

# Sunland Tujunga Neighborhood Council

7747 Foothill Blvd., #101 Tujunga, CA 91042 - (818) 951-7411 FAX (818) 951-7412

E-mail: [secretary@stnc.org](mailto:secretary@stnc.org)



## General Meeting Agenda

Wednesday, July 11, 2018 – 6:30 PM

North Valley City Hall

7747 Foothill Blvd., Tujunga, CA 91042

### Code of Conduct

- |   |   |
|---|---|
| 1. Silence cell phone. No cell phone conversations. Limit texting.      | 5. Present issues in a way that promotes mutual discussion and resolution.      |
| 2. Raise hand and wait to be acknowledged by chair to speak.            | 6. Treat on another with dignity and respect.                                   |
| 3. No side conversations, please. Keep to subject matter on the agenda. | 7. Show respect for time and opinion.   |
| 4. Keep language and tone appropriate and respectful.                   | 8. Think, speak and act in the best interest of the community and stakeholders. |
|   | 9. Assume positive intent.  |

1. Call to Order and Pledge of Allegiance (2)
2. Announcements, Roll Call and Quorum (2)
3. Event Announcements- 1 min per speaker (10)
4. Public Comment on Non-Agenda items within the Board's subject matter jurisdiction. 2 min per speaker
5. Public Official and Community Representative Announcements (20)
6. **DISCUSSION/ACTION: Swearing in of Region 2 Representative and Group Representative**
7. **DISCUSSION/ACTION: Appoint Treasurer.** (According to the Bylaws: 1. Any stakeholders or board members interested in filling the vacant position will be asked to submit a statement announcing their desire to fill the vacancy and their qualifications to do so. These may be submitted in person to the STNC office or by email to [secretary@stnc.org](mailto:secretary@stnc.org). They must be submitted at least 24 hours in advance of the next General meeting.) 2. The Treasurer shall be responsible for holding the monies of the STNC, and for maintaining records of income and expenditures and current balance and keeping the records current. The Treasurer shall comply with Generally Accepted Accounting Principles (GAAP) requirements and shall file the Department's required quarterly reports and all other paperwork and reports required by the Department in a timely manner. 3. The position is open to: stakeholders who live, work, own property in the neighborhood or those who declare a stake in the neighborhood as a community interest stakeholder or who are identified by participation in business, educational, faith-based, community service, youth and special interest organizations that are located or that meet regularly within the STNC boundaries and are 16 years old at the time of filing for candidacy.
8. Approval of Previous Board Meeting Minutes (2)
9. **DISCUSSION / ACTION: To approve Budget & Finance Committee recommendations: TREASURER'S REPORT (5 minutes)**
  - a. Action/ Discussion: Board approval of STNC 2018-2019 Administrative Packet and Fiscal Year 2018-19 Budget (10 minutes)

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<b>Total STNC Allocation</b>		<b>\$42,000</b>
Office Expenditures		
Phone (\$68 x 12)	816	
Copier (\$85 x 12)	1,020	
Board Minutes (\$185 x 12)	2,220	
Excess Copies & Paper	<u>600</u>	
Total Office / Monthly / Quarterly expenses		\$5,856 (13.9%)
Outreach Expenditures		
VANC/NC Congress/NCBA, ELA Awards	1,000	
Region Meet & Greets	1,500	
Constant Contact (\$70 x 12)	840	
STNC Website (\$150 x 12)	1,800	
Board/Committee Refreshments	1,220	(food, water)
Rotary Club - 4th of July Parade	1,600	
4th of July Fireworks	7,000	
Elections	<u>13,270</u>	
Total Outreach / Elections		\$27,010 (64.3%)
Community Improvement Projects		
Beautification Committee Projects	3,000	
Public Safety: National Night Out - Tujunga	1,500	
Public Safety: Monthly 1 hr First Aid Training	1,500	
Total Community Improvement Projects		\$6,000 (14.2%)
Neighborhood Purposes Grants	2,884	
Valley Disaster Preparedness Fair	250.00	
Total Neighborhood Purposes Grant		\$3,134 (7.4%)
<b>TOTAL:</b>		<b>42,000</b>
Clean Streets Challenge Funds available		1,750
<b>TOTAL ALL ALLOCATIONS</b>		<b>\$43,750</b>

c. Discussion and possible motion to approve Boardmember reimbursements

1. Hrant Vartzbedian \$158.78 for 4<sup>th</sup> of July decorations
2. Pati Potter for STNC phone bill - Ring Central \$66.31 for one month
3. Pati Potter - Constant Contact email newsletter \$140.00 for two months

d. Discussion and possible motion to approve the STNC Monthly Expenditure Reports for the months of May 2018 and June 2018. (5 minutes)

e. Action/Discussion: Board approval of up to \$1,500 for STNC National Night Out event supplies, video game bus and decorations to be held at Little Landers Park. STNC approved Event at June 2018 meeting. This event is sponsored by the Sunland-Tujunga Neighborhood Council and LAPD Foothill Division. STNC will coordinate and is a partial source of funds. *Budget category: Outreach* (5 minutes)



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f. Discussion and motion to approve and certify the Sunland-Tujunga Neighborhood Council's Inventory list is correct and complete, containing all items in the possession of STNC; as reported to the Department of Neighborhood Empowerment during Fiscal Year 2017-2018. Certification by the Neighborhood is requested to facilitate the transfer of Neighborhood Council oversight to the Office of the City Clerk, NC Funding Program effective July 1, 2018.

g. Consideration and possible action to approve the annual Self-Assessment form from the Department of Neighborhood Empowerment. Note that the Plan for Neighborhood Councils requires each council to assess its own operations each year. The Board is welcome to use a different format from the City form -- however, the City form must still be completed. (7m)

h. Consideration and possible action to approve the recommendations of the STNC Budget & Finance Committee:

- a. Approve recurring monthly expenses included in the adopted Fiscal Year 18-19 STNC Budget that are paid by credit card or check payment: Constant Contact \$70; Ring Central up to \$68; Web Corner \$150; refreshments up to \$102; Insight Copier up to \$90.
- b. Approve STNC board minute taker Bridgegap or other approved City vendor up to \$185 per meeting until new vendor contract is finalized.

10. **Presentation:** Finished banners from Ad Hoc Safe Streets committee: projected dates for installation, outreach survey, and other efforts to create public awareness of our Safe Streets campaign.

11. **DISCUSSION:** Introduce NC Reforms Motion and submit survey comments on behalf of the STNC board. Board will vote to approve a CIS at a future STNC board meeting.

12. **ANNOUNCEMENT:** STNC Elections will take place in 2019 and the STNC will form an Elections Committee to present recommendations to the board regarding election location, outreach and collaboration with the Region 1 Neighborhood Councils, the City Clerk and other elections related details. The City Clerk will be conducting the STNC elections, date is not confirmed yet. STNC Budget & Finance committee will hold an open meeting to get the discussion and budget detail started and draft the Stipulation Worksheet. Seeking a chair on behalf of the STNC who is neutral, not running for office to chair the STNC Elections Committee or the board may consider paying for this service to the City vendor. If anyone is interested, please attend STNC meetings. All meetings will be open to the public.

13. Neighborhood Council Board and Committee Reports including Discussion/Possible Action

- a. Report: Neighborhood Council Budget Advocates by Rick Ramirez, Budget Advocate: North East Valley, Sandy Capps and Stephanie Mines Budget Reps for STNC.
- b. Report from representatives of VANC, LANCC or other NC Coalitions or Alliances
- c. Region & Group Representatives
  - i. Region 1, 2, 3, 4
  - ii. Historic Preservation
  - iii. Ham Radio
  - iv. Homeless
  - v. Armenian Cultural Sasoon
  - vi. Armenian National Committee
  - vii. Business Association
  - viii. Neighborhood Watch
  - ix. The Hub Church
- d. Land Use Committee:
  - i. Announcements: Verizon will be returning to the LUC on July 17 with an updated presentation regarding 10638 Oro Vista WTF cell tower application. Applicant/Owner

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will present plans regarding a new single family residence at 6152 Sister Elsie, Tujunga.  
New application received for Conditional Use at 7125 Foothill for market and liquor store.

- e. Outreach Committee
  - i. New Outreach Committee Members
  - ii. New meeting day – 4<sup>th</sup> Thursday of the month
- f. Youth Advisory Council
  - i. Lydia to lead this effort
- g. Sunland-Tujunga Arts, Recreation and Culture Committee (STARC)
- h. Women Empowering Sunland-Tujunga (WEST) Committee
  - i. How to Fill out Financial Aid Application Event – 9/15/18 11-12:30 NVCH Request \$150 for Refreshments
- i. Sunland-Tujunga Emergency Preparedness (STEP) Committee
  - i. Motion to approve up to \$250 Neighborhood Purposes Grant for the September 29, 2018 Emergency Preparedness Fair
  - ii. Request up to \$1,500 total for costs related to holding Monthly 1 hr First Aid Training every 4th Thursday with a local eatery food theme.  
Example : Tourniquets and Tacos for August  
Community learns a perishable skill and gets to eat a local dinner item.
- j. Beautification Committee
  - i. Requesting Water and ice to finish the Welcome Garden Project up to \$50
- k. Animal Issues Committee
- l. Education Committee:
  - i. Motion to approve Verdugo Hills Pool letter
  - ii. Update from the Town Hall
  - iii. Second Town hall
  - iv. Baseball team certificates (August)

ANNOUNCEMENT: Neighborhood Council Congress is Saturday, September 22, 2018. Registration will open August 11.

Closing Comments, Acknowledgements, and Adjournment. (1)

Adjourn by 9:00 p.m.

Posted 7/08/18; Remove after 7/12/18

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PUBLIC INPUT AT NEIGHBORHOOD COUNCIL MEETINGS – The public is requested to fill out a “Speaker Card” to address the Board 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 jurisdiction will be heard during the General Public Comment period. Please note that under the Brown Act, the Board 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 meeting. Public comment is limited to 2 minutes per speaker, unless adjusted by the presiding officer of the Board.

PUBLIC POSTING OF AGENDAS - STNC agendas are posted for public review as follows:

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- At Sunland Tujunga Neighborhood Council Office, 7747 Foothill Blvd #101, Tujunga, CA. 91042
- At [www.stnc.org](http://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>

THE AMERICANS WITH DISABILITIES ACT - As a covered entity under Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and, upon request, will provide reasonable accommodation to ensure equal access to its programs, services and activities. Sign language interpreters, assistive listening devices and other auxiliary aids and/or services, may be provided upon request. To ensure availability of services, please make your request at least 3 business days (72 hours) prior to the meeting you wish to attend by contacting Sevada Hemelians, Board Secretary, at (818) 951-7411 or email via [secretary@stnc.org](mailto:secretary@stnc.org).

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: [stnc.org](http://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 Sevada Hemelians, Board Secretary, at (818) 951-7411 or email via [secretary@stnc.org](mailto:secretary@stnc.org).

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 STNC Bylaws. The Bylaws are available on the STNC.org website or at EmpowerLA.org.

SERVICIOS DE TRADUCCION – Si requiere servicios de traducción, favor de avisar al Concejo Vecinal 3 días de trabajo (72 horas) antes del evento. Por favor contacte, STNC Secretary, al (818) 951-7411 o por correo electrónico [secretary@stnc.org](mailto:secretary@stnc.org)."



# SUNLAND-TUJUNGA NEIGHBORHOOD COUNCIL

**General Board Meeting MINUTES**  
**Wednesday, June 13, 2018**  
**6:30PM**  
**(DRAFT)**

**Meeting Location:**  
 North Valley City Hall  
 7747 Foothill Blvd, Tujunga, CA 91042

Board Member	Roll Call	Funding Vote Eligible*	Category	Seat
Andonian, Rita	Present (Appointed at 8:30PM)	NO	Representative	SG
Adran, Linda	Present (6:50PM)	YES	Representative	R2
Anderson, Amelia	Present (7:00PM)	YES	Representative	SG
Boyadjian, Chris	Present (Appointed at )	NO	Representative	R2
Barron, David	Absent	YES	Representative	R3
Bradley, Charlie 1 <sup>st</sup> Vice President	Present (7:20PM)	YES	Vice President	1st
Cleghorn, Cindy Treasurer	Present	YES	Treasurer	T
Grant, Lydia	Absent**	YES	Representative	R4
Hemelians, Sevada Secretary	Present	YES	Secretary	S
Hitt, Marlene	Present	YES	Representative	SG
Hussion, Janelle 2 <sup>nd</sup> Vice President	Present	YES	Vice President	2nd
Kramer, Pat	Present	YES	Representative	R1
McArdle-Potter, Pati	Present	YES	Representative	R4
Miranian, Edwin	Absent	YES	Representative	SG
Orudyan, Ana	Present (7:30PM)	YES	Representative	R1
Petersen, Aaron	Absent	YES	Representative	SG
Ramirez, Ricardo	Present	YES	Representative	R3
Seigel, Mark	Present	YES	Representative	SG
Stangel, Dana President	Present	YES	President	P
Vartzbedian, Hrant	Present (8:01PM)	YES	Representative	SG
Von Gunten, Jon	Present	YES	Representative	SG
Vacant			Parliamentarian	SG
<b>TOTAL: 21</b>	<b>10 PRESENT, 11 ABSENT</b>			

\*Funding vote eligibility key: **A**=age less than 18 yrs.; **E**=Ethics training; **F**=Funding training; **N**=not taken; **X**=expired  
 \*\* Advance notice given for absence

1. Call to Order and Pledge of Allegiance- Meeting was called to order at 6:41PM by STNC President Stangel. The Pledge of Allegiance was led by Ms. Stangel. Ms. Stangel announced that there was very busy agenda and that she was moving Item 18.1 to be the first item on the agenda as stakeholders and representatives of the project were in attendance. Ms. Stangel asked the Board if she should go to public comment or agenda Item 18.1. There was a vocal consensus that the Board move to Item 18.1

No roll call was taken, but there were only ten Boardmembers present. There was no quorum.

There were twenty-three stakeholders present.

Item 18.1 was moved to Item 2.

Ms. Stangel announced Item 18.1 and then asked Ms. Cleghorn to move the motion.

Item 18.1 6477 Foothill Blvd - Comment Letter regarding application for drive-thru car wash at Tujunga Canyon Place and Foothill Blvd. The comment letter was distributed to the Board and the motion was read.

Boardmember Adran joined the meeting at 6:50PM. Quorum was met.

Boardmember Anderson joined the meeting at 7:00PM.

Boardmember Bradley joined the meeting at 7:20PM.

Boardmember Orudyan joined the meeting at 7:30PM.

Public comment: Rafi Sapanian, Dina Van Ark, Hiak Azarian, Arnie Abramyan, Kelly Hurst, Kinard Shirvanian, Sonia Tatulian, Stephanie Vines, Garby Hargopian, Arez Parseghian, Lloyd Hamner, Armen Kazanjian, Rafi Sapanian, Benjamin Fisk

<b>STNC ITEM 18.1 Motion to send comment letter Moved: Cleghorn Second: Kramer Motion to Postpone Moved: Stangel Second: Adran</b>				
<b>Yes – 13</b>	<b>No – 00</b>	<b>Abstain – 01</b>	<b>Not Eligible- 00</b>	<b>Absent –05</b>
Adran, Anderson, Bradley, Cleghorn, Hemelians, Hitt, Hussion, Kramer, McArdle, Orudyan, Ramirez, Stangel, Von Guten	NONE	Seigel	NONE	Barron, Grant, Miranian, Petersen, Vartzbedian

Item 18.1 was postponed to a future date.

Ms. Stangel returned the meeting to Item 2.

2. Announcements, Roll Call, and Quorum- No roll call was taken when the meeting returned to Item 2.

Ms. Stangel proceeded to move to Item 5a and invited SLO Caloca to give her report on crime in the community.

Item 5a SLO Caloca, LAPD- Decrease of crime of 8% in the area, but property crime and robberies are up and we can all help to reduce property crime by taking precautions to secure our property and make our area a harder target. Criminals will move on to a different area. The LAPD HOPE team was out today in Tujunga. LAPD will have a taskforce for illegal fireworks during the holiday week. There will also be a clergy council meeting on June 26, 2018 @ 6:00PM at New Hope Church on Ora Vista. There is an increase of graffiti in the area, but no increase in gang activity.

Ms. Stangel returned the meeting to Item 3.

3. Event Announcements- 1 min per speaker

- a. Doc David DeMulle- Los Angeles County Emergency Booklets are available from the county.
- b. Sandy Katz- Emergency Preparedness Committee June 21, 2018 @ 6:00PM meeting on neighborhood readiness.
- c. Dawn Jenkins, McGroarty Arts Center- June Art Fair on June 23, 2018, Summer Session, Free Concert, Burger Beer and Band Night August 25, 2018 [www.mcgroartyartscenter.org](http://www.mcgroartyartscenter.org)
- d. Rosalee Torrez, Mission College- registration for classes starts July 16, 2018 from 2:00PM-4:00PM for four classes at the satellite campus on Foothill.
- e. Regina Clark, Bolton Hall- July 27, 2018 Museum by Moonlight 6:00PM-midnight, it is a free event.
- f. Karen Von Guten, Little Landers Society- Chasing History July 14, 2018 2:30PM

4. Public Comment on Non-Agenda items within the Board’s subject matter jurisdiction.
  - a. Marina Hatfield- Update of Mt. Gleason Middle School
  - b. Jean ?- title II coordinator at Mt. Gleason Middle School
  - c. Joey Hancock- concern with 33’ cell tower near school.
  - d. Regina Clark- Thanked the Board for the NPG for the Little Landers Society.
  - e. Amelia Anderson- Garcetti’s Homeless off the streets program, 20 million dollars
  - f. Ricardo Benitez- Candidate for Assembly
  - g. Ron ?, Chamber of Commerce, enjoy free fireworks
  
5. Public Official and Community Representative Announcements (20)
  - a. Item moved to before item 3.
  
  - b. FD Jason Maruca, County Supervisor Kathryn Barger: update of the homeless count results for the district: 3% decrease, 16% chronic homeless, 18% drop in Veteran homeless, 22% increase in 62 and older. Waiting on targeted numbers for the community and then will distribute.
  
  - c. FD Eve Sinclair, Office of Monica Rodriguez: nearing 1 year anniversary, budget cycle wins- secured \$2.5 million to remodel North Valley City Hall, Sunland Park improvements, grant for exercise equipment, construction to start shortly, other improvements include new lighting, regrading rec center (flooding issue), donation by basketball team for outdoor basketball court, lighting project underway, slowdown signs, automated litter bins added (12 in Sunland-Tujunga), few events- Ciclaviva June 24, summer movie night series (7/13- Beetlejuice, 8/10-Book of life, 8/17-Jaws)
  
6. **DISCUSSION/ACTION: Appoint Group Representative. Mr.** Bradley read the motion and the requirements of the position. The position had one applicant, Rita Andonian, representing ANCA, Tujunga Chapter.  
**Public comment: No public comment**

<b>STNC ITEM 6 Motion to appoint Rita Andonian to the Group Representative Moved: Stangel Second: Bradley</b>				
<b>Yes – 13</b>	<b>No – 00</b>	<b>Abstain – 02</b>	<b>Not Eligible- 00</b>	<b>Absent – 04</b>
Anderson, Bradley, Cleghorn, Hemelians, Hitt, Hussion, Kramer, McArdle, Orudyan, Ramirez, Stangel, Vartzbedian, Von Guten	NONE	Adran, Seigel	NONE	Grant, Barron, Miranian, Petersen

7. **DISCUSSION/ACTION: Appoint Region 2 Representative. Mr.** Bradley read the motion and the requirements of the position. The position had one applicant, Christopher Boyadjian, who is a resident of Region 2.  
**Public comment: No public comment**

<b>STNC ITEM 7 Motion to appoint Christopher Boyadjian to Region 2 Representative Moved: Hemelians Second: Hussion</b>				
<b>Yes – 15</b>	<b>No – 00</b>	<b>Abstain – 00</b>	<b>Not Eligible- 01</b>	<b>Absent – 04</b>
Adran, Anderson, Bradley, Cleghorn, Hemelians, Hitt, Hussion, Kramer, McArdle, Orudyan, Ramirez, Seigel, Stangel, Vartzbedian, Von Guten	NONE	NONE	Andonian	Grant, Barron, Miranian, Petersen

8. **DISCUSSION/ACTION: Announcement of Treasurer Position opening.** (According to the Bylaws: 1. Any stakeholders or board members interested in filling the vacant position will be asked to submit a statement announcing their desire to fill the vacancy and their qualifications to do so. These may be submitted in person to the STNC office or by email to [secretary@stnc.org](mailto:secretary@stnc.org). They must be submitted at least

24 hours in advance of the next General meeting.) 2. The Treasurer shall be responsible for holding the monies of the STNC, and for maintaining records of income and expenditures and current balance and keeping the records current. The Treasurer shall comply with Generally Accepted Accounting Principles (GAAP) requirements and shall file the Department’s required quarterly reports and all other paperwork and reports required by the Department in a timely manner. 3. The position is open to: stakeholders who live, work, own property in the neighborhood or those who declare a stake in the neighborhood as a community interest stakeholder or who are identified by participation in business, educational, faith-based, community service, youth and special interest organizations that are located or that meet regularly within the STNC boundaries and are 16 years old at the time of filing for candidacy.

**NO Action**

- 9. ANNOUNCEMENT: STNC Elections will take place in 2019 and the STNC will form an Elections Committee to present recommendations to the board regarding election location, outreach and collaboration with the Region 1 Neighborhood Councils, the City Clerk and other elections related details. The City Clerk will be conducting the elections, date is not confirmed yet. The STNC board will vote on its Stipulation Worksheet at the July 11, 2017 meeting.

ANNOUNCEMENT: Neighborhood Council Congress is Saturday, September 22, 2018. Registration will open August 11, 2018.

ANNOUNCEMENT: STNC Inventory is due August 1. The Budget & Finance Committee will present for board approval at the July 11, 2018 meeting

- 10. PRESENTATION: **Republic Services Susanne Passantino, Project Manager - L.A. City Trash Hauling for Commercial and Multi-family.** Sunland-Tujunga area updates including who to call and how the program is doing. Q&A (10 minutes)

**Susanne Passantino**, Project Manager, City of Los Angeles  
 9200 Glenoaks Blvd. Sun Valley, CA 91352  
 e [spassantino@republicservices.com](mailto:spassantino@republicservices.com)

- 818.683.1607 c 818.974.5136 f 866.224-0985 w [www.RepublicServices.com](http://www.RepublicServices.com)

During the presentation, it was disclosed that Republic Services, the contractor for hauling services, has two zones including the North East Valley. The presenter left contact info and welcome packets which are also available on the website. Trash gets hauled to Sunshine Canyon landfill and recycled materials as transferred to a facility in Anaheim. As the second phase is implemented, businesses will be required to have a Republic recycle bin which will help offset the costs of operations. Republic Services will be increasing the number of trucks in the area during the transition period and will be rerouting truck routes to be more efficient.

- 11. **DISCUSSION / ACTION: To approve Budget & Finance Committee recommendations:**

- 1. Approve May Monthly Expenditure Report (MER). Motion to postpone  
 Public comment: No public comment

<b>STNC ITEM 11.1 Motion to postpone Moved: Cleghorn Second: Bradley</b>				
<b>Yes – 12</b>	<b>No – 03</b>	<b>Abstain – 00</b>	<b>Not Eligible-02</b>	<b>Absent – 04</b>
Adran, Anderson, Bradley, Hemelians, Hitt, Hussion, Kramer, Orudyan, Ramirez, Stangel, Vartzbedian, Von Guten	Seigel, McArdle, Cleghorn	NONE	Andonian, Boyadjian	Grant, Barron, Miranian, Petersen

2. Approve National Night Out at Little Landers Park as STNC event on August 7, 2018 (first Tuesday in August) and funding in the amount up to \$1,500 to cover cost of food and water. Funding will come out of the FY18-19 budget.

Public comment: No public comment

<b>STNC ITEM 11.2 Motion to fund National Night Out at Little Landers Park. Funding will come out of FY 2018-2019. Moved: Cleghorn Second: Ramirez</b>				
<b>Yes – 13</b>	<b>No – 01</b>	<b>Abstain – 01</b>	<b>Not Eligible-02</b>	<b>Absent – 04</b>
Adran, Anderson, Bradley, Cleghorn, Hitt, Hemelians, Kramer, McArdle, Orudyan, Ramirez, Seigel, Stangel, Von Guten	Hussion	Vartzbedian	Andonian, Boyadjian	Grant, Barron, Miranian, Petersen

3. Approve \$263 for moving copier and pay by credit card from FY17-18 budget.

Public comment: No public comment

<b>STNC ITEM 11.3 Motion to approve \$263 for copy move and set up. Moved: Cleghorn Second: Kramer</b>				
<b>Yes – 14</b>	<b>No – 00</b>	<b>Abstain – 01</b>	<b>Not Eligible-02</b>	<b>Absent – 04</b>
Adran, Anderson, Bradley, Cleghorn, Hitt, Hemelians, Hussion, Kramer, McArdle, Orudyan, Ramirez, Seigel, Stangel, Von Guten	NONE	Vartzbedian	Andonian, Boyadjian	Grant, Barron, Miranian, Petersen

4. Approve \$1,200 Web Corner proposal to update STNC website and appoint ad-hoc website committee chaired by the secretary and treasurer and include one more board member and two-four stakeholders. Focus will be to review and update the STNC.org website, working with the Web Corner, board and committee chairs on site updates and to be paid by credit card from FY17-18 budget.

