

CITY OF LOS ANGELES
CALIFORNIA

**Neighborhood Council
Governing Board**

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Jitzel Vasquez-Ruiz
Brian Mallasch
Steve Slutzah
Nauman Khan
Annette McClain
Robert Munoz



**CANOGA PARK
NEIGHBORHOOD
COUNCIL**



200 N. Spring Street
Los Angeles, CA 90012

Email: NCsupport@lacity.org
Website: www.empowerla.org

Regular Board Meeting Agenda

08/24/22

7:00PM

Zoom Meeting Online or By Telephone

[https://us02web.zoom.us/j/883139488](https://us02web.zoom.us/j/88313948851)

51

Dial (877) 853-5257 to Join the Meeting

Then Enter This Webinar ID: 883 1394 8851 and Press #

Si requiere servicios de traducción, favor de avisar al Concejo Vecinal 3 días de trabajo (72 horas) antes del evento. Por favor contacte Raymond Cole, Presidente, al 818-863-0781 o por correo electrónico raycole@NeighborhoodCouncil.org para avisar al Concejo Vecinal.

IN CONFORMITY WITH THE SEPTEMBER 16, 2021 ENACTMENT OF CALIFORNIA ASSEMBLY BILL 361 (RIVAS) AND DUE TO CONCERNS OVER COVID-19, THE CANOGA PARK NEIGHBORHOOD COUNCIL MEETING WILL BE CONDUCTED ENTIRELY WITH A CALL-IN OPTION OR INTERNET-BASED SERVICE OPTION.

Every person wishing to address the Board must dial (877)-853-5257 and enter 883 1394 8851 and then press # to join the meeting. When prompted by the presiding officer, to provide public input at the Neighborhood Council meeting the public will be requested to dial *9 or use the Raise Hand option, to address the Board on any agenda item before the Board takes an action on an item. 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 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 meeting. Public

comment is limited to 2 minutes per speaker unless adjusted by the presiding officer of the Board.

AB 361 Updates: Public comment cannot be required to be submitted in advance of the meeting, only real-time public comment is required. If there are any broadcasting interruptions that prevent the public from observing or hearing the meeting, the meeting must be recessed or adjourned. If members of the public are unable to provide public comment or be heard due to issues within the Neighborhood Council's control, the meeting must be recessed or adjourned.

Any messaging or virtual background is in the control of the individual board member in their personal capacity and does not reflect any formal position of the Neighborhood Council or the City of Los Angeles.

- I. CALL TO ORDER AND BOARD ROLL CALL**
- II. Opening Remarks**
 - a. President
 - b. Vice President
- III. [Status of Board Member Training](#)**
- IV. Brief Introduction Opportunity for Interested CPNC Candidates' Consideration and Possible Vote for Appointment to the CPNC Board**
- V. Approval of the Minutes of the Regular Meeting.**
- VI. COMMUNITY/GOVERNMENT REPORTS AND ANNOUNCEMENTS (3 minutes per speaker)**
 - a. Public Safety
 - b. Officers of Congress, Assembly, Mayor, City Council, County Supervisor School Board
 - c. Government Departments/Agencies, Including Budget Advocate, Librarian, Etc
 - d. DONE-Department of Neighborhood Empowerment General Report
- VII. GENERAL PUBLIC COMMENT** - Comments from the public on non-agenda items within the Board's subject matter jurisdiction. Each speaker will be allowed 2 minute(s), 10 minutes total.
- VIII. COMMITTEE REPORTS- New Members and member growth**
 - a. Update on Status & Meeting Day of the month
 - Budget & Finance
 - Outreach
 - Public Safety
 - Planning & Land Use
 - Youth Advocacy
 - Senior Advocacy
 - Education
 - Outreach
 - Bylaws
 - Grant Evaluation & Oversight
 - Arts
 - Executive
 - Grievance
- IX. NEW BUSINESS-Discussion and Possible Action**
 - a. Approval of the Monthly Expenditure Report (MER) for July 2022-2023.
 - b. Approval of Annual Budget 2022-2023
 - c. Approval of Administrative Packet 2022-2023
 - d. Discussion and possible action: Motion to approve Brian Mallasch stepping down from Chair of Planning and Land Use, and Ronald Clary acting as Interim Chair of Planning and Land Use for a period of ninety (90) days or less if another board member takes on this role
 - e. Discussion and possible action to develop outreach strategies to encourage stakeholders to participate in virtual meetings and increase board members.
 - f. Election Committee, Appointment of an Election Chair, and Completing the Election Information Worksheet 2023

