



neighborhood council
el consejo del vecindario de glassell park

Our Voice to the City
Nuestra voz a la Ciudad

**GLASSELL PARK
NEIGHBORHOOD
COUNCIL
OFFICERS**

MOLLY LYNN TAYLOR
CHAIRPERSON

MARK QUIROZ
VICE CHAIR

AVA POLANCO
SECRETARY

ANDRE SAHAKIAN
TREASURER

MICHAEL DIVIC
MEMBER-AT-LARGE

CITY OF LOS ANGELES
CALIFORNIA



ERIC M. GARCETTI
MAYOR

GLASSELL PARK NEIGHBORHOOD COUNCIL

Glassell Park Community & Senior Center

3750 N. Verdugo Road

Los Angeles, CA 90065

**EXECUTIVE COMMITTEE
MEETING AGENDA**

Tuesday, September 2, 2014 7 p.m. - 9 p.m.

**GLASSELL PARK
NEIGHBORHOOD COUNCIL**
3750 N. Verdugo Road
Los Angeles, CA 90065
(323) 256-4762 or 256-GPNC
www.glassellparknc.org

(LIST OF BOARD MEMBERS)
LORENZO TOVAR - AREA 1
MARK QUIROZ AREA 2
CRYSTAL-LYNNE OROZCO - AREA 3
MOLLY LYNN TAYLOR - AREA 4
FRANCISCO CONTRERAS - AREA 5
ANDRE SAHAKIAN - AREA 6
GLADYS PINTO-MUNOZ - AREA 7
BRADLEY - BUS. REP
JAKE DANIEL SNEIDER - BUS. REP
LAZARO AGUERO - BUS. REP
MARGE PIANE - ORG. REP
PAVLO VLANCO - ORG. REP
AVA POLANCO - EDUC. REP
RUBY DeVERA - FAITH-BASED
MICHAEL DIVIC - AT LARGE REP

The public is requested to fill out a "Speaker Card" to address the Board on any item of the agenda prior to the Board taking action on an item. Comments from the public on Agenda items will be heard only when the respective item is being considered. Comments from the public on other matters not appearing on the Agenda that is within the Board's subject matter jurisdiction will be heard during the Public Comment period. The timelines indicated are for the purposes of moving agenda items along only and do not constitute official times to discuss and/or take actions on items presented. Public comment is limited to 2 minutes per speaker, unless waived by the presiding officer of the Board. Agenda is posted for public review at *Super A Foods Store* 2925 Division Street, *Glassell Park Post Office* 3950 Eagle Rock Blvd., *Out Of The Closet* 2425 N. San Fernando Road, *Public Storage* 3810 Eagle Rock Blvd., and *Glassell Park Recreation Center* 3650 Verdugo Road. In compliance with Government Code section 54957.5, non-exempt writings that are distributed to a majority or all of the board members in advance of a meeting may be viewed at the Glassell Park Neighborhood Council Constituent Service Center located at 3750 N. Verdugo Road (in back of the Public Storage Bldg) or visiting our website by clicking on the following link: www.glassellparknc.org at an upcoming scheduled meeting. In addition, if you would like a copy of any record related to an item on the agenda, please contact the GPNC Office at (323) 256-4762 or **256-GPNC** or Communications@GlassellParkNC.org. All agenda items including topics of discussion considerations, recommendations and / or adoptions of a motion to be placed on an upcoming public general stakeholder (GCS) meeting must be submitted to GPNC executive board more than 72 hours prior to a scheduled Executive Board meeting unless otherwise noted. Submit your requests to the Executive Board via our website or by phone. The Executive Board does not guarantee an item will be placed on an upcoming GCS meeting agenda.

1. Welcome and Call to Order (Molly Taylor; Chairperson)
2. Roll Call / Determination of Quorum (3 min)
3. Official and Public Comment (on Non-Agenda Items) (Limited to 10 minutes, maximum 2 minutes per speaker)

The Executive Officers of the GPNC Board will review and may take action on the following:

4. Review and approval of the Minutes from 8/26 GPNC Special Meeting
5. Monthly Reconciliation of Funds – Andre Sahakian
6. Review and propose Agenda Items for GPNC General Board Meeting Tuesday, September 16, 2014:
 - a) Guest Speaker Requests – Mark Quiroz
 - b) Agenda items unaddressed at August 26th, 2014 GPNC Special Meeting – Please see 8/26/14 Agenda – ATTACHED
 - c) Committee Reports and Recommendations to GPNC Board:
 - i) By-Laws – Tony Butka
 - ii) Grants and Funding
 - iii) Economic Development & Land Use – Andy Montealegre
 - iiii) Outreach and Communications
 - v) Budget and Finance – Andre Sahakian
7. New Business; including (but not limited to) any Ad-hoc Committee updates, Community Activities, and Announcements
8. Adjourn

As a covered entity under Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and upon request, will provide reasonable accommodation to ensure equal access to its programs, services, and activities. Sign language interpreters, assistive listening devices, or other auxiliary aids and/or services may be provided upon request. To ensure availability of services, please make your request at least 3 business days (72-hours) prior to the meeting by contacting Department of Neighborhood Empower, at (213) 978-1551 or toll-free at 311. To ensure availability of services, please make your request at least 3 business days (72 hours) prior to the meeting you wish to attend by contacting the GPNC Secretary or Board Members separately.



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**GENERAL COMMUNITY STAKEHOLDERS
SPECIAL MEETING AGENDA**

Tuesday, August 26, 2014

7:30 p.m. - 9:30 p.m.

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Agenda items may be subject to discussion and/or possible action by a simple majority of a quorum of the Board present at this meeting. Time allocations for agenda items are approximate and may be shortened or lengthened at the discretion of the Chairperson.

- 1) Welcome and Introductions (7:30 p.m.)**
- 2) Acceptance/Review of GPNC GCS Mtg. Min. for February 22, 2014, March 18, 2014, April 15, 2014 (If provided)**
- 3) Official/Public Comment (Non-Agenda Items) (Limited to 10 minutes, maximum 2 minutes per speaker)**
- 4) Area Representative Updates**
 - a) Area 1, Lorenzo Tovar
 - b) Area 2, Mark Anthony Quiroz
 - c) Area 3, Crystal-Lynne Orozco
 - d) Area 4, Molly Lynn Taylor
 - e) Area 5, Francisco "Sco" Contreras
 - f) Area 6, Andre Sahakian

g) Area 7, Gladys Pinto-Muñoz

5) Business Representative Updates

6) Organizational Representative Updates

7) Educational Representative Updates

8) Faith-Based Representative Updates

9) At-Large Representative Updates

10) Updates and Information from

- a) Los Angeles City Council District 1
- b) Los Angeles City Council District 13
- c) Los Angeles City Council District 14

11) Neighborhood Council Board Business

- a) Instruct Board Member to Comply with LA City Ethics and Open Government (<http://ethics.lacity.org/education/ethics2007/?audience=done>); completed Certifications to be turned into Chairperson, Molly Lynn Taylor before or at the next Glassell Park Neighborhood Council Stakeholder meeting, September 16, 2014
- b) Instruct Board Members to Comply with the new Dept. Funding Program Policies and NC Training & Checking Account Overview Policies or become INELIGIBLE TO VOTE on grants and funding matters that indirectly/directly affect or benefit the Community of Glassell Park.
- c) Instruct and Inform Board Members that interfering with the ability to carry out Glassell Park Neighborhood Council business is grounds for removal. - **Molly Lynn Taylor**
- d) Status/Update on Public Records Act (PRA) Requests by Stakeholder - **Molly Lynn Taylor**
 - i) PRA RECEIVED: April 1, 2014 | COMPLETE: July 21, 2014
 - ii) PRA RECEIVED: April 6, 2014 | COMPLETE: July 31, 2014
 - iii) PRA RECEIVED: May 27, 2014 | COMPLETE: July 31, 2014
 - iv) PRA RECEIVED: August 1, 2014 | COMPLETE: August 4, 2014
 - v) PRA RECEIVED: August 4, 2014 | COMPLETE: August 7, 2014
 - vi) PRA RECEIVED: August 22, 2014 -----
- e) Discussion and Inventory of Glassell Park NC office key sets and gate openers - **Mark Anthony Quiroz**
 - i) Collection of GPNC office key sets and/or gate opener from past Executive Board Members - **Mark Anthony Quiroz**
 - ii) Collection of GPNC office key sets and/or gate opener from stakeholders and past volunteers - **Mark Anthony Quiroz**
 - iii) Redistribution of keys to Executive Board Members - **Mark Anthony Quiroz**
- f) Discussion to identify five (5) areas in Council District 1 that are in need of a regular schedule for clean up - **Mark Anthony Quiroz**
 - i) submitted for board consideration
 - (1) Eagle Rock Boulevard from Avenue 36 to York Boulevard - **Francisco "Sco" Contreras**
 - (2) Verdugo Road at Eagle Rock and from Ave 37 - Ave 31 - **Crystal Star Orozco**
- g) Discussion GPNC RICOH copier [attachments provided]
- h) Motion to terminate services on the RICOH copy machine
- i) Motion for the removal of the RICOH copy machine
- j) Discussion and possible action for new GPNC copier and/or the use of outside services for GPNC copies
- k) Nomination and Election/ Selection of Second Signatory – record vote on **Vote Count Form**
 - i) Treasurer and Signer share the responsibilities of administering the checking account
 - (1) Second Signatory is required to complete the Department’s funding program training and orientation session.
 - (2) Review and sign a letter of acknowledgement, card holder agreement, and bank documents.
- l) Discussion about cancelled GPNC meeting on August 19, 2014 - **Molly Lynn Taylor**
- m) Discussion and update on board member business cards - **Gladys Pinto-Muñoz or Ava Polanco**
- n) Discussion and possible action (CD1) 50/50 Big Belly Program) Trash Receptacle Systems as part of CD01 “Keep It Clean” Campaign. (Each trash can is equipped with a chip that delivers real-time data to the DPW Bureau of Sanitation, showing when the units are full and need to be picked up. One Big Belly comes with an opportunity to promote the GPNC on side panels. In the spirit of the 50/50 program the sponsoring organization will have access to [2] panels on a single unit and [3] panels on a double unit.) [2 pages - attachments provided]
 - i) **UPDATE FROM CD1: CD1 wants to partner with GPNC on at least 1 Big Belly with cost total \$4,000 between GPNC & CD1 each paying \$2,000**
- o) Board Discussion Regarding unauthorized flyer and use of official GPNC logo - **Molly Lynn Taylor**
- p) Board Discussion/Action on Procedure for meeting minute taking procedures
- q) Motion/Resolution to sponsor October (date TBD) community clean-up in Glassell Park in partnership with CD1
 - i) **CDI providing clean up tools, city resources (sanitation and street maintenance), and volunteer recruitment**

