

CITY OF LOS ANGELES

California



SYLMAR NEIGHBORHOOD COUNCIL

PRESIDENT: Tammy Flores

VICE PRESIDENTS:

Administration: Diane Valencia

Communications: Maria Silva

TREASURER: Wilson Bell

PUBLIC RELATIONS: David M. Rodriguez

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Sylmar, CA 91392-1023
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GENERAL BOARD MEETING - AGENDA

Thursday, January 26, 2016 - 6:30 PM

Sylmar Charter High School (Spartan Hall)
13050 Borden Avenue, Sylmar, CA 91342

The Agenda is posted for public review at the Los Angeles Public Library (Sylmar Branch), 14561 Polk Street, Sylmar, CA 91342. As a courtesy, and as time permits, agendas may be emailed to Stakeholders if requested. Agendas may also be found on the SNC website at www.SylmarNC.org. You may also subscribe to receive them via email through the City's Early Notification System (ENS) at the following link: <http://www.lacity.org/government/Subscriptions/NeighborhoodCouncils/index.htm>

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 three business days (72 hours) prior to the meeting you wish to attend by contacting the Sylmar Neighborhood Council by phone at (818) 833-8737 or by email to Diane.Valencia@SylmarNC.org

SI REQUIERE SERVICIOS DE TRADUCCION, FAVOR DE NOTIFICAR A LA OFICINA 3 dias de trabajo (72 horas) ANTES DEL EVENTO. SI NECESITA ASISTENCIA CON ESTA NOTIFICACION, POR FAVOR LLAME A NUESTRA OFICINA AL (818) 833-8737.

The public is requested to fill out a "Speaker Card" to address the Board on any agenda item before the Board takes an action. Unless otherwise specific, public comment is limited to 2 minutes per speaker, but the Board has the discretion to modify the amount of time for any speaker. Comments from the public on agenda items will only be heard when the respective item is being considered. Comments on other matters, not appearing on the agenda that are within the Board's subject matter jurisdiction, will be heard during the Public Comment on Non-Agendized Items period.

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 by visiting our website at www.SylmarNC.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 President Tammy Flores at Tammy.Flores@SylmarNC.org.

The below times are only estimates. Items may be addressed in a different order and/or at different times. Below times are inclusive of board discussion and possible vote.

- 6:30 – 6:32 p.m. 1. **Call to Order and Pledge of Allegiance (2)**
- 6:32 – 6:34 p.m. 2. **Roll Call (2)**
- 6:34 – 6:37 p.m. 3. **Housekeeping, Speaker Cards, Meeting Rules, and Timekeeper (3) – Diane Valencia**
- 6:37 – 6:39 p.m. 4. **Welcome and Announcements by Board Meeting facility Host (2) – Derek Martin**
- 6:39 – 7:04 p.m. 5. **Public Official and Community Representative Announcements & Presentations (15) 3 min. per speaker**
 - 10.a. Questions / Comments from the Public to the Official or representative. 2 minutes per question or comment (10)
- 7:04 – 7:14 p.m. 6. **Public Comment on Non-Agendized Items within the Board's subject matter jurisdiction (10)**

Public comments are limited to 10 minutes total, no more than 2 minutes per speaker. Time allocated to one speaker may not be transferred to another speaker. Public speaker cards (forms) are located on the welcome

table. Please fill out and submit to the President or Vice President of Administration. Names will be called in the order speaker cards submitted. This period is for comments from the public, on matters not appearing on the Agenda, but within the SNC Board's subject matter jurisdiction.

Unfinished Business

- 7:14 – 7:19 p.m. 7. **Discussion and possible action** relative to forming additional SNC Committees. (5)
- 7:19 – 7:24 p.m. 8. **Discussion and possible action** relative to the President's nomination of new Committee Chair(s), to be ratified by the Board. (5)
- 7:24 – 7:29 p.m. 9. **Discussion** related to the findings of the examination by the President and additional individuals designated by the Board, as to the accuracy of the SNC's accounts for Q1 and Q2 of Fiscal Year 2016-2017. (5)
(Bylaws, Article IX Finances, Section E - E. At least once each quarter, the President and at least one (1) other individual other than the Treasurer, who is designated by the Board, shall examine the Council's accounts and attest to their accuracy before submitting the documentation to the Department for further review.)

