



neighborhood council
el consejo del vecindario de glassell park

Our Voice to the City
Nuestra voz a la Ciudad

**GLASSELL PARK
NEIGHBORHOOD
COUNCIL
OFFICERS**

BRADLEY
CHAIRPERSON

MARK QUIROZ
VICE CHAIR

CELINA PINTO
SECRETARY

CRYSTAL-LYNN OROZCO
TREASURER

LINDA SANCHEZ
MEMBER-AT-LARGE

**CITY OF LOS ANGELES
CALIFORNIA**



ERIC M. GARCETTI
MAYOR

**GLASSELL PARK NEIGHBORHOOD COUNCIL
GENERAL COMMUNITY STAKEHOLDERS
SPECIAL MEETING AGENDA**

Wednesday November 17, 2015 6:30pm – 10pm

**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)
LINDA SANCHEZ – AREA 1
MARK QUIROZ – AREA 2
CRYSTAL-LYNN OROZCO – AREA 3
MOLLY LYNN TAYLOR – AREA 4
FRANCISCO CONTRERAS – AREA 5
VACANT – AREA 6
GLADYS PINTO-MUÑOZ – AREA 7
BRADLEY – BUS. REP
BRIAN SHARP – BUS. REP
DANE BOEDIGHEIMER – BUS. REP
MARGE PIANE – ORG. REP
PAVLO VLANCO – ORG. REP
CELINA PINTO – 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, Los Angeles, CA 90065 and/or the Public Bulletin Board located at the GP Parklet between the GP Pool & Center. 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.

SI REQUIERE SERVICIOS DE TRADUCCION, FAVOR DE NOTIFICAR A LA OFICINA 3 DIAS DE TRABAJO (72 HORAS) ANTES DEL EVENTO. SI NECESITA AYUDA CON ESTA AGENDA, POR FAVOR LLAME A NUESTRA OFICINA AL 323-256-4762.

1. Welcome and Introductions (6:30p.m.)
2. Acceptance/Review of GPNC GCS Mtg. Min. for Aug 18, 2015, Sept. 29, 2015, and October.20, 2015, If provided)
3. Official/Public Comment (Non-Agenda Items) (2 Min. Max.)
4. Board Member Comment (Non-Agenda Items) (2 Min. Max.)

DEPARTMENT OF NEIGHBORHOOD EMPOWERMENT TRAINING:

A. Board Operations Overview: Protocols, Process And Procedures (6:45 p.m.)
Melvin Cañas, DONE Field Operations Rep. (213) 978-1551 (Melvin.Canas@lacity.org)

B. Funding Program Overview: Protocols, Process And Procedures (7:30 p.m.)
Mario Hernandez, DONE Funding Program Rep. (213) 978-1551 (Mario.Hernandez@lacity.org)

