

**CITY OF LOS ANGELES**  
CALIFORNIA

**KAREN E. KALFAYAN**  
Interim City Clerk

**HOLLY WOLCOTT**  
Executive Officer



**ANTONIO R. VILLARAIGOSA**  
MAYOR

Office of the  
**CITY CLERK**

**Council and Public Services**  
Room 395, City Hall  
Los Angeles, CA 90012  
General Information - (213) 978-1133  
Fax: (213) 978-1040

**KONRAD CARTER**  
Acting Chief, Council and Public Services  
Division

[www.cityclerk.lacity.org](http://www.cityclerk.lacity.org)

January 14, 2009

To All Interested Parties:

The City Council adopted various actions, as attached, under Council file  
No. 08-0942, at its meeting held January 13, 2009.

A handwritten signature in cursive script that reads 'Karen E. Kalfayan'.

City Clerk

\*Adopted as amended by Council action of 1-13-09

File No. 08-0942

**TO THE COUNCIL OF THE  
CITY OF LOS ANGELES**

**Your** **EDUCATION AND NEIGHBORHOODS COMMITTEE**  
**reports as follows:**

EDUCATION AND NEIGHBORHOODS COMMITTEE REPORT relative to procedures and guidelines for submitting Neighborhood Council Files.

Recommendations for Council action:

1. APPROVE the submission process for Neighborhood Councils to initiate Council Files, including:
  - a. Completing a Neighborhood Council File Submission Sheet and attaching documentation of the Neighborhood Council Board Action (Resolution or Minutes).
  - b. Filing the completed Neighborhood Council File Submission Sheet and attachments with the City Clerk.
  - \*c. Documenting the filing of Form 54 by all Board members on the Neighborhood Council File Submission Sheet and file said form with the City Ethics Commission. (\*Garcetti – Smith)**
2. INSTRUCT the City Clerk to create a Neighborhood Council File only when all of the above required criteria have been verified, and refer the matter to the appropriate City Council Committee for consideration, consistent with established referral procedures.
3. INSTRUCT the Department of Neighborhood Empowerment (DONE) to provide the training and resources to facilitate this activity as much as possible.
4. INSTRUCT the City Clerk, DONE, and the Ethics Commission to report back in 6 months with a status report on the Neighborhood Council File pilot project.

Fiscal Impact Statement: The City Clerk reports that there is no negative fiscal impact to the General Fund associated with the above actions.

Community Impact Statement: None submitted

SUMMARY

In a report dated April 16, 2008, the City Clerk provides the following background information related to the above matter. In the Neighborhood Council Review Commission's Final Report dated September 25, 2007, Recommendation No. 3 proposed that the City facilitate the filing of Council Files by Neighborhood Councils (NC) when submitted by three NCs (Council File no. 05-0893-S3). This would be a two-year pilot project, after which it would be evaluated. The Education and Neighborhoods (EN) Committee, at its January 8, 2008 meeting recommended approval of the filing of Council Files by NCs but with some provisions. NCs would be limited to initiating three Council Files per calendar year, the Council File submission would require the support of only one NC instead of three; and, the Council Files would be designated as Neighborhood Council Files (NCF).

On January 15, 2008, the City Council instructed the City Clerk, Chief Legislative Analyst, and the DONE to develop procedures and guidelines that would establish a uniform submission process for handling NCFs, in order to begin on May 1, 2008. Additionally, an amending Motion (Smith – Garcetti) was adopted which requires that for NCs who wish to introduce or second a NCF, each board member must file the California Statement of Economic Interests Form 700 (Form 700) and that the City Ethics Commission (CEC) will review those forms for any potential conflicts (Council File no. 08-0351). The CEC subsequently submitted reports concluding that the Motion requiring NC board members to file a Form 700 is unenforceable due to existing provisions of the Administrative Code which currently exempt NC board members from filing the Form 700. The CEC designed and is recommending an alternate NC financial disclosure form (Form 52).

A working group was formed to discuss the proposed process and develop the recommendations as described in the City Clerk report attached to the Council file. In order to provide for a uniform submission process for filing NCFs, the City Clerk created a NCF Submission Sheet. This includes all requirements necessary for creating a NCF. The City Clerk notes, however, that pursuant to Council's action, it is predicated on the NC Board members documenting the filing of an alternative NC Financial Disclosure form, Form 52, before intake and assignment of a Council File number.

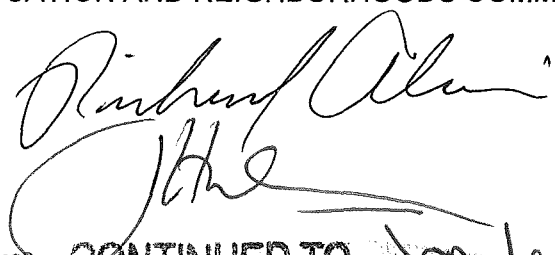
At its meeting held on April 22, 2008, the EN Committee approved the City Clerk's recommendations establishing the procedures and guidelines for submitting NCFs. Although the matter was approved, it was held in Committee for further consideration pending resolution of financial disclosure issues and requirements for NCs since documentation of the filing of financial disclosure forms is required prior to initiating a NCF. The EN Committee again considered the issue at its meeting on August 12, 2008 and discussed the possibility of annual financial disclosure filings for NC Board members as opposed to filings required to initiate a NCF. The City Clerk stated that if Council removed the filing requirement to initiate NCFs, the NCF submission form could be revised to remove the requirement for verification of financial disclosure filing.

At its meeting held on September 9, 2008, the EN Committee considered financial disclosure issues as a requirement for initiating NCFs. After additional discussion and providing an opportunity for public comment, the Committee recommended to amend the City Clerk recommendations to remove the requirement for documenting the filing of the CEC Form 52 (or any financial disclosure form) by all Board members on the NCF Submission Sheet. This matter is now submitted to the Council for its consideration.

Respectfully submitted,

EDUCATION AND NEIGHBORHOODS COMMITTEE

MEMBER	VOTE
ALARCON:	YES
HAHN:	YES
ZINE:	YES



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DEC 03 2008 CONTINUED TO Jan 6, 2009

- Not Official Until Council Acts -

REPORT  
**ADOPTED**  
\* AS AMENDED  
JAN 13 2009

JAN 6 2009  
CONTINUED TO Jan 13, 2009

LOS ANGELES CITY COUNCIL