



CITY OF LOS ANGELES
GRANADA HILLS SOUTH NEIGHBORHOOD COUNCIL
GENERAL MEETING AGENDA

Thursday August 7, 2014, Time: 6:30 pm – 8:30 pm

Granada Hills H.S. Rawley Hall 10535 Zelzah, Granada Hills CA 91344

BOARD OF DIRECTORS

President: Brad Smith (Member-at-Large)	Varun Khurana (Students)
Vice President: Jerry Askew (Business)	Sally Kolstad (Education)
Secretary: Anthony Matthews (Parks & Arts)	Deron Lopez (Youth Organizations)
Treasurer: Brandon Schindelheim (MaL)	Eric Mansker (Homeowners)
Michael Benedetto (MaL)	Jim Summers (MaL)
Jeffrey Bohrer (MaL)	Rene R Trinidad (MaL)
Bonnie M. Bursk (Commercial Prop. Owners)	Ross Turmell (MaL)
Krisna Crawford-Velasco (MaL)	Cindy Wu Freedman (MaL-CI)
Arthur A. Daush (Seniors)	Michael J. Kabo (Parliamentarian)
Jett Dunlap (MaL)	Community Organizations: Pending
Gina Greschner (Renters)	Faith-Based: Pending

The public is requested to fill out a **“Speaker Card”** to address the Board on any item of the agenda prior to the Board 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 Board’s subject matter jurisdiction will be heard during the Public Comment period. Public comment is limited to 2 minutes per speaker, unless waived by the presiding officer of the Board. Agenda is posted for public review at: 1) Granada Hills Chamber of Commerce, 17723 Chatsworth St. Granada Hills, CA 91344; and 2) GHSNC Website: www.ghsnc.org and address: 11024 Balboa Blvd., Box 767; Granada Hills, CA 91344. In compliance with Government Code section 54957.5, non-exempt writings that are distributed to a majority or all of the committee members in advance of a meeting may be viewed at our website by clicking the following link: www.ghsnc.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 Anthony Matthews at amatthews@ghsnc.org. 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 Neighborhood Council c/o the president, via e-mail to board@ghsnc.org or Richard Ray, Los Angeles Department on Disability, ADA Coordinator, at Richard.Ray@lacity.org or (213) 202-2753. Meetings may be recorded.

All agenda items are subject to discussion and possible board action.

I. Call to order and the pledge of allegiance (Smith)

II. Roll Call (Matthews)

III. Approval of Minutes from the June and July 2014 regular meetings (Matthews)

IV. Public Comment: Community and Public Comment on non-agenda items. The Public may present concerns to the Board on any issue of interest in the Community. The Board will not be able to discuss or take action on any matters brought up during public comment. However, issues raised during public comment may be agendaized for discussion at a future board meeting.

V. Community Speakers:

MAILING ADDRESS: GHSNC; 11024 Balboa Blvd., Box 767; Granada Hills, CA 91344

WEBSITE www.ghsnc.org **E-mail:** board@ghsnc.org

- (1) CSUN Update on Campus Projects - Colin Donahue, Vice President, Administration and Finance; Ken Rosenthal, Associate Vice President, Facilities Development and Operations; Francesca Vega, Director, Government and Community Relations
- (2) Council District 12 – Tania Oronez
- (3) LAPD Senior Lead Officer - Dario Del Core
- (4) David Azevedo, District Director for LAUSD Board Member Tamar Galatzan

VI. Board Issues & Updates:

1. Oath of office and/or appointment and confirmation of new board members/assignments

Community Organizations: Pending

Faith-Based: Pending

2. Review and approval of: Monthly Expenditure Report (MER), including Purchase Card bank statement for the month of July; may include potential reallocations/un-encumbrances to existing budget. See attached Budget Report and Monthly Expenditure Report, both as of July 31, 2014. (Schindelheim).

VII. Officer's Reports – for consideration/response/ratification by the board:

1. President:

2. Vice President:

3. Treasurer: See attached:

a) Granada Hills South Neighborhood Council Budget Report FY 2014 - as of July 31, 2014

b) Monthly Expenditure Report for: July 31, 2014

4. Secretary: Request for relief of board member Anthony Matthews from the position of board secretary. Board discussion and solicitation of candidate(s)

VIII. Committee Reports

1. Beautification (Bursk)

a) Report from the Beautification Committee and possible Board action on recommendations from Bylaws committee regarding presentation by Granada Hills improvement association/Business Improvement District. And request for donation for Town clock; cost of project is approx. \$20,000 plus; request from BID is for a \$5000 to \$15,000 NPG. This was heard by the Beautification Committee at the July committee meeting and approved by that committee at a suggested donation of \$5000. Note: Obviously, this may be considered as a new or modified motion at the GHSNC board meeting.

2. Budget (Schindelheim)

a) Report from the Budget Committee/chair and possible Board action on recommendations from Bylaws committee regarding:

(a-1) Aaron de Vandry to be paid \$250 per month, we currently have it as \$200/month.

(a-2) Strategic Plan and Outreach Survey filled out and voted on by the Board.

<http://empowerla.org/funding/> - see attached for DRAFTS.

