

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



**CANOGA PARK NEIGHBORHOOD
COUNCIL**



200 N. Spring Street
Los Angeles, CA 90012

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

General Board Meeting Agenda
In-Person Meeting
Wednesday, December 10th, 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

- 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, 3rd District, Field Deputy Karla Silva
- g. LA County Supervisor Lindsay Horvath, 3rd District, Field Deputy Karen Michelle Dominguez
- h. Congressman Brad Sherman, 32nd District, Representative Sean Regan
- i. Senator Carolina Menjivar 20th District - District Representative Teodora E. Reyes
- j. Assemblymember Jesse Gabriel 46th 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 4th board member on the Bylaws Committee effective December 10th, 2025.
4. **Discussion and Possible Action** to appoint Tushar Patel as the 3rd 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 20th 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 28th, 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 10th found on www.canogaparknc.org

- Minutes for October 22nd, 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

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Minutes- General Board Meeting Agenda

In-Person Meeting

Wednesday, October 22nd, 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 th	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, 3rd District, Field Deputy Karla Silva
7. LA County Supervisor Lindsay Horvath, 3rd District, Field Deputy Karen Michelle Dominguez. **Grant available for Non-profit by contacting their office at 818.880.9416**
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 **Holiday Toy Collection benefiting the SFV Community. Sunday, November 16th 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 24th 2025 **Mary Paterson Moves- Kyra Edrington seconds. Motion passed.**

Board Members	Mover	Seconds	Aye	Nay	Absentention	Absent	Ineligible	Recused
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					
Total			10			4		
Motion	Carries							

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

Board Members	Mover	Seconds	Aye	Nay	Absentention	Absent	Ineligible	Recused
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					
Total			10			4		
Motion	Carries							

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 10th, 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 3rd Thursday of the month.
3. Budget & Finance- Corinne Ho- Meets every 3rd 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 10th from 10:00 am to 1:00 pm. Motion

Board Members	Mover	Seconds	Aye	Nay	Absentention	Absent	Ineligible	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					
Total			10			4		
Motion	Carries							

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	Absentention	Absent	Ineligible	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					
Total			10			4		
Motion	Carries							

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	Absentention	Absent	Ineligible	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				
Total			10			4	
Motion	Carries						

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.**

Board Members	Mover	Seconds	Aye	Nay	Absentention	Absent	Ineligible	Recused
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					
Total			10			4		
Motion	Carries							

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.**

Board Members	Mover	Seconds	Aye	Nay	Absentention	Absent	Ineligible	Recused
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					
Total			10			4		
Motion	Carries							

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	Absentention	Absent	Ineligible	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					
Total			10			4		
Motion	Carries							

X. Items for the next Board Meeting

XI. Next General Board Meeting: **In-Person Meeting**, Wednesday, December 10th 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
Subtotal:						\$607.29

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
Subtotal: Outstanding						\$382.00

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
You Pay	39.60SS
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.
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
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 DeVandry

Canoga Park Neighborhood Council

18403 W Vogel Ave

Waddell, AZ 85355

United States

Details

Invoice number5374102838

Invoice dateSep 30, 2025

Billing ID2423-1721-5696

Domain namecanogaparknc.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				\$130.91

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>

[illegible]

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

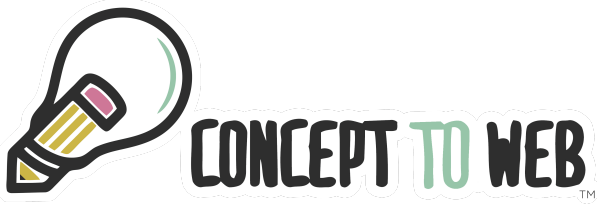
Authorized Signature:

Print/Type Name: Corinne Ho

Print/Type Name: Anna Measles

Date: 2025-July-03

Date: 2025-July-03



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)
\$150.00

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	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

☐ Board Member Reimbursement

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

Date: 2025-Feb-26

Cavaretta's Italian Deli

22045 Sherman Way
Canoga Park, CA 91303
Ph: 818-349-6620

05/27/2025

16:49

Sale

Trans #: 3 Batch #: 823

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

AMOUNT: \$158.00

TIP AMT: \$_____

TOTAL AMT: \$_____

Tip Suggestions

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

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

App Name: VISA CREDIT
AID: A0000000031010
TVR: 0000000000

Thank You

CUSTOMER COPY

DAY Wednesday
DATE 05/28
TIME 16:49

NAME Anna Measles

PHONE

GUESTS

OCCASION.

CANOGA PARK MEETING

[illegible]

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 F
~~Pada Sushi Popcorn Roll~~ 12.95 F

Bakery/Bread/Tortillas
First Street Everyday C 10.49 F

Non-Foods
First Street 6 Inch Pla 6.99 T

Beverage
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

PURCHASE \$63.60
*****0642 MC
CHIP CONTACTLESS
REF#: 545095 APPROVED
US Debit
ARQC - DDEFC4803E62885C
ONLINE PIN VERIFIED
Mode: Issuer
IAD: 0110A040012200000000000000000000

-16.50
47.10
-12.06
\$35.04

Total Saved \$1.20
Item Savings 1.20

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

0010512280525005000048



You were served by: Suhai

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

Thank you for shopping with us!

