



# 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

## MINUTES ENCINO NEIGHBORHOOD COUNCIL GENERAL BOARD SPECIAL MEETING Sunday May 3, 2026 @7:00 PM

Zoom meeting online or by telephone

Please click the link below to join the webinar:

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

Or dial (888) 475-4499 to join the meeting

then enter this Webinar ID: 875 3376 4334 and press #

**Zoom Webinars are recorded**

Si requiere servicios de traducción, favor de avisar al Concejo Vecinal 3 días de trabajo (72 horas) antes del evento. Por favor contacte Jennifer Luce, Secretaria, al (747) 282-0450 o por correo electrónico [secretary@encinonc.org](mailto:secretary@encinonc.org) para avisar al Concejo Vecinal.

IN CONFORMITY WITH THE JANUARY 1, 2026 ENACTMENT OF CALIFORNIA SENATE BILL 707 (DURAZO) AND LA CITY COUNCIL FILE 23-1114, THE ENCINO NEIGHBORHOOD COUNCIL MEETING WILL BE CONDUCTED VIRTUALLY.

Public Comment: 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 ONE MINUTE (1) 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.

### 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	Rachel Perry 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
At Large Alternate 3 VACANT	Dana Caruso Area 1 Alternate	Area 2 Alternate VACANT	Area 3 Alternate VACANT	Area 4 Alternate VACANT
Area 5 Alternate VACANT	Robert Meer Area 6 Alternate	Andrew Zucker Area 7 Alternate		

# 1. Call to Order / Roll call / Determination of quorum

ENC GENERAL BOARD										
P/PRESENT A/ABSENT										
NAME/SEAT/TITLE										
*Special Meeting	7/23/25	8/27/25	9/24/25	10/22/25	12/3/25	1/28/26	2/25/26	*4/2/2026	4/22/26	*5/3/26
Josh Sautter, Area 1 Representative, Vice President	P	P	P	P	A	P	P	A	P	P
Adam Wright, Area 2 Representative	P	P	P	P	P	P	P	P	P	P
Shaindi Schwebel, Area 3 Representative	P	P	P	P	A	P	P	P	P	P
Joanna C. Power, Area 4 Representative	P	P	P	P	P	A	P	A	P	P
Diane Rosen, Area 5 Representative	P	A	P	P	P	A	P	P	P	P
Laure Stevens, Area 6 Representative	P	P	P	P	P	P	P	A	P	P
Jennifer Novian, Area 7 Representative	P	P	P	P	A	P	P	A	P	P (Left @8:30)
Kristin Moss, At Large Representative 1	P	P	P	P	P	P	P	P	P	P (Left @8:25)
Anita Kamjoo, At Large Representative 2	P	P	P	P	P	A	P	A	P	P (@8:19)
Heather Michaels, At Large Representative, 3	P	P	P	P	P	P	P	A	P	P
Victoria Biddle, Business Representative	P	P	A	A	P	A	P	A	P	P
Rachel Perry, Business Representative	vacant	vacant	vacant	vacant	vacant	vacant	P	A	P	P
Roy Nwaiser, Homeowner Representative, President	P	P	P	P	P	P	P	P	P	P
Pilar DeFreest, Renter's	P	P	P	P	P	P	P	P	P	P

Representative, Treasurer										
Glenn Bailey, Park & Environment Rep	P	P	P	P	P	P	P	P	P	P
Kelvin Tolbert, Planning & Land Use Rep, Sergeant At Arms	P	P	P	P	P	P	P	P	P	A
Jennifer Luce, Community Interest Rep, Secretary	P	P	P	P	P	P	P	P	P	A
Tess Gurlanick, Youth Representative	A	P	P	P	P	P	A	P	P	A

**2. Comments from chair**

Joanna Powers resigned from the ENC Board effective 25 April 2026.

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

No seating of Alternates required.

