

CITY OF LOS ANGELES

California



SYLMAR NEIGHBORHOOD COUNCIL

PRESIDENT: Kurt Cabrera-Miller

VICE PRESIDENTS:

Administration: (open position)

Communications: Maria Silva

SECRETARY: Marti Marshall

TREASURER: George Ortega

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**GENERAL BOARD MEETING
REVISED – SPECIAL - AGENDA
Thursday, October 26th – 6:30 PM
Sylmar Charter High School
13050 Borden Avenue, Sylmar, CA 91342
(Spartan Hall – Auditorium)**

****NOTE – November’s SNC General Board meeting will be one week early due to Holidays
Meeting will be on November 16th 6:30p.m. at Sylmar Charter High School**

The Agenda is posted for public review at the Los Angeles Public Library (Sylmar Branch), 14561 Polk Street, Sylmar, CA 91342 Agendas AND Minutes 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 President, Kurt Cabrera-Miller by phone at (818) 833-8737 or Email to kurt.cabrera-miller@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. 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 Kurt Cabrera-Miller at kurt.cabrera-miller@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 minutes)

6:32 – 6:34 p.m. 2. Roll Call (2 minutes)

- 6:34 - 6:36 p.m. 3. **Housekeeping: Speaker Cards, Recording, and Timekeeper. Welcome from facility host. (2 minutes)**
- 6:36 – 6:56 p.m. 4. **Public Official and Community Representative Announcements & Presentations: (20 minutes) In total for all. Including questions and answers.** - 2 min. per speaker. (10) Questions / Comments: from the Public to the Official or representative. 2 minutes per question or comment (10 minutes)
****PUBLIC OFFICIAL REPRESENTATIVES –
Please stay for the Meet & Greet at the break time. Thank you!**
- 6:56 – 7:06 p.m. 5. **Public Comment on Non-Agendized Items within the Board’s subject matter jurisdiction. (10 minutes)**
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 Communication. Names will be called in the order of 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
- 7:06 – 7:16 p.m. 6. **City Liaison and Representatives Reports / (10 minutes)**
Animal Services - Kelli Land
Budget Representative - Christian Rubalcava
City Attorney – Diane Valencia
D.W.P. – George Ortega
Homelessness – Ann Job
Planning – Ann Job and Cheri Blose
Public Safety - Greg Hoerner and Diane Valencia
Public Works – Christian Rubalcava
Transportation – Don Neal
- 7:16 – 7:26 p.m. 7. **Presentation, Pat Kramer / Sunland Tujunga Neighborhood Council (STNC).** Location of topic - Foothill Blvd. Traffic lanes at Foothill Blvd at Sunland Park to Foothill Blvd. and Wentworth Street.
The STNC is requesting that the Sylmar NC support their Council’s approved motion. The Sunland-Tujunga Neighborhood Council requests that the Department of Transportation and all agencies related to traffic control in the City of Los Angeles, be notified to immediately remove the bollards and barriers starting at Foothill Boulevard by Sunland Park and going west all the way to Wentworth Street, with complete restoration of two lanes in either direction.”
**Following presentation –
Discussion and possible action,** to requests that the
Department of Transportation and all agencies related to traffic control in the City of Los Angeles, be notified to immediately remove the bollards and barriers starting at Foothill Boulevard by Sunland Park and going west all the way to Wentworth Street, with complete restoration of two lanes in either direction.” and to provide the STNC a letter of support.
(10 minutes)

7:26 – 7:41 p.m.

8. Change of Neighborhood Council election dates - Proposal of a “Selection” as an alternative to an election. (15 minute)

Discussion and possible action,

The 2018 Neighborhood Council elections have been changed to the spring of 2019. Sylmar Neighborhood Council has the option of holding a “Selection” (non-secret) vote instead of an election in the spring of 2018. If the Board votes to have a “Selection” It must take place with-in two (2) weeks of March 2nd. It will be done in an open Town Hall. Council would have to appoint a Neutral Third Party (NTP) person that may not be a Board or Committee member. The Council would also appoint a “Selection Chair” and a “Selection Outreach Chair”. If the Council chooses to vote for a “Selection” following that vote they must decide on the following (5) items. If the council does not opt for a “Selection” the next election for SNC Board Members will be in 2019. (This is for all Neighborhood Council’s not just Sylmar.)

