

**MISSION HILLS  
NEIGHBORHOOD COUNCIL  
EXECUTIVE OFFICERS**  
PRESIDENT: David Kritzer  
VICE-PRESIDENT: Dean Anderson  
SECRETARY: Mangwi Atia  
TREASURER: John DiGregorio



**MISSION HILLS  
NEIGHBORHOOD COUNCIL**  
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Minutes of the  
**MISSION HILLS NEIGHBORHOOD COUNCIL (MHNC)  
SPECIAL BOARD MEETING, Monday, December 3, 2018**  
at LAPD Mission Area Police Station, Timothy M. Falco Community Room  
11121 Sepulveda Blvd., Mission Hills, CA 91345

MHNC (and all other) Meeting Minutes are a summary; Minutes were not, are not and are never meant to be an exact, verbatim, word-for-word transcript or comprehensive record of what was said at a Meeting. Exceptions: Motions/Resolutions (as stated at the Meeting, which take precedence over versions written on the Agenda, if different); quotes (words that have quotation marks (“”) at the beginning and ending of a word or words); and other wording from the Agenda such as the first paragraph(s) of some Items. Items are listed in and match the same order as on the Agenda.

**I. WELCOMING REMARKS:**

a. Call to order & Flag Salute

President Kritzer called the Meeting to order at 7:03 p.m. and led the Pledge of Allegiance.

b. Roll Call

Roll Call was taken by the President. Eight of the 11 Board Members were present at the Roll Call: Jose Arevalo, Mangwi Atia (Secretary), Andrew Charlton, John DiGregorio (Treasurer), David Kritzer (President), Dean Anderson (Vice President), Niranjala Tillakaratne and Duke Eric Smith. Joseph Fuchs (excused) and Marisol Salazar (Rodriguez) (unexcused) were absent. The MHNC quorum (the minimum number of Board Members needing to be present to take binding votes on Agendized Items) is seven (see the Bylaws at <https://lacity.quickbase.com/db/bj3apxsp3?a=q&qid=32&qskip=0&qrppg=1000&dlt a=su46~>), so the Board could take such votes. Ten of the 14 Board Seats were filled (by election or appointment). Three Board Seats were vacant [Residential (2) and Organizational]; to apply, see <http://mhnconline.org/about-mhnc/board>. Also attended: 18 Stakeholders and Guests.

**II. PUBLIC COMMENT ON NON-AGENDIZED ITEMS**

- a. Karen Martin announced there are people camping on Lassen Street and inquired housing for them. She also asked about how to remove garbage from

the street.

- b. Rodney Gonzalez invited everyone to attend Holiday Celebration on December 5, 2018.
- c. John presented his solution for recent fires: We need a fire watch that will consist of volunteers. John intends to present this to the Los Angeles Council.
- d. Community member reported traffic concerns on Alemary. A crossing guard is needed. He inquired about reporting abandon cars. Contact 311 and LAPD to issue citation(s). Also, follow up with Juan Solorio, Field Deputy for L.A. City District Seven Councilmember Monica Rodriguez.
- e. Araceli Hernandez is interested in joining the Beautification Committee. She has been hesitant to attend meetings due to location/police station and being part of community that is historically traumatized.

### **III. COMMUNITY/GOVERNMENT REPORTS & ANNOUNCEMENTS:**

#### a. LA City Council District Representative

Juan Solorio, Field Deputy for L.A. City District Seven Councilmember Monica Rodriguez (ofc. 818-756-8409; Juan.Solorio@LACity.org; <http://CD7.LACity.org>), announced the following:

- Photo with Santa Claus will occur on Saturday, December 15, 2018 at Pacoima City Hall.
- Councilmember Monica Rodriguez motioned to include homeless individuals to hate crime which has been approved by the City Council unanimously. CD7 has started parking program that host vehicles overnight and housing services. It also asked state for funds to be used for homeless community (e.g., expanding meal program, rapid housing). These allocated funds allow outreach workers to be at North Valley Caring Services, a CD7 partner.
- Street Vending—Los Angeles City Council voted in favor for it. It is legal ordinance wise, but the City must determine permit fees. State of California bill passed which made it legal.
- Last month CD7 received reports on the open channel behind Bermuda Mobile Home Park (e.g., water and mosquito infestation). The City inspected and did not assess any public concerns. However, the City did weed abatement and cleared out vegetation.
- Department of Transportation did lane configuration on Chatsworth Drive to Woodman Avenue to reduce two lanes to one. Bike lane was added.
- Burned Recreational Vehicle—No one, except for Senior Lead Officer Phillip Ruiz, called his office to report it. Juan Solorio ask that you call his office (818-756-8409) in the future.
- Department of Water and Power (DWP)—If there is an alley that does not have any type of lighting, notify CD7 as it is working with DWP to address it.

