



agenda

COASTAL SAN PEDRO NEIGHBORHOOD COUNCIL

locally listening & leading ...



BOARD AND STAKEHOLDER MEETING AGENDA

Monday, September 21, 2015 » 6:30 p.m.
CABRILLO MARINA COMMUNITY BUILDING
224 Whalers Walk, Berth 28
San Pedro, CA 90731

The public is invited to speak on issues of general interest during the public comment periods at the beginning and end of the meeting. Comments on specific agenda items will be heard only when those items are considered. To ensure that all are heard, a time limit on public speakers may be set. Those wishing to make comment, but not wanting to speak publicly, may submit written communications to the committee.

1. **CALL TO ORDER** | and roll call.
2. **PUBLIC COMMENT** | Non-agenda items
3. **CONSENT AGENDA:**
 - A. **MINUTES** | Approval of minutes of August 17, 2015
 - B. **BUDGET & FINANCE** | Presentation for approval of monthly financial reports
 - C. **TRANSACTIONS APPROVAL** | Presentation for approval of monthly budgetary expenditure's and bank statements.
4. **LAPD REPORT** (10 Min)
5. **WRITTEN REPORTS FROM GOVERNMENT AGENCY REPRESENTATIVES** » | **CD15** |
Port of LA | US Congress | Los Angeles Rec and Parks | Others. (5 minutes each
6. **PRESENTATION: City of Los Angeles Department of Cultural Affairs Public Art Review Process.** *Presentation by artist of proposed artwork for Gaffey Street Pool. (20 min)*
7. **PRESENTATION: Southern California Gas Company Mimi Goh Project Manager, Advanced Meter Community Education & Outreach**
8. **COMMITTEE QUESTION TIME** | *(S)Election | Communications | Education | Public Safety | Port & Environment | Rec & Parks | Cultural | Rules & Bylaws | Transportation & Planning | Coastal Risk & Beautification| Legal Liaison*
9. **BOARD MEMBER COMMENTS** | *to board and stakeholders for non-agendized items*
10. **APPOINTMENTS** | *to Committees and other Committee actions*
 - A. Appoint Shannon Ross to the Planning & Transportation Committee

11. PRESIDENTS REPORT

12. ACTION ITEMS:

1. Communication & Outreach Committee Consent Agenda

All items were passed by unanimous vote of the Communication Committee

- a. Coastal San Pedro Neighborhood Council (CSPNC) will host a Flashlight Walk / Night of a Thousand Candles in conjunction with Council District 15 and neighborhood watches on a date yet to be determined.
- b. Due to the nonuse of the CSPNC phone, the subscription will be terminated immediately. All calls will be handled through our CSPNC office personnel.
- c. In order to streamline and coordinate communications, CSPNC will adopt the attached Proposed Communications Plan for 2015-16.

2. Rules & Bylaws Committee Consent Agenda *See attached for complete text of items*

- a. Reading and second presentation of Changes to Bylaws to reflect language recommended by DONE regarding posting requirements and grievance process.

13. PUBLIC COMMENT | *Non-agenda items*

14. ANNOUNCEMENTS

15. ADJOURNMENT

For more information, please call 424-205-1885 OR 888-885-8655; write to CSPNC, 1536 West 25th Street #223, San Pedro, CA 90732; or visit the Coastal San Pedro Neighborhood Council website at www.cspnc.org.

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, listening devices, or other auxiliary aids and/or services may be provided upon request. Please make your request at least 3 business days (72 hours) prior to the meeting you wish to attend by contacting us at 424-205-1885 OR 888-885-8655.

In compliance with government code section 54957.5, non-exempt writings that are distributed to all or a majority of the Board members in advance of a meeting may be viewed at our website by clicking on the following link: www.cspnc.org, at a location given in the item number of the agenda 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 the Coastal San Pedro Neighborhood Council at 424-205-1885 OR 888-885-8655.



August 17, 2015 Board and Stakeholder Meeting Minutes

POINT FERMIN PARK BAND SHELL

807 Paseo Del Mar, San Pedro, CA 6:30pm.

1. **Call to Order and Roll Call:** Meeting called to order at 6:41pm by President James Dimon. See list below for board member attendance. 11 Board members present. Approximately 50 stakeholders also in attendance.

Board Members	Roll Call Vote
James Baeza	Present
Gary Bettis	Excused
Slobodan Dimitrov	Excused
James Dimon	Present
Louis Dominguez	Present
Doug Epperhart	Present
Bob Gelfand	Present
Adele Healy	Present
Rick Plumley	Absent
Shannon Ross	Present
John Vidovich	Absent
Jason Villicano	Excused
Rachel Waugh	Excused
Christopher Jezina	Present
Mary Salinas	Present
Ben Spolarich	Present
Brian Vassallo	Present

2. **Public Comment:**

- a. **Dr. Bill Fleury:** Announced the Christian Music Festival, September 5, at Pt. Fermin Park. Four Stages with professional musicians, kids stage, portable stage and more. Free community event.
- b. **Marian McCann,** Chair of the Pt. Fermin Neighborhood Watch Groups, announced a block party on Sunday from 11am-3pm, Carolina Street from Shepard to Sunken City. The Councilman will be attending.
- c. **Leslie Jones:** Thanked the board for their volunteer work and reminded the board that they speak for the stakeholders. She looks forward to seeing what the new board has in store for the neighborhood council.
- d. **John Stinson,** President of the San Pedro Art Association, thanked the Board for their support of the recent student art event and also commented on City Watch online and bicycle lanes.
- e. **Andrea of the PV Land Conservancy:** Spoke about a Nature Preserve fundraiser. Requested possible sponsorship from the Coastal San Pedro Neighborhood Council.
- f. **Lorna Salem** commented on her frustrations with the Coastal SPNC Board not responding on the recent controversy with the Tiny House Project. President James Dimon explained that the board could not respond to her public comment but his President's report would have some comments related to the subject.

3. **Oath of Office:** The new Board read the Neighborhood Council Oath of Office in front of the stakeholders.

4. Approval of Items on Consent Agenda:

- a. **MINUTES** | Approval of minutes of July 15, 2015 Board and Stakeholder Meeting
- b. **BUDGET & FINANCE** | Presentation for approval of August monthly financial report.
- c. **TRANSACTIONS APPROVAL** | Presentation for approval of August budgetary expenditures and bank statement.

Motion by Doug Epperhart, seconded by James Baeza, to approve the items a, b and c on the above Consent Agenda. Motion passed with 11 yes votes (Baeza, Dominguez, Epperhart, Gelfand, Healy, Jezina, Ross, Salinas, Spolarich, Vassallo, Dimon), 0 no votes, 0 abstentions, 6 absent (Bettis, Dimitrov, Plumley, Vidovich, Villicano, Waugh).

5. LAPD: Officer Eve Wight talked about recent block parties which included an emergency preparedness fair and other events that were very successful. She also commented on the following:

- a. \$2,215 was raised by Coastal neighborhood watch members for Officer Wight to be used for a charity of her choice. The donations will fund a Library for Kids at Harbor Division.
- b. James Dimon applauded Officer Wight for her outreach in the community.
- c. Bob Gelfand commented on phone call scams where organizations such as the Fraternal Order of Police ask for donations. They are not affiliated with the LAPD. Officer Wight reminded everyone that the LAPD will never call you and ask you for money. There are many scam phone calls related to requesting citizens to purchase a green dot card and send it to them or they will call the police. Do not fall victim to these scams.

6. Port of LA: Augie Bezmalinovich provided the following information:

- a. Announced the upcoming Board of Harbor Commissioner (BOHC) meetings.
- b. Ports O'Call Development: July 13, the BOHC approved a non binding term sheet and extended the letter of intent until the end of 2015. Hopefully a ground lease will be completed by then.
- c. POLA is moving forward with the design of Sampson Way, construction will begin next year. Populus Incorporated was awarded a contract for the San Pedro Waterfront projects.
- d. The RFP for the boy scout property is still under review by the city attorney.
- e. The Jonn S. Gibson/I110 freeway onramp will be closed till Aug 30, then open to south bound traffic only. Sound walls are going up and there is work being conducted on the connector road
- f. C-Sreet interchange: The C Street ramp will be closed October 5th for 60 days.
- g. Navy Days, 2 cruisers and a destroyed were docked. Next year they are planning to do a Fleet Week around Labor Day, possibly get an aircraft carrier.
- h. Red Bull Global Rally Cross event is September 12-14 and the Lobster Fest is scheduled for the weekend of the 27th.
- i. Stakeholder question about graffiti on sound walls. Response that POLA is planting vines to cover the walls.

7. Rec and Parks Department: Representatives Raul Leon and Serina Ward (Harbor District Supervisor) were in attendance to answer questions related to Recreation and Parks:

- a. They spoke about the ramifications of feeding feral cats which attracts other wild life. They would like to have a meeting with the organizations who feed the cats to discuss solutions. This will be referred to the Rec and Parks Committee. There were several comments from stakeholders asking for a process to get cats trapped. They were referred to Animal Services. There was also a stakeholder who provided some website addresses that are helpful.
- b. Another stakeholder talked about Animal Lovers of South Bay which works with a trap and release process to get cats spayed and neutered.
- c. There was a stakeholder comment on problems with raccoons.
- d. Leslie Jones talked about lawn sprinklers that need adjusting at Angel's gate.
- e. There was also a request for Rec and Parks to do something about tumble weed at the edge of the cliff.

- f. Linda Hallet had concerns with the “Round Up” weed product which is affecting butterflies and this insecticide is known to kill the bees.

8. Presentation by California Department of Fish & Wildlife - Wildlife Watch Program: Several representatives from the Calif. Fish & Wildlife Department were in attendance to speak about collective actions of communities and government agencies for coexistence of communities and wildlife. The presentation was requested due to an increase in fox and coyote sightings in the area. Highlights of the presentation included:

- a. Dave Dodge, Conservation Coach, talked about an educational program called Wildlife Watch. Without education and the help of the public we can't get coyotes off the streets and out of our neighborhoods. Because of the drought their food source is being cut off and the coyotes are looking for an easy meal which unfortunately includes our pets.
- b. The Wildlife Watch Program works with the Police Dept. and Animal Services. It gets neighbors talking to neighbors to report what they see so that the departments have more information. They coach people on the behavior of coyotes, what to report, when to report, as well as natural and unnatural behavior of the wildlife.
- c. Coyotes have a great sense of smell and are attracted to back yards where people feed their pets.
- d. The Wildlife Watch Block Captain takes charge of a street and gets the people to report properly. We need this program because there just aren't enough officials to educate the public.
- e. Bud Betts, a volunteer officer, talked about the Departments “National Volunteer Program.” He patrols the area. This year is unique in that we are noticing a lot more coyotes due to the drought. The Coastal San Pedro community is special because it is already organized. This program gives the community a formula for organizing. It works well within the Neighborhood Watch system. We have to make sure that we and our neighbors are taking precautions, watchful of feeding wildlife. Dawn and dusk hours are the worst. It was stressed that feeding a wild animal is disrespecting that animal.
- f. The job of a wild life officer is to advise, educate and assist but the community runs its own program. The officers do not trap and relocate. They only trap in severe situations (human lives threatened).

9. Committee Question Time: None.

10. Board Member Comments on non-agenda items: None.

11. Appointments to Committees and other Committee Actions: James Baezer asked for this item to be addressed later in the agenda.