- ii) Discussion and possible action to provide funding for October (date TBD) community clean-up day, funding up to \$1,000.00 to provide breakfast or lunch for clean-up volunteers, and snacks and water – **Bradley**
- r) Discussion about role and responsibility of GPNC board member who will serve as GPNC Secretary Assistant
- s) Nomination and selection of GPNC Secretary Assistant
- t) Discussion and possible action to write a “Letter of Support” (LOS) or a “Community Impact Statement” in opposition of “fracking” [**sample LOS and sample CIS as attachments**]
- u) Motion to Elect/Select a City Attorney Office (CAO) Bd. Appointed Legal Liaison for 2014 - 2016.
 - i) Nominee: Lorenzo Tovar
- v) Motion to Elect/Select a Liaison for a proposed Regional Alliance of Neighborhood Councils.
- w) Motion to Elect/Select a Mayor’s Budget Representatives for FY 2014 – 2016.
- x) Accept Nominations of up to 10 Alternate Representatives as per “GPNC Standing Rules.”
 - i) Nominees: Tony Butka, Brian Frobisher, Robyn Rodriguez, Kristin McLatchie, Channa Grace, Baltazar Vega, Art Camarillo, Maggie Lopez-Robles, Jose Mere, Joe Mendez, Jim Heubach, Celina Pinto, Irma Garate
- y) Instruct Board Members and Alternate Representatives to review, and sign the Glassell Park Code of Civility agreement and return to GPNC Secretary, Ava Polanco. [**attachment**]
- z) Motion to Elect/Select TWO Neighborhood Council Budget Advocates – need to record vote on **Vote Count Form**
 - i) The NC Budget Advocate process was created to help NCs better utilize the opportunity provided to them in the City Charter, which is the ability to present an annual list of budget priorities to the Mayor and City Council. In order to support the Budget Advocate process.
 - (1) every NC is asked to elect or appoint two Neighborhood Council Budget Representatives (BRs).
 - (2) BRs can be either board members or stakeholders.

