



**NEIGHBORHOOD COUNCIL #2**  
TUESDAY, SEPTEMBER 13, 2016, 7:30 P.M.  
CITY HALL COMMUNITY ROOM  
2929 TAPO CANYON ROAD

AGENDA

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NC #2 Chair	Richard Grossman
NC #2 Vice Chair	Kimberly Drewes
NC #2 Secretary	Kimmy Tharpe
NC Coordinator	Emily Habib
City Council Liaison	Council Member Glen Becerra

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1. Call to Order/Welcome/Pledge of Allegiance
2. Agenda Review
3. Approval of Minutes
4. Correspondence
5. Public Statements/Comments  
This is the time allotted for public statements or comments on matters within the subject matter and jurisdiction of the Executive Board not on the agenda. Statements and comments are limited to no more than five (5) minutes per speaker.
6. Police Liaison Report
7. Informational Presentation
  - a. National Preparedness Month
8. New Business
  - a. Discussion and Input on Possible Revisions to the Neighborhood Council Program



9. Neighborhood Council Coordinator's Report

10. Executive Board Comments

This is the time allotted for Executive Board member statements or comments on matters within the subject matter and jurisdiction of the Neighborhood Councils, to request a future agenda item, or to give an Ad Hoc Committee Report. This is also the time to make any announcements related to community events and other items of interest.

11. Adjournment: Tuesday, October 11, 2016, 7:30 p.m.

/s/

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Mara Malch  
Acting Deputy Director

If any interested individual has a disability that may require accommodation to participate in this meeting, please contact the Neighborhood Council Coordinator at (805) 583-6756. Upon advance notification, reasonable arrangements will be made to provide accessibility to the meeting.

DRAFT MINUTES

1. Call to Order/Welcome/Pledge of Allegiance/Introductions

Interim Chair Rick Grossman called the meeting to order at 7:32 p.m. Interim Secretary Kimmy Tharpe confirmed that a quorum was present.

Mike Brown	P	Rick Grossman	P
Robert McLaren	P	Corey Marshall	P
Jayesh Patel	P	Dan McBride	P
Jan Smith	P	Kimmy Tharpe	P
Shawna Smith	P	Marques Crutchfield	P
Medhat Beshai	P	Kimberly Drewes	P
Jim Clement	P	P=Present; E=Excused; A=Absent	

2. Agenda Review

By consensus of the Executive Board, the agenda was approved as presented.

3. Approval of Minutes

A motion was made by Mike Brown and seconded by Jim Clement to approve the July 12, 2016 minutes as presented. The motion passed unanimously.

4. Correspondence: None

5. Public Statements/Comments: None

6. Informational Presentation

a. National Preparedness Month

This presentation will be moved to September.

7. Continued Business: None

8. New Business

a. Discussion of Community Projects Grant Structure

Jennifer Santos, Management Analyst, gave a presentation on the Community Projects Grant Program. Waste Management and the City executed a Memorandum of Understanding (MOU) that offered mitigations to the City in exchange for the City's support of its application to the County of Ventura to expand the Simi Valley Landfill and Recycling Center. The MOU provides \$150,000 annually for the City Council to award to nonprofit organizations whose projects and programs benefit Simi Valley. An overview of the program's current application, funding, and reporting criteria was provided.

**Questions and comments from the Executive Board/responses from staff :**

**Is financial need taken into consideration when awarded funding?**

Yes, especially with newer organizations.

**How is bias avoided in funding awards?**

There is no official mechanism in place. However, staff receives and ranks the applications and their recommendations are presented to the City Council.

**Why is the minimum grant request set at \$25,000?**

This is considered the minimum amount to make a new project impactful.

**Can faith based services be awarded funding?**

No, not unless it is awarded to a 501(c)(3) group that is part of their organization.

**If emergency funding is held back, is there a process to qualify for these funds?**

No. However at one time, due to the possibility of the Samaritan Center closing, the City Council awarded them funds.

**Why does City staff continue to review the applications instead of having it done through the Neighborhood Councils or a review committee?**

In the past, the review process has been considered overly onerous for citizens to undertake.

