



## **Regular Meeting of the Board**

**Wednesday, April 22, 2015 7:00–9:00 P.M.**

**American Jewish University**

**15600 Mulholland Drive, Room 223, Main Campus, 2<sup>nd</sup> Floor, Bel Air, CA 90077**

Accessible from the west side of Casiano Road; park at lower parking (Lot 1) below the security kiosk

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Notice of Meetings. The agenda is physically posted for public review at Bel Air Foods (formerly “Bel Air Market”), 2323 Roscomare Rd., 90077, Glen Center Postal Service 2934 1/2 N Beverly Glen Cir 90077, Laurel Canyon Country Store 2108 Laurel Canyon Blvd, 90046, Glen Market, 1603 N Beverly Glen Blvd., 90077 and/or Bel Air Bar & Grill, 662 North Sepulveda Blvd., 90049. The agendas are also posted to the babenc.org website and sent to those who have signed up for Early Notification System with the City of Los Angeles.

Public Comment. **The public is welcome to speak.** The meeting is being audio taped. Any person wishing to speak must fill out a Speaker Card and submit it to the presiding officer of the Council. A separate card should be filled out for each item on the Agenda. Comments on items not on the Agenda will be heard during the Public Comment. Public Comment is limited to 3 minutes per speaker unless waived by presiding officer. Please refrain from speaking unless and until the presiding officer calls your name to speak.

### **1. Call to Order**

### **2. Roll Call**

Notwithstanding the BABCNC Bylaws, per approval of the Los Angeles Department of Neighborhood Empowerment (DONE), the quorum necessary for BABCNC to conduct business is 12 members.

### **3. Pledge of Allegiance**

4. **Adoption of the April 22, 2015 Agenda**

5. **Approval of the March 25, 2015 Minutes**

Copies of the March 25, 2015 Minutes have been circulated with the draft agenda (Attachment A).

6. **Public Comment**

BABCNC welcomes public comment on any topic that is not on the adopted agenda. Each speaker will be limited to three minutes.

**Reports of Officers**

7. **President's Report – *Travis Longcore***

**a. Representatives of Elected Officials and Agencies**

- i. *Felicia Park-Rogers*, Senior Field Deputy, West Los Angeles, County Supervisor *Sheila Kuehl*
- ii. *Noah Muhlstein*, Planning Deputy, Council District 5

**b. Code of Conduct Compliance**

All Board members are required to sign the Code of Conduct form at the DONE website. Please reference <http://empowerla.org/code-of-conduct/>

**c. Nomination of *Chuck Maginnis* and *Larry Leisten* as interim appointments to fill vacancies created by expiration of term as Elected At-Large Members and vote on nomination.**

8. **Vice President's Report – *Nickie Miner***

9. **Secretary's Report – *Robin Greenberg***

10. **Treasurer's Report – *Alan Fine***

**a. Approval of March 2015 Expenditure Report**

Consideration of March 2015 expenditure report and bank statement (Attachment B).

**b. Budget Package (1<sup>st</sup> 3 due July 1, 2015 & 4<sup>th</sup> item due September 1, 2015) – *Alan Fine, Robin Greenberg***

Discussion of preparation of budget package. Due July 1: Strategic Plan, Council Outreach Survey, and Council Budget. Due September 1: Self-Assessment.

**Reports of Committees**

11. **Planning & Land Use Committee (PLUC) Report – *Michael Kemp, Chair***

**a. Update on April 14, 2015 PLUC Meeting**

**b. Items recommended for which PLUC recommends that BABCNC “take no position” (will be considered together unless objection is heard).**

i. **1609 Viewmont Drive ZA 2014-2158**

New raised pool and attached deck that is 16' in height above natural grade. Pool and deck will be 1' away from the side-yard at the east property line and 2' from the South property line. The deck will be 9'-8" from the rear property line. The lot coverage to be 59%. Request reduced side yard, rear yard and lot coverage from 40% to 59%.

PLUC Representative: Michael Kemp

ii. **8569 Appian Way ZA 2015-0613-ZAD**

New 2 story rear addition to existing 1 story (971 s.f.) SFD. Substandard Hillside Street.

PLUC Representative: Jamie Hall

iii. **9550 Heather Road ZA 2015-655-ZAA**

Construction of new over-height front yard gates, fences and hedges. The fence height will vary from 7'-7'10". The hedge will grow to 7'11" max. Gates to max. height 8'-2" with pilasters/finals to 11'-10".

PLUC Representative: Michael Chasteen

c. **10220 Scenario Lane AA 2014-2724-PMEX**

The PLU Committee at its March 10, 2015 meeting voted unanimously to support the appellants in the appeal of the approval of the above noted lot line adjustment.

PLUC Representative: Nickie Miner

Motion: The BABCNC supports the pending appeal and appellant's position in Los Angeles City Planning Case AA 2014-2724-PMEX. (See also subject Attachment C.)

d. **11201, 11077, & 10995 Chalon Road ZA 2014-4882-ZV-ZAA**

1. Zone variance to permit an accessory living quarters (guest house) to have a kitchen in addition to the two kitchens already permitted by the Dept. of Bldg. & Safety within the main dwelling.

2. Zoning Administrator's adjustment to permit elements within the required front-yard setback to a max. height of 8'5" including pilasters, consisting of two segments of wrought-iron fence a total of approximately 300 feet in length and a portion of the main gate, in lieu of 3'-6" otherwise permitted.

PLUC Representative: Dan Love

Motion: The BABCNC recommends that the City of Los Angeles Zoning Administrator deny the application in case #ZA 2014-4882-ZV-ZAA

e. **Nomination for PLU Committee membership**

i. *Maureen Levinson*: BABCNC Board Member

f. **Update on pending case/project summary tracking chart.**

12. **Public Safety/Disaster Preparedness Committee – *Chuck Maginnis, Chair***

a. **No April meeting. Next EP meeting in May with *Larry Bogatz*, Battalion CERT leader.**

13. **Outreach and Education Committee – *Robin Greenberg, Chair***

14. **Bylaws, Rules, and Elections Committee – *Larry Leisten, Chair***

a. **Case #5042 - NC Administrative and 2016 Election Procedures Stipulation Worksheet Due June 1, 2015 (Attachment D)**

- b. **Motion and possible action on proposed Bylaws revision to provide mechanism to adjust residential stakeholder group number if residential unit count falls below specified thresholds in biennial survey. (Attachment E, E.1)**
- c. **Update on submission of the Bylaws**

**15. Ad Hoc Committee on Mansionization – Gary Plotkin, Chair**

- a. **Update on meeting with City officials on DWP trunk line replacement project and intersection with traffic caused by residential development in Bel Air**
- b. **Other updates from the committee**

**16. Ad Hoc Committee on Budget and Finance – Jamie Hall, Chair**

- a. **Report from the committee**
- b. **Deadlines:**
  - 06/22/15: Last day to request any approvals for purchases**
  - 06/30/15: Last day to purchase anything**

**Reports of Representatives**

**17. Traffic Committee Report – Robert Ringler**

- a. **Report on Traffic Committee meeting of March 11, 2015**
- b. **Update on next LAPD West Bureau Traffic Committee meeting on Wednesday May 13, 2015 at 8:30 A.M. at the West Los Angeles Community Police Station, 1663 Butler Avenue, to be dedicated to impacts of the DWP trunkline project with DWP, LADOT, LAPD and UCLA.**

**18. West Los Angeles Regional Alliance of Councils (WRAC) – Nickie Miner (for Robin Greenberg)**

- a. **Update and Possible Actions regarding the April 15, 2015 meeting**

**WRAC Motion:** WRAC requests that controls over approvals, transparency of the process and staff training for both city and state coastal exemptions be strongly improved and the copies of the coastal exemptions be made immediately available to, or be immediately provided to applicable neighborhood and community councils. Potential motion to endorse WRAC position.

**19. Community-Police Advisory Board (C-PAB) Report – Robert Ringler**

- a. **Report on C-PAB Meeting of April 21, 2015**  
Next C-PAB Meeting: Tuesday May 26, 2015 at 7:00 P.M. at the West Los Angeles Community Police Station, 1663 Butler Avenue.

**20. Santa Monica Mountains Conservancy Report – Travis Longcore**

- a. **Update from Santa Monica Mountains Conservancy, including recent purchase**

**21. Budget Reps' Report on Budget Advocates – *André Stojka & Nickie Miner***

- a. Report from Budget Representatives**
- b. Election of two Budget Representatives for the next fiscal year**
- c. Budget Day is Saturday June 27, 2015: 7:30 to 12:30 P.M.** Registration and full breakfast 7:30; program starts at 8:30 at City Hall. Link to register and provide info to be able to park: <http://form.jotformpro.com/form/50966183808970?> (Attachment F) For additional info, please go to [www.empowerla.org](http://www.empowerla.org) website.
- d. Possible Support of Budget Congress of Neighborhoods and Neighborhoods Council Budget Advocates.** Motion: BABCNC supports the Budget Congress of Neighborhoods in the amount of \$250 and the Neighborhood Council Budget Advocates in the amount of \$250 from the funds.

**22. Unfinished Business**

- a. Red Flags – *Jamie Hall, Cassandra Barrere & Dan Palmer***  
Update on status of signs and poles to accompany red flags to be deployed in BABCNC territory under red flag conditions.
- b. Google Apps: Status – *Jamie Hall***  
Update on use of Google Apps for BABCNC email services.

**23. New Business**

- a. Support of Special Olympic World Games 2015 – *Gary Plotkin***  
**Motion:** That Bel Air Beverly Crest Neighborhood Council contribute \$1,000 to the Special Olympic World Games 2015 (Attachment G).
- b. Fire Station #99 Open House – May 9<sup>th</sup> 10 A.M. to 4:00 P.M.**  
Discussion and Possible Action: Need 2 volunteers per 2-hour shift to staff BABCNC booth, 10–12, 12–2 and 2–4, plus one to serve popcorn and one to serve cotton candy throughout day.

**24. Good of the Order**

Members of the Board have the opportunity to report any item of interest to the Council.

**25. Adjourn**

**UPCOMING MEETING – Wednesday May 27, 2015 at AJU**



**MINUTES of Regular Meeting of the Board  
Wednesday March 25, 2015 7:00–9:00 P.M.**

**Present: 21**

**Quorum: 12**

**ATTACHMENT "A"**

<b>2015 Stakeholder Groups / Certified Representatives</b>	<b>Present</b>	<b>Not Present</b>
<b>Bel Air Crest Master Homeowner Association</b>		
<i>Irene Sandler</i>	<b>X</b>	
<b>Bel Air Ridge HOA</b>		
<i>André Stojka</i>	<b>X</b>	
<b>Benedict Canyon Association</b>		
<i>Michael Chasteen</i>	<b>X</b>	
<i>Alan Fine</i> (Notified of absence)		<b>X</b>
<i>Bob Schlesinger</i> (Alternate for Alan Fine)	<b>X</b>	
<i>Don Loze</i> (arrived after roll call)	<b>X</b>	
<i>Nickie Miner</i> (arrived after roll call)	<b>X</b>	
<b>Casiano Estates Association</b>		
<i>Gary Plotkin</i> (arrived after roll call)	<b>X</b>	
<b>Faith-Based Organizations</b>		
<i>Lonnie Mayfield</i>		<b>X</b>
<b>Holmby Hills Association</b>		
<i>Jason Spradlin</i>	<b>X</b>	
<b>K-6 Private Schools</b>		
<i>Vicki Kelly</i>		<b>X</b>
<b>K-5 Public Schools – Open Seat Pending</b>		
<b>7-12 Private Schools</b>		
<i>John Amato</i>	<b>X</b>	
<b>Laurel Canyon Association</b>		
<i>Jamie Hall</i>	<b>X</b>	
<i>Cassandra Barrère</i>	<b>X</b>	
<i>Cathy Wayne</i>	<b>X</b>	
<i>Tony Tucci</i> (arrived after roll call)	<b>X</b>	