- g. Discussion and possible action for a Nonprofit/School Spotlight to highlight different nonprofits and schools in the area to come speak to us about their efforts
- h. Discussion and Possible action regarding new board member recruitment
- i. Discussion and Possible action regarding school engagement
 - School Supply Drive
 - NPG
 - Volunteering opportunities

X. West Valley Neighborhood Alliance on Homelessness Presentation

XI. ADJOURNMENT

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, or other auxiliary aids and/or services may be provided upon request. To ensure availability of services, please make your request at least 3 business days (72 hours) prior to the meeting by contacting the Department of Neighborhood Empowerment by calling (213) 978-1551 or email: NCsupport@lacity.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 Section 48.01 et seq. More information is available at ethics.lacity.org/lobbying. For assistance, please contact the Ethics Commission at (213) 978-1960 or ethics.commission@lacity.org

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 at [at our website: www.canogaparknc.org](http://www.canogaparknc.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 Ray Cole, Neighborhood Council President, at raycole@canogaparknc.org

Reconsideration and Grievance Process -

For information on the NC's process for board action reconsideration, stakeholder grievance policy, or any other procedural matters related to this Council, please consult the NC Bylaws. The Bylaws are available at our Board meetings and our website www.canogaparknc.org.

You are invited to a Zoom webinar.

When: Aug 24, 2022 07:00 PM Pacific Time (US and Canada)

Every month on the Fourth Wed, until Dec 28, 2022, 5 occurrence(s)

Aug 24, 2022 07:00 PM

Sep 28, 2022 07:00 PM

Oct 26, 2022 07:00 PM

Nov 23, 2022 07:00 PM

Dec 28, 2022 07:00 PM

Please download and import the following iCalendar (.ics) files to your calendar system.

Monthly: [https://us02web.zoom.us/webinar/tZwuduqhqiMiH9W21pyRds8ZI-](https://us02web.zoom.us/webinar/tZwuduqhqiMiH9W21pyRds8ZI-GpKEe58sLZ/ics?icsToken=98tyKuGgrTopE9CduByGRpw-A4j4b_PwiFxFHgvpqzk71GhJXcVvMH69IplaFY2I)

[GpKEe58sLZ/ics?icsToken=98tyKuGgrTopE9CduByGRpw-A4j4b_PwiFxFHgvpqzk71GhJXcVvMH69IplaFY2I](https://us02web.zoom.us/webinar/tZwuduqhqiMiH9W21pyRds8ZI-GpKEe58sLZ/ics?icsToken=98tyKuGgrTopE9CduByGRpw-A4j4b_PwiFxFHgvpqzk71GhJXcVvMH69IplaFY2I)

Topic: Canoga Park Neighborhood Council-Regular Board Meeting

Please click the link below to join the webinar:

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Or Telephone:

Dial(for higher quality, dial a number based on your current location):

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or +1 646 931 3860 or +1 929 205 6099 or +1 301 715 8592 or +1 309 205 3325 or +1 312 626 6799 or +1
386 347 5053 or +1 564 217 2000 or 833 548 0282 (Toll Free) or 877 853 5257 (Toll Free) or 888 475 4499
(Toll Free) or 833 548 0276 (Toll Free)

Webinar ID: 883 1394 8851

International numbers available: <https://us02web.zoom.us/j/88313948851>

Monthly Expenditure Report



Reporting Month: July 2022

Budget Fiscal Year: 2022-2023

NC Name: Canoga Park
Neighborhood Council

Monthly Cash Reconciliation					
Beginning Balance	Total Spent	Remaining Balance	Outstanding	Commitments	Net Available
\$32000.00	\$273.75	\$31726.25	\$0.00	\$0.00	\$31726.25

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office	\$0.00	\$0.00	\$-273.75	\$0.00	\$-273.75
Outreach		\$273.75		\$0.00	
Elections		\$0.00		\$0.00	
Community Improvement Project	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Neighborhood Purpose Grants	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Funding Requests Under Review: \$0.00		Encumbrances: \$0.00		Previous Expenditures: \$0.00	

Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	ANYPROMO.COM	07/07/2022	Motion to approve up to \$5,000 for outreach items	General Operations Expenditure	Outreach	\$273.75
Subtotal:						\$273.75

Outstanding Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
Subtotal: Outstanding						\$0.00

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 **Free Shipping**

 **Free Setup**

 **Best Sellers**

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Product Name Or Order #

Search

ORDER STATUS	TOTAL
Processing	\$25.00
ORDER PLACED	ORDER #
06/21/2022 04:57 PM	SA4021024



Digital Platinum Membership

Item #: 753594
Quantity: 1

[Order Details](#)

[Track](#)

► Details

ORDER STATUS	TOTAL
Processing	\$187.25
ORDER PLACED	ORDER #
06/21/2022 04:57 PM	SA4021018



8 ' Jump Rope

Item #: 694397
Quantity: 100

[Order Details](#)

[Track](#)

4.5 ★★★★★
Google
Customer Reviews

Search by Keywords, Brand or Item #

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ORDER STATUS

Processing

ORDER PLACED

06/21/2022 04:57 PM

TOTAL

\$331.24

ORDER #

SA4021012



Non-Skid Computer Mouse Pad

Item #: 654034

Quantity: 250

Artwork:



Order Details

Track

► Details

ORDER STATUS

Processing

ORDER PLACED

06/21/2022 04:57 PM

TOTAL

\$273.75

ORDER #

SA4021006



Stand-Out Phone Holder, Full Color Digital

Item #: 769665

Quantity: 250

Artwork:



Order Details

Track

► Details

My Account

Login or Register

4.5 ★★★★★

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Office of the City Clerk
Neighborhood Council Funding Program
Fiscal Year Administrative Packet

Neighborhood Council: Canoga Park

Fiscal Year: 2022-2023

NEIGHBORHOOD COUNCIL FUNDING PROGRAM FISCAL YEAR ADMINISTRATIVE PACKET

Summary

The Administrative Packet provides for a more comprehensive and complete record of all items that support the Neighborhood Councils' (NC) fiscal and administrative operations, including its annual budget, Financial Officers, and any commitments for NC office space, storage facility, P.O. Boxes, etc.

Goal(s)

The goal(s) of the Administrative Packet is to make it easier for NCs to identify, plan, and confirm, via a board vote, all fiscal and administrative requirements upfront each year so that our Office can prepare for and process funding requests and resulting contracts judiciously and expeditiously.

The Packet contains the following items:

- NC Funding Program Acknowledgements & Agreements – Signed by all Financial Officers
 - **If a new Financial Officer is being appointed for the new Fiscal Year, please check the appropriate box for the Financial Officer(s).**
- Completed Annual Budget
- Information pertaining to office space, meeting space, storage facility, Post Office Box (P.O. Box), and website services, as applicable.

Procedure

On a yearly basis, we require each NC to discuss, prepare, and approve the Administrative Packet. Once the NC board has voted on the Packet, the Packet and the completed Board Action Certification (BAC) Form are to be submitted to the NC Funding Program.

Your NC Treasurer can submit both documents, the Packet and BAC, by uploading them in the NC Funding System portal, Budget Allocation section, immediately after Board approval. Once received, reviewed, and accepted by our Program, your NC will gain full access to its funds. The NC Funding System portal website is <https://cityclerk.lacity.org/NCFundPortal/#/login>

As our Program awaits your Packet submission, access to your NC funds will be limited to \$333.00 per month, until the annual budget, Administrative Packet, and BAC have been received and accepted. This limited amount is intended to assist your NC operationally for expenses related to conducting your NC meetings, i.e. meeting facility use fees, printing and photocopying of meeting documents, meeting refreshments/snacks, professional staff services.

If you have questions or require any assistance regarding the packet, please feel free to email us at clerk.ncfunding@lacity.org or call us at 213-978-1058.

NEIGHBORHOOD COUNCIL FUNDING PROGRAM

FINANCIAL OFFICERS LETTER OF ACKNOWLEDGEMENT & AGREEMENT

We, the undersigned, do hereby declare that as a result of an official action of the Governing Body of the Neighborhood Council (NC) named below:

- (1) we are authorized to request City funding to support NC general operations,
- (2) all items or services described or included in any related funding requests are exclusively intended to further the goals and objectives of the Neighborhood Council, and
- (3) all reasonable precautions shall be exercised by the undersigned to fully safeguard, control and account for all use of funds. Proper accountability of all City funds is critical to the success of the NC Funding Program.