(a-3) Budget Day this year is set for August 16 at City Hall and EVERY NC is being asked to agendaize and vote on 2 Budget Reps; the Granada Hills South NC will appoint two representatives.

3. Bylaws and Rules (Mansker)

a) Report from the Bylaws and Rules Committee; no Board action expected.

4. Education (Kolstad)

a) Report from the Education Committee; possible request for board actions on pending NPGs that may include limited funding requests from GH Friends of Library and various public (LAUSD) schools; detailed motions to be presented at board meeting for consideration.

MAILING ADDRESS: GHSNC; 11024 Balboa Blvd., Box 767; Granada Hills, CA 91344

WEBSITE www.ghsnc.org E-mail: board@ghsnc.org

5. Outreach (Summers)

a) Report from the Outreach Committee/chair and possible Board action on recommendations from Bylaws committee regarding:

5-a-1) Report regarding the GHSNC summer movie night status and schedule. Possible Labor Day event; interest from Chamber, service organizations, Granada Hills High and Valley Academy regarding participation. Motion to approve GHSNC/GH Rec & Park Movie Night funding on August 31, 2014 for up to \$500 (Passed 3-0 in committee)

5-a-2). Motion to sponsor GH St. Faire 2014 for up to \$2,500 (Passed 3-0 in committee)

5-a-3. Motion to approve Mike Benedetto as a member of the Outreach Committee (Passed 3-0 in committee)

F. Planning and Land Use (Askew) – Report; no board action expected.

G. Public Safety and Emergency Preparedness (Turmell) – Report; no board action expected.

IX. Board Member comments, announcements and agenda items for next general meeting and committee meetings.

X. Adjournment.

GRANADA HILLS SOUTH NEIGHBORHOOD COUNCIL BUDGET REPORT FY 2015 - AS OF JULY 31, 2014

% of Year Remaining (not May/June) -->

75.00%

Allocation \$37,000.00 (Rollover Allocation: \$0.00)

	Original Total	Re-Allocations	Annual Total	Actual	Encumbered	Remaining	% Remain
100 Operations							
Outreach Committee Budget	\$ 1,000.00	\$ -	\$ 1,000.00	\$ -	-	\$ 1,000.00	100.0%
Facilities and Space Rental	700.00	-	700.00	-	-	\$ 700.00	100.0%
Meeting Expenses	600.00	-	600.00	76.04	-	\$ 523.96	87.3%
Office Supplies	-	-	-	-	-	\$ -	0.0%
Temp Services	9,000.00	-	9,000.00	-	-	\$ 9,000.00	0.0%
Sub Totals	\$ 11,300.00	\$ -	\$ 11,300.00	\$ 76.04	\$ -	\$ 11,223.96	99.3%
200 Outreach							
Elections	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Newsletter	5,000.00	-	5,000.00	-	-	\$ 5,000.00	100.0%
Web Site/ Virtual Office	3,500.00	-	3,500.00	255.99	-	\$ 3,244.01	92.7%
General Outreach	8,600.00	-	8,600.00	131.00	≤\$ 500.00 Business Cards (LA City) ≤\$ 285.00 Banner Permit Fee (Amgraph reimb) ≤\$ 500.00 CERT Class	\$ 7,184.00	83.5%
Sub Totals	\$ 17,100.00	\$ -	\$ 17,100.00	\$ 386.99	\$ 1,285.00	\$ 15,428.01	90.2%
300 Community Improvement							
Park Improvement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Community Improvement (NPG)	8,600.00	-	8,600.00	-	-	\$ 8,600.00	100.0%
Sub Totals	\$ 8,600.00	\$ -	\$ 8,600.00	\$ -	\$ -	\$ 8,600.00	100.0%
GRAND TOTAL	\$ 37,000.00	\$ -	\$ 37,000.00	\$ 463.03	\$ 1,285.00	\$ 35,251.97	95.3%
Allocation Remaining after Actual Expenses:				\$ 36,536.97			
Allocation Remaining after Actual Expenses and Encumbrances:				\$ 35,251.97	Highlighted Items = encumbered from prior year's budget		
Total Spent with Encumbrances:				\$ 1,748.03			

Changes from 6/30/14

- Outreach: Web Site/ Virtual Office:
 - Accrued \$5.99 (credit card) to GoDaddy.com (website domain July 2014)
 - Accrued \$250.00 to Aaron DeVandry (website main. July 2014)

- General Outreach:
 - Reimb (credit card) \$11.13 to Jerry Askew for Jersey Mike's for June General Board Meeting (food)
 - Reimb (DW) \$119.87 to Jerry Askew to Ralph's for July General Board Meeting (food)

- Operations: Meeting Expenses:
 - Reimb (DW) \$26.22 to Jerry Askew to UPS Store for July General Board Meeting (copies)
 - Reimb (DW) \$49.82 to Jerry Askew to UPS Store for June General Board Meeting (copies)

Department of Neighborhood Empowerment
 Monthly Expenditure Report for: July 31, 2014
 NC Name: GHSNC



Budget Fiscal Year: 2015

(Must be submitted to the Department within 10 days of Board Approval)

