

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
Debra Gordon, Boardmember
Jessica Sandoval, Boardmember
Kyra Edrington, Boardmember
Mary Paterson, Boardmember
Muhammad Hassan, Boardmember
Nauman Khan, Boardmember
Tushar Patel, 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, October 22nd, 2025
6:30 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- 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. September 24th 2025

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

VI. OLD BUSINESS

1. Discussion and possible action to appoint qualified stakeholders to the current vacant seats on the Governing Board:
 - a) At-Large Representative Seat (2027)
 - b) Home/Condo owners Representative (2027)

VII. OFFICERS REPORTS

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

VIII. COMIITEES REPORTS

1. Public Safety- Mary Paterson
2. Special ad hoc Bylaws- Corinne Ho
3. Budget & Finance- Corinne Ho

IX. NEW BUSINESS

1. Discussion and Possible Action to identify a future date for the CPNC Retreat to be held in person. Location TBD within the CPNC boundaries. The retreat will be led by our Neighborhood Empowerment Advocate (NEA) Jose Galdamez.
2. Discussion and Possible Action to remove newly elected board member Muhammad Hassan due to three (3) absences at General board meetings in accordance to Article V, Section 7. A. (Board Member has not attended Board Meetings since elected in June 2025).
3. Discussion and Possible Action to appoint two (2) Community Impact Statement filers for FY 2025-2026. See attached document 'How to file Community Impacts'. See attached document.
4. Discussion and Possible Action to approve Council File 25-1136, supporting that City Council instructs the City Administrative Officer, with the assistance of the City Attorney, to report on the feasibility of reestablishing the Neighborhood Prosecutor Program in the City of Los Angeles. See attached document.
5. Discussion and Possible action to approve a 'Request for an action' letter from the Canoga Park Neighborhood Council to the Office of LA City Councilmember Bob Blumenfield to request that the office acts as a liaison between the residents of 'The Villas at Chester House, Inc' and all appropriate City departments. The purpose of this liaison is to facilitate a city inspection of the property to ensure it complies with all city codes. See *attached document*.
6. Discussion and Possible Action to approve a 'Request for an action' letter from the Canoga Park Neighborhood Council to the office of LA City Councilmember Bob Blumenfield, copying the Office of LAUSD Board President Scott Schmerelson in regards to the request to expedite a temporary Crosswalk between the Westfield Topanga Mall and the Vanowen Gate of the Canoga Park High School due to the constructions of the parking lot. See attached document.

X. Items for the next Board Meeting

- XI.** Next General Board Meeting: **In-Person Meeting**, Wednesday, November 26th 2025 at 6:30 PM at the Canoga Park Community Center, 7248 Owensmouth Ave. Canoga Park, CA 91303.

ADJOURNMENT

As a covered entity under Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and upon request will provide reasonable accommodation to ensure equal access to its programs, services, and activities. Sign language interpreters, assistive listening devices, or other auxiliary aids and/or services may be provided upon request. To ensure availability of services, please make your request at least 3 business days (72 hours) prior to the meeting by contacting the Department of Neighborhood Empowerment by calling (213) 978-1551 or email: NCsupport@lacity.org

Public Posting of Agendas -

Neighborhood Council agendas are posted for public review as follows:

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

Notice to Paid Representatives -

If you are compensated to monitor, attend, or speak at this meeting, City law may require you to register as a lobbyist and report your activity. See Los Angeles Municipal Code Section 48.01 et seq. More information is available at ethics.lacity.org/lobbying. For assistance, please contact the Ethics Commission at (213) 978-1960 or ethics.commission@lacity.org

Public Access of Records -

In compliance with Government Code section 54957.5, non-exempt writings that are distributed to a majority or all of the board in advance of a meeting may be viewed at Canoga Park Community Center, 7248 Owensmouth Ave, Canoga Park, CA 91303, at our website: www.Canogaparknc.org. In addition, if you would like a copy of any record related to an item on the agenda, please contact Mireira Moran at: Mireiramoran@canogaparknc.org.

Reconsideration and Grievance Process

For information on the NC's process for board action reconsideration, stakeholder grievance policy, or any other procedural matters related to this Council, please consult the NC Bylaws. The Bylaws are available at our Board meetings and our website www.Canogaparknc.org

**Canoga Park Neighborhood Council
Governing Board**

Anna Measles, President
Shawn Fornari, Vice-President
Mireira A. Morán, Secretary
Cornie Ho, Treasurer
-

Anna Measles, Faith-Based Organizations Representative (2027)
Caryn Michaels, Youth Group Representative (2027)
Christine Fitzpatrick, At-Large Representative (2027)
Corinne Ho, Home/Condo Owners Representative (2029)
Debra Gordon, Retail/Service Business Representative (2029)
Jessica Sandoval, Community Based Organizations Representative (2029)
Kyra Edrington, At-Large Representative (2029)
Mary Paterson, Community Service Organization Representative (2027)
Mireira A. Morán, Residential Renters Representative (2027)
Muhammad Hassan, Retail/Service Business Representative (2029)
Nauman Khan, Senior Group Representative (2027)
Shawn Fornari, Schools Representative (2029)
Tushar Patel, Residential Renters Representative (2027)
Vacant Seat, At-Large Representative (2027)
Vacant Seat, Home/Condo Owners Representative (2027)

**CITY OF LOS ANGELES
California**



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



7248 Owensmouth Ave
Canoga Park, CA 91303
info@canogaparknc.org
canogaparknc.org

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

Wednesday, September 24, 2025
7:00 PM

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

Si requiere servicios de traducción, favor de avisar al Concejo Vecinal 3 días de trabajo (72 horas) antes del evento. Por contacte a Raymond Cole, Presidente, al 626-765-7451 o por correo electrónico annameasles@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 AND BOARD ROLL CALL

The meeting was called to order by Anna Measles at 7:10 p.m.

