



Encino Neighborhood Council

4924 Paso Robles Avenue, Encino CA 91316 Phone: 747.282.0450

Roy Nwaiser - President
Josh Sautter - Vice President
Jennifer Luce - Secretary
Pilar DeFreest - Treasurer
Kelvin Tolbert - Sergeant-at-Arms

NOTICE AND AGENDA ENCINO NEIGHBORHOOD COUNCIL GENERAL BOARD MEETING Wednesday September 24, 2025 @7:00 PM

Encino Community Center
4935 Balboa Blvd, Encino, CA 91316

Encino Neighborhood Council Representatives

Josh Sautter Area 1 Representative	Adam Wright Area 2 Representative	Shaindi Schwebel Area 3 Representative	Joanna C. Power Area 4 Representative	Diane Rosen Area 5 Representative
Laure Stevens Area 6 Representative	Jennifer Novian Area 7 Representative	Kristin Moss At Large Representative 1	Anita Kamjoo At Large Representative 2	Heather Michaels At Large Representative 3
Victoria Biddle Business Representative	Jill Schwartz Business Representative	Roy Nwaiser Homeowner Representative	Pilar DeFreest Renter's Representative	Glenn Bailey Park & Environment Rep
Kelvin Tolbert Planning & Land Use Rep	Jennifer Luce Community Interest Rep	Tess Gurlanick Youth Representative	Geraldine Hernandez At Large Alternate 1	LeeVante Haywood At Large Alternate 2
Rachel Perry At Large Alternate 3	Dana Caruso Area 1 Alternate	Area 2 Alternate VACANT	Area 3 Alternate VACANT	Area 4 Alternate VACANT
Area 5 Alternate VACANT	Area 6 Alternate VACANT	Andrew Zucker Area 7 Alternate		

- 1. Call to Order / Roll call / Determination of quorum**
- 2. Comments from chair**
- 3. Reports from Public Officials/Departments/Community Agencies not limited to (limited to five minutes per report):**

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

Mayor Karen Bass: David Nguyen, david.c.nguyen@lacity.org

Councilmember Nithya Raman: Denton Cohen, denton.cohen@lacity.org

Assemblymember Gabriel: Jack Trent-Dorfman, Jack.Trent-Dorfman@asm.ca.gov

Supervisor Lindsey Horvath: Katie Abrams, KAbrams@bos.lacounty.gov

DONE: John Darnell, john.darnell@lacity.org

4. ENC Officer Reports (limited to two minutes per report)

A. President

B. Vice President

C. Treasurer

Motion: ENC approves the [August 2025 Monthly Expenditure Report](#).

D. Secretary

Motion: ENC approves the [August 2025 Board meeting minutes](#).

E. Sergeant At Arms

Update on required [training](#) for Board and Committee members.

5. Reports from Alliances (limited to one minute per report):

Budget Advocates: Glenn Bailey

LADWP Advocacy and Oversight: Shaindi Schwebel

Los Angeles Neighborhood Council Coalition (LANCC): Heather Michaels

Neighborhood Council Emergency Preparedness Alliance (NCEPA): Joanna C Power

Neighborhood Council Sustainability Alliance (NCSA): Glenn Bailey/Shaindi Schwebel

Plan Check NC: Victoria Biddle/Kelvin Tolbert

Valley Alliance of Neighborhood Councils (VANC): Glenn Bailey/Heather Michaels

6. Reports from Committee Chairs (limited to one minute per report):

Executive Committee: Roy Nwaissier

Public Safety Committee: Roy Nwaissier

Planning & Land Use: Kelvin Tolbert

Outreach: Josh Sautter

7. Public Comment on Non-Agenda Items

Public comments on non-agenda items **within the ENC's subject matter jurisdiction** is limited to *TWO (2) MINUTES* per speaker. Time may be adjusted at the Chair's discretion.

Councilmembers may not answer questions from the public or respond to public comment. They may only ask brief clarifying questions.

The total Comment period shall not last more than ten minutes. At the conclusion of all business, if time allows, the Chair may, at his or her discretion, open another Comment Period.

8. Seating of Alternates: Per ENC Bylaws (Article V, Section C.1-C.2)

Area Seats: Absent Area Rep -> Designated Area Alternate -> Other Area Alternate (designated by president or presiding officer with Board approval) -> At Large Alternate (designated by president or presiding officer with Board approval)

Non-Area Alternates: Non-Area Rep -> At Large Alternate 1 -> At Large Alternate 2 -> At Large Alternate 3 -> Area Alternate (designated by president or presiding officer with Board approval)

Alternates must be in good standing with all training required by the City to be eligible to be seated.

