



Sunland Tujunga Neighborhood Council

Certified May 27, 2003

7747 Foothill Blvd., Rm 101 Tujunga, CA 91042 - (818) 951-7411

Important: New Address will be effective June 15, 2019 • Website: stnc.org

Board Meeting Agenda

Wednesday, June 12, 2019

6:30 PM Meet & Greet • 6:45 PM Meeting Starts

North Valley City Hall – 7747 Foothill Bl., Tujunga, CA 91042

Last meeting at this location – building will be remodeled

Agenda Posting at Website & Physical done on 6-6-19 by STNC Secretary

The City's Neighborhood Council system enables 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 volunteer stakeholders who are devoted to the mission of improving our communities and bringing government closer to us.

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Welcome - Please Sign In – Speaker Cards - Refreshments are in the back of the room - please help yourselves.

L.A. City Charter Sec 900. Purpose (Of Neighborhood Councils) To promote more citizen participation in government and make government more responsive to local needs, a citywide system of neighborhood councils, and a Department of Neighborhood Empowerment is created. Neighborhood councils shall include representatives of the many diverse interests in communities and shall have an advisory role on issues of concern to the neighborhood.

We are a department within the city of Los Angeles. We are required to follow city and state laws. The Brown Act does not allow us to discuss anything that is NOT on tonight's agenda. Items are on time limits so that the meeting will end around 8:45 pm to allow for removal of chairs and tables and clean up. Time allocations are approximate and may be shortened or lengthened at the discretion of the President.

The time keeper is: _____

PLEASE USE THE MICROPHONE AT THE PODIUM

1. Call to Order and Welcome – Lilitiana Sanchez, President

2. Pledge of Allegiance

3. Roll Call – Quorum is 11

4. Announcements & Reports – 12 minutes – IF PRESENT PLEASE IDENTIFY YOURSELF

Representatives of LAPD, Local, City, County, State 2-minute limit per speaker.

- a. Foothill LAPD Captain David Grimes - 31168@lapd.online 818-756-8861
- b. Sgt. Jesse Ojeda - 33272@lapd.online (Station 818-756-8866)
- c. Senior Lead Officers (SLOs)
 - 1 - Cesar Contreras (Sunland) – 36373@lapd.online - (818) 634-0705
 - 2 - Gloria Caloca (Tujunga) - 35755@lapd.online - (818) 634-0754
- d. LA Councilmember Rodriguez' office (CD 7) 818-352-3287 Eve Sinclair Field Deputy: Eve.Sinclair@lacity.org
- e. LA Mayor Garcetti's office –Tanaz Golshan tanaz.golshan@lacity.org
- f. LA City Attorney's Office – 213-978-8100
- g. Neighborhood Prosecutor – Mark Ross mark.ross@lacity.org 818-374-6837
- h. LAUSD Kelly Gonez office (District 6) 818-389-9216 – Esmeralda Marcial, Dir of Community Engagement & Advocacy Esmeralda.Marcial@lausd.net
- i. LA County Supervisor Kathryn Barger (District 5) Jason Maruca 213-974-1311 Jason.Maruca@bos.lacounty.gov
- j. CA Assembly Member Luz Rivas (District 39) Jude Hernandez 818-594-3911 jude.hernandez@asm.ca.gov
- k. CA State Senator Anthony Portantino (District 25) Vickere Murphy- 818-409-0400 vickere.murphy@sen.ca.gov
- l. US Representative Adam Schiff (District 26) Theresa Lamb Simpson 818-450-2900 Theresa.lamb.simpson@mail.house.gov
- m. Department of Neighborhood Empowerment (DONE) 818-374-9898 Semee Park, Dir NC Opns semeepark@lacity.org

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n. City Clerk Election Administrator Christopher Garcia 213-978-0378 christopher.garcia@lacity.org

L.A. City Charter Sec. 910. Monitoring of City Services. Neighborhood councils shall monitor the delivery of City services in their respective areas and have periodic meetings with responsible officials of City departments, subject to their reasonable availability.

5. Discussion/Action: Resolution and Community Impact Statement regarding STNC Opposition to Assembly Bill 516 to be filed in CF 19-0533 (impacts to City operations), 19-0002-S50 (LA City Opposition), 19-0600-S131 (parking citation revenues)

b. Discussion/Action: STNC letter to Councilmember Rodriguez regarding 6433 La Tuna Canyon City Planning Commission meeting held 5/23 thanking her for her opposition to the rezoning of the property

c. Discussion/Action: STNC letter to Councilmember Rodriguez regarding traffic safety

6. PUBLIC COMMENTS – a total of 10 minutes – Comments from Public on Non-Agenda items, Issues, Announcements and Complaints within the jurisdiction of the Sunland-Tujunga NC. Please fill out speaker card. TIME PERMITTING 1 minute limit per speaker, you may be asked to select a spokesperson. The California State Law known as the Brown Act requires PUBLIC COMMENT to be a NON-DISCUSSION PERIOD.

7. ANNOUNCEMENTS and REPORTS: Committee Chairs and Board Members – up to 30 min TOTAL (2MIN each)

a. President Update – TOWN HALL

b. Ad Hoc Moving – Capps - DISCUSSION AND/OR POSSIBLE ACTION: To approve STNC Moving plan as to costs to move office and meetings from North Valley City Hall - Capps

c. Emergency Preparedness - Capps

d. Land Use – Potter

e. Neighborhood Watch – von Gunten

f. Beautification – Vartanian

g. Education – Grant CERT Class starts 7/11

h. WEST – Orudyan

i. STARC – DeCenzo

j. STAT – Kramer -- Next meeting June 25

k. Outreach – Royal – STNC in 4th of July parade, promo items, next Outreach meeting

L.A. City Charter Sec. 909. Annual City Budget Priorities.

Each neighborhood council may present to the Mayor and Council an annual list of priorities for the City budget. The Mayor shall inform certified neighborhood councils of the deadline for submission so that the input may be considered in a timely fashion.

8. City Budget - Updates, (ncbala.com) Budget Day is June 29 –Discussion/Action to confirm 2019-20 Budget Representatives Lallah Rowe and Sandy Capps

9. CONSENT ITEMS ADMINISTRATIVE ITEMS: Discussion/Action: Items #9a. thru 9i. will be voted on with one motion, please indicate if you wish any item(s) to be removed and discussed individually (12)

a. STNC Board Roster submit updates to DONE and STNC website

b. Approval of Minutes for 4-10-19 and 5-15-19

c. Designate Liliana Sanchez to pick up election documents from the City Clerk

d. FUNDING: Discussion/Action regarding approval of APRIL Monthly Expense Report (MER) Capps

e. FUNDING: Discussion/Action regarding approval of MAY Monthly Expense Report (MER) Capps

f. FUNDING: Discussion/Action to approve Insight Investments Personal Property Tax Bill for \$18.06

g. FUNDING: Discussion/Action to approve up to \$1,000 for 4th of July Parade outreach promo items

h. FUNDING: Discussion/Action up to \$400 to cover cost of new board business cards, name badges, name plates.

i. FUNDING: Discussion/Action up to \$100 per meeting date to cover cost of refreshments for board meetings/retreats.

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NOTE: For the purposes of accounting and reconciliation, the following fiscal dates must be followed:

May 20 - Final date to request an event approval for the current fiscal year using current fiscal year funds;

June 1 - Final date to submit a check payment request using current fiscal year funds;

June 20 - Final day for any bank card transactions using current fiscal year

10. BUDGET: Discussion/Action regarding the 2019-2020 budget for City Clerk - UP to \$10,000 can be rolled over from 2018/19 budget to 2019/20 Budget - Capps 5 min

11. BUDGET: Discussion/Action regarding the expenditure of all on-going expenses, such as and up to amounts for Website \$150/month, Copier \$85/month, Constant Contact \$95/month, Ring Central \$66/month, Refreshments for meetings \$125/month for the 2019-20 Budget - Capps - 3 min

12. BUDGET: Discussion/Action to review and approve Budget & Finance Committee recommendations for the annual Administrative Packet including designation of Bank Card Holder Liliana Sanchez, 2nd Bank Card Holder Sandy Capps, 2nd signer Cindy Cleghorn, Alternate Signer Liliana Sanchez, inventory, posting and mailing address, website and required specific budget categories. (10)

13. DISCUSSION/ACTION: to appoint Civic U participants to STNC (one male and one female) Glen Belt and Nina Royal (2)

14. DISCUSSION/ACTION: to appoint Community Impact Statement Submitters up to five: Liliana Sanchez, Cindy Cleghorn, Sandy Capps, Pati Potter, Jon von Gunten (3)

15. DISCUSSION/ACTION: To review and approve Event Forms for City Clerk approval for National Night Out events at Little Landers and Sunland Parks on August 6, 2019 including funding budget up to \$4,000 (up to \$2,000 each location) total for both events to be paid in FY19-20.

