

CITY OF LOS ANGELES

**SYLMAR NEIGHBORHOOD COUNCIL
EXECUTIVE OFFICERS**
PRESIDENT: Don Neal
VICE-PRESIDENTS: George Ortega
and Kristin Mills
TREASURER: Richard Perry
PUBLIC RELATIONS: Jose Oliva



SYLMAR NEIGHBORHOOD COUNCIL
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Office Administrator: David Levin

**SYLMAR NEIGHBORHOOD COUNCIL (SNC)
GENERAL BOARD MEETING AGENDA**
Thursday, December 19, 2013, 6:30 p.m. – 9:00 p.m.
Sylmar High School, Spartan Hall, 13050 Borden Ave., Sylmar, CA 91342

The Agenda is posted for public review at: 1) Sylmar Recreation Center, 13109 Borden Ave., Sylmar, CA 91342; 2) Sylmar City Library, 14561 Polk St., Sylmar, CA 91342; 3) Mission College, Office of the President posting location, 13356 Eldridge Ave., Sylmar, CA 91342; 4) Ross Liquor, 12643 San Fernando Rd., Sylmar, CA 91342, Sylmar, CA 91342; 5) Roxford Veterinarian Clinic, 13571 Glenoaks Blvd., Sylmar, Ca 91342; and 6) Sylmar Neighborhood Council Office, 13109 Borden Ave., 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

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 Neighborhood Council Project Coordinator, Melvin Canas at (213) 978-1551 or e-mail to Melvin.Canas@LACity.org. All Agenda items are subject to discussion and possible Board action. The below times are only estimates. *Items may be addressed in a different order and/or at different times.*

- 6:30-6:32 p.m. **1. Call to Order and Pledge of Allegiance. (2)**
- 6:32-6:35 p.m. **2. Roll Call. (3)**
- 6:35-6:37 p.m. **3. Housekeeping, Speaker Cards, and Timekeeper. (2)**
- 6:37-6:40 p.m. **4. Welcome, Introduction, and Announcements by Board Meeting Host. (3)**
- 6:40-6:45 p.m. **5. Approval of Minutes of the October 24th and November 21st General Board Meetings (5)**
- 6:45-7:00 p.m. **6. Public Officials, Community Representative's Announcements & Presentations. (15)**
- 7:00-7:10 p.m. **7. Board Member Community Announcements. (10)**
- 7:10-7:20 p.m. **8. Reports. One minute each by Committee Chair(s) (10)**
Please submit all reports in writing to the Secretary or V.P. of Administration within 10 days after the Board Of Director's meeting. Additional Reports – As requested by the President.
Secretary – David Levin
Treasurer – Chris Shows
Land Use – George Ortega and Roy Smith, Co-Chairs
Outreach – Kristin Mills, Ricardo Benitez, Co-Chairs
Government Affairs, Public Safety & Services – Chris Shows, Chair
Equestrian – Cheri Blose and Laurie Fadness, Co-Chairs
Bylaws – Derek Martin, Chair.
Election- Ann Job, Chair.
President's Report-Don Neal
Ad Hoc, Pacoima Dam Sediment Removal-Diane Valencia and Laurie Fadness, Co-Chairs.
- 7:20-7:30 p.m. **9. Public Comment.** Comments from the public on non-Agenda items within the Board's subject matter jurisdiction. Public comments are limited to 2 minutes per speaker. *The public is requested to fill out a "Speaker Card" to address the Board on any item of the Agenda prior to the Board taking action on an item. **Comments from the public on Agenda items will be heard only when the respective item is being considered.** This period is for comments from the public, on other matters not appearing on the Agenda, but is within the SNC Board's subject matter jurisdiction and purview.*

Old Business

- 7:30-7:40 p.m. **10. Appointment and possible vote** to approve a Neighborhood Purpose Grant in the amount of \$2,400 to financially support the Mission Community Police Council event, Race for Youth, for facility rental for event.

