

SPECIAL WNNC MEETING AGENDA



BOARD OFFICERS

Open - TBD

PRESIDENT

Open - TBD

VICE PRESIDENT

Open - TBD

SECRETARY

Open - TBD

TREASURER

City of Los Angeles WESTLAKE NORTH NEIGHBORHOOD COUNCIL

AGENDA

Special Board Meeting
5:00 PM
Thursday, August 21, 2025

WNNC Board Meeting

WEBINAR LINK:

<https://us02web.zoom.us/j/87475038701>

WEBINAR ID: 874 7503 8701

WEBSITE:

<https://www.westlakenorthnc.org>



BOARD MEMBERS

ELAINE ALANIZ

REBECCA M. ALVARADO

JOSE M CALDERON

ANA PALACIOS

The City's Neighborhood Council system enables civic participation for all Angelenos and serves as a voice for improving government responsiveness to local communities and their needs. We are an advisory body to the City of Los Angeles, composed of volunteer stakeholders who are devoted to the mission of improving our communities and bringing government closer to us.

Si requiere servicios de traducción, favor de avisar al Concejo Vecinal 3 días de trabajo (72 horas) antes del evento. Por favor contacte a TBD, Secretaria, al info@westlakenorthnc.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.

Every person wishing to address the Board must dial **888-475-4499 or 16699006833** enter Meeting ID: **874 7503 870** and **then press #9 to join the meeting**. When prompted by the presiding officer, to provide public input at the Neighborhood Council meeting the public will be requested to dial *9 or use the Raise Hand option, to address the Board on any agenda item before the Board takes an action on an item. Comments from the public on agenda items will be heard only when the respective item is being considered. 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 minutes per speaker, unless adjusted by the presiding officer of the Board. AB 361 Updates: Public comment cannot be required to be submitted in advance of the meeting; only real-time public comment is required. If there are any broadcasting interruptions that

SPECIAL WNNC MEETING AGENDA

prevent the public from observing or hearing the meeting, the meeting must be recessed or adjourned. If members of the public are unable to provide public comment or be heard due to issues within the Neighborhood Council's control, the meeting must be recessed or adjourned. Any messaging or virtual background is in the control of the individual board member in their personal capacity and does not reflect any formal position of the Neighborhood Council or the City of Los Angeles.

1. WELCOMING REMARKS

- a. Call to Order & Flag salute
- b. Recognition of outgoing Board

2. COMMUNITY AND GOVERNMENT REPORTS AND ANNOUNCEMENTS

- a. LA Police Department Senior Lead Representatives
- b. LA City Fire Department Representatives
- c. LA City Council District Representatives
 - 1. Mayor's Office Karen Bass Rep: **Susana Cervantes**
 - 2. Council District 1 – **Gabriela Agarie**
 - 3. Council District 13 - **Regina Mallare**
- d. Government Departments/Agencies, including:
Department of Neighborhood Empowerment - **Atziri Camarena**
- e. Community Organizations

3. GENERAL PUBLIC COMMENT

- a. Comments from the public on non-agenda items within the Board's subject matter jurisdiction. Each speaker will be allowed on the floor for 2 minutes.

4. Seating of the new neighborhood council board

- a. Neighborhood Council Board Member Oath

5. Board member appointment

- a. Discussion and possible action to appoint candidates to the Residential Representative Seat (1 vacant seat).
- b. Discussion and possible action to appoint candidates to the At-Large Representative seats (2 vacant seats).
- c. Discussion and possible action to appoint candidates to the Business Representative seats (1 vacant seats).

6. Election of executive officers

The executive officer shall serve two years.

- a. Discussion and/or possible action to appoint President
- b. Discussion and/or possible action to appoint Vice President
- c. Discussion and/or possible action to appoint Secretary

- d. Discussion and/or possible action to appoint Treasurer

7. Election of financial officers

- a. Discussion and/or possible action for designation of up to two (2) Bank Card Holders
- b. Discussion and/or possible action for designation of Second Signer
- c. Discussion and/or possible action for designation of Alternate Signer

8. MONTHLY EXPENDITURE REPORTS & FINANCIALS

- a. Discussion and possible action to approve the 2025-2026 Fiscal Year Admin Packet.
- b. Discussion and action to approve May 2025 MER.
- c. Discussion and action to approve June 2025 MER.
- d. Discussion and action to approve July 2025 MER.
- e. Discussion and action to approve May 2025 Google G-Suite in the Amount of \$64.80
- f. Discussion and action to approve June 2025 Google G-Suite, increase of services, in the amount of \$73.15.
- g. Discussion and action to approve July 2025 Google G-Suite, increase of services, in the amount of \$73.15.
- h. Discussion and action to approve July 2025 Los Angeles Self Storage in the amount of \$176.00.
- i. Discussion and action to approve August 2025 Los Angeles Self Storage in the amount of \$176.00.
- j. Discussion and action to approve July 2025 Adobe in the amount of 47.98.
- k. Discussion and action to approve August 2025 Adobe in the amount of 47.98.
- l. Discussion and action to approve Adobe Creative Suite to include but not limited to PDF documents, editing photos and video editing in the amount of \$99.99 monthly.
- m. Discussion and action to approve May 2025 Cal Interpreting in the amount of \$1,150.00 WNNC for monthly meeting.

9. Committees

- n. Discussion and possible action to appoint up to one board member as Chair of the ***Outreach Committee.***
- o. Discussion and possible action to appoint up to one board member and stakeholders to the ***Budget and Finance Committee members.***
- p. Discussion and possible action to appoint up to one board member as Chair of the ***Youth/Education Committee members.***
- q. Discussion and possible action to appoint up to one board member as Chair of the ***Beautification and Land Use and Planning Committee.***
- r. Discussion and possible action to appoint up to one board member as Chair of the ***Crime Prevention/Public Safety Committee.***

SPECIAL WNNC MEETING AGENDA

- s. Discussion and possible action to appoint up to one board member as Chair of the ***Rules and Selections/AD Hoc Committee***.
- t. Discussion and possible action to appoint up to one board member as Chair of the ***Government Committee/Liaison***.
- u. Discussion and possible action to appoint up to one board member as Chair of the ***Homelessness Liaisons/Committee***.
- v. ***Region 6 Budget Advocates***

9. Presentations:

- a. Neighborhood Council General Board Orientation, Facilitated by the Department of Neighborhood Empowerment staff.

10. Board Member Comments

- a. Introduce new or agenda items for consideration by the Board at its next meeting and request for items on future agenda.

