

**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**

Wednesday, July 22, 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 988 5136 4047, and Press #**

**Online: Cut and Paste <https://zoom.us/j/98851364047>, Press "Enter"**

**Or on Zoom join meeting screen enter Webinar ID: 988 5136 4047 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 988 5136 4047 and then press # to join the meeting. The meeting can also be joined from the Zoom join meeting screen using Webinar ID: 988 5136 4047. 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, May 27, 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 June 30, 2020. The MER for June 2020, is on the SONC website.

**b. 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.

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

## **VII. FINANCE COMMITTEE BUSINESS**

- a. Expediting of SONC Website Upgrade
- b. Planning for the 2020-2021 Operation Funding Project
- c. Review of NPG Funding Projects

## **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 St, Sherman Oaks, CA 91423.
- [www.ShermanOaksNC.org](http://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](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  
[www.shermanoaksnc.org](http://www.shermanoaksnc.org)

**Sherman Oaks Neighborhood Council  
Finance Committee Meeting Minutes  
Wednesday, May 27, 2020 7:00 PM  
Virtual Meeting**

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](http://www.shermanoaksnc.org)

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 February 2020 were approved as written. Motion to accept minutes by Jeffrey Hartsough, seconded by, Howard Katchen. The vote was unanimous (5 yes and 0 no).
- IV. There were no public officials were present. Therefore, there were no public official comments.
- V. **THE FOLLOWING MOTIONS WERE REVIEWED AND ACTED UPON:**

Discussion of agenda item V. a, an expense report (MER) for period ending March 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).

Discussion of agenda item V. b, the expense report (MER) for period ending April 30, 2020. A 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).

Funding motion agenda item V. c, a motion to approve SONC unspent 2019-2020 funds to be rolled over to the SONC 2020-2021 budget. Motion to approve was brought by Candy Williams, seconded by Lisa Petrus. Motion was approved unanimously by SONC Finance Committee members (5 yes 0 no).

Agenda item V. d, a motion to approve up to \$1,000., for securing meeting facilities for SONC meetings was brought by Candy Williams, it was seconded by Lisa Petrus. Motion was approved unanimously by SONC Finance Committee members (5 yes 0 no).

Item VI., the public was not in attendance, therefore there were no public comments on non-agenda items.

Item VII., the finance committee discussed various business matters within SONC's jurisdiction.

Meeting was adjourned at 7:54 PM.

# Monthly Expenditure Report



Reporting Month: June 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
\$37660.69	\$14752.65	\$22908.04	\$3880.52	\$0.00	\$19027.52

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office	\$38000.40	\$341.04	\$17563.04	\$30.52	\$14532.52
Outreach		\$11736.61		\$3000.00	
Elections		\$0.00		\$0.00	
Community Improvement Project	\$4000.00	\$0.00	\$4000.00	\$0.00	\$4000.00
Neighborhood Purpose Grants	\$7520.00	\$2675.00	\$1345.00	\$850.00	\$495.00
Funding Requests Under Review: \$0.00		Encumbrances: \$0.00		Previous Expenditures: \$11859.71	

Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	EIG CONSTANTCONTACT.CO	06/15/2020	A motion to approve the Administration Package for Fiscal Year 2019-2020	General Operations Expenditure	Outreach	\$663.00
2	EIG CONSTANTCONTACT.CO	06/18/2020	SONC Board Motion Item 9A, March 9, 2020, approving up to \$3000 for the purchase of SONC branded promotional items to advertise SONC's presence in the community. This Constant Contact invoice covers the period 06/08/20-07/07/20.	General Operations Expenditure	Outreach	\$95.00
3	ANYPROMO INC	06/19/2020	SONC Board Motion Item 9A, March 9, 2020, approving up to \$3000 for the purchase of SONC branded promotional items to advertise SONC's presence in the community.	General Operations Expenditure	Outreach	\$25.00
4	TARGET 00013078	06/19/2020	A motion to approve the Administrative Packet for Fiscal Year 2019-2020	General Operations Expenditure	Office	\$104.00

