



City of Los Angeles Department of Recreation & Parks

BALBOA SPORTS CENTER

17015 Burbank Boulevard, Encino, California 91316
Telephone: 818.756.9642 balboa.sportscenter@lacity.org



DATE: Tuesday June 6, 2023

TO: Encino Neighborhood Council
200 N. Spring St. Room 224
Los Angeles, CA 9012

C/O: DESIREE KHAN

FROM: Kathryn Penny, Senior Recreation Director
Balboa Sports Center

RE: INVOICE : Neighborhood Council Election, June 18, 2023

DATE: JUNE 18, 2023

TIME: 9:00a – 5:00pm

EVENT: Neighborhood Council Voting.

FEES: TOTAL STAFF FEES \$30 per hour.

TOTAL STAFF FEES = \$ 240.00

CITY CLERK PAYS = \$ 150.00

NEIGHBORHOOD COUNCIL PAYS: \$ 90.00

NEIGHBORHOOD COUNCIL PAYS: \$ 90.00

Please transfer fees to :

DEPARTMENT 7901
FUND 301 – 88 –
APPROPRIATION # 88-042M
BALBOA MRP MRP 531

HOLLY L. WOLCOTT
CITY CLERK

PETTY SANTOS
EXECUTIVE OFFICER

City of Los Angeles CALIFORNIA



OFFICE OF THE
CITY CLERK
ELECTION DIVISION

SPACE 300
555 RAMIREZ STREET
LOS ANGELES, CA 90012
(213) 978-0444
FAX: (213) 978-0376

JINNY PAK
DIVISION MANAGER

clerk.lacity.org

KAREN R. BASS
MAYOR

2023 NEIGHBORHOOD COUNCIL ELECTIONS POLLING PLACE CONFIRMATION FORM

Neighborhood Council: Encino Election Date: June 18, 2023
Name of Facility: Balboa Sports Complex
Facility Address: 555 Ramirez St. Los Angeles, CA 90012
Required Access Hours: 9:00 AM- 5:00PM

I authorize the City of Los Angeles, Office of the City Clerk-Election Division to use this facility for the above referenced election. I will ensure there is adequate heat, light, and access to the restroom facilities.

I understand that the Election Division needs access to the facility from 9:00AM to 5:00PM on the election date, which includes two hours before voting and an hour after for set up and closing of the polls.

If for any reason I cannot fulfill the terms of the agreement, I will immediately contact the Election Division at (213) 978-0444.

A Polling Place stipend in the amount of \$ 160 will be mailed within 30 days of Election Day contingent upon receiving all proper documentation related to your organization's tax identification information.

City Clerk's Office is responsible for \$150 and the remaining balance of \$ 10 will be paid by Encino NC.

Kathryn Perry
Print Name of Manager/Owner

Kathryn Perry
Signature of Manager/Owner

3-23-23
Date

818 756 9642
Telephone Number

Alternate Telephone Number

AN EQUAL EMPLOYMENT OPPORTUNITY - AFFIRMATIVE ACTION EMPLOYER