11. ADJOURNMENT

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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:

- 1401 W 6th St, Los Angeles, CA 90017
- www.westlakenorthnc.org
- You can also receive our agendas via email by subscribing to L.A. City's [Early Notification System \(ENS\)](#)

Notice to Paid Representatives -

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

Public Access of Records -

In compliance with Government Code section 54957.5, non-exempt writings that are distributed to a majority or all of the board in advance of a meeting may be viewed at Neighborhood Council Office Space Address (if applicable), at our website: www.westlakenorthnc.org or at the scheduled meeting at 1401 W 6th St, Los Angeles, CA 90017. In addition, if you would like a copy of any record related to an item on the agenda, please contact Heather Stokes, Secretary, at: hstokes@westlakenorthnc.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.westlakenorthnc.org.

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>	\$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
Total Office/Operational Expenditures \$15,500.00	

<p style="text-align: right;">Neighborhood Council</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Annual Budget for Fiscal Year: _____</p>	
Annual Budget Funds	
Rollover Funds*	
Total Annual Budget Funds	

Office/Operational Expenditures Category	
Total Office/Operational Expenditures	

*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	
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



Elaine Alaniz <ealaniz@westlakenorthnc.org>

Google Workspace Support 62291070: I need to speak to a human about my invoices as soon as possible, please.

Google Workspace Support <workspacesupport@google.com>
To: "ealaniz@westlakenorthnc.org" <ealaniz@westlakenorthnc.org>

Mon, Aug 18, 2025 at 4:15 PM



Hello Elaine,

Greetings from Google Workspace Billing Support Team. I hope this email finds you well.

This is a follow-up to our conversation on the phone about your billing. I've looked into the difference in your July and August invoices, and I want to explain why the amounts changed.

For the month of July, the invoice you received was for your usage in June. That bill was for \$64.80, which was for 9 users at a rate of \$7.20 per user.

For the month of August, your bill was for your usage in July and totaled \$73.15. This invoice was calculated as follows:

From July 1st to July 7th, you were charged for 9 users at the previous rate of \$7.20 per user, which came to a total of \$14.63.

On July 8th, there was a global price increase.

From July 8th to July 31st, you were charged at the new rate, which totaled \$58.52.

I hope this clarifies the breakdown of your recent invoices. Please let me know if you have any other questions.

The case will remain open for the next 3 business days, after which it will be closed automatically, but you can reopen it by replying within the next 30 days. It will be a pleasure to continue working with you.

Your understanding and patience is greatly appreciated.

Thank You,

Elisa | 18:00- 04:00 IST (UTC+5.5)

Google Workspace Support



Invoice

Invoice number: 5294166676

Google LLC

1600 Amphitheatre Pkwy

Mountain View, CA 94043

United States

Federal Tax ID: 77-0493581

Bill to

Westlake North Neighborhood Council

200 N Spring St #224

Los Angeles, CA 90012-3238

United States

Details

Invoice number5294166676
Invoice dateJun 30, 2025
Billing ID9503-5459-3112
Domain namewestlakenorthnc.org

Google Workspace

Total in USD	\$64.80
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Summary for Jun 1, 2025 - Jun 30, 2025

Subtotal in USD	\$64.80
Tax (0%)	\$0.00
Total in USD	\$64.80

You will be automatically charged for any amount due.

Subscription	Description	Interval	Quantity	Amount(\$)
Google Workspace Business Starter	Usage	Jun 1 - Jun 30	9	64.80
Subtotal in USD				\$64.80
Tax (0%)				\$0.00
Total in USD				\$64.80

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

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



Invoice

Invoice number: 5321191835

Google LLC

1600 Amphitheatre Pkwy

Mountain View, CA 94043

United States

Federal Tax ID: 77-0493581

Bill to

Westlake North Neighborhood Council

200 N Spring St #224

Los Angeles, CA 90012-3238

United States

Details

Invoice number5321191835
Invoice dateJul 31, 2025
Billing ID9503-5459-3112
Domain namewestlakenorthnc.org

Google Workspace

Total in USD	\$73.15
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Summary for Jul 1, 2025 - Jul 31, 2025

Subtotal in USD	\$73.15
Tax (0%)	\$0.00
Total in USD	\$73.15

You will be automatically charged for any amount due.

Subscription	Description	Interval	Quantity	Amount(\$)
Google Workspace Business Starter	Usage	Jul 1 - Jul 7	9	14.63
Google Workspace Business Starter	Usage	Jul 8 - Jul 31	9	58.52
Subtotal in USD				\$73.15
Tax (0%)				\$0.00
Total in USD				\$73.15

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

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



Invoice

Invoice number: 5321191835

Google LLC

1600 Amphitheatre Pkwy

Mountain View, CA 94043

United States

Federal Tax ID: 77-0493581

Bill to

Westlake North Neighborhood Council

200 N Spring St #224

Los Angeles, CA 90012-3238

United States

Details

Invoice number5321191835
Invoice dateJul 31, 2025
Billing ID9503-5459-3112
Domain namewestlakenorthnc.org

Google Workspace

Total in USD	\$73.15
--------------	----------------

Summary for Jul 1, 2025 - Jul 31, 2025

Subtotal in USD	\$73.15
Tax (0%)	\$0.00
Total in USD	\$73.15

You will be automatically charged for any amount due.



Payments profile ID
9503-5459-3112

Organization name
Westlake North Neighborhood Council

Payments account nickname
westlakenorthnc.org

Summary created
Aug 18, 2025

Aug 1 – 18, 2025

Ending balance: \$44.04		
Date	Description	Amount (USD)
Aug 1 – 18, 2025	Google Workspace Business Starter: Usage of 9 seats	\$43.89
Aug 18, 2025	Google Workspace Business Starter - Archived User: Usage of 2 seats	\$0.15
Aug 1, 2025	Automatic payment: Mastercard ****0923. P1dcRACH	-\$73.15
Starting balance: \$73.15		



Invoice

Invoice number: 5321191835

Google LLC

1600 Amphitheatre Pkwy

Mountain View, CA 94043

United States

Federal Tax ID: 77-0493581

Bill to

Westlake North Neighborhood Council

200 N Spring St #224

Los Angeles, CA 90012-3238

United States

Details

Invoice number5321191835
Invoice dateJul 31, 2025
Billing ID9503-5459-3112
Domain namewestlakenorthnc.org

Google Workspace

Total in USD	\$73.15
--------------	----------------

Summary for Jul 1, 2025 - Jul 31, 2025

Subtotal in USD	\$73.15
Tax (0%)	\$0.00
Total in USD	\$73.15

You will be automatically charged for any amount due.

