

**CITY OF LOS ANGELES  
CALIFORNIA**

**BOARD OF NEIGHBORHOOD  
COMMISSIONERS**

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## **BOARD OF NEIGHBORHOOD COMMISSIONERS**

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

**Tuesday, September 05, 2017 6:00 PM**

**LOCATION: Fire Station 82 Annex Community Room  
1800 N Bronson Avenue  
Los Angeles, CA 90028**

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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. [6:07] Introduction (5 minutes)
2. [6:12] Call to Order and Commission roll call (1 minute)

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

**Note: Commissioner Lipmen arrived at 6:15 and Commissioner Wehbe arrived at 6:22 pm.**

3. [6:13] Introduction of New Commissioners.
  - a. [Commissioner Regalado Bio](#)
  - b. [Commissioner Avakian-Koroghlyan Bio](#)

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

4. [6:28] 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

5. [6:28] 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

6. [6:29] Approval of the Minutes of the Meeting of 08/21/2017. [Board of Neighborhood Commissioners Regular Meeting Minutes 08.21.17](#) (3 minutes)

**Public Comment:**

**Action:** Motion to table to next meeting.

VOTE	Mover	Shaffer	Second	Lipmen
<b>Commissioner</b>	<b>Ayes</b>	<b>Nays</b>	<b>Abstention</b>	<b>Absent</b>
Atkinson	X			
Shaffer	X			
Lipmen	X			
Wehbe	X			
Regalado	X			
Avakian-Koroghlyan	X			
<b>Total</b>	<b>6</b>			
<b>Motion</b>	<b>Carries</b>	<b>X</b>	<b>Fails</b>	

7. [6:32] Commemoration of 15 year anniversary of the certification of the following Neighborhood Councils: (20 minutes)
- Mid-City West Community Council
  - Hollywood United Neighborhood Council

General Manager Liu introduced MCWCC and Emily Kantrim. Emily provided history of MCWCC.

Commissioner Atkinson congratulated MCWCC on 15 years. Commissioner Wehbe addressed MCWCC and offered congratulatory remarks.

GM Liu reported HUNC is not present to receive certificate.

**Public Comment:** None.

8. [6:40] Verbal updates from representatives of the Mayor, Los Angeles City Council, and other City representatives. (10 minutes).

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

9. [6:41] Discussion with various Central 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).

**Public Comment:** None

10. [6:14] 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).

Glenn Bailey provided update on Budget Advocates. Last report remains the same.

Budget Advocates are fully staffed and have been assigned. Regional Budget Day is tentatively set for January 2018 and urged Commissioners to participate in regional budget days. Budget Advocates are trying to be more proactive and attend as many as possible Neighborhood Council meetings on a regular basis. Asked that Neighborhood Councils agendaize a report from Budget Advocate to promote updates.

Provided update on Congress of Neighborhoods scheduled on September 9, 2017. Reported Mayor Garcetti and Supervisor MRT will be addressing Congress.

Commissioner Regalado asked when updated attendance list will be sent out to Commission. Glenn Bailey stated list would be sent overnight.

Commissioner Shaffer urged other Commissioners to visit Emergency Management Department table at Congress.

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

11. [6:42] 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)

**Meeting recessed for 5 mins at 6:49 due to public disruption. Meeting resumed at 6:52.**

**Public Comment:** Wayne from Encino provided commentary. General Jeff provided commentary and welcomed new commissioners. Expressed concerns in Skid Row are not being addressed by DLANC and Department. (Commissioner Atkinson allowed comments made after agenda item 12.)

12. [6:52 ] 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. Stated City Council designated September as Civic Engagement Month and unveiling of Bridge art. Congress is September 9<sup>th</sup>.

Provided report on Civic U for City staff partnering with Mayor's office and Pat Brown Institute.

Subdivision policy report is being finalized and getting ready to be sent back to HENC committee with recommendations.

Last Health, Education and Neighborhood Councils Committee (HENC) meeting made recommendations related to 2018 elections pushed to 2019 with option for Neighborhood Councils (NC) who want elections may have a selection process by submitting a stipulation worksheet by November 1, 2017. Until City council adopts recommendations, Department is still waiting to proceed on the other instructions given.

Commissioner Shaffer asked for clarification on Civic Engagement. GM Liu provided clarification of Civic U. Department received funding to hire a FUZE Fellow to focus on research to create the Office of Civic Engagement.

Commissioner Wehbe asked about process for NC to have a Selection in 2018. GM Liu provided process. Commissioner Wehbe asked when information will be sent to NCs. GM Liu stated info sent out in weekly newsletter.

GM Liu additionally Department is doing a demographics survey gathering info related to gender, ethnicity and age range.

Commissioner Shaffer asked for clarification how "linked back" to board member's name. GM Liu provided clarification.

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

13. [7:09] 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](#) and [Proposed Amendments to Subdivision Ordinance](#)

Commissioner Shaffer reported on this item. First recommendation addresses Outreach to both areas of subdivision and affected NC. Second addresses outreach by Department in form of town halls within the affected NC and proposed subdivision area. Biggest changes are to process where Commission receives approved application and proposed bylaws prior to vote which would offer more transparency and address concerns of stakeholders voting in regards to boundaries and bylaws.

Modifications to subdivision policy would also address subdivision applications that do not conform to policy upfront.

Once election is held and certified, application would come back to Commission for final review in the event any party would like to request any

additional modifications.

Commissioner Atkinson provided background on this issue and need to modify subdivision policy.

Commissioner Lipmen added, Commission lacked a sense of agency and Commission did not have authority to act on issues presented by public prior to election. Asked since this policy is written into Admin code, would it have to be approved by City council?

Commissioner Shaffer provided clarification on process.

Commissioner Shaffer urged commissioners to reach out to their NCs to provide input.

