



[www.HermonNC.org](http://www.HermonNC.org) info@hermonnc.org

## Special Board Meeting Meeting Agenda

Thursday October 11th, 2018 — 7:00-9:00 PM  
Hermon Fellowship Center  
5800 Monterey Road, Los Angeles, CA 90042

The City's Neighborhood Council system enables civic participation for all Angelenos and serves as a voice for improving government responsiveness to local communities and their needs. We are an advisory body to the City of Los Angeles, comprised of volunteer stakeholders who are devoted to the mission of improving our communities and bringing government closer to us. All agenda items are actionable unless otherwise noted.

- I. WELCOMING REMARKS:
  - A. Call to order
- II. COMMUNITY/GOVERNMENT REPORTS & ANNOUNCEMENTS: (Representatives from government offices, Police Department, and community-based organizations. Reports and Brief presentations only. Any questions, please follow up with presenter on the side so meeting may proceed as scheduled (up to 10 minutes total).
  - A. LA City Council District Representative
  - B. LAPD Senior Leads
  - C. Other Government Departments/Agencies
  - D. Community Organizations
- III. GENERAL PUBLIC COMMENT ON NON-AGENDA ITEMS:

Public comments on non-agenda items within the Board's jurisdiction (Up to 2 min/speaker)
- IV. Confirmation of Danielle Suarez Jones as Treasurer and bank card holder (discussion and possible action – up to 2 minutes)
- V. Discussion and possible action on the installation of a new Sprint wireless rooftop facility at 5321 Via Marisol. Presentation by Yumi Kim of the Eukon Group.
- VI. Discussion and possible action to elect an alternate signer (up to 3 minutes)
- VII. Discussion and possible action to revise and amend budget category amounts (up to 5 minutes)
  - A. The Outreach budget is currently over-committed by \$8,190.13
  - B. Approval to transfer \$7,500 from NPG budget to Outreach budget
  - C. Approval to transfer \$1090.13 from CIP budget to Outreach budget
- VIII. Discussion and possible action regarding expenditure for \$100 per month (\$1200 for the fiscal year) for the website with vendor The Mailroom (up to 3 minutes)
- IX. Update on upcoming Clean Team event, to be held Saturday October 20<sup>th</sup> from 9a-12p (up to 5 minutes)
  - A. Board member participation
  - B. Outreach efforts
  - C. Approval to add up to \$750 to Clean Team budget (which will include cost for outreach flyers for upcoming Clean Team Events), to be allocated from overall CIP budget
- X. Street Banner Design and Installation Update (up to 2 minutes)
  - A. Council Motion Letter
  - B. Installation date ETA

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- XI. Holiday Event and Tree Lighting Update (discussion and possible action - up to 10 minutes)
  - A. Holiday Block Party and Tree Lighting Update – to be held on Friday December 7<sup>th</sup> from 4-8 p.m.
    - a) Wheeling Way will be closed from Monterey Road to Ebey Ave.
    - b) Event will include the following to be funded by the Hermon NC: Santa and photo booth, cappuccino and hot chocolate bar, holiday cookies, Hermon NC branded mug + tote giveaway for first 100 attendees. Other activities to include DJ playing music throughout, Tree lighting by Councilman Huizar at 6 p.m., Bushnell Way Elementary concert to follow.
  - B. Holiday Bow Update
    - 1. Installation scheduled for November 13<sup>th</sup>. Ceremonial gathering for first lighting?
    - 2. Permit requirement
  - C. Lighting for “Big Tree” Update
    - 1. Council office to improve/ add to existing tree lighting
  - D. Next Holiday Event committee meeting – October 22<sup>nd</sup> at 6 p.m. at 5800 Monterey Road
- XII. Highland Park Holiday Parade (discussion and possible action – up to 3 minutes)
- XIII. Election Committee Formation (up to 5 minutes)
  - A. Selection of Chairperson
  - B. Scheduling of first Election Committee Meeting (to include Robertino Salgado)
- XIV. Neighborhood Purpose Grant (NPG) Update (up to 2 minutes)
  - A. Applications due by October 15<sup>th</sup>. Information for applicants can be found at hermonnc.org.
  - B. Committee to review applications on October 18<sup>th</sup>
  - C. Finalists to be invited to next Board meeting, to be held Thursday November 8<sup>th</sup>.
- XV. Update from Community Improvement Project Committee (discussion and possible action – up to 3 minutes)
  - A. Sidewalk Repair Report Update
    - 1. Sidewalk report has been uploaded for public review and comment
    - 2. Presentation of the report to CD 14 to occur at next Board Meeting: November 8<sup>th</sup>
  - B. Bureau of Street Services Small Asphalt Repair (SAR) program
    - 1. Submissions sent on 10/4; Work to be completed by 10/18/18
- XVI. Outreach Strategy (discussion and possible action – up to 5 minutes)
  - A. Hermon NC Facebook Page, Instagram, E-mail campaign (mailchimp). More promotion/exposure to direct traffic to Facebook, Instagram, website.
  - B. Follow-up to meetings to be posted on various sites (Nextdoor), Facebook, E-Mails.
  - C. Next approved mailing: Postcard for Holiday Event, January Clean Team, and January/February Meetings (to be sent late November).
  - D. Flyer reminders for November, January, February, and March meetings. Approval of cost for flyers up to \$115 or \$460 total for each meeting if volunteers walk the flyers. This would be a reallocation of up to \$550 (already approved in Outreach Budget) that was previously approved for printing and delivery of flyers (with a walking service) for the March meeting (approved at the August 2<sup>nd</sup> meeting)
  - E. Discussion and possible action for signage for meetings for up to \$400 (banners, etc.).
- XVII. Community Impact Statement Update (discussion and possible action – up to 3 minutes)
- XVIII. Update on Mailing address/Post office box (up to 2 minutes)
- XIX. Set or announce date(s) for upcoming NC board and committee meetings
- XX. ADMINISTRATIVE ITEMS (discussion and possible action – up to 10 minutes:
  - A. Status of City contract for rental of Fellowship Hall
  - B. Review and Adoption of Minutes for September meeting
  - C. Review and Adoption of the Monthly Expenditure Reports (MERs)

- D. Updated Neighborhood Council Board Roster has been submitted to DONE
- E. Discussion and possible action to update the Neighborhood Council inventory list for DONE

- F. Discussion and possible action of council submissions for city attorney liaison

XXI. BOARD MEMBER COMMENTS/ANNOUNCEMENTS

XXII. REQUESTS/MOTIONS FOR FUTURE AGENDA ITEMS

XXIII. ADJOURNMENT

**Time allocations for agenda items are approximate and may be shortened or lengthened at the discretion of the Chair.**

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- **Hermon Fellowship Center 5800 Monterey Road, Los Angeles, CA 90042**
- **Hermon Dog Park in Hermon Park**
- **Fresco Market 5914 Monterey Road, Los Angeles, CA 90042**
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