**4. New Business**

**A. Discussion and Motion:** ENC approves the Armenian Cultural Foundation as co-sponsor for Encino Fest.

- The Armenian Cultural Foundation has committed to covering up to \$500 in event expenses.
  - **Motion:** ENC approves the Armenian Cultural Foundation as co-sponsor for Encino Fest for up to \$500.
  - **Motion by: Shaindi Schwebel**
  - **Motion 2<sup>nd</sup>:** Laure Stevens
  - **Motion Passed 12-Yes/0-No/1-Abstain/4-Absent**

Board Member	Seat	YES	NO	ABSTAIN	INELIGIBLE	RECUSE	ABSENT
Josh Sautter	Area 1 Representative	X					
Adam Wright	Area 2 Representative	X					
Shaindi Schwebel	Area 3 Representative	X					
Vacant	Area 4 Representative						
Diane Rosen	Area 5 Representative	X					
Laure Stevens	Area 6 Representative	X					
Jennifer Novian	Area 7 Representative	X					
Kristin Moss	At Large Representative 1	X					
Anita Kamjoo	At Large Representative 2						X
Heather Michaels	At Large Representative 3	X					
Victoria Biddle	Business Representative	X					
Rachel Perry	Business Representative	X					
Roy Nwaiser	Home Owner Representative	X					
Pilar DeFreest	Renter's Representative			X			

Glenn Bailey	Park & Environment Rep	X					
Kelvin Tolbert	Planning & Land Use Rep						X
Jennifer Luce	Community Interest Rep						X
Tess Gurlanick	Youth Representative						X

**B. Discussion and Motion:** ENC approves the Encino Property Owners Association (EPOA) as co-sponsor for Encino Fest.

- The Encino Property Owners Association (EPOA) has committed to covering up to \$500 in event expenses.
  - **Motion:** ENC approves the Encino Property Owners Association as co-sponsor for Encino Fest for up to \$500.
  - **Motion by: Roy Nwaiser**
  - **Motion 2<sup>nd</sup>:** Laure Stevens
  - **Motion Passed 12-Yes/0-No/1-Abstain/4-Absent**

Board Member	Seat	YES	NO	ABSTAIN	INELIGIBLE	RECUSE	ABSENT
Josh Sautter	Area 1 Representative	X					
Adam Wright	Area 2 Representative	X					
Shaindi Schwebel	Area 3 Representative	X					
Vacant	Area 4 Representative						
Diane Rosen	Area 5 Representative	X					
Laurie Stevens	Area 6 Representative	X					
Jennifer Novian	Area 7 Representative	X					
Kristin Moss	At Large Representative 1	X					
Anita Kamjoo	At Large Representative 2						x
Heather Michaels	At Large Representative 3	X					
Victoria Biddle	Business Representative	X					
Rachel Perry	Business Representative	X					
Roy Nwaiser	Home Owner Representative	X					
Pilar DeFreest	Renter's Representative			x			
Glenn Bailey	Park & Environment Rep	X					
Kelvin Tolbert	Planning & Land Use Rep						x
Jennifer Luce	Community Interest Rep						x
Tess Gurlanick	Youth Representative						x

**C. Discussion and Motion:** ENC approves County District 3 as co-sponsor for Encino Fest.

- SD3 has committed to covering \$1,750 + additional TBD in event expenses.
  - **Motion:** ENC approves County District 3, Lindsey Horvath, as co-sponsor for Encino Fest for up to \$1,750 + additional TBD in event expenses for Face Painting and Balloon Art
  - **Motion by: Roy Nwaiser**
  - **Motion 2<sup>nd</sup>:** Laure Stevens
  - **Motion Passed 12-Yes/0-No/1-Abstain/4-Absent**

Board Member	Seat	YES	NO	ABSTAIN	INELIGIBLE	RECUSE	ABSENT
Josh Sautter	Area 1 Representative	x					

