

City of Los Angeles  
Voices Neighborhood Council  
Regular Board Meeting



Tuesday, August 11, 2020, 6:00 pm  
VIA Telephone or Internet (Zoom)

Sally Embrey, Area 1  
Odalis Perez, Area 2  
Abasi Patton, Area 3  
Edward Garren, Area 4  
Parker Rand, At-Large  
Vacant, Corresponding Secretary  
Jaime Rabb, Vice Chairperson



Kelvin Guevara, Education  
Anita Gray, Youth  
Vacant, Housing  
Sara Zurita, Community-Based  
Ingrid Guevara, Parliamentarian  
Kaamil Benoit, Recording Secretary  
Steven Nieto, Treasurer

Albert Farias, Chairperson

## Regular Board Meeting Agenda Minutes

Tuesday, August 11, 2020

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### Zoom Meeting Online or By Telephone

<https://zoom.us/j/91752178720>

**Dial (669) 900-6833 to Join the Meeting**

**Then Enter This Webinar ID: 917 5217 8720**

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**AMERICANS WITH DISABILITIES ACT (ADA)**

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**AGENDA FOR 8/11/2020**

- Call to Order*
- Roll Call*
- Pledge of Allegiance*
- Senior Lead Officer Report*
- Public Officials Report*
- General Public Comment on Non-Agenda Items*
- General Board Announcements on Non-Agenda Items (Not for Discussion)*

**Action Items**

All items listed are designated for discussion and possible action by the Voices Neighborhood Council. Council items identified as presentation may be proposed for action by the Council and will be reflected as such in the meeting minutes.

<b>Item</b>	<b>Reference Number</b>	<b>Matter</b>	<b>Time Allotted</b>
1.	0820-01	<b>Meeting Minutes</b> Review and discussion of minutes from the July Meeting on 7/14/20. Member/Committee: K. Benoit Proposed Action: Motion to APPROVE the minutes for the July 2020 General Board Meeting.	3 mins.

2.	0820-02	<p><b>Monthly Expenditure Report</b> Review and discussion of MERs for July 2020 Member/Committee: S. Nieto Proposed Action: Motion to APPROVE the July 2020 MERs. MERs to be submitted by August 31, 2020. Perform BAC.</p>	3 mins.
3.	0820-03	<p><b>FY2019-2020 Encumbered Funds</b> Member/Committee: S. Nieto Proposed Action: Motion to APPROVE that FY2019-2020 encumbered funds in the amount of \$8,581.45 be spent in FY2020-2021 to Amgraph. Perform BAC.</p>	3 mins.
4.	0820-04	<p><b>Amend FY2020-2021 Budget</b> Member/Committee: S. Nieto Proposed Action: Motion to APPROVE the amended FY2020-2021 Voices NC budget to account for rollover (\$3,909.80) and encumbered funds (\$8,581.45). Perform BAC.</p>	5 mins.
5.	0820-05	<p><b>Voices NC Street Banners</b> Member/Committee: S. Nieto Proposed Action: Motion to APPROVE \$8,581.45 to pay Amgraph for the printing and installation of Voices NC street banners from the encumbered funds. Perform BAC.</p>	3 mins.
6.	0820-06	<p><b>Virtual Renter's Rights Workshop</b> Member/Committee: S. Nieto, Health and Safety Committee Proposed Action: (1) Motion to APPROVE a Virtual Renter's Rights Workshop on Saturday, August 22, 2020 at 10am; (2) Motion to APPROVE flyer to advertise virtual renter's rights workshop.</p>	5 mins.
7.	0820-07	<p><b>Budget and Finance</b> Member/Committee: S. Nieto Proposed Action: (1) Motion to APPROVE a NTE \$500 to the Los Angeles Budget Advocates. (2) Motion to APPROVE a resolution regarding VoicesNC LA City Budget Priorities to be distributed to NC Budget Advocates and City Officials.</p>	5 mins.
8.	0820-08	<p><b>Voices Vacant Board Seat Letter of Intent</b> Review and discussion of vacant council seats. Presentation by M. Lomeli and E. Ebow Member/Committee: A. Farias Proposed Action: Council to appoint Monica Lomeli as Corresponding Secretary Proposed Action: Council to appoint Elizabeth Ebow as Housing Advocate Representative</p>	20 mins.
9.	0820-09	<p><b>Conditional Use Permit Request from 7Eleven at 5401 S. Figueroa St.</b> Member/Committee: P. Rand, Planning &amp; Land Use Committee Proposed Action: Motion to SUPPORT proposal for 24-hour operation to include beer &amp; wine sales at 5401 S. Figueroa.</p>	15 mins.
10.	0820-10	<p><b>Article XIV: Compliance Section 2: Training</b> "If any board member fails to complete the prescribed ethics course within the forty-five (45) days, then such board member shall be prohibited from taking part in any vote pertaining to the Board or any committee thereof. At any time thereafter the board member completes the prescribed ethics course, the board member shall be allowed to fully participate within the Board." "All Board members must take ethics and funding training prior to making motions and voting on funding related matters"</p>	5 mins.
11.	0820-11	<p><b>Committee &amp; Liaison Reports and Updates</b> Council to report on committee and liaison activities and invite interested stakeholders to participate in scheduled meetings.</p>	20 mins.

		<ul style="list-style-type: none"> <li>• Outreach Committee (Jaime Rabb)</li> <li>• Planning &amp; Land Use Committee (Parker Rand)</li> <li>• Arts, Parks &amp; Recreation Committee (Sara Zurita)</li> <li>• Health and Safety Committee (Steven Nieto)</li> <li>• Budget &amp; Finance Committee (Steven Nieto)</li> <li>• Ad hoc Sustainability Committee (Kaamil Benoit)</li> <li>• Ad hoc Business Committee (Ingrid Guevara)</li> <li>• LA LGBTQ+ Alliance of Neighborhood Councils Liaison (Sally Embrey/Kaamil Benoit)</li> <li>• CPAB (77th &amp; Southwest) Liaison (Steven Nieto)</li> <li>• Homeless Liaison (Albert Farias)</li> <li>• SLAANC Liaison (Albert Farias)</li> <li>• Area Representatives (1, 2, 3, 4 and At-Large)</li> </ul> <p>Proposed Action: No motions from updates. Committee and Liaison agenda motions will be listed individually for discussion and possible action.</p>	
12.	0820-12	<p><b>Voices Vacancies</b>                  Review and discussion of vacant council seat, unassigned committees, liaisons, liaison alternates, and recruitment of community stakeholders for committee assignment. Discuss council member absences. Invite all committee members to be sworn in during the July meeting.                  Member/Committee: A. Farias                  Proposed Action: 1) Council to motion on approving letter/email to be sent immediately to members who have exceeded the number of absences to inform them that the seat is at risk of vacancy. 2) Council to appoint vacant board seats.</p>	5 mins.

**RALPH M. BROWN ACT**

54954.2. (a) At least 72 hours before a regular meeting, the legislative body of the local agency, or its designee, shall post an agenda containing a brief general description of each item of business to be transacted or discussed at the 5 meeting, including items to be discussed in closed session. A brief general description of an item generally need not exceed 20 words. The agenda shall specify the time and location of the regular meeting and shall be posted in a location that is freely accessible to members of the public. If requested, the agenda shall be made available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132), and the federal rules and regulations adopted in implementation thereof. The agenda shall include information regarding how, to whom, and when a request for disability-related modification or accommodation, including auxiliary aids or services may be made by a person with a disability who requires a modification or accommodation in order to participate in the public meeting.

**REMOVAL WARNING**

In the event that any meeting is willfully interrupted by a group or groups of persons so as to render the orderly conduct of such meeting unfeasible and order cannot be restored by the removal of individuals who are willfully interrupting the meeting, the members of the legislative body conducting the meeting may order the meeting room cleared and continue in session. Only matters appearing on the agenda may be considered in such a session. Representatives of the press or other news media, except those participating in the disturbance, shall be allowed to attend any session held pursuant to this section. Nothing in this section shall prohibit the legislative body from establishing a procedure for readmitting an individual or individuals not responsible for willfully disturbing the orderly conduct of the meeting.  
 Government code Section 54957.9

**DISRUPTION OF MEETINGS**

Any person who interferes with the conduct of a Neighborhood Council meeting by willfully interrupting and/or disrupting the meeting is subject to removal. A Peace Officer may be requested to assist with the removal by the Neighborhood Council.

