



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, March 24, 2021

6:00 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 GOVERNOR'S EXECUTIVE ORDER N-29-20 (MARCH 17, 2020) AND DUE TO CONCERNS OVER COVID-19, THE BOARD OF SUNLAND-TUJUNGA NEIGHBORHOOD COUNCIL MEETING (STNC) WILL BE CONDUCTED ENTIRELY TELEPHONICALLY.

Every person wishing to address the Board / Committee must dial 1 (669)-900-6833 and enter 958 2168 6937 and then press # to join the meeting. Instructions on how to sign up for public comment will be given to listeners at the start of the meeting. **On phone:** Every person wishing to address the Board / Committee must dial *9, when prompted by the presiding officer, to address the Board / Committee on any agenda item BEFORE the Board / Committee takes action on the item. **On webinar:** Every person wishing to address the Board / Committee must "raise their hand" when prompted by the presiding officer, to address the Board / Committee on any agenda item BEFORE the Board / Committee takes action on the item.

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 (2) 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, assisted 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 3 business days (72 hours) prior to the meeting by contacting the Department of Neighborhood Empowerment by calling (213) 978-1551 or email: NCsupport@lacity.org

"Out of an abundance of caution due to the possible attendance and participation of a majority of Neighborhood Council Board Members at this Joint Committee meeting, this meeting is noticed as a Special Joint Meeting of the Committees and the Board, in adherence with the State's Brown Act. No action will be taken on behalf of the Board at this meeting of the Committees. Only Committee Members are allowed to vote"

1. Call to Order – Sandy Capps, Treasurer/Budget & Finance Committee Chair
2. General Announcements/Introduction of STNC Candidates (5 min)
3. Public Comments on any non-agenda items.
4. **Discussion/Action:** Approve the February 2021 Budget and Finance Committee Meeting Minutes.
5. **Discussion/Action:** Approve March 2021 Monthly Expenditure Report and Balances. (MER)
6. **Discussion/Update:** STNC approved funding/status of pending payments and payment deadlines for 2020/2021 term. (May 20-Final event requests, June 1-check payments, June 20-credit card).
7. **Discussion/Update:** Committee Member Pati Potter Excel Spreadsheet budget update.
8. **Discussion/Action:** Elections Budget additional printing expense for up to \$225.85 for the 8 ½ x 11 size community mailers from vendor Sunland Printing to promote Vote By Mail.



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9. **Discussion/Action:** Move \$1068.00 from NPG Category to amend Election budget allocation of \$8500 to new board voted on Election expenses to reflect \$9567.55 for total election budget.
10. **Discussion/Action:** NPG request for \$3000 to Valley Interfaith Inter Community Council (VIC) to fund one week of home delivered meals to older adults 60+ in the Sunland Tujunga Area. 57 clients x 5 meals in a box for 1 week = 285 meals. 285 Meals x \$5.05 per meal = \$1439.25 a week.
11. **Discussion/Action:** Setting of next budget and finance meeting for April 28, 2021.
12. **Adjourn** by 7:00 PM

Posted 3/21/2021 Remove after 3/25/2021

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.

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 board 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 board 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

