

City of Los Angeles  
Voices Neighborhood Council  
Regular Board Meeting



Tuesday, July 13, 2021, 6:00 pm  
VIA Telephone or Internet (Zoom)

Sally Embrey, Area 1  
Javonne Sanders, Area 2  
Vacant, Area 3  
Vacant, Area 4  
Parker Rand, At-Large  
Matthew Crawford, Corresponding Secretary  
Jaime Rabb, Vice Chairperson



Vacant, Education  
Vacant, Youth  
Elizabeth Ebow, Housing  
Estuardo Mazariegos, Community-Based  
Sunny Keaton, Parliamentarian  
Kaamil Benoit, Recording Secretary  
Steven Nieto, Treasurer

Albert Farias, Chairperson

## Regular Board Meeting

Tuesday, July 13, 2021

6:00 pm

**Zoom Meeting Online or By Telephone**

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

**Dial (669) 900-6833 or 877 853 5257 (Toll Free) 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**

The public is requested dial \*9, when prompted by the presiding officer, to address the Board on any agenda item before the Board takes an action on an item. Comments from the public on agenda items will be heard only when the respective item is being considered. Comments from the public on other matters not appearing on the agenda that are within the Board's jurisdiction will be heard during the General Public Comment period. Please note that under the Brown Act, the Board is prevented from acting on a matter that you bring to its attention during the General Public Comment period; however, the issue raised by a member of the public may become the subject of a future Board meeting. Public comment is limited to 3 minutes per speaker, unless adjusted by the presiding officer of the Board.

### **NOTICE TO THE PUBLIC**

The City of Los Angeles Code of Conduct will be enforced to ensure the Voices Neighborhood Council meetings are collaborative, supportive, and respectful of divergent opinions.

### **QUORUM**

The Voices Neighborhood Council has 14 elected positions and one nominated position. The Voices Neighborhood Council must have eight members present for quorum to conduct official business.

**PUBLIC POSTING OF AGENDAS** – Neighborhood Council agendas are posted for public review as follows:

- Vermont Square Library Front Door, 1201 W. 48th St.
- [www.voicesnc.org](http://www.voicesnc.org)
- You can also receive our agendas via email by subscribing to L.A. City's Early Notification System at <https://www.lacity.org/subscriptions>

**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](mailto: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](mailto: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**

Si requiere servicios de traducción, favor de avisar al Concejo Vecinal 3 días de trabajo (72 horas) antes del evento. Por favor contacte a Jaime Rabb, Vice Chair, por correo electrónico a [Vicechair@voicesnc.org](mailto:Vicechair@voicesnc.org) para avisar al Concejo Vecinal.

**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](http://ethics.lacity.org/lobbying). For assistance, please contact the Ethics Commission at (213) 978-1960 or [ethics.commission@lacity.org](mailto:ethics.commission@lacity.org).

**AGENDA FOR 7/13/2021**

*Call to Order  
 Roll Call*

**Action Items**

All items listed are designated for discussion and possible action by the Voices Neighborhood Council. Council items identified as presentations 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.	0721-01	<b>Neighborhood Council Installment and Oath of Office for Newly Elected Board</b>	10 min.
2.	0721-02	<b>General Public Comment on Non-Agenda Items</b> ( <i>limit 3 minutes per speaker</i> )	10 min.
3.	0721-03	<b>Community/Government Reports and Announcements</b> A. LAPD Senior Lead Officers -Southwest and 77th St. B. Office of Supervisor Mitchell’s office - Alfonso Ruiz-Delgado C. Council District 9 - Kendal Lake	30 min.

		D. Mayor's Office - Edith Vega E. USC Civic Engagement- Steve Wesson F. Department of Neighborhood Empowerment- Karen Hernandez	
4.	0721-04	<b>Treasurer's Report: Monthly Expenditure Report</b> Presentation by S. Nieto, Treasurer Review and discussion of VoicesNC Budget and MERs for June 2021. Member/Committee: S. Nieto <u>Proposed Action 1:</u> Motion to APPROVE the June 2021 MERs. MERs to be submitted by July 31, 2021. Perform BAC. <u>Proposed Action 1:</u> Motion to APPROVE the FY 21-22 budget. Perform BAC <u>Proposed Action 1:</u> Motion to APPROVE Administrative Board Packet including signers and bank card holders. Perform BAC	15 min.
5.	0721-05	<b>Figuroa and Slauson Park</b> Presentation by Sherilyn Correa and a representative from the Recreation and Park Department. <u>Proposed Action:</u> Motion to APPROVE support with recommendations for the Figuroa and Slauson Park	20 min.
6.	0721-06	<b>Meeting Minutes</b> Review and discussion of minutes from the May (5/11/21) and June (6/8/21) Meetings. Member/Committee: K. Benoit Proposed Action: Motion to APPROVE the minutes for the May and June 2021 General Board Meeting.	5 min.
7.	0721-07	<b>Mural Project at Vermont Square Branch Library</b> Board Member: J. Rabb, Outreach and Arts, Parks & Recreation Committee <u>Proposed Action:</u> Motion to APPROVE the mural artwork and cost not to exceed \$3,500 by Jayson Valencia for the building next to Vermont Square Branch Library.	10 min.
8.	0721-08	<b>First Annual Summer Saturday Extravaganza</b> In collaboration with Councilmember Price's office we are co-sponsoring an event at Vermont Square Park every Saturday in August. Discussion of details. Board Member: A. Farias <u>Proposed Action:</u> Motion to APPROVE the cost not to exceed \$2,000 for food/items for 4 Summer events held in August 2021 at Vermont Square Park.	15 min.
9.	0721-09	<b>2021 Civic University for Neighborhood Councils</b> Discussion and possible action to appoint board members to attend on 9/9, 9/23, 9/30/21 Board Member: A. Farias & J. Rabb <u>Proposed Action:</u> Appoint 2 board members to attend Civic University	10 min.
10.	0721-10	<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 February meeting. Presentation by Area 3 Representative candidate Abasi Patton and Area 4 Representative Edward Garren. Proposed Action: Motion to appoint Area 3 Representative and Area 4 Representative. Member/Committee: A. Farias <u>Proposed Action:</u> 1) Council to appoint vacant board seats.	15 min.
11.	0721-11	<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. <ul style="list-style-type: none"> <li>• Outreach Committee (Jaime Rabb)</li> <li>• Planning &amp; Land Use Committee (Parker Rand)</li> </ul>	15 min.

		<ul style="list-style-type: none"> <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 (Vacant)</li> <li>• LA LGBTQ+ Alliance of Neighborhood Councils Liaison (Sally Embrey/Kaamil Benoit)</li> <li>• CPAB - 77th Liaison (Steven Nieto) &amp; Southwest Liaison (Sally Embrey)</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><b>Proposed Action:</b> No Proposed Action</p>	
12.	0721-12	<p><b>General Board Announcements on Non-Agenda Items (Not for Discussion)</b></p> <ul style="list-style-type: none"> <li>• Voices NC Board Member Training Updates</li> <li>• Community Refrigerator at United Market on 51st Place &amp; Vermont Sign Up</li> <li>• Others</li> </ul>	3 min.

**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)

<u>Voices NC Council Liaisons</u>			
Council Liaison	Meeting Time	Assigned Member	Alternate Member

<b>1. SLAANC</b>	Third Thursday of the month (6:30pm)		
<b>2. LAPD 77<sup>th</sup> C-PAB</b>	Second Thursday of the month (6:00pm)		
<b>3. LAPD Southwest C-PAB</b>	First Monday of the month (6:30pm)		
<b>4. Homelessness</b>	Every Other Month (TBD) (6:30pm)		
<b>5. Resilience/Disaster Preparedness</b>	TBD		
<b>6. Budget Advocate</b>	First Monday of the month (7:00pm)		
<b>7. Neighborhood Council Sustainability Alliance</b>	TBD		

<b>Voices NC Council Financial Responsibilities</b>
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Primary Signer	2 <sup>nd</sup> Signer	Alternate Signer	1 <sup>st</sup> Bankcard holder	2 <sup>nd</sup> Bankcard holder

<b>Voices NC Standing Committees</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>		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>		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>		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>		The Planning & Land Use Committee shall review, take public input, report on and make recommendations of actions to the Board on any land use,

		<p>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.</p>
<b>5. Senior Services</b>		<p>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.</p>
<b>6. Youth &amp; Education</b>		<p>The Youth &amp; 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.</p>
<b>7. Health &amp; Safety</b>		<p>The Health &amp; 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.</p>

# Monthly Expenditure Report



Reporting Month: June 2021

Budget Fiscal Year: 2020-2021

NC Name: Voices of 90037

Monthly Cash Reconciliation					
Beginning Balance	Total Spent	Remaining Balance	Outstanding	Commitments	Net Available
\$11501.47	\$2053.70	\$9447.77	\$0.00	\$0.00	\$9447.77

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office	\$30991.25	\$553.70	\$663.94	\$0.00	\$663.94
Outreach		\$1500.00		\$0.00	
Elections		\$0.00		\$0.00	
Community Improvement Project	\$8500.00	\$0.00	\$3500.00	\$0.00	\$3500.00
Neighborhood Purpose Grants	\$5000.00	\$0.00	\$2200.00	\$0.00	\$2200.00
Funding Requests Under Review: \$0.00		Encumbrances: \$0.00		Previous Expenditures: \$36073.61	

Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	THE WEB CORNER, INC	06/01/2021	Monthly email and website services	General Operations Expenditure	Office	\$202.50
2	EXTRA SPACE 1562	06/12/2021	Reoccurring credit card charge for storage.	General Operations Expenditure	Office	\$253.20
3	Community Build	05/20/2021	Voices NC to approve a contribution in the amount of \$1500 to Community Build to help mitigate COVID-19's impact on stakeholders by establishing a community refrigerator within the ...	General Operations Expenditure	Outreach	\$1500.00
4	Interpreters Unlimited	06/18/2021	Proxy payment for translation services requested for General Board meeting.	General Operations Expenditure	Office	\$98.00
<b>Subtotal:</b>						<b>\$2053.70</b>

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

Office of the City Clerk

Administrative Services Division

Neighborhood Council (NC) Funding Program

Board Action Certification (BAC) Form



NC Name: Meeting Date:

Budget Fiscal Year: Agenda Item No:

Board Motion and/or Public Benefit Statement (CIP and NPG):

Method of Payment: (Select One) [ ] Check [ ] Credit Card [ ] Board Member Reimbursement

Vote Count
Recused Board Members must leave the room prior to any discussion and may not return to the room until after the vote is complete.

