

CITY OF LOS ANGELES

California

SYLMAR NEIGHBORHOOD COUNCIL

PRESIDENT: Kurt Cabrera-Miller

VICE PRESIDENTS:

Administration: (open position)

Communications: Maria Silva

TREASURER: (open position)

PUBLIC RELATIONS: David M. Rodriguez



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**GENERAL BOARD MEETING - AGENDA**  
**Thursday, May 25, 2017 – 6:30 PM**

**Osceola Street Elementary School,  
14940 Osceola St. Sylmar, CA 91342**

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-Agended 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 [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)**
- 6:32 – 6:34 p.m.      2.      **Roll Call (2)**
- 6:34 - 6:35 p.m.      3.      **Housekeeping: Speaker Cards for Agenda Items, Recording and Timekeeper (1)**
- 6:35 – 6:37 p.m.      4.      **Welcome and Announcements by Board Meeting facility Host (2)**

- 6:37 – 6:47 p.m. 5. **Public Official and Community Representative Announcements & Presentations:** 10 minutes in total - 2 min. per speaker. **(10)**  
Questions / Comments: from the Public to the Official or representative. 2 minutes per question or comment **(10)**
- 6:47 – 6:57 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 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

**Unfinished Business**

- 6:57 – 6:59 p.m. 7. **Discussion and possible action to approve expenditure** not to exceed \$500 as a contribution toward the operating costs of the Neighborhood Council Budget Advocates of Los Angeles. (Ann) **(2)**
- 6:59 – 7:01p.m. 8. **Discussion and possible action regarding the Los Angeles Neighborhood Council Coalition (LANCC) suggested Community Impact Statement regarding online voting. (Ann) (2)**

**New Business**

- 7:01 – 7:06 p.m. 9. **Presentation of Certificates of Recognition –**  
Certificate to be presented to:  
Mr. and Mrs. Vasquez of Las Lomas Restaurant, **AND**  
Sylmar Resident Tirso Esparza. (5)
- 7:06 – 7:11 p.m. 10. **Approval of minutes:** General Board Meeting for April 27. 2017  
(5) Kurt C-M
- 7:11 – 8:01 p.m. 11. **Discussion / Presentation by**  
George Ortega, Sylmar Neighborhood Council’s Treasurer and/or Budget Committee members present the financial status and current account balance of the Council’s checking account.  
(50)
- 8:01 - 8:16 p.m. 12. **Meet & Great / Break (15)**
- 8:16 – 8:18 p.m. 13. **Information and reminder for Board Members:** on the Do’s and Don’ts of a neighborhood Council Member giving support or opposing a Candidate or a ballot measure. (2) Kurt C-M

- 8:18 – 8:23 p.m.**      **14.      Discussion and possible action to approve expenditure:** Not to exceed \$1,000.00 for the purchase of Sylmar Neighborhood Council promotional items. Items with the Sylmar NC logo, hats, shirts, bumper stickers, magnets, etc. Items to help community awareness of the Council and the services it provides. (5) Maria S.
- 8:23 – 8:26 p.m.**      **15.      Discussion and possible action to approve expenditure:** Not to exceed \$1,000.00 for the purchase of a second Sylmar Neighborhood Council canopy (pop-up) to be used for community events and for community outreach. (3) Kurt C-M
- 8:26 – 8:28 p.m.**      **16.      Discussion and possible action to approve expenditure:** Not to exceed \$500 for booth and participation in the 2017 “October Valley Preparedness Fair”. (We did not participate last year because our committee was just getting started; we are now in a position with over 60 Sylmar CERT Team members to not only staff but also market our participation. In addition the fair organizers have agreed to support our booth with a focus on the wild-land Fires that our community is subject to.) (2) John P.
- 8:28 – 8:30 p.m.**      **17.      Discussion and possible action:** To allow the Emergency Preparedness Committee to utilize any unspent funds from the previously approved “not to exceed \$500 allocation for MAP You Neighborhood material acquisition” to purchase a two sided flyer to promote the program. (Cost for printing and logo sticker was less than expected but we have no promotional flyer to recruit sign ups) (2) John P.
- 8:30 – 8:32 p.m.**      **18.      Discussion and possible action:** To allow the Emergency Preparedness Committee to utilize previously allocated funds from our original budget estimate of \$7,000 to purchase CERT Response Backpacks for the graduating students from our current Sylmar CERT class in an amount not to exceed \$3,000. (The success of our CERT training has put us in a position to have a well-trained and staffed CERT program for Sylmar. As purchase of Bin and supplies is still months off it would be prudent to purchase these materials now. The proposed budget of \$7,000 included these items and was created before we had experienced the recent success on recruitment and training for our Sylmar Team. (2) John P.
- 8:32 – 8:34 p.m.**      **19.      Discussion and possible action:** To carry over remainder of previously allocated \$7,000 for Emergency Supplies for Sylmar to be kept under 2016/17 budget and be utilized after the close of this current fiscal year. (2) John P.

