



Alhambra #428  
2207 W. Commonwealth  
Alhambra, CA 91803  
(626) 289-7164

Community of 90032  
Homeless Court  
Ad Hoc Homeless Comm.  
Jan. 26, 2017  
Hospitality for event  
Auth. code LA32NC 15873  
Board Rimburse to  
Board Director  
Jose Luna

OM Member 111863849122		
E	782796 KSWTR40PK***	2.99
E	6900000000 CA REDEMP VA	2.00
E	854330 COKE 35 ****	10.99 A
E	8000000000 CA REDEMP VA	1.75 A
E	43475 COOKIES 60CT	15.99
E	854342 DIETCOKE35**	10.99 A
E	8000000000 CA REDEMP VA	1.75 A
E	5497 FRITO BAKED	11.99
E	0000157480 CPN/ 5497	3.50-
E	51059 MINNEOLAS	4.99
E	0000161292 CPN/ 51059	1.00-
	265999 FOAM PLATE	8.99 A
	608084 *COMFORTCUP*	8.79 A
E	17767 KS COFFEE	9.99
E	7805 FR VAN CRMR	8.99
E	1017308 KS O COCO	9.99
	SUBTOTAL	105.48
	TAX	3.79
	**** TOTAL	109.48

XXXXXXXXXXXX2448 SWIPED  
Seq#: 7570 App#: 00093D  
Visa Resp: APPROVED  
Tran ID#: 702600007570....  
Merchant ID: 99042811

APPROVED - Purchase  
AMOUNT: \$109.48  
01/26/2017 16:51 428 7 271 211

**PAID**


CK. NO. 5041  
DATE Feb 21, 2017

Visa 109.48  
CHANGE 0.00

A 8.75% TAX 3.79  
TOTAL TAX 3.79  
TOTAL NUMBER OF ITEMS SOLD = 11  
COUPONS TENDERED \$ 4.50  
~~01/26/2017~~ 16:51 428 7 271 211

**FILE COPY**



Account: 0070766216		PLEASE POST THIS PAYMENT FOR OUR MUTUAL CUSTOMER		\$109.48
LARG NEIGHBORHOOD COUNCIL 200 N SPRING ST FL 20 LOS ANGELES, CA 90012-4801		Please Direct Any Questions To Online Bill Payment Processing Center (800) 245-1246		0000005041
MEMO: Valentine's Day event		MFG UNION BANK, N.A.		February 22, 2017
Pay ONE HUNDRED NINE AND 48/100		DOLLARS		\$ *****109.48
TO THE ORDER OF	JOSE LUNA LOS ANGELES, CA 90032-1304	Void After 180 DAYS Signature On File This check has been authorized by your depositor		
⑆122000496⑆ 0071766216⑆ 99501⑆				
				
<small>COPIES OF THIS CHECK ARE AVAILABLE AT THE LIFE OF THE CHECKER OR THROUGH THE LIFE OF THE CHECKER</small>				
<small>1. NATIONAL RESERVE BOARD OF GOVERNORS, FRED. B. DEW</small>				
09120281				
Account	Check number	Reference	Posted	Amount
71766216	5041	000007767170	02/21/2017	\$109.48



**Office of the City Clerk Administrative Services Division  
Neighborhood Council Funding Section  
Funding Request Form**

NC NAME: LA-32  
 Budget Fiscal Year: 2016-2017  
 Meeting Date: Jan. 5, 2017  
 Agenda Item: 4 A

Requestor: Jose LUNA  
 Vendor: Varios vendedors  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_  
 Zip Code: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Amount: \$ \$ 300.00 ~~200.00~~  
 # of payments \_\_\_\_\_

- Operations     Outreach     NC Sponsored Event     Neighborhood Prepared Grant  
 Contract / Lease     Board Member Reimbursement     Community Improvement Project  
 Out of State     1099 Expense     One Time Expense     Monthly     Multiple

If a bank card exemption of the daily \$2,500 limit is required for this request, please provide the date(s) and amount needed for the daily limit to be lifted:

Public Benefit Description: That LA 32 NC participate on the Homeless Count in our Comm. Safety Presentation to our stakeholder/Comm members w/ LAHSA & LAPD, on Jan. 24, 2017 at EL Sereno Senior Center, 4818 Klamath Pl, LA CA 90032 from 8am to 11pm Fund up to \$300.00 for outreach activity for light hospitality, parties, beverages, and rental of the venue.  
 (Continued on page 2 if more than 20 Board Members)

\*Recused-Boardmember must leave the room prior to any discussion and may not return to the room until after the vote is completed.

Board Member Name	Board Position	Yes	No	Abstain	*Recused	Absent	Ineligible
1. Maribel Munoz	At Lrg Community Interest Dir	X					
2. Jackie Carrillo	At Large Director	X					
3. Kathy Leal	West Region Director	X					
4. Perla Flores	West Region Director					X	
5. Miguel Vargas	West Region Director	X					
6. Michelle Corzantes	East Region Director/Treasurer	X					
7. Karina Cruz	East Region Director					X	
8. Jose Luna	East Region Director	X					
9. Tom Williams	North Region Director					X	
10. Sam Alskul-Jabbar	North Region Director					X	
11. Marcia Guzman	North Region Director						
12. Cynthia Sandoval	South Region Director/ Secretary	X					
13. Roland Lopez	South Region Director					X	
14. Hugo Pacheco	South Region Director					X	
15. Anthony Manzano	At Lrg Director/ President			X			
NC Quorum: <u>8</u> X	Grand Total (including page 2):	<u>7</u>	<u>0</u>	<u>1</u>			

We, the Treasurer and Signer of the above indicated Council, declare that the information presented on this form is accurate and complete, and that a public meeting was held in accordance with the Brown Act, where with a quorum of Board Members present, the Council approved the above action.