Public comment: No public comment

<b>STNC ITEM 11.4 Motion to approve \$1200 for Web Corner support. Moved: Cleghorn Second: Kramer</b>				
<b>Yes – 14</b>	<b>No – 00</b>	<b>Abstain – 01</b>	<b>Not Eligible-02</b>	<b>Absent – 04</b>
Adran, Anderson, Bradley, Cleghorn, Hitt, Hemelians, Hussion, Kramer, McArdle, Orudyan, Ramirez, Seigel, Stangel, Von Guten	NONE	Vartzbedian	Andonian, Boyadjian	Grant, Barron, Miranian, Petersen

5. Approve board member Dana Stangel reimbursement in the amount of \$189.25 to cover the cost of refreshments for the Board Retreat held May 19, 2018 to be paid by check.

Public comment: No public comment

<b>STNC ITEM 11.5 Motion to approve \$189.25 to reimburse Dana Stangel Moved: Cleghorn Second: Hemelians</b>				
<b>Yes – 14</b>	<b>No – 00</b>	<b>Recused – 01</b>	<b>Not Eligible-02</b>	<b>Absent – 04</b>
Adran, Anderson, Bradley, Cleghorn, Hemelians, Hitt, Hussion, Kramer, McArdle, Orudyan, Ramirez, Seigel, Vartzbedian, Von Guten	NONE	Stangel	Andonian, Boyadjian	Grant, Barron, Miranian, Petersen

6. Approve board member Linda Adran reimbursement in the amount of \$33.90 to cover the cost of coffee for the board retreat held May 19, 2018 to be paid by check.

Public comment: No public comment



<b>STNC ITEM 11.6 Motion to approve \$33.90 to reimburse Linda Adran Moved: Cleghorn Second: Bradley</b>				
<b>Yes – 14</b>	<b>No – 00</b>	<b>Recuse – 01</b>	<b>Not Eligible-02</b>	<b>Absent – 04</b>
Anderson, Bradley, Cleghorn, Hemelians, Hitt, Hussion, Kramer, McArdle, Orudyan, Ramirez, Seigel, Stangel, Vartzbedian, Von Guten	NONE	Adran	Andonian, Boyadjian	Grant, Barron, Miranian, Petersen

7. Review outreach committee recommendation for up to \$800 for board t-shirts in time for the July 4, 2018 parade FY 17-18  
Public comment: No public comment

<b>STNC ITEM 11.7 Motion to purchase \$800 for Board t-shirts Moved: Hussion Second: Von Guten</b>				
<b>Yes – 14</b>	<b>No – 00</b>	<b>Abstain – 01</b>	<b>Not Eligible-02</b>	<b>Absent – 04</b>
Adran, Bradley, Cleghorn, Hemelians, Hitt, Hussion, Kramer, McArdle, Orudyan, Ramirez, Seigel, Stangel, Vartzbedian, Von Guten	NONE	Anderson	Andonian, Boyadjian	Grant, Barron, Miranian, Petersen

8. Review up to \$200 for signs and decorations for the July 4, 2018 parade FY 17-18  
Public comment: No public comment

<b>STNC ITEM 11.8 Motion to purchase \$200 for signs and decorations Moved: Hussion Second: Vartzbedian</b>				
<b>Yes – 14</b>	<b>No – 00</b>	<b>Abstain – 01</b>	<b>Not Eligible-03</b>	<b>Absent – 04</b>
Adran, Anderson, Bradley, Cleghorn, Hemelians, Hitt, Hussion, Kramer, McArdle, Orudyan, Seigel, Stangel, Vartzbedian, Von Guten	NONE	Ramirez	Andonian, Boyadjian	Grant, Barron, Miranian, Petersen

9. Review \$500 request for new STNC EZ Up from FY17-18 budget for the 4th of July because all other EZ Ups are damaged or have missing / broken parts FY 17-18  
Public comment: No public comment

<b>STNC ITEM 11.9 Motion to approve \$500 for new EZ-Ups Moved: Hemelians Second: Hussion</b>				
<b>Yes – 14</b>	<b>No – 00</b>	<b>Abstain – 01</b>	<b>Not Eligible-02</b>	<b>Absent – 04</b>
Adran, Bradley, Cleghorn, Hemelians, Hitt, Hussion, Kramer, McArdle, Orudyan, Ramirez, Seigel, Stangel, Vartzbedian, Von Guten	NONE	Anderson	Andonian, Boyadjian	Grant, Barron, Miranian, Petersen

10. Review possible request for up to \$1,500 for outreach items to use for Sunland Park events FY 17-18 or 18-19 **ITEM POSTPONED.**
11. Review possible request for \$5,000 remainder funds for recommendation to NC Congress  
Public comment: No public comment

<b>STNC ITEM 11.11 motion to fund Congress for \$5000 Moved: Cleghorn Second: Bradley</b>				
<b>Yes – 15</b>	<b>No – 00</b>	<b>Abstain – 00</b>	<b>Not Eligible-02</b>	<b>Absent – 04</b>
Adran, Anderson, Bradley, Cleghorn, Hemelians, Hitt, Hussion, Kramer, McArdle, Orudyan, Ramirez, Seigel, Stangel, Vartzbedian, Von Guten	NONE	NONE	Andonian, Boyadjian	Grant, Barron, Miranian, Petersen

12. Review Bridgegap invoice in the amount of \$180.18 for May 2018 board meeting minutes FY 17-18  
Public comment: No public comment

<b>STNC ITEM 11.12 Motion to pay Bridgegap for \$180.18 Moved: Cleghorn Second: McArdle</b>				
<b>Yes – 10</b>	<b>No – 03</b>	<b>Abstain – 03</b>	<b>Not Eligible-02</b>	<b>Absent – 04</b>
Bradley, Cleghorn, Hemelians, Hitt, Kramer, McArdle, Orudyan, Seigel, Stangel, Von Guten	Vartzbedian, Adran, Hussion	Adran, Ramirez, Anderson	Andonian, Boyadjian	Grant, Barron, Miranian, Petersen

13. Request from the City Clerk to increase funding limit to \$5,000 per day on credit card to be able to cover final week expenditures if necessary. **Motion removed.**

12. RECOMMENDATION/ACTION: Add Sevada Hemelians as an approved 3<sup>rd</sup> Alternate Signer for the STNC.  
Public comment: No public comment

<b>STNC ITEM 12 Motion to appoint Sevada Hemelians as 3<sup>rd</sup> signer. Moved: Stangel Second: Vartzbedian</b>				
<b>Yes – 15</b>	<b>No – 00</b>	<b>Abstain – 00</b>	<b>Not Eligible-02</b>	<b>Absent – 04</b>
Adran, Anderson, Bradley, Cleghorn, Hemelians, Hitt, Hussion, Kramer, McArdle, Orudyan, Ramirez, Seigel, Stangel, Vartzbedian, Von Guten	NONE	NONE	Andonian, Boyadjian	Grant, Barron, Miranian, Petersen

13. DISCUSSION/ACTION: Consider moving forward with the Ad Hoc Safe Streets Committee's approved artwork for street pole banners.  
Public comment: No public comment

<b>STNC ITEM 13 Motion to approve invoice #05108 to Sunland Printing and artwork for banners Moved: Kramer Second: Von Guten</b>				
<b>Yes – 14</b>	<b>No – 01</b>	<b>Abstain – 00</b>	<b>Not Eligible-2</b>	<b>Absent – 04</b>
Adran, Anderson, Bradley, Cleghorn, Hemelians, Hitt, Kramer, McArdle, Orudyan, Ramirez, Seigel, Stangel, Vartzbedian, Von Guten	Hussion	NONE	Andonian, Boyadjian	Grant, Barron, Miranian, Petersen

Boardmember Seigel left the meeting at 10:20PM.  
Boardmember Adran left the meeting at 10:30PM.

Ms. Stangel moved to item 15.

15. DISCUSSION/ACTION: Appoint two Budget Advocates from STNC. Budget Advocates will be required to attend Budget Day all day on June 23, 2018 at City Hall, attend Budget Advocates meetings held at least once a month in person or by phone, participate in meetings with the mayor and city departments regarding the annual city budget to assist in the annual report on the delivery of city services; provide reports and recommendations to the STNC board.  
Public comment: No public comment

<b>STNC ITEM 15 Motion to appoint Stephanie Vines and Sandy Capp as Budget Representatives Moved: Stangel Second: Bradley</b>				
<b>Yes – 13</b>	<b>No – 00</b>	<b>Abstain – 00</b>	<b>Not Eligible-02</b>	<b>Absent – 06</b>
Anderson, Bradley, Cleghorn, Hemelians, Hitt, Hussion, Kramer, McArdle, Orudyan, Ramirez, Stangel, Vartzbedian, Von Guten	NONE	NONE	Andonian, Boyadjian	Grant, Barron, Miranian, Petersen, Adran, Seigel

Ms. Stangel returned to item 14.

14. DISCUSSION/ACTION: Confirm the Homeless Committee Members and Details of the Committee Meetings  
Public comment: Female stakeholder

<b>STNC ITEM 14 Motion to confirm committee members Moved: Stangel Second: Bradley</b>				
<b>Yes – 13</b>	<b>No – 00</b>	<b>Abstain – 00</b>	<b>Not Eligible-02</b>	<b>Absent – 06</b>
Anderson, Bradley, Cleghorn, Hemelians, Hitt, Hussion, Kramer, McArdle, Orudyan, Ramirez, Stangel, Vartzbedian, Von Guten	NONE	NONE	Andonian, Boyadjian	Grant, Barron, Miranian, Petersen, Adran, Seigel

Names of new members will be sent by email to Ms. Stangel.

16. DISCUSSION/ACTION: Appoint one DWP MOU liaison and one alternate from the STNC. Attend bi-monthly meeting of the DWP MOU committee held on the first Saturday of the month at 8:30 a.m. and report back to the STNC. (Note: previous liaison resigned and Nina Royal is the alternate)  
Public comment: No public comment

<b>STNC ITEM 16 Appoint Nina Royal as DWP MOU Liaison Moved: Cleghorn Second: Kramer</b>				
<b>Yes – 13</b>	<b>No – 00</b>	<b>Abstain – 00</b>	<b>Not Eligible-02</b>	<b>Absent – 06</b>
Anderson, Bradley, Cleghorn, Hemelians, Hitt, Hussion, Kramer, McArdle, Orudyan, Ramirez, Stangel, Vartzbedian, Von Guten	NONE	NONE	Andonian, Boyadjian	Grant, Barron, Miranian, Petersen, Adran, Seigel

17. DISCUSSION/ACTION: Appoint one DWP Committee liaison and one alternate from the STNC. Attend bi-monthly meeting of the DWP committee held on the first Saturday of the month at 8:30 a.m. and report back to the STNC.  
Public comment: No public comment

<b>STNC ITEM 17 Appoint Nina Royal as DWP Committee Liaison Moved: Cleghorn Second: Kramer</b>				
<b>Yes – 13</b>	<b>No – 00</b>	<b>Abstain – 00</b>	<b>Not Eligible-02</b>	<b>Absent – 06</b>
Anderson, Bradley, Cleghorn, Hemelians, Hitt, Hussion, Kramer, McArdle, Orudyan, Ramirez, Stangel, Vartzbedian, Von Guten	NONE	NONE	Andonian, Boyadjian	Grant, Barron, Miranian, Petersen, Adran, Seigel

18. DISCUSSION / ACTION: To approve Land Use Committee recommendations:

ITEM 18.1 moved to beginning of agenda.

Items 18.2 through 18.8 were grouped as one item for approval. The individual vote counts have been separated for clarity.

2. 7738 Foothill Blvd - Comment Letter regarding facade improvements and signage for all stores.  
Public comment: No public comment

<b>STNC ITEM 18.2 Motion to approve comment letter Moved: Stangel Second: Hussion</b>				
<b>Yes – 13</b>	<b>No – 00</b>	<b>Abstain – 00</b>	<b>Not Eligible-02</b>	<b>Absent – 06</b>
Anderson, Bradley, Cleghorn, Hemelians, Hitt, Hussion, Kramer, McArdle, Orudyan, Ramirez, Stangel, Vartzbedian, Von Guten	NONE	NONE	Andonian, Boyadjian	Grant, Barron, Miranian, Petersen, Adran, Seigel

3. Update comment letter and position regarding the proposed High Speed Train routes.

Public comment: No public comment

<b>STNC ITEM 18.3 Motion to update comment letter and position on HSR Moved: Stangel Second: Hussion</b>				
<b>Yes – 13</b>	<b>No – 00</b>	<b>Abstain – 00</b>	<b>Not Eligible- 02</b>	<b>Absent – 06</b>
Anderson, Bradley, Cleghorn, Hemelians, Hitt, Hussion, Kramer, McArdle, Orudyan, Ramirez, Stangel, Vartzbedian, Von Guten	NONE	NONE	Andonian, Boyadjian	Grant, Barron, Miranian, Petersen, Adran, Seigel

4. Comment letter regarding Process & Procedures Ordinance Public hearing will be June 26 6-8 p.m. comments are due by July 6<sup>th</sup>

Public comment: No public comment

<b>STNC ITEM 18.4 Motion to approve comment letter Moved: Stangel Second: Hussion</b>				
<b>Yes – 13</b>	<b>No – 00</b>	<b>Abstain – 00</b>	<b>Not Eligible- 02</b>	<b>Absent – 06</b>
Anderson, Bradley, Cleghorn, Hemelians, Hitt, Hussion, Kramer, McArdle, Orudyan, Ramirez, Stangel, Vartzbedian, Von Guten	NONE	NONE	Andonian, Boyadjian	Grant, Barron, Miranian, Petersen, Adran, Seigel

5. Letter recommending opposition to SB831

Public comment: no public comment

<b>STNC ITEM 18.5 Motion to approve comment letter Moved: Stangel Second: Hussion</b>				
<b>Yes – 13</b>	<b>No – 00</b>	<b>Abstain – 00</b>	<b>Not Eligible- 02</b>	<b>Absent – 06</b>
Anderson, Bradley, Cleghorn, Hemelians, Hitt, Hussion, Kramer, McArdle, Orudyan, Ramirez, Stangel, Vartzbedian, Von Guten	NONE	NONE	Andonian, Boyadjian	Grant, Barron, Miranian, Petersen, Adran, Seigel

6. Comment letter regarding CEQA Clearance

Public comment: No public comment

<b>STNC ITEM 18.6 Motion to approve comment letter Moved: Stangel Second: Hussion</b>				
<b>Yes – 13</b>	<b>No – 00</b>	<b>Abstain – 00</b>	<b>Not Eligible- 02</b>	<b>Absent – 06</b>
Anderson, Bradley, Cleghorn, Hemelians, Hitt, Hussion, Kramer, McArdle, Orudyan, Ramirez, Stangel, Vartzbedian, Von Guten	NONE	NONE	Andonian, Boyadjian	Grant, Barron, Miranian, Petersen, Adran, Seigel

7. Comment letter regarding CF17-1311 evaluation of the state of street related infrastructure recommending a consolidated citizen oversight to create a true infrastructure system. Ref: Laila Alequresh, Executive Advisor, Office of the CAO, City of Los Angeles, results and recommendations from the final study of the Public Works Infrastructure Programs.

Public comment: No public comment

<b>STNC ITEM 18.7 Motion to approve comment letter Moved: Stangel Second: Hussion</b>				
<b>Yes – 13</b>	<b>No – 00</b>	<b>Abstain – 00</b>	<b>Not Eligible- 02</b>	<b>Absent – 06</b>
Anderson, Bradley, Cleghorn, Hemelians, Hitt, Hussion, Kramer, McArdle, Orudyan, Ramirez, Stangel, Vartzbedian, Von Guten	NONE	NONE	Andonian, Boyadjian	Grant, Barron, Miranian, Petersen, Adran, Seigel

8. Comment letter regarding status of our new left turn signals on Foothill Blvd. that have been approved but not installed yet.

Public comment: No public comment

<b>STNC ITEM 18.8 Motion to approve comment letter Moved: Stangel Second: Hussion</b>				
<b>Yes – 13</b>	<b>No – 00</b>	<b>Abstain – 00</b>	<b>Not Eligible- 02</b>	<b>Absent – 06</b>
Anderson, Bradley, Cleghorn, Hemelians, Hitt, Hussion, Kramer, McArdle, Orudyan, Ramirez, Stangel, Vartzbedian, Von Guten	NONE	NONE	Andonian, Boyadjian	Grant, Barron, Miranian, Petersen, Adran, Seigel

19. DISCUSSION/ACTION: Review draft STNC Strategic, Budget and Outreach plan and submit recommendations to the Budget & Finance committee so the draft can be finalized at the July 11, 2018 board meeting. All committees need to agendize this item and provide minutes or recommendations by July 8, 2018 Committees need to bring back recommendations for next month’s meeting.
20. DISCUSSION: Introduce NC Reforms Motion and submit survey comments on behalf of the STNC board. Board will vote to approve a CIS at the July 11, 2018 STNC board meeting. Committees need to bring back recommendations for next month’s meeting.
21. Neighborhood Council Board and Committee Reports including Discussion/Possible Action
- a. Report: Neighborhood Council Budget Advocates by Rick Ramirez, Budget Advocate: North East Valley-Budget Day is June 23, 2018 at City Hall and breakfast will be provided.
  - b. Report from representatives of VANC, LANCC or other NC Coalitions or Alliances-No report
  - c. Region & Group Representatives-No report
  - d. Land Use Committee:
    - i. Announcements: Verizon will be returning to the LUC on July 17 with an updated presentation regarding 10638 Oro Vista WTF cell tower application. Applicant/Owner will present plans regarding a new single family residence at 6152 Sister Elsie, Tujunga.
  - e. Outreach Committee
    - i. Looking for 3 stakeholders to join the committee.
    - ii. The Board will be in the 4<sup>th</sup> of July Parade
    - iii. 4<sup>th</sup> of July Fireworks (need Boardmember sign up)
    - iv. Updates on Grocery Bags and Magnets will send out the information electronically.
  - f. Youth Advisory Council-No report
  - g. Sunland-Tujunga Arts, Recreation and Culture Committee (STARC) No report
  - h. Women Empowering Sunland-Tujunga (WEST) Committee
    - i. Kelly Hurst, new Committee Member
- Public comment: No public comment

<b>STNC ITEM 21 hi Motion to appoint Kelly Hurst to WEST Committee Moved: Stangel Second: Hussion</b>				
<b>Yes – 12</b>	<b>No – 00</b>	<b>Abstain – 01</b>	<b>Not Eligible- 02</b>	<b>Absent – 06</b>
Anderson, Bradley, Hemelians, Hitt, Hussion, Kramer, McArdle, Orudyan, Ramirez, Stangel, Vartzbedian, Von Guten	NONE	Cleghorn	Andonian, Boyadjian	Grant, Barron, Miranian, Petersen, Adran, Seigel

- i. Sunland-Tujunga Emergency Preparedness (STEP) Committee- No report
- j. Beautification Committee- No report
- k. Animal Issues Committee-No report
- l. Education Committee-No report
- m. Safe Streets Ad-Hoc Committee- Survey will be sent out

22. Closing Comments, Acknowledgements, and Adjournment.

<b>STNC ITEM 22 Motion to adjourn at 10:45PM Moved: Stangel Second: Hussion</b>				
<b>Yes – 13</b>	<b>No – 00</b>	<b>Abstain – 00</b>	<b>Not Eligible- 02</b>	<b>Absent – 06</b>
Anderson, Bradley, Cleghorn, Hemelians, Hitt, Hussion, Kramer, McArdle, Orudyan, Ramirez, Stangel, Vartzbedian, Von Guten	NONE	NONE	Andonian, Boyadjian	Grant, Barron, Miranian, Petersen, Adran, Seigel

Fiscal Year  
2018 -2019

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

Neighborhood Council: \_\_\_\_\_

## Summary

As the Neighborhood Councils (NCs) transition from Fiscal Year 2017-18 to Fiscal Year 2018-19, the Office of the City Clerk has identified the need for a more comprehensive approach to ensure a complete record of all items that support the NCs fiscal and administrative operations, to include an annual budget, office space requirements, etc. In an effort to make the submission and processing of these items simpler and more streamlined, this Office has created the 2018-19 Fiscal Year Administrative Packet.

## 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.

## Procedure

On a yearly basis, we will be requiring each NC to discuss, prepare and approve the Administrative Packet. Once the packet has been voted on by the board, the packet and the BAC is to be submitted to the NC Funding Program by the due date below.

Please complete the full packet and take board action to confirm the information. Each packet contains the following items listed below:

- Letter of Acknowledgement – Signed by all Financial Officers
- Completed Budget
- Request for Office Space, Meeting Space, Storage Facility, Post Office Box (P.O. Box), and Website Services

Please have a completed packet and the corresponding Board Action Certification (BAC) emailed to [clerk.ncfunding@lacity.org](mailto:clerk.ncfunding@lacity.org) by **July 30, 2018**.

As we await your packet submission, per NC Funding Policy 1.1 section 1.b, access to your funds will be limited to \$333.00, until the budget and all other requested documents (administrative packet) have been received.

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



**NEIGHBORHOOD COUNCIL FUNDING PROGRAM \**  
**LETTER OF ACKNOWLEDGEMENT**

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 PERSONS WHO ARE AUTHORIZED TO APPROVE EXPENSES OR TO REQUEST FUNDING.

**BANK CARD AGREEMENT OF RESPONSIBILITIES**

This document outlines the responsibilities that I, as the Neighborhood Council Bank Card Holder, 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 required for the conduct of official Neighborhood Council business only.
2. 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.
3. 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-

**Second Signer**

---

SIGNATURE OF THE 2<sup>nd</sup> SIGNER

---

DATE

---

PRINT NAME OF THE 2<sup>ND</sup> SIGNER

---

EMAIL

---

BOARD POSITION

---

PHONE NUMBER

**Bank Cardholder**

---

SIGNATURE OF THE BANK CARD HOLDER

---

DATE

---

PRINT NAME OF THE BANK CARD HOLDER

---

EMAIL

---

BOARD POSITION

---

PHONE NUMBER

**Alternate Signer** (If not applicable, please indicate “N/A”)

---

SIGNATURE OF THE ALTERNATE SIGNER

---

DATE

---

PRINT NAME OF THE ALTERNATE SIGNER

---

EMAIL

---

BOARD POSITION

---

PHONE NUMBER

## Neighborhood Council Budget Template

### Budget for Fiscal Year 2018-2019

This budget template is an optional tool, and your Neighborhood Council may submit a budget different from this template. Please note per the Neighborhood Council Funding Program Policies and Guidelines, Outreach, Elections, Community Improvement Projects, and Neighborhood Purposes Grants must be voted individually. A line item on the budget is not sufficient for Outreach, Elections, Community Improvement Projects, and Neighborhood Purposes Grants. For your convenience please find below the NC Funding Policy 1.1:

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#### NC Funding Program Policy 1.1 Annual Budget and Fiscal Year

"The fiscal year of the City shall begin on July 1 or each year and shall end on June 30 of the following year." City of Los Angeles, Charter Sec. 310.

As an entity of the City of Los Angeles, the NCs adhere to the same fiscal calendar as the City of Los Angeles. Each fiscal year, the NCs will be given access to their annual allocation through the Office of the City Clerk's prescribed method.

#### 1. Annual Budget

Pursuant to Los Angeles Administrative Code Section 22.810.1 (g), NCs are to spend the funds on the functions, operations, outreach, and projects of a NC. The budget is a plan for the utilization of resources and expenditures.

- a. The budget is comprised of three expenditure categories:
  - i. General and Operational Expenditures (comprised of three subcategories)
    1. Office/Operational
    2. Outreach
    3. Elections
  - ii. Neighborhood Purposes Grants
  - iii. Community Improvement Projects
- b. NCs must submit a budget to Department of Neighborhood Empowerment, with an electronic copy to the Office of the City Clerk, NC Funding Program.
  - i. NCs that have not submitted a Budget will be limited to \$333.00/month for General and Operational expenditures for 3 months. If a budget is not submitted by the 4th month of the fiscal year, the NC's funds will remain frozen.

