

CITY OF LOS ANGELES
CALIFORNIA

**Neighborhood Council
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**CANOGA PARK
NEIGHBORHOOD
COUNCIL**



200 N. Spring Street
Los Angeles, CA 90012

Email: NCsupport@lacity.org
Website: www.empowerla.org

**Regular Board Meeting Agenda
2/22/23 7:00PM**

**[Zoom Meeting Online or By Telephone](#)
Dial (877) 853-5257 to Join the Meeting**

**Enter This Webinar ID: 883 1394 8851 and Press #
<https://us02web.zoom.us/j/88313948851>**

Si requiere servicios de traducción, favor de avisar al Concejo Vecinal 3 días de trabajo (72 horas) antes del evento. Por favor contacte Raymond Cole, Presidente, al 626-765-7451 o por correo electrónico raycole@NeighborhoodCouncil.org para avisar al Concejo Vecinal.

IN CONFORMITY WITH THE SEPTEMBER 16, 2021 ENACTMENT OF CALIFORNIA ASSEMBLY BILL 361 (RIVAS) AND DUE TO CONCERNS OVER COVID-19, THE CANOGA PARK NEIGHBORHOOD COUNCIL MEETING WILL BE CONDUCTED ENTIRELY WITH A CALL-IN OPTION OR INTERNET-BASED SERVICE OPTION.

Public Posting of Agendas -

Neighborhood Council agendas are posted for public review as follows:

- Physical Posting-7248 Owensmouth Avenue, Canoga Park, California 91303
- www.canogaparknc.org
- You can also receive our agendas via email by subscribing to L.A. City's [Early Notification System \(ENS\)](#)

Every person wishing to address the Board must dial 833 548 0282 and enter 883 1394 8851 and then press # to join the meeting. When prompted by the presiding officer, to provide public input at the Neighborhood Council meeting the public will be requested to dial *9 or use the Raise Hand option, 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 **2 minutes** per speaker unless adjusted by the presiding officer of the Board.

AB 361 Updates: Public comment cannot be required to be submitted in advance of the meeting, only real-time public comment is required. If there are any broadcasting interruptions that prevent the public from observing or hearing the meeting, the meeting must be recessed or adjourned. If members of the public are unable to provide public comment or be heard due to issues within the Neighborhood Council's control, the meeting must be recessed or adjourned.

Any messaging or virtual background is in the control of the individual board member in their personal capacity and does not reflect any formal position of the Neighborhood Council or the City of Los Angeles.

- I. **CALL TO ORDER**
- II. **BOARD ROLL CALL**
 - a. [Status of Board Member Training](#)
- III. **COMMUNITY/GOVERNMENT REPORTS AND ANNOUNCEMENTS (3 minutes per speaker)**
 - a. **Public Safety**
 - b. **Officers of Congress, Assembly, Mayor, City Council, County Supervisor, and School Board**
 - c. **Government Departments/Agencies, including Budget Advocates, Librarian, etc**
 - d. **DONE-Department of Neighborhood Empowerment General Report**
- IV. **DEPARTMENT OF NEIGHBORHOOD EMPOWERMENT: EXHAUSTIVE EFFORTS-UPDATES**
 - a. **Exhaustive Efforts Work Plan-Updates**
 - b. **Discussion and Possible Action: Update Board Retreat Meeting Date**
 - **Monday, February 27th**
 - **Thursday, March 9th**
 - **Monday, March 13th**
- V. **Discussion and Possible Action: Brief Introduction Opportunity for Interested CPNC Candidates' Consideration and Possible Vote for Appointment to the CPNC Board**
 - a. **At Large Representative (2025)**
 - b. **At Large Representative (2023)**
 - c. **Residential Renters Representative-2 (2023)**
 - d. **Retail/Service Business Representative (2023)**
 - e. **Senior Group Representative (2023) appointed**
 - f. **Faith Based Organizations Representative (2023)**
- VI. **Presentation-Congressman Brad Sherman (10 minutes)**

