



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, October 28, 2015 - 7:00 p.m.
Encino Community Center Auditorium
4935 Balboa Blvd, Encino Ca 91316**

www.encinonc.org

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

Food from *Poquito Mas* & 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 [Jan 28, 2015](#), [May 27, 2015](#), [Jul 22, 2015](#), [Aug 26, 2015](#), and Sep 30, 2015 General Meeting Minutes & [Feb 11, 2015](#) Special Board 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. Dept of Neighborhood Empowerment (DONE) & Related Groups: (5 min for all)
 - (1) Board of Neighborhood Commissioners (BONC)
 - (2) Budget Advocates (Regional and otherwise)

4. Officer's Reports:

- a. President's Report – (2 min) - UPDATE –
 - (1) Status of several NPGs submitted to DONE and meeting with Councilman CD5 regarding the same and funding.
 - (2) Designate Ad Hoc Elections Chair & Co-chair.
- b. Vice-President's Report – (2 min) - Committee Chairs and membership
 - (1) All board members must sit on one committee and attend meetings regularly.
 - (2) Chairs: Vacancies - Airport Committee & Public Safety Committee
- c. Treasurer's Report - (2 min) – Update on FY 2014/2015 Funds, FY 2015/2016 Increase
 - (1) Approval of September 2015 Monthly Expenditure Report (MER)
- 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)
 - (1) Updates on Ethics and funding training mandates for Board members and Alternates
 - (2) EmpowerLA - Election Stip Sheet

5. Committee Reports: (New and Old Business) - (10 min)

- a. Outreach Committee – Updates: Raffle for the winners at Taste of Encino ENC booth.
- b. Planning & Land Use (PLU) - Discuss short-term rentals. Discuss and evaluate the impact of short-term rentals on the Encino community. LA zoning laws prohibit rentals for 30 days or less in R1, R2, and R3 zones. Should the Encino NC take a position for or against short-term rentals such as Air BNB?
- c. Traffic / Transportation – Burbank / Hayvenhurst, etc.
- d. Education - Update from Chair if needed.

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

- a. Open Board/Alternate Positions – (2 min) - Area 1 Alternate, Area 4 Rep, Area 5 Representative and Alternate, At-Large Alternate Positions open.
- b. Outreach Committee - Motion to provide a food budget for Outreach Committee Meetings in budget (fiscal) year 2015/2016 of up to \$79 per meeting not to exceed 9 meetings for a total of \$891.00.
- c. Friends of Encino / Encino Community Center - Musical Theater Program - Aladdin the Musical. Production will start in January 2016 thru May 2015. We would like for ENC to sponsor the royalties of the show at \$735.00; deadline for payment is 11/10/15. This sponsorship will allow for use those funds for purchase of costumes, props, staging and staff.
- d. NEIGHBORHOOD COUNCIL 2016 ELECTIONS - (<http://empowerla.org/Neighborhood-Council-2016-Elections-Stip-sheet/>)
 - (1) Election Procedures Stipulation Worksheet - The following information provides the primary elements for this Neighborhood Council (NC) election and is taken from the NC's Bylaws and 2016 Election Procedures. This worksheet supplements the policies and procedures in the Neighborhood Council 2016 Election Manual. Board action to confirm the information and to provide the additional information (*) needed to administer the election. The Board has until Friday, October 30, 2015 at 5 pm to provide specific elections information per the Stipulation Sheet per 10/21/15 email from Elections Admin and Outreach Coordinator.
 - (2) Election Time: Please provide a four (4) hour window between the hours of 9:00 a.m. to 8:00 p.m. for the Department to hold the elections. (If only three (3) or fewer seats are contested and have more than one candidate, then EmpowerLA may hold a shortened election time of two (2) hours for the Neighborhood Council. The first two (2) hours of the selected four (4) hours time frame will be used to hold the Elections.)

- (3) Election Location - Polling Place must be within the NC's boundaries, comply with the Americans with Disabilities Act, have adequate parking, and be available on the Election Day two hours before and after the election time window. Location fee must be paid by the NC, and the Department will reimburse a maximum of \$200 of the amount. Default will be the Department's selection.
 - (4) Translation - In addition to English, Neighborhood Councils may select additional language(s). After the first language, additional languages will cost \$50 per language. Approval is subject to EmpowerLA approval and requires an Outreach Plan for the stakeholders that speak that language. Specify which languages NC would like to have on Candidate Forms, Voter Registration, spoken at the Polling Location and on NC Election / Outreach Contact Information.
- e. By-Laws Committee Meeting – Motion(s) passed at By-Laws Committee Meeting on August 17, 2015 to make the following changes in the Standing Rules:
- (1) To change second sentence in Paragraph 1B which limits comment period by adding “unless time is extended by simple majority vote of the board” (Motion by Jason Ackerman, seconded by Ken Silk adopted 5-0).
 - (2) To correct spelling in the last sentence of Paragraph 1B by changing “rime limit” to “time limit.”
 - (3) To add at the end of Paragraph 1C regarding alternate views by adding “Before a vote is taken on a motion to close debate the President will give an opportunity for at least one member to state opposition the member may have to the motion.” (Motion by Ken Silk, seconded by Sherman Gamson adopted 5-0),
 - (4) To change second sentence of Paragraph 1F setting forth requirement for committee vote to constitute a consent item from being adopted by the committee “unanimously” to “without any no vote”. This will make it clear that an abstention will not prevent a committed resolution from being a consent item. (Motion by Ken Silk, seconded by Sherman Gamson adopted 5-0)
 - (5) To change third sentence of Paragraph 1F referring to adoption of consent items at board meeting from being by “representatives present” to “board members present.” (Motion by Ken Silk, seconded by Sherman Gamson adopted 5-0).
 - (6) To change third sentence of Paragraph 1F referring to an objection to a consent item by a “Representative” by adding objection by “alternate or stakeholder who submitted a public comment card.” (Motion by Ken Silk, seconded by Sherman Gamson adopted 5-0)

