

CITY OF LOS ANGELES  
California

**PRESIDENT:** Ann Job  
**VICE PRESIDENTS:**  
Administration: Diane Valencia  
Communications: Kathy Grubert  
**TREASURER:** Alex Guerrero  
**PUBLIC RELATIONS:** Maria Silva



**SYLMAR NEIGHBORHOOD COUNCIL**  
P.O. Box 921023  
Sylmar, CA 91392-1023

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**GENERAL BOARD MEETING AGENDA**  
**Thursday, January 28, 2016 - 6:30 PM – 9:43 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](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 Vice President of Administration, Diane Valencia by phone at (818) 833-8737 or 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. 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 Ann Job at [Ann.Job@SylmarNC.org](mailto:Ann.Job@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** – Ann Job (2)
- 6:34 – 6:38 p.m. 3. **Housekeeping, Speaker Cards, and Timekeeper** – Diane Valencia (4)
- 6:38 – 6:40 p.m. 4. **Welcome and Announcements** by Board Meeting facility Host – Derek Martin (2)
- 6:40 – 7:00 p.m. 5. **Public Official and Community Representative Announcements & Presentations** (10)
  - 5a. Questions / Comments from the Public (10)
- 7:00 – 7:10 p.m. 6. **Public Comment on Non-Agendized Items** within the Board's subject matter jurisdiction (10)

Public comments are limited to 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.

7:10 – 7:12 p.m. **7. Approval of the Minutes** for November 19, 2015 General Board Meeting . (2)

7:12 – 7:14 p.m. **8. Approval of the Minutes** for the January 4, 2016 Special Board Meeting (2)

7:14 – 7:16 p.m. **9. Approval of the Minutes** for the January 7, 2016 Special Board Meeting (2)

7:16 – 7:34 p.m. **10. Committee Reports:** (18)

Executive Committee  
Budget Committee – Alex Guerrero  
Outreach Committee – Kathy Bloom  
Equestrian Committee – Cheri Blose  
Bylaws Committee – Roy Smith  
Planning & Land Use Committee – Peter Postlmayr  
Sediment Removal Ad Hoc Committee – Kathy Grubert  
Underserved Stakeholders Committee – Peggy Courtney  
Government Affairs & City Services Committee – Christian Rubalcava  
Elections Committee – Ann Job  
Sylmar Sign Ad Hoc Committee – Laurie Fadness

7:34 – 7:39 p.m. **11. City Liaison Reports:** (5)

Liaisons to the City Attorney – Diane Valencia and Ann Job  
Public Safety Liaison – Diane Valencia  
Public Works Liaison – Ann Job  
Budget Reps – Ann Job  
Animal Services Liaisons – Laurie Fadness and Amanda Bloom

7:39 – 7:49 p.m. **12. Presentation** regarding the Lucy Pet Foundation (10)

Powerpoint presentation by Dr. Karen Halligan, Chief Veterinary Officer for the Lucy Pet Foundation. showing their mobile spay and neuter clinic in operation. She will discuss the foundation's new contract with Los Angeles Animal Services offering free spay and neuter services for low income citizens, and the heightened need for such services in Sylmar.

### **Unfinished Business:**

7:49 – 7:52 p.m. **13. Discussion and possible Board action** relative to the 2014/2015 Self-Assessment due by September 1, 2015. (3)

Presentation by Diane Valencia

### **New Business**

7:52 – 7:57 p.m. **14. Discussion & possible Board action** to establish the regular General Board meeting schedule for the remainder of 2016. (5)

SNC Bylaws State: ARTICLE VIII – MEETINGS, Section 1: Meeting Time and Place - A calendar of regular meetings shall be established by the Board at its first regular meeting of each calendar year.

7:57 – 8:00 p.m. **15. Discussion** of the Sylmar Neighborhood Council Bylaws regarding absences. (3)

Sylmar Neighborhood Council Bylaws, dated September 1, 2015. Article V, Section 7 (Absences)  
“Any Director who misses three (3) regularly scheduled consecutive Council Board Meetings during any six (6) month period or four (4) regularly scheduled meetings within any twelve (12) month period will be subject to removal by a majority vote of the Board. Absences for all Directors shall be recorded in the Council's meeting minutes or other manner of Council record keeping. Upon missing the stated number of Board meetings, the President shall notify the Director of their absences and place the removal of the

Director on the agenda of the next General or Special Board meeting, whereupon the Board shall determine the validity of the absences before taking action to remove the Director. Any regular General meeting of the Board, scheduled and noticed as per the Brown Act, shall constitute a meeting for the purpose of determining Board Member attendance.”

