



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-LYNNE  
OROZCO**  
TREASURER

**LINDA SANCHEZ**

**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](http://www.glassellparknc.org)

(LIST OF BOARD MEMBERS)  
LINDA SANCHEZ - AREA 1  
MARK QUIROZ AREA 2  
CRYSTAL-LYNNE OROZCO - AREA 3  
MOLLY LYNN TAYLOR - AREA 4  
FRANCISCO CONTRERAS - AREA 5  
PATRICK CLEARY - AREA 6  
GLADYS PINTO-MUÑOZ - AREA 7  
DANE BOEDIGHEIMER - BUS. REP  
BRADLEY - BUS. REP  
BRIAN SHARP - BUS. REP  
MARGE PIANE - ORG. REP  
PAVLO VLANCO - ORG. REP  
CELINA PINTO - EDUC. REP  
RUBY DeVERA - FAITH-BASED  
MICHAEL DIVIC - AT LARGE REP

**SPECIAL MEETING AGENDA**

**Wednesday, January 13, 2016**

**7:00pm-8:30pm**

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 GPNC Bulletin Board on the outside of the driveway fence at the Glassell Park Community & Senior Center, 3750 N. Verdugo Road, Los Angeles, CA 90065. 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](http://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](mailto: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**
- 2) Roll Call and Determination of Quorum**
  - a) Announce any Board members ineligible to vote on funding matters
- 3) Official/Public Comment (Non-Agenda Items) (Limited to 10 minutes, maximum 2 minutes per speaker)**

- 4) Report and Recommendations from GPNC Treasurer – Crystal Lynne Orozco**
- a) Presentation by GPNC Treasurer (10 minutes)
  - b) Discussion and possible Action to approve reallocating “operations postage services” of \$1,000.00 to “outreach website maintenance” as per Treasurer’s recommendation
  - c) Discussion and possible Action to approve reallocating \$600 from “operations monthly dinners” to “outreach website maintenance” as per Treasurer’s recommendation
  - d) Discussion and possible Action to remove current 2<sup>nd</sup> Signatory/Cardholder position from Mark Quiroz.  
(This item has been previously mentioned at several stakeholder meetings during which Treasurer has expressed concern regarding collaboration; for example, at November 2015 meeting. Cause is lack of communication, lack of shared responsibilities, lack of support and ineffective executive relationship.)
  - e) Discussion and possible Action to appoint Treasurer as Cardholder
  - f) Accept nominations and elect 2<sup>nd</sup> Signatory
- 5) Recommendations from Elections Ad hoc Committee & Outreach Committee – Tony Butka, Michael Divic, Molly Lynn Taylor**
- a) Summary of Elections timeline for 2016
  - b) Available Elections materials from DONE regarding eligibility to run, verification, Online Voting, documentation verification process and Election Day activities
  - c) Discussion and possible Action to approve Elections Budget
    - i) Outreach Committee, per budget attached
    - ii) Elections Committee, per budget attached
    - iii) A copy of the GPNC approved budget for 2015-2016 is also attached for reference
- 6) Public Comments – 5 min max**
- 7) Board Member Comments & Announcements (non-agenda items)**

**Adjourn**

**Glassell Park Neighborhood Council  
 Budget for Fiscal Year 2015-2016  
 APPROVED on DRAFT**

|                                |                     |
|--------------------------------|---------------------|
| <b>Funds</b>                   |                     |
| <b>Total Annual Allocation</b> | <b>\$ 42,000.00</b> |

|               |          |
|---------------|----------|
| <b>Budget</b> |          |
| Code          | Category |

| <b>100 Operations</b> |                                     | %      | Total           |
|-----------------------|-------------------------------------|--------|-----------------|
| AUD                   | Audio and Visual Services           |        | 0               |
| EDU                   | Training and Board Retreat          |        | 250             |
| FAC                   | Facilities Related and Space Rental |        | 0               |
| MIS                   | Miscellaneous Expense               |        | 1,200           |
| OFF                   | Office Equipment and Supplies       |        | 1,350           |
| POS                   | Postage                             |        | 2,500           |
| TAC                   | Temporary Staff                     |        | 1,200           |
| TRL                   | Translation and Transcription       |        | 0               |
| Sub Total             |                                     | 15.48% | <b>\$ 6,500</b> |

| <b>200 Outreach</b> |  |        | Total            |
|---------------------|--|--------|------------------|
| ADV                 | Advertising                              |        | 5,000            |
| EVE                 | Event Expense / Food & Refreshments      |        | 7,500            |
| MEE                 | Meeting Expense                          |        | 1,800            |
| NEW                 | Newsletter Expense                       |        | 5,000            |
| WEB                 | Website Maintenance/Enhancement/Creation |        | 1,200            |
| Sub Total           |  | 48.81% | <b>\$ 20,500</b> |

| <b>300 Community Improvement</b> |                               |        | Total           |
|----------------------------------|-------------------------------|--------|-----------------|
| CIP                              | Community Improvement Project |        | 5,000           |
| Sub Total                        |                               | 11.90% | <b>\$ 5,000</b> |

| <b>400 Neighborhood Purpose Grants</b> |                            |        | Total           |
|--|----------------------------|--------|-----------------|
| GRT                                    | Neighborhood Purpose Grant |        | 5,000           |
| Sub Total                              |                            | 11.90% | <b>\$ 5,000</b> |

| <b>500 Elections</b> |                           |        | Total           |
|----------------------|---------------------------|--------|-----------------|
| ELE                  | Election Outreach Expense |        | 5,000           |
| Sub Total            |                           | 11.90% | <b>\$ 5,000</b> |

|             |                  |
|-------------|------------------|
| Grand Total | <b>\$ 42,000</b> |
|-------------|------------------|

Budget Narrative:

|  |  |
|--|--|
|  |  |
|--|--|

| GLASSELL PARK NC   | BUDGET: | SPENT:     | ENCUMBERE | REMAINING: |
|--------------------|---------|------------|-----------|------------|
| <b>OPERATIONS:</b> | 6,500   | \$2,235.78 | \$800.00  | \$3,464.22 |

|                  |        |            |            |             |
|------------------|--------|------------|------------|-------------|
| <b>OUTREACH:</b> | 20,000 | \$4,189.87 | \$2,682.00 | \$13,128.13 |
|------------------|--------|------------|------------|-------------|

|                            |         |  |            |            |
|----------------------------|---------|--|------------|------------|
| <b>COMMUNITY IMPROVEME</b> | \$5,000 |  | \$1,000.00 | \$4,000.00 |
|----------------------------|---------|--|------------|------------|

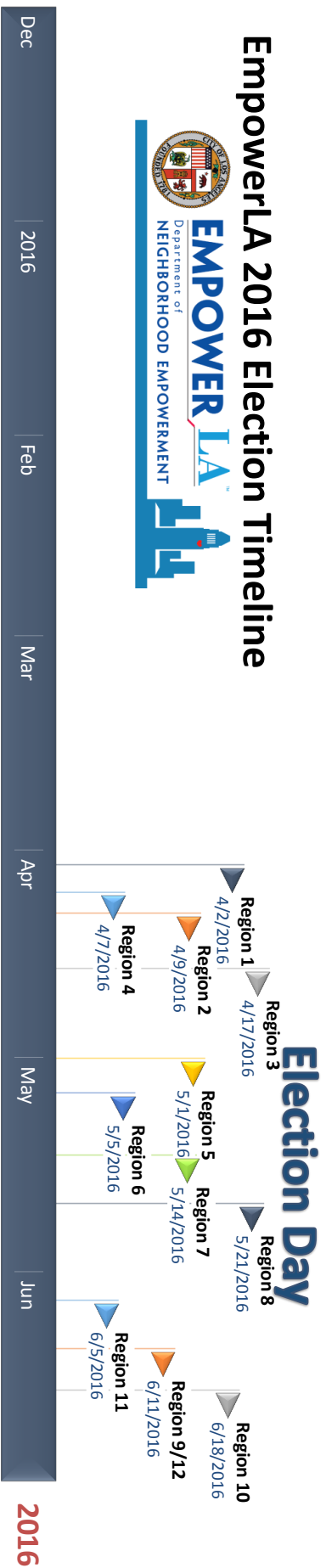
|             |         |  |            |            |
|-------------|---------|--|------------|------------|
| <b>NPG:</b> | \$5,000 |  | \$2,605.84 | \$2,394.16 |
|-------------|---------|--|------------|------------|

