

**October 21, 2013 Board and Stakeholder Meeting Minutes  
 Cabrillo Marina Community Building, 6:30pm.**

1. **Call to Order and Roll Call:** Meeting called to order at 6:38pm. See list below for board member attendance (quorum of 14 board members present). Approximately 30 stakeholders present.

<b>Board Members</b>	<b>Roll Call/Attendance</b>
Dave Behar	Present
Gary Bettis	Absent
Cari Lynn Burich	Absent
James Dimon	Absent
Louis Dominguez	Present
Bob Gelfand	Present
Lydia Gutierrez	Present
Chuck Hawley	Present
Dan Malstrom	Present
Matt Matich	Present
Chris Nagle	Present
Ana Rosa Ortiz	Present
Frank Pereyda	Present
Ted Shirley	Present
June Burlingame Smith	Present
John Vidovich	Present
Peter Warren	Present

2. **Reading and approval of minutes:** The minutes of the September 16, 2013 Board Meeting were approved as presented in the agenda packet with 10 yes votes, 0 no votes and 2 abstentions.

3. **Public Comment on Non-agenda items:**

- a. Bob Gelfand – Reminded the stakeholders and board of the purpose of the neighborhood council. We work to make government better and to serve the public interest and sometimes it is not always that fascinating. We should not take it personally and we should understand what we are here for.
- b. Dan Malstrom – Clarified what the residents on Alma mean about traffic. Congestion is only a symptom. Main complaint is the unsafe conditions caused by speeding and the amount of traffic. Wants the city to work on this issue in the right direction with the goal of reducing traffic, not make it easier to handle more with improvements. We need to look at these issues with the goals of mitigating the problems.
- c. Louis Dominguez announced “Operation Comedy”, an event on November 2<sup>nd</sup> that is free to veterans.
- d. June Smith – Reported that the Point Fermin Area has been having a problem with a “peeping tom.” Cameras in the area have caught the perpetrator in action but have not been able to identify him. The community is asked to report any suspicious activity.

- e. Melanie Jones – Announced the Angel's Gate event, Scary Stories, and thanked the Coastal SPNC for their support.

#### 4. Reports from Government Agency Representative:

- a. **Port of Los Angeles Report:** Augie Bezmalinovich reported:
  - i. Announcement of upcoming Board of Harbor Commissioners meetings in November.
  - ii. New Harbor Commissioner Anthony Pirozzi has joined the Harbor Commission. Dave Arian will remain as a Commissioner and Patricia Castellanos has also been appointed.
  - iii. Dr. Knatz has announced her retirement after working in the industry for 43 years. City Engineer Gary Moore will be acting general manager until a permanent general manager is appointed.
  - iv. Community Sponsorship Program. \$50,000 in grant money was available. 29 grant applications were received and 14 were awarded funds.
  - v. Annual waterfront meeting update (held September 24<sup>th</sup>). Video of the meeting can be found on [lawaterfront.org](http://lawaterfront.org).
  - vi. Next Waterfront Alliance Ports O'Call Redevelopment Public Outreach Meeting will be held on Tuesday, November 19<sup>th</sup>, 5:30-8:30pm at the Warner Grand Theater.
  - vii. Update provided on the Totem event ends November 10<sup>th</sup>.
  - viii. Happy Harbor Halloween in San Pedro and Wilmington will be held October 26<sup>th</sup>.
  - ix. Ralph J. Scott historical fire boat turns 88 years old with a celebration on October 26<sup>th</sup>. The vessel has a new protective covering.
  - x. Other events announced were the Angel's Gate Lighthouse Celebration; Veterans Appreciation event and the Vincent Thomas Bridge 50<sup>th</sup> Birthday Celebration. Details are available on the Port's website.
  
