

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

Tuesday, June 2, 7:00 p.m. – 9:50 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. 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

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 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. 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 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.

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.

7:00 – 7:02 p.m. **1. Call to Order and Pledge of Allegiance (2)**

7:02 – 7:04 p.m. **2. Roll Call – Ann Job (2)**

7:04 – 7:06 p.m. **3. Housekeeping, Speaker Cards, and Timekeeper – Diane Valencia (2)**

7:06 – 7:08 p.m. **4. Welcome and Announcements by Board Meeting facility Host – Peggy Courtney (2)**

7:08 – 7:18 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. Public speaker cards (forms) are located on the welcome table. Please fill out and submit to the President or Vice President of Administration.

7:18 – 7:33 p.m. **6. Discussion and possible Board action to reconsider action taken on agenda item #18, a bifurcated motion to consider self-affirmation voter verification and no online voting, during the May 28, 2015 General Board Meeting regarding the "Neighborhood Councils Administrative and 2016 Elections Procedures Stipulation Worksheet." (15)**

Reconsideration requested by Cheri Blose, who voted on the prevailing side

- 7:33 – 7:38 p.m. **7. Discussion and possible Board action** to exclude item #6 from the draft “Neighborhood Councils Administrative and 2016 Elections Procedures Stipulation Worksheet.” (5)
Presentation by Diane Valencia – VP of Administration
- 7:38 – 7:48 p.m. **8. Discussion and possible Board action** to approve the self-affirmation voter verification and no online voting selection from item #6 in the “Neighborhood Councils Administrative and 2016 Elections Procedures Stipulation Worksheet.” (10)
Presentation by Diane Valencia – VP of Administration
- 7:48 – 7:58 p.m. **9. Discussion and possible Board action** to approve the “Neighborhood Councils Administrative and 2016 Elections Procedures Stipulation Worksheet.” (10)
Presentation by Diane Valencia – VP of Administration
- 7:58 – 8:00 p.m. **10. Explanation of the Process** by which the Sylmar Neighborhood Council allocates and distributes City Funds. (2)
Presentation by the Executive Board:
- 8:00 – 8:10 p.m. **11. Discussion and possible Board action** to move \$1,255.04 within Category 100 Operations onto line AUD – Audio and Video Equipment/Services (for the purchases noted in items 12 and 13 below) by reallocating Category 100 funds in the following manner: (10)
\$389.15 from EDU/Training and Board Retreat
\$300.00 from FAC/Facilities Related and Space Rental
\$565.89 from TAC/Staffing and Temp Help
- 8:10 – 8:20 p.m. **12. 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. (10)
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
- 8:20 – 8:30 p.m. **13. Discussion and possible Board action** to move to approve an expenditure of an amount not to exceed \$1250.00 for a countdown timer. (10)
Options:
(1) Item from Alzatex, Inc. - \$1,472.95
Oregon – no tax, includes \$39.95 shipping
Parts:
\$299.00 - Controller
\$860.00 - Display for Audience – they are building this for us
\$199.00 - Smaller display facing the time keeper
\$ 75.00 - Power Supply

(2) Item from Markertec.com, Inc., \$752.20 (no extended warranty) – shipping free/no tax
This amount from Markertec.com represents only the Audience Display part.

8:30 – 8:40 p.m. **14. Discussion and possible Board action** to move \$4,850.00 onto Category 200 Outreach – line ADV/Advertising by reallocating the following funds: (10)
(for the purchases noted in items 15 to 18 below)
\$ 925.00 from Category 100 Operations – TRL/Translation and Transcription
\$ 720.00 within Category 200 Outreach – EAR/Earmarked
\$ 405.00 within Category 200 Outreach – MEE/Meeting Expense
\$1000.00 within Category 200 Outreach – NEW/Newsletter Expense
\$1000.00 from Category 300 Community Improvement Projects
\$ 800.00 from Category 400 Neighborhood Purpose Grant

