



Sunland Tujunga Neighborhood Council

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

E-mail: secretary@stnc.org

Board Meeting Agenda – Updated*

Wednesday, February 11, 2015 – 6:30 p.m. **Note early time*

North Valley Neighborhood City Hall

7747 Foothill Blvd., Tujunga, CA 91042

All agenda items are subject to discussion and possible action, including Community Impact Statement submittal by the board. Please note the President may take items out of order. All Speaker Cards must be submitted to the secretary before the meeting begins. Public Comments are limited to 1 minute per speaker unless waived or additionally restricted by the Presiding Officer of the Board.

6:30 p.m. Call to Order – Mark Seigel, President & Introduction of STNC Board

1. Reports from LAPD, State, County, CD7, BONC, NC Budget Advocates reps Q&A (15)

2. **Presentation: Wildlife Waystation: Founder Martine Colette** <http://wildlifewaystation.org/> (10+5)

3. President's Report

- Awards Presentation
- Notice of Board Vacancy - Secretary

4. DISCUSSION/ACTION: to fill vacant secretary position Motion to approve January 2015

5. Approval of Minutes

6. STNC Monthly Expenditure Report (MER)

7. COMMUNITY ANNOUNCEMENTS – Event or Activity Announcements – *please fill out speaker card*

8. DISCUSSION/ACTION: To approve up to \$200 for Spring Break Childrens Program at Sunland Park. (*Budget Category 2044*)

9. DISCUSSION/ACTION: To approve up to \$250 for Spring Carnival booth April 3,4, 5, 2015 (*Budget Category 2044*)

*10. DISCUSSION/ACTION: STNC support and co-sponsorship of the annual **Family Fireworks Festival** and pay to Pyro Spectaculars \$7,000 from FY2014-15 STNC budget (already approved). This amount is required deposit for the 2015 fireworks display to be held at Verdugo Hills High School on July 4th, 2015. STNC will receive recognition on flyers, banners, website, social media, VOICE and have a table at the event. This support is the same as 2014 and is the 7th year that STNC has supported this event for the community.

11. DISCUSSION/ACTION: To approve up to \$300 for 48 pairs of gloves and shirts for CUB volunteers. *Gail Carlson (Budget Category 3020)*

12. Land Use Committee Report and Recommendation to appoint Cathi Comras to the Land Use Committee as an alternate.

13. DISCUSSION/ACTION: STNC formal Ad-Hoc **Great Streets Committee** – *Charlie Bradley, VP Community Improvement, Chair*

14. DISCUSSION/ACTION: Letter to Councilman Felipe Fuentes regarding addition of exercise equipment at Oro Vista Park. *John Laue*

15. GROUP REPRESENTATIVE REPORTS: Little Landers, Environmental, Freemasons, Animal Issues, Entertainment, Neighborhood Watch, Verdugo Hills High School, Chamber of Commerce.

16. REGION REP REPORTS: Regions 1, 2, 3, 4

17. PUBLIC COMMENTS – *Please fill out speaker card*

18. Future Events:

- Clean Up Beautification Committee 2/23
- Animal Issues Committee 2/24
- Land Use Committee 3/2/15



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- Outreach Committee – 3/4/15
- STNC meeting 3/11/15
- Community Clean Up – 3/14 9am-12noon; Mt. Gleason area

Adjourn.

[Posted: 2/8/15; Remove after 2-11-15]

PUBLIC INPUT AT NEIGHBORHOOD COUNCIL MEETINGS – The public is requested to fill out a “Speaker Card” to address the Board on any item on the Agenda PRIOR to the Board taking action on an item. Comments from the public on Agenda items will be heard only when the respective item is being considered. Comments on other matters, not appearing on the Agenda that are within the Board’s subject matter jurisdiction, will be heard during the Public Comment on Non-Agendized Items period.

RECONSIDERATION PROCESS - Reconsideration of a vote by the Board may be called as a motion by the Board members that voted on the prevailing side of the decision.

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 via email at secretary@stnc.org or by phone 818-951-7411.

The Sunland-Tujunga Neighborhood Council Agenda is posted for public review at the following Sunland-Tujunga locations and posted on the STNC website www.STNC.org
Sunland-Tujunga Chamber of Commerce 8250 Foothill Blvd. Unit B, Sunland – 24 hour; North Valley City Hall, 7747 Foothill Blvd., Tujunga; Sunland Senior Center, 8640 Fenwick Street, Sunland; YMCA, 6840 Foothill Blvd, Tujunga. Posted On Our Website – www.STNC.org

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Sunland-Tujunga Neighborhood Council
Board Meeting Minutes, Wednesday, January 14, 2015 -- DRAFT
Meet & Greet at 6:15 p.m.
North Valley Neighborhood City Hall
7747 Foothill Blvd., Tujunga, CA 91042

Meeting called to order at 6:41 p.m.

Board members present: Mark Seigel, Brenda Fortune, Nina Royal, Cindy Cleghorn, Jorge Martinez, Julie Cuddihy, Gail Carlson, Krystee Clark, Charlie Bradley, Jim Moore, Dana Stangel, Pat Kramer, Jon vonGunten, David Barron, Marlene Hitt, Maureen O'Byrne, Sergio Soto, Susan Mona. Absent: John Laue, Arno Akobyan, one vacancy. Attendance: 88 audience, 18 board, total 106. Special thank you to Fresh & Easy for their contributions to the refreshments for the Clean Up & Beautification Committee clean up events.

