

CITY OF LOS ANGELES  
CALIFORNIA

**Canoga Park Neighborhood  
Council  
Governing Board**

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

Anna Measles, Boardmember  
Caryn Michaels, Boardmember  
Debra Gordon, Boardmember  
Jessica Sandoval, Boardmember  
Kyra Edrington, Boardmember  
Mary Paterson, Boardmember  
Nauman Khan, Boardmember  
Sabina Madrigal, Boardmember  
Tushar Patel, Boardmember



200 N. Spring Street  
Los Angeles, CA 90012

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

**CANOCA PARK  
NEIGHBORHOOD COUNCIL**

General Board Meeting Agenda  
**In-Person Meeting**  
**Wednesday, January 28<sup>th</sup>, 2026**  
**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. Presentation on Mayor Bass's program 'Safe Passage'**

Marissa Bowman, Marissa Bowman, Director of Special Projects, Office of Mayor Karen Bass  
Alexandria Gang Reduction Youth Development Regional Program Manager.

Sharvo Turner Deputy Director Gang Reduction Youth Development

Patrick Hernandez, Community Organizer for Alliance for Community Empowerment

**V. Presentation:** Jill Mather, President and Founder of 'Volunteers Cleaning Communities'. Ms. Mather speaks about her team's past and present efforts to clean in Canoga Park including their latest clean up.**VI. Discussion and Possible action to approve the Minutes:**

- a. December 10<sup>th</sup>, 2025

**VII. Discussion and Possible action to approve the November 2025 Expenditure Report****VIII. Discussion and Possible action to approve the December 2025 Expenditure Report****IX. 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) Home/Condo owners Representative (2027)
  - c) Retail/ Services Business Representative (2029)

**X. OFFICERS REPORTS**

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

## XI. COMIITEES REPORTS

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

## XII. NEW BUSINESS

- 1. **Discussion and Possible Action** to appoint Shawn Fornari as CPNC President as Anna Measles resigned from the position effective December 18<sup>th</sup> 2025.
- 2. **Discussion and Possible Action** to appoint Caryn Michaels as CPNC Vice President effective January 28<sup>th</sup> 2026.
- 3. **Discussion and Possible Action** to appoint Shawn Fornari as 'Second Signer/Second Card Holder' to replace Anna Measles who resigned from those positions effective January 16<sup>th</sup> at 9:26 am in an email communication.
- 4. **Discussion and Possible Action** to appoint 'Caryn Michaels' as 'CPNC alternate signer'
- 5. **Discussion and Possible Action** to remove 'Anna Measles' as Committee Member from the 'Budget and Finance' committee due to three (3) consecutive absences on October 16<sup>th</sup>, October 23<sup>rd</sup>, December 5<sup>th</sup> in accordance with the Canoga Park NC bylaws, Article V, Section 7.
- 6. **Discussion and Possible Action** to create an ad-hoc Committee for the planning of the August 2026 National Night Out in partnership with the Office of Councilmember Bob Blumenfield, Department of Recs and Parks, Lanark Park and the Los Angeles Police Department, Topanga Division. Ad hoc committee comprises the Chair and a board member.
- 7. **Discussion and Possible Action** to submit a Community Impact Statement (CIS) to LA City Council and to other pertinent agencies to approve the Canoga Park Neighborhood Council to hold General Board Meetings, Special Meetings and Committee meetings via ZOOM or by using other approved teleconferencing means under the new rule and improved rules for Neighborhood Councils set forth in the 2025 California SB 707. The Council File is: CF- 23-1114. *A simple majority vote of the total board seats regardless of vacancies is needed to approve adoption of SB 707.*
- 8. **Discussion and Possible Action** to approve the reimbursement of Board Member Debra Gordon in the amount of \$85.20 for the purchase of a CPNC Vinyl banner (4ft x 8ft) for the Outreach event on Sherman Way on December 20<sup>th</sup> 2025. The banner reads 'Happy Holidays" from the Canoga Park Neighborhood Council" and the purchase was approved by the CPNC board at the December 10<sup>th</sup> general board meeting. Category: Outreach

9. **Discussion and Possible Action** to approve up to \$1590.00 for a Neighborhood Purposes grant (NPG) application for the **Foundation for the Preservation of the Santa Susana Mountains**. Funds will be used to cover the expenses of staging LAUS-approved interpretive 3 Walks for two (2) Title One Canoga Park Elementary Schools (Canoga Park Elementary and Hart Elementary) in the Santa Susana Pass State Historic Park during 2025-2026 school year. Class size of Hart Elementary requires dividing the walk in 2 walks. Category: NPG.
10. **Discussion and Possible Action** to approve up to \$3,200.00 for a Neighborhood Purposes Grant (NPG) application for the **Woodland Hills Tarzana Community Benefit Foundation**. Funds will be used to support 'clean up events in various areas within Canoga Park NC's boundaries including but not limited to the LA River starting from the Canoga Park High School and other areas to be determined. Clean up efforts include street tree trimming, weed removal, graffiti removal and tree wells cleaning. Category: NPG.
11. **Discussion and Possible Action** to approve up to \$5,000.00 for a Neighborhood Purposes Grant (NPG) application for the **Canoga Park Community Center Foundation**. Funds will be used to augment contributions and fees toward funding of the \$29,000.00 needed to operate the Canoga Park Memorial Day Parade on Monday, May 25, 2026. Category: NPG.
12. **Discussion and Possible Action** to approve up to \$500.00 for CPNC Business cards for a total of 15 board members. Cost of (1) box of 250 business cards is \$21.99 each (not including taxes). Vendor is Office Depot or a local vendor with better pricing. Category: Office/Operation Expenditures.
13. **Discussion and Possible Action** to approve the amended (3<sup>rd</sup>) CPNC Annual Budget Administrative Packet reflecting the re-allocations listed below and allow the Treasurer to make any necessary adjustments on the NC portal at time of submission of this document according to what the Board is approving.
  - a. Re -allocation of the amount of \$8,000.00 from category 'Office, Outreach, Elections' to category 'Neighborhood Purposes Grant'
  - b. Re-allocation of the amount of \$2000.00 from Category 'Community Improvement Project' to category 'Neighborhood purposes Grant.'
  - c. Adding the following item in Category 'Operation': \$300.00/ year for Software 'Adobe Acrobat Pro' for CPNC Treasurer to submit required documents efficiently to City Clerk.

**XIII.** Items for next Board Meeting

**XIV.** Next General Board Meeting: **In-Person Meeting**, Wednesday, January 25<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 January 28<sup>th</sup> 2026 found on [www.canogaparknc.org](http://www.canogaparknc.org)**

- a. -Minutes for December 10th, 2025
- b. -MER for November 2025
- c. -MER for December 2025
- d. -Receipt for Banner

- e. -NPG Application: Foundation for the Preservation of the Santa Susana Mountains
- f. -NPG Application: Woodland Hills Tarzana Community Foundation Benefits
- g. -NPG Application: Canoga Park Community Center
- h. -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**

**Public Posting of Agendas -**

Neighborhood Council agendas are posted for public review as follows:

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

**Notice to Paid Representatives -**

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

**Public Access of Records -**

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

**Reconsideration and Grievance Process**

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

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### Canoga Park Neighborhood Council Governing Board

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Mary Paterson, Boardmember  
Nauman Khan, Boardmember  
Sabina Madrigal, Boardmember  
Tushar Patel, Boardmember



### CANOOGA PARK NEIGHBORHOOD COUNCIL

200 N. Spring Street



Los Angeles, CA 90012

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

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

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**I. CALL TO ORDER**

- a. Pledge of Allegiance- **Shawn Forani**
- b. Welcome- **Shawn Forani**
- c. Board Roll Call

Meeting Called to order by Vice President: Shawn Foran at 6:35pm. 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	<b>A</b>							
Shawn Fornari	v	x	x	x	x	<b>X</b>							
Corinne Ho	v	x	x	<b>A</b>	x	<b>X</b>							
Mireira Moran	LE (TBD)	<b>A</b>	x	x	<b>A</b>	<b>A</b>							
Caryn Michaels	v	x	x	<b>A</b>	x	<b>X</b>							
Debra Gordon	/	/	x	x	x	<b>X</b>							
Jessica Sandoval	/	/	x	<b>A</b>	x	<b>X</b>							
Kyra Edrington	v	<b>A</b>	x	x	x	<b>X</b>							
Mary Paterson	v	<b>A</b>	x	x	x	<b>X</b>							
Nauman Khan	v	L (7:23)	A	x	<b>A</b>	L( 6:41)							
Tushar Patel	/	/	x	x	x	<b>X</b>							
Sabina Madrigal	v	v	v	v	<b>V</b>	x							

**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)

1. Tim Gaspar- Running for CD3
2. Redell Scaife- Hope the Mission
3. Bill Ratner- Canoga Park Community Center

**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 - **Mary Paterson Moves, Nauman Seconds**

<b>Board Members</b>	<b>Mover</b>	<b>Seconds</b>	<b>Aye</b>	<b>Nay</b>	<b>Absentention</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					
Sabina Madrigal							X	
Debra Gordon			X					
Jessica Sandoval			X					
Kyra Edrington			X					
Mary Paterson	X		X					
Nauman Khan		X	X					
Tushar Patel			X					
<b>Total</b>			<b>9</b>			<b>2</b>	<b>1</b>	
<b>Motion</b>	<b>Carries</b>							

**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.**

- b. **Mary Paterson Moves, Jessica Sandoval Seconds**

<b>Board Members</b>	<b>Mover</b>	<b>Seconds</b>	<b>Aye</b>	<b>Nay</b>	<b>Absentention</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					
Sabina Madrigal							X	
Debra Gordon			X					
Jessica Sandoval		X	X					
Kyra Edrington			X					
Mary Paterson	X		X					
Numan Khan			X					
Tushar Patel			X					

Total			9			2	1	
Motion	Carries							

## 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) - **Sabina Madrigal Interested. Corinne Ho Moves, Jessica Sandoval Seconds.**

## VII. OFFICERS REPORTS

- a. President- Retreat Jan. 10th @ 9am-1pm
- b. Vice President
- c. Treasurer-
- d. Secretary-

## VIII. COMMITTEES REPORTS

- a. Public Safety- Mary Paterson- **Meetings on Zoom**
- b. Special ad hoc Bylaws- Corinne Ho
- c. Budget & Finance- Corinne Ho
- d. CIS Filers- Mary Paterson, Jessica Sandoval- **Submitted CIS Report- Council File 25-1136**

## 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.

**Corinne Ho Moves, Caryn Michaels Seconds**

Board Members	Mover	Seconds	Aye	Nay	Absententio n	Absent	Ineligible	Recused
Anna Measles						X		
Shawn Fornari			X					
Corinne Ho	X		X					
Mireira Moran						X		
Caryn Michaels			X					
Sabina Madrigal							X	
Debra Gordon			x					
Jessica Sandoval			x					
Kyra Edrington			x					
Mary Paterson			x					

Nauman Khan		X	X						
Tushar Patel			x						
<b>Total</b>			<b>9</b>				<b>2</b>	<b>1</b>	
<b>Motion</b>	<b>Carries</b>								

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

**Corinne Ho Moves to Amend to add Sabina Madrigal to the committee. Nauman Patel Seconds.**

Board Members	Mover	Seconds	Aye	Nay	Absententio n	Absent	Inelligible	Recused
Anna Measles							X	
Shawn Fornari			X					
Corinne Ho	X		X					
Mireira Moran							X	
Caryn Michaels			X					
Sabina Madrigal							X	
Debra Gordon			x					
Jessica Sandoval			x					
Kyra Edrington			x					
Mary Paterson			x					
Nauman Khan		X	X					
Tushar Patel			x					
<b>Total</b>			<b>9</b>			<b>2</b>	<b>1</b>	
<b>Motion</b>	<b>Carries</b>							

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.

**Corinne Ho Moves, Kyra Edrington Seconds.**

Board Members	Mover	Seconds	Aye	Nay	Absententio n	Absent	Inelligible	Recused
Anna Measles							X	
Shawn Fornari			X					
Corinne Ho	X		X					
Mireira Moran							X	
Caryn Michaels			X					
Sabina Madrigal							X	
Debra Gordon			x					
Jessica Sandoval			x					

Kyra Edrington		X	x						
Mary Paterson			x						
Nauman Khan			X						
Tushar Patel			x						
<b>Total</b>			<b>9</b>				<b>2</b>	<b>1</b>	
<b>Motion</b>	<b>Carries</b>								

4. **Discussion and Possible Action** to appoint Tushar Patel as the 3<sup>rd</sup> board member to the Budget & Finance committee.

**Jessica Sandoval Moves, Mary Paterson Seconds.**

<b>Board Members</b>	<b>Mover</b>	<b>Seconds</b>	<b>Aye</b>	<b>Nay</b>	<b>Absententio n</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					
Sabina Madrigal						x		
Debra Gordon			x					
Jessica Sandoval	X		x					
Kyra Edrington			x					
Mary Paterson		X	x					
Nauman Khan			X					
Tushar Patel			x					
<b>Total</b>			<b>9</b>			<b>2</b>	<b>1</b>	
<b>Motion</b>	<b>Carries</b>							

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.

**Tabled**

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.

**Jessica Sandoval Moves to Amend to add themselves to volunteer. Kira Edrington Seconds.**

<b>Board Members</b>	<b>Mover</b>	<b>Seconds</b>	<b>Aye</b>	<b>Nay</b>	<b>Absententio n</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					
Sabina Madrigal						x		

Debra Gordon			x					
Jessica Sandoval	x		x					
Kyra Edrington		x	x					
Mary Paterson			x					
Nauman Khan			x					
Tushar Patel			x					
<b>Total</b>			<b>9</b>			<b>2</b>	<b>1</b>	
<b>Motion</b>	<b>Carries</b>							

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.

Corinne Ho Moves, Jessica Sandoval Seconds.

Board Members	Mover	Seconds	Aye	Nay	Absentention	Absent	Inelligible	Recused
Anna Measles						X		
Shawn Fornari			X					
Corinne Ho	X		X					
Mireira Moran						X		
Caryn Michaels			X					
Sabina Madrigal							X	
Debra Gordon			x					
Jessica Sandoval		X	x					
Kyra Edrington			x					
Mary Paterson			x					
Nauman Khan			X					
Tushar Patel			x					
<b>Total</b>			<b>9</b>			<b>2</b>	<b>1</b>	
<b>Motion</b>	<b>Carries</b>							

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

Jessica Sandoval Motions, Tushar Patel Seconds

Debra Gordon			x					
Jessica Sandoval	x		x					
Kyra Edrington			x					
Mary Paterson			x					
Nauman Khan			X					
Tushar Patel		x	x					
<b>Total</b>			<b>9</b>			<b>2</b>	<b>1</b>	
<b>Motion</b>	<b>Carries</b>							

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'

**Jessica Sandoval Motions, Tushnar Patel Seconds**

Board Members	Mover	Seconds	Aye	Nay	Absententio n	Absent	Ineligible	Recused
Anna Measles						x		
Shawn Fornari			x					
Corinne Ho			x					
Mireira Moran						x		
Caryn Michaels			x					
Sabina Madrigal							x	
Debra Gordon			x					
Jessica Sandoval	x		x					
Kyra Edrington			x					
Mary Paterson			x					
Nauman Khan			x					
Tushar Patel		x	x					
<b>Total</b>			<b>9</b>			<b>2</b>	<b>1</b>	
<b>Motion</b>	<b>Carries</b>							

X. Items for the next Board Meeting

\* ADD OUTREACH COMMITTEE \* ADD PLANNING & LAND USE  
COMMITTEE

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- 7:55pm**

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)**

**Public Posting of Agendas -**

Neighborhood Council agendas are posted for public review as follows:

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

**Notice to Paid Representatives -**

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

**Public Access of Records -**

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

**Reconsideration and Grievance Process**

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



# Monthly Expenditure Report

Reporting Month: December 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
\$21175.83	\$896.38	\$20279.45	\$166.00	\$0.00	\$20113.45

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office	\$21000.00	\$896.38	\$13056.33	\$166.00	\$12890.33
Outreach		\$0.00		\$0.00	
Elections		\$0.00		\$0.00	
Community Improvement Project	\$4000.00	\$0.00	\$4000.00	\$0.00	\$4000.00
Neighborhood Purpose Grants	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Funding Requests Under Review: \$0.00		Encumbrances: \$0.00		Previous Expenditures: \$7047.29	

Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	GOOGLE GSUITE CANOGAPA	12/01/2025	Discussion and Possible action to approve the amended CPNC Annual Budget Administrative Packet for Fiscal Year 2025-2026	General Operations Expenditure	Office	\$135.28
2	CONCEPT TO WEB	12/02/2025	Discussion and Possible action to approve the amended CPNC Annual Budget Administrative Packet for Fiscal Year 2025-2026	General Operations Expenditure	Office	\$150.00
3	CONCEPT TO WEB	12/02/2025	Discussion and Possible action to approve the amended CPNC Annual Budget Administrative Packet for Fiscal Year 2025-2026	General Operations Expenditure	Office	\$150.00
4	CONCEPT TO WEB	12/02/2025	Discussion and Possible action to approve the amended CPNC Annual Budget Administrative Packet for Fiscal Year 2025-2026	General Operations Expenditure	Office	\$150.00
5	OFFICE DEPOT #661	12/07/2025	Discussion and Possible action to approve the amended CPNC Annual Budget Administrative Packet for Fiscal Year 2025-2026 (this was approved on July 3rd 2025)	General Operations Expenditure	Office	\$70.53
6	OFFICE DEPOT #661	12/20/2025	IX. 9. Discussion and Possible Action to approve the amended 2025-2026 Annual Budget Administrative Packet	General Operations Expenditure	Office	\$63.99

7	AMAZON FRESH S424L38M3	12/20/2025	IX. 9. Discussion and possible action to approve the amended 2025-2026 'Annual Budget Administrative Packet'.	General Operations Expenditure	Office	\$10.58
8	Canoga Park Community Center	12/02/2025	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>						<b>\$896.38</b>

Outstanding Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	Canoga Park Community Center	01/12/2026	IX. 9. Discussion and Possible Action to approve the amended 2025-2026 'Annual Budget Administrative Packet'.	General Operations Expenditure	Office	\$166.00
<b>Subtotal: Outstanding</b>						<b>\$166.00</b>

# Office DEPOT® OfficeMax®

WOODLAND HILLS - (818) 716-7770

12/07/2025 5:32 PM



EV2TTP3APU4Q64X8C8

SALE	661-5-7313-608350-24.8.1
167060	BW SS Letter
306 @ 0.24	73.44
Bulk @0.21	-9.18
<b>You Pay</b>	<b>64.26SS</b>
Subtotal:	64.26
Sales and Use Tax	6.27
Total:	70.53
MasterCard 6189:	70.53

AUTH CODE 08106Z  
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.

