

Van Nuys Neighborhood Council



Kathy Schreiner
kathy.schreiner@vnnc.org
President

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maduka.nkuku@vnnc.org
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Vacant
Secretary

David Harari
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Myrra Bolla
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Parliamentarian

Members
Samuel Apikyan
Hakop 'Jack' Azatyan
John Camera
Josue Chavez
Quirino de la Cuesta
Brian Edelman
John Hendry
Ann Kalb
Cyle Zezotarski

Van Nuys Neighborhood Council Budget and Finance Committee AGENDA

Tuesday, September 3, 2024
6:00PM

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

Phone: 818-357-2446

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. **Actual time for each comment will be recorded in 30 second increments (i.e., 30 sec., 1 min., 90 sec., 2 min.).**

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, Kathy Schreiner,

- 1. Roll Call and Pledge of Allegiance**
- 2. Discussion and possible action to recommend that the VNNC Board approve the July 2024 MER (Monthly Expenditure Report). See attached.**
- 3. Discussion and possible action to recommend that the VNNC Board approve a revised NPG application from Van Nuys Elementary School to cover two murals. (Note: The revised NPG changes the start date for the project to 9/11/24 and the completion date to 11/20/24.) See attached.**
- 4. Discussion and possible action to approve a revised 2024/2025 Budget that includes rollover funds and additional adjustments. See attached.**
- 5. Motion to approve contribution of \$1000 to support Neighborhood Council Budget Day and related activities. Budget Day was organized by the Budget Advocates to take place on June 15 at City Hall.**
- 6. Motion to approve contribution of \$1000 to support the L.A. Congress of Neighborhoods, which will be held on September 28 at City Hall.**
- 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: <https://ethics.lacity.gov/lobbying/>

For assistance, please contact the Ethics Commission at (213) 978-1960 or ethics.commission@lacity.org

Monthly Expenditure Report



Reporting Month: July 2024

Budget Fiscal Year: 2024-2025

NC Name: Van Nuys Neighborhood Council

Monthly Cash Reconciliation					
Beginning Balance	Total Spent	Remaining Balance	Outstanding	Commitments	Net Available
\$44750.00	\$224.76	\$44525.24	\$2175.42	\$0.00	\$42349.82

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office	\$26142.00	\$224.76	\$25917.24	\$2175.42	\$23741.82
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	\$5858.00	\$0.00	\$5858.00	\$0.00	\$5858.00
Funding Requests Under Review: \$0.00		Encumbrances: \$0.00		Previous Expenditures: \$0.00	

Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	VBS VONAGE BUSINESS	07/05/2024	Monthly bill for VNNC phone line. Line item in budget in Admin Packet.	General Operations Expenditure	Office	\$29.76
2	PY ALL RIGHT STORAGE	07/10/2024	Monthly fee for VNNC storage space. This is a line item in the Admin Packet budget.	General Operations Expenditure	Office	\$195.00
Subtotal:						\$224.76

Outstanding Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	WENDY L. MOORE / MOORE BUSINESS RESULTS	07/26/2024	June Web Admin Services and Posting	General Operations Expenditure	Office	\$432.48
2	WENDY L. MOORE / MOORE BUSINESS RESULTS	08/14/2024	Web hosting, development, and communications for July 2024.	General Operations Expenditure	Office	\$641.82
3	BRIDGEGAP TEMPORARY STAFFING AND SERVICES AGENCY	08/23/2024	Minute taking services June & August 2024	General Operations Expenditure	Office	\$351.12

4	BRIDGEGAP TEMPORARY STAFFING AND SERVICES AGENCY	08/23/2024	Administrative Services June, July, August 2024	General Operations Expenditure	Office	\$750.00
Subtotal: Outstanding						\$2175.42

400375 – Van Nuys Neighborhood Council:Los Angeles

Statement Date: July 04, 2024
 Terms: Due Upon Receipt
 Statement#: INV10780898
 Term Period: 12 Months

Bill To	Pay To
Van Nuys Neighborhood Council:Los Angeles Kathy Schreiner 13530 LEADWELL ST #9 Van Nuys, CA 91405	Vonage Business Inc PO Box 23887 New York, NY 10087-3887

List of Charges	Amount
Total One-Time Charges	\$0.00
Total Monthly Charges	\$15.49
Total Usage Charges	\$0.00
Total Fees	\$7.99
Taxes & Other Surcharges	\$6.28
Total New Charges	\$29.76
Payment	-\$29.76
Total Amount Due	\$0.00

Included at no extra cost:

The Vonage Business Communications Mobile app! Call and text using your personal business number on-the-go, check voicemails, access paid add-ons and more. Available on the App Store and Google Play. Mobile data charges may apply.

