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Council File: 15-1364
Council District: All
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Ad Hoc on Comprehensive Job Creation Plan
Los Angeles City Council
c/o Maria Espinosa
Room 395, City Hall

**COMMITTEE TRANSMITTAL: REPORT BACK ON THE CREATION OF A SMALL
BUSINESS COMMISSION**

RECOMMENDATIONS

The General Manager of the Economic and Workforce Development Department (EWDD) or designee, respectfully requests that the City Council and Mayor:

1. APPROVE the establishment of the Los Angeles Small Business Commission (LASBC), including the definition of Small Business, as described in this report, composed of three (3) members appointed by the Mayor, two (2) members appointed by the City Council President, one (1) member appointed by the Chair of the City Council Economic Development Committee, and one (1) member appointed by the Chair of the City Council Budget and Finance Committee, for the purpose of promoting, growing and retaining small business in the City of Los Angeles; and
2. INSTRUCT the General Manager of the Economic and Workforce Development Department, or designee, to provide staffing support to the LASBC, including the release of agendas and other meeting support, analysis and presentation of data, and other efforts as needed.

FISCAL IMPACT STATEMENT

There is no impact to the General Fund. EWDD received funding to support the establishment of the LA Small Business Commission in the approved Fiscal Year 2016-17 budget.

BACKGROUND

On March 30, 2016 the Ad Hoc Committee on Comprehensive Job Creation Plan (Ad Hoc Committee) instructed the Economic and Workforce Development Department to review recommendations from the Office of the Chief Legislative Analyst (CLA) and report relative to the formation of a Small Business Commission (C.F. 15-1364).

The CLA report, dated March 25, 2016, provided information about small business advisory boards in Salt Lake City, UT, San Diego, CA, Chicago, IL and Los Angeles County. The report also included a discussion of various definitions for small business and provided options for formation of a Small Business Commission. In response to instruction from the Ad Hoc Committee, EWDD has reviewed the information provided in the CLA's report, and has worked with the CLA to collect additional information on other City small business advisory boards as well as other City of LA Commissions (See Attachments 1 and 2).

SUMMARY

This report provides discussion and recommendations on the following components of the proposed City of Los Angeles Small Business Commission (LASBC; See Attachment 3):

- Role;
- Mission;
- Goals and objectives;
- Powers and duties;
- Membership requirement;
- Membership appointment;
- Membership tenure;
- Meeting frequency;
- Staff assigned; and
- Staff and administrative costs.

Based on a review of the CLA report and the role and responsibilities of the proposed LASBC, EWDD also recommends a definition of small business consistent with the definition used for the City's Business Inclusion Program, as discussed on page 5 of this report.

DISCUSSION

The following provides a brief discussion for each component of the proposed LASBC. Based on the initial options provided by the CLA and discussion from the March 20, 2016 Ad Hoc Committee meeting, we recommend an advisory Commission that will focus on increasing access for the small businesses community to the City's policy-making process and provide valuable insight into how City rules and requirements can be implemented to balance the needs of this community as well as the City.

Role:

EWDD recommends that the role of the LASBC be to act as a City liaison to the small business community, to advise the Mayor, Council and the Economic and Workforce Development Department on City Policy to promote small business growth and to review proposed City policies for impact on the small business community. The LASBC will serve as a public forum dedicated to issues facing small business. EWDD also anticipates that the Commission will provide an opportunity to learn how it can partner more closely with small businesses to ensure their success and growth in the City.

Mission:

The mission of the LASBC will be to assist the Mayor, Council and Economic and Workforce Development Department to promote, grow and retain small business in the City of Los Angeles by:

- Facilitating greater small business participation in City policy-making processes; and
- Providing input regarding significant proposals, issues, and decisions potentially affecting the small business community.

Other characteristics described below further explain how the LASBC will be designed and supported to accomplish this mission.

Goals and Objectives:

EWDD proposes the following set of initial goals and/or objectives for the LASBC:

- Reach out to the small business community to solicit input, feedback and potential solutions to issues they face with City policies or processes;
- Develop an outreach plan for the City to implement when City infrastructure or other projects will impact local small business communities;
- Assist the City with outreach to the small business community when new or changed policies or processes will impact the small business community;
- Meet work objectives set for the Commission by the Mayor and City Council on an annual basis; and
- Work with EWDD to prioritize issues of special concern to the small business community (ex. local business preference program for City procurement.)

These goals and objectives are based on discussion and action of the Ad Hoc Committee as well as common goals across similar commissions in other cities. EWDD anticipates that some goals and objectives are likely to be accomplished in the first 2-3 years after the Commission is established, while others are long-term, consistent with the proposed overall mission of the LASBC.

Powers and Duties:

In order to ensure that the LASBC has the sufficient authority and direction to accomplish its mission, EWDD recommends the following powers and duties for the Commission:

- Hold public hearings to solicit comment from the small business community;
- Receive an annual work plan from the Mayor and City Council, which will define specific objectives for that year; and
- Report to the Mayor and Council not less than once per year on the status of the work plan, including, but not limited to:

- Results of any outreach and input received from the small business community; and
- Recommendations for new City policies or changes to existing policies or processes to promote, grow and/or retain small businesses in the City of Los Angeles.