\*\*\*\*\*

Total Savings:  
\$9.18

# Office DEPOT® OfficeMax®

WOODLAND HILLS - (818) 716-7770  
12/20/2025 11:13 AM



EV2TTY3AP6456BXXC8

SALE	661-5-7987-1083183-24.8.1	
121724	Lilac,20#,TXT,	
30 @ 0.06	1.80	
<b>You Pay</b>	<b>1.80SS</b>	
6125426	BNDR,DVRR1",BI	6.99SS
Clearance	-4.99	
<b>You Pay</b>	<b>2.00SS</b>	
6961529	BNDR,DVRR2",LT	9.99SS
Clearance	-7.99	
<b>You Pay</b>	<b>2.00SS</b>	
6188403	BNDR DVW 1.5"P	7.99SS
Clearance	-5.99	
<b>You Pay</b>	<b>2.00SS</b>	
6432023	Full Service M	0.70 SS
Subtotal:	8.50	
Local Sales and Use T	0.83	

Order Management Invoice # 4524489690011  
Approval Code: 150551

---

114318	JDA GMILL ORDE	54.66 E
Total:	63.99	
MasterCard 6189:	63.99	

AUTH CODE 00918Z  
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.

\*\*\*\*\*

Total Savings:  
\$18.97

# amazon fresh

Woodland Hills Store  
6245 TOPANGA CANYON BLVD  
WOODLAND HILLS, CA 91367-2213  
<https://www.amazon.com>

12/20/2025 11:21 AM  
Order # 113-6555812-7229060

SNICKERS, TWIX, MILKY WAY... \$4.92 F T

Brach's Wintergreen Chris... \$5.07 F  
3@ \$1.69 each

Paper Bag Fee \$0.10 T

Pre-savings total: \$10.09

Subtotal: \$10.09

Sales tax: \$0.49

**Purchase total:** \$10.58

Total number of items: 5

## PURCHASE

MasterCard Contactless \$10.58  
Card ending in 6189  
AID: A0000000041010

Scan the QR code to sign up for Prime.

Questions? Call Amazon  
Customer Service at

1-800-250-0668

Read our return policy at  
[amazon.com/freshreturnpolicy](https://amazon.com/freshreturnpolicy)

Please tell us how we did.

Take our brief survey at  
[amazon.com/freshfeedback](https://amazon.com/freshfeedback)



Thank you for shopping at Amazon Fresh!



Sold by Amazon Retail LLC

Open 8 AM to 10 PM daily



# Invoice

Invoice number: 5418855092

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 ..... 5418855092  
Invoice date ..... Nov 30, 2025  
Billing ID ..... 2423-1721-5696  
Domain name ..... canogaparknc.org

**Google Workspace**

---

Total in USD **\$135.28**

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

---

Subtotal in USD	\$123.88
State sales tax (5.6%)	\$6.94
Local sales tax (3.6%)	\$4.46
Total in USD	\$135.28

You will be automatically charged for any amount due.

Subscription	Description	Interval	Quantity	Amount(\$)
Google Workspace Business Starter	Usage	Nov 1 - Nov 23	12	77.28
Google Workspace Business Starter - Archived User	Usage	Nov 1 - Nov 24	9	17.28
Google Workspace Business Starter	Usage	Nov 24 - Nov 30	13	25.48
Google Workspace Business Starter - Archived User	Usage	Nov 25 - Nov 30	8	3.84
	Subtotal in USD			\$123.88
	State sales tax (5.6%)			\$6.94
	Local sales tax (3.6%)			\$4.46
	Total in USD			<b>\$135.28</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 Messles

Print/Type Name: Corinne Hs

Print/Type Name: Anna Meccles

Date: 2025 July 03

Date: 2025-July-03



## INVOICE

Invoice Number	CPNC-140	Canoga Park Neighborhood Council
Invoice Date	01/Dec/2025	0142
Due Date	31/Dec/2025	7248 Owensmouth Avenue
Invoice Total	\$150.00	c/o Canoga Park Community Center Canoga Park, CA 91303 United States corinneho@canogaparknc.org

Item	Description	Unit Cost	Quantity	Line Total
Web Hosting, Maintenance, SEO, Content Creation, and Social Media Management	Hosting and maintenance, December 2025	\$150.00	1	\$150.00

### Invoice Terms:

## Core terms, Net 30

**Payment due:** Net 30 from the invoice date.

**Methods accepted:** ACH, credit card, or check.

**Remit to:** Concept To Web. Include the invoice number on all payments.

**Disputes:** Tell me within 7 days of receipt if you see an error.

**Contact:** info@concepttoweb.com for questions.

Thanks for the partnership. I am grateful to support your projects and keep things running smoothly.

If you have any questions, reach me at info@concepttoweb.com

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\_\_\_\_\_  
Authorized Signature

8.10

Authorized Signature:

Anna Messles

Print/Type Name: Corinne Lue

Print/Type Name: Anna Measles

Date: 2025 July 03

Date: 2025-July-03



## INVOICE

Invoice Number	CPNC-139	Canoga Park Neighborhood Council
Invoice Date	01/Nov/2025	0142
Due Date	01/Dec/2025	7248 Owensmouth Avenue
Invoice Total	\$150.00	c/o Canoga Park Community Center Canoga Park, CA 91303 United States corinneho@canogaparknc.org

Item	Description	Unit Cost	Quantity	Line Total
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\_\_\_\_\_  
Authorized Signature

8.10

Authorized Signature:

Anna Messler

Print/Type Name: Corinne Hs

Print/Type Name: Anne Meekles

Date: 2025 July 03

Date: 2025-07-03



## INVOICE

Invoice Number	CPNC-138	Canoga Park Neighborhood Council
Invoice Date	01/Oct/2025	0142
Due Date	31/Oct/2025	7248 Owensmouth Avenue
Invoice Total	\$150.00	c/o Canoga Park Community Center Canoga Park, CA 91303 United States corinneho@canogaparknc.org

Item	Description	Unit Cost	Quantity	Line Total
Web Hosting, Maintenance, SEO, Content Creation, and Social Media Management	Hosting and maintenance, October 2025	\$150.00	1	\$150.00

### Invoice Terms:

## Core terms, Net 30

**Payment due:** Net 30 from the invoice date.

**Methods accepted:** ACH, credit card, or check.

**Remit to:** Concept To Web. Include the invoice number on all payments.

**Disputes:** Tell me within 7 days of receipt if you see an error.

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## Administrative Services Division

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\_\_\_\_\_  
Authorized Signature

8.10

Authorized Signature:

Anna Messles

Print/Type Name: Corinne Hs

Print/Type Name: Anne Meesles

Date: 2025 July 03

Date: 2025-07-03

## Office of the City Clerk

## Administrative Services Division

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## Board Action Certification (BAC) Form



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\_\_\_\_\_  
Authorized Signature

8.10

Authorized Signature:

Anna Messles

Print/Type Name: Corinne Hs

Print/Type Name: Anna Meccles

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



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Authorized Signature

~~C. Ho~~

Authorized Signature:

Anna Meadles

Print/Type Name: Corinne H.

Print/Type Name: Anna Meccles

Date: 2025 Dec 10

Date: 2025 Dec 10

## Office of the City Clerk

## Administrative Services Division

## Neighborhood Council (NC) Funding Program

## Board Action Certification (BAC) Form



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Authorized Signature

C. Ho

Authorized Signature:

Anna Menkes

Print/Type Name: Corinne Hs

Print/Type Name: Anne Meccles

Date: 2025 Dec 10

Date: 2025 Dec 10

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

Invoice

BILL TO
Canoga Park Neighborhood Council 7248 Owensmouth Ave. Canoga Park, CA 91303

INVOICE #	DATE	TOTAL DUE	DUUE DATE	TERMS	ENCLOSED
CPCC C006	1 DEC 2025	\$166.00	30 JAN 2026	N/A	N/A

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

BALANCE DUE  
**\$166.00**

## Office of the City Clerk

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Authorized Signature

8.10

Authorized Signature:

Anna Messles

Print/Type Name: Corinne Hs

Print/Type Name: Anna Measles

Date: 2025 July 03

Date: 2025-July-03

# Monthly Expenditure Report



Reporting Month: November 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
\$21691.49	\$515.66	\$21175.83	\$166.00	\$0.00	\$21009.83

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office	\$21000.00	\$465.66	\$13952.71	\$166.00	\$13786.71
Outreach		\$50.00		\$0.00	
Elections		\$0.00		\$0.00	
Community Improvement Project	\$4000.00	\$0.00	\$4000.00	\$0.00	\$4000.00
Neighborhood Purpose Grants	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Funding Requests Under Review: \$0.00		Encumbrances: \$0.00		Previous Expenditures: \$6531.63	

Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	GOOGLE GSUITE_CANOGAPA	11/01/2025	Discussion and Possible action to approve the amended CPNC Annual Budget Administrative Packet for Fiscal Year 2025-2026	General Operations Expenditure	Office	\$133.66
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
4	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
<b>Subtotal:</b>						<b>\$515.66</b>

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

1	Canoga Park Community Center	12/02/2025	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>\$166.00</b>



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

C.Ho

Authorized Signature:

Anna Messles

Print/Type Name: Christopher H.

