



# 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 OUTREACH COMMITTEE SPECIAL MEETING **Minutes**

**Monday, February 2, 2026 @7PM ZOOM**  
**Please click the link below to join the webinar:**

<https://us02web.zoom.us/j/87050942391>

Or One tap mobile : US: +16699006833,,87050942391# or +13462487799,,87050942391# Or Telephone:  
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7799 or +1 253 215 8782 or +1 301 715 8592 or +1 312 626 6799 or +1 929 205 6099 or 833 548 0282 (Toll  
Free) or 877 853 5257 (Toll Free) or 888 475 4499 (Toll Free) or 833 548 0276 (Toll Free) Webinar ID: 870  
5094 2391 International numbers available: <https://us02web.zoom.us/j/87050942391>

### **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 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:

Every person wishing to address the Board must dial 877-853-5257, and enter 870 5094 2391 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.

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 is limited to TWO MINUTES (2) per speaker, unless adjusted by the presiding officer of the Board.

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.

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).**

***Voting Committee Members:*** \*Kristin Moss, Chair, \*Pilar DeFreest, \*Roy Nwaisser, \*Rachel Perry, \*Joshua Sautter

***Alternate Committee Members:*** n/a

\* 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. 7:02pm**

**Attendees: Kristin Moss, Chair, Pilar DeFreest, Roy Nwaisser, Rachel Perry**

**2. Comments from chair**

**3. Reports from Public Officials/Departments/Community Agencies. n/a**

**4. General Public Comment on Non-Agenda Items n/a**

**5. Old Business:**

**A. New website RFP** - Review current [Request for Proposal](#) for our website redesign. Discuss any changes to the RFP and potential vendors/contracts to engage in the process.

- Key areas for consideration: How to access old files? Archive requirement? Try to preserve and make it accessible to public, monthly maintenance fee.
- Next Steps: Check with city/DONE on any requirements/RFP processes

**B. Homelessness Town Hall** - Discuss the Outreach plan, including paid media support, PR/media, and on-site materials.

- All local media coming, will boost social media posts and have newsletter sign-ups at the meeting.

## **6. New Business:**

**A. Logo Redesign** - Discuss goals, creative direction and approach to engaging our community/vendors in the redesign process.

- Key areas for consideration: How ENC can have a distinctive, unique identity. Open to full larger logos and icons for digital/small devices. Open to having tree, or options without it. Want to communicate community, togetherness, neighborhood, family, parks, local city & parks, sports, golf course, sepulveda basin, birds & wildlife
- Next steps: Drafting a creative brief and will send to the committee for input. Then reach out to Schools or contacts to design options.

**B. Upcoming Outreach Priorities** - Discuss needs for key upcoming events:

- 2/5/06: Public Safety Meeting about Homelessness
  - Manual signups
- Spring/Summer EncinoFest ?
  - Pilar to share the event request form/timeline in development
  - Look into getting free bus shelters - John Darnell
- OTHER:
  - Need another meeting to select shortened domain name
  - Need new photos for the website

## **7. Adjournment 7:48pm**

**Next Meeting: Outreach Committee: March 2, 2026 @ 7pm on Zoom**

**Announcements:** Please see the Encino NC website for announcements of other events and to join our mailing list. [Here](#). You can also follow us on Social media - [Instagram](#), [Facebook](#), [YouTube](#), [X](#).

**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 Neighborhood Council Office Space Address (if applicable), at our website: [www.NeighborhoodCouncilWebsite.org](http://www.NeighborhoodCouncilWebsite.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:

- Glass case outside the Encino Chamber of Commerce office at 4933 Balboa Blvd, Encino, CA
- [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).