Reports from LAPD, State, County, CD7, BONC, NC Budget Advocates representatives including Q&A: LAPD Officer Potter, new SLO for Tujunga said that Dec-Jan have seen less crime, increase in burglary and theft from motor vehicles in the Foothill division. Be sure to lock doors and windows. Not locking = theft. Locked = burglary. Leaving items showing and loose coin is an attraction. She is acting SLO for Tujunga for the next four months. More volunteers needed for the homeless count coming up. Reminder to report Grafitti so it can be documented. Miguel Martinez, District Director representing Assemblywoman Patty Lopez said he is opening the line of communication between STNC, the community and their office. Committees that Patty will be working on are: Aging and Long Term Care; Housing and Community Development; Human Services; Water, Parks & Wildlife. Any legislation that is going to be authored that comes through these committees Patty will have a vote on it and also a vote on the floor. Contact their office for any constituent services on any issues with any state agency such as DMV, Veterans Affairs, Taxes - anything state related. Comments thanking Patty for standing up for us re: HSR. She wants to listen to all community members as far as what is going on. She's going to get briefed by the HSRA. No position at this time. Miguel handed out a press release on the HSR topic/position at this time. They will be setting up meetings for additional info. Contact Info: Miguel.Martinez@asm.ca.gov - phone: 818-504-3911, 9300 Laurel Cyn, Arleta, Office hours 9 a.m. - 5 p.m. He will be our representative and point of contact for now. Wesly Hernandez, Council District 7 - Looking forward to 2015. Let him know any items to partner on in the community - call 818-352-3287. Bureau of Street Services will be out to resurface a handful of streets this month. LAFD is connecting to fire hydrants as a training exercise. Question re: illegal grading. Inspector had closed the case as he had spoken with property owner and owner installed mitigations. Road is still washing out. We may have to reopen the case. Send photos to Wesly. Question about increasing availability of portable shower for homeless instead of just once of week. Trailer is \$15,000. Oro Vista Park is under construction and Feb. or March is expected completion time. Also introduced: Vickerie Murphy from Senator Carol Liu's office.

Newly appointed board members Jon vonGunten and Susan Mona were sworn in to their positions by Lydia Grant, BONC Commissioner. Lydia presented information on the Code of Conduct and how to sign online.

Board members Nina Royal and David Barron arrived at 7:25 p.m.

Presentation: Myths Regarding Housing for Homeless & Greater Los Angeles Homeless Count Jan. 27-29 - Informational video at: <http://www.lahsa.org/homelesscount.asp> 80% of those who go into homelessness are out within two weeks. 20% is the focus for LA Family Housing in an effort to break the cycle of homelessness. #1 Myth - Mental Health and Drug factor. Truth is that #1 reason is lack of affordable housing; lack of safety net and tragic life event. Many are one check away from being homeless. Video shows 100,000 homes campaign and boots on the ground intelligence.

President's Report: Year Ahead - Mark spoke about more board training in 2015; announced the board vacancy for secretary; looking for a garden manager for the community garden at Howard Finn Park; presented the BONC Code of Conduct and how to sign on through the EmpowerLA.org website; Spring Carnival will be April 4, 5, 6, 2015 and volunteers are needed; High Speed Rail meeting at All Nations Church had over 2,000 people attend.

Minutes of December 10, 2014 approved as presented without objection.

Motion (Bradley/Fortune) to approve December 2014 STNC Monthly Expenditure Report (MER) approved 18-0-0.

DISCUSSION: Pat Kramer presented flyer and promotion for Reserve Animal Control Officers, a volunteer position with Animal Services.

DISCUSSION: New Street Trees on Foothill Blvd. Wesly Hernandez announced that Councilman Fuentes will fund the maintenance of 80 new and replacement street trees, curb cuts and tree wells. A median is being explored. Board recommends consult with Roger Klemm regarding the tree inventory and types of trees to be planted. Help is needed to identify specific sites and business / property owner support.

COMMUNITY ANNOUNCEMENTS - 100 years of Hats presentation at Bolton Hall on Feb. 14, Little Landers Historical Society Plant Sale will be April 25, Spring Carnival will be April 4, 5, 6, Hike with Tim Gardner on Jan. 18, Clean Up on Jan. 17,

REGION REPORTS & ACTION ITEMS

Region 1 - Pat Kramer has distributed 150 copies of her Region 1 newsletter to businesses and neighbors in Region 1.

Region 2 - Gail Carlson - Discussion/Motion: To approve up to \$200 for gloves/shirts for CUB volunteers postponed to Feb. meeting.

Region 3 - David Barron/Jim Moore

1) Discussion/Action: To approve Letter to CM Fuentes regarding police coverage in Region 3 tabled to future meeting.

2) Discussion/Action: (Barron/Royal) To approve up to \$100 for Community Town Hall outreach event to cover cost of refreshments and flyers. Motion to amend (Barron/O'Byrne) amount up to \$150 passed 17-0-1. Amended motion passed 18-0-0.

Region 4 - Maureen O'Byrne/Susan Mona - no report

DISCUSSION/ACTION: (Cleghorn/Fortune) To support S.A.F.E. coalition regarding High Speed Rail passed unanimous.