						Total
EXPENDITURES BY LINE ITEM (Item/Service Des.)	BUDGET CATEGORY	VENDOR	OUT OF STATE VENDOR	INVOICE NUMBER	1099 Reportable	
A. 1. Monthly Expenditures						
Website domain (7/14)	WEB	GoDaddy.com		N/A		\$5.99
Website main. (5/14-6/13/14) (auto-deduct)	WEB	Aaron DeVandry		GHSNC26		\$250.00
Food Meeting (6/14) - Jersey Mike's-Board Member Askew	EVE	Jerry Askew		N/A		\$111.13
Food Meeting (7/14) - Ralph's - Board Member Askew	EVE	Jerry Askew		N/A		\$119.87
Meeting copies (7/14) - UPS Store -Board Member Askew	MEE	Jerry Askew		N/A		\$26.22
Meeting copies (7/14) - UPS Store -Board Member Askew	MEE	Jerry Askew		N/A		\$49.82
A SUBTOTAL: Expenditures by Line Item						\$463.03
B CUMULATIVE EXPENDITURES FROM PRIOR MONTHS						\$0.00
OUTSTANDING COMMITMENTS						
C. 1. Outstanding Checks						
C. 2. Outstanding Demand Warrants						
C. 3. Rent/Lease						
C. 4. Contractual Services						
C. 5. Large Purchases						
C. 6. Neighborhood Purpose Grants in process						
C. 7. Temporary Staffing Services						
C. 8. Storage						
C. 9. Other (GHSNC Business Cards \$500; CERT Class \$500; Amgraph Banner Permit fee \$285)						\$1,285.00
C SUBTOTAL: Outstanding Commitments						\$1,285.00
D Total Expenditures & Commitments (D = A + B +C)						\$1,748.03
E Total Adjustments by Department						\$0.00
F Approved Budget 2014-2015						\$37,000.00
G Balance of Budget (G = F minus D)						\$35,251.97

CASH Status Analysis						
Category Identifier	Budget Category	Budget (A)	Cash Deposited to Date (B)	Uncommitted Balance	Cash Spent to date (D)	Cash In-Bank Remaining Balance
100	Operations			\$0.00		\$0.00
200	Outreach			\$0.00		\$0.00
300	Community Improvement			\$0.00		\$0.00
400	NPG			\$0.00		\$0.00
500	Elections			\$0.00		\$0.00
	TOTAL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

NEIGHBORHOOD COUNCIL CERTIFICATION			
We, <u>BRANDON SCHINDELHEIM</u> (Treasurer Name) and <u>BRAD SMITH</u> (Signer Name), declare that we are the Treasurer and Signer, respectively of the <u>GRANADA HILLS SOUTH</u> Neighborhood Council (NC) and that on <u>8/07/14</u> (date adopted), a Brown Act noticed public meeting was held by the <u>GRANADA HILLS SOUTH</u> NC with a quorum of <u>XX</u> (number) board members present and that by a vote of <u>XX</u> (number) yes, <u>XX</u> (number) no, and <u>XX</u> (number) abstentions the <u>GRANADA HILLS SOUTH</u> NC adopted the Monthly Expenditure Report for the month of <u>JULY</u> (month), <u>2014</u> (year).			
Treasurer Signature		Signer's Signature	
Print Name BRANDON SCHINDELHEIM		Print Name BRAD SMITH	
Date 8/7/2014		Date 8/7/2014	
NC Additional Comments			



Department of NEIGHBORHOOD EMPOWERMENT

200 N. Spring Street, 20th FL, Los Angeles, CA 90012 • (213) 978-1551 or Toll-Free 3-1-1

E-mail: NCSupport@lacity.org www.EmpowerLA.org



Neighborhood Council Outreach Survey for Fiscal Year 2014-2015

Neighborhood Council Name: _____

No changes from Fiscal Year 2013-2014 Yes, see changes below.

Name and contact for your Outreach Committee Chair: _____

Email _____ Phone _____

Digital Tools:

Does your Council have: a website? yes / no
If yes, please give us your website address: _____
if so, does it link to EmpowerLA? yes / no

Does your Council have: a Facebook Account? yes / no
If yes, please give us your Facebook url: _____
if so, do you utilize the events feature? yes / no

Does your Council have: a Twitter Account? yes / no
If yes, please give us your Twitter url: _____
Do you utilize hashtags with Twitter? yes / no
If yes, what hashtags does your Council use for Twitter? _____

Does your Council have: a YouTube Account? yes / no
If yes, please give us your YouTube URL: _____
if so, do you create Council videos? yes / no

Does your Council have: a database of Stakeholders? yes / no
an email newsletter campaign? yes / no
an email newsletter service? yes / no
if so, what company? _____

Does your Council have: a virtual phone line? yes / no
if so, what company? _____

Does your Council have: a virtual fax line? yes / no
if so, what company? _____

Neighborhood Council Outreach Survey

Print Materials:

Does your Council have: business cards for Boardmembers? yes / no
business cards with general information? yes / no
a print newsletter campaign? yes / no
a brochure? yes / no

Does your Council have: letterhead? yes / no
templates for newsletters, brochures, flyers? yes / no
branded materials (fridge magnets, bookmarks,...) yes / no
If Yes, please list branded materials: _____

Calendar:

Does your Council use: an online Calendar? yes / no
If yes, what Calendar service do you use? _____

