



Sunland-Tujunga Neighborhood Council

Certified May 27, 2003

P.O. Box 635 • Tujunga, CA 91043-0635 • 818-951-7411 • Website: stnc.org

General Board Online Meeting Agenda

Wednesday, June 10, 2020

6:45 p.m.

ZOOM meeting online <https://zoom.us/j/91892785703>

or by telephone

Dial 1-669-900-6833 To join the meeting

Then enter this webinar ID: **918 9278 5703 #**

Si requiere servicios de traducción, favor de avisar al Concejo Vecinal 3 días de trabajo (72 horas) antes del evento. Por favor contacte Cindy Cleghorn, al (818) 951-7411 o por correo electrónico secretary@stnc.org para avisar al Concejo Vecinal.

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

Every person wishing to address the Board / Committee must dial **1 (669)-900-6833**, and enter **918 9278 5703** and then press # to join the meeting. Instructions on how to sign up for public comment will be given to listeners at the start of the meeting.

PUBLIC INPUT AT NEIGHBORHOOD COUNCIL MEETINGS The public is requested dial *9, when prompted by the presiding officer, 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 (1) One minutes per speaker, unless adjusted by the presiding officer of the Board.

The Neighborhood Council system enables meaningful civic participation for all Angelenos and serves as a voice for improving government responsiveness to local communities and their needs. We are an advisory body to the City of Los Angeles, comprised of stakeholder volunteers who are devoted to the mission of improving our communities.

Unless otherwise specified, all items on the meeting agenda are for Discussion and Possible Action and may be taken out of order at the discretion of the President. This is our first virtual meeting, please understand that there may be some connection delays from time to time.

1. **Call to Order and Welcome** – Lilibian Sanchez, President
- A. **Pledge of Allegiance**
- B. **Roll Call** - Secretary – Cindy Cleghorn – Quorum is 11
- C. **Board Members eligible to vote.**

NOTE: To VIEW the agenda, board minutes, MER, board packet, go to stnc.org Go to **COMMITTEES** click on **BOARD MEETING AGENDAS and MINUTES** select **JUNE 10**

2. **Approval of March 2020 Board Meeting Minutes**

MOTION: The STNC Board approves the [March 11, 2020 Board Meeting Minutes](#) [1]



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3. President's Report

- A. STNC Update on Emergency COVID-19
- B. National Night Out needs volunteers

4. REPRESENTATIVE's Announcements & Reports – [12 minutes total] –

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

Foothill LAPD Captain David Grimes - 818-756-8861 - 31168@lapd.online

Foothill Community Sgt. Jesse Ojeda - 818-756-8866 - 33272@lapd.online

SENIOR LEAD OFFICERS - TUJUNGA SLO: Gloria Caloca: 818-634-0754; 35755@lapd.lacity.org

SUNLAND SLO: Cesar Contreras: 818-634-0705; 36373@lapd.lacity.org

GANGS-DRUGS: Lt. Carlos Solano: 818-897-6081; 26339@lapd.lacity.org

NARCOTICS, Det. Travis Coyle, 818-834-3136; 33128@lapd.lacity.org

TRAFFIC ISSUES: Officer Joel Flores 818-644-8142 - Valley Traffic

CD7- Councilwoman Monica Rodriguez –Eve Sinclair 818-352-3287 - Staff Rep

Eve.Sinclair@lacity.org

The Sunland-Tujunga Field Office is now located in Pacoima at 13520 Van Nuys Bl., Pacoima 91331

LA Mayor Garcetti–Caroline Menjivar, East Valley Rep - (818) 778-4990 -

Caroline.Menjivar@lacity.org

BONC Commissioner - Quyen Vo-Ramirez, North Valley Commissioner

LA City Attorney Mike Feuer – Neighborhood Prosecutor Mark Ross 213-978-8100 –

mark.ross@lacity.org

LAUSD Kelly Gonez (District 6) – Michael Menjivar 213-241-6388 michael.menjivar@lausd.net

LA County Supervisor Kathryn Barger 818-993-5170-Jason Maruca, Asst. Field Deputy:

JMaruca@bos.lacounty.gov

CA Assembly Member Luz Rivas (District 39) Arturo Garcia 818-504-3911 arturo.garcia@asm.ca.gov

CA State Senator Anthony Portantino (District 25) - 818-409-0400 vickere.murphy@sen.ca.gov

Mission College – Dean Madeline Hernandez - (818) 875-4036

Sunland Elementary School – Principal John Graham - Jmg8758@lausd.net (818) 353-1631

Apperson Street School – Principal Rene Chavez 818-353-5544 - 10233 Woodward, Sunland

Diana Gutierrez, Greater Los Angeles County Vector Control District – 562-944-9656 -

dgutierrez@glacvcd.org

Sunland-Tujunga Library - Ardem Tajerian, Senior Librarian - 818-352-4481

Congressman Adam Schiff (District 26) (818) 450-2900 Theresa.lamb.simpson@mail.house.gov

Dept. of Neighborhood Empowerment - Gibson Nyambura, NEA Gibson.nyambura@lacity.org 818-374-9898

5. PUBLIC COMMENT: a total of 10 minutes – Comments from the Public on Non-Agenda items, issues, announcements within the jurisdiction of the Sunland-Tujunga Neighborhood Council.

The Brown Act prevents the Board from commenting on your comments. If you wish to speak, either raise your hand (on computer or tablet) or dial *9 (on your cell phone). [10]

6. Selection of Stakeholders to Fill Vacant Board Seats

MOTION: The STNC Board shall select qualified Stakeholders to fill the following vacant Board seats:

- a. Region 1 Representative
- b. Youth Representative

As of the posting of this agenda, the following stakeholders have submitted application statements: [Mark Norling \(Region 1\)](#) and [Melody Seraydarian \(Youth\)](#)



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7. **CONSENT CALENDAR** *Note: Consent calendar items are considered to be non-controversial and will be treated as one agenda item. Any Board member or stakeholder may request that an item be removed. There will be no discussion of these items unless an item is removed from the consent calendar, in which case it will go to the end of New Business and be considered as time allows.*

MOTION: The STNC Board approves the consent calendar:

A. Approval of Encumbrance of Unspent 2019/2020 Funds

MOTION: The STNC approves [Encumbering FY 19-20 funds to FY 20-21](#) identifying vendors and purpose of encumbered funds for 2020/2021 fiscal year. The vendors will be: US Storage (Storage Space - \$3,143.00); Webcorner (Website - \$1,800.00) USPS (Post Office Box - \$326.00); Zoom (\$149.90); Ring Central (\$840.00); Constant Contact (\$714.00); Total \$6,972. 68. *Recommended by Budget & Finance 6-0-0*

B. Approval of Web Corner Invoices

MOTION: The STNC Board approves [Web Corner Invoices 19854 & 20153](#) in the amount of \$63.00 for domain name and yearly renewal of stnc.org
Recommended by Budget & Finance 6-0-0

C. Approval of Rollover Funds for 2020/2021 Fiscal Year

MOTION: The STNC board approves [\\$10,000 of FY 2019/20 funding rollover](#) to FY 2020/21 according to the City's policy.
Recommended by Budget & Finance 6-0-0

D. NPG Application from Parents, Educators/Teachers & Students in Action (PESA)

MOTION: The STNC Board does not approve of the [NPG application for \\$5,000.00 from PESA](#) due to lack of budget funds this fiscal year.
Recommended by Budget & Finance 6-0-0

E. NPG Application from North Valley Caring Center

MOTION: The STNC Board does not approve of the [NPG application for \\$5,000.00 from North Valley Caring Center](#) due to lack of budget funds this fiscal year.
Recommended by Budget & Finance 6-0-0

F. Request for Cooling Station (Liliana Sanchez, President)

MOTION: The STNC Board shall send a letter to Mayor Garcetti, Supervisor Kathryn Barger, and Councilmember Monica Rodriguez requesting an update on a proposed [Cooling Station for Sunland-Tujunga](#).

G. CIS Requesting Rollover of 2019-2020 Neighborhood Council Funds (Lydia Grant)

MOTION: The STNC Board approves the submission of a Community Impact Statement on Council File CF-20-0416 supporting that all remaining [NC funds on June 30, 2020 be rolled over to 2020-2021 budget for each and all Neighborhood Councils](#).

H. Hold On Discretionary City Planning Approvals (Liliana Sanchez, President)

MOTION: The STNC Board approves letter to City Planning regarding the [hold on Discretionary City Planning approvals](#).



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- I. **Community Impact Statement (CIS) in Support of [Neighborhood Council Budget Advocates 2020 White Paper](#)** (Cindy Cleghorn)
MOTION: The STNC shall submit a Community Impact Statement (CIS) re Council File 20-600. supporting the work of the Neighborhood Council Budget Advocates and their 2020 White Paper and its call for “radical transparency”.
- J. **Selection of 2020-2021 STNC Budget Representatives**
MOTION: The STNC Board shall select it's 2020-2021 STNC Budget Representatives. Current reps are Lallah Rowe and Sandy Capps.
6. **TREASURER REPORTS** (Sandy Capps on behalf of the Budget & Finance Committee)
Access documents here:
<https://drive.google.com/drive/folders/1iPzHgXAiqAUoTvNHsh68GnmDt5ARKaVB?usp=sharing>
- A. **Approval of March 2020 MER**
MOTION: The STNC Board approves the [March 2020 Monthly Expenditure Report](#) (MER) [1]
(For document, please see link in Calendar Section)
Recommended by Budget & Finance 6-0-0
- B. **Approval of April 2020 MER**
MOTION: The STNC Board approves the [April 2020 Monthly Expenditure Report](#) (MER) [1]
(For document, please see link in Calendar Section)
Recommended by Budget & Finance 6-0-0
- C. **Ratify the following expenditures for COVID-19 Emergency Funding**
MOTION: Ratify the following expenditures for COVID-19 Emergency Funding as allocated by the President: MAKING IT HAPPEN - \$1,000; FACEMASKS -\$500; LAUSD, GRAB AND GO - \$1,000; MAKING IT HAPPEN - \$500; HOPE FOR HOMELESS YOUTH - \$500; MAKING IT HAPPEN - \$500; TUMC \$500; Total \$4,500.
- C. **Approval of 2020/2021 Administrative Budget Packet**
MOTION: The STNC approves the [Administrative Budget Packet for FY 20-21](#)
Recommended by Budget & Finance 6-0-0
7. **OLD BUSINESS - None**
8. **NEW BUSINESS**
- A. **Community Impact Statement (CIS) Opposing the Purchase of Foreclosed Properties for Homeless Housing** (Lydia Grant)
MOTION: The STNC Board approves the submission of a Community Impact Statement in opposition to [Council File 20-0491](#) which would allow the City to acquire properties that go into foreclosure due to the financial hardships of the Corona Virus and purchase them for homeless housing.
- B. **Mobility & Open Space Access in Sunland-Tujunga during COVID-19** (Pat Kramer / Lydia Grant)
MOTION: The STNC opposes [Mayor Garcetti's Slow Streets initiative](#) in Sunland-Tujunga. Sunland-Tujunga is a Very High Fire Danger Area and all streets need to be left open for evacuations.
Recommended by STAT and CIP Committees 5-0-0 and 5-0-0



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- C. **Selection of Community Forestry Advisory Committee Representative** (Cindy Cleghorn)
MOTION: The STNC Board shall select a liaison to the City's [Community Forestry Advisory Committee](#) which meets the first Thursday of Each Month
9. **ANNOUNCEMENTS & REPORTS – Committee Chair Updates & Meeting Announcements**
- A. RYLAN (Ready Your LA Neighborhood) Update - Sandy Capps [2]
 - B. Emergency Preparedness – *Need liaison to attend monthly meetings*
 - C. Neighborhood Watch – Jon von Gunten written report
 - D. Land Use – Pati Potter - Next Meetings: June 15 and July 20 @ 7 PM
 - E. STAT - Safe Traffic & Transportation Committee next meeting June 23 @ 7 PM
 - F. Outreach & Community Improvement Committee – Next Meeting June 17 @ 6:30 PM
 - G. STARC – Arts, Culture & Recreation Committee, June 23 @ 7:30 PM
 - H. Executive Committee - July 1, 2020 @ 7:30 PM
 - I. NC Budget Advocates – Lallah Rowe / Sandy Capps [1] – City Services Regional Town Hall Breakout Session & BA Elections on 6/27 @ 1:00 p.m. - White Paper now ready for board and stakeholder review at: <http://ncbala.com/2020/02/2020-white-paper/>
 - J. VANC
 - K. DWP MOU / DWP Committee – Meets 1st Saturday @ 8:30 a.m. @ LADWP
 - L. LANCC – Meets 1st Saturday @ 10 a.m. @ LADWP
10. **FINAL ANNOUNCEMENTS:** Next STNC Board Meeting July 8, 2020
11. **ADJOURNMENT** (End time is approximately 9 p.m. or shortly thereafter)

THE AMERICAN WITH DISABILITIES ACT As a covered entity under Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and upon request will provide reasonable accommodation to ensure equal access to its programs, services, and activities. Sign language interpreters, assisted listening devices, or other auxiliary aids and/or services may be provided upon request. To ensure availability of services, please make your request at least 3 business days (72 hours) prior to the meeting by contacting the Department of Neighborhood Empowerment by calling (213) 978-1551 or email: NCsupport@lacity.org

PUBLIC ACCESS OF RECORDS – In compliance with Government Code section 54957.5, non-exempt writings that are distributed to a majority or all of the board in advance of a meeting may be viewed at our website: www.stnc.org or at the scheduled meeting. In addition, if you would like a copy of any record related to an item on the agenda, please contact **Cindy Cleghorn, Secretary, at (818) 951-7411** or email at: secretary@stnc.org.

PUBLIC POSTING OF AGENDAS – Neighborhood Council agendas are posted for public review as follows:

* **NORTH VALLEY NEIGHBORHOOD CITY HALL**, 7747 Foothill Blvd, Tujunga, CA 91042

* 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>

Notice to Paid Representatives - If you are compensated to monitor, attend, or speak at this meeting, City law may require you to register as a lobbyist and report your activity. See Los Angeles Municipal Code §§ 48.01 et seq. More information is available at ethics.lacity.org/lobbying. For assistance, please contact the Ethics Commission at (213) 978-1960 or ethics.commission@lacity.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 NC Bylaws. The Bylaws are available on our website www.stnc.org

Sunland-Tujunga Neighborhood Council
General Board Meeting
Meeting date: March 11th, 2020 6:45pm
Meeting Location: Sunland Park Recreation Center
8651 Foothill Blvd. Sunland, CA 91040

Called to Order: 6:54 pm by Liliana Sanchez, President.

Board Member	Roll Call	Funding Voting Eligibility	Board Appointment
Liliana Sanchez	Present	Yes	President
Lydia Grant	Present	Yes	1st Vice President
Nina Royal	Present until 9:15	Yes	2nd Vice President - Outreach
Sandy Capps	Present	Yes	Treasurer
Cindy Cleghorn	Present	Yes	Secretary
Lallah Rowe	Present	Yes	At-Large Group Representative
Vartan Keshish	Present	Yes	Region 1 Representative
Vacant			Region 1 Representative
Glen Belt	Present until 9:20	Yes	Region 2 Representative
Arsen Karamians	Present	Yes	Region 2 Representative
Oscar Alvarez	Present (at 8:15)	Yes	Region 3 Representative
Rafi Shaheenian	Absent	Yes	Region 3 Representative
Carol Hutchinson	Present	Yes	Region 4 Representative
Pati Potter	Present	Yes	Region 4 Representative
Arnie Abramyan	Present until 8:00	Yes	Stakeholder Group
Kresse Armour	Present	Yes	Stakeholder Group
Vacant			Stakeholder Group
Garbis Khanjian	Present	Yes	Stakeholder Group
Vacant			Stakeholder Group
Vicky Cerpa	Absent	Yes	Stakeholder Group
Jon von Gunten	Present	Yes	Stakeholder Group
Ivan Spiegel	Present	Not Applicable non-voting consultant	Parliamentarian
Quorum: 11 15 Present at Roll			

GENERAL BOARD MEETING

Item 1. (a-c) Call to Order and Welcome— Meeting called to order, Pledge of Allegiance, Roll Call --Meeting quorum met. President Sanchez thanks those in attendance and those who helped to set up the meeting. Some guest speakers are on time restrictions so agenda items will be taken out of order. DONE has given STNC up to \$1,000 in NC funds for any items needed during the current COVID-19 emergency, such as face masks.

Item 1 (d) Secretary Cleghorn reports that all board members are current in their training.

Item 2. Discussion / Possible Action to approve February 12 2020 Board Meeting Minutes

Motion approve February 12th 2020 Board Meeting Minutes
Motion: Cindy Cleghorn, Second Vartan Keshish
No roll call vote, no corrections noted or objections stated. 15 yes, 3 absent, motion passed

Item 3. STNC Board Updates / Announcement of Board Vacancies: Secretary Cleghorn announces there are 2 vacancies for a Stakeholder Group Representative and one vacancy for Region 1 Representative. She reads the qualifications for both offices. Board member Belt notes that Board member Alvarez is running late but will be here.

Item 4. General Community Event Announcements

Dawn Jenkins, McGroarty Arts Center – Registration for Spring Classes begins on March 16th, there are lots of great classes. The 17th annual ceramics show will take place from June 6th -27th. There will be a free movie on April 4th, “Out of the Fire” about making ceramics. There will be a poet laureate event on April 26th

Regina Clark, Little Landers Historical Society / Bolton Hall: Bolton Hall will be changing its hours starting in April to be on Saturday and Sunday 1pm to 4 pm. The second Saturday event for March will be Why is Hollywood Here? It will give a history of film making in Los Angeles. Bolton Hall is having a fund raiser at Joselitos on March 18th from 11am to 10pm. There will be a historic home tour on May 16th, with 3 homes that have never been on the tour before.

Michelle Ramage, Sunland/Tujunga/Shadow Hills Community Fund – There will be a fund raiser at the Crow’s Nest on March 17th. The community fund is also looking for sponsorships from local businesses and residents.

