

CITY OF LOS ANGELES
CALIFORNIA

**Canoga Park Neighborhood
Council
Governing Board**

Anna Measles , President
Shawn Fornari, Vice-President
Corinne Ho, Treasurer
Mireira Moran, Secretary

Caryn Michaels, Boardmember
Christine Fitzpatrick, Boardmember
Kyra Edrington, Boardmember
Mary Paterson, Boardmember
Muhammad Hassan, Boardmember
Nauman Khan, Boardmember



200 N. Spring Street
Los Angeles, CA 90012

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

**CANOGA PARK
NEIGHBORHOOD
COUNCIL**

General Board Meeting Agenda
In-Person Meeting
Wednesday, August 27th, 2025
7:00 PM
7248 Owensmouth Avenue,
Canoga Park, 91303

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.

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.

I. CALL TO ORDER

1. Pledge of Allegiance
2. Welcome
3. Board Roll Call

II. 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)

III. 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. Budget Advocates Region 3- Glenn Bailey, Mihran Kalaydjian
6. LAUSD Board President Scott Schmerelson, 3rd District, Field Deputy Karla Silva
7. LA County Supervisor Lindsay Horvath, 3rd District, Field Deputy Karen Michelle Dominguez
8. Congressman Brad Sherman, 32nd District, Representative Sean Regan
9. Senator Carolina Menjivar 20th District - District Representative Teodora E. Reyes
10. Assemblymember Jesse Gabriel 46th District- Field Representative Clarissa Gomez

IV. 1. Discussion and Possible action to approve the Minutes:

- a. May 28th, 2025
- b. June 25th, 2025
- c. July 3rd, 2025 (Special Meeting on Zoom)- *Not received from Secretary*
- d. July 23rd, 2025 (Regular Board Meeting in-person)

V. Discussion and Possible action to approve the June 2025 Monthly Expenditure Report (MER)

VI. Discussion and Possible action to approve the July 2025 Monthly Expenditure Report (MER)

VII. OLD BUSINESS

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)

VIII. OFFICERS REPORTS

1. President
2. Vice President
3. Treasurer
4. Secretary

IX. NEW BUSINESS

1. Discussion and Possible Action to have a CPNC Retreat on either of the following Saturdays in September: September 20th OR September 27th from 10:00 am to 2:00 pm at the Community Center if available led by our Neighborhood Empowerment Advocate (NEA) Jose Galdamez.
2. Discussion and Possible Action to approve up to \$250 for refreshment for the retreat and not exceeding the cost of \$10/person as per NCFunding Policy.
3. Discussion and Possible Action to approve the CPNC 2023-2024 Inventory List as per City Clerk Policy. There are 12 items listed, 7 have not been found and no police reports have been filed for the missing items.

Below are items not found/lost:

- a. Item 1- No date of purchase available
- b. Item 3- No date of purchase available
- c. Item 7- Purchased in 2017
- d. Item 9- Purchased in 2019
- e. Item 10- Purchased in 2019
- f. Item 11- Purchased in 2019
- g. Item 12- Purchased in 2019

X. Items for the next Board Meeting

- XI.** Next General Board Meeting: **In-Person Meeting**, Wednesday, August 27th 2025 at 7:00 PM at the Canoga Park Community Center, 7248 Owensmouth Ave. Canoga Park, CA 91303.

ADJOURNMENT

The following Supporting Documents are found attached to the August 27th 2025 Agenda on www.canogaparknc.org

-Minutes- May 28 , 2025

-Minutes- June 25, 2025

-Minutes- July 23, 2025

-MER- June 2025

-MER- July 2025

-CPNC Inventory list

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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.or. 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

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Cristiano Sanchez, *Home/Condo Owners (2027)*
Jessica Sandoval, *Retail/Service Business (2025)*
VACANT, *At-Large (2027)*
VACANT, *Residential Renters (2027)*

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**Canoga Park Neighborhood Council
Board Meeting
DRAFT Minutes**

Wednesday, May 28, 2025
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: pm.

In Attendance

Present: Ray Cole, Mireira A. Morán, Corinne Ho, Anna Measles, Kyra Edrington, Debra Gordon, Caryn Michaels, Mary Patterson

Absent: Christine Fitzpatrick, Shawn Fornari, Nauman Khan, Cristiano Sanchez, Jessica Sandoval.

Late Entry: NONE.

Early Departure: NONE.

Courtesy Seats: NONE.

II. Administrative Motion

- a. Mary Patterson moved to approve the Monthly Expenditure Report for April 2025.

Seconded by Kyra Edrington. **ADOPTED.**

YES: Ray Cole, Corinne Ho, Anna Measles, Kyra Edrington, Debra Gordon, Caryn Michaels, Mary Patterson

NO: NONE.

INELIGIBLE: Mireira A. Morán

- b. Kyra Edrington moved to approve the General Board Meeting Minutes for March 2025.

Seconded by Mary Paterson. **ADOPTED.**

YES: Ray Cole, Corinne Ho, Anna Measles, Kyra Edrington, Debra Gordon, Caryn Michaels, Mary Patterson

NO: NONE.

INELIGIBLE: Mireira A. Morán

III. General Public Comment

IV. Community & Government Reports

V. New Business

- a. Tim Gasbar - City Council Candidate (CD7)
- b. Patricia Chavez - ACE
- c. Gary Worth - City Council Candidate (CD7)
- a. Los Angeles Police Department, Topanga Division – Senior Lead Officer Officer Garza – Oral Report Given.
- b. Los Angeles Fire Department, Fire Station 72 – Nagy – No Report Given.
- c. City of Los Angeles, Los Angeles City Council, District 3 – Office of Councilmember Bob Blumenfield – Field Deputy Jaramillo – Oral Report Given.
- d. City of Los Angeles, Mayor’s Office, West Valley – Area Representative David Bright – Oral Report Given.
- e. County of Los Angeles, Board of Supervisors, 3rd District – Lindsey Horvath’s Office – Field Deputy Daniel Vicente – No Report Given.
- f. State of California, California State Senate, District 20, Office of Caroline Menjivar – Field Representative Theodora Reyes – No Report Given.
- g. State of California, California State Assembly, District 46, Office of Assemblymember Jesse Gabriel – Field Representative Clarisa Gomez – No Report Given.
- h. City of Los Angeles, Department of Neighborhood Empowerment – Neighborhood Empowerment Advocate Prabhjot Chamber – Oral Report Given.
- i. City of Los Angeles, Neighborhood Council Budget Advocate, Region 3 – Mihran Kalaydjian – No Report Given.
- a. Kyra Edrington moved to action to Re-allocate CPNC funds from one or more categories in the fiscal budget 2024-2025 to increase Neighborhood Purpose Grant budget allocation for 2024-2025 Administrative Packet. Office/Operations \$6,699.64, Outreach \$9,416.12, Elections \$0.00, Total NPG \$16,115.56
From Budget & Finance Committee. **ADOPTED.**
YES: Anna Measles, Caryn Michaels, Corinne Ho, Kyra Edrington, Debra Gordon, Mary Patterson, Ray Cole
NO: NONE.
INELIGIBLE: Mireira A. Morán
- b. Kyra Edrington moved to attend the South Valley Townhall and to approve up to \$200 for the upcoming South Valley Townhall. Providing utensils and serving pieces.
Seconded by Corinne Ho. **ADOPTED.**
YES: Anna Measles, Caryn Michaels, Corinne Ho, Kyra Edrington, Debra Gordon, Mary Patterson, Ray Cole
NO: NONE.
INELIGIBLE: Mireira A. Morán

- c. Mary Patterson moved to approve up to \$3,540.00 for a Neighborhood Purposes Grant (NPG) application for the Topanga Area Police Foundation. Funds will be used to support the Volunteers Community Patrol (VCP) program at LAPD Topanga Division in Canoga Park. The responsibilities of the VCP volunteers include patrolling areas such as Canoga Park, including the High School, other schools, local businesses, Lanark Park, and other high-crime areas. The purchase of uniforms by volunteers is a barrier to increasing volunteers' participation and retention. Funds Category: Neighborhood Purpose Grants
Seconded by Kyra Edrington. **ADOPTED.**
YES: Anna Measles, Caryn Michaels, Corinne Ho, Kyra Edrington, Debra Gordon, Mary Patterson, Ray Cole
NO: NONE.
INELIGIBLE: Mireira A. Morán
- d. Kyra Edrington moved to approve up to \$4,000.00 for a Neighborhood Purposes Grant (NPG) application for the Canoga Park Senior Citizens' Club. Funds will be used to support the center to provide musical performances, holiday supplies, events, and also help plan trip transportation for local seniors and offer an opportunity to socialize, dance, celebrate, and travel to places such as, but not limited to, the LA Zoo and the Getty Museum. Funds Category: Neighborhood Purpose Grants
From Budget & Finance Committee. **ADOPTED.**
YES: Anna Measles, Caryn Michaels, Corinne Ho, Kyra Edrington, Debra Gordon, Mary Patterson, Ray Cole
NO: NONE.
INELIGIBLE: Mireira A. Morán
- e. Kyra Edrington moved to approve up to \$2,500.00 for a Neighborhood Purposes Grant (NPG) application for Clinica Monsenor Oscar A. Romero. Funds will be used to support two (2) events at the Canoga Park Clinic (May 28th and June 25th) that promote maternal health, strengthen community ties, and connect expecting mothers to essential prenatal resources. Additionally, the funds will be used to provide food, maternity, infant care packages, and education materials. Funds Category: Neighborhood Purpose Grants.
From Budget & Finance Committee. **ADOPTED.**
YES: Anna Measles, Caryn Michaels, Corinne Ho, Kyra Edrington, Debra Gordon, Mary Patterson, Ray Cole
NO: NONE.
INELIGIBLE: Mireira A. Morán
- f. Kyra Edrington moved to approve up to \$5,000.00 for a Neighborhood Purposes Grant (NPG) application for Family

Rescue Center. Funds will be used to support K to 5, Middle, and High School students from low-income families to provide them with essential education, such as calculators and backpacks. This funding assistance promotes education equity and enhances academic performance. Funds Category: Neighborhood Purpose Grants

From Budget & Finance Committee. **ADOPTED.**

YES: Anna Measles, Caryn Michaels, Corinne Ho, Kyra Edrington, Debra Gordon, Mary Patterson, Ray Cole

NO: NONE.

INELIGIBLE: Mireira A. Morán

- g. Mary Patterson moved to approve up to \$5,000.00 for Outreach Items for Neighborhood Council Events: Power Clip – Translucent-500, Companion Care First Aid Kit – Translucent-250, Cushioned Jar Opener – Circle-1000, Nylon Reflective Slap Bracelet-500, Value Click Pen-500, Folding Hand Fan-500

Seconded by Ray Cole. **ITEM TABLED TO NEXT FISCAL YEAR WITH GENERAL CONSENSUS.**

- h. Kyra Edrington moved to approve the Event Approval Form to produce the event National Night Out 2025 at Lanark Park on Tuesday, August 5th, 2025, from 6:00 PM to 10:00 PM. Event to include Community Outreach, Movie in the park, and work with community partners, including LAPD, LAFD, Parks and Recreation, and more.

Seconded by Mary Patterson. **ITEM TABLED TO NEXT FISCAL YEAR WITH GENERAL CONSENSUS.**

- i. Kyra Edrington moved to create an ad-hoc Committee for the event National Night Out 2025 at Lanark Park.

Seconded by Ray Cole. **ADOPTED.**

YES: Anna Measles, Caryn Michaels, Corinne Ho, Kyra Edrington, Debra Gordon, Mary Patterson, Ray Cole

NO: NONE.

INELIGIBLE: Mireira A. Morán

- j. Anna Measles moved to add the following individuals to the National Night Out 2025 Ad-Hoc Committee: Mary Paterson, Corinne Ho, Christine Fitzpatrick, Kyra Edrington

Seconded by Ray Cole. **ADOPTED.**

YES: Anna Measles, Caryn Michaels, Corinne Ho, Kyra Edrington, Debra Gordon, Mary Patterson, Ray Cole

NO: NONE.

INELIGIBLE: Mireira A. Morán

- k. Kyra Edrington moved to appoint Christine Fitzpatrick to the Community Outreach Committee effective 5/28/25

Seconded by Anna Measles. **ADOPTED.**

YES: Anna Measles, Caryn Michaels, Corinne Ho, Kyra Edrington, Debra Gordon, Mary Patterson.

NO: Ray Cole.

INELIGIBLE: Mireira A. Morán

- l. Mary Patterson moved to add Ray Cole to Community Outreach and National Night Out 2025 Ad-Hoc Committee effective 7/1/25

Seconded by Kyra Edrington. **ADOPTED.**

YES: Anna Measles, Caryn Michaels, Corinne Ho, Kyra Edrington, Debra Gordon, Mary Patterson, Ray Cole

NO: NONE.

