



# Sunland-Tujunga Neighborhood Council

Certified May 27, 2003

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

## Special General Board Online Meeting Agenda

**Monday, November 9, 2020\*\*\* Date change**  
**6:45 p.m.**

### How to Join the Virtual Telephonic Meeting

**By Telephone: Toll Free (888) 475-4499, enter 918 9278 5703, and Press #**

**Online: Go to <https://zoom.us/j/91892785703>**

or paste the address into the address bar on your browser and press Enter  
**918 9278 5703**

**Other Toll Free Numbers: 833-548-0276, 833-548-0282, 877-853-5257**

**You may also call in at this number which is not toll free: 1-669-900-6833**

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

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

Every person wishing to address the Board must dial 1 (888) 475-4499 and enter **918 9278 5703**, and then press # to join the meeting. The meeting can also be joined from the Zoom join meeting screen using Webinar ID **918 9278 5703**. Instructions on how to sign up for public comment will be given to listeners at the start of the meeting.

**PUBLIC INPUT AT NEIGHBORHOOD COUNCIL MEETINGS** The public is requested dial \*9, when prompted by the presiding officer, to address the Board on any agenda item before the Board takes an action on an item. Comments from the public on agenda items will be heard only when the respective item is being considered. Comments from the public on other matters not appearing on the agenda that are within the Board's jurisdiction will be heard during the General Public Comment period. Please note that under the Brown Act, the Board is prevented from acting on a matter that you bring to its attention during the General Public Comment period; however, the issue raised by a member of the public may become the subject of a future Board meeting. Public comment is limited to (1) One minutes per speaker, unless adjusted by the presiding officer of the Board.

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

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



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1. **Call to Order and Welcome** – Liliana Sanchez, President [2]
  - A. **Pledge of Allegiance**
  - B. **Roll Call** - Secretary – Cindy Cleghorn – Quorum is 11
  - C. **Meeting Protocols Reminder**
  - D. **Board Members eligible to vote & Upcoming Training Dates / Opportunities including new Planning 101 classes & Funding requirements.**
  - E. **STNC board members to declare any conflicts of interest or ex parte communications relating to items on this meeting's agenda.**

NOTE: To VIEW the agenda, board minutes, MER, board packet, go to [stnc.org](http://stnc.org) Go to **COMMITTEES** click on **BOARD MEETING AGENDAS** and **MINUTES** select **November 9, 2020**

## 2. President's Report [2]

- A. **ANNOUNCEMENT OF BOARD VACANCY** - Stakeholder Group Representative (2) vacant positions. From the Bylaws: Seven (7) Stakeholder Group Representatives shall be elected at large. These Representatives shall be elected from the pool of community stakeholders representing nonprofits, educational, faith-based, and, service, youth, and special-interest organizations located or meeting regularly within the Sunland-Tujunga Neighborhood Council boundaries. No organization may have more than one stakeholder representative. All Group Representatives must participate on at least one committee. Candidates interested in applying for the vacancy on the STNC board are to submit their interest statement, stakeholder documentation and supporting organization letter to [secretary@stnc.org](mailto:secretary@stnc.org) **no later than Wednesday, November 25, 2020** to be added onto the next Executive Committee and Board meeting agendas. If selected, new board members will be required to complete ethics, funding and code of conduct training, attend meetings, join committees.
- B. **ANNOUNCEMENT - Free DIY Resilience Class** with Find You Within Jean Morrison

## 3. COMMITTEE / LIAISON ANNOUNCEMENTS & REPORTS – Committee Chair Updates, Surveys, Meetings & Announcements

- A. L.A. City COVID-19 Resources <https://corona-virus.la/>
- B. Bylaws/Standing Rules - Nov 30, 2020 @ 7 PM (tentative)
- C. Beautification – Nov 18 @ 5:30 PM - via Zoom
- D. Budget & Finance – November 18 @ 6 PM - via Zoom
- E. RYLAN (Ready Your LA Neighborhood) Update - Sandy Capps [2]
- F. Emergency Preparedness Alliance – Mark Norling, Nina Royal - 4th Saturday, Nov. 28 (tentative)
- G. Neighborhood Watch – Jon von Gunten written report - meetings via LAPD Zoom
- H. Land Use – Pati Potter - Next Meetings: Nov 16, Dec. 7 @ 7 PM - via Zoom
- I. STAT - Safe Traffic & Transportation Committee next meeting Nov 24 @ 6 PM - via Zoom
- J. Outreach & Community Improvement Committee – Next Meeting Nov 19 @ 6:00 PM - via Zoom
- K. STARC – Arts, Culture & Recreation Committee, Nov 24 @ 7:30 PM - via Zoom
- L. Executive Committee – Dec 2, 2020 @ 7:30 PM via Zoom



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- M. STNC Board Elections April 20, 2021 - Vote By Mail
  - Vote-By-Mail Registration Begins Feb 19 and Ends April 13
  - Candidate Filing Opens Dec. 19, 2020 and Ends Feb. 2, 2021
  - STNC Elections Timeline Calendar
- M. NC Budget Advocates – Liliana Sanchez / Sandy Capps [1] – ncbala.org - via Zoom
- N. Homelessness - Date TBA
- O. VANC - Nov 12 @ 6:30 PM via Zoom
- P. DWP MOU / DWP Committee – Nov 7 @ 8:30 a.m. via zoom
- Q. LANCC Update – Next Meeting Nov 7 @ 10 a.m. via Zoom

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

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

Foothill LAPD Commanding Officer/Captain Johnny Smith 818-756-8861 - [30339@lapd.lacity.org](mailto:30339@lapd.lacity.org)

Foothill Community Sgt. Jesse Ojeda - 818-756-8866 - [33272@lapd.online](mailto:33272@lapd.online)

SENIOR LEAD OFFICERS - TUJUNGA SLO: Gloria Caloca: 818-634-0754; [35755@lapd.lacity.org](mailto:35755@lapd.lacity.org)

SUNLAND SLO: Cesar Contreras: 818-634-0705; [36373@lapd.lacity.org](mailto:36373@lapd.lacity.org)

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

[Eve.Sinclair@lacity.org](mailto:Eve.Sinclair@lacity.org)

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

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

[Caroline.Menjivar@lacity.org](mailto:Caroline.Menjivar@lacity.org)

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

[mark.ross@lacity.org](mailto:mark.ross@lacity.org)

LA City Controller Ron Galperin - 213.978.7200 - [controller@lacity.org](mailto:controller@lacity.org)

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

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

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

[JMaruca@bos.lacounty.gov](mailto:JMaruca@bos.lacounty.gov)

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

CA Assembly Member Luz Rivas (Dist.39) Arturo Garcia 818-504-3911

[arturo.garcia-mendoza@asm.ca.gov](mailto:arturo.garcia-mendoza@asm.ca.gov)

Sunland-Tujunga Library - Ardem Tajerian, Senior Librarian - 818-352-4481 - [tajerian@lapl.org](mailto:tajerian@lapl.org)

Dept. of Neighborhood Empowerment - Jasmine Elbarbary, NEA [jasmine.elbarbary@lacity.org](mailto:jasmine.elbarbary@lacity.org)

818-374-9886

LADWP - Christina Holland, Community Affairs, (213) 367-1076, [christina.holland@ladwp.org](mailto:christina.holland@ladwp.org)

Friendship Line for Aging Adults - Call anytime 24/7 1-888-670-1360

GANGS-DRUGS: Lt. Carlos Solano: 818-897-6081; [26339@lapd.lacity.org](mailto:26339@lapd.lacity.org)

NARCOTICS, Det. Travis Coyle, 818-834-3136; [33128@lapd.lacity.org](mailto:33128@lapd.lacity.org)

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

BONC Commissioner - Quyen Vo-Ramirez, North Valley Commissioner -

[quyen.vo-ramirez@lacity.org](mailto:quyen.vo-ramirez@lacity.org)

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

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

Sunland Tujunga Community of Schools - Carmina Nacorda, COS Administrator - (818) 252-5400 -

[SunlandTujungaCoS@lausd.net](mailto:SunlandTujungaCoS@lausd.net)

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

Diana Gutierrez, Greater Los Angeles County Vector Control District – 562-944-9656 - [dgutierrez@glacvcd.org](mailto:dgutierrez@glacvcd.org)

**5. DISCUSSION / ACTION:** Motion that STNC Board has reviewed and approves the DONE updated STNC Bylaws dated \_\_\_\_\_ as requested by DONE - *Jasmine Elbarbary, DONE NEA*



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**At this time another member of the STNC board will chair the meeting for Item #6 and Item #7**

**Item #6 and 7 will have a maximum time of 60 minutes total for presentation, rebuttal, public comments, board comments and vote.**

**6. MOTION TO CENSURE #1** in accordance with BONC Policy Liliana Sanchez, President of the Sunland-Tujunga Neighborhood Council for continued violations of the Bylaws, Code of Conduct, Standing Rules, and the standard conduction of the orderly business of the Sunland -Tujunga Neighborhood Council dated 9-23-20 consisting of 8 separate items: 1) Changing Agendas that have already been approved. 2) Refusal to put an item on Agenda as required. 3) Failure to fulfill Duties of the President Position 4) Changing the Policies of the Executive Committee Meetings 5) Changing policies at Committee and Board Meetings. 6) Failure to hold the May Executive Committee and Board Meetings 7) Behavior at Executive Committee Meeting 8) On-going harassment of Board members using Technology: Private Messages, Emails and Social Media.

**7. MOTION TO CENSURE #2** in accordance with BONC Policy Liliana Sanchez, President of the Sunland-Tujunga Neighborhood Council for continued violations of the Bylaws, Code of Conduct, Standing Rules, and the standard conduction of the orderly business of the Sunland -Tujunga Neighborhood Council dated 10-5-20 consisting of 5 separate items: 1) Calling Board Members out by name and using and directing profanity to Executive Committee members and a Boardmember at the Executive Committee Meeting on September 22 ,2020. 2) Removal of Items from the Neighborhood Council Storage shed and giving away those items during Covid -19. 3) Refusal to acknowledge Point of Order at Executive and Board meetings. 4) Cancelling Adam Schiff from attending the October Board Meeting 5) Issues with Parliamentarian Position. Violation not allowing checks and balances and violating the Bylaws.

**8. GENERAL PUBLIC COMMENT / COMMUNITY EVENT ANNOUNCEMENTS:** a total of 10 minutes – Comments from the Public on Non-Agenda items, issues, announcements within the jurisdiction of the Sunland-Tujunga Neighborhood Council. The Brown Act prevents the Board from commenting on your comments. If you wish to speak, either raise your hand (on computer or tablet) or dial \*9 (on your cell phone). [10]

**9. CONSENT CALENDAR - NON-FUNDING ITEMS** - Note: Consent calendar items are considered to be non-controversial and will be treated as one agenda item. Any Board member or stakeholder may request that an item be removed. There will be no discussion of these items unless an item is removed from the consent calendar, in which case it will go to the end of New Business and be considered as time allows. **MOTION:** The STNC Board approves the consent calendar: [4]

## **A. Approval of Board Meeting Minutes**

**MOTION:** The STNC Board approves the October 14, 2020 minutes

## **B. Approval of Special Board Meeting Minutes.**

**MOTION:** The STNC Board approves the October 21, 2020 Special Board Meeting minutes



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**C. MOTION:** Board approves comment letter for 8152 Ellenbogen regarding zone change from RA-1-RFH to R1-1-RFA and subdivision 1 lot into 3 lots. *[Pati Potter on behalf of the Land Use Committee]*

**D. MOTION:** Board approves comment letter for 6555 Foothill (S&F) support with conditions to change alcohol hour of sale and remove the Beer & Wine container size restriction *[Pati Potter on behalf of the Land Use Committee]*

**E. MOTION:** Board supports letter regarding 7069 Foothill Blvd – DIR-2020-5246-SPP and ENV-2020-5247-CE- Change of Use to food retail store.  
*[Pati Potter on behalf of the Land Use Committee]*

**F. MOTION:** Approve members of the Land Use Committee: Pati Potter, Bill Skiles, Richard Marshalian, Berj Zadoian, Vartan Keshish, Betty Markowitz, Debby Beck, Nina Royal, Liliana Sanchez, Cindy Cleghorn, Cathy Comras. Alternates: Arsen Karamians, Stephanie Mines, John Laue, 1 vacancy *[Pati Potter on behalf of the Land Use Committee]*

**G. MOTION:** Approve members of the Beautification Committee: STNC Board Member Carol Hutchinson and appoint Nelly LuBoff and Roger Klemm Beautification Committee co-chairs. *[Marjorie Maxon on behalf of the Beautification Committee]*

**H. MOTION:** Approve Camille Yiu, Homelessness Alliance Liaison for STNC.  
*[Lydia Grant on behalf of Community Improvement/GA Committee approved 10-22-20]*

## **I. STNC BOARD ELECTIONS - APRIL 20, 2021**

- [STNC Board Elections](#) will be all Vote By Mail. Candidate Filing Opens Dec. 19
- Board [Elections Handbook & Attachments](#)
- STNC Election Administrator and [NC Election FAQs](#)
- Appoint ad-hoc Election Committee

**J. MOTION:** Approve 2021 Neighborhood Council [Election Information Worksheet](#) (due 11-13-20 and Election Drop Box Location for Sunland-Tujunga Neighborhood Council  
*[Lydia Grant on behalf of Community Improvement/GA Committee approved 10-22-20]*

**K. MOTION:** Approve 2021 Elections Committee

**L. MOTION:** Approve Sandy Capps as contact liaison to L.A. City Attorney for the STNC.  
*[Lydia Grant on behalf of Community Improvement/GA Committee approved 10-22-20]*

**M. MOTION:** Approve letter regarding STNC use of space at 7747 Foothill for office, storage and meetings once the facility is open and COVID restrictions are lifted by the City. *[Cindy Cleghorn on behalf of the Executive Committee approved 10-28-20]*

## **10. STNC LAND USE COMMITTEE REPORT - Pati Potter [2]**

**A.** Upcoming Public Hearing Notices for 8950 Sunland Blvd., 6555 Foothill Blvd and 6231 Foothill.



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**B.** New Applications: Subdivisions at 10854 Woodward, and 6456 Olcott and Change of Use to food retail store at 7069 Foothill Blvd.

## 11. TREASURER REPORTS [6]

*(Sandy Capps, Chair, Budget & Finance Committee approved 10-28-20)*

**A. Discussion:** Update on City Funding approvals regarding events during COVID 19 Stay at Home.

**B. Discussion:** Welcome Monument Sign Repair Completion Report

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

### **C. Approval of October 2020 MER**

**MOTION:** The STNC Board approves the **October 2020** Monthly Expenditure Report

*[Sandy Capps on behalf of Budget & Finance Committee approved 10-28-20]*

**D. Discussion:** NC City Clerk Election Expenditures Funding Policy 2.3 Procedures. Election Expenditures, Payment and Provisions. STNC allocation is \$8,500.00 for Election Budget Category. *[Sandy Capps on behalf of Budget & Finance Committee approved 10-28-20]*

**E. Discussion/Action: MOTION:** Approve Beautification Committee request for up to \$3,000.00 for The Pinewood Elementary School Mural Project Event. Event Form. *[Sandy Capps on behalf of Budget & Finance Committee approved 10-28-20]*

**F. Discussion/Action: MOTION:** Approve Beautification Committee request for \$200 to replace ornaments for outdoor holiday tree at Little Landers Park. *[Sandy Capps on behalf of Budget & Finance Committee approved 10-28-20]*

**G. Discussion:** Update from Region Reps regarding Unsafe Homelessness Concern in Sunland-Tujunga mailed by anonymous stakeholder. *[Liliana Sanchez]*

**H. Discussion/Action:** Request to Not have a December STNC board meeting. Off for the Holidays. Unless there is an urgent funding request and we can hold an Emergency Special mtg. *[Liliana Sanchez]*

**12. FINAL ANNOUNCEMENTS:** Next STNC Board Meeting December 9.

## ADJOURNMENT

**THE AMERICAN WITH DISABILITIES ACT** As a covered entity under Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and upon request will provide reasonable accommodation to ensure equal access to its programs, services, and activities. Sign language interpreters, assisted listening devices, or other auxiliary aids and/or services may be provided upon request. To ensure availability of services, please



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make your request at least 3 business days (72 hours) prior to the meeting by contacting the Department of Neighborhood Empowerment by calling (213) 978-1551 or email: [NCsupport@lacity.org](mailto:NCsupport@lacity.org)

**PUBLIC ACCESS OF RECORDS** – In compliance with Government Code section 54957.5, non-exempt writings that are distributed to a majority or all of the board in advance of a meeting may be viewed at our website: [www.stnc.org](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

\* [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>

**Notice to Paid Representatives** - If you are compensated to monitor, attend, or speak at this meeting, City law may require you to register as a lobbyist and report your activity. See Los Angeles Municipal Code §§ 48.01 et seq. More information is available at [ethics.lacity.org/lobbying](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)

**RECONSIDERATION AND GRIEVANCE PROCESS** - For information on the STNC's process for board action reconsideration, stakeholder grievance policy, or any other procedural matters related to this Council, please consult the NC Bylaws. The Bylaws are available on our website [www.stnc.org](http://www.stnc.org)

**Sunland-Tujunga Neighborhood Council**  
**General Board Online Meeting**  
**Meeting date: October 14th, 2020 6:45pm**  
**ZOOM Meeting Online or by Telephone**

**Called to Order:** 6:46 pm by Liliana Sanchez, President.

Board Member	Roll Call	Funding Voting Eligibility	Board Appointment
Liliana Sanchez	Present	Yes	President
Lydia Grant	Present	Yes	1st Vice President
Nina Royal	Present (at 7:09)	Yes	2nd Vice President - Outreach
Sandy Capps	Present	Yes	Treasurer
Cindy Cleghorn	Present	Yes	Secretary
Lallah Rowe	Present	Yes	At-Large Group Representative
Vartan Keshish	Present	Yes	Region 1 Representative
Mark Norling	Absent	Yes	Region 1 Representative
Glen Belt	Present	Yes	Region 2 Representative
Arsen Karamians	Present	No	Region 2 Representative
Oscar Alvarez	Present (until 8:27)	No	Region 3 Representative
Rafi Shaheenian	Absent	Yes	Region 3 Representative
Carol Hutchinson	Present	Yes	Region 4 Representative
Pati Potter	Present	Yes	Region 4 Representative
Arnie Abramyan	Absent	Yes	Stakeholder Group
Kresse Armour	Present	Yes	Stakeholder Group
Garbis Khanjian	Present	Yes	Stakeholder Group
Jon von Gunten	Present	Yes	Stakeholder Group
Shirley Kim	Present	Yes	Stakeholder Group
Vacant			Stakeholder Group
Vacant			Stakeholder Group
Vacant	Not Applicable	Not Applicable non-voting consultant	Parliamentarian
Quorum: 11 15 Present for Roll and for most of meeting			

**GENERAL BOARD MEETING**

**Item 1.**

A-B. **Call to Order and Welcome, President Sanchez**—Meeting called to order, Pledge of Allegiance, Roll Call --Meeting quorum met. 50 in attendance including Board, public officials and members of the public.



C. **Meeting Protocols Reminder by Secretary Cindy Cleghorn** – Welcome. This meeting will be recorded for records purposes. Treasurer Capps will be the timer. Meeting attendees will be muted, use raise hand feature to comment on Zoom or dial \*9 on phone. Comments by public limited to two minutes. We are transitioning into this new environment. Please provide grace and follow code of civility. Please address comments to Board and not to individual members. Board members should not dialog with speakers other than to ask a question.

D. **Board Members Eligible to Vote** - Members Alvarez and Karamians still need to update their training.

E. **Board Member Conflicts** - Treasurer Capps is listed on non-profit Making It Happen who is requesting funding on Item 8G. She checked with the City Attorney's office who informed her she can still vote on this item.

### **Item 2. President's Report:**

- A. There are 2 Group Representative Vacancies on the STNC board. Qualifications for seat read into record.
- B. All Board members can help to preserve civility and decorum. President Sanchez apologizes for some of her comments at the September 30<sup>th</sup> Executive meeting.
- C. President Sanchez would like to thank former Parliamentarian Ivan Spiegel for his service to the STNC. He was very helpful in updating the bylaws, preparing agendas, and educating the STNC President and Board members on how to conduct better meetings.

### **Item 3. Committee/Liaison Announcements & Reports**

- A. L.A. City COVID-19 Resources <https://corona-virus.la/>
- B. So Cal Caregiver Study <https://roybal.usc.edu/socalcaregiver/>
- C. Water Talks Needs Assessment survey Sunland/Tujunga English Survey Link <https://watertalks.csusb.edu/informed-consent>  
Spanish Survey Link <https://watertalks.csusb.edu/consentimiento-informado>
- D. Bylaws - October 26, 2020 @ 7 PM (tentative)
- E. Beautification – October 21 @ 5:30 PM - via Zoom – by Marjorie Maxon, Committee Member: Board Member Hutchinson has volunteered to join our committee; we are working on getting insurance and meeting other requirements to start painting the Pinewood Elementary School Mural; the funding to fix the Monument Sign at Foothill and Wentworth has been received by the contractor doing the work and should be completed soon.
- F. Budget & Finance – October 28 @ 6 PM - via Zoom—Treasurer Capps notes that the deadline to submit items for this month's meeting is October 23<sup>rd</sup>.
- G. RYLAN (Ready Your LA Neighborhood) Update – Treasurer Capps notes there are no training sessions due to the Covid 19 precautions; but there are some great videos on their website. Some are shared on the STNC website.
- H. Emergency Preparedness – *Need liaison to attend monthly meetings*
- I. Neighborhood Watch – meetings via Zoom 3rd Tuesday - 10/20 by Jon von Gunten-- should be done with his written report by the end of the week but since no officers are present today to give reports will share some highlights: Traffic Officer Flores reported that collisions are down 13%, Fatal Accidents down 24%, DUI collisions up 22%. Some of this is due to people staying home. The STAT committee has been very active in encouraging patrols and Traffic Officer Flores and Captain Neiman have been helping to increase traffic enforcement in our area. General crime in the Foothill Division down 6%, property crimes down 2% serious crimes down 3%, but last year's statistics were low. Violent crime is up in the City, particularly the South Bureau. There have been 9 homicides in the Foothill Division, none in our area.
- J. Land Use – Pati Potter - Next Meeting Presentations: Sept. 21, Oct. 19, and Nov 2 @ 7 PM - via Zoom – Land use Chair Potter will give her report when Item 7 of the agenda is called.
- K. STAT - Safe Traffic & Transportation Committee next meeting Oct. 27 @ 6 PM - via Zoom – By Committee Chair Pat Kramer – The STAT meeting for September was well attended. 9 students from the Verdugo Hills High leadership class attended. They are interested in starting an online petition

- about traffic safety since many students are pedestrians and concerned with their safety particularly on Summitrose St. The traffic safety yard sign project is running into problems with the City Clerk and the City Attorney's office. The City Clerk wants an event form before authorizing payment for the signs; the City attorney's office is concerned about liability. As of now Chairperson Kramer is getting zero cooperation from the City Clerk and the City Attorney's Office.
- L. Outreach & Community Improvement Committee – Next Meeting Oct. 22 @ 6:00 PM - via Zoom – By VP Grant – They are moving the meeting to next week. This committee also handles City Counsel files. VP Royal notes that the drive up National Night Out was a success with 50 cars participating and great food from The Garden. Still hopes this is the only time the event has to be socially distanced.
  - M. STARC – Arts, Culture & Recreation Committee, Oct 20 @ 7:30 PM - via Zoom – no report.
  - N. Executive Committee – Oct. 28, 2020 @ 7:30 PM via Zoom – no additional report.
    - i. STNC Bylaws Updated 6/29/20
    - ii. STNC Board Elections April 20, 2021 - Vote By Mail - Candidate Filing Opens Dec. 19, 2020
  - O. NC Budget Advocates – Liliana Sanchez / Sandy Capps [1] – ncbala.org - via Zoom – Report by VP Grant – the City was proposing to take \$85,000 out of the NC Budget Advocates, but it was determined that if NC's are giving the money, the City can't take it back. The STNC and public still need to be aware that more money is going to be taken out of DONE's budget.
  - P. VANC - Nov 12 @ 6:30 PM via Zoom
  - Q. DWP MOU / DWP Committee – Nov 7 @ 8:30 a.m. via zoom – President Sanchez attended this meeting. There was still no report on what the City is going to do about the very large bills some are experiencing.
  - R. LANCC Update—Next Meeting Nov. 7 @ 10a.m. via Zoom – VP Grant attended this meeting where a staff member from another council district admitted that the City Council Members vote before the actual meeting, so if you want to be heard about a given issue, do it early. The recording of this meeting is available on line

#### **Item 5. Representative Announcements and Reports**

(Item taken out of order, candidate Eric Early agrees to wait to accommodate official's schedules)

**Eve Sinclair, Area Director for Councilwoman Monica Rodriguez** – could not attend tonight's meeting but did provide this written update to the STNC Secretary: 1)new speed humps were installed on Apperson between Oro Vista and Parr, and on St. Esteban between Marcus and Walpole; 2)new left turn phasing signal at Foothill/Apperson intersection was installed and is being activated this month; 3)resurfacing and restriping of Tujunga Canyon Blvd between Foothill and Haines Canyon has been completed; 4) Operation Bright Spot along Foothill Blvd in Tujunga between Mt Gleason and Lowell was just completed - the previous month crews completed work on Foothill in Sunland between 210 freeway and Mt Gleason and also along Commerce in Tujunga between Foothill and Valmont - crews repainted faded red curbs, removed weeds and cleaned tree wells, cleaned up litter and graffiti, power washed the sidewalks, and swept a street that does not have regularly scheduled and posted street sweeping. (This summary not read at meeting.)

**Caroline Menjivar, East Valley Rep for Mayor Garcetti** – starting tomorrow some of the restrictions on parking enforcement are being lifted. You can now report abandoned vehicles and should be aware you need to move your car to enable street sweeping. The U.S. Census is ending this Friday at 2:59pm. The City of Los Angeles' response rate to the Census is very poor at only 58%. Voter registration ends on October 19<sup>th</sup>, but you can register in person at the polls. The 6<sup>th</sup> round of small business grants ends on October 26<sup>th</sup>; this will be the last round of grants.

**Arturo Garcia-Medoza, Office of California Assembly Member Luz Rivas**— Governor Newsom vetoed AB 1845, the Assembly Members' bill to coordinate the 30 state agencies dealing with homelessness. She did receive a commitment from the Governor to work on this issue. The EDD is the number one issue with her constituents, if you have an EDD problem, contact our office; don't wait because many people are falling

through the cracks. There is going to be a PPE event for IHSS workers (in home support services) this Friday at the Assembly Member's Arleta Office, you need to bring an ID, this is a drive up event.

**Q&A:**

Board Member von Gunten: regarding the Governor's veto, did the assembly member's bill streamline the many disjointed agencies or just add another level of bureaucracy?

A: He can send a fact sheet on the bill. It would cost some money but only for a secretary and a small office.

**Jasmine Elbarbary, DONE – The NC election handbook is done and ready for NC feedback.** Please agendaize your election preferences for next month's board meeting. She sent out an email about webinars on Oct 22nd and 29<sup>th</sup> on using social media for outreach. The City Clerk is offering funding training for board members who need it.

**Kelly Gonez – LAUSD Member, District 6 –** The LAUSD is now going to recognize April 24<sup>th</sup> as Armenian Genocide Day and a day off from school. The District is continuing to strengthen its online learning, but the County is still in the most restrictive tier. One on one tutoring for the most at risk students has begun. They are working to expand their existing testing and contract tracing programs to prepare for more students on campus. Measure RR is on the ballot and was unanimously passed by the LAUSD Board. 70% of school buildings are deteriorating. Local schools such as Verdugo Hills High and Mt Gleason middle school will get improvements if this bond passes.

**Q&A:**

Katelyn Garmendia, Verdugo Hills High Student – there has been construction at Verdugo Hills High for about ½ a year. Is there any way to speed this up?

A: Construction work is usually scheduled at times when students are not there.

**Item 4. Presentation by Eric Early, Candidate for U.S. Congress:** He is a managing partner at a large law firm. He is a supporter of the Armenian community during these trying times. He attended the protest on Wilshire Blvd. and will be at the protest in Pasadena. He is pro law enforcement, only 1 or 2% of police are bad cops, most deserve our support and need more resources. There are 66,000 homeless in LA County. From Washington D.C., he would like to re-build mental health support from the ground up using public-private partnerships. He has a family member who is mentally ill so knows the problems. Would like to re-purpose unused state and federal buildings to house the homeless and treat the mentally ill. Is aware of the court cases and thinks there is a legal way to do this like Utah's project Rio Grande. He is concerned about the fire risk of homeless living in washes and other fire prone areas. Thinks his private sector experience will help with the massive recovery that will be needed by many businesses after Covid 19. Thinks it is time to get someone new in this office.

**Q&A:**

Mareling Marin, Verdugo Hills High School – will your proposed programs be only for the severely mentally ill?

A: Excited to see a young person involved because they are the future. He wants the entire mental health system reformed.

Board Member von Gunten – you mentioned the use of abandoned buildings, can you get the City of Los Angeles to stop insisting on perfection rather than settling for places with plumbing and roofs that are better than living on the street?

A: It will take a tremendous buy in, he will have to work with state and city officials and use the bully pulpit. There will be lawsuits and it will take a concerted effort.

Board Member Khanjian – Thank you for recognizing the Armenian cause. Regarding state laws restricting exemptions for vaccinations, where do you stand on this issue?

A: Had his own children vaccinated, believes strongly in the Constitution and does not favor forced vaccinations.

#### **Item 6 Public Comments**

Member Belt: Would like to hear President Sanchez personally apologize to the 3 people she disrespected at the Executive Committee Meeting. He would like to thank Eric Early for coming to speak at this meeting.

VP Grant: The reason U.S. Representative Adam Schiff did not come is because President Sanchez cancelled his appearance until it was too late to re-schedule. This comment is out of order because President Sanchez did not allow her to speak under Item 4.

Brenda Jalhelka – Thank you Eric Early for coming. Went to one of his events and was very impressed with the turnout and the genuineness his staff.

VP Royal – She was shocked and disappointed at President Sanchez’ comments at the Executive Committee, does believe she is owed an apology.

Member Alvarez – Thanks to member Grant for her comment, it is good to know the facts.

Cheryl S. – Thank you Eric Early and thanks to the STNC for National Night out. Families are concerned with school being out and the police being defunded.

President Sanchez – U.S. Representative Schiff reached out to the STNC to appear in his capacity as a representative, not as a candidate. President Sanchez was told that his appearance should wait until after the election. Representative Schiff said he was appearing for one debate with Eric Early held by the League of Women Voters of Glendale/Burbank and that’s it. It is a shame that STNC meetings have to be this way.

**Item 7 Discussion: STNC Land Use Committee Report - Pati Potter** – 1) Smart and Final wants additional service hours and wants to sell alcohol. They are having a Zoom meeting with concerned neighbors now. 2) 9700 Estaban Way, single family home, the City granted their request to waive a requirement to pave a section of Verdugo Crestline Dr. 3) There will be a hearing regarding Sunhill Mall’s request for a shared parking arrangement on November 6<sup>th</sup>.

#### **Item 8. Treasurer Reports/Consent Calendar Funding Items**

- A. Discussion:** Update on City Funding approvals regarding events during COVID 19 Stay at Home.
- B. Discussion:** Verdugo Hills High School NPG Report

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

**MOTION:** The STNC Board approves the consent calendar:

- C.** Approval of September 2020 MER  
**MOTION:** The STNC Board approves the **September 2020** Monthly Expenditure Report
- D.** **MOTION:** Approve up to \$50.00 for 10 Scotch Blue Multi Surface Painter’s Tape from Home Depot for posting of agendas on the newly installed windows at NVCH agenda posting site. (Office)

- E. **MOTION** Approve Neighborhood Council Funding Contribution Form for \$250 to Budget Advocates, \$250 for L.A. Congress of Neighborhoods and \$250 for L.A. Congress of Neighborhoods Empower LA Awards/Networking. (Outreach)
- F. **MOTION:** Approve Neighborhood Purpose Grant in the amount of \$250 to The Southern California Valley Disaster Preparedness Foundation Fair Virtual Event. (NPG)
- G. **MOTION:** Approve Neighborhood Purpose Grant in the amount of \$3,500 to local non-profit Making It Happen, Inc. for food and necessity items for families and children in need during the Holidays and Covid 19 in the Sunland-Tujunga Community. (NPG)
- H. **MOTION:** Approve up to \$ 2,761.81 total to vendor SOS Survival Products for the replacement of 20 STNC Safety Goggles that were used/donated during Covid-19 PPE needs; 1 (one) 100 person refill kit to replenish the 5- year shelf life of items in our current STNC 100-Person Office Support Systems purchased in 2014; 1 (one) additional new 100-person office support system for emergency preparedness supplies. (Outreach)

<b>Motion: Approve Funding Consent Items C-G:</b>				
Motion: Sandy Capps; Second Lallah Rowe Roll call vote / BAC signed				
Yes	No	Ineligible	Recuse	Absent
Sanchez, Grant, Royal, Capps, Cleghorn, Rowe, Keshish, Belt, , Potter, Hutchinson, Khanjian, von Gunten, Armour, Kim		Karamians		Alvarez, Shaheenian, Abramyan, Norling
14 yes, 1 ineligible, 4 absent motion passed				

Member Hutch has a question on Consent Item H, which was moved to the end of new business. Discussion moved here in minutes for ease of reading.