Does your Council use: Community Bulletin Boards? yes / no

Partners:

Does your Council maintain working relationships with other organizations? (CPAB, Homeowners and Residential Associations, Chambers of Commerce, Library, Local Parent/Teacher Associations, Cultural Organizations, Community Theatre, Churches/Synagogues, Social Services/Food Banks, Historical Associations,...) yes / no

If so, what are the organizations? _____

Media:

Does your Council have: Local Media Contacts? yes / no Press Release Templates? yes / no a media strategy? yes / no
no Contacts with local print media? yes / no Contacts with local digital media? yes / no a local media advertising
strategy? yes / no

Street Presence:

Does your Council advertise: Bus Stop Shelters yes / no Bus Benches yes / no Street Light Banners yes / no
Sanitation Trucks yes / no A-Frames yes / no Yard Signs yes / no

What is your Council's most effective tool for engaging the public and keeping them informed?

What is your Council's greatest opportunity for improving its outreach and for reaching the public and engaging
them in the Neighborhood Council's activities?

Neighborhood Council Outreach Survey for Fiscal Year 2014-2015

Neighborhood Council Name: **GRANADA HILLS SOUTH NEIGHBORHOOD COUNCIL**

No changes from Fiscal Year 2013-2014 x Yes, see changes below.

Name and contact for your Outreach Committee Chair: Jim Summers

Email jsummers@ghsnc.org Phone 818-217-0511

Digital Tools:

Does your Council have: a website? *yes* / no

If yes, please give us your website address: www.ghsnc.org

if so, does it link to EmpowerLA? *yes* / no

Does your Council have: a Facebook Account? *yes* / no

If yes, please give us your Facebook url: https://www.facebook.com/ghsnc

if so, do you utilize the events feature? *yes* / no

Does your Council have: a Twitter Account? *yes* / no

If yes, please give us your Twitter url: https://twitter.com/GHSouthNC

Do you utilize hashtags with Twitter? *yes* / no

If yes, what hashtags does your Council use for Twitter? n/a

Does your Council have: a YouTube Account? *yes* / *no*

If yes, please give us your YouTube URL: _____

if so, do you create Council videos? *yes* / *no*

Does your Council have: a database of Stakeholders? *yes* / no

an email newsletter campaign? *yes* / no

an email newsletter service? *yes* / no

if so, what company? Mailchimp

Does your Council have: a virtual phone line? *yes* / no

if so, what company? n/a

Does your Council have: a virtual fax line? *yes* / *no*

if so, what company? _____

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Neighborhood Council Outreach Survey

Print Materials:

Does your Council have: business cards for Boardmembers? *yes* / no

business cards with general information? *yes* / no

a print newsletter campaign? *yes* / no

a brochure? *yes* / no

Does your Council have: letterhead? *yes* / no

templates for newsletters, brochures, flyers? *yes* / no

branded materials (fridge magnets, bookmarks,...) *yes* / no

If Yes, please list branded materials: *Multiple – shopping bags, pens, bag clips, etc.*

Calendar:

Does your Council use: an online Calendar? *yes* / no

If yes, what Calendar service do you use? *See website*

Does your Council use: Community Bulletin Boards? *yes* / no

Partners:

Does your Council maintain working relationships with other organizations? (CPAB, Homeowners and Residential Associations, Chambers of Commerce, Library, Local Parent/Teacher Associations, Cultural Organizations, Community Theatre, Churches/Synagogues, Social Services/Food Banks, Historical Associations,...) *yes* / no

If so, what are the organizations? *All of the above*

Media:

Does your Council have: Local Media Contacts? *yes* / no Press Release Templates? *yes* / no a media strategy? *yes* / no Contacts with local print media? *yes* / no Contacts with local digital media? *yes* / no a local media advertising strategy? *yes* / no

Street Presence:

Does your Council advertise: Bus Stop Shelters yes / no Bus Benches *yes* / no Street Light Banners *yes* / no

Sanitation Trucks yes / *no* A-Frames yes / *no* Yard Signs *yes* / no

What is your Council's most effective tool for engaging the public and keeping them informed?

Multiple approaches, including person-to-person outreach, community events, board committee and general meetings, e-mail and ENS service, annual/semi-annual newsletter and similar mailings.

What is your Council's greatest opportunity for improving its outreach and for reaching the public and engaging them in the Neighborhood Council's activities?

All of the above

DRAFT



Neighborhood Council Self-Assessment Form for Fiscal Year 2013-2014

Neighborhood Council Name: _____

What was the BIG Vision(s) for your Council? _____

What were the BIG Goals for fulfilling your Vision?

1. _____

Did your Council meet this goal? Yes No – Why? _____

2. _____

Did your Council meet this goal? Yes No – Why? _____

3. _____

Did your Council meet this goal? Yes No – Why? _____

4. _____

Did your Council meet this goal? Yes No – Why? _____

5. _____

Did your Council meet this goal? Yes No – Why? _____

How did you measure your BIG Score and what were the results? Please be specific with numbers if the measurement was to increase a number, e.g. increase web traffic (from how many hits to how many?) or more people at meetings (from how many people to how many?)