SPECIAL JOINT BOARD AND BUDGET & FINANCE COMMITTEE MINUTES

Meeting Date February 24, 2021 ♦ via Zoom

1. Call To Order: 6:00pm by Sandy Capps, Chair
 - a. Committee in attendance: Sandy Capps, Cindy Cleghorn, Pati Potter, Claudia Akin, Bill Sikes, Nancy Shannon
 - b. Other STNC in attendance: Lilliana Sanchez, Lydia Grant, Nina Royal, Glen Belt, Carol Hutchinson
 - c. Others in attendance: Karen VonGuten, Roger Klem, Ed Babakhanian, Marjorie Maxon
2. General Announcements:
 - a. Lydia thanked Sandy and the Budget & Finance Committee for getting the flyers and to Sandy for getting the Flyers out to groups for distribution.
 - b. Cindy noted that she will be recusing herself for the NPG request from the Rotary.
3. Public Comment:
 - a. Cindy stated that the Elections are now open on the city portal to register to receive a Vote By Mail. To date 46 registered for open spots with 39 validated. All Seats have competition except for one.
 - b. Pati asked about proof of I.D. to request a ballot. Claudia stated that you must provide I.D. but that the portal does not explain that.
4. Discussion/**Action**: Approve the January Budget and Finance Committee meeting minutes. Claudia motioned Bill 2nd. Pati wanted to clarify the MER and Budget balances and encumbered amounts. Roll call vote: All approved, no "Nays", No Abstentions.
5. Discussion/**Action**: Approve February 2021 Monthly Expenditure Report and Balances (MER). Claudia motioned, Nancy 2nd. We have spent \$19,265.62 with \$29,829.74 remaining. The balance does not include future reoccurring bills and encumbrances. Discussion regarding discrepancy on other Neighborhood Council: only showing their MER on the city portal without all the backup documentation. Sandy stated she would inquire why the public does not have access to see it as they do with the STNC. Roll call vote: All approved, no "Nays", No Abstentions.
6. Discussion/**Update**: STNC approved and pending events.
 - a. Paperwork was resubmitted to the city regarding the Pinewood ES Mural. The city would like to have specific dates. Roger Klem stated that Pinewood would be getting a new principal. Nelly added that this should not be a problem as the new Principal is on board with the project. Lydia offered her assistance should it be needed to get the paperwork through.
 - b. STAT Committee Signs is waiting for Albert Melina to submit the invoice.
7. Discussion/**Update**: Budget and Finance Committee Member Pati Potter Excel Spreadsheet Budget Update. Pati was unable to share her current spreadsheet with us this month.
8. Discussion/**Action**: Stakeholder's request to approve up to \$115.00 for three (3) 3X5 banners for outreach or using MyLA311 reporting. Claudia motioned, Nancy 2nd. Submitted quote and sample of banner artwork. Cindy asked about approval of the artwork. Sandy stated that she contacted the city and they approved it. Lydia and Carol voiced their support. Roll call vote: All approved, no "Nays", No Abstentions
9. Discussion/**Action**: Approve up to \$600 for installation hardware and materials for the 4 owl boxes purchased. Claudia motioned, Nancy 2nd. Sandy gave background on the Owl Boxes. This was from the previous STNC Board and she would like to get it resolved before a new board takes over this year. Roundtable and community discussion regarding history, location (must be public property), and the need to get the hardware installed on the boxes so that the city only has to erect the boxes. Roll call vote: All approved, no "Nays", No Abstentions
10. Discussion/**Action**: Outreach Committee's request for up to \$6,000 for STNC City Light Pole Banner Project for Installation of Banners. Claudia motioned, Nancy 2nd. Glen voiced disapproval of cost and durability of banners Karen stated that STARC is representing the artists and Cindy is in charge of the installation process. Cindy stated that there will be 20 two-sided banners and damaged banners would either be replaced or removed. These would hang up in the community for a year. Roger voiced concern about quality of banners in relation to quotes. Pati stated that quote includes replacing banners. Sample of banner/artwork was submitted.

Roundtable and community discussion against and in favor of project. Roll call vote: All approved, no "Nays", No Abstentions.

