

CITY OF LOS ANGELES

California

SYLMAR NEIGHBORHOOD COUNCIL

PRESIDENT: Andres Rubalcava

VICE PRESIDENTS:

Administration: Brielle Acevedo

Communications: Donald Zelaya

SECRETARY: Kathy Bloom

TREASURER: George Ortega



Office: 13521 Hubbard Street

Sylmar, CA 91342

Mailing: P.O. Box 921023

Sylmar, CA 91392-1023

Telephone: (818) 833-8737

E-mail: Board@SylmarNC.org

**Sylmar Neighborhood Council
Special General Board Meeting –Agenda
Thursday, February 24, 2022 – 6:30 PM**

Zoom Meeting Online: <https://us02web.zoom.us/j/89371968816>

Join by Telephone: Dial (669) 900-6833 to Join the Meeting

Then Enter This Webinar ID: 893 7196 8816 and Press #

Si requiere servicios de traducción, favor de avisar al Concejo Vecinal 3 días de trabajo (72 horas) antes del evento. Por favor contacte por correo electrónico board@sylmarnc.org o por teléfono 818-833-8737 para avisar al Concejo Vecinal.

IN CONFORMITY WITH THE SEPTEMBER 16, 2021 ENACTMENT OF CALIFORNIA ASSEMBLY BILL 361 (RIVAS) AND DUE TO CONCERNS OVER COVID-19, THE SYLMAR NEIGHBORHOOD COUNCIL MEETING WILL BE CONDUCTED ENTIRELY WITH A CALL-IN OPTION OR INTERNET-BASED SERVICE OPTION.

Every person wishing to address the Board must dial (669) 900-6833, and enter 893 7196 8816 and then press # to join the meeting. When prompted by the presiding officer, to provide public input at the Neighborhood Council meeting the public will be requested to dial *9 or use the Raise Hand option, to address the Board on any agenda item before the Board takes an action on an item. Comments from the public on agenda items will be heard only when the respective item is being considered.

PUBLIC INPUT AT NEIGHBORHOOD COUNCIL MEETINGS The public is requested dial *9, when prompted by the presiding officer, to address the Board on any agenda item before the Board takes an action on an item. Comments from the public on agenda items will be heard only when the respective item is being considered. Comments from the public on other matters not appearing on the agenda that are within the Board's jurisdiction will be heard during the General Public Comment period. Please note that under the Brown Act, the Board is prevented from acting on a matter that you bring to its attention during the General Public Comment period; however, the issue raised by a member of the public may become the subject of a future Board meeting. Public comment is limited to 2 minutes per speaker, unless adjusted by the presiding officer of the Board.

AB 361 Updates:

Public comment cannot be required to be submitted in advance of the meeting, only real-time public comment is required.

If there are any broadcasting interruptions that prevent the public from observing or hearing the meeting, the meeting must be recessed or adjourned.

If members of the public are unable to provide public comment or be heard due to issues within the Neighborhood Council's control, the meeting must be recessed or adjourned.

Any messaging or virtual background is in the control of the individual board member in their personal capacity and does not reflect any formal position of the Neighborhood Council or the City of Los Angeles.

The Neighborhood Council system enables meaningful civic participation for all Angelenos and serves as a voice for improving government responsiveness to local communities and their needs. We are an advisory body to the City of Los Angeles, comprised of stakeholder volunteers who are devoted to the mission of improving our communities.

- 1. Call to Order**
- 2. Welcome and Housekeeping**
- 3. Public Comment** on items not appearing on the agenda.
- 4. Announcements from Public Officials**
- 5. Discussion and possible action** to approve January General Board meeting minutes.
- 6. Discussion and possible action** to approve affidavit for missing receipt for Sylmar Lock and Key in the amount of \$22.89- Attachment A.
- 7. Discussion and possible action** December 2021, and January 2022 Monthly Expenditure Reports (MERs), Attachment B.
- 8. Discussion and possible action** to amend FY21-22 administrative budget to reallocate funding across categories to cover incurred NPG expenses and anticipated expenses. Budget is Attachment C.
- 9. Discussion and possible action** to approve \$250 for online advertising of SNC vacancies.
- 10. Discussion and possible action** to approve \$1,000 for printing and distribution of an SNC flyer, in Attachment D.
- 11. Presidential Appointment** of Board members from applications received.

