



**Encino
Neighborhood Council**

4924 Paso Robles Ave. • Encino • CA • 91316 • (747) 282-0450

Officers:
Josh Sautter - President
Roy Nwaissier - Vice President
Geraldine Hernandez-Abisror - Secretary
Laure Stevens - Treasurer
Glenn Bailey - Sergeant-at-Arms

**NOTICE AND AGENDA
MINUTES
ENCINO NEIGHBORHOOD COUNCIL
FINANCE COMMITTEE
SPECIAL MEETING**

Thursday, April 17, 2025 @ 6:00 pm

Please click the link below to join the webinar:

You are invited to a Zoom webinar!

When: April 17, 2025 06:00 PM Pacific Time (US and Canada)

Topic: ENC Finance Meeting, Via zoom

ZOOM MEETINGS ARE RECORDED

Join from PC, Mac, iPad, or Android:

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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 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 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 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.

Finance Committee Members:

Laure Stevens* Co-Chair, Treasurer **Present**

Glenn Bailey* Co-Chair **Present**

Diane Rosen* **Not Present**

Roy Nwaissier* **Present**

Geraldine Hernandez-Arbisror* **Present**

Varant Majarian - Stakeholder **Present**

Alternate: Anni Keusseyan* **Present Seated as Alternate.**

*Indicates ENC Board Member or Alternate; no more than five (5) ENC Board Members and/or Alternates may be seated at one time during any ENC Committee Meeting

1. Start recording, call to order, roll call, and determination of a quorum. **Call to order 6:02PM**
2. Comments from Committee Chairpersons.
3. Public Comment on Non-Agenda Items: Public comments on non-agenda items are limited to *TWO (2) MINUTES* per speaker. Time may be adjusted at the Chair's discretion. For those calling in, press *9 on your phone to raise your hand to speak. For those using Zoom Webinar, use the "raise hand" feature to speak.
4. Updates from representatives of City officials and departments within the subject matter jurisdiction of this Committee
5. Approval of Minutes from February 17, 2025 Meeting. [Minutes](#)
6. **New Business – Motion, Discussion, and Voting may be taken on all items:**
 - a. City Clerk NC Funding Program Workgroup has been established and will begin meeting April 21 through June 30, 2025. Region 3 has three appointees at this time, including members from Reseda NC and Lake Balboa/Winnetka NCs. In addition, an Encino NC Board member is an appointee from a different Region. Brief overview of scope of work and timeline. **Discussion encourage suggestions and comments and feedback.**
 - b. ENC 2024/2025 3rd Quarter Budget Review. [ENC Revised 12/11/24](#)
Budget Working Actual [Here](#) **Discussion and review on allocations**
 - c. **NPG Application to Consider:** Encino Elementary E-TEAM, Inc. has submitted a Neighborhood Purpose Grant application to the ENC in the amount of **\$919.24** to purchase playground games and equipment for our TK-5th grade students. Based on recent Social Emotional Learning (SEL) data, our students are really seeking a calmer and more engaging playground experience, and having new equipment and games would go a long way in supporting that goal. [Application Here](#)

MOTION: The ENC Finance Committee recommends to the ENC Board that they approve the NPG request from Encino Elementary E-Team, Inc. in the amount of \$919.24 to purchase new playground equipment.

VOTE: YES - 6 / NO - 0 / ABSTAIN - 0

- d. **The upcoming South Valley Neighborhood Council Town Hall** will be held in Encino on May 31, 2025. NC contributions via the purchase of refreshments would be welcome. And since this event is being held in Encino, perhaps ENC could consider authorizing up to **\$100** (or more?) to assist with that effort.

MOTION: The ENC Finance Committee recommends that the ENC Board authorize up to **\$100.** for refreshments for the BONC South Valley Neighborhood Council Town Hall to be held on Saturday May 31, 2025 within the Encino NC boundaries.

VOTE: YES - 6 / NO - 0 / ABSTAIN - 0

- e. **ENC Election Candidate Forum Event Expenditures.** The City Clerk NC Funding Program is requiring the ENC to create an individual event request for each of the 3 candidate forums they are proposing to host in May 2025. The events will be held in person at the Encino Community Center. Each event will cost up to **\$250.00** for venue rental and light refreshments along with flyers and outreach expenses. Discussion and possible action.

Motion: The ENC Finance committee recommends the ENC Board approve an expenditure of up to \$250 per each event for Election Candidate Forum events:

VOTE: YES - 6 / NO - 0 / ABSTAIN - 0

- f. **Funding item:** ENC PLU Committee is proposing to host an informational event regarding the [Southwest Valley Community Plan](#). The event date will be in May pending availability of speakers. Event will be held at the Encino Community Center in person and light refreshments will be available. Discussion and possible action to recommend funding of up to \$250.00 for this event to the ENC board.

Motion: The ENC Finance Committee recommends that the ENC Board approve an expenditure of up to \$250 for a PLU event and forum regarding the Southwest Valley Community Plan.

VOTE: YES - 6 / NO - 0 / ABSTAIN - 0

- g. Discussion and possible action: NPG application in the amount of \$4,800 from Shakespeare by the Sea non-profit organization for a free summer repertory event at the Sepulveda Garden Center to be held later this year. [NPG APPLICATION HERE](#)

Motion: The ENC Finance Committee recommends the board approve the NPG request from Shakespeare By the Sea for \$4800.

VOTE: YES - 5 / NO - 0 / ABSTAIN - 0 / Absent - 1

- h. March MER review and discussion. [March 2025 MER](#)

7. Committee Member announcements and requests for future agenda items
8. Set date and time of next meeting: TBD
9. Adjournment **7:10PM**

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 minute 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 Josh Sautter, 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 Josh Sautter, 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.