

# NEA Announcements

*Last Updated: Wednesday, May 7, 2025 01:12 PM*

## Upcoming Deadlines

**FY 2025-26 Canva Pro License Renewal, May 15, 2025:** As you may know, EmpowerLA has been supplying Neighborhood Councils with one (1) Canva Pro license under the EmpowerLA team account. This license allows Neighborhood Councils to access branded templates and designs to support Neighborhood Council outreach with flyers, social media, and email graphics, and more. In light of the ongoing financial challenges the City of Los Angeles is facing, beginning in Fiscal Year 2025-26, **Neighborhood Councils will be required to opt into their Canva Pro license and be invoiced for the license(s) they wish to purchase. Each Canva Pro license will cost approximately \$100.** By purchasing Canva Pro licenses through EmpowerLA, Neighborhood Councils will continue to have access to the suite of branded templates and designs created and shared by the EmpowerLA staff. Neighborhood Councils who wish to renew their Canva Pro license with EmpowerLA must notify us no later than **Thursday, May 15, 2025**. As with any financial expenditure, Neighborhood Councils who wish to purchase a Canva Pro license(s) must agendaize the expenditure, vote, and approve the motion at a board meeting. If you have any questions or concerns, please contact your Neighborhood Empowerment Advocate.

**Parks Needs Assessment, June 2, 2025:** The City of LA Department of Recreation and Parks (RAP) is creating a Park Needs Assessment (PNA) in 2025 and invites your input to guide this process. Please submit a brief report by **June 2, 2025**, outlining the conditions of parks in your neighborhood and your top priorities (3-5 key challenges or opportunities). This feedback will help distinguish local needs and inform decisions for RAP, council districts, and other stakeholders. Additionally, we encourage you to take the Park Needs Assessment Survey and share it with your community at <https://needs.parks.lacity.gov/>. For more information, visit the website, available in 11 languages. For questions, contact **LACityParksNeeds@theolinstudio.com**. We look forward to your input!

## Upcoming Events

### Los Angeles Neighborhood Initiative Community Forum

*Thursday, May 15, 8:00 a.m. | The California Endowment | Los Angeles Neighborhood Initiative*  
Drawing on the [Los Angeles Neighborhood Initiative's](#) (LANI) expertise in cultivating conversations among diverse stakeholders, this free annual Community Forum brings together neighborhood leaders with professionals from city and county departments and agencies, community-based organizations and nonprofits, and the private sector. The LANI Community Forum will provide unique access to experts and decision-makers who can help make the changes we want to see in our neighborhoods and create community with others who share a passion for walkable, green LA neighborhoods with equitable access to better health, mobility, and opportunity. | [Learn More and Register For the Los Angeles Neighborhood Initiative Community Forum](#)

### **ShineLA: AAPI Day of Service**

*Saturday, May 31, 9:00 a.m. | Chinatown, Sherman Oaks, Koreatown, Sunland-Tujunga, North Hills, Historic Filipinotown, Thai Town, Little Tokyo, and San Pedro | City of Los Angeles Office of the Mayor*  
In honor of Asian American, Native Hawaiian, and Pacific Island Heritage Month, Mayor Karen Bass and City leaders invite you to Shine LA – AAPI Day of Service. Angelenos from across the City will engage in a day of community service with family, friends, and neighbors. Join us as we beautify our neighborhoods from San Pedro to the San Fernando Valley. | [Learn More and Register for ShineLA: AAPI Day of Service](#)

### **Board of Neighborhood Commissioners South Valley Town Hall**

*Saturday, May 31, 10:00 a.m. | Encino Community Center | Board of Neighborhood Commissioners*  
Commissioner Len Shaffer invites you to attend the South Valley Town Hall on Saturday, May 31, 2025 from 10:00 a.m.-1:00 p.m. at the Encino Community Center. This event is open to Neighborhood Council Board Members serving on Canoga Park, Encino, Greater Toluca Lake, Greater Valley Glen, Lake Balboa, Noho, North Hollywood Northeast, North Hollywood West, Reseda, Sherman Oaks, Studio City, Tarzana, Valley Village, Van Nuys, West Hills, Winnetka, and Woodland Hills-Warner Center Neighborhood Councils. Hear from City leaders and collaborate with fellow South Valley Neighborhood Council leaders on current matters important to Neighborhood Council services and operations. Interpretation services will be available upon request. To ensure interpretation services can be secured, please be sure to register no later than Friday, May 23, 2025. | [Learn More and Register to Attend the Board of Neighborhood Commissioners South Valley Town Hall](#)

