



Officers:  
 Josh Sautter - President  
 Roy Nwaiser - Vice President  
 LeeVante Haywood - Secretary  
 Laure Stevens - Treasurer  
 Glenn Bailey - Sergeant-at-Arms

4924 Paso Robles Avenue • Encino • CA • 91316 (747) 284-0450

# NOTICE AND AGENDA ENCINO NEIGHBORHOOD COUNCIL GENERAL BOARD MEETING

## WEDNESDAY, MARCH 26, 2025 @ 7PM

**Please click the link below to join the webinar:**

<https://us02web.zoom.us/j/87533764334>

### Zoom Webinars are Recorded

Or One tap mobile: US: +16699006833,87533764334# or +12532158782,87533764334# Or Telephone: Dial (for higher quality, dial a number based on your current location): US: +1 669 900 6833 or +1 253 215 8782 or +1 346 248 7799 or +1 312 626 6799 or +1 929 205 6099 or +1 301 715 8592 or 877 853 5257 (Toll Free) or 888 475 4499 (Toll Free) or 833 548 0276 (Toll Free) or 833 548 0282 (Toll Free) Webinar ID: 875 3376 4334 International numbers available: <https://us02web.zoom.us/j/87533764334>

### Encino Neighborhood Council Representatives

Joshua Sautter Area 1 Rep	LeeVante Haywood Area 2 Rep	Vacant Area 3 Rep	Robert Wenger Area 4 Rep	Diane Rosen Area 5 Rep
Laure Stevens Area 6 Rep	Andrew Zucker Area 7 Rep	Heather Michaels At-Large Rep	Lissa Morrow At-Large Rep	Vacant Apt/Condo Rep
Vacant Business Rep	Kelvin Tolbert Business Rep	Geraldine Hernandez-Abisoror Education Rep	TBD Encino Chamber Rep	Laurie Kelson EPOA Rep
HOME Rep	Glenn Bailey Park/Advocate Environment Rep	Matthew May PLU Rep	Roy Nwaiser Public Safety Rep	Anni Keusseyan Religious Rep
Vacant Volunteer Rep	Max Furberg Youth Rep			

## Encino Neighborhood Council Alternates

Dana Frances Caruso Area 1 Alt	Vacant Area 2 Alt	Vacant Area 3 Alt	Vacant James Wenger Area 4 Alt	Vacant Area 5 Alt
Vacant Area 6 Alt	Vacant Area 7 Alt	Vacant At-Large Alt 1	Vacant At-Large Alt2	Vacant Apt/Condo Alt
Daniel Kashani Business Alt 1-Remove	Vacant Business Alt 2	Vacant Education Alt	Vacant Encino Chamber Alt	Vacant EPOA Alt
Vacant HOME Alt	Vacant Park/Advocate Environment Alt	Vacant PLU Alt	Vacant Public Safety Alt	Eric Kingsley Religious Alt
Vacant Volunteer Alt				

**1. Call to Order. Start recording. Roll call. determination of quorum.**

**2. Reports from Public Officials/Departments/Community Agencies, not limited to:**

LAPD, Senior Lead Officer Walia, [34024@lapd.online](mailto:34024@lapd.online) (818) 374-7634

Mayor Karen Bass: David Nguyen, [david.c.nguyen@lacity.org](mailto:david.c.nguyen@lacity.org)

Councilmember Nithya Raman: Ricky Angel, [ricky.angel@lacity.org](mailto:ricky.angel@lacity.org)

Assemblymember Gabriel: Jack Trent-Dorfman, [Jack.Trent-Dorfman@asm.ca.gov](mailto:Jack.Trent-Dorfman@asm.ca.gov)

DONE: Vincent Autiero [vincent.autiero@lacity.org](mailto:vincent.autiero@lacity.org)

Budget Advocates: Glenn Bailey [www.BudgetAdvocates.org](http://www.BudgetAdvocates.org) -

**3. General Public Comment on Non-Agenda Items** – Public comments on non-agenda items within the ENC’s subject matter jurisdiction is limited to TWO MINUTES (2) per speaker. Time may be adjusted at the Chair’s discretion.

