



Sunland-Tujunga Neighborhood Council

Certified May 27, 2003

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

Budget & Finance Committee Meeting

Wednesday, October 27, 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** (1) 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

1. Call to Order: Ed Babakhanian, Treasurer/Budget & Finance Committee Chair
2. General Announcements
3. Public Comments on any non-agenda items.
4. **Discussion/Action:** Approve October 2021 Monthly Expenditure Report and Balances. (MER)
5. **Discussion/Update:** Committee Member Pati Potter Excel Spreadsheet Budget Recap/Update.
6. **Discussion/Action:** STNC approve up to \$125 to advertise and bring attention to the Pinewood elementary mural project
7. **Discussion/Action:** STNC approve Neighborhood Purpose grant in the amount of \$2,500 to fund vehicle rentals and promotional materials to support 2022 Independence day parade as executed by Sunland Tujunga Shadow Hills Rotary Club
8. **Adjourn** by 7:00 PM

Posted 10/24/2021 Remove after 10/31/2021.



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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



Sunland-Tujunga Neighborhood...

2 Pending Credit Card Transactions Requiring Receipt Upload. ✕

Budget Amount ?

\$42,000.00

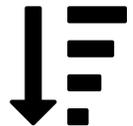


Budget: \$32,000.00

Adjustments: \$10,000.00 ?

Expense-to-Date ?

\$10,375.33



Funding Requests: \$3,894.69 ?

Credit Card: \$6,480.64 ?

Total Outstanding ?

\$310.68



Commitments: \$0.00 ?

Pending Payments: \$310.68 ?

Net Available ?

\$31,313.99

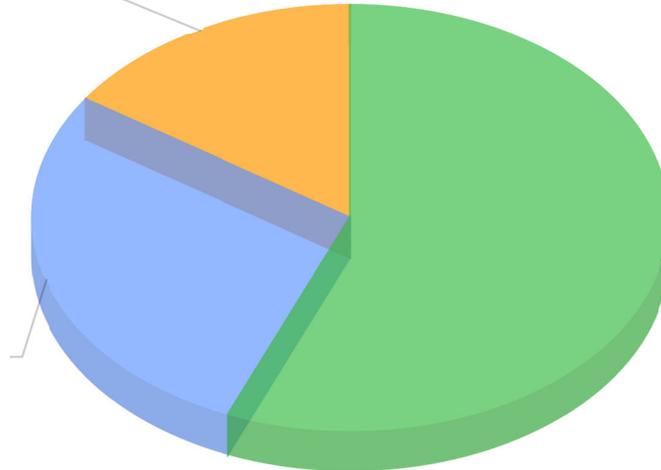


Cash Balance: \$31,624.67 ?

Budget Allocation

**Neighborhood
Purpose Grants:**
\$5,000 (15.6%)

**Community
Improvement
Project:**
\$9,000 (28.1%)



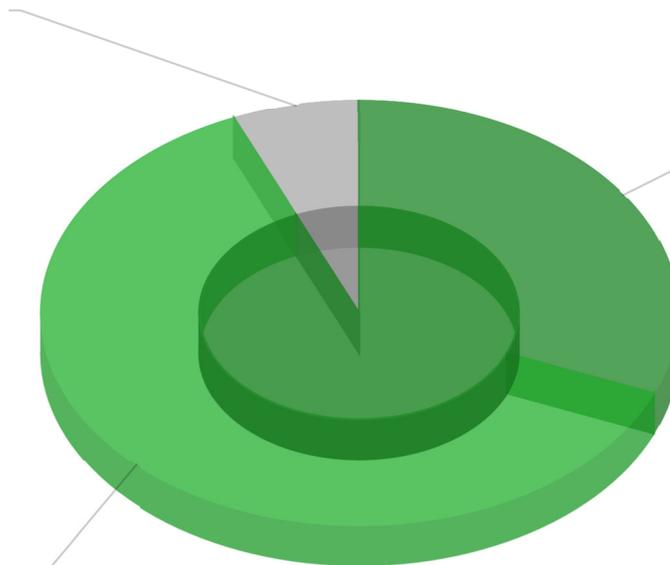
**General &
Operational:**
\$18,000 (56.3%)



Expenditures-to-Date by Category

Categorized:
\$72.38 (6.4%)

each:
\$72.38 (62.4%)



Office:
\$3,235.57 (31.2%)



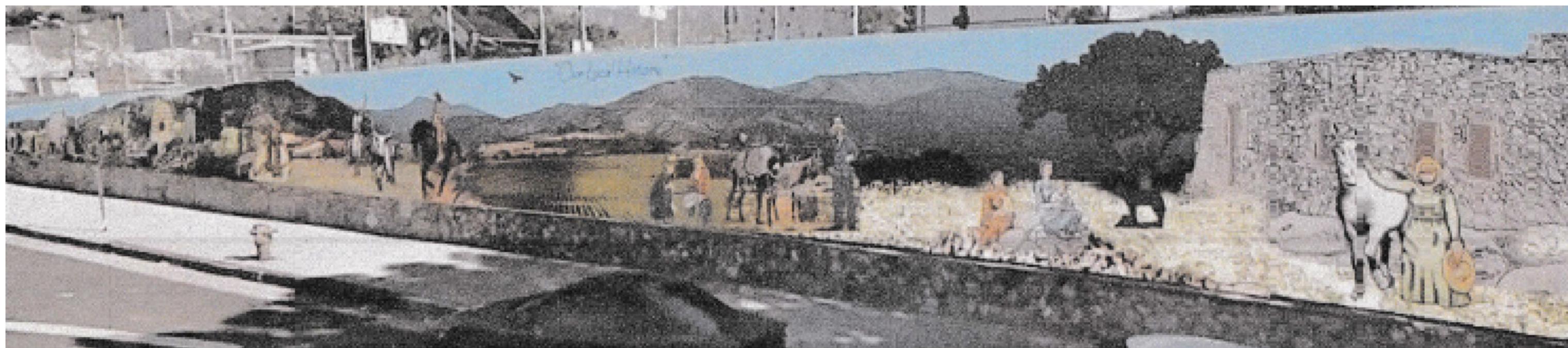
Our Local History

FUNDED BY



**SUNLAND-TUJUNGA
NEIGHBORHOOD COUNCIL**

stnc.org



Artist: Gerardo Barrientos

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

SECTION I - APPLICANT INFORMATION

1a)	<u>Sunland Tujunga Shadow Hills Rotary Club</u>	<u>84-4602587</u>	<u>CA</u>	<u>2/26/2020</u>
	<i>Organization Name</i>	<i>Federal I.D. # (EIN#)</i>	<i>State of Incorporation</i>	<i>Date of 501(c)(3) Status (if applicable)</i>
1b)	<u>P.O. Box 366</u>	<u>Sunland</u>	<u>CA</u>	<u>91041</u>
	<i>Organization Mailing Address</i>	<i>City</i>	<i>State</i>	<i>Zip Code</i>
1c)	<u></u>	<u></u>	<u></u>	<u></u>
	<i>Business Address (if different)</i>	<i>City</i>	<i>State</i>	<i>Zip Code</i>
1d)	PRIMARY CONTACT INFORMATION: <u>Roger Klemm</u>	<u>818-635-9532</u>	<u>treehuggers@ca.rr.com</u>	
	<i>Name</i>	<i>Phone</i>	<i>Email</i>	
2)	Type of Organization- Please select one:			
	<input type="checkbox"/> Public School <i>(not to include private schools)</i> Attach Signed letter on School Letterhead not applicable	or	<input checked="" type="checkbox"/> 501(c)(3) Non-Profit <i>(other than religious institutions)</i> Attach IRS Determination Letter	
3)	<u></u>	<u></u>	<u></u>	<u></u>
	<i>Name / Address of Affiliated Organization (if applicable)</i>	<i>City</i>	<i>State</i>	<i>Zip Code</i>

SECTION II - PROJECT DESCRIPTION

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

The purpose of this grant is to provide funding so the Sunland Tujunga Shadow Hills Rotary Club can host a safe and enjoyable 4th of July Parade for the community of Sunland Tujunga. The intent of this grant is to support the 4th of July Parade, which is the single largest event in the community, involving several thousand spectators and participants.

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)

This grant will enable the Sunland Tujunga Shadow Hills Rotary Club to carry out various parade related safety activities. Among these are renting a vehicle to move equipment such as barricades, necessary to maintain the street free of non-parade vehicular traffic, and renting carts for patrolling the crowd to ensure spectators remain safe distances away from participants. Additionally, grant funds will be used to promote the parade and encourage public safety. Neighborhood Council sponsorship will be acknowledged by signage on patrol carts.

SECTION III - PROJECT BUDGET OUTLINE

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

6a) **Personnel Related Expenses**

	Requested of NC	Total Projected Cost
Patrol Cart Rental	\$ 1500	\$ 1500
Truck and/or Van Rental	\$ 500	\$ 500
	\$	\$

6b) **Non-Personnel Related Expenses**

	Requested of NC	Total Projected Cost
Promotional Materials	\$ 500	\$ 500
	\$	\$
	\$	\$

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

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: \$ 2500

10a) Start date: 07/04/22 10b) Date Funds Required: 05/01/22 10c) Expected Completion Date: 07/04/22
 (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
Mark Seigel	Member of Rotary Club
Cindy Cleghorn	Friend of Rotary Club (not a club member)
Jon von Gunten	Friend of Rotary Club (not a club member)

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***
 Kresse Armour President Kresse Armour 10/16/21
 PRINT Name Title Signature Date

12b) Secretary of Non-profit Corporation or Assistant School Principal - **REQUIRED***
 Zachary Dean Secretary Zachary Dean 10/16/21
 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