2013 Stakeholder Groups / Certified Representatives	Present	Not Present
<b>Members-at-Large</b>		
<i>Larry Leisten</i> (arrived after roll call)	X	
<i>Chuck Maginnis</i>	X	
<i>Dan J. Love</i>		X
<i>Maureen Levinson</i>	X	
<b>Residents of Beverly Glen</b>		
<i>Robert A. Ringler</i>	X	
<i>Dan Palmer</i> (arrived after roll call)	X	
<b>Roscomare Valley Association</b>		
<i>Robin Greenberg</i>	X	
<i>Michael Kemp</i>	X	
<b>Save Our Strip: Pending</b>		
<b>Santa Monica Mountains Conservancy</b>		
<i>Travis Longcore, Ph.D.</i>	X	
<b>Total:</b>	<b>21</b>	<b>4</b>

**City Officials and Guest Speakers**

- *Captain Evangelyn Nathan*, Commanding Officer, WLA Police Station
- *Captain Tina Nieto*, Incoming Commanding Officer, WLA Police Station
- *Chris Ragsdale*, Senior Lead Officer, WLA Police Station
- *Jay Greenfield*, CD5, Chief Field and Transportation Deputy
- *Juan Guzman*, LADWP
- *Julio Villegas*, LADWP
- *Todd Le*, LADWP

**1. Call to Order**

2. **Roll Call** was taken by Secretary, *Robin Greenberg*, with 14 present at 7:00 p.m., and **21** present by 7:25. *Nickie Miner*, *Larry Leisten* and *Gary Plotkin* arrived 7:07; *Don Loze* and *Tony Tucci* at 7:10, and *Dan Palmer* at 7:25. *Maureen Smith* was voted onto the Board this evening; however, did not vote pending ethics and funding trainings. Notwithstanding the BABCNC Bylaws, per approval of the Los Angeles Department of Neighborhood Empowerment (DONE), the quorum necessary for BABCNC to conduct business is 12 members and that quorum was met.

**3. Pledge of Allegiance**

4. **MOTION to adopt the March 25, 2015** agenda was made by Chuck Maginnis, seconded by John Amato, and approved by unanimous consent with 14 yea votes by all present and voting.

5. **MOTION to approve the February 25, 2015 Minutes (Attachment A)** was made and the minutes were adopted by unanimous consent with 14 yeas votes by all present and voting.
6. **Public Comment** – No non-agendized public comment was given.

## Reports of Officers

### 7. **President’s Report – Travis Longcore**

#### a. **Representatives of Elected Officials and Agencies**

- i. *Captain Evangelyn Nathan and Captain Tina Nieto, West Los Angeles Police Station – Captain Nathan related that she is retiring from her position of Commanding Officer of at the WLA Police Station, after 33 years with the LAPD. She expressed great appreciation for all that this Board has done in association with the Station to help reduce and prevent crime and meet the needs of the community. Captain Nathan introduced incoming Commanding Officer, Captain Tina Nieto. Captain Nieto described herself as someone who loves community, is passionate about youth programs, and is a self-described “techie” who uses social media to communicate. She welcomed notices or information from the Board to @lapdtina which she’ll send to her database. She looks forward to working with us to make our community a better place.*
- ii. *Senior Lead Officer Chris Ragsdale, West Los Angeles Police Station – Officer Ragsdale noted traffic is at the top of our issues and recent thefts from unlocked cars. Irene Sandler requested accident reports. Patricia Bel Hearst mentioned more than one accident at Skirball. Don Loze asked what can be done about increased motor-vehicle/cycle-related noise on LA streets. Nickie Miner asked about a specific accident. John Amato noted that though flippers are out on buses, buses are being passed by drivers, violations resulting in deaths. Chuck Maginnis, as EP Chair, thanked Captain Nathan, welcomed Captain Nieto, and praised Chris Ragsdale for his work. Gary Plotkin asked about supervision of mansionization construction; Chris replied that CD5 is doing their best to manage it. Travis Longcore mentioned the need to coordinate with Park Rangers and the Mountains, Recreation and Conservation Authority (MRCA) with regard to homeless encampments, to which Chris said they’re working with CD5 on it.*
- iii. *Janet Turner, Field Representative, Congressman Ted Lieu, 33<sup>rd</sup> District – Janet related the Congressman’s concerns about US Postal Service problems, and has called an internal meeting with all postmasters in mid-April. He is dealing with VA homelessness, has a VA expert in homelessness, and says the first 650 housing units are promised to vets. There will be Town Hall meetings April 10<sup>th</sup> at Patriotic Hall Downtown 9:30 a.m. to noon, and an evening in May. She’ll send updates to Robin Greenberg, who volunteered to be point person for VA updates. Tony Tucci mentioned mail theft in Laurel Canyon and offered suggestions. Janet will take this to Ted Lieu.*
- iv. *Noah Muhlstein, Planning Deputy, Council District 5 – Not present.*
- v. *Jay Greenstein, Council District 5, Chief Field and Transportation Deputy - introducing DWP speakers on the Regulator Station Bypass Line Project at Charing Cross & Hilgard*

*Jay Greenstein introduced himself to the Board, as “Field and Transportation Deputy” for CM Paul Koretz since 2006. He related shortcutting at Cascada & Bellagio Road, for*



which residents have approved a no-left-turn restriction during peak hours. *Jay* will look at impacts to traffic flow in Bel Air and Beverly Glen Canyon.

*Jay* introduced DWP speakers, *Todd Le*, *Juan Guzman* and *Julio Vinegas* who gave a presentation on the planned Regulator Station Bypass Line Project at Charing Cross & Hilgard, part of the “Water Quality Improvement Project” in which the LADWP is removing and/or covering all open reservoirs. The project will be done in three phases to a) place a cover over the upper Stone Canyon Reservoir, to protect the water since changing decontamination methods from chlorine to chloramine, and to b) install a bypass line to provide redundancy in the system and supplement water loss during the temporary closure of Upper Stone Canyon Reservoir, while work is ongoing. Once the floating cover is placed, they’ll re-fill the reservoir, which will later be back in service. They estimate seven months to complete and major restrictions and lane closures.

Fact sheets were provided to the Board, detailing dates and work areas in three phases. The work will be done within school break summer months, from just after spring break and they “should be out of Sunset when school resumes in the fall.” Work hours 7:00 am to 4:00 or 6:00 pm. Striped areas will be off limits for 24 hours during striping.

Board members and stakeholders stressed the need to restrict hauling during the duration of the project for safety reasons and to prevent gridlock. *Dan Palmer* stressed to speakers the need to refocus on safety and coordinate with the Department of Building and Safety. *Travis Longcore*, clarified need to find out where and when the trucks are coming and stop them coming through the project area. *Jay Greenfield* promised to talk to *Noah* about this. *Gary Plotkin*, asked the speakers and *Jay* for a report on how they plan to solve this serious problem. *Mr. Vinegas* said he would revisit this item with this Board.

For more information on this project, contact *Marvin Hermosillo*, DWP Construction Engineer: Tel# 213-367-1089.

**b. Authorization to Submit Community Impact Statements**

**MOTION** to authorize Board President, *Travis Longcore*, and Vice President, *Nickie Miner*, in addition to *Gary Plotkin*, *Robin Greenberg* and *Michael Kemp* to submit Community Impact Statements; moved by *Larry Leisten*, seconded by *Gary Plotkin*, and passed by unanimous consent of all 20 members present and voting: *Irene Sandler*, *Andre Stojka*, *Don Loze*, *Nickie Miner*, *Michael Chasteen*, *Gary Plotkin*, *John Amato*, *Jamie Hall*, *Cassandra Barrere*, *Cathy Wayne*, *Tony Tucci*, *Larry Leisten*, *Chuck Maginnis*, *Maureen Levinson*, *Robert Ringler*, *Dan Palmer*, *Robin Greenberg*, *Michael Kemp*, and *Jason Spradlin*, and alternate, *Robert Schlesinger*, 0 nays, and 0 abstentions. (President does not vote except to break a tie).

**c. Code of Conduct Compliance**

All Board members are required to sign the Code of Conduct form at the DONE website. Please reference <http://empowerla.org/code-of-conduct/>

**d. Nomination of *Maureen Smith*, as an At-Large representative, to the Board.**

President nominates *Maureen Smith* as an At-Large member of BABCNC in a non-represented area of Bel Air (Attachment B).

**MOTION:** BABCNC acknowledges *Maureen Levinson* as an At-Large member of BABCNC in a non-represented area of Bel Air.

*Larry Leisten* brought up that “At-Large” should be amended to “as a Bel Air Stakeholder Representative.”

Moved by *Chuck Maginnis* and seconded by *Larry Leisten*. Discussion ensued. *Michael Chasteen* noted the fourth “whereas” of the complete motion needs “**by the BABCNC**”: “Whereas over the past three years, BAA has chosen to no longer participate on the Board even after numerous requests by the BABCNC to return to the Council to participate in and contribute to Council matters”

Moved by *Chuck Maginnis*, seconded by *Larry Leisten*; *Gary Plotkin* called for the question. The motion passed as amended by unanimous consent.

To conclude his President’s report, *Travis Longcore* related the news that *Alan Fine* has tendered his resignation. *Travis* acknowledged *Alan’s* great service as the longest-serving Treasurer who has performed this role since the inception of this neighborhood council. Unfortunately, *Alan* was not present to receive this appreciation from *Travis* and the Board in person.

8. **Vice President’s Report – *Nickie Miner*** – No report

9. **Secretary’s Report – *Robin Greenberg*** – *Robin* read aloud from the Bylaws, Article 5, Section 9, on the Board’s policy on absences, which states, “As provided in Section 7 above, a Member, or an Alternate Board Member in the instance of a Member representing an Appointed Residential Stakeholder Group, shall be required to attend at least one Meeting per quarter each calendar year. Following absence from three (3) consecutive Regular Board Meetings, the Secretary shall notify the Member in writing that his/her Membership on the BABCNC Board will be revoked if he/she does not attend a Regular Board Meeting of the BABCNC within the next two (2) Meetings of the Board.”

10. **Treasurer’s Report – *Alan Fine***

a. **Approval of February 2015 Expenditure Report**

Consideration of February 2015 expenditure report and bank statement (Attachment C).

**MOTION** BABCNC approves February 2015 expenditure report and bank statement:

Moved by *Robert Ringler*, seconded by *Gary Plotkin*.

The motion unanimously passed, with 20 yeas by *Irene Sandler, Andre Stojka, Don Loze, Nickie Miner, Michael Chasteen, Gary Plotkin, John Amato, Jamie Hall, Cassandra Barrere, Cathy Wayne, Tony Tucci, Larry Leisten, Chuck Maginnis, Maureen Levinson, Robert Ringler, Dan Palmer, Robin Greenberg, Michael Kemp, and Jason Spradlin*, and alternate, *Robert Schlesinger*, 0 nays, and 0 abstentions.

b. **Budget Package (1<sup>st</sup> 3 due July 1, 2015 & 4<sup>th</sup> item due September 1, 2015) – *Alan, Robin***

Discussion of preparation of budget package. Due July 1: Strategic Plan, Council Outreach Survey, and Council Budget. Due September 1: Self-Assessment. Task force volunteers: *Andre Stojka, Gary Plotkin, Dan Love, and Robin Greenberg*.

**Reports of Committees**

11. **Planning & Land Use Committee Report – *Michael Kemp, Chair***

a. **Update on 03/10/2015 PLU Meeting**

b. **320 North Carolwood ZA 2014-3242-F**

To allow an 8’ wall, 8’5” gates, pilasters, and 15’ hedge in the required front yard setback in lieu of the 3’6” allowed by code.

**MOTION:** BABCNC takes the position of “take no exception” to the applicant’s request as so noted in the case above. Mike Kemp moved; no questions; no opposition; motion passed by unanimous consent.

c. **880 Stone Canyon Road** ZA 2014-3229- ZAD ZAA

Demolish existing sfd and construct a new 2 story, 7715 s.f. SFD with a 5,715 s.f. basement (including 1,506 s.f. underground garage), pool, and 897 s.f. accessory building. Project requires 8 retaining walls & 2,581 cubic yards of non-exempt grading.

**MOTION:** The BABCNC recommends that the City of Los Angeles Zoning Administrator deny the application as presented. Mike Kemp moved; question called; no objection and the motion passed by unanimous consent.

d. **8413 Grandview Drive** ZA 2014-2854

Pursuant to section 12.24-x.21, a ZAD to allow the construction of a new 4-story, 2,588 sq ft on a substandard street that is not improved up to 20' from the driveway apron to the boundary of the hillside, and pursuant to section 12.28, a ZAA to allow an elevated pedestrian bridge within the required front yard setback

**MOTION:** The BABCNC recommends that the City of Los Angeles Zoning Administrator deny the application as presented.

Mike Kemp moved; question called; no opposition to question being called; motion passed by unanimous consent.

e. **778, 780 & 800 Tortuoso** AA 2014-4545

Lot line adjustment between 4 neighboring parcels

**MOTION:** The BABCNC takes the position of “take no exception” to the applicant’s request as so noted in the case above.

Mike Kemp moved; questions asked and answered; question called; no opposition to calling question; no objection to unanimous consent; motion approved.

f. **800 North Sepulveda** ZA 2014-2201 (CUB)

Note: the BABCNC at its November 2014 Meeting voted to oppose this application.

Update on case: Applicant has withdrawn their request for a CUB approval as of March 10, 2015.

g. **Community Impact Statement in support of Council File 14-0656, Interim Control Ordinance regarding additional restriction on Mansionization (Attachment D)**

**MOTION:** BABCNC adopts the Community Impact Statement in support of Council File 14-0656, as submitted; moved by Mike Kemp; no objection to unanimous consent; motion passed, and CIS will be filed.

*Gary Plotkin* wishes to thank Councilman’s office for obtaining 100% consent of all the Councilmembers and would like to send an email or letter to the CM for all their hard work.

**PLU Item Not Agendized RE: Scenario Lane:**

*Nickie Miner* mentioned that the Scenario Lane hearing has been moved to May 6<sup>th</sup> and stated this was unanimously passed by the PLU. *Mike Chasteen* asked if we can write a letter, stating such, to which *Travis Longcore* replied that we can write a letter of facts, to say that they cannot speak on behalf of the Board if they have not heard it; that it can be brought up as an issue. The issue of timing of PLU Committee in relation to Board meetings, hearings and other deadlines was also discussed.

12. **Public Safety/Disaster Preparedness Committee – Chuck Maginnis, Chair**

- a. **Report from the 03/18/15 meeting** – *Chuck* related that the EP Committee is going strong. Last meeting they had representatives of “LA-RICs” a broadband system allowing communities here to communicate with LAFD or LAPD which is not due for another few of years. EP Committee is working with CB radios. Police are still carrying two radios. *Chuck* mentioned a new alert system for landlines. He stated that it is important to keep open communication on emails, as a notification method. Next EP meeting in two months with Larry Bogatz, Battalion CERT leader.

13. **Outreach and Education Committee – Robin Greenberg, Chair**

**BABCNC Tote Bags**

**MOTION:** BABCNC authorizes expenditure of \$612.38 for tote bags with BABCNC’s logo for use at outreach events.

Moved by Robin Greenberg, seconded by Larry Leisten; a roll call vote was count taken and unanimously passed, with 20 yeas by *Irene Sandler, Andre Stojka, Don Loze, Nickie Miner, Michael Chasteen, Gary Plotkin, John Amato, Jamie Hall, Cassandra Barrere, Cathy Wayne, Tony Tucci, Larry Leisten, Chuck Maginnis, Maureen Levinson, Robert Ringler, Dan Palmer, Robin Greenberg, Michael Kemp, and Jason Spradlin*, and alternate, *Robert Schlesinger*, 0 nays, and 0 abstentions.

14. **Bylaws, Rules & Elections Committee – Larry Leistein, Chair**

- a. **Consideration of Revision to the Bylaws (Attachments E.1, E.2 & E.3)**

It was noted that to approve amending the Bylaws requires 2/3<sup>rd</sup> majority of those present.

*Travis Longcore* related that DONE is declaring a bylaws moratorium. This was circulated a few months ago, and now we have received the more recent changes. *Gary Plotkin* added that there will be new changes in the procedure with DONE in the next couple of months.

Next, discussion was held regarding voting procedure:

*Larry Leisten* related that we are changing (*the language*) to “a majority of those voting” rather than “those present.” He stated that the Board is to decide what should be the minimum number of votes for the Board to act. We now need a minimum number; and are proposing to increase (*seats*) from **27 to 29**. The new quorum is now 15; eight (8) would be default minimum, requiring the President to break a tie. *Cassandra Barrere* said the number is 50 percent of the quorum. *Larry Leisten* feels it’s a policy decision.

Next, discussion was held regarding Laurel Canyon Association seats:

*Tony Tucci* brought up Laurel Canyon Association having four seats, though the proposed Bylaws say three. He will provide the numbers of units in LCA. *Robert Ringler* stated that they had the four seats all along. *John Amato* stated that there is a clear scheme of how Home Owner Associations are represented; forget the past history.

The motion would be amended if the information *Tony* sends substantiates current numbers of units at LCA is over 2,000; to additionally increase the Board size to 30, keeping the quorum at 15.

**AMENDMENT:** Based on the claim by Laurel Canyon Association to change their number of seats on the BABCNC Board from 3 to 4, this changes the total number on the Board from 29 to 30, with a quorum at 15. *Tony Tucci* moved, *Cassandra Barrere* seconded; *Gary Plotkin* called for the question; roll call vote was taken as follows:

16 yeas by *Andre Stojka, Michael Chasteen, Don Loze, Gary Plotkin, John Amato, Jamie Hall,*

*Cassandra Barrere, Cathy Wayne, Tony Tucci, Chuck Maginnis, Maureen Levinson, Robert Ringler, Dan Palmer, Robin Greenberg, Michael Kemp, and Jason Spradlin;*  
2 nays by *Don Loze* and *Nickie Miner*;  
3 abstentions by *Irene Sandler, Larry Leisten*, and alternate, *Robert Schlesinger*, and the motion passed.

The bylaws were adopted as revised by these motions. They now will go to DONE and BONC. The Board will continue to operate under the old bylaws now.

Discussion continued regarding numbers of respective units for each seat's HOAs. *Nickie Miner* recommended that everyone submit their numbers, equally, with everyone's documentation at the same time.

*Chuck Maginnis* recommended a vote on the bylaws as they are.

*Dan Palmer* asked for the multiple and was directed to Page 22, under Article 10, which shows a formula that applies to residential stakeholder groups, HOAs or homeowners.

AMENDMENT: *Michael Chasteen* brought up need to make a correction on Page 23 of the Bylaws, to put "at" after Board members present, and to fix any other typographical errors. *Michael Chasteen* moved; *Chuck Maginnis* seconded. Motion was approved by 19 yeas by *Irene Sandler, Andre Stojka, Don Loze, Michael Chasteen, Gary Plotkin, John Amato, Jamie Hall, Cassandra Barrere, Cathy Wayne, Tony Tucci, Larry Leisten, Chuck Maginnis, Maureen Levinson, Robert Ringler, Dan Palmer, Robin Greenberg, Michael Kemp, and Jason Spradlin*, and alternate, *Robert Schlesinger*,  
0 nays  
1 abstention by *Irene Sandler*, and the motion passed.

*Gary* noted that there are six vacant seats, and that *Travis* can appoint.

MOTION to adopt proposed Bylaws revisions, submitted last week, with the amendment on the Santa Monica Mountains Conservancy, and as amended above.  
Moved by *Larry Leisten*, seconded by *John Amato*. Discussion was held. *Don Loze* called the question. A roll call vote was count taken as follows:  
**18 yeas** by *Irene Sandler, Andre Stojka, Don Loze, Gary Plotkin, John Amato, Jamie Hall, Cassandra Barrere, Cathy Wayne, Tony Tucci, Larry Leisten, Chuck Maginnis, Maureen Levinson, Robert Ringler, Dan Palmer, Robin Greenberg, Michael Kemp, and Jason Spradlin*, and alternate, *Robert Schlesinger*,  
**1 nay** by *Michael Chasteen*, and  
**1 abstention** by *Nickie Miner*, and **the motion passed**.

**15. Ad Hoc Committee on Budget and Finance – *Jamie Hall, Chair***

- a. Report from the committee** – No report

**16. Ad Hoc Committee on Mansionization – *Gary Plotkin, Chair***

- b. Laurel Canyon ICO/Moratorium** (see attachment for complete motion)  
Consideration of motion supporting Laurel Canyon Interim Control Ordinance and/or moratorium to preserve status quo in Laurel Canyon while a new Specific Plan/Overlay is being prepared.

Discussion was held. *Jamie* related that “to preserve the status quo” means to halt permits for all new structures to avoid nonconforming buildings while this plan is being researched. *Mike Kemp* brought up the burden this would place on some. *Jamie* then suggested that we scratch “immediately to structures and... and leave preserve the status quo in LC.”

**MOTION** BABCNC supports Laurel Canyon Interim Control Ordinance and/or moratorium in Laurel Canyon while a new Specific Plan/Overlay is being prepared.

Moved by Nickie, seconded by Gary passed by unanimous consent by all 20 members present and voting: *Irene Sandler, Andre Stojka, Don Loze, Nickie Miner, Michael Chasteen, Gary Plotkin, John Amato, Jamie Hall, Cassandra Barrere, Cathy Wayne, Tony Tucci, Larry Leisten, Chuck Maginnis, Maureen Levinson, Robert Ringler, Dan Palmer, Robin Greenberg, Michael Kemp, and Jason Spradlin*, and alternate, *Robert Schlesinger*, 0 nays, and 0 abstentions.

## Reports of Representatives

### 17. West Los Angeles Regional Alliance of Councils (WRAC) – *Robin Greenberg*

- c. **Update and Possible Actions regarding the March 18, 2015 meeting** – No report

### 18. Community-Police Advisory Board (C-PAB) Report – *Robert Ringler*

- d. **Report on C-PAB Meeting of March 24, 2015** – No report  
Next C-PAB Meeting: Tuesday April 21, 2015 at 7:00 P.M. at the West Los Angeles Community Police Station, 1663 Butler Avenue.

### 19. Traffic Committee Report – *Robert Ringler*

- e. **Report on Traffic Committee of March 11, 2015** – No report  
Next LAPD West Bureau Traffic Committee: Wednesday May 13, 2015 at 8:30 A.M. at the West Los Angeles Community Police Station, 1663 Butler Avenue.

### 20. Santa Monica Mountains Conservancy Report – *Travis Longcore*

- f. **Update from Santa Monica Mountains Conservancy** – No report

### 21. Budget Representative’s Report on Budget Advocates – *André Stojka & Nickie Miner*

- g. **Report from Budget Representatives** – No report

### 22. Unfinished Business

- h. **Red Flags – *Jamie Hall, Cassandra Barrere & Dan Palmer***  
Update on status of signs and poles to accompany red flags to be deployed in BABCNC territory under red flag conditions.

Noted was that until spots are chosen can’t proceed. Permission is still needed to place the flags.

- i. **Google Apps: Status – *Jamie Hall***  
Update on use of Google Apps for BABCNC email services  
*Jamie* helped several Board members get logged on to their *babnc.org* email addresses this evening. Otherwise, this will be continued to the next meeting.

23. **New Business**

**a. Neighborhood Council Civic University Certificate Program** – Unable to act on this due to time constraints. The board was contacted after the meeting, and invited to attend the Neighborhood Council Civic University certificate program on or about April 2nd, April 8<sup>th</sup>, and April 15th. Selected board members must commit to attending all three classes and work on a project to address an issue in their community.