12. Announcement of Sylmar Neighborhood Council vacancies and application process.
Application is Attachment E.

13. Board Member Updates and Announcements

14. Future Agenda Items: 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 91392-10

15. President’s Closing Remarks, Acknowledgement, and Adjournment

16. Adjournment

THE AMERICAN WITH DISABILITIES ACT 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, assisted 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 3 business days (72 hours) prior to the meeting by contacting the Department of Neighborhood Empowerment by calling (213) 978-1551 or email: NCsupport@lacity.org

NOTICE TO PAID REPRESENTATIVES- If you are compensated to monitor, attend, or speak at this meeting, City law may require you to register as a lobbyist and report your activity. See Los Angeles Municipal Code Section 48.01 et seq. More information is available at ethics.lacity.org/lobbying. For assistance, please contact the Ethics Commission at (213) 978-1960 or ethics.commission@lacity.org.

PUBLIC ACCESS OF RECORDS – 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 at the neighborhood council office, at our website 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 Sylmar Executive Board Members: executiveboard@sylmarnc.org

PUBLIC POSTING OF AGENDAS – Neighborhood Council agendas are posted for public review as follows: • Our office located at 13521 Hubbard St. Sylmar, CA 91342 • Sylmarnc.org • You can also receive our agendas via email by subscribing to L.A. City’s Early Notification System at <https://www.lacity.org/government/subscribe-agendasnotifications/neighborhood-councils>

RECONSIDERATION AND GRIEVANCE PROCESS - For information on the NC’s process for board action reconsideration, stakeholder grievance policy, or any other procedural matters related to this Council, please consult the NC Bylaws. The Bylaws are available at our Board meetings and our website.



Office of the City Clerk
 Administrative Services Division
 Neighborhood Council Funding Program
 Neighborhood Council Bank Card Missing Receipt Affidavit

When a receipt for a Neighborhood Council bank card transaction is lost or otherwise unavailable and all measures to obtain a copy of the receipt have been exhausted, the Missing Receipt Affidavit should be completed.

Neighborhood Council: Sylmar Neighborhood Council

NC Bank Cardholder Name: Kathleen D Bloom/Sylmar NC

Vendor: Sylmar Lock & Key Date of Transaction: 10/19/2021

Quantity	Item Description	Item Amount	Amount
5	Keys for SNC Office	\$22.89	\$22.89
	Sub-Total		
	Taxes		
	Total		\$22.89

The receipt was (check applicable):

- Lost
 Never Received
 Other: _____

Purpose of Transaction:

To obtain office keys for new SNC board members.

I understand that a Missing Receipt Affidavit should be used on rare occasions and may not be used on a routine basis. I further understand that excessive use of a Missing Receipt Affidavit may revoke the privilege of providing a declaration in lieu of a receipt and lead to freezing of the Neighborhood Council bank card.

NC Bank Cardholder Signature: Kathleen D. Bloom / Sylmar NC

NC Bank Cardholder Name (Printed): Kathleen D Bloom/Sylmar NC

Neighborhood Council: Sylmar Neighborhood Council

Date: 1/26/2022

Please secure a Board Action Certification (BAC) form authorizing the use of the Affidavit. Submit the BAC and Affidavit forms together in lieu of the missing receipt in the NC Funding System portal.

Monthly Expenditure Report



Reporting Month: December 2021 Budget Fiscal Year: 2021-2022

NC Name: Sylmar Neighborhood Council

Monthly Cash Reconciliation					
Beginning Balance	Total Spent	Remaining Balance	Outstanding	Commitments	Net Available
\$26528.52	\$365.51	\$26163.01	\$2500.00	\$0.00	\$23663.01

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office	\$33274.07	\$4.36	\$25046.91	\$0.00	\$25046.91
Outreach		\$361.15		\$0.00	
Elections		\$0.00		\$0.00	
Community Improvement Project	\$1000.00	\$0.00	\$1000.00	\$0.00	\$1000.00
Neighborhood Purpose Grants	\$5000.00	\$0.00	\$116.10	\$2500.00	\$-2383.90
Funding Requests Under Review: \$0.00		Encumbrances: \$0.00		Previous Expenditures: \$12745.55	

Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	NUMBERBARN	12/12/2021	Numberbarn provides the Sylmar Neighborhood Council's public phone number.	General Operations Expenditure	Office	\$4.36
2	Subway 3017	12/01/2021	These sandwiches were for the 2021 SNC Christmas Toy Drive, which was board approved.	General Operations Expenditure	Outreach	\$262.15
3	THE WEB CORNER, INC	12/01/2021	Web Corner provides webspace for the Sylmar Neighborhood Council's website.	General Operations Expenditure	Outreach	\$99.00
Subtotal:						\$365.51

Outstanding Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	Herrick Ave. Elementary PTA	02/03/2022	Motion to approve a sum not to exceed \$2,500 for a Neighborhood Purpose Grant to Herrick Ave. Elementary PTA to purchase a weekly subscription of the magazine "Scholastic Ne...	Neighborhood Purpose Grants		\$2500.00
Subtotal: Outstanding						\$2500.00

Monthly Expenditure Report



Reporting Month: January 2022

Budget Fiscal Year: 2021-2022

NC Name: Sylmar Neighborhood Council

Monthly Cash Reconciliation					
Beginning Balance	Total Spent	Remaining Balance	Outstanding	Commitments	Net Available
\$26163.01	\$381.43	\$25781.58	\$2500.00	\$0.00	\$23281.58

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office	\$33274.07	\$278.07	\$24665.48	\$0.00	\$24665.48
Outreach		\$103.36		\$0.00	
Elections		\$0.00		\$0.00	
Community Improvement Project	\$1000.00	\$0.00	\$1000.00	\$0.00	\$1000.00
Neighborhood Purpose Grants	\$5000.00	\$0.00	\$116.10	\$2500.00	\$-2383.90
Funding Requests Under Review: \$0.00		Encumbrances: \$0.00		Previous Expenditures: \$13111.06	

Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	THE WEB CORNER, INC	01/01/2022	Webcorner provides the web space for the Sylmar Neighborhood Council's website.	General Operations Expenditure	Outreach	\$99.00
2	SPECTRUM	01/04/2022	Spectrum provides the Internet for the SNC office.	General Operations Expenditure	Office	\$278.07
3	NUMBERBARN	01/12/2022	Numberbarn provides the SNC's public phone number.	General Operations Expenditure	Outreach	\$4.36
Subtotal:						\$381.43

Outstanding Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	Herrick Ave. Elementary PTA	02/03/2022	Motion to approve a sum not to exceed \$2,500 for a Neighborhood Purpose Grant to Herrick Ave. Elementary PTA to purchase a weekly subscription of the magazine "Scholastic Ne..."	Neighborhood Purpose Grants		\$2500.00
Subtotal: Outstanding						\$2500.00

SYLMAR	
Neighborhood Council	
Annual Budget for Fiscal Year 2021-2022	
Annual Budget Funds	\$32,000.00
Rollover Funds*	7,274.07
Encumbered Funds*	
Total Annual Budget Funds	\$ 39,274.07

Office/Operational Expenditures Category	
Office Rent (\$1400/month x 12 months)	\$ 16,800.00
Website Hosting and Maintenance	\$ 1,200.00
Water and Power for Office	\$ 2,000.00
Internet Service (Spectrum)	\$ 1,600.00
Email Marketing (Constant Contact)	\$ 400.00
Email Management and Domain Renewal	\$ 800.00
Refreshments and Snacks for Office/Meetings	\$ 2,200.00
Total Office/Operational Expenditures	\$ 25,000.00

*The Funding Program will notify each NC of their Fiscal Year closing balance including available rollover funds and/or approved encumbered funds, if any, on August 1st or next business day. Depending on when an NC submits its Admin Packet/annual budget, the NC may need to revise and resubmit its annual budget to account for any rollover and/or encumbered funds. PLEASE NOTE: Encumbered funds are intended only for earmarked expenditures submitted in the "Encumbrance Request Form" and approved by the Funding Program

