

CITY OF LOS ANGELES

**SYLMAR NEIGHBORHOOD COUNCIL
EXECUTIVE OFFICERS**
PRESIDENT: Don Neal
VICE-PRESIDENTS: George Ortega
and Kristin Mills
TREASURER: Richard Perry
PUBLIC RELATIONS: Jose Oliva



SYLMAR NEIGHBORHOOD COUNCIL
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**SYLMAR NEIGHBORHOOD COUNCIL (SNC)
GENERAL BOARD MEETING AGENDA**
Thursday, November 21, 2013, 6:30 p.m. – 9:00 p.m.
Sylmar Park Recreation Center, 13109 Borden Ave., Sylmar, CA 91342

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 Ave., Sylmar, CA 91342; 4) Ross Liquor, 12643 San Fernando Rd., Sylmar, CA 91342, Sylmar, CA 91342; and 5) Roxford Veterinarian Clinic, 13571 Glenoaks Blvd., 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

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, Melvin Canas at (213) 978-1551 or e-mail to Melvin.Canas@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)**
- 6:35-6:37 p.m. **3. Housekeeping, Speaker Cards, and Timekeeper. (2)**
- 6:37-6:40 p.m. **4. Welcome, Introduction, and Announcements by Board Meeting Host. (3)**
- 6:40-6:45 p.m. **5. Approval of Minutes of the October 3rd and October 24th General Board Meetings (5)**
- 6:45-7:00 p.m. **6. Public Officials, Community Representatives' Announcements & Presentations. (15)**
- 7:00-7:10 p.m. **7. Board Member Community Announcements. (10)**
- 7:10-7:20 p.m. **8. Reports. One minute each by Committee Chair(s) (10)**
Please submit all reports in writing to the Secretary or V.P. of Administration within 10 days after the Board Of Director's meeting. Additional Reports – As requested by the President.
Secretary – David Levin
Treasurer – Open
Land Use – George Ortega and Roy Smith, Co-Chairs
Outreach – Kristin Mills, Ricardo Benitez, Co-Chairs
Government Affairs, Public Safety & Services – Chris Shows, Chair
Equestrian – Cheri Blose and Laurie Fadness, Co-Chairs
Bylaws – Derek Martin, Chair.
Education - Don Neal, Chair.
President's Report - Don Neal
Budget Representatives Report– George Ortega and Ann Job
Ad Hoc Pacoima Dam Sediment Removal - Diane Valencia and Laurie Fadness, Co-Chairs.
- 7:20-7:30 p.m. **9. Public Comment.** Comments from the public on non-Agenda items within the Board's subject matter jurisdiction. Public comments are limited to 2 minutes per speaker. *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.** This period is for comments from the public, on other matters not appearing on the Agenda, but is within the SNC Board's subject matter jurisdiction and purview.*
- Old Business**
- 7:30-7:35 p.m. **10. Discussion and possible appointment** of 1 additional rep each for planning, & transportation. (5)
- 7:35-7:40 p.m. **11. Discussion and possible vote** on the *NC Elections Stipulations Worksheet* for the March SNC election. (5)

New Business

- 7:40-7:45 p.m. **12. Presentation by Caltrans** representative regarding Foothill Blvd. bicycle lanes between Tyler & Hubbard.(5)
- 7:45-7:50 p.m. **13. Appointment and vote** to approve a second and third signatory for the Sylmar Neighborhood Council Purchase-Card and Checking accounts. Discussion of possibility of adding to Bylaws that the Sylmar NC President and VP of Administration be named as automatic Second and Third signatories. (5)
- 7:50-8:15 p.m. **14. Discussion and possible vote** on Board of Neighborhood Commissioners (BONC) RESOLUTIONS – Each of the following items regarding Neighborhood Council policy shall be voted on separately (25 minutes)

Elections:

A) “The Department of Neighborhood Empowerment is to be permanently placed in charge of administering elections for Neighborhood Councils.”

Training and Leadership Development:

B) “Neighborhood Council Board Members be required to complete Ethics, Financial Policy, Sexual Harassment, and ADA Compliance training, and that the Department offer classes including, but not limited to Leadership, City Government Basics, parliamentary procedures, land use, and candidate training.”

C) “Establish citywide standard period of time from date of seating, not to exceed 90 days, that a Board member will have to pass the required training, and that this be enforced by the Neighborhood Council bylaws, which shall prohibit voting on any matter coming before the Neighborhood Council Board. Inability of any Board Member(s) to vote for failure to timely complete training will not affect quorum.”

Early Notification System:

D) “An Early Notification System be established by each City department, commission, and the City Council, and its committees to provide Neighborhood Councils with a minimum of 60 days notice of any proposed action.”

E) “For any proposed ballot measure or ordinance, Neighborhood Councils must receive at least 60 days notice.”

Initiation of Council Files:

F) “Neighborhood Councils should have the right to open Council Files. No Neighborhood Council Board Member shall be required to file a financial disclosure form for a Neighborhood Council to open a Council File. There shall be no limit on the number of Council Files that a Neighborhood Council may open each year.”

Review of Delivery of City Services:

G) “The Board of Neighborhood Commissioners, with the aid and advice of citywide Neighborhood Councils, will adopt policies establishing best practices for monitoring the delivery of City services.”

Community Impact Statements:

H) “City agendas should once again include the full text of the brief Community Impact Statement (CIS) from each NC submitting one, with links to any background materials that were provided as support. Any time a CIS is, for whatever reason, removed from subsequent agenda, the City Clerk will send a notice to the Neighborhood Council.”

Neighborhood Councils Presenting at Public Meetings:

I) “Official Neighborhood Council or Neighborhood Council Alliance representatives addressing the City Council, its committees, City commissioners, and boards be granted up to 5 minutes of presentation time, separate from general public comment, to present the view of the Neighborhood Council Board or Alliance. Neighborhood Councils should receive priority as City entities and be called for comment before general public comment.”

Neighborhood Council Funds:

J) “Unexpended Neighborhood Council funds should be kept in the Neighborhood Council system, received and administered by the Department of Neighborhood Empowerment.”

K) “Neighborhood Councils should be allowed to provide funds to City departments provided that the equipment benefits stakeholders, that in addition to the initial requestor there is documentation of the need from a higher level of the department, and that the transfer is accompanied by an MOU, agreement, or a form similar to a Neighborhood Purposes Grant.”

L) “Overriding principle should be that in the absence of conflicts of interests, the Department of Neighborhood Empowerment should be empowered to seek and receive funds appropriate to their mission and support their operations.”

- 8:15-8:20 p.m. **15. Appointments and possible vote** to approve new Board Members: two Open Seats: Retail and Industrial; also, an Election Committee Chair. (5)
- 8:20-8:25 p.m. **16. Board Member Comments** - Comments from Board on matters within the Board's jurisdiction. (5)
- 8:25-8:28 p.m. **17. Future Agenda Items, Meeting date** - Write to Executive Board at executiveboard@sylmarnc.org, or mail c/o Sylmar Neighborhood Council, Sylmar Recreation Center, 13109 Borden Ave., Sylmar, CA 91342. The next General Board meeting will be December 19, 2013. Location: Sylmar Recreation Center (3)
- 8:28-8:30 p.m. **18. Closing Remarks, 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 Boards 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 (DONE) 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 or in the Public Records Notebook in the SNC office located at 13109 Borden Ave., Sylmar.

(Remove after 11-21-13)

Approved by: DN, GO, KM, CS