

Van Nuys Neighborhood Council



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President

Pam Bingham
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Vice President

Brian Edelman
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Secretary

David Harari
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Treasurer & Budget & Finance Chair

N/A
Parliamentarian

Members
John Camera
Connor Chiu
Quirino de la Cuesta
Mindi Gonzalez
Brandon Gruzen
Ann Kalb
Ray Mandarin
Dalilah Perez-Vigo
Carrie Prince
Priscilla Ramos
Derrick Spears
Francois Verin

Van Nuys Neighborhood Council Budget and Finance Committee AGENDA

Monday, August 3rd, 2026

5:00 PM

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: Pam Bingham, Connor Chiu, Kathy Schreiner, Derrick Spears

- 1. Roll Call and Pledge of Allegiance**
- 2. Discussion and possible action to recommend that the VNNC Board approve the May 2026 MER (Monthly Expenditure Report). See attached pages 4 - 5 and link below:**
https://vnnc.org/wp-content/uploads/2026/07/VNNC_MER_May2026.pdf
- 3. Discussion and possible action to recommend that the VNNC Board approve the June 2026 MER (Monthly Expenditure Report). See attached pages 6 - 7 and link below:**
https://vnnc.org/wp-content/uploads/2026/07/VNNC_MER_June2026.pdf
- 4. Discussion and possible action to recommend that the VNNC Board approve a reimbursement to VNNC President Kathy Schreiner for \$39.51 for out-of-pocket charges relating to FedEx printing of Agenda Materials for the VNNC General Board Meeting on July 8th. See attached page 8.**
- 5. Discussion and possible action to approve outline of services to be provided by Moore Business Results for fiscal year 2026/2027 (see pages 9 & 10 for reference).**
- 6. General Public Comment on Non-Agenda Items (2 min per stakeholder). Note that topics discussed must be within the jurisdiction of the VNNC.**
- 7. Identification of topics Committee members would like to discuss at a future meeting.**
- 8. 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

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: May 2026

Budget Fiscal Year: 2025-2026

NC Name: Van Nuys Neighborhood Council

Monthly Cash Reconciliation					
Beginning Balance	Total Spent	Remaining Balance	Outstanding	Commitments	Net Available
\$16934.27	\$3624.80	\$13309.47	\$2935.13	\$0.00	\$10374.34

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office	\$25530.00	\$1091.33	\$11474.60	\$2935.13	\$8539.47
Outreach		\$2133.47		\$0.00	
Elections		\$0.00		\$0.00	
Community Improvement Project	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Neighborhood Purpose Grants	\$9434.87	\$400.00	\$1834.87	\$0.00	\$1834.87
Funding Requests Under Review: \$0.00		Encumbrances: \$0.00		Previous Expenditures: \$18030.60	

Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	VBS VONAGE BUSINESS	05/05/2026	Monthly bill for VNNC Vonnage phone number. Budgeted line item.	General Operations Expenditure	Office	\$48.16
2	PY ALL RIGHT STORAGE	05/11/2026	Monthly payment for VNNC storage unit. Budgeted line item.	General Operations Expenditure	Office	\$195.00
3	FEDEX OFFICE 1902 VNYK	05/13/2026	Printed materials for 5/13/26 VNNC Board Meeting -- 1st receipt. Budgeted line item.	General Operations Expenditure	Office	\$74.02
4	FEDEX OFFICE 1902 VNYK	05/13/2026	Printed materials for 5/13/26 VNNC Board Meeting -- 2nd receipt. Budgeted line item.	General Operations Expenditure	Office	\$47.58
5	FEDEX OFFICE 1902 VNYK	05/13/2026	Printed materials for 5/13/26 VNNC Board Meeting -- 3rd receipt. Budgeted line item.	General Operations Expenditure	Office	\$6.32
6	LIDO PIZZA	05/13/2026	Food for 5/13/26 VNNC Board Meeting. Budgeted line item.	General Operations Expenditure	Office	\$120.73
7	4IMPRINT, INC	05/14/2026	Promotional items.	General Operations Expenditure	Outreach	\$633.47
8	WENDY L. MOORE / MOORE BUSINESS RESULTS	05/01/2026	Web posting/management & ADA compliance for April 2026.	General Operations Expenditure	Office	\$599.52

9	City of Los Angeles - Neighborhood Council Budget Day	05/04/2026	VNNC action to approve to allocate \$500 from Outreach funding to support the Neighborhood Council Budget Day on June 27.	General Operations Expenditure	Outreach	\$500.00
10	City of Los Angeles - Congress of Neighborhoods - Event	05/07/2026	VNNC action to approve to allocate \$1,000 from Outreach funding to support the Los Angeles Congress of Neighborhoods to be held in the fall.	General Operations Expenditure	Outreach	\$1000.00
11	Insight Center for Community Economic Development	03/24/2026	Discussion and possible action to recommend that the VNNC Board approve an NPG application from Insight Center for Community Economic Development for \$400 to help fund the ORANGE Insights ...	Neighborhood Purpose Grants		\$400.00
Subtotal:						\$3624.80