<b>Motion: Approve Funding Consent Item H</b>				
Motion: Sandy Capps; Second Lallah Rowe Roll call vote / BAC signed				
Yes	No	Ineligible	Recuse	Absent
Sanchez, Grant, Royal, Capps, Cleghorn, Rowe, Keshish, Belt, , Potter, Hutchinson, Khanjian, von Gunten, Armour, Kim		Karamians		Alvarez, Shaheenian, Abramyan, Norling
14 yes, 1 ineligible, 4 absent motion passed				

Member Hutch wonders why the goggles taken out of storage were not replaced with the Covid 19 grant funds rather than STNC funds. President Sanchez responds that Treasurer Capps told her that Olive View needed PPE right then and she knew they had some in storage, so she got them out and took them to Olive View. Board member discussion about whether this should have been brought up earlier, what kind of records needed to be kept. Treasurer Capps notes she was told by the City to give the masks to Olive View, buying replacements is only \$50.00 of this funding request. Most of the cost is to buy two 100 person support systems; VP Royal requested one set for Sunland and one for Tujunga. President Sanchez notes what is done is done; she gave 20 Safety Goggles to Olive View and used the Covid 19 money to buy 500 masks for the community. Member Potter does not see a problem using the emergency goggles since at that time the lack of PPE in hospitals was an emergency. Member Belt wonders if competitive bids were obtained for this request, the price seems high.

## **Item 9. Consent Calendar, Non Funding Items**

### **A. Approval of Board Meeting Minutes**

**MOTION:** The STNC Board approves the September 9, 2020 minutes

### **B. MOTION:** Recommendation that STNC Board change meeting on November 11, 2020 to November 4, 2020 due to Veterans Day holiday. *[Cindy Cleghorn]*

### **C. MOTION:** Board approves letter of support for 225 sq. ft. addition at 10214 N. Haines Canyon Ave., Tujunga *[Pati Potter on behalf of the Land Use Committee]*

### **D. MOTION:** Board supports letter of support for 8950 Sunland Blvd. [Sunhill Shopping Center - Ralphs / Rite Aid] to support the Shared Parking Plan for the overall site. *[Pati Potter on behalf of the Land Use Committee]*

### **E. MOTION:** Board comment letter regarding 6231 Foothill Blvd. [Lichi's Restaurant] for on-site beer and wine 9 a.m. - 9 p.m. daily. *[Pati Potter on behalf of the Land Use Committee]*

### **F. MOTION:** To change name of Community Improvement Committee to Community Improvement and Government Affairs Committee. *[Lydia Grant]*

### **G. MOTION:** That STNC Board members required to serve on at least one committee may use their liaison position to satisfy this requirement. Example: Currently Oscar Alvarez is the liaison to the NC Sustainability Alliance *[Lydia Grant]*

### **H. Community Impact Statement regarding DWP to report on methane leak** **MOTION: To approve Community Impact Statement (CIS) in support of [CF20-1099](#)** (Martinez-Krekorian) The STNC supports the City Council request for a report back from the LADWP on the Methane Leak at the Sun Valley Generating Station to develop a policy to proactively find and address leaks of methane or other hazardous pollution; request the Air Quality Management District and Jet Propulsion Laboratory report as detailed in the motion. *[Lydia Grant]*

### **I. Community Impact Statement regarding formation of Office of Anti-Corruption.** **MOTION: To approve Community Impact Statement (CIS) in support of [CF20-0608](#)** - The STNC supports the City formation of the Office of Anti-Corruption and Transparency / Independent Auditors and Investigators / Land Use Approval Oversight and Monitoring / Quid Pro Quo Activity due to the corruption and illegal activities of persons within the City who have abused their power. *[Lydia Grant]*

### **J. STNC BOARD ELECTIONS – APRIL 2021**

- **STNC Board Elections will be all Vote By Mail**
- **Board Elections Handbook & Attachments Comments due 10/25/20**
- **STNC Election Administrator and NC Elections FAQs**
- **STNC Election Worksheet due 11/13/20**
- **Appoint ad-hoc Election Committee**

### **K. MOTION:** Approve 2021 Neighborhood Council Election Information Worksheet and Election Drop Box Location for Sunland-Tujunga Neighborhood Council *[Sandy Capps]*

### **L. MOTION:** Approve 2021 Elections Committee

- M. MOTION:** Board refers to the Bylaws & Standing Rules Committee the matter of preparing appropriate language to create a standing rule that the Parliamentarian, who is appointed by the president, that the appointment be ratified by the board. *[Lydia Grant]*
- N. MOTION:** Remove Ivan Spiegel as Parliamentarian of the Sunland-Tujunga Neighborhood Council *[Lydia Grant]*

Secretary Cleghorn requests Non Funding Consent Items B, K, L, M, and N be pulled for separate discussion.

<b>Motion: Approve Non Funding Consent Items A; C-J</b>				
Motion: Cindy Cleghorn Second Pati Potter Roll call vote				
Yes	No	Ineligible	Recuse	Absent
Sanchez, Grant, Royal, Capps, Cleghorn, Rowe, Keshish, Belt, Karamians, Potter, Hutchinson, Khanjian, von Gunten, Armour, Kim  15 yes, 4 absent motion passed				Alvarez, Shaheenian, Abramyan, Norling

**Item 9 B. Date of Next Board Meeting**

<b>Motion: Hold Next STNC Board Meeting on Monday, November 9<sup>th</sup>, 2020</b>				
Motion: Cindy Cleghorn Second Lallah Rowe – no roll call vote				
Yes	No	Ineligible	Recuse	Absent
Sanchez, Grant, Royal, Capps, Cleghorn, Rowe, Keshish, Belt, Karamians, Potter, Hutchinson, Khanjian, von Gunten, Armour, Kim No objections stated, motion passed				Alvarez, Shaheenian, Abramyan, Norling

Secretary Cleghorn notes that since last executive meeting she has learned that November 4<sup>th</sup> is not a good day for some board members and some feel it is too early in the month. Discussion held on which date is best during second week of November. After some discussion it is decided to change the date to November 9<sup>th</sup>.

**Item 9 K. Approve 2020 Neighborhood Council Election Worksheet**

<b>Motion: Postpone Approval of 2021 Neighborhood Council Election Information Worksheet and Election Drop Box Location for Sunland-Tujunga Neighborhood Council</b>				
Motion: Lydia Grant Second Sandy Capps – no roll call vote				
Yes	No	Ineligible	Recuse	Absent
Sanchez, Grant, Royal, Capps, Cleghorn, Rowe, Keshish, Belt, Karamians, Potter, Hutchinson, Khanjian, von Gunten, Armour, Kim No objections stated, motion passed				Alvarez, Shaheenian, Abramyan, Norling

After some discussion of the choices on the form it was decided to postpone this item until the elections committee is established. This can be done since the next Board Meeting is before the due date, for this form.

**Item 9 L. Approve 2020 Elections Committee**

<b>Motion: Postpone Approval of 2021 Elections Committee until next meeting. Refer formation of Elections Committee to Outreach / Community Improvement Meeting</b>				
Motion: Lallah Rowe Second Shirley Kim – no roll call vote				
Yes	No	Ineligible	Recuse	Absent
Sanchez, Grant, Royal, Capps, Cleghorn, Rowe, Keshish, Belt, Karamians, Potter, Hutchinson, Khanjian, von Gunten, Armour, Kim No objections stated, motion passed				Alvarez, Shaheenian, Abramyan, Norling

Discussion on who will chair committee, President Sanchez volunteers if no one else will. VP Royal thinks it is too much work to be STNC President and elections chair at same time. VP Grant volunteers to help. Secretary Cleghorn notes all can participate in this committee. Member von Gunten will reach out to his neighborhood watch group for volunteers. VP Grant suggests this item be discussed at the next Community Improvement Committee meeting next week.

**Item 9 M. Refer to the Bylaws & Standing Rules Committee -- create a standing rule that the Parliamentarian, who is appointed by the president, be ratified by the board.**

<b>Motion:</b> Board refers to the Bylaws & Standing Rules Committee the matter of preparing appropriate language to create a standing rule that the Parliamentarian, who is appointed by the president, be ratified by the board.				
Motion: Carol Hutchinson Second: Nina Royal roll call vote				
Yes	No	Ineligible	Recuse	Absent
Sanchez, Grant, Royal, Capps, Cleghorn, Rowe, Keshish, Belt, Karamians, Potter, Hutchinson, Khanjian, von Gunten, Armour, Kim 15 yes 4 absent, motion passed				Alvarez, Shaheenian, Abramyan, Norling

**Item 9 N. Remove Ivan Spiegel as Parliamentarian of the Sunland-Tujunga Neighborhood Council**

<b>Motion:</b> Postpone Indefinitely Motion to Remove Ivan Spiegel as Parliamentarian of the Sunland-Tujunga Neighborhood Council				
Motion: Lydia Grant Second: Nina Royal roll call vote				
Yes	No	Ineligible	Recuse	Absent
Sanchez, Grant, Royal, Capps, Cleghorn, Rowe, Keshish, Belt, Karamians, Potter, Hutchinson, Khanjian, von Gunten, Armour, Kim 15 yes 4 absent, motion passed				Alvarez, Shaheenian, Abramyan, Norling

President Sanchez notes this motion is moot since Ivan Spiegel resigned. Member Kim wonders how he will be replaced; President Sanchez replies she will have to find another Parliamentarian. VP Grant wants the Board to approve new choice. President Sanchez notes issue of Board approval will be discussed in the Bylaws & Standing Rules Committee.

Adjourn at: 9:26 pm

Minutes by Marjorie Maxon





# Sunland-Tujunga Neighborhood Council

*Certified May 27, 2003*

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

November 9, 2020

Peggy Malone-Brown  
Planning Assistant  
Department of City Planning  
6262 Van Nuys Blvd.  
Van Nuys, CA

Via Email: [peggy.malonebrown@lacity.org](mailto:peggy.malonebrown@lacity.org)

**Re: APCNV-2020-5033-ZC ; AA-2020-5032-PMLA; ENV-2020-5034-EAF**

Zone Change from RA-1-RFH to R1-1-RFA and Subdivision of one lot into three lots  
Address location: 8152 W Ellenbogen St. Sunland, 91040

To Whom It May Concern:

The Sunland-Tujunga Neighborhood Council (STNC) Land Use Committee met with Mr. Brandon Park who presented this project at the October 5, 2020 Land Use Committee meeting. Several neighbors who live across the street from the property also participated in the meeting.

The existing property runs the length of Ellenbogen from McVine Ave., East to Nassau Ave. There is currently only one single-family home, located on the far West corner of the property, which will remain.

Mr. Park showed photos of the current property, which included views of several pine trees. He also presented plans for the two single-family homes proposed to be constructed on the East side of the property. Mr. Park stated that sidewalks may be installed if required by the City. Mr. Park proposes to subdivide the one RA lot into three R1 lots. The two new lots would be approximately 5,700 square feet each. On each lot he proposes to build a 1,700 square foot, single story, three bedroom/two bath home, each with a garage. The intent is to build the two new homes in the same architectural style as currently exists in the surrounding neighborhood.

Two neighbors who attended the LUC meeting presented their concerns about this project, which are as follows:

- McVine has always been an agriculture zone with many fruit trees. Allowing this zone change will remove the agriculture zoning part of the area. Losing the agriculture zoning is a significant loss to the community.
- Nassau is a very narrow dead-end street with parking only allowed on the East side of the street. Emergency vehicles currently cannot access Nassau; however, Ellenbogen is accessible.
- The local sewer system does not have the capacity to handle these new homes. During heavy rain, the sewer system backs up into the public street. With only one sewer access point exists in this neighborhood, this is a significant health and safety hazard that has never been remedied.



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The committee was left with the understanding that Mr. Park still has to complete the environmental portion of the application and the Sunland-Tujunga Neighborhood Council Land Use Committee requests an opportunity for thorough review of that report, once it is available. Therefore, this letter is for information only and does not include a support or non-support position by the Sunland-Tujunga Neighborhood Council at this time.

This letter was approved at the Sunland-Tujunga Neighborhood Council General Meeting held on November 9, 2020 with Aye \_\_\_\_\_ Nay \_\_\_\_\_ Abstentions \_\_\_\_\_

Sincerely,

Liliana Sanchez  
STNC President

cc: Monica Rodriguez [councilmember.rodriguez@lacity.org](mailto:councilmember.rodriguez@lacity.org)  
cc: Paola Bassignana [paola.bassignana@lacity.org](mailto:paola.bassignana@lacity.org)  
cc: Brandon Park [brandonp@bjdcorp.com](mailto:brandonp@bjdcorp.com)



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November 9, 2020

David Woon  
Planning Assistant  
Department of City Planning  
200 N Spring St. Room 763  
Los Angeles, CA 90012

Via Email:

david.woon@lacity.org

RE: **ZA-2009-3620-CUB-PA1 and ENV-2020-3858-CE – *Partial* Support with Conditions**

Location: 6555 Foothill Blvd Tujunga 91040 – Smart & Final

**SCHEDULED FOR PUBLIC HEARING ON 11-17-20 AT 10:00 AM BEFORE THE ZONING ADMINISTRATOR**

**Applicant's Request:** Continued use and sale of full line of alcohol for off-site consumption with changes to the following items from the current CUB:

- #10 change alcohol sales hours to 6am-10pm daily,
- #15 change hours to 6am to 10pm daily
- #19 elimination of Beer and Wine container size restriction.

To Whom It May Concern:

The Sunland-Tujunga Neighborhood Council's (STNC) Land Use Committee has met twice with Janet Rodriquez, representative for Smart & Final, along with some surrounding neighbors whose properties abut the Smart & Final. In addition, to show good faith, Smart & Final District Executives also recently met with the neighbors in their own meeting to hear neighbor concerns that have been going on for the past several years, ever since the original CUB was issued on ZA-94-0734.

Smart & Final is a valued business in Sunland-Tujunga and serves our residents, businesses, and organizations in the immediate community as well as the surrounding Crescenta Valley Region. Smart & Final is also a valued contributor to local events that bring our community together for holidays and celebrations.

The main business for Smart & Final is groceries and household items. The STNC Land Use Committee and neighbors who participated in the discussion support the change in hours for alcohol sales. However, the neighbors do not support the #15 "other activities" hours change nor the removal of the Beer and Wine container size. The neighborhood already has a serious homeless/vagrant problem and allowing single item sales will only compound the problem.

The STNC recommends that Smart & Final adhere to the conditions under the original ZA-94-0734, which have been carried over to the current ZA-2009-3620.

The **violations** to ZA-2009-3620 brought forth by the neighbors are specifically noted below.

#12. The existing wall does not meet the requirements as stated in the original determination. We recommend a proper height sound wall (with an awning) to block out the noise that is currently impacting the peace and quiet of abutting neighbors. The new wall height must match the height of the existing partial wall. The intent of this wall was to suppress dock activity noise from 7:00 am to 6:00 pm, and was not intended to expand the dock operating hours.



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#13. The outdoor lighting shines into neighboring properties, which also violates the original conditions and should be corrected by providing shielding.

#15. Hours and operation of the following activities are in violation of the original CUB and therefore should be revised as described below:

#15a. Delivery and Trash pickup have been problem issues since 1995, with no adherence to the original determination of 1994 for allowed delivery and trash activities and hours.

#15b. Power-Drive devices:

1. The box crusher still runs outside of the allowed hours and vibrates the abutting neighbors' homes.
2. The loading dock mechanism is causing too much noise for the neighbors. We recommend that the loading dock mechanism be changed to a modern (relatively noiseless) model and that the operation of both the box crusher and the loading dock be conducted within the hours on the original determination.

15d. After-hours delivery trucks should not park by the docks; the truck noise and vibration are felt by the neighbors. The after-hours trucks need to be restricted to parking and unloading in the front of the building by the front door, as on the original determination.

16. Loitering needs better control.

17. All-weather signs approximately 30" x 40" shall be posted by store management in the loading dock regarding condition number 12. Additional signs to be posted with the loading dock hours, 7 AM to 6 PM on the outside of the loading dock gates and a sign for the box crusher depicting non-operation between 6 pm and 7 am.

18. Due to lack of security in 2018, a vagrant started a fire behind the loading dock which caused the neighbor's fence to burn down. The neighbor has had to repair at the neighbor's expense. They are seeking restitution for the replacement cost of their fence. Recommendations to correct this problem include extending the wall higher — in accordance with the original conditions — and adding razor wire at the rear, not visible from the front.

In addition to these corrections, the neighbors are asking that there be a bi-annual meeting with the neighbors and representatives of Smart & Final, which would be hosted by the STNC.

At the November 9, 2020 General meeting of the Sunland-Tujunga Neighborhood Council the STNC board voted Aye \_\_\_\_\_ Nay \_\_\_\_\_ Abstentions \_\_\_\_\_ to submit this letter with the note that all other conditions of the current CUB be kept and adhered to, including bringing into compliance the ones mentioned above that are currently in violation of the original CUB.

Thank you,

Liliana Sanchez  
STNC President

Cc: Monica Rodriguez [councilmember.rodriguez@lacity.org](mailto:councilmember.rodriguez@lacity.org)  
Cc: Paola Bassignana [paola.bassignana@lacity.org](mailto:paola.bassignana@lacity.org)  
Cc: Janet Rodriguez [janet@aralicens.com](mailto:janet@aralicens.com)



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November 9, 2020

Christine Bustillos  
City Planner  
Department of City Planning  
6262 Van Nuys Blvd.  
Van Nuys, CA

Via Email:

[Christine.bustillos@lacity.org](mailto:Christine.bustillos@lacity.org)

RE: 7069 Foothill Blvd., Tujunga – Change of Use  
DIR-2020-5246-SPP / ENV-2020-5247-CE  
Foothill Blvd. Corridor Specific Plan Project Permit Compliance  
Pacific Grand Food, Inc./Grand Meat Market

To Whom It May Concern:

This letter is in support of the Change of Use at the above address / shopping center located within the Foothill Blvd. Corridor Specific Plan area.

The Sunland-Tujunga Neighborhood Council's Land Use Committee met with the applicant for this new use. This new use will be a welcome addition to this vibrant center that has seen several improvements as to façade, signage and uses in recent years. We look forward to their opening soon.

At the November 9, 2020 General meeting of the Sunland-Tujunga Neighborhood Council the STNC board voted Aye \_\_\_\_\_ Nay \_\_\_\_\_ Abstentions \_\_\_\_\_ to submit this letter.

Sincerely,

Liliana Sanchez  
President  
Sunland-Tujunga Neighborhood Council

Cc: Monica Rodriguez [councilmember.rodriguez@lacity.org](mailto:councilmember.rodriguez@lacity.org)  
Cc: Paola Bassignana [paola.bassignana@lacity.org](mailto:paola.bassignana@lacity.org)  
Cc: Arbi Farouk / Grand Faroukhians [info@thegrandfoods.com](mailto:info@thegrandfoods.com)

October 18, 2020

**To: Whom It May Concern; Sunland Tujunga Neighborhood Council**

I am writing to express my interest in becoming the Homeless Liaison for the Sunland-Tujunga neighborhood. As a resident of Northwest Sunland-Tujunga I have been dismayed by the growing number of homeless encampments in this region. I understand that this is an issue that many residents take issue with and needs to be addressed. I have contacted local business owners, City of LA employees and social workers to address these issues, and am looking for other avenues to alleviate this issue. I am highly interested in becoming the Homeless Liaison for this community since it will be an opportunity to contribute versus complain about these issues. As a Corporate Accountant for a government defense contractor, I take any type of responsibility seriously and try to produce results that are quantifiable. I also work as a credit counselor for a non-profit to assist those experiencing financial hardship, which has enabled me to acknowledge that more needs to be done to improve the direction of those in need. I am also open to learn the hardships of others and what type of resources are available to bring the community back to where it needs to be. I hope I will be given the opportunity to contribute to the community's needs. Thank you for your time.

Sincerely,

Camille Yui



# Sunland-Tujunga Neighborhood Council

*Certified May 27, 2003*

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

November 9, 2020

Honorable Monica Rodriguez  
Councilmember, City of Los Angeles  
200 N. Spring Street  
Los Angeles, CA 90012

Dear Councilwoman Rodriguez,

This is an inquiry regarding the status of the remodeling of our North Valley Neighborhood City Hall and the future use of the site by the Sunland-Tujunga Neighborhood Council located at 7747 Foothill Blvd., Tujunga. We realize that COVID-19 prevents any activities there at this time but wanted to check in with you regarding possible use for storage and small office.

Thank you for any updates.

At the November 9, 2020 General meeting of the Sunland-Tujunga Neighborhood Council the STNC board voted Aye \_\_\_\_\_ Nay \_\_\_\_\_ Abstentions \_\_\_\_\_ to submit this letter.

Sincerely,

Liliana Sanchez  
President  
Sunland-Tujunga Neighborhood Council



# 2021 NEIGHBORHOOD COUNCIL ELECTIONS

## ELECTION INFORMATION WORKSHEET



The 2021 NC Elections will be all Vote-By-Mail. Please use this form to provide the Office of the City Clerk with your Neighborhood Council's preferred mail ballot drop box hours and location, translation preferences, and election chair for the 2021 Neighborhood Council Elections. This worksheet will supplement the policies and procedures in the Neighborhood Council 2021 Election Handbook.

Board action is required to confirm the information on this worksheet. If this worksheet is not returned to the City Clerk by **November 13, 2020**, the City Clerk will select the options for you.

PLEASE SUBMIT THIS FORM TO THE CITY CLERK BY NOVEMBER 13, 2020

<b>1</b>	NEIGHBORHOOD COUNCIL: <u>SUNLAND-TUJUNGA</u>												
<b>2</b>	DROP BOX HOURS: Select a six to eight-hour window between the hours of 9:00 a.m. and 8:00 p.m. to have the drop box. <u>12:00</u> a.m. <input checked="" type="radio"/> TO <u>6:00</u> a.m. <input checked="" type="radio"/> <small>START TIME</small> <span style="margin-left: 150px;"></span> <small>END TIME</small>												
<b>3</b>	DROP BOX LOCATION: Provide a location (and an alternate) <i>within</i> your NC boundaries to use as a drop off location for NC ballots. The City Clerk will verify that this location is available on Election Day, complies with the Americans with Disabilities Act, and has adequate parking. The City Clerk reserves the right to use a facility that may not be a preferred location by the NC.  Facility Name: <u>NORTH VALLEY NEIGHBORHOOD CITY HALL</u> Address: <u>7747 FOOTHILL BLVD. TUJUNGA 91042</u>  Location Contact Information: <table style="width: 100%; border: none;"> <tr> <td style="border: none;"><u>EVE SINCLAIR</u></td> <td style="border: none;"><u>EVE.SINCLAIR@LACITY.ORG</u></td> <td style="border: none; text-align: right;"><u>818</u> <u>352-3287</u></td> </tr> <tr> <td style="border: none;"><small>Contact Name</small></td> <td style="border: none;"><small>Email</small></td> <td style="border: none;"><small>Phone</small></td> </tr> </table> Have you made contact with this location regarding the election? (Optional) <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO <hr style="border-top: 1px dashed black;"/> Alternate Facility Name: <u>SUNLAND TUJUNGA LIBRARY</u> Address: <u>7771 FOOTHILL BLVD. TUJUNGA 91042</u>  Location Contact Information: <table style="width: 100%; border: none;"> <tr> <td style="border: none;"><u>ARDEM TAJERIAN</u></td> <td style="border: none;"><u>tajerian@lapl.org</u></td> <td style="border: none; text-align: right;"><u>818</u> <u>352-4481</u></td> </tr> <tr> <td style="border: none;"><small>Contact Name</small></td> <td style="border: none;"><small>Email</small></td> <td style="border: none;"><small>Phone</small></td> </tr> </table> Have you made contact with this location regarding the election? (Optional) <input type="checkbox"/> YES <input type="checkbox"/> NO	<u>EVE SINCLAIR</u>	<u>EVE.SINCLAIR@LACITY.ORG</u>	<u>818</u> <u>352-3287</u>	<small>Contact Name</small>	<small>Email</small>	<small>Phone</small>	<u>ARDEM TAJERIAN</u>	<u>tajerian@lapl.org</u>	<u>818</u> <u>352-4481</u>	<small>Contact Name</small>	<small>Email</small>	<small>Phone</small>
<u>EVE SINCLAIR</u>	<u>EVE.SINCLAIR@LACITY.ORG</u>	<u>818</u> <u>352-3287</u>											
<small>Contact Name</small>	<small>Email</small>	<small>Phone</small>											
<u>ARDEM TAJERIAN</u>	<u>tajerian@lapl.org</u>	<u>818</u> <u>352-4481</u>											
<small>Contact Name</small>	<small>Email</small>	<small>Phone</small>											

For more information, please contact the Office of the City Clerk – Election Division at  
 (213) 978-0444 or toll free at (888) 873-1000  
[clerk.electionsnclacity.org](mailto:clerk.electionsnclacity.org)





# 2021 NEIGHBORHOOD COUNCIL ELECTIONS

## ELECTION INFORMATION WORKSHEET



<b>4</b>	<b>NC ELECTION BOARD CONTACT INFORMATION</b>		
	Election Committee Chair: _____		
	Name	Phone	Email
<b>5</b>	Secondary Contact: _____		
	Name	Phone	Email
<p><b>TRANSLATIONS:</b> Specify additional language(s) needed for the following forms. These documents will automatically be translated in Spanish and Korean. The Neighborhood Council <b>must</b> contribute \$200 for each additional language.</p>			
	Candidate Filing Application: <u>SPANISH / ARMENIAN / KOREAN</u>		
	Specify requested language(s)		
	Vote-By-Mail Application: <u>SPANISH / ARMENIAN / KOREAN</u>		
	Specify requested language(s)		
<b>NEIGHBORHOOD COUNCIL APPROVAL</b>			
<p>By signing below, the President/Chair of the above-named Neighborhood Council declares under the penalty of perjury that the information in this Election Information Worksheet was approved as an official action of the Board per the Neighborhood Council's Bylaws at a Brown Act-noticed Neighborhood Council public meeting, held with a quorum of the Board present. If requested, the Neighborhood Council will provide the Neighborhood Council agenda, minutes, or resolution supporting the approval of this document.</p>			
Date of Board Action: _____		Board Vote: _____ Yes _____ No _____ Abstentions	
President/Chair: _____			
	Name	Signature	
	Phone	Email	

For more information, please contact the Office of the City Clerk – Election Division at  
 (213) 978-0444 or toll free at (888) 873-1000  
[clerk.electionsnclacity.org](mailto:clerk.electionsnclacity.org)

# Election Expenditures

## **NC Funding Program Policy 2.3 - Election Expenditures**

Election expenditures are expenses made for the purpose of the NC's periodic general governing board Election process, including Selections. NCs can pay for expenses related to voter engagement and participation, such as election advertising, voter outreach events and activities, social media and print media expenses, etc.

### **1. Election Expenditures**

Election expenditures for an NC must be approved by the NC at Brown Act compliant meetings. The expenditures must be approved as individual agenda items, not as part of the general Election category in the annual budget.

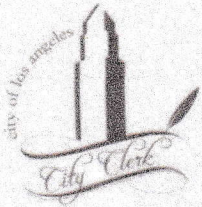
- a. The board may create and approve a budget document for its election-related expenses where it itemizes each planned expenditure, including the particular purpose and description for each expenditure and, if possible, the vendor to be used.
  - i. The approved election budget may be accepted as authorization for payments.

### **2. Methods of Payment**

- a. Check Payment
  - i. The NC must provide a Board Action Certification (BAC) Form and an itemized invoice after the expenditure approval vote is taken. Check requests must be submitted through the NC Funding System portal.
- b. Bank card Payment
  - i. Purchases made with a bank card must be approved by the Board before the expenditures are made. The NC Cardholder must submit (upload) an itemized receipt or itemized paid invoice by the 10th day after the transaction posting date, through the NC Funding System portal.

### **3. Additional Provisions**

All election expenditures may be subject to other administrative procedures. The NC Funding Program may request additional supporting documentation or information to further evaluate and account for payment requests or transactions as deemed necessary by City standards.



# NEIGHBORHOOD COUNCIL EVENT APPROVAL REQUEST FORM



Office of the City Clerk – Neighborhood Council Funding Program  
200 N. Spring Street, Rm 224, Los Angeles, CA 90012 • (213) 978-1058 or Toll-Free 3-1-1  
E-mail: [Clerk.NCFunding@LACity.org](mailto:Clerk.NCFunding@LACity.org) • [www.Clerk.LACity.org](http://www.Clerk.LACity.org)

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. The Office of the City Clerk, Administrative Services Division, NC Funding Program Section must approve all Neighborhood Council sponsored events before any payments can be processed.

**Please complete, sign, and submit this form at least 30 days prior to your event. Missing or incomplete required information or documents will delay review.**

Neighborhood Council: SUNLAND Tujunga Neighborhood Council

The Neighborhood Council is the  Main Sponsor or  Co-Sponsor for the event.

Main sponsor: BEAUTIFICATION COMMITTEE OF STNC

Contact Person: Nelly LUBOFF

Phone: 818 389-2800 Email: NELLYLUBOFF@YAHOO.COM

Co-Sponsor (if applicable): N/A

Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### Event Information

Event Title and Description: PINWOOD Elementary School MURAL. A 200 foot MURAL depicting the history of the local area painted by volunteers.

Date: 11-15-2020 Time Frame: 6mos to 1yr Est. number of attendees: 6-10 Event Budget: \$3000+

Venue Name: PINWOOD ELEMENTARY SCHOOL

Venue Address: 10111 SILVERTON AVE. Tujunga, CA 91042

Contact Person: PRINCIPAL JAMES LEE

Phone: 818 353-2515 Email: JTL8871@LAUSD.NET

**Please note:** If the venue for the event is at a City or public facility, e.g. park, school, the venue approval may be easier and at little or no cost. If the venue for the event is not a City facility, a separate contract may be needed and can take up to 60 days to complete.

**Please scan the following documents and email to [Clerk.NCFunding@lacity.org](mailto:Clerk.NCFunding@lacity.org) for approval PRIOR to event:**

- Neighborhood Council Event Approval Form – Signed by Treasurer, 2nd Signer or Event Chair
- Board Action Request (BAC) Form – Completed and signed by Treasurer and 2nd Signer, or Alternate Signer
- Itemized Detailed Event Budget – Total budget with funding categories (food, entertainment, flyers, permits, etc.) and with specific vendors if available.

**If a bank card credit limit increase will be necessary to pay for expenditures for this event, please contact your Funding Program Representative to submit a request to increase applicable limits.**

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 an event planner (will require a contract prepared by the Department) so that they can obtain/handle the necessary permits and liability issues instead. The following must be obtained and submitted **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 PERMITS:**

- LA County Public Health Department Permits – Community Event Organizer and Temporary Food Facility permits may be required. Permit fees may be waived by the County if requested.
- LA Fire Department – Permit may be necessary for temporary structures setup to prep/cook/serve food.

**CERTIFICATES OF INSURANCE, SERVICE AGREEMENTS, and/or FACILITY USE PERMITS from Vendors providing the following types of services. Insurance Certificates need to list the “City of Los Angeles” as Additional Insured.**

- Jumpers/Bouncers (Inflatables) – City Risk Management may need to review
- Games (e.g. dunk tank, other carnival style games, video game bus)
- Food (purchased, provided, distributed and/or served)
- Entertainers (e.g. DJs, musicians, face painting, balloon artists, etc.)
- Equipment Rentals (e.g. performing stage, mechanical rides, canopies)
- Event Venues (e.g. school auditoriums, private theaters and halls, parks, street block, etc.)

**If RENTING a vehicle or truck to transport event materials:**

- Renting and driving 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)-978-3640
- Sanitation - (213) 485-3612
- Street Services - <http://bsspermits.lacity.org/spevents/>
- LA County Public Health Dept. - <http://publichealth.lacounty.gov>

**Documents to be submitted to NC Funding Program and filed for you records:**

- Neighborhood Council Event Approval Form – Signed by Treasurer, 2<sup>nd</sup> Signer, Event Chair.
- Board Action Certification (BAC) Form – Completed and signed by Treasurer and 2<sup>nd</sup> Signer, or Alternate Signer
- Itemized Detailed Event Budget – Final total budget with funding categories and specific vendors.
- Vendor Invoices and Service/Facility Use Agreements
- Copies of Insurance Certificates
- Copies of Permits
- Proof of Sponsorships (e.g. event flyers, webpage copy, etc.)
- 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: Nelly Luboff Date: 10-24-2020

Print Name: Nelly Luboff Title: Chair of Beautification Committee

Email: NellyLuboff@yahoo.com Phone: 818 389-2800

For Staff Use Only:  Approved  Denied Code: \_\_\_\_\_

Reviewers Signatures: 1<sup>st</sup> Level \_\_\_\_\_ 2<sup>nd</sup> Level \_\_\_\_\_

Reviewers Names: 1<sup>st</sup> Level \_\_\_\_\_ 2<sup>nd</sup> Level \_\_\_\_\_

## Budget for Pinewood Elementary School Mural

Paint \$2350.00

Misc (brushes, buckets, cleaning materials) \$300.00

Liability Insurance (LAUSD mandate) \$350.00

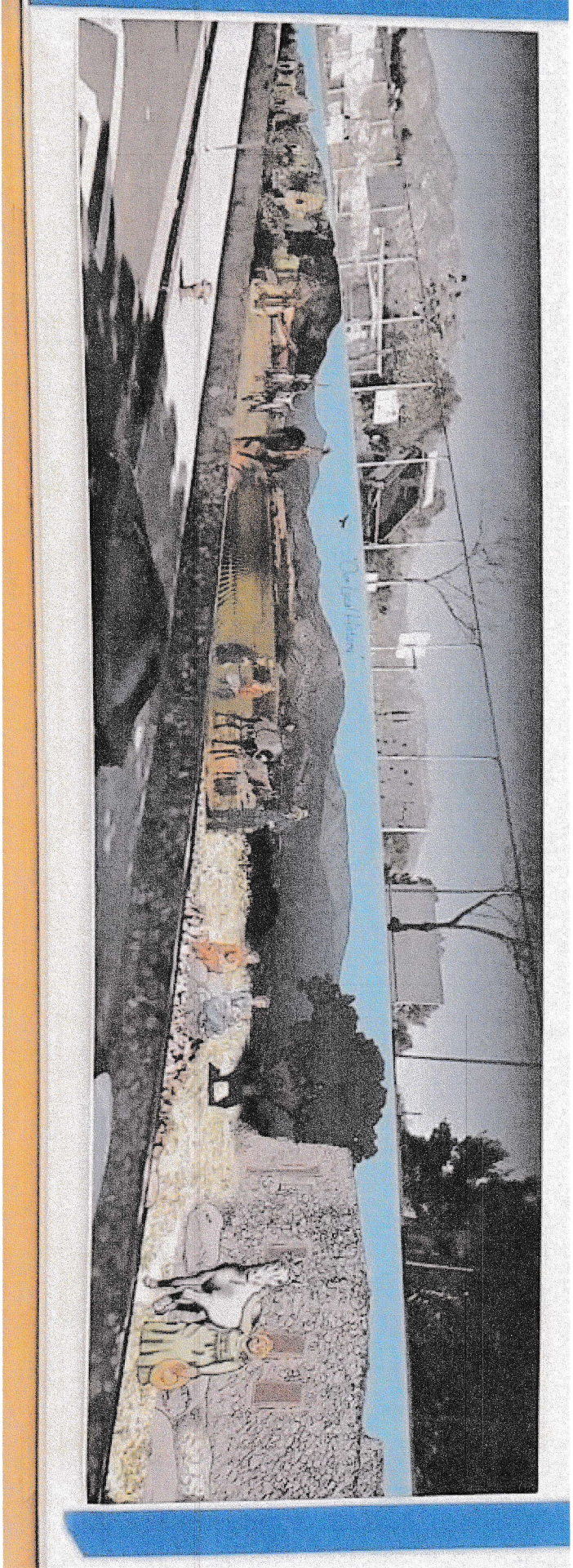
Total Budget of \$3000.00

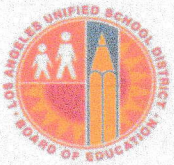
## **Event Precautions during Covid-19 Plan**

The Beautification Committee will implement Outdoor Safe social distancing protocols during the event dates in guidance with the City of Los Angeles.

