

# Sunland Tujunga Neighborhood Council

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

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



## General Meeting Agenda

Wednesday, July 11, 2018 – 6:30 PM

North Valley City Hall

7747 Foothill Blvd., Tujunga, CA 91042

### Code of Conduct

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

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

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

c. Discussion and possible motion to approve Boardmember reimbursements

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Closing Comments, Acknowledgements, and Adjournment. (1)

Adjourn by 9:00 p.m.

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

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PUBLIC INPUT AT NEIGHBORHOOD COUNCIL MEETINGS – The public is requested to fill out a “Speaker Card” to address the Board on any agenda item before the Board takes an action on an item. Comments from the public on agenda items will be heard only when the respective item is being considered. Comments from the public on other matters not appearing on the agenda that are within the Board’s jurisdiction will be heard during the General Public Comment period. Please note that under the Brown Act, the Board is prevented from acting on a matter that you bring to its attention during the General Public Comment period; however, the issue raised by a member of the public may become the subject of a future Board meeting. Public comment is limited to 2 minutes per speaker, unless adjusted by the presiding officer of the Board.

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

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- At Sunland Tujunga Neighborhood Council Office, 7747 Foothill Blvd #101, Tujunga, CA. 91042
- At [www.stnc.org](http://www.stnc.org)
- You can also receive our agendas via email by subscribing to L.A. City's Early Notification System at <https://www.lacity.org/subscriptions>

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

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

RECONSIDERATION AND GRIEVANCE PROCESS – For information on the STNC's process for board action reconsideration, stakeholder grievance policy, or any other procedural matters related to this Council, please consult the STNC Bylaws. The Bylaws are available on the STNC.org website or at EmpowerLA.org.

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