



Officers:
PAT BATES • President
VICTORIA MILLER • Vice President
ALEX GARAY • Secretary
GLENN BAILEY • Treasurer
HENRY ESHELMAN • Sergeant at Arms

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MINUTES

ENCINO NEIGHBORHOOD COUNCIL FINANCE COMMITTEE ZOOM MEETING

Friday, February 18, 2022 @ 2:00 PM

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/86250984646>

Zoom Webinars are recorded

Committee members PRESENT:

1-*Glenn Bailey: Chair, 2-*Pat Bates 3-*Henry Eshelman Al Mass

COMMITTEE MEMBERS ABSENT:*Anni Keusseyan *Walter Almora

*Denotes Board Member/Alternate (maximum 5 allowed)

Meeting was called to order at 2:14 pm after quorum was reached. Pat Bates volunteered to be secretary of the meeting. Membership of the committee was discussed and after consultation with Vice president Victoria Miller, Anni Keusseyan was moved to an alternate member of the committee, leaving 5 committee members going forward.

Approval of the November 19, 2021 Meeting minutes was deferred to the next meeting.

Action Items: **Discussion and possible motion:**

3.A. Neighborhood Purposes Grant application to be received from the [LAFD Foundation](#) for benefit of LAFD Station 83 in the amount of \$3,500. The purpose of the grant is to convert the remainder of the station grounds to low maintenance drought-resistant pollinator-friendly sustainable landscaping and repair portions of the drip irrigation system. Pat B. Described the purpose of the grant, and noted she was in receipt of a signed [NPG application](#) and would have any other supporting materials soon. the committee discussed various issues regarding this, including why the LAFD does not get more city support. Glenn noted this is a good NPG project because it provides a great community resource than anyone can visit, any time.,

Motion: To approve the NPG application of the LAFD Foundation of \$3,500 to expand the existing pollinator garden providing a community resource of sustainable, pollinator-friendly drought resistant low-maintenance landscaping. Eshelman, Second Mass approved 4 yes/0 no/0 abstentions.

3.B. Discussion and possible motion: Neighborhood Purposes Grant application to be received from the [Los Angeles Police Foundation](#) requesting funding for the West Valley Police Station in the amount of \$5,000 to help pay for lockers for the facility. This was briefly discussed, the signed application was not in receipt, so it could not be considered. A major

issue with the proposal is even with this grant, an additional \$20,000 of funding would be required. If this was not received at or near fiscal year end it is likely the money would have to be returned. The conclusion was to research how to move forward with this to ensure success.

3.C. Discussion and possible motion: Possible Neighborhood Purposes Grant for benefit of Balboa Sports Center or invoice for same, to fund acquisition of new heavy-duty meeting tables in the approximate amount of \$3,000. It turns out the city found a bunch of tables. However it turned out one of the initial items considered, a display case, could be installed at the tennis courts. After discussion about how this could be used to promote ENC activities, including promotional materials possibly linked by QR codes to the website and calendar, The following motion was made and approved:

Motion: The ENC Finance committee recommends the ENC Board authorization purchase of an outdoor [display case](#) from Office Depot or similar measuring 48” X 36 “, to be installed at the fence around the tennis courts at the Balboa Sports Center, for an amount not exceeding \$500. Display case will be property of ENC. Bailey/Eshelman, 4 yes, 0 no, 0 abstentions.

4.C. Discussion and possible action: Review and revise [2021-2022 budget](#). Move likely unexpended funds from Office and Community Improvement projects to Neighborhood Purposes Grant Category. Please see attached revised 2021-2022 budget for presentation to the NXC for approval: Motion: the ENC Finance Committee recommends that the ENC approve the attached revised 2021-2022 budget.)Eshelman./Mass 4 yes 0 no 0 abstentions)

