

**Sherman Oaks
Neighborhood Council**

Finance Committee

Candy Williams, Chair 1-R

Jeffrey Hartsough, 2-CI
Howard Katchen, 3-R
Lisa Petrus, 4-R
Cheryl Shapiro

CITY OF LOS ANGELES
CALIFORNIA



Sherman Oaks
Neighborhood Council
P.O. Box 5721
Sherman Oaks, CA 91413

Website:
www.ShermanOaksNC.org

Sherman Oaks Neighborhood Council

Regular Finance Committee Meeting (Virtual) Agenda

Wednesday, August 26, 2020, 6:30 PM

How to Join the Virtual Zoom Meeting by Telephone or Online

By Telephone: Dial 1-669-900-6833, Enter Webinar ID 973 7921 6032, and Press #

Online: Cut and Paste <https://zoom.us/j/97379216032>, Press "Enter"

Or on Zoom join meeting screen enter Webinar ID: 973 7921 6032 Press "Enter"

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

Every person wishing to address the Board must dial 1-669-900-6833 and enter 973 7921 6032 and then press # to join the meeting. The meeting can also be joined from the Zoom join meeting screen using Webinar ID: 973 7921 6032. Instructions on how to sign up for public comment will be given to listeners at the start of the meeting.

PUBLIC INPUT AT NEIGHBORHOOD COUNCIL MEETINGS

The public is requested dial *9, when prompted by the presiding officer, to address the Committee on any agenda item before the Committee 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 Committee's jurisdiction will be heard during the General Public Comment period. Please note that under the Brown Act, the Committee 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 Committee meeting. Public comment is limited to two minutes per speaker, unless adjusted by the presiding officer of the Committee.

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.

I. CALL TO ORDER & ROLL CALL

- a. Call to Order by Presiding Officer, Candy Williams
- b. Roll Call

II. ADMINISTRATIVE MOTIONS

- a. Approval of the Minutes of the Wednesday, July 22, 2020, Finance Committee Meeting.

III. COMMENTS BY PUBLIC OFFICIALS

IV. TREASURER'S REPORT

V. FUNDING MOTIONS

- a. **Monthly Expenditure Report (MER), Action Item, Vote Required**
A motion to approve the Sherman Oaks Neighborhood Council's (SONC) Monthly Expenditure Report (MER) for the period ending July 31, 2020. The MER for July 2020, is on the SONC website.
- b. **Reallocation of Fiscal Year 2020 Carryover Funds , Action Item, Vote Required**
A motion to reclassify the FY2020 rollover funds of \$10,000 to the NPG category for the FY2020-2021 budget.
- c. **Neighborhood Council Funding Program Application Request For Neighborhood Purpose Grant (NPG) SONC 2020-20201 Funds to Action Item, Vote Required**
A motion to approve up to \$5,000 for Neighborhood Purpose Grant for Los Angeles Responsibility Pit Bull Owners Inc. for company vehicle auto repair. The NPG for the request, is on the SONC website.
- d. **Neighborhood Council Funding Program Application Request For Neighborhood Purpose Grant (NPG) SONC 2020-20201 Funds to Action Item, Vote Required**
A motion to approve up to \$4,750 for Neighborhood Purpose Grant for Kester Avenue Elementary School to be used to purchase groceries for Food Program for Sherman Oaks LAUSD families.
The NPG for the request, is on the SONC website.

VI. GENERAL PUBLIC COMMENT ON NON-AGENDA ITEMS

VII. FINANCE COMMITTEE BUSINESS

- a. Planning for the 2020-2021 Operation Funding Projects
- b. Review of FY2020-21 SONC Budget Request Form To
Committee Chairs For Projects\Events
- c. Review of Reallocation Operation\Grant Funding

VIII. ADJOURNMENT

THE AMERICAN WITH DISABILITIES ACT

As a covered entity under Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and upon request will provide reasonable accommodation to ensure equal access to its programs, services, and activities. Sign language interpreters, assisted listening devices, or other auxiliary aids and/or services may be provided upon request. To ensure availability of services, please make your request at least 3 business days (72 hours) prior to the meeting by contacting the Department of Neighborhood Empowerment by calling (213) 978-1551 or email:

NCsupport@lacity.org

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.ShermanOaksNC.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 email: gil.imber.sonc@gmail.com.

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

- Sherman Oaks Public Library, 14245 Moorpark St, Sherman Oaks, CA 91423.
- www.ShermanOaksNC.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>

RECONSIDERATION AND GRIEVANCE PROCESS -- For information on the NC's process for board action reconsideration, stakeholder grievance policy, or any other procedural matters related to this Council, please consult the NC Bylaws. The Bylaws are available at our Board meetings and our website www.ShermanOaksNC.org.

