

# **Sunland Tujunga Neighborhood Council**

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

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

## **MONTHLY BOARD MEETING AGENDA**

**Wednesday, July 11, 2007 – 7:00 PM**

**Mt. Gleason Middle School**

**10965 Mt. Gleason Avenue – Sunland**

Our meetings rely on input from the stakeholders of Sunland-Tujunga. Stakeholders are requested to fill out a "Speaker Card" to address the Board on any item of the agenda prior to the Board taking action on that 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, but which are within the Board's subject matter jurisdiction, will be heard during the Public Comment period. Public comment is limited to 2 minutes per speaker, unless waived by the presiding officer of the Board. Agenda is posted for public review at North Valley Neighborhood City Hall, Sunland-Tujunga Chamber of Commerce, Sunland Senior Center and other sites throughout Sunland-Tujunga. Internet users, please visit the STNC web site at [www.stnc.org](http://www.stnc.org). As a covered entity under Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and upon request, will provide reasonable accommodation to ensure equal access to its programs, services, and activities. Sign language interpreters, assistive listening devices, or other auxiliary aids and/or services may be provided upon request. Interpreters are also available. To ensure availability of services, please make your request at least 3 business days prior to the meeting you wish to attend by contacting the STNC Corresponding Secretary, Nina Royal at (818) 951-7411 or via email at [secretary@stnc.org](mailto:secretary@stnc.org). Si necesita un interprete en español, favor de comunicarse con Nina Royal al telefono (818) 951-7411 - por correo electronico [secretary@stnc.org](mailto:secretary@stnc.org), tres días antes de la junta que se lleva a cabo cada mes. \*Times are approximate. Subject to change.

### **7:00 PM**

1. Call to Order – Cindy Cleghorn, Chairperson

Introduction of STNC Board, Elected Officials, City staff, LAPD Sr. Leads, DONE rep, Handouts, notices, sign-in sheets, speaker cards, timer.

2. Approval of Minutes

3. Treasurer's Report

4. Public Comment – non-agenda items - 10 minutes (7:20)

5. Outreach Committee (Dan McManus, Outreach Chairman)

a. Report/Action: July 4<sup>th</sup> Family Fireworks Festival Event (5)

b. Discussion/Action Outreach Committee/Chair recommendations

6. NORTH VALLEY APC Public Hearing - July 19, 2007 at 4:30 PM at Mt. Gleason re: Home Depot Appeal

7. SWIRP - Reina Pereira, P.E. Project Manager (7:30)

8. VERDUGO HILLS GOLF COURSE – Rich Toyon (7:40)

9. Committee Reports – Discussion/Action/Update (8:05)

a. Safety – LAPD crime stats – (Nina Royal, Chair)

b. Executive Committee Recommendations: Discussion & possible action: (8:10)

1) To approve letter of support for Prop K funding for Oro Vista Park

2) To approve letter of support for Prop K funding for acquisition of the 227-acre property called Verdugo/La Tuna Canyon (located off La Tuna Canyon Road near its interchange with I-210) for parks and recreation.

3) To approve up to \$375 for cost of "Founding Sisters" books for Los Angeles City Office of Historic Resources. *Budget Category: DAC*

4) To approve up to \$500 for All Nations Community Family Concert, National Heritage Foundation event to be held July 20, 2007. Includes program book ad. *Budget Category: Outreach*

c. Design Advisory Committee (Victor M. Castro, IV, DAC Chairman) (8:20)

1) CD2 updates

2) Recommendation to approve written Chair and DAC report recommendations including expenses to date and committee member recommendations for 2007-08 year.

d. Bylaws (Bill Skiles/Mark Seigel) – (8:30) - Discussion/Action to approve Bylaws Committee recommendations. *Note: STNC bylaws require 14 STNC board members present to vote on Bylaws changes.*

1) Article VI changes to the STNC Bylaws v. 2.72

2) Tier 2 changes to STNC Bylaws v. 2.72

3) Updated copy of STNC Standing Rules.

10. Board Member Reports on subject matters within the Board's jurisdiction. (8:45)

District & Stakeholder Group reps – neighbor issues, updates, announce outreach events

a. S-T Schools Survey – Lydia Grant, Education Rep (3)

b. District rep outreach events/reports (5)

11. Announcements: NCRC Recommendations Public Hearing is Tues. July 17, 6 pm at Panorama High School  
Adjourn – Approximately 9:00 p.m.

**Next STNC Meeting – Wednesday, August 8, 2007 – Visit [www.stnc.org](http://www.stnc.org)**

Item # 6

# **A Local Issue - A Local Meeting**

The "continued" Home Depot Appeal Hearing, originally scheduled for June 7 before the North Valley Area Planning Commission in Van Nuys, will be heard in our town later this month!

**Don't miss this rare opportunity to participate in a City Hearing right in our own backyard!**

**Date: Thursday, July 19<sup>th</sup>, 2007**

**Time: 4:30 P.M.**

**Where: Mt. Gleason Middle School Auditorium  
10965 Mt. Gleason Avenue, Sunland**

---

*Make your thoughts known - have your voice count.*

- Attend the Hearing on July 19<sup>th</sup>
- Attend the July 11<sup>th</sup> monthly STNC meeting -- one week prior to the Home Depot Hearing
- Encourage your friends and neighbors to attend the Hearing and the STNC meeting

---

For more information, call the Sunland-Tujunga Neighborhood Council at (818) 951-7411 or visit the STNC web-site at:

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

Item 9.b.1.

**DRAFT DRAFT DRAFT DRAFT DRAFT DRAFT DRAFT DRAFT**

July 11, 2007

L.A. for Kids Steering Committee  
Bureau of Engineering, Recreational and Cultural Facilities Program  
Proposition K  
200 N. Spring Street, Suite 1725A  
Los Angeles, CA 90012

**SUBJECT: SUPPORT FOR PROP K GRANT APPLICATION  
ORO VISTA PARK, 11101 N. ORO VISTA AVENUE, SUNLAND**

At its July 11, 2007 monthly meeting, the Sunland-Tujunga Neighborhood Council voted \_\_\_\_\_ to support the Department of Recreation & Parks' (RAP) Proposition K grant application which seeks funds to develop the 8.8-acre city-owned property at 11101 N. Oro Vista into a passive park.

Given that the STNC advocated for the city to acquire the site in 2002, it is only fitting that the 2007 STNC Board continue the support for the improvements that the community is so looking forward to taking place. That new public open space and parklands for the Sunland-Tujunga area is a high community priority as evidenced by our recent 4th of July Family Fireworks Festival held at Verdugo Hills High School, sponsored by the Verdugo Hills High School Boosters and the STNC. A portion of the funds raised at this event are earmarked for the future Oro Vista Park. These funds would pay for such items as wayfinding and identity markers, an eco-friendly outdoor classroom, and amenities for hikers and bicycle riders, enhancements that would be complementary to the scope of improvements under the Proposition K grant application.

The STNC is concerned that local children and youth have safe places to play and experience nature within walking distance of their homes and schools. Additionally, an opportunity to learn about land stewardship is vital as they will inherit the responsibility for protecting and preserving the fragile ecosystems and wildlife of the Tujunga Watershed and the San Gabriel Mountains. The proposed park will provide low-impact recreation and community service opportunities. It will also provide a designated natural area where students can participate in field studies to integrate science, culture, and history curriculums.

We believe that the Oro Vista Park will bring significant benefits to the residents of Sunland-Tujunga. It has the potential to define the community as a place where people of all backgrounds, interests, and ages come together to learn, play, and socialize. The STNC encourages your support of the grant request and looks forward to a continued commitment to working with all parties involved in its progress.

Sincerely yours,

Cindy Cleghorn  
Chairperson

Cc: Councilmember Wendy Greuel

Item 9.b.2

DRAFT LETTER OF SUPPORT FOR PROPOSAL FOR CITY OF LOS ANGELES  
L.A. FOR KIDS PROGRAM, PROPOSITION K FOR 6TH FUNDING CYCLE:  
FISCAL YEARS 2008-2009 AND 2009-2010

July 11, 2007

Isophine Atkinson  
Grants Administration  
Department of Recreation and Parks  
1200 W. 7th Street  
Los Angeles, CA 90017

RE: **Proposal for the City of Los Angeles L.A. for Kids Program,  
Proposition K for 6th Funding Cycle: Fiscal Years 2008-2009 and  
2009-2010**

Dear Ms. Atkinson:

The Sunland-Tujunga Neighborhood Council supports the Department of Recreation and Parks of the City of Los Angeles proposal for the L.A. for Kids Program, Proposition K for 6th Funding Cycle: Fiscal Years 2008-2009 and 2009-2010 for the following project:

- **Acquisition of the 227-acre property called Verdugo/La Tuna Canyon (located off La Tuna Canyon Road near its interchange with I-210) for parks and recreation.**

The Sunland-Tujunga Neighborhood Council fully supports the acquisition of this property for parks and recreation. The acquisition of land for parks and recreation will benefit all of the people of the City but especially young people.

The Sunland-Tujunga Neighborhood Council fully supports the City of Los Angeles, Department of Recreation and Park in this proposal.

Members of our organization would like to be involved in developing the proposed project.

Please contact me if you have any questions about our support for this project.