12. President's Report:

- a. **Presentation of 2015-2016 CSPNC Strategic Plan for Board approval.** Motion by Epperhart, seconded by Gelfand, to adopt the 2015-2016 Strategic Plan as presented (a copy of this plan will be available on the CSPNC.org website). Motion passed with 11 yes votes (Baeza, Dominguez, Epperhart, Gelfand, Healy, Jezina, Ross, Salinas, Spolarich, Vassallo Dimon), 0 no votes, 0 abstentions, 6 absent (Bettis, Dimitrov, Plumley, Vidovich, Villicano, Waugh).
- b. **Homelessness Issue recently dividing the community:** James Dimon explained the rules of the CSPNC. All meetings and all actions that the board addresses are to be in the public forum. The board must follow the Brown Act and announce all of their intentions 72 hours in advance to allow the community to sit in on the actions. The Chair of Public Safety had a family emergency and could not attend tonight's meeting but there will be a meeting on the Homelessness Issue in the very near future. The board is not ignoring or failing to act on the issue but abiding by the rules. Stakeholders were encouraged to sign up on the email distribution list if they are not currently on that list.

- c. **Port of LA Meeting Concerning the Red Car:** Dimon reported on the meeting he attended where the red car issue was discussed. He understands the red car is important to the community. One of the things they are talking about doing is keeping the red car in service once the rebuilding is done but utilizing a more efficient red car. The new red car does require the high boarding stations (it has a ground approach), they have handicap access, and their operating cost is only about 20% of the current red car. Louis Dominguez, CSPNC Port Committee Chair, was at the Board of Harbor Commissioners (BOHC) meeting and commented that the figures presented to the Commission on the cost of rebuilding and continuing with the red car were staggering and he feels it will take a lot of education of the BOHC to get them to vote to bring it back.

13. ACTION ITEMS:

- a. **Porch Candle Motion:** The following motion was brought forth by Brian Vassallo as a stakeholder (not from committee):

Neighborhood Watch Porch Candles:

Due to the increase and therefore frequent occurrence of property crime in San Pedro, the Coastal San Pedro neighborhood Council (CSPNC) endorses and considers funding for the following program. Candle on a Porch will be an addition to the current neighborhood watch groups. Any front porch displaying a candle for the evening demonstrates they are keeping an eye on their neighborhood. The more candles we can put out the more we can demonstrate San Pedrans are looking out for each other. In this way a message could be sent to those who commit crimes that we are watching.

THEREFORE, the CSPNC endorses this program and approves an amount not to exceed \$350 be set aside and utilized to purchase 500 LED candles to start the program and inform the community of our efforts. (A motion was made by Epperhart, seconded by Gelfand to postpone the vote on this motion until immediately after the 2015-2016 Budget was passed later in the meeting. Motion carried unanimously).

Motion by Epperhart, seconded by Baeza, to approve above Porch Candle Motion as written above. Motion passed with 11 yes votes (Baeza, Dominguez, Epperhart, Gelfand, Healy, Jezina, Ross, Salinas, Spolarich, Vassallo, Dimon), 0 no votes, 0 abstentions, 6 absent (Bettis, Dimitrov, Plumley, Vidovich, Villicano, Waugh).

- 14. **Animal Services Report:** At this point in the meeting Officer Hoang Dinh (wildlife zoologist) of LA Animal Services arrived and reported briefly on the coyote issue. He endorses the state's Wildlife Watch Program. Program information can be found on the LA Animal Services website, click on Pet Care and find Wildlife on the drop down menu. The officer can be reached at the following email address: Hoang.Dinh@lacity.org. He hopes to see San Pedro embrace the Wildlife Watch program. With social media the issue is getting more attention and in some cases some exaggeration. Being part of the program the community can learn more about the Coyote issue. Coyote's are nature's "cleanup crew."

15. Budget and Finance:

- a. **Presentation and Approval of 2015-16 CSPNC Budget:** Mary Salina, CSPNC Treasurer, presented the 2015-2016 Budget. More money has been allocated for the newsletter from the neighborhood purposes grant section so that more outreach can be accomplish to get more stakeholder to attend the meetings. The following Budget was presented for approval:

Coastal San Pedro Neighborhood Council		
Budget for Fiscal Year 2015-2016		
Funds		
Yearly Allocation		
Total		\$ 37,000

	Budget		
Codes	Category	%	Total
	100 Operations		
AUD	Audio and Visual Services	8%	2,800
EDU	Training and Board Retreat	0%	
FAC	Facilities Related and Space Rental	2%	750
MIS	Miscellaneous Expense	1%	500
OFF	Office Equipment and Supplies	0%	
POS	Postage	0%	50
TAC	Temporary Staff	6%	2,400
TRL	Translation and Transcription	0%	-
	Sub Total	18%	6,500
	200 Outreach		
ADV	Advertising	2%	600
EVE	Event Expense / Food & Refreshments	9%	3,300
MEE	Meeting Expense	5%	1,800
NEW	Newsletter Expense	36%	13,500
WEB	Website Maintenance/Enhancement/Creation	2%	800
	Sub Total	54%	20,000
	300 Community Improvement		
CIP	Community Improvement Projects	0%	-
	Sub Total	0%	-
	400 Neighborhood Purpose Grants		
GRT	Neighborhood Purpose Grants	28%	10,500
	Sub Total	28%	10,500
	500 Elections		
ELE	Election Outreach Expense	0%	
	Sub Total	0%	-
	Grand Total		37,000

Motion from Committee to approve CSPNC 2015-2016 budget as presented passed with 11 yes votes (Baeza, Dominguez, Epperhart, Gelfand, Healy, Jezina, Ross, Salinas, Spolarich, Vassallo, Dimon), 0 no votes, 0 abstentions, 6 absent (Bettis, Dimitrov, Plumley, Vidovich, Villicano, Waugh).

