

**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, May 27, 2020, 7:00 PM

How to Join the Virtual Zoom Meeting by Telephone or Online

By Telephone: Dial 1-669-900-6833, Enter Webinar ID 922 8721 1667, and Press #

Online: Cut and Paste <https://zoom.us/j/92287211667>, Press "Enter"

Or on Zoom join meeting screen enter Webinar ID: 922 8721 1667. 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 922 8721 1667 and then press # to join the meeting. The meeting can also be joined from the Zoom join meeting screen using Webinar ID: 922 8721 1667. 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, February 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 March 31, 2020. The MER for March 2020, is on the SONC website.
- b. 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 April 30, 2020. The MER for April 2020, is on the SONC website.
- c. SONC Unspent 2019-2020 Funds to be Rolled Over into the SONC 2020-2021 Budget, Action Item, Vote Required**
A motion to approve a rollover of up to \$10,000 from the SONC 2019-2020 funds into the SONC 2020-2021 budget funds.
- d. Funds for Rental of Facilities for SONC Meetings, Action Item, Vote Required**
A motion to approve up to \$1000 to secure facilities for SONC meetings. Potential facilities include, but are not limited to, the LAUSD Milliken Middle School, the Sherman Oaks East Valley Adult Center, and the Sherman Oaks Public Library.

VI. GENERAL PUBLIC COMMENT ON NON-AGENDA ITEMS

VII. FINANCE COMMITTEE BUSINESS

- a. Encumbrance of Funds by June 30, 2020
- b. Expediting of SONC Website Upgrade
- c. Planning for the 2020-2021 Administrative Package

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
www.shermanoaksnc.org

**Sherman Oaks Neighborhood Council
Finance Committee Meeting Minutes
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 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 s 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 6:31 PM
2. Present – C. Williams, J. Hartsough, H. Katchen, C. Shapiro
3. Minutes for December and January were approved as presented. Motion to accept minutes by H. Katchen, seconded by, Candy Williams. The vote was unanimous (4 yes and 0 no).
4. No public officials were present.
5. The public was not present therefore, there were no public comments.

6. THE FOLLOWING ACTIONS WERE TAKEN:

Discussion of item 7A, expense reports for periods ending November 30, 2019, December 31, 2019 and January 30, 2020 were reviewed and tabled again due to an ongoing discrepancy dispute. The reports are to be addressed at upcoming executive committee meeting.

New business item 7B, a motion to approve the revision of the S.O.N.C budget's format for 2019-2020 fiscal years was unanimously approved by SONC Finance Committee members in attendance.

Item 7C, there was a motion to approve a payment of \$3,000., for SONC Outreach Committee materials for fiscal year of 2019-2020. Motion was approved unanimously by SONC Finance Committee members in attendance.

Item 7D & 7E, motions to approve reimbursement to board member Jeffrey Hartsough for the purchase of water for SONC February 10, 2020 board meeting in the amount of \$29.94 and \$44.96 for various expenses associated with the SONC Series Events. Motion to accept payment by, C. Williams seconded by, H. Katchen. The vote was 3 yes and 1 abstain (J. Hartsough abstained). This was previously approved at SONC board meeting. No check had been issued.

Item 7F, there was a motion to approve a reimbursement to board member Candy Williams for the purchases of printer ink, water, and refreshments. Additionally, C. Williams incurred an expense for the printing of meeting materials. J. Hartsough moved to approve, 2nd by H. Katchen. The vote was 3 yes and 1 abstain (C. Williams abstained). This was previously approved at SONC board meeting.

Item 7G, a motion to approve a NPG for graffiti proofing utility boxes in Sherman Oaks in the amount of \$2,675 was put forth. Presentation was made by a representative for the applicant the Sherman Oaks Chamber Foundation. NPG was review and approved as amended. C. Williams moved to approve, 2nd by C. Shapiro. The vote was unanimously approved, 4 yes & 0 no.