Print/Type Name: Anna Meccles

Date: 25

Date: 2025-Sep-25

Knights of Columbus  
21433 Strathern Street  
Canoga Park, CA 91344

**BILL TO**  
Canoga Park Neighborhood  
7248 Owensmouth Avenue  
Canoga Park, CA. 91303  
Attn: Corinne Ho

**INVOICE #**  
**2034**

**CUSTOMER ID**

Total \$50.00

If you have any questions about this invoice, please contact

Robert Munoz 661-209-6561

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

2025-July 3rd

SIGNATURE OF THE TREASURER

Corinne Ho

DATE

PRINT NAME OF THE TREASURER

Home/Condo Rep (2029)

corinneho@canogaparknc.org

BOARD POSITION

EMAIL

PHONE NUMBER

**CONTINUES OTHER SIDE**

2nd Signer

SIGNATURE OF THE 2<sup>nd</sup> SIGNER

Anna Measles

PRINT NAME OF THE 2<sup>nd</sup> SIGNER**Faith Representative (2027)**

BOARD POSITION

 Please check here if a new 2<sup>nd</sup> Signer is being appointed

2025- July 3rd

DATE

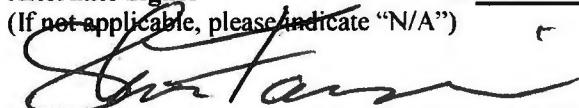
annameasles@canogaparknc.org

EMAIL

PHONE NUMBER

Alternate Signer

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



SIGNATURE OF THE ALTERNATE SIGNER

Shawn Fornari

PRINT NAME OF THE ALTERNATE SIGNER

**Schools Representative (2029)**

BOARD POSITION

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

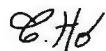
2025- July 3rd

DATE

shawnfornari@canogaparknc.org

EMAIL

PHONE NUMBER

1<sup>st</sup> Bank Cardholder Please check here if a new Cardholder is being appointed

2025- July 3rd

DATE

corinneho@canogaparknc.org

EMAIL

PHONE NUMBER

2<sup>nd</sup> Bank Cardholder Please check here if a new Cardholder is being appointed

2025- July 3rd

DATE

annameasles@canogaparknc.org

EMAIL

PHONE NUMBER

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

Anna Measles

PRINT NAME OF THE 2<sup>nd</sup> BANK CARD HOLDER**Faith Based rep (2027)**

BOARD POSITION

**\*\*\* 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.
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**PLEASE SIGN NEXT PAGE**

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

*C. Ho*

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

**Corinne Ho**

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

**2025-July 3rd**

DATE

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

*Anna Measles*

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

**Anna Measles**

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

**2025- July 3rd**

DATE

## NEIGHBORHOOD COUNCIL FUNDING PROGRAM

### ANNUAL BUDGET TEMPLATE

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  - i. **Office/Operational**
  - ii. Outreach
  - iii. Elections
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3. Community Improvement Projects (CIPs)

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

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

Office/Operational Expenditures Category	
Monthly Rent for Office Space, Board & Committee Meetings, Storage, Utilities at Canoga Park Community Center (\$166.00 x 12 months)	<b>\$ 2,000.00</b>
<b>Office Supplies (printing, Ink, Paper, Easel, Poster Stands)</b>	<b>\$ 2,100.00</b>
Web hosting, Maintenance, SEO, Content Creation and Social Media management- Concept to Web (\$150.00 x 12 months)	<b>\$ 2,000.00</b>
<b>Google Workspace (\$170.00 x 12 months)</b>	<b>\$ 2,600.00</b>
<b>Zoom Licenses</b>	<b>\$ 400.00</b>
Food and Refreshments for meetings, retreats, and Outreach	<b>\$ 2,000.00</b>
<b>Bulk Email Service Provider</b>	<b>\$ 300.00</b>
<b>Go Daddy (To be paid in 2026)</b>	<b>\$ 0.00</b>
<b>Canva Pro (June 18, 2025 to 2026)</b>	<b>\$ 100.00</b>
<b>Total Office/Operational Expenditures</b>	<b>\$ 11,500.00</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.

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

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

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

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

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

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

TOTAL ANNUAL BUDGET ALLOCATIONS	
Office/Operational Expenditures	\$ 11,500.00
Outreach Expenditures	\$ 9,500.00
Election Expenditures	\$ 0.00
General and Operational Expenditures	\$ 21,000.00
Neighborhood Purposes Grants (NPG) Expenditures	\$ 0.00
Community Improvement Projects (CIP) Expenditures	\$ 4,000.00
<b>TOTAL EXPENDITURES FOR THE FISCAL YEAR</b>	<b>\$ 25,000.00</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 checked="" type="checkbox"/> Existing(may need to renew agreement) <input type="checkbox"/> New(new agreement may be needed) <input type="checkbox"/> Donated <input type="checkbox"/> NA	
Property Name:	Canoga Park Community Center
Property Address:	7248 Owensmouth Ave
Property Owner Name:	Bill Ratner
Property Owner Phone Number:	818.414.2700
Property Owner Email:	billratner@hotmail.com

**Meeting Location:**

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

**Storage Facility:**

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

**P.O. Box:**

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

**Website Services:**

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

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

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

# Invoice

BILL TO
Canoga Park Neighborhood Council 7248 Owensmouth Ave. Canoga Park, CA 91303

INVOICE #	DATE	TOTAL DUE	DUUE DATE	TERMS	ENCLOSED
CPCC C004	3 OCT 2025	\$166.00	30 Nov 2025	N/A	N/A

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

BALANCE DUE  
**\$166.00**

Office of the City Clerk  
Neighborhood Council Funding Program  
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.

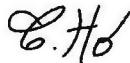
Therefore, by the signature(s) below, and on behalf of the Neighborhood Council named below, WE HEREBY AGREE to the terms and conditions as set forth in this Letter of Acknowledgement and all related documents as provided by the City, agree to expend funds in accordance with any applicable City rules, 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

2025-July 3rd

SIGNATURE OF THE TREASURER

Corinne Ho

DATE

PRINT NAME OF THE TREASURER

Home/Condo Rep (2029)

corinneho@canogaparknc.org

BOARD POSITION

EMAIL

PHONE NUMBER

**CONTINUES OTHER SIDE**

2nd Signer

SIGNATURE OF THE 2<sup>nd</sup> SIGNER

Anna Measles

PRINT NAME OF THE 2<sup>nd</sup> SIGNER**Faith Representative (2027)**

BOARD POSITION

 Please check here if a new 2<sup>nd</sup> Signer is being appointed

2025- July 3rd

DATE

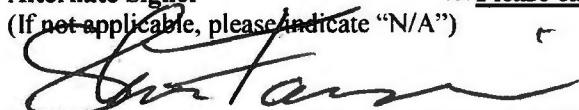
annameasles@canogaparknc.org

EMAIL

PHONE NUMBER

Alternate Signer

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



SIGNATURE OF THE ALTERNATE SIGNER

Shawn Fornari

PRINT NAME OF THE ALTERNATE SIGNER

**Schools Representative (2029)**

BOARD POSITION

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

2025- July 3rd

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BOARD POSITION

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**PLEASE SIGN NEXT PAGE**

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

*C. Ho*

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

**Corinne Ho**

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

**2025-July 3rd**

DATE

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

*Anna Measles*

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

**Anna Measles**

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

**2025- July 3rd**

DATE

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10. Printing NC business cards

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

*Sample Itemized Budget Allocations for  
Office/Operational Expenditures*

<b>Office/Operational Expenditures Category</b>	
Office Rent (\$500/month x 12 months)	\$6,000.00
Office Supplies (paper, ink, staples, pens, binders, business cards, etc.)	\$500.00
Printer/Copy Machine Lease	\$1,500.00
Internet Service (Spectrum)	\$1,000.00
Telephone Service (Ooma)	\$500.00
Website Hosting and Maintenance	\$1,500.00
Printing and Photocopying for Meetings	\$300.00
Meeting Facility Fees (Riverside Elementary School)	\$1,500.00
Minute-Taker for Meetings (AppleOne)	\$1,500.00
Refreshments/Snacks for Meetings	\$1,200.00
<b>Total Office/Operational Expenditures</b>	<b>\$15,500.00</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>Total Annual Budget Funds</b>	<b>\$ 25,000.00</b>

Office/Operational Expenditures Category	
Monthly Rent for Office Space, Board & Committee Meetings, Storage, Utilities at Canoga Park Community Center (\$166.00 x 12 months)	<b>\$ 2,000.00</b>
<b>Office Supplies (printing, Ink, Paper, Easel, Poster Stands)</b>	<b>\$ 2,100.00</b>
Web hosting, Maintenance, SEO, Content Creation and Social Media management- Concept to Web (\$150.00 x 12 months)	<b>\$ 2,000.00</b>
<b>Google Workspace (\$170.00 x 12 months)</b>	<b>\$ 2,600.00</b>
<b>Zoom Licenses</b>	<b>\$ 400.00</b>
Food and Refreshments for meetings, retreats, and Outreach	<b>\$ 2,000.00</b>
<b>Bulk Email Service Provider</b>	<b>\$ 300.00</b>
<b>Go Daddy (To be paid in 2026)</b>	<b>\$ 0.00</b>
<b>Canva Pro (June 18, 2025 to 2026)</b>	<b>\$ 100.00</b>
<b>Total Office/Operational Expenditures</b>	<b>\$ 11,500.00</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.

