

CITY OF LOS ANGELES

CALIFORNIA



10008 National Blvd. #210
Los Angeles, CA 90034

Email: info@palmsnc.la
www.palmsnc.la
[@palmsnc](https://www.facebook.com/PalmsLA)

**Palms Neighborhood Council
Representative Assembly**

Eryn Piper Block, President
Randell Erving, Vice President
Helen Tocco, Secretary
David Bocarsly, Treasurer
Brendan Patterson, Community Org. Rep.
Kay Hartman, Residential Rep. A
Rachel Pedowitz, Residential Rep. B
Scott Chase, Residential Rep. C
Jessalyn Waldron, Residential Rep. D
Karla Van Horn, Residential Rep. E
Eliot Hochberg, Business Rep. 1
Andrew Halff, Business Rep. 2
Vacant, Youth Representative

PALMS NEIGHBORHOOD COUNCIL

Representative Assembly General Meeting Agenda

Wednesday, July 3, 2019 – 7:00 p.m.

IMAN Center – 3376 Motor Avenue, Los Angeles, CA 90034 (onsite parking available)

The Neighborhood Council system enables meaningful 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 stakeholder volunteers who are devoted to the mission of improving our communities.

- I. CALL TO ORDER & ROLL CALL**
 - a. Call to Order (Block)
 - b. Roll Call (Tocco)

- II. BOARD TRANSITION** (30 minutes)
 - a. Seating of newly elected board and oath of office (*Councilmember Paul Koretz*)
 - b. Recognition of out-going boardmembers (*Councilmember Paul Koretz*)

- III. COMMUNITY & GOVERNMENT REPORTS** (15 minutes – 3 minutes each)
 - a. Office of Councilmember Paul Koretz
 - b. Office of Mayor Eric Garcetti
 - c. LA Police Department
 - d. Department of Neighborhood Empowerment
 - e. Other Government Departments and Community Organizations

- IV. GENERAL PUBLIC COMMENT ON NON-AGENDA ITEMS & MULTIPLE AGENDA ITEM PUBLIC COMMENT** (10 minutes)

- V. COMMUNITY SHOUT-OUTS AND RECOGNITION** (5 minutes)

- VI. CONSENT AGENDA** (2 minutes)
 - a. FUNDING MOTIONS:**
 - i. MOTION:** To reapprove the application of Ruth Wells for a \$250 grant to paint the utility box at Venice Blvd. and Hughes.
 - ii. MOTION:** To reapprove the application of Shay Peyote for a \$250 grant to paint the utility box at Overland Ave. and Palms Blvd.

- iii. **MOTION:** To reimburse board member David Bocarsly \$73.14 for general board meeting expenditures. Receipts viewable in supplemental materials and detailed as follows:

Mama's Original Pizza and Pasta (Pizza) - \$73.14

VII. EXECUTIVE BOARD & REPRESENTATIVE REPORTS (10 minutes – 2 minutes each)

a. President's Report (Block)

- i. **MOTION:** To remove all current committee members from the Executive Committee and to appoint:

Eryn Piper Block as Chair, Randell Erving as Vice Chair, Helen Tocco as Member, David Bocarsly as Member

- ii. **NOTICE:** Opening for PNC Youth Representative, applications due July 19th and interviews during Executive Board Meeting on July 24th [*see supplemental materials for full application*]

b. Vice-President's Report (Randell)

c. Secretary's Report (Tocco)

d. Treasurer's Report (Bocarsly)

- i. **MOTION:** To approve the May Monthly Expenditure Report (MER)

[See supplemental materials for summary – full report available on PNC

Google Drive: Palms Neighborhood Council → PNC Governance Documents

→ Financial Documents → Monthly Expenditure Reports (MERs)]

- ii. **MOTION:** To approve the FY19-20 PNC budget. [*See supplemental materials for a draft budget for discussion*]

e. Community-Based Organization Rep (Patterson)

f. Residential Rep. A (Hartman)

g. Residential Rep. B (Pedowitz)

h. Residential Rep. C (Chase)

i. Residential Rep. D (Waldron)

j. Residential Rep. E (Van Horn)

k. Business Rep. 1 (Hochberg)

l. Business Rep. 2 (Halff)

m. Youth Rep (Vacant)

VIII. OLD BUSINESS

IX. NEW BUSINESS

a. FY 19-20 FUNDING MOTIONS:

- i. **FUNDING MOTION:** Authorize and allocate up to \$1,000.00 for food for Neighborhood Council GA Meetings and other NC–held community meetings. [100 Operations > Food / Refreshments]

- ii. **FUNDING MOTION:** Authorize and allocate up to \$3,000.00 for Storage expenses at Price Self Storage. Current contract is \$216.00/mo. [100 Operations > Facilities Related and Space Rental]

- iii. **FUNDING MOTION:** Authorize and allocate up to \$1,100.00 for meeting printing costs including agenda packets, materials, and meeting announcements. [100 Operations > General Operations / Miscellaneous]

- iv. **FUNDING MOTION:** Authorize and allocate up to \$200.00 for Office Equipment and Supplies including binders, clip boards, markers, paper, name placards, etc. [100 Operations > Office Equipment and Supplies]
- v. **FUNDING MOTION:** Authorize and allocate up to \$250.00 for the Palms NC P.O. Box at US 24hr Postal Office. [100 Operations > Postage / PO Box]
- vi. **FUNDING MOTION:** Authorize and allocate up to \$50.00 per month for Mail Chimp as the digital newsletter vendor. [200 Outreach > Newsletters]
- vii. **FUNDING MOTION:** Authorize and allocate up to \$70.00 for the palmsnc.la domain for FY19-20. [200 Outreach > Website Maintenance / Enhancement]
- viii. **FUNDING MOTION:** Authorize spending up to \$100.00 per month on Google Works for Emails, Google Docs, Google Drive etc. (\$5.00 per user). [200 Outreach > Website Maintenance / Enhancement]
- ix. **FUNDING MOTION:** Authorize spending up to \$70.00 for internet hosting with 1&1 Hosting for hosting fees from December 2019 until December 2020 for palmsnc.la. [200 Outreach > Website Maintenance / Enhancement]
- x. **FUNDING MOTION:** Authorize spending up to \$350 per month (up to \$4,200 per year) of promoted online posts for Facebook and NextDoor, including MailChimp Facebook and Instagram promotion integration, and physical mailers at the discretion of the President, Vice-President, and Outreach & Communications Committee Chair. [200 Outreach > Advertising / Branding / Mailings / Walking Distribution]
- xi. **FUNDING MOTION:** To authorize and allocate up to \$300 for business cards for new board members. [100 Operations > General Operations / Miscellaneous]
- xii. **FUNDING MOTION:** The Palms Neighborhood Council re-authorizes a Palms Neighborhood Council policy to sponsor utility box painting with \$250 per box, with a \$2,000 budget cap, for local artists to paint unpainted or defaced utility boxes in Palms. [300 Community Improvement > Community Beautification and Public Art Projects]
- xiii. **FUNDING MOTION:** The Palms Neighborhood Council re-authorizes a Palms Neighborhood Council policy to sponsor community block parties with up to \$250 per block party, with a \$1,500 budget cap, for food and refreshments and provide information on how to get additional Council office help including funding, tables & chairs, and assistance with street closure permits. [200 Outreach > Community and Outreach Events]

- b. **MOTION:** To remove all current committee members from the Business and Beautification Committee and to appoint:

Eliot Hochberg as Chair, Shakuntala Zakheim as Vice-Chair, Andrew Halff as Member

- c. **MOTION:** To remove all current committee members from the Outreach Committee and to appoint:

Randell Erving as Chair, Eliot Hochberg as Member

- d. **MOTION:** To appoint David Bocarsly as NC Bank cardholder for the PNC

- e. **MOTION:** To appoint Eryn Piper Block as Second Signer and Helen Tocco as Alternate Signer.