C. Glassell Park Community Presentations (15 min) (if any)(Mark Quiroz)
1. *None Provided*

D. Neighborhood Council Board Business (9:15p.m.)

1. **Report and Recommendations from Treasurer, Crystal Lynn Orozco (if any)**
 - a). Update on GPNC 2014 – 2015 FY UNSPENT FUNDING
 - b). Update on 2015 – 2016 FY Funding Available and/or Remaining Funds Available, if any
 - c). Discussion/Possible Action/Update on Treasurer and Second Signator Training.
 - d). Discussion/Possible Action/Update on access to US Bank Checking Account, Online Banking and P-Card.
 - e). Motion/Resolution to approve the Monthly Expenditure Reports (MER) for September 2015 if available.
 - f). Motion/Resolution to approve the Monthly Expenditure Reports (MER) for October 2015 if available.
 - g). Discussion/Possible Action on overview of the City approved Vendor, Moore Business Solutions Website Protocols, Process and electronic Posting Procedures.
 - h). Motion/Resolution to approve Moore Business Results Website Mgmt. Vendor Invoice No. GPNC2015-0710 in the amount of \$112.27.
 - i). Motion/Resolution to approve Moore Business Results Website Mgmt. Vendor Invoice No. GPNC2015-0902 in the amount of \$283.55.
 - j). Motion/Resolution to approve Moore Business Results Website Mgmt. Vendor Invoice No. GPNC2015-0930 in the amount of \$163.04.
 - k). Motion/Resolution to approve Moore Business Results Website Mgmt. Vendor Invoice No. GPNC2015-1030 in the amount of \$319.30.
 - l). Discussion/Possible Action to itemize city contractual agreements for Moore Business Solutions.
 - m). Discussion/Possible Action to Appoint 1 official Liaison to work with Moore Business Solutions.
2. **Discussion/Possible Action To Hold a December 2015 Special Board Meeting for Agenda Items Not Heard/Acted Upon.**
3. Status/Update on 08/18/2015 Board-Approved Funding Request up to **\$1,500 For the 1st Annual Big Draw LA Event (Crystal Lynn Taylor’s Project)**
4. Status/Update on 09/29/2015 Board-Approved Funding Request up to **\$400 For the Area 4 Halloween Clean-up Event (Molly Lynn Taylor’s Project)**
5. Status/Update on 08/18/2015 Board-Approved Funding Request up to **\$260.60 Board Member Reimbursement/Art Camarillo**
6. Status/Update on 08/18/2015 Board-Approved Funding Request up to **\$1,465.00 CIP - 4th Annual Glassell Park Community Pride Day Clean-Up**
7. Status/Update on 08/18/2015 Board-Approved Funding Request up to **\$1,255.84 NPG - Plaza Community Center/Burgueño Family Child Care Center**
8. Status/Update on 08/18/2015 Board-Approved Funding Request up to **\$1,350.00 NPG - Glassell Park Early Education Center**
9. Status/Update on 08/18/2015 Board-Approved Funding Request up to **\$1,500.00 NPG - Annual Veteran’s Day Parade & Ceremony**
10. Discussion/Possible Action to Approve Request for Funding up to (\$1,000) for “EnrichLA” to establish a Garden Ranger Program (Bradley)
11. Discussion/Possible Action to Approve Request for Funding up to (\$3,500) for “Environmental Science and Technology (ESAT)” to establish a School Campus Garden. (Bradley)
12. Discussion/Possible Action to Approve Request for Funding up to (\$1,000) for The Avenue 50 Studio “Southwest Museum Mural Project” (Bradley)
13. Discussion/Possible Action to Approve Request for Funding up to (\$400) for refreshments for the “2015 Holiday Tree Lighting Event.” (Mark Quiroz)
14. **Report/Recommendations from GPNC City Attorney Liaison, Ruby DeVera (if any))**
15. 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 GPNC Office Mgr. Celina Pinto.
16. 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.*
17. Instruct Board Members to Comply with GPNC By-Laws Regarding “Code of Conduct” and possible removal procedures as governed in Article 5, Section 9, B and Article XI, Grievance Process.
18. Accept Nominations of up to 10 Alternate Representatives as per “GPNC Standing Rules.” (Bradley)
19. Discussion/Possible Action to Re-Agendize Mid-Term Elections for Open Seat vacated by Andre Sahakian (Bradley)

20. Board to Determine/Elect/Select three (3) board members to maintain Internet Password regarding NC Internet Asset Policies, including domain name registration, board email, website hosting, social media etc.
21. Motion/Resolution to submit a “Letter of Request (LOR)” To Bureau of Sanitation (BOS) Regarding Illegal Dumping/Bulky Item Pick-up in Glassell Park. (Molly Lynn Taylor)
22. Discussion/Possible Action To Create Host an “Abundant Harvest Organics Drop-Off Location at the Glassell Park Community/Senior Center. (Crystal Lynn-Orozco)
23. Discussion/Possible Action To Appoint A Board Member to Facilitate the “Abundant Harvest Organics Drop-Off Location at the Glassell Park Community/Senior Center. (Crystal Lynn-Orozco)
24. Discussion/Possible Action To Create a “Tenant’s Advocacy Group” (Crystal Lynn-Orozco)
25. Discussion/Possible Action To Instruct By-Laws Committee to create/include Standing Rules/By-Laws regarding “Tenant’s Advocacy Group” (Crystal Lynn-Orozco)

