

## Van Nuys Neighborhood Council



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Parliamentarian

**Members**  
Samuel Apikyan  
Hakop 'Jack' Azatyan  
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, April 30th,  
2024 5:30PM

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](mailto:info@vnnc.org)  
[www.vnnc.org](http://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 an NPG from Van Nuys Elementary Community School for \$4,000 to update their murals:**  
[https://vnnc.org/wp-content/uploads/2024/04/Van-Nuys-Elem-School-NPG-Application\\_0423.pdf](https://vnnc.org/wp-content/uploads/2024/04/Van-Nuys-Elem-School-NPG-Application_0423.pdf)
3. **Discussion and possible action to approve the February 2024 MER (Monthly Expenditure Report) \*\*see attached top sheet\*\***  
[https://vnnc.org/wp-content/uploads/2024/04/VNNC\\_MER\\_Feb2024.pdf](https://vnnc.org/wp-content/uploads/2024/04/VNNC_MER_Feb2024.pdf)
4. **Discussion and possible action to approve the March 2024 MER (Monthly Expenditure Report) \*\*see attached top sheet\*\***  
[https://vnnc.org/wp-content/uploads/2024/04/VNNC\\_MER\\_Mar2024.pdf](https://vnnc.org/wp-content/uploads/2024/04/VNNC_MER_Mar2024.pdf)
5. **Discussion and possible action to approve a revised budget for Fiscal Year 2023 – 2024:**  
<https://vnnc.org/wp-content/uploads/2024/04/VNNC-Revised-Budget-for-FY-2023-24-as-of-04222024.pdf>
6. **Discussion and possible action regarding whether the VNNC will contribute up to \$1000 toward covering the expenses of Neighborhood Council Budget Day, which is organized by the Budget Advocates and will take place in-person (for the first time in 5 years) at City Hall on June 15th.**
7. **Discussion and possible action regarding whether the VNNC will contribute up to \$1000 to help cover the costs of the L.A. Congress of Neighborhoods, which will be held in September.**
8. **General Public Comment on Non-Agenda Items (2 min per stakeholder). Note that topics discussed must be within the jurisdiction of the VNNC.**
9. Identification of topics Committee members would like to discuss at a future meeting.
10. 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](mailto: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](mailto: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](http://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](mailto: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](http://ethics.lacity.org/lobbying). For assistance, please contact the Ethics Commission at (213) 978-1960 or [ethics.commission@lacity.org](mailto:ethics.commission@lacity.org)

**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 Neighborhood Council

**SECTION I - APPLICANT INFORMATION**

1a) Van Nuys Elementary Community School  
*Organization Name*      *Federal I.D. # (EIN#)*      *State of Incorporation*      *Date of 501(c)(3) Status (if applicable)*

1b) 6464 Sylmar Avenue      Van Nuys      CA      91401  
*Organization Mailing Address*      *City*      *State*      *Zip Code*

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

1d) **PRIMARY CONTACT INFORMATION:**  
Susan Trinh      (818) 785-2195      slt7535@lausd.net  
*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) Van Nuys Elementary Community School - LAUSD      Van Nuys      CA      91401  
*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.**

The intent of this grant is to update our murals on the yard in order to create a space for our students and community. The murals will bring in nature to the other wise concrete surroundings. The murals are nature based with cacti and succulents native to California. Both murals have the California mountains and skyline, with one mural containing a path into the mountains. Please see additional attachment for the mock-up.

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 grant will be used to support our school environment. Currently, our murals are outdated and dilapidated. Children learn best in stimulating environments and we plan to bring in nature through the murals to the concrete yard. This grant will help us create a fun and vibrant school and provide a sense of positivity and pride in the community. As a community school, we are striving to become the hub of the Van Nuys neighborhood. We have many family and community events located on our campus so a mural located in the center of the yard will be appreciated by all students and families residing in our 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
	Mural quote (labor, paint, etc)	\$ 4000.00	\$ 4000.00
		\$	\$
		\$	\$

6b)	Non-Personnel Related Expenses	Requested of NC	Total Projected Cost
		\$	\$
		\$	\$
		\$	\$

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: \$ 4000.00

10a) Start date: 05 / 01 / 24 10b) Date Funds Required: 5 / 01 / 24 10c) Expected Completion Date: 5 / 31 / 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\*

Sonia Mendoza	Principal		4/19/2024
<i>PRINT Name</i>	<i>Title</i>	<i>Signature</i>	<i>Date</i>

