



CITY OF LOS ANGELES
California



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President
Brian Allen

Vice-President
Graham Czach

Secretary
Alexandra Lester

Treasurer
Jason Lester

Erick Fefferman
Thomas Hartfield
Daniel Sternbaum
Evy Arocho
Malike Naibi
Sydney Gold
Rahim Kazi

Elizabeth Mitev
Andrew Petersen
Wayde Hunter
Michael Stewart
Tanya Rutherford
David Rutherford

**Granada Hills North
NC**

General Board Meeting

**St. Euphrasia Church
11766 Shoshone Avenue
Granada Hills, CA 91344
Tuesday August 5, 2025**

6:30pm

**GRANADA HILLS
NORTH
NEIGHBORHOOD
COUNCIL**

Mailing Address:

16911 SF Mission Blvd
PMB 137

Granada Hills, CA 91344-4250

**Join our mailing list
for all**

communications:
www.ghnnc.org

4 Vacant Seats Available: Residents Seat, Community Interest Seat, Neighborhood Org., and District 2

Comments from the public on 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. Time of Public Comment is set by the presiding officer based on time available and number of individuals wanting to make comments. Minimum time is one minute and normal time is two minutes, per speaker, unless further adjusted by the presiding officer of the Board.

All Agenda Items Are Subject to Discussion and Possible GHNNC Board Action

- A. Call to Order, Roll Call, Pledge of Allegiance.**
- B. Request for any Paid Lobbyists to Identify themselves.**
- C. Reports from DONE, Elected Officials and Local Representatives (3 Min) (Questions 2 Min)**
- D. General Public Comment on Non-agendized concerns - comment time of 2 min per person.**
- E. Presiding Officers Comments:**
 - a. Vice President**
 - b. President**
 - c. Trainings review**
 - d. Budget Advocate Report**
- F. Administrative Items:**
 - a. Review and Approve July 16th, 2025 Special Board Meeting Minutes.**
 - b. Review and approve June 2025 MER.**
 - c. Consider Accepting the move of Erick Fefferman from his current seat as District 3 Representative to the Neighborhood Organizer seat.**
 - d. Followup of taking of the Oath of Office for Board Members who did not take it in July. Those are the newly appointed and absent members at the July meeting. They are Tanya, David, Sid, Thomas, Erick and Andrew**
 - e. Treasury Report as of June 30th 2025 (Financial status and status on pending payments).**
- G. Presentation and approval of FY2025-2026 Administrative Packet:**
 - a. Review, Discussion and approval of Administrative Packet for FY 2025-2026.**

H. Other Business:

- 1. Establish the following Committees and appoint members for the current term 2025-2027. Additionally discuss purpose and operations, as well as provide report update on any activity or meeting :
 - a. Outreach**
 - b. City Wide**
 - c. Public Safety**
 - d. Parks & Beautification**
 - e. PLUM**
 - f. ByLaw**
 - g. Landfill**
 - h. Youth****
- 2. Update on expanding and enhancing GHNNC's handling of its Website and Social Media to improve communication with the public. Possible motion to update our Mailchimp account to provide for higher volume of electronic communications at a cost not to exceed \$100 per month**
- 3. Consider issuing letter to CD12 requesting they use some of the Landfill funds to purchase and convert the vacant property at the corner of Rinaldi and Balboa to a community pocket park.**
- 4. Appoint up to four CIS filers.**
- 5. Final Public Comment.**
- 6. Suggestions for future agenda items**
- 7. Adjournment**

NEXT SCHEDULED GHNNC BOARD MEETING IS TUESDAY, September 2nd, 2025

Time allocations for agenda items are approximate and may be shortened or lengthened at the discretion of the Chairperson.

The agendas for the GHNNC meetings are posted for public review at Bee Canyon Park, 17200 Van Gogh St, Granada Hills, CA (Mary Ellen Crosby Playground), as well as on the GHNNC's official website at www.GHNNC.org. Stakeholders may also subscribe to the City of Los Angeles Early Notification System (ENS), through the City's website at www.lacity.org, to receive notices for GHNNC meetings. For more information, you may also contact GHNNC by email at info@ghnnc.org.

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 viewed at our scheduled meeting or at our website www.ghnnc.org. In addition, if you would like a copy of any record related to an item on the agenda, please contact the Council at info@ghnnc.org

As a covered entity under Title TI 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, assisted 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.