Table with 8 columns: Board Member's First and Last Name, Board Position, Yes, No, Abstain, Absent, Ineligible, Recused. Rows include Chair, Vice-Chair, Treasurer, Recording Secretary, Corr. Secretary, Parliamentarian, Education Rep, Comm/Nonprofit Rep, Youth Rep, At-Large Rep, Area 1-4 Rep.

Board Quorum: Total:

We, the authorized signers of the above named Neighborhood Council, declare that the information presented on this form is accurate and complete, and that a public meeting was held in accordance with all laws, policies, and procedures. The above was approved by the Neighborhood Council Board, at a Brown Act compliant public meeting where a quorum of the Board was present.

Authorized Signature: [Signature] Authorized Signature: [Signature]

Print/Type Name: Print/Type Name:

Date: Date:





# INVOICE

4305 Degnan Blvd.  
Suite 102  
Los Angeles, CA 90008  
Phone: (323) 290-6560  
Fax: (323) 596-9036

INVOICE #	DATE
5202021	5/20/21


## BILL TO

Voices Neighborhood Council  
Attn: Steven J. Nieto, PhD

DESCRIPTION	AMOUNT
Contribution to establish and maintain a community refrigerator within the Voices NC boundaries and accessible to all Voices NC stakeholders who are experiencing food insecurity due to COVID-19	\$1,500.00
<i>Thank you for your business!</i>	<b>TOTAL \$1,500.00</b>

If you have any questions about this invoice, please contact

Yannis Oliver, Financial Controller

 **IRS** Department of the Treasury  
Internal Revenue Service  
P.O. Box 2508  
Cincinnati OH 45201

In reply refer to: 0248564843  
July 19, 2011 LTR 4168C E0  
95-4375255 000000 00  
00012756  
BODC: TE

COMMUNITY BUILD INC  
% BRENDA SHOCKLEY  
4305 DEGNAN BLVD STE 102  
LOS ANGELES CA 90008-4949



004077

Employer Identification Number: 95-4375255  
Person to Contact: Ms. Osborne  
Toll Free Telephone Number: 1-877-829-5500

Dear Taxpayer:

This is in response to your July 11, 2011, request for information regarding your tax-exempt status.

Our records indicate that you were recognized as exempt under section 501(c)(3) of the Internal Revenue Code in a determination letter issued in March 1994.

Our records also indicate that you are not a private foundation within the meaning of section 509(a) of the Code because you are described in section(s) 509(a)(1) and 170(b)(1)(A)(vi).

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

Please refer to our website [www.irs.gov/eo](http://www.irs.gov/eo) for information regarding filing requirements. Specifically, section 6033(j) of the Code provides that failure to file an annual information return for three consecutive years results in revocation of tax-exempt status as of the filing due date of the third return for organizations required to file. We will publish a list of organizations whose tax-exempt status was revoked under section 6033(j) of the Code on our website beginning in early 2011.



Office of the City Clerk – Administrative Services Division  
Neighborhood Council Funding Program  
Proxy Authorization Form

For Voices Neighborhood Council

Date: 05.21.2021

Motion/Action: \_\_\_\_\_

If the proxy authorization is for a payment request, please complete the following:

Vendor Name	Invoice Number	Date of Invoice	Amount
Interpretation Unlimited	#269765	05.01.2021	\$98.00
<b>Total</b>			\$98.00

Reason for Proxy Authorization: \_\_\_\_\_  
Interpretation Services for General Board Meeting

Department Authorizing Payment:

- Office of the City Clerk
- Department of Neighborhood Empowerment

Staff Name: Karen Hernandez

Title: Neighborhood Empowerment Advocate

Signature:  Date: 6/8/2021

Authorization: Thomas Soong

Title: Director of Outreach and Elections

Signature:  Date: 6/17/21



iu group

interpretation
 translation
 transportation
 sign language

[www.interpreters.com](http://www.interpreters.com)

## Interpreters Unlimited, Inc.

Department of Neighborhood Empowerment  
 200 N. Spring Street,  
 Suite 2005,  
 Los Angeles, CA, 90012

Invoice No: 269765

### INVOICE FOR PROFESSIONAL LANGUAGE SERVICES

Invoice Date: 2021-05-01  
 Interpreter: Voices Neighborhood Council  
 Language: Spanish  
 Type: Language  
 Date Of Service: 2021-05-01 at 01:00 PM  
 Requested by: Guadalupe Aguilar  
 Event Duration : 2 Hours 00 Minutes  
 Location: Zoom Meeting,  
 Los Angeles , California, 90001

Notes:

Base \$ 98.00

Total: \$ 98.00

Visit [www.interpreters.com](http://www.interpreters.com) to schedule your appointments.  
 Please call to get your login information.  
 You can now visit our website to enter  
 appointments. Please call to get your login  
 information

**Payment Reminder**  
 Please include invoice Number that you are paying on your check.  
 Thank You.  
 We are going green, please provide us with your email address at  
[info@iugroup.com](mailto:info@iugroup.com) to receive future invoices via email.

**From:** Extra Space Storage extraspace@mail.extraspacestorage.com  
**Subject:** Payment Confirmation: Thank you for your payment.  
**Date:** June 12, 2021 at 12:12 AM  
**To:** chair@voicesnc.org

ES

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



[MY ACCOUNT](#)   [CONTACT US](#)


## Payment Success!

Your payment has been processed. You can visit your My Account portal to see transaction details.

Thank you for choosing Extra Space Storage to store your belongings!

### YOUR FACILITY

 (323) 243-1017

 1701 W Slauson Ave  
Los Angeles, CA 90047

[Get Directions](#)

### YOUR RECEIPT

Payment Date: 6/12/2021  
7:12:19 AM

Transaction Number:  
78965268

Unit Number: 2467

**Payment Total: \$253.20**

[MY ACCOUNT](#)

Let's get social



This email was sent to: [chair@voicesnc.org](mailto:chair@voicesnc.org)

This email was sent by: Extra Space Storage, 2795 East Cottonwood Pkwy, Suite 400, Salt Lake City, UT 84121

You are receiving this mandatory informational email to notify you about your unit or account.

© 2021 Extra Space Storage LLC.

**The Web Corner, Inc.**

**Invoice**

15300 Ventura Blvd. Suite 400  
 Sherman Oaks, CA 91403  
 818-345-7443

**PAID**  
**06/01/2021**

Date	Invoice #	Terms
6/1/2021	22158	

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>

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

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

Fiscal Year: \_\_\_\_\_



## **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 NC board has voted on the Packet, 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**

\_\_\_\_\_  
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**

\_\_\_\_\_  
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**

\_\_\_\_\_  
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**

\_\_\_\_\_  
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 NEXT PAGE**

**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**

---

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/clerk-services/nc-funding>

**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>\$1,500.00</i>
<i>Printing and Photocopying for Meetings</i>	<i>\$300.00</i>
<i>Meeting Facility Fees (Riverside Elementary School)</i>	<i>\$1,500.00</i>
<i>Minute-Taker for Meetings (AppleOne)</i>	<i>\$1,500.00</i>
<i>Refreshments/Snacks for Meetings</i>	<i>\$1,200.00</i>
<b>Total Office/Operational Expenditures \$15,500.00</b>	

<p style="margin: 0;"><b>Neighborhood Council</b></p> <p style="margin: 0;">_____ <b>Annual Budget for Fiscal Year:</b> _____</p>	
<b>Annual Budget Funds</b>	
<b>Rollover 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 applicable adjustment, if any, approximately 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 adjustments.



<b>Outreach Expenditures Category</b>	
<b>Total Outreach Expenditures</b>	

<b>Election Expenditures Category</b>	
<b>Total Election Expenditures</b>	

<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 THE FISCAL YEAR</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:	

When the Board completes and approves the Admin Packet, the NC Treasurer may submit the Packet and BAC Form online in the NC Funding System portal, Budget Allocation section. The NC Funding System portal website is <https://cityclerk.lacity.org/NCFundPortal/#/login>

Please contact our Office for any questions you may have. We are here to help.  
[Clerk.NCFunding@lacity.org](mailto:Clerk.NCFunding@lacity.org)  
 (213)978-1058

City of Los Angeles  
Voices Neighborhood Council  
Regular Board Meeting



Tuesday, May 11, 2021, 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  
Matthew Crawford, Corresponding Secretary  
Jaime Rabb, Vice Chairperson



Albert Farias, Chairperson

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

## Regular Board Meeting **MINUTES**

Tuesday, May 11, 2021

6:00 pm

**Zoom Meeting Online or By Telephone**

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

**Dial (669) 900-6833 or 877 853 5257 (Toll Free) 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**

The public is requested dial \*9, when prompted by the presiding officer, to address the Board on any agenda item before the Board takes an action on an item. Comments from the public on agenda items will be heard only when the respective item is being considered. Comments from the public on other matters not appearing on the agenda that are within the Board's jurisdiction will be heard during the General Public Comment period. Please note that under the Brown Act, the Board is prevented from acting on a matter that you bring to its attention during the General Public Comment period; however, the issue raised by a member of the public may become the subject of a future Board meeting. Public comment is limited to 3 minutes per speaker, unless adjusted by the presiding officer of the Board.

