



WINNETKA NEIGHBORHOOD COUNCIL

c/o Winnetka Convention Center
 20122 Vanowen St., Winnetka, CA 91306
WinnetkaNC.com @WinnetkaNC
 Board@WinnetkaNC.com



President	Vice - President	Secretary	Treasurer	Parliamentarian
JJ Popowich	Benjamin Hill	Matthew Gregorchuk	Jaime Pelaez	Franklin Solis
Board Members				
Steven Fuhrman	Erick Lace	Eric Lewis	Carlos Perez	Tess Reyes-Dunn
Tamicka Green	John Poer	Ajantha Sriramy	David Uebersax	Vacant (Youth Rep)

SPECIAL GENERAL MEETING AGENDA

Tuesday, JUNE 21, 2016, 6:30 PM

Winnetka Child Care Center, 8361 Winnetka Ave., Winnetka, CA 91306
 (Located next to Winnetka Park Recreation Center)

The Winnetka Neighborhood Council holds its regular meetings on the second Tuesday of every month and may also call any additional required special meetings in accordance with its Bylaws and the Brown Act. The agenda for a regular or special meeting is posted for public review within Winnetka, 91306, at the following location: **Winnetka Recreation Center, 8401 Winnetka Ave., CA 91306** and are available on our website at www.winnetkanc.com. You can also receive our agendas via email by subscribing to L.A. City's Early Notification System at the website below:

<http://www.lacity.org/government/Subscriptions/NeighborhoodCouncils/index.htm>

The public may comment on a specific item listed on this agenda when the Board considers that item. When the Board considers the agenda item entitled "Public Comments," the public has the right to comment on any matter that is not specifically listed on this agenda yet is within the Board's jurisdiction. The public is requested to fill out a "Speaker Card" to address the Board on any agenda item before the Board takes an action. The Speaker Card ensures that each speaker's name is complete and correct in the meeting's Minutes. Public Comment is limited to 3 minutes per speaker, but the Board has the discretion to modify the amount of time for any speaker. Before a Board vote on any item, any member of the public who has not filled out a Speaker Card will be accorded 1 minute to make a statement. This period will last no longer than 5 minutes total.

1. **MEET & GREET** (Refreshments) [10 min] _____ # of Guests
2. **CONVENE MEETING**
3. **PLEDGE OF ALLEGIANCE** [1 min]
4. **BOARD MEMBER ROLL CALL** [2 min]
5. **MEETING RULES & ANNOUNCEMENTS** [2 min]
6. **GOVERNMENT REPRESENTATIVES** [5 min each, 20 min max]

Updates: The latest information from representatives of the offices of Mayor Garcetti, Councilman Bob Blumenfield (CM BB), Congressman Brad Sherman (CMN BS), State Senator Fran Pavley (S FP), State Assemblyman Matt Dababneh (ASM MD), the LAPD, LAFD, LAUSD, Dept. of Neighborhood Empowerment (DONE), Board of Neighborhood Commissioners (BONC), and any other local, state, or federal agencies in attendance.

7. **PUBLIC COMMENT:** Comments from the public on any items **not specifically listed** on this agenda. Board Members should not address or discuss these comments other than to direct matters to the appropriate Winnetka NC committee or other government agency. [3 min each, 20 min max]

8. **CONSENT CALENDAR:**

Board members or members of the public may request any item listed on the consent calendar to be pulled for discussion. If you wish to pull an item for discussion please advise the Secretary before the meeting or request the item be pulled at the of discussion. [5 min]

- A. Discussion and possible action to refer the following item to the Public Works & Transportation Committee for recommendations to the Board: The WNC should formally request Councilmember Bob Blumenfield submit a request, pursuant to Los Angeles Ordinance Number 182741(b)(2), to the Los Angeles Department of Transportation ("LADOT") for the LADOT to investigate whether the parking of oversized vehicles on Mason Avenue between Sherman Way and Victory Boulevard between 2:00am and 6:00am: (1) adversely affects the visibility of oncoming traffic; (2) creates traffic constriction; or (3) substantially reduces the availability parking for residents and businesses.
- B. Discussion and possible action to refer the following item to the Public Works & Transportation Committee for recommendations to the Board: The WNC should formally request Councilmember Bob Blumenfield submit a request, pursuant to Los Angeles Ordinance Number 182741(b)(2), to the Los Angeles Department of Transportation ("LADOT") for the LADOT to investigate whether the parking of oversized vehicles on Winnetka Avenue between Runnymede Avenue and Leadwell Avenue between 2:00am and 6:00am: (1) adversely affects the visibility of oncoming traffic; (2) creates traffic constriction; or (3) substantially reduces the availability parking for residents and businesses.
- C. Discussion and possible action to refer the following item to the Public Works & Transportation Committee for recommendations to the Board: The WNC should formally request Councilmember Bob Blumenfield submit a resolution to the Los Angeles City Council ("LACC") whereby the LACC would resolve, pursuant to Los Angeles Ordinance Number 182741(b)(1), to prohibit parking of any vehicle longer than 22 feet or higher than 84 inches within 100 feet of any city park or county library between 2:00am and 6:00am.
- D. Discussion and possible action to refer the following item to the Public Works & Transportation Committee for recommendations to the Board: Submitting a request to Councilmember Blumenfield to submit a resolution to the City Council requesting restricted parking along the north side of Sherman Way in front of the Rite Aid shopping center to prevent the parking of vehicles for sale. This would be similar to the request made, and granted by the City Council for restricted parking along Sherman Way in front of Sutter Middle School.