Committee Members:

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

**CITY OF LOS ANGELES
California**



**SHERMAN OAKS
NEIGHBORHOOD
COUNCIL**
P O Box 5721
Sherman Oaks, CA 91413
(818) 503-2399

Website:
www.shermanoaksncc.org

**Sherman Oaks Neighborhood Council
Finance Committee Meeting Minutes
Wednesday, July 22, 2020 7:00 PM
Virtual Meeting**

Minutes of the Finance Committee

- I. Meeting called to order by Chair, Candy Williams at 7:00 PM
- II. Present – Candy Williams, Jeffrey Hartsough, Howard Katchen, Lisa Petrus, Cheryl Shapiro, Gil Imber
- III. Minutes for May 2020 were approved as presented. Motion to accept minutes by Jeffrey Hartsough, seconded by, Howard Katchen. The vote was unanimous approved (5 yes and 0 no).
- IV. Treasurer’s report was presented. There were no changes or comments.
- V. **THE FOLLOWING FUNDING MOTIONS WERE REVIEWED & ACTED UPON :**
 - a. Discussion of agenda item V. a, an expense report (MER) for period ending June 30, 2020 was reviewed. Motion to approve was brought by Candy Williams, seconded by Jeffrey Hartsough. Motion was approved unanimously by SONC Finance Committee members (5 yes 0 no).
 - b. Discussion of agenda item V. b, Neighborhood Purpose Grant application for funding L.A. Angeles Responsibility Pit Bull Owners Inc. for company car auto repair was tabled for next month’s meeting. Consent to continue discussion at next month’s finance meeting was unanimous.
- VI. There was one non agenda item that was presented by Alexandra Nasser, an educational committee meeting member and one public comment presented. Ms. Nasser stated that she has emailed the finance committee a NPG for the Chester Elementary food grant program. Kira Dirbin stated that the Outreach committee has reached out to Betty Wong to verify year end totals and feasibility breakdown of expenses for the NPG for dog van repair request.

VII. Finance Committee Business

Item VII. a, The city of Los Angeles has requested copies of the contractual agreement for the website upgrade and website maintenance. The two contracts must be submitted as separate items. We will need clarification of insurance requirements for all vendor contracts. There were no public comments.

Item VII. b, Presently, there have been no SONC committee planning requests for the 2020-2021 Operation Funding Project. There were no public comments.

Item VII. c, The finance committee is awaiting the to see what the balances from previous fiscal year are before approving any additional NPGs There were no committee or public comments.

Meeting was adjourned at 7:29 PM.

Monthly Expenditure Report



Reporting Month: July 2020

Budget Fiscal Year: 2020-2021

NC Name: Sherman Oaks
Neighborhood Council

Monthly Cash Reconciliation					
Beginning Balance	Total Spent	Remaining Balance	Outstanding	Commitments	Net Available
\$42000.00	\$102.50	\$41897.50	\$15.26	\$0.00	\$41882.24

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office	\$27560.00	\$102.50	\$27457.50	\$15.26	\$27442.24
Outreach		\$0.00		\$0.00	
Elections		\$0.00		\$0.00	
Community Improvement Project	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Neighborhood Purpose Grants	\$4440.00	\$0.00	\$4440.00	\$0.00	\$4440.00
Funding Requests Under Review: \$0.00		Encumbrances: \$0.00		Previous Expenditures: \$0.00	

Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	THE WEB CORNER, INC.	07/22/2020	A motion to approve the Office of the City Clerk, Neighborhood Council funding Fiscal Year Administrative Packet for the fiscal year 2020-2021, as presented Please Note: The Web Corner...	General Operations Expenditure	Office	\$102.50
Subtotal:						\$102.50

Outstanding Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	AT&T Messaging	07/20/2020	A Board Motion to approve the office of the City Clerk Neighborhood Council funding program fiscal year Administration Package for the fiscal year 2020-2021 as present.	General Operations Expenditure	Office	\$15.26
Subtotal: Outstanding						\$15.26

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 NC

SECTION I - APPLICANT INFORMATION

- 1a) Los Angeles Responsible Pit Bull Owners, Inc. 46-2563118 CA 09/22/14
Organization Name *Federal I.D. # (EIN#)* *State of Incorporation* *Date of 501(c)(3) Status (if applicable)*
- 1b) 6320 Canoga Avenue, #1700 Woodland Hills CA 91367
Organization Mailing Address *City* *State* *Zip Code*
- 1c) _____
Business Address (If different) *City* *State* *Zip Code*
- 1d) **PRIMARY CONTACT INFORMATION:**
Sammi Maon 310-382-0079 sammi@LARPBO.org
Name *Phone* *Email*
- 2) **Type of Organization- Please select one:**
 Public School (not to include private schools) **or** 501(c)(3) Non-Profit (other than religious institutions)
Attach Signed letter on School Letterhead **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.

Los Angeles Responsible Pit Bull Owners (LARPBO) seeks funding to upgrade the van it uses to transport dogs from the East Valley Animal Shelter (EVAS) to LARPBO training classes at the Van Nuys/Sherman Oaks Park. The 2004 E250 Ford Ecoline van currently does not have fully operational locks and has noticeable exterior damage. Funds would repair the doors and support the cost of a vehicle body wrap, which would ensure the safe transportation of EVAS dogs, trainers, and equipment.

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)

The East Valley Animal Shelter (EVAS) serves homeless animals in the Sherman Oaks area. LARPBO trainers use the van to transport shelter dogs to LARPBO training classes and trails to participate in dog training and socialization exercises -- a free service that LARPBO provides to EVAS. A socialized dog with basic obedience training will have a better chance of getting adopted, which frees up space at the City shelter. See ADDENDUM A.

Furthermore, the van is used to transport training equipment to classes held at the Van Nuys/Sherman Oaks Park, which attract Sherman Oaks residents. The more Sherman Oaks dogs that LARPBO can train, the more well-behaved dogs in the community. A dog that is trained will likely remain home instead of being surrendered to the overburdened City shelter.

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
		\$	\$
		\$	\$
		\$	\$

6b)	Non-Personnel Related Expenses	Requested of NC	Total Projected Cost
	Body work and repairs of company van	\$5,000	\$5,000
		\$	\$
		\$	\$

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: \$5,000

10a) Start date: 07/01/20 10b) Date Funds Required: 07/01/20 10c) Expected Completion Date: 08/31/20
 (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

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*

Troy Smith President  06/05/20
 PRINT Name Title Signature Date

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

Sammi Maon Secretary  06/05/20
 PRINT Name Title Signature Date

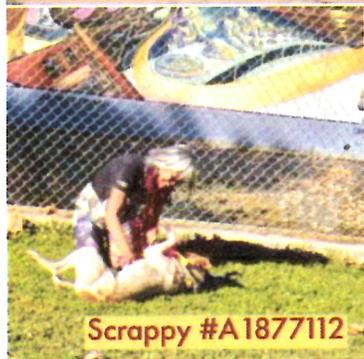
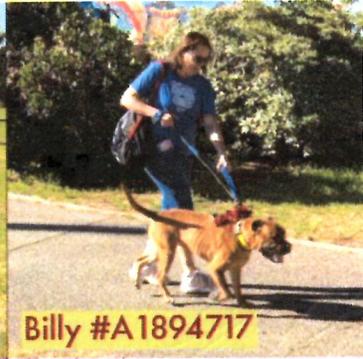
* If a current Board Member holds the position of Executive Director or Secretary, please contact the NC Funding Program at (213) 978-1058 or clerk.ncfunding@lacity.org for instructions on completing this form

ADDENDUM A

Group training class at Van Nuys/Sherman Oaks Park.



LARPBO trainers and advanced dog handlers training East Valley Animal Shelter dogs or on a day trip.



**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 Neighborhood Council (SONC)

SECTION I - APPLICANT INFORMATION

1a) Kester Avenue Elementary PTA 95-6204899 CA
Organization Name Federal I.D. # (EIN#) State of Incorporation Date of 501(c)(3) Status (if applicable)

1b) 5353 Kester Avenue Sherman Oaks CA 91411
Organization Mailing Address City State Zip Code

1c) _____
Business Address (if different) City State Zip Code

1d) PRIMARY CONTACT INFORMATION:

Amanda Plummer 858-335-2729 amanda@plummer.org
Name Phone Email

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

3) Kester Avenue Elementary / Magnet School Sherman Oaks CA 91411
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 grant will be used to purchase grocery store gift cards which will be distributed to Sherman Oaks LAUSD families who apply and are accepted by the special committee that has been created by the education committee. Kester Elementary PTA will adopt a memorandum of understanding to ensure the transparency and that the gift cards are given to the applicants most in need, as defined by the special committee.

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 will fund the Food Grant Program created by the SONC education committee to combat increased food insecurities that have been exacerbated by the Covid-19 pandemic. The application requires proof of low-income status (EBT, WIC, Medi-Cal, etc.) and will be offered at all 6 LAUSD schools in Sherman Oaks and to senior citizen's receiving Social Security benefits. The 6 schools are Dixie Canyon Elementary, Chandler Elementary, Kester Avenue Elementary, Milikan Middle School and Van Nuys Middle School.

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
	10 x \$75, 10 x \$150, 10 x \$250 in grocery gift cards	\$ 4,750	\$ 4,750
		\$	\$
		\$	\$

6b)	Non-Personnel Related Expenses	Requested of NC	Total Projected Cost
		\$	\$
		\$	\$
		\$	\$

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: \$ 4,750

10a) Start date: 7 / 21 / 20 10b) Date Funds Required: 7 / 21 / 20 10c) Expected Completion Date: 9 / 1 / 20
 (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

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*

<u>Amanda Plummer</u> PRINT Name	<u>President, Kester PTA</u> Title	<u></u> Signature	<u>7/21/20</u> Date
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12b) Secretary of Non-profit Corporation or Assistant School Principal - REQUIRED*

<u>Cintya Pranata</u> PRINT Name	<u>Kester PTA Board</u> Title	<u></u> Signature	<u>7/21/20</u> Date
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* 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