16. Board Member Comments & Announcements: Updates regarding STNC committees, move out date

17. Closing Comments by Liliana Sanchez, President, Acknowledgements, and Adjournment. (1)

Next Executive Committee meeting June 26 at 7:15 p.m.

Next Regular Meeting of the Sunland-Tujunga Neighborhood Council

Wednesday July 10, 2019 at 6:45 PM

Adjourn 9:00 p.m.

Posted 6/6/19; Remove after 6/12/19

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Special Board Meeting Agenda

Wednesday, June 12, 2019 – 7:00 PM *or soon thereafter*
North Valley City Hall – 7747 Foothill Bl., Tujunga, CA 91042

The City’s Neighborhood Council system enables 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 volunteer stakeholders who are devoted to the mission of improving our communities and bringing government closer to us.

1. Call to Order
2. Discussion/Action to appoint ad-hoc Moving Committee to provide, for board approval, a plan and costs to move office and meetings from North Valley City Hall. Includes finding new location, copier, STNC equipment and supplies, mailing address, 24 hour agenda posting location. (5)
3. Discussion/Action for the following: (3)
 - a. Designation of Bank Card Holder and Second Signatory.
 - b. Discussion and possible action review and adoption of minutes
 - c. Discussion and possible action review and adoption of the Monthly Expenditure Report (MER)
 - d. Discussion and possible action to review the annual Administrative packet.
 - e. Discussion and possible action to update the STNC Board Roster to submit to DONE and STNC website.
 - f. Discussion and possible action to amend Constant Contact previous board approval of \$70 to \$95 monthly
4. Discussion/Action to take a position of NON-SUPPORT for AB 516 that has made its way through the State Assembly and is now on its way to the Senate. “Repeals existing law that authorizes peace officers to tow vehicles for having five or more delinquent parking violations, for leaving a vehicle on a road for 72 or more consecutive hours, and for having a lapsed vehicle registration in excess of six months.” (Assembly 3rd Reading, Summary, 5-10-19). STNC Board held a Special meeting on 6/8/19 and voted to approve the CIS that does not support AB516 and supports CF 19-0002-S50 that opposes AB516. (Grant)
5. Discussion/Action: to approve a letter to be sent to our State Senators and copies to ALL OUR ELECTED OFFICIALS asking for their support opposing AB516. (Grant)
6. Discussion/Action: to approve up to \$90 Annual Permit fee for use of LAUSD School facilities for STNC board and committee meetings that are open to the public. (Grant)
Discussion/Action: to approve up to \$125 for Remote Control Jumbo Digital LED Large Clock Timer for STNC Meetings. (Sanchez)
7. Adjourn Special Meeting

Posted 6/11/19; Remove after 6/12/19

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1. Call to Order and Welcome – Liliana Sanchez, President
2. Roll Call – Quorum is 11

L.A. City Charter Sec. 910. Monitoring of City Services. Neighborhood councils shall monitor the delivery of City services in their respective areas and have periodic meetings with responsible officials of City departments, subject to their reasonable availability.

4. Discussion/Action: To approve payment to Konica for excess copy charges in the amount of \$120.35.
5. Adjourn Special Meeting

**Next Executive Committee meeting June 26 at 7:15 p.m.
Next Regular Meeting of the Sunland-Tujunga Neighborhood Council
Wednesday July 10, 2019 at 6:45 PM**

Adjourn 9:00 p.m.

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TO CITY CLERK FOR PLACEMENT ON NEXT

The State Senate will be considering AB 516 (Chiu) in the upcoming weeks. This bill, which recently passed in the Assembly, would prohibit peace officers and other public employees engaged in traffic regulation from towing or immobilizing vehicles for a number of reasons. This includes instances where vehicles have been left in the public right-of-way for over 72 hours, vehicles with five or more parking citations, and vehicles with expired registration. If AB 516 passes the State Senate and is signed into law, it could have significant impacts on the City.

A recent report by the Office of the Chief Legislative Analyst (Council File No. 19-0002-SS0) noted that AB 516 would severely hamper the City's ability to enforce various parking provisions, and would end the City's only parking immobilization program. In order to gain an understanding of how AB 516 would impact the City, the Police Department and Department of Transportation should report on how the provisions of this bill would impact their current duties.

I THEREFORE MOVE that the Police Department and Department of Transportation, with the assistance of the Chief Legislative Analyst, report on impacts to City operations which would result from the passage of AB 516.

PRESENTED BY

Nury Martinez
NURY MARTINEZ
Councilmember, 6th District

SECONDED BY:

Joe Brown
Alonca Rodriguez

ORIGINAL

JWD

MAY 21 2019

CIS

Contact Information

Neighborhood Council: Sunland-Tujunga Neighborhood Council

Name:

Phone Number:

Email:

The Board approved this CIS by a vote of: Yea (13) Nay (0) Abstain (0)

Ineligible (0) Recusal (0)

Date of NC Board Action: 6-8-19

Type of NC Board Action: For

Impact Information

Date: 06/08/2019

Update to a Previous Input: No

Directed To: City Council and Committees

→ Council File Number: 19-0002-S50

Agenda Date: 06/08/2019

Item Number: 3

Summary: STNC supports Council File #19-0002-S50 OPPOSING AB-516 which removes the authority of law enforcement or public employees from towing vehicles not in compliance with current CA registration laws, having accumulated over 5 parking citations, or ignoring the 72-hour parking restriction. This will have a severe and negative impact to Sunland-Tujunga. Driving is a privilege. Citations are issued when the vehicle owner/driver ignores the law. Registrations and license fees are paid to ensure our roads and streets are safe as well as the vehicles traveling on them. Though it's a valid point that people without financial reserves can ill afford the tow and impound fees, the answer is not to legislate that no one will be subject to the parking & car registration laws. This is incredible legislative overreach, not taking into account the unique city and community conditions existing across the state, particularly in the City of Los Angeles. For LA, the ramifications of AB-516 are: 1. Parking of RV's and other vehicles used as primary housing will not need to move and street cleaning of the trash and human waste that has collected around those areas will not be possible. 2. Vans used as advertising will proliferate, as they will be allowed free parking and not need to be operational. This will expand an existing business model to the detriment of our communities. 3. It'll be impossible to tell what vehicles are abandoned. No one will need to pay towing to a salvage-yard as they can be abandoned on the street. Auto salvage-yards will expand their business onto our streets. We support the LAPD by not supporting AB-516. It removes the ability of law enforcement to deal effectively with issues of quality of life, public safety, nuisance, blight and other unintended consequences.

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IMPROVING THE QUALITY OF LIFE IN SUNLAND TUJUNGA
7747 Foothill Blvd., Tujunga, CA 91042 • www.stnc.org • 818-951-7411 • FAX 818-951-7412

June 12, 2019

Honorable Senator Portantino
State Capitol, Room 3086
Sacramento, CA 95814

Re: AB 516 – Oppose

Dear Senator Portantino:

By vote of the Sunland-Tujunga Neighborhood Council Board, we hereby oppose AB-516. This proposed legislation removes the authority of law enforcement or public employees from towing vehicles not in compliance with current CA registration laws, having accumulated over 5 parking citations, or ignoring the 72-hour parking restriction. This will have a severe and negative impact to Sunland-Tujunga.

