

# CITY OF LOS ANGELES

## PANORAMA CITY NEIGHBORHOOD COUNCIL

### Directors

Gregory Wilkinson, Chair  
Viviano Montes, Vice Chair  
John DiGregorio, Treasurer  
Cheryl Compton, Secretary  
Maricar Summer Bernardo • Jan Brown  
Martha Cortez, VP • Pamela Gibberman  
Michael Hasz • Michelle Klein-Hass, VP  
Chris Q. Martinez • Saúl Mejía, VP  
Gurgen Mkrtchyan, VP • Marisa Persaud, VP  
Ryan Reich, VP • Danny Succar  
Tony Wilkinson, VP

### Vacant seats:

Homeowner Center-West (2019)  
Renter Center-West (2021)  
Business (2019) x2

### Youth Representatives:

Pedro Saavedra & Melissa Esparza

## CALIFORNIA



ERIC GARCETTI  
MAYOR

## PANORAMA CITY NEIGHBORHOOD COUNCIL

### POSTAL MAIL

14500 Roscoe Blvd, Suite 425  
Panorama City, CA 91402

### TELEPHONE

(818) 714-2133

### ELECTRONIC MAIL

info@pcnc.us

### ALTERNATES

Alt1 Nathan Bouldin Alt2 Salvador Ortega  
Alt3 Dante Harris Alt4 (vacant)  
Alt5 (vacant)

## PANORAMA CITY NEIGHBORHOOD COUNCIL REGULAR BOARD OF DIRECTORS MEETING AGENDA

Thursday, June 28, 2018 6:30 PM

Mission Community Hospital, Medical Office Building, 2nd Floor, Room 200  
14860 Roscoe Boulevard, Panorama City, CA 91402

The quorum is 11 Board members or Alternates. Public comments on agenda items will be heard when the item is considered. Public comments on other matters within the council's jurisdiction may be made during the Public Comment period. Public comments are usually limited to two minutes per speaker, at the discretion of the Chair. Action may be taken on any agenda item except Public Comment and announcements. Actions may be reconsidered only if a motion for reconsideration is adopted at the same meeting where the action was taken. You may request a copy of printed materials that are distributed at the meeting. You may record the meeting by audio, video or photographic means as long as it is not disruptive. Meeting notices and agendas are posted at the Plaza Del Valle Community Room and at other locations (see notes below). If you need translation, or accommodation for a disability, please call the city Department of Neighborhood Empowerment at least three business days in advance (213-978-1551, or toll-free 3-1-1). The city is a covered entity under Title II of the Americans with Disabilities Act. If you believe the council is not following the law or its own rules you may file a grievance in writing with copies to both the Chair and the Secretary. Please be respectful of others, even when you differ with them. Times shown in the agenda are only estimates. The sequence and time may be changed at the meeting.

**6:30 1. Call to Order** and Opening Remarks (Chair **Gregory Wilkinson**). **(2min)**

**6:32 2. Self-Introductions** of Participants and Guests (**Please sign the sign-in sheet!**). **(2min)**

**6:34 3. Roll Call** of Board of Directors and Alternates (the quorum for Board meetings is 11). **(1min)**

**6:35 4. Reports from LAPD & other relevant law enforcement agencies.** Senior Lead Officer Damaris Bonffil [(818) 838-9854, mobile (818) 634-0718, 38834@lapd.online] covers Panorama City's Center-West area. Senior Lead Officer Sean Smith [(818-838-9842, mobile 818-442-3183, 35183@lapd.online)] covers Panorama City's North and Center-East districts. Senior Lead Officer Daniel Ruelas [(818) 838-9847, mobile 818-679-2082, 34435@lapd.online] is responsible for Panorama City south of Roscoe. Emergency: 911. Mission Division Front desk: 818-838-9800. Non-emergency: 877-ASKLAPD (877-275-5273). **(10min)**

**6:45 5. Various elected officials and government agencies/departments will report, discussion, and receive community input (short Q&A as time permits).**

**LOS ANGELES CITY COUNCIL DISTRICT 6**

Councilwoman Nury Martinez is represented in Panorama City by Andres Sandoval (Andres.Sandoval@lacity.org). Area Director is Lorena Bernal (Lorena.Bernal@lacity.org). The district field office is located at 9300 Laurel Canyon Blvd., 2nd Floor, Sun Valley, CA 91331; 818-771-0236.

**LOS ANGELES CITY MAYOR'S OFFICE**

Mayor Eric Garcetti is represented in the East Valley by Area Representative, Brian Gavidia (cell: 213-713-0960 Brian.Gavidia@LACity.org). The Mayor's San Fernando Valley office is located in the Van Nuys City Hall, 14410 Sylvan Street, Van Nuys, CA 91401.

