

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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GENERAL BOARD MEETING - AGENDA

October 27, 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)**
- 6:37 – 6:39 p.m. 4. **Welcome and Announcements by Board Meeting facility Host – Derek Martin (2)**
- 6:39 – 6:59 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)
- 6:59 – 7:09 p.m. 6. **Office of Public Engagement report** on the progress of Mayor Garcetti's "Back to Basics" agenda and collaborative opportunities moving forward. (10)
Presented by Brian Gavidia, Mayor Garcetti's East Valley Area Representative

- 6:59 – 7:09 p.m. 7. **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.

New Business

- 7:09 – 7:24 p.m. 8. **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
- 7:24 – 7:34 p.m. 9. **City Liaison and Representatives Reports** (10)
Animal Services - Kelli Land
Budget Representative - Ann Job and Christian Rubalcava
City Attorney – Tammy Flores and Diane Valencia
Planning – Ann Job and Cheri Blose
Public Safety - Greg Hoerner and Diane Valencia
Public Works – Christian Rubalcava
Transportation - Wilson Bell
DWP –
- 7:34 – 7:37 p.m. 10. **Budget Advocate Report** – Ann Job (3)
- 7:37 – 7:45 p.m. 11. **Discussion and possible action** regarding a Neighborhood Purpose Grant for an amount not to exceed \$600 for Sylmar Charter High School, in conjunction with Eric Rodriguez, who is currently working on his Eagle Project. The school has been on lockdown several times in the past, but the teachers do not have any lockdown kits to help them when emergencies arise. The project will construct 100 lockdown kits, one for each classroom. Each emergency classroom kit will have a 5-gallon bucket with a toilet seat lid, and inside there would be: 1 toilet paper roll, 100 wet wipes, 25 waste bags, 10 pairs of vinyl gloves, 1 privacy screen, 1 bag of cat litter, and 1 roll of duct tape. (8)
Presented by: Eric Rodriguez, Boy Scout Troop 316
- 7:45 – 7:55 p.m. 12. **Certificates of Recognition** for Sylmar business owners Richard Cacho of Ultra Greens Nursery and Edward Campos of Imagination Works, and Principal Jose Velasquez of Osceola Street Elementary. (10)
- 7:55 – 8:00 p.m. 13. **Discussion and possible action** relative to holding the Sylmar Neighborhood Council's second community mixer at Mama Licha's Kitchen on Thursday, November 3, 2016. (5).
Presented by David M. Rodriguez, Chair – SNC Outreach Committee Chairman
- 8:00 – 8:05 p.m. 14. **Discussion and possible action** relative to holding a community cleanup along Eldridge Avenue between Hubbard Street and Harding Street on Saturday, November 19, 2016. (5)
Presented by David M. Rodriguez, Chair – SNC Outreach Committee Chairman
- 8:05 – 8:15 p.m. 15. **Discussion and possible action** relative to fill the vacant Home/Condo Owner Board seat. (10)
SNC Bylaws state: The President shall have the discretion to appoint the vacancy from any applicants or among any other qualified Stakeholders, subject to a majority vote of the Board at a public meeting.
- 8:15 – 8:25 p.m. 16. **Recess** (10)
- 8:25 – 8:30 p.m. 17. **Discussion and possible action** relative to forming additional SNC Committees. (5)