- VII. Discussion and Possible Action: Expansion of Carmax Car Lot, 21300 Roscoe Blvd, 91304**
- VIII. GENERAL PUBLIC COMMENT** - Comments from the public on non-agenda items within the Board's subject matter jurisdiction. Each speaker will be allowed 2 minute(s), 10 minutes total.
- IX. NEW BUSINESS**
- a. Discussion and Possible Action: Voting to approve Affidavit for \$90.91 for Google Suite payment on 6/21/22. A payment of \$90.91 was made to the Google Suite account to bring it current, but we can't locate a detailed description of this transaction, only a statement indicating payment.
 - b. Discussion and Possible Action: Voting to approve Affidavit for digital premium shipping membership for \$25.00. Any Promo Charged \$25.00 but failed to document a detailed description of the charge.
 - c. **Discussion and Possible Action:** Canoga Park Events-Outreach and Engagement
 - CicLAvia-Call for action-Volunteers 2/26/23
 - Community Canvas-Possible Attendees and dates
- X. Announcements/Suggestions**
- a. **Disaster Preparedness Event-2/25/23 9am-2pm.**
- XI. ADJOURNMENT**

As a covered entity under Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and upon request will provide reasonable accommodation to ensure equal access to its programs, services, and activities. Sign language interpreters, assistive listening devices, or 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 by contacting the Department of Neighborhood Empowerment by calling (213) 978-1551 or email: NCsupport@lacity.org

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 Section 48.01 et seq. More information is available at ethics.lacity.org/lobbying. For assistance, please contact the Ethics Commission at (213) 978-1960 or ethics.commission@lacity.org

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 **at our website: www.canogaparknc.org or at the scheduled meeting.** In addition, if you would like a copy of any record related to an item on the agenda, please contact Ray Cole, Neighborhood Council President, at raycole@canogaparknc.org

Reconsideration and Grievance Process -

For information on the NC's process for board action reconsideration, stakeholder grievance policy, or any other procedural matters related to this Council, please consult the NC Bylaws. The Bylaws are available at our Board meetings and our website **www.canogaparknc.org**.

Hi there,

You are invited to a Zoom webinar.

When: February 22, 2023 07:00 PM

Please download and import the following iCalendar (.ics) files to your calendar system.

Monthly: [https://us02web.zoom.us/webinar/tZwuduqhqiMiH9W21pyRds8ZI-](https://us02web.zoom.us/webinar/tZwuduqhqiMiH9W21pyRds8ZI-GpKEe58sLZ/ics?icsToken=98tyKuGgrTopE9CduByGRpw-A4j4b_PwiFxFhgvpqzk71GhJXcVvMH69IplaFY2I)

[GpKEe58sLZ/ics?icsToken=98tyKuGgrTopE9CduByGRpw-A4j4b_PwiFxFhgvpqzk71GhJXcVvMH69IplaFY2I](https://us02web.zoom.us/webinar/tZwuduqhqiMiH9W21pyRds8ZI-GpKEe58sLZ/ics?icsToken=98tyKuGgrTopE9CduByGRpw-A4j4b_PwiFxFhgvpqzk71GhJXcVvMH69IplaFY2I)

Topic: Canoga Park Neighborhood Council-Regular Board Meeting

Please click the link below to join the webinar:

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Or One tap mobile :

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Or Telephone:

Dial(for higher quality, dial a number based on your current location):

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564 217 2000 or +1 669 444 9171 or 833 548 0282 (Toll Free) or 877 853 5257 (Toll Free) or 888 475 4499
(Toll Free) or 833 548 0276 (Toll Free)

Webinar ID: 883 1394 8851

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CALIFORNIA

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MAYOR

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RAQUEL BELTRÁN
GENERAL MANAGER

VACANT
Executive Administrative Assistant III

www.EmpowerLA.org

January 13th, 2023

Canoga Park Neighborhood Council

RE: Canoga Park Neighborhood Council Exhaustive Efforts

Dear CPNC Board Members:

The Department of Neighborhood Empowerment (Department) is responsible for ensuring the successful operation of the neighborhood council system pursuant to Los Angeles City Charter (Charter Section 901) and Los Angeles Administrative Code (Section 22.801 and 22.810 1). The Department carries out its obligations in accordance with the Charter, Administrative Code, and other applicable laws and regulations, including policies adopted by the Board of Neighborhood Commissioners (BONC).

