

Department of Neighborhood Empowerment

Reporting Month: **OCTOBER**  
 NC Name: **Tarzana NC**  
 Budget Fiscal Year: **2016-2017**

**MONTHLY EXPENDITURE REPORT**  
 Submitted: **11/2/2016 16:19:38**



**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	NetAtlantic	1002581-114		10/6/16 Mailing List maintenance	OUTREACH	<input type="checkbox"/>	<input type="checkbox"/>	\$40.00
2	Office Depot	1773		10/17/16 Copies Land Use Committee	OPERATIONS	<input type="checkbox"/>	<input type="checkbox"/>	\$4.45
3	Office Depot	1830		10/17/16 Copies Land Use Committee	OPERATIONS	<input type="checkbox"/>	<input type="checkbox"/>	\$1.72
4	Office Depot	3152		10/25/16 Copies Land Use Committee	OPERATIONS	<input type="checkbox"/>	<input type="checkbox"/>	\$7.90
5	Skype	51734		10/20/16 Telephone	OPERATIONS	<input type="checkbox"/>	<input type="checkbox"/>	\$10.00
6	Skype	97356		10/23/16 Telephone	OPERATIONS	<input type="checkbox"/>	<input type="checkbox"/>	\$25.00
7	Skype	92974		10/23/16 Telephone	OPERATIONS	<input type="checkbox"/>	<input type="checkbox"/>	\$25.00
8	Tarzana Armenian Deli	69573		10/24/16 Food for Board Meeting	OPERATIONS	<input type="checkbox"/>	<input type="checkbox"/>	\$148.00
9	The Web Corner	14045		10/26/16 Web Site Maintenance	OUTREACH	<input type="checkbox"/>	<input type="checkbox"/>	\$150.00
10	Encino Chamber of Commerce			10/3/16 Event Participation-Taste of Encino	OUTREACH	<input type="checkbox"/>	<input type="checkbox"/>	\$150.00
11	Amer Assn of Univ Women	2		Participation-State	OUTREACH	<input type="checkbox"/>	<input type="checkbox"/>	\$100.00
12						<input type="checkbox"/>	<input type="checkbox"/>	
SUBTOTAL: Expenditures by Line Item (May include totals on page 3, if entered)								\$662.07
B CUMULATIVE EXPENDITURES FROM PRIOR MONTHS (CURRENT FISCAL YR)								\$3,421.85
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								\$4,083.92
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								\$37,015.00
G Balance of Budget 2016-2017								\$32,931.08



Reporting Month:	OCTOBER	
NC Name:	Tarzana NC	

MONTHLY CASH RECONCILIATION				
Beginning Balance (A)	Funds Deposited (B)	Total Available (C) = (A+B)	Cash Spent this Month (D)	Remaining Balance (E) = C - D
\$5,368.15	\$9,250.00	\$14,618.15	\$662.07	\$13,956.08

MONTHLY CASH FLOW ANALYSIS						
Category Identifier	Budget Category	Adopted Budget (A)	Total Spent this Month (B)	FY 2015-16 Expenses Cleared in FY 2016-17 (C)	Total Spent in Prior Months (D)	Unspent Budget Balance (E) = A - B - D
100	Operations	\$6,935.00	\$222.07	\$0.00	\$1,561.85	\$5,151.08
200	Outreach	\$4,040.00	\$440.00	\$0.00	\$970.00	\$2,630.00
300	Community Improvement		\$0.00	\$0.00	\$890.00	\$0.00
400	NPG		\$0.00	\$0.00	\$0.00	\$0.00
	<del>UNALLOCATED</del> Elections		\$25,150.00	\$0.00	\$0.00	\$25,150.00
	TOTAL	\$37,015.00	\$662.07	\$0.00	\$3,421.85	\$32,931.08

NEIGHBORHOOD COUNCIL DECLARATION

We, the Treasurer and Signer of the above indicated Council, declare that the information presented on this form is accurate and complete, and will furnish additional documentation to the Department of Neighborhood Empowerment upon request.

Treasurer Signature	Harvey Goldberg	Signer's Signature	Leonard Shaffer
Print Name	Harvey Goldberg	Print Name	Leonard Shaffer
Date		Date	
NC Additional Comments	Report missing code 900 Unallocated: Being shown as 600 Elections. Case# 15256 for \$500 not reflected. Case # 15256 for \$33.00 bank charge not shown as an expense. Both cases to be resolved.		

