

CITY OF LOS ANGELES
CALIFORNIA

**Canoga Park Neighborhood
Council
Governing Board**

Vacant, President
Vacant, Vice-President
Vacant, Secretary
Vacant, Treasurer



200 N. Spring Street
Los Angeles, CA 90012

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

Anna Measles, Boardmember (2027)
Caryn Michaels, Boardmember (2027)
Christine Fitzpatrick, Boardmember (2027)
Corinne Ho, Boardmember (2029)
Cristiano Sanchez, Boardmember (2027)
Kyra Edrington, Boardmember (2029)
Mary Paterson, Boardmember (2027)
Mireira Moran, Boardmember (2027)
Muhammad Hassan, Boardmember (2029)
Nauman Khan, Boardmember (2027)
Shawn Fornari, Boardmember (2029)
Vacant, Boardmember (2027)
Vacant, Boardmember (2027)
Vacant, Boardmember (2029)
Vacant, Boardmember (2029)

**CANOGA PARK
NEIGHBORHOOD
COUNCIL**

Special Board Meeting Agenda
Teleconference Meeting Conducted Via Zoom only
Thursday, July 3rd, 2025
5:00 PM

Zoom Meeting Online or By Telephone
<https://us02web.zoom.us/j/82622078135>

Dial 16699006833

Then Enter This Webinar ID: 826 2207 8135 and Press #

Si requiere servicios de traducción, favor de avisar al Concejo Vecinal 3 días de trabajo (72 horas) antes del evento. Por favor contacte Mireira Moran, Secretaria, por correo electrónico Mireiramoran@canogaparknc.org para avisar al Concejo Vecinal.

Every person wishing to address the Board must dial (669) 990-6833 and enter 826 2207 8135 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.

SB 411 Updates:

If a Neighborhood Council has a quorum of board members in a physical location, board members who wish to join the meeting via teleconferencing must adhere to AB 2449 rules and regulations. If a Neighborhood Council does not have a quorum of board members in a physical location, they must adhere to SB 411 rules and regulations.

In the event of a disruption that prevents the eligible legislative body from broadcasting the meeting to members of the public using the call-in option or internet-based service option, or in the event of a disruption within the eligible legislative body's control that prevents members of the public from offering public comments using the call-in option or internet-based service option, the eligible legislative body shall take no further action on items appearing on the meeting agenda until public access to the meeting via the call-in option or internet-based service option is restored. Actions taken on agenda items during a disruption that prevents the eligible legislative body from broadcasting the meeting may be challenged pursuant to Section 54960.1.

The eligible legislative body shall not require public comments to be submitted in advance of the meeting and shall provide an opportunity for the public to address the legislative body and offer comments in real time. Notwithstanding Section 54953.3, an individual desiring to provide public comment through the use of an internet website, or other online platform, not under the control of the eligible legislative body, that requires registration to log in to a teleconference may be required to register as required by the third-party internet website or online platform to participate.

(i) An eligible legislative body that provides a timed public comment period for each agenda item shall not close the public comment period for the agenda item, or the opportunity to register, pursuant to subparagraph , to provide public comment until that timed public comment period has elapsed.

(ii) An eligible legislative body that does not provide a timed public comment period, but takes public comment separately on each agenda item, shall allow a reasonable amount of time per agenda item to allow public members the opportunity to provide public comment, including time for members of the public to register pursuant to subparagraph (D), or otherwise be recognized for the purpose of providing public comment.

(iii) An eligible legislative body that provides a timed general public comment period that does not correspond to a specific agenda item shall not close the public comment period or the opportunity to register, pursuant to subparagraph (D), until the timed general public comment period has elapsed.

I. CALL TO ORDER

1. Board Roll Call
2. Recognition of outgoing Board- Certificate of Recognition

II. SEATING OF THE NEW NEIGHBORHOOD COUNCIL BOARD

1. Neighborhood Council Board Member Oath

III. ELECTION OF EXECUTIVE OFFICERS

1. Discussion and/or possible action to appoint President
2. Discussion and/or possible action to appoint Vice President
3. Discussion and/or possible action to appoint Secretary
4. Discussion and/or possible action to appoint Treasurer

IV. ELECTION OF FINANCIAL OFFICERS

1. Discussion and/or possible action to designate up to two (2) Bank Card Holders
2. Discussion and/or possible action to designate a Second Signer
3. Discussion and/or possible action to designate an Alternate Signer (Per City Clerk, this is optional)

V. GOVERNMENT REPORTS AND ANNOUNCEMENTS

(Reports and brief presentations only. Any questions, please follow up with the presenter on the side so the meeting may proceed as scheduled. Thank you.)

1. LA City Mayor Karen Bass- David Bright, West Valley Representative
2. LA City Council District 3- Steve Jaramillo, Field Deputy
3. LAPD Topanga Senior Lead Officer Jose Moreno (Canoga Park North of Sherman Way) and Senior Lead Officer Cory Garza (Canoga Park South of Sherman Way including the Westfield Topanga mall/ The Village)
4. EmpowerLA- Jose Galdamez, Neighborhood Empowerment Advocate
5. Canoga Park Senior Center- Kari Haseltine, Director
6. Canoga Park Library - Chrissy Carr, Branch Manager
7. Lanark Park- Jeremy Aldridge, Director
8. Budget Advocates Region 3- Glenn Bailey, Mihran Kalaydjian
9. LAUSD Board President Scott Schmerelson, 3rd District, Field Deputy TBA
10. LA County Supervisor Lindsay Horvath, 3rd District, Field Deputy Karen Michelle Dominguez
11. Congressman Brad Sherman, 32nd District, Representative TBA
12. Senator Carolina Menjivar 20th District - District Representative Teodora E. Reyes
13. Assemblymember Jesse Gabriel 46th District- Field Representative Clarissa Gomez

VI. GENERAL PUBLIC COMMENT ON NON-AGENDA ITEMS

Comments from the public on non-agenda items within the Board's jurisdiction (Up to two minutes per speaker)

VII. MOTIONS & RESOLUTIONS

1. Discussion and possible action to appoint qualified stakeholders to the current vacant seats on the Governing Board:
 - a) Residential Renters Representative Seat (2027)
 - b) At-Large Representative Seat (2027)
 - c) Retail Service Business Representative Seat (2029)
 - d) Community Based Representative Seat (2029)
2. Discussion and possible action to appoint stakeholder Douglas Jackman to the CPNC Budget and Finance Committee Meeting as a Committee Member/Stakeholder (Not a CPNC Board Member) effective July 3rd, 2025.

3. Discussion and possible action to remove Board Member Cristiano Sanchez from the Board due to three (3) consecutive absences (March 26, April 23, May 28, June 25) from the General Board Meetings as per CPNC Bylaws Article V, Section 9. See supporting Document
4. Discussion and possible action to remove Board Member Nauman Khan from the Board due to three (3) consecutive absences (March 26, May 28, June 25) from the General Board Meetings as per CPNC Bylaws, Article V, Section 9. See Supporting Document.

VIII. ADMINISTRATIVE ITEMS

1. None

IX. NEW BUSINESS

1. Discussion and possible action for the CPNC President to appoint no more than three (3) board members to form an ad hoc committee with the purpose of organizing an informative presentation for stakeholders regarding 'know your rights' under the current climate. The presentation will be done in partnership with different elected offices and appropriate organizations.
2. Discussion and possible action to request the reimbursement for Board Member Anna Measles in the total amount of \$282.92 for the items below. Anna Measles's city credit card was not activated until June 5, 2025.
 - a) \$35.04 (Plates, Cookies, Water) for General Board Meeting, May 28th 2025.
 - b) \$158.00 (Sandwiches from Cavaretta's) for General Board Meeting, May 28th 2025.
 - c) \$89.88 (Supplies, Utensils, Napkins) for the South Valley townhall in Encino, May 31st 2025.
3. Discussion and possible action to approve the following items for the National Night Out/Resource Faire event co-sponsored by CPNC, LAPD Topanga, City Council District 3, City's Department of Recreation and Parks, Lanark Park on Tuesday, August 5th from 6:00 pm to 8:00 pm.
 - a) 'Event Approval Request' form
 - b) Event Flyer
 - c) Lanark Park Form
 - d) Total Budget of and possible action to approve the total budget of \$1,700.00 for the event
 - e) DjsOnADime for \$400.00
 - f) Kona Ice- \$1000 for three hours (Pending approval from CD3).
 - g) \$200 Flyers for the event.
 - h) \$530 Snacks for the event
4. Discussion and Possible action to approve the following (6) items as Outreach Items for events for a grand total of \$2,074.01. See Supporting Documents for Artwork costs to print CPNC Logo per item. Items purchased from 4Imprints.
 - a) (400) Value Click Pen @ \$0.32 each. Total: \$128.00
 - b) (200) Twist and Chill Fan @ \$1.62 each. Total: \$324.00
 - c) (200) Sport Bottle with Push Pull Lid- 20 oz @ \$1.22 each. Total:

\$244.00

- d) (250) Power Clip @ \$1.05 Total: \$262.50
- e) (150) Nylon Reflective Slap Bracelet @ \$1.57 Total: \$235.50
- f) (150) Bubbles – 2 oz @ \$1.91 Total: \$150.00

- 4. Discussion and possible action to approve the purchase of (1) 12 Inch, 12 Slots, Prize Wheel Tabletop for Events from Amazon and not to exceed the price of \$20.00
- 5. Discussion and possible action to approve the up to \$200.00 for promotional posters with QR code (flyer)- English and Spanish and easel poster stand for upcoming events so stakeholders could sign up to receive CPNC newsletters.
- 6. Discussion and possible action to approve the amended CPNC Annual Budget Administrative Packet for Fiscal Year 2025-2026.
- 7. Announcements
- 8. Items for the next Board Meeting
- 9. Next General Board Meeting: **In-Person Meeting**, Wednesday, July 23rd, 2025 at 7:00 PM at the Canoga Park Community Center, 7248 Owensmouth Ave. Canoga Park, CA 91303.

10. 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 -

Neighborhood Council agendas are posted for public review as follows:

- Canoga Park Community Center, 7248 Owensmouth Ave. Canoga Park CA 91303
- www.CanogaParkNC.org
- You can also receive our agendas via email by subscribing to L.A. City's [Early Notification System \(ENS\)](#)

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 Canoga Park Community Center, 7248 Owensmouth Ave, Canoga Park, CA 91303 , at our website: www.Canogaparknc.org. In addition, if you would like a copy of any record related to an item on the agenda, please contact Mireira Moran at: Mireiramoran@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

Cavaretta's Italian Deli
22045 Sherman Way
Canoga Park, CA 91303
Ph: 818-340-6626

05/23/2025

16:49

Sale

Trans #: 3 Batch #: 823

VI CHIP Contactless
*****3352 **/**

AMOUNT: \$158.00

TIP AMT: \$-----

TOTAL AMT: \$-----

Tip Suggestions

Percent	Tip	Total
10%	\$15.80	173.80
15%	\$23.70	181.70
20%	\$31.60	189.60

Resp: APPROVAL 10944B
Code: 10944B
Ref #: 511823167944
TransID: 585148858865181

App Name: VISA CREDIT
AID: A0000000031010
TVR: 0000000000

Thank You

CUSTOMER COPY

Smart & Find.
Warehouse & Market. Friend & Neighbor.

Store 512
7224 MASON AVENUE
WINNETKA CA 91306

Fresh/Frozen Meat		
Pada Sushi Maki Box	16.50	F
Pada Sushi Popcorn Roll	12.95	F

Bakery/Bread/Tortillas	10.49	F
First Street Everyday C		

Non-Foods	
First Street 6 Inch Pla	6.99 T

Beverage	
Crystal Geyser Alpine S	12.99 F
Regular Price \$14.19	
CBV	3.00* F

General	
Basket Verify	0.00

SUBTOTAL	62.92
----------	-------

Total # Items Sold 6

	55.93	@	0.000%	=	0.00
Tax	6.99	@	9.750%	=	0.68

TOTAL	63.60
Debit	63.60

PURCHASE \$63.60
*****0642 MC
CHIP CONTACTLESS
REF#: 545095 APPROVED
US Debit
ARQC - DDEF C4803E62885C
ONLINE PIN VERIFIED
Mode: Issuer
IAD: 0110A0400122000000000000000000000000

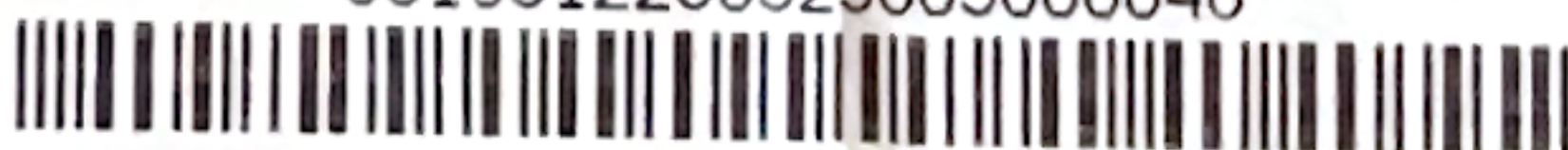
-16.50
47.10
-12.00
\$35.10

Total Saved	\$1.20
Item Savings	1.20

Legend

T - taxable
F - food stamp eligible
* - non-discountable

0010512280525005000048



You were served by: Suhai

Date	Time	Store	Term	Opr	Tran
05/28/25	11:05 AM	512	5	40040	0048

Thank you for shopping with us!

Complete our survey and
enter for a chance to win a
\$500 SMART & FINAL GIFT CARD
Visit www.smartandfinal.com/survey
within 7 days of this shop

Now Hiring!
Visit www.smartandfinal.com/careers

One Trip & That's It

Store 512
7224 MASON AVENUE
WINNETKA, CA 91306
Telephone (818) 274-0111

First Street Stainless	6.49	T
First Street Slotted Sp	6.49	T
Alegacy Tongs Yellow 9.	10.98	T
2 @	5.49	
Hefty Variety Pack Colo	8.49	T
Hefty Variety Pack Colo	8.49	T
First Street Extra Heav	15.99	T
SV Dinner Napkin 1 ply	4.99	T
First Street 6 Inch Pla	6.99	T
First Street 8 7/8 Inch	12.99	T

Basket Verify	0.00
---------------	------

SUBTOTAL	81.90
----------	-------

Total # Items Sold 11

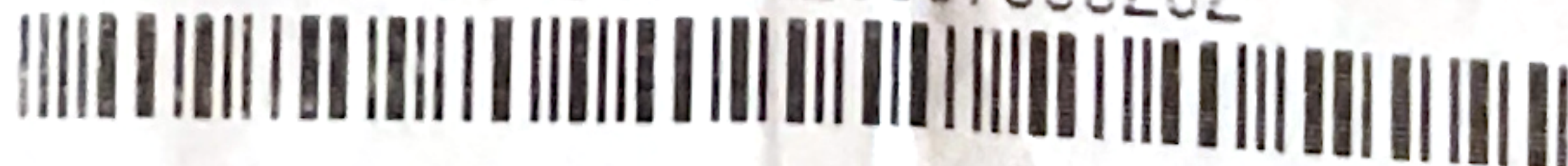
	0.00 @	0.0000% =	0.00
Tax	81.90 @	9.7500% =	7.98

TOTAL	89.88
Debit	89.88

IAD: 01102000016200000000000000000000

T - taxable

0010512300525007000282



Date	Time	Store	Term	Opr	Tran
05/30/25	12:19 PM	512	7	40051	0282

Thank you for shopping with us!

Complete our survey and
enter for a chance to win a
\$500 SMART & FINAL GIFT CARD

Visit www.smartandfinal.com/survey
within 7 days of this shop

Now Hiring!

Visit www.smartandfinal.com/careers

One Trip & That's It

12 Inch 12 Slots Prize Wheel Tabletop or Wall Mount Fortune Spin with Dry Erase Marker and Eraser for Engaging Home Parties, Trade Show, Carnival Events



\$19.98

https://www.amazon.com/Pionites-Tabletop-Fortune-Engaging-Carnival/dp/B0D6NM68PB/ref=sr_1_1?crd=27LIWU8F6A1Y9&dib=eyJ2IjojMSJ9.Y1GdRjKMnk-0YrucqOzagAgcmtohtml_a4PZ4KaZN6CGK5MX3mtMJEa8a622Wt73Y3DfgsmdVisF8nbd7jQ5liXjWBOXBILL2937kW6aNsVWb32YxEwJ4EVU49RdZcZiIWGL5UXvAizA2HFIGX9vgEj0ClyBrywa2rRwnQRdxV2paFMf-2msKFTEQujgQJ2XTEhMgsqatuuzf-ePAICn9SRXBqVta-U0iKBjGWejt7Zw.l1zZjlFgAzKOVtcAL3HaUanHILXGbNenMjZP1zBRAaM&dib_tag=se&keywords=spin+the+shell&qid=1750983288&sprefix=spin+the+shell+%2Caps%2C232&sr=8-1



Stay in the loop! Get our free e-newsletter every Saturday with local events, helpful resources, and benefits you can use. Subscribe today!

Join the Canoga Park NC Email List



Instructions:

01

Open your phone's camera app

02

Point it at the QR Code

03

Fill out the simple form



More Information: canogaparknc.org

Card Number*

Security Code*



Expiration Month*

Expiration Year*

☐ Save card for future orders

Name this Card*

☐ Make this my preferred payment method

Enter a Billing Address


☐ Same as Shipping Address

Select Billing Address

Add Billing Address











Order Summary



Value Click Pen
Extra Charge 
Cobalt Blue/White
Qty: 400

\$128.00
\$15.00

[Skip to Content](#)

	Twist and Chill Fan Extra Charge  Blue/White Qty: 200	\$324.00 \$30.00
	Sport Bottle with Push Pull Lid - 20 oz. - Colors Extra Charge  Royal Blue/White Qty: 200	\$244.00 \$50.00
	Power Clip - Translucent Extra Charge  Translucent Blue/Black Qty: 250	\$262.50 \$55.00
	Nylon Reflective Slap Bracelet Extra Charge  Green/Reflective Gray Qty: 150	\$235.50 \$50.00
	Bubbles - 2 oz. Extra Charge  White/Blue Qty: 150	\$286.50 \$50.00
Subtotal (6 products)		\$1,730.50
Shipping		\$174.79
Tax		\$168.72
Tax Exempt?		
Enter Coupon Code		
Total		\$2,074.01

Let's Be Certain

[Skip to Content](#)

it a date?



POLICE • COMMUNITY PARTNERSHIPS

LANARK PARK RECREATION CENTER

21816 LANARK ST, CANOGA PARK 91304

TUESDAY, AUGUST 5, 2025

6:00 PM - 8:00 PM

COME MEET YOUR LOCAL NEIGHBORS AND
POLICE AND ENJOY A MOVIE AT THE PARK



CPNC Event Budget for National Night Out (NNO) 2025

Budget Category for all itmes: Outreach

Total Budget \$1700

Item	vendor	total
DJ	DJs on a Dime	400
Kona Ice	Kona Ice	1000
Promotional Flyers	MIR Printing & Graphics	300
		1700

CA# _____ (Insurance verification)
Expiration Date _____

Google Doc # _____
Permit # _____



City of Los Angeles • Department of Recreation and Parks
APPLICATION FOR USE OF FACILITIES **[THIS IS NOT A PERMIT]**
PERMITTEE MAY NOT PUBLICIZE THE EVENT UNTIL A PERMIT HAS BEEN ISSUED



PLEASE READ AND COMPLETE ITEMS 1 THRU 19 AND SIGN THE DOCUMENT [SIGNATURE OF APPLICANT]

1. Recreation Center LANAARK PARK RECREATION CENTER
2. Name of Organization LAPD - TOPANGA 3. Representative's Name OFICER MORENO - TOPANGA DIV
4. Mailing Address 21501 SCHUBERT STREET City CANOGA PARK Zip 91304
5. Contact Evening 1 Cell (818) 731-2583 e-mail 37748@lapd-online
6. Type of Event NATIONAL NIGHT OUT 2025 - COMMUNITY EVENT

7. Date and Time of Event

Day(s)	Month/Date(s)	Time(s)
Sunday		
Monday		
Tuesday	<u>AUG 5, 2025</u>	<u>6 PM</u> to <u>8 PM</u>
Wednesday		
Thursday		
Friday		
Saturday		

8. Charging Fee(s)? ☐ Yes ☒ No \$ _____ 9. Will food sales be conducted? ☐ Yes ☒ No 10. # of Participants Adult _____ Youth [OPEN TO THE PUBLIC]

11. Facilities/Services Requested (check all that apply):

☐ Auditorium ☐ Kitchen ☒ Outdoor Area ☐ Baseball Diamond # _____ ☐ Other _____
☐ Gymnasium ☐ Meeting Room ☐ Utility Hookup ☐ Picnic Area # _____ ☐ Field # _____

12. Is this a Fundraiser? ☐ Yes ☒ No 13. Refreshments Served? ☒ Yes ☐ No 14. 10 x10 Canopies/Tents? ☒ Yes ☐ No # 10

15. Rental: ☐ Yes ☐ No Chairs # _____ Tables # _____ Other # _____ Company Name N/A

16. Moon Bounce ☐ Yes ☐ No Company Name N/A

Contact Name _____ Phone No. _____

17. Will you require electrical set-ups? ☐ Yes ☐ No 18. Will you be erecting/assembling any structure larger than a canopy? ☐ Yes ☐ No

19. There is a possibility that this event may need insurance, please check with the Facility director

HOLD HARMLESS/WAIVER OF DAMAGES

Permittee hereby expressly agrees on its behalf and that of its dependents, heirs, assigns and legal representatives: That the City of Los Angeles, its officers, agencies, employees and volunteers shall not be responsible or liable for any injury (physical or mental), death, damage, loss or expense (including legal costs and reasonable attorney fees) either to Permittee, its invitees, or either party's property incurred while Permittee is exercising the above permission or is engaged in activities related thereto.

PERMITTEE HEREBY ASSUMES FULL RESPONSIBILITY FOR ANY AND ALL RISK OF INJURY, DEATH OR PROPERTY DAMAGE

Arising out of said activities. Permittee further agrees to indemnify and hold harmless the City, its officers, agencies, employees, and volunteers from all loss or liability, actual or alleged, that may arise from Permittee's conduct, either intentional or negligent, while participating in the above described activities. However, neither the waiver nor the indemnity agreement exempts the City or its officers, agencies, employees or volunteers from acts of gross negligence or willful misconduct.

PERMITTEE HERBY REPRESENTS THAT:

Permittee is aware of the condition of the public premises and accepts the premises in their present condition. Permittee agrees to abide by all safety regulations. Permittee has carefully reviewed this document, understands its contents, and signs it voluntarily, without being subject to coercion.

THE SALE, SERVING AND CONSUMPTION OF ALCOHOLIC BEVERAGES IS NOT PERMITTED. SOUND AMPLIFYING SYSTEMS ARE PROHIBITED. (MC63.44)

I certify that all statements on this application are complete and correct.

Signature of Applicant/Permittee: _____

Date 07/01/2025
Revised February 2023

TO BE COMPLETED BY DIRECTOR IN CHARGE

APPLICATION MUST BE FILLED OUT COMPLETELY, GIVEN IMMEDIATELY TO THE DISTRICT SUPERVISOR FOR APPROVAL WITH ALL FEES PAID IN FULL OR RESERVATIONS REQUIRE AN ADVANCE DEPOSIT OF 50% OF THE TOTAL FEES (PER RATES AND FEES MANUAL). ALL APPLICATIONS ARE TO BE SUBMITTED TO THE REGION OFFICE TWO WEEKS PRIOR TO EVENT. SPECIAL EVENTS WITH 200+ REQUIRES PRIOR APPROVAL BEFORE FEES ARE COLLECTED AND 12 WEEKS PRIOR TO THE EVENT

Facility is normally: ☐ Open ☐ Closed Staff Coverage Required: ☐ Yes ☐ No

Is Insurance Required: ☐ Yes ☐ No *Leagues, competitive sports, activity involves risk, or large event/number of people. CAO # / Insurance verification Top of front page

Fees: ☐ Regular Permit ☐ Fee Generating Permit

Group Exempt from fees? ☐ Yes ☐ No
If yes - Exemption number _____

Proof of Non Profit status attached ☐ Yes ☐ No

<input type="checkbox"/> Basic Room Fee (1 st 3 hours)	= \$
<input type="checkbox"/> No. Staff Needed x # of hours requested = Total Staff Hrs x Hourly rate \$	= \$
<input type="checkbox"/> Additional Hours Needed (Rates & Fees) X Hourly Rate \$	= \$
<input type="checkbox"/> Additional Rooms (Rates & Fees) x \$ x \$	= \$
<input type="checkbox"/> Use of Kitchen (Rates & Fees)	= \$
<input type="checkbox"/> Refreshment Fee (Rates & Fees)	= \$
<input type="checkbox"/> Field / Gymnasium Rental Fee Hours x \$	= \$
<input type="checkbox"/> Picnic Reservation Fee: <input type="checkbox"/> 1-50 <input type="checkbox"/> 51-100 <input type="checkbox"/> 101-200 <input type="checkbox"/> 201-400**see note <input type="checkbox"/> 201-400**see note	= \$
<input type="checkbox"/> Non-Refundable Permit Fee (All picnic reservation and specific facilities) – (deposited into Regional Account)	= \$
<input type="checkbox"/> Picnic Maintenance Fee (MRP #)	= \$
<input type="checkbox"/> Moon Bounce Fee (Special Fund)	= \$
<input type="checkbox"/> Center Rental: <input type="checkbox"/> Chairs # x \$ <input type="checkbox"/> Tables # x \$	= \$
<input type="checkbox"/> Utility Hookup Fee	= \$
<input type="checkbox"/> Clean-up Breakage Refundable Deposit Receipt No. _____	= \$
<input type="checkbox"/> Other Charges (Explain) _____	= \$

TOTAL CHARGES: = \$

LESS DEPOSIT: Receipt No. _____ Date _____ = \$

Balance Due By: _____ TOTAL: = \$

Approval of Director In Charge _____ Date _____

Approval of District Supervisor _____ Date _____

Approval of Principal Recreation Supervisor _____ Date _____

****PLEASE NOTE: For EVENTS (200 persons or more) Principal Maintenance Supervisor and Recreation Superintendent Required**

Approval of Principal Maintenance Supervisor _____ Date _____

Approval of Superintendent _____ Date _____

Comments:



Kona Ice NorthValleyLA
18017 Chatsworth St. #270
Granada Hills, CA 91344 United States
gwong@kona-ice.com | (818) 835-5662

Invoice #003280

Issue date
Jul 1, 2025

Kona Ice Event - National Night Out and Lanark Park on Tuesday August 5th, 2025 from 6PM to 8PM

We appreciate your business.

Additional Recipients: seth.samuels@lacity.org

Customer

Mary Paterson
Canoga Park Neighborhood Council
marypaterson@canogaparknc.org
(818) 606-8652
7248 Owensmouth Av
Canoga Park, CA 91303

Invoice Details

PDF created July 2, 2025
\$1,000.00
Service date August 5, 2024

Payment

Due August 5, 2025
\$1,000.00

Items	Quantity	Price	Amount
3-hours 1000 Kiddies (9 ounce) Kona Servings	1	\$4,000.00	\$4,000.00
Community Giveback Discount			-\$3,000.00
Subtotal			\$1,000.00

Total Due **\$1,000.00**



Pay online

To pay your invoice go to <https://squareup.com/u/LDHXT0zg>
Or open the camera on your mobile device and place the QR code in the camera's view.

General Board Roll Call- 2024-2025

Board Member	February 26, 2025	March 26, 2025	April 23, 2025	May 28, 2025	June 25, 2025
Cristiano Sanchez (Home/Condo 2027)	Appointed	A	A	A	A
Nauman Khan (Senior Rep 2027)	Appointed	A	X	A	A

X/V= Present/Virtual, A = Absent, E = Excused, /= Not on the Board at this time, L = Late, LE = Left

early



NEIGHBORHOOD COUNCIL EVENT APPROVAL REQUEST FORM



Office of the City Clerk – Neighborhood Council Funding Program
200 N. Spring Street, Rm 224, Los Angeles, CA 90012 • (213) 978-1058 or Toll-Free 3-1-1
E-mail: Clerk.NCFunding@LACity.org • <https://clerk.lacity.org>

Events are great opportunities for Neighborhood Councils to interact with their stakeholders. There are, however, liability and permitting issues that must be handled prior to the event. The Office of the City Clerk, Administrative Services Division, NC Funding Program Section must approve all Neighborhood Council sponsored events before any payments can be processed.

Please complete, sign, and submit this form at least 30 days prior to your event. Missing or incomplete required information or documents will delay review.

Neighborhood Council: CANOGA PARK

The Neighborhood Council is the ☐ Main Sponsor or ☒ Co-Sponsor for the event.

Main sponsor: _____

Contact Person: _____

Phone: _____

Email: _____

Co-Sponsor (if applicable): LAPD TOPANGA

Contact Person: JOSE MORENO (SENIOR LEAD OFFICER)

Phone: _____

Email: 37748 @ lapd. online

Event Information

Event Title and Description: National Night Out & Resource Fair

Date: 08/05/25 Time Frame: 6p-8p Est. number of attendees: 150 Event Budget: \$ 1,700

Venue Name: Lanark Park

Venue Address: 21816 Lanark St, Canoga Park, CA 91304

Contact Person: Jeremy Aldridge

Phone: 818.883.1503

Email: Jeremy.aldridge@lacity.org

Please note: If the venue for the event is at a City or public facility, e.g. park, school, the venue approval may be easier and at little or no cost. If the venue for the event is not a City facility, a separate contract may be needed and can take up to 60 days to complete.

Please scan the following documents and email to Clerk.NCFunding@lacity.org for approval PRIOR to event:

- ☐ Neighborhood Council Event Approval Form – Signed by Treasurer, 2nd Signer or Event Chair
- ☐ Board Action Request (BAC) Form – Completed and signed by Treasurer and 2nd Signer, or Alternate Signer
- ☐ Itemized Detailed Event Budget – Total budget with funding categories (food, entertainment, flyers, permits, etc.) and with specific vendors if available.

If a bank card credit limit increase will be necessary to pay for expenditures for this event, please contact your Funding Program Representative to submit a request to increase applicable limits.

The City of Los Angeles provides Neighborhood Councils with event liability coverage in the amount of \$5 million. Depending on the type of event, there may be additional permits and liability issues that must be addressed prior to the event, or the Neighborhood Council will be liable for any penalties or injuries incurred at the event. There may be fees attached to obtaining permits and additional liability so please budget accordingly. It may be easier to partner with the City family or a community based organization or even hire an event planner (will require a contract prepared by the Department) so that they can obtain/handle the necessary permits and liability issues instead. The following must be obtained and submitted **PRIOR TO THE EVENT** if they are applicable to your event:

If FOOD is being purchased/provided/distributed/served at your event, you may be required to obtain the following PERMITS:

- ☐ LA County Public Health Department Permits – Community Event Organizer and Temporary Food Facility permits may be required. Permit fees may be waived by the County if requested.
- ☐ LA Fire Department – Permit may be necessary for temporary structures setup to prep/cook/serve food.

CERTIFICATES OF INSURANCE, SERVICE AGREEMENTS, and/or FACILITY USE PERMITS from Vendors providing the following types of services. Insurance Certificates need to list the "City of Los Angeles" as Additional Insured.

- ☐ Jumpers/Bouncers (Inflatables) – City Risk Management may need to review
- ☐ Games (e.g. dunk tank, other carnival style games, video game bus)
- ☐ Food (purchased, provided, distributed and/or served)
- ☐ Entertainers (e.g. DJs, musicians, face painting, balloon artists, etc.)
- ☐ Equipment Rentals (e.g. performing stage, mechanical rides, canopies)
- ☐ Event Venues (e.g. school auditoriums, private theaters and halls, parks, street block, etc.)

If RENTING a vehicle or truck to transport event materials:

- ☐ Renting and driving of vehicle/truck must be by a board member
- ☐ Additional Insurance offered by the rental company must be purchased in full

ADDITIONAL PERMITS may be required if the event has:

- ☐ Over 500 attendees, which may require LAPD presence - LAPD Special Events
- ☐ Street closures for block parties - Bureau of Street Services or LADOT for larger street closures, such as a parade
- ☐ Tents/canopies larger than 450 square feet or stages/platforms more than 30 inches above grade - Building and Safety

CONTACT INFORMATION for possible permits:

- Street Maintenance - (213) 847-2999
- Building and Safety - (213) 482-0387
- LADOT (Traffic Officers) - (323) 913-4652
- LADOT (Signs) - (213) 485-2298
- LADOT (Special Operations) - (323) 224-2124
- Risk Management - (213) 978-7475
- LAPD - (213) 486-0410
- LAFD - (213) 978-3640
- Sanitation - (213) 485-3612
- Street Services - (213) 847-6000
- LA County Public Health Dept. - <http://publichealth.lacounty.gov>

Documents to be submitted to NC Funding Program and filed for you records:

- ☐ Neighborhood Council Event Approval Form – Signed by Treasurer, 2nd Signer, Event Chair.
- ☐ Board Action Certification (BAC) Form – Completed and signed by Treasurer and 2nd Signer, or Alternate Signer
- ☐ Itemized Detailed Event Budget – Final total budget with funding categories and specific vendors.
- ☐ Vendor Invoices and Service/Facility Use Agreements
- ☐ Copies of Insurance Certificates
- ☐ Copies of Permits
- ☐ Proof of Sponsorships (e.g. event flyers, webpage copy, etc.)
- ☐ W-9 (for 1099 Individual Services (if applicable))

I have read and understand the requirements set forth in this document and agree to comply with the required paperwork necessary for Neighborhood Council events.

Signature: Corinne Ho Date: July 3rd, 2025

Print Name: Corinne Ho Title: _____

Email: Corinneho@canogaparknc.org Phone: 747. 230. 8940

For Staff Use Only: ☐ Approved ☐ Denied Code: _____

Reviewers Signatures: 1st Level _____ 2nd Level _____

Reviewers Names: 1st Level _____ 2nd Level _____



PERFORMANCE AGREEMENT

PLEASE SIGN AND RETURN TO

DJs on a Dime
14222 Gager St.
Arleta, CA 91331
818-599-7175
craig@djsonadime.com

Customer Information:

Name: Christine Fitzpatrick, Canoga Park NC
Email: cfitzpatrick@canogaparknc.org
Phone: 818-903-4605
Address: 7248 Owensmouth Ave.
Canoga Park, CA 91303

Event Information:

Event: National Night Out, Canoga Park
Date: Thursday, June 5, 2025
Perform Times: 6:00 PM to 8:00 PM
Location: Lanark Recreational Center
Total: \$350.00
Retainer: 0.00
Package: Week Night Two
Package Length: 2 hours
Overtime Rate: \$87.50 per 30 minutes
Event location address: 21816 Lanark St., Canoga Park, CA 91304
Service Package includes: DJ/MC for up to 2 hours to play music, take requests and act as Master of Ceremonies, leading group dances, games, coordinating with event organizers for help with raffle, if doing. Your DJ package also includes a 2 speaker sound system, speaker stands, mixer, back up mixer, music player, backup music player and two handheld wireless microphones & mic stand.

Additional Services/Items needed (e.g. Subwoofer or Fog machine):

Additional stipulations: Craig Henry Goebbert will be the DJ/MC for this event. Should Craig become unable to perform at the event due to illness or injury, client will be notified ASAP and can choose a replacement from available staff DJs. Ongoing email and phone consultation to confirm event details is included, as well as a final details meeting call where we'll go over all online planning details. Please return your signed agreement no later than Mon., June 30, 2025. Your retainer has been waved. Your \$350* balance can be paid any time before the event but is due no later than Tues., Aug., 5, 2025 upon event completion. Balance can be paid by these methods: cash, check made out to DJs on a Dime, credit/debit* card via our online payment system, Venmo (djsonadime), Zelle (craig@djsonadime.com). *Please add 3.75% to any credit/debit payments to cover card processing fees. All other forms of payment don't require the additional 3.75 %.

PERFORMANCE AGREEMENT

This contract (the "Agreement") made and entered into this Sunday, June 22, 2025

Between

Christine Fitzpatrick, Canoga Park NC
(the "purchaser")

and

Craig Henry Goebbert
(the "performer")

BACKGROUND:

A. The Performer is a professional entertainer known as DJs on a Dime;

B. The Purchaser wishes to engage the Performer and is willing to undertake to do so, subject to the terms and conditions as follows:

IN CONSIDERATION OF and as a condition of the Purchaser hiring the Performer and other valuable consideration, the receipt and sufficiency of which consideration is acknowledged here, the parties to this Agreement agree as follows:

Business Address of the Performer

1. Any payments by check or money order should be made out to DJs on a Dime.

The Performer's business address is as follows:

Address: 14222 Gager St. Arleta, CA 91331

Telephone: 818-599-7175

Fax: 818 810-5116

E-mail: craig@djsonadime.com

Business Address of the Purchaser

2. The Purchaser's business address is as follows:

7248 Owensmouth Ave., Canoga Park, CA 91303

818-903-4605

cfitzpatrick@canogaparknc.org

Venue

3. The place of performance (the "Venue") is located at:

Lanark Recreational Center

Performance

4. The entertainment to be provided by the Performer is generally described as DJ/MC for National Night Out, Canoga Park (the "Performance").

Date and Time of Performance

5. The date of the Performance is Thursday, June 5, 2025. The Venue will be available for set-up and sound check on Thursday, June 5, 2025 2 hours prior to start time. The Performer will play as follows:

6:00 PM to 8:00 PM

Payment

6. In full consideration for all services rendered by the Performer at the Performance, the Purchaser agrees to pay the Performer a fixed fee of \$350.00 US Dollars (the "Fee").

Retainer

7. The Purchaser will pay to the Performer 0.00 US Dollars as a non-refundable (if Purchaser cancels) retainer (the "retainer") at time of booking. If the Purchaser fails to provide the Retainer promptly within given deadlines at time of booking, the Performer may cancel this Agreement without further obligation.

Cancellation

8. In the event that a contracted DJ cannot perform on the event date due to illness or injury, client can choose from a list of available vetted DJs as a replacement DJ for their event. Should no DJs be available or suitable for the event, the Performer reserves the right to cancel this Agreement without obligation upon written email or postal mail notice to the Purchaser no less than one month prior to event date, assuming event is booked more than one month prior to event date. Should the event be booked less than one month prior to event date, then a two (2) week cancellation notice shall be required. In the unlikely event the Performer cancels the Performance under the terms of this section,

the client will not be held accountable for paying the balance and will receive 50% of their retainer back. Please allow 2-3 weeks for return of portion of retainer.

9. In the case of your event being postponed, your retainer will be rolled over to a new date agreed upon by Performer and Purchaser. Cancellation by the Purchaser for any reason will result in full forfeit of the retainer. In the event that the Purchaser cancels the event, the retainer will act as compensation to the Performer for time spent consulting with Purchaser on event, creating agreement and setting up Purchaser's private client area with pertinent planning tools and other event related preparation. Cancellation by the Purchaser later than two months prior to event date will require full payment of the balance owing to the Performer (*see sections 11 & 11a for exceptions.)

Security Deposit

10. The Performer will not be required to post a bond or security deposit against any or all possible damage related to or arising from the Performance.

Force Majeure

11. Neither the Performer nor the Purchaser will be held liable for any failure to perform its obligations under this Agreement where such breach is due to any of the following: acts or regulations of public authorities, labor difficulties or strike, inclement weather, epidemic*, interruption or delay of transportation service, acts of God, or any other legitimate cause beyond the reasonable control of the Performer and the Purchaser.