Any person who resists removal by a Peace Officer is subject to arrest and prosecution.  
 Penal Code Section 403, Penal Code Section 602.1(b)

<b><u>Voices NC Council Vacancy</u></b>	
Interested stakeholders can email a Letter of Intent to <a href="mailto:VoicesNC90037@gmail.com">VoicesNC90037@gmail.com</a> . Additional information about Voices NC is available at <a href="https://VoicesNC.org">https://VoicesNC.org</a>	
<b>Council Vacancy</b>	<b>Description</b>
<b>1. Corresponding Secretary</b>	Prepare and release formal board approved correspondence, routinely inform the public of the Council’s activities and inform the Board of City meetings and activities, oversee the maintenance and updating of the website and other social media platforms, maintain and update the stakeholder database
<b>2. Housing Advocate Representative</b>	The Housing Advocate Representative represents the interest of homeowners and renters in our community. This representative should be informed on the issues and concerns related to quality of life and property issues of those who live within Voices Neighborhood Council boundaries. This representative is also responsible for ongoing outreach activities for homeless issues within Voices Neighborhood Council boundaries.

<b><u>Voices NC Council Liaisons</u></b>			
<b>Council Liaison</b>	<b>Meeting Time</b>	<b>Assigned Member</b>	<b>Alternate Member</b>
<b>1. SLAANC</b>	Third Thursday of the month (6:30pm)	A. Farias	J. Rabb
<b>2. LAPD 77<sup>th</sup> C-PAB</b>	Second Thursday of the month (6:00pm)	S. Nieto	J. Rabb
<b>3. LAPD Southwest C-PAB</b>	First Monday of the month (6:30pm)	S. Embrey	A. Patton
<b>4. Homelessness</b>	Every Other Month (TBD) (6:30pm)	A. Farias	K. Benoit, A. Gray, P. Rand
<b>5. Resilience/Disaster Preparedness</b>	TBD	S. Zurita	S. Embrey
<b>6. Budget Advocate</b>	First Monday of the month (7:00pm)	S. Nieto	E. Garren
<b>7. Neighborhood Council Sustainability Alliance</b>	TBD	K. Benoit	A. Patton

<b><u>Voices NC Council Financial Responsibilities</u></b>				
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<b>Primary Signer</b>	<b>2<sup>nd</sup> Signer</b>	<b>Alternate Signer</b>	<b>1<sup>st</sup> Bankcard holder</b>	<b>2<sup>nd</sup> Bankcard holder</b>
S. Nieto (Treasurer)	A. Farias	J. Rabb	A. Farias	J. Rabb

<b><u>Voices NC Standing Committees</u></b>				
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All meetings are open to the public and will be posted on [www.empowerla.org](http://www.empowerla.org). All meetings will be held at Vermont Square Library unless otherwise posted. For more about Voices NC Standing Committees refer to Bylaws, Article VI, and Section 1.

Standing Committees	Assigned Council Member	Description
<b>1. Arts, Parks, &amp; Recreation</b>	S. Zurita	The Arts, Parks and Recreation Committee will have the responsibility to discuss issues, promote partnerships on projects and brainstorm ideas to encourage greater community involvement and support. The Arts, parks and Recreation Committee will explore issues and ideas in order to define community identity and values by giving voice to its citizens and providing a form for group action and expression. The committee submits reports of meetings in written form and makes recommendations to the Board for action. The Chair selects meeting site, date and time and meets as directed in these Bylaws.
<b>2. Budget &amp; Finance</b>	S. Nieto	The Budget and Finance Committee Investigate and pursue sources of income and funding. Make an initial review of project proposals and provide a report to the VNC board with recommendations. Generate a budget for each fiscal year, showing planned income and expenditures. And, maintain the Council budget current and report any issues to the Board.
<b>3. Outreach</b>	J. Rabb	The Outreach Committee shall be charged with continuing to outreach to the VNC stakeholders by utilizing any acceptable and Board approved forms of media (e.g. flyers, newsletters, print, television/electronic media, signs, banners, website, etc.) to inform stakeholders regarding projects and events. The content and method of distribution must be pre-approved by the Board.
<b>4. Planning &amp; Land Use</b>	P. Rand	The Planning & Land Use Committee shall review, take public input, report on and make recommendations of actions to the Board on any land use, beautification, and planning issues affecting the community in order to improve the health and quality of life of its citizens. The committee also reviews and recommends action regarding building development projects requiring land use permits within the VNC boundaries; advocates positions on land use and building design for the betterment of the community; and considers and provides recommendations to Council on other topics, such as rezoning, applications, development permits, and any subdivision that require council approval.
<b>5. Senior Services</b>	Vacant	The Senior Services Committee addresses the needs of senior citizens in the community and provides an environment where seniors can discuss current issues, share ideas and voice their concerns. The committee will be supportive of programs and services that provide seniors with maximum vitality and independence. It will identify, monitor and address issues that have impact upon seniors' quality of life. The committee will promote "Healthy Aging" by creating an environment where individual differences and needs are recognized; by promoting multicultural awareness, understanding and interaction; and by serving as a bridge to access government information and resources.
<b>6. Youth &amp; Education</b>	A. Gray, K. Guevara	The Youth & Education Committee addresses the issues, concerns, programs and services related to the education of children, youth and adults and developing specific strategies and policies for influencing and achieving constructive outcomes within schools, classrooms, and other

		education/learning centers that serve the Voices community. Additionally, this committee has the general responsibility to discuss issues, foster collaboration on projects, and brainstorm ideas to encourage greater community involvement/support and participation.
<b>7. Health &amp; Safety</b>	S. Nieto	The Health & Safety Committee seeks opportunities to organize and forums to mobilize the community in seeking safety practices. This includes partnering with Neighborhood Watch, Volunteer Safety Task Force (to enhance the Services provided by the School Crossing Guards), School Crossing Guards, Los Angeles Police Department Senior Lead Officers and Traffic Division and the Los Angeles Fire Department. Representatives of VNC will work to formalize a relationship with these City agencies and other entities responsible for “safety issues” in our community.

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**AGENDA FOR 7/14/2020**

*Call to Order - 6:08 pm*

*Roll Call - S. Embrey, E. Garren, P. Rand, J. Rabb, A. Farias, S. Nieto, K. Benoit, I. Guevara, S. Zurita*

*Pledge of Allegiance*

*Senior Lead Officer Report*

*Public Officials Report - Martha from Vermont Square Library regarding walk-up library services at alternate locations, contact for more information. Edith Vega from the LA Mayor's Office regarding renters assistance program and Census 2020, contact for more information.*

*General Public Comment on Non-Agenda Items - Glenn Bailee from Valley Alliance of Neighborhood Councils (VANC) Los Angeles Neighborhood Council Coalition (LANCC) regarding plans to conduct future meetings, contact for more information.*

