



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**

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
ANDRE SAHAKIAN – 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

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

Tuesday August 18, 2015 7pm – 9:30pm

Glassell Park Community & Senior Center
3750 N. Verdugo Road
Los Angeles, CA 90065

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 at the Bulletin Board adjacent to GP Grassy Knoll Entry Area. 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 Building) or visiting our website by clicking on the following link: www.glassellparknc.org or 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 the Department of Neighborhood Empowerment at (213) 978-1551 or toll-free at 311.

Agenda items may be subject to discussion and/or possible action to approve/approve as modified/amended, or oppose 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 (7:00 p.m.)
2. Acceptance/Review of GPNC GCS Mtg. Min. for July 21, 2015 (If provided)
3. Official/Public Comment (Non-Agenda Items) (2 Min. Max.)
4. Board Member Comment (Non-Agenda Items) (2 Min. Max.)
5. **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
6. **Business Representative Updates**, (Bradley/Brian Sharp/Dane Boedigheimer)
7. **Organizational Representative Updates** (Marge Piane/Pavlo Vlanco)
8. **Educational Representative Updates** (Celina Pinto)
9. **Faith-Based Representative Updates**, (Ruby DeVera)
10. **Member-At-Large Representative, General Updates**, (Michael Divic)
11. **Report/Recommendations from GPNC from GPNC Secretary, Celina Pinto (if any)**
 - a. Motion/Resolution to approve Board Vote Count Form (BVCF), if provided.
 - b. Election/Selection of a GPNC Assistant Office Manager, duties/role/responsibilities as per Standing Rules.
 - c. Motion/Resolution to approve and Office Manager Expenses and/or reimbursables for services and/or supplies.

12. Report/Recommendations from GPNC City Attorney Liaison, Ruby DeVera (if any))

- a). Discussion/Possible Action on Complaint(s) by Board Selected Grievance Panel as per By-Law Article XI Grievance Process as referenced states the following:
All Stakeholders shall be able to express concerns about the GPNC decisions and actions during the Public Comment period of a meeting. They may separately file a grievance with GPNC or file a complaint with the Department.
A. A concern raised at a General Stakeholder meeting or at a Committee meeting shall be recorded and that body's response, if any, shall be recorded in meeting minutes.
C. A grievance shall summarize its cause and the grievant's suggested remedy. The grievance shall be placed by the GPNC Secretary on the agenda of the next General Stakeholder meeting. The Board shall discuss the grievance and if not able to immediately act to address the grievance, will appoint an impartial panel of regular or Alternate Board members to investigate and issue recommendations for resolution at the following General Stakeholders meeting. The Secretary shall provide a written response to the grievant summarizing the action agreed upon by the Governing Board. An alternate process may be adopted by mutual agreement between the Governing Board and the grievant.
D. Complaints against the GPNC, of any nature, may be filed with the Department on a form prescribed by the Department.
E. Board members are not permitted to file a grievance against another Board member or against the GPNC.”
<http://www.slideshare.net/EmpowerLA/glassell-park-nc-bylaws>

