



## **BASIC NEIGHBORHOOD COUNCIL MEETING RULES**

**ALL MEETINGS ARE CONDUCTED IN ACCORDANCE WITH THE RALPH M. BROWN ACT AND ROBERT'S RULES OF ORDER.** The basic council rules listed here are contained either in that act, the governing bylaws of this Council or in rules adopted by the Governing Board.

All Neighborhood Council meeting locations shall be compliant with the Americans with Disabilities Act.

**DEFINITION OF STAKEHOLDER:** [Bylaws Article 3 (G)] STAKEHOLDER shall mean all persons who live, work, or own property in the neighborhood and also those who declare a stake in the neighborhood and affirm the factual basis for it. The affirmation may require verification of said stake. Furthermore, each stakeholder class within the NWNC's boundaries has the ability to vote and run for office on the board. The geographic area of this council is from the 118 - Simi Valley Freeway south to Nordhoff and Reseda west to Corbin with the centerline of each street as the boundary. (Bylaws Article 5)

**AGENDAS** – Unless otherwise posted, the Northridge West Neighborhood Council meets the 2nd Tuesday of every month at 7:00 PM at the Beckford Avenue Elementary School Auditorium. The agendas for Neighborhood Council meetings contain a brief general description of those items to be considered at the meetings.

Items on the "Consent Agenda" may be voted on as a group unless a councilmember or stakeholder wishes to be heard on that item. In the event a councilmember or stakeholder wishes to be heard on an item, it will be called special and heard under the "Public Hearing" section of the agenda.

The presence of at least seven Council members shall constitute a quorum for the transaction of business. The Council may consider an item not on the agenda only if it is determined by a two-thirds vote of the existing council that the need for action arose after the posting of an Agenda.

In compliance with Government Code section 54957.5, non-exempt writings that are distributed to a majority or all of the board in advance of a meeting may be viewed at: 9401 Reseda Blvd. Ste. 100, Northridge, CA 91324, at our website by clicking on the following link: [www.northridgewest.org](http://www.northridgewest.org), or at the scheduled meeting. In addition, if you would like a copy of any record related to an item on the agenda, please contact Gerry Malais at (702) 285-9353 or via email at: [gmalais@northridgewest.org](mailto:gmalais@northridgewest.org).

**COUNCIL DISCUSSION AND TIME LIMITS** – Council members requesting to address the Council will be recognized by the Council President in the order requested. A motion calling the "previous question" may be introduced by any member during a Council debate. If adopted, this motion will terminate debate and the Chair will instruct the Secretary to call the roll on the matter.

Other Board Rules will be put in place and this section will be updated as necessary.

The Council is always looking for volunteers to organize speakers, educate our stakeholders on new property developments, and discuss community issues. If you are interested in volunteering on a Committee, please contact: Gerry Malais at (702) 285-9353 or email [gmalais@northridgewest.org](mailto:gmalais@northridgewest.org). Events and Calendar Postings should be sent to Glen Wilson and email to [vpadmin@northridgewest.org](mailto:vpadmin@northridgewest.org). **For information about the Council, and Your Community see our website: [www.NorthridgeWest.org](http://www.NorthridgeWest.org).** If you want something put on the agenda, make sure the request is submitted in writing and email it to [gmalais@northridgewest.org](mailto:gmalais@northridgewest.org), [vpadmin@northridgewest.org](mailto:vpadmin@northridgewest.org) and one of NWNC Committee chairs that item are about on their committee agenda prior about two weeks or more before next month so it will be on that NWNC Committee agenda.

**Process for Reconsideration** – The Board may reconsider and amend actions listed on the agenda if that reconsideration takes place immediately following the original action or at the next regular meeting. The Board, on either of these two days, shall: 1) make a Motion to Reconsider and, if approved, 2) hear the matter and take an action. If the Motion to Reconsider is to be scheduled at the next meeting following the original action, then two items shall be placed on the agenda for that meeting: 1) a Motion to Reconsider on the described matter and, 2) a Proposed] Action should the Motion to Reconsider be approved. A Motion-to-Reconsider can only be made by a Board Member who has previously voted on the prevailing side of the original action. If a Motion-to-Reconsider 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. The aforesaid shall be in compliance with the Brown Act.

