



## WINNETKA NEIGHBORHOOD COUNCIL

20830 Sherman Way, Winnetka, CA 91306

[winnetkanc.com](http://winnetkanc.com)



President	Vice-President	Secretary	Treasurer	Parliamentarian
Eric Lewis	Erick Lace	Greg Sullivan	JJ Popowich	Marilyn Robinson
Board Members				
Tess Reyes-Dunn	William Hilliard	David Uebersax	Mary Ellen Moreno	Bettie Ross-Blumer
Trevor Owen	Sarah Andrade	Victor Lerma	Tom Sattler	Madison Lamoreaux (Youth Rep)

## REGULAR MEETING AGENDA

Tuesday, July 9th, 2013, 6:30 PM

Valley Village, 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 a regular or special meeting is posted for public review within Winnetka, 91306, at the following locations: **Canoga Park Bowl**, 20122 Vanowen St., **Express Pack & Ship**, 7657 Winnetka Ave., **Fulton Cleaners**, 20109 Roscoe Blvd., **Limerick Avenue Elementary School**, 8530 Limerick Ave., **Winnetka Recreation Center**, 8401 Winnetka Ave.

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 and Refreshments [10 min]
2. Convene Meeting, Board Member Roll-Call & Introductions [3 min]
3. Explanation of Meeting Rules [1 min]
4. **Government Representative Updates:** The latest information from representatives of the offices of Mayor Garcetti, Councilman Blumenfield, Congressman Sherman, State Senator Pavley, State Assemblyman TBD, the LAPD, the LAFD, the Dept. of Neighborhood Empowerment (DONE), and/or any other local, state, or federal agencies that may be able to attend. [10 min/30 min total]
5. **Public Comments:** Comments from the public on any items not specifically listed on this agenda. Board Members may not address or discuss these comments other than to direct any necessary matters to the appropriate WNC committee or other government agency. [3 min/20 min total]
6. Presentation by Bob Dager of the Santa Susana Mountain Park Association (SSMPA) seeking WNC support, in the form of a letter, for a campaign to have the NASA property in the former Santa Susana Field Laboratory transferred to the administration of the National Park Service upon completion of its cleanup. [7min]
7. Discussion and possible action regarding an overview of the new Funding Program for all Board members who have not attended training. This is just an update, all Board members must attend training by September 2013 or they will not be able to vote on any funding items.(Popowich) [4 min] A new DONE Funding Program Workshop is mandatory for all WNC members; all Board members must also complete their 2 hour ethics training as well to participate in Neighborhood Council funding matters. Please note that the all Board members voting on funding matters are required to take the first 20 minutes of the workshop regarding usage of public funds. **Saturday – July 6th – 12 pm – 1pm** – LANCC Meeting, Hollywood Constituent Center, 6501 Fountain Ave., Hollywood 90068. More dates will be added in other parts of the City in July and August and the webinars will be available for online viewing as well during these months. Please RSVP for your workshop here: <https://www.surveymonkey.com/s/NCNewFunding>

## OFFICER'S REPORTS

Discussion and board action is possible on the following officer's reports. [2 min or as noted]

### 8. **President's Report** (Lewis)

- Review of updated board contact info and new email addresses.
- Discussion and possible action regarding preparation for the 2014 NC Elections. (Lewis) 4 min.

### 9. **Vice-President's Report** (Lace)

### 10. **Secretary's Report** (Sullivan/Ross-Blumer)

### 11. Discussion and approval of WNC Minutes for June, 2013 **WNC-2013-070913-01** [3 min]

### 12. **Treasurer's Report** (Popowich/Uebersax)

- Discussion and possible action to elect a Treasurer and appoint a Signer to fulfill the new funding program requirements from DONE. Each NC must have one Treasurer who authorizes purchases, tracks invoices, completes reports for the Board and DONE, and one Signer who is responsible for paying bills using the new checking account and/or purchase cards.
- Discussion and possible action to complete a Strategic Plan for submission to DONE with the proposed budget for 2013-2014. This is a requirement for funding.
- Discussion and possible action to review budget and determine what funds will be needed for operations in August. Going forward all spending requests must be passed by motion before the expenditure. Each month the WNC will need to determine funding needs for the following month.
- Discussion and possible action on new voting procedures required for compliance with the new DONE funding program.