Therefore, by the signature(s) below, and on behalf of the Neighborhood Council named below, WE HEREBY AGREE to the terms and conditions as set forth in this Letter of Acknowledgement and all related documents as provided by the City, agree to expend funds in accordance with any applicable City rules, policies or procedures, and specifically agree to expend monies received by the Office of the City Clerk solely for public purposes relating to the goals and purposes of the Neighborhood Council named below, consistent with the scope and authority under the City Charter, the Plan for a Citywide System of Neighborhood Councils and any implementing ordinances. We have attended and participated in the City-provided training relating to the NC Funding Program.

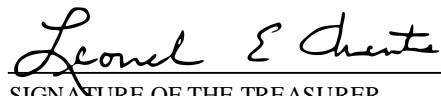
WE FURTHER ACKNOWLEDGE and WE AGREE to comply with any requirements regarding use of the NC funds. WE AGREE to provide NC financial reports and/or supporting documentation to the Office of the City Clerk, Neighborhood Council Funding Program as requested and at monthly meetings to the Governing Body and stakeholders of the NC named below. WE AGREE that the Office of the City Clerk and other City representatives may make on-site visits to inspect and review all NC financial records, upon providing reasonable advance notice to the NC Treasurer or designated representatives.

WE ACKNOWLEDGE THAT A NEW LETTER OF ACKNOWLEDGEMENT MUST BE FILED IF THERE IS ANY CHANGE OF FINANCIAL OFFICERS.

Neighborhood Council Financial Officers - Names and Signatures:

Treasurer

☐ **Please check here if a new Treasurer is being appointed**



SIGNATURE OF THE TREASURER

Leonel E. Fuentes

PRINT NAME OF THE TREASURER

Treasurer

BOARD POSITION

DATE

leonelfuentes@canogaparknc.org

EMAIL

(818)297-4315

PHONE NUMBER

CONTINUES OTHER SIDE

2nd Signer

☒ **Please check here if a new 2nd Signer is being appointed**

Raymond Cole

SIGNATURE OF THE 2nd SIGNER

DATE

Raymond Cole

PRINT NAME OF THE 2ND SIGNER

EMAIL

President

BOARD POSITION

PHONE NUMBER

Alternate Signer

(If not applicable, please indicate "N/A")

☐ **Please check here if a new Alt. Signer is being appointed**

SIGNATURE OF THE ALTERNATE SIGNER

DATE

PRINT NAME OF THE ALTERNATE SIGNER

EMAIL

BOARD POSITION

PHONE NUMBER

1st Bank Cardholder

☐ **Please check here if a new Cardholder is being appointed**

SIGNATURE OF THE 1st BANK CARD HOLDER

DATE

Brian Mallasch

PRINT NAME OF THE 1st BANK CARD HOLDER

EMAIL

Land Use Chair

BOARD POSITION

PHONE NUMBER

2nd Bank Cardholder

☐ **Please check here if a new Cardholder is being appointed**

Leonel E Fuentes

SIGNATURE OF THE 2nd BANK CARD HOLDER

DATE

Leonel E. Fuentes

PRINT NAME OF THE 2nd BANK CARD HOLDER

LeonelFuentes@CanogaParkNC.ORG

EMAIL

Treasurer

(818)297-4315

BOARD POSITION

PHONE NUMBER

***** Bank Cardholders, please read further next page *****

NEIGHBORHOOD COUNCIL FUNDING PROGRAM BANK CARDHOLDER ACKNOWLEDGEMENT & AGREEMENT OF RESPONSIBILITIES

This document outlines the responsibilities that I, as the Neighborhood Council Bank Cardholder, have as the primary custodial holder of a City Los Angeles Neighborhood Council (NC) Bank Card, referred herein as "the card" for the Neighborhood Council named below. My signature indicates that I have read and understand these responsibilities and further, that I agree to adhere to the guidelines established by the Office of the City Clerk and approved by the City Controller for the use of City funding as it relates to the Neighborhood Council Funding Program.