**LOS ANGELES UNIFIED SCHOOL DISTRICT, DISTRICT 6**

Our LAUSD School Board Member is Kelly Gonez. Cara Onofre is her local representative. (Main (213) 241-6388 Mobile (818) 389-9216, cara.onofre@lausd.net). The District 6 office is located at 9945 Laurel Canyon Blvd, Pacoima, CA 91331.

**LOS ANGELES COUNTY SUPERVISORIAL DISTRICT 3**

Supervisor Sheila Kuehl (Sheila@bos.lacounty.gov, 213-974-3333) is located at 821 Kenneth Hahn Hall of Administration, 500 West Temple Street, Los Angeles, CA 90012. Supervisor Kuehl is represented locally by Valley District Director, Benita Trujillo (818-901-3831, btrujillo@bos.lacounty.gov). The San Fernando Valley District Office is located at 7555 Van Nuys Boulevard, Suite 1, Van Nuys, CA 91405.

**CALIFORNIA ASSEMBLY DISTRICT 46**

Assemblymember Adrin Nazarian represents us in a district that runs from North Hills and Panorama City south to Studio City and the Hollywood Hills. His field office is located in the State Office Building at 6150 Van Nuys Blvd., Suite 300, Van Nuys, CA 91401. His Field Representative for Panorama City is Vanessa Carr - Vanessa.Carr@asm.ca.gov and 818.376.4246

**CALIFORNIA SENATE DISTRICT 18**

District 18 State Senator Bob Hertzberg maintains a field office in the State Office Building at 6150 Van Nuys Blvd., Suite 400, Van Nuys, CA 91401 (818-901-5588). His Field Deputy for Panorama City is Eveline Bravo-Ayala (evenline.bravo-ayala@sen.ca.gov). The District Director is Barri Worth Girvan (Barri.Girvan@sen.ca.gov).

**CALIFORNIA CONGRESSIONAL DISTRICT 29**

Congressman Tony Cardenas' District Office is located at 9612 Van Nuys Blvd., #201, Panorama City, CA 91402 (818-221-3718). He is represented in Panorama City by District Director Gabriela Marquez Gabriela.Marquez@mail.house.gov or by phone at 818-221-3718.

**DEPARTMENT OF NEIGHBORHOOD EMPOWERMENT (DONE)**

DONE's is located at 14410 Sylvan St. 4th Floor, Van Nuys, CA 91401. Office phone is: Office | 818-374-9898 Fax | 818-374-9877. Jose Galdamez is our designated liaison and can be emailed at jose.galdamez@lacity.org Our city funding representative is Ms. Shawna Dungo directly at shawna.dungo@lacity.org or general line Clerk.NCFunding@lacity.org or (213) 978-1058.

**DEPARTMENT OF RECREATIONS AND PARKS (Panorama City Rec. Center)**

Panorama City Rec Center is located at 8600 Hazeltine Ave., Panorama City, CA 91402, (818) 893-3401, Adria Deliberto is the Rec Center's Director and can be reached at panorama.recreationcenter@lacity.org

**7:00 6. Public Comment and Announcements (*Please limit to two minutes per speaker.*)** Public comment on agenda items will be heard at the time the item is considered. **(10 min)**

**7:10 7. Discussion and possible action to appoint any interested qualified stakeholders to any appropriate vacant board seats. (5 min)**

Candidates must present documents to the Secretary that prove their identity and a "stake" in the Neighborhood Council, as required by each seat. Examples: a Driver's License, Consular Card or Student ID will prove identity. A Driver's License with a current address will also prove that a person lives within the council boundaries. However, the district seats are specific to either "homeowner" or "renter". For this reason, homeowners must present a recent mortgage statement or a tax bill, and renters must present a recent rent receipt or a lease. Business seats require a business card with a local address, a Business Tax Registration Certificate, or some other indication that the person works (including volunteer work) or operates a business within the council boundaries. Community Interest stakeholders (for an Unlimited At-Large seat) must provide a document that proves a substantial and ongoing interest within the boundaries, which is often evidenced by membership in a local organization. (No Unlimited At-Large seat is open at this time. However, Community Interest stakeholders can be appointed to either of the vacant Alternate positions.) Signed letters from responsible parties can also be provided. The Secretary will determine the adequacy of the candidate's documentation. No actual documents will be kept and interested stakeholders are only required to show the document for verification.

Youth Representatives to the Board has been specified in the council's bylaws until it was inadvertently omitted by the Department of Neighborhood empowerment when the Department reorganized the existing bylaws to fit a new standard Table of Contents. The council has continued to appoint at least one Youth Representative for a one-year term. Although this position is currently filled, the Board could decide to add another Youth Representative. A Youth Representative is a voting seat. This is a position that allows youth to express opinions on council issues.