Item 5. Public Comments on Non-Agenda Items:

Frank Chavez, local resident – Is having problems with Championship Building entrance at intersection of Valmont/Fernglen and Foothill, there is always dirt and debris in the driveway. They also park big rigs on local side streets.

Item 6. Representative Announcements and Reports

Cesar Contreras, SLO Sunland / Lake View Terrace – there has been a small uptake in crime 10 more incidents than last year. There have been car break ins and a few car thefts, not clustered in any area. Majority of other calls are regarding dwelling in vehicles. The old ordinance prohibiting this has expired, so now compliance with requests to move are voluntary and many vehicle dwellers know this. Vehicle dwelling is more of a problem in industrial areas like Lake View Terrace. There are a lot of officers in the field; they are working on shorter response times.

Q&A:

Q: by Board Member Belt – Do you have any more information about the FBI raid at Wentworth / Odell (Scoville)?
A: No. Q: by Board Member Abramyan – Any more information about the robbery on Foothill? A: This was at an illegal casino, the robber and casino operator was arrested. Q: by Board Member von Gunten: How long does a registration need to be expired for a vehicle to be towed for expired tags? A: 6 months and 1 day, but for oversized vehicles this is a problem because only one contractor in the City does this. These RV’s are not profitable for contractors, so they don’t want to tow them. The backlog is 3 weeks to tow unless there are extenuating circumstances like they are parked in front of a school.

Eve Sinclair, Area Director for Councilwoman Monica Rodriguez – The Sunland Park lighting project is almost complete. Sunland Park has been chosen as a universal play park which means kids can take classes for only \$10, a fee that will cover everything, including uniforms and trophies. The Councilwoman has proposed two Measure W projects for our area: 1) An urban water flow project for new catch basins, permeable sidewalks for Oro Vista Ave. in North Sunland; 2) A green street, sidewalks, bioswale project at Commerce and Tujunga Canyon Blvd. The council office will hear if these projects are approved in June. Concerning traffic safety, given the tragic fatal accidents on Foothill and Valmont, the corner has been studied by a City traffic engineer. A continental sidewalk and a no turn on red sign will be installed. This intersection is approved for a left hand turn signal but the funding still needs to be located. There will be a left hand turn signal installed at Foothill and Apperson by the end of 2020 and one at Foothill / Tujunga Canyon Blvd. to be installed mid-2021. The bollard project at Foothill and Plainview is complete. The LAPD is still organizing, seeking volunteers for their radar speed control program; volunteers will use radar to catch speeders who will then get a letter from the LAPD about their driving. Anyone interested should contact Officer Eric Perez 38338@LAPDonline. The Sylmar Armory will open in May, they are signing up people now. The Summit View housing project, 49 units for veterans and their families has started construction. CERT training has now been translated into Armenian, they had their first training in Armenian, there will be more. The Visioning Meeting previously scheduled for March 26th has been postponed due to the COVID-19 concerns about large gatherings.

Item 7. Presentation Update on the Coronavirus

Jason Maruca, Field Deputy for LA County Supervisor Kathryn Barger – yesterday the County of Los Angeles has declared a local state of emergency out of an abundance of caution and to facilitate cooperation between state and Federal partners. The County has world class talent, but needs community support to stop the spread of the virus. They are holding weekly calls with schools, businesses, and elected officials.

Shiarron Baker, Los Angeles Dept. of Public Health / Nathan Lehman Public Health Analyst – Handouts about how to prevent the spread of COVID-19 are on the back table, will also provide links to the STNC President. As of 12pm there are 27 cases in Los Angeles County, including 3 in Long Beach. Those at greater risk are: over 65, those with chronic health conditions such as heart disease, lung disease, diabetes, compromised immune systems, health workers, those who have been in areas of known outbreaks. There is no vaccine so social distancing can stop the spread. Other practices to implement: 1) stay home if ill; 2) Wash Hands for 20 sec., recite ABC's or sing happy birthday to time washing; 3) cover your cough, immediately throw out any used tissue; 4) don't touch your eyes or mouth with unwashed hands; 5) Limit close contact don't share drinks, kiss sick people; 6) clean surfaces, soap and water works fine; 7) Get a flu shot if you have not done so this year. Problem areas overseas are: Iran, South Korea, China, and Japan in the United States: Washington State, New York City, California. More community spread is expected, but most people will not develop serious illness, the elderly and those with existing medical conditions are at highest risk.

Q&A: Board Member Potter: are body aches and pains a symptom? A: This could or could not be related, unless you have a fever over 100.4 it is not COVID-19. Q: Board Member von Gunten: How long does COVID-19 stay on surfaces? A: (By Nathan Lehman "NL") they don't know the exact answer yet, could be several hours to several days. Regular cleaning products will kill it Q: Secretary Cleghorn—If someone gets sick with COVID-19 do they stay home or go to the hospital? A: always stay home if you are sick. Hospitals do have emergency procedures. If you have shortness of breath, contact your physician. Q: VP Grant has read there is a problem taking care of people in Italy due to lack of beds, respirators what is the capacity in our hospitals, who will take them there? A: If you can't breathe, call 911. Does not have the answer about hospital capacity. A: By NL – the strain of COVID-19 that is in Italy is harder on elderly people; this is not the same strain that is in California. Is concerned about hospital beds, the more slowly the virus spreads, the better. Q: President Sanchez does the county have a plan for mass quarantine? A: by NL The County has plans for this, not currently necessary. Q: Member Khanjian – how can you tell COVID-19 from the flu? A: by NL there is a swab test; they can also take a throat culture. Q: Stakeholder Chavez- Are we in uncharted territory? A: by NL yes.

Item 6. Representative Announcements and Reports (continued):

Arturo Garcia, Office of Assembly Member Luz Rivas-- The assembly woman is continuing her work on AB 1845, to create a Secretary of Housing Insecurity and Homelessness to co-ordinate the various agencies that have programs to

monitor their effectiveness. The assemblywoman sees this as a major problem; there are now 151,000 homeless people up 60% from 2018. This bill just passed the state’s housing committee 6-1 and that committee’s chair agreed to be co-author. If the STNC wants to write a letter in support of this bill it would be appreciated. CSUN has a program to help people who earn under \$56,000 with their income taxes; there are flyers in the back with locations. As always feel free to contact the Assembly member’s office if you have a problem with any state agency like the DMV or EDD.

Item 5. Public Comments on Non-Agenda Items (continued):

Local Resident and Beautification Committee Member Marjorie Maxon notifies the board that the Beautification Committee needs a board member who can come to their meetings and report to the board regarding their activities.

Item 8. DONE Updates

Gibson Nyambura, DONE Neighborhood Empowerment Advocate – There is no City policy regarding the cancellation of NC committee meetings, if the board does not feel comfortable having committee meetings, it is fine to cancel by posting cancellation notices. The Board of Neighborhood Commissioners did vote on censure and removal policies at their last meeting; there will be an update in a month or two. Mr. Nyambura would like the STNC board to appoint a data liaison, there is so much public data about what is going on in the area such as arrests, 311 data on illegal dumping etc. There will be a class in Reseda soon, let him know if you would like to attend. There will be live ethics training with the City Attorney’s office next Monday if anyone is interested.

Q&A: Q: Ivan Spiegel -- Given the fact that some NC’s are cancelling meetings, is DONE going to ease some deadlines such as the April 15th deadline to amend bylaws? A: Reach out to the City Clerk re MER deadlines, etc.

Item 9. Consent Calendar

- a. MOTION: The STNC Board Approves up to \$800 for Region 2 Community Outreach event at Howard Finn Park on April 18, 2020. (tentative date) (Outreach)
- b. MOTION: The STNC Board Approves up to \$492.75 for 1000 4x6 magnets from vendor Sunland Printing. (Outreach)
- c. MOTION: The STNC Board Approves \$160.67 to vendor Tamperproof Screw Co, Inc. for LAPD Installation of tamper resistant license plate screws for Community vehicles. (Outreach)
- d. MOTION: The STNC Board Approves \$11.68 to Insight Investments for property tax on old copier lease. (office)
- e. MOTION: The STNC Board Approves up to \$500 for refreshments and waters for future STNC outreach and tabling events. (Outreach)
- f. MOTION: The STNC Board Approves up to \$2500 for purchase of STNC promotional outreach items for STNC tabling and outreach events. (Outreach)

Treasurer Capps requests that item f be pulled and sent back to the Outreach Committee to get a specific quote. Secretary Cleghorn requests that item 9(a) be pulled (see new business, item renamed as 14D pgs. 7-8)

Motion: Approve Consent Items b-e as stated in meeting agenda				
Motion: Nina Royal; Second: Lallah Rowe Roll call vote / BACS signed				
Yes	No	Abstain	Recuse	Absent
Sanchez, Royal, Capps, Cleghorn, Rowe, Keshish, , Karamians, Potter, Hutchinson, Khanjian, Armour		Belt		Grant, von Gunten, (for this vote only) Abramyan, Alvarez, Shaheenian, Cerpa
11 yes, 1 Abstain, 6 absent, motion passed				

Item 10 (number not used)

Item 11. Treasurer Report.

Item 11A. Discussion/Possible Action approve February 2020 Monthly Expenditure Report

Motion: Approve February 2020 Monthly Expenditure Report				
Motion: Sandy Capps; Second: Lydia Grant Roll call vote / BAC signed				
Yes	No	Abstain	Recuse	Absent
Sanchez, Grant, Royal, Capps, Cleghorn, Rowe, Keshish, Belt, Karamians, Potter, Hutchinson, Khanjian, von Gunten Armour				Alvarez, Abramyan, Shaheenian, Cerpa
14 yes, 0 abstain, 4 absent, motion passed				

Member Potter wonders what the \$261.00 is for; Sandy Capps explains it is for the Parliamentarian.

Item 11B. Discussion/Possible Action NPG for \$1,894.28 for VHHS band drum equipment

Motion: Approve NPG for \$1,894.28 for VHHS band drum equipment.				
Motion: Sandy Capps; Second: Patty Potter Roll call vote / BAC signed				
Yes	No	Abstain	Recuse	Absent
Sanchez, Grant, Royal, Capps, Rowe, Keshish, Belt, Karamians, Alvarez, Potter, Hutchinson, Khanjian, von Gunten, Armour			Cleghorn	Abramyan, Shaheenian, Cerpa
14 yes, 1 recuse, 3 absent, motion passed				

Secretary Cleghorn recuses herself and leaves meeting for items 11B and 11C at 8:05pm. VP Grant is concerned that this NPG does not benefit the entire community. A student from Verdugo Hills High notes that the community does come to the football games where the drums play. Treasurer Capps notes the NPG is for drum stands, not drums. VP Royal wants to be sure the STNC is noted in some way to meet the outreach requirement. Another student notes the band goes to the middle school and other community events throughout the year. Member Belt thinks this is an outstanding outreach opportunity.

Item 11C. Discussion/Possible Action NPG for \$2,500 Rotary International District 5280 Charitable Foundation for ST Rotary for Community 4th of July Parade

Motion: Approve NPG for \$2,500 Rotary International District 5280 Charitable Foundation for ST Rotary for Community 4th of July Parade				
Motion: Sandy Capps; Second: Glen Belt Roll call vote / BAC signed				
Yes	No	Abstain	Recuse	Absent
Sanchez, Grant, Royal, Capps, Rowe, Keshish, Belt, Karamians, Alvarez, Potter, Hutchinson, Khanjian, Armour			Cleghorn, von Gunten,	Abramyan, Shaheenian, Cerpa
13 yes, 2 recuse, 3 absent, motion passed				

Member von Gunten recuses self and leaves room at 8:20. Member Armour says she consulted DONE and it is okay for her to vote on this item since she is an unpaid volunteer. Roger Klemm, President of the Sunland Tujunga / Shadow Hills Rotary notes the Rotary has put on this parade since the 1980's. There will be a sign on the parade carts noting the STNC's support. The STNC will also be listed as a major supporter of the parade. The NPG is in the name of the Rotary District, but the ST / Shadow Hills Rotary will receive all the funds.

Item 12. Old Business – Region 4 Meet & Greet confirmed for Saturday, April 25th

Item 13. Land Use Cases

13A. Discussion/Possible Action 6920 Parsons Trail–DIR-2019-7629-SPP / ENV-2019-7730-CE Scenic Corridor Specific Plan Compliance for installation of a pre-fab 1,800 sf, 21 ft. height horse barn/storage structure

Motion approve 6920 Parsons Trail–DIR-2019-7629-SPP / ENV-2019-7730-CE Scenic Corridor Specific Plan Compliance for installation of a pre-fab 1,800 sf, 21 ft. height horse barn/storage structure
Motion: Pati Potter, Second Carol Hutch
No roll call vote, no objections stated. 15 yes, 3 absent, motion passed

Land use chair Potter notes this project is in a rural area with horses, she does not think it will bother anyone in the area.

Item 14. Committee / Alliances / Liaisons Updates: STNC Committee Reports

14A. Discussion/Possible Action submission of a Community Impact Statement on Council File [19-1172](#) requesting more funding for traffic enforcement.

Motion approve submission of a Community Impact Statement on Council File 19-1172 requesting more funding for traffic enforcement.
Motion: Lydia Grant, Second Nina Royal
No roll call vote, no objections stated. 15 yes, 3 absent, motion passed

Secretary Cleghorn reads the proposed Community Impact Statement, no further discussion.

14B. Discussion/Possible Action approve the submission of STNC Bylaws Amendments - 15 votes required

Chairman Bill Skiles reports the bylaws committee met 6 different times. Each board member should have a copy of the proposed changes. The main changes are: 1) a new introductory paragraph regarding the STNC’s purpose, 2) adding the following standing committees: a) Community Improvement; b) Beautification; c) Arts, Recreation, and Culture; d) Traffic and Transportation; 3) Eliminating the Parliamentarian position; 4) Allowing the Executive Committee to refer proposals to a committee as well as to the General Board.

Secretary Cleghorn noted that the City Clerk may want more details regarding region borders. Member Belt notes the boundary description for Region 2 on page 7 is unclear and could be interpreted to exclude Alpine Village and the Baseball Fields. Stakeholder Nancy Shannon wonders why Region 4 is so large, including both South Sunland and South Tujunga. Secretary Cleghorn notes the regions are divided by census tracts, she agrees Region 4 is very large compared to the other regions. Secretary Cleghorn notes the City checks region boundaries. Parliamentarian Ivan Siegel notes that the Bureau of Engineering will correct the description if they disagree.

Proposed Amendment to Region 2 Description on page 7 of amended bylaws: North West Tujunga Region: North of Foothill Blvd from Mt Gleason Ave. to the West, Big Tujunga Canyon Road to the north to the Los Angeles County Line, Foothill to the South, and Commerce Ave. to the east and the east side of Seven Hills Drive
Motion: Glen Belt, Second Lallah Rowe
No roll call vote, no objections stated. 14 yes, Royal Abstain 3 absent, motion passed

<u>Motion -- Approve Submission of STNC Bylaws Amendments, as Amended</u>
Motion: Carol Hutch, Second Lallah Rowe
No roll call vote, 15 yes, 3 absent, motion passed

14C. Discussion/Possible Action Approve Parliamentary Advisor Ivan Spiegel for Administrative Assistant Services of up to 2 hours per meeting, not to exceed \$39.90 in total, using NC temp services vendor “At Work Personnel Services”

Treasurer Capps notes this motion is necessary because the City Clerk requires a City Approved Vendor. The Vendor’s rate is \$15 an hour, less the 10 cents for their service fee. Stakeholder Claudia Akin wonders how many meetings the Parliamentarian needs to attend, Stakeholder Nancy Shannon agrees and thinks this motion is too open ended, she also wonders why people from DONE can’t do this job. President Sanchez notes Advisor Spiegel was only there for the bylaws meeting and the general board meeting. VP Grant notes he will also be needed for the standing rules. Secretary Cleghorn noted this was discussed at the executive meeting and the advisor will go to no more than two meetings a month for this fiscal year only. Parliamentarian Spiegel notes he only charges for two hours even if the meeting goes longer, like this meeting.

Member Belt moves to limit the Parliamentarian’s attendance to not exceed one executive committee meeting and one general board meeting per month, to expire 6/30/20. Member Alvarez seconds. Treasurer Capps notes the original language is from the City Clerk, but she is fine with the amendment. Secretary Cleghorn is concerned that the board will need the Parliamentarian’s assistance with the standing rules amendments and this amendment would not allow for that. VP Grant notes that the board did pass the amended bylaws, but the City could send them back. The standing rules piggyback off the bylaws. VP Grant suggests a cap of 3 to 4 meetings a month, only to the end of the fiscal year. VP Grant does not think DONE personnel will help with this. Secretary Cleghorn moves to amend Member Belt’s amendment to no more than 3 meetings a month.

Motion – Amend Motion to allow Parliamentarian to attend no more than 3 meetings a month ending June 30, 2020
Motion: Carol Hutch, Second Lallah Rowe
No roll call vote, 11 yes, 4 no, 3 absent, motion passed

After the original motion as amended is brought back for a rollcall vote, Member Belt asks what happened to his motion. Secretary Cleghorn explains his motion was overridden by her amendment to his motion which just passed.