1. I understand that the City of Los Angeles Neighborhood Council Card is intended to facilitate the purchase and payment of materials or services required for the conduct of official Neighborhood Council business only.
2. I agree to make only those purchases consistent with the type of purchases authorized by the Office of the City Clerk and approved by the NC Governing Board.
3. I understand that under no circumstances will I use the Card to make personal purchases either for myself or for others. The Card is issued in the name of the Neighborhood Council and I serve as the Card custodian. I agree that should I willfully violate the terms of this Agreement and use of the Card for personal use or gain that I will reimburse the City of Los Angeles for all incurred charges and any fees related to the collection of those charges.
4. Uses of the Card not authorized by the Office of the City Clerk can be considered misappropriation of City funds. This could result in (a) immediate and irrevocable forfeiture of the Card, and /or (b) potential de-certification action. I understand that the Card must be surrendered upon termination of any official position with the Neighborhood Council to which the card is issued. I agree to maintain the Card with appropriate security whenever and wherever I or any other authorized person may use the Card. If the Card is stolen or lost, I agree to immediately notify the Office of the City Clerk.
5. I understand that since the Card is the property of the Bank and authorized for issue by the City of Los Angeles, I am required to comply with internal control procedures designed to protect City assets. This may include being asked to produce the Card, receipts, and/or statements to validate its existence and to audit its use.
6. I understand that I will have access to the Funding Program System portal via the Internet where all card transactions will be posted by the Bank when the card is used. I understand that I am required to obtain itemized receipts for all card transactions and upload the itemized receipts to the Funding Program System portal to verify the posted card transaction. Uploading the required itemized receipt is necessary for my NC Monthly Expenditure Report (MER) to be generated by the Funding Program System portal. The MER must be reviewed and approved by the NC Governing Board before being submitted to the Office of the City Clerk as a complete Report.
7. I understand that all transactions on the Card will reduce the funds available to the NC. I understand that the Bank will not accept any limit increases from me.
8. I understand that the Card is solely provided to the designated NC cardholder and that assignment of the Card is based on the understanding that I need to purchase materials required for the conduct of Neighborhood Council business. I understand that custodial possession of the Card is not an entitlement nor reflective of title or position.
9. As a Neighborhood Council Financial Officer, I have signed and received a copy of both the NC Funding Program Bank Cardholder Agreement of Responsibilities and Financial Officers Letter of Acknowledgement, have attended and completed the required NC Funding Program training, and understand the requirements and limitations regarding the NC Bank Card's use.

PLEASE SIGN NEXT PAGE

1st Bank Cardholder

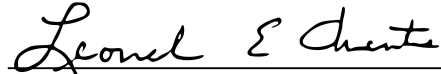
SIGNATURE OF THE 1st BANK CARD HOLDER

Brian Mallasch

PRINT NAME OF THE 1st BANK CARD HOLDER

DATE

2nd Bank Cardholder



SIGNATURE OF THE 2nd BANK CARD HOLDER

Leonel E. Fuentes

PRINT NAME OF THE 2nd BANK CARD HOLDER

DATE

NEIGHBORHOOD COUNCIL FUNDING PROGRAM

ANNUAL BUDGET TEMPLATE – FISCAL YEAR 2020-2021

The annual budget is a plan for the utilization of the NC's financial resources. It should be used as a strategic financial road map to conduct activities and efforts that will help the NC achieve its mission, goals, and objectives. The budget should include the input of stakeholders, be accessible, and comply with the rules that govern the use of NC public funds.

As a planning tool, the annual budget allows the NC board to allocate its funds, both regular annual funds and rollover funds, if any, into the following Expenditure Categories:

1. General and Operational Expenditures
 - i. **Office/Operational**
 - ii. Outreach
 - iii. Elections
2. Neighborhood Purposes Grants (NPGs)
3. Community Improvement Projects (CIPs)

With the exception of certain expenditures related to Office/Operational items, the annual budget cannot be used as authorization or approval of actual payments to vendors. All payments related to Outreach purchases, activities, and events, Elections, NPGs, and CIPs must be considered and approved through separate board motions, not as part of the board approval of the annual budget.

