



BOARD OFFICERS

[Elaine Alaniz](#)
PRESIDENT

[Miran Kalaydjian](#)
VICE PRESIDENT

[Mirna Aguilar](#)
SECRETARY

[Rebecca M Alvarado](#)
TREASURER

City of Los Angeles WESTLAKE NORTH NEIGHBORHOOD COUNCIL

AGENDA

Special Meeting - WNNC
7:00 PM
Thursday, April 30, 2026

WNNC Board Meeting

WEBINAR LINK:
<https://us02web.zoom.us/j/85656330363>

WEBINAR ID: 856 5633 0363

WEBSITE:
<https://www.westlakenorthnc.org>



BOARD MEMBERS

MIRNA AGUILAR

ELAINE ALANIZ

REBECCA M. ALVARADO

JOSE M CALDERON

ERNESTO CASTRO

ANA PALACIOS

MIRAN KALADJIAN

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.

IN CONFORMITY WITH THE OCTOBER 6, 2023 ENACTMENT OF CALIFORNIA SENATE BILL 411 (PORTANTINO) AND LA CITY COUNCIL APPROVAL ON NOVEMBER 1, 2023, THE WESTLAKE NORTH OUTREACH COMMITTEE MEETING WILL BE CONDUCTED VIRTUALLY.

Every person wishing to address the Committee must dial (305) 224-1968, and enter **856 5633 0363** and then press # to join the meeting. When prompted by the Chair or designee to provide public input at the Neighborhood Council Outreach Committee meeting the public will be requested to dial *9 or use the Raise Hand option, to address the Committee on any agenda item before the committee takes 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 Committee's

jurisdiction will be heard during the General Public Comment period. Please note that under the Brown Act, the Committee 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 Chair or designee of the Committee. SB 411 Updates: If a Neighborhood Council has a quorum of board members in a physical location, board members who wish to join the meeting via teleconferencing must adhere to AB 2449 rules and regulations. If a Neighborhood Council does not have a quorum of board members in a physical location, they must adhere to SB 411 rules and regulations.

In the event of a disruption that prevents the eligible legislative body from broadcasting the meeting to members of the public using the call-in option or internet-based service option, or in the event of a disruption within the eligible legislative body's control that prevents members of the public from offering public comments using the call-in option or internet-based service option, the eligible legislative body shall take no further action on items appearing on the meeting agenda until public access to the meeting via the call-in option or internet-based service option is restored.

Actions taken on agenda items during a disruption that prevents the eligible legislative body from broadcasting the meeting may be challenged pursuant to Section 54960.1.

The eligible legislative body shall not require public comments to be submitted in advance of the meeting and shall provide an opportunity for the public to address the legislative body and offer comments in real-time. Notwithstanding Section 54953.3, an individual desiring to provide public comment through the use of an internet website, or other online platform, not under the control of the eligible legislative body, that requires registration to log in to a teleconference may be required to register as required by the third-party internet website or online platform to participate.

- (i) An eligible legislative body that provides a timed public comment period for each agenda item shall not close the public comment period for the agenda item, or the opportunity to register, pursuant to the subparagraph, to provide public comment until that timed public comment period has elapsed.
- (ii) An eligible legislative body that does not provide a timed public comment period, but takes public comment separately on each agenda item, shall allow a reasonable amount of time per agenda item to allow public members the opportunity to provide public comment, including time for members of the public to register pursuant to subparagraph (D), or otherwise be recognized for the purpose of providing public Comment.
- (iii) An eligible legislative body that provides a timed general public comment period that does not correspond to a specific agenda item shall not close the public comment period or the opportunity to register, pursuant to subparagraph (D), until the timed general public comment period has elapsed.

1. WELCOMING REMARKS

- a. Call to Order & Roll Call

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 Agaric**

3. Council District 13 - **Regina Mallare**

- d. Government Departments/Agencies, including:
 Department of Neighborhood Empowerment - **Mario Hernandez**
- 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.

CONSENT CALENDAR - Items that are routine in nature and do not require debate; any item may be pulled from the consent calendar for debate at the request of any Board Member, to appear on the Special Board agenda for April 30, 2026.

4. MONTHLY EXPENDITURE REPORTS & FINANCIALS

- a. Discussion and action to approve the December 2025 MER.
- b. Discussion and action to approve the January 2026 MER.
- c. Discussion and action to approve the February 2026 MER.
- d. Discussion and action to approve the March 2026 MER.
- e. Discussion and action to approve the April 2026 MER.
- f. Discussion and action to approve up to \$5,000 for WNNC SWAG.
- g. Discussion and action to approve up to \$2,000 for WNNC Bennie SWAG.

5. NEIGHBORHOOD PURPOSE GRANT REQUESTS

- a. Discussion and action to approve up to \$2,000 for a Teen Science Cafe for Rampart PAL to improve the green space and community room at Rampart.

7. COMMITTEE UPDATES

- a. *Outreach Committee (Rebecca A., Miran K.)*
- b. *Budget and Finance Committee members (Rebecca A.)*
- c. *Youth/Education Committee members (Ana A.)*
- d. *Beautification and Land Use and Planning Committee (Jose C., Miran K.)*
- e. *Crime Prevention/Public Safety Committee (Elaine A., Ana P.)*
- f. *Rules and Selections/AD Hoc Committee.*
- g. *Government Committee/Liaison (Elaine A.)*
- h. *Homelessness Liaisons/Committee (Jose C.)*
- i. *Region 6 Budget Advocates (Elaine A.)*

7. 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.

8. ADJOURNMENT

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 ethic.s.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

INVOICE

BEANIE QUOTE 4.27.26

Date: Apr 27, 2026

Bill To:
westlake north neighborhood council

Balance Due: \$2,060.00

Item	Quantity	Rate	Amount
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Beanies	200	\$10.00	\$2,000.00
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Subtotal: \$2,000.00

Tax (0%): \$0.00

Shipping: \$60.00

Total: \$2,060.00

Knightsbridge Industries Inc.
 915 W Foothill Blvd Ste C-240
 Claremont, CA 91711

 Phn: 626.744.7797
 Email: sales@kbind.us

 PO/Ref #:
 Job #: 86856
 Date: Apr 27, 2026



Bill To:


 Westlake North Neighborhood Council
 AP
 CITY OF LOS ANGELES - WESTLAKE NORTH
 NC
 200 N SPRING ST #2005
 Los Angeles, CA 90012
 Phn: 213-473-7472

Ship To:

 Los Angeles Self Storage - Unit 7624
 Elaine Alaniz - Tenant 246303
 1000 W. 6th Street - Unit 7624
 Los Angeles, CA 90017
 Phn: 818-795-9597
 Email: ealaniz@westlakenorthnc.org

Salesperson	Ship Via	Shipping/Delivery Date	Payment Terms
Manny Gonzalez	Ground		Due upon receipt - Credit Card

Qty	Item #	Description	Unit Price USD	Ext. Price USD
225	GM-BA-016U	 Non Woven Drawstring Backpack Color: Navy; Imprint: White 1 color/ 1 location	\$1.45	\$326.25
	ADDCHG	Additional charges for Non Woven Drawstring Backpack Setup Charge: \$45.00	\$45.00	\$45.00
300	MWZSK-NDLAN	 Rainbow Stylus M click pen Color: Dark Blue; Imprint: One Color; One Location White re-order# 80546	\$0.68	\$204.00
	ADDCHG	Additional charges for Rainbow Stylus M click pen Setup Charge: \$28.00	\$28.00	\$28.00
200	FWYXH-NOFWI	 20 Oz. Aluminum Sports Water Bottle w/ Carabiner Color: White; Imprint: 1 color/ 1 location -Blue	\$2.85	\$570.00
	ADDCHG	Additional charges for 20 Oz. Aluminum Sports Water Bottle w/ Carabiner Setup Charge: \$42.00	\$42.00	\$42.00
150	URSUL-KXQMK	 Port & Company® Men's Fan Favorite™ Tee- Ring Spun Color: Navy; Size: S-XL; Imprint: 2- Location 1 color front left chest; white / 1 color back center 10.5"	\$7.65	\$1,147.50
	ADDCHG	Additional charges for Port & Company® Men's Fan Favorite™ Tee- Ring Spun Setup Charge: \$50.00	\$50.00	\$50.00
50	ROXPF-LPMHU	 Port & Co™ Women's Fan Favorite Tee. Color: Navy; Size: S-XL; Imprint: 1 color front left chest; white / 1 color back center 10.5"	\$9.75	\$487.50
	ADDCHG	Additional charges for Port & Co™ Women's Fan Favorite Tee. Setup Charge: \$50.00	\$50.00	\$50.00
2	TTHRW64G	 6ft Table Throw 4-Sided with Custom Print Size: 6'; Imprint: Full Color	\$149.00	\$298.00
	ADDCHG	Additional charges for 6ft Table Throw 4-Sided with Custom Print Art Charge: \$50.00	\$50.00	\$50.00

Qty	Item #	Description	Unit Price USD	Ext. Price USD
2	HPTTK-NIIVF	 33.5 x 80" Better Roll Up Silver Super Flat Vinyl Graphic Package Color: Silver; Size: 33.5" x 89"; Imprint: Full color	\$156.00	\$312.00

Subtotal	\$3,610.25
Shipping	\$327.00
Tax (9.75%)	\$352.00
Total (USD)	\$4,289.25

NOTES TO CUSTOMER:

**Westlake North Neighborhood Council
Westlake 2026**

Quote Acceptance:

If this quote is acceptable, please sign below and return.