Painting of the mural will be done by sections already sketch in and by 6 feet apart social distancing with PPE masks.

The project is set to take 6 months to a year to paint. This will be done on scheduled days with a maximum of 6- 10 committee members and community volunteers.





**LOS ANGELES UNIFIED SCHOOL DISTRICT  
REQUEST FOR FACILITIES USE**

Requests must be received no later than 15 Business days before the first day of your requested use.

**I. APPLICANT INFORMATION**

Date: \_\_\_\_\_

Please indicate your organization type below and fill in the required applicant information.

**FOR LAUSD SCHOOLS OR OFFICES, PROP 39 /CO-LOCATED CHARTERS (only):**

- LAUSD School or Affiliated Charter                       Prop 39 / Co-Located Charter School  
 LAUSD Board Member or District Offices

School/Office Name: Pinewood Avenue Elementary School

Mailing Address: 10111 Silverton Avenue, Tujunga, CA 91042

LAUSD Contact Person: James Lee                      E-mail: jtl8871@lausd.net

Phone: ( 818 ) 353-2515                      Fax: ( 818 ) 353-3179

Will this event/activity be co-sponsored by other organizations?    YES    NO

Please list additional sponsors here: Sunland - Tujunga Neighborhood Council Beautification Committee

**OTHER APPLICANTS:**      The applicable processing fee (money order or cashier check only) is required to be submitted with each application

- Civic or Service Group or one of the following groups: i.e. Boy Scouts, Girl Scouts, Camp Fire Girls, Good News Club or School Advisory Councils  
 Other Schools or Private Schools                       PTA / PTO / Booster                       Individual  
 Public or Governmental Agency                       Religious Organization                       Company / Corporation  
 Neighborhood Council                       Non-profit with 501(c)(3) (Number # \_\_\_\_\_)  
 Off-Season Coach                       Other (describe) \_\_\_\_\_

Organization Name or Applicant: Sunland-Tujunga Neighborhood Council Beautification Committee

Mailing Address: 7747 Foothill Blvd., #101, Tujunga, CA 91042

Contact Person: Nelly Luboff                      Website: www.stnc.org

Driver License or ID# \_\_\_\_\_ State where license/ID was issued? \_\_\_\_\_

Phone: ( 818 )                      Fax: ( )

Cell: ( 818 ) 389-2800                      Email: nellyluboff@yahoo.com

**II. SCHOOL WHERE EVENT/ACTIVITY WILL TAKE PLACE:**

a. 1<sup>st</sup> choice Pinewood Avenue Elementary School      School Contact & Title: James Lee, Principal

b. 2<sup>nd</sup> choice\* n/a      School Contact & Title: \_\_\_\_\_  
 (\*2<sup>nd</sup> choice required only if applying for a recreational permit.)

**III. EVENT/ACTIVITY DESCRIPTION**

(a) Please mark an "X" in the columns to the right to indicate your responses to the questions

1. Will this event occur during school hours?
2. Will any District or Student Body funds be used?
3. Will you charge for the sale of products or fees for services?  
 If YES, how much per person? \$ \_\_\_\_\_ Per day \$ \_\_\_\_\_ Per week \$ \_\_\_\_\_
4. Will any fees, admissions or donations be charged or collected for this event/activity?  
 If YES, how much per person? \$ \_\_\_\_\_  
 What are funds used for? \_\_\_\_\_

YES	NO
<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>



Describe intended event, program or use in detail (Use separate sheet if necessary.) Please attach corroborating information such as copy of flyer or advertising, list activities, detailed agenda or schedule and event itinerary.

The Sunland-Tujunga Neighborhood Council Beautification Committee, in partnership with Pinewood Elementary School, is installing a mural on a wall along Pinewood Avenue. The preparation for the mural has been completed and funded by Local District Northeast. The Beautification Committee also proposes to install California native plants along the base of the 200 foot long mural. *said plants will be donate*

- (b) Will any of the items or categories below be a part of the intended event? (Check all activities applicable to your event.)
- Animals    BBQ    Fireworks    Fundraiser    Festival/Fair/Carnival    Inflatables/Jumpers  
 Childcare/Enrichment    Cultural activities    Religious services    Concert/performances  
 Recreational sports    Recreational camp/clinic    Summer/winter/spring camp  
 Beautification Event (i.e. gardening, tree planting, murals or painting, campus clean-up)  
 Meetings - Check One: \_\_\_\_\_ Open to the Public   \_\_\_\_\_ Closed to the Public or by invitation only  
 Topic to be covered: \_\_\_\_\_

- (c) Will there be food / food concessions at event?    YES    NO
- If YES,    Pre-packaged food    Catering    Food Trucks  
 Other (explain) \_\_\_\_\_

**IV. REQUESTED DATE(S) / TIME(S):** You may attach additional sheets if necessary.

	Event/Program Dates		Times		Specify days of use (i.e. daily, only Mondays)
	From:	To:	From:	To:	
Date(s):					
Date(s):					
Date(s):					
Rehearsal					
Set-up					
Tear-down					

**V. ATTENDANCE: Participants/Spectators:**

- (a) Number of participants 15   (b) Number of spectators 3
- (c) Will minors (individuals under the age of 18 years old) be participating in this event?    YES    NO
- (d) What percentage of participants live within boundaries of LAUSD?   ALL

**Youth Group Applicants Only:**

- (a) Has the applicant submitted, along with this application, a list of the group's representatives who will be on site during meetings, on this campus(es)?    YES    NO
- (b) The Applicant understands and agrees that the youth group and its representatives are not authorized to access the facility noted in this application but not authorized to access any other areas of the campus.    YES    NO

**VI. REQUESTED FACILITIES:**

Check all facilities to be used:

- Indoor Facilities:**
 Auditorium    Classrooms, number of classrooms \_\_\_\_\_  
 Cafeteria Dining Area only    Library    Multipurpose Room  
 Other (please specify) \_\_\_\_\_
- Recreational Facilities:**
 Gymnasium    Middle School Gym  
 (Check appropriate school/gym size if applicable)    High School Gym:    Small    Large  
 Football Field    Soccer Field    Tennis Courts    Track Field  
 Swimming Pool    Baseball/Softball Diamond    Other \_\_\_\_\_
- Outdoor or Other Facilities:**
 Outdoor Lunch Area    Playground/Blacktop    Quad  
 Other the exterior wall along Pinewood Avenue.

**VII. Parking/Parking Operations:**

NOTE: Availability of parking or sufficient parking to accommodate your use during any event is not guaranteed and is at the discretion of the school or District office.

- (a) Check all areas to be used for parking:  Street Parking  Parking Lot  Playground / Blacktop
  - i. Parking will be (check one):  **SELF PARKING (no parking operator)**  
 **PARKING OPERATOR/VALET COMPANY**
  - ii. If the applicant is not a parking operator, please provide the name of the company providing services here: \_\_\_\_\_ (NOTE: Parking operator will also be required to provide insurance.)
  - iii. Will shuttle services be provided?  YES  NO Operator Name (if different from above): \_\_\_\_\_
- (b) Number of cars anticipated? \_\_\_\_\_
- (c) Will a fee be charged to park?  YES  NO  
If YES, how much per vehicle? \$ \_\_\_\_\_ Per day \$ \_\_\_\_\_ Per week \$ \_\_\_\_\_

**VIII. Will District equipment be required? Describe below (Audio visual, lighting, tables, chairs, etc.)**  YES  NO

(Applicant must request the use of furniture and equipment with the school administrator. Additional fees may be required to be paid for rental of equipment and technical services.)

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**IX. Insurance Requirements**

See Attachment B for Standard Insurance Requirements which are subject to change. Actual insurance requirements will be determined by the nature and scope of your event or activity.

By signing below, the Principal, Administrator or applicant represents that the information provided in this Request for Facilities Use is true and correct. Misstatements, misrepresentations or omissions may cause cancellation, delay or refusal of this facilities use request.

**FOR LAUSD School/Office/Prop 39/  
Co-located Charters events**

**PRINCIPAL / ADMINISTRATOR SIGNATURE:**

*James Lee*  
Signature and Date  
James Lee, Principal

PRINT NAME and TITLE

Pinewood Avenue Elementary School

Name of School or Office

**FOR OTHER APPLICANT SIGNATURE:**

Signature and Date

PRINT NAME and TITLE (if applicable)

Name of Organization

**Forward your completed Request for Facilities Use form as follows:**

**Scan and email to:** [facilities-use@lausd.net](mailto:facilities-use@lausd.net)

**OR**

**Mail or walk-in application to:**

Los Angeles Unified School District  
Permit Office  
333 S Beaudry Avenue, 1st Floor  
Los Angeles, CA 90017  
Business Hours: 7:00am to 4:00pm

Should you have any questions, please contact:

Los Angeles Unified School District Permit Office      213-241-6785  
213-241-6900

**PLEASE BE ADVISED THAT COMPLETION OF THIS FORM AND/OR ACKNOWLEDGEMENT OF RECEIPT OF THIS REQUEST FOR FACILITIES USE DOES NOT CONSTITUTE APPROVAL OR PERMISSION TO MOVE FORWARD WITH YOUR USE.**

After the initial review of this completed Request for Facilities Use form, your request will be forwarded to the Division of Risk Management or LAUSD Permit Office for further handling.

Additional documents and fees may be required by these offices prior to formal approval of your request.

# Monthly Expenditure Report



Reporting Month: October 2020

Budget Fiscal Year: 2020-2021

NC Name: Sunland-Tujunga  
Neighborhood Council

Monthly Cash Reconciliation					
Beginning Balance	Total Spent	Remaining Balance	Outstanding	Commitments	Net Available
\$45218.09	\$3730.96	\$41487.13	\$4250.00	\$0.00	\$37237.13

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office	\$22770.00	\$490.36	\$15716.71	\$0.00	\$14966.71
Outreach		\$3240.60		\$750.00	
Elections		\$0.00		\$0.00	
Community Improvement Project	\$10000.00	\$0.00	\$9925.06	\$0.00	\$9925.06
Neighborhood Purpose Grants	\$9230.00	\$0.00	\$8750.00	\$3500.00	\$5250.00
Funding Requests Under Review: \$0.00		Encumbrances: \$0.00		Previous Expenditures: \$3877.27	

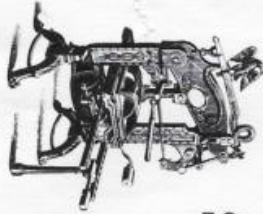
Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	US STORAGE CENTERS - L	10/01/2020	Approve the STNC monthly payment of \$449.00 to US STORAGE for the rental of 2 (two) storage units. * Encumbrance Funds 2019/2020	General Operations Expenditure	Office	\$449.00
2	SUNLAND PRINTING AND C	10/06/2020	STNC board approves up to \$100 to Sunland Printing for STNC outreach posters. (Outreach)	General Operations Expenditure	Outreach	\$43.80
3	ZOOM.US	10/10/2020	STNC Approves Monthly Zoom account meeting Invoice for \$14.99* *Encumbrance Funds 2019-2020	General Operations Expenditure	Outreach	\$14.99
4	IN CRESCENTA VALLEY W	10/19/2020	MOTION: The STNC Board approves STARC Committee request that STNC provide up to \$300 for a sponsorship/outreach for the Sunland-Tujunga-Shadow Hills Rotary Club to promote and produce a virtual Halloween pageant	General Operations Expenditure	Outreach	\$200.00

			and contest. (Outreach) *Approval Code STNC-2021-001			
5	THE HOME DEPOT #0609	10/19/2020	STNC approves up to \$50 for 10 Scotch Multi Surface Painters tape from Home Depot for posting of agendas on newly installed windows at NVCH agenda posting site (office)	General Operations Expenditure	Office	\$41.36
6	THE WEB CORNER, INC	10/23/2020	Monthly Maintenance: includes up to 1.5 hour for; phone support, web development, requests, & website adjustments, Monthly Hosting for stnc.org Email Standard Mailboxes:1 Account secretary@stnc.org (included in maintenance) *Encumbrance funds	General Operations Expenditure	Outreach	\$150.00
7	SOS SURVIVAL PRODUCTS	10/27/2020	Approve up to \$2761.81 to vendor S.O.S Survival Products for the replacement of 20 STNC Safety goggles that were used/donated during Covid19 PPE needs. 1 (one) 100 person refill kit to replenish the 5 yr shelf life of current 100 person kit, and 1 additional new 100 person emergency preparedness kit.	General Operations Expenditure	Outreach	\$2761.81
8	EIG CONSTANTCONTACT.CO	10/29/2020	Approve Constant Contact \$70.00 Monthly Maintenance Email Plus 501-2500 contacts*. *Encumbrance 2019/2020 Funds	General Operations Expenditure	Outreach	\$70.00
<b>Subtotal:</b>						<b>\$3730.96</b>

Outstanding Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	City of Los Angeles Congress of Neighborhoods - Event	10/21/2020	STNC approves Neighborhood Council Funding Contribution form for \$250.00 to City of Los Angeles Congress of Neighborhood.	General Operations Expenditure	Outreach	\$250.00
2	City of Los Angeles Congress of Neighborhoods - Awards	10/21/2020	STNC approves Neighborhood Council Funding Contribution form for \$250.00 to City of Los Angeles Congress of Neighborhoods Awards/Networking.	General Operations Expenditure	Outreach	\$250.00
3	City of Los Angeles Budget Advocates	10/21/2020	STNC approves Neighborhood Council Funding Contribution form for \$250.00 to City of Los Angeles Budget Advocates.	General Operations Expenditure	Outreach	\$250.00

4	Making It Happen, Inc.	10/21/2020	STNC approves Neighborhood Purpose Grant for \$3500 to Making It Happen, Inc. for food and necessity items for families and children in need during the Holidays and Covid-19 in the Sunland Tujunga Comm...	Neighborhood Purpose Grants		\$3500.00
<b>Subtotal:</b> Outstanding						<b>\$4250.00</b>

# Receipts:



## SUNLAND PRINTING & COPY CENTER

7566 FOOTHILL BLVD.  
TUJUNGA, CALIFORNIA 91042  
MAIL@SUNLANDPRINTING.COM  
818.353.1588

STNC

Date Oct 6, 2020  
Invoice # 191291  
P.O. # \_\_\_\_\_

Terms: COD unless otherwise arranged for in writing:

Quantity	Description	Price
20	full color posters 18x24	40.00
	NVO outback	2 @ 2.00
Sub-Total		40.00
Sales Tax		3.80
Total		43.80
Deposit		
Balance		43.80

Received By Nina Rymal Date 10/6/2020

pd Sandy Capps

SUNLAND PRINTING AND COPY CENTER  
7566 FOOTHILL BLVD  
TUJUNGA, CA 91042  
818.353.1588

Authorization Label: 190100000  
MSTERCARD  
XXXXXXXXXXXX5088  
AID: 00000000001010

Entry Method: Chip Read  
Approved: Online  
10/06/20  
Batch#: 000007  
14:56:00

Inv#: 00000001 Appr Code: 090093  
Amount: \$ 40.00  
Tax: \$ 3.80  
Total: USD\$ 43.80

Bank: Lower  
Type: Credit/Debit  
Inv: 0118001602200000A190000000  
00000001  
FST: 1300  
MCC: 00  
I agree to pay above total amount according to card issuer agreement (the card agreement if credit cardholder's)

Sandy Capps  
Customer Copy  
PIN Reversed

THANK YOU

US Storage Centers - La Crescenta

4454 Lowell Ave

La Crescenta, CA 91214

818-957-0700 Payment Receipt

Date Printed October 1, 2020

Tenant City of Los Angeles Payment Date October 1, 2020 11:01 AM

Company c/o: City of Los Angeles Unit # 0363

Address 200 N. Main St. Available Credit 0.00

Los Angeles CA 90012 Current Balance 0.00

Paid Thru October 31, 2020

Receipt Number 88506

Posted By: KK

Date	Unit	Description	Charge	Discount	Tax	Total	Payment	Method
10/01/20	<b>0358</b>	Protection Plan 10/1-10/31			12.00	0.00	0.00	12.00 12.00 Master Card
10/01/20	<b>0358</b>	Rent 10/1-10/31	212.50		0.00	0.00	212.50	212.50 Master Card
10/01/20	<b>0363</b>	Protection Plan 10/1-10/31			12.00	0.00	0.00	12.00 12.00 Master Card
10/01/20	<b>0363</b>	Rent 10/1-10/31	212.50		0.00	0.00	212.50	212.50 Master Card

Taxes 0.00

Payment (less tax) 449.00

Payment Subtotal 449.00

Credits Applied 0.00

Refunds Applied 0.00

Total Applied to Account 449.00

Current Account Balance 0.00

Transaction Type Sale Authorization 013734

Paid By Master Card \*\*\*\*\*4545

Reference 56611

Paid Thru Date October 31, 2020

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

x \_\_\_\_\_

Check our website for other locations [www.USStorageCenters.com](http://www.USStorageCenters.com)



Zoom Video Communications Inc.  
55 Almaden Blvd, 6<sup>th</sup> Floor  
San Jose, CA 95113  
billing@zoom.us

Invoice Date: 10/10/2020  
Invoice #: INV45996684  
Payment Terms: Due Upon Receipt  
Due Date: 10/10/2020  
Account Number: 3002589572  
Currency: USD  
Account Information: Sunland Tujunga NC  
7747 Foothill Blvd,  
Tujunga, California 91042  
United States

Remittance Details should be sent to:  
Finance@zoom.us

sunlandtjunganc@gmail.com

Purchase Order Number:

Tax Exempt Certificate ID:

[Zoom W-9](#)

**CHARGE DETAILS**

Charge Description	Service Period	Subtotal	Tax	TOTAL
<b>Charge Name: Standard Pro Monthly</b> Quantity: Unit Price: \$14.99	10/10/2020-11/09/2020	\$14.99	\$0.00	\$14.99

**INVOICE TOTALS**

	<b>Subtotal:</b>	\$14.99
	<b>Total (Including Tax):</b>	\$14.99
	<b>Invoice Balance:</b>	\$0.00

**TAX DETAILS**

Charge Name	Tax Name	Jurisdiction	Charge Amount	Tax Amount
			<b>Total Tax</b>	<b>\$0.00</b>

**TRANSACTIONS**

<b>Invoice Total</b>	<b>\$14.99</b>
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INVOICE

Transaction Date	Transaction Number	Transaction Type	Description	Applied Amount
10/10/2020	P-49249720	Payment		(\$14.99)
			<b>Invoice Balance</b>	<b>\$0.00</b>

Zoom Phone services provided by Zoom Voice Communications, Inc. Rates, terms and conditions for Zoom Phone services are set by Zoom Voice Communications, Inc.

Crescenta Valley Publishing LLC

3800 La Crescenta Ave Suite 206  
 La Crescenta, CA 91214  
 (818) 248-2740

# Invoice

Date	Invoice #
10/19/2020	15926

**PAID**  
**10/19/2020**

<p>Bill To</p> <p>Sunland Tujunga Neighborhood Council                  Sunland, CA 91041</p>
---

Terms	Due Date	Rep
Net 15	11/3/2020	SM

Description	Qty	Rate	Amount
1/8J Display Ad - Halloween Special - October 22, 29, 2020	2	100.00	200.00
<p>*Event STNC-2021-001                      STARC Committee                      virtual Halloween Contest                      advertising</p>			

Thank you for your business, and welcome to the CV Weekly!	<b>Total</b>	\$200.00
Thank you for your continued support of the CV Weekly, we appreciate it. Advertisers and Subscribers like you allow us to keep our community thriving and informed.	<b>Payments/Credits</b>	-\$200.00
	<b>Balance Due</b>	\$0.00

TAPE FOR Agenda  
postings



**How doers  
get more done.**

12960 FOOTHILL BLVD 818-365-7662  
RECEIPT REQUIRED FOR ALL RETURNS

0609 00010 50475 10/19/20 03:18 PM  
SALE CASHIER IRENE

051131797482 DELICATE 1" <A>  
SCOTCH .94" DELICATE SURFACE 2080EL  
7@5.97 41.79  
MAX REFUND VALUE \$37.61/7

-----Instant Vol Savings-----  
41.79 Instant Vol Savings -4.18  
MUST RETURN ALL ITEMS FOR A FULL REFUND

SUBTOTAL 37.61  
SALES TAX 3.75  
TOTAL \$41.36

XXXXXXXXXXXX6508 MASTERCARD USD\$ 41.36  
AUTH CODE 001659/5101679 TA  
Chip Read Verified By PIN  
AID A0000000041010 MASTERCARD

P.O.#/JOB NAME: 0

0609 10/19/20 03:18 PM



0609 10 50475 10/19/2020 5803

RETURN POLICY DEFINITIONS  
POLICY ID DAYS POLICY EXPIRES ON  
A 1 180 04/17/2021

Due to COVID-19, we have extended our  
returns policy for most items.  
Please see homedepot.com for details.  
\*\*\*\*\*

**DID WE NAIL IT?**

Take a short survey for a chance TO WIN  
A \$5,000 HOME DEPOT GIFT CARD

Opine en español

[www.homedepot.com/survey](http://www.homedepot.com/survey)

User ID: H89 101848 101249  
PASSWORD: 20519 101239

Entries must be completed within 14 days  
of purchase. Entrants must be 18 or  
older to enter. See complete rules on  
website. No purchase necessary.

# Invoice

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

Date	Invoice #	Due Date
10/1/2020	21001	10/1/2020

**PAID**  
 10/23/2020

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

P.O. No.	Terms	Project

Quantity	Description	Rate	Amount
1	Monthly Maintenance: includes up to 1.5 hour for; phone support, web development, requests, & website adjustments	150.00	150.00
0	Monthly Hosting for stnc.org	15.00	0.00
0	Email Standard Mailboxes:	3.50	0.00
	1 Account secretary@stnc.org (included in maintenance)		
<i>*Encumbrance Funds 2019/2020</i>			

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



# SOS SURVIVAL PRODUCTS

15705 Strathern St #11 • Van Nuys, CA 91406  
Phone: 800 479-7998 • Fax: 818 909-0360  
www.sosproducts.com

## INVOICE

850572



Invoice Date: 10/27/2020 08:42

Customer ID: 5244A

Creation Date: 09/23/2020 14:19

Open ID: R3-017769

Ship Via: SOLAR TRUCKING

Terms: Paid

PO: Phone Order

### BILL TO

**SUNLAND TUJUNGA NC**  
SANDY CAPP  
200 MAIN STREET  
ROOM 224  
Los Angeles, CA 90012  
U.S.A.

### SHIP TO

**NORTH VALLEY CITY HALL**  
SANDY CAPP  
7747 FOOTHILL BLVD  
Tujunga, CA 91042  
U.S.A.

BILL TO: (818) 426-1129 | SANDY.STNC@GMAIL.COM

SHIP TO: (818) 426-1129 | SANDY.STNC@GMAIL.COM

#	SKU	ORD	REM	SHIP	UNIT	PRICE	EXT	TAX
1	21217 Safety Goggles ANSI Z87.1	20	0	20		1.79	35.80	Y
2	10100 100 Person Office System	1	0	1		1,598.00	1,598.00	Y
3	10100RL Bundle 10100 REFILL KIT	1	0	1		755.98	755.98	Y
Solar Trucking								
Liftgate Delivery								
ATT: Ken								
Please contact Sandy Prior to Delivery to meet								
at Delivery Location.								
**Credit Card Payment Summary**								
Trans: 3258724591   Auth: 087615   Card: XX6508								

#	SKU	ORD	REM	SHIP	UNIT	PRICE	EXT	TAX
		<b>NUMBER OF ITEMS:</b>	22	0	22	<b>SUBTOTAL:</b>	2,389.78	

SALESPERSON: Savannah	<b>FREIGHT</b> SOLAR 145.00	<b>TAX</b> 227.03	<b>DEPOSIT</b> 0.00	<b>TOTAL</b> 2,761.81
-----------------------	--------------------------------	----------------------	------------------------	--------------------------

MC 2,761.81  
**TOTAL 2,761.81**

I agree to pay the above amount according to the card issuer agreement (merchant agreement if credit voucher)

SIGNATURE \_\_\_\_\_

\* 2019/2020 Encumbrance Funds

**From:** Constant Contact Billing  
**Sent:** Thursday, October 29, 2020 1:09 AM  
**To:** sandy.stnc@gmail.com  
**Subject:** Constant Contact Payment Receipt for Liliana Sanchez

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



**Payment Receipt**  
for October 29, 2020

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

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

Thank you for your payment!

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

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

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

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

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

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

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

File | C:/Users/mom./Pictures/Beautification/Welcome%20Sign%20Completion%20Report%20Form%20Fillable.pdf

1 of 1



### Project Completion Report Form

Awarding Neighborhood Council: Sunland Tujunga  
Applicant Name: Sunland Tujunga Beautification Committee  
Grant Amount: \$ \$720 (654.06 + 74.94) Date Granted: August 12, 2020

Please answer the following questions regarding the grant funding referred to above. Attach additional pages if necessary.

1. Please provide a summary of the overall project for which funding was granted.

Due to wear and tear and probably vandalism, the old sign had holes and a large cut. The new sign is metal and has anti-graffitti treatment and will hopefully be more durable.
2. Please provide a summary of how the project built community, enhanced the neighborhood, and served a public benefit.

It helps community pride when our Welcome sign is undamaged. The majority of sign repair costs (\$654.06) was funded by a Clean Streets grant fund, which was earned by local residents calling 311 and participating in community clean up activities. Fixing this damaged sign seems like something most who volunteered their time to make the community look better would be pleased about.
3. In an effort to improve our grant-making, we welcome any additional comments you wish to make regarding our grant application process and post-grant reporting process.

This process went very smoothly. Thanks so much to the STNC for approving this expenditure; and to Todd Olson and his local company, Sierra Sign Images for repairing the sign.
4. Please provide pictures of the project, including any before and after images if applicable.

Marjorie Maxon Oct 27, 2020 \_\_\_\_\_  
*Submitted by* *Date* *E-mail* *Phone*



Photos of Repaired Sign, front and back



Photos of Sign Front and Back and Close Ups of Previous Damage:







## Sunland-Tujunga Neighborhood Council

I am writing for myself and my neighbors. We are imploring you to solve the increase in the homeless situation in Tujunga. According to our governor and Public health director Barbara Ferrer Covid-19 is on the rise. They also are warning us about the flu season coming and the dangers of contracting both the flu and Covid-19.

We are concern with the inability of the homeless to follow the CDC requirements and to disinfect themselves, their personal belongs, and the area/sidewalk they live on could be a real danger to the community and themselves. So many in the community walk and use Foothill Blvd daily. Many people walk on Foothill Blvd to catch the bus, go to the store, exercise, or get home. On St Estaban many use to walk up to the trail or to catch the bus to go to work on the corner of Commerce Ave and Foothill Blvd.

Due to this many are made to come in contact with all these unsafe, unhealthy environments. With the combination of these things who knows what illnesses, bacteria's or viruses people are coming into contact with daily, such as Covid-19.

With the homeless not wearing face masks, having no running water, no bathroom facilities this situation is ripe for air borne viruses like Covid-19 and other illnesses that can be spread into the community.

There is a women living in a tent with all her personal belongings, including a chair on the sidewalk on Foothill Blvd, Tujunga (6520 Foothill Blvd). She has walked around with no shoes, no mask or anywhere to sanitize herself or her personal belongings. There is also a blue cargo van in the same area that is parked that someone is living out of with his personal belongings on the side walk.

This is a area where many small business are and the community uses daily.

A homeless encampment at St Estaban and cross street Commerce Ave. This encampment has a motor home with a blue tarp. This encampment has many

---

people coming and going in close contact, without following CDC requirements. Requirements such as staying 6 ft apart, wearing mask or the ability to clean and disinfect the area.

Another location is Foothill and Marnice across the street from Pep Boys (6511 Foothill Blvd, Tujunga). There are two motor homes there. They have personal belongs and trash on the sidewalk. This is a area where business are.

Another situation I and others have come across while shopping in our community is moments that are unsafe and fearful. The homeless both walk around inside and outside these business on foothill blvd. They yell at people and confront people. The homeless confront people without mask or staying 6feet away. These situations can feel very unsafe, frightful and alarming for those being confronted.

We implore you to find a safe, clean home for the homeless and keep them and our community safe from the rise of Covid-19 that both our governor and our Public health director are informing us about. We also ask you to keep Tujunga residents safe and able to shop in our own community.

Thank you for taking the time to read this letter and for keeping our community safe and from Covid-19 becoming a problem in Tujunga and the surrounding cities.

---

Item # 6 and Item #7

Censure Motions

To whom it may concern,

Sept-23-2020

This Motion is being presented by the following Sunland-Tujunga Neighborhood Council Board Members: Oscar Alvarez, Carol Hutchinson, and Glen Belt.

Request for Motion to Censure Liliana Sanchez, President of the Sunland-Tujunga Neighborhood Council for continued violations of the Bylaws, Code of Conduct, Standing Rules, and the standard conduction of the orderly business of the Sunland -Tujunga Neighborhood Council. The following items include a statement and the violations. All additional documents will be attached with the Item Numbers. The Censure guidelines can be found in the STNC Bylaws. Highly Contentious Meetings have been going on since the Election of our current Board with no effort by the President, Liliana Sanchez to bring everyone together to try to create unity. Things are now escalating which is further impacting the function of the Board. The following are a few examples to support the Censure.

Item 1

**Changing Agendas that have already been approved.**

Motions for the Executive Committee Agendas are approved by other Committees, for example the Budget Committee approves motions for Funding Items. They are forwarded to the Executive Committee who then approves them for the Board Agenda. Liliana Sanchez is changing and allowing the Parliamentarian to change the already approved items on her orders and to add and remove items from the already approved agendas. This is not the job of the Parliamentarian and is a violation of so many NC Policies. An example is the Agenda for the August 12, 2020 Board Meeting. The Bylaws update was removed. The Secretary was told to change the wording of the motions approved by both the Budget and Executive Committees in regards to funding. Elections were added and National Night out which is being worked on in collaboration between Ms. Capps and Ms. Royal was removed from the agenda with only 2 Board Meetings left to discuss or give updates. The funding items have now been restored back to the way they were approved by both Committees and National Night Out has been added back to the Final Agenda. These actions are completely unacceptable.

This is a Violation of Bylaws- ARTICLE VII COMMITTEES AND THEIR DUTIES Violation Executive Committee Agenda Setting /Bylaws A. Executive Committee – This committee consists of the five (5) Executive • Schedules and sets the agendas for regular and special STNC meetings, as well as the agendas for its own Executive Committee meetings.

This is a violation of Bylaws (Policies) 4. To be fair, open, and transparent in the conduct of STNC business.

This is a Violation of Bylaws A. Executive Committee – This committee consists of the five (5) Executive Officers. The Executive Committee:

- Meets at least once per month.
- Is chaired by the STNC President.



- Schedules and sets the agendas for regular and special STNC meetings, as well as the agendas for its own Executive Committee meetings.
- Recommends actions to the Board.
- May refer agenda items to committees for action.

A quorum of the Executive Committee is three (3) of the voting members, and at least three (3) votes in favor or at least three (3) votes against an issue are required to achieve consensus. Unless otherwise stated in these By-Laws the only decisions made by the Executive Committee itself are those pertaining to scheduling and setting the agendas for the Regular Board meetings. The President, acting for the Executive Committee, sets scheduling and agendas of Executive Committee meetings and Special and Emergency Board meetings.

This is a Violation of Bylaws Parliamentarian- The President may appoint an unbiased parliamentarian. The Parliamentarian shall advise the President on rules.

This is a Violation of the standard conduction of the orderly business of the Sunland Tujunga Neighborhood Council.

