

CITY OF LOS ANGELES

CALIFORNIA

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GRAYCE LIU
INTERIM GENERAL MANAGER

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MINUTES

BOARD OF NEIGHBORHOOD COMMISSIONERS

REGULAR MEETING

TUESDAY, NOVEMBER 6, 2012 – 6:00 P.M.

**LOS ANGELES POLICE DEPARTMENT
ADMINISTRATION BUILDING - HEARING ROOM
100 WEST FIRST STREET
LOS ANGELES, CA 90012**

COMMISSIONERS PRESENT

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

ABSENT

Linda Lucks

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

Carmen Hawkins, Deputy City Attorney
Alois Phillips, 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 6:10 p.m. Commission roll was called by Janet Lindo, Executive Administrative Assistant. Commissioner Gatica arrived to the meeting at 6:18 p.m.

3. Approval of the Minutes of the Meeting of October 2, 2012, and the Special Meeting – Board Planning Retreat of October 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/10-02-12_DRAFT_MINUTES.pdf

http://done.lacity.org/dnn/portals/0/documents/LEARN/About_the_commission/10-17-12_draft_COMMISSION_RETREAT_MINUTES-.pdf

ACTION: Commissioner Epperhart moved that the Minutes of the Regular Meeting of October 2, 2012, be approved as written. Commissioner Mack seconded the Motion.

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

Motion passes unanimously.

Commissioner Epperhart moved that the Minutes of the Special Meeting – Board Planning Retreat of October 17, 2012, be approved as written. Commissioner Shaffer seconded the Motion.

**Vote: Ayes – 4 (Park, Shaffer, Epperhart 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: No speaker card for public comment received.

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

ACTION: Mayor Office representative not present.

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.

- Budget for next fiscal year – The Department is expected to take a 10% cut which could equal to 3-4 positions in the Department.
- Last night held first webinar in conjunction with the Neighborhood Council Budget Advocates.
- Took everyone through the budget and how the Department will be going to do priorities.
- We are going to go in showing how the Department has been cut more in comparison to other City departments in the last couple of years.
- In order to function as a Department we will have to have more positions so that we can provide the services that the Neighborhood Councils need to continue their meeting operations.
- Elections are included and we will be submitting a budget item for as well.

- Focusing on Neighborhood Council Funding Program and streamlining those items.
- Looking at cloud-base solutions for the Demand Warrant submission process.
- It is important that the Department get away from the Demand Warrants.
- Looking at Imprest checking accounts for board member reimbursement.
- Issues with Neighborhood Council Web sites – some Neighborhood Councils are working with web designers or web masters without a contract and when things go wrong the Neighborhood Councils end up losing their Web site.
- We are looking at solutions on how the Department can assist Neighborhood Councils in that regard (using web designers through AppleOne so that there is an existing agreement, assisting Neighborhood Councils with entering into a contract with web designers, do a Request for Proposal (RFP) for web designer, also looking at the domains for the Neighborhood Council Web sites and having the City be the owner for those domains so that they do not get taken over by a web master or by some part of the board that is angry and end up having the Neighborhood Council lose their Web site.)

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

ACTION: Stephen Box, Acting Senior Project Coordinator, gave a verbal update on the 2012 Neighborhood Councils elections and provided the Commission with a written elections report (click on the link to view a copy of the document.)

[http://done.lacity.org/dnn/portals/0/documents/LEARN/About the commission/Empower LA ElectionsOverview.pdf](http://done.lacity.org/dnn/portals/0/documents/LEARN/About_the_commission/Empower_LA_ElectionsOverview.pdf)

Public comment received from:

Linda Demmers - President, Greater Griffith Park Neighborhood Council (GGPNC), this really was an incredibly interesting and informative process. Doing a Survey Monkey survey of all of the GGPNC candidates.

Terrence Gomes – the Neighborhood Council elections are not about doing statistics. The important part of the Neighborhood Council elections is that people who never voted before were allowed democracy and were able to vote. We saw change, more people came out, more people were engaged, more people were empowered, that is the important part.

Robert Guevara – Eagle Rock Neighborhood Council, had a lot of outreach for the purpose of drumming up candidates. Still do not have outreach covered well. Outreach is getting to the person on the street, at their house. Outreach is not accomplished.

Joe Hari – impressed by the number of votes in the Neighborhood Council elections movement, the votes are significant.

8. Commission Committee Reports (20 minutes)
 1. Outreach Committee.
 2. Neighborhood Council Plan Review Committee.

ACTION: No committee reports given.

