



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 October 22, 2025 @7:00 PM

Please click the link below to join the webinar:

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

Webinar ID: 875 3376 4334

Or One tap mobile: US: +16699006833,87533764334# or +12532158782,87533764334#

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International numbers available: <https://us02web.zoom.us/j/87533764334>

Zoom Webinars are Recorded

Every person wishing to address the Board must join the Webinar via the link above or dial (888) 475-4499 or (877) 853-5257, and enter Webinar ID 890 6730 7801 and then press # to join the meeting. When prompted by the presiding officer to provide public input at the Neighborhood Council meeting, the public will be requested to dial *9 or use the Raise Hand option, to address the Board on any agenda item before the Board takes an action on an item. **Comments from the public on agenda items will be heard only when the respective item is being considered. Public comment on agenda items is limited to ONE MINUTE per speaker per item, unless adjusted by the presiding officer of the Board or Committee.**

IN CONFORMITY WITH THE OCTOBER 6, 2023 ENACTMENT OF CALIFORNIA SB 411 (PORTANTINO) AND LA CITY COUNCIL APPROVAL ON NOVEMBER 1, 2023, THE ENCINO NEIGHBORHOOD COUNCIL MEETING WILL BE CONDUCTED VIRTUALLY.

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	Business Representative VACANT	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 [September 2025 Monthly Expenditure Report](#).

D. Secretary

Motion: ENC approves the [September 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 Nwaiser

Public Safety Committee: Roy Nwaiser

Planning & Land Use: Kelvin Tolbert

Outreach: Kristin Moss

Youth: Tess Guralnick & Shaindi Schwebel

Finance: Pilar DeFreest

Others

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

None

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

- A. [**Council File 25-0247**](#) – Changes the California Building Code to allow single exit, single-stairway, in multifamily residential buildings of up to six stories.

MOTION: ENC PLU Committee recommends submitting a CIS opposing CF 25-0247. (PLU passed 5-0)

- B. **Motion to amend ENC Standing Rules:** ENC amends the Standing Rules with Article VII, Section 3.D.I.iii to read “In order to ensure transparency and document Board actions, motions passed by a committee will not be considered by the Board unless the committee vote is documented in the committee’s minutes, along with the individual votes of each committee member listed by name.” (Exec passed 5-0)

- C. **Motion to amend ENC Standing Rules:** ENC amends Article V, Section 11 of the Standing Rules to read “The Encino Neighborhood Council’s digital platforms—its website and social media channels—are governed by a framework designed to ensure transparency, accessibility, and compliance with city and state regulations. This framework is defined in the ENC Digital Roles & Responsibilities Attachment A.” and include ENC Digital Roles & Responsibilities as Attachment A. (Exec passed 5-0)

- D. **Motion:** ENC demands action from public officials and City departments to address dangerous conditions and property damage caused by ground water seepage on Ballina Canyon Rd and Red Rose Dr. This includes communication such as letters, emails and public comments made by the Public Safety Committee Chair (Public Safety passed 4-0)
- E. **[Council File 25-1136](#)** – Requests a report on the feasibility of reestablishing the Neighborhood Prosecutor Program. The program assigned a Deputy City Attorney to each LAPD division to act as a local prosecutor for that community. These attorneys collaborated closely with community representatives and LAPD Senior Lead Officers to identify and solve criminal problems.

Motion: ENC Public Safety Committee recommends submitting a CIS supporting CF 25-1136. (Public Safety passed 4-0)

- F. **[Council File 25-1152](#)** - Requests a report on the feasibility of requiring Neighborhood Council applicants to disclose their status as registered sex offenders, and to evaluate the feasibility of prohibiting individuals on the sex offender registry from serving on Neighborhood Councils through election, appointment or selection.

Motion: ENC Public Safety Committee recommends submitting a CIS supporting CF 25-1152. (Public Safety passed 4-0)

11. New Business

- A. **Motion to amend digital roles & responsibilities document:** ENC amends the [Digital Roles & Responsibilities](#) as recommended by the Outreach Committee with a revision to the selection process of Account Admin 2 to read “Nominated by the Outreach Committee & Approved by the Board.” (Exec passed 3-2)

12. New Business – Funding

- A. **MOTION:** ENC will enter into a contract with The Web Corner, Inc. until June 30, 2026 (end of the fiscal year) to provide website services costing \$199 per month.
- B. **MOTION:** Any funding expense exceeding \$250 that is approved by any ENC committee must be referred to the Finance Committee for review and approval prior to being presented to the ENC Board for consideration. (Finance passed 4-0)
- C. **MOTION:** The Finance Committee recommends that the ENC Board approve an annual expense of \$250 for a subscription to Dropbox, enhanced with GoogleDocs/GoogleSpace, to serve as a centralized file repository for Neighborhood Council documents (Finance passed 4-0)

13. Announcements:

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

14. Adjournment

Next meeting: 7:00 PM Wednesday, December 3, 2025

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 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/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 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.