Subscription	Description	Interval	Quantity	Amount(\$)
Google Workspace Business Starter	Usage	Jul 1 - Jul 7	9	14.63
Google Workspace Business Starter	Usage	Jul 8 - Jul 31	9	58.52
Subtotal in USD				\$73.15
Tax (0%)				\$0.00
Total in USD				\$73.15

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

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



Adobe Inc.
345 Park Avenue
San Jose CA 95110-2704
United States
Federal Tax ID: 77-0019522

ORIGINAL

Invoice Information

Invoice Number 3136256451
Invoice Date 21-JUN-2025
Payment Terms Credit Card
Purchase Order AB04600900047CUS
Order Number 7175138502
Customer Number 561350191
Currency USD

Bill To

Elaine Alaniz
Westlake North NC
CA 90012

INVOICE

Item Details

Service Term: 21-JUN-2025 to 20-JUL-2025

PRODUCT NUMBER	PRODUCT DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	NET AMOUNT	TAX RATE	TAXES	TOTAL
65323714	Acrobat Pro	2	EA	23.99	47.98	0.00%	0.00	47.98

Invoice Total

NET AMOUNT (USD)	47.98
TAXES (SEE DETAILS FOR RATES)	0.00
GRAND TOTAL (USD)	47.98

Comments:

Billing Contact

<https://helpx.adobe.com/contact.html>

Thank you for your business!



Adobe Inc.
345 Park Avenue
San Jose CA 95110-2704
United States
Federal Tax ID: 77-0019522

ORIGINAL

Invoice Information

Invoice Number	3165200334
Invoice Date	21-JUL-2025
Payment Terms	Credit Card
Purchase Order	AB04600900047CUS
Order Number	7175138502
Customer Number	561350191
Currency	USD

Bill To

Elaine Alaniz
Westlake North NC
CA 90012

INVOICE

Item Details

Service Term: 21-JUL-2025 to 20-AUG-2025

PRODUCT NUMBER	PRODUCT DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	NET AMOUNT	TAX RATE	TAXES	TOTAL
65323714	Acrobat Pro	2	EA	23.99	47.98	0.00%	0.00	47.98

Invoice Total

NET AMOUNT (USD)	47.98
TAXES (SEE DETAILS FOR RATES)	0.00

GRAND TOTAL (USD)	47.98
-------------------	-------

Comments:

Billing Contact

<https://helpx.adobe.com/contact.html>

Thank you for your business!

Monthly Expenditure Report



Reporting Month: May 2025

Budget Fiscal Year: 2024-2025

**NC Name: Westlake North
Neighborhood Council**

Monthly Cash Reconciliation					
Beginning Balance	Total Spent	Remaining Balance	Outstanding	Commitments	Net Available
\$7788.17	\$3719.22	\$4068.95	\$0.00	\$0.00	\$4068.95

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office	\$20500.00	\$2895.88	\$-12622.15	\$0.00	\$-12622.15
Outreach		\$823.34		\$0.00	
Elections		\$0.00		\$0.00	
Community Improvement Project	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Neighborhood Purpose Grants	\$11500.00	\$0.00	\$10000.00	\$0.00	\$10000.00
Funding Requests Under Review: \$0.00		Encumbrances: \$0.00		Previous Expenditures: \$30902.93	

Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	PY LOS ANGELES SELFST	05/01/2025	Approved by Board Motion Action - to approve monthly expenditure to LA SelfStorage for May 2025 of \$176.00	General Operations Expenditure	Office	\$176.00
2	GOOGLE GSUITE_WESTLAK	05/01/2025	Approved by Board Motion Action - to approve monthly expenditure - Google April 2025 \$64.80	General Operations Expenditure	Office	\$64.80
3	USO ECO PROMOTIONAL PR	05/07/2025	Approved by Board Motion action to approve \$1,000.00 for WNNC and Pico Union Outreach Love my Community Event - Invoice for \$640.30	General Operations Expenditure	Outreach	\$640.30
4	FOOD4LESS #0770	05/08/2025	Approved by Board motion action - food/snacks for general board meeting - April 2025 - Food4Less \$11.62	General Operations Expenditure	Outreach	\$11.62
5	THE COFFEE BEAN -3435-	05/08/2025	Approved by Board motion action food/snack for general board mtgs - May 2025 - Coffee Bean \$24.99	General Operations Expenditure	Office	\$24.99
6	TST CALIFORNIA CHICKEN	05/08/2025	Approved by Board motion action - approval of snacks/refreshments/food for board meetings - April 2025 - California Chicken \$306.40	General Operations Expenditure	Office	\$306.40

7	AMAZON RETA NI5SD3OF0	05/08/2025	Approved by Board motion Action - WNNC PA/Movie System - Purchase from Amazon of \$433.97	General Operations Expenditure	Office	\$433.97
8	WHOLEFDS DLA #10546	05/09/2025	Discussion/Action motion - OUTREACH to approve up to \$300.00 for Fire Service Day - WholeFoods Cake \$98.99	General Operations Expenditure	Outreach	\$98.99
9	A M FLOWERS	05/09/2025	Discussion/Action motion - OUTREACH to approve up to \$300.00 for Fire Service Day - Flower purchase of \$72.43	General Operations Expenditure	Outreach	\$72.43
10	IN CAL INTERPRETING &	05/17/2025	Cal Interpreting & Translation Invoice INT56192 for April WNNC General Board meeting - \$1,150.00	General Operations Expenditure	Office	\$1150.00
11	ADOBE ADOBE	05/21/2025	Approved by Board Motion Action - Monthly Expense - Adobe 21 May to 20 June Invoice_7175138502 \$47.98	General Operations Expenditure	Office	\$47.98
12	THE WEB CORNER, INC.	05/02/2025	Approved by Board Motion Action to pay monthly expenditure - WebCorner May 2025 Invoice 28381 \$199.00	General Operations Expenditure	Office	\$199.00
13	THE WEB CORNER, INC.	04/28/2025	Approved by Board Motion Action to pay for monthly expenditure - WebCorner April 2025 \$199.00	General Operations Expenditure	Office	\$199.00
14	City of Los Angeles - Department of Neighborhood Empowerment	05/21/2025	Approved by Board motion action to approve renewal of CanvaPro License for a fee of up to \$130.00 for FY 25/26	General Operations Expenditure	Office	\$100.00
15	City of Los Angeles - Department of Neighborhood Empowerment	05/21/2025	Approved by Board Motion action to approve renewal of Zoom license from May 2025 to May 2026 for a fee of \$193.74 Invoice 26-074	General Operations Expenditure	Office	\$193.74
Subtotal:						\$3719.22