#### 2. Annual Budget Specific Line Items

- a. The Office of the City Clerk will not accept specific line items in the annual budget as authorization for payments except for monthly recurring Office/Operations-related expenditures. These may include:
  - i. Office rent and office equipment lease payments
  - ii. Storage facility rent payments
  - iii. Telephone and Internet services
  - iv. Meeting refreshments and snacks
  - v. Website hosting and maintenance
  - vi. Professional services, i.e. translators and minute-takers for monthly meetings
- b. Outreach, Election, Neighborhood Purposes Grants, and Community Improvement Project expenditures require individual approval by the NC and cannot be authorized for payment in annual budgets as specific line items.

#### 3. Fiscal Year

The Fiscal Year begins on July 1 and ends on June 30 of the following year.



<b>Outreach Expenditures</b>	
<b>Total of Outreach Expenditures</b>	

<b>Election Expenditures</b>	
<b>Total Election Expenditures</b>	

<b>Community Improvement Projects</b>	
<b>Total Community Improvement Projects</b>	

<b>Neighborhood Purposes Grants</b>	
<b>Total Neighborhood Purposes Grants</b>	

<b>Total Budget Allocations</b>	
Subtotal Office Expenditure	
Subtotal Outreach Expenditures	
Subtotal Elections Expenditures	
Total Office, Outreach, and Election Expenditures	
Total Community Improvement Project Expenditures	
Total Neighborhood Purposes Grants Expenditures	
<b>Total Expenditure for FY 2018-2019</b>	

### Request for Administrative Agreements

To start or renew a lease agreement for your Office Space, Meeting Space, Storage facilities, P.O. Boxes, and/or Website services please complete this form. If sections of the form do not apply to your Neighborhood Council please select NA on the sections that do not apply. After a lease agreement has been drafted from the information provided, the board must agendaize and approve the agreement at a future meeting date. The information provided on this form is to request an agreement; the vote taken to request an agreement does not replace the final vote a board takes to approve all particular information related to an agreement.

#### Office Lease Agreement Request:

<input type="checkbox"/> Renewal <input type="checkbox"/> New <input type="checkbox"/> Donated <input type="checkbox"/> NA	
Address:	
Phone Number:	
Property Owner (if known):	
Property Owner Address (if known):	
Property Owner Email (if known):	
Projected Monthly Cost:	
Donation Value (if applicable):	

#### Board Meeting Location:

<input type="checkbox"/> Renewal <input type="checkbox"/> New <input type="checkbox"/> Donated <input type="checkbox"/> NA	
Address:	
Property Owner (if known):	
Property Owner Address (if known):	
Property Owner Email (if known):	
Do you pay for the meeting location?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Donation Value (if applicable):	

#### Storage Facility Agreement Request:

<input type="checkbox"/> Renewal <input type="checkbox"/> New <input type="checkbox"/> NA	
Name on Account:	
Storage Facility Address:	
Property Owner (if known):	
Property Owner Email (if known):	
Projected Monthly Cost:	

**PO Box Agreement Request:**

<input type="checkbox"/> Renewal <input type="checkbox"/> New <input type="checkbox"/> NA	
Name on Account:	
PO Box Address:	
Property Owner (if known):	
Property Owner Address (if known):	
Property Owner Email (if known):	
Projected Monthly Cost:	

**Website Services Request:**

<input type="checkbox"/> Renewal <input type="checkbox"/> New <input type="checkbox"/> NA	
Name of Website Services Provider:	
Service Provider Address:	
Service Provider Email:	
Service Provider Phone Number (if known):	
Type of Services Provided:	
Projected Monthly Cost:	





Cindy Cleghorn &lt;stnc.treasurer@gmail.com&gt;

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**Fwd: STNC 2017/2018 FISCAL YEAR INVENTORY**

2 messages

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**sacapps@verizon.net** <sacapps@verizon.net>

Tue, Jun 26, 2018 at 10:01 PM

To: billskiles@ca.rr.com, stnc.treasurer@gmail.com, janelle.stnc@gmail.com, dana.stnc@gmail.com, lannymc18@hotmail.com, nroyal9259@aol.com, patipstnc@ca.rr.com

All,

Here is the updated STNC inventory that Nancy put together from our inventory check for the 2017/2018 fiscal year. Thanks Nancy!

The Canon video camera was added and so far until we get confirmation from City clerk looks like it just never got added to inventory list back in 2013 when originally purchased. Last June 2017 a motion and vote went towards \$400 to fix camera since it's not able to accept an SD media card per Mark Seigel. Since nothing went forward on it, maybe this item could be put back on agenda this year and someone assigned to take the handle on seeing what needs to be done to fix it, then update the board to decide.

The only other inventory item is the old EZ ups.

1 is in office (it's beat, but I'd like to bring it home and see if Mr Capps could fix it) and the other was missing. Does anyone know if it's broken as well? If so can we locate it and if these are not fixable we can either save or salvage them.

Also if I could recommend using an inventory sign out sheet for accountability in the future for all committee and Board Members.

The office definitely could use an L shaped type computer desk and some nice chairs for working on board and committee items. The Computer is currently on a plastic folding table. I can look into some quotes/desk pictures for consideration and send to you Dana. Maybe a fully stocked mini bar as well! ( just kidding) kinda.

Sandy

**STNC Inventory for Submission.xlsx**

15K

---

**sacapps@verizon.net** <sacapps@verizon.net>

Fri, Jul 6, 2018 at 7:25 PM

To: stnc.treasurer@gmail.com, cindycleghorn@gmail.com, cindy@cmprintmail.com

Resent. Did I send it to the wrong Treasuer email originally? I added all the emails I have for you on this one.

Thanks

Sandy

Sent from AOL Mobile Mail

[Quoted text hidden]



**STNC Inventory for Submission.xlsx**

15K

STNC INVENTORY - as of 6/22/18

Current Status	Product Type	Brand	Model	Serial #	Purchase Price	Receipt of purchase	Date of Approval	Date of Purchase	Inventory as of 6/22
Salvage E-Waste	Electronics	Sears Roebuck	refrigerator	564.973627					0
Current	Sound Equipment		projector screen						2
Salvage Re-use/Sale	Electronics	3M	overhead projector						1 Epsom
Current	Sound Equipment	Comp 16	compressor limiter						1
Current	Sound Equipment		10 small microphones						10 w/recvrs Audio Technika
Current	Sound Equipment	On Stage	tripod for large speaker						1
Current	Sound Equipment	Peavey	speaker, portable, PR10, 400 Watt 8 ohms						1
Current	Sound Equipment	Audio Technica	Mixer, model 351 31 band equalizer						1
Current	Sound Equipment	E image	tripod						1 for video camera
Current	Sound Equipment	SKB Crown	XLS202 power amp, portable						2
	Electronics		G-1050 Multimedia speaker system						
Current	Electronics	Kodak	Easy Share Digital Camera, Model Z710						1
Salvage Re-use/Sale	Electronics	Panasonic	KX-TG2356 phone						box of phone
Current	Sound Equipment	Live Wire Advantage	microphone cable 25'						6
Current	Electronics	Linksis box	Wireless G Bdbd.	CDF01 FBT 9448					1
Current	Electronics	Fellows Shredder	OV-1200C	Det# D056					1
Current	Computer Hardware (Computer, Laptop, Tablet, Printer)	Polk	Audio computer speakers						2
Current	Computer Hardware (Computer, Laptop, Tablet, Printer)	HP Pavillion	P6000 Series	00196-165- 857-266					1
Current	Furniture (File Cabinet, Desk, Chairs, Table, Bookcase, Storage Unit)	Husky	5 shelf storage units, heavy duty, 48' x 24' x 78'						4

STNC INVENTORY - as of 6/22/18

Current Status	Product Type	Brand	Model	Serial #	Purchase Price	Receipt of purchase	Date of Approval	Date of Purchase	Inventory as of 6/22
Current	Furniture (File Cabinet, Desk, Chairs, Table, Bookcase, Storage Unit)	44' x 24' table, folding							1
Current	Furniture (File Cabinet, Desk, Chairs, Table, Bookcase, Storage Unit)		2 office chairs on rollers						3
Current	Furniture (File Cabinet, Desk, Chairs, Table, Bookcase, Storage Unit)		step ladder						1
Current	Furniture (File Cabinet, Desk, Chairs, Table, Bookcase, Storage Unit)		3 folding tables						3
Current	Furniture (File Cabinet, Desk, Chairs, Table, Bookcase, Storage Unit)		step stool						1
Current	Furniture (File Cabinet, Desk, Chairs, Table, Bookcase, Storage Unit)		125 metal folding chairs						

STNC INVENTORY - as of 6/22/18

Current Status	Product Type	Brand	Model	Serial #	Purchase Price	Receipt of purchase	Date of Approval	Date of Purchase	Inventory as of 6/22
Current	Furniture (File Cabinet, Desk, Chairs, Table, Bookcase, Storage Unit)		5-shelf wooden shelving unit						1
Current	Furniture (File Cabinet, Desk, Chairs, Table, Bookcase, Storage Unit)		2-shelf wooden shelving unit						2
Current	Furniture (File Cabinet, Desk, Chairs, Table, Bookcase, Storage Unit)		metal typewriter table						1
Current	Furniture (File Cabinet, Desk, Chairs, Table, Bookcase, Storage Unit)		5 file cabinets, metal						5
Salvage Recycling	Furniture (File Cabinet, Desk, Chairs, Table, Bookcase, Storage Unit)		metal office desk						0
Current	Furniture (File Cabinet, Desk, Chairs, Table, Bookcase, Storage Unit)		podium with mike stand						1

STNC INVENTORY - as of 6/22/18

Current Status	Product Type	Brand	Model	Serial #	Purchase Price	Receipt of purchase	Date of Approval	Date of Purchase	Inventory as of 6/22
Current	Furniture (File Cabinet, Desk, Chairs, Table, Bookcase, Storage Unit)		sandwich board announcing STNC						1
Current	Electronics	RCA ViSys	25204RE1-A	70012217/E T-002	1				
Current	Sound Equipment	Samson	Stage 5 WHF wireless system,						2
Current	Sound Equipment	Mackie	1642-vlz3 16 chsnnel mixer						1 Sweetwater
Current	Sound Equipment	Carvin	Loud speaker, stagemate S400 with equalizer						1
Current	Sound Equipment	Carvin	810 200 watt/8 ohms loudspeaker, black						1
Current	Sound Equipment	Gator	6 space microphone case -3 pieces, decal #029,						dup
Current	Sound Equipment	Gator	Gator 6 space microphone case -3 pieces, decal #029,						1
Current	Sound Equipment	All pro Sound							11
Current	Sound Equipment		shielded Low Noise XLR Cable						1
Current	Sound Equipment		Low Noise Mic Cable						1
Current	Sound Equipment	DynaMike	Cable						3
Current	Electronics	Stanley	Extension cords						2
Current	Electronics	various	Surge Protectors						5
Current	Sound Equipment		10 Ft 3P male/Female Cable						1
Current	Sound Equipment	Carvin	Carvin Microphones						2
	Sound Equipment	Shure	Shure SM58 Microphones						3
	Sound Equipment	Audio Spectrum	Microphone						1
	Sound Equipment	Audio Technica	AT8615 Audio Technica Mic Stand						1
		Cardioid Astatic	827 A Electric Bendable Microphone						1
		Pro Speaker	Cable						2
		Pre Sonus	Adapter - 9V						1
			Mic holders for Podium						2
		Misc	Microphone cables						2
	Electronics	Misc	Green extension cord						1
	Electronics	Misc	Grey extension cord						1

STNC INVENTORY - as of 6/22/18

Current Status	Product Type	Brand	Model	Serial #	Purchase Price	Receipt of purchase	Date of Approval	Date of Purchase	Inventory as of 6/22
			Microphone Tripod						1
		Misc	Presentation Easel: Large Wood						1
		Misc	Presentation Easel: Med Wood						1
		Misc	Presentation Easel: Med Metal						1
		Misc	Handcart/Dolly						1
		Misc	Rubbermaid type Tubs w/Lids						3
	Electronics	Canon	Canon XA-10 Video Camera						MS
	Electronics	Canon	BP808 Battery Pack for Canon á						MS
	Electronics	Brother	Ptouch Label Maker						1
	Office Supplies		LOTS of office supplies						LOTS

# Monthly Expenditure Report



Reporting Month: June 2018

Budget Fiscal Year: 2017-2018

NC Name: Sunland-Tujunga  
Neighborhood Council

Monthly Cash Reconciliation					
Beginning Balance	Total Spent	Remaining Balance	Outstanding	Commitments	Net Available
\$26228.79	\$12697.91	\$13530.88	\$7768.42	\$0.00	\$5762.46

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office	\$51935.00	\$263.00	\$23530.88	\$403.33	\$15762.46
Outreach		\$6429.91		\$7365.09	
Elections		\$0.00		\$0.00	
Community Improvement Project	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Neighborhood Purpose Grants	\$3505.00	\$6005.00	\$-10000.00	\$0.00	\$-10000.00
Funding Requests Under Review: \$0.00		Encumbrances: \$0.00		Previous Expenditures: \$29211.21	

Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	Linda Adran	05/16/2018	Approve \$62.00 reimbursement for refreshments...	General Operations Expenditure	Outreach	\$62.00
2	Asian Pacific American Dispute Resolution Center	05/17/2018	Approve up to \$600 for May 19, 2018 board ret...	General Operations Expenditure	Outreach	\$375.00
3	Citizens for Los Angeles Wildlife	05/17/2018	Motion to approve up to \$1000 for Own Boxes &...	General Operations Expenditure	Outreach	\$800.00
4	YMCA of the Foothills	05/22/2018	APPROVE NPG up to \$5,000 for NPG to the YMCA ...	Neighborhood Purpose Grants		\$5000.00
5	Giving Music	05/22/2018	Approve NPG: Giving Music	Neighborhood Purpose Grants		\$1005.00
6	Sunland Tujunga Shadow Hills Rotary Club	05/25/2018	To approve recommendation of the STARC that STNC s...	General Operations Expenditure	Outreach	\$1368.34
7	Konica Minolta Business Solutions USA Inc.	06/15/2018	Moving copier to and from office by Konica. STNC ...	General Operations Expenditure	Office	\$263.00
8	Sunland Printing	06/15/2018	Polo Shirts for STNC Board	General Operations Expenditure	Outreach	\$793.88
9	Sunland Printing	06/15/2018	Beautification Committee T Shirts	General Operations Expenditure	Outreach	\$330.69



10	Sunland Printing	06/15/2018	Totes & Magnets	General Operations Expenditure	Outreach	\$1000.00
11	Goodway Print & Copy	06/15/2018	Event Tent with STNC logo for outreach events.	General Operations Expenditure	Outreach	\$500.00
12	The Web Corner, inc.	06/15/2018	Upgrade STNC.org Website	General Operations Expenditure	Outreach	\$1200.00
<b>Subtotal:</b>						<b>\$12697.91</b>

<b>Outstanding Expenditures</b>						
<b>#</b>	<b>Vendor</b>	<b>Date</b>	<b>Description</b>	<b>Budget Category</b>	<b>Sub-category</b>	<b>Total</b>
1	Bridgegap	06/15/2018	Invoice 100141 for May 9, 2018 Board Meeting Minut...	General Operations Expenditure	Office	\$180.18
2	Dana Stangel	06/15/2018	Board Retreat Refreshments	General Operations Expenditure	Office	\$189.25
3	Linda Adran	06/15/2018	Board Retreat Refreshments	General Operations Expenditure	Office	\$33.90
4	Pati Potter	06/15/2018	Email Notices to Stakeholders - Constant Contact -...	General Operations Expenditure	Outreach	\$140.00
5	Pati Potter	06/15/2018	STNC Phone Bill 818-951-7411 - Budget line item. T...	General Operations Expenditure	Outreach	\$66.31
6	Hrant Vartzbedian	06/15/2018	Decorations for 4th of July Outreach - Paid by Bo...	General Operations Expenditure	Outreach	\$158.78
7	Pyro Spectaculars	06/29/2018	Proxy payment to Pyro Spectaculars, Inc. for the S...	General Operations Expenditure	Outreach	\$7000.00
<b>Subtotal: Outstanding</b>						<b>\$7768.42</b>







7112 Foothill Blvd.  
Tujunga, CA 91042  
818-353-4417

Date: 04/26/2018  
Invoice # 812

Description	Qty	Amount
Mini assorted fruit tarts	4 doz	\$25.00
Mini assorted cookies	4 doz	\$22.00
Mini Assorted sweet rolls	3 doz	\$15.00

1 <sup>st</sup> Deposit	2 <sup>nd</sup> Deposit	Amount Due
		\$62.00 ✓

Remittance	
Statement #	812
Date	04/26/18
Deposit Amount	0.00
Amount Due	\$62.00

Paid in full  
cash  
[Signature]

Thank you for your business!

Office of the City Clerk  
 Administrative Services Division  
 Neighborhood Council (NC) Funding Program  
 Board Action Certification (BAC) Form



NC Name: SUNLAND-TUJUNGA Meeting Date: 5-9-18

Budget Fiscal Year: 2017-18 Agenda Item No: 11. 3i)

Board Motion and/or Public Benefit Statement (CIP and NPG): APPROVE \$62.00 reimbursement for refreshments at the WEST resume writing event to board member Linda Adran

Method of Payment: (Select One)  Check  Credit Card  Board Member Reimbursement

**Vote Count**  
 Recused Board Members must leave the room prior to any discussion and may not return to the room until after the vote is complete.

Board Member's First and Last Name	Board Position	Yes	No	Abstain	Absent	Ineligible	Recused
DANA STANGEL	PRESIDENT	X					
CHARLIE BRADLEY	VICE PRESIDENT	X					
JANELLE HUSSION	VICE PRESIDENT	X					
SEVADA HEMELIANS	SECRETARY	X					
CINDY CLEGHORN	TREASURER	X					
PAT KRAMER	REGION 1	X					
ANA ORUDYAN	REGION 1	X					
VACANT	REGION 2						
LINDA ADRAN	REGION 2						X
RICK RAMIREZ	REGION 3	X					
DAVID BARRON	REGION 3	X			X		
PATI POTTER	REGION 4	X					
LYDIA GRANT	REGION 4	X					
EDWIN MIRANIAN	STAKEHOLDER GROUP REP - ARMENIAN S						
AMELIA ANDERSON	STAKEHOLDER GROUP - HOMELESS	X		X			
MARK SEIGEL	STAKEHOLDER GROUP - HAM RADIO	X					
MARLENE HITT	STAKEHOLDER GROUP - HISTORICAL SO	X					
JON VON GUNTEN	STAKEHOLDER GROUP - NEIGHBORHOOD	X					
AARON PETERSON	STAKEHOLDER GROUP - THE HUB CHURCH				X		
HRANT VARTZBEDIAN	STAKEHOLDER GROUP - BUSINESS	X					
VACANT	STAKEHOLDER GROUP						
Board Quorum:	Total:	14	0	1	2	1	1

We, the authorized signers of the above named Neighborhood Council, declare that the information presented on this form is accurate and complete, and that a public meeting was held in accordance with all laws, policies, and procedures. The above was approved by the Neighborhood Council Board, at a Brown Act compliant public meeting where a quorum of the Board was present.

Authorized Signature: *[Handwritten Signature]* Authorized Signature: *[Handwritten Signature]*  
 Print/Type Name: DANA STANGEL Print/Type Name: Sevada Hemelians  
 Date: 5-9-18 Date: 5-9-18



# Invoice

**Asian Pacific American Dispute Resolution Center**  
1145 Wilshire Boulevard, Suite 100  
Los Angeles, CA 90017 US  
213-250-8190  
accounts@apadrc.org  
www.apadrc.org

**BILL TO**

Sunland-Tujunga Neighborhood  
Council

INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
CLA011654C	05/15/2018	\$375.00	06/14/2018	Net 30	

ACTIVITY	QTY	RATE	AMOUNT
<b>Training</b> 2-hour conflict management skills training	1	375.00	375.00
BALANCE DUE			<b>\$375.00</b>





Citizens for Los Angeles Wildlife  
PO Box 50003  
Los Angeles, CA 91614-50003  
Tel 310-968-6314



ITEMIZED PLEDGE REQUEST #2017-101

DONOR RECIPIENT	SHIP TO	INSTRUCTIONS
Dana Stangel Sunland Tujunga NC 8250 Foothill, #A Sunland, CA 91040	Same as recipient	[Add additional instructions]

ACTIVITY & ITEMS		UNITS	TOTAL
Owl Box Package	Materials, Supplies, Fabrication, Printed Literature & Signage	4@	\$200

SUBTOTAL	\$800
SALES TAX	--
SHIPPING & HANDLING	--
<b>TOTAL DUE BY 2.1.2018</b>	<b>\$800</b>

Thank you for your support!



Office of the City Clerk  
 Administrative Services Division  
 Neighborhood Council (NC) Funding Program  
 Board Action Certification Form



NC Name: Sunland-Tujunga Meeting Date: 12/13/17  
 Budget Fiscal Year: 2017-2018 Agenda Item No:

Board Motion and/or Public Benefit Statement (CIP and NPG):  
 motion to approve up to \$1000 for Owl Boxes (request prior mtg).

Method of Payment: (Select One)  Check  Credit Card  Board Member Reimbursement

Vote Count  
 Recused Boardmembers must leave the room prior to any discussion and may not return to the room until after the vote is complete.

Board Member First and Last Name	Board Position	Yes	No	Abstain	Absent	Ineligible	Recused
<del>Krystee Clark</del>	President					X	
Charlie A. Bradley	First VP	✓					
Dana Stangel	Second VP	✓					
Shooshig Avakian	Treasurer	✓					
Pat Kramer	Region 1	✓					
Ana Orudyan	Region 1	✓					
<del>Linda Adran</del>	Region 2						
Kathrine Juarez	Region 2	✓			X		
Ricardo Ramirez	Region 3	✓					
David Barron	Region 3	✓					
Pati Potter	Region 4	✓					
<del>John Candler</del>	VHMA					X	
<del>Julie Cuddihy</del>	VHHS				X		
Marlene Hilt	Little Landers	✓					
Mark Seigel	Ham Radio	✓					
Edwin Miranian	Arm Cul Sasoon			✓			
Jon von Gunten	Neigh. Watch					✓	
<del>Amelia Anderson</del>	Homeless Aware				X		
Hrant Vartzbedian	Business Assoc.						
Janelle Hussion	Secretary					✓	
Lydia Grant	Region 4	✓					
Quorum:		Total:	12	0	1	3	4

We, the Treasurer and the Second Signer of the above named Neighborhood Council, declare that the information presented on this form is accurate and complete, and that a public meeting was held in accordance with all laws, policies, and procedures. The above was approved by the Neighborhood Council Board, at a Brown Act compliant public meeting where a quorum of the Board was present.

Treasurer's Signature: Shooshig Susan Avakian  
 Second Signer's Signature: Dana Stangel  
 Print/Type Name: Shooshig Susan Avakian  
 Print/Type Name: Krystee Clark Dana Stangel  
 Date: 12/13/17  
 Date: 12/13/17



OFFICE OF THE CITY CLERK  
NEIGHBORHOOD COUNCIL FUNDING PROGRAM



**NEIGHBORHOOD PURPOSES GRANTS - APPLICANT INSTRUCTIONS**

Dear Prospective Applicants:

The Neighborhood Purposes Grant (NPG) process provides Neighborhood Councils with greater opportunity to benefit their communities while supporting and building partnerships with local organizations such as yours. Eligible organizations include 501(c)(3) non-profits as well as public schools. (Please note that grants cannot be issued to religious organizations or to private schools.)

**Is your Neighborhood Council in good standing with the Funding Program?**

Only Neighborhood Councils in good standing with the Funding Program will be eligible to participate in the NPG process. Good standing is interpreted to mean the following:

- Neighborhood Council must have a current Fiscal Year budget on file with the Funding Program;
- Neighborhood Council cannot be delinquent with its Monthly Expenditure Reports submissions to the Funding Program (please refer to the Funding Program Policies and Procedures for more information); and
- Neighborhood Council must have an eligible Treasurer and 2<sup>nd</sup> Signer in the Board.

**Does it Benefit the Community?**

Any grant issued by a Neighborhood Council must be for a public purpose: in short, how will the grant help the community? Please refer to document entitled, "*What is a Public Benefit*" of the application for Neighborhood Purposes Grant for more information.

**Conflict of Interest Laws Apply**

The State and local conflict of interest laws that currently apply to the Neighborhood Council Funding Program also apply in the consideration of Neighborhood Purposes Grant requests.

At a minimum, board members must recuse themselves from a vote to approve a grant should there be a conflict due to an affiliation with an applicant organization. There should be full disclosure and transparency. Please refer to the document entitled, "*State and City Conflicts of Interest Laws for Neighborhood Councils*" of the application for Neighborhood Purposes Grant and/or the Neighborhood Council's Field Project Coordinator for more information.

