

**CITY OF LOS ANGELES**

California



**SYLMAR NEIGHBORHOOD COUNCIL**

**PRESIDENT:** Christian Rubalcava

**VICE PRESIDENTS:**

Administration: Andres Rubalcava

Communications: Maria Silva

**SECRETARY:** Michelle Underwood

**TREASURER:** George Ortega

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**Sylmar Neighborhood Council  
General Board Meeting - Agenda  
Thursday, February 28<sup>th</sup>, 2019 – 6:30 PM**

**Sylmar Charter High School – Spartan Hall  
13050 Borden Ave.  
Sylmar, CA 91342**

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](http://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, Christian Rubalcava by phone at (818) 833-8737 or Email to [christian.rubalcava@sylmarnc.org](mailto:christian.rubalcava@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 any 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](http://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 Christian Rubalcava at [christian.rubalcava@sylmarnc.org](mailto:christian.rubalcava@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**
- 6:32 – 6:34 p.m.            2.        Roll Call**
- 6:34 - 6:35 p.m.            3.        Housekeeping: Speaker Cards, Recording, and Timekeeper. Welcome from Facility Host.**



- 8:15 – 8:25 p.m.**      **10.      COMMITTEE REPORTS**  
Executive Committee – Christian Rubalcava  
Beautification Committee – Vacant  
Budget Committee – George Ortega  
Bylaws Committee – Diane Valencia  
Outreach Committee – Carlos Lara  
Planning & Land Use Committee – Peter Postlmayr  
Homeless Services Committee – Paul Dumont  
Emergency Preparedness – John Pacheco  
Equestrian Committee – Cheri Blose  
Public Safety Committee – Diane Valencia  
Youth Affairs Committee – Donald Zelaya
- 8:25 – 8:30 p.m.**      **11.      Motion of Reconsideration** by Christian Rubalcava on Item 18 of the January 24<sup>th</sup>, 2019 agenda. This item is related to the purchase of specialized “No Trespassing” signs for areas bordering brush in Sylmar. A motion of reconsideration requires a majority vote of the board and allows the board to continue discussions. The maker of the motion requests a limitation of \$1750 consistent with Article 9A of the SNC Bylaws.
- 8:30 – 8:40 p.m.**      **12.      Discussion and possible action** on approving an amount not to exceed \$1750 from Community Improvement Projects for specialized “No Trespassing” signage to be purchased and posted in Stetson Ranch and other areas bordering brush in Sylmar, within the Very High Fire Hazard Severity Zone.
- 8:40 – 8:42 p.m**      **13.      Discussion and possible action** on reallocating \$1750 from Outreach (Public Safety) and moving it into Community Improvement Projects.
- 8:42 – 8:50 p.m**      **14.      Discussion and possible action** on approving an amount not to exceed \$750 from Outreach (Public Safety) for SNC activities in collaboration with the LAFD, including Station 91’s 2019 Fire Service Day community event.
- 8:50 – 9:00 p.m.**      **15.      Discussion and possible action** on approving an amount not to exceed \$4500 from Outreach (Make Your Horse Count) for the annual Make Your Horse Count scheduled in May. The objective of this event is to raise awareness about properly registering and microchipping horses in Sylmar.
- 9:00 – 9:10 p.m.**      **16.      Discussion and possible action** on approving an amount not to exceed \$1200 from Neighborhood Purpose Grants for Tia Chucha Centro Cultural’s Anniversary Celebration. This event will take place in front of the Tia Chucha Bookstore located at 13197 Gladstone Ave. and is a public event. The event is scheduled for March 23<sup>rd</sup>.
- 9:10 – 9:15 p.m.**      **17.      Discussion and possible action** on approving an amount not to exceed \$500 from Outreach (Homeless) for Homeless Connect Day in Sylmar. The SNC would provide a light breakfast for over 150 people and would

assist at the check in table for the event. The event will take place on March 23<sup>rd</sup> at El Cariso Park.

- 9:15 – 9:30 p.m.**      **18. Discussion and possible action** on approving an amount not to exceed \$6000 from Elections for the SNC elections scheduled for April 27<sup>th</sup>, 2019. This budget request primarily will support voting day activities and voting day outreach.
- 9:30 – 9:32 p.m.**      **19. Discussion and possible action** on reallocating \$6000 from Outreach and moving it into Elections. \$4000 would come from the Homeless Committee and \$2000 would come from the Emergency Preparedness Committee.
- 9:32 – 9:35 p.m.**      **20. Discussion and possible action** on approving an amount not to exceed \$250 from Neighborhood Purpose Grants for the Valley Alliance of Neighborhood Council’s 16<sup>th</sup> Anniversary Celebration. This event will take place on March 14<sup>th</sup> at CBS Studios in Studio City.
- 9:35 – 9:37 p.m.**      **21. Discussion and possible action** on reallocating \$250 from Operations and moving it into Neighborhood Purpose Grants
- 9:37 – 9:40 p.m.**      **22. Discussion and possible action** on approving the January Monthly Expenditure Report (MER).
- 9:40 – 9:43 p.m.**      **23. Board Member Comments / Announcements**
- 9:43 – 9:44 p.m.**      **24. Future Agenda Items**  
Write to Executive Board by email at [ExecutiveBoard@SylmarNC.org](mailto:ExecutiveBoard@SylmarNC.org) or mail Executive Board c/o Sylmar Neighborhood Council, P.O. Box 921023, Sylmar, CA 91392-10 (1 minute)
- 9:44 – 9:45 p.m.**      **25. Closing Remarks, Acknowledgements, and Adjournment** (1 minute)

**The Next Sylmar Neighborhood Council General Board meeting will be:**

**March 28th, 2019 at 6:30 pm**

**Location TBD**

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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 February 28, 2019)**

**Approved by:(CR,GO)**