

CITY OF LOS ANGELES

California



**SYLMAR NEIGHBORHOOD COUNCIL**

**PRESIDENT:** Kurt Cabrera-Miller

**VICE PRESIDENTS:**

Administration: Christian Rubalcava

Communications: Maria Silva

**SECRETARY:** Marti Marshall

**TREASURER:** George Ortega

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**GENERAL BOARD MEETING - AGENDA**

**Thursday, November 16, 2017 – 6:30 PM**

**Sylmar Charter High School**

**13050 Borden Avenue, Sylmar, CA 91342**

**(Spartan Hall – Auditorium)**

**\*\*NOTE – There is no General Board Meeting in the month of December.**

**There is a SNC Holiday-Mixer on December 16<sup>th</sup>, 2017 6:30 pm to 9:00 pm**

**Located at Discovery Charter Preparatory School, 13570 Eldridge Ave. Sylmar, CA 91342**

**This event is for the community; it’s stakeholders, the members of the Board and all Elected Officials.**

The Agenda is posted for public review at the Los Angeles Public Library (Sylmar Branch), 14561 Polk Street, Sylmar, CA 91342 Agendas AND Minutes 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 President, Kurt Cabrera-Miller by phone at (818) 833-8737 or Email to [kurt.cabrera-miller@sylmarnc.org](mailto:kurt.cabrera-miller@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. 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 Kurt Cabrera-Miller at [kurt.cabrera-miller@sylmarnc.org](mailto:kurt.cabrera-miller@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 minutes)**

**6:32 – 6:34 p.m. 2. Roll Call (2 minutes)**

- 6:34 - 6:36 p.m. 3. **Housekeeping: Speaker Cards, Recording, and Timekeeper. Welcome from facility host. (2 minutes)**
- 6:36 – 6:56 p.m. 4. **Public Official and Community Representative Announcements & Presentations: (20 minutes) In total for all. Including questions and answers.** - 2 min. per speaker. (10) Questions / Comments: from the Public to the Official or representative. 2 minutes per question or comment (10 minutes)  
**\*\*PUBLIC OFFICIAL REPRESENTATIVES –  
Please stay for the Meet & Greet at the break time. Thank you!**
- 6:56 – 7:06 p.m. 5. **Public Comment on Non-Agendized Items within the Board’s subject matter jurisdiction. (10 minutes)**  
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 Communication. Names will be called in the order of 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
- 7:06 – 7:16 p.m. 6. **City Liaison and Representatives Reports / (10 minutes)**  
Animal Services - Kelli Land  
Budget Representative - Christian Rubalcava  
City Attorney – Diane Valencia  
D.W.P. – George Ortega  
Homelessness – Ann Job  
Planning – Ann Job and Cheri Blose  
Public Safety - Greg Hoerner and Diane Valencia  
Public Works – Christian Rubalcava  
Transportation – Don Neal
- 7:16 – 7:19 p.m. 7. Item Tabled from October’s General Board Meeting **“Youth Committee” Discussion and possible action**, in regards to the formation of an Ad Hoc Committee “Youth Affairs” The Youth Affairs shall be responsible for improving the Sylmar community with an emphasis on youth stakeholders in Sylmar. Initiate programs and events that help engage youth. Serve as an opportunity to allow youth and other interested individuals to be involved with the Sylmar Neighborhood Council. The committee will address issues impacting youth in Sylmar. **(3 minutes)**
- 7:19 – 7:22 8. **Discussion and possible action**, to appoint Board Member Donald Zelaya as Chairperson of the “Youth Affairs Committee”. **(3 minutes)**
- 7:22 – 7:27 p.m. 9. Item Tabled from October’s General Board Meeting **“Budget Committee Examination”** As per SNC bylaws. 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.  
**Discussion and possible action**, Board to name/designate at least 1 person to assist the President to examine the Council’s accounts. **(5 minutes)**