**7:15 8. Notation and possible correction (through documentation) of the list of Board members who may not vote on matters (financial or otherwise) because they have not completed the required training.** DONE requires two classes to vote: (1) the Ethics and Open Government course required by state law for all public officials in California within two years of their election or appointment and every two years thereafter – required to vote on any matter, and (2) basic funding training for neighborhood council Board members to vote on financial matters. DONE also requires all Board members to have signed they have received a copy of the Code of Conduct. While not required to vote any Board member who does not sign the acknowledgment of receipt will be removed from the Board by DONE. All three of these requirements can be met with online courses available at EmpowerLA.org (5 min)

**7:20 9. Presentation by the Los Angeles Neighborhood Land Trust on ways community members can advocate for funding for parks, gardens, recreation, and open space projects. (5 min)**

**7:25 10. Presentation by the Volunteer Coordinator for Centinela Youth Services on a LA County Diversion Program volunteer opportunities. (5 min)**

**7:30 11. Discussion and possible action regarding the Public Safety committee recommendation to allocate a Neighborhood Purposes Grant to Southern California Preparedness Foundation in the amount of \$600 in support of the CERT 1 (Community Emergency Response Teams) Spanish Language Training with LAPD Mission Division Station – starts on July 10th, 2018, 7 week class, to be paid out of Fiscal Year 2018-19 funds. (10 min)**

**7:40 12. Discussion and possible action regarding the Public Safety committee recommendation to sponsor National Night Out along with the 3 Panorama City Senior Lead officers, officer Ruelas, Bonffil, Smith. Event to be hosted at Plaza Del Valle courtyard in Panorama City on Tuesday, August 7, 2018. PS committee recommendation to the board to allocate up to \$500 for supporting event with refreshments and food. (10 min)**

**7:50 13. Discussion and possible action regarding the Education committee recommendation to allocate a Neighborhood Purposes Grant for funding the North Valley Military Institute for up to \$1500 (out of \$5000 requested) for purchasing laptops to fulfill state testing requirements. (10 min)**

**8:00 14. Discussion and possible action regarding the Education committee recommendation to allocate a Neighborhood Purposes Grant for funding the Liggett Street Elementary School NPG for \$1350 (out of \$6750 requested) for purchasing iPads for their maker space enrichment program. (10 min)**

**8:10 15. Discussion and possible action regarding the Finance committee recommendation to approve the annual 2018-19 Fiscal Year Administrative (Budget) Packet. The packet must be received by July 30, 2018 or access to our funds will be limited until the budget and all other requested documents described above have been received. (20 min)**

**8:30 16. Discussion and possible action regarding proposed 2019 Neighborhood Council elections information worksheet which the City Clerk will use to handle our 2019 elections. The selections will include time, location, and method of election. If the worksheet is not returned to the City Clerk by AUGUST 1, 2018, the City Clerk will use the election hours, polling place preference, and translation requests established for the 2016 Neighborhood Council Elections. (20 min)**

**8:50 17. Discussion, nomination, and selection of Committees to include adding new Committee Chairs or new members to each committee. Also includes 2-minute report form each committee. The current committees are listed below. (10 min)**

<b>STANDING COMMITTEES</b>					
	<b>Chair</b>	<b>Email</b>	<b>Date/Time</b>	<b>Location</b>	<b>Notes</b>
Commerce	Saúl Mejía	commercechair2016@yahoo.com	TBD		Needs additional members for quorum
Finance	Gurgen Mkrtchyan	gurgen@ympklaw.com			
Land Use	Tony Wilkinson	lawwilkinson@acm.org			Land Use & Mobility meet jointly
Outreach	Marisa Persaud	Manther1222@yahoo.com			
Rules	Cheryl Compton	ComptonPCNC@gmail.com		Plaza Del Valle, Liz Galan Community Room	
<b>SPECIAL COMMITTEES</b>					
	<b>Chair</b>	<b>Email</b>	<b>Date/Time</b>	<b>Location</b>	<b>Notes</b>
City Life	John DiGregorio	johndPCNC@gmail.com			City Life & Public Safety meet jointly
Mobility	Michelle Klein-Hass	mkh.pcnc@gmail.com			Land Use & Mobility meet jointly
Public Safety	Martha Cortez	Martha.Cortez.PCNC@gmail.com			City Life & Public Safety meet jointly
Education	Ryan Reich	ryan.reich@gmail.com			
Health & Safety Fair	Saúl Mejía	commercechair2016@yahoo.com			
Youth	John DiGregorio & Martha Cortez	johndPCNC@gmail.com & Martha.Cortez.PCNC@gmail.com			
<b>~ Please contact the Chairs if interested in participating on committees ~</b>					