As you will recall, the goals and objectives of a Neighborhood Council, as listed in the Plan for a Citywide System of Neighborhood Councils, (the Plan), are to

- Promote public participation in City governance and decision making process so that government is more responsive to local needs...
- Promote and facilitate communication, interaction, and opportunities for collaboration among all Certified Neighborhood Councils regarding their common and disparate concerns...
- Facilitate the delivery of City services and City government responses to Certified Neighborhood Councils' problems and requests for assistance...
- Foster a sense of community for all people to express ideas and opinions about their neighborhoods and their government.

Events of the Canoga Park Neighborhood Council have caused concern about the Council's ability to meet the expected goals. Over the last six months the Canoga Park Neighborhood Council has been unable to have a board meeting due to a lack of quorum. The last board meeting took place on June 22, 2022. It is determined that despite the board's concerted efforts, the Canoga Park Neighborhood Council is no longer able to meet and achieve the goals

and objectives of the Plan. The Neighborhood Council's governance condition hinders its ability to improve the quality of life for its stakeholders.

The Department has received multiple requests for assistance with establishing and maintaining quorum. On January 10th, the Department received a request from the CPNC leadership for assistance regarding establishing and maintaining a quorum by placing the CPNC in Exhaustive Efforts. The Department understands that the CPNC has been challenged with this issue for many months. This letter is in response to the CPNC's request for assistance.

In order to assist the Canoga Park Neighborhood Council address the underlying issues that are preventing the Board from fulfilling its responsibilities. As well as to assist in returning to a successful and functional neighborhood council, the Department hereby places the Canoga Park Neighborhood Council in Exhaustive Efforts.

During the period of Exhaustive Efforts, the Department will work with the Canoga Park Neighborhood Council President to set the agenda, conduct any meetings and/or training. During this period, all committee meetings are suspended. The following work plan prescribes required action to be completed before returning to normal status:

- Temporarily lower the CPNC quorum from thirteen (13) to five (5) to facilitate the filling of vacancies. Once seat vacancies have been filled, quorum is restored to thirteen (13).
- Promote public participation in City governance by developing and initiating a comprehensive community outreach program with focus on 1) filling current vacancies with consideration for diversity and inclusiveness 2) recruiting candidates for the upcoming neighborhood council election in order to create competitive elections for board seats 3) increasing public awareness and engagement, and 4) encouraging gender diversity and inclusiveness
- Identify and prioritize the needs of the Canoga Park NC community to effectively communicate those needs and facilitate the delivery of City services and City governance.
- All board members attend a Department administered board retreat. The agenda for the retreat will include but not be limited to:
 - Parliamentary Training
 - BONC Policies
 - Brown Act compliance
 - Implement and develop CPNC strategic plan for remainder of fiscal year
 - Development of plan for 2023 NC Elections
 - Community Impact Statements
- 100% completion by all board members of City and Commission mandated trainings:
 - Ethics & Open Government
 - Funding
 - Code of Conduct
 - Anti-bias (ABLE)
 - Planning 101 * If required by the Office of the City Clerk
- Work with the Office of the City Clerk Funding team to make proxy payments on behalf of the Board. (Neighborhood Council funds are frozen when placed in Exhaustive Efforts)

- Maintain quorum for two consecutive months after appointing the new board members.