In compliance with Government Code section 54957.5, non-exempt writings that are distributed to a majority or all members of the Board in advance of a meeting, may be viewed at the Neighborhood Council meeting or on the Neighborhood Council website at www.GHNNC.org. In addition, if you would like a copy of any record related to an item on the agenda, please contact the Council, by email at info@ghnnc.org.

SI REQUIERE SERVICIOS DE TRADUCCION, FAVOR DE NOTIFICAR AL CONCEJO VECINAL 3 DIAS DE TRABAJO (72 HORAS) ANTES DEL EVENTO. SI NECESIT A ASISTENCIA CON EST A NOTIFICACION, POR FAVOR CONTACTE A GHNNC, at info@ghnnc.org

Notice to Paid Representatives -

If you are compensated to monitor, attend, or speak at this meeting, City law may require you to register as a lobbyist and report your activity. See Los Angeles Municipal Code Section 48.01 et seq. More information is available at ethics.lacity.org/lobbying. For assistance, please contact the Ethics Commission at (213)978-960 or ethics.commission@lacity.org.

For information on the Process for Reconsideration, stakeholder grievance policy, or any other procedural matter related to this Council, please consult the GHNNC Bylaws by visiting www.GHNNC.org any other procedural matter related to this Council, please consult the GHNNC Bylaws by visiting www.GHNNC.org.



Granada Hills North Neighborhood Council

July 16 2025 Board Meeting
Meeting called to order: 6:39

All members sworn in.

Those absent include: Erick Fefferman, Thomas Hartfield, Andrew Petersen

REPRESENTATIVES

- NO GOVERNMENT REPS PRESENT

GENERAL PUBLIC COMMENT

- NO PUBLIC COMMENT

6:45: Budget Advocate Report

- Budget Advocate day will be next week
- Brian suggested an Ad Hoc committee be set up last meeting to address budget concerns and structure
- Brian had the idea to consolidate IT and accounting operations into a state/city/countywide operation for efficiency

6:52: Administrative Items

- We do not have the minutes printed from the June meeting

TABLING EVERYTHING BUT THE ELECTION OF NEW MEMBERS

6:53: New Members

- David and Tanya want to be reelected
- Unanimous vote to bring them back on the board
- Nobody objects to appointing Sid - unanimous vote
- Ralph has considerable physical issues despite him wanting to be reappointed
 - Malike brought up how he has the heart but he likely does not have the appropriate physical condition to be reappointed
 - Graham had to prop him up multiple times at the last meeting and it was a struggle to get him to be able to complete simple tasks such as sending out emails
 - Wayde is concerned that he won't be able to do his Faith-Based Rep. duties
 - Brian suggests getting him honorary membership just to continue having him on the board without giving him too many assignments
 - Alexandra was the only one who abstained

7:02: Reappoint Officers

- Brian self-nominated for President



- Wayde seconded the motion
- Unanimous vote to bring him back!
- (I think) Daniel nominated Graham Czach for Vice-President
 - Rahim seconded the motion
 - Unanimous vote to bring him back!
- Brian nominated Alexandra for Secretary
 - Tanya seconded the motion
 - Unanimous vote to bring me back!
- Alexandra nominated Jason for Treasurer
 - Wayde seconded the motion
 - Unanimous vote to bring him back!

7:07: Treasury Report

- Brian provided the treasury report
- We will be getting \$25,000 for the next year
 - Will likely get a rollover of all funds from this past year's council
 - Approximately \$19,000 unspent from last year
- Need to be better about ensuring that documents requesting funds are well reviewed going into next year
- Malike asked if this is the same as the city budget and we're able to make future changes as needed
 - Yes we can!
- Will likely allocate more funds to community improvement/recreation as the year passes since we have the freedom to do so
- Brian made the motion to adopt this proposed budget
 - Malike seconded
 - Unanimously passes

7:17: MER Approval

- Approving May, not June (not put into the agenda for this meeting)
- Budget Advocate payment and Kennedy HS payment each of \$1,000 dollars were not listed on the May MER, but are paid in June
- Brian motioned to approve the MER
 - Rahim seconded the motion
 - Unanimously passes

7:20: Outreach

- Not much activity in the Outreach Committee
 - Reconsidering some members on the committee and deciding a finalized plan for the board
 - Andrew would like to be a co-chair on the board
 - Erick pulled away from other committees outside of any work regarding the landfill
 - Evy had an interest in taking over the committee



