CITY OF LOS ANGELES

CALIFORNIA

BOARD OF NEIGHBORHOOD COMMISSIONERS

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BOARD OF NEIGHBORHOOD COMMISSIONERS

REGULAR MEETING AGENDA

TUESDAY, JANUARY 7, 2014 – 6:00 P.M.

SHERMAN OAKS ELEMENTARY CHARTER
14755 GREENLEAF STREET
SHERMAN OAKS, CA 91403

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. Comments from the public on agenda items will be heard only when the respective item is being considered. 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. Report(s) related to an agenda item will be available for review at 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 Commission Executive Assistant at (213) 978-1551 OR toll-free at 3-1-1.

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. Introduction (5 minutes)

2. Call to Order and Commission roll call. (1 minute)

3. Approval of the Minutes of the Regular Meeting of December 3, 2013. (Click on the link to view a copy of the document.) (3 minutes)
http://empowerla.org/wp-content/uploads/2013/12/12-03-13_draft-COMMISSION-MINUTES2.pdf

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 three minutes. (15 minutes)

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

6. General Manager's Report. (10 minutes)
    1. Briefing on Departmental activities.
    2. Staffing, budget and other operational matters.
    3. Neighborhood Council 2014 Elections

7. Commission Committee Reports. (10 minutes)
    1. Ad Hoc Committee re Standards and Outreach (Members: Mack-Chair, Lucks, and Shaffer)
    2. Ad Hoc Committee re ability of the Board of Neighborhood Commissioners to implement citywide policies (Members: Shaffer-Chair, Grant, and Lucks)

8. Discussion and possible action on the creation of an ad hoc committee that will report back to the board with nominations to fill the Outreach Task Force. (10 minutes)

9. Recognition and presentation of 10 Year Anniversary Certificates to Tarzana Neighborhood Council and Winnetka Neighborhood Council. (10 minutes)

10. Discussion with various South Valley 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://empowerla.org/wp-content/uploads/2013/11/BEST-PRACTICES-QUESTIONNAIRE.pdf

11. Previously, the Commission established Regional Standing Committees to provide recommendations to the Commission regarding improvements to the Citywide System of Neighborhood Councils. The Regional Standing Committees, also known as the Neighborhood Council (NC) Plan Review Committees, have forwarded their recommendations to the Commission for review and action. The Commission may be acting on the following recommendations: (Click on the links to view copies of the documents.) (60 minutes)

http://empowerla.org/wp-content/uploads/2013/09/Feedback-on-Nine-Proposed-Neighborhood-Council-Plan-Review-Committee-Motions_09-26-13.pdf
http://empowerla.org/wp-content/uploads/2013/09/Attachment-A_SurveyResults_9-motions_09262013.pdf
http://empowerla.org/wp-content/uploads/2013/10/Attachment-B_Amended_NC-Resolutions_9-motions_092613.pdf
http://empowerla.org/wp-content/uploads/2013/09/SurveyContent.pdf

1) Brown Act and posting policies

NC Plan Review Committees' Recommendation:

Reaffirm support for the Brown Act for Neighborhood Councils and its single accessible 24 hour posting requirement, and reaffirm current board policies regarding electronic mail and website posting, with only one physical posting site as opposed to many. The email requirement shall specify that agendas be sent to "NCSupport" with the intent that the Department will post them to the City's agenda system.

AND

Neighborhood Councils that do not have a website must post in at least five (5) physical locations.

(Possible Action by the Commission on this recommendation, including but not limited to reviewing Commission Policy Number 2010-02 (Revised December 17, 2012 and signed January 14, 2013) regarding Neighborhood Council Posting Requirements, determining whether any amendments to the Policy should be enacted and/or requesting staff to prepare an amended policy for review and adoption at a future Commission hearing.) (Click on the link to view a copy of the document.)
http://empowerla.org/wp-content/uploads/2013/10/Neighborhood-Council-Agenda-Posting-Requirements_REV-12-17-12.pdf

12. Previously, the Commission established Regional Standing Committees to provide recommendations to the Commission regarding improvements to the Citywide System of Neighborhood Councils. The Regional Standing Committees, also known as the Neighborhood Council (NC) Plan Review Committees, have forwarded their recommendations to the Commission for review and action. Discussion and POSSIBLE ACTION by the Commission on the recommendations of the Regional Standing Committees and the Commission's positions with respect to the recommendations, including but not limited to drafting a communication or Resolution to the City regarding: (90 minutes) (Click on the links to view copies of the documents.)
http://empowerla.org/wp-content/uploads/2014/01/Memo-re_Eight-Motions.pdf
http://empowerla.org/wp-content/uploads/2014/01/Attachment-A_survey-results.pdf
http://empowerla.org/wp-content/uploads/2014/01/Attachment-B_NC-Resolutions.pdf

http://empowerla.org/wp-content/uploads/2014/01/Survey_8-motions_text2.pdf

1) Elections

NC Plan Review Committees' Recommendation:

The Department of Neighborhood Empowerment is to be permanently placed in charge of administering elections.

