

CITY OF LOS ANGELES

**SYLMAR NEIGHBORHOOD COUNCIL**

**EXECUTIVE OFFICERS**

PRESIDENT: Don Neal

VICE-PRESIDENTS: George Ortega  
and Kristin Mills

TREASURER: Chris Shows

PUBLIC RELATIONS: Jose Oliva



**SYLMAR NEIGHBORHOOD COUNCIL**

13109 Borden Ave., Sylmar, CA 91342

Telephone: (818) 833-8737

Fax: (818) 833-8707

E-mail: Board@SylmarNC.org

Website: www.SylmarNC.org

Office Administrator: David Levin

**SYLMAR NEIGHBORHOOD COUNCIL (SNC)  
GENERAL BOARD MEETING AGENDA**

**Thursday, March 27, 2014, 6:30 PM – 9:30 PM**

**Sylmar High School, Spartan Hall, 13050 Borden Avenue, 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; & 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](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 by contacting the City's Department on Disability, which provides the requested services, and will work directly with the NC on making the arrangements to provide the services. Contact: Los Angeles City Department on Disability, Richard Ray, ADA Coordinator, [Richard.Ray@lacity.org](mailto:Richard.Ray@lacity.org), (213) 202-2753.*

All Agenda items are subject to possible Board action. The times are estimates. *Items may be addressed in a different order and/or at different times.*

- 6:30 - 6:37 p.m.    **1. Call to Order and Pledge of Allegiance. (2)**  
                          a. Welcome, Introduction, and Announcements by Board Meeting Host. (3)  
                          b. Housekeeping, Speaker Cards, and Timekeeper. (2)
- 6:37 - 6:40 p.m.    **2. Roll Call of the Outgoing SNC Board (3)**
- 6:40 - 6:50 p.m.    **3. Outgoing Board Member Comments (10)**
- 6:50 - 7:00 p.m.    **4. Seating of the new Board elected on March 8, 2014 (10)**  
                          a. Roll Call of the incoming Board  
                          b. Neighborhood Council Oath
- 7:00-7:15 p.m.    **5. Election of new Executive Board by newly-seated Board (15)**  
                          Board designation of Purchase Card Holder and Second Signatory
- 7:15-7:30 p.m.    **6. Appointment by President of Committee Chairs and Members (15)**  
                          (Budget, Outreach, Equestrian, Land Use, Bylaws, Govt Affairs & Public Safety,  
                          Pacoima Reservoir Sediment Removal Project)
- 7:30-7:35 p.m.    **7. Approval of Minutes of the February 27, 2014 General Board Meetings (5)**
- 7:35-7:45 p.m.    **8. Public Officials, Community Representative's Announcements & Presentations. (10)**
- 7:45-7:55 p.m.    **9. Public Comments - Comments from the public on non-Agenda items within the Board's subject  
                          matter jurisdiction. Public comments are limited to 2 minutes per speaker. (10)**

*The public is requested to fill out a "Speaker Card" to address the Board on any Agenda item prior to the Board taking action. 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 matters not appearing on the Agenda, but within the SNC Board's subject matter jurisdiction.*

7:55-8:00 p.m.     **Recess (5)**

8:00-9:30 p.m.     **10. Neighborhood Council Board Orientation (90)**

- a. The role of your NC in your community and for your community
- b. Laws that govern NCs - City Charter, NC Plan, Brown Act PRA, ADA, Conflict of Interest
- c. Getting to know your bylaws
- d. Funding for your NC
- e. Having a great NC meeting
- f. Questions and answers

9:30-9:32 p.m.     **11. Future Agenda Items, Meeting date (3)** - Write Executive Board at [executiveboard@sylmarnc.org](mailto:executiveboard@sylmarnc.org), mail c/o Sylmar Neighborhood Council, Sylmar Recreation Center, Sylmar Park, 13109 Borden Ave., Sylmar, CA 91342. The next General Board meeting will be April 24, 2014. Location: Sylmar HS, Spartan Hall, 13050 Borden Avenue, Sylmar, CA 91342

9:32-9:35 p.m.     **12. 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 Board's failure to comply with the 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](http://www.SylmarNC.org) or in the Public Records Notebook in the SNC office located at 13109 Borden Ave., Sylmar.*

(Remove after- 3/27/14)

Approved by: DN, KM, CS