9. **FINANCIAL CONSENT CALENDAR:**

Board members or members of the public may request any item listed on the consent calendar to be pulled for discussion. If you wish to pull an item for discussion please advise the Secretary before the meeting or request the item be pulled at the time it is brought up for discussion. [15 min]

- A. Discussion and possible action to approve the expenditure of funds for the purchase of ink from Office Depot in the amount of \$144.96 (purchased on 01/09/16)
- B. Discussion and possible action to approve the expenditure of funds for the annual fee for Constant Contact, an online direct email service, in the amount of \$126.00 (purchased on 01/11/16)
- C. Discussion and possible action to approve the monthly payments for ExtraSpace Storage in the amount of \$189 paid per month for the following months: 01/13/16, 02/10/16, 03/07/16, and 04/06/16.
- D. Discussion and possible action to approve the monthly payments for ExtraSpace Storage in the amount of \$200 paid per month for the following months: 05/09/16, and to authorize payment for June 2016 in the same amount \$200.
- E. Discussion and possible action to approve payments to Valentino's Pizza for the food provided at Board meetings and special events on the following dates:
 - 1. 02/05/16: \$50.00 (for February Board meeting)
 - 2. 03/08/16: \$50.00 (for March Board meeting)
 - 3. 03/22/16: \$37.50 (for March Special Board meeting)
 - 4. 05/02/16: \$37.50 (for May Board meeting)
 - 5. 05/02/16: \$187.50 (for 04/30/16 Spring Clean Event)
 - 6. 05/16/16: \$37.50 (for May Special Board meeting)
 - 7. 06/14/16: Up to \$50.00 for the June Regular Board meeting
- F. Discussion and possible action to approve payments to AppleOne, for the administrative services of minute taking for the following invoices and amounts:
 - 1. Invoice #01-3991869: 3.5 hours billed for 03/16/16 in the amount of \$80.85
 - 2. Invoice #S3448514: ? hours billed for xx/xx/xx in the amount of \$173.25
 - 3. Invoice #S3400617: ? hours billed for xx/xx/xx in the amount of \$184.80
 - 4. Invoice #S3352770: ? hours billed for xx/xx/xx in the amount of \$161.70
 - 5. Invoice #S3300967: ? hours billed for xx/xx/xx in the amount of \$150.15
 - 6. Invoice: #S3504081: ? hours billed for xx/xx/xx in the amount of \$277.20
 - 7. Invoice: #S3545144: ? hours billed for xx/xx/xx in the amount of \$192.42
 - 8. Invoice: #S3601285: ? hours billed for xx/xx/xx in the amount of \$184.80
- G. Discussion and possible action to approve the purchase of snacks from Smart & Final for two special events as listed below:
 - 1. Election Day Outreach (04/18/16): \$58.36
 - 2. Spring Clean Event (05/02/16): \$184.29
 - 3. Memorial Day Parade (05/29/16): \$65.09

H. Discussion and possible action to approve payment to Moore Business Results for website maintenance and direct email administration for the following invoices and amounts:

- 1) Invoice #: WNC 2016 0404: \$300.76
- 2) Invoice #: WNC 2016 00501: \$491.51
- 3) Invoice #: WNC 2016 0601: \$455.56

I. Discussion and possible action to approve the printing of a Crime Prevention Pamphlet as requested by the Public Safety Committee in the amount of \$650.00.

