

Office of the City Clerk

Reporting Month:

DECEMBER

MONTHLY EXPENDITURE REPORT

NC Name:

Elysian Valley Riverside Neighborhood Council

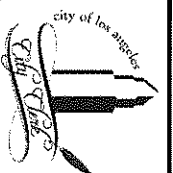
Submitted:

3/29/2017 9:26:51

Budget Fiscal Year:

2016-2017

FILL IN ALL THE UNSHADED (WHITE) FIELDS (Must be submitted to the Department within 10 days of Board Approval along with documentation and hard copy)



EXPENDITURES BY LINE ITEM (for more than 12 expenditures, you may continue entering on page 3 of this worksheet - see below)

| A | VENDOR | INVOICE NUMBER | APPROVAL CODE | DATE / DESCRIPTION | BUDGET CATEGORY | OUT OF STATE VENDOR | 1099 Reportable | TOTAL |
|---|------------------|-------------------|------------------|--|--------------------|---------------------------|--------------------------|----------|
| 1 | Public Storage | | Operational | Storage for the Month | | <input type="checkbox"/> | <input type="checkbox"/> | \$138.00 |
| 2 | Smart & Final | | Outreach | Children's Breakfast with Santa Event | | <input type="checkbox"/> | <input type="checkbox"/> | \$55.97 |
| 3 | Smart & Final | | Outreach | Children's Breakfast with Santa Event | | <input type="checkbox"/> | <input type="checkbox"/> | \$60.32 |
| 4 | Smart & Final | | Outreach | Children's Breakfast with Santa Event | | <input type="checkbox"/> | <input type="checkbox"/> | \$497.55 |
| 5 | Party City | | Outreach | Children's Breakfast with Santa Event | | <input type="checkbox"/> | <input type="checkbox"/> | \$100.11 |
| 6 | Portos | | Outreach | Elysian Valley Senior Christmas Brunch | | <input type="checkbox"/> | <input type="checkbox"/> | \$544.40 |
| 7 | Smart & Final | | Outreach | Elysian Valley Senior Christmas Brunch | | <input type="checkbox"/> | <input type="checkbox"/> | \$160.68 |
| 8 | Angie Hernandez | | Outreach | Children's Breakfast Face Painting | | <input type="checkbox"/> | <input type="checkbox"/> | \$120.00 |
| 9 | Union Bank State | | Operational | Service Charge online statement | | <input type="checkbox"/> | <input type="checkbox"/> | \$5.00 |
| # | | | | | | <input type="checkbox"/> | <input type="checkbox"/> | |
| # | | | | | | <input type="checkbox"/> | <input type="checkbox"/> | |
| # | | | | | | <input type="checkbox"/> | <input type="checkbox"/> | |
| SUBTOTAL: Expenditures by Line Item (May include totals on page 3, if entered) | | | | | | | | |
| B CUMULATIVE EXPENDITURES FROM PRIOR MONTHS (CURRENT FISCAL YR) | | | | | | | | |
| \$1,682.03 | | | | | | | | |
| C OUTSTANDING COMMITMENTS (OBLIGATIONS) | | | | | | | | |
| 1 | | | | | | <input type="checkbox"/> | <input type="checkbox"/> | |
| 2 | | | | | | <input type="checkbox"/> | <input type="checkbox"/> | |
| 3 | | | | | | <input type="checkbox"/> | <input type="checkbox"/> | |
| 4 | | | | | | <input type="checkbox"/> | <input type="checkbox"/> | |
| 5 | | | | | | <input type="checkbox"/> | <input type="checkbox"/> | |
| 6 | | | | | | <input type="checkbox"/> | <input type="checkbox"/> | |
| 7 | | | | | | <input type="checkbox"/> | <input type="checkbox"/> | |
| 8 | | | | | | <input type="checkbox"/> | <input type="checkbox"/> | |
| 9 | | | | | | <input type="checkbox"/> | <input type="checkbox"/> | |
| 10 | | | | | | <input type="checkbox"/> | <input type="checkbox"/> | |
| SUBTOTAL: Outstanding Commitments (Includes total on page 3) | | | | | | | | |
| \$0.00 | | | | | | | | |
| D Total Expenditures & Commitments | | | | | | | | |
| \$1,682.03 | | | | | | | | |
| E Total Adjustments (Such as use taxes assessed, prior fiscal years items, etc) (use '-' for credits, '+' for deductions) | | | | | | | | |
| \$0.00 | | | | | | | | |
| F Approved Budget 2016-2017 | | | | | | | | |
| \$0.00 | | | | | | | | |
| G Balance of Budget 2016-2017 | | | | | | | | |
| (\$1,682.03) | | | | | | | | |

Revision Date: 10/14/16

Department of Neighborhood Empowerment Funding Request Form



NC NAME: Elysian Valley Riverside Neighborhood Council
Budget Fiscal Year: 2016-2017

Request Date: 9-Nov-16
Meeting Date: 17-Dec-16

Agenda Item: #15

- ☐ 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

Requestor: EVRC

Vendor: Elysian Valley Recreation Center

Address: 1811 Ripple Street

City: Los Angeles State: CA

Zip Code: 90039 Phone: 323-666-5058

Amount:\$ \$1,500.00

of payments

If a bank card exemption of the daily \$1,000 limit is required for this request,

please provide the date(s) and amount needed for the daily limit to be lifted:

Public Benefit
Description

The Elysian Valley Riverside Neighborhood Council is requesting funding to Co-sponsor Christmas Event for the Children and residents in the community. The Elysian Valley Riverside Neighborhood Council will be represented at this event to inform the community of dates and times of the General Meeting and other related meetings where the residents can attend and to gain information of what is going on the their community and have their voices heard.

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 |
|-------------------|---------------------------------|-----|----|---------|----------|--------|------------|
| Roman Gomez | President | X | | | | | |
| Arturo Gomez | Vice-President | X | | | | | |
| Joe Lovelis | Secretary | X | | | | | |
| Lupe Fletes | Treasure | X | | | | | |
| Adrienne Benitez | At-large Representative | X | | | | | |
| Gloria Mora | At-large Representative | X | | | | | |
| Luis Rosales | At-large Representative | | | | | X | |
| Andrew Wang | At-large Representative | | | | | X | |
| Gary Rogokos | At-large Representative | X | | | | | |
| Leticia Saldana | At-large Representative | | | | | X | |
| Elsa Palomino | At-large Representative | | | | | X | |
| Robert Leyland | At-large Representative | X | | | | | |
| Frank Mendoza | At-large Representative | X | | | | | |
| Vincent Montalvo | At-large Representative | X | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| NC Quorum: | Grand Total (including page 2): | | | | | | |

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>Lupe Fletes</u> | Signer's Signature: <u>Frank Mendoza Jr</u> |
| Print/Type name: <u>Lupe Fletes</u> | Print/Type name: <u>FRANK MENDOZA JR</u> |
| Date (mm/dd/yy): <u>11-9-16</u> | Date (mm/dd/yy): <u>11-9-16</u> |
| Department Use Only <input type="checkbox"/> Contract <input type="checkbox"/> CIP <input type="checkbox"/> Advanced Payment <input type="checkbox"/> Approved <input type="checkbox"/> >\$2,500 <input type="checkbox"/> NPG <input type="checkbox"/> Sponsored Event <input type="checkbox"/> Denied | Staff Initials <u> </u> 1st Level <u> </u> Authorization Code <u> </u> 2nd Level <u> </u> |

Case # 15692

**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: Elysian Valley Riverside Neighborhood CouncilThe Neighborhood Council is the ☐ Main Sponsor or ☒ Co-Sponsor for the event.Main sponsor: Elysian Valley Recreation CenterContact Person: Adrian MoralesPhone: 323-666-5058Email: adrian.morales@lacity.orgCo-Sponsor (if applicable): Elysian Valley Riverside Neighborhood CouncilContact Person: Vincent MontalvoPhone: (323) 691-3369Email: vincent.exrnc@gmail.com**Event Information**Type of Event (festival, movie night, etc.): Breakfast with SantaDate: 12/17/14Time Frame: 9:00 - 2:00 PMEst. number of attendees: 200Event Amount: \$1500.00Venue Name: Elysian Valley Recreation CenterVenue Address: 1811 Ripple Street, L.A. CA 90037Contact Person: Adrian MoralesPhone: 323-666-5058Email: adrian.morales@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 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: [Signature] Date: 11-17-10
Print Name: Lupe Fletes Title: Treasurer
Email: lupe.ervr@gmail Phone: 213-926-1282

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

Elysian Valley Riverside Neighborhood Council

Budget for Breakfast with Santa co-sponsor with Elysian Valley Recreation Center

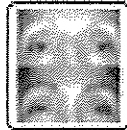
| | |
|--------------------|----------|
| 1. Smart and Final | \$550.00 |
| 2. Party City | \$231.00 |
| 3. Face Painting | \$120.00 |
| 4. Arts and Crafts | \$200.00 |

\$1,101.00

Vincent Montalvo
Co-Chair EVRNC outreach committee
323-691-3369
Vincent.evrnc@gmail.com

pre-plan

DUE ON



Angie Hernandez Licensed E & M

Info EV 2 hrs face painting
12/17/16

Invoice # 000078

To EV Council
lupe.evrnc@gmail.com

We appreciate your business.

| | |
|-------------------------------|-------|
| hours facepainting discounted | \$120 |
|-------------------------------|-------|

| | |
|-----------------|--------------|
| Subtotal | \$120 |
|-----------------|--------------|

| | |
|--------------|--------------|
| Total | \$120 |
|--------------|--------------|

ANGIE GREPO LICENSED E&M
2843 N Coolidge Ave LA, CA 90039
ANGIESFACEPAINTING@GMAIL.COM
License # Z105486



** Welcome To Our Los Angeles Store *
Store # 511

See Us On WEB www.smartandfinal.com

Cashier: Jaime

DATE 11/17/16

TIME 19:49:43

| | |
|---------------------------|---------|
| 3 @ 29.99 | |
| Jones Gldnbrwn Skl | 89.97 F |
| Was \$104.9/ YOU SAVED -> | \$15.00 |
| 2 @ 9.99 | |
| FS Foam Platter | 19.98 T |
| 4 Qt Round Contain | 11.79 T |
| SV Dinner Napkins | 3.99 T |
| 7 @ 1.75 | |
| FS 10 oz Foam Cups | 12.25 T |
| 2 @ 4.79 | |
| FS 3.25 Souffle Cu | 9.58 T |
| 2 @ 3.99 | |
| Sunrise 12/20 Lid | 7.98 T |
| 2 @ 3.99 | |
| Ambr 12 Oz Hot Cup | 7.98 T |
| 2 @ 12.99 | |
| Dole SLiced Strwbr | 25.98 F |
| Was \$27.98/ YOU SAVED -> | \$2.00 |
| 2 @ 8.39 | |
| Folgers Decaf Coff | 16.78 F |
| 3 @ 7.99 | |
| Nescafe Clasico Co | 23.97 F |
| 2 @ 7.69 | |
| FS Blueberries | 15.38 F |
| Was \$15.98/ YOU SAVED -> | \$.60 |
| Grn Tblcvr 40x100 | 12.99 T |
| 3 @ 4.39 | |
| Lipton Tea | 13.17 F |
| 2 @ 14.79 | |
| DG Butter Pats | 29.58 F |
| Ambr Sugar Packets | 7.99 F |
| 16 @ 3.99 | |
| FS Orange Juice | 63.84 F |
| 3 @ 5.99 | |
| Cm Fr Van Cm Liq | 17.97 F |
| 3 @ 2.09 | |
| FS Chocolate Syrup | 6.27 F |
| 3 @ 2.09 | |
| FS Strawberry Syru | 6.27 F |
| 2 @ 2.89 | |
| Ambr 5.25 Wht Strr | 5.78 T |
| 6 @ 8.99 | |
| AJ Original Syrup | 53.94 F |
| Was \$59.94/ YOU SAVED -> | \$6.00 |
| Equal Variety Pack | 7.50 F |
| Was \$14.99/ YOU SAVED -> | \$7.49 |
| 3 @ 17.99 | |
| FS Bttrmlk Pnck Mi | 53.97 F |
| Bananas | 15.99 F |
| Was \$25.20/ YOU SAVED -> | \$9.21 |
| FS/Arctic Ice | 4.49 FD |
| FS/Arctic Ice | 4.49 FD |

TRANSACTION CANCELLED 549.87

19:54:14

OP# 810119624

11/17/16

Term:2

Trans # 229

Store # 511

THANK YOU FOR SHOPPING
YOUR LOS ANGELES SMART AND FINAL

~~\$0~~

Estimate

not used







Transaction
Cancelled

preplan

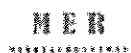


Shopping Basket

NOBODY HAS MORE PARTY FOR LESS

| SKU | Product | Quantity | Price Each | Total Price |
|---|--|----------|------------|-------------|
|  455054 | Christmas Honeycomb Balls 3ct 11 1/2in Paper Decorations | 4 | \$6.99 | \$27.96 |
|  652454 | Hanging Tinsel Reindeer 12in x 13in Foil & Plastic Decoration | 5 | \$1.49 | \$7.45 |
|  604040 | Deluxe Tinsel Candy Canes 18in x 17in Tinsel Decoration | 6 | \$5.99 | \$35.94 |
|  490060 | Candy Cane Swirl Decorations 12ct | 4 | \$5.99 | \$23.96 |
|  665585 | Red Chevron Streamer 81ft Crepe Paper Decoration | 3 | \$1.99 | \$5.97 |
|  695016 | Holly Leaves & Berries Tinsel Garland 9ft Plastic & Tinsel Decoration | 5 | \$0.99 | \$4.95 |
| 695015 | Christmas Light Tinsel Garland | 6 | \$0.99 | \$5.94 |

