

Van Nuys Neighborhood Council



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John Camera
Josue Chavez
Brian Edelman
Jarred Piña
Ann Kalb
David Kopelev
Britt Vaughan
Cyle Zezotarski

Van Nuys Neighborhood Council Budget and Finance Committee AGENDA

Tuesday, February 20th,
2024 5:45PM

Van Nuys Branch
Library

6250 Sylmar Ave.

Van Nuys, CA 91401

Community Room

Van Nuys
Neighborhood Council
P.O. Box 3118
Van Nuys, CA 91407-3118

Email: info@vnnc.org
www.vnnc.org

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 Board's jurisdiction will be heard during the General Public Comment period. Please note that under the Brown Act, the Board/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 Board or Committee meeting.

Public comment is limited to a maximum of 2 minutes per speaker per item with a maximum of 10 minutes total per meeting, unless adjusted by the presiding officer of the Board.

Speakers shall limit their comments to matters relevant to the item on the agenda. The Chair may rule that the speaker is out of order if the comments are not germane to the item under consideration. Speakers shall direct their comments to the Committee (not to an individual).

Chair of Budget & Finance Committee: David Harari
Members: Hakop Azatyan, Myrra Bolla, David Kopelev, Kathy Schreiner,

1. **Roll Call and Pledge of Allegiance**
2. **Discussion and possible action to approve the December 2023 MER (Monthly Expenditure Report) **see attached top sheet****
https://vnnc.org/wp-content/uploads/2024/02/VNNC_MER_Dec2024-1.pdf
3. **Discussion and possible action to approve the January 2024 MER (Monthly Expenditure Report) **see attached top sheet****
https://vnnc.org/wp-content/uploads/2024/02/VNNC_MER_Jan2024-1.pdf
4. **Discussion and possible action to approve the NPG from Meals In Motion for \$4,365.28 to support their Family Cooking Night Events at Valley Presbyterian Hospital:**
<https://vnnc.org/wp-content/uploads/2024/02/Van-Nuys-NPG-Revised-2724-1.pdf>
5. **Discussion and possible action to recommend that the Board approve a payment of up to \$679.50 to City of LA Publishing Services to purchase business cards for up to 18 VNNC members (priced at \$35.50 per box of 200 cards), plus pay a March 2020 invoice of \$40.50 (for a box of cards ordered for former Board member Richard Marks) that was never paid.**
<https://vnnc.org/wp-content/uploads/2024/02/inv2002987-1.pdf>
6. **Discussion and possible action to recommend to the Board that the VNNC notify DONE of a desire to retain it's two Zoom licenses and to pay the City up to \$400 for the licenses (at \$200 per license)**
7. **General Public Comment on Non-Agenda Items (2 min per stakeholder). Note that topics discussed must be within the jurisdiction of the VNNC.**
8. Identification of topics Committee members would like to discuss at a future meeting.
9. Adjournment

THE AMERICN 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, assistive listening devices and other auxiliary aids and/or services, may be provided upon request. To ensure availability of services, please make your request at least 72 hours prior to the meeting you wish to attend by contacting VNNC by via email at: info@vnnc.org

SERVICIOS DE TRADUCCION - Si requiere servicios de traducción, favor de avisar al Concejo Vecinal 72 horas antes del evento. Por favor contacte a info@vnnc.org por correo electrónico para avisar al Concejo Vecinal.

PUBLIC POSTING OF AGENDAS – VNNC agendas are posted publicly near the front door to the conference room of the Marvin Braude Constituents Building, 6262 Van Nuys Blvd., Van Nuys, CA 91401 and also online at www.vnnc.org. You can also receive our agendas via email by subscribing to L.A. City’s Early Notification System at <https://lacity.gov/government/subscribe-agendas>

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, 6262 Van Nuys Blvd, Van Nuys, CA 91401, at our website: <http://www.vnnc.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 contact via email: info@vnnc.org

RECONSIDERATION AND GRIEVANCE PROCESS - For information on the VNNC’s process for board action reconsideration, stakeholder grievance policy, or any other procedural matters related to this Council, please consult the VNNC By-laws. The By-laws are available at our Board meetings and our website <http://www.vnnc.org>

