

# CITY OF LOS ANGELES

CALIFORNIA

## BOARD OF NEIGHBORHOOD COMMISSIONERS

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MAYOR

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**GRAYCE LIU**  
GENERAL MANAGER

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## LA – 32 NEIGHBORHOOD COUNCIL General Board Meeting Wednesday, April 1, 2015 - 6PM – 9PM El Sereno Senior Citizens Center 4818 Klamath Place, Los Angeles, CA 90032

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.

The agenda’s for the Board’ meetings are posted for public review at the following locations: El Sereno Library, 5226 Huntington Drive So., LA, CA 90032; El Sereno Senior Citizens Center, 4818 Klamath Place, LA, CA 90032; El Sereno Recreation Center, 4721 Klamath St., LA, CA 90032; Rose Hills Recreation Center, 4530 Mercury Avenue, LA, CA 90032; and CSULA, 5151 State University Drive, LA, CA 90032.

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, assisted 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.

In compliance with Government Code section 54957.5, non-exempt writings that are distributed to a majority or all members of the Board in advance of a meeting, may be viewed at the Neighborhood Council meeting or on the Neighborhood Council website by clicking or visiting [la32nc.org](http://la32nc.org)

*SI REQUIERE SERVICIOS DE TRADUCCION, FAVOR DE NOTIFICAR A LA OFICINA 3 días de trabajo (72 horas) ANTES DEL EVENTO. SI NECESITA ASISTENCIA CON ESTA NOTIFICACION, POR FAVOR LLAME A NUESTRA OFICINA AL (213) 978-1551.*

1. Welcome and President’s Message
2. Pledge Of Allegiance
3. General Public Comment
4. Call to Order, Roll Call, and Board Member Announcements (*No more than 1 minute per board member*)
  - a. Ruben George Chavez, At-Large / Community Interest Representative and Director
  - b. Angelica Duarte, At Large Representative and Director

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- c. Marleen Fonseca, At-Large Representative and President
  - d. Cynthia Sandoval, At-Large Representative and Director
  - e. Gamaliel Andrade, East Region Representative and Corresponding Secretary
  - f. Michelle Corzantes, East Region Representative and Treasurer
  - g. Yolie Garcia, East Region Representative and Director
  - h. Nicolas Abel Carillo, North Region Representative and Director
  - i. Augustine Rodriguez, North Region Representative and Director
  - j. Sasha Perez, South Region Representative and Director
  - k. Cecelia Villarel, South Region Representative and Director
  - l. Victor June Ayala, West Region Representative and Director
  - m. Luisana Valdez, West Region Representative and Recording Secretary
  - n. Kaprisha Vallecillo, West Region Representative and Vice President
5. Scheduled Announcements and Presentations *[No discussion or Public Comment]*
- a. Councilman Huizar – Presentation of Certificates to LA32NC.
  - b. Speaker Series (public or private entity with project and/or services in Community)
  - c. Public Safety - LAPD Report *Includes a monthly crime report and updates on law enforcement issues*
  - d. Government Reports (Representatives have standing place on the agenda, but are not always available to attend)
    - i. U.S. Senators
    - ii. U.S. Congressional Representative for 34<sup>th</sup> District of California
    - iii. California Governor
    - iv. California State Senators for 22<sup>nd</sup> and 24<sup>th</sup> District
    - v. California State Assemblyperson for 51<sup>st</sup> District
    - vi. Los Angeles County Supervisor for 1<sup>st</sup> District
    - vii. Los Angeles City Mayor
    - viii. Los Angeles City Councilmember for 14<sup>th</sup> District
    - ix. Los Angeles City Attorney
    - x. LA-32 NC Committee Reports
      - i. Executive Committee, Marleen Fonseca Chair
      - ii. Sports and Recreation Committee, Yolie Garcia Chair
      - iii. Land Use and Development Committee, Marleen Fonseca Chair
      - iv. Beautification Committee, Luisana Valdez Chair
      - v. Arts and Culture Committee, Nicolas Carillo Chair
      - vi. Membership and Outreach Committee, Gamaliel Andrade Chair
      - vii. Public Safety Committee, No Chair
      - viii. Business and Economics Committee, Kaprisha Vallecillo Chair
      - ix. Environmental Green Committee, Sasha Perez Chair
      - x. By-Laws Committee Meeting, Victor June Ayala Chair
      - xi. Education Committee, Michelle Corzantes Chair
      - xii. Budget and Finance Committee, Michelle Corzantes Chair
      - xiii. Ad Hoc Elections and Voter Engagement, Kaprisha Vallecillo Chair
      - xiv. Ad Hoc Standing Rules Committee, Kaprisha Vallecillo Chair
      - xv. Ad Hoc Inventory Committee, Michelle Corzantes Chair
6. Treasurer's Report regarding LA 32 finances. Discussion and possible action approval of the LA 32 NC Monthly Expenditure Report for March 2015.