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

Los Angeles Self Storage
1000 West 6th Street
Los Angeles, CA 90017
213-481-1010

Payment Receipt

Tenant . CITY OF LOS ANGELES - WESTLAKE NORTH NC
Company
Address 200 N SPRING ST #2005
City, State, Zip LOS ANGELES CA 90012

Date Printed May 1, 2025
Payment Date May 1, 2025 7:46 AM
Unit 7625
Current Balance \$0.00
Paid Thru May 31, 2025
Receipt Number 165045 **By** AE

Date	Unit	Description	Charge	Discount	Tax	Total	Payment	Method
05/01/25	7625	Rent 5/1-5/31	176.00	0.00	0.00	176.00	176.00	Master Card
							Taxes	0.00
							Payment (less tax)	176.00
							Payment Subtotal	176.00
							Credits Applied	0.00
							Refunds Applied	0.00
							Total Applied to Account	176.00

Current Account Balance \$0.00
Paid By Master Card *****0923
Paid Thru Date May 31, 2025

Transaction Type Sale

Authorization 074134
Reference pl_txn_681389429619587f8bdebb4

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

x _____

Los Angeles Self Storage
You have the option of making an online payment by (clicking link) below.
<https://www.smartselfstorage.com/self-storage/ca/los-angeles/los-angeles-self-storage/>

Having problems logging in?
Please call us at 213-481-1010

Thank you for your business!

NCFP 101 BAC Rev020118



Invoice

Invoice number: 5241737896

Google LLC

1600 Amphitheatre Pkwy

Mountain View, CA 94043

United States

Federal Tax ID: 77-0493581

Bill to

Westlake North Neighborhood Council

200 N Spring St #224

Los Angeles, CA 90012-3238

United States

Details

Invoice number5241737896
Invoice dateApr 30, 2025
Billing ID9503-5459-3112
Domain namewestlakenorthnc.org

Google Workspace

Total in USD	\$64.80
--------------	----------------

Summary for Apr 1, 2025 - Apr 30, 2025

Subtotal in USD	\$64.80
Tax (0%)	\$0.00
Total in USD	\$64.80

You will be automatically charged for any amount due.

Subscription	Description	Interval	Quantity	Amount(\$)
Google Workspace Business Starter	Usage	Apr 1 - Apr 30	9	64.80
Subtotal in USD				\$64.80
Tax (0%)				\$0.00
Total in USD				\$64.80

Need help understanding the charges on your invoice? [Click here for detailed explanations](https://support.google.com/a?p=gsuite-bills-and-charges)

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

NCFP 101 BAC Rev020118



Rebecca M Alvarado <ralvarado@westlakenorthnc.org>

Fwd: Payment Processed for Eco Promotional Products

Elaine Alaniz <ealaniz@westlakenorthnc.org>
To: Rebecca M Alvarado <ralvarado@westlakenorthnc.org>

Wed, May 7, 2025 at 12:18 PM

Hello Rebecca,

I hope this email finds you well! Please see the payment for the Love My Community wristbands. If you have any questions please let me know!

Thank you kindly,

Elaine Alaniz
President - Board Member
Westlake North Neighborhood Council

(p) 818.795.9597
(w) <http://westlakenorthnc.org>

----- Forwarded message -----
From: <paymentconfirmations@usio.com>
Date: Wed, May 7, 2025 at 12:17 PM
Subject: Payment Processed for Eco Promotional Products
To: <ealaniz@westlakenorthnc.org>

Hello Elaine Alaniz,
A payment has been made for \$640.30 to Eco Promotional Products

Payment Method: Credit Card
Payment Frequency: One Time (Payment Date: 5/7/2025)
Total payment: \$640.30
Confirmation ID: 25050714155513152

Invoice/ Quote Number(s): INV-32040
Contact/ Reference: Love My Community Seed Wrist Bands

If you have any questions or concerns please contact Daron Sheldon at accounting@ecopromotionsonline.com or (847) 520-1771 and reference your confirmation ID of 25050714155513152.

[illegible]

Food4Less®

The True Low Price Leader.
Everyday!

