



**FULL COUNCIL MEETING**  
**Wednesday, August 14, 2013, at 6:30 p.m.**  
**Prince of Peace Church**  
**5700 Rudnick Avenue, Woodland Hills, CA 91367**

Stakeholders and the public are permitted to address the Council on any item on the Agenda prior to the Board taking action on said item. It is requested speakers complete a “Speaker Card” and hand it to the Chair. Comments from Stakeholders and the Public on Agenda items will be heard only when the respective item is being considered. Comments within the Board’s subject matter jurisdiction on other matters not appearing on the Agenda will be heard during the Public Comment period. Public Comment is limited to 20 minutes. Each speaker is limited to two minutes, unless waived by the presiding officer of the Council.

Opinions, positions or actions taken by the Woodland Hills-Warner Center Neighborhood Council do not represent or imply similar opinions held by the owner, Landlord, L.A.U.S.D, or representatives of any venue hosting a meeting of the full Board or any subcommittee thereof.

**AGENDA**

**Call to Order**

- **Pledge of Allegiance**
- **Roll Call**
- **Approval of the Record of Proceedings: July 10, 2013 Full Council Meeting**

**1. Organization, Operation, Policies, & Procedures:**

- **Public Announcements** 5 minutes each  
 L.A.P.D. Senior Lead Officer Brent Rygh  
 L.A.P.D. Senior Lead Officer Sean Dinse  
 L.A. City, CD3, Councilman Blumenfield’s office  
 Other elected or public officials or their representatives.

- **Public Comment period** 2 minutes each

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**Presentations**



**Los Angeles Unified School District**



**Board of Education - Los Angeles Unified School District**

(15 minutes each)

**Tamara Galatzan School Board Member – District 3**

**Steve Zimmer, School Board Member – District 4**

Presentation and Q&A regarding a Request for Proposal to be offered by LAUSD to entities interested in leasing the currently vacant school properties located in the Woodland Hills, southwest Valley region.

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**Bob Dager Board Member, Santa Susana Mountain Park Association**

**Discussion and possible action regarding the WHWCNC supporting the following position:**

**Support prompt action by the National Park Service to arrange acquisition of property in the Santa Susana Field Laboratory and preserve it forever as open space and parkland**

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**2. Organization, Operation, Policies, & Procedures:**

Chair, Scott Silverstein  
Vice-Chair, Dennis DiBiase  
Treasurer: Scott Silverstein  
Secretary: Joyce Fletcher  
Parliamentarian: Vacant

**3. Items for Which Committee Meetings Have Been Held:**

**Item no. (1) August Steurer, Chair, Planning Land Use Mobility Committee (13-030) DIR-2013-865-SPP**

**22102 Clarendon St, Woodland Hills (New Shelley’s Stereo Location)**

A PLUM recommendation in support of a Project Permit Compliance Application for façade and interior remodel under the Ventura-Cahuenga Boulevards Corridor Specific Plan. No floor area is to be added or changed in parking requirements.

**Item no. (2) August Steurer, Chair, Planning Land Use Mobility Committee (13-031)**

**Community Impact Statement to City Council File 11-0923.**

PLUM recommendation for sending a Community Impact Statement from Woodland Hills – Warner Center Neighborhood Council in regard to the pending ordinance to regulate murals. At the direction of the City Council PLUM committee, the City Attorney has prepared an ordinance with two options; one allows murals on single-family residences and the other allows communities a method to opt-out. The ordinance is scheduled for hearing on August 20, 2013 in City Council.

**Item no. (3) Bill Anderson, Member NC Plan Review & Reform Initiative Committee,  
North and South Valley Areas  
(13-032)**

**Discussion and possible action.**

Recommendation that the Board approve the following motion:

**WHWCNC Motion regarding NC Review Committee Motions**

Whereas, over the past half year, the Neighborhood Council Plan Review Committees have been carefully considering many of the regulations which govern the Neighborhood Council system;  
And, whereas, the Committees have proposed nine motions (summaries attached) to the Board of Neighborhood Commissioners to amend the City of Los Angeles Administrative Code;  
And, whereas, before voting on these recommendations, the Board of Neighborhood Commissioners has expressed a desire to receive input from all neighborhood councils;  
Now, therefore, the Woodland Hills Warner Center Neighborhood Council expresses its support for the nine motions and recommends that the Board of Neighborhood Commissioners adopt said motions for submission to the Los Angeles City Council.