**Application Process**

The following is required from all organizations/entities seeking a NPG from a Neighborhood Council:

- NPG Application**, completed and signed
- Project Budget** on a separate sheet if space provided in application form is not sufficient
- Non-Profits 501(c)(3)**
  - Submit: IRS Letter of Determination
- Public Schools**
  - Submit: Letter on official school letterhead, signed by school Principal

- **Importance.** Should it be done? Is the project significant? Is there evidence that the proposal will trigger action or work that the community wants? Will it make a difference in the community it purports to aid or resolve the issue it addresses?

### **Factors to Consider**

- Is this a capital improvement project?
  - It should be on public property within the Neighborhood Council's boundaries or provides a demonstrable benefit to its stakeholders, within the City boundaries.
  - There must be coordination with appropriate agencies to secure required additional documentation such as permits, authorizations, or agreements, if deemed necessary (i.e., Cultural Affairs, Dept. of Transportation, Street Services, Rec & Parks, public schools, etc.).
- Is this for program services (i.e. after school program, graffiti removal, etc.)?
  - The applicant must create a fair selection process to establish participants
- Is this for equipment and supplies?
  - Purchases for schools or 501(c)(3) organizations need to ultimately benefit the local community
- Is this for an event?
  - Events must be open, accessible, free of charge, and advertised to the general public
  - Discuss appropriate liability issues
- Are there issues of potential conflict of interest that need to be addressed?
  - If any issues may exist or are perceived, it is strongly advised that Board Members affected consult with the Office of the City Attorney before action is taken on the grant request.



OFFICE OF THE CITY CLERK  
NEIGHBORHOOD COUNCIL FUNDING PROGRAM

**NEIGHBORHOOD PURPOSES GRANT - WHAT IS A PUBLIC BENEFIT?**

**A Neighborhood Purposes Grant (NPG) must provide a demonstrable benefit to the community.** An NPG activity should build community, enhance the neighborhood, and be open, accessible, and free to the general public. Projects may encompass a wide range and can include, but are not limited to:

- The Arts
- Beautification
- Community Support
- Education
- Community Improvements

The Office of the City Clerk, Neighborhood Council Funding Program has the final discretion to determine whether or not the proposed project can be funded per applicable City standards

A project may be submitted that is part of a larger project, but if so, consider carefully whether it can be completed independently of the larger project and regardless of whether other funding needs to be secured.

**Considerations:**

- The **budget** is realistic and supported with documentation
- The organization or individual is **capable** of completing the project
- The **work plan** is detailed, specific, and feasible
- The project is **supported** by the community
- The **number** of stakeholders that will benefit from this project
- The project implementation process will **build community**
- The complete project will **enhance the community**
  
- **Credibility.** Does your organization know what it wants to accomplish? What evidence proves that the organization is currently achieving its goals? What kind of reputation does the group enjoy within the community and beyond?
  
- **Capability.** What skills does the organization's staff and/or board bring to the project? Are they relevant to the project's aims? Has your organization succeeded in similar endeavors of equal size and scale to what you are now proposing?
  
- **Feasibility.** The Neighborhood Council must determine whether the proposal is advancing a worthwhile project built upon a good idea that can be successfully implemented. Is the budget allocated sufficiently to execute the various tasks and strategies described in the proposal?

Applicants must submit the above-mentioned items to the respective Neighborhood Council for consideration. The Neighborhood Council will evaluate all grant applications in a Brown Act public meeting, deciding whether to approve the proposed grant. If the application is approved, it must then be forwarded to the Funding Program within 45 days of approval. Board-approved applications submitted to Funding Program after 45 days will not be accepted for processing and the Board would need to place the application on a Board meeting agenda again for reconsideration. Once approved, if all documents are in compliance, the Funding Program will process a check to the grant recipient.

**Grants Up to \$5,000.00**

Through the Neighborhood Purposes Grant, Neighborhood Councils have the legal authority to issue grants of public funds in amounts up to \$5,000.00 without a written contract.

**Grants over \$5,000.00**

Grants for amounts \$5,000.01 and over will require further review for City contract considerations in coordination with the Office of the City Clerk so as to meet City contracting standards. Neighborhood Councils *do not have the legal authority* to enter into unilateral contracts.

**Project Completion Follow Up**

Applicants are requested to provide a Project Completion Report (available online) at the conclusion of the proposed project funded by the grant.

**Apply Now!**

If you meet the criteria as explained above, fill out the NPG application and submit it to your local Neighborhood Council.

If you have any questions please contact the Office of the City Clerk, Neighborhood Council Funding Program at (213) 978-1058 or toll free at 3-1-1 or by email at [clerk.ncfunding@lacity.org](mailto:clerk.ncfunding@lacity.org)



**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) YMCA of the Foothills 95-1976183 CA Dec. 1960  
 Organization Name Federal I.D. # (EIN#) State of Incorporation Date of 501(c)(3) Status (if applicable)

1b) 1930 Foothill Blvd. La Cañada CA 91011  
 Organization Mailing Address City State Zip Code

1c) Verdugo Hills Family YMCA 6840 Foothill Blvd. Tujunga, CA 91042  
 Business Address (if different) City State Zip Code

1d) **PRIMARY CONTACT INFORMATION:**

Nayri Vartanian 818-531-8015 nvartanian@ymcafoothill.org  
 Name Phone Email

2) **Type of Organization- Please select one:**

- Public School (not to include private schools) Attach Signed letter on School Letterhead or  501(c)(3) Non-Profit (other than religious institutions) Attach IRS Determination Letter

3) Verdugo Hills Family YMCA 6840 Foothill Blvd. Tujunga, CA 91042  
 Name / Address of Affiliated Organization (if applicable) City State Zip Code

**SECTION II - PROJECT DESCRIPTION**

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

Please see attachments

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)

Please see attachments.

**SECTION III - PROJECT BUDGET OUTLINE**

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

6a)	<b>Personnel Related Expenses</b>	<b>Requested of NC</b>	<b>Total Projected Cost</b>
	see attached sheet	\$	\$
		\$	\$
		\$	\$

6b)	<b>Non-Personnel Related Expenses</b>	<b>Requested of NC</b>	<b>Total Projected Cost</b>
		\$	\$
		\$	\$
		\$	\$

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:

<b>Source of Funding</b>	<b>Amount</b>	<b>Total Projected Cost</b>
Individual Donations / Grants	\$	\$ 13,584
	\$	\$
	\$	\$

9) What is the TOTAL amount of the grant funding requested with this application: \$ 10,000

10a) Start date: 9/1/18 10b) Date Funds Required: 8/1/18 10c) Expected Completion Date: 5/25/19  
 (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\*

Nayri Vartanian Director, Social [Signature] 4/30/18  
 PRINT Name Title Responsibility Signature Date

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

Thomas R Martin Vice President [Signature] 4/30/18  
 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](mailto:clerk.ncfunding@lacity.org) for instructions on completing this form



## Application for Neighborhood Purposes Grant (NPG)

### SECTION II- Project Description

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

The purpose and intent of the grant will be to provide arts programming for youth in our community at the Verdugo Hills Family YMCA in Tujunga. Our plan is to provide a 38 week after school program during the school year. We will provide supplies and staff support to allow youth to creatively tell their own story. Through their works of art, they will be able to narrate something about themselves, something that they have experienced, or just a story that they feel needs to be told. Research done by the Search Institute shows that there is a dramatic increase in thriving behavior when we partner a child and their interests with a caring adult

It is proven that the arts is a major part of the learning of humanities, and helps us better understand ourselves, and the world around us. Albert Einstein told us, "The greatest scientists are always artists as well." It makes sense that in the already thriving STEM program, it is only natural to now add the "A" and create STEAM.

As stated before, art is one of the only universal languages of the world. No matter their background, our participants will be able to better understand and connect their ideas to their emotions, by developing personal narratives and translating them through creative and unique projects.

#### 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 be used to provide after school arts programming for Sunland-Tujunga youth at our Verdugo Hills Family YMCA. They will be given the opportunity to be exposed to different disciplines of art, that otherwise would not have the opportunity to do this.

In addition, the Y led arts initiative will benefit the public at large because the arts are not only good for our own personal well-being, but that of the community as well. The arts help us express our values, build bridges between cultures, and bring us together regardless of ethnicity, race, religion, or age. When times are tough, art is salve for the ache.

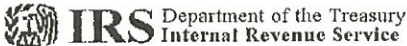
Arts improve academic performance. Students with an education rich in the arts have higher GPAs, standardized test scores, and lower drop-out rates—benefits reaped by students regardless of socio-economic status. Students who study art are four times more likely to be recognized for academic achievement. In addition, students who study art are three times more likely to be awarded for school attendance. Furthermore, students with 4 years of arts or music in high school average 100 points higher on the verbal and math portions of their SATs than students with just one-half year of arts or music. And to that end, students of the arts are 55.38% more likely to attend college. 89 percent of Americans believe that arts are part of a well-rounded K-12 education

Arts spark creativity and innovation. Currently, 72% of business leaders say creativity is the #1 SKILL they are seeking when hiring. In LA County, creative industries generate 1 out of 6 jobs. They also generate 650,900 jobs and \$47.7 billion in labor income. A Ready to Innovate report concludes, "The arts—music, creative writing, drawing, dance—provide skills sought by employers of the 3rd millennium." Nobel laureates in the sciences are 17 times more likely to be actively engaged in the arts than other scientists.

Arts have social impact. University of Pennsylvania researchers have demonstrated that a high concentration of the arts in a city leads to higher civic engagement and child welfare, and lower crime and poverty rates. The arts are used by the U.S. Military to promote troop force and family readiness and resilience, and for the successful reintegration of veterans into family and community life.



Arts Initiative Budget 2018					
	Duration (weeks)	Number of staff	Hours	Rate	Total
Staff Expense	38	4		\$13.25	\$ 8,056.00
Program Supplies					\$ 3,000.00
Marketing					\$ 2,000.00
Employee tax and benefits				20%	\$ 1,611.20
Total expense					\$ 12,667.20



Department of the Treasury  
Internal Revenue Service

P.O. Box 2508  
Cincinnati OH 45201

In reply refer to: 0248325078  
Sep. 15, 2008 LTR 4168C 0  
95-1976183 000000 00 000  
00025972  
BODC: TE

YOUNG MENS CHRISTIAN ASSOCIATION OF  
THE FOOTHILLS  
1930 FOOTHILL BLVD  
LA CANADA CA 91011-1933309

38544

Employer Identification Number: 95-1976183  
Person to Contact: Sheila Schrom  
Toll Free Telephone Number: 1-877-829-5500

Dear Taxpayer:

This is in response to your request of Sep. 04, 2008, regarding your tax-exempt status.

Our records indicate that a determination letter was issued in December 1960, that recognized you as exempt from Federal income tax, and discloses that you are currently exempt under section 501(c)(03) of the Internal Revenue Code.

Our records also indicate you are not a private foundation within the meaning of section 509(a) of the Code because you are described in section(s) 509(a)(1) and 170(b)(1)(A)(vi).

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

Sincerely yours,

Michele M. Sullivan, Oper. Mgr.  
Accounts Management Operations I





**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) Giving Music 45-2611021 CA 6/7/11  
 Organization Name Federal I.D. # (EIN#) State of Incorporation Date of 501(c)(3) Status (if applicable)

1b) 623 Sunnyhill Dr. Los Angeles CA 90065  
 Organization Mailing Address City State Zip Code

1c) \_\_\_\_\_  
 Business Address (if different) City State Zip Code

1d) PRIMARY CONTACT INFORMATION:  
Jack Maebly 323.646.9009 jmaebly@gmail.com  
 Name Phone Email

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

3) \_\_\_\_\_  
 Name / Address of Affiliated Organization (if applicable) City State Zip Code

**SECTION II - PROJECT DESCRIPTION**

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

See next page.

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)

See next page.



**SECTION III - PROJECT BUDGET OUTLINE**

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

6a)	<b>Personnel Related Expenses</b>	<b>Requested of NC</b>	<b>Total Projected Cost</b>
	Performance Services: 5 performers, 3 performances	\$ 975.00	\$ 1500.00
	Events Coordinator	\$ -0-	\$ 300.00
		\$	\$
6b)	<b>Non-Personnel Related Expenses</b>	<b>Requested of NC</b>	<b>Total Projected Cost</b>
	Promotional: soc. media advertising, Flyers	\$ 30.00	\$ 150.00
	Misc. expenses: supplies, transportation, PA.	\$ -0-	\$ 150.00
		\$	\$

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: \$ 1,005.00

10a) Start date: 5/30/18    10b) Date Funds Required: 6/30/18    10c) Expected Completion Date: 8/31/18  
 (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.) N/A

**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\*  
Robert Lantz    Exec. Dir.    Robert Lantz    5/17/18  
 PRINT Name                      Title                      Signature                      Date

12b) Secretary of Non-profit Corporation or Assistant School Principal - REQUIRED\*  
Jack Maebly    Secretary    Jack Maebly    5/17/18  
 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](mailto:clerk.ncfunding@lacity.org) for instructions on completing this form



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

Musical events encourage and support neighborhood unity and civic pride. Our project will present three free, public performances at the Sunland Senior Citizen Center to draw in and connect the local senior citizen community, many of whom attend programs and events at the senior center. Giving Music is experienced at performing for senior facilities throughout LA County, and our concerts feature music popular from the 1940s - 1960s. We are staffed by music, health care and social work professionals.

5) How will this grant be used to primarily support or serve a public purpose and benefit the public at-large.

Through our work in bringing live music to nursing homes and senior care facilities throughout LA County, we have become aware of the benefits that music has for the elderly. Recent studies show that music can help to increase physical function, and alleviate pain and depression in the elderly, the latter of which is more prevalent around the holidays. Listening to familiar songs can have a strong positive effect on cognitive functions, even in those seniors with memory impairment. Music concerts also present an opportunity for family members to recognize these benefits and to follow up accordingly in caring for their senior loved ones.

By holding concerts in a public setting, we can attract a greater awareness of the community senior citizen centers, and their services and programs for the elderly. Other groups and programs associated with senior centers can use the concerts to raise awareness through flyers and announcements.

Public concerts such as these present outreach opportunities for the senior centers, and help to raise public awareness of the Council's work on behalf of the community, particularly for underserved senior citizens. Promotional and informational materials, including social media, photography, video, internet announcements, posters, flyers, and programs, will feature the senior center and Council logo.

## GIVING MUSIC CONCERTS: SUNLAND SENIOR CITIZEN CENTER BUDGET

### First Concert

Music Services: 5 musicians/vocalists	\$325.00
Promotion: social media, photography, video	\$ 10.00
<b>TOTAL</b>	<b>\$335.00</b>

### Second Concert

Music Services: 5 musicians/vocalists	\$325.00
Promotion: social media, photography, video	\$ 10.00
<b>TOTAL</b>	<b>\$335.00</b>

### Third Concert

Music Services: 5 musicians/vocalists	\$325.00
Promotion: social media, photography, video	\$ 10.00
<b>TOTAL</b>	<b>\$335.00</b>

<b>TOTAL BUDGET</b>	<b>\$1,005.00</b>
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## Request for Taxpayer Identification Number and Certification

Give form to the requester. Do not send to the IRS.

Print or type. See Specific Instructions on page 2.

Name (as shown on your income tax return) <b>GIVING MUSIC</b>	
Business name, if different from above	
Check appropriate box: <input type="checkbox"/> Individual/Sole proprietor <input checked="" type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Limited liability company. Enter the tax classification (D=disregarded entity, C=corporation, P=partnership) ▶ ..... <input type="checkbox"/> Exempt payee <input type="checkbox"/> Other (see instructions) ▶	
Address (number, street, and apt. or suite no.) <b>623 Sunny Hill Dr</b>	Requester's name and address (optional)
City, state, and ZIP code <b>LA CA 90065</b>	
List account number(s) here (optional)	

### Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

**Note.** If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number
or
Employer identification number <b>45-2611021</b>

### Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below).

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. See the instructions on page 4.

<b>Sign Here</b>	Signature of U.S. person ▶ <b>JACK MAZ</b>	Date ▶ <b>2-1-2013</b>
------------------	--	------------------------

### General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

#### Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

**Note.** If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

**Definition of a U.S. person.** For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

**Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,





CITY OF LOS ANGELES  
 Office of Finance  
 P.O. Box 53200  
 Los Angeles CA 90053-0200

GIVING MUSIC A MUSIC CHARITY

623 SUNNYHILL DRIVE  
 LOS ANGELES, CA 90065-4028

623 SUNNYHILL DRIVE  
 LOS ANGELES, CA 90065-4028

THIS CERTIFICATE MUST BE POSTED AT PLACE OF BUSINESS  
**CITY OF LOS ANGELES TAX REGISTRATION CERTIFICATE**  
 THIS CERTIFICATE IS GOOD UNTIL SUSPENDED OR CANCELLED

**BUSINESS TAX**

ISSUED: 01/30/2013

ACCOUNT NO.	FUNDCLASS	DESCRIPTION	STARTED	STATUS
0002657815-0001-5	L049	Professions/Occupations	01/30/2013	Active

GIVING MUSIC A MUSIC CHARITY

623 SUNNYHILL DRIVE  
 LOS ANGELES, CA 90065-4028

623 SUNNYHILL DRIVE  
 LOS ANGELES, CA 90065-4028

ISSUED TO

ISSUED FOR TAX COMPLIANCE PURPOSES ONLY  
 NOT A LICENSE, PERMIT, OR LAND USE AUTHORIZATION

ISSUED BY:

*Christine D. Christensen*

DIRECTOR OF FINANCE

INTERNAL REVENUE SERVICE  
P. O. BOX 2508  
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: **AUG 31 2011**

PAY IT FORWARD MUSIC  
623 SUNNY HILL DR  
LOS ANGELES, CA 90065

Employer Identification Number:  
45-2611021  
DLN:  
17053208351031  
Contact Person:  
JEFFERY A CULLEN ID# 31215  
Contact Telephone Number:  
(877) 829-5500  
Accounting Period Ending:  
August 31  
Public Charity Status:  
170(b)(1)(A)(vi)  
Form 990 Required:  
Yes  
Effective Date of Exemption:  
June 7, 2011  
Contribution Deductibility:  
Yes  
Addendum Applies:  
No


Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. We determined that you are a public charity under the Code section(s) listed in the heading of this letter.

Please see enclosed Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, for some helpful information about your responsibilities as an exempt organization.

Sincerely,



Lois G. Lerner  
Director, Exempt Organizations

Enclosure: Publication 4221-PC

Letter 947 (DO/CG)



## CERTIFICATE OF AMENDMENT OF ARTICLES OF INCORPORATION

The undersigned certify that:

1. They are the president and the secretary, respectively, of *PAY IT FORWARD MUSIC*, corporation number 3387071.

2. Article I of the Articles of Incorporation of this corporation is amended to read as follows:

The name of this corporation is now *Giving Music, A Music Charity*.

3. Article II(A) of the Articles of Incorporation of this corporation is amended to read as follows:

*This corporation is a nonprofit public benefit corporation and is not organized for the private gain of any person. It is organized under the Nonprofit Public Benefit Corporation Law for charitable purposes. The specific purpose of this Corporation is:*

- (1) to produce live musical performances, for any charitable purpose;*
- (2) to develop music educational programs for people of all ages;*
- (3) to provide musical training for people of all ages;*
- (4) to develop outreach programs for interaction between nursing homes, schools, community centers and local service organizations;*
- (5) to develop relationships with music and art therapists; and*
- (6) to carry on for any charitable purpose, or to aid or facilitate another charitable organization in their carrying on of their charitable purpose.*

*Examples of "charitable purposes" includes providing live musical performances at children's hospitals, veterans' facilities, nursing homes, and any other event whose purpose is a charitable one. This list is illustrative, and not exhaustive. "Charitable purposes" also includes musical instruction for underprivileged people of any age (but musical instruction can be provided free to any person who aids this organization), donating musical instruments and equipment to people of any age who cannot afford them, and natural disaster relief for our community.*

*(7) The corporation will make its services available to as many health care facilities as possible, making a concerted effort to reach out to these facilities by all means of communication available.*

*(8) The corporation will work with licensed and music therapists and academics to enhance our music programs and to ensure that the services we provide reflect current models of therapeutic treatment using music.*

*(9) The corporation will make every effort to expand the organization's visibility in the community, making greater use of volunteers. We will provide mentoring for volunteers, using the guidelines established by our music therapists and*



professional musicians.

(10) The corporation will assess community needs, particularly in lower income and traditionally under-served areas to identify gaps in service delivery. The assessment will serve as a basis for expanding services.

(11) The corporation will make its musical resources available for other charitable activities, including other private and public events.

(12) The corporation will develop educational outreach programs, in which music professionals in the organization can mentor high school and college musicians in performance skills and professionalism. The students can become members of the performance ensembles based on their progress. Ultimately, the goal is to create a new generation of well-trained professional musicians dedicated to continuing the ideals and practices of the organization.

(13) The corporation will create a musical ensemble dedicated to performing for children in hospitals and in long-term care.

(14) The corporation will strive to be a highly visible, well-respected nonprofit organization that attracts increasing numbers of volunteers and higher levels of contributions to support operations.

(15) The corporation will aggressively seek outside funding from all legitimate sources in order to grow the organization, so as to further its goals.

3. The foregoing amendment of Articles of Incorporation has been duly approved by the board of directors.

4. The corporation has no members.

We further declare under penalty of perjury under the laws of the State of California that the matters set forth in this certificate are true and correct of our own knowledge.

DATE: May 17 2012

Robert J. Lanz  
Robert J. Lanz, President

Jack Maeby  
Jack Maeby, Secretary



# Sunland Tujunga Shadow Hills Rotary Club

# INVOICE

attn: Roger Klemm  
 10604 Walnut Drive  
 Shadow Hills, CA 91040

INVOICE #	DATE
2018-01	2/14/18

**BILL TO**

Sunland Tujunga Neighborhood Council  
 8250 Foothill Boulevard, Unit A  
 Sunland, CA 91040

DESCRIPTION	AMOUNT
<b>Fourth of July Parade Rental Carts</b>	
(2) Carts, Utility - 4 seat, DSL, 4x4 \$150.00 per unit	300.00
(4) Carts, Utility - 2 seat, DSL, 4x4 \$120.00 per unit	480.00
Environmental Charge	7.50
Delivery Charge	85.00
Pickup charge	85.00
Damage Waiver	93.60
Tax (9.50%)	82.89
Carts Total	1133.99
<b>Fourth of July Parade Rental Truck</b>	
(1) Truck, 20' Uhaul	119.85
50 miles @ \$0.89/mile	44.50
Fuel	70.00
Truck Total	234.35
<i>Thank you for your business!</i>	<b>TOTAL \$ 1,368.34</b>

If you have any questions about this invoice, please contact  
 Roger Klemm, 818-635-9532, treehuggers@ca.rr.com





Invoice Number : 37534613  
 Invoice Date : 12/29/2015  
 Page 1 / 1



KONICA MINOLTA

INVOICE

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

Payment Terms : NET 30 DAYS

**Bill To :**  
 CITY OF LOS ANGELES  
 MAN-QIN HE  
 200 N SPRING ST  
 STE 2005  
 LOS ANGELES CA 90012-3259

**Ship To :**  
 CITY OF LOS ANGELES  
 8250 FOOTHILL BLVD  
 SUNLAND CA 91040-2879

*Acct # 1511088*

<b>Purchase Order Nbr</b>	<b>Delivery Nbr</b>	<b>Sales Order Nbr/Date</b>	<b>Account Nbr</b>	
A4C2011111888		70652676 / 12/15/2015	1615579 / 1632399	
<b>Customer Contract Number</b>		<b>Carrier</b>	<b>Order Taker</b>	<b>Service Location</b>
59556		BEST	9379219	9379219
<b>Customer Code 1</b>	<b>Customer Code 2</b>		<b>Customer Code 3</b>	

**Notes:** RELOCATION CHARGES FOR SERIAL # A4C2011111888 FR 7747 FOOTHILL BLVD, TUJUNGA TO 8250 FOOTHILL BLVD, SUNLAND

Qty	Material Nbr	Description	Unit	Wt	Net Price	Amount
1	7670522699	RELOCATION FREIGHT CHARGE	EA	0	87.67	87.67
1	7670522799	RELOCATION SERVICE CHARGE	EA	0	175.33	175.33

**Total Payment Due: 01/28/2016**

<b>Subtotal:</b>	263.00
<b>Total:</b>	263.00

*Showing on Acct # 1511088*

DETACH HERE AND RETURN WITH YOUR PAYMENT

**Please pay on line at [www.MyKMBS.com](http://www.MyKMBS.com) using your Payer ID # 1511088**

**or remit payment to :**

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 USA INC  
 DEPT. LA 22988  
 PASADENA, CA 91185-2988

Invoice : 37534613  
 Invoice Date : 12/29/2015  
 Customer Name : CITY OF LOS ANGELES  
 Serial # :  
 Customer PO # : A4C2011111888  
 Payment Terms : NET 30 DAYS



PLEASE PAY THIS AMOUNT

263.00



Office of the City Clerk

Administrative Services Division

Neighborhood Council (NC) Funding Program

Board Action Certification (BAC) Form



NC Name: SUNLAND-TUJUNGA

Meeting Date: 6-13-18

Budget Fiscal Year: 2017-18

Agenda Item No: 11.3

Board Motion and/or Public Benefit Statement (CIP and NPG):

3. Approve \$263 for moving copier.

Method of Payment: (Select One)

Check

Credit Card

Board Member Reimbursement

Vote Count

Recused Board Members must leave the room prior to any discussion and may not return to the room until after the vote is complete.

