



# Sunland-Tujunga Neighborhood Council

Certified May 27, 2003

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

## Budget & Finance Committee Meeting

Wednesday August 24, 2022

6:00 pm

Zoom Meeting Online <https://zoom.us/j/95821686937> or By Telephone

Dial 1-669-900-6833 to Join the Meeting

Then Enter This Webinar ID: 958 2168 6937 and Press #

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 August 2022 Monthly Expenditure Report and Balances. (MER)
6. **Discussion/Update:** Committee Member Pati Potter Excel Spreadsheet Budget Recap/Update.
7. **Discussion/Action:** Approval of additional Zoom account and charges of \$163.39
8. **Discussion/Action:** Approval of update in budget costs for USPS \$404 (Previously budgeted at \$388) US Storage \$5,144 (Previously approved budget at \$5,388).  
**Discussion/Action:** Approve \$509.75 for extension of insurance policy with Merriweather & Williams related to extended completion schedule of Pinewood Mural through 3/01/23
9. **Discussion/Update:** Review MER generation issues and provide an update
10. **Discussion/Possible Action:** Request all committees submitting expense requests to provide a vendor analysis and adequate reasoning for choosing an out of state vendor for procurement of goods.
11. **Adjourn** by 7:00 PM

Posted 08/21/2022 Remove after 08/31/2022

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](mailto: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](http://ethics.lacity.org/lobbying). For assistance, please contact the Ethics Commission at (213) 978-1960 or [ethics.commission@lacity.org](mailto: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](http://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](mailto: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](http://www.stnc.org)

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

**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](http://www.stnc.org) STNC Mailing Address: P.O. Box 635 • Tujunga, CA 91043-0635 • [Secretary@stnc.org](mailto: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

## PAYMENT RECEIPT

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

**Date Printed** August 1, 2022  
**Payment Date** August 1, 2022 11:02 AM  
**Unit** 0358, ...  
**Available Credit** 0.00  
**Current Balance** 0.00

**Paid Thru** August 31, 2022  
**Receipt Number** 99789  
**By** YM

Date	Unit	Description	Charge	Discount	Tax	Total	Payment	Method
08/01/22	0358	Rent 8/1-8/31	309.50	0.00	0.00	309.50	309.50	Master Card
08/01/22	0358	Protection Plan 8/1-8/31	12.00	0.00	0.00	12.00	12.00	Master Card
08/01/22	0363	Rent 8/1-8/31	309.50	0.00	0.00	309.50	309.50	Master Card
08/01/22	0363	Protection Plan 8/1-8/31	12.00	0.00	0.00	12.00	12.00	Master Card

Taxes 0.00  
Payment (less tax) 643.00  
Payment Subtotal 643.00  
Credits Applied 0.00  
Refunds Applied 0.00  
Total Applied to Account 643.00

Current Account Balance 0.00  
Paid By Master Card \*\*\*\*\*9947  
Paid Thru Date August 31, 2022

Memo:

Transaction Type Sale

Authorization 042662  
Reference pl\_txn\_62e8151e028181234de50ab

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

x

**Moving? Check our website for other locations nationwide:**  
[www.usstoragecenters.com](http://www.usstoragecenters.com)

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



[www.kureit.org](http://www.kureit.org)

# Invoice

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

Date	Invoice #	Due Date
8/1/2022	24289	8/1/2022

**PAID**  
**08/01/2022**

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

P.O. No.	Terms	Project

Quantity	Description	Rate	Amount
1	August 2022 Monthly Maintenance: includes up to 1.5 hour for; phone support, web development, requests, & website adjustments	150.00	150.00
0	August 2022 Monthly Hosting for stnc.org	15.00	0.00
0	August 2022 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!	<b>Total</b>	\$150.00
	<b>Payments/Credits</b>	-\$150.00
	<b>Balance Due</b>	\$0.00



NND STNC  
2223-001

**Smart & Final.** &  
Warehouse & Market. Friend & Neighbor.

Smart And Final  
Store 414  
6555 FOOTHILL BLVD  
TUJUNGA, CA 91042  
Telephone (818) 352-9399

**Frozen Food**  
Premium Ice 59.85 TF  
15 @ 3.99  
Regular Price \$5.49

**Beverage**  
First Street Water 22.45 F  
5 @ 4.49  
CRV FOODSTAMP NONTAXAB 8.75\* F  
5 @ 1.75

SUBTOTAL 91.05

Total # Items Sold 20

T 31.20 @ 0.000% = 0.00  
59.85 @ 9.500% = 5.69

TOTAL 96.74  
Mastercard 96.74

PURCHASE \$96.74  
\*\*\*\*\*4210 MC  
CHIP READ  
REF#: 009270 APPROVED  
MASTERCARD  
Mode: Issuer  
IAD:  
011020400362000083A600000000000000FF

Total Saved \$22.50  
Item Savings 22.50

Legend  
T - taxable  
F - food stamp eligible  
\* - non-discountable

0010414020822002000003  


You were served by:  
Roxanne

Date Time Store Term Opr Tran  
08/02/22 05:12 PM 414 2 23000 0003

Thank you for shopping at  
Smart and Final

We want to know your thoughts!  
Complete our survey and enter to win  
1 of 5  
\$100 SMART & FINAL GIFT CARDS  
Visit [www.smartandfinal.com/survey](http://www.smartandfinal.com/survey)  
within 7 days of this shop - thank you!

The health and safety of our customers  
and our associates is our top priority

Thank you for wearing a face covering

Now Hiring!  
Visit [www.smartandfinal.com/careers](http://www.smartandfinal.com/careers)

STNC NND  
2223-001

**Smart & Final.** &  
Warehouse & Market. Friend & Neighbor.

Smart And Final  
Store 414  
6555 FOOTHILL BLVD  
TUJUNGA, CA 91042  
Telephone (818) 352-9399

**Frozen Food**  
Premium Ice 27.45 TF  
5 @ 5.49

SUBTOTAL 27.45

Total # Items Sold 5

T 27.45 @ 9.500% = 2.61

TOTAL 30.06  
Mastercard 30.06

PURCHASE \$30.06  
\*\*\*\*\*4210 MC  
CHIP READ  
REF#: 006046 APPROVED  
MASTERCARD  
Mode: Issuer  
IAD:  
0110204003620000C31100000000000000FF

Legend  
T - taxable  
F - food stamp eligible

0010414020822003000105  


You were served by:  
Francisco

Date Time Store Term Opr Tran  
08/02/22 05:20 PM 414 3 40024 0105

Thank you for shopping at  
Smart and Final

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Complete our survey and enter to win  
1 of 5  
\$100 SMART & FINAL GIFT CARDS  
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STNC NNO  
2223-001

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Warehouse & Market. Friend & Neighbor.

Smart And Final  
Store 414  
6555 FOOTHILL BLVD  
TUJUNGA, CA 91042  
Telephone (818) 352-9399

**Grocery**

Cheetos Crunchy	19.99	F
Lays Classic Potato Chi	19.99	F
Lays Classic Potato Chi	19.99	F
M&M Bite Size Cookies	11.99	F
M&M Bite Size Cookies	11.99	F
M&M Bite Size Cookies	11.99	F
Famous Amos Chocolate C	12.99	F

SUBTOTAL 108.93

Total # Items Sold 7

108.93 @ 0.000% = 0.00

TOTAL 108.93  
Mastercard 108.93

PURCHASE \$108.93  
\*\*\*\*\*4210 MC  
CHIP READ  
REF#: 052342 APPROVED  
MASTERCARD  
Mode: Issuer  
IAD:  
01102040036200008F8400000000000000FF

Legend  
F - food stamp eligible

0010414020822006000449  


You were served by:  
Jazmun

Date Time Store Term Opr Tran  
08/02/22 07:21 PM 414 6 40036 0449

Thank you for shopping at  
Smart and Final

We want to know your thoughts!  
Complete our survey and enter to win  
1 of 5  
\$100 SMART & FINAL GIFT CARDS  
Visit [www.smartandfinal.com/survey](http://www.smartandfinal.com/survey)  
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STNC NNO  
2223-001

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Warehouse & Market. Friend & Neighbor.

Smart And Final  
Store 414  
6555 FOOTHILL BLVD  
TUJUNGA, CA 91042  
Telephone (818) 352-9399

**Non-Foods**

Simply Value 9 Paper Pl	13.99	T
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SUBTOTAL 13.99

Total # Items Sold 1

T 13.99 @ 9.500% = 1.32

TOTAL 15.31  
Mastercard 15.31

PURCHASE \$15.31  
\*\*\*\*\*4210 MC  
CHIP READ  
REF#: 001098 APPROVED  
MASTERCARD  
Mode: Issuer  
IAD:  
0110204003620000673E00000000000000FF

Legend  
T - taxable

0010414020822002000008  


You were served by:  
Roxanne

Date Time Store Term Opr Tran  
08/02/22 05:14 PM 414 2 23000 0008

Thank you for shopping at  
Smart and Final

We want to know your thoughts!  
Complete our survey and enter to win  
1 of 5  
\$100 SMART & FINAL GIFT CARDS  
Visit [www.smartandfinal.com/survey](http://www.smartandfinal.com/survey)  
within 7 days of this shop - thank you!

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and our associates is our top priority

Thank you for wearing a face covering

Now Hiring!  
Visit [www.smartandfinal.com/careers](http://www.smartandfinal.com/careers)



Ed Babakhanian <stnc.ed.treasurer@gmail.com>

## Constant Contact Payment Receipt for Carol Hutchinson

1 message

**Constant Contact Billing** <notification@constantcontact.com>  
Reply-To: notification@constantcontact.com  
To: stnc.ed.treasurer@gmail.com

Wed, Aug 3, 2022 at 2:01 AM

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



### Payment Receipt for August 3, 2022

Sunland-Tujunga Neighborhood Council  
Attn.: Carol Hutchinson  
200 N. Spring Street, Room 224 in Los Angeles, CA  
90012  
Los Angeles, CA 90012  
US  
818-352-0661

**Today's Date:** August 3, 2022  
**Payment Date:** August 3, 2022  
**Payment Method:** MC (last 4 digits: 4210)  
**User Name:** sunlandtjunganc@gmail.com

Thank you for your payment!

Description	Amount Paid
	\$95.00

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!  
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## A \$30 credit for you—and a friend

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

ORIGINAL

**Invoice Information**

Invoice Number 2234041837  
 Invoice Date 06-AUG-2022  
 Payment Terms Credit Card  
 Purchase Order AD00504790021CUS  
 Order Number 7062950817  
 Customer Number 1238269485  
 Currency USD

**Bill To**

Carol Hutchinson  
 CA 91040

# INVOICE

## Item Details

Service Term: 06-AUG-2022 to 05-SEP-2022

PRODUCT NUMBER	PRODUCT DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	NET AMOUNT	TAX RATE	TAXES	TOTAL
65314003	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
<b>GRAND TOTAL (USD)</b>	<b>14.99</b>

Comments:

## Billing Contact

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

Thank you for your business!

# Invoice



Zoom Video Communications Inc.  
55 Almaden Blvd, 6th Floor  
San Jose, CA 95113

Invoice Date: Jul 26, 2022  
Invoice #: INV159240299  
Payment Terms: Due Upon Receipt  
Due Date: Jul 26, 2022  
Account Number: 5003160179  
Currency: USD  
Account Information: STNC

Federal Employer ID Number: 61-1648780

Sold To Address: 7747 Foothill Blvd, 101  
Tujunga, California 91042  
United States

Purchase Order Number:

Tax Exempt Certificate ID:

[Zoom W-9](#)

stnc.ed.treasurer@gmail.com

Bill To Address: 7747 Foothill Blvd, 101  
Tujunga, California 91042  
United States

stnc.ed.treasurer@gmail.com

## Charge Details

CHARGE DESCRIPTION	SUBSCRIPTION PERIOD	SUBTOTAL	TAXES, FEES & SURCHARGES	TOTAL
<b>Charge Name: Standard Pro Annual</b>				
Quantity: 1 Unit Price: \$149.90	Jul 26, 2022-Jul 25, 2023	\$149.90	\$13.49	\$163.39
		Subtotal		\$149.90
		Total (Including Taxes, Fees & Surcharges)		\$163.39
		Invoice Balance		\$0.00

## Taxes, Fees & Surcharge Details

CHARGE NAME	TAX, FEE OR SURCHARGE NAME	JURISDICTION	CHARGE AMOUNT	TAX, FEE OR SURCHARGE AMOUNT
Zoom One Pro/Standard Pro Annual	Utility Users Tax	City	\$149.90	\$13.49

Total (Including Taxes, Fees & Surcharges) **\$13.49**

## Transactions

Invoice Total **\$163.39**

TRANSACTION DATE	TRANSACTION NUMBER	TRANSACTION TYPE	DESCRIPTION	APPLIED AMOUNT
Jul 26, 2022	P-182286897	Payment		<b>(\$163.39)</b>

Invoice Balance **\$0.00**

Need help understanding your invoice?

[CLICK HERE](#)

Zoom Meetings Basic, Standard Pro and Standard Biz are now called Zoom One Basic, Zoom One Pro and Zoom One Business.

***This plan includes products with monthly and/or yearly subscription periods. The subscription period for each plan, and the total charge, \$149.90 (plus applicable taxes and regulatory fees), per subscription period for that product are set out above in the Charge Details section. Unless you cancel, your subscription(s) will auto-renew each subscription period and each subscription period thereafter, at the price(s) listed above (plus any taxes and regulatory fees applicable at the time of renewal) and your payment method on file at [zoom.us/billing](https://zoom.us/billing) will be charged. You can cancel auto-renewal anytime, but you must cancel by the last day of your current subscription period to avoid being charged for the next subscription period. You will not be able to cancel your "base plan" (Zoom Meetings, Zoom Phone, or Zoom Rooms) without first canceling all other subscriptions in your plan. If you cancel, you will not receive a refund for the remainder of your then-current subscription period. You can cancel by navigating to [zoom.us/billing](https://zoom.us/billing) and clicking "Cancel Subscription," clicking through the prompts, and then clicking to confirm cancellation. Should Zoom change its pricing, it will provide you with notice, and you may be charged the new price for subsequent subscription.***

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**Sunland/Tujunga Neighborhood Council (Beautification Committee)  
Commercial General Liability Insurance Proposal**

**Named Insured:** Sunland/Tujunga Neighborhood Council (Beautification Committee)  
**Mailing Address:** 7747 Foothill Blvd. #101  
Tujunga, CA 91042  
**Insurance Company:** Atain Specialty Insurance Company  
**Policy Term:** September 1, 2022 – March 1, 2023

**Coverage:** **Commercial General Liability (CGL) – Occurrence Form**

**Limits:** \$ 2,000,000 General Aggregate  
\$ 2,000,000 Products-Completed Operations Aggregate  
\$ 1,000,000 Personal and Advertising Injury  
\$ 1,000,000 Each Occurrence  
\$ 100,000 Fire Legal Liability  
\$ 5,000 Medical Expense

**Deductible:** \$ 500 Deductible Per Claim BI/PD

**Forms & Exclusions:** As per expiring policy

**Subjectivities:**

- Updated Contractor’s Questionnaire, signed and dated by insured showing no work at/for new residential construction, to bind.
- Signed TRIA form accepting/rejecting TRIA coverage. Additional premium of \$100 plus tax if accepted.

**Premium:** \$ 300.00 Premium  
\$ 200.00 Wholesale Broker Fee  
\$ 9.00 CA Surplus Lines Tax  
\$ 0.75 CA Stamping Fee  
-----  
**\$ 509.75**

*\* Terrorism Risk Insurance Act (TRIA) coverage optional \$100 premium plus tax and fees*

This insurance proposal is furnished to you as a matter of information for your convenience. It only summarizes the listed policy and is not intended to reflect all the terms and conditions or exclusions or such policy. Moreover, the information contained in this summary reflects coverage as of the date shown at the bottom and may not include subsequent changes. For more detailed information, please consult your policy.