- 8:30 – 8:35 p.m. 18. **Discussion and possible action** relative to the President’s nomination of new Committee Chair(s), to be ratified by the Board. (5)
- 8:35 – 8:40 p.m. 19. **Discussion and possible action** relative to dissolving inactive SNC Committees. (5)
- 8:40 – 8:45 p.m. 20. **Discussion and possible action** to approve holding a community cleanup on October 29, 2016 in the area of San Fernando Road and Polk Street, with the purpose of promoting the use of 311 and fulfilling our action plan for the Clean Streets LA challenge. (5)
Presented by: Christian Rubalcava, SNC Director and Public Works Liaison
- 8:45 – 8:50 p.m. 21. **Discussion and possible action** relative to the designation by the Board of at least one other individual, other than the Treasurer, to assist, at least once each quarter, the President with examining the SNC’s accounts and attesting to their accuracy before submitting the documentation to DONE for further review (Bylaws – Article IX Finances, Section E) (5)
- 8:50 – 8:55 p.m. 22. **Discussion and possible action** relative to a Grievance filed by Stakeholder Marti Marshall, regarding possible violations of the Bylaws by the Budget Committee and the SNC Board, pertaining to the approval by the Board at its September, 2016 meeting of an NPG in the amount of \$1,000 for the YMCA at Porter Ranch’s Thanksgiving baskets program. If the Grievance is accepted by DONE, The SNC must take action to refer the matter to either a Regional Grievance Panel or to form 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. (5)
- 8:55 – 9:05 p.m. 23. **Discussion and possible action** to approve plans, pursuant to the provisions of section 12.24-M of the Los Angeles Municipal Code, in conjunction with the continued operation of a 12,487 square-foot banquet hall at 12341 N. San Fernando Road (Palacio Torres), accommodating 550 patrons featuring live entertainment, with hours of operation from 8:00 a.m. to 1:30 a.m. daily, on property located within the C2-2D-CPIO Zone. ZA-2003-7321-CUB-PA2 (10)
Presented by Peter Postlmayr, Chair - SNC Planning & Land Use Committee
- 9:05 – 9:10 p.m. 24. **Discussion and possible action** to approve sending a formal Request for Action to Los Angeles City Council President, Herb. J. Wesson, Jr. and the Council’s Transportation Committee relative to remedying the existing traffic signal design at the intersection of Maclay Street and Foothill Boulevard in Sylmar. Department of Transportation has confirmed in their letter dated September 30, 2016 that the need is warranted, though the project is current unfunded. (5)
Presented by: Diane Valencia, SNC Public Safety Liaison and Wilson Bell, Transportation Liaison
- 9:10 – 9:15 p.m. 25. **Discussion and possible action** to approve a Community Impact Statement (CIS), in support of City Council File #15-1138-S11, which would instruct the Department of Neighborhood Empowerment to report on a process that would incorporate input from the neighborhood councils and establish a Homeless Advocate program with liaisons from the neighborhood councils. (5)
Presented by Peggy Courtney, Chair – SNC Homeless Committee
- 9:15 – 9:18 p.m. 26. **Approval** of Minutes of the August 30, 2016 Special Board Meeting (3)
- 9:18 – 9:21 p.m. 27. **Approval** of Minutes of the September 22, 2016 General Board Meeting (3)
- 9:21 – 9:31 p.m. 28. **Discussion** related to various Neighborhood Training topics, including but not limited to, agendas, minutes, the Brown Act, serial communications, and other topics that may be of benefit to the SNC’s Directors. (10)
- 9:31 – 9:33 p.m. 29. **Treasurer’s Report** – Wilson Bell (2)
- 9:33 – 9:36 p.m. 30. **Review and Adoption** of the September Monthly Expenditure Report (MER) (3)
- 9:36 – 9:41 p.m. 31. **Discussion and possible action** regarding a Neighborhood Purpose Grant for an amount not to exceed \$300 for the 2016 NEVHC Toy Drive Partnership. (5)
- 9:41 – 9:46 p.m. 32. **Discussion and possible action** regarding a Neighborhood Purpose Grant for amount not to exceed \$1,000 for the San Fernando Valley Veterans Day Parade which goes down Laurel Canyon Blvd from San Fernando Mission Blvd to South Paxton to Ritchie Valens Recreation Center on Friday, November 11, 2016. Sylmar

Neighborhood Council logo to be printed on T-shirts. VIP access provided to SNC Board members, including continental breakfast. (5)

- 9:46 – 9:51 p.m. 33. **Discussion and possible action** to approve an expenditure not to exceed \$1,500 to fill SNC backpacks for the Sylmar Homeless Services Connect Day, Nov. 17, 2017. (5)
Presented by: Peggy Courtney, Chair – SNC Homeless Committee
- 9:51 – 9:56 p.m. 34. **Discussion and possible action** to approve an expenditure of \$200 for the Valley Alliance of Neighborhood Council's (VANC) Planning Forum on Thursday, November 10, at CBS Studios in Studio City. The amount of the expenditure will be increased by \$25 for each board member who commits to attending the training. Funds will come from Outreach/Events. (5)
- 9:56 – 10:01 p.m. 35. **Discussion and possible action** related to setting the date of the SNC Board meeting/Holiday Mixer for December, 2016. (5)
- 10:01 – 10:04 p.m. 36. **Board Member Comments / Announcements** (3)
- 10:04 – 10:06 p.m. 37. **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 November 17, 2016 at Osceola Street Elementary School
- 10:06 – 10:07 p.m. 38. **Closing Remarks, Acknowledgements, and Adjournment** (1)

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, 2016)