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CALIFORNIA**

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**BOARD OF NEIGHBORHOOD COMMISSIONERS**

**REGULAR MEETING MINUTES-APPROVED**

**Tuesday, June 06, 2017 6:00 PM**

**LOCATION: KAISER PERMANENTE**

**CONFERENCE CENTER, ROOM A2**

**25964 S Normandie Avenue**

**Harbor City, CA 90710**

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The public is requested to fill out a "Speaker Card" to address the Board on any agenda item before the Board takes an action on an item. The amount of time for 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 speaker cards 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. Comments by members of the public who have submitted multiple speaker cards and want to speak on all items for up to five minutes at one time can choose to speak during the Multiple Agenda Items Comment period. Members of the public who choose to speak during the Multiple Agenda Items period will be given the opportunity to also speak during General Public Comments.

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. Public comment is limited to 15 minutes maximum. No individual speaker will be allowed more than 3 minutes, unless presiding officer of the Board decides differently.

The agenda is posted for public review in Main Street Lobby of City Hall East at 200 North Main Street and at 20th Floor, City Hall, 200 North Spring Street, Los Angeles. 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. The Agenda and Report(s) related to an agenda item will be available for review at [www.Empowerla.org](http://www.Empowerla.org). Sign language interpreters, assisted listening devices, or other auxiliary aids and/or services may be provided upon request. To ensure availability of services, please make your request at least 3 business days (72 hours) prior to the meeting by contacting the Department at (213) 978-1551.

SI REQUIERE SERVICIOS DE TRADUCCION, FAVOR DE NOTIFICAR A LA OFICINA 3 días de trabajo (72 horas) ANTES DEL EVENTO. SI NECESITA ASISTENCIA CON ESTA NOTIFICACION, POR FAVOR LLAME A NUESTRA OFICINA AL (213) 978-1551.

1. [7:03] Introduction (5 minutes)
2. [7:06] Call to Order and Commission roll call (1 minute)

Commissioner	Present	Absent
Shaffer	X	
Atkinson	X	
Darett-Quiroz	X	
Lafarga		X
Lipmen	X	
Sinclair		X
Wehbe		X

3. [7:06] Discussion with Neighborhood Council representatives on any Neighborhood Council Resolution or Community Impact Statement filed with the City Clerk which relates to any agenda item listed or being considered on this agenda for the Board of Neighborhood Commissioners.

**Public Comment: None**

4. [7:07] Multiple Agenda Items Comment – Comments by members of the public who have submitted multiple speaker cards and want to speak on all items for up to five minutes at one time can choose to speak during the Multiple Agenda Items Comment period. Members of the public who choose to speak during the Multiple Agenda Items period will be given the opportunity to also speak during General Public Comments.

**Public Comment: None**

5. [7:07] Approval of the Minutes of the Meeting of 05/02/17. [Board of Neighborhood Commissioner Regular Meeting Minutes 05.02.17-DRAFT](#) (3 minutes)

**Public Comment: None**

**Action:** Approval of the Minutes of the Meeting of 05/02/17.

VOTE	Mover	Lipmen	Second	Atkinson
<b>Commissioner</b>	<b>Ayes</b>	<b>Nays</b>	<b>Abstention</b>	<b>Absent</b>
Shaffer	X			
Atkinson	X			
Darett-Quiroz	X			
Lipmen	X			
<b>Total</b>	<b>4</b>			
<b>Motion</b>	<b>Carries</b>	<b>X</b>	<b>Fails</b>	

6. [7:08] Approval of the Minutes of the Meeting of 05/15/17. [Board of Neighborhood Commissioners Regular Meeting Minutes 05.15.17-Draft](#) (3 minutes)

**Public Comment: None**

**Action:** Approval of the Minutes of the Meeting of 05/15/17.

VOTE	Mover	Lipmen	Second	Atkinson
<b>Commissioner</b>	<b>Ayes</b>	<b>Nays</b>	<b>Abstention</b>	<b>Absent</b>
Shaffer	X			
Atkinson	X			
Darett-Quiroz	X			
Lipmen	X			
<b>Total</b>	<b>4</b>			
<b>Motion</b>	<b>Carries</b>	<b>X</b>	<b>Fails</b>	

7. [7:08] Verbal updates from representatives of the Mayor, Los Angeles City Council, and other City representatives. (10 minutes).

Manny Lopez, Mayor Garcetti's Harbor Area Representative from Office of Public Engagement recognized NC for 15 years. Presented each Neighborhood Council with a City certificate.

**Public Comment: None**

8. [7:15] Commemoration of 15 year anniversary of the certification of the following neighborhood Councils: (20 minutes)
  - Central San Pedro Neighborhood Council
  - Harbor City Neighborhood Council
  - Harbor Gateway North Neighborhood Council
  - Northwest San Pedro Neighborhood Council

Commissioner Shaffer introduced and recognized the Neighborhood Councils and offered congratulations. Semee Park, from DONE, introduced Harbor Gateway North Neighborhood Council. Pamela Thorton received the certificate and provided Neighborhood Council background.

Commissioner Shaffer introduced Northwest San Pedro Neighborhood Council. Ray Regalado introduced Diana, founding president. Diana accepted the certificate and addressed Commissioners.

Commissioner Shaffer introduced Central San Pedro Neighborhood Council. Donald Galaz, current VP, addressed commissioners and accepted certificate.

Commissioner Shaffer introduced Harbor City Neighborhood Council. Greg Donnan, from Harbor City Neighborhood Council addressed commissioners and accepted certificate.

9. [7:30] Discussion with various Harbor Area Neighborhood Council representatives who wish to report concerns, operations, and best practices. Neighborhood Council representatives should complete their questionnaires in advance of the meeting. (Click on the link to view a copy of the document.) [Best Practice Questionnaire](#) This matter will last a maximum of 20 minutes and the time will be divided among those representatives wishing to speak. (20 minutes).

**Public Comment:** James Allen, past president of Central San Pedro Neighborhood Council commented on bylaws section of removal process of board officer. Alleges Department of Neighborhood Empowerment acted inappropriately by placing Central San Pedro Neighborhood Council into Exhaustive Efforts and removing three items from agenda, specifically the motion to remove an officer. (read excerpt from bylaws "a governing board member who fails to perform his/her duty as provided in these bylaws, is subject to removal from any office held or from the governing board or both with cause, with the approval of 2/3 vote of the

remaining board members present and voting at a properly noticed meeting.) Doug Epperhart, from Coastal San Pedro Neighborhood Council commented on the successful Coastal San Pedro Neighborhood Council selection process. Stated seventeen board members were selected, includes eleven new board members. Bob Gelfand, co-founder Coastal San Pedro Neighborhood Council commented on the interaction of City government and Neighborhood Councils. Stated the respect for lawful election process and expressed frustration with Department of Neighborhood Empowerment with the placement of Central San Pedro Neighborhood Council into Exhaustive Efforts. Danielle Sandoval, Treasurer for Central San Pedro Neighborhood Council, commented on concerns and frustration with placement of the Central San Pedro San Pedro in Exhaustive Efforts and requested moratorium on bylaw amendments be lifted. Also expressed frustration over the Neighborhood Council's inability to enforce bylaws to remove a board executive officer. Stated Neighborhood Council will file a Community Impact Statement (CIS) for the removal of Exhaustive Efforts to Los Angeles City council. Expressed concerns with Department staff not informed of issues with Neighborhood Council. She stated she submitted a PRA requesting all absences per the bylaws, but has not been completed. Expressed concerns with current president censuring other board members without a censure clause in the bylaws. Alleges Department's Representative did not intervene at the meeting. Request Commission address social media etiquette. Donald Galaz, VP of Central San Pedro Neighborhood Council, feels current contention is directed him personally and alleges DONE Representative did not intervene. Additionally commented that community is asking him why Neighborhood Council is in Exhaustive Efforts and requests removal from exhaustive efforts. Wayne from Encino provided commentary.

10. [7:53] Verbal updates from representatives of the Los Angeles Neighborhood Council Budget Advocates. Neighborhood Council Budget Advocates provide input to the City on the City's Budget. Additional information regarding the Budget Advocates is available at <http://ncbala.com/>. (10 minutes).

Danielle Sandoval provided update on NC Budget Advocate and thanked all Neighborhood Councils who submitted a Community Impact Statement supporting Budget Advocate's White paper. Stated some recommendations from White Paper are being considered by CAO. Provided updates on Budget Day, creation of mentorship program for future Budget Advocates, whitepaper on marijuana framework on financial aspect, and motion regarding Neighborhood Councils funding Neighborhood Purpose Grants to other City Departments. And made recommendation that City Departments be precluded from asking NC for grant monies.

**Public Comment:** Wayne from Encino provided commentary.

11. [7:59] 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:** Bob Gelfand provided commentary on Harbor Area being

underrepresented by Commission, especially at today's meeting. Also spoke on the creation and importance of NC participation of Neighborhood Council Emergency Preparedness Alliance. Wayne from Encino provided commentary. Donald Galaz provided commentary the placement of the Department into Exhaustive Efforts. Expressed concerns over City Hall not listening to issues presented by Neighborhood Councils, specifically on illegal street racing. James Allen provided commentary and asked commission consideration for Central San Pedro Neighborhood Council and DONE to defend their position for placement in Exhaustive Efforts, and review Exhaustive Efforts policy and how enforced by DONE.

**12. [8:14] General Manager's Report. (10 minutes)**

- a. Briefing on Departmental activities.
- b. Staffing, budget, elections and other operational matters.
- c. Subdivision Updates
- d. Boundary Amendment Application

Semee Park provided GM's report. Spoke on Beyond Neighborhood Councils, Civic Youth, and Planning 101 trainings specifically on land use issues.

Update on additional funds to Department for online trainings.

NC elections is still being considered by City council and majority of NC's support pushing elections.

Update Hermon Neighborhood Council is in the process of finalizing bylaws.

Commission Lipmen requested from department a report, for next meeting, of Neighborhood Councils that are in Exhaustive Efforts and what is Department's work plan. Another issue with NC is banking system and requested update.

Petty Santos, Chief Management Analyst from City Clerk stated City Clerk will be providing 18 days of trainings for NC and NC credit cards will be available effective July 1.

Commissioner Lipmen asked on quality control and plan to address potential challenges that may come up at roll out of new NC funding platform.

Petty Santos stated a focus group, consisting of Neighborhood Council Board Members, has been testing and will provide plan for potential issues.

Commissioner Lipmen expressed kudos to NC Funding for new platform and asked for NC Funding establish a hotline for NCs and possibly focus group members available to assist NC issues.

Petty Santos stated an online video will be made available shortly after roll out of new platform. City clerk is researching training locations.

Commissioner Atkinson stated Leyla Campos is doing a great job and has asked who focus group is. Stated NC do not know who focus group is and asked if City Clerk to introduce focus group.

Commissioner Daret-Quiroz asked if link will be available when an NC uses a credit card for immediate update or will it take three months. Petty provided clarification on one –two day delay when on credit card posting.

Commissioner Shaffer asked for provision when an NC does not have ability to scan. Petty stated the NC can use a smart phone to upload documents or will City Clerk provided NCs with a scanner. Commissioner Shaffer how will city Clerk address issue when an NC cannot purchase a scanner.

Commissioner Lipmen expressed concern that Department Management is not available to address Neighborhood Council concerns, and Department should plan time off better. Commissioner Atkinson stated concerns over same issue and asked for update and general update on Department's process to place a Neighborhood Council into Exhaustive Efforts.

**Public Comment:** Bob Gelfand provided commentary on BONC sets policy per city charter and asked for clarification for placement of Neighborhood Council into Exhaustive Efforts. Wayne from Encino provided commentary.

13. [8:40] Discussion and possible action to approve the Greater Valley Glen Neighborhood Council Bylaw Amendment Application reducing the Merchant/Business Person At-Large Seats from three (3) to two (2) and increase the At-Large Community Stakeholder Seats from three (3) to four (4). [GVGNC Bylaw Amendment Application](#) (10 minutes)

Vanessa Serrano, from the Department provided report and background on application.

Commissioner Shaffer expressed concern on Attachment B and definition of stakeholders. Also stated does not define “a simple property owner” and asked Department to review and update.

Commissioner Darret-Quiroz asked for clarification on motion.

Semee Park stated when final approval of bylaw as a whole, the Neighborhood Council will be consulted.

**Public Comment:** Wayne from Encino provided commentary.

**Action:** Motion to approve the Greater Valley Glen Neighborhood Council Bylaw Amendment Application reducing the Merchant/Business Person At-Large Seats from three (3) to two (2) and increase the At-Large Community Stakeholder Seats from three (3) to four (4). Commissioner Shaffer asked for further find the composition would confirm to Plan and Ordinance. Commissioner Daret-Quiroz accepted.