X. COMMITTEE REPORTS

- a. Business and Beautification
- b. Communications & Outreach
- c. Green
- d. Homelessness & Public Safety

i. MOTION: To appoint Karla Van Horn as Alternate Liaison to the Neighborhood Council Emergency Preparedness Alliance (NCEPA)

- e. Planning & Land Use
- f. Transportation & Infrastructure
- g. Executive

XI. **UPCOMING PNC General Assembly MEETING:** August 8th, 2019 at 7pm at the IMAN Center

XII. **Adjournment** (End time is approximately 9:00 p.m. or shortly thereafter)

PNC Committee Meeting Schedule

Committee Name	Type	Chair	Typical Meeting				Next Mtg.
			Frequency	Time	Day of Month	Place	
Homelessness & Public Safety	Standing	Keith	Monthly	7:00pm	2nd Tuesday	LAFD Station 43	7/9/2019
Transportation & Infrastructure	Standing	Pope	Monthly	7:00pm	2nd Thursday	LAFD Station 43	7/11/2019
Planning & Land Use	Standing	Poster	Monthly	7:00pm	2nd Wednesday	IMAN Center	7/12/2019
Green	Standing	Block	Monthly	7:30pm	3rd Thursday	LAFD Station 43	7/18/2019
Communications & Outreach	Standing	-	Monthly	7:00pm	3rd Tuesday	LAFD Station 43	7/16/2019
Business & Beautification	Standing	-	Monthly	7:30pm	3rd Wednesday	LAFD Station 43	7/17/2019
Executive	Standing	-	Monthly	7:15pm	4th Wednesday	LAFD Station 43	7/24/2019

Visit <http://www.palmsnc.la/calendar/> for the most current meeting schedule and information.

Time allocations for agenda items are approximate and may be shortened or lengthened at the discretion of the President. Public comment will be taken for each motion as well as for any item in the consent agenda prior to Board action. The public is requested to fill out a "Speaker Card" to address the Assembly on any item of the agenda prior to the Assembly taking 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 is within the Assembly's subject matter jurisdiction will be heard during the Public Comment period. Public comment is limited to 1 to 2 minutes per speaker, at the discretion of or unless waived by the Assembly. In the interest of addressing all items on the agenda, time limits for individual comments and discussion may be set at the discretion of the President. All items on the consent agenda will be determined by a single Committee vote and without Committee discussion. Committee members may request that any item be removed from the consent agenda and considered individually at any time prior to that vote.

Per Board of Neighborhood Commissioners Policy #2014-01, agendas are posted for public review at: 1) Woodbine Park Kiosk, 3409 S. Vinton Ave.; 2) Palms Neighborhood Council website, www.palmsnc.la.

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 at Woodbine Park Kiosk, 3409 S. Vinton Ave, at our website: www.palmsnc.la 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 Secretary at secretary@palmsnc.la

Palms NC Board and Committee members abide by a code of civility (<http://empowerla.org/code-of-conduct/>). Any person who interferes with the conduct of a Neighborhood Council meeting by willfully interrupting and/or disrupting the meeting is subject to removal. A peace officer may be requested to assist with the removal should any person fail to comply with an order of removal by the Neighborhood Council. Any person who resists removal by a peace officer is subject to arrest and prosecution pursuant to California Penal Code Section 403.

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 you wish to attend by contacting the Secretary at secretary@palmsnc.la

SI REQUIERE SERVICIOS DE TRADUCCION, FAVOR DE NOTIFICAR A LA OFICINA 3 DIAS DE TRABAJO (72 HORAS) ANTES DEL EVENTO. SI NECESITA ASISTENCIA CON ESTA NOTIFICACION, POR FAVOR LLAME A NUESTRA OFICINA AL secretary@palmsnc.la



Eryn Block <eryn.block@palmsnc.la>

Fwd: EatStreet Order #16411598

1 message

David Bocarsly <david.bocarsly@palmsnc.la>
To: Eryn Block <eryn.block@palmsnc.la>

Thu, Jun 27, 2019 at 10:19 AM

Will you add this to next week's agenda? It's to reimburse me for May 29 meeting pizza.