Approval of CSPNC regular monthly expenses, not to exceed the following amounts:

The Mailroom – Virtual Office Services - \$99.00
The Mailroom – Website Services - \$25.00
The Mailroom – Storage Fees - \$50
The Mailroom – Social Media/Email Services - \$25.00
Lloyd Staffing – Transcription Services - \$102.96 (\$25.74 per hour)
Andrew Menzes – Audio and Setup Services - \$190.00
Go Daddy – Website Charge - \$14.99
Evoice – Phone Charge - \$12.99
Constant Contact – Email Services - \$35.00
Meeting Food - \$150.00 (\$1,800 per year)
Miscellaneous Expenses - \$41.67 (\$500 per year)
PO Box Rental - \$150.00 per year

Motion from Committee to approve CSPNC regular monthly expenses as shown above. Motion passed with 11 yes votes (Baeza, Dominguez, Epperhart, Gelfand, Healy, Jezina, Ross, Salinas, Spolarich, Vassallo, Dimon), 0 no votes, 0 abstentions, 6 absent (Bettis, Dimitrov, Plumley, Vidovich, Villicano, Waugh).

b. Neighborhood Purposes Grant Process and Schedule for the 2015-2016 Term. Mary Salinas gave an overview of the suggested new schedule for NPG's for 2015-2016 as shown below. NPG's will be funded only twice a year to improve the process. This is a better way to manage the timeline of applications:

The Coastal San Pedro Neighborhood Council shall consider and determine allocation of Neighborhood Purpose Grants using the following process:

There shall be two periods of eligibility as follows:

Autumn 2015

Application deadline: September 30, 2015

Budget and Finance Committee meeting to determine Neighborhood Purpose Grant recommendations: October 12, 2015

Board meeting to determine Neighborhood Purpose Grant allocations:

October 19, 2015

Spring 2016

Application deadline: January 31, 2016

Budget and Finance Committee meeting to determine Neighborhood Purpose Grant recommendations: February 8, 2016

Board meeting to determine Neighborhood Purpose Grant allocations: February 22, 2016

No more than \$5,250 shall be allocated in each round.

The Coastal San Pedro Neighborhood Council shall widely advertise the availability of Neighborhood Purpose Grants and schedule for presenting applications.

Motion from Committee to approve Neighborhood Purposes Grant Process and Schedule for the 2015-2016 Term as shown above. Motion passed with 11 yes votes (Baeza, Dominguez, Epperhart, Gelfand, Healy, Jezina, Ross, Salinas, Spolarich, Vassallo, Dimon), 0 no votes, 0 abstentions, 6 absent (Bettis, Dimitrov, Plumley, Vidovich, Villicano, Waugh).

- 16. Port and Environment Committee:** Louis Dominguez gave an overview of the present and future value of the Red Car and presented the following motion for approval:

Whereas: The Red Car in San Pedro is a hugely popular attraction and amenity both to residents and visitors, and

Whereas: it has attracted over 1.1 million riders since beginning operations, and

Whereas: The Port of Los Angeles has not yet involved community representatives in the formal consideration of shutting down and restoring the Red Car following road reconstruction.,

Therefore: The Coastal San Pedro Neighborhood Council urges the Port to:

- 1. Convene a working group including community and port representatives to consider the present and future value of the Red Car, carefully consider alternatives for restoring the Red Car line and work together to arrive at the best value solution for the Red Car's future in San Pedro.*
- 2. Express its support to the continued operation of the Red Car for as long as possible until actual construction on the Sampson Way realignment.*
- 3. Express its support for the continued operation of the Red Car from 22nd Street to the Ports O'Call village station during the realignment process.*
- 4. Express its support for the reestablishment and continued operation of the full Red Line in the future.*
- 5. Express its support for the Red Car to be integrated into the marketing of the Ports O'Call redevelopment. We further support the changing of the Red Car operation from the Engineering Department to the Marketing Department.*
- 6. Express its support maintaining the Red Car fleet for community access during the period it is out of service.*

Motion from Committee as presented above passed with 10 yes votes (Baeza, Dominguez, Epperhart, Healy, Jezina, Ross, Salinas, Spolarich, Vassallo, Dimon), 0 no votes, 0 abstentions, 1 recusal (Gelfand), 6 absent (Bettis, Dimitrov, Plumley, Vidovich, Villicano, Waugh).

- 17. Communication & Outreach Committee:** The following motions were presented for approval.

- a. *The CSPNC shall allocate an amount of money not to exceed \$500 to purchase name tags and business cards for Board members.*

Motion from Committee passed with 11 yes votes (Baeza, Dominguez, Epperhart, Gelfand, Healy, Jezina, Ross, Salinas, Spolarich, Vassallo, Dimon), 0 no votes, 0 abstentions, 6 absent (Bettis, Dimitrov, Plumley, Vidovich, Villicano, Waugh).

- b. *The CSPNC shall host a potluck beach party at Cabrillo Beach and allocate an amount not to exceed \$100 for the purchase of water and paper goods.* Motion from Committee passed with 11 yes votes (Baeza, Dominguez, Epperhart, Gelfand, Healy, Jezina, Ross, Salinas, Spolarich, Vassallo, Dimon), 0 no votes, 0 abstentions, 6 absent (Bettis, Dimitrov, Plumley, Vidovich, Villicano, Waugh).

- 18. Rules & Bylaws Committee:** The following motions were brought forth by the Committee:

- a. **Changes to Bylaws to reflect language recommended by DONE regarding posting requirements and grievance process:**

Whereas an insertion and modification of text into the Bylaws has been recommended by the Department of Neighborhood Empowerment,

Resolved, The Coastal San Pedro Neighborhood Council (CSPNC) shall amend its Bylaws by prepending the following text to Article VIII Section 3:

"At a minimum, meeting notices shall be posted in compliance with the Ralph M. Brown Act and in compliance with City of Los Angeles Neighborhood Council posting policy. An updated listing of the Neighborhood Council's physical posting location/s shall be kept on file with the Neighborhood Council.",
And be it further resolved, CSPNC shall amend its Bylaws by changing all instances of "EmpowerLA" to "Department of Neighborhood Empowerment" in Article VIII Section 3,

And be it further resolved, CSPNC shall amend its Bylaws by appending the following text to Article XI:

The Neighborhood Council grievance review process shall be conducted pursuant to any and all City ordinances, policies, and procedures pertaining to Neighborhood Council grievances.