11. Discussion/**Action:** NPG in the amount of \$3,000 from Sunland Tujunga Shadow Hills Rotary Club to fund artists for contributions to the City Light/Street Pole Banner Project. Nancy motioned, Claudia 2nd. Pati asked if there were more samples to see and Sandy stated that if approved the artwork would be presented to the General Board for approval. Roll call vote: 1 refusal, 5 approved, no "Nays", No Abstentions.
12. Discussion/**Action:** Amend approved itemized Elections Budget and remove the \$3,000 voted on for Social Media outreach and allocate the \$3000 back into the General Election Budget. Nancy motioned, Claudia 2nd. This money was previously approved however, Facebook is no longer allowing boosts for any political elections, at any level. Roll call vote: All approved, no "Nays", No Abstentions.
13. Discussion/**Action:** Elections Committee request for up to \$600 for additional bus bench ads to promote Vote By Mail. Cindy motioned, Pati 2nd. The Budget Committee previously approved \$300 for bus bench ads. Discussion regarding funds available. Sandy suggested we amend this Election Committee request up to \$300 for Bus Benches. Bill motioned, Claudia 2nd. Roll Call Vote: 4 "Yes", 2 "Nay", No Abstentions.
14. Discussion/**Action:** Elections Committee request for up to \$3,500 for two billboard ads to promote Vote by Mail. Cindy motioned, Pati 2nd. Discussion regarding funds available. Sandy moved that we postpone this as we have more Election Committee requests at this meeting. Claudia motioned, Nancy 2nd. All approved, no "Nays", No Abstentions
15. Discussion/**Action:** Election Committee request for up to \$5,740 for community mailers includes printing, mailing services and postage from Phantom Printing to promote Vote by Mail. Nancy Motioned, Claudia 2nd. Sandy motioned to amend to include "and/or other printer".. Cindy motioned, Claudia 2nds. Sandy stated we have quotes from city approved Phantom and Goodway and also got one from Sunland Printing. The city has given permission to pay USPS directly with credit card. Ed questioned effectiveness of direct mail. Lydia stated that voting process is from the city and the neighborhood councils are not in charge of the vote by mail. Roll call vote: 5 "Yes", 1 "Nay", No Abstentions.
16. Discussion/**Action:** Election Committee request for up to \$1,000 for additional banners if needed to promote Vote by Mail. Claudia moved, Pati 2nd. Per Pati, the funds are just not there. Roll call vote: 1 "Yes", 5 "Nays", No Abstentions.
17. Discussion/**Action:** Move 2020/2021 allocated Budget funds from either Community Improvements and/or Beautification allocated budget category for up to \$6,500 to the Elections budget category to accommodate additional requested election outreach (\$8,500 previous approved plus \$6,500 additional Total Election allocation category \$15,000). Nancy motioned, Cindy 2nd. Sandy motion to amend to move \$1,577 from NPG's and \$660 from Community Improvements. Claudia motioned, Cindy 2nd. Roll call vote: 4 "Yes", 2 "Nays", No Abstentions.
18. Discussion/**Action:** Next Budget and Finance meeting to be 3/24/21. All approved.
19. Adjourned at 7:18pm

BTF agenda item # 8

From: Julie Ward
Sent: Tuesday, February 23, 2021 3:04 PM
To: Sandy Capps
Subject: EDDM mailer

EDDM NUMBERS per the [USPS.Com](https://www.usps.com) website for both Residents and Business
For mailing purposes in your local area.

Tujunga 14 different carrier route totaling 10859 pieces needed
Sunland 8 different carrier route totaling 6667 pieces needed

Mailing price that you can pay directly to the post office yourself should be **\$3365**.

Full color printing for 6.5X9 full color post card printed front and back
Artwork supplied
Bundled in sets of 100 for delivery to the local post office would be

20,000 pieces **\$1,813.21**

25,000 pieces **\$2,314.53**

+tax

Printing and delivery to the post office will 5-6 working days

Julie Ward
Sunland Printing
7566 Foothill Blvd.
Tujunga, CA 91042
818.353.1588
mail@sunlandprinting.com

ELECTIONS MAILERS

ORIGINAL QUOTE: 20,000 FOR 6.5 X 9
Submitted: 20,000 FOR 8.5 X 11

COST difference: **\$225.85**

BVF agenda item #8

INVOICE

Paid



Sunland Printing & Copy Center

Robert Ward
7566 Foothill Blvd
Tujunga, CA 91042
United States

Phone: 818-353-1588
mail@sunlandprinting.com
Mon - Fri 10am - 5pm

Invoice #: 1622
Invoice Date: Mar 18, 2021
Due date: Mar 18, 2021

Amount due:
\$0.00

Bill To:

Sunland Tujunga Neighborhood Council
sandy.stnc@gmail.com

Description	Quantity	Price	Amount
STNC Election Mailer. 20,000 pieces size 8.5X11	1	\$2,375.21	\$2,375.21
		Subtotal	\$2,375.21
		9.5% (9.5%)	\$225.64
		Total	\$2,600.85
		Amount paid	-\$2,600.85
		Amount due	\$0.00 USD

**Neighborhood Council Funding Program
APPLICATION for Neighborhood Purposes Grant (NPG)**



This form is to be completed by the applicant seeking the Neighborhood Purposes Grant and submitted to the Neighborhood Council from whom the grant is being sought. All applications for grants must be reviewed and approved in a public meeting. Upon approval of the application the Neighborhood Council (NC) shall submit the application along with all required documentation to the Office of the City Clerk, NC Funding Program.

