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Sergeant at Arms

## NOTICE AND AGENDA

### ENCINO NEIGHBORHOOD COUNCIL OUTREACH COMMITTEE MEETING

**Monday, November 5th, 2018 @ 6:30pm**

**Woman's Club Room – Kitchen  
4935 Balboa Blvd. Encino, CA, 91316**

**Voting Members – ENC Members:**

**Alex Garay (Chair)\*, Jim Esterle\*, Carol Levin\*,**

**Voting Members – Stakeholders:**

**Gail Reysa**

**Alternate Committee Members:**

**Victoria Miller\*, Lee Blumenfeld\*, Shani Hudson**

\* Indicates ENC Board Member or Alternate, no more than 5 Encino Neighborhood Council Board-Members or Alternates may be seated at a time to vote during a committee meeting

Motion, Discussion, and Vote may be taken on all items

1. **Call to Order. Roll call; determination of quorum.**
2. **Approve minutes from September 2018 Outreach Committee meeting.**
3. **Old Business (10 min):**
  - A. Utility Boxes – Update – Gail R.
  - B. Neighborhood Council Workshop for Board Members – Update – Jim E.
  - C. Light Pole Banner Update – Alex
4. **New Business (60 Min):**
  - A. **Forum and Holiday Toy Drive** – Outreach has \$1426 left in our budget. There are three events we need to plan for in early 2019, The Los Encinos Egg Hunt, The Senior Symposium and the Movie at the Park – all three will use funds from this fiscal year. We also need to factor any other swag items or brochures we might need printed. We can allocate about \$250 for this event. **MOTION; OUT-11-18-0009**



B. **USPS, Every Door Direct Mail** – In the 91316 zip there are 13,632 mailing addresses (residential and homes) and in the 91436 zip there are 7,354 mailing addresses. The cost for sending the flyers in the 91316 zip comes to \$2,426.50 and for the 91436 zip the cost is \$1,309.01. The total cost to send the flyers to 20,986 addresses comes to \$3,735.51. The cost to print the flyers is separate. If we can get the printing cost at \$0.04 per flyer, the printing cost comes to \$839.44. We can accomplish two goals, one is to reach every address in Encino with a one-time flyer as well let everyone know about the election and the candidates that are running for positions on the ENC. **MOTION; OUT-11-18-0010**

C. **ENC Committee Books** – Discussion and possible action. A request has been brought up to add items to each book (supporting document A).

5. **Future Outreach Projects/Events:**

A. Update/Revise the 2015 Outreach Committee Strategic Plan

6. **Public Comments on Non-Agenda Items:**

Limited to TWO MINUTES (2) per speaker; total time for all public comment is limited to 10 minutes. Public is asked to fill out a speaker card and hand it to the Committee Chair.

7. **Adjournment by 8:00pm**

**Next Outreach Committee meeting: December 3<sup>rd</sup>, 2018.**

The Encino Neighborhood Council (ENC), is a Certified Neighborhood Council of the City of Los Angeles which ADVISES City, other Governmental Officials' and the Community on issues or concerns that are affecting the community of ENCINO. The ENC is made up of volunteers who are ELECTED by the community who live, work or otherwise are involved in the community of ENCINO. The ENC also makes appropriations of City Funds for Community Projects and needs as requested and approved by various committees and the general board.

PUBLIC INPUT AT NEIGHBORHOOD COUNCIL MEETINGS – The public is requested to fill out a “Speaker Card” 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 per item, unless adjusted by the presiding officer of the Board or Committee.

PUBLIC POSTING OF AGENDAS - ENC agendas are posted for public review as follows: Glass case outside the Encino Chamber of Commerce office at 4933 Balboa Blvd, Encino, Encino-Tarzana Branch Library, and Encino Woman’s Club Room [www.encinonc.org](http://www.encinonc.org) You can also receive our agendas via email by subscribing to L.A. City’s Early Notification System at <http://www.lacity.org/government/Subscriptions/NeighborhoodCouncils/index.htm>

THE AMERICAN WITH DISABILITIES ACT - 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 contacting Alex Garay, Board President, at (818) 971-6996 or email via [president@encinonc.org](mailto:president@encinonc.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: [encinonc.org](http://encinonc.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 Alex Garay, Board President, at (818) 971-6996 or email via [president@encinonc.org](mailto:president@encinonc.org).

#### RECONSIDERATION AND GRIEVANCE PROCESS

For information on the ENC's process for board action reconsideration, stakeholder grievance policy, or any other procedural matters related to this Council, please consult the ENC Bylaws. The Bylaws are available at our Board meetings and our website <http://www.encinonc.org/bylaws.ph>

#### 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 Alex Garay, Presidente de la Mesa Directiva, al [\(818\) 971-6996](tel:8189716996) o por correo electrónico [president@encinonc.org](mailto:president@encinonc.org) para avisar al Concejo Vecinal.

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## **(ATTACHMENT A)**

# **Committee Books as a Minimum Requirement**

1. Title page and table of contents
2. Mission statement
3. Active roster with contacts and positions, ie board member, stakeholder, area from (include run date "as of". Newest version on top, older versions should be kept.)
4. Committee motion tracker  
ENC code/description of motion/authored by/seconded by/status (Active or superseded by motion ...)/ agency or group sent to (for long CC lists list last agency or primary or see motion for additional routing info / agency or group response.
5. Motion packets with supporting documents and correspondence. Ordered most recent to oldest.
6. Special projects committee is working on with member volunteered to head project. Include description of project. Have table of contents in front of this section. Order in most recent to oldest.
7. Contact list of other cooperating NCs, agency, alliances, city contacts.
8. Items requested to be placed on ENC website. Include in items if it's a reoccurring event and primary contacts. Table of contents for section.
9. -x as needed per committee chair discretion.  
\*digital backs ups can be kept.