#### b. LAPD Senior Leads

Philip Ruiz, an LAPD Mission Division Senior Lead Officer (mobile/text 818-634-

0519; ofc. 818-838-9843; 31524@LAPD.LACity.org;  
http://www.LAPDonline.org/Mission\_Community\_Police\_Station), reported the following:

- Veterans Parade had a good turnout.
- In December, crime picked up due to the holiday. Senior Lead Officer Ruiz advised not to leave your cars unlocked and keep your gifts in the trunk. In 2017, 557 crimes reported in comparison to 600 in 2018. Sixty-one aggravated assaults occurred in 2017 compared to 85 in 2018. Domestic violence workshop will occur at the Mission Hills Christian Church next Monday. Victim Assistance Program compensates victim(s).
- Department of Water and Power—Five money scams occurred in the Mission Hills. Seniors are being targeted for this money scam. Juan Solorio, Field Deputy for L.A. City District Seven Councilmember Monica Rodriguez (ofc. 818-756-8409; Juan.Solorio@LACity.org; http://CD7.LACity.org) said to call his Office to verify DWP bill.
- Police Operators are understaffed. Volunteer Community Patrol will be trained to identify and report crime. The program started in October 2018. Bike unit reestablished.

c. Other Government Departments/Agencies

Jude Hernandez, Field Representative from Assemblywoman Luz Rivas (office phone 818-504-3911; https://a39.asmdc.org):

- Assemblywoman Rivas is having a food drive at the District Office. You can bring items from shopping list.
- Under Assemblywoman Rivas jurisdiction, thirty percent of elementary students is homeless (or couch surfing). State of California has two homeless coordinators while New York has 12 and Texas has 9. Assemblywoman Rivas wants to hire more homeless coordinators, develop multiunit housing, have schools identify homeless youth, and add Department of Education as the Homeless Coordinator and Financial Council in amendment.
- If you see homeless people starting fires on state report property, please contact California Highway Patrol immediately.

d. Community Organizations

John DiGregorio, a budget advocate, announced that Budget Advocates have decided to issue a report card via ncbala.com

**IV. DISCUSSION AND POSSIBLE ACTION TO APPROVE MINUTES:**

a. General Board Meeting September 17, 2018

It was agreed to Table this Item.

b. General Board Meeting, October 1, 2018

**MOTION to COMBINE and APPROVE** (by John DiGregorio; seconded by Andrew Charlton): The Mission Hills Neighborhood Council combines Items #s IV b and c and approves the Minutes of its October 1, 2018 and November 5, 2018 General Board Meetings as written.

**MOTION to COMBINE and APPROVE PASSED** unanimously; zero opposed; zero abstained.

- c. General Board Meeting, November 5, 2018  
See above Item #IV b.

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

- a. August 2018

**FUNDING MOTION to COMBINE and APPROVE** (by Andrew Charlton, seconded by John DiGregorio): The Mission Hills Neighborhood Council combines Item #s V a, b and c and approves its August 2018, September 2018 and October 2018 Monthly Expenditure Reports as presented.

**FUNDING MOTION to COMBINE and APPROVE PASSED** unanimously by a roll call vote of the eight eligible voters present with all eight in favor (“Yes” or “Aye”) (Kritzer, Atia, Arevalo, DiGregorio, Charlton, Tillakaratne and Anderson); zero opposed; zero abstained, one ineligible.

- b. September 2018  
See above Item #V b.

- c. October 2018  
See above Item #V b.

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

- 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 x1 – Open to Stakeholders eighteen (18) years of age or older who rent a residence located within the NC boundaries.

**MOTION** (by John DiGregorio; seconded by Andrew Charlton): The Mission Hills Neighborhood Council approves to appoint Araceli Hernandez and Lokubanda Tillakaratne as Residential/Renter Stakeholders.

**MOTION PASSED** unanimously; zero opposed; zero abstained.

**VII. DISCUSSION AND POSSIBLE ACTION** re: Neighborhood Purpose Grant application in the amount of \$5,000.00 proposed by Valle Vida for Nature Parkway expansion.

**FUNDING MOTION** (by Niranjala Tillakaratne, seconded by Andrew Charlton): The Mission Hills Neighborhood Council approves Neighborhood Purpose Grant application in the amount of \$5,000.00 proposed by Valle Vida for Nature Parkway expansion.