Once the Department approves a Funding Request submitted, the Department will transfer the requested amount into the Neighborhood Council's checking account automatically, i.e. no additional Cash Request Form is required.

Treasurer's Signature: <u>Michelle Corzantes</u>	Signer's Signature: <u>Miguel Vargas</u>
Print/Type name: <u>Michelle Corzantes</u>	Print/Type name: <u>Miguel Vargas</u>
Date (mm/dd/yy): <u>Jan. 5, 2017</u>	Date (mm/dd/yy): <u>1/5/17</u>

Department Use Only  
 Contract     IIP     Advanced Payment     Approved     1st Level     2nd Level     Authorization Code  
 L.S. 500     NPG     Sponsored Event     Denied     1.12.17     1.12.17    LA32NC15873



# NEIGHBORHOOD COUNCIL EVENT APPROVAL FORM



200 N. Spring Street, Rm 224, Los Angeles, CA 90012 • (213) 978-1551 or Toll-Free 3-1-1

E-mail: [neighborhoodcouncil@lacity.org](mailto:neighborhoodcouncil@lacity.org) [www.lacity.org/nc](http://www.lacity.org/nc)

Events are great opportunities for Neighborhood Councils to interact with their stakeholders. There are, however, liability and permitting issues that must be handled prior to the event. The Office of the City Clerk Administrative Services Division Funding Section must approve a Neighborhood Council sponsored event before any payments can be processed. **Please complete, sign this form and submit at least 30 days prior to your event.**

Neighborhood Council: LA 32 NC

The Neighborhood Council is the  Main Sponsor or  Co-Sponsor for the event.

Main sponsor: Los Angeles Homeless Service Authority

Contact Person: Phyllis Lozano, M.A

Phone: (213) 997-4566

Email: plozano@lahsa.org

Co-Sponsor (if applicable): LA32 NC

Contact Person: Jose F. Luna - Director, LA32 NC

Phone: (626) 560-8294

Email: joe.luna08@gmail.com

### Event Information

Event Description (festival, movie night, etc.): City Wide Homeless count (90032)

Date: Jan 26 Time Frame: 7 to 11 Est. number of attendees: 30 Event Budget: \$ 300

Venue Name: El Sereno Senior Citizen Center

Venue Address: 4818 Klamath place, Los Angeles CA 90032

Contact Person: Jose F. Luna Homeless Committee chair; LA city liaison

Phone: 626-560-8294

Email: joe.luna08@gmail.com

**Please note:** If the location for the event is at City facility, e.g. park, the location approval may be easier and at little or no cost. If the location for event is not a City facility, a separate contract may be needed and can take 30 days to complete.

**Documents scanned and emailed to [CityClerk.Funding@lacity.org](mailto:CityClerk.Funding@lacity.org) for approval PRIOR to event:**

Neighborhood Council Event Approval Form - Completed and signed by Treasurer, Second Signatory or Event Chair

Funding Request Form - Completed and signed by Treasurer and Second Signatory

Itemized Detailed Event Budget - Total budget with funding categories (e.g., entertainment, flyers, permits, etc.) and with specific vendors if available.

**If a bank card exemption of the daily \$2,500 limit is required for this event, please provide the date(s) and amount(s)**

the necessary permits and liability issues instead. The following must be obtained **PRIOR TO THE EVENT** if they are applicable to your event:

**If FOOD is being purchased/provided/distributed/served at your event, you may be required to obtain the following documents:**

- LA County Public Health Department Permit – If the food is free, no permit is required. If there are tickets being sold for vendor food booths (e.g. "Taste of" type of event, which needs to have a sponsor besides the Neighborhood Council to accept the funds), a paid permit is required, but the fee will be waived if held at a City park.
- LA Fire Department – contact for a permit for use of barbecues or to determine whether a first aid station is necessary

**You may need ADDITIONAL INSURANCE for your event from Vendors if they are providing the following services:**

- Jumper/Bouncer (Inflatables) – the City of Los Angeles will need to be listed as an Additional Insured by the company
- Games (e.g. dunk tank, other carnival style games) – City Risk Management will need to review
- Food (purchased, provided, distributed and/or served) – City Risk Management may need to review

**If RENTING a vehicle or truck to transport event materials:**

- Renting and driving of vehicle/truck must be by a board member
- Additional Insurance offered by the rental company must be purchased in full

**ADDITIONAL PERMITS may be required if the event has:**

- Over 500 attendees, which may require LAPD presence - LAPD Special Events
- Street closures for block parties - Bureau of Street Services or LADOT for larger street closures, such as a parade
- Tents/canopies larger than 450 square feet or stages/platforms more than 30 inches above grade - Building and Safety

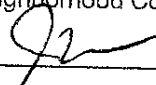
**CONTACT INFORMATION for possible permits:**

