

# CITY OF LOS ANGELES

California

## SYLMAR NEIGHBORHOOD COUNCIL

PRESIDENT: Ann Job

VICE PRESIDENTS:

Administration: Diane Valencia

Communications: Kathy Grubert

TREASURER: Patricia Rau

PUBLIC RELATIONS: Maria Silva

Sergeant-At-Arms: Christian Rubalcava



## SYLMAR NEIGHBORHOOD COUNCIL

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## SYLMAR NEIGHBORHOOD COUNCIL GENERAL BOARD MEETING AGENDA

Thursday, May 28, 6:30 p.m. – 9:45 p.m.

Concordia Jr / Sr High School, 13507 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](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 Vice President of Administration, Diane Valencia by phone at (818) 833-8737 or email to [Diane.Valencia@sylmarnc.org](mailto: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-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 [Ann.Job@SylmarNC.org](mailto: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 – 6:40 p.m.    **3. Housekeeping, Speaker Cards, and Timekeeper – Diane Valencia (6)**
- 6:40 – 6:43 p.m.    **4. Welcome and Announcements by Board Meeting facility Host – Derek Martin (3)**
- 6:43 – 7:03 p.m.    **5. Public Official and Community Representative Announcements & Presentations (10)**  
**5a. Questions / Comments from the Public (10)**
- 7:03 – 7:18 p.m.    **6. Discussion and possible action regarding the updated Sylmar Community Plan. (15)**  
Presentation by Anita Cerna, City Planner

- 7:18 – 7:23 p.m. **7. Discussion and possible action** to approve the draft letter to Mayor Garcetti, Councilmember Fuentes, the Planning and Land Use Management Committee (PLUM), and the Los Angeles City Council in support of the updated Sylmar Community Plan, including the Community Plan Implementation Overlay (CPIO) and “K” District (Equine Properties) (5)
- 7:23 – 7:28 p.m. **8. Discussion and possible action** to approve the draft letter to Councilmember / Planning and Land Use Management (PLUM) Committee Chair Jose Huizar (copying Councilmember Fuentes) requesting that the updated Sylmar Community Plan be placed on the June 16, 2015, meeting agenda of the LA City Council’s PLUM Committee. (5)
- 7:28 – 7:48 p.m. **9. Public Comment on Non-Agendized Items within the Board’s subject matter jurisdiction** (20)  
Public comments are limited to 2 minutes per speaker. Public speaker cards (forms) are located on the welcome table. Please fill out and submit to the President or Vice President of Administration.
- 7:48 – 7:50 p.m. **10. Approval of the Minutes of the April 23, 2015 General Board Meeting** (2)
- 7:50 – 7:52 p.m. **11. Approval of the Minutes of the April 30, 2015 Special Board Meeting** (2)
- 7:52 – 8:02 p.m. **12. Committee Reports:** (10)  
Executive Committee  
Budget Committee – Patricia Rau  
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  
Emergency Preparedness Committee
- 8:02 – 8:12 p.m. **13. Discussion and possible Board action** to engage a city approved security service to provide security services for SNC Board and Committee meetings at a cost not to exceed \$100 per meeting. The rate is \$21.90 for an unarmed security guard, with a 4 hour minimum. (10)  
Presentation by Diane Valencia – VP of Administration
- 8:12 – 8:15 p.m. **14. Discussion and possible Board action** approve payment in an amount not to exceed to \$100 for the services of a security guard at this meeting. (3)  
Presentation by Diane Valencia – VP of Administration
- 8:15 – 8:25 p.m. **15. Recess** (10)
- 8:25 – 8:30 p.m. **16. Discussion and possible Board action** to remove Board Member Jackie Mata from the SNC Board, per Article V, Section 7 (Absences) of the Sylmar Neighborhood Council Bylaws, dated January 26, 2014. (5)
- 8:30 – 8:35 p.m. **17. Discussion and possible Board action** to approve the President’s nomination for a Board Vacancy: Retail Representative (5)
- 8:35 – 8:55 p.m. **18. Discussion and possible Board action** to adopt the “Neighborhood Councils Administrative and 2016 Elections Procedures Stipulation Worksheet.” (20)  
Presentation by Diane Valencia – VP of Administration
- 8:55 – 9:00 p.m. **19. Discussion and possible Board action** to approve the 2015 Bylaws as resubmitted by the Department of Neighborhood Empowerment (DONE). (5)