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

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

<b>Outreach Expenditures Category</b>	
Budget Advocate's Budget Day	\$ 500.00
Valley Alliance of Neighborhood Councils	\$ 500.00
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Promotional Materials for Outreach events	\$ 2,074.00
Pole Banners	\$ 3,666.00
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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>	
	\$ 0.00
<b>Total Election Expenditures</b>	<b>\$ 0.00</b>

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

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

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

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

TOTAL ANNUAL BUDGET ALLOCATIONS	
Office/Operational Expenditures	\$ 11,500.00
Outreach Expenditures	\$ 9,500.00
Election Expenditures	\$ 0.00
General and Operational Expenditures	\$ 21,000.00
Neighborhood Purposes Grants (NPG) Expenditures	\$ 0.00
Community Improvement Projects (CIP) Expenditures	\$ 4,000.00
<b>TOTAL EXPENDITURES FOR THE FISCAL YEAR</b>	<b>\$ 25,000.00</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 checked="" type="checkbox"/> Existing(may need to renew agreement) <input type="checkbox"/> New(new agreement may be needed) <input type="checkbox"/> Donated <input type="checkbox"/> NA	
Property Name:	Canoga Park Community Center
Property Address:	7248 Owensmouth Ave
Property Owner Name:	Bill Ratner
Property Owner Phone Number:	818.414.2700
Property Owner Email:	billratner@hotmail.com

**Meeting Location:**

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

**Storage Facility:**

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

**P.O. Box:**

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

**Website Services:**

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

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

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

# Invoice

BILL TO
Canoga Park Neighborhood Council 7248 Owensmouth Ave. Canoga Park, CA 91303

INVOICE #	DATE	TOTAL DUE	DUUE DATE	TERMS	ENCLOSED
CPCC C005	4 NOV 2025	\$166.00	30 DEC 2025	N/A	N/A

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

BALANCE DUE **\$166.00**

Office of the City Clerk  
Neighborhood Council Funding Program  
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

2025-July 3rd

SIGNATURE OF THE TREASURER

Corinne Ho

DATE

PRINT NAME OF THE TREASURER

Home/Condo Rep (2029)

corinneho@canogaparknc.org

BOARD POSITION

EMAIL

PHONE NUMBER

**CONTINUES OTHER SIDE**

2nd Signer

SIGNATURE OF THE 2<sup>nd</sup> SIGNER

Anna Measles

PRINT NAME OF THE 2<sup>nd</sup> SIGNER**Faith Representative (2027)**

BOARD POSITION

 Please check here if a new 2<sup>nd</sup> Signer is being appointed

2025- July 3rd

DATE

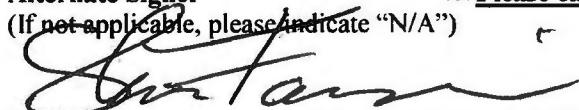
annameasles@canogaparknc.org

EMAIL

PHONE NUMBER

Alternate Signer

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



SIGNATURE OF THE ALTERNATE SIGNER

Shawn Fornari

PRINT NAME OF THE ALTERNATE SIGNER

**Schools Representative (2029)**

BOARD POSITION

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

2025- July 3rd

DATE

shawnfornari@canogaparknc.org

EMAIL

PHONE NUMBER

1<sup>st</sup> Bank Cardholder Please check here if a new Cardholder is being appointed

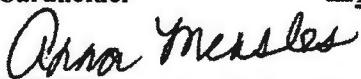
2025- July 3rd

DATE

corinneho@canogaparknc.org

EMAIL

PHONE NUMBER

2<sup>nd</sup> Bank Cardholder Please check here if a new Cardholder is being appointed

2025- July 3rd

DATE

annameasles@canogaparknc.org

EMAIL

PHONE NUMBER

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

Anna Measles

PRINT NAME OF THE 2<sup>nd</sup> BANK CARD HOLDER**Faith Based rep (2027)**

BOARD POSITION

**\*\*\* 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**

*C. Ho*

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

**Corinne Ho**

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

**2025-July 3rd**

DATE

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

*Anna Measles*

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

**Anna Measles**

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

**2025- July 3rd**

DATE

## NEIGHBORHOOD COUNCIL FUNDING PROGRAM

### ANNUAL BUDGET TEMPLATE

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

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

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

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

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

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

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

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

*Sample Itemized Budget Allocations for  
Office/Operational Expenditures*

<b>Office/Operational Expenditures Category</b>	
Office Rent (\$500/month x 12 months)	\$6,000.00
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Minute-Taker for Meetings (AppleOne)	\$1,500.00
Refreshments/Snacks for Meetings	\$1,200.00
<b>Total Office/Operational Expenditures</b>	<b>\$15,500.00</b>

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

Office/Operational Expenditures Category	
Monthly Rent for Office Space, Board & Committee Meetings, Storage, Utilities at Canoga Park Community Center (\$166.00 x 12 months)	<b>\$ 2,000.00</b>
<b>Office Supplies (printing, Ink, Paper, Easel, Poster Stands)</b>	<b>\$ 2,100.00</b>
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<b>Bulk Email Service Provider</b>	<b>\$ 300.00</b>
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<b>Canva Pro (June 18, 2025 to 2026)</b>	<b>\$ 100.00</b>
<b>Total Office/Operational Expenditures</b>	<b>\$ 11,500.00</b>

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Outreach Expenditures Category	
Budget Advocate's Budget Day	\$ 500.00
Valley Alliance of Neighborhood Councils	\$ 500.00
LA Congress of Neighborhood Councils	\$ 250.00
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<b>Total Outreach Expenditures</b>	<b>\$ 9,500.00</b>

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

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

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Benches	\$ 2,000.00
Utility Boxes	\$ 2,000.00
<b>Total CIP Expenditures</b>	<b>\$ 4,000.00</b>

TOTAL ANNUAL BUDGET ALLOCATIONS	
Office/Operational Expenditures	\$ 11,500.00
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<b>TOTAL EXPENDITURES FOR THE FISCAL YEAR</b>	<b>\$ 25,000.00</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 checked="" type="checkbox"/> Existing(may need to renew agreement) <input type="checkbox"/> New(new agreement may be needed) <input type="checkbox"/> Donated <input type="checkbox"/> NA	
Property Name:	Canoga Park Community Center
Property Address:	7248 Owensmouth Ave
Property Owner Name:	Bill Ratner
Property Owner Phone Number:	818.414.2700
Property Owner Email:	billratner@hotmail.com

**Meeting Location:**

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

**Storage Facility:**

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

**P.O. Box:**

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

**Website Services:**

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

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



# Invoice

Invoice number: 5400231680

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 ..... 5400231680  
Invoice date ..... Oct 31, 2025  
Billing ID ..... 2423-1721-5696  
Domain name ..... canogaparknc.org

**Google Workspace**

---

Total in USD **\$133.66**

**Summary for Oct 1, 2025 - Oct 31, 2025**

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Subtotal in USD	\$122.40
State sales tax (5.6%)	\$6.85
Local sales tax (3.6%)	\$4.41
Total in USD	\$133.66

You will be automatically charged for any amount due.

Subscription	Description	Interval	Quantity	Amount(\$)
Google Workspace Business Starter	Usage	Oct 1 - Oct 31	12	100.80
Google Workspace Business Starter - Archived User	Usage	Oct 1 - Oct 31	9	21.60
	Subtotal in USD			\$122.40
	State sales tax (5.6%)			\$6.85
	Local sales tax (3.6%)			\$4.41
	Total in USD			<b>\$133.66</b>

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

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

Order# 91223733  
<https://www.bannersonthecheap.com>  
Date: Sunday, December 7, 2025

**Billing Information:**

Name: Debra Gordon

[REDACTED]

Payment method: Credit Card

**Shipping Information:**

Name: Debra Gordon

[REDACTED]

Shipping method: Standard (BOTC)  
Get it by: 12/16/2025

**Product(s)**

Name	Price	Qty	Total
<i>4ft x 8ft Professional Vinyl Banner Single Sided Grommets - 3 Top, 3 Bottom I already have a way to hang my banner</i>	\$60.65	1	\$60.65

Sub-total: \$60.65

Shipping: \$16.98

Tax: \$7.57

**Order total: \$85.20**

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



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

Name of NC from which you are seeking this grant:

**Canoga Park Neighborhood Council**

**SECTION I- APPLICANT INFORMATION**

1a) Foundation for the Preservation of the Santa Susana Mountains  
Organization Name

**23-7385764      California      2-22-1974**

**Federal I.D. # (EIN#)      State of Incorporation      Date of 501(c)(3)**  
**Status (if applicable)**

1b) P.O. Box 4831

Organization Mailing Address

**Chatsworth      CA      91313**

**City      State      Zip Code**

1c)

Business Address (if different)

**City      State      Zip Code**

**1d) PRIMARY CONTACT INFORMATION:**

Ann LaManna

**818-585-9979**

**dreamer4065@yahoo.com**

**Name**

**Phone**

**Email**

**2) Type of Organization- Please select one:**

**Public School (not to include private schools)**  
**Attach Signed letter on School Letterhead**      **or**       **501(c)(3) Non-Profit (other than religious institutions)**  
**Attach IRS Determination Letter**

3) Name / Address of Affiliated Organization (if applicable)

**City      State      Zip Code**

**SECTION II - PROJECT DESCRIPTION**

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

Funds from this grant will be used to cover the expenses of staging LAUSD-approved Interpretive Walks for three (3) Title One Canoga Park Elementary Schools in the Santa Susans Pass State Historic Park during the current 2025-2026 school year.