- Street Maintenance - (213) 847-2999
- Building and Safety - (213) 482-0387
- LADOT (Traffic Officers) - (323) 913-4652
- LADOT (Signs) - (213) 485-2298
- LADOT (Special Operations) - (323) 224-2124
- Risk Management - (213) 978-7475
- LAPD - (213) 486-0410
- LAFD - (213) 978-3650
- Sanitation - (213) 485-3612
- Street Services - <http://bsspermits.lacity.org/spevents/>
- LA County Public Health Dept. - <http://publichealth.lacounty.gov>

**Original documents to submit with your Monthly Expenditure Report for the event:**

- Neighborhood Council Event Approval Form – Signed by Treasurer, Second Signatory or Committee Chair
- Funding Request Form – Completed and signed by Treasurer and Second Signatory
- Board Vote Count Form – Completed and signed by Treasurer and Second Signatory
- Itemized Detailed Event Budget – Final total budget with funding categories and specific vendors. If final budget changed from original, please submit adjusted budget with new Board Vote Count Form.
- Original Invoices and Receipts
  - Proof of Sponsorships (e.g. event flyers, webpage copy, etc.)
  - Copies of Additional Permits (if applicable)
  - Copies of Additional Insurance (if applicable)
  - W-9 (for 1099 Individual Services if applicable)

I have read and understand the requirements set forth in this document and agree to comply with the required paperwork necessary for Neighborhood Council events.

Signature:  Date: Jan, 5, 2016

Print Name: Jose F Luna Title: Director LA 32 NC

Email: joe.luna08@gmail.com Phone: 626-560-8294



# LA-32 Neighborhood Council

## Event itemized list

Name of Event: Homeless Count & safety presentation  
Date of Event: Friday December 16, 2016  
Time of Event: 8:00 pm to 11:00 pm  
Committee: Ad Hoc Homeless  
Chair of committee: Jose Luna email [jluna@la32nc.org](mailto:jluna@la32nc.org)

### Line item

vendor: (or like) Big Saver, Food 4 Less, Samrt & Final, SouthWest Catering

Coffee, creamer, sugar,	\$75.00
Paper goods, napkins, stirring sticks	\$75.00
pastries, dounuts,	\$150.00

total \$ 300.00

operational expense  
USps postage Fee  
to Return ink to  
LD INK

-----  
LINCOLN  
3001 N BROADWAY  
LOS ANGELES  
CA  
90031-9997  
0545390031  
02/22/2017 (800)275-8777 3:59 PM  
-----

Product Description	Sale Qty	Final Price
PM 1-Day (Domestic) (LONG BEACH, CA 90808) (Weight:1 Lb 5.30 Oz) (Expected Delivery Day) (Thursday 02/23/2017) (USPS Tracking #) (9505 5145 5758 7053 0508 34)	1	\$7.20
Insurance (Up to \$50.00 included)	1	\$0.00
<b>Total</b>		<b>\$7.20</b>
Credit Card Remitd (Card Name:MasterCard) (Account #:XXXXXXXXXXXX4272) (Approval #:028934) (Transaction #:701)		\$7.20

Includes up to \$50 insurance

\*\*\*\*\*  
BRIGHTEN SOMEONE'S MAILBOX. Greeting cards available for purchase at select Post Offices.  
\*\*\*\*\*

Text your tracking number to 28777 (2USPS) to get the latest status. Standard Message and Data rates may apply. You may also visit USPS.com USPS Tracking or call 1-800-222-1811.

Save this receipt as evidence of insurance. For information on filing an insurance claim go to <https://www.usps.com/help/claims.htm>.

Order stamps at [usps.com/shop](http://usps.com/shop) or call 1-800-Stamp24. Go to [usps.com/clicknship](http://usps.com/clicknship) to print shipping labels with postage. For other information call 1-800-ASK-USPS.

\*\*\*\*\*  
Get your mail when and where you want it with a secure Post Office Box. Sign up for a box online at [usps.com/poboxes](http://usps.com/poboxes).  
\*\*\*\*\*

**PAID**

CK. NO. pdw/LA32CC  
DATE \_\_\_\_\_

**FILE COPY**

\*\* Welcome To Our Los Angeles Store \*  
 Store # 511  
 \*\*\*\*\*  
 See Us On WEB www.smartandfinal.com

Cashier: Erika

DATE 02/22/17

TIME 15:31:27

*Candidate Forum  
 for 34th Congress.  
 Ad the voter Eng. Comm  
 Feb. 23, 2017  
 Hospitality for event  
 Auth. Code LA3216228*