E. Committee/Ad Hoc Committee Reports/Updates (9:00p.m.)

1. **Report and Recommendations from Budget & Finance Committee, (if any)** (Crystal Lynn Orozco)
2. **Report/Recommendations/Status/Update from By-Laws Committee, (if any)** (Jim Heubach)
 - a). Motion/Resolution to Adopt recently approved GPNC By-Laws issued by DONE/EmpowerLA (Jim Heubach)
 - b). Discussion/Possible Action to Adopt Committee Recommendations Regarding Amendments/Modifications/Revisions in accordance with the following: (*See Attachment ‘A’*)
 1. Bylaw amendment to clarify that the process for filling a board vacancy takes 3 stakeholder meetings. First to announce the vacancy. Second to accept stakeholder self-nominations. Third to hold an open ballot election.
 2. Addition of a Standing Rule to make GPNC committee members subject to the same absence requirements for committee meetings as board members are subject to for stakeholder meetings.
 3. Revise a Standing Rule to substitute the community center bulletin board for the Super A market for the physical posting location of meeting agendas.
 4. Revise a Standing Rule concerning committee rosters being put on the GPNC website, and elaboration of the procedure to be used to post committee meeting agendas on the website.
 5. Amend the “GPNC Committee Chairs’ and Recorders’ Protocol” to indicate that proposed stakeholder meeting agenda items must be submitted no later than at the preceding Executive Committee meeting.
 6. Addition to the Standing Rule – Attachment A – “GPNC key Policy” to indicate that all committee recorders shall have a key to the community center’s outside bulletin board to enable agenda posting.
 7. Standing Rule change to indicate that physically posted agendas are to be posted on the bulletin board outside the driveway fence at 3750 N. Verdugo Road.
3. **Economic Development and Land Use Committee Updates, (if any)** (Andy Montealegre/Ruby DeVera)
(For City of LA Dept. of City Planning cases, view web link: http://planning.lacity.org/cts_internet/)
 - a). Motion/Resolution to Adopt Committee Recommendations and/or “Letters of Support” On behalf of ED&LUC per Co-Chairs/Chairpersons for the following:
 - 1). **Address:** 2702 West Avenue 33 **Case No.** DIR-2015-2556-CDO
ENV-2015-2557-EAF
VTT-73674-SL
Project Description: Proposal of a Parcel Map/Small Lot Subdivision to permit six (6) Units 3 story 35’ max ht.
Applicant: Ani Petrosian/Alisa Karlan
 - 2). **Address:** 4454 N. Sunnycrest Dr. **Case No.** ZA-2015-2150-ZAD-CDO
ENV-2015-2151-CE
Project Description: Proposal of a New SFD, observing reduced s.y. of 4 ft. in lieu of 7’[on a substandard street..
Applicant: Bruce T. Mulhearn
 - b). Discussion/Possible Action to Approve “Letter of Interest” Regarding 2266 W Moss Avenue In Reference to DCP Case No(s) ZA-2014-4424-ZAD-SPP/ENV-2013-3691-MND
 - c). Discussion/Possible Action to Approve “Letter of Interest” Regarding 3835 N. Cazador St in Reference to DCP Case No(s) ZA-2013-3690-ZAA-SPP-2014-4425-EAF
 - d). Discussion/Possible Action to Approve “Letter of Interest” Regarding 2385-2401 N. Yorkshire Blvd in Reference to OTC# RC06232015-926

- e). Discussion/Possible Action to Approve “Letter of Recommendation” Regarding Hillside Roadway Width Improvements along frontages of subject properties.

4. Outreach & Communications Committee Update, (if any) (Molly Lynn Taylor/Michael Divic)

- a). Discussion/Possible Action To Address Concerns about censorship, mistrust, and bias in reference to the GPNC Website, Social Media, and other electronic communications outside of public meetings
- b). Discussion/Possible Action on overview of the Committee Chair Protocols/Standing Rules for Website posting/requests/procedures for electronic attachments.
- c). Discussion/Possible Action to establish a separate billing/Invoicing for Moore Business Solution Services when Standing Adhoc Committees/GPNC Hosted Events request Website Posting/Notifications in addition to the existing billing systems/Invoices submitted to the GPNC.
- d). Discussion/Possible Action on the GPNC Website and social media service provider “Roles, Rules and Responsibilities”, and committee chairs & recorders.
- e). Discussion/Possible Action on the budgeted amount of \$100 p/m for city approved vendor, Moore Business Results.
- f). Update/Status on DRAFT Newsletter Articles and board member assignments.
- g). Discussion/Possible Action on Recommendations for Budget, Timeline, Dissemination and Distribution Methods for Fall/Winter Newsletter.
- h). Discussion/Possible Action to determine Website Postings will be specific to Glassell Park, Neighboring NC’s, or City of Los Angeles Events/Info that impact Glassell Park.

5. Grants & Funding Committee Report/Recommendations/Status/Updates, (if any) (Bradley)

- a). Motion/Resolution To Adopt Committee Recommendations for Roles, Rules, and Submittal Criteria dated September 9, 2015.

6. Public Arts Committee Report/Recommendations/Status/Updates, (if any) (Crystal Lynn Orozco)

- a). Motion/Resolution To Adopt Committee Recommendations dated None Provided

7. Education Ad-Hoc Committee Report/Recommendations/Status/Updates, (if any) (Celina Pinto)

(None Provided)

8. Elections Adhoc Committee Report/Recommendations/Status/Update (if any). (Jim Heubach)

(None Provided)

9. Area Representative Updates

- a. Area 1, Linda Sanchez
- b. Area 2, Mark Quiroz
- c. Area 3, Crystal-Lynne Orozco
- d. Area 4, Molly Lynn Taylor
- e. Area 5, Francisco SCO Contreras
- f. Area 6, Vacant
- g. Area 7, Gladys Pinto-Muñoz

10. Business Representative Updates. (Bradley/Brian Sharp/Dane Boedigheimer)

11. Organizational Representative Updates (Marge Piane/Pavlo Vlanco)

12. Educational Representative Updates (Celina Pinto)

13. Faith-Based Representative Updates, (Ruby DeVera)

14. Member-At-Large Representative, General Updates, (Michael Divic)

15. Announcements/Public Comments

F. New Community Activities/Business & Developments/Issues and/or Concerns:

G. Adjourn (9:30pm)