

## Van Nuys Neighborhood Council



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President

**Maduka Nkuku**  
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Vice President

**Vacant**  
Secretary

**David Harari**  
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Treasurer & Budget & Finance Chair

**Myrra Bolla**  
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Parliamentarian

### **Members**

**Hakop 'Jack' Azatyan**  
**Pam Bingham**  
**John Camera**  
**Connor Chiu**  
**Quirino de la Cuesta**  
**Brian Edelman**  
**John Hendry**  
**Ann Kalb**  
**Dalilah Perez-Vigo**  
**Derrick Spears**  
**Cyle Zegotarski**

## Van Nuys Neighborhood Council Budget and Finance Committee AGENDA

Tuesday, June 3, 2025

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](mailto:info@vnnc.org)  
[www.vnnc.org](http://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 April 2025 MER (Monthly Expenditure Report). See attached cover page:**  
[https://vnnc.org/wp-content/uploads/2025/05/VNNC\\_MER\\_April2025.pdf](https://vnnc.org/wp-content/uploads/2025/05/VNNC_MER_April2025.pdf)
3. **Discussion and possible action to recommend that the VNNC Board approve a revised Administrative Package 2025/2026 (see attached).**
4. **General Public Comment on Non-Agenda Items (2 min per stakeholder). Note that topics discussed must be within the jurisdiction of the VNNC.**
5. Identification of topics Committee members would like to discuss at a future meeting.
6. Adjournment

**THE AMERICANS 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:

<https://ethics.lacity.gov/lobbying/>

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

# Monthly Expenditure Report



Reporting Month: April 2025

Budget Fiscal Year: 2024-2025

NC Name: Van Nuys Neighborhood Council

Monthly Cash Reconciliation					
Beginning Balance	Total Spent	Remaining Balance	Outstanding	Commitments	Net Available
\$25602.17	\$2799.50	\$22802.67	\$3670.38	\$40.24	\$19092.05

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office	\$28960.00	\$1558.43	\$15012.67	\$3670.38	\$11342.29
Outreach		\$241.07		\$0.00	
Elections		\$0.00		\$0.00	
Community Improvement Project	\$3000.00	\$0.00	\$3000.00	\$0.00	\$3000.00
Neighborhood Purpose Grants	\$12790.00	\$1000.00	\$4790.00	\$0.00	\$4790.00
Funding Requests Under Review: \$0.00		Encumbrances: \$40.24		Previous Expenditures: \$19147.83	

Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	FEDEX OFFIC19000019026	04/04/2025	Printed materials for 4/5 VNNC Retreat. Budgeted line item.	General Operations Expenditure	Office	\$24.50
2	STAPLES 00113100	04/04/2025	Office supplies for VNNC Retreat. Budgeted line item.	General Operations Expenditure	Office	\$32.23
3	LUSY'S MEDITERRANEAN C	04/04/2025	Food for VNNC retreat. Budgeted line item.	General Operations Expenditure	Office	\$398.16
4	RALPHS #0047	04/05/2025	Food and supplies for VNNC retreat. Budgeted line item.	General Operations Expenditure	Office	\$39.32
5	VBS VONAGE BUSINESS	04/05/2025	Monthly Vonnage phone bill. Budgeted line item	General Operations Expenditure	Office	\$48.22
6	STARBUCKS STORE 51180	04/05/2025	Starbuck's coffee for VNNC 4/5 retreat. Budgeted line item.	General Operations Expenditure	Office	\$44.00
7	FEDEX OFFIC19000019026	04/09/2025	Printed materials for 4/9/25 VNNC General Board Meeting. Budgeted line item.	General Operations Expenditure	Office	\$87.84
8	LIDO PIZZA	04/09/2025	Food for 4/9/25 VNNC General Board Meeting. Budgeted item.	General Operations Expenditure	Office	\$122.70

9	SMART AND FINAL 349	04/10/2025	First receipt for VNNC supplies for park egg hunts	General Operations Expenditure	Outreach	\$214.09
10	PY ALL RIGHT STORAGE	04/10/2025	Monthly payment for VNNC storage space. Budgeted line item.	General Operations Expenditure	Office	\$195.00
11	SMART AND FINAL 349	04/19/2025	Second receipt for VNNC supplies for park egg hunts	General Operations Expenditure	Outreach	\$26.98
12	Quirino De La Cuesta	03/10/2025	Reimbursement for PLUM agenda printing.	General Operations Expenditure	Office	\$40.24
13	WENDY L. MOORE / MOORE BUSINESS RESULTS	04/14/2025	Web Admin. and Posting Services for Feb./March 2025	General Operations Expenditure	Office	\$526.22
14	ONEgeneration	04/14/2025	Discussion and possible action to approve an NPG application for \$1000 from One Generation to cover costs of equipment rentals (canopies, tables, and chairs) for the 16th annual...	Neighborhood Purpose Grants		\$1000.00
<b>Subtotal:</b>						<b>\$2799.50</b>