Authorized Signature: _____ Print Name: _____ Date: _____

Please note with current Tariff situation pricing may change without notice.

Monthly Expenditure Report



Reporting Month: February 2026

Budget Fiscal Year: 2025-2026

NC Name: Westlake North
Neighborhood Council

Monthly Cash Reconciliation					
Beginning Balance	Total Spent	Remaining Balance	Outstanding	Commitments	Net Available
\$17028.86	\$492.58	\$16536.28	\$0.00	\$0.00	\$16536.28

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office	\$22000.00	\$492.58	\$12583.53	\$0.00	\$12583.53
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	\$3000.00	\$0.00	\$2000.00	\$0.00	\$2000.00
Funding Requests Under Review: \$0.00		Encumbrances: \$0.00		Previous Expenditures: \$9923.89	

Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	PY LOS ANGELES SELFST	02/01/2026	Approved by Board Motion of the 2025-2026 Fiscal Year Admin Packet - Approved monthly expenditure for LA Self Storage February 2026 Receipt #120597 - \$176.00	General Operations Expenditure	Office	\$176.00
2	GOOGLE WORKSPACE_WEST	02/01/2026	Approved by Board Motion Action of the 2025-2026 Fiscal Year Admin Packet - Approved monthly expenditure of Google Suite January 2026 \$69.60	General Operations Expenditure	Office	\$69.60
3	THE WEB CORNER, INC.	02/01/2026	Approved by Board Motion of the 2025-2026 Fiscal Year Admin Packet - Approved monthly expenditure for the Web Corner February 2026 Invoice 29340 \$199.00	General Operations Expenditure	Office	\$199.00
4	ADOBE	02/21/2026	Admin Packet motion as approved by the West Lake North Neighborhood Council Board for the 2025 - 2026 Office Expenses for Adobe.	General Operations Expenditure	Office	\$47.98
Subtotal:						\$492.58

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

Subtotal: Outstanding	\$0.00
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INVOICE

MAKE CHECK PAYABLE TO

Los Angeles Self Storage
1000 W. 6th Street
Los Angeles, CA. 90017
(213)481-1010

Unit 7625
Tenant 246303
Invoice 120597

Invoice Date February 18, 2026
Due Date March 1, 2026

Amount Due 176.00

. CITY OF LOS ANGELES - WESTLAKE NORTH NC

200 N SPRING ST #2005
LOS ANGELES CA 90012

Please check box if address is incorrect
and indicate change. Signature is required
to authorize address changes.

Signature _____
AMOUNT ENCLOSED _____

DETACH AND RETURN TOP PORTION WITH YOUR PAYMENT

<u>UNIT</u>	<u>DATE</u>	<u>ITEM/SERVICE</u>	<u>AMOUNT</u>	<u>TAX</u>	<u>DUE</u>
7625	3/1/2026	Rent 3/1-3/31	176.00	0.00	176.00
				Subtotal	176.00
				Taxes	0.00
				Balance Due	176.00

Please remit the total due amount of 176.00 to the above address.

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

Pre-pay 12 months and receive one month Free!

We appreciate your business! If you're happy with your experience, please leave us a quick Google review.



Office of the City Clerk

Administrative Services Division

Neighborhood Council (NC) Funding Program

Board Action Certification (BAC) Form



NC Name: Meeting Date:

Budget Fiscal Year: Agenda Item No:

Board Motion and/or Public Benefit Statement (CIP and NPG):

Method of Payment: (Select One) [] Check [] Credit Card [] Board Member Reimbursement

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

Table with 8 columns: Board Member's First and Last Name, Board Position, Yes, No, Abstain, Absent, Ineligible, Recused. Multiple empty rows for data entry.

Board Quorum: Total:

We, the authorized signers of the above named Neighborhood Council, declare that the information presented on this form is accurate and complete, and that a public meeting was held in accordance with all laws, policies, and procedures. The above was approved by the Neighborhood Council Board, at a Brown Act compliant public meeting where a quorum of the Board was present.

Authorized Signature Elaine Alaniz Authorized Signature: Rebecca M Alvarado

Print/Type Name: Print/Type Name:

Date: Date:



Invoice

Invoice number: 5476520243

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 number5476520243
Invoice dateJan 31, 2026
Billing ID9503-5459-3112
Domain namewestlakenorthnc.org

Google Workspace

Total in USD **\$69.60**

Summary for Jan 1, 2026 - Jan 31, 2026

Subtotal in USD \$69.60
Tax (0%) \$0.00
Total in USD \$69.60

You will be automatically charged for any amount due.

Subscription	Description	Interval	Quantity	Amount(\$)
Google Workspace Business Starter	Usage	Jan 1 - Jan 31	8	67.20
Google Workspace Business Starter - Archived User	Usage	Jan 1 - Jan 31	1	2.40
	Subtotal in USD			\$69.60
	Tax (0%)			\$0.00
	Total in USD			\$69.60

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>

Office of the City Clerk

Administrative Services Division

Neighborhood Council (NC) Funding Program

Board Action Certification (BAC) Form



NC Name: Meeting Date:

Budget Fiscal Year: Agenda Item No:

Board Motion and/or Public Benefit Statement (CIP and NPG):

Method of Payment: (Select One) [] Check [] Credit Card [] Board Member Reimbursement

Vote Count
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Authorized Signature Elaine Alaniz Authorized Signature: Rebecca M Alvarado

Print/Type Name: Print/Type Name:

Date: Date:

The Web Corner, Inc.

Invoice

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

PAID
02/01/2026

Date	Invoice #	Terms
2/1/2026	29340	Due on Receipt

Bill To
Westlake North Neighborhood Council

Ship To

QTY	Description	Price Each	Amount
1	February 2026 Monthly Maintenance: includes up to 1.5 hours for; phone support, web development, requests, & website adjustments	199.00	199.00
0	February 2026 Hosting for: westlakenorthnc.org (included in Maintenance)	15.00	0.00

Please remit payment at your earliest convenience. Thank you for your business!	Total	\$199.00
	Payments/Credits	-\$199.00
	Balance Due	\$0.00

Office of the City Clerk

Administrative Services Division

Neighborhood Council (NC) Funding Program

Board Action Certification (BAC) Form



NC Name: Meeting Date:

Budget Fiscal Year: Agenda Item No:

Board Motion and/or Public Benefit Statement (CIP and NPG):

Method of Payment: (Select One) [] Check [] Credit Card [] Board Member Reimbursement

Vote Count
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Table with 8 columns: Board Member's First and Last Name, Board Position, Yes, No, Abstain, Absent, Ineligible, Recused. Multiple empty rows for data entry.

Board Quorum: Total:

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Authorized Signature Elaine Alaniz Authorized Signature: Rebecca M Alvarado

Print/Type Name: Print/Type Name:

Date: Date:



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

ORIGINAL

Invoice Information

Invoice Number 3373548196
 Invoice Date 21-FEB-2026
 Payment Terms Credit Card
 Purchase Order AB05450000067CUS
 Order Number 7226731178
 Customer Number 561350191
 Currency USD

Bill To

Elaine Alaniz
 Westlake North NC
 CA 90012

INVOICE

Item Details

Service Term: 21-FEB-2026 to 20-MAR-2026

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!

