

DRAFT MINUTES  
Northridge West Neighborhood Council (NWNC)  
Regular General Board Meeting (GBM)  
Northridge Toyota  
19550 Nordhoff Street, 2<sup>nd</sup> Floor Meeting Room, Northridge 91324  
Tuesday, 8 July 2025 at 6.15PM

I. Call to Order and Board Roll Call

- President Jorge Jiménez called the meeting to order at 6.20PM and welcomed Qty board members and over Qty stakeholders.
- A quorum was declared via the following roll call:
  - Here (10) Diana Delgado, Jeff Diamond, Kathleen Edwards, Nicolas Haddad, Kevin Herzberg, Jorge Jiménez, Janis Kraft, Joel Lowell, Angelica Robinson, and Greg Wood
  - New Board Members (4) Sam Dulys, Alanna Flax-Clark, Nathan Lichtman, and Krystal Sims
  - Absent (xx)

II. Pledge of Allegiance

- Jorge led us in the Pledge of Allegiance.

III. General Public Comment

- Glenn Bailey mentioned that the Valley Alliance of Neighborhood Councils (VANC), representing the valley's thirty-four neighborhood councils, would meet via Zoom on Thursday, July 10<sup>th</sup> beginning at 6.30PM. Additional information can be found at VANC's website at <https://vanc34.org/>

IV. Announcements

- a. August 5<sup>th</sup> NWNC Executive Board meeting
- b. August 12<sup>th</sup> NWNC General Board Meeting
- c. Department of Neighborhood Empowerment (DONE) Training Updates for Board Members

V. Swearing in of Newly Elected NWNC Board Members

VI. Nominations and Selection of NWNC Executive Officers

VII. Approval of NWNC Monthly GBM Minutes for June 2025

- Someone made a motion to approve the April minutes; someone else seconded this motion, and it passed.

Aye (xx)	Delgado, Diamond, Edwards, Haddad, Herzberg, Jiménez, Kraft, Lowell, and Wood
Abstain (xx)	Robinson
Absent (xx)	Robinson

VIII. Approval of NWNC Monthly Expenditure Report (MER) for June 2024

- Someone made a motion to approve the June MER; someone else seconded this motion, and it passed unanimously.

IX. Presidential Comments

X. Government Reports

a. Public Safety LAPD Devonshire Division

- The non-emergency number for the LAPD is 1-877-ASK-LAPD.
- Devonshire Community Relations Volunteer Mikkie Loi reported that ...

b. CD12 City Council Representative

- Deputy District Director Myrka Martinez from CD12 reported that

c. Other Government Departments/Agencies

d. Department of Neighborhood Empowerment (DONE)

- NEA John Darnell from DONE reported that

e. Budget Advocates

- The advocates co-chair Glenn Bailey ....
- For additional information, the advocates website is <https://www.budgetadvocates.org/>

#### XI. NWNC Committee Reports

a. Executive Committee

- Jorge reported .....

b. Public Safety

- Chairwoman Kathleen had no report.

c. Government Affairs

- Greg had no news to report.

d. Planning and Land Use

- Diana reported that

e. Elections

- Jorge reported ....

- f. Homelessness
  - Angelica was absent hence there was no report

- g. Beautification
  - Jorge had no news to report ...

- h. Budget
  - Treasurer Joel briefly mentioned these numbers.

Annual Budget				\$25,000.00
Expense to Date	Funding Request	\$ 0.00		
	Credit Card	165.50		165.50
Total Outstanding	Commitments	0.00		
	Pending Payments	134.40		134.40
Net Available				\$24,700.10

- i. Outreach
  - Janis thanked all who participated

- j. Education
  - Committee Chairman Nic Haddad had no news to report.

XII. New Business

- a. Discussion and possible motion to approve the addition of stakeholder Richard Young to the NWNC board to fill a vacant At-Large board member seat that has a term expiration date of 2027.

- b. Discussion on NWNC board member training requirements, expectations, and responsibilities.

- c. Discussion and introduction to incoming board members: NWNC Bylaws, The Brown Act, Robert’s Rules of Order, Code of Conduct, Agendas, Motions, NPG’s, CIP’s, Council Files, and CIS’s.
  
- d. Discussion and possible motion to approve spend of up to \$1000 to purchase NWNC branded outreach giveaway items.
  
- e. Discussion on logistics and board member participation needs for National Night Out being held at Northridge Park on August 5th, 2025.
  
- f. Discussion and selection of NWNC committee chairs and committee members.
  