Driving is a privilege. Citations are issued when the vehicle owner/driver ignores the law. Registrations and license fees are paid to ensure our roads and streets are safe as well as the vehicles traveling on them.

Though it is a valid point that people without financial reserves can ill afford the tow and impound fees, the answer is not to legislate that no one will be subject to the parking and car registration laws. This is incredible legislative overreach, not taking into account the unique city and community conditions existing across the state, particularly in the City of Los Angeles.

For L.A., the ramifications of AB-516 are:

- Parking of RV's and other vehicles used as primary housing will not need to move and street cleaning of the trash and human waste that has collected around those areas will not be possible.
- Vans used as advertising will proliferate, as they will be allowed free parking and not need to be operational. This will expand an existing business model to the detriment of our communities. In Sunland-Tujunga we are already seeing this to advertise "Massage" businesses.

It will be impossible to tell what vehicles are abandoned. No one will need to pay towing to a salvage-yard as they can be abandoned on the street. In Sunland-Tujunga we already see this with the extended parking of cars for days, weeks, months with no local enforcement now. Auto salvage-yards will expand their business onto our streets. In Sunland-Tujunga auto repair businesses already move

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Sunland-Tujunga Neighborhood Council

IMPROVING THE QUALITY OF LIFE IN SUNLAND TUJUNGA
7747 Foothill Blvd., Tujunga, CA 91042 • www.stnc.org • 818-951-7411 • FAX 818-951-7412

their vehicles onto our streets each day because their own locations do not have the circulation of parking capacity on their sites.

Regarding homeless individuals and the cost that towing creates for them. This is a sad situation but other benefits exist to help. L.A. City has a towing service option if you have had your vehicle towed including performing community service instead of paying parking citation fines. It is part of a program called CAPP.

We support the LAPD by not supporting AB-516. It removes the ability of law enforcement to deal effectively with quality of life issues, public safety, nuisance, blight and other unintended consequences. In Sunland-Tujunga we already have these issues and are unable to get enforcement. We need to halt AB-516 in its tracks so we are not stricken with more of these horrendous quality of life issues.

Therefore, we strongly urge your opposition to this piece of legislation as it comes up in your committees and on the floor of the Senate.

Sincerely,

Liliana Sanchez
President
Sunland-Tujunga Neighborhood Council

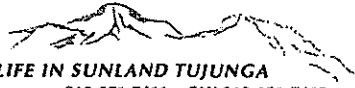
cc:

Assemblymember Luz Rivas
Councilmember Monica Rodriguez
Grayce Liu, Department of Neighborhood Empowerment
Semee Park, Department of Neighborhood Empowerment
Captain Grimes, Foothill Division, LAPD

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Sunland-Tujunga Neighborhood Council

IMPROVING THE QUALITY OF LIFE IN SUNLAND TUJUNGA
7747 Foothill Blvd., Tujunga, CA 91042 • www.stnc.org • 818-951-7411 • FAX 818-951-7412



May 28, 2019

Monica Rodriguez, Councilmember
Council District 7
Los Angeles City Council
200 N. Spring Street
Los Angeles, CA 90012

Honorable Monica Rodriguez:

The Safe Traffic and Transportation Committee (STAT) of the STNC respectfully requests your assistance with funding overtime for, or a full-time LAPD Valley Traffic Officer, specifically assigned to Sunland-Tujunga. Over the past 12 months, our community has suffered at least seven traffic-related fatalities on Foothill Boulevard, alone, according to the statistics provided by LAPD Foothill Division. Additionally, Sunland Boulevard has experienced six fatalities and one near fatality just last month when a pedestrian was struck by a speeding driver. In total, Sunland-Tujunga has experienced 92 accidents in 2018 and 91 in 2017. Additionally, since 2015, Vision Zero lists 12 other fatalities along Foothill Boulevard in Sunland-Tujunga. These figures demonstrate that both the number of accidents and fatalities are increasing in our little community.

Due to being the furthest distance from LAPD Foothill Division, and due to the general culture of speeding that has overtaken our community, we don't have full-time patrols for traffic enforcement. This means those who are committing the infractions and causing injury accidents are free to repeat their offensive behavior, over and over again, without consequences. We recognize that, as Chairperson of the City's Public Safety Committee and from the family of public safety officials, you have a strong commitment to making public safety your #1 priority and that is what we are now requesting.

When he is available, LAPD Traffic Officer Joel Flores patrols the Sunland-Tujunga area. However, he alone, cannot make a dent in the great number of reports that come in daily regarding accidents, hit and runs, and property damage. At a recent meeting of our STAT Committee, Captain Andy Neiman of LAPD Valley Traffic told us that in order to request an additional Traffic Officer, would require funding for specific enforcement in our community. Otherwise, the officers need to cover all six divisions during their shift. To that end, we are hopeful that you will help make this happen by setting up a special fund for targeted enforcement in Sunland – Tujunga for a dedicated Traffic Officer.

We, the board of the Sunland Tujunga Neighborhood Council, value the safety of our stakeholders, who repeatedly request at every STAT meeting and Neighborhood Watch meeting that we improve traffic safety in our community. Every day, we see criminally dangerous driving with hit-and-runs, leaving the injured parties to fend for themselves. This has to change. By funding overtime or a full-time Traffic Officer, you will be sending a message to our community that you are with us in making this a priority.

We thank you for your help.

Liliana Sanchez, President
Sunland-Tujunga Neighborhood Council

Pat Kramer
Safe Traffic & Transportation Committee of STNC

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Fed Tax# 13-1921089
 Corporate Duns No 00-170-7322
 Federal Duns No 62-657-8041



KONICA MINOLTA

Maintenance

Invoice No: 257904602

**ORIGINAL
INVOICE**

Payment Due Date: 04/30/2019
 Payment Terms: NET 30 DAYS

Invoice Date: 03/31/2019

Bill / Mail To: 1783412
 SUNLAND - TUJUNGA NEIGHBORHOOD COUNCIL
 ATTN TREASURER CINDY CLEGHORN
 STE 101
 7747 FOOTHILL BLVD
 TUJUNGA CA 91042-2137

Payer: 1632744
 CITY OF LOS ANGELES
 NINA ROYAL
 SUNLAND TUJUNGA NEIGHBORHOOD COUNCIL
 555 RAMIREZ ST
 LOS ANGELES CA 90012

Purchase Order Number		Equipment Location	
		1500235	
Customer Contract	Contract Coverage Dates	CITY OF LOS ANGELES 7747 FOOTHILL BLVD TUJUNGA CA 91042-2137	
ARC 180000000104	10/01/2015-05/28/2020		
Customer Codes			
1. DEPART NEIGHBORHOODEMP		3. Line# bw LINE 199	
2. DIVISION STNC		4. LINE# cl LINE 200	
Invoice Description / Comments			
Quarterly invoice for Maintenance agreement covering the billing period of 01/01/2019 - 03/31/2019. Includes labor, parts, drums, staples and supplies. Excludes paper.			
Summary of Invoice Charges			
		Quantity	Unit Charge
**BIZHUB C284e COPIER/PRINTER		A5C2011111888	1
Current Meter	Previous Meter	Meter Usage	Allowable
57,224	51,937	5,287	0
B&W Meter			0
			0
			999,999,999
			5,287
			0.00740
			39.12
Current Meter	Previous Meter	Meter Usage	Allowable
24,978	23,044	1,934	0
Color Meter			0
			0
			999,999,999
			1,934
			0.04200
			81.23
			Invoice Sub Total: 120.35
			Tax Total: 0.00
			Invoice TOTAL: \$ 120.35

PLEASE DETACH THE FORM BELOW AND RETURN WITH YOUR PAYMENT OR SEE CREDIT CARD INFORMATION ON BACK

Please pay online at www.MyKMBS.com using your payer id #1632744
 or remit payment to:

KONICA MINOLTA BUSINESS SOLUTIONS
 USA INC
 DEPT. LA 22988
 PASADENA CA 91185-2988

Payer ID: 1632744

Invoice Nbr: 257904602

Payment Due Date: 04/30/2019

Pay This Amount: \$ 120.35

For Administrative Use Only

40068139
72

Maintenance
SUNLAND 69

1632744
61284583

257904602
9005559521

A5C201111888
M12

14

STNC MOVING COMMITTEE RECOMMENDATIONS

Moving Day June 28, 2019 Friday. General Services moving STNC office into Storage Unit.

