

North Hollywood West Neighborhood Council

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	Scully Strong

Meeting of the General Board AGENDA Wednesday, December 18, 2013

6:45 pm – Meet & Greet
7:00 pm – Board Meeting

REFRESHMENTS SERVED

Saticoy Elementary School – Auditorium
7850 Ethel Avenue, North Hollywood, CA 91605

The public is requested to fill out a **Speaker Card** to address the Board on any item of the agenda prior to the Board taking 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 subject matter jurisdiction will be heard during the Public Comment period. Public comment is limited to 3 minutes per speaker, unless waived by the presiding officer of the Board. Agendas are posted for public review at: **Saticoy Elementary School**, 7850 Ethel Avenue, North Hollywood; **Valley Community Clinic**, 6801 Coldwater Canyon, North Hollywood; **Valley Plaza Library**, 12311 Vanowen Street, North Hollywood; **San Fernando Valley Rescue Mission**, 13422 Saticoy Street, North Hollywood; **Fresh & Easy Neighborhood Market**, 12811 Sherman Way, North Hollywood.

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. Sign language interpreters, assistive listening devices, or other auxiliary aids and/or services may be provided upon request. To ensure the availability of services, please make your request at least 3 business days (72 hours) prior to the meeting you wish to attend by contacting the Department of Neighborhood Empowerment at (818) 762-5866 or by e-mailing NCsupport@lacity.org.

1. Pledge of Allegiance
2. Call to Order and Roll Call.
3. (10 Min) General Public Comment on items not listed on today's Agenda (3 min. per speaker).
4. (10 Min) Government officers' reports
5. (5 Min) NoHoWest NC President's remarks
6. (5 Min) NoHoWest NC Treasurer's report and approval of bank statement(s)
7. (5 Min) NoHoWest NC Secretary's report

8. (10 Min) **Motion:** NoHoWest NC Election Adhoc Committee Chairwoman's Report.

The three following Agenda items concern the NC Election, Thursday March 20, 2014

9. (5 Min) **Motion:** As a part of The Neighborhood Council General Board Election Outreach Activities, NoHoWest NC and the other Region 4 Southeast Valley NC's to contribute funds to purchase 2 full page Ads, (back page, section one), in the LA Daily News, promoting the call for Candidates and the upcoming Neighborhood Council election. Costs not to exceed \$1000 per individual Council.
10. (5 Min) **Motion:** Create "Remember the Date", Get out the Vote Refrigerator magnets. Cost not to exceed \$150.
11. (5 Min) **Motion:** Create two banners for the upcoming election to be posted on Saticoy School's fence fronting Coldwater Av. One banner will publicize the Call to Candidates. The other will publicize the Election, March 20, 2014. Costs not to exceed \$300.
12. (5 Min) **Motion:** Land Use Committee Chairman's report.
13. (10 Min) **Motion:** Work with Panorama City NC to hire a crew to prepare and paint the railroad viaduct underpass on Woodman Av. between Sherman Way and Saticoy St. Costs not to exceed \$4,200, \$2,100 per Council.
14. (5 Min) **Motion:** Authorize the NC President, NC Secretary and up to three other General Board members to be able to submit CIS statements written and approved by the Neighborhood Council to the Los Angeles City Council. Community Impact Statements, (CIS), are written statements filed by Individual Neighborhood Councils as well as individuals to support, oppose or express a general opinion regarding a proposed Ordinance before the City Council.
15. (5 Min) **Motion:** Assign the Arts and Humanities Committee to explore the possibility of creating a mini Greek Theater and area for chessboards adjacent to the Valley Plaza Recreation Center or Library to be used by youths and Community groups for plays, poetry readings and other Community activities.
- 16A thru P. (30 Min) **The Board of Neighborhood Commissioners is requesting input from Neighborhood Council board members and stakeholders on 8 motions it will be considering. The motions cover issues impacting how Neighborhood Councils do what they do. The Survey deadline is noon, December 22, 2013.**

Stakeholders may participate in the Survey by going to <http://empowerla.org/> and clicking on "NC Plan Survey #2"

- 16A. **Motion:** The Department of Neighborhood Empowerment is to be permanently placed in charge of administering elections.
- 16B. **Motion:** 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.
- 16C. **Motion:** 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."
(Background note: If adopted, the "not to exceed 90 days" requirement and accompanying consequence would constitute a new policy.)
- 16D. **Discussion and render Opinion:** NO OFFICIAL MOTION HERE, BUT COMMISSION ASKS FOR YOUR INPUT ON THE FOLLOWING: During discussion it was proposed 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 discussed was the removal by action of the Department of any offending board member.

16E. Discussion and render Opinion: NO OFFICIAL MOTION HERE, BUT COMMISSION ASKS FOR YOUR INPUT ON THE FOLLOWING: During discussion it was also proposed that the Commission may amend the recommendation regarding training to include Workplace Violence/Bullying Prevention training.

16F Motion: 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."

(Background note: The Los Angeles City Charter Sec. 907 establishes an Early Warning System stating that "... Regulations shall establish procedures for receiving input from neighborhood councils prior to decisions by the City Council, City Council Committees and boards and commissions. The procedures shall include, but need not be limited to, notice to neighborhood councils as soon as practical, and a reasonable opportunity to provide input before decisions are made....")

(Additional background note): While some proposed legislation may take many months to move through City Council before becoming law, some items are introduced and passed into law within days. When items move rapidly through City Council, Neighborhood Councils do not have sufficient time to agendize the item and issue an official statement. Based on their volunteer capacity, most Neighborhood Councils are able to have full board meetings once a month.)