|                   |         |  |  |         |
|-------------------|---------|--|--|---------|
| <b>ELECTIONS:</b> | \$5,000 |  |  | \$5,000 |
|-------------------|---------|--|--|---------|

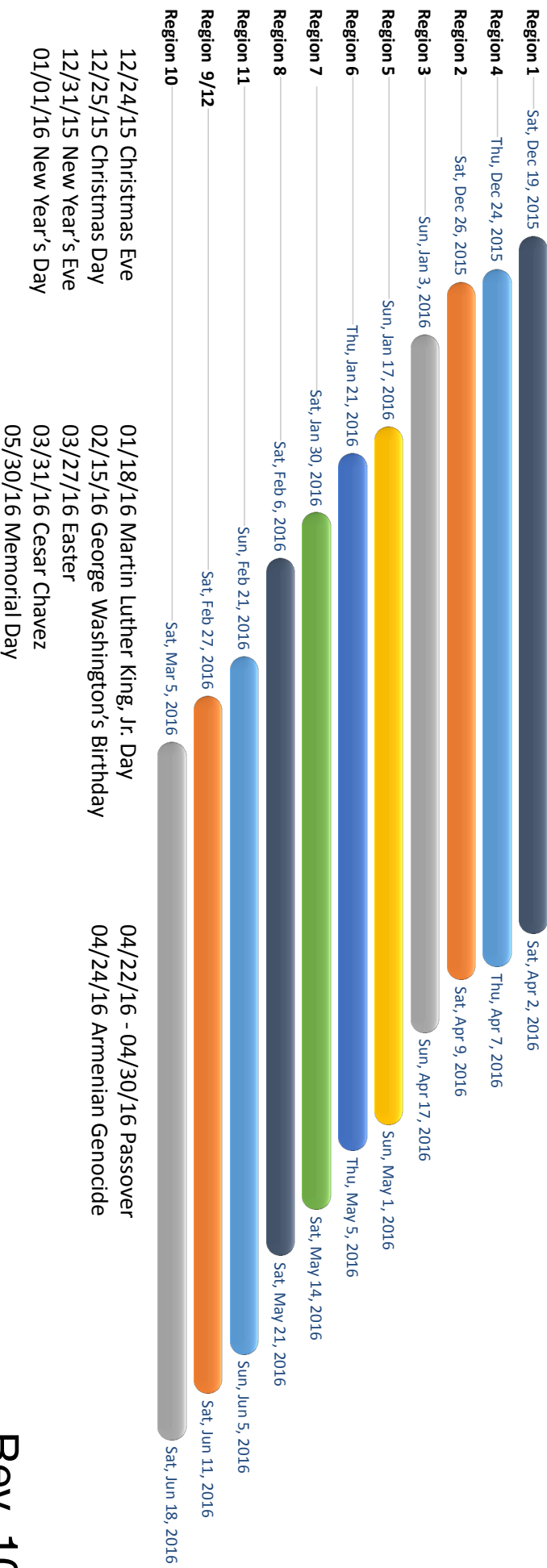
|  |             |            |            |             |
|--|-------------|------------|------------|-------------|
|  | \$42,000.00 | \$6,425.65 | \$7,087.84 | \$27,986.51 |
|--|-------------|------------|------------|-------------|