DISCUSSION/ACTION: (Bradley/Fortune) To approve up to \$200 for adding STNC to our EZ Ups passed 18-0-0.

DISCUSSION/ACTION: (Clark/Hitt) To approve up to \$300 for Foothill Blvd. Bus Bench ads (approved in prior FY) passed 18-0-0.

DISCUSSION/ACTION: (Cleghorn/Bradley) To approve letter regarding the demolition of the building at 8668 Foothill passed unanimous.

Land Use Committee Report included 12400 Big Tujunga Cyn Scoping Meeting 1/15; Day Street & Pali 14 home development; Sister Elsie Appeal; New Back Door Bakery; Citywide issues updates. Motion to appoint member to the Land Use Committee postponed to Feb. meeting.

Brenda Fortune left the meeting at 9:15 p.m.

GROUP REP REPORTS & ACTION ITEMS

* Animal Issues - Dana Stangel talked about follow-up with DWP regarding cat incident and next meeting will be 1/27.

* Arts, Culture & Recreation - Krystee Clark talked about upcoming events Timeless Tile, Spring Show submittals @ McGroarty.

* Clean Up & Beautification - Gail Carlson announced March 14 clean up event with Felipe Fuentes

* Outreach: Cindy Cleghorn announced upcoming community events and several STNC outreach opportunities.

* Neighborhood Watch - Jon vonGunten talked about apartment tenant drug problems, CPAB 8 week classes.

* Safety - Nina Royal announced CERT classes in Spanish start Feb. 5th and volunteers needed for the Emergency Drill event committee

* Chamber of Commerce - Cindy Cleghorn announced next Chamber Mixer at Angeles National Golf Club and Great Streets Initiative underway, sign up to be involved. Meetings will be held 6 p.m. first and third Mondays prior to LUC meetings.

Dana Stangel and Julie Cuddihy left the meeting at 9:28 p.m.

16. PUBLIC COMMENTS - Vanessa May apologized to the board for statements she made.

Future Events: 12400 Big Tujunga Canyon Scoping Meeting 1/15 at 6:30 p.m., Land Use Committee 2/2/15, Outreach Committee - 2/4/15, Next STNC meeting 2/11/15

Meeting adjourned at 9:40 p.m.



Department of Neighborhood Empowerment
 Reporting Month: **January** MONTHLY EXPENDITURE REPORT
 NC Name: Sunland-Tujunga Neighborhood Council 2/9/2015 18:11:31
 Budget Fiscal Year: 2014-2015

(Must be submitted to the Department within 10 days of Board Approval along with documentation and hard copy)

EXPENDITURES BY LINE ITEM							1099 Reportable	TOTAL	
A	Date / Item / Service Description	BUDGET CATEGORY	VENDOR	INVOICE NUMBER	OUT OF STATE VENDOR				
1	Verizon	OPERATIONS	Verizon		<input checked="" type="checkbox"/>		\$537.53		
2	Do It Center	CIP	Do It Center				87.96		
3	The Web Corner	CIP	The Web Corner				450.00		
4	Double Deal Pizza	OUTREACH	Double Deal Pizza				70.00		
5	Fresh &	OUTREACH	Fresh &				23.96		
6	Smart and Final	OUTREACH	Smart and Final				91.04		
7									
8									
9									
10									
11									
12									
SUBTOTAL: Expenditures by Line Item								\$1,260.49	
B	CUMULATIVE EXPENDITURES FROM PRIOR MONTHS								3,948.47
C	OUTSTANDING COMMITMENTS								
	C 1. Outstanding Checks (checks that have been issued, but have not yet cleared the account)								
	C 2. Rent/Lease								
	C 3. Contractual Services								
	C 4. Large Purchases								
	C 5. Neighborhood Purpose Grants (pending or in process)								
	C 6. Temporary Staffing Services								
	C 7. Storage								
	C 8. Other Outstanding Commitments								
SUBTOTAL: Outstanding Commitments								\$0.00	
D	Total Expenditures & Commitments								\$5,208.96
E	Total Adjustments by Department								\$0.00
F	Approved Budget 2014-2015								\$37,000.00
G	Balance of Budget								\$31,791.04

Revision Date 1-9-15

MONTHLY CASH RECONCILIATION				
Beginning Balance (A)	Funds Deposited (B)	Total Available (C) = (A+B)	Cash Spent this Month (D)	Remaining Balance (E) = C - D
\$1,624.67	\$2,375.60	\$4,000.27	\$1,260.49	\$2,739.78

MONTHLY BUDGETARY ANALYSIS				
Category Identifier	Budget Category	Budget (A)	Spent this Month (B)	Unspent Budget Balance (C) = A - B
100	Operations	\$17,600.00	\$2,473.94	\$15,126.06
200	Outreach	\$13,750.00	\$2,452.05	\$11,297.95
300	Community Improvement	\$4,400.00	\$1,137.96	\$3,262.04
400	NPG	\$1,250.00	\$0.00	\$1,250.00
500	Elections	\$0.00	\$0.00	\$0.00
600	Unallocated	\$0.00	\$0.00	\$0.00
TOTAL		\$37,000.00	\$6,063.95	\$30,936.05

NEIGHBORHOOD COUNCIL DECLARATION

We, the Treasurer and Signer of the above indicated Council, declare that the information presented on this form is accurate and complete, and will furnish additional documentation to the Department of Neighborhood Empowerment upon request.