Outstanding Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	BRIDGEGAP TEMPORARY STAFFING AND SERVICES AGENCY	05/28/2026	Minute Taking Services: March 2026 - April 2026	General Operations Expenditure	Office	\$342.65
2	BRIDGEGAP TEMPORARY STAFFING AND SERVICES AGENCY	05/28/2026	Minute Taking Services: June 2025 - October 2025	General Operations Expenditure	Office	\$700.88
3	BRIDGEGAP TEMPORARY STAFFING AND SERVICES AGENCY	05/28/2026	Minute Taking Services: Nov. 2025 - Feb. 2026	General Operations Expenditure	Office	\$747.60
4	City of Los Angeles Department of Neighborhood Empowerment	05/29/2026	Zoom License Reimbursements for 2026-27	General Operations Expenditure	Office	\$511.22
5	Moore Business Results	05/29/2026	Communication and Developer Services May 2026	General Operations Expenditure	Office	\$632.78
Subtotal: Outstanding						\$2935.13

Monthly Expenditure Report



Reporting Month: June 2026

Budget Fiscal Year: 2025-2026

NC Name: Van Nuys Neighborhood Council

Monthly Cash Reconciliation					
Beginning Balance	Total Spent	Remaining Balance	Outstanding	Commitments	Net Available
\$13309.47	\$2741.74	\$10567.73	\$1791.13	\$0.00	\$8776.60

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office	\$25530.00	\$2741.74	\$8732.86	\$1791.13	\$6941.73
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	\$9434.87	\$0.00	\$1834.87	\$0.00	\$1834.87
Funding Requests Under Review: \$0.00		Encumbrances: \$0.00		Previous Expenditures: \$21655.40	

Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	GODADDY #4100977769	06/01/2026	GoDaddy renewal of 18 email accounts. Budgeted line item.	General Operations Expenditure	Office	\$1137.84
2	VBS VONAGE BUSINESS	06/05/2026	Monthly payment for VNNC Vonnage phone account. Budgeted line item.	General Operations Expenditure	Office	\$48.16
3	PY ALL RIGHT STORAGE	06/10/2026	Monthly payment for VNNC storage space. Budgeted line item.	General Operations Expenditure	Office	\$195.00
4	FEDEX OFFICE 1902 VNYK	06/10/2026	Printed materaisl receipt 1 of 2 for 6;10;26 VNNC GBM meeting. Budgeted line item.	General Operations Expenditure	Office	\$75.42
5	FEDEX OFFICE 1902 VNYK	06/10/2026	Printed materaisl receipt 2 of 2 for 6;10;26 VNNC GBM meeting. Budgeted line item.	General Operations Expenditure	Office	\$20.59
6	LIDO PIZZA	06/10/2026	Food (pizza 5-pack) for 6/10/26 VNNC General Board Meeting. Budgeted line item.	General Operations Expenditure	Office	\$120.73
7	City of Los Angeles Department of Neighborhood Empowerment	05/29/2026	Zoom License Reimbursements for 2026-27	General Operations Expenditure	Office	\$511.22
8	Moore Business Results	05/29/2026	Communication and Developer Services May 2026	General Operations Expenditure	Office	\$632.78

	Subtotal:	\$2741.74
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Outstanding Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	BRIDGEGAP TEMPORARY STAFFING AND SERVICES AGENCY	05/28/2026	Minute Taking Services: March 2026 - April 2026	General Operations Expenditure	Office	\$342.65
2	BRIDGEGAP TEMPORARY STAFFING AND SERVICES AGENCY	05/28/2026	Minute Taking Services: June 2025 - October 2025	General Operations Expenditure	Office	\$700.88
3	BRIDGEGAP TEMPORARY STAFFING AND SERVICES AGENCY	05/28/2026	Minute Taking Services: Nov. 2025 - Feb. 2026	General Operations Expenditure	Office	\$747.60
	Subtotal: Outstanding					\$1791.13



5810 Sepulveda Blvd
Van Nuys, CA, 91411-2507
(818) 780-2123

Terminal: 1902M600MIX05
7/22/2026 16:36
Receipt #: VNYKKBD66693
Type: Purchase

Qty	Description	Amount
126	PNG B&W S/S 8.5x11 & 8.5x14	30.24
12	PNG B&W S/S 8.5x11 & 8.5x14	2.88
12	PNG B&W S/S 8.5x11 & 8.5x14	2.88
SubTotal		36.00
District tax		0.90
County tax		0.45
State tax		2.16
Total		USD \$39.51

Acct #:*****0814
MASTERCARD
Chip Read
Auth No.: 09921Z
Mode: Issuer
AID: A0000000041010
NO CVM
CVM Result: 1F0302
TVR: 0000008000
IAD:
0110607001220000776A00000000000000FF
TSI: E800
ARC: 00
APPROVED

The Cardholder agrees to pay the Issuer of the charge card in accordance with the agreement between the Issuer and the Cardholder.