---

## **Conflict of Interest Announcement**

*Any Board Member who may have a conflict of interest and you have not consulted with the Office of the City Attorney, the Board should move to have the matter tabled until the next meeting so that the Board member has an opportunity to consult with the City Attorney's Office. If the Board declines to table the matter, the Board Member may want to consider recusal before the matter is discussed. If choosing to recuse, the Board Member should state for the record all reasons for the recusal and that they will be leaving the meeting during the discussion and voting. Because recusal may not always be sufficient, tabling of the matter at issue is always preferred to allow time for the Board Member to consult with the City Attorney's Office.*

# Department Announcements

## Administrative Services

### Neighborhood Council Distribution Groups

On October 15, 2024, EmpowerLA launched the Neighborhood Council Distribution Groups for each of the 99 Neighborhood Councils in the City of Los Angeles. This project, which was accomplished in collaboration with the Information Technology Agency (ITA), is the result of an extensive effort to establish a streamlined, secure, and efficient method for communication with the Neighborhood Councils, and replaces the Neighborhood Councils' forwarding email addresses that were previously used. Google distribution groups are email lists that allow users to send an email to multiple recipients using a single email address. These groups are typically used to facilitate communication.

EmpowerLA sent an invitation to the executive board members of each Neighborhood Council with instructions on how to access the NC Distribution Groups. Access to use these distribution groups has been provided to executive board members by default. Neighborhood Council boards may elect to provide a more specific list of designated users by contacting the Department at [communications@EmpowerLA.org](mailto:communications@EmpowerLA.org). Changes to the designated senders will be managed by EmpowerLA Administrative staff. To learn more about Google Distribution Groups, please refer to EmpowerLA's [Google Distribution Groups: General Rules and Guidelines](#) document.

### Rec and Parks Needs Assessment

The City of LA Department of Recreation and Parks (RAP) is creating a Park Needs Assessment (PNA) in 2025 and invites your input to guide this process. Please submit a brief report by **June 2, 2025**, outlining the conditions of parks in your neighborhood and your top priorities (3-5 key challenges or opportunities). This feedback will help distinguish local needs and inform decisions for RAP, council districts, and other stakeholders. Additionally, we encourage you to take the Park Needs Assessment Survey and share it with your community at <https://needs.parks.lacity.gov/>. For more information, visit the website, available in 11 languages. For questions, contact [LACityParksNeeds@theolinstudio.com](mailto:LACityParksNeeds@theolinstudio.com). We look forward to your input!

## Awareness & Engagement

[2025 NC Elections Timeline](#) | [How to Vote](#) | [Election Results](#)

### 2025 Neighborhood Council Elections Updates

- Election Stats:

- We received 1,522 candidate applications this election, an increase of 217 from the 2023 election cycle.
- As of this past Friday, we have received 11,786 voter registration applications, an increase of 6,872 from 2023, and 4,992 ballots, an increase of 2,441 from 2023.
- **Vote-by-Mail Outreach Materials:** We have created personalized, branded graphics and flyers for each Neighborhood Council with deadlines and QR Codes to help promote voter registration, ballot mailing, and voting! Visit our [NC Election Outreach folder](#) for materials.
- **Resources for Candidates:** [A comprehensive suite of resources— Candidate Engagement 101 workshop recording, slide deck, guide, and helpful links](#)—designed to help you connect with your community, communicate your platform effectively, and run a successful campaign. Materials with practical tips, best practices, and essential tools to support you at every stage of your journey.

## Communications

### FY 2025-2026 Canva License Renewal

As you may know, EmpowerLA has been supplying Neighborhood Councils with one (1) Canva Pro license under the EmpowerLA team account. This license allows Neighborhood Councils to access branded templates and designs to support Neighborhood Council outreach with flyers, social media, and email graphics, and more. In light of the ongoing financial challenges the City of Los Angeles is facing, beginning in Fiscal Year 2025-26, **Neighborhood Councils will be required to opt into their Canva Pro license and be invoiced for the license(s) they wish to purchase. Each Canva Pro license will cost approximately \$130.** By purchasing Canva Pro licenses through EmpowerLA, Neighborhood Councils will continue to have access to the suite of branded templates and designs created and shared by the EmpowerLA staff.

Neighborhood Councils who wish to renew their Canva Pro license with EmpowerLA must notify us no later than **Thursday, May 15, 2025**. As with any financial expenditure, Neighborhood Councils who wish to purchase a Canva Pro license(s) must agendaize the expenditure, vote, and approve the motion at a board meeting. If you have any questions or concerns, please contact your Neighborhood Empowerment Advocate.

### #BoardMemberMonday Series

EmpowerLA is excited to continue our #BoardMemberMonday series! Each Monday, we feature a Neighborhood Council Board Member, highlighting the important and impactful work they do in their community. Want to be featured in a future #BoardMemberMonday spotlight? [Complete your submission!](#) Submissions are selected based on completeness of answers, equitable representation across Neighborhood Council districts and service reasons, and other qualifications as determined by EmpowerLA.