Granada Hills North Neighborhood Council

- Hopefully personalize invitations to meeting
- Get an improved social media presence
- Main reason people don't attend the meetings is because they don't know when they are happening!
- We're going to rework some of our interfaces to ensure that more people can get information about these meetings
- Also need to focus on improving making quorum
- Malike brings up that the goals are to fix our website/social media, have at least one signature neighborhood council event to bring together the public and know the council exists, and to be available in every aspect of our council
 - FIRST PRIORITY IS OUR WEBSITE
- Outreach committee will be set up at our next meeting

7:49: Committee Reports

- No Citywide Rep.
- No Public Safety meeting info (meeting didn't happen)
- Parks and Rec meeting last month was super productive
 - Maintenance and improvement items were gone over
 - Hopefully put together reports to be able to officially share with stakeholders and community members
 - Approved "Park Closed" signs which will be voted on at Board of Commissioner meetings
 - Improving trash cans at O'Melveny Park
 - State code that we need to update there
 - Updated improved maintenance projects list that will be shared with the board after the meeting to see if there are any extra concerns
 - Extra Sunshine Canyon meeting to see if we could fund other community projects
 - Possible budget discrepancy??
 - Brian motioned to set a date of August 20th to have a Wildfire Prevention/Proofing Town Hall meeting (and approve up to \$1000 as well for flyers and outreach)
 - Graham seconded it
 - Unanimously passes
- No PLUM Committee meeting
- No ByLaw meeting

8:01: Website and Social Media

- Issue has been briefly discussed with our current Webmaster and city
 - We can use our current resources to improve communication with the public
- Brian suggested having an in-person meeting with him in Los Angeles to discuss the issues with outreach and how we can fix them
- No set date but the meeting will happen ASAP
- Suggested people for the meeting: Brian, Graham, Malike, and Evy
- No vote needed!



Granada Hills
North
Neighborhood Council

PUBLIC COMMENT

- Question about Item 3 - Item 3 is not part of Outreach
- We do not have any input on the Balboa/Rinaldi project
 - They're just looking for investors right now
 - Brian suggested that we consider CD12 to use the amenities fund and use it to turn the land into a "pocket park"

FUTURE AGENDA ITEMS

- Proposed Youth Committee!

Meeting is adjourned at 8:15!

Monthly Expenditure Report



Reporting Month: June 2025

Budget Fiscal Year: 2024-2025

**NC Name: Granada Hills North
Neighborhood Council**

Monthly Cash Reconciliation					
Beginning Balance	Total Spent	Remaining Balance	Outstanding	Commitments	Net Available
\$33927.67	\$13947.46	\$19980.21	\$0.00	\$0.00	\$19980.21

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office	\$31553.49	\$1560.55	\$16480.21	\$0.00	\$16480.21
Outreach		\$7386.91		\$0.00	
Elections		\$0.00		\$0.00	
Community Improvement Project	\$2500.00	\$0.00	\$2500.00	\$0.00	\$2500.00
Neighborhood Purpose Grants	\$11000.00	\$5000.00	\$1000.00	\$0.00	\$1000.00
Funding Requests Under Review: \$0.00		Encumbrances: \$0.00		Previous Expenditures: \$11125.82	

Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	OFFICE DEPOT #889	06/03/2025	GHNNC payment receipt for copying docs for the GBM on Jun 3rd 2025	General Operations Expenditure	Office	\$69.14
2	PY MISSION HILLS SELF	06/03/2025	GHNNC payment receipt for June 2025 storage at mission hills storage	General Operations Expenditure	Office	\$245.00
3	WAL-MART #2526	06/13/2025	GHNNC Receipt for purchase of tables for use at future meetings.	General Operations Expenditure	Office	\$746.04
4	FRESH DONUTS	06/14/2025	Receipt for purchase of donuts for shred event on June 14, 2025	General Operations Expenditure	Outreach	\$25.45
5	STAPLES 00104802	06/16/2025	GHNNC receipt for computer paper purchase for future use .	General Operations Expenditure	Office	\$500.37
6	4 ALL PROMOS	06/17/2025	GHNNC Receipt for Purchase of Promo Items from 4allpromos to be used at events for the public.	General Operations Expenditure	Outreach	\$4771.46
7	OFF-SITE SHREDDING SER	06/19/2025	Receipt for Shred event Trucks from On & Off Shredding held in June 2025	General Operations Expenditure	Outreach	\$1590.00
8	Neighborhood Council Budget Day	05/19/2025	Motion to approve support of \$1000 for Budget Advocate Budget Day.	General Operations Expenditure	Outreach	\$1000.00

