

Monthly Expenditure Report



Reporting Month: April 2019

Budget Fiscal Year: 2018-2019

NC Name: Sherman Oaks
Neighborhood Council

Monthly Cash Reconciliation					
Beginning Balance	Total Spent	Remaining Balance	Outstanding	Commitments	Net Available
\$23763.79	\$3700.39	\$20063.40	\$3919.70	\$0.00	\$16143.70

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office	\$31000.00	\$787.64	\$12413.40	\$864.70	\$10593.70
Outreach		\$246.50		\$955.00	
Elections		\$2666.25		\$0.00	
Community Improvement Project	\$3000.00	\$0.00	\$3000.00	\$0.00	\$3000.00
Neighborhood Purpose Grants	\$8000.00	\$0.00	\$4650.00	\$2100.00	\$2550.00
Funding Requests Under Review: \$0.00		Encumbrances: \$0.00		Previous Expenditures: \$18236.21	

Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	SUBWAY 03018934	04/09/2019	(Credit card transaction)	General Operations Expenditure	Outreach	\$144.00
2	GOODWAY PRINT & COPY	04/10/2019	(Credit card transaction)	General Operations Expenditure	Elections	\$182.04
3	COPY HUB LLC	04/22/2019	(Credit card transaction)	General Operations Expenditure	Elections	\$95.27
4	LLOYD Staffing Inc	03/29/2019	A motion to approve up to \$2,500 for payments...	General Operations Expenditure	Office	\$442.38
5	City of Los Angeles Department of Recreation and Parks	03/29/2019	Motion from the Executive Committee SONC approves ...	General Operations Expenditure	Office	\$330.00
6	Gold Metropolitan Media	03/29/2019	A motion to approve up to \$5,000 for election...	General Operations Expenditure	Elections	\$2388.94
7	AT&T Messaging	04/18/2019	A motion to approve up to \$185 to pay AT&...	General Operations Expenditure	Office	\$15.26
8	THE WEB CORNER, INC.	04/18/2019	A motion to approve up to \$1,500 to pay The W...	General Operations Expenditure	Outreach	\$102.50

Subtotal:	\$3700.39
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Outstanding Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	LLOYD Staffing Inc	04/18/2019	A motion to approve up to \$2,500 for payments...	General Operations Expenditure	Office	\$262.20
2	Lloyd Staffing, Inc.	05/03/2019	A motion to approve up to \$2,500 for payments...	General Operations Expenditure	Office	\$602.50
3	THE WEB CORNER, INC.	05/03/2019	A motion to approve up to \$1,500 to pay The W...	General Operations Expenditure	Outreach	\$205.00
4	City of Los Angeles Dept. of Neighborhood Empowerment	05/03/2019	A motion to approve up to \$750 to be transfer...	General Operations Expenditure	Outreach	\$750.00
5	Los Angeles Responsible Pit Bull Owners Inc	05/03/2019	A motion to approve a Neighborhood Purposes grant ...	Neighborhood Purpose Grants		\$2100.00
Subtotal: Outstanding						\$3919.70

CC #42



Subway#1893-0 Phone 818-784-9804
15053 Ventura Blvd
Sherman Oaks, CA, 91403
Served by: 9 4/8/2019 5:17:24 pm
Term ID-Trans# 1/A-223907

Qty	Size	Item	Price
1		3FT Giant Sub	48.00
		-2 Tuna GSsect	0.00
1		3FT Giant Sub	48.00
		-2 Turkey GSsect	0.00
1		3FT Giant Sub	48.00
		-2 Roast Beef GSsect	0.00
Sub Total			144.00
Total (Take Out)			144.00
Credit Card			144.00
Change			0.00

Approval No: 092833
Reference No: 909900514314
Card Issuer: Mastercard
Account No: *****8480
Acquired: Manual
Amount: \$144.00
Date/Time: 4/8/2019 5:17:24 PM

Signature:

X
I agree to pay above total amount according to the Card Issuer Agreement.

CUSTOMER COPY:

Order ID: 746-199-1408794

Let us know how we did today at global.subway.com and we'll send you a sweet offer.

re-ceipt powered by **mobivity**

Goodway Print & Copy

15121 Ventura Blvd.

Sherman Oaks, CA 91403

Phone: (818) 783-5172

Fax: (818) 783-8649

www.goodwayprintcopy.com

Transaction : Sale

Date : 4/9/2019

Time : 1:10:56 PM(EST)

Invoice # : 42813

Customer # : 3

PO / Order # : na

Card Type : Master Card

Card Number : XXXXXXXXXXXXXXX8480

Entry Method : Keyed

Total Amount : 182.04

Authorization : Approved - 069138

Ref Note:

Signature

X _____

I Agree to pay the above amount according to the card issuer agreement



INVOICE LF

15121 Ventura Boulevard
 Sherman Oaks, California 91403

VOICE: (818) 783-5172 • FAX: (818) 783-8649

EMAIL: goodway@goodwayprintcopy.com

No. **42813**

Date 4/9/2019

Customer P.O. No.

SHERMAN OAKS
 NEIGHBORHOOD COUNCIL/Tom
 Capps
 P.O. Box 5721
 Sherman Oaks Ca 91413

Jolie Salter
 (818) 699-2922

QUANTITY	DESCRIPTION	AMOUNT
30	Treasurers Report, 8.5 x 11 White 20# B-KP Copy Multipurpose SMOOTH, 5 sheets, copied on 2 sides 30 Copy Machine Stapling	28.50
75	Agenda, 8.5 x 11 White 20# B-KP Copy Multipurpose SMOOTH, 2 sheets, copied on 2 sides 75 Copy Machine Stapling	30.75
35	Minutes, 8.5 x 11 White 20# B-KP Copy Multipurpose SMOOTH, 2 sheets, copied on 2 sides 35 Copy Machine Stapling	14.35
18	name signs, 8.5 x 11 White 80# CVR-WAUSAU BRIGHT WHITE 5724A , copied on 1 side	90.00
1	B&W, 8.5 x 11 White 20# B-Domtar Multi SMOOTH, 13 sheets, copied on 2 sides 1 Copy Machine Stapling	2.65

Pay Every Invoice with Credit Card Taken by: Account Type: Charge Account PLEASE PAY FROM THIS INVOICE. THANK YOU!	Ship Via:	SUBTOTAL	166.25
		TAX	15.79
		SHIPPING	
		TOTAL	182.04
		AMOUNT DUE	0.00

COPY HUB LLC
13270 MOORPARK ST
SHERMAN OAKS, CA. 91423
818-784-9999

SALE

REF#: 00000006

Batch #: 472

04/22/19

12:28:31

CVV2: M

APPR CODE: 051751

Trace: 6

MASTERCARD

Manual CNP

*****8480

/

AMOUNT

\$95.27

APPROVED

THANK YOU

CUSTOMER COPY

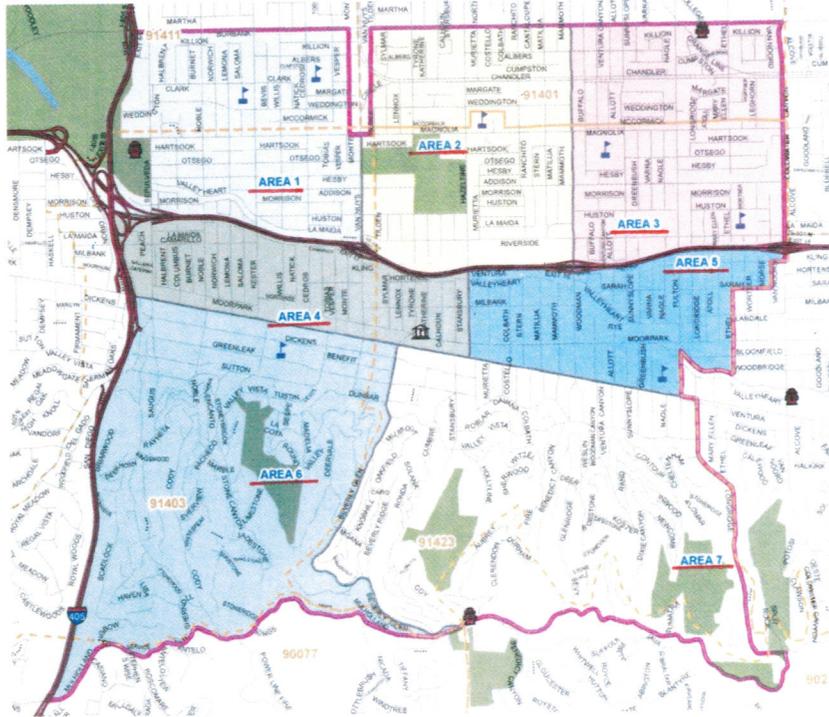
COPYHUB
SHERMAN OAKS
THANK YOU

04/19/2019 4:00PM 01
000000#1071 RAY

	300 @ \$0.29	
DEPT. 01		T1 \$87.00
MDSE ST		\$87.00
TAX1		\$8.27

ITEMS 300Q
CASH \$95.27

Sherman Oaks Neighborhood Council – Geographic Area Areas 1-7



May 19, 2019 Elections – Candidates Up for Election by Area

Area 1 Representatives

Business Levon Baronian vs Unopposed

Area 2 Representatives

Business Cathy Muhlenforth vs Unopposed
 Community Interest Jeffrey Hartsough vs Unopposed
 Residential Lisa Gilford vs Unopposed

Area 3 Representatives

No Open Seats in Area 3

Area 4 Representatives

Business	Joe Cappelletti	vs	Chris B. Wiggins	
Community Interest	Lisa Cappelletti	vs	Sidonia Lax	vs Brian Patton
Residential	Geetha Samynathan	vs	Joshua Johnson	vs Lisa Petrus

Area 5 Representatives

Community Interest Christy Adair vs Unopposed

Area 6 Representatives

Business Christine Kim vs Unopposed
 Community Interest Harold D Shapiro vs Unopposed
 Residential Cheryl A Shapiro vs Gil Imber

Area 7 Representatives

No Open Seats in Area 7



VOTE

Elections

Sunday, May 19, 2019, 1:00-5:00 PM

Sherman Oaks Senior Center

5056 Van Nuys Blvd

INFO: ShermanOaksNC.org

VENDOR: Lloyds Staffing

3/28/2019

CHECK SUMMARY

Item.	Invoice Date	Period	Invoice No.	Hours	Total
1	03/17/19	3/11-3/15/19	409180	8.00	\$174.80
2	03/17/19	3/11-3/15/19	409179	7.00	\$180.18
3	03/10/19	3/4-3/8/19	409046	4.00	\$87.40
4					
TOTAL					\$442.38



INVOICE

You may pay by ACH/wire to:
Wells Fargo Bank, N.A.
Routing #: 121000248
Account #: 4060542594

Please remit payment to:
Lloyd Staffing, Inc.
PO Box 780994
Philadelphia, PA 19178-0994
Billing inquiries: 631.370.7434

Credit Cards Accepted



BILL TO: Attention of: Tom Capps
Sherman Oaks Neighborhood Council
P.O. Box 5721
Sherman Oaks, CA 91413

Thank you for choosing Lloyd Staffing

PO#

DATE	INVOICE NO.	PAGE	ACCOUNT NO.	TERMS:			
03/17/2019	409179	1	117247	Net 90 Days			
PERIOD	DESCRIPTION & EMPLOYEE			HOURS	RATE	AMOUNT	
03/11/19-03/17/19	TRANSCRIPT Salter, Jolie A			7.00	25.74	\$180.18	
				PAY THIS AMOUNT >	TOTAL	\$180.18	

Thank you for your part in our Placements with a Purpose program. Every placement generated by LLOYD supports JDRF with a donation to help fight diabetes.

Employee Timesheet Submission

Employee Name	Salter, Jolie A	Customer Name	LA Dept Neighborhood Empowerment
Assignment Number	260161	Department	
Period Ending Date	3/17/2019 12:00:00 AM	Report To	Ron Ziff
Timesheet Approved By	rziff@shermanoaksnc.org	Timesheet Approved On	3/18/2019 6:01:29 PM

Date	IN 1	OUT 1	IN 2	OUT 2	IN 3	OUT 3	IN 4	OUT 4	Total Hours	Expenses	Pay Code	Approval
03/11/2019	06:30 PM	09:30 PM							3.00	0.00	R	APPROVED
03/14/2019	12:00 PM	04:00 PM							4.00	0.00	R	APPROVED
Totals									7.00	0.00		

Employee Comments	
Client Comments	



INVOICE

You may pay by ACH/wire to:
Wells Fargo Bank, N.A.
Routing #: 12100248
Account #: 4060542594

Please remit payment to:
Lloyd Staffing, Inc.
PO Box 780994
Philadelphia, PA 19178-0994
Billing inquiries: 631.370.7434

Credit Cards Accepted



BILL TO: Attention of: Tom Capps,
SHERMAN OAKS NEIGHBORHOOD COUNCIL
P.O. BOX 5721
SHERMAN OAKS, CA 91413

Thank you for choosing Lloyd Staffing

PO#

DATE	INVOICE NO.	PAGE	ACCOUNT NO.	TERMS:		
03/17/2019	409180	1	117247	Due Upon Receipt		
PERIOD	DESCRIPTION & EMPLOYEE			HOURS	RATE	AMOUNT
03/11/19-03/15/19	EXASST	Salter, Jolie A		8.00	21.85	\$174.80
					TOTAL	\$174.80

Thank you for your part in our Placements with a Purpose program. Every placement generated by LLOYD supports JDRF with a donation to help fight diabetes.

PAY THIS AMOUNT >

TOTAL

\$174.80

Employee Timesheet Submission

Employee Name	Salter, Jolie A	Customer Name	LA Dept Neighborhood Empowerment
Assignment Number	251697	Department	
Period Ending Date	3/17/2019 12:00:00 AM	Report To	Ron Ziff
Timesheet Approved By	rziff@shermanoaksnc.org	Timesheet Approved On	3/18/2019 6:03:05 PM

Date	IN 1	OUT 1	IN 2	OUT 2	IN 3	OUT 3	IN 4	OUT 4	Total Hours	Expenses	Pay Code	Approval
03/11/2019	10:00 AM	02:00 PM							4.00	0.00	R	APPROVED
03/12/2019	10:00 AM	12:00 PM							2.00	0.00	R	APPROVED
03/15/2019	02:00 PM	04:00 PM							2.00	0.00	R	APPROVED
Totals									8.00	0.00		

Employee Comments	
Client Comments	



INVOICE

You may pay by ACH/wire to:
Wells Fargo Bank, N.A.
Routing #: 121000248
Account #: 4060542594

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LLoyd Staffing, Inc.
PO Box 780994
Philadelphia, PA 19178-0994
Billing inquiries: 631.370.7434

Credit Cards Accepted



BILL TO: Attention of: Tom Capps,
SHERMAN OAKS NEIGHBORHOOD COUNCIL
P.O. BOX 5721
SHERMAN OAKS, CA 91413

Thank you for choosing Lloyd Staffing

PO#

DATE	INVOICE NO.	PAGE	ACCOUNT NO.	TERMS:	
03/10/2019	409046	1	117247	Due Upon Receipt	
PERIOD	DESCRIPTION & EMPLOYEE		HOURS	RATE	AMOUNT
03/04/19-03/08/19	EXASST	Salter, Jolie A	4.00	21.85	\$87.40
				PAY THIS AMOUNT >	TOTAL
					\$87.40

Thank you for your part in our Placements with a Purpose program. Every placement generated by LLoyd supports JDRF with a donation to help fight diabetes.



City of Los Angeles Department of Recreation and Parks
Sherman Oaks East Valley Adult Center

Katie O'Kelley-Hendricks, Facility Director
5056 Van Nuys Blvd.
Sherman Oaks, CA 91403
(818) 386-9674

INVOICE

To: SONC

Invoice # SONC19-48513610

Invoice for the following:

Event Name: Sherman Oaks Neighborhood Council (SONC)

Event Dates: Mondays, 4/8/19; 5/13/19; 6/10/19 5:00-10:00 p.m.

Location: Sherman Oaks East Valley Adult Center

5056 Van Nuys Blvd. (Building A)

Sherman Oaks, CA 91403

Total Amount Due: \$330.00* (due upon receipt of invoice)

For staff fees: 15 hours total (5 hours per day for 3 days X \$22.00/hr: \$330.00)

*Please make check or money order out to:

"City of L.A. Department of Recreation & Parks"

City of Los Angeles
CALIFORNIA

OFFICE OF THE
CITY CLERK

Administrative Services Division
200 N. Spring Street, Room 224
Los Angeles, CA 90012
(213) 978-1100
FAX: (213) 978-1107

HOLLY L. WOLCOTT
CITY CLERK

SHANNON HOPPE
EXECUTIVE OFFICER



ERIC GARCETTI
MAYOR

PETTY SANTOS
DIVISION MANAGER

cityclerk.lacity.org

Date: 3/8/2019

To: Ronald Ziff
President, Sherman Oaks Neighborhood Council

From: Petty Santos 
Division Chief, Office of the City Clerk

Re: Authorization for Agreement

This memo authorizes the Sherman Oaks Neighborhood Council (SONC) to enter into the attached Application for Use of Facility with City of Los Angeles Department of Recreation and Parks (RAP) for the Sherman Oaks East Valley Recreation Center on behalf of the City of Los Angeles, Office of the City Clerk. Please ensure that an authorized SONC Board Member for the SONC completes the application, i.e. the application should not be with a SONC Board Member in a private (non-board) capacity and the City of Los Angeles, Department of Recreation and Parks, and that the SONC board approved this service prior to completing the application.

SONC must abide with all the City of Los Angeles, Department of Recreation and Parks Terms and Conditions.

Payments for City of Los Angeles, Department of Recreation and Parks must be pursuant to the Neighborhood Council Funding Program policies and procedures.

Please contact Jeffrey S. Brill at jeff.brill@lacity.org or by calling (213) 978-1223 if you have any further questions.

Email attachments – 4 pages

PS/JSB/PCP

CA# _____ (insurance verification)

PERMIT# _____

City of Los Angeles - Department of Recreation and Parks - Valley Region
APPLICATION FOR USE OF FACILITIES (THIS IS NOT A PERMIT)
APPLICATIONS NOT SUBMITTED TWO WEEKS PRIOR TO EVENT, ARE SUBJECT TO A \$50.00 LATE PROCESSING FEE

PLEASE PRINT AND COMPLETE ITEMS 1 THRU 13 AND SIGN THE DOCUMENT (SIGNATURE OF APPLICANT)

1. Recreation Center Sherman Oaks East Valley Adult Center (SOEVAC)
2. Name Of Organization SHERMAN OAKS NEIGHBORHOOD COUNCIL Representative's Name RON ZIFF
4. Mailing Address P.O. Box 5721 City SHERMAN OAKS Zip 91413
5. Contact Evening # 818-693-5561 Cell # 818-693-5561 e-mail RZIFF@SHERMANOAKSNC.ORG
6. Type of Event MEETING For SONC Board meetings

Day(s)	Month/Date(s)	Time(s)
Sunday		
Monday	<u>4/8, 5/13, 6/10, 7/8/19, 9/9/19</u>	<u>5:00 PM to 10:00 PM</u>
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		

8. Refreshments? Yes No TJ No. Participants: Adult: 70 Youth: 5

9. Facilities/Services Requested (check all that apply):
 Auditorium Kitchen Outdoor Area Other LARGE MEETING ROOM
 Gymnasium Meeting Room Picnic Area Utility Hook-up Field #

10. Is this a Fundraiser? Yes No Will catered food be served? Yes No Canopies/Tents? Yes No

11. Moon Bounce Yes No Company Name N/A
Contact Name _____ Phone No. _____

12. Will you require electrical set-ups? Yes No Will you be erecting/assembling any structures? Yes No

13. If you said "yes" to one or more of the above questions, your event may need insurance, check with the Facility Director.

HOLD HARMLESS/WAIVER OF DAMAGES
Permittee hereby expressly agrees on its behalf and that of its dependents, heirs, assigns and legal representatives: That the City of Los Angeles, its officers, agencies, employees and volunteers shall not be responsible or liable for any injury (physical or mental), death, damage, loss or expense (including legal costs and reasonable attorney fees) either to Permittee, its invitees, or either party's property incurred while Permittee is exercising the above permission or is engaged in activities related thereto.

PERMITTEE HEREBY ASSUMES FULL RESPONSIBILITY FOR ANY AND ALL RISK OF INJURY, DEATH OR PROPERTY DAMAGE
arising out of said activities. Permittee further agrees to indemnify and hold harmless the City, its officers, agencies, employees, and volunteers from all loss or liability, actual or alleged, that may arise from Permittee's conduct, either intentional or negligent, while participating in the above described activities. However, neither the waiver nor the indemnity agreement exempts the City or its officers, agencies, employees or volunteers from acts of gross negligence or willful misconduct.

Permittee hereby represents that:
Permittee is aware of the condition of the public premises and accepts the premises in their present condition. Permittee agrees to abide by all safety regulations. Permittee has carefully reviewed this document, understands its contents, and signs it voluntarily, without being subject to coercion.

THE SALE, SERVING AND CONSUMPTION OF ALCOHOLIC BEVERAGES IS NOT PERMITTED. SOUND AMPLIFYING SYSTEMS ARE PROHIBITED. (MC63.44)

I certify that all statements on this application are complete and correct.
Signature of Applicant/Permittee Ron Ziff for the City of Los Angeles 2019 Date _____

SONC Board Meetings in Building A @ SOEVAC

TO BE COMPLETED BY DIRECTOR IN CHARGE

APPLICATION MUST BE FILLED OUT COMPLETELY, GIVEN IMMEDIATELY TO THE DISTRICT SUPERVISOR FOR APPROVAL WITH ALL FEES PAID IN FULL OR RESERVATIONS REQUIRE AN ADVANCE DEPOSIT OF 50% OF THE TOTAL FEES (PER RATES AND FEES MANUAL). ALL APPLICATIONS ARE TO BE SUBMITTED TO THE REGION OFFICE AT LEAST TWO WEEKS PRIOR TO EVENT.

Facility is Normally: Open Closed Staff Coverage Required: Yes No Hrs Staffed: 5:00 AM PM to 10:00 AM PM

Is Insurance Required: Yes No Multiple days used, activity involves risk, or large event/number of people CAOS / Insurance verification Top of front page

Fees: Non-Fee Permit Fee Generating Permit Proof of Non-Profit status attached Yes No

Basic Room Fee (1st 3 hours) = \$

<input checked="" type="checkbox"/>	# of Staff	x	25	# of Hours requested	x	25	Total Staff Hrs	x	Hourly Rate	\$ 22 ⁰⁰ /hr	=	\$ 550.00
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No. of Additional Hours Needed (Rates & Fees) x Hourly Rate \$ = \$

Additional Rooms (Rates & Fees) x \$ = \$

Use of Kitchen (Rates & Fees) = \$

Refreshment Fee (Rates & Fees) = \$

Field & Gymnasium Rental Fee (Rates & Fees) # of Hours x \$ = \$

Picnic Reservation Fee: 1-50 51-100 101-200 201-400 **see note 400+ **see note = \$

Non-Refundable Permit Fee (All reservations) - deposited into (MRP 500) = \$

Picnic Maintenance Fee (MRP 501) = \$

Moon Bounce Fee (Special Fund) = \$

Rental: Chairs # x \$ Tables # x \$ = \$

Utility Hookup Fee = \$

Clean-up Breakage Refundable Deposit Receipt No. = \$

Other Charges (Please List) = \$

LESS DEPOSIT: Receipt No. _____ Date _____ TOTAL CHARGES: = \$ 550.00

Date Balance Due By: _____ TOTAL: = \$ 550.00

Approval of Director in Charge John Okley-Hennessy Date 2/25/19

Approval of District Supervisor _____ Date _____

Approval of Principal Recreation Supervisor _____ Date _____

Approval of Principal Maintenance Supervisor _____ Date _____

** Supervisor Please Note: For LARGE SPECIAL EVENTS (200 persons or more) contact Principal Supervisor and Superintendent.

** Approval of Regional Superintendent (200 persons or more) _____ Date _____

Comments: _____



City of Los Angeles Department of Recreation and Parks

Sherman Oaks East Valley Adult Center

Katie O'Kelley-Hendricks, Facility Director

5056 Van Nuys Blvd.

Sherman Oaks, CA 91403

(818) 386-9674

INVOICE

To: SONC

Invoice # SONC19-48513610

Invoice for the following:

Event Name: Sherman Oaks Neighborhood Council (SONC

Event Dates: Mondays, 4/8/19, 5/13/19, 6/10/19 5:00-10:00 p.m.

Location: Sherman Oaks East Valley Adult Center

5056 Van Nuys Blvd. (Building A)

Sherman Oaks, CA 91403

Total Amount Due: \$330.00* (due upon receipt of invoice)

For staff fees: 15 hours total (5 hours per day for 3 days X \$22.00/hr: \$330.00

*Please make check or money order out to:

"City of L.A. Department of Recreation & Parks"



**City of Los Angeles Department of Recreation and Parks
Sherman Oaks East Valley Adult Center**

Katie O'Kelley-Hendricks, Facility Director
5056 Van Nuys Blvd.
Sherman Oaks, CA 91403
(818) 386-9674

INVOICE

To: SONC

Invoice # SONC19-7899

Invoice for the following:

Event Name: Sherman Oaks Neighborhood Council (SONC) Board
Meetings

Event Dates: Mondays, 7/8/19; 9/9/19 5:00-10:00 p.m.

Location: Sherman Oaks East Valley Adult Center
5056 Van Nuys Blvd. (Building A)
Sherman Oaks, CA 91403

Total Amount Due: \$220.00* (due upon receipt of invoice)

For staff fees: 10 hrs. total (5 hours per day for 2 days) X \$22.00/hr: 220.00

*Please make check or money order out to:
"City of L.A. Department of Recreation & Parks"

Certificate Of Completion

Envelope Id: DA2A7B452D644A39BDCAC0B589702319	Status: Completed
Subject: Please DocuSign: SONC-LARAP SOEVAC Application April to September 2019 with Letter.pdf	
Source Envelope:	
Document Pages: 5	Signatures: 2
Certificate Pages: 2	Initials: 0
AutoNav: Disabled	Envelope Originator:
Envelopeld Stamping: Disabled	Jeffrey Brill
Time Zone: (UTC-08:00) Pacific Time (US & Canada)	200 N. Spring Street, Room 224
	Los Angeles, CA 90012
	jeff.brill@lacity.org
	IP Address: 161.149.63.200