9ft Plastic & Tinsel Decoration



| | | | | |
|--------|---|---|--------|--------|
| 604054 | Glitter Classic Christmas Letter Banner 12ft Paper Banner | 2 | \$4.99 | \$9.98 |
|--------|---|---|--------|--------|



| | | | | |
|--------|--|---|--------|--------|
| 652477 | Merry Christmas Pennant Banner 12 1/2ft Paper Decoration | 2 | \$3.99 | \$7.98 |
|--------|--|---|--------|--------|



| | | | | |
|--------|---|---|--------|---------|
| 699163 | Christmas Tree Honeycomb Balls 3ct Cardstock & Tissue Paper Decorations | 5 | \$6.99 | \$34.95 |
|--------|---|---|--------|---------|



| | | | | |
|--------|--|---|--------|---------|
| 652466 | Winter Friends Paper Fan Decorations 6ct Cardstock & Paper Decorations | 3 | \$7.99 | \$23.97 |
|--------|--|---|--------|---------|



| | | | | |
|--------|---|---|--------|---------|
| 652465 | Modern Christmas Paper Lanterns 3ct 9 1/2in Paper Decorations | 3 | \$7.99 | \$23.97 |
|--------|---|---|--------|---------|



| | | | | |
|--------|---|---|--------|---------|
| 652464 | Snowman Paper Lanterns 3ct 9 1/2in x 12 1/2in Paper Decorations | 2 | \$8.99 | \$17.98 |
|--------|---|---|--------|---------|

| | |
|-----------------------------|-----------------|
| Merchandise Subtotal | \$231.00 |
|-----------------------------|-----------------|

Smart&Final. &
Warehouse & Market, Friend & Neighbor.

** Welcome To Our Pasadena Store **
Store # 370

See Us On WEB www.smartandfinal.com

Cashier: Maricruz

DATE 12/15/16 TIME 12:27:29

| | | |
|--------------------|-------|---|
| Equal Swtnr Packet | 26.99 | F |
| 2 @ 14.49 | | |
| Smuckers Syrup | 28.98 | F |
| SUBTOTAL | 55.97 | |
| Sales Tax | .00 | |

| | |
|-------------|--------------|
| TOTAL | 55.97 |
| Debit | TENDER 55.97 |
| Cas Ref# 56 | |
| Cash | CHANGE .00 |

TOTAL NUMBER OF ITEMS THIS VISIT--> 3

Smart & Final Store # 370
401 North Fair Oaks
Pasadena, CA 91103
Operator 10118907
DATE 12/15/16 TIME 12:30:48
Account # *****2703
Tender Type Debit
DReference # 190052
APPRVL CODE 220203
Reason Code RM00 Total 55.97
Trans # 340 Cash back .00

12:28:05 OP# 10118907 12/15/16
Term:5 Trans # 340 Store # 370

THANK YOU FOR SHOPPING
YOUR PASADENA SMART AND FINAL
STORE MANAGER: Richard Salas
1 (626) 568-8446

*

We want to know your thoughts
so we can serve you better.

Complete our customer survey
and be entered for a chance
to win one of five

\$100 SmartCash Cards

12/15/16

\$55.97

Smart & Final. &
Warehouse & Market. Friend & Neighbor.

** Welcome To Our Pasadena Store **
Store # 485

See Us On WEB www.smartandfinal.com

Cashier: Stephanie

DATE 12/15/16 TIME 13:06:35

| | | |
|--------------------|-------|---|
| Jones Gldn Brwn Mi | 8.99 | F |
| Jones Gldn Brwn Mi | 8.99 | F |
| Jones Gldn Brwn Mi | 8.99 | F |
| Jones Gldn Brwn Mi | 8.99 | F |
| UTIL TAPE | 1.29 | T |
| Scotch Duct Tape | 6.99 | T |
| Scotch Duct Tape | 6.99 | T |
| Scotch Duct Tape | 6.99 | T |
| Checkstand Bags | .10 | |
| SUBTOTAL | 53.32 | |
| Sales Tax | 2.00 | |

| | | |
|------------|--------|-------|
| TOTAL | | 60.32 |
| Debit | TENDER | 60.32 |
| Cas Ref# 2 | | |
| Cash | CHANGE | .00 |

TOTAL NUMBER OF ITEMS THIS VISIT--> 8

Smart & Final Store # 485
3299 Colorado Blvd
Pasadena, CA 91107

Operator 23018965

DATE 12/15/16 TIME 13:09:53

Account # *****2703

Tender Type Debit

DReference # 194851

APPRVL CODE 297377

Reason Code RM00 Total 60.32

Trans # 217 Cash back .00

13:07:20 OP# 23018965 12/15/16
Term:4 Trans # 217 Store # 485

THANK YOU FOR SHOPPING
YOUR PASADENA SMART AND FINAL
STORE MANAGER: Lisa Masillas
1 (626) 396-9677

*

We want to know your thoughts
so we can serve you better.