**DISCUSSION:** Yolie Anguiano explained the community meeting to create Pacoima Walk upon Dean Anderson's inquiry.

**FUNDING MOTION PASSED** unanimously by a roll call vote of the eight eligible voters present with all eight in favor ("Yes" or "Aye") (Kritzer, Atia, Arevalo, DiGregorio, Charlton, Tillakaratne and Anderson); zero opposed; zero abstained, one ineligible.

**VIII. DISCUSSION AND POSSIBLE ACTION** re: Neighborhood Purpose Grant application in the amount of \$5,000.00 proposed by Northridge Beautification Foundation (Clean Streets, Clean Starts)  
It was agreed to Table this Item.

**IX. DISCUSSION AND UPDATE** re: preparation of Community Impact Statement re: graffiti removal at Olivo

Dean Anderson painted over the graffiti on Olivo Shopping Center property, in which John DiGregorio advised him not to do so. Andrew Charlton told Dean Anderson that you should notify Olivo Shopping Center about graffiti. David Kritzer responded that he would draft a letter for Olivo Shopping Center.

**X. DISCUSSION AND UPDATE** re: preparation of Community Impact Statement re: RV Parking situation

Dean Anderson will prep the Community Impact Statement. A community member from the audience agreed to help.

**XI. DISCUSSION AND UPDATE** re: preparation of Community Impact Statement re: homelessness

Dean Anderson will prep the Community Impact Statement. John DiGregorio asserted that graffiti removal and homeless is not a Community Impact Statement, but recreational vehicle is. There are several open council files open for recreational vehicle. David Kritzer agreed to look up Council File.

**XII. DISCUSSION AND ACTION** re preparation of Community Impact Statement in support Council File 18-0467 to reform and improve the Neighborhood Council system.

David Kritzer mentioned that a copy of Council File 18-0467 was handed out in a previous meeting. Mission Hills Neighborhood Council will need to write a letter in support of it. Duke Eric Smith agreed to draft letter.

**XIII. DISCUSSION AND POSSIBLE ACTION** re: update on design of new MHNC logo. Niranjala Tillakaratne stated that Mission Hills Neighborhood Council (MHNC) needs to pay the artist. John DiGregorio, David Kritzer and Andrew Charlton discussed next steps. Community members gave feedback on MHNC logo.

**MOTION** (by John DiGregorio; seconded by Andrew Charlton): The Mission Hills Neighborhood Council approves to update on design of new MHNC logo.

**MOTION PASSED** unanimously; zero opposed; zero abstained.

**XIV. DISCUSSION AND POSSIBLE ACTION** re: update on design of new MHNC banners.

Niranjala Tillakaratne stated that artist will not handover MHNC logo until it is paid. Banner company has been waiting since July 2018 for MHNC logo. John DiGregorio clarified that anything we vote on (e.g., payment requests) must be submitted within 45 days, so this item has to be reagendaize. MHNC needs to vote on \$125.

It was agreed to Table this Item.

**XV. DISCUSSION AND POSSIBLE ACTION** re: approval of election worksheet

It was agreed to remove this Item.

**XVI. DISCUSSION AND POSSIBLE ACTION** re: reimbursement of reimbursement of \$42.22 to Niranjala Tillakaratne for purchase of snacks and water for Clean Up on October 13, 2018

John DiGregorio emphasized that a Board Action Certification must be created and submitted.

**FUNDING MOTION** (by John DiGregorio, seconded by Andrew Charlton): The Mission Hills Neighborhood Council approves reimbursement of \$42.22 to Niranjala Tillakaratne for purchase of snacks and water for Clean Up on October 13, 2018.

**FUNDING MOTION PASSED** unanimously by a roll call vote of the eight eligible voters present with all eight in favor (“Yes” or “Aye”) (Kritzer, Atia, Arevalo, DiGregorio, Charlton, Tillakaratne and Anderson); zero opposed; zero abstained, one ineligible.

**XVII. DISCUSSION AND POSSIBLE ACTION** to ratify the reimbursement of David Kritzer in the amount of \$513.56 for the following expenditures: Movie Night pizza (30.99), National Night out pizza, water and paper goods (72.39) and unpaid storage balance (410.18). All are operational expenses previously approved as part of the Mission Hills Neighborhood Council operating budget.

**FUNDING MOTION** (by John DiGregorio, seconded by Andrew Charlton): The Mission Hills Neighborhood Council ratify the reimbursement of David Kritzer in the amount of \$513.56 for the following expenditures: Movie Night pizza (30.99),

National Night out pizza, water and paper goods (72.39) and unpaid storage balance (410.18). All are operational expenses previously approved as part of the Mission Hills Neighborhood Council operating budget..