Sincerely,

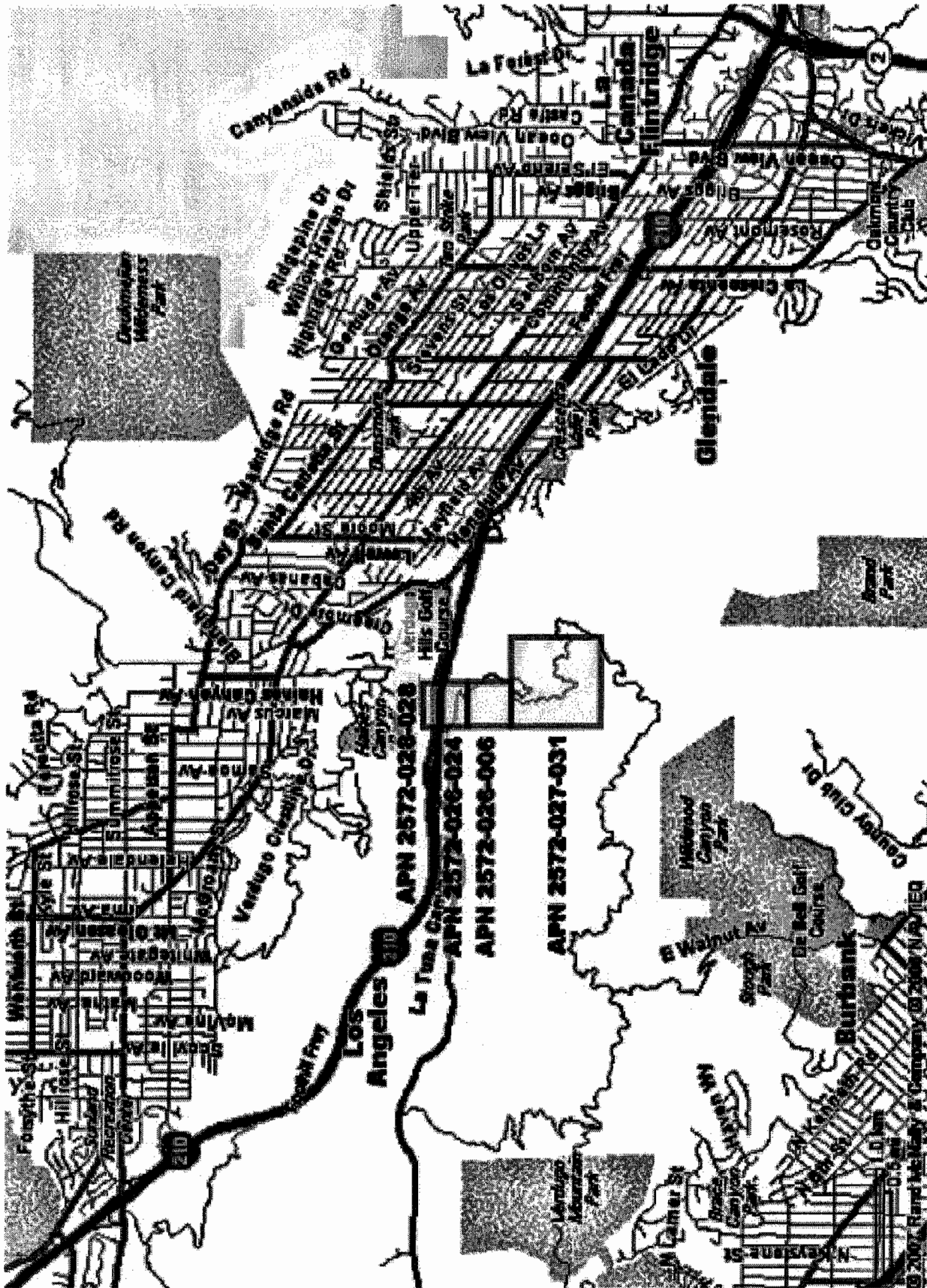
Cindy Cleghorn  
Chairperson  
Sunland-Tujunga Neighborhood Council

Cc: Councilmember Wendy Greuel  
Foothill Trails District Neighborhood Council

Item 9.b.2.



CITY OF LOS ANGELES  
DEPT. OF RECREATION AND PARKS



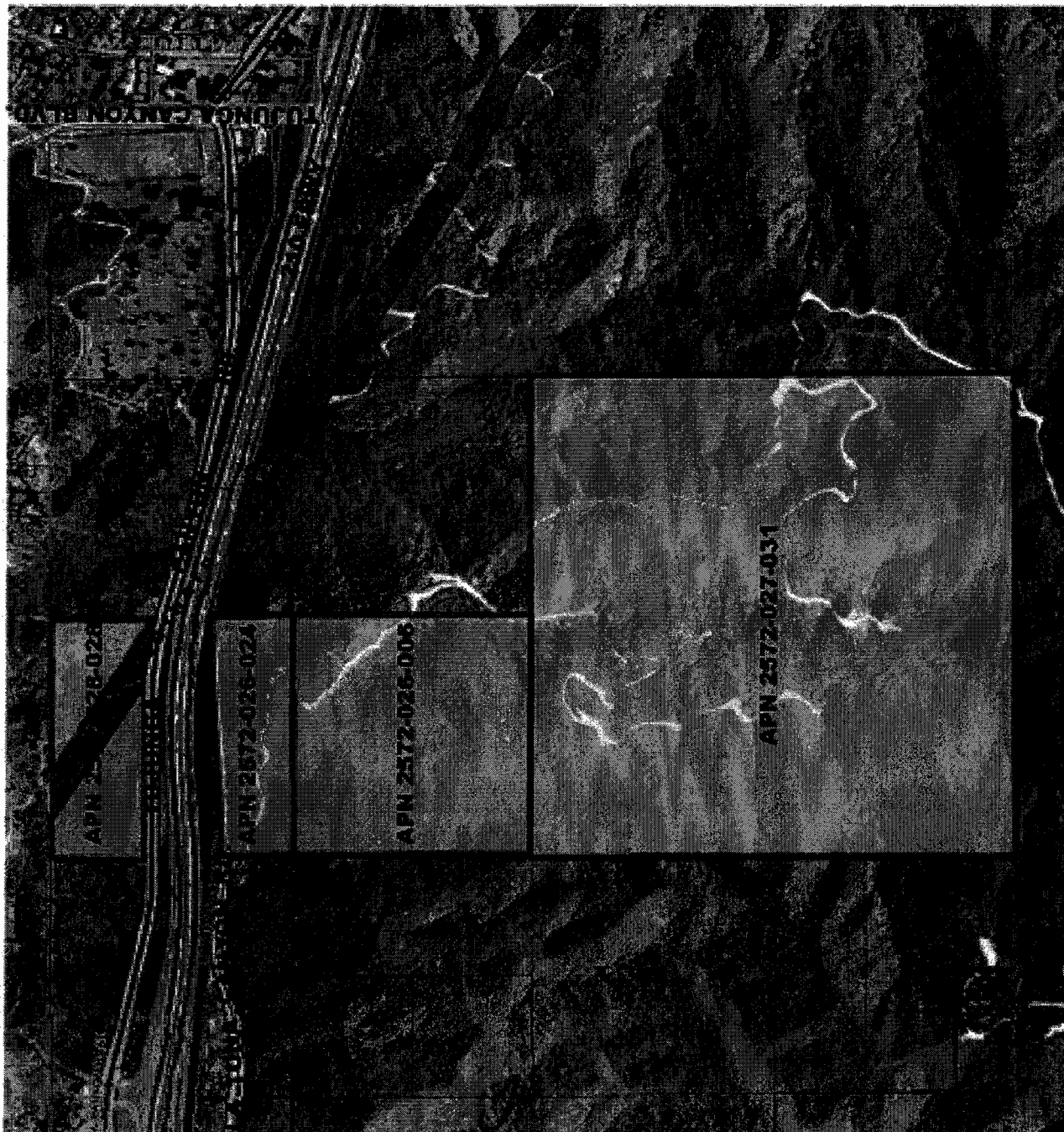
# VERDUGO AREA ACQUISITIONS

## VERDUGO FACILITIES MAP

PROPOSITION K

Date: 06-11-07  
By: C.J.A.

Item 9.b.2.



NORTH  
N.T.S.

# VERDUGO AREA ACQUISITIONS

## REGIONAL MAP

### PROPOSITION K

Date: 06-11-07  
By: C.J.A.

CITY OF LOS ANGELES  
DEPT. OF RECREATION AND PARKS





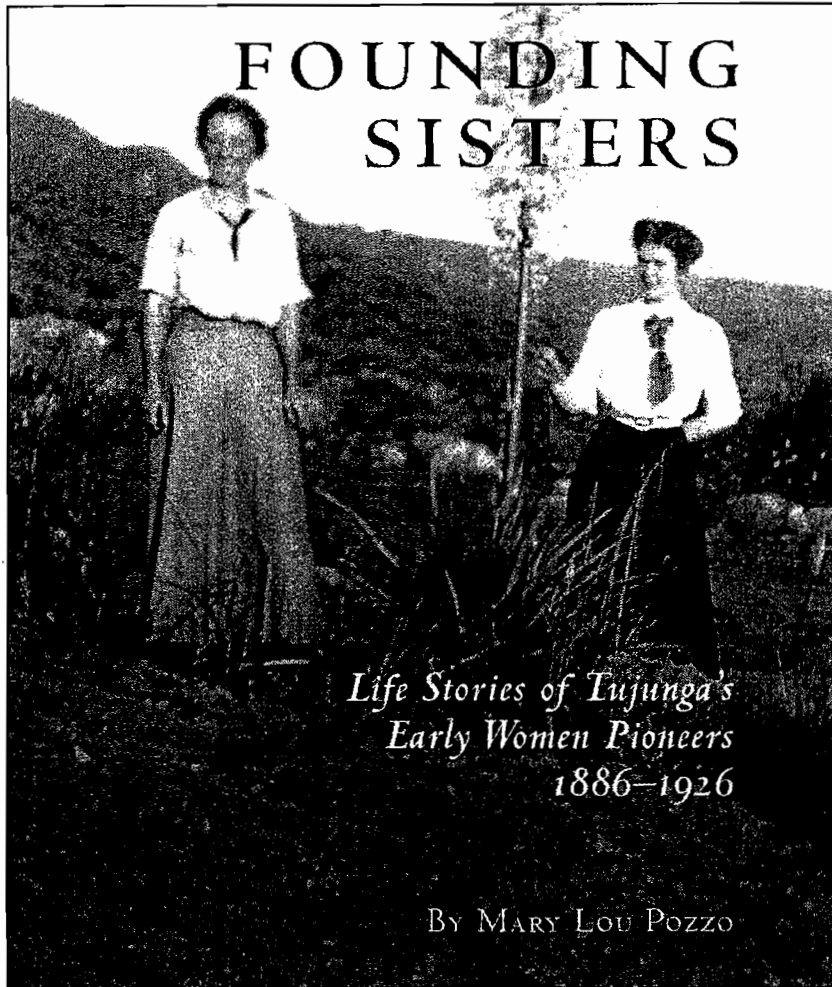
400 0 400 800 Feet

Item 9.b.2



# FOUNDING SISTERS

*Life Stories of Tujunga's Early Women Pioneers 1886-1926*



*By Mary Lou Pozzo*

From Zinnia Press, 2005

- Illustrated with 500 historic photographs, maps and drawings
  - 486 pages, hardbound, \$49.95
- ISBN 0-9717922-0-8

Hear the hidden histories of thirty-eight women who braved the harsh land once known as the utopian colony of Los Terrenitos or the Little Lands (now known as Tujunga).