Complete our customer survey
and be entered for a chance
to win one of five

\$100 SmartCash Cards

Please visit
www.smartandfinal.com/survey
within 7 days of this shop!



** Welcome To Our Glendale Store **
Store # 304

See Us On WEB www.smartandfinal.com

Cashier: Maggie

DATE 12/15/16

TIME 11:45:54

| | | |
|----------------------------------|-------|---|
| FS 8 oz Foam Cups | 1.29 | T |
| FS 8 oz Foam Cups | 1.29 | T |
| FS 8 oz Foam Cups | 1.29 | T |
| FS 8 oz Foam Cups | 1.29 | T |
| FS Black Cutlery K | 12.99 | T |
| Sunrise 8 oz Hot C | 2.79 | T |
| FS Black Cutlery K | 12.99 | T |
| FS Lunch Napkin | 3.99 | T |
| FS 8 7/8 Foam Plat | 6.39 | T |
| Sunrise 8 oz Hot C | 2.79 | T |
| Grn Tblcvr 40x100 | 10.99 | T |
| Was \$12.99/ YOU SAVED -> \$2.00 | | |
| FS 5.25 Red Stirre | 2.89 | T |
| Sunrise 8 oz Lid | 2.99 | T |
| Sunrise 8 oz Hot C | 2.79 | T |
| Sunrise 8 oz Hot C | 2.79 | T |
| Sunrise 8 oz Hot C | 2.79 | T |
| Sunrise 8 oz Hot C | 2.79 | T |
| FS 8 7/8 Foam Plat | 6.39 | T |
| FS Black Cutlery K | 12.99 | T |
| Sunrise 8 oz Lid | 2.99 | T |
| FS 8 7/8 Foam Plat | 6.39 | T |
| FS 8 7/8 Foam Plat | 6.39 | T |
| Ambr Sugar Packets | 9.59 | F |
| Coffmate Org Cream | 9.79 | F |
| Coffmate Fr Van Cr | 9.49 | F |
| Folgers Clsc Coffe | 10.49 | F |
| Folgers Clsc Coffe | 10.49 | F |
| Folger Decaf Coffe | 11.99 | F |
| 8 @ 2.49 | | |
| FS Rect Roaster | 19.92 | T |
| Grn Tblcvr 40x100 | 10.99 | T |
| Was \$12.99/ YOU SAVED -> \$2.00 | | |
| 2 @ 14.49 | | |
| Smuckers Syrup | 28.98 | F |
| DG Butter Pats | 16.49 | F |
| DG Butter Pats | 16.49 | F |
| FS Orange Juice | 3.99 | F |
| FS Orange Juice | 3.99 | F |
| FS Orange Juice | 3.99 | F |
| FS Orange Juice | 3.99 | F |
| FS Orange Juice | 3.99 | F |
| FS Orange Juice | 3.99 | F |
| FS Orange Juice | 3.99 | F |
| Jones Gladrbrwn Skl | 29.99 | F |

12/15/16

page 1
\$497.55

Was \$34.99/ YOU SAVED -> \$5.00
Jones Gldnbrwn Skl 29.99 F
Was \$34.99/ YOU SAVED -> \$5.00
FS Bttrmlk Pnck Mi 17.99 F
FS Bttrmlk Pnck Mi 17.99 F
FS Bttrmlk Pnck Mi 17.99 F
FS Complete Panck 17.99 F
Jones Gldnbrwn Skl 29.99 F
Was \$34.99/ YOU SAVED -> \$5.00
SUBTOTAL 484.84
Sales Tax 12.71

TOTAL 497.55
Debit TENDER 497.55
Cas Ref# 43
Cash CHANGE .00

TOTAL NUMBER OF ITEMS THIS VISIT--> 56

Smart & Final Store # 304
210 N Verdugo Road
Glendale, CA 91206
Operator 40007349
DATE 12/15/16 TIME 11:53:21
Account # *****2703
Tender Type Debit
DReference # 128492
APPRVL CODE 205860
Reason Code RM00 Total 497.55
Trans # 179 Cash back .00

page 2
\$497.55

11:50:42 OP# 40007349 12/15/16
Term:4 Trans # 179 Store # 304

THANK YOU FOR SHOPPING
YOUR GLENDALE SMART AND FINAL
STORE MANAGER: JAIME AVILA
1 (818) 243-4239

*
*
*
*

We want to know your thoughts
so we can serve you better.

