



# UNITED NEIGHBORHOODS OF THE HISTORIC ARLINGTON HEIGHTS, WEST ADAMS AND JEFFERSON PARK COMMUNITIES NEIGHBORHOOD COUNCIL

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## UNNC Governing Board Meeting

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Thursday, November 3, 2011  
Council District 10 Field Office  
1819 S. Western Ave.  
Los Angeles, CA 90006

### MINUTES

(approved December 1, 2011)

#### **CALL TO ORDER**

President Stevie Stern opened the meeting at 6:46 p.m. A quorum was present.

**Members present:** John Arnold, Andrea Dunlop, Myrna Allen, Wesley Todd, William Hernandez, Sanjiv Bhattacharya, Gus Harris, Jr, Jess Bravo, Fletcher Kauffman, Ruth Jones-Sawyer, Billie Green, Ed Turner, Roy Amemiya, Laura Meyers, Jeff Camp, Betty Phillips, Norman Gilmore, Stevie Stern, Steve Wallis. (19 total).

**Members absent:** Betty Walton, Evangela Anderson, Allen Lulu, Chris Carlson. (4 total).

#### **APPROVAL OF AGENDA**

**MOTION:** Ed Turner moved to approve the agenda, tabling 5a2.

Betty Phillips seconded.

Vote: Approved unanimously.

#### **PUBLIC COMMENT**

Donna Jones thanked UNNC for funding the Benny Potter Cameras. She is pleased to report that the DSL is installed and that thanks to movie location fees, they were able to buy a laptop for the Senior Lead Officer. On the first day of operation, there was in fact a drive-by shooting, and the police were able to get a view of the suspect car the same day.

Jigna Kumar, the Franchisee for the 7-Eleven at 1874 South Western Ave., Los Angeles, CA 90006, announced that they would be requesting changing the time they can sell alcohol from 11pm to 2am.

#### **EXECUTIVE COMMITTEE**

- A. Funding Request – Council District 10 Winter Wonderland Holiday Event – Sylvia Lacy, CD 10–  
ACTION

Sylvia Lacy presented a funding request for \$1000 for the annual Winter Wonderland event for



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food and/or giveaways. This event is for kids and families in the neighborhood who would otherwise not be able to enjoy a holiday event. There is food, a Santa, and activities. This event is put on by CD10 staff, and local schools are asked to provide suggestions for kids in particular need. Last year there were 1000 kids.

**MOTION:** Stevie Stern moved to fund up to \$1000 for food and/or giveaways.

Roy Amemiya seconded.

Vote: Approved unanimously.

## B. Funding Request – Sign for Fire Station 34 – Captain for Fire Station 34

Robert Wetlock of Fire Station #34 presented a funding request to repair the sign that identifies Fire Station #34. The sign has been down for three years awaiting repairs, and due to city budget cuts, there are no city funds to repair the sign.

The sign is stainless steel, and it requires some specialty skill to weld. A local welder, Expert Welder Services, near Jefferson Blvd and 12<sup>th</sup> Ave has offered to do the welding for \$400. The fire station has the ladder needed to re-mount the sign.

**MOTION:** Jeff Camp moved to fund up to \$400 to fund the welding and repairs to the Fire Station#34 sign.

Betty Phillips seconded.

Vote: Approved unanimously.

Laura Meyers arrived.

Gus Harris, Jr. arrived.

## COMMITTEE BUSINESS

### A. Historic Preservation/Planning & Zoning Committees

1. 15th Street and 2764 West 14th Street, Case No. CPC 2011-2468-CU-PUB - Request for a Conditional Use Permit (Public Benefit) to allow a public charter school in a historic structure -- Los Angeles Historic Cultural Monument No. 331 (Pacific Bell Building), to allow parking in the residential zone, to permit the demolition of a residential structure within the HPOZ/residential zone, to allow encroachments into the setback areas, and to permit a joint community center. – ACTION

Tabled.

2. 2401-2425 W. Jefferson Blvd. and 3115 S. 4th Avenue, CASE NO. CPC-2008-3464-DB - Revisions to previously approved Mixed Use Commercial and Affordable Housing Project located at Jefferson and 4th Avenue. Possible design revisions to project located within the boundaries of Jefferson Park HPOZ. The Planning Commission has previously approved a density bonus to allow a Floor Area Ratio (FAR) of 2.16 and a waiver to allow a 49-foot-high building (in lieu of 25 feet for any portion located up to 49 feet from the R-1 zone, and 33 feet for any portion located 50-99 feet of adjacent R-1 properties). The development and design team has changed, and will present updated proposed



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plans.– ACTION.

Tabled.

3. Proposed Little League, new softball fields and after-hours/weekend use at Johnny Cochran Middle School, 4066 W. 17th Street (at Bronson in Arlington Heights neighborhood) – DISCUSSION and ACTION

**MOTION:** Laura Meyers moved that UNNC disapprove any plan or proposal related to an organization upgrading fields at Johnny Cochran Middle School that the UNNC Planning and Zoning Committee has not reviewed.

Myrna Allen seconded.

It was pointed out that this proposal came before UNNC about six years ago. Recently, neighbors on Bronson received notices about a public meeting, presented by a Mr. Ferguson, who was the same promoter of the original proposal years ago.

Norman relayed the concerns of a neighbor from the Planning meeting who explained how AYSO soccer had severely impacted the neighborhood in the past and there was major concern by residents.

Vote: 12 in favor, 5 opposed, 2 abstaining.

4. 2679 Cimarron Street, Case No. ZA 2011-1893(ZAD), ENV 2011-1894-CE – Zoning Administrator’s Adjustment to permit the continued use of the Cimarron Street Market in Jefferson Park. Public hearing scheduled for Thursday, November 10 at 1:30 PM, City Hall, Room 1020- ACTION.

Because this is a residential zone, this permit is reviewed every 10 years. John Arnold lives in this neighborhood and stated that the market is appreciated and causes no problems.

**MOTION:** Laura Meyers moved that UNNC support the continued use permit for the above case.

John Arnold seconded.

Vote: Approved unanimously.

5. 4209 W. Washington Bl., Case No. ZA 2011-1041(CUB)(CU) – Request for input regarding proposed restaurant serving alcohol. Project is located at Crenshaw and Washington, across the street from UNNC’s boundaries – DISCUSSION and POSSIBLE ACTION.

**MOTION:** Norman Gilmore moved that this application be considered by UNNC since it clearly has potential impacts our stakeholders in the area.

Andrea Dunlop seconded.

Vote: 14 in favor, 4 opposed, 1 abstention.

Jerry Del Campo and Ariel Gutierrez presented their concept and plans for a new restaurant at the above address, to be called Jerry’s Seafood Fusion.



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There had been complaints about noise from this address in the last year, and Mr. Del Campo explained that he had sublet the space to a promoter who let a party get out of hand while Mr. Del Campo was out of town.

Mr. Del Campo has 7 parking spaces at location, and 8 permitted parking spaces have been optioned across the street at the gas station.

Mr. Del Campo has also paid for some painting of the new building, and is planning to plant some trees and landscaping.

Currently, the menu relies on steamed and raw foods, such as steamed crab, ceviche, and sushi, because the applicant cannot currently invest \$25,000 in a grease interceptor, which has been required of new restaurants in Los Angeles since 2008.

**MOTION:** Laura Meyers moved that UNNC support the general concept of viable restaurants in the neighborhood, and this restaurant in particular if and only if the applicant can agree with adjacent neighborhood groups upon acceptable operating conditions.

John Arnold seconded.

Wellington Square is concerned about lack of parking, traffic access on a busy corner, the mini-mall is not well kept, and there is often loitering.

Wellington Square asked for a variety of conditions (incomplete list: no liquor sales after 11pm, one parking space per table).

Conditions that the applicant proposes: hours limited to 10am – 11 pm Sun-Thu, 10am to 12pm Sat and Sun; no private events, no admission charges, no cover charges, electronic age verification, shall provide a regular menu of food offered during regular operating hours, the rear door shall be used as an emergency exit only, and no patron use of the area in the rear, alcohol only served with a food order, no alcohol served in the 30 minutes prior to closing, applicant will assign staff or security personnel to disperse loiterers after hours.