1700 West 6th St.

(213) 353-0920

Your cashier was JEANNE C

ARROWHEAD ICE	2.29	B
ARROWHEAD ICE	2.29	B
CGYS WATER	5.39	F
CA REDEM VAL	1.20	F
TAX	0.45	
**** BALANCE	11.62	

Los Angeles CA 90017

MASTERCARD Purchase

*****0923 - H

REF#: 026118 TOTAL: 11.62

AID: A00000000041010

TC: 67B57065558E560D

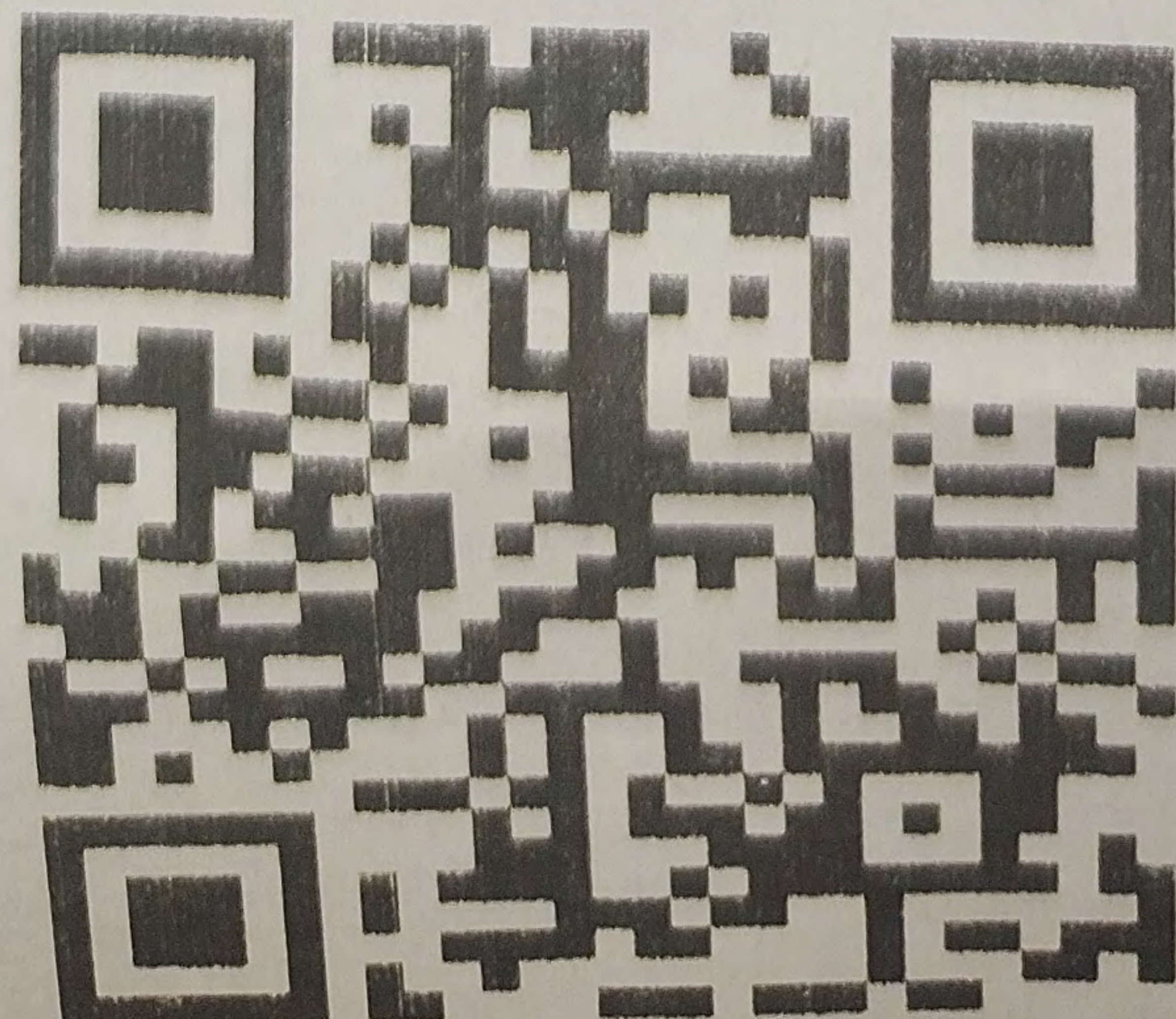
MASTERCARD	11.62
CHANGE	0.00

TOTAL NUMBER OF ITEMS SOLD = 4

05/08/25 06:40pm 770 11 403 115

Check us out at: www.Food4Less.COM

Fresh opportunity awaits
Join our team today!



The Coffee Bean #9002
213-387-5678
Elaine

Host: Melanie 5/8/2025
4:30:02 PM
CARRY OUT Order: 129968

1 Java-To-Go Box 24.99

SubTotal 24.99
Tax 0.00
Total 24.99
Master Card 24.99
Acct: xxxxxxxxxxx0923
Authorization 096422

The Coffee Bean Rewards
Total Rewards Balance: 222

WE LOVE TO HEAR YOU!
Scan the QR Code below or
Share your feedback at:
<https://cbtl-us.welovetohearyou.com/>



For questions or comments:
coffeebean.com/contact-us

Guest Copy

[illegible]



Rebecca M Alvarado <ralvarado@westlakenorthnc.org>

Fwd: Receipt for Order #245 at Calif Chicken Cafe - 09-Downtown LA

1 message

Elaine Alaniz <ealaniz@westlakenorthnc.org>
To: Rebecca M Alvarado <ralvarado@westlakenorthnc.org>

Thu, May 8, 2025 at 1:51 PM

Please see the food receipt for tonight's board meeting May, 8, 2025. Thank you!

Thank you kindly,

Elaine Alaniz
President - Board Member
Westlake North Neighborhood Council

(p) 818.795.9597
(w) <http://westlakenorthnc.org>

----- Forwarded message -----
From: **Calif Chicken Cafe - 09-Downtown LA** <no-reply@toasttab.com>
Date: Thu, May 8, 2025, 1:20 PM
Subject: Receipt for Order #245 at Calif Chicken Cafe - 09-Downtown LA
To: <ealaniz@westlakenorthnc.org>

Thank you for your order. Below is a receipt for your recent visit to Calif Chicken Cafe .
[trouble viewing this email?](#)



Calif Chicken Cafe - Downtown LA
809 S Hill St
Los Angeles, CA 90014

Catering Delivery

Elaine Alaniz (818) 795-9597	1401 West 6th St Comunity Room Los Amgeles , CA 90017
---------------------------------	--

Server: Antonia H	
Check #245	
Ordered:	5/8/25 12:57 PM
Due:	5/8/25 6:30 PM

Small A lot of All of It	\$240.00
Rotisserie Chicken	
White Pita	
Caesar Wrap	

Chinese Wrap	
Melrose Wrap	
Chicken Pasta Salad Pkg	
Mashed Potatoes and	
Gravy Pkg	
California Chicken Salad	
Pkg	
2x Bottle of Red Salsa	
Add Utensils and Napkins	
Add Servingware	
Add Plates	
Add 6 Chewy Coco-Nut &	\$20.00
6 Choc Chunk Cookies	
Medium Salad Chicken	\$12.00
Salad Chicken	
Medium Squash Freshly	\$8.25
Steamed Squash	
Subtotal	\$280.25
Tax	\$26.15
Total	\$306.40

Credit Card	Contactless
Mastercard	xxxxxxxx0923

Transaction Type	Sale
Authorization	Approved
Approval Code	007849
Payment ID	MpKfyzxrpXks
Application ID	A0000000041010
Application Label	MASTERCARD
Card Reader	BBPOS

Team Member:
Name of Driver:
Time:

=====

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NCFP 101 BAC Rev020118

Final Details for Order #112-2218971-2330634

[Print this page for your records.](#)

Order Placed: May 7, 2025
Amazon.com order number: 112-2218971-2330634
Order Total: \$433.97

Shipped on May 8, 2025

Items Ordered
1 of: *Panasonic Streaming 4K Blu Ray Player with Dolby Vision and HDR10+ Ultra HD Premium Video Playback, Hi-Res Audio, Voice Assist - DP-UB820-K (Black)* **Price** \$388.99
Sold by: Amazon.com Services, Inc
Supplied by: Other

Condition: New

Shipping Address:
Elaine Alaniz
1725 W 6TH ST APT 402
LOS ANGELES, CA 90017-1031
United States

Shipping Speed:
Standard Shipping

Payment information

Payment Method:	Item(s) Subtotal:	\$388.99
Mastercard ending in 0923	Shipping & Handling:	\$6.99
Amazon gift card balance		-----
	Total before tax:	\$395.98
	Estimated tax to be collected:	\$38.61
	Gift Card Amount:	-\$0.62

	Grand Total:	\$433.97

Credit Card transactions	MasterCard ending in 0923: May 8, 2025:	\$433.97
---------------------------------	---	----------

To view the status of your order, return to [Order Summary](#).