**Good of the Order**

Members of the Board have the opportunity to report any item of interest to the Council.

24. **Adjourn** *Maureen Levinson* moved to adjourn and all approved. Meeting adjourned at 9:43 pm.

**UPCOMING MEETING – Wednesday April 22, 2014 at AJU**



## ATTACHMENT "C"

### TO THE CITY OF LA PLANNING DEPT, BUILDING & SAFETY, AND COUCILMAN KORETZ:

### We the undersigned are against the proposed development at 10220 Scenario Lane, Los Angeles 90077, and the Lot Line Adjustment thereof that will create Parcel A and B.

The Owner / Developer declared his intentions publicly to build 2 homes (2 x 2 car garages, off street parking for 2, swimming pool) where originally one home of APX 1000 sq ft comprising 1.5 bedrooms once stood.

The roads are sub-standard, extremely steep (Basil Lane has over 30% gradient), and at points less than 12' wide. The area has a history of landslides, and has also been designated as a "Severe Fire Risk" zone by the LA Fire Dept.

All roads from Beverly Glen up are directly affected by this increase in density. Parking is already over saturated, and any increase could have severe safety implications.

Here are our concerns that cannot be lightly dismissed:

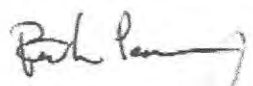
- 1) 35 yards away a neighbor died in her home due to lack of fire rescue access
- 2) Home Insurance has been revoked due to the sub-standard conditions of the roads, and extreme gradient
- 4) Basil Lane is much steeper than Loma Vista Drive in Beverly Hills where the cement truck reversed out of control killing 2 people
- 5) Oletha, Basil, Scenario and Latimer Lanes are all dead end roads with no secondary thoroughfare for Emergency access. (Downtown the City sees paper streets)
- 6) Staging and Access of the building site will promote trespass and illegal parking


**WE AS LOCAL RESIDENTS ARE AGAINST THE DEVELOPMENT OF TWO NEW HOUSES FOR THE ABOVE REASONS**

**WE SUPPORT THE LOT LINE ADJUSTMENT APPEAL AND ASK THE RELEVANT AUTHORITIES TO DECLINE THE PERMIT AND PREVENT THE PROPOSED CONSTRUCTION.**

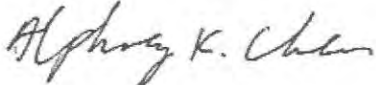



PRINT NAME:                      SIGNED:                      DATE:                      ADDRESS:


Richard Pearson  3/23/15 2108 N. Beverly Glen Bl.


Joanie Pearson  Joanie Pearson 3/23/15 " " "

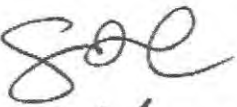
Lai Chan LAI CHAN 10393 Oletha Ln L.A.


ALPHREY CHAN  Alphyrey K. Chan 10393 Oletha Ln LA 90077

Gabriel Johnson  3/23/15 10388 Oletha Ln 90077


Coby Cowan  3/24/15 103760 Oletha Lane  
Los Angeles Ca 90077

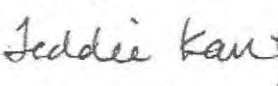
CARRIE C. ANDERSON  3/24/15 10377 OLETHA LN  
LA, CA 90077


GARDNER DEFRANCEAUX  3/24/15 1637H OLETHA LANE  
LA, CA 90077


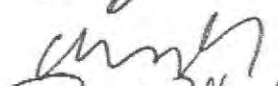
LAVKA DEFRANCEUX  James 3/24/15 10372 OLETHA LN.  
LA, CA 90077

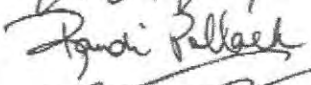
Jenna M. Briand Jenna Briand 3/24/15 10372 OLETHA LN.  
LA, CA 90077

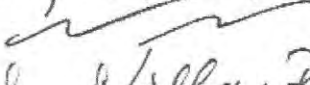
NIGEL BRIAND  3/24/15 10372 OLETHA LN  
LOS ANGELES CA 90077

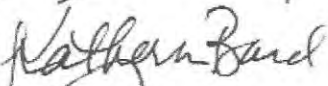
Teddie Kantz  Jeddie Kantz 3/24/15 } 10367 Oletha Lane  
LA CA

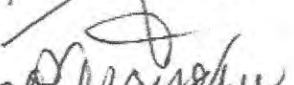
Gaveth Kantz  3/24/15 } 10343 Oletha Ln.  
LA, CA 90077

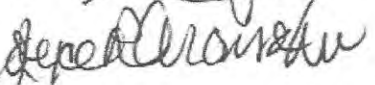
Grant Toups  3/24/15 } 10335 Oletha Lane } LA, G  
Charlie Turner  3/24/15 } 10335 Oletha Lane } 90077

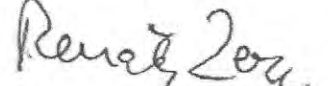
Randi Pollack  3/24/15 } 10307 Oletha Lane

Jeffrey Pollack  3/24/15 } 10318 Oletha Lane

Katherine Bard  Katherine Bard 3/24/15 10289 Oletha Lane

Michael Revit  3/25/15 2153 Basil

JOYCE ARONSOHN  3-25-15 2153 Basil

RENATA ZERNER  Renata Zerner 3/25/15 2153 Basil

PRINT NAME:

SIGNED:

DATE:

ADDRESS:

Shawnee Revit ~~Street~~ 3/25/15 10318 Oleta Ln  
105 Angeles, CA 90077

Edward Moses Granger 3/25/15 10347 Oleta Ln CA 90077

TANYA REPANICH Jay Repnich 3/25/15 10355 Oleta Ln, CA 90077

E Repanich E R 3/25/15 10355 Oleta Lane LA CA 90077

Cristiana Vattione CV 3/26/15 2149 Basil Ln 90077

Derek Papa DP 3/26/15 2149 Basil Ln 90077

Michael Chase MC 3/26/15 2150 BASIL LA 90077

Samuel Kim Samuel K 3/26/15 10305 Oleta Ln 90077

Brian Honoway BH 3/25/15 2165 Basil Lane LA 90077

Wally Dasaropant W 3/25/15 2171 Basil Lane LA 90077

RUTH SABEAN Ruth Sabean 3/26/15 2181 Basil Lane LA 90077

Taryn Condo TC 3/24/15 2185 Basil Ln 90077

Patrick Condo PC 3/26/15 2185 Basil Lane 90077

SUZANNE B. GREENE SB 3/26/15 2188 LATIMER LANE 90077

Paul Kidney PK 3/26/15 2188 Latimer Ln. Los Angeles CA 90077



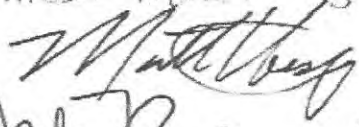
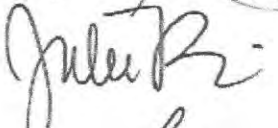



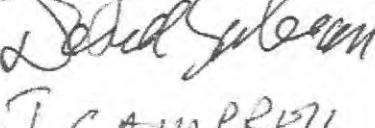


STEVEN SMITH SS 3/28/15 2098 N. BEVERLY Glen Bl. LOS ANGELES CA 90077

CYNTHIA A. FORD CF 3/28/15 10283 OLETHA LANE, CA 90077

LISA PERKINS LP 10353 Oleta Lane CA 90077

Gyöngyi Szántó Hodges 10273 OLETHA

Matt Hodges

PRINT NAME:	SIGNED:	DATE:	ADDRESS:
Allen Kelly		3/28/15	10210 SCENARIO LANE
JOHN STRETTON		3/28/15	2145 BASIL LANE
CHRISTINE MASON	Christine Mason	3.28.15	2145 BASIL LANE
MATT HODGES		3-29-15	10273 OLETHA LN
Julie Eisfelder		3/29/15	10315 Oletha Lane
Lotis Elie		3/30/15	10275 Oletha Lane
Paul Shomer		3-31-15	2175 Basil Ln.
Cathy Shomer		3/31/15	2175 Basil Lane
DAVID SABEAN		3/31/15	2181 Basil Lane
	J. CAMPBELL	3/31/15	10225 SCENARIO LANE
SUE CAMPBELL		3/31/15	10225 SCENARIO LANE

PRINT NAME:

SIGNED:

DATE:

ADDRESS:

ROBERT L. GRANTON	Robert L. Granton	4/1/15	12 ST Jude Rd Mill Valley, CA 94941
Judith Sparks	Judith Sparks	4/1/2015	12 ST Jude Rd Mill Valley, CA 94941



## Neighborhood Councils Administrative and 2016 Elections

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### Procedures Stipulation Worksheet

In the past year, a number of new policies and procedures have been implemented to improve the Neighborhood Council system. This worksheet provides information on the issues that affect your Neighborhood Council's bylaws and elections and requests clarification from your board on the matters. **Please take Board action to confirm the information and to provide the additional information needed to update your bylaws and election procedures. The Board may choose to make changes to the checked items, which will supersede any conflicting bylaws language. We will then update the bylaws accordingly. The defaults shall take effect if the information on the worksheet is not provided to the Department of Neighborhood Empowerment (Department) by June 1, 2015.** Please email this completed form to: [NCsupport@empowerla.org](mailto:NCsupport@empowerla.org) Contact the Neighborhood Council Support Helpline at (213) 978-1551 if you have any questions.

#### BEL AIR BEVERLY CREST NEIGHBORHOOD COUNCIL

1. **Article V - Governing Board, Section 3: Official Actions** – Please clarify how your board takes official action and treats abstentions. This would not affect different voting requirements for other sections of the bylaws that required a different vote, e.g. 2/3 vote for bylaw amendments, board removal, etc.

- Simple majority vote by the board members present and voting, including abstentions, which act as a “yes” vote (**default**)
- Simple majority vote by the board members present and voting, not including abstentions
- Simple majority vote by the board members present, including abstentions, which act as a “yes” vote
- Simple majority vote by the board members present, not including abstentions

The Department recommends “present and voting, including abstentions, which act as a “yes” vote” for the board count because board members who are ineligible to vote on items because of age or training/Code of Conduct requirements would not be counted towards the total number of votes needed to take action, and abstentions would be treated in the same way City Council treats abstentions. Please see Neighborhood Council Voting Facts handout for more information on voting.

2. **Article VIII - Meetings, Section 3: Notifications/Postings** – The Board of Neighborhood Commissioners (Commission) passed a posting policy reducing posting locations from 5 to 1 location with 24 hour visibility if a Neighborhood Council has a website. If a Neighborhood Council doesn't have a website, they must maintain 5 physical posting locations. Neighborhood Councils with websites may still choose to maintain their 5 or more physical posting locations.

**Defaults** – Neighborhood Councils with a website will default to 1 physical posting location. Neighborhood Councils without a website will default to 5 physical posting locations.

We have a website and will have 1 physical posting location at: \_\_\_\_\_

We  have/  do not have a website and will maintain our 5 physical posting locations at:

1. 24 hour location – \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

If your Neighborhood Council posts to more than 5 locations, please use a separate sheet of paper to list the other locations.



3. **Article XI – Grievance Process** – The City Council passed CF 13-1689 establishing seven regional Neighborhood Council Grievance Panels – South, Central, Harbor, West, East, North Valley and South Valley. Each Neighborhood Council may appoint one board member or stakeholder to serve on a pool of panelists. These panelists will review grievances and election challenges. Please submit your appointment:

**Default** is the President or Chair of the Neighborhood Council.

Name: \_\_\_\_\_  Board member  Stakeholder

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Please note that any language in your grievance process in conflict with the new grievance ordinance will be removed.

4. **Article XIV – Compliance, Section 1: Code of Civility** - The Commission passed a Neighborhood Council Board Member Code of Conduct Policy, and the following language will be added to this section in addition to any other Neighborhood Council requirements. “Board members will abide by the Commission’s Neighborhood Council Board Member Code of Conduct Policy.”