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1.	0720-01	<b>Presentation on Law Enforcement by Captain Odle of The 77th Street Community Police</b> No action taken.	15 mins.
2.	0720-02	<b>Planning &amp; Land Use Committee</b> Update on Development projects in our area: 1) 7Eleven (Conditional Use Permit) at 5401 S. Figueroa St. 2) Demolition of 4 units and build 31 unit building at 836-844 W. 42nd Pl (Between Menlo and Hoover) 3) Demolition of car wash and Boba Cafe to build gas station and automatic car wash (43rd and Vermont) - 4270, 4276, 4280 S. Vermont; 975 W. 43rd St. Member/Committee: P. Rand Proposed Action: Motion to APPROVE Informational Flyer to distribute to stakeholders in our area. Motion: J. Rabb with amendment to add meeting date and time as well as call to action in title of flyer. 2nd: S. Embrey. Motion carries.	10 mins.
3.	0720-03	<b>Meeting Minutes</b> Review and discussion of minutes from the June Meeting on 6/9/20. Member/Committee: K. Benoit Proposed Action: Motion to APPROVE the minutes for the June Minutes. Motion: K. Benoit. 2nd: J. Rabb. Motion carries.	3 mins.
4.	0720-04	<b>Monthly Expenditure Report</b> Review and discussion of MERs for June 2020 Member/Committee: S. Nieto Proposed Action: Motion to APPROVE the June 2020 MERs. MERs to be submitted by July 31, 2020. Perform BAC. Motion: S. Nieto. 2nd: S. Embrey. Motion carries.	3 mins.
5.	0720-05	<b>NPG Request from All Kids Bike / Strider Education Foundation</b> Member/Committee: Presentation by Wayne Lilly Proposed Action: Motion to APPROVE \$4,000 for 50-school All Kids Bike Kindergarten PE Learn-To Ride Pilot Program within the Los Angeles Unified School District. Perform BAC. TABLED	20 mins.
7.	0720-06	<b>Frontline Grocery Store Contribution</b> Member/Committee: A. Farias Proposed Action: Board to APPROVE not to exceed \$1,000 for Subway sandwiches for frontline grocery store workers related to COVID-19 pandemic relief efforts. Perform BAC. Motion: E. Garren, 2nd: S. Nieto. Motion carries.	10 min.
8.	0720-07	<b>Budget Advocates</b> Discuss budget process and role of neighborhood councils in advocating for budget priorities. Member/Committee: A. Farias Proposed Action: Motion for Budget and Finance Committee to recommend priority areas/services in upcoming city budget at the August General Board Meeting Motion: A. Farias, 2nd: E. Garren. Motion carries.	10 mins.
9.	0720-08	<b>Presentation on VoicesNC Accomplishments and Opportunities for FY 2019-2020</b> Member/Committee: A. Farias Proposed Action: Motion to schedule a VoicesNC Retreat to set goals for upcoming year and discuss committee structure. TABLED	30 mins.

10.	0720-09	<p><b>Council File 20-0875</b>                  City Council motion directing the LADOT and CLA, in consultation with community stakeholders to report on alternative models and methods that do not rely on armed law enforcement to achieve transportation policy objectives, including traffic enforcement, moving violation and vehicle code enforcement.                  Proposed Action: Motion to SUPPORT council file  <b>Motion: K. Benoit, 2nd: E. Garren. Motion carries.</b></p>	10 mins.
9.	0720-10	<p><b>Council File 20-0873</b>                  City Council motion that Personal Department halt consideration of a police officer candidate's cannabis use when conducting and evaluating a background investigation and that the Police Department and Personnel department report to city council with a comprehensive overview of the background standards used to evaluate Police Officer candidates, including use of credit checks, and recommendations to improve the process to ensure diversity of candidates.                  Proposed Action: Motion to SUPPORT council file  <b>Motion: E. Garren, 2nd: K. Benoit. Motion carries.</b></p>	10 mins.
11.	0720-11	<p><b>Committee &amp; Liaison Reports</b>                  Council to report on committee and liaison activities and invite interested stakeholders to participate in scheduled meetings.</p> <ul style="list-style-type: none"> <li>• <b>Outreach Committee (Jaime Rabb)</b></li> <li>• Planning &amp; Land Use Committee (Parker Rand)</li> <li>• Arts, Parks &amp; Recreation Committee (Sara Zurita)</li> <li>• <b>Health and Safety Committee (Steven Nieto)</b></li> <li>• Budget &amp; Finance Committee (Steven Nieto)</li> <li>• <b>Ad hoc Sustainability Committee (Kaamil Benoit)</b></li> <li>• <b>Ad hoc Business Committee (Ingrid Guevara)</b></li> <li>• LA LGBTQ+ Alliance of Neighborhood Councils Liaison (Sally Embrey/Kaamil Benoit)</li> <li>• <b>CPAB (77th &amp; Southwest) Liaison (Steven Nieto)</b></li> <li>• Homeless Liaison (Albert Farias)</li> <li>• <b>SLAANC Liaison (Albert Farias)</b></li> <li>• Area Representatives (1, 2, 3, 4 and At-Large)</li> </ul> <p>Proposed Action: No motions from updates. Committee and Liaison agenda motions will be listed individually for discussion and possible action.  <b>TABLED</b></p>	10 mins.
12.	0720-12	<p><b>Voices Vacancies</b>                  Review and discussion of vacant council seat, unassigned committees, liaisons, liaison alternates, and recruitment of community stakeholders for committee assignment. Discuss council member absences. Invite all committee members to be sworn in during the July meeting.                  Member/Committee: A. Farias                  Proposed Action: 1) Council to motion on approving letter/email to be sent immediately to members who have exceeded the number of absences to inform seat is at risk of vacancy. 2) Council to appoint vacant board seats.  <b>TABLED</b></p>	5 mins.

**RALPH M. BROWN ACT**

54954.2. (a) At least 72 hours before a regular meeting, the legislative body of the local agency, or its designee, shall post an agenda containing a brief general description of each item of business to be transacted or discussed at the 5 meeting, including items to be discussed in closed session. A brief general description of an item generally

need not exceed 20 words. The agenda shall specify the time and location of the regular meeting and shall be posted in a location that is freely accessible to members of the public. If requested, the agenda shall be made available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132), and the federal rules and regulations adopted in implementation thereof. The agenda shall include information regarding how, to whom, and when a request for disability-related modification or accommodation, including auxiliary aids or services may be made by a person with a disability who requires a modification or accommodation in order to participate in the public meeting.

**REMOVAL WARNING**

In the event that any meeting is willfully interrupted by a group or groups of persons so as to render the orderly conduct of such meeting unfeasible and order cannot be restored by the removal of individuals who are willfully interrupting the meeting, the members of the legislative body conducting the meeting may order the meeting room cleared and continue in session. Only matters appearing on the agenda may be considered in such a session. Representatives of the press or other news media, except those participating in the disturbance, shall be allowed to

attend any session held pursuant to this section. Nothing in this section shall prohibit the legislative body from establishing a procedure for readmitting an individual or individuals not responsible for willfully disturbing the orderly conduct of the meeting.

Government code Section 54957.9

**DISRUPTION OF MEETINGS**

Any person who interferes with the conduct of a Neighborhood Council meeting by willfully interrupting and/or disrupting the meeting is subject to removal. A Peace Officer may be requested to assist with the removal by the Neighborhood Council.

Any person who resists removal by a Peace Officer is subject to arrest and prosecution.

Penal Code Section 403, Penal Code Section 602.1(b)

<b><u>Voices NC Council Vacancy</u></b>	
Interested stakeholders can email a Letter of Intent to <a href="mailto:VoicesNC90037@gmail.com">VoicesNC90037@gmail.com</a> . Additional information about Voices NC is available at <a href="https://VoicesNC.org">https://VoicesNC.org</a>	
<b>Council Vacancy</b>	<b>Description</b>
<b>1. Corresponding Secretary</b>	Prepare and release formal board approved correspondence, routinely inform the public of the Council’s activities and inform the Board of City meetings and activities, oversee the maintenance and updating of the website and other social media platforms, maintain and update the stakeholder database
<b>2. Housing Advocate Representative</b>	The Housing Advocate Representative represents the interest of homeowners and renters in our community. This representative should be informed on the issues and concerns related to quality of life and property issues of those who live within Voices Neighborhood Council boundaries. This representative is also responsible for ongoing outreach activities for homeless issues within Voices Neighborhood Council boundaries.