**Northridge West Neighborhood Council**  
**Public Meeting Agenda**  
**Tuesday, September 13, 2011 at 7:00 PM**  
**Beckford Elementary School in Auditorium**  
**19130 Tulsa Street, Northridge, CA 91326**

1. **Call to order and this meeting will now be audio taped by NWNC** (2 minutes)
2. **Flag ceremony and Pledge of Allegiance** - Cub Scout 911 (3 minutes)
3. **Roll call** (2 minutes)
4. **Acceptance of Minutes** – (5 minutes)  
Motion on General Board Meeting of Aug. 9, 2011.
5. **Senior Lead Officer, LAPD Devonshire Division** – Senior Lead Officer Ignacio Morillo (2 minutes)
6. **CD12 Councilman Mitchell Englander's Representative** – Semee Park (3 Minutes)
7. **CSUN Brittny McCarthy Director, Government & Community Relations with updates from CSUN** (3 Minutes)
8. **Guest Speakers**
  - a. **Mario Trujillo running for Los Angeles County District Attorney for 2012 with Q/A** (10 minutes)
9. **Other Public Officials not listed (3 minutes each)**
10. **Public Comments:** Comments from the public on non-agenda items within the Board's Jurisdiction and this is a **"NO Discussion Period"**. \*Limited to 2 minutes per speaker (Total time is 15 minutes)
11. **President's Report** – Malais (6 minutes)
12. **VP of Administration Report** - Wilson (6 minutes)
  - a. **Ethics & Open Government training required of all board members every two years.** You can do it online at DONE website [www.empowerla.org](http://www.empowerla.org) then click on "NC Ethics Training.", wait for the next NC Ethics Training or contact the Department's Help Line at (213) 485-1360 for hard copy of NC Ethics Training with quiz send by mail. Only one person on NWNC board as of Aug. 29, 2011 has not taken Ethics & Open Government training at this time.
  - b. **Office of the City Clerk – Election Division on Regional NC Election Alternative Meetings for Valley Area only is Saturday, Sept. 17, 2011, from 9:30 a.m. to 11:30 a.m., Marvin Braude Constituent Service Center, Conference Room 1B and 6262 Van Nuys Blvd. Van Nuys, CA 91401. For questions or to RSVP, please call City Clerk office at (213) 978-0444 or toll-free at (888) 873-1000.**

**13. Treasurer's Report and Budget & Finance Committee Report:** (Johnson)  
Motion: NWNC Sept. 2011 Budget Report. NWNC 2011/2012 Budget update.

**14. Old Business (2 minutes each)**

a. **Motion: The NWNC supports changing Neighborhood Council Funding Program as written on Council File # 11-1020 (Currently in City Council - Education & Neighborhoods Committee) and refer to Council File # 11-0600-S58 (also in in City Council - Budget & Finance Committee) as resolution and a NWNC Community Impact Statement on both Council File numbers.** (Wilson - Government Affairs Committee Chair)

DONE is also exploring the feasibility of an online system that would accept demand warrants, provide real time account information, and assist treasurers with reporting and financial management. Paul Kerkorian Motion #2 was tabled at NWNC Aug. 9, 2011 meeting and the attachment is under #22a below.

b. **Motion: The NWNC supports the reform and streamline the Neighborhood Council system and governance structure with more control by Neighborhood Councils under Council File # 11-1019 (Currently in City Council - Education & Neighborhoods Committee) as resolution and a NWNC Community Impact Statement.** Summary of Paul Kerkorian Motion #3 is has should consider transferring responsibility for many aspects of the operations of the neighborhood council system, including, but not limited to, funding, elections, communications between the city and its neighborhood councils, outreach between Neighborhood Councils and stakeholders, dispute resolution and training, to permanent or as-needed regional authorities or bodies that can operate with the oversight of the Department of Neighborhood Empowerment." (Wilson - Government Affairs Committee Chair)

Paul Kerkorian Motion #3 was tabled at NWNC Aug. 9, 2011 meeting and the attachment is under #22b below.

c. **Motion: The NWNC supports a regional complaint panels composed of board members of various Neighborhood Councils from similar regions that will convene to address stakeholders and board member grievances as-needed, and at the request of the General Manager for the DONE. Council File # 11-1018 (Currently in City Council - Education & Neighborhoods Committee) as resolution and a NWNC Community Impact Statement.** (Wilson - Government Affairs Committee Chair)

Paul Kerkorian Motion #4 was tabled at NWNC Aug. 9, 2011 meeting and the attachment is under #22c below.