FS Orig Swt BBQ	1.99	F
Was \$2.89 / YOU SAVED ->	\$0.90	
FS Orig Swt BBQ	1.99	F
Was \$2.89 / YOU SAVED ->	\$0.90	
FS Bleu Chs Dressi	1.00	F
Was \$1.50 / YOU SAVED ->	\$0.50	
FS Buttermilk Ranc	1.00	F
Was \$1.50 / YOU SAVED ->	\$0.50	
FS Poppy Seed Drsn	1.00	F
Was \$1.50 / YOU SAVED ->	\$0.50	
FS 1000 Island Dre	1.00	F
Was \$1.50 / YOU SAVED ->	\$0.50	
FS Balsamic Vinaig	1.00	F
Was \$1.50 / YOU SAVED ->	\$0.50	
Mezzetta Olive Ant	4.99	F
PEPPERONCINI	2.49	F
FS Dill Pickle Spe	2.19	F
FS Kosher Spears	2.19	F
FS Dill Pickle Spe	2.19	F
Grape Tomatoes	2.49	F
Grape Tomatoes-	2.49	F
Hornel Salami	9.99	F
Grape Tomatoes	2.49	F
FS Chopped Ham	8.99	F
FS Colby/Jck Cubes	8.39	F
FS Cube Pepp/Jack	8.39	F
Mini Peeled Carrot	1.99	F
FS Cubed Cheddar C	8.39	F
Hornel Salami	9.99	F
2 @ 1.99		
Mini Peeled Carrot	3.98	F
ES Broccoli Floret	3.99	F
ES Broccoli Floret	3.99	F
Toasted Party Pk	10.99	F
Toasted Party Pk	10.99	F
16 @ .25		
Cucumbers	4.00	F
Was \$12.64 / YOU SAVED ->	\$8.64	
ES Broccoli Floret	3.99	F
2Lb Green Beans	5.49	F
FS 2z Paper Souffl	3.79	T
Red Tblcr 40x100	12.99	T
Regular Frill Pick	4.79	T
Hmstyle Meatballs	10.99	F
Hmstyle Meatballs	10.99	F
Hmstyle Meatballs	10.99	F
Hornel Salami	9.99	F
SUBTOTAL	198.58	
Sales Tax	1.89	
TOTAL	200.47	
MasterCard TENDER	200.47	
Cash CHANGE	.00	

**PAID**

CK. NO. pd w/ LA32 CC  
 DATE Feb 23, 2017

TOTAL NUMBER OF ITEMS THIS VISIT--> 53

\*\*\*\*\*

Smart & Final Store # 511

2511 Daly Street

Los Angeles, CA 90031

Operator 23018213

DATE 02/22/17 TIME 15:34:53

Account # \*\*\*\*\*

Reference # 1297

APPRVL CODE

Reason Code: Mny (32)

Credit+

TO YOUR STORE 1 (32)

**FILE COPY**









# NEIGHBORHOOD COUNCIL EVENT APPROVAL FORM



200 N. Spring Street, Rm 224, Los Angeles, CA 90012 • (213) 978-1551 or Toll-Free 3-1-1  
E-mail: [CityClerk.Funding@LACity.org](mailto:CityClerk.Funding@LACity.org) [www.EmpowerLA.org](http://www.EmpowerLA.org)

Events are great opportunities for Neighborhood Councils to interact with their stakeholders. There are, however, liability and permitting issues that must be handled prior to the event. The Office of the City Clerk Administrative Services Division Funding Section must approve a Neighborhood Council sponsored event before any payments can be processed. **Please complete, sign this form and submit at least 30 days prior to your event.**

Neighborhood Council: LA-32 Neighborhood Council

The Neighborhood Council is the  Main Sponsor or  Co-Sponsor for the event.

Main sponsor: LA-32 Neighborhood Council

Contact Person: Miguel Vargas

Phone: 213-400-1239 Email: mvargas@la32nc.org

Co-Sponsor (if applicable): \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### **Event Information**

Event Description (festival, movie night, etc.): 2017 California's 34th Congressional District Special Election

Date: Feb. 23, 2017 Time Frame: 6pm to 9pm Est. number of attendees: 200 Event Budget: \$ 650.00

Venue Name: El Sereno Senior center

Venue Address: 4818 Klamanth Place , LA, Ca 90032

Contact Person: Juan L. Guzman

Phone: 323-225-3517 Email: juan.i.guzman@lacity.org

**Please note:** If the location for the event is at City facility, e.g. park, the location approval may be easier and at little or no cost. If the location for event is not a City facility, a separate contract may be needed and can take 30 days to complete.

**Documents scanned and emailed to [CityClerk.Funding@lacity.org](mailto:CityClerk.Funding@lacity.org) for approval PRIOR to event:**

- Neighborhood Council Event Approval Form – Completed and signed by Treasurer, Second Signatory or Event Chair
- Funding Request Form – Completed and signed by Treasurer and Second Signatory
- Itemized Detailed Event Budget – Total budget with funding categories (food, entertainment, flyers, permits, etc.) and with specific vendors if available.
- If a bank card exemption of the daily \$2,500 limit is required for this event, please provide the date(s) and amount needed for the daily limit to be lifted:** \_\_\_\_\_

**Please note:** Missing or incomplete required documents will delay approval.

The City of Los Angeles provides Neighborhood Councils with event liability coverage in the amount of \$5 million. Depending on the type of event, there may be additional permits and liability issues that must be addressed prior to the event, or the Neighborhood Council will be liable for any penalties or injuries incurred at the event. There may be fees attached to obtaining permits and additional liability so please budget accordingly. It may be easier to partner with the City family or a community based organization or even hire a producer (will require a contract prepared by the Department) so that they can obtain/handle the necessary permits and liability issues instead. The following must be obtained **PRIOR TO THE EVENT** if they are applicable to your event:

**If FOOD is being purchased/provided/distributed/served at your event, you may be required to obtain the following documents:**

- LA County Public Health Department Permit – if the food is free, no permit is required. If there are tickets being sold for vendor food booths (e.g. "Taste of" type of event, which needs to have a sponsor besides the Neighborhood Council to accept the funds), a paid permit is required, but the fee will be waived if held at a City park.
- LA Fire Department – contact for a permit for use of barbeques or to determine whether a first aid station is necessary

