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Foothill Trails District  
Neighborhood Council



## **GENERAL MEETING AGENDA**

**August 18, 2016, 7:00 PM TO 9:00 PM**

**Lake View Terrace Recreation Center, 11075 Foothill Blvd. Lake View Terrace**

**Regular meetings are scheduled on the third Thursday of each month at 7pm**

### **Administrative Tasks (30 minutes)**

1. Call to order and Pledge of Allegiance
2. Roll call, attendance report and declaration of a quorum.
3. Opening comments by the Chair.
4. **Presentation/Discussion/Possible Action** to appoint qualified stakeholders to currently vacant seats on the General Board.
5. **Presentation/Discussion/Possible Action** to authorize or dissolve any new committees.
6. **Presentation/Discussion/Possible Action** to appoint representative(s) to City agencies or departments..

### **Reports & Announcements (30 minutes)**

*(Reports and brief presentations only. For any detailed or lengthy questions, please follow up with presenter outside so meeting may proceed as scheduled. Thank you.)*

7. **Presentation** by Public Representatives.
  - a. Government officials or representatives.
  - b. Other community groups.
8. **Presentation** of committee reports (*Max 5 minutes each*):
  - a. Budget and Finance.
  - b. Communication and Outreach.
  - c. Equestrian.
  - d. Land Use.
  - e. Public Safety.
  - f. Rules and Elections.
9. **Presentation** of representatives to City agencies and other community groups. (*Max 5 minutes each*):

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**PROCESS FOR RECONSIDERATION** - For information on the FTDNC's process for board action reconsideration, stakeholder grievance policy, or any other procedural matters related to this Council, please consult the FTDNC Bylaws at FTDNC.org.

**PUBLIC INPUT AT NEIGHBORHOOD COUNCIL MEETINGS** – The public is requested to fill out a “Speaker Card” to address board members on any agenda item before they take a formal position at any meeting. 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 Council’s jurisdiction will be heard during the Public Comment period. Please note that under the Brown Act, the Board may be prevented from acting on a matter that you bring to its attention during the Public Comment period. However, any issue raised by a speaker may become the subject of a future meeting. Public comment is limited to 2 minutes per speaker, but limited time extensions may be granted by the Chairperson in consultation with other board members present.

**THE AMERICAN WITH DISABILITIES ACT** - 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 and 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 Kevin J. Davis, Board President at (818) 321-0526 or via email at [president@ftdnc.org](mailto:president@ftdnc.org).

**TRANSLATION SERVICES** - 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 Kevin J. Davis, President at (818) 321-0526 or via President via email at [president@ftdnc.org](mailto:president@ftdnc.org).

**SERVICIOS DE TRADUCCION** - Si requiere servicios de traducción, favor de avisar al Concejo Vecinal 3 días de trabajo (72 horas) antes del evento. Por favor contacte a Kevin J. Davis, Presidente por correo electrónico [president@ftdnc.org](mailto:president@ftdnc.org) para avisar al Concejo Vecinal.

**PUBLIC ACCESS TO MEETING DOCUMENTS** - Agendas are posted for public review at the FTDNC Headquarters, 9747 Wheatland Avenue, Shadow Hills, CA and on the FTDNC.org webpage. You can also receive agendas via email by sending a request to be added to FTDNC email blast to [foothilltrails@gmail.com](mailto:foothilltrails@gmail.com) and/or by subscribing to the L.A. City’s Early Notification System at <http://www.lacity.org/government/Subscriptions/NeighborhoodCouncils/index.htm>.

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: [FTDNC.org](http://FTDNC.org) 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 Kevin J. Davis, Board President via email at [president@ftdnc.org](mailto:president@ftdnc.org)

**10. Public Comment** (*Presentations are limited to non-agenda items whose subject(s) fall under the Board's jurisdiction.*).

**Presentations (60 minutes)**

11. **Presentation/Discussion** regarding NC best practices.

**Recommendation(s) by Budget and Finance Committee (10 minutes)**

12. **Presentation/Discussion/Possible Action** to adopt by board resolution the following financial report(s):

- a. Any outstanding checking account statement(s).
- b. Any outstanding Treasurer report(s).
- c. Any outstanding expense report(s).

13. **Presentation/Discussion/Possible Action** to allocate by board resolution up to \$2815.00 for the purchase of equipment for the Hansen Dam Junior Lifeguard Program.

**Recommendation(s) by Land Use Committee (5 minutes)**

14. **Presentation/Discussion/Possible Action** to approve a letter to the LA Department of Transportation to immediately initiate a traffic survey as supported by LAPD Valley Traffic Capt. Beverly Lewis, for the section of La Tuna Canyon Road between Glenoaks and the 210 freeway because of speed and legal passing causing numerous accidents and death to people and animals.