**9:00 18. Discussion and possible action to remove any board member(s) that have violated Article V, section 7 “Absences” of the PCNC By-Laws. Pursuant to this section any board member that has two (2) consecutive absences or three (3) absences within a six (6) month period for regularly scheduled board meetings and that are not excused by the Chair may be removed from the board by a majority vote of all those board members present. The board member subject to the removal**

**vote may address the board but is not allowed to vote. The following board members meet this criteria to be removed. (5 min)**

**Saul Mejia – 1/25, 3/22, 4/26 & 5/24**

**9:05 19. Discussion and possible action to approve an unexpected office supplies or outreach expenses, the total of which will not exceed \$200 per category. (5 min)**

**9:10 20. Discussion and possible action for approval of any financial statements, Monthly Expenditure Reports (MER's), or other ongoing monthly financial documents prepared by the Treasurer or Finance Chair which have not yet been approved by the Board. Treasure/ Finance Chair to provide details. This item does not cover special or annual financial documents. (10 min)**

**9:20 21. Discussion and possible action to approve the Board meeting's minutes for the last Board meeting and any other prior meetings not yet approved. (5 min)**

**9:25 22. Adjournment**

**Council Process:** The council gained its official city role upon certification by the Board of Neighborhood Commissioners on March 15, 2007. Everyone who lives, works or owns real property within the boundaries of the Panorama City Neighborhood Council, or who declares a Community Interest in the area and the basis for it, is a "stakeholder". All stakeholders are members of the Council. Stakeholders elect a Board of Directors to represent them. This Board is recognized as the decision-making entity by the City of Los Angeles. The current Board was elected on April 2, 2016. While the Board is the official decision-making entity, meetings are conducted as much as possible in a town hall spirit. Committees are open to anyone with an interest in Panorama City. Panorama City's neighborhood council is much more than its Board, and it depends on public participation for its success.

**Posting Sites:** California's open meetings law, the Ralph M. Brown Act, requires that meeting notices be physically posted at a regular location 72 hours in advance for regular meetings and 24 hours in advance for special meetings. The location must be accessible to the public seven days a week, 24 hours a day. That location is the outside steel doors of the Plaza Del Valle Community Room, Building G, 8700 Van Nuys Boulevard, Panorama City, CA 91402. This council is also required to follow the City of Los Angeles posting policy for Neighborhood Councils. That policy additionally requires that councils post agendas through the city's Early Notification System (ENS), post the agendas on the council's website (if one exists), and make an effort to send agendas by electronic mail (if such a list exists). This council posts agendas on its website, panoramacitync.org. This council uses the city's ENS mailing list as its agenda email list. You may sign up for the ENS agenda system at: <http://lacity.org/government/Subscriptions/NeighborhoodCouncils/index.htm>.

In addition to the Plaza Del Valle posting location, this council MAY post agendas at other locations within Panorama City. These may include: (1) Panorama City Branch Library, 14345 Roscoe Boulevard; (2) Panorama Recreation Center, 8600 Hazeltine Avenue; (3) Sepulveda Recreation Center, 8801 Kester Avenue; and (4) Casa Esperanza, 14705 Blythe Street.

In addition to the ENS agenda list, this council MAY include agendas in its occasional informational emails. You can subscribe to the council's informational email list by sending your request to 'info@panoramacitync.org'. You can also sign up on the council's website. In order to respect our stakeholders' inboxes, messages to the informational email list will be sent at most once or twice a month. *The only way to assure that you will receive emailed agendas is through the ENS list.*

**Americans with Disabilities Act (ADA):** 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 5 business days prior to the meeting you wish to attend by contacting the city's Department of Neighborhood Empowerment (213-978-1551).

**Agenda-related written materials:** The council may occasionally prepare supplementary information to the agenda ("agenda packets"). When this is done, the agenda packets are normally made available both to Board or committee members and to the general public at the start of the posted meeting. In compliance with Government Code section 54957.5, non-exempt writings that are distributed to a majority or all of the Board or committee *in advance of a meeting* may be viewed by appointment at the Panorama City Neighborhood Council office, 14500 Roscoe Boulevard, Suite 400, Panorama City, CA 91401, (818-714-2133) during normal business hours, 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 Cheryl Compton, PCNC - Secretary, 14500 Roscoe Boulevard, Suite 400, Panorama City, CA 91402 (comptonPCNC@gmail.org).

**For more information about the Panorama City Neighborhood Council visit our website at [www.panoramacitync.org](http://www.panoramacitync.org)**