9	John F. Kennedy High Shcool	06/04/2025	Motion to approve NPG from John F. Kennedy HS ASB for support up to \$5000 to provide Lunches, Uniforms and Equipment for the Soccer Team.	Neighborhood Purpose Grants		\$5000.00
	Subtotal:					\$13947.46

Outstanding Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
	Subtotal: Outstanding					\$0.00

Office DEPOT OfficeMax®

NORTHRIDGE - (818) 727-7090

06/03/2025 12:32 PM



V2VTGY5U3MQ5XCM88

SALE 889-21-6132-1111-24.8.1

873905 DS B&W Ltr Pri

250 @ 0.22 55.00

You Pay 55.00SS

211026 Self Serve Mac

50 @ 0.05 2.50

You Pay 2.50SS

163061 SS B&W Ltr Pri

25 @ 0.22 5.50

You Pay 5.50SS

Subtotal: 63.00

Local Sales and Use T 6.14

Total: 69.14

MasterCard 4981: 69.14

AUTH CODE 054731

TDS Contactless

AID A0000000041010 MASTERCARD

CVS No Signature Required

BRAIN ALLEN 59****198

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

Shop online at www.officedepot.com

WE WANT TO HEAR FROM YOU!

Visit survey.officedepot.com

and enter the survey code below

N74R SPNJ 944S

or scan the below QR code



Mission Hills Self Storage
15241 Rinaldi St
Mission Hills, CA 91345

(818) 462-5723

Payment Receipt

Tenant	BRIAN DONEL ALLEN	Date Printed	June 3, 2025
Company	GRANADA HILLS NORTH NEIGHBORHOOD COUNCIL	Payment Date	June 3, 2025 11:57 AM
Address	6911 SAN FERNANDON MISSION P.O. BOX 137	Unit	F136
City, State, Zip	GRANADA HILLS CA 91344	Available Credit	0.00
		Current Balance	0.00
		Paid Thru	June 30, 2025
		Receipt Number	97271
			By NL

Date	Unit	Description	Charge	Discount	Tax	Total	Payment	Method
06/01/25	F136	Rent 6/1-6/30	245.00	0.00	0.00	245.00	245.00	Master Card
		Taxes					0.00	
		Payment (less tax)					245.00	
		Payment Subtotal					245.00	
		Credits Applied					0.00	
		Refunds Applied					0.00	
		Total Applied to Account					245.00	
		Current Account Balance					0.00	
		Paid By					Master Card *****4981	
		Paid Thru Date					June 30, 2025	

Transaction Type Sale

Authorization 072732
Reference pl_txn_683f4598b4bale2e0a194f5

I agree to pay the above amount according to the card issuer statement.

x _____

Give us feedback @ survey.walmart.com
Thank you! ID #:7VFNX6WBZXB



WM Supercenter
818-832-0643 Mgr. EDWARD
19821 RINALDI ST
PORTER RANCH CA 91326
ST# 02526 OP# 009008 TE# 08 TR# 02685

ITEMS SOLD 8
TC# 4875 7526 6351 6875 1256 8



TABLE	044681346980	84.97 X
TABLE	044681346980	84.97 X
TABLE	044681346980	84.97 X
TABLE	044681346980	84.97 X
TABLE	044681346980	84.97 X
TABLE	044681346980	84.97 X
TABLE	044681346980	84.97 X
TABLE	044681346980	84.97 X

SUBTOTAL	679.76
TAX1 9.7500 %	66.28
TOTAL	746.04
MCARD TEND	746.04
CHANGE DUE	0.00

MASTERCARD- 4981 I 2 APPR#050932
746.04 TOTAL PURCHASE
REF # 516446045161
AID A0000000041010
TERMINAL # 26453561
*No Signature Required
06/13/25 12:34:43

Get free delivery
from this store
with Walmart+

Scan for 30-day free trial.

