

**CITY OF LOS ANGELES  
CALIFORNIA**

**BOARD OF NEIGHBORHOOD  
COMMISSIONERS**

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## **BOARD OF NEIGHBORHOOD COMMISSIONERS**

### **REGULAR MEETING MINUTES-APPROVED**

**Tuesday, November 07, 2017 6:00 PM**

**LOCATION: Felicia Mahood Multipurpose Center  
11338 Santa Monica Boulevard  
Los Angeles, CA 90025**

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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 Public Forum 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. [6:10] Introduction (5 minutes)
2. [6:13] Call to Order and Commission roll call (1 minute)

Commissioner	Present	Absent
Atkinson		X
Lipmen	X	
Shaffer	X	
Darett-Quiroz		X
Wehbe	X	
Regalado	X	
Avakian-Koroghlyan	X	

3. [6:14] 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. [6:14] 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. [6:15] Approval of the Minutes of the Meeting of 09/18/2017. [Board of Commissioners Regular Meeting Minutes 09.18.17-DRAFT](#) (3 minutes)

**Public Comment:** None

**Action:** Motion to approve the Minutes of the Meeting of 09/18/2017. With correction to the name of the General Manager of the Emergency Management Department.

VOTE	Mover	Shaffer	Second	Wehbe
<b>Commissioner</b>	<b>Ayes</b>	<b>Nays</b>	<b>Abstention</b>	<b>Absent</b>
<b>Atkinson</b>				<b>X</b>
<b>Lipmen</b>	<b>X</b>			
<b>Shaffer</b>	<b>X</b>			
<b>Darett-Quiroz</b>				<b>X</b>
<b>Wehbe</b>	<b>X</b>			
<b>Regalado</b>	<b>X</b>			
<b>Avakian-Koroghlyan</b>	<b>X</b>			
<b>Total</b>	<b>5</b>			<b>2</b>
<b>Motion</b>	<b>Carries</b>	<b>X</b>	<b>Fails</b>	

6. [6:16] Commemoration of 15 year anniversary of the certification of the following Neighborhood Councils: (20 minutes)
- Bel-Air Beverly Crest NC
  - Mar Vista NC
  - South Robertson NC

General Manager Grayce Liu acknowledged the efforts of the Neighborhood Councils being recognized and thanked them for their efforts throughout the inception of the Neighborhood Council System.

Commissioner Lipmen congratulated the Neighborhood Councils on their 15 years of their formation.

GM Liu addressed Bel-Air Beverly Crest NC and presented their certificate. Board President Robin Greenberg and various Board Members provided commentary and background of Bel-Air Beverly Crest Neighborhood Council.

GM Liu recognized Mar Vista Community Council on their 15 years. Board President Rob Kadota and Members Michelle Krupkin, and Tom Ponton provided commentary Neighborhood Council formation background.

GM Liu recognized South Robertson Neighborhoods Council and presented their certificate. Board President Doug Fitzsimmons addressed the Commission and provided background on formation South Robertson Neighborhoods Council.

Commissioner Wehbe recognized SORONC efforts on the issue of homelessness. Commissioner Lipmen recognized SORONC's effort of community engagement.

**Public Comment:** None

7. [6:57] Verbal updates from representatives of the Mayor, Los Angeles City Council, and other City representatives. (10 minutes).

**Public Comment:** None

8. [6:57] Discussion with various West 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.) <https://empowerla.org/wp-content/uploads/2015/10/Best-Practices-Questionnaire.pdf> This matter will last a maximum of 20 minutes and the time will be divided among those representatives wishing to speak. (20 minutes).

SORONC President Dough Fitzsimmons acknowledged and thanked the Office of the City Attorney for assistance and attendance at the meeting of the Westside Neighborhood Council Board Presidents and Parliamentarians.

**Public Comment:** None

9. [6:59 ] 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).