9. Recognition and presentation of 10 Year Anniversary Certificate to the Hollywood United Neighborhood Council. (10 minutes)

ACTION: Taken out of order, after Agenda Item No. 10. The Commission presented Hollywood United Neighborhood Council's 10 Year Anniversary Certificate to Eric Sanjuro.

10. Discussion with various Central 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. (Click on the link to view a copy of the document.) (20 minutes)

[http://done.lacity.org/dnn/portals/0/documents/LEARN/About_the_commission/Best Practices_NC_CVR_LTR_QUESTIONNAIRE080712.pdf](http://done.lacity.org/dnn/portals/0/documents/LEARN/About_the_commission/Best_Practices_NC_CVR_LTR_QUESTIONNAIRE080712.pdf)

ACTION: Taken out of order before Agenda Item No. 9. Linda Demmers, President, Greater Griffith Park Neighborhood Council (GGPNC), provided a report to the Commission.

11. Discussion regarding two motions presented by Councilmember Jose Huizar on October 23, 2012, regarding definition of "factual basis stakeholders" and the ability of Neighborhood Councils to request a "subdivision" within their boundaries. (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/FactualBasisStakeholders_CF_12-1682_MOT_10-23-12.pdf

http://done.lacity.org/dnn/portals/0/documents/LEARN/About_the_commission/Subdivision_CF12-1681_MOTION_10-23-12.pdf

ACTION: None.

Martin Schlageter, Policy Director for Councilmember Huizar, was present at the meeting. Welcome the Commission taking these items up at their meeting. These motions came out of specific real life instances in the Fourteenth District. Seek the involvement of the City Attorney as well as the cross-pollination of ideas from the Council Committees as well. On the Hermon item, that was reference, we did suggest a 90-day report. We are here to get guidance from that. We do not have a presumption of how that should turn out. We are looking for your opinion and best practices and a better understanding so we can guide our constituents of what the process is and what are the causes for acceptance or rejection of things like that. The more urgent matter is factual basis stakeholder item.

Public comment received from:

Linda Demmers – GGPNC came to this Commission in June for a board composition change. We did eliminate 10 of our factual basis seats, still keeping it at less than 50% in any one of the individual stakeholder groups. Support the spirit of the motion, don't think we should over legislate on board composition, think an absolute number is probably a mistake.

Terrence Gomes – Independent Election Administrator for Eagle Rock Neighborhood Council (ERNC). He made it clear to the ERNC governing board that every seat is factual

basis and that they may want to take a look at that. They said it was o.k., they don't care. This is a knee-jerk reaction to a few board members who are very upset that there was this.

Robert Guevara – Let each Neighborhood Council, within the allowable framework, set their own rules, regulations and limits, then the BONC or anybody else above that can do that. City Council needs to butt out.

Joseph Riser – Hope that the issue of subdivision won't become an issue of one community that wants to be subdivided, that you will see this as a bigger picture. Hope that you will see it as a continuation of the work of the Neighborhood Council Review Commission.

Alisa Smith – It is not up to us to determine how a board is made up each board is capable of developing what feel good to their community. Make it easy to vote, but hard to cheat. What are the real consequences if we make it hard to cheat and cheating does happen that we can remind people of that would perhaps deter them from cheating?

Randy Waller – There are two issues which the people who are the leaders of Neighborhood Councils agree upon, first is, we never, ever want the City Clerk to run our elections. What we have right now will probably never be surpassed. We hope to continue it. The other issue is factual basis. When this Commission took this issue up a couple of years ago the solution was disappointing. It said to put a factual basis seat on your board. That is not a solution.

12. 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: None.

Public comment received from:

Terrence Gomes – Request that the Los Angeles City Council have meetings at night. City Council does not hear from the Neighborhood Councils and stakeholders during the day because Neighborhood Council members have to work. Give them an hour, give them two hours, they won't be able to come to do the presentation.

Robert Guevara – We also have to push the placement of public comment in the sequence in the agenda for City Council, consistently they move public comment at the end. Put the business in front. When we have time it's effective time, you can work out however much time we should be getting.

13. 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: None.

14. Discussion and recap of the October 17, 2012, Board of Neighborhood Commissioners Board planning retreat. (15 minutes)

ACTION: None.

15. 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: None.

16. 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: No speaker card for public comment submitted.

17. Adjourn

ACTION: Commissioner Epperhart moved that the meeting be adjourned at 8:12 p.m. Commissioner Mack seconded the motion.

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

Nays – 0

Motion passes unanimously.

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