

PROPOSED ORDINANCE NO. _____

As Amended by the City Planning Commission

An Ordinance Implementing Section 10.1 of the Warner Center 2035 Specific Plan, Ordinance No. 182,766, to establish the “Warner Center 2035 Plan Implementation Board”.

THE PEOPLE OF THE CITY OF LOS ANGELES
DO ORDAIN AS FOLLOWS:

Section 1. WARNER CENTER 2035 PLAN IMPLEMENTATION BOARD

A. Name: “Warner Center 2035 Plan Implementation Board”.

1. Purpose. To provide coordination on implementation activities required to effectuate the vision of the Warner Center 2035 Specific Plan, pursuant to Sections 8 and 10.1 of the Plan, and to prioritize the expenditure of fees collected through implementation of the Warner Center 2035 Specific Plan.
2. Coordination. The Plan Implementation Board may:
 - (a) Recommend prioritization of the implementation of mitigation measures TRS-1, TR-1 through TR-98, as outlined in Appendix C of the Warner Center 2035 Plan, or any subsequently approved revisions.
 - (b) Provide recommendations on public improvement projects within the Warner Center 2035 Specific Plan area carried out by the Departments of Public Works, Transportation, or Recreation and Parks, as to the priority of projects to be implemented.
 - (c) Provide recommendations and work plans for other items related to the implementation of the Plan, as outlined in Section 10.1 of the Warner Center 2035 Specific Plan.
 - (d) Prepare an annual report, with assistance from the Departments of Public Works and Transportation, on the status of mitigation measures TRS-1 and TR-1 through TR-98, outlined in Appendix C of the Warner Center 2035 Specific Plan, or any subsequently approved revisions.
 - (e) Prepare an annual report, with assistance from relevant City Departments, on the status of projects related to the

implementation of the Plan, as outlined in Section 10.1 of the Warner Center 2035 Specific Plan, and other public improvement projects within the Warner Center 2035 Specific Plan area carried out by the Departments of Public Works, Transportation, or Recreation and Parks.

3. **Report Distribution.** Reports prepared by the Plan Implementation Board shall be made publically available through the Secretary of the Board or Executive Officer, and posted to the Department of City Planning website and a website maintained by the Board, if any.

B. Composition

1. The Plan Implementation Board shall consist of nine members appointed by the Councilmember within whose District this plan falls.
2. The Plan Implementation Board shall consist of at least one elected member or board member from each of the following organizations:
 - (a) The Woodland Hills-Warner Center Neighborhood Council (two members). The Neighborhood Council shall nominate four individuals and forward those nominations to the Councilmember; the Councilmember shall appoint Board membership from those nominations.
 - (b) Warner Center Association (two members). The Association shall nominate four individuals and forward those nominations to the Councilmember; the Councilmember shall appoint Board membership from those nominations.
 - (c) West Valley-Warner Center Chamber of Commerce. The Chamber of Commerce shall nominate two individuals and forward those nominations to the Councilmember; the Councilmember shall appoint Board membership from those nominations.
 - (d) Council Office Appointees (four members).
3. The Plan Implementation Board shall be assisted by the following, who shall appoint their own representative:
 - (a) Department of Public Works
 - (b) Department of Transportation

- (c) Department of City Planning
- (d) Other City Departments, as identified by the Board.

City Department representatives do not occupy a seat on the Board.

C. Term

1. Plan Implementation Board members shall serve three-year terms.
 - (a) Initial terms shall be staggered to ensure continuity, and shall be as follows: three members to serve a three-year term; three members to serve a two-year term; and three members to serve a one-year term.
 - (1). Board members serving less than a full three-year term may be reappointed at the conclusion of that term for a successive full three-year term.
 - (b) **Resignation.** Board members shall tender their resignation in writing to both the Councilmember of the District and to the President of the Board.
 - (c) **Removal.** The Councilmember of the District shall retain full authority to dismiss Board members from service at their discretion.
 - (d) **Vacancy.** Vacancies arising in the Board shall be filled within 90 days through new appointments by the Councilmember of the District.
 - (1) Board members appointed to fill vacancies shall serve the remainder of the vacated Board member's term, and may be reappointed at the conclusion of that term for a successive full three-year term.
2. **Compensation.** No Plan Implementation Board member shall receive compensation for serving on the Board.

