



WINNETKA NEIGHBORHOOD COUNCIL

20830 Sherman Way, Winnetka, CA 91306

www.winnetkanc.com



President	Vice – President	Secretary	Treasurer	Sergeant at Arms
Erick Lace	Eric Lewis	Greg Sullivan	JJ Popowich	Mike Mikaelian
Board Members				
Tess Reyes-Dunn	Doug Schmidt	Vacant	William Hillard	Natasha Somerville
Tom Sattler	Marilyn Robinson	Vacant	Asadbaig Baig	Eric Yoonjae Lim

REGULAR MEETING MINUTES

Tuesday, June 14, 2011 – 6:30 PM

Valley Village at 20830 Sherman Way, Winnetka, CA 91306

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 the regular and special meetings is posted for public review at **Limerick Avenue Elementary School**, 8530 Limerick Ave., Winnetka, 91306; **Fulton Cleaners**, 20109 Roscoe Street, Winnetka, 91306; **Express Pack & Ship**, 7657 Winnetka Ave., Winnetka, 91306; **Canoga Park Bowl**, 20122 Vanowen St., Winnetka, 91306 (near Bar & ATM Machine); **Winnetka Park** 8401 Winnetka Ave., Winnetka, 91306

1. Call to Order & Board Member Roll Call

Board Member Name	Jan-11	Feb-08	Mar-08	Apr-12	May-10	Jun-14	Jul-12	Aug-09	Sep-13	Oct-11	Nov-08	Dec-13
Eric Lewis	x	XL	XL	XL	X	AL						
Erick Lace	x	X	X	X	X	X						
Greg Sullivan	x	X	X	X	X	X						
JJ Popowich	LE,E	X	X	X	A	X						
Marilyn Robinson	x	X	X	X	X	X						
Mike Mikaelian	x	XL	A	XL	A	X						
Natasha Somerville	x	X	XL	X	X	X						
Eric Yoonjae Lim	/	/	/	/	X	A						
Tara Walker	AE	A	A	A	A	/	/	/	/	/	/	/
Tess Reyes-Dunn	x	X	A	A	X	X						
Tom Sattler	x	X	X	X	X	X						
William Hilliard	A	X	X	XLE	X	AL						
Wilson Linares	A	A	/	/	/	/	/	/	/	/	/	/
Asadbaig Baig	x	X	A	X	X	X						
Doug Schmidt	/	x	X	X	X	X						
Total	9	11 +1	9	9	11	9						

X = Present, A = Absent, E = Excused, / = Not on the Board at this time, L = Late, LE = Left early
Quorum is 8 members

2. **Explanation of Meeting Rules.** All introduced themselves.

3. **Approval of Minutes for March:** Motion by Marilyn and seconded by Tess; approved unanimously.

WNC-2011-061411-01

4. **Public Comments: Comments from the Public on non-agenda items within the Board's subject matter 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 is requested so that the Speaker's names are complete and correct in the meeting Minutes.** Glen Bailey, of the City of Los Angeles Bicycle Advisory Committee, spoke about the Chatsworth High School cyclist run over and killed on DeSoto. Currently the LAPD has an arrest warrant on someone. Glen thanked the WNC for posting the issue to our website. Glen also noted that there are two stakeholders in Winnetka wanting to be involved. Number 11-0262 is the community care ordinance which will bear watching. Has Neighborhood Council notices on face book, contact Glen at GlenBaileySFV@yahoo.com. Tomorrow is Cell Tower Day where Committee a will adopt a policy for Cell towers in parks. Number 11-185 is the case number Parks and Recreation committee meeting at 930AM and at 2 PM affecting actions on cell towers; see Glen for more clarity.

Jeff Borenstein spoke about the proposed Westfield development. Mr. Borenstein wanted the sidewalks along Victory to be of significant size as the Proposed Costco will have a very large sidewall along this street. Mr Borenstein's biggest complaint is the big gas station along Victory and was displeased with Councilman Zine's job. Bill Hilliard asked about the wall. Jeff thanked folks from Woodland Hills NC for their attention to this matter.

Lee Grant is an aesthetician and works by Henry's Market. Mentioned her business was in the area and offered free manicure for NC's. Her gifts were declined due to our ethics training.