New Business

- 7:29 – 7:34 p.m. 10. **Presentation of Certificates of Recognition** for Sylmar resident Celeste Rios and the Sylmar Kiwanis Club (5)
- 7:34 – 7:49 p.m. 11. **Committee Reports (15)**
Executive Committee
Budget Committee – Wilson Bell
Bylaws Committee – Diane Valencia
Outreach Committee – David M. Rodriguez
Planning & Land Use Committee – Peter Postlmayr
Ad Hoc Committee for the Sylmar Sign – Laurie Fadness
Government Affairs – Ann Job
Homeless Committee – Peggy Courtney
Emergency Preparedness – John Pacheco
Equestrian Committee – Cheri Blose
- 7:49 – 7:59 p.m. 12. **City Liaison and Representatives Reports (10)**
Animal Services - Kelli Land
Budget Representative - Ann Job and Christian Rubalcava
City Attorney – Tammy Flores and Diane Valencia
Homelessness – Ann Job
Planning – Ann Job and Cheri Blose
Public Safety - Greg Hoerner and Diane Valencia
Public Works – Christian Rubalcava
Transportation - Wilson Bell
DWP –
- 7:59 – 8:02 p.m. 13. **Budget Advocate Report** – Ann Job (3)
- 8:02 – 8:17 p.m. 14. **Recess (15)**
- 8:17 – 8:22 p.m. 15. **Discussion and possible action** relative to holding the Sylmar Neighborhood Council's third community mixer at The Crunchy Crab on Saturday, February 18, 2017, from 11:30am to 1:30pm. (5)
- 8:22 – 8:27 p.m. 16. **Presentation** regarding parking, traffic, and safety issues in and around the Herron Street/Sproule Avenue neighborhood. (5)
Presented by Eloisa Mena, Sylmar Resident
- 8:27 – 8:32 p.m. 17. **Discussion and possible action** to agree upon General Board 2017 meeting dates, specifically November & December, 2017. (5)

- 8:32 – 8:42 p.m. 18. **Discussion** related to various training and administrative topics, including but not limited to, agendas, minutes, records, the Brown Act, and other topics which may be of benefit to the SNC’s Directors. (10)
- 8:42 – 8:52 p.m. 19. **Discussion and possible action** to approve a letter from the SNC relative to the UPS Facilities project located at 12745 Arroyo Street, Sylmar. (10)
Presented by Peter Postlmayr, Chair - SNC Planning & Land Use Committee
- 8:52 – 9:02 p.m. 20. **Discussion and possible action** to approve a letter of support from the SNC for The Bottle Shoppe’s plans to renovate and reuse the Chalet Liquor & Smoke Shop location at 14040 Hubbard Street . (10)
Presented by Peter Postlmayr, Chair - SNC Planning & Land Use Committee
- 9:02 – 9:12 p.m. 21. **Discussion and possible action** to approve a letter from the SNC relative to preliminary plans for a Harbor Freight Store at 13767 Foothill (former El Chaparral Mexican Restaurant). (10)
Presented by Peter Postlmayr, Chair - SNC Planning & Land Use Committee
- 9:12 – 9:22 p.m. 22. **Discussion and possible action** to approve a letter from the SNC relative to a concept development and site plan for 13104 Glenoaks. The two development options discussed are 15 condominium units with no commercial fronting and 13 condominium unit with commercial fronting on Glenoaks. The site consists of 26,478 sf. The proposed development would require a General Plan Amendment and zone change. The property is currently zoned Very Low I with an Equinekeeping “K” district overlay. (10)
Presented by Peter Postlmayr, Chair - SNC Planning & Land Use Committee
- 9:22 – 9:25 p.m. 23. **Approval** of Minutes of October 25, 2016 General Board Meeting (3)
- 9:25 – 9:28 p.m. 24. **Approval** of Minutes of November 17, 2016 General Board Meeting (3)
- 9:28 – 9:30 p.m. 25. **Treasurer’s Report** – Wilson Bell (2)
- 9:30 – 9:33 p.m. 26. **Review and Adoption** of the November, 2016 Monthly Expenditure Report (MER) (3)
- 9:33 – 9:36 p.m. 27. **Review and Adoption** of the December, 2016 Monthly Expenditure Report (MER) (3)
- 9:36 – 9:46 p.m. 28. **Discussion and possible action** to approve an amount not to exceed \$7,000.00 to purchase emergency/ disaster supplies to be used by the community of Sylmar. Also, included in this proposal is a storage bin (i.e. shipping container) to be used to house these emergency items. Funding of this item is contingent on obtaining D.O.N.E approval and finding a suitable storage location. This item represents the first step in a larger plan titled "A Prepared Sylmar" and was approved unanimously by the emergency preparedness committee. (10)
Presentation by John Pachecho, Chair – SNC Emergency Preparedness Committee
- 9:46 – 9:51 p.m. 29. **Discussion and possible action** for the SNC write a letter to Supervisor Sheila Kuehl in support of the item on the Board of Supervisors' January 31, 2017, agenda regarding making the Winter Shelter at the Armory in Sylmar a Year-Round 24-hour permanent shelter. Also, to submit letters to our representatives requesting that they contact the Board of Supervisors in support of this January 31, 2017, agenda item. Recipients of the SNC letter possibly including, but not limited to, Mayor Garcetti, President Herb Wesson, Homelessness and Poverty Committee Chair - Marqueece Harris-Dawson, Meg Barclay - Homelessness Coordinator, Alisa Orduna - the Mayor's Homelessness Policy Advisor, Congressman Tony Cardenas, Assemblyman Raul Bocanegra. and State Senator Robert Hertzberg. The letters to include the signatures of Peggy Courtney, SNC Homeless Services Committee Chair, and Ann Job, SNC Homelessness Liaison. (5)
- 9:51 – 10:01 p.m. 30. **Discussion and possible action** to approve an amount not to exceed \$3,500 to hold a Council District 7 Candidate Debate on February 21, 2017, to be held at Los Angeles Mission College, or alternate location. (10)
- 10:01 – 10:04 p.m. 31. **Board Member Comments / Announcements** (3)
- 10:04 – 10:06 p.m. 32. **Future Agenda Items** (2)
Write to Executive Board by email at ExecutiveBoard@SylmarNC.org or mail Executive Board c/o Sylmar Neighborhood Council, P.O. Box 921023, Sylmar, CA 91392-1023
The next General Board meeting will be on February 23, 2017, location to be determined
- 10:07 – 10:07 p.m. 33. **Closing Remarks, Acknowledgements, and Adjournment** (1)
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Reconsideration of Agenda Items - Bylaws (Article VIII)

