

# Monthly Expenditure Report



Reporting Month: May 2025

Budget Fiscal Year: 2024-2025

NC Name: Encino Neighborhood Council

Monthly Cash Reconciliation					
Beginning Balance	Total Spent	Remaining Balance	Outstanding	Commitments	Net Available
\$20324.70	\$6334.70	\$13990.00	\$4444.24	\$0.00	\$9545.76

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office	\$23700.00	\$594.44	\$10145.68	\$0.00	\$9145.68
Outreach		\$625.39		\$1000.00	
Elections		\$114.87		\$0.00	
Community Improvement Project	\$3000.00	\$3000.00	\$0.00	\$0.00	\$0.00
Neighborhood Purpose Grants	\$20344.32	\$2000.00	\$3844.32	\$3444.24	\$400.08
Funding Requests Under Review: \$0.00		Encumbrances: \$0.00		Previous Expenditures: \$26719.62	

Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	THE WEB CORNER, INC.	05/01/2025	Recurring monthly office expenditure - Website hosting	General Operations Expenditure	Office	\$199.00
2	IN ROCKIT PRINTS	05/06/2025	Motion: The Encino Neighborhood Council approves a cost expenditure of \$288.09 to Rockit Prints for Encino Neighborhood Council tee shirts.	General Operations Expenditure	Outreach	\$288.09
3	FACEBK 3E5Y4R8WX2	05/14/2025	MOTION: The Encino Neighborhood Council Board authorize up \$250 (per event) totaling up to \$750 for 3 ENC election candidate forums to be held in May 2025 Facebook Boost	General Operations Expenditure	Outreach	\$1.49
4	FACEBK PT48BQLVX2	05/14/2025	Motion: The ENC Board approves an expenditure of up to \$7000.00 for funding the Encino Day Event on Sunday April 27, 2025. Facebook Boost Encino Day	General Operations Expenditure	Outreach	\$7.45
5	TST POQUITO MAS - ENCI	05/21/2025	Refreshments for PLU Event - The Encino Neighborhood Council approves a PLU Committee to host an event on the Southwest Valley Community Plan with an expenditure of up to \$250.00 to be held in May or June 2025	General Operations Expenditure	Outreach	\$232.70

6	FEDEX OFFIC25000025031	05/22/2025	Copies of Paper Ballot Applications to distribute to the community. Motion: The ENC Board approves outreach expenditures of up to \$2000.00 in the ENC Election Category. This includes social media ads, boosting social media posts, printing flyers, posters, signage, refreshments at special meetings, advertising in other media such as local newspapers and purchase of refreshments and supplies for a table at the ENC Encino Day Event.	General Operations Expenditure	Elections	\$24.87
7	EIG CONSTANTCONTACT.C	05/27/2025	Recurring Monthly Charge - Email Platform	General Operations Expenditure	Office	\$88.00
8	LINE2	05/28/2025	Monthly recurring charge - voicemail service	General Operations Expenditure	Office	\$13.70
9	AMAZON FRESH JH7VS7GK3	05/30/2025	MOTION: The Encino Neighborhood Council Approves 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.	General Operations Expenditure	Outreach	\$95.66
10	AARON DEVANDRY - CON	05/30/2025	Motion: The Encino Neighborhood Council authorizes up to \$500 out of our election budget to hire an audio/video tech person to set up live streaming and edit recording of the All 3 Election forum events or none	General Operations Expenditure	Elections	\$90.00
11	Shakespeare By The Sea	04/30/2025	Motion: The Encino Neighborhood Council approves the motion, as amended, to approve a Neighborhood Purposes Grant application from Shakespeare by the Sea to produce a performance at Sepul...	Neighborhood Purpose Grants		\$2000.00
12	Site & Studio Conservation	05/12/2025	MOTION: ENC Board approves an expenditure of \$3000.00 to pay Site Studio Conservation for a Community Improvement Project (CIP) to complete the restoration of the "Th...	Community Improvement Project		\$3000.00
13	City of Los Angeles Dept. of Neighborhood Empowerment	05/21/2025	Canva License Start Date 06/18/2025 End Date: 06/17/2026 Payment Request Submitted 05.21.2025, Invoice #25-CO14	General Operations Expenditure	Office	\$100.00
14	City of Los Angeles Dept. of Neighborhood Empowerment	05/21/2025	Zoom License MOTION: The Encino NC approves the renewal of its Zoom license of up to \$225 for the period of April 1, 2025 through March 30, 2026; amount to be invoiced by the De...	General Operations Expenditure	Office	\$193.74
<b>Subtotal:</b>						<b>\$6334.70</b>

Outstanding Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	Encino Elementary E-Team, Inc.	04/30/2025	Motion The Encino. Neighborhood Council Approves the NPG Application for \$919.24 for Encino Charter E-team.	Neighborhood Purpose Grants		\$919.24

2	Neighborhood Council Budget Day	05/30/2025	Motion: Then ENC Board approves an expenditure of \$500.00 as a contribution to "Neighborhood Council Budget Day" to help fund the NC Budget Advocates expenses. This will ...	General Operations Expenditure	Outreach	\$500.00
3	City of Los Angeles Congress of Neighborhoods - Event	05/30/2025	Motion: The ENC Finance Committee recommends the ENC Board approve an expenditure of \$500.00 as a contribution to the Congress of Neighborhoods. This will be funded from the ENC&rsqu...	General Operations Expenditure	Outreach	\$500.00
4	American Youth Soccer Organization, Region 33	05/30/2025	Motion: The Encino Neighborhood Council approves, as amended, the Neighborhood Purposes Grant application from American Youth Soccer Organization (AYSO), Region 33 to host two...	Neighborhood Purpose Grants		\$2525.00
	<b>Subtotal:</b> Outstanding					<b>\$4444.24</b>



Poquito Mas - Encino  
16545 Ventura Boulevard  
Encino, CA 91436

Server: Mayra R  
Check #77  
Guest Count: 1  
Ordered: 5/21/25 12:10 PM

30 PETITO TACO CHICKEN \$127.50  
10 PETITO TACO STEAK \$47.50  
1 8oz Salsa P. Mild \$5.95  
1 8oz Salsa Verde \$5.95  
1 6:15 Pick \$0.00

Subtotal \$186.90  
Tax \$17.76  
Tip \$28.04  
Total \$232.70

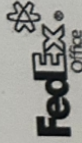
Input Type C (EMV Chip Read)  
MASTERCARD xxxxxxxx4702  
Time 12:10 PM

Transaction Type Sale  
Authorization Approved  
Approval Code 051766  
Payment ID bdf7TFNpKys9  
Application ID A00000000041010  
Application Label

Terminal ID MASTERCARD  
Card Reader c8773cdb3fc44537  
BBPOS

THANK YOU





16425 Ventura Blvd  
Encino, CA, 91436  
(818) 788-4243

Terminal: 2503M600MIX01  
5/22/2025 11:42  
Receipt #: HAFKAEU0406  
Type: Purchase

Qty	Description	Amount
101	ES B&W S/S White 8.5 x11	22.22
1	ES B&W S/S White 11x17	0.44
SubTotal		22.66
District tax		0.57
County tax		0.28
State tax		1.36
Total		USD \$24.87

Acct #:\*\*\*\*\*4702  
MASTERCARD  
Chip Read  
Auth No.: 053807  
Mode: Issuer  
AID: A0000000041010  
NO CVM  
CVM Result: 1F0302  
TVR: 0000008000  
IAD:  
01106070012200004B7800000000000000FF  
TSI: E800  
ARC: 00  
APPROVED

The Cardholder agrees to pay the Issuer  
of the charge card in accordance with  
the agreement between the Issuer and  
the Cardholder.

# FedEx®

Office

Tell us how we did and get \$7 off  
your next purchase of \$40 or more  
print products\*

Take the survey by scanning the  
QR code below or visit  
[www.fedex.com/welisten](http://www.fedex.com/welisten)



Offer expires 6/30/2025

\*Terms & Conditions

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**The Web Corner, Inc.**

15300 Ventura Blvd. Suite 400  
Sherman Oaks, CA 91403  
818-345-7443

**Invoice**

<b>Bill To</b>  Encino Neighborhood Council Glenn Bailey 4924 Paso Robles Encino, CA 91316	<b>Date</b>	<b>Invoice #</b>	<b>Terms</b>
	05/01/2025	28326	Due on Receipt
<b>Ship To</b>			

QTY	Description	Price Each	Amount
1	May 2025 Monthly Maintenance for includes up to 1.5 hours for; phone support, web development, requests, & website adjustments	199.00	199.00
0	May 2025 Hosting for: Monthly Hosting for encinocouncil.org (Included in maintenance)	15.00	0.00
0	May 2025 Email Standard Mailboxes: 4 Accounts for encinonc.org (Included in maintenance)	3.50	0.00
Thank you for your business.		<b>Total</b>	\$199.00
		<b>Payments/Credits</b>	-\$199.00
		<b>Balance Due</b>	<b>\$0.00</b>



**Rockit Prints**  
2642 Toy Lane  
San Jose, CA 95121 USA  
hello@rockitprints.com  
www.rockitprints.com

**Invoice 2070**

<b>BILL TO</b> Encino Neighborhood Council Attn: Laure Stevens, Treasurer 4924 Paso Robles Ave. Encino, CA 91316 Tel.747-282-0450	<b>SHIP TO</b> Encino Neighborhood Council c/o Laure Stevens, Treasurer 3447 Standish Dr. Encino, CA 91436 Tel.818-261-1175	<b>DATE</b> 05/01/2025	<b>PLEASE PAY</b> \$0.00	<b>DUE DATE</b> 05/01/2025
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ACTIVITY	QTY	RATE	AMOUNT
ENCINO NEIGHBORHOOD COUNCIL TEE (OPTION B)			
Final Deposit			
<b>Apparel:T-shirt</b> Bella Canvas 3001 (Kelly Green) with Direct to Film 13" Wide Front Print	15	17.50	262.50T
S: 2 M: 5 L: 6 XL: 2 2XL: 0 3XL: 0			
<b>Apparel Above XL</b>	0	2.50	0.00T
<b>Design Work</b> Hourly	2	50.00	100.00T
- Create print-ready artwork with unlimited rounds of revisions			
- Additional design concept request from scratch			
<b>Discount</b>	2	-50.00	-100.00T
<b>Specialty Order</b> Order Below Minimum Requirement of 36 Units	1	75.00	75.00T
<b>Discount</b>	1	-75.00	-75.00T
<b>Shipping</b> 91316, per 25 lb box	1	37.00	37.00T
<b>Discount</b>	1	-37.00	-37.00T
We appreciate your partnership!			
	<b>SUBTOTAL</b>		262.50
	<b>TAX</b>		25.59
	<b>TOTAL</b>		288.09

PAYMENT

288.09

TOTAL DUE

\$0.00



THANK YOU.

Office of the City Clerk

Administrative Services Division



Neighborhood Council (NC) Funding Program

Board Action Certification (BAC) Form

NC Name: ENCINO		Monday May 5, 2025					
Budget Fiscal Year: 2024/2025		Agenda Item: 4.A					
Board Motion and/or Public Benefit Statement (CIP and NPG):	Motion: The Encino Neighborhood Council approves a cost expenditure of \$288.09 to Rokit Prints for Encino Neighborhood Council tee shirts.						
Method of Payment: (Select One) <input type="checkbox"/> Check <input checked="" type="checkbox"/> Credit Card <input type="checkbox"/> Board Member Reimbursement							
<b>VOTE COUNT</b> <div> <div>Board Members must leave the room prior to any discussion and may not return to the room until after the vote is complete.</div> <div>Recused</div> </div>							
Board Member's First and Last Name	Board Position	Yes	No	Abstain	Absent	Ineligible	Recused
1 Joshua Sautter	Area 1				1		
2 LeeVante Haywood	Area 2				1		
	VAC.						
3 Robert Wenger	Area 3				1		
4 Diane Rosen	Area 4	1					
5 Laure Stevens	Area 5	1					
6 Andrew Zucker	Area 6	1					
7 Heather Michaels	Area 7				1		
8 Lissa Morrow	At-Large	1					
	VAC.						
9 Daniel Kashini	Apt. / Condo				1		
10 Kelvin Tolbert	Business	1					
11 Geri Hernandez-Abisror	Business	1					
	VAC.						
12 Laurie Kelson	Encino Chamber	1					
13 Athena Novak	Encino EPOA	1					
14 Glenn Bailey	Home Owners Of Encino	1					
15 Matthew May	Park/ Environment	1					
16 Roy Nwaiser	Planning & Land Use	1					
17 Anni Keusseyan	Public Safety	1					
18 Max Furberg	Religious				1		
	VAC.						
	Volunteer						
Board Quorum: 11		12	0	0	6	0	0

We, the authorized signers of the above named Neighborhood Council, declare that the information presented on this form is accurate and complete, and that a public meeting was held in accordance with all laws, policies, and procedures. The above was approved by the Neighborhood Council Board, at a Brown Actcompliant public meeting where a quorum of the Board was present.

Authorized Signature:  Print / Type Name: Laure Stevens / Treasurer Date: Mayday May 5th 2025	Authorized Signature:  Print / Type Name: Glenn Bailey / Second Signer Date: 6-May-25
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\*\*Voted on this item but has not completed the City's Anti-Bias (ABLE) training requirement according to the EmpowerLA webpage for Encino NC as of the meeting start time.



Invoice/Payment Date  
**May 14, 2025, 9:42 AM**

Payment method  
**MasterCard · 4702**  
Reference Number: 3E5Y4R8WX2

Transaction ID  
**9728393917278155-9698639416920274**

Product Type  
**Meta ads**

Paid

**\$1.49 USD**

Your previous payment for these ad costs failed.

Campaigns

<b>Post: "Join us for ENC Board Election Candidate Forums!..."</b>		<b>\$1.49</b>
From May 14, 2025, 12:00 AM to May 14, 2025, 9:38 AM		
Post: "Join us for ENC Board Election Candidate Forums!..."	68 Impressions	\$1.49



<b>Office of the City Clerk</b> <b>Administrative Services Division</b> <b>Neighborhood Council (NC) Funding Program</b> <b>Board Action Certification (BAC) Form</b>								 
<b>NC Name:</b> ENCINO				<b>Meeting Date:</b> Wednesday April 23, 2025				
<b>Budget Fiscal Year:</b> 2024/2025				<b>Agenda Item:</b> 6.C				
<b>Board Motion and/or Public Benefit Statement (CIP and NPG):</b>  		<b>MOTION:</b> The Encino Neighborhood Council Board authorize up \$250 (per event) totaling up to \$750 for 3 ENC election candidate forums to be held in May 2025						
<b>Method of Payment:</b> (Select One) <input type="checkbox"/> Check <input checked="" type="checkbox"/> Credit Card <input type="checkbox"/> Board Member Reimbursement								
<b>VOTE COUNT</b> Board Members must leave the room prior to any discussion and may not return to the room until after the vote is complete.							<b>Recused</b>	
Board Member's First and Last Name	Board Position	Yes	No	Abstain	Absent	Ineligible	Recused	
1 Joshua Sautter	Area 1	1						
2 LeeVante Haywood	Area 2	1						
	VAC.							
3 Robert Wenger	Area 4	1						
4 Diane Rosen	Area 5	1						
5 Laure Stevens	Area 6	1						
6 Andrew Zucker	Area 7				1			
7 Heather Michaels	At-Large				1			
8 Lissa Morrow	At-Large	1						
	VAC.							
9 Danial Kashini	Business				1			
10 Kelvin Tolbert	Business	1						
11 Geri Hernandez-Abisror	Education	1						
	VAC.							
12 Laurie Kelson	Encino EPOA	1						
13 Athena Novak	Home Owners Of Encino	1						
14 Glenn Bailey	Park/ Environment	1						
15 Matthew May	Planning & Land Use				1			
16 Roy Nwaiser	Public Safety	1						
17 Anni Keusseyan	Religious	1						
18 Max Furberg	Youth					1		
	VAC.							
<b>Board Quorum: 11</b>		13	0	0	4	1	0	
We, the authorized signers of the above named Neighborhood Council, declare that the information presented on this form is accurate and complete, and that a public meeting was held in accordance with all laws, policies, and procedures. The above was approved by the Neighborhood Council Board, at a Brown Actcompliant public meeting where a quorum of the Board was present.								
<b>Authorized Signature:</b> <b>Print / Type Name:</b> Laure Stevens / Treasurer <b>Date:</b> Wednesday April 23, 2025				<b>Authorized Signature:</b> <b>Print / Type Name:</b> Glenn Bailey / Second Signer <b>Date:</b> 29-Apr-25				

\*\*Voted on this item but has not completed the City's Anti-Bias (ABLE) training requirement according to the EmpowerLA webpage for Encino NC as of the meeting start time.

Invoice/Payment Date  
**May 14, 2025, 9:38 AM**

Payment method  
**MasterCard · 4702**  
Reference Number: PT48BQLVX2

Transaction ID  
**9792455854205299-9841138689337016**

Product Type  
**Meta ads**

Paid

**\$7.45 USD**

Your previous payment for these ad costs failed.