### Spread the Word About Neighborhood Council Elections

The EmpowerLA Communications and Awareness & Engagement Divisions are working to develop a comprehensive set of tools and resources to help Neighborhood Councils and their trusted community partners get the word out about the 2025 Neighborhood Council Elections. We invite

you to explore the regionally specific and general citywide toolkits, share them with partners, and use materials as part of your Neighborhood Council's (or personal!) outreach about this upcoming election season.

- [Region 1 Neighborhood Council Elections Outreach Toolkit](#)
- [Region 2 Neighborhood Council Elections Outreach Toolkit](#)
- [Region 3 Neighborhood Council Elections Outreach Toolkit](#)
- [Region 4 Neighborhood Council Elections Outreach Toolkit](#)
- [Citywide Neighborhood Council Elections Outreach Toolkit](#)

## Civic Leadership

### Training Development Feedback

Please share your thoughts with us. Your feedback is incredibly valuable and will play a key role in improving our training and development programs. With election season upon us, it's crucial that we provide essential training, onboard incoming board members, and equip Neighborhood Councils with the tools necessary for a successful term. By completing this survey, you are contributing to our ongoing effort to enhance learning experiences and ensure future trainings are better aligned with your needs and expectations. We truly appreciate your leadership and dedication within the Neighborhood Council system.

**SURVEY LINK:** <https://forms.gle/YWGwnS2BRtucHW556>

### Candidate Forum Guidance

During this election season, your Neighborhood Council may want to host a candidate forum, which is a great idea! However, there are some important rules and regulations to keep in mind when creating and hosting a forum. To help guide you, we've provided a document from our department with helpful information. If you have any questions or need further assistance, feel free to reach out to your NEAs. [Guidance on Hosting Candidate Forums](#)

## Innovation

### Zoom Updates

This is a friendly reminder to take action on renewing your Zoom licenses for the 2025-2026 year. The renewal period runs from April 1, 2025, through March 31, 2026.

To complete your renewal, please follow these steps:

1. **Board Approval:** Conduct a board action to approve the Zoom license renewal for the upcoming year, including the account and account holder.
2. **Notify Your NEA:** Ensure your Neighborhood Empowerment Advocate (NEA) is informed of the board's action.

NCs should have this completed by March 20, 2025. Once these steps are completed, the Department will issue an invoice for the estimated amount of \$200.00 per Zoom account for the year. The approved amount will be deducted accordingly. We strongly recommend assessing your

board's Zoom usage before making any decisions regarding license reductions to avoid unnecessary costs. If you have any questions or need assistance, please feel free to reach out.

## **Policy & Government**

### **Legislative Reports Update**

Moving forward, legislative reports will be sent via EmpowerLA's newsletter platform. To ensure you don't miss future reports, [please make sure you are subscribed to EmpowerLA newsletters](#).

### **Congress of Neighborhoods**

The [workshop application](#) for the 2025 Congress is now open. Applications received after May 1 may not be reviewed. All NC boards are asked to consider a \$1,000+ sponsorship motion to fund the Congress (produced by NCs for NCs). [Click here](#) for details.

Questions can be directed to [info@neighborhoodcongress.la](mailto:info@neighborhoodcongress.la)

### **SB 1174 Update**

Senate Bill 1174, signed by Governor Newsom and effective January 1, prohibits local governments from requiring identification for voting or ballot submission, enforceable only if mandated by state or federal law. However, this law does not apply to the registration process. In Neighborhood Council Elections, stakeholders are still required to provide documentation, including identification, for registration purposes. If your board would like more information, your board president can contact NCAD.

### **AB467 and SB707**

The Department is collaborating with Assembly Member Mike Fong's office on AB 467 to extend teleconferencing provisions for an additional five years. With SB 411 set to expire on January 1, 2026, the Department is actively working to secure its extension. If passed, this bill would allow neighborhood city councils to continue using alternative teleconferencing provisions until January 1, 2031. The bill has been assigned to the Committee on Local Government, and we are currently working to build support from the council office to advance it to the Governor's desk.

SB 707 was also introduced by Senator Maria Elena Durazo, which proposes a similar extension of the teleconferencing provision until January 1, 2031. The bill expands to county and city governments. We are scheduled to discuss with her office the details of the bill. To get more input from the community, there is a survey being conducted by the senator's office on this bill. Please click on the link below to complete the survey.

[https://lcmspubcontact.lc.ca.gov/PublicLCMS/SurveysDirect\\_v2.php?district=SD26&survey=333](https://lcmspubcontact.lc.ca.gov/PublicLCMS/SurveysDirect_v2.php?district=SD26&survey=333)

# **City Family Announcements**