



CITY OF LOS ANGELES
CALIFORNIA



Northridge West Governing Board

Janis Kraft, President; Kathleen Edwards, VP Admin; Nathan Lichtman, VP Outreach; Joel Lowell, Treasurer; Sam Dulys, Secretary

Alanna Flax-Clark,
Kevin Herzberg,
Nicolas Haddad,
Krystal Sims,
Jeff Diamond,
Diana Delgado,
Richard Young

NORTHRIDGE WEST NEIGHBORHOOD COUNCIL

200 N. Spring Street
Los Angeles, CA 90012

Email: NCsupport@lacity.org
Website: www.empowerla.org

Outreach Committee:
Nathan Lichtman, Alanna Flax-Clark, and Richard Young

Outreach Committee and Joint Whole Board Meeting Agenda

Zoom Meeting Online
Friday, February 6, 2026
11 am

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/82553388695>

Or Telephone +1 (669) 444-9171 US

Webinar ID: 82553388695

Si requiere servicios de traducción, favor de avisar al Concejo Vecinal 3 días de trabajo (72 horas) antes del evento. Por favor contacte a Sam Dulys, Secretaria, al (818) 675-1971, o por correo electrónico samdulys.nwnc@gmail.com para avisar al Concejo Vecinal.

IN CONFORMITY WITH THE JANUARY 1, 2026 ENACTMENT OF CALIFORNIA SENATE BILL 707 (DURAZO) AND LA CITY COUNCIL FILE 23-1114, THE NORTHRIDGE WEST NEIGHBORHOOD COUNCIL OUTREACH COMMITTEE MEETING WILL BE CONDUCTED VIRTUALLY.

Every person wishing to address the Board must dial +1 (669) 444-9171 and enter 825-533-886-95 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 2 minutes per speaker, unless adjusted by the presiding officer of the Board.

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).**

I. CALL TO ORDER AND BOARD ROLL CALL

II. GENERAL PUBLIC COMMENT - Comments from the public on non-agenda items within the Board's subject matter jurisdiction. Each speaker will be allowed 2 minute(s).

III. ANNOUNCEMENTS - Comments from the Board Members on non-agenda items within the Board's subject matter jurisdiction.

IV. NEW BUSINESS

1. Homelessness Town Hall - Review of prep meeting held on Jan 27, and consideration of upcoming potential actions
2. Discussion of Northridge Recreation Center's Salute to Recreation, potential NPG or sponsorship (May 15-17, 2026)
 - a. The Recreation Coordinator submitted an NPG for \$2500, discussion

thereof

- b. Consideration of sharing a booth/sponsorship with Northridge East or other neighborhood councils
3. Discussion of the City Clerk's Promotional Items Questionnaire and how the Northridge West NC can use it as a tool for promotional planning
4. Discussion of the planning and organization of in-person gatherings with stakeholders for the purpose of meeting with the Northridge West NC Board (considered at the least Outreach Committee meeting)
5. Review of the Department of Neighborhood Empowerment *Event Checklist and Guide for NCs* and how the Northridge West NC can use it as a tool for future event planning
6. Discussion of upcoming events

V. COMMITTEE NEXT STEPS AND ASSIGNMENTS

1. Summarize decisions and assign any follow-up tasks.
2. Confirm next meeting date, time, and format.

VI. ADJOURNMENT

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, nonexempt 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 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 Sam Dulys, Secretary, at (818) 675-1971 or email at samdulys.nwnc@gmail.com.