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

Susan Trinh	Assistant Principal		4/19/2024
<i>PRINT Name</i>	<i>Title</i>	<i>Signature</i>	<i>Date</i>

\* 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



Los Angeles Unified School District

## Van Nuys Elementary Community School

6464 Sylmar Avenue Van Nuys, CA 91401

Telephone: (818) 785-2195 Fax: (818)782-4173

Website: <https://vannuyses.lausd.org>

**Alberto M. Carvalho**  
*Superintendent of Schools*

**Dr. David Baca**  
*Region North Superintendent*

**Sonia Mendoza**  
*Principal*

**Susan Trinh**  
*Assistant Principal*

Dear Office of City Clerk: Neighborhood Council Funding Program,

Thank you for considering Van Nuys Elementary Community School for the Neighborhood Purpose Grant. Our school and community would greatly benefit from the nature mural we have planned. These murals would be located at the center of school for all to enjoy and bring a sense of nature to our concrete yard. Should you require or need further information, please reach out. We look forward to your response.

Thank you,

Sonia Mendoza, Principal

Susan Trinh, Assistant Principal

**David Martinez**

**Invoice**

**David Martinez**

VN# 1000013117

3238611699

**BILL TO**

Van Nuys Elementary Community school

**Invoice #**

241

**Date**

18 Apr 2024

<b>Item</b>	<b>Quantity</b>	<b>Price</b>	<b>Amount</b>
<b>Handball court nature theme murals</b>	2	\$2,000.00	\$4,000.00

**Subtotal** \$4,000.00

**Total** \$4,000.00

**Amount Due**

**\$4,000.00**





# Monthly Expenditure Report



Reporting Month: February 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
\$26863.52	\$588.66	\$26274.86	\$7724.05	\$0.00	\$18550.81

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office	\$27142.00	\$588.66	\$18270.26	\$3358.77	\$14911.49
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	\$4358.00	\$4365.28	\$-7.28
Funding Requests Under Review: \$0.00		Encumbrances: \$0.00		Previous Expenditures: \$8783.08	

Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	VBS VONAGE BUSINESS	02/05/2024	Monthly payment for phone service -- budgeted item	General Operations Expenditure	Office	\$29.77
2	PY ALL RIGHT STORAGE	02/10/2024	Monthly fee for VNNC storage space. Budgeted line item.	General Operations Expenditure	Office	\$195.00
3	FEDEX OFFIC19000019026	02/28/2024	Expenses for copying materials for VNNC 2/28/24 General Board Meeting. This is a budgeted item.	General Operations Expenditure	Office	\$85.42
4	PAPA JOHN'S #4801	02/28/2024	Expense for food (pizza) for 2/28/24 VNNC General Board meeting	General Operations Expenditure	Office	\$83.02
5	David Harari	12/27/2023	VNNC action to approve reimbursement to David Harari for \$120.45 for purchasing food for the October 11th, 2023 General Board Meeting.	General Operations Expenditure	Office	\$120.45
6	David Harari	01/18/2024	Reimbursement for Food & Beverage purchased for the VNNC Board Retreat in October.	General Operations Expenditure	Office	\$75.00
<b>Subtotal:</b>						<b>\$588.66</b>

Outstanding Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total

1	BRIDGEGAP TEMPORARY STAFFING AND SERVICES AGENCY	02/06/2024	Minute Taking Services October 2023 - January 2024	General Operations Expenditure	Office	\$936.32
2	BRIDGEGAP TEMPORARY STAFFING AND SERVICES AGENCY	02/06/2024	Bridgегap Admin. Support Oct. 2023 - Jan. 2024	General Operations Expenditure	Office	\$1000.00
3	WENDY L. MOORE / MOORE BUSINESS RESULTS	03/12/2024	VNNC website admin and agenda posting for January 2024.	General Operations Expenditure	Office	\$626.95
4	WENDY L. MOORE / MOORE BUSINESS RESULTS	03/12/2024	VNNC website admin and agenda posting for February 2024.	General Operations Expenditure	Office	\$795.50
5	Meals In Motion	03/15/2024	VNNC action to approve an NPG of \$4,365.28 for Meals In Motion to cover the costs of food and materials for 8 free Family Cooking Night events.	Neighborhood Purpose Grants		\$4365.28
<b>Subtotal: Outstanding</b>						<b>\$7724.05</b>