12) Community Presentations

13) Report and Recommendations from Treasurer (Andre Sahakian)

14) Grants & Funding Committee Report/Recommendations/Status/Updates

15) Report/Recommendations/Status/Update Budget and Finance Committee

16) Report/Recommendations/Status/Update from Outreach and Communication Committee

17) Funding Requests

- a) Discussion about Garden Beautification event at Drew Street Community Garden; funding request \$350.00 — Maggie Darett-Quiroz
- b) Discussion about Drew Street Community Garden “Big Draw” Glassell Park event on October 4, 2014; funding request \$700.00 for materials — Maggie Darett-Quiroz
- c) Discussion about “Tree Lighting Ceremony” no specific date; asking for up to \$1,500 for more strings of lights — Maggie Darett-Quiroz

18) Letters of Support

- a) Motion/Resolution to Approve “Letter of Support (LOS)” for Bike Lane on Figueroa Street in Highland Park/Cypress Park. [**draft letter attachment**]
- b) Board Discussion to write a “Letter of Support (LOS)” for the “Glassellland” signage as an art installation
- c) Status/Update on Submittal of a “Letter of Support (LOS)” to Council District One in Support of the “Keep It Clean” Campaign.
- d) Letters of Request
- e) Status/Update on Council District 1 “Letter of Requests (LOR)” to provide Pedestrian LED Marker Cross-walk or Flashing Light Cross-walk System along Eagle Rock Blvd. at Avenue 41 (adjacent to the Rite-Aid Site) and Eagle Rock Blvd. at Avenue 34”
 - i) **CDI update: DOT studying intersection. As previously reported the study takes 6-9 months. 7/11/14**
- f) Status/Update on Council District 14 “Letter of Requests (LOR)” to provide Pedestrian LED Marker Cross-walk or Flashing Light Cross-walk System along Eagle Rock Blvd. at Avenue 41 and Avenue 34”
- g) Status/Update on Council District 13 “Letter of Requests (LOR)” to provide Pedestrian LED Marker Cross-walk or Flashing Light Cross-walk System along Fletcher Drive at Weldon Avenue and Roderick Road” (adjacent to the Reformed Presbyterian Church) [**update included in CD13 update - attachment**]
- h) Status/Update of the “Letter of Request (LOR)” to Council District 1 to provided Signage and/or alternate Safety Measures at 2000 Blk. Of Winmar Drive and 3400 Blk. Of Division Street
 - i) **CDI update: DOT studying intersection. The study takes 6-9 months. 7/11/2014**

- i) Status/Update on Submittal of a “Letter of Request (LOR)” to Council District 13 regarding update on “Chapman St.Wall Vining Irrigation System” CIP per FSQ Town Hall Meeting. (Gloria Castro) [**update included in CD13 update - attachment**]
- j) Status/Update on Request (LOR) to Council District One, Gil Cedillo’s Office to provide an official Council Rep. at the GPC/SC at least 4 days a week.
 - i) *CDI update: As previously reported the office recognizes the desire to have staff more than 3 days of the week at Glassell Park. We will continue to keep this request in mind and maybe in the future our staffing coverage will change. 7/11/2014*

19) Committee/Ad Hoc Committee Reports/Updates (if any)

20) Status/Update on 2013 – 2014 FY Budget Overview/Outstanding Reconciliation & Funding Reports (Andre Sahakian)

- a) Discussion/ Update on unpaid demand warrants from 2013-2014FY - Andre Sahakian / Channa Grace
- b) Discussion/ Update unpaid RICOH charges from 2013-2014FY -Andre Sahakian / Channa Grace

21) Report/Recommendations/Status/Update By-Law Committee, (if any). (Tony Butka)

22) Report/Status/Update by Economic Development and Land Use Committee (Andy Montealegre) [attachment provided]

- a) Discussion/Possible Action of Verdugo Ranch Market Letter requesting update on rebuilding
 - i) *CDI update: I am aware of the desire for the store to be rebuilt and not replaced with small retail. I met with the property owners representative and construction manager to discuss their rebuilding ideas and to review construction plans for the new market. The property owner is glad to know his new market is wanted in Glassell Park and if all goes well we will be having a grand opening in less than 6 months.*
- b) People Street Project Idea: Eagle Rock Boulevard Median Park Btwn. Avenue 35 and Avenue 36 A Proposal for a portion of Eagle Rock Boulevard between Avenue 35 and Avenue 36 with a single lane of traffic in each direction to inspire greater community engagement simply by its visibility, and encourage more passive and active neighborly interactions in line with Mayor Garcetti’s “People Streets program” for the Community of Glassell Park. (<http://la.streetsblog.org/2013/10/23/people-street-project-idea-eagle-rock-boulevard-median-park/>)
 - i) *CDI update: The Mayor has not identified this as a location for his People St Program since it is driven by the community. The next round of applications is in the fall. Visit <http://peoplest.lacity.org/> for more information on program and guidelines. 7/11/2014*

23) Board Member Comments (Non-Agenda Items) (2 Min. Max.)

24) Announcements/Public Comments

25) Requests/ Motions for future agenda items

Adjournment