- g. Discussion on NWNC operational assets management and needs, such as: selecting a new physical location for posting meeting agendas, selecting new storage key holders, understanding mail services, and inventory assets management.

XIII. Adjournment

- o Someone made a motion to adjourn the meeting at 9PM; Someone else seconded this motion, and it passed unanimously.

==== PREVIOUS MONTH’S MEETING =====

XIV. Call to Order and Board Roll Call

- o President Jorge Jiménez called the meeting to order at 6.20PM and welcomed nine board members and over eight stakeholders.
- o A quorum was declared via the following roll call:

- Here (9) Diana Delgado, Jeff Diamond, Kathleen Edwards, Nicolas Haddad, Kevin Herzberg, Jorge Jiménez, Janis Kraft, Joel Lowell and Greg Wood
- Absent (1) Angelica Robinson

XV. Pledge of Allegiance

- o Jorge led us in the Pledge of Allegiance.

XVI. General Public Comment

- o Glenn Bailey mentioned that the Valley Alliance of Neighborhood Councils (VANC), representing the valley’s thirty-four neighborhood councils, would meet via Zoom on Thursday, June 12<sup>th</sup> beginning at 6.30PM. Additional information can be found at VANC’s website at <https://vanc34.org/>

XVII. Approval of NWNC Monthly GBM Minutes for April 2025

- o Someone made a motion to approve the April minutes; someone else seconded this motion, and it passed.
  - Aye (7) Diamond, Haddad, Herzberg, Jiménez, Kraft, Lowell, and Wood
  - Abstain (2) Delgado and Edwards
  - Absent (1) Robinson

XVIII. Approval of NWNC Monthly Expenditure Report (MER) for April 2024

Date	Vendor	Description	Amount
April 2	PY Golden State Storage	Office	\$ 165.50
April 9	Mail Chimp	Outreach	45.00
April 21	Supporters of Shadow Ranch and Woodland Hills Parks	Neighborhood Purpose Grant (NPG)	5,000.00
		Total	<u>\$5,210.50</u>

- o Joel Lowell made a motion to approve the April MER; Kathleen Edwards seconded this motion, and it passed unanimously.
- o Treasurer Joel added that the FY2025-26 budget package must be in place by the start of the fiscal year, Tuesday, July 1<sup>st</sup>. It remains unknown whether the NWNC will acquire \$25k or additional funds for the new fiscal year. By August, neighborhood councils will know the amount of their FY2025-26 budget, as well as the permitted rollover.

XIX. Approval of NWNC MER for May 2024

Date	Vendor	Category	Amount
May 2	PY Golden State Storage	Office	\$ 165.50
May 7	Apple One	Office	329.20
May 8	Supporters of Law Enforcement in Devonshire (SOLID) for their new narcotics trailer	NPG	2,500.00
May 8	Neighborhood Council Budget Day	Outreach	1,000.00
May 9	Mail Chimp	Outreach	45.00
May 22	City Department of Neighborhood Empowerment (DONE)	Office	100.00
		Total	<u>\$4,139.70</u>

- o Joel Lowell made a motion to approve the May MER; Janis Kraft seconded this motion, and it passed unanimously.

XX. Announcements

- d. July 1<sup>st</sup> NWNC Executive Board meeting
- e. July 8<sup>th</sup> NWNC General Board Meeting
- f. Department of Neighborhood Empowerment (DONE) Training Updates for Board Members
  - o Someone mentioned that the three new board members should be sworn in by Tuesday, July 1<sup>st</sup>; perhaps a special meeting may be called in late June to swear them in. The Tuesday, July 8<sup>th</sup> meeting will include a ceremonial swearing in.
  - o Glenn added that the new board is official as of 12.01AM on Tuesday, July 1<sup>st</sup>. However, a ranking board member, carried over from the previous board, may lead the meeting.
  - o Neighborhood Empowerment Advocate (NEA) John Darnell offered to run the July meeting. Once the new executive board is established, he will then turn the meeting over to them. He will stay throughout the meeting to assist the new president and board.
  - o Jorge offered to establish a special executive board meeting sometime in June. One of the agenda items will be the location of the new mailbox, as the current mailbox is closed. Glenn suggested that the Special Executive Committee meeting could be classified as a “Joint Board” meeting so that other board members could attend and speak.
  - o John added that they hoped to have the meeting at the desirable Northridge Toyota; this facility has plenty of parking and an elevator. However, although John reviewed the men’s room, his inspection was rejected because he did not review the lady’s room (he assumed that it would be identical).
  - o If approved, per Glenn Bailey, the NWNC could host meetings at the Northridge Toyota for three consecutive months. Beyond that, the city clerk’s office will establish a contract with Northridge Toyota at a cost of \$1/year.
  - o Kathleen reported that she completed her mandatory Cornerstone financial management training earlier today. She asked if the three new board members have access to their Cornerstone training. John replied that the new board will receive emails regarding their Cornerstone training by Friday, June 20<sup>th</sup>.
  - o Kathleen added that a Community Impact Statement (CIS) for Council File (CF) 25-0193, approved on Tuesday, April 8<sup>th</sup>, has not yet been posted on the city clerk’s CF Management System website at <https://cityclerk.lacity.org/lacityclerkconnect/index.cfm?fa=ccfi.viewrecord&cfnumber=25-0193>

XXI. Presidential Comments

- o Jorge reported that it has been a pleasure serving on the NWNC these past four years. One of his action items is to put together a “how to” cheat sheet for his successors.
- o Kathleen, Kevin, and other board members thanked Jorge for all that he has done.

XXII. Government Reports

- f. Public Safety LAPD Devonshire Division
  - The non-emergency number for the LAPD is 1-877-ASK-LAPD.
  - Devonshire Community Relations Volunteer Mikkie Loi reported that Senior Lead Officers (SLOs) are no longer available to attend neighborhood council meetings.
  - She reported a few crime statistics for the LAPD’s Devonshire Division, including

0	Homicides	14	Grand Theft Auto
4	Rapes	110	Thefts
  - The LAPD remains concerned about increased scams/thefts by trickery.

- Please always be aware of where you park your vehicle. Even at home, lock your vehicles and never leave your key-fob in your car. Also, never leave cash or anything in plain view. Recently, there were two thefts of significant amounts of cash taken immediately after someone left their bank.
- Residential burglars are planting cameras around houses to study a family's routine. Watch out for odd cameras in your bushes or a suspicious vehicle parked across the street.
- Kathleen added that corner homes seem to be targeted. However, houses with cars in the driveway are less likely to be robbed. Mikkie replied that thieves are becoming brazen and will break in even while folks are at home. If you suspect that, be sure to make a lot of noise and yell that you are calling the police.
- Please download the LAPD Devonshire app for additional information.
- Many are concerned about unpermitted street food vendors. Myrka mentioned that it can be very easy to acquire a street food permit, possibly for merely \$25. These folks are monitored by the LA County Health Department; additional information can be found at their website. <http://www.publichealth.lacounty.gov/eh/business/unpermitted-street-food.htm>. The more people complain about a certain location, the more likely there will be additional inspections and visits.
- Michelle Hales asked about fireworks. If anyone is setting off fireworks, they must be monitored by the LAPD and LAFD. Otherwise, the city attorney can be involved. Use the following linkage to report fireworks in your neighborhood <https://www.lapdonline.org/fireworks-complaints/>
- Mikkie also reported that Special Project Coordinator and Homelessness Liaison SLO Sean Taylor works with the Heavy Metal Task Force to investigate copper wire theft; this resulted in over 250 arrests in 2024. If you see anyone with copper wire, immediately contact your SLO with the location and photographs.

g. CD12 City Council Representative

- Deputy District Director Myrka Martinez from CD12 reported that in May, Councilman Lee voted against the city's proposed budget. He did not believe that it went far enough to generate a balanced budget and did not adequately focus on public safety. These issues are being addressed and CD12 anticipates the budget clearing council within a few days.
- July 22<sup>nd</sup> through 25<sup>th</sup>, CD12 is partnering with the city's Emergency Management Department for Camp ReadyLA, a free program for young adults, aged 18 to 24, who will train to become emergency leaders. Participants will gain disaster preparedness, team building, and leadership skills for their professional development with hands-on experience in the field and career building activities. For registration and additional information, please visit their website at <https://emergency.lacity.gov/readyla/camp>
- The city's Department of Recreation and Parks is entering the second phase of the Park Needs Assessment. A community meeting will be held on Saturday, June 28<sup>th</sup> beginning at 10AM at the Granada Hills Recreation Center, 16730 Chatsworth Street. Attendees can review data, share ideas, and help shape the future of LA's parks.
- CD12's Rapid Response Team visited 11-locations in May, picking up over 39 pieces of bulky discarded items.
- Myrka will attend the next in-person NWNC meeting to present certificates to the ERNC board.