Measure: _____

Result: _____

Measure: _____

Result: _____

Measure: _____

Result: _____

Measure: _____

Result: _____

Measure: _____

Result: _____

How did your BIG Budget match up to your goals?

Outreach: Budgeted:\$ _____ Spent:\$ _____

Operations: Budgeted:\$ _____ Spent:\$ _____

Neighborhood Purpose Grants: Budgeted:\$ _____ Spent:\$ _____

Neighborhood Improvements: Budgeted:\$ _____ Spent:\$ _____

Elections/Selections: Budgeted:\$ _____ Spent:\$ _____

Budgeted Total:\$ 37,000 Actual Amount Spent:\$ _____

When did your Council do the majority of the spending?

First quarter (July – Sept):\$ _____ Second quarter (October – December):\$ _____

Third quarter (January – March):\$ _____ Fourth quarter (April – June):\$ _____

Other important metrics the Department is measuring citywide from July 1, 2013 - June 30, 2014, which should be included in your Big Score next year:

How many Community Impact Statements did your Council file? _____ None. Why? _____

How many Requests for Action* (not including Community Impact Statements) from your electeds or City Departments did your Council make? _____ None. Why? _____

*A Request for Action is when the board makes a recommendation on an issue that must be conveyed to your electeds or City Departments to take further action, e.g. Neighborhood Council position on a land use issue or other City matter.

How many general and special meetings did your Council conduct? _____ Committee meetings? _____

How many events did your Council collaborate with electeds and/or City Departments to conduct? _____

Please list the event and the elected and/or City Departments involved.

How many events did your Council collaborate with a community group or non-profit? _____ Schools? _____

Please list the event and the community group, non-profit or school.

How many stakeholders did your Council have in its database (if not already listed in the Big Score above):

on July 1, 2013 _____ and on June 30, 2014 _____

do not have a stakeholder database

How many times did your Council communicate with its stakeholder database? _____ times every month year

Thank you for taking the time to complete this Neighborhood Council Self-Assessment Form!

Neighborhood Council Self-Assessment Form for Fiscal Year 2013-2014

Neighborhood Council Name: *Granada Hills South Neighborhood Council*

What was the BIG Vision(s) for your Council? *We want to improve our schools, streets, and neighborhoods to related to the look, safety, value, and businesses of the stakeholders. (Note: Taken from 2013 document)*

What were the BIG Goals for fulfilling your Vision?

1. Improve schools

Did your Council meet this goal? X Yes No – Why?

2. Improve streets

Did your Council meet this goal? X Yes No – Why?

3. Improve business district

Did your Council meet this goal? X Yes No – Why?

4. Improve outreach

Did your Council meet this goal? X Yes No – Why?

5. Improve safety

Did your Council meet this goal? X Yes No – Why?

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How did you measure your BIG Score and what were the results? Please be specific with numbers if the measurement was to increase a number, e.g. increase web traffic (from how many hits to how many?) or more people at meetings (from how many people to how many?)

Measure: *1. Improve schools*

Result: *Multiple NPGs were provided to local public schools*

Measure: *2. Improve streets*

Result: *Efforts were made to support improving streets in Granada Hills, especially the installation of the new traffic safety/crosswalk signal at Yarmouth Street and Chatsworth, in cooperation with CD 12*

Measure: *3. Improve business district*

Result: *See 2, above*

Measure: 4. [Improve outreach](#)

Result: [Published and mailed annual newsletter; increased and improved use of website, ENS, e-mail system, etc. Purchased and installed street display banners.](#)

Measure: 5. [Improve safety](#)

Result: [Supported installation of new crosswalk safety lights at Yarmouth and Chatsworth Street; also mounted community-wide improvement/replacement of Neighborhood Watch signs through Granada Hills; also supported Disaster Preparedness Fair.](#)

How did your BIG Budget match up to your goals?

Outreach: Budgeted:\$ 13,000 Spent:\$ same

Operations: Budgeted:\$ 1600 Spent:\$ same

Neighborhood Purpose Grants: Budgeted:\$ 18,400 Spent:\$ same

Neighborhood Improvements: Budgeted:\$ Included in NPGs Spent:\$ same

Elections/Selections: Budgeted:\$ 4000 Spent:\$ same

Budgeted Total:\$ 37,000 Actual Amount Spent:\$ ~37,000

When did your Council do the majority of the spending?

First quarter (July – Sept):\$ ~30 percent Second quarter (October – December):\$ ~30 percent

Third quarter (January – March):\$ ~30 percent Fourth quarter (April – June):\$ ~10 percent

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Other important metrics the Department is measuring citywide from July 1, 2013 - June 30, 2014, which should be included in your Big Score next year:

How many Community Impact Statements did your Council file? n/a None. Why? Data unavailable to this officer.

How many Requests for Action* (not including Community Impact Statements) from your electeds or City Departments did your Council make? n/a. Why? Data unavailable to this officer.

*A Request for Action is when the board makes a recommendation on an issue that must be conveyed to your electeds or City Departments to take further action, e.g. Neighborhood Council position on a land use issue or other City matter.

How many general and special meetings did your Council conduct? ~12 Committee meetings? ~24

How many events did your Council collaborate with electeds and/or City Departments to conduct?

