

# CITY OF LOS ANGELES

California

## SYLMAR NEIGHBORHOOD COUNCIL

PRESIDENT: Ann Job

VICE PRESIDENTS:

Administration: Diane Valencia

Communications: Kathy Grubert

TREASURER: Patricia Rau

PUBLIC RELATIONS: Maria Silva

Sergeant-At-Arms: Christian Rubalcava



## SYLMAR NEIGHBORHOOD COUNCIL

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## SYLMAR NEIGHBORHOOD COUNCIL SPECIAL BOARD MEETING AGENDA

Thursday, June 11, 6:30 p.m. – 8:50 p.m.

Concordia Jr / Sr High School, 13507 Eldridge Avenue, Sylmar, CA 91342

The Agenda is posted for public review at the Los Angeles Public Library (Sylmar Branch), 14561 Polk Street, 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). You may also subscribe to receive them via email through the City's Early Notification System (ENS) at the following link: <http://www.lacity.org/government/Subscriptions/NeighborhoodCouncils/index.htm>

**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 Sylmar Neighborhood Council Vice President of Administration, Diane Valencia by phone at (818) 833-8737 or email to [Diane.Valencia@sylmarnc.org](mailto:Diane.Valencia@sylmarnc.org)**

The public is requested to fill out a "Speaker Card" to address the Board on any agenda item before the Board takes an action. Public comment on non-agendized items is limited to 2 minutes per speaker, but the Board has the discretion to modify the amount of time for any speaker. Comments from the public on agenda items will only be heard when the respective item is being considered, and may be limited at the discretion of the Board. Comments on other matters, not appearing on the agenda that are within the Board's subject matter jurisdiction, will be heard during the Public Comment on Non-Agendized Items period.

In compliance with Government Code section 54957.5, non-exempt writings that are distributed to a majority or all of the board in advance of a meeting, may be viewed by visiting our website at [www.SylmarNC.org](http://www.SylmarNC.org) or at the scheduled meeting. In addition, if you would like a copy of any record related to an item on the agenda, please contact President Ann Job at [Ann.Job@SylmarNC.org](mailto:Ann.Job@SylmarNC.org).

The below times are only estimates. Items may be addressed in a different order and/or at different times. Below times are inclusive of board discussion and possible vote.

- 6:30 – 6:32 p.m.    **1. Call to Order and Pledge of Allegiance (2)**
- 6:32 – 6:34 p.m.    **2. Roll Call – Ann Job (2)**
- 6:34 – 6:44 p.m.    **3. Housekeeping, Speaker Cards, and Timekeeper – Diane Valencia (10)**
- 6:44 – 6:46 p.m.    **4. Welcome and Announcements by Board Meeting facility Host – Peggy Courtney (2)**
- 6:46 – 6:56 p.m.    **5. Public Comment on Non-Agendized Items within the Board's subject matter jurisdiction (10)**  
Public comments are limited to 2 minutes per speaker. Time allocated to one speaker may not be transferred to another speaker. Public speaker cards (forms) are located on the welcome table. Please fill out and submit to the President or Vice President of Administration.

**Old Business:**

6:56 – 7:00 p.m. **6. Discussion and possible action on a motion to amend** the following motion previously adopted at the special board meeting on June 2, 2015 by striking "\$1,000.00" and inserting "\$1,400.00:" (4)

**Discussion and possible Board action** to move to approve an expenditure of an amount not to exceed (\$1000.00) for a multimedia projector and screen.

Recommendation:

Epson Powerlite LCD Multimedia Projector  
Model: 1771W WXGA - \$999 directly from Epson  
Includes case

Epson Screen:  
Model ES3000 - \$250 directly from Epson  
Includes rolling case

Therefore:

\$999.00  
\$250.00  
\$118.66 – taxes  
\$000.00 – shipping  
**\$1,357.66 – Total**

7:00 – 7:05 p.m. **7. Discussion and possible Board action** to move to approve an expenditure of an amount not to exceed \$150.00 for a countdown timer. (5)

Lattice LED Digital Alarm/Countdown Clock – with remote control  
Vendors – Big Time Clocks or eBay  
\$129.00

7:05 – 7:10 p.m. **8. Discussion and possible Board action** to approve the payment of an amount not to exceed \$650 for color, three-panel, double sided SNC brochures. (5)