Have an issue with your gift card? Read about [common issues](#) or [contact us](#).

[Conditions of Use](#) | [Privacy Notice](#) © 1996-2025, Amazon.com, Inc. or its affiliates

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English United States

[Help](#)

WHOLE FOODS MARKET

Downtown LA DLA 213-873-4745

788 S Grand Ave

Los Angeles, CA 90017 3813

*** This is a receipt copy ***

BRWN BTTR CKIE CAKE 8IN \$39.00 F

BERRY CHANTILLY 1/4 CAKE \$59.99 F

Subtotal: \$98.99

Net Sales: \$98.99

Total: \$98.99

Sold Items: 2

Paid:

MasterCard *0923 \$98.99

Chip Card:MASTERCARD

Chip Card AID:A0000000041010

RETURNS: All returns require proof
of purchase. No returns on items
purchased after 30 days.

For additional information
please visit wfm.com/returns.

Earn 5% back at Whole Foods Market
with Prime Visa

and an eligible Prime membership

Learn more at amazon.com/wfmvisa

HOW WAS YOUR SHOPPING EXPERIENCE?

Go to: <http://www.wfm.com/feedback>

ENTER FOR A CHANCE TO WIN A \$250 GIFT CARD

205 71098 05/09/2025 05:38 PM



A M Flowers
841 San Pedro St
Los Angeles, CA 90014
(213)984-5352

05/09/2025 04:40 PM

Sale
Card

Transaction ID:	5198882
Auth Number:	084753
Card Type:	MasterCard
Account:	****0923
Cardholder:	ALANIZ/ELAINE

Base Amount:	\$72.43
Grand Total:	\$72.43

On-screen signature captured

POS Go 1.7.0.r4.14728



Payment receipt

You paid \$1,150.00

to Cal Interpreting & Translations, Inc on 5/17/2025

Invoice no.	INT56192
Invoice amount	\$1,150.00
Total	\$1,150.00

Status	Paid
Payment method	Credit Card
Authorization ID	MS0273752986

Thank you

Cal Interpreting & Translations, Inc

8887379009

www.calinterpreting.com | accounting@calinterpreting.com
[5990 Sepulveda Blvd Ste 250, Van Nuys, CA 91411-2548](#)

No additional transfer fees or taxes apply.

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INVOICE

Cal Interpreting & Translations,
Inc
5990 Sepulveda Blvd Ste 250
Van Nuys, CA 91411-2548

accounting@calinterpreting.com
+1 (888) 737-9009
www.calinterpreting.com



City of Los Angeles - Office of the City Clerk:City of Los Angeles - Department of Neighborhood Empowerment

Bill to
City of Los Angeles - Department of
Neighborhood Empowerment
14410 Sylvan St. 4th Floor
Van Nuys, CA 91401

Ship to
City of Los Angeles - Department of
Neighborhood Empowerment
14410 Sylvan St. 4th Floor
Van Nuys, CA 91401

Invoice details
Invoice no.: INT56192
Terms: Net 30
Invoice date: 04/10/2025
Due date: 05/10/2025

Contract #: C-142242

#	Product or service	Description	Qty	Rate	Amount
1.	Service	INTERPRETING SERVICES: Language: Simultaneous Spanish Assignment Date: Thursday 04/10/2025 Starting Time: 07:00 PM PST Assignment Duration: Two Hour Reservation Simultaneous Spanish Rate: \$250.00 Per Hour	2	\$250.00	\$500.00
2.	Audio Tech	\$150.00 Per Hour x 2 Hours	2	\$150.00	\$300.00
3.	Equipment	Transmitter: \$50.00 Per Unit x 1 Unit	1	\$50.00	\$50.00
4.	Equipment	Receivers: \$10.00 Per Unit x 10 Units	10	\$10.00	\$100.00
5.	Shipping Fee	\$200.00 Flat	1	\$200.00	\$200.00
6.		Location: LAPD Rampart Police Station 1401 West Sixth Street Los Angeles, CA 90017 Type of Assignment: Council Meeting Job Number: INT56192 BILLING INFORMATION: NC Elections and Funding Division 555 Ramirez Street, Space 300 Los Angeles, CA 90012			

Attention: Elida Mendez -
elida.mendez@southeastnc.org;
marisel.camilo@lacity.org;
Clerk.NCFunding@lacity.org

THANK YOU FOR YOUR BUSINESS.

Total

\$1,150.00

Ways to pay



View and pay



Adobe Inc.
345 Park Avenue
San Jose CA 95110-2704
United States
Federal Tax ID: 77-0019522

ORIGINAL

Invoice Information

Invoice Number 3107339526
Invoice Date 21-MAY-2025
Payment Terms Credit Card
Purchase Order AB04600900047CUS
Order Number 7175138502
Customer Number 561350191
Currency USD

Bill To

Elaine Alaniz
Westlake North NC
CA 90012

INVOICE

Item Details

Service Term: 21-MAY-2025 to 20-JUN-2025

PRODUCT NUMBER	PRODUCT DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	NET AMOUNT	TAX RATE	TAXES	TOTAL
65323714	Acrobat Pro	2	EA	23.99	47.98	0.00%	0.00	47.98

Invoice Total

NET AMOUNT (USD)	47.98
TAXES (SEE DETAILS FOR RATES)	0.00
GRAND TOTAL (USD)	47.98

Comments:

Billing Contact

<https://helpx.adobe.com/contact.html>

Thank you for your business!

NCFP 101 BAC Rev020118

The Web Corner, Inc.

Invoice

15300 Ventura Blvd. Suite 400
Sherman Oaks, CA 91403
818-345-7443

Date	Invoice #	Terms
5/1/2025	28381	Due on Receipt
Ship To		

Bill To
Westlake North Neighborhood Council

QTY	Description	Price Each	Amount
1	May 2025 Monthly Maintenance: includes up to 1.5 hours for; phone support, web development, requests, & website adjustments	199.00	199.00
0	May 2025 Hosting for: westlakenorthnc.org (included in Maintenance)	15.00	0.00
Please remit payment at your earliest convenience.		Total	\$199.00
Thank you for your business!		Payments/Credits	\$0.00
		Balance Due	\$199.00

NCFP 101 BAC Rev020118

The Web Corner, Inc.