5. **State and Local Government Representative Updates:** Mayor Villaraigosa's representative, Councilman Smith's representative, Councilman Zine's representative, Department of Neighborhood Empowerment representative, and other local or state government representatives that may wish to attend.

Megan spoke first, as the representative for Councilman Greig Smith. Contact her with any questions that a Councilman would be involved. Community care facility ordinance an issue for CD12 was the unregulated group homes under the guise of senior living. Poor management is the problem. Councilman Zine wants to put forth an ordinance. Report brought to City Council and the City's Attorney is drafting ordinance. 118 is having repaving this weekend so be careful to avoid so as not to be stuck or slowed down.

Megan thanks WNC for our support. Tom asked about a crosswalk at Sunnybrae and Parthenia. Lurline and Parthenia is also another street which Erick said the Councilman was talking to a traffic engineer. Engineer's report says that there is no way around the lack of crosswalk and Erick fears that one of our kids will be killed. Erick asked Megan to follow up with Mitch Englander.

Octaviano Rios spoke for Councilman Zine. Mentioned the concerts and said that they are great at Valley Center. DWP having community meetings. Input re DWP from 6:30 to 9PM on June 16th also (June 18th in Sylmar) at the Holiday Inn at Warner Center call CM Zine for more information. Octaviano missed last month's meeting and apologized. Summed up issues and events; finally approved new budget \$6.9 billion with a \$336 million deficient, as I understood. FD helped by cutting budget, by 56M dollars. Next year save 196m dollars. Not laying off firefighters and are cutting vehicles, but keeping paramedic vehicles and being more spare on less used fire equipment. JJ said engines put in pools. Megan said this plan puts more fire fighters on the street. CM Zine is having several town hall meetings about this issue. Bill said the fire dept was frustrated as he felt the planning was poorly done. Tom asks about who owns property on Sherman Way and Wilbur. O.R. further mentioned Councilman Zine's taking a 10% pay cut and that he donates \$25,000 of his salary. Gave \$200,000 to Clean and Green from his budget. \$300,000 matching his funds with NCs to enable public works. Tree stump removal on Ventura Blvd. There were 329 pothole filled in cd3. CM Zinr wants to see unpaid taxes from parking lot

operators and wants reduction of city staff travel and cell phone use. CM Zion will address overbilling of our DWP customers and present comparisons of other city salaries. Mason Ave Bridge repair is in progress. Doesn't know when they are going to start, as of yet. JJ asked about overcharging re DWP for water, which customer's never used. Some small business owner had spiked bills that they didn't understand. Motion is to have the DWP come up with a program to address some of these complaints. Want a special person to handle these complaints and not always go through the cm's office. JJ asked whether the bridge has been adequately inspected for integrity. Bill asked about water and power bill and why can't we go with a non profit system. Jeff Borenstein asked about the sidewalk ordinance for people to maintain own sidewalks; was referred to public safety.