**4. Seating of Alternates:** The chair will appoint eligible Alternates with affirmation of the board. Discussion and Possible Action. Per the ENC Bylaws (Article V, Section 1D.1): “If at any Board meeting, a Representative who is absent either (a) has no designated Alternate or (b) has an Alternate who is also absent, then the president or presiding officer may, with the approval of a majority of the members entitled to vote at the meeting, designate an existing Alternate for any other Representative to serve and vote during the meeting in place of the absent Representative. In such an instance, the seat of any absent Representative temporarily becomes an At-Large Seat. **The appointed Alternate must be in good standing with all required training to be eligible.**”

**5. Officer’s Report:**

**A. President’s Report –**

**B. Vice-President’s Report –**

**C. Treasurer's Report - Motion:** The ENC Board approves February 2025 [MER](#)

**D. Secretary's Report - Recommendation to Appoint a New Secretary for the Executive Committee -** Due to the resignation of Levante Haywood from the Executive Committee, the Encino Neighborhood Council must appoint a new Secretary to serve until the end of the current term in June 2025. The floor will be opened for nominations, followed by a vote to select a new Secretary. The Board will discuss and consider possible action on this matter.

**E. Sergeant-at-Arms Report - Board and Committee member required [trainings](#) update**

## **6. NEW BUSINESS - FUNDING:**

**A. MOTION:** The Encino NC approves the renewal of its DONE/EmpowerLA Canva Pro License at an annual cost of approximately \$130.

**B. MOTION:** The Encino NC approves the renewal of its Zoom license of up to \$225 for the period of April 1, 2025 through March 30, 2026; amount to be invoiced by the Department of Neighborhood Empowerment.

**C. Motion:** The ENC Board approves an outreach cost expenditure of up to \$300 for ENC Logo shirts for Board members.

**D. Motion To Approve New Voicemail Service - Motion** for the Encino Neighborhood Council (ENC) to approve a cost expenditure of up to \$150 to open a new voicemail service account, with an ongoing recurring monthly expenditure of up to \$30 for the service. The Board will discuss and consider possible action on this motion.

## **7. NEW BUSINESS:**

### **A. Recommendation from the Encino Neighborhood Council Executive Committee – Candidate Forums**

Recommendation from the Encino Neighborhood Council Executive Committee to the General Board to host three separate Candidate Forums throughout April and May. This approach aims to accommodate the numerous candidates running for the Encino Neighborhood Council, provide each candidate with adequate speaking time, and ensure the forums are efficiently moderated. The Board will discuss and consider possible action on this recommendation.

**B. Community Impact Statement – 16610 Ventura Boulevard -** The Planning and Land Use Committee recommends submitting a Community Impact Statement regarding the property at 16610 Ventura Boulevard. Kelvin has prepared a [written description outlining the community issues related to this property](#), including the case number **CPC-2023-3134-DB-SPP-HCA** and details of the application. The Encino Neighborhood Council will discuss potential impacts on traffic, parking, and local businesses, along with any proposed mitigations or conditions for the project. The PLU's concerns and requests will be presented for discussion and a vote at the General Board meeting for the issuance of a CIS.

## **8. ADJOURNMENT**

**Next meeting: Wednesday, April 23, 2025 @ 7pm – Virtual via Zoom**

**Announcements: Please see the Encino NC [website](#) for announcements of other events and to join our mailing list.**

**[2025 Election Timeline](#) and [Election Handbook](#) – The 2025 ENC elections are around the corner, please review the election handbook and timeline to become familiar with all things election. Encino is in Region 3.**

**Available ENC Representative Positions:**

**Open Board positions in the Encino Neighborhood Council. Open Positions Include: Area 2 Alt , Area 3 Rep and Alt , , Area 5 Alt., Area 7 Alt., Apartment/Condo Rep and Alt, Business Rep Alt (2) , , Education Alt , Public Safety Rep Alt, Religious Alt, Volunteer Rep and Alt .**

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.

**IN CONFORMITY WITH THE OCTOBER 6, 2023 ENACTMENT OF CALIFORNIA SENATE BILL 411 (PORTANTINO) AND LA CITY COUNCIL APPROVAL ON NOVEMBER 1, 2023, THE ENCINO NEIGHBORHOOD COUNCIL MEETING WILL BE CONDUCTED VIRTUALLY.**

**PUBLIC INPUT AT NEIGHBORHOOD COUNCIL MEETINGS** – Comments from the public on agenda items will be heard only when the respective item is being considered. Comments from the public on other matters not appearing on the agenda that are within the Board's subject matter jurisdiction will be heard during the General Public Comment period. Please note that under the Brown Act, the Board is prevented from acting on a matter that you bring to its attention during the General Public Comment period; however, the issue raised by a member of the public may become the subject of a future Board meeting. Public comment is limited to one (1) minute per speaker per item, unless adjusted by the presiding officer of the Board or Committee. Consent items which have been unanimously approved by a public committee meeting are exempted unless pulled from the consent section by a Board member.