1. Adjournment 3:13 PM

Next Finance Meeting: TBD

ENCINO NEIGHBORHOOD COUNCIL
 FISCAL YEAR 2021-2022
 BUDGET REVISIONS

| | Initial Budget 2021-2022 | Revised Budget(1) 2021-2022 | 2/18/2022 Revised Budget (2) 2021-2022 | Change | Projected | Actual | July | Aug | Sep | Oce | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | |
|--------------------------------------|--------------------------------|-----------------------------------|-------------------------------------------------|--------|-----------|-----------|--------|--------|--------|--------|--------|--------|----------|--------|--------|----------|----------|----------|--------|
| Income | | | | | | | | | | | | | | | | | | | |
| 099 · Funding from DONE | 32000 | 42000 | 42000 | | 42,000.00 | 42,000.00 | 42000 | | | | | | | | | | | | |
| Total Income | | | | | | | | | | | | | | | | | | | |
| Expense | | | | | | | | | | | | | | | | | | | |
| 100 · OPERATIONS | | | | | | | | | | | | | | | | | | | |
| 101 · General Office Expense | 1000 | 1750 | 200 | | 150.00 | - | | | | | | | | | | 50.00 | 50.00 | 50.00 | |
| 110 · Computer expense & software | 500 | 1000 | 400 | | 308.91 | 258.91 | 2.99 | 102.98 | 2.99 | 2.99 | 2.99 | 140.98 | 2.99 | 10.00 | 10.00 | 10.00 | 10.00 | 10.00 | |
| 190 · Temporary Staffing | 1750 | 2500 | 2500 | | - | - | | | | | | | | | | | | | |
| 210 · Web site expenses | 2500 | 2500 | 2500 | | 2,290.00 | 1,295.00 | | 150.00 | 150.00 | 199.00 | 199.00 | 398.00 | 199.00 | 199.00 | 199.00 | 199.00 | 199.00 | 199.00 | |
| 230 · Internet access | 0 | 600 | 100 | | 60.00 | - | | | | | | | | | | 20.00 | 20.00 | 20.00 | |
| 235 · Phone messaging/number | 250 | 250 | 250 | | 229.83 | 134.68 | 19.34 | 19.34 | 19.34 | 19.21 | 19.21 | 19.21 | 19.03 | 19.03 | 19.03 | 19.03 | 19.03 | 19.03 | |
| Possible data recovery | | 1500 | 1500 | | 1,500.00 | - | | | | | | | | | | | | 1,500.00 | |
| 240 · Contact management | 1000 | 1000 | 600 | | 585.00 | 360.00 | 90.00 | 45.00 | 45.00 | 45.00 | 45.00 | 45.00 | 45.00 | 45.00 | 45.00 | 45.00 | 45.00 | 45.00 | |
| 270 · Meeting expenses | | | | | - | - | | | | | | | | | | | | | |
| 271 · Meeting - refreshments | | | | | - | - | | | | | | | | | | | | | |
| 272 · Meeting Copy & print | | | | | - | - | | | | | | | | | | | | | |
| 270 · Meeting expenses - Other | | | | | - | - | | | | | | | | | | | | | |
| Total 270 · Meeting expenses | | 1500 | 400 | | 400.00 | - | | | | | | | | | | | | 200.00 | 200.00 |
| 100 · OPERATIONS - Other | | | | | - | - | | | | | | | | | | | | | |
| Total 100 · OPERATIONS | 7,000 | 12,600 | 8,450 | 0 | 5,523.74 | 2,048.59 | 112.33 | 317.32 | 217.33 | 266.20 | 266.20 | 603.19 | 266.02 | 273.03 | 273.03 | 343.03 | 2,043.03 | 543.03 | |
| 200 · OUTREACH | | | | | | | | | | | | | | | | | | | |
| 180 · Congress of neighborhoods | 1000 | 1000 | 1000 | | 1,000.00 | - | | | | | | | | | | 1,000.00 | | | |
| 181 · Budget advocates | | | 500 | | - | - | | | | | | | | | | | | | |
| 215 · Facebook boost charges | | 300 | 300 | | 75.00 | - | | | | | | | | | | 25.00 | 25.00 | 25.00 | |
| 250 · Encino Family Festival | | | | | - | - | | | | | | | | | | | | | |
| 280 · Outreach event expense | 0 | 3000 | 3000 | | 150.00 | - | | | | | | | | 150.00 | | | | | |
| 285 · Promotional materials | 0 | 1500 | 1500 | | - | - | | | | | | | | | | | | | |
| 290 · Outreach projects | 0 | 0 | 500 | | - | - | | | | | | | | | | | | | |
| 291 · Outreach advertising | 1000 | 1500 | 2500 | | 2,450.00 | 1,000.00 | | | | | | - | 1,000.00 | 950.00 | | | | 500.00 | |
| 200 · OUTREACH - Other | 5000 | 2000 | 1000 | | 475.00 | - | | | | | | - | - | 475.00 | | | | | |
| Total 200 · OUTREACH | 7,000 | 9,300 | 10,300 | 0 | 4,150.00 | 1,000.00 | 0 | 0 | 0 | 0 | 0 | 0 | 1,000 | 1,575 | 0 | 1,025 | 25 | 525 | |
| 300 · Community Improvement Projects | 9000 | 9100 | 2000 | | | - | | | | | | | | | | | | | |
| 400 Possible NPGs | 9000 | 3500 | 9250 | | | - | | | | | | | | | | | | | |
| NPGs - Schools | | 7500 | 7500 | | | - | | | | | | | | | | | | | |
| NPG - LAFD Foundation | | | 3500 | | | - | | | | | | | | | | | | | |
| npg - FOLAR | | | 1000 | | | - | | | | | | | | | | | | | |
| 500 · Election | | | | | | - | | | | | | | | | | | | | |
| 600 · Encumbrance | | | | | | - | | | | | | | | | | | | | |
| Unallocated | | | | | | - | | | | | | | | | | | | | |
| Total Expense | 32,000 | 42,000 | 42,000 | 0 | 9,673.74 | 3,048.59 | 112 | 317 | 217 | 266 | 266 | 603 | 1,266 | 1,848 | 273 | 1,368 | 2,068 | 1,068 | |
| Unexpended | - | - | - | | 22,652.52 | 35,902.82 | | | | | | | | | | | | | |