

Sunland-Tujunga Neighborhood Council

IMPROVING THE QUALITY OF LIFE IN SUNLAND TUJUNGA

7747 Foothill Blvd., Tujunga, CA 91042 • www.stnc.org • 818-951-7411 • FAX 818-951-7412



APPROVED BY UNANIMOUS VOTE OF THE SUNLAND-TUJUNGA NEIGHBORHOOD COUNCIL BOARD ON 10-14-15

October 14, 2015

RE: CF 15-0484 and CF 15-0484-S1

Honorable Herb Wesson, President Los Angeles City Council
Honorable Mitchell Englander, President Pro Tempore
Honorable Members of the City Council
Honorable Mike Feuer, City Attorney
Honorable Ron Galperin, City Controller

To the City Council of the City of Los Angeles:

The purpose of this letter is to communicate to the City Council of the City of Los Angeles that the **SUNLAND-TUJUNGA NEIGHBORHOOD COUNCIL (STNC) WILL STAND FIRM AND REMAIN IN ITS OFFICE AND MEETING SPACE AT NORTH VALLEY CITY HALL, 7747 FOOTHILL BLVD., TUJUNGA ALSO KNOWN AS THE SUNLAND-TUJUNGA MUNICIPAL BUILDING.** The full City Council erred in voting not once, but twice (CF 15-0484 and CF 15-0484-S1) to approve vacant space to be leased and/or Right of Entry Permits extended to two non-profits: LA Conservation Corps and LA Family Housing because the City Council was lead to believe that the building was underutilized and vacant. This is factually incorrect.

STNC Board Members, Gail Carlson and Mark Seigel, met with Councilmember Fuentes on September 17, 2015 to discuss the status of the LADOT Art Box project and other unfinished projects spearheaded by the STNC where the Council Office is the point of contact to complete the necessary paperwork. Upon the completion of their meeting, Councilmember Fuentes stated that the North Valley City Hall (NVCH) building was being rekeyed and leases were being arranged for all who use the building. Councilmember Fuentes never mentioned that the STNC sharing agreement was being terminated or that the STNC office needed to be vacated and he did not say that the over 10 Community meetings that STNC holds at NVCH needed to cease taking place at NVCH. The Board Members left the meeting expecting to hear from Mr. Fuentes or his staff regarding a lease arrangement as he described it.

On September 28, 2015 Councilmember Fuentes called Mark Seigel, President of STNC, stating that the STNC will need to move out of the small office at NVCH, no committee meetings can be held in the future at NVCH, that only the October and possibly November 2015 Board meetings would be OK to hold there. Mr. Fuentes stated he has already terminated the agreements with the local community's Narcotics Anonymous and Bloomin' Squares non profit and removed them from the building. This alarming news sent shock waves throughout the community. How is it possible for the STNC to be suddenly, within 10 days without cause, be evicted from its consistent and ongoing utilization of a small, 200 sq. ft. closet-sized office at NVCH and further that meetings that the community depends on would now have to all be rescheduled at other location or locations?

The STNC has a current Office Sharing Acknowledgement prepared by the Department of Neighborhood Empowerment for the use of NVCH since October 12, 2004. This acknowledgement is thorough and has been well respected and honored throughout the past 11 years. The STNC is a Certified Neighborhood Council by Los Angeles City Charter Section 900 and as such is a City entity. The elected Board functions according to the Brown Act, ENS (Early Notification System), requires Ethics and Funding certifications and advises the City and City departments on the delivery of City services. Only two reasons for cancelling the Office Sharing arrangement are contained within the October 12, 2004 document:

1. The Council Office or any other City department or City operation requires the use of the space.
2. The STNC does not adhere to the rules and guidelines, as set forth by the Council office, with respect to the shared space arrangement.

RE: CF-15-0484 and CF 15-0484-S1

Throwing out the STNC and leasing its current office and meeting location to a non-profit organization is not one of the reasons. Councilmember Fuentes stated his need to evict the STNC from its office is to make room for the nonprofits.