Revision Date 08/09/16





**STATEMENT  
OF ACCOUNTS**

Page 1 of 2  
Statement Number: [REDACTED] 903  
10/01/16 - 10/31/16

UNION BANK  
CENTURY CITY 0206  
PO BOX 512380  
LOS ANGELES CA 90051-0380

**Telephone Banking**  
For 24-hour Automated Direct Service  
800-238-4486  
800-826-7345(TDD)  
Representatives are available  
Monday through Saturday

To open additional accounts,  
or apply for loans, call your  
banking office at 310-551-8900

**TARZANA NEIGHBORHOOD COUNCIL**  
200 N SPRING ST FL 20  
LOS ANGELES CA 90012-4801

You may also access your account online  
at unionbank.com

Thank you for banking with us  
since 2014

- Use Online Banking Bill Pay system to help you save time and get more control. Easy setup; it only takes minutes to add payees and start paying your bills securely online. To learn more, please visit: [www.unionbank.com/billpay](http://www.unionbank.com/billpay)

**Business Basics Checking Summary**

Account Number: [REDACTED] 03

Days in statement period: 31

Balance on 10/1	\$		5,335.15
Additions			9,250.00
Subtractions			-662.07
		Checks	-250.00
		Purchases	-412.07
Balance on 10/31	\$		<u>13,923.08</u>
Statement Average Ledger Balance			12,540.31

We waived your service charge this statement period.

**Additions**

Date	Description/Location	Reference	Amount
10/7	CITY OF LOS ANGE EFT PAYMT PPD *****0735	57855932	\$ 9,250.00

**Checks**

Number	Date	Reference	Amount	Number	Date	Reference	Amount
5023	10/31	08316604	100.00	5024	10/26	08343680	150.00
<b>Total</b>							<b>\$ 250.00</b>

**Purchases** ATM card and Debit card™ purchases

Date	Description/Location	Reference	Amount
10/3	ENCINO CHA ENCINO CA ENCINO CA	72666834	\$ 150.00
10/6	NET ATLANT SALEM MA SALEM MA	71918942	40.00
10/18	OFFICE DEP TARZANA CA TARZANA CA	72744911	1.72
10/18	OFFICE DEP TARZANA CA TARZANA CA	72744910	4.45
10/24	SKYPE.COM NV SKYPE.COM NV	73180285	10.00
10/25	TARZANA AR TARZANA CA TARZANA CA	73830365	148.00
10/26	OFFICE DEP TARZANA CA TARZANA CA	70618793	7.90
10/27	ADY*SKYPE. WWW.SKYPE.CO NV	71299034	25.00
	WWW.SKYPE.CO NV		

**Purchases** *ATM card and Debit card™ purchases*

<i>Date</i>	<i>Description/Location</i>	<i>Reference</i>	<i>Amount</i>
10/27	SKYPE 6508991504 CA 6508991504 CA	71299033	25.00
<b>Total</b>			<b>\$ 412.07</b>

**Information and Banking Office Services**

**For each monthly statement period your account includes:**

- Unlimited free Information Services calls to 24-hour Automated Direct Service
- Banking office Information Services calls are \$0.00
- Banking office deposits are \$0.00

Your account was not charged for information and banking office services during the statement period.



Net Atlantic, Inc.  
10 Federal St., Suite 26  
Salem, MA 01970  
978-219-1920

# INVOICE



Harvey Goldberg  
Tarzana Neighborhood Council  
19798 Greenbriar Drive  
Tarzana, CA 91356

Invoice Summary	
Account	1002581
Reference	Invoice 1002581-114
Date	2016-10-01
Due Date	<b>2016-10-31</b>
Total (\$)	<b>40.00</b>
Amount Due (\$)	<b>0.00</b>

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Description	Amount (\$)
Pro Bandwidth Usage Max: 0.127 GB Service Name: 'tarzana-neighborhood-council'	0.00
Pro Anno List Max: 2908 Members Service Name: 'tarzana-neighborhood-council'	40.00

*PAID IN FULL*

*Please tear off and return the bottom portion with your payment. Thank you.*

-----

Harvey Goldberg  
Tarzana Neighborhood Council  
19798 Greenbriar Drive  
Tarzana, CA 91356



Payment Summary	
Account	1002581
Reference	Invoice 1002581-114
Due Date	<b>2016-10-31</b>
Amount Due (\$)	<b>0.00</b>

