

CITY OF LOS ANGELES
California

PRESIDENT: Ann Job
VICE PRESIDENTS:
Administration: Diane Valencia
Communications: Kathy Grubert
TREASURER: Kurt Cabrera-Miller
PUBLIC RELATIONS: Maria Silva



SYLMAR NEIGHBORHOOD COUNCIL
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**SYLMAR NEIGHBORHOOD COUNCIL
GENERAL BOARD MEETING AGENDA
Thursday, October 22, 6:30 p.m. – 9:45 p.m.**

Concordia Jr / Sr High School, 13570 Eldridge 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. 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

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 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 – Peggy Courtney (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 – 7:15 p.m. **6. Discussion and possible Board action** regarding street cleaning, maintenance and repair. (15)
 Presentation by Eric Gonzalez
 Superintendent of East Valley/Mountain Area for the Bureau of Street Services.
- 7:15 – 7:25 p.m. **7. 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.
- 7:25 – 7:30 p.m. **8. Reconsideration of the Approval of the Minutes** for August 27, 2015, General Board Meeting (5)
 The request for reconsideration is being made by Ann Job, who voted on the prevailing side.
- 7:30 – 7:32 p.m. **9. Approval of the Re-Submitted Minutes** for August 27, 2015, General Board Meeting (2)
- 7:32 – 7:34 p.m. **10. Approval of the Minutes** for September 24, 2015, General Board Meeting (2)
- 7:34 – 7:44 p.m. **11. Committee Reports:** (10)
 Executive Committee
 Budget Committee – Kurt Cabrera-Miller
 Outreach Committee – Maria Silva
 Equestrian Committee – Cheri Blose
 Bylaws Committee – Roy Smith
 Planning & Land Use Committee – Peter Postlmayr
 Ad Hoc Sediment Removal Committee – Kathy Grubert
 Underserved Stakeholders Committee – Peggy Courtney
 Government Affairs & City Services Committee – Christian Rubalcava
- 7:44 – 7:47 p.m. **12. City Liaison Reports:** (3)
 Liaison to the City Attorney
 Public Safety Liaison
 Budget Reps

Unfinished Business:

- 7:47 – 7:48 p.m. **13. Discussion and possible Board action** relative to the 2014/2015 Self-Assessment due by September 1, 2015. (1)
 Presentation by Diane Valencia
- 7:48 – 7:53 p.m. **14. Discussion and possible Board action** to approve an expenditure not to exceed \$600 per month for rent for an SNC office, meeting space, and related services at 13197 Gladstone Ave. in Sylmar. (5)
 Presentation by Diane Valencia
- 7:53 – 7:58 p.m. **15. Discussion and possible Board action** to approve recommendations of the Bylaws Committee regarding Code of Conduct/Civility and Board Rules (5)
 Presentation by Roy Smith, Chair

New Business

- 7:58 – 8:08 p.m. **16. Discussion and possible Board action** regarding the challenges that the Department of Neighborhood Empowerment’s policies regarding neighborhood council email (including posting online on social media) present to board members. Communication (whether among board members or between board members and stakeholders) is regulated by DONE. As board members we are required to conduct ourselves with civility in the public arena. (10)
- 8:08 – 8:13 p.m. **17. Discussion and possible Board action** to approve a letter to Councilmember Herb Wesson--as Chair of the Rules, Elections, Intergovernmental Relations, and Neighborhoods Committee--in support

of the position taken by the Los Angeles Neighborhood Councils Coalition (LANCC) and the Valley Alliance of Neighborhood Councils (VANC) regarding neighborhood councils and other city entities having priority over non-profits and other non-city entities. (5)