Through Council Files 15-0484 and 15-0484-S1, the City Council voted to allow the lease and Right of Entry to two nonprofits to occupy the vacant and underutilized space at this facility. The STNC knows that the Councilmember is the caretaker for the facility during his tenure and that vacant space exists on the North West side of the building that was most recently occupied by the Community Development Department and then abruptly vacated. The STNC occupies a small office space and storage space. There is also a closet office set aside for the use of LAPD Foothill Division which was also omitted from both motions. The community appreciates that LAPD Foothill has this space available to them and hopes they can also keep it to serve the community.

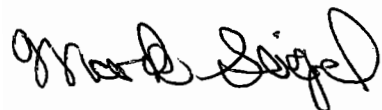
The City of Los Angeles should not have to suffer more costly mistakes because of factual, omitted information to move the STNC office and meetings from NVCH.

There is no reason to entirely rekey the NVCH building. The new nonprofits, LA Conservation Corps and LA Family Housing can access the building and use it during the day as they have indicated in their Right of Entry. The STNC holds meetings always after 5 p.m. to accommodate the needs and schedules of the community we serve.

The SUNLAND-TUJUNGA NEIGHBORHOOD COUNCIL looks to you, the City Council of the City of Los Angeles, to resolve this issue and **halt the lock out** of the STNC by Councilmember Felipe Fuentes. It's unjustified, wrong and brings significant cost to the City.

Thank you and we look forward to hearing back from you.

SUNLAND-TUJUNGA NEIGHBORHOOD COUNCIL



Mark Seigel
President

cc: Grayce Liu, General Manager, Department of Neighborhood Empowerment/EmpowerLA
Board of Neighborhood Commissioners
Los Angeles City Ethics Commission
Valley Alliance of Neighborhood Councils
Los Angeles Neighborhood Council Coalition
STNC Board
Sylmar, Mission Hills, Pacoima, Foothill Trails District, Arleta, North Hills East, Sun Valley Area, Panorama City, North Hollywood North East, Canoga Park, Northridge East Neighborhood Councils, NC Valley Village
LA Daily News
LA Times
CityWatchLA

CITY OF LOS ANGELES
CALIFORNIA



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DEPARTMENT OF
NEIGHBORHOOD EMPOWERMENT

334-B EAST SECOND STREET
LOS ANGELES, CA 90012

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TOLL-FREE: (800) LA HELPS

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E-MAIL: donna@nelloadcity.org

GREG NELSON
GENERAL MANAGER

CLAUDIA DURIN
ASSISTANT GENERAL MANAGER

www.lacityneighborhoods.com

Office Space Sharing Acknowledgement

October 12, 2004

Honorable Wendy Greuel
Attn: Rosalind Stewart
Council District 2, Sunland-Tujunga Municipal Building
7747 Foothill Boulevard
Tujunga, CA 91042

Sunland-Tujunga Neighborhood Council
Elected Board Members

**SUBJECT: ACKNOWLEDGEMENT OF OFFICE SPACE ARRANGEMENT - SUNLAND
TUJUNGA NEIGHBORHOOD COUNCIL**

Dear Ms. Stewart and Elected Board Members:

This letter will serve to confirm the office space sharing arrangement between the office of the Honorable Wendy Greuel, Council District 2, Sunland-Tujunga Field Office and the Department of Neighborhood Empowerment (Department), on behalf of the Sunland-Tujunga Neighborhood Council (STNC).

As you know, the Department is charged with supporting the Neighborhood Councils as part of the citywide system established by City Charter Section 900, et seq. Although not identified as individual departments of the City, Neighborhood Councils are certified by the Board of Neighborhood Commissioners, receive funding from the City for their operations, outreach and neighborhood improvement projects.

