

CITY OF LOS ANGELES

SYLMAR NEIGHBORHOOD COUNCIL

PRESIDENT: Ann Job

VICE PRESIDENTS:

Administration: Diane Valencia

Communications: Kathy Grubert

TREASURER: Patricia Rau

PUBLIC RELATIONS: Maria Silva



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Secretary: David Levin

**SYLMAR NEIGHBORHOOD COUNCIL
GENERAL BOARD MEETING AGENDA**

Thursday, May 22, 2014, 6:30 p.m. – 9:00 p.m.

Sylmar High School, Spartan Hall, 13050 Borden Avenue, Sylmar, CA 91342

The Agenda is posted for public review at: 1) Sylmar Recreation Center, 13109 Borden Ave., Sylmar, CA 91342; 2) Sylmar Branch Library, 14561 Polk St., Sylmar, CA 91342; 3) Mission College, Office of the President posting location, 13356 Eldridge Ave., Sylmar, CA 91342; 4) Roxford Veterinarian Clinic, 13571 Glenoaks Blvd., Sylmar, Ca 91342; and 5) Ross Liquor, 12643 San Fernando Rd., 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 (818) 374-9895 or e-mail to Melvin.Canas@LACity.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.

- 6:30 – 6:32 p.m. **1. Call to Order and Pledge of Allegiance (2)**
- 6:32 – 6:35 p.m. **2. Roll Call – David Levin, Secretary (3)**
- 6:35 – 6:37 p.m. **3. Housekeeping, Speaker Cards, and Timekeeper – Diane Valencia (2)**
- 6:37 – 6:39 p.m. **4. Secretary's report – David Levin (2)**
- 6:39 – 6:42 p.m. **5. Welcome and Announcements by Board Meeting facility Host – Derek Martin (3)**
- 6:42 – 6:47 p.m. **6. Approval of Minutes of the April 24, 2014 General Board Meeting (5)**
- 6:47 – 6:50 p.m. **7. Approval of Minutes of the April 30, 2014 Special Board Meeting (3)**
- 6:50 – 6:53 p.m. **8. Approval of Minutes of the May 13, 2014 Committee Chair Training (3)**
- 6:53 – 7:03 p.m. **9. Public Official and Community Representative Announcements & Presentations (10)**
- 7:03 – 7:13 p.m. **10. Board Member Community Announcements. (10)**
- 7:13 – 7:23 p.m. **11. Committee Reports (10)**
 - Executive Committee (4)
 - Budget Committee – Patricia Rau (1)

Outreach Committee – Maria Silva (1)
Equestrian Committee – Cheri Blose (1)
Bylaws Committee – Roy Smith (1)
Planning & Land Use Committee – Wally Aguilar (1)
Ad Hoc Sediment Removal Committee – Kathy Grubert (1)

- 7:23 – 7:43 p.m. **12. 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 Secretary or President.

New Business

- 7:43 – 7:53 p.m. **13. Discussion** of possible future appointments of Board members to liaison appointments. (10)
Budget Representatives
Department of Water and Power
Department of Public Works
Planning Representative
Transportation
Public Safety
Parks
- 7:53 – 7:58 p.m. **14. Discussion** of revised Neighborhood Council Agenda Posting Requirements – Policy 2014-01, adopted by the Board of Neighborhood Commissioners (BONC) on 5/6/14 (5)
- Neighborhood Councils must post at least ONE Brown Act compliant agenda at a physical location within the council boundaries (as opposed to the previous requirement for five locations), as well as on their website or webpage made available to them on our Empower LA website.
 - If a Neighborhood Council does not maintain a website, they must continue to comply with the FIVE location requirement.
 - Additional agendas posted within Neighborhood Council boundaries must be Brown Act compliant. This does not include additional agendas from being posted at other locations relevant to stakeholders.
 - Neighborhood Councils shall submit a copy of all regular and special Board and Committee agendas to the Department of Neighborhood Empowerment to be posted through the Early Notification System (ENS). The agenda for regular meetings must be submitted no less than 72 hours in advance of the meeting, and the agenda for special meetings shall be submitted no less than 24 hours in advance of the meeting.
- 7:58 – 8:03 p.m. **15. Discussion and Board action** regarding which Bylaws (2009 or 2014) the SNC will use until a new version is approved by the SNC and DONE. (5)
- 8:03 – 8:06 p.m. **16. Discussion and possible Board action** to approve Sylmar Neighborhood Council monthly expenditure report (MER) for May, 2014 (3)
- 8:06 – 8:10 p.m. **17. Discussion and possible Board action** to move \$821.26 from Elections; \$300 from Neighborhood Purpose Grants; \$1000 from Community Improvement Projects; \$460 from Board Training; and \$1000 from Temporary Help. All of which for an amount not to exceed \$3,700 into Outreach for web design. (4)
- 8:10 – 8:20 p.m. **18. Discussion and possible Board action** to approve Sylmar Neighborhood Council budget for term of June 30, 2014 to June 30, 2015 (10)
- 8:20 – 8:25 p.m. **19. Discussion and possible Board action** to support “Legion Six Victrixx, the authentic Roman re-enactor group” in an amount not to exceed \$2,500 to be used to build a stage flat to create the illusion of “an entire Roman village, ‘Sylmara,’ this year at the Olive Festival, complete with a large gate.” The Sylmar Olive Festival is partnering with this group to host its annual olive festival, “with a Greco-Roman-Egyptian theme.” This is being requested as a Neighborhood Purpose Grant. (5)

- 8:25 – 8:30 p.m. **20. Discussion and possible Board action** to support Sylmar Graffiti Busters, Inc. in an amount not to exceed \$5,000 to support operational expenses for graffiti removal and clean-ups within the community of Sylmar. This is being requested as a Neighborhood Purpose Grant. (5)
- 8:30 – 8:35 p.m. **21. Discussion and possible Board action** to support Sylmar Independent Baseball League, Inc. (SIBL) in an amount not to exceed \$5,000 to be used for improvements/repairs for such items as grass seed, lawn mowers, road improvements, main water pipe repairs, bringing snack bar up to code, electrical repairs, etc. SIBL is a non-profit Corporation which has served youth in Sylmar and neighboring communities for more than 57 years. This is being requested as a Neighborhood Purpose Grant. (5)
- 8:35 – 8:40 p.m. **22. Discussion and possible Board action** to postpone Annual Stakeholder Meeting until October, 2014, which is required by Bylaws dated 2009 to be held in June. The purpose shall include a “State of Sylmar Address”, accomplishments of the prior fiscal year, financial statement, future, goals and objectives. (5)
- 8:40 – 8:43 p.m. **23. Discussion and acknowledgement** of Judith Neal’s resignation as Homeowner Representative. Applications for this seat will be accepted through June 24. (3)
- 8:43 – 8:48 p.m. **24. Discussion and possible Board action** to appoint a new Board member to the vacant Faith Based seat. (5)
- 8:48 – 8:53 p.m. **25. Board Member Comments** - Comments from Board on matters within the Board's jurisdiction (5)
- 8:53 – 8:58 p.m. **26. Future Agenda item suggestions from public and board members.** (5)

Write to Executive Board by email at ExecutiveBoard@SylmarNC.org or mail Executive Board c/o Sylmar Neighborhood Council, 13517 Hubbard St., Sylmar, CA 91342.

The next General Board meeting will be June 26, 2014 at Sylmar High School/Spartan Hall

- 8:58 – 9:00 p.m. **27. Closing Remarks, Acknowledgements, and Adjournment.** (2)

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 Board's 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.

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 05-23-14)

Approved by:

AJ, DV