<b><u>Voices NC Council Liaisons</u></b>			
<b>Council Liaison</b>	<b>Meeting Time</b>	<b>Assigned Member</b>	<b>Alternate Member</b>
<b>1. SLAANC</b>	Third Thursday of the month (6:30pm)	A. Farias	J. Rabb

<b>2. LAPD 77<sup>th</sup> C-PAB</b>	Second Thursday of the month (6:00pm)	S. Nieto	J. Rabb
<b>3. LAPD Southwest C-PAB</b>	First Monday of the month (6:30pm)	S. Embrey	A. Patton
<b>4. Homelessness</b>	Every Other Month (TBD) (6:30pm)	A. Farias	K. Benoit, A. Gray, P. Rand
<b>5. Resilience/Disaster Preparedness</b>	TBD	S. Zurita	S. Embrey
<b>6. Budget Advocate</b>	First Monday of the month (7:00pm)	S. Nieto	E. Garren
<b>7. Neighborhood Council Sustainability Alliance</b>	TBD	K. Benoit	A. Patton

**Voices NC Council Financial Responsibilities**

<b>Primary Signer</b>	<b>2<sup>nd</sup> Signer</b>	<b>Alternate Signer</b>	<b>1<sup>st</sup> Bankcard holder</b>	<b>2<sup>nd</sup> Bankcard holder</b>
S. Nieto (Treasurer)	A. Farias	J. Rabb	A. Farias	J. Rabb

**Voices NC Standing Committees**

*All meetings are open to the public and will be posted on [www.empowerla.org](http://www.empowerla.org). All meetings will be held at Vermont Square Library unless otherwise posted. For more about Voices NC Standing Committees refer to Bylaws, Article VI, and Section 1.*

<b>Standing Committees</b>	<b>Assigned Council Member</b>	<b>Description</b>
<b>1. Arts, Parks, &amp; Recreation</b>	S. Zurita	The Arts, Parks and Recreation Committee will have the responsibility to discuss issues, promote partnerships on projects and brainstorm ideas to encourage greater community involvement and support. The Arts, parks and Recreation Committee will explore issues and ideas in order to define community identity and values by giving voice to its citizens and providing a form for group action and expression. The committee submits reports of meetings in written form and makes recommendations to the Board for action. The Chair selects meeting site, date and time and meets as directed in these Bylaws.
<b>2. Budget &amp; Finance</b>	S. Nieto	The Budget and Finance Committee Investigate and pursue sources of income and funding. Make an initial review of project proposals and provide a report to the VNC board with recommendations. Generate a budget for each fiscal year, showing planned income and expenditures. And, maintain the Council budget current and report any issues to the Board.
<b>3. Outreach</b>	J. Rabb	The Outreach Committee shall be charged with continuing to outreach to the VNC stakeholders by utilizing any acceptable and Board approved forms of media (e.g. flyers, newsletters, print, television/electronic media, signs, banners, website, etc.) to inform stakeholders regarding projects and events. The content and method of distribution must be pre-approved by the Board.
<b>4. Planning &amp; Land Use</b>	P. Rand	The Planning & Land Use Committee shall review, take public input, report on and make recommendations of actions to the Board on any land use, beautification, and planning issues affecting the community in order to improve the health and quality of life of its citizens. The committee also reviews and recommends action regarding building development projects

		requiring land use permits within the VNC boundaries; advocates positions on land use and building design for the betterment of the community; and considers and provides recommendations to Council on other topics, such as rezoning, applications, development permits, and any subdivision that require council approval.
<b>5. Senior Services</b>	Vacant	The Senior Services Committee addresses the needs of senior citizens in the community and provides an environment where seniors can discuss current issues, share ideas and voice their concerns. The committee will be supportive of programs and services that provide seniors with maximum vitality and independence. It will identify, monitor and address issues that have impact upon seniors' quality of life. The committee will promote "Healthy Aging" by creating an environment where individual differences and needs are recognized; by promoting multicultural awareness, understanding and interaction; and by serving as a bridge to access government information and resources.
<b>6. Youth &amp; Education</b>	A. Gray, K. Guevara	The Youth & Education Committee addresses the issues, concerns, programs and services related to the education of children, youth and adults and developing specific strategies and policies for influencing and achieving constructive outcomes within schools, classrooms, and other education/learning centers that serve the Voices community. Additionally, this committee has the general responsibility to discuss issues, foster collaboration on projects, and brainstorm ideas to encourage greater community involvement/support and participation.
<b>7. Health &amp; Safety</b>	S. Nieto	The Health & Safety Committee seeks opportunities to organize and forums to mobilize the community in seeking safety practices. This includes partnering with Neighborhood Watch, Volunteer Safety Task Force (to enhance the Services provided by the School Crossing Guards), School Crossing Guards, Los Angeles Police Department Senior Lead Officers and Traffic Division and the Los Angeles Fire Department. Representatives of VNC will work to formalize a relationship with these City agencies and other entities responsible for "safety issues" in our community.

# Monthly Expenditure Report



Reporting Month: July 2020

Budget Fiscal Year: 2020-2021

NC Name: Voices of 90037

Monthly Cash Reconciliation					
Beginning Balance	Total Spent	Remaining Balance	Outstanding	Commitments	Net Available
\$35909.80	\$1709.20	\$34200.60	\$0.00	\$0.00	\$34200.60

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office	\$18000.00	\$844.70	\$16290.80	\$0.00	\$16290.80
Outreach		\$864.50		\$0.00	
Elections		\$0.00		\$0.00	
Community Improvement Project	\$4000.00	\$0.00	\$4000.00	\$0.00	\$4000.00
Neighborhood Purpose Grants	\$10000.00	\$0.00	\$10000.00	\$0.00	\$10000.00
Funding Requests Under Review: \$0.00		Encumbrances: \$0.00		Previous Expenditures: \$0.00	

Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	USPS PO 0545750051	07/08/2020	Office expenditure for 12-month fee for PO Box.	General Operations Expenditure	Office	\$389.00
2	THE WEB CORNER, INC	07/10/2020	Monthly email and website services	General Operations Expenditure	Office	\$202.50
3	EXTRA SPACE 1562	07/12/2020	Recurring charge for storage.	General Operations Expenditure	Office	\$253.20
4	Subway 45649	07/23/2020	Motion to APPROVE not to exceed \$1,000 for Subway sandwiches for Frontline grocery store workers related to COVID-19 pandemic relief efforts. Receipt 1 of 2. They didn't charge us for enough sandwiches so I'm going back today to order the remaining amount.	General Operations Expenditure	Outreach	\$793.00
5	Subway 45649	07/27/2020	Motion to APPROVE not to exceed \$1,000 for Subway sandwiches for Frontline grocery store workers related to COVID-19 pandemic relief efforts. Receipt 2 of 2.	General Operations Expenditure	Outreach	\$71.50
<b>Subtotal:</b>						<b>\$1709.20</b>

Outstanding Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
	<b>Subtotal: Outstanding</b>					<b>\$0.00</b>



From: DoNotReply@ereceipt.usps.gov  
Subject: USPS eReceipt  
Date: July 8, 2020 at 10:03 AM  
To: CHAIR@voicesnc.org CHAIR@VOICESNC.ORG



=====

RAMIREZ  
5115 S FIGUEROA ST  
LOS ANGELES, CA, 90037-9998  
054575-0051  
(800)275-8777  
07/08/2020 10:03 AM

=====

Product	Qty	Unit Price	Price
Box Renewal			\$366.00
Zip Code:90082			
Box #:82160			
Box Size:Size 3 - 11 in x 5.5 in			
Rental Period:Annual			
Rental Start Date:05/01/2020			
Next Renewal Date:04/30/2021			
Customer Name:VICENTE MILES			
Late Fee			\$23.00
Total:			\$389.00

=====

Credit Card Remitd \$389.00  
Card Name:MasterCard  
Account #:XXXXXXXXXX0617  
Approval #:856981  
Transaction #:245  
AID:A0000000041010 Chip  
AL:MASTERCARD  
PIN:Verified

Clerk ID: 09  
Receipt #: 840-59000065-2-4165465-1

Preview your Mail  
Track your Packages  
Sign up for FREE @  
[www.informedelivery.com](http://www.informedelivery.com)

All sales final on stamps and postage.  
Refunds for guaranteed services only.  
Thank you for your business.

HELP US SERVE YOU BETTER

TELL US ABOUT YOUR RECENT  
POSTAL EXPERIENCE

Go to:  
<https://postalexperience.com/pos?mt=9>  
840-5900-0065-002-00041-65465-01  
or call 1-800-410-7420.