Motion: Approve Parliamentary Advisor Ivan Spiegel for Administrative Assistant Services of up to 2 hours per meeting, not to exceed \$39.90 in total, using NC temp services vendor “At Work Personnel Services”, Hours limited to no more than 3 meetings a month for this fiscal year only, ending 6/30/20				
Motion: Lydia Grant; Second: Lallah Rowe Roll call vote / BAC signed				
Yes	No	Abstain	Recuse	Absent
Sanchez, Grant, Royal, Cleghorn, Rowe, Keshish, Karamians, Potter, Hutchinson, von Gunten Armour	Capps, Belt, Alvarez, Khanjian,			Abramyan, Shaheenian, Cerpa
11 yes, 4 no, 3 absent, motion passed				

14D. (old consent item 9(a) Discussion/Possible Action Approve up to \$800 for Region 2 Community Outreach event at Howard Finn Park on April 18, 2020. (tentative date) (Outreach)

Motion: Approve up to \$800 for Region 2 Community Outreach event at Howard Finn Park on April 18, 2020. (tentative date) (Outreach)				
Motion: Glen Belt; Second: Sandy Capps Roll call vote / BAC signed				
Yes	No	Abstain	Recuse	Absent
Capps, Cleghorn, Rowe, Keshish, Karamians, Alvarez, Potter (if on 4/18), Hutchinson (if on 4/18), Khanjian, von Gunten, Armour	Sanchez	Grant,		Abramyan, Belt, Shaheenian, Cerpa, Royal
11 yes, 1 no 1 abstain, 5 absent, motion passed				

Secretary Cleghorn says that she pulled this item because there was no detailed description regarding how the money is going to be spent, what vendors are being used. Member Belt notes that Region 4 got a budget before they provided detail. Secretary Cleghorn says Region 4 did submit a detailed budget. Is now planning an event at the Community Garden in honor of Arbor day on April 25th. Both Region 4 Representatives object to holding an outreach event on the same day as their previously scheduled outreach event. VP Royal wants outreach event dates/details worked out in the Outreach Committee before it goes to the board. Member Royal notes the STNC does not have the staff for 2 outreach events in one day. President Sanchez thinks there should be an itemized list before the board approves. Member Grant thinks there should at least be some sort of estimate. Member Rowe would like at least some idea of what is planned. Member Belt does not see how he can budget unless he knows how much money he will get, maybe mailers announcing the event, a bounce house, a band, snacks. Treasurer Capps notes this request is only \$100 over the budget for each Region's outreach event, the City Clerk will not approve any reimbursement without detail. Secretary Cleghorn has attended workshops on the subject and thinks the City wants the event details included before the event is approved by the board. Secretary Cleghorn moves to postpone this motion to the next board meeting. Motion to postpone failed for lack of a second.

Item 15: COMMITTEE / ALLIANCES / LIAISONS UPDATES: STNC Committee Reports -- (Meeting Dates Subject to Cancellation Due to COVID-19 concerns)

- a. **RYLAN (Ready Your LA Neighborhood) Update - Sandy Capps** – there are brochures on the back table, board members need to get their neighborhoods to sign up.
- b. **EMERGENCY PREPAREDNESS** – The board needs a liaison to attend monthly meetings
- c. **NEIGHBORHOOD WATCH** – **Jon von Gunten** the LAPD is planning to have volunteer patrols on horseback, bicycle, foot, car and office work. He has a sign-up sheet; those interested should email him.
- d. **ST TRAFFIC & TRANSPORTATION (STAT) Committee next meeting March 24 @ ST Library**
- e. **OUTREACH AND COMMUNITY IMPROVEMENT COMMITTEE** – next meeting March 18 @ Apperson
- f. **LAND USE** – next meetings March 16 and April 6 @ Apperson
- g. **ST ARTS, CULTURE & RECREATION (STARC) COMMITTEE** - next meeting March 24
- h. **NC BUDGET ADVOCATES** – **Lallah Rowe / Sandy Capps [1]** – Budget Day is June 20, 2020; it is now in the planning stage. - White Paper now ready for board and stakeholder review at: <http://ncbala.com/2020/02/2020-white-paper/>
- i. **VANC** – Anniversary Mixer / Best of Awards Date Change to Friday March 13 - must rsvp [1]
- j. **DWP MOU / DWP Committee** – Meets 1st Saturday @ 8:30 a.m. @ LADWP
- k. **LANCC** – Meets 1st Saturday @ 10 a.m. @ LADWP

Item 16. Final Announcements President Sanchez reminds the board that the Beautification Committee needs a new board member. She encourages board members not serving on a committee to volunteer.

Adjourn at: 9:26 pm

Minutes by Marjorie Maxon

Cindy Cleghorn <stnc.secretary2019@gmail.com>

Region 1 Position

Mon, May 18, 2020 at 1:41 PM

To: secretary@stnc.org

Dear STNC,

Sorry for the late admission of this interest statement but I (we all obviously) have had other concerns as of late. I would like to submit my candidacy for the open Region 1 representative position. I am 63 years old, retired, and interested in helping tackle any number of the issues affecting our area including general infrastructure improvement, beautification, the protection of the area's unique natural setting, the homeless issue, and commercial development.

I am particularly interested in advocating for preservation and beautification of the Sunland-Tujunga area. Since purchasing a home and moving here four years ago my wife and I have embraced both the area's unique mountain gateway setting and colorful rustic past. In turn, like many others living in the area, we would like to see those two qualities preserved. Promisingly, as shown by the recent uproar and subsequent termination of the Canyon Park Development project, that preservation may be possible.

Preservation not only secures the past, but also the present and the future, but to simply rest on the laurels of what already is rarely works long term. Much of what comes next for Sunland-Tujunga will require community involvement and hands-on forging to create how and where we will live. Luckily opportunities abound. Direct action, politics, the law, preservation, and hard work can all be used to better the Sunland-Tujunga area.

My concerns are not limited to the above. I am driven by an overall concern for the areas past, present, and future, and the desire to help maintain and create an attractive, safe, healthy, and prosperous community for all.

If you've any questions please let me know via email.

Sincerely,
Mark Norling

1

rive, Sunland

Cindy Cleghorn <stnc.secretary2019@gmail.com>

STNC - Contact Form

To: secretary@stnc.org

@gmail.com>

Sun, May 24, 2020 at 1:07 AM

Agenda Request Form

First Name: Melody

Last Name: Seraydarian

Email:

Request Title: Youth Advisory Council Member

Committee: Youth Advisory Council

Agenda Motion Request: As someone who has lived in the Sunland-Tujunga area for all sixteen years of my life, it would be my honor and privilege to give a voice to the youth in the area and serve on the Sunland-Tujunga Neighborhood Council. The importance of youth engagement in politics is immense because youth exposure to the political atmosphere is absolutely necessary to help hone our views and skills. I want to pursue a career in law and political science and being able to get a firsthand look at how decisions are made in my neighborhood would be an incredible opportunity to see how those decisions have a direct impact on me. As a Council Member, my plans are to digitalize and create active social media accounts for the council and to help increase civic engagement in the youth living in the area. It would be my absolute honor to work with you all. I am so excited to even be given this opportunity. Thank you.

Motion Title: Youth Advisory Council Member

Agenda Announcement Request: I am hoping to be your next Youth Advisory Council Member! I would only like approximately 5-10 minutes to speak about my thoughts in regards to youth being engaged in government, particularly in local government.

Uploaded Documents:

The Web Corner, Inc.

19509 Ventura Blvd.
 Tarzana, CA 91356

Statement

Date
4/22/2020

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

Date	Description	Amount	Balance		
02/20/2020	INV #19854. Due 02/20/2020. Orig. Amount \$22.00. --- Domain Name, 1 @ \$22.00 = 22.00	22.00	22.00		
04/07/2020	INV #20153. Due 04/07/2020. Orig. Amount \$41.00. 04/06 Rob mistakenly renewed stnc.org for another year --- Domain Name, 1 @ \$19.00 = 19.00 --- Domain Name, 1 @ \$22.00 = 22.00	41.00	63.00		
CURRENT	1-30 DAYS PAST DUE	31-60 DAYS PAST DUE	61-90 DAYS PAST DUE	OVER 90 DAYS PAST DUE	Amount Due
0.00	41.00	0.00	22.00	0.00	\$63.00

APPROVED BUT NEVER PURCHASED/SPENT

9/11/19	BAC	\$200 for printing "About the STNC Flyers"
10/9/19	BAC	\$500 for Paint from Dunn Edwards for Pinewood Wall (101.16 spent- \$398.84 avail)
11/13/19	BAC	\$250 for Security at meetings as needed
11/13/19	BAC	\$250 for STNC Board member Business Cards
11/13/19	BAC	\$150 for Region Meet and Greet Banners
11/13/19	BAC	\$150 for STNC General Board Meeting Banners
12/11/19	BAC	\$480 for 6 20 x20 plastic Sandwich boards
2/12/20	BAC	\$50 for Outreach Boxes for Regions
3/11/20	BAC	\$492.75 for 1000 magnets from Sunland Printing
3/11/20	BAC	\$500 for refreshments and waters for future outreach events
3/11/20	BAC	\$117 for up to \$39 x 3 monthly meetings for Parliamentary Advisor Ivan Spiegel (ends 6/30/20)
		\$3038.59 Funding Voted On But Not Spent

CANCELLED DUE TO COVID-19

11/13/19	BAC	\$700 for Region 4 Outreach Event in December
1/8/2020	BAC	\$250 for Self Defense Class
2/12/20	BAC	\$350 from Smart and Final for Sunland Park Egg hunt
2/12/20	BAC	\$500 for Jumper for Sunland Park Spring Carnival
3/11/20	BAC	\$2500 to Rotary for 4 th of July Parade
3/11/20	BAC	\$800 for Region 2 Community Outreach at Howard Finn Park
		\$5100.00 Event Funding Voted On But Not Spent
		TOTAL : \$ 8138.59 Un Spent Board Approvals

**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 46-2694430 California 12/2013
Organization Name **Federal I.D. # (EIN#)** **State of Incorporation** **Date of 501(c)(3) Status (if applicable)**

1b) 18017 Chatsworth Street, Suite 337 Granada Hills Ca. 91344
Organization Mailing Address **City** **State** **Zip Code**

1c) _____ _____ _____ _____
Business Address (if different) **City** **State** **Zip Code**

1d) PRIMARY CONTACT INFORMATION:

Seymour Amster 818-943-0613 Seymour.Amster@pesa-edu.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) _____ _____ _____ _____
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.

COVID-19 CRITICAL NEED SERVICES

Parents, Educators/Teachers & Students in Action (PESA) is the community-based organization (CBO) of the Los Angeles Superior Court Teen Court program (see letter from Judge Wesley attached). PESA receives referrals of diverted youth from the Los Angeles Police Department, as part of their juvenile arrest diversion program as well as referrals from the Los Angeles County District Attorney Office.

PESA has partnered with the Museum of Tolerance to address issues of racism and hatred caused by the COVID-19 pandemic, as part of the SHADES program of Teen Court. These issues will be addressed by online seminars and through the COVID-19 HERO project created by PESA. The COVID-19 HERO project is composed of the youth being educated on the value of not making offensive racial remarks concerning what race could have caused the COVID-19 pandemic. In addition the COVID-19 HERO series educate the youth about the COVID-19 virus and what they can do to prevent the spread of it, giving them the opportunity to being a COVID-19 HERO by writing a letter describing how they are a COVID-19 HERO and receiving a certificate of being a COVID-19 HERO.

**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 address a critical public purpose that will benefit the public at large, reducing the issues of hate and racism stemming from the COVID-19 pandemic and educating the youth about COVID-19 and why they need to comply with the social distancing orders. As the social distancing rules are modified the COVID-19 HERO series will be modified to reflect these changes.

It is important to make sure our youth are educated as to why they have to follow the instructions of their parents and their teachers concerning social distancing. It is important to start educating them on this now. So that when schools are reopened they will be willing to cooperate with their teachers concerning social distancing instructions. In addition the issues of hate and racism have already been reported as a result of COVID-19, these issues will only be exacerbated when schools open up again. By educating the youth now and being able to continue that education when they go back to school the issue will be addressed. In person presentations will be created to be presented in the schools when they open up again in compliance with social distancing orders.

THIS PROJECT HAS BEEN MADE A RESOURCE TOOL TO ALL OF THE SCHOOLS IN THE COUNTY OF LOS ANGELES THROUGH THE LOS ANGELES COUNTY BOARD OF EDUCATION (LACOE).

Thus, with the funding from this grant PESA will make sure that the residents and the schools in Sunland-Tujunga Neighborhood Council benefit from this project.

Sunland-Tujunga Neighborhood Council will receive recognition on all materials and items published in connection with this project.

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
	COVID-19 HERO project and online seminars	\$ 2,500.00	\$ 5,000.00
		\$	\$
		\$	\$

6b)	Non-Personnel Related Expenses	Requested of NC	Total Projected Cost
	COVID-19 HERO project materials	\$ 2,500.00	\$ 5,000.00
		\$	\$
		\$	\$

7) Have you (applicant) applied to any other Neighborhood Councils requesting funds for this project?
 No Yes If Yes, please list names of NCs: Most of the other Neighborhood Councils 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: 05 / 01 / 20 10b) Date Funds Required: 05 / 20 / 20 10c) Expected Completion Date: 09 / 01 / 20
 (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  05/09/20
 PRINT Name Title Signature Date

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

Francine S. Amster Secretary  05/09/20
 PRINT Name Title Signature Date

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



“Creating a Better Future for Our Community through Advocacy, Mentorship and Education”

COVID-19 CRITICAL NEED SERVICES BEING OFFERED

- **Online Career Fair - Distinguished Speaker Series.**

Every week PESA is hosting speakers from different professions to give career advice to middle school students, high school students, college students and graduate students.

- **Tutoring and mentoring for diverted youth referred by LAPD or District Attorney’s office.**

- **Tutoring for all K-12 students who need educational assistance.**

- **Virtual Playdates for all K-12 students.**

To reduce the stress and feeling of isolation we are offering virtual playdates that can include insightful discussions, art/stem projects, workshops and tutoring, so our youth can interact with their friends from school.

- **COVID-19 Hero Project.**

To help our children understand what COVID-19 is and the reason to comply with parent and teacher requests for social distancing by getting a certificate acknowledging them as a COVID-19 HERO for doing so.

- **Combating Racism and Hate Incidents caused by COVID-19.**

PESA has partnered with the Museum of Tolerance to address this issue through online interactive presentations.

PESA through its COVID-19 HERO series has created online art projects and booklets to be distributed to the community to address this issue.

- **Mental Health Counseling for the Community.**

- **Mental Health Counseling for diverted youth being monitored.**

**THESE SERVICES HAVE BEEN RECOGNIZED BY THE
LOS ANGELES COUNTY BOARD OF EDUCATION (LACOE)
AS A VALUABLE RESOURCE TO EDUCATORS.**



The Superior Court

INGLEWOOD JUVENILE COURTHOUSE
110 E. REGENT STREET
INGLEWOOD, CALIFORNIA 90301
CHAMBERS OF
DAVID S. WESLEY
JUDGE (RETIRED)

TELEPHONE
(310) 412-8341
FAX
(310) 330-7071
EMAIL

DWesley@LACourt.org

June 7, 2019

To Whom It May Concern:

I am the Director of the Los Angeles Superior Court Teen Court program (hereinafter referred to as "LASC Teen Court Program"). Parents, Educators/Teachers & Students in Action (hereinafter referred to as "PESA") is a non-profit, that has been designated as the Community Based Organization for the LASC Teen Court program through a Memorandum of Understanding executed by the Superior Court and PESA (hereinafter referred to as "MOU"), a true and correct copy of the MOU is attached to this letter and incorporated herein by reference.

One of the purposes of the MOU is to designate PESA as the entity that can receive funds for the LASC Teen Court program. That is why the following language was included in the MOU:

6. Any monies received by PESA designated for use in the Teen Court, SHADES or CAYC programs cannot be used for any other program, and a categorized budget designating how monies will be spent must be submitted by PESA prior to any expenditures of the designated monies and be approved by the Judicial Director of the Program or his designee. The Judicial Director of the Program or his designee will have the right to conduct an audit concerning the expenditure of the monies.

PESA has received monies in the past from both private and public entities, such as the County of Los Angeles, for this purpose.

As such if the entity you represent has been authorized or desires to provide support to the LASC Teen Court program I would appreciate you transmitting the funds to PESA, and in compliance with the MOU, it will be used for and budgeted for use for the LASC Teen Court Program. Thank you for your support, if you have any questions or comments, please do not hesitate to contact me.

Sincerely,

A handwritten signature in black ink, appearing to read "David S. Wesley".

David S. Wesley, Judge (Retired)
Director of the Judge David S. Wesley
LASC Teen Court Program

MEMORANDUM OF UNDERSTANDING between the Los Angeles Superior Court and Parents, Educators/Teachers and Students in Action.

1. The Los Angeles Superior Court (hereinafter referred to as "LASC") is a governmental entity that as part of its outreach to the community seeks to educate citizens, especially the youth about government, the role of the courts in a democratic society, and the significance of civic participation. One of the community service programs of the LASC is the Teen Court Program of the Los Angeles Superior Court (hereinafter referred to as "Teen Court").
2. Parents, Educators/Teachers & Students in Action (hereinafter referred to as "PESA") is a 501 (c) (3) corporation whose mission statement is "Creating a better future for our community through Advocacy, Mentorship, and Education." PESA has as one of its programs the Teen Court Project for Justice. Through this program:
 - PESA agrees to assist Teen Court through its Teen Court Project for Justice program. PESA will assist Teen Court by providing support to the host school as needed. The purpose of this support will ensure that the Teen Court Program is not burdensome to the host school.
 - PESA will also assist the host school participating in Teen Court in any way possible to enhance student achievement.
 - PESA will assist Teen Court by providing opportunities to the students and juveniles involved in the Teen Court.
 - PESA will assist Teen Court by arranging and providing support for field trips or other events, such as SHADES and CAYC, that the Teen Court participants desire to engage in related to the goals of Teen Court.
 - PESA will assist Teen Court by arranging and/or hosting training programs for the participants of the program.
 - PESA will assist Teen Court by arranging or hosting presentations to occur on subjects of interest to the Teen Court participants.
 - PESA will assist Teen Court by causing opportunities for the judicial officers to become a part of the host school community, by doing things such as presenting on Senior Awards night to a graduating student(s) who participated in Teen Court.
 - PESA will assist Teen Court by providing assistance when needed in monitoring the juvenile offenders who have been sentenced.
 - PESA will assist when requested with the victims of the offenses brought before Teen Court.
 - PESA will assist the Teen Court Program by providing any other appropriate assistance to the program.
3. This MOU becomes effective on the date both parties have signed the MOU. Either party may terminate this MOU upon thirty (30) days prior written notice. If either party believes that the

MOU might violate any law or regulation, either party may terminate the MOU immediately upon written notice to the other party.

4. LASC may use PESA's name verbally in reference to the matters referred to in this MOU. PESA grants LASC the right to use PESA's name and logo in writing for matters referred to in this MOU. LASC grants PESA the right to use the LASC Teen Court Logo in writing for matters referred to in this MOU, subject to approval by the Judicial Director of the program. PESA may not use the LASC Teen Court Logo for fundraising activities.
5. Each party acknowledges that the relationship with the other is that of an independent contractor, however all activities of PESA with respect to any outreach program of the Los Angeles Superior Court must be approved by the Judicial Director of the program or the Los Angeles Superior Court Outreach Committee.
6. Any monies received by PESA designated for use in the Teen Court, SHADES or CAYC programs cannot be used for any other program, and a categorized budget designating how the money will be spent must be submitted by PESA prior to any expenditures of the designated monies and be approved by the Judicial Director of the Program or his designee. The Judicial Director of the Program or his designee will have the right to conduct an audit concerning the expenditure of the monies.
7. Each party agrees to abide by all applicable Federal and State Laws. This MOU shall be governed by and construed with the laws of the State of California. Jurisdiction for any claim, dispute, or lawsuit shall be in Los Angeles County.
8. This MOU outlines the framework of a working relationship between PESA and LASC and does not create a joint venture nor is it a binding contract.
9. This MOU does not create any rights, title for any entity other than for PESA and LASC.
10. This writing constitutes the entire MOU between LASC and PESA and can only be amended in writing.

Date:



SHERRI R. CARTER
Los Angeles Superior Court

Date: 2/27/17



SEYMOUR I. AMSTER

PESA

APPROVED AS TO FORM:


Court Counsel

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 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, EO Rulings & Agreement



CITY OF LOS ANGELES

Office of Finance
P.O. Box 53200
Los Angeles CA 90053-0200

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



*****5-DIGIT 91344 139
PARENTS, EDUCATORS / TEACHERS & AMP; STUDENTS IN ACTION
42397
18017 CHATSWORTH ST STE 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
BUSINESS TAX

ISSUED: 5/7/2018

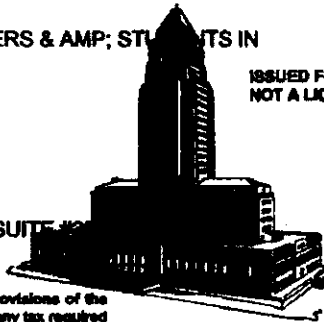
ACCOUNT NO.	FUND/CLASS	DESCRIPTION	STARTED	STATUS
0002893373-0001-4	L049	Professions / Occupations	3/1/2016	ACTIVE

PARENTS, EDUCATORS / TEACHERS & AMP; STUDENTS IN ACTION
18017 CHATSWORTH ST STE 337
GRANADA HILLS CA 91344-5608

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

ISSUED TO

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



ISSUED BY:

Clare Bantel

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."

NOTIFY THE OFFICE OF FINANCE IN WRITING OF ANY CHANGE IN OWNERSHIP OR ADDRESS - Office of Finance, P.O. Box 53200, Los Angeles CA 90053-0200

FORM 200 (Rev. 11/15)

IMPORTANT - READ REVERSE SIDE

Request for Taxpayer Identification Number and Certification

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

► Go to www.irs.gov/FormW9 for instructions and the latest information.

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 of the person whose name is entered on line 1. 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: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

Other (see instructions) ► **Non-Profit Corporation exempt under 501 (c)(3)**

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.) See instructions.

18017 Chatsworth Street, Suite 337

6 City, state, and ZIP code

Granada Hills, Ca. 91344

Requester's name and address (optional)

7 List account number(s) here (optional)

Print or type. See Specific Instructions on page 3.

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 instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number										
			-				-			

OR

Employer identification number									
4	8	-	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 for Part II, later.

Sign Here

Signature of U.S. person ►



Date ► April 22, 2020

General Instructions

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

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

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.

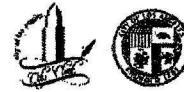
- Form 1099-INT (interest earned or paid)

- 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*, later.

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.

Sunland-Tujunga

Name of NC from which you are seeking this grant:

SECTION I - APPLICANT INFORMATION

1a)	North Valley Caring Services	954444561	ca	02/1996
	<i>Organization Name</i>	<i>Federal I.D. # (EIN#)</i>	<i>State of Incorporation</i>	<i>Date of 501(c)(3) Status (if applicable)</i>
1b)	15453 Rayen Street	North Hills	Ca	91343
	<i>Organization Mailing Address</i>	<i>City</i>	<i>State</i>	<i>Zip Code</i>
1c)				
	<i>Business Address (if different)</i>	<i>City</i>	<i>State</i>	<i>Zip Code</i>
1d)	PRIMARY CONTACT INFORMATION: Laura Rathbone	747-254-0873	Lrathbone@nvcsinc.org	
	<i>Name</i>	<i>Phone</i>	<i>Email</i>	
2)	Type of Organization- Please select one:			
	<input type="checkbox"/> Public School (not to include private schools) Attach Signed letter on School Letterhead	or	<input checked="" type="checkbox"/> 501(c)(3) Non-Profit (other than religious institutions) 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.

Your support will allow us to:

1. Acquire personal protective equipment and other necessary program supplies for our team to perform their work safely and efficiently.
2. Hire additional staff to oversee our existing food pantry and meal outreach programs and also our new elderly meal outreach and children's toy distribution services developed in response to the pandemic. Purchase of non perishable food items.

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)

NVCS' Food Pantry is not only open but we have expanded its services in light of he epidemic. This month, our Food Pantry served 1,600 families within a week, a growth of 1,200 families from our weekly average of 400 families, and we have increased the frequency of our Meal Outreach program to twice a week, doubling the number of meals distributed to homeless families living in motels and in encampments. It is important to note that our Food Security Program also serves as a gateway for clients who need more intensive case management, referrals, and assistance. Because of this we are also expecting a significant increase in the number of clients receiving services to homeless case management, mental, dental, primary health, substance abuse, and other wraparound services through our referrals system and various partnerships and community-based collaborations.

SECTION III - PROJECT BUDGET OUTLINE

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

6a)

	\$	\$
	\$	\$
	\$	\$

6b)

purchase on non perishable food, safety materials, staffing	\$ 5,000	\$
	\$	\$
	\$	\$ 75,000

7) Have you (applicant) applied to any other Neighborhood Councils requesting funds for this project?
 No Yes If Yes, please list names of NCs: chatsworth, porter ranch, mission hills, north hills east/west

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:

county emergency aid	\$ 20,000	\$
North Hills East emergency aid	\$ 2496	\$
	\$	\$ 75,000

9) What is the TOTAL amount of the grant funding requested with this application: \$ 5,000

10a) Start date: 5 / 20 / 20 10b) Date Funds Required: 5 / 20 / 20 10c) Expected Completion Date: 8 / 1 / 20
 (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.)**

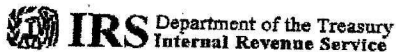
SECTION V - DECLARATION AND SIGNATURE

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*
Manny Flores Executive Director [Signature] 05/08/2020
 PRINT Name Title Signature Date

12b) Secretary of Non-profit Corporation or Assistant School Principal - REQUIRED*
Martha Nava Office Admin [Signature] 05/08/2020
 PRINT Name Title Signature Date

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



Department of the Treasury
Internal Revenue Service

P.O. Box 2508
Cincinnati OH 45201

In reply refer to: 0248153327
Feb. 10, 2014 LTR 4170C 0
95-4444561 000000 00

00017356

BODC: TE

NORTH VALLEY CARING SERVICES
15435 RAYEN ST
NORTH HILLS CA 91343



011298

Person to Contact: Ms. Espelage
Toll Free Telephone Number: 1-877-829-5500

Dear Taxpayer:

This is in response to your request of Jan. 30, 2014, regarding the tax-exempt status of North Valley Caring Services.

Our records indicate that a determination letter was issued in February 1996, granting this organization exemption from Federal income tax under section 501(c)(3) of the Internal Revenue Code.

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

Donors may deduct contributions to this organization as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to the organization or for its 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 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.

If you have any questions, please call us at the telephone number shown above.

0248153327
Feb. 10, 2014 LTR 4170C 0
95-4444561 000000 00
00017357

NORTH VALLEY CARING SERVICES
15435 RAYEN ST
NORTH HILLS CA 91343

Sincerely yours,

Susan M. O'Neill

Susan M. O'Neill, Department Mgr.
Accounts Management Operations



Cindy Cleghorn <stnc.secretary2019@gmail.com>

Letter to Request Emergency Cooling Center for Sunland-Tujunga

Liliana Sanchez <stnc.president2019@gmail.com>
To: Cindy Cleghorn <stnc.secretary2019@gmail.com>

Thu, Jun 4, 2020 at 7:32 PM

Dear Supervisor Kathryn Barger,

This letter from the Sunland-Tujunga Neighborhood Council is to request an Emergency Cooling Center be provided in the Senior Center at Sunland Park where residents can have access to free indoor air conditioning to keep cool during extreme weather conditions.

On May 22nd Mayor Eric Garcetti notified his constituents in the San Fernando Valley that we would have Emergency Cooling Centers opening on May 26, 2020. We did not get a Cooling Center in Sunland-Tujunga.

I soon learned from our Council District 7 office that a request for a Cooling Center would need to be approved by the County Supervisor's office since you are the ones to authorize Rec and Parks staffing. We have had Emergency Cooling Centers at Sunland Park in the previous years and we are requesting to be considered for an Emergency Cooling Center in the same location during the remaining heat wave of 2020.

Thank you for your consideration in this matter.

Respectfully,

Liliana Sanchez
STNC President

RE: Rollover Funds

Contact Information

Neighborhood Council: Sunland-Tujunga

Name:

Phone Number:

Email:

The Board approved this CIS by a vote of: Yea() Nay() Abstain() Ineligible()
Recusal()

Date of NC Board Action: 06/10/2020

Type of NC Board Action: For

Impact Information

Date: 06/10/2020

Update to a Previous Input: No

Directed To: City Council and Committees

Council File Number: 20-0416

Agenda Date: 06/10/2020

Item Number: 8. B.

Summary: The Sunland-Tujunga Neighborhood Council is in support of motion CF 20-0416. The STNC has already done some amazing Covid-19 relief work. We are asking to have our funds rolled over in order to continue to do this important work. An expedited process of getting much needed funds to local organizations involved in Covid-19 relief work will allow our Neighborhood Councils to make more readily funding to give the local organizations the additional financial support they need to help families in need during this pandemic. Due to the most unusual of circumstances, Neighborhood Councils were effectively prevented from expenditures during a time of year ordinarily associated with heavy budget usage. NCs were unable to submit many expenditure requests for Board approval during this time, and as such, the funds have remained sitting in the budget, yet unable to be accessed, absent the emergency use amount. NCs need all funds from Fiscal Years 19/20 carried over into next Fiscal Year 20/21, with a streamlined process to hold those funds for the NCs to direct. We anticipate a greater need for NC access to funds as the City eventually takes steps to reopen and your support of CF 20-0416 will help ensure that issues of funding do not encumber the important work all NCs will be tasked with as the pandemic situation evolves toward recovery. Your yes vote on this motion is greatly needed and appreciated. Thank you.



Sunland-Tujunga Neighborhood Council

Certified May 27, 2003

P.O. Box 635 • Tujunga, CA 91043-0635 • 818-951-7411 • Website: stnc.org

June 10, 2020

VIA EMAIL

Mayor Eric Garcetti
City Of Los Angeles
200 N. Spring Street
Los Angeles, CA 90012

RE: Hold on Discretionary Approvals by the Department of City Planning

Dear Mayor Garcetti:

Prior to the Covid19 Emergency, Neighborhood Councils and Community Councils served as the only notice to the general community of discretionary projects. Due to the current Covid19 Public Health Emergency, Neighborhood Councils and Community Councils have not been able to establish consistent and credible virtual meetings where the outcomes of discussion and Community Impact Statements (CISs) are affirmatively recognized by the City and the Department of Neighborhood Empowerment.

Therefore the Sunland-Tujunga Neighborhood Council requests that the L.A. Dept of City Planning cease all discretionary approvals until such a time as all Neighborhood Councils, City Planning Commission, Area Planning Commissions and the Dept of City Planning itself, have established adequate measures to ensure full public participation and access to Hearings and Documents.

Sincerely,

Liliana Sanchez, President
Sunland-Tujunga Neighborhood Council

cc:

Vince Bertoni, Director, Department of City Planning – vince.bertoni@lacity.org
Councilmember Monica Rodriguez, CD7 councilmember.rodriquez@lacity.org

RE: Rollover Funds

Contact Information

Neighborhood Council: Sunland-Tujunga

Name:

Phone Number:

Email:

The Board approved this CIS by a vote of: Yea() Nay() Abstain() Ineligible()
Recusal()

Date of NC Board Action: 06/10/2020

Type of NC Board Action: For

Impact Information

Date: 06/10/2020

Update to a Previous Input: No

Directed To: City Council and Committees

Council File Number: 20-600

Agenda Date: 06/10/2020

Item Number: 8. E.

Summary: The STNC supports the Neighborhood Council Budget Advocates White Paper for 2020.

**This book is published by the 2019-20 Neighborhood Council Budget
Advocates.**

2019-20 BUDGET ADVOCATES

Jack Humphreville, Greater Wilshire, Co-Chair
Carol L. Newman, Lake Balboa, Co-Chair
Barbara Ringuette, Silverlake, Vice-Chair, Development
Danielle Sandoval, Harbor City, Vice-Chair, Outreach and Communication
Howard Katchen, Sherman Oaks, Treasurer
Faalaniga (Nina) Smith, Olympic Park, Secretary
Melanie Labrecque, Northwest San Pedro, Administrative Secretary
Tony Michaelis, Silverlake, Parliamentarian

Connie Acosta, Echo Park
Liz Amsden, Historic Highland Park
Brian Allen, Granada Hills North
Glenn Bailey, Northridge East
Tracey Brown, EC West
Ernesto Castro, Westlake North
Kevin Davis, Foothill Trails District
Carol Derby-David, Park Mesa Heights CC
John DiGregorio, Panorama City
Garry Fordyce, Northridge East
Dentis Davis Fowlkes, Herman
Elias Garcia, Central Alameda
Jennifer Goodie, Mid City
Jay Handal, West LA
Jeanette Hopp, Van Nuys
Jacqueline Le Kennedy, Bel Air-Beverly Crest
Jon Liberman, South Robertson
Jeffrey Mausner, Tarzana
Brian McCain, Glassell Park
Brandon Pender, Greater Toluca Lake
Patrick Seamans, Mid-City West
Dr. Princess Sykes, Harbor Gateway North
Charles Taylor, Central Hollywood
Evelyn Valdez, CANN DU
Joanne Yvanek-Garb, West Hills

Budget Representatives and Others Who Made Great Contributions This Year

Kay Hartman, Palms NC
Josh Nadel, Palms NC
Tina Chinakarn, Palms NC

January 27, 2020

RADICAL TRANSPARENCY

The Neighborhood Council Budget Advocates (as well as many Angelenos) are losing confidence in Mayor Garcetti and the City Council because of the recent disclosure of budget deficits that exceed \$1.2 billion and the lack of transparency into the City's budget process and labor agreements.

On July 1, 2019, the City announced that the budget was balanced. The City projected a budget surplus in each of the next four years, topping out at \$78 million in 2024. The four year cumulative budget surplus was projected to be \$200 million.

Now, despite record revenues, the City is projecting deficits. This year's budget deficit is estimated to be approximately \$200 million. The City is also projecting budget deficits ranging from \$200 to \$400 million for each of the next four years. The four year cumulative deficit is estimated to be \$1.2 billion, an average of \$300 million a year.

These deficits are largely attributable to salary increases for sworn (police and fire) and civilian employees pursuant to new labor agreements that were not included in the Adopted Budget. These agreements were negotiated behind closed doors without any input from the public. Furthermore, the approval of these new labor agreements was ramrodded through the Personnel Committee and the City Council without any meaningful discussion or disclosure.

As a result of the Structural Deficit of \$1.2 billion over the next four years and the need to balance the budget, Angelenos will experience a lower level of services, or a Service Deficit. At the same time, the City will be dumping on the next generations of Angelenos significant liabilities consisting of unfunded pension liabilities (\$15 billion) and deferred maintenance (\$10 billion). This is Intergenerational Theft.

The following recommendations by the Neighborhood Council Budget Advocates are meant to increase transparency into the City's budget process that will hopefully mark the beginning of the process of restoring Angelenos trust and confidence in City Hall.

1. Update the Four Year Budget Outlook to reflect the current budget reality including the projected deficits.
2. Require the Mayor to submit the budget to the City Council on or before February 1 rather than the current deadline of April 20. Each Department will then present its proposed budget and priorities to the appropriate City Council Committee. Afterwards, the Budget and Finance Committee will conduct hearings on each Department's budget.
3. All labor negotiations shall be open and transparent. Furthermore, the City shall solicit an independent opinion that analyzes the fiscal impact of any new labor contracts. Beginning

30 days after the release of the independent opinion and prior to approval, the City Council will conduct a series of public meetings to discuss the new labor contracts. Any new labor agreements shall not result in deficits.

4. Create a Pension Commission to review and analyze the City's pension and Other Post-retirement Employment Benefit (OPEB) plans and develop recommendations to eliminate the unfunded liability over time.
5. Implement multiyear budgeting.
6. Develop a ten year infrastructure plan that includes, but is not limited to, streets, sidewalks, parks and their restrooms, trees, buildings, and vehicles. This will include plans for the Los Angeles River, the Civic Center, and the Convention Center.
7. Benchmark the efficiency of the City's Departments and operations.
8. Implement a plan to increase the City's Reserve and Budget Stabilization Funds to an amount equal to 10% of its General Fund Revenues.
9. Establish an independent Office of Transparency and Accountability to oversee the budget and other related matters in real time.
10. Develop solutions to balance the budget over the next four years and eliminate the Structural Deficit.

The Budget

Despite record revenues, the City is projecting a \$200 million deficit this year. The City is working on solutions to balance this year's budget. More information will be provided in the Mid-Year Financial Status Report.

Next year, the budget deficit is anticipated to be \$200 million. This will require a reduction in expenditures of about 3%. But this reduction cannot be spread evenly across all Departments because the City has priorities such as homelessness and climate change that require additional resources.