**Recommendation(s) by General Board (20 minutes)**

15. **Presentation/Discussion/Possible Action** to adopt mission statements for FY 2016-17 and review goals from FY 2015-16.

16. **Presentation/Discussion/Possible Action** to new standing rules regarding committee jurisdiction and the responsibilities of individual committee members.

**Recommendation(s) by Rules and Elections Committee (30 minutes)**

17. **Presentation/Discussion/Possible Action** to adopt bylaw revisions to:

- a. **Article V, Section 3: Official Actions** – A simple majority vote by the Board members present, including abstentions, which act as a “yes” vote, not including abstentions, at which there is a quorum shall be sufficient for the Board to take action unless otherwise specified in these Bylaws. An abstention is not considered a vote and is therefore, not counted in determining the result.
- b. **Article V, Section 6: Vacancy** – Any vacancy on the Board shall be filled by a stakeholder who satisfies the eligibility requirements for holding the vacated Board seat. If a seat remains vacant for sixty (60) days, the seat may be filled as if it were an At-Large Representative for the remainder of that term. Any stakeholder interested in filling the vacancy shall submit a written application to the Board. The vacancy shall only be filled if an applicant is elected by a supermajority vote of the remaining Board at the General Board Meeting. The elected applicant's term shall be limited to the duration of the term for the vacated seat.
- c. **Article VI, Section 1: Officers of the Board** – The officers of the Board (“Officers”) shall include the following positions which altogether comprise the Executive Committee: President (as chair), Vice-President for Administration, Vice-President for Communication and Outreach, Treasurer, Recording Secretary, ~~and Corresponding Secretary.~~ Corresponding Secretary, and Parliamentarian.
- d. **Article VI, Section 2, Paragraph C** – The Vice President for Communication and Outreach shall chair the Outreach Committee; ~~oversee the FTDNC's website;~~ manage communication networks, including the FTDNC's website and social media pages; routinely inform the public of Council activities; actively solicit interest and participation in Council activities; and maintain a current roster of active Board members and Stakeholders.
- e. **Article VI, Section 2, Paragraph G** – The Parliamentarian shall be responsible for monitoring the progression of the General and Executive Board meetings; advise the Board on parliamentary procedures and Rules of Order; advise the speakers on time limits during presentations; and maintain order at General and Executive Board meetings using all legal methods available.
- f. **Article VI, Section 3** – In even number years, when the Council elections are conducted by the City,

the election of Officers, including President, VP for Administration, VP for Communications and Outreach, Treasurer, ~~Recording Secretary and Corresponding Secretary~~ Recording Secretary, Corresponding Secretary, and Parliamentarian shall be elected from and among the Board members at the first General meeting following the certification of the election results.

- g. **Article XIV, Section 3: Self-Assessment** – ~~Every year, the Council shall conduct a self-assessment pursuant to Article VI, Section 1 of the Plan.~~ All rules and regulations about Council Self-Assessment will be found in the Standing Rules of the FTDNC.

18. **Presentation/Discussion/Possible Action** to adopt revision to the following standing rules:

- h. **Article I, Section 1. Notifications and Posting** – Notice shall be given to the public before every meeting pursuant to the Brown Act and any Department polices. Notices shall be physically posted at the FTDNC Office and meeting site in compliance with Brown Act time limitations. Meeting minutes, once approved by originating body, shall be posted to the FTDNC website.
- i. **Article I, Section 3, Funding Requests** – All parties requesting funding shall fill out a FTDNC Funding Request Form prior to any vote of the Budget and Finance Committee or the General Board.
- j. **Article II, Section 2, Sergeant-At-Arms** – The Sergeant-At-Arms shall carry out all duties of the Parliamentarian in the absence of the Parliamentarian, and request law enforcement assistance at meetings if necessary.
- k. **Article III, Section 3, Meetings** – All committees are required to meet at least twice per quarter.
- l. **Article III, Section 4, Minutes** – All committees shall take and keep minutes of their meetings. Draft minutes shall be completed within seven (7) days after meeting takes place. Committee minutes must be approved by committee action at the next regularly scheduled meeting. All approved minutes shall be signed by the author and a Committee Officer, and submitted to the Executive Board. The ability to present funding or action items before the General Board may be temporarily suspended if minutes are not kept, or if they are not provided to the Executive Board in a timely manner.

**Housekeeping (15 minutes)**

19. **Presentation/Discussion/Possible Action** to amend and/or approve any outstanding General Board meeting minutes.
20. **Final comments by FTDNC Board members.**
21. **Adjournment.**