Their diverse stories coupled with never before seen photos give voice to these courageous women who were part of the American West and the development of Southern California.



**ZINNIA  
PRESS**  
P.O. Box 226  
Tujunga, CA 91043  
(818) 353-1718

Please Detach and Send with Order



## PURCHASE ORDER FORM – Payable in check or money order.

Number of books ordered: \_\_\_\_\_ @ \$49.95 each, total: \$ \_\_\_\_\_

CA Residents Only, \$4.12 (sales tax) each, total: \$ \_\_\_\_\_

If applicable, add \$4.50 shipping each, total: \$ \_\_\_\_\_

**TOTAL ENCLOSED: \$ \_\_\_\_\_**



Make check payable to  
and mail to:

**ZINNIA PRESS**  
P.O. Box 226  
Tujunga, CA 91043  
(818) 353-1718

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_



The Arroyo Seco Parkway, now known as the Pasadena Freeway, opened to great fanfare in December 30, 1940. Sally Stanton, the 1941 Rose Queen, untied the red silk ceremonial ribbon.

[Home](#)

[What's New?](#)

[News](#)

[Events](#)

[Online Resources](#)

[Newsletter Archive](#)

[Links](#)

[Advanced Search](#)

[Contact Us](#)

[Home](#) [►](#) [News](#) [►](#) [Local News](#) [►](#) [City of Los Angeles Attains CLG Status](#)

## City of Los Angeles Attains CLG Status

Monday, 16 April 2007

The State Office of Historic Preservation and the National Park Service have officially approved the City of Los Angeles' application to become a "Certified Local Government" (CLG) for historic preservation under the National Historic Preservation Act. This action provides official recognition to the City of Los Angeles for its new comprehensive historic preservation program and makes the City eligible, for the first time ever, to obtain state and federal historic preservation grants.

"For too long, Los Angeles has been derided as indifferent to its architectural and cultural heritage, so the attainment of Certified Local Government status represents a 'coming of age' for our city," said Ken Bernstein, Manager of the Department of City Planning's new Office of Historic Resources. "This is a significant milestone for historic preservation in Los Angeles."

"This announcement is an important validation by the state and federal governments that the City of Los Angeles finally has in place all of the elements of an effective, balanced historic preservation program," said Gail Goldberg, the City's Director of Planning.

Because Los Angeles was not a CLG, it was not previously eligible to receive Historic Preservation Fund grants, allocated by the National Park Service and distributed on a competitive basis by the State Office of Historic Preservation. While these grants are relatively modest, they can provide significant support for local historic preservation activities, such as preservation plans, historic resources surveys, and preservation education and outreach programs. CLGs also receive valuable technical assistance from the State Office of Historic Preservation and are given formal authority to review and comment on nominations of sites to the National Register of Historic Places.

Los Angeles historic preservation organizations have urged the City of Los Angeles to seek CLG status for nearly two decades. The City of Los Angeles was the only large municipality in California that had not become a CLG. Despite Los Angeles' remarkable historic resources and vigorous grass-roots historic preservation activity, the City of Los Angeles had not previously been eligible for CLG status because it had never created a full-fledged historic preservation office, did not have specific professional qualifications for its Cultural Heritage Commissioners, and lacked a systematic program to survey and identify significant historic resources.

In 2006, the Department of City Planning created a new Office of Historic Resources (OHR) with a staff of six, which is a full-service historic preservation office within the Department. The OHR is spearheading the five-year, multi-million dollar Los Angeles Historic Resources Survey Project, in partnership with the J. Paul Getty Trust and the Getty Conservation Institute. The Survey Project is the most ambitious local survey initiative in the nation – a comprehensive program to identify potential historic resources throughout Los Angeles' 466 square miles, which will provide valuable information to City officials, neighborhood associations and preservation groups, and much greater, up-front certainty for developers and property owners.

The OHR also staffs the City's five-member Cultural Heritage Commission, administers the Mills Act property tax incentive program for historic properties, reviews proposed changes to designated historic properties, and works with owners who want to rehabilitate their properties. The OHR oversees over 850 designated Historic-Cultural Monuments (local landmarks) and provides policy coordination for the city's 21 Historic Preservation Overlay Zones (HPOZs, or

### Related Items

■ [LA Office of Historic Resources Newsletter](#)

### Ads by Google

[La Architecture](#)  
[La Landmarks](#)  
[La Local Events](#)  
[La Activities](#)

### Ads by Google

### Historic Homes

Free report on where and how to buy historic homes in Los Angeles.  
[www.LARealEstateReport](#)

### Live in Historic McKinney

View residential and commercial properties from Historic McKinney  
[www.historicmckinney.com](#)

### Free Grants for Homes

Instant access to grants for home payments, mortgage & more-No Repay  
[www.GrantsReady.com](#)

### Historical Markers

Custom Made Cast Aluminum Markers. Free Design Service. Since 1866.  
[www.southwellco.com](#)

historic districts). The Office is providing more seamless coordination of historic preservation activities with other City departments and other sections of the City Planning Department and is developing training and educational programs on preservation for City staff and the public.

"We are proud to have the City of Los Angeles become the nation's largest Certified Local Government for historic preservation," said Milford Wayne Donaldson, FAIA, California's State Historic Preservation Officer, whose office administers the CLG program. "The Office of Historic Preservation is honored to be in partnership once again with the City of Angels to promote the integration of preservation interests and concerns into local decision-making processes as the city moves into the 21st Century. L.A. is 'The Place' for historic preservation!"

Source: Press Release, L.A. Office of Historic Resources, April 12, 2007

Last Updated ( Monday, 16 April 2007 )

*\* Agenda Item  
# 9.b.4*

# **3<sup>RD</sup> ANNUAL COMMUNITY FAMILY CONCERT**

**FRIDAY JULY 20<sup>TH</sup>, 2007.**

**ALL NATIONS CHURCH  
10000 FOOTHILL BLVD.  
LAKE VIEW TERRACE.**

**RECEPTION 6:00PM. CONCERT 7:30PM.**

**Sponsored by The "New Heaven on Earth Ranch"  
(A Congressional District Program)  
Proceeds to benefit The "Johnny Carpenter" Arena,  
Facilities and Riding programs.**

## **PERFORMING:**

**CILE BORMAN                      DANYELLE SANDERS**

**SHERI PEDIGO                      TRISTAN GREEN**

**Tickets \$10.00. Sponsorships: \$1,000, \$500, \$250, \$100.  
Program Ads: \$150 Full, \$100 Half, \$75 Quarter, \$25 Business Card  
Ask about special group rates. Participate in our Silent Auction.  
To purchase/reserve tickets or sponsorships, get updates on the  
program or any inquiries please call: 818 470-5235,  
email:lamikec@yahoo.com Visit our website: [www.nhoer.org](http://www.nhoer.org)**

**A National Heritage Foundation Congressional District Program. Tax ID# 58-2085326.  
All Donations Tax Deductible.**

# **Sunland-Tujunga Neighborhood Council**

7747 Foothill Blvd., Room 101, Tujunga CA 91042

(818) 951-7411 FAX (818) 951-7412

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

## **AGENDA**

### **Design Advisory Committee (DAC)**

Land Use Issues in Sunland-Tujunga

**Monday, July 9, 2007 - 7:00 PM**

**At North Valley Neighborhood City Hall**

**7747 Foothill Blvd. – Tujunga**

The public is requested to address the Board/Committee on any item of the agenda prior to the Board/Committee taking action on an item. Comments from the public on Agenda items will be heard only when the respective item is being considered and at the discretion of the presiding officer(s). Comments from the public on other matters not appearing on the agenda can be heard during Open Forum Period. Public Comment is limited to two minutes per speaker, unless waived by the presiding officer(s) of the Board/Committee. \*\*Time limits may take more or less time. Order of items on this agenda may be changed by the DAC chairman\*\* All items may be acted upon whether specifically listed for action or not.

#### **7:00 PM - Call to order – Victor Castro, DAC Chairman**

1. Introduction of DAC Committee, Neighbors & Guests
2. Public Hearings & Announcements:
  - a) 8040 Foothill Blvd. – NVAPC hearing will be July 19 at 4:30 p.m. at Mt. Gleason. Case No. DIR-2006-9072-BSA-1A.
  - b) 7101-11 Foothill Blvd – NVAPC hearing will be August 2 regarding beer/wine CUP Case No. ZA-2006-6728-CUB-1A
  - c) STNC meeting on July 11 speaker topics: Verdugo Hills Golf Course and SWIRP
3. Committee member updates:
  - a) Commerce/Foothill Town Center (old Ford property) – Debby Beck
  - b) Baseline Mansionization Ordinance (CPC-2007-106-CA) – Debby Beck
    - Discussion/Action re: Sunland-Tujunga FAR/ICO – STNC/DAC recommendations to Councilmember Wendy Greuel
  - c) 9947-9951 N. Marcus Ave. – SB1818 bonus density - update
  - d) 6501 Foothill Blvd. – neighbor concerns re: power poles and construction - update
  - e) Discussion & possible action re: Letter to Mayor & CD2 re: illegal grading (Sahfran)
  - f) Discussion/Action re: Letter to Gail Goldberg re: clarification of height restriction on Commerce Avenue.
  - g) 9166 Tujunga Cyn Blvd. - Neighbor concerns regarding trees along flood control
  - h) 7229-37-41-45 Tranquil – DBS Grading determination letter (update)
  - i) 10209 Hillhaven – 10-unit condo – design review determination (update)
  - j) 8747 Apperson – Neighbor concerns
  - k) Angeles National Golf Course – *update if any*
  - l) Other
4. CD2 & City Planning Updates –Dale Thrush / Anita Cerna
5. **Public Comments – non agenda items**
6. **Presentations: Discussion/Action – \*time estimates in ( )**
  - a) 10934 Floralita – FAR/ICO hardship exemption (10)
  - b) 6864 Foothill – change of use to café/restaurant & signage (10)
  - c) 10336 Samoa – Zone Change to combine 3 lots into 2 lots, create flag lot with community driveway of 20 feet to satisfy frontage requirement. Application indicates current zoning is R1-1 (15)
  - d) 11130-40-60 Oro Vista – TTM No. 60461, APCNV-2004-2884-ZC, ENV-2004-2839-MND (Greg Karr) (15)
7. Discussion/Action: Support for Prop K Grant Application for Oro Vista Park
8. Approve Minutes of prior meetings.
9. Discussion/Action re: additional DAC committee members for the 2007-08 year.
10. Announcements: Next DAC Meeting is July 23, 2007 at 7 p.m.
  - Next monthly STNC meeting is July 11, 2007 at Mt. Gleason – 7 p.m. – info: [stnc.org](http://stnc.org)
  - NCRC/912 Commission – North Valley Recommendation Hearing Tues., July 17 at 6 p.m. at Panorama High School, 8015 Van Nuys Blvd., Panorama City – info: [ncrccla.org](http://ncrccla.org)
11. Adjourn