Motion:

A) The Sylmar Neighborhood Council agrees to hold a “Selection”. -

-OR-

B) The Sylmar Neighborhood Council agrees to the rescheduled election and follow the Election Guides set by the LA City Clerk for a 2019 Election.

#1 Candidate Terms -

A.) 1 year until 2019 elections. or B.) 3 years until 2021 elections.

#2 Candidate Presence Required During Selection Day –

A.) YES or B.) NO

#3 Stakeholder Verification –

A.) SELF-AFFIRMATION or B.) DOCUMENTATION

#4 Minimum Stakeholder Voting Age:

Must be (_____) years old at the time of Selection.

#5 Vote Count Method –

A.) SHOW OF HANDS - (may not be possible for complex Board structures in which case a signed ballot shall be used instead)

B.) SIGNED BALLOT - (Must have a signature line and an area for voters to print their name or some other method to match up the vote to the voter.)

For more information you can see the work sheet here –

<http://empowerla.org/wp-content/uploads/2017/09/2018-Selection-Stip-Sheet.pdf>

7:41 – 7:43 p.m.

9. Discussion and possible action, to dissolve any SNC Committees that are not currently active. Committees that have not met in the last quarter or at all. (2 minutes)

7:43 – 7:53 p.m.

10. Discussion and possible action, President to Nominate SNC Board Member Christian Rubalcava for the SNC Vice President of Administration position. The duties of the Vice President of Administration are: To perform the duties of the President in the absence of the President - To be responsible for the operational and logistical needs of the Board and Council - To oversee the operation of the Council Office and staff. - To address and respond to requests for records.

**Action needed, Open the floor for other possibly interested candidates (Only Board Members can fill the position)
Position to be filled or ratified by majority board vote. (10 minutes)**

- 7:53 -8:08 p.m. 11. MEET AND GREET (15 minute Break)
- 8:08 – 8:23 p.m. 12. COMMITTEE REPORTS (15 minutes)
Executive Committee – Kurt Cabrera-Miller
Budget Committee – George Ortega
Bylaws Committee – Diane Valencia
Outreach Committee – Carlos Lara
Planning & Land Use Committee – Peter Postlmayr
Government Affairs – Ann Job
Homeless Services Committee – Peggy Courtney
Emergency Preparedness – John Pacheco
Equestrian Committee – Cheri Blose
Harvest Festival Committee – Kathy Bloom
Public Safety Committee – Diane Valencia
- 8:23 – 8:26 p.m. 13. Treasurer’s Report (3 minutes)
- 8:26 – 8:31 p.m. 14. Discussion and possible action regarding a **Neighborhood Purpose Grant** for a requested amount \$5,546.00 for the San Fernando Valley Veterans Day Parade, which travels down Laurel Canyon Blvd from San Fernando Mission Blvd. to South Paxton to Ritchie Valens Recreation Center on Friday, November 11, 2017. Sylmar Neighborhood Council logo to be printed on T-shirts. **The budget committee recommends an amount not to exceed \$1,500 for event expenses such as restroom recreation & park fees, barricades and signs.**
(Moved-Roy S. Seconded-Diana Rodriguez, vote was unanimous)
(5 minutes)
- 8:31 – 8:34 p.m. 15. Review & Adoption of MER - Treasurer
Discussion and possible action, on the approval of the September 2017 Monthly Expenditure Report (MER)
(3 minutes)
- 8:34 – 8:39 p.m. 16. Discussion and possible action to approve an expenditure not to exceed \$650. For food and refreshments, tables and chairs for the Annual SNC Holiday Party/Community Mixer on Thursday, December 14, 2017. This event brings neighbors, stakeholders, Board Members Local Officials together in a no meeting environment to further build, develop and cherish community relationships (2016 approved funding of \$600) Funds to come from Office/Outreach category (5 minutes)
- 8:39 – 8:42 p.m. 17. Secretary’s Report (3 minutes)
- 8:42 – 8:45 p.m. 18. Approval of previous Board Meeting minutes -Discussion and possible action, to approve the meeting minutes for General SNC Board Meeting September 28, 2017
(3 Minutes)