### 13. Update, discussion, and action regarding WNC finances. (Popowich) [6 min]

### 14. **Parliamentarian's Report** (Robinson/Andrade)

## REGULAR COMMITTEE REPORTS & AGENDA ITEMS

Discussion and board action is possible on the following committee reports. [2-6 min or as noted]

### 15. **Outreach & Public Relations Committee Report** (Robinson)

- PR Cmte meetings: 3<sup>rd</sup> Thur of each month, 7:30PM, Valley Village.
- Discussion and possible action regarding LAFD Stations 72 & 104's gift to the WNC of an engraved commemorative axe. The council chose at the time the axe was presented to have it framed in a shadow box and then ask the new councilmember if it could hang safely at the council member's office. (Lewis) 4 min.

### 16. **Planning & Land Use Management Committee Report** (Popowich)

- PLUM Cmte meetings: 1<sup>st</sup> Tue of the month as needed, 6:30PM, Valley Village.
- Update and discussion of new issues regarding aborted construction pit at Sherman Way and Mason Ave.
  - Discussion and possible action to discuss how the WNC will work to prevent the City Planning Commission from approving the request of Mark Tavakoli of MDT Developers for support of a proposed development of a mixed commercial/residential use building located at 20460 Sherman Way, Winnetka. The developer is requesting a Zone Change from Q]C4-1VL & P-1VL TO RAS4 to construct a 4-story; 50' high; 42-unit senior independent mixed-use project w/4,066 sq ft of commercial space on the ground floor and 42 ground floor parking spaces. (Case #: APCS-2012-2487-ZC and ENV-2012-2488-EAF). The WNC voted unanimously to recommend denial of the permits to Councilmember Zine and the Commission. Councilmember Zine ignored our recommendation and supported the development. It is now being discussed by the Commission. The recommendations include sending a strongly worded letter to the Commission, a letter and/or other actions to enlist support of incoming Councilmember Blumenfield, and any other actions based on the discussion. (Popowich) [15 min]



17. Update, discussion, and possible action regarding the PLUM Committee's newly forming joint-NC task force regarding the need for a bathroom at the Pierce College Orange Line transit stop, located at Winnetka Ave. and Victory Blvd. (Ross-Blumer) [5 min]

18. Discussion and possible action on **WNC-PLUM-050713-02**: The PLUM Committee recommends the WNC submit a statement of support for the changes in this ordinance with a recommendation that the City consider adding a grandfather clause to protect those businesses that at the time the ordinance is passed have 4 or more medical professionals to be allowed to continue to operate without impact. The WNC further recommends that the City conduct an outreach effort to the current Medical Professional Offices to make them aware of the new ordinance. (Popowich) [3 min] Bettie presents the ordinance change.

**19. Public Safety Committee Report (Lerma)**

- Safety Cmte meetings: 3<sup>rd</sup> Tue of each month, 6:30PM, Sunny Brae Elementary  
Safety Cmte does not have a place to meet and is working with Marilyn with accessing Valley Village on Tuesday. Tarzana was to join Winnetka for the safety fair. Plan A is VV and would like to be a permanent location.
- Safety flyer, CERT classes, Fall 2013 CD3 NC; Safety Fair Flier deals with a the Family Emergency Plan each stakeholder should make for themselves..

**20. Public Works & Transportation Committee Report (Uebersax)**

- PWT Cmte meetings: 4<sup>th</sup> Mon of each month, 7PM, Limerick Ave. Elementary School, 8530 Limerick Ave., Winnetka. School will be in session for the next couple of weeks after that PW&T may come to VV, but not on Monday. No meeting on Memorial Day. David feels he may have trouble getting into Limerick in July and August. The principal will review. Pick up at next meeting in July.

21. Update, discussion, and possible action regarding the committee's ongoing efforts to revitalize the Sherman Way median in Winnetka. (Ross-Blumer) [4 min]

**22. Youth Advocacy Committee Report (Lace)**

- Youth Cmte meetings: 3<sup>rd</sup> Thur of each month, 6:30PM, Valley Village
  - Local school culminations no money had been forthcoming yet; chairs were reimbursed.
  - Discussion and possible action to purchase additional dictionaries to have enough, with existing supplies, to provide one copy for each public school 3rd grader in Winnetka.