Complete our customer survey
and be entered for a chance
to win one of five

\$100 SmartCash Cards

Please visit
www.smartandfinal.com/survey
within 7 days of this shop!

Party City®

NOBODY HAS MORE PARTY FOR LESS

2935 LOS FELIZ BLVD
LOS ANGELES, CA 90039
323 912-9153

12/15/16

\$ 100.11

| | | | |
|--------------------------------|--------------|---------|---|
| 048419564294 | 40FT SCENE S | \$19.99 | T |
| 40FT SCENE SETTER DECK/WALL | | | |
| 013051692896 | 3CT HC HNG D | \$27.96 | T |
| 3CT HC HNG DECO TREE | | | |
| 4 @ \$6.99 | | | |
| 013051596668 | 5PC SCENE SE | \$6.99 | T |
| 5PC SCENE SETTER MERRY XMAS | | | |
| 013051621872 | 500FTX1.75IN | \$3.99 | T |
| 500FTx1.75IN APPLE RED STRMR | | | |
| 013051592264 | MD HNG SIGN | \$1.99 | T |
| MD HNG SIGN WNTR WOODLAND PRNT | | | |
| 048419688556 | 20CT 9IN WHT | \$2.99 | T |
| 20CT 9IN WHT LTX BLLN | | | |
| 048419688464 | 15CT 12IN KI | \$2.99 | T |
| 15CT 12IN KIWI LTX BLLN | | | |
| 048419688464 | 15CT 12IN KI | \$2.99 | T |
| 15CT 12IN KIWI LTX BLLN | | | |
| 048419688266 | 15CT 12IN AP | \$2.99 | T |
| 15CT 12IN APPLE RED LTX BLLN | | | |
| 013051575137 | 15CT 12IN AP | \$3.99 | T |
| 15CT 12IN APL RED PRL LTX BLLN | | | |
| 013051655747 | 16IN KIWI CP | \$7.98 | T |
| 16IN KIWI CP PL TRAY | | | |
| 2 @ \$3.99 | | | |
| 013051300241 | HNG DECO XMA | \$6.99 | T |
| HNG DECO XMAS PRNT BND | | | |

=====

| | |
|------------------------|----------|
| SUBTOTAL | \$91.84 |
| GEN MERCH TAX @ 9.000% | \$8.27 |
| TOTAL | \$100.11 |
| CR MASTERCARD | \$100.11 |
| ITEMS = 16 | |

=====

CR MASTERCARD SALE \$100.11
XXXXXXXXXXXX2703 CHIP
APPR: 029297
JOURNAL: 0439128184796114

AID: A0000000042203
Application Label: Debit
Cryptogram Type: TC
Cryptogram: 11454E2C3E9F371C
PIN Statement: PIN Bypassed

Department of Neighborhood Empowerment Funding Request Form



NC NAME: Elysian Valley Riverside Neighborhood Council
 Budget Fiscal Year: 2016-2017
 Request Date: 9-Nov-16
 Meeting Date: 2017-Dec-16
 Agenda Item: #16

Requestor: EVRNC
 Vendor: Elysian Valley Recreation Center
 Address: 1811 Ripple Street
 City: Los Angeles State: CA
 Zip Code: 90039 Phone: 323-666-5058
 Amount: \$ \$1,000.00
 # of payments

- ☐ 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

If a bank card exemption of the daily \$1,000 limit is required for this request, please provide the date(s) and amount needed for the daily limit to be lifted:

Public Benefit
Description

The Elysian Valley Riverside Neighborhood Council is requesting funding to Co-sponsor Christmas Event for Seniors and others will not be turned away. The Elysian Valley Riverside Neighborhood Council will be represented at this event to inform the community of dates and times of the General Meeting and other related meetings where the residents can attend and to gain information of what is going on the their community and have their voices heard.

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 |
|------------------------|---------------------------------|-----|----|---------|----------|--------|------------|
| Roman Gomez | President | X | | | | | |
| Arturo Gomez | Vice-President | X | | | | | |
| Joe Lovelis | Secretary | X | | | | | |
| Lupe Fletes | Treasure | X | | | | | |
| Adrianne Benitez | At-large Representative | X | | | | | |
| Gloria Mora | At-large Representative | X | | | | | |
| Luis Rosales | At-large Representative | | | | | X | |
| Andrew Wang | At-large Representative | | | | | X | |
| Gary Rogokos | At-large Representative | X | | | | | |
| Leticia Saldana | At-large Representative | | | | | X | |
| Elsa Palomino | At-large Representative | | | | | X | |
| Robert Leyland | At-large Representative | | | | | X | |
| Frank Mendoza | At-large Representative | X | | | | | |
| Vincent Montalvo | At-large Representative | X | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| NC Quorum: <u> </u> | Grand Total (including page 2): | | | | | | |