**You may need ADDITIONAL INSURANCE for your event from Vendors if they are providing the following services:**

- Jumper/Bouncer (Inflatables) – the City of Los Angeles will need to be listed as an Additional Insured by the company
- Games (e.g. dunk tank, other carnival style games) – City Risk Management will need to review
- Food (purchased, provided, distributed and/or served) – City Risk Management may need to review

**If RENTING a vehicle or truck to transport event materials:**

- Renting and driving of vehicle/truck must be by a board member
- Additional Insurance offered by the rental company must be purchased in full

**ADDITIONAL PERMITS may be required if the event has:**

- Over 500 attendees, which may require LAPD presence - LAPD Special Events
- Street closures for block parties - Bureau of Street Services or LADOT for larger street closures, such as a parade
- Tents/canopies larger than 450 square feet or stages/platforms more than 30 inches above grade - Building and Safety

**CONTACT INFORMATION for possible permits:**

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- LADOT (Signs) - (213) 485-2298
- LADOT (Special Operations) - (323) 224-2124
- Risk Management - (213) 978-7475
- LAPD - (213) 486-0410
- LAFD - (213) 978-3650
- Sanitation - (213) 485-3612
- Street Services - <http://bsspermits.lacity.org/spevents/>
- LA County Public Health Dept. - <http://publichealth.lacounty.gov>

**Original documents to submit with your Monthly Expenditure Report for the event:**

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- Funding Request Form – Completed and signed by Treasurer and Second Signatory
- Board Vote Count Form – Completed and signed by Treasurer and Second Signatory
- Itemized Detailed Event Budget – Final total budget with funding categories and specific vendors. If final budget changed from original, please submit adjusted budget with new Board Vote Count Form.
- Original Invoices and Receipts
- Proof of Sponsorships (e.g. event flyers, webpage copy, etc.)
- Copies of Additional Permits (if applicable)
- Copies of Additional Insurance (if applicable)
- W-9 (for 1099 Individual Services if applicable)

I have read and understand the requirements set forth in this document and agree to comply with the required paperwork necessary for Neighborhood Council events.

Signature: Michelle Corzantes Date: Feb. 16, 2017  
Print Name: Michelle Corzantes Title: Treasurer  
Email: mcorzantes@la32nc.org Phone: 323-350-7685



# LA-32 Neighborhood Council

## Event Line item

Name of Event: 2017 California's 34th Congressional District Special Election  
Date of Event: February 23, 2017  
Time of Event: 6:00 am to 9:00 pm

### Line item

vendor: (or like) Big Saver, Party City, Dollar Tree, 99 cents store, Samrt & Final  
Target, walmart, CVS, Amazon, costco, facebook, El Sereno Park & Rec

venue fee @ Senior Center	\$120.00
outreach pomotion	\$200.00
Hospitality for stakeholders	\$ 200.00
snacks, water bottles, juices	\$ 80.00
decoration, paper goods	\$ 50.00
total	\$ 650.00



SOUTH GATE - 562-806-2911  
02/23/2017 08:31 AM EXPIRES 05/24/17



*Read Across America event  
Edu. Comm*

*March 3, 2017*

*Items for event*

*Auth. Code LA32#16255*

SEASONAL	NOTEBOOK	T	\$2.00
234140164	2 @ \$1.00 ea		
234140168	FLASHCARDS	T	\$70.00
	70 @ \$1.00 ea		
234140169	BOOKMARK	T	\$20.00
	20 @ \$1.00 ea		
234140174	TOTE BAGS	T	\$63.00
	63 @ \$1.00 ea		
234140212	PENCIL SET	T	\$14.00
	14 @ \$1.00 ea		

SUBTOTAL \$169.00  
 T = CA TAX 9.7500% on \$169.00 \$16.48  
 TOTAL \$185.48

\*4272 MASTERCARD CHARGE \$185.48  
 AID: A0000000042203  
 Debit

REC#2-7054-0190-0083-3117-4 VCD#752-253-732'

Know a creative teen? Check out  
[cooperhewitt.org/competition](http://cooperhewitt.org/competition)



Not all shopping  
 trips are alike.  
 Share feedback.



Help make your Target Run better.  
Take a 2 minute survey about today's trip:

[informtarget.com](http://informtarget.com)  
 User ID: 7294 5981 0991  
 Password: 668 826

CUÉNTENOS EN ESPAÑOL

Please take this survey within 7 days.