Net Atlantic, Inc.  
10 Federal St., Suite 26  
Salem, MA 01970



# Office DEPOT OfficeMax

OFFICE DEPOT #3320  
18211 Ventura Boulevard  
Tarzana, CA 91356  
(818) 668-9067

10/17/2016 16.7.2 11:04 AM  
STR 3320 REG 1 TRN 1773 EMP 642368

SALE  
Product ID Description Total  
167060 BW SS Letter 22.82  
163 @ 0.14 -3.26  
Bulk @0.025 19.56  
Retail After Discounts 4.08  
Business Solutions Prc **You Pay 4.08SS**

Subtotal: 4.08  
Sales Tax: 0.37  
Total: 4.45  
MasterCard 7425: 4.45

AUTH CODE 090705  
TDS Swiped  
SPC CARD# 9728  
\*\*\*\*\*  
Total Savings: \$18.74

# Office DEPOT OfficeMax

OFFICE DEPOT #3320  
18211 Ventura Boulevard  
Tarzana, CA 91356  
(818) 668-9067

10/17/2016 16.7.2 2:08 PM  
STR 3320 REG 1 TRN 1830 EMP 642368

SALE  
Product ID Description Total  
167060 BW SS Letter 8.82  
63 @ 0.14 1.58  
Business Solutions Prc **You Pay 1.58SS**

Subtotal: 1.58  
Sales Tax: 0.14  
Total: 1.72  
MasterCard 7425: 1.72

AUTH CODE 080960  
TDS Swiped  
SPC CARD# 9728  
\*\*\*\*\*  
Total Savings: \$7.24

# Office DEPOT OfficeMax

OFFICE DEPOT #3320  
18211 Ventura Boulevard  
Tarzana, CA 91356  
(818) 668-9067

10/25/2016 16.7.2 10:19 AM  
STR 3320 REG 1 TRN 3152 EMP 666110

SALE  
Product ID Description Total  
167060 BW SS Letter 40.60  
290 @ 0.14 -5.80  
Bulk @0.025 34.80  
Retail After Discounts 7.25  
Business Solutions Prc **You Pay 7.25SS**

Subtotal: 7.25  
Sales Tax: 0.65  
Total: 7.90  
MasterCard 7425: 7.90

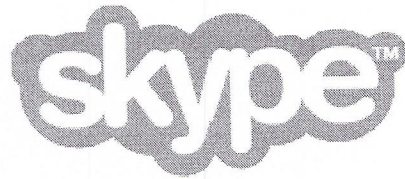
AUTH CODE 011456  
TDS Swiped  
SPC CARD# 9728  
\*\*\*\*\*  
Total Savings: \$33.35



**From:** Skype [mailto:noreply@alerts.skype.com]  
**Sent:** Thursday, October 20, 2016 12:06 PM  
**To:** lenjs@earthlink.net  
**Subject:** We've delivered your order

This is an automated email, please don't reply.

Hi Leonard,



## We've delivered your order

### Here are your purchase details:

Skype Name: tarzananc  
Product name: Skype Credit  
Total amount: \$10.00  
Transaction date: Oct 20, 2016  
Order number: 8070000001952651734  
Order status: Delivered

View the Terms of Use for this order in your [purchase history](#).

Skype

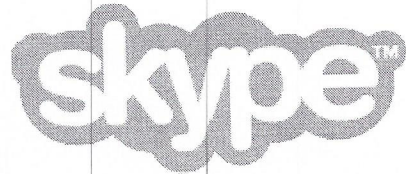
[Lost Password](#) · [Account Settings](#) · [Help](#) · [Terms of Use](#) · [Privacy](#) · [Unsubscribe](#)



**From:** Skype [mailto:noreply@alerts.skype.com]  
**Sent:** Sunday, October 23, 2016 12:08 PM  
**To:** [lenjs@earthlink.net](mailto:lenjs@earthlink.net)  
**Subject:** We've delivered your order

This is an automated email, please don't reply.

Hi Leonard,



**We've delivered your order**

**Here are your purchase details:**

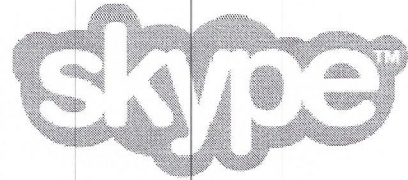
Skype Name: tarzananc  
Product name: Skype Credit  
Total amount: \$25.00  
Transaction date: Oct 23, 2016  
Order number: 8070000001971297356  
Order status: Delivered

View the Terms of Use for this order in your [purchase history](#).

