer seconded the motion.**

**Vote: Ayes – 5 (Park, Shaffer, Epperhart, Gatica, and Mack).**

**Nays – 0**

**Motion passes unanimously.**

14. 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_Ltr_Mayor_083112.pdf)

[http://done.lacity.org/dnn/portals/0/documents/LEARN/About\\_the\\_commission/Early\\_Notification\\_Letter\\_CityCouncil\\_083112.pdf](http://done.lacity.org/dnn/portals/0/documents/LEARN/About_the_commission/Early_Notification_Letter_CityCouncil_083112.pdf)

**ACTION: Commissioner Shaffer moved that the Commission endorses the idea of 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.**

**Commissioner Epperhart seconded the motion.**

**Vote: Ayes – 5 (Park, Shaffer, Epperhart, Gatica, and Mack).**

**Nays – 0**

**Motion passes unanimously.**

15. Recognition and presentation of 10 Year Anniversary Certificate to the Canoga Park Neighborhood Council, Encino Neighborhood Council, Greater Toluca Lake Neighborhood Council, Greater Valley Glen Council, Mid Town North Hollywood Neighborhood Council, Neighborhood Council Valley Village, North Hollywood North East Neighborhood Council, Reseda Neighborhood Council, Sherman Oaks Neighborhood Council, Studio City Neighborhood Council, and Van Nuys Neighborhood Council. (10 minutes)

**ACTION: Agenda item was taken out of order before agenda item no. 12. Mid Town North Hollywood Neighborhood Council, North Hollywood North East Neighborhood Council and Sherman Oaks Neighborhood Council were recognized and presented their 10 Year Anniversary Certificate.**

16. Discussion with various South Valley area Neighborhood Council representatives who wish to report concerns, operations, and best practices. Neighborhood Council representatives should complete their questionnaire in advance of the meeting. This matter will last a maximum of 20 minutes and the time will be divided among those representatives wishing to speak. (20 minutes)

**ACTION: Agenda item was taken out of order before agenda item no. 12. Mary Garcia, Mid Town North Hollywood Neighborhood Council, Chuck Loring, North Hollywood North East Neighborhood Council, and Jill Banks Barad, Sherman Oaks Neighborhood Council, Jeff Evanstein, Sherman Oaks Neighborhood Council, discussed their Neighborhood Council's operations and best practices.**

17. 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: Comments received from:**

**Commissioner Epperhart – October 13, Harbor Alliance of Neighborhood Councils, Area Chambers of Commerce, and Harbor College, is sponsoring a forum on propositions that will be on the ballot, at Harbor College from 1-3 pm.**

**Commissioner Park – Board Planning retreat set for October 17, from 10 am – 2 pm, at City Hall.**

**Commissioner Mack – October 21, Found LA Day of free tours.**

**Commissioner Shaffer – November 8, Valley Alliance of Neighborhood Councils is putting on Planning 101.**

18. 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 two minutes. (15 minutes)

**ACTION: Public comment received from Sharon Brewer, and Chuck Loring.**

19. Adjourn

**ACTION: Commissioner Mack moved that the meeting be adjourned at 9:11 p.m. Commissioner Shaffer seconded the motion.**

**Vote: Ayes – 5 (Park, Shaffer, Epperhart, Gatica, and Mack).  
Nays – 0**

**Motion passes unanimously.**

**####**