INELIGIBLE: Mireira A. Morán

- m. Discussion/ motion to approve a 4th CPNC Board Member to the ad hoc Bylaws Committee.

TABLED TO NEXT MEETING.

YES: Anna Measles, Caryn Michaels, Corinne Ho, Kyra Edrington, Debra Gordon, Mary Patterson, Ray Cole

NO: NONE.

INELIGIBLE: Mireira A. Morán

- n. Verbal Report from board members who attended the following events: 4th Annual Valley Day of Service, May 4th, 2025; One Generation Senior Symposium, May 17th, 2025; 33rd Annual Canoga Park Memorial Day Parade, May 26th, 2025. **NO ACTION TAKEN.**

VI. Adjournment

Canoga Park Neighborhood Council President Ray Cole, adjourned the meeting at 9:19 pm.

Si requiere servicios de traducción, favor de avisar al Concejo Vecinal 3 días de trabajo (72 horas) antes del evento. Por contacte Raymond Cole, Presidente, al 626-765-7451 o por correo electrónico raycole@canogaparknc.org para avisar al Concejo Vecinal.

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

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**Canoga Park Neighborhood Council
Board Meeting
DRAFT Minutes**

Wednesday, June 25, 2025
7:00 PM

7248 Owensmouth Ave, Canoga Park, CA 91303

I. Call to Order

Canoga Park Neighborhood Council Vice President called the meeting to order at 7:06 pm.

In Attendance

Present: Mireira A. Morán, Corinne Ho, Anna Measles, Kyra Edrington, Christine Fitzpatrick, Shawn Fornari, Caryn Michaels, Mary Paterson, Jessica Sandoval

Absent: Ray Cole, Debra Gordon, Nauman Khan, Christiano Sanchez

Late Entry: Ray Cole (8:47PM)

Early Departure: NONE.

Courtesy Seats: NONE.

II. Administrative Motion

- a. Mary Patterson moved to approve the Monthly Expenditure Report for May 2025.

Seconded by Kyra Edrington. **ADOPTED.**

YES: Corinne Ho, Anna Measles, Kyra Edrington, Christine Fitzpatrick, Shawn Fornari, Caryn Michaels, Mary Paterson, Jessica Sandoval

NO: NONE.

INELIGIBLE: Mireira A. Morán

- b. Approval of General Board Meeting Minutes for April 2025
Tabled until next meeting due to late posting.

III. General Public Comment

None.

**IV. Community & Government
Reports**

- a. Los Angeles Police Department, Topanga Division – Senior Lead Officer Garza - Oral Report Given.

- b. Los Angeles Fire Department, Fire Station 72 – Nagy – No Report Given.
- c. City of Los Angeles, Los Angeles City Council, District 3 – Office of Councilmember Bob Blumenfield – Field Deputy Jaramillo – No Report Given.
- d. City of Los Angeles, Mayor’s Office, West Valley – Area Representative David Bright – No Report Given.
- e. County of Los Angeles, Board of Supervisors, 3rd District – Lindsey Horvath’s Office – Field Deputy Daniel Vicente – No Report Given.
- f. State of California, California State Senate, District 20, Office of Caroline Menjivar – Field Representative Theodora Reyes – No Report Given.
- g. State of California, California State Assembly, District 46, Office of Assemblymember Jesse Gabriel – Field Representative Clarisa Gomez – No Report Given.
- h. City of Los Angeles, Department of Neighborhood Empowerment – Neighborhood Empowerment Advocate Prabhjot Chamber – Oral Report Given.
- i. City of Los Angeles, Neighborhood Council Budget Advocate, Region 3 – Mihran Kalaydjian – No Report Given.

V. New Business

- a. Kyra Edrington moved to approve the 2025-2026 CPNC Annual Budget Administrative Packet.

From the Executive Committee. **ADOPTED.**

YES: Corinne Ho, Anna Measles, Kyra Edrington, Christine Fitzpatrick, Shawn Fornari, Caryn Michaels, Mary Paterson, Jessica Sandoval

NO: NONE.

INELIGIBLE: Mireira A. Morán

AMENDMENT: Mireira A. Moran moved to amend the Administrative Packet to strike poll banners in the amount of \$5,100.00 from Outreach Expenditures and reallocate them to Neighborhood Purpose Grants.

Seconded by Kira Edrington. **FAILED.**

YES: None.

NO: Corinne Ho, Anna Measles, Kyra Edrington, Christine Fitzpatrick, Shawn Fornari, Caryn Michaels, Jessica Sandoval

INELIGIBLE: Mireira A. Morán

ABSTENTION: Mary Paterson

- b. Anna Measles moved to remove Budget and Finance Committee members Jessica Sandoval and Nauman Khan from the Committee for failure to achieve quorum at the monthly meetings due to absences.

Seconded by Shawn Fornari. **ADOPTED.**

YES: Corinne Ho, Anna Measles, Kyra Edrington, Christine Fitzpatrick, Shawn Fornari, Caryn Michaels, Mary Paterson, Jessica Sandoval

NO: NONE.

INELIGIBLE: Mireira A. Morán

- c. Anna Measles moved to approve the resignation of Edward Barkett as a CPNC Budget Representative. Seconded by Christine Fitzpatrick. **ADOPTED.**

YES: Anna Measles, Kyra Edrington, Caryn Michaels, Mary Paterson, Jessica Sandoval

NO: Corinne Ho

ABSTENTION: Christine Fitzpatrick, Shawn Fornari

INELIGIBLE: Mireira A. Morán

- d. Corinne Ho moves to appoint Corinne Ho as the Budget Representative for the fiscal year 2025-2026, effective July 1, 2025.

Seconded by Shawn Fornari. **WITHDRAWN.**

Mireira A. Morán moved to appoint Mireira A. Morán as the Budget Representative for the fiscal year 2025-2026, effective July 1, 2025.

YES: Corinne Ho, Anna Measles, Kyra Edrington, Christine Fitzpatrick, Shawn Fornari, Caryn Michaels, Mary Paterson, Jessica Sandoval

NO: NONE.

INELIGIBLE: Mireira A. Morán

- e. Corinne Ho moved to appoint board member Shawn Fornari to the CPNC Bylaws meetings effective June 25th, 2025.

Seconded by Anna Measles. **ADOPTED.**

YES: Ray Cole, Corinne Ho, Anna Measles, Kyra Edrington, Christine Fitzpatrick, Shawn Fornari, Caryn Michaels, Mary Paterson, Jessica Sandoval

NO: NONE.

INELIGIBLE: Mireira A. Morán

- f. Mary Patterson moved to reimburse Board Member Anna Measles \$158.00 for sandwiches purchased for the CPNC meeting on May 28, 2025. Anna Measles's NC credit card was not funded till June 5, 2025, from the 2025-2026 allocated budget.

Seconded by Shawn Fornari. **TABLED TO NEXT FISCAL YEAR.**

- g. Discussion and possible action for approval to reimburse Board Member, Anna Measles, \$35.04 for plates, cookies, and water for the CPNC purchased for the meeting on May 28, 2025. Anna Measles credit card was not funded until June 5, 2025. **TABLED TO NEXT FISCAL YEAR.**

- h. Discussion and possible action for approval to reimburse Board Members. Anna Measles, \$89.88 for supplies, utensils,

napkins and plates, for the South Valley Townhall on May 31, 2025. Anna Measles Credit card was not funded till June 5, 2025. **TABLED TO NEXT FISCAL YEAR.**

VI. Adjournment

Canoga Park Neighborhood Council President Ray Cole, adjourned the meeting at 9:53 pm.

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

Canoga Park Neighborhood Council

General Board Meeting

Draft Minutes

Wednesday, July 23, 2025

- The meeting was called to order by Anna Measles, Canoga Park NC President at 7:15
The Pledge of Allegiance was led by Officer Moreno, CP SLO
Roll Call-Anna Measles, Corinne Ho, Caryn, Christine Fitzpatrick, Shawn Fornari (No quorum present)
Absent-Mary Paterson (No notification), Kyra Edrington (No notification), Mireira Moran (Notification) at 6:19 PM
Nauman Khan arrived at **7:23**, (after a call from the President)
- General Public Comment
 - Jacklyn Bernstein, Dia de los Muertos, planning process has begun, invited the Council to participate. Meeting on July 29th.
Canogaparkfestival.com
- Government Reports & Announcements
 - Steve Jaramillo from Council District 3-lots of summer events- Concerts at the Park Every weekend in Woodland Hills, Summer Night Lights at Lanark Park, August 7th 5K, August 16 Family Affair at Lanard Park & August 5th National Night-Out at Lanard Park.
 - Officer Moreno, CP SLO, Topanga Division-2 Homicides, 4 SA, 14 Robberies, 15 Aggravated Assaults, 15 Property crimes for the year, 67 GTA, 81 vehicle break-ins, 61 petty thefts, Coffee with the Cop posted on Facebook. Project Angel Shot-service at bars and restaurants with keywords for safety (call police, escort, etc.)-Gangs in Canoga Park are still here. The way they

conduct their business has changed and is money driven, making money selling drugs, Gangs violent crimes are down. Less complaints regarding ICE due to restraining order.

- Empower LA NEA-Jose Galamaz-sent report via email.
- Canoga Park Library-Chrissy [Carr-email : Chrissycarr@lapl.org](mailto:Chrissycarr@lapl.org), Branch Manager-left calendars, summer reading, arts and crafts. Reptile program, etc. No children's librarian but one clerk fills in and is doing well. They have ESL programs. Young Adult program is robust-Marcia. Free printing 25 B & W and 13 color pages a day, can sent from home. M-F, 2-5 PM, Cyber help with computer or phones Loitering still a problem-need to contact SLO Officer Moreno.
- Budget Advocate-Mihran Kalaydjian-June 21st Budget Day completed at City Hall with Mayor Bass attending. Tomorrow ZOOM meeting 6:30 PM-What you can expect as a Budget Advocate, process, and calendar, city government, how to find info on departments, talking points and meeting set up.
- LAUSD Board President, Scott Schmerelson-supports elementary school libraries. Ask elementary schools, do you have a school library, how many hours does library technician work. The Board passed the budget, all members voted yes, 19 billion dollars budget, still no layoffs in LAUSD despite Trumps cutting Title 1. Most of our money comes from the State like 98%. Federal government is suppose to support Special Ed., only 2-5 % General Funds now. Of the 19 billion, 1.1 billion comes out of general fund to support Special Ed. Trump cut migrant Ed. Program, Saturday classes for kids to catch up from absences. LAUSD will just pay for everything with General Ed. funds. ICE update-not allowed on campus without a warrant for arrest. Working on safe passage for before and after school. Will check how to verify actual signatures on the warrant. Elementary schools need to have 100 kids to survive.

10 schools are in danger of closing. Somebody who is living with their aunt in their aunt's house is considered homeless.

