

CITY OF  
LOS ANGELES



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TODD RUBINSTEIN  
Vice President

KEN SILK  
Secretary

JOHN ARNSTEIN  
Treasurer

KATHY MOGHIMI-  
PATTERSON  
Sergeant at Arms

ENCINO NEIGHBORHOOD COUNCIL  
BOARD MEETING

Wednesday November 28, 2012

**APPROVED Minutes**

**1. CALL TO ORDER, DETERMINATION OF QUORUM & APPOINTMENT OF PARLIAMENTARIAN**

The meeting was called to order at 7:09 P.M. by President Glenn Bailey. Roll call was taken and it was determined that there was a quorum based on attendance of 18 voting members. Gerald Silver was appointed Parliamentarian for the meeting. The following Representatives were present: Sherman Gamson, Victoria Miller, Todd Rubinstein, Mary Tempel, Debra George, Talar Dardarian, John Tashtchian, Hrag Kitsinian, Keven Steinberg, Gerald Silver, Glenn Bailey, Jason Ackerman, Ken Silk, Alicia Herring, John Arnstein, Debbie Watson, Kathy Moghimi-Patterson, and Stacie de Armas Shrinky. No members were absent. Sherman Gamson left the meeting at 8:00 P.M. during the Item 10. The following Alternates were present: Sharon Brewer, Norma Landau, Jeremy Erlandsen, and Steven De Vore.

**2. MINUTES OF PREVIOUS MEETING OF OCTOBER 24, 2012.**

The Minutes of the last Board meeting held on October 24, 2012 were distributed to members earlier in the afternoon via email. A motion to table consideration of the Minutes to the next Board meeting was made, seconded and adopted by a vote of 15 Yes, 2 No and 1 Abstention.

**3. MINUTES OF SPECIAL MEETING ON AUGUST 30, 2012.**

Due to uncertainty regarding whether the Board previously specifically approved the Minutes of the special meeting held on August 30, 2012 a motion was made by Keven Steinberg, seconded by John Arnstein and adopted without objection to approve the Minutes of August 30, 2012.

**4. FINANCIAL REPORT**

A document was distributed entitled October 2012 Expense Report (Preliminary) which set forth expenses paid between October 11<sup>th</sup> and October 24<sup>th</sup> totaling \$1,230.01 and a remaining balance of \$30,866.37 was distributed. A motion to approve the expenses as a preliminary report through October 24, 2012 was made by John Arnstein, seconded and adopted unanimously.

**5. APPROVAL OF CONSENT ITEMS**

A motion was made by John Arnstein, second by Todd Rubinstein and adopted without objection to approve the following Executive Committee unanimous recommendations which were listed on the agenda as consent items:

a. The adoption of the Office Staff Responsibilities as set forth in a separate document.

b. The adoption of the following ENC Office Hours: Tuesday and Wednesday between 10:00 A.M. and 1:00 P.M., Thursday between 12:00 P.M. and 6:00 P.M., and Friday between 10:30 A.M. and 1:30 P.M., for a total of 15 hours per week.

c. Appointment of Debra George as ENC Representative to the Sepulveda Basin Wildlife Areas Steering committee.

d. Appointment of Glenn Bailey as ENC Second Signatory for the Funding Program.

#### 6. FILLING BOARD VACANCIES

The President announced the sole application for the vacancy as the Alternate for Area 6 was by Laurie Kelson, who then spoke to the members. A motion was made by Sherman Gamson, seconded and adopted unanimously to appoint Laurie Kelson as Area 6 Alternate. The President announced the sole application for the vacancy as Area 5 Representative was by Diane Rosen, who then spoke to the members. A motion was made, seconded and adopted unanimously to appoint Diane Rosen as Area 5 Representative.

#### 7. SWEARING IN OF MEMBERS AND ALTERNATES

Jeff Ebenstein, Field Deputy for District 5 City Councilmember Paul Koretz, using the same pledge as used at the October 2012 meeting, swore in Diane Rosen (newly appointed member) and Debra George (member absent from October meeting). Jeff also swore in the Alternates who were present because Alternates were not sworn in at the October meeting. Although Diane Rosen was then able to be seated, she had to leave and did not participate in the rest of the meeting.