- 6. Discussion and possible action on a "Presentation regarding 'The Village' at Westfield Topanga by John Alderson, Development Director at Westfield". This mixed-use development will be located between Westfield Topanga and Promenade, and includes new retail, restaurants, Costco as the anchor store, office space, hotel, and community spaces. (Sullivan)** Mr. Alderson, with humor, felt he had been known as the 'ugly developer'...but feels it's a development worth discussing. Westfield owns 122 acres around Crate and Barrel; nearly the entire block. Don't own the 21st Century building and some others, but own most all that is dirt there. Owner for ten years. Development to be mixed use; plans hotel, 300,000 sq ft, office 160,000sq ft, anchor building and remainder are small shops and associate uses . Coming to WNC for information for us; hopes to have several meetings. Development will create 7,000 jobs in trades or in permant job base 4,000 jobs. Hopes to end entitlement process next year. Built out by 2016. Eric asks how successful renting out office space with 25% vacancy rate currently. Now hopes to lease out in 20 to 40,000 units of office space as demand warrents . Eric asks whether the state is helping with an enterprise zone. The incentive is if the tenant qualifies, then that can attracts new businesses. Can get a \$35,000 credit for each employee if they qualify. Takes bicycle access to property and pedestrians around the property; Bike path is above the curb, 4' landscape, bike path, 4 feet landscaping, more side walk, then the building for a total of 35 to 45 feet. Tess asks whether senior citizens can have a pool. John says they have a business and have to make a profit on this. Says the ground floor space has to generate a profitable use. Can use some as open space to make a nice environment. Plan a 15,000 sq feet community center for senior events, etc., for parties rap parties. John worked on the Valencia project. Costco has very specific uses. The Roscoe Costco building is 50 years old and not big enough. New one on Victory and Owensmouth. The Costco side wall is along Victory Boulevard and is 35 feet from the curb. First a block wall, then red or blue stripe. Now Westfield is redesigning building for Costco; now will look more like the Crate and Barrel building; will have more panels across the wall and have shadows, public arts and murals, as well as, places to sit along building. How far off the curb? 42 to 35 foot from the curb. Suggest to note the Topanga Center across the street for how it might look in addition to graffiti control. Will have one contractor for the whole project. Will have licensed people paying prevailing wage. Tom wants someone who knows what they are doing. Asked whether it is a 5 star hotel, but it is not, market won't support such a place here. Sees a 3- 3.5 star place with one or two hotels that operate with 200 to 250 rooms each. Will encourage longer stays for business and local families. Currently has ten hotel companies interested. The existing stock of hotel stock is pretty dated. Like the Westin Hotel, the new place could provide nice accommodations, primarily for business. Especially when you look at the office vacancy issues in the area. Looks forward when you create events space to help the neighborhood patronize its own community. Eric asks whether a community NC billboard could be put up for us to know about. John said that he could do that tomorrow. Free or low cost wireless, asks Eric? Yes, says John, "Wants to create a place to gather"; wireless is good for that for security, marketing, lighting, etc. could register to vote in some of the areas, etc....and spend money too. Erick asked whether they are working with the other NC's? Yes, says John. Eric asks whether the sidewalks are going to be wide, 6' John says; void of bicycle traffic. Bike path is 8 feet wide. Erick asks whether they could make the walks 8 feet wide.
- Pedestrians are pulled away from along busy Topanga and routed into development. West hills NC was there and CM Zines advisory committee. Asked about traffic mitigation and bikes on street; John felt he could be accommodating for bike paths and to curb cuts for bikes to transition. Can't implement the Mayor's bike plan; didn't think anyone

wanted it on the street as it is not too safe for bikes. Once the bike path is made the next guy down the street could continue it and the next time a project is entertained, the locals could enlarge the bike path and continue it on. Lee Grant small business owner says the foot print is 100% commercial, asked what happened to the residential? There were probably 8 design versions before this. Now the economy dictates this current format. Didn't want to add more residential inventory to a glutted market. Many old folks today today are in too much house. Promenade is in need of help and is not what we would build today. Maybe reviewed in the future with additional living space. Currently afraid of building residential, less afraid of 40,000 sqft tenant, so would feel confident build it on demand. The community space is 15,000 sqft for general use. Doug asked about the West Valley and how it will be affected by this development. Traffic is a big issue. Victory and Topanga is very crowded at times during the day. Mitigation will widen streets, right turn pockets, speed bumps etc. which help people in area. Tess asks whether we can find out more. Contact me, John says. Eric asks if this Costco gas line is bigger. Hard to know what Costco will do with old current building

- 7. Discussion and possible action on a Maintenance contract for the proposed CRA work of painting the light poles and installing street furniture along Sherman Way. The contract simply states that we will be responsible for maintaining the paint and furniture if they are damaged or defaced. Mike will bring the contract for the board to view at the meeting. (Mikaelian)** Mike mentioned at last Public Works meeting that they are ready to start painting. Project is approved, but we are required to maintain the poles and benches. JJ says we would have to put the money aside. JJ asks, have they asked others to provide maintenance? Vandal repair work may be required. JJ wants to fund it properly to repair damage. The contact says we have to go after the insurance company of the car who crashed into any benches; small things are not an issue. Erick asks whether Eric can note this addition and limitation to the contract. Erick says there are maintenance people in the city who can help maintain. JJ says we have to put aside money to be able to respond. Mike suggests \$5,000 to \$6,000 put aside. Natasha asks what about more catastrophic issues, who is responsible? One needs to have this money put aside every year and freeze it in reserve. Greg felt that the amount put aside should be zero. Bill felt that we just buy a bench, if we need it. Mike felt that we could round off the \$5,700 budget amount to 6,000. How long this contract for? Life Eric felt. Marilyn asks about what other NC's do? Marilyn said that Canoga Park has a large public service maintenance. Mike felt that \$1,500 could be encumbered. A motion of \$1,500 made by Bill to fulfill the CRA maintenance agreement and further monies could be budgeted on an as needed basis. Seconded by JJ.

