



ENCINO
NEIGHBORHOOD COUNCIL

4424 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 July 22, 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 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	Michelle Tepper Area 4 Representative	Diane Rosen Area 5 Representative
Laure Stevens Area 6 Representative	Jennifer Novian Area 7 Representative	VACANT 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
Sally Bayram At Large Alternate 3	Dana Caruso Area 1 Alternate	Mark Reynolds Area 2 Alternate	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

2. Comments from chair

3. Reports from Public Officials/Departments/Community Agencies: Limited to two minutes per report. If you have questions, please call or email the representatives, their contact information is below.

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

[LAFD](#): Battalion Chief Barna robert.barna@lacity.org

[Mayor Karen Bass](#): Nico Padron, nico.padron@lacity.org

[Councilmember Nithya Raman](#): Denton Cohen, denton.cohen@lacity.org (213) 851-3407

[Assemblymember Jesse Gabriel](#): Zoe Hronsky, Zoe.Hronsky@asm.ca.gov (818) 380-2460

[Supervisor Lindsey Horvath](#): Paige Hajiloo, PHajiloo@bos.lacounty.gov (310) 231-1170

[DONE](#): John Darnell, john.darnell@lacity.org (213) 473-7470

[Budget Advocates](#): Glenn Bailey, glennbaileyenc@yahoo.com

4. 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 Seats: Absent 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.

5. Motion: Appoint Mark Reynolds to fill At Large Representative 1 vacancy – [Candidate Statement](#)

6. Motion: ENC approves the [June 2026 Monthly Expenditure Report](#)

7. Funding Consent Calendar

Items listed under the Funding Consent Calendar will be approved by one motion. A member of the board can pull an item for separate discussion and action.

- A. Motion:** ENC approves an annual contract with The Web Corner in an amount not to exceed \$2,200 for website hosting and maintenance services for the Encino Neighborhood Council website.

The annual contract represents an approximate savings of \$500 compared to month-to-month billing. Funds to be allocated from the General Office Expenditures budget.

- B. Motion:** ENC approves an annual contract with Constant Contact in an amount not to exceed \$1,200 for email marketing and outreach communication services for the Encino Neighborhood Council.

The annual contract represents an approximate savings of \$300 compared to month-to-month billing. Funds to be allocated from the General Office Expenditures budget.

8. Selection of Officers to serve on the Encino Neighborhood Council

- A. President
- B. Vice President
- C. Treasurer – **Motion required**
- D. Secretary
- E. Sergeant At Arms

9. **Motion:** Appointment of ENC Committee Chairs will be made by Vice President and approved by one motion. A member of the board can pull an appointment for separate discussion and action.

- A. Public Safety Committee
- B. Outreach Committee
- C. Finance Committee
- D. Planning & Land Use Committee
- E. Traffic & Transportation Committee
- F. Community Events Committee
- G. Ad Hoc Election Committee
- H. Youth Committee
- I. Parks & Environment Committee
- J. Education Committee
- K. Airport Committee
- L. Bylaws Committee

10. **Motion:** Appoint board members to serve as funding officers.

For information on the Neighborhood Council Funding Program, please visit:

<https://clerk.lacity.gov/neighborhood-council-elections-and-funding/neighborhood-council-funding>

- A. Discussion and motion to appoint 2nd Signer
 - i. Verifies Funding Program documents have been correctly and completely filled out before submitted for processing.
 - ii. Acts as the second signer as required on Funding Program documents.
- B. Discussion and motion to appoint Alternate Signer
 - i. In the absence or unavailability of the Treasurer or 2nd Signer, the Alternate Signer can sign board-approved funding documents to be submitted to the NC Funding Program.
- C. Discussion and motion to appoint Bank Cardholder
 - i. Maintains secure custody of the NC's bank card.
 - ii. Ensures the card is used for payment transactions as approved by the board only.
 - iii. Obtains itemized receipts or itemized paid invoices for every card transaction.
 - iv. Submits (uploads) itemized receipts or itemized paid invoices for card no later than 10 days after the date the transaction posts.
 - v. Must not accept cash refund. All refunds must be made as a credit return.
 - vi. Notifies the Funding Program immediately of lost or stolen cards.
 - 1. Bank must be notified immediately by the NC bank cardholder to block any further usage of the card.

2. A new card can be ordered upon notification.
3. The Neighborhood Council will be limited from accessing its available funds through the bank card while a new card is being requested from the bank.
- vii. Notifies NC Funding Program upon resignation or removal as the NC bank cardholder.
 1. The NC will be limited from accessing its available funds through the bank card when a cardholder has resigned or has been removed and a new card is being requested from the bank for a newly-appointed cardholder.
- viii. Can only serve as a cardholder for one NC at a time.
- ix. Is the only board member authorized to pick up the NC bank card, issued to his/her name, from the NC Funding Program Office.

D. Discussion and Motion to appoint 2nd Bank Cardholder

- i. In the absence or unavailability of the Bank Cardholder, the 2nd Bank Cardholder can use the bank card for board-approved funding purchases.