5. **Article XIV – Compliance, Section 2: Training** - The Department requires board members to take ethics and funding training **prior to voting** on funding related items. There is no grace period for board members to take these trainings. The following language will be added to this section in addition to any other Neighborhood Council requirements: “All board members must take ethics and funding training prior to making motions and voting on funding related matters.”

### ARTICLE X - ELECTIONS

#### Online and Telephone Voting

Neighborhood Councils will have the opportunity to add online and telephone voting to their 2016 elections at no additional cost to increase the convenience of voting for their stakeholders via computer, tablet, smart phone or regular touch tone phone. We have funding for 50 Neighborhood Councils to participate in this opportunity for the 2016 elections. A physical polling location will still be available on the day of the election. There will be a follow up election stipulation worksheet sent to Neighborhood Councils after July 1, 2015 to lock down polling locations, translation and election timelines if your Neighborhood Council changes to elections.

6. Your Neighborhood Council uses a selection process. The **default** is to remain with your selection process. If your board wants to make any changes to its selection process or to change to an election process starting in 2016, please indicate the board’s decision:

- We want selections with self-affirmation voter verification
- We want selections with documentation voter verification
- We want to change to elections with online voting and self-affirmation voter verification
- We want to change to elections with online voting and documentation voter verification
- We want to change to elections with self-affirmation voter verification and no online voting
- We want to change to elections with documentation voter verification and no online voting

**Note:** With self-affirmation voter online and telephone voting, your voters will be asked to affirm their stakeholder type and voting address prior to voting online. With voter documentation online and telephone voting, your voters must still be verified with documentation by City trained personnel (homeless voters will have a special verification process) prior to receiving a security code to vote online.

7. **Telephone voting** requires a lot of work in creating and recording scripts. You may choose to eliminate the telephone voting option if you believe your community will not use it. The **default** will be to HAVE it if you have chosen online voting.

- We do not want telephone voting
- Not Applicable

8. **Vote-by-Mail** (for self-affirmation voters only) will be eliminated with online voting though we are exploring the possibility of having a voter request only vote-by-mail paper ballot for those Neighborhood Councils with online voting.

If your Neighborhood Council is choosing online voting, would you be interested in voter request only vote-by-mail paper ballots?  Yes  No (**default**)  Not Applicable

9. Board Vote Structure

Please review Attachment B of your bylaws to see if your board voting structure is correct. Changes to the number of seats, except for an addition of a Community Interest At-Large seat, requires the board to fill out and submit a Bylaw Amendment Application by May 1, 2015 for Commission review. Please select one:

- Maintain the current board voting structure (**default**)
- Change the board structure to have the Community Interest stakeholder run and vote for one At-Large seat
- Other: \_\_\_\_\_

---

10. Candidate Filing Requirements

During the 2016 Neighborhood Council Elections Town Halls, board members suggested that candidates have an understanding of the Neighborhood Council system and the elections process prior to filing. We are polling Neighborhood Councils for their feedback so please answer the following question:

Should Neighborhood Council candidates be required take a 5-10 minute video training (produced by the City) about the Neighborhood Council system and their responsibilities as a candidate during the election process prior to completing their registration?  Yes  No (**existing**)

11. Elected Board Members Seating Period

After the 2014 elections and during the 2016 Neighborhood Council Elections Town Halls, board members suggested that instead of the current staggering seating of newly elected board members, everyone is seated on July 1<sup>st</sup>. This was to minimize transition issues. Other board members stated that July 1<sup>st</sup> was too long, and they would end up with lame duck boards for several months. We are polling Neighborhood Councils for their feedback so please select one:

- Keep the current staggered seating of the board (**existing**)
- All board members should take office on July 1<sup>st</sup>.
- Board members should be seated together based on their region and election month, e.g. March elections will all seat together on May 1<sup>st</sup>, April elections will all seat together on June 1<sup>st</sup>, May elections will all seat together on July 1<sup>st</sup>.

**DECLARATION**

I, the person authorized by the above-named Neighborhood Council to execute this Administrative and 2016 Election Procedures Stipulation Worksheet, under penalty of perjury, declare that a Brown Act noticed Neighborhood Council public meeting was held with a quorum of the Board present, and the information in this document and attachments was approved as an official action of the Board per the Neighborhood Council's bylaws. If requested, we will provide the Neighborhood Council agenda and minutes or resolution supporting the approval of this document.

**Date of Board Action:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Board Vote:** \_\_\_\_ Yes \_\_\_\_ No \_\_\_\_ Abstentions

Signature: \_\_\_\_\_ Position: \_\_\_\_\_

Print Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**ATTACHMENT “E”  
To April 22, 2015 Agenda**

**BYLAWS  
OF THE  
BEL AIR–BEVERLY CREST  
NEIGHBORHOOD COUNCIL**



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## ARTICLE I

### NAME

The name of this neighborhood council of the City of Los Angeles (the “City”) shall be the Bel Air–Beverly Crest Neighborhood Council, which hereinafter may also be referred to as the “BABCNC” or “Council.”

## ARTICLE II

### PURPOSE

The Mission of the Council shall be:

(i) To provide an inclusive open forum for public discussion of issues concerning City governance, the needs of this neighborhood council, the delivery of City services to the stakeholders of this neighborhood council, and matters of a City-wide nature; and

(ii) To advise the City concerning City governance, the needs of this neighborhood council, the delivery of City services to the Stakeholders of this neighborhood council, and matters of a City wide nature.

The Policy of this Council shall be upon the following tenets:

(i) Non-Discrimination. It shall be the policy of this Council to prohibit discrimination against any individual or group in our operations on the basis of race, religion, color, creed, national origin, ancestry, sex, sexual orientation, age, disability, marital status, income or political affiliation.

(ii) Dignity. To respect the dignity and expression of viewpoints of all individuals, groups, and organizations involved in this Council.

(iii) Inclusiveness and Non-Partisanship. To remain non-partisan and inclusive in our operations including, but not limited to, the election process for governing body and committee members.

(iv) Early Notification System. To utilize the Early Notification System to inform our stakeholders of matters involving the City of Los Angeles (and our community) in a way that is tailored to provide opportunities for involvement in the decision-making process.

(v) Participation. To encourage all Stakeholders to participate in all activities of this Council.

(vi) Transparency. To have fair, open and transparent procedures for the conduct of Council business.

## ARTICLE III

### BOUNDARIES

**Section 1: Boundary Description.** The area included in the BABCNC is defined by the following boundaries: (a) on the west by I-405 between Mulholland Drive and Sunset Boulevard, (b) on the north by Mulholland Drive between I-405 and Laurel Canyon Boulevard, (c) on the south by Sunset Boulevard between I-405 and Laurel Canyon Boulevard, and (d) on the east by Laurel Canyon Boulevard between Mulholland Drive and Sunset Boulevard. The area so defined excludes the incorporated limits of the City of Beverly Hills.

**Section 2: Internal Boundaries.** Not applicable.

## ARTICLE IV

### STAKEHOLDER

Neighborhood Council membership shall be open to all Stakeholders who have attained at least 18 years of age. “Stakeholders” shall be defined as those who live, work or own real property within the territorial boundaries of the Council, and also those who declare a stake in the neighborhood as a Community Interest Stakeholder, defined as a person who affirms a substantial and ongoing participation within the Neighborhood Council boundaries and who may be in a community organization such as, but not limited to, educational, non-profit and/or religious organizations.

A Stakeholder Group shall mean individually or severally each of the homeowner associations or groups, business enterprises, community based organizations, educational or faith-based institutions.

## ARTICLE V

### GOVERNING BOARD

The Board of Directors (“the Board”) shall be the Governing Body of the Council within the meaning of that term as set forth in the Plan for a Citywide System of Neighborhood Councils (the “Plan”).

**Section 1: Composition.** The Board shall consist of thirty (30) Members elected, selected or appointed by the composition of Stakeholder Groups comprising the Board and/or directly elected by Stakeholders at a public election.

Stakeholder Groups shall be categorized into the following subcategories for purposes of achieving diversity, reflective of the characteristics of the BABCNC, and inclusiveness of groups less inclined to seek representation on the Council.

(a) Appointed Residential Stakeholder Groups – Minimum Size

Appointed Residential Stakeholder Groups may be represented on the BABCNC by individual homeowner associations or individual residential groups comprising no fewer than one hundred (100) residential units. Those individual homeowner associations or individual residential groups comprising of fewer than 100 units may seek representation through representation with either:

- (i) a neighboring homeowner association or residential group, also with fewer than 100 units, so the combined units represented comprise of more than 100 units; or
- (ii) a neighboring homeowner association or residential group with more than 100 units with existing representation on the BABCNC.

No Overlapping Boundaries. To ensure the integrity of representation of each Appointed Residential Stakeholder Group, the territorial boundaries of each Appointed Residential Stakeholder Group shall be defined, and the territory of each Residential Stakeholder Group shall not overlap another.

(b) Elected Residential District Representatives

Residential Stakeholders residing within geographical areas of the Council territory not otherwise represented by Appointed Residential Group Representatives may also be represented by Elected Residential District Representatives elected at a public election conducted and administered by the City.

For a current listing of homeowner associations, residential groups, and geographical residential areas having representation on the BABCNC as a Residential Stakeholder Group please see [www.babcnc.org](http://www.babcnc.org), which shall reflect the official Membership of the BABCNC on file with the Secretary.

(c) Appointed Non-Residential Stakeholder Groups

Appointed non-residential Stakeholder Groups shall consist of any group or institution having a stake in the BABCNC and shall include, but not be limited to the following categories:

- (i) Custodians of Open Space
- (ii) Private Educational Institutions
- (iii) Faith-Based Institutions

For a current listing of non-residential Stakeholder Groups having representation on the BABCNC please see [www.babcnc.org](http://www.babcnc.org), which shall reflect the official Membership of the BABCNC on file with the Secretary.

(d) Elected Non-Residential Stakeholder Groups

- (i) Public Educational Institutions
- (ii) Commercial or Office Enterprise Districts

(e) Member-at-Large

At least one seat on the Board of the BABCNC shall be reserved for a Member At-Large. The Member-at-Large shall represent all those individuals who live, work or own real property within the territorial boundaries of the Council and also those who declare a stake in the neighborhood as a Community Interest Stakeholder and affirm a substantial and ongoing participation within the Neighborhood Council boundaries. Members At-Large shall be elected at a public election conducted and administered by the City.

(f) No Majority Stakeholder Group

No single Stakeholder Group shall hold a majority of Board seats unless extenuating circumstances exist and are approved by the Department of Neighborhood Empowerment (the “Department” or “Empowerment”).

(g) Biennial Update of Membership

The BABCNC shall conduct a survey of its Member Stakeholder Groups representation at the beginning of the fourth quarter every other year, and complete such survey no later than November 30<sup>th</sup>, for purposes of validating representation of Stakeholders on the BABCNC.

Any Stakeholder Group not responding to the survey, indicating renewed interest in continued participation on the BABCNC by February 28<sup>th</sup> of the year following completion of the survey shall be removed from the list of Members on file with the Secretary.

Upon completion of the survey, if it is determined there is over-representation by a Stakeholder Group on the Board due to a previous overestimate of residential units that results in reduction of an apportioned seat pursuant Article X, Section 2.1, and if concurrent with such survey there is no under-representation of residential units by any other Stakeholder Group permitting assignment of such seat, then such “over-represented” seat shall immediately convert to a permanently Elected At-Large Seat. The vacancy created by such conversion shall be filled in the same manner described under Section 6 of this Article.