Commissioner Lipmen asked that item be considered at next Commission meeting.

Commissioner Atkinson recommend at next two meeting and requested Department include weekly newsletter.

Commissioner Atkinson asked for clarification on timing due to subdivision application process.

**Public Comment:** Wayne from Encino provided correction to proposed amendments. General Jeff provided correction to proposed amendments.

**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>Total</b>				
<b>Motion</b>	<b>Carries</b>		<b>Fails</b>	

14. [7:28] Discussion and possible action to draft a letter in support to Health, Education and Neighborhood Council Committee (HENC) CF 15-1022-S2.

Commissioner Lipmen provided report on CF 15-1022-S2 and recommendation to City Council to be sent for September 26<sup>th</sup> meeting. Read HENC Committee recommendation into record.

1. Request City Attorney to prepare and present the appropriate ordinances to change Neighborhood Councils elections conducted by City Clerk to odd number years beginning in 2019 and include any necessary language for a one time extension of terms from 2018-2019
2. Instruct the Department of Neighborhood Empowerment to
  - a. Provide a stipulation sheet to all Neighborhood Councils with an option to hold the selections in 2018 if the Neighborhood Council chooses to do so
  - b. convene a working group of interested NC members to provide recommendations for the 2019 elections including discussion of online voting efficacy, online voting security, online voting documentation, effective candidate recruitment outreach methods and tools, tailoring outreach to specific neighborhoods, timing of elections, outreach funding, voting age, ballot type, stakeholder status definition and other topics deemed to be crucial to running an effective 2019 election
3. Request the Neighborhood Councils to amend their bylaws, if necessary, to effectuate the change of Neighborhood Council Elections from 2018 to 2019.
4. Instruct the City Administrative Officer (CAO) to report on the funding necessary to enable EmpowerLA to begin the Neighborhood Council Election outreach process in September 2017.
5. Instruct the City Clerk and EmpowerLA, in consultation with the City Attorney, to develop guidelines for the processing and security of Neighborhood Council voter registration information.
6. Instruct the City Clerk and EmpowerLA to review and modify the online voter registration and voting system for future online Neighborhood Council Elections.
7. Authorize the City Clerk to use up to \$250,000 in funds appropriated for Fiscal Year (FY) 2017-18 Neighborhood Council Elections for the online build out/set up of the remaining 46 Neighborhood Councils and any online voting related hardware/software if online elections are to be offered in FY 2018-19.
8. Instruct the City Clerk to work with the CAO on transferring/reverting the remaining balance to the proper location.
9. Authorize the Department of Neighborhood Empowerment (DONE) to use finds appropriated for FY 2017-18 Neighborhood Council election funds for election outreach this FY in preparation for Neighborhood Council elections in FY 2018-19.

Commissioner Atkinson recommended public comment be held back to next commission meeting.

Commissioner Lipmen recommended drafting a letter to City Council supporting the HENC recommendation and address any concern Commission may have.

Commissioner Shaffer expressed concerns with Commissioners meeting with City Council Members and asked which City Council Members. Commissioner Lipmen stated if no Commission position, meetings cannot be as a body, or if commission forms a position then it would be appropriate to meet with City Council as Commission.

Commissioner Atkinson provided background on issue for new Commissioners.

Commissioner Lipmen provided further clarification on this issue due to City Council elections moved to even number years.

Commissioner Wehbe thanked Commissioner Lipmen for moving this item and providing information on election recommendations.

Commissioner Avakian requested clarification on who provides definition of stakeholder; is it the NC or Commission. Commissioner Shaffer provided clarification and response.

**Public Comment:** General Jeff provided commentary and expressed concerns on new Commissioners considering this item without history. Wayne from Encino provided commentary. Damian Burke, Chair of HSDNC provided commentary in support of combining City Council and Neighborhood Council elections to increase voter turnout.

**Action:** Motion to draft letter in support of the nine recommendation of HENC Committee as conveyed by Commissioner Lipmen to be presented to Commission at next meeting.

VOTE	Mover	Shaffer	Second	Avakian-Koroghlyan
<b>Commissioner</b>	<b>Ayes</b>	<b>Nays</b>	<b>Abstention</b>	<b>Absent</b>
Atkinson	X			
Shaffer	X			
Lipmen	X			
Wehbe	X			
Regalado	X			
Avakian-Koroghlyan	X			
<b>Total</b>	<b>6</b>			
<b>Motion</b>	<b>Carries</b>	<b>X</b>	<b>Fails</b>	

15. [8:11] Public comment and discussion regarding recommendations to the Commission related to Neighborhood Council Funding.

Commissioner Atkinson provided background on issue. Commissioner Shaffer provided further background on this item. Commissioner Atkinson stated letter to be drafted so that it could be sent to NCs.



**Public Comment:** None.

**16.** [8:16 ] Discussion and possible action regarding Board of Neighborhood Commissioner’s Newsletter. (10 minutes)

**Public Comment:** None

**Action:** Motion to table.

<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>Total</b>				
<b>Motion</b>	<b>Carries</b>		<b>Fails</b>	

**17.** [8:17] 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 newsletter is sent out on behalf of the Commissioner and requires approval of content by Commission.

Commissioner Atkinson reported on purpose and use of newsletter.  
 Commissioner Shaffer recommended Commissioners attend alliance(s) meeting in their respective areas.

Commissioner Wehbe reported on backpack give-away event with Assembly Member Bloom. Spoke about P22’s move to Griffith Park. Recognized GM Liu and staff for organizing Civic U for city staff.

**18.** [8:33 ] Adjourn

Moved by Commissioner Shaffer, Second by Commissioner Regalado.

**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 September 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 October 3, 2017 at 6:00 pm – South Valley – Location TBD
- Regular Meeting on October 16, 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).