- 8:34 – 8:44 p.m.      20.      **Committee Reports (15)**  
 Executive Committee – Kurt Cabrera-Miller  
 Budget Committee – George Ortega  
 Bylaws Committee – Diane Valencia  
 Outreach Committee – David M. Rodriguez  
 Planning & Land Use Committee – Peter Postlmayr  
 Government Affairs Committee – Ann Job  
 Homeless Services Committee – Peggy Courtney  
 Emergency Preparedness – John Pacheco  
 Equestrian Committee – Cheri Blose
- 8:44 – 8:49 p.m.      21.      **Public Comments** (Comments ONLY- NO Discussion)  
 This period is for comments from the public, on matters not appearing on the Agenda, but within the SNC Board’s subject matter jurisdiction (5)
- 8:49 – 8:52 p.m.      22.      **Discussion & possible Board action:** To remove SNC Director Emily Rubalcava, per Article V, Section 7 (Absences) of the Sylmar Neighborhood Council Bylaws, dated September 1, 2015. 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.” (3) Kurt C-M
- 8:52 – 8:53 p.m.      23.      **Notification of Open/available Board Seat vacancies,**  
 “Retail” - Stakeholders who are business owners or representatives within the neighborhood and who are 14 years or older may apply.  
Process to fill Vacancies As per SNC Bylaws - a vacancy on the Board shall be filled by a Stakeholder who submits a written application to the President and the Vice President of Administration and satisfies the eligibility requirements for holding the vacated Board seat. 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. A standing agenda item must exist on Council agendas so long as a vacancy exists.

- 8:53 – 8:56 p.m. 24. **Report and discussion on “Make Your Horse Count!”**  
Committee Chair gives report on the annual event. Event took place on Sunday May 21, 2017 (3) Cheri B.
- 8:56 – 9:00 p.m. 25. **Discussion and possible action, to the formation of an Ad Hoc Committee**  
to address the need for an additional fire station. (4) Diane V.
- 9:00 – 9:02 p.m. 26. **Notification – Outreach Committee** - to hold the Sylmar Neighborhood Council’s Fourth Community Mixer at Las Lomas Restaurant, 15677 Roxford St, Sylmar, CA 91342 on Thursday, June 8, 2017
- 9:02 – 9:07 p.m. 27. **Discussion and possible action, to the formation of an Ad Hoc Committee**  
to explore the creation and development of a “Harvest Festival” annual community event, festival, bringing community and community recourses together in a hometown festival way. (5) Kathy B.
- 9:07 – 9:10 p.m. 28. **Discussion and possible action to approve expenditure** not to exceed \$1,000 to go towards funding / sponsoring / partnering community event at El Cariso Park. “Parks After Dark” (PAD) begins June 8, 2017 thru August 5, 2017 Each Thurs, Fri, and Saturday night. Concert, Movie, Dances, skate nights, etc. (3) Kurt C-M
- 9:10 – 9:20 p.m. 29. **City Liaison and Representatives Reports (10)**  
Animal Services - Kelli Land  
Budget Representative - Ann Job  
City Attorney – Diane Valencia  
Homelessness – Ann Job  
Planning – Ann Job and Cheri Blose  
Public Safety - Greg Hoerner and Diane Valencia  
Public Works – Christian Rubalcava  
Transportation - Wilson Bell
- 9:20 – 9:25 p.m. 30. **Board Member Comments / Announcements (5)**
- 9:25 – 9:27 p.m. 31. **Future Agenda Items: (5)**  
**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**
- 9:27 – 9:30 p.m. 32. **Closing Remarks, Acknowledgements, and Adjournment (1)**

**The next General Board meeting will be on June 22, 2017 At 6:30 PM  
Sylmar Charter High School 13050 Borden Ave. Sylmar, CA 91342**

**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 May 25, 2017)**

**Approved by: KCM, MS, DR.**