#### (h) Alternate Board Member Representation

Each Appointed Residential Stakeholder Group shall have the right to elect or select alternate representatives for each of their Board Member seats (“Alternative Board Members”) so that the Appointed Residential Stakeholder Groups may be adequately represented at a Board Meeting in the event one or more of its appointed Representatives cannot attend a Board Meeting. Each Stakeholder Group desirous of appointing an Alternate Board Member shall do so in accordance with their own procedures appointing regular Board Members, and may do so at anytime and notify the Secretary, in writing, of the names of the Alternate Board Members. Each Alternate Board Member shall comply with the same Ethics Requirement as provided under Article XIV - Compliance, Section 2: Training, and agree to the Code of Conduct Policy found at Empowerment’s website at <http://empowerla.org/code-of-conduct/>.

### **Section 2: Quorum**

The presence at any Regular or Special Meeting of fifteen (15) or more Board Members shall constitute a quorum for the purpose of transacting of business of the Council.

### **Section 3: Official Actions**

Board Action. Notwithstanding a quorum obtained at a Meeting, and majority vote received as described in the following paragraph, no fewer than eight (8) Members must vote in the affirmative for the Board to take official action.

Majority Vote. All matters subject to a vote of the Board shall be determined by a majority vote of those Members voting, unless otherwise provided in these Bylaws. Voting may be by show of hands except that any Member may request a vote by any other manner adopted pursuant to these Bylaws, Department policies, and consistent with the Brown Act.

Open Meetings. All meetings of the Board are open to the public. All meeting procedures shall be in accordance with the State of California open meeting procedures that apply to neighborhood councils under the Brown Act, and Board of Neighborhood Commissioner policies, including the posting of notices and any other public communication in public places or through electronic media.

Special Meetings. A Special Meeting of the Board for a specific reason may be called at any time by either (a) any two officers of the Board, or (b) petition of a twenty-five percent (25%) of the Board Members, and in accordance with the Brown Act.

#### **Section 4: Terms and Term Limits**

Appointed Stakeholder Groups. Board Members representing Appointed Stakeholder Groups are elected to terms and governed by term limits established in accordance with the bylaws, rules and practices of their respective Stakeholder Group, but such terms shall not exceed two years.

Members-at-Large. Each Member-at-Large is elected to two-year term in accordance with the election schedule set forth by the City Clerk or the Department.

#### **Section 5: Duties and Powers**

Board Duties and Powers. The primary duties of the Board shall be to govern the Council and to carry out its objectives. No individual Member of the Board shall speak for the Board or otherwise publicly represent a Board position unless authorized to do so by official action of the Board. The Board may, by official action, delegate to any individual the authority to present before any public body a standing Council position previously adopted by the Board or a statement that the Council has had insufficient time to develop a position or recommendation on a matter before it. Such authority may be revoked at any time.

#### **Member Duties and Responsibilities.**

- (a) Duty to Attend Meetings. Each Member of the BABCNC has a duty to attend Meetings on a regular basis, but it is also understood that a Member cannot make every Meeting due to uncontrollable circumstances.
- (b) Duty to Represent Constituency. Each Member of the BABCNC shall be responsible for maintaining periodic contact with representatives of the respective Member's constituent Stakeholder Group or its individual Stakeholders. Such communications shall involve reporting back to the constituent Stakeholder representative or individual Stakeholders the work of the BABCNC; and to solicit issues such representative or individual Stakeholders would like to see addressed by the BABCNC.

#### **Section 6: Vacancies**

Vacancies on the Board shall be filled using the following procedure:

Appointed Residential Stakeholder Groups. The Stakeholder Group by which such Member was appointed shall immediately notify the Secretary of a vacancy of a Board seat upon knowledge of such vacancy. The Stakeholder Group shall move to fill the vacancy by appointing another Member to the Board. If such vacancy is not filled within 90 days of notice of such vacancy, such seat shall be converted to an elected At-Large position to be filled at the next election. The President shall nominate, and the Board shall elect such new Member at the next scheduled publicly noticed meeting of the Board to fill such vacated seat until such time of the next election.



Elected Members, Including At-Large Members. In event of resignation, or the creation of a vacant seat following a public election where no candidates run for such seats, the President shall nominate, and the Board shall elect, a new Member or Member-at-Large at the next scheduled publicly noticed meeting of the Board.

### **Section 7: Absences**

In light of the duty of a Member described under Section 5(a), minimum attendance for each Board Member shall be no less than one (1) Meeting per quarter of a calendar year. Attendance by an Alternate Board Member of the Member's Stakeholder Group shall not constitute an absence. Failure to meet this minimal attendance requirement will result in removal of the Member as provided under Section 9 below.

### **Section 8: Censure**

- (a) Procedure. The Council may initiate action to publically reprimand a Board member for actions conducted in the course of Council business by censuring the Board member at a Board meeting. Censures shall be placed on the agenda for discussion and action, but may only be accomplished after contacting and working under the advisement of the Office of the City Attorney.
- (b) Violation of Bylaws. Subject to the paragraph (a) above, it shall be within the power of the BABCNC to censure a Member for material violation of these Bylaws whereby a Member may introduce a motion to censure another Member for violation of the Bylaws. Censure shall only occur as described under Article V, Section 3.
- (c) Violation of Code Civility. Subject to the paragraph (a) above, it shall be within the power of the BABCNC to censure a Member for violation of the Code of Civility whereby a Member may introduce a motion to censure another Member for violation of the Code of Civility. Censure shall only occur as described under Article V, Section 3.
- (d) Due Process. Any Member who is the subject to motion for censure shall have the right to a hearing before the BABCNC at the next Regular Meeting or Special Meeting of the BABCNC. At such meeting, the Member shall have the specific right to defend against such censure action. No vote shall be taken on such motion until the hearing has been concluded.

### **Section 9: Removal**

- (a) Absences. As provided in Section 7 above, a Member, or an Alternate Board Member in the instance of a Member representing an Appointed Residential Stakeholder Group, shall be required to attend at least one Meeting per quarter each calendar year. Following absence from three (3) consecutive Regular Board Meetings, the Secretary shall notify the Member in writing that his/her Membership on the BABCNC Board will be revoked if he/she does not attend a Regular Board Meeting of the BABCNC within the next two (2) Meetings of the Board.

- (b) Contingent Removal - Failure to Maintain Ethics Requirement over a Protracted Period. Any Board Member who has failed to complete the Ethics Requirement within a reasonable time as set forth in the Standing Rules shall be immediately removed from the Board. At the option of the Board, such Member so removed may be reinstated as a Board Member upon timely presentment of evidence of meeting the Ethics Requirement.
- (c) Petition by Board. A Board Member may be removed from the Board for good cause, including, but not limited to, disruptive conduct; interfering with Council business; violations of the Bylaws; Standing Rules; or the City's Code of Civility as referenced under Article V, Section 1, following a Board Member's submission to the Board of a petition which includes: (i) the identity of the Board Member to be removed; (ii) states the reason for removal by identifying the violation of the internal rules or procedures and specifies the conduct of the person; and (iii) contains the signatures of at least three (3) Board members.
- 1) The petition shall be delivered simultaneously to all Board Members and the matter placed on the agenda and scheduled for a vote at the next regular Board Meeting.
  - 2) Removal of the identified Board member requires a two-thirds (2/3) majority of Board Members present.
  - 3) The Board Member who is the subject of the removal action shall have the right to deliver to Board Members a written statement about the matter and/or to speak at the Board Meeting prior to the vote, but shall not be counted as part of the quorum, nor allowed to vote on the matter.
  - 4) The Board member being removed must first have been censured by the Board once for the same action before a Petition by the Board for removal shall be considered by the Council.

If the vote for removal is affirmative, the position shall be deemed vacant and filled via the Council's vacancy clause.

### **Section 10: Resignation**

A Member may resign at any time by giving written notice to the Secretary with an effective date. In the case of a Member representing an Appointed Residential Stakeholder Group, the Appointed Residential Stakeholder Group will notify the BABCNC Board of the appointment of a replacement in a writing delivered to the Secretary, pursuant to Section 6 of this Article.

### **Section 11: Community Outreach**

The Council shall have a standing Outreach Committee, which will report its activities and recommendations to the Board monthly at the regular Council meeting. The Council shall maintain a website presence to disseminate information to Council Stakeholders and others interested in the Council.

## ARTICLE VI

### OFFICERS

#### **Section 1: Officers of the Board**

The Officers of the Board shall consist of a President, a Vice-President, a Secretary, and a Treasurer. In addition, the Council shall recognize the following offices in order to allow the experience and knowledge of past presidents to advise Officers of the Board.

Immediate Past President. The BABCNC shall have an ex-officio position of Immediate Past President that entitles the current outgoing President, if he/she so chooses, to hold a seat on the Executive Committee, which is advisory in nature only. The term of Immediate Past President shall extend until the next outgoing President chooses to assume the position of Immediate Past President.

Past President. If the outgoing Immediate Past President, continues to serve as an appointed or elected Member of the Board, he/she shall have the option to also serve on the Executive Committee, in the same advisory capacity as the Immediate Past President.

#### **Section 2: Duties and Powers**

##### 1. President

The President shall have general supervision, direction, and control of all business and activities of the Board subject to Board approval. The President shall preside over all meetings of the Board and shall be an ex-officio member of all Committees.

##### 2. Vice-President

The Vice-President shall perform the duties of the President at any time the President is unwilling or unable to perform those duties and such other duties as deemed necessary or appropriate by the President. The Vice President shall be specifically charged with the management of Committees, ensuring that the duties and responsibilities of each Committee are carried out on a regular basis and that issues of the Committees are adequately represented on the agenda of Regular Meetings.

##### 3. President and Vice President Survey Duty

The President and Vice President shall be responsible for carrying out a survey of the BABCNC community as more fully described under Article V, Section 1 (g): Biennial Update of Membership.

#### 4. Secretary

The duties of Secretary shall include the duties typically that of a corresponding secretary and recording secretary.

##### a. Recording Secretary

Duties as recording secretary shall include, but not be limited to: (i) the recording and maintaining of all minutes of Board Meetings; (ii) preservation of all BABCNC records and documents; and (iii) maintain current Membership records.

##### b. Corresponding Secretary

Duties as corresponding secretary shall include but not be limited to: (i) performing all general correspondence of the Board such as the posting of electronic notice of all Board meetings and Committee Meetings; (ii) ensuring that communication and information is disseminated evenly and in a timely manner to all Members and Stakeholders; (iii) providing notice to all Members and Stakeholders of the time and location of all meetings of the Board at least 72 hours in advance.

#### 5. Treasurer

The Treasurer:

(a) Shall maintain the BABCNC book of accounts and establish a system of financial accountability including the accounting of such funds as may become the responsibility of the BABCNC and that all accounting comply with applicable local, state, and federal laws in accordance with the requirements set forth by the City of Los Angeles Department of Neighborhood Empowerment (DONE), shall and report on the finances of the Council at Regular Meetings.

(b) Ensure that the Council's accounting books are open and available to all Stakeholders.

(c) Submit an account statement to DONE at least once a year or when requested otherwise.

(d) Prepare an annual budget for expenditures to be approved by the Board and submitted to DONE for approval each year.

#### 6. Assistant Treasurer

The position of Assistant Treasurer shall be established to assist the Treasurer in carrying out the duties as described under paragraph 5 above. It will be the option of the Board, with consultation of the Treasurer, to determine whether the position of Assistant Treasurer need be filled by a Member of the Board on a continuous basis. If the Board cannot fill the

position, the Board may opt to retain a professional to assist the Treasurer, but such individual, not a Board Member, may not hold the position of Assistant Treasurer.

#### 7. Compensation

No Officer shall receive any compensation for any service rendered on behalf of the Council.

### **Section 3: Selection of Officers**

Each Officer shall be elected by a majority vote of the Board present by a show of hands at a Board meeting held during the first quarter of each calendar year. Newly elected Officers shall assume office immediately following the Meeting at which the election of Officers is held.

#### Termination

Any Officer may be removed from office for cause and replaced by another Representative by a majority vote of the Board voting, subject to the requirements set forth under Article V, Section 3, at duly noticed Meeting that affords the removed Officer due process. "For Cause" includes, but is not limited to, missing three consecutive Board Meetings and three Executive Committee meetings, the improper handling of Council money, or the improper application of accounting procedures.