**ADDITIONAL NEW & RETURNING AGENDA ITEMS**

23. Discussion and possible action regarding steps to ensure that Board members adhere to the City ethic requirements and conflict of interest rules. As an example, several Board members either work for, or have spouses that work for the LAUSD which would prevent them from voting on funding for schools.(Popowich) [3 min]

24. Discussion and possible action to review the contract for web support by Moorebusiness Results to determine if it is in compliance with the new funding requirements. Given that it is an on-going contract it may require approval by DONE, and if over a specified dollar amount it may require a bidding process.(Popowich) [3 min]

25. Discussion and possible action on the possible closure of the Winnetka Post office; Bettie notes, "the Post Office has gone ahead with their plan, or at least some part of their plan. We (Bettie) recently had to pick up a certified letter from the Canoga Park P.O. (!), not from our Winnetka one. The Winnetka Post Office is still there, with the same Winnetka signage on it and all, and my P.O. Box hasn't been affected. But it seems that our mail is being sent from out of the Canoga Park post office." (Ross-Blumer) [4 min]

26. Discussion and possible action regarding the WNC storage space; Bettie notes, "Mary Ellen and I did an inventory of the storage space - and I even took some photos." (Ross-Blumer)) [ 2min]

## ADDITIONAL COMMITTEE AND REPRESENTATIVE REPORTS

Discussion and board action is possible on the following reports. [2-4 min or as noted]

27. **Budget & Finance Committee Report** (Uebersax)
28. Discussion and possible action regarding preliminary planning for utilization of the additional WNC funding from Councilman Zine. (Lewis) [4 min]
29. **Executive Committee Report** (Lewis)
30. **Rules, Elections, & By-Laws Committee Report** (Lewis)
  - There was no scheduled June meeting, but several tabled items await board review.
31. Discussion and possible action regarding the REB Committee's recommendations to revise the WNC Bylaws and Rules, including an update to the committees and definition of absences. (Lewis) [6 min]
32. Discussion and possible action on creating a sign in/out sheet, to assist the tracking of absences, where board members must sign out if leaving a meeting early. The sheet would be administered by the Parliamentarian or Assistant Parliamentarian during a meeting, and recorded by the Secretary or Assistant Secretary after a meeting. **WNC REB-2013-03/18/13-01** (Lewis)[4 min]
33. **Training Ad-Hoc Committee Report** (Lace)
  - Link for NC Ethics information and online test:  
<http://ethics.lacity.org/education/ethics2007/?audience=done>
34. **LA DWP Committee Report** (Uebersax)
  - LADWP Cmte meetings: 1<sup>st</sup> Sat of each odd month, 8:30AM, 6501 Fountain Ave., Hollywood
35. **LA DWP Memorandum of Understanding Committee Report** (Uebersax)
  - LADWP MOU Cmte meetings: 1<sup>st</sup> Sat of each even month, 8:30AM, 6501 Fountain Ave.
36. **LA Neighborhood Councils Coalition (LANCC) Report** (Uebersax)
  - LANCC meetings: 1<sup>st</sup> Sat of each month, 10AM, 6501 Fountain Ave.
37. **Neighborhood Watch Representative Report** (Hilliard)
38. **Mayor's Budget Representatives' Report** (Hilliard & [vacant])
39. **Reserve Animal Control Officer (RACO) Report** (vacant)
40. **Valley Alliance of Neighborhood Councils (VANC) Report** (Lewis/Hilliard-alt)
  - VANC meetings: 2<sup>nd</sup> Thur of each month, 6:30PM, Sherman Oaks Hospital, 1<sup>st</sup> fl. Conference rm.
41. Good of the Order [3 min]
42. Future Agenda Items & other Calendar Events: [1 min]
43. Adjournment Time: \_\_\_\_\_ PM
44. Attendance

Board Member Name	Jan-8	Feb-12	Mar-12	Apr-9	May-14	Jun-11	Jul-9	Aug-13	Sep-10	Oct-8	Nov-12	Dec-10
Eric Lewis	x	x	xL	x	x	x						
Erick Lace	x	x	x	x	x	x						
Greg Sullivan	x	x	x	x	x	x						
JJ Popowich	xL	x	x	x	AE	x						
Marilyn Robinson	x	x	x	X	x	x						
Tess Reyes-Dunn	AE	AE	x	AE	x	XE						
William "Lance" Hilliard	x	x	xLE 930back?	AE	x	xLE						
Bettie Ross-Blumer	x	x	x	x	x	x						
David Uebersax	x	x	x	x	x	x						
Sarah Andrade	x	x	AE	x	AE	x						
MaryEllen Moreno	x	x	x	x	x	x						
Tom Sattler	/	/	/	/	/	x						

Trevor Owen	x	AE	x	x	x	AE													
Victor Lerma	x	x	x	x	A	x													
Madison Lamoreaux, student	AE	x	x	x	x	x													
Total	13	13	14	13	11	14													
X = Present, A = Absent, E = Excused, / = Not on the Board at this time, L = Late, LE = Left early Quorum is 8 members																			

Members of the public may request and receive, without undue delay, copies 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 [gsullivan@winnetkanc.com](mailto:gsullivan@winnetkanc.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 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.