Treasurer Signature	Signer's Signature
Print Name	Print Name
Date	Date
NC Additional Comments	

STNC BUDGET EXPENDITURES (Adjusted as of January 14, 2015)

as of February 4, 2015

	ACCT No	Acct Name	2013-2014 funds encumbered and available	Amount Budgeted 2014-2015	anticipated	committed	disbursed	Remaining Balance
	1000	100 - Operations						
FAC	1021	Phone System	-	1,800.00			972.14	827.86
	1030	Staffing/Apple One						-
TAC	1031	Office Manager	-	15,600.00		14,174.40	1,425.60	-
TAC	1033	Accountant						-
	1040	General Operations						
MIS	1043	Posting Pickup/Delivery						-
OFF	1045	Computer Service	-	200.00			76.20	123.80
MIS	1046	Awards/Certificates						-
MIS	1048	Other						-
POS	1100	Office Postage						-
		TOTAL OPERATIONS	-	17,600.00	-	14,174.40	2,473.94	951.66
	2000	200 - Outreach						
ADV	2010	Postcards and announcements						-
ADV	2011	Printing						-
ADV	2012	Postage						-
ADV	2015	Flyers						-
ADV	2016	Paper/Toner	-	1,300.00			290.94	1,009.06
ADV	2017	Misc. Supplies	-	300.00			98.10	201.90
MEE	2020	Refreshments - monthly & LUC meetings	-	2,000.00			1,135.31	864.69
MEE	2032	meeting recording secretary	-	1,100.00			200.00	900.00
EVE	2040	General Outreach						-
EVE	2041	Fireworks		7,000.00				7,000.00
EVE	2042	Pens/Pads						-
EVE	2043	Historic Cemetery Tour		1,450.00			227.70	1,222.30
EVE	2044	Events	-	500.00		200.00	500.00	(200.00)
EVE	2047	postage	-	100.00				100.00
NEW	2050	Newsletter						-
NEW	2051	Postage						-
NEW	2052	Printing						-
MEE	2060	Sound equipment						-
		TOTAL OUTREACH	-	13,750.00	-	200.00	2,452.05	11,097.95
	3000	300 - Community Improvement						
CIP	3010	Land Use Committee						
CIP	3015	Refreshments	-	300.00				300.00
CIP	3017	Copies and supplies	-	300.00				300.00
CIP	3020	General Community Projects	-	1,600.00		600.00	87.96	912.04
	3021	Website maintenance		1,500.00			1,050.00	450.00
CIP	3030	General Community Improvement						
CIP	3050	Safety / Emergency Preparedness	-	100.00				100.00
CIP	3051	Safety Fair & Permits	-	100.00				100.00
CIP	3052	Emergency Supplies	-	100.00				100.00
CIP	3053	General	-	400.00				400.00
		TOTAL COMMUNITY IMPROV	-	4,400.00	-	600.00	1,137.96	2,662.04
GRT	4000	400 - Neighborhood Purpose Grants	-	1,250.00				1,250.00
		TOTAL NEIGHBORHOOD PURPOSE GRANTS	-	1,250.00	-	-	-	1,250.00
ELE	5000	500 - Election Outreach Expense	-	-				-
		TOTAL ELECTION OUTREACH EXPENSE	-	-	-	-	-	-
	TOTALS		-	37,000.00	-	14,974.40	6,063.95	15,961.65

STNC BUDGET EXPENDITURES SUMMARY

as of February 4, 2015

		Budgeted as of July 1, 2014	Percentage budgeted	anticipated and committed	disbursed	Balance Remaining
100	Operations					
FAC	Facilities Related and Space Rental	\$ 1,800.00	4.9%	\$0.00	\$972.14	\$827.86
MIS	General Operations/Miscellaneous	\$ -	0.0%	\$0.00	\$0.00	\$0.00
OFF	Office Equipment and Supplies	\$ 200.00	0.5%	\$0.00	\$76.20	\$123.80
POS	Postage	\$ -	0.0%	\$0.00	\$0.00	\$0.00
TAC	Staffing and Temporary Help	\$ 15,600.00	42.2%	\$14,174.40	\$1,425.60	\$0.00
	Sub Total	\$ 17,600.00	47.6%	\$14,174.40	\$2,473.94	\$951.66
200	Outreach					
ADV	Advertising	\$ 1,600.00	4.3%	\$0.00	\$389.04	\$1,210.96
EVE	Event Expense / Food & Refreshments	\$ 9,050.00	24.5%	\$200.00	\$727.70	\$8,122.30
MEE	Meeting Expense	\$ 3,100.00	8.4%	\$0.00	\$1,335.31	\$1,764.69
	Sub Total	\$ 13,750.00	37.2%	\$200.00	\$2,452.05	\$11,097.95
300	Community Improvement					
CIP	Community Improvement Projects	\$ 4,400.00	11.9%	\$600.00	\$1,137.96	\$2,662.04
	Sub Total	\$ 4,400.00	11.9%	\$600.00	\$1,137.96	\$2,662.04
400	Neighborhood Purpose Grants					
GRT	Neighborhood Purpose Grants	\$ 1,250.00	3%	\$0.00	\$0.00	\$1,250.00
	Sub Total	\$ 1,250.00	3.4%	\$0.00	\$0.00	\$1,250.00
500	Elections					
ELE	Election Outreach Expense	\$ -	0.0%	\$0.00	\$0.00	\$0.00
	Sub Total	\$ -	0.0%	\$0.00	\$0.00	\$0.00
GRAND TOTAL		\$37,000.00	100.0%	\$14,974.40	\$6,063.95	\$15,961.65

Budget Narrative:

account:	action

2014-2015 Cumulative expenditures for July - FEB

as of February 4, 2015

			cash deposited	total cash spent	Balance
2014 07 09	07/09/2014 CITY OF LOS ANGE EFT PAYMT PP D		4,000.00		4,000.00
2014 07 10	07/10/2014 VERIZON, BILL PYMT 1407102903189800 0199 Electronic debitsNoN c\$141.61	1021 Verizon phone bill		(141.61)	
2014 07 30	07/30/2014KELLY 34 - 724 FLOWER STRE BURBANK CAElectronic debitsNoNo\$112.86	2016 Kelly paper		(112.86)	
	balance		4,000.00	(254.47)	3,745.53
8/4/2014	KELLY 34 - 724 FLOWER STRE BURBANK CA	2016 kelly paper	75.80		
8/4/2014	KELLY 34 - 724 FLOWER STRE BURBANK CA	2016 kelly paper		(15.72)	
8/6/2014	SMARTNFINA 6555 FOOTHILL B TUJUNGA CA	2020 Smart & Final		(95.28)	
8/14/2014	DOUBLE DEA 8530 FOOTHILL B SUNLAND CA	2020 Double Deal Pizza		(62.00)	
8/14/2014	OK Trophy BILL PYMT 140814STNC 0101	2017 OK Trophy		(98.10)	
8/15/2014	The Web Corner BILL PYMT 140815STNC 0102	3021 The Web Corner		(150.00)	
8/18/2014	CITY OF LOS ANGE EFT PAYMT PPD *****0735	EFT payment	289.67		
8/22/2014	VERIZON*ON 600 HIDDEN RIDG 800-VERIZON TX	1021 Verizon		(293.00)	
8/25/2014	DRI*KASPER 10380 BREN RD W MINNETONKA MN	1045 Digital River		(76.20)	
	cumulative balance		4,365.47	(1,044.77)	3,320.70
9/11/2014	DOUBLE DEA 8530 FOOTHILL B SUNLAND CA	2020 Double Deal Pizza		(90.00)	
9/22/2014	CITY OF LOS ANGE EFT PAYMT PPD*****0735	EFT payment	679.00		
	cumulative balance		5,044.47	(1,134.77)	3,909.70
10/09/2014	DOUBLE DEA 8530 FOOTHILL B SUNLAND CA	2020		\$ (78.00)	
10/10/2014	CITY OF LOS ANGE EFT PAYMT PPD *****0735	EFT Payment	\$ 90.30		
10/24/2014	ALBERTSONS 6240 FOOTHILL B TUJUNGA CA	2020		\$ (119.96)	
10/24/2014	SMARTNFINA 6555 FOOTHILL B TUJUNGA CA	2020		\$ (183.07)	
10/28/2014	The Web Corner BILL PYMT 141028STNC 0102	3021		\$ (450.00)	
			5,134.77	(1,965.80)	3,168.97
11/3/2014	DRI*KASPER 10380 BREN RD W MINNETONKA MN	1045 Digital River	10.00		
11/10/2014	CITY OF LOS ANGELES EFT PAYMT PPD *****0735	EFT payment	381.30		
11/13/2014	DOUBLE DEA 8530 FOOTHILL B SUNLAND CA	2020 Double Deal Pizza		(72.00)	
			5,526.07	(2,037.80)	3,488.27
12/2/2014	Check 5005 to S&S Portable Services	2043 Historic Cemetery tour		(227.70)	
12/4/2014	Office Dep 6700 Auto Mall 800-463-3768 CA	2016		(29.53)	
12/4/2014	Office Dep 3366 E Willow S 800-463-3768	2016		(56.96)	
12/4/2014	Office Dep 3366 E Willow S 800-463-3768	2016		(75.87)	
12/5/2014	Check 5007 American Fleet /Retail Graphics	2044		(500.00)	
12/5/2014	Check 5006 Apperson St Elem School	2032		(200.00)	
12/9/2014	City of Los Angeles EFT paymt PPD *****0735	EFT Payment	902.06		
12/11/2014	Double Dea 8530 Foothill B Sunland CA	2020		(70.00)	
12/12/2014	Joselitos 7308 Foothill B Tujunga CA	2020		(80.00)	
12/15/2014	Carlas CAF 4024 Radford AV Studio City CA	2020 refreshments at VANC		(100.00)	
12/15/2014	Check 5008 Apple One	1031 Office Manager		(1,425.60)	
	running totals		6,428.13	(4,803.46)	1,624.67
01/02/2015	City of Los Angeles EFT payment		\$ 2,375.60		
01/05/2015	Verizon, Irving TX	1021 phone bill		\$ (537.53)	
01/07/2015	Do It Center 6300 Foothill	3020 weed abatement		\$ (87.96)	
01/09/2015	Check 5009 The Web Corner	3021 website maint.		\$ (450.00)	
01/15/2015	Double Deal Pizza 8530 Foothill	2020 refreshments		\$ (70.00)	
01/26/2015	Fresh & amp 6350 Foothill	2020 refreshments		\$ (23.96)	
01/30/2015	Smart and Final 6555 Foothill	2020 refreshments		\$ (91.04)	
	running totals		\$ 8,803.73	\$ (6,063.95)	2,739.78

