

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  
Debra Gordon, Boardmember  
Jessica Sandoval, Boardmember  
Kyra Edrington, Boardmember  
Mary Paterson, Boardmember  
Nauman Khan, Boardmember  
Tushar Patel, Boardmember



200 N. Spring Street  
Los Angeles, CA 90012

Email: [NCsupport@lacity.org](mailto:NCsupport@lacity.org)  
Website: [www.empowerla.org](http://www.empowerla.org)

**CANOCA PARK NEIGHBORHOOD  
COUNCIL**

General Board Meeting Agenda  
**In-Person Meeting**  
**Wednesday, December 10<sup>th</sup>, 2025**  
**6:30 PM**  
**7248 Owensmouth Avenue,**  
**Canoga Park, 91303**

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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](mailto: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**

- a. Pledge of Allegiance
- b. Welcome
- c. 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.)

- a. LA City Mayor Karen Bass- West Valley Representative
- b. LA City Council District 3- Steve Jaramillo, Field Deputy
- c. 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)
- d. EmpowerLA- Jose Galdamez, Neighborhood Empowerment Advocate
- e. Budget Advocates Region 3- Glenn Bailey, Mihran Kalaydjian
- f. LAUSD Board President Scott Schmerelson, 3<sup>rd</sup> District, Field Deputy Karla Silva
- g. LA County Supervisor Lindsay Horvath, 3<sup>rd</sup> District, Field Deputy Karen Michelle Dominguez
- h. Congressman Brad Sherman, 32<sup>nd</sup> District, Representative Sean Regan
- i. Senator Carolina Menjivar 20<sup>th</sup> District - District Representative Teodora E. Reyes
- j. Assemblymember Jesse Gabriel 46<sup>th</sup> District- Field Representative Clarissa Gomez

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

- a. October 22th, 2025

**V. Discussion and Possible action to approve the October 2025 Monthly Expenditure Report (MER). *November MER was not available from City Clerk during time of press.*****VI. OLD BUSINESS**

- a. Discussion and possible action to appoint qualified stakeholders to the current vacant seats on the Governing Board:
  - a) At-Large Representative Seat (2027)
  - b) At-Large Representative Seat (2027)
  - c) Home/Condo owners Representative (2027)
  - d) Retail/ Services Business Representative (2029)

**VII. OFFICERS REPORTS**

- a. President
- b. Vice President
- c. Treasurer
- d. Secretary

**VIII. COMIITEES REPORTS**

- a. Public Safety- Mary Paterson
- b. Special ad hoc Bylaws- Corinne Ho
- c. Budget & Finance- Corinne Ho
- d. CIS Filers- Mary Paterson, Jessica Sandoval

## IX. NEW BUSINESS

1. **Discussion and Possible Action** to create an Ad hoc Committee to gather Community Impact Statements (CIS) input from various LAUSD schools. The name of the Ad hoc Committee shall be 'Youth Voice on Community Impact Statements' effective immediately till the end of the Fiscal Year 2025-2026.
2. **Discussion and Possible Action** to appoint the following Chair and committee members to the Ad hoc Committee 'Youth Voice on Community Impact Statements'. Chair: Caryn Michaels- Committee members: Shawn Fornari, Corinne Ho
3. **Discussion and Possible Action** to appoint Caryn Michaels as the 4<sup>th</sup> board member on the Bylaws Committee effective December 10<sup>th</sup>, 2025.
4. **Discussion and Possible Action** to appoint Tushar Patel as the 3<sup>rd</sup> board member to the Budget & Finance committee.
5. **Discussion and Possible Action** to appoint Tushar Patel as the second CPNC Budget Advocate Representative contingent upon one of the two (2) current Representative stepping down from the position.
6. **Discussion and Possible Action** to create an Ad hoc committee for the purpose and exploring to plan a Joint CD3 candidates forum with other CD3 neighborhood councils. Date, Time & Location of candidates forum TBD. All running candidates will be invited to the forum. Chair: Corinne Ho and another board member volunteer.
7. **Discussion and Possible Action** to approve up to \$1000.00 for Concept to Web Services and the creation of line item: \$1000.00 in category 'Office/Operational Expenditures' for the creation of CPNC newsletter per month (sent to Canoga Park stakeholders once a month) at \$80.00 (Concept to Web Services) and \$23.00/month (MailLite) for FY 2025-2025.
8. **Discussion and Possible Action** to approve no more than \$150.00 to purchase a 4ft x 8ft Vinyl Banner , single sided, Grommets- 3 Top, 3 Bottom. The price includes the price of the banner and possible shipping fee. The banner is for the December 20<sup>th</sup> Outreach table on Sherman Way during the Sherman Way Business Outreach. Banner will have the CPNC's QR code for stakeholders to sign up for the CPNC updates and 'Happy Holidays'. Vendor is BANNERS on the CHEAP. Category: Outreach
9. **Discussion and Possible Action** to approve the amended the 'Annual Budget Administrative Packet' reflecting the following items:
  - a. Re -allocation of the roll over amount of \$3,233.12 (FY 2024-2025) to current FY (2025-2026) Annual Budget to the category 'Office/Operation Expenditures. See '*Supplemental Documentation*'.
  - b. Allocation of 2,233.12 to category 'Office Operation Expenditures'
  - c. Allocation of \$1000.00 to category 'Office Operation Expenditures' – line item for 'Newsletters & Mailerlite by Concept to Web Services'

X. Items for the next Board Meeting

XI. Next General Board Meeting: **In-Person Meeting**, Wednesday, January 28<sup>th</sup>, 2026 at 6:30 PM at the Canoga Park Community Center, 7248 Owensmouth Ave. Canoga Park, CA 91303.

**ADJOURNMENT**

**The following Supporting Documents are attached to the agenda ' Board Meetings December 10<sup>th</sup> found on [www.canogaparknc.org](http://www.canogaparknc.org)**

- Minutes for October 22<sup>nd</sup>, 2025
- MER for October 2025
- Banner quotation – BANNERS on the CHEAP
- Annual Budget & Administrative Packet

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

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**Public Access of Records -**

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**Reconsideration and Grievance Process**

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Tushar Patel, Boardmember



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**CANOOGA PARK  
NEIGHBORHOOD  
COUNCIL**

**Minutes- General Board Meeting Agenda**  
**In-Person Meeting**  
**Wednesday, October 22<sup>nd</sup> , 2025**  
**6:30 PM**  
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**I. CALL TO ORDER**

1. Pledge of Allegiance- **LAPD Topanga Senior Lead Officer Jose Moreno**
2. Welcome- **President Anna Measles**
3. Board Roll Call

Meeting called to order by President Anna Measles at 6:37 pm. Quorum attained.

Board Members	July 03	July 23	Aug 27	Sep 24 <sup>th</sup>	Oct 22	Dec 10					
Anna Measles	V	X	X	X	X						
Shawn Fornari	V	X	X	X	X						
Corinne Ho	V	X	X	A	X						
Mireira Moran	LE (TBD)	A	X	X	A						
Caryn Michaels	V	X	X	A	X						
Christine Fitzpatrick	L (7:06pm)	X	A	A	A						
Debra Gordon	/	/	X	X	X						
Jessica Sandoval	/	/	X	A	X						
Kyra Edrington	V	A	X	X	X						
Mary Paterson	V	A	X	X	X						
Muhammad Hassan	A	A	A	A	A						
Numan Khan	V	L (7:23)	A	X	A						
Tushar Patel	/	/	X	X	X						

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

**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)  
**None**

**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). **For updated crime report, follow the Senior Lead Officers for whom contact information is found on CPNC Website.** **LAFD Battalion 17 Chief** wants the community to be aware about 'Cell phone fire' that stem from overheating lithium-ion batteries.

4. EmpowerLA- Jose Galdamez, Neighborhood Empowerment Advocate
5. Budget Advocates Region 3- Glenn Bailey, Mihran Kalaydjian
6. LAUSD Board President Scott Schmerelson, 3<sup>rd</sup> District, Field Deputy Karla Silva
7. LA County Supervisor Lindsay Horvath, 3<sup>rd</sup> District, Field Deputy Karen Michelle Dominguez. **Grant available for Non-profit by contacting their office at 818.880.9416**
8. Congressman Brad Sherman, 32<sup>nd</sup> District, Representative Sean Regan
9. Senator Carolina Menjivar 20<sup>th</sup> District - District Representative Teodora E. Reyes
10. Assemblymember Jesse Gabriel 46<sup>th</sup> District- Field Representative Clarissa Gomez **Holiday Toy Collection benefiting the SFV Community. Sunday, November 16<sup>th</sup> from 8:00 am to 4:00 pm at Encino Little League – 5120 Hayvenhurst Ave. Encino. CA 91436**

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

- a. **September 24<sup>th</sup> 2025 Mary Paterson Moves- Kyra Edrington seconds.**  
**Motion passed.**

<b>Board Members</b>	<b>Mover</b>	<b>Seconds</b>	<b>Aye</b>	<b>Nay</b>	<b>Absententation</b>	<b>Absent</b>	<b>Inelligible</b>	<b>Recused</b>
Anna Measles			X					
Shawn Fornari			X					
Corinne Ho			X					
Mireira Moran							X	
Caryn Michaels			X					
Christine Fitzpatrick							X	
Debra Gordon			X					
Jessica Sandoval			X					
Kyra Edrington		X	X					
Mary Paterson	X		X					
Muhammad Hassan							X	
Numan Khan							X	
Tushar Patel			X					
<b>Total</b>			<b>10</b>				<b>4</b>	
<b>Motion</b>	<b>Carries</b>							

