

CITY OF LOS ANGELES

**SYLMAR NEIGHBORHOOD COUNCIL  
EXECUTIVE OFFICERS**

PRESIDENT: Don Neal  
VICE-PRESIDENTS: George Ortega  
and Kristin Mills  
TREASURER: Chris Shows  
PUBLIC RELATIONS: Jose Oliva



**SYLMAR NEIGHBORHOOD COUNCIL**

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Minutes of the  
**SYLMAR NEIGHBORHOOD COUNCIL (SNC)  
GENERAL BOARD MEETING  
Thursday, November 21, 2013**

at Sylmar Park Recreation Center, 13109 Borden Ave., Sylmar, CA 91342

SNC (and all other) Meeting Minutes are a summary, not an exact, verbatim, word-for-word transcript of what was said at a Meeting. The only two exceptions to this are the Motions and quotes, which are words that have quotation marks (“”) at the beginning and ending of a word or words. The Minutes were not, are not and are never meant to be a comprehensive record of what was said about an issue or project.

**1. Call to Order and Pledge of Allegiance**

President Don Neal called the meeting to order at 6:38 p.m. The Pledge of Allegiance was said.

**2. Roll Call**

Roll Call was taken by the Secretary. Fourteen of the 19 Board Members were present at the beginning of the Meeting: Ricardo Benitez, Kathy Bloom, Cheri Blose, Laurie Fadness, Ann Job, Sherry Lincoln, Don Neal, Judi Neal, George Ortega, Rubi Ramirez, Patricia Rau, Chris Shows, Roy Smith and Diane Valencia. Deidre Campbell-Jones arrived later. Board Members absent: Derek Martin (excused), Kristin Mills (excused), Jose Oliva (excused) and Chardell Powell (unexcused). The SNC quorum (the minimum number of Board Members needing to be present to take binding votes on Agendized Items) is 11, so the Board could take such votes. Nineteen of the 21 Board Seats were filled. Two Board Seats (Industrial and Retail) were vacant. Also attending: 17 Stakeholders and Guests.

**3. Housekeeping, Speaker Cards and Timekeeper** – Mr. Neal explained this.

**4. Welcome, Introduction, and Announcements by Board Meeting Host.**

The Meeting Host was unavailable at this time.

**5. Approval of the Minutes**

The following corrections to the October 3, 2013 General Board Meeting Minutes were requested:

Page three, Item #10: “Ms. Job volunteered to be an SNC Budget Representative.” should read “The following Board Members volunteered as SNC representatives:

Ann Job and George Ortega, Budget; Diane Valencia, DWP; Don Neal, Legal; and Chris Shows, Public Works.”

Page five, Item #17: “. . . visitors to the SNC Facebook page [<http://www.facebook.com/pages/Sylmar-Neighborhood-Council/157511407613434>] have increased . . .” should read “. . . visitors to the Sylmar Olive Festival Facebook page have increased . . .”

**MOTION** (by Ms. Lincoln, seconded by Mr. Benitez): The Sylmar Neighborhood Council approves the Minutes of its October 3, 2013 General Board Meeting as corrected.

**MOTION to CALL FOR THE QUESTION** (by Mr. Neal); there were no objections.

**MOTION PASSED** unanimously by a hand vote.

It was agreed to TABLE approval of the October 24, 2013 General Board Meeting Minutes.

**6. Public Officials and Community Representatives announcements and presentations.**

Alonzo Menchaca, LAPD Mission Division (north/east of Glenoaks Blvd.) Senior Lead Officer (mobile/text 818-634-0619; office 818-838-9846; 36178@LAPD.LACity.org; [http://www.LAPDOnline.org/Mission\\_Community\\_Police\\_Station](http://www.LAPDOnline.org/Mission_Community_Police_Station)), reported that “crime is down about 3%; the other area is up about 7% . . . violent crime is down 21% . . . we’re having a lot of stolen cars . . . put all your valuables away in your vehicles . . . and lock all your doors and windows . . . our goal is to never hurt [an] animal . . . we try everything possible” including fire extinguishers to control animals when necessary. The Police receive up to 250 party calls per night.

Tania Soto, Area Director for L.A. City District Seven Councilman Felipe Fuentes (818-756-8409; [Tania.Soto@LACity.org](mailto:Tania.Soto@LACity.org); <http://CD7.LACity.org>), invited everyone to a Neighborhood Walk this Saturday with the Councilman. She explained that the DWP will “re-read every meter” because of billing errors; CD7 will call the DWP for you if needed. The Councilman requested the City Controller to audit two DWP non-profit organizations, and made Motions for the DWP to bill monthly instead of every two months and about equestrian crossings. Ms. Soto clarified that “only one medical marijuana shop is allowed . . . in Sylmar.” She encouraged advising them if you know of an illegal marijuana shop. The Councilman met with local School Principals and offered resources including more street lighting and crosswalks.

*Board Member Deidre Campbell-Jones arrived at this time.*

Ms. Soto continued that she will check with Vista Del Sol School about rough walking paths that need sidewalks or repairs. Luis Sanchez of the L.A. Bureau of Sanitation

reminded about “no more plastic bags starting the first of the year . . . in the markets.” It will cost “10 cents per bag for paper bags.” For bulky item and illegal dumping pickup call 3-1-1 or 800-773-2489. Brown bins are available for horse manure pickup.

*Board Member Ricardo Benitez had to leave at this time.*

Mr. Sanchez continued that your call can be anonymous. He will check if free horse manure dumping is available. Jose Sandoval, DONE [L.A. Dept. of Neighborhood Empowerment] IEA (Independent Election Administrator) (JoseS@EmpowerLA.org; mobile 818-984-2133; work 213.978.1551; www.EmpowerLA.org), reminded of the March 8th SNC Election. [See <http://empowerla.org/snc/sylmar-nc-2014-elections> for more Election information.]

#### **7. Board Member community announcements.**

Stakeholder Eugene Hernandez reported that the El Cariso Park “Community Garden is functioning very well . . . there’s still a few plots left . . . Steve List [Sylmar High School Teacher] is assisting . . . The next Meeting is December 18<sup>th</sup> . . . come to see it . . . at the northeast corner of El Cariso Park . . . past the childcare center.” Ms. Bloom noted that “the plots are four feet by 12 feet.”

#### **8. Reports**

Secretary -- The Secretary reported on recent work regarding proposed L.A. County Sediment Placement Sites, public safety, olive picking in the Sylmar area, forwarding land use documents and more.

Treasurer/Budget – Mr. Shows “will have a full update next month on all the expenses since the beginning of the Fiscal Year.”

Land Use -- Mr. Ortega reported that the Committee didn’t meet because there were no items submitted; the next Meeting will be December 9<sup>th</sup>.

Outreach – Mr. Neal reported that SNC Election applications can be submitted beginning December 21<sup>st</sup>. SNC website design and a mobile phone application will be Agendized.

Government Affairs, Public Safety and Services -- Mr. Shows indicated that there was no report.

Equestrian -- Ms. Blöse reported that the Committee met last night and is planning for next year’s “Make Your Horse Count” event. The Committee will meet December 18<sup>th</sup>. Horse crossings signs are being created.

Bylaws -- Mr. Martin was not present and there was no report.

Education – Mr. Neal indicated that there was no report.

President – Mr. Neal reported that “everybody’s up for re-election.”

Ad Hoc Pacoima Dam Sediment Removal – Ms. Valencia reported that Committee Members attended the Devil’s Gate Sediment Removal Meeting.” **[DL CONFIRM: \_\_\_]** a DEIR [Draft Environmental Impact Report] was released. Mr. Ortega spoke with a student interested in the issue; Ms. Valencia will follow up.

Budget Representative – Ms. Job attended the Mayor’s Budget Day; regional Budget Advocates were elected who will report to her and Mr. Ortega.

## **9. Public Comments**

Mr. Hernandez said “we’re trying to unionize Wal-Mart . . . we’re protesting Black Friday” at the Panorama City Wal-Mart. He described extremely low wages of workers in other countries who make products for Wal-Mart. Bart Trevino of the San Fernando Valley Partnership (818-383-0262; BTrevino@SFVP.org) presented to the SNC Land Use Committee; the Partnership wants “support to reduce underage drinking . . . in the community . . . and in the homes.”

## **Old Business**

### **10. Discussion and possible appointment** of 1 additional budget rep, 1 rep each for planning, & transportation.

Mr. Neal asked and Ms. Blöse agreed to be the SNC Planning Representative; Ms. Campbell-Jones agreed to be the Transportation Representative and Mr. Ortega volunteered to assist her.

### **11. Discussion and possible vote** on the NC Elections Stipulations Worksheet for the March SNC election.

Mr. Neal explained the Worksheet. [See the below Motion].