Board Member's First and Last Name	Board Position	Yes	No	Abstain	Absent	Ineligible	Recused
DANA STANGEL	PRESIDENT	✓					
CHARLIE BRADLEY	VICE PRESIDENT	✗					
JANELLE HUSSION	VICE PRESIDENT	✗					
SEVADA HEMELIANS	SECRETARY	✗					
CINDY CLEGHORN	TREASURER	✓					
PAT KRAMER	REGION 1	✗					
ANA ORUDYAN	REGION 1	✗					
VACANT	REGION 2						
LINDA ADRAN	REGION 2	✓					
RICK RAMIREZ	REGION 3	✓					
DAVID BARRON	REGION 3						
PATI POTTER	REGION 4	✓					
LYDIA GRANT	REGION 4						
EDWIN MIRANIAN	STAKEHOLDER GROUP REP - ARMENIAN I						
AMELIA ANDERSON	STAKEHOLDER GROUP - HOMELESS	✗					
MARK SEIGEL	STAKEHOLDER GROUP - HAM RADIO	✗					
MARLENE HITT	STAKEHOLDER GROUP - HISTORICAL SO			✗		✗	
JON VON GUNTEN	STAKEHOLDER GROUP - NEIGHBORHOOD	✗					
AARON PETERSON	STAKEHOLDER GROUP - THE HUB CHURCH						
HRANT VARTZBEDIAN	STAKEHOLDER GROUP - BUSINESS			✗			
VACANT	STAKEHOLDER GROUP						
RITA ANDONIAN	Stakeholder grp					✗	
CHRIS BOYADJIAN	Reg 2					✗	
Board Quorum: 11	Total:	13		1		3	

We, the authorized signers of the above named Neighborhood Council, declare that the information presented on this form is accurate and complete, and that a public meeting was held in accordance with all laws, policies, and procedures. The above was approved by the Neighborhood Council Board, at a Brown Act compliant public meeting where a quorum of the Board was present.

Authorized Signature:   
 Print/Type Name: DANA STANGEL  
 Date: 6-13-18

Authorized Signature:   
 Print/Type Name: CINDY CLEGHORN  
 Date: 6-13-18  
 Treasurer

# INVOICE

*Sunland Printing & Copy Center*

DATE May 30, 2018

INVOICE NO 2066

TO:

Sunland Tujunga Neighborhood Council  
for Janelle Hussion

QUANTITY	DESCRIPTION	PRICE
25	Hanes Polos Red with full color pocket embroidery and digitizing set-up charge	\$725.00

Subtotal	\$725.00
Sales Tax	\$68.88
<b>Total</b>	<b>\$793.88</b>

7566 Foothill Blvd. Tujunga, CA 91042 • 818-353-1588





Office of the City Clerk

Administrative Services Division

Neighborhood Council (NC) Funding Program

Board Action Certification (BAC) Form



NC Name: SUNLAND-TUJUNGA

Meeting Date: 6-13-18

Budget Fiscal Year: 2017-18

Agenda Item No: 11.7

Board Motion and/or Public Benefit Statement (CIP and NPG):

7. Board polo shirts for outreach in the amount up to \$800.00

Method of Payment: (Select One)

Check

Credit Card

Board Member Reimbursement

Vote Count

Recused Board Members must leave the room prior to any discussion and may not return to the room until after the vote is complete.

Board Member's First and Last Name	Board Position	Yes	No	Abstain	Absent	Ineligible	Recused
DANA STANGEL	PRESIDENT	X					
CHARLIE BRADLEY	VICE PRESIDENT	X					
JANELLE HUSSION	VICE PRESIDENT	X					
SEVADA HEMELIANS	SECRETARY	X					
CINDY CLEGHORN	TREASURER	X					
PAT KRAMER	REGION 1	X					
ANA ORUDYAN	REGION 1	X					
VACANT	REGION 2						
LINDA ADRAN	REGION 2	X					
RICK RAMIREZ	REGION 3	X					
DAVID BARRON	REGION 3						
PATI POTTER	REGION 4	X					
LYDIA GRANT	REGION 4						
EDWIN MIRANIAN	STAKEHOLDER GROUP REP - ARMENIAN						
AMELIA ANDERSON	STAKEHOLDER GROUP - HOMELESS			X			
MARK SEIGEL	STAKEHOLDER GROUP - HAM RADIO	X					
MARLENE HITT	STAKEHOLDER GROUP - HISTORICAL SO					X	
JON VON GUNTEN	STAKEHOLDER GROUP - NEIGHBORHOOD	X					
AARON PETERSON	STAKEHOLDER GROUP - THE HUB CHURCH						
HRANT VARTZBEDIAN	STAKEHOLDER GROUP - BUSINESS	X					
VACANT	STAKEHOLDER GROUP						
RITA ANOONIAN	Stakeholder Group					X	
CHRISTOPHER FOYADOSTIAN	Reg 2					X	
Board Quorum: 11	Total:	13		1		3	

We, the authorized signers of the above named Neighborhood Council, declare that the information presented on this form is accurate and complete, and that a public meeting was held in accordance with all laws, policies, and procedures. The above was approved by the Neighborhood Council Board, at a Brown Act compliant public meeting where a quorum of the Board was present.

Authorized Signature

*Dana Stangel*

Authorized Signature:

*Cindy Cleghorn*

Print/Type Name:

DANA STANGEL

Print/Type Name:

CINDY CLEGHORN

Date:

6-13-18

Date:

Treasurer 6-13-18

# INVOICE

*Sunland Printing & Copy Center*

DATE May 30, 2018

INVOICE NO 2065

TO:

Sunland Tujunga Neighborhood Council  
for Nayri Vartanian

QUANTITY	DESCRIPTION	PRICE
19	Cool Dry Hanes T-shirts Security Orange  with full color heat transfers  printing in 3 places	\$302.00

Subtotal	\$302.00
Sales Tax	\$28.69
<b>Total</b>	<b>\$330.69</b>

7566 Foothill Blvd. Tujunga, CA 91042 • 818-353-1588

From: **Nayri Vartanian** [nvartanian@ymcafoothills.org](mailto:nvartanian@ymcafoothills.org)  
Subject: artwork for tshirts  
Date: June 13, 2018 at 11:22 AM  
To: [jhussion@windstream.com](mailto:jhussion@windstream.com)  
Cc: **Janelle Hussion** [janelle@the13group.com](mailto:janelle@the13group.com)



Hi Julie,

My sincere apologies for not getting this design to you sooner. It completely slipped my mind. Here is the logo we want on the tshirt in addition the city seal needs to also be on the shirt. Please provide your recommendation for placement but I have included an example from our committee as well.

Nayri Vartanian  
**Director, Social Responsibility**  
YMCA OF THE FOOTHILLS

e: [nvartanian@ymcafoothills.org](mailto:nvartanian@ymcafoothills.org) w: [www.ymcafoothills.org](http://www.ymcafoothills.org)  
p: 818-583-4728

The Y: We're for Youth Development, Healthy Living and Social Responsibility





Office of the City Clerk  
 Administrative Services Division  
 Neighborhood Council (NC) Funding Program  
 Board Action Certification (BAC) Form



NC Name: SUNLAND-TUJUNGA Meeting Date: 5/9/19

Budget Fiscal Year: 2017-18 Agenda Item No: 11.3.h

Board Motion and/or Public Benefit Statement (CIP and NPG):  
 3h) Motion to approve request from the ST Beautification Committee up to \$340.29 for custom T-shirts for the committee to include STNC, City and Beautification committee logos. Category: outreach

Method of Payment: (Select One)  Check  Credit Card  Board Member Reimbursement

Vote Count

Recused Board Members must leave the room prior to any discussion and may not return to the room until after the vote is complete.

Board Member's First and Last Name	Board Position	Yes	No	Abstain	Absent	Ineligible	Recused
DANA STANGEL	PRESIDENT	y					
CHARLIE BRADLEY	VICE PRESIDENT	y					
JANELLE HUSSION	VICE PRESIDENT	y					
SEVADA HEMELIANS	SECRETARY	y					
CINDY CLEGHORN	TREASURER	y					
PAT KRAMER	REGION 1	y					
ANA ORUDYAN	REGION 1	y					
VACANT	REGION 2						
LINDA ADRAN	REGION 2	y					
RICK RAMIREZ	REGION 3	y					
DAVID BARRON	REGION 3	y					
PATI POTTER	REGION 4	y					
LYDIA GRANT	REGION 4	y					
EDWIN MIRANIAN	STAKEHOLDER GROUP REP -ARMENIAN						
AMELIA ANDERSON	STAKEHOLDER GROUP - HOMELESS			y			
MARK SEIGEL	STAKEHOLDER GROUP - HAM RADID	y					
MARLENE HITT	STAKEHOLDER GROUP - HISTORICAL SO	y					
JON VON GUNTEN	STAKEHOLDER GROUP - NEIGHBORHOOD	y					
AARON PETERSON	STAKEHOLDER GROUP - THE HUB CHURCH						
HRANT VARTZBEDIAN	STAKEHOLDER GROUP - BUSINESS	y					
VACANT	STAKEHOLDER GROUP						
Board Quorum: 11	Total: 16			1			

We, the authorized signers of the above named Neighborhood Council, declare that the information presented on this form is accurate and complete, and that a public meeting was held in accordance with all laws, policies, and procedures. The above was approved by the Neighborhood Council Board, at a Brown Act compliant public meeting where a quorum of the Board was present.

Authorized Signature: *Dana Stangel* Print/Type Name: DANA STANGEL Date: 5/9/18  
 Authorized Signature: *Cindy Cleghorn* Print/Type Name: Sevada Hemelians CINDY CLEGHORN Date: 5/9/18



# INVOICE

*Sunland Printing & Copy Center*

DATE May 30, 2018

INVOICE NO 4013

TO:

Sunland Tujunga Neighborhood Council  
for Janelle Hussion

QUANTITY	DESCRIPTION	PRICE
500	4 x 6 magnets 17 pt. magnet printed on one side FULL COLOR with 4 different design backgrounds	\$175.24
250	Bags 13X15X10 Single Color Print	\$738.00

Subtotal	\$913.24
Sales Tax	\$86.76
<b>Total</b>	<b>\$1000.00</b>

7566 Foothill Blvd. Tujunga, CA 91042 • 818-353-1588





**SUNLAND-TUJUNGA  
NEIGHBORHOOD COUNCIL**  
STNC.org



# SUNLAND -TUJUNGA FREQUENTLY REQUESTED CITY SERVICES

ONE CALL TO CITY HALL SERVICE REQUEST  
311 OR 213-473-3231

ABANDONED VEHICLES  
800-222-6366

ANIMAL SERVICES  
ANIMAL ABUSE•ADOPT-A-PET  
888-452-7381

BUILDING PERMITS - PLAN CHECK  
311

BULKY ITEM • TOXIC WASTE  
MISSED TRASH COLLECTIONS  
DEAD ANIMAL PICK-UPS  
800-773-2489 OR 311

LA SANITATION  
800-773-2489

FLOODING ISSUES  
213-485-7575

CITY ATTORNEY (CIVIL)  
NEIGHBORHOOD PROSECUTOR  
818-374-7580

CITY PLANNING DEPARTMENT  
818-374-5050

INSPECTIONS REQUEST  
818-374-1100 / 888-524-2845

METRO  
213-482-7077

COMMUNITY EVENT CALENDARS  
STNC.ORG - 818-951-7411  
STCHAMBER.COM - 818-352-4433

LA DWP HOTLINE - 800-342-5397

ELDER ABUSE HOTLINE - 800-992-1660

GRAFFITI REMOVAL 311

PARKING VIOLATIONS - 818-374-4823

POTHOLE - SIDEWALK REPAIRS  
TREE SERVICES - 800-996-2489

TOWED VEHICLES (OPG) 818-896-9511

FREE MEDIATION FOR  
LA COUNTY RESIDENTS 211 OR 800-593-8222

COUNCIL PHONE - 818-904-9450 - LACITY.ORG

CITY COUNCIL DISTRICT 7  
FIELD OFFICE AT 7747 FOOTHILL BLVD.,  
TUJUNGA - 818-352-3287

CITY HALL AT 200 N. SPRING STREET,  
DOWNTOWN LA - 818-473-7007

MAYOR'S OFFICE - 213-978-0600 - LACITY.ORG

SUNLAND PARK RECREATION - 818-352-5282

SENIOR CENTER - 818-353-9571

STNC MEETINGS: 2ND WEDNESDAY - 6:30 PM @ N VALLEY CITY HALL

SUNLAND: LAPD LEAD OFFICER - CESAR CONTRERAS 36373@LAPD.ONLINE - 818-634-0705

TUJUNGA: LAPD LEAD OFFICER - GLORIA CALOCA 35755@LAPD.ONLINE - 818-634-0754

LAPD ANONYMOUS TIPS 800-222-8477

**LAPD - FOOTHILL POLICE STATION - 818-756-8861**

**LAFD FIRE STATION 74 - 818-756-8674**



**SUNLAND-TUJUNGA  
NEIGHBORHOOD COUNCIL**



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**SUNLAND-TUJUNGA**  
**NEIGHBORHOOD COUNCIL**



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**SUNLAND-TUJUNGA**  
**NEIGHBORHOOD COUNCIL**

*TSR*



# SUNLAND -TUJUNGA FREQUENTLY REQUESTED CITY SERVICES

**ONE CALL TO CITY HALL SERVICE REQUEST**  
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818-374-1100 / 888-524-2845

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213-482-7077

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**FREE MEDIATION FOR**  
**LA COUNTY RESIDENTS 211 OR 800-593-8222**

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**STNC MEETINGS: 2ND WEDNESDAY - 6:30 PM @ N VALLEY CITY HALL**

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**SUNLAND-TUJUNGA**  
**NEIGHBORHOOD COUNCIL**



# SUNLAND - TUJUNGA FREQUENTLY REQUESTED CITY SERVICES

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311 OR 213-473-3231

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**MISSED TRASH COLLECTIONS**  
**DEAD ANIMAL PICK-UPS**  
800-773-2489 OR 311

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800-773-2489

**FLOODING ISSUES**  
213-485-7575

**CITY ATTORNEY (CIVIL)**  
**NEIGHBORHOOD PROSECUTOR**  
818-374-7580

**CITY PLANNING DEPARTMENT**  
818-374-5050

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**LA COUNTY RESIDENTS** 211 OR 800-593-8222

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**CITY COUNCIL DISTRICT 7**  
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**MAYOR'S OFFICE** - 213-978-0600 - LACITY.ORG

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**LAFD FIRE STATION 74 - 818-756-8674**



**SUNLAND-TUJUNGA**  
**NEIGHBORHOOD COUNCIL**







# INVOICE LF

15121 Ventura Boulevard  
 Sherman Oaks, California 91403

VOICE: (818) 783-5172 • FAX: (818) 783-8649  
 EMAIL: [goodway@goodwayprintcopy.com](mailto:goodway@goodwayprintcopy.com)

No. **41229**

Date 6/14/2018

Customer P.O. No.

SUNLAND TUJUNGA  
 NEIGHBORHOOD COUNCIL  
 8250 Foothill Blvd. #A  
 Sunland CA 91040

MARK SEIGEL  
 818 951 7411

QUANTITY	DESCRIPTION	AMOUNT
1	Event Tent	456.62
Taken by: Account Type: Charge Account PLEASE PAY FROM THIS INVOICE.  THANK YOU!		Ship Via:  SUBTOTAL <b>456.62</b> TAX <b>43.38</b> SHIPPING TOTAL <b>500.00</b> AMOUNT DUE <b>500.00</b>





**SUNLAND-TUJUNGA**  
**NEIGHBORHOOD COUNCIL**





**The Web Corner, Inc.**

19509 Ventura Blvd  
Tarzana, CA 91356

# Invoice

Date	Invoice #	Terms
5/29/2018	16702	

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

Ship To

QTY	Item Code	Description	Price Each	Amount
1	Web Design	Upgrade to new version of Neighborhood Council platform	1,200.00	1,200.00

Please remit payment at your earliest convenience.  Thank you for your business!	<b>Total</b>	\$1,200.00
	<b>Payments/Credits</b>	\$0.00
	<b>Balance Due</b>	<b>\$1,200.00</b>

Office of the City Clerk

Administrative Services Division

Neighborhood Council (NC) Funding Program

Board Action Certification (BAC) Form



NC Name: SUNLAND-TUJUNGA

Meeting Date: 6-13-18

Budget Fiscal Year: 2017-18

Agenda Item No: 11.4

Board Motion and/or Public Benefit Statement (CIP and NPG):

4. Approve Webcomer proposal to update the STNC website for 1,200 and create and  
 Hoac Website Committee

Method of Payment: (Select One)

Check

Credit Card

Board Member Reimbursement

Vote Count

Recused Board Members must leave the room prior to any discussion and may not return to the room until after the vote is complete.

Board Member's First and Last Name	Board Position	Yes	No	Abstain	Absent	Ineligible	Recused
DANA STANGEL	PRESIDENT	X					
CHARLIE BRADLEY	VICE PRESIDENT	X					
JANELLE HUSSION	VICE PRESIDENT	X					
SEVADA HEMELIANS	SECRETARY	X					
CINDY CLEGHORN	TREASURER	X					
PAT KRAMER	REGION 1	X					
ANA ORUDYAN	REGION 1	X					
VACANT	REGION 2						
LINDA ADRAN	REGION 2	X					
RICK RAMIREZ	REGION 3	X					
DAVID BARRON	REGION 3						
PATI POTTER	REGION 4	X					
LYDIA GRANT	REGION 4						
EDWIN MIRANIAN	STAKEHOLDER GROUP REP - ARMENIAN						
AMELIA ANDERSON	STAKEHOLDER GROUP - HOMELESS	X					
MARK SEIGEL	STAKEHOLDER GROUP - HAM RADIO	X					
MARLENE HITT	STAKEHOLDER GROUP - HISTORICAL SO			X		X	
JON VON GUNTEN	STAKEHOLDER GROUP - NEIGHBORHOOD	X					
AARON PETERSON	STAKEHOLDER GROUP - THE HUB CHURCH						
HRANT VARTZBEDIAN	STAKEHOLDER GROUP - BUSINESS	X					
VACANT	STAKEHOLDER GROUP						
RITA ANDONIAN	Stakeholder group					X	
CHRISTOPHER BOYADJIAN	Reg 2					X	
Board Quorum: 11	Total:	14		0		3	

We, the authorized signers of the above named Neighborhood Council, declare that the information presented on this form is accurate and complete, and that a public meeting was held in accordance with all laws, policies, and procedures. The above was approved by the Neighborhood Council Board, at a Brown Act compliant public meeting where a quorum of the Board was present.

Authorized Signature: *[Signature]*  
 Print/Type Name: DANA STANGEL  
 Date: 6-13-18

Authorized Signature: *[Signature]*  
 Print/Type Name: CINDY CLEGHORN  
 Date: 6-13-18 Treasurer



STNC Constant Contact account @ \$70 per month was not paid due to no credit card. Pati Potter paid so service would not be interrupted. Reimbursement amount: \$140.00.

6/13/2018

Bank of America | Online Banking | Accounts | Account Details | Account Activity



Online Banking

**Adv Tiered Interest Chkg - 2695: Account Activity**

Balance Summary: [REDACTED] (available as of today 06/13/2018)

Print

View:today 06/13/2018

*acct. OWNED BY Pati Potter*

**All Transactions**

*Debit card*

Posting Date	Description	Status	Amount	Available Balance
Amount included in Available Balance				
Processing	CHECKCARD 06/13 EIG*CONSTANTCONTACT.CO 855- 2295506 MA	P	-140.00	[REDACTED]
06/11/2018	LA FUEL 06/09 #000649682 PURCHASE LA FUEL SUNLAND CA	C	[REDACTED]	[REDACTED]



Susan G. Komen World Mastercard Card - 2932

STNC PHONE NO. 818-951-7411 was shut off for non-payment. Ring Central only takes payment by credit card. No City credit card for STNC so Pati Potter paid. Reimbursement amount: \$66.31.

Balance Summary: 06/13/2018

Account Summary

Current balance: [REDACTED]
Total credit available: [REDACTED]
Cash credit line available: [REDACTED]

Card Details

Total credit line: [REDACTED]
Cash credit line: [REDACTED]
Amount over total credit line: [REDACTED]
Next closing date: 06/28/2018
Last payment date: 06/01/2018
Last payment: [REDACTED]

Pay This Card

Statement balance: [REDACTED]
Payment due date: 06/25/2018
Total minimum payment due: [REDACTED]

Rewards

Total Cash Rewards: [REDACTED]

Rewards

Credit CARD OWNED \* By Pati Potter

\* Available Credit includes purchases that have been authorized but have not yet posted to your account.

Go to: Current transactions

Table with 4 columns: Posting Date, Description, Amount, Balance. Rows include transactions for JACK IN THE BOX 0301, RingCentral, INC, PHR\*RISSERORTHOAEDICG, CARUSOS TUJUNGA, EVEREST RESTAURANT 1 LA CRESCENTA CA, and SUBWAY 00166595 SUNLAND CA.

