

**PANORAMA CITY
NEIGHBORHOOD COUNCIL**

CALIFORNIA

**PANORAMA CITY
NEIGHBORHOOD COUNCIL**

Directors

Tony Wilkinson, Chair
Michael Hasz, Vice Chair
Perla Iliana Lagunas Abundez, Treasurer
Pamela Gibberman, Secretary, VP

Blanca Agustin • Gabriel Avelar
Yessica Castaneda • Ronald Collins
Alena Escobedo • Reynaldo Hernandez
Jonathan Martinez • Maria Nieto
Oscar Robles • Joe Taylor

Vacant seats:

Homeowner Center-West (2027)
Homeowner Center-East (2027)
Homeowner Southeast (2025)
Renter Center-East (2025)
Renter Southeast (2027) •
Business (2025) • At-Large Director (2027)



**KAREN BASS
MAYOR**

POSTAL MAIL

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TELEPHONE

(818) 212-5384*

ELECTRONIC MAIL

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ALTERNATES

Alt 1, Alt 2, Alt 3, Alt 4, Alt 5 (vacant)

Youth Representatives

Gerson Lovos
)

PANORAMA CITY NEIGHBORHOOD COUNCIL

***SPECIAL* BOARD MEETING AGENDA** Rev SB411 Language

****ONLINE VIA ZOOM** (ID = 848 1581 5838, Passcode = 891752)**

<https://us06web.zoom.us/j/84815815838?pwd=ogZBrHXcJnf4yIVLUvQbkdSOgccCHf.1>

By Telephone, Dial +1 669 444 9171 to Join the Meeting (more numbers at end of agenda)

In conformity with the October 6, 2023, enactment of California Senate Bill 411 (Portantino) and LA City Council approval on November 1, 2023, this meeting will be conducted virtually.

Thursday, July 18, 2024, 6:30 pm

The quorum for the Panorama City Neighborhood Council Board of Directors is 11. Public comments on agenda items will be heard when the item is considered. Public comments on other matters within the committee's jurisdiction may be made during the Public Comment period. Public comments are limited to two minutes per speaker. Action may be taken on any agenda item except Public Comment, announcements and reports. You may request a copy of printed materials that are distributed at the meeting. You may record the meeting by audio, video or photographic means as long as it is not disruptive. Meeting notices and agendas are posted at Plaza del Valle, Community Room (see below). If you need translation, or accommodation for a disability, please call the city Department of Neighborhood Empowerment at least three business days in advance (213-978-1551, or toll-free 3-1-1). The city is a covered entity under Title II of the Americans with Disabilities Act. If you believe the council is not following the law or its own rules you may file a grievance in writing with copies to both the Chair and the Secretary. Please be respectful of others, even when you differ with them. See end of agenda for SB 411 public comment rules. *Telephone and email on agenda are for Board Member Tony Wilkinson

6:30 1. Call to Order and remarks (**Tony Wilkinson, Chair** - <tonyw.civic@gmail.com>

0:00 2. Roll Call of board members or alternates (the quorum is eleven).

0:00 3. General Public Comment on matters within the council's jurisdiction. Limited to 2 minutes or a time specified by the presiding officer. Comments on agenda items will be taken when the item is considered. Speakers need not identify themselves. If you identify yourself and provide contact information, we will be able to follow up on issues.

0:00 4. Discussion and possible action to appoint any interested qualified stakeholders to any appropriate vacant Board seats, Alternate positions, or Youth Representatives. There are 21 Board seats elected to staggered four-year terms. Half of the seats will up for election in 2025. There are 5 Alternates selected at each 2-year election or appointed afterward. Alternates are effectively board members because they sit and serve as a full board member for any board seat that is not present at any meeting, count for a quorum, and must take board member training. Youth Representatives TO the Board

are positions created by this Neighborhood Council since its inception. They are not voting members of the board. They may participate in board discussions and may cast informational votes.

Candidates must present a written application (a simple "I apply for (seat name) (signature) (contact information)" request written on paper at an in-person meeting or sent to the Secretary by email is sufficient). Candidates must also present documents to the Secretary that prove their identity (such as a driver's license) and a "stake" in the Neighborhood Council (such as a utility bill, postal mail to a local address, or a paystub or letter from a local employer or organization), as required by the seat. These documents are viewed by the Secretary for certification of the local 'stake'. They are not retained. You can black out private information if emailed. Secretary: Pamela Gibberman pgibberman@gmail.com

Ms. Mary Torres has applied for an Alternate position and documented her 'stake' as a resident.

0:00 5. Election of Equity Officer. Equity Officer will help the Board maintain a safe and equitable workspace, which is the obligation of all members collectively. Will also engage in affirmative action to promote diversity and equitable access to meetings, appointments, and resources. Board Chair, Vice Chair, Treasurer and Secretary were elected in June. Equity Officer awaits member volunteers. This position is created by Board action to elect one of its members. It is not required by the bylaws.

Nominations may be made from the floor. Nominees should hold a regular seat on the Board. Self-nominations are acceptable. A majority of those present and voting will elect an officer. If there is more than one candidate and none has a majority, the candidate with the lowest voting total will be eliminated and a second vote taken. If the lowest two candidates are tied and no candidate has a majority, the candidate to be eliminated will be decided by lot and a second vote taken. This process will continue until one person is selected by a majority of votes.

0:00 6. Appoint new financial officers. These positions must be held by regular board members at least 18 years of age and must take the advanced Financial Officers' (Treasurer's) training. The Treasurer was already appointed in June (Perla Iliana Lagunas Abundez). The Treasurer is the First Signer.

- a. Second signer (Administrative package, Board Action Forms (BACs) and similar)
- b. Alternate signer (same documents as Second signer)
- c. First Bank Card Holder (Treasurer holds current bank card; changing this will delay access to funds)
- d. Second Bank Card Holder (optional)

0:00 7. Discussion and possible action for approval of the annual Administrative Packet, which includes the annual Budget and the appointed financial officers. This document must be approved by the board and submitted by the Treasurer after July 1 in order to gain full access to city funds in July. The packet and its budget may be modified by the board at any time (monthly, if necessary) in order to meet current financial needs. The initial budget is for the annual allotment of \$32,000. Additional funds that were "rolled over" from the prior Fiscal Year will be reported by the City Clerk in August. The budget can be revised at a later meeting to include these funds.

0:00 8. Discussion and possible action to approve the use of the city purchase card (last digits 4591) on 2024-06-07 for \$71.95 at Fulton Cleaners for the purpose of cleaning the council's imprinted table linen. An unnamed 'funding analyst' has commented "This is not a recurring office / operational expense." **Approval is required to pay this bill and to generate the required Monthly Expenditure Report (MER).** This appears to be a 'creeping restriction' from a first-line worker on office and operations authorizations in the Administrative Packet / Budget. More clarity is needed from the City Clerk's Neighborhood Council Funding Section (NCFS). Must we clean our table linen regularly every month for the same price from the same vendor? Must we buy a printer toner cartridge every month for the same price from the same vendor? Approve every new board member's name badge and business cards individually with a separate board action?

0:00 9. Discussion and possible action for approval of any financial statements, Monthly Expenditure Reports (MER's), or other ongoing monthly financial documents prepared by the Treasurer or Finance Chair which have not yet been approved by the Board.

0:00 10. Reports from representatives of local officials, government entities, and Neighborhood Council organizations including the Budget Advocates. Please keep reports brief in the interest of time because action items follow on the agenda. At the discretion of the presiding officer, time for reports may be shifted later in the agenda to assure that action items are completed.

0:00 11 Officers' reports on Neighborhood Council business: Chair, Vice Chair, Treasurer, Secretary, Equity Officer. Please limit to 2 minutes or a time specified by the presiding officer. These reports are for information and opinion only. If discussion and action are needed, please request the matter be scheduled at a future committee meeting or board meeting.

0:00 12. Discussion and possible action to approve the Board meeting's minutes for the last Board meeting and any other prior meetings not yet approved.

0:00 13. Discussion and possible action to authorize five (5) Zoom licenses (or a different number to be chosen by the board) for use by the Board Chair and committee chairs, at an approximate cost of \$200 per license. These are enterprise licenses with interpretation and cloud storage for meeting recordings, purchased by the Department of Neighborhood Empowerment and assigned to the Neighborhood Council.

The Board voted by 14-0-0 in May to authorize online meetings. It is the intention to meet online for most meetings in the new Fiscal Year. (At least one board meeting must be in-person each calendar year, which has been satisfied for year 2024.)

0:00 14. Consideration and possible action to allocate up to \$300 for helium canisters to inflate balloons at community outreach events. Requested by the Outreach Committee at its meeting on Monday, June 24. (The council currently has an adequate stock of balloons.)