Board Member	Present	Absent
Edrington, Kyra	X	
Gordon, Debra	X	
Fitzpatrick, Christine		X
Fornari, Shawn	X	
Hassan, Muhammad		X
Ho, Corinne		X
Khan, Nauman	X	

Board Member	Present	Absent
Measles, Anna	X	
Michaels, Caryn		X
Morán, Mireira A.	X	
Patel, Tushar	X	
Paterson, Mary	X	
Sandoval, Jessica		X

II. GENERAL PUBLIC COMMENT ON NON-AGENDA ITEMS

1. Jaqueline Bernstein – Day of the Dead Festival
2. Sean McCarthy- Community Beautification Committee

3. Ken Erbeznik – Resident
4. Monica Jimenez – Resident
5. Paige Parsons Broach- Plant-Based Treaty

III. GOVERNMENT REPORT AND ANNOUNCEMENTS

1. LA City Mayor Karen Bass- VACANT, West Valley Representative – DID NOT ATTEND
2. LA City Council District 3- Steve Jaramillo, Field Deputy – Oral Report Given
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) – Written Report Given
4. EmpowerLA- Jose Galdamez, Neighborhood Empowerment Advocate – Oral Report Given
5. Budget Advocates Region 3- Glenn Bailey, Mihran Kalaydjian – DID NOT ATTEND
6. LAUSD Board President Scott Schmerelson, 3rd District, Field Deputy TBA – DID NOT ATTEND
7. LA County Supervisor Lindsay Horvath, 3rd District, Field Deputy Karen Michelle Dominguez – DID NOT ATTEND
8. Congressman Brad Sherman, 32nd District, Representative Sean Regan – DID NOT ATTEND
9. Senator Carolina Menjivar, 20th District - District Representative Teodora E. Reyes – DID NOT ATTEND
10. Assemblymember Jesse Gabriel, 46th District- Field Representative Clarissa Gomez – DID NOT ATTEND
11. LAFD Battalion Chief Lopez – Oral Report Given

IV. ADMINISTRATIVE MOTIONS

1. Discussion and Possible action to approve the Minutes:
 - a. July 3, 2025
 - b. August 27, 2025

a. Action: approve the regular meeting minutes for July 3, 2025 as corrected.

Mover	Mary Paterson	Second	Kyra Edrington	
Board Members	Ayes	Nays	Abstain	Absent
Edrington, Kyra	x			
Gordon, Debra	x			
Fitzpatrick, Christine				x
Fornari, Shawn	x			
Hassan, Muhammad				x
Ho, Corinne				x
Khan, Nauman	x			
Measles, Anna	x			
Michaels, Caryn				x
Morán, Mireira A.	x			
Patel, Tushar	x			
Paterson, Mary	x			
Sandoval, Jessica				x
Totals:	8	0	0	5
Motion:	CARRIES			

b. Action: approve the regular meeting minutes for August 27, 2025 as corrected.

Mover	Mary Paterson	Second	Kyra Edrington
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Board Members		Ayes	Nays	Abstain	Absent
Edrington, Kyra		x			
Gordon, Debra		x			
Fitzpatrick, Christine					x
Fornari, Shawn		x			
Hassan, Muhammad					x
Ho, Corinne					x
Khan, Nauman		x			
Measles, Anna		x			
Michaels, Caryn					x
Morán, Mireira A.		x			
Patel, Tushar		x			
Paterson, Mary		x			
Sandoval, Jessica					x
Totals:		8	0	0	5
Motion:	CARRIES				

2. Discussion and Possible action to approve the June 2025 Monthly Expenditure Report(MER)
Action: approve the August 2025 Monthly Expenditure Report (MER)

Mover	Mary Paterson	Second			
Board Members		Ayes	Nays	Abstain	Absent
Edrington, Kyra		X			
Gordon, Debra		X			
Fitzpatrick, Christine					x
Fornari, Shawn		X			
Hassan, Muhammad					x
Ho, Corinne					x
Khan, Nauman		X			
Measles, Anna		X			
Michaels, Caryn					x
Morán, Mireira A.		X			
Patel, Tushar		X			
Paterson, Mary		X			
Sandoval, Jessica					x
Totals:		8	0	0	5
Motion:	CARRIES				

I. OLD BUSINESS

1. Discussion and possible action to appoint qualified stakeholders to the current vacant seats on the Governing Board:
 - a. At-Large Representative Seat (2027)
 - b. Home/Condo Owners Representative (2027)
 - a. **No Action Taken**
 - b. **No Action Taken**

II. OFFICER REPORTS

1. President – Oral Report Given

2. Vice President – Oral Report Given
3. Treasurer – Oral Report Given
4. Secretary – Oral Report Given

III. NEW BUSINESS

1. Discussion and Possible Action to have a CPNC Retreat on a weekday evening VS on a Saturday daytime in October. Location TBD within the CPNC boundaries. The retreat will be led by our Neighborhood Empowerment Advocate (NEA) Jose Galdamez.

Action: have a Canoga Park Neighborhood Council Retreat on Saturday, October 25th from 10 am to 2 pm at the Canoga Park Community Center.

Mover	Shawn Fornari	Second		Anna Measles	
Board Members	Ayes	Nays	Abstain	Absent	
Edrington, Kyra	x				
Gordon, Debra	x				
Fitzpatrick, Christine					x
Fornari, Shawn	x				
Hassan, Muhammad					x
Ho, Corinne					x
Khan, Nauman	x				
Measles, Anna	x				
Michaels, Caryn					x
Morán, Mireira A.	x				
Patel, Tushar	x				
Paterson, Mary	x				
Sandoval, Jessica					x
Totals:		8	0	0	5
Motion:	CARRIES				

2. Discussion and Possible Action to support Knights of Columbus Monsignor '2nd Annual Charity Car show' which will benefit their Annual children's Christmas and Children's Halloween parties. Sponsorship is up to \$50.00. CPNC will have a table for outreach. Date of event: October 4th, 2025, 9:00 am to 4:00 pm.

Action: participate in and sponsor the Knights of Columbus Monsignor's 2nd Annual Charity Car Show, which will benefit their Annual children's Christmas and Halloween parties. Sponsorship is up to \$50.00.

Mover	Mary Paterson	Second			
Board Members	Ayes	Nays	Abstain	Absent	
Edrington, Kyra	X				
Gordon, Debra	X				
Fitzpatrick, Christine					x
Fornari, Shawn	X				
Hassan, Muhammad					x
Ho, Corinne					x
Khan, Nauman	X				
Measles, Anna	X				
Michaels, Caryn					x
Morán, Mireira A.	X				
Patel, Tushar	X				

Paterson, Mary	X			
Sandoval, Jessica				x
Totals:	8	0	0	5
Motion:	CARRIES			

3. Discussion and Possible Action to approve the CPNC 2023-2024 Inventory List as per City Clerk Policy.
No police reports have been filed for the Not Found/Lost items.