### **Section 4: Officer Terms**

Each Officer shall serve a term of one (1) year or until election of a successor. No individual may hold a particular office of the BABCNC for more than the later of:

- a. Five (5) consecutive years; or
- b. In event a successor to replace such individual is not available at expiration of the maximum term, such term may be extended but only until such time a successor is willing to assume such office.

#### Vacancy

Following a declaration by the Board that an office has been vacated, such vacancy may be filled by a majority vote of the Members voting, subject to the requirements set forth under Article V, Section 3, at a Board Meeting in accordance with the manner set forth herein and consistent with the Brown Act. Each Officer so elected shall hold office for the remainder of the original term or until election of a successor.

## ARTICLE VII

### COMMITTEES AND THEIR DUTIES

#### **Section 1: Standing**

The BABCNC shall have the following Standing Committees whose responsibilities are described hereunder whose description follows later under Section 4 of this Article: (i) Executive Committee; (ii) Planning and Land Use Committee; (iii) Bylaws, Rules and Elections Committee; (iv) Public Safety and Disaster Preparedness Committee; (v) Public Works and Telecommunications Committee; (vi) Outreach and Education Committee; and (vii) Traffic Committee; and (viii) Budget and Finance Committee.

#### **Section 2: Ad Hoc**

Each Ad Hoc Committee shall be established as a temporary committee to review and make recommendations on specific issues as directed by the Board. Ad Hoc Committee meetings shall be run by the Chair of the Committee appointed by the President. Minutes, reports and recommendations by such committees shall be delivered to the Secretary as they are issued. Ad Hoc committees will be comprised of less than a quorum of the governing body as a whole.

#### **Section 3: Committee Creation and Authorization**

##### 1. Establishment of Committees

A new Standing Committee or Ad Hoc Committee may be established at any Board Meeting by a motion supported by a majority of Board Members voting.

##### 2. Membership on Committees

###### (1) Standing Committees

- a. Election. Upon establishment of a Standing Committee, and each year thereafter, the Board shall move to elect members to each Standing Committee, and membership shall only be conferred upon receiving a majority vote of Board Members present.
- b. Term. The term of membership on each Standing Committee shall be for a period of at least one year, but no more than two years.
- c. Re-election. During the second quarter of each calendar year, those members on Standing Committees whose term of such Standing Committee is more than one

year, but less than two years, must be reelected by a majority vote of Board Members present to continue membership on such Standing Committee.

- d. Candidacy. Candidacy for membership shall be open to all Stakeholders. Committee membership shall only be conferred upon receiving a majority vote of Board Members present.
- e. Chair Position. The Chair of each Standing Committee shall be nominated by the President and elected by a majority of Board Members voting at a Meeting at which such committee is established.

## (2) Ad Hoc Committees

- a. Election. Upon establishment of an Ad Hoc Committee the Board shall move to elect members to an Ad Hoc Committee. Membership shall only be conferred upon receiving a majority vote of Board Members voting.
- b. Term. The term of membership on an Ad Hoc Committee shall be for a period of no more than one year.
- c. Re-establishment. At the end of one year's term, existence of an Ad Hoc Committee shall be terminated unless a re-vote to continue the work of an Ad Hoc Committee is held and a majority vote of Board Members voting vote to continue the Ad Hoc Committee for a period of no more than one year.
- d. Re-election. Upon receiving a majority vote to continue the work of an Ad Hoc Committee, the Board shall move to elect or re-elect members to an Ad Hoc Committee. Membership shall only be conferred upon receiving a majority vote of Board Members voting.
- e. Chair Position. Chair of an Ad Hoc Committee shall be nominated by the President and elected by a majority of Board Members voting at a Meeting at which such committee is established.

## 3. Committee Meetings

Committee meetings shall be run by the Chair of the Committee. All Standing Committee meetings, and meetings of Ad Hoc Committee whose membership constitutes more than a quorum of the Board, or include non-Board members, shall be open to the public. Notice of all committee meetings shall be posted 72 hours in advance of a regularly scheduled meeting and 24 hours in advance of a special meeting.

#### 4. Authorization and Purpose

##### a. Executive Committee

The Executive Committee shall consider those issues pertaining to all Board financial matters and the distribution and allocation of Board funds. In addition, the Executive Committee shall advise on the administration, operations and management of the Council.

##### b. Planning and Land Use Committee

The Planning and Land Use Committee shall consider those issues pertaining to land development.

##### c. Bylaws, Rules and Elections Committee

The Bylaws, Rules and Elections Committee shall consider those issues pertaining to the continual study, interpretation, guidance and presentation of proposed changes to the Bylaws of the Board and Standing Rules. All proposed changes are to be presented to the full Board for its review and approval by a majority vote. In addition, the Committee shall be responsible coordination of all City election requirements for the election or selection of Board Members, as well as the election of Board officers.

##### d. Public Safety and Disaster Preparedness Committee

The Public Safety and Disaster Preparedness Committee shall consider those issues pertaining to police, fire, and emergency medical services.

##### e. Public Works and Telecommunications Committee

The Public Works and Telecommunications Committee shall consider those issues pertaining to water, gas, electric and sewage lines; telecommunication infrastructure; and public rights-of-way and easements.

##### f. Outreach and Education Committee

The Outreach and Education Committee shall consider those issues pertaining to outreach to our communities, educational institutions and faith-based organizations.

##### g. Traffic Committee

The Traffic Committee shall consider those issues pertaining to traffic including the flow of traffic, safety, enforcement, congestion, parking, traffic lights and related street signs within the territorial boundaries of Council.



h. Budget and Finance Committee

The Budget and Finance Committee shall consider how the Council should best appropriate funds on deposit in its account and funds it receives annually from the City, and shall advise the Board of its responsibilities under Article IX herein, and shall work closely with the Treasurer in carrying out such advisory duties.

**ARTICLE VIII**

**MEETINGS**

All meetings, as defined by the Ralph M. Brown Act (California Government Code Section 54950.5 et seq.), shall be noticed and conducted in accordance with the Act and all other applicable laws and governmental policy.

**Section 1: Meeting Time and Place**

1. Regular Meetings

The Board shall meet at regular intervals, but not less frequently than once per calendar quarter. All meetings shall be held at a location, date and time set by the Board.

2. Special Meetings

A Special Meeting of the Board may be called should exigent circumstances arise requiring the Board to meet at a date and time prior to its next Regular Meeting.

**Section 2: Agenda Setting**

The President shall have lead responsibility for setting the Board agenda, which shall be published in accordance with the Brown Act, and subject to Board input in accordance with the following procedure:

- (a) No fewer than seven (7) days prior to a Regular Meeting the President shall email all Board Member for the purpose of soliciting input for items to be included on the agenda;
- (b) Each Board Member shall have forty-eight (48) hours from the time the President distributes the email to respond to the request for agenda items;

- (c) The President shall consult with the Vice President of the Board and one Committee Chair, which Committee Chair shall be identified in the Standing Rules, prior to finalizing the agenda for publication in accordance with the Brown Act;
- (d) At the outset of each Regular Meeting, the President shall seek additional comment to the agenda from the Board, prior to amendment and final approval by the Board;
- (e) The Board may only table items, and may not add items not previously listed on the published agenda;
- (f) The procedure described in the subsection shall not apply to Special Meetings of the Board. Agendas for Special Meetings shall be established at time they are called by the two Officers calling for the Special Meeting or set forth in the petition signed by twenty-five percent (25%) of the Board Members as described under Section 3.

### **Section 3: Notifications/Postings**

#### 1. Regular Meetings

Notice of all Regular Meetings of the Board and of its Committees shall be posted at no less than five (5) public places, which specific locations shall be specified (i) on the Department's Public Notice Location Log on file with the City and (ii) listed at the website of the Council located at [www.babcnc.org](http://www.babcnc.org). Such notices shall also be distributed by email to the addresses of all Representative Members of the Board, Stakeholder Groups, and any individual Stakeholder of the Council providing such email address to the Secretary. The Secretary shall give notice of the time and location of all meetings of the Board at least 72 hours in advance. The Board will also comply with the Board of Neighborhood Commissioners Posting Policy.

#### 2. Special Meetings

The Secretary shall provide notice of any Special Meeting not later than 24 hours in advance of a Special Meeting in the same manner as set forth under Paragraph 1 above.

### **Section 4: Reconsideration**

The Board may reconsider and amend its action on items listed on the agenda if the reconsideration takes place immediately following the original action or at the next Regular Meeting. The Board, on either of these two occasions shall:

- (i) Make a Motion for Reconsideration; and if approved
- (ii) Hear the matter and take an action.

If the Motion for Reconsideration of an action is to be scheduled at the next meeting following the original action, then the following two items shall be placed on the agenda for that meeting:

- (i) A Motion for Reconsideration on the described matter; and
- (ii) A Proposed Action should the Motion for Reconsideration be Approved

A Motion for Reconsideration may only be made by a Board Member who has previously voted on the prevailing side of the original action. If a Motion for Reconsideration is not made on the date the action was taken, then a Board Member on the prevailing side of the action must submit a memorandum to the Secretary identifying the matter to be reconsidered and a brief description of the reason(s) for requesting reconsideration at the next Regular Meeting.

## **ARTICLE IX**

### **FINANCES**

A. The Board shall review its fiscal budget and make adjustments as needed to comply with City laws and City administrative rules, and to keep in compliance with Generally Accepted Accounting Principles and the City's mandate for the use of standardized budget and minimum finding allocation requirements.

B. The Board shall adhere to all rules and regulations promulgated by appropriate City officials regarding the Council's finances, where the term "appropriate City officials" means those officials and/or agencies of the City of Los Angeles who have authority over Neighborhood Councils.

C. All financial accounts and records shall be available for public inspection and posted on the Council website, if available.

D. Each month, the Treasurer shall provide to the Board detailed reports of the Council's accounts.

E. At least once each quarter, the President and at least one (1) other individual other than the Treasurer, who is designated by the Board, shall examine the Council's accounts and attest to their accuracy before submitting the documentation to the Department for further review.

## ARTICLE X

### ELECTIONS

#### **Section 1: Administration of Election**

Appointed Residential Stakeholder Groups. Appointment of Members representing each Appointed Residential Stakeholder Group of the Council is left to the particular election or selection process of each Appointed Residential Stakeholder Group.

Appointed Non-Residential Stakeholder Groups. Members representing those Appointed Non-Residential Stakeholder Groups identified under Article V, Section 1(c) shall be appointed by the Board at a Regular Meeting whereby the Board will comply with City noticing requirements providing ample time for:

- i. the Board to solicit candidates for such positions;
- ii. interested Stakeholder to respond by submitting a statement of candidacy for such position;
- iii. vetting by the Board of such candidates;
- iv. public campaigning by vetted candidates to the respective Stakeholder constituency; and
- v. public noticing of the Meeting at which such Appointment will take place providing the public opportunity to provide comment to the Board prior to appointing candidates to such positions.

Elected Residential District Representatives, Elected Non-Residential Stakeholder Group Representatives, and At-Large Members. Election of the foregoing Members of the Board, as further described under Article V, Sections 1, subparagraphs (b), (d) and (e) shall be at a public election conducted and administered by the City.

#### **Section 2: Governing Board Structure and Voting**

The Board is comprised of thirty (30) seats. Each Member or Stakeholder Group is assigned at least one (1) seat, with each seat having one (1) vote.

1. Appointed Stakeholder Group Representation. The number of additional seats representing Appointed Stakeholder Groups on the Council is dependent upon the number of Appointed Stakeholder Groups, identified as having a stake in the BABCNC territory, willing to actively participate on the Council by regular attendance at Board and committee Meetings.

(a) Residential Stakeholder Group Apportionment.

The number of additional seats apportioned a residential Stakeholder Group will be dependent upon the relative size of the number of residential units within the territory represented by such residential Stakeholder Group.