The Mayor and his budget team, in conjunction with the City Council, need to allocate the City's finite resources to reflect their priorities. This will result in selected Departments receiving more resources with other Departments required to reduce expenditures by more than 3%. This allocation of resources should be made available to the public early in the budget process.

Four Year Budget Outlook

Updating the Four Year Budget Outlook to reflect the projected deficits will quantify the Structural Deficit and increase transparency. At the same time, the City can begin the process of developing

policies and solutions to eliminate the Structural Deficit, where expenditures increase faster than revenues.

The Four Year Budget Outlook should also include an alternative scenario that assumes a slowdown in the economy.

February 1 Budget Submission

The City Charter requires the Mayor to submit the budget to the City Council on April 20. With the Mayor submitting the budget on February 1, Angelenos and the media will have an additional 80 days to review and analyze the thousands of pages of budget related material. Each Department will also present its budget to the appropriate City Council Committee prior to meeting with the Budget and Finance Committee. This will result in greater transparency. The current policy does not allow sufficient time to review and analyze the budget and make meaningful comments.

Open Labor Negotiations

Personnel expense is the City's largest expense, yet it is not transparent. New labor agreements in the current fiscal year resulted in large multiyear budget deficits that jeopardized the City's finances and its ability to deliver adequate services. This is not the first time this happened. The City also lived through this in 2007 and it's time to make sure this does not happen again. In line with the Mayor's Back to Basics principles, any increases in salaries and benefits must not result in any current or future budget deficits.

The Budget Advocates request that the City Administrative Officer prepare an analysis of the recent labor agreements and the annual impact on salaries and benefits and the overall budget.

Pension Commission

Unfunded pension liabilities are by far the City's largest liability. While this debt like obligation must be paid by the City, our elected officials and Angelenos do not understand pensions and this massive liability and its implications. The City has not developed a realistic plan to eliminate this liability. Furthermore, this liability is understated because of the reliance on an overly optimistic investment rate assumption of 7¼%. A Pension Commission would review and analyze the City's two pension plans and develop recommendations to eliminate the pension and OPEB liabilities over time. This was recommended by the LA 2020 Commission, but not implemented.

Multiyear Budgeting

Multiyear year budgeting is a common practice with many municipalities and allows elected officials and the public to have a better understanding of the impact of current policies in future years. This was recommended by the LA 2020 Commission, but not implemented.

The City should also develop a long range operating and financial plan.

Benchmarking

The City should benchmark the efficiency of its operations. This is a standard operating procedure for any large enterprise, especially one the size of the City. It can also be the foundation for improving the City's operations. This would especially benefit Public Works (Sanitation, Street Services, Street Lighting), Transportation, and the Police and Fire Departments.

Reserves

Despite record revenues, the City has shortchanged the Budget Stabilization Fund by diverting money to fund capital expenditures, an ordinary operating expense. Despite the projected deficits, the City needs to establish a policy to increase the balance in the Reserve and Budget Stabilization Funds to an amount equal to 10% of General Fund revenues, a level recommended by the City Administrative Officer. This would involve the expenditure of \$50 million a year for the next four years.

Office of Transparency and Accountability

The proposed Office of Transparency and Accountability would be independent of the City Council and Mayor and would oversee the City's budget and finances in real time. This would result in increased transparency into the City's budget, operations, and finances. This was recommended by the LA 2020 Commission, but not implemented.

Structural Deficit

The immediate focus is to eliminate the projected Four Year Structural Deficit of \$1.2 billion. However, the Structural Deficit is considerably higher when adjusted for future increases in salaries and the proper funding of reserves, of the repair and maintenance of the infrastructure, and of the City's two underfunded pension plans. While the Four Year Budget Outlook is projecting a deficit of \$400 million in 2024, the adjusted deficit is almost \$1.4 billion. See attached spread sheet.

Departments and the Allocation of Resources

The Neighborhood Council Budget Advocates realize that homelessness, affordable housing, and climate change will require additional resources, some of which may be funded with debt. All decisions regarding these matters should be transparent. While we do not have enough information or expertise to allocate the City's finite resources, we recommend that the City increase funding for "backbone" departments that are essential to the operations of the City. These backbone departments include Personnel, Information Technology, and the Bureau of Engineering, all of which provide essential services to many City departments.

The departmental reports that follow in this book are sometimes inconsistent with our overall budget recommendations and the need for reductions in spending. Department reports are based on limited meetings with Department management and tend to reflect department priorities and aspirations without considering the need to eliminate the upcoming deficit. Importantly, the City

has not given us any guidance as to how it wants to allocate its finite resources other than to suggest across the board cuts, an unrealistic expectation that does not reflect the City's priorities.

Furthermore, Budget Advocates are not in a position to recommend budget cuts or operational efficiencies because we do not have access to internal information despite repeated requests to be embedded in the budget process for the departments and the Mayor's budget team.

Civil Service

A concern of many Department General Managers is the inefficiencies associated with civil service. First, hiring new employees may take an inordinate amount of time, resulting in qualified candidates accepting other jobs. Second, civil service makes hiring of qualified, mid-level employees very difficult. And third, many valued and experienced employees are poached by the proprietary departments that offer higher salaries. This is an issue that must be addressed by the Personnel Department and the City Council as the City's hiring process seems to create obstacles to its own success.

Conclusion: Back to Basics

Despite record revenues, the City does not have a balanced budget. To the contrary, the City is anticipating budget deficits of \$1.2 billion over the next four years. This is unacceptable.

In its November 10 editorial, *LA's Riches-to-Rags Budget*, the Los Angeles Times said, "When Garcetti become mayor in 2013, he pledged to get "Back to Basics." There should be nothing more basic than balancing the budget." See attached editorial.

We agree.

The Mayor and the City Council need to begin the process of earning the trust and confidence of Angelenos by engaging in a policy of Radical Transparency, by adopting our recommendations, eliminating the current budget deficit and the Structural Deficit, restoring basic services, and reducing or eliminating the unfunded pension liabilities and the deferred maintenance budget.

Otherwise, the City will be engaging in Intergenerational Theft, a real threat to the City's vitality and future generations of Angelenos.

This will not be an easy process, but the City cannot continue to kick the can down the road. Refusing to face reality is a recipe for disaster.

Attachments:

Los Angeles Times Editorial
City Receipts (2013 – 2020)
Pro Forma Structural Deficit

Editorial: What do you know, L.A. is in financial peril again

Los Angeles officials warn the city is facing budget deficits of \$200 million to \$400 million and departments should plan for cuts.

By [THE TIMES EDITORIAL BOARD](#)

NOV. 10, 2019

Just six months ago, Los Angeles Mayor Eric Garcetti and the City Council celebrated as they passed a record \$10.6-billion spending plan. One city leader call it “easily the [best budget](#) we’ve seen in 10 years,” and, after a decade of belt tightening, the city forecast surpluses ranging from \$33 million to \$77 million per year over the next four years.

But the good times don’t last long in Los Angeles.

Today, those surpluses have been replaced by huge deficits. Instead of having more cash to spend on sidewalks, trees and police, L.A. is now [facing a \\$200-million to \\$400-million shortfall](#) in each of the next four years, and city departments have been instructed to [begin looking for places where they can cut](#).

Yet, the reversal of L.A.’s financial fortunes should have come as no surprise. Even as the mayor and council members touted their “fiscally responsible” budget and the years of surpluses they were supposedly expecting, they knew deficits were looming. They were about to sign off on half a dozen labor contracts with firefighters, police officers and civilian employees. The pay raises and healthcare benefits they endorsed will cost the city at least \$750 million and probably more over the three years the contracts cover. But city officials said their policy is not to include anticipated pay hikes in the budget, and so now the city must scramble to balance its finances.

There are a number of problems here.

For years, Garcetti and the City Council have pledged to eliminate L.A.’s structural budget deficit. This is the recurring, annual gap between what the city takes in through taxes and fees and what it pays out, mostly in salaries. The gap has to be closed every year with all manner of budget gymnastics, such as leaving jobs unfilled, postponing infrastructure repairs and dipping into the city’s reserve fund. The ongoing deficit makes it harder to make long-term investments, such as modernizing aging city facilities, fixing broken sidewalks and replacing ancient computer systems to make the city run more efficiently.

If there’s ever been a time to get the city’s financial house in order, this should be it. Thanks to a booming national economy, along with higher local property, sales and business taxes, Los Angeles has been taking in revenue at record levels. Voters and state lawmakers have raised taxes to pay for street repairs and to house homeless people. Yet the city is still in the red. What’s going to happen when the economy slows, as it inevitably will, or if there’s a deep recession? Good luck. The new deficit projections are almost entirely the result of the new labor agreements. Certainly L.A. needs to offer competitive pay and benefits to attract and retain talent. The cost of living in Southern California has gone up and the contracts need to reflect that. But labor contracts have to

reflect the city's fiscal realities too, which is why it's alarming that the new deals threaten to put L.A. into a deep hole for years to come.

So what can the city reasonably afford? What's the total cost of the contracts? What will be the impact on pension spending, which already consumes 20% of the general fund, and on services, which may have to be cut in the face of higher labor costs?

There's virtually no public discussion of those questions. Rather, labor contracts are negotiated in secret, ratified by union members and quickly rubber-stamped by elected officials. Public employee unions are major donors to City Hall political campaigns, so perhaps it should be no surprise if elected officials are reluctant to drive a hard bargain or unwilling to question the deals in public.

The lack of transparency and public accounting is no idle concern. In 2007, city leaders approved raises of nearly 25% over five years for some 20,000 workers. Then, as now, city officials approved the raises even as [they warned of financial troubles](#) ahead. They were prescient: When a severe recession hit in 2008, the city had to defer some of the raises, eliminate thousands of jobs and eviscerate basic city services to avoid bankruptcy.

Yes, L.A. is better prepared for an economic downturn today. City leaders have put more money away for a rainy day than in previous years, though they still haven't reached their goal of having a 10% reserve fund. Nevertheless, it's hard to see how L.A. could plug a large and recurring deficit without either spending reserves it should be saving for a recession or slashing services or both.

When Garcetti became mayor in 2013, he pledged to get "back to basics." There should be nothing more basic than balancing the budget.

<https://www.latimes.com/opinion/story/2019-11-10/los-angeles-budget-deficit>

Pro Forma Structural Deficit

The Four Year Budget Outlook, adjusted to reflect findings of the CAO's First FSR and other assumptions.

FYE June 30,	2020	2021	2022	2023	2024	Cumulative
Revenue (CAO)	6,570	6,708	6,888	7,085	7,286	
Increase	379	138	180	197	201	
% Increase		2.1%	2.7%	2.9%	2.8%	
Budget Surplus (CAO)		(200)	(267)	(333)	(400)	(1,200)

The Budget Outlook does not contain any raises for City workers unless they are pursuant to an existing labor agreement.

Civilain unions contracts expire on June 30, 2022. Increases are \$50 million a year.

Police contract expires on June 30, 2022. Increases are \$25 million a year.

Firefighters contract expires on June 30, 2022. Increases are \$10 million a year.

Civilian Raises	-	-	-	50	100	
Police Raises	-	-	-	25	50	
Firefighter Raises	-	-	-	10	20	
Subtotal of Raises	200	-	-	85	170	255
Adjusted Budget Surplus	(200)	(200)	(267)	(418)	(570)	(1,455)

The City is underfunding the repair and maintenance of its infrastructure by at least \$250 million a year.

Assumes increase of \$50 million a year for Reserve Fund and BSF to reach 10% level recommended by GOFA and CAO.

The unfunded pension liability increases by \$6 billion if the discount rate is lowered to 6.25%.

The cost to amortize this increased liability is at least \$500 million per year.

Buildup of Reserves (10%)	50	50	50	50	50	200
Infrastructure	250	250	250	250	250	1,000
Pensions (6.25%)	500	500	500	500	500	2,000
Subtotal	800	800	800	800	800	3,200
Structural Deficit	(1,000)	(1,000)	(1,067)	(1,218)	(1,370)	(4,655)

Budget Surplus (Proposed)		7	1	35	49	92
Budget Surplus (Official Statement)		33	27	62	78	200

City Receipts
2013-2020 Adopted

Revenue Category (in millions)	2013 Actual	2014 Actual	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Actual	2020 Adopted	% Increase
Property Tax	1,609	1,660	1,727	1,737	1,895	1,940	2,084	2,216	38%
Utility Taxes (Electric, Telephone, Gas)	620	627	639	615	625	626	638	652	5%
Business Tax	449	475	497	510	528	555	602	657	46%
Sales Tax	339	357	371	418	520	530	581	590	74%
Documentary Transfer Tax	147	181	197	198	210	208	206	212	44%
Hotel Tax	168	184	203	231	266	299	318	327	95%
Parking Users Tax	89	96	100	111	111	116	120	122	36%
Economy Sensitive Funds (7)	3,422	3,581	3,735	3,820	4,155	4,273	4,551	4,776	40%
Licenses, Permits, Fees, and Fines	725	832	852	887	913	1,015	1,127	1,227	69%
Parking Fines	157	161	152	148	141	139	130	124	-21%
Other	85	83	92	91	92	110	158	151	78%
Subtotal Less Transfers	4,388	4,657	4,830	4,947	5,301	5,538	5,965	6,277	43%
Telecommunications Development	-	-	-	5	-	-	-	-	
Power Revenue Fund	247	253	266	267	264	242	233	236	-4%
Special Parking Revenue Fund	33	35	31	56	28	31	32	57	76%
Reserve & Budget Stabilization Funds	-	8	118	60	35	9	6	-	
Total Transfers	279	296	414	389	328	282	270	293	5%
Total General Fund Revenue	4,667	4,954	5,244	5,335	5,629	5,820	6,235	6,570	41%

DEPARTMENT REPORTS TABLE OF CONTENTS

List of Recommendations by City Department	11
Aging	23
Animal Services	25
Building & Safety	31
Cannabis Regulation	33
City Administrative Officer (CAO)	36
City Attorney	43
City Clerk	47
Controller	49
Conventions and Tourism	52
Department of Neighborhood Empowerment	56
Economic and Workforce Development	58
Emergency Management Department	62
Engineering	68
Ethics	73
Finance	78
Fire Department	80
General Services	83
HCID	86
ITA	91
Police	95
Police Protective League	98
Pensions	101
Personnel	104
Planning	107
Public Works	111
Sanitation	
• Homelessness	115
• Solid resources	117

• Sustainability	120
• Water	123
Street Lighting	126
Street Services	130
Transportation	134

LIST OF RECOMMENDATIONS BY CITY DEPARTMENT

Aging, Department of

- Continue advocacy of coordinated City and County programs so senior services are more efficient and client-focused.
- Increase funding for meal programs to meet the needs of a growing senior population.
- Continue efforts to expand programs targeted to the unique needs such as older adult homelessness and Lesbian Gay Bisexual Transgender Queer (LGBTQ) seniors.
- Continue advocacy for basic training for City employees, not just management, on aging issues.
- Increase funding for the Older Workers Employment Program to help stabilize growing numbers of older adult homelessness.
- Continue efforts to encourage better government preparation for an older adult population soon to nearly double in number.

Animal Services

A. Recommendations to Help Achieve and Maintain No-Kill

- Fund the Animal Sterilization Fund in the amount of \$2.75 million to save the City tens of millions of dollars in the future.
- Explore funding for spay/neuter and veterinary services from special funds such as homeless funds.
- Fund \$250,000 to deal with the temporary influxes of animals during peak periods.
- Fund a position for a clerical assistant for the Life Saving Liaisons who work at the 6 City shelters (1 clerical assistant for all 6 Life Saving Liaisons).
- Additional work with State Fish and Wildlife Department regarding coyotes.

B. Recommendations to Increase Volunteer Support for the Shelters

- Investigate the retention rate for shelter volunteers and the termination of volunteer status of the most experienced volunteers.
- Fund supplies for the volunteers at the 6 City shelters.
- Fund 12 new Animal Care Technician (ACT) positions. Replace the 6 ACTs who are currently acting as the Volunteer Liaisons after volunteer retention issues are resolved. Replace the 6 ACTs who are currently acting as the Life Saving Liaisons.

C. Recommendations Regarding Staffing

- Fund the hiring of 45 new Animal Care Technicians (ACTs) (which includes the 12 noted above) over the next 3 years.
- Fund a position for a Data Analyst.

Building & Safety

- Continue the pre-apprentice and targeted neighborhood programs to find new candidates
- Continue the 120-day contracts to temporarily backfill positions and maintain institutional knowledge
- Continue to fast-track the approval process for facilities related to homelessness such as bridge housing

Cannabis Regulation

- Add enforcement staff to this Department and use existing funds budgeted for LAPD to fund this Department and the relationships it must have with other City departments.
- Reconsider the limits on licenses issued for commercial cannabis businesses from the 400-450 range to 1000 to raise the revenue base for special cannabis taxation.
- Start a devoted team for communication and logistics in intra-departmental and state agency matters.
- Get the complaint/knowledge portal to completion and add it to the My311 app.

City Administrative Officer (CAO)

- Create transparency in CAO contract negotiations with city employee unions.
- Ensure Departmental fee structures capture the full cost of services provided.
- Study implementation of a vacancy tax as a revenue source.
- Prepare city staff with opportunities to grow and assume senior positions.

Recommendations related to homeless strategic plans

- Prioritize housing projects that are less-costly & commit to coming on line faster.
- Maximize efficiencies in the funding process to speed up homeless projects.
- Expand incentives for the early repayment of loans on homeless housing.
- Implement a system to connect homeless to income-restricted units.
- Ensure effective monitoring of all subsidized housing projects including TOC.
- Emphasize progress in addressing homelessness through the local media.
- Advocate to provide enhanced services under the California Lanterman-Petris-Short Act for persons impaired by substance abuse psychosis.

City Attorney

- Continue stepping up efforts to address risk management and liability claims.
- Increase educational efforts with City Departments to address potential liability issues.
- Recommend to the Mayor and City Council that consideration be given of ways that Departments and their General Managers could be penalized for liability payouts arising from their operations.
- Continue efforts to determine ways to make the City less of a target for litigants.

