



**Encino
Neighborhood Council**
(A Certified 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

MINUTES

[Link To Zoom Recording Here](#)

ENCINO NEIGHBORHOOD COUNCIL

FINANCE COMMITTEE MEETING

TUESDAY, 9 SEPTEMBER 2025 at 5PM (PST)

VIA ZOOM

(link to recording above)

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.

- **FINANCE COMMITTEE VOTING MEMBERS:** Pilar DeFreest* (Chair, Treasurer), Glenn Bailey*, Laure Stevens*, Diane Rosen*
- Stakeholders: Geraldine Hernandez-Abisror*, Varant Majarian

*Indicates ENC Board Member or Alternate, no more than 5 Encino Neighborhood Council Board-Members or Alternates may be seated at a time to vote during a committee meeting

1. Call to Order. Start recording. Roll call. Determination of quorum.

Call to Order 5:11PM

Roll Call: Pilar DeFreest – Present; Glenn Bailey – Present; Laure Stevens – Present; Diane Rosen – Present; Geraldine Hernandez-Abisror – Present; Varant Majarian - Absent

2. Comments from the Chair

Chair Pilar DeFreest welcomed members to the Finance Committee for the 2025–2026 fiscal year and thanked them for their service.

- #### 3. Public Comment on Non-Agenda Items
- Public Comments on Non-Agenda Items are 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.

None



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4. Approval of Finance Committee Meeting Minutes of 23 May 2025 meeting

Approval of the previous meeting minutes was deferred to the next Finance Committee meeting, as the documents were not available for review.

5. Review of Current Budget and Spending

- **Pilar DeFreest presented the current budget, totaling \$34,746.76, which includes a rollover of \$9,746.76 from the previous fiscal year and a fiscal year allocation of \$25,000.**
- **Since July 1st, \$2,407.44 has been spent, leaving a net available balance of \$32,339.32.**
- **Major expenditures included \$1,625 for office-wide expenses such as refreshments for in-person meetings, printing costs, and new microphones, along with \$198 for outreach-related activities like movie night.**
- **[August 2025 MER](#) - Review and recommendation of sending to the Executive Board for approval.**

6. New Business – Motion, Discussion and Voting may be taken on all items:

- A. Discussion on reallocation of Roll-Over funds from FY 2024-2025 and distributing the funds across the Council categories. Reallocation Worksheet is located [HERE](#).

- **Pilar DeFreest proposed reallocating the rollover funds of \$9,746.76 across various council categories, including office operational expenses, outreach, Neighborhood Purposes Grants (NPGs), and community improvements**
- **A proposal was introduced to both establish new budget categories and rename existing ones, with the intention of improving expenditure tracking and fostering greater transparency. The following line items will be formally presented to the Board for review and potential adoption:**

New Categories:

- **General Office – Equipment**
- **Meeting Costs – Refreshments: [by Committee Name]**
- **Marketing: Promotional Items**

Renamed Categories:

- **Meeting Costs – Refreshments to Meeting Costs – Refreshments: Board**
- **Outreach Events/Promotions to Outreach Events**

- **Proposed reallocation of funds included:**

Category	Previous Allotment	Amt Added From Reallocation	Suggested New Budget
General Office Expense	\$ 100.00	\$ 546.76	\$ 646.76
General Office – Equipment (New category if approved, otherwise this allotment will be added to the <i>General Office Expense</i> category)	\$ 0.00	\$ 500.00	\$ 500.00
Meeting Costs – Refreshments: Board	\$ 500.00	\$ 500.00	\$ 1,000.00



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Category	Previous Allotment	Amt Added From Reallocation	Suggested New Budget
Meeting Costs – Refreshments: Committees¹ (New category if approved, otherwise this allotment will be added to the <i>Meeting Costs – Refreshments</i> category)	If approved, funding allocations will be determined and drawn from the <i>Meeting Costs – Refreshments: Board</i> budget line item, pending final confirmation		
Outreach Events²	\$ 8,500.00	\$ 1,500.00	\$10,000.00
Marketing: Promotional Items (New category if approved,	\$ 0.00	\$ 2,700.00	\$ 2,700.00
Neighborhood Purposes Grants (NPG)	\$ 8,000.00	\$ 3,000.00	\$11,000.00
Community Improvement Projects (CIP)	\$ 2,000.00	\$ 1,000.00	\$ 3,000.00
Total Reallocation of Dollars:		\$ 9,746.76	\$34,746.76

¹ ENC Committees hosting in-person meetings will access funds based on meeting type and specific needs, provided they fall outside the Outreach Events category.

² ENC Committees will be asked to consider and submit possible event proposals for FY 2025-2026 to ensure funds are fairly distributed for budget allocation.

MOTION: The ENC Finance Committee recommends that the ENC Board approve the following:

- i. **Renaming and Expansion of Expenditure Categories** – To enhance transparency and clarity in the tracking and reporting of funds. Categories listed above.
- ii. **Reallocation of Rollover Funds** – The Finance Committee recommends that the ENC Board authorize the reallocation of rollover funds totaling **\$9,746.76** from the previous fiscal year. These funds shall be incorporated into the 2025–2026 Budget, resulting in a revised total budget of **\$34,746.76**, per the suggested individual category allocations listed above.

Motion #6A made – Glenn Bailey / Laure Stevens 2nd. Vote 5-Yes / 0-No / 1-Absent.

- B. Review Neighborhood Purpose Grant application in the amount of \$5,000 from the Friends of Los Angeles River (FoLAR) to help fund the 18 October 2025 Great LA River CleanUp event and restore 0.5 acres of native habitat in the Sepulveda Basin. See attached application [HERE](#) and the CleanUp 2025 Outreach Package flyer [HERE](#).

MOTION: 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 CleanUp event.

Motion #6B made – Laure Stevens / Glenn Bailey 2nd. Vote 5-Yes / 0-No / 1-Absent.



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7. Board members updates on non-agenda items.

A. NC Funding Program Update:

Glenn Bailey shared that the Neighborhood Council (NC) Funding Program document is currently undergoing updates. The City is expected to release a draft version for review soon, allowing committees and stakeholders to provide feedback prior to finalization.

8. Finance Committee Meeting Cadence

Finance Committee meetings will be held on a quarterly basis, unless circumstances require additional sessions to address urgent matters or time-sensitive decision.

9. Adjournment. 6:15PM

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

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 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, Encino, Encino-Tarzana Branch Library, and Encino Community Center auditorium at 4935 Balboa Blvd, Encino, 91316, and digitally at 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

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 Ray Nwaiser, Board President, at (310) 497-7779 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/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. 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 Roy Nwaiser, Presidente de la Mesa Directiva, al (310) 497-7779 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.