- Senator Carolina Menjivar 20th District – Teodora Reyes – SB-54-Ca values Act from 2017- specifically prohibits local law enforcement from participating in federal enforcement operations. SB-635 Street Vendor Protection Act protects personal data from street vendors shared with Feds. SB-805 establish clear ID requirements for Federal agents acting in California. SB-627 No Secret Police Act prohibits law enforcement from wearing masks or disguises from interacting with the public. Know your Rights Workshop July 31st. Check out website for more information on all bills.<https://sd20.senate.ca.gov>

IV. Approval of Minutes

- May 28, 2025-Unable to approve due to lack of quorum
- June 25, 2025-Unable to approve due to lack of quorum
- July 3, 2025-Unable to approval due to lack of quorum

V. Approval of June 2025 Monthly Expenditure Report (MER)

- Unable to approve due to lack of quorum

VI. Old Business

- Unable to vote to fill vacant seats due to lack of quorum

VII. Officers Report

- President-Unhappy about lack of attendance from board members
- Vice President-Clear expectations with attendance
- Treasurer-City Clerk has been hard to communicate with
- Secretary-Absent

VIII. New Business – Unable to approve items 1& 2 due to lack of

Quorum

IX. Items for next Board meeting

- Change meeting time
- Inventory due
- Vetting new board members

X. Adjournment at 8:55 PM.

Next General Board Meeting: **In-Person Meeting**, Wednesday, August 27, 2025
at the Canoga Park Community Center, 7248 Owenmouth Ave, Canoga Park,
Ca 91303



Neighborhood Council Inventory



NEIGHBORHOOD COUNCIL:			CANOGA PARK			Fiscal Year:			All through FY 23-24		
INVENTORY DATE: 05-07-24			TOTAL PURCHASE PRICE OF ALL INVENTORY ITEMS:			\$10,360.55			INVENTORY ITEMS: 26		
Entry #	Type of Inventory Item	Item/Description	Make/model	Serial number/ ID number	Date purchased	Where purchased	Quantity	Purchase price	Current Status	If Salvage, was a Salvage Request filed?	If Stolen/Missing, was a Police Report filed?
1	Computer Hardware	Laptop	Apple MacBook Air				1	\$1,000.00	In Use		
2	Computer Hardware	Laptop	HP Protect Smart				1	\$1,500.00	In Use		
3	Electronic/Electric Equipment	Projector	Epson LCDPprojector				1	\$1,500.00	In Use		
4	Computer Hardware	Printer	Epson Xp620				1	\$800.00	In Use		
5	Electronic/Electric Equipment	Sound Equipment: Portable PA System	Samson Expedition xp1000				1	\$2,000.00	In Use		
6	Electronic/Electric Equipment	Sound Equipment: 4 channel rechargeable microphone system	Vocopro Uhf5805				1	\$1,500.00	In Use		
7	Computer Hardware	29 inch LED TV/Monitor	Insigna Nsscrn115		01-05-17		1	\$99.00	In Use		
8	Furniture/Other Equipment	Valutz VZ01270 Locking Mobile File Chest, Letter/Legal, 15 1/4 x 11 1/2 Black	Valutz VZ01270	Order# 111-4119733-5116249	16-05-19	AMAZON MN2FO4160	2	\$142.24	In Use		
9	Furniture/Other Equipment	Display Easel for Floor with Adjustable Top and Bottom Clamps - Silver	Displays2GO	ORDER # WEB102344258	18-05-19	Displays2GO	1	\$142.79	In Use		
10	Furniture/Other Equipment	Tri-Fold Double-Sided Exhibition Display Board with Gray Fabric, 72 x 36, Includes 3 Halogen Spotlights		Order #111-2016664-6314649	16-05-19	AMAZON MN9SD5102	1	\$238.93	In Use		
11	Furniture/Other Equipment	10 x 10 Custom Graphics Printed Pop up Tent Canopy Tradeshow Conference & Event Booth with Custom Walls Available and Table Cloths		Order #111-3891101-2978636	19-05-19	AMAZON MN65339U0	1	\$425.00	In Use		

12	Electronic/Electric Equipment	HD Wireless Bluetooth Projector Portable for iPhone iPad, WiFi Airplay HDMI USB VGA AV Built-in Speakers, LED LCD Android Video Projector 3300 Lumens for Movies Games Home Indoor Outdoor Party DVD	HD	ORDER #111-4398467-9375436	23-05-19	AMAZON MN9LT4RV1	1	\$245.00	In Use		
13	Electronic/Electric Equipment	Multifunction Stand, Adjustable Tripod Laptop Projector Stand, 30" to 55", Good For Stage or Studio (PLPTS7)	Pyle Pro	ORDER #111-4398467-9375436	23-05-19	AMAZON MN9LT4RV1	1	\$52.35	In Use		
14	Furniture/Other Equipment	7-Piece Stackable Serving Set		ORDER #111-4398467-9375436	23-05-19	AMAZON MN93O3KN2	1	\$54.99	In Use		
15	Furniture/Other Equipment	Sign Holder - Desk - 2 feet by 8 feet Standard laser plating Monosub Bright Silver with City Seal & City Name Badge Type 5 - Double Sided Hanging - Laser Plastic 2 feet x 3.5 feet , white and sky blue with city seal	City Seal	Quote #305570	30-05-19	Anderson Trophy Co.	10	\$476.33	In Use		
16	Computer Hardware	Samsung Galaxy Tab A SM-T580 10.1 in. Touchscreen 16GB Tablet (2 GB Ram, wi-fi, Android OS, Black) Bundle with 32GB microSD Card	Samsung Galaxy Tab A SM-T580	Order# 111-5774819-6661826	07-06-19	AMAZON M64P03EH2	1	\$183.92	In Use		
17											
18											
19											
20											
21											
22											

TO ADD MORE ROWS, RIGHT-CLICK OVER THE ROW NUMBER ON THE LEFT AND SELECT "INSERT"

Monthly Expenditure Report



Reporting Month: June 2025

Budget Fiscal Year: 2024-2025

**NC Name: Canoga Park
Neighborhood Council**

Monthly Cash Reconciliation					
Beginning Balance	Total Spent	Remaining Balance	Outstanding	Commitments	Net Available
\$20500.85	\$12737.73	\$7763.12	\$4540.00	\$0.00	\$3223.12

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office	\$17515.66	\$1237.73	\$716.83	\$0.00	\$-283.17
Outreach		\$0.00		\$1000.00	
Elections		\$0.00		\$0.00	
Community Improvement Project	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Neighborhood Purpose Grants	\$15115.56	\$11500.00	\$-12400.44	\$3540.00	\$-15940.44
Funding Requests Under Review: \$0.00		Encumbrances: \$0.00		Previous Expenditures: \$31577.10	

Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	GOOGLE GSUITE CANOGAPA	06/01/2025	Discussion and possible action to approve the CPNC Administrative Packet for FY 2024-2025.	General Operations Expenditure	Office	\$183.46
2	OFFICE DEPOT #661	06/17/2025	Printing of Agenda, Supporting documents & One Scotch Tape dispenser to physically post agendas at the Canoga Park Community Center.	General Operations Expenditure	Office	\$57.05
3	City of Los Angeles Dept. of Neighborhood Empowerment	05/28/2025	VI.g Discussion and possible action to approve \$130.00 for one (1) Canva Pro license in contract with EmpowerLA. For FY 2025-26. The Canva Pro license gives CPNC access to the s...	General Operations Expenditure	Office	\$100.00
4	City of Los Angeles - Department of Neighborhood Empowerment	05/29/2025	Discussion and Possible Action: payment for 2 Zoom licenses for 2024-2025 fiscal year for \$387.48. • Commodity Code 4316: Software-Zoom Enterprise Host-\$281.14 • ...	General Operations Expenditure	Office	\$387.48
5	City of Los Angeles - Department of Neighborhood Empowerment	06/03/2025	Discussion and possible action to approve up to \$200.00 for the renewal of one (1) Zoom license for Fiscal year 2025-2026 . Funds category: Office/Operational	General Operations Expenditure	Office	\$193.74

Office DEPOT OfficeMax®

WOODLAND HILLS - (818) 716-7770
06/17/2025 4:37 PM



EV2VTP35PA436MX8W8

SALE 661-5-8305-760801-24.8.1
166955 BWD S Letter
10 @ 0.24 2.40
You Pay 2.40SS
166955 BWD S Letter
10 @ 0.24 2.40
You Pay 2.40SS
1887985 PKG Tape Dispe 11.49 SS
Subtotal: 16.29
Sales and Use Tax 1.59

Order Management Invoice # 4288558280019
Approval Code: 400793

114318 JDA CMILL ORDE 43.43 E
Total: 61.31
Rewards Cert 0236: 4.26

MasterCard 6189: 57.05

AUTH CODE 046864
TDS Contactless
AID A0000000041010 MASTERCARD
TVR 0000008001
CVS No Signature Required

CORINNE HO 57*****589
Please create your online rewards
account at officedepot.com/rewards.
You must complete your account to
claim your rewards and view your
status.

Shop online at www.officedepot.com

WE WANT TO HEAR FROM YOU!
Visit survey.officedepot.com
and enter the survey code below
Z74W VW6C CR17
or scan the below QR code





Invoice

Invoice number: 5266813195

Google LLC

1600 Amphitheatre Pkwy

Mountain View, CA 94043

United States

Federal Tax ID: 77-0493581

Bill to

Aaron DeVandry

Canoga Park Neighborhood Council

18403 W Vogel Ave

Waddell, AZ 85355

United States

Details

Invoice number5266813195

Invoice dateMay 31, 2025

Billing ID2423-1721-5696

Domain namecanogaparknc.org

Google Workspace

Total in USD

\$183.46

Summary for May 1, 2025 - May 31, 2025

Subtotal in USD

\$168.00

State sales tax (5.6%)

\$9.41

Local sales tax (3.6%)

\$6.05

Total in USD

\$183.46

You will be automatically charged for any amount due.

Subscription	Description	Interval	Quantity	Amount(\$)
Google Workspace Business Starter	Usage	May 1 - May 31	20	168.00
Subtotal in USD				\$168.00
State sales tax (5.6%)				\$9.41
Local sales tax (3.6%)				\$6.05
Total in USD				\$183.46



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

<https://support.google.com/a?p=gsuite-bills-and-charges>

☐ Board Member Reimbursement

Recused Board Members must leave the room prior to any discussion and may not return to the room until after the vote is complete.

Date: 2025-Feb-26

Authorized Signature: 	Authorized Signature: 
Print/Type Name: Corinne Ho	Print/Type Name: Anna Measles
Date: 2025-May-28	Date: 2025-May-28

CITY OF LOS ANGELES

BOARD OF NEIGHBORHOOD COMMISSIONERS

JOY ATKINSON
PRESIDENT

LEONARD SHAFFER
VICE PRESIDENT

DEBBIE WEHBE
MAGGIE QUIROZ
KEREN WATERS
RANDELL ERVING
DOUGLAS EPPERHART

Email: commission@empowerla.org

CALIFORNIA



KAREN BASS
MAYOR

NEIGHBORHOOD COUNCILS
EMPOWER LA
Department of
NEIGHBORHOOD EMPOWERMENT

20th FLOOR, CITY HALL
200 NORTH SPRING STREET
LOS ANGELES, CA 90012

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

CARMEN CHANG
GENERAL MANAGER

ERICK MUÑOZ
COMMISSION EXECUTIVE ASSISTANT

www.EmpowerLA.org

BILL TO: Canoga Park Neighborhood Council

INVOICE #25-C004

Address:

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

DATE: May 20th, 2025

President: Ray Cole **Email:** raycole@canogaparknc.org

Treasurer: Edward Barkett **Email:** edwardbarkett@canogaparknc.org

DUE DATE: May 23rd, 2025

Qty	Item Description	Unit Price	Amount
1.00	Canva Licenses Start Date 06/18/2025 End Date: 06/17/2026	\$100.00	\$100.00
Total Cost			\$100.00

Please make Checks Payable to:

City of Los Angeles - Department of Neighborhood Empowerment

200 N. Spring Street, Suite 2005

Los Angeles, CA 90012

CITY OF LOS ANGELES

BOARD OF NEIGHBORHOOD COMMISSIONERS

VACANT
PRESIDENT

JOY ATKINSON
VICE PRESIDENT

LEONARD SHAFFER
DEBBIE WEHBE
MAGGIE QUIROZ
KEREN WATERS
RANDELL ERVING
DOUGLAS EPPERHART

Email: commission@empowerla.org

CALIFORNIA



KAREN BASS
MAYOR

NEIGHBORHOOD COUNCILS
EMPOWER LA
Department of
NEIGHBORHOOD EMPOWERMENT

20th FLOOR, CITY HALL
200 NORTH SPRING STREET
LOS ANGELES, CA 90012

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

VANESSA SERRANO
INTERIM GENERAL MANAGER

ERICK MUÑOZ
COMMISSION EXECUTIVE ASSISTANT

www.EmpowerLA.org

BILL TO: Canoga Park Neighborhood Council

INVOICE # 25-008

Address: Canoga Park Community Center

7248 Owensmouth Ave

Canoga Park, CA 91303

Email: LeonelFuentes@CanogaParkNC.org

DATE: April 25, 2024

DUE DATE: Upon Received

Quantity	Item Description	Unit Price	Amount
2.00	Commodity Code 4316: Software-Zoom Enterprise host 05062024-05052025	\$140.57	\$281.14
2.00	Commodity Code 4316: Software-Zoom Audio 05062024-05052025	\$53.17	\$106.34
Total Cost			\$387.48

Please make Checks Payable to:

City of Los Angeles - Department of Neighborhood Empowerment

200 N. Spring Street, Suite 2005

Los Angeles, CA 90012

CITY OF LOS ANGELES

BOARD OF NEIGHBORHOOD COMMISSIONERS

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KEREN WATERS
RANDELL ERVING
DOUGLAS EPPERHART

Email: commission@empowerla.org

CALIFORNIA



KAREN BASS
MAYOR

NEIGHBORHOOD COUNCILS
EMPOWER LA
Department of
NEIGHBORHOOD EMPOWERMENT

20th FLOOR, CITY HALL
200 NORTH SPRING STREET
LOS ANGELES, CA 90012

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

VANESSA SERRANO
INTERIM GENERAL MANAGER

ERICK MUÑOZ
COMMISSION EXECUTIVE ASSISTANT

www.EmpowerLA.org

DATE: May 14, 2025

ZOOM LICENSE REIMBURSEMENTS FOR 2025-2026 Canoga Park Neighborhood Council

INVOICE # 26-007

7248 Owensmouth Ave, Canoga Park, California 91303

Ray Cole, President, raycole@canogaparknc.org

DUE DATE: May 23, 2025

Qty	Item Description	Unit Price	Amount
1.00	Commodity Code 4316: Software-Zoom Enterprise. Start date 05/06/2025 End date: 05/05/2026	\$140.57	\$140.57
1.00	Commodity Code 4316: Software-Zoom Audio Start date 05/06/2025 End date: 05/05/2026	\$53.17	\$53.17
Total Cost			\$193.74

Please make Checks Payable to:

City of Los Angeles - Department of Neighborhood Empowerment

200 N. Spring Street, Suite 2005

Los Angeles, CA 90012

Office of the City Clerk

Administrative Services Division

Neighborhood Council (NC) Funding Program

Board Action Certification (BAC) Form



NC Name: Canoga Park Neighborhood Council

Meeting Date: 2025-March 26

Budget Fiscal Year: 2024-2025

Agenda Item No: VI f

Board Motion and/or Public Benefit
Statement (CIP and NPG):Discussion and possible action to approve up to \$200.00 for the renewal of one
(1) Zoom license for Fiscal year 2025-2026 . Funds category: Office/Operational

Method of Payment: (Select One)

☐ Check☐ Credit Card☐ Board Member Reimbursement

Vote Count

Recused Board Members must leave the room prior to any discussion and may not return to the room until after the vote is complete.