**MOTION** (by Mr. Ortega, seconded by Ms. Fadness): The Sylmar Neighborhood Council approves the Elections Stipulations Worksheet for the SNC Election to be held Saturday, March 8<sup>th</sup>, 10:00 a.m. – 4:00 p.m. at the Sylmar Recreation Center; the backup location may be Sylmar High School. There will not be any vote-by-mail. Voting materials will be in English; Spanish was also requested.

**MOTION PASSED** unanimously by a hand vote.

## **New Business**

### **12. Presentation** by Caltrans representative regarding Foothill Blvd. bicycle lanes between Tyler & Hubbard.

[*This Agenda Item was addressed after Item #15.*] L.A. City Planning Dept. Planners Tim Fremaux (Tim.Fremaux@LACity.org) and Steve Gaur (Steve.Gaur@LACity.org) described “2 ½ miles of roadway” on Foothill Blvd. as “a great opportunity to install bike lanes and for some of the striping . . .” They described three segments of work: “two lanes in the westbound direction and one

lane in the eastbound direction . . . bike lane signs will be added” and there’ll be striping. There will be painted “buffered bike lanes . . . Probably the first quarter of 2014 for implementation . . . They’re not for equestrians.” The vehicle “volumes are low” on that part of Foothill. Ms. Soto indicated that Councilman Fuentes often bicycles on Foothill and supports the bike lanes.

13. **Appointment and vote** [see the below Motion]. Discussion of possibility of adding to Bylaws that the Sylmar NC President and VP of Administration be named as automatic Second and Third signatories.

Mr. Neal explained that the Bylaws would be worded to indicate the position titles, not any individual’s name.

**FUNDING MOTION** (by Ms. Job, seconded by Ms. Campbell-Jones): The Sylmar Neighborhood Council approves a second signatory (the President) and third signatory (the Vice-President of Administration) for the Sylmar Neighborhood Council Purchase Card and Checking accounts. For the time being, Don Neal is the President and George Ortega is the Vice-President of Administration.

**FUNDING MOTION PASSED** unanimously by a roll call vote of the 13 eligible voters present with 10 in favor (“Yes” or “Aye”) ([DL CONFIRM ON DONE WEBSITE: \_\_ TWO WERE INELIGIBLE; BENITEZ AND BLOOM SHOWED NO ETHICS TRAINING, BLOOM SHOWED NO FUNDING TRAINING.] Benitez, Bloom, Blose, Campbell-Jones, Fadness, Job, Judi Neal, Ramirez, Rau, Shows, Smith and Valencia), one opposed (“No” or “Nay”) (Lincoln) and two abstentions (Don Neal and Ortega).

14. **Discussion and possible vote** on Board of Neighborhood Commissioners (BONC) RESOLUTIONS – Each of the following items regarding Neighborhood Council policy shall be voted on separately.

Elections:

A) Mr. Neal explained the below Motion.

**MOTION** (by Mr. Ortega, seconded by Ms. Job): The Sylmar Neighborhood Council supports the following Resolution from the L.A. Board of Neighborhood Commissioners: The Department of Neighborhood Empowerment is to be permanently placed in charge of administering elections for Neighborhood Councils.

**MOTION PASSED** by a hand vote with 13 in favor; Mr. Smith opposed.

Training and Leadership Development:

B) [See the below Motion.]

**MOTION** (by Mr. Ortega, seconded by Ms. Job): The Sylmar Neighborhood Council supports the following Resolution from the L.A. Board of Neighborhood

Commissioners: "Neighborhood Council Board Members be required to complete Ethics, Financial Policy, Sexual Harassment, and ADA Compliance training, and that the Department offer classes including, but not limited to Leadership, City Government Basics, parliamentary procedures, land use, and candidate training."

**DISCUSSION:** Mr. Neal said classes would be optional; "it's not required."

**MOTION to CALL FOR THE QUESTION** (by Mr. Neal); there were no objections.

**MOTION PASSED** by a hand vote with 11 in favor; two opposed; one abstained.

C) [See the below Motion.]

**MOTION** (by Mr. Ortega, seconded by Ms. Campbell-Jones): The Sylmar Neighborhood Council supports the following Resolution from the L.A. Board of Neighborhood Commissioners: "There be a citywide standard period of time from date of seating, not to exceed 90 days, that a Board member will have to pass the required training, and that this be enforced by the Neighborhood Council bylaws, which shall prohibit voting on any matter coming before the Neighborhood Council Board. Inability of any Board Member(s) to vote for failure to timely complete training will not affect quorum."