- b. **CD 15 Office:** Jacob Haik announced Kevin Bingham's resignation. He has moved back to San Diego to pursue a new career opportunity. Ryan Ferguson was introduced as the new Field Officer for San Pedro and was introduced. He is a resident of the Pt. Fermin area. His email address is: [Ryan.Ferguson@lacity.org](mailto:Ryan.Ferguson@lacity.org). His background include working with Councilman Joe Buscaino as a Legislative Deputy, as well as experience in Planning and Land Use issues and other aspects of city government. Highlights from Ryan's report:
  - i. Update on the new Board of Harbor Commissioners appointments and also the resignation of the Dr. Knatz. (Also reported by Port representative above).
  - ii. **Update on Oversized Vehicle Restriction.** The City Council approved an ordinance that will allow Council Offices to authorize by resolution restrictions on oversize vehicle parking. This ordinance will take effect on November 11, 2013.
  - iii. **Mayor Eric Garcetti's Great Streets Initiative, Executive Directive #1.** Focuses on economic revitalization, improved access and mobility, enhancing neighborhood character, greater community engagement, improved environmental resilience and safer and more secure communities.
  - iv. **Public Hearings:**
    - 1. October 22, 3<sup>rd</sup> and Final meeting of the White Point Landslide Advisory Committee, at the John Olguin Campus, Multipurpose Room 6:30pm.
    - 2. November 7, Board of harbor Commissioners. Consideration of the lease agreement for Alta Sea, Marine Research Facility at City Dock One at the Port of Los Angeles.
    - 3. Past Zoning Administration Public Hearing was held October 10<sup>th</sup> regarding entitlement request for 2004 S. Gaffey (at 20<sup>th</sup> Street),

Grocery/Liquor store. The market has been there for 27 years. Chuck Hawley was thanked for his attendance at that meeting.

- v. **Upcoming Events:** 2<sup>nd</sup> Annual Veterans Appreciation Festival, Nov. 9 at USS Iowa. All day event.
  - vi. **Peter Warren:** Asked for statistics related to crime, and statistics on increase in traffic accidents in the White Point landslide area before and after the landslide.
- c. **Los Angeles Police Department:** Eve Wight is back as Senior Lead Officer and will return to next month's meeting. Officer Nua reported for Eve Wight. He provided stats for September which reflect that the most visible crime in the Coastal area was aggravated assault, burglaries are up a bit from last year, as well as vehicle theft. Major issue in all areas of San Pedro is theft from motor vehicles. The LAPD is bringing additional patrol vehicles into San Pedro to help curb the increase in crime. Most of the thefts were from unlocked vehicles.
  - d. **Congresswoman's Office:** Ivan Sulic reported:
    - i. The office is back up and running now that the shutdown is over.
    - ii. No written report was provided but will be presented next month.
    - iii. Military Academy nominations from our District are being sought.
- 5. Question Time Regarding Written Officer and Committee Chair Reports:**
- a. Chris Nagle: Approval from the high school principal for students to get credit for attending NC meetings and participating in events in the community.
  - b. Gary Bettis: A written report was included in the agenda packet.
  - c. Ted Shirley: Budget and Finance Report was presented in the agenda packet. There were no funding requests this month. Committee discussed how to stay on budget. The committee also discussed a proposal for video production and social media services.
- 6. Board approval of all purchasing card transactions and monthly bank statements.**  
Treasurer Ted Shirley provided an overview of expenditures through the purchase card. **Motion by Lydia Gutierrez to approve the expenses as provided in the agenda packet (July 24<sup>th</sup> through September 7<sup>th</sup>). The motion was seconded by Matt Matich and passed with 13 yes votes, 0 no votes and 1 abstention.**
- 7. Presentation by Gas Company on "Advanced Meter" program.** Representatives from the Gas Company provided an overview of the new Smart Meter program and responded to questions from stakeholders and board members. Highlights of the program:
- a. A communication device will be added to the current meter. It will provide customers with usage information that they can access on-line.
  - b. The device is battery operated and runs on two 20-year life span batteries. The meter readers are being trained to do the installation.
  - c. They have installed 800,000 to date and have 6 million to do by 2017.
  - d. 1000 trucks will be taken off the road once the program is fully rolled out.
  - e. The program will be implemented in our San Pedro area in 2015.
  - f. Dan Malstrom raised questions about the security of the website and how the Gas Company would keep customer information secure.
- 8. Consent Calendar:** A consent calendar with 6 items was presented for approval: Item #13 was withdrawn from consent calendar. Items 8, 9 and 12 were pulled by various board members for further discussion. The remaining items (Items 10 and 11) were then presented on the Consent Calendar for approval by the board. **Motion to approve by Louis Dominguez, seconded by Frank Pereyda. Motion passed with 13 yes, 0 no, 1 abstention.** The wording of

the two items follows:

**Consent Calendar MOTION (#10)**

***Motion requesting the city government to provide adequate time for neighborhood councils to consider relevant proposals.***

*Whereas the city Charter mandates an early notification system for the purpose of enabling neighborhood councils to consider and act on matters of importance to their stakeholders, and*

*Whereas the current system of notification does not always provide adequate time for action by neighborhood councils,*

*Therefore be it resolved that the mayor and city council are urged to enter into an agreement with neighborhood councils whereby certain matters of particular importance which fall under the jurisdiction of the city council, its committees, and commissions will not be acted upon unless at least 60 days' notice has been provided to neighborhood councils;*

*Further, be it resolved, representatives of the mayor and city council shall consult with neighborhood councils to determine criteria for deciding which matters will be subject to the 60 day notice requirement.*

**Consent Calendar MOTION (#11)**

***Coastal San Pedro Neighborhood Council approves the Request for Proposals to design a CSPNC web site. (Request for Proposals attached to minutes).***

- 9. Agenda Item #8. Motion to adopt the Strategic Plan as amended.** A revised Strategic Plan was presented for approval. June Burlingame Smith spoke on the motion which came from the ad hoc committee. Peter Warren moved to amend the Strategic Plan by adding an additional paragraph under "Goals" between items 1 and 2. Motion to amend seconded by Chuck Hawley and passed with 13 yes, 0 no, 1 abstention. Motion as amended passed with 13 yes, 0 no, 1 abstention. The wording of the amended and approved Strategic Plan follows:

Mission:

*CSPNC 's mission is to make government more responsive to its stakeholders by performing rigorous assessments and analyses of noted problems and by facilitating communication between its constituents and Los Angeles City officials.*

GOALS:

- 1. Work with officials and staff from: the Council District 15 (CD15); the Department of Neighborhood Empowerment (DONE); the Board of Neighborhood Commission (BONC); and the Port of Los Angeles to assure smooth communication between the CSPNC and agencies responsible for administering policies, laws and regulations applicable to the CSPNC.*
- 2. Represent stakeholders by serving as the voice, and importantly the convener, of meetings on issues of concern for stakeholders with city, state and local officials and staff.*
- 3. Continue to work with other Neighborhood Councils (NC) in the Harbor Area to assure major issues impacting the region are addressed.*
- 4. Continue to develop training for the Board in order to achieve maximum effectiveness with a minimum of disruption.*
- 5. Continue to develop an active and responsive website that is user friendly, informative, and effective while ensuring that its voice reflects the agreed upon views of the Board.*
- 6. Manage the budget so that it follows City requirements and actuarially reflects the expressed wishes of the CSPNC stakeholders by funding projects and opportunities that support the CSPNC's stated mission.*
- 7. Continue to work with other NCs throughout Los Angeles on citywide initiatives and problems.*
- 8. Actively participate and support local events that strengthen the CSPNC community.*
- 9. Continuously train Board members in their roles as community leaders and spokes-people.*

SOLUTIONS:

- 1. Use technology as well as other official means of communication to assure that the CSPNC's needs and requests are communicated in a timely fashion to the proper officials and agencies.*
- 2. Build an effective and reasonably priced set of tools for CSPNC's Outreach Plan.*
- 3. Plan a budget that clearly balances and reflects CSPNC's goals and objectives for the year, minimizing expenditures on Board or committee meeting refreshments.*
- 4. Enable area vendors, when applicable, to further the goals of the CSPNC.*

5. *Work with CD 15, DONE, BONC, the Harbor Alliance of Neighborhood Councils (HANC), and the Los Angeles Neighborhood Coalition (LANC) to further develop rules and regulations guiding NCs so that these mandates are efficient but not prohibitive or intrusive for local Boards.*
6. *Find the right times and venues to increase stakeholder participation.*
7. *Conduct meetings so that they are respectful of every person's rights and privileges but also allow every voice to be heard.*

**10. Motion from Landslide Committee on traffic** (Item #9 on Agenda). Peter Warren moved to amend the motion to add an additional Further be it Resolved paragraph as follows: *Further be it resolved, CSPNC requests, before a decision is made on the disposition of Paseo Del Mar, completion and distribution of previously requested studies and comparative data for crime and serious accidents during the 22 months since and the 22 months after the landslide for the area south of 25<sup>th</sup> Street from Western Avenue east to Pacific Avenue.*

The motion to amend was seconded by June Smith. There was extensive discussion on the amendment as well as comments from Jacob Haik of the CD15 office. The motion to amend failed with a vote of 5 yes, 7 no and 1 abstention. **The motion as originally presented passed with 13 yes votes, 0 no votes and 1 abstention.** Wording of the approved motion follows:

*Whereas the traffic issues resulting from the landslide and the opening of South Region High School 15 (including increased traffic on surrounding neighborhood roads) combined with the traffic issues in existence prior to the landslide have created an unsafe environment for the impacted stakeholders.*

*Therefore be it resolved, the Coastal San Pedro Neighborhood Council (CSPNC) requests the City of Los Angeles Council District 15, Bureau of Engineering, and Department of Transportation proceed urgently with a comprehensive traffic study and plan for the impacted area that takes into account the recent traffic changes, on-going traffic issues and the inadequacy of the current local roads to sustain the increased usage.*

*Further be it resolved, the CSPNC requests that the referenced study and plan be completed no matter which option is the ultimate disposition for Paseo Del Mar.*

**11. Motion from Committee** (Item #12 on Agenda): **CSPNC delegates administration of the CSPNC web site to the elected Secretary of the Governing Board.** Passed with 13 yes, 0 no, 1 abstention.

**12. Motion supporting placement of a traffic signal at 25<sup>th</sup> and Moray** (Agenda Item #14):

Motion made by Gary Bettis and seconded by Matt Matich. Wording follows:

*Whereas, for several years, community leaders, parents, school officials, and neighborhood residents have requested the City to install a traffic signal at 25<sup>th</sup> Street and Moray Avenue. The absence of a traffic light at this intersection poses a real threat to the safety of numerous school-age children who use this intersection to walk to and from the South Shores Elementary School, along with other residents who frequent this area to shop at the 7/11 Store and Albertson's shopping center. In view of the, speeding motorists, and the high volume of traffic in this area a signal is warranted. The current flashing traffic light for pedestrian crossing has been ineffective for vehicular crossing. As always, safety of children and adults who use this intersection to walk to and from the elementary school and Albertson's shopping center is the primary reason for this request.*

*And whereas, to help prevent fatalities, traffic accidents and injuries from occurring at the above intersection, and to protect the safety of children and residents, it is necessary to install a traffic signal at 25<sup>th</sup> Street and Moray Avenue.*