- 8:13 – 8:18 p.m. **18. Discussion and possible Board action** to approve the renaming of the previously formed Ad Hoc Trails Committee, as well as defining the purpose/scope and term of the committee.(5)
Presentation by Board Member, Laurie Fadness
- 8:18 – 8:30 p.m. **19. Recess** (12)
- 8:30 – 8:35 p.m. **20. Discussion and possible Board action** to approve an expenditure of \$150 for the Valley Alliance of Neighborhood Council’s Forum for training on Thursday, November 12, at CBS Studios in Studio City. The amount of the expenditure will be increased by \$25 for each board member who commits to attending the training. Funds will come from Outreach/Events. (5)
- 8:35 –8:40 p.m. **21. Discussion and possible Board action** to approve an expenditure not to exceed \$525.00 as recommended by the Outreach Committee for the El Cariso Mountain Garden 2nd Anniversary Celebration on Sunday, November 15, 2015. The Sylmar Neighborhood Council’s funds will go toward food and water for those attending, which will include county dignitaries and their representatives. Funds will come from Outreach/Event (5)
Requested by Eugene Hernandez, Outreach Chair of the El Cariso Mountain Garden
Presented by Laurie Fadness, member of the Outreach Committee
- 8:40 –8:45 p.m. **22. Discussion and possible Board action** to approve an expenditure not to exceed \$300 as recommended by the Outreach Committee to sponsor a table at the Hope of the Valley’s Thanksgiving Dinner for the homeless being held at their facility in Van Nuys on Wednesday, November 25, 2015. Funds will come from Outreach/Event (5)
Requested by Ken Craft, President and CEO of Hope of the Valley Rescue Mission
Presented by Peggy Courtney, Chair of the Underserved Stakeholders Committee
- 8:45 – 8:50 p.m. **23. Discussion and possible Board action** to approve the Elections Procedures Stipulation Worksheet. (5)
The particulars that need to be decided by vote by the board:
Election Times – four hours between 9 AM and 8 PM
Election Locations – Sylmar Park and Sylmar Library
Translation needed?
Elections Committee Chair
- 8:50 – 8:55 p.m. **24. Discussion and possible Board action** to elect a Chair of the Elections Committee. (5)
- 8:55 – 9:00 p.m. **25. Discussion and possible action** relative to administrative support related to communications-related duties such as calendar and website maintenance. (5)
- 9:00 –9:05 p.m. **26. Discussion and possible Board action** to approve having a holiday party in lieu of our December General Board Meeting on December 17, 2015. (5)
- 9:05 – 9:07 p.m. **27. Discussion and possible Board action** to approve Sylmar Neighborhood Council monthly expenditure report (MER) for September, 2015. (2)
- 9:07 – 9:10 p.m. **28. Treasurer’s Report.** (3)
- 9:10 – 9:15 p.m. **29. Discussion and possible Board action** to elect a Treasurer. (5)
- 9:15 – 9:20 p.m. **30. Discussion and possible Board action** to approve the President’s nomination for Board Vacancy: Home/Condo Owner Representative. (5)

- 9:20 – 9:21 p.m. **31. Discussion and possible Board action** to approve the President’s nomination for Board Vacancy: Retail Representative. (1)
- 9:21 – 9:22 p.m. **32. Discussion and possible Board action** to approve the President’s appointment of Budget Representative(s). (1)
- 9:22 – 9:25 p.m. **33. Discussion and possible Board action** to approve the President’s appointment of Animal Services Representative(s). (3)
- 9:25 – 9:35 p.m. **34. 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. **35. Board Member Community Announcements.** (3)
Sakaida strip mine hike on Saturday (10/24)
Sylmar Park’s Halloween Party on Saturday (10/31)
Sylmar Homeless Connect Day on Thursday (11/5)
Love One Another Day health fair and festival on Saturday (11/7)
- 9:38 – 9:40 p.m. **36. Board Member Comments** – Comments from Board members on matters within the Board’s jurisdiction. (2)
- 9:40 – 9:42 p.m. **37. Future Agenda Item suggestions** from public and Board members. (2)

Status of plans for Lakeside Park and of improvements to Sylmar Park

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.

The next General Board meeting will be on November 19, 2015 at **Concordia Jr / Sr High School.**
- 9:42 – 9:45 p.m. **38. Closing Remarks, Acknowledgements, and Adjournment.** (3)

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 October 22, 2015)

Approved by: DV