

**Neighborhood Council  
Executive Committee**

Kay Hartman, Chair  
Jeff McIlvain, Vice Chair  
Anna Schaefer, Member  
Ana Garcia Lima, Member

**CITY OF LOS ANGELES**  
CALIFORNIA



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**PALMS NEIGHBORHOOD COUNCIL**  
**Joint Board and Executive Committee Meeting Agenda**  
**Wednesday, September 24, 2025 – 7:00 p.m.**

**Fire Station 43**  
**3690 Motor Ave, Los Angeles, CA 90034**

Si requiere servicios de traducción, favor de avisar al Concejo Vecinal 3 días de trabajo (72 horas) antes del evento. Por favor contacte Anna Schaeffer, Secretaria, por correo electrónico al [Anna.Schaeffer@palmsnc.la](mailto:Anna.Schaeffer@palmsnc.la) para avisar al Concejo Vecinal.

**PUBLIC INPUT AT NEIGHBORHOOD COUNCIL MEETINGS** Comments from the public on other matters not appearing on the agenda that are within the Board's jurisdiction will be heard during the General Public Comment period. Please note that under the Brown Act, the Board is prevented from acting on a matter that you bring to its attention during the General Public Comment period; however, the issue raised by a member of the public may become the subject of a future Board meeting. Public comment is limited to two minutes per speaker, unless adjusted by the presiding officer

*The Neighborhood Council system enables meaningful civic participation for all Angelenos and serves as a voice for improving government responsiveness to local communities and their needs. We are an advisory body to the City of Los Angeles, comprised of stakeholder volunteers who are devoted to the mission of improving our communities.*

- I. CALL TO ORDER & ROLL CALL**
  - a. Call to Order
  - b. Roll Call
- II. INTRODUCTIONS**
  - a. Introductions and welcome
- III. GENERAL PUBLIC COMMENT**
  - a. Limited to non-agenda items
- IV. COMMITTEE BUSINESS**
  - a. **MOTION** to approve the updated budget
  - b. **MOTION** to approve the updated admin packet
  - c. **MOTION** to designate Kay Hartman to receive the election records from the 2025 Neighborhood Council (NC) Elections

- d. **DISCUSSION** Are we still good with the vision, mission, goals in the [bylaws](#)?
- e. **DISCUSSION** When will the ad hoc bylaws committee meet?
- f. **MOTION** to authorize the Palms Neighborhood Council to spend up to \$150 for 1000 [outreach flyers](#)
  - i. 500 flyers are \$99.93 plus tax
  - ii. 1000 flyers are \$111.32 plus tax
- g. **DISCUSSION** on Palms NC boundaries
- h. **DISCUSSION** on our website, especially the mobile version
- i. **DISCUSSION** on where to store our BACs
  - i. Google drive or not. If Google drive, where?
- j. **DISCUSSION** on open positions
  - i. Community Based Organizations Representative
  - ii. Secretary
  - iii. Business Representative
- k. **DISCUSSION** on committees
  - i. Business Relations
  - ii. Education/Youth/Community
  - iii. Green Committee
  - iv. Outreach
  - v. Planning and Land Use Management
  - vi. Transportation and Infrastructure
  - vii. Unhoused and Public Safety

**V. Adjournment:**

- a. Next meeting is October 22, 2025 at 7:00 p.m.

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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, assistive listening devices, or other auxiliary aids and/or services may be provided upon request. To ensure availability of services, please make your request at least 3 business days (72 hours) prior to the meeting by contacting the Department of Neighborhood Empowerment by calling (213) 978-1551 or email: [NCsupport@lacity.org](mailto:NCsupport@lacity.org).

**Public Posting of Agendas –**

Neighborhood Council agendas are posted for public review as follows:

- Woodbine Park Kiosk, 3409 S. Vinton Ave
- <https://palmsnc.la/>
- 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](http://ethics.lacity.org/lobbying). For assistance, please contact the Ethics Commission at (213) 978-1960 or [ethics.commission@lacity.org](mailto:ethics.commission@lacity.org).

**Public Access of Records –**

In compliance with Government Code section 54957.5, non-exempt writings that are distributed to a majority or all of the board in advance of a meeting may be viewed at our website: <https://palmsnc.la/> 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 Anna Schaeffer, Secretary, at [Anna.Schaeffer@NeighborhoodCouncil.org](mailto:Anna.Schaeffer@NeighborhoodCouncil.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 <https://palmsnc.la/>.