Campaigns

<b>Post: "EncinoFest pt 1 - Encino's Got Talent! We were..."</b>		<b>\$3.82</b>
From May 2, 2025, 12:00 AM to May 13, 2025, 11:59 PM		
Post: "EncinoFest pt 1 - Encino's Got Talent! We were..."	396 Impressions	\$3.82
<b>Post: "Join us for ENC Board Election Candidate Forums!..."</b>		<b>\$3.63</b>
From May 2, 2025, 12:00 AM to May 13, 2025, 11:59 PM		
Post: "Join us for ENC Board Election Candidate Forums!..."	264 Impressions	\$3.63

## Office of the City Clerk

Administrative Services Division

Neighborhood Council (NC) Funding Program

Board Action Certification (BAC) Form



NC Name:	ENCINO	Meeting Date: Wednesday January 22, 2025
Budget Fiscal Year:	2024 / 2025	Agenda Item: 7.B
Board Motion and/or Public Benefit Statement (CIP and NPG):	Motion: The ENC Board approves an expenditure of up to \$7000.00 for funding the Encino Day Event on Sunday April 27, 2025.	

Method of Payment: (Select One) ☐ Check ☐ Credit Card ☐ Board Member Reimbursement

## VOTE COUNT

Recused

Board Members must leave the room prior to any discussion and may not return to the room until after the vote is complete.

Board Member's First and Last Name	Board Position	Yes	No	Abstain	Absent	Ineligible	Recused
Joshua Sautter	Area 1	1					
LeeVante Haywood	Area 2				1		
VAC.	Area 3						
Robert Wenger	Area 4	1					
Diane Rosen	Area 5	1					
Laure Stevens	Area 6	1					
Andrew Zucker	Area 7				1		
Heather Michaels	At-Large				1		
Lissa Morrow	At-Large	1					
VAC.	Apt. / Condo						
Daniel Kashini	Business				1		
Kelvin Tolbert	Business	1					
Geri Hernandez-Abisor	Education	1					
VAC.	Encino Chamber						
Laurie Kelson	Encino EPOA	1					
Athena Novak	Home Owners Of Encino				1		
Glenn Bailey	Park/ Environment	1					
Matthew May	Planning & Land Use	1					
Roy Nwaiser	Public Safety	1					
Anni Keusseyan	Religious				1		
Max Furberg	Youth					1	
VAC.	Volunteer						
Board Quorum: 11	Total :	11	0	0	6	1	0

We, the authorized signers of the above named Neighborhood Council, declare that the information presented on this form is accurate and complete, and that a public meeting was held in accordance with all laws, policies, and procedures. The above was approved by the Neighborhood Council Board, at a Brown Act compliant public meeting where a quorum of the Board was present.

Authorized Signature:

Print / Type Name: Laure Stevens / Treasurer

Date: Wednesday January 22, 2025

Authorized Signature:

Print / Type Name: I Glenn Bailey / Second Signer

Date:



\*\*Voted on this item but has not completed the City's Anti-Bias (ABLE) training requirement according to the EmpowerLA webpage for Encino NC as of the meeting start time.

Office of the City Clerk

Administrative Services Division

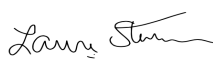

Neighborhood Council (NC) Funding Program

Board Action Certification (BAC) Form

NC Name: ENCINO		Wednesday April 23, 2025					
Budget Fiscal Year: 2024/2025		Agenda Item: 6.B					
Board Motion and/or Public Benefit Statement (CIP and NPG):	The Encino Neighborhood Council approves a PLU Committee to host an event on the Southwest Valley Community Plan with an expenditure of up to \$250.00 to be held in May or June 2025						
Method of Payment: (Select One) <input type="checkbox"/> Check <input checked="" type="checkbox"/> Credit Card <input type="checkbox"/> Board Member Reimbursement							
<b>VOTE COUNT</b> <div>Board Members must leave the room prior to any discussion and may not return to the room until after the vote is complete.</div> <div style="text-align: right;">Recused</div>							
Board Member's First and Last Name	Board Position	Yes	No	Abstain	Absent	Ineligible	Recused
1 Joshua Sautter	Area 1	1					
2 LeeVante Haywood	Area 2	1					
	VAC.						
3 Robert Wenger	Area 4	1					
4 Diane Rosen	Area 5	1					
5 Laure Stevens	Area 6	1					
6 Andrew Zucker	Area 7				1		
7 Heather Michaels	At-Large				1		
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	VAC.						
	Apt. / Condo						
9 Daniel Kashini	Business				1		
10 Kelvin Tolbert	Business	1					
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	VAC.						
	Encino Chamber						
12 Laurie Kelson	Encino EPOA	1					
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14 Glenn Bailey	Park/ Environment	1					
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17 Anni Keusseyan	Religious	1					
18 Max Furberg	Youth					1	
	VAC.						
	Volunteer						
Board Quorum: 11		13	0	0	4	1	0

We, the authorized signers of the above named Neighborhood Council, declare that the information presented on this form is accurate and complete, and that a public meeting was held in accordance with all laws, policies, and procedures. The above was approved by the Neighborhood Council Board, at a Brown Actcompliant public meeting where a quorum of the Board was present.

Authorized Signature:  Print / Type Name: Laure Stevens / Treasurer Date: Wednesday March 26, 2025	Authorized Signature:  Print / Type Name: Glenn Bailey / Second Signer Date: 29-Apr-25
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\*\*Voted on this item but has not completed the City's Anti-Bias (ABLE) training requirement according to the EmpowerLA webpage for Encino NC as of the meeting start time.

Office of the City Clerk  
 Administrative Services Division  
 Neighborhood Council (NC) Funding Program  
 Board Action Certification (BAC) Form



<b>NC Name:</b> ENCINO		<b>Meeting Date:</b> Wednesday February 26, 2025
<b>Budget Fiscal Year:</b> 2024 / 2025		<b>Agenda Item:</b> 6.B
<b>Board Motion and/or Public Benefit Statement (CIP and NPG):</b>	Motion: The ENC Board approves outreach expenditures of up to \$2000.00 in the ENC Election Category. This includes social media ads, boosting social media posts, printing flyers, posters, signage, refreshments at special meetings, advertising in other media such as local newspapers and purchase of refreshments and supplies for a table at the ENC Encino Day Event.	

**Method of Payment:** (Select One) ☐ Check ☒ Credit Card ☐ Board Member Reimbursement

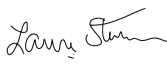

**VOTE COUNT**

**Recused**

Board Members must leave the room prior to any discussion and may not return to the room until after the vote is complete.

	Board Member's First and Last Name	Board Position	Yes	No	Abstain	Absent	Ineligible	Recused
1	Joshua Sautter	Area 1	1					
2	LeeVante Haywood	Area 2				1		
	VAC.	Area 3						
3	Robert Wenger	Area 4	1					
4	Diane Rosen	Area 5	1					
5	Laure Stevens	Area 6	1					
6	Andrew Zucker	Area 7	1					
7	Heather Michaels	At-Large	1					
8	Lissa Morrow	At-Large				1		
	VAC.	Apt. / Condo						
9	Daniel Kashini	Business				1		
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16	Roy Nwaiser	Public Safety	1					
17	Anni Keusseyan	Religious	1					
18	Max Furberg	Youth					1	
	VAC.	Volunteer						
<b>Board Quorum: 11</b>			<b>Total :</b>	14	0	0	3	1
								0

We, the authorized signers of the above named Neighborhood Council, declare that the information presented on this form is accurate and complete, and that a public meeting was held in accordance with all laws, policies, and procedures. The above was approved by the Neighborhood Council Board, at a Brown Actcompliant public meeting where a quorum of the Board was present.

<b>Authorized Signature:</b> 	<b>Authorized Signature:</b> 
<b>Print / Type Name:</b> Laure Stevens / Treasurer	<b>Print / Type Name:</b> Glenn Bailey / Second Signer
<b>Date:</b> Wednesday, February 26, 2025	<b>Date:</b> 2-2725

\*\*Voted on this item but has not completed the City's Anti-Bias (ABLE) training requirement according to the EmpowerLA webpage for Encino NC as of the meeting start time.