13. Report and Recommendations from Treasurer, Crystal Lynn Orozco (if any) (8:00 p.m.)

- a). Motion/Resolution to Approve Treasurer/Asst. Treasurer-2nd Signator Roles & Responsibilities per DONE Funding Training Manual outlined as:
Treasurer Responsibilities, may include: *Issuance of online checks to all vendors; Assumes Sole Custody of charge card; expend funds from charge card, collects original invoices/receipts/payment documentation, Completion of the Cash and/or Funding Request Forms, Monthly Expense Reports, and/or Monthly Reconciliations and*
Second Signatory Responsibilities, may include: *Grants Authorization to Cardholder to pay Vendors approved by the Dept./NC Board, Monthly Forms and Reports, Monthly Cash Request Forms, Funding Request Forms with completed grants and funding requirements, Monthly Expenditure Reports; Supplemental Cash Receipt Forms, (if any) and submission of forms and documents to the Dept.*
- b). Update on 2015 – 2016 FY Funding Available and/or Remaining Funds Available, if any
- c). Motion/Resolution to approve the Monthly Expenditure Reports (MER) for April/May/July 2015.
- d). Motion/Resolution to approve FY2015-2016 revolving monthly payments for \$100.00 to Vendor: AppleOne Employment Services for Minute/Note Taker.
- e). Motion/Resolution to approve FY2015-2016 revolving monthly payments for \$250.00 to Vendor, Staples Office Supplies, Copy & Print Shop
- f). Motion/Resolution to approve FY2015-2016 revolving monthly payments of \$150.00 for Monthly Mtg. Refreshments.
- g). Motion/Resolution to approve FY2015-2016 revolving monthly payments of \$100.00 to Vendor: Moore Business Results/GPNC Website services.
- h). Motion/Resolution to approve FY2015-2016 funding allocations in the amount up to o (\$1,500) for the “6th Annual NOE Veteran’s Day Parade Event and Ceremony” previously approved.
- i). Motion/Resolution to approve FY2015-2016 funding allocations in the amount up to (\$308.17) to Art Camarillo, previous Office Mgr., for personal expenses for GPNC Office supplies/goods previously approved.
- j). Motion/Resolution to approve FY2015-2016 funding allocations in the amount up to (\$1,255.84) for the “Plaza Community Center/Burgueño Family Center” previously approved.
- k). Motion/Resolution to approve the FY2015-2016 funding allocations in the amount up to (\$1,350) for the “GP Early Education Center Outdoor Play Center” previously approved.

A. Glassell Park Community Presentations (if any)(Mark Quiroz)

1. (None)

B. Neighborhood Council Board Business (8:30 p.m.)

1. 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.
2. 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.

3. 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.
4. Discuss/Consider/Take Action on EXEC Committee Recommendations regarding a *general* GCS Meeting Template that contains NC Business Format, Meeting Times, and Content. (See DRAFT TEMPLATE attached) *(This Template as formatted may be modified/amended/changed as necessary/need by the EXEC Committee and/or General Board)*
5. Discuss/Consider/Take Action on EXEC Committee Recommendations regarding active committees per GPNC By-Laws Art. VII recommendations (verbal or written), Letters, Correspondence and/or reference material, if needed be presented to EXEC Committee to be placed on upcoming Board Meetings and/or Special Mtg. Agendas. (Bradley)
6. Accept Nominations for Area 6 Representative vacated by Andre Sahakian (Bradley)
7. Accept Nominations of up to 10 Alternate Representatives as per “GPNC Standing Rules. (Bradley)
8. Discussion/Possible Action for Board Members consideration of Community Impact Statements (CIS) for Council Files involving future State & Federal issues actionable by the local Glassell Park Neighborhood Council (Ruby DeVera)
9. Discussion/Possible Action to allow the Vice-Chair to redistribute keys to Executive Board Members & CD1 Office (Mark Quiroz)
10. Discussion/Possible Action on GPNC Treasurer/2nd Signator position duties, role & responsibilities held by Mark Quiroz. (Crystal Lynn-Orozco)
11. Discussion/Possible Action to Approve the “4th Annual Glassell Park Community Pride Day Clean-Up Event.” (Bradley)
12. Discussion/Possible Action to Approve Funding up to (\$1,465) for the “4th Annual Glassell Park Community Pride Day Clean-Up Event.”(Bradley)
13. Discussion/Possible Action to Approve the “Big Draw LA Event” (Crystal Lynn Orozco)
14. Discussion/Possible Action to Approve Funding up to (\$1,500) for the “Big Draw LA Event” (Crystal Lynn Orozco)
15. Motion/Resolution to submit a “Letter of Request (LOR)” To DONE for Councils4Councils (C4C) Assistance on Training, Board Disputes, and general Board facilitations (Bradley)
16. Motion/Resolution to Submit a “Letter of Request (LOR)” To AT&T/TWC To Improve Public Nuisance/Safety Hazards for Low-swinging cables. (Molly Lynn Taylor)
17. Motion/Resolution to Submit a “Letter of Request (LOR)” To Council District 14 regarding Traffic & Safety Concerns in Verdugo Village (North) Neighborhood of Glassell Park. (Gladys Pinto-Muñoz)
18. 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.”
19. Status/Update on Council District 1 “Letter of Requests (LOR)” regarding unfinished development of 4 Single Family Homes at 2385 N Yorkshire Drive, 2391 N Yorkshire Drive, 2397 N Yorkshire Drive, & 2401 N Yorkshire Drive.
20. 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, (Maggie Lopez-Robles)
21. Status/Update of the “Letter of Request (LOR)” to Council District 1 to provided canine trash cans/disposable bags f or the “Grassy Knoll” GP Park Entry Area adjacent to Pool/Center, (Molly Lynn-Taylor)
22. Status/Update on Council District 13 “Letter of Request (LOR)” to install additional Trash Can Receptacles at Fletcher Drive & Estara Avenue / Estara Avenue & Marguerite.
23. Status/Update on Council District 13 “Letter of Request (LOR)” to establish an “Art in Medians” Project.
24. Status/Update on Council District 13 “Letter of Request (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).
25. Status/Update on Council District 13 “Letter of Request (LOR)” to provide Pedestrian LED Marker Cross-walk or Flashing Light Cross-walk System along Eagle Rock Blvd. at Avenue 41 and Avenue 34.”
26. Status/Update on Submittal of a “Letter of Request (LOR)” to Council District 13 regarding update on “Chapman St. Wall Vining Irrigation System.” (Linda Sanchez)
27. Status/Update on “Letter of Input (LOI)” to Office of Mayor Garcetti, the Los Angeles City Council and the City Attorney that we oppose billboard amnesty program and associated measures.
28. Status/Update to NOE LAPD “Letters of Requests (LOR) to provide “Increased Traffic Control and Enforcement Patrols in Glassell Park.”

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

1. **Report and Recommendations from Budget & Finance Committee, (if any)** (Crystal Lynn Orozco)
 - a). Update on 2015 – 2016 FY Funding Available and/or Remaining Funds Available, if any.

2. **Report/Recommendations/Status/Update By Elections Adhoc Committee, (if any).** (Vacant)
 - a). Motion/Resolution To Adopt Committee Recommendations Regarding Outreach Timeline, Outreach Material, Elections Timeline, (if any), Filing Forms, and Polling Locations, Times, and Date, if necessary.

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)

b). **Address:** 2702 West Avenue 33 **Case No.** DIR-2015-2556-CDO-SPP
VTT-73674-SL
ENV-2015-2557-EAF

Project Description; Subdivision and Construction of Six Small Lot Subdivision of 6 Units – 3 Story 35 ft. high Single Family Townhouse-Style Dwelling Units each (2,077) sf located in the Cypress Park/Glassell Park CDO.
Applicant: Alisa Karlan

4. **Outreach & Communications Committee Update, (if any)** (Molly Lynn Taylor/Michael Divic)
 - a). Motion/Resolution To Adopt Committee Recommendations dated _____
 - b). Board Discussion and/or Recommendations Re: DRAFT Newsletter Content/Articles/Editorials (10 min.)
 - c). Motion/Resolution To Approve DRAFT Newsletter “Fall/Winter” Elections Issue

5. **Grants & Funding Committee Report/Recommendations/Status/Updates, (if any)** (Bradley)
 - a). Motion/Resolution To Adopt Committee Recommendations dated _____
 - b). Discussion/Possible Action to Approve new Mission Statement/Standing Policy, if available.

6. **Public Arts Committee Report/Recommendations/Status/Updates, (if any)** (Crystal Lynn Orozco)
 - a). Motion/Resolution To Adopt Committee Recommendations dated _____
 - b). Motion/Resolution to approve Arts Committee Budget.

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

8. **By-Law Committee Report/Recommendations/Status/Update, (if any).** (Vacant)
Selection/Election/Nominations of a By-Laws Committee Chairperson

9. **Announcements/Public Comments**

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

E. Adjourn (9:30pm)