Board Member's First and Last Name	Board Position	Yes	No	Abstain	Absent	Ineligible	Recused
Anna Measles	Faith Based (2027)	x					
Caryn Michaels	Youth Rep (2027)	x					
Christine Fitzpatrick	At -large (2027)				x		
Corinne Ho	Homeowner /Condo (2025)	x					
Cristiano Sanchez	Homeowner/Condo (2025)				x		
Debra Gordon	Retail Services (2025)					x	
Jessica Sandoval	Retail Rep (2025)				x		
Kyra Edrington	At-Large (2025)	x					
Mary Paterson	Community Based (2027)	x					
Mireira Moran	Renters (2027)					x	
Nauman Khan	Seniors (2027)				x		
Ray Cole	Renters Rep (2025)	x					
Shawn Fornari	School Rep (2025)	x					
Vacant	Renters Rep (2027)						
Vacant	At-Large (2027)						
Board Quorum: 8	Total:	7			4	2	

We, the authorized signers of the above named Neighborhood Council, declare that the information presented on this form is accurate and complete, and that a public meeting was held in accordance with all laws, policies, and procedures. The above was approved by the Neighborhood Council Board, at a Brown Act compliant public meeting where a quorum of the Board was present.

Authorized Signature

Authorized Signature:

Print/Type Name: Corinne Ho

Print/Type Name: Anna Measles

Date: 2025-March-26

Date: 2025-March-26

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 B010	3 May 2025	\$166.00	23 May 2025	N/A	N/A

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
3 May 2025	Monthly Support to CPNC Mtgs & Activities for the month of April 2025	Utilities, Storage, Office Space & Meetings at Community Center	1	166.00	166.00

BALANCE DUE

\$166.00



OFFICE OF THE CITY CLERK
NEIGHBORHOOD COUNCIL FUNDING PROGRAM



NEIGHBORHOOD PURPOSES GRANTS - APPLICANT INSTRUCTIONS

Dear Prospective Applicants:

The Neighborhood Purposes Grant (NPG) process provides Neighborhood Councils with greater opportunity to benefit their communities while supporting and building partnerships with local organizations such as yours. Eligible organizations include 501(c)(3) non-profits as well as public schools. (Please note that grants cannot be issued to religious organizations or to private schools.)

Is your Neighborhood Council in good standing with the Funding Program?

Only Neighborhood Councils in good standing with the Funding Program will be eligible to participate in the NPG process. Good standing is interpreted to mean the following:

- Neighborhood Council must have a current Fiscal Year budget on file with the Funding Program;
- Neighborhood Council cannot be delinquent with its Monthly Expenditure Reports submissions to the Funding Program (please refer to the Funding Program Policies and Procedures for more information); and
- Neighborhood Council must have an eligible Treasurer and 2nd Signer in the Board.

Does it Benefit the Community?

Any grant issued by a Neighborhood Council must be for a public purpose: in short, how will the grant help the community? Please refer to document entitled, "*What is a Public Benefit*" of the application for Neighborhood Purposes Grant for more information.

Conflict of Interest Laws Apply

The State and local conflict of interest laws that currently apply to the Neighborhood Council Funding Program also apply in the consideration of Neighborhood Purposes Grant requests.

At a minimum, board members must recuse themselves from a vote to approve a grant should there be a conflict due to an affiliation with an applicant organization. There should be full disclosure and transparency. Please refer to the document entitled, "*State and City Conflicts of Interest Laws for Neighborhood Councils*" of the application for Neighborhood Purposes Grant and/or the Neighborhood Council's Field Project Coordinator for more information.

Application Process

The following is required from all organizations/entities seeking a NPG from a Neighborhood Council:

- ☒ **NPG Application**, completed and signed
- ☒ **Project Budget** on a separate sheet if space provided in application form is not sufficient
- ☒ **Non-Profits 501(c)(3)**
 - ☐ Submit: IRS Letter of Determination
- ☒ **Public Schools**
 - ☐ Submit: Letter on official school letterhead, signed by school Principal

Applicants must submit the above-mentioned items to the respective Neighborhood Council for consideration. The Neighborhood Council will evaluate all grant applications in a Brown Act public meeting, deciding whether to approve the proposed grant. If the application is approved, it must then be forwarded to the Funding Program within 45 days of approval. Board-approved applications submitted to Funding Program after 45 days will not be accepted for processing and the Board would need to place the application on a Board meeting agenda again for reconsideration. Once approved, if all documents are in compliance, the Funding Program will process a check to the grant recipient.

Grants Up to \$5,000.00

Through the Neighborhood Purposes Grant, Neighborhood Councils have the legal authority to issue grants of public funds in amounts up to \$5,000.00 without a written contract.

Grants over \$5,000.00

Grants for amounts \$5,000.01 and over will require further review for City contract considerations in coordination with the Office of the City Clerk so as to meet City contracting standards. Neighborhood Councils *do not have the legal authority* to enter into unilateral contracts.

Project Completion Follow Up

Applicants are requested to provide a Project Completion Report (available online) at the conclusion of the proposed project funded by the grant.

Apply Now!

If you meet the criteria as explained above, fill out the NPG application and submit it to your local Neighborhood Council.

If you have any questions please contact the Office of the City Clerk, Neighborhood Council Funding Program at (213) 978-1058 or toll free at 3-1-1 or by email at clerk.ncfunding@lacity.org

OFFICE OF THE CITY CLERK
NEIGHBORHOOD COUNCIL FUNDING PROGRAM

NEIGHBORHOOD PURPOSES GRANT - WHAT IS A PUBLIC BENEFIT?

A Neighborhood Purposes Grant (NPG) must provide a demonstrable benefit to the community. An NPG activity should build community, enhance the neighborhood, and be open, accessible, and free to the general public. Projects may encompass a wide range and can include, but are not limited to:

- The Arts
- Beautification
- Community Support
- Education
- Community Improvements

The Office of the City Clerk, Neighborhood Council Funding Program has the final discretion to determine whether or not the proposed project can be funded per applicable City standards

A project may be submitted that is part of a larger project, but if so, consider carefully whether it can be completed independently of the larger project and regardless of whether other funding needs to be secured.

Considerations:

- The **budget** is realistic and supported with documentation
- The organization or individual is **capable** of completing the project
- The **work plan** is detailed, specific, and feasible
- The project is **supported** by the community
- The **number** of stakeholders that will benefit from this project
- The project implementation process will **build community**
- The complete project will **enhance the community**

- **Credibility.** Does your organization know what it wants to accomplish? What evidence proves that the organization is currently achieving its goals? What kind of reputation does the group enjoy within the community and beyond?

- **Capability.** What skills does the organization's staff and/or board bring to the project? Are they relevant to the project's aims? Has your organization succeeded in similar endeavors of equal size and scale to what you are now proposing?

- **Feasibility.** The Neighborhood Council must determine whether the proposal is advancing a worthwhile project built upon a good idea that can be successfully implemented. Is the budget allocated sufficiently to execute the various tasks and strategies described in the proposal?

- **Importance.** Should it be done? Is the project significant? Is there evidence that the proposal will trigger action or work that the community wants? Will it make a difference in the community it purports to aid or resolve the issue it addresses?

Factors to Consider

- Is this a capital improvement project?
 - It should be on public property within the Neighborhood Council's boundaries or provides a demonstrable benefit to its stakeholders, within the City boundaries.
 - There must be coordination with appropriate agencies to secure required additional documentation such as permits, authorizations, or agreements, if deemed necessary (i.e., Cultural Affairs, Dept. of Transportation, Street Services, Rec & Parks, public schools, etc.).
- Is this for program services (i.e. after school program, graffiti removal, etc.)?
 - The applicant must create a fair selection process to establish participants
- Is this for equipment and supplies?
 - Purchases for schools or 501(c)(3) organizations need to ultimately benefit the local community
- Is this for an event?
 - Events must be open, accessible, free of charge, and advertised to the general public
 - Discuss appropriate liability issues
- Are there issues of potential conflict of interest that need to be addressed?
 - If any issues may exist or are perceived, it is strongly advised that Board Members affected consult with the Office of the City Attorney before action is taken on the grant request.

Neighborhood Council Funding Program

APPLICATION for Neighborhood Purposes Grant (NPG)



This form is to be completed by the applicant seeking the Neighborhood Purposes Grant and submitted to the Neighborhood Council from whom the grant is being sought. All applications for grants must be reviewed and approved in a public meeting. Upon approval of the application the Neighborhood Council (NC) shall submit the application along with all required documentation to the Office of the City Clerk, NC Funding Program.

Name of NC from which you are seeking this grant: **Council District 3 - Bob Blumenfield**

SECTION I - APPLICANT INFORMATION

- 1a) Clínica Monseñor Oscar A. Romero 95-3881333 CA April 11, 2001
Organization Name **Federal I.D. # (EIN#)** **State of Incorporation** **Date of 501(c)(3) Status (if applicable)**
- 1b) 123 S. Alvarado St. Los Angeles CA 90057
Organization Mailing Address **City** **State** **Zip Code**
- 1c) _____
Business Address (If different) **City** **State** **Zip Code**
- 1d) **PRIMARY CONTACT INFORMATION:**
- Carlos Vaquerano (213) 989-7700 cvaquerano@clinicaromero.com
Name **Phone** **Email**
- 2) **Type of Organization- Please select one:**
☐ Public School *(not to include private schools)* **or** ☒ 501(c)(3) Non-Profit *(other than religious institutions)*
Attach Signed letter on School Letterhead **Attach IRS Determination Letter**
- 3) _____
Name / Address of Affiliated Organization (if applicable) **City** **State** **Zip Code**

SECTION II - PROJECT DESCRIPTION

4) Please describe the purpose and intent of the grant.

The purpose of this funding is to support Clínica Monseñor Oscar A. Romero's regional baby shower events. Specifically, this funding will go towards two events at the Canoga Park clinic (expected dates of May 28th and June 25th), located in CD 3. These events promote maternal health, strengthen community ties, and connect expecting mothers to essential prenatal resources. Each event serves approximately 25 to 30 pregnant patients and includes food, educational programming, and personalized care packages. Mom items included in the care packages include delivery bags with personal care products, maternity clothing, baby accessories, and Clínica Romero's signature "Miel" honey jars, a highly popular and culturally meaningful gift among patients. These events also provide attendees with access to enrollment, nutrition, and early literacy resources and services. Grant funding will help sustain these high-demand events by covering the cost of supplies, food, and outreach, thereby reinforcing the clinic's commitment to health equity and maternal well-being.

5) How will this grant be used to primarily support or serve a public purpose and benefit the public at-large. (Grants cannot be used as rewards or prizes for individuals)

This grant will support Clínica Romero's regional baby shower events, which provide essential health education, prenatal resources, and material support to low-income and immigrant women. These patients frequently face significant barriers to accessing care, including language obstacles, lack of transportation, and limited financial resources. As a result, many go without basic items needed for a healthy pregnancy and delivery, as well as accurate, culturally appropriate health information. The baby shower events are structured to address these gaps directly by offering access to navigator, WIC, and early literacy services. The events are free and open to the public, serving approximately 25 to 30 participants per gathering. By combining clinics into one regional event and offering transportation when needed, the program ensures access for patients who might otherwise be unable to attend. Grant funds will be used to provide food, maternity and infant care packages, and educational materials that reinforce the importance of prenatal care. For many attendees, these events represent one of the few opportunities to receive such resources in a supportive and accessible setting. In doing so, the program strengthens maternal health outcomes and builds long-term trust between vulnerable communities and the health system.