[Print](#)**Billing Activity - Invoices*****Encino Neighborhood Council****Attn: Laure Stevens**200 N. Spring St FL 20**Los Angeles CA 90012-4801**US**P.: 818-261-1175****Today's Date: 05/29/2025******User Name:*****Invoices from 04/29/2025 to 05/29/2025**

Date	Description	Charge Amount	Credit Amount
05/27/2025	Invoice #1748335983	\$88.00	
	<b>Constant Contact - Email Plus</b>		
	1501-2500 Contacts		
	Highest contact count: 1507	\$88.00	
	From 04/27/2025 to 05/27/2025		

**Billing questions?** [Contact Support](#)

Constant Contact - 1601 Trapelo Road - Waltham, MA 02451 US





[Print](#)

**Billing Activity - Payments**

*Encino Neighborhood Council*  
*Attn: Laure Stevens*  
*200 N. Spring St FL 20*  
*Los Angeles CA 90012-4801*  
*US*  
*P.: 818-261-1175*

*Today's Date: 05/29/2025*  
*User Name:*

**Payments from 04/29/2025 to 05/29/2025**

Date		Description	Charge Amount	Credit Amount
05-27-2025 04:53:06 AM		Payment - Credit Card (MasterCard) *****4702		\$88.00

**Billing questions?** [Contact Support](#)  
Constant Contact - 1601 Trapelo Road - Waltham, MA 02451 US

Invoice



Laure Stevens  
200 North Spring Street  
Los Angeles  
CA-90012  
US

Contact Number : +18182611175  
Bill Date : 05/27/2025  
Period : 04/27/2025 - 05/26/2025  
Invoice No : C547792-3

Account Summary

Current Activity		
Current Bill Amount(USD)		
Fixed Charges - Web Personal Unlimited Monthly (USD)	9.99	
Campaign Registration Fee. (USD)	0.00	
Usage Charges(USD)	0.00	
Current Bill Total(USD)		9.99
Net Charges		
		9.99
Other Charges(USD)		
Other Charges Total(USD)		0.00
Total Taxes, Charges & Fees(USD)		3.71
Current Amount(USD)		13.70
Payment(s) Received(USD)		13.70
Total Amount Due(USD)		0.00

Taxes, Charges, & Fees

FCC Regulatory Fee (Federal)	0.01
FUSF (Federal)	1.14
P.U.C. Fee NF (State)	0.02
Utility Users Tax (Local)	0.54
Compliance & Administrative Cost Recovery Fee	2.00
Total Taxes, Charges, & Fees(USD)	3.71

Billing Summary for Company - Laure Stevens

Description of Charge	
Fixed Charges	
Company	9.99
Other Recurring Charges	
Total Charges (USD):	9.99



Encino-Ventura Store  
16325 VENTURA BLVD  
ENCINO, CA 91436-2101  
<https://www.amazon.com>

5/30/2025, 11:19 AM  
Order # 113-9338064-0730612

Wonderful Halos Mandarins, 3L... \$14.97 F  
3@ \$4.99 each

Mandarin Clementine, 3 Lb Bag \$3.99 F

Bananas \$1.28 F  
2.62 lb @ \$0.49 per lb

Bananas \$1.35 F  
2.75 lb @ \$0.49 per lb

Bananas \$1.22 F  
2.48 lb @ \$0.49 per lb

Bananas \$1.08 F  
2.21 lb @ \$0.49 per lb

Bananas \$1.47 F  
3.01 lb @ \$0.49 per lb

Bananas \$1.20 F  
2.44 lb @ \$0.49 per lb

Bananas \$1.32 F  
2.70 lb @ \$0.49 per lb

Bananas \$0.94 F  
1.91 lb @ \$0.49 per lb

Bananas \$1.29 F  
2.63 lb @ \$0.49 per lb

Bananas \$1.03 F  
2.11 lb @ \$0.49 per lb

Clif Bar Minis - Crunchy Pean... \$27.98 F  
2@ \$13.99 each

KIND Nut Bars, Blueberry Vani... \$6.49 F

KIND Caramel Almond & Sea Sal... \$6.49 F

KIND Almond & Coconut, 8.4 Oz... \$6.49 F

Nestle Pure Life Purified Wat... \$13.47 F  
3@ \$4.49 each

Subtotal:: \$92.06

Sales tax:: \$0.00

Bottle Deposit Fee: \$3.60

Purchase total:: \$95.66

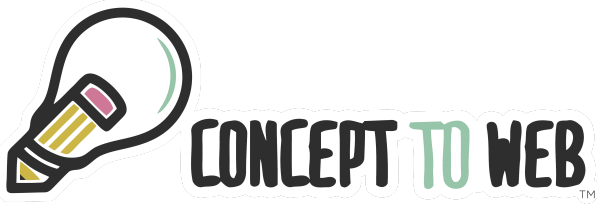
Total number of items: 22

**PURCHASE** \$95.66

MasterCard  
Card ending in 4702  
AID: A0000000041010  
Terminal Number: 033  
Merchant Number: 401671  
Entry Method: C  
Transaction Response: 025976  
PAN sequence #: 1  
Transaction Type: 0

<b>Office of the City Clerk</b> <b>Administrative Services Division</b> <b>Neighborhood Council (NC) Funding Program</b> <b>Board Action Certification (BAC) Form</b>								 
<b>NC Name:</b> ENCINO				<b>Meeting Date:</b> Wednesday April 23, 2025				
<b>Budget Fiscal Year:</b> 2024/2025				<b>Agenda Item:</b> 6.D				
<b>Board Motion and/or Public Benefit Statement (CIP and NPG):</b>		<b>MOTION:</b> The Encino Neighborhood Council Approves 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.						
<b>Method of Payment:</b> (Select One) <input type="checkbox"/> Check <input checked="" type="checkbox"/> Credit Card <input type="checkbox"/> Board Member Reimbursement								
<b>VOTE COUNT</b> Board Members must leave the room prior to any discussion and may not return to the room until after the vote is complete.							<b>Recused</b>	
Board Member's First and Last Name	Board Position	Yes	No	Abstain	Absent	Ineligible	Recused	
1 Joshua Sautter	Area 1	1						
2 LeeVante Haywood	Area 2	1						
	VAC.							
3 Robert Wenger	Area 4	1						
4 Diane Rosen	Area 5	1						
5 Laure Stevens	Area 6	1						
6 Andrew Zucker	Area 7				1			
7 Heather Michaels	At-Large				1			
8 Lissa Morrow	At-Large	1						
	VAC.							
9 Daniel Kashini	Business				1			
10 Kelvin Tolbert	Business	1						
11 Geri Hernandez-Abisror	Education	1						
	VAC.							
12 Laurie Kelson	Encino EPOA	1						
13 Athena Novak	Home Owners Of Encino	1						
14 Glenn Bailey	Park/ Environment	1						
15 Matthew May	Planning & Land Use				1			
16 Roy Nwaiser	Public Safety	1						
17 Anni Keusseyan	Religious	1						
18 Max Furberg	Youth					1		
	VAC.							
<b>Board Quorum: 11</b>		13	0	0	4	1	0	
We, the authorized signers of the above named Neighborhood Council, declare that the information presented on this form is accurate and complete, and that a public meeting was held in accordance with all laws, policies, and procedures. The above was approved by the Neighborhood Council Board, at a Brown Actcompliant public meeting where a quorum of the Board was present.								
<b>Authorized Signature:</b>				<b>Authorized Signature:</b>				
<b>Print / Type Name:</b> Laure Stevens / Treasurer				<b>Print / Type Name:</b> Glenn Bailey / Second Signer				
<b>Date:</b> Wednesday, December 11, 2024				<b>Date:</b> 29-Apr-25				

\*\*Voted on this item but has not completed the City's Anti-Bias (ABLE) training requirement according to the EmpowerLA webpage for Encino NC as of the meeting start time.



Aaron DeVandry - Concept To Web  
818-613-8261  
18403 W Vogel Ave  
Waddell, AZ 85355

**Billed To**  
Laure Stevens  
Encino Neighborhood Council

**Date of Issue**  
05/30/2025  
  
**Due Date**  
06/29/2025

**Invoice Number**  
ENC001

**Amount Due (USD)**  
**\$0.00**

Description	Rate	Qty	Line Total
Candidate Video Editing and Combining 2025 Elections	\$30.00	3	\$90.00

Subtotal	90.00
Tax	0.00

Total	90.00
Amount Paid	90.00



Amount Due (USD)	\$0.00
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Office of the City Clerk

Administrative Services Division

Neighborhood Council (NC) Funding Program


Board Action Certification (BAC) Form

NC Name: ENCINO		Monday May 5, 2025					
Budget Fiscal Year: 2024/2025		Agenda Item: 4.B					
Board Motion and/or Public Benefit Statement (CIP and NPG):	Motion: The Encino Neighborhood Council authorizes up to \$500 out of our election budget to hire an audio/video tech person to set up live streaming and edit recording of the All 3 Election forum events or none.						
Method of Payment: (Select One) <input type="checkbox"/> Check <input checked="" type="checkbox"/> Credit Card <input type="checkbox"/> Board Member Reimbursement							
<b>VOTE COUNT</b> <div> <div>Board Members must leave the room prior to any discussion and may not return to the room until after the vote is complete.</div> <div>Recused</div> </div>							
Board Member's First and Last Name	Board Position	Yes	No	Abstain	Absent	Ineligible	Recused
1 Joshua Sautter	Area 1				1		
2 LeeVante Haywood	Area 2				1		
	VAC.						
3 Robert Wenger	Area 4	1					
4 Diane Rosen	Area 5	1					
5 Laure Stevens	Area 6			1			
6 Andrew Zucker	Area 7		1				
7 Heather Michaels	At-Large				1		
8 Lissa Morrow	At-Large	1					
	VAC.						
	Apt. / Condo						
9 Daniel Kashini	Business				1		
10 Kelvin Tolbert	Business	1					
11 Geri Hernandez-Abisror	Education	1					
	VAC.						
	Encino Chamber						
12 Laurie Kelson	Encino EPOA	1					
13 Athena Novak	Home Owners Of Encino	1					
14 Glenn Bailey	Park/ Environment			1			
15 Matthew May	Planning & Land Use	1					
16 Roy Nwaiser	Public Safety	1					
17 Anni Keusseyan	Religious			1			
18 Max Furberg	Youth				1		
	VAC.						
	Volunteer						
Board Quorum: 11		9	1	3	5	0	0

We, the authorized signers of the above named Neighborhood Council, declare that the information presented on this form is accurate and complete, and that a public meeting was held in accordance with all laws, policies, and procedures. The above was approved by the Neighborhood Council Board, at a Brown Actcompliant public meeting where a quorum of the Board was present.


