CITY OF LOS ANGELES

California

SYLMAR NEIGHBORHOOD COUNCIL PRESIDENT: Kurt Cabrera-Miller

VICE PRESIDENTS:

Administration: (open position) Communications: Maria Silva TREASURER: George Ortega SECRETARY: (open position)



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, August 24th – 6:30 PM

Sylmar Charter High School 13050 Borden 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 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 Kurt Cabrera-Miller 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: (20 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. 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

7:06 – 8:06 p.m.

6. STRATEGIC PLAN 2017-2018 "Discussion and possible action to approve the SNC's Neighborhood Council Strategic Plan for Fiscal Year 2017-2018. (60)

Presentation/Review of 2016-2017 Strategic Plan followed by input/participation by all attending Stakeholders and board members in creating the SNC 2017-2018 Strategic Plan.

8:06 – 8:21 p.m. 7. **MEET & GREET (Break time 15 minutes)**

8:21 – 8:31 p.m. 8. PRESENTATION – D.W.P. / Department of Water and Power to give a presentation on the "Foothill Trunk Line Project" (10)

(Foothill Trunk Line is a large water pipeline used to transport large amounts of water and serving the Sunland/Tujunga area of the City of Los Angeles. LADWP will replace a 3-mile section of the pipeline, referred to as Foothill Trunk Line Unit 3. The construction route begins on Terra Bella Street in Pacoima and continues northwest on Foothill Boulevard to its end near Hubbard Street in Sylmar.

Presented by, Dawn Cotterell, LADWP Community Affairs.

8:31 – 8:46 p.m. 9. COMMITTEE REPORTS (15)

Executive Committee – Kurt Cabrera-Miller
Budget Committee – George Ortega
Bylaws Committee – Diane Valencia
Outreach Committee – Carlos Lara
Planning & Land Use Committee – Peter Postlmayr
Government Affairs – Ann Job
Homeless Services Committee – Peggy Courtney

(COMMITTEE REPORTS CONT.)

Emergency Preparedness – John Pacheco Equestrian Committee – Cheri Blose Harvest Festival Committee – Kathy Bloom Public Safety Committee – Diane Valencia

8:46 – 8:49 p.m. 10. President to Nominate SNC Board Member Marti Marshall for the SNC Secretary Position (3)

Action needed – ratification by majority board vote.

- 8:49 8:51 p.m.

 11. Notification / Informational: A standing agenda item must exist on Council agendas so long as a vacancy exists. Here is a list of the current available Seats and each of their requirements. (2)
 - **Youth** A Stakeholder who lives, works, owns property or declares a stake in the neighborhood as a community interest stakeholder and is between the ages 14 through 20.
 - At Large #1 Stakeholders shall be defined as those who live, work or own real property in the neighborhood and also 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, non-profit and/or religious organizations.
 - At Large #2 (Previously listed as a "Homeowner Seat") For seats other than At Large seats, if there are no qualified applicants for a vacant seat for a period of at least 60 days, the vacant seat will automatically convert to an At Large seat for the remainder of the term.
 - What is a "Stakeholder"? (SNC Bylaw definition) Stakeholders shall be defined as those who live, work or own real property in the neighborhood and also 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, non-profit and/or religious organizations.
- 8:51 8:56 p.m.

 12. Discussion and possible action / (5) Vice President to Appoint for Board
 Approval, new Board Member Sheldon Cabrera-Miller to fill vacant
 "At-Large" Seat. Action needed ratification by majority board
 vote.
- 8:56 9:01 p.m.

 13. Discussion and possible action / (5) President to Appoint for Board Approval, new Board Member Don Neal to fill vacant "At-Large" Seat.

 Action needed ratification by majority board vote.

9:01 – 9:11 p.m. 14. City Liaison and Representatives Reports / (10)

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 - (open position)

9:11 – 9:13 p.m. 15. Review & Adoption of MER - Treasurer/Budget Committee (2)

Discussion and possible action on the approval of the <u>JULY 2017</u> Monthly Expenditure Report (MER)

- 9:13 9:16 p.m. 16. Treasurer's Report (3)
- 9:16 9:21 pm.

 17. Discussion and possible action, to replace the previous amount requested of an amount not to exceed \$1,000 (approved SNC 6/22/17) to an amount not to exceed \$2,000 for an Community Assembly meeting to be held on November 8, 2017, at 6:30 PM, at Sylmar Charter High School, with representatives from Los Angeles city, county, public, private, and non-profit agencies involved in the establishment and operation of the proposed Navigation Center located at the Sylmar Armory. (5)
- 9:21- 9:24 p.m.

 18. Discussion and possible action, to approve an amendment regarding 13217
 Gladstone Avenue, Orchard's Neighborhood Market. Original motion
 was approved by PLUC and SNC in February 2017 "Motion to support
 planned retail use at 13217 Gladstone Avenue for Orchard's
 Neighborhood Market. PLUC voted to recommend approval of this
 retail use." The owner is seeking an amendment to their liquor license
 to allow tastings (ABC License 86 Instructional Tasting). At the
 July/2017 PLUC meeting the committee received a presentation by
 owner's representative Robert Amond with Pauline Amond and
 Associates. At the August PLUC meeting it was recommended for
 SNC Board approval. Draft Support Letter to follow.
 For further information and license description you may go to:
 http://www.abc.ca.gov/forms/abc616.pdf

Presented by Peter Postlmayr, Chair - Planning & Land Use Committee. (3)

9:24 – 9:27 p.m.	19.	Discussion and possible action, At the August PLUC meeting the committee received a presentation on ADA (Americans with Disabilities Act) deficient sidewalks at various bus stops by Bart Reed, ED with the Transit Coalition. The Transit Coalition, along with interns of the California State University Northridge Transportation Tiger Term, researched and documented transit connectivity and access in the Sylmar Community. The research revealed that there are a number of unmet transportation access needs within the community due to undeveloped corners. The PLUC recommends approval by the SNC. For further information please contact: Bart.Reed@TheTransitCoalition.us 818-362-7997. Presented by Peter Postlmayr, Chair - Planning & Land Use Committee. (3)
9:27 – 9:29 p.m.	20.	Approval of previous Board Meeting minutes / Kurt (2) Discussion and possible action to approve the meeting minutes for General SNC Board Meeting January 26, 2017
9:29 – 9:31 p.m.	21.	Approval of previous Board Meeting minutes / Kurt (2) Discussion and possible action to approve the meeting minutes for General SNC Board Meeting March 23, 2017
9:31 – 9:33 p.m.	22.	Approval of previous Board Meeting minutes / Kurt (2) Discussion and possible action to approve the meeting minutes for "SPECIAL" General SNC Board Meeting March 25, 2017
9:33 – 9:35 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 June 22, 2017
9:35 – 9:37 p.m.	24.	Approval of previous Board Meeting minutes / Kurt (2) Discussion and possible action to approve the meeting minutes for General SNC Board Meeting July 27, 2017

- 9:37 9:40 p.m. 25. Board Member Comments / Announcements (3)
- 9:40 9:42 p.m. 26. 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

9:42 – 9:45 p.m. 27. Closing Remarks, Acknowledgements, and Adjournment (3)

The next meeting of the Sylmar Neighborhood Council General Board: Thursday September 28, 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 August 25, 2017) Approved by: KCM