

CITY OF LOS ANGELES  
CALIFORNIA

**Neighborhood Council  
Governing Board**

Ray Cole, President  
Elmer Garcia,  
Vice-President  
Jessica Gonzalez,  
Secretary  
Leonel Fuentes,  
Treasurer

Helen Morales  
Michelle Miranda  
Mary Paterson  
Quincy Clemons  
Ronald Clary  
Duane Galila  
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](mailto:NCsupport@lacity.org)  
Website: [www.empowerla.org](http://www.empowerla.org)

**Regular Board Meeting Agenda  
1/25/23 7:00PM**

**[Zoom Meeting](#) Online or By Telephone**

**Dial (877) 853-5257 to Join the Meeting**

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

**<https://us02web.zoom.us/j/88313948851>**

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 626-765-7451 o por correo electrónico [raycole@NeighborhoodCouncil.org](mailto: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.**

**Public Posting of Agendas -**

Neighborhood Council agendas are posted for public review as follows:

- Physical Posting-7248 Owensmouth Avenue, Canoga Park, California 91303
- [www.canogaparknc.org](http://www.canogaparknc.org)
- You can also receive our agendas via email by subscribing to L.A. City's [Early Notification System \(ENS\)](#)

Every person wishing to address the Board must dial 833 548 0282 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**
- II. BOARD ROLL CALL**
  - a. [Status of Board Member Training](#)
- III. DEPARTMENT OF NEIGHBORHOOD EMPOWERMENT: EXHAUSTIVE EFFORTS-EXPLANATION**
  - a. Letter to the CPNC Board
  - b. Exhaustive Efforts Work Plan
- IV. Discussion and Possible Action: Brief Introduction Opportunity for Interested CPNC Candidates' Consideration and Possible Vote for Appointment to the CPNC Board**
  - a. Home/Condo Owners Representative-2 (2025)
  - b. Home/Condo Owners Representative (2023)
  - c. At Large Representative (2023)
  - d. Residential Renters Representative-2 (2023)
  - e. Retail/Service Business Representative (2023)
  - f. Senior Group Representative (2023) appointed
  - g. Faith Based Organizations Representative (2023)
- V. Presentation-Congressman Brad Sherman (10 minutes)**
- VI. Approval of the Minutes of the Regular Meeting.**
- VII. COMMUNITY/GOVERNMENT REPORTS AND ANNOUNCEMENTS (3 minutes per speaker)**
  - a. Public Safety
  - b. Officers of Congress, Assembly, Mayor, City Council, County Supervisor, and School Board
  - c. Government Departments/Agencies, including Budget Advocates, Librarian, etc
  - d. DONE-Department of Neighborhood Empowerment General Report
- VIII. Presentation-Naima Pulliam, Elections Administrator (10 Minutes)**

- IX. 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.
- X. NEW BUSINESS**
  - a. Discussion and Possible Action: Motion to Approval of the Monthly Expenditure Report (MER)
  - b. Discussion and Possible Action: Motion to approve Annual Budget 2022-2023
  - c. Discussion and Possible Action: Board Retreat Meeting Date
  - Discussion and Possible Action: Canoga Park Events-Outreach and Engagement
- XI. Announcement**
  - a. **Discussion and Possible Action:** Canoga Park Events-Outreach and Engagement
- XII. 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](mailto: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](http://ethics.lacity.org/lobbying). For assistance, please contact the Ethics Commission at (213) 978-1960 or [ethics.commission@lacity.org](mailto: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](mailto: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](http://www.canogaparknc.org)**.

Hi there,

You are invited to a Zoom webinar.