### **NOTICE TO THE PUBLIC**

The City of Los Angeles Code of Conduct will be enforced to ensure the Voices Neighborhood Council meetings are collaborative, supportive, and respectful of divergent opinions.

### **QUORUM**

The Voices Neighborhood Council has 14 elected positions and one nominated position. The Voices Neighborhood Council must have eight members present for quorum to conduct official business.

**PUBLIC POSTING OF AGENDAS** – Neighborhood Council agendas are posted for public review as follows:

- Vermont Square Library Front Door, 1201 W. 48th St.
- [www.voicesnc.org](http://www.voicesnc.org)
- You can also receive our agendas via email by subscribing to L.A. City's Early Notification System at <https://www.lacity.org/subscriptions>

**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](mailto: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](mailto: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**

Si requiere servicios de traducción, favor de avisar al Concejo Vecinal 3 días de trabajo (72 horas) antes del evento. Por favor contacte a Jaime Rabb, Vice Chair, por correo electrónico a [Vicechair@voicesnc.org](mailto:Vicechair@voicesnc.org) para avisar al Concejo Vecinal.

**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](http://ethics.lacity.org/lobbying). For assistance, please contact the Ethics Commission at (213) 978-1960 or [ethics.commission@lacity.org](mailto:ethics.commission@lacity.org).

**AGENDA FOR 5/11/2021**

*Call to Order at 6:05 pm*

*Roll Call PRESENT: A. FARIAS, J. RABB, K. BENOIT, S. NIETO, M. CRAWFORD, P. RAND, S. EMBREY. TARDY: A. GRAY, A. PATTON*

**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.	0521-02	<b>General Public Comment on Non-Agenda Items</b> <i>(limit 3 minutes per speaker)</i> <i>Martha from Vermont Square Library: library may re-open in a few weeks. No news on whether or not meetings will be held there. Hydee Feldstein: she is running for City Attorney and wants to explain the position and introduce herself, hydeeforcityattorney.com. Heather Michaels: to ask for this NC support for the Congress of Neighborhood Councils. Richelle Callies: wants board to</i>	10 min.

		<i>post job opening flyers. Ignite: wants board to be mindful of cannabis business equity in this area and work with EQUA to ensure funds for cannabis are funneled into this area and can provide CIS. Caller would like to request that meetings in the future be hybrid (in person and virtual) and commend the community on the improvements to the park</i>	
2.	0521-02	<p><b>Community/Government Reports and Announcements</b></p> <p>A. LAPD Senior Lead Officers -Southwest and 77th St. Officer Canizalez: 1 shooting last month at 57th and Budlong, young lady shot in thigh. GTA up 9% from 2020, robberies and assaults are down from last year. quality of life issues, addressing homeless encampments with CD9. Wes says that helicopters giving instructions to the public can not be heard on the ground.</p> <p>B. Office of Supervisor Mitchell's office - Alfonso Ruiz-Delgado: <b>not present</b></p> <p>C. Council District 9 - James Westbrooks: budget committee making recommendations on city budget, comes to full council on May 20th. New bridge housing opening in the area for homeless individuals and veterans. 100,000 Covid-19 vaccines administered in CD9, opening at 9am and 9pm to accommodate more people. Lights and camera construction at Vermont Square Park started.</p> <p>D. Mayor's Office - Edith Vega: <b>not present.</b></p> <p>E. USC Civic Engagement- Steve Wesson: USC wants to help small businesses by promoting them, email him at <a href="mailto:swesson@usc.edu">swesson@usc.edu</a>. Graduation begins next Friday, will be held at the Coliseum, don't exit 110 and Exposition if possible due to traffic. Vaccination center at USC doing well.</p> <p>F. Department of Neighborhood Empowerment- Karen Hernandez: <b>not present.</b></p>	30 min.
3.	0521-03	<p><b>UPDATE: Reimaging LAPD Funds in South LA</b> Presentation: Representative from Councilmember Curren Price Proposed Action: Motion to AMEND Voices NC recommendations on CD9's allocated funding. <b>NO ACTION TAKEN</b></p>	15 min.
4.	0521-04	<p><b>King Solomon Village (KSG) Housing Concept at 1300 W. Slauson Ave, LA 90044</b> Presentation by Jacquelyn Dupont-Walker, Ward Economic Development Corporation (WEDC) Proposed Action: Motion to SUPPORT the King Solomon Village Housing Concept. <b>MOTION: J. RABB, 2ND M. CRAWFORD, 8 YES, MOTION CARRIES.</b></p>	20 min.
5.	0521-05	<p><b>LADOT's proposed pedestrian refuge island request at Vermont &amp; 52nd St.</b> Board Member: Christopher Rider, LADOT Proposed Action: Motion to SUPPORT the installation of a pedestrian refuge island at Vermont Ave and 52nd St. <b>MOTION: M. CRAWFORD, 2ND: K. BENOIT, 8 YES, MOTION CARRIES.</b></p>	10 min.
6.	0521-06	<p><b>2021 Voices Neighborhood Council Board Seating Policy</b> Discussant: Karen Hernandez Proposed Action: Motion to APPROVE the 2021 board seating <b>MOTION: K. BENOIT, 2ND: M. CRAWFORD, 8 YES, MOTION CARRIES</b></p>	10 min.
7.	0521-07	<p><b>Meeting Minutes</b> Review and discussion of minutes from the April Meeting on 4/13/21. Member/Committee: K. Benoit Proposed Action: Motion to APPROVE the minutes for the April 2021 General Board Meeting. <b>MOTION: J. RABB, 2ND: K. BENOIT, 8 YES, MOTION CARRIES.</b></p>	3 min.
8.	0521-08	<p><b>Treasurer's Report: Monthly Expenditure Report</b> Presentation by S. Nieto, Treasurer Review and discussion of VoicesNC Budget and MERs for April 2021. Member/Committee: S. Nieto</p>	10 min.

		Proposed Action: Motion to APPROVE the April 2021 MERs. MERs to be submitted by May 31, 2021. Perform BAC. <b>MOTION: S. NIETO, 2ND: J. RABB, 8 YES, MOTION CARRIES</b> Proposed Action: Motion to APPROVE an amended FY 20-21 budget. Perform BAC <b>MOTION: S. NIETO, 2ND: A. GRAY, 8 YES, MOTION CARRIES</b>	
9.	0521-09	<b>Community Refrigerator</b> Member/Committee: M. Crawford Proposed Action: Motion to APPROVE not to exceed \$2000 for the construction and maintenance of the community refrigerator program to CommunityBuild for pandemic related expenses. <b>MOTION: K. BENOIT, 2ND: J. RABB, 8 YES, MOTION CARRIES.</b>	10 min.
10.	0521-10	<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. <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 Liaison (Steven Nieto) &amp; Southwest Liaison (Sally Embrey)</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> Proposed Action: No motions from updates. Committee and Liaison agenda motions will be listed individually for discussion and possible action.	15 min.
11.	0521-11	<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 February meeting. Member/Committee: A. Farias Proposed Action: 1) Council to appoint vacant board seats.	5 min.
12.	0521-12	<b>General Board Announcements on Non-Agenda Items (Not for Discussion)</b> <ul style="list-style-type: none"> <li>• Voices Neighborhood Council 2021 Elections - <a href="#">List of Candidates</a></li> </ul> Ballot Drop Box at Vermont Square Library - opens Friday, May 14 at 9:00am - closes on Election Day, Tuesday, May 18 at 8:00pm.	10 min.

**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 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**

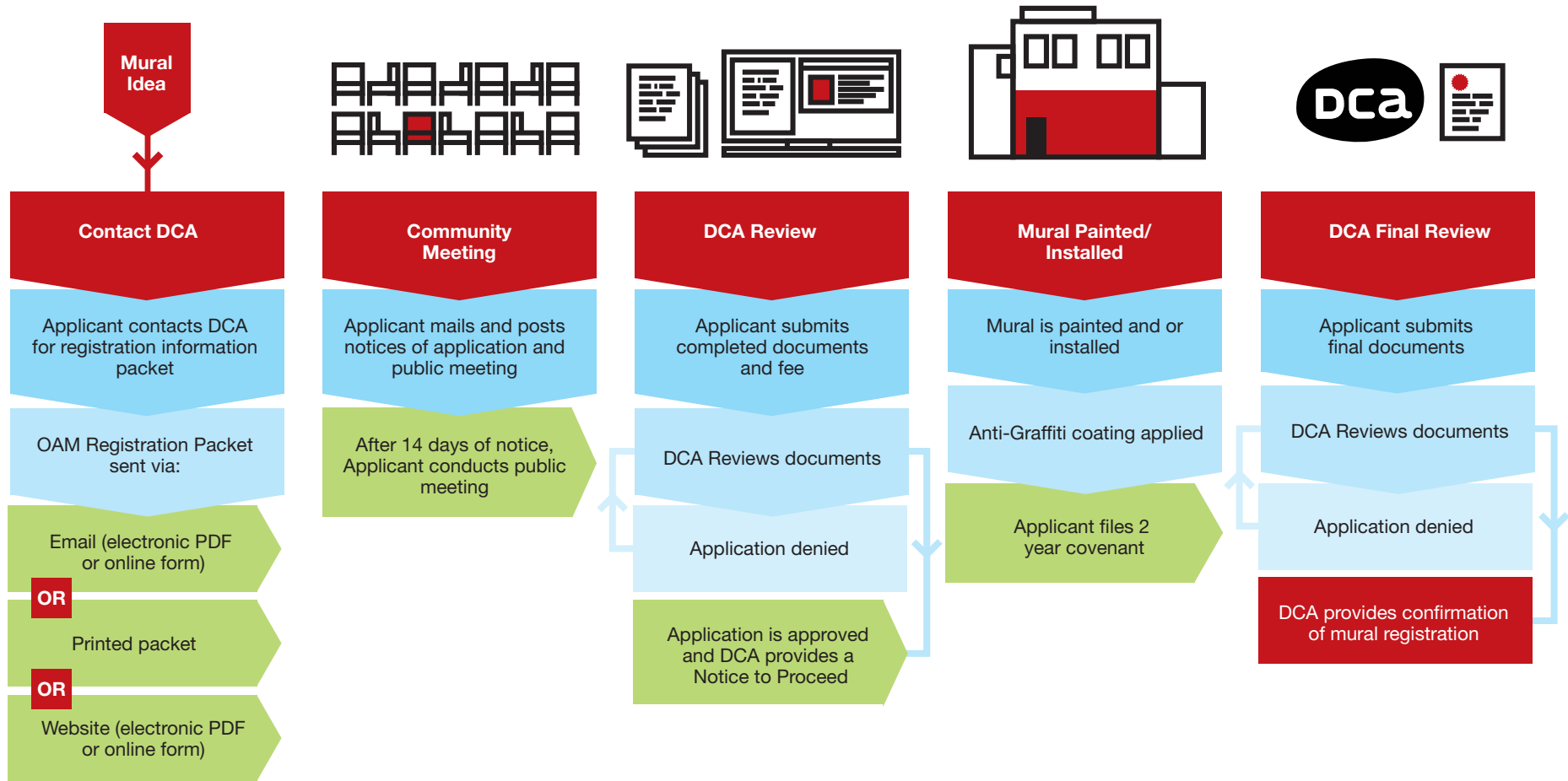
<b>Primary Signer</b>	<b>2<sup>nd</sup> Signer</b>	<b>Alternate Signer</b>	<b>1<sup>st</sup> Bankcard holder</b>	<b>2<sup>nd</sup> Bankcard holder</b>
S. Nieto (Treasurer)	A. Farias	J. Rabb	A. Farias	J. Rabb