The annual budget may be accepted as authorization for payment for certain monthly and recurring **Office/Operational expenditures only**, such as those listed below, when itemized in the Office/Operational Expenditure Category. Please see the sample itemized Office/Operational budget allocations next page.

1. Office lease payments
2. Office supplies and equipment expenses, not including inventory items
3. Storage facility lease payments
4. P.O. Box payments
5. Office telephone and Internet services
6. Refreshments/snacks for board/committee meetings
7. Website hosting and maintenance services
8. Professional meeting/office-related services, i.e. translators, minute-takers, audio services
9. Printing and copying for meetings/office-related purposes only
10. Printing NC business cards

The annual budget template form provided here is an optional tool. Your Neighborhood Council may submit its annual budget on a form different from this template as long as it only contains the same budget allocation Expenditures Categories listed above.

For more details on the Administrative Packet, Fiscal Year annual budget, and rollover of funds unspent at the end of the Fiscal Year, please review the Policies and Guidelines, Policy 1.1, found on our website: <https://clerk.lacity.org/clerk-services/nc-funding>

***Sample Itemized Budget Allocations for
Office/Operational Expenditures***

Office/Operational Expenditures Category	
<i>Office Rent (\$500/month x 12 months)</i>	<i>\$6,000.00</i>
<i>Office Supplies (paper, ink, staples, pens, binders, business cards, etc.)</i>	<i>\$500.00</i>
<i>Printer/Copy Machine Lease</i>	<i>\$1,500.00</i>
<i>Internet Service (Spectrum)</i>	<i>\$1,000.00</i>
<i>Telephone Service (Ooma)</i>	<i>\$500.00</i>
<i>Website Hosting and Maintenance</i>	<i>\$1,500.00</i>
<i>Printing and Photocopying for Meetings</i>	<i>\$300.00</i>
<i>Meeting Facility Fees (Riverside Elementary School)</i>	<i>\$1,500.00</i>
<i>Minute-Taker for Meetings (AppleOne)</i>	<i>\$1,500.00</i>
<i>Refreshments/Snacks for Meetings</i>	<i>\$1,200.00</i>
Total Office/Operational Expenditures \$15,500.00	

<div>Canoga Park</div> <div>Neighborhood Council</div> <div>Annual Budget for Fiscal Year: 2022-2023</div>	
Annual Budget Funds	\$ 32,000.00
Rollover Funds*	\$ 10,000.00
Total Annual Budget Funds	\$ 42,000.00

Office/Operational Expenditures Category	
Meeting Location	\$ 2,400.00
Google Suite	\$ 1,500.00
Supplies	\$ 2,100.00
Total Office/Operational Expenditures	\$ 6,000.00

*The Funding Program will notify each NC of their Fiscal Year closing balance including available rollover funds and/or applicable adjustment, if any, approximately August 1st or next business day. Depending on when an NC submits its Admin Packet/annual budget, the NC may need to revise and resubmit its annual budget to account for any rollover and/or adjustments.

Outreach Expenditures Category	
Web Services	\$ 2,000.00
CPNC Hosted Events	\$ 5,000.00
Co-Sponsored Events	\$ 3,000.00
Total Outreach Expenditures	\$ 10,000.00

Election Expenditures Category	
Advertising	\$ 4,000.00
Total Election Expenditures	\$ 4,000.00

Neighborhood Purposes Grants (NPG) Expenditures Category	
Neighborhood Purpose Grants	\$ 17,000.00
Total NPG Expenditures	\$ 17,000.00

Community Improvement Projects (CIP) Expenditures Category	
Misc	\$ 5,000.00
Total CIP Expenditures	\$ 5,000.00

TOTAL ANNUAL BUDGET ALLOCATIONS	
Office/Operational Expenditures	\$ 6,000.00
Outreach Expenditures	\$ 10,000.00
Election Expenditures	\$ 4,000.00
General and Operational Expenditures	\$ 20,000.00
Neighborhood Purposes Grants (NPG) Expenditures	\$ 17,000.00
Community Improvement Projects (CIP) Expenditures	\$ 5,000.00
TOTAL EXPENDITURES FOR THE FISCAL YEAR	\$ 42,000.00

NEIGHBORHOOD COUNCIL FUNDING PROGRAM

LEASES & AGREEMENTS

Please complete the following information, as applicable, for any leases or service agreements your NC currently has or plans on securing in the Fiscal Year involving office space, meeting space, storage facilities, P.O. Boxes, and/or website services. If sections below do not apply to your NC, please select NA on the sections that do not apply. If you have more than one Meeting Location, then please provide the same information on an additional page. The information provided on this form is to confirm services that an NC may currently have or that it would like to secure in the Fiscal Year which may require a City agreement. If an agreement needs to be drafted from the information provided, the NC board will be notified and advised to agendaize and approve the drafted agreement at a future board meeting; The approval the Administrative Packet/annual budget does not replace the vote the board will need to take to approve any agreements needed.

