



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 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.

Woodland Hills-Warner Center Neighborhood Council

Neighborhood Council: _____

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

Main sponsor: Woodland Hills-Warner Center Neighborhood Council

Contact Person: Cameron Gil

Phone: 818-274-2617 Email: c.gil@whcouncil.org

Co-Sponsor (if applicable): _____

Contact Person: _____

Phone: _____ Email: _____

Event Information

Event Description (festival, movie night, etc.): West Valley Job Fair

Date: 2/10/18 Time Frame: 10am-2pm Est. number of attendees: 150 Event Budget: \$500 BL 145A

Venue Name: Rose Goldwater Community Center

Venue Address: 21710 Vanowen Street (Westfield Topanga Mall)

Contact Person: Gissella Velasquez

Phone: 181-227-5517 Email: qvelasquez@Westfield.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 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 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: Feb 5, 2018
Print Name: Heath Kline Title: Treasurer
Email: HeathK@dpmForms.com Phone: 818-312-5601



Preliminary Budget and Planning Document

West Valley Job Fair

Presented by the Woodland Hills – Warner Center Neighborhood Council (Community Services)

Community Benefit Statement:

The WHWCNC Community Services Committee is planning a job fair to provide stakeholders a place to find job and vocational opportunities as well as receive resume and interview assistance. As well as provide business and professional attire to those in need. This combination of professional assistance and job variety will help those in-need find flexible, long-term employment, promote local employers needing to fill positions, and support the career changes of residents.

The event will take place on February 10, 2018 as comparable dates during the beginning of the year coincide with national events or holidays. The open weekend plus it being a Saturday from 10am to 2pm provides the most time and schedule flexibility for people to come out.

Budget: Budget Line 145a

Food (snacks, fruit, coffee) - \$100

Location rental - \$175

Location banners, Tablecloths, decorations- \$100

Clothing rack - \$25

Printing - \$20



Online promotion - \$80

WOODLAND HILLS - WARNER CENTER NEIGHBORHOOD COUNCIL

20929 Ventura Boulevard Suite 47-535, Woodland Hills, CA 91364

Toll Free 888. 680.7770 | Local & Fax 818. 484.3270 | www.whcouncil.org

APPROVED

Office of the City Clerk Administrative Services Division Neighborhood Council (NC) Funding Program								
Board Action Certification Form								
NC Name: Woodland Hills Warner Center				Meeting Date: November 1, 2017				
Budget Fiscal Year: 2017-2018				Agenda Item No: 16-224 Approval of FY18 Updated Budget Allocations				
