

CITY OF LOS ANGELES

**SYLMAR NEIGHBORHOOD COUNCIL  
EXECUTIVE OFFICERS**

**PRESIDENT: Quyen Vo-Ramirez**

**VICE-PRESIDENTS: Hiral Bhakta and  
Don Neal**

**TREASURER: Randall Kelly**

**PUBLIC RELATIONS: Nick Krall**



Mayor Antonio Villaraigosa

**SYLMAR NEIGHBORHOOD COUNCIL**

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**SYLMAR NEIGHBORHOOD COUNCIL (SNC)**

**GENERAL BOARD MEETING AGENDA**

**Thursday, May 24, 2012, 6:30 p.m. – 9:00 p.m.**

**Church of the Foothills, 13425 Glenoaks Blvd., 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 two minutes per speaker, unless waived by the presiding officer of the Board. The Agenda is posted for public review at: 1) Sylmar Recreation Center, 13109 Borden Ave., Sylmar, CA 91342; 2) Sylmar City Library, 14561 Polk St., Sylmar, CA 91342; 3) Mission College, Office of the President posting location, 13356 Eldridge St., Sylmar, CA 91342; 4) Ross Liquor, 12643 San Fernando Rd., Sylmar, CA 91342; 5) Roxford Veterinarian Clinic, 13571 Glenoaks Blvd., Sylmar, Ca 91342; and 6) Sylmar Neighborhood Council Office, 13109 Borden Ave., Sylmar, Ca. 91342. As a courtesy and as time permits Agendas may be emailed to Stakeholders if requested and may 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 Neighborhood Council Project Coordinator, Amelia Herrera-Robles at (213) 485-1360 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. 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.** (3)

6:35-6:40 p.m. **3. Approval of Minutes** of the March 22, 2012 and April 26, 2012 General Board Meetings. (5)

6:40-6:42 p.m. **4. Housekeeping, Stakeholder comments, Speaker Cards, and Timekeeper.** (2)

6:42-6:45 p.m. **5. Welcome and Introduction by Board Meeting Host.** (3)

6:45-6:55 p.m. **6. Public Officials, Community Representatives and Board Member announcements and presentations.** (10)

6:55-7:05 p.m. **7. 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)

7:05-7:23 p.m. **8. Reports.** – Two minutes each by Chair(s) (18) {Please submit all reports in writing to the Secretary or VP of Admin. within 10 days after the BOD meeting}:

Secretary – David Levin

Treasurer – Randall Kelly

Land Use – George Ortega and Roy Smith

Outreach – Jeanne Rowe and Don Neal

Election – Martin Laufer

Government Affairs, Public Service and Safety – Chris Shows and Hiral Bhakta

Green - Rosemary Jenkins

Equestrian – Cheri Blose and Laurie Fadness

Bylaws - Quyen Vo-Ramirez

Additional Reports - Requested by the President

**Unfinished Business**

7:23-7:28 p.m. **9. Report and discussion on possible action** to fill vacant seats on the SNC Board of Directors (Industrial Rep.) (5)

7:28-7:38 p.m. **10. Discussion and possible action** to support the following recommendations by the SNC Land Use Committee:

**a. Support: 13076 Glenoaks Boulevard**, conditional use permit for on-site sales and consumption of alcoholic beverages at a restaurant under construction.

**b. Support: 13530 Foothill Boulevard**, a zone change from LARA (RA-1) to RD1.5 in order to construct 8 townhouses on a 20,465 s.f. lot

7:38-7:48 p.m. **11. Discussion and possible action** to support the following recommendation by the SNC Equestrian Committee: To support the completion of the "Trail Maps" project with financial support not to exceed \$500 for the committee can move the project into the next phase of making a power point presentation of the maps and pictures already collected to finish the final draft of the project for presentation.

### New Business

7:48-7:58 p.m. **12. Discussion and possible action** to support a letter to LAUSD to sustain Adult Education, as it is essential to the working class communities of Los Angeles, providing opportunities to educate parents and students in classes such as English, job training and parenting. Presentation by Cori Villalobos-Morrow, LAUSD-Parent Educator.

7:58-8:08 p.m. **13. Discussion and possible action** to support the LAPD Mission Division National Night Out event, Tuesday, August 7, 2012 at the Sylmar Recreation Center with funding not to exceed \$500 for food, utensils and other event supplies.

**Recess:** 8:08-8:18 p.m.

8:18-8:35 p.m. **14. Discussion and possible action** to support the following items for SNC 2012 Elections:

- a. Take part in the August 4<sup>th</sup>, 2012 City-wide Elections for Neighborhood Councils.
- b. Allocating \$600 for August, 2012 SNC Elections towards outreach material items such as banners, flyers and advertisement.
- c. Update SNC Election Candidate Filing Form to include new date and all candidates must participate in Election Candidate Information Night conducted by DONE to be a viable candidate.
- d. Facilitate an SNC Candidate Forum in July, date to be determined after July 5<sup>th</sup> candidate filing deadline by allocating \$300 towards refreshments and outreach materials.

8:35-8:40 p.m. **15. Discussion and possible action** to approve SNC purchasing card expenditures for April 2012. Presentation by Randall Kelly, SNC Treasurer. (5)

8:40-8:45 p.m. **16. Appointments of Committee Chairs by the President** (5)

8:45-8:55 p.m. **17. Board Member Comments** - Comments from the Board on subject matters within the Board's jurisdiction. (10)

8:55-8:58 p.m. **18. Future Agenda Items, next Meeting date** - Please submit in writing to the Executive Board. (3)  
The next General Board Meeting will be on June 28, 2012 at 6:30 p.m. at the Sylmar Recreation Center.

8:58-9:00 p.m. **19. Closing Remarks, Announcements, 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 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.SylmarNC.org](http://www.SylmarNC.org) or in the Public Records Notebook in the SNC office located at 13109 Borden Ave., Sylmar.