**PAID**

CK. NO. *pd w/ LA32 cc*  
 DATE *Feb 24, 2017*

**FILE COPY**

# Party City®

NOBODY HAS MORE PARTY FOR LESS

7171 FIRESTONE BLVD  
DOWNEY, CA 90241  
562 927-4660

Read Across America event  
Edu. Comm.  
March 3, 2017  
Items for event  
Aish. Code LA32#10255

## MD MILITARY DISCOUNT

809801799546	36PK PAPER H	\$29.97	T
	36PK PAPER HAT DR SEUSS		
	3 @ \$9.99		
	ITEM DISCOUNT	\$3.00	-
809801793957	36PK CERTIFI	\$14.97	T
	36PK CERTIFICATE DR SEUSS		
	3 @ \$4.99		
	ITEM DISCOUNT	\$1.50	-
618480012842	AD HAT DR SE	\$9.99	T
	AD HAT DR SEUSS CAT/HAT		
	ITEM DISCOUNT	\$1.00	-
618480012842	AD HAT DR SE	\$9.99	T
	AD HAT DR SEUSS CAT/HAT		
	ITEM DISCOUNT	\$1.00	-
	TRAN. DISC 10.00%		

SUBTOTAL	\$58.42
GEN MERCH TAX @ 8.750%	\$5.11
TOTAL	\$63.53
CR MASTERCARD	\$63.53
ITEMS = 8	YOU SAVED \$6.50

CR MASTERCARD SALE \$63.53  
XXXXXXXXXXXX4272 CHIP  
APPR: 078521 ✓  
JOURNAL: 0607148788082707

AID: A0000000042203  
Application Label: Debit  
Cryptogram Type: TC  
Cryptogram: 9CE6EF3DCF6013C4  
PIN Statement: PIN Bypassed

STORE 607 TRN 29 REG 4  
02-23-2017 12:11:10 PM

117 15EE 004 0153



\*11715EE0040153\*

# PAID

CK. NO. pd w/ LA32 CC  
DATE Feb. 24, 2017

## FILE COPY



Office of the City Clerk Administrative Services Division

Neighborhood Council Funding Section

Funding Request Form

NC NAME: LA-32  
 Budget Fiscal Year: 2016-2017  
 Meeting Date:  
 Agenda Item: 12-A

Requestor: Perla Flores  
 Vendor: various vendors  
 Address:  
 City: \_\_\_\_\_ State: \_\_\_\_\_  
 Zip Code: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Amount: \$ 250.00  
 # of payments: \_\_\_\_\_

- Donation  Outreach  Sponsorship of Event  Replicated Purpose Grant  
 Contract / Lease  Board Member Reimbursement  Community Improvement Project  
 Out of State  1000 Expense  One Time Expense  Monthly  Multiple

If a bank card exemption of the daily \$2,500 limit is required for this request, please provide the date(s) and amount needed for the daily limit to be lifted:

*Action  
C. Sandoval  
and J. Carrillo*

Public Benefit Description

That LA32 NC host a "Read Across America" event on Friday March 3, 2017. 4pm - 9:30pm @ EL SERENO LIBRARY 5226 Huntington Blvd. Funding not to exceed \$250.00 for A Dr. Seuss Hat, decorations, 2 p lock bus, hospitality & coloring pencils / paper.

Vote Count (Continued on page 2 if more than 20 Board Members)

\*Recused-Boardmember must leave the room prior to any discussion and may not return to the room until after the vote is completed.

Board Member Name	Board Position	Yes	No	Abstain	*Recused	Absent	Ineligible
1. Maribel Munoz	At Lrg Community Interest Dir					✓	
2. Jackie Carrillo	At Large Director	✓					
3. Kathy Leal	West Region Director					✓	
4. Perla Flores	West Region Director	✓					
5. Miguel Vargas	West Region Director	✓					
6. Michelle Cozantes	East Region Director/Treasurer	✓					
7. Karina Cruz	East Region Director	✓					
8. Jose Luna	East Region Director	✓					
9. Tom Williams	North Region Director	✓					
10. Sami Abdul-Jabbar	North Region Director					✓	
11. Marcia Guzman	North Region Director					✓	
12. Cynthia Sandoval	South Region Director/Secretary	✓					
13. Roland Lopez	South Region Director					✓	
14. Hugo Pacheco	South Region Director	✓					
15. Anthony Manzano	At Large Director/President			✓			
NC Quorum: <u>3</u> ✓	Grand Total (including page 2):	<u>8</u>	<u>0</u>	<u>1</u>			

We, the Treasurer and Signer of the above indicated Council, declare that the information presented on this form is accurate and complete, and that a public meeting was held in accordance with the Brown Act, where with a quorum of Board Members present, the Council approved the above action.

Once the Department approves a funding Request submitted, the Department will transfer the requested amount into the Neighborhood Council's checking account automatically, i.e. no additional Cash Request Form is required.

Treasurer's Signature: Michelle Cozantes Signer's Signature: Miguel Vargas  
 Print/Type name: Michelle Cozantes Print/Type name: Miguel Vargas  
 Date (mm/dd/yyyy): Feb. 1, 2017 Date (mm/dd/yyyy): 2/1/17

Department Use Only  Funding  LEIP  Political Payment  Approval  Other  LEIP  LEIP  Sponsored Event  Other  Other  Other  
 AUTHORIZED BY: [Signature] DATE: 2/22/17 AUTHORIZATION CODE: LA32#16255

Revised 11/01/16

CASE # 16255

RECEIVED [Signature] RECEIVED  
 FEB 22 2017  
 NBID





**Office of the City Clerk Administrative Services Division  
Neighborhood Council Funding Section  
Funding Request Form**

NC NAME: LA-32

Requestor: Perla Flores

Budget Fiscal Year: 2016-2017

Vendor: various vendors

Meeting Date: \_\_\_\_\_

Address: \_\_\_\_\_

Agenda Item: 12-A

City: \_\_\_\_\_ State: \_\_\_\_\_

- Operations     Outreach     NC Sponsored Event     Neighborhood Purpose Grant  
 Contract / Lease     Board Member Reimbursement     Community Improvement Project  
 Out of State     1099 Expense     One Time Expense     Monthly     Multiple