Items, 8 & 9 the committee discussed various matters within SONC's jurisdiction.

Meeting was adjourned at 8:26 PM.

Monthly Expenditure Report



Reporting Month: March 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 |
| \$40670.67 | \$2009.55 | \$38661.12 | \$3283.89 | \$266.58 | \$35110.65 |

| Monthly Cash Flow Analysis | | | | | |
|---|----------------|------------------------|------------------------|----------------------------------|---------------|
| Budget Category | Adopted Budget | Total Spent this Month | Unspent Budget Balance | Outstanding | Net Available |
| Office | \$38000.40 | \$711.47 | \$30641.12 | \$608.89 | \$30032.23 |
| Outreach | | \$1298.08 | | \$0.00 | |
| Elections | | \$0.00 | | \$0.00 | |
| Community Improvement Project | \$4000.00 | \$0.00 | \$4000.00 | \$0.00 | \$4000.00 |
| Neighborhood Purpose Grants | \$7520.00 | \$0.00 | \$4020.00 | \$2675.00 | \$1345.00 |
| Funding Requests Under Review: \$266.58 | | Encumbrances: \$0.00 | | Previous Expenditures: \$8849.73 | |

| Expenditures | | | | | | |
|--------------|------------------------|------------|---|--------------------------------|--------------|----------|
| # | Vendor | Date | Description | Budget Category | Sub-category | Total |
| 1 | TARGET 00013078 | 03/01/2020 | Agenda Item 13; 10Jun19; 2019-2020 Administrative Packet | General Operations Expenditure | Office | \$61.48 |
| 2 | GOODWAY PRINT AND COPY | 03/09/2020 | A motion to approve the Administration Packet of Fiscal Year 2019-2020 Office Printing For Board Meeting | General Operations Expenditure | Office | \$196.99 |
| 3 | Subway 1893 | 03/09/2020 | Board Motion 10Jun19 Item 13; NCFP 2019-2020 Administrative Packet; Board Refreshments | General Operations Expenditure | Outreach | \$161.99 |
| 4 | FEDEX OFFIC19000019026 | 03/11/2020 | Board Motion 08Jul19 Item 8B; SONC Spring 2020 Tree Give-A-Way Event Approval Code: SOC-002 or SONC-002 | General Operations Expenditure | Outreach | \$98.52 |
| 5 | SOS SURVIVAL PRODUCT | 03/11/2020 | A motion to approve the payment of \$810.32 to SOS Survival Products for CERT Basic Kits in support of CERT training sponsored by the SONC Public Safety Committee Receipt on SONC website. | General Operations Expenditure | Outreach | \$810.32 |

| | | | | | | |
|------------------|----------------------|------------|---|--------------------------------|----------|------------------|
| 6 | JOANN STORES #1804 | 03/21/2020 | These funds were approved by Board Jeff Hartsough and DONE Betty Oyama to purchase fabric from Joann to make face mask for local hospital-The Sherman Oaks Hospital | General Operations Expenditure | Outreach | \$227.25 |
| 7 | THE WEB CORNER, INC. | 02/25/2020 | A motion to approve the Administrative Package for Fiscal Year 2019-2020 | General Operations Expenditure | Office | \$307.50 |
| 8 | THE WEB CORNER, INC. | 10/21/2019 | A motion to approve the Administration Packet for FY 2019-20 | General Operations Expenditure | Office | \$43.00 |
| 9 | 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 |
| Subtotal: | | | | | | \$2009.55 |