Item 2

**Refusal to put an item on Agenda as required.**

Rock Swart, a stakeholder, attended the Executive Committee Meeting on July 1, 2020 asking why his request was not on the agenda to be voted on. Mr. Swart submitted it before the deadline on the STNC Website portal for Agenda Submissions. The Item was not allowed on the agenda as Liliana Sanchez did not add it to the agenda and did not give the Executive Committee the right to consider the item stating that she contacted the Council office and the City Council had already voted on the issue. The Neighborhood Council often votes on items and submits Cis Statements when it is unable to meet before the Council vote. There was a similar motion for the same item. Both Items should have been on the Agenda. Liliana Sanchez went to great lengths to stop both of these similar motions regarding stopping the Defunding of the LAPD due to her political opinions. The actions of Liliana Sanchez took away the rights of Mr. Swart and the ability of the other members of the Executive Committee to fulfil their duties. Items for the Agenda are vetted and decided on by the Committee not by the decisions of one person.

This is a Violation of Bylaws (Purposes) Item 1.To engage, the broad spectrum of STNC stakeholders to collaborate and participate in matters that affect the community, including events, issues and projects.

This is a Violation of the Bylaws (Section 3) 3. To promote STNC stakeholder participation and advocacy in Los Angeles.

This is a Violation of Bylaws ARTICLE VII COMMITTEES AND THEIR DUTIES: Executive Committee Agenda Setting /Bylaws A. Executive Committee – This committee consists of the five (5) Executive • Schedules

and sets the agendas for regular and special STNC meetings, as well as the agendas for its own Executive Committee meetings.

This is a Violation of Bylaws (Policies) 4. To be fair, open, and transparent in the conduct of STNC business.

This is a Violation of Bylaws (Article #3) 2. To participate in discussion on an action, policy, or position before the STNC.

This is Violation of Bylaws # 5 -The STNC shall encourage all stakeholders to participate in its activities, and shall not discriminate against individuals or groups on the basis of race, religion, color, creed, national origin, ancestry, sex, sexual orientation, age, disability, marital status, income, homeowner/renter status, citizenship status, or political affiliation in any of its policies, recommendations, or actions.

This is a Violation of Bylaws A. Executive Committee – This committee consists of the five (5) Executive Officers. The Executive Committee:

- Meets at least once per month.
- Is chaired by the STNC President.
- Schedules and sets the agendas for regular and special STNC meetings, as well as the agendas for its own Executive Committee meetings.
- Recommends actions to the Board.
- May refer agenda items to committees for action.

A quorum of the Executive Committee is three (3) of the voting members, and at least three (3) votes in favor or at least three (3) votes against an issue are required to achieve consensus. Unless otherwise stated in these By-Laws the only decisions made by the Executive Committee itself are those pertaining to scheduling and setting the agendas for the Regular Board meetings. The President, acting for the Executive Committee, sets scheduling and agendas of Executive Committee meetings and Special and Emergency Board meetings.

This is a Violation of STNC Standing Rule “Not use my Board position for a personal agenda outside my responsibilities as assigned by the STNC bylaws.”

This is a Violation of the standard conduction of the orderly business of the Sunland Tujunga Neighborhood Council.

### Item 3

#### **Failure to fulfill Duties of the President Position**

Many duties of the President are not written rules but are the standard conduction of the orderly business of the Board. These are things such as the Board approves letters to be sent out, the Secretary prepares the approved wording and the President signs the official copy, which is then returned to the Secretary to be emailed or mailed. Several letters were approved at the Board Meeting on July 8, 2020. Lilliana Sanchez contacted the Board Secretary and told her that she is refusing to sign any more letters or Documents for the STNC. She wants her name and title removed from the letters and contacted the Department to verify that this was okay. An Executive Boardmember who considers Letters from the Board as Legal Documents sent a letter to the City Attorney raising concerns about this. There has been no response. The President is referring to the Bylaws that the Secretary is to follow her instruction and is trying to force the Secretary to send the letters without signatures. The President wants the letters to just have the STNC typed on the Bottom with no contact person or credibility. How professional will it look to the City Council or Mayor that the STNC sends unofficial looking paperwork that could easily be sent by anyone, on behalf of the NC since there will be no name or verifiable signature. The president refuses to put Items on the agenda that do not agree with her Political Beliefs as explained in Item 2

Giving instruction to the Parliamentarian to change approved agendas in violation of the duties of the Parliamentarian as listed in the Bylaws is a failure of the duties of the President. The NC System has a Presidents Round Table that meets on Zoom regularly. The Vice President can replace the President. The STNC unfortunately does not have representation as Ms. Sanchez refuses to forward the Meeting links to the Vice President and does not attend herself. Another example is in regards to attendance. A letter needs to be sent to a person that violates the Attendance Policy and is automatically removed. There has been a big back and forth on this issue because Ms. Sanchez has been refusing to send a letter which again is the standard conduction of the orderly business of the Sunland Tujunga Neighborhood Council. Previous letters to Boardmembers were signed by Ms. Sanchez.

This is a violation of Bylaws (Policies) 4. To be fair, open, and transparent in the conduct of STNC business.

Violation of Bylaws Section 5: Duties and Powers - The Board shall establish policies and positions of the STNC at its regular and special meetings, and review and recommend actions to governmental and other entities on issues affecting the Sunland-Tujunga community.

This is a Violation of STNC Standing Rule "Not use my Board position for a personal agenda outside my responsibilities as assigned by the STNC bylaws."

This is a Violation of the standard conduction of the orderly business of the Sunland Tujunga Neighborhood Council.

Item 4

#### **Changing the Policies of the Executive Committee Meetings**

During the Executive Committee Meeting on July 1, 2020 when a Boardmember asked for an Item to be added to the Agenda it was announced to the Committee that no longer would Items be accepted at the Executive Committee Meeting. This disenfranchises stake holders that do not have computers or are not able for whatever reason to submit their Items for the Board Agenda. This has never been the policy of the Committee and was an arbitrary decision by Ms. Sanchez to change the process without any notice, input, or a vote of the Executive Committee. Many times Boardmembers will use this opportunity to get help in adding an item for the agenda if they are not familiar with the process or there is an issue that just came up. Further Ms. Sanchez on the recommendation of the Parliamentarian decided to change the week in which the Executive Committee Meetings were scheduled allowing only 2 days for the Secretary to put together the Board Meeting paperwork instead of 8 days. This plan was put in place and the meetings were changed to a meeting night that all 5 Executive Committee Members could not attend, without the courtesy of checking with them before the meeting day and time were chosen. Ms. Grant insisted that the Executive Committee be allowed to vote to undo her decision and both Items had the three other Executive Committee Members vote against Ms. Sanchez. Immediately the Executive Committee members were told that it didn't matter what their vote is and that The President and Parliamentarian will still refuse to accept items the night of the Executive Committee Meeting.

This is a Violation of Bylaws (policies) 3. To respect the autonomy of all individuals, groups, and organizations in the community.

This is a violation of Bylaws (Policies) 4. To be fair, open, and transparent in the conduct of STNC business.

This is a Violation of the standard conduction of the orderly business of the Sunland Tujunga Neighborhood Council.

Item 5

#### **Changing policies at Committee and Board Meetings**

Ms. Liliana Sanchez puts up "Road Blocks" to items she does not want on the Agenda. On the Board Agenda for the July 8, 2020 meeting there was an item similar to the item that Ms. Sanchez stopped Mr. Swart from adding to the Executive Committee Agenda. She made Ms. Grant go through many hoops that are not part of the process making up new rules to stop her, such as demanding the names of the speakers be given to her 2 weeks before the meeting and then when one of the speakers was unable to make it Ms. Sanchez refused to allow a Boardmember to replace the speaker, which is a new rule she just made up at the July 8, 2020 Board Meeting Luckily Ms. Grant had another back up speaker and Miss Sanchez declared that the Board would not hear the Item since the original speaker wasn't there, again, another made rule up by Ms. Sanchez in the moment. Ms. Grant demanded that Ms. Sanchez show her those rules in the Bylaws and suddenly the rules disappeared and the Item was allowed to be heard and

voted on. The motion did pass. Rules are to be open and transparent and voted on in a Public Meeting by the Board not created on a whim during a meeting. These rules were made up to stop an item that was against the Political beliefs of Ms. Sanchez.

This is a Violation of Bylaws Section 5: Duties and Powers - The Board shall establish policies and positions of the STNC at its regular and special meetings, and review and recommend actions to governmental and other entities on issues affecting the Sunland-Tujunga community.

This is a Violation of Bylaws (policies) 3. To respect the autonomy of all individuals, groups, and organizations in the community.

This is a Violation of STNC Standing Rule "Not use my Board position for a personal agenda outside my responsibilities as assigned by the STNC bylaws."

This is a Violation of the standard conduction of the orderly business of the Sunland Tujunga Neighborhood Council.

#### Item 6

#### **Failure to hold the May Executive Committee and Board Meetings**

Refusal to hold a May Executive Committee Meeting caused unneeded stress to all Executive Committee Members due to the fact that there was already a full agenda and a looming deadline for funding items in June. This caused real problems as time sensitive items could not be addressed. Current Items could not be added to the June Agenda which was full and forced Community Impact Statements to be voted on after the City Councils decisions had already been made.

Liliana Sanchez refused to hold an Executive Committee Meeting in May. She forced The Secretary to cancel the meeting that had already been scheduled and refused to allow another meeting to be scheduled. Multiple Committee Members asked repeatedly to get it rescheduled but Ms. Sanchez refused with no reason given. Members were refused the permission to hold a meeting in Violation of our Bylaws even though our bylaws clearly state that the Vice President would run the meetings in the Presidents absence, Lilliana Sanchez refused to approve the Agenda so the meeting could be held which also caused the cancellation of the May Board Meeting because no agenda was created.

This is a Violation of Bylaws (policies) 3. To respect the autonomy of all individuals, groups, and organizations in the community.

This is a violation of Bylaws (Policies) 4. To be fair, open, and transparent in the conduct of STNC business.

This is a Violation of Bylaws A. Executive Committee – This committee consists of the five (5) Executive Officers. The Executive Committee:

- **Meets at least once per month.**
- Is chaired by the STNC President.
- Schedules and sets the agendas for regular and special STNC meetings, as well as the agendas for its own Executive Committee meetings.
- Recommends actions to the Board.
- May refer agenda items to committees for action.

A quorum of the Executive Committee is three (3) of the voting members, and at least three (3) votes in favor or at least three (3) votes against an issue are required to achieve consensus. Unless otherwise stated in these By-Laws the only decisions made by the Executive Committee itself are those pertaining to scheduling and setting the agendas for the Regular Board meetings. The President, acting for the

Executive Committee, sets scheduling and agendas of Executive Committee meetings and Special and Emergency Board meetings.

This is a Violation of the standard conduction of the orderly business of the Sunland Tujunga Neighborhood Council.

#### Item 7

##### **Behavior at Executive Committee Meeting**

On July 29, 2020 Liliana Sanchez decided to cancel The Executive Committee Meeting due to the fact that she was not comfortable. There were 4 Committee members with a Quorum of 3 needed. There were also 12 people in attendance waiting for the meeting to start. The Bylaws clearly state that the Vice President runs the meeting in the event of the Presidents absence yet the President violates the Bylaws by trying to designate other people to do the job. When she decided to leave the meeting she designated the Secretary to run the meeting in Violation of the Bylaws. She was reminded of the Bylaws and finally agreed to allow the Vice President to run the meeting. This wasted the time of fellow Boardmembers and community members in attendance. Ms. Sanchez was angry that an agenda item was added to the agenda that gave the power of signing approved Board Documents to other Executive Boardmembers when she is unable or unwilling to sign. In retaliation she sent an email to Board Secretary Cindy Cleghorn with a cc to Parliamentarian Ivan Spiegel which was read at the meeting. Ms. Sanchez accused Ms. Cleghorn of mistakes that Ms. Sanchez assumed she had made. The accusations were not accurate as it was stated that Ms. Cleghorn did not send letters for her to sign in a timely manner when in fact they were sent in the Board Meeting Packet and available to Ms. Sanchez before the meeting was held. The other items were simple things that Ms. Sanchez could easily have followed up on.

This is a Violation of the standard conduction of the orderly business of the Sunland Tujunga Neighborhood Council.

Bylaws- Duties of the Vice President

**B. First Vice President - First Vice President, Community Improvement – Shall perform the duties of the President when the President is unavailable or otherwise unable to preside at Agenda or Board meetings. He/She shall be the liaison between the Board and STNC/community improvement projects.** He/She shall assist Standing and or Ad Hoc committees and see that the committees are able to perform their appointed tasks, as requested by the President or any Board member. The First Vice-President shall carry on the duties of the Treasurer should there be no Treasurer or the Treasurer be incapacitated. In the event that the President position is vacated, the First Vice President shall preside over the appointment process as described in Article 5 Section 6 to select a new President to serve out the remainder of the term; the new President must be chosen from those current board members who have served a minimum of twelve months on the current Board.

#### Item 8

#### **On-going harassment of Board members using Technology: Private Messages, Emails and Social Media**

There is an ongoing problem with rudeness and harassment from Liliana Sanchez that began when the new Board was seated. Recently the behavior has escalated to the point where a few Boardmembers are being harassed way beyond what would be considered acceptable. A Telephone call was received by Ms. Grant following a Community Improvement Meeting. Wild accusations were made including that Ms. Sanchez was going to be sued and lose her house because of the Meeting. She called Ms. Grant an embarrassment to the Neighborhood Council. The attached documentation will show Emails, Facebook posts, and screen shots of a disgusting video with a political message sent by Miss Sanchez proving that some of her attacks are in fact on political differences and a post pointing out a fellow Boardmembers Disability in order to discredit her as a witness on a legal issue. Ms. Sanchez also sent a photo demanding that Ms. Royal identify an LAPD officer in the photo not wearing a mask, knowing that Ms. Royals son is an LAPD officer. The behavior is appalling and should cause the immediate resignation of Ms. Sanchez. This Censure Motion is written as part of the process for ultimate removal by the Board for any future Violations.

This is a Violation of Bylaws (Policies) 3. To respect the autonomy of all individuals, groups, and organizations in the community.

This is a violation of Bylaws (Policies) 4. To be fair, open, and transparent in the conduct of STNC business.

This is a Violation of STNC Standing Rule **“Not use my Board position for a personal agenda outside my Responsibilities, as assigned by the STNC bylaws.”**

The STNC shall encourage all stakeholders to participate in its activities, and shall not discriminate against individuals or groups on the basis of race, religion, color, creed, national origin, ancestry, sex, sexual orientation, age, disability, marital status, income, homeowner/renter status, citizenship status, or political affiliation in any of its policies, recommendations, or actions. (Since Boardmembers are also Stakeholders the need to treated in the same manner).

**A Neighborhood Council Board Members should treat other Board Members and members of the public** with respect regardless of the other's opinion, ethnicity, race, religion, religious belief or non-belief, color, creed, national origin, ancestry, sex, sexual orientation, gender, gender expression, age, **disability**, marital status, income, homeowner status, renter status or **political affiliation**.

Neighborhood Council Board Members should not use language that is threatening, obscene, or slanderous, including profanities, insults or other disparaging remarks or gestures directed toward other Board Members.

This is a Violation of Code of Conduct Attachment A. Neighborhood Council Board Members should not engage in "bullying" or harassment which is generally defined as follows:

"Harassment" is conduct that meets all of the following criteria

is reasonably perceived as being dehumanizing, Intimidating, hostile, threatening, or otherwise likely to evoke fear of physical harm or emotional distress;

Is directed at one or more Board Members;

Is conveyed through physical, verbal, or technological means;

Substantially interferes with participation opportunities, benefits, or programs of one or more Board Members at Neighborhood Council sponsored activities or events;

adversely affects the ability of a Board Member to participate in or benefit from the Neighborhood Council programs or activities because the conduct, as reasonably perceived by the Board Member, is so severe, pervasive, and objectively offensive as to have this effect; and,

Is based on a Board Member's actual or perceived protected characteristic (see 2 above), or is based on an association with another person who has or is perceived to have any of these characteristics.

In closing,

This Motion to Censure follows the censure rules created by the Board of Neighborhood Commissioners.

It is more than 30 days' notice from the November Board Meeting which is the meeting in which the Item would be addressed .

All parties have been notified following the Censure rules as written.



There are at least 3 Sunland Tujunga Neighborhood Council Boardmembers that have initiated this Censure Motion and do not represent a quorum of any Committee of the Board.

There is no STNC Election within the next 60 days of the Meeting date where the Censure Motion will be heard.

This is not a personal attack against Liliانا Sanchez. This addresses the concerns of the reputation and integrity of the Sunland Tujunga Neighborhood Council and the approved process in which it is supposed to function by following the approved rules and policies.



# Sunland-Tujunga Neighborhood Council

Certified May 27, 2003

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## DRAFT General Board Online Meeting Agenda

Wednesday, August 12, 2020

6:45 p.m.

### How to Join the Virtual Telephonic Meeting

**By Telephone: Toll Free (888) 475-4499, enter 918 9278 5703, and Press #**

**Online: Go to <https://zoom.us/j/91892785703>**

or paste the address into the address bar on your browser and press Enter

**ID: 918 9278 5703**

**Other Toll Free Numbers: 833-548-0276, 833-548-0282, 877-853-5257**

**You may also call in at this number which is not toll free: 1-669-900-6833**

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

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

Every person wishing to address the Board must dial 1 (888) 475-4499 and enter **918 9278 5703**, and then press # to join the meeting. The meeting can also be joined from the Zoom join meeting screen using Webinar ID **918 9278 5703**. Instructions on how to sign up for public comment will be given to listeners at the start of the meeting.

**PUBLIC INPUT AT NEIGHBORHOOD COUNCIL MEETINGS** The public is requested dial \*9, when prompted by the presiding officer, to address the Board on any agenda item before the Board takes an action on an item. Comments from the public on agenda items will be heard only when the respective item is being considered. Comments from the public on other matters not appearing on the agenda that are within the Board's jurisdiction will be heard during the General Public Comment period. Please note that under the Brown Act, the Board is prevented from acting on a matter that you bring to its attention during the General Public Comment period; however, the issue raised by a member of the public may become the subject of a future Board meeting. Public comment is limited to (1) One minutes per speaker, unless adjusted by the presiding officer of the Board.

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

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

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



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NOTE: To VIEW the agenda, board minutes, MER, board packet, go to [stnc.org](http://stnc.org) Go to **COMMITTEES** click on **BOARD MEETING AGENDAS** and **MINUTES** select **AUGUST 12**

## 2. President's Report

- A. STNC Bylaws Approved by the BONC and in effect as of 6/29/20.
- B. National Night Out is October 12 - STNC needs volunteers to help plan neighborhood events on this date.
- C. BOARD UPDATES and ANNOUNCEMENT OF BOARD VACANCY - Stakeholder Group Representative (3) vacant positions. From the Bylaws: Seven (7) Stakeholder Group Representatives shall be elected at large. These Representatives shall be elected from the pool of community stakeholders representing non-profits, educational, faith-based, and, service, youth, and special-interest organizations located or meeting regularly within the Sunland-Tujunga Neighborhood Council boundaries. No organization may have more than one stakeholder representative. All Group Representatives must participate on at least one committee. Candidates interested in applying for the vacancy on the STNC board are to submit their interest statement, stakeholder documentation and supporting organization letter to [secretary@stnc.org](mailto:secretary@stnc.org) *no later than Wednesday, August 19, 2020* to be added onto the next Executive Committee and Board meeting agendas. If selected, new board members will be required to complete ethics, funding and code of conduct training, attend meetings, join committees.

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

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

Foothill LAPD Commanding Officer/Captain Johnny Smith 818-756-8861 -

Foothill Community Sgt. Jesse Ojeda - 818-756-8866 - [33272@lapd.online](mailto:33272@lapd.online)

SENIOR LEAD OFFICERS - TUJUNGA SLO: Gloria Caloca: 818-634-0754; [35755@lapd.lacity.org](mailto:35755@lapd.lacity.org)

SUNLAND SLO: Cesar Contreras: 818-634-0705; [36373@lapd.lacity.org](mailto:36373@lapd.lacity.org)

GANGS-DRUGS: Lt. Carlos Solano: 818-897-6081; [26339@lapd.lacity.org](mailto:26339@lapd.lacity.org)

NARCOTICS, Det. Travis Coyle, 818-834-3136; [33128@lapd.lacity.org](mailto:33128@lapd.lacity.org)

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

CD7- Councilwoman Monica Rodriguez –Eve Sinclair 818-352-3287 - Staff Rep [Eve.Sinclair@lacity.org](mailto:Eve.Sinclair@lacity.org)

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

LA Mayor Garcetti–Caroline Menjivar, East Valley Rep - (818) 778-4990 [Caroline.Menjivar@lacity.org](mailto:Caroline.Menjivar@lacity.org)

BONC Commissioner - Quyen Vo-Ramirez, North Valley Commissioner

LA City Attorney Mike Feuer – Neighborhood Prosecutor Mark Ross 213-978-8100 -- [mark.ross@lacity.org](mailto:mark.ross@lacity.org)

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

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

[JMaruca@bos.lacounty.gov](mailto:JMaruca@bos.lacounty.gov)

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

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

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

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

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

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

[dgutierrez@glacvcd.org](mailto:dgutierrez@glacvcd.org)

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



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

Dept. of Neighborhood Empowerment - Gibson Nyambura Jasmine Elbarbary,; NEA

[Gibson.nyambura@lacity.org](mailto:Gibson.nyambura@lacity.org) [jasmine.elbarbary@lacity.org](mailto:jasmine.elbarbary@lacity.org)

818-374-989886

L.A. City COVID-19 Resources <https://corona-virus.la/>

Friendship Line for Aging Adults - Call anytime 24/7 1-888-670-1360

**5. PUBLIC COMMENT:** a total of 10 minutes – Comments from the Public on Non-Agenda items, issues, announcements within the jurisdiction of the Sunland-Tujunga Neighborhood Council. The Brown Act prevents the Board from commenting on your comments. If you wish to speak, either raise your hand (on computer or tablet) or dial \*9 (on your cell phone). [10]

**6. Selection of Shirley Kim to fill vacant Stakeholder Group Representative seat. MOTION: The STNC Board shall select Shirley Kim, Stakeholder Group Representative, Studio on the Mount.**

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

MOTION: The STNC Board approves the consent calendar:

**8. TREASURER REPORTS** (*Sandy Capps on behalf of the Budget & Finance Committee approved 4-0-0*)

**A. Approval of June 2020 MER**

**MOTION:** The STNC Board approves the June 2020 Monthly Expenditure Report

**B. Approval of July 2020 MER**

**MOTION:** The STNC Board approves the July 2020 Monthly Expenditure Report

**C. MOTION:** Approve Land Use Committee request for a G-Suite Business Account at \$12 a month / \$144 yearly for LUC Committee email accounts. (Outreach)

**D. MOTION:** Approve STAT Committee request for up to \$500 for 50 Coroplast yard lawn signs for stakeholders who request them as a preventative measure to slow down speeding drivers. (Outreach)

**E. MOTION:** Approve request from Beautification Committee for up to \$850 for repair to the Sunland Welcome Sign located at Wentworth/Foothill. Repair: Installation of a new double sided graphic panel. Material to be used is .080" thick aluminum with applied digital prints. (Community Improvement - Special Clean Streets Fund)

**F. MOTION:** Approve Sunland Printing Invoice #191237 from March 11, 2020 in the amount of \$387.63 for printing costs of STNC board and committee meeting packets. (Office)

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

MOTION: The STNC Board approves the non-funding items consent calendar:

**9. Approval of Board Meeting Minutes**



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A. MOTION: The STNC Board approves the June 29, 2020 minutes

B. MOTION: The STNC Board approves the July 8, 2020 minutes

## 10. OLD BUSINESS - None

## 11. NEW BUSINESS

A. **Selection of Community Forestry Advisory Committee Representatives (Cindy Cleghorn)** MOTION: The STNC Board shall select a representative as liaison to the City's **Community Forestry Advisory Committee** which meets the first Thursday of Each Month

B. **Stakeholder Request to Form Equity, Diversity and Inclusion Committee [Evelyn Serrano]**

**Request Title: Creation of Equity, Diversity and Inclusion Ad Hoc Committee**

**Committee: Executive Committee**

**Agenda Motion Request: I want to express my gratitude for the work that you do in our neighborhood council. Thank you for your leadership, and for creating an inclusive space that allows our fellow neighbors to contribute their voices, time, and action to better our dear community. My name is Evelyn Serrano. I am an artist and educator, and have been a Sunland resident for 11 years. I have had the privilege of working with staff from various city governments, school administrators, and residents in many community engagement projects over the years in different cities in the US and internationally, and I hope to contribute some of those skills to support the work taking place in our dear community of Sunland / Tujunga. In the last few months I have had the opportunity to delve deeper into the history of our community. Woven with stories of remarkable courage, innovation, and imagination, are also our dear community's histories of implicit and explicit segregation, marginalization, and exclusion. I am embracing this new knowledge of my community with open arms and an open heart. I trust that the measure of my engagement as a resident of Sunland Tujunga, can only be more effective and, ultimately, more authentic, when looking at the totality of our complex history. I have also had an opportunity to join so many of our neighbors in proclaiming that, in our community, Black Lives Matter and racism has no place in our midst, as our country reckons with the legacy of inequity and supremacy. I address you today inspired by a responsibility towards our Black, Indigenous, Latinx and other families in our community who have the right to feel welcome, safe, and included in every aspect of their lives here. We are each our brothers and sisters' keepers. I am reminded of the late John Lewis and Martin Luther King, who both spoke so eloquently of a "beloved community" where we recognize the dignity and worth of every human being. And so, I wonder, what might we do to build together the vision for a beloved community right here in Sunland Tujunga? How might we go about defining together the promise of our community's future? To that end, I propose the creation of an Equity, Diversity and Inclusion Committee. The work of the Committee would take on dialogue and collective action towards envisioning and building a more inclusive, equitable, just, supportive, anti-racist, and inspiring community. Our times calls for Sunland Tujunga to lead with vision, and to be a community that is recognized for honoring every human being, for valuing difference, and for choosing compassion and inclusion as its North Star. Thank you in advance for your support of the creation of an Equity, Diversity and Inclusion Committee in our neighborhood.**

**Motion Title: Creation of Equity, Diversity and Inclusion Ad Hoc Committee**



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**C. MOTION:** Add Signature Duties to the STNC Standing Rules that in the event the President is unable or unwilling to sign that the First Vice President, Second Vice President or Treasurer shall sign on behalf of the STNC.

## **12. ANNOUNCEMENTS & REPORTS – Committee Chair Updates & Meeting Announcements**

- A. Beautification – August 18 @ 6 PM - via Zoom
- B. Budget & Finance – August 26 @ 6 PM - via Zoom
- C. RYLAN (Ready Your LA Neighborhood) Update - Sandy Capps [2] - Webinars Aug 3, 10, 17
- D. Emergency Preparedness – *Need liaison to attend monthly meetings*
- E. Neighborhood Watch – Jon von Gunten written report - meetings via Zoom
- F. Land Use – Pati Potter - Next Meetings: Aug 3 & 17, Sept. 21 @ 7 PM - via Zoom
- G. STAT - Safe Traffic & Transportation Committee next meeting Aug. 25 @ 6 PM - via Zoom
- H. Outreach & Community Improvement Committee – Next Meeting Aug 20 @ 6:30 PM - via Zoom
- I. STARC – Arts, Culture & Recreation Committee, Aug. 25 @ 7:30 PM - via Zoom
- J. Executive Committee – August 26, 2020 @ 7:30 PM via Zoom
- K. NC Congress - Saturday, Sept. 26 - 8:30 AM
- L. NC Budget Advocates – Liliana Sanchez / Sandy Capps [1] – ncbala.org - via Zoom
- M. VANC - July 9 @ 6:30 PM via Zoom
- N. DWP MOU / DWP Committee – July 11 @ 8:30 a.m. via zoom
- O. LANCC – Meets 1st Saturday @ 10 a.m. via Zoom

**13. FINAL ANNOUNCEMENTS:** Next STNC Board Meeting September 9, 2020

## **ADJOURNMENT**



# Sunland-Tujunga Neighborhood Council

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Final Agenda

## General Board Online Meeting Agenda

Wednesday, August 12, 2020

6:45 p.m.

### How to Join the Virtual Telephonic Meeting

**By Telephone: Toll Free (888) 475-4499, enter 918 9278 5703, and Press #**

**Online: Go to <https://zoom.us/j/91892785703>**

or paste the address into the address bar on your browser and press Enter  
**918 9278 5703**

**Other Toll Free Numbers: 833-548-0276, 833-548-0282, 877-853-5257**

**You may also call in at this number which is not toll free: 1-669-900-6833**

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

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

Every person wishing to address the Board must dial 1 (888) 475-4499 and enter **918 9278 5703**, and then press # to join the meeting. The meeting can also be joined from the Zoom join meeting screen using Webinar ID **918 9278 5703**. Instructions on how to sign up for public comment will be given to listeners at the start of the meeting.

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

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

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





# Sunland-Tujunga Neighborhood Council

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Item # 1

## Executive Committee Agenda

Wednesday, July 29, 2020

7:30 p.m.

### How to Join the Virtual Telephonic Meeting

**By Telephone:** Toll Free (888) 475-4499, enter 995 2236 4364, and Press #

**Online:** Go to [https://zoom.us/j/995 2236 4364](https://zoom.us/j/99522364364)

or paste the address into the address bar on your browser and press Enter

Using the Zoom App: Join Meeting and enter ID: 995 2236 4364

**Other Toll Free Numbers:** 833-548-0276, 833-548-0282, 877-853-5257

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

1. **Call to Order and Welcome** – Liliana Sanchez, President
2. **PUBLIC COMMENT:** a total of 10 minutes – Comments from the Public on Non-Agenda items, issues, announcements within the jurisdiction of the Sunland-Tujunga Neighborhood Council. The Brown



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

3. **MOTION:** The Executive Committee approves the minutes from the July 1, 2020 EC meeting.

4. ANNOUNCEMENTS

5. SECRETARY UPDATES

- a. Agenda Requests submittal process on website, how this new feature is working.
- b. Zoom Meeting Schedule & Moderators Spreadsheet
- c. Board Attendance updates, committees needing Boardmember

6. OLD BUSINESS

- a. Update on Owl Boxes

7. NEW BUSINESS

a. **MOTION:** The Executive Committee approves the agenda for the General Board meeting on August 12, 2020.

- b. Confirm next STNC Executive Committee meeting date 8/26/20 @ 7:30 p.m

Adjourn by: 8:30 PM



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NOTE: To VIEW the agenda, board minutes, MER, board packet, go to [stnc.org](http://stnc.org) Go to **COMMITTEES** click on **BOARD MEETING AGENDAS** and **MINUTES** select **AUGUST 12**

## 2. President's Report

ANNOUNCEMENT OF BOARD VACANCY - Stakeholder Group Representative (3) vacant positions. From the Bylaws: Seven (7) Stakeholder Group Representatives shall be elected at large. These Representatives shall be elected from the pool of community stakeholders representing non-profits, educational, faith-based, and, service, youth, and special-interest organizations located or meeting regularly within the Sunland-Tujunga Neighborhood Council boundaries. No organization may have more than one stakeholder representative. All Group Representatives must participate on at least one committee. Candidates interested in applying for the vacancy on the STNC board are to submit their interest statement, stakeholder documentation and supporting organization letter to [secretary@stnc.org](mailto:secretary@stnc.org) no later than Wednesday, August 19, 2020 to be added onto the next Executive Committee and Board meeting agendas. If selected, new board members will be required to complete ethics, funding and code of conduct training, attend meetings, join committees.

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

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

Foothill LAPD Commanding Officer/Captain Johnny Smith 818-756-8861 -

Foothill Community Sgt. Jesse Ojeda - 818-756-8866 - [33272@lapd.online](mailto:33272@lapd.online)

SENIOR LEAD OFFICERS - TUJUNGA SLO: Gloria Caloca: 818-634-0754; [35755@lapd.lacity.org](mailto:35755@lapd.lacity.org)

SUNLAND SLO: Cesar Contreras: 818-634-0705; [36373@lapd.lacity.org](mailto:36373@lapd.lacity.org)

GANGS-DRUGS: Lt. Carlos Solano: 818-897-6081; [26339@lapd.lacity.org](mailto:26339@lapd.lacity.org)

NARCOTICS, Det. Travis Coyle, 818-834-3136; [33128@lapd.lacity.org](mailto:33128@lapd.lacity.org)

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

CD7- Councilwoman Monica Rodriguez –Eve Sinclair 818-352-3287 - Staff Rep [Eve.Sinclair@lacity.org](mailto:Eve.Sinclair@lacity.org)

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

LA Mayor Garcetti–Caroline Menjivar, East Valley Rep - (818) 778-4990 [Caroline.Menjivar@lacity.org](mailto:Caroline.Menjivar@lacity.org)

BONC Commissioner - Quyen Vo-Ramirez, North Valley Commissioner

LA City Attorney Mike Feuer – Neighborhood Prosecutor Mark Ross 213-978-8100 — [mark.ross@lacity.org](mailto:mark.ross@lacity.org)

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

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

[JMaruca@bos.lacounty.gov](mailto:JMaruca@bos.lacounty.gov)

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

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

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

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

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

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

[dgutierrez@glacvcd.org](mailto:dgutierrez@glacvcd.org)

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

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

Dept. of Neighborhood Empowerment - Jasmine Elbarbary, NEA [jasmine.elbarbary@lacity.org](mailto:jasmine.elbarbary@lacity.org)

818-374-9886



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L.A. City COVID-19 Resources <https://corona-virus.la/>  
Friendship Line for Aging Adults - Call anytime 24/7 1-888-670-1360

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**5. Selection to fill vacant Board seat**

**MOTION:** The STNC Board shall select a stakeholder to fill a vacant Group Representative Board seat. Letter of application received by Shirley Kim representing Shekinah Church.

