

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

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SYLMAR NEIGHBORHOOD COUNCIL GENERAL BOARD MEETING AGENDA

Thursday, March 26, 2015, 6:30 p.m. – 9:36 p.m.

Concordia Jr / Sr High School, 13507 Eldridge 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. 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

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. Below times are inclusive of board discussion and possible vote.

6:30 – 6:34 p.m. 1. **Call to Order and Pledge of Allegiance** (4)

Presentation of Colors by the Valley Military Institute

6:34 – 6:36 p.m. 2. **Roll Call** – Ann Job (2)

6:36 – 6:38 p.m. 3. **Housekeeping, Speaker Cards, and Timekeeper** – Diane Valencia (2)

6:38 – 6:41 p.m. 4. **Welcome and Announcements by Board Meeting facility Host** – Barbara Winslow (3)

6:41 – 6:43 p.m. 5. **Approval of Minutes of the February 26, 2014 General Board Meeting** (2)

6:43 – 7:03 p.m. 6. **Public Official and Community Representative Announcements & Presentations** (10)
6a. **Questions / Comments from the Public** (10)

7:03 – 7:23 p.m. 7. **Committee Reports** (20)
Executive Committee (4)
Budget Committee – Patricia Rau (2)

Outreach Committee – Maria Silva (2)
Equestrian Committee – Cheri Blose (2)
Bylaws Committee – Roy Smith (1)
Planning & Land Use Committee – (2)
Government Affairs & City Services – Christian Rubalcava (2)
Emergency Preparedness & Public Safety Committee – Chardell Powell (1)
Ad Hoc Sediment Removal Committee – Kathy Grubert (2)
Underserved Stakeholders Committee – Peggy Courtney (2)

- 7:23 – 7:26 p.m. **8. Reports by Liaisons to the City** (3)
Budget Representatives – Maria Silva and Patricia Rau
Department of Public Works – Ann Job
Legal / City Attorney – Diane Valencia and Ann Job
- 7:26 – 7:46 p.m. **9. 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 President or Vice President of Administration.

Unfinished Business - None

New Business

- 7:46 – 7:51 p.m. **10. Appointment by the President** to fill a board seat vacancy: Retail Representative (5)
- 7:51 – 7:56 p.m. **11. Appointment by the President** to fill a board seat vacancy: At-Large Representative (5)
- 7:56 – 8:01 p.m. **12. Swearing in of appointed Director(s)** (5)
- 8:01 – 8:15 p.m. **13. RECESS** (14)
- 8:15 – 8:20 p.m. **14. Discussion & possible Board action** for a letter of support for the San Fernando Valley Partnership To Stop Underage Drinking. (5)
Recommendation to the full board to adopt the program and help to encourage all local off-site alcohol vendors in Sylmar to implement ‘best practices’ that help prevent underage drinking.
Presentation by Cheri Blose, Planning & Land Use Interim Chair
Albert Melena, director available for questions.
- 8:20 – 8:25 p.m. **15. Discussion and possible Board action** to accept the proposed project at 13287 Ralston Avenue in the Sylmar Community for a preliminary parcel map. (5)
The owner is looking to split the existing lot, currently improved with an office building fronting on Ralston Avenue and a warehouse building at the rear of the lot, into two separate lots. The site is in an industrial area, and there would be no change in use of either building at this time.
Presentation by Cheri Blose, Planning & Land Use Interim Chair
Sara Houghton, of Rosenheim & Associates, Inc., available for questions.
- 8:25 – 8:28 p.m. **16. Discussion and possible Board action** to approve Sylmar Neighborhood Council monthly expenditure report (MER) for March, 2015 (3)
- 8:28 – 8:32 p.m. **17. Treasurer’s Report** (4)
- 8:32 – 8:37 p.m. **18. Discussion and possible Board action** to move \$2,000.00 from Category 200 – Outreach a Line Item Earmarked (EAR) and reallocate it to Equestrian Outreach Line (EQU) (5)

- 8:37 – 8:42 p.m. **19. Discussion and possible Board action** to approve an expenditure in an amount not to exceed \$3,500 for a PA system, including but not limited to a mixer, speakers, speaker stands, receiver, wireless microphone package and related equipment. (5)
Presentation by Diane Valencia
- 8:42 – 9:12 p.m. **20. Discussion and possible Board action** approve the Bylaws as written and submitted by the Bylaws Committee. (30)
Presentation by Roy Smith, Bylaws Committee Chair
- 9:12 – 9:17 p.m. **21. Appointment by the President:** Chair of the Planning & Land Use Committee (5)
- 9:17 – 9:22 p.m. **22. Discussion and possible Board action** to consider creating a Green Representative seat on the Sylmar Neighborhood Council. (5)
Presentation by Laurie Fadness, Retail Representative
- 9:22 – 9:27 p.m. **23. Board Member Community Announcements.** (5)
- 9:27 – 9:32 p.m. **24. Board Member Comments** - Comments from Board members on matters within the Board's jurisdiction. (5)
- 9:32 – 9:34 p.m. **25. Future Agenda item suggestions from public and Board members.** (2)
- 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 91392-1023.
- The next General Board meeting will be on April 23, 2015 at Sylmar High School, Spartan Hall.
- 9:34 - 9:36 p.m. **26. Closing Remarks, Acknowledgements, and Adjournment.** (2)

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 March 26, 2015)

Approved by: AJ/DV/PR/KG