h. Other Government Departments/Agencies

- Field Representative David Geihs from Assemblywoman Pilar Schiavo’s office reviewed her assembly bill packages:
  - AB1020 Requires utilities to report information on nontraditional funding that the utility has applied for or received
  - AB1312 If a patient meets certain criteria, it requires a hospital to prescreen a patient for eligibility under the hospital’s charity care and discount payment policies
  - AB53 This Military Services Retirement and Surviving Spouse Benefit Payment Act proposes a state income tax exclusion for certain military retirement and survivor benefits
  - AB30 Authorizes blends of gasoline containing 10.5% to 15% ethanol to be sold in the state for use as a transportation fuel
  - AB535 Prevents the threatening of a witness or victim who assists in a prosecution
  - AB539 Requires a prior authorization for a health care service to remain valid for a year.
  - AB1509 Creates the California State Accrediting Agency for Veterans Education (CSAAVE) within the Department of Veteran’s Affairs, which will implement and administer federal and state requirements for the organization that will offer education awards
  - AB301 Establishes specific timeframes for all state departments involved in reviews and approvals for housing developments.
  - AB534 Requires contracts with Transitional Housing Placement Providers for foster youth to have a minimum ten-year term
  - AB226 Provides a financial safety net for the California FAIR Plan Association to address the surge in policyholders unable to secure fire insurance elsewhere.
- Saturday, June 21<sup>st</sup>, assembly district 40 will sponsor a free Job and Career Fair at the Santa Clarita Boys and Girls Club.
- Saturday, July 19<sup>th</sup>, Assemblywoman Schiavo will give away free school backpacks, loaded with school supplies, at the Child Care Resource Center, 20001 Prairie Street, Chatsworth.
- Saturday, August 16<sup>th</sup> beginning at 10AM, Ms. Schiavo will co-host the Youth and Family Festival at the Canyon Country Community Center, 18410 Sierra Highway, Santa Clarita.
- If anyone has any issues with a state agency, such as the EDD, Franchise Tax Board, etc. please reach out to David at [David.geihs@asm.ca.gov](mailto:David.geihs@asm.ca.gov), or for additional information, please visit their website at <https://a40.asmdc.org>.

i. DONE

- NEA John Darnell from DONE reported that Wednesday, April 30<sup>th</sup>, DONE sponsored their monthly Homelessness Liaison meeting with nearly a hundred attendees. They broke into subcommittees whereupon they discussed budget, outreach activities, etc.
- Saturday, June 21<sup>st</sup> will be the annual Neighborhood Council Budget Day at City Hall. This is DONE’s second largest event of the year [behind the September 27<sup>th</sup> annual Congress of Neighborhood Councils]. A tentative schedule is as follows:
  - 7.30AM Breakfast
  - 9.00AM Presentations at Council Chambers
  - 11.00AM Breakout Meetings with Budget Advocates
  - 12.30PM Tentative Adjournment
- A key topic of discussion will be the city’s \$2B deficit.
- Schedule attendees include city councilmembers, as well as:
  - Mayor Karen Bass
  - Controller Kenneth Mejia



- q. Beautification
  - Jorge had no news to report. However, there may be a concern with the city’s new budget.

r. Budget

- Treasurer Joel briefly mentioned these numbers.

Annual Budget			\$32,000.00
Adjustment			6,603.86
Budgeted Amount			38,603.86
Expense to Date	Funding Request	\$28,660.96	
	Credit Card	8,599.09	37,260.05
Total Outstanding	Commitments	0.00	
	Pending Payments	51.20	51.20
Net Available			\$ 1,292.61

- Joel added that the Mail Room recently submitted three \$250 invoices; perhaps we can simply bite the bullet and pay it this year. This will leave very little to rollover to the next fiscal year.

s. Outreach

- Janis thanked all who participated in the May 19<sup>th</sup> and 20<sup>th</sup> Salute to Recreation event.
- She added that the NWNC will need additional promotional items for the August 5<sup>th</sup> National Night Out. She has reviewed items at <https://imprint.com> and will further discuss this during the special meeting tentatively scheduled for late June.
- She recently received an email from the 818 Coalition regarding a proposed “Breakfast with the Brave” to salute our firefighting heroes on Saturday, August 23<sup>rd</sup>. This will be held at LAFD Station 39 at 14615 Oxnard Street, Van Nuys. Per that email, the organizers hoped that neighborhood councils would attend under the DONE banner, wear their NWNC shirts, and provide cookies and/or donuts.
- Glenn reported that the event’s organizer is the former president of the Van Nuys Neighborhood Council. He suggested that rather than provide fresh cookies and donuts, perhaps the NWNC could purchase granola bars for a board meeting. Leftover granola bars could be donated to this event. This will alleviate a great deal of paperwork and approvals from the city clerk’s office.

t. Education

- Committee Chairman Nic Haddad had no news to report.