**MOTION to CALL FOR THE QUESTION** (by Mr. Neal); there were no objections.

**MOTION PASSED** unanimously by a hand vote with all 14 in favor.

Early Notification System:

D) [See the below Motion.]

**MOTION** (by Mr. Ortega, seconded by Ms. Smith): The Sylmar Neighborhood Council supports the following Resolution from the L.A. Board of Neighborhood Commissioners: "An Early Notification System be established by each City department, commission, and the City Council, and its committees to provide Neighborhood Councils with a minimum of 60 days' notice of any proposed action."

**DISCUSSION:** Ms. Job indicated that the Motion is for Neighborhood Councils to have 60 days to provide input.

**MOTION PASSED** by a hand vote; Mr. Ortega abstained.

E) [See the below Motion.]

**MOTION** (by Mr. Ortega, seconded by Ms. Smith): The Sylmar Neighborhood Council supports the following Resolution from the L.A. Board of Neighborhood Commissioners: "For any proposed ballot measure or ordinance, Neighborhood Councils must receive at least 60 days' notice."

**MOTION to CALL FOR THE QUESTION** (by Mr. Neal); there were no objections.

**MOTION PASSED** by a hand vote; Mr. Ortega abstained.

Initiation of Council Files:

F) [See the below Motion.]

**MOTION** (by Mr. Ortega, seconded by Ms. Smith): The Sylmar Neighborhood Council supports the following Resolution from the L.A. Board of Neighborhood Commissioners: "Neighborhood Councils should have the right to open Council Files. No Neighborhood Council Board Member shall be required to file a financial disclosure form for a Neighborhood Council to open a Council File. There shall be no limit on the number of Council Files that a Neighborhood Council may open each year."

**MOTION to CALL FOR THE QUESTION** (by Mr. Neal); there were no objections.

**MOTION PASSED** unanimously by a hand vote with all 14 in favor.

Review of Delivery of City Services:

G) [See the below Motion.]

**MOTION** (by Mr. Ortega, seconded by Mr. Smith): The Sylmar Neighborhood Council supports the following Resolution from the L.A. Board of Neighborhood Commissioners: "The Board of Neighborhood Commissioners, with the aid and advice of citywide Neighborhood Councils, will adopt policies establishing best practices for monitoring the delivery of City services."

**MOTION PASSED** by a hand vote with nine in favor; two opposed; three abstained.

Community Impact Statements:

H) [See the below Motion.]

**MOTION** (by Mr. Ortega, seconded by Ms. Job): The Sylmar Neighborhood Council supports the following Resolution: "City agendas should once again include the full text of the brief Community Impact Statement (CIS) from each NC submitting one, with links to any background materials that were provided as

support. Any time a CIS is, for whatever reason, removed from subsequent agenda, the City Clerk will send a notice to the affected Neighborhood Councils.”

**DISCUSSION:** It was agreed to revise the BONC wording “to the Neighborhood Council” to “to the affected Neighborhood Councils.”

**MOTION PASSED** by a hand vote; Ms. Ramirez abstained.

Neighborhood Councils Presenting at Public Meetings:

I) [See the below Motion.]

**MOTION** (by Mr. Ortega, seconded by Mr. Smith): The Sylmar Neighborhood Council supports the following Resolution from the L.A. Board of Neighborhood Commissioners: “Official Neighborhood Council or Neighborhood Council Alliance representatives addressing the City Council, its committees, City commissioners, and boards be granted up to 5 minutes of presentation time, separate from general public comment, to present the view of the Neighborhood Council Board or Alliance. Neighborhood Councils should receive priority as City entities and be called for comment before general public comment.”

**MOTION to CALL FOR THE QUESTION** (by Mr. Neal); there were no objections.

**MOTION PASSED** unanimously by a hand vote with all 14 in favor.

Neighborhood Council Funds:

J) [See the below Motion.]

**MOTION** (by Mr. Ortega, seconded by Ms. Campbell-Jones): The Sylmar Neighborhood Council supports the following Resolution from the L.A. Board of Neighborhood Commissioners: “Unexpended Neighborhood Council funds should be kept in the Neighborhood Council system, received and administered by the Department of Neighborhood Empowerment.”

**MOTION PASSED** unanimously by a hand vote with all 14 in favor.

K) [See the below Motion.]