**6. TREASURER REPORTS** (*Sandy Capps on behalf of the Budget & Finance Committee approved 4-0-0*)

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

**MOTION:** The STNC Board approves the consent calendar:

**A. Approval of June 2020 MER**

**MOTION:** The STNC Board approves the June 2020 Monthly Expenditure Report

**B. Approval of July 2020 MER**

**MOTION:** The STNC Board approves the July 2020 Monthly Expenditure Report

**C. MOTION:** The STNC Board approves the Land Use Committee request for a G-Suite Business Account at \$12 a month / \$144 yearly for LUC Committee email accounts. (Outreach)

**D. MOTION:** The STNC Board approves the STAT Committee request for up to \$500 for 50 Coroplast yard lawn signs for stakeholders who request them as a preventative measure to slow down speeding drivers. (Outreach)

**E. MOTION:** The STNC Board approves a request from Beautification Committee for up to \$850 for repair to the Sunland Welcome Sign located at Wentworth/Foothill. Repair: Installation of a new double sided graphic panel. Material to be used is .080" thick aluminum with applied digital prints. (Community Improvement - Special Clean Streets Fund)

**F. MOTION:** The STNC Board approves a Sunland Printing Invoice #191237 from March 11, 2020 in the amount of \$387.63 for printing costs of STNC board and committee meeting packets. (Office)

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

**8. Approval of Board Meeting Minutes**

**A. MOTION:** The STNC Board approves the June 29, 2020 minutes

**B. MOTION:** The STNC Board approves the July 8, 2020 minutes



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**9. OLD BUSINESS - None**

**10. NEW BUSINESS**

**A. Selection of Community Forestry Advisory Committee Representatives (Cindy Cleghorn)**

**MOTION:** The STNC Board shall select Rafi Shaheenian and Mark Norling STNC representatives as liaisons to the City's **Community Forestry Advisory Committee** which meets the first Thursday of Each Month

**B. Creation of Equity, Diversity and Inclusion AdHoc Committee [Evelyn Serrano]**

**MOTION:** The STNC Board creates the Equity, Diversity and Inclusion AdHoc Committee. The work of the Committee would take on dialogue and collective action towards envisioning and building a more inclusive, equitable, just, supportive, anti-racist, and inspiring community.

**C. MOTION:** Add Signature Duties to the STNC Standing Rules that in the event the President is unable or unwilling to sign that the First Vice President, Second Vice President or Treasurer shall sign in that order on behalf of the STNC.

**11. ANNOUNCEMENTS & REPORTS – Committee Chair Updates & Meeting Announcements**

- A. Beautification – August 18 @ 6 PM - via Zoom
- B. Budget & Finance – August 26 @ 6 PM - via Zoom
- C. RYLAN (Ready Your LA Neighborhood) Update - Sandy Capps [2] - Webinars Aug 3, 10, 17
- D. Emergency Preparedness – *Need liaison to attend monthly meetings*
- E. Neighborhood Watch – Jon von Gunten written report - meetings via Zoom
- F. Land Use – Pati Potter - Next Meeting Presentations: Aug 17, Sept. 21 @ 7 PM - via Zoom
- G. STAT - Safe Traffic & Transportation Committee next meeting Aug. 25 @ 6 PM - via Zoom
- H. Outreach & Community Improvement Committee – Next Meeting Aug 20 @ 6:30 PM - via Zoom  
National Night Out - Tuesday Oct. 6
- I. STARC – Arts, Culture & Recreation Committee, Aug. 25 @ 7:30 PM - via Zoom
- J. Executive Committee – August 26, 2020 @ 7:30 PM via Zoom
  - i. STNC Bylaws Updated 6/29/20
  - ii. STNC Board Elections April 27, 2020 - Vote By Mail
- K. NC Congress - Saturday, Sept. 26 - 8:30 AM
- L. NC Budget Advocates – Liliana Sanchez / Sandy Capps [1] – ncbala.org - via Zoom
- M. VANC - August 13 @ 6:30 PM via Zoom w/Mayor Garcetti
- N. DWP MOU / DWP Committee – Sept. 5 @ 8:30 a.m. via zoom
- O. LANCC Update on meeting with the Mayor – Next Meeting Sept. 5 @ 10 a.m. via Zoom

**12. FINAL ANNOUNCEMENTS:** Next STNC Board Meeting September 9, 2020

**ADJOURNMENT**



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Ibm #3

**Subject:** Fwd: Presidents Meeting  
**From:** Lydia Grant <stnclydia@gmail.com>  
**Date:** 8/10/2020, 7:22 AM  
**To:** linda@cmprintmail.com

----- Forwarded message -----

**From:** Lydia Grant <stnclydia@gmail.com>  
**Date:** Mon, Aug 10, 2020, 12:44 AM  
**Subject:** Re: Presidents Meeting  
**To:** Liliana Sanchez <stnc.president2019@gmail.com>

Liliana, I am again asking for you to forward the information for the Presidents Roundtable meetings. Our Neighborhood Council again has gone 2 months without representation including a meeting last night.

Thank you  
Lydia Grant

On Mon, Apr 27, 2020, 3:59 PM Lydia Grant <stnclydia@gmail.com> wrote:  
Please forward the information and I can attend in the future.  
Lydia

On Sun, Apr 26, 2020, 10:51 PM Liliana Sanchez <stnc.president2019@gmail.com> wrote:  
Hi Lydia,

No I did not attend the meeting  
I did receive an overview of what the meeting was about.  
I was busy helping out the community picking up facemasks and distributing some of them.

Thank you.

Liliana sanchez  
STNC President

On Sun, Apr 26, 2020, 9:07 PM Lydia Grant <stnclydia@gmail.com> wrote:

Lilliana,  
there has been 2 Presidents meetings since the one that I was on (zoom) Have you attended the other two?  
One was tonight.



Ivan # 3

**Subject:** Fwd: STNC board member resignation notice  
**From:** Lydia Grant <stnclydia@gmail.com>  
**Date:** 8/10/2020, 7:18 AM  
**To:** linda@cmprintmail.com

----- Forwarded message -----

**From:** Lydia Grant <stnclydia@gmail.com>  
**Date:** Sun, Aug 9, 2020, 12:37 PM  
**Subject:** Re: STNC board member resignation notice  
**To:** Liliana Sanchez <stnc.president2019@gmail.com>  
**Cc:** Cindy Cleghorn <stnc.secretary2019@gmail.com>

Dear Liliana,

I would like you to re-read the email chain and explain to me why you would have expected me to contact Victoria Cerpa when you made it very clear that The City Attorney needed to be contacted before a Boardmember is removed, as stated in the Bylaws? Are you criticising my actions for not violating the rules and contacting her on my own? I have known Vicky for many years and I am amazed at how hard she works to help others. Our history goes back many years fighting together to help all kids get the best education possible. We have never had an issue with each other or any disagreement. We are friends. I chose her to be on the STNC Education Committee when I was chair. Could you please explain what you are trying to imply and what the issues really are?

Lydia

On Sun, Aug 9, 2020, 1:18 AM Lydia Grant <stnclydia@gmail.com> wrote:

The situations are not the same. I was told to give you the information by Ivan. Please feel free to take it up with him. It is very clear that your behavior towards us is clearly unprofessional and you feel that it is ok for you to control us. I will not put up with your behavior any longer. you calling me and calling me names and saying I am an embarrassment is a complete violation of the rules. You continue to break rules and now are refusing to do your duties as President. Please feel free to resign since you are unable to put your political bias aside and that is unfair to our community.

Lydia

On Sun, Aug 9, 2020, 12:28 AM Liliana Sanchez <stnc.president2019@gmail.com> wrote:

Lydia,

I will explain...You were so eager to personally send Oscar a warning but you did not extend

the same courtesy to Victoria Cerpa, why?

Liliana Sanchez  
STNC President

On Sat, Aug 8, 2020, 11:56 PM Lydia Grant <[stncllydia@gmail.com](mailto:stncllydia@gmail.com)> wrote:

I do not understand. Please explain.  
Lydia

On Sat, Aug 8, 2020, 10:37 PM Liliana Sanchez <[stnc.president2019@gmail.com](mailto:stnc.president2019@gmail.com)> wrote:

Hi Lydia,

I wonder why you did not extend the same courtesy to Victoria Cerpa?

Liliana Sanchez

On Fri, Aug 7, 2020, 4:58 PM Lydia Grant <[stncllydia@gmail.com](mailto:stncllydia@gmail.com)> wrote:

Liliana,

A letter or notice to Oscar is a courtesy.

It was agreed that it would be added to our standing rules. I will reach out to Oscar and let him know so that he knows that his attendance is in jeopardy.

Thank you,  
Lydia

On Fri, Aug 7, 2020, 4:07 PM Liliana Sanchez <[stnc.president2019@gmail.com](mailto:stnc.president2019@gmail.com)> wrote:

Hi Lydia,

This is an email I sent to Elise this morning. I have to wait on how to proceed with the absences. Also, new bylaws do not state that we are to send out courtesy warning letters to board members such as you have requested to do for Oscar. We will have to work on Standing Rules to address these issues.

Liliana Sanchez  
STNC President

----- Forwarded message -----

From: **Liliana Sanchez** <[stnc.president2019@gmail.com](mailto:stnc.president2019@gmail.com)>

Date: Fri, Aug 7, 2020 at 3:40 PM

Subject: STNC board member resignation notice

Item #3

**Subject:** Fwd: Phone books and motions  
**From:** Lydia Grant <stnclydia@gmail.com>  
**Date:** 8/10/2020, 7:27 AM  
**To:** linda@cmprintmail.com

----- Forwarded message -----

**From:** **Liliana Sanchez** <[stnc.president2019@gmail.com](mailto:stnc.president2019@gmail.com)>  
**Date:** Wed, Jul 29, 2020, 4:44 PM  
**Subject:** Re: Phone books and motions  
**To:** Lydia Grant <[stnclydia@gmail.com](mailto:stnclydia@gmail.com)>

Hello Lydia,

The second part to your question is the duty of our Secretary, Cindy Cleghorn. She has my direction.

D. Secretary - Shall fulfill correspondence duties at the direction of the President, including, but not limited to, correspondence with other Los Angeles Neighborhood Councils and the various Los Angeles City government agencies. He/She will be responsible for maintaining the contact lists of STNC Board and committee members and stakeholders, and shall coordinate with the staff to ensure the timely posting of notices of Board meetings, committee meetings, elections, and other items of interest to the STNC community. He/She shall take minutes at the Agenda and Board meetings in the absence of the appointed minute taker. The Secretary shall be the STNC Officer of Service.

Thank you.  
Liliana Sanchez  
STNC President

On Wed, Jul 29, 2020 at 4:19 PM Lydia Grant <[stnclydia@gmail.com](mailto:stnclydia@gmail.com)> wrote:

I do not know which Board members need them. Mr Norline was the only one you mentioned.  
I am also waiting for the response on the papers.

Lydia Grant

On Wed, Jul 29, 2020, 4:09 PM Liliana Sanchez <[stnc.president2019@gmail.com](mailto:stnc.president2019@gmail.com)> wrote:

Hello Lydia,

Can you please have the books delivered to the 2 board members that requested them and maybe you can give them to any other board members that may want one?

Thank you.

Liliana Sanchez

On Wed, Jul 29, 2020 at 11:55 AM Lydia Grant <[stnclydia@gmail.com](mailto:stnclydia@gmail.com)> wrote:

Liliana,

Yesterday I received the phone/ information books You requested for the new Boardmembers. What would you like me to do with them?

also I reached out to Cindy for the signed letters from last months STNC motions I hav a few NC's waiting for copies.

Can you please sign and send back so that I can send them to the other NCs?.

Thank you  
Lydia Grant

Item #3

**Subject:** Fwd: STNC - Contact Form  
**From:** Lydia Grant <stnclydia@gmail.com>  
**Date:** 8/10/2020, 8:19 AM  
**To:** linda@cmprintmail.com

----- Forwarded message -----

**From:** <stnclydia@gmail.com>  
**Date:** Wed, Jul 29, 2020, 6:37 PM  
**Subject:** STNC - Contact Form  
**To:** <stnclydia@gmail.com>



### **Agenda Request Form**

First Name: Lydia

Last Name: Grant

Email: [stnclydia@gmail.com](mailto:stnclydia@gmail.com)

Request Title: Addition to Standing Rules

Committee: Arts, Recreation & Culture Committee

Agenda Motion Request: No Committee Motion to add the following to the STNC Standing Rules. In the event that the President is unable or chooses to not properly fill out and/or sign the Legal Documents, including the Name and the Title of the person signing them. The Legal Documents for the STNC include Motions, Letters, Communications, etc. that would normally be done by the President. The Documents will be signed by the next Executive Boardmember following in this order: The First Vice President, Second Vice President, Secretary and Treasurer.

Motion Title: Motion to add Signature Duties to the STNC Standing Rules

Agenda Announcement Request: Motion to add Signature Duties for the STNC Standing Rules in the event the President is unable or unwilling to sign.

**Uploaded Documents:**



# Sunland-Tujunga Neighborhood Council

*Certified May 27, 2003*

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

Item # 3

July 8, 2020

**VIA EMAIL**

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

**RE: L.A. Mayor & City Council Should Take Pay Cut**

Dear Mayor Garcetti and Los Angeles City Councilmembers:

The STNC requests that our elected officials should donate 46% of their pay to make their pay equal to other large city councils and recommend they donate the money back to city services for the duration of the current financial crisis.

Sincerely,

Liliana Sanchez, President  
Sunland-Tujunga Neighborhood Council



# Sunland-Tujunga Neighborhood Council

*Certified May 27, 2003*

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*Item #*

July 8, 2020

**VIA EMAIL**

Mayor Eric Garcetti  
City Controller Ron Galperin  
City Councilmembers  
City Of Los Angeles  
200 N. Spring Street  
Los Angeles, CA 90012

**RE: Form a Task Force to STOP Illegal Fireworks**

Dear Mayor Garcetti and Los Angeles City Councilmembers:

There needs to be enforcement to STOP the use of illegal fireworks. The previous Council File 17-421 expired and needs to be restarted immediately. Please address this issue so that next year the City of Los Angeles does not have to sound like a war zone for week's prior to the 4<sup>th</sup> of July.

Sincerely,

Liliana Sanchez, President  
Sunland-Tujunga Neighborhood Council



# Sunland-Tujunga Neighborhood Council

*Certified May 27, 2003*

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

Item # 3

July 8, 2020

**VIA EMAIL**

Mayor Eric Garcetti  
City Controller Ron Galperin  
City Councilmembers  
City Of Los Angeles  
200 N. Spring Street  
Los Angeles, CA 90012

**RE: L.A. City Ability to financially and safely support the 2028 Olympics**

Dear Mayor Garcetti, City Controller Ron Galperin and Los Angeles City Councilmembers:

COVID-19 and the shutting down of our businesses, parks and public spaces has had a major impact on our City and our communities. City services are already impacted due to the homeless and housing crisis. The STNC requests that the City Administrative Officer (CAO) and City Controller, Ron Galperin, report within 120 days if the City of Los Angeles with its current economic crisis and potential loss of LAPD fund if the City of Los Angeles can safely support the Games of the XXXIV Olympiad (2028 Olympics).

Sincerely,

Liliana Sanchez, President  
Sunland-Tujunga Neighborhood Council



#Item 4

**Subject:** Fwd: STNC Special Virtual Executive Committee Meeting 6/3 @ 7:30 PM  
**From:** Lydia Grant <stnclydia@gmail.com>  
**Date:** 8/10/2020, 7:23 AM  
**To:** linda@cmprintmail.com

----- Forwarded message -----

**From:** Liliana Sanchez <stnc.president2019@gmail.com>  
**Date:** Wed, Jun 3, 2020, 11:20 AM  
**Subject:** Re: STNC Special Virtual Executive Committee Meeting 6/3 @ 7:30 PM  
**To:** Sandy Capps <sandy.stnc@gmail.com>  
**Cc:** Cindy Cleghorn <stnc.secretary2019@gmail.com>, Gibson Nyambura <gibson.nyambura@lacity.org>, Ivan Spiegel <ivan13147@verizon.net>, Lydia Grant <stnclydia@gmail.com>, NC Support <ncsupport@lacity.org>, Nina Royal <stnc.vpoutreach2019@gmail.com>

Be safe out there Sandy.

Liliana

On Wed, Jun 3, 2020 at 9:36 AM Sandy Capps <sandy.stnc@gmail.com> wrote:

Hi All,

I will try my best to join. Not sure I'll be able to

On Sun, May 31, 2020 at 5:16 PM Cindy Cleghorn <stnc.secretary2019@gmail.com> wrote:

Hello,

Attached is the STNC Special Virtual Executive Committee Meeting on Wednesday, June 3 at 7:30 pm for ENS posting.

Please acknowledge receipt. Thank you,

--Cindy Cleghorn  
STNC Secretary

Item 4

**Subject:** Fwd: STNC - Contact Form  
**From:** Lydia Grant <stnclydia@gmail.com>  
**Date:** 8/10/2020, 8:13 AM  
**To:** linda@cmprintmail.com

----- Forwarded message -----

**From:** Lydia Grant <stnclydia@gmail.com>  
**Date:** Mon, Jun 29, 2020, 12:45 AM  
**Subject:** Re: STNC - Contact Form  
**To:** Liliana Sanchez <stnc.president2019@gmail.com>  
**Cc:** Cindy Cleghorn <stnc.secretary2019@gmail.com>

I may not be able to attend the EC Meeting.

We voted for them to be held 2 weeks before our Board Meeting. Why has that been changed without you notifying us?

I have repeatedly stated that I am unable to attend meetings on the first Wednesday of the month which you also did to me last month causing me to miss the Executive Committee Meeting. A good leader would contact the 5 Committee Members to find a Meeting date that would work for all of them.

It is also my understanding that the Executive Committee votes for what goes on the agenda. Could you please refer me to where in the Bylaws or Standing Rules where it states that the President makes the decisions? I do understand that we try to have both sides represented but giving me a 3 day ultimatum?

On Sun, Jun 28, 2020, 11:10 PM Liliana Sanchez <stnc.president2019@gmail.com> wrote:

Hello Lydia Grant,

This is going to be a highly controversial item so if this is coming before the EC committee please make sure to have a PRO and CON speaker and provide us with both or this will not go on the draft agenda.

Thank you.

Liliana Sanchez  
STNC President

On Sun, Jun 28, 2020 at 11:05 PM <stnclydia@gmail.com> wrote:



**Agenda Request Form**

First Name: Lydia

Last Name: Grant

Email: [stnclydia@gmail.com](mailto:stnclydia@gmail.com)

Request Title: Motion for Board Meeting on 7/8/20

Committee: Executive Committee

LYDIA

**Subject:** Fwd: STNC - Contact Form  
**From:** Lydia Grant <stnclydia@gmail.com>  
**Date:** 8/10/2020, 8:14 AM  
**To:** linda@cmprintmail.com

----- Forwarded message -----

**From:** Lydia Grant <stnclydia@gmail.com>  
**Date:** Mon, Jun 29, 2020, 12:45 AM  
**Subject:** Re: STNC - Contact Form  
**To:** Liliana Sanchez <stnc.president2019@gmail.com>  
**Cc:** Cindy Cleghorn <stnc.secretary2019@gmail.com>

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STNC President

On Sun, Jun 28, 2020 at 11:05 PM <stnclydia@gmail.com> wrote:



**Agenda Request Form**

First Name: Lydia

Last Name: Grant

Email: [stnclydia@gmail.com](mailto:stnclydia@gmail.com)

Request Title: Motion for Board Meeting on 7/8/20

Committee: Executive Committee

Agenda Motion Request: MOTION: The STNC Board approves the submission of a Community

Agenda Motion Request: MOTION: The STNC Board approves the submission of a Community Impact Statement in opposition to Council File 20-0692

Motion Title: Community Impact Statement (CIS) opposing any LAPD Budget cuts. (Lydia Grant LANCC Liaison)

**Uploaded Documents:**

[Download 01593410753.docx](#)

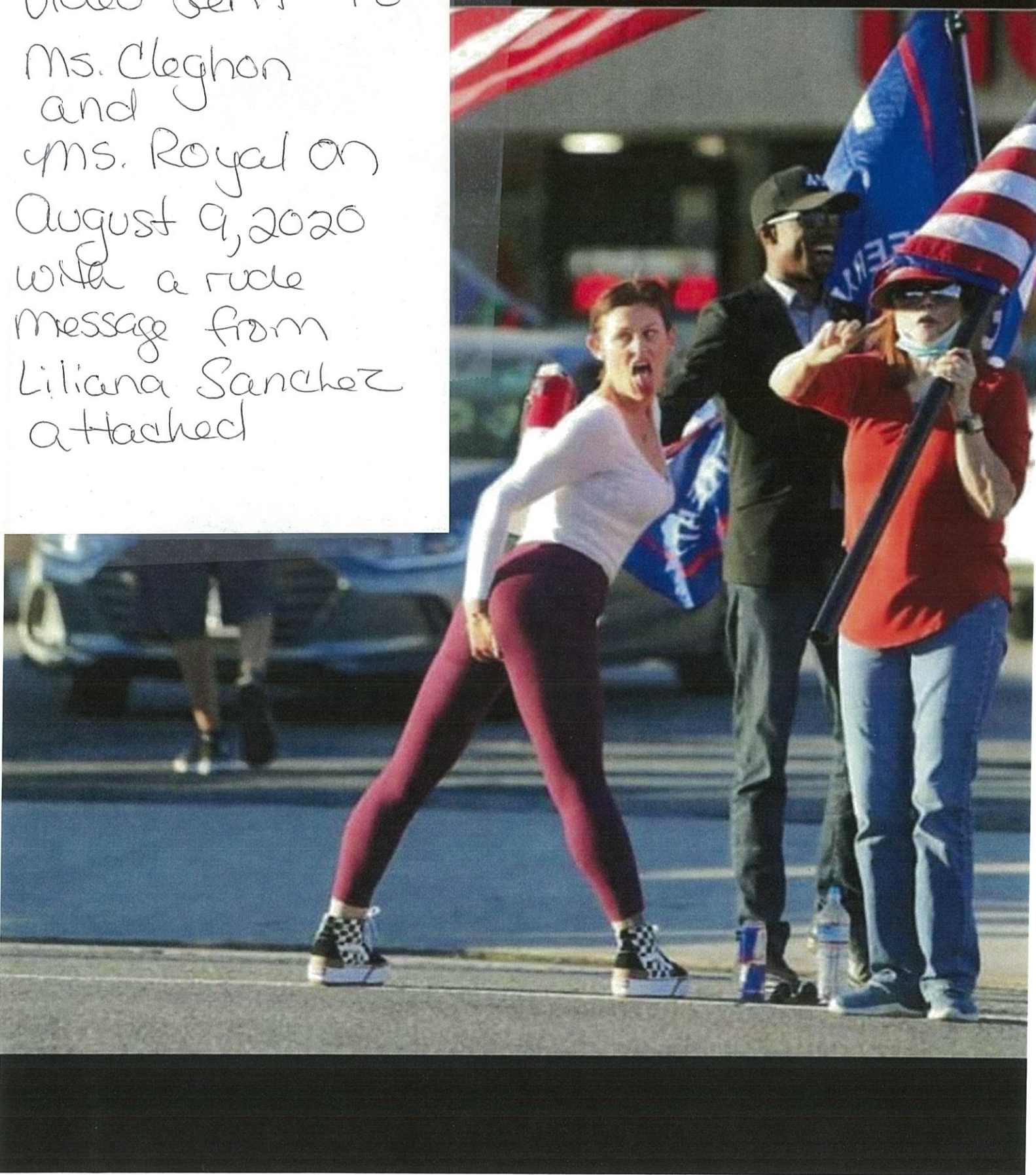
Impact Statement in opposition to Council File 20-0692

Motion Title: Community Impact Statement (CIS) opposing any LAPD Budget cuts. (Lydia Grant LANCC Liaison)

**Uploaded Documents:**

[Download 01593410753.docx](#)

Item #8  
Snapshot of  
Crude political  
video sent to  
Ms. Cleghon  
and  
Mrs. Royal on  
August 9, 2020  
with a rude  
message from  
Liliana Sanchez  
attached





Search

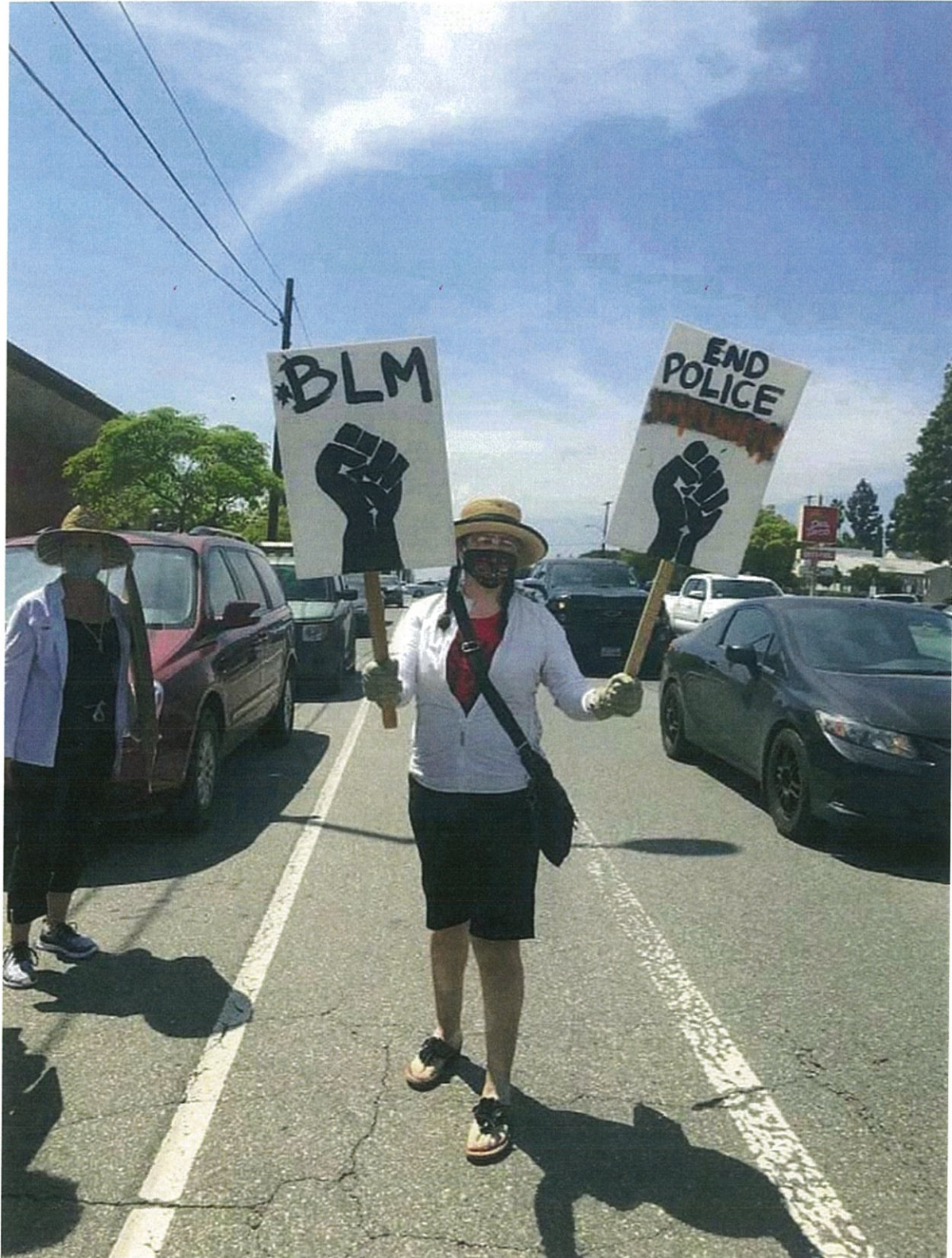
Item #8



**Liliana Sanchez** updated her cover photo.



13 mins • 🌐





Search

Item #8



**Liliana Sanchez** was live.



5 hrs •

**#BLM** 6/19/2020 Sunland-Tujunga counter protest against racist trump supporters and police reform.







Search

Item 8



**Liliana Sanchez** was live.



5 hrs • 🌐

**#BLM** 6/19/2020 Sunland-Tujunga counter protest against racist trump supporters and police reform.



8:01



4G LTE



16%



## Replies



**Nina Royal**

**Brian Cordier** I was told the back woman standing next to me with the "Blue Lives Matter" sign had the light shined in her eye and got a terrible head pain and left to get medical care. Some of the others saw it and started yelling and screaming at the guy. I turned my head in the other direction then saw people running across the street after him. I turned to look for her and saw she was gone. I asked where she was and someone said she drove herself to emergency, it was chaos. Somebody had called 911 and the Police were prepared and their response was quick. It appeared to me that this was all staged by BLM. It was the first time I had seen Antifa there with their signs. in black outfits and hoodies

8:02



16%



## Replies

staged by BLM. It was the first time I had seen Antifa there with their signs, in black outfits and hoodies with masks and gloves. I tried to stay by myself but a couple of them came up and stood directly in front of me and got in my face, tried to block me from moving and accused me of being some Nazi lady who gave a Hitler Salute and threatened to expose me. I told them I want their names so I can sue them! I saw how they were trying to agitate and goad the police in order to claim they hurt them and ignored all request to back off and got right up into their faces. This groups intentions are not honorable! The Rally was started on the Big Five side a month before the BLM decided to pick the other side of the street to harass participants on the

Item # 8/10

8:02



4G LTE 16%



## Replies



**Liliana Sanchez**

**Nina Royal** did YOU actually see this laser with your vision from across the street?

3d Like Reply



**Nina Royal**

**Liliana Sanchez** YES! I am not color blind. It was pointed in my direction! We both saw it at the same time!

3d Like Reply



**Liliana Sanchez**

**Nina Royal** didn't say you're color blind I just know how poor your eyesight is.

3d Like Reply



**Nina Royal**

**Liliana Sanchez** only for the written word. I don't need glasses for distance just close up. Wish I had

STNC Policies, Procedures and Standing Rules  
as of December 4, 2008

Article VII Committees

C. Budget and Finance Committee

1. Use of STNC prepaid card

(Brand/Stewart) moved "That anyone who uses the Sunland Tujung NC prepaid card is required to adhere to the same rules as the treasurer regarding said card as set forth by DONE."  
**Motion passed at June 14, 2006 Board Meeting.**

2. Second Signer on STNC prepaid card

Ed Rock is designated as the second signer on the STNC Debit Card for the 2006 Board year.  
**Motion passed at June 14, 2006 Board Meeting.**

3. Limits on expenditures and approvals

- a. "That all expenses up to \$100 need only the approval of the committee chair from whose budget the expense will be deducted."
- b. "That all expenses over \$100 but under \$300 need the approval of the committee chair from whose budget the expense will be deducted, plus the approval of an executive board member, and that the committee chairman and executive board member cannot be the same person."
- c. "That all expenses \$300 and over need to be voted on by a quorum of the STNC board and receive a majority vote to be approved."  
(Brand) Budget Committee recommended. Unanimous vote to approve at August 9, 2006 general Board Meeting.

4. All requests for reimbursement by Board members must be submitted within 60 days for out of pocket expenditures. Any request received beyond this 60 day limit will be submitted to the board for approval.  
**Motion by Seigel, passed with one abstention at August 8, 2007 Board Meeting**

E. Other Committees

1. By-Laws and Standing Rules Committee

Combine the rules and bylaws committees with the following task to be completed by the November 8<sup>th</sup> STNC meeting: 1) Code of Civility and 2) Bylaws, Tier 2.  
**Motion by Seigel/Royal carried unanimous at the September 13, 2006 Board Meeting**

2. Arts & Culture Committee

Establish an ad-hoc "Arts & Culture" committee with board member Timothy Borquez as chair. "The Arts & Culture committee will consist of a minimum of 5 Sunland-Tujung stakeholders with no more than two STNC board members. Three members of the committee, one of

them being a STNC Board member, will constitute a quorum. Meetings shall be held a minimum of once per quarter and called at the direction of the chair who will set the agenda for meetings. The Arts & Culture committee makes no decisions for the board but will advise and present motions to the board. Upon ratification of its formation by the STNC, this committee will exist through the 2007 STNC elected year, plus 2 months- through February 29, 2008 and can continue upon ratification by each newly elected STNC board before the end of February year to year until such time as it becomes a standing committee through a Bylaws amendment or it may be disbanded at the beginning of each new elected term by the STNC if no longer needed. Purpose: to discuss issues, foster collaboration on projects, and develop ideas to encourage greater community support and involvement in the arts; provide a resource focusing on artists and the creative life of the community; expand awareness of, involvement in, and access to arts and arts experiences; and to help our community use the arts to explore ideas in order to articulate community history, identity and values through telling local stories, giving voice to its citizens, and providing a forum for group action and expression.  
**Motion by Borquez/Cain carried 11 – 0 – 1 at the August 9, 2006 general Board Meeting**

3. Community Beautification Committee

Establish the Community Beautification Committee with the purpose of getting a Welcome to Sunland-Tujunga sign across from Albertsons and also research other Community Improvement Projects.”  
**Seigel/Royal motion passed unanimously June 14, 2006.**

4. Oversight Committee

Establish an oversight committee to investigate and gather information of any Board or Committee activities at the request of the STNC Board”.  
**Deborah Ray motion passed unanimously April 12, 2006.**

F. Committee Administration

1 Sub-Committee Creation

Any Standing Committee chairman, with the support of a majority of that committee, may establish an ad hoc sub committee for a specific purpose within the scope of responsibilities of that committee. The membership of this ad hoc sub committee shall be appointed by the chairman of the standing committee and ratified by a majority of that standing committee. Recommendations made by any such ad hoc sub committee shall in all cases be submitted to the parent committee for action.

**Bylaws (Skiles/Seigel) Committee recommendation to Board. On June 13, 2007 the Board met and adopted this Standing Rule unanimously.**

2. Committee Member Attendance

Any committee member who has three consecutive unexcused absences forfeits his seat on that committee, at the discretion of the chairman of that committee. The committee chair shall be responsible to notify the committee member of his removal. Removal will not require the ratification of the Board, however any replacement on the committee must be ratified by the Board.

