

City of Los Angeles
California



SYLMAR NEIGHBORHOOD COUNCIL

PRESIDENT: Kurt Cabrera-Miller

VICE PRESIDENTS:

Administration: Christian Rubalcava

Communications: Maria Silva

SECRETARY: Marti Marshall

TREASURER: George Ortega

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Sylmar, CA 91392-1023

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13521 Hubbard St. Sylmar, CA 91342

GENERAL BOARD MEETING - AGENDA
Thursday, February 22nd – 6:30 PM
Sylmar Charter High School
13050 Borden Avenue, Sylmar, CA 91342
(Spartan Hall – Auditorium)

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-Agendumed 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.

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|-------------------------|-----------|---|
| 6:30 – 6:32 p.m. | 1. | Call to Order and Pledge of Allegiance (2 minutes) |
| 6:32 – 6:34 p.m. | 2. | Roll Call (2 minutes) |
| 6:34 - 6:36 p.m. | 3. | Housekeeping: Speaker Cards, Recording, and Timekeeper. Welcome from facility host. (2 minutes) |
| 6:36 – 6:56 p.m. | 4. | Public Official and Community Representative Announcements & Presentations: (20 minutes) In total for all. Including questions and answers. - 2 min. per speaker. (10) Questions / Comments: from the Public to the Official or representative. 2 minutes per question or comment (10 minutes) |

****PUBLIC OFFICIAL REPRESENTATIVES –
Please stay for the Meet & Greet at the break time. Thank you!**

- 6:56 – 7:06 p.m.** **5. Public Comment on Non-Agendized Items within the Board’s subject matter jurisdiction. (10 minutes)**
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 – 7:16 p.m.** **6. City Liaison and Representatives Reports / (10 minutes)**
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 – Don Neal
- 7:16 – 7:19 p.m.** **7. Secretary’s Report (3 minutes)**
- 7:19 – 7:21 p.m.** **8. Discussion and possible action to approve General Board Meeting Minutes for November 2017. (2 minutes)**
- 7:21 – 7:23 p.m.** **9. Discussion and possible action to approve General Board Meeting Minutes for January 2018. (2 minutes)**
- 7:23 – 7:38 p.m.** **10. Presentation – LA FUSE Report (CF 17-1311) (15 minutes)**
Laila Alequresh, Executive Advisor for the Chief Administrative Officer
- 7:38 – 7:48 p.m.** **11. Presentation on the Clean Streets Clean Starts Program**
Laura Rathbone (10 minutes)
- 7:48 – 7:51 p.m.** **12. Award presentation for outstanding members of the community recognized by the SNC Outreach Committee (Committee Chair, Carlos Lara) (3 minutes)**
- 7:51 – 8:06 p.m.** **13. MEET AND GREET (15 minute Break)**
- 8:06 – 8:21 p.m.** **14. Discussion and possible action on taking a position on Council File 17-1432 “Interim Motel Conversion Ordinance” This item was brought forth at the January SNC Board meeting. It was referred to Joint Committees (Homeless Services, Planning & Land Use and Public Safety.) The purpose of this item is to hear from those committees, stakeholders and then to discuss what recommendation if any will the Board takes on the ordinance.**

(15 minutes)

- 8:21 – 8:26 p.m.** **15. Discussion and possible action** to approve a Community Impact Statement for Council File #06-0125-S2 (Nuisance Motels / Police Department Service Calls / Permit Feasibility Study). The Public Safety Committee approved a draft on February 8, 2018 by a vote of 6/0/0. (5 minutes)
- 8:26 – 8:41 p.m.** **16. COMMITTEE REPORTS (15 minutes)**
Executive Committee – Kurt Cabrera-Miller
Budget Committee – George Ortega
Bylaws Committee – Diane Valencia
Outreach Committee – Carlos Lara
Planning & Land Use Committee – Peter Postlmayr
Homeless Services Committee – Peggy Courtney
Emergency Preparedness – John Pacheco
Equestrian Committee – Cheri Blose
Public Safety Committee – Diane Valencia
- 8:41 – 8:46 p.m.** **17. Discussion and possible Motion** to approve Roxford Motel with condition for 15 on-site parking spaces located at 13177 San Fernando Road. The proposed project requests the legalization, continued use, and maintenance of an approximately 5,360 sf motel use in the (Q)C2-1 Zone within 500 feet of residential land uses. Currently, the project site is legally permitted for a total of seven residential dwelling units (5 single-family dwelling units, 1 duplex, four guest rooms, and a garage on two lots. The applicant requests legalization of all buildings on site for motel use with 14 units, a manager dwelling/office, and 11 on-site parking spaces including one handicapped accessible parking space. Applicant James & Mary Fan 818-378-5169 fan13183@gmail.com The PLUC recommends approval with the condition of 15 parking spaces are provided as agreed too by the applicant. (5 minutes)
- 8:46 – 8:48 p.m.** **18. Treasurer’s Report** (2 minutes)
- 8:48 – 8:51 p.m.** **19. Discussion and possible action** on approving the January 2018 Monthly Expenditure Report (MER) (3 minutes)
- 8:51 – 8:56 p.m.** **20. (Public Safety)-Discussion and possible action** to allocate an amount not to exceed \$500 in the Outreach budget category which can be used by the Public Safety Committee in support of their Committee meetings for the balance of the 2017-2018 Fiscal Year. (5 minutes)
- 8:56 – 9:01 p.m.** **21. (President)-Discussion and possible action** to approve an amount not to exceed \$700.00 per month as per the conditions of the office space Lease between the Sylmar Neighborhood Council and Sylmar Plaza Shopping Center (SPSC) - Mushmel Properties. ***NOTE*** If the L.A.P.D. Operates a Community Sub-Station within the SNC rental space the monthly rent between the (SNC) and the (SPSC) will be Zero dollars. (5 minutes)

- 9:01 – 9:04 p.m. 22. **(Public Safety)-Discussion and possible action** to approve an amount not to exceed \$500 to co-host/participate in a Community Open House at LAFD Fire Station 91 on Fire Service Day, May 12, 2018. (3 minutes)

- 9:04 – 9:07 p.m. 23. **(Outreach)-Discussion and possible action** to approve an amount not to exceed \$600.00 for writing pens. Pens have SNC information on them and are given out at all meetings and events (3 minutes)

- 9:07 – 9:12 p.m. 24. **Discussion and possible action** to nominate a Board Member to serve as the SNC card holder and Second Signer. (5 minutes)

- 9:12 – 9:17 p.m. 25. **Discussion and possible action** to approve a position letter/request for action regarding LAFD resources in Sylmar, which would include a timeline and details of past advocacy by the Sylmar Neighborhood Council Councilwoman Rodriguez. (5 minutes)

- 9:17 – 9:20 p.m. 26. **Discussion and possible action** to appoint a Public Relations Coordinator

- 9:20 – 9:22 p.m. 27. **Board Member Comments / Announcements (2 Minutes)**

- 9:22 – 9:23 p.m. 28. **Future Agenda Items**
 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 91392-10 **(1 minutes)**

- 9:23 – 9:25 p.m. 29. **Closing Remarks, Acknowledgements, and Adjournment (1 minute)**

The Next Sylmar Neighborhood Council General Board meeting will be:

**March 22, 2018 at 6:30 pm
 Sylmar Charter High School
 13050 Borden Ave, 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 February 25, 2018)

Approved by: