

CITY OF LOS ANGELES
CALIFORNIA

**Neighborhood Council
Governing Board**

Ray Cole, President

Elmer Garcia, Vice-President

Mireira Moran, Secretary

Edward Barkett, Treasurer

Brian Mallasch

Bryan Islas

Corinne Ho

Duane Galila

Kyra Edrington

Mary Paterson

Nicole Resendiz

Ronald Clary

Anna Measles

Christine Fitzpatrick

Jessica Sandoval



200 N. Spring Street
Los Angeles, CA 90012

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

**CANOGA PARK
NEIGHBORHOOD
COUNCIL**

**General Board Meeting
Agenda**

7248 Owensmouth Ave, Canoga Park, CA 91303

6/26/2024

7:00PM

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 para avisar al Concejo Vecinal.

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.

The Neighborhood Council system Enables meaningful Civic participation for all Angelenos and serves as a voice for improving government responsiveness to local communities and their needs. We are an advisory body to the City of Los Angeles, comprised of elected and/or appointed stakeholder volunteers who are devoted to the mission of improving our communities.

- I. **CALL TO ORDER AND BOARD ROLL CALL**
- II. **Approval of Minutes**
 - a. **May 22nd Meeting**
- III. **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.
- IV. **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**
- V. **Exhaustive Efforts Update**
- VI. **Removal of Board Members**
 - a. Discussion and Possible Action: Motion to remove board members that have had 3 or more consecutive absences.
 - Brian Mallasch
 - Nicole Resendiz
 - Bryan Islas
 - Elmer Garcia
- VII. **NEW BUSINESS**
 - a. Monthly Expenditure Reports
 - Discussion and Possible Action Regarding Approval of the Canoga Park Neighborhood Council Monthly Expenditure Reports (MER'S)
 - June 2024
 - b. Discussion and Possible Action for follow up on Invoice payment for the months of May 2024 and June 2024 to bring the account current for the fiscal year.
 - Invoice CPNC A011 (May 2024)
 - Invoice CNPC A012 (June 2024)
 - c. Discussion and Possible Action to reimburse Edward Barkett for Refreshments purchased at the January 2024 meeting
 - \$54.48 for Costco Pizzas
 - \$5.99 for Water from Costco
 - d. Discussion and Possible Action to appoint Edward Barkett as 1st Card Holder
 - e. Discussion and Possible Action to appoint Ray Cole as 2nd Card Holder
 - f. Discussion and Possible Action to appoint Ray Cole as 2nd Signer
 - g. Discussion and Possible Action to appoint Duane Galila as an Alternate Signer (optional)
 - h. Discussion and Possible Action to approve the Administrative Packet for Fiscal Year 2023-2024.
 - i. Discussion and Possible Action to approve the Administrative Packet for Fiscal Year 2024-2025
 - j. Discussion and Possible Action for \$200.00 for refreshments for a Woodland Hills NC Meeting of all the West Valley Neighborhood Councils Scheduled for September 8, 2024 at El Camino Real Charter High School for an Important Informational Meeting.
 - k. Discussion and Possible Action: Resignation of Mireira Moran as Outreach Chair
 - l. Discussion and Possible Action: Appointment of Chair for the Outreach Committee
 - m. Discussion and possible Action: Motion to appoint Budget Representative(s) for Canoga Park Neighborhood Council
 - Anna Measles
 - n. Update and Report on Budget Day 2024
 - o. Discussion and Possible Action to write a formal letter to Councilman Bob Blumenfield, Mayor of Los Angeles, and LA Streets concerning the ongoing issues of illegal parking taking place at 6835 Alabama Avenue, Canoga Park, Ca 91303
 - p. Committee Updates

Suggestions for Items for upcoming meetings

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

Public Posting of Agendas -

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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 [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 Mireira Moran at mieriramoran@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

**Canoga Park Neighborhood Council
Governing Board**

Ray Cole, *President*
Elmer Garcia, *Vice President*
Mireira A. Morán, *Secretary*
Edward Barkett, *Treasurer*
Brian Mallasch, *Board Member*
Bryan Islas, *Board Member*
Christine Fitzpatrick, *Board Member*
Corinne Ho, *Board Member*
Duane Galila, *Board Member*
Jessica Sandoval, *Board Member*
Kyra Edrington, *Board Member*
Mary Paterson, *Board Member*
Ronald Clary, *Board Member*