Multiple

Please list the event and the elected and/or City Departments involved.

Granada Hills Recreation Center – summer movie night, spring children’s event, fall children’s event (Recreation and Parks); Granada Hills Holiday Parade (CD 12); North Valley Preparedness Fair (LAFD); Citrus Sunday Food Drive (CD 12);

How many events did your Council collaborate with a community group or non-profit? Schools? Multiple

Please list the event and the community group, non-profit or school. See all events listed above, especially the Holiday Parade, which has significant non-profit agency involvement; also supported Granada Hills Rotary and Improvement Association regarding Granada Hills Veterans’ Triangle; Granada Hills High School; Valley Academy of Arts and Sciences High School; Patrick Henry Middle School (all LAUSD)

How many stakeholders did your Council have in its database (if not already listed in the Big Score above): on July 1, 2013 n/a and on June 30, 2014 n/a do not have a stakeholder database

How many times did your Council communicate with its stakeholder database? Multiple times every X month year

Note: Since the GHSNC was certified by the city in 2007, the Council has provided more than \$104,000 in funding for public benefit projects; this total is roughly 50 percent of the funding the Council has received in the period 2007-2013. Projects and institutions that have received funding for specific public benefit projects include:

- Granada Hills Community Events (Holiday Parade, Street Fair, Tree Lighting) - \$33,500
- Granada Hills Veteran’s Park (“Triangle”) Improvements and Maintenance - \$11,200
- Granada Hills High School - \$11,000
- Valley Academy of Arts & Sciences (high school) – \$5,000
- Granada Elementary School - \$5,000
- Tulsa Elementary School - \$5,000
- West Valley Alliance (graffiti removal) - \$5,000
- Granada Hills Library (Friends of the Library) – \$4,500
- Granada Hills Recreation Center (Petit Park) - \$3,200
- George K. Porter Middle School - \$3,000
- Patrick Henry Middle School - \$3,000
- Valley Interfaith Council (food drives) – \$2,650
- Los Angeles Police Department (Devonshire SOLID, etc.) – \$2,500
- John F. Kennedy High School – \$1,500
- Haskell Elementary School - \$1,500
- Kiwanis Club of Northridge (Veteran’s and Memorial Day holiday activities) - \$900
- North Valley YMCA (food drives) - \$350

Thank you for taking the time to complete this Neighborhood Council Self-Assessment Form!



Neighborhood Council Strategic Plan for Fiscal Year 2014-2015

Neighborhood Council Name: _____

The BIG Vision: A clear statement of what you will do to fulfill your mission in the upcoming year. Imagine a year from now, when the headline in your local paper announces your success, what do you want the headline to say? Vision should be consistent with the City Charter mandate "To promote more citizen participation in government and make government more responsive to local needs."

Example: The XXNC wins the EmpowerLA Aware for Outreach! Or Neighborhood Council draws more voters than Citywide Municipal race!

The BIG Goals: Break the Vision down into achievable goals that are steps in fulfilling your vision. **New for this year –** Two of your BIG Goals must include how your Neighborhood Council will outreach to your stakeholders.

Example:

- 1) Develop and Implement a digital presence that includes upgrading the website, incorporating an online calendar, complementing it with a social media strategy, and supporting it all with an email newsletter.
- 2) Development and Distribute print materials, including business cards, brochures, and resource guides, that promote the Neighborhood Council and connect with stakeholders.
- 3) Survey the community and establish partnerships with other community organizations such as service providers, volunteer groups, and neighborhood watches, in order to share networks.
- 4) Participate in public events, implementing a booth strategy that engages stakeholders.

The BIG Solutions: Anticipate the challenges or obstacles that you will encounter and incorporate the solutions in your plan.

Example:

- 1) We're not tech savvy so where do we go? Solution - Survey the surrounding Neighborhood Councils and share strategies with other successful councils.
- 2) We don't know the other organizations and groups. Solution - Find the people that do and enlist their support (real estate agents, non-profits, Council office, local principal, etc.)
- 3) Look at the tools in our Outreach Plan template. What tools do you have and what would like to have?
- 4) These things cost money! Solution - Break it down and budget for your goals. Budget for the outreach materials that are part of your booth strategy and also the tools for public events (canopy, table, outreach materials, etc.)

The BIG Budget: Use the Neighborhood Council Budget template to help you categorize your expenditures based on your vision, goal and solutions.

- 1) Outreach \$ _____
- 2) Operations \$ _____
- 3) Neighborhood Purpose Grants (NPGs) \$ _____
- 4) Neighborhood Improvements \$ _____
- 5) Recurring Monthly Expenditures \$ _____
- 6) Selection \$ _____ (add this in if your Neighborhood Council is having a selection this year)

Neighborhood Council Strategic Plan

The Neighborhood Council yearly allocation for Fiscal Year 2014/2015 is \$37,000. While there are no set criteria for how much a Neighborhood Council should spend in each area, remember that the mission for Neighborhood Councils: “increase citizen participation and make government more responsible to local needs.” Are your funding expenditures doing that? While you can give NPGs out to the community, don’t forget to set aside funds to increase community awareness of what is going on with City electeds and departments so you can bring community members’ concerns back to the City government.