*Therefore the Coastal San Pedro Neighborhood Council urges that the City Council direct DOT to take the necessary steps to immediately install a traffic signal at the intersection of 25<sup>th</sup> Street and Moray Avenue to (1) save lives; (2) help assure the safety of all City residents, including children crossing to the elementary school and shopping center; and (3) effectively monitor and manage, the flow of traffic, speed of vehicles, etc., traveling through this intersection, daily. FURTHER MOVE that the City Council direct the Department of Public Works - Bureau of Street Lighting, and other City departments, as appropriate, to take the necessary steps to assist in this effort by expediting the review process (i.e., the review of documents/plans, specific equipment request, etc.), to carry out the intent of this Motion. FURTHER MOVE that the City Council direct DOT to expedite the installation of the subject traffic signal at the above*

*location, and notify the respective Council office, upon such installation.  
Motion passed with 10 yes votes, 1 no vote and 2 abstentions.*

**13. Motion supporting placement of a traffic signal at 25th and White Point** (Agenda Item #15):  
(Moved by Chuck Hawley and seconded by Louis Dominguez). Wording of motion follows:

*Whereas for several years, community leaders, parents, military officials, and neighborhood residents have requested the City to install a traffic signal at 25<sup>th</sup> Street and White Point Drive. This location in essence serves as an intersection for the Vons Shopping Center. In view of the blinding sun, speeding motorists, and the high volume of traffic in this area due to the Vons Shopping Center, a signal is warranted. Additionally, the absence of a traffic light at this intersection poses a real threat to the local fire station. On more than one occasion the fire engine was almost hit by a car when leaving or entering the fire house. As always, safety of children and adults who use this intersection to walk to and from the military housing and shopping center is the primary reason for this request.*

*And whereas, to help prevent fatalities, traffic accidents and injuries from occurring at the above intersection, and to protect the safety of children and residents, it is necessary to install a traffic signal at 25<sup>th</sup> Street and White Point Drive.*

*Therefore the Coastal San Pedro Neighborhood Council urges that the City Council direct the DOT to take the necessary steps to immediately install a traffic signal at the intersection of 25<sup>th</sup> Street and White Point Drive to (1) save lives; (2) help assure the safety of all City residents, including children crossing to the shopping center; and (3) effectively monitor and manage, the flow of traffic, speed of vehicles, etc., traveling through this intersection, daily. FURTHER MOVE that the City Council direct the Department of Public Works - Bureau of Street Lighting, and other City departments, as appropriate, to take the necessary steps to assist in this effort by expediting the review process (i.e., the review of documents/plans, specific equipment request, etc.), to carry out the intent of this Motion. FURTHER MOVE that the City Council direct DOT to expedite the installation of the subject traffic signal at the above location, and notify the respective Council office, upon such installation.*

*Motion approved by 10 yes votes, 0 no, 1 abstention.*

**14. Appointment to Committees:** None.

**15. Public Comment:**

**Melanie Jones:** Bookmarks related to the Angel's Gate Scary Stories event went out to 9,000 children in the area.

**Gene Benda:** New homeowner in San Pedro at 16<sup>th</sup> & Gaffey spoke about problems in the alley behind his property and also concerns with violence in that area. He is asking for guidance on what the homeowners can do to address the issues and perhaps add lighting.

**Clay Marshall:** Made comments on Alma and public transportation in San Pedro.

**Andrew Menzes:** Reminded the board members of inventory in the storage shed. Additional bottled water for the meetings needs to be ordered and better storage containers may be necessary.

**16. Adjournment:** The meeting was adjourned at 8:45pm.

Respectfully submitted,  
Kristina Smith for CSPNC

## Attachment to Minutes for Item #8 -- REQUEST FOR PROPOSAL

Project: Website design and development.  
Target project completion: November 30, 2013

### **Project Goal**

Creation of a new CSPNC website that serves as not only a central data hub for additional social media but as a pleasant experience for users visiting the site directly. The site will encompass all CSPNC related information, calendars and contact information as well as promotional content.

There may also be a need for some additional training for administrators on how to update and post information to the site. The Communications Committee is open to suggestions or ideas to improve the site as a whole.