When: January 25, 2023 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:

<https://us02web.zoom.us/j/88313948851>

Or One tap mobile :

US: +19292056099,,88313948851# or +13017158592,,88313948851#

Or Telephone:

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

US: +1 929 205 6099 or +1 301 715 8592 or +1 309 205 3325 or +1 312 626 6799 or +1 646 931 3860  
or +1 669 900 6833 or +1 719 359 4580 or +1 253 215 8782 or +1 346 248 7799 or +1 386 347 5053 or +1  
564 217 2000 or +1 669 444 9171 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/u/kcd7DKAYh1>

# 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



Search by Keywords, Brand or Item #

Free Shipping

Free Setup

Best Sellers

You Are Here: Home - My Account - Orders

Orders

[Filter](#)

Open Orders

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](#)





Search by Keywords, Brand or Item #

Free Shipping

Free Setup

Best Sellers

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 ★★★★★

Google  
Customer Reviews



Search by Keywords, Brand or Item #

 **Free Shipping**

 **Free Setup**

 **Best Sellers**

Glossary

Site Map

Artwork Guide

Font List

## Company Info

Reviews

About Us

Contact Us


Terms of Service

AnyPromo Academy

Meet the Team

Official Blog

Join our Newsletter for  
**Exclusive Deals and Promotions:**

 Enter your email address

Follow Us     

© 2022 [AnyPromo Inc.](#) All rights reserved. [Privacy Statement](#). [Do Not Sell My Personal Information](#). [Accessibility](#)

4.5 ★★★★★

Google  
Customer Reviews



# CITY OF LOS ANGELES CALIFORNIA

## BOARD OF NEIGHBORHOOD COMMISSIONERS

**RAY REGALADO**  
President

**JOY ATKINSON**  
Vice President

**LEONARD SHAFFER**  
**DEBBIE WEHBE**  
**JENNIFER VALDIVIA**  
**MAGGIE DARETT-QUIROZ**

TELEPHONE: (213) 978-1551



**Karen Bass**  
**MAYOR**

**NEIGHBORHOOD COUNCILS**  
**EMPOWER LA**  
Department of  
NEIGHBORHOOD EMPOWERMENT

20<sup>TH</sup> FLOOR, CITY HALL  
200 NORTH SPRING STREET  
LOS ANGELES, CA 90012

TELEPHONE: (213) 978-1551  
TOLL-FREE: 3-1-1  
FAX: (213) 978-1751  
E-MAIL: [EmpowerLA@lacity.org](mailto:EmpowerLA@lacity.org)

**RAQUEL BELTRÁN**  
GENERAL MANAGER

**VACANT**  
Executive Administrative Assistant III  
[www.EmpowerLA.org](http://www.EmpowerLA.org)

January 13th, 2023

Canoga Park Neighborhood Council

RE: Canoga Park Neighborhood Council Exhaustive Efforts

Dear CPNC Board Members:

The Department of Neighborhood Empowerment (Department) is responsible for ensuring the successful operation of the neighborhood council system pursuant to Los Angeles City Charter (Charter Section 901) and Los Angeles Administrative Code (Section 22.801 and 22.810 1). The Department carries out its obligations in accordance with the Charter, Administrative Code, and other applicable laws and regulations, including policies adopted by the Board of Neighborhood Commissioners (BONC).

As you will recall, the goals and objectives of a Neighborhood Council, as listed in the Plan for a Citywide System of Neighborhood Councils, (the Plan), are to

- Promote public participation in City governance and decision making process so that government is more responsive to local needs...
- Promote and facilitate communication, interaction, and opportunities for collaboration among all Certified Neighborhood Councils regarding their common and disparate concerns...
- Facilitate the delivery of City services and City government responses to Certified Neighborhood Councils' problems and requests for assistance...
- Foster a sense of community for all people to express ideas and opinions about their neighborhoods and their government.

Events of the Canoga Park Neighborhood Council have caused concern about the Council's ability to meet the expected goals. Over the last six months the Canoga Park Neighborhood Council has been unable to have a board meeting due to a lack of quorum. The last board meeting took place on June 22, 2022. It is determined that despite the board's concerted efforts, the Canoga Park Neighborhood Council is no longer able to meet and achieve the goals

and objectives of the Plan. The Neighborhood Council's governance condition hinders its ability to improve the quality of life for its stakeholders.

The Department has received multiple requests for assistance with establishing and maintaining quorum. On January 10th,, the Department received a request from the CPNC leadership for assistance regarding establishing and maintaining a quorum by placing the CPNC in Exhaustive Efforts. The Department understands that the CPNC has been challenged with this issue for many months. This letter is in response to the CPNC's request for assistance.

In order to assist the Canoga Park Neighborhood Council address the underlying issues that are preventing the Board from fulfilling its responsibilities. As well as to assist in returning to a successful and functional neighborhood council, the Department hereby places the Canoga Park Neighborhood Council in Exhaustive Efforts.

During the period of Exhaustive Efforts, the Department will work with the Canoga Park Neighborhood Council President to set the agenda, conduct any meetings and/or training. During this period, all committee meetings are suspended. The following work plan prescribes required action to be completed before returning to normal status:

- Temporarily lower the CPNC quorum from thirteen (13) to five (5) to facilitate the filling of vacancies. Once seat vacancies have been filled, quorum is restored to thirteen (13).
- Promote public participation in City governance by developing and initiating a comprehensive community outreach program with focus on 1) filling current vacancies with consideration for diversity and inclusiveness 2) recruiting candidates for the upcoming neighborhood council election in order to create competitive elections for board seats 3) increasing public awareness and engagement, and 4) encouraging gender diversity and inclusiveness
- Identify and prioritize the needs of the Canoga Park NC community to effectively communicate those needs and facilitate the delivery of City services and City governance.
- All board members attend a Department administered board retreat. The agenda for the retreat will include but not be limited to:
  - Parliamentary Training
  - BONC Policies
  - Brown Act compliance
  - Implement and develop CPNC strategic plan for remainder of fiscal year
  - Development of plan for 2023 NC Elections
  - Community Impact Statements
- 100% completion by all board members of City and Commission mandated trainings:
  - Ethics & Open Government
  - Funding
  - Code of Conduct
  - Anti-bias (ABLE)
  - Planning 101 \* If required by the Office of the City Clerk
- Work with the Office of the City Clerk Funding team to make proxy payments on behalf of the Board. (Neighborhood Council funds are frozen when placed in Exhaustive Efforts)

- Maintain quorum for two consecutive months after appointing the new board members.

The initial Exhaustive Efforts period is three months from the date of this Notification. Canoga Park NC may complete the items described above in a shorter period of time, and the Department will then assess for early release from Exhaustive Efforts. Please note the Department reserves the right to adjust the EE period and the work plan for the Canoga Park Neighborhood Council when deemed necessary.

For any questions, comments and/or concerns, please feel free to contact Raul Preciado at (213) 978-1483 or email at [raul.preciado@LACity.org](mailto:raul.preciado@LACity.org).

The Department appreciates your time and volunteer efforts in the community and looks forward to working with you as partners in making the Canoga Park Neighborhood Council a strong and effective voice for your neighborhood, your community and your city.

Sincerely,

Raul Preciado  
Neighborhood Empowerment Advocate

Cc: Raquel Beltran, General Manager, Department of Neighborhood Empowerment  
Leonard Shaffer, Board of Neighborhood Commissioners  
Erin Seinfeld, West Valley Area Representative, Office of LA Mayor Karen Bass  
Semee Park, Senior Legislative Deputy, Office of Councilmember Bob Blumenfield  
Angie Aramayo, Director of Awareness and Engagement  
Ayelet Feiman, Office of the Los Angeles City Attorney  
Melvin Cañas, NC Funding Program Manager  
Mariel Camilo, NC Funding Representative



# 2023 NEIGHBORHOOD COUNCIL ELECTION INFORMATION WORKSHEET



Please use this form to provide the Office of the City Clerk with your Neighborhood Council's (NC) preferred polling place, poll hours, and translation needs for the 2023 Neighborhood Council Elections. This worksheet will supplement the policies and procedures in the 2023 Neighborhood Council Election Handbook.

Board action is required to confirm the information on this worksheet. If this worksheet is not returned to the City Clerk by **AUGUST 1, 2022**, the City Clerk will use the poll hours, polling place preference, and translation requests established for the 2019 Neighborhood Council Elections.