**From:** Skype [mailto:noreply@alerts.skype.com]  
**Sent:** Sunday, October 23, 2016 12:07 PM  
**To:** [lenjs@earthlink.net](mailto:lenjs@earthlink.net)  
**Subject:** We've delivered your order

This is an automated email, please don't reply.

Hi Leonard,



## We've delivered your order

### Here are your purchase details:

Skype Name: tarzananc  
Product name: Skype Credit  
Total amount: \$25.00  
Transaction date: Oct 23, 2016  
Order number: 8070000001971292974  
Order status: Delivered

View the Terms of Use for this order in your [purchase history](#).

Skype



TAKE ORDER  
LEFT TO RIGHT —  
CLOCKWISE



Date	Table	Guests	Server	<b>69573</b>
------	-------	--------	--------	--------------

APPT - SOUP/SAL - ENTREE - VEG/POT - DESSERT - BEV

\$7.00	X 20	= 140		
Sandwiches				
\$4.00	X 2	= 8		
Chips				
		<u>148.00</u>		
			Tax	
			Total	
Thank You — Please Come Again				

TARZANA ARMENIAN DELI  
18598 VENTURA BLVD  
TARZANA, CA 91356

10/14/2016

15:54:11

CREDIT CARD

MC SALE

Card # XXXXX7425  
SE # 55  
Batch # 56  
INVOICE 56  
Approval Code: 089 58  
Entry Method: Swiped  
Mode: Online

SALE AMOUNT

\$148.00

CUSTOMER COPY

The Web Corner, Inc.  
 19509 Ventura Blvd  
 Tarzana, CA 91356

# Invoice

Date	Invoice #
10/1/2016	14045

**PAID**  
 10/26/2016

Bill To
Tarzana Neighborhood Council PO Box 571016 Tarzana, CA 91357

P.O. No.	Terms	Project
	Due on receipt	

Quantity	Description	Rate	Amount
	Phone Support and General Web Development	150.00	150.00
		<b>Total</b>	\$150.00



**Department of Neighborhood Empowerment  
Funding Request Form**



NC NAME: Tarzana NC  
 Budget Fiscal Year: 2016-17  
 Request Date: 9/27/2016  
 Meeting Date: 9/27/2016

Requestor: Leonard Shaffer  
 Vendor: Encino Chamber of Commerce  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_  
 Zip Code: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Amount:\$ 150  
 # of payments     

- Agenda Item: 11
- 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**    TNC Board approves the Executive Committee's request to provide funding in the amount of \$150 for a booth at the Taste of Encino Street Fair from funds that have already been allocated as Outreach, Events, Street Fairs

**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
Bachar, Guy	Board Member	X					
Dori, Reuben	Board Member					X	
Durant, Elliot	Board Member	X					
Flehinger, Max	Board Member	X					
Garfinkle, David	Board Member	X					
Goldberg, Harvey	Board Member	X					
Green, Joyce	Board Member					X	
Heissler, Eran	Board Member	X					
Hossaini, Sayed	Board Member					X	
Lahav, Ramy	Board Member					X	
Mausner, Jeff	Board Member	X					
Polonsky, Iris	Board Member	X					
Reich, Jon	Board Member					X	
Saucier, Terry	Board Member	X					
Schwartz, Ken	Board Member	X					
Shaffer, Leonard	Board Member	X					
Shmaeff, Bob	Board Member	X					
Silverman, Richard	Board Member	X					
Edelman, Barry	Board Member	X					
Wieder, Esther	Board Member					X	
NC Quorum: <u>10</u>	<b>Grand Total (including page 2):</b>						

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>Harvey Goldberg</u>	Signer's Signature: <u>Leonard J. Shaffer</u>
Print/Type name: <u>Harvey Goldberg</u>	Print/Type name: <u>Leonard J. Shaffer</u>
Date (mm/dd/yy): <u>9/27/16</u>	Date (mm/dd/yy): <u>9-27-16</u>
<b>Department Use Only</b> <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: _____ 1st Level: _____ 2nd Level: _____ Authorization Code: _____

HARVEY / ERAN





# BUSINESS & NON-PROFIT Participation Application 29<sup>th</sup> Annual 'A Taste of Encino' Sunday, October 9, 2016

Application, Insurance  
& Payment Due By:  
**June 15<sup>th</sup> for  
10% Discount!**

