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Laure Stevens • Secretary
Pat Bates • Treasurer
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4924 Paso Robles Avenue • Encino • CA • 91316 (747) 284-0450 www.encinonc.org

MINUTES

ENCINO NEIGHBORHOOD COUNCIL

FINANCE COMMITTEE SPECIAL ZOOM MEETING

Monday May 13, 2024 @ 5:00 PM

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/87437735792>

Webinar ID: 874 3773 5792

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Zoom Webinars are recorded

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

SB 411 Updates: In the event of a disruption that prevents the eligible legislative body from broadcasting the meeting to members of the public using the call-in option or internet-based service option, or in the event of a disruption within the eligible legislative body's control that prevents members of the public from offering public comments using the call-in option or internet-based service option, the eligible legislative body shall take no further action on items appearing on the meeting agenda until public access to the meeting via the call-in option or internet-based service option is restored. Actions taken on agenda items during a disruption that prevents the eligible legislative body from broadcasting the meeting may be challenged pursuant to Section 54960.1. (C) The eligible legislative body shall not require public comments to be submitted in advance of the meeting and shall provide an opportunity for the public to address the legislative body and offer comments in real time. (D) Notwithstanding Section 54953.3, an individual desiring to provide public comment through the use of an internet website, or other online platform, not under the control of the eligible legislative body, that requires

registration to log in to a teleconference may be required to register as required by the third-party internet website or online platform to participate. (E) (i) An eligible legislative body that provides a timed public comment period for each agenda item shall not close the public comment period for the agenda item, or the opportunity to register, pursuant to subparagraph (D), to provide public comment until that timed public comment period has elapsed. (ii) An eligible legislative body that does not provide a timed public comment period, but takes public comment separately on each agenda item, shall allow a reasonable amount of time per agenda item to allow public members the opportunity to provide public comment, including time for members of the public to register pursuant to subparagraph (D), or otherwise be recognized for the purpose of providing public comment. (iii) An eligible legislative body that provides a timed general public comment period that does not correspond to a specific agenda item shall not close the public comment period or the opportunity to register, pursuant to subparagraph (D), until the timed general public comment period has elapsed.

Voting Members – ENC Members: Patricia Bates*(Chair), Glenn Bailey*, Henry Eshelman*

Alternate Committee Member - Anni Keusseyan*

* 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. **Meeting was called to order at 5:02 PM after determining quorum. Pat Bates, Glenn Bailey and Henry Eshelman were in attendance from Encino.**
2. **Reports from Public Officials/Departments/Community Agencies/Candidates-none were present**
3. **General Public Comment on Non-Agenda Items** – Board member Laure Stevens inquired about whether any other Encino schools had requested or could request NPGs.
4. **NEW BUSINESS: Discussion and possible action:**
 - a. [NPG - Southern California Garden Club](#): Pat Bates recused herself and left the meeting, noting that she had consulted with the City Attorney, and because she is a member of multiple horticultural organizations including the southern California Garden Club, and she leases a plot at the Sepulveda Garden Center and is negotiating the formation of a Garden Advisory Board with the City, she prefers not to be party to recommending a grant that will benefit the facility. After discussion among Glenn Bailey and Henry Eshelman with public input the following was adopted: **Motion: The Encino Neighborhood Council finance committee recommends that the ENC Board approve the Neighborhood Purposes Grant to the Southern California Garden Club assist with renovating the Sepulveda Garden Center rose garden on the condition that (1) the IRS determination letter to California Garden Clubs, Inc. be included with the application (2) Line 3 of the NPG application form be corrected to list California Garden Clubs, Inc. as affiliated organization (3) that evidence such as minutes be provided indicating determination of the signers of the application. (Glenn/Henry, 2 yes/0 no/0 abstentions)**
 - b. [2023-2024 Budget Revision 2](#): After discussion and public comment the draft 2nd revision was modified and the attached 2024-2024 Budget - 2nd Revision is recommended to the board, (Glenn/Henry 3 yes/0 no/ 0 abstentions)
5. **Committee Member comment on non-agenda items. Henry again noted that someone needs to step up as treasurer.**
6. **Adjournment 5:54**

Next meeting: TBA prior to final 2023-2024 board meeting.

Announcements: Please see the Encino NC [website](#) for announcements of other events and to join our mailing list.

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 subject matter 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 one (1) minute per speaker per item, unless adjusted by the presiding officer of the Board or Committee. Consent items which have been unanimously approved by a public committee meeting are exempted unless pulled from the consent section by a Board member.

PUBLIC POSTING OF AGENDAS - ENC agendas are posted for public review as follows: Glass display case outside the Encino Chamber of Commerce office at 4933 Balboa Blvd, Encino, Encino-Tarzana Branch Library, and Encino Community Center auditorium at 4935 Balboa Blvd, Encino, 91316, and digitally at www.encinonc.org. You can also receive our agendas via email by subscribing to L.A. City's Early Notification System: [Early Notification System \(ENS\)](#)

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

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: www.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 (747) 282-0450 or email via 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/page/viewPage/bylaws>

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. For assistance, please contact the Ethics Commission at (213) 978-1960 or 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 Alex Garay, Presidente de la Mesa Directiva, al (747) 282-0450 o por correo electrónico president@encinonc.org para avisar al Concejo Vecinal.

ENCINO NEIGHBORHOOD COUNCIL
FISCAL YEAR 2023-2024
BUDGET

	Final 2022-2023	Initial Budget 2023-2024	Budget Revision 1 2023-2024	Budget Revision 2 2023-2024
Income				
099 · Funding from DONE	38,320	32,000	40,997	40,997
Total Income				
Expense				
100 · OPERATIONS				
** 101 · General Office Expense and supplies	3,645	500	500	105
110 · Computer expense & software	750	200	200	200
Audio/Video/Equipment	3,175	1,800	1,800	-
Zoom license	400		-	400
190 · Temporary Staffing	-		-	-
Technical staffing	-	1,500	1,500	-
210 · Web site expenses	2,500	2,500	2,500	2,500
230 · Internet access	200	1,200	1,200	-
235 · Phone messaging/number	250	250	250	250
240 · Contact management	600	600	600	1,000
270 · Meeting expenses			-	-
271 · Meeting - refreshments	700	3,300	3,300	1,242
272 · Meeting Copy & print	300	650	650	250
Total 100 · OPERATIONS	12,520	12,500	12,500	5,947
200 · OUTREACH			-	-
180 · Congress of neighborhoods	1,000	1,000	1,000	2,000
181 Budget Advocates	-	500	500	2,000
215 · Facebook boost charges	100	-	1,000	300
280 · Outreach event expense	6,500	6,000	7,000	3,500
291 · Outreach advertising	-		-	-
295 Outreach-other	2,200	2,000	3,000	4,000
Total 200 · OUTREACH	9,800	9,500	12,500	11,800
300 · Community Improvement Projects	-	4,000	4,000	10,000
400 · NPGs - other	13,300	6,000	11,997	13,250
500 · Election	2,700	-	-	-
			-	-
			-	-
Total Expense	38,320	32,000	40,997	40,997

** 2022-2023 includes all unallocated funds