

# CITY OF LOS ANGELES

SYLMAR NEIGHBORHOOD COUNCIL

SYLMAR NEIGHBORHOOD COUNCIL

13109 Borden Ave.

Sylmar, CA 91342

## EXECUTIVE OFFICERS

PRESIDENT: Quyen Vo-Ramirez

VICE-PRESIDENTS: Tammy Flores and

Rick Donnelly

TREASURER: Randall Kelly

PUBLIC RELATIONS: Nick Krall



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Office Administrator: David Levin

## Agenda of the SYLMAR NEIGHBORHOOD COUNCIL (SNC) GENERAL BOARD MEETING

Thursday, August 27, 2009, 6:30 p.m. to 9:25 p.m.

Dyer Street Elementary School, 14500 Dyer 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. Agendas are posted for public review in Sylmar, CA 91342 at: 1) Sylmar Recreation Center, 13109 Borden Ave.; 2) Sylmar City Library, 14561 Polk St.; 3) Mission College, Office of the President, 13356 Eldridge Ave.; 4) Ross Liquor, 12643 San Fernando Rd.; and 5) Roxford Veterinary Clinic, 13571 Glenoaks Blvd.

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](mailto: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 - 6:40 pm 3. **Adoption of Minutes** – July 23, 2009 General Board and Special Board Meeting Minutes (5)
- 6:40 - 6:42 pm 4. **Housekeeping, Stakeholder comments, Speaker Cards, and Timekeeper.** (2)
- 6:42 - 6:52 pm 5. **Public Officials, Community Representatives and President's announcements and presentations.** (10)
- 6:52 - 7:02 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)
- 7:02 – 7:24 pm 7. **Committee Reports** – two minutes by each Chair(s) (22)  
{Please submit reports in writing to the Secretary or V.P of Administration within 10 days after this meeting}:  
Secretary – David Levin  
Treasurer/Budget - Randall Kelly  
Land Use – George Ortega and Cheri Blose  
Commercial/Business Interests – Jan Sandstrom  
Outreach – Jeanne Rowe and Hiral Bhakta  
Election – Martin Laufer  
Events - Erlin Arellano  
Public Services – Jim Schopper and Guillermo Reyes  
Beautification/Grants – Chair to be appointed  
Education – Saul Gonzales  
Public Safety/Emergency Preparedness – Fabian Garcia  
Sex Offenders Reduction ad hoc Committee - Tammy Flores  
Additional Reports – as requested by the President

## **New Business:**

- 7:24 - 7:34 pm 8. Presentation of Sylmar Neighborhood Council Certificates of Appreciation, Spirit Awards and Certificates of Acknowledgement for work performed on the Sylmar Neighborhood Council. (10)
- 7:34 – 8:00 pm 9. Discussion and review of Parliamentary Procedures, SNC Bylaws, Conflict of Interest, Code of Conduct and Civility, Brown Act and any guidelines that may apply to the Board of Directors in order to conduct business (26)
- 8:00 – 8:10 pm 10. Discussion and possible action to review SNC Committee structure, roles and responsibilities. (10)

## **Recess:** 8:10 – 8:20 pm

- 8:20 - 8:30 pm 11. Discussion and possible action to send a letter requesting the return of our paramedic unit assigned to Fire Station 91 in Sylmar, as stated by Fire Chief Douglas Barry. (10)
- 8:30 – 8:45 pm 12. Discussion and possible action to host the MB2 Race for Mission Area Police Station Youth charity event on Nov. 12, 2009 with financial support up to \$4,000.00 towards venue and outreach. All proceeds to support programs such as Jeopardy, Explorers, etc., as they support our community of Sylmar. (15)
- 8:45 – 9:00 pm 13. Discussion and possible action to approve the following recommendations by the Land Use Committee (15):
- a. 13140 Gladstone Avenue, request for variance for two flag lots in 41 lot tract.
  - b. 13201 - 13240 Gladstone Avenue. In order to reinstate conditional use permit for sign, applicant is required to relocate existing sign at Hubbard St. driveway 10' from property line at existing shopping center.
  - c. 12706 Glenoaks Boulevard, request variance to construct a carport 1' from property line on a single family lot of 6,250 s.f.
  - d. 13147 Gladstone Avenue, request 13 lot subdivision tract map on a 94,487 s.f. lot.
- 9:00 – 9:10 pm 14. Discussion and possible action to remove Saul Gonzalez from the SNC Board of Directors for violating the SNC Bylaws by having 3 or more consecutive absences. (10)
- 9:10 – 9:20 pm 15. Board Member Comments - Comments from Board on subject matters within the Board's jurisdiction (10)
- 9:20 - 9:22 pm 16. Next Meeting date, Future Agenda Items – Please submit in writing to the Executive Board (2)
- 9:22 – 9:25 pm 17. Closing Remarks, Announcements; Acknowledgements & Adjournment (3)

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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 for consideration or dispute resolution in accordance with the Plan.

## **SNC Bylaws, ARTICLE IV, Section 1 D) 1)**

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.SylmarNC.org](http://www.SylmarNC.org) or in the Public Records Notebook in the SNC office located at 13109 Borden Avenue, Sylmar, CA 91342.

(Remove 8-28-09)

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Approved by: QV, RD, RK