----- Forwarded message -----

From: **EatStreet Orders** <orders@eatstreet.com>
Date: Wed, May 29, 2019 at 6:08 PM
Subject: EatStreet Order #16411598
To: <david.bocarsly@palmsnc.la>



ORDER #16411598

Sweet Success!

Your order has been given the green light on EatStreet! **Mama's Original Pizza & Pasta** estimates your delivery time to be **6:55 PM - 7:10 PM**. Follow the progress of your order with the EatStreet order tracker!

[Track Your Eats](#)

Mama's Original Pizza & Pasta
3311 Motor Ave
06:08 PM 05/29/2019

Your Order

Menu Item	Amount
Cheese and Tomato Sauce Pizza - X-Large 16" Traditional Crust; Low Fat Mozzarella Cheese	\$13.50
Cheese and Tomato Sauce Pizza - X-Large 16" Traditional Crust; Low Fat Mozzarella Cheese; Full Toppings: Fresh Red	\$17.50

Onion (\$2.00), Peppers (\$2.00)

The Garden - XLarge **\$21.00**

Please bring plates/napkins for 30 people. Please also bring red pepper flakes and permesan packets. Thank you!

Coupon Discount	\$0.00
Subtotal	\$52.00
Tax	\$5.60
Delivery Fee	\$3.00
Tip	\$8.64
Service Fee	\$3.90
Total	\$73.14

Delivery Method	Delivery
Address	3376 Motor Ave, Los Angeles CA 90034
Payment	Credit Card - David's Personal card
Cardholder Name	David Bocarsly
Billing Address	10054 Claire Avenue

Estimated delivery time: 45 - 60 mins

Please contact the restaurant directly at [\(310\) 837-3003](tel:3108373003) for any issues, additions or last minute changes to the order.

Click Here to Reorder

Comprehensive order history information can be found in your [profile](#).

For the hand that feeds you



"I press buttons and someone comes to feed me."
- Charles F.

Download the App



This email was sent by EatStreet
316 W. Washington Ave Ste 725 Madison, WI 53703 US

We respect your right to privacy. Click [here](#) to view our policy.

--

David Bocarsly
Palms Neighborhood Council, Treasurer
www.palmsnc.la



Apply for the PNC Youth Rep Position!

Join the Palms Neighborhood Council

Eligibility:

- Live in Palms (make sure here: <http://palmsnc.la/about/map-of-palms/>)
- Between 14 and 23 years of age at the time of application

The Benefits:

- Give back to your community and gain leadership skills as a member of an official elected governmental body that represents the Palms Community of 40,000+ people
- Significant influence over how the PNC engages and works with children and youth, chooses its policy priorities, spends its ~\$40,000/year

The Work:

- Be the liaison of the Council to the youth in Palms and reach out to Palms youth about the activities of the PNC
- Attend Board Meetings (First Wednesdays of the month)
- Join at least one committee
- Take an ethics and funding trainings required by the City of Los Angeles

Apply:

- Email president@palmsnc.la by July 19th with:
 - Your resume
 - Your address (to verify eligibility)
 - A 1-page statement on 1) why you want to join the PNC, 2) why you would be a good candidate for the position and 3) what you think the PNC should strive to accomplish

*Interviews will happen on July 24th at 7:15pm



Monthly Expenditure Report



Reporting Month: May 2019

Budget Fiscal Year: 2018-2019

NC Name: Palms Neighborhood Council

Monthly Cash Reconciliation					
Beginning Balance	Total Spent	Remaining Balance	Outstanding	Commitments	Net Available
\$43308.52	\$15653.83	\$27654.69	\$5177.09	\$0.00	\$22477.60