Jay Handal provided Budget Advocate update and reported Budget Advocates approved preliminary White Paper last night, 11/06/17. Budget Advocates will be meeting with all Unions to discuss contracts renewals. Stated that City of Los Angeles is struggling with structural deficient due to personnel cost. Reported the Harbor Area is most challenging and Budget Advocates will concentrate efforts to engage Harbor area for more involvement.

Commissioner Shaffer asked if Budget Advocates looked to advocating for additional funds for emergency preparedness efforts. CERT has experienced cuts in training personnel. Jay Handal stated that Budget Advocates are looking at emergency preparedness needs in addition to trash. Revenue enhancement is also a focus of Budget Advocates, in addition to core services such as public safety.

Commissioner Regalado requested to meet with Jay Handal to assist overcoming the challenges experienced by Budget Advocates in the Harbor Area. Jay Handal stated he would make himself available to meet with Commissioner Regalado.

**Public Comment:** None

10. [7:13] 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:** Ira Koslow, Venice Neighborhood Council, expressed concern on Grievance process. They were informed that a max of 3 grievances a year maybe filed, however his Neighborhood Council has had 8 grievances filed against them. Grievances were dismissed, however Venice Neighborhood Council

received notice that grievances were going to be reconsidered.

Glenn Bailey provided commentary on VANC is holding its planning forum merging housing and transportation at CBS Studios. Commissioners can register at [VANC@empowerla.org](mailto:VANC@empowerla.org).

Valley Disaster Preparedness fair stated 20 NC participated in this year's fair and the new location of Northridge Fashion Square was a success.

Also express concerns over expired Ethics Certification and minutes posting violations and urged Commissioner to review Neighborhood Council websites for compliance.

Ivan Spiegel Parliamentarian for Venice Neighborhood Council, provided commentary on the Cannabis ordinance and uncertainty of a Neighborhood Council's role in this process and urged Commissioners to establish direction to Neighborhood Councils. Also expressed concerns on Grievance Process and lack of enforcement of guidelines of policy. Expressed concerns Grievance Process / Policy is not being followed.

Michelle Krupkin thank Commissioner for all their hard work and expressed concerns lack of support from LADOT for request to attend Green Streets meetings of the MVCC.

**11. [7:29] General Manager's Report. (10 minutes)**

- a. Briefing on Departmental activities.
- b. Staffing, budget, elections and other operational matters.
- c. Subdivision policy.

GM Liu provided report and update. Department is working on City Budget and is requesting for items that were not received in this current year. Budget asked included funds for election outreach and Cornerstone for online Neighborhood Council trainings.

Department is working on development of the Office of Civic Engagement with FUZE Fellow to assist other City Departments effectively do civic engagement.

Proposed budget will be made available at next Commission meeting. There have been some staff changes. Stephen Box has been assigned directly to Public Information Officer and Tom Soong has been promoted to Sr Project Coordinator for the Harbor and South LA Areas.

Mike Fong provided update on Homelessness meeting held last night, 11/06/17. Thanked John Darnell, Department staff for presentation and City Attorney's office for presentation on HEART Project and homelessness', Los Angeles Homeless Service Authority (LAHSA) provided update on homeless counts, and representatives from CAO and Council Members Marqueece Harris-Dawson for providing updates on Measure H and HHH and the implementations of these items.

Commissioner Shaffer asked for clarification on increase in economic homeless. Mike Fong provided response and update.

Commissioner Shaffer talked about news article in City Watch regarding the use of shipping containers used as small affordable rental units. Commissioner Lipmen urged Department to host a Civic U in 2018 related to Affordable Housing in addition to Homelessness.

GM Liu stated Civic U 2.0 participants will be required to select a topic and learn how to advocate for the project.

Semee Park provided updated on Housing, and stated Department has partnered with Housing. Tenant Rights workshops have been held throughout the city.

Next Civic Youth will focus on increasing the engagement of girls.

Commissioner Lipmen asked if other Homeless agencies have been contacted for participation.