Company Name TARZANA NEIGHBORHOOD COUNCIL Non Profit?: Circle One  YES  NO  
Contact Person(s) LEONARD SHAFFER  
Address P.O. Box 571016 TARZANA, CA 91357  
Phone 818-343-7721 Cell \_\_\_\_\_  
Fax 818-996-1527 E-Mail L.SHAFFER@TARZANANL.ORG  
Resale Permit # N/A Website \_\_\_\_\_  
Insurance Carrier SELF

Please Note: A verification of insurance and signed Pages 2 AND 3 MUST accompany your application. See Insurance Information & Indemnification Agreement on page 2 for details on other materials that MUST be provided. Application does not guarantee acceptance.

Description of Service or Products N/A

Wellness Pavilion Location? Circle One YES  NO

PLEASE CHECK YOUR CHOICE(S)...

- 10 x 10 w/Canopy \$375 ECC MEMBERS (includes one 8' table and two chairs)
- 10 x 20 w/Canopy \$600 ECC MEMBERS (includes two 8' tables and four chairs)
- 10 x 10 w/Canopy \$625 Non ECC MEMBER \* SEE LAST PAGE FOR DISCOUNT DETAILS
- 10 x 20 w/Canopy \$850 Non ECC MEMBER \* SEE LAST PAGE FOR DISCOUNT DETAILS

**Non-Profit Participants:**

- 10 x 10 Space Only \$ 75       10 x 20 Space Only \$ 125 (no table or chairs included with space only)
  - 10 x 10 w/Canopy \$ 150       10 x 20 w/Canopy \$ 200
- (1 table & 2 chairs included with 10x10 w/canopy)      (2 tables & 4 chairs included with 10x20 w/canopy)

**ADDITIONAL FEES:**

- Corner Booth \$100       One Electric Outlet \$ 100       Rain Insurance \$ 40
- (Booth placement is based on electrical needs, availability and determination by the Taste of Encino Directors)

Total Enclosed \$ 150.00 Checks Made Payable to Encino Chamber of Commerce  
Credit Card # 5581 7409 4788 7425 Exp. Date 01/19 Security # 095  
Exact Name on Card HARVEY GOLDBERG TARZANA  
Billing Address 19798 GREENBLADE DR TARZANA, CA 91356  
Authorized Signature [Signature] Date 9-14-16

The Encino Chamber of Commerce reserves all rights with respect to presentations, participation & sales permitted at the 'A Taste of Encino', including the right to shut down on the day of the event those not in compliance with the Encino Chamber of Commerce rules or other laws or regulations. All decisions are final at the sole discretion of the Encino Chamber of Commerce. No refunds will be provided.

The Encino Chamber of Commerce, A Taste of Encino, Bureau of Street Services, Department of Transportation, County of Los Angeles and the City of Los Angeles in association with local businesses shall have no liability for damages to participants, their employees, agents, representatives or their property. The Encino Chamber of Commerce, its Officers, Directors, sponsors, agents, representatives, members, employees of the event as well as the Bureau of Street Services, Department of Transportation, County of Los Angeles and the City of Los Angeles are not responsible for any injury, loss, damage caused by or to a patron, guest or invitee of the 'A Taste of Encino', the general public, exhibitor, participant or his or her employee, agent or representative or their property. The participant/exhibitor, upon execution of this application expressly releases the foregoing individuals and entities from any and all claims for such loss, injury or damage and agrees to defend and indemnify each of them from any and all such loss, claim, demand or action arising there from.

**Please Mail, Fax or Email completed application, agreement, insurance & payment to:**  
Encino Chamber of Commerce 4933 Balboa Blvd. Encino, CA 91316  
Telephone 818-789-4711 / Fax 818-789-2485 \* info@encinochamber.org



29<sup>th</sup> Annual 'A Taste of Encino' ~ Sunday, October 9, 2016

2016 INSURANCE INFORMATION & INDEMNIFICATION AGREEMENT

**PERMITS AND TAXES:**

Vendor/Exhibitor assumes all responsibility for any and all applicable sales tax as well as income, workers compensation, social security or any related City, County, State or Federal taxes that may be in effect as a result of their obligations at this event. Vendor/Exhibitor is also responsible for all required and proper special event business and health permits that may be required to do business in the City of Los Angeles, the County of Los Angeles and the State of California. Vendor/Exhibitor agrees to defend and indemnify The Encino Chamber of Commerce and its Officers, Directors, Members, agents, employees and representatives from any and all claims, demands or actions relating to any liability relating to all permits and taxes.