d. **Motion: Support of matching funds from other NCs, up to \$300, for Northridge Vision Launch Event. The date is October 5th, from 6pm to 8pm, venue and location is to be determined. (Outreach - Spurlock)**

**15. New Business (2 minutes each)**

a. **MOTION: "\$1169.00 for the Adult Woodworking Class at Nobel Middle School." Funds to be as follows \$769.00 from Neighborhood Purpose Grants for Insurance and \$400.00 from Beautification for tools and material.** (Futernick and Williams, NPG and Beautification Committee Chairs).

b. **Motion: NWNC additional funds for food up to \$250 for North Valley Emergency Preparedness Fair Saturday October 1, 2011 and take the funds out of Outreach Events un allocated funds.** (Spurlock - Outreach Chairperson).

c. **Motion: NWNC Community Outreach Committee to use up to \$200 out of NWNC Outreach Budget under Printing and Copy budget line item.** (Spurlock - Outreach Chairperson)

d. **MOTION: "\$120 for additional annual expense for webmaster from Outreach". NWNC Outreach proposes an additional \$10 per month for 12 months, a total of \$120 per year for payment to Aaron DeVandry (web master) for the ability to make calendar changes when needed. The maintenance tool required is an additional cost to the web master of \$540 for the year.** (Spurlock - Outreach Chairperson)

- e. **Motion: NWNC Outreach proposes the board approve \$6,660 for annual expenditures as designated to North Valley Community News @ \$225 x 12 = \$2700 for monthly ad/press release, R Kellogg & Associates \$130 x 12 = \$1,560 for writing the articles/press releases and Aaron DeVandry the Web Master \$200 x 12 = \$2,400. Expenses are for fiscal year 2011/2012. (Spurlock – Outreach Chairperson)**  
These items are needed to continually notify the stakeholders of the NWNC meetings, concerns, activities and events.
- f. **Motion: Confirmation vote of board for President Malais' appointments of Tom Johnson, and Craig Michayluk as Budget Representatives at the Mayor's Budget Day. (Executive – Malais)**
- g. **Motion: \$10.00 per board member for head shot photo for the website. (Outreach - Spurlock)**
- h. **Motion: Up to \$200.00 for a mailer card designed stating achievements of the Board and inviting them to visit our web site and encouraging them to get involved (Outreach - Spurlock)**
- i. **Motion: Outreach requests to approve up to \$1000 for the Outreach committee to purchase Outreach items for various events. (Outreach - Spurlock)**
- j. **TITLE: Oakridge Estate PAB Transparency and Convenience Resolution**  
**AUTHOR: Don Ward, Chair Planning Land Use and Zoning Committee**  
**REFERRED TO: Northridge West Neighborhood Council by Planning Land Use and Zoning Committee**

**WHEREAS The Oakridge Estate Park Advisory Board was set up with the intention of community involvement; and**

**WHEREAS constituents in the immediate surrounding neighborhood have expressed concerns that the Oakridge Estate Park Advisory Board meetings are difficult to attend due to current meeting time and place; and**

**WHEREAS constituents have expressed concerns of a lack of publicly available up-to-date information, sketches, renderings, plans, and meeting minutes posted to the Internet as well as posted to physical locations; be it**

**RESOLVED that the Northridge West Neighborhood Council urges the Oakridge Estate Park Advisory Board to consider evening meeting times within the immediate neighborhood; and be it further**

**RESOLVED that the Northridge West Neighborhood Council urges the Oakridge Estate Park Advisory Board to make available all information, current plans, renderings, and meeting minutes to be posted publicly on the Internet and public locations in the immediate surrounding neighborhood of the Oakridge Estates proposed park location**

- k. **TITLE: Northridge Vision Transparency and Convenience Resolution**  
**AUTHOR: Don Ward, Chair Planning Land Use and Zoning Committee**  
**REFERRED TO: Northridge West Neighborhood Council by Planning Land Use and Zoning Committee**

**WHEREAS The Northridge Vision plan will have a profound affect on the neighborhoods and surrounding areas of CSUN (California State University Northridge); and**

**WHEREAS constituents in the surrounding neighborhood have expressed concerns that the Northridge Vision project is lacking in transparency and available information; and**

**WHEREAS** constituents have expressed fears of additional car traffic due to lack of alternative transportation options; be it

**RESOLVED** that the Northridge West Neighborhood Council urges Northridge Vision to consider evening meeting times within the immediate neighborhood of CSUN; and be it further

