

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



P.O. Box 921023
Sylmar, CA 91392-1023
Telephone: (818) 833-8737

E-mail: Board@SylmarNC.org
Website: www.SylmarNC.org

GENERAL BOARD MEETING - AGENDA

Thursday, June 22, 2017 – 6:30 PM

**Sylmar Charter High School
13050 Borden Ave, 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. 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

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 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

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 - 6:36 p.m. 3. Housekeeping: Speaker Cards, Recording, and Timekeeper. Welcome from Facility Host (2)**

- 6:36 – 6:56 p.m.** **4. 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)**
- 6:56 – 7:06 p.m.** **5. Greg Horner / 10 Minutes**
Presentation / Bush Clearance Unit (LAFD Inspectors) (10)
- 7:06 – 7:16 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
- 7:16 – 7:31 p.m.** **7. 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 – Ann Job
Homeless Services Committee – Peggy Courtney
Emergency Preparedness – John Pacheco
Equestrian Committee – Cheri Blose
Cheri • •Brief on Make your Horse Count.
Harvest Festival Committee – Kathy Bloom
- 7:31 – 7:34 p.m.** **8. Discussion and possible action Formation of Ad Hoc Committee / Diane (3)**
Consideration to form a Public Safety Committee, Diane will have a draft mission/purpose statement drafted for the Board to consider.
- 7:34 – 7:44 p.m.** **9. City Liaison and Representatives Reports / 10 Minutes**
Animal Services - Kelli Land
Budget Representative - Ann Job and Christian Rubalcava
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

- 7:44 – 7:46 p.m. **10. Discussion and possible action to appoint a DWP Liaison /Kurt (2)**
- 7:46 – 7:51 p.m. **11. Discussion and possible action regarding Resignation of Board Member
Dr. David Rodriguez. Kurt/David (5)**
Accept the formal resignation of Dr. David Rodriguez affective
6/30/2017. (Dr. Rodriguez has accepted an out of State job transfer)
- 7:51 – 8:06 p.m. **12. MEET & GREET (Break time) (15 minutes)**
- 8:06 - 8:08 p.m. **13. Treasurer’s Report (2)**
Treasurer – George Ortega
- 8:08 – 8:13 p.m. **14. Review & Adoption of MER - Treasurer/Budget Committee (5)**
Discussion and possible action on the approval of the MARCH 2017
Monthly Expenditure Report (MER)
- 8:13 – 8:18 p.m. **15. Review & Adoption of MER - Treasurer/Budget Committee (5)**
Discussion and possible action on the approval of the APRIL 2017
Monthly Expenditure Report (MER)
- 8:18 – 8:23 p.m. **16. Review & Adoption of MER - Treasurer/Budget Committee (5)**
Discussion and possible action on the approval of the MAY 2017
Monthly Expenditure Report (MER)
- 8:23 – 8:28 p.m. **17. Review & Adoption of MER - Treasurer/Budget Committee (5)**
Discussion and possible action on the approval of the JUNE 2017
Monthly Expenditure Report (MER)
- 8:28 – 8:33 p.m. **18. Discussion and possible action, (5)**
Peggy Cortney Chairperson, SNC Homeless Services Committee
requests an amount not to exceed \$1,000.00 to be used for a community
Informational meeting. Funds would be used for providing a security
guard at the meeting, flyers promoting the meeting, snacks, and
possible translation services. Topic of the Informational meeting is the
National Guard Armory changing from a homeless “Seasonal” winter
shelter to a year-round shelter.

- 8:33 – 8:43 pm.** **19. As per SNC Bylaws Board Member Absenteeism - Kurt (10)**
 Discussion & possible Board action: To remove SNC Director Wilson Bell 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.
- 8:43- 8:45 p.m.** **20. As per SNC Bylaws Available Board Seats- Kurt / (2)**
 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.
 *(NOTE – AT Large Representative Seat will be available July/2017)
 *(NOTE – Youth Representative Seat will be available August/2017)
- 8:45 – 8:48 p.m.** **21. Presentation, Discussion and possible Action: Peter / (3)**
 13570 Eldridge Avenue, ENV-2017-2102-CE - ZA-2017-2100-CUW Unmanned Wireless Telecom Facility Consisting of a 45’ Tall Faux Pine tree Monopole with Three (3) Antenna Sectors. Verizon representative: Adan Madrid, contact information [\(949\)-235-9538](tel:949-235-9538) amadrid@trilliumcontracting.com
PLUC recommends support for this application.
- 8:48 -8:53 p.m.** **22. Re-do as Minutes were incorrect, Originally done April / Diane (5)**
(minutes were taken with the incorrect choice made in minutes and did not coincide with the Vote Count Sheet.
Discussion and possible action – Kurt/Diane (5)
 Neighborhood Council Resolution on Timing of Neighborhood Council 2020 Elections. The Neighborhood Council elections for 2020 are currently set to be conducted from March through June. Because the timing of the 2020 Neighborhood Council elections will conflict with the municipal elections transferring to the Los Angeles County Clerk, the Office of the City Clerk will not be able to administer the Neighborhood Council elections simultaneously. This

conflict requires shifting the Neighborhood Council 2020 elections to odd number years. The Department of Neighborhood Empowerment (EmpowerLA) and the Office of the City Clerk are requesting Neighborhood Councils March/April discuss and complete this resolution on which of the following options your Council recommends. Some considerations would include: board members may not want to extend terms and will resign; stakeholders may not want board member terms to be extended; budget impact on general fund could be less or more; if online voting and voter registration moves forward, there would be more or less time to build out; if EmpowerLA's recommendations in its online voting report back for Neighborhood Council systemic changes are approved, there would be more or less time to implement any changes to Neighborhood Council bylaws if applicable.

- 8:53 – 8:55 p.m.** **23. Approval of previous Board Meeting minutes / Kurt (2)**
 Discussion and possible action to approve the meeting minutes for General SNC Board Meeting **APRIL 27, 2017**
- 8:55 – 8:57 p.m.** **23. Approval of previous Board Meeting minutes / Kurt (2)**
 Discussion and possible action to approve the meeting minutes for General SNC Board Meeting **MAY 25, 2017**
- 8:57 – 9:07 p.m.** **24. 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
- 9:07 – 9:12 p.m.** **25. Discussion and possible action to schedule a Board “retreat” or to incorporate the action into the planned July General Board Meeting / Kurt (5)**
 Board must coordinate and schedule a meeting of the full Board to set/create the 2017/2018 Strategic Budget Package.
- 9:12 – 9:15 p.m.** **26. Board Member Comments / Announcements (3)**
- 9:15 – 9:17 p.m.** **27. 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

9:17 – 9:20 p.m. 28. Closing Remarks, Acknowledgements, and Adjournment (3)

**The next meeting of the Sylmar Neighborhood Council General Board:
Thursday July 27, 2017 at 6:30 pm
Osceola Street Elementary School,
14940 Osceola St. 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 June 23, 2017)

Approved by: KCM, DMR