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 make your request at least 3 business days (72 hours) prior to the meeting by contacting Nina Royal, at (818) 951-7411, toll-free at (866) LA HELPS, or e-mail [secretary@stnc.org](mailto:secretary@stnc.org) Agenda is posted for public review at: Sunland-Tujunga Chamber of Commerce 8250 Foothill Blvd. Unit B, Sunland; North Valley City Hall, 7747 Foothill Blvd., Tujunga and Sunland Senior Center, 8640 Fenwick Street, Sunland

**DAC Agenda July 9, 2007 – 7 PM – Meeting**

Date: Tue, 19 Jun 2007 10:43:31 -0700  
To: Recipient List Suppressed;  
From: Cindy Cleghorn <cindy@cmprintmail.com>  
Subject: RE: STNC Bylaws Committee recommendation regarding Article VI of  
STNC Bylaws

Item 9.d.

Dear STNC Board with copy to the Design Advisory Committee,

I am sending you a very important proposal to make significant changes to the structure of the STNC Board. This is a proposal to change Article VI of the STNC Bylaws that will be placed on the agenda for our July 11th Board meeting. The essence of this proposal was presented to you at our Board meeting of April 11, 2007 in a PowerPoint presentation. On June 12, 2007 the STNC Bylaws committee met and voted unanimously to recommend these changes to the STNC Board.

This proposal makes significant changes to the structure of the STNC Board that the Bylaws Committee feels will increase the effective operation of the Board and this in turn will result in the STNC being better able to serve the Sunland-Tujunga community as a whole.

These changes to the Board structure can be summarized into the following three main areas: The proposal will

- o change the position title of many offices,
- o it will change the functions of some of the executive officers, and
- o it will change the size of the board from 21 to 15 representatives.

These changes are further detailed in the attached Chart of Changes, dated 12 June 2007. The wording of these changes can be found in the Proposed bylaws text document also attached.

I appreciate your attention to this proposal and your participation in the discussion to be held at our next July 11th STNC Board meeting.

--Cindy Cleghorn, Chairperson  
Sunland-Tujunga Neighborhood Council

attachments:

Chart of Changes dated June 12, 2007  
Proposed Text for Article VI dated June 12, 2007



Chart of Changes 12Jun200 3.doc



Proposed Text for Article VI 12Jun2007 1 1.doc



Bylaws and Rules Committee Report

This proposal makes changes to the Board by changing

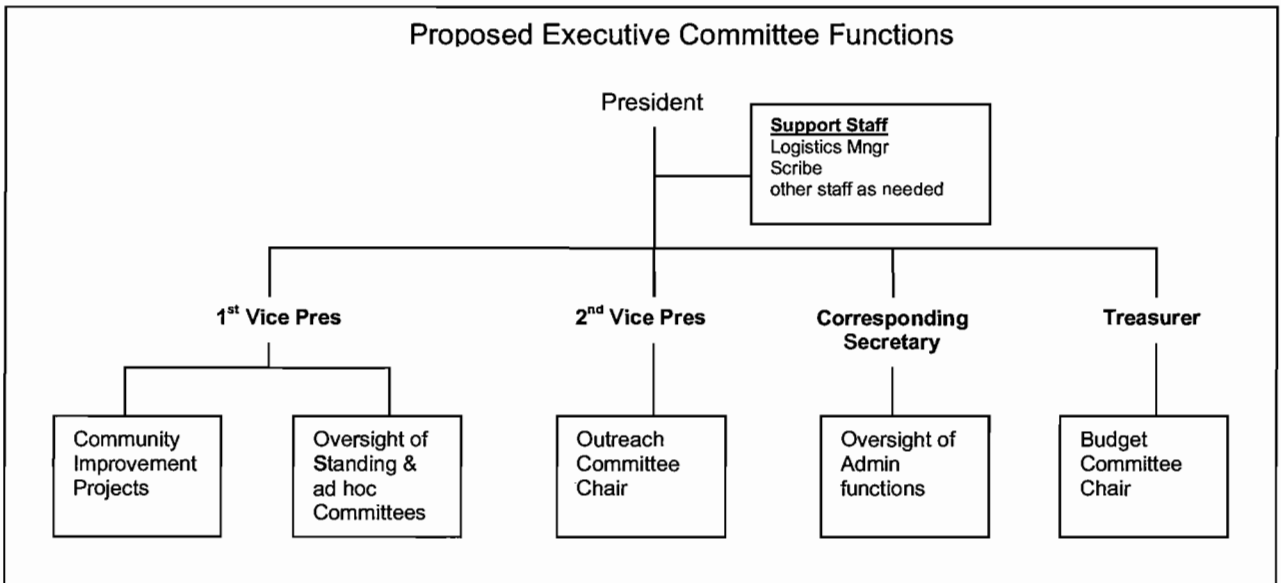
- the names of the offices
- the functions of the executive officers
- the size of the Board

Existing Executive Officers (5 Existing)

Chairman  
Vice chairman  
-  
Corresponding secretary  
Treasurer  
Recording Secretary

Proposed Executive Officers (5 New)

President  
1<sup>st</sup> Vice President  
2<sup>nd</sup> Vice President  
Corresponding Secretary  
Treasurer  
-



Existing Stakeholder Group Directors (8)

Community Group  
Community Group  
Community Group  
Community Group  
Community Group  
Community Group  
Community Group  
Community Group

Proposed Stakeholder Group Representatives (6)

Business  
Youth / Education  
Community Group  
Community Group  
Community Group  
Community Group  
-

Existing Geographical Representative Directors (8)

District 1 Director  
District 1 Director  
District 2 Director  
District 2 Director  
District 3 Director  
District 3 Director  
District 4 Director  
District 4 Director

Proposed Geographical Representatives (4)

-  
Region 1 Geographical Rep  
-  
Region 2 Geographical Rep  
-  
Region 3 Geographical Rep  
-  
Region 4 Geographical Rep

Item 9. d.

On June 12, 2007 the STNC Bylaws committee met and voted unanimously to recommend to the STNC Board the following changes to Article VI of the STNC Bylaws.

## PROPOSED BYLAWS TEXT

as of June 12, 2007

### Article VI.

#### Article VI. Governing Body

The governing body of the STNC shall be the Board of Representatives (hereinafter referred to as the "Board". 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. The Board is comprised of:

- Five Executive Officers
- Six Stakeholder Group Representatives
- Four Geographical Representatives
- One appointed, non-voting Parliamentarian

The composition of the Board must be such that no one community stakeholder group comprises a majority of the Board. The Executive Officers and the Parliamentarian shall form the Executive Committee of the Board.

All Board members are expected to set aside their community stakeholder group status and act in the interest of the STNC and the Sunland-Tujunga community as a whole.

#### A. Executive Officers

There are five Executive Officers, elected at large:

1. President, who shall chair the regular, special, agenda, and Executive Committee meetings, and who shall be the STNC representative to other Los Angeles neighborhood councils and to the Los Angeles City Council (or the President may delegate someone to represent the STNC to these bodies).
2. First-Vice President, who shall assume the duties of the President when the President is unavailable or otherwise unable to preside at Agenda or Board of Representatives meetings. He/She shall be the liaison between the Board and STNC/community improvement projects. He/She shall be the liaison between the Board, and Standing and or Ad Hoc committees as requested by the President or any Board member.
3. Second Vice President shall assume the duties of the President when both the President and First Vice President are unable to do so. He/She shall chair the Outreach Committee.
4. Corresponding Secretary shall take minutes at the Agenda and Board meetings in the absence of a scribe. He/She 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 community stakeholders, and shall coordinate with the staff Logistics Manager to ensure the timely required posting of notices of regular and standing committee meetings, elections, and other items of interest to the STNC community.

5. Treasurer, who shall be responsible for the monies of the STNC, and for maintaining records of income and expenditures and current balance, and keeping the records current. The Treasurer shall comply with Generally Accepted Accounting Principles (GAAP) requirements and filing DONE's required reports according to DONE regulations.

B. Stakeholder Group Representatives

Six Group Representatives shall be elected at large. One of the positions shall be filled by a representative from the Sunland Tujunga Business community and one representative from the Sunland Tujunga Youth / Education sector of the community. The remaining four Stakeholder Representatives shall be from community groups such as faith, service, youth, and special interest based organizations located in the community or meeting regularly in the community.

C. Geographical Representatives

Four Geographical Representatives shall be elected from community stakeholders who live (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 District: North of Foothill Boulevard, from the western STNC domain boundary east to Mount Gleason Avenue and Big Tujunga Canyon Road.
2. North-West Tujunga District: North of Foothill Boulevard, from Mount Gleason Avenue and Big Tujunga Canyon Road to Commerce Avenue and Seven Hills Drive.
3. North-East Tujunga District: North of Foothill Boulevard, from the eastern STNC domain boundary west to Commerce Avenue and Seven Hills Drive.
4. South Sunland-Tujunga District: South of Foothill Boulevard.

The Four (4) Geographical Representatives shall represent the interests of the community stakeholders within his/her region. Geographical Representatives shall maintain lines of communication with the various neighborhoods, businesses, and other organizations within their regions. They shall actively outreach to community stakeholder groups and individuals within their regions.

Region boundaries shall be based upon population density, region 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.

D. Parliamentarian

The Parliamentarian shall advise the Board on conduct in accordance with the Brown Act, STNC bylaws, standing rules, and Robert's Rules of Order. The Parliamentarian shall be a member of the Executive Committee, and shall be appointed by the STNC Chairperson. The Parliamentarian shall not have a vote on either the Executive Committee or the Board, and does not count toward forming a quorum.

