

**VAN NUYS NEIGHBORHOOD COUNCIL
GENERAL BOARD MEETING
January 9, 2019**

MEMBERS PRESENT:

George Thomas, President
Marlin Medrano, Vice-President
Veronica Marin, Treasurer
Jeanette Hopp, Secretary
Josef Lazarovitz, Parliamentarian
Jason Ackerman
Michael Browning
John Camera
Steve Friedmann
John Hendry
Jeffrey Lynn
Jerry Martin
Kathleen Padden
Kathy Schreiner
Maria Skelton

ABSENT MEMBERS:

Penny Meyer
Glenn Epstein
Ashley Neyra

The meeting was called to order at 7:01 p.m. **1) Pledge of Allegiance:** The flag salute followed. **ROLL CALL:** The roll was taken by Mr. Thomas (even though I was present getting form ready). We had a quorum of eleven initially. Two more members arrived at 7:15 p.m. and two others a minute later.

PUBLIC COMMENT: Mr. Richard Hopp commented about being removed administratively from the council and pleaded with us to reappoint him to the board. The president advised he contacted the City Attorney's office and is awaiting their response.

2) ELECTED OFFICIALS' REPORTS: Jacque Serrano thanked us for achieving # 1 in CIS submissions. The mayor wanted to congratulate us for our outstanding achievement and bestow upon us a Certificate of Achievement. **Metro** is holding a community meeting about bus routes. Their next meeting is scheduled for February 6th from 4:00 to 7:00 p.m. in our meeting chambers. **Shake Alert:** The mayor has an app that is now ready for download to any Android or I-phone. If shaking is going on in an area approaching where we live it will alert us. She urged us to download the app. She brought some brochures on how we can grow our **Small Business**.

Assemblyman Adrin Nazarian's Office: Cindy spoke to us about our achieving #1 in CIS submissions and provide us with a plaque that was suitably framed that we can hang once we have an office in which to place the plaque. She also advised us about a Renter's Workshop. She wanted us to know about a workshop for young entrepreneurs scheduled to take place on January 26th from 6:00 p.m. until 8:00 p.m. to teach them about networking. **Nury Martinez' Office:** Nury's representative came to update us. January is human trafficking month. If we would like to help survivors of trafficking we may supply small toiletries; such as shampoo, toothpaste, toothbrushes, etc. Her office will be collecting these items between January 7th and February 8th. They have a new case worker and she is the person who will most likely answer the phone when we call Nury's office.

3) f The VNNC is to host the Office of the City Clerk as part of our "Distinguished Speaker Series: and their Election division for a full briefing on what is expected from the council. The council has questions as to fundraising, funding for the election, in addition to their issues. Michael is the Election Administrator for our area. Candidate filing starts January 31st through March 4th. Their e-mail is clerk@lacity.laelections.org. Ten seats are up for election. Election day will be on May 16th from 4:00 p.m. until 8:00 p.m. The election handbook is on their website. There is a button under NC Elections. They are asking for persons to work the election. There are no restrictions on NC elections. They are not municipal elections. They are not governed by the state. NC's are governed by city charter and administrative code. We may fund-raise, but we may not use the city seal or the city clerk's logo. There are three vacant seats; Stacey Rains' former seat, Jaklen Keshishyan's former seat and when we receive a ruling, Richard Hopp's former seat. We can announce his seat once we hear from the city attorney. Sandy Logan and Dr. Dan Wiseman want to run for a seat. Any applicants may submit an application ten days prior to next meeting.

PUBLIC COMMENT: Richard Hopp stated there is no manual on the table for the public to peruse.

3) e The VNNC to host the city funding unit for a two-hour training session. The VNNC to go over any and all paperwork and the process of filing and maintaining all the required government paperwork to run the government. The VNNC to participate in an exchange of ideas with the Funding Unit to better foster a working relationship. It is our responsibility to review the MER monthly. It is supposed to be voted upon and uploaded to their office. The year begins in July. The budget may be amended any time, but it must be voted upon by the board. NC operations, Outreach by NC events, elections, NPG and Community Improvement projects require individual approval by the NC and cannot be authorized for payment in annual budgets as specific line items. The Outreach event provides promotional items for your election. The BAC must include how the money will be used and have the Treasurer's signature and the second signatory's signature. NC's are not authorized to make payment before services are rendered or goods are received. Payments for goods and services can only be made at the time of delivery of the services or goods. Any exceptions to allow for pre-payment is made at the discretion of the Office of the City Clerk, NC Funding Program.

The board is not elected to enter into any agreements. Any NPG's over \$ 5,000 will need a contract. Always the board must have proof of payment for anything it purchased. You may not generate a MER if any of the supporting documentation is not included. They will explain what is an event and what is a

co-sponsored event. We can have a townhall meeting or a forum. We can have a carnival, but we will need health permits and insurance information. This information is required thirty days in advance.

If the NC plans to purchase items for distribution at public events, items purchased must have the NC name and or logo or contact information, such as phone number, website, email address or social media handle visible on the items identifying the NC so that the item becomes outreach in nature, rather than a gift of public funds or donation.

Public Community events involve different factors that can create liability consideration for the city and the public. NC's are required to provide 30-day notice in advance to the Funding Unit and address potential liability by securing necessary insurance permits or agreements with parties involved in the event.