Low prices You Can Trust. Every Day.
06/13/25 12:34:52

5-28-25

FRESH DONUTS
11030 BALBOA BLVD
GRANADA HILLS, CA 91344

06/14/2025

07:59:25

CREDIT CARD

MC SALE

Card #	XXXXXXXXXXXX4981
Chip Card:	MASTERCARD
AID:	A0000000041010
SEQ #:	110
Batch #:	723
INVOICE	111
Approval Code:	019979
Entry Method:	Chip Read
Mode:	Issuer
Tax Amount:	\$0.00
Cust Code:	

Purchase of 1 dz Assorted Donuts
2 dz Donut holes

MDSE/SERVICES \$25.45

TIP

TOTAL AMOUNT

CUSTOMER COPY

0

NCFP 101 BAC Rev020118

Staples

17020 Chatsworth St.
Grenada Hills, CA 91344
818-831-8095

Sale

Store: 480
Date: 6/16/25
Time: 2:23 PM
Register: 1
Transaction: 50448
Cashier: 2069987
REWARDS NUMBER *****3523

Qty	Item	Price	Amount
8	TRU REID 20/96 10RM *	513096	4104.77
	Instant Savings	72.99	455.92
			(128.00)

Subtotal 455.92
CALIFORNIA 9.75% 44.45

Total 500.37

MASTERCARD USD\$500.37

Card No. : XXXXXXXXXXXXX4981 [C]

Chip Read

Auth No. : 019945

Mode : Issuer

AID : A000000041013

TVR : 0000000000

IAD : 01106C7001220300297900000000000000F

TSI : E600

ARC : 3030

*Item is currently on promotion. Some

coupons are only valid on regular priced

items. Please see the coupon terms and

conditions for details.

Easy Rewards Point Summary

Points Redeemed Today 0

Points Remaining 12627

Dollars Remaining \$63.00

Points will post within 5 business days.

Terms and conditions apply.

Invoice #1747453
Sales Rep: Dan Bertrand (Dan@4allpromos.com)



4AllPromos
50 West Ave.
Essex, CT 06426
1-866-732-3386

Thanks for your order, BRIAN!

An account has been created for you with the following details:

Username: manavanui
Password: Your password

Want to manage your order online?

If you need to check the status of your order, please visit our home page at 4AllPromos and click on "My account" in the menu or login with the following link:

<https://www.4allpromos.com/user>

Purchasing Information:

E-mail Address: manavanui@aol.com

Billing Address:
GRANADA HILLS NORTH NEIGHBORHOOD COUNCIL
BRIAN ALLEN
200 N. SPRING ST
LOS ANGELES, CA 90012

Shipping Address:
GRANADA HILLS NORTH NEIGHBORHOOD COUNCIL
BRIAN ALLEN
12821 WOODLEY AVE
GRANADA HILLS, CA 91344

Billing Phone:
8188023084

Shipping Phone:
8188023084

Order Grand Total: \$4,771.46

Payment Method: Credit card

Order Summary:

Shipping Details:

Order #: [1747453](#)
Order Date: 06/16/2025 - 3:13pm
Shipping Method: UPS Ground
Products Subtotal: \$3,900.50
UPS Ground: \$490.66
Subtotal excluding taxes: \$4,391.16
Sales Tax: \$380.30

Total for this Order: \$4,771.46

Balance Due: \$0.00

Products on order:

300 x Microfiber Cleaning Cloth in Case - \$207.00 (\$0.69 each)

SKU: 313-6242-Green
5 Day Production

- Color: Green
- Imprint Color 1: White

1 x One time setup charge for Microfiber Cleaning Cloth in Case, SKU: 313-6242-Green (per imprint color) - \$45.00

SKU: setup

300 x Whistle Light Key Chain - \$231.00 (\$0.77 each)

SKU: 313-72-Sage-green
5 Day Production

- Color: Sage green
- Imprint Color 1: White

1 x One time setup charge for Whistle Light Key Chain, SKU: 313-72-Sage-green (per imprint color) - \$45.00
SKU: setup

300 x Magnifier and LED Light Key Chain - \$345.00 (\$1.15 each)

SKU: 313-1652

5 Day Production

FREE Shipping!

- Color: Lime
- Imprint Color 1: White

1 x One time setup charge for Magnifier and LED Light Key Chain, SKU: 313-1652 (per imprint color) - \$45.00

SKU: setup

300 x Hand Sanitizer Spray Pump - 10ml - \$282.00 (\$0.94 each)

SKU: 313-9059

5 Day Production

- Cap Color: Translucent green
- Imprint Type: Full color

1 x Imprint set-up charge for Hand Sanitizer Spray Pump - 10ml, SKU: 313-9059 - \$45.00

SKU: setup

300 x Lint Stick - \$297.00 (\$0.99 each)

SKU: 313-7506-Lime

5 Day Production

- Colors: Lime
- Imprint Color 1: White

1 x One time setup charge for Lint Stick, SKU: 313-7506-Lime (per imprint color) - \$45.00

SKU: setup

200 x Big Thunder Heavy Duty Reusable Grocery Bag - \$490.00 (\$2.45 each)