E. Quorum

A quorum for regular meetings of the STNC Board will be eight (8) of the voting members of which at least two (2) shall be members of the Executive Committee. No general meeting shall take place without a quorum present.

Representatives and Executive Officers shall not meet and discuss STNC business in numbers meeting or exceeding a majority of a quorum five out of eight – except in regular and special STNC meetings.

The Board shall take any and all official action by a majority vote providing a quorum is present or unless otherwise specified in these bylaws. Tie votes are considered a defeat for the measure being voted upon. No proxy voting is allowed.

Each Standing Committee and Ad-Hoc Committee shall include at least one Board member.

G. Term of Office and Term Limits

The normal term of office for all Executive Officers and Representatives is one year. An Executive Officer or Representative may serve up to two consecutive terms in any particular office. No community stakeholder may serve in any combination of voting positions on the Board for more than eight consecutive years. There is no restriction on the term of service of the Parliamentarian, but the Parliamentarian is not a voting member of the Executive Committee or of the Board.

H. Vote of Confidence, Resignation, Removal, and Recall

1. 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.
2. 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 judgement of the conduct of the person requesting the vote. The vote shall be advisory only, with no particular result required.
3. Any Board member may resign by submitting a written resignation to the President or the Corresponding Secretary. Notice of the resignation shall be posted and archived by the Corresponding Secretary. The Board may opt to appoint a replacement for the resigned Officer or

Representative, if the resignation takes place more than 60 days prior to the next regular election of Board members.

4. Any member of the Board may be removed when that person has been absent unexcused from three or more consecutive meetings or six or more meetings during a term of office. A two-thirds (2/3) vote of the entire Board is required for removal. In such cases the President shall direct the Corresponding Secretary to send a certified letter to the person, stating that he/she is no longer a member of the Board of the STNC.
5. A person who is removed from the Board shall be ineligible to serve on the Board for the remainder of that term.
6. A Board member may be removed by the community stakeholders by means of the recall procedure. See Article X.

I. Vacancies on the Board

Vacancies on the Board may be filled by appointments made by the remaining Board members. Appointees must be qualified (if appropriate) by community stakeholder group member status or district residency for the seat they are to occupy. In selecting appointees to the Board, the Board shall pursue diversity in stakeholder representation, and assure that no one stakeholder group becomes a majority of the Board.

The Board is authorized to continue actively searching for an appointee until 60 days prior to the next election. In any case a quorum of the Board membership must be maintained for meetings to take place.

Appointed Board members, except the Parliamentarian, are subject to the same rules for resignation, removal, and recall as the elected Board members.

J. Conflict 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.



Tier 2 Bylaws Changes Summary  
as of May 25, 2007

**Amendment 4-1** This change was incorporated in Article VI changes

**Article VI.        Governing Body**  
**B.                Stakeholder Group Directors**

**ORIGINAL LANGUAGE (NUMBER 4-1)**

Eight Stakeholder Group Directors shall be elected at large. These Directors shall be elected from the pool of community stakeholders representing business and educational, faith-based, and community, service, youth, and special-interest organizations located in the community or meeting regularly in the community.

**AMENDED LANGUAGE: (NUMBER 4-1)**

Eight Stakeholder Group Directors shall be elected at large. These Directors shall be elected from the pool of all community stakeholders to represent business, education, faith-based, community service, youth, and other organizations and special interests that are present in the community. Each candidate for election as a Stakeholder Group Director is required to state the one special interest that he/she would represent as a Board member, and is expected to represent that interest.

**Reason for Change**

Match the language with Article V as amended above. Note that "youth" already appears in the certified version of Article VI part B. Also, we would like for our Stakeholder Group Directors to run for election as a representative of a particular interest group, and to then to expressly represent the interests of that group if elected. This was more or less implicit in the old bylaws, and is made explicit here.

**Compliance with Ordinances:** No change in compliance from original.

## Amendment 4-2 last update December 1, 2006

### Article VII. Committees

#### ORIGINAL LANGUAGE: (NUMBER 4-2)

##### A. Executive Committee

The Executive Committee is a standing committee consisting of the Five Executive Officers and the Parliamentarian. The Executive Committee:

- Meets at least once per month.
- Is chaired by the STNC Chairperson.
- Schedules and sets the agendas for regular and special STNC meetings, as well as the agendas for its own Executive Committee meetings.
- Acts as the administrative body for the STNC.
- Recommends actions to the Board.

A quorum of the Executive Committee is three of the voting members, and at least three votes in favor or at least three votes against an issue are required to achieve consensus. Although the Executive Committee may recommend actions to the Board, the only decisions made by the Executive Committee itself are those pertaining to scheduling and setting the agendas for the regular, special, and Executive Committee meetings. Decisions for the dates and agendas of the regular meetings are made by a majority vote of the Executive Committee members (except the Parliamentarian) present at the time of the vote. Dates and agendas of Executive Committee meetings and special meetings are set by the Chairperson.

#### AMENDED LANGUAGE: (NUMBER 4-2)

The Executive Committee is a standing committee consisting of the Five Executive Officers and the non-voting Parliamentarian. The Executive Committee:

- Meets at least once per month.
- Is chaired by the STNC Chairperson.
- Schedules and sets the agendas for regular and special STNC meetings, as well as the agendas for its own Executive Committee meetings.
- Acts as the administrative body for the STNC.
- Recommends actions to the Board.

A quorum of the Executive Committee is three of the voting members, and at least three votes in favor or at least three votes against an issue are required to achieve consensus. Although the Executive Committee may recommend actions to the Board, the only decisions made by the Executive Committee itself are those pertaining to scheduling and setting the agendas for the Regular Board meetings. ~~regular, special, and Executive Committee meetings. Decisions for~~

~~the dates and agendas of the regular meetings are made by a majority vote of the Executive Committee members (except the Parliamentarian) present at the time of the vote. Dates and agendas of Executive Committee meetings and special meetings are set by the Chairperson.~~ **Scheduling and agendas of Executive Committee meetings and Special and Emergency Board meetings are set by the Chairperson, acting for the Executive Committee.**

**Reason for Change**

Specifies that the Parliamentarian is non-voting, to be consistent with the rest of the Bylaws. Gives the power of setting dates, times, and agendas for Regular Meetings to the Board, and for Special, Emergency, and Executive Committee Meetings to the Chairperson, in order to facilitate quick scheduling for the irregular meetings.

**Compliance with Ordinances:** No change in compliance from original.

## Amendment 4-3 last update Feb 16, 2007

### **Article VII. Committees** B. Outreach Committee

#### ORIGINAL LANGUAGE: (NUMBER 4-3)

Outreach is considered to be a permanent and on-going function of the STNC. The Outreach Committee is a standing committee consisting of community 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 an STNC Board member.
- Contains five Board members, including one Geographical Representative Director from each district, so that a majority of a quorum of the Board will not be present at its Committee meetings.
- Makes Geographical Representative Directors responsible for outreach to their respective districts.
- 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.

Besides the five Board members, the Outreach Committee shall additionally contain four other stakeholders, appointed by the Board. A quorum for an Outreach Committee meeting consists of five Committee members. A majority vote of the Committee members present at a meeting is sufficient to achieve consensus on an issue. The Outreach 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 agendas and to assign duties to the Committee members in order to implement these policies and directives.

#### AMENDED LANGUAGE: (NUMBER 4-3)

Outreach is considered to be a permanent and on-going function of the STNC. The Outreach Committee is a standing committee consisting of community 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 an STNC Board member **appointed by the STNC Chairman and ratified by the Board.**
- **A vice chair is selected by the Committee and ratified by the Executive Committee, for the term of the current Board, unless replaced sooner by the Board.**

- Contains **no more than** five Board members, ~~including one Geographical Representative Director from each district,~~ so that a majority of a quorum of the Board will not be present at its Committee meetings.
- **Should contain at least four stakeholders as ratified by the Board.**
- **Geographical Representative Directors may outreach to their districts in addition to the outreach performed by this committee.**
- ~~Makes Geographical Representative Directors responsible for outreach to their respective districts.~~
- 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.

~~Besides the five Board members, the Outreach Committee shall additionally contain four other stakeholders, appointed by the Board.~~ A quorum for an Outreach Committee meeting consists of five Committee members. A majority vote of the Committee members present at a meeting is sufficient to achieve consensus on an issue. The Outreach 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.

#### **Reason for Change**

Adds four alternate members to the committee, who are the four Geographical District Representatives who are not regular committee members. Allows the committee Chair to set meeting times as well as agendas.

**Compliance with Ordinances:** No change in compliance from original.



## Amendment 4-4 last update December 1, 2006

### **Article VII. Committees** C. Budget and Finance Committee

#### ORIGINAL LANGUAGE: (NUMBER 4-4)

The Budget and Finance Committee is a standing committee consisting of the Treasurer and four other Board members, and other community stakeholders who shall be appointed as deemed appropriate by the Board. The budget and Finance Committee:

- Meets at least once per month.
- Is chaired by the STNC Treasurer.
- Contains up to five Board members, so that a majority of a quorum of the Board will not be present at its Committee meetings.
- Investigates and pursues sources of income and funding for the STNC.
- Generates a financial plan for each electoral term, showing planned income and expenditures.
- Keeps the plan current and issues reports to the Board.

A quorum for a Budget and Finance Committee meeting consists of three members, including at least one Board member. At least three votes in favor or three 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 agendas and to assign duties to the Committee members in order to implement these policies and directives.

#### AMENDED LANGUAGE: (NUMBER 4-4)

The Budget and Finance Committee is a standing committee consisting of the Treasurer and four other ~~Board members, and other community~~ stakeholders who may or may not be Board members, who shall be appointed as deemed appropriate by the Board. At least one 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 up to no more than five Board members, so that a majority of a quorum of the Board will not be present at its Committee meetings.
- Investigates and pursues sources of income and funding for the STNC.
- Generates a financial plan for each electoral term, showing planned income and expenditures.
- Keeps the plan current and issues reports to the Board.

A quorum for a Budget and Finance Committee meeting consists of three members, including at least one Board member. At least three votes in favor or three 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.

**Reason for Change**

Allows other members of the Committee besides the Treasurer to be either Board members or ordinary stakeholders. Allows the Committee Chair to set meeting times as well as agendas.

**Compliance with Ordinances:** No change in compliance from original.

Amendment 4-5 last update February 16, 2007

**Article VII. Committees**

D. Design Advisory Committee

ORIGINAL LANGUAGE: (NUMBER 4-5)

The Design Advisory Committee is a standing committee consisting of community stakeholders and Board members who shall be appointed as deemed appropriate by the Board. The Design Advisory Committee is a standing committee that:

- Meets at least once per month.
- Contains up to five 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 Design Advisory Committee shall contain eleven full members and four alternates, appointed by the Board. A quorum for a Design Advisory Committee meeting consists of seven members, and at least six votes in favor or at least six 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 Design Advisory 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 agendas and to assign duties to the Committee members in order to implement these policies and directives.

AMENDED LANGUAGE: (NUMBER 4-5)

The Design Advisory Committee is a standing committee consisting of community stakeholders and Board members who shall be appointed as deemed appropriate by the Board. The Design Advisory Committee is a standing committee that:

- Meets at least once per month.
- Contains ~~up to~~ **no more than** five Board members, so that a majority of a quorum of the Board will not be present at its Committee meetings.
- **Is Chaired by a Committee member appointed by the STNC Chairman and ratified by the Board**

- **A vice chair is selected by the committee and ratified by the Executive Committee, for the term of the current Board unless replaced sooner by the Board.**
- 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 Design Advisory Committee shall contain eleven full members and four alternates, appointed by the Board. A quorum for a Design Advisory Committee meeting consists of seven members, and at least six votes in favor or at least six 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 Design Advisory 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.

**Reason for Change**

Language change: changes "up to" to "no more than". allows the Committee Chair to set meeting times as well as agendas.

**Compliance with Ordinances:** No change in compliance from original.

## Amendment 4-6 last update December 1, 2006

### **Article VIII. Elections**

#### **C. Eligibility of Stakeholders to be elected as Board Members**

#### ORIGINAL LANGUAGE: (NUMBER 4-6)

Any community stakeholder within the STNC boundaries who is eligible to vote for board members is also eligible to become a Board member, with the following restrictions:

- Candidates for Geographical Representative seats on the Board must live, work, or own property in the district that they would represent. Candidates qualifying in more than one district must select only one district that they wish to represent.
- Candidates younger than 18 years of age will not be permitted to vote on measures before the Board involving legal contracts or expenditure of monies, until their 18<sup>th</sup> birthdays.
- Candidates for Stakeholder Group seats on the Board must provide proof of membership in a group that falls into the category that they wish to represent. That group must possess a facility and/or hold regular meetings within the boundaries of the STNC.
- Candidates must be willing to fill out and sign a conflict-of-interest survey form if they are elected.

#### AMENDED LANGUAGE: (NUMBER 4-6)

Any community stakeholder within the STNC boundaries who is eligible to vote for board members is also eligible to become a Board member, with the following restrictions:

- Candidates for Geographical Representative seats on the Board must live, work, or own property in the district that they would represent. Candidates qualifying in more than one district must select only one district that they wish to represent.
- Candidates younger than 18 years of age will not be permitted to vote on measures before the Board involving legal contracts or expenditure of monies, until their 18<sup>th</sup> birthdays.
- Candidates for Stakeholder Group seats on the Board must provide proof of membership in a group that falls into the category that they wish to represent. That group must possess a facility and/or hold regular meetings within the boundaries of the STNC, **or the candidate must live, and the candidate must attend meetings at that branch of the organization.**
- Candidates must be willing to fill out and sign a ~~conflict-of-interest survey~~ **financial disclosure** form if they are elected.



- **A candidate may only run for one seat on the Board in any particular election.**

**Reason for Change**

We want candidates for Stakeholder Group Representative to be members of the local branch of the organization that they wish to represent. Changed "conflict of interest" to "financial disclosure". We want to restrict candidates to only be able to run for one seat on the Board at a time.

**Compliance with Ordinances:** No change in compliance from original.

## Amendment 4-7 last update December 1, 2006

### **Article VIII. Elections** **E. Voting**

#### ORIGINAL LANGUAGE: (NUMBER 4-7)

Voting for election of Board members shall be by anonymous written ballot on an announced election day. Votes for write-in candidates shall not be counted. If more than two candidates are running for a seat then a plurality shall be sufficient to elect. For Geographical Representative seats the two candidates receiving the most votes shall be declared the winners. No voting by proxy is allowed. Ballots shall be handed out, collected, and counted by an independent, disinterested party.

All stakeholders may vote for all Executive Officer and Stakeholder Group seats on the Board. In order to vote for candidates in a particular Geographical district, a stakeholder must show proof of living, working, or owning property in that district. A stakeholder may qualify to vote for Geographical Representative candidates in at most one district. Stakeholders who do not live, work, or own property in any district shall vote for Geographical Representative candidates in the district in which their stakeholder group meets most frequently.

Persons who wish to vote on election day but who are not pre-registered and cannot produce proof of stakeholder status shall be allowed to vote provisionally. Each provisional ballot shall be placed in a numbered envelope and a receipt issued to the provisional voter. The provisional voter shall have until three days after the election to provide proof of stakeholder status to the party conducting the election. Upon proof of stakeholder status within the allotted time the provisional vote shall be counted toward the outcome of the election.

#### AMENDED LANGUAGE: (NUMBER 4-7)

Voting for election of Board members shall be by anonymous written ballot on an announced election day. Votes for write-in candidates shall not be counted. If more than two candidates are running for a seat then a plurality shall be sufficient to elect. For Geographical Representative seats the two candidates receiving the most votes shall be declared the winners. No voting by proxy is allowed. Ballots shall be handed out, collected, and counted by an independent, disinterested party. **Tie votes shall be decided by drawing straws.**

All stakeholders may vote for all Executive Officer and Stakeholder Group seats on the Board. In order to vote for candidates in a particular Geographical district, a stakeholder must show proof of living, working, or owning property in that district. A stakeholder may qualify to vote for Geographical Representative candidates in at most one district. Stakeholders who do not live, work, or own property in any district shall vote for Geographical Representative candidates in the district in which their stakeholder group meets most frequently.

Persons who wish to vote on election day but who are not pre-registered and cannot produce proof of stakeholder status shall be allowed to vote provisionally. Each provisional ballot shall be placed in a numbered envelope and a receipt issued to the provisional voter. The provisional voter shall have until three **calendar** days after the election to provide proof of stakeholder status to the party conducting the election. Upon proof of stakeholder status within the allotted time the provisional vote shall be counted toward the outcome of the election.

**Reason for Change**

We want to add a way to decide tie votes. And we want to specify “days” after the election for provisional voters to provide proof of stakeholder status as “calendar days” rather than “business days”.

**Compliance with Ordinances:** No change in compliance from original.

## Amendment 4-8 last update December 1, 2006

### **Article VIII. Elections**

#### H. Special First Election and Subsequent Elections

##### ORIGINAL LANGUAGE: (NUMBER 4-8)

A special first election shall be held no later than 120 days after certification of the STNC by BONC. This election shall be organized by the ad-hoc group who filed the successful application for certification, but like subsequent regular elections this initial election must be conducted by an independent, disinterested party. The ad-hoc group shall provide the election procedures for this first election, and shall have the authority to make decisions on behalf of the council, for purposes of conducting the initial election. The ad-hoc group shall also set the agenda for the first regular meeting following the election, at which the newly elected Board members will take their seats. Names and contact information for the leadership of the ad-hoc group are provided as an attachment to these bylaws.

##### AMENDED LANGUAGE: (NUMBER 4-8)

A special first election shall be held no later than 120 days after certification of the STNC by BONC. This election shall be organized by the ad-hoc group who filed the successful application for certification and/or their appointees, but like subsequent regular elections this initial election must be conducted by an independent, disinterested party. The ad-hoc group shall provide the election procedures for this first election, and shall have the authority to make decisions on behalf of the council, for purposes of conducting the initial election. The ad-hoc group shall also set the agenda for the first regular meeting following the election, at which the newly elected Board members will take their seats. Names and contact information for the leadership of the ad-hoc group are provided as an attachment to these bylaws.

##### Reason for Change

We would like to be able to appoint persons to help with the election.

Compliance with Ordinances: No change in compliance from original.

STNC Policies, Procedures and Standing Rules  
as of June 13, 2007

Article VII Committees

C. Budget and Finance Committee

1. Use of STNC prepaid card

(Brand/Stewart) moved "That anyone who uses the Sunland Tujunga 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.**

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-Tujunga 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**

Sunland Tujunga Neighborhood Council  
MONTHLY BOARD MEETING Minutes  
Mt. Gleason Middle School  
10965 Mt. Gleason Avenue - Sunland  
Wednesday, June 13, 2007

83 in attendance: 68 stakeholders, 15 board members

**Call to Order - Cindy Cleghorn, Chairperson: 7:08 p.m.**

STNC Board Present Cindy Cleghorn opened the meeting by acknowledging all the veterans of military service present in honor of Flag Day, Memorial Day, and Independence Day. Photos were taken by the local press.

1. **Introduction of STNC Board:** Richard Stewart, Saro Minassian, John Blue, Allen Rodriguez, Victor Castro, David Cain, Mark Seigel, Lydia Grant, Nina Royal, Shirley Kellstrom (parliamentarian), Dan McManus, Bill Manning, Olina Lowe, John VanEs, Cindy Cleghorn, Linda Brand and Ricky Grubb. Quorum established. Absent (excused): Janet Linsalato (working), Tim Borquez (working), Chrissa Villaneuva (school finals). Absent: Jeannine Crowley and Jenny Rodriguez
2. **Safety Report & Committee Recommendation:** Allen Rodriguez introduced the LAPD officers associated with the Voluntary Surveillance Team (VST), which allows local residents to help the police on volunteer surveillance details. With the VST, who have provided over 700 hours of work to date, LAPD Foothill Division has made 65 arrests. The officers returned this month to request STNC's support in contributing to the purchase of various equipment items for VST details. A total of five neighborhood councils are being asked to contribute to this funding: Arleta, Pacoima, Sun Valley, FTDNC and STNC. (More info is available at: [www.Foothillvst.org](http://www.Foothillvst.org)). In addition, they currently need more volunteers for day and nighttime details. **Safety Committee recommendation "That STNC allocate \$7,000 to the Volunteer Surveillance Team." The motion passed unanimously.**
3. **Community Emergency Response Team (CERT),** Nina Royal announced that a new CERT training would start up the third week of August. Twenty-five or more people are needed to hold a CERT class Contact Nina for more info. She also noted that they almost lost their budget (due to City politics) but an active letter writing campaign saved the funds.
4. **Introduction of local City officials:** Dale Thrush and Angela Motta from Council District 2, and Amelia Herrera-Robles from DONE.
5. **The minutes of the May 9, 2007 meeting were approved as presented.**



## **6. Public Comment:**

- Tomi Lyn Bowling, realtor, announced that there were 38 real estate sales in this area in May, up from 28 last year (and 56 in May 2005), and 162 to date this year. Price per sq. ft. is at \$443.00.
- Claire Knowlton, McGroarty Arts Center, announced the opening of their 4<sup>th</sup> annual ceramics exhibition and benefit show Saturday, June 16 and continuing until July 3rd. The show includes professional artists and benefits the McGroarty's Ceramics Guild.
- Lloyd Hitt, Save the Verdugo Hills Golf Course. Mr. Hitt is working with several entities to try to keep the golf course in Tujunga from being turned into a large, condo complex that would heavily impact traffic at Lowell and Tujunga Canyon Blvd. The groups are trying to raise money to buy the golf course. A camp will be held to raise money for this: The Verdugo Hills Summer Golf Camp for Juniors offers golf instruction to kids. He also had a petition for stakeholders to sign.
- Fran and Ray, Century 21, Sunland office thanked STNC for contributing to a successful Historic Homes Tour recently. Fran reported that Century 21 awarded scholarships to Verdugo Hills High School's graduating class recently. She announced the Chamber of Commerce Mixer, Wednesday, June 20 at Century 21 in Sunland. The Honorary Mayoral candidates will be there from 6 – 8 p.m.
- Mike Carpenter, All Nation's Church, announced their upcoming Family/Community Concert in Lakeview Terrace.
- Veronica Wallace, a parent of a VHHS student, is starting a campaign to get the VHHS pool open year. Currently, the pool is only open June 23 for ten weeks.
- Elaine Brown, stakeholder, reported on the Commerce Owners Builders Restoration Association, which is getting its 501C3 status. They plan to hold a fundraiser in the near future to paint a mural of Old Commerce.
- Lydia Grant announced the July 4<sup>th</sup> fireworks festival at VHHS. It's a collaboration of STNC and the VHHS Boosters. Admission is \$5.00. Gates open at 4 p.m.

## **DONE Update: Amelia Herrera-Robles:**

- Announced the City Attorney Round Table to be held on "Effective Land Use Advocacy" at ST Municipal Bldg. 7747 Foothill Bldg. June 20, 6:30 – 8:30 p.m.
- Hearing are coming up for former and current board members to share their experienced with the Neighborhood Council Review Commission on proposals for improving the system.
- The Board of Neighborhood Commissioners also is holding meetings to take suggestions on what education would be helpful for board members.

### **Committee Reports:**

David Cain: Reported on the DWP rate increase proposal and the need for upgrades to improve maintenance and water quality.

Victor Castro: VHHS Boosters Club President, spoke about the work going on to produce the July 4<sup>th</sup> fireworks spectacular in Tujunga. Victor is also the new Head Football Coach at VHHS.

Olina Lowe: Gave an overview on the Bureau of Sanitation meeting she attended for their six year plan to improve waste disposal and make L.A. a "green" city. She said L.A.'s goal is to become a 'zero waste' city and along those lines, there are plans to reduce the use of landfills and develop new technologies for renewal fuels and resource recovery.

Lydia Grant, Education Rep: Reported on her efforts to improve communication between the community and the LA School District. Mt. Gleason Middle School is changing in many ways including increasing classes from 30 minutes to 90 minutes. Also, the sixth graders are going to be pulled out and put into a separate facility. She asked for community support for her efforts.

Ricky Grubb: Environmental Rep: Asked the community to conserve water and plant native plants that don't use much water. Also, conserve energy during the heat of the day.

David Cain added a note on safety saying that gang activity is increasing in his District by Commerce. He asked stakeholders to get involved by calling the police when they see graffiti being created or crimes of any sort to keep this problem at bay.

Nina Royal, Safety Committee: Announced a \$1,000 reward to anyone who can identify and prosecute someone who is creating graffiti on a building. Update on LAPD Officer Darren Costi – he is still in serious condition and is being treated at Kaiser, Sunset. A fundraiser is planned to auction gifts at the upcoming July 4<sup>th</sup> fireworks display. The next Safety meeting is June 21, (3<sup>rd</sup> Thursday), 6 p.m., at North Valley City Hall. The public is invited to attend.

Dan McManus, Outreach: Their next committee meeting is Saturday, June 16, at 1 p.m. at Joselitos, Tujunga. They are looking to select members for this year's committee and want help getting the word out about the fireworks display on July 4<sup>th</sup>. They would like to invite the community to become sponsors of this event.

Victor added that the Sunland/Tujunga fireworks is now an 'approved' City recognized special event. Burbank and Hansen Dam have cancelled their fireworks displays.

### **Presentations:**

a. A group called "Vital Research, LLC" circulated a survey on HIV awareness to the board and stakeholders asking for information regarding attitudes, public opinion on HIV, and whether STNC should be actively involved in educating the public about HIV awareness.

b. Executive Committee recommendation: "To appoint a committee to organize educational material and presentation on, "How to Preserve Our Protected

Trees," (to be completed by September 2007 STNC meeting) was moved to the DAC's upcoming agenda.

c. Design Advisory Committee (Victor M. Castro, IV, DAC Chairman introduced

1) Dale Thrush from CD2 who gave the following update:

The Home Depot appeal hearing before the Planning Commission this month was cancelled due to overcrowding. Dale has asked that the Planning Commission hold the rescheduled July 19<sup>th</sup> hearing in Sunland at Mt. Gleason Middle School.

Angeles National Golf Club Update: There have been numerous delays by the Golf Course in Sunland in responding to issues regarding monies they agreed to transfer to the Santa Monica Conservancy, trail improvements for equestrians and environmental mitigation measures. Angeles National has not complied with their responsibilities. The City Council has approved a measure that will result in the transfer of the property in question in about six weeks to the Santa Monica Conservancy (this is a parcel attached to the current Golf Course but not currently being used by them). Angeles National has agreed to deposit an initial \$100,000, of the total monies owed, into a special account for the Santa Monica Mountains Conservancy next week for maintenance of trails.

2) Joe Barrett, No2HomeDepot: Joe described how the Home Depot Appeal hearing before the North Valley Area Planning Commission was shut down on June 7 when Home Depot filled the room with non-residents of Sunland – Tujunga. These people were bussed to the hearing and upon further investigation, were issued some type of document (possibly for payment) when they got off the buses. The Van Nuys hearing generated positive media coverage for the No2Home Depot campaign and STNC on TV and radio, some of which were shown at the meeting. No2Home Depot has made a formal request to have the hearing moved to Mt. Gleason Middle School, which has twice the capacity of the Marvin Braude Building.

3) DAC Recommendations: **The STNC unanimously approved written Chair and DAC report recommendations as presented including expenses to date and committee member recommendations for 2007-08 year.**

- a) DAC recommends the STNC Board approve the following DAC Committee members who have all expressed a willingness to serve on the DAC: Vic Castro, Debby Beck, Tomi Lyn Bowling, Lloyd Hitt, Vic Aghakhanian, Saro Minnassian, Bill Manning, Cindy Cleghorn, and Mark Seigel. Two positions remain open as well as four alternate positions.
- b) That the STNC encumber up to \$1,300 for bus transportation to July 19 North Valley Area Planning Commission hearing for STNC stakeholders.
- c) That the STNC approve DAC expenses as follows:
  - Meeting refreshments: \$100
  - Parking fees to attend public hearings \$29.00
  - Copying oversize drawing \$21.20

The next DAC meeting will be held Monday, June 18 at 7 p.m. at North Valley City Hall. The big issue is that a new FAR/CIO for Sunland-Tujunga is drafted to continue the existing FAR/ICO's intent.

d. Bylaws (Skiles/Seigel) Committee forwarded two recommendations to the Board to adopt two Standing Rules which, after discussion, **the board adopted unanimously.**

**Recommendation 1:**

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.

**Recommendation 2:**

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.

e. Executive Committee: **Treasurer (Brand/McManus) moved, "That a stakeholder's request to the Department of Recreation and Parks be made to make Verdugo Hills High School's swimming pool a year-round facility so that the swim team and the community can benefit from the use of the pool, rather than sending students to the Van Nuys HS pool."** Vic Castro requested an amendment, "That this issue be moved to the DAC Committee as a land use issue." Linda then amended her motion to say, **"That STNC write a letter be sent to Mayor Villaraigosa, Parks and Rec, Council member Wendy Greuel, and the School Board that the VHHS pool be kept open all year. And that subsequently, the DAC follow up on the letter."** The motion to accept the amendment was approved. Then the amended motion was unanimously approved.

Stakeholder Veronica Wallace, Lydia Grant, Bill Manning, Saro Minassian, and Victor Castro expressed interest in this issue and willingness to attend any meetings. Nina Royal will draft the letter.

#### **Treasurer's Report**

- a. **STNC unanimously approved the appointment of the STNC 2007-2008 Budget Committee: Bill Skiles, Mark Seigel, Ed Rock and David Cain.**
- b. **STNC unanimously approved the Budget Committee's recommendation for the STNC fiscal year 2007-08 budget of \$70,000,** (which includes the current yearly allocation of \$50,000 plus a \$20,000 rollover of funds for operations, outreach and community improvement.

The Budget Committee had previously approved a budget for \$81,000, however a problem surfaced with DONE's access to Bank of America records regarding approximately \$11,000 in expenses. Linda explained this had to do with their debit card being shut down after it was lost and that DONE had not completed reconciliation for the additional expenses. Linda reported that DONE using a new credit card now, as opposed to a debit card, and this requires that all expenses for petty cash go through STNC's Ed Rock as well as herself, Linda Brand.

#### **Board Announcements:**

- Saro introduced his guest, Sevada Hamelians, who hopes to become active with the STNC.
- John Blue introduced his guest, Michael Weston, who also is looking forward to becoming an active volunteer.

Meeting Adjourned: 9:50 p.m.

**Next STNC Meeting - Wednesday, July 11, 2007**

*Minutes prepared by Pat Kramer, Apple One.*

STNC Education Meeting  
Mt. Gleason Middle School  
10965 Mt. Gleason Avenue - Sunland  
Wednesday, June 13, 2007 - 6:00 PM

STNC Education Rep. Lydia Grant called the meeting to order: 6:22 p.m.

Introduction of School Officials:

- L.A.USD District 2 Superintendent Jim Morris
- Mt. Gleason Middle School Principal Debra Acosta

Open Discussion:

**Positive Programs:** Lydia reviewed some positive programs that are now taking place at the local schools: One which teaches proper table manners to children and another which features a class project depicting a rainforest.

**Loss of Small Learning Communities:** Lydia spoke about the importance of having Small Learning Communities for elementary school kid. She said that this is going to change as LAUSD has announced to parents that all sixth graders are going to be moved into a single building. She said that parents were distraught that they were not consulted about this and asked for their input. This is one of the changes now being put in place affecting local school children.

Parents then joined the discussion with their comments:

Deborah Ray said parents were concerned about not being involved or informed about this change and recommended school officials provide an open format. She asked how parents could be included in the decisions being made about how the local schools are being run.

Another parent spoke about the community's perception of violence at the Sunland/Tujunga schools. Superintendent Morris agreed that this is the current perception of the Sunland/Tujunga schools. He believes that by providing accurate information to parents, it will help improve the perception, which is not based on fact.

A Mt. Gleason teacher spoke about the issue of discipline. She said it disturbs her to see teachers losing control and the rules not being enforced. She believes there is a safety issue with the six graders transitioning into Middle School.

Another parent spoke about how the kids who are bussed-into the community are perceived as being troublemakers. She said that the truth is that it is the local kids, not the bussed kids, who are causing problems. Teacher, Mr. Schoen, added that they have some wonderful kids being bussed into the community.

Lydia said that this issue of trouble being caused by kids who are bussed in has more to do with recent incidents that have taken place at VHHS, rather than the Middle School.

**Teacher Recognition:** Another issue Lydia brought up was the seeming lack of interest on the school department's end, in supporting teachers with recognition awards. Lydia has been trying to get input on deserving teachers so she can present them with certificates of recognition at the STNC, honoring them before their community. She said she hasn't received input from the schools and that leaves the perception that they are not that interested in doing this type of thing for the teachers. She asked what they could do to improve the situation.

**Sixth Graders:** Speaking on behalf of the new program for sixth graders, Mt. Gleason Principal Debra Acosta said her expertise is in Middle School, as both an educator and an administrator. She said that research shows that if 6<sup>th</sup> graders are more "nested" with smaller groups, they have a better time transitioning. She admitted that her school hasn't done the best job they could in transitioning the kids to high school from middle school. However, she has been working with the National Middle School Association on the 13<sup>th</sup> characteristics of successful middle school for adolescents from 5<sup>th</sup> to 6<sup>th</sup> grade. She said that the current trend is that most middle schools have their 6<sup>th</sup> graders together in a little nest where school staff can better watch over them and it facilitates the teaching process, as well.

Superintendent Morris agreed that the small setting is in the best interest of the kids and that it is an achievement factor that can be measured. As space opens up, he said, this is something that they will be looking at.

**Parents Request:** Overall, the parents requested a communication channel to talk to their school administrators.

Mr. Schoen mentioned the updating Summer Academy, a three-day orientation for students August 1 – 3. The Mt. Gleason Summer School Program provides training and preparation for incoming 6<sup>th</sup> graders to get a tour of the campus, practice using their lockers, and make new friends before school starts.

A parent asked about whether it is healthy for sixth graders to be segregated from the rest of the students. She wanted to know if it was an administrative decision. Principal Costa said that they talked to the classified staff, councils and teachers and that's how they arrived at that decision.

Regarding the issue of room changes. Principal Acosta noted that there are always room changes; teachers are always changing rooms. This room change was based on Middle School philosophy. She said the kids would still have opportunities to mix with other age kids because they need those experiences to learn how to get along with others. The principal suggested that parents who want to give input become involved on the Advisory Council or the Title One Council or the School Site Council. She takes input from them before making decisions. In addition to serving on a council, parents or anyone in the community can attend the council meetings.

STNC Board Member Mark Seigel asked whether there were ways to counsel the kids who are causing problems. The teachers mentioned that they currently have a Peer Counseling program, where students counsel other students. There is also the new Heart Program.

Finally, Lydia mentioned an upcoming fundraiser for Verdugo Hills HS and asked the school officials for help in getting the flyers out to the elementary school kids. Superintendent Morris said he would help Lydia with that if she sends him a copy of the flyer.

Meeting Adjourned: 7:03 p.m.

Minutes taken by Pat Kramer, Apple One



# Neighborhood Council Supporting Document Guidelines

## Invoice Requirements



All submitted Demand Warrant invoices must contain the following:

- Vendor's Name
- Vendor's address and **phone number**
- Bill to NC's name
- Invoice number (i.e. 001)
- Description of the item or service
- Amount due

***NO QUOTES, AND/OR ESTIMATES WILL BE ACCEPTED AS INVOICES. VENDORS SHOULD ONLY BE PAID AFTER GOODS OR SERVICES ARE RECEIVED.***

**REMINDER:** An approved Budget and latest Reconciliations must be on file before any Demand Warrants can be processed. All expenditures need to be authorized in a specific budget line item and/or by board motion.

## Supporting Document Requirements for Demand Warrants

### Payment for New Vendor of the NC System:

1. Business Tax Registration Certificate Code (otherwise known as City Tax number). One time exemption is given to vendors located outside the City.
2. Completed W-9 form with EIN number for corporations and partnerships or Social Security Number for individuals and sole proprietors.

### Reimbursements to Board Member:

1. Original invoice(s) only (No faxes and/or copies acceptable).
2. Proof of payment (must be indicated on receipt if payment was cash, credit card and/or check. If form of payment was a check, then a copy of the front and back cancelled check is required).

### Food and Refreshment Expenditures:

1. Copies of sign-in sheet or if sign-in sheet not available agenda of meeting/Flyer for event. Please indicate amount of people in attendance.

**Purchase Order** (usually for computer purchases and in lieu of an advance payment – this is to ensure payment to vendor after goods/services are delivered):

1. Estimate/Quote of product.
2. A Vendor contact name with phone number/fax to send Purchase Order.

### Advertisements:

1. For Publications, Tear sheet or proof of advertisement copy. For advertisement items, please provide a copy of design.

### Neighborhood Council Outreach Event:

1. Flyer of event.
2. Insurance agreement (please consult with funding program if needed).

**Advance Payment** (Please allow additional time to process):

1. Expected date of delivery and explanation of what the payment is securing listed on the invoice.
2. A statement from the treasurer explaining why an advance payment is needed.

After item(s) are received, notification of when goods were received is required.

### Community Improvement Project:

1. An official neighborhood council statement explaining how the project will benefit the community.
2. Letter of acknowledgement of receiving agency (i.e. Department of Recs. and Parks, LAUSD, Department of Street Services) acknowledging and approving the desired project.
3. Proof that required licenses and permits are in place (if needed).

### Travel Expenses:

1. All Travel Expenses must be pre-approved by DONE and submitted with a Travel Request form.
2. Expenses must be listed on City of Los Angeles Personal Expense Sheet with original receipts attached. Copies will not be accepted.

new form 6/07

# DEMAND WARRANT



## NEIGHBORHOOD COUNCIL FUNDING PROGRAM - REQUEST FOR NEIGHBORHOOD COUNCIL PAPER CHECK

334-B E 2<sup>nd</sup> Street, Los Angeles CA 90012, 213.485.1360 or 3-1-1 Website: [www.lacityneighborhoods.com](http://www.lacityneighborhoods.com)

Mail or submit this request via Fax: 213.485.4608 or email: [done.funding@lacity.org](mailto:done.funding@lacity.org); ATTN: FUNDING PROGRAM

Date of Check Request: \_\_\_\_\_

Amount of Check Request: \$

**Neighborhood Council:** \_\_\_\_\_

If this Expenditure/Project is itemized in your budget please check here: ☐

Otherwise attach minutes/affidavit approving the expenditure and ensure it is appropriated in your budget.

<i>Please select category:</i>	<b>Operational Expense</b> <input type="checkbox"/> Office Equip./Supplies/Facilities <input type="checkbox"/> Apple One/Admin. Services <input type="checkbox"/> Meeting Expenses <input type="checkbox"/> Other	<b>Neighborhood Improvement</b> <input type="checkbox"/> Beautification Project <input type="checkbox"/> Community Services <input type="checkbox"/> LAUSD/Educational Support <input type="checkbox"/> Other	<b>Outreach</b> <input type="checkbox"/> Event/Refreshments <input type="checkbox"/> Election <input type="checkbox"/> Advertismnt/Newsletter/Web <input type="checkbox"/> Other
--------------------------------	---	---	--

Please provide a description of expense or attach additional information:

Make check payable to: \_\_\_\_\_

Check if for a City Dept. ☐

Remittance Address: \_\_\_\_\_

City and State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**Please select all appropriate categories, attach Vendor Invoice and provide required supporting documents:**

<input type="checkbox"/> <b>First-time request for this vendor:</b> - Attach a completed W-9 and enter BTRC code here: _____	
<input type="checkbox"/> <b>Outreach expense:</b> - Please consult DW Supporting Document Guidelines form and/or DONE for required documents	
<input type="checkbox"/> <b>Community improvement project:</b> - Please consult DW Supporting Document Guidelines form and/or DONE for required documents	
<input type="checkbox"/> <b>Reimbursement for board members:</b> - Submit original receipt(s) and proof of payment	
<input type="checkbox"/> <b>Advance payment:</b> - Please consult DW Supporting Document Guidelines form and/or DONE for required documents	
<input type="checkbox"/> <b>Purchase Order:</b> - Provide quote and a Vendor contact name and number	

### DECLARATION

The undersigned do hereby declare that, as a result of an official action of the Governing Body of the Neighborhood Council named above: (1) they are authorized to make this request, (2) this funding request is exclusively intended for the Neighborhood Council named above, (3) all reasonable precautions shall be exercised by the undersigned to safeguard and account for use of the funds, and (4) the amount of the check requested will be deducted from the total available balance in my Neighborhood Council Funding Program account. **Note: The names and signatures of the Neighborhood Council Treasurer and Second Signatory are required.**

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Treasurer: \_\_\_\_\_

2<sup>nd</sup> Signatory: \_\_\_\_\_

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

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

(BELOW THIS LINE FOR DONE USE)