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

<b>Board Members</b>	<b>Mover</b>	<b>Seconds</b>	<b>Aye</b>	<b>Nay</b>	<b>Absententation</b>	<b>Absent</b>	<b>Inelligible</b>	<b>Recused</b>
Anna Measles			X					
Shawn Fornari			X					
Corinne Ho			X					
Mireira Moran							X	
Caryn Michaels			X					
Christine Fitzpatrick							X	
Debra Gordon			X					
Jessica Sandoval			X					
Kyra Edrington		X	X					
Mary Paterson	X		X					
Muhammad Hassan							X	
Numan Khan							X	
Tushar Patel			X					
<b>Total</b>			<b>10</b>				<b>4</b>	
<b>Motion</b>	<b>Carries</b>							

**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- Combined meeting for November and December will occur on Wednesday, December 10<sup>th</sup>, 2025.
2. Vice President
3. Treasurer
4. Secretary

### VIII. COMIITEES REPORTS

1. Public Safety- Mary Paterson- **Needs to find another date/time for meeting.**
2. Special ad hoc Bylaws- Corinne Ho- **Meets every 3<sup>rd</sup> Thursday of the month.**
3. Budget & Finance- Corinne Ho- **Meets every 3<sup>rd</sup> Wednesday of the month. Aimes to present the draft amendment of the Bylaws in February 2026 to the Board.**

### 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. **Motion carries to have the retreat on Saturday January 10<sup>th</sup> from 10:00 am to 1:00 pm. Motion**

Board Members	Mover	Seconds	Aye	Nay	Absentent	Absent	Inelligible	Recused
Anna Measles			x					
Shawn Fornari		x	x					
Corinne Ho	x		x					
Mireira Moran						x		
Caryn Michaels			x					
Christine Fitzpatrick						x		
Debra Gordon			x					
Jessica Sandoval			x					
Kyra Edrington			x					
Mary Paterson			x					
Muhammad Hassan						x		
Numan Khan						x		
Tushar Patel			x					
<b>Total</b>			<b>10</b>			<b>4</b>		
<b>Motion</b>	<b>Carries</b>							

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).

Board Members	Mover	Seconds	Aye	Nay	Absentent	Absent	Inelligible	Recused
Anna Measles			x					
Shawn Fornari		x	x					
Corinne Ho			x					
Mireira Moran						x		
Caryn Michaels			x					
Christine Fitzpatrick						x		
Debra Gordon			x					
Jessica Sandoval			x					
Kyra Edrington	x		x					
Mary Paterson			x					
Muhammad Hassan						x		
Numan Khan						x		
Tushar Patel			x					
<b>Total</b>			<b>10</b>			<b>4</b>		
<b>Motion</b>	<b>Carries</b>							

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. **Anna Measles moves, Mary Paterson seconds to appoint Mary Paterson and Jessica Sandoval as CIS filers.**

Board Members	Mover	Seconds	Aye	Nay	Absentent	Absent	Inelligible	Recused
Anna Measles	x		x					
Shawn Fornari			x					
Corinne Ho			x					
Mireira Moran						x		
Caryn Michaels			x					
Christine Fitzpatrick						x		
Debra Gordon			x					

Jessica Sandoval			x						
Kyra Edrington			x						
Mary Paterson	x		x						
Muhammad Hassan						x			
Numan Khan						x			
Tushar Patel			x						
<b>Total</b>			<b>10</b>				<b>4</b>		
<b>Motion</b>	<b>Carries</b>								

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. **Corinne moves, Anna Measles seconds. Motion carries.**

<b>Board Members</b>	<b>Mover</b>	<b>Seconds</b>	<b>Aye</b>	<b>Nay</b>	<b>Absentent</b>	<b>Absent</b>	<b>Inelligible</b>	<b>Recused</b>
Anna Measles		x	x					
Shawn Fornari			x					
Corinne Ho	x		x					
Mireira Moran						x		
Caryn Michaels			x					
Christine Fitzpatrick						x		
Debra Gordon			x					
Jessica Sandoval			x					
Kyra Edrington			x					
Mary Paterson			x					
Muhammad Hassan						x		
Numan Khan						x		
Tushar Patel			x					
<b>Total</b>			<b>10</b>				<b>4</b>	
<b>Motion</b>	<b>Carries</b>							

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. **Anna Measles moves, Caryn Michaels seconds. Motion carries. The letter should also be sent to LA Department of Transportation.**

<b>Board Members</b>	<b>Mover</b>	<b>Seconds</b>	<b>Aye</b>	<b>Nay</b>	<b>Absentent</b>	<b>Absent</b>	<b>Inelligible</b>	<b>Recused</b>
Anna Measles	x		x					
Shawn Fornari			x					
Corinne Ho			x					
Mireira Moran						x		
Caryn Michaels		x	x					
Christine Fitzpatrick						x		
Debra Gordon			x					
Jessica Sandoval			x					
Kyra Edrington			x					
Mary Paterson			x					
Muhammad Hassan						x		
Numan Khan						x		
Tushar Patel			x					
<b>Total</b>			<b>10</b>				<b>4</b>	
<b>Motion</b>	<b>Carries</b>							

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.