**PLEASE SUBMIT THIS FORM TO THE CITY CLERK BY AUGUST 1, 2022**

<b>1</b>	<b>NEIGHBORHOOD COUNCIL:</b> _____
<b>2</b>	<b>POLL HOURS</b> – Select a 4 or 6 hour window between the hours of 9:00 a.m. and 8:00 p.m. to conduct your at-poll election.  _____:____ am/pm <b>TO</b> ____:____ am/pm START TIME END TIME
<b>3</b>	<b>POLLING LOCATION</b> – Provide one polling place within your NC boundaries to conduct your election and an alternative location in the event the first location is unavailable. The City Clerk will verify that this location is available on Election Day, complies with the Americans with Disabilities Act, and has adequate parking. If no location is selected, the City Clerk will first select the location used during the 2019 NC Elections or select a new location.  The City Clerk has budgeted \$150 per Neighborhood Council for costs associated with the recruitment of a polling location. In the event the cost to use the preferred location exceeds \$150, Neighborhood Councils will be required to pay the additional expenses.  <b>Note:</b> Please do not publicize the polling location before the City Clerk confirms the facility will be used for the election. NCs will be notified once a polling location is confirmed.  Facility Name: _____  Address: _____  Location Contact Information: _____ Contact Name Phone Email  Have you made contact with this location regarding the election? (Optional) _____ YES _____ NO  _____  Alternate Facility Name: _____  Address: _____  Location Contact Information: _____ Contact Name Phone Email  Have you made contact with this location regarding the election? (Optional) _____ YES _____ NO



## 2023 NEIGHBORHOOD COUNCIL ELECTION INFORMATION WORKSHEET



4	<b>TRANSLATIONS</b> – 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	<b>NC ELECTION BOARD CONTACT INFORMATION</b>			
	Election or Outreach Committee Chair: _____ Name Phone Email			
Secondary Contact: _____ Name Phone Email				
<b>NEIGHBORHOOD COUNCIL APPROVAL</b>				
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				

**Department of Neighborhood Empowerment Neighborhood Council Work Plan for  
Exhaustive Efforts**

**Name of Neighborhood Council:** Canoga Park Neighborhood Council

**Neighborhood Empowerment Advocate:** Raul Preciado

**Region:** Region 3 – South West Valley

**Estimated Work Plan Period:** January 13, 2023 to April 13, 2023 (estimated)

	OBJECTIVES	ACTIONS	STATUS
<b>Meeting Support</b>	<ul style="list-style-type: none"><li>• Assist CNPC in meeting quorum and conducting NC business</li><li>• To assist the CPNC meeting process (preparing for a meeting, meeting procedures, and post-meeting)</li></ul>	<ul style="list-style-type: none"><li>• Temporarily lower the CPNC quorum from thirteen (13) to five (5) to facilitate the filling of vacancies. Once seat vacancies have been filled, quorum will be restored to thirteen (13)</li><li>• Department will work with the Canoga Park Neighborhood Council President to set the agenda, conduct any meeting and/or trainings</li></ul>	

<p><b>Outreach</b></p>	<ul style="list-style-type: none"> <li>• Fill vacant board seats</li> <li>• Recruit candidates for the 2023 elections ie. mass mailers, Next Door, tabling, and NC 101 presentations.</li> <li>• Increase awareness of the Neighborhood Council in the community</li> </ul>	<ul style="list-style-type: none"> <li>• Promote public participation in City governance by developing and initiating a comprehensive community outreach program with focus on 1) filling current vacancies with consideration for diversity and inclusiveness 2) recruiting candidates for the upcoming neighborhood council election in order to create competitive elections for board seats.</li> <li>• Identify and prioritize the needs of the Canoga Park NC community to effectively communicate those needs and facilitate the delivery of City services and City governance.</li> </ul>	
------------------------	---	---	--