SECTION III - PROJECT BUDGET OUTLINE

You may also provide the Budget Outline on a separate sheet if necessary or requested.

6a)	Personnel Related Expenses	Requested of NC	Total Projected Cost
		\$	\$
		\$	\$
		\$	\$

6b)	Non-Personnel Related Expenses	Requested of NC	Total Projected Cost
	Food & Refreshments	\$ 1500	\$ 1500
	Care Packages	\$ 2500	\$ 2500
	Event Supplies & Outreach Materials	\$ 1000	\$ 1000

7) Have you (applicant) applied to any other Neighborhood Councils requesting funds for this project?

☐ No ☒ Yes If Yes, please list names of NCs: _____

8) Is the implementation of this specific program or purpose described in Question 4 contingent on any other factors or sources or funding? (Including NPG applications to other NCs) ☒ No ☐ Yes If Yes, please describe:

Source of Funding	Amount	Total Projected Cost
	\$	\$
	\$	\$
	\$	\$

9) What is the TOTAL amount of the grant funding requested with this application: **\$ 5000**

10a) Start date: 05 / 28 / 25 10b) Date Funds Required: 05 / 28 / 25 10c) Expected Completion Date: 06 / 28 / 25
(After completion of the project, the applicant should submit a Project Completion Report to the Neighborhood Council)

SECTION IV - POTENTIAL CONFLICTS OF INTEREST

11a) Do you (applicant) have a current or former relationship with a Board Member of the NC?

☒ No ☐ Yes If Yes, please describe below:

Name of NC Board Member	Relationship to Applicant


11b) If yes, did you request that the board member consult the Office of the City Attorney before filing this application?

☐ Yes ☐ No ***(Please note that if a Board Member of the NC has a conflict of interest and completes this form, or participates in the discussion and voting of this NPG, the NC Funding Program will deny the payment of this grant in its entirety.)**

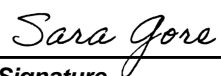
SECTION V - DECLARATION AND SIGNATURE

I hereby affirm that, to the best of my knowledge, the information provided herein and communicated otherwise is truly and accurately stated. I further affirm that I have read the documents "What is a Public Benefit," and "Conflicts of Interest" of this application and affirm that the proposed project(s) and/or program(s) fall within the criteria of a public benefit project/program and that no conflict of interest exist that would prevent the awarding of the Neighborhood Purposes Grant. I affirm that I am not a current Board Member of the Neighborhood Council to whom I am submitting this application. I further affirm that if the grant received is not used in accordance with the terms of the application stated here, said funds shall be returned immediately to the Neighborhood Council.

12a) Executive Director of Non-Profit Corporation or School Principal - REQUIRED*

<u>Carlos Vaquerano</u>	<u>President & CEO</u>	<u></u>	<u>05/07/2025</u>
PRINT Name	Title	Signature	Date

12b) Secretary of Non-profit Corporation or Assistant School Principal - REQUIRED*

<u>Sara Gore</u>	<u>Executive Assistant</u>	<u></u>	<u>05/07/2025</u>
PRINT Name	Title	Signature	Date

* If a current Board Member holds the position of Executive Director or Secretary, please contact the NC Funding Program at (213) 978-1058 or clerk.ncfunding@lacity.org for instructions on completing this form





Department of the Treasury
Internal Revenue Service

P.O. Box 2508
Cincinnati OH 45201

In reply refer to: 0752235477
July 27, 2023 LTR 4168C 0
95-3881333 000000 00

00058181

BODC: TE

CLINICA MSR OSCAR A ROMERO
2032 MARENGO ST
LOS ANGELES CA 90033-1319

Employer ID number: 95-3881333
Form 990 required: Yes

Dear Taxpayer:

We're responding to your request dated July 18, 2023, about your tax-exempt status.

We issued you a determination letter in April 1984, recognizing you as tax-exempt under Internal Revenue Code (IRC) Section 501(c)(3).

We also show you're not a private foundation as defined under IRC Section 509(a) because you're described in IRC Sections 509(a)(1) and 170(b)(1)(A)(vi).

Donors can deduct contributions they make to you as provided in IRC Section 170. You're also qualified to receive tax deductible bequests, legacies, devises, transfers, or gifts under IRC Sections 2055, 2106, and 2522.

In the heading of this letter, we indicated whether you must file an annual information return. If you're required to file a return, you must file one of the following by the 15th day of the 5th month after the end of your annual accounting period:

- Form 990, Return of Organization Exempt From Income Tax
- Form 990EZ, Short Form Return of Organization Exempt From Income Tax
- Form 990-N, Electronic Notice (e-Postcard) for Tax-Exempt Organizations Not Required to File Form 990 or Form 990-EZ
- Form 990-PF, Return of Private Foundation or Section 4947(a)(1) Trust Treated as Private Foundation

According to IRC Section 6033(j), if you don't file a required annual information return or notice for 3 consecutive years, we'll revoke your tax-exempt status on the due date of the 3rd required return or notice.

You can get IRS forms or publications you need from our website at www.irs.gov/forms-pubs or by calling 800-TAX-FORM (800-829-3676).

If you have questions, call 877-829-5500 between 8 a.m. and 5 p.m.,

037576

0752235477
July 27, 2023 LTR 4168C 0
95-3881333 000000 00
00058182

CLINICA MSR OSCAR A ROMERO
2032 MARENGO ST
LOS ANGELES CA 90033-1319

local time, Monday through Friday (Alaska and Hawaii follow Pacific time).

Thank you for your cooperation.

Sincerely yours,

Sheralyn C. Hanks

Sheralyn C. Hanks
Ops. Manager, AM Ops. 3005

NC Name: Canoga Park Neighborhood Council				Meeting Date: 2025-May-28			
Budget Fiscal Year: 2024-2025				Agenda Item No: V e			
Board Motion and/or Public Benefit Statement (CIP and NPG):		Discussion and possible action to approve up to \$2,500.00 for a Neighborhood Purposes Grant (NPG) application for the Clinica Monsenor Oscar A. Romero. Funds will be used to support two (2) events at the Canoga Park Clinic (May 28th and June 25) that promote maternal health, strengthen community ties and connect expecting mothers to essential prenatal resources. Additionally the funds will be used to provide food, maternity, infant care packages and education materials. Funds Category: Neighborhood Purposes Grants.					
Method of Payment: (Select One)		<input type="checkbox"/> Check <input type="checkbox"/> Credit Card <input type="checkbox"/> Board Member Reimbursement					
Vote Count							
Recused Board Members must leave the room prior to any discussion and may not return to the room until after the vote is complete.							
Board Member's First and Last Name	Board Position	Yes	No	Abstain	Absent	Ineligible	Recused
Anna Measles	Faith Based (2027)	x					
Caryn Michaels	Youth Rep (2027)	x					
Christine Fitzpatrick	At -large (2027)				x		
Corinne Ho	Homeowner /Condo (2025)	x					
Cristiano Sanchez	Homeowner/Condo (2025)				x		
Debra Gordon	Retail Services (2025)	x					
Jessica Sandoval	Retail Rep (2025)				x		
Kyra Edrington	At-Large (2025)	x					
Mary Paterson	Community Based (2027)	x					
Mireira Moran	Renters (2027)					x	
Nauman Khan	Seniors (2027)				x		
Ray Cole	Renters Rep (2025)	x					
Shawn Fornari	School Rep (2025)				x		
Board Quorum: 8	Total:	7			5	1	
We, the authorized signers of the above named Neighborhood Council, declare that the information presented on this form is accurate and complete, and that a public meeting was held in accordance with all laws, policies, and procedures. The above was approved by the Neighborhood Council Board, at a Brown Act compliant public meeting where a quorum of the Board was present.							
Authorized Signature _____ 				Authorized Signature: _____ 			
Print/Type Name: Corinne Ho				Print/Type Name: Anna Measles			
Date: 2025-May-28				Date: 2025-May-28			

Neighborhood Council Funding Program
APPLICATION for Neighborhood Purposes Grant (NPG)



This form is to be completed by the applicant seeking the Neighborhood Purposes Grant and submitted to the Neighborhood Council from whom the grant is being sought. All applications for grants must be reviewed and approved in a public meeting. Upon approval of the application the Neighborhood Council (NC) shall submit the application along with all required documentation to the Office of the City Clerk, NC Funding Program.

Name of NC from which you are seeking this grant: Canoga Park Neighborhood Council

SECTION I - APPLICANT INFORMATION

- 1a) Canoga Park Senior Citizens' Club 80-0653543 California 1/5/17
Organization Name Federal I.D. # (EIN#) State of Incorporation Date of 501(c)(3) Status (if applicable)
- 1b) 7326 Jordan Ave Canoga Park CA 91303
Organization Mailing Address City State Zip Code
- 1c) _____ _____ _____ _____
Business Address (If different) City State Zip Code
- 1d) **PRIMARY CONTACT INFORMATION:**
Lorry Reeves 818-340-2633 LR5655@att.net
Name Phone Email
- 2) **Type of Organization- Please select one:**
☐ Public School (not to include private schools) or ☒ 501(c)(3) Non-Profit (other than religious institutions)
Attach Signed letter on School Letterhead Attach IRS Determination Letter
- 3) _____ _____ _____ _____
Name / Address of Affiliated Organization (if applicable) City State Zip Code

SECTION II - PROJECT DESCRIPTION

- 4) Please describe the purpose and intent of the grant.

Your generosity will help fund enriching musical performances, holiday events, and local travel excursions for seniors in our community.

- 5) How will this grant be used to primarily support or serve a public purpose and benefit the public at-large.
 (Grants cannot be used as rewards or prizes for individuals)

The grant will support the Canoga Park Senior Citizens' Center in providing musical performances, holiday events, holiday supplies, and trip transportation for seniors in our community. The events are open to seniors and offer those an opportunity to socialize, dance, celebrate, travel locally (LA Zoo, Getty), and meet new persons in Canoga Park and surrounding areas. Participation in these events will also offer the Canoga Park Neighborhood Council an opportunity to showcase their organization and it's commitment to support our seniors.

SECTION III - PROJECT BUDGET OUTLINE

You may also provide the Budget Outline on a separate sheet if necessary or requested.

6a)	Personnel Related Expenses	Requested of NC	Total Projected Cost
		\$	\$
		\$	\$
		\$	\$

6b)	Non-Personnel Related Expenses	Requested of NC	Total Projected Cost
	Tony Jones and Friends; Bob Ryemon; Transportation	\$ 4,000.00	\$ 4,800.00
		\$	\$
		\$	\$

7) Have you (applicant) applied to any other Neighborhood Councils requesting funds for this project?

☒ No ☐ Yes If Yes, please list names of NCs: _____

8) Is the implementation of this specific program or purpose described in Question 4 contingent on any other factors or sources or funding? (Including NPG applications to other NCs) ☒ No ☐ Yes If Yes, please describe:

Source of Funding	Amount	Total Projected Cost
	\$	\$
	\$	\$
	\$	\$

9) What is the TOTAL amount of the grant funding requested with this application: \$ 4,000.00

10a) Start date: 05/01/25 10b) Date Funds Required: 05/30/25 10c) Expected Completion Date: 06/30/25
(After completion of the project, the applicant should submit a Project Completion Report to the Neighborhood Council)

SECTION IV - POTENTIAL CONFLICTS OF INTEREST

11a) Do you (applicant) have a current or former relationship with a Board Member of the NC?

☒ No ☐ Yes If Yes, please describe below:

Name of NC Board Member	Relationship to Applicant

11b) If yes, did you request that the board member consult the Office of the City Attorney before filing this application?
☐ Yes ☐ No *(Please note that if a Board Member of the NC has a conflict of interest and completes this form, or participates in the discussion and voting of this NPG, the NC Funding Program will deny the payment of this grant in its entirety.)

SECTION V - DECLARATION AND SIGNATURE

I hereby affirm that, to the best of my knowledge, the information provided herein and communicated otherwise is truly and accurately stated. I further affirm that I have read the documents "What is a Public Benefit," and "Conflicts of Interest" of this application and affirm that the proposed project(s) and/or program(s) fall within the criteria of a public benefit project/program and that no conflict of interest exist that would prevent the awarding of the Neighborhood Purposes Grant. I affirm that I am not a current Board Member of the Neighborhood Council to whom I am submitting this application. I further affirm that if the grant received is not used in accordance with the terms of the application stated here, said funds shall be returned immediately to the Neighborhood Council.