Each residential Stakeholder Group comprising of no less than 500 dwelling units will be apportioned one (1) additional seat for a total of two (2) seats.

Those residential Stakeholder Groups comprising of no less than 1,000 dwelling units will be apportioned a second additional seat for a total of three (3) seats.

Those residential Stakeholder Groups comprising of no less than 2,000 dwelling units will be apportioned a third additional seats for a total of (4) seats.

(b) Non-Residential Stakeholder Group Apportionment. Each non-residential Stakeholder Group will be apportioned one (1) seat.

2. Publicly Elected Representation. Each publicly elected Residential District and each publicly elected non-residential Stakeholder Group will be apportioned one (1) seat.

3. At-Large Representation. The number of seats reserved for At-Large Members shall be at least two (2) seats. The number of seats apportioned to At-Large Members is dependent upon the number of Stakeholder Groups responding affirmatively to the biennial survey described under Section 1(e) of Article V.

**Section 3: Minimum Voting Age**

The election of Members-at-Large shall be open to all Stakeholders who are at least eighteen (18) years of age.

**Section 4: Method of Verifying Stakeholder Status**

Voters will verify their Stakeholder status by providing acceptable documentation. Stakeholder status may also be established by means of declaring a stake (or interest) in the Council and providing documentation supporting that declaration.

**Section 5: Restrictions on Candidates Running for Multiple Seats**

A candidate shall declare their candidacy for no more than one (1) seat on the Council Board during a single election cycle.

**Section 6: Other Election Related Language**

Not applicable.

**ARTICLE XI**  
**GRIEVANCE PROCESS**

The grievance process of the Council shall be compliant with the City's newly adopted Grievance Policy. All grievances shall be submitted in writing to the Secretary before the next scheduled Agenda Setting Committee meeting for consideration and placement on the official agenda for the next scheduled Board Meeting. The process of grievance resolution shall be encompassed in the Standing Rules to be adopted by the Board, and consistent with the City's new policy.

**ARTICLE XII**  
**PARLIAMENTARY AUTHORITY**

1. Rules

Except for rules adopted in the Bylaws, *Robert's Rules of Order, Revised Version*, shall apply in the conduct of all Meetings of the Board.

2. Parliamentarian

A Parliamentarian shall be appointed by the President and shall, as requested by the President or any Board officer, ensure that *Robert's Rules of Order Revised Version* are followed during the course of all meetings.

**ARTICLE XIII**  
**AMENDMENTS**

1. Board Adoption

These Bylaws shall be amended by a two-thirds (2/3) majority vote of the Board Members present a Meeting on a proposed amendment distributed to Board Members for their consideration no less than 72 hours before said Meeting.

2. Not Effective Until Approved by the Department

Upon adoption, such amendment to these Bylaws shall be submitted to the Department for approval and shall not be effective and be valid until receiving such written approval from the Department.

## ARTICLE XIV

### COMPLIANCE

The Council, its representatives, and all Community Stakeholders shall comply with these Bylaws and with any additional Standing Rules or Procedures as may be adopted by the Board of Directors as well as all local, county, state and federal laws, including, without limitation, the Plan for Citywide System of Government (hereinafter referred to as “the Plan”), the City Code of Conduct, the City Governmental Ethics Ordinance (*Los Angeles Municipal Code Section 49.5.1*), the Brown Act (*California Government Code Section 54950.5 et seq.*), the Public Records Act, the American Disabilities Act, and all laws and governmental policies pertaining to Conflicts of Interest.

#### **Section 1: Code of Civility**

Incorporated under this section is the Code of Civility adopted by the Council at its Regular Meeting held on September 26, 2012.

The Bel Air-Beverly Crest Neighborhood Council adopts the City’s Code of Civility collectively and individually, and in addition that code of civility adopted by the Board individually and collectively as set forth in greater detail in the Standing Rules of the Council. The members of the Governing Board of the Bel Air Beverly Crest Neighborhood Council agree to abide by this Code of Civility to ensure that the Council’s business is conducted in a respectful, courteous, and effective manner, and in a way that will generate respect and credibility for our Neighborhood Council.

#### **Section 2: Training**

All Board members shall take training in the fundamentals of Neighborhood Council, including, but not limited to, ethics, funding, workplace violence and sexual harassment trainings provided by the City within fifty-five (55) days of being seated, or they will lose their Council voting rights.

#### **Section 3: Self-Assessment**

Every year, the Council shall conduct a self assessment pursuant to Article VI, Section 1 of the Plan.

### ATTACHMENT A – MAP OF NEIGHBORHOOD COUNCIL

[Provided on Next Page]



**LEGEND**

- Freeway
- Major Highway Class II
- Secondary
- Collector
- Proposed
- Local

**GENERALIZED CIRCULATION  
BEL AIR - BEVERLY CREST**





## ATTACHMENT B – GOVERNING BOARD AND VOTING

For a more detailed description of Governing Board Structure and Voting, see Article X, Section 2 of these Bylaws, which explain the present indeterminate governance of the Council with respect to apportionment of votes among Stakeholder Groups and At-Large positions. In the interest of full disclosure, below is a best estimate of the present apportionment of seats on the Council, which it hopes to restructure. As described under Section 2 of Article X, as the number of Stakeholder Groups who wish to participate on the Council is known, the number of seats apportioned to large Stakeholder Groups and At-Large Positions will be revised in order to fill all thirty (30) seats on the Board of the Council.

### Appointed Residential Stakeholder Groups    Number of Seats (Votes)

• Bel-Air Crest Master Association	1
• Bel-Air Ridge HOA	1
• Benedict Canyon HOA	4
• Casiano Estates HOA	1
• Laurel Canyon Association	4
• Holmby Hills HOA	1
• Residents of Beverly Glen	2
• Roscomare Valley Association	2

### Elected Residential District Areas

• Bel-Air District	2
• Bel-Air Glen District	1
• Beverly Park Estates District	1
• Franklin Canyon/Coldwater/Mulholland/Crest District	1
• North of Sunset District	1

### Appointed Non-Residential Stakeholder Groups

• Faith-Based Institutions	1
• Private K-6 Schools	1
• Private 7-12 Schools	1
• Open Space (Santa Monica Mountains Conservancy)	1

### Elected Non-Residential Groups

• Public K-12 Schools	1
• Commercial Areas	1

<u>At-Large Members</u>	2
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## Attachment E.1

Attached is a “clean” redline update to the recently adopted Bylaws that proposes additional language under Article V, Section 1(g) to the Bylaws to address the consequence of an overestimate of residential units by an Appointed Residential Stakeholder Group. The language is found on page 7 of the Bylaws, which should be referred as the language refers to other sections of the Bylaws.

I’ve provided the exact language immediately below for quick review by Board Members prior to next Wednesday’s Meeting,

“Upon completion of the survey, if it is determined there is over-representation by a Stakeholder Group on the Board due to a previous overestimate of residential units that results in reduction of an apportioned seat pursuant Article X, Section 2.1, and if concurrent with such survey there is no under-representation of residential units by any other Stakeholder Group permitting assignment of such seat, then such “over-represented” seat shall immediately convert to a permanently Elected At-Large Seat. The vacancy created by such conversion shall be filled in the same manner described under Section 6 of this Article.”

The attached updated revision to the Bylaws corrects all grammatical, typographical and formatting glitches that were identified by Maureen Levinson and myself following submission to Empowerment on April 3, 2015, of the recently adopted revision by the Board last month. The update revision also corrects the identification of the Appointed Residential Stakeholder Group represented by Irene Sandler as “Bel-Air Crest Master Association,” revising the incorrect identification of that Group as “Bel-Air Crest HOA.”

/s/Larry

Larry Leisten, Elected At-Large Representative  
Bel Air-Beverly Crest Neighborhood Council  
Chair, BABCNC Bylaws, Rules & Elections Committee

Attachment F



**Neighborhood Council Budget Advocates**  
Presents:  
In conjunction with the  
Department of Neighborhood Empowerment

# Neighborhood Council Budget Day 2015

**Saturday**  
**June 27, 2015**  
Breakfast Provided

**7:30 AM - Registration**  
**9:00 AM - Presentations**  
**12:30 PM- Closing Remarks**  
**12:45-2:00 PM** Newly-elected NC Budget Advocates will convene until 2:00 PM to elect officers and begin planning for the new Budget Season

**Los Angeles City Hall**  
**Board of Public Works Room**  
**200 N. Spring Street**  
**Los Angeles, CA 90012**

- ✓ All are invited to this free event.
- ✓ Please see back of flyer for details on becoming an official budget representative.

To RSVP, register online at

<http://form.jotformpro.com/form/50966183808970?>

...or call **424-295-NCBA** with name, contact info, and NC affiliation (if any).  
To reserve parking, include your vehicle's make, model, & plate number.

## THE NEIGHBORHOOD COUNCIL BUDGET ADVOCATE PROCESS

1. Roles of each Neighborhood Council (NC)
  - i. The NC Budget Advocate process was created to help NCs better utilize the opportunity provided to them in the City Charter, which is the ability to present an annual list of budget priorities to the Mayor and City Council. In order to support the Budget Advocate process, **every NC is asked to elect or appoint two Neighborhood Council Budget Representatives (BRs)**. (Note: BRs can be either board members or stakeholders.)
  - ii. Every NC is asked to place on their agenda at their monthly board meetings a report from their 2 BRs.
  - iii. Every NC is asked to have every Boardmember and all stakeholders to take the budget survey in early 2016.
2. Neighborhood Council Budget Representatives (BRs) do the following:
  - i. Attend Neighborhood Council Budget Day on June 27, 2015
  - ii. Contact their Budget Advocate (BA) to receive updates to share at their monthly NC board meetings
  - iii. Communicate their NC board's priorities to their BAs
  - iv. Attend Regional Budget Day in the spring
  - v. Organize Budget Day 2016
3. Neighborhood Council Budget Advocates (BAs) do the following:
  - i. Solicit input from the BRs in their region
  - ii. Send a monthly report to their BRs
  - iii. Learn about budget basics
  - iv. Help develop budget survey
  - v. Attend Regional Budget Day
  - vi. Communicate the NCs' priorities at meeting with Mayor (tbd)
  - vii. Generally have a time commitment of two monthly meetings (as determined by BAs), periodic meetings with officials, meeting with Mayor in the spring (TBD), possible efforts with City Council, follow-up meetings to set up the next year



Special Olympics  
**WORLD  
GAMES**  
LOS ANGELES 2015



## Celebrating “The Heart of a Champion”

The Special Olympics World Games 2015 embrace unity, achievement and dignity. The goal of the event is to create a world where there is no “us” and no “them”. Instead, athletes of all abilities are treated with dignity and respect. All are welcomed with acceptance and understanding.

Every two years, the World Games transcend the boundaries of geography, nationality, political philosophy, gender, age, culture and religion to come together for the largest sporting and humanitarian event on the planet...The Special Olympic World Games. This year, from July 20 to August 2, Southern California hosts more than 7,000 athletes.

The World Games 2015 feature nine days of challenging and inspiring international competition among thousands of participants... It is similar in size and scope as the Olympic Games. Special Olympics World Games are watched on television by millions of viewers across six continents and live by more than 500,000 spectators, including world leaders, celebrities and dignitaries.

In the Special Olympics world there are millions of different abilities but no disabilities. Founded in 1969 by Olympic decathlon gold medalist, Rafer Johnson, Special Olympics Southern California offers opportunities for athletes of all levels with intellectual disabilities to participate in year-round sports, training and competition.

We are a committee of 20, chaired by Rafer Johnson, celebrating “The Heart of a Champion”, with an evening of music, dancing, dinner and fun for 500 Special Olympians and coaches from Serbia; Venezuela; Greece; Azerbaijan; and Vietnam. The Special Olympics transforms athletes’ lives through the joy of sport.

Please help us make a difference. Donate Today...  
Your donation is tax deductible. Your donation matters.

Thank you for your support and contribution!