

# 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

Sergeant-At-Arms: Christian Rubalcava



## SYLMAR NEIGHBORHOOD COUNCIL

PO Box 921023

Sylmar, CA 91392-1023

Telephone: (818) 833-8737

E-mail: [Board@SylmarNC.org](mailto:Board@SylmarNC.org)

Website: [www.SylmarNC.org](http://www.SylmarNC.org)

## SYLMAR NEIGHBORHOOD COUNCIL GENERAL BOARD MEETING AGENDA

Thursday, June 25, 6:30 p.m. – 9:54 p.m.

Sylmar High School / Spartan Hall, 13050 Borden 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](http://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](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. 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 – 6:34 p.m.    **2. Roll Call – Ann Job (2)**
- 6:34 – 6:38 p.m.    **3. Housekeeping, Speaker Cards, and Timekeeper – Diane Valencia (4)**
- 6:38 – 6:40 p.m.    **4. Welcome and Announcements by Board Meeting facility Host – Derek Martin (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 – 7:10 p.m.    **6. 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.

- 7:10 – 7:12 p.m. **7. Approval of the Minutes of the April 23, 2015 General Board Meeting** (2)
- 7:12 – 7:14 p.m. **8. Approval of the Minutes of the April 30, 2015 Special Board Meeting** (2)
- 7:14 – 7:16 p.m. **9. Approval of the Minutes of the May 28, 2015 General Board Meeting** (2)
- 7:16 – 7:18 p.m. **10. Approval of the Minutes of the June 2, 2015 Special Board Meeting** (2)
- 7:18 – 7:20 p.m. **11. Approval of the Minutes of the June 11, 2015 Special Board Meeting** (2)
- 7:20 – 7:30 p.m. **12. Committee Reports:** (10)  
 Executive Committee  
 Budget Committee – Patricia Rau  
 Outreach Committee – Maria Silva  
 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  
 Emergency Preparedness Committee
- 7:30 – 7:33 p.m. **13. City Liaison Reports:** (3)  
 Liaison to the City Attorney  
 Budget Reps

**Unfinished Business:**

- 7:33 – 7:38 p.m. **14. Discussion and possible Board action** to approve the 2015 Bylaws as resubmitted by the Department of Neighborhood Empowerment (DONE). (5)
- 7:38 – 7:43 p.m. **15. Discussion and possible Board action** to approve recommendations of the Bylaws Committee regarding Code of Conduct/Civility. (5)  
 Presentation by Roy Smith, Chair
- 7:43 – 7:48 p.m. **16. Discussion and possible Board action**—in keeping with the fact that the appointment of the Chair was made by the President with the approval of the Board—to approve the President’s removal of the Bylaws Committee Chair as Chair, but not as a member of the Committee. (5)  
 This is done in accordance with **Article VII, Section 3. E. Changes to Committees**. “The Board may establish, disband or make changes as needed to any Standing or Ad Hoc Committee. Any such action by the Board shall be noted in the Council meeting Minutes.”
- 7:48 – 7:53 p.m. **17. Discussion and possible Board action** to approve the President’s nomination of the Bylaws Committee Chair. (5)
- 7:53 – 8:00 p.m. **18. Discussion and possible Board action** to approve the President’s removal of Committee Member Les Aisenman from the Bylaws Committee. (7)  
 This is done in accordance with **Article VII, Section 3. E. Changes to Committees**. “The Board may establish, disband or make changes as needed to any Standing or Ad Hoc Committee. Any such action by the Board shall be noted in the Council meeting Minutes.”
- 8:00 – 8:05 p.m. **19. Discussion and possible Board action** to engage a city approved security service to provide security services for SNC Board meetings through July and August at a cost not to exceed \$100 per meeting. The rate is \$21.90 for an unarmed security guard, with a 4 hour minimum. (5)
- 8:05 – 8:08 p.m. **20. Discussion and possible Board action** to approve the draft letter to Councilmember Jose Huizar, Planning and Land Use Management (PLUM) Committee Chair (3)

## **New Business**

- 8:08 – 8:10 p.m. **21. Discussion and possible Board action** to approve the President’s appointment of Budget Representative(s). (2)
- 8:10 – 8:12 p.m. **22. Discussion and possible Board action** to approve the President’s nomination for Board Vacancy: Retail Representative. (2)
- 8:12 – 8:15 p.m. **23. Discussion and possible Board action** to approve the President’s nomination for Board Vacancy: Home/Condo Owner Representative. (3)
- 8:15 – 8:20 p.m. **24. Discussion and possible Board action** to elect a Treasurer. (5)
- 8:20 – 8:30 p.m. **25. Recess** (10)
- 8:30 – 8:32 p.m. **26. Discussion and possible Board action** to approve Sylmar Neighborhood Council monthly expenditure report (MER) for June, 2015. (2)
- 8:32 – 8:35 p.m. **27. Treasurer’s Report.** (3)
- 8:35 – 8:45 p.m. **28. Discussion and possible Board action** to approve the 2015 – 2016 FY Budget. (10)
- 8:45 – 9:20 p.m. **29. Discussion and possible Board action** relative to the 2015/2016 Budget, Strategic Planning, Goal Setting and other items due by July 1, 2015. (35)
- 9:20 – 9:25 p.m. **30. Discussion and possible Board action** to approve payment to the San Fernando Valley Historical Society to support the Pioneer Memorial Cemetery in Sylmar by purchasing of a sponsorship brick at the Patron Partner level of \$1,000.00, engraved with “Sylmar Neighborhood Council 2014-2015.” (5)
- 9:25 – 9:30 p.m. **31. Discussion and possible Board action** to approve as outreach an amount not to exceed \$450.00 for girls’ basketball team jerseys with printing: “Sponsored by the Sylmar Neighborhood Council.” (2 teams - 20 shirts) (5)
- 9:30 – 9:35 p.m. **32. Discussion and possible Board action** to approve as outreach an amount not to exceed \$670.00 for a BBQ grill, propane tank, and a portable sound system with Bluetooth for Sylmar Park. Sylmar Neighborhood Council will be publicized in the Sylmar Recreation and Park’s brochure. (5)
- 9:35 – 9:40 p.m. **33. Discussion and possible Board action** to approve an amount not to exceed \$1,700 for the SNC to purchase non-perishable food, toiletries and essential items for Sylmar underserved stakeholders. Volunteers comprised of board members and stakeholders will pack and distribute the items that will include the SNC Outreach brochure and information regarding local homeless services. For accounting purposes: a list will be created for those who volunteer for distribution. (5)
- 9:40 – 9:46 p.m. **34. Possible Resumption of Item #5 - Public Comment on Non-Agendized Items within the Board’s subject matter jurisdiction** only if there was insufficient time for stakeholder public comment in Item # 5. (6)  
Public comments are limited to 2 minutes per speaker. Time allocated to one speaker may not be transferred to another speaker.
- 9:46 – 9:48 p.m. **35. Board Member Community Announcements.** (2)
- 9:48 – 9:50 p.m. **36. Board Member Comments** - Comments from Board members on matters within the Board’s jurisdiction (2)

9:50 – 9:52 p.m. **37. Future Agenda item suggestions from public and Board members. (2)**

Write to Executive Board by email at [ExecutiveBoard@SylmarNC.org](mailto: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 July 23, 2015 at Concordia Jr/Sr High School.

9:52 – 9:54 p.m. **38. Closing Remarks, Acknowledgements, and Adjournment. (2)**

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**Grievance Procedure**

Any Grievance by a Stakeholder must be submitted in writing to the Board who shall cause the matter to be placed 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 by the Secretary 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.

Board Members are not permitted to file a Grievance against another Board Member or against the Council.

**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 June 25, 2015)**

**Approved by: AJ/DV**