Board Members	Mover	Seconds	Aye	Nay	Absententation	Absent	Inelligible	Recused
Anna Measles		x	x					
Shawn Fornari			x					
Corinne Ho			x					
Mireira Moran						x		
Caryn Michaels			x					
Christine Fitzpatrick						x		
Debra Gordon			x				x	
Jessica Sandoval			x					
Kyra Edrington			x					
Mary Paterson	x		x					
Muhammad Hassan						x		
Numan Khan						x		
Tushar Patel			x					
<b>Total</b>			<b>10</b>				<b>4</b>	
<b>Motion</b>		<b>Carries</b>						

- X. Items for the next Board Meeting
- XI. Next General Board Meeting: **In-Person Meeting**, Wednesday, December 10<sup>th</sup> 2025 at 6:30 PM at the Canoga Park Community Center, 7248 Owensmouth Ave. Canoga Park, CA 91303.

**ADJOURNMENT at 8:37 pm.**

**Minutes submitted by Corinne Ho.**

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# Monthly Expenditure Report



Reporting Month: October 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
\$22298.78	\$607.29	\$21691.49	\$382.00	\$0.00	\$21309.49

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office	\$21000.00	\$607.29	\$14468.37	\$332.00	\$14086.37
Outreach		\$0.00		\$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: \$5924.34	

Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	GOOGLE GSUITE CANOGAPA	10/01/2025	Discussion and Possible action to approve the amended CPNC Annual Budget Administrative Packet for Fiscal Year 2025-2026	General Operations Expenditure	Office	\$130.91
2	OFFICE DEPOT #661	10/15/2025	Discussion and Possible action to approve the amended CPNC Annual Budget Administrative Packet for Fiscal Year 2025-2026	General Operations Expenditure	Office	\$43.46
3	Concept to Web	07/08/2025	Discussion and possible action to approve the Administrative Packet for FY 2024-2025	General Operations Expenditure	Office	\$150.00
4	Anna Measles	09/19/2025	IX. NEW BUSINESS 2. Discussion and possible action to request the reimbursement for Board Member Anna Measles in the total amount of \$282.92 for the items below. Anna Measles's ci...	General Operations Expenditure	Office	\$282.92
<b>Subtotal:</b>						<b>\$607.29</b>

Outstanding Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total

1	Knights of Columbus	10/08/2025	VIII. 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 Childr...	General Operations Expenditure	Outreach	\$50.00
2	Canoga Park Community Center	11/12/2025	Discussion and Possible action to approve the amended CPNC Annual Budget Administrative Packet for Fiscal Year 2025-2026	General Operations Expenditure	Office	\$166.00
3	Canoga Park Community Center	11/12/2025	Discussion and Possible action to approve the amended CPNC Annual Budget Administrative Packet for Fiscal Year 2025-2026	General Operations Expenditure	Office	\$166.00
<b>Subtotal:</b> Outstanding						<b>\$382.00</b>

# Office DEPOT® OfficeMax®

WOODLAND HILLS - (818) 716-7770  
10/15/2025 5:39 PM



EV2TT539P5436BXBB8

SALE	661-5-4847-608350-24.8.1
167060	BW SS Letter
165 @ 0.24	39.60
<b>You Pay</b>	<b>39.60SS</b>
Subtotal:	39.60
Sales and Use Tax	3.86
Total:	43.46
MasterCard 6189:	43.46

AUTH CODE 01623Z  
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](http://officedepot.com/rewards).  
You must complete your account to  
claim your rewards and view your  
status.

\*\*\*\*\*  
**Shop online at [www.officedepot.com](http://www.officedepot.com)**  
\*\*\*\*\*

**WE WANT TO HEAR FROM YOU!**  
**Visit [survey.officedepot.com](http://survey.officedepot.com)**  
and enter the survey code below  
K75Z SEZJ 1BZD  
or scan the below QR code



\*\*\*\*\*



# Invoice

Invoice number: 5374102838

Google LLC

1600 Amphitheatre Pkwy

Mountain View, CA 94043

United States

Federal Tax ID: 77-0493581

**Bill to**

Aaron DeVandy  
Canoga Park Neighborhood Council  
18403 W Vogel Ave  
Waddell, AZ 85355  
United States

**Details**

Invoice number ..... 5374102838  
Invoice date ..... Sep 30, 2025  
Billing ID ..... 2423-1721-5696  
Domain name ..... canogaparknc.org

**Google Workspace**

Total in USD **\$130.91**

**Summary for Sep 1, 2025 - Sep 30, 2025**

Subtotal in USD	\$119.88
State sales tax (5.6%)	\$6.71
Local sales tax (3.6%)	\$4.32
Total in USD	\$130.91

You will be automatically charged for any amount due.

