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Issam Najm, President; Susan Gorman-Chang, Vice President; Gabriel Khanlian, Secretary; Andrew Krowne, Treasurer; David Balen, Signer; Jason Hector; Alex Kim; Becky Leveque; Jennifer Milbauer; Asaad Alnajjar

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**Porter Ranch Neighborhood Council (PRNC)  
Beautification Committee  
Draft Minutes**

**Alex Kim, Chair (Board Member), Lori Kalman, Co-Chair (Stakeholder),  
Pete Heidenfelder, President (Stakeholder), Gabriel Khanlian, Vice President (Board Member),  
Jason Hector, Secretary (Board Member)**

**Tuesday, June 27, 2017 at 6:30 pm  
Porter Ranch Community School Library  
12450 Mason Ave. Porter Ranch, Ca 91326  
Porter Ranch Community School Library which is adjacent to the Auditorium and  
the school is located on Mason and Sesnon**

1. Alex Called the meeting to order at 6:31pm
2. Alex welcomed all 5 members as well as 2 stakeholders
3. Lori made a motion to Approve May 23, 2017 minutes. Alex seconded it and motion passed unanimously.
4. Discussion and possible funding recommendation for educating stakeholders on 311 and / or property owner's maintenance responsibility. –  
Alex stated that there are about 200 homes that are not taking care of weed abatement. Jason said not including HOAs. Gabriel suggested that we should educate everyone regarding 311. Jason explained how 311 works. Issues are what one can post on 311 and what category. Trees, stump removal, broken sidewalks, weeds and general street inspections can be posted as well as weed abatement on private parcels. Gabriel suggests placing more pressure on Councilmember Englanders office. Alex suggested setting up a meeting with his office. Jason suggested to ask Englanders office to make mailers but Lori stated that if she received mail, the chances are that she will not look at it and will be considered junk even if from Englanders office. Jason stated that we are here as a board to make decisions and not to go door to door to pass out fliers. He asked if anyone knows private services to send out the mailers. We should engage a company and Englander to pass send them out. Gabriel suggested bulk usps mail. Alex said we need to make all approaches. Peter suggested buying a list and Jason stated he will look into. Gabriel suggested that bulk mailers do not need addresses as if we hire the post office, they can pass it out to all the homes. Jason presented a list of items that can be posted on 311 and Alex suggested that it should be posted on the PRNC webpage. Lori stated that we probably should do both. Lori suggested that we should find a stakeholder or maybe Vicki to design a flier with 311 info and more attractive pictures to capture stakeholders attention presenting 311. Lori said that we have a few seconds to capture ones attention otherwise it will be tossed. Alex suggested that we should use the PRNC database to mail them out while Jason stated that old board did not give us the database but Wendy might have it. Jason suggested we build a new database and Gabriel agreed that we should do a mailer to all 91326 residents. Jason asked Lori to contact Englanders office to set up a meeting to discuss ideas and mailers CD12 can help mail out. Discussion was made to set a meeting mid August or

beginning September. Alex stated that we should make a list of everything that is needed including stump removals and etc and present everything all at once. He stated that CD12 has the funds and we should propose all the ideas as PRNC can maybe afford \$3000 and project for the trees might cost over \$50,000. Englander and Colin did agree to assist in a previous meeting and we should combine a request from Urban Forestry as well as they also have a budget.

5. Discussion and possible recommendation for completion of pending stump removal and sidewalk repair requests in Porter Ranch. – Lori stated that we started the discussion in Item 4. Gabriel suggested that dead trees need to be removed before there are fires. Jason stated that we should talk about the dead trees along with stumps. He stated that the city will not remove dead trees unless they fall. Gabriel asked if dead trees are same as burned trees from the Sesnon fire. Jason said that burned trees should be reported to Recs and Parks. They should be posted on Recs and Parks site.
6. General Public Comments- Comments from the public on non-agenda items within the Committee’s jurisdiction. Time limit: 2 minutes per speaker. – Ester stated that she is focused on the weed cleanup. Jason stated that the board approved \$3000 to do a cleanup. Peter is in contact with the cleanup crew that was hired and will make sure cleanup is done to expectation. Ester stated that the \$3000 only covers 1 time cleanup. What about the future. Jason stated that it will be discussed later regarding budget and costs to do future cleanups. Jason said let the first cleanup go and we can have another discussion after cleanup plays out. Jason said let’s keep posting tree stumps and brush on 311 and see what happens. Lori suggested to start a drop box where anyone who reports trees and stumps with pictures to have records of what is getting reported. Jason stated that Rinaldi is bad but he does see Cal Trans cleaning but they only take care of the brush by the freeway and off and on ramps. He said Cal Trans does a great job.
7. Discussion and possible recommendation for utilizing Castlebay school for town hall and committee meetings and continued discussion and planning town hall event. – Lori stated that the principle is no longer there. LAUSD rotated principles and we do not know who the new principle will be. She agreed that we should have a townhall. Jason asked Gabriel if the application that was filed by Issam covered only PRCS or Castebay as well. Gabriel stated that the application to use the school was only for PRCS. Jason stated that we should apply for Castlebay as well. Jason wants to know when the townhall should be. Discussion was made to ask Issam to file an application for Castlebay to hold Beautification meetings. Jason said September or October might be a good time to hold the townhall. Alex stated that we should invite all the divisions especially Kevin James. Gabriel suggested that Safety meeting and Beautification should hold the townhall meeting together to get more stakeholders to attend as both issues are very important and are huge concerns to the community. People who have concerns regarding weeds will show up as well as stakeholders that have concerns regarding crime. Jason said we can have a 3 hour townhall. 1.5 hours for each committee. Gabriel stated that detectives he has spoken to, Captain Lium and the SLO’s should be invited to the townhall. Jason suggested that Recs and Parks should definitely be invited. Ester stated that it is very important to have police attend as issues are very active on Nextdoor. Lori stated that we should invite Cal Trans. Gabriel suggested inviting Councilmember Englander. Lori asked if we should invite the fire department. Jason said urban forestry should be invited. Jason said maybe we should invite Street Services as well. We need to hit all the main points at the meetings. We will have speaker cards and offer stakeholders to ask questions they have as well as dedicate some time after the meeting for stakeholders to ask questions one on one with agencies. Gabriel suggested that Fire Department should be at the townhall and discuss weed abatement.



