

# CITY OF LOS ANGELES

President  
Cindy Sower

CALIFORNIA

**Sun Valley Area  
Neighborhood Council**

1<sup>st</sup> Vice President  
Monica Vacas

Secretary  
Gary Aggas



P.O. Box 457  
Sun Valley CA 91353-0457  
**Telephone 818-767-8262**  
Fax 818-767-7510

2<sup>nd</sup> Vice President  
Mark B. Allen

Treasurer  
Mylo Koenig

**www.svanc.com**

**SUN VALLEY AREA NEIGHBORHOOD COUNCIL**

## **Agenda for the JOINT Special Full Board and Executive and Finance Committee Meeting**

**Monday, July 2, 2018, from 6:00pm to 6:45pm**

**Meeting to be held at our office: Sun Valley Area NC Office: 9040 SUNLAND BLVD, SUN VALLEY, CA 91352  
(between Penrose St and La Tuna Canyon, NEXT TO THE AMERICAN LEGION HALL)**

**ITEM 1:** Call to Order, Pledge of Allegiance, Roll Call of the Board

**ITEM 2:** Public Comment on matters within the Board's subject-matter jurisdiction that DO NOT appear on the agenda

**ITEM 3:** Board Member Comment on matters within the Board's subject-matter jurisdiction that DO NOT appear on the agenda

**ITEM 4:** Motion/Discussion/Vote to reapprove and recertify to the best of the board's ability that the Sun Valley Area Neighborhood Council's (SVANC's) inventory list is correct and complete, containing all items in the possession of the SVANC, as reported to the Department of Neighborhood Empowerment during Fiscal Year 2017-2018. Note: Additional items were found during the office move and have been added to the report.

*The following finance items 5-16 are recurring expenses and most have already been approved but are being introduced again to comply with the City Clerk's rules which require recurring expenses be voted on annually. These finance items are intended to be voted on as a group with one motion, one second, discussion and one vote. If a specific item requires extensive discussion, or at the request of any boardmember before the group is voted on, that item can be removed from the group and will be opened separately.*

**ITEM 5:** Motion/Discussion/Vote to approve SVANC office space rent of \$24,000/yr. for the period July 2018 through June 2019, to Pappas Family Trust (also known as PFT) to be paid at \$2,000 per month, retroactively from July 1, 2018 in full, then the balance in monthly installments to be received on the 1<sup>st</sup> of each month.

**ITEM 6:** Motion/Discussion/Vote to approve recurring payment of the Konica Minolta copier five-year lease, initiated in 2014 with Insight Investments, of approximately \$77/mo.

**ITEM 7:** Motion/Discussion/Vote to approve the Konica Minolta copier property tax, not to exceed \$120/year.

**ITEM 8:** Motion/Discussion/Vote to approve recurring payment of the Konica Minolta copier maintenance charges of approximately one cent per copy, billed quarterly, not to exceed \$150 per quarterly bill.

**ITEM 9:** Motion/Discussion/Vote to approve recurring Spectrum office telephone and office internet expenses, not to exceed \$3,000/year. (\$250/mo.)

**ITEM 10:** Motion/Discussion/Vote to approve recurring payment for a Minutes Taker/Preparer for SVANC Board Meetings, from our current City-approved provider Bridgegap, not to exceed the City's approved rate, currently \$25.75 per hour.

**ITEM 11:** Motion/Discussion/Vote to approve recurring subscription charges for the services of Constant Contact, used to email our agendas, mailers, and newsletters to our stakeholder database, not to exceed \$50.00 per month.

**ITEM 12:** Motion/Discussion/Vote to approve recurring electric service charges from the LADWP, not to exceed \$300 per 2-month billing period (\$150/month).

**ITEM 13:** Motion/Discussion/Vote to approve recurring gas service charges from the Gas Company, not to exceed \$100 per month.

**ITEM 14:** Motion/Discussion/Vote to approve recurring meeting translation expenses of approximately \$215-260 per meeting, provided by City-approved vendor Languages4You, not to exceed \$260 per meeting.

**ITEM 15:** Motion/Discussion/Vote to approve recurring meeting Outreach expenses for refreshments, not to exceed \$125 per month (generally pizza, bottled water, etc.).

**ITEM 16:** Motion/Discussion/Vote to allow the Executive Board to approve reasonable expenditures toward the establishment and maintenance of SVANC office and meeting operations in the following categories: telephone, internet, software, signage,

maintenance and service contracts, office supplies, stationery, equipment repairs, and other basic needs, not to exceed \$350/month.

*The following finance items 17-21 are one time expenses related to moving, installation charges and installation supplies for services at the new office. These finance items are intended to be voted on as a group with one motion, one second, discussion and one vote. If a specific item requires extensive discussion, or at the request of any boardmember before the group is voted on, that item can be removed from the group and will be opened separately.*

**ITEM 17:** Motion/Discussion/Vote to approve Spectrum office telephone and office internet **installation expenses** for the new office, not to exceed \$150.

**ITEM 18:** Motion/Discussion/Vote to approve **installation and service startup/first month expenses**, related to utilities required for the new SVANC office, including LADWP, The Gas Company, etc., not to exceed \$200 each.

**ITEM 19:** Motion/Discussion/Vote to purchase computer, telephone, and electrical supplies for installation of telephone and internet service at our new location, including cable, jacks/plugs, outlet boxes and covers, router, extension cords, power strips, cable cover/protector for floor ("Wiremold" etc.), cable-protecting raceways, not to exceed \$450. (Note: This is not an exhaustive list. We will reuse moved items and existing wiring and structures in the new space whenever possible.)

**ITEM 20:** Motion/Discussion/Vote to directly purchase, or authorize reimbursement to Board President Cindy Sower for, duplicate keys of the new office for approved distribution to the SVANC Executive Board and Committee Chairpersons, etc., not to exceed \$30.

**ITEM 21:** Motion/Discussion/Vote to approve additional office moving and related expenses, if necessary, beyond the original \$1500 approved, not to exceed \$600. (Note: this is refreshed vote for the new fiscal year, approved already at the June 12<sup>th</sup> meeting, item 16.)

*The following finance items 22-24 are previously voted on expenses that carry over into the new fiscal year and need to be reaffirmed. These finance items are intended to be voted on as a group with one motion, one second, discussion and one vote. If a specific item requires extensive discussion, or at the request of any boardmember before the group is voted on, that item can be removed from the group and will be opened separately.*

**ITEM 22:** Motion/Discussion/Vote to allow board member reimbursement for the De Garmo Movies in the Park on June 29<sup>th</sup> while the charge card is not available, not to exceed \$100. (Note: this is refreshed vote for the new fiscal year, approved already at the June 12<sup>th</sup> meeting, item 20. This is intended to purchase ice, etc.)

**ITEM 23:** Motion/Discussion/Vote to allow board member reimbursement for office moving and related expenses, not to exceed the already-approved amounts. (Note: This is a safety net if unanticipated expenses come up before our access to finance tools becomes available. This is a refreshed vote for the new fiscal year, approved already at the June 12<sup>th</sup> meeting, item 17).

**ITEM 24:** Motion/Discussion/Vote to purchase refreshments and supplies for a Movie-in-the-Park Outreach Event in July at Fernangeles Park, not to exceed \$400.00. (Note: this is refreshed vote for the new fiscal year, approved already at the May 8<sup>th</sup> meeting, item 13).

**ITEM 25:** Motion/Discussion/Vote to finalize and approve the 2017-2018 SVANC Neighborhood Council Self Assessment.

**(The agenda now continues with the Executive and Finance Committee)**

**ITEM 26:** Discussion of current status of the SVANC office space and move and related subjects

**ITEM 27:** Report/Discussion by Committee Chairs

**ITEM 28:** Scheduled upcoming and future presenters to Board meetings

**ITEM 29:** Set the Agenda for the upcoming Monthly Board Meeting

**ITEM 30: Public Comment** on matters within the Board's subject-matter jurisdiction that DO NOT appear on the agenda

**ITEM 31: Board Member Comment** on matters within the Board's subject-matter jurisdiction that DO NOT appear on the agenda.

**ITEM 32:** Adjournment

If you have any questions please call the SVANC Office at 818-767-8262 or email [info@svanc.com](mailto:info@svanc.com)

**PLEASE VISIT THE SUN VALLEY AREA NEIGHBORHOOD COUNCIL'S WEBSITE [WWW.SVANC.COM](http://WWW.SVANC.COM)**

**PUBLIC INPUT AT NEIGHBORHOOD COUNCIL MEETINGS** – The public is requested to fill out a "**Speaker Card**" 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 ACCESS TO RECORDS:** 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 our website: [www.svanc.com](http://www.svanc.com) 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 SVANC office at (818) 767-8262 or email [info@svanc.com](mailto:info@svanc.com)

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, assisted listening devices, or other auxiliary aids and/or services may be provided upon request. To ensure availability of services, or to request translation, please make your request at least 3 business days (72 hours) prior to the meeting you wish to attend by contacting the SVANC Executive Board at 818-767-8262 or email [info@svanc.com](mailto:info@svanc.com)

The Sun Valley Area Neighborhood Council (**SVANC**) **HOLDS ITS REGULAR MEETINGS** on the second Tuesday of every month, and committee meetings as scheduled by the committee chairpersons, and may also call any additional required special meetings in accordance with its Bylaws and the Brown Act. Applicable meeting agendas are posted for public review at the following Sun Valley locations: Donut Den, 8055 Vineland Av. (24 hours); Sun Valley Library (LAPL), 7935 Vineland Av.; Sun Valley Park, 8133 Vineland Av.; Fernangeles Park, 8851 Laurel Canyon Bl.; on the internet on the SVANC website and through subscription to the SVANC mailing list at [www.svanc.com](http://www.svanc.com); and through the Los Angeles City ENS (Early Notification System) at: <http://lacity.org/government/Subscriptions/NeighborhoodCouncils/index.htm>

**RECONSIDERATION AND GRIEVANCE PROCESS:** For information on the SVANC's process for board action reconsideration, stakeholder grievance policy, or any other procedural matters related to this Council, please consult the SVANC Bylaws. The Bylaws are available at our Board meetings and on our website [www.svanc.com](http://www.svanc.com)

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