D. Officers of the Board

1. President of the Board
 - (a) It is the responsibility of the President of the Board to coordinate with the Executive Officer to set the agenda,

preside over Board meetings, and appoint Board members to Committees.

- (b) The President shall be a member of the Board and shall be chosen by a two-thirds vote of the Board.
- (c) The President of the Board may be replaced in duty through a two-thirds vote of the Board or at the end of a term that is not renewed.

2. Vice-President of the Board

- (a) It is the responsibility of the Vice President of the Board to act in the place of the President in the preparation of meeting agendas and during meetings if the President is absent.
- (b) The Vice President shall be a member of the Board and shall be chosen by two-thirds vote of the Board.
- (c) The Vice President of the Board may be replaced in duty only through a two-thirds vote of the Board or at the end of a term that is not renewed.

3. Secretary of the Board

- (a) It is the responsibility of the Secretary of the Board to prepare the Minutes of each Board meeting, to maintain a record of the actions of the Board, and to maintain the continuity of policies and practices of the Board.
- (b) The Secretary may be a member of the Board, chosen by a majority vote of the Board, or a support staff person designated at the discretion of the Executive Officer.
- (c) The Secretary of the Board may be replaced in duty though a majority vote of the Board if the duty is carried out by a Board member, or at the discretion of the Executive Officer if carried out by support staff.

4. Executive Officer

- (a) It is the responsibility of the Executive Officer to coordinate with the President of the Board to set the agenda for Board meetings and to manage the day-to-day operations of the Implementation Board according to the Board's directives, to serve as the primary and public point of contact on behalf of the Board, to ensure Brown Act compliance,

noticing requirements, and all disclosure requirements.

- (b) The Executive Officer shall not be a Board member, and shall be selected by the Councilmember of the District; the Executive Officer shall remain at the pleasure of the Councilmember, and may be dismissed at any time.
- (c) The Executive Officer may select and manage additional staff to support the daily operations of the Plan Implementation Board.

E. Meetings

1. Plan Implementation Board members shall meet at least once every quarter during each fiscal year in order to receive reports and adopt an annual work program.
2. Meeting Notice
 - (a) All noticed meetings shall be open to the public.
 - (b) **Brown Act.** All matters before the Board shall be subject to the requirements of the Brown Act, Government Code Section 54950 et seq.
 - (c) **Public Notice.** Notice for all meetings shall be posted in a minimum of two publically-accessible locations, only one of which may be online on a website that is clearly identifiable as that of the Implementation Board.
 - (1) The notice is required to indicate the date, time, and location of the meeting.
 - (2) The noticing requirement may be fulfilled through the posting of a meeting agenda, so long as it contains the information required in (1), above.
 - (d) **Advance Notice.** All notices for regularly scheduled meetings shall be posted a minimum of 72 hours prior to the commencement of the meeting.
 - (e) **Agenda.** An agenda for all noticed meetings shall be posted and publically available no less than 72 hours prior to the commencement of the meeting.
 - (1) The agenda must contain a brief and general description of each item to be discussed at the meeting.

3. **Quorum.** No meeting on an item for which a vote of the Board must be taken shall occur without a quorum of the Board in attendance. A quorum shall consist of a simple majority of the full Board membership.
4. **Voting**
 - (a) For all motions before the Board on which a vote is required, all Board members shall have one vote.
 - (1) No vote by proxy shall be permitted. The Board member casting a vote must be physically present at the meeting.
 - (b) Board members may take the following actions on motions before them: "Aye" or "Yes" to signify approval, "Nay" or "No" to signify disapproval, or "Abstain" to withhold either support or opposition. A vote to abstain shall not be recorded as either "Yes" or "No" to sustain or oppose a motion.
 - (c) Unless otherwise required, a majority vote of the full Board membership shall be required to pass a motion.
 - (d) **Tie Vote.** Should a vote of the Board result in a tie, the motion shall be recorded as having not passed.
5. **Minutes.** All minutes and actions undertaken by the Board will be made available on request through a City-maintained outlet or one designated by the Board and noted on each agenda.