9. Old Business

- A. **Motion for reconsideration:** Motion to reconsider motion passed at August 27, 2025 ENC Board meeting which refers affirmation of the Greater Toluca Lake NC Declaration of Commitment to Representative Government to the Bylaws Committee.
Motion for reconsideration was placed on the agenda following the procedures for reconsideration in Section 4 of the ENC bylaws.
- B. **Motion to affirm Greater Toluca Lake NC Declaration of Commitment to Representative Government:** The Encino Neighborhood Council affirms the Greater Toluca Neighborhood Council's "[Declaration of Commitment to Representative Government](#)" and supports its principles of Neighborhood Council rights to independently communicate and advocate to any level of government on behalf of their stakeholders.

10. Consent Calendar (Consent items are voted together by one vote. Consent items can be pulled for discussion or separate vote.)

- A. **Motion to support revoking drive-through at Chic Fil A in Encino:** The ENC opposes the zoning appeal by Chic Fil A and supports the findings of the Zoning Administrator decision to revoke their drive-through permit. (PLU passed 7-0)
- B. **Motion to create standing Youth Committee:** The Encino Neighborhood Council will create a standing Youth committee to represent and address concerns related to youth. (Exec passed 4-0)
- C. **Motion to define digital communication policy:** The ENC Executive Committee acknowledges BONC-approved "[Board of Neighborhood Commissioners' Digital Communications Policy for the Neighborhood Councils](#)" as prevailing policy guidelines and adopts the ENC Roles & Responsibilities (See Supporting Documents). (Exec passed 4-0)
- D. **[Council File 25-0331](#) - MOTION:** ENC will submit a CIS supporting CF 25-0331. This requests a report to assess consolidating the Crisis and Incident Response through Community-Led Engagement (CIRCLE) program and the Unarmed Model of Crisis Response (UMCR) into one program in hopes of reducing operational costs and providing more uniform service throughout the city. (Public Safety passed 4-0)
- E. **[Council File 25-0969](#) -** ENC Public Safety Committee recommends submitting a CIS supporting CF 25-0969 which seeks to withdraw the maximum legally allowable funding from LAHSA and instead contracts with Department of Homeless Services and Housing which is the new County department of homelessness. (Public Safety passed 4-0)
- F. **[Council File 25-0002-S77](#) -** ENC Public Safety Committee recommends submitting a CIS supporting CF 25-0002-S77 which is a City Council resolution supporting Senate Bill 682 (Allen). SB 682 regulates PFAS in consumer products under the Safer Consumer Products Program, advancing statewide efforts to protect environmental and human health. (Public Safety passed 4-0)

- G. [Council File 20-0263-S3](#) - ENC Executive Committee recommends submitting a CIS opposing CF 20-0263-S3. This is a request for the city to authorize a total of \$5,904,000 to pay an outside law firm. The law firm will appeal a judgement which implements oversight on the City's compliance with its commitments to create nearly homeless shelter and housing. The City Attorney wants to avoid oversight of homeless services. Background info here: [City Attorney Seeks \\$6 Million for Legal Bills to Defend \\$2 Billion in Untracked Homeless Funds](#)

11. New Business

- A. **Motion to amend ENC Standing Rules:** ENC will amend Standing Rules Article VII, Section 1, Subsection I, List of Committees by adding a standing Youth Committee
- B. **Appoint Chair(s) for Youth Committee**