Item 1- Not found/Lost
Item 2- Found
Item 3- Not found/Lost
Item 4- Found
Item 5- Found
Item 6- Found
Item 7- Not Found/Lost
Item 8- Found
Item 9- Not Found/Lost
Item 10- Found
Item 11- Not Found/Lost
Item 12- Found
Item 13- Found
Item 14- Nout Found/Lost
Item 15- Not Found/Lost
Item 16- Not Found/Lost

Action: approve the CPNC 2023-2024 Inventory List as presented as per City Clerk Policy.

Mover	Mary Paterson	Second	Kyra Edrington	
Board Members	Ayes	Nays	Abstain	Absent
Edrington, Kyra	x			
Gordon, Debra	x			
Fitzpatrick, Christine				x
Fornari, Shawn	x			
Hassan, Muhammad				x
Ho, Corinne				x
Khan, Nauman	x			
Measles, Anna	x			
Michaels, Caryn				x
Morán, Mireira A.	x			
Patel, Tushar	x			
Paterson, Mary	x			
Sandoval, Jessica				x
Totals:	8	0	0	5
Motion:	CARRIES			

4. Discussion and Possible Action to appoint stakeholder Ray Cole to the CPNC Public Safety & Emergency Preparedness as a 'Stakeholder Committee member' effective September 24th 2025.
Action: appoint stakeholder Ray Cole to the CPNC Public Safety & Emergency Preparedness as a 'Stakeholder Committee member' effective September 24th 2025

Mover	Mireira A. Morán	Second	Mary Paterson
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Board Members		Ayes	Nays	Abstain	Absent
Edrington, Kyra		x			
Gordon, Debra		x			
Fitzpatrick, Christine					x
Fornari, Shawn		x			
Hassan, Muhammad					x
Ho, Corinne					x
Khan, Nauman		x			
Measles, Anna		x			
Michaels, Caryn					x
Morán, Mireira A.		x			
Patel, Tushar		x			
Paterson, Mary		x			
Sandoval, Jessica					x
Totals:			0	0	
Motion:	CARRIES				

5. Discussion and Possible Action to change the monthly CPNC Board meeting starting time from 7:00 pm to 6:30 pm.
Action: change the monthly Canoga Park Neighborhood Council Bord meeting start time from 7:00 pm to 6:30 pm.

Mover		Mireira A. Morán		Second		Tushar Patel			
Board Members		Ayes		Nays		Abstain		Absent	
Edrington, Kyra		x							
Gordon, Debra		x							
Fitzpatrick, Christine								x	
Fornari, Shawn		x							
Hassan, Muhammad								x	
Ho, Corinne								x	
Khan, Nauman		x							
Measles, Anna		x							
Michaels, Caryn								x	
Morán, Mireira A.		x							
Patel, Tushar		x							
Paterson, Mary		x							
Sandoval, Jessica								x	
Totals:		8		0		0		5	
Motion:		CARRIES							

IV. ANNOUNCEMENTS

- Items for the next board meeting
- Next General Board Meeting: In-Person Meeting, Wednesday, October 22nd 2025 at 6:30 PM at the Canoga Park Community Center, 7248 Owensmouth Ave. Canoga Park, CA 91303.

V. ADJURMENT

- The meeting was adjourned at 8:00 PM

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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 CanogaParkNC.org.

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

HOW TO CREATE AND SUBMIT A COMMUNITY IMPACT STATEMENT

Community Impact Statements are official statements or positions adopted by a Neighborhood Council on issues pending before the city's decision makers. The Community Impact Statement process was created specifically for Neighborhood Councils in order to publicly express their support, opposition, or suggestions about any matter pending before the City Council, its committees, or City commissions. A Community Impact Statement (CIS) is an official statement used to express the position of a Neighborhood Council (NC) as a whole, and is not to be used to express personal opinions.

Tip: While the CIS allows your Neighborhood Council to communicate collectively, your board members and stakeholders can continue to communicate their views individually. In fact, letters submitted to the City Clerk with an identifiable Council file number are also included in Council files. A submission reflecting the opinion of a single individual is called public comment/public communication.

Creating and submitting a CIS requires the following steps:

Step 1: Recognize who your filers are.

- Every Neighborhood Council is designated 5 Community Impact Statement Filers. If your Neighborhood Council does not have Filers, please notify the President so the Board may vote and appoint new Filers. (Please send a copy of your Minutes, detailing the board vote, as well as the new Filers' contact information). When your Neighborhood Council appoints its Filers, please provide our CIS team with the names and email addresses of the Filers at the following email address:

cis@empowerla.org

Step 2: Identify the Council File.

- Every issue pending before the City Council and its committees is assigned to a Council file with a unique Council file number. (Sometimes new numbers and/or supplemental numbers are assigned as an issue progresses through the legislative process.
- To identify new items which have been introduced in City Council, subscribe to "New Council Items (Referrals)" at <https://lacity.gov/government/subscribe-agendas/city-council>
- To identify existing items, visit <https://cityclerk.lacity.org/lacityclerkconnect/index.cfm> and conduct a search in the Council File Management System. To track a Council file, subscribe for updated notifications by clicking on the email icon.



Tip: On any given week, numerous issues get introduced or acted upon in City Council and its committees. You and your NC may find it helpful to create a strategy for identifying and tracking issues that are most important to you. You may choose to focus on issues in your geographically defined neighborhood, in your Council District, or citywide. In addition, some Councils have appointed individuals as Council Liaisons,

specifically in charge of tracking council files, or particular issues important to that Neighborhood Council.

Step 3: Establish a Community Impact Statement process.

- The City Clerk will accept statements only from Neighborhood Councils that have governing boards in place and have voted in a public meeting in accordance with the Brown Act. The CIS must be a statement which expresses a position that has been voted upon by a full Neighborhood Council board.

Tip: A clear advantage to requiring full board votes for a particularly worded CIS is that it generates more engagement. On the other hand, some issues move through City Council within days or weeks, not giving a Neighborhood Council the opportunity to take a full board vote. For that reason, NC's may want to form generic statements on a range of topics, in the event there is little time before the item is before City Council.