PUBLIC POSTING OF AGENDAS – Neighborhood Council agendas are posted for public review as follows:

- Matador Credit Union, 9401 Reseda Blvd, Northridge, CA 91324
- www.northridgewest.org

You can also receive our agendas via email by subscribing to L.A. City's Early Notification System (ENS)

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

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.NeighborhoodCouncilWebsite.org

Addenda (Referenced Documents)

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: Northridge West Neighborhood Council

SECTION I - APPLICANT INFORMATION

1a)	Supporters of Shadow Ranch & Woodland Hills Parks Inc	83-2624188	CA	11-26-18
	<i>Organization Name</i>	<i>Federal I.D. # (EIN#)</i>	<i>State of Incorporation</i>	<i>Date of 501(c)(3) Status (if applicable)</i>
1b)	8447 Faust Ave.	West Hills	CA	91304
	<i>Organization Mailing Address</i>	<i>City</i>	<i>State</i>	<i>Zip Code</i>
1c)				
	<i>Business Address (if different)</i>	<i>City</i>	<i>State</i>	<i>Zip Code</i>
1d)	PRIMARY CONTACT INFORMATION:			
	Merab Ruiz	(818)834-5172	merab.ruiz@lacity.org	
	<i>Name</i>	<i>Phone</i>	<i>Email</i>	
2)	Type of Organization- Please select one:			
	<input type="checkbox"/> Public School (not to include private schools) Attach Signed letter on School Letterhead	or	<input checked="" type="checkbox"/> 501(c)(3) Non-Profit (other than religious institutions) Attach IRS Determination Letter	
3)	Salute to Recreation Family Festival 100058 Reseda Blvd.	Northridge	CA	91325
	<i>Name / Address of Affiliated Organization (if applicable)</i>	<i>City</i>	<i>State</i>	<i>Zip Code</i>

SECTION II - PROJECT DESCRIPTION

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

The Salute to Recreation Family Festival is a long-standing community tradition that promotes recreation, health, and cultural diversity while fostering connections among residents of all ages and backgrounds. This grant will support free and low-cost activities, live entertainment, and interactive experiences. Funding will also enhance outreach efforts to include underserved communities, reinforcing the festival's role in promoting wellness, inclusivity, and community spirit in Northridge and the grater San Fernando Valley.

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)

This grant will directly benefit the public by enhancing the Salute to Recreation Family Festival's children's area, the battle of the bands, community concerts, providing free and engaging activities for families through the event. Funding will support interactive experiences such as the cheer and dance exhibitions, multi-cultural presentations, inflatable play structures, and hands-on activities designed to encourage play, movement, and social interactions. By making these attractions accessible to all attendees, the festival fosters a welcoming environment where families of all backgrounds can participate, play and celebrate the joy of recreation.

SECTION III - PROJECT BUDGET OUTLINE

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

6a)	Personnel Related Expenses	Requested of NC	Total Projected Cost
	n/a	\$	\$0
		\$	\$
		\$	\$
6b)	Non-Personnel Related Expenses	Requested of NC	Total Projected Cost
	Childrens Area/Inflatables/ Cheer and Dance Exhibition/Arts and Crafts	\$2,500	\$5,000
		\$	\$
		\$	\$

7) Have you (applicant) applied to any other Neighborhood Councils requesting funds for this project?
 No Yes If Yes, please list names of NCs: Mission Hills

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
	\$	\$
	\$	\$
	\$	\$

9) What is the TOTAL amount of the grant funding requested with this application: \$2,500

10a) Start date: 5 / 15 / 26 10b) Date Funds Required: 4 / 1 / 26 10c) Expected Completion Date: 05 / 17 / 16
 (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*

Anthony C. Scearce President Anthony C. Scearce 1-28-2026
 PRINT Name Title Signature Date

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

Robert Brostoff Secretary Robert Brostoff 1-28-2026
 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 for instructions on completing this form

Neighborhood Council Promotional Items Questionnaire

This questionnaire will assist Neighborhood Councils in evaluating promotional items to ensure they align with the Neighborhood Council Funding Program Policies and Guidelines.