XXIV. Old Business

- a. Discussion and possible motion to approve the designing of plans outlining criteria for the creation of a NWNC special account for specific use in brush clearance, tree trimming or removal from wildfire high-risk designated areas within the NWNC boundaries, as wildfire mitigation and public safety efforts
  - This agenda item was tabled as there is insufficient money in the accounts.

XXV. New Business

- h. Discussion and possible motion to approve moving \$1,400 from office expenses/outreach funds to NPG funds to reconcile fund availability

- Joel Lowell made a motion to alter this agenda item from office expenses/outreach to community improvement projects (instead of NPG); Janis Kraft seconded this motion, and it passed unanimously.
- Joel Lowell made a motion to reallocate \$1,400 from community improvement projects to NPG; Janis Kraft seconded this motion, and it passed unanimously.

i. Discussion and possible motion to approve fiscal year 2025/26 budget for the NWNC

- Joel reviewed the proposed budget:

Category	Operational Expenditure	Amounts		
	Golden State Storage	\$ 2,000		
	Host Seller	20		
	ICD Soft	100		
	Foreign Transaction Fee	20		
	Apple One	2,000		
Office	USPS PO Box	325	\$ 8,500	
	Mail Room	3,000		
	Meals at Board Meetings	250		
	Zoom Licenses	400		
	Canva License	130		
	Mail Chimp	45		
	Office Supplies	210		
Outreach		4,000		4,000
Elections		0		0
	Neighborhood Purpose Grants (NPGs)	10,000		10,000
	Community Improvement Projects (CIP)	2,500	2,500	
	<b>Total</b>		<b><u>\$25,000</u></b>	

- The \$2k and \$325, budgeted for storage and the mailbox [respectively] may increase.
- The \$4,000 budgeted for Outreach will go towards promotional items, communications, etc.
- The \$2,500 for CIP may go towards beautification, tree trimming, topiary maintenance, etc.
- In response to Nic’s query, the Mail Room (\$250/month x 12 = \$3,000) handles the website, social media, etc. The website’s name and hosting are offshore; hence a foreign transaction fee is incurred.
- As the NWNC previously supported the LAFD by providing them with funds for fans, if they require new kitchen equipment, they can work with a non-profit that supports their efforts. A similar action is done as the Police Activity League Supports (PALS) and SOLID support the LAPD.
- Jeff Diamond made a motion to approve this FY2025-26 budget; Diana Delgado seconded this motion, and it passed unanimously.

j. Discussion and possible motion for NWNC to submit a CIS about the pending neighborhood council budget, and any other budgetary issue to CF 25-0600 Budget Proposal Fiscal Year 2025-26

- This CIS will request that neighborhood councils receive at least \$32k/year for each of their council budgets. Several councils have already presented CISs regarding this council file.
- Kathleen Edwards made a motion to approve a CIS addressing CF 25-0600-S7, requesting a neighborhood council budget increase of at least \$32k; Diana Delgado, Jeff Diamond, and Greg Wood seconded this motion, and it passed unanimously.

- k. Discussion and possible motion for NWNC to submit a CIS in support of CF 25-0314 which proposes to create a five-person advisory group on the city's finances and budget, to encourage one of the five participants to be a neighborhood council budget advocate
  - Glenn provided a brief explanation of this council file. This position does not mandate a neighborhood council member.
  - Joel Lowell made a motion to approve this CIS addressing CF 25-0314; Diana Delgado seconded this motion, and it passed unanimously.

- l. Discussion and possible motion to approve NWNC's participation at National Night Out taking place on Tuesday, August 5<sup>th</sup> in Northridge Park.
  - Jorge and Janis reminded everyone that this is a very popular nationwide event. It starts at 4PM, and a movie (TBD) starts at 8PM, at which time the NWNC will breakdown their display.
  - Janis Kraft made a motion to approve the NWNC's participation in the National Night Out on Tuesday, August 5<sup>th</sup>; Joel Lowell seconded this motion, and it passed unanimously.
  - Following the vote, Janis will email SLO Zamora regarding the NWNC's participation in this event.

XXVI. Adjournment

- o Jorge Jimenez made a motion to adjourn the meeting at 9PM; Joel Lowell seconded this motion, and it passed unanimously.