Step 4: Write a Community Impact Statement.

- An NC may submit a CIS on any Council file, or on any item pending before a city commission.
- A CIS that is directed to City Council and Committees **MUST** contain a Council file number; otherwise the City Clerk will not know where to place it.
- A CIS can be any length, though the more concise, the better.
- A CIS needs to clearly communicate a position on the proposal, whether the Neighborhood Council is:
 - For
 - For-if Amended
 - Against
 - Against unless Amended
 - No Position
 - Neutral Position

This helps the City Clerk accurately print the NC's position on the agenda. Otherwise it will be listed as general comments.

- A CIS should include information about how the CIS was approved by the NC. Was it voted on by the entire NC board, or was it written by an officer authorized by the board to express its previously voted upon position. Also, be sure to include the vote count.
- A Neighborhood Council may use its statement to request a delay of a vote. However, such a request cannot prevent the City Council from taking an action on a Council File.
- A new CIS must be submitted after each Council action. The original position taken by your NC may not be the same position after the Council has acted.

Tip: Clear and concise statements are effective. For issues that require lengthier statements, a brief summary at the beginning is useful. If the vote was divided, what were the divisions? Were stakeholders also engaged on this issue through surveys or other means? Providing such detail will give decision-makers additional insight into your community's views and values.

Step 5: Submit a Community Impact Statement.

- Board appointed NC representatives may only submit Community Impact Statements through the electronic portal.
- **Set up access for your Filers:** Neighborhood Councils can submit a board resolution to the Department of Neighborhood Empowerment, which indicates that it has appointed up to five representatives who are authorized to submit its statements. The NC also provides the representatives' name and email address to cis@empowerla.org. Representatives will then be sent instructions on how to log in.

Step 6: Follow up on the Community Impact Statement.

- If the statement is received in time to be processed prior to the posting of the agenda, the NC's position will be printed on the agenda. One of the following six positions will be printed on the agenda:
 - For
 - For-if Amended
 - Against
 - Against unless Amended
 - No Position
 - Neutral Position

The full statement and any attachments will be placed in the Council File, and also scanned into the Council File Management System so that it can be retrieved by the public through the Internet.

Tip: If your Neighborhood Council has gone through the process of identifying an issue, understanding it, and reaching a consensus, then your NC has invested a lot of energy into its Community Impact Statement. Consider it a living document. Share it with others. Resubmit it as the issue goes through the legislative process, so it will reappear on subsequent agendas. The Community Impact Statement can be a valuable tool to help your Neighborhood Council fulfill its purpose, "to promote more citizen participation in government and make government more responsive to local needs." - LA City Charter Sec. 900.



Canoga Park Neighborhood Council

7248 Owensmouth Ave, Canoga Park, CA 91303

Email:

Date:

To: The Honorable Councilmember Bob Blumenfield
19040 Vanowen Street
Reseda, CA 91335

Subject: Request to Expedite Temporary Crosswalk Installation – Topanga Mall to Vanowen Gate, Canoga Park High School

Dear Councilmember Bob Blumenfield,

On behalf of the Canoga Park Neighborhood Council, we respectfully ask for your assistance to expedite the request for the installation of a temporary pedestrian crosswalk connecting the Topanga Mall to the Vanowen Gate at Canoga Park High School with the Department of Transportation.

Major construction on the Canoga Park High School campus is scheduled to commence in approximately 30 days, which will greatly limit—and eventually eliminate—on-campus parking. During this time, faculty, staff, and students will need to park in the Westfield Topanga Mall parking area. The crosswalk is therefore essential to ensure the safe and efficient movement of pedestrians traveling between the mall parking lot and the school.

Given the expected increase in foot traffic and the limited existing crossing options, we urge LADOT to prioritize and expedite this request. The construction project is expected to be completed by the second quarter of 2028, at which time the crosswalk can be reevaluated for removal or made permanent depending on community needs.

We appreciate your prompt attention to this matter and your continued commitment to the safety and accessibility of the Canoga Park community. Please let us know if additional documentation or coordination with LAUSD or Westfield management is required to move this request forward.

Sincerely,

Anna Measles

President, Canoga Park Neighborhood Council



**Canoga Park Neighborhood Council
7248 Owensmouth Avenue
Canoga Park, CA
91303**

Date (Insert here)

**The Honorable Councilmember Bob Blumenfield
Los Angeles City Councilmember, 3rd District
19040 Vanowen St.
Reseda, CA 91335**

Dear Councilmember Blumenfield,

In a Canoga Park Neighborhood Council meeting on (Date), the Board approved this letter to formally request assistance from you office. We ask that your office acts as a liaison on behalf of the residents of 'The Villas of Chester House Inc' 7632 Topanga, Canoga Park, 91304 and the appropriate City Departments. This is to ensure that 'The Villas of Chester House' complies with City codes, as requested by their residents.

Sincerely,

Anna Measles

President, Canoga Park Neighborhood Council

Monthly Expenditure Report



Reporting Month: September 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
\$24039.83	\$1741.05	\$22298.78	\$482.92	\$0.00	\$21815.86

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office	\$21000.00	\$1391.05	\$15075.66	\$432.92	\$14592.74
Outreach		\$350.00		\$50.00	
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: \$4183.29	

Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	GOOGLE GSUITE CANOGAPA	09/01/2025	Google Space for CPNC emails	General Operations Expenditure	Office	\$124.48
2	AARON DEVANDRY - CON	09/10/2025	Discussion and Possible action to approve the amended CPNC Annual Budget Administrative Packet for Fiscal Year 2025-2026	General Operations Expenditure	Office	\$150.00
3	AARON DEVANDRY - CON	09/10/2025	Discussion and Possible action to approve the amended CPNC Annual Budget Administrative Packet for Fiscal Year 2025-2026	General Operations Expenditure	Office	\$150.00
4	AARON DEVANDRY - CON	09/10/2025	Discussion and Possible action to approve the amended CPNC Annual Budget Administrative Packet for Fiscal Year 2025-2026	General Operations Expenditure	Office	\$150.00
5	AARON DEVANDRY - CON	09/10/2025	Discussion and Possible action to approve the amended CPNC Annual Budget Administrative Packet for Fiscal Year 2025-2026	General Operations Expenditure	Office	\$150.00
6	OFFICE DEPOT #661	09/16/2025	Discussion and Possible action to approve the amended CPNC Annual Budget Administrative Packet for Fiscal Year 2025-2026	General Operations Expenditure	Office	\$8.46