VOTE	Mover	Darett-Quiroz	Second	Atkinson
<b>Commissioner</b>	<b>Ayes</b>	<b>Nays</b>	<b>Abstention</b>	<b>Absent</b>
Shaffer	X			
Atkinson	X			
Darett-Quiroz	X			
Lipmen	X			
Lafarga				X
Sinclair				X
Wehbe				X
<b>Total</b>	<b>4</b>			
<b>Motion</b>	<b>Carries</b>	<b>X</b>	<b>Fails</b>	

14. [8:49] Discussion and possible action recommending amendments to Section 22.819 of Article 3 of Chapter 28 of the Los Angeles Administrative Code (Neighborhood Council Subdivision Ordinance 184526).

Commissioner Shaffer provided commentary on BONC's prevue on policy setting.

**Public Comment:** Danielle Sandoval stated possible error in listed code section on agenda and expressed concern on the possibility of an many future subdivision requests and if successful, the amount of funding each small Neighborhood Council would receive.

Joseph Riser from Hermon NC stated last meeting was less contentious and expressed concerns over possible modifications to changes to subdivision policy.

Wayne from Encino provided commentary on request for final determination on SRNC challenge.

Commissioner Shaffer asked for Commission to evaluate how the Subdivision Ordinance was formed with respect to boundaries. Asked Department to review and evaluate if application conforms to policy with respect to process and notice, then bring to Commission for review prior to election. Commission consider application and boundaries prior to vote, vote would be confirmation.

Commissioner Lipmen stated concern over Formation Committee maintaining oversight of process once application has been submitted and perhaps the Department assumes oversight.

Commissioner Shaffer spoke on concerns "major raft" of subdivisions and how Hermon was allowed to subdivide based on exceptions as listed in The Plan.

**Action:** Postponed



VOTE	Mover	Mover	Second	Second
<b>Commissioner</b>	<b>Ayes</b>	<b>Nays</b>	<b>Abstention</b>	<b>Absent</b>
<b>Total</b>				
<b>Motion</b>	<b>Carries</b>		<b>Fails</b>	

15. [9:05] Discussion and possible action regarding formation of a Neighborhood Council Working Group to make recommendations to the Commission regarding Neighborhood Council Funding.

**Public Comment:** Joe Riser provided commentary on funding equity and this was an issue that was previously noted. Funding equity will not be easy to define and should not be isolated to just community population. Bob Gelfand asked for clarification on who is responsible for allocation and if Commissioners will be making recommendation for members, who will make the recommendation for Harbor Area.

Danielle Sandoval recommended that working group be allowed to call in and asked why City Clerk is not involved. Commissioner Shaffer stated this is a Brown Act body and call-ins are not allowed and City Clerk is only administering funds.

Wayne from Encino provided commentary

Commissioner Shaffer stated he would like commissioners to work on self-selection for members of working group. Two suggestions, look for two members per area, and look to regions for two members. Or regions select members. Or commissioners select members. Asked for suggestions from commissioners. What is the best way to create working group.

Commissioner Atkinson asked how past working group formed. Commissioner Shaffer stated Neighborhood Councils were queried for recommendations for working group. Each Commissioner review and made recommendations.

Commissioner Lipmen asked if working group is limited to NCs. Commissioner Shaffer stated it would be limited to NCs. Need to determine how to divide funding.

Commissioner Lipmen asked if working group would be a Brown Act body and recommended a smaller body.

Commissioner Lipmen is in support of this working group due to concerns being addressed by NCs. Supports a smaller working group. i.e 2 from

commission groups=14 or 2 from each region = 24. Lipmen support either

Commissioner Darett-Quiroz stated Hermon is the first subdivision and BONC should set platform for funding equity. She supports the reduction of funds.

Commissioner Shaffer would ask Department for resources, i.e. rooms and other meeting necessities.

Commissioner Darett-Quiroz supports 2 from each region=24, as does Commissioner Atkinson supports 24.

Commissioner Lipmen favors 14 but would support Commission's recommendation.

Commissioner Shaffer supports 24 due to complexity of funding issue.

Commissioner Lipmen prefers 14 but is ok with consensus of Commission.

**Action:** Motion that the Commission with the help of EmpowerLA would choose two person from each Neighborhood Council voting region to be a working group to make recommendations regarding Neighborhood Council Funding to the Commission.