Adam Wright	Area 2 Representative	x					
Shaindi Schwebel	Area 3 Representative	x					
Vacant	Area 4 Representative						
Diane Rosen	Area 5 Representative	x					
Laurie Stevens	Area 6 Representative	x					
Jennifer Novian	Area 7 Representative	x					
Kristin Moss	At Large Representative 1	x					
Anita Kamjoo	At Large Representative 2						x
Heather Michaels	At Large Representative 3	x					
Victoria Biddle	Business Representative	x					
Rachel Perry	Business Representative	x					
Roy Nwaiser	Home Owner Representative	x					
Pilar DeFreest	Renter's Representative			x			
Glenn Bailey	Park & Environment Rep	x					
Kelvin Tolbert	Planning & Land Use Rep						x
Jennifer Luce	Community Interest Rep						x
Tess Gurlanick	Youth Representative						x

**D. Discussion and Motion:** ENC approves Homeowners of Encino (HOME) as co-sponsor for Encino Fest.

- Homeowners of Encino (HOME) has committed to covering up to \$500 in event expenses.
  - **Motion:** ENC approves the Homeowners of Encino (HOME) as co-sponsor for Encino Fest for up to \$500.
  - **Motion by: Shaindi Schwebel**
  - **Motion 2<sup>nd</sup>:** Laure Stevens
  - **Motion Not Passed 5-Yes/7-No/1-Abstain/4-Absent**

Board Member	Seat	YES	NO	ABSTAIN	INELIGIBLE	RECUSE	ABSENT
Josh Sautter	Area 1 Representative		x				
Adam Wright	Area 2 Representative		x				
Shaindi Schwebel	Area 3 Representative	x					
Vacant	Area 4 Representative						
Diane Rosen	Area 5 Representative		x				
Laurie Stevens	Area 6 Representative	x					
Jennifer Novian	Area 7 Representative		x				
Kristin Moss	At Large Representative 1		x				
Anita Kamjoo	At Large Representative 2						x
Heather Michaels	At Large Representative 3	x					
Victoria Biddle	Business Representative		x				
Rachel Perry	Business Representative	x					
Roy Nwaiser	Home Owner Representative		x				
Pilar DeFreest	Renter's Representative			x			
Glenn Bailey	Park & Environment Rep	x					
Kelvin Tolbert	Planning & Land Use Rep						x
Jennifer Luce	Community Interest Rep						x
Tess Gurlanick	Youth Representative						x

**E. Discussion and Motion:** ENC approves School board member Nick Melvoin as co-sponsor for Encino Fest.

- School board member Nick Melvoin has committed to covering up to \$500 in event expenses.
  - **Motion:** ENC approves School board member Nick Melvoin as co-sponsor for Encino Fest for up to \$500. This will be used to pay ½ of DJ
  - **Motion by: Roy Nwaiser**
  - **Motion 2<sup>nd</sup>:** Pilar DeFreest
  - **Motion Passed: 10-Yes/2-No/1-Abstain/4-Absent**

Board Member	Seat	YES	NO	ABSTAIN	INELIGIBLE	RECUSE	ABSENT
Josh Sautter	Area 1 Representative		x				
Adam Wright	Area 2 Representative	x					
Shaindi Schwebel	Area 3 Representative	x					
Vacant	Area 4 Representative						
Diane Rosen	Area 5 Representative	x					
Laurie Stevens	Area 6 Representative	x					
Jennifer Novian	Area 7 Representative	x					
Kristin Moss	At Large Representative 1						x
Anita Kamjoo	At Large Representative 2	x					
Heather Michaels	At Large Representative 3	x					
Victoria Biddle	Business Representative	x					
Rachel Perry	Business Representative	x					
Roy Nwaiser	Home Owner Representative	x					
Pilar DeFreest	Renter's Representative			x			
Glenn Bailey	Park & Environment Rep		x				
Kelvin Tolbert	Planning & Land Use Rep						x
Jennifer Luce	Community Interest Rep						x
Tess Gurlanick	Youth Representative						x

**Amended Motion:** ENC approves School Board member Nick Melvoin and School Board Candidate Ankur Patel as co-sponsors for Encino Fest, both have committed up to \$500 each for expenses.