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

Rebecca M Alvarado

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

Elaine Alaniz

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

Elaine Alaniz

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

Rebecca M Alvarado

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

Elaine Alaniz

SIGNATURE OF THE 1st BANK CARD HOLDER

DATE

PRINT NAME OF THE 1st BANK CARD HOLDER

2nd Bank Cardholder

Rebecca M Alvarado

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	

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

Monthly Expenditure Report



Reporting Month: January 2026

Budget Fiscal Year: 2025-2026

**NC Name: Westlake North
Neighborhood Council**

Monthly Cash Reconciliation					
Beginning Balance	Total Spent	Remaining Balance	Outstanding	Commitments	Net Available
\$17809.37	\$780.51	\$17028.86	\$0.00	\$0.00	\$17028.86

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office	\$22000.00	\$488.57	\$13076.11	\$0.00	\$13076.11
Outreach		\$291.94		\$0.00	
Elections		\$0.00		\$0.00	
Community Improvement Project	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Neighborhood Purpose Grants	\$3000.00	\$0.00	\$2000.00	\$0.00	\$2000.00
Funding Requests Under Review: \$0.00		Encumbrances: \$0.00		Previous Expenditures: \$9143.38	

Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	GOOGLE WORKSPACE_WESTL	01/01/2026	Approved by Board Motion Action of the 2025-2026 Fiscal Year Admin Packet - Approved monthly expenditure of Google Suite for Dec./Jan. 2026 of \$65.59	General Operations Expenditure	Office	\$65.59
2	THE WEB CORNER, INC.	01/01/2026	Approved by Board Motion of the 2025-2026 Fiscal Year Admin Packet - Approved monthly expenditure for the Web Corner January 2026 Invoice 29233 \$199.00	General Operations Expenditure	Office	\$199.00
3	PY LOS ANGELES SELFST	01/02/2026	Approved by Board Motion of the 2025-2026 Fiscal Year Admin Packet - Approved monthly expenditure for LA Self Storage January 2026 Receipt #173976 - \$176.00	General Operations Expenditure	Office	\$176.00
4	FOOD4LESS #0770	01/08/2026	This motion, approved by the WNNC Board, authorizes expenditures outlined in the Administrative Packet for the 2025 - 2026 Fiscal Cycle for Outreach Meetings, including food and soft drinks (Jan 2026 Board Meeting).	General Operations Expenditure	Outreach	\$6.59

5	TST CALIFORNIA CHICKEN	01/08/2026	Board motion, approved by the WNNC board Admin Packet for Outreach/Meeting expenses 2025 - 2026 fiscal year.	General Operations Expenditure	Outreach	\$285.35
6	ADOBE	01/21/2026	Admin Packet motion as approved by the West Lake North Neighborhood Council Board for the 2025 - 2026 Office Expenses for Adobe.	General Operations Expenditure	Office	\$47.98
Subtotal:						\$780.51

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



Invoice

Invoice number: 5451202454

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 number5451202454
Invoice dateDec 31, 2025
Billing ID9503-5459-3112
Domain namewestlakenorthnc.org

Google Workspace

Total in USD **\$65.59**

Summary for Dec 1, 2025 - Dec 31, 2025

Subtotal in USD	\$65.59
Tax (0%)	\$0.00
Total in USD	\$65.59

You will be automatically charged for any amount due.

Subscription	Description	Interval	Quantity	Amount(\$)
Google Workspace Business Starter	Usage	Dec 1 - Dec 21	7	39.83
Google Workspace Business Starter - Archived User	Usage	Dec 1 - Dec 22	2	3.40
Google Workspace Business Starter	Usage	Dec 22 - Dec 31	8	21.67
Google Workspace Business Starter - Archived User	Usage	Dec 23 - Dec 31	1	0.69
Subtotal in USD				\$65.59
Tax (0%)				\$0.00
Total in USD				\$65.59

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

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

Office of the City Clerk

Administrative Services Division

Neighborhood Council (NC) Funding Program

Board Action Certification (BAC) Form



NC Name: Meeting Date:

Budget Fiscal Year: Agenda Item No:

Board Motion and/or Public Benefit Statement (CIP and NPG):

Method of Payment: (Select One) [] Check [] Credit Card [] Board Member Reimbursement

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

Table with 8 columns: Board Member's First and Last Name, Board Position, Yes, No, Abstain, Absent, Ineligible, Recused. Multiple empty rows for data entry.

Board Quorum: Total:

We, the authorized signers of the above named Neighborhood Council, declare that the information presented on this form is accurate and complete, and that a public meeting was held in accordance with all laws, policies, and procedures. The above was approved by the Neighborhood Council Board, at a Brown Act compliant public meeting where a quorum of the Board was present.

Authorized Signature Elaine Alaniz Authorized Signature: Rebecca M Alvarado

Print/Type Name: Print/Type Name:

Date: Date:

The Web Corner, Inc.

Invoice

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

PAID
01/01/2026

Date	Invoice #	Terms
01/01/2026	29233	Due on Receipt

Bill To
Westlake North Neighborhood Council

Ship To

QTY	Description	Price Each	Amount
1	January 2026 Monthly Maintenance: includes up to 1.5 hours for; phone support, web development, requests, & website adjustments	199.00	199.00
0	January 2026 Hosting for: westlakenorthnc.org (included in Maintenance)	15.00	0.00

Please remit payment at your earliest convenience. Thank you for your business!	Total	\$199.00
	Payments/Credits	-\$199.00
	Balance Due	\$0.00

Office of the City Clerk

Administrative Services Division

Neighborhood Council (NC) Funding Program

Board Action Certification (BAC) Form



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Budget Fiscal Year: Agenda Item No:

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Authorized Signature Elaine Alaniz Authorized Signature: Rebecca M Alvarado

Print/Type Name: Print/Type Name:

Date: Date:

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 January 2, 2026
Payment Date January 2, 2026 3:21 PM
Unit 7625
Current Balance \$0.00
Paid Thru January 31, 2026
Receipt Number 173976 By LG

<u>Date</u>	<u>Unit</u>	<u>Description</u>	<u>Charge</u>	<u>Discount</u>	<u>Tax</u>	<u>Total</u>	<u>Payment</u>	<u>Method</u>
01/01/26	7625	Rent 1/1-1/31	176.00	0.00	0.00	176.00	176.00	Master Card
							0.00	
							176.00	
							176.00	
							0.00	
							0.00	
							176.00	

Current Account Balance \$0.00
Paid By Master Card *****0923
Paid Thru Date January 31, 2026

Transaction Type Sale

Authorization 05177Z
Reference p1_txn_695852fc9e5658213e861c2

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/>

We appreciate your business! If you're happy with your experience, please leave us a Google review. Scan the QR code below:



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

Thank you for your business!

Office of the City Clerk

Administrative Services Division

Neighborhood Council (NC) Funding Program

Board Action Certification (BAC) Form



NC Name: Meeting Date:

Budget Fiscal Year: Agenda Item No:

Board Motion and/or Public Benefit Statement (CIP and NPG):

Method of Payment: (Select One) [] Check [] Credit Card [] Board Member Reimbursement

Vote Count
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Authorized Signature Elaine Alaniz Authorized Signature: Rebecca M Alvarado

Print/Type Name: Print/Type Name:

Date: Date:

Food4Less®

**The True Low Price Leader.
Everyday!**

1700 West 6th St.
(213) 353-0920
Your cashier was ROCIO F

CGYS WATER	5.39 F
CA REDEM VAL	1.20 F
TAX	0.00
**** BALANCE	6.59

Los Angeles CA 90017
MASTERCARD Purchase
*****0923 - H
REF#: 06419Z TOTAL: 6.59
AID: A0000000041010
TC: D733F09AEB423A81

MASTERCARD	6.59
CHANGE	0.00
TOTAL NUMBER OF ITEMS SOLD =	2

01/08/26 05:14pm 770 5 260 138

Check us out at: www.Food4Less.COM

Fresh opportunity awaits

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

Rebecca M Alvarado

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

Elaine Alaniz

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

Elaine Alaniz

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

Rebecca M Alvarado

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.
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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.
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PLEASE SIGN NEXT PAGE