**MOTION** (by Mr. Ortega, seconded by Ms. Campbell-Jones): The Sylmar Neighborhood Council supports the following Resolution from the L.A. Board of Neighborhood Commissioners: “Neighborhood Councils should be allowed to provide funds to City departments provided that the equipment benefits stakeholders, that in addition to the initial requestor there is documentation of the need from a higher level of the department, and that the transfer is accompanied by an MOU, agreement, or a form similar to a Neighborhood Purposes Grant.”

**DISCUSSION:** Mr. Neal explained that the Motion would apply to purchases such as a barbeque for the Sylmar Recreation Center.

**MOTION to CALL FOR THE QUESTION** (by Mr. Neal); there were no objections.

**MOTION PASSED** unanimously by a hand vote with all 14 in favor.

L) [See the below Motion.]

**MOTION** (by Mr. Ortega, seconded by Ms. Fadness): The Sylmar Neighborhood Council supports the following Resolution from the L.A. Board of Neighborhood Commissioners: "Overriding principle should be that in the absence of conflicts of interests, the Department of Neighborhood Empowerment should be empowered to seek and receive funds appropriate to their mission and support their operations."

**DISCUSSION:** Lydia Grant, BONC [L.A. Board of Neighborhood Commissioners] Commissioner [Lydia.Grant@LACity.org; Commissioners@EmpowerLA.org; cell 818.470.6629; www.EmpowerLA.org; 213.978.1551] and Sunland-Tujunga Neighborhood Council (STNC) Board Member, explained that the Motion could refer to "donations [or] grants." The policy "would enable DONE to administer leftover Neighborhood Council funds instead of the funds going back to the City General Fund."

**MOTION to CALL FOR THE QUESTION** (by Mr. Neal); there were no objections.

**MOTION PASSED** by a hand vote with 10 in favor; two opposed; two abstained.

Ms. Campbell-Jones asked that the Board RECONSIDER Item #14. J.

**MOTION to RECONSIDER** (by Mr. Ortega, seconded by Ms. Campbell-Jones): The Sylmar Neighborhood Council RECONSIDERS this Meeting's Item #14. J.

**DISCUSSION:** Ms. Grant encouraged feedback to BONC. They "want to be able" to roll leftover funds back to Neighborhood Councils.

**MOTION to RECONSIDER PASSED** by a hand vote with 12 in favor; Mr. Ortega opposed; Ms. Lincoln abstained.

**MOTION** (by Ms. Campbell-Jones, seconded by Ms. Fadness): The Sylmar Neighborhood Council supports the following Resolution: "Unexpended Neighborhood Council funds should be rolled over into the next Fiscal Year's

budget; if not, it should be administered by the Department of Neighborhood Empowerment.”

**MOTION PASSED** by a hand vote with 13 in favor; Mr. Ortega abstained.

Ms. Grant encouraged contacting her to give input and for information. She explained BONC’s role as “trying to help you have the best Council you can . . . we also oversee the Dept. of Neighborhood Empowerment.” All BONC Commissioners can be e-mailed at the same time at Janet.Lindo@LACity.org.

- 15. Appointments and possible vote** to approve new Board Members: two Open Seats: Retail and Industrial; also, an Election Committee Chair.  
Mr. Neal appointed Ann Job as the Election Committee Chair and Sherry Lincoln as the Co-Chair.

**16. Board Member Comments**

Ms. Blöse reported that SIBL [the Sylmar Independent Baseball League] is up for auction for non-payment of taxes; two competing Boards are disagreeing. Also, “Graffiti Busters” is looking for another place to move to.” Mr. Neal explained that “the College is co-owner of the land” and urged care regarding use of the land. Stakeholder John Holmes reported there’s been illegal dumping in the northeast corner of El Cariso Park. Mr. Smith requested to Agendize getting website administration bids. Ms. Campbell-Jones reported and described that “there’s a t-shirt fundraising campaign . . . “Feed Sylmar First” on December 14<sup>th</sup>; volunteers are needed “to compile lunches and distribute them”

**17. Future Agenda Items, Meeting date**

Write to Executive Board at ExecutiveBoard@SylmarNC.org, or mail Sylmar Neighborhood Council, c/o Sylmar Recreation Center, 13109 Borden Ave., Sylmar, CA 91342. The next General Board Meeting will be on December 19, 2013 at the Sylmar Recreation Center.

**18. Closing Remarks, Acknowledgements and Adjournment**

**MOTION TO ADJOURN** (by Ms. Fadness, seconded by Mr. Smith).

**MOTION PASSED** without any objection.

Mr. Neal **ADJOURNED** the Meeting without objection at 9:13 p.m.

Minutes written by DL.