**INSURANCE REQUIREMENTS:**

Vendor/Exhibitor will provide and maintain, at its sole expense, insurance as set forth below, and provide a Certificate of Insurance evidencing same, naming A Taste of Encino, Encino Chamber of Commerce, Bureau of Street Services, Department of Transportation, County of Los Angeles and the City of Los Angeles as additional insured's. Said certificate shall be in effect for the period including, but not limited to, 12:00am on Sunday, October 9, 2016 through 11:30pm on Sunday, October 9, 2016.

Said insurance shall be primary to, and not in conflict with any other insurance maintained by the above mentioned "additional insured's". Insurance shall include, but not be limited to, Comprehensive General Liability endorsed to Premises, Operations, Contractual Broad Forms, Property Damage and Personal Injury with a combined single limit of not less than \$1,000,000 per occurrence. If written with an annual aggregate limit, the policy limit should be three times the occurrence limit. Failure of Vendor/Exhibitor to provide and maintain said required insurance shall constitute a material breach of its involvement with the 'A TASTE OF ENCINO' and the Encino Chamber of Commerce shall then be entitled to deny Vendor/Exhibitor from participating at this event with no refund entitlement or other consideration for its paid fees, nor shall it lessen Vendor/Exhibitor's overall liability and responsibility.

If said Certificate of Insurance is written on a Claims Made Form, Vendor/Exhibitor shall continue to name the aforementioned "Additionally Insured's" or provide an extended coverage period for all applicable statutes of limitations beginning upon termination or cancellation of Vendor/Exhibitor involvement in the 2016 'A TASTE OF ENCINO'. Certificates of Insurance must be mailed or faxed to the office of the Encino Chamber of Commerce at 4933 Balboa Blvd., Encino, CA 91316. FAX 818-789-2485. Insurance Certificates must be received no later than September 10, 2016. If said copy is transmitted by facsimile, an original must follow by mail to the same address.

**INDEMNIFICATION RELEASE AND WAIVER OF LIABILITY:**

By its signature below, and in addition to the other provisions herein, Vendor/Exhibitor assumes all responsibility for the sales of its products, materials and/or services and the actions by any of its participants, employees, representatives or agents occurring immediately before, during or after the 2016 A Taste of Encino. By its signature below, Vendor/Exhibitor agrees to indemnify, defend, save and hold harmless the 2016 A Taste of Encino, Encino Chamber of Commerce and its Officers, Directors, Members, agents, employees and representatives, Bureau of Street Services, Department of Transportation, County of Los Angeles and the City of Los Angeles and any officers, agents or employees of agents from any and all claims for damages of any nature whatsoever including, but not limited to, death, personal injury, or property damage arising from or connected to, directly or indirectly, its operations, equipment, products, services, as may occur immediately before, during or after the 2016 'A Taste of Encino'.

**CANCELLATION:**

If the 2016 'A Taste of Encino' is canceled in total or part for any reason/cause by the 2016 'A Taste of Encino', Encino Chamber of Commerce, Bureau of Street Services, Department of Transportation, County of Los Angeles or the City of Los Angeles, the Vendor/Exhibitor shall not be entitled to any refund. Please note that the 2016 'A Taste of Encino' has no scheduled "rain date" or "postponement date". Optional "Rain Insurance" is available at an additional cost.

Please make a reservation in our name for the 2016 'A Taste of Encino' as a participating Vendor/Exhibitor. Enclosed please find a check in the amount of \$ \_\_\_\_\_ (made payable to the ECC). We have read your Vendor/Exhibitor Information Package, as well as, the details of this reservation form including the important paragraphs on Permits, Taxes, Insurances, Indemnification and Cancellation and we agree to be bound by those terms and contents.