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>Lupe Fletes</u> | Signer's Signature: <u>Frank Mendoza Jr.</u> |
| Print/Type name: <u>Lupe Fletes</u> | Print/Type name: <u>FRANK MENDOZA JR.</u> |
| Date (mm/dd/yy): <u>11-9-16</u> | Date (mm/dd/yy): <u>11-9-16</u> |
| Department Use Only <input type="checkbox"/> Contract <input type="checkbox"/> CIP <input type="checkbox"/> Advanced Payment <input type="checkbox"/> Approved <input type="checkbox"/> >\$2,500 <input type="checkbox"/> NPG <input type="checkbox"/> Sponsored Event <input type="checkbox"/> Denied | Staff Initials: <u> </u> 1st Level: <u> </u> Authorization Code: <u> </u> 2nd Level: <u> </u> |

Case # 15777

12/16/16

EMPOWER LADepartment of
NEIGHBORHOOD EMPOWERMENT200 N. Spring Street, 20th FL, Los Angeles, CA 90012 • (213) 978-1551 or Toll-Free 3-1-1E-mail: EmpowerLA.Funding@LACity.org 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:

Elysian Valley Riverside Neighborhood CouncilThe Neighborhood Council is the ☐ Main Sponsor or ☒ Co-Sponsor for the event.

Main sponsor:

Elysian Valley Recreation Center

Contact Person:

Adrian Morales

Phone:

323-6666-5058

Email:

adrian.morales@lacity.org

Co-Sponsor (if applicable):

EVRC

Contact Person:

Vincent Montalvo

Phone:

323-691-2369

Email:

vincent.evrnc@gmail.com**Event Information**

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

Christmas Seniors Event

Date:

12/20/16

Time Frame:

9:00-3:00 PM

Est. number of attendees:

97

Event Amount:

\$1,000

Venue Name:

Elysian Valley Recreation Center

Venue Address:

1811 Resple St. L.A. 90039

Contact Person:

Adrian Morales / Vincent Montalvo

Phone:

323-691-3369

Email:

vincent.evrnc@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 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 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 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: _____

Date: 12/10/16

Print Name: Lupe Flores

Title: Treasurer

Email: lup.evr100@gmail.com

Phone: 213-9210-1282

Department Use Only. Approval Code: _____

Staff: _____

Cash Request Process Date: _____

Bank Card Exemption Process Date: _____

Porto's Bakery & Café

Phone: 818.956.5996

Fax: 818.956.0696

Web: www.portosbakery.ca

Porto's Bakery & Café
315 N. Brand Blvd
Mon-Sat 6:30am-7pm, Sun 7am-5:30pm
Glendale CA 91203

Order Number: 545223
Date of Order: 15-Dec-16 13:41 By: Tabettha-ff
Customer name: EVRNC Lupe Fletes
Method of payment: Cash On Delivery

12/15/16

Porto's Bakery &

** CAKE GALLERY **
315 N. Brand Blvd
Glendale, CA 91203
(818) 956-5996

| 2311 ANA M | | Tax Cat | Unit Price | Total Price |
|----------------------|-----------------------------|---------|------------|-------------|
| 01 | Chk 8156 545223 | | | |
| 01 | Dec15'16 01:57PM | | | |
| 01 | | R | 0.56 | 28.00 |
| 01 | | R | 0.56 | 84.00 |
| 01 | | R | 0.65 | 32.50 |
| 01 | PRE ORDER | R | 0.56 | 56.00 |
| 01 | ORDER DEP 544.40 | R | 0.56 | 28.00 |
| 01 | XXXXXXXXXXXX2703 | R | 0.56 | 28.00 |
| 01 | MC 544.40 | R | 47.00 | 47.00 |
| 01 | | Y | 2.00 | 10.00 |
| 01 | SERVICE CHRG 544.40 | R | 47.00 | 47.00 |
| 01 | PAYMENT 544.40 | R | 47.00 | 47.00 |
| 01 | -----2311 Check Closed----- | R | 47.00 | 47.00 |
| 01 | -----Dec15'16 01:57PM----- | R | 27.00 | 54.00 |
| 01 | | R | 1.00 | 35.00 |
| | | | | 543.50 |
| | | | | 10.00 |
| ca sales tax @ 9.00% | | | | 0.90 |
| TOTAL | | | | 544.40 |
| Less Amount Received | | | | 544.40 |
| BALANCE DUE | | | | |

paid

General Comments: dt 8:30am
potato balls meat pies and chicken empanadas hot in tray