**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.*

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.





**OFFICE**  
 APPLICATION  
 DATE \_\_\_\_\_  
 NUMBER \_\_\_\_\_  
 PROCEED DATE \_\_\_\_\_  
 EXPIRATION DATE \_\_\_\_\_  
 COVENANT EXPIRATION DATE \_\_\_\_\_  
 OAM # \_\_\_\_\_

# ORIGINAL ART MURAL APPLICATION

**Registration Fee (per LAAC 22.116): A \$60 non-refundable application fee** based on the estimated administrative cost for mural registration program implementation pursuant to LAAC Section 22.116. Check or money order made payable to the City of Los Angeles Department of Cultural Affairs.

## CONTACT INFORMATION

### Applicant

(Organization or Individual):

First Name: SARA  
 Last Name: ZURITA  
 Phone: 213-7039420  
 Email: COMMUNITYREP@VOICESN  
 Address: VOICES NEIGHBORHOOD

### Artist(s)

First Name: JAYSON  
 Last Name: VALENCIA  
 Phone: 323-363-9207  
 Email: UNIVERSOULFIGHTER@GM  
 Address: \_\_\_\_\_

### Property Owner

First Name: CITY OF LOS ANGELES  
 Last Name: MARTHA SHEROD  
 Phone: 323-290-7406  
 Email: MSHEROD@LAPL.ORG  
 Address: \_\_\_\_\_

Preferred Method of Contact: \_\_\_\_\_

Preferred Method of Contact: \_\_\_\_\_

Preferred Method of Contact: \_\_\_\_\_

## MURAL INFORMATION

Location: (i.e. "Bob's Bakery") \_\_\_\_\_  
VERMONT SQUARE PARK  
NEXT TO THE LIBRARY  
 Project Address: \_\_\_\_\_  
1201 W. 48TH ST  
LOS ANGELES, CA 90037  
 Council District: CD9

Mural Title: LOVE BOOKS  
 \_\_\_\_\_  
 Square Footage: 21W x 9H  
189 SQ. FT.  
 Project Budget: \$3,600.00

Media:  
 Paint  Tile\*  Digital\*\*   
 Other  If "Other" describe: SS  
only paing will be used with a coat of  
anti-graffiti seal

Mural Description: \_\_\_\_\_  
The mural will have a green base color with clouds all over, and displayed on the  
larger wall with be the word "love." Each letter will be displayed as a book except  
for the letter "o" which will be displayed as a globe. The sides of the mural will h

\*If "Tile" contact L.A. Department of Building and Safety for an Alteration Permit.

\*\*If "Digital" refer to the Supplemental Digital Application criteria. Digitally printed image murals require approval from both the Los Angeles Fire Department and the Department of Building and Safety.

## TIME, PLACE AND MANNER REGULATIONS

### Other City Departments

- |  | Yes                                 | No                                  |
|--|-------------------------------------|-------------------------------------|
| 1. Will the mural require hardware to be affixed to the wall?<br>If yes, refer to the <a href="#">Department of Building and Safety</a> for approval.  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 2. Will the mural be fabricated with a potentially flammable substrate?<br>If yes, refer to the <a href="#">Los Angeles Fire Department</a> for approval.  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 3. Is the property located in a special zone, such as a Specific Plan or Community Design Overlay (CDO)?<br>If yes, refer to the <a href="#">Department of City Planning's Plan Implementation Division</a> for review.  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 4. Is the property a designated historic resource, such as Historic Preservation Overlay Zone (HPOZ), Historic-Cultural Monument (HCM), listed in the California Register of Historical Resources or National Register of Historic Places, or under a Mills Act Historical Property Contract?<br>If yes, refer to the <a href="#">Department of City Planning's Office of Historic Resources</a> for review. | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 5. Will the construction, fabrication and installation protrude into the public right of way?<br>If yes, refer to the <a href="#">Department of Public Works</a> for approval.   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| <b>6. Will the mural...</b>  | <b>Yes</b>                          | <b>No</b>                           |
| a. Remain in place, without alterations, for a minimum period of two years?  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| b. Exceed the height of the structure to which it is tiled, painted, or affixed?   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| c. Extend more than 6 inches from the plane of the wall upon which it is tiled, painted, or affixed?   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| d. Exceed a height of 100 feet above grade?  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| e. Consist of or contain electrical or mechanical components, or changing images?  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| f. Be arranged and illuminated in a manner that will produce a light intensity of greater than three foot candles above ambient lighting, as measured at the property line of the nearest residentially zoned property?  | <input type="checkbox"/>            | <input type="checkbox"/>            |
| g. Is the mural location a single family residence? If yes, only Council Districts 1,9,14 and 15 allow murals on single family residences.   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| h. Is the mural location on a lot with two or more residential units?  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |

## NEIGHBORHOOD INVOLVEMENT

### Have the following requirements been performed?

- |  | Yes                                 | No                       |
|--|-------------------------------------|--------------------------|
| 1. Posted notice of meeting at the mural location 14 days prior to the meeting date.   | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 2. Mailed notice of the meeting to applicable <a href="#">City Council District office</a> , <a href="#">Neighborhood Council</a> , and <a href="#">Business Improvement District</a> 14 days prior to the meeting date. | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 3. Held a meeting to discuss the mural proposal with the local community near the proposed mural location during evening or weekend hours.   | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 4. List any additional correspondence: <b><u>Attached are the Voices Neighborhood Council minutes from meeting approving the design concept and cost of mural.</u></b>   |                                     |                          |
| _____  |                                     |                          |
| _____  |                                     |                          |

## ATTACHMENTS

### Document Check List:

Listed below are additional materials required for a complete registration. Materials can be emailed to [DCA.PublicArt@lacity.org](mailto:DCA.PublicArt@lacity.org), mailed or hand-delivered to the Department of Cultural Affairs, 201 N. Figueroa St., Suite 1400 Los Angeles, CA 90012.

<b>1. PHOTOGRAPHS identify...</b>	<b>Yes</b>	<b>No</b>	
a. The area on the building façade on which the mural is to be located.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
b. The surrounding site of the mural's intended location.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>2. FINAL RENDERING illustrates the proposed mural's...</b>			
a. Dimensions including height, width, and depth.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
b. Height above grade (street level).	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
c. Content and style to the greatest extent possible.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<b>3. PARCEL PROFILE REPORT</b>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>Instructions for locating parcel information on ZIMAS LA City Zoning online:</p> <p><b>Step 1:</b> Visit <a href="http://zimas.lacity.org/">http://zimas.lacity.org/</a></p> <p><b>Step 2:</b> You will be prompted to list the street address number and street name of the proposed project property.</p> <p><b>Step 3:</b> Click "Go"</p> <p><b>Step 4:</b> Once the program has located the parcel of land, click "Reports" on the website's top menu bar and select "Parcel Profile Report."</p> <p><b>Step 5:</b> You will be prompted to select a "Report Style." Click the first option to locate the "Parcel Profile Report (official, no modifications)."</p> <p><b>Step 6:</b> The website should pull up a full listing of the property with all relevant information for the application including the census tract number and whether the property is included in any special zoning designations such as a "Historic Preservation Overlay Zone" (HPOZ).</p>			
<b>4. PERMITS FROM OTHER CITY DEPARTMENTS (IF APPLICABLE)</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
a. Building and Safety	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Fire Department	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
c. City Planning	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
d. Public Works	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>5. NEIGHBORHOOD INVOLVEMENT DOCUMENTATION</b>	<b>Yes</b>	<b>No</b>	
a. Copy of the meeting notice.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
b. Copy of sign-in sheet.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
c. Additional correspondence.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	



**SIGNATURES**

**Applicant Certification:**

I, as the Original Art Mural applicant, certify that the information and materials provided for the Original Art Murals application are correct and true to the best of my knowledge, and I have read, understand, and will abide by the Original Art Murals Administrative Rules.

**Voices Neighborhood Council**

(Specify relationship : i.e. artist, property owner, community organizer/funder)

<u>Sara Zurita</u>	<u>Sara Zurita</u>	<u>4/14/21</u>
Signature	Name (print)	Date

**Property Owner Certification:**

I certify that I am the owner of the project property. I further certify: that I have read, understand, and will abide by the Original Art Mural Administrative Rules; and, I give permission for the placement of the mural as presented in the application.