## OLD BUSINESS

- 7. Discussion and Possible action regarding scheduling of LA 32NC Board Retreat to be planned by Executive Committee. Discussion to include possible dates, locations, and topics in which Board members would like training in.

## NEW BUSINESS

8. Discussion and Possible Action – Motion “That the LA32NC approve the proposed Standing Rules labeled **Attachment 1.**” (Ad Hoc Standing Rules Committee 3/26/15 3-0-0)
9. Announcement of 2 new vacancies resulting from the resignation of Nicholas Carrillo, North Region Director and removal of Cecelia Villareal, South Region Director for missing two consecutively scheduled regular board meetings. Per LA32 Bylaws, Article V, Section 7 Absences- Any Director who misses 2 consecutive regularly scheduled General meetings, optionally, 3 total Board meetings during any 12 month period will be automatically removed from the Board. No further action is necessary.
10. Announcement of filing of vacancies. The following vacancies will be advertised on the website and Facebook and filled at the May 6, 2015 General Board Meeting: 1 vacancy in South Region, 2 vacancies in North Region. An application will be posted on la32nc.org along with the announcement. All interested stakeholders shall follow the instructions on the website regarding the application and appointment process.
11. Reappointment/ Appointment of Committee members:
  - A. Standing Rules Committee – Removals and/or reappointments
  - B. Public Safety Committee – Appoint chair
  - C. Membership and Outreach Committee – remove Sasha Perez and appoint new member.
  - D. Ad Hoc Inventory Committee – removal of members
12. Discussion and Possible Action – Appointment of two Board members to attend Civic University to be held on April 2, April 8, and April 15, 2015 from 6pm-9pm at the Ronald Deaton Auditorium (preferably one male and one female). Appointees must be ratified by the Board.
13. Discussion and Possible Action – Motion “That the LA32NC approve the reallocation of the following funds from the FY 14/15 Budget: (**see Attachment 2**)
  - From Category 300 Community Improvement “CIP” \$12,000 to Category 200 Outreach “EVE”, new total with reallocated amount in 200 Outreach “EVE” is \$14,000
  - From Category 300 Community Improvements “CIP” \$1,700 to Category 100 Operations “OFF”, new total with reallocated amount in 100 Operational “OFF” is \$1,900
  - From Category 400 Neighborhood Purpose Grants “NPG” \$5,000 to Category 100 Operations “OFF”, new total with reallocated amount in Category 100 Operations \$6, 900
14. Discussion and Possible Action regarding approval of the name and fliers for the April 19, 2015 Kite Festival.

Motion – “That the LA32 NC approve the following wording for all fliers, banners and posters: CD14 Councilman Jose Huizar and LA32 Neighborhood Council present to you the El Sereno 5<sup>th</sup> Annual Kite Festival.”

(Membership and Outreach Committee 3/18/15 2-0-0)

