

2027 NEIGHBORHOOD COUNCIL ELECTION INFORMATION WORKSHEET

Please use this form to provide the Office of the City Clerk with your Neighborhood Council's preferred polling place, poll hours, and translation needs for the 2027 Neighborhood Council Elections. This worksheet will supplement the policies and procedures in the 2027 Neighborhood Council Election Handbook.

Board action is required to confirm the information on this worksheet. If this worksheet is not returned to the City Clerk by **AUGUST 31, 2026**, the City Clerk will use the poll hours, polling place preference, and translation requests from previous Neighborhood Council Elections.

roynwaiser@gmail.com [Switch account](#)

 Not shared

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* Indicates required question

Neighborhood Council *

Encino

POLL HOURS

Select a 4 or 6 hour window between the hours of 9:00 a.m. and 8:00 p.m. to conduct your at-poll election.

Start Time *

Time

10 : 00 AM

End Time *

Time

04 : 00 PM

POLLING LOCATION

Provide a primary and alternative polling place within your Neighborhood Council boundaries to conduct your election. The alternate location will only be used in the event the first location is unavailable. The City Clerk will verify that your primary location is available on Election Day, complies with the Americans with Disabilities Act, and has adequate parking. If no location is selected, the City Clerk will select the location used during the 2023 NC Elections or select a new location.

The City Clerk has budgeted \$150 per Neighborhood Council for costs associated with the recruitment of a polling location. In the event the cost to use the preferred location exceeds \$150, Neighborhood Councils will be required to pay the additional expenses.

DO NOT publicize the polling location before the City Clerk notifies the Neighborhood Council that the polling location is confirmed.

Facility Name *

Encino Community Center

Facility Address *

4935 Balboa Blvd., Encino, CA 91316

Facility Contact Information *

Aaron Yates (818) 995-1690

Have you made contact with this location regarding the election? (Optional)

☒ Yes

☐ No

Clear selection

Alternate Facility Name

Encino Womens Club

Facility Address

4924 Paso Robles Ave., Encino, CA 91316

Facility Contact Information

Aaron Yates (818) 995-1690

Have you made contact with this location regarding the election? (Optional)

☒ Yes

☐ No

Clear selection

TRANSLATIONS

The documents below will automatically be translated into Spanish, Korean, and Chinese and made available upon request. Neighborhood Councils may be required to contribute an unspecified amount for each additional language. Payment will vary based on language request. Specify your NC's language translation needs for each of the following:

Candidate Filing Form:

Your answer

Voter Registration Form:

Your answer

Polling Place Interpreter:

Your answer

NC ELECTION BOARD CONTACT INFORMATION

Election Committee Chair: *

Jennifer Luce

Election Committee Chair Phone Number:

Your answer

Election Committee Chair Email: *

jenniferluce.enc@gmail.com

Outreach Committee Chair: *

Michelle Tepper

Outreach Committee Chair Phone Number:

Your answer

Outreach Committee Chair Email: *

michelletepper.enc@outlook.com

Alternate Contact:

Pilar DeFreest

Alternate Contact Phone Number:

Your answer

Alternate Contact Email:

pilar.enc@outlook.com

NEIGHBORHOOD COUNCIL APPROVAL

By including information below, the President/Chair of the above-named Neighborhood Council declares under the penalty of perjury that the information in this Election Information Worksheet was approved as an official action of the Board per the Neighborhood Council's Bylaws at a public meeting, held with a quorum of the Board present. If requested, the Neighborhood Council will provide the Neighborhood Council agenda, minutes, or resolution supporting the approval of this document.

Date of Board Action: *

Date

08/26/2026

Name of President/Chair: *

Roy Nwaisser

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