7:40-7:50 p.m. **11. Discussion and possible vote** to purchase a mobile application from *Prometheus Development Group*, not to exceed \$3,000 to assist w/ Sylmar NC Outreach & Elections. Presentation by Armand Santos (10.) *The initial investment to develop the application for Apple®, Google® and HTML5 shall be \$3,000.00, inclusive of the first year of access and control of the application. The yearly investment to continue access, control and basic technology updates shall be \$1,700. Additionally, a \$99 yearly fee is to be paid to Apple® and \$25 to Google®.*

New Business

- 7:50-8:00 p.m. **12. Presentation and possible vote** for alternate/ new website design for Sylmar NC Board consideration. Presentation by Aaron Devandry. (10)
- 8:00-8:10 p.m. **13. Discussion and possible vote** purchase an updated, and mobile “responsive” redesign of our website to assist with Sylmar NC Outreach & Elections, not to exceed \$3,500. Presentation by Wendy Moore. (10)
- 8:10-8:15 p.m. **14. Discussion and possible vote** for 2 Daily News, Full-Page color ads for NC Election, not to exceed \$800. One for candidate recruitment (runs one day during first week in January) and one for 'get out the vote' (runs one day during first week in March) – approx. \$378 each (approx. \$756 for both).
- 8:15-8:20 p.m. **15. Discussion and possible vote** for 2 North Valley Reporter full-page ads, not to exceed \$300. One for candidate recruitment and one for 'get out the vote' – approx. \$125 each (approx. \$250 for both).
- 8:20-8:25 p.m. **16. Appointments and possible vote** to approve new board members. 2 Open seats: Retail, & Industrial board seats, and Committee Chairs, as needed. (5)
- 8:25-8:30 p.m. **17. Board Member Comments** - Comments from Board on matters within the Board's jurisdiction. (5)
- 8:30-8:33 p.m. **18. Future Agenda Items, Meeting date** - Write to Executive Board at executiveboard@sylmarnc.org, or mailed c/o Sylmar Neighborhood Council, Sylmar Recreation Center, Sylmar Park, 13109 Borden Ave., Sylmar, CA 91342. The next General Board meeting will be December 19, 2013. Location: Sylmar Recreation Center, Sylmar Park (3)
- 8:33-8:35 p.m. **19. Closing Remarks, Acknowledgements, and Adjournment.** (2)
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Grievance Procedure

Any grievance by a Stakeholder must be submitted to the Secretary who will forward the grievance to the Board. The Board of Directors shall then refer the matter within fifteen calendar days to an ad hoc grievance panel. The ad hoc grievance panel will be comprised of five Stakeholders who are randomly selected by the Council Secretary from a list of Stakeholders who have previously expressed an interest in serving from time to time on such a grievance panel. The Secretary will coordinate a time and a place for the panel to meet with the person(s) submitting a grievance to discuss ways in which the dispute may be resolved within fifteen calendar days of forwarding the grievance to the panel. Thereafter, a panel Member shall prepare a written report within three days to be forwarded by the Secretary to the Board outlining the panel's collective recommendations for resolving the grievance. The Board of Directors will receive a copy of the panel's report and recommendations within ten (10) days prior to any meeting of the Board. But, the matter shall not be discussed among the Board Members until the matter is heard at the next regular meeting of the Board pursuant to the Ralph M. Brown Act.

This formal grievance process is not intended to apply to Stakeholders who simply disagree with a position or action by the Board at one of its meetings. Those grievances can be aired at Board meetings. This grievance process is intended to address matters involving procedural disputes, e.g., the Boards failure to comply with Board Rules or these Bylaws, or its failure to comply with the City's Charter, the Plan, local ordinances, and/or State and federal law. In the event that a grievance cannot be resolved through this grievance process, then the matter may be referred to the Department of Neighborhood Empowerment (DONE) for consideration or dispute resolution in accordance with the Plan.

Bylaws Article VIII: Meetings

Reconsidering of Agenda items: 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 all be in compliance with the Brown Act. Board and Committee Meeting Minutes are available on the SNC website www.SylmarNC.org or in the Public Records Notebook in the SNC office located at 13109 Borden Ave., Sylmar.

(Remove after 12-20-13)

Approved by: DN, KM, GO, RP