STNC Budget Adjustments

as of February 6, 2015

Board Member requesting	Description	Category	amount approved	source of funds	date approved by STNC Board	agenda item	amount actually disbursed
Gail Carlson	up to \$100 for weed abatement on Foothill Blvd	Community Improvements	100.00	3020	8 Oct 2014	13a	87.96
Cindy Cleghorn	100 for refreshments at VANC	Outreach	100.00	2020	8 Oct 2014	14	100.00
Charlie Bradley	two light pole banners at \$500	Outreach	500.00	2044	8 Oct 2014	17	500.00
Charlie Bradley	STNC named display at Apperson St Elementary	Outreach	200.00	2032	8 Oct 2014	18	200.00
Gail Carlson	purchase doggie waste bag dispensers for Sunland Park	Community Improvements	300.00	3020	8 Oct 2014	19	-
David Baron	refreshments for a community town hall event	Outreach	150.00	2020	14 Jan 2015	9c2	115.00
Mark Seigel	EZ ups for events	Outreach	200.00	2044	14 Jan 2015	11	-
Krystee Clark	bus bench art	Community Improvements	300.00	3020	14 Jan 2015	12	-

The Department of Recreation and Parks has been installing outdoor fitness equipment since 2007. This equipment is built for teenagers and older, and is designed to be simple, sturdy and to hold up to all weather conditions. The variety of the equipment provides for workouts of different types: strength, cardio-vascular, flexibility, and combinations of the above. When combined with jogging trails, an even more varied workout is achievable. And when designed in clusters, a more social workout can be experienced. Recreation and Parks firmly believes that the equipment can contribute to the well-being of our park patrons by providing a free, outdoor workout located in a park setting, thereby enabling a proactive, hands-on approach to health for anyone using the equipment. Now that ADA accessible equipment is available (as of late 2013) we will be able to expand the health benefits to an even wider cross section of the population. Moving forward, all new installations will now include ADA accessible equipment. As of November 2013, we have completed 44 installations of outdoor fitness equipment, and there are an additional 14 installations planned for the near future, with no limits in sight.

Mr. Filipe Fuentes

Dear Mr. Fuentes,

The STNC is asking your assistance in supporting the possibility and identifying funding for the purchase of some outdoor fitness equipment for Oro Vista Park. This type of equipment has recently been installed in many parks around the city. We believe the installation of this type of equipment would dramatically increase the use and popularity of this park. This equipment would provide the citizens of Sunland/Tujunga with an important opportunity to improve their fitness level and overall health in a beautiful outdoor setting.

With the construction of this park finally underway and the original source of funding already earmarked for these initial improvements, we understand that a separate source of funding for any further improvements such as outdoor fitness equipment needs to be identified. We are asking your help in identifying and securing funds that for these improvements. Below is a statement from the LA Department of Recreation and Parks website that describes how they have already installed this type of outdoor fitness equipment at 44 sites around the city with more on the way.

"The Department of Recreation and Parks has been installing outdoor fitness equipment since 2007. This equipment is built for teenagers and older, and is designed to be simple, sturdy and to hold up to all weather conditions. The variety of the equipment provides for workouts of different types: strength, cardio-vascular, flexibility, and combinations of the above. When combined with jogging trails, an even more varied workout is achievable. And when designed in clusters, a more social workout can be experienced. Recreation and Parks firmly believes that the equipment can contribute to the well-being of our park patrons by providing a free, outdoor workout located in a park setting, thereby enabling a proactive, hands-on approach to health for anyone using the equipment. Now that ADA accessible equipment is available (as of late 2013) we will be able to expand the health benefits to an even wider cross section of the population. Moving forward, all new installations will now include ADA accessible equipment. As of November 2013, we have completed 44 installations of outdoor fitness equipment, and there are an additional 14 installations planned for the near future, with no limits in sight."

With the extensive trails system in the Big Tujunga Wash area adjacent to this Oro Vista Park, we believe that the installation of this outdoor fitness equipment would provide an important opportunity for our residents to utilize this park and improve their overall health and fitness.

Sincerely,



Cindy Cleghorn <cindycleghorn@gmail.com>

draft letter to Fuentes

1 message

John Laue <lauejp@gmail.com>


Wed, Feb 4, 2015 at 2:23 PM

To: Cindy Cleghorn <cindycleghorn@gmail.com>

Cindy,

Attached is a draft letter to Fuentes requesting his help to find funding for the fitness equipment for Oro Vista. I also checked with the company that supplies most of this equipment for LA parks and other areas. They're called Greenfields Outdoor Fitness and they're based in Orange County. The cost of a small to medium set (4-6) of this equipment is about \$20-22,000. We should also probably include copies of a couple of the photos I sent you of what this equipment looks like.

Does this proposal need to be approved by the advisory committee? I've had no luck trying to get parks and rec. approval for a meeting with them since the original plan was approved many years ago--let me know what you think.