<u>Joyce L. Cooper</u>	<u>Joyce L. COOPER</u>	<u>04/23/21</u>
Signature	Name (print)	Date

**Confirmation of Maintenance Responsibility:**

I confirm that I have agreed to maintain the mural as required in the Original Art Mural Administrative Rules. I understand that the City requires an anti-graffiti coating be placed on the completed mural as a cost-effective manner to abate graffiti and vandalism.

(Specify relationship : i.e. artist, property owner, community organizer/funder)

_____ Signature	_____ Name (print)	_____ Date
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## FINAL REGISTRATION MATERIALS

### Document Checklist:

After mural fabrication and installation, registration is not complete until the below final submission materials are received and approved by the Department of Cultural Affairs. Materials can be emailed to [DCA.PublicArt@lacity.org](mailto:DCA.PublicArt@lacity.org) or sent to the Department of Cultural Affairs, 201 N. Figueroa St., Suite 1400 Los Angeles, CA 90012.

- 1. Send final photo of completed mural (.jpg 72 dpi, maximum 2 MB).
- 2. Provide anti-graffiti brand and product name used on the mural.
- 3. Complete covenant signed by property owner in the presence of a notary.
- 4. Send covenant to the Department of Cultural Affairs for signature.
- 5. Record the covenant with the [County of Los Angeles: Registrar-Recorder/County Clerk](#).
- 6. Send certified covenant to the Department of Cultural Affairs.

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## COMPLETE REGISTRATION

**OAM Registration Number:** Once the final registration materials are received and approved, a Original Art Mural registration number will be assigned to the mural applicant.

**90-Day Notice to Artist:** Once registered and completed, any alteration to or removal of a registered mural must be done pursuant to LAAC 22.119 and the adopted Administrative Rules pursuant to Section VI Mural Removal and 90-Day Notice to Artist.

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# PUBLIC NOTICE

## MURAL PROPOSAL MEETING

---

CONTACT PERSON: \_\_\_\_\_  
TELEPHONE: \_\_\_\_\_

DATE: \_\_\_\_\_  
TIME:\*\* \_\_\_\_\_  
PLACE:\*\*\* \_\_\_\_\_

MURAL LOCATION ADDRESS: \_\_\_\_\_  
MURAL DESCRIPTION: \_\_\_\_\_

\_\_\_\_\_

ARTIST(S): \_\_\_\_\_

Building elevation or photo of the building  
façade showing the proposed mural design.

\*POSTED DATE: Must be posted a minimum of 14 days before the meeting date at the site of the proposed mural in a visible location on the street frontage but not blocking the public right-of-way.

\*\*TIME: The meeting shall be held during evening or weekend hours, but in no case between the hours of 10:00 pm and 7:00 am.

\*\*\*PLACE: The meeting shall be held near the proposed mural location. The location must be non-discriminatory and accessible to people with disabilities.

MEETING LOCATION: \_\_\_\_\_  
TIME: \_\_\_\_\_  
CONTACT PERSON: \_\_\_\_\_  
MURAL LOCATION: \_\_\_\_\_  
\_\_\_\_\_  
MURAL TITLE: \_\_\_\_\_  
\_\_\_\_\_

# SIGN IN SHEET

MURAL PROPOSAL MEETING

NAME	ADDRESS	SIGNATURE

# COVENANT

## INSTRUCTIONS

**STEP 1:** Request from DCA a pre-signed wet signature covenant which DCA will mail to the applicant's address.

**STEP 2:** Complete the original covenant as indicated on the right. Property owner must sign in the presence of a notary.

**STEP 3:** Record original covenant with the County of Los Angeles: Registrar-Recorder/County Clerk and request a certified copy. Estimated cost is \$92.00.\* For more information about Property Document Recording, please visit: [www.lavote.net](http://www.lavote.net) (800) 201-8999.

**STEP 4:** Mail or deliver certified covenant to the DCA, Public Art Division 201 N. Figueroa St. Suite 1400 Los Angeles, CA 90012.

\*Includes SB 2 recording fee increase of \$75 effective January 1, 2018

Recorded at the request of and mail to:	
Name: _____	<b>APPLICANT NAME</b>
Address: _____	<b>APPLICANT ADDRESS</b>
SPACE ABOVE THIS LINE FOR RECORDER'S USE <b>COVENANT AND AGREEMENT REGARDING MAINTENANCE OF BUILDING</b>	
The undersigned hereby certify that we are the owners of the hereinafter legally described real property located in the City of Los Angeles, State of California. <b>LEGAL DESCRIPTION:</b> Improvements located at <u><b>MURAL LOCATION ADDRESS ON APPLICATION</b></u> as recorded in Book <u>N/A</u> Page <u>N/A</u> Records of Los Angeles County, which property is located and known as (ADDRESS): <u><b>MURAL LOCATION ADDRESS ON APPLICATION</b></u> And in consideration of the City of Los Angeles allowing: <b>The creation of an original art mural as described in Municipal Code, Section 14.4.2</b> on said property, we do hereby covenant and agree to and with said City to: <b>Maintain mural as described in the mural registration application for a minimum of two (2) years from the recorded date of this Covenant and Agreement. This mural was completed in adherence to the requirements of the City of Los Angeles Administrative Code Section 22.119</b> This Covenant and Agreement shall run all of the above described land and shall be binding upon ourselves, encumbrances, their successors, heirs or assignees and shall continue in effect until released by the authority of the General Manager of the Department of Cultural Affairs of the City of Los Angeles upon submittal of request, applicable fees and evidence that this Covenant and Agreement is no longer required by law.	
SIGNATURES MUST BE NOTARIZED	Owner's Name (Please type or print) _____ <b>PROPERTY OWNER NAME</b> Signature of Owners _____ <b>PROPERTY OWNER SIGNATURE</b> (Sign) Two Officer's Signatures Required for Corporations _____ (Sign)
Name of Corporation _____ dated this <u><b>DAY</b></u> of <u><b>MONTH</b></u> 20 <u><b>YEAR</b></u>	
<b>NOTARY SECTION</b>	
<b>ACKNOWLEDGEMENT</b>	
A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.	
STATE OF CALIFORNIA, COUNTY OF _____ On _____ before me, _____ personally appeared _____ <small>(insert name and title of officer)</small> who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument. <b>I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.</b> WITNESS my hand and official seal.	
Signature _____	(Seal)
MUST BE APPROVED BY DEPT. OF CULTURAL AFFAIRS (DCA): <b>DCA SIGNATURE</b>	
Signature _____	

**NOTARY STAMP**

Recorded at the request of and mail to:

Name:

Address:

SPACE ABOVE THIS LINE FOR RECORDER'S USE

### COVENANT AND AGREEMENT REGARDING MAINTENANCE OF BUILDING

The undersigned hereby certify that we are the owners of the hereinafter legally described real property located in the City of Los Angeles, State of California.

**LEGAL DESCRIPTION:** Improvements located at \_\_\_\_\_ as recorded in Book \_\_\_\_\_ Page \_\_\_\_\_ Records of Los Angeles County, which property is located and known as **(ADDRESS):** \_\_\_\_\_

And in consideration of the City of Los Angeles allowing:

**The creation of an original art mural as described in Municipal Code, Section 14.4.2**

on said property, we do hereby covenant and agree to and with said City to: **Maintain mural as described in the mural registration application for a minimum of two (2) years from the recorded date of this Covenant and Agreement.**

**This mural was completed in adherence to the requirements of the City of Los Angeles Administrative Code Section 22.119**

This Covenant and Agreement shall run all of the above described land and shall be binding upon ourselves, encumbrances, their successors, heirs or assignees and shall continue in effect until released by the authority of the General Manager of the Department of Cultural Affairs of the City of Los Angeles upon submittal of request, applicable fees and evidence that this Covenant and Agreement is no longer required by law.

SIGNATURES  
MUST BE  
NOTARIZED

Owner's Name (Please type or print) \_\_\_\_\_

Signature of Owners \_\_\_\_\_ (Sign)

Two Officer's Signatures Required for Corporations \_\_\_\_\_ (Sign)

Name of Corporation \_\_\_\_\_

dated this \_\_\_\_\_ of \_\_\_\_\_ 20 \_\_\_\_\_

### ACKNOWLEDGEMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

STATE OF CALIFORNIA, COUNTY OF \_\_\_\_\_

On \_\_\_\_\_ before me, \_\_\_\_\_ personally appeared \_\_\_\_\_  
(insert name and title of officer)

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

**I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.**

WITNESS my hand and official seal.

Signature \_\_\_\_\_

(Seal)

MUST BE APPROVED BY DEPT. OF CULTURAL AFFAIRS (DCA):

Signature \_\_\_\_\_

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# ADMINISTRATIVE RULES

## ORIGINAL ART MURAL ORDINANCE

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### SECTION I. AUTHORITY

Section 22.119 of the Los Angeles Administrative Code (“LAAC”) authorizes and directs the Department of Cultural Affairs (“Department”) to adopt Mural Ordinance Administrative Rules setting forth the substantive and procedural requirements for Original Art Mural (“mural”) registration for new and Vintage Original Art murals.

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### SECTION II. MURAL REGISTRATION OVERVIEW

No person, firm, or corporation may commence a mural installation on a site without first registering the mural as an Original Art Mural with the Department. New murals not registered as an Original Art Mural as provided below, are considered signs and regulated by Article 4.4 of the Los Angeles Municipal Code.

Applications for Original Art Mural registration will be reviewed for compliance with the requirements of Municipal Code Section 14.4.20, Administrative Code Section 22.119, and these Administrative Rules. The mural application will be approved and the registration will be complete once the reviewer has ensured that all provisions have been met. The review is a non-discretionary administrative review. Decisions on the application are made by the Department and are final. Exceptions to the requirements of these rules are prohibited. Where the Department finds that a proposed mural does not comply with these Administrative Rules, it may deny the application.