☐ Board Member Reimbursement



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

Invoice

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

Bill To:

Canoga Park Neighborhood Council invoice

C/O Christine Fitzpatrick

cfitzpatrick@canogaparknc.org

(818) 903-4605

7248 Owensmouth Ave.

Canoga Park, CA 91303

Invoice No.:

CPNC_0001

Customer ID: CPNC

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

Subtotal: 350.00

Balance Due: 350.00

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 B011	3 May 2025	\$166.00	15 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 May 2025	Utilities, Storage, Office Space & Meetings at Community Center	1	166.00	166.00

BALANCE DUE

\$166.00

Office of the City Clerk

Administrative Services Division

Neighborhood Council (NC) Funding Program

Board Action Certification (BAC) Form



NC Name: Canoga Park

Meeting Date:

Budget Fiscal Year: 2025-2026

Agenda Item No: IX. 6

Board Motion and/or Public Benefit Statement (CIP and NPG):

Discussion and possible action to approve the amended CPNC Annual Budget Administrative Packet for Fiscal Year 2025-2026.

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 Rep (2027)	x					
Caryn Michaels	Youth Rep (2027)	x					
Christine Fitzpatrick	At-Large (2027)				x		
Corinne Ho	Home/Condo (2029)	x					
Cristiano Sanchez	Home/Condo (2027)				x		
Kyra Edrington	At-Large (2029)	x					
Mary Paterson	Community Service Rep (2027)	x					
Mireira Miran	Renters Rep (2027)			x			
Muhammad Hassan	Retail Service (2029)				x		
Nauman Khan	Senior Rep (2027)	x					
Shawn Fornari	School Rep (2029)	x					
Vacant	At-Large (2027)						
Vacant	Renters (2027)						
Vacant	Retail (2029)						
Vacant	Community Based (2029)						
Board Quorum: 8	Total:	7		1	3		

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-July-03

Date: 2025-July-03

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 C002	26 Aug 2025	\$166.00	30 Sep 2025	N/A	N/A

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
28 Aug 2025	Monthly Support to CPNC Mtgs & Activities for the month of August 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 C003	26 Aug 2025	\$166.00	30 Oct 2025	N/A	N/A

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

BALANCE DUE

\$166.00



Invoice

Invoice number: 5345691638

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 number5345691638

Invoice dateAug 31, 2025

Billing ID2423-1721-5696

Domain namecanogaparknc.org

Google Workspace

Total in USD

\$124.48

Summary for Aug 1, 2025 - Aug 31, 2025

Subtotal in USD \$114.00

State sales tax (5.6%) \$6.38

Local sales tax (3.6%) \$4.10

Total in USD \$124.48

You will be automatically charged for any amount due.

Subscription	Description	Interval	Quantity	Amount(\$)
Google Workspace Business Starter	Usage	Aug 1 - Aug 31	11	92.40
Google Workspace Business Starter - Archived User	Usage	Aug 1 - Aug 31	9	21.60
Subtotal in USD				\$114.00
State sales tax (5.6%)				\$6.38
Local sales tax (3.6%)				\$4.10
Total in USD				\$124.48

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>



Invoice

Invoice number: 5345691638

Google LLC

1600 Amphitheatre Pkwy

Mountain View, CA 94043

United States

Federal Tax ID: 77-0493581

Bill to

Aaron DeVandry

Canoga Park Neighborhood Council

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

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.

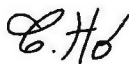
WE FURTHER ACKNOWLEDGE and WE AGREE to comply with any requirements regarding use of the NC funds. WE AGREE to provide NC financial reports and/or supporting documentation to the Office of the City Clerk, Neighborhood Council Funding Program as requested and at monthly meetings to the Governing Body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



2025-July 3rd

SIGNATURE OF THE TREASURER

DATE

Corinne Ho

corinneho@canogaparknc.org

PRINT NAME OF THE TREASURER

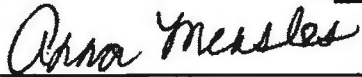
EMAIL

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

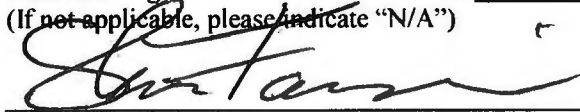
annameasles@canogaparknc.org

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

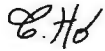
2025- July 3rd

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

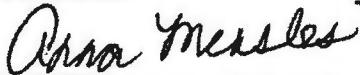
2025- July 3rd

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.
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-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

Canoga Park Neighborhood Council Annual Budget for Fiscal Year: 2025-2026	
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
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Total Outreach Expenditures	\$ 9,500.00

Election Expenditures Category	
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Total Election Expenditures	\$ 0.00

Outreach Expenditures Category	
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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:

☒ Existing(may need to renew agreement) ☐ New(new agreement may be needed) ☐ Donated ☐ 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:

☒ Existing(may need to renew agreement) ☐ New(new agreement may be needed) ☐ Donated ☐ NA	
Property Name:	Same as above
Property Address:	
Property Owner Name:	
Property Owner Phone Number:	
Property Owner Email:	

Storage Facility:

☒ Existing(may need to renew agreement) ☐ New(new agreement may be needed) ☐ Donated ☐ NA	
Facility Name/Owner	Same as above
Facility Address:	
Facility Owner Phone Number:	
Facility Owner Email:	
Name on Facility Account:	

P.O. Box:

☐ Existing(may need to renew agreement) ☐ New(new agreement may be needed) ☐ Donated ☒ 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:

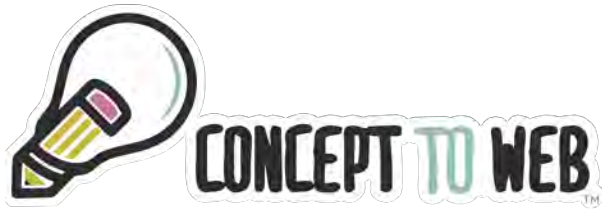
☒ Existing(may need to renew agreement) ☐ New(new agreement may be needed) ☐ Donated ☐ NA	
Name of Website Services Provider:	Concept to Web
Service Provider Address:	18403 W Vogel Ave
Service Provider Phone Number:	818.613.8261
Service Provider Email:	Aaron.devandry@gmail.com
Type of Services Provided:	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