Membership Requirement:

The CLA proposed that the Commission be populated with representatives of small businesses in the City of Los Angeles. EWDD recommends expanding membership eligibility to also include:

- Subject matter experts in fields relevant to small business in the City of Los Angeles, including, but not limited to finance, accounting, law, economics, etc.; and
- Representatives from organizations that advocate for the needs of small businesses in the City of Los Angeles (Chambers of Commerce, Business Improvement Districts, etc.).

We also recommend that representatives must either reside in the City of Los Angeles or the business they own or represent must be located in the City.

Expanding eligibility for the Commission will better ensure that a broad range of expertise and experience is available to address issues and propose solutions.

Membership Appointment:

EWDD recommends that the LASBC consist of seven (7) members, appointed as follows and confirmed by the City Council:

- Three (3), including the Chair, appointed by the Mayor, two (2) of which must be subject matter experts;
- Two (2) appointed by the President of the City Council;
- One (1) appointed by the Chair of the City Council Economic Development committee or other Committee with jurisdiction over Economic Development; and
- One (1) appointed by the Chair of the City Council Budget and Finance Committee or other Committee with jurisdiction over Budget and Finance.

Since the CLA's report was heard by the Ad Hoc Committee, the CLA and the EWDD have gathered information about other City Commissions, most of which fully appointed by the Mayor. The EWDD LABSC proposal preserves the influence of the Mayor over Commission appointments, balanced by appointments by members of the City Council.

A smaller Commission is recommended in order to ensure meaningful discussion and administrative feasibility. EWDD has had discussions with the CLA since their report was released and we agree that a smaller number of commissioners than the one originally envisioned will allow more robust, in-depth discussion on a complex set of issues anticipated to be before the LASBC. It will also be easier to establish a quorum of Commission members, allowing them to meet more frequently and on shorter notice, if necessary as their workload changes over time.

Membership Tenure:

Because small business owners have limited time to devote away from their businesses we recommended that commissioners be appointed for two-year terms. Service on a

commission such as this is a substantial commitment and having a finite term of service will help manage this burden, while also allowing reasonable time to accomplish the Commission's established goals. Commissioners can be re-appointed to multiple terms if they wish to continue serving and the appointing official agrees.

Meeting Frequency:

It is recommended that the LASBC be required to meet at least once per quarter, or four times per year. Similar to the membership tenure recommendation, while additional meetings can be added if necessary, quarterly meetings are a manageable minimum commitment, which will avoid unnecessary meetings, thus minimizing the burden on Commissioners, especially those that own their own small businesses.

Staff Assigned:

In response to a request from the Budget and Finance Committee during the Fiscal Year 2016-17 budget deliberations, EWDD provided estimated staffing needs to meet the workload anticipated as a result of approved and anticipated recommendations from the Ad Hoc Committee, including, but not limited to, a new small business commission (C.F. 16-0600). These recommendations, which were approved in the Fiscal Year 2016-17 budget on June 2, 2016, included 20% of the time of a new Assistant Chief Grants Administrator and a full-time Management Assistant to staff the Commission (see Attachment 3). Other EWDD staff will provide reports to the Commission as needed.

Staff and Administrative Costs:

The total cost for the staff allocated to support the LASBC is approximately \$98,276 (see Attachment 3). At this time EWDD anticipates that other administrative costs (supplies, etc.) can be absorbed with existing resources.

Definition of Small Business:

EWDD and CLA have reviewed the various definitions of small business discussed in the CLA report and, given that the purpose of the Commission, as proposed is to account for the concerns of the small business more meaningfully into city policies and processes, we recommend that, for the purpose of the LASBC, the definition of small business be based on the definition used for the City's Business Inclusion Program, as follows:

- A small business independently owned and operated; not dominant in field of operation; principal office located in the City of Los Angeles; and be either:
 - A business with 100 or fewer employees with annual gross receipts of \$14 million or less over the last three tax years; or
 - a manufacturer with 100 or fewer employee; or
 - a microbusiness (gross annual receipts less than \$3.5 million or a manufacturer with 25 or fewer employees); or
 - A non-construction firm with less than \$7 million average gross receipts over the last three (3) years; or
 - A construction with less than \$14 million average gross receipts over the last three years.

CONCLUSION

If these recommendations are approved, EWDD anticipates that, pending approval of new Commissioner appointments, the LASBC could begin holding meetings in the fourth quarter of Fiscal Year 2016-17, when we expect to complete hiring for all positions approved in the budget.



JAN PERRY
General Manager

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Attachments:

Attachment 1 – Small Business Commission Comparison Chart

Attachment 2 – Housing and Community Investment Department Commission
Comparison Chart

Attachment 3 – Los Angeles Small Business Commission Recommendations Summary
Chart

