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**NOTICE AND AGENDA  
 ENCINO NEIGHBORHOOD COUNCIL  
 OUTREACH COMMITTEE**

**SPECIAL MEETING AGENDA**

**Monday, July 11th, 2022 @ 6:30pm**

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

<https://us02web.zoom.us/j/87050942391>

**Or One tap mobile :**

**US: +16699006833,,87050942391# or +13462487799,,87050942391#**

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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.**

**Voting Members:** Alex Garay\*, Mike Silva\*, Heather Michaels\*, Pat Bates\*

**Stakeholders:** Jenny Birchfield

Alternate Committee Members: 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

1. **Call to Order. Start recording. Roll call. determination of quorum.**
2. **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.
3. **Reports from Public Officials/Departments/Community Agencies**
4. **New committee member introduction(s): Alex Ventura**

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

5. **New Business**
  - A. **2023 NC Election** – In 2023 most neighborhood councils will have elections, the ENC’s vote date is June 18<sup>th</sup>, 2023. The ENC’s Outreach Committee, with the assistance of board members, will be responsible for getting the word out. For the last election, we used the UPSP Every Door Direct Campaign to let Stakeholders know that there was an election. Please see [ELECTION POSTCARD](#). What methods should we use for the upcoming election? Following are the dates from the draft NC workbook. Although unlikely to change, there is a possibility:
    - **Candidate Filing – February 18, 2023 through April 4, 2023**
    - **Vote-by-mail filing – Wednesday, April 19, 2023 to Sunday, May 21, 2023**
    - **Election/Vote Day – Sunday, June 18, 2023**
    - **Certification of elected board members – Monday, July 3, 2023 – may be as early as June 29<sup>th</sup> if there are no challenges.**

**Discussion and possible action.**

- B. **2023 NC Election Worksheet, Poll Location and Poll Location Times** – In person voting will take place on Sunday, June 18<sup>th</sup>, 2023. We need to select 2 locations and decide on the 6 hour window the polls will be open on Sunday, June 18<sup>th</sup>. In past elections, the ENC has used the Encino Community Center and Fire Station 83 as locations. Another possible location could be the Encino Woman’s Club on Paso Robles. **Discussion and possible action on the following motion: The ENC’s Outreach Committee recommends that the ENC approve the following locations: Encino Community Center, 4935 Balboa Blvd., Encino and**

\_\_\_\_\_ as locations for in person voting with hours of operation set from 10am – 4pm.

- C. Election Handbook Draft** – A draft version of the election handbook has been created. Although we may miss the window to weigh in on, we should review and discuss the items outlined in the draft handbook. Please review [\*\*ELECTION HANDBOOK DRAFT. Discussion and possible action.\*\*](#)
- D. List of HOA’s in Encino** – In an effort to better serve the needs of our multi-family dwellings, it would be prudent to have a list of all multi-family dwelling HOAs. When the ENC was part of CD5, we had asked if they had a list of all HOAs, the response was that they do not deal with HOAs. If CD4 does not have a list, what would be the best way to obtain one? **Discussion and possible action.**
- E. Assisting the PLU with outreach** – At times our PLU Committee hears about new developments and projects that may affect our community. We require developers to send a mailing out to residents that live within a 500ft radius of the development/project. More often than not, we ask that the developer send it out to a 1000’ radius, but it is not a requirement. The Outreach Committee has the ability to; print flyers/post cards and send to residents that live 501’ – 1000’ or even 1500’. It has been suggested to canvas the area dropping off flyers. Discussion and possible action how we can best help the PLU Committee. Should we request a reallocation of funds, up to \$1500 or \$2000 to be placed in the Outreach Budget to assist the PLU with outreach? **Discussion and possible action.**

## 6. Board Member Comment on Non-Agenda Items

### Adjournment

- Next Outreach Committee Meeting: August 1<sup>st</sup>, 2022 (Location TBD).
- Future Outreach Projects/Events: New handouts for events, in-person meeting items & 2023 NC elections.

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>

**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.

**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)