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

As part of the LAUSD curriculum, 3rd graders study California History and Native American Culture. These Walks have Interpretive stops along the two mile hike route where the students learn about the life of an Indian child from a storyteller from a local Indian tribe. At another Educational Stop there is a life-sized educational model of a Concord stagecoach where they are taught about travel before the railroad came through. A third stop is at the quarry that provided rock for the Los Angeles harbor breakwater and ornamental stone for many of LAs downtown buildings. A teacher from the Audubon Society, with an array of bird exhibits, teaches them about the local bird population at a fourth stop.

The students have a unique "hands-on" experience learning about the area's colorful history right where it happened.

**SECTION III - PROJECT BUDGET OUTLINE**

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

6a) Personnel Related Expenses	Requested of NC	Total Projected Cost
NONE	\$	\$
	\$	\$
	\$	\$

6b) Non-Personnel Related Expenses	Requested of NC	Total Projected Cost
School Buses (4)	\$0	\$3,460.
Portable sanitation units for 3 Walks	\$690	\$690.
Stipends for Native American storytellers(3)	\$900.	\$900.

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

No  Yes If Yes, please list names of NCs: \_\_\_\_\_

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

Source of Funding	Amount	Total Projected Cost
EVERY KID OUTDOORS GRANT thru Santa Monica Mountains Fund	\$2595.	\$2595.
	\$	\$
	\$	\$

9) What is the TOTAL amount of the grant funding requested with this application: \$1,590

10a) Start date: 09/01/25 10b) Date Funds Required: 11/30/2025 10c) Expected Completion Date: 05/31/2026  
(After completion of the project, the applicant should submit a Project Completion Report to the Neighborhood Council)**SECTION IV - POTENTIAL CONFLICTS OF INTEREST**

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

No  Yes If Yes, please describe below:

Name of NC Board Member	Relationship to Applicant

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

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

**SECTION V - DECLARATION AND SIGNATURE**

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

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

Ann LaManna  
PRINT Name

FPSSM President  
Title

*Ann LaManna*  
Signature

11-17-2025  
Date

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

Karen Dow  
PRINT Name

FPSSM Secretary  
Title

*Karen Dow*  
Signature

11-17-2025  
Date

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

Internal Revenue Service  
District Director

Department of the Treasury  
LA-EO-77-190

Date: FEB 24 1977

Our Letter Dated: August 22, 1974

Person to Contact: W. E. Pure

Contact Telephone Number: (213)688-571

► Foundation for the Preservation of the  
Santa Susana Mountains  
Post Office Box 831  
Chatsworth, California 91311

This modifies our letter of the above date in which we stated that you would be treated as an organization which is not a private foundation until the expiration of your advance ruling period.

Based on the information you submitted, we have determined that you are not a private foundation within the meaning of section 509(a) of the Internal Revenue Code, because you are an organization of the type described in section 170(b)(1)(A)(vi). Your exempt status under section 501(c)(3) of the code is still in effect.

Grantors and contributors may rely on this determination until the Internal Revenue Service publishes notice to the contrary. However, a grantor or a contributor may not rely on this determination if he or she was in part responsible for, or was aware of, the act or failure to act that resulted in your loss of section 170(b)(1)(A)(vi) status, or acquired knowledge that the Internal Revenue Service had given notice that you would be removed from classification as a section 170(b)(1)(A)(vi) organization.

Because this letter could help resolve any questions about your private foundation status, please keep it in your permanent records.

If you have any questions, please contact the person whose name and telephone number are shown above.

Sincerely yours,

*[Signature]*

District Director

# Neighborhood Council Funding Program

## APPLICATION for Neighborhood Purposes Grant (NPG)



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

### Canoga Park Neighborhood Council

#### SECTION I - APPLICANT INFORMATION

1a)	CP Community Center Foundation <i>Organization Name</i>	95-3766446 <i>Federal I.D. # (EIN#)</i>	California <i>State of Incorporation</i>	October 18, 1982 <i>Date of 501(c)(3) Status (if applicable)</i>
1b)	7248 Owensmouth Avenue <i>Organization Mailing Address</i>	Canoga Park <i>City</i>	CA <i>State</i>	91303 <i>Zip Code</i>
1c)	<i>Business Address (if different)</i>	<i>City</i>	<i>State</i>	<i>Zip Code</i>

#### 1d) PRIMARY CONTACT INFORMATION:

Bill Ratner (818) 414-2700 billratner@hotmail.com

Name	Phone	Email
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2) Type of Organization- Please select one:  
 Public School (*not to include private schools*)  
Attach Signed letter on School Letterhead      or       501(c)(3) Non-Profit (*other than religious institutions*)  
Attach IRS Determination Letter

Name / Address of Affiliated Organization (if applicable)	City	State	Zip Code
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#### SECTION II - PROJECT DESCRIPTION

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

The Canoga Park Community Center is hosting the 34th Annual Canoga Park Memorial Day Parade on Monday, May 25, 2026. This Memorial Day Parade is a "signature event" in the Canoga Park Community and is the only Memorial Day Parade in the City of Los Angeles. It draws many of our city, state, county and Congressional elected officials to take part or watch this "grass roots hometown" parade that honors our fallen with the Parade Theme of "Saluting the Price of Freedom". The Parade is supported by local businesses and residents in the greater Canoga Park Community that contribute 80% of revenues needed. The requested grant of \$5,000.00 from the CPNC will augment contributions and fees toward funding of the \$29,000.00 needed to operate the Parade. The Parade is open to the public without charge.

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

On Memorial Day, the Canoga Park Community honors our fallen service members since WWII to current operations involving our Armed Forces. Opening Ceremonies consist of elected officials including the President of the CPNC and a Parade Grand Marshal laying a wreath at a portable Memorial Wall Monument placed at the beginning of the Memorial Day Parade. The Opening Ceremonies provide solemn presentations of military honors and statements by elected officials commemorating Memorial Day prior to the start of the Parade. Parade participants include a "flyover", elected officials, veteran organizations, Scouts, youth groups, community organization floats, area high schools marching units and bands, equestrian units, Active-Duty Military units, "car" clubs, LAFD and LAPD units and stations. This event is covered by local TV and radio stations in the greater LA media market which allows the public-at-large to have a very positive view of the Canoga Park Community and the City of Los Angeles. The Parade recently expanded its coverage through "live" broadcast of opening ceremonies via Facebook, thereby expending the potential audience to thousands.

**SECTION III - PROJECT BUDGET OUTLINE**

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

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

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

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

 No  Yes If Yes, please list names of NCs: \_\_\_\_\_8) Is the implementation of this specific program or purpose described in Question 4 contingent on any other factors or sources or funding? (Including NPG applications to other NCs)  No  Yes If Yes, please describe:

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

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

10a) Start date: 01 / JAN / '26 10b) Date Funds Required: 01 / Feb / '26 10c) Expected Completion Date: 25 / May / '26  
(After completion of the project, the applicant should submit a Project Completion Report to the Neighborhood Council)**SECTION IV - POTENTIAL CONFLICTS OF INTEREST**

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

 No  Yes If Yes, please describe below:

Name of NC Board Member	Relationship to Applicant

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

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

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

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

Bill Ratner	Board President		15 AUG 2025
PRINT Name	Title	Signature	Date

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

Ron Clary	Secretary		15 AUG 2025
PRINT Name	Title	Signature	Date

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

Director

Date: OCT 18 1982

Employer Identification Number:

Accounting Period Ending:

December 31

Foundation Status Classification:

170(b)(1)(A)(vi) and 509(c)

Advance Ruling Period Ends:

December 31, 1987

Person to Contact:

I. Hill

Contact Telephone Number:

(213) 688-4889

► Canoga Park Community Center Foundation  
P.O. Box 529  
Canoga Park, California 91305

Dear Applicant:

Based on information supplied, and assuming your operations will be as stated in your application for recognition of exemption, we have determined you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code.

Because you are a newly created organization, we are not now making a final determination of your foundation status under section 509(a) of the Code. However, we have determined that you can reasonably be expected to be a publicly supported organization described in section 170(b)(1)(A)(vi) and 509(a)(1).

Accordingly, you will be treated as a publicly supported organization, and not as a private foundation, during an advance ruling period. This advance ruling period begins on the date of your inception and ends on the date shown above.

Within 90 days after the end of your advance ruling period, you must submit to us information needed to determine whether you have met the requirements of the applicable support test during the advance ruling period. If you establish that you have been a publicly supported organization, you will be classified as a section 509(a)(1) or 509(a)(2) organization as long as you continue to meet the requirements of the applicable support test. If you do not meet the public support requirements during the advance ruling period, you will be classified as a private foundation for future periods. Also, if you are classified as a private foundation, you will be treated as a private foundation from the date of your inception for purposes of sections 507(d) and 4940.