SKU: 167-39B1315-Hunter-green

10 Day Production

- Color: Hunter green
- Imprint Color 1: White

1 x One time setup charge for Big Thunder Heavy Duty Reusable Grocery Bag, SKU: 167-39B1315-Hunter-green (per imprint color) - \$50.00

SKU: setup

250 x Prizma Slap Wrap - \$382.50 (\$1.53 each)

SKU: 729-7050

7 Day Production

- Color: White
- Imprint Color 1: Kelly green

1 x One time setup charge for Prizma Slap Wrap, SKU: 729-7050 (per imprint color) - \$60.00

SKU: setup

150 x Night Rite Stylus Metal Pens - \$406.50 (\$2.71 each)

SKU: 76A-AMP282-Silver

3 Day Production

- Color: Silver
- Imprint Color 1: Dark green

1 x One time setup charge for Night Rite Stylus Metal Pens, SKU: 76A-AMP282-Silver (per imprint color) - \$50.00
SKU: setup

250 x Translucent 2-in-1 Pen with Hand Sanitizer - \$312.50 (\$1.25 each)

SKU: 620-PHS-2032-Translucent-green

5 Day Production

- Color: Translucent green
- Imprint Color 1: White

1 x One time setup charge for Translucent 2-in-1 Pen with Hand Sanitizer, SKU: 620-PHS-2032-Translucent-green (per imprint color) - \$15.00

SKU: setup

200 x 4-in-1 Charging Cable & Screen Cleaner Set - \$502.00 (\$2.51 each)

SKU: 313-25210-Lime

5 Day Production

- Color: Lime
- Imprint Color 1: White

1 x One time setup charge for 4-in-1 Charging Cable & Screen Cleaner Set, SKU: 313-25210-Lime (per imprint color) - \$45.00

SKU: setup

Where can I get help with reviewing my order?

To learn more about managing your orders on [4AllPromos](#), please give us a call!

Please note: This e-mail message is an automated notification. Please do not reply to this message.

Thanks again for shopping with us.

[4AllPromos](#)

Promotional Imprinted Products

Thank you for your business! Please let us know if you have any questions with your order – we want to make sure you are 100% satisfied!!

Click for details

FREE OFFER
on your next order

NCFP 101 BAC Rev020118

OFF-SITE SHREDDING SERVICES
12331 FOOTHILL BLVD
SYLMAR CA 91342
877-444-5529

Merchant ID: 172112625
Term ID: 0001

Sale

MSTCARD

XXXXXXXXXXXX4981

Entry Method: Swiped

Apprvd: Online Batch#: 000004

06/19/25 12:31:37

Inv#: 00000001 Appr Code: 039731

Total: \$ 1,590.00

Customer Copy

THANK YOU!

Off-Site SHREDDING Services

Office

Fax

142

42

Shredding.info

Services



"Shredding"
per Cuts...

"Where We Shred Your Stress Away"

Bonded & Insured

Safe Secure & Affordable



Ongoing Service Available
Work Order No.045318



Pick-Up Service Request

a Hills Neighborhood Council

Address: St. Euphrasia School 11766 Shoshone Ave Street Granada Hills, CA 91344

Date: 6/14/25

Time: 9-12pm

Phone: 818-802-3084 818-497-5179

Contact: Brian/Karen

Notes: Shred Day Event for Witness On-Site Mobile Shredding Service.

COD \$1,590.00 must paid in full on scheduled service day!



Standards Letters Legals Xrays 64g Bins Wire Baskets Pallets

X

X

Customer Signature Date

Driver Signature Date

On&Off-Site Shredding Services Certificate of Destruction

Granada Hills Neighborhood Council

This is to certify that all confidential materials received from the above named company or individual have been properly handled and destroyed by a **Certified Shredding Process**. All materials have been shredded and been converted to a recyclable controllable residue.

(boxed documents)

Authorized Signature

Date: 6/14/2025

Bond # 15154136

All shredded paper material is **100% Recyclable** and turned into everyday paper use products in conservation of our trees!
Certificate of Destruction can be emailed, faxed or mailed at client's preference with every service...



Got Shredding?



"We Recycle"

Secure Document Destruction!

