



Officers

TODD RUBINSTEIN
President

KATHY MOGHIMI-
PATTERSON
Vice President

ANNI KEUSSEYAN
Secretary

SHARON BREWER
Treasurer

SHERMAN GAMSON
Sergeant at Arms

**NOTICE AND AGENDA
ENCINO NEIGHBORHOOD COUNCIL
GENERAL BOARD MEETING**

**Wednesday, April 22, 2015 – 7:00 p.m.
Encino Community Center Auditorium
4935 Balboa Avenue, Encino Ca 91316**

www.encinonc.org

Email your comments and or questions to: info@encinonc.org

Food from FRESH BROTHERS & Refreshments will be served starting at 6:30 PM

MEMBERS OF THE PUBLIC WHO WISH TO ASK A QUESTION OR SPEAK UNDER PUBLIC COMMENTS ARE REQUESTED TO FILL OUT A FORM AND PROVIDE IT TO THE COUNCIL.

MOTION(S), DISCUSSION(S), AND A VOTE MAY BE TAKEN ON ALL ITEMS POSTED ON THE AGENDA

At the discretion of the President this agenda may be modified as to time slots for agenda items or speakers to accommodate changes at that time

NOTICE TO ALL IN ATTENDANCE: Speaker cards are available at the back of the meeting room and any personal information contained therein could be released upon a timely and valid request pursuant to the CA Public Records Act.

1. **Call to Order, Pledge of Allegiance, Roll Call, Excused Absences, Determination of a Quorum, Sign-in Sheet, Public Speaker Cards, Code of Civility, & Appoint Parliamentarian**
2. **Approval of the March 25, 2015 General Meeting Minutes (Motion required, unless no objections)**
3. **Guest Speaker (60 min): [Mike Feuer, Los Angeles City Attorney](#) – State of the Office Civil and Criminal.**
4. **Reports from City/State/Fed Officials:**
 - a. LAPD / LAFD - Senior Lead Officers (SLOs) & Captains (5 min)
 - b. LA City Council Offices (CD5) - Field Deputies & Reps (5 min)
 - c. State Assembly or State Senate Offices - Field Deputies & Reps (5 min)

- d. Federal Congresspersons - Field Deputies & Reps (5 min)
- e. Dept of Neighborhood Empowerment (DONE) & Related Groups: (5 min for all)
 - i. Valley Alliance of Neighborhood Councils (VANC)
 - ii. Los Angeles Neighborhood Council Coalition (LANCC)
 - iii. Board of Neighborhood Commissioners (BONC)
 - iv. Budget Advocates (Regional and otherwise)

5. Officer's Reports:

- a. President's Report – (2 min)
 - i. Updated Staff hours and deadlines for Agendas, etc.
 - ii. Apple One payments are up to date from 2014 and 2015
 - iii. Issue surrounding ENC@empowerla.org email.
 - iv. UPDATE – Status of MERs, 2014 Audit, and Process – Budget & Accountant Clerk
- b. Vice-President's Report – (2 min) - Committee Chairs and membership
 - i. Chairs: Airport Committee & Public Safety Committee
- c. Treasurer's Report - (2 min) - ENC Funding and Checking Account Updates:
- d. Secretary's Report - (2 min) Voting on funding matters - were ineligible board members removed from General Board Voting. New Board Voting forms – Funding & Non-Funding
- e. Sergeant-at-Arm's Report – (2 min) Updates on Ethics and funding training mandates for Board members and Alternates.
 - i. Ethics Training link (NEW): <http://www.fppc.ca.gov/index.php?id=477>
 - ii. Funding Training at: <http://empowerla.org/funding/>
 - iii. BONC Code of Conduct Policy – deadline was 4/3/2015

6. Committee Reports: (New and Old Business)

- a. Education - Update from Chair if needed
- b. Planning & Land Use (PLU) - Information about other projects, etc.
- c. Traffic / Transportation – Burbank / Hayvenhurst, etc.
- d. Outreach Committee – Updates: Goals, Strategy, & New ENC Marketing effort.

7. Committee or General Action Items: (New & Old Business):

- a. Open Board/Alternate Positions – (10 min) - At-Large Rep election. Board members, Alternates, and Stakeholders all vote for candidate. Area 1 Alternate, Area 4 Rep & Area 5 Representative and Alternate Positions open.
- b. Annual Officer Selection for ENC Executive Committee (10 min): Any board member wishing a position may run. Only seated Board members vote for officers.
- c. By-Laws Committee (20 min) - Motion(s) to amend the ENC By-Laws pursuant to and in compliance with DONE “Neighborhood Council Administrative and 2016 Election Procedures Stipulation Worksheet” (Stip Sheet) passed at the Bylaws Committee Meeting held on Tuesday, April 7, 2015 in the following manner:
 - 1. Article V - Governing Board, Section 3: Official Actions – Simple majority vote by the board members present, including abstentions, which act as a “yes” vote. Motion carried 4-1-0
 - 2. Article VIII - Meetings, Section 3: Notifications/Postings – Neighborhood Councils with a website will default to 1 physical posting location. ENC has a website and will have 1 physical posting location at: Encino Chamber of Commerce. Motion carried 5-0-0
 - 3. Article XI – Grievance Process – The City Council passed CF 13-1689 establishing seven regional Neighborhood Council Grievance Panels – South, Central, Harbor, West, East, North Valley and South Valley. Each Neighborhood Council may appoint one board member or stakeholder to serve on a pool of

panelists. These panelists will review grievances and election challenges. NO RECOMMENDATION.