| Outstanding Expenditures | | | | | | |
|---------------------------------|---------------------------------|------------|--|--------------------------------|--------------|------------------|
| # | Vendor | Date | Description | Budget Category | Sub-category | Total |
| 1 | AT&T Messaging | 03/18/2020 | A motion to approve the revision of approved July 2019 Administrative Budget of Sherman Oaks Neighborhood Council based on anticipated expenditure for the 2019-20 fiscal year as follows: ... | General Operations Expenditure | Office | \$15.26 |
| 2 | LLOYD Staffing Inc | 04/20/2020 | A motion to approve the Admin. Package for Fiscal Year 2019-2020 | General Operations Expenditure | Office | \$131.10 |
| 3 | Lloyd Staffing, Inc. | 04/20/2020 | A motion to approve the Admin. Package for Fiscal Year 2019-2020 | General Operations Expenditure | Office | \$109.25 |
| 4 | THE WEB CORNER, INC. | 04/28/2020 | A motion to approve Administrative Packet for Fiscal Year 2019-2020 | General Operations Expenditure | Office | \$102.50 |
| 5 | THE WEB CORNER, INC. | 04/28/2020 | A motion to approve Administrative Packet for Fiscal Year 2019-2020 | General Operations Expenditure | Office | \$102.50 |
| 6 | THE WEB CORNER, INC. | 05/06/2020 | A motion to approve the Administrative Package for Fiscal Year 2019-2020 | General Operations Expenditure | Office | \$102.50 |
| 7 | AT&T Messaging | 05/13/2020 | A motion to approve the Administration Packet for Fiscal Year 2019-2020. | General Operations Expenditure | Office | \$15.26 |
| 8 | AT&T Messaging | 05/13/2020 | A motion to approve the Administration Packet for Fiscal Year 2019-2020. | General Operations Expenditure | Office | \$15.26 |
| 9 | AT&T Messaging | 05/13/2020 | A motion to approve the Administration Packet for Fiscal Year 2019-2020. | General Operations Expenditure | Office | \$15.26 |
| 10 | Sherman Oaks Chamber Foundation | 05/19/2020 | A motion to approve a Neighborhood Purposes Grant (NPG) to the Sherman Oaks Chamber Foundations of \$2,675.00 in support of graffiti proofing the Sherman Oaks branded painted uti... | Neighborhood Purpose Grants | | \$2675.00 |
| Subtotal: Outstanding | | | | | | \$3283.89 |

Monthly Expenditure Report



Reporting Month: April 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 |
| \$38661.12 | \$376.93 | \$38284.19 | \$3159.38 | \$266.58 | \$34858.23 |

| Monthly Cash Flow Analysis | | | | | |
|---|----------------|------------------------|------------------------|-----------------------------------|---------------|
| Budget Category | Adopted Budget | Total Spent this Month | Unspent Budget Balance | Outstanding | Net Available |
| Office | \$38000.40 | \$187.56 | \$30264.19 | \$484.38 | \$29779.81 |
| Outreach | | \$189.37 | | \$0.00 | |
| Elections | | \$0.00 | | \$0.00 | |
| Community Improvement Project | \$4000.00 | \$0.00 | \$4000.00 | \$0.00 | \$4000.00 |
| Neighborhood Purpose Grants | \$7520.00 | \$0.00 | \$4020.00 | \$2675.00 | \$1345.00 |
| Funding Requests Under Review: \$266.58 | | Encumbrances: \$0.00 | | Previous Expenditures: \$10859.28 | |

| Expenditures | | | | | | |
|--------------|---------------------------|------------|---|--------------------------------|--------------|---------|
| # | Vendor | Date | Description | Budget Category | Sub-category | Total |
| 1 | AMZN Mktp US 1B3883JO3 | 04/25/2020 | Expenditures of NC Funds During the COVID-19 Declared Emergency | General Operations Expenditure | Outreach | \$21.86 |
| 2 | JOANN STORES JOANN.COM | 04/26/2020 | A motion to approve \$479.67 of various purchases in support of the SONC Face Mask program. The Face Mask program was initiated during the LA City declared emergency as provided for by the Neighborhood Council Funding Program. Details of purchases, receipts on SONC website. Joann 03/21/2020 \$227.25 Amazon 04/22/2020 150.01 Amazon 04/22/2020 39.36 Joann 04/22/2020 63.05 Total \$479.67 | General Operations Expenditure | Office | \$63.05 |
| 3 | AMZN Mktp US 7X2YD5R63 | 04/27/2020 | A motion to approve \$479.67 of various purchases in support of the SONC Face Mask program. The Face Mask program was initiated during the LA City declared emergency as provided for by the Neighborhood Council Funding Program. Details of purchases, receipts on SONC website. Joann 03/21/2020 | General Operations Expenditure | Outreach | \$17.50 |