Board Motion and/or Public Benefit Statement (CIP and NPG):		The WHWCNC does hereby approve and adopt the revised "Column L" FY-18 budget allocations of the Budget Committee presented to the WHWCNC Board on 11/01/17 to its FY17-18 annual budget. The Board further instructs the Treasurer and President of the NC to file all necessary budget and work plan updates with the City Clerk and EmpowerLA as may be required. The Treasurer and President are further authorized and directed to fund all authorized expenses and activities detailed in the attached (5) page budget in accordance with City Clerk funding procedures and rules.						
Method of Payment: (Select One) <input type="checkbox"/> Check <input type="checkbox"/> Credit Card <input type="checkbox"/> Board Member Reimbursement								
Vote Count								
Recused Boardmembers must leave the room prior to any discussion and may not return to the room until after the vote is complete.								
Board Member Name	Board Position	Yes	No	Abstain	Absent	Ineligible	Recused-Notes	
Vacant	Resid Rep. Area 1,							
Linda Kouy-Ghadosh	Biz Rep. Area 1 SEC				X	X		
Karen DiBiase	CBO Rep. Area 1	X						
Vacant (Votes If Absent Above)	Area 1 Alternate							
Brian D Drapkin	Residential Rep. Area 2	X						
Raymond Cole	Business Rep. Area 2	X						
Sean McCarthy	CBO Rep. Area 2	X						
Paul Lawler (Votes If Absent Above)	Alternate, Area 2						X ABSENT	
Nancy McLean	Residential Rep. Area 3	X						
Herb Madsen	Business Rep. Area 3				X			
Martin Lipkin	CBO Rep. Area 3				X			
Eva Morris Huffman (Votes If Absent)	Alternate, Area 3				X			
Don Patterson	Residential Rep. Area 4				X			
Vacant/Al Saur	Business Rep. Area 4				X			
Camaron Gil	CBO Rep. Area 4				X			
William Anderson (Votes If Absent)	Alternate, Area 4				X			
Dorothy Koetz	Residential Rep. Area 5				X			
Richard Hollander	Business Rep. Area 5	X						
Mercy Alpert	CBO Rep. Area 5				X			
Vacant (Votes If Absent Above)	Alternate, Area 5							
H.D. "Pat" Patton	Residential Rep. Area 6	X						
Gilbert Yablon	Business Rep. Area 6	X						
Heath Kline	CBO Rep. Area 6, Treas	X						
Lauren Coffman (Votes If Absent)	Alternate, Area 6						X NOT VOTING	
Aaron Williams	Res Rep. Area 7, Parlm	X						
Joyce Fletcher	Biz Rep. Area 7, Pres	X						
Peter Fletcher	CBO Rep. Area 7	X						
Marie Pierre (Votes If Absent Above)	Alternate, Area 7						X ABSENT	
Sheppard Kaufman	At-Large Rep	X						
Ginna Thornburg (Votes If Absent Above)	At-Large Alt						X NOT VOTING	
Vacant	Youth Rep							
Totals		13	0	0	10	1	4	
We, the Treasurer and the Second Signer 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.								
Treasurer's Signature					Second Signer's Signature			
Print/Type Name: Heath Kline					Print/Type Name: Lilian Joyce Fletcher, President			
Date: November 1, 2017					Date: November 1, 2017			

APPROVED  2/10/2018



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1	1		WHWCNC FY 2018 BUDGET DETAIL - 20170614	6/14/17	6/14/17	6/14/17	6/14/17	6/14/17	6/14/17	6/14/17	6/14/17	6/14/17	6/14/17	6/14/17	6/14/17	6/14/17	6/14/17	6/14/17	6/14/17	6/14/17	6/14/17	6/14/17	6/14/17	6/14/17	6/14/17	6/14/17	6/14/17	6/14/17	6/14/17
2	2		Initial 2018 Budget Col K, FY 2018 Spending by Month Column M-X, Board Approved & Adopted 6/14/17 [Col D updated 9/13/17] [Col L Board Approved & Adopted 11/1/17]																										
3	3	1	Operations	DESCRIPTION	UNDATED	Final FY17	FY18 Initial	FY18 Budget	Board Adopted	Revised Budget	Allocation	Allocation	Allocation	Allocation	Allocation	Allocation	Allocation	Allocation	Allocation	Allocation	Allocation	Allocation	Allocation	Allocation	Allocation	Allocation	Allocation	Allocation	Allocation
4	4		Bank Charges & Fees	Union Bank																									
5	5		Bank Charges & Fees	Over Draft Fee & Bank Fees (\$57 P. 18)																									
6	6				2018																								
7	7																												
8	8																												
9	9																												
10	10		Space rental (no monthly)	Price of Peach Church, American Legion &/or Westfield Cong.	2019																								
11	11																												
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	1		1	WHMONG FY 2018 BUDGET DETAIL - 20170614	6/14/17, Amendment Update 9/13/17								July	August	September	October	November	December	January	Feb	March	April	May	June	Projected Spend	Budget Amt	Actual	Actual	
87		B7		Veteran's Day Event	American Legion Veterans Day Event 2017																				\$ 50.00	\$ 300.00	\$ 500.00		
88		B8		Veteran's Day Event	American Legion Veterans Day Event 2017																				\$ 50.00	\$ 300.00	\$ 500.00		
89		B9		Senior Event	One Generation to Another Senior 2017																				\$ 0.00	\$ 750.00	\$ 750.00		
90		B9		Senior Event	One Generation to Another Senior 2017																				\$ 0.00	\$ 750.00	\$ 750.00		
91		B2		General Events	Grateful Hearts Food and Music Festival for Ladies & Kids August 2018																				\$ 0.00	\$ 250.00	\$ 250.00		
92		B2		General Events	Grateful Hearts Food and Music Festival for Ladies & Kids August 2018																				\$ 0.00	\$ 250.00	\$ 250.00		
93		B3		General Events	Grateful Hearts Food and Music Festival for Ladies & Kids August 2018																				\$ 0.00	\$ 250.00	\$ 250.00		
94		B4		General Events	Grateful Hearts Food and Music Festival for Ladies & Kids August 2018																				\$ 0.00	\$ 250.00	\$ 250.00		
95		B5		General Events	Grateful Hearts Food and Music Festival for Ladies & Kids August 2018																				\$ 0.00	\$ 250.00	\$ 250.00		
96		B6		General Events	Grateful Hearts Food and Music Festival for Ladies & Kids August 2018																				\$ 0.00	\$ 250.00	\$ 250.00		
97		B7		General Events	Grateful Hearts Food and Music Festival for Ladies & Kids August 2018																				\$ 0.00	\$ 250.00	\$ 250.00		
98		B8		General Events	Grateful Hearts Food and Music Festival for Ladies & Kids August 2018																				\$ 0.00	\$ 250.00	\$ 250.00		
99		B9		General Events	Grateful Hearts Food and Music Festival for Ladies & Kids August 2018																				\$ 0.00	\$ 250.00	\$ 250.00		
100		B10		General Events	Grateful Hearts Food and Music Festival for Ladies & Kids August 2018																				\$ 0.00	\$ 250.00	\$ 250.00		
101		B11		General Events	Grateful Hearts Food and Music Festival for Ladies & Kids August 2018																				\$ 0.00	\$ 250.00	\$ 250.00		
102		B12		General Events	Grateful Hearts Food and Music Festival for Ladies & Kids August 2018																				\$ 0.00	\$ 250.00	\$ 250.00		
103		B13		General Events	Grateful Hearts Food and Music Festival for Ladies & Kids August 2018																				\$ 0.00	\$ 250.00	\$ 250.00		