**Is there anything in place to prevent organizations from using the funding to pay salaries/overhead?**

While there is no formal process in place, organizations must submit quarterly reports on how the funds were used, and must keep receipts for 10 years should an audit be necessary.

**Comments:**

- Awards should be spread out among many organizations.
- Awards should not be based on the longevity of an organization.
- The minimum grant request should be lowered to \$10,000.
- Funding should be held back for emergencies every cycle.

A number of people commented that they had not heard of most of the organizations that had received funding. They would like more information circulated in the community during and after the award process.

Upon conclusion of the discussion, the following recommendations were made:

**The following motion was made by Bob McLaren and seconded by Mike Brown:**

**MOTION:** Recommend that an advisory body be established consisting of Executive Board members from each Neighborhood Council to make recommendations to the City Council on the awarding of CPG funds through application review and interviews of grant applicants.

**Executive Board vote:** 12 Ayes; 1 No; 0 Abstentions  
**Audience vote:** 1 Aye; 0 Noes; 0 Abstentions  
**Unincorporated Area vote:** None

**The motion passed.**

**The following motion was made by Rick Grossman and seconded by Jan Smith:**

**MOTION:** Recommend that the minimum grant request be reduced to \$10,000.

**Executive Board vote:** 13 Ayes; 0 Noes; 0 Abstentions  
**Audience vote:** 1 Aye; 0 Noes; 0 Abstentions  
**Unincorporated Area vote:** None

**The motion passed.**

b. Review of the Simi Valley Library's Strategic Plan

Matthew Hottt, Director of the Simi Valley Public Library, gave a presentation on the programs offered by the Library and shared statistics on the use of the Library by the community since the Library operations were assumed by the City. Executive Board members offered the following suggestions: more marketing to make the community aware of the services offered; develop school partnerships to reach out to students; and add computer classes to their offerings.

As part of the process of developing the strategic plan for the Library, a steering committee is being established which will include a representative from each Executive Board. Kimberly Drewes volunteered to be the representative for Neighborhood Council #2.

c. Election of Officers

By consensus of the Executive Board, Rick Grossman was elected Chair, Kimberly Drewes was elected Vice Chair, and Kimmy Tharpe was elected Secretary.

9. Neighborhood Council Coordinator's Report

Ms. Habib responded to an inquiry made by Bob McLaren regarding the newly redone railroad crossings at Sycamore Drive and Erringer Road. He was concerned that no limit lines had been striped to keep cars from moving too close to the tracks. Emily

said that she drove both intersections from both directions and reported that the limit lines are present and in the correct locations. Bob explained that he was concerned about no limit lines past the tracks, not before. Ms. Habib said that she would look into this and get the Board more information before the next meeting.

Ms. Habib reminded the Executive Board members that the Simi Valley Days Parade was coming up soon and that they should be coordinating with each other and preparing their parade entry. She also noted that within the next couple of months, the Neighborhood Councils would be given an opportunity to suggest changes to the Neighborhood Council bylaws and the program itself. These changes would be reviewed by the City Council at a meeting later in the year.

10. Executive Board Comments

Bob McLaren noted that he often sees unwanted items left on the curb, with signs encouraging people to take them, which remain there for long periods of time. Ms. Habib said she would check with Code Enforcement to see what can be done about these items and will respond to Mr. McLaren.

11. Adjournment: Tuesday, September 13, 2016, 7:30 p.m.

By the consensus of the Executive Board, the meeting was adjourned at 9:26 p.m.

## CITY OF SIMI VALLEY • MEMORANDUM

**DATE:** September 1, 2016

**TO:** Neighborhood Council Executive Boards

**FROM:** Emily Habib, Neighborhood Council Coordinator

**SUBJECT:** Discussion and Input on Possible Revisions to the Neighborhood Council Program

On November 23, 1970, the City Council created the Neighborhood Councils to provide its active citizenry the opportunity to remain engaged with City government. Since then, the Neighborhood Councils have contributed to the quality of life in the City through communications with the Planning Commission and City Council on land use and community development issues, public safety, allocation of resources, community services and priorities, and by being responsive to resident concerns.