2 attachments **fuentes letter on parks equipment.docx**
15K **parks and rec exercise equipment.docx**
14K

**NEIGHBORHOOD COUNCIL EVENT APPROVAL FORM**

Events are great opportunities for Neighborhood Councils to interact with their stakeholders. There are, however, liability and permitting issues that must be handled prior to the event, and the Department of Neighborhood Empowerment must approve a Neighborhood Council sponsored event before any funding payments can be executed. **Please complete and sign this form and submit to the Department at least 30 days before the day of the event.** The Department will typically take 3-5 days to review and approve the event. Once approved, the Neighborhood Council can begin spending.

Neighborhood Council: SUNLAND-TUJUNGAThe Neighborhood Council is the Main Sponsor or Co-Sponsor for the event.Main sponsor: SUNLAND-TUJUNGA-SHADOW-HILLS COMMUNITY FUNDContact Person: Dan McManusPhone: 818-355-0063 Email: danielx2@gmail.com

Co-Sponsor (if applicable): _____

Contact Person: _____

Phone: _____ Email: _____

Event InformationType of Event (festival, movie night, etc.): Family Fireworks festival 4th of JulyDate: 7-4-15 Time Frame: 5^{PM}-10^{PM} Est. number of attendees: 3,500 Event Amount: _____Venue Name: VERDUGO HILLS HIGH SCHOOLVenue Address: 10625 PLAINVIEW AVE., TUJUNGA, CA 91042
HILL ROSE FOOTBALL FIELD - TURNER STADIUM ENTRANCEContact Person: DR. ED TRIMIS / BRENDA FORTUNEPhone: 949-374-3950 Email: bfortune@ca.rr.com

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

Documents scanned and emailed to EmpowerLA.Funding@lacity.org for Department approval PRIOR to event:

- Neighborhood Council Event Approval Form – Completed and signed by Treasurer or Second Signatory
- Funding Request Form – Completed and signed by Treasurer and Second Signatory
- Itemized Detailed Event Budget – Total budget with funding categories (food, entertainment, flyers, permits, etc.) and with specific vendors if available. Once approved, the Department will transfer the amount of the event budget into the Neighborhood Council account automatically, i.e. no additional Cash Request Form will be required.
- If a bank card exemption of the daily \$1,000 limit is required for this event, please provide the date(s) and amount needed for the daily limit to be lifted:** _____

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

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

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

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

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

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

If RENTING a vehicle or truck to transport event materials:

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

ADDITIONAL PERMITS may be required if the event has:

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

CONTACT INFORMATION for possible permits:

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

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

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

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

Signature: _____ Date: 2-11-15

Print Name: MARK SEIGEL Title: PRESIDENT

Email: MARK.SEIGEL@gmail.com Phone: 818-430-5244

Department Use Only. Approval Code: _____ Staff: _____

Cash Request Process Date: _____ Bank Card Exemption Process Date: _____ Rev 10/3/14

**Neighborhood Council Funding Program
FUNDING REQUEST FORM**



Complete this form to request funding

REQUEST DATE: 2-11-15 Amount Requested: \$ 7,000⁰⁰

NEIGHBORHOOD COUNCIL: SUNLAND-TUJUNGA

Please complete all of the following and answer questions A-D:

Name of Requester: DAN McMANUS

A. Are you a board member of this Neighborhood Council? Yes No - If "yes," is this request on behalf of a
 B. Is this a request for recurring payment? (if "yes" Term: _____) Yes No NC Committee? Yes No
 C. Is this request a payment for services requiring a 1099? Yes No Committee:
 D. Is this a request for an out-of-state vendor? Yes No _____

Remittance:

Payable to: PYRO SPECTACULARS

P.O. BOX 2329

Address: RIALTO, CA 92377

City State Zip

Email Address _____ Contact Phone number _____

Notes and / or Public Benefit Statement (Describe how these funds will benefit the this neighborhood):

STNC OUTREACH FOR ALL NEIGHBORS. 2015 4th OF JULY FIREWORKS DISPLAY FOR ENTIRE COMMUNITY.

DECLARATION

I, the Requester, understand that I am requesting public funds from the Neighborhood Council and that such funds are restricted under the guidelines set forth by the Department of Neighborhood Empowerment. I declare that this funding request does not pose any potential conflict of interest for any Board Member and will provide any documentation requested by the Department to authorize payment or review the appropriateness of the request.

Requester's Signature _____ Date 2-5-15

NEIGHBORHOOD COUNCIL USE ONLY (Board Vote Count Form must accompany this form)		
<u>NINA ROYAL</u>	Signature	<u>2/11/15</u> Date
TREASURER'S Name		
<u>MARK SEIGEL</u>	Signature	<u>2/11/15</u> Date
2nd Signer's Name		

Board Action:

DENIED (date): _____

Approved for: \$ _____

Amended for: \$ _____

NC Budget Category: _____

DEPARTMENT USE ONLY

AUTHORIZATION CATEGORY:

NPG CIP Contract Approved Denied

Lease Sponsored Event

>\$2,500 Advanced Payment

Authorization Code: _____

1st Lvl | date: _____

2nd Lvl | date: _____

Department Notes: _____

2/11/15

4th of July Fireworks, July 4, 2015

Additional Information for Funding Request Form & Neighborhood Council Event Approval Form Sunland-Tujunga Neighborhood Council

This is a request to pay \$7,000 required deposit to Pyro Spectaculars for 2015 Fireworks Display to be held July 4, 2015 at Verdugo Hills High School. This will be the 7th year that the Sunland-Tujunga Neighborhood Council has co-sponsored this community-wide event where over 3,500 attend and thousands more in the community can enjoy.