The Board may remove any committee member from a standing or ad hoc committee when that person has violated the STNC Bylaws, the STNC's code of responsibilities (adopted by the board on Oct. 11<sup>th</sup> 2006), or when that person has repeatedly engaged in dilatory tactics.

This rule may not be used to remove Board members from committees. Board members may be removed from committees by a majority vote of a quorum of the STNC Board.

**Bylaws (Skiles/Seigel) Committee recommendation to Board. On June 13, 2007 the Board met and adopted this Standing Rule unanimously.**

## Article VIII Elections

### F. Accession of New Board Members

1. all new board officers to be given this Code of Civility as part of their oath of office:

“As a Board Member and/or Committee Representative of the STNC, I agree to

- Attend all meetings and be on time unless prior arrangements are made.
- Conduct myself in a civil manner at all times and always wait for the presiding officer to recognize me before speaking.
- Learn the applicable laws that govern Neighborhood Councils including bylaws, standing rules, meeting procedures, the Brown Act, conflict of interest laws, city ordinances and the city charter.
- Take responsibility to fulfill my elected role as specified in the bylaws.
- Support the chairperson's effort at preserving decorum.
- Not use my Board position for a personal agenda outside my responsibilities as assigned by the STNC bylaws.”

The ByLaws Committee recommended the board approve this motion.

(Borquez/Van Es) amended the motion to strike Rule #2, (which states that Board Members remain seated at their designated area during the entire meeting unless excused by written request to the chairperson through the parliamentarian.) The amendment also stated that all new board officers be given this Code of Civility as part of their oath of office. **Motion to amend motion passes: 11-1-1.**

(Blue/Cain) then moved to further amend the proposed Code of Civility to strike Rule #4 (which states the Board members learn the applicable laws that govern Neighborhood Councils

including bylaws, standing rules, meeting procedures, the Brown Act, conflict of interest laws, city ordinances and the City Charter.) **The motion to amend failed: 4-8-1**  
The Board then voted on the motion to accept the Code of Civility as amended. **The motion as amended passed: 8-5-0 on October 11, 2006**



Procedure for Replacement of Vacated Board Positions  
March 11, 2009

ARTICLE VI GOVERNING BODY  
Section I. Vacancies on the Board

In the event that a board seat becomes vacant the STNC will fill that vacancy through the following procedure:

- 1 During the same meeting of the board where a seat on the STNC is confirmed as vacant, an announcement shall be made to the board and stakeholders in attendance that the seat/position is vacant.
- 2 The appropriate section of the STNC bylaws will be read to those present that pertain to the vacant position(s), detailing the pertinent roles and responsibilities.
- 3 When the meeting is complete, the Secretary will send an email to the STNC mailing list detailing the vacant position, the bylaws sections that were read at the meeting relating to the position(s), the appropriate response deadlines, and the accepted methods of submitting interest in the position and a candidate statement.
- 4 Stakeholders or board members interested in filling the vacant position(s) 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.
- 5 An item will be placed on the agenda of the next General Meeting of the STNC to complete the replacement procedure.
- 6 At the next General Meeting, the candidates' statements will be copied and handed to the assembled board members. Additional copies will be made available for stakeholders in attendance.
- 7 Each candidate for the vacated position(s) will be given 2 minutes to address the board in order to present their interest and qualifications. Board members' questions will be limited to 2 minutes per candidate unless the presiding officer determines that an extension is needed.
- 8 The board will then vote by show of hands for each candidate.
- 9 If one of the candidates receives a majority vote of the board (50% of those in attendance plus one – with an appropriate quorum in attendance), they will be confirmed as a new member of the STNC board in the appropriate position.
- 10 If none of the candidates receives a majority vote, the candidate with the lowest vote tally will be removed from the running and another round of voting will commence.
- 11 If one of the candidates receives a majority vote of the board (50% of those in attendance plus one – with an appropriate quorum in attendance), they will be confirmed as a new member of the STNC board in the appropriate position.
- 12 If none of the candidates receives a majority vote, items #10 and #11 will be repeated until a candidate receives a majority vote and is appointed to the board.
- 13 If a current member of the board applies for and wins a vacated position, they will be seated immediately in that position, vacating their original seat and triggering step one to commence for the newly vacated seat.
- 14 The resignation of a member of the Board may be reconsidered and the member may be reinstated with a vote of the board.

## NEIGHBORHOOD COUNCIL BOARD MEMBER CODE OF CONDUCT POLICY

**WHEREAS**, the Board of Neighborhood Commissioners (Commission) established Working Groups comprised of current and past Neighborhood Council members and Neighborhood Council stakeholders on January 26, 2013, to recommend changes to the Plan for a Citywide System of Neighborhood Councils;

**WHEREAS**, the Commission believes the following Code of Conduct (Attachment A) will address some of the concerns and recommendations of the Working Groups;

**WHEREAS**, the Commissioners recognize that a Neighborhood Council System that is physically and emotionally safe and secure for all Board Members promotes good citizenship, increases Stakeholder attendance and supports community engagement;

**WHEREAS**, Neighborhood Councils are required under Article II of the Plan for a Citywide System of Neighborhood Councils to be diverse, inclusive and open to all Stakeholders;

**WHEREAS**, the Board of Neighborhood Commissioners expects Board Members to conduct themselves in a manner in keeping with an established Code of Conduct and with a proper regard for the rights and welfare of other Board Members, Stakeholders, Committee Members, and volunteers;

**WHEREAS**, this Commission and others believe Neighborhood Council Board Members should be aware of other types of behavior such as sexual harassment, sexual, gender and age discrimination, "bullying," work place violence and other related conduct because it will help minimize improper conduct by making Neighborhood Council members aware of the harm that results from it;

**WHEREAS**, the Commission recognizes that improper conduct may occur within the Neighborhood Council System and among members of Neighborhood Councils;

**WHEREAS**, Section 902 (b) Article IX of the new Charter provides that the Board of Neighborhood Commissioners "shall be responsible for policy setting and policy oversight...and the promulgation of rules and regulations but not be responsible for day-to-day management."

**Now, therefore, be it resolved** that the Board of Neighborhood Commissioners establishes this policy to inform Neighborhood Council members of that type of conduct which this Commission and others deem harmful to the Neighborhood Council system.

**POLICY NUMBER:**

2014-2
--------

## NEIGHBORHOOD COUNCIL BOARD MEMBER CODE OF CONDUCT POLICY

1. Neighborhood Council Board Members are required to read and sign a copy of the Code of Conduct attached as Exhibit "A"
2. On or before January 5, 2015, each Neighborhood Council Board Member shall provide a signed and dated copy of the attached Code of Conduct to the Department of Neighborhood Empowerment (Department) bearing their signature.
3. Thereafter each newly elected, re-elected or appointed Neighborhood Council Board Member shall provide a signed and dated copy of the attached Code of Conduct to the Department bearing their signature, within 30 days of the election being certified by the Department or within 30 days of being appointed.
4. Any Neighborhood Council Board Member who fails or refuses to review, sign, date and provide a copy of the attached Code of Conduct to the Department within the abovementioned time frames shall be suspended from their Neighborhood Council and shall not act on any matter that comes before their Neighborhood Council and shall not be counted for the purpose of establishing a quorum of the Neighborhood Council.
  - a. The Department shall notify the Board Member of their suspension by sending a letter to their last known email address and/or physical mailing address.
  - b. The Department shall also notify the remainder of the Board Members by email and/or U.S. mail of the suspension of the Board Member.
5. If within 30 days of being suspended the Neighborhood Council Board Member does not provide a signed and dated copy of the attached Code of Conduct to the Department bearing their signature they shall be removed as a Neighborhood Council Board Member by the following procedures:
  - a. The Department will notify the Board Member of their removal by sending a letter to their last known email address and/or mailing address.
  - b. The Department will also notify the remainder of the Board Members by email and/or U.S. mail regarding the removal of the Board Member and that the Board Members position on the board shall be considered vacant.
  - c. Any Board Member removed pursuant to this policy shall have the right to present to the Department evidence that he or she has in fact complied with this policy. The Department shall be the sole decision maker as to the sufficiency of the evidence submitted.

NEIGHBORHOOD COUNCIL BOARD MEMBER CODE OF CONDUCT POLICY

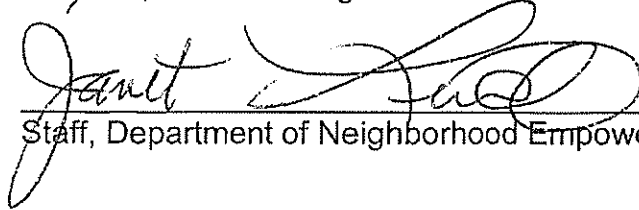
Moved by:

  
Member, Board of Neighborhood Commissioners

Seconded by:

  
Member, Board of Neighborhood Commissioners

Witnessed by:

  
Staff, Department of Neighborhood Empowerment

VOTES

AYES: 7

NAYS: 0

DATE: 9/15/14

# NEIGHBORHOOD COUNCIL BOARD MEMBER CODE OF CONDUCT POLICY

## ATTACHMENT A

1. Neighborhood Council Board Members should conduct themselves in a professional and civil manner.
2. Neighborhood Council Board Members should treat other Board Members and members of the public with respect regardless of the other's opinion, ethnicity, race, religion, religious belief or non-belief, color, creed, national origin, ancestry, sex, sexual orientation, gender, gender expression, age, disability, marital status, income, homeowner status, renter status or political affiliation.
3. Neighborhood Council Board Members should not, during meetings, functions or events engage in or threaten to engage in any physical attack on any other individual.
4. Neighborhood Council Board Members should not use language that is threatening, obscene, or slanderous, including profanities, insults or other disparaging remarks or gestures directed toward other Board Members.
5. Neighborhood Council Board Members should promote and, if necessary, enforce a safe meeting environment. If other Board Members become disruptive or violate the Code of Conduct Neighborhood Council Board Members have agreed to abide by, Board Members should demand that the offending Board Member conduct themselves in a respectful and orderly manner.
6. Neighborhood Council Board Members should not engage in "bullying" or harassment which is generally defined as follows:
  - a) "Bullying" is conduct that meets all of the following criteria:
    - i. is reasonably perceived as being dehumanizing, intimidating, hostile, threatening, or otherwise likely to evoke fear of physical harm or emotional distress;
    - ii. is directed at one or more Board Members;
    - iii. is conveyed through physical, verbal, or technological means;
    - iv. substantially interferes with participation opportunities, benefits, or programs of one or more Board Members at Neighborhood Council sponsored activities or events;
    - v. adversely affects the ability of a Board Member to participate in or benefit from the Neighborhood Council programs or activities by placing the Board Member in reasonable fear of physical harm or by causing emotional distress; and,
    - vi. is based on a Board Member's actual or perceived protected characteristic (see 2 above), or is based on an association with another person who has or is perceived to have any of these characteristics.

## NEIGHBORHOOD COUNCIL BOARD MEMBER CODE OF CONDUCT POLICY

- b) "Harassment" is conduct that meets all of the following criteria:
- i. is reasonably perceived as being dehumanizing, intimidating, hostile, threatening, or otherwise likely to evoke fear of physical harm or emotional distress;
  - ii. is directed at one or more Board Members;
  - iii. is conveyed through physical, verbal, or technological means;
  - iv. substantially interferes with participation opportunities, benefits, or programs of one or more Board Members at Neighborhood Council sponsored activities or events;
  - v. adversely affects the ability of a Board Member to participate in or benefit from the Neighborhood Council programs or activities because the conduct, as reasonably perceived by the Board Member, is so severe, pervasive, and objectively offensive as to have this effect; and,
  - vi. is based on a Board Member's actual or perceived protected characteristic (see 2 above), or is based on an association with another person who has or is perceived to have any of these characteristics.

I have read and understand the Neighborhood Council Board Member Code of Conduct. I understand that if I fail to provide the Department of Neighborhood Empowerment with a signed and dated copy of this Neighborhood Council Board Member Code of Conduct I may be subjected to suspension and/or removal from my Neighborhood Council Board.

Name (Please Print) \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Neighborhood Council \_\_\_\_\_

# BY-LAWS OF THE SUNLAND-TUJUNGA NEIGHBORHOOD COUNCIL

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## **ARTICLE I NAME**

The name of this organization is the Sunland-Tujunga Neighborhood Council, hereafter referred to as the "STNC".

## **ARTICLE II PURPOSE**

The purpose of the Sunland-Tujunga Neighborhood Council is to address issues that affect our community regarding the Governance of the City of Los Angeles by communicating with our stakeholders, allowing their feedback at our Neighborhood Council Meetings and representing our community's voice at City Hall. In order to fulfill the mission of the STNC, the following purposes and policies are established:

### **PURPOSES**

1. To engage the broad spectrum of STNC stakeholders to collaborate and participate in matters affect the community, including events, issues and projects.
2. To work with other organizations in Sunland-Tujunga and with other Los Angeles neighborhood councils.
3. To promote STNC stakeholder participation and advocacy in Los Angeles city government decision making processes.
4. To propagate community awareness of available Los Angeles city resources.
5. To be an advocate of Sunland-Tujunga to government and private agencies.

### **POLICIES**

1. To respect the will of the stakeholders of the STNC as the guiding influence of the STNC, subject to Department of Neighborhood Empowerment (hereinafter "Department") and legal constraints.
2. To consistently and diligently outreach to the diverse and changing Sunland-Tujunga community.
3. To respect the autonomy of all individuals, groups, and organizations in the community.
4. To be fair, open, and transparent in the conduct of STNC business.

## ARTICLE III BOUNDARIES

### Section 1: Boundary Description

- Starting at the Intersection of Wentworth St and the 210 Freeway
- Northeast along Wentworth St to Foothill Blvd
- Northeast along the northernmost property lines of all residential properties adjacent to the southern border of Angeles National Golf Club, including Oro Vista Park,
- Following the Eastern boundaries of the Angeles Golf Club North to the property lines of the Riverwood Ranch community.
- Continuing along the perimeter of the property lines until Ebey Canyon Rd.
- Following Ebey Canyon Road until Oro Vista Ave.
- Continuing in a straight line East until the Eastern most property lines of the Riverwood Ranch community
- Continuing South to Oro Vista Ave.
- Follow East on Oro Vista Ave to Big Tujunga Canyon Rd.
- East on Big Tujunga Canyon Rd to the boundary line of the City of Los Angeles
- Continue to follow the boundary line of the City of Los Angeles until it intersects with the 210 Freeway
- West along the center of the 210 Freeway, only to adopt the northbound lane, to the intersection of Wentworth and the 210 Freeway.

The boundaries of the Council are set forth in Attachment A - Map of Sunland-Tujunga Neighborhood Council.

### Section 2: Internal Boundaries –

#### Region 1

- Starting at the intersection of Foothill Blvd and Wentworth St - Northwest along the northernmost property lines of all residential properties adjacent to the southern border of Angeles National Golf Club, including Oro Vista Park, to the intersection of Big Tujunga Canyon Rd and Mount Gleason Ave
- South on Mount Gleason Ave to Foothill Blvd
- West on Foothill Blvd to the intersection of Foothill Blvd and Wentworth St

#### Region 2

- Starting at the intersection of Big Tujunga Canyon Rd and Mount Gleason Ave - North along Big Tujunga Canyon Rd to the northernmost property lines of the residential properties on Dellmont Dr
- East along the northernmost property lines of the residential properties on Dellmont Dr to the eastern property line adjacent to Linda View Pl
- South along said property line to the end of Seven Hills Pl
- East along Seven Hills Pl until it turns into Commerce Ave, then south along Commerce Ave to Foothill Blvd

- West on Foothill Blvd until Mount Gleason Ave

#### Region 3

- Starting at the intersection of Big Tujunga Canyon Rd and the northernmost property lines of the residential properties on Dellmont Dr - North along Big Tujunga Canyon Rd to the border of the City of Los Angeles
- South along the border of the City of Los Angeles, and following the border of the City of Los Angeles until it intersects with Foothill Blvd
- West on Foothill Blvd to Commerce Ave
- North on Commerce Ave until it turns into Seven Hills Pl, then continue on Seven Hills Pl until its terminus
- North along the eastern property line adjacent to Linda View Pl until the northernmost property lines of the residential properties on Dellmont Dr

#### Region 4

- Starting at the intersection Wentworth St and the 210 Freeway - North on Wentworth St to Foothill Blvd
- East on Foothill Blvd until it intersects with the border of the City of Los Angeles
- South on the border of the City of Los Angeles until it intersects with the 210 Freeway
- West along the center of the 210 Freeway, only to adopt the northbound lane, to the intersection of Wentworth and the 210 Freeway

### **ARTICLE IV STAKEHOLDER**

STNC stakeholders shall be defined as those who live, work or own real property in the neighborhood and also to those who declare a stake in the neighborhood as a community interest stakeholder, defined as a person who affirms a substantial and ongoing participation within the Neighborhood Council's boundaries and who may be in a community organization such as, but not limited to, educational, non-profit and/or religious organizations

#### A. Stakeholder Rights

1. To vote to elect the Board of Representatives as specified in Article X.
2. To participate in discussion on an action, policy, or position before the STNC.
3. To participate in an advisory vote at any regular or special meeting.
4. To make use of initiative, reconsideration, election challenge, recall and grievance procedures described in these by-laws.
5. To participate as an elected Representative or Executive Officer, a Chairperson or a member on a Standing or Ad-Hoc Committee, and assist with the various activities of the STNC described in these by-laws.

B. Stakeholder Privacy – The STNC stakeholder database will be deemed confidential to the fullest extent of the law as permitted by the Public Records Act.

The STNC shall encourage all stakeholders to participate in its activities, and shall not discriminate against individuals or groups on the basis of race, religion, color, creed,

national origin, ancestry, sex, sexual orientation, age, disability, marital status, income, homeowner/renter status, citizenship status, or political affiliation in any of its policies, recommendations, or actions.

## **ARTICLE V GOVERNING BOARD**

The Board of Representatives ("Board") shall be the Governing Body of the STNC within the meaning of that term as set forth in the Plan for a Citywide System of Neighborhood Councils ("Plan").

**Section 1: Composition** - The Board shall consist of twenty-two (21) Stakeholders elected, selected or appointed by the Board and/or Community Stakeholders. The Board is comprised of:

- Five (5) Executive Officers
- Seven (7) Stakeholder Group Representatives
- One (1) At-Large Community Interest Representative
- Eight (8) Geographical Representatives

The composition of the Board must be such that no one stakeholder group comprises a majority of the Board.

**A. Executive Officers** - There are five (5) Executive Officers, elected at large:

1. President
2. First Vice-President- Community Improvements
3. Second Vice-President- Outreach
4. Secretary
5. Treasurer

**B. Stakeholder Group Representatives**

Seven (7) Stakeholder Group Representatives shall be elected at large. These Representatives shall be elected from the pool of community stakeholders representing non-profits, educational, faith-based, and, service, youth, and special-interest organizations located or meeting regularly within the Sunland-Tujunga Neighborhood Council boundaries. No organization may have more than one stakeholder representative. All Group Representatives must participate on at least one committee

**C. At-Large Community Interest Representative**

One (1) At-Large Representative shall be elected from stakeholders who declare a stake in the neighborhood as a community interest stakeholder and are 16 years of age or older at the time of filing for candidacy .The Community Interest Representative must participate on at least one committee.

**D. Geographical Representatives**

Eight (8) Geographical Representatives shall be elected from stakeholders who live (either homeowner, renter, or other fixed living arrangement), work, or own property in each of the following districts within the STNC boundary area:

1. North Sunland Region: North of Foothill Boulevard, from the western STNC domain boundary east to Mount Gleason Avenue and Big Tujunga Canyon Road.
2. North-West Tujunga Region: North of Foothill Boulevard, from Mount Gleason Avenue and Big Tujunga Canyon Road to Commerce Avenue and Seven Hills Drive.
3. North-East Tujunga Region: North of Foothill Boulevard, from the eastern STNC domain boundary west to Commerce Avenue and Seven Hills Drive.
4. South Sunland-Tujunga Region: South of Foothill Boulevard.

Two (2) Geographical Representative shall represent each region. Geographical Representatives shall represent the interests of the stakeholders within their region. Geographical Representative shall maintain lines of communication with the various neighborhoods, businesses, and other organizations operating within their districts. Geographical Representatives shall actively outreach to stakeholder groups and individuals within their regions. One Geographical Representative from each region shall attend all Outreach Committee meetings.

Region boundaries shall be based upon population density, distinct neighborhoods within the community, and distribution of diverse populations and interests. It is expected that region boundaries may need to be changed over time, and that these changes will be made by means of bylaws amendments.

**Section 2: Quorum** – No meeting shall take place without the presence of at least eleven (11) of the twenty-one (21) members of the Board, constituting a quorum. A minimum of three (3) of the five (5) Executive Officers shall be required at STNC regular, special and Executive Committee meetings for a quorum to be present.

Representatives and Executive Officers shall not meet and discuss STNC business in numbers meeting or exceeding a majority of a quorum – six (6) out of eleven (11), except

in regular, special and joint STNC meetings.

**Section 3: Official Actions** - The Board may vote on measures listed on the agenda. In general, a simple majority vote of the Board members present and voting, not including abstentions, is sufficient to pass a measure, with a tie being considered a failure to pass. Exceptions include bylaws amendments and removal of a Board member, which require a two-thirds (2/3) majority vote of the current seated Board.

Board members with a conflict of interest in a particular measure must recuse themselves from voting on it. Conflicts of interest shall be as defined in the City of Los Angeles ethics laws. Board members under the age of eighteen (18) are prohibited from voting on measures involving legal contracts or expenditure of monies.

**Section 4: Terms and Term Limits** - The normal term of office for all Board seats is two (2) years. A Board member may serve no more than two (2) terms in the same office, and may thereafter run for any other seat for which he/she is qualified for according to stakeholder, community interest or residency status. No stakeholder may serve in any combination of voting positions on the Board for more than eight (8) consecutive years.

**Section 5: Duties and Powers** - The Board shall establish policies and positions of the STNC at its regular and special meetings, and review and recommend actions to governmental and other entities on issues affecting the Sunland-Tujunga community. The Board shall also exercise all other authority granted to Neighborhood Councils by the City of Los Angeles.

- A. **Conflicts of Interest** - Board members shall not vote on measures with which they have a conflict of interest. A conflict of interest shall be as defined by the applicable City of Los Angeles ethics laws and policies.
- B. **Restriction on Political Campaigns** - The STNC shall not participate in, or interfere in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. This restriction shall not be interpreted to forbid informational events such as candidates' forums, or announcement of such forums. If an Executive Officer or Representative is elected to any Federal, State, Los Angeles County, or Los Angeles City political office, he or she must immediately resign from the Board.
- C. **Vote of Confidence** - If a Board member feels it necessary to do so, he or she may request a vote of confidence from the Board. This shall be conducted as a regular vote by the members of the Board, reflecting the Board's judgment of the conduct of the person requesting the vote. The vote shall be advisory only, with no particular result required.

**Section 6: Vacancies** - When a vacancy occurs the Secretary must announce that vacancy at its next regular meeting and is authorized to continue actively searching for a candidate to fill it until ninety (90) days prior to the next election. Appointees must meet the same eligibility requirements as the Board member who vacated the seat as set forth in Article V, Section 1.

**Section 7: Absences** – Any Board member having three (3) consecutive absences or four (4) absences in 12 consecutive months from General STNC meetings is considered to have tendered their resignation.

**Section 8: Censure** – The purpose of the censure process is to place a Board member on notice of misconduct and to provide the Board member with an opportunity to correct the misconduct. The Neighborhood Council (“Neighborhood Council”) may censure any Board member at a regular or special meeting open to the public following a good-faith determination by the Neighborhood Council Board that the member has engaged in conduct that is contrary to rules and regulations applicable to the Board or that impedes the orderly business of Board operations. Grounds for censure include, but are not limited to, persistent disruptive conduct at meetings, violations or abuses of the Board’s bylaws or rules, violations of the Code of Conduct, acting on behalf of the Board without authorization, and misuse or abuse of the censure or removal process by acting in bad faith.

The Board shall use the following procedure when censuring a Board member:

1. A motion to censure a Board member may be initiated by any three (3) Board members. Those Board members shall not constitute a majority of the quorum of any Neighborhood Council body, such as a committee. The motion shall be delivered to any officer of the Board or a specific officer or member of the Board as may be specified in the bylaws or standing rules of the Neighborhood Council. The motion shall be in writing and provide the specific facts and grounds for the proposed censure including the date(s) and specific conduct relied upon for the motion. The motion shall not be based upon conclusions, e.g., “for alleged violations of the Code of Conduct” but shall contain factual statements that describe conduct only and is not intended to embarrass or humiliate the board member.
2. The Board member, group of Board members or committee responsible for setting the final Board agenda shall include the motion on the agenda of the next regular or special Board meeting scheduled at least thirty (30) days following the delivery of the proposed censure motion.
3. The Board member subject to censure shall be given a minimum of thirty (30) days prior-written notice, which may include email sent to the last email address on file with the Neighborhood Council, of any meeting at which the motion to censure will be considered. The notice shall provide the specific facts and grounds for the proposed censure as specified in 1 above. The Board shall also provide a copy of the notice to the Department of Neighborhood Empowerment a minimum of thirty (30) days prior to the meeting at which the motion to censure will be considered.
4. The Board member subject to censure shall be given a reasonable opportunity to be heard at the meeting, either orally or in writing, prior to the Board’s vote on a motion of censure.
5. The Board shall decide by a majority vote of those present and voting whether or not the Board member should be censured. The Board member who is the subject of the

censure motion shall not be counted as part of the majority present and voting and shall not be allowed to vote. For the purpose of censure motions, abstentions shall not be counted as votes.

6. In no event shall a motion to censure a board member be heard by the Neighborhood Council within sixty (60) days of the next scheduled Board election or selection.

**Section 9: Removal** - Any Board member may be removed by the Neighborhood Council ("Neighborhood Council") for cause, following a good faith determination by the Board that the member has engaged in conduct that is contrary to rules and regulations applicable to the Board or that impedes the orderly business of Board operations. A Board member shall not be subject to removal under this Policy, unless the member has been censured at least once pursuant to the Board of Neighborhood Commissioners' ("Commission") Censure Policy. Grounds for removal include, but are not limited to, persistent disruptive conduct at meetings, violations or abuses of the Board's bylaws or standing rules, violations of the Code of Conduct, acting on behalf of the Board without authorization, and misuse or abuse of the censure or removal processes by acting in bad faith.

The Board shall use the following procedure when removing a Board member:

1. A motion to remove a Board member may be initiated by any three (3) Board members. Those Board members shall not constitute a majority of the quorum of any Neighborhood Council body, such as a committee. The proposed motion shall be delivered to any officer of the Board or a specific officer or member of the Board as may be specified in the bylaws or standing rules of the Neighborhood Council. The motion shall be in writing and provide the specific facts and grounds for the proposed removal action including the date(s) and specific conduct relied upon for the motion. The motion shall not be based upon conclusions, e.g., "for alleged violations of the Code of Conduct" but shall contain factual statements that describes conduct only and is not intended to embarrass or humiliate the board member. The motion to remove shall also include a copy of the prior censure motion and the date it was passed.
2. The Board member, group of Board members or committee responsible for setting the final Board agenda shall list and briefly describe the motion on the agenda of the next regular or special Board meeting scheduled at least thirty(30) days following the delivery of the proposed removal motion.
3. The Board member subject to removal shall be given a minimum of thirty (30) days prior written notice, which may include email sent to the last email address on file with the Neighborhood Council, of any meeting at which a motion to remove will be heard. The notice shall provide the specific facts and grounds for the proposed removal as specified in 1 above. The Board shall also provide a copy of the notice to the Department of Neighborhood Empowerment a minimum of thirty (30) days prior to any meeting at which a motion to remove will be considered.
4. The Board member subject to removal shall be given reasonable time to be heard at the meeting, either orally or in writing, prior to the Board's vote on a motion for removal.



5. The Board shall decide whether or not the Board member should be removed by an affirmative vote of two-thirds (2/3) of the currently sitting Board members. The Board member who is the subject of the removal motion shall not be allowed to vote and shall not be counted when determining the two-thirds (2/3) majority vote. For the purpose of the removal motion, abstentions shall not be counted as votes.
6. In no event shall a motion to remove a Board member be heard by the Neighborhood Council within sixty (60) days of the next election or selection.
7. The Commission may review a Neighborhood Council's removal decision if requested to do so by the affected Board member. Once the request is made for the Commission to review the decision to remove, the Neighborhood Council voting to remove the board member may not fill the vacancy created by the removal until the Commission has made a decision on whether the removal was proper or the Commission declines to review the matter. The Commission's decision whether to hear or decline to hear the removal review request shall be sent in writing to the requestor and the Neighborhood Council within 30 days after the request for review is delivered.
8. A request for the Commission to review a Neighborhood Council's removal decision shall proceed as follows:
  - a. The request must in writing and must be delivered to the Executive Assistant of the Commission or, in the absence of an Executive Assistant, to the President of the Commission within thirty (30) days of the date of the action by the Neighborhood Council to remove the Board member.
  - b. The request must state the basis for the review. The request shall not cite or present any evidence not considered by the Neighborhood Council but must address only procedural deficiencies.
  - c. If the Commission determines the request for review raises sufficient questions regarding procedural deficiencies and agrees to hear the review, it will be placed on the agenda of a regular or special meeting of the Commission within sixty (60) days of receipt of the request for review.
  - d. At the review the Commission will determine if the facts as presented support the removal motion and if the procedures set out in this policy were correctly applied.
  - e. If the Commission determines that there were either factual or procedural deficiencies, the Commission may either reinstate the Board member or return the matter to the Neighborhood Council for further consideration.
  - f. If the Commission returns the matter for further consideration and the Neighborhood Council does not act within sixty (60) days of the Commission's decision the Board member will be considered reinstated.

g. During the period of appeal the Board member shall not be counted as part of the Board for any quorum and shall not participate in any Board actions.

h. If the matter is returned to the Neighborhood Council for further consideration the Board member shall not be counted as part of the Board for any quorum and shall not participate in any Board actions until the Board takes action as requested by the Commission or until the expiration of the sixty (60) day time period.

9. This policy is not intended to restrict or eliminate a Neighborhood Council's ability to remove or render ineligible to serve, Board members who fail to attend meetings, join committees, maintain their stakeholder status, or perform other duties as may be described in the Neighborhood Council's bylaws and/or standing rules. Nor is it intended to limit a Neighborhood Council's ability to remove committee chairs or committee members according to the Neighborhood Council's bylaws and/or standing rules.

**Section 10: Resignation** - Any Board member may resign by submitting a written resignation to the President or Secretary. Notice of the resignation shall be posted and archived by the Secretary. The Board may opt to appoint a replacement for the resigned Officer or Representative if the resignation takes place more than sixty (60) days prior to the next regular election of Board members.

If an Executive Officer or Representative is elected to any Federal, State, Los Angeles County, or Los Angeles City political office, or be appointed a City Commissioner he or she must immediately resign from the Board.

**Section 11: Community Outreach** - The STNC shall establish procedures for communicating with all stakeholders on a regular basis in a manner ensuring that information is disseminated evenly and in a timely manner.

## ARTICLE VI OFFICERS

**Section 1: Officers of the Board** - The officers of the Board ("Officers") shall include the following positions which, all together, comprise the Executive Committee: President, 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice President, Secretary, and Treasurer. The Executive Officers shall form the Executive Committee of the Board.

**Section 2: Duties and Powers** - The duties of the Officers are as follows and also include such additional duties as may be adopted by official action of the Board. There are five (5) Executive Officers elected at large:

- A. **President** - Shall chair regular, special and Executive Committee meetings and shall be the STNC representative to other Los Angeles neighborhood councils and to the Los Angeles City Council, or may delegate someone to represent the STNC to these bodies.

- B. **First Vice President** - First Vice President, Community Improvement - Shall perform the duties of the President when the President is unavailable or otherwise unable to preside at Agenda or Board meetings. He/She shall be the liaison between the Board and STNC/community improvement projects.

He/She shall assist Standing and or Ad Hoc committees and see that the committees are able to perform their appointed tasks, as requested by the President or any Board member. The First Vice-President shall carry on the duties of the Treasurer should there be no Treasurer or the Treasurer be incapacitated.

In the event that the President position is vacated, the First Vice President shall preside over the appointment process as described in Article 5 Section 6 to select a new President to serve out the remainder of the term; the new President must be chosen from those current board members who have served a minimum of twelve months on the current Board.

- C. **Second Vice President** –Outreach- Shall chair the Outreach Committee. He/She shall assume the duties of the President when both the President and First Vice President are unable to do so.
- D. **Secretary** - Shall fulfill correspondence duties at the direction of the President, including, but not limited to, correspondence with other Los Angeles Neighborhood Councils and the various Los Angeles City government agencies. He/She will be responsible for maintaining the contact lists of STNC Board and committee members and stakeholders, and shall coordinate with the staff to ensure the timely posting of notices of Board meetings, committee meetings, elections, and other items of interest to the STNC community. He/She shall take minutes at the Agenda and Board meetings in the absence of the appointed minute taker. The Secretary shall be the STNC Officer of Service.
- E. **Treasurer** - Chairs the Budget and Finance Committee. Oversees the finances of the Neighborhood Council to assure total compliance with all Department of Neighborhood Empowerment (Department) and Los Angeles City requirements. Submits financial reports to the Board of Officers at every regular meeting. The Treasurer shall comply with Generally Accepted Accounting Principles (GAAP) requirements and shall file the Department's required reports and all other paperwork and reports required by the Department in a timely manner.

Executive Officers are expected to act in the interest of the STNC and the Sunland- Tujunga community as a whole.

**Section 3: Selection of Officers** - Officer positions are elected during the elections of the STNC.

**Section 4: Officer Terms** - The normal term of office for all Executive Officers is two (2) years or until the next election. An Executive Officer may serve up to two (2) consecutive terms in any particular office, and may thereafter run for any other seat for which he/she is qualified by stakeholder group or residency status.

