

**Palms Neighborhood Council
Executive Committee**

Kay Hartman, Chair
Maria Bajenov, Vice Chair
Vacant, 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, April 22, 2026 – 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 Kay Hartman, Presidente, por correo electrónico al kay.hartman@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 nomination of Heather Biddle for Vice President
 - i. [Resume](#)
 - b. **MOTION** to approve the nomination of Neal Broverman for Area E Representative

- i. [Cover letter](#)
 - ii. [Resume](#)
- c. **DISCUSSION** on our budget
 - i. How much money remains for this fiscal year?
 - ii. **MOTION** to approve an update to the [2025-2026 Administrative Packet](#)
- d. **DISCUSSION** on the 2026-2027 budget
- e. **DISCUSSION** Web site update status
 - i. Calendar spelled wrong on the home page
 - ii. 2025-2027 Board page needs updating
 - iii. Boundaries of Palms page needs to be updated with a map that says Karen Bass instead of Eric Garcetti
 - iv. Committees page and committees download are out-of-date
 - v. Newsletter page has not been updated since June 2025
 - vi. Home page dropdown menus aren't consistent with the pages under it
 - vii. Elected officials page should include a wider swath of elected officials
 - viii. Events don't show up on calendar
 - ix. Default the calendar to monthly view
 - x. Cannot successfully click on map
- f. **MOTION** to authorize the Palms Neighborhood Council to submit a [CIS](#) in support of [Council File 19-0229-S2](#) to enforce the fair work week ordinance
- g. **MOTION** to authorize the Palms Neighborhood Council to submit a [CIS](#) to support if amended [Council File 25-0600-S78](#) to study and fund website and app updates in response to new ADA requirements
- h. **MOTION** to authorize the Palms Neighborhood Council to submit a [letter](#) to Council Member Yaroslavsky about [Council File 25-0600-S78](#) in response to new ADA requirements
- i. **MOTION** to authorize the Palms Neighborhood Council to spend up to \$256 for a renewal of its Zoom license
- j. **MOTION** to authorize the Palms Neighborhood Council to contribute \$1000 to Neighborhood Council Budget Day
- k. **MOTION** to authorize the Palms Neighborhood Council to contribute \$1000 to the Congress of Neighborhoods Event
- l. **MOTION** to authorize the Palms Neighborhood Council to spend up to \$500 to purchase certificates of merit for students at Charnock Road Elementary School with good attendance
- m. **MOTION** to reconfigure the Palms Neighborhood Board by removing one Business Representative seat and adding an Equity Officer seat
 - i. Another idea, if someone likes it better and wants to amend, is to replace the Business Representative with a Parliamentarian
 - ii. In either case, the new position would be a member of the Executive Committee

- iii. The Equity Officer would approve all graphics for sensitivity to special classes. The Officer would also make sure all we are doing, including running our meetings, is fair. The Equity Officer would be elected at large and is required to be a Palms stakeholder 18 years or older.
- iv. The Parliamentarian would be responsible for understanding our bylaws, our standing rules, and Robert's Rules and help us keep our meetings on track. The Parliamentarian would also chair the Ad Hoc Bylaws Committee. The Parliamentarian would be elected at large and is required to be a Palms stakeholder 18 years or older.
- n. **DISCUSSION** on new [NC Funding Policies and Guidelines](#)
 - i. Funding-related matters, including Neighborhood Purpose Grants (NPGs) and Monthly Expenditure Reports (MERs), must be approved as individual agenda items and cannot be approved under Consent Calendars.
 - ii. Treasurers are to report the Monthly Expenditure Report (MER) to the board and its stakeholders on a monthly basis regarding the status of its NC Funding Program account including expenditures, outstanding expenditures, and the total remaining balance for the fiscal year.
 - iii. Under the LA Administrative Code, gratuities not exceeding 15 percent (15%) are allowable where reasonable and customary. For the NC Funding Program, fees and tips given to food delivery personnel, catering and service personnel, (up to 15 percent of the bill exclusive of taxes) are considered customary.
 - iv. A physical inventory must be taken at least once every 2 years. For NCs which follow a 2-year board election schedule, their inventory certification process is to coincide with the board installation after the board election.
 - a. The assigned board member of the outgoing NC Board responsible for the inventory list must provide a completed inventory form indicating all NC inventory items to the incoming board.
 - v. Food and beverage expenses cannot exceed \$10 per person and are subject to an annual limit of \$3,600 per fiscal year.
 - vi. The event approval request packet is comprised of the following documents to be deemed complete for review:
 - a. Flyers/promotional material
 - b. Proof of artwork, i.e. designed materials, t-shirts, flyers, etc.
 - vii. NCs shall vote on completed NPG application packets which include the following documents:

- a. 501(c)3 Letter of Determination from the Internal Revenue Service and status verification from the California Secretary of State and/or Department of Justice for a non-profit organization applicant;
 - b. Or Letter from the school on the school's letterhead, signed by the school principal for a public school applicant
- viii. Donated-space - This is space that is privately owned by an individual, corporation or business that is not charging the NC a fee to use their location. This will require the owner to provide the City with a letter each fiscal year and on business letterhead, identifying the exact items and space they are providing the NC along with the monetary value associated with said donation. Donated space will require City Council to accept these donations on behalf of the NC as NCs are not authorized to accept donations.
- ix. Eligibility to Award Neighborhood Purposes Grants
 - a. NCs cannot be delinquent with their Monthly Expenditure Reports submissions to the NC Funding Program
- x. Under Article IX, Section 902, NCs do not have the authority to enter into contracts, agreements, permits, and/or memorandums of understanding.
- xi. **MOTION** to authorize the Palms Neighborhood Council to submit a [letter](#) to Mayor Bass about the updated Neighborhood Council Funding Guidelines
- xii. **MOTION** to authorize the Palms Neighborhood Council to submit a [letter](#) to request Councilmember Yaroslavsky move to increase the 15% tip allowed by ordinance
- o. **DISCUSSION** on Metro ride-along follow-up
- p. **DISCUSSION** on February 26 Fire Department Pancake Breakfast logistics
- q. **DISCUSSION** Bridal shower graphics in our Canva
- r. **DISCUSSION** on open positions
 - i. Vice President
 - ii. Business Representative
 - iii. Area E Representative
 - iv. Youth Representative
- s. **DISCUSSION** on committees
 - i. Community Engagement
 - ii. Green Committee
 - iii. Planning and Land Use Management
 - iv. Transportation and Infrastructure
 - v. Unhoused and Public Safety
 - a. Has William been given Word Press access?

V. Adjournment:

- a. Next meeting is May 27, 2026 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.

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. For assistance, please contact the Ethics Commission at (213) 978-1960 or 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 Kay Hartman, President, at kay.hartman@palmsnc.la.

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/>.