Subscription	Description	Interval	Quantity	Amount(\$)
Google Workspace Business Starter	Usage	Sep 1 - Sep 9	11	27.72
Google Workspace Business Starter - Archived User	Usage	Sep 1 - Sep 30	9	21.60
Google Workspace Business Starter	Usage	Sep 10 - Sep 30	12	70.56
Subtotal in USD				\$119.88
State sales tax (5.6%)				\$6.71
Local sales tax (3.6%)				\$4.32
Total in USD				<b>\$130.91</b>

Need help understanding the charges on your invoice? [Click here for detailed explanations](#)

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

## Office of the City Clerk

## Administrative Services Division

## Neighborhood Council (NC) Funding Program

## Board Action Certification (BAC) Form



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

8.10

Authorized Signature:

Anna Messler

Print/Type Name: Corinne Hs

Print/Type Name: Anne Meekles

Date: 2025 July 03

Date: 2025- July-03

## Office of the City Clerk

## Administrative Services Division

## Neighborhood Council (NC) Funding Program

## Board Action Certification (BAC) Form



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

8.10

Authorized Signature:

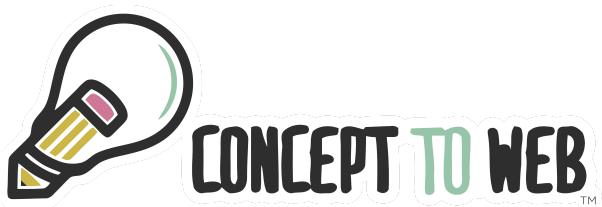
Anna Messles

Print/Type Name: Corinne Hs

Print/Type Name: Anne Meekles

Date: 2025 July 03

Date: 2025- July-03



Aaron DeVandry - Concept To Web  
818-613-8261  
18403 W Vogel Ave  
Waddell, AZ 85355

Billed To	Date of Issue	Invoice Number	Amount Due (USD)
Corinne Ho	05/10/2025	CPNC-134	<b>\$150.00</b>
Canoga Park Neighborhood Council c/o Canoga Park Community Center 7248 Owensmouth Avenue Canoga Park, CA 91303	Due Date	06/09/2025	

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		0.00
	Amount Due (USD)		\$150.00

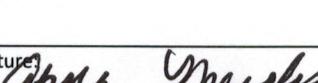
#### Notes

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

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

-Aaron



NC Name: Canoga Park Neighborhood Council		Meeting Date: 2025-Feb-26					
Budget Fiscal Year: 2024-2025		Agenda Item No: VI.h					
Board Motion and/or Public Benefit Statement (CIP and NPG):	Discussion and Possible Action to approve the Administrative Packet for FY 2024-2025						
Method of Payment: (Select One)	<input type="checkbox"/> Check <input type="checkbox"/> Credit Card <input type="checkbox"/> Board Member Reimbursement						
<b>Vote Count</b>							
Recused Board Members must leave the room prior to any discussion and may not return to the room until after the vote is complete.							
Board Member's First and Last Name	Board Position	Yes	No	Abstain	Absent	Ineligible	Recused
Anna Measles	Faith Based (2027)	✓					
Caryn Michaels	Youth Rep (2027)						✓
Corinne Ho	Home/Condo (2025)	✓					
Christine Fitzpatrick	At-Large (2027)	✓					
Duane Galila	At-Large (2027)	✓					
Jessica Sandoval	Retail (2025)	✓					
Kyra Edrington	At-Large (2025)	✓					
Mary Paterson	Community Service (2027)	✓					
Mireira Moran	Renters (2027)					✓	
Ray Cole	Community Based (2025)	✓					
Shawn Fornari	Schools Rep (2025)	✓					
Vacant	Retail (2025)						
Vacant	Renters Rep (2027)						
Vacant	Home/Condos (2025)						
Vacant	Seniors Rep (2027)						
Board Quorum: 8	Total:	9					1
We, the authorized signers of the above named Neighborhood Council, declare that the information presented on this form is accurate and complete, and that a public meeting was held in accordance with all laws, policies, and procedures. The above was approved by the Neighborhood Council Board, at a Brown Act compliant public meeting where a quorum of the Board was present.							
Authorized Signature		Authorized Signature					
 Print/Type Name: Corinne Ho		 Print/Type Name: Anna Measles					
Date: 2025-Feb-26		Date: 2025-Feb-26					

### Board Quorums

**Total:**

→

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

G.Ho

Authorized Signature

nature

Meekles

Anne Measles

Print/Type Name: Corinne H.

Print/Type Name:

Date: 2025-Feb-26

Date: 2025-Feb-26

Cavaretta's Italian Deli  
22945 Sherman Way  
Canoga Park, CA 91303  
Ph: 818-349-6626

05/13/2025 16:49

Sale

Trans #: 3 Batch #: 823

Method: CHIP Contactless  
Card #: \*\*\*\*-\*\*\*\*-\*\*\*\*-3352 Exp. Date: \*\*\*\*/\*\*

AMOUNT: \$158.00

TIP AMT: \$\_\_\_\_\_

TOTAL AMT: \$\_\_\_\_\_

#### Tip Suggestions

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

Resp: APPROVAL 10944B  
Code: 10944B  
Ref #: 514823167944  
TransID: 585148858865181