For most of their history, the main focus of the Neighborhood Councils has been the review of development projects. Since the large volume of development projects has slowed over the years, the Neighborhood Council program has been in transition. On August 19, 2016, the City Council had its Annual Retreat and reaffirmed the continued importance and instrumental nature of the Neighborhood Councils to the effective governance of the City.

In order to maximize the role of the Neighborhood Councils going forward and to ensure that the City government remains accessible, efficient, and accountable its residents, the program needs to be reviewed periodically. Over the years, Executive Board members have identified improvements to the structure of the program to not only preserve its functionality but to enhance its ability to be responsive to the City's current needs. The City Council is seeking input from the Executive Boards on the program's structure and possible revisions. The following are discussion areas; however, the Executive Board is encouraged to provide input on all areas of the program that could be improved or modified to better meet the needs of the community. For reference, those areas included in the current program bylaws have been noted and the bylaws have been attached.

1. Role and purpose of the Neighborhood Councils (Page 1: Article II, Section 1)
2. Visibility of the Neighborhood Councils in the community
3. Communication tools and other outlets to distribute meeting and recruitment information
4. Agenda item requests (Page 10: Article V, Section 7)
5. Criteria for staff to proactively solicit Neighborhood Council input
6. Size and number of Executive Boards (Page 3: Article IV, Section 3A)

7. Frequency of meetings (Page 9: Article V, Section 2)
8. Meeting attendance requirements (Page 6: Article IV, Section 3H)
9. Orientation attendance requirements for returning Executive Board members (Page 3: Article IV, Section 3A)
10. Role and purpose of the Joint Chairs Committee and Joint Neighborhood Council meetings (Page 9: Article IV, Section 5B)
11. Appointment and participation of Neighborhood Council representatives to other boards and commissions (Page 7: Article IV, Section 4A.a.2)
12. Additional items

**These are only considered starting points for your discussion. All suggestions for improvements to the program Neighborhood Council program are encouraged. The goal of this discussion is to ensure that the program continues to maintain strong visibility within the community and serve as a resource to residents. Staff is soliciting ideas, feedback and recommendations from Executive Board members at the September meetings and will incorporate those that input into a discussion with the City Council regarding potential restructuring and re-visioning of the program. Your input, recommendations and vision will help shape the direction of the future Neighborhood Council program and its ongoing impact to the community.**

Additionally, the Neighborhood Councils will also be recognized for their many years of service and the month will be commemorated as Responsive and Accessible Governance Month. Once a date is finalized it will be shared with the Neighborhood Councils.



# **SIMI VALLEY NEIGHBORHOOD COUNCIL BYLAWS**

## **Article I. Creation**

There is hereby created a Neighborhood Council for each of certain designated areas, the number and area of which shall be provided by resolution of the City Council. (Sec. 2-3.301)

## **Article II. Purpose**

### **Section 1.**

- A.** The purpose of the Neighborhood Councils shall be to advise the City Council on: 1) matters affecting their neighborhood initiated by the Executive Board or requested by non-Executive Board members; and 2) issues on which the City Council has specifically requested their advice. All Neighborhood Councils, regardless of boundary lines, will be required to review major development proposals of community-wide significance and advise the City Council of their findings. Neighborhood Councils shall provide for public participation and involvement in City affairs and provide a mechanism for communication between the City Council and the public. The residents of the City shall have an opportunity to have interested, concerned, and knowledgeable individuals to represent them on a neighborhood level at official City meetings, thus building a sense of community interest and self-pride for each neighborhood so represented. (Sec. 2-3.302)
  
- B.** Each Neighborhood Council shall be advisory to the City Council and Planning Commission, and to other City Council advisory bodies as may be requested by the City Council, and may contribute information, opinions, advice, suggestions, and recommendations to the City Council on all governmental affairs and services having an effect on the area the Neighborhood Council represents, including, but not limited to, public works, public safety, planning and zoning, and public health and sanitation. (Sec. 2-3.302)

### **Section 2.**

The goals of these advisory boards are:

- A.** To provide an ongoing opportunity for citizen input in the decision-making process of their government in a positive and productive manner.
  