YOUR OPINION COUNTS

**Privacy Act Statement:** Your information will be used to provide you with an electronic receipt for your purchase transaction via email. Collection is authorized by 39 USC 401, 403, and 404. Providing the information is voluntary, but if not provided, we will be unable to process your request to receive an electronic receipt. We do not disclose your information to third parties without your consent, except to facilitate the transaction, to act on your behalf or request, or as legally required. This includes the following limited circumstances: to a congressional office on your behalf; to financial entities regarding financial transaction issues; to a U.S. Postal Service auditor; to entities, including law enforcement, as required by law or in legal proceedings; to contractors and other entities aiding us to fulfill the service (service providers); to process servers; to domestic government agencies if needed as part of their duties; and to a foreign government agency for violations and alleged violations of law. For more information on our privacy policies visit [www.usps.com/privacypolicy](http://www.usps.com/privacypolicy).

This is an automated email. Please do not reply to this message. This message is for the designated recipient only and may contain privileged, proprietary, or otherwise private information. If you have received it in error, please delete. Any other use of this email by you is prohibited.

The Web Corner, Inc.

19509 Ventura Blvd.  
Tarzana, CA 91356

# Invoice

**PAID**  
**07/10/2020**

Date	Invoice #	Terms
7/1/2020	20565	

Bill To
Voices Neighborhood Council Jaime Rabb

Ship To

QTY	Description	Price Each	Amount
1	Monthly Maintenance: includes up to 1.5 hour for; phone support, web development, requests, & website adjustments	150.00	150.00
15	Email Standard Mailboxes: 15 Accounts for voicesnc.org	3.50	52.50
0	Hosting for voicesnc.org (included in maintenance)	15.00	0.00

Please remit payment at your earliest convenience.  Thank you for your business!	<b>Total</b>	\$202.50
	<b>Payments/Credits</b>	-\$202.50
	<b>Balance Due</b>	<b>\$0.00</b>

**From:** Extra Space Storage extraspace@mail.extraspacestorage.com  
**Subject:** Payment Confirmation: Thank you for your payment.  
**Date:** July 13, 2020 at 12:30 PM  
**To:** chair@voicesnc.org



We've Received Your Payment | [View online](#)

## Payment Success!

This is a quick little note to let you know that your monthly payment was processed successfully.

Thank you for protecting your valuable belongings with us!

### MY ACCOUNT



#### Your Facility Information:

1701 W Slauson Ave  
Los Angeles, CA 90047  
(323) 243-1017

[Get Directions](#)

#### Payment Information:

**Date:** July 12, 2020  
**Amount:** \$253.20  
**Unit number:** 2467  
**Account Number:** 1006378707

Let's get social



Freshly prepared ahead of you. All shared pork patties. All participating restaurants.  
Extras add'l. Plus tax. No add'l. @ home. In delivery. Prices higher in BR & HI.  
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**SUBWAY®**  
Eat Fresh

**SUBWAY®**

Subway#45649-0 Phone 323-231-4200  
1032 W.MLK Blvd. #106B  
Los Angeles, California, 90037  
Served by: 500 7/22/2020 3:06:36 pm  
Term ID-Trans# 1/A-342508

Qty	Size	Item	Price
96	6"	Cold Cut Combo Sub	312.00
84	6"	Turkey Sub	273.00
64	6"	Veggie Delite Sub	208.00
Sub Total			793.00
Total (Take Out)			793.00
Credit Card			793.00
Change			0.00

DEAR VALUED CUSTOMER WE LOVE TO HEAR  
FROM YOU IF YOU HAVE ANY QUESTIONS  
COMMENTS OR CONCERNS

PLEASE CONTACT OUR CUSTOMER SERVICE  
LINE:

(323) 938-6388

THANK YOU

Approval No: 032671  
Reference No: 6fEu001595455545020  
Card Issuer: MasterCard  
Account No: \*\*\*\*\*0849  
Acquired: Contact\_EMV  
CVM: OnLinePIN  
Amount: \$793.00  
Application: MASTERCARD  
AID: A0000000041010  
MID: 527021002220277  
TID: 75470176  
Date/Time: 07/22/2020 15:05:45  
APPROVED

CUSTOMER COPY

**SUBWAY®**

Subway#45649-0 Phone 323-231-4200  
1032 W.MLK Blvd. #106B  
Los Angeles, California, 90037  
Served by: 500 7/27/2020 10:02:01 am  
Term ID-Trans# 1/A-343023

Qty	Size	Item	Price
21	6"	Turkey Sub	68.25
1	6"	Veggie Delite Sub	3.25

Sub Total	71.50
Total (Take Out)	71.50
Credit Card	71.50
Change	0.00

DEAR VALUED CUSTOMER WE LOVE TO HEAR  
FROM YOU IF YOU HAVE ANY QUESTIONS  
COMMENTS OR CONCERNS

PLEASE CONTACT OUR CUSTOMER SERVICE  
LINE:

(323) 938-6388

THANK YOU

Approval No: 038254  
Reference No: 6fEu001595869295004  
Card Issuer: MasterCard  
Account No: \*\*\*\*\*0849  
Acquired: Contact\_EMV  
CVM: OnLinePIN  
Amount: \$71.50  
Application: MASTERCARD  
AID: A0000000041010  
MID: 527021002220277  
TID: 75470176  
Date/Time: 07/27/2020 10:01:35  
APPROVED

CUSTOMER COPY

Fiscal Year  
2020 -2021

Office of the City Clerk  
Neighborhood Council Funding Program  
Fiscal Year Administrative Packet

Neighborhood Council: \_\_\_\_\_

## **NEIGHBORHOOD COUNCIL FUNDING PROGRAM FISCAL YEAR ADMINISTRATIVE PACKET**

### **Summary**

The Administrative Packet provides for a more comprehensive and complete record of all items that support the Neighborhood Councils' (NC) fiscal and administrative operations, including its annual budget, Financial Officers, and any commitments for NC office space, storage facility, P.O. Boxes, etc.

### **Goal(s)**

The goal(s) of the Administrative Packet is to make it easier for NCs to identify, plan, and confirm, via a board vote, all fiscal and administrative requirements upfront each year so that our Office can prepare for and process funding requests and resulting contracts judiciously and expeditiously.

The Packet contains the following items:

- NC Funding Program Acknowledgements & Agreements – Signed by all Financial Officers
  - If a new Financial Officer is being appointed for the new Fiscal Year, please check the appropriate box for the Financial Officer(s).
- Completed Annual Budget
- Information pertaining to office space, meeting space, storage facility, Post Office Box (P.O. Box), and website services, as applicable.

### **Procedure**

On a yearly basis, we require each NC to discuss, prepare, and approve the Administrative Packet. Once the Packet has been voted on by the board, the Packet and the completed Board Action Certification (BAC) Form are to be submitted to the NC Funding Program.

Your NC Treasurer can submit both documents, the Packet and BAC, by uploading them in the NC Funding System portal, Budget Allocation section, immediately after Board approval. Once received, reviewed, and accepted by our Program, your NC will gain full access to its funds. The NC Funding System portal website is: <https://cityclerk.lacity.org/NCFundPortal/#/login>

As our Program awaits your Packet submission, access to your NC funds will be limited to \$333.00 per month, until the annual budget, Administrative Packet, and BAC have been received and accepted. This limited amount is intended to assist your NC operationally for expenses related to conducting your NC meetings, i.e. meeting facility use fees, printing and photocopying of meeting documents, meeting refreshments/snacks, professional staff services.

If you have questions or require any assistance regarding the packet, please feel free to email us at [clerk.ncfunding@lacity.org](mailto:clerk.ncfunding@lacity.org) or call us at 213-978-1058.

**NEIGHBORHOOD COUNCIL FUNDING PROGRAM  
FINANCIAL OFFICERS LETTER OF ACKNOWLEDGEMENT & AGREEMENT**

We, the undersigned, do hereby declare that as a result of an official action of the Governing Body of the Neighborhood Council (NC) named below:

- (1) we are authorized to request City funding to support NC general operations,
- (2) all items or services described or included in any related funding requests are exclusively intended to further the goals and objectives of the Neighborhood Council, and
- (3) all reasonable precautions shall be exercised by the undersigned to fully safeguard, control and account for all use of funds. Proper accountability of all City funds is critical to the success of the NC Funding Program.

