

CITY OF LOS ANGELES

CALIFORNIA



SHERMAN OAKS NEIGHBORHOOD COUNCIL

P O Box 5721
Sherman Oaks, CA 91413
(818) 503-2399

www.shermanoakscnc.org

Committee Members:

Candy Williams – Chair

Jeffery Hartsough

Howard Katchen

Lisa Petrus

Cheryl Shapiro

Sherman Oaks Neighborhood Council

Finance Committee Meeting Agenda

Wednesday, February 26, 2020, 6:30 PM

14930 Ventura Blvd. #210

Sherman Oaks 91403

The public is requested to fill out a "Speaker Card" to address the Board on any item of the agenda prior to the Board taking 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 is within the Board's subject matter jurisdiction will be heard during the Public Comment period. Public comment is limited to 2 minutes per speaker, unless waived by the presiding officer of the Board. The chair reserves the right to change the amount of time given to speakers depending on circumstances. As a covered entity under Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and upon request, will provide reasonable accommodation to ensure equal access to its programs, services, and activities. Sign language interpreters, assistive listening devices, or other auxiliary aids and/or services may be provided upon request. Requests must be made within a reasonable time to the telephone number above or to the "contact us" at the website above. Reports and other committee reference materials may be seen on our website under each committee's meeting agenda. Agendas are posted publicly in the window of the Sherman Oaks Martin Pollard Branch Library 14245 Moorpark Street, Sherman Oaks 91423. Printed copies of board and committee agendas can be obtained by sending a written public records request after the document has been published to PO Box 5721, Sherman Oaks 91413. A check for \$1 plus 10 cents per page plus 49 cents postage made out to the City of Los Angeles must be included with the request. If additional payment is required, you will be notified. For information on the process for board action reconsideration, stakeholder grievance policy, or any other procedural matters related to this Council, please consult the Sherman Oaks Neighborhood Council Bylaws. The Bylaws are available at our Board meetings and our website www.shermanoakscnc.org

AGENDA

1. Call to Order by Candy Williams, Chair
2. Roll Call
3. Review and approval of minutes
4. Introduction of elected officials and staff
 - Questions and answers.
5. Public forum: comments by the public on non-agenda items within the Committee's jurisdiction
6. Chair's Report

7A) New Business. Discussion and possible motion. Action Item Vote Required

A motion to approve the monthly expense report for the period ending November 30, 2019

A motion to approve the monthly expense report for the period ending December 31, 2019;

A motion to approve the monthly expense report for the period ending January 31, 2020;

7B) New Business. Discussion and possible motion. Action Item Vote Required

A motion to approve the revision of the approved budget of the Sherman Oaks Neighborhood Council based on anticipated expenditures for the 2019-2020 fiscal year as follows:

Office& Administration	\$17,300
Outreach	\$20,700
Community Improvement	\$4,000
NPGs	\$7,520
TOTAL	\$49,520

7C) New Business. Discussion and possible motion. Action Item Vote Required

A motion to approve up to \$3,000 to pay for SONC Outreach Committee materials during Fiscal Year 2019-2020;

7D) New Business. Discussion and possible motion. Action Item Vote Required

A motion to approve a board member reimbursement totaling \$29.94 to Jeffrey Hartsough for;

- SONC Board Meeting Feb. 10, 2020
Bottle Water 6 Packs (\$29.94-Costco)

7E) New Business. Discussion and possible motion. Action Item Vote Required

A motion to approve a board member reimbursement totaling \$44.96 to Jeffrey Hartsough for items purchase in 2019;

- SONC Board Meeting June 10, 2019 (Approved in 2019 checks not submitted)
Refreshments (\$17.22-Smart & Final)
Bottled Water (\$18.99-Costco)
SONC Summer Series Events at Van Nuys Sherman Oaks Park:
Zip Ties (\$8.75-ACE Hardware)

7F) New Business. Discussion and possible motion. Action Item Vote Required

A motion to approve a board member reimbursement totaling \$88.76 to Candy Williams for items purchase in 2019;

- SONC Board meeting July 8, 2019 (Approved in 2019 checks not submitted)
Refreshments and Bottled Water (\$30.63-Ralphs Store)
- Finance Committee Meetings-print agendas, expense reports and minutes
Office Supply-Ink (\$58.13-Target)

7G) New Business. Discussion and possible motion. Action Item Vote Required

A motion to approve a Neighborhood Purposes Grant to pay Sherman Oaks Foundation of up to \$2,675 to help graffiti proof the utility boxes within the Sherman Oaks boundaries;