**Item no. (4) Scott Silverstein, Chair  
(13-033)**

**Discussion and possible action.**

Whereas the WHWCNC must submit a Strategic Plan to EmpowerLA by the August 31, 2013 due date, and, since there are no full Board meetings scheduled prior to that date, The Chair requests the Approval of a Recommendation that the Board approve the Chair's appointment of a three member ad-hoc committee to work in conjunction with the Officers to draft a strategic plan for the WHWCNC that will be submitted to EmpowerLA by August 31, 2013 due date. If approved, the strategic plan shall not be voted upon by the full Board.

**Item no. (5) Scott Silverstein, Chair  
(13-034)**

**Discussion and Possible Action.**

Election of a Parliamentarian.

Whereas the WHWCNC is currently devoid of a Parliamentarian, an election shall be held to fill this position. In compliance with the Bylaws of the WHWCNC and Brown Act regulations, the election shall be by written ballot or voice vote to determine a winner. The Parliamentarian shall be chosen from a current sitting member of the WHWCNC. The term of the Parliamentarian shall expire on the last day of the current term.

**Committee Reports:**

- Budget Committee – Scott Silverstein, Chair
- Community Services – William Anderson, Chair
- Education Committee\*- Melanie King, Chair
- Governance Committee -- Gordon Murley, Chair

Outreach Committee – Joyce Fletcher, Chair  
PLUM Committee – August Steurer, Chair, Peykan Abbassi, Vice-Chair  
Public Safety Committee – John Strand, Roger Gerrish, Co-Chairs  
Senior Services Committee\* - Kathy Davies, Chair  
Warner Center 2035 Plan, Citizens Advisory Committee – Dennis DiBiase, Chair

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\*subcommittees of the Community Services Committee

**This agenda is subject to correction.**

**Announcements.**

**Next Board meeting will be Wednesday, September 11, 2013** at Woodland Hills Academy, Multi-Purpose Room, 20800 Burbank Boulevard, Woodland Hills, CA 91364

**Meeting dates for the rest of the academic year:**

For the upcoming 2013/2014 academic year the proposed Board meeting dates will be announced as soon as determined.

September to June meetings will be held at Woodland Hills Academy, Multi-Purpose Room (“MPR”), 20800 Burbank Boulevard, Woodland Hills, CA 91367 at 6:30 p.m. July and August 2013 meetings are to be held at a venue to be determined at a later date.

**(Date, Time, location subject to change or cancellation. Please check the [www.whcouncil.org](http://www.whcouncil.org) website)**

**Adjournment of meeting.**

**Disabilities Act Notification:**

*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 availability of services, please make your request at least three business days (72 hours) prior to the meeting you wish to attend by contacting the Department of Neighborhood Empowerment at (818) 756-9628, (818) LA HELPS.*

**Brown Act Notification:**

*In compliance with Government Code 54957.5, non-exempt writings that are distributed to a majority or all of the board in advance of a meeting, may be viewed at [www.whcouncil.org](http://www.whcouncil.org).*

If you would like a copy of any record related to an item on the agenda, please contact: [j.fletcher@whcouncil.org](mailto:j.fletcher@whcouncil.org)

**Neighborhood Council Plan Review Committees**  
**Summary of Motions Sent to the Board of Neighborhood Commissioners**  
*as of July 2013*

**1) Neighborhood Council subdivision/boundary adjustment policies**

Motion recommends that:

“A new Neighborhood Council may be created from within the boundaries of an existing Neighborhood Council by the following process:

- a. The subdividing group shall undertake the process for Neighborhood Council formation as already described for new councils.
- b. The Department of Neighborhood Empowerment shall set an election to take up the question within 90 days of verifying all paperwork is complete.
- c. A majority of the votes cast by stakeholders of the entire original Neighborhood Council shall be required to complete the separation and create a new council.
- d. If an area leaves a Neighborhood Council, the original council should simply be required to adjust its boundaries and board structure and not recertify.
- e. If an area moves between two existing Neighborhood Councils, neither should be required to recertify.”

**2) Grievances and complaints policies and procedures**

Motion recommends that:

- a. “The grievance procedure and the complaint process be merged into one system; that the Department of Neighborhood Empowerment (Department) establish a single set of procedures with a regional grievance panel empowered to render a final decision on a grievance without further right of appeal, which shall be based on the grievance policy recommendations already made by the Department as reflected in its report dated November 22, 2011, and contained in Council File Number 11-1018.”

*(\*see note at end of document)*

**3) Rules for governing board selections**

Motion recommends that:

- a. “The Department of Neighborhood Empowerment look at establishing rules and guidelines for Board selections so that they are more uniform and more open to the public.”