- 7:27 – 7:32 p.m.      10.    **Discussion - On the topic on the possibility, interest and or the need to open a NEW SNC Officer Position.** The duties of the PUBLIC RELATIONS COORDINATOR are: At the direction of the Board, shall release media statements. - To solicit local media coverage of Council activities and events. To establish and maintain communication with local organizations and businesses in an effort to increase Council visibility and community involvement. **(5 minutes)**
- 7:32 – 7:35 p.m.      11.    **Treasurer’s Report (3 minutes)**
- 7:35 – 7:40 p.m.      12.    **Request for Funding-** Equestrian Committee request an amount not to exceed \$5000 for items necessary to promote and hold the annual “Make Your Horse Count” event scheduled in May 2018. Presented by Cheri Blose – Chair, Equestrian Committee  
**Discussion and possible action,** to approve an amount not to exceed \$5,000 for the Sylmar “Make Your Horse Count Event. **(5 minutes)**
- 7:40 – 7:45 p.m.      13.    **Request for Funding-** Homeless Services Committee request \$200.00 for the 2018 “Greater Los Angeles Homeless Count” event. This event will be in January of 2018. The Point-in-Time count is a count of sheltered and unsheltered homeless persons on a single night in January.  
**Discussion and possible action,** to approve an amount not to exceed \$200.00 for the Homeless Committee to purchase water, snacks, pizza & drinks for volunteers. **(5 minutes)**
- 7:45 – 7:48 p.m.      14.    **Review & Adoption of MER - Treasurer**  
**Discussion and possible action,** on the approval of the October 2017 Monthly Expenditure Report (MER)  
**(3 minutes)**
- 7:48 – 7:53 p.m.      15.    **Planning & Land Use Project update. Presented by Peter Postlmayr**  
Update on the Foothill Blvd. DWP Water “Trunk Line”. Construction to begin December 2<sup>nd</sup>. Maclay/Foothill **(5 Minutes)**
- 7:53 -8:08 p.m.      16.    **MEET AND GREET                    (15 minute Break)**
- 8:08 – 8:23 p.m.      17.    **COMMITTEE REPORTS (15 minutes)**  
Executive Committee – Kurt Cabrera-Miller  
Budget Committee – George Ortega  
Bylaws Committee – Diane Valencia  
Outreach Committee – Carlos Lara  
Planning & Land Use Committee – Peter Postlmayr  
Homeless Services Committee – Peggy Courtney  
Emergency Preparedness – John Pacheco  
Equestrian Committee – Cheri Blose  
Public Safety Committee – Diane Valencia

- 8:23 – 8:28 p.m. 18. **Discussion on the posting of minutes** – Board members to discuss the difficulties and possible solutions to ensuring that committee meeting minutes and board meeting minutes become uploaded on to the SNC website in a more timely or effective manner. **(5 minutes)**
- 8:28 – 8:31 p.m. 19. **Secretary’s Report (3 minutes)**
- 8:31 – 8:34 p.m. 20. **Approval of previous Board Meeting minutes -Discussion and possible action**, to approve the meeting minutes for General SNC Board Meeting October 26, 2017 **(3 Minutes)**
- 8:34 – 8:37 p.m. 21. **Discussion and possible action**, Board action to change the Board Rules under the category of Executive Committee (3<sup>rd</sup> bullet point page 3) to substitute Public Relations Officer for Secretary. Instruct Bylaws Committee Chair to amend Board Rules. To view Board Rules visit the SNC website at [www.sylmarnc.org](http://www.sylmarnc.org) Rules located in “Committees” under Bylaws. **(3 minutes)**
- 8:37 – 8:42 p.m. 22. **Public Safety - Discussion and possible action**, to approve a Community Impact Statement for Council File #17-0246 (Pacoima Wash Vision Plan / Tributaries of the Los Angeles River). **(5 minutes)**
- 8:42 – 8:47 p.m. 23. **Public Safety - Discussion and possible action**, to approve a Community Impact Statement for Council File #16-1160 (5101 Sepulveda Boulevard / Fire Station 88 / Modular Office Space / Fire Department) **(5 minutes)**
- 8:47 – 8:50 p.m. 24. **Public Safety - Discussion and possible action**, to approve sending a letter to CD7 Councilwoman Rodriguez to follow up on previous requests sent to Council President, Herb Wesson on October 27, 2016, subsequent follow-ups sent to his office as well as CD7 regarding the addition of protected/permissive left-turn phasing at the intersection of Foothill Boulevard and Maclay Street. Letter reconfirms previous Board position taken in October 2016. **(3 minutes)**
- 8:50 – 8:53 p.m. 25. **Public Safety - Discussion and possible action**, to approve a letter being sent to the Los Angeles Police Department, outlining a Public Records Act request as drafted and approved by the Public Safety Committee. There is not action by the Committee attached to this request, nor is the committee requesting or suggesting a position, the information/data being requested will serve as the basis for a project the committee is working on. **(3 minutes)**
- 8:53 – 8:56 p.m. 26. **Board Member Comments / Announcements (3 Minutes)**
- 8:56 – 8:58 p.m. 27. **Future Agenda Items**  
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 91392-10 **(2 minutes)**

8:58 – 9:00 p.m.            28.      **Closing Remarks, Acknowledgements, and Adjournment (2 minutes)**

**NO MEETING IN DECEMBER DUE TO HOLIDAYS**

**January 25, 2018 at 6:30 pm  
Sylmar Charter High School  
13050 Borden Ave, Sylmar, CA 91342**

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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 2017)**

**Approved by: KCM**