12a) Executive Director of Non-Profit Corporation or School Principal - REQUIRED*

Lorry Reeves

PRINT Name

President

Title

Lorry Reeves

Signature

4/25/25

Date

12b) Secretary of Non-profit Corporation or Assistant School Principal - REQUIRED*

Rosalie Rhodes

PRINT Name

Secretary

Title

Rosalie S. Rhodes

Signature

4/25/25

Date

* If a current Board Member holds the position of Executive Director or Secretary, please contact the NC Funding Program at (213) 978-1058 or clerk.ncfunding@lacity.org for instructions on completing this form

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: FEB 02 2017

CANOGA PARK SENIOR CITIZENS CLUB
7326 JORDAN AVENUE
CANOGA PARK, CA 91303-0000

Employer Identification Number:
80-0653543
DLN:
26053409001847
Contact Person:
CUSTOMER SERVICE ID# 31954
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
December 31
Form 990-PF Required:
Yes
Effective Date of Exemption:
January 5, 2017
Addendum Applies:
Yes

Dear Applicant:



We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a private foundation within the meaning of Section 509(a).

You're required to file Form 990-PF, Return of Private Foundation or Section 4947(a)(1) Trust Treated as Private Foundation, annually, whether or not you have income or activity during the year. If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to www.irs.gov/charities. Enter "4221-PF" in the search bar to view Publication 4221-PF, Compliance Guide for 501(c)(3) Private Foundations, which describes your recordkeeping, reporting, and disclosure requirements.

Authorized Signature: 	Authorized Signature: 
Print/Type Name: Corinne Ho	Print/Type Name: Anna Measles
Date: 2025-May-28	Date: 2025-May-28

Neighborhood Council Funding Program
APPLICATION for Neighborhood Purposes Grant (NPG)



This form is to be completed by the applicant seeking the Neighborhood Purposes Grant and submitted to the Neighborhood Council from whom the grant is being sought. All applications for grants must be reviewed and approved in a public meeting. Upon approval of the application the Neighborhood Council (NC) shall submit the application along with all required documentation to the Office of the City Clerk, NC Funding Program.

Name of NC from which you are seeking this grant: Canoga Park

SECTION I - APPLICANT INFORMATION

- 1a) Family Rescue Center 33-1018720 CA 2003
Organization Name Federal I.D. # (EIN#) State of Incorporation Date of 501(c)(3) Status (if applicable)
- 1b) 22103 Varowen Street Canoga Park CA 91303
Organization Mailing Address City State Zip Code
- 1c) Same _____
Business Address (If different) City State Zip Code
- 1d) PRIMARY CONTACT INFORMATION:
Lisa Glenn EXECUTIVE DIRECTOR 818-429-1988 (cell) 818-884-7587 EXECUTIVEDIRECTOR@
Name Phone Email RESCATEfamilycenter.org.
- 2) Type of Organization- Please select one:
☐ Public School (not to include private schools) or ☒ 501(c)(3) Non-Profit (other than religious institutions)
Attach Signed letter on School Letterhead Attach IRS Determination Letter
- 3) _____
Name / Address of Affiliated Organization (if applicable) City State Zip Code

SECTION II - PROJECT DESCRIPTION

- 4) Please describe the purpose and intent of the grant.

See attached addendum A

- 5) How will this grant be used to primarily support or serve a public purpose and benefit the public at-large.
(Grants cannot be used as rewards or prizes for individuals)

See attached addendum A

SECTION III - PROJECT BUDGET OUTLINE

You may also provide the Budget Outline on a separate sheet if necessary or requested.

6a)	Personnel Related Expenses	Requested of NC	Total Projected Cost
		\$	\$
		\$	\$
		\$	\$

6b)	Non-Personnel Related Expenses	Requested of NC	Total Projected Cost
		\$	\$
		\$	\$
		\$	\$

7) Have you (applicant) applied to any other Neighborhood Councils requesting funds for this project?
☒ No ☐ Yes If Yes, please list names of NCs: _____

8) Is the implementation of this specific program or purpose described in Question 4 contingent on any other factors or sources or funding? (Including NPG applications to other NCs) ☒ No ☐ Yes If Yes, please describe: _____

Source of Funding	Amount	Total Projected Cost
	\$	\$
	\$	\$
	\$	\$

9) What is the TOTAL amount of the grant funding requested with this application: \$ 5,000

10a) Start date: 6 / 1 / 25 10b) Date Funds Required: 6 / 10 / 25 10c) Expected Completion Date: 6 / 15 / 25
(After completion of the project, the applicant should submit a Project Completion Report to the Neighborhood Council)

SECTION IV - POTENTIAL CONFLICTS OF INTEREST

11a) Do you (applicant) have a current or former relationship with a Board Member of the NC?
☒ No ☐ Yes If Yes, please describe below:

Name of NC Board Member	Relationship to Applicant

11b) If yes, did you request that the board member consult the Office of the City Attorney before filing this application?
☐ Yes ☐ No *(Please note that if a Board Member of the NC has a conflict of interest and completes this form, or participates in the discussion and voting of this NPG, the NC Funding Program will deny the payment of this grant in its entirety.)

SECTION V - DECLARATION AND SIGNATURE

I hereby affirm that, to the best of my knowledge, the information provided herein and communicated otherwise is truly and accurately stated. I further affirm that I have read the documents "What is a Public Benefit," and "Conflicts of Interest" of this application and affirm that the proposed project(s) and/or program(s) fall within the criteria of a public benefit project/program and that no conflict of interest exist that would prevent the awarding of the Neighborhood Purposes Grant. I affirm that I am not a current Board Member of the Neighborhood Council to whom I am submitting this application. I further affirm that if the grant received is not used in accordance with the terms of the application stated here, said funds shall be returned immediately to the Neighborhood Council.

12a) Executive Director of Non-Profit Corporation or School Principal - REQUIRED*

Lisa Glenn EXECUTIVE DIRECTOR Lisa Glenn 5-7-25
PRINT Name Title Signature Date

12b) Secretary of Non-profit Corporation or Assistant School Principal - REQUIRED*

Chris McCherney Secretary Chris McCherney 5-25-25
PRINT Name Title Signature Date

* If a current Board Member holds the position of Executive Director or Secretary, please contact the NC Funding Program at (213) 978-1058 or clerk.ncfunding@lacity.org for instructions on completing this form

Addendum A to Neighborhood Purposes Grant

Purpose and Intent of the Grant Section II, Question (4)

The purpose of this grant is to provide essential educational tools, specifically calculators and backpacks, to students living in poverty. We currently serve 467 middle and high school students and 324 students in Grades K-5. Many students face financial barriers that hinder their ability to access basic learning supplies, which can significantly impact their academic performance and long-term educational success. This grant aims to address this gap by ensuring that every student, regardless of their economic background, has the tools needed to fully engage in their education and reach their academic potential.

Key Objectives:

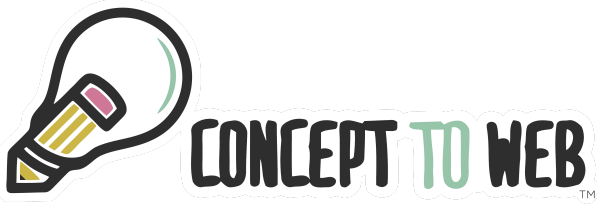
- **Promote Educational Equity:** Equip students from low-income families with high-quality calculators and durable backpacks to reduce disparities in learning resources.
- **Enhance Academic Performance:** Provide essential tools that support math and science learning, critical thinking, and problem-solving skills.
- **Boost Student Confidence and Engagement:** Foster a sense of preparedness and belonging by ensuring students have the necessary supplies to participate fully in the classroom.
- **Support Long-Term Success:** Help students build the foundational skills needed for future academic achievement and career readiness.

By investing in these essential supplies, this grant seeks to create a more equitable learning environment, improve academic outcomes, and support the long-term success of students facing economic hardship.

Neighborhood Purposes Grant – Canoga Park**Project Budget: Calculators and Backpacks – Family Rescue Center**

Expense Category	Details	Unit Cost	Quantity	Total Cost
Calculators	Basic scientific or graphing calculators - Amazon	\$69.99 for 24 pack	20	\$1399.80
Backpacks	Durable, multi-pocket backpacks – 19in Dome Bungee-Wholesale backpacks	\$6.00	480	\$2880.00
Sub Total				\$4279.80
Tax	9.75%			\$417.28
Shipping and Handling				\$302.92
Total Estimated Cost				\$5000.00

[illegible]



Aaron DeVandry - Concept To Web
818-613-8261
18403 West Vogel Avenue
Waddell, AZ 85355

Billed To
Corinne Ho
Canoga Park Neighborhood Council
c/o Canoga Park Community Center
7248 Owensmouth Avenue
Canoga Park, CA 91303

Date of Issue
03/31/2025

Due Date
04/30/2025

Invoice Number
CPNC-132

Amount Due (USD)
\$150.00

Description	Rate	Qty	Line Total
Web Hosting, Maintenance, SEO, Content Creation, and Social Media Management April 2025	\$150.00	1	\$150.00

Subtotal	150.00
Tax	0.00

Total	150.00
Amount Paid	0.00

Amount Due (USD)	\$150.00
------------------	----------

Notes

Please pay at your earliest convenience. You are welcome to pay with a credit or debit card, as the link is on the invoice.

Please make any check payments out to "Aaron DeVandry - Concept To Web" and list the invoice # on the check. Thank you, CPNC!

-Aaron

NCFP 101 BAC Rev020118

Monthly Expenditure Report



Reporting Month: July 2025

Budget Fiscal Year: 2025-2026

NC Name: Canoga Park
Neighborhood Council

Monthly Cash Reconciliation					
Beginning Balance	Total Spent	Remaining Balance	Outstanding	Commitments	Net Available
\$25000.00	\$2624.31	\$22375.69	\$150.00	\$0.00	\$22225.69

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office	\$21000.00	\$716.79	\$18375.69	\$150.00	\$18225.69
Outreach		\$1907.52		\$0.00	
Elections		\$0.00		\$0.00	
Community Improvement Project	\$4000.00	\$0.00	\$4000.00	\$0.00	\$4000.00
Neighborhood Purpose Grants	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Funding Requests Under Review: \$0.00		Encumbrances: \$0.00		Previous Expenditures: \$0.00	

Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	GOOGLE GSUITE_CANOGAP	07/01/2025	Discussion and Possible Action to approve the Administrative Packet for FY 2024-2025	General Operations Expenditure	Office	\$183.46
2	OFFICE DEPOT #661	07/06/2025	Discussion and possible action to approve the CPNC 2025-2026 Annual Budget Administrative Packet.	General Operations Expenditure	Office	\$4.65
3	OFFICE DEPOT #661	07/17/2025	V. NEW BUSINESS a. Discussion and possible action to 2025-2026 CPNC Annual Budget Administrative Packet.	General Operations Expenditure	Office	\$31.24
4	OFFICE DEPOT #661	07/23/2025	VII. 6. Discussion and possible action to approve the amended CPNC Annual Budget Administrative Packet for Fiscal Year 2025-2026.	General Operations Expenditure	Office	\$41.88
5	DOMINO'S 7815	07/23/2025	IX. 6. Discussion and possible action to approve the amended CPNC Annual Budget Administrative Packet for Fiscal Year 2025-2026.	General Operations Expenditure	Office	\$93.03
6	SMART AND FINAL 512	07/23/2025	VII. 6. Discussion and possible action to approve the amended CPNC Annual Budget Administrative Packet for Fiscal Year 2025-2026.	General Operations Expenditure	Office	\$30.53

☐ Board Member Reimbursement

Recused Board Members must leave the room prior to any discussion and may not return to the room until after the vote is complete.

Date: 2025-Feb-26

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 B012	3 May 2025	\$166.00	30 June 2025	N/A	N/A

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
3 May 2025	Monthly Support to CPNC Mtgs & Activities for the month of June 2025	Utilities, Storage, Office Space & Meetings at Community Center	1	166.00	166.00

BALANCE DUE

\$166.00

NCFP 101 BAC Rev020118

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 C001	01 July 2025	\$166.00	30 Aug 2025	N/A	N/A

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
05 July July 2025	Monthly Support to CPNC Mtgs & Activities for the month of July 2025	Utilities, Storage, Office Space & Meetings at Community Center	1	166.00	166.00

BALANCE DUE

\$166.00

Rewards Code: GLMZ79WJ
#7815 Domino's Pizza
(818) 347-6600
7/22/2025 10:09 AM

C

****NEW CUSTOMER****
MEASELS

TIMED ORDER
7/23/2025 6:00 PM
#9
NOT PAID

(818) 314-5132

SUMMARY

#9

1-LG HandToss Extravaganzza
1-LG HandToss New Veggie Pizza
2-LG HandToss Pizza
TOTAL ITEMS: 4

ORDER: Oven

1 LG HandToss Pizza	\$16.99
1 LG HandToss New Veggie Pizza	\$23.99
(New Veggie Pizza)	
1 LG HandToss Pizza	\$19.99
Pepperoni	
1 LG HandToss Extravaganzza	\$23.99
(Extravaganzza)	
TOTAL BOXES: 4	

ORDER: Non-Oven

COUPONS/ADJUSTMENTS

Sub Total	\$84.96
Tax 1	\$8.07
Total	\$93.03

PAYMENTS

Balance Due	\$93.03
-------------	---------

THIS ORDER CAN STILL EARN
POINTS TOWARD FREE PIZZA AND MORE!
VISIT [DOMINOS.COM/CLAIMREWARDS](https://www.dominos.com/claimrewards)
WITHIN 30 DAYS TO CLAIM
YOUR POINTS.