- i) Presentation by applicant
- ii) Public comment and discussion
- iii) Committee discussion and possible motion and vote

8) Committee Business

9). Announcements from the Committee on subject matters within SONC's jurisdiction

10) Adjourn

CITY OF LOS ANGELES
California



Committee Members:

Candy Williams – Chair
Jeffrey Hartsough
Howard Katchen
Lisa Petrus
Cheryl Shapiro

**SHERMAN OAKS
NEIGHBORHOOD
COUNCIL**

P O Box 5721
Sherman Oaks, CA 91413
(818) 503-2399
www.shermanoaksnc.org

**Sherman Oaks Neighborhood Council
Finance Committee Meeting Minutes
Wednesday, January 22, 2020 6:30 PM
14930 Ventura Blvd., #210
Sherman Oaks 91403**

The public is requested to fill out a "Speaker Card" to address the Board on any item of the agenda prior to the Board taking 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 is within the Board's subject matter jurisdiction will be heard during the Public Comment period. Public comment is limited to 2 minutes per speaker, unless waived by the presiding officer of the Board. The chair reserves the right to change the amount of time given to speakers depending on circumstances. As a covered entity under Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and upon request, will provide reasonable accommodation to ensure equal access to its programs, services, and activities. Sign language interpreters, assistive listening devices, or other auxiliary aids and/or services may be provided upon request. Requests must be made within a reasonable time to the telephone number above or to the "contact us" at the website above. Reports and other committee reference materials may be seen on our website under each committee's meeting agenda. Agendas are posted publicly in the window of the Sherman Oaks East Valley Adult Center 5056 Van Nuys Blvd, Sherman Oaks 91423. Printed copies of board and committee agendas can be obtained by sending a written public records request after the document has been published to PO Box 5721, Sherman Oaks 91413. A check for \$1 plus 10 cents per page plus 49 cents postage made out to the City of Los Angeles must be included with the request. If additional payment is required, you will be notified. For information on the process for board action reconsideration, stakeholder grievance policy, or any other procedural matters related to this Council, please consult the Sherman Oaks Neighborhood Council Bylaws. The Bylaws are available at our Board meetings and our website www.shermanoaksnc.org

Minutes of the Finance Committee

1. Meeting called to order by Chair, Candy Williams at 6:33 PM
2. Present – C. Williams, J. Hartsough, H. Katchen, L. Petrus, C. Shapiro
3. Minutes for November were submitted for approval. Motion to accept minutes by H. Katchen, seconded by, Candy Williams. Vote was unanimous.
4. No public officials were present.
5. No public comments.
6. **THE FOLLOWING ACTIONS WERE TAKEN:**

New business item 7A, expense report for periods ending November 30, 2019 and December 31, 2019 were reviewed and tabled due to a discrepancy dispute. C. Williams will email city clerk regarding BOA certificate. Both expense reports can't be given to the SONC board for approval until the dispute is resolved.

New business item 7B, motion to approve a board member's reimbursement was presented for a total of \$39.09. These expenses were incurred for the SONC Board Retreat Meeting on January 18, 2020.

Expenses were for the printing of documents at a Federal Express office for this meeting. Lisa Petrus 1st the motion and it was 2nd by Candy Williams. Motion was approved by SONC Finance Committee. However, J. Hartsough abstained due to conflict of interest.

There were business items and announcements from the Committee on subject matters within SONC's jurisdiction to be discussed.

Item 8, check that was issued to Crosstown has not been cashed. C. Williams will check with the public safety on its status.

Item 9, there was a discussion regarding the tree give away, summer movies and expenditure which will be needed to fix the problems with SONC's website.

The Recreation Center's ice machine is currently broken.

Kristen Sales needs to resign or co-chair Safety Committee with Melissa Menard. Additionally, they may need more funds for the cert program kits.

All SONC giveaways need to have the SONC logo on them.

Need to journal funds for printing expenditures.

The Budget advocates may be requesting funds, per H. Katchen.

The Outreach Committee is getting bids to fix SONC's website.

Meeting was adjourned at 7:05 PM.

Monthly Expenditure Report (Regenerated)



Reporting Month: December 2019 Budget Fiscal Year: 2019-2020

NC Name: Sherman Oaks
Neighborhood Council

Monthly Cash Reconciliation					
Beginning Balance	Total Spent	Remaining Balance	Outstanding	Commitments	Net Available
\$45941.62	\$2974.35	\$42967.27	\$1145.50	\$0.00	\$41821.77

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office	\$38000.00	\$261.15	\$33946.87	\$145.50	\$33801.37
Outreach		\$213.20		\$0.00	
Elections		\$0.00		\$0.00	
Community Improvement Project	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Neighborhood Purpose Grants	\$4000.00	\$2500.00	\$1500.00	\$1000.00	\$500.00
Funding Requests Under Review: \$0.00		Encumbrances: \$0.00		Previous Expenditures: \$3578.78	

Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	RALPHS #0702	12/09/2019	(Credit card transaction)	General Operations Expenditure	Office	\$28.79
2	GOODWAY PRINT AND COPY	12/09/2019	(Credit card transaction)	General Operations Expenditure	Office	\$55.41
3	GOODWAY PRINT AND COPY	12/20/2019	(Credit card transaction)	General Operations Expenditure	Office	\$13.41
4	COPY HUB LLC	12/02/2019	(Credit card transaction)	General Operations Expenditure	Outreach	\$69.20
5	SUBWAY 03018934	12/10/2019	(Credit card transaction)	General Operations Expenditure	Outreach	\$144.00
6	AT&T Messaging	11/12/2019	A motion to approve the Administration Packet for ...	General Operations Expenditure	Office	\$45.78
7	Parents, Teachers/Educators & Students in Action	11/27/2019	A motion to approve e Neighl)(l(hoo...	Neighborhood Purpose Grants		\$2500.00
8	THE WEB CORNER, INC.	12/05/2019	A motion to approve Administrative Package for Fis...	General Operations Expenditure	Office	\$102.50

9	AT&T Messaging	12/16/2019	A motion to approve the Administration Packet for ...	General Operations Expenditure	Office	\$15.26
Subtotal:						\$2974.35

Outstanding Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	THE WEB CORNER, INC.	10/17/2019	A motion to approve the Administration Packet for ...	General Operations Expenditure	Office	\$102.50
2	THE WEB CORNER, INC.	10/21/2019	A motion to approve the Administration Packet for ...	General Operations Expenditure	Office	\$43.00
3	Crosstown LAUSC	12/09/2019	A motion to approve a Neighborhood Purposes Grant ...	Neighborhood Purpose Grants		\$1000.00
Subtotal: Outstanding						\$1145.50

Monthly Expenditure Report



Reporting Month: January 2020

Budget Fiscal Year: 2019-2020

NC Name: Sherman Oaks
Neighborhood Council

Monthly Cash Reconciliation					
Beginning Balance	Total Spent	Remaining Balance	Outstanding	Commitments	Net Available
\$42967.27	\$913.88	\$42053.39	\$1184.59	\$0.00	\$40868.80

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office	\$38000.00	\$86.41	\$33032.99	\$184.59	\$32848.40
Outreach		\$827.47		\$0.00	
Elections		\$0.00		\$0.00	
Community Improvement Project	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Neighborhood Purpose Grants	\$4000.00	\$0.00	\$1500.00	\$1000.00	\$500.00
Funding Requests Under Review: \$0.00		Encumbrances: \$0.00		Previous Expenditures: \$6553.13	

Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	GOODWAY PRINT AND COPY	01/13/2020	(Credit card transaction)	General Operations Expenditure	Office	\$72.32
2	GOODWAY PRINT AND COPY	01/22/2020	(Credit card transaction)	General Operations Expenditure	Office	\$14.09
3	RALPHS #0702	01/13/2020	(Credit card transaction)	General Operations Expenditure	Outreach	\$5.19
4	SUBWAY 03018934	01/14/2020	(Credit card transaction)	General Operations Expenditure	Outreach	\$144.00
5	PANERA BREAD #204237	01/18/2020	(Credit card transaction)	General Operations Expenditure	Outreach	\$307.04
6	STARBUCKS STORE 05815	01/18/2020	(Credit card transaction)	General Operations Expenditure	Outreach	\$27.65
7	4YC	01/18/2020	(Credit card transaction)	General Operations Expenditure	Outreach	\$64.07
8	HUGO'S STUDIO CITY	01/18/2020	(Credit card transaction)	General Operations Expenditure	Outreach	\$279.52
Subtotal:						\$913.88

Outstanding Expenditures						
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1	THE WEB CORNER, INC.	10/17/2019	A motion to approve the Administration Packet for Fiscal Year 2019-20	General Operations Expenditure	Office	\$102.50
2	THE WEB CORNER, INC.	10/21/2019	A motion to approve the Administration Packet for FY 2019-20	General Operations Expenditure	Office	\$43.00
3	Crosstown LAUSC	12/09/2019	A motion to approve a Neighborhood Purposes Grant to Crosstown LAUSC for \$1,000 to initiate a pilot program of 12 monthly reports with relevant data focusing on public safety in the...	Neighborhood Purpose Grants		\$1000.00
4	Jeffrey Hartsough	02/13/2020	A motion to approve A motion to approve a board member reimbursement totaling \$39.09 to Jeffrey Hartsough for; SONG Board Retreat Meeting Jan. 18, 2020 Printing Of Document-FedEx Office	General Operations Expenditure	Office	\$39.09
Subtotal: Outstanding						\$1184.59

