

CITY OF LOS ANGELES  
CALIFORNIA

**Neighborhood Council  
Governing Board**

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

Helen Morales  
Michelle Miranda  
Mary Paterson  
Quincy Clemons  
Ronald Clary  
Duane Galila  
Jitzel Vasquez-Ruiz  
Brian Mallasch  
Steve Slutzah  
Annette McClain  
Robert Munoz  
Kyra Edrington  
Corrine Ho  
Lena Ayvazian  
Veronica Bradham



**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)

**Canoga Park NC Board Meeting**  
**Wednesday March 22nd, 2023**  
**7:00PM [Zoom Meeting](#) Online or By**  
**Telephone Dial (877) 853-5257 to Join**  
**Enter This Webinar ID: 883 1394 8851 and Press #**  
**the Meeting**  
**<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. **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**
- IV. **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.
- V. **DEPARTMENT OF NEIGHBORHOOD EMPOWERMENT: EXHAUSTIVE EFFORTS-UPDATES**
  - a. **Exhaustive Efforts Work Plan-Updates**
- VI. **Discussion and Possible Action: Brief Introduction Opportunity for Interested CPNC Candidates' Consideration and Possible Vote for Appointment to the CPNC Board**
  - a. **At Large Representative (2025)**
  - b. **At Large Representative (2023)**
  - c. **Residential Renters Representative-2 (2023)**
  - d. **Retail/Service Business Representative (2023)**
  - e. **Senior Group Representative (2023) appointed**
  - f. **Faith Based Organizations Representative (2023)**
- VII. **SPECIAL ORDERS**
  - a. **Appointment of Executive Officer Positions**
    - **Secretary**
  - b. **Appointment of Financial Officers of the Board**
    - **Bank Card Alternate Signer (optional)**
- VIII. **NEW BUSINESS**
  - a. **Discussion and Possible Action: Voting to approve Affidavit for \$90.91 for Google Suite payment on 6/21/22. A payment of \$90.91 was made to the Google Suite account to bring it current, but we can't locate a detailed description of this transaction, only a statement indicating payment.**
  - b. **Discussion and Possible Action: Voting to approve Affidavit for digital premium shipping membership for \$25.00. Any Promo Charged \$25.00 but failed to document a detailed description of the charge.**
  - c. **Discussion and Possible Action: Motion to approve CPNC governance model (in person only vs adding hybrid options)**
  - d. **Discussion and Possible Action: Motion to approve \$500.00 to become an exhibitor and conduct outreach by tabling at the 2023 West San Fernando Valley Disaster Preparedness Fair on Saturday March 25<sup>th</sup> 2023 from 9am-3pm.**
  - e. **Discussion and Possible Action: Motion to approve up to \$2,500.00 for AppleOne minute taking services.**
- IX. **ANNOUNCEMENTS**
  - a. **Disaster Preparedness Event-3/25/23 10:00am-2:00pm.**
  - b. **Community Canvass – 3/25/23 11:00am – 1:00pm**

**X. 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)

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](https://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 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_PwiFxFHgvpqzk71GhJXcVvMH69llplaFY2I)

[GpKEe58sLZ/ics?icsToken=98tyKuGgrTopE9CduByGRpw-A4j4b\\_PwiFxFHgvpqzk71GhJXcVvMH69llplaFY2I](https://us02web.zoom.us/webinar/tZwuduqhqiMiH9W21pyRds8ZI-GpKEe58sLZ/ics?icsToken=98tyKuGgrTopE9CduByGRpw-A4j4b_PwiFxFHgvpqzk71GhJXcVvMH69llplaFY2I)

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/j/88313948851>



Office of the City Clerk  
Administrative Services Division  
Neighborhood Council Funding Program  
Neighborhood Council Bank Card Missing Receipt Affidavit

When a receipt for a Neighborhood Council bank card transaction is lost or otherwise unavailable and all measures to obtain a copy of the receipt have been exhausted, the Missing Receipt Affidavit should be completed.

Neighborhood Council: Canoga Park

NC Bank Cardholder Name: Brian Mallasch

Vendor: Google Suite Date of Transaction: 06/21/2022

Quantity	Item Description	Item Amount	Amount
1	Payment toward suite	\$90.91	\$90.91
		Sub-Total	
		Taxes	
		Total	\$90.91

The receipt was (check applicable):

☐ Lost ☐ Never Received ☒ Other: Receipt needs to be detailed

Purpose of Transaction:

A payment of \$90.91 was made to the Google Suite account to bring it up to date. We can't locate a detailed description of this transaction only a statement indicating the payment.