This letter is the official acknowledgement of the office space sharing arrangement between the Sunland-Tujunga Field Office for Council District 2 (Councilmember Greuel through Ms. Stewart) and the Department, on behalf of the STNC. This correspondence therefore documents, for our administrative records, this office space sharing arrangement.

As discussed and understood in our meeting and assessment of the office space on October 1, 2004, the STNC will be permitted to occupy and share the space as follows:

1. Certified Neighborhood Council Name: Sunland - Tujunga Neighborhood Council
 - Location: Office of Councilmember Wendy Greuel
Council District 2
Sunland - Tujunga Municipal Building
7747 Foothill Boulevard, Room 101
Tujunga, CA 91042
 - Mailing Address: Sunland - Tujunga Neighborhood Council
7747 Foothill Boulevard, Room 101
Tujunga, CA 91042
 - Primary Occupant: Councilmember Wendy Greuel & Staff
Council District 2, Sunland - Tujunga Field Office

2. Approx Room/Office Space: 300 square feet

3. Days and Hours that the Neighborhood Council is permitted to utilize the shared space:
 - Monday through Friday, including after normal business hours.
 - Saturdays and Sundays, as necessary.

4. The primary occupant consents to permit STNC the use of the following office equipment/facilities:
 - Use of the kitchen area
 - Use of the restroom facilities
 - Use of common meeting space, depending upon availability and in coordination with Council Office staff.
 - Use of parking area.

5. The STLC is responsible for maintaining supplies for their exclusive use, as follows:
 - Office supplies

6. Existing City Office furniture/equipment that may be utilized by the Neighborhood Council:
 - One Desk
 - Three Office Chairs
 - Photocopy Machine

7. The Council Office has agreed to share amenities, such as, air conditioning, heating and conference room facilities. However the Council Office requests that the Neighborhood Council be conscientious and turn off items when not in use.

8. A separate account for telephone, facsimile and Internet services will be established in the name of and paid for by the STNC. The STNC is responsible for maintaining an individual telephone line and answering system. Due to the established separate communications account, the Neighborhood Council shall not use the telephones of the Council Office.

9. Premises Access:
 - a. The following STNC Board Members have been issued keys* for the main entrance door and for Room 101:
 - Ed Rock, STNC Logistics Manager

* Note: The unauthorized copying of keys to a government facility is strictly prohibited, unless the Council Office provides written permission. Copying keys without authorization is a basis for termination of the space sharing arrangement.

10. The STNC Emergency Contact is:
 - Cindy Cleghorn, (818) 985-6671

11. The Council Office Emergency Contact is:
 - Rosalind Stewart, District Director for Councilmember Greuel
(818) 755-7676

12. The Sunland - Tujunga Neighborhood Council is expected to observe any additional office rules and guidelines set forth by the Council Office, as needed.

13. Because this is a City-leased space, Councilmember Greuel has the authority to revoke the space sharing arrangement with the Sunland - Tujunga Neighborhood Council (providing 30 days written notice), under the following conditions:

- a. The Council Office or any other City department or City operation requires the use of the space.
- b. The STNC does not adhere to the rules and guidelines, as set forth by the Council Office, with respect to the shared space arrangement.

If you have any questions or concerns, please do not hesitate to contact Jacqueline Mendez, Neighborhood Council Office Space Program Administrator, at 213-485-4278, or electronically at Jmendez@mailbox.lacity.org.

Very truly yours,



CLAUDIA DUNN
Assistant General Manager

With additional copies to:

- o Peter N. King
Office of the City Attorney
- o Pat Davenport
Council District 2, Sunland - Tujunga Field Office
- o Jacqueline Mendez, Program Administrator
NC Office Space Program
- o Sarah Bell, Staff Assistant
NC Office Space Program
- o Mark Lewis, Acting Sr. Project Coordinator
NC Advocates Section
- o Christine Jerian, Project Coordinator
NC Advocates Section
- o Kevin McNeely, Program Administrator
NC Funding Program


MOTION

The Los Angeles Conservation Corps (LACC) is the nation's largest urban conservation corps and leading youth development organization in Los Angeles. The LACC provides at-risk youth and school-aged youth job skills training, education, and work experience with an emphasis on conservation and service projects that benefit the community. Examples of some of these projects include building parks, planting trees, refurbishing hiking trails, and building community gardens. The LACC prepares its youth participants for post-secondary education and living wage jobs and hopes to inspire them to be of service to their own communities.