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

Now Hiring!
Visit www.smartandfinal.com/careers

One Trip & That's It

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
<hr/>	
SUBTOTAL	81.90

Total # Items Sold 11

	0.00 @ 0.000% =	0.00
Tax	81.90 @ 9.750% =	7.98
<hr/>		
TOTAL		89.88
Debit		89.88

PURCHASE \$89.88
*****0642 MC
CHIP READ
REF#: 788728 APPROVED
US Debit
ONLINE PIN VERIFIED
Mode: Issuer
IAD: 01102000016200000000000000000000

Legend
T - taxable



You were served by: Gevorg
Date Time Store Term Opr Tran
05/30/25 12:19 PM 512 7 40051 0282

Thank you for shopping with us!

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

Now Hiring!
Visit www.smartandfinal.com/careers

One Trip & That's It

[illegible]

NCFP 101 BAC Rev020118

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

Neighborhood Council: Canoga Park

Fiscal Year: 2025-2026

NEIGHBORHOOD COUNCIL FUNDING PROGRAM FISCAL YEAR ADMINISTRATIVE PACKET

Summary

The Administrative Packet provides for a more comprehensive and complete record of all items that support the Neighborhood Councils' (NC) fiscal and administrative operations, including its annual budget, Financial Officers, and any commitments for NC office space, storage facility, P.O. Boxes, etc.

Goal(s)

The goal(s) of the Administrative Packet is to make it easier for NCs to identify, plan, and confirm, via a board vote, all fiscal and administrative requirements upfront each year so that our Office can prepare for and process funding requests and resulting contracts judiciously and expeditiously.

The Packet contains the following items:

- NC Funding Program Acknowledgements & Agreements – Signed by all Financial Officers
 - **If a new Financial Officer is being appointed for the new Fiscal Year, please check the appropriate box for the Financial Officer(s).**
- Completed Annual Budget
- Information pertaining to office space, meeting space, storage facility, Post Office Box (P.O. Box), and website services, as applicable.

Procedure

On a yearly basis, we require each NC to discuss, prepare, and approve the Administrative Packet. Once the NC board has voted on the Packet, the Packet and the completed Board Action Certification (BAC) Form are to be submitted to the NC Funding Program.

Your NC Treasurer can submit both documents, the Packet and BAC, by uploading them in the NC Funding System portal, Budget Allocation section, immediately after Board approval. Once received, reviewed, and accepted by our Program, your NC will gain full access to its funds. The NC Funding System portal website is <https://cityclerk.lacity.org/NCFundPortal/#/login>

As our Program awaits your Packet submission, access to your NC funds will be limited to \$333.00 per month, until the annual budget, Administrative Packet, and BAC have been received and accepted. This limited amount is intended to assist your NC operationally for expenses related to conducting your NC meetings, i.e. meeting facility use fees, printing and photocopying of meeting documents, meeting refreshments/snacks, professional staff services.

If you have questions or require any assistance regarding the packet, please feel free to email us at clerk.ncfunding@lacity.org or call us at 213-978-1058.

NEIGHBORHOOD COUNCIL FUNDING PROGRAM

FINANCIAL OFFICERS LETTER OF ACKNOWLEDGEMENT & AGREEMENT

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

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

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

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

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

Neighborhood Council Financial Officers - Names and Signatures:

Treasurer

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

SIGNATURE OF THE TREASURER

DATE

PRINT NAME OF THE TREASURER

EMAIL

BOARD POSITION

PHONE NUMBER

CONTINUES OTHER SIDE

2nd Signer☐ **Please check here if a new 2nd Signer is being appointed**_____
SIGNATURE OF THE 2nd SIGNER_____
DATE_____
PRINT NAME OF THE 2ND SIGNER_____
EMAIL_____
BOARD POSITION_____
PHONE NUMBER**Alternate Signer**

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

☐ **Please check here if a new Alt. Signer is being appointed**_____
SIGNATURE OF THE ALTERNATE SIGNER_____
DATE_____
PRINT NAME OF THE ALTERNATE SIGNER_____
EMAIL_____
BOARD POSITION_____
PHONE NUMBER**1st Bank Cardholder**☐ **Please check here if a new Cardholder is being appointed**_____
SIGNATURE OF THE 1st BANK CARD HOLDER_____
DATE_____
PRINT NAME OF THE 1st BANK CARD HOLDER_____
EMAIL_____
BOARD POSITION_____
PHONE NUMBER**2nd Bank Cardholder**☐ **Please check here if a new Cardholder is being appointed**_____
SIGNATURE OF THE 2nd BANK CARD HOLDER_____
DATE_____
PRINT NAME OF THE 2nd BANK CARD HOLDER_____
EMAIL_____
BOARD POSITION_____
PHONE NUMBER***** Bank Cardholders, please read further next page *****