Invoice

15300 Ventura Blvd. Suite 400
Sherman Oaks, CA 91403
818-345-7443

Date	Invoice #	Terms
4/1/2025	28277	Due on Receipt
Ship To		

Bill To
Westlake North Neighborhood Council

QTY	Description	Price Each	Amount
1	April 2025 Monthly Maintenance: includes up to 1.5 hours for; phone support, web development, requests, & website adjustments	199.00	199.00
0	April 2025 Hosting for: westlakenorthnc.org (included in Maintenance)	15.00	0.00
Please remit payment at your earliest convenience.		Total	\$199.00
Thank you for your business!		Payments/Credits	\$0.00
		Balance Due	\$199.00

NCFP 101 BAC Rev020118

CITY OF LOS ANGELES

BOARD OF NEIGHBORHOOD COMMISSIONERS

JOY ATKINSON
PRESIDENT

LEONARD SHAFFER
VICE PRESIDENT

DEBBIE WEHBE
MAGGIE QUIROZ
KEREN WATERS
RANDELL ERVING
DOUGLAS EPPERHART

Email: commission@empowerla.org

CALIFORNIA



KAREN BASS
MAYOR



20th FLOOR, CITY HALL
200 NORTH SPRING STREET
LOS ANGELES, CA 90012

TELEPHONE (213) 978-1551
TOLL-FREE 3-1-1
FAX: (213) 978-1751
E-MAIL: EmpowerLA@lacity.org

CARMEN CHANG
GENERAL MANAGER

ERICK MUÑOZ
COMMISSION EXECUTIVE ASSISTANT

www.EmpowerLA.org

BILL TO: Westlake North Neighborhood Council

INVOICE #25-C050

Address:

Rampart Community Police Station
1401 W 6th Street (Community Room)
Los Angeles, CA 90017

DATE: May 20th, 2025

President: Elaine Alaniz **Email:** EAlaniz@westlakenorthnc.org

Treasurer: Rebecca Alvarado **Email:** ralvarado@westlakenorthnc.org

DUE DATE: May 23rd, 2025

Qty	Item Description	Unit Price	Amount
1.00	Canva Licenses Start Date 06/18/2025 End Date: 06/17/2026	\$100.00	\$100.00
Total Cost			\$100.00

Please make Checks Payable to:

City of Los Angeles - Department of Neighborhood Empowerment

200 N. Spring Street, Suite 2005

Los Angeles, CA 90012

CITY OF LOS ANGELES

BOARD OF NEIGHBORHOOD COMMISSIONERS

JOY ATKINSON
PRESIDENT

LEONARD SHAFFER
VICE PRESIDENT

DEBBIE WEHBE
MAGGIE QUIROZ
KEREN WATERS
RANDELL ERVING
DOUGLAS EPPERHART

Email: commission@empowerla.org

CALIFORNIA



KAREN BASS
MAYOR



20th FLOOR, CITY HALL
200 NORTH SPRING STREET
LOS ANGELES, CA 90012

TELEPHONE (213) 978-1551
TOLL-FREE 3-1-1
FAX: (213) 978-1751
E-MAIL: EmpowerLA@lacity.org

CARMEN CHANG
GENERAL MANAGER

ERICK MUÑOZ
COMMISSION EXECUTIVE ASSISTANT

www.EmpowerLA.org

DATE: May 15, 2025

2025-2026 ZOOM LICENSE REIMBURSEMENTS Westlake North Neighborhood Council

INVOICE # 26-074

Rebecca Alvarado, Treasurer, ralvarado@westlakenorthnc.org

Elaine Alaniz, President, EAlaniz@westlakenorthnc.org

DUE DATE: May 23, 2025

Qty	Item Description	Unit Price	Amount
1	Commodity Code 4316: Software-Zoom Enterprise. Start date 05/06/2025 End date: 05/05/2026	\$140.57	\$140.57
1	Commodity Code 4316: Software-Zoom Audio Start date 05/06/2025 End date: 05/05/2026	\$53.17	\$53.17
Total Cost			\$193.74

Please make Checks Payable to:

City of Los Angeles - Department of Neighborhood Empowerment

200 N. Spring Street, Suite 2005

Los Angeles, CA 90012

Check Memo line should read: Your NC Name, Zoom License 25-26

Monthly Expenditure Report



Reporting Month: June 2025

Budget Fiscal Year: 2024-2025

NC Name: Westlake North
Neighborhood Council

Monthly Cash Reconciliation					
Beginning Balance	Total Spent	Remaining Balance	Outstanding	Commitments	Net Available
\$4068.95	\$2116.20	\$1952.75	\$0.00	\$0.00	\$1952.75

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office	\$20500.00	\$2116.20	\$-14738.35	\$0.00	\$-14738.35
Outreach		\$0.00		\$0.00	
Elections		\$0.00		\$0.00	
Community Improvement Project	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Neighborhood Purpose Grants	\$11500.00	\$0.00	\$10000.00	\$0.00	\$10000.00
Funding Requests Under Review: \$0.00		Encumbrances: \$0.00		Previous Expenditures: \$34622.15	

Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	GOOGLE GSUITE_WESTLAK	06/01/2025	Approved by Board Motion action - Monthly Expenditure - Google for May 2025 \$64.80	General Operations Expenditure	Office	\$64.80
2	THE WEB CORNER, INC.	06/06/2025	Approved by Board Motion Action - Monthly expenditure - WebCorner for June 2025 Invoice 28495 for \$199.00	General Operations Expenditure	Office	\$199.00
3	IN CAL INTERPRETING &	06/10/2025	Cal Interpreting & Translation Inc - Invoice INT57032 \$1,650.00 for May 8, 2025 General Board meeting.	General Operations Expenditure	Office	\$1650.00
4	PY LOS ANGELES SELFST	06/11/2025	Approved by Board Motion Action - Monthly WNNC expenditure - LAsStorage June 2025 Invoice/Receipt 166909 \$202.40	General Operations Expenditure	Office	\$202.40
Subtotal:						\$2116.20

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



Invoice

Invoice number: 5266460391

Google LLC

1600 Amphitheatre Pkwy

Mountain View, CA 94043

United States

Federal Tax ID: 77-0493581

Bill to

Westlake North Neighborhood Council

200 N Spring St #224

Los Angeles, CA 90012-3238

United States

Details

Invoice number5266460391

Invoice dateMay 31, 2025

Billing ID9503-5459-3112

Domain namewestlakenorthnc.org

Google Workspace

Total in USD **\$64.80**

Summary for May 1, 2025 - May 31, 2025

Subtotal in USD \$64.80

Tax (0%) \$0.00

Total in USD \$64.80

You will be automatically charged for any amount due.