15. Discussion and Possible Action – Motion “That the LA32NC approve the 15 line items labeled **Attachment 3** for funding approval for the Kite Festival to be held on April 19, 2015. Total amount not to exceed \$12,000.00.” (Membership and Outreach 3/23/15 2-0-0)
16. Discussion and Possible Action – “That the LA32 NC approve the Executive Committee coordinating a series of ‘Coffee With Elected Officials’ (Huizar, Solis, Gomez and DeLeon) on various dates for Officials to be available to have coffee with Constituents and to have discussions with them on a personal and informal level.
17. Discussion and Possible Action – Motion “That the LA32NC approve sending letters to thank all candidates who participated in the Forums for School Board District 5 and CD14 elections.” (Ad Hoc Elections and Voter Engagement Committee 3/12/15 4-0-0)
18. Discussion and Possible Action – Motion “That the LA32NC approve sending letters to Councilman Huizar and School Board Runoff Candidates Bennet Kayser and Ref Rodriguez with a list of the questions submitted by constituents at the Candidate Forums.” The purpose for this is so that they remain aware of the concerns our stakeholders have in regards to their Districts.
19. Findings – report of findings from Business and Economics Committee in regards to the proposed wage hikes in LA City and the effect on local businesses.
20. Findings – report of findings from AdHoc Inventory Committee.  
Recommendations submitted:
  - **Motion** That all equipment must be checked out by using the LA32NC checkout form for accountability and must be signed by President, Director and Witness (Executive board member). The Laptops and printer (s) used by Executive board members shall be checked out once for the term of the director while he/she is an active LA32NC Director. (4-0-0) voted on March 10, 2015
  - **Motion** that an inventory checkout tally list is inside the storage unit at all times to keep record of checkout and return items by the signed key holder and President. In the case that the President is not available the 2nd key holder will assist in the checkout item and return item process. (See Attachment ) (4-0-0) voted on March 10, 2015
  - **Motion** that a copy of the inventory list be accessible at every General Board meeting to keep record of all items that have been checked out. (4-0-0) voted on March 10, 2015
  - **Motion** that all copies of completed the checkout forms be filled out correctly with the presidents signature and witness signature of an executive director, also that all these completed checkout forms be copied and placed be placed for accessible at the storage unit and copies at the monthly general board meetings. (4-0-0) voted on March 10, 2015
21. Creation of Ad Hoc Grievance Committee to address all outstanding grievances that have been placed on hold per Exhaustive Efforts. The Committee shall report back at the next regularly scheduled General Board Meeting with findings.

## 22. Adjournment

\*Please note that in order to be able to vote on any of these items, Board members are required to have taken the Ethics and Funding Trainings.

ATTACHMENT 1 (3 pages)

LA-32 Neighborhood Council Standing Rules

1. Process for Election of Officers

The procedure used to elect officers of the Neighborhood Council Governing Board is as follows:

- .01 Nominations will be opened from the floor for each officer position beginning with the President. Board members may nominate or self-nominate. Nominees will then accept or not accept the nomination. A list of candidates for the office will be determined.
- .02 Each candidate will have three minutes to give his/her qualifications for the position he/she is seeking as well as stating what he/she intends to do from that position in the coming year(s). After each candidate for a particular position has had the opportunity to speak, members of the board may ask questions of any of the candidates if so desired.
- .03 A vote by show of hands will then be taken. If no candidate receives a majority, then the name of the candidate with the fewest votes will be removed from the list of candidates and voting will proceed. The process will continue until one candidate receives the majority of the votes.

The process will be repeated for the remaining offices.

2. Time Limit on Public Comment

During Public Comment, each speaker will be limited to one minute per person. It is understood that the Chairperson could extend the time of a speaker.

3. Time Limits on Each Item on Agenda

Each agenda item shall have a specific time limit determined in advance by the President.

4. Order of Business During Presentations

The format for presentations, reports and agenda items to the board shall be as follows:

- .01 The presenter makes a brief statement, summarizing the issue and salient points for discussion
- .02 A question and answer period for a maximum of 10 minutes
- .03 Public Comment
- .04 Board discussion and action if appropriate.

5. Public Comment

Public wishing to speak to the Governing Board may fill out a Speaker Card and provide his/her name, business or organization affiliation (if any), whether they are a paid speaker and who paid him/her to speak, and the agenda item number they wish to address.

6. Schedule of Committee Meetings

Committees will report to the President on committee meeting times and will

distribute the information to the known committee members. This will be a continuing activity.