**This page MUST be read, signed and sent back along with pages 1 & 3 in order to be considered for acceptance.**

Sponsor/ Vendor / Exhibitor TARZANIA NEIGHBORHOOD COUNCIL Date 9-14-16  
Print Name LEONARD SHAFFER Authorized Signature Leonard Shaffer  
Title PRESIDENT



## 29<sup>th</sup> Annual 'A Taste of Encino' ~ Participation Agreement Information

### SALES AND BOOTH REQUIREMENTS:

1. Acceptance into the event does not constitute exclusivity.
2. Space (Booths) cannot be shared without the authorization of the Taste of Encino Directors. Space (booths) must conform to size restrictions on all sides and not infringe on walkways or neighboring booths/spaces. All spaces (booths) must be appropriate for family viewing. No drug related items will be sold.
3. **No food or beverages may be sold or served in booth or by you or representatives of your company unless you are a designated "Restaurant" booth, have paid the additional fees and have an official event permit.**
4. Alcoholic beverages are prohibited on event grounds except in the designated 'Beverage Garden' area. The sale and consumption of alcohol is specifically limited to those items sold in the 'Beverage Garden' and must be consumed in the 'Beverage Garden.' The Encino Chamber reserves the right to not serve or permit any alcoholic beverages throughout the event.
5. Participants must sell from their designated space only; no roving or moving to another location without permission from the Encino Chamber of Commerce or the Taste of Encino Directors.
6. The Encino Chamber of Commerce reserves the right to deny the sale of any item based on quality, uniqueness and product mix. Commercially manufactured wares or exhibits will be allowed in the event. These items will be set up in locations determined by the Encino Chamber of Commerce.
7. Each vendor selling a product must have their California State Board of Equalization sellers permit available for inspection on the day of the event and is responsible for collection of sales tax.
8. Any company or individual providing a medical service, whether for payment or at no cost, must provide a detailed list and description of such services and obtain prior approval of the Encino Chamber of Commerce no later than September 10, 2016.

### SET-UP:

9. **Event hours are from 10am to 5pm.** Setup begins at 6am.
10. Vehicles will enter from Paso Robles South, and move to an assigned location given to you when you enter on Sunday morning. You are permitted to bring only one vehicle onto the setup area.
11. Your vehicle must be immediately removed from the venue after unloading and moved to your assigned parking lot. All vehicles must be off Ventura Blvd. (event site) by 9:00 am. No Exceptions.
12. Your space may be forfeited if you are not completely set up by 9:30am. If you arrive later, you may be denied access to the venue to set up your booth/space.

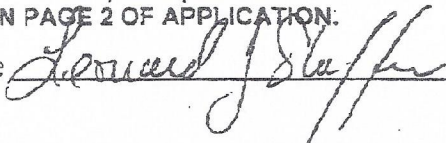
### CLOSING PROCEDURES:

13. **No vendors may vacate their booth until 5:00 p.m. This means, you may not close, breakdown, exit your booth or the event until the Fire Marshall deems it safe and instructed to do so by an authorized 'A Taste of Encino' representative.**
14. Break Down starts at 5pm. Please pack all your belongings before bringing your vehicle on to Ventura Blvd.
15. Vendor and its agents are responsible for removing all personal and other property brought to or for the event, including, but not limited to vendor's and its agent's vehicle, equipment, materials, signage, booth construction, lighting, canopy, chairs, goods, items to be sold and the like from the event site no later than 6:30 p.m. on the date of the event.
16. Participants are responsible for set-up and tear down of their own displays. All participants must clean their area and take all trash to the bin located behind the Encino Chamber office before leaving at the end of day.

### PARTICIPANT/VENDOR RESPONSIBILITIES:

17. A Taste of Encino and the Encino Chamber of Commerce are not responsible for damage, loss, theft or destruction to any item of personal property of vendor, it's employees, representatives or agents or other property brought to or for the event, including, but not limited to vehicles, equipment, materials, signage, booth construction, lighting, canopy, chairs, goods, items to be sold and the like.
18. Participants will cooperate in any way necessary to provide a safe and enjoyable event for festival goers as well as fellow participants. Participants must comply with fire codes and the directions of any fire or police personnel.
19. No dogs or pets of any kind are allowed in food preparation areas or within 20 feet of a food booth (except service animals).
20. **All vendor participants must have their own liability insurance. PLEASE SEE INSURANCE DETAILS ON PAGE 2 OF APPLICATION.**

Signature



Date

9-14-16



MIGUEL A. SANTANA  
CITY ADMINISTRATIVE OFFICER

CITY OF LOS ANGELES

CALIFORNIA



ERIC GARCETTI  
MAYOR

ASSISTANT  
CITY ADMINISTRATIVE OFFICERS  
BEN CEJA  
PATRICIA J. HUBER

January 8, 2016

To Whom It May Concern:

**RE: Proof of Insurance for the City of Los Angeles**

This is to certify that the City of Los Angeles self-administers, defends, settles and pays third-party claims for bodily injury, personal injury, death and/or property damage. Protection under this program is warranted to meet or exceed \$5 million, combined single limit, per occurrence.