4. Article XIV – Compliance, Section 1: Code of Civility - The Commission passed a Neighborhood Council Board Member Code of Conduct Policy, and the following language will be added to this section in addition to any other Neighborhood Council requirements. "Board members will abide by the Commission's Neighborhood Council Board Member Code of Conduct Policy."
5. Article XIV – Compliance, Section 2: Training - The Department requires board members to take ethics and funding training prior to voting on funding related items. There is no grace period for board members to take these trainings. The following language will be added to this section in addition to any other Neighborhood Council requirements: "All board members must take ethics and funding training prior to making motions and voting on funding related matters."
ARTICLE X – ELECTIONS:
6. Online and Telephone Voting – ENC does not want online voting (default) Motion carried 3-2-0
7. Telephone voting - ENC does not want telephone voting. Motion carried 5-0-0.
8. Vote-by-Mail (for self-affirmation voters only) - Not Applicable. Motion carried 5-0-0.
9. Board Vote Structure - Maintain the current board voting structure (default). Motion carried 3-2-0
10. Candidate Filing Requirements - Should Neighborhood Council candidates be required take a 5-10 minute video training (produced by the City) about the Neighborhood Council system and their responsibilities as a candidate during the election process prior to completing their registration? ENC votes Yes. Motion carried 5-0-0.
11. Elected Board Members Seating Period – for 2016 Election cycle. ENC voted to keep the current staggered seating of the board (existing). Motion carried 5-0-0

Possible Motion: The Encino Neighborhood Council approves the recommendations of the By-Laws committee regarding the Neighborhood Council Administrative and 2016 Election Procedures Stipulation Worksheet (Stip Sheet) and authorizes the President to execute, make the required declaration of approval, and transmit to the Department of Neighborhood Empowerment the aforementioned Stip Sheet.

- d. By-Laws Committee (4 min) - Motion(s) to amend the ENC By-Laws dated 1/26/2014 passed at the Bylaws Committee Meeting held on Monday, Feb 19, 2014:
 - i. Absences - Second Reading: Motion adopted by vote of 3-1-1 - To amend the first sentence of Article V, Section 7 regarding removal for absences by adding the words in capital letters so the sentence will read as follows: "*Any Board member (WHICH INCLUDES REPRESENTATIVES AND ALTERNATES) who misses four (4) regularly scheduled meetings during any twelve (12) month period AFTER THE MOST RECENT ELECTION OF THE MEMBER will be automatically removed from the Board.*"
 - ii. Selected Organization Reps - Second Reading: Motion adopted by vote of 4-0-0 - To amend Article V, Section 1B regarding Selected Organizations by adding the following: "*If any Selected Organization is not qualified for inclusion as a Voting Organization for any period of 6 consecutive months then the seat of that organization shall remain vacant until the next Board election.*"

- e. Planning & Land Use (PLU) Committee - (Old Business from 3/25/15 General Board Meeting) - Motion(s) passed at PLU Committee Meeting Tues, Mar 10, 2014:
 - i. Motion - Provide a food budget for PLU meetings in Fiscal Year 2014-2015 of up to \$99 per meeting not to exceed 3 remaining meetings for a total of \$297 David Motion by Hudgins/ 2nd Jason Ackerman - Unanimous consent
- f. Planning & Land Use (PLU) Committee - Motion(s) passed at PLU Committee Meeting Tues, April 14, 2014:
 - i. ZA-2014-4390-CUB - 17401 W Ventura Blvd, # A32-A33, Pinot's Palette. Requested Entitlements: The Applicant is seeking a CONDITIONAL USE PERMIT, pursuant to LAMC Section 12.24W1, to allow the on-site sale and dispensing of beer and wine in conjunction with an approximately 1,767 square foot recreational art studio. **Motion** - The Encino Neighborhood Council Planning and Land Use Committee supports the application as presented by Pinot's Palette. Motion by Jason Ackerman 2nd Tonya Barseghian - Motion passes 7-0-1.
- g. Prior Board Board Member Reimbursement (BMR) Approvals from 2014:
 - i. 09/15/14 - BMR - Todd Rubinstein - Drinks 03/26, 04/23, 05/28/14 - \$96.85
 - ii. 09/22/14 - BMR - Anni Keusseyan - Drinks 06/26, 07/23, 08/27/14 - \$55.79
 - iii. 10/14/14 - BMR - Mark Levinson – Taste of Encino Registration - \$150.00

8. **Public Comments: [Non-Agenda Items]** Within the "Board's" jurisdiction are limited to **TWO MINUTES (2)** per speaker. This is a NON-DISCUSSION PERIOD.