7. Committee Chairs' Authority to Reserve Meeting Spaces and Post Agendas  
Committee chairs or committee designee are authorized to arrange for meeting spaces and post agendas.
8. Committees Requested to Meet at Least Once per Quarter  
All standing committees are requested to meet at least once per quarter. The Chair of a committee not meeting this requirement will be asked to explain why the committee has not met.
9. Board member Use of Title/Position  
No officer or member of the Neighborhood Council Governing Board or any of its committees shall commit the Council to action without express approval of the Board.
10. Board member Solicitation of Donations  
No Neighborhood Council Board member shall solicit donations of any sort using the board name without board approval.
11. Code of Civility  
The Neighborhood Council adopts the Code of Civility Collectively and individually, the members of the Governing Board of the Neighborhood Council agree to abide by this Code of Civility to ensure that the Council's business is conducted in a respectful, courteous, and effective manner, and in a way that will generate respect and credibility for our Neighborhood Council.

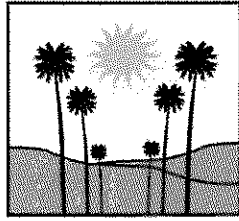
*The freedom to express one's views about public matters is a cornerstone of the democratic process. The Neighborhood Council welcomes the diverse views and opinions of our stakeholders and other Board members as they relate to the issues before us. In order for these discussions to be meaningful and effective, we must treat others with respect and dignity. By adoption of this motion, and by affixing our signatures to this document, we collectively and individually agree to abide by our Code of Civility to the best of our abilities. By entering this meeting of the Neighborhood Council, stakeholders also agree to abide by the Code of Civility.*

- .01 I will conduct myself in a professional and civil manner at all times as a representative of the Neighborhood Council.*
- .02 I will treat each member of the board and members of the public with respect at all times, regardless of an individual's opinion, ethnicity, race, sexuality, age, disability, or religion.*
- .03 Even in the face of disagreement or differences of opinion, I will demonstrate esteem and deference for my colleagues and the public.*
- .04 Under no circumstances during Neighborhood Council meetings, functions, or events will I engage in or threaten to engage in any verbal or physical attack on any other individual.*
- .05 I will commit to communicate my ideas and points of view clearly, and allow others to do the same without interruption.*

- .06 I will not use language that is abusive, threatening, obscene, or slanderous, including using profanities, insults, or other disparaging remarks or gestures.*
- .07 Derogatory language about an individual's ethnicity, race, sexuality, age, disability, or religion is not acceptable.*
- .08 I will take responsibility for my own actions, and will work to fulfill my role and responsibilities as specified in the bylaws*
- .09 I will commit to learn the applicable laws that govern Neighborhood Councils, including the state constitution, state legislation, the Brown Act, the City Charter, city ordinances, ethics rules, and the Neighborhood Council Bylaws and standing rules, and will not knowingly violate any of the above.*
- .010 I will abide by the Neighborhood Council's meeting procedures or rules in order to create a safe and effective environment for conducting business.*
- .011 I will promote and enforce a safe meeting environment at all times. At moments when members of the public become disruptive and violate the rules of civility that we have pledged to follow, I will join my fellow board members in demanding that the persons conduct themselves in a respectful and orderly manner even if I agree with the point of view that is being expressed.*
- .012 I will seek to present information truthfully, and will not knowingly misrepresent, mischaracterize, or misquote information received from others.*
- .013 I pledge to truly listen to and hear other points of view.*
- .014 I will practice the art of being able to disagree without being disagreeable.*
- .015 If I find myself representing my personal interests before my community's interests, I will publicly disclose the differences and recuse myself from voting on such matters.*
- .016 I will commit to good faith efforts to resolve any grievances that come before the board as specified in the bylaws.*
- .017 I owe it to my fellow board members, the public, and the decision-makers who we are trying to influence to make the best possible effort to understand the issues before me. I will "do my homework" by reading all meeting agendas and minutes, supplemental materials, and where appropriate, seeking dissenting viewpoints.*

