

Van Nuys Neighborhood Council



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Brandon Gruzen
Ann Kalb
Ray Manarino
Dalilah Perez-Vigo
Priscilla Ramos
Derrick Spears
Francois Verin

Van Nuys Neighborhood Council Budget and Finance Committee AGENDA

Tuesday, June 2nd, 2026

5:30 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 April 2026 MER (Monthly Expenditure Report). See attached pages 4 - 5 and link below:**
https://vnnc.org/wp-content/uploads/2026/05/VNNC_MER_April2026.pdf
3. **Discussion and possible action to recommend that the VNNC Board approve an NPG application from Valley Intercommunity Council for \$5,000 to support the distribution of 500 home-delivered meals to low-income, homebound older adults residing in Van Nuys. See attached pages 6 - 9 and link below:**
https://vnnc.org/wp-content/uploads/2026/05/Updated-NPG-App_Valley-Intercommunity-Council-1.pdf
4. **Discussion and possible action to approve a revised maximum total amount for purchase of aluminum bottle/can opener promotional items from \$600 to \$633.47 due to higher freight charge than originally estimated. See attached page 10 - 11.**
5. **Discussion and possible action to recommend that the VNNC Board approve the initial submittal of the 2025/26 Administrative Packet to the City Clerk. NOTE: Limited to spending maximum of \$600 for July expenditures until the City Clerk approves the Administrative Packet. (Draft documents will be distributed at the meeting).**
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>

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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: April 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
\$20623.58	\$3689.31	\$16934.27	\$2499.52	\$1791.13	\$12643.62

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office	\$25530.00	\$1189.31	\$14699.40	\$599.52	\$12599.88
Outreach		\$0.00		\$1500.00	
Elections		\$0.00		\$0.00	
Community Improvement Project	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Neighborhood Purpose Grants	\$9434.87	\$2500.00	\$2234.87	\$400.00	\$1834.87
Funding Requests Under Review: \$1791.13		Encumbrances: \$0.00		Previous Expenditures: \$14341.29	

Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	VBS VONAGE BUSINESS	04/05/2026	Monthly payment for VNNC Vonnage phone service. Budgeted line item.	General Operations Expenditure	Office	\$48.16
2	ANDERSON TROPHY	04/07/2026	Five lanyard name badges for new VNNC Board Members. Budgeted line item.	General Operations Expenditure	Office	\$90.27
3	FEDEX OFFICE 1902 VNYK	04/08/2026	Fed Ex Receipt 1 -- printed materials for 4/8/26 VNNC General Board Meeting. Budgeted line item.	General Operations Expenditure	Office	\$125.12
4	FEDEX OFFICE 1902 VNYK	04/08/2026	Fed Ex Receipt 2 -- printed materials for 4/8/26 VNNC General Board Meeting. Budgeted line item.	General Operations Expenditure	Office	\$27.13
5	FEDEX OFFICE 1902 VNYK	04/08/2026	Fed Ex Receipt 3 -- printed materials for 4/8/26 VNNC General Board Meeting. Budgeted line item.	General Operations Expenditure	Office	\$16.68
6	LIDO PIZZA	04/08/2026	Food for 4/8/26 VNNC General Board Meeting. Budgeted line item.	General Operations Expenditure	Office	\$120.73
7	PY ALL RIGHT STORAGE	04/11/2026	Monthly fee for VNNC storage space. Budgeted line item.	General Operations Expenditure	Office	\$195.00

8	WENDY L. MOORE / MOORE BUSINESS RESULTS	04/06/2026	Web management and posting for March 2026	General Operations Expenditure	Office	\$566.22
9	Project Breaking Barriers	04/15/2026	Discussion and possible action to approve a revised Neighborhood Purposes Grant (NPG) Application from Project Breaking Barriers for \$2,500 to support three one-week sessions of...	Neighborhood Purpose Grants		\$2500.00
Subtotal:						\$3689.31

Outstanding Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	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
2	WENDY L. MOORE / MOORE BUSINESS RESULTS	05/01/2026	Web posting/management & ADA compliance for April 2026.	General Operations Expenditure	Office	\$599.52
3	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
4	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
Subtotal: Outstanding						\$2499.52

**Neighborhood Council Funding Program
APPLICATION for Neighborhood Purposes Grant (NPG)**



Office of the
CityClerk

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. **Any potential conflicts of interest indicated in Section IV of this application must be addressed with the Office of the City Attorney, Neighborhood Council Advice Division prior to the Neighborhood Council board's vote and consideration of the grant.** 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)	Valley Intercommunity Council	95-2653387	CA	1965
	<i>Organization Name</i>	<i>Federal I.D. # (EIN)</i>	<i>State of Incorporation</i>	<i>Date of 501(c)(3) Status (if applicable)</i>
1b)	13300 Victory Blvd #354	Van Nuys	CA	91401
	<i>Organization Mailing Address</i>	<i>City</i>	<i>State</i>	<i>Zip Code</i>
1c)	6514 Sylmar Ave	Van Nuys	CA	91401
	<i>Business Mailing Address (if different)</i>	<i>City</i>	<i>State</i>	<i>Zip Code</i>
1d) APPLICANT POINT OF CONTACT:				
	Richard Irving	2134621813	vicadmin@vic-la.org	
	<i>Name</i>	<i>Phone</i>	<i>Email</i>	

2) Type of Organization- Please select one:

- Public School (*not to include private schools*) **Attach Signed letter on School Letterhead** or 501(c)(3) Non-Profit (*other than religious institutions*) **Attach the IRS Determination Letter and status verification from the State of California** (see "Application Process" under the Applicant Instructions.)