Zip Code: \_\_\_\_\_ Phone: \_\_\_\_\_

Amount: \$ \$250.00

# of payments: \_\_\_\_\_

If a bank card exemption of the daily \$2,500 limit is required for this request, please provide the date(s) and amount needed for the daily limit to be lifted:

*Motion  
C. Sandoval  
2nd J. Carrillo*

Public Benefit Description

That LA32 NC host a "Read Across America" event on Friday March 3, 2017. 4pm - 9:30pm @ EL Sereno Library 5226 Huntington Dr. Funding not to exceed \$250.00 for A Dr. Seuss Hat, decorations 20 book bags, hospitality & coloring books / pages.  
**Vote Count** (Continued on page 2 if more than 20 Board Members)

\*Recused-Boardmember must leave the room prior to any discussion and may not return to the room until after the vote is completed.

Board Member Name	Board Position	Yes	No	Abstain	*Recused	Absent	Ineligible
1. Maribel Munoz	At Lrg Community Interest Dir.					✓	
2. Jackie Carrillo	At Large Director	/				✓	
3. Kathy Leal	West Region Director						
4. Perla Flores	West Region Director	/					
5. Miguel Vargas	West Region Director	/					
6. Michelle Corzantes	East Region Director/Treasurer	/					
7. Karina Cruz	East Region Director	/					
8. Jose Luna	East Region Director						
9. Tam Williams	North Region Director	/					
10. Sani Abdul-Jabbar	North Region Director					✓	
11. Marcia Guzman	North Region Director					✓	
12. Cynthia Sandoval	South Region Director/ Secretary	/					
13. Roland Lopez	South Region Director	/				✓	
14. Hugo Pacheco	South Region Director	/					
15. Anthony Manzano	At Lrg. Director/ President			/			
NC Quorum: <u>8</u>	Grand Total (including page 2):	<u>8</u>	<u>0</u>	<u>1</u>			

We, the Treasurer and Signer of the above indicated Council, declare that the information presented on this form is accurate and complete, and that a public meeting was held in accordance with the Brown Act, where with a quorum of Board Members present, the Council approved the above action.

Once the Department approves a Funding Request submitted, the Department will transfer the requested amount into the Neighborhood Council's checking account automatically, i.e. no additional Cash Request Form is required.

Treasurer's Signature: <u>Michelle Corzantes</u>	Signer's Signature: <u>Miguel Vargas</u>
Print/Type name: <u>Michelle Corzantes</u>	Print/Type name: <u>Miguel Vargas</u>
Date (mm/dd/yy): <u>Feb. 1, 2017</u>	Date (mm/dd/yy): <u>2/1/17</u>

**Department Use Only**

Contract     CIP     Advanced Payment     Approved    1st Level \_\_\_\_\_    2nd Level \_\_\_\_\_    Authorization Code \_\_\_\_\_  
 > \$2,500     NPG     Sponsored Event     Denied

# EMPOWER LA

Department of  
NEIGHBORHOOD EMPOWERMENT  
200 N. Spring Street, 20<sup>th</sup> FL, Los Angeles, CA 90012 • (213) 978-1551 or Toll-Free 3-1-1  
E-mail: [EmpowerLA.Funding@LACity.org](mailto:EmpowerLA.Funding@LACity.org) [www.EmpowerLA.org](http://www.EmpowerLA.org)



## NEIGHBORHOOD COUNCIL EVENT APPROVAL FORM

Events are great opportunities for Neighborhood Councils to interact with their stakeholders. There are, however, liability and permitting issues that must be handled prior to the event, and the Department of Neighborhood Empowerment must approve a Neighborhood Council sponsored event before any funding payments can be executed. **Please complete and sign this form and submit to the Department at least 30 days before the day of the event.** The Department will typically take 3-5 days to review and approve the event. Once approved, the Neighborhood Council can begin spending.

Neighborhood Council: LA32

The Neighborhood Council is the  Main Sponsor or  Co-Sponsor for the event.

Main sponsor: LA32

Contact Person: Perla Flores

Phone: 323-921-4208 Email: florisperla0610@gmail.com

Co-Sponsor (if applicable): \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### Event Information

Type of Event (festival, movie night, etc.): Read Across America

Date: March 3, 2017 Time Frame: 4pm - 5:30pm Est. number of attendees: 100 Event Amount: 1250

Venue Name: El Sereno Branch Library

Venue Address: 5226 Huntington Dr. Los Angeles, CA 90032

Contact Person: 323-225-9201 Gene Estrada

Phone: 323-225-9201 Email: \_\_\_\_\_

**Please note:** If the location for the event is at City facility, e.g. park, the location approval may be easier and at little or no cost. If the location for event is not a City facility, a separate contract may be needed and can take 30 days to complete.

