



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

VACANT
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

**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
VACANT - EDUC. REP
RUBY DeVERA - FAITH-BASED
MICHAEL DIVIC - AT LARGE REP

GENERAL COMMUNITY STAKEHOLDERS MEETING AGENDA

Tuesday, October 21, 2014

7:00 p.m. –

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 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.

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.

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** - 7:00pm
- 2) **Roll Call and Determination of Quorum**
- 3) **Review/ Corrections/ Acceptance of the following Meeting Minutes** (if provided):
 - a) March 18, 2014
 - b) April 15, 2014
 - c) Tuesday, May 20, 2014
 - d) Monday, June 23, 2014 – Special Meeting
 - e) Tuesday, August 26, 2014 – Special Meeting
 - f) Friday, September 26, 2014 – Special Meeting

- 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, Fransisco “Sco” Contreras
 - f) Area 6, Andre Sahakian
 - g) Area 7, Gladys Pinto-Muñoz
- 5) **Business Representative Updates**
 - a) Jake Daniel Sneider
 - b) Bradley
 - c) Lazaro Aguero
- 6) **Organizational Representative Updates**
 - a) Marge Plane
 - b) Paul Blanco
- 7) **Educational Representative Updates – vacant**
- 8) **Faith-Based Representative Updates – Ruby DeVera**
- 9) **At-Large Representative Updates – Michael Divic**
- 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
 - d) Department of Neighborhood Empowerment – DONE
- 11) **Community Presentations**
 - a) **Friends of the Southwest Museum – 3-5 min**
 - i) Informational presentation by Friends of the Southwest Museum coalition who are working to have a fully functioning and full-time Southwest Museum and Casa de Adobe | <http://www.friendsofthesouthwestmuseum.com>
- 12) **Official/Public Comment (Non-Agenda Items) (Limited to 10 minutes, maximum 2 minutes per speaker)**
- 13) **Report and Recommendations from GPNC Treasurer – Andre Sahakian – 10 min**
 - a) Status / Update on 2014-2015 Budget Package – Andre Sahakian
 - i) Review of 2014-2015 goals as outlined in the budget package
 - b) Status/Update on 2013 – 2014 FY Budget Overview/Outstanding Reconciliation & Funding Reports
 - i) Discussion/ Update on unpaid demand warrants from 2013-2014FY
 - ii) Discussion/ Update on unpaid RICOH charges from 2013-2014FY
- 14) **LANCC & DWP Liaison Updates – Tony Butka and/ or Gladys Pinto-Muñoz – 2 min**
- 15) **Alliance of River Communities (ARC) Updates –**
- 16) **Report/Recommendations/Status/Update By-Law Committee – Tony Butka**
 - a) The official website of the GPNC is www.glassellparknc.org, and the 24/7 physical posting location is Super A Foods, located at 2925 Division St., Los Angeles CA 90065
 - b) **Discussion and Possible action to approve 2010 GPNC Standing Rules including 2014 Bylaws Committee recommendations – Tony Butka, Bylaws Committee – 15 min**
 - i) 1. Ad hoc or special committees may be created by action of the GPNC Board. The Executive committee, a Board member, an existing committee, or a stakeholder may request formation of such a committee. The initial members of newly created committees will be those Board members and other stakeholders who identify themselves to the Board at the relevant stakeholder meeting. Subsequently, other individual stakeholders may be added to the committee, by vote of the existing committee members, at the individual's request, at a meeting of the committee.
Ad hoc committees shall be reviewed by the Board in January and July to determine whether or not they are still needed
 2. The GPNC Board will establish the scope, duties and responsibilities of each committee.

3. The GPNC Board Chairperson shall appoint an interim organizer for newly forming committees. Committee members will elect officers at its first meeting.

In the event that any Committee falls below 3 members, or has not had at least 6 meetings in a fiscal year, it becomes moribund, and the GPNC Chair will appoint an Interim Chairperson for the Committee to schedule a Committee meeting, absent other Board action.

4. Committees may not take any action outside of committee meetings in the name of the GPNC without the explicit approval of the GPNC Board. Positions taken by the Governing Board of the GPNC may only be communicated in writing by the Chair or Vice Chair. The vote tally and date of action shall be included in such communications.

5. All committees shall function according to the requirements of the Brown Act. Agendas and minutes of committee meetings must be submitted to the GPNC Executive committee.

All committees shall be subject to the Brown Act, with Agendas and Minutes submitted by the Committee Chair to the GPNC Executive Committee and to DONE

6. At least one GPNC Board member shall be a member of each committee.

Committees shall be between 3 and 9 members, who shall be stakeholders

7. Each GPNC Board member should be a member of at least one committee.

8. A Board member or other stakeholder may be the Chairperson of more than one committee.

9. Committee officers shall consist of a chairperson and a recorder. For standing committees, the term of office of the chairperson shall be one year, with a limit of two consecutive terms in that position. For ad hoc or special committees, the term of office of the chairperson shall be one year but a person may continue in that position for so long as the committee chooses to re-elect them.