**PUBLIC POSTING OF AGENDAS** - ENC agendas are posted for public review as follows: Glass display case outside the Encino Chamber of Commerce office at 4933 Balboa Blvd, 91316 and digitally at [www.encinonc.org](http://www.encinonc.org) You can also receive our agendas via email by subscribing to L.A. City's Early Notification System: [Early Notification System \(ENS\)](#)

**THE AMERICAN WITH DISABILITIES ACT** – 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 the Department of Neighborhood Empowerment by calling (213) 978-1551 or email: [NCsupport@lacity.org](mailto:NCsupport@lacity.org)

**PUBLIC ACCESS OF RECORDS** – 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 may be viewed at our website: [www.encinonc.org](http://www.encinonc.org) or at the scheduled meeting. In addition, if you would like a copy of any record related to an item on the agenda, please contact Josh Sautter, Board President, at (747) 282-0450 or email via [president@encinonc.org](mailto:president@encinonc.org).

**RECONSIDERATION AND GRIEVANCE PROCESS** – For information on the ENC's process for board action reconsideration, stakeholder grievance policy, or any other procedural matters related to this Council, please consult the ENC Bylaws. The Bylaws are available at our Board meetings and our website <https://www.encinonc.org/page/viewPage/bylaws>

**NOTICE TO PAID REPRESENTATIVES** - If you are compensated to monitor, attend, or speak at this meeting, City law may require you to register as a lobbyist and report your activity. See Los Angeles Municipal Code Section 48.01 et seq. More information is available at [ethics.lacity.org/lobbying](http://ethics.lacity.org/lobbying). For assistance, please contact the Ethics Commission at (213) 978-1960 or [ethics.commission@lacity.org](mailto:ethics.commission@lacity.org)

**SERVICIOS DE TRADUCCIÓN:** Si requiere servicios de traducción, favor de avisar al Concejo Vecinal 3 días de trabajo (72 horas) antes del evento. Por favor contacte a Josh Sautter, Presidente de la Mesa Directiva, al (747) 282-0450 o por correo electrónico [president@encinonc.org](mailto:president@encinonc.org) para avisar al Concejo Vecinal.

**SB 411 Updates:**

In the event of a disruption that prevents the eligible legislative body from broadcasting the meeting to members of the public using the call-in option or internet-based service option, or in the event of a disruption within the eligible legislative body's control that prevents members of the public from offering public comments using the call-in option or internet-based service option, the eligible legislative body shall take no further action on items appearing on the meeting agenda until public access to the meeting via the call-in option or internet-based service option is restored. Actions taken on agenda items during a disruption that prevents the eligible legislative body from broadcasting the meeting may be challenged pursuant to Section 54960.1.

(C) The eligible legislative body shall not require public comments to be submitted in advance of the meeting and shall provide an opportunity for the public to address the legislative body and offer comments in real time.

(D) Notwithstanding Section 54953.3, an individual desiring to provide public comment through the use of an internet website, or other online platform, not under the control of the eligible legislative body, that requires registration to log in to a teleconference may be required to register as required by the third-party internet website or online platform to participate.

(E) (i) An eligible legislative body that provides a timed public comment period for each agenda item shall not close the public comment period for the agenda item, or the opportunity to register, pursuant to subparagraph (D), to provide public comment until that timed public comment period has elapsed.

(ii) An eligible legislative body that does not provide a timed public comment period, but takes public comment separately on each agenda item, shall allow a reasonable amount of time per agenda item to allow public members the opportunity to provide public comment, including time for members of the public to register pursuant to subparagraph (D), or otherwise be recognized for the purpose of providing public comment.

(iii) An eligible legislative body that provides a timed general public comment period that does not correspond to a specific agenda item shall not close the public comment period or the opportunity to register, pursuant to subparagraph (D), until the timed general public comment period has elapsed.

**IN CONFORMITY WITH GOVERNOR NEWSOME SIGNING SB411 INTO LAW ON OCTOBER 9, 2023 AND IN CONFORMITY WITH THE LOS ANGELES CITY COUNCIL PASSING CF 23-1114, THE ENCINO NEIGHBORHOOD COUNCIL MEETING WILL BE CONDUCTED ENTIRELY WITH A CALL-IN OPTION OR INTERNET-BASED SERVICE OPTION**

**Public Comment: Public Comments on Non-Agenda Items is limited to TWO MINUTES (2) per speaker. Time may be adjusted at the Chair's discretion. Public calling in, please press \*9 on your phone to raise your hand to speak. For those that are using the Zoom Webinar please use the raise your hand feature to speak. Public comment on agenda items will be heard when the item is up for discussion. Public comment on agenda items is limited to 1 minutes per agenda item. Comments from the public on agenda items will be heard only when the respective item is being considered. Time may be adjusted at the Chair's discretion.**