What is considered an "Outreach Activity?" If an NC plans on hiring a food vendor to provide food to attract attendees to its booth, then the following may be necessary:

- 1) Purchase agreement
- 2) Certificate of insurance
- 3) County health permit

There was a question from Candido. If the board can get packaged food from 7-11 already made at \$ 40 or from Costco at \$29, but it has to be cooked, wouldn't you prefer the latter? **Answer:** How the funds are spent is entirely up to the board.

Co-sponsored Events: Co-sponsored event participation, is organized, implemented and paid partially for by the NC. This requires the NC 's financial support for the event to take place. They may be provided for entertainment, venue, catering, etc. Use of NC equipment for the event requires event approval packet:

- 1) NC event approval forms
- 2) BAC
- 3) Itemized budget

The invoice must be billed to the NC. We must have the itemized event budget. Invoices or quotes, use of LAUSD facility, city park require a Right of Entry permit and Letter of Authorization. A private facility or venue requires a Facility Use Agreement. **Insurance certificate**, listing City of Los Angeles as an additional insured:

- 1) Equipment rental vendors
- 2) Private venue facilities
- 3) Entertainment

We may use Sparta for insurance. Service agreements or contracts are required by the City of Los Angeles or the vendor. Proof of sponsorship or Co-sponsorship (flyer).

NOTE: Last day to submit event approval requests for this year is May 20th. Their telephone number is (213) 978-1058. E-mail address is clerk.ncfunding@lacity.org. We may submit copies of the required insurance information and tax permits. If there are any questions concerning liability, the city attorney's office or even Risk Management may be called upon.

We need to update our Administrative Packet and add making copies, ordering food for general board meetings immediately.

A question was raised as to health permits. **Answer:** The determination comes from the county office in terms of requirements for health permits.

When you have a community in need for homeless people or whatever, we must go through the non-profit with an NPG form, in order to provide blankets, clothes, toiletries, etc.

3)a Discussion regarding reaching out to the federal government regarding the USPS, the Smithsonian Institute and the U.S. Postal Museum to consider turning the old post office at 6200 Van Nuys Boulevard into a satellite museum for the Smithsonian took place. The VNNC to request the vacant post office also become a lecture hall and facility able to host travelling exhibits. Donna and Miriam both weighed in and wanted to know what type of items would be placed there and said they like the idea. Candido liked the idea. Mr. Ackerman wants the Museum of the San Fernando Valley and the Valley Relics Museum to be added with the Smithsonian Museum to the existing language in 3a with caveat if the Smithsonian declines, we ask the Valley Relics Museum and the Museum of the San Fernando Valley. It was moved by Mr. Thomas, 2nd by Mr. Ackerman and carried to add this language.

3)b The VNNC to support coordination with Senator Hertzberg and Assemblyman Adrin Nazarian the "Write Your Own Bill with the Van Nuys Council" Campaign. As was discussed at several past General Board meetings, Senator Hertzberg and Assemblyman Nazarian will support legislation coming from the Van Nuys Council. This is a Call to Action." This is the season for introducing bills, and the VNNC is to solicit ideas from the community for legislation. **PUBLIC COMMENT:** We need to focus on cleaning-up the neighborhood. We need to go block by block and clean-up the neighborhood. We agreed to forward this item to the Park and Rec Committee in relation to the Pergola and the Beautification Committee for clean-up recommendations/solutions.

3)d The VNNC is asking for the Corps of Engineers with Senator Hertzberg and Councilmember Martinez to allow wildflower planting now on the east side of the Sepulveda Dam along I405 San Diego Freeway. The motion is to ask the Corps of Engineers to approve planting wildflowers on the east side of the 405. The motion was made by Mr. Thomas, 2nd by Ms. Schreiner and carried. **PUBLIC COMMENT:** Donna said part of this area is in Lake Balboa NC. She recommends working together.

Item i) The VNNC to officially announce the vacant seat of former member Jaklen Keshishyan. We are officially announcing this seat is vacant and are soliciting applications to fill the seat. The seat shall remain its current designation for the next sixty days, after which it will become an at-large seat until the election on May 19th 2019. We need to let people know initially who may have correct requirements, etc. No motion was made. Announcement only was made at this time.

j) Discussion and possible action on the motion made by Mr. Hendry. Behind the new fire station on Vesper and Oxnard is a former 1920's DWP building on which is affixed a 1920's City Seal that is on a now privately-owned building. It was handmade and squared. The new fire station has no such seal. He wants the seal protected. We agreed to refer this item back to committee.

4)GENERAL PUBLIC COMMENT: Donna feels that conservative voices are not being heard. It is not safe for the homeless to be outside. She believes people will be leaving when the rail project is put into place. We need to clean-up Van Nuys Boulevard. It is a perpetual problem while the homeless are still present. We have removed rubbish and graffiti numerous times, but it all comes back time and time again.

Candido complained about Parks and Rec not helping anyone during the holidays. He tried to say they did not hold any meetings, and no one at the park even knew Mr. Browning. We know this is untrue. Members of Mr. Browning's committee said they meet at Van Nuys Rec Center.

Miriam complained about immigration.

LEAGUE OF WOMEN VOTERS: Ms. Flynn came to speak to us about Permanent Affordable Housing in conjunction with the state and county. She provided some pamphlets on how affordable housing could be made available, safe, humane, attractive, responsible and economical. They state how to build the housing, determining the focus, feasibility, design and what we can do to resolve the situation.

Ms. Medrano stated she wanted a copy of each committee's agenda and who attended the meetings.

The meeting adjourned at 9:30 p.m.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Jeanette", written in dark ink.

Jeanette Hopp, Secretary