**FUNDING MOTION PASSED** unanimously by a roll call vote of the eight eligible voters present with all eight in favor (“Yes” or “Aye”) (Kritzer, Atia, Arevalo, DiGregorio, Charlton, Tillakaratne and Anderson); zero opposed; zero abstained, one ineligible.

**XVIII. DISCUSSION AND POSSIBLE ACTION** to reimburse David Kritzer for \$36.22 for pizza purchased on August 6th for MHNC Board Meeting.

**FUNDING MOTION** (by John DiGregorio, seconded by Andrew Charlton): The Mission Hills Neighborhood Council approves reimbursement of David Kritzer for \$36.22 for pizza purchased on August 6th for MHNC Board Meeting.

**FUNDING MOTION PASSED** unanimously by a roll call vote of the eight eligible voters present with all eight in favor (“Yes” or “Aye”) (Kritzer, Atia, Arevalo, DiGregorio, Charlton, Tillakaratne and Anderson); zero opposed; zero abstained, one ineligible.

**XIX. DISCUSSION AND POSSIBLE ACTION** to approve the following Office

Expenditures up to the following amounts:

- Up to \$200 for post office box account.
- Up to \$500 for postage fees.
- Up to \$1,000 for meeting expenses.
- Up to \$1,200 for purchase of a laptop computer/Chromebook for meetings.
- Up to \$2,100 for storage facility costs
- Up to \$2,000 for temporary staff/minutes writer.
- Up to \$550 for website hosting and maintenance.

**FUNDING MOTION** (by John DiGregorio, seconded by David Kritzer): The Mission Hills Neighborhood Council approves to approve the following Office Expenditure up to the following amounts: Up to \$500 for WiFi enabled laptop.

**FUNDING MOTION PASSED** unanimously by a roll call vote of the eight eligible voters present with all eight in favor (“Yes” or “Aye”) (Kritzer, Atia, Arevalo, DiGregorio, Charlton, Tillakaratne and Anderson); zero opposed; zero abstained, one ineligible.

**DISCUSSION:** David Levine commented that he was the former minutes writer and administrative assistant for MHNC. He also mentioned that he did not quit or resign. David Levine confirmed that he does work for other NCs and organizations.

**FUNDING MOTION** (by John DiGregorio, seconded by David Kritzer): The Mission Hills Neighborhood Council approves to approve the following Office

Expenditures up to the following amounts: Up to \$2,000 for temporary staff/minutes writer.

**FUNDING MOTION PASSED** unanimously by a roll call vote of the eight eligible voters present with all eight in favor (“Yes” or “Aye”) (Kritzer, Atia, Arevalo, DiGregorio, Charlton, Tillakaratne and Anderson); zero opposed; zero abstained, one ineligible.

**XX. DISCUSSION AND POSSIBLE ACTION** to approve the following Outreach Expenses up to the following amounts:

- Up to \$375 for outreach flyers
- Up to \$500 for outreach brochures.
- Up to \$850 for event exhibitor expenses.
- Up to \$100 for Board Member name tags
- Up to \$500 for Board Member polo shirts
- Up to \$500 for MHNC custom table cloths
- Up to \$1,000 for MHNC custom canopy cover
- Up to \$500 for MHNC stand up banners

John DiGregorio does not agree with line item for approving outreach expenses but recommends dollar amount for expenses limited but not limited.

**FUNDING MOTION** (by John DiGregorio, seconded by Andrew Charlton): The Mission Hills Neighborhood Council approves up to \$6,000 for various outreach expenses including but not limited to flyer, brochures, exhibitor expenses, name tags, polo shirts, custom table cloths, custom canopy cover, stand up banners.

**DISCUSSION:** John DiGregorio requested that David Kritzer send him and Dean Anderson estimates. John will create a spreadsheet and will send the Board an email requesting quotes.

**FUNDING MOTION PASSED** unanimously by a roll call vote of the eight eligible voters present with all eight in favor (“Yes” or “Aye”) (Kritzer, Atia, Arevalo, DiGregorio, Charlton, Tillakaratne and Anderson); zero opposed; zero abstained, one ineligible.

**MOTION TO RECONSIDER:** All was in favor; zero opposed; zero abstained.

**FUNDING MOTION** (by John DiGregorio, seconded by Andrew Charlton): The Mission Hills Neighborhood Council approves up to \$6,600 for various outreach expenses including but not limited to flyer, brochures, exhibitor expenses, name tags, polo shirts, custom table cloths, custom canopy cover, stand up banners and new MHNC logo.