- B.** To provide a mechanism, which facilitates communication between City government and the citizens.

- C. To encourage citizens to develop an understanding of the needs and expectations of the entire community and an understanding of City government and the citizens.
- D. To encourage citizens to identify neighborhood problems and needs and to assist in the development and implementation of programs which respond to these problems and needs.
- E. To encourage citizens to undertake action programs which improve the physical and social environment of their neighborhoods.
- F. To encourage a spirit of cooperation and goodwill among residents of each neighborhood.

### **Article III. Membership**

#### **Section 1.**

Each Neighborhood Council shall consist of residents eighteen (18) years of age or older residing within the identified boundaries of the City limits and Neighborhood Council area. Those individuals not residing within the City limits, but living within the unincorporated areas contiguous to the boundaries of a Neighborhood Council, may participate as members of the Neighborhood Council. However, when votes are taken, the votes shall identify whether they are individuals living in the unincorporated areas or City residents living within identified boundaries of the City limits and Neighborhood Council area and be tabulated separately. (Sec. 2-3.303) All residents of a Neighborhood Council area, 18 years of age or older, are automatically members of the Neighborhood Council.

#### **Section 2.**

No resident shall be a member of more than one Neighborhood Council in the City. Before a member may vote at a Neighborhood Council meeting, s/he shall sign a Declaration of Residency declaring his/her address and that s/he is not a member of any other Neighborhood Council in the City. Residents living within other identified Neighborhood Council areas, or unincorporated areas contiguous to other Neighborhood Council areas, are not eligible to vote at that meeting. (Sec. 2-3.303)

#### **Section 3.**

No resident shall be prohibited from membership on the Neighborhood Council or Neighborhood Council Executive Board strictly on the basis of marital status, or because they reside within the same residence.

### **Article IV. Organization**

## **Section 1.**

A Neighborhood Council shall be comprised of the general membership, an Executive Board, and ad hoc committees as may be formed by the Neighborhood Council. (Sec. 2-3.304)

## **Section 2. General Membership**

The general membership will be comprised of all the residents of a defined Neighborhood Council area.

## **Section 3. Executive Board**

### **A. Members**

A minimum of seven (7) members, with a maximum of thirteen (13) members, shall be appointed by the Mayor upon the approval of the City Council to serve as the Executive Board for each Neighborhood Council. Only City residents may be considered for appointment to the Executive Board, and no person may be appointed to the Executive Board if the appointment to the Executive Board would constitute an incompatible holding of office prohibited by Section 1126 of the California Government Code. No person who is appointed to the Executive Board may participate in the making of any decision if the person may have a conflict of interest under 1090 et seq. of the California Government Code, 87100 et seq. of the California Government Code, or Simi Valley City Council Resolution No. 85-150. Before an applicant can be interviewed and appointed, s/he is required to attend one (1) of two (2) mandatory Neighborhood Council Orientation sessions for that appointment cycle or provide evidence of attendance at an orientation session in the past three (3) years. Members of the Executive Board shall serve at the pleasure of the City Council and may be removed from office by a majority of the five (5) Members of the City Council. (Sec. 2-3.305(a))

### **B. Responsibilities of the Executive Board Members**

- a. The responsibilities of Executive Board members shall be:
  1. To attend and actively participate in all regular general and special meetings of the Neighborhood Councils.
  2. To serve on, at least, one (1) ad hoc committee as requested by the Chair.
  3. To participate in Neighborhood Council activities and programs.

4. To distribute information on Neighborhood Council activities.
5. To attend orientation/training programs.
6. To consistently communicate with the Chair and Coordinator on all matters of interest to Neighborhood Councils.
7. To inform the Chair and Coordinator at the earliest possible time of all potential agenda items for discussion or action.
8. To seek reliable complete information on all subjects.
9. To cooperate with other Executive Board members by sharing information, considering other opinions, and utilizing each member's talents and backgrounds.
10. To act as a representative of Neighborhood Councils throughout the community.
11. To be aware of and assist with membership and committee recruitment.
12. To act as greeter at general and special meetings.
13. To participate in the recruitment of new Executive Board members.

