

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, November 19, 6:30 p.m. – 9:50 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-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 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 – 6:35 p.m. **2. Roll Call – Ann Job (3)**
- 6:35 – 6:38 p.m. **3. Housekeeping, Speaker Cards, and Timekeeper – Diane Valencia (3)**
- 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 – 7:05 p.m. **6. Discussion and possible Board action** to approve movement of money within the Budget to accommodate the item # 7. (5)
 From Category 100 – Line FAC (Facility Related and Space Rental) - \$2,324.
 Leaving \$9,000 on that line to cover possible rental through June 30, 2016.
 To Category 400 – Neighborhood Purpose Grant – for \$3,595 in that Category
- 7:05 – 7:10 p.m. **7. Discussion and possible Board action** to approve a Neighborhood Purpose Grant (NPG) in an amount not to exceed \$1,500 for the purchase of new exercise equipment for Sylmar's Fire Station 91, through the Los Angeles Fire Department Foundation's Adopt-A-Fire Station program. (5)
 Presentation by Sylvia Duzaryan, Los Angeles Fire Department Foundation.
- 7:10 – 7:25 p.m. **8. 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.
- 7:25 – 7:30 p.m. **9. Discussion and possible Board action** relative to the Planning & Land Use Committee's action regarding T-Mobile West's ZA 95-0926(CUZ)(PA3) request for authorization to install, use, and maintain an unmanned Wireless Telecommunications Facility at 14071 Polk Street (VFW site). Their request is to replace an existing 60-foot in height monopole with a new monopole of the same height and design, and to install a total of twelve (12) new 8-foot antennas, three (3) RRUs, three (3) Diplexers, and replace three (3) TMAs, along with a new H-Frame at grade, in the C2-1 Zone. (5)
 Report by Peter Postlmayr, Chair of the Planning & Land Use Committee
 Sarah Freed Goldman of Synergy Development Services, Inc. available for Q&A
- Action taken by the Planning & Land Use Committee:
 Require a mono-pine or similar decorative pole.
 Require equipment to be screened from public view and secured to prevent unauthorized access.
 Request for landscaping around equipment screen.
- 7:30 – 7:35 p.m. **10. Discussion and possible Board action** to approve the President's nomination for Board Vacancy: Home/Condo Owner Representative. (5)
- 7:35 – 7:40 p.m. **11. Discussion and possible Board action** to approve the President's nomination for Board Vacancy: Retail Representative. (5)
- 7:40 – 7:45 p.m. **12. New Board Member(s) take the oath** and are seated at the table. (5)
- 7:45 – 7:55 p.m. **13. 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.
- 7:55 – 8:00 p.m. **14. Reconsideration of the Approval of the Minutes** for July 23, 2015, General Board Meeting (5)
 The request for reconsideration is being made by Ann Job, who voted on the prevailing side.
- 8:00 – 8:02 p.m. **15. Approval of the Re-Submitted Minutes** for July 23, 2015, General Board Meeting (2)
- 8:02 – 8:04 p.m. **16. Approval of the Minutes** for the August 27, 2015, Special Board Meeting . (2)
- 8:04 – 8:06 p.m. **17. Approval of the Minutes** for October 22, 2015, General Board Meeting (2)
- 8:06 – 8:15 p.m. **18. Recess** (9)

8:15 – 8:27 p.m. **19. Committee Reports:** (12)
Executive Committee
Budget Committee – Kurt Cabrera-Miller
Outreach Committee – Kathy Bloom
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
Elections Committee – Ann Job

8:27 – 8:32 p.m. **20. City Liaison Reports:** (5)
Liaisons to the City Attorney – Diane Valencia and Ann Job
Public Safety Liaison – Diane Valencia
Public Works Liaison – Ann Job
Budget Reps – Ann Job
Animal Services Liaisons – Laurie Fadness and Amanda Bloom

Unfinished Business:

8:32 – 8:33 p.m. **21. Discussion and possible Board action** relative to the 2014/2015 Self-Assessment due by September 1, 2015. (1)
Presentation by Diane Valencia

8:33 – 8:43 p.m. **22. Discussion and possible Board action** to approve the draft Board Rules, Code of Civility/Conduct and Oath of Office, as submitted by the Bylaws Committee (10)
Presentation by Roy Smith, Chair

8:43 – 8:48 p.m. **23. 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

New Business

8:48 – 8:53 p.m. **24. Discussion and possible Board action** to approve the recommendation of the Planning & Land Use Committee supporting the plan to upgrade the marquee sign at Sylmar High School located at 13050 Borden Ave. in Sylmar. (5)
Presentation by Peter Postlmayr, Chair

8:53 – 8:58 p.m. **25. Discussion and possible action** relative to the training of additional board members on the SNC's Constant Contact subscription service. (5)
Kathy Grubert to lead the discussion.

8:58 – 9:03 p.m. **26. Discussion and possible Board action** to approve the submission of a Community Impact Statement (CIS) from the Sylmar Neighborhood Council in support of Council File 15-1252 (Addressing Longer Emergency Calls Service Delivery and Response Times/ Sylmar Residents / Fire Department / Improvement Measures) (5)
Drafted by Diane Valencia, Public Safety Liaison

9:03 – 9:08 p.m. **27. Discussion and possible Board action** to approve the submission of a Community Impact Statement (CIS) from the Sylmar Neighborhood Council in support of Council File 15-1252-S1 (Concerned Length of Response Times / Fire and Emergency Service Calls / Sylmar Residents / Long-Term Solutions) (5)
Drafted by Diane Valencia, Public Safety Liaison

9:08 – 9:13 p.m. **28. Discussion and possible Board action** to approve the submission of a Community Impact Statement (CIS) from the Sylmar Neighborhood Council in support of Council File 14-1101 calling for “a full-time coordinator or director within the City’s organizational structure for coordinating activities to address homelessness, including coordination with the Los Angeles Homeless Services Authority (LAHSA), Los Angeles County, and other government agencies.” (5)
Drafted by Ann Job, President

On November 13, 2015, the City Council’s Homelessness and Poverty Committee amended the motion before them by dropping the word ‘czar’ and then approved the above amended Motion. (5)

9:13 – 9:18 p.m. **29. Discussion and possible Board action** to approve assigning the first installment of the extra \$5,000 (given this fiscal year to neighborhood councils) to Category 500 Elections, bringing that Category to \$4,000. (5)

The first installment in the amount of \$2,000 was deposited in the SNC account on October 5, 2015.

9:18 – 9:20 p.m. **30. Discussion and possible Board action** to approve Sylmar Neighborhood Council monthly expenditure report (MER) for October, 2015. (2)

9:20 – 9:23 p.m. **31. Treasurer’s Report.** (3)

9:23 – 9:28 p.m. **32. Discussion and possible Board action** to elect a Treasurer. (5)

9:28 – 9:29 p.m. **33. Discussion and possible Board action** to approve the President’s appointment of Budget Representative(s). (1)

9:29 – 9:39 p.m. **34. Possible Resumption of Item #13** - 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 # 13. (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.

9:39 – 9:43 p.m. **35. Board Member Community Announcements.** (4)

9:43 – 9:46 p.m. **36. Board Member Comments** – Comments from Board members on matters within the Board’s jurisdiction. (3)

9:46 – 9:48 p.m. **37. Future Agenda Item suggestions** from public and Board members. (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.

The next General Board meeting will be on December 17, 2015 at **Sylmar High School.**

9:48 – 9:50 p.m. **38. Closing Remarks, Acknowledgements, and Adjournment.** (2)

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 November 19, 2015)

Approved by: AJ/DV/KG/KCM