Neighborhood Council Funding Contribution Form
Congress of Neighborhoods/Budget Advocacy Special Accounts

I, Brian Allen (President or Vice-President [VP] name),
declare that I am the President or VP of the Granada Hills North Neighborhood Council
Neighborhood Council (NC) and that on April 10th, 2025 (meeting date), a Brown Act-noticed
public meeting was held by the NC with a quorum of 11 (number) board members present and
that by a vote of 10 (number) Yea, 0 (number) Nay, and 1 (number) ineligible,
the NC approved funding contribution(s) from our current Fiscal Year budget for the
following Department of Neighborhood Empowerment Special Account(s):

☒ Neighborhood Council Budget Day in the amount of:

*\$ 1,000.00 By checking "Neighborhood Council Budget Day," you will be contributing to
cover expenses associated with Budget Day, additional Budget workshops, and essential administrative needs.

☐ Neighborhood Council Budget Advocacy (L.A. Charter Section 909) in the amount of:

*\$ _____

☐ L.A. Congress of Neighborhoods (LAAC 22.801) – Event in the amount of:

*\$ _____

☐ L.A. Congress of Neighborhoods (LAAC 22.801) – EmpowerLA Awards in the amount of:

*\$ _____

Therefore, the Neighborhood Council requests that the Office of the City Clerk, NC Funding Program
issue payment from our NC's current Fiscal Year budget to the Department of Neighborhood
Empowerment for the purpose(s) as indicated above.

Contributions for Neighborhood Council Budget Advocacy and the Congress of Neighborhoods
support activities and programs that advance the purpose of the Neighborhood Council System as
determined by the Department of Neighborhood Empowerment. Funds do not support any specific
entity, alliance, or group.

 Brian Allen
Signature of President or VP

April 10th, 2025

Date

=====

To request payment, the NC Treasurer must submit this completed form in the NC Funding System portal, Outreach
Category, as the "Payment Request Document" along with the respective Board Action Certification (BAC) form. Forms must
be submitted by the annual deadline for check payment requests (normally June 1st) in order to process the payment from
current Fiscal Year funds.

*Please indicate a specific funding amount; Statements such as "unused funding for this fiscal year" will disqualify the
payment request.

"Neighborhood Council Budget Day" *or*
"City of Los Angeles Budget Advocacy" *or*
"City of Los Angeles Congress of Neighborhoods - Event" *or*
"City of Los Angeles Congress of Neighborhoods - Awards"

Address: 200 N. Spring St., Suite 224, Los Angeles, CA 90012

- You may also search the respective Special Account in the Vendor section of the Funding System portal when
submitting the payment request(s).
- Please submit separate payment requests for each Special Account contribution.

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: Granada Hills North Neighborhood Council

SECTION I - APPLICANT INFORMATION

- 1a) John F. Kennedy HS ASB 95-2692917 CA Sept. 1, 1971
Organization Name Federal I.D. # (EIN#) State of Incorporation Date of 501(c)(3) Status (if applicable)
- 1b) 11254 Gothic Ave Granada Hills CA 91344
Organization Mailing Address City State Zip Code
- 1c) _____
Business Address (if different) City State Zip Code
- 1d) **PRIMARY CONTACT INFORMATION:**
Connie Borja 323.702.5882 nala2c@yahoo.com
Name Phone Email
- 2) **Type of Organization- Please select one:**
☒ Public School (not to include private schools) or ☐ 501(c)(3) Non-Profit (other than religious institutions)
Attach Signed letter on School Letterhead Attach IRS Determination Letter
- 3) _____
Name / Address of Affiliated Organization (if applicable) City State Zip Code

SECTION II - PROJECT DESCRIPTION

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

This initiative plays a vital role in providing our soccer team with the necessary equipment, uniforms, and competitive opportunities to perform at their best. By securing funding, we can enhance their experience, ensuring access to high-quality gear and valuable training opportunities that complement their dedication and hard work. Through this support, we foster teamwork, growth, and a winning spirit, empowering our athletes to reach their full potential and represent our community with pride.

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

This opportunity will provide support to the local neighborhood public school soccer team and the local high school, ensuring dedicated student-athletes—who excel in both academics and extracurricular pursuits—have access to essential equipment, uniforms, and training. By filling funding gaps, we create equitable opportunities for young athletes to compete at their best, fostering teamwork, discipline, and school spirit. This investment not only strengthens local sports programs but also promotes them to the public, inspiring broader community engagement and pride. Through these efforts, we cultivate leadership, perseverance, and opportunities that benefit students far beyond the field.