Among vendors being considered: Office Depot, Staples, and Vista Print

7:10 – 7:20 p.m. **9. Discussion and possible Board action** to approve the payment of an amount not to exceed \$1,500.00 for a 10'x10' pop-up tent with printing and accessories, roller bags, weight bags, and stakes (10)

**BuyShade.com**

Frame - \$349.00  
Roller bag for \$139.00  
Weight bags kit for \$59.00  
4 stakes for \$45.00  
Shipping for \$45

Without Valence: \$637.00

Eclipse II – choices of valence

(A) \$420.00 plus \$88.16 tax = **\$1,145.16** – printing on one side

(B) \$630.00 plus \$104.96 tax = **\$1,371.96** – printing on all four sides

**Imagination Works (local)**

10x10 canopy/pop up with top printed on poly fabric (full color)

\$1,300.00 – partial  
\$1,600.00 – full (includes roller bag)  
\$45 for stakes and weight bag

7:20 – 7:30 p.m. **10. Discussion and possible Board action** to approve the payment of an amount not to exceed \$700.00 for two (2) 6-foot table covers Hunter Green with tan “Sylmar Neighborhood Council.” (10)

**BuyShade.com**

**Pleated Table Cover, with digital front panel logo**

Two 6 foot table cover -	\$370.00 (\$185 each)
Taxes	\$ 46.00
Shipping	<u>\$ 30.00</u>
<b>Total for the table covers</b>	<b>\$446.00</b>

**Imagination Works (local)**

Two 6 foot table cover -	\$578.00 (\$289 each)
Taxes	\$ 52.02
Shipping	<u>\$000.00</u>
	<b>\$630.02</b>

**4imprint.com**

**Pleated Table Cover, with heat-transfer front panel logo**

Two convertible 6-8 foot table covers	\$468.00 (\$234 each)
Taxes	\$ 00.00
Shipping	<u>\$ 18.88</u>
<b>Total for the table covers</b>	<b>\$486.88</b>

7:30 – 7:35 p.m. **11. Discussion and possible Board action** to approve the payment of an amount not to exceed \$100.00 for the purchase of hunter green shirt(s) with tan embroidery “Sylmar Neighborhood Council.” (5)

**Local Vendor: Spots and Dots**

7:35 – 7:40 p.m. **12. Discussion and possible Board action** to approve the Sylmar Neighborhood Council Sponsorship at the Friend Level for Pacoima Beautiful’s Environmental Justice Awards event on June 18, 2015, in the amount of \$1,000.00. (5)

**New Business:**

7:40 – 7:50 p.m. **13. Discussion and possible Board action** to reallocate funds in the following manner: (10)  
In 100 Operations, \$1,731.04 from AUD Audio and Visual Equipment, \$936.58 from FAC Facilities Related and Space Rental; in 200 Outreach, \$263.16 from EQU Equestrian Committee, \$1,500.00 from WEB Web Maintenance/Enhancement/Creation; and, in 400 Neighborhood Purpose Grant, \$750.00 from GRT Neighborhood Purpose Grants to be reallocated in 100 Operations, \$636.58 to OFF Office Equipment and Supplies, \$300.00 to TAC Temporary Staff; and in 200 Outreach, \$1,763.16 to ADV Advertising, and \$2,481.04 to MEE Meeting Expense.

**For Clarification:**

From: Operations 100 - \$2,667.62:

\$1,731.04 from AUD/Audio and Visual Equipment  
\$ 936.58 from FAC/Facilities Related and Space Rental

From: Outreach 200 - \$1,763.16

\$ 263.16 from EQU/Equestrian Committee  
\$1,500.00 from WEB/Web Maintenance/Enhancement/Creation

From: Neighborhood Purpose Grant - \$750.00

\$ 750.00 from GRT/Neighborhood Purpose Grants

**FROM Total: \$5,180.78**

To: Operations 100 - \$936.58  
\$636.58 to OFF/Office Equipment and Supplies  
\$300.00 to TAC/Temporary Staff

To: Outreach 200 - \$4,244.20  
\$1,763.16 to ADV/Advertising  
\$2,481.04 to MEE/Meeting Expense