APP Name: VISA CREDIT  
AID: A0000090031010  
TVR: 0000000000

Thank You

CUSTOMER COPY

**CAVARETTA'S ITALIAN GROCERIES**  
**22045 SHERMAN WAY, CANOGA PARK**  
**(818) 340-6626**

DAY	<u>Wednesday</u>
DATE	<u>05/28</u>
TIME	<u>16:49</u>

NAME Anna Measles

## PHONE

**GUESTS** \_\_\_\_\_ **OCCASION** CANOGA PARK  
Meeting

all paid \$ 158.00  
David Wenzel (owner)

Smart & Final.  
Warehouse & Market. Friend & Neighbor. &

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

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

Bakery/Bread/Tortillas  
First Street Everyday C 10.49 F

Non-Foods  
First Street 6 Inch Pla 6.99 T

## Beverage

<u>Leverage</u>			
Crystal Geyser Alpine S	12.99	F	
Regular Price \$14.19			
CRV	3.00*	F	

**General**  Basket Verify 0.00

SUBTOTAL 62.92

Total # Items Sold 6

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

TOTAL 63.60  
Debit 63.60

Total Saved \$1.20  
Item Savings 1.20

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

0010512280525005000048



You were served by: Suhai

You were served by: Sundar  
Date Time Store Term Opr Tran  
05/28/25 11:05 AM 512 5 40040 0048

Thank you for shopping with us!

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

Now Hiring!  
Visit [www.smartandfinal.com/careers](http://www.smartandfinal.com/careers)

## One Trip & That's It

**Smart & Final** &  
Warehouse & Market Friend & Neighbor

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

**Non-Foods**

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

**General**

Basket Verify	0.00
<b>SUBTOTAL</b>	<b>81.90</b>

Total # Items Sold 11

0.00 @ 0.000% =	0.00
Tax 81.90 @ 9.750% =	7.98

<b>TOTAL</b>	<b>89.88</b>
Debit	89.88

PURCHASE \$89.88

\*\*\*\*\*0642 MC

CHIP READ

REF#; 788728 APPROVED

US Debit

ONLINE PIN VERIFIED

Mode: Issuer

IAD: 0110200001620000000000000000000000000000

**Legend**

T - taxable

0010512300525007000282



You were served by: Gevorg

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

Thank you for shopping with us!

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

Now Hiring!  
Visit [www.smartandfinal.com/careers](http://www.smartandfinal.com/careers)

One Trip & That's It

## Office of the City Clerk

## Administrative Services Division

## Neighborhood Council (NC) Funding Program

## Board Action Certification (BAC) Form



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- June-25	Date: 2025- June- 25

## Office of the City Clerk

## Administrative Services Division

## Neighborhood Council (NC) Funding Program

## Board Action Certification (BAC) Form



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

8. Ho

Authorized Signature:

Anna Meekles

Print/Type Name: Corinne Hs

Print/Type Name: Anne Meccles

Date: 2025 July 02

Date: 2025 July 03

**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](mailto:clerk.ncfunding@lacity.org) or call us at 213-978-1058.

**NEIGHBORHOOD COUNCIL FUNDING PROGRAM**  
**FINANCIAL OFFICERS LETTER OF ACKNOWLEDGEMENT & AGREEMENT**

We, the undersigned, do hereby declare that as a result of an official action of the Governing Body of the Neighborhood Council (NC) named below:

- (1) we are authorized to request City funding to support NC general operations,
- (2) all items or services described or included in any related funding requests are exclusively intended to further the goals and objectives of the Neighborhood Council, and
- (3) all reasonable precautions shall be exercised by the undersigned to fully safeguard, control and account for all use of funds. Proper accountability of all City funds is critical to the success of the NC Funding Program.

Therefore, by the signature(s) below, and on behalf of the Neighborhood Council named below, WE HEREBY AGREE to the terms and conditions as set forth in this Letter of Acknowledgement and all related documents as provided by the City, agree to expend funds in accordance with any applicable City rules, policies or procedures, and specifically agree to expend monies received by the Office of the City Clerk solely for public purposes relating to the goals and purposes of the Neighborhood Council named below, consistent with the scope and authority under the City Charter, the Plan for a Citywide System of Neighborhood Councils and any implementing ordinances. We have attended and participated in the City-provided training relating to the NC Funding Program.

WE FURTHER ACKNOWLEDGE and WE AGREE to comply with any requirements regarding use of the NC funds. WE AGREE to provide NC financial reports and/or supporting documentation to the Office of the City Clerk, Neighborhood Council Funding Program as requested and at monthly meetings to the Governing Body and stakeholders of the NC named below. WE AGREE that the Office of the City Clerk and other City representatives may make on-site visits to inspect and review all NC financial records, upon providing reasonable advance notice to the NC Treasurer or designated representatives.