0:00 15. Consideration and possible action to allocate up to \$1,500 from Fiscal Year 2024-2025 funds for design and printing expenses for a series of Outreach brochures that highlight this Neighborhood Council's work, activities, and committees. Requested by the Outreach Committee at its meeting on Monday, June 24.

0:00 16 Discussion and possible action to authorize up to \$300 per night for light refreshments and craft and activities supplies for outreach tables on Thursday and Friday nights at the Summer Night Lights events at Sepulveda Recreation Center through Friday, August 9 (maximum 6 nights). Requested by the Outreach Committee at its meeting of July 10.

0:00 17 Discussion and possible action to authorize up to \$200 for light refreshments and advertising specialties for an outreach table at the National Night Out event at Plaza Del Valle on Tuesday, August 6. Requested by the Public Safety Committee at its meeting of July 10.

0:00 18. Discussion and possible action to allocate up to \$2,000 for purchase of a computer, office software, computer accessories, external storage devices, and a printer/scanner/fax and printer toner. This office equipment is for use by the Treasurer to print agendas, reports and promotional literature, to scan and upload documents to the online finance portal, and to conduct online business in support of the Neighborhood Council. The Board authorized this expenditure at its meeting of May 25 (agenda item 13). The items were purchased online from Best Buy on June 20, the last day to use the city purchase card in Fiscal Year 2023-2024. However, Best Buy *charged* the card on June 21, after the card had been disabled, and the purchase was then rejected. This item repeats the authorization from current FY 2024-2025 funds.

0:00 19. Discussion and possible action on nomination and selection of committee chairs for the new Fiscal Year, and approval of new committee members appointed by the chairs. Standing

committees are listed in the bylaws and always continue. Special committees are created by the Board as needed, with some popular ones recreated each year. Existing committee chairs may give a brief 2 minute report and description of their committee. New regular committee dates may be chosen, probably by coordination through email after the conclusion of this meeting. If meeting and interpretation time is short, this item may be continued to the regular fourth-Thursday Board meeting on July 25.

Standing Committees (in bylaws):

Commerce	Joe Taylor	joe.taylor27@gmail.com
Finance	(vacant)	[Treasurer, 4 Additional Board Members, 3 stakeholders = 8 total]
Land Use	Tony Wilkinson	tonyw.civic@gmail.com (4 th Monday, 7:00 pm)
Outreach	Perla Iliana Lagunas Abundez	perlita.northhills@gmail.com (2nd Wednesday)
Public Safety	Tony Wilkinson	tonyw.civic@gmail.com (2 nd Wednesday, 7:00 pm)
Rules	Tony Wilkinson	tonyw.civic@gmail.com

Special committees (Not in bylaws. These and/or other committees must be recreated each year):

City Life	(vacant)	
Education	Pamela Glibberman	pglibberman@gmail.com (4 th Monday, 6:00 pm)
Youth	Jonathan Martinez	jmartinez.pcnc@gmail.com

0:00 20 Adjournment

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 <https://ethics.lacity.org/lobbying>. For assistance, please contact the Ethics Commission at (213) 978-1960 or ethics.commission@lacity.org

Council Process: The council gained its official city role upon certification by the Board of Neighborhood Commissioners on March 15, 2007. Everyone who lives, works or owns real property within the boundaries of the Panorama City Neighborhood Council, or who declares a Community Interest in the area and the basis for it, is a "stakeholder". All stakeholders are members of the Council. Stakeholders elect a Board of Directors to represent them. This Board is recognized as the decision-making entity by the City of Los Angeles. The current Board was elected on June 3, 2023. The next election is planned for Spring, 2025. While the Board is the official decision-making entity, committee meetings are conducted as much as possible in a town hall spirit. Committees are open to anyone with an interest in Panorama City. Panorama City's neighborhood council is much more than its Board, and it depends on public participation for its success.