F. **Committees**

1. **Standing Committees**
 - (a) All standing committees shall be composed of a minimum of three (3) Plan Implementation Board members.
 - (b) The President of the Board shall appoint the three (3) members to the committee and designate one member as Committee Chair and a second member as Committee Vice-Chair.
 - (c) The Executive Officer may not be appointed to serve on any standing or ad hoc Committee.
 - (d) Standing Committees shall be as follows:

- (1) **Technical Advisory Committee** (Assisted by the Departments of Public Works, Transportation and City Planning). This committee shall be responsible for the review and recommendation of actions related to implementation of Appendix C of the Warner Center 2035 Plan, to the Board.
- (2) **Policy Advisory Committee** (Assisted by the Departments of Public Works, Transportation and City Planning). This committee shall be responsible for providing policy guidance on the implementation of the Warner Center 2035 Plan, the review and recommendation of actions related to legislative or policy issues or changes to the Plan, and ensuring policy consistency with the Plan, to the Board.
- (3) **Neighborhood Protection Program Committee.** This committee shall be responsible for the review and recommendation of actions related to the implementation of Section 8.2 of the Warner Center 2035 Specific Plan, to the Board and the City Councilmember.
 - (i) The Committee Chair, with assistance from the Board, shall recommend to the City Councilmember additional community members to serve on this committee. The composition and minimum qualifications of these additional committee members shall be guided by Section 8.3 of the Warner Center 2035 Plan.
 - (ii) The City Councilmember shall consider the Board recommendations prior to making community member appointments to this committee.
- (e) The Plan Implementation Board may create new Standing Committees through the adoption of Bylaws and/or amendments to existing Bylaws. However, attendance by city departments at these new committees is optional and at the discretion of the Department.

2. Ad Hoc Committees

- (a) The Plan Implementation Board may create and appoint committees from time to time to address or focus on

specific issues.

- (b) The composition and organization of ad hoc committees shall be the same as for standing committees.
- (c) The Committee Chair may additionally appoint a maximum of two (2) interested community members, who are not members of the Board, to serve on an ad hoc committee.
- (d) Ad hoc committees shall be dissolved by the President of the Board at their discretion.

H. Bylaws, Standing Rules or Procedures.

- 1. The Plan Implementation Board shall adopt Bylaws to further refine the process and procedures of the Board and its Committees, or to further clarify the responsibilities of its Officers and Board members.
 - (a) No Bylaw may exceed the authorities or limitations expressed in this Ordinance.
 - (b) Bylaws shall be adopted by an affirmative two-thirds vote of the full Board.
 - (c) Amendments to the Bylaws shall be by an affirmative two-thirds vote of the full Board.
 - (d) Thirty days prior to Board consideration of Bylaws or amendments to adopted Bylaws, a copy of such proposal shall be transmitted to the Departments of City Planning, Transportation, Public Works, and the Council Office.
 - (e) Bylaws and amendments to adopted Bylaws are subject to a 45-day review period by the Council Office, after adoption by the Board. Within that review period, the Councilmember may veto in whole or in part, proposed Bylaws or amendments to adopted Bylaws by drawing a line through the new or amended text; the Council-amended Bylaws shall then be transmitted to the Secretary of the Board, and all remaining text shall become effective upon expiration of the review period.
- 2. Standing Rules or Procedures may be adopted by an affirmative majority vote of the full Board.
- 3. A current copy of the adopted Bylaws or any Standing Rules or Procedures shall be provided to each member of the Plan

Implementation Board at the beginning of their term and every two years afterward.

4. A current copy of the adopted Bylaws, Standing Rules or Procedures shall be maintained within the offices of City Council District 3, the Executive Officer, and the Secretary of the Board.
5. Upon request, a current copy of the Bylaws and Standing Rules or Procedures shall be furnished within 72 hours.

- I. **Relationship with the City of Los Angeles.** The Plan Implementation Board shall act as an advisory body to the City concerning matters of public improvement and benefit within the boundaries of the Warner Center 2035 Specific Plan. Relevant City Departments shall work cooperatively with the Board, and consider and appropriately implement, the Board's recommendations.