



CITY OF  
LOS ANGELES

# ENCINO NEIGHBORHOOD COUNCIL

(A CERTIFIED NEIGHBORHOOD COUNCIL)

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## PROPOSED ENC OFFICE RELOCATION

Effective October 1, 2009

To: ENC Board  
From: Jesse Woods, Treasurer

**\*\* Encino Women's Club (Paso Robles Avenue) - Formal Proposal to be given to Encino Community Center and Recreation and Parks** We are proposing use of approximately 35-40% of their Storage Facility, located in the north east corner of the Women's Club Building.

### In order for the ENC to move into a Recreation and Parks Facility, the ENC must adhere to the Following Conditions:

- 1). The ECC working hours and programs.
- 2). The ENC will not be issued any keys for external entry. (ECC staff will provide access as required).
- 3). Administrative Staff, Executive Committee and Committee Chairs will be only members to have access to the office.
- 4). The ENC with Director of Facilities "Lee Marks" have formalized the following:
  - \* Adhere to all policies and regulations governing the Los Angeles Recreation & Parks Facilities & Insure SAFETY FIRST.
  - \* Insure facilities use is by authorized Council members and Staff only.
  - \* **The ENC MUST vacate premises at minimum 15 minutes before closing time. This includes any and all Facilities (Encino Community Center, Women's Club and Offices). All equipment used is placed back into proper storage banks within the facilities the ENC is making use of.**
  - \* At the expense of the Encino Neighborhood Council, we will purchase Removable Partition Walls for use in segregating the Storage Room into two facilities. (Separate Doors currently exist). Install our Phone Lines & Internet for our use.
  - \* At the expense of the Encino Neighborhood Council, we will install a single unit Air Conditioner and Heat Pump in the north wall window.
  - \* The Encino Neighborhood Council will purchase or rent an External Storage Unit for use by the Encino Community Center to remove items from the NOTED Storage Room, which will ultimately become our office.
  - \* The Encino Neighborhood Council will incur the expense of revamping the current pass through Bar in the main room to house and store the folding chairs currently in the west stage storage room.
  - \* With the exception of office use, Scheduling for Use of any facilities(Inclusive of the Community Center) for meetings(Committees, et.al) must be **'BOOKED'** with the Facilities Office with at least 2 weeks notice.

We anticipate an estimate of expenditures not to exceed \$3,000.00 for the above.