7. Consent Items (Old & New Business):

- a. Outreach Committee Meeting – Motion(s) passed at Outreach Committee Meeting Wednesday August 19, 2015 (Tabled from ENC Board Meetings August 26, 2015 & Sept 30, 2015):
 - (1) The Committee moved and approved the purchase of the ENC Branded Tent for up to \$1,999.00. See this link to view a similar item contemplated by the committee at: [Promotional Design Group](#). Motion by Todd R. / 2nd Michele W. Vote: 4-0-0.
- b. Planning & Land Use (PLU) Committee Meeting – Motion(s) passed at Outreach Committee Meeting Tuesday October 13, 2015:
 - (1) SUPER SAL MARKET - 17630 VENTURA BLVD – CASE ZA 2003-2041-CUB. RENEWING CONDITIONAL USE PERMIT TO ALLOW THE CONTINUED SALE AND DISPENSING FOR CONSIDERATION OF BEER AND WINE FOR OFF-SITE CONSUMPTION, AS AN ACCESSORY USE, IN CONJUNCTION WITH AN EXISTING 7,857 SQ FT KOSHER MARKET CURRENTLY OPERATING WITH AN EXISTING BEER AND WINE LICENSE (TYPE 20) WITH HOURS OF OPERATION FROM 8:00 AM UNTIL 9:00 PM SUNDAY THROUGH THURSDAY AND FROM 8:00 AM UNTIL SUNDOWN ON FRIDAY (OBSERVING SHABBAT) AND CLOSED ALL DAY ON SATURDAY WITHIN THE C4-1VL COMMERCIAL ZONE. **Motion out of Committee:** THE ENC

PLANNING AND LAND USE COMMITTEE DOES NOT OPPOSE THE 10 YEAR RENEWAL FOR TYPE 20 FOR SUPER SAL MARKET 17630 VENTURA BLVD, ZA 2003-2041-CUB, AS PRESENTED FOR RENEWING CONDITIONAL USE PERMIT TO ALLOW THE CONTINUED SALE AND DISPENSING FOR CONSIDERATION OF BEER AND WINE FOR OFF-SITE CONSUMPTION, AS AN ACCESSORY USE, IN CONJUNCTION WITH AN EXISTING 7,857 SQ FT KOSHER MARKET. Motion by Hudgins / 2nd by Cohen. 5-0-0 Unanimous approval.

- (2) Tapia Brothers Farms / Hjetle Fields-(RE-CF:14-0133): While The Encino Neighborhood Council understands the need for additional athletic recreational venues within the San Fernando Valley, however it also understands that there is a need to protect what little agricultural land is left in the San Fernando Valley. The Encino Neighborhood Council therefore opposes the expansion of the Hjetle Fields facility or any other athletic facility into and on to the following parcels within the Sepulveda Basin: 7, 10, 12, 13, and 14. **Motion out of Committee:** The ENC opposes the expansion of the Hjetle Fields facility or any other athletic facility into and on to the following parcels within the Sepulveda Basin: 7, 10, 12, 13, and 14. Due to the need to keep an agricultural green zone in the valley. Motion by Ackerman / 2nd by Silver. 6-0-0 Unanimous approval.

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: **Wednesday, December 2, 2015**
- b. Next ENC Executive Committee Meeting: **Wednesday, November 11, 2015**
- c. VANC Monthly Meeting: - **Thurs, November 12, 2015** (*Generally 2nd Thurs of month*)
- d. LANCC Meeting: - **Sat, November 7, 2015 at 10:00am** (Hollywood Neighborhood City Hall)
- e. BONC Meeting: - **Tue, November 3, 2015 at 10:00am CANCELLED** (Los Angeles City Hall)

11. Community Events/News:

- a. Upcoming Ham Radio Classes and Test Dates –
 - (1) Technician Exam Study - Class Date: Tuesday, October 6th Time: 7:00pm to 9:00pm
Location: Bel Air Ridge Homeowners Association – Club House 2760 Claray Drive, Los Angeles, CA 90077
 - (2) Technician Exam Study - Class Date: Saturday, October 17th Time: 10:00am to 12:00pm
Location: Bel Air Crest Homeowners Association – Club House 11701 Bel Air Crest Road, Los Angeles, CA 90077
 - (3) Technician EXAM - Date: November 7th, 2015 Time: 10:00am Location: Bel Air Ridge Homeowners Association - Club House 2760 Claray Dr., Los Angeles, Ca 90077
- b. 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 DONE, at (213) 978-1551, toll-free at (866) LA HELPS, or e-mail NCsupport@lacity.org.

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