WNC-2011-061411-02

Approved by unanimous consensus.

- 8. Discussion and possible action on approving funds, up to \$500, to Tarzana Nursery for additional prep-work for the Sherman Way Median project. An updated status report will be provided. (Somerville)**

Natasha noted that Art has been working very, very hard on project, which is to start after June 30th and that additional work would be required. JJ asked Art if there is extra work can't Tarzana Nursery cover this for all the money out front, \$20,000 that they have received? Art says can there be funding for this. Erick felt that this money should be enough to complete. JJ noted that Art has been through the high and low of this project.

JJ said that he wants to examine the contract; where is the contract so it can be reviewed?

The city is working on the sprinklers, which are always problematic. Eric mentioned that Erick and JJ spoke to Jimmy Blackman from CM's zine office to help review the problem. Art says that it is an enigma to him why it is a problem. Erick asks whether the \$20,000 will pay for the problems? Natasha moves that we encumber \$500 to be used for miscellaneous work for the median after construction. Bill seconded. Approved unanimously

WNC-2011-061411-03

Tess asked Art whether there was a broken water meter or a housing? Art says that was no problem, that the housing could be handled by street service. The electrician now has gone to work for the DWP. Art suggests that we just get the rocks in (no power to the clock) and then post pone the Roses till later. Timer belongs to Forestry or Street

Maintenance; zine was asked. Art is not entirely sure which box controls the water area. Erick suggest we let Art proceed with the project.

(Asad leaves for personal reason's)

Art says they can start on the June 20th of this month and all agree that he should just proceed!

9. Discussion and possible action to consider Outreach Plan including walking around, newsletter, emails and making connections with stakeholders etc.; also consider JJ's re-edit of a previous WNC newsletter(s). (Lace)

JJ presented a pro forma flier which we could use. On back is the updatable area for projects and is designed to be printed up and handed out. Eric suggests sending one to four times per year or as needed. Tess asks who prints? Kinko's or David who prints for us. Tess says we can pass these out to business and police stations, etc. This was just a draft, JJ will put together, Tess can take over to David for possible printing. Erick asks whether all like. Poll approved unanimously. All like the idea.

10. Discussion and possible action to select a new Safety Committee Chair. (Lace)

Eric suggests we reattempt to find a source for Safety Committee at the Neighborhood Watch. Tess suggests that we go over there next time. JJ asks how many people came to the NC meeting from NW. Erick felt that the safety board needs to be started. Wilson was told he could not be on the community boards. So we must find a new one.

DISCUSSION AND POSSIBLE ACTON ON THE FOLLOWING COMMITTEE REPORTS

11. Finance Committee Report (Including Treasurer's Report) (Popowich):

A. Discussion and possible action on approving the Monthly Finance Report as presented by the Treasurer.

A,

See website for report. June transactions were \$23,759. What we had 8, or so in today's report. In June we submitted out pcard requests. Amelia was very helpful in our requests. Three demand warrents were rejected. Valley Village needed a Neighborhood Purpose Grant (NPG); needed different forms which Natasha found. Last year we thought we were zeroed out, but now there are two Demand Warrant's still on the books. The Women's odyssey was still on the books and Winnetka Park Recreation Center for football equipment. DONE says Woman's Odyssey should be a NPG. Football Equipment was not felt to be a proper use of funds. JJ asks the board how to proceed on this? JJ cut his laptop expenses and paid \$1,210 for a good laptop, printer and scanner from the \$2500 for NC supplies. Now JJ and Erick had bought the table and chairs, but gave up on the shelving. JJ able to pay all things submitted to him, except for the shelving unit. Books for Sutter was never done. Wrote off FAB girls as JJ felt the group might be a scam and can't produce records that he has seen and so they cannot be seen as a nonprofit organization. WNC does things for Winnetka Park. Since she has no paper trail, we can't give her any money. Deadline is tomorrow at 12:30 for funding. JJ spent a day with Dennis Roach buying things for the fire dept on CC except for the A/C which is not available. Eric throws in that the banner's are paid. JJ estimates that we may wind up with only \$3,400 until the end of the year. The shelving is about \$200, and could be paid for next year. Bill makes a motion that we approve Women's Odyssey funding for \$4,000 and the Winnetka Recreation Center foot ball equipment purchase up to \$1,354.91., Seconded by Eric. All approved