Grantors and donors may rely on the determination that you are not a private foundation until 90 days after the end of your advance ruling period. If you submit the required information within the 90 days, grantors and donors may continue to rely on the advance determination until the Service makes a final determination of your foundation status. However, if notice that you will no longer be treated as a section 509(a)(1) \* organization is published in the Internal Revenue Bulletin, grantors and donors may not rely on this determination after the date of such publication. Also, a grantor or donor may not rely on this determination if he or she was in part responsible for, or was aware of, the act or failure to act that resulted in your loss of section 509(a)(1) \* status, or acquired knowledge that the Internal Revenue Service had given notice that you would be removed from classification as a section 509(a)(1) \* organization.

P.O. Box 2350, Los Angeles, Calif. 90053

(over)

\* and section 170(b)(1)(A)(vi)

Letter 1045(DO) (6-77)

there, please let us know so we can consider the effect of the change on your exempt status and foundation status. Also, you should inform us of all changes in your name or address.

Generally, you are not liable for social security (FICA) taxes unless you file a waiver of exemption certificate as provided in the Federal Insurance Contributions Act. If you have paid FICA taxes without filing the waiver, you should call us. You are not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

Organizations that are not private foundations are not subject to the excise taxes under Chapter 42 of the Code. However, you are not automatically exempt from other Federal excise taxes. If you have any questions about excise, employment, or other Federal taxes, please let us know.

Donors may deduct contributions to you as provided in section 170 of the Code. Requests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

You are required to file Form 990, Return of Organization Exempt from Income Tax, only if your gross receipts each year are normally more than \$10,000. If a return is required, it must be filed by the 15th day of the fifth month after the end of your annual accounting period. The law imposes a penalty of \$10 a day, up to a maximum of \$5,000, when a return is filed late, unless there is reasonable cause for the delay.

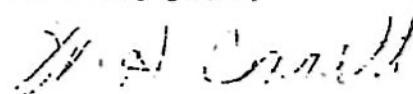
You are not required to file Federal income tax returns unless you are subject to the tax on unrelated business income under section 511 of the Code. If you are subject to this tax, you must file an income tax return on Form 990-T. In this letter, we are not determining whether any of your present or proposed activities are unrelated trade or business as defined in section 513 of the Code.

You need an employer identification number even if you have no employees. If an employer identification number was not entered on your application, a number will be assigned to you and you will be advised of it. Please use that number on all returns you file and in all correspondence with the Internal Revenue Service.

Because this letter could help resolve any questions about your exempt status and foundation status, you should keep it in your permanent records.

If you have any questions, please contact the person whose name and telephone number are shown in the heading of this letter.

Sincerely yours,



District Director

**2026 Canoga Park Memorial Day Parade  
Neighborhood Council Funding Program  
Application for Neighborhood Purposes Grant (NPG)  
Estimated Financials**

<b>Canoga Park Memorial Day Parade Estimated Financials for 2026</b>			
<b>Revenue Item</b>	<b>2026 Estimates</b>	<b>Percent of Revenues</b>	<b>Comments</b>
Pole Banners	\$16,000	55%	90 Banners placed along Sherman Way Parade Route
CPNC Support	\$5,000	17%	Same amount from last three Parades
Entry Fees	\$3,000	10%	30 paid entries at \$100/entry
Corporate Contributions	\$5,000	17%	Local Sports Teams, Corporations & Companies
<b>Total Revenue</b>	<b>\$29,000</b>	<b>100%</b>	
<b>Expense Item (Alphabetical Order)</b>	<b>2026 Estimates</b>	<b>Percent of Expenses</b>	<b>Comments</b>
Advertising/Printing	\$1,300	4.5%	Local Newspapers and Local Printers for Articles, Flyers, Applications and Programs
Audio	\$3,500	12.1%	One announcing station/Radios for Parade Control
Event Banner	\$0	0.0%	Re-use of Parade Banner donated in 2023
Event Insurance	\$4,500	15.5%	
Flowers for Wreath Laying	\$600	2.1%	Used a smaller arrangement from '23 in '24 & '25
Porta Pottie Augmentation	\$1,400	4.8%	Same Day Delivery and Pick-up vs Friday/Monday
LA Sanitation	\$2,500	8.6%	Clean-up from Equestrian Units
Photography	\$1,000	3.4%	Drones, Photographer, Videographer
Pole Banners	\$13,000	44.8%	90 Pole Banners is basis of estimate
Rentals	\$600	2.1%	Golf Cart Rental
USAF Unit Flyover		0.0%	
VIP/Elected Officials Reception	\$100	0.3%	Coffee, Juice, Fruit at VIP Reception at CDI
Water & Ice	\$0	0.0%	2023- 7-11; 2024 Grocery Outlet 2025 Donated by Home Depot and Vallarta Markets
Website	\$500	1.7%	Artwork and Support
<b>Totals</b>	<b>\$29,000</b>	<b>100.0%</b>	

**CPNC Parade Benefits:**

- 10 Pole Banners with CPNC Logo placed along the Parade Route
- Logo displayed on all Media and Artwork Posted or Printed
- Active Role on Opening Ceremonies
- Vehicle provided for selected CPNC Council Members

### **Neighborhood Purposes Grants**

Neighborhood Purposes Grants (NPGs) provide NCs opportunities to develop partnerships with local 501(c)(3) nonprofits and public schools to build community and enhance neighborhoods in the City of Los Angeles. Projects and activities supported by NPGs vary widely and can include, but are not limited to:

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

NPG-funded projects and activities must be for a **public benefit** and purpose, **open, accessible**, and **free of charge** to stakeholders.

Grants approved by NCs exceeding \$5,000 involve further review and possible City contract by the Office of the City Clerk.

Visit the NC Funding Program website page on NPGs ([click here](#)) to find out more details about how 501(c)(3) nonprofits and public schools serving NC areas can apply. There are two NPG Information Packets; One for prospective applicants to help guide them in the application process, and one for NC board members outlining considerations and factors to keep in mind while evaluating NPG requests.

A “Project Completion Report” template is also provided to help ensure accountability in the use of Grant funds and help demonstrate how NCs and their partners are supporting L.A. communities and stakeholders. NCs and NPG recipients are strongly encouraged to work together to complete and submit the Report at the conclusion of the project.

Any questions you may have with the NPG process, please contact us at the NC Funding Program:

- [Clerk.NCFunding@lacity.org](mailto:Clerk.NCFunding@lacity.org)
- (213) 978-1058

# Neighborhood Council Funding Program

## APPLICATION for Neighborhood Purposes Grant (NPG)



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

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

### SECTION I- APPLICANT INFORMATION

1a) <b>Organization Name</b>	Woodland Hills Tarzana Community Benefit Foundation	45-0975689	California	02/11/2011
1b) <b>Organization Mailing Address</b>	6351 Owensmouth Avenue #101A	<b>Federal I.D. # (EIN#)</b>	<b>State of Incorporation</b>	<b>Date of 501(c)(3) Status (if applicable)</b>
		Woodland Hills	CA	91367
		<b>City</b>	<b>State</b>	<b>Zip Code</b>
1c)	<b>Business Address (If different)</b>	<b>City</b>	<b>State</b>	<b>Zip Code</b>

1d) **PRIMARY CONTACT INFORMATION:**

**Diana Williams** **818-347-4727** **diana@woodlandhillscc.net**

<b>Name</b>	<b>Phone</b>	<b>Email</b>
-------------	--------------	--------------

2) **Type of Organization- Please select one:**

Public School (*not to include private schools*) **or**  501(c)(3) Non-Profit (*other than religious institutions*)  
**Attach Signed letter on School Letterhead** **Attach IRS Determination Letter**

3) **Name / Address of Affiliated Organization (if applicable)** **City** **State** **Zip Code**

### SECTION II - PROJECT DESCRIPTION

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

1. 6 events: We propose to assist Canoga Park with the beautification along the LA River from Canoga Park High School to the Winnetka bridge with a simple strategy to eliminate the unsightly patch work over graffiti with a uniformed fix.
2. 4 events We propose to maintain Owensmouth from the LA River to Sherman Way, including street tree trimming, tree wells cleaning and weed removal, and assist where asked by the CP NC to attend to a specific locations.

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

Both projects align with Mayor Bass' desire to reduce litter, polish the look of the neighborhood while beautifying Canoga Park now and for the 2028 Olympics.

**SECTION III - PROJECT BUDGET OUTLINE**

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

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

6b) Non-Personnel Related Expenses	Requested of NC	Total Projected Cost
Paint rollers, roller covers, spray paint, buckets, poles, trays, paint tarps, cart	\$1000	\$
Bulk buckets of paint	\$1200	\$
Weedwhacker, Hoes, rakes, bags, shovels, loping sheers,	\$1000	\$

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

No  Yes If Yes, please list names of NCs: \_\_\_\_\_

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

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

9) What is the TOTAL amount of the grant funding requested with this application: \$3200

10a) Start date: 03/01/26 10b) Date Funds Required: 04/01/26 10c) Expected Completion Date: 03/01/27  
(After completion of the project, the applicant should submit a Project Completion Report to the Neighborhood Council)**SECTION IV - POTENTIAL CONFLICTS OF INTEREST**

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

No  Yes If Yes, please describe below:

Name of NC Board Member	Relationship to Applicant

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

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

**SECTION V - DECLARATION AND SIGNATURE**

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

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

Diana Williams	President	Diana Williams	1/12/2026
PRINT Name	Title	Signature	Date

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

Felicia Paust	Secretary	Felicia Paust	1/12/2026
PRINT Name	Title	Signature	Date

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

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

DEPARTMENT OF THE TREASURY

Date: MAY 10 2011

WOODLAND HILLS TARZANA CHAMBER OF  
COMMERCE COMMUNITY BENEFIT  
C/O WHTCC FOUNDATION  
20121 VENTURA BLVD STE 204  
WOODLAND HILLS, CA 91364

Employer Identification Number:  
45-0975689  
DLN:  
17053095374001  
Contact Person:  
DEL TRIMBLE ID# 31309  
Contact Telephone Number:  
(877) 829-5500

Accounting Period Ending:  
December 31

Public Charity Status:  
170(b)(1)(A)(vi)

Form 990 Required:  
Yes

Effective Date of Exemption:  
February 14, 2011

Contribution Deductibility:  
Yes

Addendum Applies:  
No

Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. We determined that you are a public charity under the Code section(s) listed in the heading of this letter.