Name of NC from which you are seeking this grant: Sunland/Tujunga Neighborhood Council

SECTION I- APPLICANT INFORMATION

1a)	Valley Interfaith/InterCommunity Council (VIC) <i>Organization Name</i>	95-2653387 <i>Federal I.D. # (EIN#)</i>	California <i>State of Incorporation</i>	1970 <i>Date of 501(c)(3) Status (if applicable)</i>
1b)	13300 Victory Blvd. #354 <i>Organization Mailing Address</i>	Van Nuys <i>City</i>	CA <i>State</i>	91401 <i>Zip Code</i>
1c)	11300 Glenoaks Blvd. <i>Business Address (if different)</i>	Pacoima <i>City</i>	CA <i>State</i>	91331 <i>Zip Code</i>

1d) **PRIMARY CONTACT INFORMATION:**

Tammy Reese Williams	818-834-6100	treese@vic-la.org
<i>Name</i>	<i>Phone</i>	<i>Email</i>

2) **Type of Organization- Please select one:**
 Public School (not to include private schools) **or** 501(c)(3) Non-Profit (other than religious institutions)
 Attach Signed letter on School Letterhead **Attach IRS Determination Letter**

3)

Name / Address of Affiliated Organization (if applicable)	City	State	Zip Code
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SECTION II - PROJECT DESCRIPTION

4) Please describe the purpose and intent of the grant.

The purpose of this grant request is to fund one week of home-delivered meals to older adults 60+ in the Sunland-Tujunga Area. These clients are some of our most vulnerable, isolated, and existing clients that we serve. Currently, we learned that we are out of funding and would like to continue to serve these clients as long as possible. In turn we would like to promote the Neighborhood Council by means of flyer distribution during deliveries and develop partnerships with community events that we are a part of and hold in the near future at our centers and events in the community of Sunland-Tujunga.

5) How will this grant be used to primarily support or serve a public purpose and benefit the public at-large. (Grants cannot be used as rewards or prizes for individuals)

Funding our Home-Delivered Meal Program will assist our Older Adults by keeping them safer at home while waiting for centers to reopen. Due to the COVID-19 Pandemic, we have seen a large increase in the need of senior meal service that far exceeds our budget. Currently, we have 178 senior clients on a waiting list and will have 400+ at the end of March. While delivering meals is the main priority, it also serves as a wellness check to ensure seniors are answering their door and are connected to the resources and services that they depend on like case management, transportation, and evidence-based programs and other services.

SECTION III - PROJECT BUDGET OUTLINE

You may also provide the Budget Outline on a separate sheet if necessary or requested.

	Requested of NC	Total Projected Cost
6a) Personnel Related Expenses	\$	\$
N/A	\$	\$
	\$	\$
6b) Non-Personnel Related Expenses	Requested of NC	Total Projected Cost
57 Clients x 5 Meals in a Meal Box for 1 Week= 285 Meals	\$3000	\$3000 3000.00
<small>ERC Alaska x 9.05 per meal= \$4 484.50</small>	\$	\$
285 Meals x \$5.05 per meal= \$1,439.25	\$	\$

7) Have you (applicant) applied to any other Neighborhood Councils requesting funds for this project? Sylmar
 No Yes If Yes, please list names of NCs: Sylmar NC for Sylmar residents only

8) Is the implementation of this specific program or purpose described in Question 4 contingent on any other factors or sources or funding? (Including NPG applications to other NCs) No Yes If Yes, please describe:

Source of Funding	Amount	Total Projected Cost
	\$	\$
	\$	\$
	\$	\$

9) What is the TOTAL amount of the grant funding requested with this application: \$3,000