- Expand homelessness programs including HEART (Homelessness Engagement and Response Team) program to trade homeless citations for community service or enrollment in substance abuse, and train Neighborhood Councils on homeless issues.
- Increase efforts for protection of animals, including prosecution of animal abuse cases and the lifting of the injunction against City participation in Trap, Neuter, Return (TNR).
- Increase revenue generating activities, like consumer protection litigation.

City Clerk

- Improve City Clerk Office knowledge of Neighborhood Council (NC) bylaws. Improve the ability to work with NCs regarding election outreach.
- Devote more attention to implementing a Vote-by-Mail throughout the NC System.
- Improve training of NC Board Members regarding financial responsibilities and authorities.
- Work with the Information Technology Agency to continue development of IT Systems for both NC Funding and NC Elections.
- Incorporate financial operations of the Congress of Neighborhoods and Budget Advocates into the NC Funding portal.

Controller

- Add 5 employees to the Waste, Fraud and Abuse staff to save the City money.
- Create a uniform system for City departments to compile data on funds spent on homeless programs.
- Advocate for policies that apply standard procedures when creating new Special Funds.
- Form an Audit Task Force to help optimize the audit process.

Convention and Tourism

- Partner with the Department of Cultural Affairs and the Neighborhood Councils to create Neighborhood Tourism Districts.
- Partner with Metro Art Los Angeles to highlight transportation artwork.
- Collaborate with the Department of Planning the change downtown zoning so it is feasible to develop additional hotel rooms near the Convention Center.
- Encourage a Downtown public 5G network.
- Increase funding for the Los Angeles Tourism and Convention Board (LATCB) to expand their mission.

Department of Neighborhood Empowerment (DONE)

- Consolidate the processing of financial activities to the Office of the City Clerk for both the Congress of Neighborhoods and Budget Advocates.
- Implement regular Neighborhood Council (NC) member training programs on meeting protocols and methods.

- Establish a Workgroup of NC members to discuss NC System issues and concerns.

Economic and Workforce Development Department

- Fill the General Manager position that is vacant since Jan Perry's departure.
- Continue training and certification programs geared towards industries with high hire rates and high open job rates.
- Continue developing partnerships with the public and private sectors and expand outreach efforts to increase grant funding,
- Continue to increase work placement in both the public and private sectors for youth and adults year-round.
- Allocate funds for 4 people for the Jobs and Economic Development Incentive Zones (JEDI) Program staffing.
- Allocate 9 full time staff members to facilitate the Business and Loan resources and Small Business Boot Camp.
- Utilize resources that are available through HHH funds and through Special Grant Funds. Consider using some of these funds for LA:Rise.
- Revamp the "Employment at EWDD" web site to include real time positions.
- Maintain existing Department key performance measures for 2020-21.
- Allocate funds for 1 full time position for detailing analytics and tracking key performance measures with actual job placement.
- Allocate funds for a city-wide public service campaign to inform citizens about Workforce Centers and the JEDI Program.

Emergency Management Department

- Establish a 5-year plan to ramp up the scope of the Emergency Management Department to realistically meet needs of the City of Los Angeles in the event of a major emergency.
- Properly fund continuing upgrades of the Emergency Operations Center.
- Establish satellite offices, possibly in Council District Field Offices, to coordinate neighborhoods in the aftermath of an event.
- Make current resolution positions permanent.
- Permanently fund sufficient disaster management personnel to staff the current Emergency Operations Center and satellite centers 24/7 in emergencies, rotating shifts to allow sufficient down time for maximum efficiency.
- Fund a fleet of stand-alone vehicles to be mobile operations centers on the ground in disasters.
- Fund a shadow General Manager to assist and to cover when the General Manager is unavailable.
- Double the staff for training and outreach programs and make them full time.
- Encourage all Council Districts to develop local plans out of their constituent Field Offices.

Engineering

- Ensure outreach for capital projects connects with all community groups and stakeholders.
- For Taylor Yard project:
 - Create a barrier, hedge or wall, along the railroad tracks to keep the speeding trains from blowing the contaminated dust into the environment.
 - Place air quality electronic monitors at nearby schools, on the grounds of El Rio de Los Angeles State Park, and on the River Park residential complex adjacent to Parcel G2 for measuring the amount of pollutants and alert the students and visitors as to the site's level of contamination exposure for their precaution and safety.
 - Find an alternative method besides using retardant dust offered by Department of Toxic Substances Control for repressing the contamination.
 - Place alert signage, with listings of the on-site levels of contaminants, along the pedestrian hiking paths on both sides of the Los Angeles River within 1,000 ft. radius from Parcel G2 including along the fence of Rio de Los Angeles State Park, and school sites.
 - Eliminate the use of vapor extraction of contaminants even though some agencies approve of the strategy.
 - Alert (via canvassing) the adjacent public schools and community when extracting contaminants.

Ethics Commission

The City should:

- Fund regularizing one Auditor 1 position, upgrading the governmental ethics program manager to a Senior Management Analyst I, and creating and maintaining a developer database with compliance assistance regarding prohibited contributions if prohibitions are adopted.
- Enhance the Commission's ability to enforce its mandate by:
 - Returning to the original proposal by the Ethics Commissioners on developer money reform (those whose interests are the target of such reform cannot derail the reforms).
 - Requiring every Council District to set up and maintain a page on its website clearly showing details of all monies received and expended in connection with the Councilmembers' discretionary funds.
 - Making the necessary institutional changes to ensure that all departments report malfeasance to the Ethics Commission and City Attorney upon discovery.
 - Compensating the Commission from the Matching Funds Trust Fund for the operation of the Fund.
- Push the City Attorney to set clear parameters and related procedures to reduce the incentive for that office to cave to lawsuits challenging treatment of ethics violations.
- Make the necessary regulatory changes to ensure all instances of malfeasance are punishable.
- Increase the penalties for scofflaws.

The Commission should:

- Work with the Mayor's office and departments to address ways to enforce reports of potential ethics violations consistently across departments including setting clear parameters to protect confidential personnel info.
- Develop strategies to address ways to change the culture of hiding violations.
- Consolidate and plan for the future including proposals for Charter update.
- Continue and expand its outreach to allow stakeholders' voices to be heard above the self-interest of the electeds.
- Increase its visibility.

Finance

- Continue investments in new and upgraded Enterprise Resource Planning software.
- Develop forecasts with various degrees of risk that will lead to contingency plans if revenues plateau or decrease.
- Forecast future liabilities, contractual wage increases or otherwise, in financial models to give transparency to critical factors which may limit future year budget flexibility.
- Create a mechanism for taxing segments of the Cannabis industry that avoid current regulations such as delivery services. Licenses and permitting could extend to businesses that operate in a 'middle-man' capacity between retailer and consumer.

Fire Department

- Add 3 drill towers for a total of 4 and hire new firefighters at a rate of 200 per year for the next 3-5 years to lower long range hiring costs by \$50 million+.
- Develop tracking metrics for calls involving homelessness to advocate for additional funds for specialized homelessness mobile units.
- Add more advanced trucks and helicopters.
- Add more advanced units for both trucks and helicopters to meet the new demands the Fire Department has to deal with.
- More budget money for advanced unit firefighters.

General Services

- Advocate for changes to the hiring process to allow more seasoned employees to be hired, particularly for this Department.
- Increase the City's percentage of electric cars and increase the amount of publicly available EV chargers in the downtown area.
- Increase the preventative maintenance fund in an effort to slow down more costly replacement purchases.
- Create a Petroleum Volatility Fund to save costs on fuel over the long run.
- Spearhead a new initiative with Information Technology to get all City requests for service in electronic form and sent to the correct department.

Monthly Expenditure Report



Reporting Month: March 2020

Budget Fiscal Year: 2019-2020

NC Name: Sunland-Tujunga
Neighborhood Council

Monthly Cash Reconciliation					
Beginning Balance	Total Spent	Remaining Balance	Outstanding	Commitments	Net Available
\$30676.63	\$3825.60	\$26851.03	\$11.68	\$0.00	\$26839.35

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office	\$35463.61	\$777.43	\$15887.41	\$11.68	\$15875.73
Outreach		\$548.17		\$0.00	
Elections		\$0.00		\$0.00	
Community Improvement Project	\$4713.62	\$0.00	\$4713.62	\$0.00	\$4713.62
Neighborhood Purpose Grants	\$11250.00	\$2500.00	\$6250.00	\$0.00	\$6250.00
Funding Requests Under Review: \$0.00		Encumbrances: \$0.00		Previous Expenditures: \$20750.60	

Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	US STORAGE CENTERS -L	03/02/2020	(Credit card transaction)	General Operations Expenditure	Office	\$449.00
2	THE WEB CORNER, INC	03/09/2020	(Credit card transaction)	General Operations Expenditure	Outreach	\$150.00
3	TST PAN TANG FAMILY R	03/11/2020	(Credit card transaction)	General Operations Expenditure	Outreach	\$150.00
4	RINGCENTRAL, INC	03/13/2020	(Credit card transaction)	General Operations Expenditure	Office	\$67.43
5	TAMPERPROOF SCREW CO.I	03/27/2020	(Credit card transaction)	General Operations Expenditure	Outreach	\$160.67
6	EIG CONSTANTCONTACT.CO	03/29/2020	(Credit card transaction)	General Operations Expenditure	Outreach	\$70.00
7	THE WEB CORNER, INC.	10/15/2019	Approve \$17.50 to Web Corner for oldstnc domain name	General Operations Expenditure	Outreach	\$17.50

8	Making It Happen, Inc.	10/17/2019	Approve NPG request in the amount of \$2500.00 for non profit Making it Happen, Inc. Holiday event for local under privileged children and homeless families in the Sunland Tujunga Community held on Dec...	Neighborhood Purpose Grants		\$2500.00
9	Ivan Spiegel	03/10/2020	Action: STNC to hire a Parliamentary Advisor to support STNC at board or committee meetings to provide guidance on Parliamentary procedures up to \$29 to Ivan Spiegel per meeting.	General Operations Expenditure	Office	\$261.00
Subtotal:						\$3825.60

Outstanding Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	INSIGHT INVESTMENTS, LLC	03/25/2020	STNC Board approves \$11.68 to Insight Investments for 2019 property tax on old copier lease. (office)	General Operations Expenditure	Office	\$11.68
Subtotal: Outstanding						\$11.68

Receipts:

US Storage Centers - La Crescenta
4454 Lowell Ave
La Crescenta, CA 91214

818-957-0700

Payment Receipt

Tenant City of Los Angeles
Company
Address 200 N. Main St.
City, State, Zip Los Angeles CA 90012

Date Printed March 2, 2020
Payment Date March 2, 2020 3:55 PM
Unit 0363
Available Credit 0.00
Current Balance 0.00
Paid Thru March 31, 2020
Receipt Number 85075
Posted By: RB

<u>Date</u>	<u>Unit</u>	<u>Description</u>	<u>Charge</u>	<u>Discount</u>	<u>Tax</u>	<u>Total</u>	<u>Payment</u>	<u>Method</u>
03/01/20	0358	Rent 3/1-3/31	212.50	0.00	0.00	212.50	212.50	Master Card
03/01/20	0358	Protection Plan 3/1-3/31	12.00	0.00	0.00	12.00	12.00	Master Card
03/01/20	0363	Rent 3/1-3/31	212.50	0.00	0.00	212.50	212.50	Master Card
03/01/20	0363	Protection Plan 3/1-3/31	12.00	0.00	0.00	12.00	12.00	Master Card
							Taxes	0.00
							Payment (less tax)	449.00
							Payment Subtotal	449.00
							Credits Applied	0.00
							Refunds Applied	0.00
							Total Applied to Account	449.00
							Current Account Balance	0.00
							Paid By	Master Card *****4545
							Paid Thru Date	March 31, 2020

Transaction Type Sale
Authorization 081974
Reference 54301

I agree to pay the above amount according to the card issuer statement.

x _____

Check our website for other locations
www.USStorageCenters.com

Join us in our quest to cure cancer. Ask our manager for details.



www.kureit.org

STNC BOARD MEETING

1 3/11/2020

Pan Tang Family Restaurant
6841 Foothill Blvd
Tujunga, CA 91042
818-353-5080

Online Ordering

Server: piput r
Check #1

03/11/20
5:08 AM

4 Pad thai	\$36.00
4 Orange Chicken	\$36.00
4 Vegetable Garlic	\$36.00
4 Beef Broccoli	\$36.00

Open \$ Check

- \$7.00

Pre-discount Subtotal

\$144.00

Discount Total	- \$7.00
Subtotal	\$137.00
Tax	\$13.00
Total	\$150.00

Input Type	C (EMV Chip Read)
MASTERCARD	xxxxxxxx4545
Time	10:00 PM

Transaction Type	Sale
Authorization	Approved
Approval Code	068519
Payment ID	JRpcnbtikygs
Application ID	A0000000041010
Application Label	MASTERCARD
Terminal ID	c3609ddb7ad8a43
Card Reader	MAGTEK_EDYNAMO

LILIANA SANCHEZ

www.pantangrestaurant.com



Order Confirmation

Sunland Tujunga Neighborhood Council
 Liliana Sanchez
 200 N. Spring Street, Room 224
 Los Angeles, CA 90012
 USA

Pay To

RingCentral, Inc.
 20 Davis Dr
 Belmont, CA 94002

Period	Charges and credits	Unit Price	Quantity	Amount
03/13/2020 - 04/12/2020	Office Standard - Monthly Subscription Fee	\$0.00	1	\$0.00
03/13/2020 - 04/12/2020	DigitalLine Unlimited - (818) 293-0444	\$49.99	1	\$49.99
Charges after Discounts and Prorates:				\$49.99

Taxes	Amount	
> State and local taxes and fees	\$7.19	
<u>Compliance and Administrative Cost Recovery Fee</u>	\$4.00	
<u>e911 Service Fee</u>	\$1.00	
<u>FUSF (VoIP)</u>	\$5.25	
Taxes after Discounts and Prorates:		\$17.44

Total charges after discounts and prorates:	\$49.99
Total Taxes and Fees:	\$17.44
Sub-total:	\$67.43
Total Charged to Credit Card:	\$67.43



Invoice

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

Date	Invoice #	Due Date
3/1/2020	19943	3/1/2020

PAID
03/09/2020

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

P.O. No.	Terms	Project

Quantity	Description	Rate	Amount
1	Monthly Maintenance: includes up to 1.5 hour for; phone support, web development, requests, & website adjustments	150.00	150.00
0	Monthly Hosting for stnc.org	15.00	0.00
0	Email Standard Mailboxes:	3.50	0.00
1	Account secretary@stnc.org (included in maintenance)		

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



PAYMENT RECEIPT

Date 3/27/2020
Customer No. 13944
Receipt # 73606.1

Bill To Sunland- Tujunga Neighborhood Council 7747 Foothill Blvd, Suite 101 Tujunga, CA 91042	Ship To Attn: Gloria Caloca LAPD 12760 Osborne Street Pacoima, CA 91331
---	--

Created From	Pymt. Method	F.O.B.	Buyer	PO #	Sched. Shipping
Sales Order #73606	Master Card	Shipping Point	Jon	LAPD SCREWS	3/26/2020
Req. Delivery Date	Ship Via	Ship Billing	Tracking #	Seller	
4/2/2020	UPS® Ground	Prepay and Add	1Z1939790350252699		

ITEM	DESCRIPTION	QTY ORD.	QTY BK. O...	QTY SHIPP...	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	300	0.48	144.00
					Subtotal	144.00
					Shipping Cost (UPS® Ground)	16.67
					Total	\$160.67

Note: All claims for error or shortages must be made within 10 days after receipt of goods. No goods shall be returned without permission. All authorized returns subject to a restocking charge. Spanner and Pin-Head Tamper-Resistant Tools are NOT guaranteed against overtorque, misuse, breakage or wear and are not refundable.

From: Constant Contact Billing
Sent: Sunday, March 29, 2020 12:14 AM
To: sandy.stnc@gmail.com
Subject: Constant Contact Payment Receipt for Liliana Sanchez

Thank you for your recent payment. Your payment receipt is found below.



Payment Receipt
for March 29, 2020

Sunland-Tujunga Neighborhood Council
Attn.: Liliana Sanchez
200 N. Spring Street, Room 224 in Los Angeles, CA
90012
Los Angeles, CA 90012
US
818564-2232

Today's Date: March 29, 2020
Payment Date: March 29, 2020
Payment Method: MasterCard (last 4 digits:
4545)
User Name: sunlandtjunganc@gmail.com

Thank you for your payment!

Description	Amount Paid
Payment - Credit Card - 4545	\$70.00

Amounts shown may reflect sales tax which is applicable in certain areas.

Note you can continue to view payment receipts online. Log into your Constant Contact account, click the [My Account](#) link in the upper right hand corner of the Home page, and choose the View Payment Receipts option.

You may also use the Opt In/Out of Payment Receipt E-Mails link on the [My Account](#) page to opt out of receiving payment receipt emails in the future.

We appreciate your business.
Best Regards,
Constant Contact Billing
1601 Trapelo Road, Suite 329 - Waltham, MA 02451

Questions? Please give us a call!
US / Canada Toll Free: (855) 229-5506
UK Toll Free: 0808-234-0942
Outside US / Canada: 0808-234-0945

Need to cancel your account? Just give us a call!
US / Canada Toll Free: 855-229-5506
UK Toll Free: 0808-234-0945
Outside US / Canada: +1 781-472-8120

The Web Corner, Inc.

Tarzana, CA 91356

Invoice

Date	Invoice #	Terms
3/18/2019	18225	
Ship To		

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

QTY	Description	Price Each	Amount
1	Domain Name Renewal oldstnc.com	17.50	17.50

Please remit payment at your earliest convenience. Thank you for your business!	Total	\$17.50
	Payments/Credits	\$0.00
	Balance Due	\$17.50

**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) Making It Happen Inc. 38-3922699 CA 05-15-16
Organization Name *Federal I.D. # (EIN#)* *State of Incorporation* *Date of 501(c)(3) Status (if applicable)*

1b) PO Box 4372 Sunland CA 91040
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@makingithappeninc.org
Name *Phone* *Email*

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

3) _____
Name / Address of Affiliated Organization (if applicable) *City* *State* *Zip Code*

SECTION II - PROJECT DESCRIPTION

4) **Please describe the purpose and intent of the grant.**
 Holiday event for under privileged kids and homeless families in the Sunland-Tujunga community.