# EmpowerLA 2016 Election Timeline



## Candidate Registration Starts - Election Day





## **ELECTIONS & OUTREACH Committee Recommendations MONTH: DECEMBER 2015**

At the Joint Elections and Outreach and Communications Meeting on **December 2, 2015**.  
The committee consensus was to make the following recommendation to the Glassell Park Neighborhood Council Governing Board:

1. POSTCARD CAMPAIGN to all stakeholders: 16,311 in late **January**. The cost of this campaign would be as calculated \$5,753.78 plus the cost of the mailing list (see below)
  - 11740 residential addresses in zip 90065, cost of this list is \$519.60; we will get the name of the resident's in this list.
  - If we do an 'occupant list' which some won't have name and you'll need to say 'current resident'; we will get a total of 16311 records which 10824 will have names. Cost of this is \$376.22

**The committee recommends that the board allocate up to \$6500 for an OUTREACH postcard campaign announcing the 2016 elections and re/introducing the Glassell Park Neighborhood Council.**

2. DIRECT TO DOOR CAMPAIGN
  1. The Distribution of 30,000 Door Hangers/Postcards/Flyers
    1. Distribution Service \$3,675
    2. Cost of Printing 30,000 Door Hangers \$2,150

**The committee recommends a direct to door campaign with a budget of UP TO \$6000 split between OUTREACH and ELECTIONS budgets to encourage stakeholder participation, provide a meeting calendar for 2016, and provide the candidate/ elections timeline.**

NOTE: The Direct to Door and the Postcard campaigns will be designed and scheduled to compliment one another. One will introduce the NC and our elections and the other will follow up to remind and encourage action.

3. BUS BENCH CAMPAIGN. The first campaign will run from January 2016 through March 2016, with a second campaign to follow from March 2016 to May 2016.
  - The first campaign will introduce the GPNC and second will be geared towards ELECTIONS.
  - Final pricing will depend on the number of benches that are available at the time of printing. The committee recommends the board fund up to \$1500 for each campaign with funds from both OUTREACH and ELECTIONS budget totaling \$3000
    1. \$100/ Design x 2
    2. Printing: 1-2 \$125; 3-5 \$100; ; 6-9 \$75; 10+ \$60

**The committee recommends the BUS BENCH campaigns with a budget of UP TO \$3000. The final cost of this OUTREACH will depend on the number of benches available.**

3. ELECTION and BOARD MEETING YARD SIGNS. Print and Distribute YARD SIGNS that inform the community about the Glassell Park NC, our meetings, and 2016 elections.

**The committee recommends up to \$1000 for YARD SIGNS that will be distributed to board members and stakeholders and will inform stakeholders about the GPNC, Website, Meeting and Elections.**



**Glassell Park Neighborhood Council**  
 Election EVENT Budget 2015-2016 FY

**EVENT: Glassell Park Neighborhood Council Election**

DATE: May 21, 2016

TIME: 12 pm - 4 pm

Co-Sponsor: EmpowerLA

GPNC Organizers / Board Members: Election Committee

GPNC Agenda Item:

GPNC Agenda Month:

**Approved:**

| <b>ELECTION - EVENT BUDGET</b>   |  |  |                    |
|--|--|--|--------------------|
| Printed Flyers & Posters, Online Marketing: Online Targeted Ads, Printed Outreach Materials, Postcards                       |  |  | up to \$1000       |
| Food and Beverage for EVENT: <i>Service 12-4pm</i><br>The Grilled Cheese Truck<br>\$7 / A Tier Melt<br>500 Melts : \$4340.00 |  |  | up to \$5000       |
| Dessert Catering for EVENT: <i>Service 12-4pm</i><br>Get Shaved - Shave Ice  |  |  | up to \$2000       |
| Street Closure - Verdugo (ERB to Center/ Driveway)   |  |  | up to \$700        |
| Balloons   |  |  | up to \$500        |
| Rentals: Tables, Chairs, Table Covers, Canopy, Stage   |  |  | up to \$1000       |
|  |  |  | <b>\$10,200.00</b> |