



Officers  
*President: Tammy Flores*  
*Vice President of Administration: Diane Valencia*  
*Vice President of Communications: Maria Silva*  
*Treasurer: Alex Guerrero*  
*Public Relations Coordinator: David M. Rodriguez*

## GENERAL BOARD MEETING AGENDA

Thursday, May 26, 2016 - 6:30 PM

Church of the Foothills

13425 Glenoaks Blvd., 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](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 by phone at (818) 833-8737 or by email to [Diane.Valencia@SylmarNC.org](mailto:Diane.Valencia@SylmarNC.org)**

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](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 Tammy Flores at [Tammy.Flores@SylmarNC.org](mailto: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 – Tammy Flores, President (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 – Barbara Winslow (2)
- 6:39 – 6:59 p.m. 5. Public Official and Community Representative Announcements & Presentations (10)
  - 10.a. Questions / Comments from the Public to the Official or representative. 1 minute per question or comment (10)
- 6:59 – 7:09 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

- 7:09 – 7:12 p.m. 7. Approval of Minutes of the January 28, 2016 General Board Meeting (3)
- 7:12 – 7:15 p.m. 8. Approval of Minutes of the March 24, 2016 General Board Meeting (3)
- 7:15 – 7:18 p.m. 9. Review and Adoption of the March Monthly Expenditure Report (MER) (3)
- 7:18 – 7:20 p.m. 10. Discussion and possible Board action to form an Ad Hoc Committee focused on illegal vending, including possible implementation of a pilot program (2)  
Presentation by Bonnie Bernard
- 7:20 – 7:22 p.m. 11. Discussion and possible Board action to form a Committee to address sidewalk repairs in Sylmar (2)

### New Business

- 7:22 – 7:32 p.m. 12. Committee Reports (10)  
Executive Committee  
Budget Committee – Alex Guerrero  
Bylaws Committee – Diane Valencia  
Outreach Committee – David M. Rodriguez  
Planning & Land Use Committee – Peter Postlmayr
- 7:32 – 7:42 p.m. 13. Certificates of Recognition for Sylmar High School Magnet Faculty (10)  
Presented by Ruby Chavez, Chief of Staff for LAUSD Board Member Monica Ratliff
- 7:42 – 7:45 p.m. 14. Approval of Minutes of the April 28, 2016 General Board Meeting (3).
- 7:45 – 7:48 p.m. 15. Approval of Minutes of the May 7, 2016 Special Board Meeting (3)
- 7:48 – 7:53 p.m. 16. Discussion and possible action related to approve splitting the existing lot at 15191 Bledsoe Street – Johanson Dielectrics, Inc. (AA-2016-907-PMLA and ENV-2016-908-CE), currently improved with a building fronting on Bledsoe Street and a building at the rear of the lot, into two separate lots. The site is in an industrial area, and the owner reports there would be no change in use of either building at this time. PLUC at their May 11, 2016, meeting unanimously approved this request. (5)  
Presented by Peter Postlmayr, Chair – Planning & Land Use
- 7:53 – 8:03 p.m. 17. Recess (10)
- 8:03 – 8:06 p.m. 18. Treasurer's Report (3)
- 8:06 – 8:16 p.m. 19. Discussion and possible action to move and re-allocate \$11,260.51 in funds **from** the following accounts:  
\$ 3,391.29 from FAC – Facilities Related and Space Rental, \$ 633.62 from OFF – Office Equipment and Supplies, \$ 400.00 from OUC – Outreach Committee Expenses, \$ 373.75 from TAC – Staffing and Temporary Help, \$ 1,024.63 from EVE – Outreach Events/Food and Refreshments, \$ 195.09 from MEE – Meeting Expense, \$ 500.00 from NEW – Newsletter Expense, \$ 206.70 from WEB – Website Maintenance/Enhancement/Creation, \$ 1,000.00 from CIP – Community Improvement Projects, \$ 1,200.00 from NPG – Neighborhood Purpose Grants, and \$ 2,335.43 from ELE – Elections.
- The total amount to be **moved to** other line items is as follows:  
\$ 250.00 to EDU – Training and Board Retreat, \$ 2,889.91 to MIS – Miscellaneous Expense, \$ 76.20 to POS – Postage, \$ 935.00 to TRL – Translation and Transcription, \$ 243.72 to ADV – Advertising, and \$ 2,800.00 to EQU – Equestrian Committee. \$ 7,194.83. This will bring all balances to zero.
- The remaining balance of \$4,065.68 is to be **reallocated as follows**: an additional \$1,000.00 to EVE – Outreach Events/Food and Refreshments, an additional \$900.00 ADV – Advertising and an additional \$2,165.68 to MIS – Miscellaneous (10)

- 8:16 – 8:21 p.m. 20. Discussion and possible action to approve a revised budget for Fiscal Year 2015-2016, including all suggested movement and reallocations of funds as recommended by the Budget Committee  
Presentation by Alex Guerrero, SNC Treasurer (5)
- 8:21 – 8:24 p.m. 21. Review and Adoption of the April Monthly Expenditure Report (MER) (3)
- 8:24 – 8:34 p.m. 22. Discussion and possible action to approve an amount not to exceed \$2,000 for a Neighborhood Purpose Grant (NPG) for the LAFD Foundation, through the Adopt A Fire Station program, in support of quality of life items for the members of Sylmar’s Fire Station 91 which are not covered by the City’s budget. Budget Committee reviewed and allocated for Board approval. (10)  
Presentation by the Los Angeles Fire Department Foundation and LAFD personnel
- 8:34 – 8:44 p.m. 23. Discussion and possible action to approve an amount not to exceed \$1,400 per month in rent for an office for the Sylmar Neighborhood Council, subject to Budget Committee inclusion and approval in the 2016-2017 Fiscal Year budget. (10)  
Information furnished by Diane Valencia, Vice President of Administration
- 8:44 – 8:54 p.m. 24. Discussion and possible Board action to approve a one-time expenditure of \$1,500 for website redesign and set-up for the Sylmar Neighborhood Council website, and a \$99 per month expenditure for ongoing website maintenance and support, subject to Budget Committee review and allocation. (10)  
Presentation by Maria Silva, SNC Vice President of Communications
- 8:54 – 8:59 p.m. 25. Discussion and possible action to approve an amount not to exceed \$900.00 for the purchase of informational materials and doodads to be distributed to Sylmar Elementary Schools, grades 1 through 5, for SNC Outreach purposes. Recommended by Outreach and reviewed by Budget Committees. All items must be purchased and funds spent by the Fiscal year '15 - '16 cutoff date of June 30, 2016. (5)
- 8:59 – 9:02 p.m. 26. Discussion and possible action related to the handling of Grievances filed against the SNC (3)
- 9:02 – 9:04 p.m. 27. Discussion and possible action related to the scheduling of a Board Retreat (2)
- 9:04 – 9:14 p.m. 28. Discussion and possible Board action to designate NC Liaisons to City Departments (10)
- 15.a. City Attorney
  - 15.b. Public Works
  - 15.c. Public Safety
  - 15.d. Budget Representatives
  - 15.e. Animal Services
  - 15.f. DWP
- 9:14 – 9:19 p.m. 29. Discussion of procedures and possible Board action to form non-Standing Committees (5)
- 9:19 – 9:22 p.m. 30. Board Member Comments / Announcements (3)
- 9:22 – 9:24 p.m. 31. Future Agenda Items (2)  
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 91392-1023
- The next General Board meeting will be on June 23, 2016 at Sylmar High School
- 9:24 – 9:25 p.m. 32. 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 May 26, 2016)

Approved by: