

CITY OF LOS ANGELES
CALIFORNIA

**Neighborhood Council
Governing Board**

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**CANOGA PARK
NEIGHBORHOOD
COUNCIL**

**Special Joint Meeting of Full Board and Bylaw Committee Agenda
7248 Owensmouth Ave, Canoga Park, CA 91303**

7/18/2024
6:00PM

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@canogaparknc.org para avisar al Concejo Vecinal.

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.

The Neighborhood Council system Enables meaningful Civic participation for all Angelenos and serves as a voice for improving government responsiveness to local communities and their needs. We are an advisory body to the City of Los Angeles, comprised of elected and/or appointed stakeholder volunteers who are devoted to the mission of improving our communities.

- I. **CALL TO ORDER AND BOARD ROLL CALL**
- II. **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.
- 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**
 - Elmer Garcia
- IV. **NEW BUSINESS**
 - a. Discussion and Possible Action: Establishing Standing Rules
 - Creation of Standing Rules regarding committees
 - Creation of other standing rules now or at a future committee meeting
 - b. Discussion and Possible Action: Committee members and appointments
 - Committee Creation
 - Appointed members
 - Committee Chairs

Suggestions for Items for upcoming meetings

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

Public Posting of Agendas -

Neighborhood Council agendas are posted for public review as follows:

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

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 [our website: www.canogaparknc.org](http://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 Mireira Moran at mieriramoran@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

CANOGA PARK NEIGHBORHOOD COUNCIL STANDING RULES

Purpose. The Canoga Park Neighborhood Council adopts the following Standing Rules to provide for the orderly and consistent operations of the Council. The Rules shall be amended from time to time to assist in that purpose.

Section One Committees

Pursuant to the By-laws of the Council, these rules must designate the Standing Committees of the Council. The Standing Committees are as follows:

A. Executive Committee. The Executive Committee shall consist of the President, Vice-President, Treasurer, and Secretary and will meet on a regular basis (preferably monthly) or more frequently as required in order to consider administrative and operational issues of significance to the Council, prepare a proposed agenda for Council meetings, and to call special meetings of the council when required.

B. Budget and Finance Committee. The Budget and Finance Committee shall review all financial transactions of the Council and shall review its fiscal budget and make adjustments as needed to comply with City laws and City administrative rules, and to keep in compliance with Generally Accepted Accounting Principles and the City's mandate for the use of standardized budget and minimum finding allocation requirements, and shall recommend appropriate grants and expenditures considering available financial resources as well as comply with any other Department funding directives.

C. Education Committee. The mission of the Education Committee is to identify, monitor and address issues that may impact the education of the community's youth and adult population. The committee will work to satisfy the educational needs of the community, to enhance the quality of education, and voice concerns to the City Council.

D. Planning and Land Use Committee: The Planning and Land Use Committee's mission is to increase community participation in the district's economic revitalization and development by reviewing specific projects and advising the board on our recommendations to go to our elected representative/s on matters of development and land-use planning. The committee will further development by identifying, monitoring, and addressing local public safety issues and may interface with developers, the City of Los Angeles Planning Department, and the Planning and Land use Management Committee of the Los Angeles City Council.

E. Grievance Committee. The Grievance Committee shall address Stakeholder grievances submitted in writing to the Board, pursuant to the process described in Article XI. Once the Board has referred the grievance to the Grievance Committee, the Committee shall then have

ten (10) working days in which to meet with the person submitting the grievance and to discuss ways in which the issue may be resolved. Thereafter, the Committee shall forward to the Board a written report outlining the Committee's recommendations for resolving the grievance.

F. Outreach Committee. The Outreach Committee will be responsible for contacts with community individuals and entities, public relations, and education of the public concerning the functions and achievements of the Council and other additional outreach suggestions deemed by the board.

G. Government Affairs Committee. The Legislative Affairs Committee will monitor operations of the City of Los Angeles, including matters concerning ordinances and rules before the Los Angeles City Council and shall report relevant matters to the Council as a whole and suggest appropriate matters and draft content of Community Impact Statements (CIS) to be issued by the Council as a whole.

H. Public Safety Committee. The Public Safety Committee will represent the Council in interactions with City Departments tasked with Public Safety Functions and assist the Community in achieving a high level of emergency preparation and preparedness.

Adopted: July _____, 2024

Proposal of five (5) standing committees:

I. Executive Committee

The mission of the Executive Committee is:

1. Sets the monthly Board agenda no later than ONE (1) week before the regularly scheduled Board meeting.
2. Addresses any administrative and operation issues of significance to the CPNC.
3. The Executive Committee is comprised of the President, Vice President, Treasurer and Secretary.
4. The President shall set the agenda for the Executive Committee meeting. The agenda will follow the approved 'Template'.

II. Budget, Finance & Neighborhood Purpose Grants Committee (BFN)

The mission of the BFN Committee is to:

1. Establish timeline to comply with deadlines set forth by the Office of the City Clerk.
2. Recommends the 'Annual Administrative Packet' and makes adjustments as needed throughout the Fiscal year.
3. Vets the Neighborhood Purpose Grants (NPG) based on the NPG guidelines set forth by the BFN (to be created later by the Committee)
4. The actions of the BFN are guided by the Neighborhood Council Funding Program Policies and Guidelines is TASC: Transparency, Accountability, Simplicity and Consistency.
5. Total number of CPNC board members on the committee: Maximum FOUR (4) and Total number of Stakeholders on the Committee: Maximum THREE (3). Quorum of the committee: Based on total number of Members on the committee.
6. 6. The Committee is chaired by the CPNC Treasurer. It is comprised of the Treasurer, Vice Chair and the Secretary who are CPNC Board Members and appointed by the CPNC Chair. Any of the three (3) officers could call a meeting and he/she/they shall prepare and post the agenda per the requirements of the Ralph M. Brown Act. The agenda will follow the approved 'Template'.
7. 7. Any action (s) recommended by the Committee shall be presented for a vote by the whole CPNC Board Members.
8. 8. How could a stakeholder apply to be a committee member? Refer to CPNC Bylaws, Article V, Section 6 A.
9. 9. Rules on absences from the Committee: Refer to CPNC bylaws, Article V, Section 7.