1st Bank Cardholder

Elaine Alaniz

SIGNATURE OF THE 1st BANK CARD HOLDER

DATE

PRINT NAME OF THE 1st BANK CARD HOLDER

2nd Bank Cardholder

Rebecca M Alvarado

SIGNATURE OF THE 2nd BANK CARD HOLDER

DATE

PRINT NAME OF THE 2nd BANK CARD HOLDER

NEIGHBORHOOD COUNCIL FUNDING PROGRAM

ANNUAL BUDGET TEMPLATE

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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	

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>

Receipt for Order #284 at Calif Chicken Cafe - 09-Downtown LA

1 message

Calif Chicken Cafe - 09-Downtown LA <no-reply@toasttab.com>
Reply-To: no-reply@toasttab.com
To: ealaniz@westlakenorthnc.org

Wed, Mar 11, 2026 at 5:14 PM

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

To Go

Elane Alamic

Server: Jenniffer S
Check #284
Ordered: Elane Alamic
1/8/26 2:29 PM

Small A lot of All of It	\$240.00
Rotisserie Chicken	
Whole Wheat Pita (Lite)	
Caesar Wrap	
Chinese Wrap	
Melrose Wrap	
Ranch Wrap	
Chicken Pasta Salad Pkg	
Fruit Salad Pkg	
California Chicken Salad	
Pkg	
2x Bottle of Ranch Dressing	
Add Utensils and Napkins	
Add Servingware	
Add Plates	
Add 6 Chewy Coco-Nut & 6	
Choc Chunk Cookies	\$20.00
1 Balamic Dressing	
Subtotal	\$260.00
Tax	\$25.35
Total	\$285.35

Input Type C (EMV Chip Read)
MASTERCARD xxxxxxxx0923

Time	1/8/2026, 4:37 PM
Transaction Type	Sale
Authorization	Approved
Approval Code	00573Z
Payment ID	NmNwnTJjMMYR
Application ID	A0000000041010
Application Label	MASTERCARD
Device ID	d0033c0cca0af0b0
Card Reader	BBPOS

Team Member:
Name of Driver:
Time:

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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

Rebecca M Alvarado

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

Elaine Alaniz

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

Elaine Alaniz

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

Rebecca M Alvarado

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

Elaine Alaniz

SIGNATURE OF THE 1st BANK CARD HOLDER

DATE

PRINT NAME OF THE 1st BANK CARD HOLDER

2nd Bank Cardholder

Rebecca M Alvarado

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>
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<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	

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



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

ORIGINAL

Invoice Information

Invoice Number 3343454452
 Invoice Date 21-JAN-2026
 Payment Terms Credit Card
 Purchase Order AB05450000067CUS
 Order Number 7226731178
 Customer Number 561350191
 Currency USD

Bill To

Elaine Alaniz
 Westlake North NC
 CA 90012

INVOICE

Item Details

Service Term: 21-JAN-2026 to 20-FEB-2026

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!

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

Rebecca M Alvarado

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

Elaine Alaniz

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

Elaine Alaniz

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

Rebecca M Alvarado

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

Elaine Alaniz

SIGNATURE OF THE 1st BANK CARD HOLDER

DATE

PRINT NAME OF THE 1st BANK CARD HOLDER

2nd Bank Cardholder

Rebecca M Alvarado

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	

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

Monthly Expenditure Report



Reporting Month: December 2025 Budget Fiscal Year: 2025-2026

**NC Name: Westlake North
Neighborhood Council**

Monthly Cash Reconciliation					
Beginning Balance	Total Spent	Remaining Balance	Outstanding	Commitments	Net Available
\$23056.02	\$5246.65	\$17809.37	\$0.00	\$0.00	\$17809.37

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office	\$22000.00	\$486.58	\$13856.62	\$0.00	\$13856.62
Outreach		\$4760.07		\$0.00	
Elections		\$0.00		\$0.00	
Community Improvement Project	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Neighborhood Purpose Grants	\$3000.00	\$0.00	\$2000.00	\$0.00	\$2000.00
Funding Requests Under Review: \$0.00		Encumbrances: \$0.00		Previous Expenditures: \$3896.73	

Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	PY LOS ANGELES SELFST	12/01/2025	Approved by Board Motion of the 2025-2026 Fiscal Year Admin Packet - Approved monthly expenditure for LA Self Storage December 2025 - \$176.00	General Operations Expenditure	Office	\$176.00
2	GOOGLE GSUITE_WESTLAKE	12/01/2025	Approved by Board Motion Action of the 2025-2026 Fiscal Year Admin Packet - Approved monthly expenditure of Google Suite for December 2025 of \$63.60	General Operations Expenditure	Office	\$63.60
3	THE WEB CORNER, INC.	12/01/2025	Approved by Board Motion of the 2025-2026 Fiscal Year Admin Packet - Approved monthly expenditure for the Web Corner December 2025 Invoice 29133 \$199.00	General Operations Expenditure	Office	\$199.00
4	AMAZON MKTPL B18LX1KK0	12/08/2025	Board motion, approved by the WNNC board in November 2025, authorizes up to \$5,000 for the Outreach 2025 Holiday and Movie Event at the LAPD Rampart Police Station.	General Operations Expenditure	Outreach	\$52.45

5	AMAZON MKTPL Q58BG7BC3	12/08/2025	Board motion, approved by the WNNC board in November 2025, authorizes up to \$5,000 for the Outreach 2025 Holiday and Movie Event at the LAPD Rampart Police Station.	General Operations Expenditure	Outreach	\$79.99
6	AMAZON MKTPL BI6YC2U20	12/08/2025	Board motion, approved by the WNNC board in November 2025, authorizes up to \$5,000 for the Outreach 2025 Holiday and Movie Event at the LAPD Rampart Police Station.	General Operations Expenditure	Outreach	\$106.19
7	AMAZON MKTPL U03XU1DO3	12/10/2025	This motion, approved by the WNNC Board in November 2025, authorizes up to \$5,000 for the Outreach 2025 Holiday and Movie Event held at the LAPD Rampart Police Station.	General Operations Expenditure	Outreach	\$385.84
8	AMAZON MKTPL 6F1778FM3	12/10/2025	This motion, approved by the WNNC Board in November 2025, authorizes up to \$5,000 for the Outreach 2025 Holiday and Movie Event held at the LAPD Rampart Police Station.	General Operations Expenditure	Outreach	\$25.23
9	IN BARTS CARTS	12/10/2025	Board motion, approved by the WNNC board in November 2025, authorizes up to \$5,000 for the Outreach 2025 Holiday and Movie Event at the LAPD Rampart Police Station.	General Operations Expenditure	Outreach	\$3710.04
10	AMAZON MKTPL OI2MB7JA3	12/11/2025	Board motion, approved by the WNNC board in November 2025, authorizes up to \$5,000 for the Outreach 2025 Holiday and Movie Event at the LAPD Rampart Police Station.	General Operations Expenditure	Outreach	\$365.30
11	AMAZON MKTPL 9J8B91QL3	12/15/2025	Approved by Board Motion - Discussion and action to approve \$5,000 for the WNNC annual December Holiday Event. Amazon Order 113-6546637-5473069 \$35.03. Approval Code WNNC 2526-001.	General Operations Expenditure	Outreach	\$35.03
12	ADOBE	12/21/2025	Approved by Board Motion of the 2025-2026 Fiscal Year Admin Packet -Approved monthly expenditure for Adobe for December 2025 \$47.98	General Operations Expenditure	Office	\$47.98
Subtotal:						\$5246.65

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

Thank you for your business!



Invoice

Invoice number: 5419051365

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 number5419051365
Invoice dateNov 30, 2025
Billing ID9503-5459-3112
Domain namewestlakenorthnc.org

Google Workspace

Total in USD **\$63.60**

Summary for Nov 1, 2025 - Nov 30, 2025

Subtotal in USD \$63.60
Tax (0%) \$0.00
Total in USD \$63.60

You will be automatically charged for any amount due.

Subscription	Description	Interval	Quantity	Amount(\$)
Google Workspace Business Starter	Usage	Nov 1 - Nov 30	7	58.80
Google Workspace Business Starter - Archived User	Usage	Nov 1 - Nov 30	2	4.80
Subtotal in USD				\$63.60
Tax (0%)				\$0.00
Total in USD				\$63.60

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

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

The Web Corner, Inc.