- 8:00 – 8:05 p.m. **16. Discussion & possible Board action** to remove SNC Director Maria Silva, per Article V, Section 7 (Absences) of the Sylmar Neighborhood Council Bylaws, dated September 1, 2015. (5)
- 8:05 – 8:10 p.m. **17. Discussion & possible Board action** to designate a delegate from the Board to communicate Board-approved positions to the Valley Alliance of Neighborhood Councils (VANC) and the Los Angeles Neighborhood Council Coalition, (LANCC). (5)  
LANCC’s Bylaws state:  
c. The requirement for voting at a LANCC meeting by an NC Representative is a designation for that purpose by the NC  
d. There may be more than one delegate from an NC present at LANCC monthly meetings, but there may be only one vote per delegation from any NC, on a LANCC Motion
- 8:10 – 8:15 p.m. **18. Discussion and possible action** to approve setting up a Sylmar Neighborhood Council “account” on social media platform Nextdoor along with identifying SNC Directors who may be authorized to post SNC events and information. (5)
- 8:15 – 8:20 p.m. **19. Discussion and possible action** relative to the noticing of Committee meetings as “Joint” meetings with the Sylmar Neighborhood Council Board. (5)
- 8:20 – 8:30 p.m. **20. Recess** (10)
- 8:30 – 8:35 p.m. **21. Discussion and possible action** relative to approving the project as presented, per Planning & Land Use Committee (PLUC) Report on 12087 Lopez Canyon Road – Building Materials Sale Yard as a principle use in proposed M1-1 Zone, CPC-2015-4375-SC-ZV and ENV-2015-4376-EAF. The yard is located on the mesa above the 210 and 118 freeway interchange and is limited to a small portion of the property. This yard resides in the City and is surrounded by County land with other ongoing use. (5)  
Presentation by Peter Postlmayr, PLUC Chair
- 8:35 – 8:38 p.m. **22. Discussion and possible Board action** to approve Sylmar Neighborhood Council monthly expenditure report (MER) for November, 2015. (3)
- 8:38 – 8:41 p.m. **23. Discussion and possible Board action** to approve Sylmar Neighborhood Council monthly expenditure report (MER) for December, 2015. (3)
- 8:41 – 8:43 p.m. **24. Treasurer’s Report.** (2)
- 8:43 – 8:53 p.m. **25. Discussion and possible Board action** to approve a revised Sylmar Neighborhood Council budget for the 2015/2016 Fiscal Year. (10)  
Presentation by: Alex Guerrero, Treasurer
- 8:53 – 8:58 p.m. **26. Discussion and possible Board action** to approve an expenditure not to exceed \$3,700 for advertising the upcoming Elections. (5)  
  
This will include flyers in English and Spanish (mostly in black and white, some in color); yard signs, bus benches, and transit shelters, as well as expendables; for example, balloons.
- 8:58 – 9:03 p.m. **27. Discussion and possible Board action** to approve an expenditure not to exceed \$1,500 for pole banners advertising the Sylmar Neighborhood Council to be expensed from Outreach Advertising. (5)  
  
The request would cover ten (3 ft x 8 ft) banners place on poles throughout Sylmar advertising the Sylmar Neighborhood Council.

- 9:03 – 9:13 p.m. **28. Discussion and possible Board action** to approve holding a Community Town Hall Meeting to raise public awareness for the need, at a minimum, of one additional fire station in Sylmar, to include approval of an amount not to exceed \$1,200 for items necessary to promote and hold the event, including, but not limited to hall rental, flyers, banners, refreshments, etc. (10)
- 9:13 – 9:23 p.m. **29. Discussion and possible action** relative to hosting a free Pancake Breakfast at the Sylmar's LAFD Fire Station #91 to show our appreciation for their dedication to our community, to include approval of an amount not to exceed \$1,200 for items necessary to promote and hold the event, including, but not limited to tables, chairs, and cooking equipment rentals, flyers banners, food and refreshments. (10)
- 9:23 – 9:25 p.m. **30. Discussion and possible Board action** to approve the President's appointment of Budget Representative(s). (2)
- 9:25 – 9:35 p.m. **31. Possible Resumption of Item #8** - Public Comment on Non-Agendized Items within the Board's subject matter jurisdiction only if there was insufficient time for stakeholder public comment during Item # 8. (no more than 10 minutes)  
Public comments are limited to 2 minutes per speaker. Time allocated to one speaker may not be transferred to another speaker.
- 9:35 – 9:38 p.m. **32. Board Member Community Announcements.** (3)
- 9:38 – 9:40 p.m. **33. Board Member Comments** – Comments from Board members on matters within the Board's jurisdiction. (2)
- 9:40– 9:42 p.m. **34. Future Agenda Item suggestions** from public and Board members. (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 February 25, 2016 at Sylmar High School.
- 9:42 – 9:43 p.m. **35. 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 January 28, 2016)**

**Approved by: AJ/DV**