STORAGE: Committee recommends US STORAGE on LOWELL /FOOTHILL AVE

- 2 10 x 10 Units @ \$4,375.00 a year
- 2 units are needed
- Drive up Unit (no stairs or elevator)

40 Chairs and Large Chair rack, 10 Tables, 5 Filing Cabinets, Computer, 2 EZ UP's, Sound Equipment, 1 Bookcase, 30 Boxes of files/archives, 2 cans of Emergency supplies, Misc.

GENERAL MEETING LOCATIONS:

- Sunland Park Recreation Center/Gym- Max \$360.00 a year, if we go over 9PM Parks and Rec staff charges \$30.00 after 9PM
- Sunland Park Club House- 8701 Foothill Blvd All Committee Meetings can be held here- except for Fridays. Max \$360.00 a year, if we go over 9PM. Parks and Rec Staff charges \$30.00 after 9PM.
- Elks Lodge- LUC Meetings- Max \$3900.00 - 2 @ \$150 meetings \$300 monthly=\$3600 year. \$25.00 an hour after 9:30 pm and \$25 for every ½ hour after.= \$300 year

P.O. BOX: Committee Recommends Tujunga Post Office

- Mailing address is currently NVCH we will not be able to retrieve mail due to the construction and closing of building.
- \$296.00 for the year

KONICA COPIER: Committee recommends turning in copier and terminating contract. Jeff Brill from the city clerk's office is in contact with Konica and will advise. \$84.50 monthly=\$1014.00 yearly Savings if terminated

SPECTRUM WI FI: Committee recommends we keep our business contract with Spectrum/TWC and move it to Sunland Park (if possible) while construction at NVCH takes place. Wi Fi is needed to utilize iPad sign in and Mevo Camera Livestreaming \$125.00 monthly=\$1500.00 yearly

NC MEEETING POSTING ADDRESS: Committee recommends either keeping NVCH 7747 FOOTHILL BLVD, Tujunga address or SUNLAND PARK 8651 Foothill Blvd, Sunland.

STNC MOVING COSTS YEARLY MEETING EXPENSES

TOTAL EXPENSES		General Meetings	LUC Meetings	Committee Meeting
Site	Estimated	Sunland Park Gym	ELKS LODGE-LUC	Sunland Club House
Sunland Park Gym	\$0.00	General Meetings	Luc Meetings	Luc-Committee Meetings
Site staff	\$30 after 9PM	\$360.00	\$3,600.00	\$360.00
Elks Lodge-LUC	\$300 month		\$300.00	
Site staff	\$25 / 9:30pm		\$3,900.00	
Sunland Park Club Hg	\$0.00			
Site Staff-Committee	\$30 after 9PM			
STORAGE	Estimated	Storage Yearly Cost	Storage Yearly Cost	Storage Yearly Cost
US STORAGE	\$4,375.12	Option 1 \$4375.00	Option 2 \$4,375.12	
Lowell-Tujunga	2 units 10 x 10		Option 2	
PUBLIC STORAGE	\$3,664.80	Option 2 \$3664.80	Option 3	
Foothill/PeSmart	1 unit 10 x 28			
EXTRA STORAGE	\$6,800.00	Option 3 \$6800.00		
Foothill-Chamber	2 units 10 x 8			
P.O. BOX/MAIL	Estimated	P.O. Box Yearly Cost	P.O. Box Yearly Cost	P.O. Box Yearly Cost
TUJUNGA POST OFFICE	\$296.00	\$296.00	\$296.00	
		TOTAL	TOTAL	TOTAL
		\$5,031.00	\$8,171.12	\$360.00
		Option 2 \$4320.80*	Option 2 \$7860.00*	
		Option 3 \$7456.00**	Option 3 \$10996.00**	

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	June 28, 2019 thru May 31, 2020		due each 28th
June	\$65.08	\$56.80	\$640.00
July	\$323.26	\$328.00	n/c
Aug	\$323.26	\$328.00	\$616.00
Sept	\$323.26	\$328.00	\$616.00
Oct	\$323.26	\$328.00	\$616.00
Nov	\$431.00	\$328.00	\$616.00
Dec	\$431.00	\$328.00	\$616.00
Jan	\$431.00	\$328.00	\$616.00
Feb	\$431.00	\$328.00	\$616.00
Mar	\$431.00	\$328.00	\$616.00
April	\$431.00	\$328.00	\$616.00
May	\$431.00	\$328.00	\$616.00
	\$4,375.12	\$3,664.80	\$6,800.00
	Us Storage	Public Storage	Extra Storage
	2 units 10 x 10 each on Lowell	1 unit 10 x 28 each on Foothill tuj south side just before PetSmart	2 units 10 x 8 each on Foothill Sun next to the Chamber

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Pur. Rec # _____
Budg. Ref # _____
Spec. No # _____

CITY OF LOS ANGELES
THIS FORM SHOULD BE TYPED
REQUEST FOR SALE/REUSE
EQUIPMENT TRANSFER ADVICE OF
PERSONAL PROPERTY

RFS # _____
DATE 6/4/19

RELEASING DEPARTMENT

ACCEPTING DEPARTMENT

Line No.	Quantity	Decal No.	CAMS* No	Serial No.	Brief Description
	1			4922B002	XA10HD Camcorder-BROKEN
	1			2589B002	Battery Pack BP19
	1			AT-897	Shotgun MIC
	1				Pelican im 2300 Storm case

*Centralized Asset Management System Received in Salvage by: _____ Date: _____

Refer questions About This Request to: _____ Telephone: _____ Mail Stop: _____

From: Dept. No: _____ Fund No. _____ To: Dept. No. _____ Fund No. _____
Credit Sale Auction proceeds to Dept No: _____ Fund No: _____ Revenue Resource Miscellaneous Act No: _____

Useable Electronics: Per City of Los Angeles Ordinance #178450, useable items) should be listed in citiMAX for 30 days; after 30 days, attach a copy of the CitMAX listing & Electronic Waste Salvage Certification For to this Request for Sale Form.

Signed _____ Dept. or Bureau Head _____ Approved _____ Purchasing Age _____

CHECK APPROPRIATE BOX

To the Purchasing Agent: SALE
Request is hereby made that the above and listed described property belonging to the City of Los Angeles, and under the custody of and no longer needed by this Department, and no longer required for City use, it be put for SALE, and that such sale be conducted in accordance with prescribed City procedures, is hereby approved, with proceeds/funds thereof to be paid into the City Treasury.

To the Purchasing Agent: REUSE
Request is hereby make that the above and listed described property belonging to the City of Los Angeles, and under the custody of and no longer needed by this Department, elsewhere be REUSED and inventoried by receiving Department, and that it be REUSE in accordance with the intended original use of property with prescribed procedures, is hereby approved, and respective departments be credited accordingly, with any proceeds/funds thereof to be paid into the City Treasury.

18

Pur. Rec # _____

Budg. Ref # _____

Spec. No # _____

CITY OF LOS ANGELES
THIS FORM SHOULD BE TYPED
REQUEST FOR SALE/REUSE
EQUIPMENT TRANSFER ADVICE OF
PERSONAL PROPERTY

RFS # _____

DATE 6/4/19

RELEASING DEPARTMENT

ACCEPTING DEPARTMENT

Line No.	Quantity	Decal No.	CAMS* No	Serial No.	Brief Description
1					
	15				Banners-unusable/outdated
	3				Panasonic office phones
	40				Aluminum Chairs
	2				Boxes of various cords-phone,extension,computer,ac adapters,battery charge
	3				Microsoft Computer Mouse
	1 pair				Computer multimedia Speaker
	10				Multiple Office Trays/Tiers- Metal and Plastic
	1				LNKS wireless 2.4 GHZ Broadband Router
	1 pair				Polk audio computer speakers
	1				Samson MIC VHF Wireless System in case
	1				Metal Book ends

*Centralized Asset Management System

Received in Salvage by: _____ Date: _____

Refer questions About This Request to:

Telephone:

Mail Stop:

From: Dept. No:

Fund No.