*\*\*see note at end of document)*

**4) Election policies and procedures; term limits**

Motion recommends that:

- a. “Reaffirm support for the authority having been returned to the Department of Neighborhood Empowerment to conduct Neighborhood Council board elections and to partner with the City Clerk for back office administrative services.
- b. All Neighborhood Councils need to participate in elections or selections at least every two year cycle.
- c. Existing Neighborhood Council boards are encouraged to partner with other Neighborhood Councils and with the Department of Neighborhood Empowerment for candidate recruitment and election outreach.
- d. The City of Los Angeles should not require Neighborhood Councils to impose term limits. It should be left to each Neighborhood Council's discretion.

- e. There shall be participatory involvement of Neighborhood Councils in reviewing election policies and procedures prior to Neighborhood Council elections.”

### **5) Brown Act and posting policies**

Motion recommends that:

- a. “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 “NC Support” with the intent that the Department will post them to the city’s agenda system.
- b. Neighborhood Councils that do not have a website must post in at least five (5) physical locations.”

### **6) NCs and rule formulation; appointments of GM, Board of Neighborhood Commissioners**

Motion recommends that:

- a. “Neighborhood Councils should have a greater role in the formulation of rules and regulations as promulgated by the Department and shall continue to have an advisory role in the appointment of the Department General Manager and the members of the Board of Neighborhood Commissioners.”

### **7) Creating and maintaining information and communication network for public use**

Duties of the Department in Sec 22.801(j) currently states that “[The Department shall] with the assistance of the Information Technology Agency, create and maintain an internal and external information and communication network, including a Citywide database of neighborhood organizations and similar information, that would be available for public use;”

Proposed motion to adopt the recommendations of the NC Plan Review Committees that Sec 22.801(j) of the Administrative Code be amended as follows:

“with the assistance of the Information Technology Agency, create and maintain an internal and external information and communication network that would be available for public use to:

- a. Provide organized access to all current rules, regulations, and election/selection/voting and any other procedures adopted by the Department of Neighborhood Empowerment.
- b. Provide organized access to all historic rules, regulations, and election/selection/voting and any other procedures adopted by the Department of Neighborhood Empowerment that are no longer in force.
- c. Provide organized access to all current legal opinions by the City Attorney on matters relating to the Department of Neighborhood Empowerment, Board of Neighborhood Commissioners, Department rules or regulations, and Department procedures for elections/selections/voting and any other matter.
- d. Provide organized access to all historic legal opinions by the City Attorney on matters relating to the Department of Neighborhood Empowerment, Board of Neighborhood Commissioners, department rules or regulations, and department procedures for elections/selections/voting and any other matter that are no longer in force.
- e. Provide a Citywide database of existing neighborhood organizations and similar information, sortable by areas and individual Neighborhood Councils.”

### **8) Duties of the Board of Neighborhood Commissioners**

Motion recommends that:

- a. “The Board of Neighborhood Commissioners be given more power to enforce its policies.”  
(*\*\*\*see note at end of document*)

## 9) Exhaustive efforts process

Motion recommends that:

- a. “As part of exhaustive efforts the Department shall be able to recommend to the Board of Neighborhood Commissioners that the board of a neighborhood council be removed prior to having to recommend involuntary decertification.”

*(\*\*\*see note at end of document)*

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### NOTES

\*Note: A further elaboration of the Department's grievance policy recommendations are included in the flowchart found on page 13 of the document located at <http://empowerla.org/wp-content/uploads/2013/05/NCPlan-All-worksheet-session3.pdf>.

\*\*Note: According to the City Charter, Neighborhood Councils can conduct either an “election or selection” of their governing boards. The majority of Neighborhood Councils conduct elections, while some conduct selections through open town hall-style meetings.

\*\*\*Note: Regarding Item 9, as the policy making body for neighborhood councils the Board of Neighborhood Commissioners is asking for your thoughts and your advice on what authority they might request in order to be able to enforce the policies they adopt.

\*\*\*\*Note: Item 10 was not brought before the Commission at its June 27th 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.

\*\*\*\*\*Note: Currently, if all exhaustive efforts have been unsuccessful in helping a Neighborhood Council that is struggling to function, the final recourse for the Department is to recommend to the Board of Neighborhood Commissioners that the Neighborhood Council be decertified. If a decertification occurs, the neighborhood will cease to have a Neighborhood Council until a new certification process has occurred, which can entail multiple months or years. This recommendation by the NC Plan Review Committees seeks to provide an alternate tool for the Department and Board short of decertifying the Neighborhood Council.