Outstanding Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	City of LA Publishing Services	11/22/2024	Business Card Printing 03/05/2020 (Overdue Invoice)	General Operations Expenditure	Office	\$40.50
2	WENDY L. MOORE / MOORE BUSINESS RESULTS	05/02/2025	Web Admin. and Posting services for April 2025	General Operations Expenditure	Office	\$542.32
3	BRIDGEGAP TEMPORARY STAFFING AND SERVICES AGENCY	05/19/2025	Minutes taking for Oct. 2024 - April 2025	General Operations Expenditure	Office	\$950.08
4	BRIDGEGAP TEMPORARY STAFFING AND SERVICES AGENCY	05/19/2025	Administrative Services for Oct. 2024 - April 2025	General Operations Expenditure	Office	\$1750.00
5	City of Los Angeles - Department of Neighborhood Empowerment	05/19/2025	VNNC Zoom Licenses for 2025 - 2026	General Operations Expenditure	Office	\$387.48
<b>Subtotal: Outstanding</b>						<b>\$3670.38</b>

**Van Nuys Neighborhood Council**  
**Annual Budget for Fiscal Year 2025-2026**

	Approved TBD	Proposed Changes	Revised Budget
<b>Annual Budget Funds</b>	\$25,000.00		\$25,000
<b>Rollover Funds</b>	\$0.00		\$0.00
<b>Total Annual Budget Funds</b>	\$25,000.00		\$25,000.00
<b>Office/Operational Funds</b>			
Storage Locker (All Right Storage)	\$2,340		\$2,340
Printing and Photocopies for Meetings	\$1,100		\$1,100
Food, Refreshments for General Board Meetings	\$1,500		\$1,500
Zoom Licenses	\$400		\$400
Canva License	\$130		\$130
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	\$1,350		\$1,350
Mailbox at Van Nuys USPS	\$310		\$310
Board Retreats	\$300		\$300
Councilmember Bus. Cards/Nameplates/Nametags	\$100.00		\$100.00
Facility Rental for Meetings	\$0.00		\$0.00
Telephone service	\$600		\$600
Total Office and Operational Expenditures	<b>\$21,530.00</b>		<b>\$21,530.00</b>
<b>Outreach Expenditure Category</b>	<b>\$1,470.00</b>		<b>\$1,470</b>
<b>Election Expenditures Category</b>	<b>\$0.00</b>		<b>\$0.00</b>
<b>Neighborhood Purposes Grant (NPG) Expenditure Category</b>	<b>\$2,000</b>		<b>\$2,000</b>
<b>Community Improvement Project (CIP) Expenditure Category</b>	<b>\$0.00</b>		<b>\$0</b>
<b>Total Expenditures for the Fiscal Year</b>	<b>\$25,000.00</b>		<b>\$25,000.00</b>

**Information for items to be included in the Administrative Packet**

information in the FY 2024/25 Administrative Packet	Proposed information for first submittal of FY 2025/26 Administrative Packet (NOTE: can be updated by a vote at any Board meeting)
<b><u>Neighborhood Council Financial Officers</u></b>	
Treasurer: David Harari	Treasurer: David Harari
Second Signer: Myrra Bolla	Second Signer: Kathy Schreiner
Alternate Signer: Maduka Nkuku	Alternate Signer: _____ (leave blank until new Board is seated)
First Bank Cardholder: Kathy Schreiner	First Bank Cardholder: Kathy Schreiner
Second Bank Cardholder: Maduka Nkuku	Second Bank Cardholder: ____ (leave blank until new Board is seated)
<b><u>Meeting Locations</u></b>	
Braude Center (General Board Meeting)	Same
Van Nuys Branch Library (Committees)	Same
<b><u>Storage Facility</u></b>	
All Right Storage	Same
<b><u>P. O. Box</u></b>	
P. O. Box 3118, Van Nuys, CA 91407-3118	Same
<b><u>Website Services Provider</u></b>	
Moore Business Results, Inc. (webmaster, postings to website and social media, monthly eblasts)	Same
Go Daddy (website and email)	Same