2) Training and Leadership Development

NC Plan Review Committees' Recommendation:

a) Neighborhood Council board members be required to complete Ethics, Financial Policy, Sexual Harassment, and ADA Compliance training, and that the Department offer classes including, but not limited to leadership, City government basics, parliamentary procedures, land use, and candidate training.

b) There be a citywide standard period of time from date of seating, not to exceed 90 days, that a Board member will have to pass the required training, and that this be enforced by the Neighborhood Council bylaws, which shall prohibit voting on any matter coming before the Neighborhood Council board. Inability of any board member(s) to vote for failure to timely complete training will not affect quorum.

Additional Commission proposals:

c) That the Commission may amend the recommendation regarding training to include consequences for failure to complete the training within the allowed period of time. The ultimate consequence being the removal by action of the Department of any offending board member.

d) That the Commission may amend the recommendation regarding training to include Workplace Violence/Bullying Prevention training.

3) Early Notification System

NC Plan Review Committees' Recommendation:

An Early Notification System be established by each City department, commission, and the City Council, and its committees to provide Neighborhood Councils with a minimum of 60 days notice of any proposed action.

For any proposed ballot measure or ordinance Neighborhood Councils must receive at least 60 days notice.

4) Initiation of Council files

NC Plan Review Committees' Recommendation:

Neighborhood Councils should have the right to open Council files. No Neighborhood Council board member shall be required to file a financial disclosure form for a Neighborhood Council to open a Council file. There shall be no limit on the number of Council files that a Neighborhood Council may open each year.

5) Review of delivery of City services

NC Plan Review Committees' Recommendation:

The Board of Neighborhood Commissioners, with the aid and advice of citywide Neighborhood Councils, will adopt policies establishing best practices for monitoring the delivery of City services.

6) Community Impact Statements

NC Plan Review Committees' Recommendation:

City agendas should once again include the full text of the brief Community Impact Statement from each Neighborhood Council submitting one, with links to any background materials that were provided as support. Any time a Community Impact Statement is, for whatever reason removed from a subsequent agenda, the City Clerk will send a notice to the Neighborhood Council.

7) Neighborhood Councils presenting at public meetings

NC Plan Review Committees' Recommendation:

Official Neighborhood Council or Neighborhood Council Alliance representatives addressing the City Council, its committees, City commissions, and boards be granted up to 5 minutes of presentation time separate from general public comment, to present the official view of the Neighborhood Council Board or Alliance. Neighborhood Councils should receive priority as City entities and be called for comment before general public comment.

8) Funding and Grants

NC Plan Review Committees' Recommendation:

a) Unexpended neighborhood council funds should be kept in the neighborhood council system, received and administered by the Department of Neighborhood Empowerment.

b) Neighborhood Councils should be allowed to provide funds to city departments provided that the equipment benefits stakeholders, that in addition to the initial requestor there is documentation of the need from a higher level of the department, and that the transfer is accompanied by an MOU, agreement, or a form similar to a neighborhood purposes grant.

c) Overriding principle should be that in the absence of conflicts of interests, the Department of Neighborhood Empowerment should be empowered to seek and receive funds appropriate to their mission and support their operations.

13. Discussion and possible action amending the Commission's Rules of Order, Rule number 3, regarding the dates, times and locations for the 2014 regular meetings of the Board of Neighborhood Commissioners. Click on the link to view a copy of the document.) (10 minutes)
http://empowerla.org/wp-content/uploads/2013/12/Rule-3_2014_StandingMeetingsLocation.pdf

14. 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.

15. 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)

16. Adjourn

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 Web site at www.lacity.org and subscribe to the Commission's agendas through the Early Notification System.)

- Regular meeting on Monday, January 20, 2014, **canceled**.

- Retreat on Monday, January 27, 2014, at 1:00 p.m., at Audubon Center at Debs Park, Discovery Room, 4700 North Griffin Avenue, Los Angeles, CA 90031.
- Regular meeting on Tuesday, February 4, 2014, at 6:00 p.m., in the South area in the Empowerment Congress Southwest Neighborhood Council area.
- Regular meeting on Monday, February 17, 2014, **canceled**.

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, 20TH 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, please contact Janet Lindo, Executive Administrative Assistant, at (213) 978-1551 or via e-mail: janet.lindo@lacity.org."