8. ELECTED OFFICIALS No elected officials were present.

#### 9. REPORTS FROM CITY OFFICIALS

City Councilmember Koretz's deputies Jeff Ebenstein and Shaun Bayliss made a report and answered questions. The items discussed included opening of the Park and Ride lot on Hayvenhurst, the opening of a new Chase Bank, and construction and traffic on Ventura Blvd. They informed the members that Councilmember Koretz had office hours in Encino on Thursday. There were no other reports.

#### 10. REPORTS FROM CITY DEPARTMENTS

The only City Department Report was from Recreation and Parks. Steve Cline gave the report and Tracie Field and Larry Mellon (Director of Balboa Sports Center) were also present. During the report the items numbered on the Agenda and in the Minutes as 13e and 23 were discussed and are more specifically discussed under said items.

11. PUBLIC FORUM The only request to speak was by Amit Tripathi. He informed members about an event at the Encino Community Center on December 1<sup>st</sup> entitled Celebration of Learning in connection with an after school enrichment program.

#### 12. GUEST SPEAKER

Region 3 (including Encino) Independent Election Administrator Alisa Smith spoke and answered questions about the September 29, 2012 Neighborhood Council elections. She stated the Encino turnout and number of candidates were higher than in 2010 and the turnout increase was higher than that in Region 3. She discussed voting by mail and noted the large number of applications that were not accepted and that there were only 24 votes by mail. Alisa referred to the lack of volunteers on Election Day. She informed the members about new member training on December 1. She urged members to continue to check the Empower L.A. website. There was discussion about the merits and procedure regarding voting by "factual basis stakeholders" (who claim a connection with a community in which they do not reside, own property or work) and estimated about one-third of Encino voters in 2012 were factual basis stakeholders. It was recognized that there would be extensive discussion of this matter before the next elections. Alisa distributed and collected a survey on the election.

#### 13. PRESIDENT'S REPORT

Glenn Bailey reported on the following:

- a. Executive orders (none). He noted that the Fire Battalion Chief had been at the meeting, but could not stay or speak.

- b. The presence at this and future meetings of a notebook containing ENC meeting documents for public review.
- c. The Council's ability to use the Encino Community Center for Board meetings after 9:00 P.M., but the duty to end the meeting and leave the Center by 9:30 P.M.
- d. The Executive Committee would regularly meet on the second Wednesday of the month at 7:00 P.M.
- e. (discussed as part of Item 10) The Council's use of the Woman's Club. Glenn stated that reference on the Agenda to approval of a Right of Entry Permit was contingent on DONE approval and as a result of contacting DONE the Council received an email from the Office of the City Attorney stating the proposed Permit was inappropriate and that this should be handled by a Memorandum of Understanding. A motion was made by Gerald Silver, seconded by John Arnstein and adopted unanimously that the Encino Neighborhood Council should engage in a MOU with the L.A. Department of Recreations and Parks for use of the Woman's Club in lieu of a right of entry permit.
- f. The advisability of designating up to three members authorized to use and file Community Impact Statements . Gerald Silver made a motion to appoint and designate the President (Glenn Bailey), the Vice President (Todd Rubinstein) and Secretary (Kenneth Silk). The motion was seconded and adopted unanimously.
- g. The vacancy caused by the resignation of the Religious Representative who had no Alternate and the vacancy in that and other alternate positions. Glenn stated that applicants for vacancies should use the application form (Candidate Filing Form) that was used in the immediate past election.
- h. The Council has one parking pass in the office and can request a second one for City Hall Business.
- i. Concern was expressed regarding having Ralphs' shopping carts in a residential neighborhood.

#### 14. VICE-PRESIDENT'S REPORT

The Vice President asked members to sign up for a committee on a sign up list and noted the duty of Representatives and Alternates to be on at least one committee. He proposed a list of committee chairs (other than for the Outreach Committee) and a motion to approve the appointments was made by Todd Rubinstein, seconded by John Arnstein and adopted unanimously.

The following is a list of the committees and the Chairs that were appointed:

By-Laws Kathy Moghimi-Patterson  
Education Marly Tempel  
Finance John Arnstein  
Parks Debra George  
Planning & Land Use Talar Dardarian  
Public Safety John Tashtchian  
Traffic/Transportation Laurie Kelson  
Van Nuys Airport Debbie Watson

#### 15. SECRETARY'S REPORT

Kenneth Silk reminded members that the Bylaws provide for removal for missing four (4) meetings in a 12 month period. He urged members arriving after the Roll Call to make sure the Secretary was aware of their arrival so that the Minutes would reflect their attendance. He also urged members to let the Secretary know when they were leaving so that if their alternate was present he/she could then participate and so the Minutes would indicate the member did not participate in votes after their departure.

#### 16. TREASURER'S REPORT

a. Purchasing Card. John Arnstein referred to the need to authorize Purchasing Card user. A motion that John Arnstein, as Treasurer, be the authorized user of the Purchasing Card was made, seconded and adopted unanimously.

b. Encumbered Election Fund Reconciliation Report. It was reported that the Council has not received the report and it is due on November 30, 2012. A motion to request a two-week extension was made by Glenn Bailey, seconded by John Arnstein and adopted unanimously.

c. Budget. John Arnstein referred to Budget for the fiscal year 2012-2013 which had been approved and was distributed to members. The Budget enumerated items (the largest of which was \$18,000 for staff) totaling \$37, 000, the amount of the current annual budget allocation.

d. Demand Warrant. John explained the use of a demand warrant.

#### 17. SERGEANT AT ARMS REPORT

Kathy Moghimi-Patterson referred to the need of members to comply with the two year mandatory Ethics Training requirement and the means of complying. There was discussion of the problem of obtaining correct verification of compliance.

#### 18. REPORTS FROM STANDING COMMITTEES

Executive Committee - City Attorney Liaison. The Executive Committee reported its recommendation that member and attorney Keven Steinberg be named as City Attorney Liaison. A motion based thereon to appoint Keven Steinberg was made and seconded. Keven Steinberg abstained from the vote and the other members voted unanimously for the motion.

19. REPORTS FROM AD HOC COMMITTEES None due to time constraints.

20. REPORT ON COMMUNITY OUTREACH None due to time constraints.

21. NEIGHBORHOOD COUNCIL REPORTS None due to time constraints.

#### 22. OLD BUSINESS

Due to lack of time there was no consideration of the motion regarding the expansion of the 405 freeway that was deferred from the October 24, 2012 meeting. It will be considered at the next meeting.

#### 23. NEW BUSINESS-BALBOA SPORTS CENTER

The only new business discussed was concern regarding the lack of regular quarterly meetings of the Balboa Sports Center Park Advisory Board. This was discussed during the Recreation & Parks Report referred to in Item #10 hereinabove. This concern was expressed to Steve Cline of the Department and he stated that the Department is seeking new members and he distributed applications for the Board. He said the PAB should be able to resume meetings by March 2013.

The regular meeting was recessed at 9:08 p.m.

#### SPECIAL MEETING AGENDA - LOS ENCINOS SCHOOL

At 9:08 p.m. the Board went into a special meeting pursuant to an agenda that was noticed after the regular meeting agenda. A quorum was present. The meeting concerned the application of Los Encinos School at 17100 Ventura Blvd. for a proposed remodel/new façade of its building. Jim Heimler the architect made a presentation about the proposal. There was no request to speak in opposition. After questions, a motion to approve the proposal was made, seconded and adopted unanimously. The members then voted to adjourn the special meeting and the meeting was adjourned at 9:18 p.m.

The regular meeting came out of recess and was called back to order at 9:18 p.m. A quorum was present.

#### 24-28 ADJOURNMENT

Due to time constraints there was no further business conducted. It was noted that the fourth Wednesday of December falls on the 26<sup>th</sup>, the day after Christmas. A number of Board members indicated by show of hands their willingness to attend on that date. There was no determination or announcement as to whether the next meeting would be on December 26<sup>th</sup> or January 23, 2013. The meeting adjourned at 9:20 P.M.  
Submitted by Kenneth Silk, Secretary