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

**Neighborhood Council Financial Officers - Names and Signatures:**

**Treasurer**

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

---

SIGNATURE OF THE TREASURER

---

DATE

---

PRINT NAME OF THE TREASURER

---

EMAIL

---

BOARD POSITION

---

PHONE NUMBER

***CONTINUES OTHER SIDE***

**2nd Signer** Please check here if a new 2<sup>nd</sup> Signer is being appointedSIGNATURE OF THE 2<sup>nd</sup> SIGNER

DATE

PRINT NAME OF THE 2<sup>ND</sup> SIGNER

EMAIL

BOARD POSITION

PHONE NUMBER

**Alternate Signer**

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

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

SIGNATURE OF THE ALTERNATE SIGNER

DATE

PRINT NAME OF THE ALTERNATE SIGNER

EMAIL

BOARD POSITION

PHONE NUMBER

**1<sup>st</sup> Bank Cardholder** Please check here if a new Cardholder is being appointedSIGNATURE OF THE 1<sup>st</sup> BANK CARD HOLDER

DATE

PRINT NAME OF THE 1<sup>st</sup> BANK CARD HOLDER

EMAIL

BOARD POSITION

PHONE NUMBER

**2<sup>nd</sup> Bank Cardholder** Please check here if a new Cardholder is being appointedSIGNATURE OF THE 2<sup>nd</sup> BANK CARD HOLDER

DATE

PRINT NAME OF THE 2<sup>nd</sup> BANK CARD HOLDER

EMAIL

BOARD POSITION

PHONE NUMBER

**\*\*\* Bank Cardholders, please read further next page \*\*\***

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

This document outlines the responsibilities that I, as the Neighborhood Council Bank Cardholder, have as the primary custodial holder of a City Los Angeles Neighborhood Council (NC) Bank Card, referred herein as "the card" for the Neighborhood Council named below. My signature indicates that I have read and understand these responsibilities and further, that I agree to adhere to the guidelines established by the Office of the City Clerk and approved by the City Controller for the use of City funding as it relates to the Neighborhood Council Funding Program.

1. I understand that the City of Los Angeles Neighborhood Council Card is intended to facilitate the purchase and payment of materials or services required for the conduct of official Neighborhood Council business only.
2. I agree to make only those purchases consistent with the type of purchases authorized by the Office of the City Clerk and approved by the NC Governing Board.
3. I understand that under no circumstances will I use the Card to make personal purchases either for myself or for others. The Card is issued in the name of the Neighborhood Council and I serve as the Card custodian. I agree that should I willfully violate the terms of this Agreement and use of the Card for personal use or gain that I will reimburse the City of Los Angeles for all incurred charges and any fees related to the collection of those charges.
4. Uses of the Card not authorized by the Office of the City Clerk can be considered misappropriation of City funds. This could result in (a) immediate and irrevocable forfeiture of the Card, and /or (b) potential decertification 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**

**1<sup>st</sup> Bank Cardholder**

---

SIGNATURE OF THE 1<sup>st</sup> BANK CARD HOLDER

---

DATE

---

PRINT NAME OF THE 1<sup>st</sup> BANK CARD HOLDER

**2<sup>nd</sup> Bank Cardholder**

---

SIGNATURE OF THE 2<sup>nd</sup> BANK CARD HOLDER

---

DATE

---

PRINT NAME OF THE 2<sup>nd</sup> BANK CARD HOLDER

## **NEIGHBORHOOD COUNCIL FUNDING PROGRAM**

### **ANNUAL BUDGET TEMPLATE**

The annual budget is a plan for the utilization of the NC's financial resources. It should be used as a strategic financial road map to conduct activities and efforts that will help the NC achieve its mission, goals, and objectives. The budget should include the input of stakeholders, be accessible, and comply with the rules that govern the use of NC public funds.

As a planning tool, the annual budget allows the NC board to allocate its funds, both regular annual funds and rollover funds, if any, into the following Expenditure Categories:

1. General and Operational Expenditures
  - i. **Office/Operational**
  - ii. Outreach
  - iii. Elections
2. Neighborhood Purposes Grants (NPGs)
3. Community Improvement Projects (CIPs)

With the exception of certain expenditures related to Office/Operational items, the annual budget cannot be used as authorization or approval of actual payments to vendors. All payments related to Outreach purchases, activities, and events, Elections, NPGs, and CIPs must be considered and approved through separate board motions, not as part of the board approval of the annual budget.

The annual budget may be accepted as authorization for payment for certain monthly and recurring **Office/Operational expenditures only**, such as those listed below, when itemized in the Office/Operational Expenditure Category. Please see the sample itemized Office/Operational budget allocations next page.

1. Office lease payments
2. Office supplies and equipment expenses, not including inventory items
3. Storage facility lease payments
4. P.O. Box payments
5. Office telephone and Internet services
6. Refreshments/snacks for board/committee meetings
7. Website hosting and maintenance services
8. Professional meeting/office-related services, i.e. translators, minute-takers, audio services
9. Printing and copying for meetings/office-related purposes only
10. Printing NC business cards

The annual budget template form provided here is an optional tool. Your Neighborhood Council may submit its annual budget on a form different from this template as long as it only contains the same budget allocation Expenditures Categories listed above.