To: Dept. No.

Fund No.

Credit Sale Auction proceeds to Dept No: Fund No:

Revenue Resource Miscellaneous Actt No:

Useable Electronics: Per City of Los Angeles Ordinance #178450, useable items) should be listed in citiMAX for 30 days; after 30 days, attach a copy of the CitiMAX listing & Electronic Waste Salvage Certification For to this Request for Sale Form.

Signed _____ Dept. or Bureau Head

Approved _____ Purchasing Agent

CHECK APPROPRIATE BOX

To the Purchasing Agent: SALE
Request is hereby made that the above and listed described property belonging to the City of Los Angeles, and under the custody of and no longer needed by this Department, and no longer required for City use, it be put for SALE, and that such sale be conducted in accordance with prescribed City procedures, is hereby approved, with proceeds/funds thereof to be paid into the City Treasury.

To the Purchasing Agent: REUSE
Request is hereby make that the above and listed described property belonging to the City of Los Angeles, and under the custody of and no longer needed by this Department, elsewhere be REUSED and inventoried by receiving Department, and that it be REUSE in accordance with the intended original use of property with prescribed procedures, is hereby approved, and respective departments be credited accordingly, with any proceeds/funds thereof to be paid into the City Treasury.

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Department of General Services
Moving Services Division
Request for Services

MSR # _____ - _____

PART I

Date	<u>June 28, 2019-REQ #</u>	Department/Div Requesting Service	<u>Sunland-Tujunga NC</u>
Requestor's Name	<u>Sandy Capps-STNC Treasurer/Moving Team</u>		
Requestor's Phone	<u>818 426 1129</u>		
Requestor's E-mail	<u>sandy.stnc@gmail.com</u>		

PART II

Mark all that apply

1. Relocate items within the same office/building	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
2. Transport to other location	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
3. Salvage items**	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
4. Record Retention	Burn	<input checked="" type="checkbox"/>	Storage	<input checked="" type="checkbox"/>

Items to be moved/quantity:

Desk(s)*	_____	Computer(s)	<u>1</u>
Table(s)	<u>12</u>	Printer(s)	_____
Chair(s)	<u>40</u>	Box(es)	<u>30</u>
Bookcase(s)*	<u>5</u>	Other	<u>2 Trash Cans of Emergency Supp</u>
File Cabinet(s)*	<u>5</u>	Other	<u>2 EZ Ups, 2 step ladders, 5 flip boxes</u>

*You must empty all drawers and shelves before they are to be moved
**All salvage items must be listed on a Salvage Form or they cannot be removed.

PART III

Items being moved from (include room #) :

Address 7747 FOOTHILL BLVD TUJUNGA, CA 91042

Contact person Sandy Capps

Phone 8184261129

Items being moved to (include room #) :

Address possible: US STORAGE 4454 Lowell Ave La Crescenta, Ca. 91214

Contact person Sandy Capps

Phone 818 426 1129

PART IV

If moving cost exceeds the authority limit set by GSD, an authorized signature to pay for services from your department head is required.

Signature	Print	Title
-----------	-------	-------

PART V

For Moving Services' Use Only

Move scheduled for:

Date: _____ At: _____ AM _____ PM

Assigned to: GSD Movers _____ American Relocation _____

Estimated cost of move \$: _____ Invoice #: _____ B/L #: _____

Please see back of this form for additional contact payment information

Moving Services Division Request for Services

Note:

Some work may require a cost estimate prior to services rendered.

Some work performed may require payment from requesting department for services rendered.

Please provide the contact information for person(s) who will be responsible for receiving and paying the invoice(s).

PART VI

Name	<u>Sandy Capps</u>
Department/Division	<u>Sunland Tujunga Neighborhood Council</u>
Mailing Address	<u>7747 Foothill Blvd Tujunga, Ca. 91042</u>
Mail Stop	_____
Phone	<u>818 426 1129</u>
E-mail	<u>sandy.stnc@gmail.com -Sandy Capps</u>

PART VII

Name	<u>Liliana Sanchez</u>
Department/Division	<u>Sunland Tujunga Neighborhood Council</u>
Mailing Address	<u>7747 Foothill Blvd Ca</u>
Mail Stop	_____
Phone	_____
E-mail	<u>stnc.president2019@gmail.com</u>

STNC 2019 Business Cards & Name Badges

Sunland-Tujunga Neighborhood Council

CAROL HUTCHINSON
Region 4 Representative
818-951-7411
E-mail: carolh.stnc@gmail.com



www.stnc.org
MEETINGS: 2nd Wednesday of each month

Sunland Tujunga



Have Stuff you want gone?
Don't just leave it at the curb!
Call 311 or use MyLA311
phone app for easy pick up!!
It's free and your Neighbors will Thank you!
www.stnc.org




HOWARD M. KATCHEN
TREASURER
TERM ENDS JUNE 2019

200 N. SPRING STREET
20TH FLOOR
LOS ANGELES, CA 90012

PHONE: (818) 903-3030
E-mail: hkatchen@shermanoaksnc.com
www.Facebook.com/LABudgetAdvocates
https://twitter.com/BudgetAdvocates
Website: www.ncbala.com

SUNLAND-TUJUNGA
NEIGHBORHOOD COUNCIL

CINDY CLEGHORN
Chamber of Commerce Representative



SUNLAND-TUJUNGA
NEIGHBORHOOD COUNCIL

Pati Potter
Region 4 Representative

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BUSINESS CARDS -- estimate

dave@phantomprint.com <dave@phantomprint.com>

Tue, Jun 11, 2019 at 3:56 PM

B.cards / 14pt cover

One sided:

100	\$55.-
250	\$65.-

Two sided:

100	\$75.-
250	\$85.-

Thank you,

David Guerra
Phantom Lithography
310-478-7173

Quantities for the above two options. =.

50 cards / 1 side 30.00 / 2 side 45.00

100 cards / 1 side 40.00 / 2 sided 55.00

250 cards / 1 sided 50.00/ 2 sided 65.00

Leslie McDonald

Goodway Print & Copy, Inc.

15121 Ventura Blvd.

Sherman Oaks, CA 91403

Phone: (818) 783-5172

Fax: (818) 783-8649

www.goodwayprintcopy.com

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Sportscraft Trophy & Award
 5636 Van Nuys Blvd.
 Van Nuys, CA 91401
 (818) 994-3543
 sportscraft@yahoo.com

Invoice

DATE	INVOICE #
4/11/2018	36092

BILL TO
Dana Stangel Sunland-Tujunga Neighborhood Council Tujunga, California

ORDERED BY

P.O. No.	TERMS	SHIP VIA
	Due on receipt	

QTY	DESCRIPTION	PRICE	AMOUNT
18	Sublimation Badges	10.00	180.00T
	Sales Tax (L.A. County)	9.50%	17.10
		Total	\$197.10

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STNC 2019 BUSINESS CARD & NAME BADGE ORDER FORM

Date _____

BUSINESS CARDS

Quantity Requested 50 cards 100 cards 250 cards

NAME TO PRINT _____

TITLE _____

PHONE NUMBER _____

E-MAIL _____

NAME BADGE

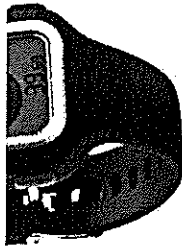
NAME TO PRINT _____

TITLE _____

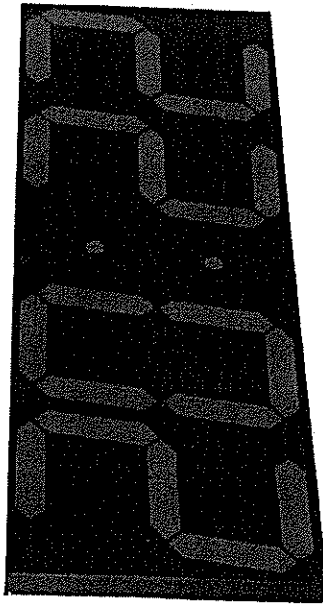
PLEASE RETURN THIS COMPLETED FORM TO STNC PRESIDENT OR SECRETARY -
cards will be ready by the next STNC board meeting for pick up

25

Q large digital timer clock



Amazon's Choice



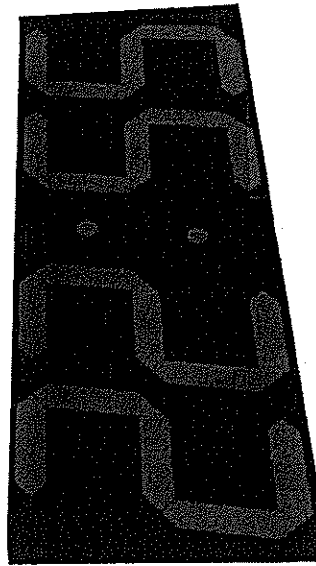
CHKOSDA Remote Control Jumbo Digital Led Wall Clock, Multifunction Led Clock, Large...

☆☆☆ 118

\$85.99

prime FREE Delivery Fri, Jun 14

prime FREE Delivery Thu, Jun 13



Goetland 17-3/5 inches Jumbo Wall Clock LED Digital Multi Functional Remote Control...

☆☆☆ 28

\$85.99

prime FREE Delivery Fri, Jun 14



West Ocean 6" Digital Smart Large LED Wall Clock Jumbo Display with Remote Control...

☆☆☆ 15

\$89.86

prime FREE Delivery Fri, Jun 14

CONTROL MODE

26

Request for Sunland Tujunga Neighborhood Council Funds

Please send this completed form to: President, Secretary, Treasurer and Involved Committee Heads

General Information

Date <u>6/10/19</u>	Applicant Name <u>NINA ROYAL</u>
Circle the budget category where your request fits (see category definitions before making your choice) Outreach Operations Neighborhood Purpose Grant (NPG)* Neighborhood Improvements* Elections/Selections *Require additional forms	
Overview (Describe your project/funding request) <u>PARTIAL FUNDING, NNO @ LITTLE HANDERS PARK</u>	

Project Details

New Project? <u>YES</u>	Contributing to an existing program? <u>NO</u>	Donation? <u>NO</u>	Other (explain) <u>REFRESHMENTS</u>
What group(s) will benefit from this project? How will they benefit? <u>NEIGHBORS - BUSINESSES</u>			
Project Start Date <u>8/5</u>	Project End Date <u>8/1</u>		
Will other entities be working/coordinating with you? If yes, please list and define all roles. <u>LAPD, LITTLE HANDERS, VOLUNTEERS</u>			
Will STNC be publicized or benefit in another way? If yes, please list how and when (media, flyers, training, etc.) <u>FLYERS, SOCIAL MEDIA, BANNERS, MEETING PRIOR TO EVENT</u>			

Funding Details

Amount requested <u>1500.00</u>	If buying a tangible item(s), attach 2 or more written quotes/bids from vendors. If a donation, attach recipient's written request.
Any other group contributing money to this project? If so, list their name and certainty/status of their funding. When do you expect all money to be available? <u>SUPPLIES FROM LAPD</u>	
Is this the first time requesting funds for this project? <u>NO</u>	If not, briefly explain why it was/wasn't funded before. <u>STNC HAS SUPPORTED THIS EVENT FOR 15 YEARS</u>

Please add your final comments including what results you expect. When will STNC get them?

<u>THIS IS AN EVENING EVENT WITH STAKEHOLDERS/STNC (COMMUNITY) AND OUR LAPD FOOTBALL DIV FOR OUTREACH TO IMPROVE PUBLIC SAFETY</u>
--

I certify neither I nor my family are receiving any personal benefit from this.

Signed NINA ROYAL Office VP-OUTREACH-STNC Date 6/11/19

Request for Sunland Tujunga Neighborhood Council Funds

Please send this completed form to: President, Secretary, Treasurer and Involved Committee Heads

General Information

Date <u>6/10/19</u>	Applicant Name <u>NINA ROYAL</u>
Circle the budget category where your request fits (see category definitions before making your choice) Outreach Operations Neighborhood Purpose Grant (NPG)* Neighborhood Improvements* Elections/Selections *Require additional forms	
Overview (Describe your project/funding request) <u>MULTI CULTURAL ARTS, CRAFTS AND ENTERTAINMENT FESTIVAL</u>	

Project Details

New Project? <u>YES</u>	Contributing to an existing program? <u>NO</u>	Donation?	Other (explain) <u>CO-SPONSOR</u>
What group(s) will benefit from this project? How will they benefit? <u>STNC + ENTIRE COMMUNITY AND MISSION COLLEGE OUTREACH</u>			
Project Start Date <u>TBD 2019</u>	Project End Date <u>TBD 2019</u>		
Will other entities be working/coordinating with you? If yes, please list and define all roles. <u>L.A. MISSION COLLEGE - CO-SPONSOR</u>			
Will STNC be publicized or benefit in another way? If yes, please list how and when (media, flyers, training, etc.) <u>YES, WILL BE LISTED ON OUTREACH MATERIAL</u>			

Funding Details

Amount requested <u>\$10,000 ALLOCATION</u>	If buying a tangible item(s), attach 2 or more written quotes/bids from vendors. If a donation, attach recipient's written request.
Any other group contributing money to this project? If so, list their name and certainty/status of their funding. When do you expect all money to be available? <u>L.A. MISSION COLLEGE</u>	
Is this the first time requesting funds for this project? <u>YES.</u>	If not, briefly explain why it was/wasn't funded before. <u>HOPE TO MAKE THIS THE 1ST ANNUAL</u>

Please add your final comments including what results you expect. When will STNC get them?

POSSIBLE EXPENDITURES, FOR LOCATION RENTAL, EQUIPMENT, (SOUND SYSTEMS, CHAIRS, PROMOTION) AND OTHER TO BE DETERMINED BY COMMITTEE MADE UP OF MISSION COLLEGE STAFF/STUDENTS AND STNC MEMBERS/VOLUNTEERS

I certify neither I nor my family are receiving any personal benefit from this.

Signed Nina Royal Office STNC VP - OUTREACH Date 6/10/19

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Fiscal Year
2019 -2020

Office of the City Clerk
Neighborhood Council Funding Program
Fiscal Year Administrative Packet

Neighborhood Council: Sunland Tujunga

NEIGHBORHOOD COUNCIL FUNDING PROGRAM FISCAL YEAR ADMINISTRATIVE PACKET

Summary

The Administrative Packet provides for a more comprehensive and complete record of all items that support the Neighborhood Councils' (NC) fiscal and administrative operations, including its annual budget, Financial Officers, and any commitments for NC office space, storage facility, P.O. Boxes, etc.

Goal(s)

The goal(s) of the Administrative Packet is to make it easier for NCs to identify, plan, and confirm, via a board vote, all fiscal and administrative requirements upfront each year so that our Office can prepare for and process funding requests and resulting contracts judiciously and expeditiously.

The Packet contains the following items:

- NC Funding Program Acknowledgements & Agreements – Signed by all Financial Officers
- Completed Annual Budget
- Information pertaining to office space, meeting space, storage facility, Post Office Box (P.O. Box), and website services, as applicable.

Procedure

On a yearly basis, we require each NC to discuss, prepare, and approve the Administrative Packet. Once the Packet has been voted on by the board, the Packet and the completed Board Action Certification (BAC) Form are to be submitted to the NC Funding Program.