# Monthly Expenditure Report



Reporting Month: May 2018

Budget Fiscal Year: 2017-2018

NC Name: Sunland-Tujunga  
Neighborhood Council

Monthly Cash Reconciliation					
Beginning Balance	Total Spent	Remaining Balance	Outstanding	Commitments	Net Available
\$37653.18	\$11424.39	\$26228.79	\$8610.34	\$0.00	\$17618.45

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office	\$51935.00	\$2416.62	\$30223.79	\$0.00	\$27618.45
Outreach		\$1507.77		\$2605.34	
Elections		\$0.00		\$0.00	
Community Improvement Project	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Neighborhood Purpose Grants	\$3505.00	\$7500.00	-\$3995.00	\$6005.00	-\$10000.00
Funding Requests Under Review: \$0.00		Encumbrances: \$0.00		Previous Expenditures: \$17786.82	

Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	The Web Corner, inc.	05/06/2018	To pay monthly bill of web maintenance to the Web ...	General Operations Expenditure	Outreach	\$150.00
2	Bridgegap	04/24/2018	Approve / Change of structure for paying minu...	General Operations Expenditure	Office	\$193.05
3	Bridgegap	05/14/2018	Minute taker for STNC monthly board meeting minute...	General Operations Expenditure	Office	\$158.30
4	City of Los Angeles Dept. of Neighborhood Empowerment	05/14/2018	Approve outreach: NC Congress \$750 and N...	General Operations Expenditure	Outreach	\$750.00
5	City of Los Angeles - Department of Neighborhood Empowerment	05/14/2018	Approve Outreach: NC Congress \$750 and N...	General Operations Expenditure	Outreach	\$250.00
6	Bridgegap	05/14/2018	Monthly Board Meeting Minutes taker	General Operations Expenditure	Office	\$180.18
7	Bridgegap	05/14/2018	Monthly Board Meeting Minutes taker	General Operations Expenditure	Office	\$180.18

8	Bridgegap	05/14/2018	To pay or Board Meeting Minutes taker	General Operations Expenditure	Office	\$180.18
9	Insight Investments LLC	05/15/2018	Approve office expense to Insight for copier renta...	General Operations Expenditure	Office	\$37.81
10	Insight Investments LLC	05/15/2018	Approve office Insight for copier lease outstandin...	General Operations Expenditure	Office	\$84.30
11	Insight Investments LLC	05/15/2018	Approve Insight for copier lease invoices not yet ...	General Operations Expenditure	Office	\$84.11
12	Bridgegap	05/16/2018	Approve / change of structure for paying minu...	General Operations Expenditure	Office	\$154.44
13	The Web Corner, inc.	05/17/2018	Approve Office payments due to the Webcorner for S...	General Operations Expenditure	Office	\$150.00
14	The Web Corner, inc.	05/17/2018	Approve Office payments due to the Webcorner for S...	General Operations Expenditure	Office	\$150.00
15	Sportscraft Trophy & Award	05/17/2018	To approve up to \$400 for STNC board name bad...	General Operations Expenditure	Outreach	\$197.10
16	Little Landers Historical Society	05/17/2018	Approve NPG Little Landers Historical Society	Neighborhood Purpose Grants		\$3500.00
17	Parents, Teachers/Educators & Students in Action	05/17/2018	Approve NPG up to \$1,500 to PESA (Parent...	Neighborhood Purpose Grants		\$1500.00
18	Konica Minolta Business Solutions USA Inc.	05/18/2018	APPROVE OFFICE: Konica for meter charges &#x2...	General Operations Expenditure	Office	\$160.07
19	Konica Minolta Business Solutions USA Inc.	05/18/2018	APPROVE OFFICE Konica for meter charges \$965....	General Operations Expenditure	Office	\$704.00
20	Tamperproof Screw	05/21/2018	Approve Outreach: License Plate Screws for LA...	General Operations Expenditure	Outreach	\$160.67
21	Making It Happen, Inc.	05/22/2018	Approve NPG: Making It Happen for homeless ou...	Neighborhood Purpose Grants		\$2500.00
<b>Subtotal:</b>						<b>\$11424.39</b>

Outstanding Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	Linda Adran	05/16/2018	Approve \$62.00 reimbursement for refreshments...	General Operations Expenditure	Outreach	\$62.00
2	Asian Pacific American Dispute Resolution Center	05/17/2018	Approve up to \$600 for May 19, 2018 board ret...	General Operations Expenditure	Outreach	\$375.00
3	Citizens for Los Angeles Wildlife	05/17/2018	Motion to approve up to \$1000 for Own Boxes &...	General Operations Expenditure	Outreach	\$800.00
4	YMCA of the Foothills	05/22/2018	APPROVE NPG up to \$5,000 for NPG to the YMCA ...	Neighborhood Purpose Grants		\$5000.00



5	Giving Music	05/22/2018	Approve NPG: Giving Music	Neighborhood Purpose Grants		\$1005.00
6	Sunland Tujunga Shadow Hills Rotary Club	05/25/2018	To approve recommendation of the STARC that STNC s...	General Operations Expenditure	Outreach	\$1368.34
<b>Subtotal: Outstanding</b>						<b>\$8610.34</b>

# Invoice

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

Date	Invoice #	Due Date
11/1/2017	15709	11/1/2017

Bill To
STNC.org Susan Avakian 7747 Foothill Blvd., Room 101 Tujunga, CA 91042

P.O. No.	Terms	Project

Quantity	Description	Rate	Amount
1	Monthly Maintenance: includes up to 1 hour for; phone support, web development, requests, & website adjustments	150.00	150.00

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





**Sunland Tujunga Neighborhood Council**  
 8250 Foothill Blvd., Suite A, Sunland, CA 91042 - (818) 951-7411 FAX (818) 951-7412  
 E-mail: secretary@stnc.org

**ITEM #12**  
**Outstanding Items**

**Items to be paid**

David Barron – Board member reimbursement	\$500.00 ✓
Marlene Hitt – Board member reimbursement	\$198.30 ✓
Beautification Committee – Purchase of Anti Graffiti Coating and brushes	\$64.93
Martin Outdoor Media -Vision Zero bench ads	<del>\$225.00</del>
InsightInvestments (copier) – August	\$84.11 ✓
InsightInvestment (copier) July	\$83.73 ✓
RingCentral – September	\$65.99 ✓
Ahem Rental – July 4 Golf Cart	\$994.11 ✓
Pyrospectaculars – Fireworks	\$4500.00 ✓
Sunland Printing – Banners	\$976.03 ✓
Webcorner – July	\$150.00 ✓
Webcorner – August	\$150.00 ✓
Webcorner - September	\$150.00
<b>Total:</b>	<b>\$8142.20</b>

**Ongoing Monthly Expenditures TOTAL: \$996.00**

- Constant Contact \$95
- Copier \$85
- Ring Central \$66
- Web Corner \$150
- Meeting Refreshments \$100
- Region events \$200
- Misc Office supplies / Printing \$100
- Misc outreach materials \$200

**ITEM #13**















**2018 Congress of Neighborhoods / EmpowerLA Awards / NC Budget Advocates  
Neighborhood Council Funding Support Statement**

I, DANA STANGEL (President or Vice-President [VP] name),  
declare that I am the President or VP of the SUNLAND-TUJUNGA  
Neighborhood Council (Neighborhood Council) and that on 4-11-18 (meeting  
date), a Brown Act noticed public meeting was held by the Neighborhood Council with a quorum  
of \_\_\_\_\_ (number) board members present and that by a vote of  
\_\_\_\_\_(number) Yea, \_\_\_\_\_(number) Nay, and \_\_\_\_\_(number) Abstentions,  
the Neighborhood Council approves funding support for the following:

L.A. Congress of Neighborhoods 2018 event in the amount of:

\*\$ 750.00 (A)

and/or

L.A. Congress of Neighborhoods 2018 – Networking/EmpowerLA Awards event in the amount of:

\*\$ \_\_\_\_\_ (B)

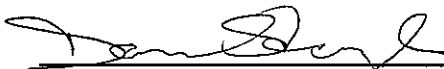
and/or

Neighborhood Council Budget Advocates 2018 in the amount of:

\*\$ 250.00 (C)

\$ 1,000.00 **Grand Total (A) + (B) + (C)**

Therefore, the Neighborhood Council requests that the Office of the City Clerk Neighborhood Council Funding Program issue payment in the aforementioned Total amount from our checking account to the Department of Neighborhood Empowerment for the Congress and/or Budget Advocates Account(s).



\_\_\_\_\_  
Signature of President or VP

4-11-18

\_\_\_\_\_  
Date

To request payment, the Neighborhood Council Treasurer must submit this completed form through the Funding System portal as the "Payment Request Document" and a respective Board Action Certification (BAC) form. Forms must be submitted no later than June 1, 2018 in order to be processed from current Fiscal Year available funds. Make check payable to:

**"City of Los Angeles – Dept. of Neighborhood Empowerment"  
200 N. Spring St. Suite 224, Los Angeles, CA 90012**

\*Please indicate a specific monetary amount, i.e. statements such as "our unused funding for this fiscal year" will not be processed.



**2018 Congress of Neighborhoods / EmpowerLA Awards / NC Budget Advocates  
Neighborhood Council Funding Support Statement**

I, DANA STANGEL (President or Vice-President [VP] name),  
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date), a Brown Act noticed public meeting was held by the Neighborhood Council with a quorum  
of \_\_\_\_\_ (number) board members present and that by a vote of  
\_\_\_\_\_(number) Yea, \_\_\_\_\_(number) Nay, and \_\_\_\_\_(number) Abstentions,  
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and/or

L.A. Congress of Neighborhoods 2018 – Networking/EmpowerLA Awards event in the amount of:

\*\$ \_\_\_\_\_ (B)

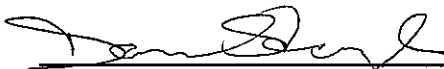
and/or

Neighborhood Council Budget Advocates 2018 in the amount of:

\*\$ 250.00 (C)

\$ 1,000.00 **Grand Total (A) + (B) + (C)**

Therefore, the Neighborhood Council requests that the Office of the City Clerk Neighborhood Council Funding Program issue payment in the aforementioned Total amount from our checking account to the Department of Neighborhood Empowerment for the Congress and/or Budget Advocates Account(s).



\_\_\_\_\_  
Signature of President or VP

4-11-18

\_\_\_\_\_  
Date

To request payment, the Neighborhood Council Treasurer must submit this completed form through the Funding System portal as the "Payment Request Document" and a respective Board Action Certification (BAC) form. Forms must be submitted no later than June 1, 2018 in order to be processed from current Fiscal Year available funds. Make check payable to:

**"City of Los Angeles – Dept. of Neighborhood Empowerment"  
200 N. Spring St. Suite 224, Los Angeles, CA 90012**

\*Please indicate a specific monetary amount, i.e. statements such as "our unused funding for this fiscal year" will not be processed.





# Bridggap

Making it better together!

10008 National Blvd #319  
Los Angeles, CA 90034-3809  
Phone 213.797.0999

# Invoice

DATE: APRIL 29, 2018

**TO:**

Cindy Cleghorn  
STNC  
7747 Foothill Blvd  
Tujunga, CA 91042  
Phone

**COMMENTS OR SPECIAL INSTRUCTIONS: MINUTES**

ASSIGNED SPECIALIST	NEIGHBORHOOD COUNCIL	ACCOUNT NUMBER	MEETING DATE	TIME	TERMS
TG	STNC	Pending	04/11/2018	0630	Due on receipt

TIME IN	DESCRIPTION	TIME OUT	TOTAL
	Minutes		4
	Editing		3

SUBTOTAL HOURS	7
RATE PER HOUR	25.74
TOTAL DUE	180.18

## Invoice Number 100121

If you have any questions concerning this work order, contact Terrence Gomes, [info@BTSASA.com](mailto:info@BTSASA.com)

**THANK YOU FOR YOUR BUSINESS!**









# Bridggap

Making it better together!

10008 National Blvd #319  
Los Angeles, CA 90034-3809  
Phone 213.797.0999

# Invoice

DATE: MARCH 23, 2018

**TO:**

Shooshig Avakian  
STNC  
7747 Foothill Blvd  
Tujunga, CA 91042  
Phone

**COMMENTS OR SPECIAL INSTRUCTIONS: MINUTES**

ASSIGNED SPECIALIST	NEIGHBORHOOD COUNCIL	ACCOUNT NUMBER	MEETING DATE	TIME	TERMS
TG	STNC	Pending	03/14/2018	0630	Due on receipt

TIME IN	DESCRIPTION	TIME OUT	TOTAL
1800	Minutes	2200	4
	Editing		3

SUBTOTAL HOURS	7
RATE PER HOUR	25.74
TOTAL DUE	180.18

## Invoice Number 100119

If you have any questions concerning this work order, contact Terrence Gomes, [info@BTSASA.com](mailto:info@BTSASA.com)

**THANK YOU FOR YOUR BUSINESS!**















# Insight Investments LLC

611 Anton Blvd., Suite 700  
 Costa Mesa, CA 92626  
 (714) 939-2300 . Fax (714) 939-2397

Invoice No. : PT00010170  
 Customer # : CIT053  
 Invoice Date : 3/21/18  
 Due Date : 3/21/18

**INVOICE TO :**  
 City of Los Angeles (NEMP)/HGNNC/STNC  
 Andrew Choi  
 200 N. Spring Street Ste 2005  
 Los Angeles, CA 90012  
 United States of America

**REMIT TO :**  
 Wells Fargo Bank Northwest, N.A.  
 260 N. Charles Lindbergh Dr.  
 Attn: Insight 39001 MAC:U1240-026  
 Salt Lake City, UT 84116  
 United States of America

CUSTOMER REF	SERIAL #	DESCRIPTION	FROM	THROUGH	AMOUNT
Lease # 2014-INSIGHT-NEMP-3 PO #		A5C2011111896-Harbor Gateway North Neighborhood Council; A5C2011111888-Sunland Tujunga Neighborhood Council			
		Billing Jurisdiction	:	Los Angeles County 2017	
		Tax Assessment Year	:	2017	
		Tax Bill #	:	49164008	
				Property Tax	22.47
				Sales Tax	2.13
				Tax Bill# Total Payment	24.60
		Billing Jurisdiction	:	Los Angeles County 2017	
		Tax Assessment Year	:	2017	
		Tax Bill #	:	49164014	
				Property Tax	34.53
				Sales Tax	3.28
				Tax Bill# Total Payment	37.81
				<b>Invoice Subtotal</b>	57.00
				<b>Sales Tax</b>	5.41
				<b>PAY THIS AMOUNT</b>	62.41







# Insight Investments LLC

611 Anton Blvd., Suite 700  
 Costa Mesa, CA 92626  
 (714) 939-2300 . Fax (714) 939-2397

Invoice No. : RT00190174  
 Customer # : CIT069  
 Invoice Date : 3/21/18  
 Due Date : 4/30/18

**INVOICE TO :**  
 City of Los Angeles (NC)  
 Susan Accounts Payable  
 7747 Foothill Blvd  
 Tujunga, CA 91042-2137  
 United States of America

**REMIT TO :**  
 Wells Fargo Bank Northwest, N.A.  
 260 N. Charles Lindbergh Dr.  
 Attn: Insight 39001 MAC:U1240-026  
 Salt Lake City, UT 84116  
 United States of America

CUSTOMER REF	SERIAL #	DESCRIPTION	FROM	THROUGH	AMOUNT
Lease # 2014-INSIGHT-NC-4					
PO #					
Equipment Location : 7747 Foothill Blvd, Tujunga, CA 91042-2137 United States of America					
		Monthly Lease Payment	04/01/18	04/30/18	76.99
		Location Total Tax			7.31
		Location Total Payment			84.30
<b>Invoice Subtotal</b>					76.99
<b>Sales Tax</b>					7.31
<b>PAY THIS AMOUNT</b>					84.30





# Insight Investments LLC

611 Anton Blvd., Suite 700  
Costa Mesa, CA 92626  
(714) 939-2300 . Fax (714) 939-2397

Invoice No. : RT00155055  
Customer # : CIT053  
Invoice Date : 7/21/17  
Due Date : 8/31/17

**INVOICE TO :**  
City of Los Angeles (NEMP)/HGNNC/STNC  
Martha Cabral  
200 N. Spring Street Ste 2005  
Los Angeles, CA 90012  
United States of America

**REMIT TO :**  
Wells Fargo Bank Northwest, N.A.  
260 N. Charles Lindbergh Dr.  
Attn: Insight 39001 MAC:U1240-026  
Salt Lake City, UT 84116  
United States of America

CUSTOMER REF	SERIAL #	DESCRIPTION	FROM	THROUGH	AMOUNT
Lease # 2014-INSIGHT-NEMP-3		A5C2011111896-Harbor Gateway North Neighborhood Council; A5C2011111888-Sunland Tujunga Neighborhood Council			
P.O. #					
Equipment Location :	802 W Gardena Blvd, Gardena, CA 90247-4904 United States of America				
	A5C2011111896	Konica Minolta Bizhub C284e (1) 2GB/800MHz RAM (1) 250GB HDD Storage 1 (1) 9 in Color Multitouch Dis			<del>76.99</del>
		Monthly Lease Rental	08/01/17	08/31/17	<del>76.99</del>
		Location Total Tax			<del>7.12</del>
		Location Total Payment			<del>84.11</del>
Equipment Location :	7747 Foothill Blvd, Tujunga, CA 91042-2137 United States of America				
	A5C2011111888	Konica Minolta Bizhub C284e (1) 2GB/800MHz RAM (1) 250GB HDD Storage 1 (1) 9 in Color Multitouch Dis			76.99
		Monthly Lease Rental	08/01/17	08/31/17	76.99
		Location Total Tax			7.12
		Location Total Payment			84.11
		Subtotal			<del>153.98</del>
		Tax			<del>14.24</del>
		Lease Total			<del>168.22</del>
		<b>Invoice Subtotal</b>			<del>153.98</del>
		<b>Sales Tax</b>			<del>14.24</del>
		<b>PAY THIS AMOUNT</b>			<del>168.22</del>





# Bridggap

Making it better together!

10008 National Blvd #319  
Los Angeles, CA 90034-3809  
Phone 213.797.0999

# Invoice

DATE: JANUARY 19, 2018

**TO:**

Shooshig Avakian  
STNC  
7747 Foothill Blvd  
Tujunga, CA 91042  
Phone

**COMMENTS OR SPECIAL INSTRUCTIONS: MINUTES**

ASSIGNED SPECIALIST	NEIGHBORHOOD COUNCIL	ACCOUNT NUMBER	MEETING DATE	TIME	TERMS
TG	STNC	Pending	01/10/2018	0630	Due on receipt

TIME IN	DESCRIPTION	TIME OUT	TOTAL
1800	Minute Taking Special and Special Second	2115	3.5
	Editing		2.5

SUBTOTAL HOURS	6
RATE PER HOUR	25.74
TOTAL DUE	154.44

## Invoice Number 100110

If you have any questions concerning this work order, contact Terrence Gomes, [info@BTSASA.com](mailto:info@BTSASA.com)

**THANK YOU FOR YOUR BUSINESS!**





# Invoice

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

Date	Invoice #	Due Date
5/1/2018	16601	5/1/2018

Bill To
STNC.org Susan Avakian 7747 Foothill Blvd., Room 101 Tujunga, CA 91042

P.O. No.	Terms	Project

Quantity	Description	Rate	Amount
1	Monthly Maintenance: includes up to 1 hour for; phone support, web development, requests, & website adjustments	150.00	150.00

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





# Invoice

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

Date	Invoice #	Due Date
4/1/2018	16444	4/1/2018

Bill To
STNC.org Susan Avakian 7747 Foothill Blvd., Room 101 Tujunga, CA 91042

P.O. No.	Terms	Project

Quantity	Description	Rate	Amount
1	Monthly Maintenance: includes up to 1 hour for; phone support, web development, requests, & website adjustments	150.00	150.00

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



**Sportscraft Trophy & Award**

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

**Invoice**

DATE	INVOICE #
4/11/2018	36092

<b>BILL TO</b>
Dana Stangel Sunland-Tujunga Neighborhood Council Tujunga, California

<b>ORDERED BY</b>

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

QTY	DESCRIPTION	PRICE	AMOUNT
18	Sublimation Badges Sales Tax (LA County)	10.00 9.50%	<b>180.00</b> <b>17.10</b>
		<b>Total</b>	<b>\$197.10</b>





**SUNLAND-TUJUNGA  
NEIGHBORHOOD COUNCIL**

**Pati Potter**

**Region 4 Representative**





**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-TUSUNGA

**SECTION I - APPLICANT INFORMATION**

1a) LITTLE LAUDERS HISTORICAL Soc. 95.464.2330 CA August 30, 1963  
Organization Name Federal I.D. # (EIN#) State of Incorporation Date of 501(c)(3) Status (if applicable)

1b) P.O. Box 203 TUSUNGA CA 91043  
Organization Mailing Address City State Zip Code

1c) 10110 Commerce Ave. TUSUNGA CA 91042  
Business Address (if different) City State Zip Code

1d) **PRIMARY CONTACT INFORMATION:**  
Herrold Egger 805-791-4225 EggermanH@gmail.com  
Name Phone Email

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

3) N/A  
Name / Address of Affiliated Organization (if applicable) City State Zip Code

**SECTION II - PROJECT DESCRIPTION**

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

SEE ATTACHED

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)

SEE ATTACHED

—over—

**SECTION III - PROJECT BUDGET OUTLINE**

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

6a)	<b>Personnel Related Expenses</b>	<b>Requested of NC</b>	<b>Total Projected Cost</b>
	NONE	\$	\$
		\$	\$
		\$	\$

6b)	<b>Non-Personnel Related Expenses</b>	<b>Requested of NC</b>	<b>Total Projected Cost</b>
	OUTREACH, PROMOTION AND MATERIALS/SUPPLIES	\$3,500.00	\$
	RELATED TO FREE AND OPEN-TO-THE-PUBLIC	\$	\$
	EDUCATIONAL PROGRAMS	\$	\$

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: \$ \_\_\_\_\_

10a) Start date: 6/1/18    10b) Date Funds Required: 7/1/18    10c) Expected Completion Date: 12/31/18  
 (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\*

HERROLD EGGER    PRESIDENT    *Herrold Egger*    3-1-18  
 PRINT Name    Title    Signature    Date

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

ELEKTRA G.M. LAUGER    SECRETARY    *Elektra G.M. Lauger*    3-1-18  
 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](mailto:clerk.ncfunding@lacity.org) for instructions on completing this form



## **Neighborhood Purposes Grant – Little Landers Historical Society**

### **4. Please describe the purpose and intent of the grant.**

By approving the Neighborhood Purposes Grant (NPG) in the amount of \$3,500, the grant will assist us by supporting the purpose of the Little Landers Historical Society (LLHS) and our mission to preserve and maintain Bolton Hall Museum (Los Angeles Historic-Cultural Monument #2). Bolton Hall Museum is the primary resource for anyone that wishes to research any historical aspect of the Sunland, Tujunga, Shadow Hills and Lake View Terrace communities. Approval of the grant will support the continued operation of the museum and its mission to collect, preserve and display artifacts, records and landmarks of the area.

### **5. How will this grant be used to primarily support or serve a public purpose and benefit the public at-large?**

This grant will support Bolton Hall Museum by giving us the opportunity to continue showcasing our museum as well as historically important areas in our community. Past exhibits have included a major display of a World War II encampment entitled "Only the Oaks Remain" that brought back to life the Japanese Internment facility located in our area. In addition to permanent displays of local historical artifacts, temporary exhibits are installed two times per year. We provide monthly informative free-of-charge educational programs for the community and volunteer-led museum tours are given to local museum visitors twice per week.

Monthly educational programs on subjects of local historical interest are conducted on the second Saturday of the month. In addition, special events are planned for the balance of the year. They include special open-to-the-public evening hours and two major holiday winter programs. All of these events are free of charge and all are welcome. All activities are conducted by Little Lander's volunteers.

INTERNAL REVENUE SERVICE  
DISTRICT DIRECTOR  
P. O. BOX 2508  
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: **FEB 24 1998**

THE LITTLE LANDERS HISTORICAL  
SOCIETY  
C/O LISA RUNQUIST  
10618 WOODBRIDGE STREET  
TOLUCA LAKE, CA 91602

Employer Identification Number:  
95-4642330  
DLN:  
17053247126007  
Contact Person:  
D. A. DOWNING  
Contact Telephone Number:  
(513) 241-5199  
Accounting Period Ending:  
December 31  
Form 990 Required:  
yes  
Addendum Applies:  
yes

**received**  
01/10/98

Dear Applicant:

Based on information supplied, and assuming your operations will be as stated in your application for recognition of exemption, we have determined you are exempt from federal income tax under section 501(a) of the Internal Revenue Code as an organization described in section 501(c)(3).

We have further determined that you are not a private foundation within the meaning of section 509(a) of the Code, because you are an organization described in section 509(a)(2).

If your sources of support, or your purposes, character, or method of operation change, please let us know so we can consider the effect of the change on your exempt status and foundation status. In the case of an amendment to your organizational document or bylaws, please send us a copy of the amended document or bylaws. Also, you should inform us of all changes in your name or address.

As of January 1, 1984, you are liable for taxes under the Federal Insurance Contributions Act (social security taxes) on remuneration of \$100 or more you pay to each of your employees during a calendar year. You are not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

Since you are not a private foundation, you are not subject to the excise taxes under Chapter 42 of the Code. However, if you are involved in an excess benefit transaction, that transaction might be subject to the excise taxes of section 4958. Additionally, you are not automatically exempt from other federal excise taxes. If you have any questions about excise, employment, or other federal taxes, please contact your key district office.

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for federal estate and gift tax purposes if they meet the applicable provisions of Code sections 2055, 2106, and 2522.

Contribution deductions are allowable to donors only to the extent that their contributions are gifts, with no consideration received. Ticket purchases and similar payments in conjunction with fundraising events may not

Letter 947 (DO/CG)

THE LITTLE LANDERS HISTORICAL

necessarily qualify as deductible contributions, depending on the circumstances. See Revenue Ruling 67-246, published in Cumulative Bulletin 1967-2, on page 104, which sets forth guidelines regarding the deductibility, as charitable contributions, of payments made by taxpayers for admission to or other participation in fundraising activities for charity.

In the heading of this letter we have indicated whether you must file Form 990, Return of Organization Exempt From Income Tax. If Yes is indicated, you are required to file Form 990 only if your gross receipts each year are normally more than \$25,000. However, if you receive a Form 990 package in the mail, please file the return even if you do not exceed the gross receipts test. If you are not required to file, simply attach the label provided, check the box in the heading to indicate that your annual gross receipts are normally \$25,000 or less, and sign the return.

If a return is required, it must be filed by the 15th day of the fifth month after the end of your annual accounting period. A penalty of \$20 a day is charged when a return is filed late, unless there is reasonable cause for the delay. However, the maximum penalty charged cannot exceed \$10,000 or 5 percent of your gross receipts for the year, whichever is less. For organizations with gross receipts exceeding \$1,000,000 in any year, the penalty is \$100 per day per return, unless there is reasonable cause for the delay. The maximum penalty for an organization with gross receipts exceeding \$1,000,000 shall not exceed \$50,000. This penalty may also be charged if a return is not complete, so be sure your return is complete before you file it.

You are required to make your annual return available for public inspection for three years after the return is due. You are also required to make available a copy of your exemption application, any supporting documents, and this exemption letter. Failure to make these documents available for public inspection may subject you to a penalty of \$20 per day for each day there is a failure to comply (up to a maximum of \$10,000 in the case of an annual return).

You are not required to file federal income tax returns unless you are subject to the tax on unrelated business income under section 511 of the Code. If you are subject to this tax, you must file an income tax return on Form 990-T, Exempt Organization Business Income Tax Return. In this letter we are not determining whether any of your present or proposed activities are unrelated trade or business as defined in section 513 of the Code.

You need an employer identification number even if you have no employees. If an employer identification number was not entered on your application, a number will be assigned to you and you will be advised of it. Please use that number on all returns you file and in all correspondence with the Internal Revenue Service.