<b>Training</b>	<ul style="list-style-type: none"> <li>• To gain a better understanding of bylaws such as the Robert's Rules of Order, Brown Act, BONC policies, and other topics.</li> <li>• To ensure all board members complete all required NC Training.</li> </ul>	<ul style="list-style-type: none"> <li>• All board members attend a Department administered board retreat. The agenda for the retreat will include but not be limited to: <ul style="list-style-type: none"> <li>○ Parliamentary Training</li> <li>○ BONC Policies</li> <li>○ Brown Act compliance</li> </ul> </li> <li>• 100% completion by all board members of City and Commission mandated trainings: <ul style="list-style-type: none"> <li>○ Ethics &amp; Open Government</li> <li>○ Funding</li> <li>○ Code of Conduct</li> <li>○ Planning 101</li> </ul> </li> </ul>	
<b>Bylaws</b>	<ul style="list-style-type: none"> <li>• To ensure the existence of an efficient and current governance framework</li> <li>• To prevent further quorum issues for future meetings</li> </ul>	<ul style="list-style-type: none"> <li>• Start the review of the Bylaws and offer support and suggestions based upon notes and guidance from the City Clerk's Office and Department Bylaws Template</li> <li>• Adjust quorum to meet the needs of the neighborhood council and community</li> </ul>	



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](mailto: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.

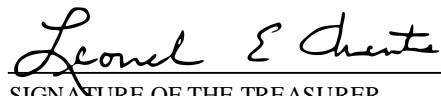
WE FURTHER ACKNOWLEDGE and WE AGREE to comply with any requirements regarding use of the NC funds. WE AGREE to provide NC financial reports and/or supporting documentation to the Office of the City Clerk, Neighborhood Council Funding Program as requested and at monthly meetings to the Governing Body 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 2<sup>nd</sup> Signer is being appointed***Raymond Cole*SIGNATURE OF THE 2<sup>nd</sup> SIGNER

DATE

**Raymond Cole**PRINT NAME OF THE 2<sup>ND</sup> 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

**1<sup>st</sup> Bank Cardholder**☐ **Please check here if a new Cardholder is being appointed**SIGNATURE OF THE 1<sup>st</sup> BANK CARD HOLDER

DATE

**Brian Mallasch**PRINT NAME OF THE 1<sup>st</sup> BANK CARD HOLDER

EMAIL

**Land Use Chair**

BOARD POSITION

PHONE NUMBER

**2<sup>nd</sup> Bank Cardholder**☐ **Please check here if a new Cardholder is being appointed***Leonel E Fuentes*SIGNATURE OF THE 2<sup>nd</sup> BANK CARD HOLDER

DATE

**Leonel E. Fuentes**PRINT NAME OF THE 2<sup>nd</sup> BANK CARD HOLDER

LeonelFuentes@CanogaParkNC.ORG

EMAIL

**Treasurer**

BOARD POSITION

**(818)297-4315**

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**

**1<sup>st</sup> Bank Cardholder**

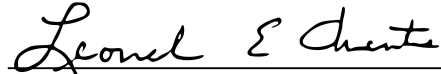
\_\_\_\_\_  
SIGNATURE OF THE 1<sup>st</sup> BANK CARD HOLDER

**Brian Mallasch**

\_\_\_\_\_  
PRINT NAME OF THE 1<sup>st</sup> BANK CARD HOLDER

\_\_\_\_\_  
DATE

**2<sup>nd</sup> Bank Cardholder**

\_\_\_\_\_  


\_\_\_\_\_  
SIGNATURE OF THE 2<sup>nd</sup> BANK CARD HOLDER

**Leonel E. Fuentes**

\_\_\_\_\_  
PRINT NAME OF THE 2<sup>nd</sup> 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***

<b>Office/Operational Expenditures Category</b>	
<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>
<b>Total Office/Operational Expenditures \$15,500.00</b>	



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

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

\*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

<b>Neighborhood Purposes Grants (NPG) Expenditures Category</b>	
Neighborhood Purpose Grants	\$ 17,000.00
<b>Total NPG Expenditures</b>	<b>\$ 17,000.00</b>

<b>Community Improvement Projects (CIP) Expenditures Category</b>	
Misc	\$ 5,000.00
<b>Total CIP Expenditures</b>	<b>\$ 5,000.00</b>

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

## 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](mailto:Clerk.NCFunding@lacity.org)

(213)978-1058