DELIVERY _____

Contact person: Cancellations are subject to charge Phone: 213.926.1282
Delivery Address: 1811 Ripple St, Elysian Valley Recreation Senter, Los Angeles, Ca
Miles = 35

Delivery Date: Tuesday, December 20, 2016 at 10:30 AM

** Welcome To Our Los Angeles Store *
Store # 511

See Us On WEB www.smartandfinal.com

Cashier: Elizabeth

DATE 12/19/16

TIME 18:21:07

| | | |
|----------------------------------|--------|---|
| CG Alpine Spring | 10.49 | F |
| +CRV | 2.80 | |
| CG Alpine Spring | 10.49 | F |
| +CRV | 2.80 | |
| Sunrise 8 oz Hot C | 2.79 | T |
| Sunrise 8 oz Hot C | 2.79 | T |
| Sunrise 8 oz Hot C | 2.79 | T |
| Sunrise 8 oz Hot C | 2.79 | T |
| Sunrise 8 oz Hot C | 2.79 | T |
| Sunrise 8 oz Hot C | 2.79 | T |
| Sunrise 8 oz Hot C | 2.79 | T |
| Gen Tblcvr 40x100 | 10.99 | T |
| Was \$12.99/ YOU SAVED -- \$2.00 | | |
| Red Tblcvr 40x100 | 10.99 | T |
| Was \$12.99/ YOU SAVED -- \$2.00 | | |
| FS 8 7/8 Foam Plat | 6.39 | T |
| SV Lunch Napkin | .99 | T |
| SV 8 7/8 Foam Plat | 1.69 | T |
| SV White Cutlery K | 9.99 | T |
| SV White Cutlery K | 9.99 | T |
| Scotch Duct Tape | 6.99 | T |
| FS 12 X 500 Foil | 13.49 | T |
| Coffmate Fr Van Cr | 9.49 | F |
| 500ct Orig Flavor V | 12.69 | F |
| 500ct Orig Flavor V | 12.69 | F |
| SUBTOTAL | 152.49 | |
| Sales Tax | 8.19 | |

| | |
|-------------|---------------|
| TOTAL | 160.68 |
| Debit | TENDER 160.68 |
| Cas Ref# 69 | |
| Cash | CHANGE .00 |

TOTAL NUMBER OF ITEMS THIS VISIT--> 21

Smart & Final Store # 511
2511 Daly Street
Los Angeles, CA 90031

Operator 10119620

DATE 12/19/16 TIME 18:25:32

Account # *****2703

Tender Type Debit

DReference # 147941

APPRVL CODE 724091

Reason Code RM00 Total 160.68

Trans # 402 Cash back .00

12/19/16

Senior
Christmas

#160.68

Elysian Valley Riverside Neighborhood Council
Outreach Committee

2016 Senior Christmas Party Event

| | |
|--------------------|------------|
| 1. Porto's Bakery | \$635.90 |
| 2. Giving Music | \$200.00 |
| 3. Smart and Final | \$164.10 |
| <hr/> | |
| | \$1,000.00 |

2017 ME R?
January they cashed it
in Jan 2017

pre-plan

Elysian Valley Riverside Neighborhood Council

2016 Senior Christmas Party

Food Budget

| | | |
|----|---|---------|
| 1 | Potato ball TM- stuffed potato (party sized- 50 count) | \$28.00 |
| 2 | Potato ball TM- stuffed potato (party sized- 50 count) | \$28.00 |
| 3 | Potato ball TM- stuffed potato (party sized- 50 count) | \$28.00 |
| 4 | Refugiado TM- guava & cheese pastry (party sized- 50 count) | \$28.00 |
| 5 | Refugiado TM- guava & cheese pastry (party sized- 50 count) | \$28.00 |
| 6 | Refugiado TM- guava & cheese pastry (party sized- 50 count) | \$28.00 |
| 7 | Meat pie (pastel de carne) party sized 50 count | \$28.00 |
| 8 | Meat pie (pastel de carne) party sized 50 count | \$28.00 |
| 9 | Meat pie (pastel de carne) party sized 50 count | \$28.00 |
| 10 | Pork tamales (party sized-50 count) | \$52.50 |
| 11 | Pork tamales (party sized-50 count) | \$52.50 |
| 12 | Pork tamales (party sized-50 count) | \$52.50 |
| 13 | Pork tamales (party sized-50 count) | \$52.50 |
| 14 | Southwestern grilled steak salad large platter | \$36.00 |
| 15 | Southwestern grilled chicken salad large platter | \$36.00 |

Total \$534.00

Taxes \$51.90

Delivery fee \$50.00

\$635.90

pre-plan