Your NC Treasurer can submit both documents, the Packet and BAC, by uploading them in the NC Funding System portal, Budget Allocation section, immediately after Board approval. Once received, reviewed, and accepted by our Program, your NC will gain full access to its funds. The NC Funding System portal website is: <https://cityclerk.lacity.org/NCFundPortal/#/login>

As our Program awaits your Packet submission, access to your NC funds will be limited to \$333.00 per month, until the annual budget, Administrative Packet, and BAC have been received and accepted. This limited amount is intended to assist your NC operationally for expenses related to conducting your NC meetings, i.e. meeting facility use fees, printing and photocopying of meeting documents, meeting refreshments/snacks, professional staff services.

If you have questions or require any assistance regarding the packet, please feel free to email us at clerk.ncfunding@lacity.org or call us at 213-978-1058.

**NEIGHBORHOOD COUNCIL FUNDING PROGRAM
FINANCIAL OFFICERS LETTER OF ACKNOWLEDGEMENT & AGREEMENT**

We, the undersigned, do hereby declare that as a result of an official action of the Governing Body of the Neighborhood Council (NC) named below:

- (1) we are authorized to request City funding to support NC general operations,
- (2) all items or services described or included in any related funding requests are exclusively intended to further the goals and objectives of the Neighborhood Council, and
- (3) all reasonable precautions shall be exercised by the undersigned to fully safeguard, control and account for all use of funds. Proper accountability of all City funds is critical to the success of the NC Funding Program.

Therefore, by the signature(s) below, and on behalf of the Neighborhood Council named below, WE HEREBY AGREE to the terms and conditions as set forth in this Letter of Acknowledgement and all related documents as provided by the City, agree to expend funds in accordance with any applicable City rules, policies or procedures, and specifically agree to expend monies received by the Office of the City Clerk solely for public purposes relating to the goals and purposes of the Neighborhood Council named below, consistent with the scope and authority under the City Charter, the Plan for a Citywide System of Neighborhood Councils and any implementing ordinances. We have attended and participated in the City-provided training relating to the NC Funding Program.

WE FURTHER ACKNOWLEDGE and WE AGREE to comply with any requirements regarding use of the NC funds. WE AGREE to provide NC financial reports and/or supporting documentation to the Office of the City Clerk, Neighborhood Council Funding Program as requested and at monthly meetings to the Governing Body and stakeholders of the NC named below. WE AGREE that the Office of the City Clerk and other City representatives may make on-site visits to inspect and review all NC financial records, upon providing reasonable advance notice to the NC Treasurer or designated representatives.

WE ACKNOWLEDGE THAT A NEW LETTER OF ACKNOWLEDGEMENT MUST BE FILED IF THERE IS ANY CHANGE OF FINANCIAL OFFICERS.

Neighborhood Council Financial Officers - Names and Signatures:

Treasurer

SIGNATURE OF THE TREASURER

Sandy Capps

PRINT NAME OF THE TREASURER

Treasurer

BOARD POSITION

DATE

sandy.stnc@gm

EMAIL

PHONE NUMBER

CONTINUES OTHER SIDE

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2nd Signer

SIGNATURE OF THE 2nd SIGNER

Cindy Cleghorn

PRINT NAME OF THE 2ND SIGNER

Secretary

BOARD POSITION

DATE

stnc.secretary20

EMAIL

PHONE NUMBER

Alternate Signer (If not applicable, please indicate "N/A")

SIGNATURE OF THE ALTERNATE SIGNER

Liliana Sanchez

PRINT NAME OF THE ALTERNATE SIGNER

President

BOARD POSITION

DATE

stnc.president20

EMAIL

PHONE NUMBER

1st Bank Cardholder

SIGNATURE OF THE 1st BANK CARD HOLDER

Liliana Sanchez

PRINT NAME OF THE 1st BANK CARD HOLDER

President

BOARD POSITION

DATE

stnc.president20

EMAIL

PHONE NUMBER

2nd Bank Cardholder

SIGNATURE OF THE 2nd BANK CARD HOLDER

Sandy Capps

PRINT NAME OF THE 2nd BANK CARD HOLDER

Treasurer

BOARD POSITION

DATE

sandy.stnc@gm

EMAIL

PHONE NUMBER

***** Bank Cardholders, please read further next page *****

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**NEIGHBORHOOD COUNCIL FUNDING PROGRAM
BANK CARDHOLDER ACKNOWLEDGEMENT &
AGREEMENT OF RESPONSIBILITIES**

This document outlines the responsibilities that I, as the Neighborhood Council Bank Cardholder, have as the primary custodial holder of a City Los Angeles Neighborhood Council (NC) Bank Card, referred herein as "the card" for the Neighborhood Council named below. My signature indicates that I have read and understand these responsibilities and further, that I agree to adhere to the guidelines established by the Office of the City Clerk and approved by the City Controller for the use of City funding as it relates to the Neighborhood Council Funding Program.

1. I understand that the City of Los Angeles Neighborhood Council Card is intended to facilitate the purchase and payment of materials or services required for the conduct of official Neighborhood Council business only.
2. I agree to make only those purchases consistent with the type of purchases authorized by the Office of the City Clerk and approved by the NC Governing Board.
3. I understand that under no circumstances will I use the Card to make personal purchases either for myself or for others. The Card is issued in the name of the Neighborhood Council and I serve as the Card custodian. I agree that should I willfully violate the terms of this Agreement and use of the Card for personal use or gain that I will reimburse the City of Los Angeles for all incurred charges and any fees related to the collection of those charges.
4. Uses of the Card not authorized by the Office of the City Clerk can be considered misappropriation of City funds. This could result in (a) immediate and irrevocable forfeiture of the Card, and /or (b) potential de-certification action. I understand that the Card must be surrendered upon termination of any official position with the Neighborhood Council to which the card is issued. I agree to maintain the Card with appropriate security whenever and wherever I or any other authorized person may use the Card. If the Card is stolen or lost, I agree to immediately notify the Office of the City Clerk.
5. I understand that since the Card is the property of the Bank and authorized for issue by the City of Los Angeles, I am required to comply with internal control procedures designed to protect City assets. This may include being asked to produce the Card, receipts, and/or statements to validate its existence and to audit its use.
6. I understand that I will have access to the Funding Program System portal via the Internet where all card transactions will be posted by the Bank when the card is used. I understand that I am required to obtain itemized receipts for all card transactions and upload the itemized receipts to the Funding Program System portal to verify the posted card transaction. Uploading the required itemized receipt is necessary for my NC Monthly Expenditure Report (MER) to be generated by the Funding Program System portal. The MER must be reviewed and approved by the NC Governing Board before being submitted to the Office of the City Clerk as a complete Report.
7. I understand that all transactions on the Card will reduce the funds available to the NC. I understand that the Bank will not accept any limit increases from me.
8. I understand that the Card is solely provided to the designated NC cardholder and that assignment of the Card is based on the understanding that I need to purchase materials required for the conduct of Neighborhood Council business. I understand that custodial possession of the Card is not an entitlement nor reflective of title or position.
9. As a Neighborhood Council Financial Officer, I have signed and received a copy of both the NC Funding Program Bank Cardholder Agreement of Responsibilities and Financial Officers Letter of Acknowledgement, have attended and completed the required NC Funding Program training, and understand the requirements and limitations regarding the NC Bank Card's use.

PLEASE SIGN OTHER SIDE

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1st Bank Cardholder

SIGNATURE OF THE 1st BANK CARD HOLDER

Liliana Sanchez

PRINT NAME OF THE 1st BANK CARD HOLDER

DATE

2nd Bank Cardholder

SIGNATURE OF THE 2nd BANK CARD HOLDER

Sandy Capps

PRINT NAME OF THE 2nd BANK CARD HOLDER

DATE

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NEIGHBORHOOD COUNCIL FUNDING PROGRAM
ANNUAL BUDGET TEMPLATE – FISCAL YEAR 2019-2020

The annual budget is a plan for the utilization of the NC's financial resources. It should be used as a strategic financial road map to conduct activities and efforts that will help the NC achieve its mission, goals, and objectives. The budget should include the input of stakeholders, be accessible, and comply with the rules that govern the use of NC public funds.