Invoice

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

PAID
12/01/2025

Date	Invoice #	Terms
12/01/2025	29133	Due on Receipt

Bill To
Westlake North Neighborhood Council

Ship To

QTY	Description	Price Each	Amount
1	December 2025 Monthly Maintenance: includes up to 1.5 hours for; phone support, web development, requests, & website adjustments	199.00	199.00
0	December 2025 Hosting for: westlakenorthnc.org (included in Maintenance)	15.00	0.00

Please remit payment at your earliest convenience. Thank you for your business!	Total	\$199.00
	Payments/Credits	-\$199.00
	Balance Due	\$0.00

Office of the City Clerk

Administrative Services Division

Neighborhood Council (NC) Funding Program

Board Action Certification (BAC) Form



NC Name: Meeting Date:

Budget Fiscal Year: Agenda Item No:

Board Motion and/or Public Benefit Statement (CIP and NPG):

Method of Payment: (Select One) [] Check [] Credit Card [] Board Member Reimbursement

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

Table with 8 columns: Board Member's First and Last Name, Board Position, Yes, No, Abstain, Absent, Ineligible, Recused. Multiple empty rows for data entry.

Board Quorum: Total:

We, the authorized signers of the above named Neighborhood Council, declare that the information presented on this form is accurate and complete, and that a public meeting was held in accordance with all laws, policies, and procedures. The above was approved by the Neighborhood Council Board, at a Brown Act compliant public meeting where a quorum of the Board was present.

Authorized Signature Elaine Alaniz Authorized Signature: Rebecca M Alvarado

Print/Type Name: Print/Type Name:

Date: Date:

All Search Amazon

EN Hello, elaine Account & Lists Returns & Orders 0

All Rufus Holiday Gifts Same-Day Delivery Amazon Haul Medical Care Luxury Buy Again Amazon Basics NBA on Prime Tuesday 5:30 PM ET

Your Account > Your Orders

Your Orders

Search all orders

Search Orders

amazon business

\$40 You could save year with A

Create a free

Orders Buy Again Not Yet Shipped Digital Orders Amazon Pay

6 orders placed in past 3 months

ORDER PLACED December 7, 2025 TOTAL \$411.07 SHIP TO Eaine Alaniz

ORDER # 113-9543042-7583443 View order details View invoice

Arriving Saturday



UFOND 20000 Lumen Work Lights with Stand, 200W Dual Head LED Work Light, Waterproof Lamp with Individual Switch, Adjustable Metal Telescoping Tripod 10Ft Power Cord

Buy it again

Track package

View or edit order

Write a product review



Outdoor Christmas Fence Decorations, 6Pcs Light Up Christmas Fence Peeker Signs Decor with LED String Lights for Yard Garden Lawn Fireplace, Tree Decoration

Buy it again

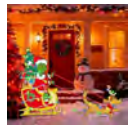
Track package

View or edit order

Ask Product Question

Write a product review

Arriving December 18



Outdoor Christmas Fence Peeker Yard Signs Wreath with LED Lights- Party Decorations for Indoor Christmas Tree Decor, Yard, Garden, Door, Fence for Holiday (Sleigh)

Buy it again

Track package

View or edit order

Write a product review

Arriving December 11 - December 15



Christmas Chocolate Mix, 5lb Pack of Christmas Candy Individually Wrapped, Perfect Chocolate Candy for Stocking Stuffers and Special Holiday Moments

Buy it again



Sukh Shaggy Faux Fur Fabric - 2 x 60 inch Green Faux Fur Trim Precut Fabric Strips Soft Plush Patches for Fuzzy Craft Christmas Tree Trim Gnome Beard Cosplay Costume (1)

Buy it again

ORDER PLACED December 7, 2025 TOTAL \$79.99 SHIP TO Eaine Alaniz

ORDER # 113-9167709-9855456 View order details View invoice

Arriving December 16



Colby Ridge Holiday Mix Gourmet Craft Popped Gluten Free Popcorn Bulk Sized Large Gift Bash Bags (Bulk 18 Gal. 288 Cups.)

Buy it again

Track package

Problem with order

View or edit order

Write a product review

ORDER PLACED December 7, 2025 TOTAL \$52.45 SHIP TO Eaine Alaniz

ORDER # 113-5463378-0633816 View order details View invoice

Arriving December 12 - December 15

Track package

Buy it again

Pyle Hei \$62 Only Purc Ac

The \$39 Dec Purc Ac

Beh \$67 Dec Purc Ac

Swi -6 Typi Dec Purc Ac

Frequently bought together

POI Out -12 List: AM Ac



VEVOR Backdrop Stand 10 x 8 Ft, Height Adjustable Background Stand with 1 Carrying Bag, Photo Backdrop for Party Wedding Studio Trade Show

Buy it again

- Problem with order
- View or edit order
- Write a product review

ORDER PLACED
December 7, 2025

TOTAL
\$365.30

SHIP TO
Eaine Alaniz

ORDER # 113-3875894-7605852
[View order details](#) [View invoice](#)

Arriving Thursday



Ninehaoou 200 Pcs Popcorn Bags Bulk Movie Night Pop Corn Plastic Bags for Popcorn Machine Pop Corn Snack Containers with Twist Ties for Carnival Christmas Party Supplies (Green)

Buy it again

- Track package
- View or edit order
- Write a product review



Christmas Chocolate Candy Mix Bulk Bag 4LB – Assorted Individually Wrapped Holiday Chocolates – Festive Christmas Colors – Stocking Stuffer Candy, Holiday Party Favors, Gift Bags & Candy Bowls

Buy it again



Illumination Presents: Dr. Seuss' The Grinch [Blu-ray]

Buy it again



HEORIM 2 Pcs Large Christmas Outdoor Decorations with Metal Stakes Merry Christmas Yard Signs for Lawn, Garden Yard Decor

Buy it again



40Pcs Green Monster Temporary Tattoos, Christmas Birthday Party Supplies, Goodie Bag Stuffers, Christmas Decoration Gifts Xmas Party Favors for Kids

Buy it again



Large Christmas Decorations Banner Merry Christmas Yard Sign Hanging Banner Outdoor Christmas Decorations Backdrop Home Decor Indoor Xmas Eve Vacation Holiday Party Supplies

Buy it again



Welcome to Whoville Backdrop Winter Christmas Village Photography Background for Kids First Birthday Baby Shower Happy New Year Xmas Holiday Party Decoration Supplies Photo Props (10x6FT)

Buy it again



75Pcs Green Monster Temporary Tattoos, Christmas Birthday Party Supplies, Goodie Bag Stuffers, Christmas Decoration Gifts Xmas Party Favors for Kids

Buy it again



Tuanchuanrp Waterproof Led Rope Lights, 100Ft LED Strip Lights Outdoor Waterproof Decorative Lighting for Indoor/Outdoor, Deck, Eaves, Halloween, Christmas, Landscape Lighting (Green)

Buy it again



MINI CANDY CANES (200 MINI CANDY CANES) | Mini Candy Canes Peppermint Flavored | Red & White Stripes - Individually Wrapped Gift Pack | Holiday Candy for Christmas, Santa Parade, ThanksGiving, Holidays and More | Free Creative Idea Booklet Included

Buy it again



Hefty Strong 30 Gallon Trash Bags, Large Trash Bags 30 Gallon Size, Durable Drawstring Enclosure, Resists Punctures, Leaks, and Tears, Unscented, 56 Bags

Buy it again



Tewess 3 Packs Merry Grinchmas Tablecloths 54 x 108 Inch Whoville Christmas Xmas Winter Holiday Season Plastic Table Cover for Funny Cartoon Character Party Decoration

3

Buy it again

ORDER PLACED
December 7, 2025

TOTAL
\$106.19

SHIP TO
Eaine Alaniz

ORDER # 113-1298845-6973013
[View order details](#) [View invoice](#)

Arriving December 12 - December 16



6 1/4" x 8 1/4" Bulk 50 Pc. Extra Small Dr. Seuss The Grinch Christmas Plastic Goody Bags

6

Buy it again

Track package

Problem with order

View or edit order

Write a product review

Office of the City Clerk

Administrative Services Division

Neighborhood Council (NC) Funding Program

Board Action Certification (BAC) Form



NC Name: Meeting Date:

Budget Fiscal Year: Agenda Item No:

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Authorized Signature: Rebecca M. Alvarado

Authorized Signature: Elaine Alaniz

Print/Type Name:

Print/Type Name:

Date:

Date:

Order Summary

Order placed December 7, 2025 Order # 113-9167709-9855456

Ship to	Payment method	Order Summary
Eaine Alaniz 1354 CONSTANCE ST LOS ANGELES, CA 90015-2710 United States	Mastercard ending in 0923 View related transactions	Item(s) Subtotal: \$79.99 Shipping & Handling: \$0.00 Total before tax: \$79.99 Estimated tax to be collected: \$0.00 Grand Total: \$79.99

Arriving December 16



Colby Ridge Holiday Mix Gourmet Craft Popped Gluten Free Popcorn Bulk Sized Large Gift Bash Bags (Bulk 18 Gal. 288 Cups.)