Attachment 1 - Small Business Commission Comparison Chart

	Salt Lake City	San Diego	Chicago	San Francisco	LA County
Role	<p>The Business Advisory Board advises the Mayor and City Council with regard to issues affecting the City's business community. The Board is housed in the Department of Community and Economic Development and helps advocate for economic development and target industry relocation into the City. The Board acts as a City liaison to the business community and helps direct economic policy by promoting small business growth, supporting local entrepreneurship, and advocating responsiveness to the business community.</p>	<p>The Small Business Advisory Board advises the Mayor and City Council on matters that enhance the capability of small businesses in San Diego to succeed. The Board helps formulate laws, policies, or procedures that may affect the management, operation, or financial stability of small businesses. The Board acts as a liaison between the business community and the City of San Diego.</p>	<p>The Council is tasked with developing the City's small business growth strategy, which includes the goals of: reducing impediments to business development, expanding access to capital, promoting innovation and entrepreneurship, and increasing support resources for small businesses.</p>	<p>The Small Business Commission (SBC) oversees the Office of Small Business, which is the City's central point of information and referral for entrepreneurs and small businesses located in the City & County of San Francisco. The SBC champions "business-friendly" policies, markets the contributions of the small business sector, and develops appropriate assistance programs, the SBC and Office of Small Business works to support and enhance an environment where small businesses can succeed and flourish. The SBC reviews pertinent small business legislation and policy matters.</p>	<p>The Small Business Commission provides ongoing advice and support to the Los Angeles County Board of Supervisors to help business grow and do business with the County.</p>
Mission	<p>The Business Advisory Board gives the Salt Lake City business community a means to have input regarding significant decisions and issues affecting them and the City as a whole.</p>	<p>The Small Business Advisory Board serves an advisory capacity to the Mayor, City Council, and City Manager on matters relating to small business.</p>	<p>The purpose of the Small Business Advisory Council is to assist to carry-out the objectives of the Neighborhood Small Business Growth Strategy: 1. Empower local chambers of commerce to deliver customized business counseling; and 2. Foster neighborhood engagement with the local business community; and 3. Drive neighborhood economic vitality by attracting businesses to targeted locations and corridors; 4. Enlist small businesses in making their neighborhoods safer for business.</p>	<p>The mission of the Small Business Commission is to foster, promote, and retain small businesses in the City and County of San Francisco.</p>	<p>The Commission carries out its mission based on the implementation of the "Bold Steps Forward" report adopted by the Board for improving the County's procurement practices, and makes recommendations regarding issues that affect small businesses.</p>
Goals/ Objectives	<p>The goal of the Business Advisory Board is to consult both the Mayor and Council, but primarily Mayor's Office.</p>	<p>The Board assist the Economic Development Department to carry out the City's Economic Development Strategy. The Board advocates for regulatory relief and policy reform which are high priorities. The board works with the City to reduce regulations, streamline the permit process and reduce taxes for small businesses.</p>	<p>Information not provided.</p>	<p>The Small Business Commission has four goals: -Establish a continuous improvement policy for reviewing and evaluating progress. -Maximize the Office of Small Business' outreach to the small business community. -Work to streamline the permitting process in the City -Advocate for San Francisco small businesses through involvement in policy discussions and the legislative process.</p>	<p>Information not provided.</p>

Attachment 1 - Small Business Commission Comparison Chart

	Salt Lake City	San Diego	Chicago	San Francisco	LA County
Powers and Duties	The Business Advisory Board has the following powers and duties:	The Small Business Advisory Board:	The Advisory Council advocates for small businesses through a bottom-up approach, where small business round tables are held throughout the City to learn the most salient issues impacting business.	The Small Business Commission will conduct its business with the following purposes, and shall:	Information not provided.
	A. Determine and establish such rules and regulations for the conduct of the board as the members shall deem advisable; provided, however, that such rules and regulations shall not be in conflict with this chapter or its successor, or other city, state or federal law; and	(A) Develops a cooperative and supportive atmosphere on behalf of the small business community in its relationship with the City of San Diego; and (B) Acts as an ombudsman to open a channel of communication between the City of San Diego and its relationship with small business owners on specific problems or requests for information and assistance; and		Formulate and evaluate goals, objectives, plans and programs and set policies for the City regarding small businesses, consistent with any overall objectives established by the Mayor and the Board of Supervisors through the adoption of legislation, in order to promote the economic health of the small business community in San Francisco, its employees and customers; and	
	B. Recommend the adoption and alteration of all rules, regulations and ordinances which it shall, from time to time, deem in the public interest and for the purposes of carrying out the objects of this chapter; provided, however, that such rules and regulations shall not be in conflict with this chapter or its successor, or other city, state or federal law; and	(C) Initiates a review of procedural requirements and existing laws to determine if they are conducive to a small business owner seeking to do business with the City; and		Review all legislation affecting small businesses and make recommendations to the Board of Supervisors. Review rules and regulations adopted by City departments that affect small businesses and recommend modifications that would promote the health of small businesses; and	
	C. Advise and make recommendations to the city administration and the city council on business related issues which may include, but not be limited to:	(D) Reviews private sector performance ability and recommend potential transfer of functions performed by City forces to private enterprise; and		Develop and keep current an Annual Statement of Purpose outlining its areas of jurisdiction, authorities, purpose and goals, subject to review and approval by the Mayor and Board of Supervisors; and	
	1. Business license fee rates; 2. Proposed planning and zoning changes; 3. Development of a strategic plan to encourage business growth in the city; and 4. Measures to enhance business activities, such as the downtown economic development study and the neighborhood business master plan;	(E) Serves as an advocate of the small business community and advise the Mayor, City Council, and City Manager on relevant issues, and formulation of laws, policies, or procedures which may affect the management, operation or financial stability of the small business owner; and		Recommend to the Mayor for submission to the Board of Supervisors rates, fees and similar changes with respect to appropriate items coming within its jurisdiction; and	