J. Discussion and possible action to approve the purchase of Flat Flashlights from MARCO Promotional in the amount of \$2,000.00

K. Discussion and possible action to approve the purchase of Linen Cover Stock for \$20.00

L. Discussion and possible action to approve the purchase of bungee cords for securing banners to canopies and other locations during events, for an amount not to exceed \$40.00

M. Discussion and possible action to purchase tape for an amount not to exceed \$25.00

N. Discussion and possible action to approve the purchase of sand bags/shot bags to weigh down canopies and banners for an amount not to exceed \$120.00

O. Discussion and possible action to approve the purchase of a wireless mouse for the Secretary's computer in an amount not to exceed \$80.00

10. REGULAR COMMITTEE REPORTS & MOTIONS

A. **Planning & Land Use Management Committee (PLUM) Report** (Popowich) [15 min]

NOTICE: The PLUM Committee Meeting: 3rd Tuesday of each month at 7 PM
(Location to be decided)

- 1) No Report this month:
- 2)

B. **Public Safety Committee (PSC) Report** (Solis) [15 min]

NOTICE: The PS Committee Meeting: TBD (Location to be decided)

- 1) No Report this month
- 2)

C. **Public Works & Transportation Committee (PWT) Report** (Uebersax) [15 min]

NOTICE: The PWT Committee Meeting: TBD (Location to be decided)

- 1) No Report this month

- 2) Discussion and possible action to approve up to \$500 (unspent funds from 2016 Spring Clean Event), for the purchase of Los Angeles River Watch vests or safety vests. (Uebersax) [20 min]

D. Outreach & Social Media Committee (OSM) Report (Lewis) [15 min]
NOTICE: The OSM Committee Meeting: TBD (Location to be decided)

- 1) No Report this month:
- 2)

E. Youth Advocacy Committee (YAC) Report (Lace) [15 min]
NOTICE: The PWT Committee Meeting: TBD (Location to be decided)

- 1) No Report this month
- 2)

F. Budget & Finance Committee (B&F) Report (?) [15 min]
NOTICE: The B&F Committee Meeting: TBD (Location to be decided)

- 1) No Report this month
- 2)

G. Rule, Elections & By-Laws Committee (REB) Report () [15 min]
NOTICE: The REB Committee Meeting: TBD (Location to be decided)

- 1) No Report this month
- 2)

11. NON-CONSENT CALENDAR

- A. Discussion and possible action regarding making arrangements for meeting locations. The Winnetka Convention Center has agree to continue to provide the second Tuesday of each month for free, one additional Tuesday for \$100 a month, and all remaining Tuesday's for \$300 per night. This motion would be to authorize the expenditure of \$750 for the following dates: 06/21/16, 06/28/16, and 07/19/16. (Popowich) [20 min]
- B. Discussion and possible action to elect an Assistant Parliamentarian. Mr. Lewis has tendered his resignation from this position. (Popowich) [3 min]
- C. Discussion and possible action to appoint a Hospitality Coordinator, whom could assist with ordering meeting food, including the collection and submission of invoices to the Treasurer in a timely manner. (Lace) [3 min]
- D. Treasurer's Report (Pelaez/Uebersax)
Update, discussion, and possible action regarding the status of Winnetka NC finances, the WNC checking account, and the Treasurer's bank account access, plus any additional financial reports as needed other than the MERs.

- 1) *Discussion and possible action on the following action to approve the Treasurer's Report for February 2016 (Pelaez/Uebersax) [10 min]*

MOTION: "The Winnetka NC Board has reviewed the February 2016 Monthly Expenditure Report including the US Bank Statement for the month ending in February, 2016. The Board approves the report and authorizes the Treasurer to submit the report to DONE."

- 2) *Discussion and possible action to approve the Treasurer's Report for March 2016 (Pelaez/Uebersax) [10 min]*

MOTION: "The Winnetka NC Board has reviewed the March 2016 Monthly Expenditure Report including the US Bank Statement for the month ending in March, 2016. The Board approves the report and authorizes the Treasurer to submit the report to DONE."

- 3) *Discussion and possible action to approve the Treasurer's Report for April 2016 (Pelaez/Uebersax) [10 min]*

MOTION: "The Winnetka NC Board has reviewed the April, 2016 Monthly Expenditure Report including the US Bank Statement for the month ending in April, 2016. The Board approves the report and authorizes the Treasurer to submit the report to DONE."

- 4) *Discussion and possible action to approve the Treasurer's Report for May 2016 (Pelaez/Uebersax) [10 min]*

MOTION: "The Winnetka NC Board has reviewed the May, 2016 Monthly Expenditure Report including the US Bank Statement for the month ending in (past month), 2016. The Board approves the report and authorizes the Treasurer to submit the report to DONE."

