



City of Los Angeles
California
Eric Garcetti
Mayor



MISSION HILLS
Neighborhood Council

Board of Governors Stakeholders **Special** Board Meeting

Monday May 22, 2018 – 7:00 p.m.

Bermuda Mobile Home Park

Community Meeting Room

15445 Bermuda St, Mission Hills, CA 91345

Board of Governors:

President

David Kritzer
(At Large Seat – 2020)

Vice President

Dean Anderson
(At Large Seat – 2020)

Treasurer

John DiGregorio
(At Large Seat – 2018)

Secretary

Mangwi Atia
(At Large Seat – 2020)

Members

Jose L. Arevalo
(Residential Seat – 2018)

Marisol Rodriguez
(Business Seat – 2020)

Andrew Charlton
(Business Seat – 2020)

Niranjala Tillakaratne
(Residential Seat – 2020)

Savannah Pinedo
(Youth Seat – 2020)

Jose Castillo
(At Large Seat – 2018)

Joe Fuchs
(Residential Seat – 2020)

ALL AGENDA ITEMS ARE SUBJECT TO DISCUSSION AND POSSIBLE ACTION BY THE BOARD. PLEASE NOTE THE PRESIDING OFFICER OF THE BOARD MAY TAKE ITEMS OUT OF ORDER.

The public is requested to fill out a “Speaker Card” to address the Board on any agenda item before the Board takes action. Public comment is limited to 2 minutes per speaker, but the Board has the discretion to modify the amount of time for any speaker.

• A G E N D A •

I. WELCOMING REMARKS: (~5min)

- a. Call to order & Flag Salute
- b. Roll Call

II. PUBLIC COMMENT ON NON-AGENDIZED ITEMS (2 minutes per speaker)

III. COMMUNITY/GOVERNMENT REPORTS & ANNOUNCEMENTS: (5 min. per speaker)

(Reports and Brief presentations only. ***Any questions, please follow up with presenter on the side so the meeting may proceed as scheduled.*** Thank you.)

- a. LA City Council District Representative
- b. LAPD Senior Leads
- c. Other Government Departments/Agencies
- d. Community Organizations

IV. DISCUSSION AND POSSIBLE ACTION TO APPROVE MINUTES: (~10min)

- a. General Board Meeting April 2, 2018
- b. General Board Meeting, May 7, 2018

V. DISCUSSION AND POSSIBLE ACTION TO APPROVE THE MONTHLY EXPENDITURE REPORT FOR THE MONTHS OF:

- a. September 2017
- b. October 2017

- c. November 2017
- d. December 2017
- e. January 2018
- f. February 2018
- g. March 2018
- h. April 2018
- i. May 2018

VI. DISCUSSION AND POSSIBLE ACTION TO APPOINT NEW BOARD MEMBERS TO THE FOLLOWING

VACANCIES – *Each candidate will have 3 minutes to speak about why they believe they would make a good addition to the Mission Hills Neighborhood Council Board. (~10min):*

- a. Organizational Stakeholder/Employee Stakeholder x1** - Open to Stakeholders eighteen (18) years of age or older who participate in a religious institution, educational institution, community organization, non-profit organization, neighborhood association, school/parent group, faith based group, senior group, youth group, arts association, service organization, boys or girls club, cultural group, or environmental group within the NC boundaries.
- b. Residential/Renter Stakeholder Board Member x2** – Open to Stakeholders eighteen (18) years of age or older who rent a residence located within the NC boundaries.

VII. DISCUSSION AND POSSIBLE ACTION on defining administrative assistant duties and reporting obligations

VIII. DISCUSSION AND POSSIBLE ACTION on defining Neighborhood Purposes Grant submission process

IX. DISCUSSION AND POSSIBLE ACTION to approve up to \$5,000.00 for a Neighborhood Purposes Grant to the Mission Community Police Council for the replacement of the carpet in the community room of the Mission Hills Police Station.

X. DISCUSSION AND POSSIBLE ACTION to approve up to \$2,000.00 for a Neighborhood Purposes Grant to the San Fernando Valley Chinese Cultural Association for May Asian American Heritage Month

XI. DISCUSSION AND POSSIBLE ACTION to approve payment of up to \$6,950.00 to A-1 Gate & Entry of Mission Hills for the installation of gates to block off a walkway along Interstate 5 between Brand and San Fernando Mission Blvds. as requested by local homeowners.