Neighborhood Purposes Grants (NPG) Expenditures Category	
NPG (ROLLOVER)	\$ 3,000.00
NPG	2,000.00
Total NPG Expenditures	\$ 5,000.00

Community Improvement Projects (CIP) Expenditures Category	
CIP	\$ 1,000.00
Total CIP Expenditures	\$ 0.00

TOTAL ANNUAL BUDGET ALLOCATIONS	
Office/Operational Expenditures	\$ 25,000.00
Outreach Expenditures	\$ 8,274.07
Election Expenditures	\$ 0.00
General and Operational Expenditures	\$ 33,274.07
Neighborhood Purposes Grants (NPG) Expenditures	\$ 5,000.00
Community Improvement Projects (CIP) Expenditures	\$ 1,000.00
TOTAL EXPENDITURES FOR FISCAL YEAR 2020-2021	\$ 39,274.07



Sylmar Neighborhood Council

We are a part of the City of Los Angeles government representing the neighborhood of Sylmar and our City Council person in a Democratic way. We have elected board members, working committees that discuss, at community meetings.

How will I know what is going on?

Check our website

Web: <https://www.sylmarneighborhoodcouncil.org/> for the agenda of the Board or committee meetings you are looking for to see all of the topics scheduled for discussion.

How often are the meetings?

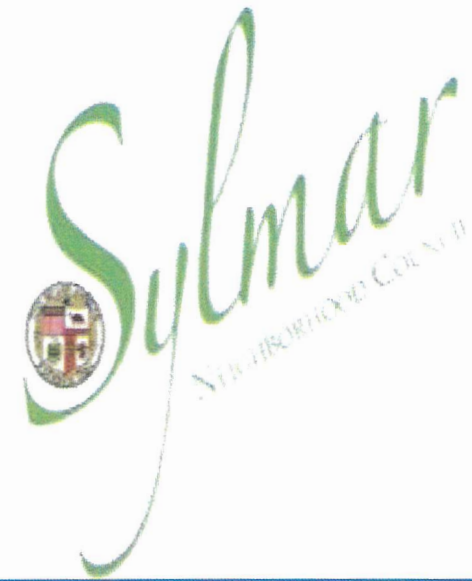
Board meetings are one a month, the fourth Thursday of the month. Committees meet once or twice a month as needed. Check website for their schedules.



Phone: (818) 833-8737

Email: Board@sylmarnc.org

Web: <https://www.sylmarneighborhoodcouncil.org/>



SYLMAR NEIGHBORHOOD COUNCIL

Who We Are

We are your neighbors and advocates as of part of the City of Los Angeles government representing the neighborhood of Sylmar and our City Council person in a Democratic way.

Contact Us

Phone: (818) 833-8737

Email: Board@sylmarnc.org

Web: <https://www.sylmarneighborhoodcouncil.org/>

What is the SNC-Sylmar Neighborhood Council?

We are a part of the City of Los Angeles government, representing the neighborhood of Sylmar to our City Councilperson. In a democratic way we deal with City issues: governance, policy, services, etc. We can make our voices heard at City Hall taking positions on issues City Council is considering. Through the "City Council File System" we can write "Community Impact Statements" to ideas and proposals individual and groups of councilpersons have written. We reach out to the community at our meetings, events, and town halls that we may better represented your wishes, interest, and aspirations.

What committees are there?

By-laws: generally considering changes to our by-laws.