- **Motion:** Josh Sautter
- **2<sup>nd</sup>:** Glenn Bailey
- **Motion Failed: 4-Yes/6-No/3-Abstain/4-Absent**

Board Member	Seat	YES	NO	ABSTAIN	INELIGIBLE	RECUSE	ABSENT
Josh Sautter	Area 1 Representative	x					
Adam Wright	Area 2 Representative		x				
Shaindi Schwebel	Area 3 Representative		x				
Vacant	Area 4 Representative						
Diane Rosen	Area 5 Representative	x					
Laurie Stevens	Area 6 Representative		x				
Jennifer Novian	Area 7 Representative		x				
Kristin Moss	At Large Representative 1						x

Anita Kamjoo	At Large Representative 2			x			
Heather Michaels	At Large Representative 3			x			
Victoria Biddle	Business Representative		x				
Rachel Perry	Business Representative	x					
Roy Nwaiser	Home Owner Representative		x				
Pilar DeFreest	Renter's Representative			x			
Glenn Bailey	Park & Environment Rep	x					
Kelvin Tolbert	Planning & Land Use Rep						x
Jennifer Luce	Community Interest Rep						x
Tess Gurlanick	Youth Representative						x

**F. Discussion and Motion:** ENC approves City Council District 4 as co-sponsor for Encino Fest.

- CD4 has committed to covering up to \$5000 in event expenses.
  - **Motion:** ENC approves the City Council District 4 as co-sponsor for Encino Fest for up to \$5,000. Stage expenses = \$3,750; Sound System \$750; balance TBD
  - **Motion by: Roy Nwaiser**
  - Motion 2<sup>nd</sup>: Shaindi Schwebel
  - Motion Passed 12-Yes/0-No/1-Abstain/4-Absent

Board Member	Seat	YES	NO	ABSTAIN	INELIGIBLE	RECUSE	ABSENT
Josh Sautter	Area 1 Representative	x					
Adam Wright	Area 2 Representative	x					
Shaindi Schwebel	Area 3 Representative	x					
Vacant	Area 4 Representative						
Diane Rosen	Area 5 Representative	x					
Laurie Stevens	Area 6 Representative	x					
Jennifer Novian	Area 7 Representative	x					
Kristin Moss	At Large Representative 1						x
Anita Kamjoo	At Large Representative 2	x					
Heather Michaels	At Large Representative 3	x					
Victoria Biddle	Business Representative	x					
Rachel Perry	Business Representative	x					
Roy Nwaiser	Home Owner Representative	x					
Pilar DeFreest	Renter's Representative			x			
Glenn Bailey	Park & Environment Rep	x					
Kelvin Tolbert	Planning & Land Use Rep						x
Jennifer Luce	Community Interest Rep						x
Tess Gurlanick	Youth Representative						x

**G. Discussion and Motion:** ENC approves Valley Beth Shalom as co-sponsor for Encino Fest.

- Valley Beth Shalom has committed to covering up to \$750 in event expenses.
  - **Motion:** ENC approves Valley Beth Shalom as co-sponsor for Encino Fest for

up to \$750 to pay for Children’s Music Program

- **Motion by: Roy Nwaiser**
- **Motion 2<sup>nd</sup>: Glenn Bailey**
- **Motion Passed 12-Yes/0-No/1-Abstain/4-Absent**

Board Member	Seat	YES	NO	ABSTAIN	INELIGIBLE	RECUSE	ABSENT
Josh Sautter	Area 1 Representative	x					
Adam Wright	Area 2 Representative	x					
Shaindi Schwebel	Area 3 Representative	x					
Vacant	Area 4 Representative						
Diane Rosen	Area 5 Representative	x					
Laurie Stevens	Area 6 Representative	x					
Jennifer Novian	Area 7 Representative	x					
Kristin Moss	At Large Representative 1						x
Anita Kamjoo	At Large Representative 2	x					
Heather Michaels	At Large Representative 3	x					
Victoria Biddle	Business Representative	x					
Rachel Perry	Business Representative	x					
Roy Nwaiser	Home Owner Representative	x					
Pilar DeFreest	Renter's Representative			x			
Glenn Bailey	Park & Environment Rep	x					
Kelvin Tolbert	Planning & Land Use Rep						x
Jennifer Luce	Community Interest Rep						x
Tess Gurlanick	Youth Representative						x