Posting Sites: California's open meetings law, the Ralph M. Brown Act, requires that meeting notices be physically posted at a regular location 72 hours in advance for regular meetings and 24 hours in advance for special meetings. The location must be accessible to the public seven days a week, 24 hours a day. That location is the outside windows or steel doors of the Plaza Del Valle Community Room, Building G, 8610 Van Nuys Boulevard, Panorama City, CA 91402. This council is also required to follow the City of Los Angeles posting policy for Neighborhood Councils. That policy additionally requires that councils post agendas through the city's Early Notification System (ENS), post the agendas on the council's website (if one exists), and make an effort to send agendas by electronic mail (if such a list exists). This council posts agendas on its website, panoramacitync.org. This council uses the city's ENS mailing list as its agenda email list. You may sign up for the ENS agenda system at: <http://lacity.org/government/Subscriptions/NeighborhoodCouncils/index.htm>

In addition to the Plaza Del Valle posting location, this council MAY post agendas at other locations within Panorama City. These may include: (1) Panorama City Branch Library, 14345 Roscoe Boulevard; (2) Panorama Recreation Center, 8600 Hazeltine Avenue; (3) Sepulveda Recreation Center, 8801 Kester Avenue; and (4) Casa Esperanza, 14705 Blythe Street. In addition to the ENS agenda list, this council MAY include agendas in its occasional informational emails. You can subscribe to the council's informational email list by sending your request to 'info@panoramacitync.org'. You can also sign up on the council's website. To respect our stakeholders' inboxes, messages to the informational email list may be sent only a few times each month. *The only way to assure that you will receive emailed agendas is through the ENS list.*

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, 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 prior to the meeting you wish to attend. Please contact the Department of Neighborhood Empowerment by email: <NCSupport@lacity.org> or phone: (213) 978-1551.

Agenda-related written materials: The council may occasionally prepare supplementary information to the agenda ("agenda packets"). When this is done, the agenda packets are normally made available both to Board or committee members and to the general public at the start of the posted meeting. In compliance with Government Code section 54957.5, non-exempt writings that are distributed to a majority or all of the Board or committee *in advance of a meeting* may be viewed by appointment during normal business hours, on our website (if posted), 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 the meeting chairperson, if their contact information is on the agenda, or Pamela Gibberman, PCNC - Secretary, by email <pgibberman@gmail.com>.

For more information about the Panorama City Neighborhood Council, visit our website: panoramacitync.org

INFORMATION FOR ONLINE ('VIRTUAL') MEETINGS

SB 411 Information and Public Comment rules:

If a Neighborhood Council has a quorum of board members in a physical location, board members who wish to join the meeting via teleconferencing must adhere to AB 2449 rules and regulations. If a Neighborhood Council does not have a quorum of board members in a physical location, they must adhere to SB 411 rules and regulations.

In the event of a disruption that prevents the eligible legislative body from broadcasting the meeting to members of the public using the call-in option or internet-based service option, or in the event of a disruption within the eligible legislative body's control that prevents members of the public from offering public comments using the call-in option or internet-based service option, the eligible legislative body shall take no further action on items appearing on the meeting agenda until public access to the meeting via the call-in option or internet-based service option is restored. Actions taken on agenda items during a disruption that prevents the eligible legislative body from broadcasting the meeting may be challenged pursuant to Section 54960.1.

The eligible legislative body shall not require public comments to be submitted in advance of the meeting and shall provide an opportunity for the public to address the legislative body and offer comments in real time. Notwithstanding Section 54953.3, an individual desiring to provide public comment through the use of an internet website, or other online platform, not under the control of the eligible legislative body, that requires registration to log in to a teleconference may be required to register as required by the third-party internet website or online platform to participate.

(i) An eligible legislative body that provides a timed public comment period for each agenda item shall not close the public comment period for the agenda item, or the opportunity to register, pursuant to subparagraph , to provide public comment until that timed public comment period has elapsed.

HOW TO JOIN A ZOOM MEETING BY TELEPHONE

Use one of the numbers below. Be ready to enter the Meeting ID and (if required) the passcode.

One tap mobile
+16694449171,,84815815838#,,,,*891752# US
+13462487799,,84815815838#,,,,*891752# US (Houston)

--- Dial by your location

- +1 669 444 9171 US
- +1 346 248 7799 US (Houston)
- +1 719 359 4580 US
- +1 720 707 2699 US (Denver)
- +1 253 205 0468 US
- +1 253 215 8782 US (Tacoma)
- +1 386 347 5053 US
- +1 507 473 4847 US
- +1 564 217 2000 US

- +1 646 558 8656 US (New York)
- +1 646 931 3860 US
- +1 689 278 1000 US
- +1 301 715 8592 US (Washington DC)
- +1 305 224 1968 US
- +1 309 205 3325 US
- +1 312 626 6799 US (Chicago)
- +1 360 209 5623 US

For more information about the Panorama City Neighborhood Council, visit our website: panoramacitync.org