- 8:45 – 8:50 p.m. 19. **P.L.U.C. - Discussion and possible action**, Draft Permanent Supportive Housing Ordinance CPC-2017-3136-CA and ENV-2017-3137-EAF. **PLUC voted to support the draft Ordinance with 5 modifications as follows: 1. Object to No Parking requirement for target population and recommended minimum 1/2 space per unit or guest room, same as non-target population; 2. Objected to decrease in the Yard/Setback of up to 20%; 3. Object to a 20% increase in Lot Coverage; 4. Object to decreasing open space 20%; and, 5. Object to 35% relief from any other development standard not described.** Please note you may submit your own comments to: Cally Hardy at cally.hardy@lacity.org (213) 978-1643 by 5pm October 30th. **(5 minutes)**
- 8:50 – 8:55 p.m. 20. **P.L.U.C. – Discussion and possible action**, 13744 N Marchant Ave – ZA-2017-3716-CE. Request Authorization for Front Yard Property Line Wall of 7’8" to 5’6" Applicant Felix Martinez (818) 365-8108. The PLUC voted to oppose this request. Applicant has already built the wall without permits. **(5 minutes)**
- 8:55 – 9:05 p.m. 21. **Board Member Absenteeism** – As per SNC bylaws - **Discussion & possible Board action:** To remove SNC Director Diane Valencia per Article V, Section 7 (Absences) of the Sylmar Neighborhood Council Bylaws, dated June 26, 2017. Any Director who misses three (3) regularly scheduled consecutive Council Board Meetings during any six (6) month period or four (4) regularly scheduled meetings within any twelve (12) month period will be subject to removal by a majority vote of the Board. Absences for all Directors shall be recorded in the Council’s meeting minutes or other manner of Council record keeping. Upon missing the stated number of Board meetings, the President shall notify the Director of their absences and place the removal of the Director on the agenda of the next General or Special Board meeting, whereupon the Board shall determine the validity of the absences before taking action to remove the Director. Any regular General meeting of the Board, scheduled and noticed as per the Brown Act, shall constitute a meeting for the purpose of determining Board Member attendance Board Member up for removal will have (2) minutes to make a statement. **BOARD MEMBERS NOTE** - A vote NO translates to you wanting the member to remain on the SNC. A vote YES translates to you supporting Board Member’s dismissal from the Council. **(10 minutes)**
- 9:05 – 9:08 p.m. 22. **Discussion and possible action**, Stakeholder Mr. Diaz has directly made a request to the management of the Sylmar branch Post Office if they could do some property up-keep and clean up. After no action Mr. Diaz took his issue to Kurt Cabrera-Miller SNC President. Kurt had conversations with local Post Master and with our US Congressman. Kurt suggested to Mr. Diaz to submit a request for Board involvement and board support of a letter from the SNC to the Post Office and those that it relates to. **(3 minutes)**
- 9:08 – 9:13 p.m. 23. **Budget Committee Examination** – As per SNC bylaws. 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.

Discussion and possible action, Board to name/designate at least 1 person to assist the President to examine the Council's accounts. **(5 minutes)**

- 9:13 – 9:18 p.m.** **24. Discussion and possible action**, The Sunland – Tujunga Neighborhood Council request that the Sylmar Neighborhood Council support their position in Opposition to the Draft Cannabis Zoning Regulations, CPC-2017-2260-CA as it relates to cannabis Cultivation. (STNC/Cindy Cleghorn to add further discussion.) For information <http://www.stnc.org/docs/34481199-3033.pdf> **(5 minutes)**
- 9:18 – 9:21 p.m.** **25. Discussion and possible action**, in regards to the formation of an Ad Hoc Committee "Youth Committee". **(3 minutes)**
- 9:21 – 9:24 p.m.** **26. Board Member Comments / Announcements (3 Minutes)**
- 9:24 – 9:25 p.m.** **27. Future Agenda Items**
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 91392-10
- 9:25 – 9:26 p.m.** **28. Closing Remarks, Acknowledgements, and Adjournment (1 minute)**

The next meeting of the Sylmar Neighborhood Council General Board:
NOTE MEETING IS ONE WEEK EARLY DUE TO HOLIDAYS

November 16th at 6:30 pm
Sylmar Charter High School
13050 Borden Ave, Sylmar, CA 91342

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 October 27, 2017)

Approved by: KCM