



Officers

TODD RUBINSTEIN  
President

KATHY MOGHIMI-  
PATTERSON  
Vice President

ANNI KEUSSEYAN  
Secretary

AL MASS  
Treasurer

SHERMAN GAMSON  
Sergeant at Arms

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

**Wednesday, June 24, 2015 - 7:00 p.m.  
Encino Community Center Auditorium  
4935 Balboa Avenue, Encino Ca 91316**

[www.encinonc.org](http://www.encinonc.org)

*Email your comments and or questions to: [info@encinonc.org](mailto:info@encinonc.org)*

**Food from [Fresh Brothers Pizza](#) & 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 May 27, 2015 General Meeting Minutes (Motion required, unless no objections)**
3. **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)

#### 4. **Officer's Reports:**

- a. President's Report – (2 min)
  - i. UPDATE – Status of MERs, 2014 Audit, and Process – Budget & Accountant Clerk
- b. Vice-President's Report – (2 min) - Committee Chairs and membership
  - i. All board members must sit on one committee and attend meetings regularly.
  - ii. Chairs: Vacancies - Airport Committee & Public Safety Committee
- c. Treasurer's Report - (2 min) – Approval of March and April 2015 MERs
- 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 – Board members removed Friday 5/15/15 by DONE who weren't in compliance.

#### 5. **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.

#### 6. **Committee or General Action Items:** (New & Old Business):

- a. Open Board/Alternate Positions – (4 min) - Area 1 Alternate, Area 4 Rep, Area 5 Representative and Alternate, At-Large Alternate Positions open.
- b. ENC Motions to support NC Budget Advocates and LA Congress of Neighborhoods:
  - i. Motion to support LA Congress of Neighborhoods in the amount of \$500.
  - ii. Motion to support NC Budget Advocates in the amount of \$500.
- c. Board Member Reimbursement (BMR): Motion to reimburse Racquel Marshall-Cianci for money expended on food budget for ENC Outreach Committee Meeting held at Lakeside Cafe on 3/18/2015 – exact amount \$49.05.
- d. Name Tags or Badges for Board Members: Authorize the purchase of new name tags for all Board members and Alternates (approx 31) and the cost not exceed \$400.
- e. Purchase ENC Office Equipment:
  - i. All-in-One Printer - up to \$599.00
  - ii. New Chair for staff - up to \$199.00
  - iii. New telephone with voicemail - up to \$149.00
- f. 2014/2015 Budget Year (BY) donation to the San Fernando Valley Audubon Society for the Sepulveda Basin Educational Program Summer 2015 in an amount not to exceed \$2,495.00 and whose mission is to:
  - i. to promote the conservation of resources, to preserve and enhance the natural habitat within our territory
  - ii. to increase the public's and our awareness and appreciation of bird life and the natural environment and
  - iii. to create a social environment that encourages individual knowledge, development, and participation.

- g. Review and Approve Jan - May 2015 Monthly Expense Reports (MERs)
- h. Review and approve Budget Package for Fiscal Year (FY) 2015/2016