WNC-2011-061411-04

We saved the fire station's money, as Home depot discounted 10%. FS 75 saved \$562 and other amounts. Regarding High Tech for the Winn Rec. Center; Joe hadn't placed the order, yet. Natasha offered to help JJ and reminded him; which he appreciates. Please follow through on any project that you start asks JJ! The youth items, the library books can't be ordered just now.

B, Discussion on setting budget for 2012. I would like to let everyone know we need to start that process. (Popowich)

Erick has paper work for a proposed budget. Note youth and outreach budget, Erick asks JJ to review for recommendation. Wants individual motions for each item for this budget that can be referred to each time an item is submitted. Natasha asks whether there can be verbiage to transfer items to other committee's etc. The surplus can still be designated as a reserve item. Each category's money can be re-allotted after the event is passed. Park equipment library books, must be allocated until the money is used. Tess interjects that the National Night Out will not happen this year. Each NC will need to sponsor their own Night out, etc. Erick noted that NC's can work together to develop events, but we can leave event in budget for any similar event with other NC's National Night Out is an August event. Erick agrees that we should produce this event. Erick asks whether we have any idea for operations.

JJ has four motions to be considered below;

Recommendation to approve a motion authorizing the WNC Treasurer to purchase office equipment and supplies, as needed, not to exceed the budgeted amount for office supplies throughout the fiscal year 2011-2012 up to \$500.

supplies 2011 and 2012. **WNC-2011-061411-05** Seconded by Tess; unanimous approval

JJ Motions for authorizing the WNC Treasurer to pay up to \$250 per year for Web Hosting, \$250 for Constant Contact (or similar direct email service), and up to \$5000 for web services provided by Moore Business Results.

WNC-2011-061411-06 Seconded by Greg; approved by all.

Mike asks about what Wendy does. Greg to get Wendy's work sheet and of what her hourly work consists.

JJ recommends a motion authorizing the WNC Treasurer to purchase a portable projector, for a cost not to exceed \$700 dollars. **WNC-2011-061411-07** Seconded by Eric; all approved.

JJ recommendation a motion to authorize the WNC Treasurer to purchase Adobe Standard, a software program to create PDF files, for a cost not to exceed \$375 dollars. Tess seconds. **WNC-2011-061411-08** All approved.

Re elections and by laws. Current thought there may be appointments or something such that there are public abllots. Since there is no information we will take no action regarding elections budgets.

Recommendation to approve the following funds for the following events to occur in the 2011-2012 budget year: \$2000 for the Winnetka Recreation Halloween Party, \$2500 for the Junior Blind Olympics, \$500 for the Winnetka Kid's March, \$3,500 for the Oktoberfest, \$1000 for the Senior Symposium, \$1000 for the Safety Fair, and \$1500 for the Winnetka Youth Fair. **WNC-2011-061411-09** Seconded by Marilyn; all approved.

JJ asks for what is the park equipment \$500? Annually we give the Park some money, says Erick. \$5,000 is the budget for Valley Village for their audio visual equipment. We usually need to buy something for them and this is sort of a sponsorship for this group and they let us use the meeting room. Motion for the park equipment would need specifics for budgeting.

JJ loves Valley Village a lot, but felt that this is too much now, there could be questions of ethics and the new budget reality. JJ wants to help the kids. Erick suggests we do something for VV. Mike suggests we can do better. Tom felt that Valley Village has done a lot for the community. Tess felt that VV makes a lot of money from donations. Tess suggests we use the monies for the kids specifically. Erick suggests that VV does list us as a silver sponsor or less. Bill suggest that we cut the funding for VV and Erick will ask VV about this.

