

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, February 23, 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; 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.

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. 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 January 26, 2012 General Board Meeting. (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

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)

New Business

7:28-7:33 p.m. **10. Discussion and possible action** to support the Sylmar Recreation Center's Annual Spring Egg Hunt on April 7, 2012 in financial partnership in an amount not to exceed \$500 towards supplies such as baskets, candy, gift bags, games and face paint. Presentation by Sylmar Recreation Center (5)

7:33-7:52 p.m. **11. Discussion and possible action** to submit a letter to the City of Los Angeles Redistricting Commission to maintain City Council District 7 boundaries as currently drawn. Presentation by Vice-President Hiral Bhakta (19)

Recess: 7:52-8:02 p.m.

8:02-8:12 p.m. **12. Discussion and possible action** to host a first aid and/or CPR class for our community, date and location to be determined, and allocate funding in the amount of \$500 towards class fees. Attendance would be on a first-come first-serve basis and participants would receive an emergency kit sponsored by Fire Station 91. (10)

8:12-8:22 p.m. **13. Discussion and possible action** to support the Mayor's Day of Service "Good Food Day" in the amount of \$560 towards water bottles for volunteers on March 31, 2012. Presentation by Sylmar Neighborhood Partnership (10)

8:22-8:32 p.m. **14. Discussion and possible action** to support the Mural Project at Sylmar High School in financial partnership in an amount not to exceed \$220 towards paint and painting materials. Presentation by Sylmar Neighborhood Partnership. (10)

8:32-8:42 p.m. **15. Discussion and possible action** to support the following recommendations by the SNC Land Use Committee:

A. Approval, with appropriate dedications, street improvements and provision of 114 parking spaces, of the City Zoning Administrator's decision to allow at 13233, 13249 and 13263 Wheeler Avenue the construction, use, addition and maintenance of a Senior Housing Development comprising two four-story buildings: one with 95 units of senior independent housing; the second with 58 units of assisted living care housing. The site is zoned (T)(Q)RD6-1 and (T)(Q)RD6-1 on 2.8 acres.

B. Approval of a Conditional Use Permit for a restaurant under construction at 14117 Hubbard Street for on-site sales and consumption of alcoholic beverages with an addition of 360 s.f. of indoor-outdoor patio space, for a total of 6,428 s.f. and 287 seats with live entertainment. (10)

8:42-8:47 p.m. **16. Discussion and possible action** to approve SNC Purchasing Card expenditures for January 2012. Presentation by Randall Kelly, SNC Treasurer. (5)

8:47-8:50 p.m. **17. Appointments of Committee Chairs by the President** (3)

8:50-9:00 p.m. **18. Board Member Comments** - Comments from the Board on subject matters within the Board's jurisdiction. (10)

9:00-9:02 p.m. **19. Future Agenda Items, next Meeting date** - Please submit in writing to the Executive Board. (2)
Next General Board Meeting: Thursday, March 22, 2012 at 6:30 p.m. at Sylmar High School.

9:02-9:04 p.m. **20. Closing Remarks, Announcements, Acknowledgements and Adjournment.** (2)

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 or in the Public Records Notebook in the SNC office located at 13109 Borden Ave., Sylmar.