**FUNDING MOTION PASSED** unanimously by a roll call vote of the eight eligible voters present with all eight in favor (“Yes” or “Aye”) (Kritzer, Atia, Arevalo,



DiGregorio, Charlton, Tillakaratne and Anderson); zero opposed; zero abstained, one ineligible.

**XXI. DISCUSSION AND POSSIBLE ACTION** to approve up to \$1000 for 100 more beautification t-shirts.

**FUNDING MOTION** (by John DiGregorio, seconded by Andrew Charlton): The Mission Hills Neighborhood Council approves up to \$1000 for 100 more beautification t-shirts.

**FUNDING MOTION PASSED** unanimously by a roll call vote of the eight eligible voters present with all eight in favor (“Yes” or “Aye”) (Kritzer, Atia, Arevalo, DiGregorio, Charlton, Tillakaratne and Anderson); zero opposed; zero abstained, one ineligible.

**XXII. DISCUSSION AND POSSIBLE ACTION** re: assigning duties to Board Members  
It was agreed to Table this Item.

**XXIII. DISCUSSION AND POSSIBLE ACTION** to appoint and/or search for a new MHNC Treasurer.

Dean Anderson was interested in the position. Rodney Gonzalez recommended that Niranjala Tillakaratne for the position given her professional background. John DiGregorio will resigned from the Treasurer position effective upon creation and submission of these Board Action Certifications.

**MOTION** (by Andrew Charlton; seconded by Dean Anderson): The Mission Hills Neighborhood Council approves to appoint Niranjala Tillakaratne as the Treasurer.

**MOTION PASSED** unanimously; zero opposed; zero abstained.

**XXIV. DISCUSSION AND POSSIBLE ACTION** to appoint a new second signer.  
It was agreed to remove this Item.

**XXV. DISCUSSION AND POSSIBLE ACTION** to appoint an elections chair.  
President David Kritzer appointed Mangwi Atia as the elections chair.

**XXVI. DISCUSSION AND POSSIBLE ACTION** to approve up to \$1,500 for an elections budget.

**FUNDING MOTION** (by John DiGregorio, seconded by Andrew Charlton): The Mission Hills Neighborhood Council approves up to \$1,500 for an elections budget.

**FUNDING MOTION PASSED** unanimously by a roll call vote of the eight eligible voters present with all eight in favor (“Yes” or “Aye”) (Kritzer, Atia, Arevalo, DiGregorio, Charlton, Tillakaratne and Anderson); zero opposed; zero abstained,

one ineligible.

*John DiGregorio left meeting at 9:07 p.m.*

**XXVII. DISCUSSION AND POSSIBLE ACTION** re: removal of Board Member Marisol Rodriguez for violation of MHNC Standing Rules and Bylaws re: attendance at meeting

**MOTION** (by Dean Anderson; seconded by Andrew Charlton): The Mission Hills Neighborhood Council approves to remove Board Member Marisol Rodriguez for violation of MHNC Standing Rules and Bylaws re: attendance at meeting.

**MOTION PASSED** (by Dean Anderson; seconded by Andrew Charlton): The Mission Hills Neighborhood Council approves to remove Board Member Marisol Rodriguez for violation of MHNC Standing Rules and Bylaws re: attendance at meeting.

**XXVIII. COMMITTEE REPORTS** (~2min per Committee):

a. Public Safety Committee

There was no report.

b. Zoning and Land-Use Committee

There was no report.

c. Budget and Finance Committee

There was no report.

d. Beautification and Cultural Affairs

Niranjala Tillakaratne reported that Karen Martin and Araceli Hernandez are interested in joining the committee. She also gave an update Pacoima Spreading Ground project.

e. Outreach Committee

There was no report.

f. Bylaws and Standing Rules Committee

There was no report.

**XXIX. LIAISON REPORTS** (~2min each):

a. FilmLA Liaison

There was no report.

b. Homelessness Liaison

There was no report.

c. Planning Liaison

There was no report.

**XXX. BOARD MEMBER ANNOUNCEMENTS (~10 Min)**

There was discussion on new meeting location for next year.

**XXXI. ADJOURN**

**MOTION to ADJOURN** (by Andrew Charlton; seconded by Dean Anderson).

**MOTION to ADJOURN PASSED** unanimously by a hand vote with seven in favor.

The Meeting was **ADJOURNED** at 9:14 p.m.

*The first paragraph of some Items, Motions/Resolutions and other wording may have been copied from the Agenda. Minutes written by Secretary, possibly edited by MHNC. The MHNC Minutes page is <http://mhnonline.org/agendas-minutes>.*

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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.

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#### **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 [MHNOnline.org](http://MHNOnline.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](mailto:board@mhnconline.org) para avisar al Concejo Vecinal.

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