



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

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**NOTICE AND AGENDA**  
**ENCINO NEIGHBORHOOD COUNCIL**  
**EXECUTIVE COMMITTEE MEETING**  
**Tuesday, April 19, 2022 @6:30**

**Please click the link below to join the webinar:**

**<https://us02web.zoom.us/j/87172153317>**

Meeting ID: 871 7215 3317

Or One tap mobile :

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**Zoom Webinars are recorded**

**IN CONFORMITY WITH THE SEPTEMBER 16, 2021 ENACTMENT OF CALIFORNIA ASSEMBLY BILL 361 (RIVAS) AND DUE TO CONCERNS OVER COVID-19, THE ENCINO NEIGHBORHOOD COUNCIL MEETING WILL BE CONDUCTED ENTIRELY WITH A CALL-IN OPTION OR INTERNET-BASED SERVICE OPTION**

**Public Comment:** Public Comments on Non-Agenda Items is limited to TWO MINUTES (2) per speaker. Time may be adjusted at the Chair’s discretion. Public calling in, please press \*9 on your phone to raise your hand to speak. For those that are using the Zoom Webinar please use the raise your hand feature to speak. Public comment on agenda items will be heard when the item is up for discussion. Public comment on agenda items is limited to 1 minutes per agenda item. Comments from the public on agenda items will be heard only when the respective item is being considered. Time may be adjusted at the Chair’s discretion.

**AB 361 Updates:** Public comment cannot be required to be submitted in advance of the meeting, only real-time public comment is required. If there are any broadcasting interruptions that prevent the public from observing or hearing the meeting, the meeting must be recessed or adjourned. If members of the public are unable to provide public comment or be heard due to issues within the Neighborhood Council’s control, the meeting must be recessed or adjourned.

1. **Call to Order. Start recording. Roll call. determination of quorum.**
2. Approval of March 2022 Executive Committee [Minutes](#)
3. Reports from Public Officials/Departments/Community Agencies
  - A. Southern California Gas Company regarding the following project: *This pipeline safety improvement project is on the northwest corner of Burbank Blvd and Yarmouth Ave in the city of Encino. This project will improve public safety and is part of a CPUC mandated Pipeline Safety Enhancement Plan. The project is scheduled to start in July of 2022 and take 4-6 months to complete. The street will be under construction for 3-4 months and we have a traffic control plan in place for residents and traffic safety. These plans have been approved by Councilwoman Raman's office, LAPD and LAFD. Notification of this project will be made to residents in a 500-foot radius of the job site.*
  - B. Other reports.
4. Public Comment on Non-Agenda Items – Public Comments on Non-Agenda Items is limited to TWO MINUTES (2) per speaker. Time may be adjusted at the Chair’s discretion. Public calling in, please press \*9 on your phone to raise your hand to speak. For those that are using the Zoom Webinar please use the raise your hand feature to speak.
5. Officer's Reports:
  - A. President's Report
    1. Introduce applicant for Area 3 Representative position, Alex Ventura
  - B. Vice-President's Report
  - C. Secretary's Report
    1. Review of [March 23, 2022 Meeting Minutes](#)
  - D. Treasurer's Report
    1. March 2022 Monthly Expenditure Report (MER)
    2. Discussion of LA City Attorney/DONE decree regarding any documents showing a vote count.
    3. Neighborhood Purposes Grants – update on previous and potential NPGs.
  - E. Sergeant-at-Arms Report:
    1. Discussion and possible action regarding current compliance situation