Additionally, the City is permissively self-insured for Workers' Compensation under California law. The City of Los Angeles will provide 30 days' written notice of any modification or cancellation of the program.

If you need any further information regarding this risk retention program, please contact the Risk Management staff at (213) 978-RISK (7475) located at City Hall East, 200 N. Main St., Room 1240, Los Angeles, CA 90012.

Very truly yours,

Victor T. Parker  
Director of Risk Management

American Association of University Women, SFV Branch

Invoice No. 2

**INVOICE**

**Customer**

Name **Tarzana Neighborhood Council**  
 Address P.O. Box 571016  
 City Tarzana State CA ZIP 91357  
 Phone **818-345-1966 Harvey Goldberg**

**Misc**

Rep \_\_\_\_\_  
 FOB \_\_\_\_\_

Qty	Description	Unit Price	TOTAL
	<p><b>Participation in the October 20, 2016 candidate forum to be held at the Rose Goldwater Community Center in Woodland Hills, CA. Candidates for the 27th SD will be present and ballot measures discussed.</b></p> <p><b>Participation includes:</b>                      NC logo displayed on event flyer                      Introduction of a representative from the NC during the welcoming remarks on October 20th                      Table will be provided for NC to display literature &amp; information</p>		

**Payment** Select One...

Comments  
 Name \_\_\_\_\_  
 CC # \_\_\_\_\_  
 Expires \_\_\_\_\_

Tax Rate(s)

SubTotal	
Shipping	
<b>TOTAL</b>	<b>\$100.00</b>

Office Use Only

**Checks should be made payable to: AAUW SFV and sent c/o Ginny Hatfield, 11579 Hesby Street, ValleyVillage, CA 91601**







**From:** Debra George [mailto:[debraleegeorge@gmail.com](mailto:debraleegeorge@gmail.com)]

**Sent:** Sunday, August 28, 2016 11:45 AM

**To:** [JPopowich@winnetkanc.com](mailto:JPopowich@winnetkanc.com); [j.fletcher@whcouncil.org](mailto:j.fletcher@whcouncil.org); [fpiazza@resedacouncil.org](mailto:fpiazza@resedacouncil.org); [president@chatsworthcouncil.org](mailto:president@chatsworthcouncil.org); [IssamNajm@prnc.org](mailto:IssamNajm@prnc.org); [djbrin@icloud.com](mailto:djbrin@icloud.com)

**Cc:** corinne ho; Ginny Hatfield; Leonard Shaffer; Glenn Bailey

**Subject:** Political Debate and Ballot Measures

Hi - The West Valley Neighborhood Councils have an opportunity to partner with American Association of University Women, NOW, and League of Women Voters and present to our communities a debate between the two candidates for CA Senate District 27 and a discussion of the upcoming ballot measures.

The Rose Goldwater Community Center at Westfield Topanga located at the Vanowen and Owensmouth intersection in Canoga Park has been reserved for the evening of Thursday, October 20th. Following the League of Women Voters' standard format, questions would be asked to both candidates and each would be given the opportunity to respond. Questions will be prepared ahead of time and questions will be gathered from the audience on note cards and then reviewed for duplication. We're envisioning at least an hour for the candidates and then another hour for ballot measures.

For the cost of \$100, each participating NC would be afforded table space at the forum and their logo on any outreach materials. Any NC that participates in the candidates forum on the 20th would also be recognized in a welcoming announcement to all assembled. The \$100 financial contribution would go toward offsetting the cost of the event; i.e, room rental, outreach, refreshments, rental of chairs, tables, etc.

If your Neighborhood Council would like to participate, checks should be made payable to AAUW SFV and sent to Ginny Hatfield at 11579 Hesby Street, Valley Village, CA 91601. A copy of your logo should also be sent to Ginny at [ginnyaauw@gmail.com](mailto:ginnyaauw@gmail.com)

Please let us know if you have any questions.

Let's work together to build a great audience and give our stakeholders an opportunity to become more informed!

Debra George  
Encino Neighborhood Council

Corinne Ho  
Canoga Park Neighborhood Council