104		B14		General Events	Grateful Hearts Food and Music Festival for Ladies & Kids August 2018																				\$ 0.00	\$ 250.00	\$ 250.00		
105		B15		General Events	Grateful Hearts Food and Music Festival for Ladies & Kids August 2018																				\$ 0.00	\$ 250.00	\$ 250.00		
106		B16		General Events	Grateful Hearts Food and Music Festival for Ladies & Kids August 2018																				\$ 0.00	\$ 250.00	\$ 250.00		
107		B17		General Events	Grateful Hearts Food and Music Festival for Ladies & Kids August 2018																				\$ 0.00	\$ 250.00	\$ 250.00		
108		B18		General Events	Grateful Hearts Food and Music Festival for Ladies & Kids August 2018																				\$ 0.00	\$ 250.00	\$ 250.00		
109		B19		General Events	Grateful Hearts Food and Music Festival for Ladies & Kids August 2018																				\$ 0.00	\$ 250.00	\$ 250.00		
110		B20		General Events	Grateful Hearts Food and Music Festival for Ladies & Kids August 2018																				\$ 0.00	\$ 250.00	\$ 250.00		
111		B21		General Events	Grateful Hearts Food and Music Festival for Ladies & Kids August 2018																				\$ 0.00	\$ 250.00	\$ 250.00		
112		B22		General Events	Grateful Hearts Food and Music Festival for Ladies & Kids August 2018																				\$ 0.00	\$ 250.00	\$ 250.00		
113		B23		General Events	Grateful Hearts Food and Music Festival for Ladies & Kids August 2018																				\$ 0.00	\$ 250.00	\$ 250.00		
114		B24		General Events	Grateful Hearts Food and Music Festival for Ladies & Kids August 2018																				\$ 0.00	\$ 250.00	\$ 250.00		
115		B25		General Events	Grateful Hearts Food and Music Festival for Ladies & Kids August 2018																				\$ 0.00	\$ 250.00	\$ 250.00		
116		B26		General Events	Grateful Hearts Food and Music Festival for Ladies & Kids August 2018																				\$ 0.00	\$ 250.00	\$ 250.00		
117		B27		General Events	Grateful Hearts Food and Music Festival for Ladies & Kids August 2018																				\$ 0.00	\$ 250.00	\$ 250.00		
118		B28		General Events	Grateful Hearts Food and Music Festival for Ladies & Kids August 2018																				\$ 0.00	\$ 250.00	\$ 250.00		
119		B29		General Events	Grateful Hearts Food and Music Festival for Ladies & Kids August 2018																				\$ 0.00	\$ 250.00	\$ 250.00		
120		B30		General Events	Grateful Hearts Food and Music Festival for Ladies & Kids August 2018																				\$ 0.00	\$ 250.00	\$ 250.00		
121		B31		General Events	Grateful Hearts Food and Music Festival for Ladies & Kids August 2018																				\$ 0.00	\$ 250.00	\$ 250.00		
122		B32		General Events	Grateful Hearts Food and Music Festival for Ladies & Kids August 2018																				\$ 0.00	\$ 250.00	\$ 250.00		
123		B33		General Events	Grateful Hearts Food and Music Festival for Ladies & Kids August 2018																				\$ 0.00	\$ 250.00	\$ 250.00		
124		B34		General Events	Grateful Hearts Food and Music Festival for Ladies & Kids August 2018																				\$ 0.00	\$ 250.00	\$ 250.00		
125		B35		General Events	Grateful Hearts Food and Music Festival for Ladies & Kids August 2018																				\$ 0.00	\$ 250.00	\$ 250.00		
126		B36		General Events	Grateful Hearts Food and Music Festival for Ladies & Kids August 2018																				\$ 0.00	\$ 250.00	\$ 250.00		
127		B37		General Events	Grateful Hearts Food and Music Festival for Ladies & Kids August 2018																				\$ 0.00	\$ 250.00	\$ 250.00		
128		B38		General Events	Grateful Hearts Food and Music Festival for Ladies & Kids August 2018																				\$ 0.00	\$ 250.00	\$ 250.00		
129		B39		General Events	Grateful Hearts Food and Music Festival for Ladies & Kids August 2018																				\$ 0.00	\$ 250.00	\$ 250.00		