Subscription	Description	Interval	Quantity	Amount(\$)
Google Workspace Business Starter	Usage	May 1 - May 31	9	64.80
Subtotal in USD				\$64.80
Tax (0%)				\$0.00
Total in USD				\$64.80

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

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

NCFP 101 BAC Rev020118

Merchant: The Web Corner, Inc

15300 Ventura Blvd. Suite 400
Sherman Oaks, CA 91403
US

8183457443

Order Information

Description: 28495

Order Number: P.O. Number:

Customer ID: Invoice Number:

Billing Information

Rebecca Alvarado
Westlake North NC

Shipping Information

Shipping: 0.00

Tax: 0.00

Total: USD 199.00

Payment Information

Date/Time: 06-Jun-2025 12:52:12 MDT

Transaction ID: 121069712793

Transaction Type: Authorization w/ Auto Capture

Transaction Status: Captured/Pending Settlement

Authorization Code: 052091

Payment Method: MasterCard XXXX9221

[illegible]



Payment receipt

You paid \$1,650.00

to Cal Interpreting & Translations, Inc on 6/10/2025

Invoice no.	INT57032
Invoice amount	\$1,650.00
Total	\$1,650.00

Status	Paid
Payment method	Credit Card
Authorization ID	MS0277081250

Thank you

Cal Interpreting & Translations, Inc

8887379009

www.calinterpreting.com | accounting@calinterpreting.com
[5990 Sepulveda Blvd Ste 250, Van Nuys, CA 91411-2548](#)

No additional transfer fees or taxes apply.

Intuit Payments Inc (IPI) processes payments as an agent of the business. Payments processed by IPI constitutes payment to the business and satisfies your obligation to pay the business, including in connection with any dispute or case, in law or equity. Money movement services are provided by IPI pursuant to IPI's licenses (NMLS #1098819, <https://www.intuit.com/legal/licenses/payment-licenses>). IPI is located at 2700 Coast Avenue, Mountain View, CA 94043, 1-888-536-4801.

INVOICE

Cal Interpreting & Translations,
Inc
5990 Sepulveda Blvd Ste 250
Van Nuys, CA 91411-2548

accounting@calinterpreting.com
+1 (888) 737-9009
www.calinterpreting.com



City of Los Angeles - Office of the City Clerk:City of Los Angeles - Office of the City Clerk - Westlake North Neighborhood Council (WNNC)

Bill to

City of Los Angeles - Office of the City Clerk
- Westlake North Neighborhood Council
(WNNC)
Neighborhood Council Funding Program
200 N. Spring Street, Room 224
Los Angeles, CA 90012

Ship to

City of Los Angeles - Office of the City Clerk
- Westlake North Neighborhood Council
(WNNC)
Neighborhood Council Funding Program
200 N. Spring Street, Room 224
Los Angeles, CA 90012

Invoice details

Contract #: C-142242

Invoice no.: INT57032
Terms: Net 30
Invoice date: 05/08/2025
Due date: 06/07/2025

#	Product or service	Description	Qty	Rate	Amount
1.	Service	INTERPRETING SERVICES: Language: Simultaneous Spanish Assignment Date: Thursday 05/08/2025 Starting Time: 07:00 pm PST Assignment Duration: Two Hour Reservation Simultaneous Spanish Rate: \$250.00 Per Hour, Per Interpreter	4	\$250.00	\$1,000.00
2.	Audio Tech	\$150.00 Per Hour x 2 Hours	2	\$150.00	\$300.00
3.	Equipment	Transmitter: \$50.00 Per Unit x 1 Unit	1	\$50.00	\$50.00
4.	Equipment	Receivers: \$10.00 Per Unit x 10 Units	10	\$10.00	\$100.00
5.	Shipping Fee	\$200.00 Flat	1	\$200.00	\$200.00
6.		Location: LAPD Rampart Police Station 1401 West Sixth Street Los Angeles, CA 90017 Type of Assignment: Council Meeting Requestor: Elaine Alaniz Job Number: INT57032			

BILLING INFORMATION:
City of Los Angeles - Office of the City Clerk
Westlake North Neighborhood Council
(WNNC)
Neighborhood Council Funding Program
200 N. Spring Street, Room 224
Los Angeles, CA 90012
Attention: Accounting Department -
ealaniz@westlakenorthnc.org;
marisel.camilo@lacity.org;
Clerk.NCFunding@lacity.org

THANK YOU FOR YOUR BUSINESS.

Ways to pay



[View and pay](#)

Total

\$1,650.00

Overdue

06/07/2025

Los Angeles Self Storage
1000 West 6th Street
Los Angeles, CA 90017
213-481-1010

Payment Receipt

Tenant . CITY OF LOS ANGELES - WESTLAKE NORTH NC
Company
Address 200 N SPRING ST #2005
City, State, Zip LOS ANGELES CA 90012

Date Printed June 11, 2025
Payment Date June 11, 2025 2:48 PM
Unit 7625
Current Balance \$0.00
Paid Thru June 30, 2025
Receipt Number 166909 **By** AE

Date	Unit	Description	Charge	Discount	Tax	Total	Payment	Method
06/01/25	7625	Rent 6/1-6/30	176.00	0.00	0.00	176.00	176.00	Master Card
06/11/25	7625	Late Fee	26.40	0.00	0.00	26.40	26.40	Master Card
Taxes							0.00	
Payment (less tax)							202.40	
Payment Subtotal							202.40	
Credits Applied							0.00	
Refunds Applied							0.00	
Total Applied to Account							202.40	

Current Account Balance \$0.00
Paid By Master Card *****9221
Paid Thru Date June 30, 2025

Transaction Type Sale

Authorization 078814
Reference p1_txn_6849f9cc363f34cdc17bb40

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

x _____

Los Angeles Self Storage
You have the option of making an online payment by (clicking link) below.
<https://www.smartselfstorage.com/self-storage/ca/los-angeles/los-angeles-self-storage/>

Having problems logging in?
Please call us at 213-481-1010

Thank you for your business!

[illegible]