## **ARTICLE VII COMMITTEES AND THEIR DUTIES**

STNC stakeholders are encouraged to participate on Committees in which they are interested by contacting the Committee President. Unless otherwise stated in these bylaws committees may only make recommendations to the Board

**Section 1: Standing Committees** - Standing Committees must meet at least once every other month and are subject to the Brown Act. Standing Committee meetings must be public and must be posted at least seventy-two (72) hours in advance with an agenda. Minutes of the meeting must be recorded and archived, and must be made available for public inspection.

- A. **Executive Committee** – This committee consists of the five (5) Executive Officers. The Executive Committee:
- Meets at least once per month.
  - Is chaired by the STNC President.
  - Schedules and sets the agendas for regular and special STNC meetings, as well as the agendas for its own Executive Committee meetings.
  - Recommends actions to the Board.
  - May refer agenda items to committees for action.

A quorum of the Executive Committee is three (3) of the voting members, and at least three (3) votes in favor or at least three (3) votes against an issue are required to achieve consensus. Unless otherwise stated in these By-Laws the only decisions made by the Executive Committee itself are those pertaining to scheduling and setting the agendas for the Regular Board meetings. The President, acting for the Executive Committee, sets scheduling and agendas of Executive Committee meetings and Special and Emergency Board meetings.

- B. **Outreach Committee** – This committee is considered to be a permanent and on-going function of the STNC consisting of stakeholders and Board members who shall be appointed as deemed appropriate by the Board. The Outreach Committee:
- Meets at least once per month.
  - Is chaired by the Second Vice President.
  - Has 5 Board members, consisting of the Second Vice President, and (1) Geographical Rep from each of the four Regions.
  - Has up to 10 non-board stakeholder members
  - Makes Geographical Representatives responsible for outreach to their respective regions.
  - Is expected to make regular and continuing efforts to inform and solicit

input and STNC participation from the diverse elements of the community.

- Performs outreach on its own volition and by direction of the Board, and reports its actions to the Board.
- Performs Press Relations and Social Media duties.

The Outreach Committee shall be comprised of the second Vice President of Outreach, one (1) Geographical Rep from each of the four Regions and up to 10 non-board Stakeholder members. A quorum of the Outreach Committee meeting consists of four (4) Committee members. A Majority vote of the Committee members present at a meeting is sufficient to achieve consensus on an issue. It is responsible for implementing the details of the policies and directives set for it by the Board. It is the responsibility of the Chairperson of the Committee to set meeting agendas and to assign duties to the Committee members in order to implement these policies and directives.

C. **Budget and Finance Committee** - This committee consists of the Treasurer and four (4) other stakeholders who may or may not be Board members, who shall be appointed by the Board. At least one (1) of the Committee members should be, but is not required to be, also a member of the Outreach Committee. The Budget and Finance Committee:

- Meets at least once per month.
- Is chaired by the STNC Treasurer.
- Contains no more than five (5) Board members, so that a majority of a quorum of the Board will not be present at its Committee meetings unless the meeting has been posted as a special joint board and committee meeting.
- Investigates and pursues special funds available through the City for special projects.
- Generates a financial plan for each fiscal year, showing planned income and expenditures.
- Keeps the plan current and issues reports to the Board.
- Receives, reviews, and submits stakeholder and committee requests to the Board for funding consideration.

A quorum for a Budget and Finance Committee meeting consists of three (3) members, including at least one (1) Board member. At least three (3) votes in favor or three (3) votes against an issue are required to achieve consensus. The Budget and Finance Committee takes direction from the Board and presents recommendations to the Board, but makes no decisions for the Board. It is responsible for implementing the details of the policies and directives set for it by the Board. It is the responsibility of the Chairperson of the Committee to set meeting times and agendas and to assign duties to the Committee members in order to implement these policies and directives.

D. **Land Use Committee** - This committee consists of stakeholders and Board members who shall be appointed as deemed appropriate by the Board. The Land

## Use Committee:

- Meets at least once per month.
- Contains no more than five (5) Board members, so that a majority of a quorum of the Board will not be present at its Committee meetings.
- Sends Committee members to attend Planning Commission meetings and other meetings dealing with city development and land use.
- Meets with representatives of prospective new businesses in the community and negotiates with those representatives to promote community standards of architecture, appearance, and preservation of scenic areas.
- Issues reports and recommendations to the Board on issues and developments within its purview.

The Land Use Committee shall contain eleven (11) full members and four (4) alternates, appointed by the Board. A quorum for a Land Use Committee meeting consists of seven (7) members, and at least six (6) votes in favor or at least six (6) votes against an issue are required to achieve consensus. The alternates shall be called on to vote in the absence of full members of the Committee. The Land Use Committee takes direction from the Board and presents recommendations to the Board, but makes no decisions for the Board. It is responsible for implementing the details of the policies and directives set for it by the Board. It is the responsibility of the Chairperson of the Committee to set the meeting times and agendas and to assign duties to the Committee members in order to implement these policies and directives.

**E. Community Improvement Committee-**The mission of the Community Improvement Committee is to address issues of community improvement including those of economic or legislative impact and present recommendations to the STNC Board.

- Meets at least once every other month.
- Contains no more than five (5) Board members, so that a majority of a quorum of the Board will not be present at its Committee meetings, unless the meeting has been posted as a special joint board and committee meeting.
- Issues reports and recommendations to the Board on issues and developments within its purview.

**F. Beautification Committee-**The mission of the Sunland-Tujunga Beautification Committee is to improve the visual quality and enhance the beauty of Sunland-Tujunga. The Committee will plant trees, organize public art projects, establish gardens, and conduct clean-up activities. We will also educate and engage residents and businesses in beautification projects that benefit and give back to the community.

- Meets at least once every other month.
- Contains no more than five (5) Board members, so that a majority of a

quorum of the Board will not be present at its Committee meetings, unless the meeting has been posted as a special joint board and committee meeting.

- Issues reports and recommendations to the Board on issues and developments within its purview.

**G. Sunland Tujunga Arts Recreation and Culture Committee-** The Arts, Recreation & Culture Committee nurtures and promotes artistic endeavors and cultural events within the community; provides a resource for and expands the awareness of the growing diversity of our neighborhoods. works to provide local artists and cultural organizers with the nexus of public space, venues and available support to aid in the achievement of relevant projects. The committee also encourages the use and preservation of existing recreation space and advocates for future funding and expansion as a necessary means for the growth of social interaction among our community.

- Meets at least once every other month
- Contains no more than five (5) Board members, so that a majority of a quorum of the Board will not be present at its Committee meetings, unless the meeting has been posted as a special joint board and committee meeting.
- Issues reports and recommendations to the Board on issues and developments within its purview.

**H. Safe Traffic and Transportation Committee-**The Safe Traffic and Transportation Committee's purpose is to represent the community's needs and interests regarding traffic safety and related transportation issues in our community, and to communicate and represent them to City and State officials to make needed changes.

- Meets at least once every other month.
- Contains no more than five (5) Board members, so that a majority of a quorum of the Board will not be present at its Committee meetings, unless the meeting has been posted as a special joint board and committee meeting.
- Issues reports and recommendations to the Board on issues and developments within its purview.

**Section 2: Ad Hoc Committees** – Ad-Hoc Committees may be established as deemed appropriate by the Board, to carry out the work of the STNC. An Ad-Hoc Committee will be automatically dissolved when their task is completed or one year after inception. They may be renewed. Committees may meet when and as needed, but are subject to the requirements of the Brown Act regardless of whether or not they are comprised only of STNC Board members. Ad Hoc Committees shall be terminated automatically if they have not met in 90 days.

**Section 3: Committee Creation and Authorization** – Additional Standing Committees may be established or dissolved by the Board at any time and will be added to the Standing rules. With the exception of the Executive Committee and unless otherwise

specified in these bylaws, the Board shall appoint any and all committees and committee chairs, and ratify all committee members. Removal of committee chairs or committee members shall be by a two thirds vote of the Board unless stated otherwise in these bylaws. Each standing committee must have at least one (1) Board member appointed to it and this Board member must be present for the Committee to formally take action.

## **ARTICLE VIII MEETINGS**

All meetings shall be conducted in accordance with the Brown Act and the Neighborhood Council Agenda Posting Policy. Ongoing outreach shall be performed to inform stakeholders of meetings.

**Section 1: Meeting Time and Place** - All meetings shall be held within Council boundaries at a location, date and time set by the Board. A calendar of regular meetings shall be established by the Board at its first regular meeting of each calendar year.

- A. **Regular Meetings** - Regular STNC meetings shall be held once per calendar month, where possible, with no fewer than ten (10) regular meetings held per calendar year and with no more than one (1) calendar month skipped in sequence.
- B. **Special Meetings** - Special meetings of the Board will not permit advance notice for an agenda meeting, and so the agendas for special meetings shall be set by the President.

**Section 2: Agenda Setting** - The Executive Committee shall establish the agendas for regular STNC meetings at Executive Committee meetings called for that purpose. These agenda meetings shall be open to the public and subject to the requirements of the Brown Act.

Stakeholders may force the Board to consider a measure by means of an initiative. Proponents of a measure must draft the measure that they wish to see passed, and obtain the signatures of at least fifty (50) validated stakeholders. The drafted measure and signatures must then be submitted to the secretary. The Executive Committee is then required to place the item on the agenda of the next regular meeting of the STNC within sixty(60) days, or to call a special meeting if it deems it appropriate to do so. At the meeting the measure may be discussed and debated, and then voted upon by the Board or referred to committee. As with other measures before the Board, reconsideration is permitted. An initiative that fails to pass may not be re-submitted until after the next election of Board members. An initiative may not be submitted for a measure already considered by the Board during the current elective term, except for a reconsideration initiative.

**Section 3: Notifications/Posting** – Agendas shall be posted in at least one (1) twenty-four (24) hour accessible physical location and the STNC website in compliance with City policy. Agendas must be posted and emailed to the STNC email database and to the Department at least seventy-two (72) hours before regular meetings and twenty-four (24) hours before special meetings.



**Section 4: Reconsideration** - The Board may reconsider and amend its action on items listed on the agenda if reconsideration takes place immediately following the original action or at the next regular meeting. The Board, on either occasion, shall: (1) Make a Motion for Reconsideration and, if approved, (2) hear the matter and take an action. If the motion to reconsider an action is to be scheduled at the next meeting following the original action, then two (2) items shall be placed on the agenda for that meeting: (1) A Motion for Reconsideration on the described matter, and (2) a proposed action, should the Motion be approved. A Motion for Reconsideration can only be made by a Board member who previously voted on the prevailing side of the original action taken, or by a stakeholder initiative as described in Article VIII, Section 2. If a Motion for Reconsideration is not made on the date the action was taken, then a Board member on the prevailing side of the action who wishes to initiate a reconsideration must submit a memorandum to the Secretary identifying the matter to be reconsidered, as well as a brief description of the reason(s) for requesting reconsideration, at the next regular meeting.

## **ARTICLE IX FINANCES**

The STNC agrees to comply with all financial accountability requirements as specified by City Ordinance 174006 and the Plan for a Citywide System of Neighborhood Councils, and as stated in the certification application. STNC further agrees to comply with all reporting requirements as prescribed by the Department. The Treasurer shall comply with the accounting requirements of GAAP.

## **ARTICLE X ELECTIONS**

**Section 1: Administration of Election.** The STNC's election will be conducted pursuant to all City ordinances, policies and procedures pertaining to Neighborhood Council elections.

**Section 2: Governing Board Structure and Voting** - The number of Board seats, eligibility requirements for holding any specific Board seats, and which Stakeholders may vote for the Board seats are noted in Attachment B.

**Section 3: Minimum Voting Age.** All Stakeholders aged sixteen (16) years old and above shall be entitled to vote in the STNC elections.

**Section 4: Method of Verifying Stakeholder Status** - Voters will verify their Stakeholder status by providing acceptable documentation.

**Section 5: Restrictions on Candidates Running for Multiple Seats** - A candidate shall declare their candidacy for no more than one (1) position on the Board during a single election cycle.

### **Section 6: Other Election Related Language**

- A. Because the Groups that are being represented are at least as important as the person representing them, it is imperative that Stakeholder Group Representative candidates provide proof that they are supported in their candidacy by the group

they propose to represent and that this organization/group affirms that the candidate does regularly attend monthly meetings at the location/branch of the organization that is located within the STNC boundaries.

#### **ARTICLE XI GRIEVANCE PROCESS**

Any STNC stakeholder who is adversely affected by a decision of the Board, or who feels the conduct of the Board is not in accordance with the governing principles, may submit a written grievance to the Board Secretary. An appointed Grievance Committee shall review the grievance and advise the stakeholder of the outcome within thirty (30) days of the submission. Submitted grievances must be announced by the Secretary at the next regular meeting of the STNC. If a Board vote is required to resolve the grievance, it should be held at this meeting. If the stakeholder is not satisfied with the outcome, he or she may then petition the Department for mediation. The Neighborhood Council grievance review process will be conducted pursuant to any and all City ordinances, policies and procedures pertaining to Neighborhood Council grievances.

#### **ARTICLE XII PARLIAMENTARY AUTHORITY**

The conduct of meetings shall be based on the following four standards, in decreasing order of priority:

- Any and all applicable laws, including the Brown Act
- Bylaws
- Standing Rules
- Robert's Rules of Order, Newly Revised

The President may appoint an unbiased parliamentarian. The Parliamentarian shall advise the President on parliamentary rules.

#### **ARTICLE XIII AMENDMENTS**

Amendment of bylaws requires approval of both the Board and the Department. An amendment may be initiated by a Board member as an agenda item request, or by a stakeholder via the initiative process. The amendment shall then be placed on the agenda of the next regular STNC meeting, or the Executive Committee may call a special meeting of the STNC if it is deemed appropriate. A two-thirds (2/3) majority vote of the entire Board at least fifteen (15) votes in favor – is required to approve an amendment. After an amendment is approved, it must be submitted to the Department along with a statement of ratification by the Board. When approval of the amendment is received from the Department, the amendment becomes part of the bylaws.

#### **ARTICLE XIV COMPLIANCE**

The STNC shall be subject to any and all applicable sections of the City of Los Angeles governmental ethics ordinances, including Los Angeles Municipal Code Section 49.5.1. All  
STNC Bylaws 06292020

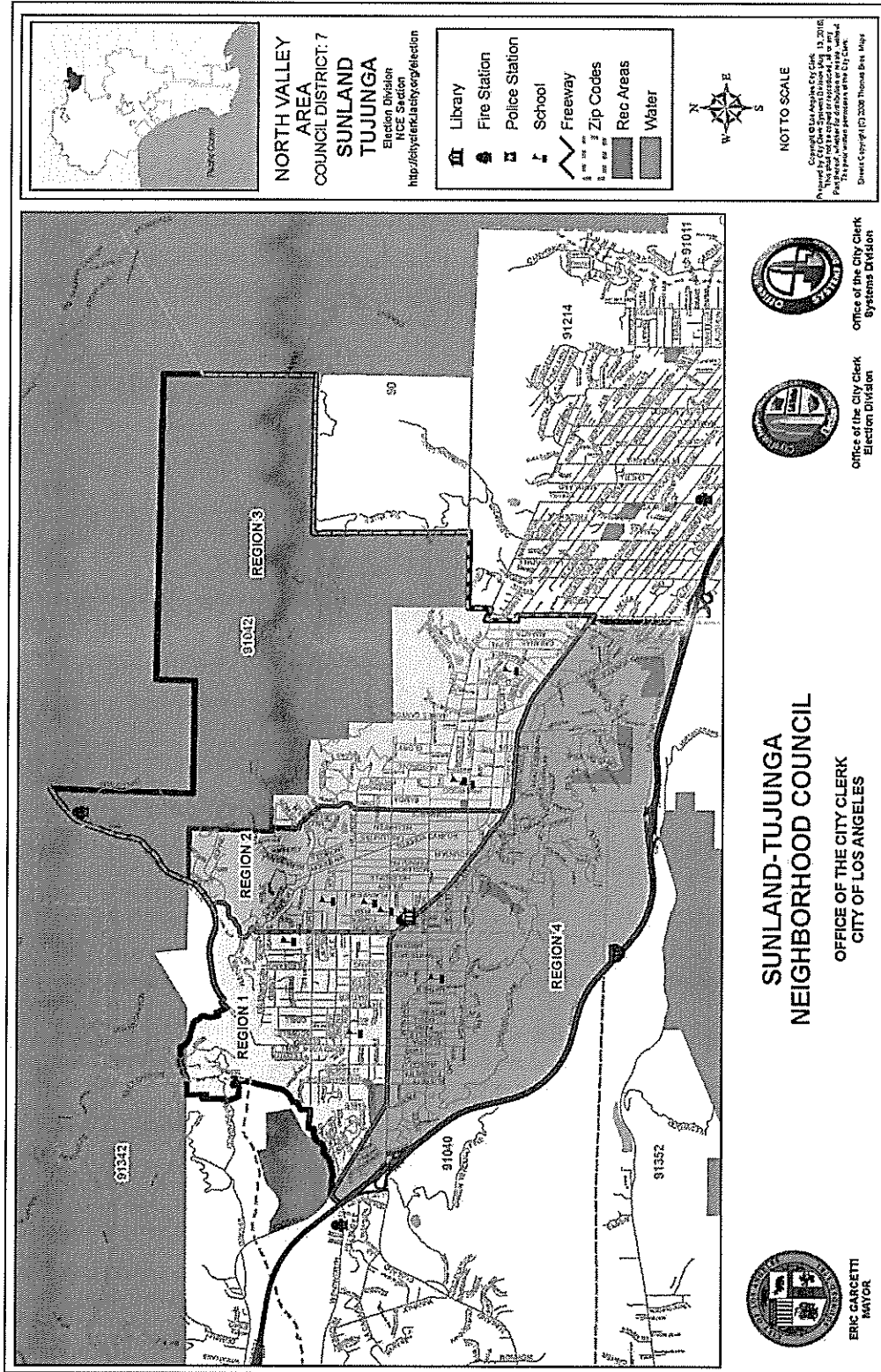
applicable laws of local, state, and federal government shall be the minimum ethical standard for STNC, its Board, and its stakeholders.

**Section 1: Code of Civility** - The STNC, its representatives and all Stakeholders shall conduct all STNC business in a civil, professional and respectful manner. Board members will abide by the Commission's Neighborhood Council Board Member Code of Conduct Policy.

**Section 2: Training** - All board members must take ethics and funding training prior to making motions and voting on funding related matters.

**Section 3: Self-Assessment** - Intentionally left blank.

# ATTACHMENT A – Map of Sunland-Tujunga Neighborhood Council



## ATTACHMENT B – Governing Board Structure

### Sunland-Tujunga Neighborhood Council – 22 Board Seats

BOARD POSITION	# OF SEATS	ELECTED OR APPOINTED?	ELIGIBILITY TO RUN FOR THE SEAT	ELIGIBILITY TO VOTE FOR THE SEAT
President Term: 2 Years	1	Elected	Stakeholders who live, work, or own real property within the STNC boundaries and who are 18 years of age or older at the time of filing for candidacy.	Stakeholders who live, work, or own real property within the STNC boundaries and who are 16 years of age or older.
First Vice-President Term: 2 Years	1	Elected	Stakeholders who live, work, or own real property within the STNC boundaries and who are 18 years of age or older at the time of filing for candidacy.	Stakeholders who live, work, or own real property within the STNC boundaries and who are 16 years of age or older.
Second Vice-President Term: 2 Years	1	Elected	Stakeholders who live, work, or own real property within the STNC boundaries and who are 18 years of age or older at the time of filing for candidacy.	Stakeholders who live, work, or own real property within the STNC boundaries and who are 16 years of age or older.
Secretary Term: 2 Years	1	Elected	Stakeholders who live, work, or own real property within the STNC boundaries and who are 18 years of age or older at the time of filing for candidacy.	Stakeholders who live, work, or own real property within the STNC boundaries and who are 16 years of age or older.
Treasurer Term: 2 Years	1	Elected	Stakeholders who live, work, or own real property within the STNC boundaries and who are 18 years of age or older at the time of filing for candidacy.	Stakeholders who live, work, or own real property within the STNC boundaries and who are 16 years of age or older.

<b>BOARD POSITION</b>	<b># OF SEATS</b>	<b>ELECTED OR APPOINTED?</b>	<b>ELIGIBILITY TO RUN FOR THE SEAT</b>	<b>ELIGIBILITY TO VOTE FOR THE SEAT</b>
Stakeholder Group Representatives Term: 2 Years	7	Elected	Stakeholder Group Representatives shall be elected at large. These Representatives shall be elected from the pool of stakeholders representing non-profits, educational, faith-based, service, youth, and special-interest organizations located or meeting regularly within the Sunland-Tujunga Neighborhood Council boundaries. No organization may have more than one stakeholder representative. All Group Representatives must participate on at least one committee	Stakeholders who live, work, or own real property within the STNC boundaries and who are 16 years of age or older.
At-Large Community Interest Representative Term: 2 Years	1	Elected	Stakeholders who declare a stake in the neighborhood as a community interest stakeholder and are 16 years of age or older at the time of filing for candidacy. The Community Interest Representative must participate on at least one committee.	Stakeholders who live, work, or own property within the STNC boundaries or those who declare a stake in the neighborhood as a community interest stakeholder and are 16 years of age or older.
Region 1 Representative Term: 2 Years	2	Elected	Stakeholders who live, work, or own real property in Region 1 and are 16 years or older at the time of filing for candidacy.	Stakeholders who live, work or own real property in Region 1 and are 16 years of age or older.
Region 2 Representative Terms: 2 Years	2	Elected	Stakeholders who live, work, or own real property in Region 2 and are 16 years or older at the time of filing for candidacy.	Stakeholders who live, work or own real property in Region 2 and are 16 years of age or older.
Region 3 Representative Term: 2 Years	2	Elected	Stakeholders who live, work, or own real property in Region 3 and are 16 years or older at the time of filing for candidacy.	Stakeholders who live, work or own real property in Region 3 and are 16 years of age or older.
Region 4 Representative Term: 2 Years	2	Elected	Stakeholders who live, work, or own real property in Region 4 and are 16 years or older at the time of filing for candidacy.	Stakeholders who live, work or own real property in Region 4 and are 16 years of age or older.

To whom it may concern,

10-05-2020

This Motion is being presented by the following Sunland-Tujunga Neighborhood Council Board Members: Lydia Grant, Carol Hutchinson, and Glen Belt,

Motion to Censure Liliana Sanchez, President of the Sunland-Tujunga Neighborhood Council for continued violations of the Bylaws, Code of Conduct, Robert's Rules of Order and the Standard Conduction of the Orderly Business of the Sunland Tujunga Neighborhood Council. The following items include a statement and the violations. All additional documents will be attached with the Item Numbers. The Censure guidelines can be found in the STNC Bylaws and are added at the end of this Document. This Motion is requested due to the ongoing hostility and violation of our rules causing a hostile environment at our meetings.

#### Item 1

Calling Board Members out by name and using and directing profanity to Executive Committee members and a Boardmember at the Executive Committee Meeting on September 22 ,2020.

Liliana Sanchez's statement after the Parliamentarian resigned:

"You guys are fucking embarrassing"

"Excuse me Code of Conduct Violation" Lydia Grant interjected

"I put in my resignation right now to... Fuck you Lydia Grant!"

"Fuck You Carol!" and "Fuck You Nina!"

"Shame on you Liliana interjected." Nina Royal

Ms. Sanchez responded and continued.

"Fuck you!"

"I call for this shit show that you guys have been doing."

"You guys have been trying to remove me from the board all for political reasons."

"It was all political Lydia Grant good riddance".

"I hope you can lead this board to whatever disaster you want to lead it."

#### Violation- STNC Bylaws:

Section 1: Code of Civility - The STNC, its representatives and all Stakeholders

shall conduct all STNC business in a civil, professional and respectful manner. Boardmembers will abide by the Commission's Neighborhood Council Board Member Code of Conduct Policy

#### Violation- NEIGHBORHOOD COUNCIL BOARD MEMBER CODE OF CONDUCT

Items 1, 2. And 4

#### POLICY ATTACHMENT A

1. Neighborhood Council Board Members should conduct themselves in a professional and civil manner.

2. Neighborhood Council Board Members should treat other Boardmembers and members of the public with respect regardless of the other's opinion, ethnicity, race, religion, religious belief or non-belief, color, creed, national origin, ancestry, sex, sexual orientation, gender, gender expression, age, disability, marital status, income, homeowner status, renter status or political affiliation.

4. Neighborhood Council Board Members should not use language that is threatening, obscene, or slanderous, including profanities, insults or other disparaging remarks or gestures directed toward other Boardmembers.

#### **Violation- The Standard Order of business for the Sunland Tujunga Neighborhood Council**

Never should our meetings violate the Standard Order of Business by turning into a place where Boardmembers and Community members should be attacked or be forced to witness behavior that is harmful to our Community and Reflects so poorly on the Sunland- Tujunga Neighborhood Council.

#### **Item 2**

Removal of Items from the Neighborhood Council Storage shed and giving away those items during Covid -19

In violation of Funding Rules with no discussion or vote of the Board President Liliana Sanchez removed Masks and Goggles from the Storage Facility on or before April 4, 2020 and gave these items away to a hospital. There were no discussions with Boardmembers no Board vote and Ms. Sanchez posted the photos on the STNC Facebook page on April 4, 2020.

Policies put in place by the City for the Neighborhood Councils to make Emergency purchases due to Covid -19. The policy includes the rules for Documenting all of the Items and was required to be submitted to the City Clerk's Funding Department to justify all expenses.



There was no action on the behalf of Ms. Sanchez to replace this City Owned Property with her own funds. that was under the Stewardship of The STNC Board. The Board can be held accountable for missing items and these items are inventoried at least every 2 years.

actions of one Boardmember. The Items taken were in April and the request for the Board to pay for the replacement of these items is on the October. Six months after the items were taken, Months after the Votes and Documentation was due and a previous Fiscal year has passed. The items should have been approved and paid for in the previous fiscal year. The issue was brought up recently by a Boardmember in questions to the City Attorney and the Department of Neighborhood Empowerment. Boardmembers should not be held accountable for the missing Items.

### Violation of the Funding Rules

#### Expenditures During Declared Emergencies

##### NC Funding Program Policy 5.0 - Expenditures of NC Funds in a Declared Emergencies

###### 1. Emergency Authority

a. In the event that imminent and immediate danger to community persons and/or property is reasonably foreseen as a proximate result of a declared emergency, determined as a state of emergency by a government agency, the NC President may, at his or her discretion, direct the immediate use of NC funds under the conditions listed herein.

b. This emergency authority may remain in effect until the following Board meeting. It is expected that the Board will make efforts to hold a meeting as soon as reasonably possible.

###### 2. Use of NC Funds

a. The NC is hereby authorized to expend NC funds not exceeding \$1,000.00 total for emergency services and/or supplies under the circumstances described herein without prior board approval.

b. With prior approval by the NC Board at a properly noticed meeting, the NC may authorize more than \$1,000.00 for emergency services and/or supplies under the circumstances described herein

c. Expenditures during a Declared Emergency are categorized under the Outreach Subcategory

d. NCs may expense funds for items such as:

- i. Water and light refreshments for first responders
  - ii. Water and light refreshments for affected persons
  - iii. Emergency generators
  - iv. Flood lights
  - v. Shelter amenities
1. Blankets

- 2. Toiletries
- 3. Pet food
- vi. Communication equipment/services
  - 1. Walkie-talkies
  - 2. Radios
  - 3. Bull-horns
- vii. Printing services
  - 1. Flyers
  - 2. Banners

#### 6. Receipts and Invoices

a. Receipts or paid invoices itemizing payments must be obtained from the vendor and uploaded to the NC Funding portal per standard operating procedures.

#### 7. Report and Board Action

a. At the next regular or special meeting of the NC, the President shall report the expenditure to the governing board, including the details surrounding the emergency which gave rise to the expenditure. The expenditure shall be ratified by the governing board through a Board Action Certification (BAC) entered into the minutes of the meeting.

b. If a Board member reimbursement as described herein is requested, the Board must review and approve the request through a separate BAC and submit (upload) for payment through the NC Funding System portal.\

Violation of the Standard Conduction of the Orderly Business of the Sunland Tujunga Neighborhood Council.

See attachments

### **Item 3 Example 1**

#### ***Refusal to acknowledge Point of Order at Executive and Board meetings.***

Ms. Sanchez refuses to address a Point of Order when called at her meetings which are called to stop the violation of the rules. It is the Chairs responsibility to stop the meeting when the point of order is called and address the violation before she moves on. Ms. Sanchez continues the meeting ignoring the fact that she is violating the meeting adding further violations of Roberts Rules of order. The Parliamentarian is not acting in his position to guide the President as required in or bylaws.

**There are examples of this in many of our meetings, in the last board meeting Wednesday September 9, 2020, Ms. Sanchez failed to address the Point of Order which was stated several times causing the caller of the point of order to interrupt as they are instructed to do according to those rules. The Point of Order was in regards to the President refusing to allow the board to discuss an Item before the vote. When the Parliamentarian was asked he gave the President the advice that it was up to her which was bad advice and a violation of our Bylaws. The Parliamentarian is to know the rules or look them up. All Boardmembers are allowed to discuss the Item before a vote but by the time she was forced to allow it by Boardmembers she had created much hostility and disrespect to the STNC Boardmembers in violation of the Code of Conduct and Bylaws and Robert's Rules of Order.**

### **Item 3 Example 2**

#### **During the Executive Board Meetings on August 26, 2020 and in**

Ms. Sanchez refused to ask for a second on the motion. She made no statement as to why and said it was going to the Board Agenda without allowing a discussion.

Lydia Grant made a Motion to move this item to Committee so that more information could be gathered. Liliana refused to ask for a second and refused for it to go to committee with out allowing a discussion or a vote from the Executive Committee. A point of order was called which was ignored by Ms. Sanchez.

Lydia Grant was then asked to follow up on the item which is what would have been done had it gone to committee. She was also told to invite speakers. After contacting the DWP and wasting the time of several employees as they tried to figure out what this was in regards to. They had not been notified by the City of this issue and a few employees stopped what they were doing to try and follow through. It was very embarrassing because there was not enough information to go on.

The following day an email was sent to all of the Executive Board Members (In violation of the Brown Act as it was a Serial Communication, stating why she wanted it to go straight to the Board).

#### Violation of Robert's Rules of Order

The Department of Neighborhood Empowerment sent us guidance on how to how to run a meeting due to the violations.

#### Robert's Rules of Order

A point of order can be raised at any time when any member notices a violation of the rules. The chair's duty is to make a decision, called a ruling, on the point of order. She may need to check the rules or the bylaws, or ask the parliamentarian for advice, but in any case, a point of order is usually ruled on in one

of two ways: The point is declared either “Well-taken,” or “Not well-taken,” and a short explanation of the ruling is given. A point of order can interrupt a speaker who has the floor. Is decided by the chair.

#### Violation of the Duties of the Executive Committee

A. Executive Committee – This committee consists of the five (5) Executive Officers. The Executive Committee: • Meets at least once per month. • Is chaired by the STNC President. • Schedules and sets the agendas for regular and special STNC meetings, as well as the agendas for its own Executive Committee meetings. • Recommends actions to the Board. • May refer agenda items to committees for action.

POLICIES 1. To respect the will of the stakeholders of the STNC as the guiding influence of the STNC, subject to Department of Neighborhood Empowerment (hereinafter “Department”) and legal constraints. 2. To consistently and diligently outreach to the diverse and changing Sunland• Tujunga community. 3. To respect the autonomy of all individuals, groups, and organizations in the community. 4. To be fair, open, and transparent in the conduct of STNC business.

#### Violations of the Standard Conduction of the Orderly Business of the Sunland Tujunga Neighborhood Council.

See attachments

#### Item 4

##### Cancelling Adam Schiff from attending the October Board Meeting

Relationship Damage between Adam Schiffs office and The Sunland Tujunga Neighborhood Council due to false information being given to Adam Schiffs office by Ms. Sanchez in an attempt to cancel Adam Schiff from coming to the STNC to give a candidate statement because she did not want Eric Early to be given equal time.

In violation of the Executive Committee Rules Ms. Sanchez set up Congressman Adam Schiff as a Speaker for the October Board Meeting and did not give the information to the Executive Committee who sets the Agenda. Lydia Grant asked the Executive Committee to be allowed to invite both Eric Early and Adam Schiff to the October Meeting as required to allow Equal time for candidates and to use for Community Outreach,

Liliana Sanchez Cancelled Adam Schiff from attending the October Board Meeting stating it would be Electioneering and inviting him to the November Meeting

Adam Schiff office was told by Ms. Sanchez when they asked why were they being re-invited in October that The Neighborhood Council was setting up a debate Since Adam Schiff did not want to debate he

refused to reschedule attending the October Meeting. When the office learned there was no debate just 20 minutes for him to speak as a Candidate the office became angry that they were told false information by Ms. Sanchez and they did not want to be a part of our NC Politics.

Lydia Grant contacted Theresa Lamb Simpson by phone and explained the situation and Lydia was given the information to reach Patrick Bolan in Washington D.C. He stated that Congressman Schiff had already been scheduled and cancelled by Ms. Sanchez and He refused to reschedule and participate in the October Meeting for the STNC Board. Ms. Grant. Ms. Grant tried to explain the situation and explain that she was acting on behalf of the Executive Committee and apologized for the way Mr. Schiff had been treated.

### Violation of STNC Bylaws

STNC Bylaws 07232020

#### POLICIES

1. To respect the will of the stakeholders of the STNC as the guiding influence of the STNC, subject to Department of Neighborhood Empowerment (hereinafter “Department”) and legal constraints.

2. To consistently and diligently outreach to the diverse and changing Sunland • Tujunga community.

3. To respect the autonomy of all individuals, groups, and organizations in the community.

4. To be fair, open, and transparent in the conduct of STNC business.

A. Executive Committee – This committee consists of the five (5) Executive Officers. The Executive Committee: • Meets at least once per month. • Is chaired by the STNC President. • Schedules and sets the agendas for regular and special STNC meetings, as well as the agendas for its own Executive Committee meetings. • Recommends actions to the Board. • May refer agenda items to committees for action.