The Board may reconsider or amend its actions through the following Motion for Reconsideration process:

- A. Before the Board reconsiders any matter, the Board must approve a Motion for Reconsideration. The Motion for Reconsideration must be approved by official action of the Board. After determining that an action should be reconsidered, the Board has the authority to re-hear, continue, or take action on the item that is the subject of reconsideration within any limitations that are stated in the Motion for Reconsideration.
- B. The Motion for Reconsideration must be brought, and the Board's approval of a Motion for Reconsideration must occur, either during the same meeting where the Board initially acted or during the Board's next regularly scheduled meeting or at a special meeting within these specified time frames to address a Motion for Reconsideration.
- C. A Motion for Reconsideration may be proposed only by a Member of the Board who previously voted on the prevailing side of the original action that was taken by the Board (the "Moving Board Member").
- D. The Moving Board Member may make the Motion for Reconsideration orally during the same meeting where the action that is the subject of reconsideration occurred, or by properly placing the Motion for Reconsideration on the agenda of a meeting that occurs within the allowed specified periods of time as stated above.
- E. In order to properly place the Motion for Reconsideration on the agenda of the subsequent meeting, the Moving Board Member shall submit a memorandum to the Executive Committee in advance of the deadline for posting notices for the meeting.
- F. A Motion for Reconsideration that is properly brought before the Board may be seconded by any Member of the Board.
- G. This reconsideration process shall be conducted at all times in accordance with the Brown Act.

Grievance Process – Bylaws (Article XI)

Any Grievance by a Stakeholder must be submitted in writing to the Board who shall place the matter on the agenda for the next regular Council meeting. At that meeting, the Board shall refer the matter to an Ad Hoc Grievance Panel comprised of three (3) Stakeholders randomly selected by the Board from a list of Stakeholders who have expressed an interest in serving from time-to-time on such a Panel. Within two (2) weeks of the Panel's selection, the Board shall coordinate a time and place for the Panel to meet with the person(s) submitting a Grievance to discuss ways in which the dispute may be resolved. Within two (2) weeks following such meeting, a Member of the Panel shall prepare a written report to be forwarded to the Board outlining the Panel's collective recommendations for resolving the Grievance. The Board may receive a copy of the Panel's report and recommendations prior to a Board meeting, but, in accordance with the Brown Act, the matter shall not be discussed among the Board Members until it is heard publicly at the next regular Council meeting.

This Grievance process is intended to address matters involving procedural disputes, such as the Board's failure to comply with Board Rules or these Bylaws. It is not intended to apply to Stakeholders who merely disagree with a position or action taken by the Board at one of its meetings, which Grievances may be aired publicly at Council meetings. The Neighborhood Council grievance review process will be conducted pursuant to any and all City ordinances, policies and procedures pertaining to Neighborhood Council grievances.

Directors are not permitted to file a Grievance against another Director or against the Council, except as permitted under the City's grievance policy.

(Remove after January 26, 2017)