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

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

1. I understand that the City of Los Angeles Neighborhood Council Card is intended to facilitate the purchase and payment of materials or services required for the conduct of official Neighborhood Council business only.
2. I agree to make only those purchases consistent with the type of purchases authorized by the Office of the City Clerk and approved by the NC Governing Board.
3. I understand that under no circumstances will I use the Card to make personal purchases either for myself or for others. The Card is issued in the name of the Neighborhood Council and I serve as the Card custodian. I agree that should I willfully violate the terms of this Agreement and use of the Card for personal use or gain that I will reimburse the City of Los Angeles for all incurred charges and any fees related to the collection of those charges.
4. Uses of the Card not authorized by the Office of the City Clerk can be considered misappropriation of City funds. This could result in (a) immediate and irrevocable forfeiture of the Card, and /or (b) potential de-certification action. I understand that the Card must be surrendered upon termination of any official position with the Neighborhood Council to which the card is issued. I agree to maintain the Card with appropriate security whenever and wherever I or any other authorized person may use the Card. If the Card is stolen or lost, I agree to immediately notify the Office of the City Clerk.
5. I understand that since the Card is the property of the Bank and authorized for issue by the City of Los Angeles, I am required to comply with internal control procedures designed to protect City assets. This may include being asked to produce the Card, receipts, and/or statements to validate its existence and to audit its use.
6. I understand that I will have access to the Funding Program System portal via the Internet where all card transactions will be posted by the Bank when the card is used. I understand that I am required to obtain itemized receipts for all card transactions and upload the itemized receipts to the Funding Program System portal to verify the posted card transaction. Uploading the required itemized receipt is necessary for my NC Monthly Expenditure Report (MER) to be generated by the Funding Program System portal. The MER must be reviewed and approved by the NC Governing Board before being submitted to the Office of the City Clerk as a complete Report.
7. I understand that all transactions on the Card will reduce the funds available to the NC. I understand that the Bank will not accept any limit increases from me.
8. I understand that the Card is solely provided to the designated NC cardholder and that assignment of the Card is based on the understanding that I need to purchase materials required for the conduct of Neighborhood Council business. I understand that custodial possession of the Card is not an entitlement nor reflective of title or position.
9. As a Neighborhood Council Financial Officer, I have signed and received a copy of both the NC Funding Program Bank Cardholder Agreement of Responsibilities and Financial Officers Letter of Acknowledgement, have attended and completed the required NC Funding Program training, and understand the requirements and limitations regarding the NC Bank Card's use.

PLEASE SIGN NEXT PAGE

1st Bank Cardholder

SIGNATURE OF THE 1st BANK CARD HOLDER

DATE

PRINT NAME OF THE 1st BANK CARD HOLDER

2nd Bank Cardholder

SIGNATURE OF THE 2nd BANK CARD HOLDER

DATE

PRINT NAME OF THE 2nd BANK CARD HOLDER

NEIGHBORHOOD COUNCIL FUNDING PROGRAM

ANNUAL BUDGET TEMPLATE

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

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

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

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

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

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

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

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

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

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

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

Office/Operational Expenditures Category	
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 Socail 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 & Maillite by Concept to WEb Services	\$ 1,000.00
Rollover from 2024-2025	\$ 2,223.12
Total Office/Operational Expenditures	\$ 14,723.12

*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 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
Total Outreach Expenditures	\$ 9,500.00

Election Expenditures Category	
Total Election Expenditures	\$ 0.00

Neighborhood Purposes Grants (NPG) Expenditures Category	
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	\$ 14,723.12
Outreach Expenditures	\$ 9,500.00
Election Expenditures	\$ 0.00
General and Operational Expenditures	\$ 24,223.12
Neighborhood Purposes Grants (NPG) Expenditures	\$ 0.00
Community Improvement Projects (CIP) Expenditures	\$ 4,000.00
TOTAL EXPENDITURES FOR THE FISCAL YEAR	\$ 28,223.12

NEIGHBORHOOD COUNCIL FUNDING PROGRAM

LEASES & AGREEMENTS

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

Office Location:

<input type="checkbox"/> Existing(may need to renew agreement) <input type="checkbox"/> New(new agreement may be needed) <input type="checkbox"/> Donated <input 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

(213)978-1058

Custom Banners

Step & Repeat

Mesh Banners

Retractable Banners

Flags

Fabric Banners

X-Banners

Tablecloths


Yard Signs

More Products

Shopping Cart

CONTINUE SHOPPING

CONTINUE >

Update	Product(s)	Description	Price	Qty.	Total
Edit Design Change Options Copy Design Remove		4ft x 8ft Professional Vinyl Banner Single Sided Grommets - 3 Top, 3 Bottom I already have a way to hang my banner	\$60.65	<input type="text" value="1"/>	\$60.65 <i>You saved: \$60.65</i>
View Proof					

Your Purchase is 100% Secure



100% Satisfaction Guaranteed



Original Total: ~~\$121.30~~

Promo : ? You Saved \$60.65

Sub-Total: \$60.65

Cart Total: \$60.65

CONTINUE >