Therefore, by the signature(s) below, and on behalf of the Neighborhood Council named below, WE HEREBY AGREE to the terms and conditions as set forth in this Letter of Acknowledgement and all related documents as provided by the City, agree to expend funds in accordance with any applicable City rules, policies or procedures, and specifically agree to expend monies received by the Office of the City Clerk solely for public purposes relating to the goals and purposes of the Neighborhood Council named below, consistent with the scope and authority under the City Charter, the Plan for a Citywide System of Neighborhood Councils and any implementing ordinances. We have attended and participated in the City-provided training relating to the NC Funding Program.

WE FURTHER ACKNOWLEDGE and WE AGREE to comply with any requirements regarding use of the NC funds. WE AGREE to provide NC financial reports and/or supporting documentation to the Office of the City Clerk, Neighborhood Council Funding Program as requested and at monthly meetings to the Governing Body and stakeholders of the NC named below. WE AGREE that the Office of the City Clerk and other City representatives may make on-site visits to inspect and review all NC financial records, upon providing reasonable advance notice to the NC Treasurer or designated representatives.

WE ACKNOWLEDGE THAT A NEW LETTER OF ACKNOWLEDGEMENT MUST BE FILED IF THERE IS ANY CHANGE OF FINANCIAL OFFICERS.

**Neighborhood Council Financial Officers - Names and Signatures:**

**Treasurer**

**Please check here if a new Treasurer is being appointed**



\_\_\_\_\_  
SIGNATURE OF THE TREASURER

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PRINT NAME OF THE TREASURER

\_\_\_\_\_  
EMAIL

\_\_\_\_\_  
BOARD POSITION

\_\_\_\_\_  
PHONE NUMBER

**CONTINUES OTHER SIDE**

**2nd Signer**

Please check here if a new 2<sup>nd</sup> Signer is being appointed

*Albert Farias*

SIGNATURE OF THE 2<sup>nd</sup> SIGNER

DATE

PRINT NAME OF THE 2<sup>ND</sup> SIGNER

EMAIL

BOARD POSITION

PHONE NUMBER

**Alternate Signer**

(If not applicable, please indicate "N/A")

Please check here if a new Alt. Signer is being appointed

**Jaime Rabb**

Digitally signed by Jaime Rabb  
DN: cn=Jaime Rabb, o=Voices Neighborhood Council, ou=Voices  
Neighborhood Council, email=vicechair@voicesnc.org, c=US  
Date: 2020.06.10 07:04:59 -0700

SIGNATURE OF THE ALTERNATE SIGNER

DATE

PRINT NAME OF THE ALTERNATE SIGNER

EMAIL

BOARD POSITION

PHONE NUMBER

**1<sup>st</sup> Bank Cardholder**

Please check here if a new Cardholder is being appointed

*Albert Farias*

SIGNATURE OF THE 1<sup>st</sup> BANK CARD HOLDER

DATE

PRINT NAME OF THE 1<sup>st</sup> BANK CARD HOLDER

EMAIL

BOARD POSITION

PHONE NUMBER

**2<sup>nd</sup> Bank Cardholder**

Please check here if a new Cardholder is being appointed

**Jaime Rabb**

Digitally signed by Jaime Rabb  
DN: cn=Jaime Rabb, o=Voices Neighborhood Council, ou=Voices  
Neighborhood Council, email=vicechair@voicesnc.org, c=US  
Date: 2020.06.10 07:05:17 -0700

SIGNATURE OF THE 2<sup>nd</sup> BANK CARD HOLDER

DATE

PRINT NAME OF THE 2<sup>nd</sup> BANK CARD HOLDER

EMAIL

BOARD POSITION

PHONE NUMBER

**\*\*\* Bank Cardholders, please read further next page \*\*\***



**NEIGHBORHOOD COUNCIL FUNDING PROGRAM  
BANK CARDHOLDER ACKNOWLEDGEMENT &  
AGREEMENT OF RESPONSIBILITIES**


This document outlines the responsibilities that I, as the Neighborhood Council Bank Cardholder, have as the primary custodial holder of a City Los Angeles Neighborhood Council (NC) Bank Card, referred herein as "the card" for the Neighborhood Council named below. My signature indicates that I have read and understand these responsibilities and further, that I agree to adhere to the guidelines established by the Office of the City Clerk and approved by the City Controller for the use of City funding as it relates to the Neighborhood Council Funding Program.

1. I understand that the City of Los Angeles Neighborhood Council Card is intended to facilitate the purchase and payment of materials or services required for the conduct of official Neighborhood Council business only.
2. I agree to make only those purchases consistent with the type of purchases authorized by the Office of the City Clerk and approved by the NC Governing Board.
3. I understand that under no circumstances will I use the Card to make personal purchases either for myself or for others. The Card is issued in the name of the Neighborhood Council and I serve as the Card custodian. I agree that should I willfully violate the terms of this Agreement and use of the Card for personal use or gain that I will reimburse the City of Los Angeles for all incurred charges and any fees related to the collection of those charges.
4. Uses of the Card not authorized by the Office of the City Clerk can be considered misappropriation of City funds. This could result in (a) immediate and irrevocable forfeiture of the Card, and /or (b) potential de-certification action. I understand that the Card must be surrendered upon termination of any official position with the Neighborhood Council to which the card is issued. I agree to maintain the Card with appropriate security whenever and wherever I or any other authorized person may use the Card. If the Card is stolen or lost, I agree to immediately notify the Office of the City Clerk.
5. I understand that since the Card is the property of the Bank and authorized for issue by the City of Los Angeles, I am required to comply with internal control procedures designed to protect City assets. This may include being asked to produce the Card, receipts, and/or statements to validate its existence and to audit its use.
6. I understand that I will have access to the Funding Program System portal via the Internet where all card transactions will be posted by the Bank when the card is used. I understand that I am required to obtain itemized receipts for all card transactions and upload the itemized receipts to the Funding Program System portal to verify the posted card transaction. Uploading the required itemized receipt is necessary for my NC Monthly Expenditure Report (MER) to be generated by the Funding Program System portal. The MER must be reviewed and approved by the NC Governing Board before being submitted to the Office of the City Clerk as a complete Report.
7. I understand that all transactions on the Card will reduce the funds available to the NC. I understand that the Bank will not accept any limit increases from me.
8. I understand that the Card is solely provided to the designated NC cardholder and that assignment of the Card is based on the understanding that I need to purchase materials required for the conduct of Neighborhood Council business. I understand that custodial possession of the Card is not an entitlement nor reflective of title or position.
9. As a Neighborhood Council Financial Officer, I have signed and received a copy of both the NC Funding Program Bank Cardholder Agreement of Responsibilities and Financial Officers Letter of Acknowledgement, have attended and completed the required NC Funding Program training, and understand the requirements and limitations regarding the NC Bank Card's use.

**PLEASE SIGN OTHER SIDE**

OFFICE OF THE CITY CLERK | [clerk.ncfunding@lacity.org](mailto:clerk.ncfunding@lacity.org) | 213-978-1058

**1<sup>st</sup> Bank Cardholder**



\_\_\_\_\_  
SIGNATURE OF THE 1<sup>st</sup> BANK CARD HOLDER

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PRINT NAME OF THE 1<sup>st</sup> BANK CARD HOLDER

**2<sup>nd</sup> Bank Cardholder**

**Jaime Rabb**

Digitally signed by Jaime Rabb  
DN: cn=Jaime Rabb, o=Voices Neighborhood Council, ou=Voices Neighborhood  
Council, email=vicechair@voicenc.org, c=US  
Date: 2020.06.10 07:05:39 -07'00'

\_\_\_\_\_  
SIGNATURE OF THE 2<sup>nd</sup> BANK CARD HOLDER

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PRINT NAME OF THE 2<sup>nd</sup> BANK CARD HOLDER

**NEIGHBORHOOD COUNCIL FUNDING PROGRAM**  
**ANNUAL BUDGET TEMPLATE – FISCAL YEAR 2020-2021**

The annual budget is a plan for the utilization of the NC's financial resources. It should be used as a strategic financial road map to conduct activities and efforts that will help the NC achieve its mission, goals, and objectives. The budget should include the input of stakeholders, be accessible, and comply with the rules that govern the use of NC public funds.