- E. Discussion and possible action for approval to file technical corrections to the Monthly Expenditure Reports submitted to DONE for the following months: 09/15, 10/15, 11/15, and 12/15. [10 min]
- F. Discussion and possible action for the approval of payment of invoices for food provided at WNC Board meetings by Village Café. The exact amount and dates for services provided will be discussed at the meeting. (Lace/Uebersax/Pelaez) [5 min]
- G. Discussion and possible action regarding the status of the current **WNC Budget** and its various committee and other allocations. This includes addressing any approved but as-of-yet un-purchased items; all budget adjustments/reallocation that may be necessary to account for such things as, but not limited to, unexpected cost increases and/or overages, election costs, event changes, all approved yet unpaid bills, and possible problems caused by DONE's handling of our bank accounts; and any additional motions necessary to facilitate a properly accounted budget as the fiscal year-end approaches. (Popowich) [20 min]

- H. Discussion and possible action regarding the current status of all WNC computer-related equipment and potential upcoming needs of the incoming group of Officers. (Popowich) [2 min]
- I. Discussion and possible action regarding setting a date for available board volunteers to meet at the WNC storage unit to assist with an inventory of all WNC-owned items. (Popowich) [2 min]
- J. Discussion and possible discussion to schedule a Special Meeting for June to address the unfinished agenda items on today's agenda. (Popowich) [5 min]
- K. Secretary's Report (Gregorchuck/Green) [4 min]
- 1) *Discussion and possible action to approve the Winnetka NC Minutes for April 12, 2016*
- 2) *Discussion and possible action to approve the Winnetka NC Minutes for May 10, 2016*
- L. LA City Council District 3 Beautification Action Team Liaison Report: (No Rep) [5 min]
- M. LA DWP Memorandum of Understanding Oversight Committee Report (Uebersax) [5 min]
- N. LA Neighborhood Councils Coalition (LANCC) Report: (Uebersax): [5 min]
- O. LA Public Works Liaison Report: (Uebersax) [5 min]
- P. Mayor's Budget Representatives Report (??) [5 min]
- Q. Reserve Animal Control Officer (RACO) Liaison Report (Vacant) [5 min]
- R. Valley Alliance of Neighborhood Councils (VANC) Report: (??) [5 Min]

12. GOOD OF THE ORDER [2 min]

13. MEETING ADJOURNED

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 either:

- The Winnetka NC Board Secretary via email at secretary@winnetkanc.com, or
- The Winnetka NC President at 818-648-6219, or via email at jpopowich@winnetkanc.com.

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: www.winnetkanc.com 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 Winnetka NC Board Secretary via email at secretary@winnetkanc.com.

RECONSIDERATION AND GRIEVANCE PROCESS

The Board may reconsider and amend its action on items listed on the agenda if that reconsideration takes place immediately following the original action or at the next regular meeting. The Board, on either of these two days, shall: (1) Make a Motion for Reconsideration and, if approved, (2) hear the matter and Take an Action.

If the motion to reconsider an action is to be scheduled at the meeting following the original action, then two items shall be placed on the agenda for that meeting: (1) A Motion for Reconsideration on the described matter and (2) a {Proposed} Action should the motion to reconsider be approved. A Board member who has previously voted on the prevailing side of the original action taken can only make a motion for reconsideration.

If a motion for reconsideration is not made on the date the action was taken, then a Board member on the prevailing side of the action must submit a memorandum to the Secretary identifying the matter to be reconsidered and a brief description of the reason(s) for requesting reconsideration at the next regular meeting. The aforesaid shall all be in compliance with the Brown Act.

PROCESS FOR FILING A GRIEVANCE

Any grievance by a Stakeholder must be submitted in writing to the Secretary of the Board of Directors. The Secretary shall then within no more than 30 days refer the matter to an ad-hoc grievance panel comprised of 3 Stakeholders who are randomly selected by the Council Secretary from a list of Stakeholders who have previously expressed an interest in serving from time to time on such a grievance panel. The Secretary will coordinate a time and a place, not to exceed 10 days, for the panel to meet with the person(s) submitting a grievance and to discuss ways in which the dispute may be resolved.

Thereafter, a panel member shall promptly prepare a written report to be forwarded by the Secretary to the Board to be heard at the next board meeting outlining the panel's collective recommendations for resolving the grievance. The Board of Directors may receive a copy of the panel's report and recommendations prior to any meeting by the Board, but the matter shall not be discussed among the Board members until the matter is heard at the next regular meeting of the Board pursuant to the Ralph M. Brown Act.

This formal grievance process is not intended to apply to Stakeholders who simply disagree with a position or action taken by the Board at one of its meetings. Those grievances can be aired at the Board meetings. This grievance process is intended to address matters involving procedural disputes, e.g., the Board's failure to comply with the Board's Rules or Bylaws, or its failure to comply with the City's Charter, the Plan, local ordinances, state law, and/or federal law.

In the event that a grievance cannot be resolved through this grievance process, the complainant has the right to appeal the matter to the Department of Neighborhood Empowerment for consideration or dispute resolution.

SERVICIOS DE TRADUCCION

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 (310) 562-3268.