

City of Los Angeles
Voices Neighborhood Council
Regular Board Meeting



Tuesday, September 8, 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
Monica Lomeli, Corresponding Secretary
Jaime Rabb, Vice Chairperson



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

Albert Farias, Chairperson

Regular Board Meeting Agenda

Tuesday, September 8, 2020

6:00 pm

Zoom Meeting Online or By Telephone

<https://zoom.us/j/96107326167>

Dial (669) 900-6833 to Join the Meeting

Then Enter This Webinar ID: 961 0732 6167

In conformity with the Governor's Executive Order N-29-20 (March 17, 2020), and due to public health concerns and directives issued by the Mayor of Los Angeles and Los Angeles County Public Health Department regarding reducing the spread of COVID-19, meetings of the VoicesNC will be conducted entirely by video conference or telephonically. This will be effective starting May 1, 2020 and will continue during the period in which state or local public health officials have imposed or recommended social distancing measures.

PUBLIC INPUT AT NEIGHBORHOOD COUNCIL MEETINGS

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NOTICE TO THE PUBLIC

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AMERICANS WITH DISABILITIES ACT (ADA)

As a covered entity under Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and, upon request, will provide reasonable accommodation to ensure equal access to its programs, services and activities. Sign language interpreters, assistive listening devices and other auxiliary aids and/or services, may be provided upon request. To ensure availability of services, please make your request at least 3 business days (72 hours) prior to the meeting you wish to attend by emailing VoicesNC90037@gmail.com Note: for TTY/TDD services, please refer to state provided services at <https://ddtp.cpuc.ca.gov/homepage.aspx>. Zoom meetings feature closed captioning functionality.

PUBLIC ACCESS OF RECORDS

In compliance with Government Code section 54957.5, non-exempt writings that are distributed to a majority or all of the board in advance of a meeting may be viewed at the scheduled meeting. In addition, if you would like a copy of any record related to an item on the agenda, please email VoicesNC90037@gmail.com

CONSIDERATION AND GRIEVANCE PROCESS

For information on the Voices NC’s process for board action reconsideration, stakeholder grievance policy, or any other procedural matters related to this Council, please consult the Voices NC Bylaws. The Bylaws are available at our Board meetings and at <https://VoicesNC.org>.

SERVICIOS DE TRADUCCION

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NOTICE TO PAID REPRESENTATIVES

If you are compensated to monitor, attend, or speak at this meeting, City law may require you to register as a lobbyist and report your activity. See Los Angeles Municipal Code §§ 48.01 *et seq.* More information is available at ethics.lacity.org/lobbying. For assistance, please contact the Ethics Commission at (213) 978-1960 or ethics.commission@lacity.org.

AGENDA FOR 9/8/2020

- 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.

Item	Reference Number	Matter	Time Allotted
1.	0920-01	Meeting Minutes Review and discussion of minutes from the August Meeting on 8/11/20. Member/Committee: K. Benoit Proposed Action: Motion to APPROVE the minutes for the August 2020 General Board Meeting.	3 mins.

2.	0920-02	<p>Monthly Expenditure Report Review and discussion of MERs for August 2020 Member/Committee: S. Nieto Proposed Action: Motion to APPROVE the August 2020 MERs. MERs to be submitted by September 30, 2020. Perform BAC.</p>	3 mins.
3.	0920-03	<p>Amend FY2020-2021 Budget Member/Committee: S. Nieto Proposed Action: Motion to APPROVE the amended FY2020-2021 Voices NC budget to account for translation & interpretation services. Perform BAC.</p>	3 mins.
4.	0920-04	<p>KYCC Tree Planting Partnership Update on VoicesNC NPG to KYCC: Margarita Muños Proposed Action: Motion to APPROVE the flyers to be distributed within Voices NC boundaries regarding shade tree and fruit tree dissemination.</p>	10 mins.
5.	0920-05	<p>USC Government and Civic Engagement Presentation by David Galaviz, Associate Vice President, Government and Community Relations on shared resources and partnerships.</p>	15 min.
6.	0920-06	<p>New Homelessness Housing Development with HHH Funds at 5900 Figueroa Ave. Presentation by John Perfitt, Executive Director, Restore Neighborhoods LA, Inc. Proposed Action: Motion to APPROVE support of the Supportive Housing at 5900 Figueroa Ave and email letter of support to interested stakeholders.zoom</p>	15 mins.
7.	0920-07	<p>Demolition of 4 units and build 31-unit building Member/Committee: A. Farias Proposed Action: Motion to APPROVE a letter indicating that the VoicesNC Board NOT SUPPORT the construction of 31 units at 836-844 W. 42nd Pl (Between Menlo and Hoover) with proposed recommendations. Letter to be sent to the Developers and Owners of the property as well as interested stakeholders.</p>	15 mins.
8.	0920-08	<p>Neighborhood Housing Services (NHS) Community Pride Day Presentation on the NHS nonprofit and explore ways that VoicesNC can partner to host a Community Pride Day and/or a FasTRAK to homeownership workshop for stakeholders. Presentation: Sheila Moweta Proposed Action: Motion to send the event to the Arts Parks and Rec Committee to discuss the details.</p>	15 mins.
9.	0920-09	<p>Committee & Liaison Reports and Updates Council to report on committee and liaison activities and invite interested stakeholders to participate in scheduled meetings.</p> <ul style="list-style-type: none"> • Outreach Committee (Jaime Rabb) • Planning & Land Use Committee (Parker Rand) • Arts, Parks & Recreation Committee (Sara Zurita) • Health and Safety Committee (Steven Nieto) • Budget & Finance Committee (Steven Nieto) • Ad hoc Sustainability Committee (Kaamil Benoit) • Ad hoc Business Committee (Ingrid Guevara) • LA LGBTQ+ Alliance of Neighborhood Councils Liaison (Sally Embrey/Kaamil Benoit) • CPAB (77th & Southwest) Liaison (Steven Nieto) • Homeless Liaison (Albert Farias) 	15 mins.

		<ul style="list-style-type: none"> • SLAANC Liaison (Albert Farias) • Area Representatives (1, 2, 3, 4 and At-Large) <p>Proposed Action: No motions from updates. Committee and Liaison agenda motions will be listed individually for discussion and possible action.</p>	
10.	0920-10	<p>Council File 20-0990 - Diversity, Equity and Inclusion Training / Anti-Bias Training for Los Angeles Neighborhood Council Members</p> <p>Member/Committee: A.Farias</p> <p>Proposed Action: Motion to SUPPORT Council File 20-0990.</p>	15 mins.
11.	0920-11	<p>Planning & Land Use Door Tag</p> <p>Member/Committee: J. Rabb</p> <p>Proposed Action: Motion to APPROVE the final design of the door tag and not to exceed \$1,000 for printing. These flyers will be distributed throughout the VoicesNC community. Perform BAC.</p>	10 mins.
12.	0920-12	<p>Voices Vacancies</p> <p>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.</p> <p>Member/Committee: A. Farias</p> <p>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

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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)

<u>Voices NC Council Vacancy</u>	
Interested stakeholders can email a Letter of Intent to VoicesNC90037@gmail.com . Additional information about Voices NC is available at https://VoicesNC.org	
Council Vacancy	Description
1. Corresponding Secretary	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
2. Housing Advocate Representative	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.

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

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

<u>Voices NC Standing Committees</u>

All meetings are open to the public and will be posted on 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
1. Arts, Parks, & Recreation	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.
2. Budget & Finance	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.
3. Outreach	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.
4. Planning & Land Use	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.
5. Senior Services	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.
6. Youth & Education	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.
7. Health & Safety	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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Regular Board Meeting



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

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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
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Steven Nieto, Treasurer

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Regular Board Meeting Agenda Minutes

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AGENDA FOR 8/11/2020

Call to Order - 6:12 pm

Roll Call - Present: A. Farias, J. Rabb, S. Neito, K. Benoit, K. Guevara, E. Garren, S. Embrey, P. Rand Absent: I. Guevara, A. Patton, A. Gray Tardy: O. Perez

Pledge of Allegiance

Senior Lead Officer Report - Sgt Moore references violent crime in the area. Murders up from last year. GTA still persistent. Officier Canazales reports on GTA. Michelle West, Neighborhood Prosecutor contact info: michelle.west@lacity.org phone: 213-248-1340

Public Officials Report - Yennis from DC-9 says LADOT has extended non-enforcement of parking violations. Census reminder. Small business relief fund (loan) reminder. Thomas Soong in for Karen Hernandez from Empower LA reports on rescheduling video-making webinar, Empower LA website update

General Public Comment on Non-Agenda Items - Mike would like more enforcement to keep bike lanes free of cars illegally parked. Francisco is looking for ways to help the homeless.

General Board Announcements on Non-Agenda Items (Not for Discussion) - Pray Center Church Food Drive tomorrow.

Action Items

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Item	Reference Number	Matter	Time Allotted
1.	0820-01	<p>Meeting Minutes 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. Motion: J. Rabb, 2nd: E. Garren. Motion carries.</p>	3 mins.
2.	0820-02	<p>Monthly Expenditure Report 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. Motion: J. Rabb, 2nd: S. Nieto. Motion carries.</p>	3 mins.
3.	0820-03	<p>FY2019-2020 Encumbered Funds 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. Motion: E. Garren, 2nd: S. Nieto. Motion carries.</p>	3 mins.
4.	0820-04	<p>Amend FY2020-2021 Budget 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. Motion: E. Garren, 2nd: J. Rabb. Motion carries.</p>	5 mins.
5.	0820-05	<p>Voices NC Street Banners 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. Motion: J. Rabb, 2nd: S. Nieto. Motion carries.</p>	3 mins.
6.	0820-06	<p>Virtual Renter's Rights Workshop 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. Motion to approve Renter's Rights Workshop: S. Nieto, 2nd: J. Rabb. Motion carries. Motion to approve flyer (translate to Spanish and reword "repay"): S. Nieto, 2nd: E. Garren. Motion carries.</p>	5 mins.
7.	0820-07	<p>Budget and Finance 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. Motion to postpone until Sept general board meeting: S. Nieto, 2nd: J. Rabb. Motion carries. Motion to approve survey: K. Benoit, 2nd: S. Nieto. Motion carries.</p>	5 mins.
8.	0820-08	<p>Voices Vacant Board Seat Letter of Intent 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 Motion: E. Garren, 2nd: J. Rabb. Motion carries. Proposed Action: Council to appoint Elizabeth Ebow as Housing Advocate Representative Motion: E. Garren, 2nd: K. Benoit. Motion carries.</p>	20 mins.

9.	0820-09	<p>Conditional Use Permit Request from 7Eleven at 5401 S. Figueroa St. Member/Committee: P. Rand, Planning & Land Use Committee Proposed Action: Motion to SUPPORT proposal for 24-hour operation to include beer & wine sales at 5401 S. Figueroa. Motion: J. Rabb, 2nd: E. Garren. YES - 5, NO - 1, ABSTAIN - 3. Motion carries.</p>	15 mins.
10.	0820-10	<p>Article XIV: Compliance Section 2: Training “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>Committee & Liaison Reports and Updates Council to report on committee and liaison activities and invite interested stakeholders to participate in scheduled meetings.</p> <ul style="list-style-type: none"> • Outreach Committee (Jaime Rabb) • Planning & Land Use Committee (Parker Rand) • Arts, Parks & Recreation Committee (Sara Zurita) • Health and Safety Committee (Steven Nieto) • Budget & Finance Committee (Steven Nieto) • Ad hoc Sustainability Committee (Kaamil Benoit) • Ad hoc Business Committee (Ingrid Guevara) • LA LGBTQ+ Alliance of Neighborhood Councils Liaison (Sally Embrey/Kaamil Benoit) • CPAB (77th & Southwest) Liaison (Steven Nieto) • Homeless Liaison (Albert Farias) • SLAANC Liaison (Albert Farias) • Area Representatives (1, 2, 3, 4 and At-Large) <p>Proposed Action: No motions from updates. Committee and Liaison agenda motions will be listed individually for discussion and possible action.</p>	20 mins.
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Council Vacancy	Description
1. Corresponding Secretary	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
2. Housing Advocate Representative	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.

<u>Voices NC Council Liaisons</u>			
Council Liaison	Meeting Time	Assigned Member	Alternate Member
1. SLAANC	Third Thursday of the month (6:30pm)	A. Farias	J. Rabb
2. LAPD 77th C-PAB	Second Thursday of the month (6:00pm)	S. Nieto	J. Rabb
3. LAPD Southwest C-PAB	First Monday of the month (6:30pm)	S. Embrey	A. Patton

4. Homelessness	Every Other Month (TBD) (6:30pm)	A. Farias	K. Benoit, A. Gray, P. Rand
5. Resilience/Disaster Preparedness	TBD	S. Zurita	S. Embrey
6. Budget Advocate	First Monday of the month (7:00pm)	S. Nieto	E. Garren
7. Neighborhood Council Sustainability Alliance	TBD	K. Benoit	A. Patton

Voices NC Council Financial Responsibilities

Primary Signer	2nd Signer	Alternate Signer	1st Bankcard holder	2nd Bankcard holder
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. 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
1. Arts, Parks, & Recreation	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.
2. Budget & Finance	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.
3. Outreach	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.
4. Planning & Land Use	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.
5. Senior Services	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.
6. Youth & Education	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.
7. Health & Safety	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.

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 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 2nd Signer is being appointed



SIGNATURE OF THE 2nd SIGNER

DATE

PRINT NAME OF THE 2ND 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

SIGNATURE OF THE ALTERNATE SIGNER

DATE

PRINT NAME OF THE ALTERNATE SIGNER

EMAIL

BOARD POSITION

PHONE NUMBER

1st Bank Cardholder

Please check here if a new Cardholder is being appointed



SIGNATURE OF THE 1st BANK CARD HOLDER

DATE

PRINT NAME OF THE 1st BANK CARD HOLDER

EMAIL

BOARD POSITION

PHONE NUMBER

2nd Bank Cardholder

Please check here if a new Cardholder is being appointed

SIGNATURE OF THE 2nd BANK CARD HOLDER

DATE

PRINT NAME OF THE 2nd 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 | 213-978-1058

1st Bank Cardholder



SIGNATURE OF THE 1st BANK CARD HOLDER

DATE

PRINT NAME OF THE 1st BANK CARD HOLDER

2nd Bank Cardholder

SIGNATURE OF THE 2nd BANK CARD HOLDER

DATE

PRINT NAME OF THE 2nd 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**

Office/Operational Expenditures Category	
<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>
Total Office/Operational Expenditures	\$17,000.00

Neighborhood Council Annual Budget for Fiscal Year 2020-2021	
Annual Budget Funds	32,000
Rollover Funds*	
Encumbered Funds*	
Total Annual Budget Funds	

Office/Operational Expenditures Category	
Total Office/Operational Expenditures	

*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

Outreach Expenditures Category	
Total Outreach Expenditures	

Election Expenditures Category	
Total Election Expenditures	

Neighborhood Purposes Grants (NPG) Expenditures Category	
Total NPG Expenditures	

Community Improvement Projects (CIP) Expenditures Category	
Total CIP Expenditures	

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

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:	

MOTION

The City of Los Angeles is one of the most diverse cities in the world and has an obligation to strive constantly to live up to its ideals of equity and inclusion. As Mayor Garcetti noted in his Executive Order on Racial Equity in City Government, "We must marshal every tool at our disposal to ensure that all in our community are given the opportunity to thrive and reach for their full potential. And while we cannot dislodge structural racism overnight, it is our responsibility to acknowledge hard truths and advance the cause of reform."

To this end, our work to make Los Angeles equitable and inclusive must be integrated into all levels of government, from the City Council to commissions to city departments to staff to our network of 99 neighborhood councils. As organizations of volunteers dedicating their time to their communities, neighborhood councilmembers should be provided proper training to support these efforts. Just as the City provides neighborhood councils with required ethics training, the City should provide diversity, equity and inclusion training and anti-bias training.

I THEREFORE MOVE that the City Council instruct the Department of Neighborhood Empowerment, in consultation with the Board of Neighborhood Commissioners, the Civil and Human Rights Department and the Civil and Human Rights Commission, to report back to the City Council with a plan to implement mandatory Diversity, Equity and Inclusion training and anti-bias training for all members of Los Angeles Neighborhood Councils.

I FURTHER MOVE that the City Council instruct the Department of Neighborhood Empowerment, in consultation with the Board of Neighborhood Commissioners, the Civil and Human Rights Department and the Civil and Human Rights Commission, to report back to the City Council regarding a plan to implement the Mayor's Executive Order No. 27 regarding racial equity in city government plans at the Neighborhood Council level.