3) Are you applying as a fiscal sponsor for another organization? No Yes

If yes, please provide:

<i>Name / Address of Affiliated Organization</i>	<i>City</i>	<i>State</i>	<i>Zip Code</i>

SECTION II - PROJECT DESCRIPTION

4) Please describe the purpose and intent of the grant.

Valley Intercommunity Council (VIC) respectfully requests \$5000 from the Van Nuys Neighborhood Council to support the distribution of 500 home-delivered meals to low-income, homebound older adults residing in Van Nuys and the surrounding communities. These meals provide essential nutrition to seniors who face barriers to accessing food due to mobility limitations, chronic health conditions, or financial hardship.

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)

This investment directly addresses food insecurity among older adults while also reducing social isolation through consistent wellness checks during delivery. By supporting this program, the Van Nuys Neighborhood Council will help vulnerable seniors maintain independence, avoid malnutrition-related health complications, and remain safely housed in their community, reducing strain on emergency services and healthcare systems.

SECTION III - PROJECT BUDGET OUTLINE

Please provide a detailed Project Budget Outline below. You may also provide a Project Budget Outline on a separate sheet if necessary or requested. **(Note: Administrative costs of the organization or admission fees cannot be funded through a Neighborhood Purposes Grant.)**

6) Project Expenses	Requested of NC	Total Projected Cost
Driver Wages	\$ 1000	\$ 1000
Driver Mileage (1.4 Miles/Delivery Avg)	\$ 500	\$ 500
Meal Kit (Includes all items and packaging)	\$ 3500	\$ 3500
	\$	\$
	\$	\$
	\$	\$

7a) Have you (applicant) applied to any other Neighborhood Councils requesting funds for this project within the last 18 months?

No Yes

If Yes, please describe below:

Neighborhood Council(s)	Date Submitted to NC	Amount Requested	Amount Awarded
Sherman Oaks	4/3/26	\$ 5000	\$ N/A
Pacoima	4/3/26	\$ 5000	\$ N/A
		\$	\$

7b) Have you (applicant) applied to any other Neighborhood Councils requesting funds for **any** project within the last 18 months?

No Yes

If Yes, please describe below:

Neighborhood Council(s)	Date Submitted to NC	Amount Requested	Amount Awarded
Sherman Oaks	4/3/26	\$ 5000	\$ N/A
Pacoima	4/3/26	\$ 5000	\$ N/A
		\$	\$

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 below:

Source of Funding	Amount	Total Projected Cost
	\$	
	\$	
	\$	

9) What is the TOTAL amount of the grant funding requested with this application: \$ 5000

10a) Start date: 7 / 01 / 26

10b) Date Funds Required: 7 / 01 / 26

10c) Expected Completion Date*: 6 / 30 / 27

After completion of the project, the applicant **must submit a Project Completion Report to the Neighborhood Council to update the Board of your project successes and challenges and for consideration of future grant requests.*

SECTION IV - POTENTIAL CONFLICTS OF INTEREST

11) 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

12) If Yes, did you request that the board member consult the Office of the City Attorney before filing this application?

No Yes

If Yes, provide the date you made the request to the board member. _____

***(Please note that if a Board Member of the NC has a conflict of interest and completes this form, participates in the discussion and voting of this NPG, or signs the Board Action Certification Form (BAC), the NC Funding Program may 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*

Stephanie B. Galloway

President / CEO



4/8/26

PRINT Name

Title

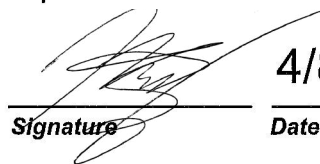
Signature

Date

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

Richard Irving

Executive Operations.



4/8/26

PRINT Name

Title

Signature

Date

*** If a current NC Board Member holds any board position or is employed in the organization, please contact the NC Funding Program at (213) 978-1058 or clerk.ncfunding@lacity.org for instructions on completing this form.**



101 Commerce St
PO Box 320
Oshkosh, WI 54901

www.4imprint.com

Toll Free: 877-446-7746
Free Fax: 800-355-5043

Main Address
KATHY SCHREINER
VAN NUYS NEIGHBORHOOD COUNCIL
13530 LEADWELL ST APT 9
VAN NUYS, CA 91405-6701

Invoice Address
Kathy Schreiner
200 N. Spring St.
Room 360
Los Angeles CA 90012
USA

Shipping Address
Kathy Schreiner
Van Nuys Neighborhood Council
13530 LEADWELL ST APT 9
VAN NUYS, CA 91405-6701
USA
Tel: (310) 720-3716

Order Number: 31480183
Order Date: May 08 2026
Account No: 5940521
Reference No:

Questions Call: Jenna Dubinski
Phone: 877-446-7746 Ext. 7014
Fax: 800-355-5043
Email: jdubinski@4imprint.com

Item	Aluminum Bottle / Can Opener		Colors	(Opener,Key Ring): Blue, Chrome		
Qty	Item #	Description	Unit \$	Price \$	Total \$	
500	7868	Aluminum Bottle / Can Opener	0.9200	460.00	460.00	
1	Set-Up Charge	Set-Up Charge	55.0000	55.00	55.00	
1	Discounts	Freight Credit	-15.4200	-15.42	-15.42	
		Freight		85.18	85.18	
				Tax	48.71	
						633.47

Artwork Instructions
Product Color (Base, Trim): Blue,Chrome
Imprint Location: Top
Imprint Colors: Laser Engrave

Grand Total 633.47



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Oshkosh, WI 54901

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Email: jdubinski@4imprint.com

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Chicago, IL 60673-1253

Shipment Details

Shipment to	Qty	Item #	Estimated Ship Date	Carrier, service	Delivery Date	Freight
Address as above.	500	7868	May 13 2026	UPS 2ND DAY AIR (Parcel)	May 15 2026	85.18