Please see enclosed Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, for some helpful information about your responsibilities as an exempt organization.

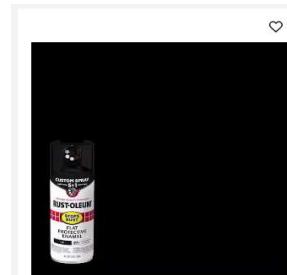
## Canoga park Equipment Budget

Built in contingency for unexpected extras.

Barrels of Paint, \$50/barrel X 20 barrels Vista Paint	1,000
Cans of spray paint, \$8/Spray paint can X 100 cans	800
8 ft paint poles, for \$32/ea X 4	132
18 ft paint pole \$75/ea X 2	150
Lopping sheers, \$25/ea X 8	200
Rakes \$20/ea X 10	200
Brooms \$20/ea X4	80
Paint Rollers \$7/ea X 25	175
Paint roller covers \$5/ea X100	500
<b>Total</b>	<b>\$3,237</b>

Barrels of Paint, 1,000  
\$50/barrel X 20 barrels Vista Paint

Cans of spray paint, 160  
\$8/Spray paint can X 100 cans



    +more

Rust-Oleum Stops Rust 12 oz. Custom Spray

5-in-1 Flat Black Spray Paint

★★★★★ (4.4 / 3548)

Model# 376855

\$7.48

 Pickup: 25 in stock at Woodland Hills

 Delivery: Free | Tomorrow

8 ft paint poles, for \$32/ea X 4 132

Top Rated



[+more available options](#)

**Wooster** Sherlock GT Convertible 4 ft. to 8 ft. Adjustable Extension Pole  
 ★★★★★ (4.9 / 332)  
 Model# 60F09100000  
 \$38.87

✗ **Pickup:** Unavailable at [Woodland Hills](#)  
 ✗ **Delivery:** Unavailable

18 ft paint pole \$75/ea X 2 150

Top Rated



[+more available options](#)

**Wooster** Sherlock GT Convertible 8 ft. to 16 ft. Adjustable Extension Pole  
 ★★★★★ (4.8 / 332)  
 Model# 60F09000000  
 \$71.06

✗ **Ship to Store:** Free | Pickup  
 ✗ **Delivery:** Tue, Oct 28

2 poles 142

[Add to Cart](#)



[+more available options](#)

**Pruners** 18.5 in. Cut Diameter Shear Blade, 28 in. Power Lever Ratchet Lopper with GatorGrip  
 ★★★★★ (4.8 / 1549)  
 Model# 60F09101010  
 \$24.96

✗ **Ship to Store:** Free | Pickup  
 ✗ **Delivery:** Free | Tomorrow

Lopping sheers, \$25/ea X 8 200

Best Seller



[+more available options](#)

**Husky** 53 in. Long Wood Handle 22 in. Steel Leaf Rake  
 ★★★★★ (4.5 / 778)  
 Model# 77844-990  
 Limit 6 per order  
 \$19.96

✗ **Pickup:** 23 in stock at [Woodland Hills](#)  
 ✗ **Delivery:** Today

Rakes \$20/ea X 10 200



Rubbermaid Commercial Products 38 in. Blue Straw/Corn Broom

4.2 / 38

Model# RCP60383

\$19.99

Ship to Store: Free | Pickup  
Delivery: Free | Tue, Oct 28

Brooms \$20/ea X2

40



9 in. Standard Paint Roller Frame

4.5 / 611

Model# RF209W-9

\$6.97

Paint Rollers \$7/ea X 25

175



9 in. x 3/4 in. High-Density Polyester Knit Paint Roller Cover

4.4 / 3194

\$4.77

Paint roller covers \$5/ea X 100

500



CANOGA PARK  
NEIGHBORHOOD COUNCIL

# Corinne Ho

Treasurer

Home/Condo Owners Representative (to 2029)

Canoga Park Neighborhood Council

[info@canogaparknc.org](mailto:info@canogaparknc.org)



<https://canogaparknc.org>



**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

**Corinne Ho**

---

PRINT NAME OF THE TREASURER

**Home/Condo Representative**

---

BOARD POSITION

---

DATE

**2026-Jan-28**

---

EMAIL

---

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**Shawn Fornari**PRINT NAME OF THE 2<sup>ND</sup> SIGNER**Schools Representative**

BOARD POSITION

DATE

**2026-Jan-28**

EMAIL

PHONE NUMBER

**Alternate Signer**

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

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

SIGNATURE OF THE ALTERNATE SIGNER

**Caryn Michaels**

PRINT NAME OF THE ALTERNATE SIGNER

**Youth Representative**

BOARD POSITION

DATE

**2026-Jan-28**

EMAIL

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**Corinne Ho**PRINT NAME OF THE 1<sup>st</sup> BANK CARD HOLDER**Home/Condo Representative**

BOARD POSITION

DATE

**2026-Jan-28**

EMAIL

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**Shawn Fornari**PRINT NAME OF THE 2<sup>nd</sup> BANK CARD HOLDER**Schools Representative**

BOARD POSITION

DATE

**2026-Jan-28**

EMAIL

PHONE NUMBER

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

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

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

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

**Corinne Ho**

---

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

**2026-Jan-28**

---

DATE

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

---

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

**Shawn Fornari**

---

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

**2026-Jan-28**

---

DATE

## **NEIGHBORHOOD COUNCIL FUNDING PROGRAM**

### **ANNUAL BUDGET TEMPLATE**

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

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

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

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

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

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

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

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

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

<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 Community Center (\$166.00 x 12 months)	<b>\$ 2,000.00</b>
Web Hosting & Maintenance, Social Media management (\$150.00 x 12 months)	<b>\$ 2,000.00</b>
Google Workspace (\$170.00 x 12 months)	<b>\$ 2,600.00</b>
Zoom licenses	<b>\$ 400.00</b>
Food and Refreshments for meetings, retreats and outreach	<b>\$ 2,000.00</b>
Bulk email service Provider	<b>\$ 300.00</b>
Go Daddy (to be paid in 2026)	<b>\$ 0.00</b>
Canva Pro (June 18, 2025 to 2026)	<b>\$ 0.00</b>
Office Supplies (Printing, Ink, Paper, Easel, Poster Stands, stapler)	<b>\$ 2,100.00</b>
Newsletters & Maillite by Concept to Web Services	<b>\$ 1,000.00</b>
<b>Total Office/Operational Expenditures</b>	<b>\$ 12,750.00</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	
Valley Alliance of Neighborhood Councils	
LA Congress of NC's	\$ 0.00
Promotional Materials for Outreach events	\$ 2,074.00
Pole Banners	\$ 0.00
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)	\$ 0.00
Roll Over	\$ 1,069.00
<b>Total Outreach Expenditures</b>	<b>\$ 3,473.00</b>

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

<b>Neighborhood Purposes Grants (NPG) Expenditures Category</b>	
	\$ 2,000.00
	\$ 8,000.00
<b>Total NPG Expenditures</b>	<b>\$ 10,000.00</b>

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

<b>TOTAL ANNUAL BUDGET ALLOCATIONS</b>	
Office/Operational Expenditures	\$ 12,750.00
Outreach Expenditures	\$ 3,473.00
Election Expenditures	\$ 0.00
<b>General and Operational Expenditures</b>	<b>\$ 16,223.00</b>
<b>Neighborhood Purposes Grants (NPG) Expenditures</b>	<b>\$ 10,000.00</b>
<b>Community Improvement Projects (CIP) Expenditures</b>	<b>\$ 2,000.00</b>
<b>TOTAL EXPENDITURES FOR THE FISCAL YEAR</b>	<b>\$ 28,223.00</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 checked="" type="checkbox"/> Existing(may need to renew agreement) <input type="checkbox"/> New(new agreement may be needed) <input type="checkbox"/> Donated <input type="checkbox"/> NA	
Property Name:	Canoga Park Community Center
Property Address:	7248 Owensmouth Ave
Property Owner Name:	Bill Ratner
Property Owner Phone Number:	818.414.2700
Property Owner Email:	billratner@hotmail.com

**Meeting Location:**

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

**Storage Facility:**

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

**P.O. Box:**

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

**Website Services:**

<input checked="" type="checkbox"/> Existing(may need to renew agreement) <input type="checkbox"/> New(new agreement may be needed) <input type="checkbox"/> Donated <input type="checkbox"/> NA	
Name of Website Services Provider:	Concept to WEb
Service Provider Address:	18403 W Vogel Ave
Service Provider Phone Number:	818.613.8261
Service Provider Email:	Aaron.devandry@gmail.com
Type of Services Provided:	Web Hosting, maintenance, SEO, Content Creation and Social Media Management

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

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

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

(213)978-1058