See attachments

## Item 5

Issues with Parliamentarian Position

Violation not allowing checks and balances and violating the Bylaws

According to the July 09, 2020 Agenda President Liliana Sanchez Appointed Ivan Spiegel to the Parliamentarian position. There was no discussion allowed by the Board and no vote to confirm the appointment was allowed. The Minutes from the July Meeting do not reflect that Ivan Spiegel was appointed. The President does have the ability to choose the Parliamentarian according to the Bylaws. The President has not reached out to the City Attorney for guidance.

According to the Bylaws:

Section 3: Official Actions - The Board may vote on measures listed on the agenda. In general, a simple majority vote of the Board members present and voting, not including abstentions, is sufficient to pass a

Understanding Bylaws:

If a bylaw prohibits something, then everything beyond that which is prohibited (or limited) is also prohibited. However, other things not expressly prohibited or not as far-reaching as the prohibition are still permitted.

When a bylaw authorizes a specific privilege, no privilege greater than the one that's authorized is permitted.

Ms. Sanchez's arguments that the Board has no right to affirm her choice for Parliamentarian or that the Board should have the Power to remove her choice is a violation of Government powers

The fact that President Sanchez was demanding ultimate power and authority for her appointment of Parliamentarian even though it was pointed out that the Parliamentarian was violating Robert's Rules of Order and our Bylaws at the meetings and giving bad advice. There is nothing in the STNC bylaws that prohibits the Board from voting to approve the Presidents choice as in the case of Committee Chairs and there is no prohibition to remove the Parliamentarian by a vote of the Board. These were the Contentious issues that that were on the Executive Agenda on The September 22, 2020 Executive Committee Meeting which caused much contention and Ms. Sanchez to resign. The Parliamentarian is not unbiased and is not following the rules as required in the bylaws.

#### ARTICLE XII PARLIAMENTARY AUTHORITY

The conduct of meetings shall be based on the following four standards, in decreasing order of priority:

- Any and all applicable laws, including the Brown Act
- Bylaws

- Standing Rules
- Robert's Rules of Order, Newly Revised

According to the STNC Bylaws

The President may appoint an unbiased parliamentarian. The Parliamentarian shall advise the President on parliamentary rules.

Violation of the Standard Conduction of the Orderly Business of the Sunland Tujunga Neighborhood Council.

Link to STNC Bylaws: <https://www.stnc.org/pdfs/STNCBylaws06292020.pdf>

(includes Censure)

Neighborhood Council Code of Conduct

<https://empowerla.org/wp-content/uploads/2019/03/NEIGHBORHOOD-COUNCIL-BOARD-MEMBER-CODE-OF-CONDUCT-POLICY.pdf>

# Removal of Items from the STNC Storage

## Censure Item 2



10:09 [social icons] 4G LTE 59%

← Sunland-Tujunga Neighborh... →

Home About Photos Notes Videos Events

Apr 4 • 🌐

STNC Donation Medical Equipment Drop-Off at Olive View Medical Center. Olive View sends their wholehearted thanks to our community of Sunland-Tujunga for the donations today 4/4/2020. STNC is waiting for a complete list of City approved suppliers in order to donate much more needed emergency items.



▶ Watch Video

[Message icon] [More options icon]

## Censure Item 3



Olive View-UCLA Medical Center  
Supply Chain Operations Warehouse  
14445 Olive View Drive, Sylmar, CA 91342  
(747) 210-4001

★ Indicates Medical Supply Drop-off Location



**New and unused supplies accepted:**

- Disposable face masks
- N95 masks, sometimes called respirators
- Eye protection including face shields and safety goggles
- Disposable gowns
- Disposable gloves, especially non-latex
- Disposable surgical caps
- Disposable foot covers
- Wipes: bleach or antimicrobial
- Hand sanitizer

**Items NOT being accepted:**

- Homemade sewed masks
- 3D ventilator parts
- Medications, food and blankets
- Medical equipment

**Dates & Times:**

- 7 Days a week
- 8am – 5pm
- Beginning Monday March 23<sup>rd</sup>



👍 1

👍 Like

💬 Comment

➦ Share



👍 1

👍 Like

💬 Comment

➦ Share



1

Like

Comment

Share

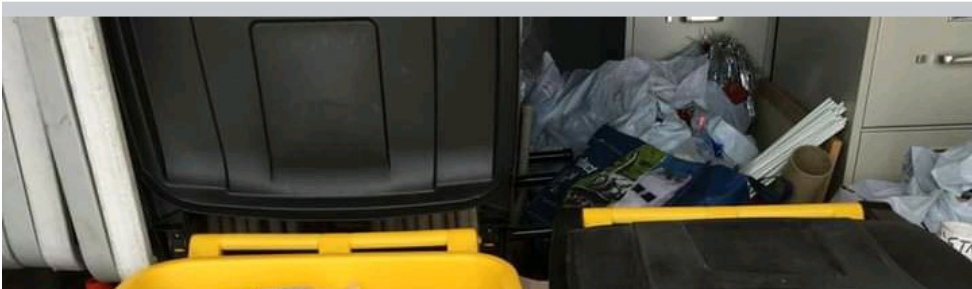


Gail J. Carlson and 2 others

Like

Comment

Share



Violation of point of order.

Censure Item #3,

Emails

---

### **Agenda Request Form**

First Name: Carol

Last Name: Hutchinson

Email: [carolh.stnc@gmail.com](mailto:carolh.stnc@gmail.com)

Request Title: Motion to Ratify Ivan Spiegel as the Parliamentarian

Committee: Executive Committee

Agenda Motion Request: At the Meeting on July 8th Liliana Sanchez President Appointed Ivan Spiegel as the Parliamentarian but the Board and Community were not allowed to comment nor was the Board allowed to vote. All Appointments by the President should be ratified by the Board like it is done for Committee Chairs. The Changing of our Bylaws and removing the Parliamentarian position from the board caused this oversight problem. Our Bylaws state on Page 8 Section 3: Official Actions - The Board may vote on measures listed on the agenda. In general, a simple majority vote of the Board members present and voting, not including abstentions, is sufficient to pass a measure, with a tie being considered a failure to pass. Exceptions include bylaws amendments and removal of a Board member, which require a two-thirds (2/3) majority vote of the current seated Board. Copy from Agenda July 8, 2020 Sunland-Tujunga Neighborhood Council Certified May 27, 2003 P.O. Box 635 • Tujunga, CA 91043-0635 • 818-951-7411 • Website: [stnc.org](http://stnc.org) NOTE: To VIEW the agenda, board minutes, MER, board packet, go to [stnc.org](http://stnc.org) Go to COMMITTEES click on BOARD MEETING AGENDAS and MINUTES select JULY 8 2. President's Report A. STNC Bylaws Approved by the BONC and in effect as of 6/29/20. B. President appoints Ivan Spiegel as STNC parliamentarian who will advise the president in accordance with the STNC Bylaws

Motion Title: Motion to Ratify Ivan Spiegel as the Parliamentarian

**Uploaded Documents:**

---

From: Lydia Grant <stncllydia@gmail.com>

Date: Thu, Sep 3, 2020, 2:14 PM

Subject: DWP

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

I did hear back from the DWP after inviting them to come to our next meeting.

They are unaware of this Council File and will have to look into it. I would like to add this item to my next Community Improvement Committee Meeting.

Thank you,

Lydia Grant

Email Regarding DWP and point of order violation.

From: Lydia Grant <stnclydia@gmail.com>

Date: Thu, Sep 3, 2020, 6:00 PM

Subject: DWP Item

To: Lilliana Sanchez <stnc.president2019@gmail.com>

Dear Lilliana,

I am letting you know that you wasted not only my time today but Cindy's also and several DWP employees as we tried to follow up on the DWP item that doesn't exist at this time. I was trying to schedule people for you which I will never do again.

It was very embarrassing. I asked that the Item go to Committee at the first EC Meeting but of course you had your agenda to push and ignored me.

You followed it up with a Serial Communication which is a violation.

I tried to help you anyways and looked like a fool today. Do the work yourself and start following the rules.

There will be no one to speak on this item at our board meeting since it currently is only a report back.

DWP thought they missed something and rushed around trying to get the info.

I had to apologize for all of their wasted time and the waste of taxpayer money.

Don't ever call me an embarrassment again.

I am not the one the label fits.

Lydia Grant

**Liliana Sanchez** <[stnc.president2019@gmail.com](mailto:stnc.president2019@gmail.com)>

Date: Fri, Aug 28, 2020, 7:07 PM

Subject:

To: Lydia Grant <[stnclydia@gmail.com](mailto:stnclydia@gmail.com)>

Cc: Cindy Cleghorn <[stnc.secretary2019@gmail.com](mailto:stnc.secretary2019@gmail.com)>, Nina Royal  
<[stnc.vpoutreach2019@gmail.com](mailto:stnc.vpoutreach2019@gmail.com)>, Sandy Capps <[sandy.stnc@gmail.com](mailto:sandy.stnc@gmail.com)>

Hello Lydia Grant and EC Committee members,

In my attempt at better communication I would like to let you know that the letter that I am working on regarding the DWP Elimination of Water and Power Tiers has been sent to Glen Bailey for his input.

This letter is time sensitive so I would *not* want to return this letter to a committee for further review. But I would appreciate all of your input if you know of anyone else that may have any suggestions please let me know.

Thank you.

Liliana Sanchez  
STNC President

Motion Title: Eliminating DWP Tiers during COVID 2020

Request Title: Eliminating DWP Tiers

To: ECCEJ Committee City Council District 7 Monica Rodriguez OPA (Office of Public Accountability), Mayor Eric Garcetti, City Attorney Mike Feuer

The Residents of Sunland-Tujunga are requesting that the Department of Water and Power lift all water and electric tiers during the remaining year of 2020. Los Angeles residents are not only suffering financial hardships during this pandemic but we are also experiencing climate change with historical recorded high temperatures. Our elderly are especially vulnerable during this extreme heat and a limited pop-up cooling centers throughout Los Angeles are offering some relief from the extreme heat to some of our most vulnerable residents. Sunland-Tujunga residents do not have a cooling center option for their residents.

We are asking that the DWP's board immediately look at the current tier rates and approve imposing an emergency tier price reduction on both electric and water use in the city of Los Angeles.

Sincerely,

Liliana Sanchez

STNC Pre From: **Jasmine Elbarbary** <[jasmine.elbarbary@lacity.org](mailto:jasmine.elbarbary@lacity.org)>

Date: Wed, Sep 9, 2020, 10:30 PM

Subject: Acknowledgement + [Friendly] Suggestions

To: Jasmine Elbarbary <[Jasmine.Elbarbary@lacity.org](mailto:Jasmine.Elbarbary@lacity.org)>

Dear Liliana, Cindy, Lydia, and Sandy (bcc'd you all individually)

I want to first acknowledge you for the way you handled tonight's meeting. It was tough and contentious but you all did a great job.

Liliana, thank you for your leadership and moving through the agenda according to the process.

Lydia, thank you for reading the [update to the stakeholder definition](#) as I was searching for it. (I finally found it at 10:14pm right in front of my face in my inbox with the label "important." Sheesh.)

Cindy and Sandy, thank you for managing public comment and maintaining order.

I have a suggestion for future meetings. If you could please review our [EVG protocols](#), as a Department we recommend [hosting the meeting through Zoom 'webinar' format](#). This allows the host more control in making folks panelists vs. attendees.

Board members can be individually sent panelist links (as can speakers such as government reps) so they enter the meeting with the ability to mute and unmute themselves. The public would then be limited to attendee status only and would be unmuted one at a time by the host/co-host.

Please note that you can also issue warnings to continuously disruptive guests and revoke panelist status, reverting them to attendee, as the ability to mute and unmute should really lie with the host/co-hosts alone. Here's some language around how to address this:

### **Public Comment:**

One of the requirements of the Brown Act is to provide the public the opportunity to comment on every item on the agenda prior to the board taking a vote.

Typically, public comment occurs in these 4 steps.

1. Board member makes a motion and is seconded.
  - a. Be sure to obtain the floor from the Chair.

2. The board deliberates.
  - a. All board members receive an equal amount of time to speak. Each board member is able to speak once, and opportunity to speak must be provided to all board members, prior to speaking a second time.
3. Public comment is held.
  - a. First, the Chair will check the participant panel or ask the moderator for “raised hands”. Then, the Chair or the moderator will ask each speaker to identify him/her/them selves prior to the start of public comment. The Chair, at the beginning of the meeting and throughout the course of the meeting, should remind the public how much time is allocated to public comment for each item. The Chair should also maintain an equitable distribution of time to each speaker.
4. Then, the board will vote, once public comment has concluded.

Some NCs take public comment before the board deliberates, while others take public comment after the board deliberates. Both are ok, as long as public comment occurs before or during board deliberation, but always before the board votes.

### **Disruption / First Amendment:**

Under the Brown Act, NCs cannot prohibit public criticism of policies, procedures, programs, or services of the City or the acts or omissions of the neighborhood council itself.

The First Amendment protects the public’s free speech rights and the Courts have held that offensive, obnoxious and repugnant speech, including profanity and cursing is protected by the First Amendment.

While these comments can be disturbing, you will need to examine whether or not these comments are disruptive to your meeting.

If a speaker is throwing the F-bomb or cursing profusely without connecting to an agenda item, the chair can stop the time, and politely remind the speaker to remain on topic and to keep comments germane to the agenda item, before resuming the speaker’s time.

The Brown Act does allow NCs to have “reasonable regulations” for meetings, which allows the NC to set time limitations for public comment.

This means, you are able to set a maximum amount of time allocated for public comment for each agenda item.

For example, let’s say you have a controversial land-use matter and you anticipate a lot of public comment. When preparing your agenda, you can set a time limit for each item, such as 30 minutes total for the matter.

When that item is up on the agenda, the Chair can inform the board and public,...

“we have allocated a total of 30 minutes for this item, we will take public comment first, then the board will deliberate and take a vote.”

The Chair can ask “members of the public who wish to speak on this item, please indicate your desire by ‘raising your hand’ on Zoom” and then take a tally of the number of speakers wishing to speak.

Then, the Chair can announce, “we have 25 speakers wishing to speak on the item. Typically, and as written on the agenda, we allow 2 minute of public comment for each item per speaker, but due to the number of speakers, each speaker will be provided 1 minute to speak to allow for all 25 speakers the opportunity to make their statement”

OR let’s say you’ve allocated 30 minutes and there are 50 speakers., you will have to announce “we’ve allocated 30 minutes to discuss this item. Due to the limited amount of time and the number of speakers, we will have to limit the number of speakers.”

And if you anticipate this happening, please contact your NEA prior to your meeting so that we can work with the City Attorney’s Office to provide you with guidance.

The important thing is making it known to the public, in advance, how the meeting, including public comment will be conducted. And making sure there’s equal distribution of time each speaker is allocated.

Finally, NCs can utilize the “multiple agenda item comments” period for your agenda. By having a standing agenda item called “multiple agenda item comments” this allows speakers who wish to speak on multiple items to speak at one point in time to deliver his/her/their comments on agenda items.

Speakers wishing to speak only on one agenda item will be called to speak when the board is deliberating that specific item.

The City Council and Board of Neighborhood Commissioners utilize the “multiple agenda item comments” and it’s another tool to utilize to help your board conduct its business in a productive manner.

### **Meeting Disruption/Public Comment:**

When addressing disruptions during public comment, remember to focus on conduct and not speech in deciding when to act upon disruptive behavior.

For the Initial Disruption, give a First Warning.

The Chair should immediately address the person in a polite manner with a courteous admonition:

Excuse me, let the minutes reflect that (name or other identifier) is disrupting the meeting by... and “describe the conduct”. e.g. The board



cannot hear the speaker and the translator and minute-taker will not be able to take down the speaker's comments. I am asking you to stop..."specify objectionable behavior" such as exceeding time or interrupting another speaker, so that we can continue with the remainder of the NC's agenda.

For the Second Disruption, give a Second Warning:

If the speaker refuses to stop the objectionable behavior, the Chair should repeat the request to stop, and emphasize that the speaker will be placed on mute if the behavior continues.

For example, you can state "I am now letting you know for the second time that your actions are disruptive and remind you of the request to stop the "specify objectionable conduct" such as: yelling obscenities continuously while not speaking to the matter on hand and not observing your time limit. If you do not cease, you will be placed on mute for the meeting. The meeting will continue while you listen.

For the Third and final Disruption, you can Mute the speaker. If after the third disruption (typically the third public comment by the individual) and the person refuses to stop after the second warning, you can state:

"You have been warned twice that you are disrupting this meeting and have been told to immediately stop your disruptive actions. Since you have chosen to disregard this request and continue being disruptive, I am requesting that you be muted for the remainder of the meeting."

For Persistent Disruption, call a brief Recess. You can state:

"Because of the persistent disruptions, I am moving to call a recess for [#] minutes. The neighborhood council will return in [#] minutes, at [time], and may adjourn the meeting or continue with the remainder of the agenda. If we are unable to return, we will provide notice of a continued meeting by physical posting and the ENS system."

Due to the complexities of the Brown Act in relations to the First Amendment, we are advising NCs not to remove attendees from your meeting, but rather mute the speaker.

### **Meeting Disruption/Board Members:**

Handling disruptive behavior from fellow board members is a little different from dealing with public comment.

First, board members should not be muted by the moderator nor the chair. As the host, when creating a webinar, make sure to uncheck "allow panelists to unmute themselves"

Board members can be reminded by the chair to remain on topic.

Board members can be reminded of the Code of Conduct, in which every board member is required to acknowledge and sign.

And board members should direct their comments to the Chair, and wait to be recognized before proceeding.

Because every board member should be allocated an equal amount of time to speak, he/she/they should speak only after obtaining the floor by the chair. Should this not occur, a board member can raise a point of order.

My invitation to you is to consider conducting future meetings in Webinar format so that you maintain control over Zoom and can run your meetings more smoothly. This language regarding disruptions should also be supportive of your efforts to maintain order. Let me know if this is something you'd like to do, or what your thoughts are. I am here to support. If something is unclear, I can clarify. Please let me know what you need and thank you again for all your hard work.

Best,

**Jasmine Elbarbary**

Youth Programs Director

Department Chief Sustainability Officer

Neighborhood Empowerment Advocate

**Department of Neighborhood Empowerment**

200 N. Spring Street, Suite 2005 Los Angeles, CA 90012

**M:** (818) 374-9886

**O:** (213) 978-1551

**Web:** [www.EmpowerLA.org](http://www.EmpowerLA.org)

Inviting Congressman Adam Schiff and Eric Early to the October Neighborhood Council Meeting for equal time to speak before the Board and our Community.

## Censure

### Item 4

LYDIA GRANT

Tue 9/1/2020 6:56 PM

Why couldn't Liliانا have just allowed Eric Early to come speak instead of going through this whole mess?

Adam Schiff's office is confused since they are now being invited to a meeting they were told they couldn't come to.

Sent via the Samsung Galaxy, an AT&T 4G LTE smartphone

Get Outlook for Android

From: Ivan Spiegel <xxxxxxxxxxx>

Sent: Monday, July 27, 2020 11:32:46 PM

To: fivegrants@msn.com <fivegrants@msn.com>

Subject: Re: Guidelines-for-Hosting-Candidates-Forums.pdf

Lydia

I have that document also and I sent it to Liliانا yesterday following my conversation with her. It's the closest thing I could find on this issue but it specifies "City" candidates. You'll have to wait until Elise responds to her.

-----Original Message-----

From: LYDIA GRANT

To: LYDIA GRANT Ivan<xxxxxxx >Sent: Mon, Jul 27, 2020 11:03 pm

Subject: Guidelines-for-Hosting-Candidates-Forums.pdf

Sent via the Samsung Galaxy, an AT&T 4G LTE smartphone

Get Outlook for Android

From: Lydia Grant <stnclydia@gmail.com>

Date: Thu, Sep 3, 2020, 2:10 PM

Subject: Re: Scheduling Adam Schiff for the October meeting

To: Elise Ruden <elise.ruden@lacity.org>

Cc: Liliana Sanchez <stnc.president2019@gmail.com>, Jasmine Elbarbary <jasmine.elbarbary@lacity.org>, Semee Park <semee.park@lacity.org>

On Sep 1, 2020, at 6:13 PM, Liliana Sanchez <STNC.president2019@gmail.com> wrote:

Hello Lydia Grant,

I never received a request to attend our STNC October meeting by Mr. Eric Early only by Congressman Adam Schiff so the invitation was only for our current representative because he was the only one who requested it.

Thank you

Liliana Sanchez

STNC President

On Tue, Sep 1, 2020 at 5:05 PM Lydia Grant <stnclydia@gmail.com> wrote:

How interesting.

I had received a communication from Eric Early's office to ask if he could be allowed to come to our October meeting.

I was told by Ivan that you would not let Eric Early have equal time so

I sent him the email with the Policy that allows both sides to have equal time.

You contacted the City Attorney per Ivan's instruction, to ask if you had to allow equal time for both. Since the answer was yes, you cancelled Adam Schiff because you were told that was the only way to keep his opponent from speaking. I was told by Ivan that since you refused to allow Eric Early to speak you cancelled Adam Schiff from his already scheduled appearance at the October Meeting. I think this conversation needs to be discussed at the next Executive Committee Meeting so we can determine who is not telling the truth.

There are communications between Ivan and myself on this issue phone calls and emails. I am very surprised with your response.

Lydia Grant

818-470-6629

On Tue, Sep 1, 2020, 4:27 PM Liliana Sanchez <stnc.president2019@gmail.com> wrote:

Hello Lydia Grant,

Congressman Adam Schiff had reached out to me to come to speak at a STNC meeting in his capacity as our representative. The plan was for the congressman to present us an COVID19 update and then followed by a Question and Answer session (30 mins max.; such as we had done for CA Mike Feuer). I did not see anything wrong with this request and had scheduled him to attend our October meeting. I was later advised that if I invited our Congressman it would appear to be "electioneering" and that I should wait until after elections. I decided to take the advice and reschedule until after the Nov. election and the Congressman agreed.

I did make the information known at our most recent EC meeting that I had communication with the congressman's office in response to the agenda item request that you wanted both candidates to be

invited in October. You may want to ask for the recording of the EC meeting 8/29/20 from our Secretary to verify my statements.

I hope this helps clear up any misunderstandings.

Thank you.

Liliana Sanchez

STNC President

On Tue, Sep 1, 2020 at 3:58 PM Lydia Grant <stnclydia@gmail.com> wrote:

Dear Liliana,

I have been trying to schedule Adam Schiff to attend our October meeting as I stated at last night's meeting. Can you please explain to me why his office is stating that he was scheduled for the October meeting and you cancelled it?

It was discussed with Ivan that both candidates should be allowed to come speak at our October Meeting. Ivan stated you did not want Eric Early to be allowed to come. So you cancelled the already scheduled Adam Schiff so that Eric Early would not be able to come?

I am trying to get clarification.

Can you please explain?

It is also embarrassing for me to now try to explain to his office why we are inviting him to a meeting we already cancelled him from attending.

Why did you not make this statement at the meeting last night for transparency purposes?

I am waiting for your response.

Lydia Grant

818-470-6629

Dear Emilie,

My name is Lydia Grant and I am the Vice President of the Sunland-Tujunga Neighborhood Council. We have been trying to invite Congressman Schiff to join us for our October Meeting. He will be given 20 minutes to speak about anything he would like. I know that he is scheduled currently for the November Meeting and

Would like to know if he wants to speak to his constituents before the Election instead. There was a misunderstanding that this was a Candidate Forum or event.

It is not. His opponent will also have the same amount of time to speak but there will be no interaction between men nor will there be live questions and answers.

We were hoping he might like us to send questions in advance so that he may include some of the answers in his 20 minute speech.

Please contact me as soon as possible so I can make arrangements . This will be a zoom meeting that I understand he was already scheduled for.

Thank You

Lydia Grant

818-470-6629

From: Lydia Grant <stnclydia@gmail.com>

Date: Thu, Sep 3, 2020, 5:44 PM

Subject: Fwd: Automatic reply: Adam Schiff invitation to attend the October STNC Meeting

To: <jena.galper@mail.house.gov>

----- Forwarded message -----

From: Simons, Emilie <Emilie.Simons@mail.house.gov>

Date: Thu, Sep 3, 2020, 5:42 PM

Subject: Automatic reply: Adam Schiff invitation to attend the October STNC Meeting

To: Lydia Grant <stnclydia@gmail.com>

I am on leave through November.

Please email Patrick Boland (boland@mail.house.gov) and Jenna Galper (jenna.galper@mail.house.gov) for any press requests.

Thank you.

From: **Lydia Grant** <[stnclydia@gmail.com](mailto:stnclydia@gmail.com)>

Date: Thu, Sep 3, 2020, 1:45 PM

Subject: Re: Scheduling Adam Schiff for the October meeting

To: Liliana Sanchez <[stnc.president2019@gmail.com](mailto:stnc.president2019@gmail.com)>

Cc: Elise Ruden <[elise.ruden@lacity.org](mailto:elise.ruden@lacity.org)>, Jasmine Elbarbary <[jasmine.elbarbary@lacity.org](mailto:jasmine.elbarbary@lacity.org)>, Seme Park <[seme.park@lacity.org](mailto:seme.park@lacity.org)>

Liliana,

That was back in July.

It was clearly stated at the last Executive Committee Meeting that I am making these arrangements now. Please give me whatever contact information you have so that our community has the opportunity to hear both men. I contacted Adam Schiff's office and I know that you have been in touch with them since last week. The response I got showed they are confused.

Please stop involving yourself and let me as the information as discussed and voted on by 4 other Committee Members.

Thank you

Lydia Grant

818-470-6629





Cindy Cleghorn <stnc.secretary2019@gmail.com>

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## Motion to Censure Liliana Sanchez 10-05-20

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**Cindy Cleghorn** <stnc.secretary2019@gmail.com> Tue, Oct 6, 2020 at 12:01 AM  
Bcc: Jasmine Elbarbary <jasmine.elbarbary@lacity.org>, NC Support <ncsupport@lacity.org>, Raquel Beltran <raquel.beltran@lacity.org>, Semee Park <semee.park@lacity.org>, "stnc@empowerla.org" <stnc@empowerla.org>

Attached find Motion to Censure Liliana Sanchez.

—Cindy Cleghorn  
STNC Secretary

Cc: DONE


----- Forwarded message -----

From: **lydia grant** <lydiajeangrant@gmail.com>  
Date: Mon, Oct 5, 2020 at 10:59 PM  
Subject: Censure of Liliana Sanchez 10-05-20  
To: <secretary@stnc.org>, <president@stnc.org>, <Jasmine.elbarbary@lacity.org>  
CC: <stnclydia@gmail.com>

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### 4 attachments

 **Censure of Liliana Sanchez STNC President 10-5-20.docx**  
27K

 **Inviting Congressman Adam Schiff and Eric Early to the October Neighborhood Council Meeting for equal time to speak before the Board and our Community.docx**  
17K

 **Removal of Items From Storage.docx**  
2442K

 **Violation point of order.docx**  
30K



Cindy Cleghorn &lt;stnc.secretary2019@gmail.com&gt;

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**Motion to Censure Liliana Sanchez 10-05-20**

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**Liliana Sanchez** <stnc.president2019@gmail.com>  
To: Cindy Cleghorn <stnc.secretary2019@gmail.com>  
Cc: Sandy Capps <sandy.stnc@gmail.com>

Tue, Oct 6, 2020 at 12:23 AM

Hey Cindy, I noticed the removal of storage unit items to be donated was new Censure item. Would you care to let Lydia Grant know that was initially your idea? Great idea by the way. Many doctors were in such desperate search of PPE that they were wearing plastic bags. The donation center was extremely happy to receive those googles and face masks. Thanks for your suggestion Cindy.

Liliana Sanchez  
STNC President

On Tue, Oct 6, 2020 at 12:01 AM Cindy Cleghorn <stnc.secretary2019@gmail.com> wrote:  
Attached find Motion to Censure Liliana Sanchez.

—Cindy Cleghorn  
STNC Secretary

Cc: DONE

----- Forwarded message -----

From: **lydia grant** <lydiajeangrant@gmail.com>  
Date: Mon, Oct 5, 2020 at 10:59 PM  
Subject: Censure of Liliana Sanchez 10-05-20  
To: <secretary@stnc.org>, <president@stnc.org>, <Jasmine.elbarbary@lacity.org>  
CC: <stncl Lydia@gmail.com>



Cindy Cleghorn <stnc.secretary2019@gmail.com>

---

## Motion to Censure Liliana Sanchez 10-05-20

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Rafi Shaheenian <rshaheenian.stnc@gmail.com>  
To: Cindy Cleghorn <stnc.secretary2019@gmail.com>

Wed, Oct 7, 2020 at 1:34 PM

Hi Cindy,  
attached is a pdf of an email I got that the system said it could be a phishing email.  
I'm sending you a picture of it for informational purposes so you know if anyone is trying to harm you.

Please let me know if it is from you or if not.

Thanks,

Best Regards,  
Rafi

On Tue, Oct 6, 2020 at 12:01 AM Cindy Cleghorn <stnc.secretary2019@gmail.com> wrote:

Attached find Motion to Censure Liliana Sanchez.

—Cindy Cleghorn  
STNC Secretary

Cc: DONE

----- Forwarded message -----

From: **lydia grant** <lydiajeangrant@gmail.com>  
Date: Mon, Oct 5, 2020 at 10:59 PM  
Subject: Censure of Liliana Sanchez 10-05-20  
To: <secretary@stnc.org>, <president@stnc.org>, <Jasmine.elbarbary@lacity.org>  
CC: <stnclydia@gmail.com>

---

 **VerifyIfLegit.pdf**  
318K

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4 of 234

### STNC Motion to Censure Liliana Sanchez

Cindy Cleghorn <cindycleghorn@gmail.com>  
to bcc: stnc

Mon, Oct 5, 11:53 PM (2 days ago)

**Be careful with this message**

Cindy Cleghorn has never sent you messages using this email address. Avoid replying to this email unless you reach out to the sender by other means to ensure that this email address is legitimate.

[Report phishing](#) Looks safe

Attached find Motion to Censure Liliana Sanchez.

—Cindy Cleghorn  
STNC Secretary

Cc: DONE

1:28 PM 10/7/2020



Cindy Cleghorn <stnc.secretary2019@gmail.com>

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## Motion to Censure Liliana Sanchez 10-05-20

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**Cindy Cleghorn** <stnc.secretary2019@gmail.com>  
To: Rafi Shaheenian <rshaheenian.stnc@gmail.com>

Wed, Oct 7, 2020 at 1:47 PM

Rafi,

Thank you for sending this to me. I'll keep it on file.

--Cindy

[Quoted text hidden]



Cindy Cleghorn &lt;stnc.secretary2019@gmail.com&gt;

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**Motion to Censure Liliana Sanchez 10-05-20**

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Liliana Sanchez &lt;stnc.president2019@gmail.com&gt;

Wed, Oct 28, 2020 at 4:54 PM

To: Cindy Cleghorn &lt;stnc.secretary2019@gmail.com&gt;, Jasmine Elbarbary &lt;jasmine.elbarbary@lacity.org&gt;, Seme Park &lt;seme.park@lacity.org&gt;

Hi Cindy,

Please add this to the Censure packet...

Liliana Sanchez

----- Forwarded message -----

From: **Sandy Capps** <sandy.stnc@gmail.com>

Date: Tue, Oct 6, 2020 at 1:53 AM

Subject: Fwd: Motion to Censure Liliana Sanchez 10-05-20

To: Liliana Sanchez &lt;stnc.president2019@gmail.com&gt;

----- Forwarded message -----

From: **Sandy Capps** <sandy.stnc@gmail.com>

Date: Tue, Oct 6, 2020 at 1:52 AM

Subject: Fwd: Motion to Censure Liliana Sanchez 10-05-20

To: Lydia Grant &lt;stnclydia@gmail.com&gt;

CC: Jasmine Elbarbary &lt;jasmine.elbarbary@lacity.org&gt;

Lydia,

Item #2 should be removed from the censure documentation. I will contest it on Liliana's behalf, as I'm honestly disappointed to read that you added that to your censure motion.

You called me on this issue 2 months ago and we discussed. You also discussed it with the City Attorney, Nina, Carol and Cindy as well.

Liliana had no ill will other than to get PPE items to front line workers in April when Covid 19 hit.

I really wish you would of addressed it back then.

Maybe then we wouldn't of forgotten to get it all ordered last fiscal year.

Done had even sent a guideline with an attachment back in April on where to drop off PPE items. Olive View and USC being on that list. You couldn't get your hands on any PPE to order back in April, as the availability to purchase any masks was non-existent, it still is difficult.

Yes, she didn't list it and yes we didn't agendize it at budget until this fiscal year. It was something that we knew had to be replaced financially but actually fell through the cracks. When you called me and inquired about it, I let Liliana know it hadn't be agendized and she immediately entered a request in the agenda request portal. The fact that months later you're bringing it up in a censure motion, as if it was intentional and

theft, is not an honest depiction of what happened. I have to speak up about it as seeing that item on there I felt wasn't fair.

It's your choice to keep it on there of course. I will be honest about how this item transpired if this item stays on the motion and goes forward. I respectfully ask that this item in particular be removed from the censure.

Thank you  
Sandy Capps  
STNC Treasurer  
[Quoted text hidden]



Cindy Cleghorn <stnc.secretary2019@gmail.com>

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## STNC Motion to Censure Liliana Sanchez

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**Cindy Cleghorn** <cindycleghorn@gmail.com>  
Bcc: stnc@empowerla.org


Mon, Oct 5, 2020 at 11:53 PM

Attached find Motion to Censure Liliana Sanchez.

—Cindy Cleghorn  
STNC Secretary

Cc: DONE

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