- 9:00 – 9:05 p.m. **20. Discussion and possible Board action** to approve recommendations of the Bylaws Committee regarding Board Rules and other matters. (5)  
Presentation by the Bylaws Committee
- 9:05 – 9:10 p.m. **21. Discussion and possible Board action**—in keeping with the fact that the appointment of the Chair was made by the President with the approval of the Board—to approve the President’s removal of the Bylaws Committee Chair as Chair, but not as a member of the Committee. (5)  
This is done in accordance with **Article VII, Section 3. E. Changes to Committees**. “The Board may establish, disband or make changes as needed to any Standing or Ad Hoc Committee. Any such action by the Board shall be noted in the Council meeting Minutes.”
- 9:10 – 9:15 p.m. **22. Discussion and possible Board action** to approve the President’s removal of Committee Member Les Aisenman from the Bylaws Committee. (5)  
This is done in accordance with **Article VII, Section 3. E. Changes to Committees**. “The Board may establish, disband or make changes as needed to any Standing or Ad Hoc Committee. Any such action by the Board shall be noted in the Council meeting Minutes.”
- 9:15 – 9:20 p.m. **23. Discussion and possible Board action** to approve the President’s appointment of the Bylaws Committee Chair (5)
- 9:20 – 9:22 p.m. **24. Discussion and possible Board action** to approve Sylmar Neighborhood Council monthly expenditure report (MER) for May, 2015 (2)
- 9:22 – 9:26 p.m. **25. Treasurer’s Report** (4)
- 9:26 – 9:30 p.m. **26. Explanation of the process** by which the Sylmar Neighborhood Council allocates and distributes City Funds. (4)  
Presentation by the Executive Board
- 9:30 – 9:35 p.m. **27. Discussion and possible Board action** to call for a Special Board Meeting on June 2, 2015, in order to disperse funds from our account before June 30, 2015, the end of the 2014-2015 Fiscal Year (FY). (5)
- 9:35 – 9:38 p.m. **28. Board Member Community Announcements.** (3)
- 9:38 – 9:41 p.m. **29. Board Member Comments** - Comments from Board members on matters within the Board’s jurisdiction (3)
- 9:41 – 9:43 p.m. **30. Future Agenda item suggestions from public and Board members.** (2)  
  
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.  
  
The next General Board meeting will be on June 25, 2015 at Sylmar High School, Spartan Hall.
- 9:43 – 9:45 p.m. **31. Closing Remarks, Acknowledgements, and Adjournment.** (2)

### **Grievance Procedure**

Any Grievance by a Stakeholder must be submitted in writing to the Board who shall cause the matter to be placed 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 by the Secretary 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.

Board Members are not permitted to file a Grievance against another Board Member or against the Council.

**Reconsideration of Agenda Items - Bylaws (Article IV)**

The Board may reconsider and amend its action on items listed on the Agenda if that reconsideration takes place immediately following the original action or at the next regular meeting. The Board, on either of these two days, shall (1) make a Motion for Reconsideration and, if approved, (2) hear the matter and Take an Action. If the motion to reconsider an action is to be scheduled at the next meeting following the original action, then two items shall be placed on the Agenda for that meeting: (1) A Motion for Reconsideration on the described matter and (2) a [Proposed] Action should the motion to reconsider be approved. For a Board Member to submit a motion for reconsideration the Board Member must have previously voted on the prevailing side of the original action taken. If a motion for reconsideration is not made on the date the action was taken, then the Board Member on the prevailing side of the action must submit a memorandum to the Secretary identifying the matter to be reconsidered and a brief description of the reason(s) for requesting reconsideration at the next regular meeting. The aforesaid shall be in compliance with the Brown Act.

**(Remove after May 28, 2015)**

**Approved by: AJ / DV / KG / MS**