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Service Objectives

Moore Business Results LLC (MBR) has been pleased to serve the Van Nuys Neighborhood Council (VNNC) in providing online Neighborhood Council (NC) outreach and communications and we look forward to continuing to partner with you to promote your work to stakeholders inviting their involvement.

Scope of Work

We are your one stop shop for online stakeholder communications: website, e-blasts and social media. The scope of services includes:

- Partnering with you to identify Board actions, positions, events and news and crafting news briefs to share across all platforms. We endeavor to make your NC actions the primary source of news on your site.
- Creating and implementing a communication plan with you to promote important meetings, speakers, events or election activities
- Developing eblasts to share the same messaging with stakeholders
- Share engaging current news and events via social media
- Keeping the website updated with events, news and current Board Member names, agendas, minutes, bylaws, etc.
- Add additional site functionality as needed
- Conduct regular site security updates

Assumptions

1. NC empowers a single point of contact to work in partnership with MBR regarding messaging to stakeholders.
2. NC submits requests one business day before service is needed and we will make good faith efforts to complete the request. Agendas should be sent on the Thursday prior to the meeting to allow for posting and eblasting.
3. City/NC owns the site and its assets and pays hosting, domain name and email marketing services directly and in a timely manner.
4. NC provides access to accounts as necessary to provide services.
5. NC agrees that all elements of text, images, or other artwork you provide are either owned by NC, or that you have permission to use them.
6. NC or MBR may terminate this agreement for convenience at any time by providing thirty days written notice.

Accessibility

MBR has recently become aware of the City's need to meet WCAG 2.1 Level AA standards by April 26, 2027. With necessary funding, clear specifications and measurement tools provided by NC and the City in a timely manner, MBR will work with NC to make the website, subsequent eblasts and subsequent social media posts compliant by that date.

Attract them with graphics. Keep them with content.

www.MooreBusinessResults.com

VNNC Online Outreach

July 1, 2026

Moore Business Results LLC
19300 Rinaldi St. #7524
Northridge, CA 91327
wmoore@moorebusinessresults.com
818 252-9399



MBR cannot be responsible for the accessibility functionality of third-party platforms such as Mailchimp, Constant Contact, Facebook, Nextdoor, Instagram, or X. Nor can MBR be responsible for documents on the website, graphics provided to MBR or posts and edits to any medium not completed by MBR.

Achieving accessibility on an ongoing basis is a coordinated group effort involving receiving accessibility ready materials for use in our online outreach. Even once the overall site has been reconfigured for accessibility, one non accessibility compliant post opens the NC to risk of noncompliance.

NC may want to allocate funds for the initial effort to bring the website and pdfs into compliance. As the requirements are not yet clearly defined, we are not able to provide an estimate of the cost at this time. It should also be noted that accessibility compliant posts to any medium may require more time and budget.

Pricing

We work with you to provide services keeping your budget in mind. At the end of each month we provide an invoice detailing services rendered using our hourly rates: communications \$140.50/hour, developer \$98/hour and graphic designer \$105/hour. Per the Bureau of Labor Statistics for Los Angeles there was a Consumer Price Index for Urban Customers rate increase of 3.7% for the 12 months ended April 2026. Our rates will be \$145.50 for communications, \$101.50 for developer and \$109/hour for the graphic designer beginning August 1, 2026.

1. Site includes an events calendar with repeating events functionality for which there is an annual license fee of \$60.
2. If necessary, MBR may pay for NC services such as hosting, domain name, email marketing and submit incurred costs for reimbursement with current invoice. This amount is not included in our annual contract limit; it is a courtesy.
3. Invoice payments are made by check within 30 days of invoice date. Payment may be made by credit card in which case processing fees will be passed through and added to the invoice.

Why Moore Business Results LLC?

We are very knowledgeable about Neighborhood Councils. We bring to the table 20 years of working with Neighborhood Councils, professionalism, timely service and significant experience with eblast communications and social media. We have a strong reputation across the City for superior work and service partnering with Neighborhood Councils across the spectrum of their outreach needs.

View Portfolio at moorebusinessresults.com/portfolio/.

Attract them with graphics. Keep them with content.

www.MooreBusinessResults.com.