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## Van Nuys Neighborhood Council



Kathy Schreiner  
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President

Pam Bingham  
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Vice President

Vacant  
Secretary

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Treasurer & Budget & Finance Chair

Cyle Zezotarski  
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Parliamentarian

**Members**  
John Camera  
Connor Chiu  
Quirino de la Cuesta  
Brian Edelman  
Mindi Gonzalez  
Ann Kalb  
Dalilah Perez-Vigo  
Derrick Spears  
Francois Verin

### Van Nuys Neighborhood Council Budget and Finance Committee AGENDA

Tuesday, September 2nd,  
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: Pam Bingham, Kathy Schreiner.

- 1. Roll Call and Pledge of Allegiance**
- 2. Discussion and possible action to appoint VNNC board-member, Derrick Spears, to the Budget & Finance Committee.**
- 3. Discussion and possible action to appoint VNNC board-member, Connor Chiu, to the Budget & Finance Committee.**
- 4. Discussion and possible action to hire Bridgegap for the 2025-2026 fiscal year to provide minute-taking services for a maximum of \$250 per month and administrative services for a maximum of \$250 per month.**
- 5. Discussion and possible action to recommend that the VNNC Board approve the July 2025 MER (Monthly Expenditure Report). See attached pages 4- 5 and link below:**  
[https://vnnc.org/wp-content/uploads/2025/08/VNNC\\_MER\\_July2025.pdf](https://vnnc.org/wp-content/uploads/2025/08/VNNC_MER_July2025.pdf)
- 6. Discussion and possible action to recommend that the VNNC Board approve a revised version of the 2025/2026 Budget, adding Roll-Over Funds to Outreach and NPG Categories. See attached page 6 - 7.**
- 7. Discussion and possible action related to an NPG application from Beautify LA for \$4,950 for shelter rides, hygiene kits, food for the unhoused, planting a garden, and for hosting 2 art events and one gardening event. See link below and attached pages 8 - 10.**
- 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 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

**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: July 2025

Budget Fiscal Year: 2025-2026

NC Name: Van Nuys Neighborhood Council

Monthly Cash Reconciliation					
Beginning Balance	Total Spent	Remaining Balance	Outstanding	Commitments	Net Available
\$25000.00	\$461.36	\$24538.64	\$1130.93	\$0.00	\$23407.71

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office	\$23000.00	\$461.36	\$22538.64	\$1130.93	\$21407.71
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	\$2000.00	\$0.00	\$2000.00	\$0.00	\$2000.00
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	07/05/2025	Monthly Vonnage phone bill. Budget line item.	General Operations Expenditure	Office	\$47.81
2	FEDEX OFFIC19000019026	07/09/2025	Fed Ex receipt for printed materials for 7/9 VNNC General Board Meeting. Budgeted line item.	General Operations Expenditure	Office	\$95.85
3	LIDO PIZZA	07/09/2025	Food for 7/9/25 General Board Meeting. Budgeted line item.	General Operations Expenditure	Office	\$122.70
4	PY ALL RIGHT STORAGE	07/11/2025	Monthly payment for VNNC storage space. Budgeted line item.	General Operations Expenditure	Office	\$195.00
	<b>Subtotal:</b>					<b>\$461.36</b>

Outstanding Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	City of Los Angeles - Department of Neighborhood Empowerment	07/18/2025	Canva License Fee 2025/2026	General Operations Expenditure	Office	\$100.00
2	WENDY L. MOORE / MOORE BUSINESS RESULTS	07/22/2025	Communication/Developer Services June 2025	General Operations Expenditure	Office	\$597.09

3	WENDY L. MOORE / MOORE BUSINESS RESULTS	08/07/2025	Agenda Posting/Webmaster Services for July 2025	General Operations Expenditure	Office	\$433.84
	<b>Subtotal:</b> Outstanding					<b>\$1130.93</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	\$9,964.87	\$9,964.87
<b>Total Annual Budget Funds</b>	\$25,000.00	9,964.87	\$34,964.87
<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/Bridgegap	\$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	\$21,530.00		\$21,530.00
<b>Outreach Expenditure Category</b>	\$1,470.00	\$2,530.00	\$4,000.00
<b>Election Expenditures Category</b>	\$0.00		\$0.00
<b>Neighborhood Purposes Grant (NPG) Expenditure Category</b>	\$2,000	\$7,434.87	\$9,434.87
<b>Community Improvement Project (CIP) Expenditure Category</b>	\$0.00		\$0
<b>Total Expenditures for the Fiscal Year</b>	\$25,000.00	\$9,964.87	\$34,964.87



Office of the City Clerk  
Administrative Services Division  
Neighborhood Council Funding Program

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Date: August 25, 2025

To: Van Nuys Neighborhood Council

Subject: Fiscal Year 2024 - 2025 Final Expenditure Analysis

Dear Van Nuys NC:

This Office has conducted a reconciliation of your funding account for Fiscal Year 2024 - 2025:

Annual Budget	\$	32,000.00	
Add: Adjustments including rollover	\$	12,750.00	\$ 44,750.00
<hr/>			
Less: Total Expenditures for FY 24 - 25	\$	34,744.63	
Outstanding Checks	\$	40.50	
Accruals	\$	-	\$ (34,785.13)
Net Cash			\$ 9,964.87
			<hr/>

<b>BALANCE AVAILABLE FOR ROLLOVER</b>	<b>\$</b>	<b>9,964.87</b>
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Should you have any questions or need more information, please contact us at 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) Beautify LA 33-1571923 CA 10-21-2024  
*Organization Name* *Federal I.D. # (EIN#)* *State of Incorporation* *Date of 501(c)(3) Status (if applicable)*
- 1b) 1848 S Gramercy Pl Los Angeles CA 90019  
*Organization Mailing Address* *City* *State* *Zip Code*
- 1c) \_\_\_\_\_  
*Business Address (If different)* *City* *State* *Zip Code*
- 1d) **PRIMARY CONTACT INFORMATION:**  
Mark Ragan 435-773-2256 Mark@beautifyla.info  
*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.

Beautify LA will provide shelter rides, hygiene kits, and food to the homeless men and woman of Van Nuys Neighborhood through Midnight Mission and World Harvest. We will supplement the neighborhood with eight trash and graffiti cleanups with resources from Beautify LA, Community of Beautification (COB) and 311 app provided by the City of Los Angeles. We will plant a garden with environmentally sustainable flowers, bushes, and trees (the trees are free with City Plants a partner with LADWP) with permission from the city by obtaining a permit. Beautify LA will host two art events and one gardening event. The art events would consist of painting a canvas led by a teacher (similar to Bob Ross) and the gardening event will educate and teach how to plant roses and strawberries; and provide gardening kits for participants to take home for free. The events are for all ages.

#### 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)

Beautify LA will support unhoused people with shelter, hygiene kits, and food through partnerships. Eight trash and graffiti cleanups will take place from August 2025 to June 2026. We will begin the process to plant a garden in collaboration with this council and the city. We will donate \$1,000 worth of flowers and bushes, the trees are free, to the garden. The events will be supported by Beautify LA and Parks & Recs. These initiatives will touch hundreds of lives through seeing additional cleaning efforts in the neighborhood to asking a friend to join you at an art event at the local park. We will support the public at-large. This will create a good feeling for residents when they see homeless people receiving the care they need. Trash cleanups will promote a healthier environment and discourage litter; events will promote community engagement and foster civic pride.



**SECTION III - PROJECT BUDGET OUTLINE**

You may also provide the Budget Outline on a separate sheet if necessary or requested.

<b>6a)</b>	<b>Personnel Related Expenses</b>	<b>Requested of NC</b>	<b>Total Projected Cost</b>
	Homeless Outreach	\$ 700	\$ 700
	Garden Team	\$ 400	\$ 400
	Cleanup Team	\$ 550	\$ 550

  

<b>6b)</b>	<b>Non-Personnel Related Expenses</b>	<b>Requested of NC</b>	<b>Total Projected Cost</b>
	Parks & Recs	\$ 800	\$ 800
	Program Material and Supplies	\$ 1800	\$ 1800
	Event Material	\$ 700	\$ 700

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: \$ 4,950

10a) Start date: 8 / 1 / 2025 10b) Date Funds Required: 9 / 1 / 2025 10c) Expected Completion Date: 6 / 1 / 2026  
(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\*

Mark Ragan  
PRINT Name

Founder  
Title

  
Signature

8/1/2025  
Date

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

Edward Portillo  
PRINT Name

Vice Chairman  
Title

  
Signature

8/1/2025  
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](mailto:clerk.ncfunding@lacity.org) for instructions on completing this form





Department of the Treasury  
Internal Revenue Service  
Tax Exempt and Government Entities  
P.O. Box 2508  
Cincinnati, OH 45201

BEAUTIFY LA  
1848 S GRAMERCY PL  
LOS ANGELES, CA 90019

Date: 11/21/2024  
Employer ID number: 33-1571923  
Person to contact: Name: Victoria E.  
ID number: 5508771  
Telephone: 877-829-5500  
Accounting period ending: December 31  
Public charity status: 509(a)(2)  
Form 990 / 990-EZ / 990-N required: Yes  
Effective date of exemption: October 21, 2024  
Contribution deductibility: Yes  
Addendum applies: No  
DLN: 26053719007484

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to [www.irs.gov/charities](http://www.irs.gov/charities). Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Sincerely,

*Stephen A. Martin*

Stephen A. Martin  
Director, Exempt Organizations  
Rulings and Agreements