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)**
 Provide food, entertainment, decorations, equipment, warm clothing, shoes, jackets and needed items for supporting and serving public needs in crisis.

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
		\$	\$
		\$	\$
6b)	Non-Personnel Related Expenses	Requested of NC	Total Projected Cost
	food, entertainment, equipment, decorations,	\$2,500.00	\$20,000.00
	warm clothing, shoes and jackets	\$	\$
		\$	\$

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
Donations	\$2,500.00	\$20,000.00
	\$	\$
	\$	\$

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

10a) Start date: 12/01/19 10b) Date Funds Required: 12/01/19 10c) Expected Completion Date: 12/14/19
 (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
Sandy Capps	friend

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*

Patricia Colvin
 PRINT Name

President
 Title

Patricia Colvin
 Signature

10-2-19
 Date

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

Jessica Ortiz
 PRINT Name

Secretary
 Title

Jessica Ortiz
 Signature

10-2-19
 Date

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

IVAN SPIEGEL
PARLIMENTARIAN ADVISOR

INVOICE

644 PALMS BLVD
VENICE, CALIFORNIA 90291
310 488 4487

DATE: Feb. 28, 2020
INVOICE # 100
FOR: *Parliamentarian
Advisor for STNC*

Bill To:
STNC Attn: Sandy Capps, Treasurer
Sunland Tujunga Neighborhood Council
P.O. Box 635
Tujunga, Ca. 91043
818 951 7411

Nov. 13, 2020 BAC
\$29 a meeting

DESCRIPTION	AMOUNT
General Board Meetings	
December 11, 2019.	\$ 29.00
January 8, 2020.	\$ 29.00
February 12, 2020.	\$ 29.00
Executive Meetings	
November 20, 2019.	\$ 29.00
December 18, 2019.	\$ 29.00
January 29, 2020.	\$ 29.00
ByLaws Committee Meeting	
February 5, 2020,	\$ 29.00
February 11, 2020,	\$ 29.00
February 27,2020.	\$ 29.00
TOTAL	\$ 261.00

Make all checks payable to IVAN SPIEGEL

Monthly Expenditure Report



Reporting Month: April 2020

Budget Fiscal Year: 2019-2020

NC Name: Sunland-Tujunga
Neighborhood Council

Monthly Cash Reconciliation					
Beginning Balance	Total Spent	Remaining Balance	Outstanding	Commitments	Net Available
\$26851.03	\$3055.49	\$23795.54	\$1000.00	\$0.00	\$22795.54

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office	\$35463.61	\$527.79	\$12831.92	\$0.00	\$11831.92
Outreach		\$2527.70		\$1000.00	
Elections		\$0.00		\$0.00	
Community Improvement Project	\$4713.62	\$0.00	\$4713.62	\$0.00	\$4713.62
Neighborhood Purpose Grants	\$11250.00	\$0.00	\$6250.00	\$0.00	\$6250.00
Funding Requests Under Review: \$0.00		Encumbrances: \$0.00		Previous Expenditures: \$24576.20	

Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	US STORAGE CENTERS - L	04/01/2020	(Credit card transaction)	General Operations Expenditure	Office	\$449.00
2	THE WEB CORNER, INC	04/08/2020	(Credit card transaction)	General Operations Expenditure	Outreach	\$150.00
3	RINGCENTRAL, INC	04/13/2020	(Credit card transaction)	General Operations Expenditure	Office	\$67.11
4	RESTAURANTDEPOT.COM	04/19/2020	(Credit card transaction)	General Operations Expenditure	Outreach	\$826.18
5	RESTAURANT DEPOT	04/25/2020	(Credit card transaction)	General Operations Expenditure	Outreach	\$507.69
6	SQ FABULOUS FEATHER A	04/26/2020	(Credit card transaction)	General Operations Expenditure	Outreach	\$500.00
7	EIG CONSTANTCONTACT.CO	04/28/2020	(Credit card transaction)	General Operations Expenditure	Outreach	\$70.00
8	SMART AND FINAL 414	04/29/2020	(Credit card transaction)	General Operations Expenditure	Outreach	\$110.56

9	RESTAURANT DEPOT	04/29/2020	(Credit card transaction)	General Operations Expenditure	Outreach	\$363.27
10	INSIGHT INVESTMENTS, LLC	03/25/2020	STNC Board approves \$11.68 to Insight Investments for 2019 property tax on old copier lease. (office)	General Operations Expenditure	Office	\$11.68
Subtotal:						\$3055.49

Outstanding Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	LA Students Most in Need c/o CCF Community Initiatives Fund	04/21/2020	STNC Emergency Funding (Covid-19) in the amount of \$1000.00 to LA Students Most in Need c/o CCF Community Initiatives Fund. LAUSD Grab and Go Food Center Verdugo Hills High...	General Operations Expenditure	Outreach	\$1000.00
Subtotal: Outstanding						\$1000.00

Receipts:

10:31 AM Wed Apr 15

64%



Order Confirmation

Billed To

Sunland Tujunga Neighborhood Council
Liliana Sanchez
200 N. Spring Street, Room 224
Los Angeles, CA 90012
USA

Pay To

RingCentral, Inc.
20 Davis Dr
Belmont, CA 94002

Period	Charges and credits	Unit Price	Quantity	Amount
04/13/2020 - 05/12/2020	Office Standard - Monthly Subscription Fee	\$0.00	1	\$0.00
04/13/2020 - 05/12/2020	DigitalLine Unlimited - (818) 293-0444	\$49.99	1	\$49.99

Charges after Discounts and Prorates: \$49.99

Taxes	Amount
> State and local taxes and fees	\$7.17
<u>Compliance and Administrative Cost Recovery Fee</u>	\$4.00
<u>e911 Service Fee</u>	\$1.00
<u>FUSF (VoIP)</u>	\$4.95
Taxes after Discounts and Prorates:	\$17.12

Total charges after discounts and prorates:	\$49.99
Total Taxes and Fees:	\$17.12
Sub-total:	\$67.11

US Storage Centers - La Crescenta
4454 Lowell Ave
La Crescenta, CA 91214

818-957-0700

Payment Receipt

Tenant City of Los Angeles
Company
Address 200 N. Main St.
City, State, Zip Los Angeles CA 90012

Date Printed April 1, 2020
Payment Date April 1, 2020 11:20 AM
Unit 0363
Available Credit 0.00
Current Balance 0.00
Paid Thru April 30, 2020
Receipt Number 85516
Posted By: EO

Date	Unit	Description	Charge	Discount	Tax	Total	Payment	Method
04/01/20	0358	Rent 4/1-4/30	212.50	0.00	0.00	212.50	212.50	Master Card
04/01/20	0358	Protection Plan 4/1-4/30	12.00	0.00	0.00	12.00	12.00	Master Card
04/01/20	0363	Rent 4/1-4/30	212.50	0.00	0.00	212.50	212.50	Master Card
04/01/20	0363	Protection Plan 4/1-4/30	12.00	0.00	0.00	12.00	12.00	Master Card
							Taxes	0.00
							Payment (less tax)	449.00
							Payment Subtotal	449.00
							Credits Applied	0.00
							Refunds Applied	0.00
							Total Applied to Account	449.00
							Current Account Balance	0.00
							Paid By	Master Card *****4545
							Paid Thru Date	April 30, 2020

Transaction Type Sale
Authorization 090476
Reference 54623

I agree to pay the above amount according to the card issuer statement.

x _____

Check our website for other locations
www.USStorageCenters.com

Join us in our quest to cure cancer. Ask our manager for details.



www.kureit.org

Invoice

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

Date	Invoice #	Due Date
4/1/2020	20115	4/1/2020

PAID
04/08/2020

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

P.O. No.	Terms	Project

Quantity	Description	Rate	Amount
1	Monthly Maintenance: includes up to 1.5 hour for; phone support, web development, requests, & website adjustments	150.00	150.00
0	Monthly Hosting for stnc.org	15.00	0.00
0	Email Standard Mailboxes:	3.50	0.00
1	Account secretary@stnc.org (included in maintenance)		

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



Restaurant Depot
Store #556
15853 Strathern st
Van Nuys ca 91406
** WHERE RESTAURANTS SHOP **

VEG MIXED JFARMS	2.5#		
760695015429	11X	C \$25.36	\$278.96
	CASES 11	UNITS 132	
EGG CF JF MED	150Z		
760695031313	10X	\$31.47	\$314.70
	UNITS 10		
PD LETT ICEBERG			
020600426383	6X	\$16.60	\$99.60
	UNITS 6		
PD POTATO 90 CT			
020600427274	4X	\$14.53	\$58.12
	UNITS 4		
PD TOMATO 25LB XL			
020600427601			\$18.70
	UNITS 1		
PD TOMATO 25LB XL			
020600427601			\$18.70
	UNITS 1		
PD TOMATO 25LB XL			
020600427601			\$18.70
	UNITS 1		
PD TOMATO 25LB XL			
020600427601			\$18.70
	UNITS 1		
UNITS ENTERED	24		
CASES ENTERED	11		
ITEMS RUNG UP	35		
TOTAL RW ITEMS	0		
UNITS COUNT	156		
TOTAL UNITS ENTERED	24		
TOTAL CASES ENTERED	11		
TOTAL ITEMS RUNG UP	35		
TOTAL WEIGHED GOODS (LBS)	0		

TOTAL UNITS COUNT	156
SUBTOTAL	35 \$826.18
TRANSACTION SUBTOTAL	\$826.18
SUBTOTAL TAX	\$0.00
SUSPENDED: 5412773	\$826.18
#1 04/18/20 10:30	ITEMS 35

Sandy Capps



Store:
 Van Nuys, CA
 15853 Strathern St Bldg C
 Van Nuys, CA 91406
 (818) 376-7676

Order # 000002534
 Order Date: Apr 18, 2020



	Delivery Info:
<p>[REDACTED]</p> <p>Sandy Capps Sunland Tujunga Neighborhood Council 7747 Foothill Blvd Tujunga, California, 91042 United States [REDACTED]</p>	<p>Van Nuys, CA 15853 Strathern St Bldg C Van Nuys, California, 91406 United States T: (818) 376-7676</p>

Payment Method	Service Type:
<p>Credit Card Credit Card Type: MasterCard Credit Card Number: xxxx-6508</p>	<p>Pick up Pickup Date: 04/18/2020 - Between 10:00 AM and 0:00 PM (Total Service Charges \$0.00)</p>

Products	UPC	ItemId	Bin	Unit/Order	Qty	Price	Subtotal
Tomatoes, 5x6 (Extra Large) - 25 lbs	2060042760	42760	109	Unit	4	\$18.70	\$74.80
Russet Potato - 50 lb Crtn, 90 cnt, US	2060042727	42725	116	Unit	4	\$14.53	\$58.12
#1							
Iceberg Lettuce - 24 ct	2060042638	42638	4505	Unit	6	\$16.60	\$99.60
James Farm - Cage Free Medium Brown Eggs	76069503131	1520066	4517	Unit	10	\$31.47	\$314.70
AA - 15 Dz							
Frozen James Farm - IQF Mixed Vegetables	76069501542	86527	7185	Case	11	\$25.36	\$278.96
- 2.5 lbs							

Subtotal: **\$826.18**



Restaurant Depot
 Store #556
 15853 Strathern st
 Van Nuys ca 91406

** WHERE RESTAURANTS SHOP **

*#Covid 19 Emergency funds
 FOR MAKING IT happen*

C18 127965 0P227747 04-25-20 10:11

EGG MED LSE 15DZ
 760695010783 7X \$18.74 \$131.18
 UNITS 7

PD LETT ROMAINE HT
 033383651651 7X C \$18.07 \$126.49
 CASES 7 UNITS 49

PD SQUASH ITALN MD
 851768002092 6X \$10.95 \$65.70
 UNITS 6

PD TOMATO ROMA XL
 020600792785 8X \$23.04 \$184.32
 UNITS 8

UNITS ENTERED 21
 CASES ENTERED 7
 ITEMS RUNG UP 28

TOTAL RW ITEMS 0
 UNITS COUNT 70

TOTAL UNITS ENTERED 21
 TOTAL CASES ENTERED 7
 TOTAL ITEMS RUNG UP 28
 TOTAL WEIGHED GOODS (LBS) 0

TOTAL UNITS COUNT 70
 SUBTOTAL 28 \$507.69
 TOTAL TAX \$0.00
 TOTAL TAXABLE \$0.00
 TOTAL \$507.69
 MASTERCARD \$507.69

APPROVAL # 059058
 REFERENCE# 6508
 MASTERCARD
 Chip Read - Verified by PIN
 Mode: Issuer
 AID: A0000000041010
 TVR: 0400048000
 IAD: 0110A000032200000000000000000000
 TSI: E800
 ARC: 00

CHANGE \$0.00
 TOTAL ON ACCOUNT \$0.00
 BALANCE \$0.00
 TOTAL PROMOTION SAVINGS \$0.30
 COUPONS SAVINGS \$0.00

Restaurant Depot ID Address

9

Invoice: 27965 Terminal: 18 - 04/25/2020 10:13 am

UPC	Description	Qty	Price
-2	Previous Balance	0	0
76069501078	EGG MED LSE 15DZ	7	131.18
3338365165	PD LETT ROMAINE HT	7	126.49
85176800209	PD SQUASH ITALN MD	6	65.7
2060079278	PD TOMATO ROMA XL	8	184.32
0	Sub-Total	0	507.69
0	Tax	0	0
0	Total	0	507.69
0	MC/VISA 6508	0	507.69
0	Balance	0	0

From: Constant Contact Billing
Sent: Monday, April 27, 2020 11:35 PM
To: sandy.stnc@gmail.com
Subject: Constant Contact Payment Receipt for Liliana Sanchez

Thank you for your recent payment. Your payment receipt is found below.



Payment Receipt
for April 28, 2020

Sunland-Tujunga Neighborhood Council
Attn.: Liliana Sanchez
200 N. Spring Street, Room 224 in Los Angeles, CA
90012
Los Angeles, CA 90012
US
818564-2232

Today's Date: April 28, 2020
Payment Date: April 28, 2020
Payment Method: MasterCard (last 4 digits:
4545)
User Name: sunlandtjunganc@gmail.com

Thank you for your payment!

Description	Amount Paid
Payment - Credit Card - 4545	\$70.00

Amounts shown may reflect sales tax which is applicable in certain areas.

Note you can continue to view payment receipts online. Log into your Constant Contact account, click the [My Account](#) link in the upper right hand corner of the Home page, and choose the View Payment Receipts option.

You may also use the Opt In/Out of Payment Receipt E-Mails link on the [My Account](#) page to opt out of receiving payment receipt emails in the future.

We appreciate your business.
Best Regards,
Constant Contact Billing
1601 Trapelo Road, Suite 329 - Waltham, MA 02451

Questions? Please give us a call!
US / Canada Toll Free: (855) 229-5506
UK Toll Free: 0808-234-0942
Outside US / Canada: 0808-234-0945

Need to cancel your account? Just give us a call!
US / Canada Toll Free: 855-229-5506
UK Toll Free: 0808-234-0945
Outside US / Canada: +1 781-472-8120



Insight Investments LLC

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

Invoice No. : PT00017034
 Customer # : CIT069
 Invoice Date : 10/5/19
 Due Date : 10/7/19

INVOICE TO :

City of Los Angeles (NC)
 Sandy Capps
 7747 Foothill Blvd
 Tujunga, CA 91042-2137
 United States of America

REMIT TO :

Wells Fargo Trust Company, 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 #					
		Billing Jurisdiction	: Orange County Tax Collector		
		Tax Assessment Year	: 2019		
		Tax Bill #	: 0183157 19		
			Property Tax		10.67
			Sales Tax		1.01
			Tax Bill# Total Payment	-----	11.68
			Invoice Subtotal		10.67
			Sales Tax		1.01
			PAY THIS AMOUNT	-----	11.68

Fiscal Year
2020 -2021

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

Neighborhood Council: SUNLAND TUJUNGA

NEIGHBORHOOD COUNCIL FUNDING PROGRAM FISCAL YEAR ADMINISTRATIVE PACKET

Summary

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

Goal(s)

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

The Packet contains the following items:

- NC Funding Program Acknowledgements & Agreements – Signed by all Financial Officers
 - If a new Financial Officer is being appointed for the new Fiscal Year, please check the appropriate box for the Financial Officer(s).
- Completed Annual Budget
- Information pertaining to office space, meeting space, storage facility, Post Office Box (P.O. Box), and website services, as applicable.

Procedure

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

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

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

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

NEIGHBORHOOD COUNCIL FUNDING PROGRAM

FINANCIAL OFFICERS LETTER OF ACKNOWLEDGEMENT & AGREEMENT

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

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

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

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

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

Neighborhood Council Financial Officers - Names and Signatures:

Treasurer

Please check here if a new Treasurer is being appointed

SIGNATURE OF THE TREASURER

SANDY CAPPS

PRINT NAME OF THE TREASURER

TREASURER

BOARD POSITION

6-15-2020

DATE

Sandy.stnc@gmail.com

EMAIL

818 951 7411

PHONE NUMBER

CONTINUES OTHER SIDE

2nd Signer

Please check here if a new 2nd Signer is being appointed

6-15-2020

SIGNATURE OF THE 2nd SIGNER

CINDY CLEGHORN

DATE

stnc.secretary2019@gmail.com

PRINT NAME OF THE 2ND SIGNER

SECRETARY

EMAIL

818 951 7411

BOARD POSITION

PHONE NUMBER

Alternate Signer

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

Please check here if a new Alt. Signer is being appointed

6-15-2020

SIGNATURE OF THE ALTERNATE SIGNER

LILIANA SANCHEZ

DATE

stnc.president2019@gmail.com

PRINT NAME OF THE ALTERNATE SIGNER

PRESIDENT

EMAIL

818 951 7411

BOARD POSITION

PHONE NUMBER

1st Bank Cardholder

Please check here if a new Cardholder is being appointed

6-15-2020

SIGNATURE OF THE 1st BANK CARD HOLDER

LILIANA SANCHEZ

DATE

stnc.president2019@gmail.com

PRINT NAME OF THE 1st BANK CARD HOLDER

PRESIDENT

EMAIL

818 951 7411

BOARD POSITION

PHONE NUMBER

2nd Bank Cardholder

Please check here if a new Cardholder is being appointed

6-15-2020

SIGNATURE OF THE 2nd BANK CARD HOLDER

SANDY CAPPS

DATE

sandy.stnc@gmail.com

PRINT NAME OF THE 2nd BANK CARD HOLDER

TREASURER

EMAIL

818 951 7411

BOARD POSITION

PHONE NUMBER

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

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

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

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

PLEASE SIGN OTHER SIDE

OFFICE OF THE CITY CLERK | clerk.ncfunding@lacity.org | 213-978-1058

1st Bank Cardholder

SIGNATURE OF THE 1st BANK CARD HOLDER

LILIANA SANCHEZ

PRINT NAME OF THE 1st BANK CARD HOLDER

6-15-2020

DATE

2nd Bank Cardholder

SIGNATURE OF THE 2nd BANK CARD HOLDER

SANDY CAPPS

PRINT NAME OF THE 2nd BANK CARD HOLDER

6-15-2020

DATE

NEIGHBORHOOD COUNCIL FUNDING PROGRAM
ANNUAL BUDGET TEMPLATE – FISCAL YEAR 2020-2021

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

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

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

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

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

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

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

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

**Sample Itemized Budget Allocations for
Office/Operational Expenditures**

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

Outreach Expenditures Category	
NATIONAL NIGHT OUT	4000.00
NC REGION RE OUTREACH EVENTS (4 REGIONS \$500 each)	2000.00
COMMUNITY OUTREACH	1500.00
STARC COMMITTEE OUTREACH	500.00
STAT COMMITTEE OUTREACH	500.00
NEIGHBORHOOD WATCH OUTREACH	500.00
LAND USE COMMITTEE OUTREACH	200.00
NC CONGRESS EVENT	250.00
BUDGET ADVOCATES	250.00
EMPOWER LA AWARDS	250.00
VANC-VALLEY ALLIANCE EVENT	250.00
	10200.00
Total Outreach Expenditures	\$ 0.00

Election Expenditures Category	
2021 ELECTION	8500.00
	8500.00
Total Election Expenditures	\$ 0.00

Neighborhood Purposes Grants (NPG) Expenditures Category	
MAKING IT HAPPEN, INC	2500.00
SUNLAND TUJUNGA ROTARY 4th of JULY PARADE	2500.00
SO CAL VALLEY DISASTER PREPAREDNESS FAIR	250.00
LA CITY PARK EVENTS	1000.00
NPG FUNDING	2980.00
	9230.00
Total NPG Expenditures	\$ 0.00

Community Improvement Projects (CIP) Expenditures Category	
BEAUTIFICATION COMMITTEE PROJECTS	5000.00
CIP COMMUNITY PROJECTS	5000.00
	10000.00
Total CIP Expenditures	\$ 0.00

TOTAL ANNUAL BUDGET ALLOCATIONS	
Office/Operational Expenditures	\$ 0.00
Outreach Expenditures	\$ 0.00
Election Expenditures	\$ 0.00
General and Operational Expenditures	\$ 0.00
Neighborhood Purposes Grants (NPG) Expenditures	\$ 0.00
Community Improvement Projects (CIP) Expenditures	\$ 0.00
TOTAL EXPENDITURES FOR FISCAL YEAR 2020-2021	\$ 0.00

4076.00
10,200.00
8,500.00

22770.00
9230.00
10000.00
42,000.00

**NEIGHBORHOOD COUNCIL FUNDING PROGRAM
LEASES & AGREEMENTS**

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

Office Location:

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

Meeting Location:

<input checked="" type="checkbox"/> Existing(may need to renew agreement) <input type="checkbox"/> New(new agreement may be needed) <input type="checkbox"/> Donated <input type="checkbox"/> NA	
Property Name:	APPERSON ELEMENTARY SCHOOL-LAUDS
Property Address:	10233 WOODWARD AVE Sunland, Ca 91040
Property Owner Name:	LA UNIFIED SCHOOL DISTRICT
Property Owner Phone Number:	818 353-5544 213 241-1000
Property Owner Email:	

Storage Facility:

<input checked="" type="checkbox"/> Existing(may need to renew agreement) <input type="checkbox"/> New(new agreement may be needed) <input type="checkbox"/> Donated <input type="checkbox"/> NA	
Facility Name/Owner	US STORAGE CENTERS
Facility Address:	4454 LOWELL AVE La Crescenta, Ca 91214
Facility Owner Phone Number:	818 581 2071
Facility Owner Email:	Contactus@usstorage.net
Name on Facility Account:	LILIANA SANCHEZ

P.O. Box:

<input checked="" type="checkbox"/> Existing(may need to renew agreement) <input type="checkbox"/> New(new agreement may be needed) <input type="checkbox"/> Donated <input type="checkbox"/> NA	
Property Name/Owner:	Sunland Tujunga Neighborhood Council
NC P.O. Box Address	P.O. Box 635
Property Owner Address:	7747 Foothill Blvd Tujunga, Ca. 91042
Property Owner Phone Number:	818 951 7411
Property Owner Email:	stnc.president2019@gmail.com
Name on P.O. Box Account:	Liliana Sanchez

Website Services:

<input checked="" type="checkbox"/> Existing(may need to renew agreement) <input type="checkbox"/> New(new agreement may be needed) <input type="checkbox"/> Donated <input type="checkbox"/> NA	
Name of Website Services Provider:	Web Corner
Service Provider Address:	19509 Ventura Blvd Sherman Oaks, Ca
Service Provider Phone Number:	818 345 7443
Service Provider Email:	Anna@thewebcorner.com
Type of Services Provided:	Website Hosting, Maintenance of Website and Email hosting

RE: Foreclosed Properties for Homeless Housing

Contact Information

Neighborhood Council: Sunland-Tujunga

Name:

Phone Number:

Email:

The Board approved this CIS by a vote of: Yea() Nay() Abstain() Ineligible()
Recusal()

Date of NC Board Action: 06/10/2020

Type of NC Board Action: For

Impact Information

Date: 06/10/2020

Update to a Previous Input: No

Directed To: City Council and Committees

Council File Number: 20-0491

Agenda Date: 06/10/2020

Item Number: 8. A.

Summary:

The STNC opposes the city purchasing foreclosed housing for homeless housing.

RE: Slow Streets Initiative

Contact Information

Neighborhood Council: Sunland-Tujunga

Name:

Phone Number:

Email:

The Board approved this CIS by a vote of: Yea() Nay() Abstain()
Ineligible() Recusal()

Date of NC Board Action: 06/10/2020

Type of NC Board Action: OPPOSE

Impact Information

Date: 06/10/2020

Update to a Previous Input: No

Directed To: City Council and Committees

Council File Number: Slow Streets

Agenda Date: 06/10/2020

Item Number: 8. B.

Summary:

The Sunland-Tujunga Neighborhood Council Opposes the use of the Mayor's Slow Streets Initiative in Sunland-Tujunga because Sunland-Tujunga is within the Very High Fire Severity Zone area and all streets need to be left open for evacuations. There is no need for this in our community.

HCID

Increase Staff

- Ensure that all vacant positions in the HHH and other programs are filled with the required staff to keep the pace of affordable housing construction progressing.
- Hire an increased number of staff to support the administrative and financial functions of the HHH Program to streamline the pre-construction and construction phases.
- Work with the Personnel Department to periodically release certified lists to expedite the hiring process.
- Recycle the repaid HHH loans to continue building additional low-income housing.
- Hire an increased number of Finance Development Officers to manage the finance staff who oversee the finance work of various units of the Department.
- Hire an increased number of qualified staff to oversee the at-risk affordable housing database and track the expiring covenants to notify tenants 18 months prior to expiration date.

Increase Fees

- Increase rent stabilization, SCEP, and other fees so the programs can continue to be self-sustaining.
- Progressively increase the fines that apply to violations of the codes, prohibiting the use of rent-stabilized units for home sharing rentals in order to retain affordable housing units.

ITA

- Finish implementing the new Citywide Human Resources operations and payroll system.
- Refresh all end-of-life equipment in the Information Technology (IT) environment, including network routers and switches, Intrusion Prevention System and/or Intrusion Detection System, as well as firewalls and server platforms. Update out-of-date software, equipment, and systems, and spend the required money for full hardware maintenance.
- Harden systems, perform required and recommended systems patches, and install the best up-to-date Cyber Security Packages and Anti-Virus Protections.
- Centralize and consolidate all IT functions of the City Departments under the ITA.
- Create a centralized backup system instead of performing local backups on each individual computer.
- The ITA should be involved in the procurement and implementation process of any and all new technology acquired by City Departments to ensure efficient network integration and/or compatibility with existing infrastructure.
- Use virtual servers to save on hardware costs and consolidate applications to save on maintenance contracts of overlapping applications.
- Move appropriate systems to a Cloud provider.

More specifically, the following budget requests from the ITA should be fulfilled.

1. Funds requested for continuation of the HRP Project (Payroll System Replacement). The estimated cost is \$17 million. Currently there is \$9 million in the budget for this project and with the additional \$17 million it will total \$26 million.

2. Funds requested for the Critical Cyber Security Package (Response to Personnel Department Cyber Attacks). The estimated cost is \$1.85 million. This includes the Enterprise Digital Equity Program (Google Business Licenses), Cloud Access Security Broker Upgrade, Vulnerability Management and risk prioritization software and services, Zscaler licenses, and Splunk licenses relating to Personnel data breach.
3. Funds requested for Police Phone Replacement (VoIP). The estimated cost is \$2.25 million. Upgrade data and voice network equipment at several police stations/facilities to support Voice over Internet Protocol (VoIP). This is the 4th and final year for the LAPD VoIP implementation.
4. Funds requested for the LAPD and LAFD Radio Infrastructure Repairs Phase 3. The estimated cost is \$2.25 million. This is the 3rd year of equipment replacement needs located at various mountaintop sites. This year will be more focused on LAFD sites.
5. Funds requested for Obsolete Equipment Replacement. The estimated cost is \$5 million. For Fiscal year 2019/2020, \$900,000 was allocated.
6. LAFD Voice Radio System Replacement. The estimated cost is \$3.3 million. This is the 2nd year of the project.
7. Funds requested for LAFD Dispatch Console Replacement. The estimated cost is \$6.6 million.
8. Funds requested for a City-wide Data Analytics Platform. The estimated cost is \$300,000.

Police Department

- Hire more sworn officers to fulfill staffing shortages and to eliminate the need for overtime.
- Provide funding for more training classes.
- Allocate \$15 million for more black and white vehicles.
- Allocate funds towards enhancing IT capabilities and upgrading technology and hardware.
- Purchase 3,400 TASERS and new holsters to replace current outdated stock.
- Provide safety plexiglass partitions at all 21 geographic stations (~\$100,000+ each at level III protection).

Police Protective League

- Allow LAPD to interview, test and place potential candidates themselves in order to expedite the hiring process which at present takes an inordinate amount of time.
- Fully fund all civilian positions so that sworn officers can return to full time line status in the field.
- Initiate an audit of both response times and dropped calls per division in conjunction with the basic car study being released in November.
- Initiate an audit of how Proposition 47 has affected both response times and petty crimes increases if any.
- Increase funding up to \$500,000.00 for recruitment and retention.
- Immediately take more drastic steps to protect the health and well being of officers by increasing clean up and sanitizing of every division.

- Perform an audit of ALL NON RELATED CITY EVENTS using LAPD resources to assess full cost recovery for services rendered.
- Study how the City is preparing for public safety and crowd control in major events such as the 2028 Olympics.
- Provide training to first responders in how to handle individuals with mental illness.

Pension Plans

- Establish a pension commission to review and analyze both LACERS & LAFPP, as suggested by Mayor Eric Garcetti.
- Recognize that the \$15 billion unfunded pension liability is the most significant financial issue facing the City of Los Angeles, and that the City take NEW definable and tangible immediate action to address this issue.
- Lower the Rate of Return assumptions.
- Have open and continuous hiring exams to allow for more efficient hiring of the retirement systems' position classifications.
- Include the retirement systems in the development and implementation of the new payroll system.

Personnel

- Continue Anytime/Anywhere Remote testing and maintain current Cert Lists for all Departments.
- Continue awareness and training regarding harassment along with MyVoiceLA.
- Develop better procedures to encourage and increase employee buy-in of new programs or policies.
- Examine existing concerns regarding employee safety and come up with specific programs to address these concerns.
- Ensure the request for proposal (RFP) for the new HR System properly identifies the requirements for the software and has enough specificity for the bidders to recognize the work and funds required to complete the project.
- Allocate Department resources to finding and applying for grants.
- Review the rationale for retaining Custody Medical Care within the Personnel Department.

Planning

Home Sharing Ordinance

- Assure that property owners are not renting on home sharing platforms without permits including rent-stabilized units. Create penalties for violations that have progressively increasing fines.
- Find a way to make sure that permitted units on home sharing platforms are renting to people 21 years old and older and create a penalty structure for violations with progressively increasing fines.
- Analyze the costs for supporting the Home Sharing Ordinance and modify the fee structure if needed so the program is self-sustaining.

Specific Plans

- Identify those areas of the City where the land has environmentally adverse conditions causing health problems and mitigate by planning very low-to-minimum density to avoid litigation expenses.
- Collaborate with the State's Division of Oil, Gas, and Geothermal Resources (DOGGR) and neighbors in Central City West to alleviate concerns involving underground oil wells.

Technology

- Invest in artificial intelligence to automate approval of simple plans.

Public Works

- Hire Fund Manager(s) for compliance and effective management of Special Funds or evaluate how to utilize existing staff to accomplish these tasks in an efficient manner.
- Centralize procurement and grants management.
- Encourage continued Board oversight of Department operations.
- Form a task force to improve the evaluation of the Department's operational performance.
- Support the Risk Management Task Force to limit, ideally eliminate, liability exposure throughout the Department.
- Establish another Office of Community Beautification warehouse in the Valley.
- Support approval and funding for internships.

Sanitation -- Homelessness

- Deployment of additional trash bins around encampments and provide resources and services for individuals experiencing homelessness in the hygiene centers in each region.
- Fund 13 trucks for collection of hazardous waste from RV's occupied by individuals experiencing homelessness in all regions in the City.
- Use the General Fund immediately to implement rodent abatement and invest in preventative services.
- Invest in realtime technology in order to provide services more efficiently.
- Provide civil testing frequently in order to fill vacancies expeditiously.

Sanitation – Solid Resources

- Expand use of new technology for logistics, routing and communication to increase efficiency and to reduce response time.
- Make franchise haulers accountable for program outcomes and customer satisfaction through progressive procedures up to and including liquidated damages.
- Establish a reward system and implement suitable penalties in order to enforce municipal codes.
- Work together with other cities to reduce solid waste and address other problems.

- Address the high number of vacancies within the Department.

Sanitation – Sustainability

- Accelerate implementation of the Zero-Waste and Curb Your Food Waste LA Programs.
- Actively pursue development of local recycling plants and markets.
- Seek additional markets for green waste.
- Expand organics recycling for homes and businesses.
- Develop and apply technology to filter pesticides, herbicides, prescription medication, and micro-plastics out of the City’s water and sewage systems.
- Continue the shift to electric vehicles.
- Prioritize programs that will enhance the City’s resilience in the event of an emergency.

Sanitation – Water

- Expedite the Mayor’s push to recycle 100% of the City’s wastewater by 2035.
- Expedite the Mayor’s push to source 50% of the water for Los Angeles locally by 2035 and cut purchases of imported water by 50% by 2025 by expanding water capture and recycling and increasing effective water conservation by residents, businesses and the City itself.
- Fund positions necessary to increase clean water oversight at businesses including the rapidly expanding cannabis industry.
- Expand sourcing funds and partners to accelerate watershed improvements.
- Continue to fund innovation internally, through the Mayor’s office discretionary funds and through specialized programs at the state and national level.
- Continue to build sustainability and resilience in the face of climate change, economic swings and potential natural and manmade disasters.
- Expand education for residential stakeholders, condo owners and businesses on water reclamation and conservation.

Street Lighting

- Add more dedicated staffing for combatting copper wire theft.
- Increase the amount of faster high-speed EV chargers on streetlights in consultation with Neighborhood Councils.
- Expand the Smart City program to include more sensor types and create more public-private partnerships to provide services for residents.
- Explore licensing options for revenue generation.
- Add a dedicated employee for monitoring the Smart City sensor program.
- Start a “Smart Banner” pilot project to place smart banners (small digital displays) near public transit to increase information to residents.

Street Services

- Provide the public with evidence that programs are being run in the most cost-effective manner possible (Controller 2014 audit follow up).
- Provide Street Network data by Neighborhood Council area to allow residents to better understand how programs and services effect our neighborhoods.
- Support the StreetsLA Stakeholder Advisory Committee and ensure this effort results in meaningful input into resource allocation decision-making and operational oversight.
- Support a StreetsLA Executive Dashboard.
- Support street vending enforcement legislation.
- Support expanded street sweeping by staggering weekly sweeps (double the percentage of streets swept).
- Support small area street and sidewalk repair projects, anchor location repair, and other innovative ways to improve public safety.
- Support urban forest initiatives including the Urban Forest Management Plan, street tree inventory, street tree work management system using the Recreation and Parks software, and 7-year cycle tree trimming goal.

Transportation

- Provide the public with evidence that programs are being run in the most cost-effective manner possible (Controller 2015 traffic control audit for special events follow up and improved performance metrics).
- Eliminate the 20% staff vacancy rate.
- Develop data tools to monitor and provide feedback to stakeholders including service request tracking.
- Prioritize District Office support and efforts to eliminate the service request backlog.
- Establish benchmarks and metrics for timely District Office evaluation of projects and field office implementation.
- Support funding for basic transportation infrastructure projects and working with Neighborhood Councils through District Offices for timely review and implementation of service requests.
- Support funding for speed surveys every seven years to allow for ongoing traffic enforcement.
- Support enforcement of Dockless Mobility Program rules in our neighborhoods.