

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

P.O. Box 921023
Sylmar, CA 91392-1023
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SPECIAL BOARD MEETING - AGENDA

November 17, 2016 - 6:30 PM

Discovery Charter Preparatory School
13570 Eldridge 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. 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 (2)**
- 6:39 – 7:04 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)
- 7:04 – 7:14 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

- 7:14 – 7:24 p.m. 7. **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.
- 7:24 – 7:29 p.m. 8. **Discussion and possible action** relative to forming additional SNC Committees. (5)
- 7:29 – 7:34 p.m. 9. **Discussion and possible action** relative to the President's nomination of new Committee Chair(s), to be ratified by the Board. (5)
- 7:34 – 7:39 p.m. 10. **Discussion and possible action** relative to dissolving inactive SNC Committees. (5)

New Business

- 7:39 – 7:44 p.m. 11. Presentation and Q&A with LAPD Senior Lead Officers for Sylmar (5)
- 7:44 – 7:59 p.m. 12. **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
- 7:59 – 8:09 p.m. 13. **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 –
- 8:09 – 8:12 p.m. 14. **Budget Advocate Report** – Ann Job (3)
- 8:12 – 8:15 p.m. 15. Discussion and possible action to appoint a Homeless Liaison to represent the SNC. (3)
The Homelessness Liaison will participate and collaborate with the Mayor's Office and CD 8 on bi-monthly Homelessness Advocate meetings integrating Neighborhood Council board members and advocates into conversations addressing the City's homelessness crisis that will help provide additional services and opportunities to end homelessness one person at a time.
- 8:15 – 8:25 p.m. 16. **Recess** (10)
- 8:25 – 8:35 p.m. 17. Presentation regarding traffic and safety issues around PUC Sylmar Education Complex, located at 13361 Glenoaks Boulevard (10)
Presented by Jullie Cuellar, Parent of PUC Student
- 8:35 – 8:45 p.m. 18. **Discussion and possible action** to support the SNC's Planning and Land Use Committee recommendations, related to achieving quality development and design standards consistent with goals and policies contained within the General Plan for 12680 N Bradley Vesting Tentative Tract for 10 Detached Residential Condominium Units. ENV-2016-4015-EAF and VTT-74518-CN (10)
Presented by Peter Postlmayr, Chair - SNC Planning & Land Use Committee

- 8:45 – 8:55 p.m. 19. **Discussion and possible action** to send a letter to the Los Angeles Department of City Planning, regarding the City Proposed Affordable Housing Linkage Fee Ordinance, amending Section 21.18 of the LA Municipal Code, establishing an Affordable Housing Linkage Fee, and directing Linkage Fees derived from Development Projects to the Affordable Housing Trust Fund. The ordinance would establish a fee on identified types of market rate development, which would be used to fund the creation of affordable housing across the City. CPC-2016-3431-CA, ENV-2016-3432-ND. (10) See attached letter with recommendations [for a portion of property tax revenue be directed to the Housing Trust Fund instead, along with a few other assurances.](#)
Presented by Peter Postlmayr, Chair - SNC Planning & Land Use Committee
- 8:55 – 9:00 p.m. 20. **Discussion and possible action** to approve the “opting in” of Sylmar, to be counted in the Los Angeles Point in Time Homeless Count on Tuesday, January 24, 2017, utilizing Discovery Prep as the deployment site. (5)
Presented by: Peggy Courtney, Chair - Homeless Services Committee
- 9:00 – 9:03 p.m. 21. **Approval** of Minutes of the September 22, 2016 General Board Meeting (3)
- 9:03 – 9:06 p.m. 22. **Approval** of Minutes of October 25, 2016 General Board Meeting (3)
- 9:06 – 9:08 p.m. 23. **Treasurer’s Report** – Wilson Bell (2)
- 9:08 – 9:23 p.m. 24. **Discussion and possible action** to approve a revised 2016-2017 Budget. (15)
Presented by: Wilson Bell, SNC Treasurer
- 9:23 – 9:26 p.m. 25. **Review and Adoption** of the November Monthly Expenditure Report (MER) (3)
- 9:26 – 9:31 p.m. 26. **Discussion** related to the findings of the examination by the President and additional individuals designated by the Board, as to the accuracy of the SNC’s accounts for Q1 of Fiscal Year 2016-2017. (5)
(Bylaws, Article IX Finances, Section E - E. 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.)
- 9:31 – 9:36 p.m. 27. **Discussion and possible action** to approve an expenditure not to exceed \$250 to support providing food and drink for approximately 60-70 volunteers who will be working to support the Los Angeles Point in Time Homeless Count on January 24, 2017. (5)
Presented by: Peggy Courtney, Chair - Homeless Services Committee
- 9:36 – 9:41 p.m. 28. **Discussion and possible action** to approve an expenditure not to exceed \$500 for approximately 1,000 SNC branded pens in different colors as an Outreach item. (5)
- 9:41 – 9:46 p.m. 29. **Discussion and possible action** to approve an expenditure not to exceed \$500 for two 8-foot SNC branded table covers as an Outreach item. (5)
- 9:46 – 9:51 p.m. 30. **Discussion and possible action** to approve an expenditure not to exceed \$100 to professionally frame the County of Los Angeles commendation for the Sylmar Neighborhood Council, received through Supervisor Kuehl’s office. Framing and matting to be consistent with other SNC certificates/awards. (5)
- 9:51 – 9:56 p.m. 31. **Discussion and possible action** to approve an expenditure not to exceed \$600 for food and refreshments for the SNC Holiday Party/Mixer on Thursday, December 15, 2016. (5)
- 9:56 – 9:59 p.m. 32. **Board Member Comments / Announcements** (3)
- 9:59 – 10:01 p.m. 33. **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 January 26, 2017, location to be determined
- 10:01 – 10:02 p.m. 34. **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 November 17, 2016)