Domino's Pizza
Store Phone #

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.

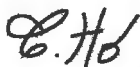
WE FURTHER ACKNOWLEDGE and WE AGREE to comply with any requirements regarding use of the NC funds. WE AGREE to provide NC financial reports and/or supporting documentation to the Office of the City Clerk, Neighborhood Council Funding Program as requested and at monthly meetings to the Governing Body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

Corinne Ho

PRINT NAME OF THE TREASURER

Homeowner/Condo 2025

BOARD POSITION

2025-June-27

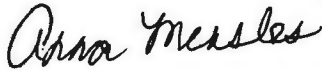
DATE

corinneho@canogaparknc.org

EMAIL

PHONE NUMBER

CONTINUES OTHER SIDE

2nd Signer☐ **Please check here if a new 2nd Signer is being appointed****2025-June-27**SIGNATURE OF THE 2nd SIGNER

DATE

Anna Measles**Annameasles@canogaparknc.org**PRINT NAME OF THE 2ND SIGNER

EMAIL

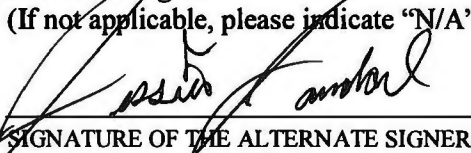
Faith Based Rep (2027)

BOARD POSITION

PHONE NUMBER

Alternate Signer

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

☐ **Please check here if a new Alt. Signer is being appointed****2025-June-27**

SIGNATURE OF THE ALTERNATE SIGNER

DATE

Jessica Sandoval**jessicasandoval@canogaparknc.org**

PRINT NAME OF THE ALTERNATE SIGNER

EMAIL

Retail services Rep (2025)

BOARD POSITION

(818) 876-2350

PHONE NUMBER

1st Bank Cardholder☐ **Please check here if a new Cardholder is being appointed****2025-June-27**SIGNATURE OF THE 1st BANK CARD HOLDER

DATE


Corinne Ho**corinneho@canogaparknc.org**PRINT NAME OF THE 1st BANK CARD HOLDER

EMAIL

Homeowner/Condo (2025)

BOARD POSITION

PHONE NUMBER

2nd Bank Cardholder☐ **Please check here if a new Cardholder is being appointed****2025-June-27**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

C. Ho

SIGNATURE OF THE 1st BANK CARD HOLDER

Corinne Ho

PRINT NAME OF THE 1st BANK CARD HOLDER

2025-June-27

DATE

2nd Bank Cardholder

Anna Measles

SIGNATURE OF THE 2nd BANK CARD HOLDER

Anna Measles

PRINT NAME OF THE 2nd BANK CARD HOLDER

2025-June-27

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

<div> <div>Canoga Park</div> <div>Neighborhood Council</div> </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	
Space Rental for Board and Committee Meetings	\$ 2,000.00
Office Supplies	\$ 2,100.00
Web Hosting and Support	\$ 3,000.00
Google Suite	\$ 2,500.00
Zoom Licenses	\$ 400.00
Food and refreshments for meetings, retreats and Outreach	\$ 2,000.00
Bulk Email Service Provider	\$ 300.00
Total Office/Operational Expenditures	\$ 12,300.00

*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 Annual Contribution	\$ 500.00
Valley Alliance of Neighborhood Councils (VANC)	\$ 500.00
Neighborhood Council Congress	\$ 500.00
Promotional Materials and Outreach	\$ 2,000.00
Pole Banners	\$ 5,100.00
CPNC Logo Banner	\$ 100.00
Total Outreach Expenditures	\$ 8,700.00

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	\$ 12,300.00
Outreach Expenditures	\$ 8,700.00
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

NC Fiscal Year
Admin Packet

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

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NEIGHBORHOOD COUNCIL FUNDING PROGRAM
FINANCIAL OFFICERS LETTER OF ACKNOWLEDGEMENT & AGREEMENT

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- (1) we are authorized to request City funding to support NC general operations,
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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.

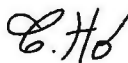
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WE ACKNOWLEDGE THAT A NEW LETTER OF ACKNOWLEDGEMENT MUST BE FILED IF THERE IS ANY CHANGE OF FINANCIAL OFFICERS.

Neighborhood Council Financial Officers - Names and Signatures:

Treasurer

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



2025-July 3rd

SIGNATURE OF THE TREASURER

DATE

Corinne Ho

corinneho@canogaparknc.org

PRINT NAME OF THE TREASURER

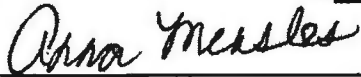
EMAIL

Home/Condo Rep (2029)

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**Anna Measles**PRINT NAME OF THE 2ND SIGNER**Faith Representative (2027)**

BOARD POSITION

2025- July 3rd

DATE

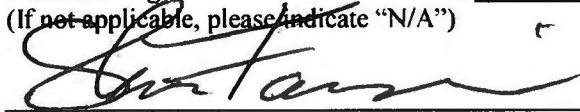
annameasles@canogaparknc.org

EMAIL

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

Shawn Fornari

PRINT NAME OF THE ALTERNATE SIGNER

Schools Representative (2029)

BOARD POSITION

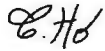
2025- July 3rd

DATE

shawnfornari@canogaparknc.org

EMAIL

PHONE NUMBER

1st Bank Cardholder☐ **Please check here if a new Cardholder is being appointed**SIGNATURE OF THE 1st BANK CARD HOLDER**Corinne Ho**PRINT NAME OF THE 1st BANK CARD HOLDER**Home/Condo Rep**

BOARD POSITION

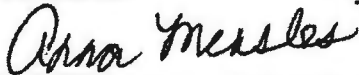
2025- July 3rd

DATE

corinneho@canogaparknc.org

EMAIL

PHONE NUMBER

2nd Bank Cardholder☐ **Please check here if a new Cardholder is being appointed**SIGNATURE OF THE 2ND BANK CARD HOLDER**Anna Measles**PRINT NAME OF THE 2ND BANK CARD HOLDER**Faith Based rep (2027)**

BOARD POSITION

2025- July 3rd

DATE

annameasles@canogaparknc.org

EMAIL

PHONE NUMBER

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

**NEIGHBORHOOD COUNCIL FUNDING PROGRAM
BANK CARDHOLDER ACKNOWLEDGEMENT &
AGREEMENT OF RESPONSIBILITIES**

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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.
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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

C. Ho

SIGNATURE OF THE 1st BANK CARD HOLDER

Corinne Ho

PRINT NAME OF THE 1st BANK CARD HOLDER

2025-July 3rd

DATE

2nd Bank Cardholder

Anna Measles

SIGNATURE OF THE 2nd BANK CARD HOLDER

Anna Measles

PRINT NAME OF THE 2nd BANK CARD HOLDER

2025- July 3rd

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

<p style="text-align: center;">Canoga Park Neighborhood Council Annual Budget for Fiscal Year: 2025-2026</p>	
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 x 12 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 (\$170.00 x 12 months)	\$ 2,600.00
Zoom Licenses	\$ 400.00
Food and Refreshment s 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	\$ 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

Outreach Expenditures Category	
Budget Advocate's Budget Day	\$ 500.00
Valley Alliance of Neighborhood Councils	\$ 500.00
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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:	
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



☐ Board Member Reimbursement

Recused Board Members must leave the room prior to any discussion and may not return to the room until after the vote is complete.

Date: 2025-Feb-26



Payments profile ID

2423-1721-5696

Organization name

Canoga Park Neighborhood Council

Payments account nickname

canogaparknc.org

Summary created

Jul 5, 2025

Jun 1 – 30, 2025

Ending balance: \$183.46		
Date	Description	Amount (USD)
Jun 1 – 30, 2025	Google Workspace Business Starter: Usage of 20 seats	\$168.00
Jun 1, 2025	State sales tax (on \$168.00)	\$9.41
Jun 1, 2025	Local sales tax (on \$168.00)	\$6.05
Jun 1, 2025	Automatic payment: Mastercard ****6189. M6586000991291546	-\$183.46
Starting balance: \$183.46		

Office DEPOT. OfficeMax®

WOODLAND HILLS - (818) 716-7770

07/06/2025 4:03 PM



EV2VTP3YUX4QY5XE48

SALE 661-22-360-1111-24.8.1

507371 Self Serve Sca

15 @ 0.31 4.65

You Pay 4.65SS

Subtotal: 4.65

Total: 4.65

MasterCard 6189: 4.65

AUTH CODE 088103

TDS Contactless

AID A0000000041010 MASTERCARD

CVS No Signature Required

CORINNE HO 57****589

Please create your online rewards
account at officedepot.com/rewards.
You must complete your account to
claim your rewards and view your
status.

Shop online at www.officedepot.com

WE WANT TO HEAR FROM YOU!

Visit survey.officedepot.com

and enter the survey code below

3752 CTMN 608B

or scan the below QR code



NC Fiscal Year
Admin Packet

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**

C. Ho

2025-July 3rd

SIGNATURE OF THE TREASURER

DATE

Corinne Ho

corinneho@canogaparknc.org

PRINT NAME OF THE TREASURER

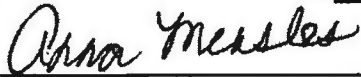
EMAIL

Home/Condo Rep (2029)

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**Anna Measles**PRINT NAME OF THE 2ND SIGNER**Faith Representative (2027)**

BOARD POSITION

2025- July 3rd

DATE

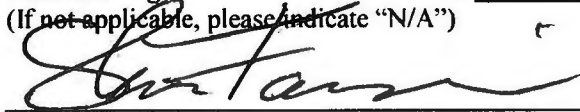
annameasles@canogaparknc.org

EMAIL

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

Shawn Fornari

PRINT NAME OF THE ALTERNATE SIGNER

Schools Representative (2029)

BOARD POSITION

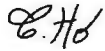
2025- July 3rd

DATE

shawnfornari@canogaparknc.org

EMAIL

PHONE NUMBER

1st Bank Cardholder☐ **Please check here if a new Cardholder is being appointed**SIGNATURE OF THE 1st BANK CARD HOLDER**Corinne Ho**PRINT NAME OF THE 1st BANK CARD HOLDER**Home/Condo Rep**

BOARD POSITION

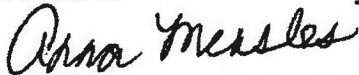
2025- July 3rd

DATE

corinneho@canogaparknc.org

EMAIL

PHONE NUMBER

2nd Bank Cardholder☐ **Please check here if a new Cardholder is being appointed**SIGNATURE OF THE 2ND BANK CARD HOLDER**Anna Measles**PRINT NAME OF THE 2ND BANK CARD HOLDER**Faith Based rep (2027)**

BOARD POSITION

2025- July 3rd

DATE

annameasles@canogaparknc.org

EMAIL

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.
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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

C. Ho

SIGNATURE OF THE 1st BANK CARD HOLDER

Corinne Ho

PRINT NAME OF THE 1st BANK CARD HOLDER

2025-July 3rd

DATE

2nd Bank Cardholder

Anna Measles

SIGNATURE OF THE 2nd BANK CARD HOLDER

Anna Measles

PRINT NAME OF THE 2nd BANK CARD HOLDER

2025- July 3rd

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.

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 - iii. Elections
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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.