Aaron DeVandry - Concept To Web
818-613-8261
18403 W Vogel Ave
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
05/07/2025

Due Date
06/06/2025

Invoice Number
CPNC-133

Amount Due (USD)
\$0.00

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

Subtotal	150.00
Tax	0.00

Total	150.00
Amount Paid	150.00

Amount Due (USD)	\$0.00
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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

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

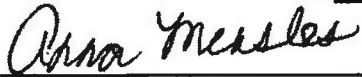
EMAIL

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

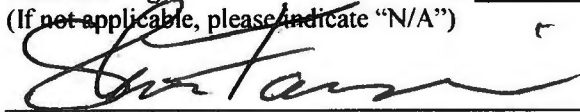
annameasles@canogaparknc.org

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

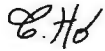
2025- July 3rd

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

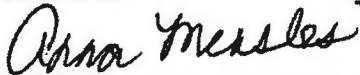
2025- July 3rd

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.
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-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

Canoga Park Neighborhood Council Annual Budget for Fiscal Year: 2025-2026	
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

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Office Location:

☒ Existing(may need to renew agreement) ☐ New(new agreement may be needed) ☐ Donated ☐ 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:

☒ Existing(may need to renew agreement) ☐ New(new agreement may be needed) ☐ Donated ☐ NA	
Property Name:	Same as above
Property Address:	
Property Owner Name:	
Property Owner Phone Number:	
Property Owner Email:	

Storage Facility:

☒ Existing(may need to renew agreement) ☐ New(new agreement may be needed) ☐ Donated ☐ NA	
Facility Name/Owner	Same as above
Facility Address:	
Facility Owner Phone Number:	
Facility Owner Email:	
Name on Facility Account:	

P.O. Box:

☐ Existing(may need to renew agreement) ☐ New(new agreement may be needed) ☐ Donated ☒ 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:

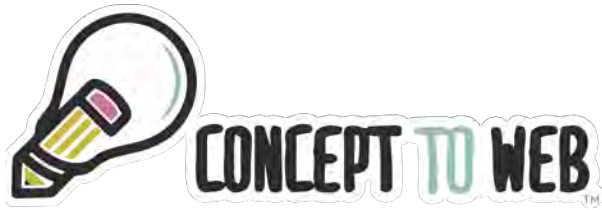
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Service Provider Phone Number:	818.613.8261
Service Provider Email:	Aaron.devandry@gmail.com
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Please contact our Office for any questions you may have. We are here to help.

Clerk.NCFunding@lacity.org

(213)978-1058



Aaron DeVandry - Concept To Web
818-613-8261
18403 W Vogel Ave
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
08/16/2025

Due Date
09/15/2025

Invoice Number
CPNC-136

Amount Due (USD)
\$0.00

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

Subtotal	150.00
Tax	0.00

Total	150.00
Amount Paid	150.00

Amount Due (USD)	\$0.00
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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

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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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.

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FINANCIAL OFFICERS LETTER OF ACKNOWLEDGEMENT & AGREEMENT

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- (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

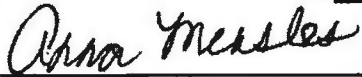
EMAIL

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

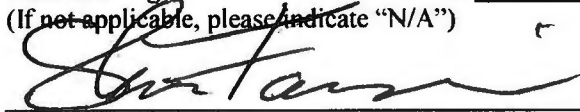
annameasles@canogaparknc.org

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

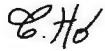
2025- July 3rd

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

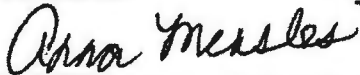
2025- July 3rd

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.
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-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

Canoga Park Neighborhood Council Annual Budget for Fiscal Year: 2025-2026	
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
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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:

☒ Existing(may need to renew agreement) ☐ New(new agreement may be needed) ☐ Donated ☐ 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:

☒ Existing(may need to renew agreement) ☐ New(new agreement may be needed) ☐ Donated ☐ NA	
Property Name:	Same as above
Property Address:	
Property Owner Name:	
Property Owner Phone Number:	
Property Owner Email:	

Storage Facility:

☒ Existing(may need to renew agreement) ☐ New(new agreement may be needed) ☐ Donated ☐ NA	
Facility Name/Owner	Same as above
Facility Address:	
Facility Owner Phone Number:	
Facility Owner Email:	
Name on Facility Account:	

P.O. Box:

☐ Existing(may need to renew agreement) ☐ New(new agreement may be needed) ☐ Donated ☒ 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:

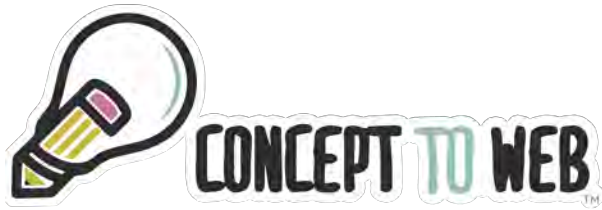
☒ Existing(may need to renew agreement) ☐ New(new agreement may be needed) ☐ Donated ☐ NA	
Name of Website Services Provider:	Concept to Web
Service Provider Address:	18403 W Vogel Ave
Service Provider Phone Number:	818.613.8261
Service Provider Email:	Aaron.devandry@gmail.com
Type of Services Provided:	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



Aaron DeVandry - Concept To Web
818-613-8261
18403 W Vogel Ave
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
07/14/2025

Due Date
08/13/2025

Invoice Number
CPNC-135

Amount Due (USD)
\$0.00

Description	Rate	Qty	Line Total
Web Hosting, Maintenance, SEO, Content Creation, and Social Media Management July 2025	\$150.00	1	\$150.00
Subtotal			150.00
Tax			0.00
Total			150.00
Amount Paid			150.00
Amount Due (USD)			\$0.00

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

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

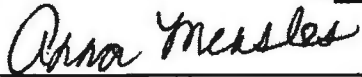
EMAIL

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

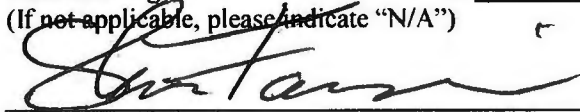
annameasles@canogaparknc.org

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

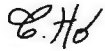
2025- July 3rd

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

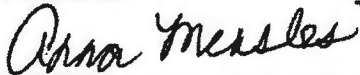
2025- July 3rd

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.
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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-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