Motion from Committee passed with 11 yes votes (Baeza, Dominguez, Epperhart, Gelfand, Healy, Jezina, Ross, Salinas, Spolarich, Vassallo, Dimon), 0 no votes, 0 abstentions, 6 absent (Bettis, Dimitrov, Plumley, Vidovich, Villicano, Waugh).

b. Standing Rule proposal regarding scheduling CSPNC Board and Stakeholder meetings:

Whereas it is desirable to have a standing rule regarding the regularly scheduled meetings of the Coastal San Pedro Neighborhood Council rather than depending on custom,

Therefore be it resolved that a new Standing Rule be created:

The standing meeting of the Board of the Coastal San Pedro Neighborhood Council shall be on the third Monday of each month, or may be one week later at the Board's discretion.

Motion from Committee to approve resolution passed with 11 yes votes (Baeza, Dominguez, Epperhart, Gelfand, Healy, Jezina, Ross, Salinas, Spolarich, Vassallo, Dimon), 0 no votes, 0 abstentions, 6 absent (Bettis, Dimitrov, Plumley, Vidovich, Villicano, Waugh).

c. Standing Rule proposal regarding scheduling CSPNC Agenda Meeting:

Whereas it is desirable to have a standing rule regarding the regularly scheduled meetings of the Coastal San Pedro Neighborhood Council Agenda Meeting rather than depending on custom,

Therefore be it resolved that Standing Rule 1 be amended by appending the following text:

The standing Agenda Meeting shall be one week prior to each Board meeting, or may be one week earlier at the Board's discretion.

Motion from Committee to approve resolution passed with 11 yes votes (Baeza, Dominguez, Epperhart, Gelfand, Healy, Jezina, Ross, Salinas, Spolarich, Vassallo, Dimon), 0 no votes, 0 abstentions, 6 absent (Bettis, Dimitrov, Plumley, Vidovich, Villicano, Waugh).

19. Rules & Bylaws Committee Funding Motion

a. Committee Motion to purchase Robert's Rules reference material not to exceed \$250:

Resolved, the Coastal San Pedro Neighborhood Council (CSPNC) shall allocate an amount not to exceed \$250 to purchase 10 copies of *Robert's Rules of Order Newly Revised 11th Edition* and *O.G. Jones Parliamentary Procedure at a Glance* to be owned by CSPNC and loaned to seated Board members.

Motion from Committee to approve resolution passed with 11 yes votes (Baeza, Dominguez, Epperhart, Gelfand, Healy, Jezina, Ross, Salinas, Spolarich, Vassallo, Dimon), 0 no votes, 0 abstentions, 6 absent (Bettis, Dimitrov, Plumley, Vidovich, Villicano, Waugh).

20. Appointments to Committees and other Committee Actions: James Baeza presented the following appointments to the CSPNC Committee:

a. Budget and Finance Committee: Dean Pentcheff

b. Port & Environment Committee: Dean Pentcheff

c. Transportation Committee: Gary Bettis and Michael Brown.

d. Public Safety: Jill Babajko and Stephen Mayoral

Motion by Baeza, seconded by Ross to approve the above Appointments to Committees passed with 11 yes votes (Baeza, Dominguez, Epperhart, Gelfand, Healy, Jezina, Ross, Salinas, Spolarich, Vassallo, Dimon), 0 no votes, 0 abstentions, 6 absent (Bettis, Dimitrov, Plumley, Vidovich, Villicano, Waugh).

21. Public Comment on Non-Agenda Items

a. Anthony Krusic: Commented on NWPNC and other board members going over budgets of the Harbor Department and unused funds of \$167 million found in a miscellaneous account.

b. J. Babajko – Spoke about her concerns related to the tiny house project. Although she is passionate about helping those in need, she does not feel that the solution to homelessness is providing these tiny houses.

- c. Another unidentified stakeholder was disappointed that the Coastal San Pedro Neighborhood Council had not been proactive and responded in any way to the recent issues surrounding the Central San Pedro Neighborhood Council Motion related to the Tiny House Project.
- d. Another stakeholder also voiced her concerns about the homelessness issue.
- e. Another stakeholder asked about the installation of signs that address the fines imposed for destruction of tide pools.

22. Adjournment: The meeting was adjourned at approximately 9:00pm.

Respectfully submitted,
Kristina Smith
for the Coastal San Pedro Neighborhood Council

Unapproved Draft

Department of Neighborhood Empowerment

Reporting Month:	AUGUST	MONTHLY EXPENDITURE REPORT
NC Name:	Coastal San Pedro	Submitted: 9/21/2015 13:29:42
Budget Fiscal Year:	2014-2015	



FILL IN ALL THE UNSHADED (WHITE) FIELDS (Must be submitted to the Department within 10 days of Board Approval along with documentation and hard copy)

EXPENDITURES BY LINE ITEM (for more than 12 expenditures, you may continue entering on page 3 of this worksheet - see below)							
A	Date / Item / Service Description	BUDGET CATEGORY	VENDOR	INVOICE NUMBER	OUT OF STATE VENDOR	1099 Reportable	TOTAL
1	7/16/2015 / Phone Charge	OPERATIONS	Evoice				\$12.99
2	7/17/2015 / Email Services	OPERATIONS	Constant Contact				\$35.00
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
SUBTOTAL: Expenditures by Line Item (May include totals on page 3, if entered)							\$47.99
B	CUMULATIVE EXPENDITURES FROM PRIOR MONTHS						\$47.99
C	OUTSTANDING COMMITMENTS						
	C 1. Outstanding Checks (checks that have been issued, but have not yet cleared the account)						
	C 2. Rent/Lease						
	C 3. Contractual Services						
	C 4. Large Purchases						
	C 5. Neighborhood Purpose Grants (pending or in process)						
	C 6. Temporary Staffing Services						\$477.98
	C 7. Storage						
	C 8. Other Outstanding Commitments ==> Description:						
SUBTOTAL: Outstanding Commitments							\$477.98
D	Total Expenditures & Commitments						\$573.96
E	Total Adjustments by Department (such as use taxes assessed, credits from prior fiscal years, etc) (use '+' for credits, '-' for deductions)						
F	Approved Budget 2014-2015						\$37,000.00
G	Balance of Budget						\$36,426.04