XII. DISCUSSION AND POSSIBLE ACTION to purchase outreach materials as listed below for up to \$11,650.00 for the purpose of spreading awareness of the Neighborhood Council to stakeholders at public events and at meetings:

- i. 3 branded table covers up to \$600.00
- ii. 3 promotional retractable signs up to \$600.00
- iii. Business Cards for all Board Members up to \$300.00
- iv. Name Tags for all Board Members up to \$200.00
- v. Polo Shirts for all Board Members up to \$300.00
- vi. Posters announcing meeting time and location up to \$200.00
- vii. A Frame sign for outside of the meeting with changeable letters up to \$150.00
- viii. 2 canopies for events up to \$1,000.00
- ix. Door-hangers up to \$700.00
- x. Mailer/post-cards providing the date and location of the NC meetings up to \$500.00
- xi. Printing of flyers, agendas, minutes, invoices and other materials at Donovan printing up to \$2,000.00

- xii. Prize Wheel up to \$100.00
- xiii. Commercial Popcorn Machine up to \$500.00
- xiv. NC Branded pens, flash-drives, water bottles, note pads, shopping bags, coffee mugs, phone cases up to \$4,500.00

XIII. DISCUSSION AND POSSIBLE ACTION to fund operational expenses as listed below for up to \$5,820.00 for the purpose of conducting meetings smoothly and efficiently:

- i. Projector up to \$500.00
- ii. Large timer for time-keeping at meetings up to \$100.00
- iii. Laptop to contain NC records, display agenda and documents at meetings, take notes up to \$700.00 (To be City inventory and to be owned by the Neighborhood Council and no individual Board Member)
- iv. Voice recorder for recording meetings when minute-taker is not available up to \$100.00
- v. Printing of flyers, agendas, minutes, invoices and other materials for NC meetings up to \$2,000.00
- vi. Setting up and continued expense for Mail Chimp Account up to \$200.00
- vii. Setting up and continued expense for G-Suite Email up to \$200.00
- viii. Translation equipment up to \$2,000.00
- ix. Gavel up to \$20.00

XIV. DISCUSSION AND POSSIBLE ACTION to fund beautification tools and supplies as listed below for up to \$1,000.00 to facilitate community beautification events:

- i. Traffic Cones up to \$200.00
- ii. Safety Vests up to \$200.00
- iii. Weed Trimmers up to \$400.00
- iv. Hand Tools and Gloves up to \$200.00

XV. DISCUSSION AND POSSIBLE ACTION to approve payment of up to \$5,000.00 to American Fleet and Rental Graphics for the purchase of up to 30 banners to be installed along Sepulveda Blvd.

XVI. DISCUSSION AND POSSIBLE ACTION to approve payment of up to \$200.00 to pay for pizza and paper goods for National Night Out scheduled for August 7, 2018

XVII. DISCUSSION AND POSSIBLE ACTION to approve payment of up to \$500 to Budget Advocates to fund operations, outreach, and annual events such as Regional Budget Day and Budget Day, dates to be announced.

XVIII. DISCUSSION AND POSSIBLE ACTION to approve payment of up to \$500 to Neighborhood Council Congress, dates to be announced.

XIX. DISCUSSION AND POSSIBLE ACTION to approve payment of up to \$500 to contribute to year-end VANC event dates to be announced.

XX. BOARD MEMBER ANNOUNCEMENTS (~10 Min)

XXI. ADJOURN

XXII. NEXT MEETING – MONDAY, JUNE 4, 2018, 7PM

PUBLIC INPUT AT NEIGHBORHOOD COUNCIL MEETINGS – The public is requested to fill out a “Speaker Card” to address the Board on any agenda item before the Board takes an 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 are within the Board’s jurisdiction will be heard during the General Public Comment period. Please note that under the Brown Act, the Board is prevented from acting on a matter that you bring to its attention during the General Public Comment period; however, the issue raised by a member of the public may become the subject of a future Board meeting. Public comment is limited to 2 minutes per speaker, unless adjusted by the presiding officer of the Board.

PUBLIC POSTING OF AGENDAS - MHNC agendas are posted for public review as follows:

- **Arco Gas Station, 15508 Devonshire St, Mission Hills, CA 91345**
- MHNCOrganize.org
- **You can also receive our agendas via email by subscribing to L.A. City’s Early Notification System at lacity.org/government/Subscriptions/NeighborhoodCouncils/index.htm**

THE AMERICAN WITH DISABILITIES ACT - 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 and 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 you wish to attend by contacting the Board at 818.869.4577 or email at board@mhnconline.org

PUBLIC ACCESS OF RECORDS – In compliance with Government Code section 54957.5, non-exempt writings that are distributed to a majority or all of the board in advance of a meeting may be viewed at our website: MHNCOrganize.org or at the scheduled meeting. In addition, if you would like a copy of any record related to an item on the agenda, please contact the Board at, at 818.869.4577 or email board@mhnconline.org.

RECONSIDERATION AND GRIEVANCE PROCESS - For information on the MHNC’s process for board action reconsideration, stakeholder grievance policy, or any other procedural matters related to this Council, please consult the MHNC Bylaws. The Bylaws are available at our Board meetings **and our website** MHNCOrganize.org

SERVICIOS DE TRADUCCION

Si requiere servicios de traducción, favor de avisar al Concejo Vecinal 3 días de trabajo (72 horas) antes del evento. Por favor contacte a, al 818.869.4577 o por correo electrónico board@mhnconline.org para avisar al Concejo Vecinal.

Social Media Sites



@ Mission Hills Neighborhood Council

@ MissionHillsNC



@ Mission Hills NC Outreach