1. Pyro Spectaculars is an established vendor with the City of Los Angeles and is a single source vendor for Fireworks Displays. Pyro Spectaculars has been the vendor for this display for over 15 years and is familiar with the requirements and location.
2. LA County Public Health Dept. Permit – Food will be outside of the event provided by independent Food Trucks.
3. LA Fire Dept. – Fireworks permits are required for this event and are included in the Event Budget and supervised by an on-site Fire Marshal.
4. Additional Insurance is required by LAUSD as this event is held on the Football Field at Verdugo Hills High School. The Sunland-Tujunga Shadow Hills Rotary Club provides the additional insurance requirement.
5. LAUSD oversees the vehicles on the Football field and all vehicle requirements.
6. LAPD officers on and off duty are present at this event.
7. No Street Closures are required or needed for this event.
8. A stage may be provided at this event and sponsored by Councilmember Felipe Fuentes.

Original Invoice for \$7,000 from Pyro Spectaculars

Proof of Sponsorships: Flyer, Website

Copies of additional permits (if applicable)

Copies of additional insurance (if applicable)

W-9 form for Pyro Spectaculars.

Note: \$7,000 is a portion of the total Fireworks display cost. A remaining amount of approximately \$10,000 will be paid by other sponsorships / community support.

For more information contact: Mark Seigel, STNC President 818-430-5244
Or Dan McManus, Chair, ST Community Fund at 818-355-0063.

5-18-09

Application for Land Use Committee

Name: Cathi Comras Phone: 7345
Address: 1 ... Avenue Email Address: ...
City & Zip: Shadow ...

Please answer the following questions.

- 1. How did you find out about the Land Use Committee? STNC Email
2. What would you like to accomplish by being part of the Land Use Committee (LUC)?
A) Understand more fully the challenges
B) Participate in solving one or more issues
3. Stakeholder Status:
Do you live in Sunland or Tujunga? NO If so, for how long? I live in Shadow Hills
Do you own property in Sunland or Tujunga? NO
Do you work in Sunland or Tujunga? NO
Do you belong to any service organizations and/or other groups that are based in Sunland or Tujunga? NO If Yes, please list here:
Do you own a business located in Sunland or Tujunga? Co-Founder Not for Profit that does services in Sunland Tujunga.
4. Please describe any formal education, career background and/or life experience that you believe would enhance your contribution to the LUC:
I was licensed commercial for complex properties valuations analyst and appraiser with extensive land use feasibility and highest & best use analysis.
5. Do you foresee that you and/or any of your family members or business associates would have a business or construction project that would be likely to come before the LUC?
Yes No
If yes, please explain:
6. I have attended and participated in the following LUC meetings:
a. Date: 11/3/2014
As an audience member, I participated in the discussion on these subjects:
Asked for explanation/status of the Kmart Property
b. Date: 11/17/14 LUC Great Streets - John Law
As an audience member, I participated in the discussion on these subjects:
2.5 miles between ca exit - transportation essential
c. Date: 11/17/14 LUC 7am
As an audience member, I participated in the discussion on these subjects:
7. I would like to request that the LUC consider me for the committee.

Signed: Cathi Comras Dated:
Please print name: Cathi Comras

LUC Committee Guidelines and Application
for the Land Use Committee of the Sunland-Tujunga Neighborhood Council

Committee Guidelines

A person who would like to be considered for Land Use Committee should meet the following guidelines:

1. Is a stakeholder of Sunland-Tujunga.
2. Has a sincere desire to improve the community's appearance and livability.
3. Is willing to read the ^{*}Scenic and Foothill Boulevard Corridor Specific Plans and Design Guidelines and help with implementation.
4. Is willing to read the Community Plan and to help with implementation of it.
5. Is also willing to become familiar with other appropriate aspects of land use and planning.
6. Does not have a conflict of interest with the activities of the committee.
7. Understands that he or she represents the community and not just himself or herself.
8. Is willing to commit to attending both regularly-scheduled and special LUC meetings, and to help write occasional letters or documents, and/or attending City Council, Planning Commission, or other meetings from time to time.
9. As a demonstration of their commitment in being a committee member, is willing, after having read the Specific Plans and the Community Plan, to attend three consecutive regularly-scheduled meetings of the LUC before being considered for committee membership. During at least the second and third of these meetings, he or she agrees to participate from the audience by either asking questions and/or making comments regarding at least one presentation or other item on the agenda of those meetings. At least some of these questions or comments should show his or her understanding of the Specific Plan and/or other concerns of the community at large.

I attest that I meet the qualifications for Land Use Committee member as stated above and agree to follow the above guidelines for recommendation by the current committee to the full STNC board.

Signed: *RE 3 & 4 see below _____ Dated: 2014 11 11 _____
Please print name: Cathi Comras >> *Cathi Comras*

*I have read the following:

Foothill Blvd Corridor Specific Plan Eff Date 10/27/1995

Foothill Blvd Corridor Specific Plan Design Guidelines and
Standards Manual dated 02/22/2001

Sunland - Tujunga - Lake View Terrace - Shadow Hills - East La Tuna
Canyon Community Plan