16G. Discussion and render Opinion: "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."

Background note: Currently, Council files are initiated either by a City Council Motion or when a City department submits a report to Council. In 2009, City Council adopted a two-year pilot project whereby Neighborhood Councils (with the support of a fellow Neighborhood Council) could create up to three new Council Files per calendar year, provided that board members submitted individual financial disclosure forms. The pilot project expired with no Neighborhood Council having participated in it. For more details, see Council File 08-0351 at LAcouncilFile.com.)

16H. Motion: "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."

(Background note: Los Angeles City Charter Sec. 910 states that, "Neighborhood Councils shall monitor the delivery of City services in their respective areas and have periodic meetings with responsible officials of City departments, subject to their reasonable availability.")

16J. Motion: "City agendas should once again include the full text of the brief Community Impact Statement (CIS) from each NC submitting one, with links to any background materials that were provided as support. Any time a CIS is, for whatever reason removed from a subsequent agenda, the City Clerk will send a notice to the Neighborhood Council."

(Background note: Community Impact Statements (CISs) are official statements or positions adopted by a Neighborhood Council on issues pending before the City's decision makers. When the process was first instituted in 2003, CISs were limited to 100 words. The first Neighborhood Council to submit a CIS on a particular Council file would have the first 100 words printed on the physical agenda. If the CIS ran longer, the additional words would be left off. Subsequent NCs who filed CISs on the same file would only have their position of "for, against, or general comments" indicated on the agenda. In later years, once the Council File Management System was implemented and all documents became accessible to both the Councilmembers and the public, there was no longer a 100 word limit for CISs and none of the CIS language was placed on the agendas. Per Council instruction, there continues to be a line for Community Impact Statements, regardless of whether or not one is filed. If a CIS is filed, the agendas indicate the name of the Neighborhood Council and

their position of "for, against, or general comments" relative to the item.)

(Additional background note: A new CIS must be submitted after each Council action, because while the CIS will stay in the Council file, it will not reappear on subsequent agendas. The reason for this is that the original position taken by a Neighborhood Council may not be the same position after the Council has acted. The Neighborhood Council must follow the item, determine their new position on the item and communicate it to the Council via the City Clerk.)

16K. **Motion:** "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."

(Background note: Currently, official Neighborhood Council representatives speak during general public comment and receive the same amount of time as other members of the public.)

16L. **Motion:** "Unexpended Neighborhood Council funds should be kept in the Neighborhood Council system, received and administered by the Department of Neighborhood Empowerment."

(Note: This item on Funding and Grants (Part I, II, and III) was not brought before the Commission at its September 9th meeting, but will be introduced at a subsequent meeting. In the meantime, you are requested to also weigh in on the issue as it is one of the recommendations from the NC Plan Review Committees.)

(Background note: Currently, at the end of a fiscal year, unexpended Neighborhood Council funds are swept and not allowed to carry over to the next fiscal year. Prior to fiscal year 2011-2012, NCs were able to roll over funds year to year for a maximum of 3 years.)

16M. **Motion:** "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."

(Background note: Neighborhood Councils are allowed to provide funds to City departments to buy equipment to benefit their local stakeholders, but sometimes this equipment is moved to other locations. There is also no higher level communication within the department receiving the funds required and no MOU or agreement is necessary, which would provide clarification on the intent of the funds to all levels of the departments.)

16N. **Motion:** "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."

(Background note: Neighborhood Councils are allowed to provide funds to City departments to buy equipment to benefit their local stakeholders, but sometimes this equipment is moved to other locations. There is also no higher level communication within the department receiving the funds required and no MOU or agreement is necessary, which would provide clarification on the intent of the funds to all levels of the departments.)

16P. **Motion:** "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."

(Background note: The Department is able to receive funds from outside organizations such as non-profits, foundations, etc.)

19. (5 Min) **Motion:** Review and approve Minutes from prior NoHoWest NC General Board meeting(s).

20. (10 Min) NoHoWest Neighborhood Council Committee chairpersons' reports.

21. (10 Min) Board member comments on non-agenda items: a. Comments on Board members' own activities/brief announcements; b. Brief responses to questions posed or statements made by persons

exercising their general right to public comment; c. Introduce new issues for consideration by the Board at its next meeting.

22. Adjournment

Notas: Como personaje cubierto bajo el Título II de el Acta de Americanos con Discapacidades, la Ciudad de Los Angeles no discrimina a base de discapacidad y al ser pedido, proveera acomodaciones razonables para asegurar acceso igual a sus programas, servicios y actividades. Interpretes de Lenguaje de Senales, articulos asistivos para escuchar y otras ayudas auxiliares o servicios pueden ser proveidos al pedirlos. Para asegurar que los servicios esten disponibles, por favor haga su requisito por lo menos 3 dias de negocio (72 horas) antes de la junta a la que desea usted asistir por medio de comunicacion con el Departamento de Fortalecimiento Vecinal al (213) 485-1360 o por correo electronico a nc@nohowest.org. Please be advised that the bylaws of the North Hollywood West Neighborhood Council provide a process for reconsideration of actions as well as a grievance procedure. For your convenience, the bylaws are available during every meeting. In compliance with Government Code section 54957.5, non-exempt writings that are distributed to a majority or all of the Committee in advance of a meeting, may be obtained from the NoHoWest NC's Executive Committee