Commissioner Shaffer asked Commissioner Atkinson be consulted to assist in addressing the recruitment of girls.

Commissioner Shaffer asked for distinction of permanent and temporary housing.

General Manager Liu reported subdivision application will be accepted through January 15<sup>th</sup> and documents are anticipated to be updated to conform to Commission's recommendations. Bylaw amendment process will be open through April 15<sup>th</sup>.

Stated the Department's demographics survey has been completed and results will be released once data has been cleaned. Also reported email has been sent to ED Kat Packer of the Cannabis Department to work on a Neighborhood Council Toolkit to assist board members in addressing the upcoming issues related to cannabis.

Commissioner Shaffer asked if bylaws will be updated to accommodate extension of term. General Manager Liu stated since the extension is a result of an Ordinance change so it is automatic overlay.

**Public Comment:** Glenn Bailey provided commentary on Neighborhood Council elections and how Independent Elections Administrator (IEA) started too late in the election process and requested the issue of IEAs be address as soon as possible to avoid the repeat of issues experienced in last election cycle.

12. [7:52] Discussion and possible action to approve Draft Letter to the Health, Education and Neighborhood Council Committee regarding Commission's proposed amendments to the Subdivision Ordinance Sec. 22819 of Article 2 of Chapter 28 of the Los Angeles Administrative Code. [BONC Letter to HENC re: Proposed Subdivision Amendments](#)

Commissioner Shaffer provided update and stated City Attorney (CA) has reviewed and expressed concern over changes in language by CA. He stated Mike Fong previously stated no impact would experience by Department.

Recommended Commission submit letter based on original language rejecting City Attorney's changes.

Commissioner Lipmen asked for clarification on action, is action to approve letter or approve letter with City Attorney recommended changes. Commissioner Shaffer provided response.

Commissioner Lipmen requested clarification from CA on action to be taken by Commission. Deputy City Attorney Carmen Hawkins stated the action should be approving the letter as currently drafted.

For the purpose of discussion, Commissioner Shaffer motioned to approve the entire letter and proposed Ordinance amendments. For the purpose of discussion, Commissioner Wehbe Seconded.

Commissioner Wehbe asked for clarification with respect to polling locations to outside the proposed subdivision.

**Public Comment:** Glenn Bailey provided commentary on restructuring the proposed amendments and encouraged the use of ENS.

Doug Fitzsimmons expressed concerns over the Department's ability to meet established required time frames.

GM Liu stated Department will do it best to meet the established timelines with current staffing levels and stated Department has not been funded to do election outreach and could be an issue by NCs.

GM Liu stated Department will encourage online voting in any subdivision application. And will ask City Clerk for assistance in subdivision process.

#### **1<sup>st</sup> Amendment to Agenda Item 12**

**Action:** Motion to amend Proposed Letter Language in Items a, b, and c. Proposed amendments to Item a, striking "if feasible will" were printed and replace with "shall."

In Item b, strike out "will" and replace with "shall."

Item c, strike out "will" were printed and replace with "shall."

Item d, strike out "Department's approval of the subdivision petition" and replace with "Commission's approval of the subdivision petition and the bylaws and boundaries."

VOTE	Mover	Shaffer	Second	Wehbe
<b>Commissioner</b>	<b>Ayes</b>	<b>Nays</b>	<b>Abstention</b>	<b>Absent</b>
Atkinson				X
Lipmen	X			
Shaffer	X			
Darett-Quiroz				X
Wehbe	X			
Regalado	X			
Avakian-Koroghlyan	X			
<b>Total</b>	<b>5</b>			
<b>Motion</b>	<b>Carries</b>	<b>X</b>	<b>Fails</b>	

Commissioner Lipmen provided amendment to proposed letter language to section d.  
 Commissioner Shaffer provided report rational of original drafted language to Section d.