[illegible]

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Boardmember Cameron Gil Reimbursement Request

Event: West Valley Job Fair 2/10/18

Claim: \$20.81

Items Purchased: Tablecloths

Store: 99cent Store

Purpose: Create a professional setting for the tables for employer booths without their own and to protect against damage to the rented tables.

Card #0281

Receipt

99¢ Only
STORES

St: 87 Woodland Hills
Ventura Blvd & Carbin Ave
19835 Ventura Blvd
Woodland Hills CA 91364

Partyp1smdTabllecOverB1k84Dia 1 @	.9999	0.9999 T
Partyp1smdTabllecOverB1k84Dia 1 @	.9999	0.9999 T
TabllecOver/Black/54X108In#106 17 @	.9999	16.9983 T

SUBTOTAL \$19.00
TAX \$1.81
TOTAL \$20.81

PURCHASE *****0261 DEBIT\$20.81
02-07-18 12:18:30 PM 87 6 97364 9102
REF#: 806674 Approved

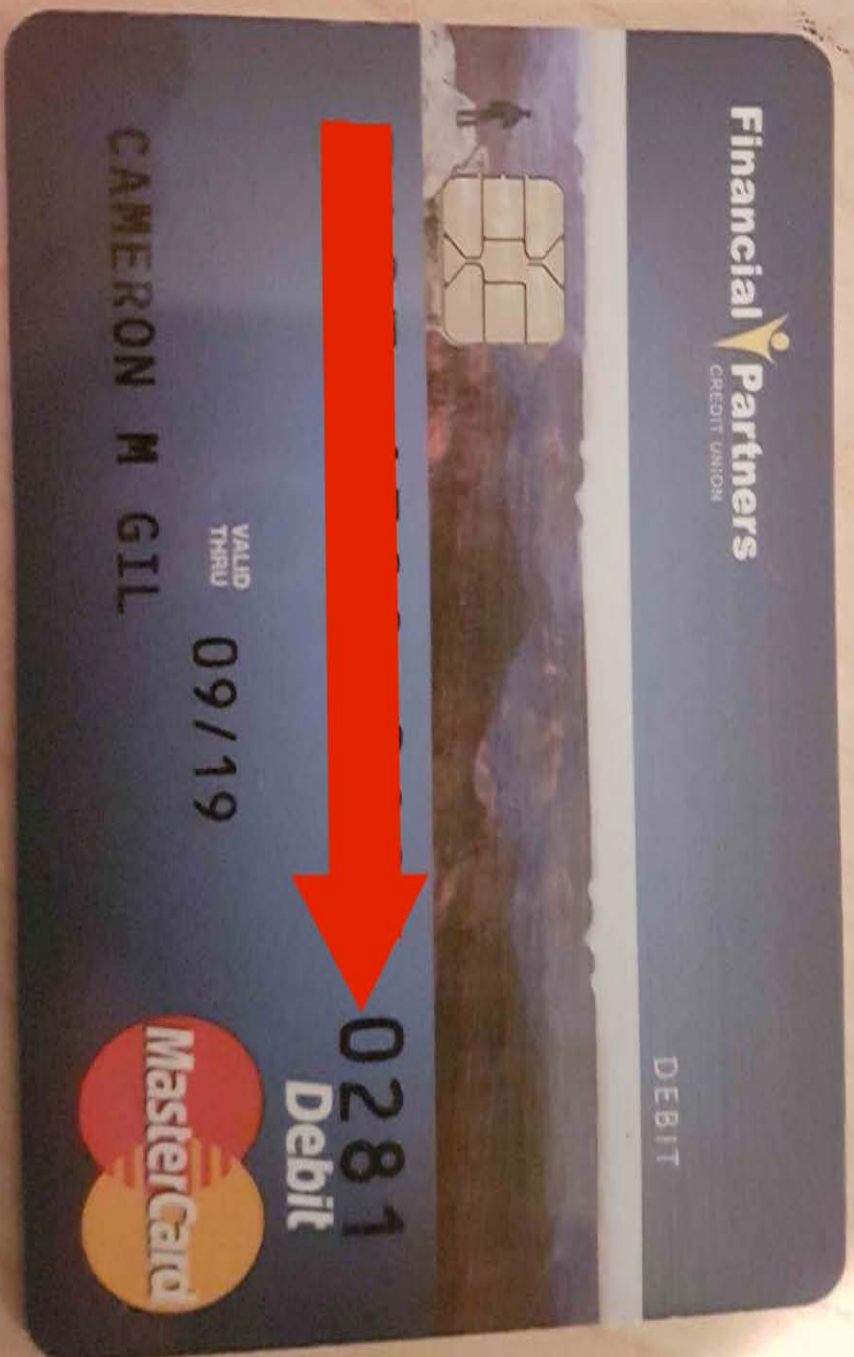
Exchange or Store Credit
Within 9 days of purchase
Up to 9 Items with receipt
Seasonal items are final sale
Thanks for Shopping!

990087060973649102175693

ITEMS SOLD 19
02-07-2018 12:18PM 0087 06 9102 Ellane

Tell us how we're doing!

Board Member Payment Method



PRINT THIS PAGE

Cameron Gil XXXX02-\$0080

Balance

Open Date: 5/19/2012

Last Dividend Amount: \$0.00

Dividend Year to Date: \$0.00

Date Range : 02/01/2018 to 02/11/2018

Date Description

Flags Category

Amount

Balance

Bank Statement

2/7/2018

POS 99-CENTS-19836 VENTUR WOODLAND HILL

Pa

None

(\$20.81)

- Card 15 #0281

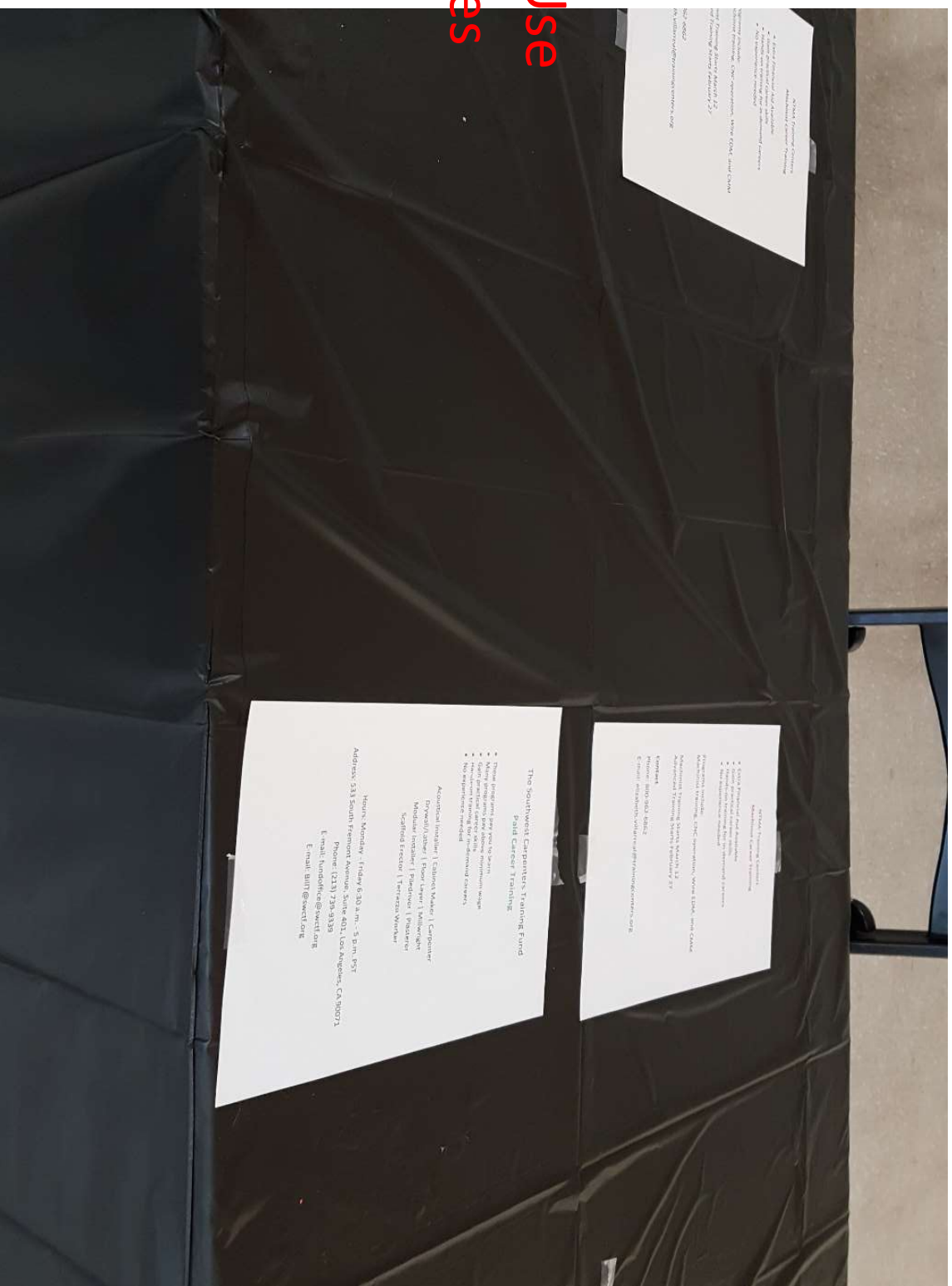
- CA

- POS Withdrawal #000000085184

Item Picture



Item Use Pictures









Job Fair Pictures