C. Terms

a. Terms of Office

All Executive Board member terms shall be for twenty-four (24) months upon appointment. One-third (1/3) of the seats on each Executive Board shall expire, and new appointments shall be made to replace such expired terms, every eight (8) months, commencing on January 31, 1983, referred to in this section as "regular appointment times." An Executive Board member whose term is expiring or who has vacated a seat is not eligible for reappointment to a consecutive term. An individual who resigned or whose term of office expired may not be reappointed to a new term or a vacated seat until eight (8) months have elapsed. (2-3.305(d))

b. Vacated Seats

If a seat on an Executive Board is vacated after an appointment period, an applicant may be appointed to fill such seat for a new twenty-four (24) month term at the next regular appointment time, or, if five (5) or more vacancies or applications for appointment collectively exist on the Executive Boards of the Neighborhood Councils, an interim appointment time may be scheduled by the City Council at the request of the Director of Community Services. If an applicant is appointed to fill a previously vacated term at an interim appointment time, the twenty-four (24) month appointment shall be considered to have commenced as of the nearest prior regular appointment time and shall thereafter be considered to have been appointed to a full Executive Board term, notwithstanding that the individual may serve less than twenty-four (24) months. (Sec. 2-3.305(e))

D. Communications

Members of the Neighborhood Council Executive Boards shall coordinate and channel all official communications to the City Council/Planning Commission through their respective Executive Boards and the Neighborhood Council Coordinator for the City. (Sec. 2-3.305(f))

E. Official Representatives

The Chair, or in his/her absence, the Vice Chair or other duly appointed representative, shall be the official representative of his/her Neighborhood Council to the City Council or Planning Commission and shall represent official positions taken by his/her Neighborhood Council, provided that such representative has received the prior approval for such representation by the Neighborhood Council Chair or by a consensus of the Neighborhood Council members present at a Neighborhood Council meeting during which the item was discussed. (Sec. 2-3.305(g))

F. Meetings: Time & Place

Each Executive Board shall establish and announce a particular time and place for its regular meetings. Special meetings as well as regular meetings shall be noticed, and agendas prepared and posted, pursuant to the provisions of the Ralph M. Brown Act. (Sec. 2-3.305(i))

G. Quorum

A quorum for Executive Board meetings shall consist of a majority of the membership of the Executive Board. (Sec. 2-3.305(c))

H. Meetings: Absences

If a member of an Executive Board shall miss three (3) or more consecutive meetings, or 50% or more of meetings in any eight (8) month period, without a valid excuse or the approval of the other Executive Board members, the seat of such member shall be deemed immediately vacated. (Sec. 2-3.305(j))

I. Candidates for Public Office

If any member of an Executive Board shall file as a candidate for election to a public office, the holding of which would be incompatible with Executive Board membership under the provisions of California Government Code Section 1126, s/he shall take a leave of absence from the Executive Board. If any member of an Executive Board shall be elected or appointed to any such foregoing described public office, his/her seat as a member of the Executive Board shall become vacant upon the assumption of the other public office. (Sec. 2-3.305(k))

**Section 4. Executive Board Officers**

A. Chair, Vice Chair, and Secretary

Each Executive Board shall select a Chair, a Vice Chair, and Secretary. (Sec. 2-3.305(b)/Sec. 2-3.305(h)) The selection shall be made by a majority of the Executive Board at the second meeting following the end of each staggered term. The new officers shall take office at the end of the selection meeting.

a. The duties of the Chair shall be:

1. To preside over all regular and special meetings of the Executive Board and general membership.
2. To appoint all ad hoc committees with the approval of a majority of the Executive Board.
3. To develop the agenda for all meetings in conjunction with the Neighborhood Council Coordinator.
4. To provide for reports to the appropriate bodies of all viewpoints expressed by members of the Neighborhood Council, including the number of votes for all positions, and any findings and/or recommendation.
5. To provide for the completion of all projects undertaken by the Neighborhood Council.