For more details on the Administrative Packet, Fiscal Year annual budget, and rollover of funds unspent at the end of the Fiscal Year, please review the Policies and Guidelines, Policy 1.1, found on our website: <https://clerk.lacity.org/clerk-services/nc-funding>

***Sample Itemized Budget Allocations for  
Office/Operational Expenditures***

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

Canoga Park	Neighborhood Council
<b>Annual Budget for Fiscal Year: 2025-2026</b>	
<b>Annual Budget Funds</b>	<b>\$ 25,000.00</b>
<b>Rollover Funds*</b>	<b>\$ 3,223.12</b>
<b>Total Annual Budget Funds</b>	<b>\$ 28,223.12</b>

<b>Office/Operational Expenditures Category</b>	
Monthly rent for Office Space, Board & Committee Meetings, Storage, Utilities at CP Community Center (\$166.00 x 12 months)	\$ 2,000.00
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 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
Office Supplies (printing, Ink, Paper, Easel, Poster stands )	\$ 2,100.00
Newsletters & Mailchimp by Concept to Web Services	\$ 1,000.00
Rollover from 2024-2025	\$ 2,223.12
<b>Total Office/Operational Expenditures</b>	<b>\$ 14,723.12</b>

\*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.

<b>Outreach Expenditures Category</b>	
Budget Advocate's Budget Day	\$ 500.00
Valley Alliance of Neighborhood Councils	\$ 500.00
LA Congress of NC's	\$ 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
<b>Total Outreach Expenditures</b>	<b>\$ 9,500.00</b>

<b>Election Expenditures Category</b>	
<b>Total Election Expenditures</b>	<b>\$ 0.00</b>

<b>Neighborhood Purposes Grants (NPG) Expenditures Category</b>	
<b>Total NPG Expenditures</b>	<b>\$ 0.00</b>

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

<b>TOTAL ANNUAL BUDGET ALLOCATIONS</b>	
Office/Operational Expenditures	\$ 14,723.12
Outreach Expenditures	\$ 9,500.00
Election Expenditures	\$ 0.00
<b>General and Operational Expenditures</b>	<b>\$ 24,223.12</b>
<b>Neighborhood Purposes Grants (NPG) Expenditures</b>	<b>\$ 0.00</b>
<b>Community Improvement Projects (CIP) Expenditures</b>	<b>\$ 4,000.00</b>
<b>TOTAL EXPENDITURES FOR THE FISCAL YEAR</b>	<b>\$ 28,223.12</b>

## 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 agendize and approve the drafted agreement at a future board meeting; The approval the Administrative Packet/annual budget does not replace the vote the board will need to take to approve any agreements needed.

**Office Location:**

<input type="checkbox"/> Existing(may need to renew agreement) <input type="checkbox"/> New(new agreement may be needed) <input type="checkbox"/> Donated <input checked="" type="checkbox"/> NA				
Property Name:				
Property Address:				
Property Owner Name:				
Property Owner Phone Number:				
Property Owner Email:				

**Meeting Location:**

<input type="checkbox"/> Existing(may need to renew agreement) <input type="checkbox"/> New(new agreement may be needed) <input type="checkbox"/> Donated <input checked="" type="checkbox"/> NA				
Property Name:				
Property Address:				
Property Owner Name:				
Property Owner Phone Number:				
Property Owner Email:				

**Storage Facility:**

<input type="checkbox"/> Existing(may need to renew agreement) <input type="checkbox"/> New(new agreement may be needed) <input type="checkbox"/> Donated <input checked="" type="checkbox"/> NA				
Facility Name/Owner				
Facility Address:				
Facility Owner Phone Number:				
Facility Owner Email:				
Name on Facility Account:				

**P.O. Box:**

<input type="checkbox"/> Existing(may need to renew agreement) <input type="checkbox"/> New(new agreement may be needed) <input type="checkbox"/> Donated <input checked="" type="checkbox"/> NA	
Property Name/Owner:	
NC P.O. Box Address	
Property Owner Address:	
Property Owner Phone Number:	
Property Owner Email:	
Name on P.O. Box Account:	

**Website Services:**

<input type="checkbox"/> Existing(may need to renew agreement) <input type="checkbox"/> New(new agreement may be needed) <input type="checkbox"/> Donated <input checked="" type="checkbox"/> NA	
Name of Website Services Provider:	
Service Provider Address:	
Service Provider Phone Number:	
Service Provider Email:	
Type of Services Provided:	

When the Board completes and approves the Admin Packet, the NC Treasurer may submit the Packet and BAC Form online in the NC Funding System portal, Budget Allocation section. The NC Funding System portal website is <https://cityclerk.lacity.org/NCFundPortal/#/login>

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

[Clerk.NCFunding@lacity.org](mailto:Clerk.NCFunding@lacity.org)

(213)978-1058

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4ft x 8ft Professional Vinyl Banner  
Single Sided  
Grommets - 3 Top, 3 Bottom  
I already have a way to hang my  
banner

\$60.65

\$60.65

You saved: \$60.65

Original Total:

\$121.30

Promo: ?

You Saved \$60.65

Sub-Total:

\$60.65

Cart Total:

\$60.65