*COVID-19

11a. In the event that Purchaser and Performer are not allowed to proceed with event on contracted date due to public regulations attributed to COVID-19, other virus or major health concern, Performer will work with Purchaser to reschedule the event date, details and payment deadlines. Purchaser's retainer payment will be moved to a new date and we'll proceed with new event schedule. Should the event need to be officially cancelled due to COVID-19 or any other official public health concern due to public regulations and laws, Purchaser will not be held liable for balance due. Purchaser and Performer must both agree that the situation calls for cancellation based on government regulations at time of cancellation.

Indemnification

12. The Performer is responsible only for its own conduct. The Performer will be compensated by the Purchaser for any and all damage done to the Performer's equipment by the Purchaser, its agents or guests. The Purchaser indemnifies and holds the Performer harmless for any and all property damage or personal injury that results from or is related to the Performance that is not directly caused by the Performer.

Governing Law

13. The Purchaser and the Performer submit to the jurisdiction of the courts of the State of California for the enforcement of this Agreement or any arbitration award or decision arising from this Agreement. This Agreement will be enforced or construed according to the laws of the State of California.

Additional Terms

14. Additional DJ time can be provided at the rate indicated on the booking form, payable directly to event DJ by cash or check due immediately upon completion of service.

Miscellaneous Terms

15. Time is of the essence in this Agreement.

16. This Agreement may be executed in counterparts. Facsimile and/or electronic signatures are binding and are considered to be original signatures.

17. No part of the Performance may consist of acts in violation of any local laws, codes, statutes, ordinances, regulations, rules or any other requirements including building and fire regulations. The Performance will not contain any lewd or indecent acts, images or language. If the Performer violates this section, the Purchaser may immediately cancel the Performance and this Agreement.

18. The Performer's representative warrants that by signing this Agreement it has the authority to bind the Performer to the terms and conditions of this Agreement.

19. Headings are inserted for the convenience of the parties only and are not to be considered when interpreting this Agreement. Words in the singular mean and include the plural and vice versa. Words in the masculine gender include the feminine gender and vice versa. Words in the neuter gender include the masculine gender and the feminine gender and vice versa.

20. If any term, covenant, condition or provision of this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, it is the parties' intent that such provision be reduced in scope by the court only to the extent deemed necessary by that court to render the provision reasonable and enforceable and the remainder of the

provisions of this Agreement will in no way be affected, impaired or invalidated as a result.

21. This Agreement contains the entire agreement between the parties and cannot be changed except by written instrument subsequently executed by the parties to this Agreement. All negotiations and understandings have been included in this Agreement. Statements or representations which may have been made to the Purchaser by the Performer or to the Performer by the Purchaser, in the negotiation stages of this Agreement may in some way be inconsistent with this final written contract. All such statements are declared to be of no value in this Agreement. Only the written terms of this Agreement will bind the parties.

22. This Agreement and the terms and conditions contained in this Agreement apply to and are binding upon the Performer's successors, assigns, executors, administrators, beneficiaries, and representatives, and the Purchaser's successors and assigns.

23. The Performer specifically warrants and represents that all copyrighted material to be performed has been licensed or authorized by the copyright owners or their representatives. The Performer indemnifies the Purchaser for any copyright infringement and any expenses that may result from such copyright infringement during or as the result of the Performance.

24. The Purchaser will be responsible for providing suitable power and electricity for the Performance as well as shade for performer or heating depending on the environmental conditions on the day of the event.

25. It is the intent of the parties to this Agreement that the Performer is an independent contractor and will control the manner and means of the Performance. The Purchaser will control the scheduling of the Performance. The Performer is not an employee of the Purchaser. The exclusive nature of this Agreement is limited to the duration of the Performance and it is expected that the Performer will enter other similar agreements with other purchasers.

26. Any notices or delivery required here will be deemed completed when hand-delivered, delivered by agent, or seven (7) days after being placed in the post, postage prepaid, to the parties at the respective addresses contained in this Agreement or as the parties may later designate in writing.

Agreed: _____ Date: _____
Client Signature

Agreed: _____ Date: _____
DJs on a Dime Signature



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
06/22/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Specialty Insurance Agency, Inc. 3432 Denmark Avenue #231 Eagan, MN 55123	CONTACT NAME: Sheri DiGirolamo	FAX (A/C, No):	
	PHONE (A/C, No, Ext): (630) 242-3176	E-MAIL ADDRESS: sheri@specialtyinsuranceagency.com	
INSURED Craig Goebbert dba: DJs on a Dime 14222 Gager St. Arleta, CA 91311	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A : Penn-Star Insurance Co		10673
	INSURER B :		
	INSURER C :		
	INSURER D :		
	INSURER E :		
INSURER F :			

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	X		CPS5060571	06/21/2025	06/21/2026	EACH OCCURRENCE \$ \$1,000,000
	DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000						
	MED EXP (Any one person) \$ 5,000						
	PERSONAL & ADV INJURY \$ \$1,000,000						
							GENERAL AGGREGATE \$ \$2,000,000
							PRODUCTS - COMP/OP AGG \$ \$1,000,000
							\$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$
							BODILY INJURY (Per person) \$
							BODILY INJURY (Per accident) \$
							PROPERTY DAMAGE (Per accident) \$
							\$
	UMBRELLA LIAB EXCESS LIAB DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$
							AGGREGATE \$
							\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	<input type="checkbox"/> Y / <input checked="" type="checkbox"/> N / A					PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/>
							E.L. EACH ACCIDENT \$
							E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$
							INLAND MARINE COVERAGE \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Certificate Holder is added as additional insured as their interest may apply per form CG2010(07/04)
Event Dates: 08/05/2025 - 08/05/2025 Event name: National Night Out

CERTIFICATE HOLDER

CANCELLATION

Canoga Park Neighborhood Council 7248 Owensmouth Ave. Canoga Park, CA 91303	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE Heather Zenzen

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THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**ADDITIONAL INSURED – OWNERS, LESSEES OR
CONTRACTORS – SCHEDULED PERSON OR
ORGANIZATION**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s):	Location(s) Of Covered Operations
Canoga Park Neighborhood Council	7248 Owensmouth Ave. Canoga Park, CA 91303
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.	

A. Section II – Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by:

1. Your acts or omissions; or
2. The acts or omissions of those acting on your behalf;

in the performance of your ongoing operations for the additional insured(s) at the location(s) designated above.

B. With respect to the insurance afforded to these additional insureds, the following additional exclusions apply:

This insurance does not apply to "bodily injury" or "property damage" occurring after:

1. All work, including materials, parts or equipment furnished in connection with such work, on the project (other than service, maintenance or repairs) to be performed by or on behalf of the additional insured(s) at the location of the covered operations has been completed; or
2. That portion of "your work" out of which the injury or damage arises has been put to its intended use by any person or organization other than another contractor or subcontractor engaged in performing operations for a principal as a part of the same project.