10a) Start date: 5 / 1 / 2021 10b) Date Funds Required: 5 / 1 / 2021 10c) Expected Completion Date: 6 / 1 / 2021
 (After completion of the project, the applicant should submit a Project Completion Report to the Neighborhood Council)

SECTION IV - POTENTIAL CONFLICTS OF INTEREST

11a) Do you (applicant) have a current or former relationship with a Board Member of the NC?
 No Yes If Yes, please describe below:

Name of NC Board Member	Relationship to Applicant

11b) If yes, did you request that the board member consult the Office of the City Attorney before filing this application?
 Yes No (Please note that if a Board Member of the NC has a conflict of interest and completes this form, or participates in the discussion and voting of this NPG, the NC Funding Program will deny the payment of this grant in its entirety.)

SECTION V - DECLARATION AND SIGNATURE

I hereby affirm that, to the best of my knowledge, the information provided herein and communicated otherwise is truly and accurately stated. I further affirm that I have read the documents "What is a Public Benefit," and "Conflicts of Interest" of this application and affirm that the proposed project(s) and/or program(s) fall within the criteria of a public benefit project/program and that no conflict of interest exist that would prevent the awarding of the Neighborhood Purposes Grant. I affirm that I am not a current Board Member of the Neighborhood Council to whom I am submitting this application. I further affirm that if the grant received is not used in accordance with the terms of the application stated here, said funds shall be returned immediately to the Neighborhood Council.

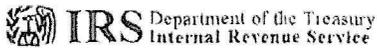
12a) Executive Director of Non-Profit Corporation or School Principal - REQUIRED*

Beverly Ventress President/CEO [Signature] 3/10/21
PRINT Name Title Signature Date

12b) Secretary of Non-profit Corporation or Assistant School Principal - REQUIRED*

Tammy Reese Williams Executive Nutrition Director [Signature] 3/10/21
PRINT Name Title Signature Date

* If a current Board Member holds the position of Executive Director or Secretary, please contact the NC Funding Program at (213) 978-1058 or clerk.ncfunding@lacity.org for instructions on completing this form



CINCINNATI OH 45999-0038

In reply refer to: 0248367576
Aug. 25, 2017 LTR 4168C 0
95-2653387 000000 00

00014651
BODC: TE

SAN FERNANDO VALLEY INTERFAITH
COUNCIL INC
13300 VICTORY BLVD 354
VAN NUYS CA 91401



017285

Employer ID Number: 95-2653387
Form 990 required: YES

Dear Taxpayer:

This is in response to your request dated Aug. 16, 2017, regarding your tax-exempt status.

We issued you a determination letter in November 1970, recognizing you as tax-exempt under Internal Revenue Code (IRC) Section 501(c) (3).

Our records also indicate you're not a private foundation as defined under IRC Section 509(a) because you're described in IRC Sections 509(a)(1) and 170(b)(1)(A)(vi).

Donors can deduct contributions they make to you as provided in IRC Section 170. You're also qualified to receive tax deductible bequests, legacies, devises, transfers, or gifts under IRC Sections 2055, 2106, and 2522.

In the heading of this letter, we indicated whether you must file an annual information return. If a return is required, you must file Form 990, 990-EZ, 990-N, or 990-PF by the 15th day of the fifth month after the end of your annual accounting period. IRC Section 6033(j) provides that, if you don't file a required annual information return or notice for three consecutive years, your exempt status will be automatically revoked on the filing due date of the third required return or notice.

For tax forms, instructions, and publications, visit www.irs.gov or call 1-800-TAX-FORM (1-800-829-3676).

If you have questions, call 1-877-829-5500 between 8 a.m. and 5 p.m., local time, Monday through Friday (Alaska and Hawaii follow Pacific Time).

0248367576
Aug. 25, 2017 LTR 4168C 0
95-2653387 000000 00
00014652

SAN FERNANDO VALLEY INTERFAITH
COUNCIL INC
13300 VICTORY BLVD 354
VAN NUYS CA 91401

Sincerely yours,

Doris P. Kenwright

Doris Kenwright, Operation Mgr.
Accounts Management Operations 1