**Documents scanned and emailed to [EmpowerLA.Funding@lacity.org](mailto:EmpowerLA.Funding@lacity.org) for Department approval PRIOR to event:**

- Neighborhood Council Event Approval Form – Completed and signed by Treasurer or Second Signatory
- Funding Request Form – Completed and signed by Treasurer and Second Signatory
- Itemized Detailed Event Budget – Total budget with funding categories (food, entertainment, flyers, permits, etc.) and with specific vendors if available. Once approved, the Department will transfer the amount of the event budget into the Neighborhood Council account automatically, i.e. no additional Cash Request Form will be required.
- If a bank card exemption of the daily \$2,500 limit is required for this event, please provide the date(s) and amount needed for the daily limit to be lifted:** \_\_\_\_\_

**Please note:** Missing or incomplete required documents will delay Department approval.

The City of Los Angeles provides Neighborhood Councils with event liability coverage in the amount of \$5 million. Depending on the type of event, there may be additional permits and liability issues that must be addressed prior to the event, or the Neighborhood Council will be liable for any penalties or injuries incurred at the event. There may be fees attached to obtaining permits and additional liability so please budget accordingly. It may be easier to partner with the City family or a community based organization or even hire a producer (will require a contract prepared by the Department) so that they can obtain/handle the necessary permits and liability issues instead. Please contact the Department Funding Team if you are unsure what your Neighborhood Council event may need. The following must be obtained **PRIOR TO THE EVENT** if they are applicable to your event:

**If FOOD is being purchased/provided/distributed/served at your event, you may be required to obtain the following documents:**

- LA County Public Health Department Permit – if the food is free, no permit is required. If there are tickets being sold for vendor food booths (e.g. "Taste of" type of event, which needs to have a sponsor besides the Neighborhood Council to accept the funds), a paid permit is required, but the fee will be waived if held at a City park.
- LA Fire Department – contact for a permit for use of barbecues or to determine whether a first aid station is necessary

**You may need ADDITIONAL INSURANCE for your event from Vendors if they are providing the following services:**

- Jumper/Bouncer (Inflatables) – the City of Los Angeles will need to be listed as an additional insured by the company
- Games (e.g. dunk tank, other carnival style games) – City Risk Management will need to review
- Food (purchased, provided, distributed and/or served) – City Risk Management may need to review

**If RENTING a vehicle or truck to transport event materials:**

- Renting of vehicle/truck must be by a board member
- Additional Insurance offered by the rental company must be purchased in full

**ADDITIONAL PERMITS may be required if the event has:**

- Over 500 attendees, which may require LAPD presence - LAPD Special Events
- Street closures for block parties - Bureau of Street Services or LADOT for larger street closures, such as a parade
- Tents/canopies larger than 450 square feet or stages/platforms more than 30 inches above grade - Building and Safety

**CONTACT INFORMATION for possible permits:**

- Street Maintenance - (213) 847-2999
- Building and Safety - (213) 482-0387
- LADOT (Traffic Officers) - (323) 913-4652
- LADOT (Signs) - (213) 485-2298
- LADOT (Special Operations) - (323) 224-2124
- Risk Management - (213) 978-7475
- LAPD - (213) 486-0410
- LAFD - (213) 978-3650
- Sanitation - (213) 485-3612
- Street Services - <http://bsspermits.lacity.org/spevents/>
- LA County Public Health Dept. - <http://publichealth.lacounty.gov>

**Original documents to submit with your Monthly Expenditure Report for the event:**

- Neighborhood Council Event Approval Form – Completed and signed by Treasurer or Second Signatory
- Funding Request Form – Completed and signed by Treasurer and Second Signatory
- Board Vote Count Form – Completed and signed by Treasurer and Second Signatory
- Itemized Detailed Event Budget – Final total budget with funding categories and specific vendors. If final budget changed from original, please submit adjusted budget with new Board Vote Count Form.
- Original Invoices and Receipts
- Proof of Sponsorships (e.g. event flyers, webpage copy, etc.)
- Copies of Additional Permits (if applicable)
- Copies of Additional Insurance (if applicable)
- W-9 (for 1099 Individual Services if applicable)

I have read and understand the requirements set forth in this document and agree to comply with the required paperwork necessary for Neighborhood Council events.

Signature: Perla Flores Date: 2/8/17  
Print Name: Perla Flores Title: Chair of Education Committee  
Email: floresperla0610@gmail.com Phone: 323-921-4208

Department Use Only. Approval Code: \_\_\_\_\_ Staff: \_\_\_\_\_  
Cash Request Process Date: \_\_\_\_\_ Bank Card Exemption Process Date: \_\_\_\_\_



## Event Line item

Name of Event: Read Across America

Date of Event: Friday March 3, 2017

Time of Event: 4:00 pm to 5:30 pm

### Line item

vendor: (or like) Big Saver, Party City, Dollar Tree, 99 cents store, Samrt & Final  
Target, walmart, CVS, Amazon

Snacks, Juices, and Ziploc bags	\$25.00
Dr. Seuss Hat	\$25.00
Decorations	\$100.00
Coloring books/pages	\$100.00

total	\$250.00
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Accounts Bill Pay Transfers Statements Services

Add Payee Make Payments Recurring & Auto Payments Scheduled Payments (1) History

✔ Done! Payment has been scheduled.

⚠ Funds will be debited for payment on the Arrive By date or on the date presented by the payee, depending on how the payment is sent.

Pay To	Pay From	Frequency	Duration	Arrive By	Amount	Confirmation #
Jose Luna	Business Basics Checking -6216	One-Time		02/22/2017	\$ 109.48	LCXSX-KKOW1
	Memo: reimburse homeless event					
<b>Total Payments</b>					<b>\$ 109.48</b>	

Make More Payments