Authorized Signature:



Print / Type Name: Laure Stevens / Treasurer

Date: May 5th 2025

Authorized Signature:



Print / Type Name: Glenn Bailey / Second Signer

Date: 6-May-25

\*\*Voted on this item but has not completed the City's Anti-Bias (ABLE) training requirement according to the EmpowerLA webpage for Encino NC as of the meeting start time.



**City of Los Angeles  
Office of the City Clerk  
Neighborhood Council Funding Program**

**Neighborhood Purposes Grants**

Neighborhood Purposes Grants (NPGs) provide NCs opportunities to develop partnerships with local 501(c)(3) nonprofits and public schools to build community and enhance neighborhoods in the City of Los Angeles. Projects and activities supported by NPGs vary widely and can include, but are not limited to:

- The Arts
- Beautification
- Community Support
- Education
- Community Improvements

NPG-funded projects and activities must be for a **public benefit** and purpose, **open**, **accessible**, and **free of charge** to stakeholders.

Grants approved by NCs exceeding \$5,000 involve further review and possible City contract by the Office of the City Clerk.

Visit the NC Funding Program website page on NPGs ([click here](#)) to find out more details about how 501(c)(3) nonprofits and public schools serving NC areas can apply. There are two NPG Information Packets; One for prospective applicants to help guide them in the application process, and one for NC board members outlining considerations and factors to keep in mind while evaluating NPG requests.

A “Project Completion Report” template is also provided to help ensure accountability in the use of Grant funds and help demonstrate how NCs and their partners are supporting L.A. communities and stakeholders. NCs and NPG recipients are strongly encouraged to work together to complete and submit the Report at the conclusion of the project.

Any questions you may have with the NPG process, please contact us at the NC Funding Program:

- [Clerk.NCFunding@lacity.org](mailto:Clerk.NCFunding@lacity.org)
- (213) 978-1058

# Neighborhood Council Funding Program

## APPLICATION for Neighborhood Purposes Grant (NPG)



This form is to be completed by the applicant seeking the Neighborhood Purposes Grant and submitted to the Neighborhood Council from whom the grant is being sought. All applications for grants must be reviewed and approved in a public meeting. Upon approval of the application the Neighborhood Council (NC) shall submit the application along with all required documentation to the Office of the City Clerk, NC Funding Program.

Name of NC from which you are seeking this grant: Encino Neighborhood Council

### SECTION I- APPLICANT INFORMATION

- 1a) Shakespeare by the Sea 95-4785457 CA 2000  
*Organization Name Federal I.D. # (EIN#) State of Incorporation Date of 501(c)(3) Status (if applicable)*
- 1b) 514 N Prospect Ave, Ste L-1 Redondo Beach CA 90277  
*Organization Mailing Address City State Zip Code*
- 1c) \_\_\_\_\_  
*Business Address (if different) City State Zip Code*
- 1d) **PRIMARY CONTACT INFORMATION:**  
Suzanne Dean 310217-7596 pad@shakespearebythesea.org  
*Name Phone Email*
- 2) **Type of Organization- Please select one:**  
☐ Public School (not to include private schools) **or** ☒ 501(c)(3) Non-Profit (other than religious institutions)  
**Attach Signed letter on School Letterhead** **Attach IRS Determination Letter**
- 3) \_\_\_\_\_  
*Name / Address of Affiliated Organization (if applicable) City State Zip Code*

### SECTION II - PROJECT DESCRIPTION

#### 4) Please describe the purpose and intent of the grant.

Admission FREE Summer Shakespeare at Sepulveda Garden Center - a community FREE Public performance to enrich the lives of residents and visitors to the park. Funding will help underwrite 1 performance of a comedy "As You Like It" open and accessible to the general public on June 27. An expected 300 people of all ages and backgrounds will attend. Admission FREE Shakespeare is not free to produce. The Program costs SBTS over \$13,435 for each community where we present these shows. Performances elsewhere in LA and Orange County are partially supported by Tour Fees from those city/community hosts. Sponsorships, discretionary funds, local grants and donations are critical to fund these events. Since 1998, we've delivered free events at neighborhood

#### 5) How will this grant be used to primarily support or serve a public purpose and benefit the public at-large. (Grants cannot be used as rewards or prizes for individuals)

Admission FREE Shakespeare provides an opportunity for residents and local visitors to experience a professionally produced Shakespeare play while engaging with other community members in their neighborhood parks. The program not only offers cultural arts enrichment, the events provide a communal space for a multi-generational audience comprised of those without resources, as well as those with the means, to attend live theatre. We are committed to enhancing the arts and culture landscape of all the areas we serve and contributing positively to the social infrastructure - improving livability, inspiring civic engagement, and contributing to healthier, longer lives of its residents. SBTS is focused on accessibility. By making the programming open to the public, available to all without prejudice, SBTS reaches the broadest age, cultural, and economic demographics including people of all ages and those who identify as military, veterans, LGBTQ, living with disabilities, disadvantaged, and/or un-housed; including English and non-English speakers.

**SECTION III - PROJECT BUDGET OUTLINE**

You may also provide the Budget Outline on a separate sheet if necessary or requested.

6a)	<b>Personnel Related Expenses</b>	<b>Requested of NC</b>	<b>Total Projected Cost</b>
	Actors & Technical Artists	\$	\$ 3360
	Tour Manager & Production Personnel, Stage Manager	\$	\$ 3500
	Program Admin & Payroll taxes	\$	\$ 2106

6b)	<b>Non-Personnel Related Expenses</b>	<b>Requested of NC</b>	<b>Total Projected Cost</b>
	Encino -SGC Permit Fees/LAPD/FD and LADBS Inspection	\$ 2400	\$ 2400
	Print/Postage of Promotional Tour Brochures / Banners	\$ 600	\$ 600
	Portable Toilets & Event Waste Removal & Generator	\$ 1800	\$ 1800

7) Have you (applicant) applied to any other Neighborhood Councils requesting funds for this project?

☒ No ☐ Yes If Yes, please list names of NCs: \_\_\_\_\_

8) Is the implementation of this specific program or purpose described in Question 4 contingent on any other factors or sources or funding? (Including NPG applications to other NCs) ☐ No ☒ Yes If Yes, please describe:

Source of Funding	Amount	Total Projected Cost
CD4 City Councilmember Nithya Raman (approved)	\$ 5000	\$
	\$	\$
	\$	\$

9) What is the TOTAL amount of the grant funding requested with this application: \$ 4800.00

10a) Start date: 6 / 27 / 25 10b) Date Funds Required: 6 / 1 / 25 10c) Expected Completion Date: 6 / 28 / 25  
(After completion of the project, the applicant should submit a Project Completion Report to the Neighborhood Council)

**SECTION IV - POTENTIAL CONFLICTS OF INTEREST**

11a) Do you (applicant) have a current or former relationship with a Board Member of the NC?

☒ No ☐ Yes If Yes, please describe below:

Name of NC Board Member	Relationship to Applicant

11b) If yes, did you request that the board member consult the Office of the City Attorney before filing this application?

☒ Yes ☐ No \*(Please note that if a Board Member of the NC has a conflict of interest and completes this form, or participates in the discussion and voting of this NPG, the NC Funding Program will deny the payment of this grant in its entirety.)

**SECTION V - DECLARATION AND SIGNATURE**

I hereby affirm that, to the best of my knowledge, the information provided herein and communicated otherwise is truly and accurately stated. I further affirm that I have read the documents "What is a Public Benefit," and "Conflicts of Interest" of this application and affirm that the proposed project(s) and/or program(s) fall within the criteria of a public benefit project/program and that no conflict of interest exist that would prevent the awarding of the Neighborhood Purposes Grant. I affirm that I am not a current Board Member of the Neighborhood Council to whom I am submitting this application. I further affirm that if the grant received is not used in accordance with the terms of the application stated here, said funds shall be returned immediately to the Neighborhood Council.