Canoga Park Neighborhood Council Annual Budget for Fiscal Year: 2025-2026	
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:

☒ Existing(may need to renew agreement) ☐ New(new agreement may be needed) ☐ Donated ☐ 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:

☒ Existing(may need to renew agreement) ☐ New(new agreement may be needed) ☐ Donated ☐ NA	
Property Name:	Same as above
Property Address:	
Property Owner Name:	
Property Owner Phone Number:	
Property Owner Email:	

Storage Facility:

☒ Existing(may need to renew agreement) ☐ New(new agreement may be needed) ☐ Donated ☐ NA	
Facility Name/Owner	Same as above
Facility Address:	
Facility Owner Phone Number:	
Facility Owner Email:	
Name on Facility Account:	

P.O. Box:

☐ Existing(may need to renew agreement) ☐ New(new agreement may be needed) ☐ Donated ☒ 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:

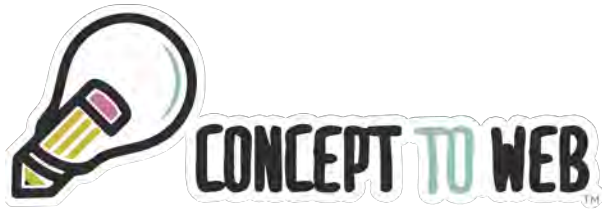
☒ Existing(may need to renew agreement) ☐ New(new agreement may be needed) ☐ Donated ☐ NA	
Name of Website Services Provider:	Concept to Web
Service Provider Address:	18403 W Vogel Ave
Service Provider Phone Number:	818.613.8261
Service Provider Email:	Aaron.devandry@gmail.com
Type of Services Provided:	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



Aaron DeVandry - Concept To Web
818-613-8261
18403 W Vogel Ave
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
05/10/2025

Due Date
06/09/2025

Invoice Number
CPNC-134

Amount Due (USD)
\$0.00

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

Subtotal	150.00
Tax	0.00

Total	150.00
Amount Paid	150.00

Amount Due (USD)	\$0.00
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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

Office DEPOT. OfficeMax®

WOODLAND HILLS - (818) 716-7770
09/16/2025 5:39 PM



EV2VT934PQ436RXER8

SALE	661-5-3226-608350-24.8.1
167060 BW SS Letter	
15 @ 0.24	3.60
You Pay	3.60SS
8317041 TAPE,M/S,W/DIS	5.49SS
Clearance	-1.38
You Pay	4.11SS
Subtotal:	7.71
Sales and Use Tax	0.75
Total:	8.46
MasterCard 6189:	8.46

AUTH CODE 037819
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:
\$1.38

WE WANT TO HEAR FROM YOU!
Visit survey.officedepot.com
and enter the survey code below
B75Q BCA0 ASAN
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

C. Ho

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

SIGNATURE OF THE TREASURER

Corinne Ho

PRINT NAME OF THE TREASURER

Home/Condo Rep (2029)

BOARD POSITION

2025-July 3rd

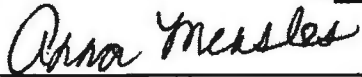
DATE

corinneho@canogaparknc.org

EMAIL

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

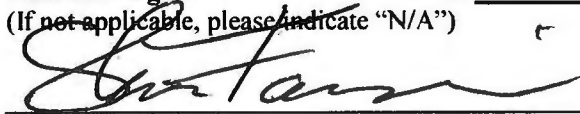
annameasles@canogaparknc.org

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

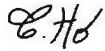
2025- July 3rd

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

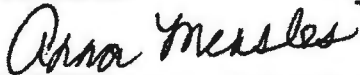
2025- July 3rd

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.
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-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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 - i. **Office/Operational**
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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

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***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
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Website Hosting and Maintenance	\$1,500.00
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Minute-Taker for Meetings (AppleOne)	\$1,500.00
Refreshments/Snacks for Meetings	\$1,200.00
Total Office/Operational Expenditures	\$15,500.00

Canoga Park Neighborhood Council Annual Budget for Fiscal Year: 2025-2026	
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
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Google Workspace (\$170.00 x 12 months)	\$ 2,600.00
Zoom Licenses	\$ 400.00
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Bulk Email Service Provider	\$ 300.00
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Outreach Expenditures Category	
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LA Congress of Neighborhood Councils	\$ 250.00
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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
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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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:

☒ Existing(may need to renew agreement) ☐ New(new agreement may be needed) ☐ Donated ☐ 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:

☒ Existing(may need to renew agreement) ☐ New(new agreement may be needed) ☐ Donated ☐ NA	
Property Name:	Same as above
Property Address:	
Property Owner Name:	
Property Owner Phone Number:	
Property Owner Email:	

Storage Facility:

☒ Existing(may need to renew agreement) ☐ New(new agreement may be needed) ☐ Donated ☐ NA	
Facility Name/Owner	Same as above
Facility Address:	
Facility Owner Phone Number:	
Facility Owner Email:	
Name on Facility Account:	

P.O. Box:

☐ Existing(may need to renew agreement) ☐ New(new agreement may be needed) ☐ Donated ☒ 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:

☒ Existing(may need to renew agreement) ☐ New(new agreement may be needed) ☐ Donated ☐ 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

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

C. Ho

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

SIGNATURE OF THE TREASURER

Corinne Ho

PRINT NAME OF THE TREASURER

Home/Condo Rep (2029)

BOARD POSITION

2025-July 3rd

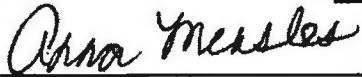
DATE

corinneho@canogaparknc.org

EMAIL

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

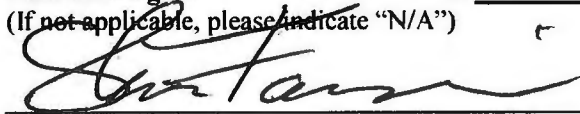
annameasles@canogaparknc.org

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

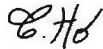
2025- July 3rd

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

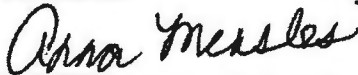
2025- July 3rd

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.
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-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