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	Salt Lake City	San Diego	Chicago	San Francisco	LA County
Powers and Duties	D. Serve as a coordination body and resource for organizations interested in business issues affecting the city. (Ord. 90-99 ? 1, 1999)	(F) Encourages private sector leadership and application of expertise and resources for public benefit; and		Prepare and recommend to the Mayor an annual budget for the Commission's activities. Oversee grants and programs concerning and benefitting small businesses and neighborhood business districts; and	Information not provided.
		(G) Monitors the growth or decline of small businesses with the City of San Diego and identify trends responsible for their success or failure. (8) Performs other studies and surveys on the status of small business as may be specifically requested by the Mayor, Council or City Manager and provide information and advise thereon; and		Declare one month out of the year Small Business Month; Establish an application and selection process to provide recognition during at least one public event during Small Business Month to outstanding local small businesses that contribute to the vitality of San Francisco. Solicitation for honorees shall come from the Mayor, individual members of the Board of Supervisors, individual	
		(H) Schedules at least one widely-publicized meeting each year, wherein members of the small business community shall be invite to participate in Advisory Board discussions; and (I) Reports annually to the Mayor and City Council on the "State of Small Business" within the City of San Diego.		Collect and analyze information about the small business economy in San Francisco, as well as conduct investigations under its power of inquiry into any aspect of governmental operations affecting small businesses, including holding hearings and taking testimony, and make recommendations to the Mayor or the Board of Supervisors.	
Membership Requirements	Voting members of the Board: must be at least twenty-one years of age and shall be residents of the city or nonresidents who have an ownership interest in a business within the City	following groups: (1) Small Business Administration District Director or designated representative; (2) President of the Business Improvement District Council or designated representative; The nine remaining appointees considered for selection may include, but not limited to, representatives of the following areas of interest and expertise; (A) Small business owner;		Seats 1-5 must be an "owner, operator, or officer of a San Francisco small business." Seat 6 must be a "current or former owner, operator, or officer of a San Francisco small business." Seat 7 must be an "officer or representative of a neighborhood economic organization or an expert in small business finance."	Members must reside in Los Angeles County and be a representative from the business community.
Membership Appointment	The membership of the Board consists of 11 voting members that are appointed by the Mayor. No more than two members of the board shall be from the same profession or occupation. The Board also consists of up to five non-voting members who are appointed by the Mayor with advice and consent from the Council. The Director of the Community and Economic Development shall be an ex officio member with no voting privileges. Other individuals, representing organizations with continuing interest and involvement in business within the city may be appointed nonvoting members, including, for example, the Salt Lake area Chamber of Commerce.	The Board consists of 11 members who are appointed by the Mayor and confirmed by the City Council.	The Small Business Advisory Council (Council), consists of 21 members that are all appointed by the Mayor and representative of specific industries.	The SBC is comprised of seven voluntary members with four members appointed by the Mayor and three members by the Board of Supervisors.	The Commission consists of 20 members, and is inclusive of four nominated by each Supervisor. Ex officio nonvoting members include: deputies from the five supervisorial districts, the County Executive Officer and the departments of Internal Services, Public Works, Auditor-Controller, Health Services, Sheriff, County Counsel, Community Development Commission, U.S. Small Business Administration, and the State Department of General Services. The Board of Supervisors can designate one alternate for meetings for commission members who are not present.

Attachment 1 - Small Business Commission Comparison Chart

	Salt Lake City	San Diego	Chicago	San Francisco	LA County
Membership Tenure	Voting Members serve a maximum of two four-year terms. Non-voting members serve a maximum of four one-year terms.	Members of the Board serve two-year terms.	Members of the Advisory Council serve four-year terms.	Information not provided.	Commissioners serve three-year terms with no compensation. The officers of the Commission include a chairperson and vice chairperson.
Meeting Frequency	Meetings are held once a month.	The Board is required to meet not less than once every three months. The Board has met on a bi-monthly basis for approximately three years.	The Council meets quarterly.	Meetings are held twice a month (second and fourth Monday)	Meetings are held on a quarterly basis.
Action	All actions taken by the Board are constituted as recommendations to the Director of the Community and Economic Development, the Mayor and the City. The Director of the Community and Economic Development and/or the Mayor shall have the power to review, modify or note and file any recommendation submitted by the Board, and the Mayor may refer the matter to the City Council, if appropriate. (Ord. 38-08, 2008: Ord. 6-04? 7, 2004: Ord 90-99? 1, 1999). There is no legislative requirement that stipulates approval by the Business Advisory Board.	The Board works in an advisory capacity to the Mayor and City Council. The Board is required to present a report to the Mayor and Council on an annual basis.	The Council reports directly to the Chief Small Business Officer.	The SBC reviews pertinent small business legislation and policy matters and makes recommendations to the sponsor of the legislation, including the Mayor, Board of Supervisors, or other City Agencies. The SBC also adopts resolutions in support of certain public policy positions or to encourage an action by a particular individual, organization, or group.	Recommendations are reported to the Board of Supervisors for approval at least once a year.
Established	Ordinance (1999)	Ordinance (Amended 2010)	Information not provided.	It was established by a mandate of the voters, which amended the Charter of the City and County of San Francisco by adding Section 4.134 establishing a Small Business Commission.	The Commission was created by Board of Supervisors Order and established through ordinance.
Staff Assigned	The Community and Economic Development Department provides support by putting minutes together, minutes, public notices, and position letters. Staff estimates that a Manager provides support (.25FTE overall of management). Meetings are recorded.	Two Economic Development Department staff members are assigned to the Board. The Department lead is a Program Manager and the other is a Business Development Officer. Staff estimate .25FTE on work for the Board. Staff create and post the agenda and minutes per the Brown Act; secure meeting location; provide water; laptop for presentations; and one or two speakers on various topics.	The Chief Small Business Officer and two Economic Development staff members from the Mayor's Office provide support to the Advisory Council.	An Executive Director, and a Senior Policy Analyst/Commission Secretary provide support to the Commission.	Three staff members assigned to support Commission.
Staff and Administrative Costs	\$102,919 Economic Development Manager/Supervisor Salary. \$1,000 is also budgeted for light breakfast.	Salary - Program Manager (\$49,966-\$172,744) and Community Development Specialist IV (\$66,768 - \$80,891)	Information not provided.	Information not provided.	Information not provided.
Dedicated Funding Stream?	No. Expenses are absorbed by department's general fund.	No. Expenses are absorbed by department's general fund.	There is no dedicated funding stream.	There is no dedicated funding stream, but funded through the General Fund.	Information not provided.

Attachment 2 - Housing and Community Investment Department Commission Comparison Chart

	Commission on Community and Family Services	Human Relations Commission	Commission on the Status of Women	Affordable Housing Commission	Community Action Board
Role	The Commission on Community and Family Services advises the the City's leadership on issues of poverty, and the needs of children, youth, and their families. (Advisory)	The Human Relations Commission is a neutral agency mandated to promote equal participation in the civic process through innovative peace building programs and models designed to reduce discrimination, increase cultural competency and improve inter-group relations. (Project-oriented and policy-driven)	The Commission on the Status of Women acts in advisory capacity to the Mayor, Council, and General Manager of HCID with respect to ensuring that all women have the opportunity for full and equal participation in the affairs of City government and with respect to promoting the general welfare and human rights of all women and girls in the greater community through policy, advocacy, and education. (Project-oriented and policy-driven)	The Affordable Housing Commission advises the City's leadership around affordable housing issues and rent control. (Advisory)	The Community Action Board presents an opportunity for residents, service providers, educational institutions and business interests serving Los Angeles' low income people and neighborhoods to actively participate and be involved in resolving issues relating to the use of Community Services Block Grant (CSBG) funding received by the City. (Specific)
Mission	The Board shall act in an advisory capacity to the Mayor, Council, and General manager on poverty, and the needs, concerns, and interests of children, youth, and their families, and on the administration of the Housing and Community Investment Department (HCID) Consolidated Plan, including fulfillment of all legal requirements for public participation related to the Housing and Community Development Consolidated Plan.	The Board shall act in an advisory capacity to the Mayor, Council, and General Manager with respect to policies and other matters that will assist in ensuring that all residents are provided with an opportunity for full and equal participation in the affairs of City government; promote the general welfare and safety of all residents through activities and programs designed to reduce discrimination, prejudice, tension, and violence; improve inter-group relations; support efforts to create a City free from all forms of discrimination based on race, religion, sex, sexual orientation, national origin, age, disability, immigration status, gender, gender identity, gender expression, or any other arbitrary factor; and otherwise promote healthy human relations among individuals and diverse constituencies in all aspects of the civic life of the City.	The Commission on the Status of Women will inform and advise the Mayor and City Council of the needs and challenges that Los Angeles women face, with special emphasis placed on women in City government.	The Commission shall act in an advisory capacity to the Mayor, the City Council and the General Manager on housing matters, including rent control, and may conduct public meetings and hearings to obtain information and comment on housing issues of interest and concern to the City.	The Community Action Board is a state mandated Advisory Board to HCID, the City Council, and Mayor on matters related to the development of the City's anti-poverty strategy and administration of the City's CSBG funds and provides recommendations.
Goals/Objectives	In the development phase.	Work towards race equity and religious pluralism.	Work to stop human trafficking and to increase economic wealth and growth for women.	In the development phase.	The Community Action Board provides recommendations for the development, planning, implementation, and evaluation of CSBG funds and other programs that serve communities in poverty throughout the City.

Attachment 2 - Housing and Community Investment Department Commission Comparison Chart