Revision Date 1-26-15

Reporting Month:	AUGUST
NC Name:	Coastal San Pedro

MONTHLY CASH RECONCILIATION				
Beginning Balance (A)	Funds Deposited (B)	Total Available (C) = (A+B)	Cash Spent this Month (D)	Remaining Balance (E) = C - D
\$9,202.01	\$90.00	\$9,292.01	\$47.99	\$9,244.02

MONTHLY BUDGETARY ANALYSIS					
Category Identifier	Budget Category	Adopted Budget (A)	Total Spent this Month (B)	Total Spent in Prior Months (C)	Unspent Budget Balance (D) = A - B - C
100	Operations	\$6,500.00	\$47.99	\$47.99	\$6,404.02
200	Outreach	\$20,000.00	\$0.00	\$0.00	\$20,000.00
300	Community Improvement	\$0.00	\$0.00	\$0.00	\$0.00
400	NPG	\$10,500.00	\$0.00	\$0.00	\$10,500.00

500	Elections	\$0.00	\$0.00	\$0.00	\$0.00
900	Unallocated	\$0.00	\$0.00	\$0.00	\$0.00
	TOTAL	\$37,000.00	\$47.99	\$47.99	\$36,904.02

NEIGHBORHOOD COUNCIL DECLARATION			
We, the Treasurer and Signer of the above indicated Council, declare that the information presented on this form is accurate and complete, and will furnish additional documentation to the Department of Neighborhood Empowerment upon request.			
Treasurer Signature		Signer's Signature	
Print Name	Mary Salinas	Print Name	James Baeza
Date		Date	
NC Additional Comments			

Revision Date 1-26-15

Reporting Month:	AUGUST
NC Name:	Coastal San Pedro

Page 3

ADDITIONAL EXPENDITURES BY LINE ITEM (Optional, do not print page 3 unless you use it)							
A	Date / Item / Service Description	BUDGET CATEGORY	VENDOR	INVOICE NUMBER	OUT OF STATE VENDOR	1099 Reportable	TOTAL
13							
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SUBTOTAL: Expenditures by Line Item							\$0.00

Revision Date 1-26-15

Department of Neighborhood Empowerment

Reporting Month:	JULY	MONTHLY EXPENDITURE REPORT
NC Name:	Coastal San Pedro	Submitted: 9/21/2015 13:26:52
Budget Fiscal Year:	2014-2015	



FILL IN ALL THE UNSHADED (WHITE) FIELDS (Must be submitted to the Department within 10 days of Board Approval along with documentation and hard copy)

EXPENDITURES BY LINE ITEM (for more than 12 expenditures, you may continue entering on page 3 of this worksheet - see below)							
A	Date / Item / Service Description	BUDGET CATEGORY	VENDOR	INVOICE NUMBER	OUT OF STATE VENDOR	1099 Reportable	TOTAL
1	7/1/2015 / Temporary Staff / Admin tasks (FY 14-15)		The Mailroom Virtual Office				\$238.99
2	7/2/2015 / Harry Bridges Institute / NPG (FY 14-15)		Harry Bridges Institute				\$3,000.00
3	7/2/2015 / Cabrillo Beach / NPG (FY 14-15)		Cabrillo Beach				\$2,000.00
4	7/2/2015 / San Pedro Art As / NPG (FY 14-15)		San Pedro Art As				\$1,500.00
5	7/6/2015 / Newsletter Printing (FY 14-15)		Reed Printing				\$1,964.73
6	7/6/2015 / Mailing of Newsletter (FY 14-15)		Perry Mailing Services				\$675.00
7	7/16/2015 / Phone Charge	OPERATIONS	Evoice				\$12.99
8	7/17/2015 / Email Services	OPERATIONS	Constant Contact				\$35.00
9							
10							
11							
12							
SUBTOTAL: Expenditures by Line Item (May include totals on page 3, if entered)							\$9,426.71
B	CUMULATIVE EXPENDITURES FROM PRIOR MONTHS						\$0.00
C	OUTSTANDING COMMITMENTS						
	C 1. Outstanding Checks (checks that have been issued, but have not yet cleared the account)						
	C 2. Rent/Lease						
	C 3. Contractual Services						
	C 4. Large Purchases						
	C 5. Neighborhood Purpose Grants (pending or in process)						
	C 6. Temporary Staffing Services						\$238.99
	C 7. Storage						
	C 8. Other Outstanding Commitments ==> Description:						
SUBTOTAL: Outstanding Commitments							\$238.99
D	Total Expenditures & Commitments						\$9,665.70
E	Total Adjustments by Department (such as use taxes assessed, credits from prior fiscal years, etc) (use '+' for credits, '-' for deductions)						
F	Approved Budget 2014-2015						\$37,000.00
G	Balance of Budget						\$27,334.30

Revision Date 1-26-15

Reporting Month:	JULY
NC Name:	Coastal San Pedro

MONTHLY CASH RECONCILIATION				
Beginning Balance (A)	Funds Deposited (B)	Total Available (C) = (A+B)	Cash Spent this Month (D)	Remaining Balance (E) = C - D
\$10,905.13	\$7,723.59	\$18,628.72	\$9,426.71	\$9,202.01

MONTHLY BUDGETARY ANALYSIS					
Category Identifier	Budget Category	Adopted Budget (A)	Total Spent this Month (B)	Total Spent in Prior Months (C)	Unspent Budget Balance (D) = A - B - C
100	Operations	\$6,500.00	\$47.99	\$0.00	\$6,452.01
200	Outreach	\$20,000.00	\$0.00	\$0.00	\$20,000.00
300	Community Improvement	\$0.00	\$0.00	\$0.00	\$0.00
400	NPG	\$10,500.00	\$0.00	\$0.00	\$10,500.00

500	Elections	\$0.00	\$0.00	\$0.00	\$0.00
900	Unallocated	\$0.00	\$0.00	\$0.00	\$0.00
	TOTAL	\$37,000.00	\$47.99	\$0.00	\$36,952.01