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office	\$36940.00	\$839.37	\$9989.43	\$174.15	\$9079.96
Outreach		\$6348.77		\$735.32	
Elections		\$7465.69		\$0.00	
Community Improvement Project	\$4060.00	\$1000.00	\$1265.26	\$4267.62	\$-3002.36
Neighborhood Purpose Grants	\$1000.00	\$0.00	\$-600.00	\$0.00	\$-600.00
Funding Requests Under Review: \$0.00		Encumbrances: \$0.00		Previous Expenditures: \$15691.48	

Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	MAMAS ORIGINEATSTREET	05/02/2019	(Credit card transaction)	General Operations Expenditure	Office	\$73.14
2	GOOGLE GSUITE_palmsla	05/02/2019	(Credit card transaction)	General Operations Expenditure	Office	\$131.26
3	WWW.1AND1.COM	05/07/2019	(Credit card transaction)	General Operations Expenditure	Office	\$8.71
4	PSS NATIONAL BLVD.,LLC	05/15/2019	(Credit card transaction)	General Operations Expenditure	Office	\$229.00
5	MAMAS GRILL PIZZA PAST	05/31/2019	(Credit card transaction)	General Operations Expenditure	Office	\$54.73
6	SLB PRINTING	05/08/2019	(Credit card transaction)	General Operations Expenditure	Outreach	\$763.76
7	MAGIC JUMP RENTALS	05/11/2019	(Credit card transaction)	General Operations Expenditure	Outreach	\$13.00
8	MICHAELS STORES 5035	05/14/2019	(Credit card transaction)	General Operations Expenditure	Outreach	\$436.53

9	MICHAELS STORES 5035	05/14/2019	(Credit card transaction)	General Operations Expenditure	Outreach	\$18.40
10	SMART AND FINAL 395	05/14/2019	(Credit card transaction)	General Operations Expenditure	Outreach	\$71.82
11	LAKESHORE LEARNING #71	05/14/2019	(Credit card transaction)	General Operations Expenditure	Outreach	\$122.55
12	ANAWALT LUMBER	05/14/2019	(Credit card transaction)	General Operations Expenditure	Outreach	\$87.58
13	MAGIC JUMP RENTALS	05/14/2019	(Credit card transaction)	General Operations Expenditure	Outreach	-\$13.00
14	FACEBK 68UX7LSQX2	05/15/2019	(Credit card transaction)	General Operations Expenditure	Outreach	\$250.00
15	AMZN MKTP US MN7G37E42	05/15/2019	(Credit card transaction)	General Operations Expenditure	Outreach	\$70.98
16	AAA RENTS AND EVENTS	05/15/2019	(Credit card transaction)	General Operations Expenditure	Outreach	\$2785.00
17	FEDEXOFFICE 00000828	05/16/2019	(Credit card transaction)	General Operations Expenditure	Outreach	\$101.09
18	FACEBK TT3Q6L6RX2	05/18/2019	(Credit card transaction)	General Operations Expenditure	Outreach	\$250.00
19	PARTY CITY BOPIS	05/19/2019	(Credit card transaction)	General Operations Expenditure	Outreach	\$93.58
20	PARTY CITY BOPIS	05/19/2019	(Credit card transaction)	General Operations Expenditure	Outreach	\$15.36
21	FACEBK 5LYZJLARX2	05/19/2019	(Credit card transaction)	General Operations Expenditure	Outreach	\$49.98
22	TARADEL/EDDM SERVICES	05/09/2019	(Credit card transaction)	General Operations Expenditure	Elections	\$5207.40
23	FACEBK N3UUYN3P2	05/19/2019	(Credit card transaction)	General Operations Expenditure	Elections	\$25.00
24	FACEBK RHLVSKE932	05/31/2019	(Credit card transaction)	General Operations Expenditure	Elections	\$205.41
25	STAPLES 00101287	05/31/2019	(Credit card transaction)	General Operations Expenditure	Elections	\$54.75
26	CANVA FOR WORK YEARLY	05/12/2019	(Credit card transaction)	General Operations Expenditure	Office	\$119.40
27	City of Los Angeles - Bureau of Street Services	04/29/2019	To approve funding request of up to \$10,000 f...	General Operations Expenditure	Outreach	\$1171.96