I understand that a Missing Receipt Affidavit should be used on rare occasions and may not be used on a routine basis. I further understand that excessive use of a Missing Receipt Affidavit may revoke the privilege of providing a declaration in lieu of a receipt and lead to freezing of the Neighborhood Council bank card.

NC Bank Cardholder Signature: \_\_\_\_\_

NC Bank Cardholder Name (Printed): \_\_\_\_\_

Neighborhood Council: Canoga Park

Date: 02/17/2023

Please secure a Board Action Certification (BAC) form authorizing the use of the Affidavit. Submit the BAC and Affidavit forms together in lieu of the missing receipt in the NC Funding System portal.

Jun 1 – 30, 2022



## Documents (2)



CSV Invoice (1)

[4204211191 \(Created: 7/1/22\)](#)

PDF Invoice (1)

[4204211191 \(Created: 7/1/22\)](#) ▾

Ending balance: \$38.96

Date	Description	Amount (USD)
Jun 1 – 30, 2022	G Suite Basic: Usage of 21 seats	\$126.00
Jun 21, 2022	Manual payment: Mastercard ****3489. A29473279085275809	-\$90.91
Jun 21, 2022	Manual payment: Visa ****3292. P0K5BPHb	-\$129.87
Jun 1, 2022	Local sales tax (on \$126.00)	\$3.87

Starting balance: \$129.87

Jun 1 – 30, 2022



## Documents (2)



CSV Invoice (1)

[4204211191 \(Created: 7/1/22\)](#)

PDF Invoice (1)

[4204211191 \(Created: 7/1/22\)](#) ▾

Ending balance: \$38.96

Date	Description	Amount (USD)
Jun 1 – 30, 2022	G Suite Basic: Usage of 21 seats	\$126.00
Jun 21, 2022	Manual payment: Mastercard ****3489. A29473279085275809	-\$90.91
Jun 21, 2022	Manual payment: Visa ****3292. P0K5BPHb	-\$129.87
Jun 1, 2022	Local sales tax (on \$126.00)	\$3.87

Starting balance: \$129.87



# Invoice

Invoice number: 4204211191

Google LLC

1600 Amphitheatre Pkwy

Mountain View, CA 94043

United States

Federal Tax ID: 77-0493581

## Bill to

Aaron DeVandry

Canoga Park Neighborhood Council

5005 Stone Fence Drive

Colorado Springs, CO 80922

United States

## Details

Invoice number .....4204211191

Invoice date .....Jun 30, 2022

Billing ID .....2423-1721-5696

Domain name .....canogaparknc.org

## Google Workspace

Total in USD **\$129.87**

## Summary for Jun 1, 2022 - Jun 30, 2022

Subtotal in USD \$126.00

Local sales tax (3.07%) \$3.87

Total in USD \$129.87

You will be automatically charged for any amount due.



Subscription	Description	Interval	Quantity	Amount(\$)
G Suite Basic	Usage	Jun 1 - Jun 30	21	126.00
Subtotal in USD				\$126.00
Local sales tax (3.07%)				\$3.87
Total in USD				<b>\$129.87</b>

Need help understanding the charges on your invoice? [Click here for detailed explanations](https://support.google.com/a?p=gsuite-bills-and-charges)  
<https://support.google.com/a?p=gsuite-bills-and-charges>



Office of the City Clerk  
Administrative Services Division  
Neighborhood Council Funding Program  
Neighborhood Council Bank Card Missing Receipt Affidavit

When a receipt for a Neighborhood Council bank card transaction is lost or otherwise unavailable and all measures to obtain a copy of the receipt have been exhausted, the Missing Receipt Affidavit should be completed.

Neighborhood Council: Canoga Park

NC Bank Cardholder Name: Brian Mallasch

Vendor: Any Promo Date of Transaction: 06/21/2022

Quantity	Item Description	Item Amount	Amount
1	Digital Premium Member/ship	\$25	\$25
		Sub-Total	
		Taxes	
		Total	\$25

The receipt was (check applicable):

☐ Lost ☐ Never Received ☒ Other: Receipt needs to be detailed

Purpose of Transaction:

The board approved the purchase of promotional materials to promote. Any promo charged \$25 but failed to document a detailed description of the charge.

I understand that a Missing Receipt Affidavit should be used on rare occasions and may not be used on a routine basis. I further understand that excessive use of a Missing Receipt Affidavit may revoke the privilege of providing a declaration in lieu of a receipt and lead to freezing of the Neighborhood Council bank card.

NC Bank Cardholder Signature: \_\_\_\_\_

NC Bank Cardholder Name (Printed): \_\_\_\_\_

Neighborhood Council: Canoga Park

Date: 02/17/2023

Please secure a Board Action Certification (BAC) form authorizing the use of the Affidavit. Submit the BAC and Affidavit forms together in lieu of the missing receipt in the NC Funding System portal.



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  [SIGN UP](#)

Follow Us     

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

4.5 ★★★★★  
Google  
Customer Reviews



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



## FW: Budget Request Disaster Preparedness Fair. External Inbox



**Diana Williams** <diana@woodlandhillsgcc.net>  
to me

Nov 11, 2022, 9:42 AM

Hi Ray,

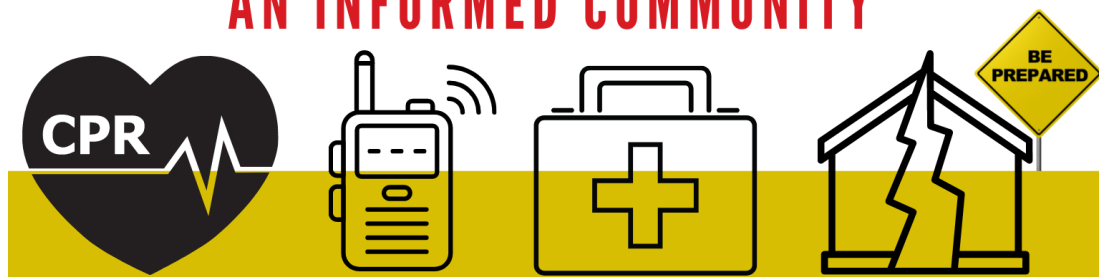
Can you make a budget request for \$500 for booth space and sponsorship for the Disaster Preparedness Fair? I am going to ask each Neighborhood Council to contribute to help defray costs.

Costs such as rental equipment, janitorial, volunteer sustenance, banners and signs.

# 2023 WEST SAN FERNANDO VALLEY DISASTER PREPAREDNESS FAIR SATURDAY, FEBRUARY 25TH 2023 10 AM-2 PM

WESTFIELD TOPANGA COMMUNITY CENTER  
21710 VANOWEN STREET- WARNER CENTER

**A PREPARED COMMUNITY**  
**AN INFORMED COMMUNITY**



**A QUICK-TO-RECOVER COMMUNITY**

Gather information and resources to best prepare for an emergency or disaster. Learn from community responders, organizations & providers.



**Cedars  
Sinai**



**American Red Cross**  
Los Angeles Region



**Reseda  
Neighborhood  
Council**



**Winnetka  
NEIGHBORHOOD COUNCIL**



FOR MORE INFORMATION. VISIT [WWW.WOODLANDHILLSCC.NET](http://WWW.WOODLANDHILLSCC.NET) 818-347-4737

[Join Now](#)

[Enter Amount](#)

[Attend](#)

*Stay Connected,*

*Diana Williams*

*West Valley~Warner Center Chamber of Commerce CEO*

*Your Connection to the Greater West Valley & Warner Center*

*Serving Woodland Hills, Tarzana, Reseda and all of the Warner Center*



Bill To  
City of LA - DONE Canoga Park  
Ray Cole  
200 N. Spring Street, Suite 2005  
Los Angeles CA 90012

# Invoice

## AppleOne

Remit To:  
AppleOne Employment Services  
Accounts Receivable  
P.O. Box 29048  
Glendale CA 91209-9048

***Remittance Copy***

You can now pay electronically through



Invoice	01-6575939	Line 1	Chapman, Margaret	XQ90628923
---------	------------	--------	-------------------	------------

## Web TimeCard

Imaged on 3/14/2023

Client Name: City of LA - DONE Canoga Park (009501010213)

Employee Name: Chapman, Margaret

Serial Number: XQ90628923

Week Ending: 2/25/2023

Day	Date	IN	OUT	Lunch	Total	Reg	Over	Double
-----	------	----	-----	-------	-------	-----	------	--------

Wed	2/22/2023	6:55 PM	9:25 PM	0:00	2:30	2:30	0:00	0:00
Thu	2/23/2023	7:00 PM	9:45 PM	0:00	2:45	2:45	0:00	0:00

SubTotals					05:15	05:15	00:00	00:00
-----------	--	--	--	--	-------	-------	-------	-------

Submitted By: Margaret Chapman|peggbell@att.net on 3/8/2023

Preapproved By: &lt;not available&gt; on &lt;not available&gt;

Approved By: Raul Preciado|225634 on 3/13/2023

Processed By: amandah on 3/14/2023