Remember - Budgets can always be adjusted during the year with a Board vote so changes are easily made if necessary. Also, unless you’ve planned a big project, don’t wait until the last month of the fiscal year to frantically spend down the funds. The strategic plan is to help your Neighborhood Council see when and where funds should be spent the entire year.

The BIG Score: Measure your progress and your final performance with these performance metrics. Evaluate your journey based on results that are specific, measurable and meaningful!

Example:

- 1) **Website** - measure traffic and set a specific goal number to increase traffic to your website
- 2) **Contacts** - count the # of people on your email distribution and set a specific goal number to increase your contacts
- 3) **Meetings** - look at the crowd and count your stakeholders and set a specific goal number to increase the crowd
- 4) **Public Events** - how many do you do and what is the result. Set a special goal number to increase your public events
- 5) **Partners** - make a list of organizations in your network and set a specific goal number to increase your partners

New for the Big Score for Fiscal Year 2014-2015 – include these citywide performance metrics measures for Neighborhood Councils so we can see Neighborhood Councils Big Impact on Los Angeles! Remember set specific, measurable and meaningful goals.

- 1) **Community Impact Statements** – Our Neighborhood Council will file ____ (insert a number) Community Impact Statements this year.
- 2) **Requests for Action** – Our Neighborhood Council will file ____ (insert a number) Request for Action to our elected and City departments this year. This number should not include Community Impact Statements.
- 3) **Meetings** – Our Neighborhood Council will conduct ____ (insert a number) general board meetings and ____ committee meetings this year. You can specify the type of committee meetings, too!
- 4) **Collaborations** – Our Neighborhood Council will collaborate on ____ (insert a number) events with ____ Electeds, ____ City Departments, ____ Community Organizations or Non-profits and ____ Schools. You can be more specific and name the collaborators, too!
- 5) **Stakeholders** – Our Neighborhood Council will increase our stakeholder database from _____ to _____ this year.
- 6) **Communication** – Our Neighborhood Councils will contact our stakeholders _____ times every month year about what’s going on with the Neighborhood Council and the City.

A year from now, ask the same questions and count the same measurables and evaluate your success. We’ll be following up, too, to see how you did.

The BIG Reminder: Align your behavior with your Vision. Everything you do should be advancing you toward your Vision. If something you are doing is not aligned, it is a potential obstacle or challenge that will interfere with your goals.

At every turn, ask “Does this promote more citizen participation in government and make government more responsive to local needs.” If the answer is yes, then you are bringing your Vision to life!

Neighborhood Council Strategic Plan for Fiscal Year 2014-2015

Neighborhood Council Name: **GRANADA HILLS SOUTH NEIGHBORHOOD COUNCIL**

The BIG Vision: A clear statement of what you will do to fulfill your mission in the upcoming year. Imagine a year from now, when the headline in your local paper announces your success, what do you want the headline to say? Vision should be consistent with the City Charter mandate "To promote more citizen participation in government and make government more responsive to local needs."

Example: The XXNC wins the EmpowerLA Aware for Outreach! Or Neighborhood Council draws more voters than Citywide Municipal race!

We want to improve our schools, streets, and neighborhoods to related to the look, safety, value, and businesses of the stakeholders. (Note: Taken from 2013 document)

The OBJECTIVES of the Neighborhood Council are to:

- 1. Promote good planning and land use, fair taxation, representative government and the general welfare of the community of Granada Hills ("Community");*
- 2. Provide an inclusive open forum for the discussion, deliberation and collaboration of Community issues;*
- 3. Act as an advocate for the Community on issues with government agencies and other organizations;*
- 4. Collaborate with other organizations within the Community to help them in accomplishing their goals which the Neighborhood Council determines to support and are consistent with these Bylaws; and*
- 5. Monitor the delivery and enforcement of city services within our boundary area. (Note: Taken from Article II of the GHSNC Bylaws)*

The BIG Goals: Break the Vision down into achievable goals that are steps in fulfilling your vision. New for this year – Two of your BIG Goals must include how your Neighborhood Council will outreach to your stakeholders.

Example:

- 1) Develop and Implement a digital presence that includes upgrading the website, incorporating an online calendar, complementing it with a social media strategy, and supporting it all with an email newsletter.*
- 2) Development and Distribute print materials, including business cards, brochures, and resource guides, that promote the Neighborhood Council and connect with stakeholders.*
- 3) Survey the community and establish partnerships with other community organizations such as service providers, volunteer groups, and neighborhood watches, in order to share networks.*
- 4) Participate in public events, implementing a booth strategy that engages stakeholders.*

The BIG Solutions: Anticipate the challenges or obstacles that you will encounter and incorporate the solutions in your plan.

Example:

- 1) We're not tech savvy so where do we go? Solution - Survey the surrounding Neighborhood Councils and share strategies with other successful councils.*

2) We don't know the other organizations and groups. Solution - Find the people that do and enlist their support (real estate agents, non-profits, Council office, local principal, etc.)

3) Look at the tools in our Outreach Plan template. What tools do you have and what would like to have?

4) These things cost money! Solution - Break it down and budget for your goals. Budget for the outreach materials that are part of your booth strategy and also the tools for public events (canopy, table, outreach materials, etc.)