PRESENTED BY :



DAVID E. RYU for **MIKE BONIN (verbal)**
Councilmember, 11th District

SECONDED BY :

_____ **PAUL KORETZ (verbal)**
Councilmember, 5th District



VOICES NEIGHBORHOOD COUNCIL General Board



Board Members

CHAIRPERSON

Albert J. Farias

VICE-CHAIRPERSON

Jaime Rabb

CORRESPONDING SECRETARY

Monica Lomeli

RECORDING SECRETARY

Kaamil Benoit

TREASURER

Steven J. Nieto

PARLIAMENTARIAN

Ingrid Guevara

EDUCATION REPRESENTATIVE

Kelvin Guevara

AREA 1 REPRESENTATIVE

Sally Embrey

AREA 2 REPRESENTATIVE

Odalys Perez

AREA 3 REPRESENTATIVE

Abasi Patton

AREA 4 REPRESENTATIVE

Edward Garren

AT-LARGE REPRESENTATIVE

Parker Rand

COMMUNITY/NONPROFIT REPRESENTATIVE

Sara Zurita

HOUSING ADVOCATE

Elizabeth Ebow

YOUTH REPRESENTATIVE

Anita Gray

September 7, 2020

John Perfitt

Executive Director

Restore Neighborhoods LA, Inc.

315 W. 9th St., Suite 503

Los Angeles, CA 90015

jperfitt@rn-la.org

RE: Housing with HHH funds at 5900 Figueroa

Dear John Perfitt,

The Voices Neighborhood Council held a General Board Meeting on September 8, 2020 and voted (0-0-0) to SUPPORT the development of homeless housing with HHH funds at 5900 Figueroa Blvd WITH AMENDMENTS. After hearing about project at our Joint Board and Planning and Land Use and Health and Safety Committee Meeting on August 28th we recommend the following amendments to the project:

- 1) Adopt a pet policy for potential tenants
- 2) Open the community room for public use including non-profit and city organizations.
- 3) Have open public WiFi available to the community and residents.
- 4) Make every effort to ensure that residents are from the surrounding community.

Overall, the addition of supportive housing in our area addresses an important public concern by increasing affordable housing for people experiencing homelessness in our area.

Sincerely,

Albert J. Farias, PhD, MPH

Chair

chair@voicesnc.org



VOICES NEIGHBORHOOD COUNCIL General Board



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Elizabeth Ebow

YOUTH REPRESENTATIVE

Anita Gray

September 7, 2020

Danielle Haymen
Hayman Development LLC
12650 Riverside Dr.
Studio City, CA 91607
danielle@haymanllc.com

RE: Case ID: DIR-2020-1822-TOC

Dear Danielle Haymen,

The Voices Neighborhood Council held a General Board Meeting on September 8, 2020 and voted (0-0-0) to NOT SUPPORT the development at 836-844 W. 42nd Pl. (DIR-2020-1822-TOC). The project calls for the demolition of 4 residential units and adds 31 units at the proposed lot.

The Voices Neighborhood Council and community stakeholders have expressed our concerns to the developer directly in a public meeting held on July 25, 2020. After three subsequent public meetings, we have decided to NOT SUPPORT the project because it does not contribute to the social fabric of our neighborhood nor improve quality of life or well-being of our neighbors. In order to meet this standard, the Voices Neighborhood Council recommends the following actions be taken by the developer/owners:

1. To contribute to the initiation of a business improvement district (BID) along Vermont Ave from Martin Luther King Jr. Blvd to Gage Ave. The contribution to the BID would address the quality of life issues such as graffiti removal, trash and bulky item pick up, free public WiFi and would spark economic development in the area. The addition of 31 units consisting of a total of 119 bedrooms can have a detrimental impact on such quality of life issues. The BID contribution would mitigate the impact of increased density in the area.
2. To give priority to future residents who currently live within a 1-mile radius of the development site.
3. To provide a right of return and refusal for the people currently living in the 4 residential units located at the development site.
4. To work with City Planning to select design elements that are characteristic of the surrounding community including design features that mirror craftsman style homes.

5. To increase the number of affordable housing units approaching 50% of units within 1 of the TOC dedicated affordable income tiers.
6. To modify the design to ensure at least 1 parking space per unit.

The Voices Neighborhood Council invites the developer/owners to our future public meeting to be held on September 25, 2020 at 4:00 pm to address the concerns outlined in this correspondence. We thank you for your attention to this matter.

Sincerely,

Albert J. Farias, PhD, MPH
Chair
chair@voicesnc.org

CC: Sherilyn Correa, Director of Planning & Economic Development
(Sherilyn.correa@lacity.org), Philip Cohen, Property Owner
(pcohen@mansfeldequities.com)