

CITY OF LOS  
ANGELES

California



**SYLMAR NEIGHBORHOOD COUNCIL**

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**Sylmar Neighborhood Council  
Special Elections Committee Meeting - Minutes  
Saturday, March 16th, 2019 –2:30 PM**

**Sylmar NC Office  
13521 Hubbard St.  
Sylmar, CA 91342  
(Next to Flower Shop)**

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>

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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 Committee on any agenda item before the Committee 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.

- 1. Call to Order** – 2:45pm
- 2. Roll Call** – Christian Rubalcava, Bonnie Bernard, Marti Marshall, Patti Rau (Absent David Gonzales)
- 3. Housekeeping:** Sign-In Sheets
- 4. Public Comment** on matters not appearing on the agenda
- 5. Discussion and Possible Action** of approving the minutes of the February 8th, 2019 meeting.  
-Motion: Christian / Second Marti / approved

**6. Discussion and action** on current election progress and action plans moving forward.

- Approved Patti's Candidate Roster format and plans, and discussed costs and supplies needed. See Budget.
- Pictures and Bios of candidates must be on Portal 7 days before the election
- Bonnie will notify candidates that Pictures and Bios must be added to Portal and emailed to [getpatti@yahoo.com](mailto:getpatti@yahoo.com) by March 21<sup>st</sup> to be included to the SNC Candidate Roster Board for the Meet the Candidates forum and at the Election Polling location.
- Discussed banner locations and costs: Roxford/Encinitas, Vons fence rail, Yarnell/Foothill strip mall, 3 fwy off ramps, Hubbard/Laurel Cyn, Balboa/Foothill, Roxford/210 fwy
- Candidate Roster Boards supplies that Patti needs – spray mount and card stock.
- Researched banner and lawn sign costs through internet. 4 x6 Banners are about \$75 each and lawn signs with metal posts are \$5 each (18x24) = 50 to be dispersed by Outreach Committee
- Discussed flyers/posters for display purposes using peel off backs for a stand with flyers with them to attract attention.
- Meet the Candidates forums refreshments discussed
- Election Day refreshments discussed. Tentative – hot dogs and tamales
- Outreach giveaways discussed – magnets for general SNC outreach use and customized SNC chocolate mints

**7. Discussion and action** on the SNC Elections Budget.

- Budget approved by board = \$4750.00
- Candidate Statement Station - \$100
- Flyers/Business Displays - \$100
- Banners (10) - \$750
- Lawn Signs (50) - \$250
- Facebook Ads for Candidates - \$250
- Facebook Ads for Election Day - \$500
- Refreshments Election Day- \$1500
- Outreach Giveaways - \$550
- NC 101 (1/31) - \$75
- NC 101 (2/2) - \$75
- Meet the Candidates (4/4) - \$300
- Meet the Candidates (4/13) - \$300
- total costs - \$4750

Committee approved the budget to be submitted to the Board.

**8. Board Member Comments** on subject matters within the committee's jurisdiction.

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All Agenda items may include presentations, discussions and actions by the Committee for recommendations to the SNC Board of Directors. The Board of Directors may discuss the recommendations and take action on the item, which could result in a Community Impact Statement to the City and/or a position letter to a City agency.

The Stakeholders may comment on any Agenda item only when the item comes up for discussion. The Committee will determine the length of discussion and comment times. The attending stakeholders may be polled for their opinion on any Agenda item before the Committee takes action for a recommendation to the Board. Comments from the stakeholders on other matters not appearing on the agenda that are within the Board's jurisdiction will be heard during the General Public Comment period. Please note that under the Brown Act, the Board is prevented from acting on a matter that you bring to its attention during the General Public Comment period; however, the issue raised by a stakeholder may become the subject of a future Board meeting.

Any Committee action may be reconsidered following the Meeting when the original action occurred. A Committee Member makes a Motion for Reconsideration and if approved another vote on the issue takes place based on the reasoning for the reconsideration. The Committee Member must have been on the prevailing side of the action/issue.

In compliance with Government Code section 54957.5, non-exempt writings that are distributed to a majority or all members of the Board in advance of a meeting, may be viewed at the Neighborhood Council meeting or on the Neighborhood Council website by clicking or visiting [www.sylmarnc.org](http://www.sylmarnc.org). Any questions and/or comments regarding this agenda may be submitted to Board members via the emails listed on the website ([www.sylmarnc.org](http://www.sylmarnc.org)). In addition , if you would like a copy of any record related to an item on the agenda please contact Christian Rubalcava at 818-833-8737 or email [christian.rubalcava@sylmarnc.org](mailto:christian.rubalcava@sylmarnc.org) .

Si requiere servicios de traduccion, favor de notificar a la oficina 3 días de trabajo (72 horas) antes del evento. Si necesita asistencia con esta notificacion, por favor llame a nuestra oficina al (818) 833-8737.

Committee Meeting Minutes are available on the SNC website [www.SylmarNC.org](http://www.SylmarNC.org)

(Remove after March 16, 2019)