9. **Board Member Comments:** On any subject matter within "The Board's" jurisdiction shall have – one (1) Minute per speaker. These are NON-DISCUSSION items between Board members and the public.

10. **Future Meetings:**

- a. Next ENC General Board Meeting: **Wed, May 27, 2015**
- b. Next ENC Executive Committee Meeting: **Wed, May 13, 2015**
- c. VANC Monthly Meeting: - **Thurs, May 14, 2015** (*Generally 2nd Thurs of month*)
- d. LANCC Meeting: - **May 2, 2015 at 10:00am** (Hollywood Neighborhood City Hall)
- e. BONC Meeting: - **Tue, May 18, 2015** (Los Angeles City Hall)

11. **Community Events/News:**

- a. LADWP's Efficiency Solutions - Helping LA Save Water and Energy – Tues, April 21 @ 7pm. San Fernando Valley Sierra Club, Reseda Park Rec. Hall 18411 Victory Blvd. http://angeles2.sierraclub.org/sfv_future_meetings
- b. ONEgeneration Senior Symposium - Saturday, April 25, 2015 from 8:00 AM to 2:30 PM at ONEgeneration Senior Enrichment Center, 18255 Victory Blvd, Reseda, CA 91335
- c. LA City Attorney Town Hall – Tuesday, May 12, 2015 from 6:30pm to 8:00pm at the West Valley Community Center
- d. Garden plots are available at the Sepulveda Garden Center - \$120 per year per plot. Call (818) 784-5180 for more information.

12. **Adjournment: 9:00 PM**

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.

The ENC meetings are usually held on the 4th Wednesday of each month at the: **Encino Community Center, 4935 Balboa Blvd starting at 7:00pm.** For further information – Please go to: <http://www.encinonc.org>

PUBLIC INPUT AT ENC MEETINGS - An opportunity for the public to address the Council or Speaker on agenda items will be provided before or during consideration of the item. Members of the public who wish to be recognized on any item are requested to complete a question card for each item they wish to address, and present the completed card(s) to the Sergeant-At-Arms. Speaker cards are available at the back of the meeting room. The Council will also provide an opportunity for the public to speak on any [Non-Agenda Items*] during “Public Comment”. **The Council may not take any action or discuss matters addressed in “Public Comments”.** However, the Council President may refer such matters to the appropriate Council Committees for further consideration.

* Public comments are limited to **TWO (2) minutes** per speaker.

ENC BOARD DISCUSSION AND TIME LIMITS – an ENC Board member’s request to speak will be recognized by the President in the order requested. For any item, the Chairperson of the Committee, or the maker of the original motion shall have up to **THREE (3) minutes** to discuss the item. Board members may speak for up to **TWO (2) minutes** each on the matter unless extended by the President or Council. After all members desiring to speak on a question have had an opportunity to be heard once, the time for each Member desiring to speak again shall be limited to a maximum of **ONE (1) minute** unless extended by the President or Council. A motion calling the “Previous Question” may be introduced by any member during a Council debate. If adopted, this motion will terminate debate on a matter and the matter will then be submitted for a vote.

VOTING AND DISPOSITION OF ITEMS - Most motions require a majority vote of the Board member’s present and voting will be by hand vote unless otherwise decided by the Council. Unless requested for further consideration by an ENC Board member, any item that has been forwarded to the Council by a unanimous committee vote shall be approved as a “Consent Item” without further discussion.

TO BE FURTHER NOTED TO ALL IN ATTENDANCE:

Posting of your personal information to the ENC or any public organization can be released upon a request to the ENC according to the CA Public Records Act. You are not required to post your personal information unless you choose to do so.

Pursuant to CA State Law, the agenda is posted for public review at: (1) the Encino Chamber of Commerce (viewable all hours), (2) Encino Community Center, (3) Balboa Sports Center, (4) Encino-Tarzana Branch Library, and (5) The Coffee Bean & Tea Leaf store (17301-1 Ventura Blvd). The agenda and report(s) related to an agenda item will be available for review at www.EncinoNC.org.

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, on the website, www.encinonc.org, may be viewed at the scheduled meeting. In Addition, if you would like a copy of any record related to an item on the agenda, please contact Encino NC Staff at: 818-971-6996 or by email at: enc@socal.rr.com or info@encinonc.org.

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 Amber Meshack, at (213) 978-1551, toll-free at (866) LA HELPS, or e-mail amber.meshack@lacity.org.

**ENC MAILING ADDRESS:
4924 PASO ROBLES AVE, ENCINO, CA. 91316
TELEPHONE: (818) 971-6998
www.encinonc.org**