**TO Total: \$5,180.78**

- 7:50 – 7:55 p.m. **14. Discussion and possible Board action** to approve the Neighborhood Purpose Grant application submitted by Southern California Preparedness Foundation in the amount of \$750.00. (5)
- 7:55 – 8:05 p.m. **15. Discussion and possible Board action** to approve an amount not to exceed \$2,500.00 for the purchase of equine reflecting safety bands for horses inscribed with “Courtesy of the Sylmar Neighborhood Council--Because We Care.” (10)  
Vendor – Equisafe
- 8:05 – 8:15 p.m. **16. Discussion and possible Board action** to approve an amount not to exceed \$1,500.00 for the purchase of pencils for all the students in the 21 schools in Sylmar inscribed with “Sylmar Neighborhood Council” along with something like, “Study Hard.” (10)
- 8:15 – 8:20 p.m. **17. Discussion and possible Board action** to approve an amount not to exceed \$1,500.00 for use of Concordia Jr / Sr High School for Sylmar Neighborhood Council committee meetings that met and will meet in this fiscal year. (5)
- 8:20 – 8:25 p.m. **18. Funding Items to be considered at the June 25, 2015, GBM.** (5)

#### **Sylmar Park**

**Sylmar Park has requested** a BBQ grill and portable speaker (Bluetooth)

**Sylmar Park has requested** jerseys for their girls’ basketball teams.

#### **Pioneer Cemetery**

**The Pioneer Cemetery survives** on donations. They have two levels of sponsorship that we might want to consider: the Patron Partner level is \$1,000.00; the Business Sponsor level is \$500.00.

#### **Food Pantry**

**Discussion and possible Board action** to approve funds for a food pantry in Sylmar.

- 8:25 – 8:35 p.m. **19. Possible Resumption of Item #5 - Public Comment on Non-Agendized Items within the Board’s subject matter jurisdiction** (10)  
Public comments are limited to 2 minutes per speaker. Time allocated to one speaker may not be transferred to another speaker. Public speaker cards (forms) are located on the welcome table. Please fill out and submit to the President or Vice President of Administration.

8:35 – 8:40 p.m. **20. Board Member Community Announcements.** (5)

8:40 – 8:45 p.m. **21. Board Member Comments** - Comments from Board members on matters within the Board's jurisdiction. (5)

8:45 – 8:47 p.m. **22. Future Agenda item suggestions from public and Board members.** (2)

Write to Executive Board by email at [ExecutiveBoard@SylmarNC.org](mailto:ExecutiveBoard@SylmarNC.org) or mail Executive Board c/o Sylmar Neighborhood Council, P.O. Box 921023, Sylmar, CA 91392-1023.

The next General Board meeting will be on June 25, 2015 at Sylmar High School, Spartan Hall.

8:47 – 8:50 p.m. **23. Closing Remarks, Acknowledgements, and Adjournment.** (3)

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### **Grievance Procedure**

Any Grievance by a Stakeholder must be submitted in writing to the Board who shall cause the matter to be placed on the agenda for the next regular Council meeting. At that meeting, the Board shall refer the matter to an Ad Hoc Grievance Panel comprised of three (3) Stakeholders randomly selected by the Board from a list of Stakeholders who have expressed an interest in serving from time-to-time on such a Panel. Within two (2) weeks of the Panel's selection, the Board shall coordinate a time and place for the Panel to meet with the person(s) submitting a Grievance to discuss ways in which the dispute may be resolved. Within two (2) weeks following such meeting, a Member of the Panel shall prepare a written report to be forwarded by the Secretary to the Board outlining the Panel's collective recommendations for resolving the Grievance. The Board may receive a copy of the Panel's report and recommendations prior to a Board meeting, but, in accordance with the Brown Act, the matter shall not be discussed among the Board Members until it is heard publicly at the next regular Council meeting.

This Grievance process is intended to address matters involving procedural disputes, such as the Board's failure to comply with Board Rules or these Bylaws. It is not intended to apply to Stakeholders who merely disagree with a position or action taken by the Board at one of its meetings, which Grievances may be aired publicly at Council meetings.

Board Members are not permitted to file a Grievance against another Board Member or against the Council.

### **Reconsideration of Agenda Items - Bylaws (Article IV)**

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 be in compliance with the Brown Act.

**(Remove after June 11, 2015)**

**Approved by: AJ/DV/KB/PR/MS**