As a planning tool, the annual budget allows the NC board to allocate its funds, both regular annual funds and rollover funds, if any, into the following Expenditure Categories:

1. General and Operational Expenditures
  - i. **Office/Operational**
  - ii. Outreach
  - iii. Elections
2. Neighborhood Purposes Grants (NPGs)
3. Community Improvement Projects (CIPs)

With the exception of certain expenditures related to Office/Operational items, the annual budget cannot be used as authorization or approval of actual payments to vendors. All payments related to Outreach purchases, activities, and events, Elections, NPGs, and CIPs must be considered and approved through separate board motions, not as part of the board approval of the annual budget.

The annual budget may be accepted as authorization for payment for certain monthly and recurring **Office/Operational expenditures only**, such as those listed below, when itemized in the Office/Operational Expenditure Category. Please see the sample itemized Office/Operational budget allocations next page.

1. Office lease payments
2. Office supplies and equipment expenses, not including inventory items
3. Storage facility lease payments
4. P.O. Box payments
5. Office telephone and Internet services
6. Refreshments/snacks for board/committee meetings
7. Website hosting and maintenance services
8. Professional meeting/office-related services, i.e. translators, minute-takers, audio services
9. Printing and copying for meetings/office-related purposes only
10. Printing NC business cards

The annual budget template form provided here is an optional tool. Your Neighborhood Council may submit its annual budget on a form different from this template as long as it only contains the same budget allocation Expenditures Categories listed above.

For more details on the Administrative Packet, Fiscal Year annual budget, and rollover of funds unspent at the end of the Fiscal Year, please review the Policies and Guidelines, Policy 1.1, found on our website: <https://clerk.lacity.org/neighborhood-council-funding-program>

**Sample Itemized Budget Allocations for  
Office/Operational Expenditures**

<b>Office/Operational Expenditures Category</b>	
<i>Office Rent (\$500/month x 12 months)</i>	<i>\$6,000.00</i>
<i>Office Supplies (paper, ink, staples, pens, binders, business cards, etc.)</i>	<i>\$500.00</i>
<i>Printer/Copy Machine Lease</i>	<i>\$1,500.00</i>
<i>Internet Service (Spectrum)</i>	<i>\$1,000.00</i>
<i>Telephone Service (Ooma)</i>	<i>\$500.00</i>
<i>Website Hosting and Maintenance</i>	<i>\$2,000.00</i>
<i>Printing and Photocopying for Meetings</i>	<i>\$500.00</i>
<i>Meeting Facility Fees (Riverside Elementary School)</i>	<i>\$2,000.00</i>
<i>Minute-Taker for Meetings (AppleOne)</i>	<i>\$1,500.00</i>
<i>Refreshments/Snacks for Meetings</i>	<i>\$1,500.00</i>
<b>Total Office/Operational Expenditures</b>	<b>\$17,000.00</b>

<b>Neighborhood Council</b> <b>Annual Budget for Fiscal Year 2020-2021</b>	
<b>Annual Budget Funds</b>	\$0
<b>Rollover Funds*</b>	
<b>Encumbered Funds*</b>	
<b>Total Annual Budget Funds</b>	

<b>Office/Operational Expenditures Category</b>	
<b>Total Office/Operational Expenditures</b>	

\*The Funding Program will notify each NC of their Fiscal Year closing balance including available rollover funds and/or approved encumbered funds, if any, on August 1st or next business day. Depending on when an NC submits its Admin Packet/annual budget, the NC may need to revise and resubmit its annual budget to account for any rollover and/or encumbered funds. PLEASE NOTE: Encumbered funds are intended only for earmarked expenditures submitted in the "Encumbrance Request Form" and approved by the Funding Program



<b>Neighborhood Purposes Grants (NPG) Expenditures Category</b>	
<b>Total NPG Expenditures</b>	

<b>Community Improvement Projects (CIP) Expenditures Category</b>	
<b>Total CIP Expenditures</b>	

<b>TOTAL ANNUAL BUDGET ALLOCATIONS</b>	
<b>Office/Operational Expenditures</b>	
<b>Outreach Expenditures</b>	
<b>Election Expenditures</b>	
<b>General and Operational Expenditures</b>	
<b>Neighborhood Purposes Grants (NPG) Expenditures</b>	
<b>Community Improvement Projects (CIP) Expenditures</b>	
<b>TOTAL EXPENDITURES FOR FISCAL YEAR 2020-2021</b>	

## NEIGHBORHOOD COUNCIL FUNDING PROGRAM

### LEASES & AGREEMENTS

Please complete the following information, as applicable, for any leases or service agreements your NC currently has or plans on securing in the Fiscal Year involving office space, meeting space, storage facilities, P.O. Boxes, and/or website services. If sections below do not apply to your NC, please select NA on the sections that do not apply. If you have more than one Meeting Location, then please provide the same information on an additional page. The information provided on this form is to confirm services that an NC may currently have or that it would like to secure in the Fiscal Year which may require a City agreement. If an agreement needs to be drafted from the information provided, the NC board will be notified and advised to agendaize and approve the drafted agreement at a future board meeting; The approval the Administrative Packet/annual budget does not replace the vote the board will need to take to approve any agreements needed.

**Office Location:**

<input type="checkbox"/> Existing(may need to renew agreement) <input type="checkbox"/> New(new agreement may be needed) <input type="checkbox"/> Donated <input type="checkbox"/> NA	
Property Name:	
Property Address:	
Property Owner Name:	
Property Owner Phone Number:	
Property Owner Email:	

**Meeting Location:**

<input type="checkbox"/> Existing(may need to renew agreement) <input type="checkbox"/> New(new agreement may be needed) <input type="checkbox"/> Donated <input type="checkbox"/> NA	
Property Name:	
Property Address:	
Property Owner Name:	
Property Owner Phone Number:	
Property Owner Email:	

**Storage Facility:**

<input type="checkbox"/> Existing(may need to renew agreement) <input type="checkbox"/> New(new agreement may be needed) <input type="checkbox"/> Donated <input type="checkbox"/> NA	
Facility Name/Owner	
Facility Address:	
Facility Owner Phone Number:	
Facility Owner Email:	
Name on Facility Account:	



**P.O. Box:**

<input type="checkbox"/> Existing(may need to renew agreement) <input type="checkbox"/> New(new agreement may be needed) <input type="checkbox"/> Donated <input type="checkbox"/> NA	
Property Name/Owner:	
NC P.O. Box Address	
Property Owner Address:	
Property Owner Phone Number:	
Property Owner Email:	
Name on P.O. Box Account:	

**Website Services:**

<input type="checkbox"/> Existing(may need to renew agreement) <input type="checkbox"/> New(new agreement may be needed) <input type="checkbox"/> Donated <input type="checkbox"/> NA	
Name of Website Services Provider:	
Service Provider Address:	
Service Provider Phone Number:	
Service Provider Email:	
Type of Services Provided:	



The AmGraph Group  
 2091 Del Rio Way  
 Ontario, CA 91761-8038  
 Phone: (909) 937-7570

# INVOICE



**SOLD TO**  
 Voices Neighborhood Council  
 Jaime Robb  
 P.O. Box 82160  
 Los Angeles, CA 90082

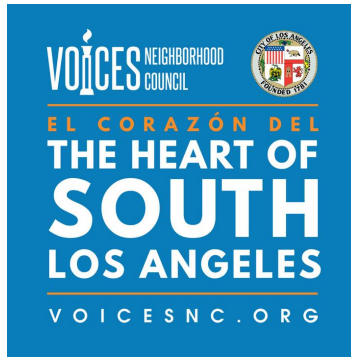
**SHIP TO**  
 Voices Neighborhood Council  
 Jaime Robb  
 P.O. Box 82160  
 Los Angeles, CA 90082

<b>Customer Code</b>	<b>P.O. Number</b>	<b>Ship Date</b>	<b>Invoice Date</b>	<b>Invoice #</b>	<b>Salesperson</b>	<b>Terms</b>
VOICA1	Email Approval 5/7/2020		5/31/20	7935013	Scott Greenwald	Due Upon Rec
<b>Job</b>	<b>Voices NC CLPBs 60/30d</b>					
7935						

Qty Ordered	Qty Shipped	Description	Unit Price	UM	Amount
2	-132	Layout	\$70.00		\$70.00
60	-180	City Light Pole Banner	\$5,610.00		\$5,610.00
30	-60	Double Units	\$2,368.50		\$2,368.50
<b>Job Description</b> 35" x 96" double-faced banners printed 4cp on white vinyl (2 images), sleeves top and bottom, reinforce sleeve ends with 1" binding. 10 total images  60 Banners / 30 Double Units  WINDVENTS REQUIRED  Install Date TBD					

**Thank you for your Business!**

<b>Subtotal</b>	<b>\$8,048.50</b>
<b>LA County Tax</b>	<b>\$532.95</b>
<b>Total Due</b>	<b>\$8,581.45</b>



# COVID-19 RENTER'S RIGHTS WORKSHOP

**Are you worried about eviction?  
How long do you have to repay rent?**

Learn about your rights and protections as a renter in the City of Los Angeles, including during the coronavirus crisis, and have your questions answered by City staff.