Sold by: Colby Ridge Popcorn

Supplied by: Other

\$79.99

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Office of the City Clerk

Administrative Services Division

Neighborhood Council (NC) Funding Program

Board Action Certification (BAC) Form



NC Name: Meeting Date:

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Board Quorum: Total:

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Authorized Signature: Rebecca M. Alvarado

Authorized Signature: Elaine Alaniz

Print/Type Name:

Print/Type Name:

Date:

Date:

All Search Amazon

EN Hello, elaine Account & Lists Returns & Orders 0

All Rufus Holiday Gifts Same-Day Delivery Amazon Haul Medical Care Luxury Buy Again Amazon Basics NBA on Prime Tuesday 5:30 PM ET

Your Account > Your Orders

Your Orders

Search all orders

Search Orders

amazon business

\$40 You could save year with Prime

Create a free

Orders Buy Again Not Yet Shipped Digital Orders Amazon Pay

6 orders placed in past 3 months

ORDER PLACED December 7, 2025 TOTAL \$411.07 SHIP TO Eaine Alaniz

ORDER # 113-9543042-7583443 View order details View invoice

Arriving Saturday



UFOND 20000 Lumen Work Lights with Stand, 200W Dual Head LED Work Light, Waterproof Lamp with Individual Switch, Adjustable Metal Telescoping Tripod 10Ft Power Cord

Buy it again

Track package

View or edit order

Write a product review



Outdoor Christmas Fence Decorations, 6Pcs Light Up Christmas Fence Peeker Signs Decor with LED String Lights for Yard Garden Lawn Fireplace, Tree Decoration

Buy it again

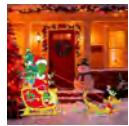
Track package

View or edit order

Ask Product Question

Write a product review

Arriving December 18



Outdoor Christmas Fence Peeker Yard Signs Wreath with LED Lights- Party Decorations for Indoor Christmas Tree Decor, Yard, Garden, Door, Fence for Holiday (Sleigh)

Buy it again

Track package

View or edit order

Write a product review

Arriving December 11 - December 15



Christmas Chocolate Mix, 5lb Pack of Christmas Candy Individually Wrapped, Perfect Chocolate Candy for Stocking Stuffers and Special Holiday Moments

Buy it again



Sukh Shaggy Faux Fur Fabric - 2 x 60 inch Green Faux Fur Trim Precut Fabric Strips Soft Plush Patches for Fuzzy Craft Christmas Tree Trim Gnome Beard Cosplay Costume (1)

Buy it again

ORDER PLACED December 7, 2025 TOTAL \$79.99 SHIP TO Eaine Alaniz

ORDER # 113-9167709-9855456 View order details View invoice

Arriving December 16



Colby Ridge Holiday Mix Gourmet Craft Popped Gluten Free Popcorn Bulk Sized Large Gift Bash Bags (Bulk 18 Gal. 288 Cups.)

Buy it again

Track package

Problem with order

View or edit order

Write a product review

ORDER PLACED December 7, 2025 TOTAL \$52.45 SHIP TO Eaine Alaniz

ORDER # 113-5463378-0633816 View order details View invoice

Arriving December 12 - December 15

Track package

Buy it again

Pyle Hei \$62 Only Purc Ac

The \$39 Dec Purc Ac

Beh \$67 Dec Purc Ac

Swi -6 Typi Dec Purc Ac

Frequently bought together

POI Out -12 List: AM Ac



VEVOR Backdrop Stand 10 x 8 Ft, Height Adjustable Background Stand with 1 Carrying Bag, Photo Backdrop for Party Wedding Studio Trade Show

Buy it again

Problem with order

View or edit order

Write a product review

ORDER PLACED
December 7, 2025

TOTAL
\$365.30

SHIP TO
Eaine Alaniz

ORDER # 113-3875894-7605852
[View order details](#) [View invoice](#)

Arriving Thursday



Ninehaoou 200 Pcs Popcorn Bags Bulk Movie Night Pop Corn Plastic Bags for Popcorn Machine Pop Corn Snack Containers with Twist Ties for Carnival Christmas Party Supplies (Green)

Buy it again

Track package

View or edit order

Write a product review



Christmas Chocolate Candy Mix Bulk Bag 4LB – Assorted Individually Wrapped Holiday Chocolates – Festive Christmas Colors – Stocking Stuffer Candy, Holiday Party Favors, Gift Bags & Candy Bowls

Buy it again



Illumination Presents: Dr. Seuss' The Grinch [Blu-ray]

Buy it again



HEORIM 2 Pcs Large Christmas Outdoor Decorations with Metal Stakes Merry Christmas Yard Signs for Lawn, Garden Yard Decor

Buy it again



40Pcs Green Monster Temporary Tattoos, Christmas Birthday Party Supplies, Goodie Bag Stuffers, Christmas Decoration Gifts Xmas Party Favors for Kids

Buy it again



Large Christmas Decorations Banner Merry Christmas Yard Sign Hanging Banner Outdoor Christmas Decorations Backdrop Home Decor Indoor Xmas Eve Vacation Holiday Party Supplies

Buy it again



Welcome to Whoville Backdrop Winter Christmas Village Photography Background for Kids First Birthday Baby Shower Happy New Year Xmas Holiday Party Decoration Supplies Photo Props (10x6FT)

Buy it again



75Pcs Green Monster Temporary Tattoos, Christmas Birthday Party Supplies, Goodie Bag Stuffers, Christmas Decoration Gifts Xmas Party Favors for Kids

Buy it again



Tuanchuanrp Waterproof Led Rope Lights, 100Ft LED Strip Lights Outdoor Waterproof Decorative Lighting for Indoor/Outdoor, Deck, Eaves, Halloween, Christmas, Landscape Lighting(Green)

Buy it again



MINI CANDY CANES (200 MINI CANDY CANES) | Mini Candy Canes Peppermint Flavored | Red & White Stripes - Individually Wrapped Gift Pack | Holiday Candy for Christmas, Santa Parade, ThanksGiving, Holidays and More | Free Creative Idea Booklet Included

Buy it again



Hefty Strong 30 Gallon Trash Bags, Large Trash Bags 30 Gallon Size, Durable Drawstring Enclosure, Resists Punctures, Leaks, and Tears, Unscented, 56 Bags

Buy it again



Tewess 3 Packs Merry Grinchmas Tablecloths 54 x 108 Inch Whoville Christmas Xmas Winter Holiday Season Plastic Table Cover for Funny Cartoon Character Party Decoration

3

Buy it again

ORDER PLACED
December 7, 2025

TOTAL
\$106.19

SHIP TO
Eaine Alaniz

ORDER # 113-1298845-6973013
[View order details](#) [View invoice](#)

Arriving December 12 - December 16



6 1/4" x 8 1/4" Bulk 50 Pc. Extra Small Dr. Seuss The Grinch Christmas Plastic Goody Bags

6

Buy it again

Track package

Problem with order

View or edit order

Write a product review

Office of the City Clerk

Administrative Services Division

Neighborhood Council (NC) Funding Program

Board Action Certification (BAC) Form



NC Name: Meeting Date:

Budget Fiscal Year: Agenda Item No:

Board Motion and/or Public Benefit Statement (CIP and NPG):

Method of Payment: (Select One) [] Check [] Credit Card [] Board Member Reimbursement

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Authorized Signature: Rebecca M. Alvarado

Authorized Signature: Elaine Alaniz

Print/Type Name:

Print/Type Name:

Date:

Date:

Deliver to Elaine
Los Angeles 90017

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Completed

December 10, 2025

Mastercard ****0923

[Order #113-9543042-7583443](#)

AMZN Mktp US

Please add these two totals and you will get a grand total of \$411.07 on the same Amazon Order number.