Pursuant to LAAC Section 22.119, murals created prior to October 12, 2013, the date of adoption of Ordinance No. 182706, not registered with the Department of Cultural Affairs are not considered signs and therefore are not subject to the provisions of Article 4.4 of the Los Angeles Municipal Code, or any other ordinance that regulates signs. Vintage Original Art Mural registration is available from the Department of Cultural Affairs following the procedures in Section IV. B. below.

Applications for registration must be made in writing on forms furnished by the Department. The applicant may not commence with a new mural installation before the Department has issued a Notice to Proceed. A separate application is required for each mural on a site.

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### SECTION III. REQUIREMENTS AND REGULATIONS

#### A. NEIGHBORHOOD INVOLVEMENT FOR NEW ORIGINAL ART MURALS

The purpose of Original Art Murals include: public access to original works of art; community participation in the creation of original works of art; and community building through the presence of and identification with original works of art. In furtherance of these purposes, and pursuant to LAAC Section 22.119 B.3, the Neighborhood Involvement process provides a setting for a mural applicant and neighborhood residents to review a proposed mural in an informal manner, to enable community input into the process of the creation of the mural, and to allow neighborhood residents to share any concerns regarding the proposed mural with the mural applicant prior to commencing installation of the mural. The discussion at the meeting is advisory only and is not binding on the applicant.

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# ADMINISTRATIVE RULES

## ORIGINAL ART MURAL ORDINANCE

---

### SECTION III. REQUIREMENTS AND REGULATIONS

1. Mailed notice of the meeting. The applicant shall send a letter to the applicable City Council District office, Neighborhood Council, and Business Improvement District in which the proposed mural is to be located announcing the meeting not less than 14 calendar days prior to the meeting date. The letter must contain:

- a. Mural proposal description.
- b. Meeting location, date, and time.
- c. Copy of the site plan and building elevation or site photograph.
- d. Rendering showing the location and size of the proposed mural.

The mural registration application will not be processed until the applicant provides a copy of the letter with a Certificate of Mailing provided by the Post Office for the meeting announcement. It should be noted that the completion of the mural registration process can only occur 45 after the certificate of mailing date.

If the mural is placed on a lot with two or more residential units, the applicant shall send the letter, as described above, to the applicable City Council District office, Neighborhood Council, immediately adjoining neighbors and applicable Community Council, Homeowners Association, or Block Club.

2. Posted notice of the meeting. The applicant must post a notice of the meeting no less than 14 calendar days prior to the meeting date at the site of the proposed mural in a visible location on the street frontage of the proposed mural site but not blocking the public right-of-way. The posted notice shall contain:

- a. Applicant's name.
- b. Applicant's telephone number.
- c. Meeting date, time and place.
- d. Building elevation or photo of the building façade showing the mural design.

3. Open meeting. Prior to the fabrication and installation of the mural, the applicant shall schedule a meeting to discuss the mural proposal with interested persons at a location near where the mural is proposed. The meeting shall not be held in locations where any person attending the meetings would face discrimination on the basis of race, religion, color, sexual orientation, gender identity, age, disability, legal citizenship, national origin, income, or political affiliation. The meeting shall be held in a location accessible to people with disabilities, and the meeting shall be held during evening or weekend hours, but in no case between the hours of 10:00 pm and 7:00 am. The mural registration application will not be processed until the open meeting has been held.

4. Additional correspondence. The above notification process is mandatory. However, communication is not limited to only these channels. The applicant may elect to communicate further with the neighborhood and interested parties through a communication medium that is most convenient for all parties.

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# ADMINISTRATIVE RULES

## ORIGINAL ART MURAL ORDINANCE

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### SECTION III. REQUIREMENTS AND REGULATIONS

#### B. ORIGINAL ART MURALS TIME, PLACE, AND MANNER REGULATIONS

1. Duration for new murals. The new mural shall remain in place without alteration for a period of two years, except in limited circumstances articulated in Administrative Code 22.119. The applicant shall certify in the registration application that the applicant agrees to maintain the mural in place for a period of at least two years without alteration.
2. Parameters. The following parameters are required for new Original Art Murals as indicated below per Administrative Code 22.119. The mural application, drawings, and descriptive narrative shall confirm the proposed mural meets the following standards:
  - a. New Original Art Murals shall remain in place, without alterations, for a minimum period of two years.
  - b. No part of the new mural shall exceed the height of the structure to which it is tiled, painted, or affixed.
  - c. No part of the new or Vintage Original Art Mural shall extend more than 6 inches from the plane of the wall upon which it is tiled, painted, or affixed.
  - d. No part of the new mural shall exceed a height of 100 feet above grade.
  - e. No new or Vintage Original Art Mural shall consist of or contain electrical or mechanical components, or changing images.
  - f. No part of the new mural shall be arranged and illuminated in a manner that will produce a light intensity of greater than three foot candles above ambient lighting, as measured at the property line of the nearest residentially zoned property.
  - g. Digitally printed image murals shall receive approval of both the Los Angeles Fire Department and the Department of Building and Safety.
  - h. No mural shall be placed on a lot that is improved with only one single-family residential structure and necessary structures excluding Council Districts 1,9, 14 and 15.

#### C. OTHER CITY OF LOS ANGELES DEPARTMENTS

The Office of Building Safety maintains specific requirements regarding the use of certain materials, and may have fabrication requirements for any murals intended to project outward from a wall, or for murals created on a substrate material. The Original Art Mural Parameters do not exempt the project from these requirements and may require final approval by Building and Safety.

Similarly, the mural may be subject to additional requirements if it is located within a Historic Preservation Overlay Zone or a Special Design Overlay Zone and may require special approval from the Department of City Planning.

If during mural construction, fabrication and installation the activity protrudes into the public right-of-way, the project may be subject to approval by the Department of Public Works pursuant to section 91.3201.3 of the Municipal Code.

Detailed questions regarding these requirements can be directed to the appropriate department office, accessed through the city 3-1-1 call center (dial 311).



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# ADMINISTRATIVE RULES

## ORIGINAL ART MURAL ORDINANCE

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### SECTION III. REQUIREMENTS AND REGULATIONS

#### D. HIERARCHY OF REGULATIONS

- a. Murals proposed on properties in legally adopted specific plans, supplemental use districts, and overlay districts shall meet any specific design requirements for Original Art Murals set forth in the ordinance(s) establishing the specific plan, supplemental use district, or overlay district.
- b. Murals proposed on properties in Historic Preservation Overlay Zones may be subject to review by the Department of City Planning's Office of Historic Resources.
- c. Murals proposed on properties listed in the National Register or California Register or properties determined eligible for listing in the National Register or California Register are subject to review by the Department of City Planning's Office of Historic Resources.

#### E. VIOLATIONS AND ENFORCEMENT

It is unlawful to violate any provision of LAAC Section 22.119, these Administrative Rules adopted by the Department of Cultural Affairs, or any representations made or conditions or criteria agreed to in an Original Art Mural or Vintage Original Art Mural registration application.

This applies to any applicant for an Original Art Mural or Vintage Original Art Mural registration, to the proprietor of a use or development on which a permitted Original Art Mural or Vintage Original Art Mural is located, or to the owner of the land on which the permitted Original Art Mural or Vintage Original Art Mural is located. For the ease of reference in this Article, all of these persons are referred to by the term "operator."

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### SECTION IV. PROCESS AND SUBMITTAL ITEMS

#### A. NEW ORIGINAL ART MURALS

One copy of each of the following are required to initiate the application process and begin initial review by the Department of Cultural Affairs:

1. Completed application. Original Art Mural Registration form, including all necessary attachments and signatures. The registration form will require the attachment of a "Parcel Profile Report" from [zimas.lacity.org](http://zimas.lacity.org). Instructions on how to locate this report will be provided on the form. The Department of Cultural Affairs may refer applicants to the Department of City Planning for appropriate clearances for planning and zoning compliance or to the Department of Building and Safety for safety compliance for murals created on a substrate other than paint or tile applied directly to the wall.
2. Initial photographs. Photographs showing both the façade to which the mural will be painted or affixed, as well as the surrounding site. The photos must include captions, or a legend to provide orientation to the photos. The photo showing the façade in which the mural will be placed must indicate the mural area and the height above grade for the highest point of the mural.

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# ADMINISTRATIVE RULES

## ORIGINAL ART MURAL ORDINANCE

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### SECTION IV. PROCESS AND SUBMITTAL ITEMS

3. Final sketch. A drawing or rendering of the proposed mural showing the height, width, and depth of the project. This sketch should demonstrate the design and style of the proposed project to the greatest extent possible.
4. Written description. A description of the mural proposal and type of mural (painted, mosaic, etc.) and details showing how the mural will be applied to the wall surface.
5. Documentation. Documentation of the completion of the above Neighborhood Involvement, including:
  - a. Copy of each mailed notice with a Certificate of Mailing to the applicable City Council District Office, Neighborhood Council, and Business Improvement District offices.
  - b. Copy of posted notice with an indication of the posted locations and date of posting.
  - c. Copy of sign-in sheet for meeting attendees.
  - d. Copy of any other meeting announcement correspondence, email notices, etc. provided to the community (optional).
6. Registration fee. (per LAAC 22.116): A \$60 non-refundable application fee based on the estimated administrative cost for mural registration program implementation pursuant to LAAC Section 22.116. Check or money order made payable to the City of Los Angeles Department of Cultural Affairs.
7. Notice to proceed. After the Department of Cultural Affairs reviews the above to ensure the mural conforms to the Original Art Murals Parameters, the department will issue a Notice to Proceed. The applicant may then commence with the mural fabrication and installation. The Original Art Mural Application will expire 60 days from the date of issuance of the Notice to Proceed if the mural registration process is not completed.
8. Final registration materials. The following are to be submitted after the fabrication and installation of the Original Art Mural:
  - a. Final photograph of the Original Art Mural in jpg. format confirming that the completed artwork conforms to the Original Art Mural requirements, and is as presented in the application.
  - b. Anti-graffiti brand and product name used on the mural.
  - c. Confirmation of Covenant registration consisting of a Los Angeles County Recorder certified copy of the registered Covenant. The Covenant Agreement shall expire after two years.

