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**CITY OF LOS ANGELES  
CALIFORNIA**



**KAREN BASS  
MAYOR**

**GLASSELL PARK  
NEIGHBORHOOD COUNCIL**  
glassellparknc.org  
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323-379-4510

**BOARD**

AREA 1 - (VACANT)  
AREA 2 - KARIN DAVALOS  
AREA 3 - (VACANT)  
AREA 4 - ERICK VASQUEZ  
AREA 5 - LESLIE RIDINGS  
AREA 6 - NANCY SALTZMAN  
AREA 7 - GLADYS M. PINTO-MUÑOZ  
AT LARGE - LUIS SEGOVIA  
AT LARGE - VERONICA HUERTA  
AT LARGE - DAVID CALVO  
AT LARGE - BILL CURTIS  
AT LARGE - JANNA STARK  
AT LARGE - JULIANO CALVO  
AT LARGE - VIVIAN WHITFIELD  
AT LARGE - (VACANT)  
ALTERNATE - HELENE SCHPAK  
ALTERNATE - DANIEL RIVAS  
ALTERNATE - JAMIE CERNA  
ALTERNATE - SK BULANDER

**GLASSELL PARK NEIGHBORHOOD COUNCIL**

GLASSELL PARK COMMUNITY & SENIOR CENTER  
3750 Verdugo Rd, Los Angeles, CA 90065

**Board Meeting  
Tuesday, July 16, 2024 at 7:00pm  
ZOOM ONLY (No in person meeting)**

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/82121446690>

OR

Dial 888 475 4499 (US Toll Free)  
Webinar ID: 8212 1446 690 and Press #

Si requiere servicios de traducción, favor de avisar al Concejo Vecinal 3 días de trabajo (72 horas) antes del evento. Por favor contacte Erick Vasquez, al 323-379-4510 o por correo electrónico board@glassellparknc.org para avisar al Concejo Vecinal

IN CONFORMITY WITH THE OCTOBER 6, 2023 ENACTMENT OF CALIFORNIA SENATE BILL 411 (PORTANTINO) AND LA CITY COUNCIL APPROVAL ON NOVEMBER 1, 2023, THE GLASSELL PARK NEIGHBORHOOD COUNCIL MEETING WILL BE CONDUCTED VIRTUALLY.

Every person wishing to address the Board must dial (888) 475-4499, and enter 821 2144 6690 and then press # to join the meeting. When prompted by the presiding officer, to provide public input at the Neighborhood Council meeting the public will be requested to dial \*9 or use the Raise Hand option, 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.

**SB 411 Updates:**

In the event of a disruption that prevents the eligible legislative body from broadcasting the meeting to members of the public using the call-in option or internet-based service option, or in the event of a disruption within the eligible legislative body's control that prevents members of the public from offering public comments using the call-in option or internet-based service option, the eligible legislative body shall take no further action on items appearing on the meeting agenda until public access to the meeting via the call-in option or internet-based service option is restored. Actions taken on agenda items during a disruption that prevents the eligible legislative body from broadcasting the meeting may be challenged pursuant to Section 54960.1.

(C) The eligible legislative body shall not require public comments to be submitted in advance of the meeting and shall provide an opportunity for the public to address the legislative body and offer comments in real time.

(D) Notwithstanding Section 54953.3, an individual desiring to provide public comment through the use of an internet website, or other online platform, not under the control of the eligible legislative body, that requires registration to log in to a teleconference may be required to register as required by the third-party internet website or online platform to participate.

(E) (i) An eligible legislative body that provides a timed public comment period for each agenda item shall not close the public comment period for the agenda item, or the opportunity to register, pursuant to subparagraph (D), to provide public comment until that timed public comment period has elapsed.

(ii) An eligible legislative body that does not provide a timed public comment period, but takes public comment separately on each agenda item, shall allow a reasonable amount of time per agenda item to allow public members the opportunity to provide public comment, including time for members of the public to register pursuant to subparagraph (D), or otherwise be recognized for the purpose of providing public comment.