10. Requires that each Committee member signs the 'Land Use Membership guidelines' (to be developed at the future time)

III. Outreach & Communication Committee

The mission of the Outreach Committee is to:

1. Increase CPNC awareness within Canoga Park and create contents for a monthly CPNC newsletter.
2. Organize CPNC events to perform outreach to Stakeholders and events during the NC Elections.
3. The Social Media Communications shall be guided by the 'Digital Communication' policy set forth by the Board of Neighborhood Commissioners (BONC)
4. Total number of CPNC board members on the committee: Maximum FOUR (4) and Total number of Stakeholders on the Committee: Maximum THREE (3). Quorum of the committee: Based on total number of Members on the committee.
5. 6. The Committee is comprised of the Chair, the Vice Chair and the Secretary who are CPNC Board Members and appointed by the CPNC Chair. Any of the three (3) officers could call a meeting and he/she/they shall prepare and post the agenda per the requirements of the Ralph M. Brown Act. The agenda shall follow the approved 'template'.
6. 7. Any action (s) recommended by the Committee shall be presented for a vote by the whole CPNC Board Members.
7. 8. How could a stakeholder apply to be a committee member? Refer to CPNC Bylaws, Article V, Section 6 A.
8. 9. Rules on absences from the Committee: Refer to CPNC bylaws, Article V, Section 7.
9. 10. Requires that each Committee Member signs the 'Outreach & Communication Membership guidelines' (to be developed at the future time)

IV. Land Use Committee

The mission of the Land Use Committee is to:

1. Reviews proposed residential and commercial projects within the boundaries of the CPNC and makes recommendations to the CPNC Board, to the elected representatives on matters of development and land-use planning.
2. Outreaches to the community regarding a proposed project that affects their neighborhood and engages them during the deliberation process on such projects.
3. Interface with the Los Angeles City's Planning Department, the Planning and Land Use Management Committee, the CPNC stakeholders and the developers.
4. The CPNC Land Use Committee is guided by the Canoga Park- Winnetka- Woodland Hills- West Hills Community Plan and the Canoga Park- Commercial Corridor Community Design Overlay District (CDO)
5. Total number of CPNC board members on the committee: Maximum FOUR (4) and Total number of Stakeholders on the Committee: Maximum THREE (3). Quorum of the committee: Based on total number of Members on the committee.
6. The Committee is comprised of the Chair, the Vice Chair and the Secretary who are CPNC Board Members and appointed by the CPNC Chair. Any of the three (3) officers could call a meeting and he/she/they shall prepare and post the agenda per the requirements of the Ralph M. Brown Act. The agenda will follow the approved 'template'.
7. Any action (s) recommended by the Committee shall be presented for a vote by the whole CPNC Board Members.
8. How could a stakeholder apply to be a committee member? Refer to CPNC Bylaws, Article V, Section 6 A.
9. Rules on absences from the Committee: Refer to CPNC bylaws, Article V, Section 7.
10. Requires that each Committee member signs the 'Land Use Membership guidelines' (to be developed at the future time)

V. Public Safety & Emergency Preparedness Committee (PSE)

The mission of the PSE Committee is to:

1. Develop two-ways communications with the Los Angeles Police Department, the Los Angeles Fire Department, the City's Emergency Management Department and any other relevant agencies that are involved in the realm of Public Safety to address and solve the various concerns within the community.
2. Develop a resilient Canoga Park by assisting its residents and neighborhoods to build disaster resiliency through a Ready Your LA Neighborhood (RYLAN) Workshop. Involve individuals and the community to build capacity by responding to disasters and emergencies by introducing them to the Community Emergency Response Team (CERT) program.
3. Organize community forums on various topics affecting the overall safety of the community.
4. Total number of CPNC board members on the committee: Maximum FOUR (4) and Total number of Stakeholders on the Committee: Maximum THREE (3)
5. Quorum of the committee: Based on total number of Members on the committee.
6. The Committee is comprised of the Chair, the Vice Chair and the Secretary who are CPNC Board Members and appointed by the CPNC Chair. Any of the three (3) officers could call a meeting and he/she/they shall prepare and post the agenda per the requirements of the Ralph M. Brown Act. The agenda will follow the approved 'Template'.
7. Any action (s) recommended by the Committee shall be presented for a vote by the whole CPNC Board Members.
8. How could a stakeholder apply to be a committee member? Refer to CPNC Bylaws, Article V, Section 6 A.
9. Rules on absences from the Committee: Refer to CPNC bylaws, Article V, Section 7.
10. Requires that each member of the Committee signs the 'PSE Membership guidelines' (to be developed at the future time)

The following are Ad-Hoc Committees:

1. Bylaws/Standing Rules
2. Community Improvement Projects/Beautification
3. Community Impact Statements (CIS)
4. Parking/Transportation Committee
5. Homelessness Committee