	Commission on Community and Family Services	Human Relations Commission	Commission on the Status of Women	Affordable Housing Commission	Community Action Board
	The Board may:	The Board may:	The Board may:	The Commission shall:	The CAB shall have the following powers, duties, and responsibilities as delegated or assigned by the Governing Body:
	(1) Enhance and coordinate the City's efforts to serve children, youth, and their families, and advocate for these constituencies within both the City government and the greater community of the City; and	(1) Develop, recommend, and advise on policies, legislation, programs, initiatives, in addition to related research, focused on addressing and eliminating discrimination, prejudice, and intolerance based on race, religion, sex, sexual orientation, national origin, age, disability, immigration status, gender, gender identity, gender expression, or any other arbitrary factor; and	(1) Advise the Mayor, Council, and HCID General Manager of the needs and issues facing women and girls in the City, with special emphasis on women in City government and within underserved populations, as identified by the Board; and	(1) Advise the Mayor and City Council with respect to the City's affordable housing needs; and (2) Provide a public forum for the discussion of City affordable housing issues; and (3) Conduct public hearings on HUD mandated housing plans; and (4) Perform an affordable housing needs assessment; and (5) Generate and update a housing database with the assistance of the City's housing agencies; and	(1) Establish processes for planning, allocation, and public hearings regarding the use of community action funds, the final result of which shall be submitted to the Governing Body in the form of recommendations for its actions; and (2) Establish election procedures and membership composition standards for itself, and the modifications thereof, which may from time to time become necessary; and
Powers and Duties	(2) Promote the use of resources and the establishment of collaborations with the City, the County of Los Angeles, the Los Angeles Unified School District, other educational and government entities, national, state, and local associations and organizations, parents' groups, and community-based agencies concerned with poverty and the needs, concerns, and interests of children, youth, and their families; and	(2) Develop, recommend, and advise on policies, legislation, programs, and initiatives, in addition to related research, focused on addressing and eliminating community conflict and violence, advancing public safety, promoting positive inter-group relations, improving law enforcement relations in the community, and building respect, tolerance, and appreciation of diversity; and	(2) Maintain an active relationship with community-based organizations, academic institutions, civic and business organizations, and other key stakeholders interested in issues facing women and girls; and	(6) Recommend to the Mayor and the City Council a City housing policy and specific housing goals to meet the City's affordable housing needs at least every two years; and (7) Annually review City agencies' and departments' housing plans and budgets to ensure that they are in conformance with City housing policy established by the Mayor and Council; and	(3) Review policies relating to programs of the Community Action Agency (CAA), and recommend to the Governing Body the adoption/modification of such policies as it may deem necessary and desirable; and
	(3) Develop a strategic plan and review and recommend policies or legislation that address issues of poverty and serve the needs of children, youth, and their families; and	(3) Provide a forum for the discussion of human relations issues; and (4) Perform such other duties relating to human relations as may be requested by the Mayor, Council, and General Manager.	(3) Investigate pressing issues and developing policy and programmatic recommendations that advance the civil and human rights of women and girls in the City and provide them with positive opportunities in all aspects of their lives without discrimination. Such programs and policies may address but shall not be limited to:	(8) Annually evaluate the City's affordable housing efforts to determine the success of the agencies and departments in achieving the City's housing goals set by the Mayor and City Council, and to address the amount of unmet needs; and	(4) Supervise the administration of all CSD policies and standards, and all programs, administrative, and financial policies and rules adopted by the Governing Body, including elaboration, supervision, and enforcement if the first instance, of all such policies and rules; and

Attachment 2 - Housing and Community Investment Department Commission Comparison Chart

	Commission on Community and Family Services	Human Relations Commission	Commission on the Status of Women	Affordable Housing Commission	Community Action Board
Powers and Duties	(4) Perform other duties required by federal, state, and local law for public participation in the administration and expenditure of grants awarded to the City under the Housing and Community Development Act; and		(i). Economic opportunities, including recruitment and retention of women and young women in non-traditional careers currently underrepresented by women; (ii) Personal and public safety, including issues of intimate partner, community and systemic violence; (iii) Fair and equitable access to health care, housing, transportation and other public social services;	(9) Make recommendations to the Mayor and Council for agencies and departments to expand their affordable housing production; and (10) Review the agencies and departments housing programs and make recommendations to the Mayor and City Council for affordable housing program implementation; and	(5) Select its own Officers, Executive and Other Committees, if any; (6) Participate in the development and implementation of all programs and projects designed to serve the poor or low-income areas with maximum feasible participation of residents of the areas and members of groups served, so as to best stimulate and take full advantage of capabilities for self-advancement and assure that those programs and projects are otherwise meaningful to and widely utilized by their intended beneficiaries; and
	(5) Participate in the development, planning, implementation, and evaluation of the Housing and Community Development Consolidated Plan to serve low-income communities; and		(iv) Civil and human rights; (v) Education, including gender equity in educational institutions and access to comprehensive sexuality education within schools and the community; and	(11) Monitor the impact of City housing policy and make recommendations to the Mayor and City Council for modifications to such policy where necessary to achieve the City's affordable housing goals; and	(7) Be so established and organized that the poor and low income residents of the area concerned will be enabled to influence the character of programs affecting their interests and regularly participate in the planning and implementation of those programs; be a continuing and effective mechanism for securing broad community involvement in the programs assisted; and in identifying and securing leveraged resources, grants and other financial support for the CSBG funded programs; and
	(6) Perform such duties relating to the poverty and children, youth, and their families as may be requested by the Mayor, Council and General Manager.		(vi) Methods to alleviate existing inequities in pay and employment opportunities between men and women; and (vii) Studies and surveys on the status of women and girls in the City of Los Angeles and perform such other duties related to this issue as may be requested by the Mayor, Council, or General Manager; and	(12) Encourage public/private partnerships to expand the role of private sector in the production of affordable housing; and (13) Undertake assignments for the development of housing policy recommendations and new housing studies, as directed by the City Council; and	(8) Prepare for inclusion with all proposals for financial assistance submitted to CSD a report which consists of a summary of its views on the projects and activities included in the proposal and/or other major questions decided by the Governing Body since the last previous proposal. In addition, the CAB may communicate directly with CSD at any time concerning matters of current importance; and

Attachment 2 - Housing and Community Investment Department Commission Comparison Chart