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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
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10. Printing NC business cards

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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	
Office Rent (\$500/month x 12 months)	\$6,000.00
Office Supplies (paper, ink, staples, pens, binders, business cards, etc.)	\$500.00
Printer/Copy Machine Lease	\$1,500.00
Internet Service (Spectrum)	\$1,000.00
Telephone Service (Ooma)	\$500.00
Website Hosting and Maintenance	\$1,500.00
Printing and Photocopying for Meetings	\$300.00
Meeting Facility Fees (Riverside Elementary School)	\$1,500.00
Minute-Taker for Meetings (AppleOne)	\$1,500.00
Refreshments/Snacks for Meetings	\$1,200.00
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 x 12 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 (\$170.00 x 12 months)	\$ 2,600.00
Zoom Licenses	\$ 400.00
Food and Refreshment s 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	\$ 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

Outreach Expenditures Category	
Budget Advocate's Budget Day	\$ 500.00
Valley Alliance of Neighborhood Councils	\$ 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
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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

Outreach Expenditures Category	
Budget Advocate's Budget Day	\$ 500.00
Valley Alliance of Neighborhood Councils	\$ 500.00
LA Congress of Neighborhood Councils	\$ 250.00
Promotional Materials for Outreach events	\$ 2,074.00
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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:	
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

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07/17/2025 9:46 AM



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SALE 661-5-9836-63592-24.8.1
877334 PORT,POLY,PRG, 1.79SS
Instant Savings -1.04
You Pay 0.75SS
Subtotal: 0.75
Local Sales and Use T 0.07

Order Management Invoice # 4205744970014
Approval Code: 999999

114318 JDA GMILL ORDE 30.42 E
Total: 31.24
MasterCard 6189: 31.24

AUTH CODE 025909
TDS Contactless
AID A0000000041010 MASTERCARD
TVR 0000008001
CVS No Signature Required

CORINNE HO 57*****589
Please create your online rewards
account at officedepot.com/rewards.
You must complete your account to
claim your rewards and view your
status.

Total Savings:
\$1.04

WE WANT TO HEAR FROM YOU!
Visit survey.officedepot.com
and enter the survey code below
H755 K8WN W7WE
or scan the below QR code



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.

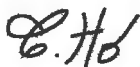
WE FURTHER ACKNOWLEDGE and WE AGREE to comply with any requirements regarding use of the NC funds. WE AGREE to provide NC financial reports and/or supporting documentation to the Office of the City Clerk, Neighborhood Council Funding Program as requested and at monthly meetings to the Governing Body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

Corinne Ho

PRINT NAME OF THE TREASURER

Homeowner/Condo 2025

BOARD POSITION

2025-June-27

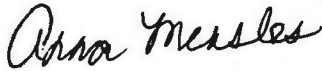
DATE

corinneho@canogaparknc.org

EMAIL

PHONE NUMBER

CONTINUES OTHER SIDE

2nd Signer☐ **Please check here if a new 2nd Signer is being appointed****2025-June-27**SIGNATURE OF THE 2nd SIGNER

DATE

Anna Measles**Annameasles@canogaparknc.org**PRINT NAME OF THE 2ND SIGNER

EMAIL

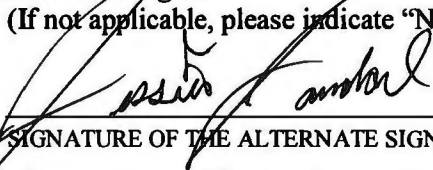
Faith Based Rep (2027)

BOARD POSITION

PHONE NUMBER

Alternate Signer

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

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

SIGNATURE OF THE ALTERNATE SIGNER

2025-June-27

DATE

Jessica Sandoval**jessicasandoval@canogaparknc.org**

PRINT NAME OF THE ALTERNATE SIGNER

EMAIL

Retail services Rep (2025)

BOARD POSITION

(818) 876-2350

PHONE NUMBER

1st Bank Cardholder☐ **Please check here if a new Cardholder is being appointed****2025-June-27**SIGNATURE OF THE 1st BANK CARD HOLDER

DATE


Corinne Ho**corinneho@canogaparknc.org**PRINT NAME OF THE 1st BANK CARD HOLDER

EMAIL

Homeowner/Condo (2025)

BOARD POSITION

PHONE NUMBER

2nd Bank Cardholder☐ **Please check here if a new Cardholder is being appointed****2025-June-27**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

C. Ho

SIGNATURE OF THE 1st BANK CARD HOLDER

Corinne Ho

PRINT NAME OF THE 1st BANK CARD HOLDER

2025-June-27

DATE

2nd Bank Cardholder

Anna Measles

SIGNATURE OF THE 2nd BANK CARD HOLDER

Anna Measles

PRINT NAME OF THE 2nd BANK CARD HOLDER

2025-June-27

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

<div style="display: flex; justify-content: space-between;"> <u>Canoga Park</u> Neighborhood Council </div> <div style="text-align: center;"> Annual Budget for Fiscal Year: <u>2025-2026</u> </div>	
Annual Budget Funds	\$ 25,000.00
Rollover Funds*	
Total Annual Budget Funds	\$ 25,000.00

Office/Operational Expenditures Category	
Space Rental for Board and Committee Meetings	\$ 2,000.00
Office Supplies	\$ 2,100.00
Web Hosting and Support	\$ 3,000.00
Google Suite	\$ 2,500.00
Zoom Licenses	\$ 400.00
Food and refreshments for meetings, retreats and Outreach	\$ 2,000.00
Bulk Email Service Provider	\$ 300.00
Total Office/Operational Expenditures	\$ 12,300.00

*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 Annual Contribution	\$ 500.00
Valley Alliance of Neighborhood Councils (VANC)	\$ 500.00
Neighborhood Council Congress	\$ 500.00
Promotional Materials and Outreach	\$ 2,000.00
Pole Banners	\$ 5,100.00
CPNC Logo Banner	\$ 100.00
Total Outreach Expenditures	\$ 8,700.00

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	\$ 12,300.00
Outreach Expenditures	\$ 8,700.00
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

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SALE	661-5-222-608350-24.8.1
167060 BW SS Letter	
53 @ 0.24	12.72
You Pay	12.72SS
167060 BW SS Letter	
106 @ 0.24	25.44
You Pay	25.44SS
Subtotal:	38.16
Sales and Use Tax	3.72
Total:	41.88
MasterCard 6189:	41.88

AUTH CODE 005379
TDS Contactless
AID A0000000041010 MASTERCARD
TVR 0000008001
CVS No Signature Required

CORINNE HO 57*****589

Please create your online rewards
account at officedepot.com/rewards.
You must complete your account to
claim your rewards and view your
status.

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PO Box 320
Oshkosh, WI 54901

www.4imprint.com

Toll Free: 877-446-7746

Free Fax: 800-355-5043

Main Address

CORINNE HO
CANOGA PARK NEIGHBORHOOD
COUNCIL
7248 OWENSMOUTH AVE
CANOGA PARK, CA 91303-1565

Invoice Address

Corinne Ho
Canoga Park Neighborhood Council
7248 Owensmouth Avenue
Los Angeles CA 91303-1529
USA

Shipping Address

Corinne Ho
Canoga Park Neighborhood Council
7248 OWENSMOUTH AVE
CANOGA PARK, CA 91303-1565
USA
Tel: (616) 893-9397

Quotation Number: 29757762

Quote Date: July 08 2025

Quote Valid Until: August 07 2025

Account No.: 5600173

Questions Call: Carrie Berndt

Phone: 877-446-7746 Ext. 8447

Fax: 855-781-4009

Email: cberndt@4imprint.com

Item Value Click Pen**Colors** (Barrel,Trim/Clip) : See Below

Qty	Item #	Description	Unit \$	Price \$	Total \$
400	136083	Value Click Pen	0.3300	132.00	132.00
		400 - Medium Point Blue Ink : Cobalt Blue, White	0.0000	0.00	0.00
1	Coupon	Coupon Code	-14.7000	-14.70	-14.70
1	Set-Up Charge	Set-Up Charge(Per Order Line)	15.0000	15.00	15.00
		Freight		14.09	14.09
				Tax	12.89
					159.28

Artwork Instructions

Product Color (Base, Trim): Cobalt Blue,White

Imprint Location: Barrel - Diagonal From Clip

Imprint Colors: White

Item Twist and Chill Fan**Colors** (Fan,Handle): Blue, White

Qty	Item #	Description	Unit \$	Price \$	Total \$
200	108779	Twist and Chill Fan	1.6200	324.00	324.00
1	Coupon	Coupon Code	-35.4000	-35.40	-35.40
1	Set-Up Charge	Set-Up Charge	30.0000	30.00	30.00
		Freight		29.28	29.28
				Tax	31.05
					378.93

Artwork Instructions

Product Color (Base, Trim): Blue,White

Imprint Location: Fan

Imprint Colors: White



101 Commerce St
PO Box 320
Oshkosh, WI 54901

www.4imprint.com

Toll Free: 877-446-7746

Free Fax: 800-355-5043

Quotation Number: 29757762
Quote Date: July 08 2025
Quote Valid Until: August 07 2025
Account No.: 5600173

Questions Call: Carrie Berndt
Phone: 877-446-7746 Ext. 8447
Fax: 855-781-4009
Email: cberndt@4imprint.com

Item		Sport Bottle with Push Pull Lid - 20 oz. - Colors		Colors	(Bottle,Lid): Royal Blue, White	
Qty	Item #	Description	Unit \$	Price \$	Total \$	
200	10510-C	Sport Bottle with Push Pull Lid - 20 oz. - Colors	1.2500	250.00	250.00	
1	Coupon	Coupon Code	-30.0000	-30.00	-30.00	
1	Set-Up Charge	Set-Up Charge	50.0000	50.00	50.00	
		Freight		60.00	60.00	
				Tax	26.32	
					356.32	

Artwork Instructions

Product Color (Base, Trim): Royal Blue,White

Imprint Location: Both Sides

Imprint Colors: White

Item		Power Clip - Translucent		Colors	(Clip,Grip): Translucent Blue, Black	
Qty	Item #	Description	Unit \$	Price \$	Total \$	
250	2245-T	Power Clip - Translucent	1.0700	267.50	267.50	
1	Coupon	Coupon Code	-32.2500	-32.25	-32.25	
1	Set-Up Charge	Set-Up Charge	55.0000	55.00	55.00	
		Freight		25.79	25.79	
				Tax	28.29	
					344.33	

Artwork Instructions

Product Color (Base, Trim): Translucent Blue,Black

Imprint Location: Front

Imprint Colors: White

Item		Nylon Reflective Slap Bracelet		Colors	(Bracelet,Trim): Blue, Reflective Gray	
Qty	Item #	Description	Unit \$	Price \$	Total \$	
150	148018	Nylon Reflective Slap Bracelet	1.5900	238.50	238.50	
1	Coupon	Coupon Code	-28.8500	-28.85	-28.85	
1	Set-Up Charge	Set-Up Charge	50.0000	50.00	50.00	
		Freight		12.62	12.62	
				Tax	25.33	



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297.60

Artwork Instructions

Product Color (Base, Trim): Blue, Reflective Gray
Imprint Location: Front
Imprint Colors: Black

Item Bubbles - 2 oz.		Colors (Label,Bottle): White, Blue			
Qty	Item #	Description	Unit \$	Price \$	Total \$
150	119584-2	Bubbles - 2 oz.	1.9400	291.00	291.00
1	Coupon	Coupon Code	-34.1000	-34.10	-34.10
1	Set-Up Charge	Set-Up Charge(Per Order Line)	50.0000	50.00	50.00
		Freight		34.21	34.21
				Tax	29.95
					371.06

Artwork Instructions

Product Color (Base, Trim): White, Blue
Imprint Location: Label
Imprint Colors: Full Color

Grand Total 1,907.52

METHOD OF PAYMENT

- ☐ We previously ordered from you on open account.
☐ We are well rated with Dun & Bradstreet. My D & B number is _____.
☐ Please fax us a Credit Application. We understand that our order will not go into production until your application is approved, which may take 2-3 weeks.
☐ Enclosed is a check in the amount of \$_____ payable to 4imprint.
☐ We will pay by credit card.

*****IMPORTANT***** To place your order please let your customer service representative know you would like to proceed along with providing any artwork or changes to the quote that are needed. If paying by credit card please call your customer service representative with your credit card details.

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Shipment Details

Shipment to	Qty	Item #	Estimated Ship Date	Carrier, service	Estimated Delivery Date	Freight
Address as above.	400	136083		UPS GROUND (Parcel)	Jul 25 2025	14.09
	200	108779		UPS GROUND (Parcel)	Jul 25 2025	29.28
	200	10510-C		UPS GROUND (Parcel)	Jul 25 2025	60.00
	250	2245-T		UPS GROUND (Parcel)	Jul 25 2025	25.79
	150	148018		UPS GROUND (Parcel)	Jul 25 2025	12.62
	150	119584-2		UPS GROUND (Parcel)	Jul 25 2025	34.21

Term ID: 001

Sale - Approved

Date	07/25/25	Time 16:34:16
Method of Payment	MasterCard	
Entry Method	Manual	
Account #	XXXXXXXXXXXX6189	
Order ID	29863772	
Approval Code	006672	
Amount	\$1,753.69	
Tax	\$153.83	
Total Amount	\$1,907.52	

Customer Copy