-\$25.23

Mastercard ****0923

[Order #113-9543042-7583443](#)

AMZN Mktp US

-\$385.84

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Order Summary

Order placed December 7, 2025 Order # 113-9543042-7583443

Ship to

Eaine Alaniz
1354 CONSTANCE ST
LOS ANGELES, CA 90015-2710
United States

Payment method

Mastercard ending in 0923

[View related transactions](#)

Order Summary

Item(s) Subtotal:	\$374.54
Shipping & Handling:	\$0.00
Total before tax:	\$374.54
Estimated tax to be collected:	\$36.53
Grand Total:	\$411.07

Delivered December 11

Package was left in a secure location

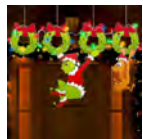


[Sukh Shaggy Faux Fur Fabric - 2 x 60 inch Green Faux Fur Trim Precut Fabric Strips Soft Plush Patches for Fuzzy Craft Christmas Tree Trim Gnome Beard Cosplay Costume \(1\)](#)

Sold by: [Pinjun](#)

②

Return window closed on January 31, 2026
\$8.59



[Outdoor Christmas Fence Decorations, 6Pcs Light Up Christmas Fence Peeker Signs Decor with LED String Lights for Yard Garden Lawn Fireplace, Tree Decoration](#)

Sold by: [E-tron US](#)

Return window closed on January 31, 2026
\$23.74

Delivered December 13

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[UFOND 20000 Lumen Work Lights with Stand, 200W Dual Head LED Work Light, Waterproof Lamp with Individual Switch, Adjustable Metal Telescoping Tripod 10Ft Power Cord](#)

Sold by: [UFOND US](#)

②

Return window closed on January 31, 2026
\$67.67

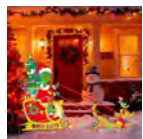
Delivered December 11



[Christmas Chocolate Mix, 5lb Pack of Christmas Candy Individually Wrapped, Perfect Chocolate Candy for Stocking Stuffers and Special Holiday Moments](#)

Sold by: [Click Smart](#)

Return window closed on January 31, 2026
\$39.95



[Outdoor Christmas Fence Peeker Yard Signs Wreath with LED Lights- Party Decorations for Indoor Christmas Tree Decor, Yard, Garden, Door, Fence for Holiday \(Sleigh\)](#)

Sold by: [YINGFENG-US](#)

Return window closed on January 31, 2026
\$22.99

Delivered December 13

Package was left in a secure location



[UFOND 20000 Lumen Work Lights with Stand, 200W Dual Head LED Work Light, Waterproof Lamp with Individual Switch, Adjustable Metal Telescoping Tripod 10Ft Power Cord](#)

Sold by: [UFOND US](#)

②

Return window closed on January 31, 2026
\$67.67

Office of the City Clerk

Administrative Services Division

Neighborhood Council (NC) Funding Program

Board Action Certification (BAC) Form



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Authorized Signature: Rebecca M. Alvarado

Authorized Signature: Elaine Alaniz

Print/Type Name:

Print/Type Name:

Date:

Date:

Deliver to Elaine
Los Angeles 90017

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Completed

December 10, 2025

Mastercard ****0923

[Order #113-9543042-7583443](#)

AMZN Mktp US

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-\$25.23

Mastercard ****0923

[Order #113-9543042-7583443](#)

AMZN Mktp US

-\$385.84

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- Returns & Replacements
- Manage Your Content and Devices
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- Registry & Gift List
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Order Summary

Order placed December 7, 2025 Order # 113-9543042-7583443

Ship to

Eaine Alaniz
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Delivered December 11

Package was left in a secure location



[Sukh Shaggy Faux Fur Fabric - 2 x 60 inch Green Faux Fur Trim Precut Fabric Strips Soft Plush Patches for Fuzzy Craft Christmas Tree Trim Gnome Beard Cosplay Costume \(1\)](#)

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\$8.59



[Outdoor Christmas Fence Decorations, 6Pcs Light Up Christmas Fence Peeker Signs Decor with LED String Lights for Yard Garden Lawn Fireplace, Tree Decoration](#)

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Return window closed on January 31, 2026

\$23.74

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[UFOND 20000 Lumen Work Lights with Stand, 200W Dual Head LED Work Light, Waterproof Lamp with Individual Switch, Adjustable Metal Telescoping Tripod 10Ft Power Cord](#)

Sold by: [UFOND US](#)

②

Return window closed on January 31, 2026

\$67.67

Delivered December 11

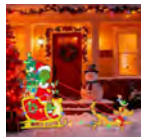


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Sold by: [Click Smart](#)

Return window closed on January 31, 2026

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Package was left in a secure location



[UFOND 20000 Lumen Work Lights with Stand, 200W Dual Head LED Work Light, Waterproof Lamp with Individual Switch, Adjustable Metal Telescoping Tripod 10Ft Power Cord](#)

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②

Return window closed on January 31, 2026

\$67.67

Office of the City Clerk

Administrative Services Division

Neighborhood Council (NC) Funding Program

Board Action Certification (BAC) Form



NC Name: Meeting Date:

Budget Fiscal Year: Agenda Item No:

Board Motion and/or Public Benefit Statement (CIP and NPG):

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Authorized Signature: Rebecca M. Alvarado

Authorized Signature: Elaine Alaniz

Print/Type Name:

Print/Type Name:

Date:

Date:



Event Date
12/19/2025

Invoice
56804

Billing information

Service location

WESTLAKE NORTH
 NEIGHBORHOOD COUNCIL
 501 S BIXEL ST
 LOS ANGELES, CA 90017

LAPD RAMPART
 1401 W 6th St
 Los Angeles, 90017

Job contact	Main contact #	Alt #	Service time	Delivery /setup	# Guests	Driver / lead p...
Elaine Alaniz	818 795-9597	818 795-9597	3 hours	tbd	300	ign*

QTY	Description	Price	AMT
1	Hot Dog Cart w/Umbrella-sterno powered (max serv. 150+/hr.)	125.00	125.00T
1	Nacho Cart with display case and warmer-req 10amps (max serv. 200/hr.)	125.00	125.00T
1	Lemonade Stand with umbrella	125.00	125.00T
1	Cotton Candy Cart - req. 10 amps (max serv. 150/hr)	125.00	125.00T
1	Delivery-first 15 miles \$5 per mile after	95.00	95.00
4	Attendants. Serve time is 3-hours	140.00	560.00T
250	Nachos Chips, warm cheese, & jalapenos	3.00	750.00T
250	Hebrew National Beef Hot Dog w/ketchup, mustard, onions & relish (Order min 40 servings)	3.50	875.00T
250	Lemonade Servings - served in clear compostable cups & straws (Min 50 servings)	2.00	500.00T
100	Cotton Candy Servings	2.00	200.00T
1	Discount	-100.00	-100.00

Important information about your event.

Event setup:
 For the safety of your guests and our staff, our equipment cannot be lifted up steps or stairs.

Please decide in advance the area you want us to setup and that power (if needed) is available.

Final changes to your order must be made 7 days before your event date.

Deposit & Payments: Unless you have an credit account with Barts Carts, Inc, we require a deposit of 50% upon booking and payment in full 10 days prior to your event.

Sub Total	\$3,380.00
Tax (9.7...	\$330.04
Total	\$3,710.04
Payments	\$0.00
Balance	\$3,710.04

Office of the City Clerk

Administrative Services Division

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Authorized Signature: Elaine Alaniz

Print/Type Name:

Print/Type Name:

Date:

Date:

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6 orders placed in past 3 months

ORDER PLACED December 7, 2025 TOTAL \$411.07 SHIP TO Eaine Alaniz

ORDER # 113-9543042-7583443 View order details View invoice

Arriving Saturday



UFOND 20000 Lumen Work Lights with Stand, 200W Dual Head LED Work Light, Waterproof Lamp with Individual Switch, Adjustable Metal Telescoping Tripod 10Ft Power Cord

Buy it again

Track package

View or edit order

Write a product review



Outdoor Christmas Fence Decorations, 6Pcs Light Up Christmas Fence Peeker Signs Decor with LED String Lights for Yard Garden Lawn Fireplace, Tree Decoration

Buy it again

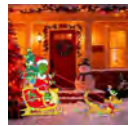
Track package

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Ask Product Question

Write a product review

Arriving December 18



Outdoor Christmas Fence Peeker Yard Signs Wreath with LED Lights- Party Decorations for Indoor Christmas Tree Decor, Yard, Garden, Door, Fence for Holiday (Sleigh)

Buy it again

Track package

View or edit order

Write a product review

Arriving December 11 - December 15



Christmas Chocolate Mix, 5lb Pack of Christmas Candy Individually Wrapped, Perfect Chocolate Candy for Stocking Stuffers and Special Holiday Moments

Buy it again



Sukh Shaggy Faux Fur Fabric - 2 x 60 inch Green Faux Fur Trim Precut Fabric Strips Soft Plush Patches for Fuzzy Craft Christmas Tree Trim Gnome Beard Cosplay Costume (1)

Buy it again

ORDER PLACED December 7, 2025 TOTAL \$79.99 SHIP TO Eaine Alaniz

ORDER # 113-9167709-9855456 View order details View invoice

Arriving December 16



Colby Ridge Holiday Mix Gourmet Craft Popped Gluten Free Popcorn Bulk Sized Large Gift Bash Bags (Bulk 18 Gal. 288 Cups.)