| | | | | | | |
|------------------|---------------------------|------------|---|--------------------------------|----------|-----------------|
| | | | \$227.25 Amazon 04/22/2020 150.01 Amazon 04/22/2020 39.36 Joann 04/22/2020 63.05 Total \$479.67 | | | |
| 4 | AMZN Mktp US XJ72U1KQ3 | 04/29/2020 | A motion to approve \$479.67 of various purchases in support of the SONC Face Mask program. The Face Mask program was initiated during the LA City declared emergency as provided for by the Neighborhood Council Funding Program. Details of purchases, receipts on SONC website. Joann 03/21/2020 \$227.25 Amazon 04/22/2020 150.01 Amazon 04/22/2020 39.36 Joann 04/22/2020 63.05 Total \$479.67 | General Operations Expenditure | Outreach | \$150.01 |
| 5 | AT&T Messaging | 03/18/2020 | A motion to approve the revision of approved July 2019 Administrative Budget of Sherman Oaks Neighborhood Council based on anticipated expenditure for the 2019-20 fiscal year as follows: ... | General Operations Expenditure | Office | \$15.26 |
| 6 | Lloyd Staffing, Inc. | 04/20/2020 | A motion to approve the Admin. Package for Fiscal Year 2019-2020 | General Operations Expenditure | Office | \$109.25 |
| Subtotal: | | | | | | \$376.93 |

| Outstanding Expenditures | | | | | | |
|--------------------------|---------------------------------|------------|---|--------------------------------|--------------|-----------|
| # | Vendor | Date | Description | Budget Category | Sub-category | Total |
| 1 | LLOYD Staffing Inc | 04/20/2020 | A motion to approve the Admin. Package for Fiscal Year 2019-2020 | General Operations Expenditure | Office | \$131.10 |
| 2 | THE WEB CORNER, INC. | 04/28/2020 | A motion to approve Administrative Packet for Fiscal Year 2019-2020 | General Operations Expenditure | Office | \$102.50 |
| 3 | THE WEB CORNER, INC. | 04/28/2020 | A motion to approve Administrative Packet for Fiscal Year 2019-2020 | General Operations Expenditure | Office | \$102.50 |
| 4 | THE WEB CORNER, INC. | 05/06/2020 | A motion to approve the Administrative Package for Fiscal Year 2019-2020 | General Operations Expenditure | Office | \$102.50 |
| 5 | AT&T Messaging | 05/13/2020 | A motion to approve the Administration Packet for Fiscal Year 2019-2020. | General Operations Expenditure | Office | \$15.26 |
| 6 | AT&T Messaging | 05/13/2020 | A motion to approve the Administration Packet for Fiscal Year 2019-2020. | General Operations Expenditure | Office | \$15.26 |
| 7 | AT&T Messaging | 05/13/2020 | A motion to approve the Administration Packet for Fiscal Year 2019-2020. | General Operations Expenditure | Office | \$15.26 |
| 8 | Sherman Oaks Chamber Foundation | 05/19/2020 | A motion to approve a Neighborhood Purposes Grant (NPG) to the Sherman Oaks Chamber Foundations of \$2,675.00 in support of graffiti proofing the Sherman Oaks branded painted uti... | Neighborhood Purpose Grants | | \$2675.00 |

| | |
|------------------------------|------------------|
| Subtotal: Outstanding | \$3159.38 |
|------------------------------|------------------|