Lafayette Square has some residents that are opposing the application.

Mid-City Neighborhood Council has not taken a position.

Vote: 17 in favor, 1 opposed, 1 abstention.

6. It was noted that Century Liquor on Jefferson Blvd has a pending ABC application, and UNNC previously took a position on the related CUP.
- B. Outreach Committee
- Gus Harris, Jr. reported that the Taste of Soul event was a big success for UNNC, with many sign-ups for our list.



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## TREASURER'S REPORT

Wesley Todd presented the Treasurer's report, including the US Bank Statement dated 10-21-2011.

**MOTION:** John Arnold moved to approve the US Bank statement.

Jess Bravo seconded.

Vote: Approved unanimously.

## MINUTES

Norman Gilmore presented the October 6, 2011 Governing Board Minutes for approval.

**MOTION:** Ed Turner moved to approve the minutes as presented.

Billie Green seconded.

Vote: 16 in favor, none opposed, 3 abstentions.

## PRESIDENT'S UPDATE

- A. South Los Angeles Alliance of Neighborhood Councils (SLAANC) response to City Council motion of NC Reform Proposal calling for reform in four areas: Funding, Training, Grievance Procedures, and the establishment of a regional governance system – ACTION

**MOTION:** Norman Gilmore moved to accept the SLAANC Draft Neighborhood Council Resolution as presented.

Gus Harris, Jr. seconded.

Norman Gilmore accepted the friendly amendment from Laura Meyers to add the underlined words under item 1 of Training Requirements.

1. ...mandatory training should be limited to state required Ethics training, and funding training.

Norman Gilmore accepted the friendly amendment from Laura Meyers to add the underlined words under item 2 of Reform of Funding Program

2. We support the rollover of funds for multiple fiscal years for physical improvement projects, as well as any projects that involve city agency or city department cooperation, as well as outreach projects with multiple fiscal year implementation.

Norman Gilmore accepted the friendly amendment from Laura Meyers to add the underlined sentence under item 2 of Reform of Funding Program

UNNC supports the creation and adoption of a transparent process for rollover funds.

Vote: Approved unanimously.

- B. Election Alternatives for future NC elections – DISCUSSION

We as a board must submit our position on 2012 NC elections to the city by January 6, 2012.

- C. UNNC January Board Retreat

Still on for Sanjiv's birthday, January 7<sup>th</sup>!



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## D. Continuing and Old Business

Allen Lulu has submitted his resignation due to his new commitments as a member of the Hollywood Board of SAG.

William Hernandez volunteered to arrange for food for December.

Stevie encouraged all of the board members to attend the two winter holiday events that UNNC is supporting.

## ANNOUNCEMENTS

Gus Harris, Jr., proprietor of Oak's Jr, has been selected for a market conversion program, and on November 13<sup>th</sup>, they will be having an open house with a free cooking demonstration and tasty samples.

Jerry Del Campo is having an open house at his new restaurant on November 10<sup>th</sup>, from 6pm to 8pm.

Meeting adjourned after 9:18 p.m.

Respectfully submitted,

Norman Gilmore

UNNC Secretary

December 7, 2011

Attachment:

SOUTH LOS ANGELES ALLIANCE OF NEIGHBORHOOD COUNCILS  
DRAFT NEIGHBORHOOD COUNCIL RESOLUTION

## SOUTH LOS ANGELES ALLIANCE OF NEIGHBORHOOD COUNCILS

### DRAFT NEIGHBORHOOD COUNCIL RESOLUTION

Whereas the City of Los Angeles has reduced the budget and staffing for the Department of Neighborhood Empowerment (DONE) as a result of the budget deficit, thus requiring a re-examination of the role and capacity of the department to support the more than 90 Neighborhood Councils (NCs);

Whereas there is ongoing concern for the effectiveness and efficiency of the funding system as well as lack of clear and consistent city training, policies and procedures for the operation of the neighborhood councils;

Whereas on (date) the Los Angeles City Council adopted the motion as presented by City Councilmember Paul Kerkorian of the 2<sup>nd</sup> District directing the Department of Neighborhood Empowerment, the City Attorney and various other departments to report back to the council within 90 days on:

1. A plan for the implementation of a training program for Neighborhood Council (NC) board members that covers (a) Ethics and Legal Issues; (b) Workplace Violence and Sexual Harassment; (c) Funding Program; (d) City Government Basics; (e) Parliamentary Process and (f) Community Leadership;
2. A mechanism for NCs to roll-over unspent funds at the end of a fiscal period that (a) defines the types of projects that will qualify for rollover funds; and (b) details the application and approval process; and (c) establishes deadlines to complete an approved project.
3. The feasibility of developing an electronic system for the NC Funding program that will (a) integrate purchase card and FMIS data for real time tracking of expenditures and fund balances; (b) accept electronic submission and approval of budgets, demand warrants and reconciliations; and (c) provide an interface to track and create financial statements and treasurer reports for the board.
4. A structure of governance and administration that provides greater autonomy and reduces DONE's workload for the NC including the transfer of responsibility for functions including, but not limited to, funding, elections, communication with the city, outreach, dispute resolution and training to permanent or as-needed regional authorities or bodies that operate with the oversight of DONE.
5. A plan for the implementation of a system of regional complaint panels composed of board members of various NCs from similar regions to address stakeholder and board member grievances;

Whereas the Department of Neighborhood Council has presented a series of draft policy recommendations in response to each of the motions adopted by the city council for consideration by the NCs;

Therefore be it resolved by a vote of (indicate vote count) the (insert name of NC) considered and submits the following response and recommendations to the DONE, the BONC, any workgroups tasked with developing policy recommendations and the City Council:

#### **Training Requirements:**

1. Neighborhood Councils favor ongoing and standardized training and board development to ensure capacity across the NC system. However, NC boards represent a volunteer system and as such, mandatory training should be limited to the state required Ethics training.
2. DONE should develop the capacity and utilize technology to supplement and/or provide ready access to all training areas, including, but not limited to (a) an overview of the NC Funding Program; and (b) City Government Basics.
3. DONE should develop, maintain and make readily available a written policies and procedure manual for use by NC Board members and stakeholder on (a) the NC Funding Program and Budget Process; (b) protocol for working with City agencies and departments in order to access city services; (c) Complaint and Grievance procedures; (d) Brown Act; (e) How to conduct an effective meeting; and (f) Code of Conduct and Sexual Harassment.

4. Robert's Rules of Order can be cumbersome, inefficient and create unnecessary barriers. The city should take the appropriate steps to allow Neighborhood Councils to authorize Neighborhood Councils to adopt and utilize Rosenberg Rules of Order.
5. DONE has a well-documented history of sponsoring Regional and citywide congress' which provide an efficient and effective system for training, sharing of best practices and networking. DONE should receive sufficient funding to provide at least one regional congress per region and one citywide congress per fiscal year to support the board development and training.

**Reform of Funding Program:**

1. The draft policy solutions proposed the adoption of a (a) grant-based funding system that pools and redistribute unspent funds at the end of each year to create a mini-grant program to which each NC could apply and compete to address system building priorities (e.g. outreach and translation); or (b) an annual funding allocation for each NC based on a set amount for administrative and operations costs only with the remaining funds held by DONE to be used for specific outreach, improvement projects and neighborhood grants through a grants based system; or (3) funding system in which each region designates an amount to be used for project specific grants which would be distributed, with the assistance of Department staff, according to criteria determined by NCs at the regional level.

A grant-based funding system will create inequities in funding given the possible variance in capacity to prepare particularly newly developed councils to compete against well-resourced councils. The funding was designed to ensure equity in the distribution of resources among the NC to fulfill their roles and responsibilities. We therefore **oppose each of the options listed above and the use of a grant-based funding system.**