**H. Possible additional sponsors:**

- CA Assemblymember Jesse Gabriel
  - California State Senator Henry Stern
  - LAUSD Board President Scott Schmerelson
- **Table: Motion made to Table this item as there is no expectation of funds.**
  - **Motion to Table: no objection by any board members**
- **Amended Motion:** The ENC approves these possible sponsors including the motion to add independent Beat Collective to sponsor and provide free DJ services.
    - **Motion: Josh Sautter**
    - **2<sup>nd</sup>: Glenn Bailey**
    - **Motion Failed: 4-Yes/5-No/3-Abstain/5-Absent**

Board Member	Seat	YES	NO	ABSTAIN	INELIGIBLE	RECUSE	ABSENT
Josh Sautter	Area 1 Representative	x					
Adam Wright	Area 2 Representative		x				
Shaindi Schwebel	Area 3 Representative		x				
Vacant	Area 4 Representative						
Diane Rosen	Area 5 Representative	x					
Laurie Stevens	Area 6 Representative		x				
Jennifer Novian	Area 7 Representative						x
Kristin Moss	At Large Representative 1						x

Anita Kamjoo	At Large Representative 2			x			
Heather Michaels	At Large Representative 3			x			
Victoria Biddle	Business Representative		x				
Rachel Perry	Business Representative	x					
Roy Nwaiser	Home Owner Representative		x				
Pilar DeFreest	Renter's Representative			x			
Glenn Bailey	Park & Environment Rep	x					
Kelvin Tolbert	Planning & Land Use Rep						x
Jennifer Luce	Community Interest Rep						x
Tess Gurlanick	Youth Representative						x

## 5. New Business – Funding

**A. Discussion and Motion:** Approve itemized budget for Encino Fest (see 5/3/26 meeting supporting documents on ENC Board meeting [page](#)).

- **Motion:** The ENC approves the itemized budget for Encino Fest (Adding the cost of \$750 for a sound system and removal of \$500 for the photographer and the DJ and the Photographer will be the same person).
- **Motion by: Roy Nwaiser**
- **Motion 2<sup>nd</sup>: Shaindi Schwebel**
- **Motion Passed: 10-Yes/0-No/1-Abstain/6-Absent**

Board Member	Seat	YES	NO	ABSTAIN	INELIGIBLE	RECUSE	ABSENT
Josh Sautter	Area 1 Representative	x					
Adam Wright	Area 2 Representative	x					
Shaindi Schwebel	Area 3 Representative	x					
Vacant	Area 4 Representative						
Diane Rosen	Area 5 Representative	x					
Laurie Stevens	Area 6 Representative	x					
Jennifer Novian	Area 7 Representative						x
Kristin Moss	At Large Representative 1						x
Anita Kamjoo	At Large Representative 2	x					
Heather Michaels	At Large Representative 3	x					
Victoria Biddle	Business Representative						x
Rachel Perry	Business Representative	x					
Roy Nwaiser	Home Owner Representative	x					
Pilar DeFreest	Renter's Representative			x			
Glenn Bailey	Park & Environment Rep	x					
Kelvin Tolbert	Planning & Land Use Rep						x
Jennifer Luce	Community Interest Rep						x
Tess Gurlanick	Youth Representative						x

**B. Discussion and Motion:** Approve additional event expenses not to be covered by co-sponsors:

- Stage: Approximately \$3,724  
Stage, tents, cones, tables
- Face painting/Balloon animals: Approximately \$1,750

- Children’s performers: Approximately \$750
- DJ: Approx \$1,000
- Photographer: Approximately \$500
- Food: Approximately \$5,000
  - **Motion:** The ENC approves the itemized budget for Encino Fest (see 5/3/26 meeting supporting documents on ENC Board meeting. The \$500 expense for the DJ is removed.
  - **Motion by: Roy Nwaiser**
  - **Motion 2<sup>nd</sup>:** Shaindi Schwebel
  - **Motion Passed: 10-Yes/0-No/1-Abstain/6-Absent**