As a planning tool, the annual budget allows the NC board to allocate its funds, both regular annual funds and rollover funds, if any, into the following Expenditure Categories:

1. General and Operational Expenditures
 - i. **Office/Operational**
 - ii. Outreach
 - iii. Elections
2. Neighborhood Purposes Grants (NPGs)
3. Community Improvement Projects (CIPs)

With the exception of certain expenditures related to Office/Operational items, the annual budget cannot be used as authorization or approval of actual payments to vendors. All payments related to Outreach purchases, activities, and events, Elections, NPGs, and CIPs must be considered and approved through separate board motions, not as part of the board approval of the annual budget.

The annual budget may be accepted as authorization for payment for certain monthly and recurring **Office/Operational expenditures only**, such as those listed below, when itemized in the Office/Operational Expenditure Category. Please see the sample itemized Office/Operational budget allocations next page.

1. Office lease payments
2. Office supplies and equipment expenses, not including inventory items
3. Storage facility lease payments
4. P.O. Box payments
5. Office telephone and Internet services
6. Refreshments/snacks for board/committee meetings
7. Website hosting and maintenance services
8. Professional meeting/office-related services, i.e. translators, minute-takers, audio services
9. Printing and copying for meetings/office-related purposes only
10. Printing NC business cards

The annual budget template form provided here is an optional tool. Your Neighborhood Council may submit its annual budget on a form different from this template as long as it only contains the same budget allocation Expenditures Categories listed above.

For more details on the Administrative Packet, Fiscal Year annual budget, and rollover of funds unspent at the end of the Fiscal Year, please review the Policies and Guidelines, Policy 1.1, found on our website: <https://clerk.lacity.org/neighborhood-council-funding-program>

*Sample Itemized Budget Allocations for
Office/Operational Expenditures*

Office/Operational Expenditures Category	
Office Rent (\$500/month x 12 months)	\$6,000.00
Office Supplies (paper, ink, staples, pens, binders, business cards, etc.)	\$500.00
Printer/Copy Machine Lease	\$1,500.00
Internet Service (Spectrum)	\$1,000.00
Telephone Service (Ooma)	\$500.00
Website Hosting and Maintenance	\$2,000.00
Printing and Photocopying for Meetings	\$500.00
Meeting Facility Fees (Riverside Elementary School)	\$2,000.00
Minute-Taker for Meetings (AppleOne)	\$1,500.00
Refreshments/Snacks for Meetings	\$1,500.00
Total Office/Operational Expenditures	\$17,000.00

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<h2>Sunland Tujunga</h2> <h3>Neighborhood Council Annual Budget for Fiscal Year 2019-2020</h3>	
Annual Budget Funds	\$ 42,000.00
Rollover Funds***	9,338.00***
Total Annual Budget Funds	42,000.00

Office/Operational Expenditures Category	
Office Storage Unit (\$450.00 x 12 Months)	6000.00
Meeting Facility Fees (Elks Lodge)	1750.00
Meeting Facility Fees (Sunland Park \$22 x 12)	265.00
Printing/Photocopying for Meetings/Outreach	2400.00
Minute Taking- AppleOne (\$150 x 12)	1800.00
Meeting Refreshments and Snacks (\$100 x 12)	1200.00
Internet Service-Spectrum TWC (\$125 x 12)	1500.00
Telephone Service- Ring Central (\$68 x 12)	816.00
Post Office Box for NC Mail	296.00
Total Office/Operational Expenditures	16,277.00

***The Funding Program will notify each NC of their Fiscal Year closing balance including available rollover funds, if any, on August 1st or next business day. Depending on when an NC submits its Admin Packet/annual budget, the NC may need to revise and resubmit its annual budget to account for any rollover funds received.

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Outreach Expenditures Category	
General Outreach Future 2019/2020 Expenditures	6533.00
National Night Out-Bolton Hall/Sunland Park @\$150	3000.00
NC Region Reps Outreach (4 Regions @ \$500 each	2000.00
Website Hosting/Maintenance-WebCorner (\$150 x 1	1800.00
Constant Contact (\$95.00 x 12)	1140.00
Valley Alliance Neighborhood Council Event-VANC	250.00
NC Congress	250.00
Budget Advocates	250.00
Empower LA Awards Event	250.00
Total Outreach Expenditures	15,473.00

Election Expenditures Category	
Total Election Expenditures	\$ 0.00

Neighborhood Purposes Grants (NPG) Expenditures Category	
Making It Happen, Inc (Holiday Event)	2500.00
Sunland-Tujunga Rotary 4th of July Parade	2500.00
Southern California Valley Disaster Prep Fair	250.00
Total NPG Expenditures	5,250.00

Community Improvement Projects (CIP) Expenditures Category	
Beautification Committee Projects	5000.00
Total CIP Expenditures	5,000.00

TOTAL BUDGET ALLOCATIONS	
Office/Operational Expenditures	16,277.00
Outreach Expenditures	15,473.00
Elections Expenditures	\$ 0.00
General and Operational Expenditures	31,750.00
Neighborhood Purposes Grants (NPG) Expenditures	5,250.00
Community Improvement Project (CIP) Expenditures	5,000.00
TOTAL EXPENDITURES FOR FISCAL YEAR 2019-2020	42,000.00

NEIGHBORHOOD COUNCIL FUNDING PROGRAM LEASES & AGREEMENTS

Please complete the following information, as applicable, for any leases or service agreements your NC currently has or plans on securing in the Fiscal Year involving office space, meeting space, storage facilities, P.O. Boxes, and/or website services. If sections below do not apply to your NC, please select NA on the sections that do not apply. If you have more than one Meeting Location, then please provide the same information on an additional page. The information provided on this form is to confirm leases or services that NC may currently have or that it would like to secure in the Fiscal Year. If a lease or service agreement needs to be drafted from the information provided, the NC board will be notified and advised to agendaize and approve the drafted agreement at a future board meeting; The approval the Administrative Packet/annual budget does not replace the vote the board will need to take to approve any actual agreement or lease, if drafted.

Office Lease:

<input type="checkbox"/> Existing(may need to renew agreement) <input type="checkbox"/> New(new agreement may be needed) <input type="checkbox"/> Donated <input type="checkbox"/> NA	
Property Name:	
Property Address:	
Property Owner:	
Property Owner Phone Number:	
Property Owner Email:	
Monthly Cost:	
Donation Value (if applicable):	

Board Meeting Location:

<input type="checkbox"/> Existing(may need to renew agreement) <input checked="" type="checkbox"/> New(new agreement may be needed) <input type="checkbox"/> Donated <input type="checkbox"/> NA	
Property Name:	
Property Address:	
Property Owner:	
Property Owner Phone Number:	
Property Owner Email:	
Do you pay for the meeting location?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Donation Value (if applicable):	

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Storage Facility:

<input type="checkbox"/> Existing(may need to renew agreement) <input checked="" type="checkbox"/> New(new agreement may be needed) <input type="checkbox"/> Donated <input type="checkbox"/> NA	
Facility Name/Owner	
Facility Address:	
Facility Owner Phone Number:	
Facility Owner Email:	
Name on Facility Account:	
Monthly Cost:	

P.O. Box:

<input type="checkbox"/> Existing(may need to renew agreement) <input checked="" type="checkbox"/> New(new agreement may be needed) <input type="checkbox"/> Donated <input type="checkbox"/> NA	
Property Name/Owner:	
NC P.O. Box Address	
Property Owner Address:	
Property Owner Phone Number:	
Property Owner Email:	
Name on P.O. Box Account:	
Monthly Cost:	

Website Services:

<input checked="" type="checkbox"/> Existing(may need to renew agreement) <input type="checkbox"/> New(new agreement may be needed) <input type="checkbox"/> Donated <input type="checkbox"/> NA	
Name of Website Services Provider:	WebCorner
Service Provider Address:	19509 Ventura Blvd
Service Provider Phone Number:	818 345-7443
Service Provider Email:	anna@thewebcorner.com
Type of Services Provided:	WEbsite Hosting, Updates. Maintenance and Email Hosting
Monthly Cost:	\$ 150.00

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