Office Location:

<input type="checkbox"/> Existing(may need to renew agreement) <input type="checkbox"/> New(new agreement may be needed) <input type="checkbox"/> Donated <input checked="" type="checkbox"/> NA	
Property Name:	
Property Address:	
Property Owner Name:	
Property Owner Phone Number:	
Property Owner Email:	

Meeting Location:

<input checked="" type="checkbox"/> Existing(may need to renew agreement) <input type="checkbox"/> New(new agreement may be needed) <input type="checkbox"/> Donated <input type="checkbox"/> NA	
Property Name:	Canoga Park Community Center
Property Address:	7248 Owensmouth Ave. Canoga Park, CA 91303
Property Owner Name:	
Property Owner Phone Number:	
Property Owner Email:	

Storage Facility:

<input type="checkbox"/> Existing(may need to renew agreement) <input type="checkbox"/> New(new agreement may be needed) <input type="checkbox"/> Donated <input checked="" type="checkbox"/> NA	
Facility Name/Owner	
Facility Address:	
Facility Owner Phone Number:	
Facility Owner Email:	
Name on Facility Account:	

P.O. Box:

<input type="checkbox"/> Existing(may need to renew agreement) <input type="checkbox"/> New(new agreement may be needed) <input type="checkbox"/> Donated <input checked="" type="checkbox"/> NA	
Property Name/Owner:	
NC P.O. Box Address	
Property Owner Address:	
Property Owner Phone Number:	
Property Owner Email:	
Name on P.O. Box Account:	

Website Services:

<input checked="" type="checkbox"/> Existing(may need to renew agreement) <input type="checkbox"/> New(new agreement may be needed) <input type="checkbox"/> Donated <input type="checkbox"/> NA	
Name of Website Services Provider:	Aaron DeVandry-Concept to Web
Service Provider Address:	5005 Stone Fence Dr. Colorado Springs, CO 80922
Service Provider Phone Number:	(818) 613-8261
Service Provider Email:	aaron.devandry@gmail.com
Type of Services Provided:	Web services and support

When the Board completes and approves the Admin Packet, the NC Treasurer may submit the Packet and BAC Form online in the NC Funding System portal, Budget Allocation section. The NC Funding System portal website is <https://cityclerk.lacity.org/NCFundPortal/#/login>

Please contact our Office for any questions you may have. We are here to help.

Clerk.NCFunding@lacity.org

(213)978-1058



2023 NEIGHBORHOOD COUNCIL ELECTION INFORMATION WORKSHEET



4	TRANSLATIONS – Specify language needs for your NC. The following documents will automatically be translated into Spanish, Korean, and Chinese and made available upon request. Neighborhood Councils may be required to contribute an unspecified amount for each additional language. Payment will vary based on language request.			
	Candidate Filing Form: _____ Specify requested language(s)			
	Voter Registration Form: _____ Specify requested language(s)			
	Polling Place Interpreter: _____ Specify requested language(s)			
5	NC ELECTION BOARD CONTACT INFORMATION			
	Election or Outreach Committee Chair: _____ Name Phone Email			
Secondary Contact: _____ Name Phone Email				
NEIGHBORHOOD COUNCIL APPROVAL				
By signing below, the President/Chair of the above-named Neighborhood Council declares under the penalty of perjury that the information in this Election Information Worksheet was approved as an official action of the Board per the Neighborhood Council's Bylaws at a Brown Act-noticed Neighborhood Council public meeting, held with a quorum of the Board present. If requested, the Neighborhood Council will provide the Neighborhood Council agenda, minutes, or resolution supporting the approval of this document.				
Date of Board Action: _____				
President/Chair: _____ Name Signature Phone Email				