



Sunland-Tujunga Neighborhood Council

Certified May 27, 2003

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

Special Joint Board and Budget & Finance Committee Meeting

Tuesday, April 25, 2023

5:45 pm

Sunland Park Recreation Center

8651 Foothill Blvd, Classroom 1

Sunland, Ca 91040

IN CONFORMITY WITH THE SEPTEMBER 16, 2021 ENACTMENT OF CALIFORNIA ASSEMBLY BILL 361 (RIVAS) AND DUE TO CONCERNS OVER COVID-19, THE SUNLAND-TUJUNGA NEIGHBORHOOD COUNCIL MEETING WILL BE CONDUCTED ENTIRELY WITH A CALL-IN OPTION OR INTERNET-BASED SERVICE OPTION.

1. Call to Order: Ed Babakhanian, Treasurer/Budget & Finance Committee Chair
2. Roll Call
3. General Announcements
4. Public Comments on any non-agenda items.
5. **Discussion/Action:** Approve April 2023 Monthly Expenditure Report and Balances. (MER)
6. **Discussion/Update:** Committee Member Pati Potter Excel Spreadsheet Budget Recap/Update.
7. **Discussion/Action:** Approve up to \$7,500 STNC newsletter going to 20,000 households
8. **Discussion/Action:** Approve up to \$3,500 for STNC website upgrade
9. **Discussion/Action:** Augment already approved \$1,800 to up to \$2500 (\$700 increase) for increase web services charges at web corner (\$150 per month to \$275 per month)
10. **Discussion/Action:** Approve up to \$1,200 to cover general board meeting expenses to include refreshments at in person meetings and venue fees
11. **Discussion/Action:** Approve up to \$4,000 to upfront media to launch a community billboard
12. **Discussion/Action:** Approve up to \$2,000 for outreach items to include beach balls, coloring books, post its, magnets, flashlights, and banners with zip ties,
13. **Adjourn** by 7:00 PM

Posted 04/24/2023 Remove after 05/02/2023

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

Every person wishing to address the Committee must dial **669 900 6833**, and enter **958 2168 6937** and then press # to join the meeting. When prompted by the presiding officer, to provide public input at the Neighborhood Council meeting the public will be requested to dial or use the Raise Hand option, to address the Committee on any agenda item before the Committee 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 Committee's jurisdiction will be heard during the General Public Comment period. Please note that under the Brown Act, the Committee is prevented from acting on a matter that you bring to its attention during the General Public Comment period however, the issue raised by a member of the public may become the subject of a future Committee meeting.

AB 361 Updates: Public comment cannot be required to be submitted in advance of the meeting, only real-time public comment is required. If there are any broadcasting interruptions that prevent the public from observing or hearing the meeting, the meeting must be recessed or adjourned. If members of the public are unable to provide public comment or be heard due to issues within the Sunland-Tujunga Neighborhood Council's control, the meeting must be recessed or adjourned.

Public comment is limited to two minutes per speaker, unless adjusted by the presiding officer of the Committee. AB 361 Updates: Public comment cannot be required to be submitted in advance of the meeting, only real-time public comment is required. If there are any broadcasting interruptions that prevent the public from observing or hearing the meeting, the meeting must be recessed or adjourned. If members of the public are unable to provide public comment or be heard due to issues within the Neighborhood Council's control, the meeting must be recessed or adjourned.

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 Section 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

PUBLIC INPUT AT NEIGHBORHOOD COUNCIL MEETINGS The public is requested dial *9, when prompted by the presiding officer, to address the Board/Committee on any agenda item before the Board takes an action on an item. Comments from the public on agenda items will be heard only when the respective item is being considered. Comments from the public on other matters not appearing on the agenda that are within the Board's/Committee's jurisdiction will be heard during the General Public Comment period. Please note that under the Brown Act, the Board/Committee is prevented from acting on a matter that you bring to its attention during the General Public Comment period; however, the issue raised by a member of the public may become the subject of a future Board/Committee meeting. Public comment is limited TWO minutes per speaker, unless adjusted by the presiding officer of the Board/Committee.

