



Mar Vista Community Council



MAR VISTA COMMUNITY COUNCIL
Executive and Finance Committee
Monday, November 3rd, 7:00 to 8:00 pm
The Venice Grind: 12224 Venice Blvd, Los Angeles, CA 90066

AGENDA

1. Call to Order
2. Introductions and Public Comments (2 minutes)
3. **APPROVAL** of minutes from October meeting
4. Treasurer's Report and action items for October BOD
 - a. **APPROVAL** of October Funding Spreadsheet Form
 - b. **APPROVAL** of funding request by William Scheduling for reimbursement of postage in the amount of \$29.95 (see supporting documents Appendix A).
 - c. **FUNDING MOTION:**

Whereas the Mar Vista Chamber of Commerce will be hosting a Pop-Up Mar Vista event on November 29th, 2014.

Therefore, the MVCC grants approval for funding in the amount of \$250 to provide promotional support. Promotional materials such as banners and maps will be printed and the Mar Vista Community Council logo will be displayed along with all other sponsors' logos. In addition, the Chamber asks for support in the form of a website post and e-blast to promote the event prior to the date. (See supporting documents Appendix B)
4. MVCC ADMINISTRATIVE ITEMS
 - a. Discussion of November BOD Agenda
 - b. Discussion of unfilled liaison appointments
 - i. DWP MOU/LANCC liaison: ?
 - c. **UPDATE** on committee activities/meetings calendar.
 - d. Discussion of BOD name tags and business cards.
 - e. Discuss request by Outreach to purchase "Like us on Facebook" banner.
 - f. Discussion of cert for Albert and Yvette.
5. Future agenda items

6. Public Comment
7. Adjournment

**in compliance with Government Code section 54957.5, non-exempt writings that are distributed to a majority or all of the board in advance of a meeting, may be viewed at <http://www.marvista.org> or at the scheduled meeting. In addition, if you would like a copy of any record related to an item on the agenda, please contact secretary@marvista.org.*

***As a covered entity under Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and upon request, will provide reasonable accommodation to ensure equal access to its programs, services, and activities. Sign language interpreters, assistive listening devices, or any auxiliary aids and/or services may be provided upon request. To ensure availability of services, please make your request at least 3 business days prior to the meeting you wish to attend by contacting chair@marvista.org.*

Appendix A

Scheduling Postal Expenditures:

USPS June 20, 2012:	\$7.40
USPS July 10, 2012:	\$7.40
USPS Aug. 18, 2012:	\$5.05
USPS Sept. 15, 2012:	\$5.05
USPS Oct. 25, 2012:	\$5.05
total:	\$29.95

**NEIGHBORHOOD COUNCIL FUNDING PROGRAM
FUNDING REQUEST FORM**



Please complete in full to request funding from a Neighborhood Council.

REQUEST DATE: 11/1/14 Funding Amount: \$29.95

NEIGHBORHOOD COUNCIL: Mar Vista

Please complete the information below for the Requester/Payee:

Name of Requester: Wm.L.Scheding

Are you a board member of this Neighborhood Council? Yes

Is this a request for a recurring payment? No x If yes, enter term:

Is this request a payment for services requiring a 1099? No x

Is this a request for an out of state vendor? No x

Payable to: William Scheding

Remittance Address: 12301 Clover Ave,

City: Los Angeles State: CA Zip Code: 90066

Email Address: wls@marvista.org Number: 310-502-5402

Motion to approve up to \$30 for postage reimbursement to Treasurer, Scheding for forms sent to DONE.

DECLARATION

I, the Requester, understand that I am requesting public funds from the Neighborhood Council and that such funds are restricted under the guidelines set forth by the Department of Neighborhood Empowerment. I further agree to provide any documentation requested by the Department to authorize payment or review the appropriateness of the request.

