

**CITY OF LOS ANGELES  
CALIFORNIA**

**BOARD OF NEIGHBORHOOD  
COMMISSIONERS**

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## **BOARD OF NEIGHBORHOOD COMMISSIONERS**

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

**Monday, November 20, 2017 1:00 PM**

**LOCATION: City Hall, 10th Fl. Conference, Room 1050**

**200 N Spring St. Los Angeles, CA 90012**

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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. [1:15] Introduction (5 minutes)
2. [1:20] 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

**\*Note: Commissioner Lipmen arrived at 1:43pm.**

3. [1:20] 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. [1:20] 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:** Eric Previn commentary on Measure HHH Oversight Committee meeting and funding and requested City leader to do something. Also provided commentary on Neighborhood Council outreach efforts.

5. [1:28] Approval of the Minutes of the Meeting of 10/16/2017. [Board of Neighborhood Commissioners Meeting Minutes 10.16.17 DRAFT](#) (3 minutes)

**Public Comment:** None

**Action:** Motion to approve the Minutes of the Meeting of 10/16/2017.

VOTE	Mover	Shaffer	Second	Regalado
<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>4</b>			
<b>Motion</b>	<b>Carries</b>	<b>X</b>	<b>Fails</b>	

6. [1:29] Verbal updates from representatives of the Mayor, Los Angeles City Council, and other City representatives. (10 minutes).

**Public Comment:** None

7. [1:29] Verbal updates from representatives of the Los Angeles Neighborhood Council Budget Advocates (BA). 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).

Glenn Bailey and Brian Allen provided update. Confirm regional budget day is scheduled for January 20, 2018 and Empowerment Congress Summit is the January 13, 2018. Reported on structure and programming of each event.

Brian Allen stated Budget Advocates have amendment the terms of a Budget Advocate to two years, which allows for new comers the opportunity to learn and gain experience. Budget Advocates are also addressing the homelessness issue experienced throughout the City to try and understand the causes of homelessness.

Commissioner Atkinson asked if change of term from 1 to 2 years, how does it affect the budget representative? Brian Allen responded the budget representatives are appointed by the Neighborhood Councils. Glenn Bailey stated budget representatives serve at the will of the council but maybe amended through the BA bylaws.

Second question, Commissioner Atkinson how does homelessness issue affect the duties of Budget Advocates. Brian Allen stated the City will be spending a lot of money and that is the reason Budget Advocates need to understand the issue. Commissioner Atkinson asked Budget Advocates to look at how money is spent on the building of housing and how cost savings can be achieved.

Commissioner Regalado stated the causes of homelessness is probably known based on the existing population, so how would this be different. Brian Allen stated there must be better answers.

Commissioner Regalado asked, how will BA propose to address the bigger issues of homelessness. Brian Allen stated BA cannot address the bigger issue, but could open the door to addressing the issues.

Commissioner Shaffer asked when two year term will take effect. Brian Allen stated it would take effect immediately. Glenn Bailey stated BA will be checking with the Office of the City Attorney for guidance on the implementation of the extension.

Commissioner Shaffer stated the staggering of terms be complicated. Glenn Bailey and Brian Allen tried to provide clarification on the implementation which is subject to City Attorney review.

Commissioner Atkinson asked Deputy City Attorney (DCA) if Commissioner has any jurisdiction over Budget Advocates. DCA motioned no.

Commissioner Shaffer expressed concern that Budget Advocates may not the expertise to address the drug use issue.

Brian Allen stated BA do not have a plan, but City does not have a plan to spend the funds.

**(Commissioner Darett-Quiroz left the meeting at 1:52 pm and returned at 1:58 pm.)**

**Public Comment:** Gary Fordyce provided commentary on Budget Advocate term limits and asked if it could be retroactive.

8. [1:54] 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:** Lana Al provided commentary and report on the survey by Public Works taken by Neighborhood Councils. Commissioner Atkinson asked survey results be made available to Budget Advocates. Glenn Bailey provided commentary on Commissioner Agenda Posting Policy, specifically Reseda Neighborhood Council (RNC) and their failure to adhere to the posting policy. Alleges RNC violated the Brown Act posting requirement. Read BONC policy into public comment.

Commissioner Atkinson asked for clarification of Department oversight and process. Mike Fong provided clarification and would research the allegations.

Commissioner Shaffer provided general comments regarding RNC agenda posting. He received notice at 8:11 pm.

Eric Previn provided commentary in support of Budget Advocates efforts to review the homelessness issue and acknowledges the agenda posting requirements is problematic. Stated Studio City Neighborhood Council in conjunction with Friends of Studio City library had a successful writing contest with 43 entries.

9. [2:09] General Manager's Report. (10 minutes)
  - a. Briefing on Departmental activities.
  - b. Staffing, budget, elections and other operational matters.
  - c. Subdivision Updates

Mike Fong provided the Department's report. Stated Civic U 2.0 will start in January. Subdivision and bylaws amendment process has opened.

Armando Ruiz and Kori Parraga provided update and report on Department's FY 2018-19 Budget proposal and highlighted asks.