**7. Consent Items (Old & New Business):**

- a. Executive Committee – (Old Business from 5/27/15 General Board Meeting) - Motions for Board Member Reimbursement (BMR) and sponsor Senior Symposium – Motions from 4/8/15 & 5/13/15 Executive Committee Meetings:
  - i. Motion to reimburse Anni Keusseyan for 4/22 General Board Meeting Food - \$193.69. Unanimous consent at 5/13/15 Executive Committee Meeting.
  - ii. Motion to reimburse Todd Rubinstein for money expended on paper, supplies, and food & items purchased at Smart & Final for 4/22/15 General Board Meeting – \$50.87. Unanimous consent with one abstention (TR) at 5/13/15 Executive Committee Meeting.
  - iii. Motion to reimburse Todd Rubinstein for money expended on paper supplies for ENC office purchased at Office Depot on 4/16/2015 – \$13.08. Unanimous consent with one abstention (TR) at 5/13/15 Executive Committee Meeting.
  - iv. Motion to reimburse Todd Rubinstein for money expended on paper supplies for ENC office purchased at Office Depot on 1/28/2015 – \$16.34. Unanimous consent with one abstention (TR) at 5/13/15 Executive Committee Meeting.
  - v. Motion to reimburse Todd Rubinstein for money expended for Vertical Response (VR) email campaign subscriptions for the months of March, April, & May 2015 - \$28 per month (\$84 Total). Unanimous consent with one abstention (TR) at 5/13/15 Executive Committee Meeting.
  - vi. Motion to approve up to \$750 to help co-sponsor ONE Generation Senior Symposium Event on Sat 4/25/15. Unanimous consent from 4/8/15 Executive Committee Meeting.
- b. Outreach Committee Meeting – Motion(s) passed at Outreach Committee Meeting Wednesday, May 20, 2015 & Wednesday June 17, 2015:
  - i. The Committee moved and approved the design and printing of a Brand New ENC Horizontal Banner at a cost not exceed \$250.00. Moved by Valarie Dean / 2nd Anni Keusseyan. Motion was approved unanimously – 7-0-0.
  - ii. The Committee moved and approved participation, registration, and gifts for the Taste of Encino (Oct 2015). Booth registration cost not to exceed \$200.00 and an additional \$200.00 to purchase items for the booth such as prizes for games, water, balloons etc. similar to Oct 2014 event for a total of \$400.00. Moved by Todd Rubinstein / 2nd Anni Keusseyan. Motion was approved unanimously – 7-0-0
  - iii. The Committee moved and approved ENC Office Space Update and renovation not to exceed \$1,000.00. Moved by Toni Siciliano / 2nd Racquel Marshall-Cianci. Motion was approved unanimously – 7-0-0. Needed items for ENC Office Space Renovation are:
    - 1. Cost of painting the office., New U shaped Desk.
    - 2. Office Supplies. Shelving, storage with doors, and an area rug.
  - iv. The Committee moved and approved that the ENC participate in the 8th Annual Valley Disaster Preparedness Fair, the largest in the Valley and attended by 2,000 visitors last year at a cost not to exceed \$900. Moved by Todd Rubinstein / 2nd Racquel Marshall-Cianci. Motion was approved unanimously – 7-0-0
- c. Planning & Land Use (PLU) Committee – (Old Business from 5/27/15 General Board Meeting) Motion(s) passed at PLU Committee Meeting Tuesday, May 12, 2015:
  - i. PLU Committee plan for extending mailings for projects presented at meetings outside the 500ft radius. Possibly request additional hours from staff person, possibly request

help from Outreach Committee. **Motion:** For Fiscal Year 2015-16: The PLU requests 5 staff hours per project presented and \$150 in postage and \$40 in envelopes/copies to do mailers to neighbors in a radius from 500 to 1,000ft, for up to 3 projects per month. Not to exceed \$810/month or \$7,720/ year. Hudgins/Ackerman Unanimous – Motion Passed

d. Planning & Land Use (PLU) Committee - (**Old Business** from 3/25/15 General Board Meeting) - Motion(s) passed at PLU Committee Meeting Tues, Mar 10, 2015:

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/ 2<sup>nd</sup> Jason Ackerman – Unanimous consent

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, July 22, 2015**
- b. Next ENC Executive Committee Meeting: **Wed, July 8, 2015**
- c. VANC Monthly Meeting: - **Thurs, July 9, 2015** (*Generally 2nd Thurs of month*)
- d. LANCC Meeting: - **July 4, 2015 at 10:00am** (Hollywood Neighborhood City Hall)
- e. BONC Meeting: - **Tue, Jun 15, 2015** (Los Angeles City Hall)

11. **Community Events/News:**

- a. Los Encinos State Historic Park: Victorian Day In The Park - Sunday, June 28th 12:00pm - 4:00pm (<http://historicparks.org/data/>)
- b. Los Encinos State Historic Park: **The Tempest** performed by Shakespeare by the Sea Wednesday, August 5th @ 7:00pm
- c. Los Encinos State Historic Park: **As You Like It** performed by Shakespeare by the Sea Thursday, August 6th @ 7:00pm
- 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**

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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](http://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](http://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@social.rr.com](mailto:enc@social.rr.com) or [info@encinonc.org](mailto: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](mailto:amber.meshack@lacity.org).

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