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
	Student Lunches during turnaments	\$ 1000	\$
		\$	\$
		\$	\$

6b)	Non-Personnel Related Expenses	Requested of NC	Total Projected Cost
	Uniforms (winter jackets, and/or other uniform needs)	\$ 2500	\$
	Equipment(coaching sticks, athletic tape, first aid bag, technical equipment, and other items as needed)	\$ 1500	\$
		\$	\$

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

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

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

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

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

10a) Start date: 05/01/25 10b) Date Funds Required: 06/01/25 10c) Expected Completion Date: 02/28/26
(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*

Oscar Vasquez
PRINT Name

Principal
Title

Signature

4-11-25
Date

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

Kevin Chong
PRINT Name

Asst. Principal
Title

Signature

4/11/25
Date

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



Los Angeles Unified School District
Region North

John F. Kennedy High School

11254 Gothic Avenue, Granada Hills, CA 91344
Tel: 818-271-2900 Fax: 818-368-9527

Alberto Carvalho
Superintendent of Schools

Dr. David Baca
Region North Superintendent

Oscar Vazquez
Principal

Dear Granada Neighborhood Council North,

We deeply appreciate your unwavering support and commitment to our school community. At John F. Kennedy High School, we take immense pride in cultivating teamwork, discipline, and sportsmanship among our students. Our soccer team embodies these values through their dedication and passion, and we are committed to providing them with the resources needed to excel.

Your continued support plays a vital role in shaping these talented athletes, helping them grow and thrive both on and off the field. This initiative is essential in ensuring they have access to the necessary resources, including up to \$1,500 for equipment, up to \$2,500 for uniforms, and up to \$1,000 for meals during tournaments held outside of school hours. By securing these funds, we can provide competitive opportunities that empower our student-athletes to perform at their best and represent our community with pride.

By securing funding, we create equitable opportunities for our student-athletes, allowing them to compete at the highest level while fostering leadership, perseverance, and school spirit. Beyond strengthening local sports programs, this investment enhances community engagement and inspires pride, reinforcing the values that extend far beyond the field.

Thank you for being an integral part of this mission. Your support makes a lasting impact, empowering our students to reach their full potential and represent our community with excellence.

Thank you for being an integral part of our school community.

Sincerely,

Oscar Vazquez

Principal

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

Neighborhood Council: _____
Fiscal Year: _____

NEIGHBORHOOD COUNCIL FUNDING PROGRAM FISCAL YEAR ADMINISTRATIVE PACKET

Summary

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

Goal(s)

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

The Packet contains the following items:

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

Procedure

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

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

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

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

NEIGHBORHOOD COUNCIL FUNDING PROGRAM

FINANCIAL OFFICERS LETTER OF ACKNOWLEDGEMENT & AGREEMENT

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

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

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

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

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

Neighborhood Council Financial Officers - Names and Signatures:

Treasurer

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

SIGNATURE OF THE TREASURER

DATE

PRINT NAME OF THE TREASURER

EMAIL

BOARD POSITION

PHONE NUMBER

CONTINUES OTHER SIDE

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

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

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

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

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

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

PLEASE SIGN NEXT PAGE

1st Bank Cardholder

SIGNATURE OF THE 1st BANK CARD HOLDER

DATE

PRINT NAME OF THE 1st BANK CARD HOLDER

2nd Bank Cardholder

SIGNATURE OF THE 2nd BANK CARD HOLDER

DATE

PRINT NAME OF THE 2nd BANK CARD HOLDER

NEIGHBORHOOD COUNCIL FUNDING PROGRAM

ANNUAL BUDGET TEMPLATE

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

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

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

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

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

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

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

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

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

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

Outreach Expenditures Category	
Total Outreach Expenditures	

Election Expenditures Category	
Total Election Expenditures	

Neighborhood Purposes Grants (NPG) Expenditures Category	
Total NPG Expenditures	

Community Improvement Projects (CIP) Expenditures Category	
Total CIP Expenditures	

TOTAL ANNUAL BUDGET ALLOCATIONS	
Office/Operational Expenditures	
Outreach Expenditures	
Election Expenditures	
General and Operational Expenditures	
Neighborhood Purposes Grants (NPG) Expenditures	
Community Improvement Projects (CIP) Expenditures	
TOTAL EXPENDITURES FOR THE FISCAL YEAR	

NEIGHBORHOOD COUNCIL FUNDING PROGRAM

LEASES & AGREEMENTS

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

Office Location:

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

Meeting Location:

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

Storage Facility:

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

P.O. Box:

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

Website Services:

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

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

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

Clerk.NCFunding@lacity.org

(213)978-1058