

NCBA FY2016-2017
Minutes
August 15, 2015 10:00AM-12:00PM
1645 Corinth Ave #201
Los Angeles, CA 90025

<https://www.google.com/maps/place/West+Los+Angeles+Neighborhood+Council/@34.0452111,-118.4491996,15z/data=!4m2!3m1!1s0x0:0x394e33e8a4e8f>

Call-in Telephone Number: 712-775-7031
Access Code: 647-112-469

1. Roll Call (Gomes)10:00AM by Gomes
2. Public Comment No public comment
3. Approval of minutes Moved: Bailey Second: Katchen 19-0-0
4. Approval of funding report Current balance \$27889.29 rollover plus from last FY \$3008.84. Total \$30898.13. Some amounts were still outstanding from Budget Day and Katchen was to research with DONE. Report next month. Moved; Katchen Second: Gomes 21-0-0
5. Administration: Parking Passes/ Business Card Proofs, Meeting Minutes and website, Email naming conventions update
 - a. BA-Committee Name-Subject All items updated on the website. DONE to provide business card proofs and parking passes by September 12 for September 19, 2015 meeting.
6. Update and discussion on Regional Budget Day October 17, 2015. Finalize locations, develop agenda Locations to be finalized by September 19, 2015 WLA meeting. Agenda will be created at the next meeting.
7. Update and discussion from Sue Reimers on the eleven committees that have not met. Action plan moving forward. Action plan to be developed and presented at next meeting.
8. Committee reports. Update by August 21, 2015 due to Morales and Amsden.
9. Discussion and possible action on the proposed Los Angeles Olympic bid to host the 2024 Summer Olympics

<http://www.latimes.com/sports/sportsnow/la-sp-sn-olympic-bid-los-angeles-20150812-story.html>

Liz Amsden to create a statement for BAs to review and vote:

The Budget Advocates, representing the interests of the Neighborhood Councils and their stakeholders would be proud to see Los Angeles host the 2024 summer Olympics provided, however, that those who pursue the nomination and who will have to commit the City to paying for all losses, carefully evaluate the direct and indirect manpower and resources needed as well as they will fund all costs and not saddle the citizens with a huge debt which impairs services, further delay obligatory upgrades and create just one more shell game of debt to pass on to our children.

Boston has already rejected the games after a privately-backed bid had been selected by the USOC based on the Mayor of Boston stating that he could not commit to signing the host city contract as it was presented to him because it would put the city and taxpayers at risk of paying for potential cost overruns.

Our Mayor and other advocates for bringing the Olympic Games to Los Angeles for an unprecedented third time are purportedly relying on the infrastructure remaining from the 1984 games to keep costs down and point towards the benefits that can accrue including pride and an increase in tourist income.

Pride does not pay bills and the City is already a major tourist destination. A two-week bump, unless the issues that currently deter people (hotel costs, a public transit system that is not yet as efficient as its counterpart in other major cities, crime and pollution) are addressed.

Therefore Budget Advocates, representing the interests of the Neighborhood Councils and their stakeholders have concerns about the ability of the City of Los Angeles to avoid costs to these stakeholders and would only recommend the City pursue the nomination of the United States Olympic Committee (USOC) for 2024 summer Olympics IF:

- 1) a full and complete budget of ALL direct and indirect costs be drawn up and posted on the City's website for input by interested parties;
- 2) every aspect of the City's infrastructure including is addressed identifying what needs to be done for the Games and how that would impact the long term upgrade and maintenance;
- 3) the plans include fallback and contingency plans for everything from not getting a new football stadium to a police strike to a profound water shortage to a war;
- 4) realistic revenue streams are devised to cover direct (upgrading of existing structures, building the Olympic Village, security provisions, technical upgrades) and indirect (road repairs, acceleration of public transportation expansion, overtime for city staff, resolving the blight of homelessness) costs with at least a 10% contingency pad built in; and
- 5) Development of an arms-length organization to be set up to run the Olympics with full authority and no material interference from City Hall provided they meet their targets on a timely basis.

Although a number of the games since 1984 seem to show a profit, they do not account for the millions and millions invested by national governments or absorbed into other budgets. Without addressing all of the foregoing, we do not believe it is in the best interests of our City to pursue the nomination for the 2024 summer Olympics.