Commissioner Atkinson asked where is Department's performance matrix and where does it show Department's Outreach efforts. And expressed concern that the Department is lacking in resources to assist Neighborhood Councils be more effective in doing outreach.

Commissioner Shaffer inquired on the Project Coordinator which was to be shared with Emergency Management Department (EMD). Armando Ruiz provided update. Commissioner Shaffer inquired on clarification on salaries for the additional staff. And requested for an estimate of salaries for the EMD staff. Armando Ruiz provided clarification on salaries inquiry.

Commissioner Regalado asked how effective the proposed Office of Civic Engagement will be in assisting engaging the communities.

Armando Ruiz stated the focus of the proposed Office of Civic Engagement will be specifically designed to assist in engaging the communities.

Commissioner Regalado stated he supports the efforts.

Commissioner Lipmen asked on the probability of the proposed budget being accepted since the City is experiencing a budget deficit. Armando Ruiz stated Department's efforts to manage cost to show justification for the request of additional staff.

Commissioner Shaffer asked if Department as done outreach to Neighborhood Councils for support and perhaps department can work with City Attorney to develop guidelines for Social Media. Commissioner Shaffer suggested Department get on the different Alliances to ask for support.

**Public Comment:** None

**10.** [2:29] Update and discussion on Neighborhood Council Funding by the Office of the City Clerk. (10 minutes)

Petty Santos, Administrative Services Division Manager for the Office of the City Clerk provided update on proposed budget and funds related to elections, specifically online voting. Andrew Choi provided funding update of unspent funds to date and Funding Division's work load. Stated a funding video and quiz is being finalized for non-financial officers. Petty Santos stated Elections and online voting funding allocations are now part of City Clerk's budget proposal. Commissioner Shaffer asked if City clerk has asked for Subdivision elections. Petty Santos stated sufficient asks has been for all 97 neighborhood Council elections. Commissioner Lipmen asked for an update on Funding Helpline for NC Assistance. Petty Santos stated the helpline has been implemented and has been successful. Commissioner Lipmen asked if City Clerk has a target denial rate. Andrew Choi stated that number is not yet available.

Commissioner Shaffer stated he called hotline and received notice that staff was off on a Regular Day Off (RDO) and did not receive call back as expected. Petty Santos stated the target call back timing is 24 hours.

**Public Comment:** Glenn Bailey, president NENC, provided commentary on the effectiveness of the funding portal.

**11.** [2:47] Discussion and possible action on a proposed definition for the terms of "substantial" and "ongoing" regarding the Community Interest Stakeholder definition, as directed by the Los Angeles City Council in Council File 15-1022.

Commissioner Shaffer provided update on City Council passed the direction to Commissioner to address the definition issue. He recommended to Commission Chair to create an Ad Hoc to address this issue and asked for the acceptable length of an Ad Hoc. DCA Ruden stated there is no time limit for an Ad Hoc as long as Ad Hoc addresses the specific issue.

Commissioner Atkinson created the Ad Hoc to address this issue and appointed herself, Commissioner Shaffer and Commissioner Lipmen. DCA Carmen Hawkins suggested other Commissioners be given the opportunity to participate in the Ad Hoc. Ad Hoc is required to report back to Commissions at the 2nd Commission meeting in February 2018.

Commissioner Lipmen stated Ad Hoc should consider Department's timeline for elections.

Commissioner Atkinson asked if time line should be specified now or wait until the Ad Hoc meets.

**Public Comment:** Glenn Bailey provided commentary on the timing of the Ad Hoc and consider the deadline of the Bylaw Amendment process, April 15, 2018, due to the NCs may not like the definition as defined by Commission and allow for NCs to amend their bylaws.

Gary Fordyce provided commentary on the issues experienced by NC regarding memberships in non-profits.

**Action:** None

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

12. [2:58] Public comment, discussion and update regarding recommendations to the Commission related to Neighborhood Council Funding. [Funding Equity Work Group Registration Link](#)

Commissioner Atkinson asked if all Commissioners were able to outreach to their respective Neighborhood Councils.

Commissioner Shaffer asked if Department has received any responses. Mike Fong provided response.

**Public Comment:** None

13. [3:01] Discussion and possible action regarding Board of Neighborhood Commissioner's Newsletter. (10 minutes)

Commissioner Lipmen No report.

**Public Comment:** None

**Action:** None

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

**14. [3:02] 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 Atkinson recognized the passing of former Council Member for the 10<sup>th</sup> District, David Cunningham who was instrumental in Civic Engagement.

Commissioner Shaffer asked staff to consider NC trainings on weekends and if additional staff is given. Additionally asked about communication, specifically on emergency preparedness, if NC can purchase radios? to be housed at a board members home.

Commissioner Regalado asked why it is 2 hours for ethics if an NC member can be completed in less time. DCA Hawkins state the 2 hours is state law and suggested board members attend a live training.

**15. [3:11] Adjourn**

<b>Mover</b>	<b>Darett-Quiroz</b>	<b>Second</b>	<b>Regalado</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 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
- Regular Meeting on January 2, 2018 at 6:00 pm – East LA Area Location TBD
- Regular Meeting on January 15, 2018 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).