NEIGHBORHOOD COUNCIL DECLARATION			
We, the Treasurer and Signer of the above indicated Council, declare that the information presented on this form is accurate and complete, and will furnish additional documentation to the Department of Neighborhood Empowerment upon request.			
Treasurer Signature		Signer's Signature	
Print Name	Mary Salinas	Print Name	James Baeza
Date		Date	
NC Additional Comments	(FY 14-15) - Expenses from the previous fiscal year		

Revision Date 1-26-15

Reporting Month:	JULY
NC Name:	Coastal San Pedro

Page 3

ADDITIONAL EXPENDITURES BY LINE ITEM (Optional, do not print page 3 unless you use it)							
A	Date / Item / Service Description	BUDGET CATEGORY	VENDOR	INVOICE NUMBER	OUT OF STATE VENDOR	1099 Reportable	TOTAL
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SUBTOTAL: Expenditures by Line Item							\$0.00

Revision Date 1-26-15

Department of Neighborhood Empowerment

Reporting Month:	JUNE	MONTHLY EXPENDITURE REPORT
NC Name:	Coastal San Pedro	Submitted: 9/21/2015 13:34:49
Budget Fiscal Year:	2014-2015	



FILL IN ALL THE UNSHADED (WHITE) FIELDS (Must be submitted to the Department within 10 days of Board Approval along with documentation and hard copy)

EXPENDITURES BY LINE ITEM (for more than 12 expenditures, you may continue entering on page 3 of this worksheet - see below)							
A	Date / Item / Service Description	BUDGET CATEGORY	VENDOR	INVOICE NUMBER	OUT OF STATE VENDOR	1099 Reportable	TOTAL
1	6/2/2015 / Newsletter Postage	OUTREACH	USPS				\$225.00
2	6/4/2015 / Marias Resturant / Food for Board Meeting	OPERATIONS	Marias Resturant				\$145.79
3	6/4/2015 /Newsletter Mailing	OUTREACH	The Mail Room				\$794.00
4	6/4/2015 / Transfer to New Account						\$100.00
5	6/9/2015 / Rainbow Services / NPG	NPG	Rainbow Services				\$500.00
6	6/10/2015 / Angels Gate Cultural Center / NPG	NPG	Angels Gate Cultural Center				\$2,000.00
7	6/11/2015 / James Beaza	OPERATIONS	James Baeza				\$363.64
8	6/15/2015 / Lloyd Staffing	OPERATIONS	Lloyd Staffing				\$514.80
9	6/15/2015 /Temporary Staff	OPERATIONS	AppleOne				\$144.99
10	6/16/2015 / Phone	OPERATIONS	Evoice				\$12.99
11	6/17/2015 / Email Services	OPERATIONS	Constant Contact				\$35.00
12	equipment set up	OPERATIONS	Andrew Menzes				\$1,305.00
SUBTOTAL: Expenditures by Line Item (May include totals on page 3, if entered)							\$7,049.08
B	CUMULATIVE EXPENDITURES FROM PRIOR MONTHS						\$0.00
C	OUTSTANDING COMMITMENTS						
	C 1. Outstanding Checks (checks that have been issued, but have not yet cleared the account)						
	C 2. Rent/Lease						
	C 3. Contractual Services						
	C 4. Large Purchases						
	C 5. Neighborhood Purpose Grants (pending or in process)						
	C 6. Temporary Staffing Services						\$238.99
	C 7. Storage						
	C 8. Other Outstanding Commitments ==> Description:						
	SUBTOTAL: Outstanding Commitments						\$238.99
D	Total Expenditures & Commitments						\$7,288.07
E	Total Adjustments by Department (such as use taxes assessed, credits from prior fiscal years, etc) (use '+' for credits, '-' for deductions)						
F	Approved Budget 2014-2015						\$37,000.00
G	Balance of Budget						\$29,711.93

Revision Date 1-26-15

Reporting Month:	JUNE
NC Name:	Coastal San Pedro

MONTHLY CASH RECONCILIATION				
Beginning Balance (A)	Funds Deposited (B)	Total Available (C) = (A+B)	Cash Spent this Month (D)	Remaining Balance (E) = C - D
\$13,377.18	\$4,577.03	\$17,954.21	\$7,049.08	\$10,905.13

MONTHLY BUDGETARY ANALYSIS					
Category Identifier	Budget Category	Adopted Budget (A)	Total Spent this Month (B)	Total Spent in Prior Months (C)	Unspent Budget Balance (D) = A - B - C
100	Operations	\$6,600.00	\$3,282.21	\$0.00	\$3,317.79
200	Outreach	\$30,400.00	\$1,019.00	\$0.00	\$29,381.00
300	Community Improvement	\$0.00	\$0.00	\$0.00	\$0.00
400	NPG	\$0.00	\$2,500.00	\$0.00	-\$2,500.00

500	Elections	\$0.00	\$0.00	\$0.00	\$0.00
900	Unallocated	\$0.00	\$0.00	\$0.00	\$0.00
	TOTAL	\$37,000.00	\$6,801.21	\$0.00	\$30,198.79

NEIGHBORHOOD COUNCIL DECLARATION			
We, the Treasurer and Signer of the above indicated Council, declare that the information presented on this form is accurate and complete, and will furnish additional documentation to the Department of Neighborhood Empowerment upon request.			
Treasurer Signature		Signer's Signature	
Print Name	Mary Salinas	Print Name	James Baeza
Date		Date	
NC Additional Comments	These transactions occurred before Mary and James were treasurer and second signer, we have prepared this report to the best of our knowledge.		

Revision Date 1-26-15

Reporting Month:	JUNE
NC Name:	Coastal San Pedro

Page 3

ADDITIONAL EXPENDITURES BY LINE ITEM (Optional, do not print page 3 unless you use it)							
A	Date / Item / Service Description	BUDGET CATEGORY	VENDOR	INVOICE NUMBER	OUT OF STATE VENDOR	1099 Reportable	TOTAL
13	6/30/2015 / Andrew Menzes/ Sound equipment set up	OPERATIONS	Andrew Menzes				\$760.00
14	6/30/2015 / Theodore Shirley						\$147.87
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SUBTOTAL: Expenditures by Line Item							\$907.87

Revision Date 1-26-15

Proposed Communications Plan for 2015-16

Coastal San Pedro Neighborhood Council

MISSION AND PURPOSE

As defined by the city charter, the mission of neighborhood councils is “to promote more citizen participation in government and make government more responsive to local needs...”. This communications plan is intended to enable the Coastal San Pedro Neighborhood Council to fulfill that mission by communicating information to, and receiving information from, its stakeholders.

PRINCIPLES GUIDING DEVELOPMENT OF THE PLAN

TRANSPARENCY: The council’s decision-making processes are open and public. Meetings are properly noticed and reports issued promptly when decisions are made. Records are available to stakeholders and the public. Board members are chosen using a fair and open means, with stakeholders encouraged to run for the governing body.

INCLUSIVENESS: All stakeholders are encouraged to participate in decision-making processes. They are provided ample opportunity to shape the council’s agenda and their comments are welcomed during deliberations. Governing body members are chosen with consideration for encouraging diversity.

COLLABORATION: The governing body seeks to work with others—individuals and organizations—to maximize effectiveness for the common good.

ACCOUNTABILITY: The governing body and its officers are mutually bound to report to each other and stakeholders with decisions based on adequate input and without regard to personal agendas. Records are maintained in a timely manner and reports of council activities and decisions reported on a regular basis.

VIABILITY: The council’s decision-making processes operate within the law and rules, but retain simplicity and flexibility so that these processes do not unduly burden the governing board and stakeholders.

GOALS

BUILD A COMMUNITY

A community is not merely a population contained within a particular set of boundaries. For neighborhood councils, stakeholders include those who—at least—live, work, or own property within their boundaries. It also includes many who identify as stakeholders based on other interests. Identification as a stakeholder is the first step toward creating a community that exists beyond a legal definition. Community means interest and involvement; a willingness to become informed and participate in decision-making. The intent is to bring new and real meaning to the phrase “body politic” as a way of realizing the council’s mission and purpose.

BUILD A BRAND

Brand is not a logo or slogan. It is that which they signify in the minds of stakeholders. It is reputation. Adhering to the principles outlined in the previous section will go a long way to building a cohesive brand that stakeholders trust. Ideally, the council's brand will signify a positive sense of identity for its stakeholders.

CONTENT

Content falls into two broad categories: (1) official notifications and (2) information. Official notifications include meeting notices and agendas of the council and other government entities, especially those required by the Brown Act. Information includes everything else. In this category, there exists opportunity for the council to improve reporting on issues of interest to the community. This includes matters that may come before the council and for which the council is seeking stakeholder opinion. Matters on which the council has taken action should be reported to stakeholders in a timely manner. Content from entities such as news organizations and community organizations should also be considered if relevant, neutral, and of interest to stakeholders.

STAKEHOLDER RESPONSE

Stakeholder response is a priority of this plan. Every communication from the council should encourage stakeholders to inform the board of their opinions and ideas. Every means of communications to stakeholders should provide an easy method of response.

EVALUATION

Ongoing evaluation of the plan as it is implemented is necessary to realize its full potential. Stakeholders and board members should be encouraged to provide regular feedback so that adjustments may be made. A formal evaluation survey should be conducted near the end of the term. Specific metrics should be included as a measure of success or failure.

THE PLAN

1. **INVENTORY:** The secretary shall prepare and maintain an inventory of council electronic accounts, user names, and passwords.
2. **CALENDAR:** The secretary shall prepare and maintain an annual calendar of council meetings, events, and publication deadlines and dates.
3. **BUDGET:** Prepare a communications budget for the 2015-16 term.
4. **STANDARDS AND GUIDANCE POLICY:** Establish a standards and guidance policy to ensure that communications emanating from the council do not violate city rules or otherwise cause offense. Such a policy should also require that communications conform with positions taken by the council.
5. **STAKEHOLDER SUBSCRIPTIONS:** Establish and maintain a system for stakeholders and others to subscribe to various modes of council communications, including printed and electronic platforms such as newsletters, email notifications, Twitter, and RSS feeds.

6. PUBLICATIONS: At least two mass mailings to all residential stakeholders will be performed—one at the start of the term and one advertising the council’s election. At least two additional newsletters and/or postcards should be mailed to those subscribing to printed matter.
7. ELECTRONIC PLATFORMS: Evaluate current use of Facebook and YouTube accounts and consider possible improvements. Examine other available platforms or applications that may provide additional means of communications with stakeholders.
8. EVENTS: Determine opportunities for board members and council volunteers to interact with stakeholders at events hosted by the council or other community partners.
9. BUSINESS CARDS: Print cards containing information about council, including means to establish contact and subscribe to council communications. These cards to be distributed primarily by board members.
10. COMMUNICATIONS WORKING GROUPS: Establish working groups as needed to implement the communications plan.

V.2

(2nd Reading)

Rules and Bylaws Committee Motion

Whereas an insertion and modification of text into the Bylaws has been recommended by the Department of Neighborhood Empowerment,

Resolved, The Coastal San Pedro Neighborhood Council (CSPNC) shall amend its Bylaws by prepending the following text to Article VIII Section 3:

“At a minimum, meeting notices shall be posted in compliance with the Ralph M. Brown Act and in compliance with City of Los Angeles Neighborhood Council posting policy. An updated listing of the Neighborhood Council’s physical posting location/s shall be kept on file with the Neighborhood Council.”,

And be it further resolved, CSPNC shall amend its Bylaws by changing all instances of “EmpowerLA” to “Department of Neighborhood Empowerment” in Article VIII Section 3,

And be it further resolved, CSPNC shall amend its Bylaws by appending the following text to Article XI:

The Neighborhood Council grievance review process shall be conducted pursuant to any and all City ordinances, policies, and procedures pertaining to Neighborhood Council grievances.