Canoga Park Neighborhood Council Annual Budget for Fiscal Year: 2025-2026	
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	
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Benches	\$ 2,000.00
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Total CIP Expenditures	\$ 4,000.00

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Office/Operational Expenditures	\$ 11,500.00
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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:

☒ Existing(may need to renew agreement) ☐ New(new agreement may be needed) ☐ Donated ☐ 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:

☒ Existing(may need to renew agreement) ☐ New(new agreement may be needed) ☐ Donated ☐ NA	
Property Name:	Same as above
Property Address:	
Property Owner Name:	
Property Owner Phone Number:	
Property Owner Email:	

Storage Facility:

☒ Existing(may need to renew agreement) ☐ New(new agreement may be needed) ☐ Donated ☐ NA	
Facility Name/Owner	Same as above
Facility Address:	
Facility Owner Phone Number:	
Facility Owner Email:	
Name on Facility Account:	

P.O. Box:

☐ Existing(may need to renew agreement) ☐ New(new agreement may be needed) ☐ Donated ☒ 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:

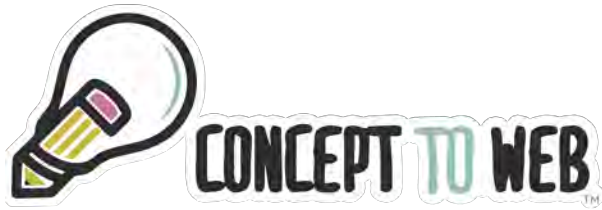
☒ Existing(may need to renew agreement) ☐ New(new agreement may be needed) ☐ Donated ☐ NA	
Name of Website Services Provider:	Concept to Web
Service Provider Address:	18403 W Vogel Ave
Service Provider Phone Number:	818.613.8261
Service Provider Email:	Aaron.devandry@gmail.com
Type of Services Provided:	Web Hosting, Maintenance, SEO, Content Creation and Social Media Management.

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Please contact our Office for any questions you may have. We are here to help.

Clerk.NCFunding@lacity.org

(213)978-1058



Aaron DeVandry - Concept To Web
818-613-8261
18403 W Vogel Ave
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
09/10/2025

Due Date
10/10/2025

Invoice Number
CPNC-137

Amount Due (USD)
\$0.00

Description	Rate	Qty	Line Total
Web Hosting, Maintenance, SEO, Content Creation, and Social Media Management September 2025	\$150.00	1	\$150.00
Subtotal			150.00
Tax			0.00
Total			150.00
Amount Paid			150.00
Amount Due (USD)			\$0.00

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

Office DEPOT OfficeMax

WOODLAND HILLS - (818) 716-7770

09/20/2025 5:32 PM



V2VTA34P5456BXXR8

SALE 167060 BW SS Letter
78 @00.24 18.72

You Pay	18.72SS
Subtotal	18.72
Sales and Use Tax 1.83	
Total	20.55
Rewards Cert 3212	10.44
MasterCard 6189	10.11

AUTH CODE 065418

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
175R GMCZ F077
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

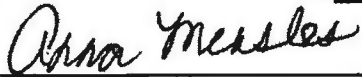
EMAIL

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

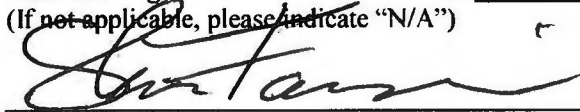
annameasles@canogaparknc.org

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

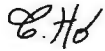
2025- July 3rd

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

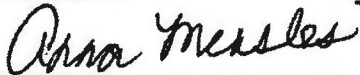
2025- July 3rd

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.
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-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

Canoga Park Neighborhood Council Annual Budget for Fiscal Year: 2025-2026	
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
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Total Outreach Expenditures	\$ 9,500.00

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

Outreach Expenditures Category	
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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:

☒ Existing(may need to renew agreement) ☐ New(new agreement may be needed) ☐ Donated ☐ 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:

☒ Existing(may need to renew agreement) ☐ New(new agreement may be needed) ☐ Donated ☐ NA	
Property Name:	Same as above
Property Address:	
Property Owner Name:	
Property Owner Phone Number:	
Property Owner Email:	

Storage Facility:

☒ Existing(may need to renew agreement) ☐ New(new agreement may be needed) ☐ Donated ☐ NA	
Facility Name/Owner	Same as above
Facility Address:	
Facility Owner Phone Number:	
Facility Owner Email:	
Name on Facility Account:	

P.O. Box:

☐ Existing(may need to renew agreement) ☐ New(new agreement may be needed) ☐ Donated ☒ 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:

☒ Existing(may need to renew agreement) ☐ New(new agreement may be needed) ☐ Donated ☐ 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

MOTION

The Neighborhood Prosecutor Program (Program) was created to make Los Angeles a safer City through crime prevention and local engagement. The Program assigned each Los Angeles Police Department (LAPD) division a dedicated Deputy City Attorney to act as a local prosecutor for that community. These attorneys collaborated closely with community representatives and LAPD Senior Lead Officers (SLOs) to identify and solve criminal problems. For quality-of-life offenses, the prosecutors would work with SLOs to refer cases to the Citywide Nuisance Abatement Program (CNAP) for prosecution, ensuring that neighborhood concerns were effectively addressed.

Specifically, the Program aimed to improve community safety by proactively addressing issues such as illegal dumping, graffiti, and drug sales before they escalated into more serious offenses. The Program's success stemmed from its community-focused approach with prosecutors working closely with residents and LAPD to create effective solutions for local issues. However, in 2023, due to a reorganization in the City's Attorney Office, the Program was discontinued, and prosecutors were reassigned. The Community Law Corps Division was later created to deliver similar services as the Program; however, it lacks the community-focused approach that many residents of the City had appreciated. Due to the previous success of the Program, the City should explore the possibility of reestablishing the Neighborhood Prosecutor Program in order to help create a safer Los Angeles.

I THEREFORE MOVE that Council instruct the City Administrative Officer, with the assistance of the City Attorney, to report on the feasibility of reestablishing the Neighborhood Prosecutor Program.

PRESENTED BY:


IMELDA PADILLA
Councilmember, 6th District

SECONDED BY:



ORIGINAL

ars


SEP 30 2025