



Sunland-Tujunga Neighborhood Council

Certified May 27, 2003

P. O. Box 635 • Tujunga, CA 91043 - (818) 951-7411 -- stnc.org

Special Joint Board and Budget & Finance Committee Meeting

Wednesday October 26, 2022

6:15 pm

Zoom Meeting Online <https://zoom.us/j/95821686937> or By Telephone

Dial 1-669-900-6833 to Join the Meeting

Then Enter This Webinar ID: 958 2168 6937 and Press #

IN CONFORMITY WITH THE SEPTEMBER 16, 2021 ENACTMENT OF CALIFORNIA ASSEMBLY BILL 361 (RIVAS) AND DUE TO CONCERNS OVER COVID-19, THE SUNLAND-TUJUNGA NEIGHBORHOOD COUNCIL MEETING WILL BE CONDUCTED ENTIRELY WITH A CALL-IN OPTION OR INTERNET-BASED SERVICE OPTION.

1. Call to Order: Ed Babakhanian, Treasurer/Budget & Finance Committee Chair
2. Roll Call
3. General Announcements
4. Public Comments on any non-agenda items.
5. **Discussion/Action:** Approve September 2022 Monthly Expenditure Report and Balances. (MER)
6. **Discussion/Update:** Committee Member Pati Potter Excel Spreadsheet Budget Recap/Update.
7. **Discussion/Action:** Approval of up to \$300 to promote and provide light snacks / water at education committee emergency health and safety fair
8. **Discussion/Action:** Approval of up to \$500 for volunteer appreciation and refreshments during quarterly tree care events
9. **Discussion/Action:** Approval of up to \$300 for STAT committee t-shirts with high visibility colors
10. **Discussion/Action:** Approval of up to \$200 for refreshments during coffee and tea with STNC events
11. **Discussion/Update:** Acknowledgement of Fiscal Responsibility Admonition Notice related to July and August MER submissions having late BAC attachments
12. **Adjourn** by 7:00 PM

Posted 10/23/2022 Remove after 11/02/2022

Si requiere servicios de traducción, favor de avisar al Concejo Vecinal 3 días de trabajo (72 horas) antes del evento. Por favor contacte Cindy Cleghorn, al (818) 951-7411 o por correo electrónico secretary@stnc.org para avisar al Concejo Vecinal.

Every person wishing to address the Committee must dial **669 900 6833**, and enter **958 2168 6937** and then press # to join the meeting. When prompted by the presiding officer, to provide public input at the Neighborhood Council meeting the public will be requested to dial or use the Raise Hand option, to address the Committee on any agenda item before the Committee takes an 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 are within the Committee's jurisdiction will be heard during the General Public Comment period. Please note that under the Brown Act, the Committee is prevented from acting on a matter that you bring to its attention during the General Public Comment period however, the issue raised by a member of the public may become the subject of a future Committee meeting.

AB 361 Updates: Public comment cannot be required to be submitted in advance of the meeting, only real-time public comment is required. If there are any broadcasting interruptions that prevent the public from observing or hearing the meeting, the meeting must be recessed or adjourned. If members of the public are unable to provide public comment or be heard due to issues within the Sunland-Tujunga Neighborhood Council's control, the meeting must be recessed or

adjourned.

Public comment is limited to two minutes per speaker, unless adjusted by the presiding officer of the Committee. AB 361 Updates: Public comment cannot be required to be submitted in advance of the meeting, only real-time public comment is required. If there are any broadcasting interruptions that prevent the public from observing or hearing the meeting, the meeting must be recessed or adjourned. If members of the public are unable to provide public comment or be heard due to issues within the Neighborhood Council's control, the meeting must be recessed or adjourned.

NOTICE TO PAID REPRESENTATIVES

If you are compensated to monitor, attend, or speak at this meeting, City law may require you to register as a lobbyist and report your activity. See Los Angeles Municipal Code Section 48.01 et seq. More information is available at ethics.lacity.org/lobbying. For assistance, please contact the Ethics Commission at (213) 978-1960 or ethics.commission@lacity.org

PUBLIC INPUT AT NEIGHBORHOOD COUNCIL MEETINGS The public is requested dial *9, when prompted by the presiding officer, to address the Board/Committee on any agenda item before the Board takes an 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 are within the Board's/Committee's jurisdiction will be heard during the General Public Comment period. Please note that under the Brown Act, the Board/Committee is prevented from acting on a matter that you bring to its attention during the General Public Comment period; however, the issue raised by a member of the public may become the subject of a future Board/Committee meeting. Public comment is limited TWO minutes per speaker, unless adjusted by the presiding officer of the Board/Committee.

The Neighborhood Council system enables meaningful civic participation for all Angelenos and serves as a voice for improving government responsiveness to local communities and their needs. We are an advisory body to the City of Los Angeles, comprised of stakeholder volunteers who are devoted to the mission of improving our communities.

THE AMERICAN WITH DISABILITIES ACT:

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 and other auxiliary aids and/or services, may be provided upon request. To ensure availability of services, please make your request at least 3 business days (72 hours) prior to the meeting you wish to attend by contacting Lydia Grant, President at 818-470-6629

PUBLIC ACCESS OF RECORDS – In compliance with Government Code section 54957.5, non-exempt writings that are distributed to a majority or all of the Committee in advance of a meeting may be viewed at our website: www.stnc.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 Cindy Cleghorn, Secretary, at (818) 951-7411 or email at: secretary@stnc.org.

PUBLIC POSTING OF AGENDAS – Neighborhood Council agendas are posted for public review as follows:

* **NORTH VALLEY NEIGHBORHOOD CITY HALL**, 7747 Foothill Blvd, Tujunga, CA 91042 - Front Window

* www.stnc.org

* You can also receive our agendas via email by subscribing to L.A. City's Early Notification System at <https://www.lacity.org/subscriptions>

RECONSIDERATION AND GRIEVANCE PROCESS - For information on the STNC's process for Committee action reconsideration, stakeholder grievance policy, or any other procedural matters related to this Council, please consult the NC Bylaws. The Bylaws are available on our website www.stnc.org STNC Mailing Address: P.O. Box 635 • Tujunga, CA 91043-0635 • Secretary@stnc.org

*Any messaging or virtual background is in the control of the individual board member in their personal capacity and does not reflect any formal position of the Neighborhood Council or the City of Los Angeles.

Monthly Expenditure Report



Reporting Month: September 2022 Budget Fiscal Year: 2022-2023

NC Name: Sunland-Tujunga
Neighborhood Council

Monthly Cash Reconciliation					
Beginning Balance	Total Spent	Remaining Balance	Outstanding	Commitments	Net Available
\$28805.12	\$1044.12	\$27761.00	\$2072.33	\$0.00	\$25688.67

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office	\$25000.00	\$917.98	\$20761.00	\$0.00	\$18688.67
Outreach		\$126.14		\$2072.33	
Elections		\$0.00		\$0.00	
Community Improvement Project	\$4500.00	\$0.00	\$4500.00	\$0.00	\$4500.00
Neighborhood Purpose Grants	\$2500.00	\$0.00	\$2500.00	\$0.00	\$2500.00
Funding Requests Under Review: \$0.00		Encumbrances: \$0.00		Previous Expenditures: \$3194.88	

Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	THE WEB CORNER, INC	09/01/2022	Web services	General Operations Expenditure	Office	\$150.00
2	US STORAGE - LA CRE	09/02/2022	Storage for STNC items	General Operations Expenditure	Office	\$643.00
3	EIG CONSTANTCONTACT.CO	09/03/2022	contact management - combined invoice and payment	General Operations Expenditure	Office	\$95.00
4	Adobe Inc	09/06/2022	2nd adobe account	General Operations Expenditure	Office	\$14.99
5	SMART AND FINAL 414	09/13/2022	Pinewood Mural celebration	General Operations Expenditure	Outreach	\$76.14
6	SQ THE BACK DOOR BAKE	09/17/2022	Coffee and tea with STNC outreach event	General Operations Expenditure	Outreach	\$50.00
7	ADOBE 800-833-6687	09/30/2022	Adobe account for Treasurer	General Operations Expenditure	Office	\$14.99
Subtotal:						\$1044.12

Outstanding Expenditures

#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	Making It Happen, Inc.	09/28/2022	Outreach effort to support back to school backpack drive	General Operations Expenditure	Outreach	\$1500.00
2	Merriwether & Williams Insurance Services	10/07/2022	Insurance to continue Pinewood mural project	General Operations Expenditure	Outreach	\$509.75
3	Ed Babakhanian	10/12/2022	Reimburse Ed Babakhanian for items purchased related to Tree watering event in July 2022. STNC credit card was declined at POS so Ed charged the items to his personal card.	General Operations Expenditure	Outreach	\$62.58
Subtotal: Outstanding						\$2072.33

Invoice

The Web Corner, Inc.
 19509 Ventura Blvd.
 Tarzana CA 91356
 (818) 345-7443

Date	Invoice #	Due Date
9/1/2022	24427	9/1/2022

PAID
09/01/2022

Bill To
Sunland Tujunga NC 7747 Foothill Blvd., Room 101 Tujunga, CA 91042

P.O. No.	Terms	Project

Quantity	Description	Rate	Amount
1	Sep.2022 Monthly Maintenance: includes up to 1.5 hour for; phone support, web development, requests, & website adjustments	150.00	150.00
0	Sep.2022 Monthly Hosting for stnc.org	15.00	0.00
0	Sep.2022 Email Standard Mailboxes:	3.50	0.00
	1 Account secretary@stnc.org (included in maintenance)		

Please remit payment at your earliest convenience. Thank you for your business!	Total	\$150.00
	Payments/Credits	-\$150.00
	Balance Due	\$0.00

US Storage Centers - La Crescenta

4454 Lowell Ave
La Crescenta, CA 91214
818-714-8091

lacrescenta@usstorage.net

PAYMENT RECEIPT

Tenant	City of los angeles c/o: Edward Eli Babakhanian AM	Date Printed	September 2, 2022
Address	200 N. Main St.	Payment Date	September 2, 2022 11:26
City, State, Zip	Los Angeles, CA 90012	Unit	0358, ...
		Available Credit	0.00
		Current Balance	0.00
		Paid Thru	September 30, 2022
		Receipt Number	100328
		By	GG

Date	Unit	Description	Charge	Discount	Tax	Total	Payment	Method
09/01/22	0358	Rent 9/1-9/30	309.50	0.00	0.00	309.50	309.50	Master Card
09/01/22	0358	Protection Plan 9/1-9/30	12.00	0.00	0.00	12.00	12.00	Master Card
09/01/22	0363	Rent 9/1-9/30	309.50	0.00	0.00	309.50	309.50	Master Card
09/01/22	0363	Protection Plan 9/1-9/30	12.00	0.00	0.00	12.00	12.00	Master Card
		Taxes					0.00	
		Payment (less tax)					643.00	
		Payment Subtotal					643.00	
		Credits Applied					0.00	
		Refunds Applied					0.00	
		Total Applied to Account					643.00	
		Current Account Balance					0.00	
		Paid By					Master Card *****9947	
		Paid Thru Date					September 30, 2022	

Memo:

Transaction Type Sale

Authorization 075097
Reference pl_txn_63124aeea0ceefae6be7bdd

I agree to pay the above amount according to the card issuer statement.

x

Moving? Check our website for other locations nationwide:
www.usstoragecenters.com

Join us in our quest to cure cancer. Ask manager for details.



www.kureit.org



[Print](#)

Billing Activity - Invoices

Sunland-Tujunga Neighborhood Council

Attn: Carol Hutchinson

200 N. Spring Street, Room 224 in Los Angeles, CA 90012

Los Angeles CA 90012

US

P.: 818-352-0661

Today's Date: 09/14/2022

User Name:

Invoices from 08/15/2022 to 09/14/2022

Date	Description	Charge Amount	Credit Amount
09/03/2022	Invoice #1662195428	\$95.00	
	Constant Contact - Email Plus		
	2501-5000 Contacts	\$95.00	
	Max Period Contacts: 2558		
	From 08/03/2022 to 09/03/2022		

Billing questions? [Contact Support](#)

Constant Contact - 1601 Trapelo Road - Waltham, MA 02451 US



[Print](#)

Billing Activity - Payments

Sunland-Tujunga Neighborhood Council

Attn: Carol Hutchinson

200 N. Spring Street, Room 224 in Los Angeles, CA 90012

Los Angeles CA 90012

US

P.: 818-352-0661

Today's Date: 09/17/2022

User Name:

Payments from 08/18/2022 to 09/17/2022

Date	Description	Charge Amount	Credit Amount
09-03-2022 04:57:10 AM	Payment - Credit Card (MasterCard) *****4210		\$95.00

Billing questions? [Contact Support](#)

Constant Contact - 1601 Trapelo Road - Waltham, MA 02451 US



Adobe Inc.
 345 Park Avenue
 San Jose CA 95110-2704
 United States
 Federal Tax ID: 77-0019522

ORIGINAL

Invoice Information

Invoice Number 2256896256
 Invoice Date 06-SEP-2022
 Payment Terms Credit Card
 Purchase Order AD00504790021CUS
 Order Number 7062950817
 Customer Number 1238269485
 Currency USD

Bill To

Carol Hutchinson
 CA 91040

INVOICE

Item Details

Service Term: 06-SEP-2022 to 05-OCT-2022

PRODUCT NUMBER	PRODUCT DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	NET AMOUNT	TAX RATE	TAXES	TOTAL
65314003	Acrobat Pro	1	EA	14.99	14.99	0.00%	0.00	14.99

Invoice Total

NET AMOUNT (USD)	14.99
TAXES (SEE DETAILS FOR RATES)	0.00
GRAND TOTAL (USD)	14.99

Comments:

Billing Contact

<https://helpx.adobe.com/contact.html>

Thank you for your business!

Smart & Final &
Warehouse & Market. Friend & Neighbor.

Smart And Final
Store 414
6555 FOOT-HILL BLVD
TUJUNGA, CA 91042
Telephone (318) 352-9399

Frozen Food
Premium Ice 6 @ 3.99 23.94 TF
Regular Price \$5.49

Beverage
First Street Water 8 @ 4.49 35.92 F
CRM FOODSTAMP NONTAXAB 3 @ 1.75 14.00* F

SUBTOTAL 73.86

Total # Items Sold 14

T 23.94 @ 9.500% = 2.28
F 49.92 @ 0.000% = 0.00

TOTAL 76.14
Mastercard 76.14

PURCHASE \$76.14
*****4210 MC
CHIP READ
REF#: 014518 APPROVED
MASTERCARD
Mode: Issuer
IAD:
01102040036200000908000000000000FF

Total Saved \$9.00
Item Savings 9.00

Legend
T - taxable
F - food stamp eligible
* - non-discountable



You were served by:
Alexandria

Date Time Store Term Opr Tran
09/13/22 05:05 PM 414 5 40039 0526

Thank you for shopping at
Smart and Final

We want to know your thoughts!
Complete our survey and enter to win
1 of 5
\$100 SMART & FINAL GIFT CARDS
Visit www.smartandfinal.com/survey
within 7 days of this shop - thank you!

The health and safety of our customers
and our associates is our top priority

Thank you for wearing a face covering

Now Hiring!
visit www.smartandfinal.com

The Back Door Bakery Cafe

8349 Foothill Blvd
Sunland, CA 91040
(818) 353-2233
www.backdoorbakerycafe.com
@backdoorbakery2

Sep 17, 2022
11:01 AM
Shelby

Ticket: STNC coffee Booth
Authorization: 055641
Receipt: dMNN

PICKUP

Coffee × 2	\$21.40
(\$16.95 each)	
Java To Go, ~	
Reg price	\$33.90
Discount: Variable	-\$12.50
Croissant × 10	\$16.10
(\$2.55 each)	
Half Sized Sweet Each	
Reg price	\$25.50
Discount: Variable	-\$9.40
Mini Muffins	\$12.50
(\$19.80/doz) × 1.000 doz	
Reg price	\$19.80
Discount: Variable	-\$7.30
<hr/>	
Total	\$50.00
MasterCard 4210 (Swipe)	\$50.00
Carol Hutchinson	

BackdoorBakery WiFi password: backdoor



Adobe Inc.
345 Park Avenue
San Jose CA 95110-2704
United States
Federal Tax ID: 77-0019522

ORIGINAL

Invoice Information

Invoice Number 2274752360
Invoice Date 29-SEP-2022
Payment Terms Credit Card
Purchase Order AD00283426272CUS
Order Number 7052478696
Customer Number 1232084000
Currency USD

Bill To

Ed Babakhanian
200 N. Spring St
CA 90012

INVOICE

Item Details

Service Term: 29-SEP-2022 to 29-OCT-2022

PRODUCT NUMBER	PRODUCT DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	NET AMOUNT	TAX RATE	TAXES	TOTAL
65232730	Acrobat Pro	1	EA	14.99	14.99	0.00%	0.00	14.99

Invoice Total

NET AMOUNT (USD)	14.99
TAXES (SEE DETAILS FOR RATES)	0.00
GRAND TOTAL (USD)	14.99

Comments:

Billing Contact

<https://helpx.adobe.com/contact.html>

Thank you for your business!

City of Los Angeles
CALIFORNIA

OFFICE OF THE
CITY CLERK

HOLLY L. WOLCOTT
CITY CLERK

—
PETTY SANTOS
EXECUTIVE OFFICER



ERIC GARCETTI
MAYOR

Administrative Services Division
200 N. Spring Street, Room 224
Los Angeles, CA 90012
(213) 978-1100
FAX: (213) 978-1107

—
Vacant
DIVISION MANAGER

cityclerk.lacity.org

October 24, 2022

via email

Fiscal Responsibility Admonition Notice

Dear Sunland-Tujunga Neighborhood Council (STNC) Board:

The Office of the City Clerk, Neighborhood Council (NC) Funding Program monitors and reviews the submissions of the NC Monthly Expenditure Reports (MERs) to ensure NC fiduciary responsibility, including financial accountability, in the use of allocated public funds.

In our recent review of STNC's MER submissions, our Program found that your NC is delinquent in completing the following MERs:

1. July 2022 – Due September 10, 2022
2. August 2022 – Due October 10, 2022

Complete submission of MERs includes both generating the MER in the Funding System portal and then uploading in the portal the completed Board Action Certification (BAC) Form confirming the Board's review and approval of the respective MER. Per Program policy, an NC is deemed delinquent with its MERs when 2 or more MER submissions are not completed.

As a result of the situation above, impacting the ability of the STNC to account for the expenditures of its public funds, the NC Funding Program is taking the following measures:

1. Require that STNC to complete its MER submissions within the next 14 days from the date of this Notice.
2. If the MER submissions are not completed as stated above, then the Program will take additional measures, including the freezing of account funds until the submissions are completed.

Please work with our Accounting unit to address concerns raised in this Admonition Notice. Let us know of any particular situation your NC is currently encountering that you

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would like us to take into consideration. Our Accounting unit is available to speak with you and answer questions you may have. Accounting staff can be reached at (213) 978-1058 or via email at Carrisa.Bush@lacity.org

Sincerely,

Signed with ClerkSign

Melvin Cañas



Oct 21, 2022 5:06PM

Melvin Cañas
Program Manager
Neighborhood Council Funding Program

CC: Art de Llanos, Program Supervisor
Janet Hernandez, Program Supervisor
Carrisa Bush, Accounting Representative
Mariel Camilo, Program Funding Representative
Vanessa Serrano, DONE Field Supervisor
Raul Preciado, DONE Field Staff



R&R T-Shirt Printing & Embroidery Co.

1015 S. San Fernando Blvd.
Burbank, CA 91502-1538
818-569-0290

Estimate

Date	Estimate #
9/29/2022	155

Name / Address
Sunland-Tujunga Neighborhood Council Pat Kramer 200 N. Spring Street Los Angeles, CA 90012

Ship To
STNC Pat Kramer PO BOX 635 TUJUNGA, CA 91043

Project

Item	Description	Qty	Cost	Total
st350	Sport-Tek® Youth PosiCharge® Competitor™ Tee	12	18.00	216.00T
SC	Screen preparation charge	1	40.00	40.00T
Freight	Incoming Freight	1	12.00	12.00
	Sales Tax		10.25%	26.24

Phone # 818-569-0290		E-mail: frank@rnrtshirts.com		Total	\$294.24