

Van Nuys Neighborhood Council



Kathy Schreiner
kathy.schreiner@vnnc.org
President

Maduka Nkuku
maduka.nkuku@vnnc.org
Vice President

Vacant
Secretary

David Harari
david.harari@vnnc.org
Treasurer & Budget & Finance Chair

Myrra Bolla
myrra.bolla@vnnc.org
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 Zezotarski

Van Nuys Neighborhood Council Budget and Finance Committee AGENDA

Tuesday, May 6th, 2025

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
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 March 2025 MER (Monthly Expenditure Report). See attached cover page:**
https://vnnc.org/wp-content/uploads/2025/05/VNNC_MER_March2025.pdf
3. **Discussion and possible action to recommend that the VNNC Board approve an NPG application from PESA for up to \$5,000 to support “Vulnerable Youth with Needed Supplies”. See attached and link below:**
https://vnnc.org/wp-content/uploads/2025/05/PESA-Van-Nuys-NC.Amended.Youth-Support.NPG_.40225.pdf
4. **Discussion and possible action to recommend that the VNNC Board approve up to \$300 to provide food for BONC’s Town Hall for South Valley NCs, which will take place on Saturday May 31st.**
5. **Discussion and possible action to recommend that the VNNC Board approve a contribution of up to \$1000 to support the L.A. Congress of Neighborhoods, which will be held on September 27th at City Hall.**
6. **Discussion and possible action to recommend that the VNNC Board approve a contribution of up to \$1000 to support Neighborhood Council Budget Day and related activities. Budget Day is organized by the Budget Advocates and will take place on June 21st at City Hall.**
7. **Discussion and possible action to recommend that the VNNC Board approve up to \$4,999 from Outreach Funds for the AmGraph Group to print and install up to 22 new VNNC light pole banners to replace worn banners installed in 2021.**
8. **Discussion and possible action to recommend that the VNNC Board approve up to \$3,000 from Community Improvement Project funds for signs for the Van Nuys Branch Library.**
9. **Discussion and possible action to recommend that the VNNC Board approve a revised budget (see attached and link below):**
https://vnnc.org/wp-content/uploads/2025/05/VNNC-Budget-for-FY-2024_2025-as-of-05012025.pdf
10. **General Public Comment on Non-Agenda Items (2 min per stakeholder). Note that topics discussed must be within the jurisdiction of the VNNC.**
11. **Identification of topics Committee members would like to discuss at a future meeting.**
12. **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: March 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
\$26642.37	\$1040.20	\$25602.17	\$1606.96	\$40.24	\$23954.97

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office	\$28960.00	\$1040.20	\$16812.17	\$606.96	\$16205.21
Outreach		\$0.00		\$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	\$0.00	\$5790.00	\$1000.00	\$4790.00
Funding Requests Under Review: \$0.00		Encumbrances: \$40.24		Previous Expenditures: \$18107.63	

Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	VBS VONAGE BUSINESS	03/05/2025	Monthly Vonnage phone bill. Budgeted line item.	General Operations Expenditure	Office	\$48.19
2	STAPLES 00113100	03/10/2025	Purchase of office supplies. Budgeted line item.	General Operations Expenditure	Office	\$25.71
3	PY ALL RIGHT STORAGE	03/10/2025	Monthly storage receipt bill. Budgeted line item.	General Operations Expenditure	Office	\$195.00
4	FEDEX OFFIC19000019026	03/12/2025	Printed materials for 3/12/25 Board meeting. Budgeted line item.	General Operations Expenditure	Office	\$88.87
5	LIDO PIZZA	03/12/2025	Food for 3/12/25 Board meeting. Budgeted line item.	General Operations Expenditure	Office	\$90.83
6	WENDY L. MOORE / MOORE BUSINESS RESULTS	03/04/2025	Webmaster & Agenda Posting services for February 2025.	General Operations Expenditure	Office	\$591.60
Subtotal:						\$1040.20