12a) Executive Director of Non-Profit Corporation or School Principal - REQUIRED\*

Suzanne Dean

Co-Artistic Director



4/13/25

PRINT Name

Title

Signature

Date

12b) Secretary of Non-profit Corporation or Assistant School Principal - REQUIRED\*

Kyle Stephens

Secretary



4/13/25

PRINT Name

Title

Signature

Date

\* If a current Board Member holds the position of Executive Director or Secretary, please contact the NC Funding Program at (213) 978-1058 or [clerk.ncfunding@lacity.org](mailto:clerk.ncfunding@lacity.org) for instructions on completing this form

INTERNAL REVENUE SERVICE  
P. O. BOX 2508  
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: **MAR 24 2005**

SHAKESPEARE BY THE SEA  
617 ELVIRA AVE  
REDONDO BEACH, CA 90277

Employer Identification Number:

95-4785457

DLN:

17053071816005

Contact Person:

KIM NGUYEN

ID# 31525

Contact Telephone Number:

(877) 829-5500

Public Charity Status:

170(b)(1)(A)(vi)

Dear Applicant:

Our letter dated MAY 2000, stated you would be exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code, and you would be treated as a public charity, rather than as a private foundation, during an advance ruling period.

Based on the information you submitted, you are classified as a public charity under the Code section listed in the heading of this letter. Since your exempt status was not under consideration, you continue to be classified as an organization exempt from Federal income tax under section 501(c)(3) of the Code.

Publication 557, Tax-Exempt Status for Your Organization, provides detailed information about your rights and responsibilities as an exempt organization. You may request a copy by calling the toll-free number for forms, (800) 829-3676. Information is also available on our Internet Web Site at [www.irs.gov](http://www.irs.gov).

If you have general questions about exempt organizations, please call our toll-free number shown in the heading between 8:30 a.m. - 5:30 p.m. Eastern time.

Please keep this letter in your permanent records.

Sincerely yours,



Lois G. Lerner  
Director, Exempt Organizations  
Rulings and Agreements

Letter 1050 (DO/CG)

REV 5/23/00

INTERNAL REVENUE SERVICE  
P. O. BOX 2508  
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: **MAY 18 2000**

SHAKESPEARE BY THE SEA  
C/O LISA COFFI  
617 ELVIRA AVE  
REDONDO BEACH, CA 90277

Employer Identification Number:  
95-4785457  
DLN:  
17053130020000  
Contact Person:  
MITCHELL P STEELE ID# 31360  
Contact Telephone Number:  
(877) 829-5500  
Accounting Period Ending:  
December 31  
Foundation Status Classification:  
509(a)(1)  
Advance Ruling Period Begins:  
January 3, 2000  
Advance Ruling Period Ends:  
December 31, 2004  
Addendum Applies:  
No

Dear Applicant:

Based on information you supplied, and assuming your operations will be as stated in your application for recognition of exemption, we have determined you are exempt from federal income tax under section 501(a) of the Internal Revenue Code as an organization described in section 501(c)(3).

Because you are a newly created organization, we are not now making a final determination of your foundation status under section 509(a) of the Code. However, we have determined that you can reasonably expect to be a publicly supported organization described in sections 509(a)(1) and 170(b)(1)(A)(vi).

Accordingly, during an advance ruling period you will be treated as a publicly supported organization, and not as a private foundation. This advance ruling period begins and ends on the dates shown above.

Within 90 days after the end of your advance ruling period, you must send us the information needed to determine whether you have met the requirements of the applicable support test during the advance ruling period. If you establish that you have been a publicly supported organization, we will classify you as a section 509(a)(1) or 509(a)(2) organization as long as you continue to meet the requirements of the applicable support test. If you do not meet the public support requirements during the advance ruling period, we will classify you as a private foundation for future periods. Also, if we classify you as a private foundation, we will treat you as a private foundation from your beginning date for purposes of section 507(d) and 4940.

Grantors and contributors may rely on our determination that you are not a private foundation until 90 days after the end of your advance ruling period. If you send us the required information within the 90 days, grantors and contributors may continue to rely on the advance determination until we make

Letter 1045 (DO/CG)

**Request for Taxpayer  
Identification Number and Certification**

Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

**Give form to the  
requester. Do not  
send to the IRS.**

**Before you begin.** For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type. See Specific Instructions on page 3.	<b>1</b> Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.) <b>Shakespeare by the Sea</b>	
	<b>2</b> Business name/disregarded entity name, if different from above. <b>dba Little Fish Theatre</b>	
	<b>3a</b> Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only <b>one</b> of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C corporation <input type="checkbox"/> S corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) <b>Note:</b> Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner. <input checked="" type="checkbox"/> Other (see instructions) <b>501 c3</b>	<b>4</b> Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):  Exempt payee code (if any) _____  Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____  (Applies to accounts maintained outside the United States.)
	<b>3b</b> If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions <input type="checkbox"/>	
	<b>5</b> Address (number, street, and apt. or suite no.). See instructions. <b>514 N Prospect Ave Ste L-1</b> <b>6</b> City, state, and ZIP code <b>Redondo Beach, CA 90277</b> <b>7</b> List account number(s) here (optional)	<b>Requester's name and address (optional)</b>

**Part I Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

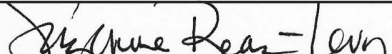
<b>Social security number</b>								
			-				-	
<b>or</b>								
<b>Employer identification number</b>								
9	5	-	4	7	8	5	4	5

**Part II Certification**

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

<b>Sign Here</b>	Signature of U.S. person 	Date <b>3-10-25</b>
------------------	--	---------------------

**General Instructions**

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

**What's New**

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

**Purpose of Form**

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they



**STEPHANIE COLTRIN**

Artistic Director  
stephanie@shakespearebythesea.org

**SUZANNE DEAN**

Artistic Director  
suzanne@shakespearebythesea.org

**SONJA INGE**

Administrative Assistant  
sonja@shakespearebythesea.org

**BOARD OF DIRECTORS**

**MADELEINE DRAKE**

Board President  
Real Estate Broker

**JEWELL JONES**

Board Vice-President  
Retired Superior Court Comm.

**KYLE STEPHENS**

Board Secretary  
Northrup Grumman

**ANN GARTEN**

Retired Public Relations/Marketing

**PETER LEFEVRE**

CSU, Dominguez Hills

**DENCY NELSON**

Retired Directors Guild of America/  
Community Advocate

**RAY WOLFE**

Consultant, GMAC

**Mission:** to bring new, contemporary and classical works to underserved, culturally diverse audiences in order to ignite imagination, promote literacy and encourage artistic expression.

Shakespeare by the Sea has been enriching the lives of over 575,000 Southern California residents with **admission-free and low-cost** performances since 1998.

Non-Profit Arts Organization  
ID: 95-4785457

April 12 2025

Encino Neighborhood Council

Re: NPG Application to support Shakespeare by the Sea – a public benefit theatre arts event at Sepulveda Garden Center in Encino on June 27, 2025

Dear ENC Board,

Thank you for considering Shakespeare by the Sea for a Neighborhood Purposes Grant.

**Organization Name:** Shakespeare by the Sea

**Event Name:** Shakespeare by the Sea's 28<sup>th</sup> Admission FREE Season performance of "As You Like It"

**Mission Statement and description of community event, including Estimated attendance:**

Shakespeare by the Sea is a 501(c)3 non-profit organization, with a mission to bring classic works to culturally diverse, multi-generational audiences in order to ignite imagination, promote literacy, and encourage artistic expression. SBTS has been enriching the lives of community members throughout L.A. County with admission-free Shakespeare performances since 1998.

**Description of proposed event, including benefits to the community:**

Shakespeare by the Sea is a FREE Public Arts event - Performance of a Shakespeare play for the community to experience together. Since 1998, we've delivered these events at neighborhood Parks throughout LA County. We do this nightly in over 16 communities each summer. The event is a public benefit, ticketless, open and free for all attendees. Admission FREE Shakespeare provides an opportunity for residents and local visitors to experience a professionally produced Shakespeare play while engaging with other community members in their neighborhood parks. The program not only offers cultural arts enrichment, the events provide a communal space for a multi-generational audience comprised of those without resources, as well as those with the means, to attend live theatre. We are committed to enhancing the arts and culture landscape of all the areas we serve and contributing positively to the social infrastructure - improving livability, inspiring civic engagement, and contributing to healthier, longer lives of residents. Our programs have reached over 585,000 diverse audience members, theatre professionals, and community volunteers.

**Attendance:**

Because we are admission-free and ticketless, we can estimate attendance. Based on historical data of past events, we an estimated 300 members of the general public + (25) Staff/Artists & Community Volunteers will benefit from event.

**Reasons why the event should be considered for sponsorship:**

Admission FREE Shakespeare is not free to produce. We need financial support from local stakeholders to support the performances in each location we tour to. Funding helps underwrite payroll costs for actors, designers, technical artists; sets, props, costumes; event equipment and truck rental costs; insurance, marketing & promotion to the local community.

