

CITY OF LOS ANGELES

California



SYLMAR NEIGHBORHOOD COUNCIL

PRESIDENT: Tammy Flores

VICE PRESIDENTS:

Administration: Diane Valencia

Communications: Maria Silva

TREASURER: Alex Guerrero

PUBLIC RELATIONS: David M. Rodriguez

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GENERAL BOARD MEETING - AGENDA

August 25, 2016 - 6:30 PM

Sylmar 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 – Tammy Flores, President (2)
- 6:34 – 6:37 p.m. 3. Housekeeping, Speaker Cards, Meeting Rules, and Timekeeper – Kathy Bloom (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. 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 – 7:15 p.m. 7. Certificates of Recognition for Sylmar business owner Vivian Hartman and resident Janet Gibson.
Presented by Tammy Flores, SNC President (6)
- 7:15 – 7:20 p.m. 8. Announcement / discussion related to the weekly Tasty Tuesday food truck event in Sylmar.
Presented by Kurt Cabrera-Miller, SNC Retail Representative (5)
- 7:20 – 7:45 p.m. 9. Committee Reports (15)
Executive Committee
Budget Committee – Alex Guerrero
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
- 7:45 – 7:55 p.m. 10. City Liaison and Representatives Reports (10)
Animal Services - Amanda Bloom and Kelli Land
Budget - 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
Transportation - Wilson Bell
DWP –
- 7:55 – 7:58 p.m. 11. Budget Advocate Report – Ann Job (3)
- 7:58 – 8:01 p.m. 12. Approval of Minutes of the July 28, 2016 Special Board Meeting (3)
- 8:01 – 8:04 p.m. 13. Approval of Minutes of the July 30, 2016 Special Board Meeting (3)
- 8:04 – 8:14 p.m. 14. Discussion and possible action to adopt a resolution, as drafted and presented by The Transit Coalition, in support of double tracking between Sylmar and Burbank, the addition of the North Hollywood Way Bob Hope Airport Station (when double tracking is complete), and the addition or reactivation of public bathrooms located at all train stations within the San Fernando Valley for enhanced sanitation. (10)
Presentation by Bart Reed, The Transit Coalition
- 8:14 – 8:24 p.m. 15. Recess (10)
- 8:24 – 8:34 p.m. 16. Discussion related to various Neighborhood Training topics, including but not limited to, agendas, minutes, the Brown Act, serial communications, and other topics which may be of benefit to the SNC's Directors.
- 8:34 – 9:04 p.m. 17. Discussion and possible action to approve the SNC's [Neighborhood Council Strategic Plan for Fiscal Year 2016-2017](#), including the SNC's [Neighborhood Council Outreach Survey for Fiscal Year 2016-2017](#), the SNC's [Neighborhood Council Budget for Fiscal Year 2016-2017](#) and the SNC's [Neighborhood Council Self-Assessment for Fiscal Year 2015-2016](#). (30)
- 9:04 – 9:14 p.m. 18. Discussion and possible action to approve an amount not to exceed \$700 per month in rent for SNC office space at 13521 Hubbard Street, with the intended use as an office for the SNC. (10)
Presented by: Diane Valencia, SNC Vice President of Administration

- 9:14 – 9:19 p.m. 19. Discussion and possible action relative to using the Sylmar Neighborhood Council's logo for promotional materials for a voter registration training and information session at Sylmar Public Library on Thursday, September 15, from 5:30pm to 7:30pm. This event is being organized by the Los Angeles County Registrar-Recorder Clerk's Office. It is free and open to the public. (5)
- 9:19 – 9:24 p.m. 20. Discussion and possible action to approve an amount not exceeding \$475.00 for the purchase of 25 green Harrington Knit Polo Shirts with embroidered SNC logo from Spots & Dots Etc. (Sylmar). Each SNC Board Member (21 in all) will receive a polo shirt. The remainder (4) will be given to members of the SNC Outreach Committee. (5)
- [The Outreach Committee approved the motion with a vote of 6 Yes, 0 No, and 1 Absent. Budget Committee Motion: The Budget Committee recommended that the Outreach Committee submit all communication collated about Board Member T-shirt sizes to Diane Valencia, Vice President of Administration, to see if, in consultation with the City Attorney's Office, serial communication occurred. Depending on the outcome, the Budget Committee can look at this item again at the next Budget Committee meeting. The second part of the motion is that the Board would have to make a determination about non-board members receiving shirts as well. The Budget Committee approved with a vote of 3 Yes, 0 No, and 0 Abstention.]*
- 9:24 – 9:29 p.m. 21. Discussion and possible action to approve two letters written by Vice President of Communications Maria Silva for distribution to Sylmar students and teachers in grades 3 to 5. The first letter (letter to the teachers) provides information on the Sylmar Neighborhood Council, as well as information on the SNC pencils and brochures that the students in said grades will be receiving. The second letter (letter to the parents) also provides general information on the Sylmar Neighborhood Council, as well as information on how students and parents can get involved with the Council. (5)
- The Budget Committee finds there are funds for 10 b, but would like the board to consider the approval of the letter signed by Maria Silva that they want to have printed. Bonnie 1st, Pat 2nd - unanimous.*
- 9:29 – 9:34 p.m. 22. Discussion and possible action to approve an amount not exceeding \$215.00 for the printing of 3,500 letters, in black and white, for distribution to LAUSD students in grades 3-5, and the printing of 180 letters, in color, for distribution to LAUSD teachers in grades 3-5, from C & M Printing (Tujunga). These letters will accompany SNC pens, pencils, and brochures (purchased previously) that will, in turn, be distributed to both students and teachers in September. (5)
- [The Outreach Committee approved the motion with a vote of 6 Yes, 0 No, and 1 Absent. The Budget Committee finds that there are funds for item 10.b (\$215 printing, but would like the Board to consider the approval of the letters signed by Vice President of Communications, Maria Silva that the Outreach Committee wants to have printed. The Budget Committee approved with a vote of 3 Yes, 0 No, and 0 Abstention.]*
- 9:34 – 9:39 p.m. 23. Discussion and possible action to approve holding a Sylmar Town Hall/Resource Fair on Saturday, October 15, 2016, from 10am to 1pm at Sylmar Charter High School. The goal of the Sylmar Town Hall/Resource Fair is threefold: 1) to provide Sylmar residents with the opportunity to hear from City representatives on issues related to crime and safety, emergency preparedness, and connecting with City Hall; 2) to provide attendees with the opportunity to ask City representatives questions, as well as to share their concerns with appropriate City agencies and departments; 3) to allow stakeholders to solicit information and gather resources from various local, state, and federal offices. (5)
- 9:39 – 9:44 p.m. 24. Discussion and possible action to approve an amount not exceeding \$1,200 for promotional materials related to the Sylmar Neighborhood Council's town hall/community resource fair scheduled for October 15, 2016. This includes, but is not limited to, 8 ½ x 11 flyers, half-sheet flyers, posters, and lawn signs. (5)
- [The Outreach Committee approved the motion with a vote of 6 Yes, 0 No, and 1 Absent. The Budget Committee recommended that no funding motion was required at this time as the Outreach Chair needs to submit a Neighborhood Council Event Approval Form, Funding Request Form, and Itemized Detailed Event Budget.]*
- 9:44 – 9:49 p.m. 25. Discussion and possible action to approve an amount not exceeding \$3,500 for items necessary to promote and hold the Sylmar Town Hall/Resource Fair, such as promotional materials (8 1/2 by 11 flyers, half sheet flyers, posters, and lawn signs), SNC tote bags, snacks and refreshments, translation services, and facility costs. Attached are the Neighborhood Council Event Approval Form, Funding Request Form, and Itemized Detailed Event Budget. (5)

- 9:49 – 9:51 p.m. 26. Treasurer’s Report (2)
- 9:51 – 9:54 p.m. 27. Discussion and possible action to appoint a 2nd Signer / Card Holder for the Sylmar Neighborhood Council. (3)
- 9:54 – 9:57 p.m. 28. Review and Adoption of the August Monthly Expenditure Report (MER) (3)
- 9:57 – 10:02 p.m. 29. Discussion and possible action to submit a Community Impact Statement relative to City Council File 16- 0298 (Shared Spaces / Neighborhood Councils) (5)
Presented by: Ann Job, Government Affairs Committee Chair
- 10:02 – 10:07 p.m. 30. Discussion and possible action to submit a Community Impact Statement relative City Council File 16- 0917. Last day to take action on this Council file is September 23, 2016. (Eve Sinclair / Board of Neighborhood Commissioners / Appointment) (5)
Presented by: Ann Job, Government Affairs Committee Chair
- 10:07 – 10:10 p.m. 31. Board Member Comments / Announcements (3)
- 10:10 – 10:12 p.m. 32. 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 September 22, 2016 at Sylmar High School
- 10:12 – 10:13 p.m. 33. 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 August 25, 2016)