

**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](http://www.ShermanOaksNC.org)

## Sherman Oaks Neighborhood Council

### **Regular Finance Committee Meeting (Virtual) Agenda**

Thursday, September 24, 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 951 4003 5446, and Press #**

**Online: Cut and Paste <https://zoom.us/j/95140035446>, Press "Enter"**

**Or on Zoom join meeting screen enter Webinar ID: 951 4003 5446 Press "Enter"**

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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 951 4003 5446 and then press # to join the meeting. The meeting can also be joined from the Zoom join meeting screen using Webinar ID: 951 4003 5446. 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, August 26, 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 Aug. 31, 2020. The MER for Aug. 2020, is on the SONC website.

**b. FY 2021 Election Preparation Discussion and Possible Motion.**

A motion to approve the expenditure of up to \$1,000 for preparation of the FY 2021 elections. Possibility of obtaining social media assistance.

**VI. GENERAL PUBLIC COMMENT ON NON-AGENDA ITEMS**

- a. Ongoing Planning for the FY2020-2021 Operation Funding Projects
- b. Review of FY2020-21 SONC Committee Chairs Budget Request For Projects  
Events

**VII. PUBLIC COMMENT**

Comments by the public on non-agenda items within SONC 's jurisdiction

**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](mailto: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](http://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](mailto: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 Street, Sherman Oaks, CA 91423
- [www.ShermanOaksNC.org](http://www.ShermanOaksNC.org)
- You can also received our agenda via email by subscribing to LA. City's Early Notificatton 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](http://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.shermanoaksnc.org](http://www.shermanoaksnc.org)

**Sherman Oaks Neighborhood Council  
Finance Committee Meeting Minutes  
Wednesday, August 26, 2020 6:30 PM  
Virtual Meeting**

Minutes of the Finance Committee

I. Meeting called to order by Chair, Candy Williams at 6:36 PM

Present – Candy Williams, Jeffrey Hartsough, Howard Katchen, Lisa Petrus, Cheryl Shapiro,

a. Minutes for July 2020 were approved as presented. Motion to accept minutes by Jeffrey Hartsough, seconded by, Lisa Petrus. The vote was approved (4 yes Hartsough, Petrus, Shapiro, Williams), 0 no and 1 absent Howard Katchen due to intermittent technology problem).

II. Public official Betty Wong commented that the city would like either the treasurer or the president of SONC to submit the funding to the city clerk for review.

IV. Treasurer's report was presented. There were no changes or comments.

**V. THE FOLLOWING FUNDING MOTIONS WERE REVIEWED & ACTED UPON :**

b. Discussion of agenda item V. a, an expense report (MER) for period ending July 31, 2020 was reviewed. Motion to approve was brought by Howard Katchen, seconded by Lisa Petrus. Motion was approved unanimously by SONC Finance Committee members (5 yes 0 no).

c. Discussion of agenda item V. b, reallocation of \$10,000 from fiscal year 2020 carryover funds to be classified to the NPG category for the FY 2020-2021 budget. Motion to approve Howard Katchen, seconded by Lisa Petrus. Motion was approved unanimously by SONC Finance Committee members (5 yes, 0 no).

d. Discussion of agenda item V. c., the non-purpose grant for Los Angeles Responsible Pit Bull Owners, Inc. for \$5,000. After a discussion there was a motion to request that an amendment to the original request be reduced to \$1,000 for auto repair by Jeffrey

Hartsough, this was seconded by Lisa Petrus. Motion was approved unanimously by SONC Finance Committee members (5 yes, 0 no).

- e. Agenda item V. d., request for NPG funds in the amount of \$4,750 for the Kester Elementary food grant program was brought up for action. After lengthy discussion about the feasibility gift cards to individuals the non-purpose grant was denied for we are not permitted to give gift cards to individuals. Vote was 0 yes, 4 no (Hartsough, Petrus, Shapiro, Williams), 1 absent Howard Katchen due to intermittent technology problem.

**VI.** There were no general public comments on non-agenda items.

**VII.** Finance Committee Business

Item VII. a, There were no comments regarding the 2020-2021 Operation Funding Projects.

Item VII. b, Candy Williams, Finance Chair, sent out budget request forms to the committee chairs for upcoming projects/events that will need to be funded. There were no committee or public comments.

Item VII. c, Upon receipt of budget request forms from the committee chairs, the Finance Committee will be able to make a determination of how many future Non Purpose Grants can be accepted. There were no committee or public comments.

Meeting was adjourned at 8:01 PM.

# Monthly Expenditure Report



Reporting Month: August 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 |
| \$50782.50                  | \$404.40    | \$50378.10        | \$0.00      | \$0.00      | \$50378.10    |

| Monthly Cash Flow Analysis            |                |                        |                        |                                 |               |
|---------------------------------------|----------------|------------------------|------------------------|---------------------------------|---------------|
| Budget Category                       | Adopted Budget | Total Spent this Month | Unspent Budget Balance | Outstanding                     | Net Available |
| Office                                | \$27560.00     | \$404.40               | \$27053.10             | \$0.00                          | \$27053.10    |
| 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: \$102.50 |               |

| Expenditures |                       |            |  |                                |              |          |
|--------------|-----------------------|------------|--|--------------------------------|--------------|----------|
| #            | Vendor                | Date       | Description  | Budget Category                | Sub-category | Total    |
| 1            | ADOBE<br>800-833-6687 | 08/23/2020 | A motion to approve the Office of the City Clerk, Neighborhood Council Funding Program, Fiscal Year Administrative Packet for the fiscal year 2020-2021                            | General Operations Expenditure | Office       | \$239.88 |
| 2            | USPS PO BOXES ONLINE  | 08/29/2020 | SONC Board Motion, August 10, 2020, Item 6b4, approved expenditure of \$134 to renew the SONC US postal Service Post Office Box for the period August 31, 2020 to August 31, 2021. | General Operations Expenditure | Office       | \$134.00 |
| 3            | 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  |
| 4            | AT&T Messaging        | 08/25/2020 | 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  |

|  |                  |                 |
|--|------------------|-----------------|
|  | <b>Subtotal:</b> | <b>\$404.40</b> |
|--|------------------|-----------------|

| <b>Outstanding Expenditures</b> |                              |             |                    |                        |                     |               |
|---------------------------------|------------------------------|-------------|--------------------|------------------------|---------------------|---------------|
| <b>#</b>                        | <b>Vendor</b>                | <b>Date</b> | <b>Description</b> | <b>Budget Category</b> | <b>Sub-category</b> | <b>Total</b>  |
|                                 | <b>Subtotal: Outstanding</b> |             |                    |                        |                     | <b>\$0.00</b> |

|   |                    |
|---|--------------------|
| Sherman Oaks Neighborhood Council <b>Neighborhood Council</b><br><b>Annual Budget for Fiscal Year 2020-2021</b><br>Amended September 14, 2020 |                    |
| <b>Annual Budget Funds</b>  | \$32,000.00        |
| <b>Rollover Funds*</b>  | \$10,000.00        |
| <b>Encumbered Funds*</b>  | \$8,885.00         |
| <b>Total Annual Budget Funds</b>  | <b>\$50,885.00</b> |

| <b>Office/Operational Expenditures Category</b> |                    |
|---|--------------------|
| Voice Mail Service                              | \$ 300.00          |
| Copying & Printing - Board & Committees         | \$ 2,000.00        |
| SOPL Facility Overtime Charges - PLUM           | \$ 800.00          |
| Facility Charges - Board                        | \$ 1,100.00        |
| Social Media Services                           | \$ 1,200.00        |
| Social Media / Content Design Management        | \$ 1,000.00        |
| Office Supplies                                 | \$ 800.00          |
| Board Retreat                                   | \$ 1,200.00        |
| USPS Post Office Box                            | \$ 200.00          |
| Postage Stamps                                  | \$ 110.00          |
| Website Hosting, Maintenance & Development      | \$ 4,000.00        |
| Business Cards - Board Members                  | \$ 800.00          |
| Software Licensing Fees (Office, Adobe, etc.)   | \$ 1,000.00        |
| Computer Equipment                              | \$ 800.00          |
| Encumbered Web Corner - website upgrade         | \$5,250.00         |
|   |                    |
| <b>Total Office/Operational Expenditures</b>    | <b>\$20,560.00</b> |

\*The Funding Program will notify each NC of their Fiscal Year closing balance including available rollover funds and/or approved encumbered funds, if any, on August 1st or next business day. Depending on when an NC submits its Admin Packet/annual budget, the NC may need to revise and resubmit its annual budget to account for any rollover and/or encumbered funds. PLEASE NOTE: Encumbered funds are intended only for earmarked expenditures submitted in the "Encumbrance Request Form" and approved by the Funding Program

| <b>Outreach Expenditures Category</b>               |                    |
|---|--------------------|
| SONC Movies in the Park                             | \$ 3,000.00        |
| Sherman Oaks Street Fair                            | \$ 1,000.00        |
| Spring Tree Giveaway                                | \$ 500.00          |
| Public Safety Events                                | \$ 850.00          |
| LA Congress of Neighborhoods                        | \$ 300.00          |
| VANC - Two Events                                   | \$ 600.00          |
| Branded Giveaways                                   | \$ 2,000.00        |
| Encumbered - Sherman Oaks Chamber of Commerce       | \$750.00           |
| Encumbered - Pro Out Door Movies, Inc               | \$1,200.00         |
| Encumbered - Swank Movies                           | \$685.00           |
| Encumbered - North Hollywood Interfaith Food Pantry | \$1,000.00         |
|   |                    |
| <b>Total Outreach Expenditures</b>                  | <b>\$11,885.00</b> |

| <b>Election Expenditures Category</b> |                    |
|---------------------------------------|--------------------|
| Election Promotion                    | \$ 4,000.00        |
|                                       |                    |
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|                                       |                    |
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|                                       |                    |
|                                       |                    |
|                                       |                    |
| <b>Total Election Expenditures</b>    | <b>\$ 4,000.00</b> |