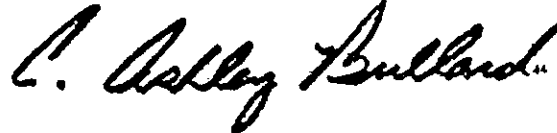
If we have indicated in the heading of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

THE LITTLE LANDERS HISTORICAL

Because this letter could help resolve any questions about your exempt status and foundation status, you should keep it in your permanent records.

If you have any questions, please contact the person whose name and telephone number are shown in the heading of this letter.

Sincerely yours,

A handwritten signature in cursive script that reads "C. Ashley Bullard". The signature is written in black ink and is positioned centrally on the page.

District Director



THE LITTLE LANDERS HISTORICAL

Based on information you supplied, we recognize you as exempt from Federal income tax from the period August 30, 1963, your formation or incorporation date.



**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)	Parents, Educators/Teachers & Students in Action <i>Organization Name</i>	46-2694430 <i>Federal I.D. # (EIN#)</i>	California <i>State of Incorporation</i>	12/0/13 <i>Date of 501(c)(3) Status (if applicable)</i>
1b)	18017 Chatsworth Street #337 <i>Organization Mailing Address</i>	Granada Hills <i>City</i>	Ca. <i>State</i>	91344 <i>Zip Code</i>
1c)	<i>Business Address (if different)</i>	<i>City</i>	<i>State</i>	<i>Zip Code</i>
1d)	<b>PRIMARY CONTACT INFORMATION:</b>			
	Seymour I. Amster <i>Name</i>	818-943-0613 <i>Phone</i>	SeymourAmster.pesa@gmail.com <i>Email</i>	
2)	<b>Type of Organization- Please select one:</b>			
	<input type="checkbox"/> Public School <i>(not to include private schools)</i> Attach Signed letter on School Letterhead	or	<input checked="" type="checkbox"/> 501(c)(3) Non-Profit <i>(other than religious institutions)</i> Attach IRS Determination Letter	
3)	<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 and the intent of this grant is to obtain funding as it relates to this Neighborhood Council so that the Teen Court Program can continue to have a positive impact in the boundaries of this Neighborhood Council. The Teen Court program impacts the community by reducing crime committed by juveniles, as well as addressing the issue of hate crimes and incidents in the City of Los Angeles. PESA is the non-profit that provides support and funding for the Teen Court Program.

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)

Through school presentations to residents of the Neighborhood Council area minors learn how to be tolerant of each other and why not to commit criminal acts. Also Youthful offenders are residents who live in the area the Neighborhood Council encompasses. For a youthful offender is not tried at a school he attends but is located near his residence. Thus one of the public purposes the grant will be used for is to sustain the Teen Court program at a location convenient for the residents in the neighborhood council area.

This grant would be used to support the entire Teen Court Program including the Outreach Programs described, as it relates to the boundaries to this Neighborhood Council.

**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
	Support of Teen Court Session, materials and Club and Data Collection	\$ 1,500.00	\$ 45,000.00
	Support for Events and Field Trips & Data Collection	\$ 1,500.00	\$ 55,000
	Monitoring Youthful Offenders & Data Collection	\$ 2,000.00	\$ 40,000

6b)	Non-Personnel Related Expenses	Requested of NC	Total Projected Cost
	Program Fees not included in above	\$ 0	\$ 17,000
	Bus and other Transportation not included in above	\$ 0	\$ 7,500
	Training materials not included in above	\$ 0	\$ 14,000

7) Have you (applicant) applied to any other Neighborhood Councils requesting funds for this project?  
 No  Yes If Yes, please list names of NCs: Most of the other NC as it relates to their boundaries

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: \$ 5,000.00

10a) Start date: 6 / 01 / 18 10b) Date Funds Required: 05 / 30 / 18 10c) Expected Completion Date: 10 / 31 / 18  
 (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\*  
Seymour I. Amster Executive Director [Signature] 5/09/18  
 PRINT Name Title Signature Date

12b) Secretary of Non-profit Corporation or Assistant School Principal - REQUIRED\*  
Francine S. Amster Secretary [Signature] 5/09/18  
 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](mailto:clerk.ncfunding@lacity.org) for instructions on completing this form





OGDEN UT 84201-0029

In reply refer to: 4077591934  
Oct. 28, 2015 LTR 4168C 0  
46-2694430 000000 00

00030922  
BODC: TE

PARENTS EDUCATORS-TEACHERS &  
STUDENTS IN ACTION  
18017 CHATSWORTH ST  
GRANADA HILLS CA 91344-5608

007650

Employer Identification Number: 46-2694430  
Person to Contact: Ms. Wiles  
Toll Free Telephone Number: 1-877-829-5500

Dear Taxpayer:

This is in response to your Oct. 05, 2015, request for information regarding your tax-exempt status.

Our records indicate that you were recognized as exempt under section 501(c)(3) of the Internal Revenue Code in a determination letter issued in December 2013.

Our records also indicate that you are not a private foundation within the meaning of section 509(a) of the Code because you are described in section(s) 509(a)(1) and 170(b)(1)(A)(vi).

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

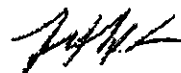
Please refer to our website [www.irs.gov/eo](http://www.irs.gov/eo) for information regarding filing requirements. Specifically, section 6033(j) of the Code provides that failure to file an annual information return for three consecutive years results in revocation of tax-exempt status as of the filing due date of the third return for organizations required to file. We will publish a list of organizations whose tax-exempt status was revoked under section 6033(j) of the Code on our website beginning in early 2011.

4077591934  
Oct. 28, 2015 LTR 4168C 0  
46-2694430 000000 00  
00030923

PARENTS EDUCATORS-TEACHERS &  
STUDENTS IN ACTION  
18017 CHATSWORTH ST  
GRANADA HILLS CA 91344-5608

If you have any questions, please call us at the telephone number  
shown in the heading of this letter.

Sincerely yours,



Jeffrey I. Cooper  
Director, ED Rulings & Agreement



CITY OF LOS ANGELES  
 Office of Finance  
 P.O. Box 53200  
 Los Angeles CA 90053-0200

PARENTS EDUCATORS / TEACHERS & STUDENTS IN ACTION

18017 CHATSWORTH STREET SUITE #337  
 GRANADA HILLS, CA 91344-5808

18017 CHATSWORTH STREET  
 SUITE #337  
 GRANADA HILLS, CA 91344-5608

**THIS CERTIFICATE MUST BE POSTED AT PLACE OF BUSINESS**  
**CITY OF LOS ANGELES TAX REGISTRATION CERTIFICATE**  
**THIS CERTIFICATE IS GOOD UNTIL SUSPENDED OR CANCELLED**

ACCOUNT NO.	FUNDCLASS	DESCRIPTION	STARTED	STATUS
0002893373-0001-4	LD49	Professions/Occupations	02/29/2016	Active

**BUSINESS TAX**      ISSUED: 03/17/2016

PARENTS EDUCATORS / TEACHERS & STUDENTS IN ACTION

18017 CHATSWORTH STREET SUITE #337  
 GRANADA HILLS, CA 91344-5808

18017 CHATSWORTH STREET SUITE #337  
 GRANADA HILLS, CA 91344-5608

ISSUED FOR TAX COMPLIANCE PURPOSES ONLY  
 NOT A LICENSE, PERMIT, OR LAND USE AUTHORIZATION

ISSUED BY:  
*Clari Burtis*  
 DIRECTOR OF FINANCE

\*No registration certificate or permit issued under the provisions of the Business Tax ordinances of the LAMC, or the payment of any tax required under the provisions of the Business Tax ordinances of the LAMC shall be construed as authorizing the conduct or continuance of any illegal business or of a legal business in an illegal manner.\*

## Request for Taxpayer Identification Number and Certification

Give Form to the  
 requester. Do not  
 send to the IRS.

**1** Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.  
**Parents, Educators/Teachers & Students in Action**

**2** Business name/disregarded entity name, if different from above

**3** Check appropriate box for federal tax classification; check only one of the following seven boxes:  
 Individual/sole proprietor or single-member LLC  
 C Corporation     S Corporation     Partnership     Trust/estate  
 Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ \_\_\_\_\_  
 Note: For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner.  
 Other (see instructions) ▶ \_\_\_\_\_

**4** Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):  
 Exempt payee code (if any) \_\_\_\_\_  
 Exemption from FATCA reporting code (if any) \_\_\_\_\_  
*(Applies to accounts maintained outside the U.S.)*

**5** Address (number, street, and apt. or suite no.)  
**18017 Chatsworth Street, Suite 337**

**6** City, state, and ZIP code  
**Granada Hills, Ca. 91344**

**7** List account number(s) here (optional)

Print or type  
 See Specific Instructions on page 2

Requester's name and address (optional)

### Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note: If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Social security number									
				-			-		
or									
Employer identification number									
4	6	-	2	6	9	4	4	3	0

### Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

**Sign Here**      Signature of U.S. person ▶ \_\_\_\_\_

Date ▶ 12/26/16

### General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at [www.irs.gov/ir9](http://www.irs.gov/ir9).

#### Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
  - Form 1099-C (canceled debt)
  - Form 1099-A (acquisition or abandonment of secured property)
- Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding?* on page 2.

- By signing the filled-out form, you:
- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued);
  - Certify that you are not subject to backup withholding, or
  - Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
  - Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.



















KONICA MINOLTA

Maintenance

Invoice No: 244024251

**ORIGINAL  
INVOICE**

Payment Due Date: 03/17/2017  
 Payment Terms: NET 30 DAYS

Invoice Date: 02/15/2017

Bill / Mail To: 1632744  
 CITY OF LOS ANGELES  
 NINA ROYAL  
 SUNLAND TUJUNGA NEIGHBORHOOD COUNCIL  
 555 RAMIREZ ST  
 LOS ANGELES CA 90012

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

Purchase Order Number		Equipment Location		1632399		
Customer Contract		Contract Coverage Dates		CITY OF LOS ANGELES 8250 FOOTHILL BLVD SUNLAND CA 91040-2879		
59556		10/01/2015-05/28/2020				
<b>Customer Codes</b>						
1. DEPART NEIGHBORHOODEMP			3. Line# bw LINE 42			
2. DIVISION STNC			4. LINE# cl LINE 43			
<b>Invoice Description / Comments</b>						
Rebill of invoice 243368706, credited on invoice 244014459. Quarterly invoice for Maintenance agreement covering the billing period of 10/01/2016 - 12/31/2016. Includes labor, parts, drums, staples and supplies. Excludes paper.						
<b>Summary of Invoice Charges</b>						
				Quantity	Unit Charge	Bill Amount
**BIZHUB C284e COPIER/PRINTER				A5C2011111888	1	
<b>Current Meter</b>	<b>Previous Meter</b>	<b>Meter Usage</b>	<b>Allowable</b>	<b>Svc. Crd</b>	<b>Agg Cred</b>	<b>Up to Tier</b>
22,248	12,511	9,737	0	0	0	999,999,999
B&W Meter				9,737	0.00740	72.05
<b>Current Meter</b>	<b>Previous Meter</b>	<b>Meter Usage</b>	<b>Allowable</b>	<b>Svc. Crd</b>	<b>Agg Cred</b>	<b>Up to Tier</b>
10,011	4,461	5,550	0	0	0	999,999,999
Color Meter				5,550	0.04200	233.10
					<b>Invoice Sub Total:</b>	305.15
					<b>Tax Total:</b>	0.00
					<b>Invoice TOTAL:</b>	<b>\$ 305.15</b>

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

Please pay online at [www.MyKMBS.com](http://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: 244024251

Payment Due Date: 03/17/2017

Pay This Amount: \$ 305.15

**Konica Minolta Business Solutions U.S.A., Inc.**

**BILLING AND PAYMENT INQUIRIES**

Please contact our CUSTOMER HELP DESK if you have any questions pertaining to:

Billing or Account Status  
Address Changes  
Payment by Credit Card (See Below)

TELEPHONE NO. : 1-800-695-4195  
E-MAIL ADDRESS : [custhelp@kmbs.konicaminolta.us](mailto:custhelp@kmbs.konicaminolta.us)  
FAX NO. : 1-800-862-2490  
or  
WRITE US AT : Konica Minolta Business Solutions  
500 Day Hill Road  
Windsor, CT 06095  
Attn: Customer Help Desk

Our Customer Service Representatives are available to assist you weekdays from 8:30 AM to 5:00 PM. Be sure to include your Account Name, Account Number and Invoice Number on all correspondence.

Address Changes

	<u>Payer</u>	<u>Equipment/Ship To Location</u>	<u>Mail Invoice To</u> (check one)
Account No.	<u>1632744</u>	<u>1632399</u>	Payer <input type="checkbox"/>
Serial No.	<u>A5C2011111888</u>	<u>A5C2011111888</u>	Ship To <input type="checkbox"/>
Company Name	_____	_____	
Company Address	_____ _____ _____	_____ _____ _____	

(Fax or Mail to the above Address)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_

You are not required to pay any disputed amount pending the resolution of the billing discrepancy inquiry. Payment is still required for undisputed charges that are billed to you. Disputes must be reported in writing within 30 days of receipt of this invoice. Thank You!

---

TO ORDER SUPPLIES OR PLACE SERVICE CALLS SEE US AT [WWW.MYKMBS.COM](http://WWW.MYKMBS.COM)



PLEASE PAY ON LINE AT [www.MyKMBS.com](http://www.MyKMBS.com) USING YOUR PAYER ID #1632744  
OR CALL US DIRECTLY AT THE NUMBER ABOVE



KONICA MINOLTA

Maintenance

Invoice No: 244814018

**ORIGINAL  
INVOICE**

Payment Due Date: 04/30/2017  
 Payment Terms: NET 30 DAYS

Invoice Date: 03/31/2017

Bill / Mail To: 1632744  
 CITY OF LOS ANGELES  
 NINA ROYAL  
 SUNLAND TUJUNGA NEIGHBORHOOD COUNCIL  
 555 RAMIREZ ST  
 LOS ANGELES CA 90012

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

Purchase Order Number		Equipment Location							
		1632399							
Customer Contract	Contract Coverage Dates	CITY OF LOS ANGELES 8250 FOOTHILL BLVD SUNLAND CA 91040-2879							
59556	10/01/2015-05/28/2020								
<b>Customer Codes</b>									
1. DEPART NEIGHBORHOODEMP 2. DIVISION STNC		3. Line# bw LINE 42 4. LINE# cl LINE 43							
<b>Invoice Description / Comments</b>									
Quarterly invoice for Maintenance agreement covering the billing period of 01/01/2017 - 03/31/2017. Includes labor, parts, drums, staples and supplies. Excludes paper.									
<b>Summary of Invoice Charges</b>									
		Quantity	Unit Charge	Bill Amount					
**BIZHUB C284e COPIER/PRINTER		A5C2011111888	1						
<b>Current Meter</b>	<b>Previous Meter</b>	<b>Meter Usage</b>	<b>Allowable</b>	<b>Svc. Crd</b>	<b>Agg Cred</b>	<b>Up to Tier</b>			
31,985	22,248	9,737	0	0	0	999,999,999	9,737	0.00740	72.05
B&W Meter									
<b>Current Meter</b>	<b>Previous Meter</b>	<b>Meter Usage</b>	<b>Allowable</b>	<b>Svc. Crd</b>	<b>Agg Cred</b>	<b>Up to Tier</b>			
15,561	10,011	5,550	0	0	0	999,999,999	5,550	0.04200	233.10
Color Meter									
								<b>Invoice Sub Total:</b>	305.15
								<b>Tax Total:</b>	0.00
								<b>Invoice TOTAL:</b>	<b>\$ 305.15</b>

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

Please pay online at [www.MyKMBS.com](http://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: 244814018

Payment Due Date: 04/30/2017

Pay This Amount: \$ 305.15



**Konica Minolta Business Solutions U.S.A., Inc.**

**BILLING AND PAYMENT INQUIRIES**

Please contact our CUSTOMER HELP DESK if you have any questions pertaining to:

Billing or Account Status  
Address Changes  
Payment by Credit Card (See Below)

TELEPHONE NO. : 1-800-695-4195  
E-MAIL ADDRESS : [custhelp@kmbs.konicaminolta.us](mailto:custhelp@kmbs.konicaminolta.us)  
FAX NO. : 1-800-862-2490  
or  
WRITE US AT : Konica Minolta Business Solutions  
500 Day Hill Road  
Windsor, CT 06095  
Attn: Customer Help Desk

Our Customer Service Representatives are available to assist you weekdays from 8:30 AM to 5:00 PM. Be sure to include your Account Name, Account Number and Invoice Number on all correspondence.

Address Changes

	<u>Payer</u>	<u>Equipment/Ship To Location</u>	<u>Mail Invoice To</u> (check one)
Account No.	<u>1632744</u>	<u>1632399</u>	Payer <input type="checkbox"/>
Serial No.	<u>A5C2011111888</u>	<u>A5C2011111888</u>	Ship To <input type="checkbox"/>
Company Name	_____	_____	
Company Address	_____	_____	
	_____	_____	

(Fax or Mail to the above Address)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Title: \_\_\_\_\_

You are not required to pay any disputed amount pending the resolution of the billing discrepancy inquiry. Payment is still required for undisputed charges that are billed to you. Disputes must be reported in writing within 30 days of receipt of this invoice. Thank You!

---

TO ORDER SUPPLIES OR PLACE SERVICE CALLS SEE US AT [WWW.MYKMBS.COM](http://WWW.MYKMBS.COM)



PLEASE PAY ON LINE AT [www.MyKMBS.com](http://www.MyKMBS.com) USING YOUR PAYER ID #1632744  
OR CALL US DIRECTLY AT THE NUMBER ABOVE



KONICA MINOLTA

Maintenance

Invoice No: 246256363

**ORIGINAL  
INVOICE**

Payment Due Date: 07/30/2017  
 Payment Terms: NET 30 DAYS

Invoice Date: 06/30/2017

Bill / Mail To: 1632744  
 CITY OF LOS ANGELES  
 NINA ROYAL  
 SUNLAND TUJUNGA NEIGHBORHOOD COUNCIL  
 555 RAMIREZ ST  
 LOS ANGELES CA 90012

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							
59556	10/01/2015-05/28/2020								
<b>Customer Codes</b>									
1. DEPART NEIGHBORHOODEMP 2. DIVISION STNC		3. Line# bw LINE 42 4. LINE# cl LINE 43							
<b>Invoice Description / Comments</b>									
Quarterly invoice for Maintenance agreement covering the billing period of 04/01/2017 - 06/30/2017. Includes labor, parts, drums, staples and supplies. Excludes paper.									
<b>Summary of Invoice Charges</b>									
		Quantity	Unit Charge	Bill Amount					
**BIZHUB C284e COPIER/PRINTER		A5C2011111888	1						
<b>Current Meter</b>	<b>Previous Meter</b>	<b>Meter Usage</b>	<b>Allowable</b>	<b>Svc. Crd</b>	<b>Agg Cred</b>	<b>Up to Tier</b>			
41,722	31,985	9,737	0	0	0	999,999,999	9,737	0.00740	72.05
B&W Meter									
<b>Current Meter</b>	<b>Previous Meter</b>	<b>Meter Usage</b>	<b>Allowable</b>	<b>Svc. Crd</b>	<b>Agg Cred</b>	<b>Up to Tier</b>			
21,111	15,561	5,550	0	0	0	999,999,999	5,550	0.04200	233.10
Color Meter									
								<b>Invoice Sub Total:</b>	305.15
								<b>Tax Total:</b>	0.00
								<b>Invoice TOTAL:</b>	<b>\$ 305.15</b>

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

Please pay online at [www.MyKMBS.com](http://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: 246256363

Payment Due Date: 07/30/2017

Pay This Amount: \$ 305.15

**Konica Minolta Business Solutions U.S.A., Inc.**

**BILLING AND PAYMENT INQUIRIES**

Please contact our CUSTOMER HELP DESK if you have any questions pertaining to:

Billing or Account Status  
Address Changes  
Payment by Credit Card (See Below)

TELEPHONE NO. : 1-800-695-4195  
E-MAIL ADDRESS : custhelp@kmbs.konicaminolta.us  
FAX NO. : 1-800-862-2490  
or  
WRITE US AT : Konica Minolta Business Solutions  
500 Day Hill Road  
Windsor, CT 06095  
Attn: Customer Help Desk

Our Customer Service Representatives are available to assist you weekdays from 8:30 AM to 5:00 PM. Be sure to include your Account Name, Account Number and Invoice Number on all correspondence.

Address Changes

	<u>Payer</u>	<u>Equipment/Ship To Location</u>	<u>Mail Invoice To</u> (check one)
Account No.	<u>1632744</u>	<u>1500235</u>	Payer <input type="checkbox"/>
Serial No.	<u>A5C2011111888</u>	<u>A5C2011111888</u>	Ship To <input type="checkbox"/>
Company Name	_____	_____	
Company Address	_____	_____	
	_____	_____	

(Fax or Mail to the above Address)

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Title: \_\_\_\_\_

You are not required to pay any disputed amount pending the resolution of the billing discrepancy inquiry. Payment is still required for undisputed charges that are billed to you. Disputes must be reported in writing within 30 days of receipt of this invoice. Thank You!

TO ORDER SUPPLIES OR PLACE SERVICE CALLS SEE US AT [WWW.MYKMBS.COM](http://WWW.MYKMBS.COM)



PLEASE PAY ON LINE AT [www.MyKMBS.com](http://www.MyKMBS.com) USING YOUR PAYER ID #1632744  
OR CALL US DIRECTLY AT THE NUMBER ABOVE



KONICA MINOLTA

Maintenance

Invoice No: 247756617

**ORIGINAL  
INVOICE**

Payment Due Date: 10/30/2017  
 Payment Terms: NET 30 DAYS

Invoice Date: 09/30/2017

Bill / Mail To: 1632744  
 CITY OF LOS ANGELES  
 NINA ROYAL  
 SUNLAND TUJUNGA NEIGHBORHOOD COUNCIL  
 555 RAMIREZ ST  
 LOS ANGELES CA 90012

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							
59556	10/01/2015-05/28/2020								
<b>Customer Codes</b>									
1. DEPART NEIGHBORHOODEMP		3. Line# bw LINE 42							
2. DIVISION STNC		4. LINE# cl LINE 43							
<b>Invoice Description / Comments</b>									
Quarterly invoice for Maintenance agreement covering the billing period of 07/01/2017 - 09/30/2017. Includes labor, parts, drums, staples and supplies. Excludes paper.									
Summary of Invoice Charges						Quantity	Unit Charge	Bill Amount	
**BIZHUB C284e COPIER/PRINTER						A5C2011111888	1		
Current Meter	Previous Meter	Meter Usage	Allowable	Svc. Crd	Agg Cred	Up to Tier			
51,459	41,722	9,737	0	0	0	999,999,999	9,737	0.00740	72.05
B&W Meter									
Current Meter	Previous Meter	Meter Usage	Allowable	Svc. Crd	Agg Cred	Up to Tier			
26,661	21,111	5,550	0	0	0	999,999,999	5,550	0.04200	233.10
Color Meter									
							Invoice Sub Total:	305.15	
							Tax Total:	0.00	
							Invoice TOTAL:	<b>\$ 305.15</b>	

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

Please pay online at [www.MyKMBS.com](http://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: 247756617

Payment Due Date: 10/30/2017

Pay This Amount: \$ 305.15



**Konica Minolta Business Solutions U.S.A., Inc.**

**BILLING AND PAYMENT INQUIRIES**

Please contact our CUSTOMER HELP DESK if you have any questions pertaining to:

Billing or Account Status  
Address Changes  
Payment by Credit Card (See Below)

TELEPHONE NO. : 1-800-695-4195  
E-MAIL ADDRESS : custhelp@kmbs.konicaminolta.us  
FAX NO. : 1-800-862-2490  
or  
WRITE US AT : Konica Minolta Business Solutions  
500 Day Hill Road  
Windsor, CT 06095  
Attn: Customer Help Desk

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Address Changes

	<u>Payer</u>	<u>Equipment/Ship To Location</u>	<u>Mail Invoice To</u> (check one)
Account No.	<u>1632744</u>	<u>1500235</u>	Payer <input type="checkbox"/>
Serial No.	<u>A5C2011111888</u>	<u>A5C2011111888</u>	Ship To <input type="checkbox"/>
Company Name	_____	_____	
Company Address	_____	_____	
	_____	_____	

(Fax or Mail to the above Address)

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Title: \_\_\_\_\_

You are not required to pay any disputed amount pending the resolution of the billing discrepancy inquiry. Payment is still required for undisputed charges that are billed to you. Disputes must be reported in writing within 30 days of receipt of this invoice. Thank You!