# Monthly Expenditure Report



Reporting Month: March 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
\$26274.86	\$8428.22	\$17846.64	\$320.96	\$0.00	\$17525.68

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office	\$27142.00	\$4062.94	\$14207.32	\$320.96	\$13886.36
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	\$4365.28	\$-7.28	\$0.00	\$-7.28
Funding Requests Under Review: \$0.00		Encumbrances: \$0.00		Previous Expenditures: \$9371.74	

Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	VBS VONAGE BUSINESS	03/05/2024	Monthly bill for VNNC phone account. This is a budgeted item.	General Operations Expenditure	Office	\$29.77
2	PY ALL RIGHT STORAGE	03/10/2024	Monthly payment for VNNC Storage unit. This is a budgeted item.	General Operations Expenditure	Office	\$195.00
3	DNH GODADDY.COM	03/21/2024	Budgeted expense for vnnc.org website (renewal of WordPress software)	General Operations Expenditure	Office	\$479.40
4	BRIDGEGAP TEMPORARY STAFFING AND SERVICES AGENCY	02/06/2024	Bridggap Admin. Support Oct. 2023 - Jan. 2024	General Operations Expenditure	Office	\$1000.00
5	BRIDGEGAP TEMPORARY STAFFING AND SERVICES AGENCY	02/06/2024	Minute Taking Services October 2023 - January 2024	General Operations Expenditure	Office	\$936.32
6	WENDY L. MOORE / MOORE BUSINESS RESULTS	03/12/2024	VNNC website admin and agenda posting for February 2024.	General Operations Expenditure	Office	\$795.50

7	WENDY L. MOORE / MOORE BUSINESS RESULTS	03/12/2024	VNNC website admin and agenda posting for January 2024.	General Operations Expenditure	Office	\$626.95
8	Meals In Motion	03/15/2024	VNNC action to approve an NPG of \$4,365.28 for Meals In Motion to cover the costs of food and materials for 8 free Family Cooking Night events.	Neighborhood Purpose Grants		\$4365.28
<b>Subtotal:</b>						<b>\$8428.22</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>
1	WENDY L. MOORE / MOORE BUSINESS RESULTS	04/02/2024	VNNC website admin and agenda posting for December 2023.	General Operations Expenditure	Office	\$320.96
<b>Subtotal: Outstanding</b>						<b>\$320.96</b>

**Van Nuys Neighborhood Council**  
**Annual Budget for Fiscal Year 2023-24**

	Approved 7/27	Proposed Changes	Revised Budget
<b>Annual Budget Funds</b>	\$32,000		\$32,000
<b>Rollover Funds</b>	\$3,646.40		3,646.40
<b>Total Annual Budget Funds</b>	\$35,646.40		\$35,646.40
<b>Office/Operational Funds</b>			
Storage Locker (All Right Storage)	\$2,340		\$2,340
Printing and Photocopies for Meetings	\$960		\$960
Food, Refreshments for General Board Meetings	\$960	\$240	\$1,200
Zoom Licenses	\$238	\$162	\$400
Note-taker for Meetings	\$3,000	\$200	\$3,200
Administrative Support/Bridgeway	\$3,000		\$3,000
Office Supplies	\$400		\$400
Web Hosting and Maintenance, E-blasts, Agenda-Posting (Wendy Moore and GoDaddy)	\$12,000	-\$4,000	\$8,000
Mailbox at Van Nuys USPS	\$294		\$294
Board Retreats	\$600	-\$600	\$0.00
Councilmember Bus. Cards/Nameplates/Nametags	\$500	-\$100	\$400
Facility Rental for Meetings	\$500	-\$500	\$0.00
Telephone service	\$350	-\$100	\$250
<b>Total Office and Operational Expenditures</b>	<b>\$25,142</b>	<b>-\$4,698</b>	<b>\$20,444</b>
<b>Outreach Expenditure Category</b>	<b>\$2,000</b>		<b>\$2,000</b>
<b>Election Expenditures Category</b>	<b>\$78</b>		<b>\$78</b>
<b>Neighborhood Purposes Grant (NPG) Expenditure Category</b>	<b>\$8,426.40</b>	<b>\$4,698</b>	<b>\$13,124.40</b>
<b>Community Improvement Project (CIP) Expenditure Category</b>	<b>\$0</b>		<b>\$0</b>
<b>Total Expenditures for the Fiscal Year</b>	<b>\$35,646.40</b>		<b>\$35,646.40</b>