VOTE	Mover	Shaffer	Second	Darett-Quiroz
<b>Commissioner</b>	<b>Ayes</b>	<b>Nays</b>	<b>Abstention</b>	<b>Absent</b>
Shaffer	X			
Atkinson	X			
Darett-Quiroz	X			
Lipmen	X			
Lafarga				X
Sinclair				X
Wehbe				X
<b>Total</b>	<b>4</b>			
<b>Motion</b>	<b>Carries</b>	<b>X</b>	<b>Fails</b>	

**16. [9:33] Commission Business - Comment from Commissioners on subject matters within the Board's jurisdiction. (15 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.

Commissioner Lipmen stated Westside NC had a successful Pick Pico event and SORO held a successful event. SORO also kicked off green street project

Commissioner Darett-Quiroz stated Neighborhood Councils gathered to support the Lummis Day event and was a great success.

Shaffer stated budget day is June 24 and commission has been asked to address Neighborhood Councils.

Deputy City Attorney Hawkins spoke about Congress and the Congress planning committee meets on Sundays and invited Harbor Area to participate in planning.

**17. [9:39] Adjourn**

**Public Comment:**

**Action:** Motion to Adjourn.

VOTE	Mover	Darett-Quiroz	Second	Atkinson
Commissioner	Ayes	Nays	Abstention	Absent
<b>Total</b>				
<b>Motion</b>	<b>Carries</b>		<b>Fails</b>	

**Future Board of Neighborhood Commissioners Meetings (INFORMATION ONLY)**

*(Please note: The items listed below are tentative and may be subject to change. You are encouraged to visit the City's website at [www.lacity.org](http://www.lacity.org) to view Commission agendas and subscribe through the City's Early Notification System Subscription page to receive the Commission's agendas via email.)*

- Regular Meeting on June 19, 2017 at 1:00 pm – City Hall, 10<sup>th</sup> Floor Conference Center, Room 1050, 200 North Spring St, Los Angeles, CA 90012
- Regular Meeting on July 04, 2017 at 6:00 pm – CANCELLED
- Regular Meeting on July 17, 2017 at 1:00 pm – City Hall, 10<sup>th</sup> Floor Conference Center, Room 1050, 200 North Spring St, Los Angeles, CA 90012

**FINALIZATION OF BOARD ACTION:**

Per City Charter Section 245, the Board's determination shall become final at the expiration of the next five meeting days of the Council during which the City Council has convened in regular session, unless the City Council acts within that timeframe by a two-thirds vote to bring the action before them or to waive review of the action.

**EXHAUSTION OF ADMINISTRATIVE REMEDIES:**

If you challenge these agenda items in court, you may be limited to raising only those issues you or someone else raised at the public hearing or in written correspondence on these matters delivered to this agency at or prior to the public hearing. California Code of Civil Procedure Section 1094.6 governs the time in which a party may seek judicial review of this determination. Under that provision, a petitioner may seek judicial review of any decision of the City pursuant to California Code of Civil Procedure Section 1094.5 only if the petition for Writ of Mandate pursuant to that section is filed no later than the 90th day following the date on which the City's decision became final.

**RECONSIDERATION:**

The Commission may make a MOTION TO RECONSIDER and alter its action taken on any item listed on this agenda at any time during this meeting, or make a MOTION TO RECONSIDER at its next regular meeting as indicated below:

If the Commission moves and approves a Motion for Reconsideration at the *initial* meeting wherein an action was taken, then the underlying item may be reconsidered at that time.

If the Commission moves and approves a Motion for Reconsideration at *the next regular meeting* then consideration of the item may *only* occur at this regularly scheduled meeting if the item for consideration has been placed on that meeting's agenda. If the underlying item for reconsideration has not been placed on the agenda for that next regular meeting, then it shall be considered at a subsequent meeting pursuant to the Ralph M. Brown Act.

**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 of Neighborhood Commissioners in advance of their meetings, may be viewed at the office of the Department of Neighborhood Empowerment, located at City Hall, 20<sup>TH</sup> Floor, 200 North Spring Street, Los Angeles, California 90012, by clicking on the Department's Web site at <http://www.EmpowerLA.org> or at the Commission meeting. In addition, if you would like a copy of any record related to an item on the agenda, contact the Department at (213) 978-1551 or via e-mail: [Commission@EmpowerLA.org](mailto:Commission@EmpowerLA.org).