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

6. **New and Old Business Executive Committee**
  - A. **Discussion and Possible Action:** Discuss removal of Melody Korehe, Walter Almora and Jonathan Gabriel from Planning and Land Use Committee for failure to complete Planning 101 and other trainings, and for failure to attend meetings. Discuss potential removals from board for failure to attend meetings and/or complete trainings.
  - B. **Discussion and possible action:** Motion regarding Burbank Blvd. and Yarmouth Ave. project (see 3.A., above).
  - C. **Discussion and Possible Action:** Motion recommending the ENC file a Community Impact Statement approving of [CF 15-0499-S2](#), and further asking that it be heard by committee and the City Council expeditiously. The file recommends that Council instructs the Planning Department, the Department of Building and Safety, the Bureau of Street Services, the City’s Community Forest Advisory Committee, and. the Board of Public Works Forest Office,

with the assistance of the City Attorney, to: (1) prepare a report with recommendations relative to ongoing tree and biodiversity planning, strategies and/or efforts to protect and grow the City’s urban canopy, as instructed by the Council on August 12, 2020 (CF 15-0499-SI); and (2) provide recommendations to require the placement of trees, and timing of any tree removals, at an ear phase in the land use/environmental review, and permitting review process, and thereby maximize efforts to grow tree canopy coverage; and (3) prepare and present an ordinance to effectuate these directives.

- D. **Discussion and possible action:** Digital Communications Policy – The proposed Digital Communications Policy was not approved by the Board of Neighborhood Commissioners (BONC), then it was reconsidered on April 5, 2022 and approved as amended without much discussion. The Policy will become effective October 4, 2022, six months after its approval. Prior to BONC approving its policy, the ENC Outreach Committee met and resolved to work on an internal policy. In view of BONC’s action, should the ENC weigh in on that action?
- E. **Discussion and possible action:** NC 2023 Elections - The Clerk Clerk has convened an NC Election Work Group composed of NC Board members to provide input on the upcoming 2023 NC Elections. Three voting options are under consideration: an in-person Polling Place for each NC OR only Vote By Mail (VBM) OR a hybrid of in-person and VBM. The 2023 timeline has the Valley’s four Regions at the end of the cycle (during June for in-person and hybrid voting or during May for VBM). A 2023 Election survey will be sent soon for NC consideration. In addition, the City Clerk “Election Information Worksheet” including NC Polling Place location/hours and translation requests, will be sent “around June.” Both the survey and the Worksheet will need to be agendized for NC action. ENC should consider the formation of an Ad Hoc Election Committee.
- F. **Announcement:** DONE has granted us a 30-day extension to submit Bylaws amendments. The second reading will be at the general board meeting of April 27, 2022.
- G. **Applications for open positions on the Encino Neighborhood Council :Open Positions Include:** At Large Alt (1), Apartment/Condo Alt (1), Business Rep Alt (2), Education Alt (1), Public Safety Rep Alt (1), Religious Alt (1), Volunteer Alt (1), Area 2 Alt (1), Area 3 Rep (1), Area 3 Alt (1) Let’s get these filled!

**7. Review General Board Meeting Draft Agenda**

**8. Board Member Comment on Non Agenda Items**

**9. Adjournment by \_\_\_\_\_ pm**

**Next Executive Committee meeting: \_\_\_\_\_**

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** – 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 on agenda items is limited to 1 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 digitally at [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 <https://www.lacity.org/government/subscribe-agendasnotifications/subscribe-other-meetings-agendas-and-documents>

**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, assisted 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](mailto:NCsupport@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: [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 Pat Bates, Board President, at (747) 282-0450 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 <https://www.encinonc.org/ncfiles/viewPageFile/3541>

**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](http://ethics.lacity.org/lobbying). For assistance, please contact the Ethics Commission at (213) 978-1960 or [ethics.commission@lacity.org](mailto:ethics.commission@lacity.org)

**SERVICIOS DE TRADUCCIÓN:** Si requiere servicios de traducción, favor de avisar al Concejo Vecinal 3 días de trabajo (72 horas) antes del evento. Por favor contacte a Pat Bates, Presidente de la Mesa Directiva, al (747) 282-0450 o por correo electrónico [president@encinonc.org](mailto:president@encinonc.org) para avisar al Concejo Vecinal.