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

THE AMERICAN WITH DISABILITIES ACT:

As a covered entity under Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and, upon request, will provide reasonable accommodation to ensure equal access to its programs, services and activities. Sign language interpreters, assistive listening devices and other auxiliary aids and/or services, may be provided upon request. To ensure availability of services, please make your request at least 3 business days (72 hours) prior to the meeting you wish to attend by contacting Lydia Grant, President at 818-470-6629

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 Committee in advance of a meeting may be viewed at our website: www.stnc.org or at the scheduled meeting. In addition, if you would like a copy of any record related to an item on the agenda, please contact Cindy Cleghorn, Secretary, at (818) 951-7411 or email at: secretary@stnc.org.

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

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

* www.stnc.org

* You can also receive our agendas via email by subscribing to L.A. City's Early Notification System at <https://www.lacity.org/subscriptions>

RECONSIDERATION AND GRIEVANCE PROCESS - For information on the STNC's process for Committee 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 STNC Mailing Address: P.O. Box 635 • Tujunga, CA 91043-0635 • Secretary@stnc.org

*Any messaging or virtual background is in the control of the individual board member in their personal capacity and does not reflect any formal position of the Neighborhood Council or the City of Los Angeles.

US Storage Centers - La Crescenta

4454 Lowell Ave
La Crescenta, CA 91214
818-714-8091
lacrescenta@usstorage.net

City of los angeles c/o: Edward Eli Babakhanian
200 N. Main St.
Los Angeles, CA 90012

PAST DUE NOTICE

April 5, 2023

Dear City of los angeles,

We have not received your past due payment for unit 0358. To avoid gate lockout, late charges and lien fees, please make a full payment today. Your current account balance is:

<u>Date</u>	<u>Description</u>	<u>Charge</u>	<u>Tax</u>	<u>Payment</u>	<u>Balance</u>
04/01/2023	Rent	336.50	0.00	0.00	336.50
04/01/2023	Protection Plan	12.00	0.00	0.00	12.00
				Total Due	<u>348.50</u>

Pay now using one of our easy, no-contact payment options:

- Enroll in AutoPay by visiting <http://www.usstoragecenters.com/my-account> and never be late again!
- Pay anytime online with a credit card and your gate code: <http://www.usstoragecenters.com/my-account>
- Pay over the phone with a credit card through our 24/7 automated phone system: 818-839-6278
- Pay via mail with a check or money order
- Or, you can pay in person with cash, check, money order or credit card if you prefer.

Please forward payment to prevent charges and fees from being applied to your account as per your lease agreement.

If you are enrolled in the Protection Plan, non-payment has resulted in a lapse in protection per section 6 of the Protection Plan Agreement. Your protection will be reinstated on the date your payment is received.

Thank you for choosing US Storage Centers - La Crescenta,

Linda Rojas

Property Manager

US Storage Centers - La Crescenta

4454 Lowell Ave
La Crescenta, CA 91214
818-714-8091
lacrescenta@usstorage.net

City of los angeles c/o: Edward Eli Babakhanian
200 N. Main St.
Los Angeles, CA 90012

PAST DUE NOTICE

April 5, 2023

Dear City of los angeles,

We have not received your past due payment for unit 0363. To avoid gate lockout, late charges and lien fees, please make a full payment today. Your current account balance is:

<u>Date</u>	<u>Description</u>	<u>Charge</u>	<u>Tax</u>	<u>Payment</u>	<u>Balance</u>
04/01/2023	Rent	336.50	0.00	0.00	336.50
04/01/2023	Protection Plan	12.00	0.00	0.00	12.00
				Total Due	<u>348.50</u>

Pay now using one of our easy, no-contact payment options:

- Enroll in AutoPay by visiting <http://www.usstoragecenters.com/my-account> and never be late again!
- Pay anytime online with a credit card and your gate code: <http://www.usstoragecenters.com/my-account>
- Pay over the phone with a credit card through our 24/7 automated phone system: 818-839-6278
- Pay via mail with a check or money order
- Or, you can pay in person with cash, check, money order or credit card if you prefer.

Please forward payment to prevent charges and fees from being applied to your account as per your lease agreement.

If you are enrolled in the Protection Plan, non-payment has resulted in a lapse in protection per section 6 of the Protection Plan Agreement. Your protection will be reinstated on the date your payment is received.

Thank you for choosing US Storage Centers - La Crescenta,

Linda Rojas

Property Manager

USSC La Crescenta

4454 Lowell Ave.

La Crescenta, CA 91214

8187148091

Payment Receipt

Tenant: Edward Eli Babakhanian

Date Printed: 04/18/2023

Payment Date: 04/11/2023

Date	Unit	Description	Convenience Fee	Charge	Quantity	Discount	Sub Total	Tax	Payment	Method
04/11/2023	0363		0.00				348.50		348.50	MasterCard
04/11/2023	0358		0.00				348.50		348.50	MasterCard

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

Online/Phone Payment from Edward Eli Babakhanian.



INVOICE

Sunland Printing & Copy Center
7566 Foothill Blvd, Tujunga, CA 91042, UNITED STATES
mail@sunlandprinting.com

Invoice No#: 1874
Invoice Date: Mar 24, 2023
Due Date: Mar 24, 2023

PAID

\$0.00
AMOUNT DUE

BILL TO

stnc.ed.treasurer@gmail.com

#	ITEMS & DESCRIPTION	QTY/HRS	PRICE	AMOUNT(\$)
1	Paper Poster / Region map 2X3	1	\$10.00	\$10.00
	Subtotal			\$10.00
	Tax 9.5% (9.5%)			\$0.95
	Tip			\$0.00
	TOTAL			\$10.95 USD
	Amount paid			\$10.95
	AMOUNT DUE			\$0.00 USD



Adobe Inc.
 345 Park Avenue
 San Jose CA 95110-2704
 United States
 Federal Tax ID: 77-0019522

ORIGINAL

Invoice Information

Invoice Number 2416287945
 Invoice Date 30-MAR-2023
 Payment Terms Credit Card
 Purchase Order AD00283426272CUS
 Order Number 7052478696
 Customer Number 1232084000
 Currency USD

Bill To

Edward Babakhanian
 Sunland Tujunga Neighborhood Council
 200 N Spring St
 Los Angeles CA 90012

INVOICE

Item Details

Service Term: 30-MAR-2023 to 28-APR-2023

PRODUCT NUMBER	PRODUCT DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	NET AMOUNT	TAX RATE	TAXES	TOTAL
65232730	Acrobat Pro	1	EA	14.99	14.99	0.00%	0.00	14.99

Invoice Total

NET AMOUNT (USD)	14.99
TAXES (SEE DETAILS FOR RATES)	0.00
GRAND TOTAL (USD)	14.99

Comments:

Billing Contact

<https://helpx.adobe.com/contact.html>

Thank you for your business!



Adobe Inc.
 345 Park Avenue
 San Jose CA 95110-2704
 United States
 Federal Tax ID: 77-0019522

ORIGINAL

Invoice Information

Invoice Number 2421842063
 Invoice Date 06-APR-2023
 Payment Terms Credit Card
 Purchase Order AD00504790021CUS
 Order Number 7062950817
 Customer Number 1238269485
 Currency USD

Bill To

Carol Hutchinson
 Sunland Tujunga Neighborhood Council
 CA 91040

INVOICE

Item Details

Service Term: 06-APR-2023 to 05-MAY-2023

PRODUCT NUMBER	PRODUCT DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	NET AMOUNT	TAX RATE	TAXES	TOTAL
65314003	Acrobat Pro	1	EA	19.99	19.99	0.00%	0.00	19.99

Invoice Total

NET AMOUNT (USD)	19.99
TAXES (SEE DETAILS FOR RATES)	0.00
GRAND TOTAL (USD)	19.99

Comments:

Billing Contact

<https://helpx.adobe.com/contact.html>

Thank you for your business!



[Print](#)

Billing Activity - Invoices

Sunland-Tujunga Neighborhood Council

Attn: Ed Babakhanian

200 N. Spring Street, Room 224 in Los Angeles, CA 90012

Los Angeles CA 90012

US

P.: 818-352-0661

Today's Date: 04/18/2023

User Name:

Invoices from 03/18/2023 to 04/18/2023

Date	Description	Charge Amount	Credit Amount
04/03/2023	Invoice #1680512771	\$70.00	
	Constant Contact - Email Plus		
	501-2500 Contacts		
	Max Period Contacts: 2431	\$70.00	
	From 03/03/2023 to 04/03/2023		

Billing questions? [Contact Support](#)

Constant Contact - 1601 Trapelo Road - Waltham, MA 02451 US



[Print](#)

Billing Activity - Payments

Sunland-Tujunga Neighborhood Council

Attn: Ed Babakhanian

200 N. Spring Street, Room 224 in Los Angeles, CA 90012

Los Angeles CA 90012

US

P.: 818-352-0661

Today's Date: 04/18/2023

User Name:

Payments from 03/18/2023 to 04/18/2023

Date	Description	Charge Amount	Credit Amount
04-03-2023 05:06:14 AM	Payment - Credit Card (MasterCard) *****9784		\$70.00

Billing questions? [Contact Support](#)

Constant Contact - 1601 Trapelo Road - Waltham, MA 02451 US

Request for Sunland Tujunga Neighborhood Council Funds

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

General Information

Date 4/21/23	Applicant Name Cindy Cleghorn
Overview (Describe your project/funding request) Upgrade to the STNC.org website to the Neighborhood Council SaaS platform which comes with new features that simplify tasks, has a more modern framework and enhanced security.	

Project Details

New Project? Yes	Contributing to an existing program? website	Donation? NO	Other (explain)
What group(s) will benefit from this project? How will they benefit? The STNC Board, STNC Committees, Stakeholders/Public.			
Project Start Date 4/27/23		Project End Date 10/30/23	
Will other entities be working/coordinating with you? If yes, please list and define all roles. All committee chairs.			
Will STNC be publicized or benefit in another way? If yes, please list how and when (media, flyers, training, etc.) -- Website is public, available to everyone and 24/7.			

Funding Details

Amount requested \$3,250.00 and \$275 /mo in next FY	If buying a tangible item(s), attach 2 or more written quotes/bids from vendors. If a donation, attach recipient's written request.
Any other group contributing money to this project? If so, list their name and certainty/status of their funding. When do you expect all money to be available? No other groups contributing.	
Is this the first time requesting funds for this project? Yes.	If not, briefly explain why it was/wasn't funded before.

Please add your final comments and "sales points" to get this funding (optional)

More options and convenience are needed for the STNC board, Committee chairs and others who maintain the website. The upgrade will provide the board and committee chairs more flexibility, collect email addresses, photos, calendar, board actions, social media links and other categories as requested by the board / committees. The public will be more informed of upcoming meetings and events. The website, unlike social media, is available to everyone.

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

Signed _____ Office _____ Date _____

OUTREACH ITEMS FOR 4/26/23 BUDGET FINANCE COMMITTEE MEETING_x000D_

ITEM	VENDOR	QUANTITY	XTRA INFO	AMOUNT	WHO
STNC Newsletter	Sunland Prtg	20,000	Printing	\$ 3,200.00	Mapi/Cindy/Carol - City Check?
	USPS pay direct	20,000	Postage	\$ 3,800.00	Ed/Carol/Use P-Card
			Set Up	\$ 375.00	TBD
Beach Balls	CDC Promo	250	3 days	\$ 375.00	Lydia - P-Card
Rocket Rules Coloring Books	Rocket Rules				Lydia P-Card?
	2 @ 250	500		\$ 248.00	
Website Upgrade	Webcorner		1 month	\$ 3,250.00	Cindy/Carol/Karen - City Check or P-Card ?
Website Monthly	Webcorner		monthly cost	\$ 275.00	Cindy/Carol/Karen - Recurring direct pay
3x3 Post Its	CDC Promo	500		\$ 375.00	Cheryl/Carol - P-Card?
Flashlight KeyChains	CDC Promo	200	5 days	\$ 390.00	Cheryl/Carol P-Card?
Banners 4 x 6	CDC Promo	5	10 days	\$ 410.55	Carol/Cindy P-Card?
		10	10 days	\$ 747.70	
Zip Ties / Harbor Freight	Harbor Freight		Pick up	\$ 50.00	Carol - P-Card
Poster Billboards	Outfront Media	2	3 weeks	\$ 3,530.00	Mapi/Cindy/Carol - P-Card or City Check?
Refreshments @ Meeting & Supplies	Smart&Final/ Various		Pick Up	\$ 500.00	Lydia - P-Card
LAUSD Meeting Costs	LAUSD	6 meetings total	Approved	\$ 700.00	Lydia / Raul / Maribel - City Check or P-Card ?
TOTAL BUDGET				\$ 18,226.25	