	Commission on Community and Family Services	Human Relations Commission	Commission on the Status of Women	Affordable Housing Commission	Community Action Board
Powers and Duties			(4) Address any other matter important to the status of women and girls in the City of Los Angeles and perform such other duties related to this issue as may be requested by the Mayor, Council, and General Manager.	(14) Make recommendations to improve coordination of the City's housing programs and policies; and (15) Review the policies and guidelines recommended by the Rent Adjustment Commission to insure that such policies support the City's overall housing policy goals of maintaining and preserving affordable housing and recommend to the Rent Adjustment Commission additional implementation strategies which may assist in meeting the City's affordable housing policy; and (16) Encourage non-profit housing development as a means to meet the affordable housing needs of the City.	(9) The right to reasonable advance notice of, and an opportunity to make recommendations to the Governing Body concerning the exercise of all powers which those officials have not delegated to the Board; and (10) Such other duties and responsibilities as may be assigned from time to time by the Governing Body.
Membership Requirements	All members should have demonstrated knowledge and experience in areas related to poverty and children, youth and their families. The Mayor, when submitting appointments to the Council for approval, shall state the specific area of expertise and the related qualifications and experience of the nominee. The Council shall review these qualifications as part of the confirmation process. The Mayor and Council shall also ensure that the membership of the Board represents the City's diversity of race, ethnicity, culture, religion, national origin, gender, age, sexual orientation, and neighborhoods, in addition to other diverse communities of interest such as business and not-for-profit organizations.	All members should have demonstrated knowledge and experience in areas related to human relations and the prevention of discrimination. The Mayor, when submitting appointments to the Council for approval, shall state the specific area of expertise and the related qualifications and experience of the nominee. The Council shall review these qualifications as part of the confirmation process. The Mayor and Council shall also ensure that the membership of the Board represents the City's diversity of race, ethnicity, culture, religion, national origin, gender, age, sexual orientation, and neighborhoods, in addition to other diverse communities of interest such as business and not-for-profit organizations.	All members should have demonstrated knowledge and experience in areas related to the needs of women and girls in society. The Mayor, when submitting appointments to the Council for approval, shall state the specific area of expertise and the related qualifications and experience of the nominee. The Council shall review these qualifications as part of the confirmation process. The Mayor and Council shall also ensure that the membership of the Board represents the City's diversity of race, ethnicity, culture, religion, national origin, gender, age, sexual orientation, and neighborhoods, in addition to other diverse communities of interest such as business and not-for-profit organizations.	Appointees shall be qualified and experienced affordable housing professionals and advocates, including at least one member of an established residential tenant organization. The City Council declares that persons appointed to the Commission who are affordable housing professionals and advocates and a tenant commissioner, are intended, among other things, to represent and further the interests of non-profit providers of affordable housing and tenants, respectively. The City Council believes that such representation and furtherance of such interest will ultimately serve the public interest.	(A) Representatives of the Public Sector shall have general responsibilities or have responsibilities that require them to deal with poverty related issues. (B) Representatives of the Poverty Sector, in accordance with the Federal Community Services Block Grant Act, must be democratically selected. There will be four representatives, with a minimum of one from the Valley, Northeast, South, and Central Los Angeles. Candidate cannot be an employee or relative of an employee of the City of Los Angeles or any CSBG funded agencies. (C) Representatives of the Private Sector, may include but not be limited to the following: education, business, industry, labor, private social service groups, and other major interests in the community.

Attachment 2 - Housing and Community Investment Department Commission Comparison Chart

	Commission on Community and Family Services	Human Relations Commission	Commission on the Status of Women	Affordable Housing Commission	Community Action Board
Membership Appointment	The Board consist of fifteen members appointed by the Mayor and confirmed by the Council.	The Board consist of eleven members appointed by the Mayor and confirmed by the Council.	The Board consist of seven members appointed by the Mayor and confirmed by the Council.	The Commission consist of seven members whom are appointed by the Mayor and confirmed by the City Council.	The Community Action Board consist of twelve members: four representatives of the public sector; four representatives of the poverty sector; and four representatives of the private sector.
Membership Tenure	Board members have four-year, staggered terms beginning with the first day of July of the respective years.	Board members have four-year, staggered terms beginning with the first day of July of the respective years.	Board members have four-year, staggered terms beginning with the first day of July of the respective years.	Each member shall serve for a term of five years.	The term of service for all CAB members shall be two (2) years not to exceed three (2) year terms.
Meeting Frequency	The commission meets on the first Monday of every month.	The commission meets on the second Thursday of every month.	The commission meets on the third Friday of every month.	The commission meets on a monthly basis, every fourth Thursday.	Meetings are held on a quarterly basis.
Established	Ordinance No. 181192	Ordinance No. 181193	Ordinance No. 181193	Ordinance No. 166009	State mandated Board created to provide input on CSBG.
Staff Assigned	7 (1 Senior Project Coordinator, 3 Human Relations Advocates, 1 Management Assistant, 1 Project Coordinator, and 1 Senior Administrative Clerk). Of these, one is a Regular position, and six are Resolution Authority. Currently, six positions are filled as a Human Relations Advocate position remains vacant.				
Staff and Administrative Costs	For the current fiscal year (\$396,626 - salaries ((includes printing/binding, travel, and office and administration) \$196,272 - related costs) - as of 4/16/16)*				
Staff Assigned	HRA supports both the HRC and the AHC - 1 HRA supports both the HRC and the CCFS - 1 vacant HRA previously supported both the HRC and the CAB - 1 Project Coordinator supports the CSW - 1 Mgmnt Asst and 1 Sr. Clerk Typist supports staff for all of the commissions (currently, supporting CAB now due to vacancy) - 1 Sr. Project Coordinator supervises all staff in section				
Dedicated Funding Stream?	No. The funding sources to cover staff and administrative costs are General Fund, Community Services Block Grant, Community Development Block Grant, Rent Stabilization Trust Fund.				
Notes	The Commissions and Community Engagement division in HCID provide support in the following areas: 1) CCE Board Management: Administer five commissions (Human Relations, Affordable Housing, Status of Women, Community and Family Services, and Community Action Board); support 55 commissioners; organize board meetings; and coordinate all functions related to the board. 2) Equity Policy Assessments: Work with commissioners and other policy advisors to identify key gender equity issues and provide policy assessments for board and Mayor. 3) CCE outreach tools: For the Commissions and Community Engagement Unit, design outreach tools vital to working with various communities and City departments.				
Staff and Administrative Costs (FY14-15)	In FY14-15, the level of staffing was 6 staff members (1 Senior Project Coordinator, 3 Human Relations Advocates, 1 Senior Project Assistant, and 1 Senior Clerk typist). Staff and administration costs were \$497,079 for salaries (including printing/binding, travel, contractual services, and office and administration) and \$175,515 in related cost.				