Board Member	Seat	YES	NO	ABSTAIN	INELIGIBLE	RECUSE	ABSENT
Josh Sautter	Area 1 Representative	x					
Adam Wright	Area 2 Representative	x					
Shaindi Schwebel	Area 3 Representative	x					
Vacant	Area 4 Representative						
Diane Rosen	Area 5 Representative	x					
Laurie Stevens	Area 6 Representative	x					
Jennifer Novian	Area 7 Representative						x
Kristin Moss	At Large Representative 1						x
Anita Kamjoo	At Large Representative 2	x					
Heather Michaels	At Large Representative 3	x					
Victoria Biddle	Business Representative						x
Rachel Perry	Business Representative	x					
Roy Nwaiser	Home Owner Representative	x					
Pilar DeFreest	Renter's Representative			x			
Glenn Bailey	Park & Environment Rep	x					
Kelvin Tolbert	Planning & Land Use Rep						x
Jennifer Luce	Community Interest Rep						x
Tess Gurlanick	Youth Representative						x

**C. Motion:** Approve Event Approval form for Encino Fest (see 5/3/26 meeting supporting documents on ENC Board meeting [page](#)).

- **Motion:** The ENC approves the itemized budget for Encino Fest (see 5/3/26 meeting supporting documents on ENC Board meeting. HOME will be struck from list of Co-Sponsors due to Motion Failure.
- **Motion by: Roy Nwaiser**
- **Motion 2<sup>nd</sup>:** Pilar DeFreest
- **Motion Passed: 10-Yes/0-No/1-Abstain/6-Absent**

Board Member	Seat	YES	NO	ABSTAIN	INELIGIBLE	RECUSE	ABSENT
Josh Sautter	Area 1 Representative	x					
Adam Wright	Area 2 Representative	x					
Shaindi Schwebel	Area 3 Representative	x					
Vacant	Area 4 Representative						
Diane Rosen	Area 5 Representative	x					
Laurie Stevens	Area 6 Representative	x					
Jennifer Novian	Area 7 Representative						x

Kristin Moss	At Large Representative 1							X
Anita Kamjoo	At Large Representative 2	X						
Heather Michaels	At Large Representative 3	X						
Victoria Biddle	Business Representative							X
Rachel Perry	Business Representative	X						
Roy Nwaiser	Home Owner Representative	X						
Pilar DeFreest	Renter's Representative			X				
Glenn Bailey	Park & Environment Rep	X						
Kelvin Tolbert	Planning & Land Use Rep							X
Jennifer Luce	Community Interest Rep							X
Tess Gurlanick	Youth Representative							X

**6. Adjournment:** The 3 May 2026 Special Board Meeting was adjourned at 9:22PM.

**Next meeting:** 7:00 PM Wednesday, May 27, 2026

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. **California Government Code Section 54953.8(b)(3).**

The 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. **California Government Code Section 54953.8(b)(4).**

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. **California Government Code Section 54953.8(b)(5),**

A 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 paragraph (5), to provide public comment until that timed public comment period has elapsed. **California Government Code Section 54953.8(b)(6)(A),**

A 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 paragraph (5), or otherwise be recognized for the purpose of providing public comment. **California Government Code Section 54953.8(b)(6)(B).**

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 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 Jennifer Luce, Secretary, at (747) 282-0450 or email at: [secretary@encinonc.org](mailto:secretary@encinonc.org).

**PUBLIC POSTING OF AGENDAS** – Neighborhood Council agendas are posted for public review as follows:

- 4933 Balboa Blvd, Encino, CA 91316
- [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 at <https://www.lacity.org/subscriptions>

**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)

**RECONSIDERATION AND GRIEVANCE PROCESS** - For information on the NC’s process for board action reconsideration, stakeholder grievance policy, or any other procedural matters related to this Council, please consult the NC Bylaws. The Bylaws are available at our Board meetings and our website [www.encinonc.org](http://www.encinonc.org)