Jason wants the townhall to be video taped and we should post it on our webpage. He will look into costs. Discussion was made regarding potential costs of the townhall and about \$500 was estimated plus camera man. Jason made a motion to make a motion to PRNC to hold a Beautification townhall meeting in October, not to exceed \$1000 including food, fliers and video taping at a place to be determined. Pete seconded it. Motion passed unanimously.

8. Discussion and possible revision of \$15,000 funding recommendation for 2017/18 fiscal year budget for tree care, clean up and/or planting events. Jason wants to do regular cleaning 2-3 times a year. Pete stated at least once a year. Alex said we should dedicate about \$5000 for weed cleaning. Lori stated that previous estimate for complete Porter Ranch cleanup was about \$5600. Gabriel suggested that we should request \$6000 to cover the complete uncleaned areas. Alex suggested that we should dedicate about \$5000 for stump removal. Jason stated that an average stump removal will cost about \$600-1000. The stump removal budget was increased to \$6000. Lori stated we need a budget for another street cleaning event as Jason said Townhall too. Alex stated that including food and other expenses, \$3000 would cover all expenses. Jason added that we need about \$1000 for fliers, printouts, and mailers. Gabriel stated that mailing about 1000 fliers will cost about 400\$. Jason said we need about \$2000 for Earthday event. A total budget needed totaled \$18,000. Lori made an amended motion for \$18,000 and Jason seconded it. Motion passed unanimously.
9. Board member comments. – Alex said that it is very important that the board meets with CD12 because the new city budget came in and we should request what we need. Jason said that sidewalk repairs are very important and needs to be done. He stated that we should list top 10 sidewalks that need to be repaired. We can enter them on 311 as well ask Mr Collin to escalate them. Pete stated that there is a master association in Porter Ranch that cover 8 hoas, 2262 homes that pay \$42 per house and they collect \$95000 a month for cleaning. Gabriel asked what \$42 most of us pay monthly is for. Pete said they trim edges and cut the weeds. A discussion was made regarding adopting a median and watering commitments.
10. Meeting adjourned at 8:12pm

## Guide to MyLA 311 Service Requests

1. Bulky Items--Pick up your own items or abandoned items.
2. Graffiti Removal--(put location and removal method)
3. Service Not Complete
4. Street lighting--Light out, vandalism or other damage (tree trimming)
5. Metal/Household Appliances--Like bulky item pick up
6. Illegal Dumping Pickup--Bulky items, electronic waste, appliances, or I'm not sure)
7. Electronic Waste
8. Dead Animal Removal
9. Homeless Encampment
10. Pothole - Small Asphalt Repair

### Trees and Weeds

1. Street Tree inspection (Stump removal, diseased or infested, removal, stakes or Tree wells)
2. Tree wells (Remove well cover, open well, remove well cover, root sprouts, other)
3. Overgrown vegetation--(Alley, Gated Alley, Parkway, Sidewalk or Street) Public right of way.
4. Median Island Maintenance--(Broken sprinklers, debris, under or over watering, weeds)

### Streets and Parkways

1. Curb / Sidewalk repair--Broken or uneven
2. General Street Inspection--(Access Ramp, Metal Plates, Oil Spill, Water blowout, etc.)
3. Weed Abatement for Pvt Parcels--Put location and photo
4. Street sweeping--Non-posted street or Posted No Parking Route
5. Illegal Sign Removal--(Put sign type and location)
6. Leaf Blower Violation--Alley, Gated Alley or Sidewalk