6. To provide for the writing of all letters necessary for Neighborhood Council business in conjunction with the Neighborhood Council Coordinator.
7. To attend Joint Chairs meetings on behalf of the Executive Board.
8. To meet monthly or as necessary with the assigned liaison City Council Member to report on and discuss Neighborhood Council activities at the request of the City Council Member.
9. To act as, or designate, a Flyer Distribution Coordinator for each Neighborhood Council.

The duties of the Flyer Distribution Coordinator shall be:

- i. To work with the Neighborhood Council Coordinator to determine the specific areas for flyer distribution announcing proposed development projects and other Neighborhood Council agenda items.
- ii. To contact and assign Executive Board members to distribute flyers in the identified areas.
- iii. Perform follow-up contact with the Executive Board members prior to a meeting to verify that flyers were distributed in specific areas for agenda items.

b. The duties of the Vice Chair shall be:

1. To perform the duties of the Chair in his or her absence.
2. To perform the duties of the Secretary in his or her absence.
3. To attend Joint Chairs meetings on behalf of the Executive Board.
4. To develop a plan and conduct ongoing membership recruitment.
5. To act as primary greeter at regular and special Executive Board meetings.

c. The duties of the Secretary shall be:

1. To provide minutes for all Executive Board meetings to the Neighborhood Council Coordinator within 10 days after the meeting.

2. To keep an accurate record of all official actions of the Neighborhood Council and Executive Board and an accurate record of the Executive Board members in attendance. (Sec. 2-3.305(h))
3. To document in the official minutes that a quorum was present.
4. To attend Joint Chairs meetings on behalf of the Executive Board.

## **Section 5. Ad Hoc Committees**

### **A. Ad Hoc Committees**

- a. Each Neighborhood Council Executive Board shall appoint not less than three (3) Executive Board members of the Neighborhood Council for each ad hoc committee. (Sec. 2-3.306)
- b. Each Neighborhood Council, by action of its Executive Board, may form ad hoc committees as required. (Sec. 2-3.306)
- c. Each committee shall communicate all reports to the City Council through its Executive Board, and such reports shall be put to a vote of the general membership prior to submittal to the City Council. In any event, the committee reports shall be submitted to the City Council without substantial change. (Sec. 2-3.306)
- d. Ad hoc committees shall not have a quorum of the members of the Executive Board in attendance and are disbanded upon completion of their task or assignment.
- e. No ad hoc committee shall represent a position for the Neighborhood Council or present any findings and/or recommendations except at the direction of the Executive Board.
- f. Each ad hoc committee shall be responsible for the completion of all aspects of programs and projects duly assigned to it by the Executive Board.
- g. The Chair of each ad hoc committee will be responsible for: scheduling meetings, notifying committee members of meetings, keeping the Executive Board advised of all committee activities, and completion and submission of committee reports to the Executive Board and Neighborhood Council Coordinator.

### **B. Joint Chairs Committee**



Each Neighborhood Council Executive Board Chair, Vice Chair, and Secretary shall be members of the Joint Chairs Committee. The Joint Chairs Committee shall meet once per month, or as needed, to discuss matters of mutual concern among the Neighborhood Councils.

## Article V. Meetings

### **Section 1.**

The Chair, or the Vice Chair in the absence of the Chair, shall preside over the Neighborhood Council meetings. (Sec. 2-3.307(a))

### **Section 2.**

Each Neighborhood Council shall meet at least once every two (2) months at a regularly scheduled designated time and place. (Sec. 2-3.307(b))

### **Section 3.**

All meetings of Neighborhood Councils and Executive Boards shall be duly noticed and open to the public. (Sec. 2-3.307(c))

### **Section 4.**

Neighborhood Councils may act or conduct official business only at duly-called meetings operating under established procedures as set forth in this article and under the provisions of the Ralph M. Brown Act. (Sec. 2-3.307(d))

### **Section 5.**

Neighborhood Council recommendations to the City Council and/or Planning Commission will be by motions adopted by the affirmative vote of a majority of the members of the Neighborhood Council voting on the issue. All communications from Neighborhood Councils to the City Council and/or Planning Commission shall show the number of Executive Board members, members of the public residing in that particular Neighborhood Council, and members of the public residing in the unincorporated areas contiguous to it that are supporting, opposing, and abstaining from voting upon each motion. (Sec. 2-3.307(e))

**Section 6.**

All communications from Neighborhood Councils shall be approved by their respective Executive Boards. The Executive Boards shall direct communications at the request of any resident, to the City staff or City Council on behalf of such resident. No Neighborhood Council Executive Board member may use the title of Neighborhood Council Executive Board member on any form of communication unless authorized by the entire Executive Board and channeled through the Neighborhood Council Coordinator. (Sec. 2-3.307(f))

**Section 7.**

The Executive Board, in conjunction with the Neighborhood Council Coordinator, shall establish the agenda for Neighborhood Council meetings. However, at any regular meeting of a Neighborhood Council, any member may request the inclusion of any specific agenda item that falls within the subject matter and jurisdiction of the Neighborhood Council for specific future meetings. Upon concurrence of a majority of the members of the Executive Board, such item will be placed on the agenda as requested. (Sec. 2-3.307(g))

**Section 8.**

Any item on which the City Council has taken action within the past year is not an appropriate item for discussion, unless specifically requested by the City Council.

**Section 9.**

All meetings and activities of each Neighborhood Council shall operate under such further rules, not inconsistent with the provisions of this article, as may be established and adopted by its respective Executive Board. (Sec. 2-3.307(h))

**Article VI. Relationship with City Council**

Members of the City Council shall be encouraged to attend Neighborhood Council meetings, as appropriate. (Sec. 2-3.307(i))

**Article VII. City Support**

**Section 1.**

The City may provide the following services to Neighborhood Councils:

- A. Neighborhood Council Coordinator and other reasonable staff support as necessary to render assistance to the Neighborhood Councils and respective

Executive Boards. Requests for additional staff support shall be made to the City Manager (Sec. 2-3.307(j)(1)); and,

- B. The City Manager and City Attorney, or their assigned designees, shall be available for Neighborhood Council meetings at the request of the Executive Boards, except that such requests shall reasonably relate in need and necessity to matters formally scheduled for agenda consideration. (Sec. 2-3.307(j)(2))

## **Section 2.**

The Neighborhood Council Coordinator shall provide, to the extent possible, technical information and reports from City staff to the Neighborhood Council Executive Board members and committees. All requests to City staff for information and reports shall be requested by and channeled through the Neighborhood Council Coordinator.

## **Section 3.**

City staff shall make presentations and act as a resource at Neighborhood Council meetings, as necessary.

## **Section 4.**

A special effort will be made to involve each Neighborhood Council in the early deliberation of any matter affecting its area so that decisions ultimately reached may reflect the needs and expectations of the affected neighborhoods to the greatest extent possible.

## **Section 5. Neighborhood Council Coordinator**

The Neighborhood Council Coordinator support for Neighborhood Councils shall include:

- A. Assistance with the preparation and distribution of agendas, minutes, letters, reports, flyers, and posters.
- B. Preparation and provision of a vicinity map of a proposed project area to the Flyer Distribution Coordinator, and provision of flyers to Executive Board members for distribution a minimum of 10 days prior to a meeting to allow sufficient time for distribution of flyers on two (2) separate weekends.
- C. Liaison with governmental agencies, developers, individuals, and organizations engaged in business with the City of Simi Valley.
- D. Coordination of the activities of the Neighborhood Councils.

- E. Resources and assistance in the planning of Neighborhood Council programs, projects, and activities.
- F. Attendance at Neighborhood Council meetings.
- G. Orientation/training for Neighborhood Council Executive Board members.
- H. Liaison and coordination with City Council, Planning Commission, and City staff as needed.
- I. Provision of educational and information materials of benefit to Neighborhood Councils.
- J. Recognition for the volunteer services of Neighborhood Council members.
- K. Maintaining records and files of all Neighborhood Council activities, meetings, membership, and the pertinent data.
- L. Provision of procedures and contacts for the conduct of Neighborhood Council business.
- M. Other assistance as needed to achieve the goals of Neighborhood Councils.

## **Article VIII. Standing Rules**

### **Section 1.**

All meetings, minutes, and records of each Neighborhood Council shall be open to the public.

### **Section 2.**

Citizen input will be recognized at each meeting on all agenda items as well as other information that may be brought before the Executive Board or general membership.

### **Section 3.**

No member of the Executive Board or any Neighborhood Council ad hoc committee shall use his/her position as a Board member, or the name of Neighborhood Council, to endorse or imply endorsement for any enterprise, except as authorized by the Neighborhood Council Executive Board and channeled through the Neighborhood Council Coordinator.

### **Section 4.**

No Neighborhood Council meeting or activity shall be used as a forum for personal gain, for partisan or non-partisan politics or to circularize the members of the Neighborhood Councils for anything other than Neighborhood Council projects, unless such meeting or activity is specifically designed for such a purpose.

**Section 5.**

Formal contacts, written or oral, on behalf of Neighborhood Councils to developers, individuals or organizations engaged in City business with the City of Simi Valley, shall be made by or through the Neighborhood Council Coordinator, or by the Neighborhood Council Chair, or his designee, with the prior knowledge of the Neighborhood Council Coordinator.

**Section 6.**

Neighborhood Council business with other governmental agencies shall be conducted by or in conjunction with the Neighborhood Council Coordinator.

**Section 7.**

The rules of parliamentary procedure codified in Robert's Rules of Order, Newly Revised, shall govern the conduct of all meetings not otherwise governed by Section 2-1.101 through Section 2-1.111 of the Simi Valley Municipal Code, and by these Bylaws, provided however, that failure to follow any procedural rule shall not invalidate any action or decision of the Neighborhood Council Executive Board. The purpose of such rules are for the consistency of the Neighborhood Council Executive Board in order to run an orderly meeting and shall not be deemed to be substantive in nature.

**Section 8.**

Neighborhood Councils shall not present or purport to present positions, policies, or direction for the City of Simi Valley or its City Council without the prior approval of the City Council.

**Article IX. Grievances**

Any grievances made by any individual Neighborhood Council member or members concerning a Neighborhood Council Executive Board action may be made to the general membership of the Neighborhood Council within thirty (30) days after filing such grievance with their Executive Board. If such individual or individual members are not satisfied with the results from the appeal to the general membership, they may bring the matter directly before the members of the City Council within thirty (30) days after consideration by the general membership. Any action by the City Council shall be final in regard to such grievance by any

individual or individual Neighborhood Council members who pursue the procedures set forth in this section for filing grievances. (Sec. 2-3.308)

CODE OF CONDUCT FOR NEIGHBORHOOD COUNCIL  
EXECUTIVE BOARD MEMBERS

1. Executive Board members must abide by all Neighborhood Council Bylaws.
2. Executive Board members shall actively participate in volunteer events/programs sponsored by the Neighborhood Councils.
3. Executive Board members shall treat anyone appearing before Neighborhood Council courteously and fairly and shall allow presentations without undue interruptions.
4. Executive Board members shall refrain from unduly influencing the Neighborhood Council membership.
5. Executive Board members shall be facilitators of discussion, and may express or expound a particular point of view, but shall not coercively champion a particular point of view.
6. Executive Board members shall, to the best of their knowledge, accurately represent City policy to the residents and shall accurately represent recommendations from their Neighborhood Council to the City Council and Planning Commission.
7. Executive Board members will not attend other Neighborhood Council meetings for the purpose of influencing such Neighborhood Councils unless they clearly state for the record that they are not representing their Neighborhood Council Board, or their Neighborhood Council as a whole, but are attending as an individual, or unless it is an advertised joint meeting. Further, Executive Board members shall not attempt by any other means to unduly or through misrepresentation influence action by members of another Executive Board.
8. Executive Board members shall refrain from personal character attacks upon members of the community or City officials.
9. Executive Board members shall abide by the “Code of Ethics and Conduct for Elected Officials and Members of Appointed Boards, Commissions and Committees” as adopted by the City Council.
10. Failure to abide by these rules will be cause for removal from the Executive Board.