**RESOLVED** that the Northridge West Neighborhood Council urges Northridge Vision to make all information, current plans, renderings, and meeting minutes publicly available by posting on the Internet and in public locations in the surrounding neighborhood of affected areas and surrounding communities; and be it further

**RESOLVED** that the Northridge West Neighborhood Council urges Northridge Vision to include planning for robust alternative and public transportation facilities at CSUN and affected areas including additional cycling and pedestrian friendly facilities; and be it further

**RESOLVED** that the Northridge West Neighborhood Council urges Northridge Vision to facilitate, and encourage Northridge towards a small college town character.

**l. TITLE: Walgreens Conditional Use Permit Resolution**

**AUTHOR: Don Ward, Chair Planning Land Use and Zoning Committee**

**REFERRED TO: Northridge West Neighborhood Council by Planning Land Use and Zoning Committee**

**WHEREAS** Walgreens located at 18515 Devonshire Northridge, CA 91324 seeks a conditional use permit to sell carry off alcoholic beverages of beer and wine; and

**WHEREAS** constituents in the immediate surrounding neighborhood have expressed concerns about the selling of small-sized bottles of wine, and individual cans or bottles of beer which may encourage alcohol abuse in the immediate vicinity of the Shopping Center and beyond resulting in a negative impact to the surrounding community; be it

**RESOLVED** that the Northridge West Neighborhood Council urges the CUP commissioner to consider prohibiting Walgreens from engaging in the sale of beer by individual cans or bottles and wine by the pint or half pint, splits, snipes or ponies.

**m. Motion: Outreach motion to propose \$500 to supply the Senior Health Fair with food and refreshments. (Outreach - Spurlock)**

**n. Motion: Motion to pay Tropical Creations \$180 per month for July and August 2011 for maintenance of the Reseda Blvd median for total of \$360 for July and August 2011. (Beautification – Williams)**

**16. Committee Reports: (2 minutes each)**

**NWNC Committee Chairperson's will select the committee members and went to have their NWNC Committee meetings. Items for NWNC Agendas now come from NWNC Committee Chairs.**

- a.** Beautification – Chris Williams
- b.** Bylaws – Robert Graf
- c.** Community Outreach – Juativa Spurlock
- d.** Education – Ken Futernick
- e.** Elections – Gerry Malais
- f.** Executive – Gerry Malais
- g.** Government Affairs –Glen Wilson
- h.** Grievance – Craig Michayluk
- i.** Planning / Land Use / Zoning – Don Ward

**17. Report on Meetings: Most meetings are listed on NWNC website with date and time of the meetings. (2 minutes each)**

- a. Oakridge Estate Park Advisory Board (Oakie House) - Steve Harris  
Meets the fourth Thursday of every odd numbered month at 3PM at Fire Station #87  
10124 Balboa Blvd., Granada Hills, CA. between Devonshire and Mayall Street.
- b. Northridge Vision - Steve Harris
- c. LA DWP MOU and/or DWP Committee – Glen Wilson
- d. Los Angeles Neighborhood Council Coalition (LANCC) – Glen Wilson
- e. Valley Alliance of Neighborhood Councils (VANC) – Glen Wilson  
Meets the second Thursday each month at 6:30 p.m. at Sherman Oaks Hospital.
- d. Valley Vote – Glen Wilson  
Meets the third Monday each month at 6:30 p.m. at Galpin Ford.
- f. North Valley Disaster Preparedness Fair Committee – Glen Wilson  
Meets the third Wednesday each month at 4PM at Fire Station #87 10124 Balboa Blvd.,  
Granada Hills, CA.

**18. Board Member Comments - Comments from the Board on subject matters within the Board's jurisdiction. \*Limited to 2 minutes per board member.\***

**19. Request for items to be placed on the agenda must be made in writing and emailed to the NWNC Committee chair that the item is about, copy to NWNC President [gmalais@northridgewest.org](mailto:gmalais@northridgewest.org) and a copy to NWNC VP of Administration [vpadmin@northridgewest.org](mailto:vpadmin@northridgewest.org) about two weeks or more prior to the first of the month of next NWNC general meeting so the NWNC Committee chair can put your agenda item on their Committee's agenda.**

**20. Adjournment**

**21. Upcoming Events**

- a. Los Angeles Citywide Neighborhood Council Congress 2011 “Increasing Public Participation in Government” Saturday, September 24, 2011 at City Hall Downtown from 7:45AM to 4PM and RSVP for it.
- b. North Valley Emergency Preparedness Fair Saturday October 1, 2011 from 11AM to 3PM at Fire Station #87 at 10124 Balboa Blvd., Granada Hills, CA
- c. Northridge Vision will do presentation of summary of Northridge Vision report at NWNC Oct.11, 2011 meeting.

**22. Paul Kerkorian Motions attachments are below:**

- a. Paul Kerkorian Motion #2 was tabled at NWNC Aug. 9, 2011 meeting and is below.

“The Neighborhood Council system has grown and matured over the last ten years. The needs of the system have shifted, and the role and mission of the Department of Neighborhood Empowerment (DONE) must be evaluated to best serve the Neighborhood Councils and promote their mission of public engagement and community empowerment.

DONE was originally created to establish Neighborhood Councils and foster their development. Ten years and 93 councils later, DONE must now focus on maintaining a robust, effective, accountable and transparent NC funding program.

The Neighborhood Council Funding Program gives Neighborhood Councils resources to address the immediate concerns of their community and enhance their neighborhood. Management of the funding program has been challenging for DONE, but out of necessity, DONE has reorganized and implemented several reforms to the funding program. Working closely with the Council's Committee on Education and Neighborhoods, the Office of the Controller and the Neighborhood Councils and their stakeholders, DONE has streamlined the demand

warrant process, standardized forms and reporting, and increased accountability. DONE is also exploring the feasibility of an online system that would accept demand warrants, provide real time account information, and assist treasurers with reporting and financial management.

As the needs of the Neighborhood Councils change, the structure of the funding program may also need to change. The model established over ten years ago may no longer be the most appropriate. For more than a year, the Committee on Education and Neighborhoods has drawn extensive input from the public, including Neighborhood Councils and their stakeholders, to determine the best ideas for policy changes to make the Neighborhood Council system more effective, efficient, transparent and accountable. Among other things, the Committee conducted two public forums, a detailed online survey, and multiple informational committee hearings. The recommendations in this motion are the product of that outreach effort.

I THEREFORE MOVE that the Council, subject to the approval of the Mayor:

1. INSTRUCT the Department of Neighborhood Empowerment, with assistance from the Controller to report back in 90 days on the status of the Neighborhood Funding Program and DONE's efforts to (a) clarify the encumbrance process; and (b) standardize financial templates, forms, and reporting; and (c) streamline approvals and management of the program; and (d) increase accountability.
2. ADOPT a policy that requires all Neighborhood Councils to utilize the budget and reconciliation templates provided by the Department of Neighborhood Empowerment and adhere to all budget and reconciliation deadlines.
3. ADOPT a policy that requires all Neighborhood Councils to conform to the accounting system prescribed by the Department of Neighborhood Empowerment.
4. ADOPT a policy that empowers the General Manager and Board of Neighborhood Commissioners to freeze funds if a Neighborhood Council does not comply with Council policy and Department of Neighborhood Empowerment mandates, or if any of the following circumstances exist: (a) the Neighborhood Council has failed to submit a budget in a timely manner; (b) an audit of the Neighborhood Council is past due; (c) the Neighborhood Council has made prohibited or inappropriate purchases; (d) the Neighborhood Council is not in compliance with training requirements; (e) the Neighborhood Council Board does not have a Treasurer; or (f) the Neighborhood Council Board is deemed dysfunctional,
5. CONTINUE a policy to prohibit the rollover of unencumbered funds and DIRECT the Department of Neighborhood empowerment, with assistance from the City Administrative Officer, Chief Legislative Analyst, and City Attorney, to report back on alternative funding models, including a grant based funding system.
6. DIRECT the Department of Neighborhood Empowerment, with assistance from the City Administrative Officer, Chief Legislative Analyst, City Attorney, Controller, and Board of Neighborhood Commissioners, to report back in 90 days with a mechanism for Neighborhood Councils to request rollover funds on a projects by project basis and as deemed appropriate by the Board of Neighborhood Commissioners or a committee comprised of representatives from the CLA, CAO, and DONE 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.
7. DIRECT the Department of Neighborhood Empowerment, with assistance from the City Administrative Officer, Chief Legislative Analyst, City Attorney, and Controller, to report back in 90 days on equipment purchases made by Neighborhood Councils in fiscal year 2010-11 for city and proprietary departments and guidelines to maximize the benefit to the department and the Neighborhood Council.
8. DIRECT the Department of Neighborhood Empowerment, with assistance from the City Administrative Officer, Chief Legislative Analyst, and the Information Technology Agency, to report back in 180 days on the feasibility of developing an electronic system for the Neighborhood Council 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.
9. DIRECT the Department of Neighborhood Empowerment, upon adoption of these policies, to immediately notify all Neighborhood Councils of the changes to the policies and procedures that govern the Neighborhood Council Funding Program, and to report back in 90 days on outreach efforts."

**b. Paul Kerkorian Motion #3 was tabled at NWNC Aug. 9, 2011 meeting and the attachment is below.**

"The Department of Neighborhood Empowerment (DONE) functions as a day-to-day advisor to the Neighborhood Councils of the City of Los Angeles, provides training and guidance to new Neighborhood Councils and board members, and, when issues arise it has the authority to correct abuses and sanction against bad behavior.

Our city's system of organized neighborhood activism stands at a crossroads. The system is no longer nascent, but DONE's work to assist the neighborhood councils in their advocacy, realize efficiencies and train neighborhood council board members how to work within the sometimes labyrinthine city bureaucracy - as well as administer the neighborhood council funding program - IS unceasing.

Many neighborhood council leaders have expressed their desire to see a sweeping reform of the neighborhood council system and the Department of Neighborhood Empowerment that puts neighborhood councils in charge of their own destinies and grants much greater autonomy for day-to-day functions.



This objective necessitates a system that balances the City's need for orderly administration with the desire by neighborhood activists for greater autonomy, and also allows the next generation of neighborhood leaders to benefit from the guidance and wisdom of the leaders that continue to shape the system, and our City, today.

Over the past 18 months, the Education and Neighborhoods Committee and my office have embarked on a mission to collect input and thoughts on ways to reform and streamline the Neighborhood Council system and governance structure. After conducting dozens of Committee meetings on this subject, as well as two regional town halls attended by over 250 stakeholders, combined with an exhaustive and extensive survey that asked more than 80 questions, we have reached the conclusion that a regionalized system of governance, whether by ad hoc or standing committees, that provides self-governance and autonomy for Neighborhood Councils is the preferred and most efficient way to reform the Neighborhood Council system. Of the 217 respondents who responded to the survey my office conducted earlier this year (41% of whom identified themselves as neighborhood council members), a wide majority (69%) called for some type of regional governance structure.

Further, a model already exists for the implementation of this regional approach. City planning decisions are considered, analyzed and implemented by Area Planning Commissions without the direct involvement of the Mayor's office or the City Council.

I THEREFORE MOVE that the Council DIRECT the Department of Neighborhood Empowerment, the Chief Legislative Analyst, the City Administrative Officer and the City Attorney to report back in 6 months with a plan to implement, in the next budget year, a structure of governance and administration that provides greater autonomy and self-governance for neighborhood councils and reduces DONE's workload. The report should consider transferring responsibility for many aspects of the operations of the neighborhood council system, including, but not limited to, funding, elections, communications between the city and its neighborhood councils, outreach between Neighborhood Councils and stakeholders, dispute resolution and training, to permanent or as-needed regional authorities or bodies that can operate with the oversight of the Department of Neighborhood Empowerment."

**c. Paul Kerkorian Motion #4 was tabled at NWNC Aug. 9, 2011 meeting and the attachment is below.**

"When a stakeholder files a complaint against the action(s) taken by a Neighborhood Council, there is no system-wide standardized process for handling that grievance. Furthermore, processes that do exist are established by the Neighborhood Council against which a grievance is filed, which leads many stakeholders to question the validity of Neighborhood Council actions when it comes to controversial issues.

In those circumstances, it is critical for the integrity of the Neighborhood Council system that the complaints be handled swiftly, transparently and fairly.

I THEREFORE MOVE that the Council DIRECT the Department of Neighborhood Empowerment, the City Attorney, City Administrative Officer and Chief Legislative Analyst to report back to Council in 90 days with a plan for the implementation of a system of regional complaint panels composed of board members of various Neighborhood Councils from similar regions that will convene to address stakeholder and board member grievances as-needed, and at the request of the General Manager for the Department of Neighborhood Empowerment. The report should consider guidelines for panel selection, implementation and range of authority."