### **Project Sitemap/Structure**

Common elements across site:

- Visually pages should look more 'reference' than 'blog'
- CSPNC represents a coastal part of LA City and should reflect that in it's design/style
- Viewers are never invited to leave comments to any postings directly on the site but instead be referred to the CSPNC Facebook page for commentary
- All entries must be automatically moved into Archive once their occurrence date has passed
- All entries should be fed to CSPNC Facebook, Twitter, LinkedIn etc., based on relevance to expand social media broadcast and link backs, at the discretion of the CSPNC Website Admin.

### **Home**

Page will represent the overall design theme for the entire site and set the tone for all content delivery. Emphasis should be on making the site look more 'reference' and less 'blog'. As a core Wordpress site this is an interesting balance but we are confident the right designer can come up with something fitting.

Based on Wordpress API, the page will contain a graphical header, horizontal navigation bar and two columns (one wide and one narrow).

### **Header**

Subject to overall design specifics:

- Permanent logo placement of both CSPNC and LA City logos
- Rotating image(s) that showcase the Coastal San Pedro areas
- Small icon links to CSPNC Facebook, YouTube, LinkedIn, Twitter, RSS, etc., pages and feeds.

### **Navigation Bar**

Buttons include: Home, About, Governing Board, Events & Meetings, Archive, Media, and Contact.

### **Wide Column**

Reference style format highlighting headlines of key events, meetings or other information made available on the site with a 'read more...' prompt that expands to show all content in a story, meeting or event.

- Categories for postings include: Official CSPNC, CSPNC Meetings, CSPNC Agendas, CSPNC Minutes, \*Committee\* (each one by name) Agendas, Local Events, Greater San Pedro, LA City and Media
- Viewers will be able to instantly sort by any particular category and date to narrow presentation
- Keyword search box for finding specific content quickly
- All entries, when added, will automatically be submitted to the official CSPNC facebook page and other social media accounts
- Any addition to the Calendar will automatically create a new entry detailing the time and date of event/meeting in a standardized format (with appropriate link for viewers to download the calendar addition to their own personal calendars on iOS, Android, Windows, Mac, etc., using standardized formatting)
- Social media icons for viewers to link to their own or liked content pages

### **Narrow Column**

- Calendar module with summarized headlines of upcoming events/meetings and link to main visual calendar
- Sign up to receive information and notifications (including option to receive reminder texts for meetings possibly)
- Facebook module inviting viewers to join the CSPNC Facebook community and like our page
- Informational links relevant to Coastal San Pedro (i.e., links to law enforcement, schools, hospitals, utilities, LA City District 15, etc.)

## **About**

*Coastal San Pedro History*

*CSPNC Representation Map*

*Meeting Locations*

*Bylaws*

*Standing Rules*

*Important Information*

## **Events & Meetings**

- Designed link to view Visual Calendar (visual calendar should have options for viewers to download specific, or all, events/meetings in a standardized importable format to their personal computers, smartphones or devices)
- Reference style listing of all upcoming events and meetings sortable by category.
- Visual Calendar as separate page so display is appropriate

\*Google Calendar integration may work best here

## **Governing Board**

*Board Officers*

- Presented with name, position, headshot (if available, otherwise generic shadow) and personal synopsis

*Board Members*

- Presented with name, headshot (if available, otherwise generic shadow) and personal synopsis

*Committees*

- Presented with Chair name and headshot, contact information (with link), stated goals for committee and committee members

## **Archive**

*Agendas and Minutes*

- Sorted by date
- Must be searchable based on keyword

*Committee Written Reports*

- Sorted by date
- Must be searchable based on keyword

*All Other Postings* (this is a complete depository for all postings that have expired)

- Sorted by date
- Must be searchable based on keyword

## **Media**

*Video*

- Content automatically pulled from CSPNC YouTube Channel

*CSPNC Related Articles*

- Grabbed headlines based on links to articles where CSPNC is brought up, quoted, etc.

## **Contact**

- Contact Information
- Sign up for information and notification
- Request specific information