14222 Gager St.
Arleta, CA 91331
Phone: 818-599-7175
E-Mail: craig@djsonadime.com
Web: www.djsonadime.com

Invoice

Please make checks payable to "DJs on a Dime" - Venmo @djsonadime,
Zelle to craig@djsonadime.com

Bill To:

Canoga Park Neighborhood Council invoice

C/O Christine Fitzpatrick

cfitzpatrick@canogaparknc.org

(818) 903-4605

7248 Owensmouth Ave.

Canoga Park, CA 91303

Invoice No.:

CPNC_0001

Customer ID: CPNC

Date	Contractor	Description			Unit Price	Total
8-5-2025	Craig Henry Goebbert	DJ for 2 hours (6-8pm) National Night Out			\$175/hour	\$350.00

Subtotal: 350.00

Balance Due: 350.00

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

Neighborhood Council: Canoga Park

Fiscal Year: 2025-2026

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.

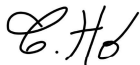
WE FURTHER ACKNOWLEDGE and WE AGREE to comply with any requirements regarding use of the NC funds. WE AGREE to provide NC financial reports and/or supporting documentation to the Office of the City Clerk, Neighborhood Council Funding Program as requested and at monthly meetings to the Governing Body 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

2025-July-03

DATE

Corinne Ho

PRINT NAME OF THE TREASURER

corinneho@canogaparknc.org

EMAIL

Homeowner/Condo 2029

BOARD POSITION

PHONE NUMBER

CONTINUES OTHER SIDE

2nd Signer☐ **Please check here if a new 2nd Signer is being appointed****2025-July-03**SIGNATURE OF THE 2nd SIGNER

DATE

Anna Measles

Annameasles@canogaparknc.org

PRINT NAME OF THE 2ND SIGNER

EMAIL

Faith Based Rep (2027)

BOARD POSITION

PHONE NUMBER

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

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

2025-July-03

SIGNATURE OF THE ALTERNATE SIGNER

DATE

jessicasandoval@canogaparknc.org

PRINT NAME OF THE ALTERNATE SIGNER

EMAIL

BOARD POSITION

PHONE NUMBER

1st Bank Cardholder☐ **Please check here if a new Cardholder is being appointed****2025-July-03**SIGNATURE OF THE 1st BANK CARD HOLDER

DATE

Corinne Ho

corinneho@canogaparknc.org

PRINT NAME OF THE 1st BANK CARD HOLDER

EMAIL

Homeowner/Condo (2029)

BOARD POSITION

PHONE NUMBER

2nd Bank Cardholder☐ **Please check here if a new Cardholder is being appointed****2025-July-03**SIGNATURE OF THE 2nd BANK CARD HOLDER

DATE

Anna Measles

annameasles@canogaparknc.org

PRINT NAME OF THE 2nd BANK CARD HOLDER

EMAIL

Faith Rep (2027)

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

Corinne Ho

PRINT NAME OF THE 1st BANK CARD HOLDER

2025-July-03

DATE

2nd Bank Cardholder



SIGNATURE OF THE 2nd BANK CARD HOLDER

Anna Measles

PRINT NAME OF THE 2nd BANK CARD HOLDER

2025-July-03

DATE

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	

<div>Canoga Park</div> <div>Neighborhood Council</div> <div>Annual Budget for Fiscal Year: 2025-2026</div>	
Annual Budget Funds	\$ 25,000.00
Rollover Funds*	
Total Annual Budget Funds	\$ 25,000.00

Office/Operational Expenditures Category	
Monthly Rent for Office Space, Board & Committee Meetings, Storage, Utilities at Canoga Park Community Center (\$166.00 x12 months)	\$ 2,000.00
Office Supplies (Printing, Ink, Paper, Easel, Poster Stands)	\$ 2,100.00
Web Hosting, Maintenance, SEO, Content Creation and Social Media Management- Concept To Web (\$150.00 x 12 months)	\$ 2,000.00
Google Workspace (\$170 x 12 months)	\$ 2,600.00
Zoom Licenses	\$ 400.00
Food and refreshments for meetings, retreats and Outreach	\$ 2,000.00
Bulk Email Service Provider	\$ 300.00
Go Daddy (To be paid in 2026)	\$ 0.00
Canva Pro (june 18, 2025 to 2026)	\$ 100.00
Total Office/Operational Expenditures	\$ 11,500.00

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

Outreach Expenditures Category	
Budget Advocate's Budget Day	\$ 500.00
Valley Alliance of Neighborhood Councils (VANC)	\$ 500.00
LA Congress of Neighborhood Councils	\$ 250.00
Promotional Materials for Outreach events	\$ 2,074.00
Pole Banners	\$ 3,666.00
CPNC Logo Banner	\$ 100.00
Poster for Outreach Event with QR Code for Sign ups	\$ 200.00
Spin the Wheel	\$ 30.00
National Night Out/Resource Fair (Kona Ice \$1000 + \$530 Snacks + \$400 DJ + \$250 Flyers)	\$ 2,180.00
Total Outreach Expenditures	\$ 9,500.00

Election Expenditures Category	
	\$ 0.00
Total Election Expenditures	\$ 0.00

Neighborhood Purposes Grants (NPG) Expenditures Category	
	\$ 0.00
Total NPG Expenditures	\$ 0.00

Community Improvement Projects (CIP) Expenditures Category	
Benches	\$ 2,000.00
Utility Boxes	\$ 2,000.00
Total CIP Expenditures	\$ 4,000.00

TOTAL ANNUAL BUDGET ALLOCATIONS	
Office/Operational Expenditures	\$ 11,500.00
Outreach Expenditures	\$ 9,500.00
Election Expenditures	\$ 0.00
General and Operational Expenditures	\$ 21,000.00
Neighborhood Purposes Grants (NPG) Expenditures	\$ 0.00
Community Improvement Projects (CIP) Expenditures	\$ 4,000.00
TOTAL EXPENDITURES FOR THE FISCAL YEAR	\$ 25,000.00

NEIGHBORHOOD COUNCIL FUNDING PROGRAM

LEASES & AGREEMENTS

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

Office Location:

<input 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
Property Owner Name:	Bill Ratner
Property Owner Phone Number:	818.414.2700
Property Owner Email:	billratner@hotmail.com

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:	Same as above
Property Address:	
Property Owner Name:	
Property Owner Phone Number:	
Property Owner Email:	

Storage Facility:

<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	
Facility Name/Owner	Same as above
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:	N/A
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:	Concept to Web
Service Provider Address:	18403 W Vogel Ave
Service Provider Phone Number:	818.613.8261
Service Provider Email:	Aaron.devandry@gmail.com
Type of Services Provided:	Web Hosting, maintenance, SEO, Content Creation and Social Media Management

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