Buy it again

Track package

Problem with order

View or edit order

Write a product review

ORDER PLACED December 7, 2025 TOTAL \$52.45 SHIP TO Eaine Alaniz

ORDER # 113-5463378-0633816 View order details View invoice

Arriving December 12 - December 15

Track package

Buy it again

Pyle Hei \$62 Only Purc Ac

The \$39 Dec Purc Ac

Beh \$67 Dec Purc Ac

Swi -6 Typi Dec Purc Ac

Frequently bought together

POI Out -12 List: AM Ac



VEVOR Backdrop Stand 10 x 8 Ft, Height Adjustable Background Stand with 1 Carrying Bag, Photo Backdrop for Party Wedding Studio Trade Show

Buy it again

Problem with order

View or edit order

Write a product review

ORDER PLACED
December 7, 2025

TOTAL
\$365.30

SHIP TO
Eaine Alaniz

ORDER # 113-3875894-7605852
[View order details](#) [View invoice](#)

Arriving Thursday



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Christmas Chocolate Candy Mix Bulk Bag 4LB – Assorted Individually Wrapped Holiday Chocolates – Festive Christmas Colors – Stocking Stuffer Candy, Holiday Party Favors, Gift Bags & Candy Bowls

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Illumination Presents: Dr. Seuss' The Grinch [Blu-ray]

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HEORIM 2 Pcs Large Christmas Outdoor Decorations with Metal Stakes Merry Christmas Yard Signs for Lawn, Garden Yard Decor

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40Pcs Green Monster Temporary Tattoos, Christmas Birthday Party Supplies, Goodie Bag Stuffers, Christmas Decoration Gifts Xmas Party Favors for Kids

Buy it again



Large Christmas Decorations Banner Merry Christmas Yard Sign Hanging Banner Outdoor Christmas Decorations Backdrop Home Decor Indoor Xmas Eve Vacation Holiday Party Supplies

Buy it again



Welcome to Whoville Backdrop Winter Christmas Village Photography Background for Kids First Birthday Baby Shower Happy New Year Xmas Holiday Party Decoration Supplies Photo Props (10x6FT)

Buy it again



75Pcs Green Monster Temporary Tattoos, Christmas Birthday Party Supplies, Goodie Bag Stuffers, Christmas Decoration Gifts Xmas Party Favors for Kids

Buy it again



Tuanchuanrp Waterproof Led Rope Lights, 100Ft LED Strip Lights Outdoor Waterproof Decorative Lighting for Indoor/Outdoor, Deck, Eaves, Halloween, Christmas, Landscape Lighting(Green)

Buy it again



MINI CANDY CANES (200 MINI CANDY CANES) | Mini Candy Canes Peppermint Flavored | Red & White Stripes - Individually Wrapped Gift Pack | Holiday Candy for Christmas, Santa Parade, ThanksGiving, Holidays and More | Free Creative Idea Booklet Included

Buy it again



Hefty Strong 30 Gallon Trash Bags, Large Trash Bags 30 Gallon Size, Durable Drawstring Enclosure, Resists Punctures, Leaks, and Tears, Unscented, 56 Bags

Buy it again



Tewess 3 Packs Merry Grinchmas Tablecloths 54 x 108 Inch Whoville Christmas Xmas Winter Holiday Season Plastic Table Cover for Funny Cartoon Character Party Decoration

3

Buy it again

ORDER PLACED
December 7, 2025

TOTAL
\$106.19

SHIP TO
Eaine Alaniz

ORDER # 113-1298845-6973013
[View order details](#) [View invoice](#)

Arriving December 12 - December 16



6 1/4" x 8 1/4" Bulk 50 Pc. Extra Small Dr. Seuss The Grinch Christmas Plastic Goody Bags

6

Buy it again

Track package

Problem with order

View or edit order

Write a product review

Office of the City Clerk

Administrative Services Division

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Authorized Signature: Rebecca M. Alvarado

Authorized Signature: Elaine Alaniz

Print/Type Name:

Print/Type Name:

Date:

Date:

APPROVAL CODE WNNC 2526-001

Order Summary

Order placed December 14, 2025 Order # 113-6546637-5473069

Ship to	Payment method	Order Summary										
Eaine Alaniz [Redacted] United States	Mastercard ending in 0923 View related transactions	<table border="0"> <tr><td>Item(s) Subtotal:</td><td>\$31.92</td></tr> <tr><td>Shipping & Handling:</td><td>\$0.00</td></tr> <tr><td>Total before tax:</td><td>\$31.92</td></tr> <tr><td>Estimated tax to be collected:</td><td>\$3.11</td></tr> <tr><td>Grand Total:</td><td>\$35.03</td></tr> </table>	Item(s) Subtotal:	\$31.92	Shipping & Handling:	\$0.00	Total before tax:	\$31.92	Estimated tax to be collected:	\$3.11	Grand Total:	\$35.03
Item(s) Subtotal:	\$31.92											
Shipping & Handling:	\$0.00											
Total before tax:	\$31.92											
Estimated tax to be collected:	\$3.11											
Grand Total:	\$35.03											

Delivered December 15

Your package was left near the front door or porch.



[Amazon Basics 3.5 Aux to 2 x RCA Adapters, Audio Cable for Amplifiers, Active Speakers with Gold-Plated Plugs, 25 Feet/7.6 m, Black](#)

Sold by: Amazon.com

Supplied by: Other

Return or replace items: Eligible through January 31, 2026

\$13.94



[Ancable Premium 2-Pack 1/4" Guitar Cord Extenders - Heavy Duty 1/4-Inch 6.35mm TS Mono Coupler Adapter Female to Female for Extending Instrument Guitar PA Speaker Cable](#)

Sold by: Ancable Direct

Return or replace items: Eligible through January 31, 2026

\$9.99

Delivered December 15

Your package was left near the front door or porch.



[GLHONG Gold Plated 3.5mm to RCA Audio Splitter Cable, 8 Inch/20 cm, Compatible with Smartphone, Tablet, MP3 Player, Gaming Console, A/V Receiver, DVD HDTV](#)

Sold by: GLHONG

Return or replace items: Eligible through January 31, 2026

\$7.99

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Office of the City Clerk

Administrative Services Division

Neighborhood Council (NC) Funding Program

Board Action Certification (BAC) Form



NC Name: Meeting Date:

Budget Fiscal Year: Agenda Item No:

Board Motion and/or Public Benefit Statement (CIP and NPG):

Method of Payment: (Select One) [] Check [] Credit Card [] Board Member Reimbursement

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

Table with 8 columns: Board Member's First and Last Name, Board Position, Yes, No, Abstain, Absent, Ineligible, Recused. Multiple empty rows for data entry.

Board Quorum: Total:

We, the authorized signers of the above named Neighborhood Council, declare that the information presented on this form is accurate and complete, and that a public meeting was held in accordance with all laws, policies, and procedures. The above was approved by the Neighborhood Council Board, at a Brown Act compliant public meeting where a quorum of the Board was present.

Authorized Signature Elaine Alaniz Authorized Signature: Rebecca M Alvarado

Print/Type Name: Print/Type Name:

Date: Date:



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

ORIGINAL

Invoice Information

Invoice Number 3313653039
Invoice Date 21-DEC-2025
Payment Terms Credit Card
Purchase Order AB05450000067CUS
Order Number 7226731178
Customer Number 561350191
Currency USD

Bill To

Elaine Alaniz
Westlake North NC
CA 90012

INVOICE

Item Details

Service Term: 21-DEC-2025 to 20-JAN-2026

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!