The LACC has offices and provides services throughout Los Angeles, but they do not have a permanent satellite office in the San Fernando Valley. Staff members currently commute from their existing South Los Angeles and Northeast Los Angeles offices on a regular basis to provide their valuable services to Valley communities.

The field office for Council District (CD) 7 is located in Sunland-Tujunga at 7747 Foothill Boulevard. CD 7 occupies approximately one-third of the 1,800 square foot facility. The remainder of the facility is comprised of a multi-purpose room and space which has been vacant for the past two years. The underutilized space is ideal for LACC and could provide the organization with a much needed Valley location. The City should work with LACC to reach a mutually beneficial arrangement for the use of vacant space at the Sunland-Tujunga Municipal Building.

I THEREFORE MOVE that the City Council direct the Department of General Services (GSD), with the assistance of the City Administrative Officer and in consultation with the City Attorney, to negotiate and execute a lease with the Los Angeles Conservation Corps for use of vacant space at the City-owned facility located at 7747 Foothill Boulevard, Tujunga, CA 91042, in consideration of the valuable services that will be provided to the residents of the San Fernando Valley.

PRESENTED BY: 
FELIPE FUENTES
Councilmember, 7th District

SECONDED BY: 



mk

APR 21 2015

INNOVATION, TECHNOLOGY AND GENERAL SERVICES COMMITTEE REPORT relative to a lease agreement between the City and the Los Angeles Conservation Corps for use of a vacant space at the City-owned facility located at 7747 Foothill Boulevard, Tujunga, CA 91042.

Recommendation for Council action, pursuant to Motion (Fuentes - Parks):

DIRECT the Department of General Services (GSD), with the assistance of the City Administrative Officer and in consultation with the City Attorney, to negotiate and execute a lease with the Los Angeles Conservation Corps for use of vacant space at the City-owned facility located at 7747 Foothill Boulevard, Tujunga, CA 91042, in consideration of the valuable services that will be provided to the residents of the San Fernando Valley.

Fiscal Impact Statement: Neither the City Administrative Officer nor the Chief Legislative Analyst has completed a financial analysis of this report.

Community Impact Statement: None submitted.

Summary:

At a meeting held on June 9, 2015, the Innovation, Technology and General Services Committee considered Motion (Fuentes - Parks) relative to a lease agreement between the City and the Los Angeles Conservation Corps for use of a vacant space at the City-owned facility located at 7747 Foothill Boulevard, Tujunga, CA 91042.

After providing an opportunity for public comment, the Committee moved to recommend approval of the recommendation as detailed in Motion (Fuentes - Parks). This matter is now submitted to Council for its consideration.

Respectfully Submitted,

INNOVATION TECHNOLOGY AND GENERAL SERVICES COMMITTEE

<u>MEMBER</u>	<u>VOTE</u>
BLUMENFIELD:	YES
BONIN:	YES
O'FARRELL:	YES




ev
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11A

MOTION

I MOVE that the matter of the Innovation, Technology and General Services Committee Report, Item 11 on today's City Council agenda (CF 15-0484) BE AMENDED to instruct the Department of General Services to issue a Right of Entry (ROE) permit to the Los Angeles Conservation Corps (LACC) for use of vacant space at the City-owned facility located at 7747 Foothill Boulevard, Tujunga, CA 91042, commencing upon execution of the ROE and terminating upon execution of a lease between the City and LACC for use of the above property.