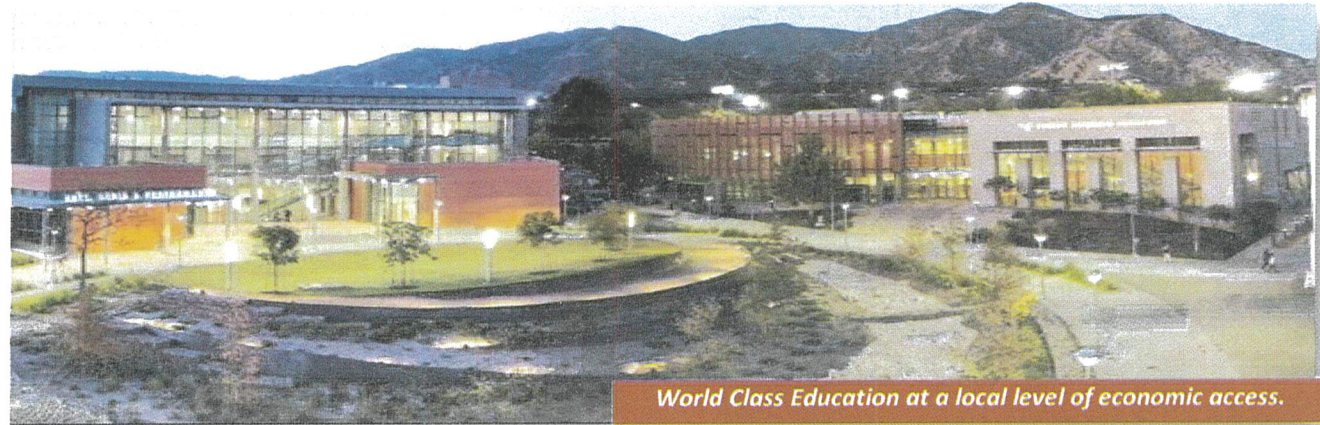
Community Engagement & Services: formerly our Outreach, Senior, Public Services, and other Committees that related to engaging and serving the public.

Council Operations: Combined the Executive and

Budget committee: makes maintenance and general operation action to execute the boards decisions, prepare agenda for Board Meeting and plan payments.



Planning & Land Use: respond to development applications for land use.
Equestrian: discuss horse keeping issues rider safety, improve trails, and paths thru streets.



World Class Education at a local level of economic access.

Who makes up the Board?

There are 21 seats on the board representing home/condo owners (4 seats), at large (5 seats), business (3 seats), community based organizations (2 seats), renters (2 seats), education, equestrian, recreation/ open space, senior, youth (each has 1 seat).

Collective Treasures to the Northeast Valley Serving Local Residents

The Nethercutt Museum showcases more than 130 of the world's greatest antique, vintage, classic and special interest automobiles just steps outside the Museum are a perfectly restored steam locomotive and a Private Car,

Serving the health interest and needs of the Sylmar Community and collaborating with UCLA to provide world-class medical services Olive Vista has served Sylmar for over 50 years.

Unique to the greater Los Angeles Community is Sylmar's local vibrant equestrian community, which celebrates the local hill trails surrounding Sylmar.



The Nethercutt Museum



Olive View Hospital



CITY OF LOS ANGELES

California



SYLMAR NEIGHBORHOOD COUNCIL

PRESIDENT: Andres Rubalcava

VICE PRESIDENTS:

Administration: Brielle Acevedo

Communications: Donald Zelaya

SECRETARY: vacant

TREASURER: George Ortega

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Sylmar, CA 91392-1023

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**Sylmar Neighborhood Council
Application for Consideration of Appointment**

Name:

Occupation:

Home Address:

City, State, Zip Code:

Home Phone:

Work Address:

City, State, Zip Code:

Work Phone Number:

Mobile Phone Number:

Preferred Email address:

Vacant Board Seat you are applying for:

Stakeholder Qualification – Please provide a brief statement as to how you qualify as a community stakeholder for this Board seat:

(Please also provide documentation that substantiates your status as a Sylmar stakeholder. “Stakeholders” shall be defined as those who live, work or own property in the neighborhood and to those who declare a stake in the neighborhood as a community interest stakeholder, defined as a person who affirms a substantial and ongoing participation within the Neighborhood Council’s boundaries and who may be in a community organization such as, but not limited to, educational, nonprofit and/or religious organizations (Ordinance No. 182830 effective January 26, 2014).)

Please answer the following questions:

- 1. Why do you wish to participate on the SNC Board?**

2. What are your goals for the community?

3. What areas of community service particularly interest you?

4. Do you have any special interests that might conflict with Neighborhood Council responsibilities?

5. Please return this form by email to: Andres.Rubalcava@SylmarNC.org and ExecutiveBoard@SylmarNC.org

If you have any questions, please do not hesitate to call us at (818) 833-8737. Thank you for your interest in the Sylmar Neighborhood Council! Sylmar Neighborhood Council Board Member Application Revised 6-21-21