Location Summary

Name	Monthly Charges	One-Time	Usage-Charges	Fees	Taxes	Total
Van Nuys Neighborhood Council:Los Angeles Location Address: 13530 LEADWELL ST, #9, Van Nuys California 91405 Term End Date: 12/03/2024	\$15.49	\$0.00	\$0.00	\$7.99	\$6.28	\$29.76

Van Nuys Neighborhood Council:Los Angeles
Monthly Charges

Service Period	Description	Quantity	Rate	Amount	Taxes	Total
07/04/2024 - 08/03/2024	10DLC SMS Campaign Monthly fee	1	\$1.50	\$1.50	\$0.00	\$1.50
07/04/2024 - 08/03/2024	Local Company Number	1	\$9.99	\$9.99	\$0.90	\$10.89
07/04/2024 - 08/03/2024	Local Company Number Discount	1	99.99%	(\$9.99)	(\$0.90)	-\$10.89
07/04/2024 - 08/03/2024	Mobile Unlimited Extension Discount	1	30.00%	(\$6.00)	(\$1.06)	-\$7.06
07/04/2024 - 08/03/2024	Mobile Unlimited Extension Service	1	\$19.99	\$19.99	\$5.15	\$25.14
					Monthly Charges	\$15.49
					Taxes	\$4.09
					Total	\$19.58

Fees

Service Period	Description	Amount	Taxes	Total
07/04/2024 - 08/03/2024	Emergency Services Fee	\$0.99	\$0.27	\$1.26
07/04/2024 - 08/03/2024	Recovery Fee	\$7.00	\$1.92	\$8.92
			Fees	\$7.99
			Taxes	\$2.19
			Total	\$10.18

Taxes & Other Surcharges Summary

Location Address	Description	Amount
Van Nuys Neighborhood Council:Los Angeles	Federal - FUSF (VoIP)	\$2.60
	State - E-988 (VoIP)	\$0.08
	State - E911 (VoIP)	\$0.30

	State - CA Public Purpose Program Surcharge (VoIP)	\$1.11
	City - Utility Users Tax	\$0.00
	City - Utility Users Tax (VoIP)	\$2.19
Service Tax Total for Location:		\$6.28
Total Taxes:		\$6.28

Payments & Adjustments

Transaction Date	Transaction Type	Description	Total Amount
07/04/2024	Payment	MasterCard: *****0814	(\$29.76)
Total			(\$29.76)

For a description of this invoice, please visit our support site at <http://businesssupport.vonage.com/articles/answer/Online-Account-Billing-Overview-21415>.

All Right Storage - Van Nuys
6900 Van Nuys Blvd
Van Nuys, CA 91405

(818) 786 4335

Payment Receipt

Tenant Van Nuys Neighborhood Council
Company c/o: Kathy Schreiner
Address PO Box 3118
City, State, Zip Van Nuys CA 91407

Date Printed July 10, 2024
Payment Date July 10, 2024 12:16 AM
Unit 2370
Available Credit 0.00
Current Balance 0.00
Paid Thru August 9, 2024
Receipt Number **135806** **By AA**

<u>Date</u>	<u>Unit</u>	<u>Description</u>	<u>Charge</u>	<u>Discount</u>	<u>Tax</u>	<u>Total</u>	<u>Payment</u>	<u>Method</u>
07/10/24	2370	Rent 7/10-8/9	195.00	0.00	0.00	195.00	195.00	Master Card
		Taxes					0.00	
		Payment (less tax)					195.00	
		Payment Subtotal					195.00	
		Credits Applied					0.00	
		Refunds Applied					0.00	
		Total Applied to Account					195.00	
		Current Account Balance					0.00	
		Paid By					Master Card ****0814	
		Paid Thru Date					August 9, 2024	

Transaction Type Sale
Authorization 030427
Reference pl_txn_668e3556676d23046d21526

