

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**



**SYLMAR NEIGHBORHOOD COUNCIL**

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**SYLMAR NEIGHBORHOOD COUNCIL (SNC)**

**GENERAL BOARD MEETING AGENDA**

**Thursday, January 26, 2012, 6:30 p.m. – 9:04 p.m.**

**Sylmar High School (Spartan Hall), 13050 Borden Ave., 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, 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 November 17, 2011 General Board Meeting and December 17, 2011 Board Retreat.(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 Administration 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

Public Safety and Services – Chris Shows

Green - Rosemary Jenkins

Equestrian – Cheri Blose and Ricardo Benitez

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., Renter Rep. and Retail Rep.) (5)

7:28-7:38 p.m. **10. Discussion and possible action** to support a micro-chipping clinic in February 2012 for horses at Stetson Ranch with Corral 12, the local chapter of Equestrian Trails Inc. (ETI). Presented by the Equestrian Committee. (10)

## New Business

- 7:38-7:48 p.m. **11. Discussion and possible action** to submit a letter before the February 14, 2012 deadline to the City of Los Angeles Department of Recreation and Parks in response to the Draft Environmental Impact Report for Lakeside Park in Sylmar. (10)
- 7:48-7:58 p.m. **12. Discussion and possible action** to submit a letter to the County of Los Angeles Department of Parks and Recreation in response to the Architectural Engineering Division of Public Works: Design and Review Section of Proposed Site Plan for two soccer fields at El Cariso Park in Sylmar. (10)
- Recess:** 7:58-8:08 p.m.
- 8:08-8:18 p.m. **13. Discussion and possible action** to support the recommendation of the Sylmar Neighborhood Council Outreach Committee to place an ad in the Smart Shopper quarterly for two quarters to list SNC events and meeting dates by allocating funding of \$950 at \$475 per quarter. (10)
- 8:18-8:28 p.m. **14. Discussion and possible action** to amend a Motion previously approved October 27, 2011 by the SNC Board allocating \$800 to construct concrete steps with a railing at the Sylmar Branch Public Library by now dividing the funds according to the recommendation of the SNC Green Committee to:
- A) approve up to \$500 to install a hedge at the top of the garden area directly above in front of the library to keep pedestrians from trampling through shrubs and to purchase additional shrubs to replace those which have been trampled and/or otherwise killed.
  - B) approve up to \$300 to purchase paint to paint the inside wall of Fire Station 91 in a different color and purchase food, paper goods and similar miscellaneous expenses. Presentation by Steve List. (10)
- 8:28-8:33 p.m. **15. Discussion and possible action** to support the recommendation of the SNC Green Committee to allocate a previously-approved unused allocation of \$200 for a previous Valley Alliance of Neighborhood Council Conference to apply that amount toward the March 8, 2012 VANC Mixer. (5)
- 8:33-8:43 p.m. **16. Discussion and possible action** to support the recommendation of the SNC Equestrian Committee to support in partnership with the City of Los Angeles Department of Planning a National Equestrian Planning Conference at Stetson Park in Sylmar on April 17, 2012 in the amount of \$200 towards food and cooking equipment. Presentation by the City of L.A. Department of Planning. (10)
- 8:43-8:48 p.m. **17. Discussion and possible action** to approve SNC purchasing card expenditures for November and December 2011. Presentation by Randall Kelly, SNC Treasurer. (5)
- 8:48-8:51 p.m. **18. Appointments of Committee Chairs by the President** (3)
- 8:51-9:01 p.m. **19. Board Member Comments** - Comments from the Board on subject matters within the Board's jurisdiction. (10)
- 9:01-9:03 p.m. **20. Future Agenda Items, next Meeting date** - Please submit in writing to the Executive Board. (2)  
Next General Board Meeting: February 23, 2012 at 6:30 at Sylmar High School.
- 9:03-9:05 p.m. **21. 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.

(Remove after 1-26-12)

Approved By: QV, HB, RK