Erick makes a motion recommendation \$1250 for library books for all five Winnetka Elementary Schools and one middle school in Winnetka. Books to be chosen by each school and each school to submit a bill for payment. Seconded by JJ.

Board Member	Yes	No	Abstain	Absent
Eric Lewis	x			
Erick Lace	xx			
Greg Sullivan	x			
JJ Popowich	x			
Marilyn Robinson	x			
Mike Mikaelian	x			
Natasha Somerville	x			
Tess Reyes-Dunn	x			
Tom Sattler	x			
William Hilliard		x		
Asadbaig Baig				x
Doug Schmidt	x			
Eric Yoonjae Lim				x
Total	10			

WNC-2011-061411-10

JJ recommends a motion of \$600 for the purchase of paper (10 cases of legal sized paper) to be provided to all six schools within Winnetka. The schools will be required to agree to place a “sponsored by the Winnetka Neighborhood Council” and list our email and website address. Seconded by Tess; All approved unanimously.

WNC-2011-061411-11

Eric makes a motion to approve \$50 a meeting for water and food at meetings budget for up to \$600 per year. Seconded by Natasha **WNC-2011-061411-12** Approved unanimously.

JJ moves to approve this budget for submission to done. Seconded by Tess; all approved by consensus

WNC-2011-061411-13

Board Member	Yes	No	Abstain	Absent
Eric Lewis	x			
Erick Lace	x			
Greg Sullivan	x			
JJ Popowich	x			
Marilyn Robinson	x			
Mike Mikaelian	x			
Natasha Somerville	x			
Tess Reyes-Dunn	x			
Tom Sattler	x			
William Hilliard	x			
Asadbaig Baig				x
Doug Schmidt	x			

Eric Yoonjae Lim				x
Total	unan			

Erick used last year's figures for this year.

Erick says the public safety figures will not be the same, as no committee yet. JJ suggests what to do with monies set up as misc. funds. Natasha felt the cart was before the horse; committees need to review these guidelines to set the direction by a motion. That will be done. Outreach always has to be the majority of the Budget. The operational cost should be a small proportion. The purpose is for neighborhood empowerment and coordinate reflect the neighborhood input.

12. By-Law Review Committee: (Lace)

13. Public Safety Committee: (Vacant)

14. Outreach and Youth Committee Report: (Robinson)

15. Planning & Land Use Management Committee: (Popowich)

16. Public Works & Transportation Committee: (Mikaelian)

17. Rules, Elections & By-Laws (REB) Committee: (Lace)

18. Valley Alliance of Neighborhood Council; V.A.N.C. report (Hilliard and Lewis)

19. Good of the Order. Eric 2 things on website a community section, car pools etc. idea.

Also LAFD wants to thank us. Ethics violation for dinner?

JJ mentioned that we need to deliver items to fire stations Saturday 25th 11am ?
FS's 104 and 75,

Do you want to join us? Daily News? Eric to set up.

Where are the contracts for the maintenance agreement Erick wishes to sign.

20. Future Agenda Items & other Calendar Events:

- **Public Safety Committee.**
- **Outreach & Youth Committee.**
- **Public Works & Transportation Committee. 4th Tuesday**
- **PLUM**

21. Adjournment

The public is requested to fill out a "Speaker Card" to address the Board on any agenda item before the Board takes an action. 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 vote on each 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 not last longer than 5 minutes total.

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 within the Board's jurisdiction. In addition, the members of the public may request and

receive copies without undue delay of any documents that are distributed to the Board, unless there is a specific exemption under the Public Records Act that prevents the disclosure of the record. (Govt. Code § 54957.5)

The Winnetka Neighborhood Council complies with Title II of the Americans with Disabilities Act and does not discriminate on the basis of any disability. Upon request, the Winnetka Neighborhood Council will provide reasonable accommodations 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 the 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 Neighborhood Council Secretary at (818) 718-0629, or please send an e-mail that states the accommodations that you are requesting to sullivang@hotmail.com

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.

PROCESS FOR RECONSIDERATION

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-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 panels' 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 Rules or these Bylaws, or its failure to comply with the City's Charter, the Plan, local ordinances, and/or State and 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.

**Celebrating Diversity with Unity
and Dedication to the Community**