REQUESTER'S SIGNATURE: W. Scheding DATE

NEIGHBORHOOD COUNCIL USE ONLY

William L. Schedung Budget Category: outreach

TREASURER'S NAME AND SIGNATURE Amended :

Bill Koontz # Approved:

SIGNER'S NAME AND SIGNATURE DATE Denied :

DEPARTMENT USE ONLY

AUTHORIZATION CATEGORY: Authorization Code:

- NPG CIP > \$2,500
- LEASE SPONSORED EVENT ADVANCED PAYMENT DEPARTMENT APPROVAL SIGNATURE

Appendix B

Neighborhood Council Funding Program FUNDING REQUEST FORM



Complete this form to request funding

REQUEST DATE: 10/30/14 Amount Requested: \$ 250⁰⁰
 NEIGHBORHOOD COUNCIL: Mar Vista

Please complete all of the following and answer questions A-D:

Name of Requester: Mar Vista Chamber of Commerce - Sarah Auerswald *President*
 A. Are you a board member of this Neighborhood Council? Yes No - If "yes," is this request on behalf of a
 B. Is this a request for recurring payment? (if "yes" Term: _____) Yes No NC Committee? Yes No
 C. Is this request a payment for services requiring a 1099? Yes No Committee:
 D. Is this a request for an out-of-state vendor? Yes No

Remittance:

Payable to: Mar Vista Chamber of Commerce
 Address: 12405 Venice Blvd. LA, CA 90066
 City: Mar Vista State: CA Zip: 90066
 Email Address: MarVistaBiz@gmail.com Contact Phone number: 310-245-4170

Notes and / or Public Benefit Statement (Describe how these funds will benefit the this neighborhood):

The Chamber is hosting a shopping event on small business Saturday 11/29. This will bring shoppers + attention to the neighborhood, as well as activate the stakeholders along Venice Blvd, our Great Streets Corridor.

DECLARATION

I, the Requester, understand that I am requesting public funds from the Neighborhood Council and that such funds are restricted under the guidelines set forth by the Department of Neighborhood Empowerment. I declare that this funding request does not pose any potential conflict of interest for any Board Member and will provide any documentation requested by the Department to authorize payment or review the appropriateness of the request.

Requester's Signature: *Sarah Auerswald* Date: 10/30/14

NEIGHBORHOOD COUNCIL USE ONLY (Board Vote Count Form must accompany this form)		
TREASURER'S Name	Signature	Date
2nd Signer's Name	Signature	Date
Board Action: <input type="checkbox"/> DENIED (date): _____ <input type="checkbox"/> Approved for: \$ _____ <input type="checkbox"/> Amended for: \$ _____ NC Budget Category: _____		
DEPARTMENT USE ONLY		
AUTHORIZATION CATEGORY: <input type="checkbox"/> NPG <input type="checkbox"/> CIP <input type="checkbox"/> Contract <input type="checkbox"/> Lease <input type="checkbox"/> Sponsored Event <input type="checkbox"/> >\$2,500 <input type="checkbox"/> Advanced Payment		
<input type="checkbox"/> Approved <input type="checkbox"/> Denied		Authorization Code: _____ 1st Lvl date: _____ 2nd Lvl date: _____
Department Notes: rev.073014-th		

EMPOWER LA

Department of NEIGHBORHOOD EMPOWERMENT
200 N. Spring Street, 20th FL, Los Angeles, CA 90012 • (213) 978-1551 or Toll-Free 3-1-1
E-mail: EmpowerLA@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: Mar Vista

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

Office: Bizzy Blondes, Kent Construction, Crimson Properties, Sierra Ponds + waterfalls
Main sponsor: Donna Benson, Windward School, Michael Millman

Contact Person: Sarah Auerwald

Phone: 310-245-4170 Email: MarVistaBiz@gmail.com

Co-Sponsor (if applicable): _____

Contact Person: _____

Phone: _____ Email: _____

Event Information

Type of Event (festival, movie night, etc.): Shopping Day for Small Business Saturday on Venice Blvd

Date: 11/29/14 Time Frame: 1-4pm Estimated number of attendees: 200

Venue Name: Venue Blvd

Venue Address: Venue Blvd from Paeothaven to Inglewood

Contact Person: Sarah Auerwald

Phone: _____ Email: same as above

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
- Board Vote Count 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 \$500 limit is required for this event, please provide the date(s) 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 facility (e.g 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: 10/30/14
 Print Name: Sarah Auerwald Title: President, Chamber of Commerce
 Email: MarvstaBiz@gmail.com Phone: 310-245-4170

Department Use Only. Approval Code: _____ Staff: _____
 Cash Request Process Date: _____ Bank Card Exemption Process Date: _____ Rev 10/3/14