The BIG Budget: Use the Neighborhood Council Budget template to help you categorize your expenditures based on your vision, goal and solutions.

1) Outreach \$ 17,100

2) Operations \$ 11,300

3) Neighborhood Purpose Grants (NPGs) \$ 8,600

4) Neighborhood Improvements \$ included in 3, above

5) Recurring Monthly Expenditures \$ included in 2, above

6) Selection \$ n/a (add this in if your Neighborhood Council is having a selection this year)

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Neighborhood Council Strategic Plan

The Neighborhood Council yearly allocation for Fiscal Year 2014/2015 is \$37,000. While there are no set criteria for how much a Neighborhood Council should spend in each area, remember that the mission for Neighborhood Councils: "increase citizen participation and make government more responsible to local needs." Are your funding expenditures doing that? While you can give NPGs out to the community, don't forget to set aside funds to increase community awareness of what is going on with City electeds and departments so you can bring community members' concerns back to the City government.

Remember - Budgets can always be adjusted during the year with a Board vote so changes are easily made if necessary. Also, unless you've planned a big project, don't wait until the last month of the fiscal year to frantically spend down the funds. The strategic plan is to help your Neighborhood Council see when and where funds should be spent the entire year.

The BIG Score: Measure your progress and your final performance with these performance metrics. Evaluate your journey based on results that are specific, measurable and meaningful!

Example:

1) Website - measure traffic and set a specific goal number to increase traffic to our website – 10 percent

2) Contacts - count the # of people on our email distribution and set a specific goal number to increase your contacts – 10 percent

3) Meetings - look at the crowd and count our stakeholders and set a specific goal number to increase the crowd – 10 percent

4) Public Events - how many do we do and what is the result. Set a special goal number to increase your public events – 10 percent

5) Partners - make a list of organizations in your network and set a specific goal number to increase your partners – 10 percent

New for the Big Score for Fiscal Year 2014-2015 – include these citywide performance metrics measures for Neighborhood Councils so we can see Neighborhood Councils Big Impact on Los Angeles! Remember set specific, measurable and meaningful goals.

1) Community Impact Statements – Our Neighborhood Council will file 3 (insert a number) Community Impact Statements this year.

2) Requests for Action – Our Neighborhood Council will file 3 (insert a number) Request for Action to our elected and City departments this year. This number should not include Community Impact Statements.

3) Meetings – Our Neighborhood Council will conduct 12 (insert a number) general board meetings and ~24 committee meetings this year. You can specify the type of committee meetings, too!

4) Collaborations – Our Neighborhood Council will collaborate on 3 (insert a number) events with Y Electeds, Y City Departments, Y Community Organizations or Non-profits and Y Schools. You can be more specific and name the collaborators, too!

5) Stakeholders – Our Neighborhood Council will increase our stakeholder database from ~1000 to ~2000 this year.

6) Communication – Our Neighborhood Councils will contact our stakeholders ~1 times every X month year about what’s going on with the Neighborhood Council and the City.

A year from now, ask the same questions and count the same measurables and evaluate your success. We’ll be following up, too, to see how you did.

The BIG Reminder: Align your behavior with your Vision. Everything you do should be advancing you toward your Vision. If something you are doing is not aligned, it is a potential obstacle or challenge that will interfere with your goals.

At every turn, ask “Does this promote more citizen participation in government and make government more responsive to local needs.” If the answer is yes, then you are bringing your Vision to life

Neighborhood Council Name	Granada Hills South
Outreach Committee active?	yes
Website	www.ghsnc.org
Facebook	https://www.facebook.com/ghsnc?ref=stream&hc_location=timeline
Twitter	https://twitter.com/intent/tweet?text=Video%3A+Aliso+Canyon+Park+Grand+Opening&url=http%3A%2F%2Fghsnc.org%2F2013%2F05%2Fvideo-aliso-canyon-park-grand-opening%2F
YouTube	N/A
Database of Stakeholder	yes
Email Campaign	MailChimp
Email Newsletter Template	yes
Do you have the following	Print newsletter template, Brochure template, Flyer template, Business Cards, Letterhead
Do you have the following	calendar on our website
Who are your Community Partners?	Chamber of Commerce, Schools
Do you have the following	
Do you have the following	Street Banners

Neighborhood Council Name:

Granada Hills south

The BIG Vision:

We want to improve our schools, streets, and neighborhoods to related to the look, safety, value, and businesses of the stakeholders.

The BIG Goals:

1. Improve schools
2. Improve streets
3. Improve business district
4. Improve outreach
5. Improve safety

The BIG Solutions:

1. Provide financial support to schools
2. Newsletter to outreach
3. Provide support for community events for outreach
4. Provide financial support for the business district
5. Provide awareness for safety classes like CERT.

1) Outreach \$	13000
2) Operations \$	1600
3) Neighborhood Purpose Grants (NPGs) \$	18400
4) Neighborhood Improvements \$	0
5) Elections/Selections \$	4000

Outreach - Newsletter \$4,000.

Outreach - Website \$2,500.

Schools/NPGs - \$18,400.

Operations - Storage Locker \$600.

Outreach - Elections \$4,000.

The BIG Score:

Additional Vision