28	Jenn Gers	05/09/2019	To re-authorize the reimbursement of \$60.18 t...	General Operations Expenditure	Outreach	\$60.18
29	David Bocarsly	05/09/2019	Reimburse David Bocarsly \$70.50 for the purch...	General Operations Expenditure	Office	\$70.50
30	Castle Signs & Graphics, Inc.	05/14/2019	Palms Neighborhood Council approves up to \$2,...	General Operations Expenditure	Elections	\$1973.13
31	Partners In Diversity, Inc.	05/20/2019	FUNDING MOTION: Authorize and allocate up to ...	General Operations Expenditure	Office	\$152.63
32	Mike Wood	05/22/2019	Authorize the Green Committee and the Palms Neighb...	Community Improvement Project		\$1000.00
Subtotal:						\$15653.83

Outstanding Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	Valerie Claire Jadulang	09/10/2018	To authorize the reimbursement of \$174.15 for...	General Operations Expenditure	Office	\$174.15
2	City of Los Angeles, LA Sanitation	05/31/2019	To approve funding request of up to \$10,000 f...	General Operations Expenditure	Outreach	\$735.32
3	Dog Waste Depot	05/31/2019	To approve up to \$3250 for 25 Dog Waste Bag D...	Community Improvement Project		\$2267.62
4	Mike Wood	06/04/2019	Authorize the Green Committee and the Palms Neighb...	Community Improvement Project		\$2000.00
Subtotal: Outstanding						\$5177.09

Palms Neighborhood Council
FY 19-20 Budget
 Adopted on

	Budget
100 Operations	%
Audio and Video Services and Equipment	200.00
Facilities Related and Space Rental	3,000.00
Postage / PO Box	250.00
Office Equipment and Supplies	200.00
General Operations / Miscellaneous	1,700.00
Board Retreats / Training	250.00
Food / Refreshments for Community Meetings	1,000.00
Staffing and Temporary Help	2,000.00
Translation and Transcription	1,410.00
Subtotal	19.3% 10,010.00
200 Outreach	
Advertising / Branding / Mailings / Walking Distribution	4,200.00
Community and Outreach Events	1,500.00
Palms Community Day	10,000.00
Newsletters	600.00
Website Maintenance / Enhancement	1,340.00
Subtotal	33.9% 17,640.00
300 Community Improvement	
Community Infrastructure / Street Improvements	12,000.00
Community Beautification and Public Art Projects	2,000.00
NC Budget Advocates	200.00
NC Congress	150.00
Subtotal	27.6% 14,350.00
400 Unallocated	
Roll-over from previous year	10,000.00
	10,000.00

Grand Total 52,000.00

Total Budget Allocation 52,000.00



Outreach and Communications Committee Report

Committee Meeting Date: Tuesday, June 18, 2019

Committee Members Present: Justine Saquilayan, chair; Carol Feucht, vice-chair; Randell Erving, member; **Jenn Gers, member (absent)**

Summary of Discussion

- Discussion and possible action on potential Palms NC participation in the City of Los Angeles Bus Bench Program
 - Potential utility-box-like call for submissions
 - Sourcing messaging content from all committees
- Discussion and updates on creation of outreach and communications processes and procedures
 - Discussed items to organize: Palms NC style guide, process guides and recaps, photos, map for lawn sign placement
- Discussion on content strategy for FY20
 - Sourcing more information from DONE, researching other NC websites, streamlining social media form process, leverage email marketing, exploring NextDoor advertising, revamping website search function
- Discussion on Outreach and Communications committee member recruitment efforts
 - Possible channels: organic and paid social media, approach Palms NC candidates, newsletter, encourage attendance to GA meeting
- Discussion of FY20 committee member projects and goals
 - Committee member recruitment, analysis of campaigns (election, etc.), Palms area signage