**SATURDAY, AUGUST 22, 2020  
10AM-11:30AM**

For questions, please contact: [treasurer@voicesnc.org](mailto:treasurer@voicesnc.org)

**Zoom Meeting Online or By Telephone**

**<https://zoom.us/j/93490400986>**

**Dial (669) 900-6833 to Join the Meeting**

**Then Enter This Webinar ID: 934 9040 0986**



**THE  
NEW 9<sup>th</sup>**  
COUNCILMEMBER  
CURREN D. PRICE, JR.

July 23, 2020

Dear Voices Neighborhood Council Board Members and Stakeholders,

It is my great pleasure to submit a letter of interest to fill the Board vacancy for Corresponding Secretary. I am a resident who lives within the borders of the Voices Neighborhood Council. I was raised in South Los Angeles and I came back “home” four years ago and made a commitment to improve this community.

Professionally, I am a sociologist and educator. I work for the LA County Commission on Human Relations which allows me to apply my unique perspective and knowledge to increasing social justice and equity to all residents in the County. I collaborate regularly with residents, community-based organizations, faith-based groups, law enforcement, and other government agencies, to improve intergroup relations. Moreover, I manage the County’s hate crime database and train organizations and the larger public on issues of bias and prejudice. I am fair, diplomatic, and take the time to really listen and understand how peoples’ lives and livelihoods are impacted by sociopolitical issues.

I am also an adjunct Professor of Sociology and teach courses on race relations, juvenile delinquency and crime. My students come from all walks of life—from older adults who have raised their children and are beginning their educational pathway, to the formerly incarcerated who are fighting for a second chance. The connections I make with my students are based on the notion that their life experience, or experiential knowledge, matters in the classroom and in society.

In my neighborhood, my husband and I have taken it upon ourselves to invest our energy and time on the issue of illegal dumping in the alley behind our home. We regularly place 311 requests, which are a lot, to be honest, and I try to educate residents and business owners about illegal dumping and how to use the 311 app. I am also currently working with District 9 deputies regarding a homeless encampment in this alley so that the homeless can be provided with adequate services and residents can have a clean alley to enter their homes through. I know the issues of our community well and when I see a problem, I find a way to address it.

Many of the roles I have played professionally and, in my community, highlight my ability to bridge and connect people with government and institutions. I love my community and being involved through public service in this position means that I can help implement positive change. I believe given my community contributions, experience, and character, you will agree that I am a good candidate to represent the interests of residents and stakeholders in the Voices Neighborhood Council as your Corresponding Secretary.

Respectfully,

Monica Lomeli, Ph.D.

Email: [DrMonicaLomeli@gmail.com](mailto:DrMonicaLomeli@gmail.com)

Cell: (323) 501-8082

July 19, 2020

Dr. Albert Farias

Chair of Voices NC

Voices Neighborhood Council

P.O. Box 82160

Los Angeles, CA 90082

chair@voicesnc.org

Dear Voices NC,

My name is Elizabeth Ebow and I have been a resident of South Los Angeles my entire life. As the CEO of The Giving Hand, I have worked extensively with the homeless population in South Central and on Skid Row by providing food, clothing and housing alternatives. I am familiar with real property assessments, procedures and processes in the County of Los Angeles, the City of Los Angeles, LACDA, the Board of Public Works and HCIDLA. More importantly, I have consulted with Landlords on issues involving tenants and homelessness. Tackling the homelessness crisis that afflicts South Los Angeles is a project that I have been working on for several years now, and I hope to aid the Board in changing our community for the better. I believe that my background and qualifications make me an effective advocate for this community and its needs.

## **Education**

### **BACHELOR'S DEGREE OF SCIENCE | 2018 | CALIFORNIA STATE UNIVERSITY LOS ANGELES**

- Major: Biology
- Coursework: Gene Manipulation, Cell and Molecular Lab, Cell Biology and Genetics Lab, Molecular Genetics Lab, Neurobiology: Cell and Molecular, Principles of Biology Lab, Math Models in Biology.
- Honor's & Awards: Dean's List

## **Experience**

### **CHIEF OPERATING OFFICER | THE GIVING HAND | 2017-PRESENT**

- I am the Chief Operating Officer of The Giving Hand, a Los Angeles based nonprofit organization.
- I oversee housing provisions, nutritious food distributions, and educational and economic resources for minorities, veterans, battered women with children, low-income families, senior citizens and youths that have aged out of the foster care system.

### **HEALTH CARE ADVOCATE | SIMON BOARD AND CARE |2013-2017**

- I assisted incoming clients with their SSI applications and psychiatric evaluations.
- I worked directly with social workers and health care representatives to ensure clients received optimal care.
- I was the liaison for veterans with disabilities and oversaw veteran placement.

### **OPERATIONS MANAGER | SEVEN STAR SMOG | 2009-2013**

- I managed a chain of smog shops across California; overseeing sales, marketing, smog technician recruitments and all financial records.
- Under my supervision, the owner's smog shop chain grew to include several more shops across southern California.

### **VOLUNTEER| WINDSOR HILLS MAGNET SCHOOL |2007-2009**

- I tutored elementary school students in Math and English.

## **Technical Skills & Abilities**

- I have excellent record keeping, writing, communication and customer service skills.

### **COMMUNICATION**

- Native English speaker, Spanish: Intermediate and Korean: Intermediate

### **LEADERSHIP**

- As the CEO of The Giving Hand, the programs we institute have fed and clothed more the 60,000 Californians. We have successfully housed more than 400 homeless veterans and 150 homeless families.

Thank you for your time and consideration.

Sincerely,

Elizabeth Ebow

(323)-738-1987

ecorsier@gmail.com



*A note from...*

**Officer Robert Canizales**

*77<sup>th</sup> Street Area Senior Lead Officer 12SLO15*

Office: (323) 786-5047

Cell: (323) 387-9612

July 23, 2020

Director, City Planning Department  
City Hall  
200 N Spring Street  
Los Angeles, CA 90012

Re: LETTER OF SUPPORT  
ZA-2020-2673-CUB

I would like to thank Mike Jammu of 7-Eleven, for his partnership with the 77<sup>th</sup> Street Area Station as well as the community. Mr. Jammu exhibits a level of dedication to his business including the Voices Neighborhood Council and Council District 9. His support and participation during peace marches, community cleanups, and community engagement events have played an integral part in bridging the gap between the city of Los Angeles and his involvement and kindness goes above and beyond what a business owner normally contributes.

As a responsible business owner, he has established a close working relationship with 77<sup>th</sup> Street patrol officers since 2012. Mr. Jammu has gone above and beyond making improvements to the area of 54<sup>th</sup> Street and Figueroa and it is also appreciated that he has invested in the installment of interior and exterior good quality video security cameras. Investigators have an open invitation for the use of the video footage to assist with investigations.

I support this 7-Eleven, located at 5401 South Figueroa, Los Angeles, California, 90037, in renewing of their beer and wine license. This location has successfully held a beer and wine license and the fact that there are preventative measures in place such as locked refrigerators which prevents underage consumption of beer and wine again shows the commitment of the owner.

Respectfully,

A handwritten signature in black ink, appearing to read "R Canizales", followed by the number "#36005".

Senior Lead Officer Canizales