(iii) An eligible legislative body that provides a timed general public comment period that does not correspond to a specific agenda item shall not close the public comment period or the opportunity to register, pursuant to subparagraph (D), until the timed general public comment period has elapsed.

**Notice to Paid Representatives -**

If you are compensated to monitor, attend, or speak at this meeting, City law may require you to register as a lobbyist and report your activity. See Los Angeles Municipal Code Section 48.01 et seq. More information is available at [ethics.lacity.org/lobbying](https://ethics.lacity.org/lobbying). For assistance, please contact the Ethics Commission at (213) 978-1960 or [ethics.commission@lacity.org](mailto:ethics.commission@lacity.org).

1. Welcome by President David Calvo
2. Roll Call by Vice President Erick Vasquez
3. Meeting guidelines/Announcements presented by President David Calvo

4. Administrative Items
  - a. Approve minutes from May 2024 board meeting
  - b. Approve minutes from June 2024 board meeting
  - c. Accept self-nominations for Area 1 Representative seat for 2023-2025 term (North of the Glendale (2) Freeway, bordering Atwater Village, city of Glendale, Forrest Lawn Cemetery and Verdugo Road)
  - d. Accept self-nominations for Area 3 Representative seat for 2023-2025 term (Area between Eagle Rock Blvd., Verdugo Road, Ave. 33 and Division Street).
  - e. Accept self-nomination for vacant At-Large seats for 2023-2025 term
  - f. Treasurer's Report. Review/Approve MER for June 2024
5. Selection of Officers to serve on Glassell Park Neighborhood Council. Nominations will be taken, and candidates will have up to 3 minutes to address the board. Please visit: [www.empowerla.org/GPNC](http://www.empowerla.org/GPNC) to review the GPNC Bylaws
  - a. President
  - b. Vice President
  - c. Secretary
  - d. Treasurer
  - e. Member-At-Large
6. Selection of funding officers. For information on the Neighborhood Council Funding Program, please visit: <https://clerk.lacity.gov/clerk-services/nc-funding>
  - a. Discussion and possible action to appoint Second signer
    - i. Verifies Funding Program documents have been correctly and completely filled out before submitted for processing.
    - ii. Acts as the second signer as required on Funding Program documents.
  - b. Discussion and possible action to appoint Alternate signer
    - i. In the absence or unavailability of the Treasurer or 2<sup>nd</sup> Signer, the Alternate Signer can sign board-approved funding documents to be submitted to the NC Funding Program.
  - c. Discussion and possible action to appoint Bank cardholder
    - i. Maintains secure custody of the NC's bank card.
    - ii. Ensures card is used for payment transactions as approved by the board only.
    - iii. Obtains itemized receipts or itemized paid invoices for every card transaction.
    - iv. Submits (uploads) itemized receipts or itemized paid invoices for card no later than 10 days after the date the transaction posts.
    - v. Must not accept cash refund. All refunds must be made as a credit return.
    - vi. Notifies the Funding Program immediately of lost or stolen cards.
      1. Bank must be notified immediately by the NC bank cardholder to block any further usage of the card.
      2. A new card can be ordered upon notification.
      3. The Neighborhood Council will be limited from accessing its available funds through the bank card while a new card is being requested from the bank.