8:40 – 8:50 p.m. **15. Discussion and possible Board action** to approve the payment of an amount not to exceed \$1200 for at least 1000 color, three-panel, double sided SNC brochures. (10)
Vendor – Office Depot

8:50 – 9:00 p.m. **16. Discussion and possible Board action** to approve the payment of an amount not to exceed \$2500.00 for two 10'x10' pop-up tents and accessories. (10)

BuyShade.com

Two different styles tents – both styles cost \$349.00

The tent will come with:

Roller bag for \$139.00

Weight bags kit for \$59.00

4 stakes for \$45.00

Shipping for \$45

So the constant is: \$637.00

The variable is the Valence, and consequently the taxes, so

For your consideration to buy one, or two of the same, or two different ones

Eclipse II – choices of valence

(A) \$420.00 plus \$88.16 tax = \$1,145.16

(B) \$630.00 plus \$104.96 tax = \$1,371.96

Hut II – choices of valence

(A) \$470.00 plus \$88.56 tax = \$1,195.56

(B) \$700.00 plus \$106.96 tax = \$1,443.96

BuyShade.com

Pleated Table Cover, with digital front panel logo

One 8 foot table cover - \$205.00

Two 6 foot table cover - \$370.00 (\$185)

Taxes \$ 46.00

Shipping \$ 30.00

Total for the table covers \$651.00

Vendor # 2 – Big Promotions

Vendor # 3 – Anything Display

9:10 – 9:20 p.m. **17. Discussion and possible Board action** to approve the payment of an amount not to exceed **\$750.00** for the purchase of raglan sleeve tee shirts. (10)

Vendor: 4imprint (4imprint.com)

Champion Tagless Raglan Baseball Tee – (we can buy without screening)
24 at \$14.05 each for the shirt – white with dark green sleeves

\$337.20 – 24 shirts

\$ 15.85 – shipping

\$ 0.00 - tax

\$353.05 – for 24 shirts without the screening

\$ 40.00 for front

\$393.05 – for 24 shirts with screen just on the front (or just on the back)

\$ 40.00 for second screening pass

\$ 37.68 - \$1.57 per shirt (2nd pass) - \$37.68

\$470.73 – for 24 shirts with screening on both front and back.

9:20 – 9:30 p.m. **18. Discussion and possible Board action** to approve the payment of an amount not to exceed \$500.00 for casual dress shirts. (10).

Vendor: Corporate Casuals – (they only sell items with embroidery – can't do locally)

M500 Harriton for men

M500W Harriton for women

\$15.70 each for the shirts

\$375.80 – 24 shirts

\$5.91 each for the caps

\$141.84 – 24 caps

\$3.00 each Embroidery charge for 48 items

\$144.00 – shirts and caps

\$ 39.50– shipping

\$ 0.00 – tax (???)

\$702.14 - TOTAL for shirts and caps w/ Sylmar Neighborhood Council

9:30 – 9:40 p.m. **19. Discussion and possible Board action** to approve an expenditure of an amount not to exceed \$750.00 for Dropbox for Business, a cloud-based storage and file sharing system for one year. (10)
Presentation by Diane Valencia, V.P. of Administration

The price includes 5 licenses, with unlimited storage space.

The price of \$15 per user per month is discounted to an annual price of \$750.00, if paid in advance.

9:40 – 9:45 p.m. **20. 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)

9:45 – 9:47 p.m. **21. Board Member Community Announcements.** (2)

9:47 – 9:48 p.m. **22. Board Member Comments** - Comments from Board members on matters within the Board's jurisdiction. (1)

9:48 – 9:49 p.m. **23. Future Agenda item suggestions from public and Board members.** (1)

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

The next SPECIAL Board meeting will be on June 11, 2015 at Concordia Jr / Sr High School.

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

9:49 – 9:50 p.m. **24. Closing Remarks, Acknowledgements, and Adjournment.** (1)

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, 2015)

Approved by: