

**Neighborhood Council
General Board**

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Lallah Rowe, Vice-President
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VACANT, Stakeholder Group Rep
Shirley Kim, Shekinah Church
VACANT, Stakeholder Group Rep
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Jon von Gunten, Region 3
Karen Moran, Region 3
Belinda Woodruff, Region 4
Cheryl Schmidt, Region 4
Mark Seigel, At Large

**CITY OF LOS ANGELES
CALIFORNIA**



P.O. BOX 635
Tujunga, CA 91042
Phone: 818-951-7411
Email: Secretary@stnc.org
Website: www.stnc.org

**SUNLAND-TUJUNGA
NEIGHBORHOOD
COUNCIL**

TRANSLATION SERVICE – If you need translation service, please contact Lydia Grant, STNC President via e-mail at stnclydia@gmail.com or 818-951-7411 at least 72 hours before the meeting.

SERVICIOS DE TRADUCCIÓN – Si requiere servicios de traducción, favor de avisar al concejo vecinal 72 horas antes del evento. Por favor contacte Lydia Grant, President, al electrónico stnclydia@gmail.com or 818-951-7411 para avisar al Concejo Vecinal.

**General Board Meeting Agenda
Wednesday, July 13, 2022
7:00 PM**

Zoom Meeting Online or By Telephone
Dial (888) 475-4499 to Join the Meeting
Then Enter This Webinar ID: **918 9278 5703** and Press #
Online: Go to <https://zoom.us/j/91892785703>

IN CONFORMITY WITH THE SEPTEMBER 16, 2021 ENACTMENT OF CALIFORNIA ASSEMBLY BILL 361 (RIVAS) AND DUE TO CONCERNS OVER COVID-19, THE SUNLAND-TUJUNGA NEIGHBORHOOD COUNCIL MEETING WILL BE CONDUCTED ENTIRELY WITH A CALL-IN OPTION OR INTERNET-BASED SERVICE OPTION.

PUBLIC INPUT AT NEIGHBORHOOD COUNCIL MEETINGS: Every person wishing to address the Board must dial **(888) 475-4499** or **(669) 900 6833**, and enter **918 9278 5703** and then press # to join the meeting. When prompted by the presiding officer, to provide public comment at the Sunland-Tujunga Neighborhood Council meeting the public will be requested to dial ***9 or use the Raise Hand option**, to address the Committee on any agenda item before the Board takes an action on an item. Comments from the public on agenda items will be heard only when the respective item is being considered. Comments from the public on other matters not appearing on the agenda that are within the Board's jurisdiction will be heard during the General Public Comment period. Please note that under the Brown Act, the Board is prevented from acting on a matter that you bring to its attention during the General Public Comment period however, the issue raised by a member of the public may become the subject of a future Board meeting. Public comment is limited to two minutes per speaker, unless adjusted by the presiding officer of the Board.

AB 361 Updates: Public comment cannot be required to be submitted in advance of the meeting, only real-time public comment is required. If there are any broadcasting interruptions that prevent the public from observing or hearing the meeting, the meeting must be recessed or adjourned. If members of the public are unable to provide public comment or be heard due to issues within the Sunland-Tujunga Neighborhood Council's control, the meeting must be recessed or adjourned.

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

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

1. Call to Order, Welcome - Lydia Grant, President

- A. Volunteer Recognition
- B. Report on 4th of July Parade
- C. Save the Date: National Night Out, Aug 2 at Little Landers Park.

2. Roll Call, Voting Eligibility - Carol Hutchinson, Secretary

- A. Completion of City / DONE Required trainings status for the STNC board
- B. Announce any Board member recusals or paid lobbyists in attendance
- C. Announcement of vacant board seats: Stakeholder Group Representative - Two Positions - Details at https://www.stnc.org/readpost.php?news_id=776

3. Pledge of Allegiance

4. Comments: LAPD, Elected Officials/Representatives, DONE, City Departments (2 min per Representative including Q&A)

5. Report from The Land Use Committee (LUC): Discussion/Possible Action that STNC board approves LUC comment/support letter recommendation for 7740 McGroarty

6. Committee & Liaison Reports (see last page for meeting and committee member information)

- A. Budget & Finance
- B. Land Use
- C. STAT
- D. STARC
- E. Community Improvement & Government Affairs
- F. Outreach - open stakeholder seats, Coffee with STNC
- G. Youth & Adult Education
- H. Beautification - *Update on Pinewood Mural*
- I. Liaison Reports: LANCC / VANC /Budget Advocates /Other
- J. Ad Hoc Bylaws / Standing Rules
- K. Other

7. Presentation and video on Evacuation Routes

8. Discussion/Action: Motion to approve a letter to Councilwoman Monica Rodriguez as the Chair of the Public Safety Committee in regards to Evacuation Routes.

9. Discussion/Action: Motion to approve letter of support for investigation into the Evacuation Routes for the County of Los Angeles with a paragraph specific to the concerns of Sunland -Tujunga.

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

- A. **Discussion/Action:** Approve May 2022 Monthly Expenditure Report (MER) and Balances.
- B. **Discussion/Action:** Approve June 2022 Monthly Expenditure Report (MER) and Balances.
- C. **Discussion/Action:** Approval recurring expenses for 2022 – 2023 fiscal year to include: Storage Costs \$7,044, Ring Central up to \$600, Web Corner \$1,830, Constant Contact \$1,140, USPS up to \$400, 2 Adobe accounts \$359.76, General Printing up to \$1,000.
- D. **Discussion/Action:** Reimburse Ed Babakhanian in the amount of \$62.58 for spending on water and snacks related to previously approved tree watering.
- E. **Discussion/Action:** Approve up to \$3,000 for National Night Out to be held on August 2, 2022. Previously approved on prior fiscal year budget, revolting in new fiscal year.
- F. **Discussion/Action:** Approval of up to \$1,800.00 for light pole banners previously approved in last fiscal year budget. Items to be procured from Gold Media.
- G. **Discussion / Motion:** To accept \$14.99 reimbursement to STNC funding account from Treasurer Ed Babakhanian due to accidental payment by STNC purchase card. Once paid back, NC funding will add back to STNC budget for 2022 - 2023 fiscal year spending. *[Recommended by City Clerk NC Funding Division]*

11. Discussion/Action: That STNC board approves letter to the L.A. City Librarian, Board of Library Commissioners and Sunland-Tujunga Head Librarian regarding an obscene novel given to children.

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

- A. **Discussion/Motion:** **Support** appointment of Cindy Cleghorn to the NC Budget Advocates
- B. **Discussion/Motion:** **CF 22-0392** Digital Off-Site Signs / Outdoor Advertising / Transportation Communication Network Program Structures / Los Angeles County Metropolitan Transportation Authority (MTA). That STNC opposes the Council motion CF#22-0392 because the joint program between METRO and the City would result in the placement of 300 digital billboards on the shared public right-of-way. *[CIGA Committee recommends **Oppose**]*
- C. **Discussion/Motion:** Approve June 8, 2022 Board Meeting Minutes
- D. **Discussion/Possible Action:** **CF11-1020-S3** – would rename the Budget Advocates account to “budget advocacy” with no mention as to where the funds would go. The SUNLAND-TUJUNGA Neighborhood Council **OPPOSES** Council File 11-1020-S3. Neighborhood Councils form alliances when they want to join together to work on issues of common interest. We want to be able to contribute specifically to alliances we support. The name of the overall fund is not important. What is important is that every recognized alliance has the ability to raise its own funds and those funds are reserved for its use and its use alone. The SUNLAND-TUJUNGA Neighborhood Council wants the ability to direct our funds to a specific alliance and not to a fund that is allocated without our input. We ask the motion be amended to make this clear.
- E. **Discussion/Possible action:** LA City Council has resumed in-person meetings, but they are not planning to continue to allow public comment via telephone. The current city council agenda states: “Members of the public may also attend City Council meetings in-person. Public comment will be taken in-person, only, and not via teleconference. **“The SUNLAND-TUJUNGA Neighborhood Council requests that the City Council again allow remote participation in City Council meetings, by telephone or online means, in addition to in-person public comment.”**”
- F. **Discussion/Possible Action:** School Police on LAUSD Campuses. School Police Officers are not allowed on Los Angeles Unified School District (LAUSD) school campuses. On July 15, 2021, the Valley Alliance of Neighborhood Councils (VANC) unanimously passed the following resolution: The Valley Alliance of Neighborhood Councils (VANC), representing the 34 Neighborhood Councils throughout the San Fernando Valley, views the safety of our children and school staff of utmost importance, and strongly supports the resolution of School Board Members Scott Schmerelson and Dr. George McKenna, Resolution Number 029-20/21, entitled Ensuring Local School Site and Community Control, Authority, Autonomy and Choice Regarding Safe Campuses and the Protection of Our Students and Staff. The Valley Alliance of

Neighborhood Councils (VANC) strongly supports local control by each school site and school community to allow the Los Angeles School Police onto LAUSD school campuses, ensuring safe campuses and the protection of our students and staff. The Schmerelson/McKenna Resolution did not pass at the LAUSD School Board meeting, so School Police are still not allowed on school campuses. In light of the school shooting in Texas on May 24, 2022 the LAUSD School Board should reconsider stationing of School Police on LAUSD campuses, re-funding the School Police Department, and hiring additional School Police Officers. Therefore the **Sunland-Tujunga Neighborhood Council supports the VANC resolution supporting local control.**

OLD BUSINESS

14. Discussion/Motion: to approve final STNC Elections Worksheet for 2023

NEW BUSINESS

15. PRESENTATION & TRAINING on the Neighborhood Council (NC) System

- A. Bylaws, Standing Rules, BONC Policies, Brown Act (Meeting Agenda Posting, ENS)
- B. NC Meetings: Agenda Items, Presenters, Meeting Agendas, Making Motions, Community Impact Statements
- C. NC Alliances, STNC Community Events/Meetings, Other Training Opportunities

16. GENERAL PUBLIC COMMENT ON NON-AGENDA ITEMS - One minute per speaker unless otherwise announced by the presiding officer – Comments from the Public on Non-Agenda items, issues, announcements within the jurisdiction of the Sunland-Tujunga Neighborhood Council. The Brown Act prevents the Board from commenting on your comments. If you wish to speak, either raise your hand (on computer or tablet) or dial *9 (on your cell phone).

17. FINAL ANNOUNCEMENTS & BOARD COMMENTS

18. ADJOURN

THE AMERICAN WITH DISABILITIES ACT As a covered entity under Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and upon request will provide reasonable accommodation to ensure equal access to its programs, services, and activities. Sign language interpreters, assisted listening devices, or other auxiliary aids and/or services may be provided upon request. To ensure availability of services, please make your request at least 3 business days (72 hours) prior to the meeting by contacting Lydia Grant, STNC President at 818-470-6629.

PUBLIC ACCESS OF RECORDS – In compliance with Government Code section 54957.5, non-exempt writings that are distributed to a majority or all of the board in advance of a meeting may be viewed at our website: www.stnc.org or at the scheduled meeting. In addition, if you would like a copy of any record related to an item on the agenda, please contact **Carol Hutchinson, Secretary, at email: secretary@stnc.org.**

PUBLIC POSTING OF AGENDAS – Neighborhood Council agendas are posted for public review as follows:

* **NORTH VALLEY NEIGHBORHOOD CITY HALL**, 7747 Foothill Blvd, Tujunga, CA 91042

* www.stnc.org

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

NOTICE TO PAID REPRESENTATIVES - If you are compensated to monitor, attend, or speak at this meeting, City law may require you to register as a lobbyist and report your activity. See Los Angeles Municipal Code §§ 48.01 et seq. More information is available at ethics.lacity.org/lobbying. For assistance, please contact the Ethics Commission at (213) 978-1960 or ethics.commission@lacity.org

RECONSIDERATION AND GRIEVANCE PROCESS - For information on the STNC's process for board action reconsideration, stakeholder grievance policy, or any other procedural matters related to this Council, please consult the Sunland-Tujunga Neighborhood Council Bylaws. The Bylaws are available on our website www.stnc.org

Representatives of LAPD, Local Schools, City, County, State, Federal - updated July 2022

Foothill LAPD Commanding Officer/Captain Johnny Smith 818-756-8861 - 30339@lapd.lapd.online

Foothill Community Sgt. Jesse Ojeda - 818-756-8866 - 33272@lapd.online

SENIOR LEAD OFFICERS - TUJUNGA SLO: Gloria Caloca: 818-634-0754; 35755@lapd.online

SUNLAND SLO: Violet Potter: 818-634-0705; 35464@lapd.online Encourage victims you speak with to formally report every crime. Minor crimes can be reported online at <https://www.lapdonline.org/file-a-police-report/> If an officer on-scene refuses to write a report of an actual crime, request a Supervisor. Call 911 for emergencies and crimes in progress. Call LAPD Dispatch-877-ASK-LAPD-for everyday matters. Email Councilwoman - councilmember.rodriguez@lacity.org if you like, or don't like, the laws she supports and voted for. Suggest city legislation should exist or be annulled.

City Council District 7- Monica Rodriguez – Area Representative Mary MacAdam, handling the Tujunga community - mary.macadam@lacity.org; Caseworker Billie Jean Londono - billie.jean.londono@lacity.org; CD7 Planning Deputy Anissa Raja - anissa.raja@lacity.org *The Sunland-Tujunga Field Office is now located in Pacoima at 13520 Van Nuys Bl., Pacoima 91331. The Sunland-Tujunga office has not yet been opened to the public due to COVID-19.*

LA Mayor Garcetti–Michelle Vergara, East Valley Rep - Michelle.Vergara@LACity.org

LA City Attorney Mike Feuer – Neighborhood Prosecutor Mark Ross 213-978-8100 -- mark.ross@lacity.org

LA City Controller Ron Galperin - 213-978-7200 - controller@lacity.org

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

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

LA County Supervisor Kathryn Barger 818-993-5170-Jason Maruca, Asst. Field Deputy: JMaruca@bos.lacounty.gov

CA State Senator Anthony Portantino (District 25) - 818-409-0400 - Declan Floyd: Declan.Floyd@sen.ca.gov

CA Assembly Member Luz Rivas (Dist.39) - Mary Jerejian 818-504-3911 mary.jerejian@asm.ca.gov

Sunland-Tujunga Library - Ardem Tajerian, Senior Librarian - 818-352-4481 - tajerian@lapl.org

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

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

GANGS-DRUGS: Frank Kryshak, email: 27701@lapd.online (Gang Enforcement Detail)

NARCOTICS, Det. Travis Coyle, 818-834-3136; 33128@lapd.online

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

VECTOR CONTROL: Diana Gutierrez, Greater L.A. County Vector Control District 562-944-9656 dgutierrez@glacvcd.org

DONE - **[New 1-28-22]** Raul Preciado, NEA, Raul.Preciado@lacity.org - (213) 978-1551

Vanessa Serrano, Director of Civic Leadership - 818-374-9889 - vanessa.serrano@lacity.org

NCAD (Advice Division) - Ayelet Feiman-Office of the City Attorney General Counsel, ayelet.feiman@lacity.org 213-978-8132

Mission College – Olivia Sanchez Ayala, 818-364-7795, sancheo@lamission.edu

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

Sunland-Tujunga Community of Schools - Carmina Nacorda, COS Admin - (818) 252-5400 - SunlandTujungaCoS@lausd.net

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

City of L.A. Protected Trees: (6 types of trees) Oak, Sycamore, Bay, Black Walnut, Toyon, Elderberry. Protected trees can be removed. Trees with Urban Forestry Department approval which will require an Arborist report, pay City fees. Go to Streets LA website <https://streetsla.lacity.org> Scroll down the landing page to Services, then to icon link for “Report a Protected Tree Violation”. You will need the address or you can use a map viewer. Keep the record number. You can then contact urban forestry with the record number to Gerald.Stephens@lacity.org -- and copytrees@nca.la

STNC Committees, Committee Chairs, Meeting Dates/Times - *updated July 2022*

please send updates to this list to: secretary@stnc.org

[all STNC Committee Meetings held via Zoom-board and committees do not meet on National Holidays]

STNC Committees - to join any committee, contact the committee chair via secretary@stnc.org and participate at meetings

- a. Beautification – Roger Klemm/Nelly Luboff (co-chairs) 3rd Wednesdays @ 5:30 PM
- b. Budget & Finance – Ed Babakhanian - 4th Wednesday @ 6:00 PM
- c. Neighborhood Watch – meetings 2nd Tuesday, 9 a.m. via LAPD Zoom
- d. Land Use – Pati Potter - 1st & 3rd Mondays @ 7:00 PM
- e. Community Improvement-Government Affairs - Lallah Rowe, VP - 3rd Thursdays @ 10:00 AM
- f. Elections Committee (ad-hoc) - Various dates - check calendar at stnc.org
- g. Outreach - Karen Perdue, VP - 3rd Thursdays @ 7:00 PM
- h. Bylaws & Standing Rules (ad-hoc) - Sandy Capps (co-chair) - TBA
- i. STAT - Safe Traffic & Transportation Committee - Pat Kramer - 4th Tuesdays @ 6:00 PM
- j. STARC – Arts, Culture & Recreation Committee - Joe De Cenzo - 4th Tuesdays @ 7:30 PM
- k. Executive Committee – Lydia Grant - 4th Wednesdays @ 7:00 PM
- l. STNC Youth & Adult Education Committee - Lallah Rowe, Chair - 3rd Tuesdays @ 6:30 PM

Community Impact Statement Submitters

Jon von Gunten

Carol Hutchinson

Karen Perdue

Shirley Kim

Claire Gordon

STNC Bank Card Holders & BAC (Board Action Certificate) signers

Ed Babakhanian, STNC Treasurer

Carol Hutchinson 2nd Card Holder

STNC Second Signers

None

STNC Committees & Members affirmed by the STNC Board: * = STNC Boardmember

STAT Committee: Chair Pat Kramer, Co-Chair Jon von Gunten* Committee Members: Gerald Sherman, George Arakel, Barbara Rowe, Roger Swart and Leny Freeman*

STARC: Chair Joe DeCenzo Committee Members: Gerardo Barrientos, Debby Beck, Lucy Berman, Dawn Jenkins, vacant, Corey Stein, Michelle Wadler* and KT Travers*

Beautification Committee: Co-Chairs Roger Klemm and Nelly Luboff Committee Members: Carol Hutchinson*, Gerardo Barrientos, Judy Sutherland, Marjorie Maxon, Angela Nordhagen, and Steve Black

Land Use Committee (LUC): Co-Chairs/Vice Chairs: Pati Potter, Richard Marshalian. Committee Members: Cindy Cleghorn*, Nina Royal*, Liliana Sanchez, Vartan Keshish, Betty Markowitz, Berj Zadoian, Cathi Comras, Arsen Karamians, and Stephanie Mines. Planning 101 Training Required for all LUC members. Application and participation required to join the LUC.

Ad Hoc Bylaws & Standing Rules: Co-Chairs/Vice Chairs: vacant, Sandy Capps. Committee Members: Cindy Cleghorn*, Mark Seigel*, Lydia Grant*

Budget & Finance Committee: Chair Ed Babakhanian, Pati Potter, Karen Perdue, Sandy Capps

Outreach Committee: Chair Karen Perdue. Committee Members: Leny Freeman, Cheryl Schmidt, Claire Gordon, Karen Moran, Belinda Woodruff

Other committees to be added to this list when approved by the STNC Board

Training Requirements for all board members. City has a time limit when this training must be completed to be able to vote:

Code of Conduct *also applies to all STNC committee members

Anti-Bias

Funding

Ethics

Website www.stnc.org

Social Media: Facebook Pages managed by STNC committees & their status as of February 2022:

<https://www.facebook.com/SunlandTujungaNeighborhoodCouncil> [public last post 7/6/22]

<https://www.facebook.com/Sunland-Tujunga-Neighborhood-Council-Youth-494264710753646> [public - last post 1/23/22]

<https://www.facebook.com/groups/stbeautification> [private - last post 2/22/22]

<https://www.facebook.com/STNC-Safe-Traffic-and-Transportation-Committee-323289951875218> [public - last post 1/27/22]

<https://www.facebook.com/groups/sunlandtujanaw> [private - last post 3/1/22]

<https://www.facebook.com/Sunland-Tujunga-Arts-Recreation-Culture-114962973244166> [last post 5/24/21]

Social Media: NextDoor - NC accounts overall managed by DONE - <https://nextdoor.com>

Social Media Instagram: https://www.instagram.com/sunlandtujunga_nc/

Social Media: Twitter <https://twitter.com/stncoutreach>

STNC Surveys
History
STARC
LUC

NATIONAL NIGHT OUT

FREE FAMILY EVENT

Meet your Police Officers

TUESDAY AUG. 2 • 6 to 9 pm

Meet your Neighbors

Food and Live Entertainment

Little Landers Park- 10110 Commerce at Valmont, Tujunga

Hosts: LAPD, S-T Neighborhood Council, Little Landers H.S.



Sunland-Tujunga Neighborhood Council

Certified May 27, 2003

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

July 13, 2022

Los Angeles City Planning Department Via: Email
Attn: City Planners
Lauren Padick-Moench lauren.padick@lacity.org

RE: Case # ZA-2022-2095-CU-SPP AND ENV-2022-2096-CE
7740-7770 W McGroarty St, Tujunga, CA 91042
SUPPORT OF PROJECT: CUP to allow church with 57 parking stalls

The Sunland-Tujunga Neighborhood Council (STNC) Land Use Committee (LUC) met with the Weston Munselle, agent for the owner, at our May 16, 2022 LUC meeting.

Prior to the May 16, 2022 LUC meeting approximately 30 flyers were distributed to the neighborhood by LUC members, inviting them to the Zoom meeting and asking for their opinion support or nonsupport.

Mr. Munselle gave a power point presentation outlining the details of the days and times of operation, which were acceptable to the immediate neighbors that were present at this meeting. The only issue that was brought up by one neighbor is the request for a block wall on the west side of the lower parking area that abuts his property.

We feel this application is acceptable under the conditions and information the applicant gave at the LUC meeting, particularly to the Proposed Operation noted on page 5, **copy of which is attached**. However, we would like to recommend to the City that they require a six foot block wall on the west side of the lower parking lot to eliminate noise and car lights on to the abutting property, if it does no damage to the Oak Tree.

Upon the recommendation of the STNC's Land Use Committee, the Sunland-Tujunga Neighborhood Council, at its July 13, 2022 meeting voted to support this application by a vote of ____ (yea), ____ (nay), ____ (abstained) and ____ (recused)

Thank you for the opportunity to submit these comments and considering the community. If you have any questions, please contact us by email at secretary@stnc.org. or phone 818-951-7411.

Sincerely,

Lydia Grant
President
Sunland-Tujunga Neighborhood Council

cc: Councilmember Monica Rodriguez, CD7 councilmember.rodriguez@lacity.org
paola.bassignana@lacity.org
anissa.raja@lacity.org
Rep: Weston Munselle: wmunselle@munselleinc.com



**SUNLAND TUJUNGA
NEIGHBORHOOD COUNCIL –
LAND USE PLANNING
COMMITTEE MEETING**

**PROJECT NAME: SHEKINAH CHURCH
7740-7770 W MCGROARTY ROAD
TUJUNGA, CA**



MAY 16, 2022

MUNSELLE INC.

LEGAL DESCRIPTION OF PROPERTY

PARCEL 1:

LOT 2041, 2042, 2043 AND 2044 OF TRACT NO. 3709, IN THE CITY OF LOS ANGELES! ANGELES, STATE OF CALIFORNIA, AS PER MAP RECORDED IN BOOK 44 PAGE 51 OF MAPS, IN THE OFFICE OF THE COUNTY RECORDER OF SAID COUNTY.

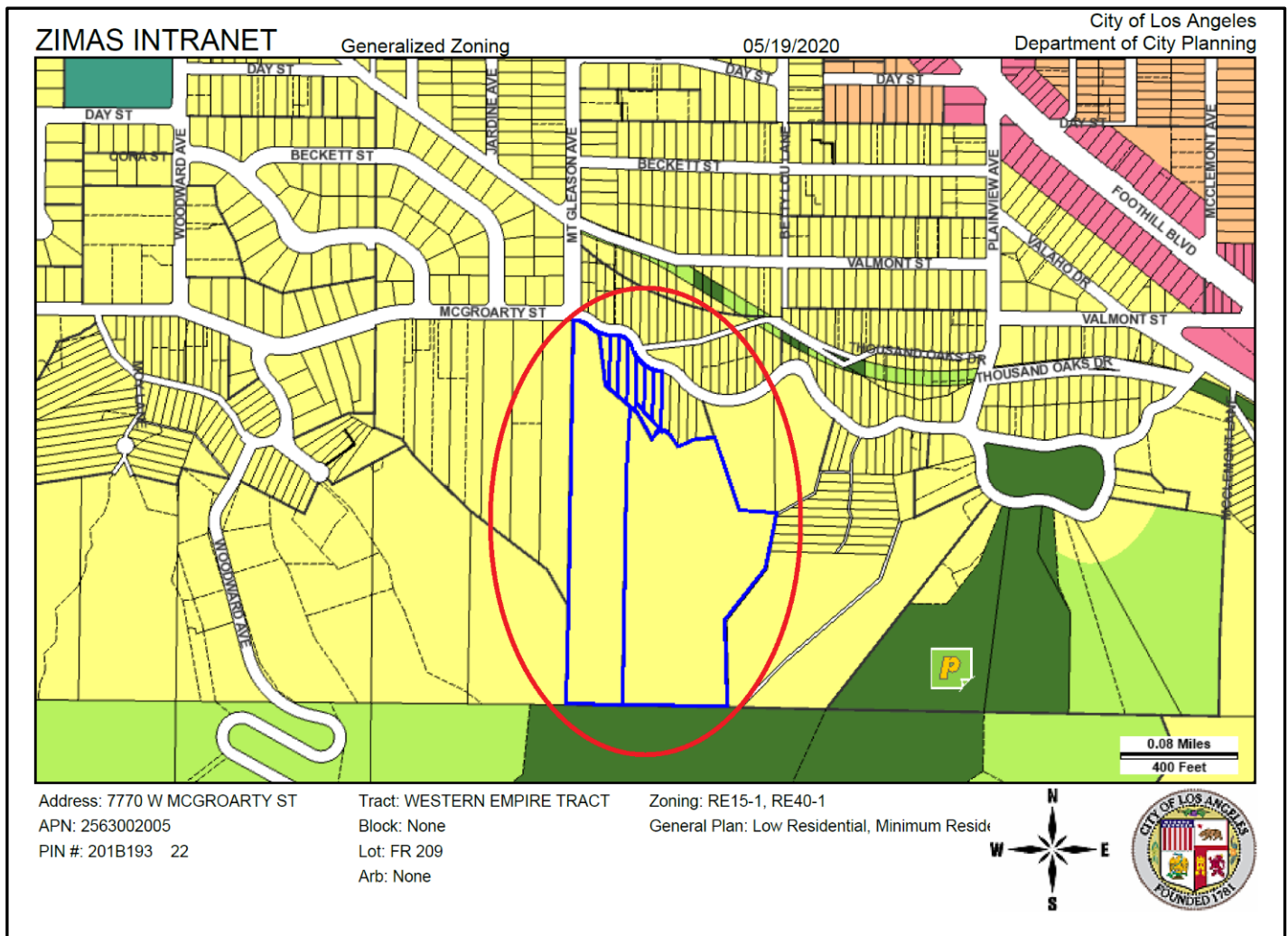
PARCEL 2:

LOTS 209 AND 210 OF WESTERN EMPIRE TRACT, SHEET NO. 3, IN THE CITY OF LOS ANGELES, COUNTY OF LOS ANGELES, STATE OF CALIFORNIA, AS PER MAP RECORDED IN BOOK 18 PAGES 158 AND 159 OF MAPS, IN THE OFFICE OF THE COUNTY RECORDER OF SAID COUNTY. EXCEPT ANY PORTION OF SAID LOTS 209 AND 210 WITHIN THE BOUNDARIES OF SAID TRACT NO. 3709 AND TRACT NO. 3955.

PROPERTY ADDRESS

7740-7770 W MCGROARTY ROAD

PROJECT MAP

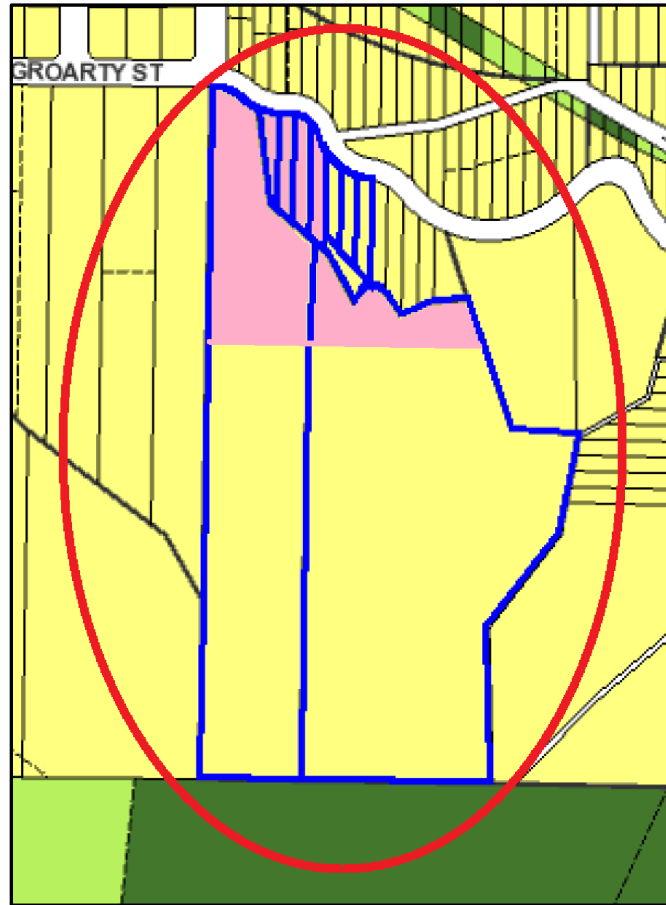


PROJECT DESCRIPTION

Brief Site History

“The subject site is a sloping, irregular, interior parcel of land consisting of approximately 2.1 acres, having a frontage of approximately 470 feet on the south side of McGroarty Street and an approximate depth of 1,300. The property features a slight upslope.¹” The area in the map below outlined in blue and shaded “pink” in the map below shows the approximate project site area.

Project Area Map



The subject site appears to have been used for private education and boarding since its original development in 1937. Historical records suggest it was developed as an educational and boarding facility for asthmatic children. Later, it was used for the education and boarding of children with emotional needs. Then, over much of the last 27 years it has been used as a private elementary school, having been granted a CUP for up to 125 students in 1993 (with rights for a potential 275 students).

As configured, the site includes an existing 5,061 square foot single family residence built on or about 2008, an existing 3,877 square foot non-residential building built around the 1967, and an additional

¹ It is noted that the developed portion of the site covers about 15% of the overall property’s acreage. The remainder of the site is largely undevelopable open-space given its topography and slope. The footnoted sentence was excerpted from page 5 of the June 10, 1993 letter of approval for ZA-1993-197-CUZ.

13,360 square foot non-residential building built between 1939 and 1958. The non-residential buildings have historically provided class-room and support facilities, including a commissary and boarding areas.

Special Designations

The site has no special designations, nor, according to a Phase I Historical Resource Evaluation Report are any of the properties individually or contributorily eligible for designation.

Project Scope

Grading:	Grading work will focused exclusively within the developed portion of the site and includes minor widening of the existing drive-isle connecting the upper and lower parking lots, ADA accessibility ramps and lifts, and related or required retaining walls and their foundations.
Interior tenant improvements:	<p>The existing non-residential buildings will be renovated as required. The northern building (Building B), consisting of 3,877 square feet, will be refreshed with new paint, new or refurbished pool equipment and, to the extent required, updated ADA accessibility equipment and required railings. The existing classrooms will be used in their current configuration with no changes noted.</p> <p>The southern building (Building A), consisting of 13,907 square feet, will be renovated with new interior improvements reconfiguring the existing spaces to provide for a worship hall of about 1,653 sf together with a 454 sf platform, meeting rooms, media rooms and ancillary administrative offices. New ADA compliant restrooms will replace the existing non-compliant restrooms.</p>
Accessory use:	Installation of one or more lifts to support ADA access throughout the site.
Exterior renovation or alteration:	<p>Building A will have its aging roof replaced, though the existing roof line will remain unchanged and there will be no impact to the existing sight-line or elevation of the building. A 300 sf open portico not visible from the street is to be added. Exterior doors and windows will be replaced as required with new ADA and Title 24 compliant assemblies, it being noted that many of these have exceeded their useful life. The building exterior will also be refreshed with new paint.</p> <p>No exterior renovation is anticipated for the Building B.</p> <p>The existing paving will be either slurry coated or replaced with new code compliant stripping.</p>
Other Exterior features:	All work will be focused within the existing developed portion of the site only. No work is anticipated on any hillside above the existing developed portion of the site, preserving the hillside integrity. No new fencing is anticipated to be installed that would separate the property from its neighbors.
Change of use and/or hour of operation:	Hours of use shall be: Generally, normal business hours Monday – Friday and, as noted below, Church services on Friday, Saturday and Sunday.

Proposed Operations

Shekinah Church is an outreach and internet based Christian ministry.

It intends on ~~renovating~~renewing the site and its existing buildings for use as a small neighborhood church and ministry campus (~~providing services intended to benefit the neighborhood~~and, local community), and its internet followers.

From an on-site and community ministry perspective, Shekinah Church envisions offering weekly ministry services, ~~small group / volunteer community outreach services, and other community self-help seminars and neighborhood events.~~ Weekly, Proposed weekly ministry services are provided for in Table 1, below:

TABLE 1 – Proposed Operations - Weekly Ministry Services

- **Daily:**
 - ~~○ Morning Prayer~~
 - ~~Supervised Prayer Room~~
 - 9:00am – 5:00pm: Staff (pastoral, online and administrative staff up to 20 people)
- **Monday:**
 - ~~○ 10:00 am: Prayer Ministry 1:00pm: Staff Meeting~~
 - ~~7:00 pm: Men’s Fellowship and dinner~~
- **Tuesday:**
 - ~~○ 5:00pm: Worship Team practice~~
 - 7:00pm: ~~Taco Tuesday social hour, Q&A, refreshments~~Men’s Fellowship
- **Wednesday:**
 - ~~○ 1:00pm: Bible Study~~
 - ~~7:00pm:~~ 6:00pm: Bible Study
- **Thursday:**
 - ~~○ 5:00pm: Toddler Time Games and Learning~~
 - ~~○ 7:00pm: Women’s Fellowship and dinner~~
- **Friday:**
 - ~~○ 5:00pm: Outdoors activities club~~
 - ~~○ 8:00pm:~~ 7:00pm: Family Game Night Prayer Meeting
- **Saturday:**
 - ~~○ 8:00am: Holy Rollers Fitness~~
 - ~~○ 9:00am: Worship Team Practice~~
 - 11:00am: Worship Team ~~Brunch~~Practice
 - ~~○ 3:00pm: Evangelism Outreach Meeting~~
 - ~~○ 5:00pm: Drama Ministry Meeting~~
- **Sunday:**
 - ~~9:00am~~1:00pm: Worship Service
 - ~~○ 7:00pm: Worship Service~~
- **~~Holiday Services~~**
 - ~~○ 9:00am: Worship Service~~
 - ~~○ 7:00pm: Worship Service~~

~~Shekinah Church also envisions~~

For its Internet based ministry, Shekinah Church envisions recording and/or digitizing for on-line distribution its on-site sermons, ministerial and educational teachings, worship materials, devotions and related media.

The ministry office and associated administrative functions will be supported on site and open 9am to 5pm Weekly, Monday thru Friday. Total pastoral and online/administrative staff estimated at 20 people.

Excepting separately planned and permitted events, site occupancy will be limited to 250 persons.

To prevent cars from queuing up on McGroarty Street (the frontage road along which the site rests) and/or Mt Gleason Avenue (the primary feeder to McGroarty Street), the parking security gates will remain open during the hours Shekinah Church is operating.

Shekinah Church had envisioned offering small group / volunteer community outreach services to further engage with the neighborhood and community. ~~These are provided for in Table 2, below.~~ After presentation of the proposed services to a meeting of the Sunland Tujunga Neighborhood Council – Land Use Planning Committee Meeting, the committee/neighborhood made it clear that much of the proposed services were largely unwanted. Accordingly, Shekinah Church has truncated its list of community services to those provided for in Table 2, below. Shekinah Church will covenant not to provide the community services listed in Table 3, below.

~~**TABLE 2 – Proposed Operations – Small Group and Volunteer Community Outreach Services**~~

TABLE 2 – PROPOSED OPERATIONS – VOLUNTEER COMMUNITY OUTREACH SERVICES

- **Co-sponsored community events and meetings (Little Landers, Bolton Park, Stones of Tujunga – as acceptable to the neighborhood)**
- **McGroarty Park Arts and Activities ~~Outreach~~ to compliment McGroarty Park programs (as and to the extent acceptable to the neighborhood)**
- ~~**Community health screenings**~~
- ~~**Community senior citizen outreach**~~
- ~~**Community prison outreach**~~
- ~~**Community homeless outreach (meals for homeless)**~~
- ~~**Neighborhood cleanup outreach (trash pickup / waste roundup)**~~
- ~~**Community Bible studies**~~
- ~~**Community young adult, adult and senior group study group**~~

TABLE 3 – THE FOLLOWING OUTREACH SERVICES SHALL BE PROHIBITED

- **Community Health Screenings**
- **Community Senior Citizen Outreach**
- **Community Prison Outreach**
- **Community Homeless Outreach**
- **Neighborhood Cleanup Outreach (trash pickup / waste roundup)**
- **Community self-help seminars for young adults, adults and seniors such as:**
 - **ESL (English as a second language)**
 - **Immigration law**

- [Personal Finance/Budgeting/Accounting/Tax/Real Estate](#)
- [Health insurance workshop—Medi-Cal, Medicare](#)
- [Time management](#)
- [Basic computer skills](#)
- [Job interview/Resume](#)
- [Diet and Health](#)
- [Gardening](#)
- [Creative arts collaborative workshop spaces for visual and performing artists.](#)
- [**Neighborhood summer pool parties for children**](#)
- [**Neighborhood “Café Night” featuring coffee and pastries**](#)
- [**Neighborhood family movie night Holiday**](#)
- [**Easter Egg hunt for neighborhood children**](#)
- [**Halloween party for neighborhood children**](#)
- [**Fall pumpkin patch for neighborhood children**](#)

~~In addition, Shekinah Church envisions providing valuable community self-help seminars and neighborhood events. Neighborhood events would be subject to any additional required noticing, permitting and/or licensing. A sampling of other community self-help seminars and neighborhood events are provided for in Table 3, below.~~

~~**TABLE 3 Proposed Operations—Community seminars and Neighborhood Events**~~

- ~~**Community self-help seminars for young adults, adults and seniors such as:**~~
 - ~~ESL (English as a second language)~~
 - ~~Immigration law~~
 - ~~Personal Finance/Budgeting/Accounting/Tax/Real Estate~~
 - ~~Health insurance workshop—Medi-Cal, Medicare~~
 - ~~Time management~~
 - ~~Basic computer skills~~
 - ~~Job interview/Resume~~
 - ~~Diet and Health~~
 - ~~Gardening~~
 - ~~Creative arts collaborative workshop spaces for visual and performing artists.~~
- ~~**Neighborhood summer pool parties for children (lifeguarded)**~~
- ~~**Neighborhood “Café Night” featuring coffee and pastries**~~
- ~~**Neighborhood family movie night**~~
- ~~**Holiday Events**~~
 - ~~Easter hunt for neighborhood children~~
 - ~~Halloween party for neighborhood children~~
 - ~~Fall pumpkin patch for neighborhood children~~
 - ~~Christmas performance~~

~~For its Internet-based ministry, Shekinah Church envisions recording and/or digitizing for on-line distribution its on-site sermons, ministerial and educational teachings, worship materials, devotions and related media.~~

~~Excepting separately planned and permitted events, site occupancy will be limited to 125 persons.~~

Monthly Expenditure Report



Reporting Month: May 2022

Budget Fiscal Year: 2021-2022

NC Name: Sunland-Tujunga
Neighborhood Council

Monthly Cash Reconciliation					
Beginning Balance	Total Spent	Remaining Balance	Outstanding	Commitments	Net Available
\$22297.67	\$2064.53	\$20233.14	\$3310.68	\$0.00	\$16922.46

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office	\$27000.00	\$1623.98	\$4896.81	\$310.68	\$1586.13
Outreach		\$440.55		\$3000.00	
Elections		\$0.00		\$0.00	
Community Improvement Project	\$10100.00	\$0.00	\$9941.87	\$0.00	\$9941.87
Neighborhood Purpose Grants	\$4900.00	\$0.00	\$4900.00	\$0.00	\$4900.00
Funding Requests Under Review: \$0.00		Encumbrances: \$0.00		Previous Expenditures: \$20196.79	

Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	US STORAGE CENTERS - L	05/02/2022	Storage expense	General Operations Expenditure	Office	\$449.00
2	EIG CONSTANTCONTACT.CO	05/03/2022	e-mail lists	General Operations Expenditure	Office	\$95.00
3	THE WEB CORNER, INC	05/05/2022	Nov 2021 charges for web services	General Operations Expenditure	Office	\$150.00
4	THE WEB CORNER, INC	05/06/2022	Dec 2021 invoice for web services	General Operations Expenditure	Office	\$150.00
5	Adobe Inc	05/06/2022	Adobe account to collect signatures	General Operations Expenditure	Office	\$14.99
6	THE WEB CORNER, INC	05/09/2022	Jan 2022 web services	General Operations Expenditure	Office	\$150.00
7	THE WEB CORNER, INC	05/10/2022	Feb 2022 web services	General Operations Expenditure	Office	\$150.00
8	THE WEB CORNER, INC	05/11/2022	March 2022 web services	General Operations Expenditure	Office	\$150.00

9	SUNLAND PRINTING AND C	05/11/2022	General black and white printing	General Operations Expenditure	Outreach	\$4.38
10	SUNLAND PRINTING AND C	05/11/2022	General Printing of flyers	General Operations Expenditure	Outreach	\$226.67
11	THE WEB CORNER, INC	05/12/2022	April 2022 Web services	General Operations Expenditure	Office	\$150.00
12	THE WEB CORNER, INC	05/13/2022	May 2022 web services	General Operations Expenditure	Office	\$150.00
13	ADOBE 800-833-6687	05/31/2022	Adobe account	General Operations Expenditure	Office	\$14.99
14	OK TROPHY AWARD AND GI	05/31/2022	Neighborhood council name tags for events	General Operations Expenditure	Outreach	\$209.50
Subtotal:						\$2064.53

Outstanding Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	INSIGHT INVESTMENTS, LLC	07/26/2021	open 2019 invoices for printer / copier	General Operations Expenditure	Office	\$75.46
2	INSIGHT INVESTMENTS, LLC	07/26/2021	Insight, Inc. for outstanding 2019 invoices related to copy machine	General Operations Expenditure	Office	\$84.30
3	INSIGHT INVESTMENTS, LLC	07/26/2021	open 2019 invoices for Copier / Printer	General Operations Expenditure	Office	\$75.46
4	INSIGHT INVESTMENTS, LLC	07/26/2021	open 2019 invoices	General Operations Expenditure	Office	\$75.46
5	Sunland Tujunga Shadow Hills Rotary Club	05/27/2022	Sponsorship of 2022 July 4 Parade facilitated by Rotary Club. STNC will be a named sponsor on all Parade Promotions, social media, posters, advertising, and will participate in the parade	General Operations Expenditure	Outreach	\$3000.00
Subtotal: Outstanding						\$3310.68



21051 Warner Center Lane
 Suite 250A
 Woodland Hills, CA 91367
 (Tel) (800) 755-9466 (Fax) (818) 348-1956

Quote/Sales Order

Date: 5/10/2022
 Job #: AG 4190

Bill To: Sunland-Tujunga Neighborhood Council ATTN: Cindy Cleghorn 818-353-7135				Prior Customer: Yes No Credit OK by:	
Ship To				Terms Due Upon Acceptance of order Explain:	
Sale Type	Launch Date	Removal Date:	Customer P.O.	Account REP	FOB
	TBD			AG	
Quantity	Description			Unit Price	Amount
10	"Neighborhood Council" City Light Pole Banner (Single Wing) 3'(w) x 8'(h) - Printed on outdoor vinyl with wind slits (5) Images (A/A, B/B, C/C, D/D, E/E)- All 4 Color Process			102.50	1,025.00T
10	Installation, maintenance and removal. Maintenance includes normal wear & tear for 90 days (Maintenance due to any unforeseen circumstances will be charged extra). City of Los Angeles Permit Fees not included - you must have City Council approval to waive fees. Full payment due upon acceptance of order.			62.50	625.00

Sales tax subject to change based on current sales tax rate at time of invoicing. Prices subject to change after review of supplied art. All claims for errors or allowances must be made in writing within 10 days from receipt of goods. No goods returnable without written consent.	Sales Tax:	\$97.38
	TOTAL AMT. DUE	\$1,747.38

Order confirmation sent Date:
 Received:

Authorized by: _____

019



Sunland-Tujunga Neighborhood Council

Certified May 27, 2003

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

July 13, 2022

John F. Szabo, City Librarian
630 West 5th Street
Los Angeles, CA 90071
jszabo@lapl.org

Board of Library Commissioners
630 West 5th Street
Los Angeles, CA 90071
libcommission@lapl.org

Ardem Tajerian, Head Librarian at
Sunland-Tujunga Branch
7771 Foothill Blvd.
Tujunga, CA 91042
atajerian@lapl.org

It has come to our attention that a graphic novel titled, The Best We Could Do by Thi Bui, was given to around 20 children at the Sunland-Tujunga Library Branch as a free gift for the Summer Reading Challenge 2022. The Sunland-Tujunga Branch also had a read along for ages 10-19 on April 6, 2022.

This graphic novel has:

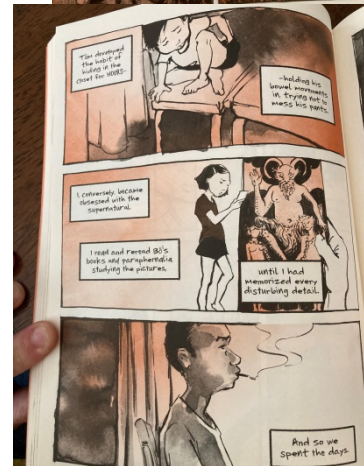
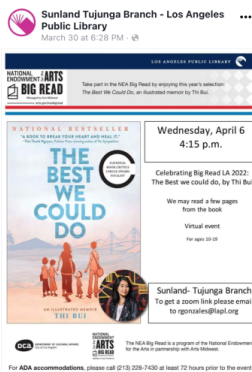
- sexually offensive language (“I WANT TO EAT YOUR PUSSY” - page 75)
- nudity (breasts and vagina - pages 17, 73, 77)
- profanity (“ASSHOLES” - page 29, “Shit” - page 75, “shit rolls downhill” - page 118, “PISS” - page 250)
- a Satanic image (a picture of Baphomet - page 78)
- talk of pimps and hookers (pages 207, 291)

As Elected Representatives of the Sunland-Tujunga Neighborhood Council we do not think this novel is age appropriate for children. Therefore, we request the Los Angeles Public Library (all 72 branches) to place this obscene novel in the adult only section and not distribute it to minors as part of your Summer Reading Challenge or any other book giveaway program to underage boys/girls.

As a Neighborhood Council we desire to have a strong partnership with the Los Angeles Public Library, where we all consider the best for the children in our community and build trust with parents/families.

Sincerely,

Lydia Grant
President of the Sunland-Tujunga
Neighborhood Council
P.O. Box 635
Tujunga, CA 91043-0635
stncpresidentgrant@gmail.com



Sunland Tujunga Neighborhood Council
 General Board Meeting Minutes
 June 8, 2022

Meeting Called to Order at 7 PM with welcome from Lydia Grant, President

- a. *Celebrating STNC's 19th year as a Certified Neighborhood Council*
- b. STNC is proud to sponsor the 4th of July Parade - flyer on stnc.org website. Parade starts at 10 a.m. at Mt. Gleason & Foothill
- c. Save the Date: National Night Out, Aug 2 at Little Landers Park.

Roll Call, Voting Eligibility

Board Member	Roll Call	Funding Voting Eligibility	Board Position
Lydia Grant	Present	Yes	President
Lallah Rowe	Present	Yes	1st Vice President-CIGA
Karen Perdue	Present	Yes	2nd Vice President - Outreach
Ed Babakhanian	Present	Yes	Treasurer
Carol Hutchinson	Absent	Yes	Secretary
Mark Seigel	Arrived 8:15 p.m.	Yes	At-Large Group Representative
Leny Freeman	Present	Yes	Region 1 Representative
K.T. Travers	Present	Yes	Region 1 Representative
Trevor Schmidt	Present	Yes	Region 2 Representative
Claire Gordon	Absent	Yes	Region 2 Representative
Jon von Gunten	Present	Yes	Region 3 Representative
Karen Moran	Present	Yes	Region 3 Representative
Cheryl Schmidt	Present	Yes	Region 4 Representative
Belinda Woodruff	Absent	Yes	Region 4 Representative
Stakeholder Group Rep	Vacant		
Nina Royal	Present	Yes	STSERSVS
Cindy Cleghorn	Present	Yes	STSH Community Fund
Chris Rowe	Present	Yes	Toastmasters
Shirley Kim	Absent	Yes	Shekinah Church
Michelle Wadler	Arrived 7:15 pm	Yes	Apperson PTA
Stakeholder Group Rep	Vacant		
Quorum: 11	17 present 2 absent		

3. Pledge of Allegiance led by Leny Freeman
4. Comments: LAPD, Elected Officials/Representatives, DONE, City Departments
 - a. Senator Portantino: Declan Floyd
 - b. Julissa Hernandez (Assembly member Rivas) - not present
 - c. Raul Preciado (DONE) reminders on upcoming end of fiscal year funding. Raul will send written report to board.
 - d. Eve Sinclair (Councilwoman Rodriguez) sent written report received after meeting, posted on stnc.org website.
5. Land Use Committee (LUC): City Planning Zoning Administrator has approved final application for the Sunhill Shopping Center. Expect to see revitalization with new tenants soon as all approvals as to signage, parking and zoning are now completed. For more details go to the stnc.org website to see a copy of the Determination Letter and link to plans and presentations.
7. Committee & Liaison Reports from the following:
 1. Ed Babakhanian - Budget & Finance - Committee projects spending of \$25,351 for year and we are on track to spend all but \$9,680 which will roll over into the new fiscal year.
 2. Lenny Freeman - STAT - Foothill Blvd. tree mulching / watering event is June 11 and will begin at 8-11 a.m.
 3. Cheryl Schmidt - Outreach - 4th of July entry for the board will be with Armen - Pizza Guy offered his truck with a trailer. Boardmembers arrive 8-8:30 a.m. on July 4th to decorate and line up for the parade
 4. Lallah Rowe – Youth & Adult Education - Successful Town Halls on fire hardening and water with more being planned.
 5. Liaison Reports: Budget Day is June 18
8. CONSENT CALENDAR ITEMS (FUNDING)
 1. Discussion/Action: Approve April 2022 Monthly Expenditure Report (MER) and Balances.
 2. Discussion/Action: Approve May 2022 Monthly Expenditure Report (MER) and Balances. – ***Item Removed as this report not available from City Clerk.***
 3. Discussion/Action: Approval of up to \$500 to replace damaged STNC light pole banners (Gold Media) [*Outreach committee recommendation. Not incremental \$, funds will be used from existing light pole banner funds already approved.*]
 4. Discussion/Action: Approval of up to \$1,800 to purchase additional / spare light pole banners using same artwork as current from Gold Media – [*Outreach committee recommendation. Not incremental \$, funds will be used from existing light pole banner funds already approved.*]
 5. Discussion/Update: Request for \$350 to support STAT committee tree watering event approved in April shall be amended to include use of same funds to purchase fertilizer vs mulch. [*STAT committee recommendation.*]
 6. Discussion/Action: Approval of up to \$300.00 for pet waste bags to refill parks and provide for general clean up of community areas. [*Budget & Finance Committee recommendation / L. Freeman Region 1*]

7. Discussion / Action: Confirm Karen Perdue to join the Budget & Finance committee and request for additional committee members. *[Karen is currently the STNC Outreach Chair. Approved at Budget & Finance Committee 5-25-22.]*
8. Discussion / Action: 1st pass at 2022 – 2023 fiscal year budget with budget packet due July 1, 2022. *[Budget & Finance Committee recommendation]*

Items 8.1 - 3 - 4 - 5 - 6- 7 – 8: Motion to Approve Consent Calendar Funding Items: April 2022 MER; Gold Media up to \$500 for repairs; Gold Media up to \$1,800 for 10 new banners; Fertilizer up to \$350; Pet Waste Bags up to \$300; First Pass at 2022-2023 Budget package; Karen Perdue to join STNC Budget committee;					
Motion: L. Rowe Second: Freeman					
Yes	No	Ineligible	Abstain	Recuse	Absent
Grant, L Rowe, Babakhanian, Perdue, Freeman, Travers, T. Schmidt, von Gunten, Moran, C. Schmidt, C. Rowe, Cleghorn, Royal, Woodruff, Kim, Wadler					Hutchinson, Gordon, Seigel
16 yes, 0 no, 0 ineligible, 0 abstain, 3 absent					

9. CONSENT CALENDAR ITEMS (NON-FUNDING)

9.1 Discussion/Motion: Supports appointment of Glenn Klatter as recommended by the STAT Committee. *[Glenn Klatter is a longtime Sunland resident and has volunteered on tree care events. The current committee members of STAT have unanimously approved the recommendation to present his appointment to the STAT Committee.]*

9.3 Discussion/Motion: That STNC Supports the Alcohol Delivery / Merchant Committed” project working with local retailers to reduce the likelihood of youth accessing alcohol via delivery and prevent possible citations for sales to minors. *[STAT Committee recommendation]*

9.8 Discussion/Motion: CF 22-0102 Equity Analysis / Violence and Crime / Black Women and Girls / Missing Person Cases. [CIGA Committee recommends Support]

9.9 Discussion/Motion: 20-1524-S1 To Council Motion (de Leon - Blumenfield) relative to instructing the City Administrative Officer to execute any necessary documents to accept the Homeless Housing, Assistance and Prevention (HHAP) Program Round 3 funding. [CIGA Committee recommends Support]

9.10 Discussion/Motion: 22-0600-S18 To Public Safety Committee Budget Recommendation, dated May 18, 2022, relative to instructing the Emergency Management Department to report to the Public Safety Committee on the programming breakdown of the Innovation and Development Division and how resources are currently distributed to address climate change challenges, such as wildfires. [CIGA Committee recommends Support]

9.12 Discussion/Motion: Approve May 11, 2022 Board Meeting Minutes

9.13 Discussion/Motion: Approve May 11, 2022 Special Board Meeting Minutes

<p>Items 9.1 - 3 - 8 - 9 - 10 - 12- 13. Motion to Approve Consent Calendar Non-Funding Items: 9.1 – Glenn Klatter to the STAT Committee; 9.3 – STNC Supports “Let’s Make a Difference” project, safe medication practices; 9.8 – CIS to support CF22-0102 – Equity Analysis/Violence and Crime / Black Women & Girls; 9.9 – STNC Supports HHAP Round 3 funding; 9.10- Support 22-0600-S18 how resources are currently distributed to address climate change challenges such as wildfires and 9.11 – Opposition to CF 22-0158 – Shelters for the Homeless / Interim Housing / Zones; 9.12 – Approve May 11, 2022 Board Meeting Minutes; 9.13 – Approve May 11, 2022 Special Board Meeting Minutes.</p> <p>Motion: Cleghorn Second: Royal</p>

Yes	No	Ineligible	Abstain	Recuse	Absent
Grant, L Rowe, Babakhanian, Perdue, Freeman, Travers, T. Schmidt, von Gunten, Moran, C. Schmidt, C. Rowe, Cleghorn, Royal, Woodruff, Kim, Wadler 16 yes, 0 no, 0 ineligible, 0 abstain, 3 absent					Hutchinson, Gordon, Seigel

Item 10. Discussion/Motion: to approve STNC Elections Worksheet for 2023 – Draft Worksheet reviewed line by line.

Public Comments: None

Board Comments: L. Rowe

Item 10. Discussion/Motion: to approve STNC Elections Worksheet for 2023 Motion: L. Rowe Second: B. Woodruff					
Yes	No	Ineligible	Abstain	Recuse	Absent
Grant, L Rowe, Babakhanian, Perdue, Freeman, Travers, T. Schmidt, von Gunten, Moran, C. Schmidt, C. Rowe, Cleghorn, Royal, Woodruff, Kim, Wadler 15 yes, 0 no, 0 ineligible, 0 abstain, 3 absent					Hutchinson, Gordon, Seigel

11. Discussion/Motion: to approve STNC Elections Outreach Plan for 2023 STNC Board Elections – Tabled

Public Comments: None

Board Comments: None

Item 11. Discussion/Motion: to table this item Motion: L. Rowe Second: N. Royal					
Yes	No	Ineligible	Abstain	Recuse	Absent
Grant, L Rowe, Babakhanian, Freeman, Travers, T. Schmidt, von Gunten, Moran, C. Schmidt, C. Rowe, Cleghorn, Royal, Woodruff, Kim, Wadler 15 yes, 0 no, 0 ineligible, 0 abstain, 4 absent					Hutchinson, Gordon, Seigel, Perdue

Following items were removed from CONSENT and voted individually:

Item 9.2: Discussion/Motion: That STNC **Supports** the “Let’s Make a Difference” project to promote “safe medication practices” (safe storage, not sharing, and proper disposal of all unused or expired medications). This project is from the San Fernando Valley Partnership, Inc. [STAT Committee recommendation]. *Bart Trevino presented a PowerPoint presentation and requested STNC support letter for this program.*

Public Comments – None.

Board Comments – K.T. Travers

Items 9.2 Motion That STNC **Supports** the “Let’s Make a Difference” project to promote “safe medication practices” (safe storage, not sharing, and proper disposal of all unused or expired medications). This project is from the San Fernando Valley Partnership, Inc. *[STAT Committee recommendation]*
Motion: Cleghorn Second: L. Rowe

Yes	No	Ineligible	Abstain	Recuse	Absent
Grant, L Rowe, Babakhanian, Freeman, Travers, T. Schmidt, von Gunten, Moran, C. Schmidt, C. Rowe, Cleghorn, Royal, Woodruff, Kim 13 yes, 2 no, 0 ineligible, 0 abstain, 4 absent	Travers, Wadler				Hutchinson, Gordon, Perdue, Seigel

Item 9.4: Discussion/possible action: CF 11-0002-S24 regarding AB 1594 (Ting - Gipson - Ward) / Firearm Manufactures and Retailers / Non-Compliance Lawsuit / AB 1621 (Gipson) / Ghost Gun Regulations / AB 2571 (Bauer - Kahan) / Firearm Marketing to Minors Restrictions. The STNC is **AGAINST** this motion. The right to bear arms is guaranteed in the Second Amendment in the Bill of Rights. This motion only harms LAWFUL gun owners. Criminals have no problem obtaining guns regardless of laws. We are seeing the results of disarming the populace in the War in the Ukraine where people have been disarmed by the government and now are fighting for their lives with whatever is at hand. *[CIGA Committee recommends **Against**]*
Board Comments: None
Public Comments: None

Items 9.4: Motion that STNC is AGAINST CF11-0002-S24 regarding AB 1594 (Ting – Gipson – Ward)
Motion: Cleghorn Second: Royal

Yes	No	Ineligible	Abstain	Recuse	Absent
Grant, L Rowe, Babakhanian, Freeman, T. Schmidt, von Gunten, Moran, C. Schmidt, C. Rowe, Cleghorn, Royal, Woodruff, Kim, 13 yes, 2 no, 0 ineligible, 0 abstain, 4 absent	Travers, Wadler				Hutchinson, Gordon, Seigel, Perdue

Item 9.5: Discussion/possible action: CF 22-0002-S41 Homekey Program 2.0 / Homelessness Crisis / State Coronavirus Relief Fund / State General Fund / Funding Increase. The STNC is **AGAINST UNLESS AMENDED**. “While the upcoming budget that begins on July 1 is “balanced” according to Garcetti, it relies on an aggressive 8.5% increase (\$577 million) increase in continuing General Fund revenues. The Mayor is also raiding the Reserve Fund for \$105 million, forgetting that this fund is reserved for emergencies such as earthquakes or pandemics. He is also underfunding the City’s infrastructure and pension plans.” LA Watchdog, Apr 22. Therefore, the STNC is AGAINST unless Amended. The people of CA and especially Los Angeles are struggling under skyrocketing inflation and gas prices and some of the highest taxes in the nation.. Many have lost jobs due to governmental restrictions and mandates. This is NOT the time to be wantonly increasing funding, especially when there is lack of accountability from non profits funded by the City for the purpose of housing the homeless. It has been shown the City is literally GIVING tax payer owned properties to Non Profits which the non profit can then turn around and sell- and keep the money. This reckless tax and spend is driving taxpayers to other states merely for relief

from all the taxation. There MUST be accountability for the taxpayers hard earned money- NON PROFITS should NOT be wantonly profiting off the people. Unless there is accountability by the City and non profits- the STNC is AGAINST this CF. *[CIGA Committee recommends **Against unless amended**]*
Board Comments: L. Grant
Public Comments: J. Greco

Items 9.5: Motion regarding CF 22-0002-S41 Homekey Program 2.0 / Homelessness Crisis / State Coronavirus Relief Fund / State General Fund / Funding Increase. The STNC is **AGAINST UNLESS AMENDED**.

Motion: Freeman Second: Woodruff

Yes	No	Ineligible	Abstain	Recuse	Absent
Grant, L Rowe, Babakhanian, Freeman, T. Schmidt, von Gunten, Moran, C. Schmidt, C. Rowe, Cleghorn, Royal, Woodruff, Kim, 13 yes, 2 no, 0 ineligible, 0 abstain, 4 absent	Travers, Wadler				Hutchinson, Gordon, Seigel, Perdue

Item 9.6: Discussion/possible action: CF 20-1575 regarding CF 22-0002-S61 2021-2022 State Legislative Program / Taxpayer Protection and Government Accountability Act. The STNC is **AGAINST** the resolution by the Mayor and the City Council to oppose the State Legislative CF 22-0002-S61. Californians and especially Angelenos already pay some of the highest taxes in the nation. We now have skyrocketing inflation and doubled gas prices. The state and city mandates have crippled the lives of many of the residents. People are fleeing this state in order to have some relief from oppressive taxation. Yet, Mayor Garcetti and the City Council look to fund their spending spree on the backs of taxpayers. We continue to see our city deteriorate with rising crime and homelessness for which the residents have already been severely taxed. The idea that the Mayor and the City Council would be against taxpayer protection and government accountability literally boggles the mind. The Government is accountable to the people. Something this City Council and Mayor seem to have forgotten. *[CIGA Committee recommends **Against**]*
Board Comments: L. Rowe
Public Comments: None

Items 9.6: CF 20-1575 regarding CF 22-0002-S61 2021-2022 State Legislative Program / Taxpayer Protection and Government Accountability Act. The STNC is **AGAINST** the resolution by the Mayor and the City Council to oppose the State Legislative CF 22-0002-S61.

Motion: Cleghorn Second: L. Rowe

Yes	No	Ineligible	Abstain	Recuse	Absent
Grant, L Rowe, Babakhanian, Freeman, T. Schmidt, von Gunten, Moran, C. Schmidt, C. Rowe, Cleghorn, Royal, Woodruff, Kim, 13 yes, 1 no, 0 ineligible, 1 abstain, 4 absent	Travers		Wadler		Hutchinson, Gordon, Seigel, Perdue

Item 9.11: Discussion/Motion: 22-0158 Los Angeles Municipal Code / 12.03 / 12.80 / 12.81 / Shelters for the Homeless / Interim Housing / Zones. *[CIGA Committee recommends **Against**]*
Board Comments: Travers, T. Schmidt, L. Rowe, L. Freeman, L. Grant, C. Cleghorn
Public Comments: None

Items 9.11 Discussion/Motion: 22-0158 Los Angeles Municipal Code / 12.03 / 12.80 / 12.81 / Shelters for the Homeless / Interim Housing / Zones. Motion: Cleghorn Second: L. Rowe					
Yes	No	Ineligible	Abstain	Recuse	Absent
Grant, L Rowe, Babakhanian, Freeman, T. Schmidt, von Gunten, Moran, C. Schmidt, C. Rowe, Cleghorn, Royal, Kim, Travers, Wadler 14 yes, 0 no, 0 ineligible, 0 abstain, 5 absent					Hutchinson, Gordon, Seigel, Perdue, Woodruff

OLD BUSINESS

Item 12. PRESENTATION & TRAINING on the Neighborhood Council (NC) System - None presented

- Bylaws, Standing Rules, BONC Policies, Brown Act (Meeting Agenda Posting, ENS)
- NC Meetings: Agenda Items, Presenters, Meeting Agendas, Making Motions, Community Impact Statements
- NC Alliances, STNC Community Events/Meetings, Other Training Opportunities

Item 13. GENERAL PUBLIC COMMENT ON NON-AGENDA ITEMS –

S. Capps: CERT Class to start Sept. 1, to be given by LAFD. Announcements to start July 1 to sign up. Ad Hoc Bylaws / Standing Rules update Sandy Capps reported that DONE requested a strike out and changes version of our Bylaws changes which will be submitted.

14. FINAL ANNOUNCEMENTS & BOARD COMMENTS

Meeting Adjourned at 8:32 p.m.

Minutes taken by C. Cleghorn, Board Member



2023 NEIGHBORHOOD COUNCIL ELECTION INFORMATION WORKSHEET



Please use this form to provide the Office of the City Clerk with your Neighborhood Council's (NC) preferred polling place, poll hours, and translation needs for the 2023 Neighborhood Council Elections. This worksheet will supplement the policies and procedures in the 2023 Neighborhood Council Election Handbook.

Board action is required to confirm the information on this worksheet. If this worksheet is not returned to the City Clerk by **AUGUST 1, 2022**, the City Clerk will use the poll hours, polling place preference, and translation requests established for the 2019 Neighborhood Council Elections.

PLEASE SUBMIT THIS FORM TO THE CITY CLERK BY AUGUST 1, 2022

1 NEIGHBORHOOD COUNCIL: _____

2 POLL HOURS – Select a 4 or 6 hour window between the hours of 9:00 a.m. and 8:00 p.m. to conduct your at-poll election.

_____ : _____ am/pm **TO** _____ : _____ am/pm

START TIME END TIME

3 POLLING LOCATION – Provide one polling place within your NC boundaries to conduct your election and an alternative location in the event the first location is unavailable. The City Clerk will verify that this location is available on Election Day, complies with the Americans with Disabilities Act, and has adequate parking. If no location is selected, the City Clerk will first select the location used during the 2019 NC Elections or select a new location.

The City Clerk has budgeted \$150 per Neighborhood Council for costs associated with the recruitment of a polling location. In the event the cost to use the preferred location exceeds \$150, Neighborhood Councils will be required to pay the additional expenses.

Note: Please do not publicize the polling location before the City Clerk confirms the facility will be used for the election. NCs will be notified once a polling location is confirmed.

Facility Name: _____

Address: _____

Location Contact Information:

Contact Name	Phone	Email
Have you made contact with this location regarding the election? (Optional) _____ YES _____ NO		

Alternate Facility Name: _____

Address: _____

Location Contact Information:

Contact Name	Phone	Email
Have you made contact with this location regarding the election? (Optional) _____ YES _____ NO		



2023 NEIGHBORHOOD COUNCIL ELECTION INFORMATION WORKSHEET



4	<p>TRANSLATIONS – Specify language needs for your NC. The following documents will automatically be translated into Spanish, Korean, and Chinese and made available upon request. Neighborhood Councils may be required to contribute an unspecified amount for each additional language. Payment will vary based on language request.</p> <p>Candidate Filing Form: _____ <div style="margin-left: 150px;">Specify requested language(s)</div></p> <p>Voter Registration Form: _____ <div style="margin-left: 150px;">Specify requested language(s)</div></p> <p>Polling Place Interpreter: _____ <div style="margin-left: 150px;">Specify requested language(s)</div></p>
----------	---

5	<p>NC ELECTION BOARD CONTACT INFORMATION</p> <p>Election or Outreach Committee Chair: _____</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%; text-align: center;">Name</td> <td style="width: 30%; text-align: center;">Phone</td> <td style="width: 40%; text-align: center;">Email</td> </tr> </table> <p>Secondary Contact: _____</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%; text-align: center;">Name</td> <td style="width: 30%; text-align: center;">Phone</td> <td style="width: 40%; text-align: center;">Email</td> </tr> </table>	Name	Phone	Email	Name	Phone	Email
Name	Phone	Email					
Name	Phone	Email					

NEIGHBORHOOD COUNCIL APPROVAL			
<p>By signing below, the President/Chair of the above-named Neighborhood Council declares under the penalty of perjury that the information in this Election Information Worksheet was approved as an official action of the Board per the Neighborhood Council’s Bylaws at a Brown Act-noticed Neighborhood Council public meeting, held with a quorum of the Board present. If requested, the Neighborhood Council will provide the Neighborhood Council agenda, minutes, or resolution supporting the approval of this document.</p>			
Date of Board Action: _____			
President/Chair: _____			
Name	Signature	Phone	Email



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STNC
Sunland Tujunga Neighborhood Council Bylaws

Revisions
April 1, 2022

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STNC Bylaws ~~+10920~~
+070622

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BY-LAWS OF THE SUNLAND-TUJUNGA NEIGHBORHOOD COUNCIL

STRIKEOUTS and new added language into 2022 Bylaws

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ARTICLE I NAME

ARTICLE I NAME

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

The name of this Neighborhood Council shall be the Sunland Tujunga Neighborhood Council, hereafter referred to as the "STNC", Board or Council.

The name of the Department of Neighborhood Empowerment, hereafter referred to as Department and "DONE".

The name of the Board of Neighborhood Commissioners, also referred to as the Commission and "BONC".

ARTICLE II PURPOSE

ARTICLE II PURPOSE

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

PURPOSES

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

A. The MISSION of the STNC is:

- 1. To engage the broad spectrum of STNC stakeholders to collaborate and participate in matters affecting the community, including events, issues and projects.
- 2. To work with other organizations in Sunland-Tujunga and with other Los Angeles Neighborhood Councils.

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3. To promote STNC stakeholder participation and advocacy in Los Angeles City government decision making processes.

4. To propagate community awareness of available Los Angeles City resources.

5. To be an advocate of Sunland-Tujunga to government and private agencies.

POLICIES

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

The POLICY of the STNC is:

1. To respect the diversity, dignity, and expression of views of all individuals, groups, and organizations within the community and/or involved in the Council.
2. To remain non-partisan with respect to political party affiliation and inclusive in the Council's operations including, but not limited to, the process of electing or selecting the Board of Directors, Officers, and Committee Members, as hereinafter set forth.
3. To utilize the Early Notification System (ENS) to inform the STNC and Stakeholders of matters involving the city and our community in a way that provides opportunities for involvement in the decision-making process.
4. To encourage all Stakeholders to participate in activities of the STNC.
5. To not discriminate against any individual or group in our operations on the basis of race, religion, color, creed, national origin, ancestry, sex, sexual orientation, age, disability, marital status, income, homeowner, renter status, or political affiliation.
6. To be fair, open, and transparent in the conduct of STNC business.
7. To consistently and diligently outreach to the diverse and changing Sunland-Tujunga Community.

ARTICLE III BOUNDARIES

ARTICLE III BOUNDARIES

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The Council covers a geographic area described below.

Section 1: Boundary Description

Section 1: Boundary Description

The STNC represents Stakeholders within the following geographic boundaries:

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

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

Section 2: Internal Boundaries

Section 2: Internal Boundaries

Region 1

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

Region 2

- Starting at the intersection of Big Tujunga Canyon Rd and Mount Gleason

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Ave - North along Big Tujunga Canyon Rd to the northernmost property lines of the residential properties on Dellmont Dr

- East along the northernmost property lines of the residential properties on Dellmont Dr to the eastern property line adjacent to Linda View PI
- South along said property line to the end of Seven Hills PI
- East along Seven Hills PI until it turns into Commerce Ave, then south along Commerce Ave to Foothill Blvd
- West on Foothill Blvd until Mount Gleason Ave
- All city properties in the Tujunga Canyon Region 2 boundaries.

Region 3

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

Region 4

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

ARTICLE IV STAKEHOLDER

ARTICLE IV STAKEHOLDER

Neighborhood Council membership is open to all Stakeholders. A "Stakeholder" shall be defined as any individual who:

- ~~(1)~~ Lives, works, or owns real property within the boundaries of the neighborhood council; or
- ~~(2)~~ Is a Community Interest Stakeholder, defined as an individual who is a member of or participates in a non-profit Community Organization within the boundaries of the STNC. neighborhood council.

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A "Community Organization" is an entity that has continuously maintained a physical street address within the boundaries of the neighborhood council for not less than one year, and that performs ongoing and verifiable activities and operations that confer some benefit on the community within the boundaries of the neighborhood council. A for-profit entity shall not qualify as a Community Organization. ~~Examples of Community Organizations may include Chambers of Commerce, houses of worship or other faith-based organizations, educational institutions, or non-profit organizations.~~

[The definition of "Stakeholder" and its related terms are defined by City Ordinance and cannot be changed without City Council action. See Los Angeles Administrative Code Section 22.801.1]

~~A. Stakeholder Rights~~

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

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

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

A. Stakeholder Privacy

- The STNC stakeholder database will be deemed confidential to the fullest extent of the law as permitted by the Public Records Act.
- The STNC shall encourage all stakeholders to participate in its activities, and shall not discriminate against individuals or groups on the basis of race, religion, color, creed, national origin, ancestry, sex, sexual orientation, gender identity, gender expression, age, disability, marital status, income, homeowner/renter status, citizenship status, or political affiliation in any of its policies, recommendations, or actions.

B. Stakeholder Responsibilities

To be respectful to the STNC board members and other stakeholders.

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ARTICLE V GOVERNING BOARD

ARTICLE V GOVERNING BOARD

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

The Board of Directors ("the Board") shall be the governing body of the STNC.

Section 1: Composition

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

- ~~• Five (5) Executive Officers~~
- ~~• Seven (7) Stakeholder Group Representatives~~
- ~~• One (1) At-Large Community Interest Representative~~
- ~~• Eight (8) (11) Geographical Representatives~~

The composition of the Board shall be as follows:

Five (5) Executive Officers at Large:
One (1) Recording Secretary
Eleven (11) Geographical Region Representatives
One (1) At-Large Community Interest Representative
One (1) Public Safety Representatives*
One (1) Senior Representative*
One (1) Education Representative*

* If these positions go unfilled for more than 90 days, then the position will revert to a group representative seat (see below qualifications) for the rest of the term or until vacant.

* Stakeholder Group Representatives

These Representatives shall be elected from the pool of community stakeholders representing non-profit community organizations within the STNC boundaries. The Community organization must continuously maintain a physical street address within the boundaries of STNC for not less than one year and performs ongoing and verifiable activities and operations that confer some benefit on the community within the boundaries of STNC. Because the Groups that are being represented are at least as important as the person representing them, it is imperative that Stakeholder Group Representative candidates provide proof that they are supported in their candidacy by the non-profit group they propose to represent and that this organization affirms that the candidate does regularly attend monthly meetings at the location/branch of the organization that is located within the STNC boundaries. No community organization may have

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more than one stakeholder representative. All Group Representatives must participate on at least one committee.

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

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

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

1. President
2. First Vice President – Community Improvements
3. Second Vice President – Outreach
4. Treasurer
5. Secretary **Corresponding**

The definitions of the Executive positions are described in Article 6 below.

B. Secretary Recording (1) - Is not a member of the Executive Committee

Open to Stakeholders eighteen (18) years of age or older who live, work, or own real property within the STNC boundaries. This Representative shall handle agenda postings, minutes and community impact statements (CIS) for the board.

C. Public Safety Representative (1)

Open to Stakeholders eighteen (18) years of age or older who live, work, or own real property within the STNC boundaries. This Representative shall be elected from the pool of community stakeholders representing an interest in Public Safety and/or Emergency Preparedness and will chair/co-chair the Public Safety Committee.

D. Education Representative (1)

Open to Stakeholders eighteen (18) years of age or older who live, work, or own real property within the STNC boundaries. This Representative shall be elected from the pool of community stakeholders representing an interest in Education and will chair/co-chair the Education Committee.

E. Senior Representative (1)

Open to Stakeholders sixty (60) years of age or older who live, work, or own real property within the STNC boundaries. This Representative shall be elected from the pool of community stakeholders representing an interest in senior issues and will chair/co-chair the Senior and Health Committee.

F. At-Large Stakeholder Board Members (1) – One (1) At-Large Representative shall be elected from stakeholders who declare a stake in the neighborhood as a community interest stakeholder and are 18 years of age or older at the time of election. The Community Interest Representative must participate on at least one committee.

Corresponding Secretary

Shall fulfill correspondence duties at the direction of the President, including, but not limited to, correspondence with other Los Angeles Neighborhood Councils and the various Los Angeles City Government Agencies. They will be responsible for maintaining the contact lists of the STNC board, committee members and stakeholders. They shall handle all public records act requests (PRA), maintain the STNC website and STNC social media accounts and any other items of interest to the STNC community. The Secretary shall be the STNC Officer of Service.

B. Stakeholder Group Representatives

Seven (7) Stakeholder Group Representatives shall be elected at large. These Representatives shall be elected from the pool of community stakeholders representing community organizations including but not limited to a religious institution, educational institution, non-profit organization, neighborhood association, school/parent group, faith-based group, senior group, youth group, arts association, service organization, boys or girls club, cultural group, or environmental group within the STNC boundaries. The Community organization must continuously maintain a physical street address within the boundaries of STNC for not less than one year, and performs ongoing and verifiable activities and operations that confer some benefit on the community within the boundaries of STNC. No community organization may have more than one stakeholder representative. All Group Representatives must participate on at least one committee.

* If these positions go unfilled for more than 90 days, then the position will revert to a group representative seat (see below qualifications) for the rest of the term or until vacant.

*** Stakeholder Group Representatives**

These Representatives shall be elected from the pool of community stakeholders representing non-profit community organizations within the STNC boundaries. The Community organization must continuously maintain a physical street address within the boundaries of STNC for not less than one year and performs ongoing and verifiable activities and operations that confer some benefit on the community within the boundaries of STNC. Because the Groups that are being

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represented are at least as important as the person representing them, it is imperative that Stakeholder Group Representative candidates provide proof that they are supported in their candidacy by the non-profit group they propose to represent and that this organization affirms that the candidate does regularly attend monthly meetings at the location/branch of the organization that is located within the STNC boundaries. No community organization may have more than one stakeholder representative. All Group Representatives must participate on at least one committee.

C. At-Large Community Interest Representative

One (1) At-Large Representative shall be elected from stakeholders who declare a stake in the neighborhood as a community interest stakeholder and are 18 years of age or older at the time of election. The Community Interest Representative must participate on at least one committee.

D. Geographical Representatives

Eight (8) Eleven (11) Geographical Representatives shall be elected from stakeholders who live (either homeowner, renter, or other fixed living arrangement), work, or own property in each of the following districts within the STNC boundary area:

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

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

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

Geographical Representatives (11)

Eleven (11) Geographical Representatives shall be elected from stakeholders who live (either homeowner, renter, or other fixed living arrangement), work, or own property in each of the following districts within the STNC boundary area:

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

Geographical Representatives shall represent the interests of the stakeholders within their region. Geographical Representative shall maintain lines of communication with the various neighborhoods, businesses, and other organizations operating within their districts. Geographical Representatives shall actively outreach to stakeholder groups and individuals within their regions. One (1) Geographical Representative from each region shall attend all Outreach Committee meetings.

Region boundaries shall be based upon population density, distinct neighborhoods and geographical size 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.

Per the Administrative Code section 22.810.1 (b)(2)(C)(iii)(1):

No single Stakeholder group shall hold a majority of Board seats unless extenuating circumstances exist and are approved by the Department of Neighborhood Empowerment ("Department").

When a Board Member ceases to maintain their Stakeholder status pursuant to these Bylaws, they will need to submit a letter of resignation to the STNC President and Corresponding Secretary in regard to the loss of their stakeholder status. They may resign from the position in writing or request a board vote to allow them to maintain and serve out the remainder of their term in the seat to which they were elected. If the Stakeholder status of a Board Member is challenged, then the City Clerk's Office can verify the Stakeholder status using its procedure.

Section 2: Quorum

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

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

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Quorum is not required for town hall presentations. A town hall meeting does require a quorum if action will be taken. All town hall presentations/meetings shall be brown act posted.

Section 3: Official Actions

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

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

Section 4: Terms and Term Limits

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

Section 4: Terms and Term Limits - The normal term of office for all STNC board seats is two (2) years. There are no Term Limits for STNC board members

Section 5: Duties and Powers

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

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- A. **Conflicts of Interest** - Board members shall not vote on measures with which they have a conflict of interest. A conflict of interest shall be as defined by the applicable City of Los Angeles ethics laws and policies.
- B. **Restriction on Political Campaigns** - The STNC shall not participate in, or interfere in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. This restriction shall not be interpreted to forbid informational events such as candidates' forums, or announcement of such forums. If an Executive Officer or Representative is elected to any Federal, State, Los Angeles County, or Los Angeles City political office, he or she must immediately resign from the Board.

~~C. **Vote of Confidence**—If a Board member feels it necessary to do so, he or she may request a vote of confidence from the Board. This shall be conducted as a regular vote by the members of the Board, reflecting the Board's judgment of the conduct of the person requesting the vote. The vote shall be advisory only, with no particular result required.~~

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Section 6: Vacancies

Vacancies on the Board shall be filled using the following procedure:

~~**Section 6: Vacancies**—When a vacancy occurs the Secretary must announce that vacancy at its next regular meeting and is authorized to continue actively searching for a candidate to fill it until ninety (90) **sixty (60)** days prior to the next election. Appointees must meet the same eligibility requirements as the Board member who vacated the seat as set forth in Article V, Section 1.~~

Section 7: Absences

~~**Section 7: Absences**—Any Board member having three (3) consecutive absences or four (4) absences in 12 consecutive months from General STNC meetings is considered to have resigned ~~tendered their resignation~~.~~

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Section 8: Censure

~~**Section 8: Censure**—~~NEW BONC POLICY INSERTED~~ The purpose of the censure process is to place a Board member on notice of misconduct and to provide the Board member with an opportunity to correct the misconduct. The Neighborhood Council may censure any Board member at a regular or special meeting open to the public following a good faith determination by the Neighborhood Council Board that the member has engaged in conduct that is contrary to rules and regulations applicable to the Board or that impedes the orderly business of Board operations.~~

~~Grounds for censure include, but are not limited to, persistent disruptive conduct at meetings, violations or abuses of the Board's bylaws or rules, violations of the Code of Conduct, acting on~~

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behalf of the Board without authorization, and misuse or abuse of the censure or removal process by acting in bad faith.

The Board shall use the following procedure when censuring a Board member:

1. A motion to censure a Board member may be initiated by any three (3) Board members. Those Board members shall not constitute a majority of the quorum of any Neighborhood Council body, such as a committee. The motion shall be delivered to any officer of the Board or a specific officer or member of the Board as may be specified in the bylaws or standing rules of the Neighborhood Council. The motion shall be in writing and provide the specific facts and grounds for the proposed censure including the date(s) and specific conduct relied upon for the motion. The motion shall not be based upon conclusions, e.g., "for alleged violations of the Code of Conduct" but shall contain factual statements that describe conduct only and is not intended to embarrass or humiliate the board member.
2. The Board member, group of Board members or committee responsible for setting the final Board agenda shall include the motion on the agenda of the next regular or special Board meeting scheduled at least thirty (30) days following the delivery of the proposed censure motion.
3. The Board member subject to censure shall be given a minimum of thirty (30) days prior written notice, which may include email sent to the last email address on file with the Neighborhood Council, of any meeting at which the motion to censure will be considered. The notice shall provide the specific facts and grounds for the proposed censure as specified in 1 above. The Board shall also provide a copy of the notice to the Department of Neighborhood Empowerment a minimum of thirty (30) days prior to the meeting at which the motion to censure will be considered.
4. The Board member subject to censure shall be given a reasonable opportunity to be heard at the meeting, either orally or in writing, prior to the Board's vote on a motion of censure.
5. The Board shall decide by a majority vote of those present and voting whether or not the Board member should be censured. The Board member who is the subject of the censure motion shall not be counted as part of the majority present and voting and shall not be allowed to vote. For the purpose of censure motions, abstentions shall not be counted as votes.
6. In no event shall a motion to censure a board member be heard by the Neighborhood Council within sixty (60) days of the next scheduled Board election or selection.

The purpose of the censure process is to place a Board Member on notice of misconduct and to provide the Board Member with an opportunity to correct the misconduct. The Neighborhood Council may censure any Board Member at a regular or special meeting open to the public following a good-faith determination by the Board that the member has engaged in conduct that is contrary to rules and regulations applicable to the Board or that impedes the orderly business of Board operations. Grounds for censure include, but are not limited to, persistent disruptive

conduct at meetings, violations or abuses of the Board's bylaws or rules, violations of the Code of Conduct, acting on behalf of the Board without authorization, and misuse or abuse of the censure or removal process by acting in bad faith.

The Board shall use the following procedure when censuring a Board Member:

1. A motion to censure a Board Member may be initiated by any three (3) Board Members. Those Board Members shall not constitute a majority of the quorum of any Neighborhood Council body, such as a committee. The motion shall be delivered to any officer of the Board or a specific officer or member of the Board as may be specified in the bylaws or standing rules of the Neighborhood Council. The motion shall be in writing and provide the specific facts and grounds for the proposed censure including the date(s) and specific conduct relied upon for the motion. The motion shall not be based upon conclusions, e.g., "for alleged violations of the Code of Conduct" but shall contain factual statements that describe conduct only and is not intended to embarrass or humiliate the board member.
2. The Board Member, group of Board Members or committee responsible for setting the final Board agenda shall include the motion on the agenda of the next regular or special Board meeting scheduled at least thirty (30) days following the delivery of the proposed censure motion.
3. The Board Member subject to censure shall be given a minimum of thirty (30) days prior-written notice, which may include email sent to the last email address on file with the Neighborhood Council, of any meeting at which the motion to censure will be considered. The notice shall provide the specific facts and grounds for the proposed censure as specified in 1 above. The Board shall also provide a copy of the notice to the Department of Neighborhood Empowerment a minimum of thirty (30) days prior to the meeting at which the motion to censure will be considered.
4. The Board Member subject to censure shall be given a reasonable opportunity to be heard at the meeting, either orally or in writing, prior to the Board's vote on a motion of censure.
5. The Board shall decide by a majority vote of those present and voting whether or not the Board Member should be censured. The Board Member who is the subject of the censure motion shall not be counted as part of the majority present and voting and shall not be allowed to vote. For the purpose of censure motions, abstentions shall not be counted as votes.
6. In no event shall a motion to censure a Board Member be heard by the Neighborhood Council within sixty (60) days of the next scheduled Board election or selection.

Section 9: Removal

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Section 9: Removal — ~~NEW BONC RESOLUTION LANGUAGE INSERTED~~ Any Board member may be removed by the Neighborhood Council for cause, following a good faith determination by the Board that the member has engaged in conduct that is contrary to rules and regulations applicable to the Board or that impedes the orderly business of Board operations. A Board member shall not be subject to removal under this Policy, unless the member has been censured at least once pursuant to the Board of Neighborhood Commissioners' Censure Policy.

Grounds for removal include, but are not limited to, persistent disruptive conduct at meetings, violations or abuses of the Board's bylaws or standing rules, violations of the Code of Conduct, acting on behalf of the Board without authorization, and misuse or abuse of the censure or removal processes by acting in bad faith.

The Board shall use the following procedure when removing a Board member:

1. A motion to remove a Board member may be initiated by any three (3) Board members. Those Board members shall not constitute a majority of the quorum of any Neighborhood Council body, such as a committee. The proposed motion shall be delivered to any officer of the Board or a specific officer or member of the Board as may be specified in the bylaws or standing rules of the Neighborhood Council. The motion shall be in writing and provide the specific facts and grounds for the proposed removal action including the date(s) and specific conduct relied upon for the motion. The motion shall not be based upon conclusions, e.g., "for alleged violations of the Code of Conduct" but shall contain factual statements that describes conduct only and is not intended to embarrass or humiliate the board member. The motion to remove shall also include a copy of the prior censure motion and the date it was passed.
2. The Board member, group of Board members or committee responsible for setting the final Board agenda shall list and briefly describe the motion on the agenda of the next regular or special Board meeting scheduled at least thirty(30) days following the delivery of the proposed removal motion.
3. The Board member subject to removal shall be given a minimum of thirty (30) days prior written notice, which may include email sent to the last email address on file with the Neighborhood Council, of any meeting at which a motion to remove will be heard. The notice shall provide the specific facts and grounds for the proposed removal as specified in 1 above. The Board shall also provide a copy of the notice to the Department of Neighborhood Empowerment a minimum of thirty (30) days prior to any meeting at which a motion to remove will be considered.
4. The Board member subject to removal shall be given reasonable time to be heard at the meeting, either orally or in writing, prior to the Board's vote on a motion for removal.
5. The Board shall decide whether or not the Board member should be removed by an affirmative vote of two thirds (2/3) of the currently sitting Board members. The Board member who is the subject of the removal motion shall not be allowed to vote and shall not be counted when determining the two thirds (2/3) majority vote. For the purpose of the removal motion, abstentions shall not be counted as votes.

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~~6. In no event shall a motion to remove a Board member be heard by the Neighborhood Council within sixty (60) days of the next election or selection.~~

~~7. The Commission may review a Neighborhood Council's removal decision if requested to do so by the affected Board member. Once the request is made for the Commission to review the decision to remove, the Neighborhood Council voting to remove the board member may not fill the vacancy created by the removal until the Commission has made a decision on whether the removal was proper or the Commission declines to review the matter. The Commission's decision whether to hear or decline to hear the removal review request shall be sent in writing to the requestor and the Neighborhood Council within 30 days after the request for review is delivered.~~

~~8. A request for the Commission to review a Neighborhood Council's removal decision shall proceed as follows:~~

~~a. The request must in writing and must be delivered to the Executive Assistant of the Commission or, in the absence of an Executive Assistant, to the President of the Commission within thirty (30) days of the date of the action by the Neighborhood Council to remove the Board member.~~

~~b. The request must state the basis for the review. The request shall not cite or present any evidence not considered by the Neighborhood Council but must address only procedural deficiencies.~~

~~c. If the Commission determines the request for review raises sufficient questions regarding procedural deficiencies and agrees to hear the review, it will be placed on the agenda of a regular or special meeting of the Commission within sixty (60) days of receipt of the request for review.~~

~~d. At the review the Commission will determine if the facts as presented support the removal motion and if the procedures set out in this policy were correctly applied.~~

~~e. If the Commission determines that there were either factual or procedural deficiencies, the Commission may either reinstate the Board member or return the matter to the Neighborhood Council for further consideration.~~

~~f. If the Commission returns the matter for further consideration and the Neighborhood Council does not act within sixty (60) days of the Commission's decision the Board member will be considered reinstated.~~

~~g. During the period of appeal the Board member shall not be counted as part of the Board for any quorum and shall not participate in any Board actions.~~

~~h. If the matter is returned to the Neighborhood Council for further consideration the Board member shall not be counted as part of the Board for any quorum and shall not participate in any Board actions until the Board takes action as requested by the Commission or until the expiration of the sixty (60) day time period.~~

~~9. This policy is not intended to restrict or eliminate a Neighborhood Council's ability to remove or render ineligible to serve, Board members who fail to attend meetings, join committees, maintain their stakeholder status, or perform other duties as may be described in the Neighborhood Council's bylaws and/or standing rules. Nor is it intended to limit a Neighborhood Council's ability to remove committee chairs or committee members according to the Neighborhood Council's bylaws and/or standing rules.~~

Any Board Member may be removed by the Neighborhood Council for cause, following a good faith determination by the Board that the member has engaged in conduct that is contrary to rules and regulations applicable to the Board or that impedes the orderly business of Board operations. A Board Member shall not be subject to removal under this Policy, unless the member has been censured at least once pursuant to the Commission Censure Policy. Grounds for removal include, but are not limited to, persistent disruptive conduct at meetings, violations or abuses of the Board's bylaws or standing rules, violations of the Code of Conduct, acting on behalf of the Board without authorization, and misuse or abuse of the censure or removal processes by acting in bad faith.

The Board shall use the following procedure when removing a Board Member:

1. A motion to remove a Board Member may be initiated by any three (3) Board Members. Those Board Members shall not constitute a majority of the quorum of any Neighborhood Council body, such as a committee. The proposed motion shall be delivered to any officer of the Board or a specific officer or member of the Board as may be specified in the bylaws or standing rules of the Neighborhood Council. The motion shall be in writing and provide the specific facts and grounds for the proposed removal action including the date(s) and specific conduct relied upon for the motion. The motion shall not be based upon conclusions, e.g., "for alleged violations of the Code of Conduct" but shall contain factual statements that describes conduct only and is not intended to embarrass or humiliate the Board Member. The motion to remove shall also include a copy of the prior censure motion and the date it was passed.

2. The Board Member, group of Board Members or committee responsible for setting the final Board agenda shall list and briefly describe the motion on the agenda of the next regular or special Board meeting scheduled at least thirty(30) days following the delivery of the proposed removal motion.

3. The Board Member subject to removal shall be given a minimum of thirty (30) days prior written notice, which may include email sent to the last email address on file with the Neighborhood Council, of any meeting at which a motion to remove will be heard. The notice shall provide the specific facts and grounds for the proposed removal as specified in 1 above.

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The Board shall also provide a copy of the notice to the Department of Neighborhood Empowerment a minimum of thirty (30) days prior to any meeting at which a motion to remove will be considered.

4. The Board Member subject to removal shall be given reasonable time to be heard at the meeting, either orally or in writing, prior to the Board's vote on a motion for removal.

5. The Board shall decide whether or not the Board member should be removed by an affirmative vote of two-thirds (2/3) of the currently sitting Board Members. The Board Member who is the subject of the removal motion shall not be allowed to vote and shall not be counted when determining the two-thirds (2/3) majority vote. For the purpose of the removal motion, abstentions shall not be counted as votes.

6. In no event shall a motion to remove a Board Member be heard by the Neighborhood Council within sixty (60) days of the next election or selection.

7. The Commission may review a Neighborhood Council's removal decision if requested to do so by the affected Board Member. Once the request is made for the Commission to review the decision to remove, the Neighborhood Council voting to remove the board member may not fill the vacancy created by the removal until the Commission has made a decision on whether the removal was proper or the Commission declines to review the matter. The Commission's decision whether to hear or decline to hear the removal review request shall be sent in writing to the requestor and the Neighborhood Council within 30 days after the request for review is delivered.

8. A request for the Commission to review a Neighborhood Council's removal decision shall proceed as follows:

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b. The request must state the basis for the review. The request shall not cite or present any evidence not considered by the Neighborhood Council but must address only procedural deficiencies.

c. If the Commission determines the request for review raises sufficient questions regarding procedural deficiencies and agrees to hear the review, it will be placed on the agenda of a regular or special meeting of the Commission within sixty (60) days of receipt of the request for review.

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- d. At the review the Commission will determine if the facts as presented support the removal motion and if the procedures set out in this policy were correctly applied.
- e. If the Commission determines that there were either factual or procedural deficiencies, the Commission may either reinstate the Board Member or return the matter to the Neighborhood Council for further consideration.
- f. If the Commission returns the matter for further consideration and the Neighborhood Council does not act within sixty (60) days of the Commission's decision the Board Member will be considered reinstated.
- g. During the period of appeal the Board Member shall not be counted as part of the Board for any quorum and shall not participate in any Board actions.
- h. If the matter is returned to the Neighborhood Council for further consideration the Board Member shall not be counted as part of the Board for any quorum and shall not participate in any Board actions until the Board takes action as requested by the Commission or until the expiration of the sixty (60) day time period.

9. This policy is not intended to restrict or eliminate a Neighborhood Council's ability to remove or render ineligible to serve, Board Members who fail to attend meetings, join committees, maintain their stakeholder status, or perform other duties as may be described in the Neighborhood Council's bylaws and/or standing rules. Nor is it intended to limit a Neighborhood Council's ability to remove committee chairs or committee members according to the Neighborhood Council's bylaws and/or standing rules.

Section 10: Resignation

~~**Section 10: Resignation**— Any Board member may resign by submitting a written resignation to the President or Secretary. Notice of the resignation shall be posted and archived by the Secretary. The Board may opt to appoint a replacement for the resigned Officer or Representative if the resignation takes place more than sixty (60) days prior to the next regular election of Board members.~~

~~If an Executive Officer or Representative is elected to any Federal, State, Los Angeles County, or Los Angeles City political office, or be appointed a City Commissioner he or she must immediately resign from the Board.~~

Board Member resignations must be submitted in writing to the President and Corresponding Secretary. The position shall then be deemed vacant.

If an Executive Officer or Representative is elected to any Federal, State, Los Angeles County, or Los Angeles City political office, or appointed to The Board of Neighborhood Commissioners (BONC) they must immediately resign from the Board.

When a Board Member ceases to maintain their Stakeholder status pursuant to these Bylaws, they will need to submit a letter to the STNC President and Corresponding Secretary in regard to the loss of their stakeholder status. They may resign from the position in writing or request a board vote to allow them to maintain and serve out the remainder of their term in the seat to which they were elected. If the Stakeholder status of a Board Member is challenged, then the City Clerk's Office or DONE can verify the Stakeholder status using its procedure.

Section 11: Community Outreach

~~Section 11: Community Outreach~~—The STNC shall establish procedures for communicating with all stakeholders on a regular basis in a manner ensuring that information is disseminated evenly and in a timely manner.

- The STNC shall have a standing Outreach Committee, which will report its activities and recommendations to the Board monthly at the Council meeting.
- The STNC shall maintain a web site presence to disseminate information to Council Stakeholders and others interested in the Council.
- In addition, the STNC shall outreach to solicit participation from Stakeholders. Outreach may include, for example, the creation of flyers, postcards, pamphlets and other related materials.
- The STNC shall bring government closer to stakeholders, provide opportunities for participation.
- The STNC will monitor the Los Angeles City Council Files and submit Community Impact Statements (CIS)
- Outreach also encouraged to be undertaken at public events and shall be coordinated with other Neighborhood Councils when appropriate.

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ARTICLE VI OFFICERS

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Section 1: Officers of the Board

~~Section 1: Officers of the Board~~—The officers of the Board (“Officers”) shall include the following positions which, all together, comprise the Executive Committee: President, 1st-Vice President, 2nd-Vice President, Secretary, and Treasurer. The Executive Officers shall form the Executive Committee of the Board.

The officers of the Board (“Officers”) shall include the following positions which all together comprise the Executive Committee: President, Two Vice Presidents, Corresponding Secretary, and Treasurer.

Section 2: Duties and Powers

~~Section 2: Duties and Powers~~—The duties of the Officers are as follows and also include such additional duties as may be adopted by official action of the Board. ~~There are five (5) Executive Officers elected at large:~~

A. President

~~A.~~ Shall chair regular, special and Executive Committee meetings and shall be the STNC representative to other Los Angeles neighborhood councils and to the Los Angeles City Council, or may delegate someone to represent the STNC to these bodies.

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B. First Vice President - ~~First Vice President,~~ Community Improvement

~~B.~~ Shall perform the duties of the President when the President is unavailable or otherwise unable to preside at Agenda or Board meetings. ~~He/She~~ They shall be the liaison between the Board and STNC/Community Improvement Projects.

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They shall assist Standing and or Ad Hoc committees and see that the committees are able to perform their appointed tasks, as requested by the President or any Board member. The First Vice-President shall carry on the duties of the Treasurer should there be no Treasurer or the Treasurer be incapacitated. The First Vice President will chair the Community Improvements Committee.

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In the event that the President position is vacated, the First Vice President shall preside over the appointment process as described in Article 5 Section 6 to select a new President to serve out the remainder of the term; the new President must be chosen from those current or past STNC board members, ~~who have served a minimum of twelve months on the current Board.~~

C. Second Vice President - Outreach-

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~~C.~~ Shall chair the Outreach Committee. ~~He/She~~ **They** shall assume the duties of the President when both the President and First Vice President are unable to do so.

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

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~~D. e.~~

Corresponding Secretary.

~~Shall fulfill correspondence duties at the direction of the President, including, but not limited to, correspondence with other Los Angeles Neighborhood Councils and the various Los Angeles City Government Agencies. They will be responsible for maintaining the contact lists of the STNC board, committee members and stakeholders. They shall handle all public records act requests (PRA), maintain the STNC website and STNC social media accounts and any other items of interest to the STNC community. The Secretary shall be the STNC Officer of Service.~~

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~~**Corresponding Secretary.**~~

~~Shall fulfill correspondence duties at the direction of the President, including, but not limited to, correspondence with other Los Angeles Neighborhood Councils and the various Los Angeles City Government Agencies. They will be responsible for maintaining the contact lists of the STNC board, committee members and stakeholders. They shall handle all public records act requests (PRA), maintain the STNC website and STNC social media accounts and any other items of interest to the STNC community. The Secretary shall be the STNC Officer of Service.~~

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E. Treasurer

~~E.~~ **Shall chair** the Budget and Finance Committee. Oversees the finances of the Neighborhood Council to assure total compliance with all Department of Neighborhood Empowerment (Department) and Los Angeles City requirements. Submits financial reports to the Board of Officers at every regular meeting. The Treasurer shall comply with Generally Accepted Accounting Principles (GAAP) requirements and shall file the Department's required reports and all other paperwork and reports required by the Department in a timely manner.

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Executive Officers are expected to act in the interest of the STNC and the Sunland-Tujunga

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community as a whole.

Section 3: Selection of Officers

~~Section 3: Selection of Officers~~—Officer positions are elected during the elections of the STNC.

Section 4: Officers Terms

Section 4: Officer Terms - The normal term of office for all Executive Officers is two (2) years or until the next election. ~~An Executive Officer may serve up to two (2) consecutive terms in any particular office, and may thereafter run for any other seat for which he/she is qualified by stakeholder group or residency status.~~

ARTICLE VII COMMITTEES AND THEIR DUTIES

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STNC stakeholders are encouraged to participate on Committees in which they are interested by contacting the Committee ~~President~~. Unless otherwise stated in these bylaws committees may only make recommendations to the Board

Section 1: Standing Committees - Standing Committees must meet at least once every other month and are subject to the Brown Act. Standing Committee meetings must be public and must be posted at least seventy-two (72) hours in advance with an agenda. Minutes of the meeting must be recorded and archived, and must be made available for public inspection.

- A. **Executive Committee** – This committee consists of the five (5) Executive Officers. The Executive Committee:
 - Meets at least once per month.
 - Is chaired by the STNC President.
 - Schedules and sets the agendas for regular and special STNC meetings, as well as the agendas for its own Executive Committee meetings.
 - Recommends actions to the Board.
 - May refer agenda items to committees for action.

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

- B. **Outreach Committee** – This committee is considered to be a permanent and on-
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going function of the STNC consisting of stakeholders and Board members who shall be appointed as deemed appropriate by the Board. The Outreach Committee:

- Meets at least once per month.
- Is chaired by the Second Vice President.
- Has 5 Board members, consisting of the Second Vice President, and (1) Geographical Rep from each of the four Regions.
- Has up to 10 non-board stakeholder members
- Makes Geographical Representatives responsible for outreach to their respective regions.
- Is expected to make regular and continuing efforts to inform and solicit input and STNC participation from the diverse elements of the community.
- Performs outreach on its own volition and by direction of the Board, and reports its actions to the Board.
- Performs Press Relations and Social Media duties.

The Outreach Committee shall be comprised of the second Vice President of Outreach, one (1) Geographical Rep from each of the four Regions and up to 10 non-board Stakeholder members. A quorum of the Outreach Committee meeting consists of four (4) Committee members. A Majority vote of the Committee members present at a meeting is sufficient to achieve consensus on an issue. It is responsible for implementing the details of the policies and directives set for it by the Board. It is the responsibility of the Chairperson of the Committee to set meeting agendas and to assign duties to the Committee members in order to implement these policies and directives.

C. **Budget and Finance Committee** - This committee consists of the Treasurer and four (4) other stakeholders who may or may not be Board members, who shall be appointed by the Board. At least one (1) of the Committee members should be, but is not required to be, also a member of the Outreach Committee. The Budget and Finance Committee:

- Meets at least once per month.
- Is chaired by the STNC Treasurer.
- Contains no more than five (5) Board members, so that a majority of a quorum of the Board will not be present at its Committee meetings unless the meeting has been posted as a special joint board and committee meeting.
- Investigates and pursues special funds available through the City for special projects.
- Generates a financial plan for each fiscal year, showing planned income and expenditures.
- Keeps the plan current and issues reports to the Board.
- Receives, reviews, and submits stakeholder and committee requests to the Board for funding consideration.

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A quorum for a Budget and Finance Committee meeting consists of three (3) members, including at least one (1) Board member. At least three (3) votes in favor or three (3) votes against an issue are required to achieve consensus. The Budget and Finance Committee takes direction from the Board and presents recommendations to the Board, but makes no decisions for the Board. It is responsible for implementing the details of the policies and directives set for it by the Board. It is the responsibility of the Chairperson of the Committee to set meeting times and agendas and to assign duties to the Committee members in order to implement these policies and directives.

D. **Land Use Committee** - This committee consists of stakeholders and Board members who shall be appointed as deemed appropriate by the Board. The Land Use Committee:

- Meets at least once per month.
- **Interested stakeholders must fill out the Land Use Committee Application**
 - Contains no more than five (5) Board members, so that a majority of a quorum of the Board will not be present at its Committee meetings.
 - Sends Committee members to attend Planning Commission meetings and other meetings dealing with city development and land use.
 - Meets with representatives of prospective new businesses in the community and negotiates with those representatives to promote community standards of architecture, appearance, and preservation of scenic areas.
 - Issues reports and recommendations to the Board on issues and developments within its purview.

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The Land Use Committee shall contain eleven (11) full members and four (4) alternates, appointed by the Board. A quorum for a Land Use Committee meeting consists of seven (7) members, and at least six (6) votes in favor or at least six (6) votes against an issue are required to achieve consensus. The alternates shall be called on to vote in the absence of full members of the Committee. The Land Use Committee takes direction from the Board and presents recommendations to the Board, but makes no decisions for the Board. It is responsible for implementing the details of the policies and directives set for it by the Board. It is the responsibility of the Chairperson of the Committee to set the meeting times and agendas and to assign duties to the Committee members in order to implement these policies and directives.

E. **Community Improvement Committee**-The mission of the Community Improvement Committee is to address issues of community improvement including those of economic or legislative impact and present recommendations to the STNC Board.

- Meets at least once every other month.

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- Contains no more than five (5) Board members, so that a majority of a quorum of the Board will not be present at its Committee meetings, unless the meeting has been posted as a special joint board and committee meeting.
- Issues reports and recommendations to the Board on issues and developments within its purview.

F. Beautification Committee-The mission of the Sunland-Tujunga Beautification Committee is to improve the visual quality and enhance the beauty of Sunland-Tujunga. The Committee will may plant trees, organize public art projects, establish gardens, and conduct clean-up activities. We will also educate and engage residents and businesses in beautification projects that benefit and give back to the community.

- Meets at least once every other month.
- Contains no more than five (5) Board members, so that a majority of a quorum of the Board will not be present at its Committee meetings, unless the meeting has been posted as a special joint board and committee meeting.
- Issues reports and recommendations to the Board on issues and developments within its purview.

G. Sunland Tujunga Arts Recreation and Culture Committee- The Arts, Recreation & Culture Committee nurtures and promotes artistic endeavors and cultural events within the community; provides a resource for and expands the awareness of the growing diversity of our neighborhoods. works to provide local artists and cultural organizers with the nexus of public space, venues and available support to aid in the achievement of relevant projects. The committee also encourages the use and preservation of existing recreation space and advocates for future funding and expansion as a necessary means for the growth of social interaction among our community.

- Meets at least once every other month
- Contains no more than five (5) Board members, so that a majority of a quorum of the Board will not be present at its Committee meetings, unless the meeting has been posted as a special joint board and committee meeting.
- Issues reports and recommendations to the Board on issues and developments within its purview.

H. Safe Traffic and Transportation Committee-The Safe Traffic and Transportation Committee's purpose is to represent the community's needs and interests regarding traffic safety and related transportation issues in our community, and to communicate and represent them to City and State officials to make needed changes.

- Meets at least once every other month.
- Contains no more than five (5) Board members, so that a majority of a quorum of the Board will not be present at its Committee meetings, unless the meeting has been posted as a special joint

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board and committee meeting.

- Issues reports and recommendations to the Board on issues and developments within its purview.

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I. Bylaws and Standing Rules Committee – The Bylaws and Standing Rules Committee purpose is to review or change any new Bylaws or Standing Rules.

- Meets quarterly or more frequently when needed.
- Contains no more than five (5) Board members, so that a majority of a quorum of the Board will not be present at its committee meetings, unless the meeting has been posted as a special joint board and committee meeting.
- Issues recommendations to the board on Bylaws and Standing Rules.

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Section 2: Ad Hoc Committees

Section 2: Ad Hoc Committees – Ad-Hoc Committees may be established as deemed appropriate by the Board, to carry out the work of the STNC. An Ad-Hoc Committee will be automatically dissolved when their task is completed or one year after inception. They may be renewed. Committees may meet when and as needed, but are subject to the requirements of the Brown Act regardless of whether or not they are comprised only of STNC Board members. Ad Hoc Committees shall be terminated automatically if they have not met in 90 days.

Section 3: Committee Creation and Authorization

~~**Section 3: Committee Creation and Authorization**—Additional Standing Committees may be established or dissolved by the Board at any time and will be added to the Standing rules. With the exception of the Executive Committee and unless otherwise specified in these bylaws, the Board shall appoint any and all committees and committee chairs, and ratify all committee members. Removal of committee chairs or committee members shall be by a two thirds vote of the Board unless stated otherwise in these bylaws. Each standing committee must have at least one (1) Board member appointed to it and this Board member must be present for the Committee to formally take action.~~

A. Committee Authority - All committee recommendations shall be brought to the full Board for discussion and action.

B. Committee Structure -Additional Standing Committees may be established or dissolved by the Board at any time and will be added to the Standing rules. With the exception of the Executive Committee and unless otherwise specified in these bylaws, the Board shall appoint any and all committees and committee chairs and ratify all committee members. Each standing committee must have at least one (1) Board member appointed to it and this Board member must be present for the Committee to formally take action. Ongoing outreach shall be performed to inform stakeholders of meetings

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C. Committee Meetings – With the exception of Ad Hoc committees created in compliance with Article VII, Section 2, Committee meetings are subject to and shall be conducted in accordance with the dictates of the Brown Act and the neighborhood council agenda posting policy. Minutes shall be taken at every Committee meeting.

D. Changes to Committees - The Board may establish, disband or make changes as needed to any Standing or Ad Hoc committee. Any such action by the Board shall be noted in the Council meeting minutes.

E. Removal of Committee Members – Removal of committee chairs or committee members shall be by a two thirds (2/3) vote of the Board .

ARTICLE VIII MEETINGS

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~~All meetings shall be conducted in accordance with the Brown Act and the Neighborhood Council Agenda Posting Policy. Ongoing outreach shall be performed to inform stakeholders of meetings.~~

All meetings, as defined by the Ralph M. Brown Act (California Government Code Section 54950 et seq.), shall be noticed and conducted in accordance with the Act and all other applicable laws and governmental policy.

Section 1: Meeting Time and Place

~~Section 1: Meeting Time and Place~~ All meetings shall be held within Council boundaries at a location, date and time set by the Board. A calendar of regular meetings shall be established by the Board at its first regular meeting of each calendar year.

A. **Regular Meetings** - Regular STNC meetings shall be held once per calendar month, where possible, with no fewer than ten (10) regular meetings held per calendar year and with no more than one (1) calendar month skipped in sequence.

B. **Special Meetings** - Special meetings of the Board will not permit advance notice for an agenda meeting, and so the agendas for special meetings shall be set by the Executive Committee President.

~~B.~~

C. **Joint NC Meeting** -If a joint event with another NC is taking place it will be within either boundary of that Neighborhood Council.

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Section 2: Agenda Setting

~~**Section 2: Agenda Setting**—The Executive Committee shall establish the agendas for regular STNC meetings at Executive Committee meetings called for that purpose. These agenda meetings shall be open to the public and subject to the requirements of the Brown Act.~~

~~Stakeholders may force the Board to consider a measure by means of an initiative. Proponents of a measure must draft the measure that they wish to see passed, and obtain the signatures of at least fifty (50) validated stakeholders. The drafted measure and signatures must then be submitted to the secretary. The Executive Committee is then required to place the item on the agenda of the next regular meeting of the STNC within sixty (60) days, or to call a special meeting if it deems it appropriate to do so. At the meeting the measure may be discussed and debated, and then voted upon by the Board or referred to committee. As with other measures before the Board, reconsideration is permitted. An initiative that fails to pass may not be re-submitted until after the next election of Board members. An initiative may not be submitted for a measure already considered by the Board during the current elective term, except for a reconsideration initiative.~~

Any Stakeholder and/or Board member may make an agenda request for action by the Council by submitting a written request (email) to the STNC Corresponding Secretary and /or submitting through the STNC website agenda request link. Once accepted the agenda request items will go to the Executive Committee for either board agenda setting or referred to a specific committee for review.

Section 3: Notifications/Postings

~~**Section 3: Notifications/Posting**—Agendas shall be posted in at least one (1) twenty-four (24) hour accessible physical location and the STNC website in compliance with City policy. Agendas must be posted and emailed to the STNC email database and to the Department at least seventy-two (72) hours before regular meetings and twenty-four (24) hours before special meetings.~~

Section 4: Reconsideration

~~**Section 4: Reconsideration**—The Board may reconsider and amend its action on items listed on the agenda if reconsideration takes place immediately following the original action or at the next regular meeting. The Board, on either occasion, shall: (1) Make a Motion for Reconsideration and, if approved, (2) hear the matter and take an action. If the motion to reconsider an action is to be scheduled at the next meeting following the original action, then two (2) items shall be placed on the agenda for that meeting: (1) A Motion for Reconsideration on the described matter, and (2) a proposed action, should the Motion be approved. A Motion for Reconsideration can only be made by a Board member who previously voted on the prevailing side of the original action taken, or by a stakeholder initiative as described in Article VIII, Section 2. If a Motion for Reconsideration is not made on the date the action was taken, then a Board member on the prevailing side of the action who wishes to initiate a reconsideration must submit a memorandum to the Secretary identifying the matter to be reconsidered, as well as a brief description of the reason(s) for requesting reconsideration, at the next regular meeting.~~

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ARTICLE IX FINANCES

ARTICLE IX FINANCES

The STNC agrees to comply with all financial accountability requirements as specified by City Ordinance 174006 and the Plan for a Citywide System of Neighborhood Councils, and as stated in the certification application. STNC further agrees to comply with all reporting requirements as prescribed by the Department. The Treasurer shall comply with the accounting requirements of GAAP.

A. The Board shall review its fiscal budget and make adjustments as needed to comply with City laws and City administrative rules, and to keep in compliance with Generally Accepted Accounting Principles and the City’s mandate for the use of standardized budget and minimum finding allocation requirements.

B. The Board shall adhere to all rules and regulations promulgated by appropriate City officials regarding the Council’s finances, where the term “appropriate City officials” means those officials and/or agencies of the City of Los Angeles who have authority over Neighborhood Councils.

C. All financial accounts and records shall be available for public inspection and posted on the Council website, if available.

D. Each month, the Treasurer shall provide to the Board detailed reports of the Council’s accounts.

E. The Council will not enter into any contracts or agreements except through the appropriate City officials.

ARTICLE X ELECTIONS

ARTICLE X ELECTIONS

Section 1: Administration of Election

Section 1: Administration of Election—The STNC’s election will be conducted pursuant to all City ordinances, policies and procedures pertaining to Neighborhood Council elections.

Section 2: Governing Board Structure and Voting

Section 2: Governing Board Structure and Voting—The number of Board seats, eligibility requirements for holding any specific Board seats, and which Stakeholders may

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vote for the Board seats are noted in Attachment B.

Section 3: Minimum Voting Age

~~Section 3: Minimum Voting Age~~—Except with respect to a Youth Board Seat, a stakeholder must be at least 16 years of age on the day of the election or selection to be eligible to vote. [See Admin. Code §§ 22.814(a) and 22.814(c)]

Section 4: Method of Verifying Stakeholder Status

~~Section 4: Method of Verifying Stakeholder Status~~—Voters will verify their Stakeholder status by providing acceptable documentation as described in the City Clerks Election Manual.

Section 5: Restrictions on Candidates Running for Multiple Seats

~~Section 5: Restrictions on Candidates Running for Multiple Seats~~—A candidate shall declare their candidacy for no more than one (1) position on the Board during a single election cycle.

Section 6: Other Election Related Language

“Not Applicable”

~~Section 6: Other Election Related Language~~—Because the Groups that are being represented are at least as important as the person representing them, it is imperative that Stakeholder Group Representative candidates provide proof that they are supported in their candidacy by the group they propose to represent and that this organization/group affirms that the candidate does regularly attend monthly meetings at the location/branch of the organization that is located within the STNC boundaries.

ARTICLE XI GRIEVANCE PROCESS

ARTICLE XI GRIEVANCE PROCESS

~~Any STNC stakeholder who is adversely affected by a decision of the Board, or who feels the conduct of the Board is not in accordance with the governing principles, may submit a written grievance to the Board Secretary. An appointed Grievance Committee shall review the grievance and advise the stakeholder of the outcome within thirty (30) days of the submission. Submitted grievances must be announced by the Secretary at the next regular meeting of the STNC. If a Board vote is required to resolve the grievance, it should be held at this meeting. If the stakeholder is not satisfied with the outcome, he or she may then petition the Department for mediation. The Neighborhood Council grievance review process will be conducted pursuant to any and all City ordinances, policies and procedures pertaining to Neighborhood Council grievances.~~

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Grievances Submitted by a Stakeholder

- A. Any Grievance by a Stakeholder must be submitted to the Department's Grievance Portal so that the Department may determine whether such Grievance conforms with the Los Angeles Administrative Code (L.A.A.C.) 22.818 Subsections (c)(1) [Grievance Defined] and (c)(2) [Exclusions].
- B. Once the Department certifies the Grievance, the Board will be notified. Such certification of the Grievance by the Department shall not be construed as a statement regarding the validity or invalidity of the Grievance.
- C. After receiving a certified Grievance from the Department, the Board must, at its next regular or special meeting, but not more than 60 calendar days from the communication from the Department, take one of the following actions:

 - a. Consider the Grievance in accordance with a Grievance process specified in the Board's Bylaws and issue a decision to sustain and cure or reject the Grievance in whole or in part. OR
 - b. Waive consideration of the Grievance and request the Department to forward the Grievance directly to a Regional Grievance Panel for consideration.
- D. Any inaction by the Board passing the 60 calendar days will waive consideration of the Grievance and the Department shall forward the Grievance to the Regional Grievance Panel in accordance with L.A.A.C. 22.818 Subsection (d)(5).
- E. Only the Grievant may appeal a Board's decision pursuant to L.A.A.C. 22.818 Subsection (d)(2)(A). Such appeals must be filed with the Department on the portal within seven (7) calendar days from the date of the Board's action on the certified Grievance. A Grievant may not appeal a decision by the Board to waive consideration of any or all Grievances.

Grievances Submitted by a Board Member

- A. Any Grievance by a Board Member filed against their own Board will bypass consideration by the impacted Board, as set forth in L.A.A.C. 22.818 Subsection (d)(2). The Department will forward a Grievance filed by a Board Member against their own Board directly to a Regional Grievance Panel for disposition, as specified in L.A.A.C. 22.818 Subsection (d)(6).

Regional Grievance Panel

A. When a certified Grievance is sent to a Regional Grievance Panel, the Board must appoint a Neighborhood Council Representative who shall present an opening argument (not to exceed 10 minutes) and a rebuttal (not to exceed 5 minutes) on behalf of the Neighborhood Council Board to the Panel.

ARTICLE XII PARLIAMENTARY AUTHORITY

ARTICLE XII PARLIAMENTARY AUTHORITY

The conduct of meetings shall be based on the following four standards, in decreasing order of priority:

- Any and all applicable laws, including the Brown Act
- Bylaws
- Standing Rules
- Robert's Rules of Order, Newly Revised

~~The President may appoint an unbiased parliamentarian. The Parliamentarian shall advise the President on parliamentary rules.~~

The President may appoint an unbiased Parliamentarian. The Parliamentarian shall be ratified by the board with a two-thirds (2/3) vote of the board. The Parliamentarian shall advise the Board on Parliamentary rules. The Parliamentarian may be removed from the board with a two-thirds (2/3) vote of the board.

ARTICLE XIII AMENDMENTS

ARTICLE XIII AMENDMENTS

~~Amendment of bylaws requires approval of both the Board and the Department. An amendment may be initiated by a Board member as an agenda item request, or by a stakeholder via the initiative process. The amendment shall then be placed on the agenda of the next regular STNC meeting, or the Executive Committee may call a special meeting of the STNC if it is deemed appropriate. A two thirds (2/3) majority vote of the entire Board at least fifteen (15) votes in favor is required to approve an amendment. After an amendment is approved, it must be submitted to the Department along with a statement of ratification by the Board. When approval of the amendment is received from the Department, the amendment becomes part of the bylaws.~~

Amendment of bylaws requires approval of both the Board and the Department. Any suggested bylaws amendment must be submitted by a board member and referred to the Bylaws and Standing Rules Committee for discussion. An amendment to these bylaws requires a two-thirds (2/3) vote of the Board Members present at a duly noticed general or special meeting. All changes shall then be

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~~forwarded to the Department for review and approval.~~

~~Amendments shall not be valid, final, or effective until approved by the Department and/or the Commission. Once approved, any changes in the Bylaws shall become effective immediately. Boundaries changes or Board structure changes will require the Board of Neighborhood Commissioners' approval.~~

~~No amendment shall operate to alter the eligibility of any Board Member to serve on the Council for the remainder of that Board Member's term in which the amendment is approved.~~

~~Any approved Board changes to the bylaws must be submitted to the Department of Neighborhood Empowerment (DONE) for final approval before becoming effective.~~

- ~~A. Amendment of bylaws requires approval of both the Board and the Department.~~
- ~~B. Any suggested bylaws amendment must be submitted by a board member and referred to the Bylaws and Standing Rules Committee for discussion.~~
- ~~C. An amendment to these bylaws requires a two-thirds (2/3) vote of the Board Members present at a duly noticed general or special meeting. All changes shall then be forwarded to the Department for review and approval.~~
- ~~D. Amendments shall not be valid, final, or effective until approved by the Department and/or the Commission. Once approved, any changes in the Bylaws shall become effective immediately. Boundaries changes or Board structure changes will require the Board of Neighborhood Commissioners' approval.~~
- ~~E. No amendment shall operate to alter the eligibility of any Board Member to serve on the Council for the remainder of that Board Member's term in which the amendment is approved.~~
- ~~F. Any approved Board changes to the bylaws must be submitted to the Department of Neighborhood Empowerment (DONE) for final approval before becoming effective.~~

ARTICLE XIV COMPLIANCE

ARTICLE XIV COMPLIANCE

~~The STNC shall be subject to any and all applicable sections of the City of Los Angeles governmental ethics ordinances, including Los Angeles Municipal Code Section 49.5.1. All applicable laws of local, state, and federal government shall be the minimum ethical standard for STNC, its Board, and its stakeholders. The Council, its representatives, and all Stakeholders shall comply with these Bylaws and with any additional Standing Rules or Procedures as may be adopted by the Board as well as all local, county, state and federal laws, including, without limitation, the policies~~

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approved by the Board of Neighborhood Commissioners, the Department's rules and regulations, the City Governmental Ethics Ordinance (Los Angeles Municipal Code Section 49.5.1), the Brown Act, the Public Records Act, the Americans with Disabilities Act, and all laws and governmental policies pertaining to Conflicts of Interest.

Section 1: Code of Civility

Section 1: Code of Civility—The STNC, its representatives and all Stakeholders shall conduct all STNC business in a civil, professional and respectful manner. Board members will abide by the Commission's Neighborhood Council Board Member Code of Conduct Policy.

Section 2: Training

~~**Section 2: Training**—All board members must take ethics and funding training prior to making motions and voting on funding related matters.~~
Neighborhood Council Board Members, whether elected, selected or appointed, are required to complete all mandatory trainings in order to vote on issues that come before the Council. Trainings available to Board Members are created to ensure success during their period of service. All Board Members shall complete mandatory trainings as prescribed by the City Council, the Commission, the Office of the City Clerk, Funding Division, and Department of Neighborhood Empowerment (DONE).

- Board members not completing mandatory trainings provided by the city within 45 days of being seated or after expiration of the training, shall lose their STNC Council voting rights on all items before the board.
- Board members not completing mandatory trainings provided by the city within 60 days of being seated or after expiration of the training, shall be deemed removed from the board.
- Consideration will be taken into account, if Cornerstone or the current training company is the cause of the delay, or a board member needs help and assistance in completing the training. For any accommodations needed contact the STNC President.

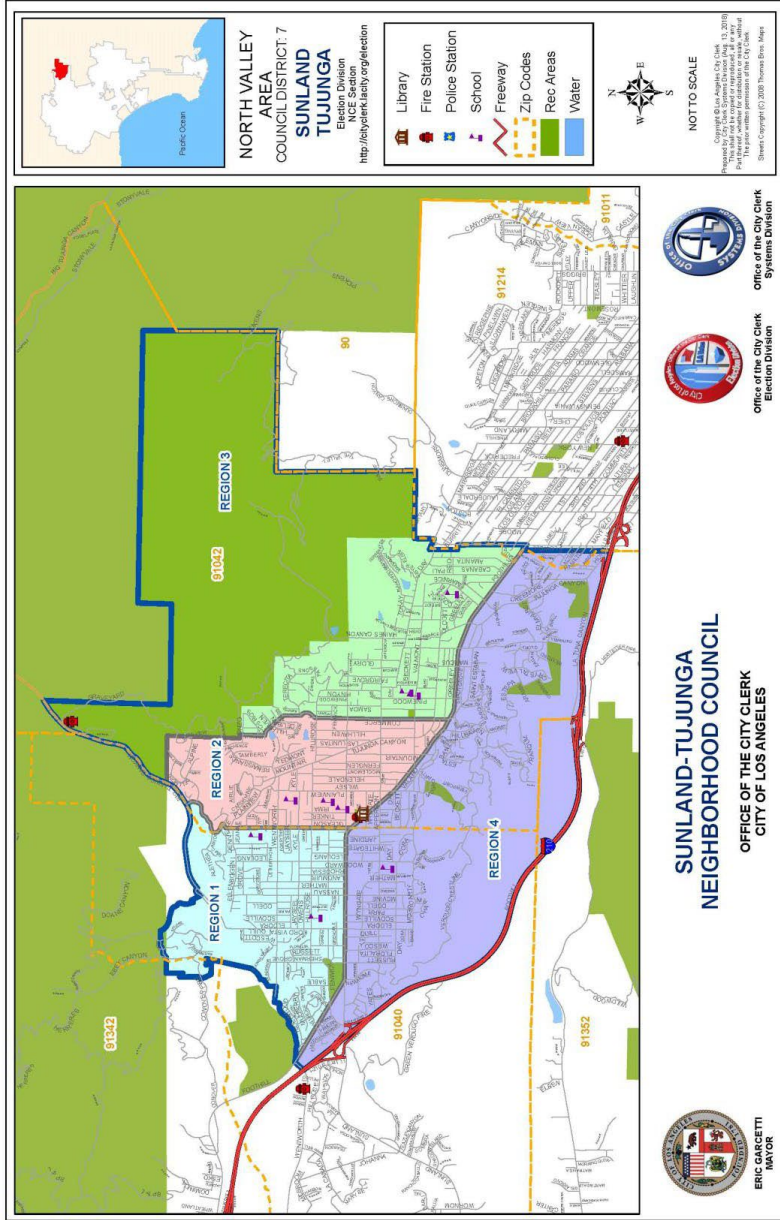
Section 3: Self Assessment

~~**Section 3: Self Assessment**—Intentionally left blank.~~
The Council may conduct a regular self-assessment to determine whether it has achieved its goals and objectives.

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ATTACHMENT A – Map of Sunland-Tujunga Neighborhood Council



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ATTACHMENT B – Governing Board Structure

Sunland-Tujunga Neighborhood Council – 21 Board Seats

BOARD POSITION	# OF SEATS	ELECTED OR APPOINTED?	ELIGIBILITY TO RUN FOR THE SEAT	ELIGIBILITY TO VOTE FOR THE SEAT
President Term: 2 Years	1	Elected	<u>Stakeholders who live, work, or own real property within the STNC boundaries and who are 18 years of age or older at the time of election. Anyone who lives, works, or owns real property within the STNC boundaries and who are 18 years of age or older at the time of election.</u>	<u>Stakeholders who live, work, or own real property within the STNC boundaries and who are 16 years of age or older. Any Stakeholder, as defined in Admin. Code § 22.801.1(a), who is at least 16 years of age and lives, works, owns real property within the boundaries of the Neighborhood Council.</u>
First Vice-President- <u>of Community Improvements</u> Term: 2 Years	1	Elected	<u>Stakeholders who live, work, or own real property within the STNC boundaries and who are 18 years of age or older at the time of election. Anyone who lives, works, or owns real property within the STNC boundaries and who are 18 years of age or older at the time of election.</u>	<u>Stakeholders who live, work, or own real property within the STNC boundaries and who are 16 years of age or older. Any Stakeholder, as defined in Admin. Code § 22.801.1(a), who is at least 16 years of age and lives, works, owns real property within the boundaries of the Neighborhood Council.</u>
Second Vice-President <u>Outreach</u> Term: 2 Years	1	Elected	<u>Stakeholders who live, work, or own real property within the STNC boundaries and who are 18 years of age or older at the time of election. Anyone who lives, works, or owns real property within the STNC boundaries and who are 18 years of age or older at the time of election.</u>	<u>Stakeholders who live, work, or own real property within the STNC boundaries and who are 16 years of age or older. Any Stakeholder, as defined in Admin. Code § 22.801.1(a), who is at least 16 years of age and lives, works, owns real property within the boundaries of the Neighborhood Council.</u>

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BOARD POSITION	# OF SEATS	ELECTED OR APPOINTED?	ELIGIBILITY TO RUN FOR THE SEAT	ELIGIBILITY TO VOTE FOR THE SEAT
Stakeholder Group Representatives Term: 2 Years	7	Elected	Stakeholders who are 18 years of age or older at the time of election. Stakeholder Group Representatives shall be elected at large. These Representatives shall be elected from the pool of stakeholders in the community representing community organizations including but not limited to a religious institution, educational institution, non-profit organization, neighborhood association, school/parent group, faith based group, senior group, youth group, arts association, service organization, boys or girls club, cultural group, or environmental group within the STNC boundaries. No organization may have more than one stakeholder representative. All Group Representatives must participate on at least one committee	Stakeholders who live, work, or own real property within the STNC boundaries and who are 16 years of age or older.
Senior Representative (1)	1			
Public Safety Representative (1)	1			
Education Representative (1)	1			
<u>Senior Representative</u> <u>Term: 2 Years</u> <u>Chair/Co-Chair the Senior and Health Committee.</u>	<u>1</u>	<u>Elected</u>	<u>Anyone who lives, works, or owns real property within the STNC boundaries and are at least 60 years of age or older at the time of election.</u>	<u>Any Stakeholder, as defined in Admin. Code § 22.801.1(a), who is at least 16 years of age and lives, works, owns real property within the boundaries of the Neighborhood Council.</u>
<u>Public Safety Representative</u> <u>Term: 2 years</u> <u>Chairs/Co-Chairs the Public Safety Committee</u>	<u>1</u>	<u>Elected</u>	<u>Anyone who lives, works, or owns real property within the STNC boundaries and who are 18 years of age or older at the time of election.</u>	<u>Any Stakeholder, as defined in Admin. Code § 22.801.1(a), who is at least 16 years of age and lives, works, owns real property within the boundaries of the Neighborhood Council.</u>
<u>Education Representative</u> <u>Term: 2 Years</u> <u>Chairs/Co-Chairs the Education Committee.</u>	<u>1</u>	<u>Elected</u>	<u>Anyone who lives, works, or owns real property within the STNC boundaries and who are 18 years of age or older at the time of election.</u>	<u>Any Stakeholder, as defined in Admin. Code § 22.801.1(a), who is at least 16 years of age and lives, works, owns real property within the boundaries of the Neighborhood Council.</u>

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At-Large Community Interest Representative Term: 2 Years	1	Elected	Stakeholders who declare a stake in the neighborhood as a community interest stakeholder and are 18 years of age or older at the time of election. The At-Large Community Interest Representative must participate on at least one committee. <u>Anyone who declare a stake in the neighborhood as a community interest stakeholder and are 18 years of age or older at the time of election. The At-Large Community Interest Representative must participate on at least one committee.</u>	Stakeholders who live, work, or own property within the STNC boundaries or those who declare a stake in the neighborhood as a community interest stakeholder, and are 16 years of age or older. <u>Any Stakeholder, as defined in Admin. Code § 22.801.1(a), who is at least 16 years of age and lives, works or owns real property within the STNC boundaries or those that declare a stake in the neighborhood as a community stakeholder.</u>
Region 1 Representative Term: 2 Years	2	Elected	Stakeholders who live, work, or own real property in Region 1 and are 18 years or older at the time of election. Anyone who lives, works, or owns real property within the Region 1 boundaries and who are 18 years of age or older at the time of election.	Stakeholders who live, work or own real property in Region 1 and are 16 years of age or older. <u>Any Stakeholder, as defined in Admin. Code § 22.801.1(a), who is at least 16 years of age and lives, works, owns real property within the Region 1 boundaries of the Neighborhood Council.</u>
Region 2 Representative Terms: 2 Years	2	Elected	Stakeholders who live, work, or own real property in Region 2 and are 18 years or older at the time of election. Anyone who lives, works, or owns real property within the Region 2 boundaries and who are 18 years of age or older at the time of election.	Stakeholders who live, work or own real property in Region 2 and are 16 years of age or older <u>Any Stakeholder, as defined in Admin. Code § 22.801.1(a), who is at least 16 years of age and lives, works, owns real property within the Region 2 boundaries of the Neighborhood Council.</u>
Region 3 Representative Term: 2 Years	2	Elected	Stakeholders who live, work, or own real property in Region 3 and are 18 years or older at the time of election. Anyone who lives, works, or owns real property within the Region 3 boundaries and who are 18 years of age or older at the time of election.	Stakeholders who live, work or own real property in Region 3 and are 16 years of age or older. <u>Any Stakeholder, as defined in Admin. Code § 22.801.1(a), who is at least 16 years of age and lives, works, owns real property within the Region 3 boundaries of the Neighborhood Council.</u>

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Region 4 Representative Term: 2 Years	2 4	Elected	Stakeholders <u>Anyone</u> who lives, works, or owns real property <u>within</u> in Region 4 <u>boundaries</u> and <u>who</u> are 18 years or older at the time of election.	Stakeholders who live, work or own real property in Region 4 and are 16 years of age or older. <u>Any Stakeholder, as defined in Admin. Code § 22.801.1(a), who is at least 16 years of age and lives, works, owns real property within the Region 4 boundaries of the Neighborhood Council.</u>
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Neighborhood Purposes Grants (NPG) Expenditures Category	
Neighborhood Purpose Grants	2500
Total NPG Expenditures	2500

Community Improvement Projects (CIP) Expenditures Category	
Street Banners	1000
Pinewood Mural	1000
Community Improvement Projects	2500
Total CIP Expenditures	4500

TOTAL ANNUAL BUDGET ALLOCATIONS	
Office/Operational Expenditures	12000
Outreach Expenditures	10000
Election Expenditures	3000
General and Operational Expenditures	25000
Neighborhood Purposes Grants (NPG) Expenditures	2500
Community Improvement Projects (CIP) Expenditures	4500
TOTAL EXPENDITURES FOR THE FISCAL YEAR	32000

_____ Neighborhood Council Annual Budget for Fiscal Year: 2022 - 2023 _____	
Annual Budget Funds	32000
Rollover Funds*	
Total Annual Budget Funds	32000

Office/Operational Expenditures Category	
US Storage	5388
Web Corner	1800
Ring Central	468
Constant Contact	1140
US Post Office	388
Zoom	469
General Printing	1000
Adobe	330
Minute Take	500
Operations	517
Total Office/Operational Expenditures	12000

*The Funding Program will notify each NC of their Fiscal Year closing balance including available rollover funds and/or applicable adjustment, if any, approximately August 1st or next business day. Depending on when an NC submits its Admin Packet/annual budget, the NC may need to revise and resubmit its annual budget to account for any rollover and/or adjustments.