2. The second draft policy solution would allow for the rollover of funds for physical capital improvement projects which often take longer than 1 fiscal year to complete. This is consistent with but slightly modifies the city's previous policy for the retention of savings by NCs and should not require changes to the Plan for a Citywide System of Neighborhood Councils and corresponding ordinance. We therefore **support the rollover of funds for multiple fiscal year physical capacity improvement projects** as an alternative to the recent "sweeping" of all unspent funds in 2010 and 2011 **under the condition that NC will be allowed to substitute one project for another should, for any reason, it not prove feasible to complete the project within the subsequent fiscal year.**
3. The current system for processing demand warrants, Neighborhood Purpose Grants (NPG), audit reports and other financial reporting requirements is cumbersome, inefficient, duplicative and subject to errors and loss of previously submitted documentation by a NC, particularly given the continuous turnover and reduction of city personnel. We therefore recommend the city **streamline the financial reporting process and reduce the amount of paperwork through the adoption of an on-line system and database** that centralizes, documents, uploads and retains the required information and supporting documentation for all demand warrants, NPG request and audit reports. Once submitted, this information should be visible to the designated NC board members and city staff and provide information to assist in tracking the payment and reconciling any discrepancies.
4. We also recommend the city: (a) **assign one or more dedicated staff person to process all demand warrants;** (b) **update or adopt an accounting system based on modern accounting practices;** and (c) **update and maintain via the DONE website written procedures and criteria for the review and approval of all funding request with clear timeframes for process request.**
5. Change and deviations by the city within and after the third quarter of the fiscal year to the policy and deadline for the submission of funding request has resulted in the loss of funding for needed community projects. We therefore recommend the city **return to the adoption of a fixed annual deadline for**

**funding request. The NCs should be notified of the deadline along with the funding allocation at the start of each fiscal year. Any change to the deadline should require no less than 90 days written notice to all NC board members.**

#### **Establishment of a System of Regional Governance**

1. The imposition of a formal and mandatory regional governance structure creates an additional and unnecessary level of bureaucracy. Many of the NCs have come together to form regional alliances including the NCs located within South LA. This is however a voluntary network, providing both flexibility and preserving the autonomy of each NC. We believe the regional and citywide congresses also provide a vehicle for coordination and reduce the burden on the DONE limited staff of providing direct administrative support and technical assistance to each individual NC. What is needed to support and facilitate greater collaboration and increase the coordination and efficiency between the various city departments and local NCs is greater flexibility in the ability of NC to pool funding across NC boundaries. Current city policy greatly impedes the use of NC funding for activities and services outside of the specific geographic boundaries of each NC.

We therefore **oppose the imposition of a mandatory regional governance structure** and in turn recommend the **city funding policies be revised to encourage collaboration, provide greater flexibility and permit the pooling of funding and sharing of cost across NC boundaries.**

#### **Grievance and Complaint Procedures**

1. The draft policy solutions recommends the grievances and complaint procedure be combined into one citywide regional peer grievance system. The process would be as follows: (a) grievances are filed with DONE that will be responsible for evaluating the validity based on legal criteria provided by the City Attorney within 5 days; (b) the NC will have the option of resolving the grievance first before it goes to the peer grievance panel; (c) if the Neighborhood Council declines to review the grievance or if the grievance is not resolved or is not resolved to the satisfaction of the person grieving within 30 days, the Department will forward the grievance to the regional peer grievance panel for review and development of a plan of corrective action.

Based on a determination by the City Attorney, grievances can only be about a NC violation of their bylaws or standing/operating rules and cannot be filed by Board members. We agree the distinction between grievances/complaints **are** unnecessary, that the current system is subject to potential conflict of interest by the seated board and any grievance should be handled swiftly, transparently and fairly. However the proposed solution is cumbersome, time consuming and inefficient. We therefore recommend:

- **The city consolidate(s) the grievance and complaint system into one system.**
- **The City Attorney issue(s) and all NC are required to adopt a standardized and consolidated grievance/complaint procedure that allows for the filing by both board members and stakeholders.**
- **All grievances should be submitted in writing to the NC board and DONE simultaneously.**
- **Each NC must make available the policy and procedure on their website, a copy at all meetings and make available upon request.**
- **The NC should have the opportunity to address each and every complaint as a first step within a specified time period.**
- **The action taken by the NC must be reported to DONE and in turn with the City Attorney to ensure the response by the board was appropriate.**
- **Should the City Attorney or person(s) filing the grievance determine the NC action was not satisfactory; the matter should then be referred to a committee of the BONC for resolution.**