

CITY OF LOS ANGELES

SYLMAR NEIGHBORHOOD
COUNCIL

SYLMAR NEIGHBORHOOD COUNCIL

EXECUTIVE OFFICERS



PRESIDENT: Quyen Vo-Ramirez
VICE-PRESIDENTS-Tammy Flores
and Rick Donnelly
TREASURER: Randall Kelly
PUBLIC RELATIONS: Nick Krall

13515 Hubbard Street
Telephone: (818) 833-8737
Fax: 818 833-8707
Email: SylmarNC@verizon.net
Website: www.sylmarnc.org

SNC Secretary
David Levin

SYLMAR NEIGHBORHOOD COUNCIL BOARD OF DIRECTORS MEETING AGENDA

Thursday, March 27, 2008
6:30 pm – 8:50 pm
Hubbard St. Elementary School - Auditorium
13325 Hubbard St- Sylmar, CA 91342

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. Comments from the public on other matters not appearing on the Agenda that is within the Board’s subject matter jurisdiction will be heard during the Public Comment period. Public comment is limited to 2 minutes per speaker, unless waived by the presiding officer of the Board. Agenda is posted for public review at: **1)** Sylmar Chamber of Commerce, 13867 Foothill Blvd Sylmar, CA 91342 **2)** Sylmar City Library, 14561 Polk Street Sylmar, CA 91342. **3)** Mission College, Office of the President Posting location, 13356 Eldridge St, Sylmar, CA 91342 **4)** Ross Liquor, Corner of Polk & San Fernando Road Sylmar, CA 91342 **5)** Roxford Veterinarian Clinic, 13571 Glenoaks, Sylmar, CA 91342 **6)** Sylmar Neighborhood Council Office, 13515 ½ Hubbard Street, Sylmar, Ca. 91342.

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 3 business days (72 hours) prior to the meeting you wish to attend by contacting the Neighborhood Council Project Coordinator, Amelia Herrera-Robles at (818) 374-9894 or E-mail to amelia.herrera-robles@lacity.org

All agenda items are subject to discussion and possible board action.

- 6:30 - 6:32 pm 1. Call to Order and Pledge of Allegiance (2)
- 6:32 - 6:35 pm 2. Roll Call – Secretary (3)
- 6:35 - 6:45 pm 3. Adoption 1/24/2008 Minutes and Adoption 2/28/2008 Minutes (10)
- 6:45 - 6:47 pm 4. Housekeeping and explanation of Stakeholder comments and Speaker Cards. Timekeeper (2)
- 6:47 - 6:57 pm 5. Public Officials, Community Representatives and Board Member announcements and presentations. (10)
- 6:57 - 7:07 pm 6. **Public Comments** - Comments from the public on non-agenda items within the Board’s subject matter jurisdiction. Public comments are limited to **two** minutes per speaker. (10)
- 7:07 – 7:19 pm 7.

Reports – two minute each by Chair(s) (12)

{Please submit all reports in writing to the Secretary or President within 10 days after the BOD meeting}:

Secretary’s Report – David Levin

Treasurer’s Report/Budget Committee - Randall Kelly

Bylaws-Martin E. Laufer and Lynn Zekanis

Ethics-Chair to be appointed

Land Use – George Ortega

Commercial/Business Interests – Chair to be appointed

Outreach –Jeanne Rowe and Hiral Bhakta

Election Committee – Chair to be appointed

Events- Chair to be appointed

Public Services – Jim Schopper and Guillermo Reyes
Beautification/Grants – Erlin Arellano
Education – Saul Gonzales
Public Safety/Emergency Preparedness – Chair to be appointed

Tabled Items:

7:19 - 7: 24pm 8. Report on retail sales and economic conditions of the businesses and residents of Sylmar. (5)

Old Business:

7:24 - 7:30 pm 9. Discussion and possible board action to have board retreat and workshop at the SNC Office on Monday, April 21, 2008 from 6:30-9:30pm for the first session and on Saturday, April 25, 2008 from 10:00-2:00 for the second session and community walkabout. Both workshops to be facilitated by DONE and Stephen Box. (6)

Recess 7:30 – 7:40pm (10)

New Business:

- 7:40 – 7:50 pm 10. Discussion and possible board action to submit a letter to the Los Angeles Fire Department addressed to Fire Chief Douglas Barry, Fire Station 91 and the five Fire Commissioners, requesting to maintain our Paramedic unit at Fire Station 91 in Sylmar. (10)
- 7:50 – 7:55 pm 11. Discussion and possible board action to submit a letter to the Department of City Planning, requesting that the department not approve any new developments that require a zone change and/or density change until the updated Sylmar Community Plan is completed and adopted. (5)
- 7:55 – 8:00 pm 12. Discussion and possible action to submit a letter to the Department of Transportation (DOT), requesting that the department review and resolve the traffic funnel and congestion at the intersection of Maclay and Gladstone with a traffic signal. (5)
- 8:00 – 8:05 pm 13. Discussion and possible board action to have the Outreach Committee research and adopt a memorial for the miners who lost their lives in the 1971 Sylmar tunnel explosion. (5)
- 8:05– 8:10 pm 14. Discussion and possible board action to add an Alternative/Renewable Energy Sub-Committee to the Outreach Committee. (5)
- 8:10 – 8:15 pm 15. Discussion and possible action to send a letter from the SNC President introducing the board with an invitation for community collaboration to be distributed to community base organizations, schools, businesses and faith base organizations within our jurisdiction. (5)
- 8:15 – 8:20 pm 16. Discussion and possible board action to participate in the Mayor’s Day of Service with the financial support in the amount of \$1,500.00 for food, outreach and materials. (5)
- 8:20 - 8:25 pm 17. Discussion and possible board action to approve the recommended and modified secretary duties. (5)
- 8:25 – 8:30 pm 18. Discussion and possible board action to review and adopt procedures for submitting Community Impact Statements (CIS). (10)
- 8:30 - 8:35 pm 19. Appointment of Committee Chairs by President. (5)
- 8:35 – 8:45 pm 20. Board Member Comments - Comments from Board on subject matters within the Board’s jurisdiction. (10)
- 8:45 – 8:47 pm 21. Next Meeting date, Future Agenda Items – Please submit in writing to the Executive Board. (2)
- 8:47 – 8:50 pm 22. Closing Remarks, Announcements; Acknowledgements & Adjournment (3)

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 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.svlmarnc.org or in the Public Records Notebook in the SNC office located at 13515 ½ Hubbard Street.

(Remove after 3/28/08)

Approved By: QV, RD, RK