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DEPARTMENT OF  
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Office Space Sharing Acknowledgement

October 12, 2004

Honorable Wendy Greuel  
Attn: Rosalind Stewart  
Council District 2, Sunland-Tujunga Municipal Building  
7747 Foothill Boulevard  
Tujunga, CA 91042

Sunland-Tujunga Neighborhood Council  
Elected Board Members

**SUBJECT: ACKNOWLEDGEMENT OF OFFICE SPACE ARRANGEMENT - SUNLAND  
TUJUNGA NEIGHBORHOOD COUNCIL**

Dear Ms. Stewart and Elected Board Members:

This letter will serve to confirm the office space sharing arrangement between the office of the Honorable Wendy Greuel, Council District 2, Sunland-Tujunga Field Office and the Department of Neighborhood Empowerment (Department), on behalf of the Sunland-Tujunga Neighborhood Council (STNC).

As you know, the Department is charged with supporting the Neighborhood Councils as part of the citywide system established by City Charter Section 900, et seq. Although not identified as individual departments of the City, Neighborhood Councils are certified by the Board of Neighborhood Commissioners, receive funding from the City for their operations, outreach and neighborhood improvement projects.

This letter is the official acknowledgement of the office space sharing arrangement between the Sunland-Tujunga Field Office for Council District 2 (Councilmember Greuel through Ms. Stewart) and the Department, on behalf of the STNC. This correspondence therefore documents, for our administrative records, this office space sharing arrangement.

As discussed and understood in our meeting and assessment of the office space on October 1, 2004, the STNC will be permitted to occupy and share the space as follows:

1. Certified Neighborhood Council Name: Sunland - Tujunga Neighborhood Council
  - Location: Office of Councilmember Wendy Greuel  
Council District 2  
Sunland - Tujunga Municipal Building  
7747 Foothill Boulevard, Room 101  
Tujunga, CA 91042
  - Mailing Address: Sunland - Tujunga Neighborhood Council  
7747 Foothill Boulevard, Room 101  
Tujunga, CA 91042
  - Primary Occupant: Councilmember Wendy Greuel & Staff  
Council District 2, Sunland - Tujunga Field Office
  
2. Approx Room/Office Space: 300 square feet
  
3. Days and Hours that the Neighborhood Council is permitted to utilize the shared space:
  - Monday through Friday, including after normal business hours.
  - Saturdays and Sundays, as necessary.
  
4. The primary occupant consents to permit STNC the use of the following office equipment/facilities:
  - Use of the kitchen area
  - Use of the restroom facilities
  - Use of common meeting space, depending upon availability and in coordination with Council Office staff.
  - Use of parking area.
  
5. The STLC is responsible for maintaining supplies for their exclusive use, as follows:
  - Office supplies

6. Existing City Office furniture/equipment that may be utilized by the Neighborhood Council:
  - One Desk
  - Three Office Chairs
  - Photocopy Machine
  
7. The Council Office has agreed to share amenities, such as, air conditioning, heating and conference room facilities. However the Council Office requests that the Neighborhood Council be conscientious and turn off items when not in use.
  
8. A separate account for telephone, facsimile and Internet services will be established in the name of and paid for by the STNC. The STNC is responsible for maintaining an individual telephone line and answering system. Due to the established separate communications account, the Neighborhood Council shall not use the telephones of the Council Office.
  
9. Premises Access:
  - a. The following STNC Board Members have been issued keys\* for the main entrance door and for Room 101:
    - Ed Rock, STNC Logistics Manager

\* Note: The unauthorized copying of keys to a government facility is strictly prohibited, unless the Council Office provides written permission. Copying keys without authorization is a basis for termination of the space sharing arrangement.
  
10. The STNC Emergency Contact is:
  - Cindy Cleghorn, (818) 985-6671
  
11. The Council Office Emergency Contact is:
  - Rosalind Stewart, District Director for Councilmember Greuel  
(818) 755-7676
  
12. The Sunland - Tujunga Neighborhood Council is expected to observe any additional office rules and guidelines set forth by the Council Office, as needed.

13. Because this is a City-leased space, Councilmember Greuel has the authority to revoke the space sharing arrangement with the Sunland - Tujunga Neighborhood Council (providing 30 days written notice), under the following conditions:
- a. The Council Office or any other City department or City operation requires the use of the space.
  - b. The STNC does not adhere to the rules and guidelines, as set forth by the Council Office, with respect to the shared space arrangement.

If you have any questions or concerns, please do not hesitate to contact Jacqueline Mendez, Neighborhood Council Office Space Program Administrator, at 213-485-4278, or electronically at [Jmendez@mailbox.lacity.org](mailto:Jmendez@mailbox.lacity.org).

Very truly yours,



CLAUDIA DUNN  
Assistant General Manager

With additional copies to:

- o Peter N. King  
Office of the City Attorney
- o Pat Davenport  
Council District 2, Sunland - Tujunga Field Office
- o Jacqueline Mendez, Program Administrator  
NC Office Space Program
- o Sarah Bell, Staff Assistant  
NC Office Space Program
- o Mark Lewis, Acting Sr. Project Coordinator  
NC Advocates Section
- o Christine Jerian, Project Coordinator  
NC Advocates Section
- o Kevin McNeely, Program Administrator  
NC Funding Program