5	ANYPROMO INC	06/20/2020	SONC Board Motion Item 9A, March 9, 2020, approving up to \$3000 for the purchase of SONC branded promotional items to advertise SONC's presence in the community.	General Operations Expenditure	Outreach	\$391.46
6	ANYPROMO INC	06/20/2020	SONC Board Motion Item 9A, March 9, 2020, approving up to \$3000 for the purchase of SONC branded promotional items to advertise SONC's presence in the community.	General Operations Expenditure	Outreach	\$355.88
7	ANYPROMO INC	06/20/2020	SONC Board Motion Item 9A, March 9, 2020, approving up to \$3000 for the purchase of SONC branded promotional items to advertise SONC's presence in the community.	General Operations Expenditure	Outreach	\$404.60
8	ANYPROMO INC	06/20/2020	SONC Board Motion Item 9A, March 9, 2020, approving up to \$3000 for the purchase of SONC branded promotional items to advertise SONC's presence in the community.	General Operations Expenditure	Outreach	\$932.83
9	ANYPROMO INC	06/20/2020	SONC Board Motion Item 9A, March 9, 2020, approving up to \$3000 for the purchase of SONC branded promotional items to advertise SONC's presence in the community.	General Operations Expenditure	Outreach	\$509.18
10	ANYPROMO INC	06/20/2020	SONC Board Motion Item 9A, March 9, 2020, approving up to \$3000 for the purchase of SONC branded promotional items to advertise SONC's presence in the community.	General Operations Expenditure	Outreach	\$147.83
11	ANYPROMO INC	06/25/2020	SONC Board Motion Item 9A, March 9, 2020, approving up to \$3000 for the purchase of SONC branded promotional items to advertise SONC's presence in the community. This transaction is the result of a discount available on SA3219424 \$932.83.	General Operations Expenditure	Outreach	-\$54.75
12	AT&T Messaging	05/13/2020	A motion to approve the Administration Packet for Fiscal Year 2019-2020.	General Operations Expenditure	Office	\$15.26
13	AT&T Messaging	05/13/2020	A motion to approve the Administration Packet for Fiscal Year 2019-2020.	General Operations Expenditure	Office	\$15.26
14	AT&T Messaging	05/13/2020	A motion to approve the Administration Packet for Fiscal Year 2019-2020.	General Operations Expenditure	Office	\$15.26
15	Sarah Kathryn Manuel	05/21/2020	A motion to approve a board member reimbursement totaling \$266.58 to Sarah Manuel for various purchases in support of the SONC Face Mask program. The Face Mask program was initiated durin...	General Operations Expenditure	Outreach	\$73.96

16	Sarah Kathryn Manuel	05/21/2020	A motion to approve a board member reimbursement totaling \$266.58 to Sarah Manuel for various purchases in support of the SONC Face Mask program. The Face Mask program was initiated durin...	General Operations Expenditure	Outreach	\$87.56
17	Sarah Kathryn Manuel	05/21/2020	A motion to approve a board member reimbursement totaling \$266.58 to Sarah Manuel for various purchases in support of the SONC Face Mask program. The Face Mask program was initiated durin...	General Operations Expenditure	Outreach	\$105.06
18	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
19	City of Los Angeles Budget Advocates	05/21/2020	A motion to approve a contribution of up to \$2,000.00 to the Neighborhood Council Budget Advocates to support operation, outreach and work done on behalf of the neighborhood councils to p...	General Operations Expenditure	Outreach	\$2000.00
20	THE WEB CORNER, INC.	06/11/2020	A motion to approve the an Administration Package for Fiscal Year 20190-2020	General Operations Expenditure	Office	\$102.50
21	Candy Williams	05/20/2020	A motion to approve a Board member reimbursement totaling \$88.76 to Candy Williams for SONC Board Meeting July 8, 2019 a) Refreshments and water (\$30.63 Ralph) b&#x29...	General Operations Expenditure	Office	\$88.76
22	Los Angeles Regional Food Bank	06/15/2020	m.) A motion to approve a donation of up to \$3,000.00 to the Los Angeles Regional Food which is supporting the Department of Regional Food Bank which distributes food the those facin...	General Operations Expenditure	Outreach	\$3000.00
23	Hope of the Valley	06/15/2020	n.) A motion to approve a donation of up to \$3,000.00 to the Hope of the Valley which is operating a the experiencing homelessness at the Van Nuys Sherman Oaks Recreation Center due ...	General Operations Expenditure	Outreach	\$3000.00
<b>Subtotal:</b>						<b>\$14752.65</b>

Outstanding Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	Southern California Preparedness Foundation	06/12/2020	A motion to approve a Neighborhood Purposes Grant to the Southern California Preparedness Foundation of up to \$850.00 to participate in the 13th Annual Valley Preparedness Foundation Fair...	Neighborhood Purpose Grants		\$850.00



2	AT&T Messaging	06/15/2020	A motion to approve the Administration Package for Fiscal Year 2019-2020	General Operations Expenditure	Office	\$15.26
3	AT&T Messaging	06/15/2020	A motion to approve the Administration Package for Fiscal Year 2019-2020	General Operations Expenditure	Office	\$15.26
4	Los Angeles Parks Foundation	06/15/2020	I.) A motion to approve a donation of up to \$3,000.00 to the Los Angeles Park Foundation which is supporting the Department of Recreation and Park efforts to provide shelters for tho...	General Operations Expenditure	Outreach	\$3000.00
<b>Subtotal: Outstanding</b>						<b>\$3880.52</b>

# 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 Econoline 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)	<b>Personnel Related Expenses</b>	<b>Requested of NC</b>	<b>Total Projected Cost</b>
		\$	\$
		\$	\$
		\$	\$

6b)	<b>Non-Personnel Related Expenses</b>	<b>Requested of NC</b>	<b>Total Projected Cost</b>
	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:

<b>Source of Funding</b>	<b>Amount</b>	<b>Total Projected Cost</b>
	\$	\$
	\$	\$
	\$	\$

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:


<b>Name of NC Board Member</b>	<b>Relationship to Applicant</b>

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](mailto: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.

