



Officers:
Josh Sautter - President
Roy Nwaiser - Vice President
LeeVante Haywood - Secretary
Laure Stevens - Treasurer
Glenn Bailey - Sergeant-at-Arms

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NOTICE AND AGENDA ENCINO NEIGHBORHOOD COUNCIL

EXECUTIVE COMMITTEE SPECIAL MEETING

Tuesday, July 16, 2024 @ 5:30pm

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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Dial(for higher quality, dial a number based on your current location):

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+1 312 626

6799 or 833 548 0276 (Toll Free) or 833 548 0282 (Toll Free) or 877 853 5257 (Toll Free) or 888 475
4499 (Toll Free)

Webinar ID: 871 7215 3317

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IN CONFORMITY WITH THE OCTOBER 6, 2023 ENACTMENT OF CALIFORNIA SENATE BILL 411 (PORTANTINO) AND LA CITY COUNCIL APPROVAL ON NOVEMBER 1, 2023, THE ENCINO NEIGHBORHOOD COUNCIL MEETING WILL BE CONDUCTED VIRTUALLY.

Every person wishing to address the Board must dial 1-669-900-6833, and enter 871 7215 3317 and then press # to join the meeting. When prompted by the presiding officer, to provide public input at the Neighborhood Council meeting the public will be requested to dial *9 or use the Raise Hand option, to address the Board on any agenda item before the Board takes an action on an item. Comments from the public on agenda items will be heard only when the respective item is being considered.

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.

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 minute 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.

- I. **Call to Order and Roll Call. Determination of quorum.**
- II. **Reports from Public Officials/Departments/Community Agencies/Candidates.**
- III. **General Public Comment on Non-Agenda Items** – Public comments on non-agenda items within the ENC’s subject matter jurisdiction is limited to TWO MINUTES (2) per speaker. Time may be adjusted at the Chair’s discretion.
- IV. **Officer's Reports:**
 - A. **President’s Report** – Multiple interest in Youth Seat, Area Reps
 - B. **Vice-President's Report President’s Report**
 - C. **Treasurer's Report** - Update on activated 2024/2025 Fiscal Budget. June [MER](#)
 - D. **Secretary’s Report** -
 - E. **Sergeant-at-Arms Report** - Update on new City training required of Representatives and Alternates, including revised Code of Conduct and the Gender Expression/Gender Identity. Role of assigned DONE Neighborhood Empowerment Advocate (NEA) and protocol for requesting assistance.
- V. **New Business:**
 - A. **Proposal** for the Board to re-approve a new ENC safety initiative called “Encino Walks.” An initiative to encourage all residents of Encino to get out and walk at a predetermined time. This will help neighbors meet each other, foster a sense of community, increase safety and get more exercise. Previously approved unanimously for 2023-2024 budget by the Public Safety Committee and General Board (April 24, 2024 17/0). Recommendation for the Board to support up to \$500 for promotion including printing and advertising. **Discussion and Possible action.**
 - B. **Proposal** for the Board to re-approve a new ENC safety initiative called “Safety Pro Tips.” A series where we have experts in different fields give presentations on things like self-defense, home security, emergency preparedness, etc. Previously approved unanimously for 2023-2024 budget by the Public Safety Committee and General Board May 22, 2024 16 yes/1 absent.) Recommendation for the Board to support up to \$1,000 for promotion, facility rental, refreshments and stipends. **Discussion and Possible action.**
 - C. **Homeowners of Encino Seat** – Athena Novak has expressed her intention to fill the open Homeowners of Encino seat as the new president of the organization. The Encino Property Owners Association, Homeowners of Encino and the Encino Chamber of Commerce seats are designated by their respective organizations, not through individual applications to the Board, unlike our elected seats. **Discussion and Possible Action.**