SBTS will spend \$13,435 to bring this program to Encino. Performances elsewhere in LA County are partially supported by Tour Fees from those city/community hosts in the range of \$7500-9000 per night. No tour fee has been secured for Sepulveda Garde Center and, in addition to the usual program costs, there are unique expenses for serving the public at this location. SBTS will be responsible for paying permit fees, providing a generator and toilets



514 N. Prospect Ave. Ste L-1  
Redondo Beach, CA 90277  
310.217.7596 | fax 310.507-0269  
shakespearebythesea.org

for the attendees - services that are typically provided by the hosts in other tour cities – as well as banners, which will help promote the location to new audiences in Encino who may not already be in the SBTS 15,000 person database.

SBTS has a 27-year history of activating numerous parks with arts and culture events, providing cross-cultural connections and exposure to live theatre. Each year, we look for new venues and neighborhood partners to reach a broader audience.

SBTS is committed to producing these events and is enthusiastic that Sepulveda Garden Center will allow us to benefit an established and beloved audience in LA County.

**Recognition of Sponsorship:**

Performance Sponsors support program costs for individual city events. Encino Neighborhood Council will become a Performance Sponsor for the Encino events-included on the SBTS website, the digital program, on sponsor signage at these performances and through social media exposure. (The deadline for logo inclusion on city banners and the printed program is May 1.)

Thank you for considering our application,



Suzanne Dean and Stephanie Coltrin,  
SBTS Co-Artistic Directors

Office of the City Clerk

Administrative Services Division

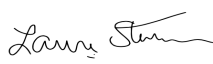

Neighborhood Council (NC) Funding Program

Board Action Certification (BAC) Form

NC Name: ENCINO		Wednesday April 23, 2025					
Budget Fiscal Year: 2024/2025		Agenda Item: 6.A					
Board Motion and/or Public Benefit Statement (CIP and NPG):	Motion: The Encino Neighborhood Council approves the motion, as amended, to approve a Neighborhood Purposes Grant application from Shakespeare by the Sea to produce a performance at Sepulveda Garden Center on June 27, 2025 in the amount of \$2000.00.						
Method of Payment: (Select One) <input checked="" type="checkbox"/> Check <input type="checkbox"/> Credit Card <input type="checkbox"/> Board Member Reimbursement							
<b>VOTE COUNT</b> <div> <div>Board Members must leave the room prior to any discussion and may not return to the room until after the vote is complete.</div> <div>Recused</div> </div>							
Board Member's First and Last Name	Board Position	Yes	No	Abstain	Absent	Ineligible	Recused
1 Joshua Sautter	Area 1	1					
2 LeeVante Haywood	Area 2	1					
	VAC.						
3 Robert Wenger	Area 4	1					
4 Diane Rosen	Area 5		1				
5 Laure Stevens	Area 6	1					
6 Andrew Zucker	Area 7				1		
7 Heather Michaels	At-Large				1		
8 Lissa Morrow	At-Large	1					
	VAC.						
	Apt. / Condo						
9 Daniel Kashini	Business				1		
10 Kelvin Tolbert	Business	1					
11 Geri Hernandez-Abisror	Education	1					
	VAC.						
	Encino Chamber						
12 Laurie Kelson	Encino EPOA	1					
13 Athena Novak	Home Owners Of Encino	1					
14 Glenn Bailey	Park/ Environment	1					
15 Matthew May	Planning & Land Use				1		
16 Roy Nwaiser	Public Safety	1					
17 Anni Keusseyan	Religious	1					
18 Max Furberg	Youth					1	
	VAC.						
	Volunteer						
Board Quorum: 11		12	1	0	4	1	0

We, the authorized signers of the above named Neighborhood Council, declare that the information presented on this form is accurate and complete, and that a public meeting was held in accordance with all laws, policies, and procedures. The above was approved by the Neighborhood Council Board, at a Brown Actcompliant public meeting where a quorum of the Board was present.

Authorized Signature:  Print / Type Name: Laure Stevens / Treasurer Date: Wednesday April 23, 2025	Authorized Signature:  Print / Type Name: Glenn Bailey / Second Signer Date: April 29, 2025
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\*\*Voted on this item but has not completed the City's Anti-Bias (ABLE) training requirement according to the EmpowerLA webpage for Encino NC as of the meeting start time.



## INVOICE

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**TO:**

Laure Stevens  
Encino Neighborhood Council  
Area 6 Representative | Treasurer  
Traffic & Transportation Committee Co-Chair

**FROM:**

Site & Studio Conservation, LLC.  
803 East Pleasant Street  
Santa Paula, CA 93060  
+1.805.290.6046  
kiernan@siteandstudio.com  
Tax ID: 83-4579323

**PROJECT:**

Can of Cardines  
Sandy Bleifer, 1975  
DCA Mural #81  
Acrylic on concrete

**REF.:**

Invoice No.: CAR2025-001  
Invoice Date: May 8, 2025

### COMPLETED DELIVERABLES

Treatment testing	\$150
Cleaning and removal of overpaint and graffiti using CSGI nanorestore gel cleaning system. Full documentation and report	\$2500
Restoration of original background color to lower portion of the mural.	\$2,050
Cleaning of the entire surface of the underpass in preparation for the anti-graffiti coating application.	\$850
Public Art/Community Mural discount 50% (conservation labor)	(-\$2,550)
Treatment testing pro bono	(-\$150)
<b>TOTAL</b>	<b>\$3,000</b>

Thank You!

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Office of the City Clerk  
Administrative Services Division  
Neighborhood Council (NC) Funding Program  
Board Action Certification (BAC) Form



<b>NC Name:</b> ENCINO	<b>Meeting Date:</b> Wednesday, December 11, 2024
<b>Budget Fiscal Year:</b> 2024 / 2025	<b>Agenda Item:</b> 7.C

Board Motion and/or Public Benefit Statement (CIP and NPG):	MOTION: ENC Board approves an expenditure of \$3000.00 to pay Site Studio Conservation for a Community Improvement Project (CIP) to complete the restoration of the "The Can Of Sardines" mural on Hayvenhurst Avenue and 101 Freeway underpass in Encino.
---	--

**Method of Payment:** (Select One) ☒ Check ☐ Credit Card ☐ Board Member Reimbursement

<b>VOTE COUNT</b> Board Members must leave the room prior to any discussion and may not return to the room until after the vote is complete.	<b>Recused</b>
---	----------------

	Board Member's First and Last Name	Board Position	Yes	No	Abstain	Absent	Ineligible	Recused
1	Joshua Sautter	Area 1						
2	LeeVante Haywood	Area 2	1					
	VAC.	Area 3						
3	Robert Wenger	Area 4	1					
4	Diane Rosen	Area 5	1					
5	Laure Stevens	Area 6	1					
6	Andrew Zucker	Area 7				1		
7	Heather Michaels	At-Large	1					
8	Lissa Morrow	At-Large			1			
	VAC.	Apt. / Condo						
9	Daniel Kashini	Business				1		
10	Kelvin Tolbert	Business	1					
11	Geri Hernandez-Abisoror	Education	1					
	VAC.	Encino Chamber						
12	Laurie Kelson	Encino EPOA	1					
13	Athena Novak	Home Owners Of Encino	1					
14	Glenn Bailey	Park/ Environment	1					
15	Matthew May	Planning & Land Use				1		
16	Roy Nwaiser	Public Safety	1					
17	Anni Keusseyan	Religious					1	
18	Max Furberg	Youth				1		
	VAC.	Volunteer						
<b>Board Quorum: 11</b>			<b>Total :</b>	<b>11</b>	<b>0</b>	<b>1</b>	<b>4</b>	<b>1</b>
								<b>0</b>

We, the authorized signers of the above named Neighborhood Council, declare that the information presented on this form is accurate and complete, and that a public meeting was held in accordance with all laws, policies, and procedures. The above was approved by the Neighborhood Council Board, at a Brown Actcompliant public meeting where a quorum of the Board was present.

<b>Authorized Signature:</b>  <b>Print / Type Name:</b> Laure Stevens / Treasurer <b>Date:</b> Wednesday, December 11, 2024	<b>Authorized Signature:</b>  <b>Print / Type Name:</b> I Glenn Bailey / Second Signer <b>Date:</b>
--	--

\*\*Voted on this item but has not completed the City's Anti-Bias (ABLE) training requirement according to the EmpowerLA webpage for Encino NC as of the meeting start time.

# CITY OF LOS ANGELES

## BOARD OF NEIGHBORHOOD COMMISSIONERS

JOY ATKINSON  
PRESIDENT

LEONARD SHAFFER  
VICE PRESIDENT

DEBBIE WEHBE  
MAGGIE QUIROZ  
KEREN WATERS  
RANDELL ERVING  
DOUGLAS EPPERHART

Email: [commission@empowerla.org](mailto:commission@empowerla.org)

## CALIFORNIA



KAREN BASS  
MAYOR

NEIGHBORHOOD COUNCILS  
**EMPOWER LA**  
Department of  
NEIGHBORHOOD EMPOWERMENT

20<sup>th</sup> FLOOR, CITY HALL  
200 NORTH SPRING STREET  
LOS ANGELES, CA 90012

TELEPHONE (213) 978-1551  
TOLL-FREE 3-1-1  
FAX: (213) 978-1751  
E-MAIL: [EmpowerLA@lacity.org](mailto:EmpowerLA@lacity.org)

CARMEN CHANG  
GENERAL MANAGER

ERICK MUÑOZ  
COMMISSION EXECUTIVE ASSISTANT

[www.EmpowerLA.org](http://www.EmpowerLA.org)

## BILL TO: Encino Neighborhood Council

**INVOICE #25-C014**

### Address:

Encino Community Center  
4935 Balboa Blvd.  
Encino, CA 91316

**DATE: May 20<sup>th</sup>, 2025**

**President:** Joshua Sautter **Email:** [joshsautter.enc@gmail.com](mailto:joshsautter.enc@gmail.com)

**Treasurer:** Laure Stevens **Email:** [lstevensencino@gmail.com](mailto:lstevensencino@gmail.com)

**DUE DATE: May 23<sup>rd</sup>, 2025**

Qty	Item Description	Unit Price	Amount
1.00	Canva Licenses Start Date 06/18/2025 End Date: 06/17/2026	\$100.00	\$100.00
<b>Total Cost</b>			<b>\$100.00</b>

Please make Checks Payable to:

**City of Los Angeles - Department of Neighborhood Empowerment**

200 N. Spring Street, Suite 2005

Los Angeles, CA 90012

## Office of the City Clerk

Administrative Services Division

Neighborhood Council (NC) Funding Program

## Board Action Certification (BAC) Form



NC Name:	ENCINO	Meeting Date: Wednesday March 26, 2025
Budget Fiscal Year:	2024 / 2025	Agenda Item: 6.A
Board Motion and/or Public Benefit Statement (CIP and NPG):	MOTION: The Encino NC approves the renewal of its DONE/EmpowerLA Canva Pro License at an annual cost of approximately \$130.	

Method of Payment: (Select One) ☒ Check ☐ Credit Card ☐ Board Member Reimbursement

## VOTE COUNT

Board Members must leave the room prior to any discussion and may not return to the room until after the vote is complete.

Recused

	Board Member's First and Last Name	Board Position	Yes	No	Abstain	Absent	Ineligible	Recused
1	Joshua Sautter	Area 1				1		
2	LeeVante Haywood	Area 2	1					
	VAC.	Area 3						
3	Robert Wenger	Area 4	1					
4	Diane Rosen	Area 5	1					
5	Laure Stevens	Area 6	1					
6	Andrew Zucker	Area 7				1		
7	Heather Michaels	At-Large	1					
8	Lissa Morrow	At-Large	1					
	VAC.	Apt. / Condo						
9	Daniel Kashini	Business				1		
10	Kelvin Tolbert	Business	1					
11	Geri Hernandez-Abisoror	Education	1					
	VAC.	Encino Chamber						
12	Laurie Kelson	Encino EPOA	1					
13	Athena Novak	Home Owners Of Encino				1		
14	Glenn Bailey	Park/ Environment	1					
15	Matthew May	Planning & Land Use	1					
16	Roy Nwaisser	Public Safety				1		
17	Anni Keusseyan	Religious	1					
18	Max Furberg	Youth					1	
	VAC.	Volunteer						
Board Quorum: 11			Total :	12	0	0	5	1
								0

We, the authorized signers of the above named Neighborhood Council, declare that the information presented on this form is accurate and complete, and that a public meeting was held in accordance with all laws, policies, and procedures. The above was approved by the Neighborhood Council Board, at a Brown Actcompliant public meeting where a quorum of the Board was present.

Authorized Signature:

Authorized Signature:

Print / Type Name:

Laure Stevens / Treasurer

Print / Type Name: Glenn Bailey / Second Signer

Date:

Wednesday March 26, 2025

Date:

\*\*Voted on this item but has not completed the City's Anti-Bias (ABLE) training requirement according to the EmpowerLA webpage for Encino NC as of the meeting start time.

# CITY OF LOS ANGELES

## BOARD OF NEIGHBORHOOD COMMISSIONERS

JOY ATKINSON  
PRESIDENT

LEONARD SHAFFER  
VICE PRESIDENT

DEBBIE WEHBE  
MAGGIE QUIROZ  
KEREN WATERS  
RANDELL ERVING  
DOUGLAS EPPERHART

Email: [commission@empowerla.org](mailto:commission@empowerla.org)

## CALIFORNIA



KAREN BASS  
MAYOR

NEIGHBORHOOD COUNCILS  
**EMPOWER LA**  
Department of  
NEIGHBORHOOD EMPOWERMENT

20<sup>th</sup> FLOOR, CITY HALL  
200 NORTH SPRING STREET  
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TELEPHONE (213) 978-1551  
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E-MAIL: [EmpowerLA@lacity.org](mailto:EmpowerLA@lacity.org)

CARMEN CHANG  
GENERAL MANAGER

ERICK MUÑOZ  
COMMISSION EXECUTIVE ASSISTANT

[www.EmpowerLA.org](http://www.EmpowerLA.org)

**DATE: May 15, 2025**

## 2025-2026 ZOOM LICENSE REIMBURSEMENTS Encino Neighborhood Council

**INVOICE # 26-022**

4924 Paso Robles Avenue, Encino, California 91316

Joshua Sautter, President, [joshsautter.enc@gmail.com](mailto:joshsautter.enc@gmail.com)

Laure Stevens, Treasurer, [lstevensencino@gmail.com](mailto:lstevensencino@gmail.com)

**DUE DATE: May 23, 2025**

Qty	Item Description	Unit Price	Amount
1	Commodity Code 4316: Software-Zoom Enterprise. Start date 05/06/2025 End date: 05/05/2026	\$140.57	\$140.57
1	Commodity Code 4316: Software-Zoom Audio Start date 05/06/2025 End date: 05/05/2026	\$53.17	\$53.17
<b>Total Cost</b>			<b>\$193.74</b>

Please make Checks Payable to:

**City of Los Angeles - Department of Neighborhood Empowerment**

200 N. Spring Street, Suite 2005

Los Angeles, CA 90012

Check Memo line should read: Your NC Name, Zoom License 25-26



Office of the City Clerk  
 Administrative Services Division  
 Neighborhood Council (NC) Funding Program  
 Board Action Certification (BAC) Form



NC Name: ENCINO Meeting Date: Wednesday March 26, 2025  
 Budget Fiscal Year: 2024 / 2025 Agenda Item: 6.B

Board Motion and/or Public Benefit Statement (CIP and NPG):  
**MOTION: The Encino NC approves the renewal of its Zoom license of up to \$225 for the period of April 1, 2025 through March 30, 2026; amount to be invoiced by the Department of Neighborhood Empowerment.**

Method of Payment: (Select One) ☐ Check ☒ Credit Card ☐ Board Member Reimbursement

**VOTE COUNT** Recused  
 Board Members must leave the room prior to any discussion and may not return to the room until after the vote is complete.

Board Member's First and Last Name	Board Position	Yes	No	Abstain	Absent	Ineligible	Recused
Joshua Sautter	Area 1				1		
LeeVante Haywood	Area 2	1					
VAC.	Area 3						
Robert Wenger	Area 4	1					
Diane Rosen	Area 5	1					
Laure Stevens	Area 6	1					
Andrew Zucker	Area 7				1		
Heather Michaels	At-Large	1					
Lissa Morrow	At-Large	1					
VAC.	Apt. / Condo						
Daniel Kashini	Business				1		
Kelvin Tolbert	Business	1					
Geri Hernandez-Abisor	Education	1					
VAC.	Encino Chamber						
Laurie Kelson	Encino EPOA	1					
Athena Novak	Home Owners Of Encino				1		
Glenn Bailey	Park/ Environment	1					
Matthew May	Planning & Land Use	1					
Roy Nwaiser	Public Safety				1		
Anni Keusseyan	Religious	1					
Max Furberg	Youth					1	
VAC.	Volunteer						
Board Quorum: 11	Total :	12	0	0	5	1	0

We, the authorized signers of the above named Neighborhood Council, declare that the information presented on this form is accurate and complete, and that a public meeting was held in accordance with all laws, policies, and procedures. The above was approved by the Neighborhood Council Board, at a Brown Actcompliant public meeting where a quorum of the Board was present.

Authorized Signature: *Laure Stevens* Authorized Signature: *Glenn Bailey*  
 Print / Type Name: Laure Stevens / Treasurer Print / Type Name: Glenn Bailey / Second Signer  
 Date: Wednesday March 26, 2025 Date:

\*\*\*Voted on this item but has not completed the City's Anti-Bias (ABLE) training requirement according to the EmpowerLA webpage for Encino NC as of the meeting start time.