Registration is not complete until the above submission materials are received and approved by the Department of Cultural Affairs. After the submission, review, and approval of the above items, the Department will issue a confirmation of the successful completion of the Original Art Mural registration. It should be noted that the completion of the mural registration process can only occur 45 days after the aforementioned Certificate of Mailing date.

The Original Art Mural Application is a binding contract between the applicant and the City. An application will not be accepted until it is complete, meaning that all elements of the application have been completed in full with appropriate signatures in all locations and all applicable fees have been paid. Applications will be registered after all applicable requirements have been met.

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# ADMINISTRATIVE RULES

## ORIGINAL ART MURAL ORDINANCE

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### SECTION IV. PROCESS AND SUBMITTAL ITEMS

#### B. VINTAGE ORIGINAL ART MURALS

A separate application is required for each mural on a site. Application for registration must be made in writing on forms furnished by the Department. The application must contain the general information specified below. One copy of each of the following are required to initiate the application process and begin initial review by the Department of Cultural Affairs:

1. Completed Application. A “Vintage Original Art Mural” registration form, including all necessary signatures.
2. Photographs. Vintage mural photographs identifying:
  - a. Façade on which the mural is located from multiple angles.
  - b. Mural dimensions.
  - c. Height of the mural above grade.
  - d. Captions or a legend showing the directions from which the photographs were taken.
3. Historic documentation. Evidence of age, or date of mural completion before mural ordinance adoption date: October 12, 2013. Such documentation may include any of the following:
  - a. A newspaper or media clippings documenting the mural’s creation (original or photocopy).
  - b. The mural’s official documentation within an anthology, documentary or other publication.
  - c. Records or receipts of any contractual agreements between the artists and property owners.
  - d. Record with date of registration if the mural received an official copy-right pursuant to Visual Artist Rights Act.
  - e. A confirmation from a City or Public Agency that they have a record of the mural prior to the adoption of the Original Art Murals ordinance.
  - f. Other documentation acknowledged by the Department of Cultural Affairs.
4. Written description. A written description of the type of mural (painted, mosaic, etc.) and details showing how the mural is applied or affixed to the wall surface.
5. Contact information. The name(s) and contact information for all artists involved if available.

The Vintage Original Art Mural application is a binding contract between the applicant and the City. An application will not be accepted until it is complete, meaning that all elements of the application have been completed in full with appropriate signatures in all locations. Applications will be registered after all applicable requirements have been met.

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### SECTION V. MAINTENANCE

The applicant is responsible for ensuring that a mural is maintained in good condition and is repaired in the case of vandalism or accidental destruction. The party providing maintenance to the mural is required to apply anti-graffiti coating to the mural, and is encouraged to provide other measures that will discourage vandalism or facilitate easier and less costly repair of the mural in the future.

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# ADMINISTRATIVE RULES

## ORIGINAL ART MURAL ORDINANCE

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### SECTION VI. MURAL REMOVAL AND 90-DAY ADVANCE NOTICE TO ARTISTS

#### A. PROCESS

1. Removal within two years. Registered Original Art Murals may be removed within the first two years of registration under limited circumstances per Administrative Code 22.119(d)(1)(i)-(iv) The applicant must notify the Department of Cultural Affairs with a letter stating their intent to remove the mural within the first two years including an explanation of the following circumstances necessitating the removal:

- a. Condition or security of the mural cannot be guaranteed.
- b. Mural requires excessive and unreasonable maintenance.
- c. Mural is no longer suitable for the current site.
- d. Artist provides a written request to remove the mural.
- e. Significant adverse public reaction.
- f. Mural is replaced with a more appropriate work by the same artist.
- g. Mural has little or no aesthetic, historical or cultural value.

The Department of Cultural Affairs will confirm the removal conforms to the Administrative Code requirements and approve or deny the request accordingly. Removal of the mural shall be in accordance with any applicable federal and state laws and regulations pertaining to intellectual property right protections of copyrighted works of visual art. All Applicable 90-day advance notice to the artist requirements pursuant to the California Arts Preservation Act, section 987 of the California Civil Code; and the Visual Artist Rights Act, section 106a of the United States Code, are the responsibility of the property owner, not the city.

2. Removal after two years. Registered murals may be removed after the first two years of the date of completion. No letter of intent is necessary before removal of the mural. Removal of registered Original Art Murals and Vintage Original Art Murals shall be in accordance with any applicable federal and state laws and regulations pertaining to intellectual property rights protections of copyrighted works of visual art. All Applicable 90-day advance notice to the artist requirements pursuant to the California Arts Preservation Act, section 987 of the California Civil Code; and the Visual Artist Rights Act, section 106a of the United States Code, are the responsibility of the property owner, not the city.

3. Removal of materials. Any associated materials that were used to affix or secure the mural to the wall must be removed at the time of the removal of the mural, including, but not limited to, mounting hardware or brackets, caulk or grout, and adhesives or glues.

City of Los Angeles  
Voices Neighborhood Council  
Regular Board Meeting



Tuesday, April 13, 2021, 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  
Matthew Crawford, Corresponding Secretary  
Jaime Rabb, Vice Chairperson



Albert Farias, Chairperson

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

## Regular Board Meeting **MINUTES**

Tuesday, April 13, 2021

6:00 pm

**Zoom Meeting Online or By Telephone**

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

**Dial (669) 900-6833 or 877 853 5257 (Toll Free) 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**

The public is requested dial \*9, when prompted by the presiding officer, to address the Board on any agenda item before the Board takes an action on an item. Comments from the public on agenda items will be heard only when the respective item is being considered. Comments from the public on other matters not appearing on the agenda that are within the Board's jurisdiction will be heard during the General Public Comment period. Please note that under the Brown Act, the Board is prevented from acting on a matter that you bring to its attention during the General Public Comment period; however, the issue raised by a member of the public may become the subject of a future Board meeting. Public comment is limited to 3 minutes per speaker, unless adjusted by the presiding officer of the Board.

### **NOTICE TO THE PUBLIC**

The City of Los Angeles Code of Conduct will be enforced to ensure the Voices Neighborhood Council meetings are collaborative, supportive, and respectful of divergent opinions.

### **QUORUM**

The Voices Neighborhood Council has 14 elected positions and one nominated position. The Voices Neighborhood Council must have eight members present for quorum to conduct official business.

**PUBLIC POSTING OF AGENDAS** – Neighborhood Council agendas are posted for public review as follows:

- Vermont Square Library Front Door, 1201 W. 48th St.
- [www.voicesnc.org](http://www.voicesnc.org)
- You can also receive our agendas via email by subscribing to L.A. City's Early Notification System at <https://www.lacity.org/subscriptions>

**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](mailto: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](mailto: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**

Si requiere servicios de traducción, favor de avisar al Concejo Vecinal 3 días de trabajo (72 horas) antes del evento. Por favor contacte a Jaime Rabb, Vice Chair, por correo electrónico a [Vicechair@voicesnc.org](mailto:Vicechair@voicesnc.org) para avisar al Concejo Vecinal.

**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](http://ethics.lacity.org/lobbying). For assistance, please contact the Ethics Commission at (213) 978-1960 or [ethics.commission@lacity.org](mailto:ethics.commission@lacity.org).

**AGENDA FOR 4/13/2021**

*Call to Order at 6:07pm.*

*Roll Call - A. Farias, J. Rabb, P. Rand, E. Garren, S. Embrey, S. Zurita, M. Crawford*

**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.	0421-02	<b>General Public Comment on Non-Agenda Items</b> <i>(limit 3 minutes per speaker) - None</i>	10 min.
2.	0421-02	<b>Community/Government Reports and Announcements</b> A. LAPD Senior Lead Officers -Southwest and 77th St. - <b>Sergeant Pounds, 77th St. The George Floyd Trial is ending soon; they will not tolerate any violence/vandalization based on the outcome of the trial. Burglary of motor vehicles and home break ins are</b>	30 min.