CITY OF LOS ANGELES
California



200 N. Spring Street
Los Angeles, CA 90012
NCsupport@lacity.org
empowerla.org



**CANOGA PARK
NEIGHBORHOOD COUNCIL**
7248 Owensmouth Ave
Canoga Park, CA 91303
info@canogaparknc.org
canogaparknc.org

Canoga Park Neighborhood Council

Board Meeting Minutes

Wednesday, May 22, 2024

7:00 PM

7248 Owensmouth Ave, Canoga Park, CA 91303

- I. **Call to Order:** Canoga Park Neighborhood Council President, Ray Cole, called the meeting to order at 7:06 pm.
- II. **In Attendance:** Ray Cole, Mireira A. Morán, Duane Galila, Corinne Ho, Jessica Sandoval, Christine Fitzpatrick, Kyla Edrington
Absent: Ronald Clary, Brian Mallasch, Elmer Garcia, Bryan Islas
Late Entry: Mary Paterson (7:11)
Early Departure: None.
Courtesy Seats: None.
- III. **General Public Comment:** None.
- IV. **Community & Government Reports:**
1. Los Angeles Fire Department, Battalion 17 – Battalion Chief Lopez and Officer Jamal – Oral Report Given.
 2. Los Angeles Police Department, Topanga Division – Senior Lead Officer Jose Moreno & Officer Dao - Oral Report Given.
 4. City of Los Angeles, Council District 3 – Bob Blumenfield’s Office – Field Deputy Steve Jaramillo – Written Report Sent in and Read
 5. City of Los Angeles, Department of Neighborhood Empowerment – Neighborhood Empowerment Advocate Prabhjot Chamber – Oral Report Given.

V. **Presentations:**

1. Stephan Wallace, Asset Protection for Target – Back to School Event July 24th, 2024.

Action Items:

1. Kyra Edrington moves to appoint Anna Measles as the Faith-Based Organization Representative to the Canoga Park Neighborhood Council Board. Seconded. **ADOPTED.**

Brian Mallasch	Absent
Bryan Islas	Absent
Corinne Ho	Yes
Duane Galila	Yes
Edward Barkett	Yes
Elmer Garcia	Absent
Kyra Edrington	Yes
Mary Paterson	Yes
Mireira A. Morán	Yes
Ray Cole	Yes
Ronald Clary	Absent
Jessica Sandoval	Yes
Christine Fitzpatrick	Yes

2. Corinne Ho, moves to approve the CPNC Monthly Expenditure Reports (MER'S) for January 2024 MER, February 2024 MER, March 2024 MER, April 2024 MER, December 2023 MER, November 2023 MER, October 2023 MER, September 2023 MER, August 2023 MER, July 2023 MER, June 2023 MER. Seconded.

ADOPTED.

Brian Mallasch	Absent
Bryan Islas	Absent
Corinne Ho	Yes
Duane Galila	Yes
Edward Barkett	Yes
Elmer Garcia	Absent
Kyra Edrington	Yes
Mary Paterson	Yes
Mireira A. Morán	Yes
Ray Cole	Yes
Ronald Clary	Absent
Jessica Sandoval	Yes
Christine Fitzpatrick	Yes

3. Corinne Ho, moves to appoint Edward Barkett, as the 1st Card Holder.

Brian Mallasch	Absent
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Bryan Islas	Absent
Corinne Ho	Yes
Duane Galila	Yes
Edward Barkett	Yes
Elmer Garcia	Absent
Kyra Edrington	Yes
Mary Paterson	Yes
Mireira A. Morán	Yes
Ray Cole	Yes
Ronald Clary	Absent
Jessica Sandoval	Yes
Christine Fitzpatrick	Yes

4. Mary Paterson, moves to appoint Ray Cole, as the 2nd Card Holder.

Seconded. **ADOPTED.**

Brian Mallasch	Absent
Bryan Islas	Absent
Corinne Ho	Yes
Duane Galila	Yes
Edward Barkett	Yes
Elmer Garcia	Absent
Kyra Edrington	Yes
Mary Paterson	Yes
Mireira A. Morán	Yes
Ray Cole	Yes
Ronald Clary	Absent
Jessica Sandoval	Yes
Christine Fitzpatrick	Yes

5. Corinne Ho, moves to appoint Duane Galila, as the Alternate Signer.

Seconded. **ADOPTED.**

Brian Mallasch	Absent
Bryan Islas	Absent
Corinne Ho	Yes
Duane Galila	Yes
Edward Barkett	Yes
Elmer Garcia	Absent
Kyra Edrington	Yes
Mary Paterson	Yes
Mireira A. Morán	Yes
Ray Cole	Yes
Ronald Clary	Absent
Jessica Sandoval	Yes

Christine Fitzpatrick	Yes
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6. Ray Cole moves to approve the Administrative Packet for Fiscal Year 2023-2024. Seconded. **ADOPTED.**

Brian Mallasch	Absent
Bryan Islas	Absent
Corinne Ho	Yes
Duane Galila	Yes
Edward Barkett	Yes
Elmer Garcia	Absent
Kyra Edrington	Yes
Mary Paterson	Yes
Mireira A. Morán	Yes
Ray Cole	Yes
Ronald Clary	Absent
Jessica Sandoval	Yes
Christine Fitzpatrick	Yes

7. Ray Cole moves to approve up to \$500 for usage of the Canoga Park Community Room. Seconded. **ADOPTED.**

Brian Mallasch	Absent
Bryan Islas	Absent
Corinne Ho	Yes
Duane Galila	Yes
Edward Barkett	Yes
Elmer Garcia	Absent
Kyra Edrington	Yes
Mary Paterson	Yes
Mireira A. Morán	Yes
Ray Cole	Yes
Ronald Clary	Absent
Jessica Sandoval	Yes
Christine Fitzpatrick	Yes

8. Ray Cole moves to appoint up to three Community Impact Statement (CIS) Filers for the Canoga Park Neighborhood Council. Anna Measles, Jessica Sandoval, Mireira A. Moran. Seconded. **ADOPTED.**

Brian Mallasch	Absent
Bryan Islas	Absent
Corinne Ho	Yes
Duane Galila	Yes

Edward Barkett	Yes
Elmer Garcia	Absent
Kyra Edrington	Yes
Mary Paterson	Yes
Mireira A. Morán	Yes
Ray Cole	Yes
Ronald Clary	Absent
Jessica Sandoval	Yes
Christine Fitzpatrick	Yes

8. Kyra Edrington moves to file a Community Impact Statement (CIS) to CF23-1114 to authorize the use of teleconferencing for Neighborhood Council meetings, including board meetings and committee meetings, in accordance with the rules established by Senate Bill 411 and the subsequent motion passed by the City Council on November 1, 2023. The special teleconferencing rules available to Los Angeles Neighborhood Councils are necessary because of increased community engagement and accessibility..

Seconded. **ADOPTED.**

Brian Mallasch	Absent
Bryan Islas	Absent
Corinne Ho	Yes
Duane Galila	Yes
Edward Barkett	Yes
Elmer Garcia	Absent
Kyra Edrington	Yes
Mary Paterson	Yes
Mireira A. Morán	Yes
Ray Cole	Yes
Ronald Clary	Absent
Jessica Sandoval	Yes
Christine Fitzpatrick	Yes

Adjournment:

Canoga Park Neighborhood Council President, Ray Cole,
adjourned the meeting at 10:47 pm.

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Minutes Prepared by Mireira A. Morán, Canoga Park Neighborhood Council Secretary

Canoga Park Community Center
7248 Owensmouth Ave Canoga
Park, CA 91303

Invoice

BILL TO
Canoga Park Neighborhood Council 7248 Owensmouth Ave. Canoga Park, CA 91303

INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
CPCC A011	31 May 2024	\$166.00	15 June, 2024	N/A	N/A

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
31 May 2024	Monthly Support to CPNC Mtgs & Activities for the month of May 2024	Utilities, Storage, Office Space & Meetings at Community Center	1	166.00	166.00

BALANCE DUE

\$166.00

Canoga Park Community Center
7248 Owensmouth Ave Canoga
Park, CA 91303

Invoice

BILL TO
Canoga Park Neighborhood Council 7248 Owensmouth Ave. Canoga Park, CA 91303

INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
CPCC A012	30 June 2024	\$166.00	15 July, 2024	N/A	N/A

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
30 June 2024	Monthly Support to CPNC Mtgs & Activities for the month of June 2024	Utilities, Storage, Office Space & Meetings at Community Center	1	166.00	166.00

BALANCE DUE

\$166.00

COSTCO WHOLESALE

Woodland Hills #1205
21800 Victory Blvd
Woodland Hills, CA 91367
(818) 884-9099

32 Member 111781820272

*****Bottom of Basket*****

*****BOB Count 0 *****

E	782796 ***KSWTR40PK	3.99
E	6900000000 CA REDEMP VA	2.00
	SUBTOTAL	5.99
	TAX	0.00
****	TOTAL	5.99
	CASH	20.00
	CHANGE	14.01

TOTAL NUMBER OF ITEMS SOLD - 1
01/23/2024 13:30 1205 6 121 272



21120500601212401231330

OP#: 272 Name: ANDREW

Thank You!

Please Come Again

Whse:1205 Trm:6 Trn:121 OP:272

Items Sold: 1

32 01/23/2024 13:3

COSTCO WHOLESALE

Woodland Hills #1205
21800 Victory Blvd
Woodland Hills, CA 91367
(818) 884-9099

Order Number:

117

22 Member 111781820072
3 @ 9.95
1184862 WHOLE PEP 29.85 A
2 @ 9.95
1184887 WHOLE CHEESE 19.90 A
TAX 4.73
**** TOTAL **54.48**

XXXXXXXXXXXX0334 CHIP Read
AID: A0000000031010
Seq# 231923 App#: 024194
Visa Resp: APPROVED
Tran ID#: 402400231923.....

APPROVED - Purchase
AMOUNT: \$54.48
01/24/2024 18:14 1205 231 237 731

Visa 54.48
CHANGE 0.00

A 9.5% Tax 4.73
TOTAL TAX 4.73

TOTAL NUMBER OF ITEMS SOLD =
01/24/2024 18:14 1205 231 237
OP#: 731 Name: Kiosk User

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

Neighborhood Council: _____
Fiscal Year: _____

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

DATE

PRINT NAME OF THE TREASURER

EMAIL

BOARD POSITION

PHONE NUMBER

CONTINUES OTHER SIDE

2nd Signer

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

SIGNATURE OF THE 2nd SIGNER

DATE

PRINT NAME OF THE 2ND SIGNER

EMAIL

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

PRINT NAME OF THE 1st BANK CARD HOLDER

EMAIL

BOARD POSITION

PHONE NUMBER

2nd Bank Cardholder

Please check here if a new Cardholder is being appointed

SIGNATURE OF THE 2nd BANK CARD HOLDER

DATE

PRINT NAME OF THE 2nd BANK CARD HOLDER

EMAIL

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

DATE

PRINT NAME OF THE 1st BANK CARD HOLDER

2nd Bank Cardholder

SIGNATURE OF THE 2nd BANK CARD HOLDER

DATE

PRINT NAME OF THE 2nd BANK CARD HOLDER

NEIGHBORHOOD COUNCIL FUNDING PROGRAM

ANNUAL BUDGET TEMPLATE

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	

Neighborhood Purposes Grants (NPG) Expenditures Category	
Total NPG Expenditures	

Community Improvement Projects (CIP) Expenditures Category	
Total CIP Expenditures	

TOTAL ANNUAL BUDGET ALLOCATIONS	
Office/Operational Expenditures	
Outreach Expenditures	
Election Expenditures	
General and Operational Expenditures	
Neighborhood Purposes Grants (NPG) Expenditures	
Community Improvement Projects (CIP) Expenditures	
TOTAL EXPENDITURES FOR THE FISCAL YEAR	

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 type="checkbox"/> NA	
Property Name:	
Property Address:	
Property Owner Name:	
Property Owner Phone Number:	
Property Owner Email:	

Meeting Location:

<input 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:	
Property Address:	
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 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 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 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:	
Service Provider Address:	
Service Provider Phone Number:	
Service Provider Email:	
Type of Services Provided:	

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



U-HAUL

ONE-WAY & IN-TOWN MOVES

U-HAUL

END

RIGHT EQUIPMENT / LOWEST COST