Commissioner Lipmen proposed the amendment to Item d of the letter to read.  
 “The Department shall conduct an election within the boundaries stated in the subdivision petition within 90 days of the ~~Department’s approval of the subdivision petition~~ **Commission’s approval of the subdivision petition and the bylaws and boundaries. Where possible the Department shall also locate additional polling locations within the boundaries of the affected Certified Neighborhood Councils outside of the proposed subdivision area.**”

**Public Comment:** Glenn Bailey provided commentary on issues related to polling locations.

GM Liu stated, Department will advocate online voting for any future subdivision elections and Department is negotiating with City Clerk to assist with subdivision elections.

**2<sup>nd</sup> Amendment to Agenda Item 12**

**Action:** Motion to amend Proposed Letter Language in Item d to read, “The Department shall conduct an election within the boundaries stated in the subdivision petition within 90 days of **Commission’s approval of the subdivision petition and the bylaws and boundaries. Where possible the Department shall also locate additional polling locations within the boundaries of the affected Certified Neighborhood Councils outside of the proposed subdivision area.**”



VOTE	Mover	Lipmen	Second	Wehbe
<b>Commissioner</b>	<b>Ayes</b>	<b>Nays</b>	<b>Abstention</b>	<b>Absent</b>
Atkinson				X
Lipmen	X			
Shaffer	X			
Darett-Quiroz				X
Wehbe	X			
Regalado	X			
Avakian-Koroghlyan	X			
<b>Total</b>	<b>5</b>			
<b>Motion</b>	<b>Carries</b>	<b>X</b>	<b>Fails</b>	

**Public Comment:** None

**Action:** Motion to approve Draft Letter, as amended by Commission, to the Health, Education and Neighborhood Council Committee regarding Commission's proposed amendments to the Subdivision Ordinance Sec. 22819 of Article 2 of Chapter 28 of the Los Angeles Administrative Code.

VOTE	Mover	Shaffer	Second	Wehbe
<b>Commissioner</b>	<b>Ayes</b>	<b>Nays</b>	<b>Abstention</b>	<b>Absent</b>
Atkinson				
Lipmen	X			
Shaffer	X			
Darett-Quiroz				
Wehbe	X			
Regalado	X			
Avakian-Koroghlyan	X			
<b>Total</b>	<b>5</b>			
<b>Motion</b>	<b>Carries</b>	<b>X</b>	<b>Fails</b>	

13. [8:34] Public comment and discussion regarding recommendations to the Commission related to Neighborhood Council Funding. [Funding Equity Work Group Registration Link](#)

Commissioner Lipmen provided update to this item.

Commissioner Avakian-Koroghlyan asked for clarification of this item.  
 Commissioner Lipmen provided response.

Commissioner Shaffer provided additional update on this work group.

Commissioner Wehbe thanked Commissioner Shaffer for his efforts.

**Public Comment:** None

14. [8:40] Discussion and possible action regarding Board of Neighborhood Commissioner’s Newsletter. (10 minutes)

**Public Comment:**

**Action:** None

VOTE	Mover	Mover	Second	Second
Commissioner	Ayes	Nays	Abstention	Absent
Atkinson				
Lipmen				
Shaffer				
Darett-Quiroz				
Wehbe				
Regalado				
Avakian-Koroghlyan				
<b>Total</b>				
<b>Motion</b>	<b>Carries</b>		<b>Fails</b>	

**15. [8:41] 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 Shaffer provided commentary on issues of Grievance process as expressed in public comment. And recommends Commission consider amending Grievance process.

Commissioner Avakian-Koroghlyan asked if other Commissioners are receiving feedback related to issues with new funding portal and process.

**16. [8:48 ] Adjourn**

<b>Mover</b>	<b>Lipmen</b>	<b>Second</b>	<b>Shaffer</b>
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**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 November 20, 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 December 5, 2017 at 6:00 pm – South Los Angeles – Location TBD
- Regular Meeting on December 18, 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).