- vii. Notifies NC Funding Program upon resignation or removal as the NC bank cardholder.
      - 1. The NC will be limited from accessing its available funds through the bank card when a cardholder has resigned or has been removed and a new card is being requested from the bank for a newly-appointed cardholder.
    - viii. Can only serve as cardholder for one NC at a time.
    - ix. Is the only board member authorized to pick up the NC bank card, issued to his/her name, from the NC Funding Program Office.
  - d. Discussion and possible action to appoint 2<sup>nd</sup> bank cardholder
    - i. In the absence or unavailability of the Bank Cardholder, the 2<sup>nd</sup> Bank Cardholder can use the bank card for board-approved funding purchases.
- 7. General Public Comment on non-agendized items. Comments from the public on non-agendized items shall be within the Board's jurisdiction.
  - a. Public Comments
  - b. Official Comments
- 8. Selection of board members and stakeholders to committees. The committees of the GPNC are the following:
  - a. Executive
  - b. Planning and Land Use
  - c. Grants and Funding
  - d. Bylaws
  - e. Outreach and Communications
  - f. Public Arts Committee
  - g. Website and Internet Technology
- 9. Discussion and possible action to appoint up to five (5) Community Impact Statement (CIS) filers. The filers must be members of the Board. The filers are responsible for filing the CIS's into the City Clerk's CIS portal. Any CIS is a position by the board and may be sent to any city commission and/or can be put in the City Council's file management system. For more information, please click here: <https://empowerla.org/wp-content/uploads/2017/08/How-to-Submit-CIS-FINAL-COMBO.pdf> - Erick and Leslie self-nominated to be CIS filers.
- 10. Discussion and possible action to appoint members to serve as representatives to various Neighborhood Council alliances and coalitions. For the list, please see below and click here for more information: (<https://empowerla.org/alliances/>)
  - a. Budget Representative
  - b. LADWP Advocacy and Oversight
  - c. Los Angeles Neighborhood Council Coalition (LANCC)
  - d. Neighborhood Council Emergency Preparedness Alliance (NCEPA)
  - e. Neighborhood Council Sustainability Alliance (NCSA)
  - f. Plan Check
- 11. Board discussion and appointment by Chair for members to serve as liaisons to certain city departments and programs. City of Los Angeles elected officials, departments, and even other Neighborhood Councils (NC) are frequently looking for a contact person to work with on a particular subject matter. During the year,

agencies will ask the Department of Neighborhood Empowerment (DONE) for liaison contact information for the purpose of sending invitations to meetings or events of interest, to receive feedback, or simply to request help in sharing information with NCs and stakeholders. Your willingness to be that contact person will help your NC improve government responsiveness to your community's needs. Thank you again for doing your part to EmpowerLA! The official list of liaison positions are the following:

- a. (These positions should either be appointed by the President or chosen by the board, and then recorded in the minutes)
  - b. Aging Liaison
  - c. Animal Services Liaison
  - d. Emergency Preparedness Liaison
  - e. Film
  - f. Homelessness Liaison
  - g. LADWP
  - h. Public Works
  - i. Resilience Liaison
12. Motions and Resolutions: *NOTE: By voting on any agenda item, Board members attest they have no Conflict of Interest on that item and that they are eligible to vote, having completed all required trainings.*
- a. **Discussion/Possible Action:** To approve the recommendation by the Planning and Land Use Committee to support [DIR-2024-1007-SPPC](#); 3807 N. Division Street; construction of 4965 sf addition to extant SFD; Applicant: Jeff Marcello; Representative: Barret Cooke of Arterberry Cooke Architecture.
13. **Discussion/Possible Action:** To fund expenditure of up to \$1,600 for 10 banners for use by the Outreach Committee to engage community members in GPNC.
14. Adjourn

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, 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 the Department of Neighborhood Empowerment by calling (213) 978-1551 or email: [NCsupport@lacity.org](mailto:NCsupport@lacity.org)

**PUBLIC POSTING OF AGENDAS/PUBLIC ACCESS OF RECORDS** - Agenda is posted for public review at GPNC Bulletin Board on the outside of the driveway fence at the Glassell Park Community & Senior Center, 3750 N. Verdugo Road, Los Angeles, CA 90065. 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 on our website: [GlassellParkNC.org](http://GlassellParkNC.org) 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 GPNC at: [board@glassellparknc.org](mailto:board@glassellparknc.org)

**THE AMERICANS 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 Department of Neighborhood Empowerment by calling 213-978-1551 or email [NCsupport@lacity.org](mailto:NCsupport@lacity.org).

**RECONSIDERATION AND GRIEVANCE PROCESS** - For information on the GPNC's process for board action reconsideration, stakeholder grievance policy, or any other procedural matters related to this Council, please consult the GPNC Bylaws. The Bylaws are available on our website: [\*\*GlassellParkNC.org\*\*](http://GlassellParkNC.org)