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

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) Parents Educators Teachers and Students in Action 46-2694430 California 12/20/13
Organization Name *Federal I.D. # (EIN#)* *State of Incorporation* *Date of 501(c)(3)*
Status (if applicable)
- 1b) 14500 Roscoe Blvd. , Fourth Floor Panorama City Ca. 91402
Organization Mailing Address *City* *State* *Zip Code*
- 1c) _____
Business Address (If different) *City* *State* *Zip Code*
- 1d) **PRIMARY CONTACT INFORMATION:**
- Seymour Amster 818-943-0613 Seymour.Amster @pesa-edu.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. **Supporting Vulnerable Youth with Needed Supplies for the fiscal year 2024-2025 within the boundaries of Van Nuys Neighborhood Council**

Parents Educators Teachers and Students in Action (PESA) receives referrals from the District Attorney's Office, Probation Department, and other entities of youth residing within the boundaries of this Neighborhood Council that need supportive services and supplies. The purpose of the referrals is to address inappropriate behavior and provide these youth with supportive services and supplies. PESA provides these youth with mental health support, career training and educational support. These youth require supportive services for the purchase of food, household items, clothing, school supplies and at times temporary housing. At times their families need this support as well.

- 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)

PESA does not have an adequate funding stream to support the needs of these youth residing within the boundaries of this neighborhood council concerning supportive supplies. Many of these youth are struggling to eat on a daily basis and even at times finding a place to reside on a daily basis or even medical insurance to pay for supportive services. Therefore by providing funding for this NPG request you will assist us in supporting these vulnerable youth and breaking the cycle of poverty. All of our programs are designed to break the cycle of poverty, homelessness, and criminal behavior. PESA's methodology: insert aid into every area that is a consequence or determinant of homelessness, poverty or criminal justive involvement. This serves a valuable public purpose and benefits the public at large by addressing the pipeline that leads to criminal behavior,

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
		\$	\$
		\$	\$
		\$	\$

6b)	Non-Personnel Related Expenses	Requested of NC	Total Projected Cost
	Food, household items, school supplies, clothing, housing	\$ 5,000.00	\$ 7,500.00
		\$	\$
		\$	\$

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: \$ 5,000.00

10a) Start date: 03 / 01 / 25 10b) Date Funds Required: 05 / 20 / 25 10c) Expected Completion Date: 6 / 30 / 25
(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*

Seymour Amster President/Chief Executive Officer 4/02/25
PRINT Name Title Signature Date

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

Francine Amster Secretary 4/02/25
PRINT Name Title Signature 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

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

	Approved 08/23/2024	Proposed Changes	Revised Budget
Annual Budget Funds	\$32,000.00		\$32,000
Rollover Funds	\$12,750.00		\$12,750.00
Total Annual Budget Funds	\$44,750.00		\$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	\$1,500		\$1,500
Zoom Licenses	\$400		\$400
Canva License	\$0.00	\$130	\$130
Note-taker for Meetings	\$3,000		\$3,000
Administrative Support/Bridgeway	\$3,000		\$3,000
Office Supplies	\$400	-\$30	\$370
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	\$350	\$1,350
Mailbox at Van Nuys USPS	\$310		\$310
Board Retreats	\$600		\$600
Councilmember Bus. Cards/Nameplates/Nametags	\$500	-300	\$200
Facility Rental for Meetings	\$500	-\$500	\$0.00
Telephone service	\$450	\$50	\$500
Total Office and Operational Expenditures	\$21,960.00	-\$300	\$21,660.00
Outreach Expenditure Category	\$6,000	\$1,300	\$7,300
Election Expenditures Category	\$1,000	-\$1,000	\$0.00
Neighborhood Purposes Grant (NPG) Expenditure Category	\$12,790		\$12,790
Community Improvement Project (CIP) Expenditure Category	\$3,000		\$3,000
Total Expenditures for the Fiscal Year	\$44,750.00		\$44,750.00