Attachment 2 (1pg)  
CITY OF LOS ANGELES

CALIFORNIA



**LA-32**

Neighborhood Council

**BUDGET & FINANCE  
COMMITTEE**

MICHELLE CORZANTES  
CHAIR

YOLIE GARCIA  
DIRECTOR

RUBEN CHAVEZ  
DIRECTOR

**LA-32 HISTORIC  
NEIGHBORHOODS**

EL SERENO

EMERY PARK

HILLSIDE VILLAGE

ROSE HILLS

SIERRA PARK

UNIVERSITY HILLS

**Budget and Finance Committee Motions to Executive Board  
to be on General Board Agenda for  
April 1, 2015**

1. **Motion**, to reallocate the budget for fiscal year 2014-2015 from the :
- From Category 300 Community Improvement "CIP" \$12,000 to Category 200 Outreach "EVE", total of reallocated amount in 200 Outreach "EVE" is \$14,000
  - From Category 300 Community Improvements "CIP" \$1,700 to Category 100 Operations "OFF", total of reallocated amount in 100 Operational "OFF" is \$1,900.
  - From Category 400 Neighborhood Purpose Grants "NPG" \$5,000 to Category 100 Operations "OFF", total of reallocated amount in Category 100 Operations \$6,900.

From Category	Description	Amount	To Category	Description	Total of Reallocated amount	To which category
300	Community Improvements "CIP"	\$12,000	200	Outreach "EVE"	\$14,000	200 Outreach "EVE"
300	Community Improvements "CIP"	\$1,700	100	Operations "OFF"	\$1,900	100 Operations "OFF"
400	Neighborhood Purpose Grants "NPG"	\$5,000	100	Operations "OFF"	\$ 6,900	100 Operations "OFF"



Attachment 3 (2 pages)

**LA32NC 5th Annual Kite Fest Line Item**

April 19, 2015

10:00 am to 4:00 pm

Ascot Hills Park 4371 Multnomah St., LA, CA 90032

1	<b>Charlie's Printing Service</b> <i>Ascot Hills or library. <del>Market</del></i> To post at Barrio Action, <del>CD14</del> and El Sereno Park 3 banners full color 6X4 at \$80.00 each	total	\$261.60
2	<b>Charlie's Printing Service</b> To post at the local schools in the LA32 area 10 banners full color 6X4 at \$80.00 each	total	\$817.50
3	<b>Charlie's Printing Service</b> 1,000 color flyer 8.5X11 white gloss paper	total	\$152.60
4	<b>Charlie's Printing Service</b> To Post at the local business 50 posters 16X20 coroplast white material rigid signs with H stakes	total	\$381.50
5	<b>U.S. Award and Trophies</b> For the volunteers 100 T-Shirts color purple & white print \$6.00 each plus tax	total	\$658.50
6	<b>U.S. Award and Trophies</b> For all the Children who register for a Kite get a medal 1000 medals at \$2.50 each plus tax	total	\$2,743.75
7	<b>Smart N Final</b> For the children who register for a kite get a free snack non-perishable Snacks: such as granola bars chips, gummy snacks, juices, cookies	not to exceed	\$1,000
8	<b>Smart N Final</b> Napkins, heavy duty trash bags	not to exceed	\$100
9	<b>Smart N Final</b> For all the Volunteers Bottled water and Ice 3 Ice Chest Large size to keep the waters cold	not to exceed	\$600

		<i>Down town</i>	
10	"Dollar tree" and at "up to 99 cent store" and "wow! Store" in El Sereno For all the children who play the activity games win a small prize small gifts such as pencils, erasers, stickers small note pads, pins, buttons, bouncing balls, <i>Acid Candy</i>	not to exceed	\$1,000
11	<b>Johnnie's Market</b> For 150 Volunteers 30 Ham & Cheese sandwiches 30 Turkey & Cheese sandwiches 24 Veggie sandwiches 1 tuna sandwich 65 (4) way sandwiches all are 6 inch sandwiches \$3.50/each	not to exceed	\$650
12	<b>Smart N Final</b> For the volunteers soda's, fruit chips, snacks, drinks	not to exceed	\$500
13	<b>Smart N Final</b> tickets for kids to claim 1 kite, 1 medal and snack for each child	not to exceed	\$100
14	<b>G&amp;R Printing</b> LA32 branding/outreach items reusable water bottles and pens	not to exceed	\$1,500
15	<b>Port-a-potty Rental</b> 6 port-a-potties and 2 hand washing stations	not to exceed	\$800
	<b>Grand total</b>		\$11,265 "11265.45

Not to exceed up to \$12,000.00