11. Motion: Appoint up to 5 board members as Community Impact Statement (CIS) filers.

The filers must be board members. The filers are responsible for filing the CIS's into the City Clerk's CIS portal. Any CIS is a position by the board and may be sent to any city commission and/or can be put in the City Council's file management system. For more information, please click here: <https://empowerla.org/wp-content/uploads/2017/08/How-to-Submit-CIS-FINAL-COMBO.pdf>

12. Motion: Appoint board members and/or stakeholders to serve as representatives to various Neighborhood Council alliances and coalitions.

For the list, please see below and click here for more information:

<https://empowerla.org/alliances>

- A. Budget Representative – Meets 1st Monday & 3rd Saturday
- B. LADWP Advocacy and Oversight – Meets 1st Saturday
- C. Los Angeles Neighborhood Council Coalition (LANCC) Meets 1st Saturday
- D. Neighborhood Council Emergency Preparedness Alliance (NCEPA) Meets 4th Saturday
- E. Neighborhood Council Sustainability Alliance (NCSA) Meets 2nd Sunday
- F. Plan Check NC – Meets 2nd Saturday
- G. Valley Alliance of Neighborhood Councils (VANC) Meets 2nd Thursday

13. Discussion and possible motion: Appoint board members and stakeholders to serve as liaisons to certain city departments and programs.

City of Los Angeles elected officials, departments, and even other Neighborhood Councils (NC) are frequently looking for a contact person to work with on a particular subject matter. During the year, agencies will ask the Department of Neighborhood Empowerment (DONE) for liaison contact information for the purpose of sending invitations to meetings or events of interest, to receive feedback, or simply to request help in sharing information with NCs and stakeholders. Your willingness to be that contact person will help your NC improve government responsiveness to your community's needs. The official list of liaison positions are the following:

- A. Aging Liaison
- B. Animal Services Liaison
- C. Emergency Preparedness Liaison
- D. Film Liaison
- E. Homelessness Liaison
- F. Public Works
- G. Resilience Liaison

14. Consent Calendar

Unless a board member pulls an item, items 15A through 15H will be deemed approved unanimously by the Encino Neighborhood Council.

If an item is pulled, the remaining consent items will pass by consent and **the pulled items will be considered at the next Board meeting.**

- A. Motion:** ENC approves the June 24, 2026 Board meeting [minutes](#) 2026 and July , 2026 Board meeting [minutes](#).
- B. Motion:** ENC will contact, and if available, submit these ENC election polling locations in order of preference: Encino Community Center, Encino Chamber of Commerce, Armenian Cultural Center. (Passed Exec 4-0)

ENC must identify up to two polling locations for in-person component of our 2027 election.
- C. Motion:** ENC supports [SB 1301](#) Residential property insurance: nonrenewals and will submit a CIS to the City Council encouraging City Council to formally support SB 1301. (Passed Exec 4-0)

Requires home insurers give detailed, plain language reasons for a policy's cancellation, requires insurers to give the homeowner time to mitigate the problems identified, and prohibits unreasonable basis for cancellation. Explanation by author Senator Ben Allen: transcript and video at 18:17. [Explanation](#) by author Senator Ben Allen: transcript and video at 18:17.
- D. Motion:** ENC will partner with LAFD for a free CPR class conducted by LAFD at the Encino Community Center on August 8. (Passed Public Safety 4-0 before date was known)
- E. Motion:** ENC will submit a free PSA for digital bus stop digital billboards reminding electric scooter and bike riders of the proper riding and parking rules. As well as information about how the public can report devices that are improperly parked. Info for PSA to come from [LADOT E-Scooter FAQ](#). PSA will say brought to you by ENC. (Passed Public Safety 4-0)
- F. Motion:** ENC will prioritize advocacy for LAPD to integrate crime reporting data with crimemapping.com which stopped receiving LAPD data in March 2024. This includes communication such as official letters, emails, submitting a CIS and public comments made by the President or Public Safety Committee Chair. (Passed Public Safety 4-0)
- G. Motion:** ENC will prioritize advocacy for LAPD to take steps to reduce hold times on the LAPD non-emergency line 877-ASK-LAPD and provide an option to send non-emergency text messages. This includes communication such as official letters, emails, submitting a CIS and public comments made by the President or Public Safety Committee Chair. (Passed Public Safety 4-0)

H. Motion: ENC Public Safety Committee recommends ENC support LAPD for National Night Out on August 4 in any non-financial way needed. National Night Out is an annual event designed to foster the relationship between law enforcement and the community. West Valley LAPD station will have a movie in the park adjacent to the police station on August 4. (Passed Public Safety 4-0)

15. Adjournment

Next meeting: 7:00 PM Wednesday, August 26, 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

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 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.

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

- 4933 Balboa Blvd, Encino, CA 91316
- 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. For assistance, please contact the Ethics Commission at (213) 978-1960 or 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