Notice to Paid Representatives - If you are compensated to monitor, attend, or speak at this meeting, City law may require you to register as a lobbyist and report your activity. See Los Angeles Municipal Code §§ 48.01 et seq. More information is available at ethics.lacity.org/lobbying. For assistance, please contact the Ethics Commission at (213) 978-1960 or ethics.commission@lacity.org

Monthly Expenditure Report



Reporting Month: December 2023 Budget Fiscal Year: 2023-2024

NC Name: Van Nuys Neighborhood Council

Monthly Cash Reconciliation					
Beginning Balance	Total Spent	Remaining Balance	Outstanding	Commitments	Net Available
\$29364.42	\$534.56	\$28829.86	\$1596.18	\$0.00	\$27233.68

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office	\$27142.00	\$534.56	\$20325.26	\$1096.18	\$19229.08
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	\$4858.00	\$0.00	\$4858.00	\$500.00	\$4358.00
Funding Requests Under Review: \$0.00		Encumbrances: \$0.00		Previous Expenditures: \$6282.18	

Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	VBS VONAGE BUSINESS	12/05/2023	Invoice for December payment for VNNC phone number and voicemail service.	General Operations Expenditure	Office	\$29.76
2	PY ALL RIGHT STORAGE	12/09/2023	Monthly payment for VNNC Storage Space. This is a line item in the budget.	General Operations Expenditure	Office	\$195.00
3	FEDEX OFFIC19000019026	12/13/2023	Print copies of agenda for 12/13/23 Board meeting and related materials. Covered by a budget line item.	General Operations Expenditure	Office	\$53.65
4	PAPA JOHN'S #4801	12/13/2023	Food for 12/13/23 VNNC Board meeting. Covered by a budget line item.	General Operations Expenditure	Office	\$109.15
5	USPS PO 0581090401	12/30/2023	Renewal for six months of fee for VNNC postal mailbox. This is a budgeted expense.	General Operations Expenditure	Office	\$147.00
Subtotal:						\$534.56

Outstanding Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	David Harari	10/26/2023	Reimbursement for food purchased for Sept. General Board Meeting	General Operations Expenditure	Office	\$120.45

Monthly Expenditure Report



Reporting Month: January 2024

Budget Fiscal Year: 2023-2024

NC Name: Van Nuys Neighborhood Council

Monthly Cash Reconciliation					
Beginning Balance	Total Spent	Remaining Balance	Outstanding	Commitments	Net Available
\$28829.86	\$1966.34	\$26863.52	\$2131.77	\$0.00	\$24731.75

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office	\$27142.00	\$1348.22	\$18858.92	\$2131.77	\$16727.15
Outreach		\$118.12		\$0.00	
Elections		\$0.00		\$0.00	
Community Improvement Project	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Neighborhood Purpose Grants	\$4858.00	\$500.00	\$4358.00	\$0.00	\$4358.00
Funding Requests Under Review: \$0.00		Encumbrances: \$0.00		Previous Expenditures: \$6816.74	

Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	VBS VONAGE BUSINESS	01/05/2024	Monthly payment for Vonage phone number and voicemail system.	General Operations Expenditure	Office	\$29.77
2	FEDEX OFFIC19000019026	01/10/2024	Copy handouts for 1/10/24 VNNC Board Meeting. Budgeted item.	General Operations Expenditure	Office	\$29.78
3	PAPA JOHN'S #4801	01/10/2024	Food for VNNC Board Meeting on 1/10/24. Budgeted item.	General Operations Expenditure	Office	\$81.78
4	PY ALL RIGHT STORAGE	01/10/2024	Monthly fee for VNNC Storage. Budgeted item.	General Operations Expenditure	Office	\$195.00
5	SMART AND FINAL 349	01/23/2024	Snacks for Homeless Count Volunteers	General Operations Expenditure	Outreach	\$78.12
6	STARBUCKS STORE 51180	01/23/2024	Part of refreshments for Homeless Count volunteers.	General Operations Expenditure	Outreach	\$40.00
7	DNH GODADDY.COM	01/25/2024	Renewal of domain name and privacy/protection of domain. Included in budget line item for website and digital communication.	General Operations Expenditure	Office	\$36.16
8	David Harari	10/26/2023	Reimbursement for food purchased for Sept. General Board Meeting	General Operations Expenditure	Office	\$120.45