PRESENTED BY: 
FELIPE FUENTES
Councilmember, 7th District

SECONDED BY: 

ORIGINAL

JUN 23 2015

HOLLY L. WOLCOTT
CITY CLERK

GREGORY R. ALLISON
EXECUTIVE OFFICER

When making inquiries relative to
this matter, please refer to the
Council File No.: 15-0484

City of Los Angeles
CALIFORNIA



ERIC GARCETTI
MAYOR

OFFICE OF THE
CITY CLERK

Council and Public Services Division

200 N. SPRING STREET, ROOM 395
LOS ANGELES, CA 90012
GENERAL INFORMATION - (213) 978-1133
FAX: (213) 978-1040

SHANNON HOPPES
DIVISION MANAGER

CLERK.LACITY.ORG

OFFICIAL ACTION OF THE LOS ANGELES CITY COUNCIL

June 24, 2015

Council File No.: 15-0484

Council Meeting Date: June 23, 2015

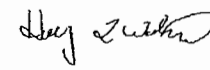
Agenda Item No.: 11

Agenda Description: INNOVATION, TECHNOLOGY AND GENERAL SERVICES COMMITTEE REPORT relative to a lease agreement between the City and the Los Angeles Conservation Corps for use of a vacant space at the City-owned facility located at 7747 Foothill Boulevard, Tujunga, CA 91042.

Council Action: INNOVATION, TECHNOLOGY AND GENERAL SERVICES COMMITTEE REPORT AND AMENDING MOTION (FUENTES - BLUMENFIELD) - ADOPTED

Council Vote:

YES	BOB BLUMENFIELD
YES	MIKE BONIN
YES	JOE BUSCAINO
YES	GILBERT A. CEDILLO
ABSENT	MITCHELL ENGLANDER
YES	FELIPE FUENTES
YES	JOSE HUIZAR
YES	PAUL KORETZ
YES	PAUL KREKORIAN
YES	TOM LABONGE
YES	NURY MARTINEZ
YES	MITCH O'FARRELL
ABSENT	BERNARD C PARKS
YES	CURREN D. PRICE
YES	HERB WESSON


HOLLY L. WOLCOTT
CITY CLERK

MOTION

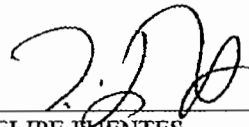
The mission of LA Family Housing (LAFH) is to help families and individuals permanently transition out of the homelessness and poverty through a continuum of housing enriched with supportive services. LAFH provides various resources such as outreach and assessment, housing location and placement, case management, job training and employment services, child care and tutoring, continuing education services, financial literacy, onsite primary and behavioral health care and more. In total, LAFH owns and operates 23 properties, including three emergency or transitional homes and 20 permanently affordable apartment buildings. Approximately 92 percent of LAFH program participants who are placed into permanent housing retain it.

The Campus at LA Family Housing ("The Campus") is not only a response to the growing need for services from chronically homeless individuals; it is also the culmination of a ten-year vision to expand services beyond shelter walls and reinvest in the organization's long-term sustainability. Valley Shelter, located on the site of the future Campus, is one of LAFH's oldest buildings, which is depreciating rapidly at a significant cost to the agency. By razing this facility and building a new development, LAFH and its supporters are investing in the agency's sustainability, expanding on their footprint for service delivery and providing new, lasting solutions to those in need. LAFH has a need to relocate staff during the construction of The Campus until early 2018, and is in search for viable office space.

The field office for Council District (CD) 7 is located in Sunland-Tujunga at 7747 Foothill Boulevard. CD 7 occupies approximately one-third of the 1,800 square foot facility. The remainder of the facility is comprised of a multi-purpose room and space which has been vacant for the past two years. A portion of the underutilized space is ideal for LAFH, and could be a location that provides valuable services to those living in the San Fernando Valley.