The initial Exhaustive Efforts period is three months from the date of this Notification. Canoga Park NC may complete the items described above in a shorter period of time, and the Department will then assess for early release from Exhaustive Efforts. Please note the Department reserves the right to adjust the EE period and the work plan for the Canoga Park Neighborhood Council when deemed necessary.

For any questions, comments and/or concerns, please feel free to contact Raul Preciado at (213) 978-1483 or email at raul.preciado@LACity.org.

The Department appreciates your time and volunteer efforts in the community and looks forward to working with you as partners in making the Canoga Park Neighborhood Council a strong and effective voice for your neighborhood, your community and your city.

Sincerely,

Raul Preciado
Neighborhood Empowerment Advocate

Cc: Raquel Beltran, General Manager, Department of Neighborhood Empowerment
Leonard Shaffer, Board of Neighborhood Commissioners
Erin Seinfeld, West Valley Area Representative, Office of LA Mayor Karen Bass
Semee Park, Senior Legislative Deputy, Office of Councilmember Bob Blumenfield
Angie Aramayo, Director of Awareness and Engagement
Ayelet Feiman, Office of the Los Angeles City Attorney
Melvin Cañas, NC Funding Program Manager
Mariel Camilo, NC Funding Representative

**Department of Neighborhood Empowerment Neighborhood Council Work Plan for
Exhaustive Efforts**

Name of Neighborhood Council: Canoga Park Neighborhood Council

Neighborhood Empowerment Advocate: Raul Preciado

Region: Region 3 – South West Valley

Estimated Work Plan Period: January 13, 2023 to April 13, 2023 (estimated)

	OBJECTIVES	ACTIONS	STATUS
Meeting Support	<ul style="list-style-type: none"> • Assist CNPC in meeting quorum and conducting NC business • To assist the CPNC meeting process (preparing for a meeting, meeting procedures, and post-meeting) 	<ul style="list-style-type: none"> • Temporarily lower the CPNC quorum from thirteen (13) to five (5) to facilitate the filling of vacancies. Once seat vacancies have been filled, quorum will be restored to thirteen (13) • Department will work with the Canoga Park Neighborhood Council President to set the agenda, conduct any meeting and/or trainings 	

<p>Outreach</p>	<ul style="list-style-type: none"> ● Fill vacant board seats ● Recruit candidates for the 2023 elections ie. mass mailers, Next Door, tabling, and NC 101 presentations. ● Increase awareness of the Neighborhood Council in the community 	<ul style="list-style-type: none"> ● Promote public participation in City governance by developing and initiating a comprehensive community outreach program with focus on 1) filling current vacancies with consideration for diversity and inclusiveness 2) recruiting candidates for the upcoming neighborhood council election in order to create competitive elections for board seats. ● Identify and prioritize the needs of the Canoga Park NC community to effectively communicate those needs and facilitate the delivery of City services and City governance. 	
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<p>Training</p>	<ul style="list-style-type: none"> ● To gain a better understanding of bylaws such as the Robert's Rules of Order, Brown Act, BONC policies, and other topics. ● To ensure all board members complete all required NC Training. 	<ul style="list-style-type: none"> ● All board members attend a Department administered board retreat. The agenda for the retreat will include but not be limited to: <ul style="list-style-type: none"> ○ Parliamentary Training ○ BONC Policies ○ Brown Act compliance ● 100% completion by all board members of City and Commission mandated trainings: <ul style="list-style-type: none"> ○ Ethics & Open Government ○ Funding ○ Code of Conduct ○ Planning 101 	
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<p>Bylaws</p>	<ul style="list-style-type: none"> ● To ensure the existence of an efficient and current governance framework ● To prevent further quorum issues for future meetings 	<ul style="list-style-type: none"> ● Start the review of the Bylaws and offer support and suggestions based upon notes and guidance from the City Clerk's Office and Department Bylaws Template ● Adjust quorum to meet the needs of the neighborhood council and community 	
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