I agree to pay the above amount according to the card issuer statement.

x _____

**City of Los Angeles
Office of the City Clerk
Neighborhood Council Funding Program**

Neighborhood Purposes Grants

Neighborhood Purposes Grants (NPGs) provide NCs opportunities to develop partnerships with local 501(c)(3) nonprofits and public schools to build community and enhance neighborhoods in the City of Los Angeles. Projects and activities supported by NPGs vary widely and can include, but are not limited to:

- The Arts
- Beautification
- Community Support
- Education
- Community Improvements

NPG-funded projects and activities must be for a **public benefit** and purpose, **open**, **accessible**, and **free of charge** to stakeholders.

Grants approved by NCs exceeding \$5,000 involve further review and possible City contract by the Office of the City Clerk.

Visit the NC Funding Program website page on NPGs ([click here](#)) to find out more details about how 501(c)(3) nonprofits and public schools serving NC areas can apply. There are two NPG Information Packets; One for prospective applicants to help guide them in the application process, and one for NC board members outlining considerations and factors to keep in mind while evaluating NPG requests.

A "Project Completion Report" template is also provided to help ensure accountability in the use of Grant funds and help demonstrate how NCs and their partners are supporting L.A. communities and stakeholders. NCs and NPG recipients are strongly encouraged to work together to complete and submit the Report at the conclusion of the project.

Any questions you may have with the NPG process, please contact us at the NC Funding Program:

- Clerk.NCFunding@lacity.org
- (213) 978-1058

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: 09/11/24 10b) Date Funds Required: 09/11/24 10c) Expected Completion Date: 10/20/24
 (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.)**

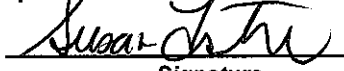
SECTION V - DECLARATION AND SIGNATURE

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***

<u>Sonia Mendoza</u>	<u>Principal</u>		<u>08/29/2024</u>
<small>PRINT Name</small>	<small>Title</small>	<small>Signature</small>	<small>Date</small>

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

<u>Susan Trinh</u>	<u>Intervention Prevention Coordinator</u>		<u>08/29/2024</u>
<small>PRINT Name</small>	<small>Title</small>	<small>Signature</small>	<small>Date</small>

* 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



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

Item	Quantity	Price	Amount
Handball court nature theme murals	2	\$2,000.00	\$4,000.00

Subtotal \$4,000.00

Total \$4,000.00

Amount Due

\$4,000.00



Van Nuys Neighborhood Council
Annual Budget for Fiscal Year 2024-2025 v2

	Approved 06/12/2024	Proposed Changes	Revised Budget
Annual Budget Funds	\$32,000.00		\$32,000
Rollover Funds	\$0.00		\$12,750.00
Total Annual Budget Funds	\$32,000.00		\$44,750.00
Office/Operational Funds			
Storage Locker (All Right Storage)	\$2,340		\$2,340
Printing and Photocopies for Meetings	\$960		\$960
Food, Refreshments for General Board Meetings	\$960	\$540	\$1,500
Zoom Licenses	\$400		\$400
Note-taker for Meetings	\$3,000		\$3,000
Administrative Support/Bridgeway	\$3,000		\$3,000
Office Supplies	\$400		\$400
Web Hosting and Maintenance, E-blasts, Agenda-Posting (Moore Business Results)	\$7,000		\$7,000
GoDaddy web hosting, email addresses, and software utilities	\$1,000		\$1,000
Mailbox at Van Nuys USPS	\$294	\$16	\$310
Board Retreats	\$600		\$600
Councilmember Bus. Cards/Nameplates/Nametags	\$500		\$500
Facility Rental for Meetings	\$500		\$500
Telephone service	\$350	\$100	\$450
Total Office and Operational Expenditures	\$21,304.00		\$21,960.00
Outreach Expenditure Category			
Election Expenditures Category	\$3,838	\$2,162	\$6,000
Neighborhood Purposes Grant (NPG) Expenditure Category	\$1,000		\$1,000
Community Improvement Project (CIP) Expenditure Category	\$5,858	\$6,932	\$12,790
Community Improvement Project (CIP) Expenditure Category	\$0	\$3,000	\$3,000
Total Expenditures for the Fiscal Year	\$32,000.00		\$44,750.00