



Officers:
PAT BATES • President
VICTORIA MILLER • Vice President
ALEX GARAY • Secretary
GLENN BAILEY • Treasurer
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MINUTES
ENCINO NEIGHBORHOOD COUNCIL
FINANCE COMMITTEE ZOOM MEETING

Friday, June 10, 2022 @ 2:00 PM

Please click the link below to join the webinar:

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

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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.

Committee members PRESENT:

1-*Glenn Bailey: Chair, 2-*Pat Bates 3-*Henry Eshelman 4 - Al Mass

Alternate Committee Members ABSENT: 1-Anni Keusseyan

*Denotes Board Member/Alternate (maximum 5 allowed)

- 1) Call to Order, Start recording. Roll call, determination of quorum, selection of voting Finance committee Members, Selection of Secretary for the meeting. *Meeting was called to order at 2:05PM, Pat volunteered to take notes. Quorum was determined; member al Mass joined around 2:10, there was a brief hiatus after Glenn lost power*
- 2) Approval of Prior Finance Committee Meeting [May 13, 2022](#) meeting. *Henry/Pat Approved 4 yes 0 no 0 Abstentions*
- 3) Public Comment on Non-Agenda Items within the Committee's subject matter jurisdiction – 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 *There were no comments*
- 4) Action Items: Votes may be taken on all action items.
 - A) **Discussion and possible motion:** Final revision of [2021-2022 budget](#) based on actual and projected expenditures at meeting date including, but not limited to, NPG and CIP categories. *The proposed final budget and comparison to actual amounts was discussed. After significant discussion, the following revised budget for fiscal year ending 6/30/2022 which will be recommended to the board is: Operations \$8,500, Outreach \$7,500, Community Improvement projects \$2,100, Neighborhood Purpose Grants, \$23,900, for a total of \$42,000. Pat/Henry Passed 4 yes/0 no/0 abstentions*
 - B) **Discussion and possible motion:** Review [CF 21-0772](#) and motion passed by [Encino NC](#) RE: Sidewalk repair pilot program. 5/26/2021 MOTION from Finance Committee: (Bates/2nd Almora) to approve a pilot sidewalk repair program Community Improvement Project, costing up to \$2,100 (payable to the Los Angeles Department of Street Services or other agency providing services), and to request that the funds be matched from Council District 5 discretionary funds, and further, that data be collected and evaluated as to effectiveness in remediating sidewalk defects. In addition, it is recommended that potential conflict of interest issues, which may depend on the location of work, be investigated and resolved. *This was discussed in some detail, as the consequence was to remove the money from the ENC's current fiscal year funds at some time in May 2022, while the intent of the motion was to remove it from the ENC's 2020-2021 funds. The concluded actions to follow are:*
 - i) *Pat will contact CD 4 and ask if they can make a request that the ENC's 2021-2022 funds be credited with the \$1516.87 which reverted to the City's general fund in the 2020-2021 fiscal year. Further; The arrangement with Council District 5 in May 2021 was that the council district would match the \$2,100 that ENC is contributing to the pilot project. The ENC would be pleased if CD 4 could honor the predecessor council office agreement.*
 - ii) *Pat will contact the City Attorney for advice regarding placement of the project so that it avoids residences of board members living in Encino NC Area 1, and what amount of displacement (eg. 500') is required.*
 - iii) *Pat will contact Lee Blumenfeld to see what the time frame might be for this and potential locations as well as any confirmations he may have had from CD 5 regarding matching. Pat will also research any prior correspondence on this project.*
 - C) **Discussion and possible motion:** Review and revise [budget](#) for presentation to the Board at the June 22, 2022 meeting. The approved budget will be incorporated into the 2022-2023 Administrative package for approval by the board. *The committee had a long discussion of various components of the initial 2022-2023 budget. Items of significant concern were equipment and tech assistance outlay for transition to in-person or hybrid meetings, refreshments at in-person meetings. There was a discussion of printing costs and how to reduce the cost of*

election outreach. Several categories of expense on the preliminary version were revised pursuant to discussion during the meeting. The resulting Initial 2022-2023 Budget is attached to and part of these minutes, and reflects overall expenditures of \$12,100 for operations, \$5,950 for Outreach, \$6,000 for Neighborhood Purpose Grants, and \$7,950 for Election expenditures.. A motion was made to recommend that the attached Initial Budget be approved by the ENC board and submitted as a part of the ENC's 2022-2023 Administrative Packet. Pat/Henry Approved 4 yes/0 no/0 abstentions.

D) Follow-up discussion regarding current fiscal year issues. *Brief discussion of items not cleared yet.*

E) Committee Member Comment on Items not on this Agenda

5) Adjournment 1537

Next Finance Meeting: 8/12/2022 @2 PM

draft

**ENCINO NEIGHBORHOOD COUNCIL
FISCAL YEAR 2022-2023
INITIAL BUDGET**

		Initial Budget 2022-2023
Income		
099 · Funding from DONE	<u>32,000</u>	
Total Income		
Expense		
100 · OPERATIONS		
101 · General Office Expense	300	
110 · Computer expense & software	500	
Audio/Video	1,500	Best current estimate
190 · Temporary Staffing	2,750	minute taking
Technical staffing	2,500	
210 · Web site expenses	2,500	
230 · Internet access	600	
235 · Phone messaging/number	250	
240 · Contact management	600	
270 · Meeting expenses		
271 · Meeting - refreshments	550	
272 · Meeting Copy & print	<u>50</u>	
Total 100 · OPERATIONS	<u>12,100</u>	
200 · OUTREACH		
180 · Congress of neighborhoods	500	
215 · Facebook boost charges	200	
280 · Outreach event expense	1,000	
291 · Outreach advertising	250	
200 · OUTREACH - Other	<u>4,000</u>	
Total 200 · OUTREACH	<u>5,950</u>	
300 · Community Improvement Projects	-	
400 · NPGs - other	<u>6,000</u>	
500 · Election	<u>7,950</u>	
Total Expense	<u><u>32,000</u></u>	