

SPECIAL JOINT BOARD AND BUDGET & FINANCE COMMITTEE MINUTES

Meeting Date February 24, 2021 ♦ via Zoom

1. Call To Order: 6:00pm by Sandy Capps, Chair
 - a. Committee in attendance: Sandy Capps, Cindy Cleghorn, Pati Potter, Claudia Akin, Bill Sikes, Nancy Shannon
 - b. Other STNC in attendance: Lilliana Sanchez, Lydia Grant, Nina Royal, Glen Belt, Carol Hutchinson
 - c. Others in attendance: Karen VonGuten, Roger Klem, Ed Babakhanian, Marjorie Maxon
2. General Announcements:
 - a. Lydia thanked Sandy and the Budget & Finance Committee for getting the flyers and to Sandy for getting the Flyers out to groups for distribution.
 - b. Cindy noted that she will be recusing herself for the NPG request from the Rotary.
3. Public Comment:
 - a. Cindy stated that the Elections are now open on the city portal to register to receive a Vote By Mail. To date 46 registered for open spots with 39 validated. All Seats have competition except for one.
 - b. Pati asked about proof of I.D. to request a ballot. Claudia stated that you must provide I.D. but that the portal does not explain that.
4. Discussion/**Action**: Approve the January Budget and Finance Committee meeting minutes. Claudia motioned Bill 2nd. Pati wanted to clarify the MER and Budget balances and encumbered amounts. Roll call vote: All approved, no "Nays", No Abstentions.
5. Discussion/**Action**: Approve February 2021 Monthly Expenditure Report and Balances (MER). Claudia motioned, Nancy 2nd. We have spent \$19,265.62 with \$29,829.74 remaining. The balance does not include future reoccurring bills and encumbrances. Discussion regarding discrepancy on other Neighborhood Council: only showing their MER on the city portal without all the backup documentation. Sandy stated she would inquire why the public does not have access to see it as they do with the STNC. Roll call vote: All approved, no "Nays", No Abstentions.
6. Discussion/**Update**: STNC approved and pending events.
 - a. Paperwork was resubmitted to the city regarding the Pinewood ES Mural. The city would like to have specific dates. Roger Klem stated that Pinewood would be getting a new principal. Nelly added that this should not be a problem as the new Principal is on board with the project. Lydia offered her assistance should it be needed to get the paperwork through.
 - b. STAT Committee Signs is waiting for Albert Melina to submit the invoice.
7. Discussion/**Update**: Budget and Finance Committee Member Pati Potter Excel Spreadsheet Budget Update. Pati was unable to share her current spreadsheet with us this month.
8. Discussion/**Action**: Stakeholder's request to approve up to \$115.00 for three (3) 3X5 banners for outreach or using MyLA311 reporting. Claudia motioned, Nancy 2nd. Submitted quote and sample of banner artwork. Cindy asked about approval of the artwork. Sandy stated that she contacted the city and they approved it. Lydia and Carol voiced their support. Roll call vote: All approved, no "Nays", No Abstentions
9. Discussion/**Action**: Approve up to \$600 for installation hardware and materials for the 4 owl boxes purchased. Claudia motioned, Nancy 2nd. Sandy gave background on the Owl Boxes. This was from the previous STNC Board and she would like to get it resolved before a new board takes over this year. Roundtable and community discussion regarding history, location (must be public property), and the need to get the hardware installed on the boxes so that the city only has to erect the boxes. Roll call vote: All approved, no "Nays", No Abstentions
10. Discussion/**Action**: Outreach Committee's request for up to \$6,000 for STNC City Light Pole Banner Project for Installation of Banners. Claudia motioned, Nancy 2nd. Glen voiced disapproval of cost and durability of banners Karen stated that STARC is representing the artists and Cindy is in charge of the installation process. Cindy stated that there will be 20 two-sided banners and damaged banners would either be replaced or removed. These would hang up in the community for a year. Roger voiced concern about quality of banners in relation to quotes. Pati stated that quote includes replacing banners. Sample of banner/artwork was submitted.

Roundtable and community discussion against and in favor of project. Roll call vote: All approved, no "Nays", No Abstentions.

11. Discussion/**Action:** NPG in the amount of \$3,000 from Sunland Tujunga Shadow Hills Rotary Club to fund artists for contributions to the City Light/Street Pole Banner Project. Nancy motioned, Claudia 2nd. Pati asked if there were more samples to see and Sandy stated that if approved the artwork would be presented to the General Board for approval. Roll call vote: 1 refusal, 5 approved, no "Nays", No Abstentions.
12. Discussion/**Action:** Amend approved itemized Elections Budget and remove the \$3,000 voted on for Social Media outreach and allocate the \$3000 back into the General Election Budget. Nancy motioned, Claudia 2nd. This money was previously approved however, Facebook is no longer allowing boosts for any political elections, at any level. Roll call vote: All approved, no "Nays", No Abstentions.
13. Discussion/**Action:** Elections Committee request for up to \$600 for additional bus bench ads to promote Vote By Mail. Cindy motioned, Pati 2nd. The Budget Committee previously approved \$300 for bus bench ads. Discussion regarding funds available. Sandy suggested we amend this Election Committee request up to \$300 for Bus Benches. Bill motioned, Claudia 2nd. Roll Call Vote: 4 "Yes", 2 "Nay", No Abstentions.
14. Discussion/**Action:** Elections Committee request for up to \$3,500 for two billboard ads to promote Vote by Mail. Cindy motioned, Pati 2nd. Discussion regarding funds available. Sandy moved that we postpone this as we have more Election Committee requests at this meeting. Claudia motioned, Nancy 2nd. All approved, no "Nays", No Abstentions
15. Discussion/**Action:** Election Committee request for up to \$5,740 for community mailers includes printing, mailing services and postage from Phantom Printing to promote Vote by Mail. Nancy Motioned, Claudia 2nd. Sandy motioned to amend to include "and/or other printer".. Cindy motioned, Claudia 2nds. Sandy stated we have quotes from city approved Phantom and Goodway and also got one from Sunland Printing. The city has given permission to pay USPS directly with credit card. Ed questioned effectiveness of direct mail. Lydia stated that voting process is from the city and the neighborhood councils are not in charge of the vote by mail. Roll call vote: 5 "Yes", 1 "Nay", No Abstentions.
16. Discussion/**Action:** Election Committee request for up to \$1,000 for additional banners if needed to promote Vote by Mail. Claudia moved, Pati 2nd. Per Pati, the funds are just not there. Roll call vote: 1 "Yes", 5 "Nays", No Abstentions.
17. Discussion/**Action:** Move 2020/2021 allocated Budget funds from either Community Improvements and/or Beautification allocated budget category for up to \$6,500 to the Elections budget category to accommodate additional requested election outreach (\$8,500 previous approved plus \$6,500 additional Total Election allocation category \$15,000). Nancy motioned, Cindy 2nd. Sandy motion to amend to move \$1,577 from NPG's and \$660 from Community Improvements. Claudia motioned, Cindy 2nd. Roll call vote: 4 "Yes", 2 "Nays", No Abstentions.
18. Discussion/**Action:** Next Budget and Finance meeting to be 3/24/21. All approved.
19. Adjourned at 7:18pm