Monthly Expenditure Report



Reporting Month: January 2020

Budget Fiscal Year: 2019-2020

NC Name: Sherman Oaks
Neighborhood Council

Monthly Cash Reconciliation					
Beginning Balance	Total Spent	Remaining Balance	Outstanding	Commitments	Net Available
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Neighborhood Purpose Grants	\$4000.00	\$0.00	\$1500.00	\$1000.00	\$500.00
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Subtotal: Outstanding						\$1184.59

Committee Members:

Sarah Manuel – Chair
 Kira Durbin
 Jeffrey Hartsough
 Gil Imber
 Neal Roden
 Harold Shapiro

Alternates
 Marcus Zimmerman
 Hayden Ranshaw
 Levon Baronian
 Sidonia Lax
 Sue Steinberg

CALIFORNIA

**Sherman Oaks Neighborhood Council
 Outreach Committee
 Regular Meeting Agenda**

Tuesday, February 18th, 2020 7:00 p.m.

**David Ryu CD4
 Sherman Oaks Field Office
 14930 Ventura Boulevard, Suite 210
 Sherman Oaks, CA 91403**

**SHERMAN OAKS
 NEIGHBORHOOD COUNCIL**

P O Box 5721
 Sherman Oaks, CA 91413
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www.shermanoaksnc.org

OR CONTACT

**Department of
 Neighborhood Empowerment
 linked through our website
 under "Resources"**

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AGENDA -- Minutes

- 1. Call to Order and Welcome @ 7:09**
- 2. Roll Call and Introductions -- Neal Roden, Harold Shapiro, Kira Durbin, Hayden Ranshaw, Sarah Manuel -- Absent Gil Imber, Jeffrey Hartsough**
- 3. Approval of Prior Meeting Minutes**
 - January 21st, 2020 – Minutes -- approved.
- 4. Chair's Report**

Neighborhood Council Funding Program
APPLICATION for Neighborhood Purposes Grant (NPG)



This form is to be completed by the applicant seeking the Neighborhood Purposes Grant and submitted to the Neighborhood Council from whom the grant is being sought. All applications for grants must be reviewed and approved in a public meeting. Upon approval of the application the Neighborhood Council (NC) shall submit the application along with all required documentation to the Office of the City Clerk, NC Funding Program.

Name of NC from which you are seeking this grant: Sherman Oaks N.C.

SECTION I - APPLICANT INFORMATION

1a)	Sherman Oaks Chamber Foundation	46-3144630	CA	<u>6/13</u>
	<i>Organization Name</i>	<i>Federal I.D. # (EIN#)</i>	<i>State of Incorporation</i>	<i>Date of 501(c)(3) Status (if applicable)</i>
1b)	14827 Ventura Blvd Suite 207	Sherman Oaks	CA	91403
	<i>Organization Mailing Address</i>	<i>City</i>	<i>State</i>	<i>Zip Code</i>
1c)				
	<i>Business Address (if different)</i>	<i>City</i>	<i>State</i>	<i>Zip Code</i>
1d)	PRIMARY CONTACT INFORMATION:			
	Vicki Nussbaum	310-985-8284	vickicarrnussbaum@gmail.com	
	<i>Name</i>	<i>Phone</i>	<i>Email</i>	

2) Type of Organization- Please select one:
 Public School (not to include private schools) Attach Signed letter on School Letterhead **or** 501(c)(3) Non-Profit (other than religious institutions) Attach IRS Determination Letter

3) *Name / Address of Affiliated Organization (if applicable)* *City* *State* *Zip Code*

SECTION II - PROJECT DESCRIPTION

4) Please describe the purpose and intent of the grant.
 This funding is to help graffiti proof the utility boxes in Sherman Oaks. We also will use the funds to monitor the boxes and remove any graffiti. The utility boxes brand, unify and beautify Sherman Oaks.

5) How will this grant be used to primarily support or serve a public purpose and benefit the public at-large. (Grants cannot be used as rewards or prizes for individuals)
 This money will specifically be used to help keep Sherman Oaks clean from graffiti on the painted utility boxes

SECTION III - PROJECT BUDGET OUTLINE

You may also provide the Budget Outline on a separate sheet if necessary or requested.

6a) Personnel Related Expenses	Requested of NC	Total Projected Cost
graffiti proofing 50 utility boxes at \$50 each	\$ 750	\$ 1500
monthly cleaning of boxes, 12 months at \$200/month	\$ 1200	\$ 2400
	\$	\$

6b) Non-Personnel Related Expenses	Requested of NC	Total Projected Cost
Graffiti proof paint - \$135/each for 10 gallons	\$ 625	\$ 1250
paint brushes and cleansers	\$ 100	\$ 200
	\$	\$

7) Have you (applicant) applied to any other Neighborhood Councils requesting funds for this project?
 No Yes If Yes, please list names of NCs: _____

8) Is the implementation of this specific program or purpose described in Question 4 contingent on any other factors or sources or funding? (Including NPG applications to other NCs) No Yes If Yes, please describe:

Source of Funding	Amount	Total Projected Cost
	\$	\$
	\$	\$
	\$	\$

9) What is the TOTAL amount of the grant funding requested with this application: \$ 2675

10a) Start date: 01/01/2020 10b) Date Funds Required: 03/01/2020 10c) Expected Completion Date: 10/3/2020
 (After completion of the project, the applicant should submit a Project Completion Report to the Neighborhood Council)

SECTION IV - POTENTIAL CONFLICTS OF INTEREST

11a) Do you (applicant) have a current or former relationship with a Board Member of the NC?
 No Yes If Yes, please describe below:

Name of NC Board Member	Relationship to Applicant
Fran Kerzner	board member

11b) If yes, did you request that the board member consult the Office of the City Attorney before filing this application?
 Yes No *(Please note that if a Board Member of the NC has a conflict of interest and completes this form, or participates in the discussion and voting of this NPG, the NC Funding Program will deny the payment of this grant in its entirety.)

SECTION V - DECLARATION AND SIGNATURE

I hereby affirm that, to the best of my knowledge, the information provided herein and communicated otherwise is truly and accurately stated. I further affirm that I have read the documents "What is a Public Benefit," and "Conflicts of Interest" of this application and affirm that the proposed project(s) and/or program(s) fall within the criteria of a public benefit project/program and that no conflict of interest exist that would prevent the awarding of the Neighborhood Purposes Grant. I affirm that I am not a current Board Member of the Neighborhood Council to whom I am submitting this application. I further affirm that if the grant received is not used in accordance with the terms of the application stated here, said funds shall be returned immediately to the Neighborhood Council.

12a) Executive Director of Non-Profit Corporation or School Principal - REQUIRED*

Vicki Nussbaum

PRINT Name

Board Member

Title

Vicki Nussbaum

Signature

11/21/2020

Date

12b) Secretary of Non-profit Corporation or Assistant School Principal - REQUIRED*

Whitney Rosenson

PRINT Name

Board Member

Title

Whitney Rosenson

Signature

11/21/2020

Date

* If a current Board Member holds the position of Executive Director or Secretary, please contact the NC Funding Program at (213) 978-1058 or clerk.ncfunding@lacity.org for instructions on completing this form



Van Nuys #48
 6100 Sepulveda Blvd
 Van Nuys, CA 91411
 (818) 989-5132

U6 Member 304009682001
 6 @ 2.99
 E 782796 ***KSWTR40PK 17.94
 6 @ 2.00
 E 6900000000 CA REDEMP VA 12.00
 *****Bottom of Basket*****
 *****BOB Count 0 *****
 SUBTOTAL 29.94
 TAX 0.00
 **** TOTAL 29.94

XXXXXXXXXXXX2281 H
 AID: A0000000031010
 Seq# 5834 App#: 29513C
 Costco Visa Resp: APPROVED
 Tran ID#: 004100005834....
 Merchant ID: 990048

APPROVED - Purchase
 AMOUNT: \$29.94
 02/10/2020 15:03 48 5 262 101

Costco Visa 29.94
 CHANGE 0.00

TOTAL NUMBER OF ITEMS SOLD - 6
 02/10/2020 15:03 48 5 262 101
 OP#: 101 Name: Greg N

Thank You!

Please Come Again

Whse:48 Trn:5 Trn:262 OP:101

SHERMAN OAKS
 NEIGHBORHOOD COUNCIL

WATER FOR JUNG MEETINGS

6 CASES OF 40 BOTTLES PER CASE

PURCHASED BY

JEFFREY HARTSOUGH

COSTCO

\$ 29.94