Record Tracking

Status: Original	Holder: Jeffrey Brill	Location: DocuSign
3/8/2019 2:52:21 PM	jeff.brill@lacity.org	

Signer Events

Signer Events	Signature	Timestamp
Petty Santos petty.santos@lacity.org Division Manager, Administrative Svcs. Security Level: Email, Account Authentication (None)	 Signature Adoption: Drawn on Device Using IP Address: 104.172.198.233 Signed using mobile	Sent: 3/8/2019 2:52:35 PM Resent: 3/8/2019 2:53:48 PM Viewed: 3/8/2019 6:47:31 PM Signed: 3/8/2019 6:48:05 PM

Electronic Record and Signature Disclosure:
Not Offered via DocuSign

Ron Ziff for the City of Los angeles rziff@shermanoaksnc.org President Security Level: Email, Account Authentication (None)	 Signature Adoption: Pre-selected Style Using IP Address: 162.228.185.32	Sent: 3/8/2019 6:48:06 PM Resent: 3/11/2019 8:02:03 AM Viewed: 3/9/2019 6:06:32 AM Signed: 3/11/2019 4:49:06 PM
--	---	--

Electronic Record and Signature Disclosure:
Not Offered via DocuSign

In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	3/11/2019 8:02:03 AM
Certified Delivered	Security Checked	3/9/2019 6:06:33 AM
Signing Complete	Security Checked	3/11/2019 4:49:06 PM
Completed	Security Checked	3/11/2019 4:49:06 PM

Payment Events

Status

Timestamps

Office of the City Clerk

Administrative Services Division

Neighborhood Council (NC) Funding Program

Board Action Certification Form



NC Name: Sherman Oaks Meeting Date: Feb 11, 2019

Budget Fiscal Year: 2018-2019 Agenda Item No: 10-D

Board Motion and/or Public Benefit Statement (CIP and NPG): Motion from the Executive Committee SONC approves the expenditure of funds of up to \$500 to pay for site use expenses at other city owned facilities including but not limited to Van Nuys/Sherman Oaks Park and the East Valley Adult Center.

Method of Payment: (Select One) [] Check [] Credit Card [] Board Member Reimbursement

Vote Count

Recused Boardmembers must leave the room prior to any discussion and may not return to the room until after the vote is complete.

Table with 8 columns: Board Member First and Last Name, Board Position, Yes, No, Abstain, Absent, Ineligible, Recused. Rows include Babian, Avo; Banks-Barad, Jill; Vacant; Binkow, Michael; Capps, Tom; Hartsough, Jeffrey; Kalban, Jeffrey; Katchen, Howard; Lax, Sidonia; Vacant; Mernard, Melissa; Kerzner, Fran; Petrus, Lisa; Roden, Neal; Sales, Kristin; Steinberg, Sue; Williams, Candy; Yatman, Deatra; Ziff, Ron; VACANT; Olds, Sarah. Total: 17 Yes, 0 No, 0 Abstain, 1 Absent, 0 Ineligible, 0 Recused.

Quorum: 11

We, the Treasurer and the Second Signer of the above named Neighborhood Council, declare that the information presented on this form is accurate and complete, and that a public meeting was held in accordance with all laws, policies, and procedures. The above was approved by the Neighborhood Council Board, at a Brown Act compliant public meeting where a quorum of the Board was present.

Treasurer's Signature: Tom Capps; Second Signer's Signature: Jeff Hartsough; Print/Type Name: Tom Capps, Jeff Hartsough; Date: 2/11/19, 02-11-2019



21051 Warner Center Lane
 Suite 250A
 Woodland Hills, CA 91367
 www.goldmetropolitan.com

Invoice

Date	Invoice #
3/4/2019	02101

Bill To
Sherman Oaks Neighborhood Council PO Box 5721 Sherman Oaks, CA 91413 Attn: Tom Capps

P.O. Number	Quote Number	Quote Date	Rep	Launch Date	Terms
	AG 2852 B	2/5/2019	KG	3/5/2019	COD
Quantity	Description		Price Each	Amount	
15	"Sherman Oaks Neighborhood Council" City Light Pole Banners 3'(w) x 8'(h) – printed on outdoor vinyl with wind slits (1) image (A/A) –all 4-color process		97.50	1,462.50T	
15	Installation, maintenance & removal of single wings Maintenance includes normal wear & tear for 90 days (maintenance due to any unforeseen circumstances will be extra). Note that location unavailability for any reason during banner hanging pd is subject to additional relocation fees.		52.50	787.50	
	NOTE: City of Los Angeles permit fees waived for Neighborhood Council light pole banners with City seal and approved council motion. Sales Tax		9.50%	138.94	
Remit To:					
Gold Metropolitan Media					
21051 Warner Center Lane, Suite 250A / Woodland Hills, CA 91367 / (Tel) 800.755.9466 / (Fax) 818.348.1956					
Total				\$2,388.94	
Payments/Credits				\$0.00	
Balance Due				\$2,388.94	



QUOTE/SALES ORDER

DATE 2/5/19

JOB # AG 2852 B

SHIP	For installation	<input type="checkbox"/> PRIOR CUSTOMER <input checked="" type="checkbox"/> NEW CUSTOMER <input type="checkbox"/> CREDIT OK BY:
	SAME AS BELOW UNLESS OTHERWISE NOTED	
BILL TO	Sherman Oaks Neighborhood Council P.O. Box 5721 Sherman Oaks, CA 91413 Attn: Tom Capps	TERMS: <input type="checkbox"/> NET 30 <input type="checkbox"/> CIA <input type="checkbox"/> COD <input type="checkbox"/> OTHER EXPLAIN: TBD

<input checked="" type="checkbox"/> TAXABLE <input type="checkbox"/> RESALE <input type="checkbox"/> OUT OF STATE <input type="checkbox"/> SHIPPING EXTRA	SHIP DATE Launch: TBD	ARRIVAL DATE	CUSTOMER P.O.	ACCT. REP. Ken	F.O.B. GMM
QUANTITY	DESCRIPTION		UNIT	AMOUNT	
15	"Sherman Oaks Neighborhood Council" City Light Pole Banners 3'(w) x 8'(h) – printed on outdoor vinyl with wind slits (1) image (A/A) –all 4-color process		\$97.50	\$1,462.50	
15	Installation, maintenance & removal of single wings Maintenance includes normal wear & tear for 90 days (maintenance due to any unforeseen circumstances will be extra). Note that location unavailability for any reason during banner hanging pd is subject to additional relocation fees.		\$52.50	\$787.50	
	NOTE: City of Los Angeles permit fees waived for Neighborhood Council light pole banners with City seal.				
	Sales Tax at current rate of 9.50%				\$138.94
	Sales tax subject to change based on current sales tax rate time of invoicing.			TOTAL AMT. DUE	\$2,388.94

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.



AT&T MESSAGING
 PO BOX 480010
 CHARLOTTE, NC 28269-5300

CUSTOMER NUMBER
8607823
INVOICE DATE
04/01/2019

49

Bill-To Customer:

SHERMAN OAKS NC 1622
 PO BOX 5721 T7 P1
 SHERMAN OAKS, CA 91413-5721



Customer Number	Billing Period	Date Due	Previous Balance	Payments	Credits	Current Charges	TOTAL DUE
8607823	04/01/2019 04/30/2019	04/30/2019	\$15.26	\$15.26	\$0.00	\$15.26	\$15.26

Payments - Thank You	03/20/2019	\$15.26	
Description of Current Charges & Credits	Qty	Unit Price	Ext. Price
UM Standard-Discount Rate	1	\$14.00	\$14.00
8185032399			
City Utility Users Tax			\$1.26

CUSTOMER NUMBER
8607823
INVOICE NUMBER
7448842
DUE DATE
04/30/2019
AMOUNT PAID

Please detach & enclose with payment



REMIT TO:

SHERMAN OAKS NC
 PO BOX 5721
 SHERMAN OAKS, CA 91413-5721

AT&T MESSAGING
 PO BOX 840486
 DALLAS, TX 75284-0486

Invoice

The Web Corner, Inc.
19509 Ventura Blvd. Tarzana CA 91356 (818) 345-7443

Date	Invoice #	Due Date
4/1/2019	18305	4/1/2019

Bill To
Sherman Oaks NC Tom Capps PO Box 5721 Sherman Oaks, CA 91413

P.O. No.	Terms	Project

Quantity	Description	Rate	Amount
1	Monthly Maintenance: includes up to 1 hour for; phone support, web development, requests, & website adjustments	99.00	99.00
1	Email accounts (2 included) Total 3 for shermanoaksnc.org	3.50	3.50
0	Monthly Hosting for shermanoaksnc.org (Included in maintenance)	15.00	0.00

Please remit payment at your earliest convenience. Thank you for your business!	Total	\$102.50
	Payments/Credits	\$0.00
	Balance Due	\$102.50

