

# 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



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Secretary: David Levin

## SYLMAR NEIGHBORHOOD COUNCIL GENERAL BOARD MEETING AGENDA

Thursday, June 26, 2014, 6:30 p.m. – 9:30 p.m.

Concordia Junior/Senior High School, 13570 Eldridge 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](http://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 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-Agendized 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.

- 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 – 6:36 p.m. 3. Housekeeping, Speaker Cards, and Timekeeper – Diane Valencia (1)
- 6:36 – 6:37 p.m. 4. Secretary's report – David Levin (1)
- 6:37 – 6:40 p.m. 5. Welcome and Announcements by Board Meeting facility Host – Barbara Winslow (3)
- 6:40 – 6:45 p.m. 6. Approval of Minutes of the May 22, 2014 General Board Meeting (5)
- 6:45 – 6:55 p.m. 7. Public Official and Community Representative Announcements & Presentations (10)
- 6:55 – 7:05 p.m. 8. Board Member Community Announcements. (10)
- 7:05 – 7:21 p.m. 9. Committee Reports (16)
  - Executive Committee (4)
  - Budget Committee – Patricia Rau (1-2)
  - Outreach Committee – Maria Silva (1-(2)
  - Equestrian Committee – Cheri Blose (1-2)

Bylaws Committee – Roy Smith (1-2)  
Planning & Land Use Committee – Wally Aguilar (1-2)  
Ad Hoc Sediment Removal Committee – Kathy Grubert (1-2)

7:21 – 7:31 p.m. **10. Public Comment on Non-Agendized Items within the Board’s subject matter jurisdiction** (10)  
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.

### **Unfinished Business**

7:31 – 7:36 p.m. **11. Approval of Minutes of the April 30, 2014 General Board Meeting** (5)

7:36 – 7:38 p.m. **12. Discussion** of possible future appointments of Board members to City liaison appointments. (2)  
Budget Representatives  
Department of Water and Power  
Department of Public Works  
Planning Representative  
Transportation  
Public Safety  
Parks

7:38 – 7:48 p.m. **13. Discussion and possible Board action** to approve Sylmar Neighborhood Council budget Fiscal Year (FY) 2014-2015 (July 1, 2014 to June 30, 2015) (10)

7:48 – 7:53 p.m. **14. Discussion and possible Board action** to appoint a new Board member to the vacant Faith Based Organization seat. (5)

### **New Business**

7:53 – 7:58 p.m. **15. Discussion and possible Board action** to appoint a new Board member to the vacant Home / Condo Owner seat. (5)

7:58 – 8:03 p.m. **16. Discussion and possible Board action** to approve Sylmar Neighborhood Council monthly expenditure report (MER) for June, 2014 (5)

8:03 – 8:05 p.m. **17. Treasurer’s Report** (2)

8:05 – 8:20 p.m. **18. Discussion and possible Board action** to Censure Sylmar Neighborhood Council President, Ann Job. Per the SNC’s Bylaws, “The Council can take action to publically reprimand a Board Member for actions conducted in the course of Council business by censuring the Board Member at a Council Board meeting. Censures shall be placed on the agenda for discussion and action.” (15)

8:20 – 8:30 p.m. **19. Recess** (10)

8:30 – 8:33 p.m. **20. Discussion and possible Board action** to re-adopt the Code of Conduct as presented. The Code being presented is the document by which the Sylmar Neighborhood Council has been operating for several years, but the original adoption date is not noted on the document, nor is it in the Council’s files. (3)

8:33 – 8:36 p.m. **21. Discussion and possible Board action** to restate the general purpose of the Bylaws Committee to include oversight of all rules and regulations by which the Sylmar Neighborhood Council operates, including but not limited to Bylaws, Code of Conduct/Civility and Board Rules – **Roy Smith** (3)

8:36– 8:41 p.m. **22. Discussion and possible Board action** to approve the proposed amendments to the Sylmar Neighborhood Council Bylaws dated January 26, 2014 as approved by the Bylaws Committee in meetings dated May 27, 2014 and June 10, 2014 – **Roy Smith** (5)

- 8:41 – 8:46 p.m. **23. Discussion and possible Board action** to approve a single physical location within the council’s boundaries, pursuant to the Neighborhood Council Agenda Posting Requirements, adopted by Resolution by the Board of Neighborhood Commissioners (BONC) on 5/6/14 as Policy 2014-01. (5)
- 8:46 – 8:51 p.m. **24. Discussion and possible Board action** to support a Community Impact Statement (CIS) for Council Motion #14-0331 directing various City Departments to review the Solar Rights Act and recommend amendments that would give the City more discretion to review proposed solar projects. (5)
- 8:51 – 8:56 p.m. **25. Discussion and possible Board action** to create additional Committee(s) (5)
- 8:56 – 9:01 p.m. **26. Appointment by the President of Chair(s) for additional committee(s) created, and possible Board Action** to approve any such appointments (5)
- 9:01 –9:06 p.m. **27. Discussion and possible Board action** to apply funds already paid to Moore Business Results for website redesign services to instead cover web maintenance services for the Sylmar Neighborhood Council. (5)
- 9:06 – 9:11 p.m. **28. Board Member Comments** - Comments from Board members on matters within the Board's jurisdiction (5)
- 9:11 – 9:16 p.m. **29. Future Agenda item suggestions from public and Board members.** (5)

Write to Executive Board by email at [ExecutiveBoard@SylmarNC.org](mailto: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 July 24, 2014 at Concordia Junior/Senior High School

- 9:16 – 9:18 p.m. **30. 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 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 06-26-14)

Approved by: AJ, DV