		<p>picking up. Working with CD9 to get some of the sidewalks power washed and cleaned near homeless encampments.</p> <p>B. Office of Supervisor Mitchell's office - Alfonso Ruiz-Delgado - will be attending our meetings every other month; handle more county related items like IHSS, Health Department and Social Services; work cell 213-705-7610; Assistance with finding vaccines. Matthew Crawford asked about Workforce Development in South LA. Alfonso will get back to Matthew re: small business programs with the deputy in charge of that.</p> <p>C. Council District 9 - Kendal Lake - Vermont Square vaccine clinic last week provided 1,000 vaccines; this week they are South Park and have changed back to Pfizer from J&amp;J due to recall. City Council approved a homeless outreach team protocol. Hosted a Hope &amp; Healing on April 23rd live streamed on Channel 35 to remember the lives of those lost due to Covid; Cameras installation begin in May at Vermont Square Park. Virtual Townhall on April 23rd for Budget Committee.</p> <p>D. Mayor's Office - Edith Vega - Emergency to Rent Program Outreach to low income families determined at the Federal level</p> <p>E. USC Civic Engagement- Steve Wesson - Vaccine location at Expo/Fig/Flower in USC Parking Structure - vaccinated 900 people on 1st day; averaging 3,000 per day now. They have vaccinated over 55,000 people to date; Graduation/Commencement will hold live graduation at LA Memorial Coliseum from May 14-25 and they are inviting last year's graduates to come as well and each student only gets 2 tickets. Volunteer program for help with income tax - uscvita.org to get help preparing your 2020 tax returns.</p> <p>F. Department of Neighborhood Empowerment- Karen Hernandez - Elections on May 18th, request ballot in paper form or online portal. Last day to request ballot is May 11th. Funding trainings are coming up on City Clerk's website. June 1st final date to submit check request for NPG, June 20th final date to purchase with bank card.</p>	
3.	0421-03	<p><b>Presentation by Jose Guadron, CRCDD's Director of the Youth Development Dept.,</b> - Summer Youth employment program and other resources - Programming/Internship Opportunities (paid) for Ages 14-24 years of age for \$15 an hour and providing virtually opportunities to help bolster your resume. Career Edge- how to find employment; secure cover letter; etc. Go at your own pace; LA Unified - Student to Student for tutors kids in the households. Bank of America virtual internship - provide financial exploration; banking industry has to offer in jobs.</p>	10 min.
4.	0421-04	<p><b>Meeting Minutes</b> Review and discussion of minutes from the March Meeting on 3/9/21. Member/Committee: K. Benoit Proposed Action: Motion to APPROVE the minutes for the March 2021 General Board Meeting. <b>Motion: J. Rabb motioned; E. Garren second; unanimously approved.</b></p>	3 min.
5.	0421-05	<p><b>Treasurer's Report: Monthly Expenditure Report</b> Presentation by S. Nieto, Treasurer Review and discussion of VoicesNC Budget and MERs for March 2021. Member/Committee: S. Nieto Proposed Action: Motion to APPROVE the March 2021 MERs. MERs to be submitted by April 29, 2021. Perform BAC. <b>Motion: J. Rabb motioned; S. Embrey second; unanimously approved.</b> Proposed Action: Motion to APPROVE an amended FY 20-21 budget. Perform BAC. <b>Motion: J. Rabb motioned; M. Crawford second; unanimously approved.</b></p>	3 min.
6.	0421-06	<p><b>The People for Crenshaw Park Development Project/Green Space</b> Proposed Action: Motion to APPROVE a letter of support for the development project on MLK Blvd. <b>Motion: M. Crawford motioned; E. Garren second; unanimously approved.</b></p>	10 min.
7.	0421-07	<p><b>Mural Project at Vermont Square Branch Library</b> Board Member: S. Zurita, Arts, Parks &amp; Recreation Committee Chair</p>	10 min.

		Proposed Action: Motion to APPROVE the mural artwork and cost not to exceed \$3,500 by Jayson Valencia for the building next to Vermont Square Branch Library. <b>Amended motion not to exceed \$3,600 to include the application cost for the City of Cultural Affairs. Motion: E. Garren motioned; S. Zurita second; unanimously approved.</b>	
8.	0421-08	<b>Heart of South LA Postcards Reprint</b> Board Member: J. Rabb, Outreach Committee Chair Proposed Action: Motion to APPROVE the reprinting of 2,000 Voices NC “Heart of SouthLA” postcards from 907k Marketing at a cost not to exceed \$150. <b>Amend Motion to include QR Code to direct customers to the monthly General Board Zoom link and not to exceed \$500 for the reprinting of 2,000+ postcards. J. Rabb motioned; E. Garren second; unanimously approved.</b>	10 min.
9.	0421-09	<b>Reimagining LAPD Funds</b> Board Member: A. Farias Proposed Action: Motion to APPROVE a resolution outlining Voices NC priorities for reimagining LAPD Funds in CD9. <b>S. Embrey mentioned adding the importance of public transit to the community and ability to have some funds go towards supporting or subsidizing transportation cost/SouthLA Transportation Stimulus Cards; Explore the feasibility to connect the DASH to the blue line/Crenshaw line to the letter. E. Ebow helping the unhoused population get into SRO - should include in the letter the partnering with organizations to address homeless needs. P. Rand asks that we address that money be tied to the life expectancy of our constituents. E. Garren suggested we offer grants to homeowners to add sustainability/electrical upgrades to item #5. Jason Saunders suggests add programs to mental services and youth services. Motion: M. Crawford motioned, E. Garren second, motion carries.</b>	10 min.
10.	0421-10	<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. <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) - <b>Raquel Beltran discussed inclusivity training that is supposed to be happening; next meeting is on 4/15.</b></li> <li>• CPAB - 77th Liaison (Steven Nieto) &amp; Southwest Liaison (Sally Embrey)</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> Proposed Action: No motions from updates. Committee and Liaison agenda motions will be listed individually for discussion and possible action.	15 min.
11.	0421-11	<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 February meeting. Member/Committee: A. Farias Proposed Action: 1) Council to appoint vacant board seats. <b>No Action</b>	5 min.
12.	0421-12	<b>General Board Announcements on Non-Agenda Items (Not for Discussion)</b>	10 min.



		<ul style="list-style-type: none"> <li>Voices Neighborhood Council 2021 Elections - <a href="#">List of Candidates</a>; <a href="#">Request Mail-in Ballot</a> now - May 11. Candidate Forum will be held on Saturday, May 1 from 1pm - 3pm via Zoom.</li> </ul> <p>Ballot Drop Box at Vermont Square Library - opens Friday, May 14 at 9:00am - closes on Election Day, Tuesday, May 18 at 8:00pm.</p>	
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**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 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**

Primary Signer	2 <sup>nd</sup> Signer	Alternate Signer	1 <sup>st</sup> Bankcard holder	2 <sup>nd</sup> 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](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.

<p><b>5. Senior Services</b></p>	<p>Vacant</p>	<p>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.</p>
<p><b>6. Youth &amp; Education</b></p>	<p>A. Gray, K. Guevara</p>	<p>The Youth &amp; 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.</p>
<p><b>7. Health &amp; Safety</b></p>	<p>S. Nieto</p>	<p>The Health &amp; 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.</p>

**CLIENT:** VOICES NEIGHBORHOOD COUNCIL - LOS ANGELES

**QUOTE: \$3,500.00**

**LOCATION:** VERMONT SQUARE LIBRARY CINDER BLOCKS (4 SIDES)

(PAINT+SUPPLIES+PROTECTIVE ANTI-GRAFFITI COATING INCLUDED)

**SIZE:** RECTANGLE WALLS 20' 7.5"W X 8' 9.5"H (189 SQ. FT)

SQUARE WALLS 11' 5" W X 8' 9.5"H (108 SQ. FT)



(PHOTO OF WALL - FOR REFERENCE)





Letter of intent  
June 13, 2021

Mr. Patton, A.

- Philanthropist
- Local business owner
- Seeds Growing Families, Inc. (SGF), Founder / CEO
- Fifth Element God Apparel, Founder / Owner
- Strictly Vegan Soulful Foods Catering & Delivery, Co-founder / Co-owner
- Jewels by Janet: Beauty Wellness and Cosmetic Products, Founder
- Fifth Element Entertainment, Founder / Owner
- Fifth Element Media Group, Co-founder / Co-owner
- Community Activist / Organizer

I am honored for the opportunity to be considered as one sitting among the current influencers and caretakers of our community's integrity in the Voices Neighborhood Council.

On December 8th, 2019, Seeds Growing Families held the Julian C. Dixon Mind, Body, and Soul Festival, the purpose of which was to help grow the community in several ways: by offering socialization activities for the locale's immediate residents to engage in; by bringing together local business owners, musicians, rappers, food vendors, local politicians; providing a space for community members of all ages to enjoy themselves, as well as a platform for still others to showcase their art or business; by stimulating the immediate local economy, circulating local dollars with vendors, and supporting local talent, all while strengthening communal bonds and forging new relationships amongst neighbors. I know when it comes to bringing restoration to the dilapidated and or neglected areas of our community, the possibilities are endless; by joining Voices Neighborhood Council, with myself being a positive bridge between Voices Neighborhood Council and Area 3 residents I believe there will be much more needed attention, continuous care, directions and allocated resources brought to Area 3.

I was born at California Hospital, raised at 1233 West 54th Street and also family resided on 53rd and Hoover Street since 1946. I grew up from a young child in the heart of the crack epidemic—ground zero rather—into a teenager in the streets of South Central Los Angeles, where dodging bullets and riding skateboards were both regular after-school activities. Where participating in schoolmates' quinceañeras and funerals are cliché high school traditions. Where gangbanging is a way of identifying self—sustaining oneself economically, ones practicing culture, language, dance, and so on and so forth. Growing up with these experiences has afforded me a particular sort of insight, relatability, and organizational abilities, which I feel would be a great addition to the wealth of persons presently sitting as Voice Neighborhood Council board members, and to the great forward-moving works this great organization does in our communities now.

Seeds Growing families, Inc, founded as a 501 (c)(3) in 2016, is a community-based initiative centered around the ideals of restoring a greater sense of community in our neighborhoods, and adding to the overall wellness of the peoples who reside here. As with all endeavors, this process begins with the vital first step, which we believe is to restore the proper nutrients to the body so that it may function on this most optimal level of performance. The food that we eat affects our bodies; the nutrients we ingest directly correlate to not only our own brain development but that of our children. Thus we believe that in order to heal a people, let alone a person, it starts with valuing self; and there's no better measure of self-value than that which you feed your body. The Seeds Growing Families mission is to affect change through the foods that we eat.

I intend to bring my full body of resources, attention and efforts to the Voice Neighborhood Council, and all of the steps it is taking to improve the quality of life in our community.

Sincerely,

Mr. Patton, A.

## **Edward Garren MFT**

June 9, 2021

To Voices  
Neighborhood  
Council -

This is my official request that I be voted on as Area 4 representative by the board at the next meeting Voices neighborhood Council.

As I have explained, I was in either a hospital or a nursing home from December 5, 2020 to May 18, 2021. For that reason I was unable to participate in the election. As you know I am still very interested in and passionate about our neighborhood, and the city of Los Angeles.

I look forward to continuing to serve on the Voices neighborhood Council as the Area 4 representative.

Thank you for your consideration and support.

Edward G. Garren

Sent from my iPhone

Thanks, Ed

[EdwardGarrenMFT@gmail.com](mailto:EdwardGarrenMFT@gmail.com)  
[www.EdwardGarrenMFT.com](http://www.EdwardGarrenMFT.com)