Attachment 3 – Los Angeles Small Business Commission Recommendations Summary Chart

	Recommendation
Role	<ul style="list-style-type: none"> • Act as City liaison to the small business community • Advise the Mayor, Council and EWDD on City policy to promote small business growth • As directed, review proposed City policies for impact on the small business community
Mission	Assist the Mayor, Council and Economic and Workforce Development Department to promote, grow and retain small business in the City of Los Angeles by facilitating greater small business participation in City policy-making processes, and by providing input regarding significant proposals, issues, and decisions affecting the small business community.
Goals/Objectives	<ul style="list-style-type: none"> • Reach out to the small business community to solicit input, feedback and potential solutions to issues they face with City policies or processes • Develop an outreach plan for the City to implement when City infrastructure or other projects will impact local small business communities • Assist the City with outreach to the small business community when new or changed policies or processes will impact the small business community • Meet work objectives set for the Commission by the Mayor and City Council on an annual basis • Work with EWDD to prioritize issues of special concern to the small business community (ex. Proposed local preference program for City procurement)
Powers/Duties	<p>The Small Business Commission shall:</p> <ul style="list-style-type: none"> • Hold hearings to solicit comment from the small business community • Annually be assigned a work plan by the Mayor and City Council, which will define specific objectives for each year • Report to the Mayor and City Council no less than annually on the status of the work plan, including, but not limited to: <ul style="list-style-type: none"> • Results of any outreach to and input received from the small business community • Recommendations for new policies or changes to existing policies, that will promote, grow and/or retain small businesses in the City of Los Angeles

	Recommendation
Membership Requirement	<ul style="list-style-type: none"> • All members must: <ul style="list-style-type: none"> • Reside in the City of Los Angeles, have an ownership interest in a business within the City of Los Angeles, or represent an organization that meets one of the other membership requirements; and • Have an ownership interest in a small business in the City of Los Angeles; or • Have subject matter expertise (financial/lending, accounting, legal, economic, etc.) relevant to small business in the City of Los Angeles; or • Represent an organization that advocates for the needs of small businesses in the City of Los Angeles.
Membership Appointment	<ul style="list-style-type: none"> • Small Business Commission shall consist of seven (7) members appointed as follows and confirmed by the City Council: <ul style="list-style-type: none"> • Three (3), including the Chair, appointed by the Mayor, two (2) of which must be subject matter experts • Two (2) appointed by the President of the City Council • One (1) appointed by the Chair of the City Council Economic Development Committee or Committee with jurisdiction over Economic Development • One (1) appointed by the Chair of the City Council Budget and Finance Committee or Committee with jurisdiction over Budget and Finance
Membership Tenure	<ul style="list-style-type: none"> • Commission members will serve two year terms
Meeting Frequency	<ul style="list-style-type: none"> • Small Business Commission will meet at least once per quarter

	Recommendation
Staff Assigned	<ul style="list-style-type: none"> • Staff approved in the 2016-17 City Budget to cover this Commission include: <ul style="list-style-type: none"> • Assistant Chief Grants Administrator (0.2 FTE) – Serve as lead EWDD staff to the Commission. Make presentations on behalf of EWDD to the planned small business commission. Ensure materials are provided to commission members on time. Oversee follow-up on Commission actions. Transmit Commission recommendations and reports and make presentations to the City Council on behalf of the Small Business Commission. • Management Assistant (1.0 FTE) – Coordinate Commissioner meeting schedules, prepare and distribute meeting materials, record meeting minutes and track follow-up items, coordinate EWDD staff reports to Commission
Staff and Administrative Costs	<ul style="list-style-type: none"> • Total Cost - \$98,276 <ul style="list-style-type: none"> • Assistant Chief Grants Administrator (0.2 FTE) – \$28,564 • Management Assistant (1.0 FTE) – \$69,712