Questions	YES	NO
Is the item under the nominal cost and value? (See suggested prices below.)	<input type="checkbox"/>	<input type="checkbox"/>
Is this item branded with the Neighborhood Council name/logo and at least one contact method (phone, website, email, or social media)?	<input type="checkbox"/>	<input type="checkbox"/>
Will these items be handed out during Neighborhood Council Outreach Events?	<input type="checkbox"/>	<input type="checkbox"/>
Is the item intended for all Neighborhood Council stakeholders?	<input type="checkbox"/>	<input type="checkbox"/>

If any are marked "NO" contact your Neighborhood Council Funding Representative for assistance.

Listed below are suggested prices based on common promotional items purchased by Neighborhood Councils. Please note, this list is not exhaustive. For further guidance on items not included here, please reach out to your funding representative.

Promotional Item	Cost Per Unit*
Coffee Mugs	\$5-\$10
Key Chains	\$1-\$2
Magnetic Clips	\$1-\$2
Pens	\$1-\$2
Pet Waste Dispenser	\$1-\$2
Reusable Tote Bag	\$1-\$4
Water Bottles	\$2-\$10

*Cost per unit does not include set-up fees, shipping or tax.

If you have any questions regarding the Neighborhood Council Funding Program, contact us at:

(213) 978-1058

Clerk.NCFunding@lacity.org

<http://clerk.lacity.gov/nc-funding-program>



Department of Neighborhood Empowerment Event Checklist & Guide for NCs

Before the Event

- Enlist volunteers to assist at the event
- Manage coverage and communicate the hours of the event to volunteers that will be attending
- Are there special parking arrangements for volunteers? If yes, make sure to communicate them
- Let your volunteers know the suggested dress code - should they wear NC-logo shirts?
- Have event sponsor's day-of contact in case there are any questions
- Arrive with enough time prior to the start time of event to allow for easy setup
- Contact EmpowerLA if you need support for the event (swag, staffing, promotion, etc.)
- Inform the NEA for your NC that there is an event and invite them to attend
- Do you need to approve outreach expenses for the event?
- Setup roles and responsibilities for volunteers to ensure that all duties are covered

Day of Event Checklist

*These items can vary depending on your event type. As general rules, think of your environment (park, community room, etc.), the weather and the audience that is attending the event, and plan accordingly. *This list is not meant to be all inclusive and you should think of the exceptions that may apply for your particular event.*

Table Items:

- Your NC tablecloth
- Signage
- Table and chairs (optional)
- Flyers that promote your NC and have contact information
- Email Sign-Up Sheets and Clipboard (optional)
- Pens for table
- Scratch paper (optional)
- NC-logo giveaway items: *(some ideas below, items may vary)*
 - Pens
 - Stickers
 - Canvas bags
- Water and snacks (optional - *these are for volunteers who are working the event*)

Setup Items:

- Tape (may be needed to hold items down)
- Scissors
- Markers
- NC signage to hang (optional)
- Canopy (optional)
- Dolly cart to transport items
- Paper weights to hold down items that may fly away (optional)

Event Staffing:

- NC t-shirts
- Schedule or shifts for volunteers
- Lead contact information for the volunteers
- Contact information for the event organizer

Engagement at Event

- When people ask if the giveaway items are free, suggest they sign up and provide their email to receive updates from us and then offer them the free item
- As people are walking by, ask them if they "would like information about their local Neighborhood Council"
- If you run out flyers, tell people interested to sign up to receive additional information
- Don't forget to take pictures at the event
- Walk the event and meet other community organizations and vendors there. Introduce yourself and let them know about the Neighborhood Council
- Bring business cards and make contacts
- Add a QR code that lead people to your website when possible to printed materials and signs

Post Event

- Take inventory of the items that were distributed at the event
- Process and add to your email distribution list the emails that you collected at the event
- Email any pictures from the event to the newsletter composer so they can share it with your email lists
- Add pictures to your social media accounts
- Send a 'thank you' email to the event organizer and share with them your positive experience
- Report to the board an overview of the event impact (# of items you distributed, # of email sign ups, pictures, etc.)