- D. SoCal Gas Presentation** – Marisol Espinoza from SoCalGas has followed up with us about plans to undertake an enhancement project at Sepulveda Boulevard and Royal Hills Drive later this year and would like to brief the Encino Neighborhood Council on the details. **Discussion and Possible Action**
- E. Committees and Committee Chairs** – The 2024-2025 ENC board needs to review which committees to continue and which to disband. We need to appoint new committee chairs, including Glenn Bailey as the chair of the Bylaws Committee and Laure/Glenn to co-chair the Finance Committee. We also need to decide on the future of the Airport Committee and establish an ad hoc 2025 Election Committee. Should we establish an ad hoc website committee? **Discussion and Possible Action.**
- F. Board and Committee Recruitment** – Lisa Morrow, who per the ENC Bylaws is the new At-Large Representative as result of the resignation of Henry Eshelman, has expressed interest in filling the open Condo/Apartment board seat. We need to start recruiting for the General board seats and open committee seats, including Airport, Bylaws, Finance, Outreach (stakeholders), and a second board member for Parks. **Discussion and Possible Action.**
- G. Community Impact Statement Filers:** Each Neighborhood Council may designate up to five Board members to file its Community Impact Statements. According to DONE, Encino NC currently has three designees: Alex Garay, Patricia Bates and Glenn Bailey. Since the first two recently resigned, they need to be replaced. For further information, see [How to Create and Submit A Community Impact Statement](#). MOTION that the Encino NC designate the following Board members as its authorized filers of Community Impact Statements: Glenn Bailey, Laure Stevens, Roy Nwaissar, LeeVante Haywood and Josh Sautter. **Discussion and Possible Action.**
- H. Congress of Neighborhood Councils Promotional Opportunities** – Review and decision needed by August 31 on the promotional opportunities outlined in their July 1 email. **Discussion and Possible Action.**
- I. General Board Meeting Efficiency** – Address concerns about the length of General Board meetings. Consider implementing time limits on officials' and officers' reports. For roll call, only require location disclosure in the chat if participants are not in L.A., and this information should not be public. Encourage ENC members to include their seat with their name during General Board Zoom meetings (e.g., Josh Sautter | Area 1). Discuss the possibility of returning to in-person meetings and the need for name tents. One in-person meeting is required each calendar year per Senate Bill 411. **Discussion and possible action.**
- J. 2025 Neighborhood Council Election Handbook & Election Timeline**– Review and discussion of the recently released 2025 Neighborhood Council Election Handbook and Election Timeline. The documents may be viewed here: [2025 Draft Election Handbook](#) and [2025 Draft Election Timeline](#). Should we make a recommendation to the board on support, request changes or reject the drafts? **Discussion and Possible Action. Refer to Ad Hoc NC Election Committee, if established.**
- K. Alternate Membership and Expectations** – Bylaws prohibit having alternates when a non-alternate seat is available. Alternates are only for overflow, so some alternates need to become regular committee members. Discuss the expectations for "alternate" board and committee members and whether the same attendance rules should apply as for non-alternates. **Discussion and Possible Action. Refer to Bylaws Committee.**

L. Promotional Materials and Member Resources – Discuss the next steps for obtaining business cards, badges, and T-shirts. We also need an inventory of promotional materials (e.g., vertical banners, pop-ups) and should order any important items we lack. Consider the creation of encinonc.org email aliases and personal profiles on the website for all board members.
Discussion and possible action.

M. Access to Bulletin Board and Communication Needs – We need access to the ENC/Sherman Oaks Chamber of Commerce bulletin board to post during hours when the Encino Community Center is closed, as we can't rely on Rec and Parks to post our agendas. Additionally, we should introduce our new executive members in an email. Discuss whether the website comment form should require a phone number to submit a comment or question.
Discussion and Possible action.

N. Proposal to fund Community Improvement Project to restore Can of Sardines mural on underpass of 101 Freeway at the Hayvenhurst exit. Seeking funding from ENC to cover \$1,000 for reimbursement of a curator, two student interns and chemicals for removing graffiti. They have received \$5,000 from CD4 and \$1,000 from San Fernando Valley Arts & Cultural Center for this project. **Discussion and Possible action.**

VI. Review ENC Regular Board Meeting Agenda.

- A.** General Board vote reaffirming support of the ENC Back School Movie Night:
Motion Passed: Back to School Movie Night – The budget for the upcoming August 10, 2024, Back to School Movie Night was approved at the last meeting (Motion Passed June 26, 2024: 8 Yes / 2 No / 1 Abstain / 3 Absent.) but needs reaffirmation for our 2024-2025 budget. The ENC Outreach committee recommends the ENC Board reaffirms its support for hosting a Back-To-School Movie Night on August 10, 2024, at Encino Park and recommends that the board support an expense of up to \$6825.00 with funds from Fiscal year 2024/2024 Budget.
- B.** Motion: The Encino Neighborhood Council ratifies its May 22, 2024 approval (11-1-1 with one recusal) of a \$5,000 Neighborhood Purposes Grant to the Southern California Garden Club to assist with renovating the Sepulveda Garden Center rose garden to instead be funded from the ENC's Fiscal Year 2024-2025 allocation inasmuch the organization's IRS Determination Letter was received after the City Clerk NC Funding Program's June 1, 2024 submittal deadline for the current Fiscal Year. (Postponed from June 26, 2024 Board meeting)
- C.** Encino NC 2024 06 17 [Inventory](#): Discussion and Possible Action: consider recommendation to the ENC board that it approve the inventory at 6/17/2024 and submit it to the city Clerk's portal. After discussion agreed to remove consumables from the inventory and double check furniture still on hand. Motion: The Encino Neighborhood Council Finance Committee Recommends the board approve the June 17, 2024 inventory and submit it to the City Clerk's portal. (Postponed from June 26, 2024 Board meeting)
- D.** MOTION: The Encino Neighborhood Council Traffic & Transportation Committee votes to support: [CF 21-0956-S2](#), a Motion (de Leon, Park - Lee) relative to clarifying that any and all vehicles that are stopped or parked in a peak hour travel lane or a tow away no stopping any time zone will be towed. LINK: CF-21-0956- Motion Makers Kelson / Stevens VOTE: Yes 7 / No 0 / Abstain 0 (Postponed from June 26, 2024 Board meeting)

VII. Committee Members comment on non-agenda items.

VIII. Adjournment.

Next meeting: 08/20/2024

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 Josh Sautter, 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 Josh Sautter, Presidente de la Mesa Directiva, al (747) 282-0450 o por correo electrónico president@encinonc.org para avisar al Concejo Vecinal.