---

TO ORDER SUPPLIES OR PLACE SERVICE CALLS SEE US AT [WWW.MYKMBS.COM](http://WWW.MYKMBS.COM)



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OR CALL US DIRECTLY AT THE NUMBER ABOVE



KONICA MINOLTA

Maintenance

Invoice No: 249391292

**ORIGINAL  
INVOICE**

Payment Due Date: 01/30/2018  
 Payment Terms: NET 30 DAYS

Invoice Date: 12/31/2017

Bill / Mail To: 1632744  
 CITY OF LOS ANGELES  
 NINA ROYAL  
 SUNLAND TUJUNGA NEIGHBORHOOD COUNCIL  
 555 RAMIREZ ST  
 LOS ANGELES CA 90012

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

<b>Purchase Order Number</b>		<b>Equipment Location</b> 1500235	
<b>Customer Contract</b>	<b>Contract Coverage Dates</b>	CITY OF LOS ANGELES 7747 FOOTHILL BLVD TUJUNGA CA 91042-2137	
59556	10/01/2015-05/28/2020		
<b>Customer Codes</b>			
1. DEPART NEIGHBORHOODEMP 2. DIVISION STNC		3. Line# bw LINE 42 4. LINE# cl LINE 43	
<b>Invoice Description / Comments</b>			
Quarterly invoice for Maintenance agreement covering the billing period of 10/01/2017 - 12/31/2017. Includes labor, parts, drums, staples and supplies. Excludes paper.			
<b>Summary of Invoice Charges</b>			
		<b>Quantity</b>	<b>Unit Charge</b> <b>Bill Amount</b>
**BIZHUB C284e COPIER/PRINTER		A5C2011111888	1
<b>Current Meter</b>	<b>Previous Meter</b>	<b>Meter Usage</b>	<b>Allowable</b> <b>Svc. Crd</b> <b>Agg Cred</b> <b>Up to Tier</b>
61,196	51,459	9,737	0      0      0    999,999,999
B&W Meter			9,737    0.00740    72.05
<b>Current Meter</b>	<b>Previous Meter</b>	<b>Meter Usage</b>	<b>Allowable</b> <b>Svc. Crd</b> <b>Agg Cred</b> <b>Up to Tier</b>
32,211	26,661	5,550	0      0      0    999,999,999
Color Meter			5,550    0.04200    233.10
			<b>Invoice Sub Total:</b> 305.15
			<b>Tax Total:</b> 0.00
			<b>Invoice TOTAL:</b> \$ 305.15

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

Please pay online at [www.MyKMBS.com](http://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: 249391292**

**Payment Due Date: 01/30/2018**

**Pay This Amount: \$ 305.15**

For Administrative Use Only

*Grady*

**Konica Minolta Business Solutions U.S.A., Inc.**

**BILLING AND PAYMENT INQUIRIES**

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Billing or Account Status  
Address Changes  
Payment by Credit Card (See Below)

TELEPHONE NO. : 1-800-695-4195  
E-MAIL ADDRESS : custhelp@kmbs.konicaminolta.us  
FAX NO. : 1-800-862-2490  
or  
WRITE US AT : Konica Minolta Business Solutions  
500 Day Hill Road  
Windsor, CT 06095  
Attn: Customer Help Desk

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Address Changes

	<u>Payer</u>	<u>Equipment/Ship To Location</u>	<u>Mail Invoice To</u> (check one)
Account No.	<u>1632744</u>	<u>1500235</u>	Payer <input type="checkbox"/>
Serial No.	<u>A5C2011111888</u>	<u>A5C2011111888</u>	Ship To <input type="checkbox"/>
Company Name	_____	_____	
Company Address	_____	_____	
	_____	_____	

(Fax or Mail to the above Address)

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Title: \_\_\_\_\_

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---

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OR CALL US DIRECTLY AT THE NUMBER ABOVE



KONICA MINOLTA

Maintenance

Invoice No: 250977444

**ORIGINAL  
INVOICE**

Payment Due Date: 04/30/2018  
 Payment Terms: NET 30 DAYS

Invoice Date: 03/31/2018

Bill / Mail To: 1632744  
 CITY OF LOS ANGELES  
 NINA ROYAL  
 SUNLAND TUJUNGA NEIGHBORHOOD COUNCIL  
 555 RAMIREZ ST  
 LOS ANGELES CA 90012

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				
59556	10/01/2015-05/28/2020					
<b>Customer Codes</b>						
1. DEPART NEIGHBORHOODEMP		3. Line# bw LINE 42				
2. DIVISION STNC		4. LINE# cl LINE 43				
<b>Invoice Description / Comments</b>						
Quarterly invoice for Maintenance agreement covering the billing period of 01/01/2018 - 03/31/2018. Includes labor, parts, drums, staples and supplies. Excludes paper.						
Summary of Invoice Charges				Quantity	Unit Charge	Bill Amount
**BIZHUB C284e COPIER/PRINTER				A5C2011111888	1	
Current Meter	Previous Meter	Meter Usage	Allowable	Svc. Crd	Agg Cred	Up to Tier
38,695	61,196	-22,501	0	0	0	999,999,999
B&W Meter						
Current Meter	Previous Meter	Meter Usage	Allowable	Svc. Crd	Agg Cred	Up to Tier
16,610	32,211	-15,601	0	0	0	999,999,999
Color Meter						
<b>Invoice Sub Total:</b>						-821.75
<b>Tax Total:</b>						0.00
<b>Invoice TOTAL:</b>						<b>\$ -821.75</b>

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

Please pay online at [www.MyKMBS.com](http://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: 250977444

Payment Due Date: 04/30/2018

Pay This Amount: \$ -821.75

For Administrative Use Only







# TAMPERPROOF SCREW CO., INC.

30 Laurel Street • Hicksville, NY 11801  
Phone: 516.931.1616 • Fax: 516.931.1654  
website: www.tamperproof.com

Pro Forma Invoice

Date 5/3/2018  
Customer No. 13944  
Order # 56616

<b>Bill To</b> Sunland- Tujunga Neighborhood Council 7747 Foothill Blvd, Suite 101 Tujunga, CA 91042	<b>Ship To</b> Esther Vasquez LAPD Foothill SLO 12760 Osborne St Pacoima CA 91331
---	---

Payment Method	Terms	F.O.B.	Buyer	PO #	Sched. Ship Date	
	PREPAID	Shipping Point	Esther Vasquez	WEBSTORE	5/3/2018	
Req. Delivery Date	Shipping Via	Ship Billing	Tracking #	Seller		
5/9/2018	UPS® Ground	Prepay and Add				
Item	Description	Qty Ordered	Qty Bk. Order...	Qty Shipped	Unit Price	Extension
6.M620BS	M6 X 1.0 X 20 BUTTON HD SOCKET SECURITY CAP SCREW, PIN-IN-HEX, 18-8 STAINLESS	300	0	0	0.48	144.00
					<b>Subtotal</b>	144.00
					<b>Shipping Cost (UPS® Ground)</b>	16.67
					<b>Total</b>	\$160.67

ATT: PATTI POTTER

John Hannigan  
5/21/18  
Tamperproof



56616







**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) MAKING IT HAPPEN INC 38-3922699 CA 05-15-2014  
 Organization Name Federal I.D. # (EIN#) State of Incorporation Date of 501(c)(3) Status (if applicable)

1b) PO Box 4372 SUNLAND CA 91041  
 Organization Mailing Address City State Zip Code

1c) \_\_\_\_\_  
 Business Address (if different) City State Zip Code

1d) **PRIMARY CONTACT INFORMATION:**

PATTEE COLVIN 818-433-2148 PATTEE.COLVIN@MAKINGITHAPPEN  
 Name Phone Email INC. ORG

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

3) \_\_\_\_\_  
 Name / Address of Affiliated Organization (if applicable) City State Zip Code

**SECTION II - PROJECT DESCRIPTION**

4) Please describe the purpose and intent of the grant.  
HOLIDAY CELEBRATION FOR HOMELESS AND UNDER PRIVILEGED KIDS IN SUNLAND TUJUNGA AREA

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)

FOOD, EQUIP RENTAL, DECORATIONS, ADVERTISEMENT, WARM CLOTHING (SHOES & JACKETS) BLANKETS.





INTERNAL REVENUE SERVICE  
P. O. BOX 2508  
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: 10/16/15

MAKING IT HAPPEN INC  
C/O PATRICIA COLVIN  
PO BOX 4372  
SUNLAND, CA 91041

Employer Identification Number:  
38-3922699  
DLN:  
17053263307016  
Contact Person:  
RACHEL M LEIFHEIT ID# 31617  
Contact Telephone Number:  
(877) 829-5500  
Accounting Period Ending:  
December 31  
Public Charity Status:  
170(b)(1)(A)(vi)  
Form 990/990-EZ/990-N Required:  
Yes  
Effective Date of Exemption:  
May 15, 2016  
Contribution Deductibility:  
Yes  
Addendum Applies:  
Yes

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

Based on the information you submitted with your application, we approved your request for reinstatement under Revenue Procedure 2014-11. Your effective date of exemption, as listed at the top of this letter, is retroactive to your date of revocation.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to [www.irs.gov/charities](http://www.irs.gov/charities). Enter "4221-PC" in the search bar

Letter 947

MAKING IT HAPPEN INC

to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Sincerely,

Jeffrey I. Cooper  
Director, Exempt Organizations  
Rulings and Agreements



MAKING IT HAPPEN INC

ADDENDUM

If you have been in existence for at least three years and you have not filed a Form 990 return or notice for three consecutive years, you may soon receive a letter (Notice CP120A) that we automatically revoked your exempt status, as required by law, for failure to file a return or notice for three consecutive years. This letter will serve to reinstate your exempt status, so you will not need to re-apply. However, you may need to file the appropriate delinquent Forms 990 for all years you have operated as a tax-exempt organization.



**STNC Budget and Strategic Plan**  
As of June 26, 2018

**Neighborhood Council Strategic Plan**

**THE BIG VISION**

To advocate on behalf of our diverse community, its diverse culture and its rural lifestyle.

**The BIG GOALS**

- 1 Promote **public safety** on our streets and public spaces
- 2 upgrade our **website** to a more current status
- 3 function as a medium between the City and the community on **land use issues**, and negotiates to promote community standards of architecture, appearance, and preservation of scenic areas.
- 4 Support institutions that preserve our **history**, that celebrate our **community**, and that **inform and educate** us
- 5 increase **emergency preparedness** by providing our community with the tools needed to help the community during disasters.
- 6 Support the Mayor's programs to aid and assist the **Homeless** of our community
- 7 Perform at least one **beautification** and clean streets project during FY 2018 / 19
- 8 Strengthen our **outreach** program
- 9 write at least 10 **CIS's**
- 10 encourage CD 7 to engage more with the STNC. Council Member has never appeared at an STNC board or committee meeting.

**THE BIG SOLUTIONS**

- 1 Increase support for Safe Streets programs
- 1 increase community participation through updated website
- 2 increase community participation
- 3 City of L.A. goals and objectives often conflict with STNC's goals
- 4 Follow-through after board takes action is often lacking, resulting in failure.
- 5 lack of the CD7 Planning Deputy at Land Use Meetings is detrimental to community

**THE BIG BUDGET:**

**How did your BIG budget match up to your goals**

Outreach	budgeted	51,935	spent	13,318.66
Operations	budgeted	0	spent	4,468.16
neighborhood purpose grants	budgeted	0	spent	0
neighborhood improvements	budgeted	21,635	spent	0
elections/selections	budgeted	0	spent	0
	budgeted total	<b>73,570</b>	actual amount spent	<b>17,786.62</b>

**THE BIG SCORE**

- 1 How many Community Impact Statements filed
- 2 How many Requests for Action submitted (not including CISs)
- 3 How many general board meetings done
- 4 How many events will the STNC collaborate with Electeds, City departments, community based organizations, non-profits or LAUSD schools. Which organizations

General Board

4<sup>th</sup> of July

- # \_\_\_ letters sent
- # \_\_\_ presentations given
- # \_\_\_ general board meetings
- # \_\_\_ MRCA
- # \_\_\_ Community Impact Statements submitted

Land Use Committee

- Redmont Pump Station LADWP
- # \_\_\_ presentations given
- # \_\_\_ general board meetings
- # \_\_\_ MRCA
- # \_\_\_ Community Impact Statements submitted

Outreach Committee

Beautification Committee

Arts, Recreation and Culture Committee (STARC)

- Armenian Street Festival
- Spring Festival
- Christmas at Little Landers Park
- Village Poets
- Poet Laureate program and celebration
- Opening of Little Landers Park
- TCDS memorial (Tuna Camp Det. Sta. Coalition)
- Redmont Pumping Station gate and landscaping LADWP
- Welcome Garden, Wildflower Garden
- Little Landers Cemetery Tour
- hikes into the local mountains and canyons
- Rotary Club – the 4<sup>th</sup> of July Parade
- connection with River Rock Arts Colony
- Art walk and open studios
- Scott Froschauer “Word on the Street”
- Art at DSescanso Gardens
- Timeless Tiles, ceramic shows, burger event, art shows, at McGroarty Art Center
- Bolton Hall gift shop to promote local artists

Youth Advisory Council

Women Empowering Sunland-Tujunga (WEST)

Emergency Preparedness Committee

Safe Streets Committee

Education Committee

Animal issues committee

Safety Committee

- National Night Out -LAPD

- 5 What is the current number of your NC current stakeholder database? How many new stakeholders will be added to your data base per month.
- 6 How many times per month does your NC contact its stakeholders regarding NC, City business, events, and issues? How do you communicate the information





July 11, 2018

## COMMUNITY IMPACT STATEMENT

Discussion/Action: That the STNC makes the following Community Impact Statement regarding the Verdugo Hills Pool located at Irma and Hillrose next to Verdugo Hills High School. Approval is to support the community and open a dialogue with the City, LAUSD, Mission College and other officials to create an Aquatic Center in our community. Reasons for this statement are: Sunland-Tujunga is an underserved community with no programs for our youth. Students have to be bussed out to be on the swim team because the pool that we have is not an Olympic size pool for competitive swim. A larger pool will be year round and available to more in our community. We request that a joint use agreement also be arranged to accomplish this goal.

Sincerely,

DANA STANGEL  
President

cc: Councilmember Monica Rodriguez



# NEIGHBORHOOD COUNCIL EVENT APPROVAL FORM



200 N. Spring Street, Rm 224, Los Angeles, CA 90012 • (213) 978-1551 or Toll-Free 3-1-1  
E-mail: [CityClerk.Funding@LACity.org](mailto:CityClerk.Funding@LACity.org) [www.EmpowerLA.org](http://www.EmpowerLA.org)

Events are great opportunities for Neighborhood Councils to interact with their stakeholders. There are, however, liability and permitting issues that must be handled prior to the event. The Office of the City Clerk Administrative Services Division Funding Section must approve a Neighborhood Council sponsored event before any payments can be processed.  
**Please complete, sign this form and submit at least 30 days prior to your event.**

Neighborhood Council: STNC

The Neighborhood Council is the  Main Sponsor or  Co-Sponsor for the event.

Main sponsor: STNC

Contact Person: Ana Oudyaue

Phone: \_\_\_\_\_ Email: anaoudyaueSTNC@gmail.com

Co-Sponsor (if applicable): \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### Event Information

Event Description (festival, movie night, etc.): How to fill out Financial Aid application

Date: Sept 15 '18 Time Frame: 11:30 - 1pm Est. number of attendees: \_\_\_\_\_ Event Budget: \$ \$150

Venue Name: \_\_\_\_\_

Venue Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Please note:** If the location for the event is at City facility, e.g. park, the location approval may be easier and at little or no cost. If the location for event is not a City facility, a separate contract may be needed and can take 30 days to complete.

Documents scanned and emailed to [CityClerk.Funding@lacity.org](mailto:CityClerk.Funding@lacity.org) for approval PRIOR to event:

- Neighborhood Council Event Approval Form – Completed and signed by Treasurer, Second Signatory or Event Chair
- Funding Request Form – Completed and signed by Treasurer and Second Signatory
- Itemized Detailed Event Budget – Total budget with funding categories (food, entertainment, flyers, permits, etc.) and with specific vendors if available.

If a bank card exemption of the daily \$2,500 limit is required for this event, please provide the date(s) and amount needed for the daily limit to be lifted: \_\_\_\_\_

**Please note:** Missing or incomplete required documents will delay approval.



The City of Los Angeles provides Neighborhood Councils with event liability coverage in the amount of \$5 million. Depending on the type of event, there may be additional permits and liability issues that must be addressed prior to the event, or the Neighborhood Council will be liable for any penalties or injuries incurred at the event. There may be fees attached to obtaining permits and additional liability so please budget accordingly. It may be easier to partner with the City family or a community based organization or even hire a producer (will require a contract prepared by the Department) so that they can obtain/handle the necessary permits and liability issues instead. The following must be obtained **PRIOR TO THE EVENT** if they are applicable to your event:

**If FOOD is being purchased/provided/distributed/served at your event, you may be required to obtain the following documents:**

- LA County Public Health Department Permit – if the food is free, no permit is required. If there are tickets being sold for vendor food booths (e.g. "Taste of" type of event, which needs to have a sponsor besides the Neighborhood Council to accept the funds), a paid permit is required, but the fee will be waived if held at a City park.
- LA Fire Department – contact for a permit for use of barbecues or to determine whether a first aid station is necessary

**You may need ADDITIONAL INSURANCE for your event from Vendors if they are providing the following services:**

- Jumper/Bouncer (Inflatables) – the City of Los Angeles will need to be listed as an Additional Insured by the company
- Games (e.g. dunk tank, other carnival style games) – City Risk Management will need to review
- Food (purchased, provided, distributed and/or served) – City Risk Management may need to review

**If RENTING a vehicle or truck to transport event materials:**

- Renting and driving of vehicle/truck must be by a board member
- Additional Insurance offered by the rental company must be purchased in full

**ADDITIONAL PERMITS may be required if the event has:**

- Over 500 attendees, which may require LAPD presence - LAPD Special Events
- Street closures for block parties - Bureau of Street Services or LADOT for larger street closures, such as a parade
- Tents/canopies larger than 450 square feet or stages/platforms more than 30 inches above grade - Building and Safety

**CONTACT INFORMATION for possible permits:**

- Street Maintenance - (213) 847-2999
- Building and Safety - (213) 482-0387
- LADOT (Traffic Officers) - (323) 913-4652
- LADOT (Signs) - (213) 485-2298
- LADOT (Special Operations) - (323) 224-2124
- Risk Management - (213) 978-7475
- LAPD - (213) 486-0410
- LAFD - (213) 978-3650
- Sanitation - (213) 485-3612
- Street Services - <http://bsspermits.lacity.org/spevents/>
- LA County Public Health Dept. - <http://publichealth.lacounty.gov>

**Original documents to submit with your Monthly Expenditure Report for the event:**

- Neighborhood Council Event Approval Form – Signed by Treasurer, Second Signatory or Committee Chair
- Funding Request Form – Completed and signed by Treasurer and Second Signatory
- Board Vote Count Form – Completed and signed by Treasurer and Second Signatory
- Itemized Detailed Event Budget – Final total budget with funding categories and specific vendors. If final budget changed from original, please submit adjusted budget with new Board Vote Count Form.
- Original Invoices and Receipts
- Proof of Sponsorships (e.g. event flyers, webpage copy, etc.)
- Copies of Additional Permits (if applicable)
- Copies of Additional Insurance (if applicable)
- W-9 (for 1099 Individual Services if applicable)

I have read and understand the requirements set forth in this document and agree to comply with the required paperwork necessary for Neighborhood Council events.

Signature: Ana Orudyan Date: 7/05/18

Print Name: ANA ORUDYAN Title: \_\_\_\_\_

Email: anaorudyanstc@gmail.com

**Request for Sunland Tujunga Neighborhood Council Funds**

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

**General Information**

Date: <u>July 05'2018</u>	Applicant Name: <u>Ava Orudyan</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>Outreach.</u>	

**Project Details**

New Project?	Contributing to an existing program?	Donation?	Other (explain)
What group(s) will benefit from this project? How will they benefit? <u>Community.</u>			
Project Start Date	<u>Sept. 15'2018</u>	Project End Date	<u>Sept 15'2018.</u>
Will other entities be working/coordinating with you? If yes, please list and define all roles.			
Will STNC be publicized or benefit in another way? If yes, please list how and when (media, flyers, training, etc.) <u>flyers</u>			

**Funding Details**

Amount requested	<u>\$150</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?		
Is this the first time requesting funds for this project?	<u>yes</u>	If not, briefly explain why it was/wasn't funded before.

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

--

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

Signed [Signature] Office \_\_\_\_\_ Date 7/5/18



Request for Sunland Tujunga Neighborhood Council Funds

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

**General Information**

Date: <u>July 05'2018</u>	Applicant Name: <u>Ava Orobayau</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>Outreach.</u>	

**Project Details**

New Project?	Contributing to an existing program?	Donation?	Other (explain)
What group(s) will benefit from this project? How will they benefit? <u>Community.</u>			
Project Start Date	<u>Sept. 15'2018</u>	Project End Date	<u>Sept 15'2018.</u>
Will other entities be working/coordinating with you? If yes, please list and define all roles.			
Will STNC be publicized or benefit in another way? If yes, please list how and when (media, flyers, training, etc.) <u>flyers</u>			

**Funding Details**

Amount requested	<u>\$150</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?		
Is this the first time requesting funds for this project?	<u>yes</u>	If not, briefly explain why it was/wasn't funded before.

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

--

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

Signed [Signature] Office \_\_\_\_\_ Date 7/5/18

**STNC  
STEP**

# THE STNC EMERGENCY PREPAREDNESS

## SUNLAND TUJUNGA NEIGHBORHOOD COUNCIL BOARD

### CONTACT

[Sacapps@verizon.net](mailto:Sacapps@verizon.net)

#### Committee Members

Sandy Capps  
Janelle Hussion  
Nancy Shannon  
Georgia Brown  
Claudia Akin

S • T • E • P

07/01/18

Dear: SUNLAND TUJUNGA Neighborhood Council Board,

The STNC Emergency Preparedness Committee is requesting funding from the 2018/2019 STNC Neighborhood Council budget for up to \$1500.00 for (six) monthly one hour free First Aid Classes for the community. The request is to include a fun themed dinner (approx. up to \$200.00 per class) from a local eating establishment and any possible first aid training supplies that might be needed for purchase depending on class size. (Currently enough supplies can accommodate 25-30 students) All classes will be held at NVCH in Tujunga on the 4<sup>th</sup> Thursday starting with the month of August, September, October, January, February and ending with March 2019.

We feel this is a great way to outreach to the community in learning lifesaving skills and bringing the community together.

Emergency Preparedness is vital and very beneficial for community members to be able to learn and be prepared in the event of an emergency. Whether it's at home, work, the grocery store, local meetings, schools, or just helping your neighbor.

Thank you for your consideration to serve the community and have a little fun while learning.

Attached is a breakdown of the training classes/food themes and overall objectives to outreach to the community.

Sincerely,

The STNC Emergency Preparedness Committee

# STNC STEP

## SUNLAND-TUJUNGA EMERGENCY PREPAREDNESS COMMITTEE

**HELD AT NVCH • EVERY 4<sup>TH</sup> THURSDAY AT 6PM**

### **OBJECTIVE**

PROVIDE (SIX) 1 HOUR  
TRAINING CLASSES ON A  
SPECIFIC FIRST AID TOPIC  
EACH MONTH.

INCLUDE A SMALL FUN  
THEMED DINNER FROM  
ONE OF OUR LOCAL  
EATING ESTABLISHMENTS

MONTHLY OUTREACH TO  
COMMUNITY VIA STNC  
WEBSITE- COMMUNITY  
EVENTS AND MEETINGS  
FACEBOOK-LOCAL  
BUSINESSES

### **SKILLS**

TEACH AND OR REFRESH  
COMMUNITY MEMBERS IN  
LEARNING A PERISHIBLE  
SKILL FROM BASIC TO LIFE  
THREATENING INJURIES BY  
PRACTICAL APPLICATION  
OF FIRST AID TECHNIQUES:  
BANDAGING/SPLINTS,  
OBSTRUCTED AIRWAYS,  
CPR, BURNS, STOP THE  
BLEED WOUND TREATMENT  
HEAT/COLD EMERGENCIES  
TREATING BITES

**AUGUST 23, 2018 ~TRIANGLE BANDAGING TOURNIQUETS  
AND TACOS**

**SEPTEMBER 27, 2018 OBSTRUCTED AIRWAY~ CHOKING  
AND CHICKEN**

**OCTOBER 25, 2018 ~ CPR AND SPAGHETTI**

**NO NOVEMBER OR DECEMBER CLASS DUE TO HOLIDAYS**

**JANUARY 24, 2019 ~ BURNS, BITES AND BURGERS**

**FEBRUARY 28, 2019 ~ HEAT/COLD EMERGENCIES AND  
CHILI AND HOT DOGS**

**MARCH 28, 2019 ~STOP THE BLEED PACKING A WOUND  
PIZZA'S AND CALZONES**

**CONTACT INFORMATION: SACAPPS@VERIZON.NET**