10. Request for up to \$600 (printing and pizza). Print 3,500 hard copies of the survey giving us 900 for the NC Congress packets, 500 for Regional Budget Day and 50 for each BA to take back to their NCs. The printed copies will be input into the Survey Monkey account by the Survey committee and volunteers at a pizza party or two before the survey closes. Motion for \$1100 for outreach packets and \$300 for Survey Monkey. Total \$1400
Moved Handal Second Liberman 26-0-0
11. Update and possible action on the Greek Theatre. That the City spend no money nor give any credit for capital costs or maintenance in connection with a one-year temporary contract on Greek Theatre, and that the that Arts, Parks and River Committee reject General Manager Report 15-191 to allocate \$200,000 for the purchase and leasing of major equipment for the concessions. Moved: Handal Second: Liberman 19-0
12. Discussion and possible action on City Records:
 - The City's records management program is laid out in Division 12 of the City's Administrative Code, which was significantly revised just recently. The new wording of that code section, which may not be up on line yet, can be seen in the amending ordinance, ordinance 183754

http://clkrep.lacity.org/onlinedocs/2015/15-0616_ord_183754_08-11-15.pdf

The most significant changes are that under the new provisions:

- Departments must submit their records retention schedules to the City Clerk, City Attorney and City Council for approval. Previously only City Clerk and City Attorney approval had been required.
- Departments need no longer submit their requests to destroy obsolete records to the City Council or City Attorney. Under the new provisions department heads may follow their Council approved records retention schedules without reporting each disposition of records to the City Attorney or Council.

FAQs:

How long do we keep paper records?

- Per the Ad Code, each department is required to draft records retention schedules listing all of the records that they produce or maintain and establishing minimum records retention time periods. The retention schedules are subject to the approval of the City Clerk, City Attorney, and City Council. Currently they are not on line but all schedules are now required to be submitted to the City Council which will mean that they will be added over time to the City's Council File Management System.

<http://cityclerk.lacity.org/lacityclerkconnect/>

- In setting the retention time periods the departments are guided by section 12.3(b) of the Ad Code, which is unchanged by the recent revisions, and which can be seen here.
http://ens.lacity.org/clk/rmdroot/clkrmroot108519379_05052004.pdf
- We also generally follow the Secretary of State's Local Government Records Management Guidelines, which can be seen here.
http://ens.lacity.org/clk/rmdroot/clkrmroot108519572_05112004.pdf

So, once they are established, each department's own records retention schedules determine how long they keep each record. I can send you copies of any departments' schedules if you like.

How often do we purge them?

- Purging is up to the discretion of the departments and is usually done annually, but departments are not required to dispose of all documents immediately as they become eligible and will retain records longer beyond their stated retention time period for various operational, audit, or historical concerns as warranted.
- Prior to the recent code revisions, since all requests for authority to destroy obsolete records required City Council approval, they can be seen in the Council File Management System at
<http://cityclerk.lacity.org/lacityclerkconnect/>

(It is suggested to select the "Advanced Search" feature and searching on "obsolete records" in the Title/Subject field)

What is the cost for your department to operate (in the City budget)?

- The City's 2014/15 budget allocated approximately \$490,000 for the operation of the City Clerk's Records Management Division, which includes the City Archives for the permanent retention of historically valuable records and the City Records Center for the temporary storage of inactive operational records. Our budget allocation is primarily used for salaries and expenses (equipment purchases and repairs and other administrative expenses) and does not include rent or lease payments for our building space as we are located in a City owned facility.
- You should also be aware that because the City's annual production of paper records has greatly exceeded the volume of records purged for many years the City Records Center has filled to capacity and has been closed to incoming records for the past two and one half years and City departments have been placing records in paid commercial storage. All departments combined now hold a volume of records in commercial storage equal to that in the City Records Center and expend over \$600,000 annually on commercial storage. Additionally each department typically has one or more staff persons dedicated to tracking their records in off-site storage and coordinating retrievals and dispositions as necessary. So citywide total expenditures for records management are difficult to calculate.

Motion: That the City Attorney develops a digitized record retention policy for all City departments and, if any hard copies of documents are required to be maintained, the City Attorney should specifically lay out what that policy is. The foregoing should apply to all future documents. Furthermore, the City Attorney should determine which documents which have not already been digitized need to be, and a time frame for the destruction of all unneeded physical records. In addition, as well as maintaining easy access to such digital records for the City and its government, the Information Technology Agency should ensure that the digitization of all documents include location of back-ups to appropriate offsite secure facilities. Moved: Gomes Second: Liberman 19-0

13. Update discussion and possible action to develop sub-committees. Need committees to track Council Files, monitoring Council Committees, and budget related report backs. Executive committee to develop policy and ask for appointments.
14. Adjourn- next meeting September 19, 2015 WLA Civic Center. 12:10PM