12. New Business – Funding

- A. **Motion to sponsor Encino Community Center Doggy Costume Contest:** The Encino Neighborhood Council will support the Encino Community Center's Doggy Costume Contest on November 1, 2025. The ENC will purchase needed event items of an additional \$150, up to a total value of \$350. (Increased funds requested by Board)
- B. **Motion to revise ENC budget:** The Encino Neighborhood Council authorizes the reallocation of rollover funds totaling \$9,746.76 from the previous fiscal year. These funds shall be incorporated into the 2025–2026 Budget as listed below, resulting in a revised total budget of \$34,746.76 (Finance passed 5-0)
- **General Office Expense:** Increased from \$100 to **\$1,146.76** (+\$1,046.76)
 - **Meeting Costs – Refreshments:** Increased from \$500 to **\$1,000** (+\$500)
 - **Outreach Events / Promotions:** Increased from \$8,500 to **\$12,700** (+\$4,200)
 - **Neighborhood Purposes Grants (NPGs):** Increased from \$8,000 to **\$11,000** (+\$3,000)
 - **Community Improvement Projects:** Increased from \$2,000 to **\$3,000** (+\$1,000)
- C. **Motion to provide funding for annual Encino Disaster Preparedness Drill:** The Encino Neighborhood Council will provide \$500 funding for necessary supplies for the annual Encino Disaster Preparedness Drill hosted by Sherman/Oaks Encino Chamber of Commerce and LAFD-CERT and held at Encino Park on March 28, 2026. (Public Safety passed 4-0)
- D. **Motion to fund National Coffee With A Cop Day:** The Encino neighborhood Council approves hosting an event on 10/1/25 for National Coffee With A Cop Day. Request funding up to \$250 for food & drink and up to \$100 for promotion including social media boosts. (Public Safety passed 4-0)
- Note: This was previously passed in previous fiscal year but was delayed so funding must be re-approved.
- E. **Motion to purchase Neighborhood Watch signs for Encino communities:** The Encino Neighborhood Council approves up to \$1,500 to purchase 40 custom metal Neighborhood Watch signs (with mounting kits) for the community. (Public Safety passed 4-0)

Quote & design [here](#) (one sample order + order for 39 additional).

Actual price is expected to be under \$1310. Signs will have Encino Neighborhood Council name and website on them. Neighborhood Watch groups will have to provide a certain number of verified members to receive a sign. Members will be added to ENC mailing list and ENC Public Safety will be added to their chat groups

Note: ENC previously bought 25 signs for \$1436.

- F. **Motion to purchase ENC ID Badges:** The Encino Neighborhood Council will spend up to \$325 to purchase 18 magnetic name tags or personalized lanyards for ENC Board members to be used for identification at meetings and events. Board members will have their choice of which style they prefer. Name tags are \$10.95 and lanyards are \$15.95 (plus tax). (Exec passed 4-0)
- G. **Motion to purchase business cards:** The Encino Neighborhood Council will purchase business cards, as needed, for Executive Committee members and Committee Chairs. Up to a maximum of ten people. Total cost including setup and tax not to exceed \$50 0. (Exec passed 4-0)
- H. **Motion to purchase digital voice recorder:** The Encino Neighborhood Council will spend up to \$105 to purchase a [Digital Voice Recorder with AI Transcription](#) to assist Secretary with taking minutes of in-person meetings. Note: Current price is \$80.00 and historical price is \$89.99 (plus tax). Approving \$105 in case of price fluctuation. (Exec passed 4-0)
- I. **Motion to purchase extension cord:** The Encino Neighborhood Council will spend up to \$45 including tax to purchase a 30-foot retractable [extension cord](#) with six outlets for PA system and other possible needs. (Exec passed 4-0)
- J. **Motion to approve NPG:** The ENC Finance Committee recommends approval of the [NPG request](#) from Friends of Los Angeles River (FoLAR) for \$2,500 to support expenses related to the 18 October 2025 Great LA River Clean Up event. FoLAR [outreach package](#) provided. (Finance passed 5-0)

13. Announcements:

Committee member announcements only about items not related to ENC business.

October 1 is National Coffee With A Cop Day which will be celebrated at Coffee Bean in Encino.

14. Adjournment

Next meeting: 7:00 PM Wednesday, October 22, 2025 @ Encino Community Center

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.

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 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 on agenda items is limited to 1 minutes per speaker per item, unless adjusted by the presiding officer of the Board or Committee.

PUBLIC POSTING OF AGENDAS - ENC agendas are posted for public review as follows: Glass case outside the Encino Chamber of Commerce office at 4933 Balboa Blvd, Encino, Encino-Tarzana Branch Library, and digitally at www.encinonc.org You can

also receive our agendas via email by subscribing to L.A. City's Early Notification System at https://www.lacity.org/government/subscribe-agendasnotifications/subscribe-other-meetings_agendas-and-documents

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

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: 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 Pat Bates, Board President, at (747) 282-0450 or email via 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/ncfiles/viewPageFile/3541>

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. For assistance, please contact the Ethics Commission at (213) 978-1960 or 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 Pat Bates, Presidente de la Mesa Directiva, al (747) 282 - 0450 o por correo electrónico 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.