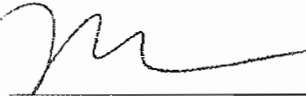
I THEREFORE MOVE that the City Council instruct the Department of General Services (GSD), with the assistance of the City Administrative Officer and in consultation with the City Attorney, to negotiate and execute a lease with LA Family Housing for use of the vacant space at the City-owned facility located at 7747 Foothill Boulevard, Tujunga, CA 91042, in consideration of the valuable services that will be provided to the residents of the San Fernando Valley.

PRESENTED BY:




FELIPE PUENTES
Councilmember, 7th District

SECONDED BY:



ORIGINAL

cab


AUG 28 2015

ENTERTAINMENT AND FACILITIES COMMITTEE REPORT relative to negotiating and executing a lease with LA Family Housing for use of the vacant space at the City-owned facility located at 7747 Foothill Boulevard in Tujunga, California.

Recommendation for Council action, pursuant to Motion (Fuentes - Harris-Dawson):

INSTRUCT the Department of General Services (GSD), with the assistance of the City Administrative Officer and in consultation with the City Attorney, to negotiate and execute a lease with LA Family Housing for use of the vacant space at the City-owned facility located at 7747 Foothill Boulevard, Tujunga, CA 91042, in consideration of the valuable services that will be provided to the residents of the San Fernando Valley.

Fiscal Impact Statement: Neither the City Administrative Officer nor the Chief Legislative Analyst has completed a financial analysis of this report.

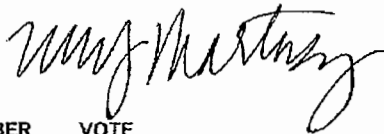
Community Impact Statement: None submitted.

Summary:

At a meeting held on September 8, 2015, the Entertainment and Facilities Committee considered Motion (Fuentes - Harris-Dawson) relative to negotiating and executing a lease with LA Family Housing for use of the vacant space at the City-owned facility located at 7747 Foothill Boulevard in Tujunga, California. After providing an opportunity for public comment, the Committee recommended that Council approve the recommendation contained in the Motion, as detailed above. This matter is now submitted to Council for its consideration.

Respectfully Submitted,

ENTERTAINMENT AND FACILITIES COMMITTEE



<u>MEMBER</u>	<u>VOTE</u>
MARTINEZ:	YES
KREKORIAN:	YES
BUSCAINO:	YES
O'FARRELL:	YES
RYU:	YES

MLE
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-NOT OFFICIAL UNTIL COUNCIL ACTS-

HOLLY L. WOLCOTT
CITY CLERK

GREGORY R. ALLISON
EXECUTIVE OFFICER

When making inquiries relative to
this matter, please refer to the
Council File No.: 15-0484-S1

City of Los Angeles
CALIFORNIA



ERIC GARCETTI
MAYOR

OFFICE OF THE
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Council and Public Services Division

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SHANNON HOPPES
DIVISION MANAGER

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OFFICIAL ACTION OF THE LOS ANGELES CITY COUNCIL

September 21, 2015

Council File No.: 15-0484-S1

Council Meeting Date: September 16, 2015

Agenda Item No.: 35

Agenda Description: ENTERTAINMENT AND FACILITIES COMMITTEE REPORT relative to negotiating and executing a lease with LA Family Housing for use of the vacant space at the City-owned facility located at 7747 Foothill Boulevard in Tujunga, California.

Council Action: ENTERTAINMENT AND FACILITIES COMMITTEE REPORT - ADOPTED

Council Vote:

YES	BOB BLUMENFIELD
YES	MIKE BONIN
YES	JOE BUSCAINO
YES	GILBERT A. CEDILLO
YES	MITCHELL ENGLANDER
ABSENT	FELIPE FUENTES
YES	MARQUEECE HARRIS-DAWSON
ABSENT	JOSE HUIZAR
YES	PAUL KORETZ
YES	PAUL KREKORIAN
ABSENT	NURY MARTINEZ
ABSENT	MITCH O'FARRELL
ABSENT	CURREN D. PRICE
YES	DAVID RYU
YES	HERB WESSON

HOLLY L. WOLCOTT
CITY CLERK