Committee officers shall consist of a chairperson and a recorder. Election of Committee officers shall take place at the first meeting following January 1 of each year at a Committee meeting

10. The quorum of a committee is the simple majority of its membership.

A quorum for a committee is the simple majority of its membership, and recommendations shall be made by majority vote of those present, with a record of the vote made by the recorder. Votes other than unanimous shall be by roll call.

11. Committee chairpersons or designated representatives should report on committee activity at every GPNC Board meeting. The report may be oral, but written reports are encouraged.

12. The Treasurer will submit the records of GPNC's financial actions, as listed in GPNC Bylaws Article XIII., to the GPNC central office on a monthly basis; in order that that they may be officially retained and available for inspection by committees, Board members, or stakeholders.

13. These Standing Rules are to be reviewed annually by the Bylaws committee and, by August, its recommendations presented to the GPNC Governing Board at a stakeholder meeting for authorization.

- ii) All Committee rosters shall be posted on the GPNC website, together will email contact information for the chairperson of each committee, and agendas and minutes of committees shall be forwarded by the Committee Chairs to the GPNC webmaster for inclusion on the website, at least 96 hours in advance of the meeting.
- iii) All Committee meetings must be posted on the GPNC website calendar by the Committee Chairs, as well as physically posted per present posting requirements.

c) Discussion and Possible action on GPNC Minute Taking & Processing Procedure – Tony Butka, Bylaws Committee

- i) Official minutes of the General Stakeholder meetings shall be made as follows;
 - (1) The designated notetaking service shall provide the Board via email with 'raw' minutes
 - (2) The Secretary shall then take the raw minutes and prepare Draft Minutes for consideration at the next general stakeholder meeting.
 - (3) The 'raw' minutes shall be kept in a publicly available binder at the GPNC offices, or available via email upon request
 - (4) Approved minutes will consist of the Draft minutes, as modified and voted on at a general stakeholder meeting.
 - (5) All approved minutes and vote tallies shall be forwarded to DONE by the Board Secretary and be posted on the

17) Neighborhood Council Board Business

- a) Update on October 18, 2014 Community clean up event – On October 18 the Glassell Park Neighborhood Council in partnership with Council District 1 and Cypress Park Neighborhood Council organized a community clean- up effort in Glassell Park & Cypress Park with focus on San Fernando Road, Verdugo Road, N Eagle Rock Blvd, Cypress Ave., and the block around the Glassell Park Elementary School. **Fiscal impact – none.**
- b) Instruct Board Members and Alternates to comply with Department of Neighborhood Empowerment and LA City Ethics and Open Government training. Completed Certifications to be turned into Chairperson, Vice Chair or Secretary before or at the next Glassell Park Neighborhood Council Stakeholder meeting, November 18, 2014
- c) Instruct Board Members and Board Alternates to comply with the new Department of Neighborhood Empowerment 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. Confirmation of completion to be turned into Chairperson, Vice Chair or Secretary before or at the next Glassell Park Neighborhood Council Stakeholder meeting, November 18, 2014
- d) Instruct Board Members and Alternate Representatives to review and sign the Glassell Park Code of Civility agreement and return to the Chairperson, Vice Chair or Secretary
- e) Nomination/ Election to fill vacant Secretary (Executive Committee) position

GPNC bylaws ARTICLE VI — C. 2. Pg.9

The Secretary:

- (a) Receives materials and prepares agendas for the general meetings.
- (b) Provides minutes of both Executive Committee and General Stakeholder meetings and maintains permanent records thereof and assures their availability to Stakeholders upon request.
- (c) Reports recommendations and actions of the Board in a format separate from the minutes of the general Stakeholder meeting.
- (d) Is responsible for reading the minutes at the meetings for the Board’s approval and accepting corrections to be made, if any.
- (e) Distributes meeting notices to representatives and Stakeholders as well as arranging for appropriate postings.
- (f) Notifies the Department of Neighborhood Empowerment (Department) of the schedule of general Stakeholder meetings.
- (g) If needed, may solicit an assistant with Board approval.

- ii) Officers serve for one (1) year, but if reelected to the same of another Executive Committee position, may serve for no more than two (2) consecutive terms.

- f) Accept Nominations and Self-Nominations for vacant Educational Representative board seat

GPNC bylaws ARTICLE V — C. 2. Pgs. 6-7

Educational Representative shall:

- (a) Communicate with all learning institutions to transmit information on the deliberations and actions of the GPNC.
- (b) Solicit input from administrators and teachers, as well as students, for GPNC consideration.
- (c) Conduct an assessment of needs and devise programs and solutions to mitigate them.
- (d) Foster collaboration and encourage the reciprocal use of resources.
- (e) Advocate to the Board of Education.

- g) Motion to Elect/Select a City Attorney Office (CAO) Bd. Appointed Legal Liaison for 2014 - 2016.
 - i) Nominees: Lorenzo Tovar, Ruby DeVera & Molly Lynn Taylor
- h) Discussion and possible action to authorize Andy Gump & power pole expenditure through January 15, 2015 for Glassell Park Tree Lighting power. – Ruby DeVera & Molly Lynn Taylor
- i) Discussion and possible action to form and populate a Utility Box Art ad hoc committee – Marge Piane
 - i) Utility Box Art ad hoc committee will form to work with Council Districts to identify all available utility boxes that are acceptable for the utility box art project, to inform the public and local artists of the opportunity to be involved, to create a system to collect submissions and present the information to the full-board, to assist Council Districts in working with local artists through the process, and to update the board as needed.
- j) Discussion to identify streets and sidewalks that will be submitted to the Bureau of Street Services for their upcoming NC Blitz – round 3. Glassell Park is scheduled for **11/17/14** and the deadline to submit the streets and sidewalks is **11/7/2014** –

attachment – May 2014 BSS submission as provided by Ruby DeVera

- k) Discussion and possible action to authorize and plan GPNC Town Hall meetings – Molly Lynn Taylor & Bradley
- l) Discussion to identify funding for GPNC Town Hall meetings – Bradley & Andre Sahakian
- m) Collection of GPNC Key Sets including the Senior Center / Community Center keys, GPNC office keys & storage keys and gate clickers for redistribution to the current executive committee – Mark Quiroz

18) Letters of Support

- a) Discussion and possible action to approve the Letter of Support (LOS) to Department of Cultural Affairs in support of the “Glassellland” as an art installation in Glassell Park. – draft letter attached – Marge Piante

19) Letters of Request

- a) Discussion and possible action to approve the Letter of Request (LOR) to Councilmember Gilbert Cedillo (CD1) identifying 5-areas in Glassell Park (CD1) that are in need of regular clean up. – draft letter attached – Mark Quiroz
- b) Discussion and possible action to approve the Letter of Request (LOR) to Board of Public Works regarding the Field Investigation, 14-034, conducted 3/13/14 at Cazador Street at Loveland Drive and Brilliant Way requesting an update to the ED & Land Use Committee on the investigation, findings, and remediation of the road and hillside. – Molly Lynn Taylor

20) Grants & Funding Committee

- a) Nomination / Self-Nomination and Selection of Grants and Funding Committee Members
- b) Nomination and Selection of interim committee chair

21) Outreach and Communication Committee

- a) Nomination / Self-Nomination and Selection of Outreach and Communications Committee Members
- b) Nomination and Selection of interim committee chair

22) Economic Development and Land Use Committee

- a) Report, Recommendations and Committee Updates - Andy Montealegre / Ruby DeVera
- b) Motion / resolution to adopt letter of approval / denial and or committee recommendations:
 - i) RE: 2547 N. Sundown Dr. | FILE: DIR-2014-2581-SPP – draft letter attached
 - ii) RE: 3324 N. Chapman | FILE: ZA 2014-2367 – draft letter attached
 - iii) RE: 3363 N Andrita St – 10-Unit Small Lot Subdivision | FILE: Not yet filed – draft letter attached
 - iv) RE: 3406 N. The Paseo | FILE: DIR-2014-2650-SPP – draft letter attached
 - v) TRANSIT SHELTER for Eagle Rock, Cypress, San Fernando Intersection – draft letter attached
 - vi) Discussion and Possible Action on Letter of Support of Eagle Rock Brewery – draft letter attached
- c) Nomination / Self-Nomination and Selection of Economic Development and Land Use Committee Members

23) Budget and Finance Committee

- a) Report, Recommendations and Committee Updates - Andre Sahakian
- b) Budget and Finance Committee Members as populated at the 9/26/2014 Special Meeting: Andre Sahakian, Maggie Darret-Quiroz, Art Camarillo, Molly Lynn Taylor, Lorenzo Tovar, Gladys Pinto-Muñoz

24) Funding Request

- i) Discussion and possible action on the Funding Request Application for the Northeast Veterans Day Parade on November 9, 2014. Request of funding in the amount of \$1864.50, request made by the Kiwanis Club of Greater Highland Park. www.NELAVetsParade.com

25) Public Comments – 5 min max

26) Board Member Comments & Announcements (non-agenda items)

27) Requests / Motions for future agenda items

Adjourn