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: Van Nuys NC

SECTION I - APPLICANT INFORMATION

1a) Meals in Motion 92-0918178 CA 10/31/2022
Organization Name *Federal I.D. # (EIN#)* *State of Incorporation* *Date of 501(c)(3) Status (if applicable)*

1b) PO Box 7001 Porter Ranch CA 91372
Organization Mailing Address *City* *State* *Zip Code*

1c) _____
Business Address (if different) *City* *State* *Zip Code*

1d) **PRIMARY CONTACT INFORMATION:**
Nicholas Doran, 818-492-0487, nicholas@mealsinmotion.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.**
 Grant funds will be used to purchase food and materials to support Family Cooking Night Event at Valley Presbyterian Hospital. Each events hosts up to 15 households (assume 60 individuals). Participants recieve 3 home cooked meals per event, each meal serves 4-6 persons. Event is ongoing scheduled thoroughout end of 2024. Events are free to the public, we promote through local social media pages, community partners and word of mouth. Family cooking night events will be held twice monthly.

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)**
 Our cooking class is an educational workshop wiht real world applications. By providing our educational cooking classes for free to the community we're empowering our neighbors with knowledge and real skills in thier fight against food insecurity. Furthermore by promoting that families cook healthy meals together at home. We're strengthening family bonds which has a lasting long term impact on both the individuals and the community.

SECTION III - PROJECT BUDGET OUTLINE

You may also provide the Budget Outline on a separate sheet if necessary or requested.

6a) Personnel Related Expenses	Requested of NC	Total Projected Cost
wages	\$0.00	\$1,720.00
	\$	\$
	\$	\$

6b) Non-Personnel Related Expenses	Requested of NC	Total Projected Cost
Materials	\$765.28	\$765.28
Food	\$3,600.00	\$3,600.00
	\$	\$

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:

Source of Funding	Amount	Total Projected Cost
	\$	\$
	\$	\$
	\$	\$

9) What is the TOTAL amount of the grant funding requested with this application: \$4,365.2810a) Start date: 03/01/24 10b) Date Funds Required: 03/01/24 10c) Expected Completion Date: 06/29/24
(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:

Name of NC Board Member	Relationship to Applicant


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*

Nicholas Doran
PRINT NameExecutive Director
Title
Signature2/6/24
Date

12b) Secretary of Non-profit Corporation or Assistant School Principal - REQUIRED*

Norma Rivas
PRINT NameSecretary
Title
Signature2-7-24
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 for instructions on completing this form

**City of Los Angeles - Publishing
 Services**
 DEPT. 40, FUND 706, APPR 40000A
 REVENUE SOURCE 4591
 555 Ramirez St. Space 200
 Los Angeles, CA 90012
 Phone: (213) 473-8400
 Fax: (213) 473-8416

INVOICE

Invoice #	2002987
Invoice Date	3/5/20
Date Shipped	
Ship Via	Our Driver
Fund Number	DIRECT PAY
Terms	Net 30 Days
P.O. Number	20VN01
Job Number	20VN01

Van Nuys Neighborhood Council
 Veronica Marin
 PO BOX 3118
 Los Angeles, CA 91407

Quantity	Description	Unit Price	UM	Amount
200	Business Cards : VAN NUYS NC - VAN NUYS NC RICHARD MARKS BUS CARDS 2/C SEAL 8UP WITH 1/C NC LOGO 1 SIDED UNION BUG & RECYCLE C/O SAM WOOLF 818-533-8662	\$40.50		\$40.50
Thank you for your Business!!		Subtotal		\$40.50
		Sales Tax		\$0.00
		Total Due		\$40.50

Customer Code : **NC-VN**
 Invoice Number : **2002987**
 Invoice Date : **3/5/20**
 Invoice Amount : **\$40.50**
 Amount Paid : _____

Remit To:

City of Los Angeles - Publishing Services
 DEPT. 40, FUND 706, APPR 40000A
 REVENUE SOURCE 4591
 555 Ramirez St. Space 200
 Los Angeles, CA 90012

Remitter:

Van Nuys Neighborhood Council
 Veronica Marin
 PO BOX 3118
 Los Angeles, CA 91407