



agenda

COASTAL SAN PEDRO NEIGHBORHOOD COUNCIL

locally listening & leading ...



BOARD AND STAKEHOLDER MEETING AGENDA

Monday, August 17, 2015 » 6:30 p.m.

POINT FERMIN PARK BAND SHELL

807 Paseo Del Mar, 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 July 15, 2015
 - B. **BUDGET & FINANCE** | Presentation for approval of monthly financial report
 - 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: California Department of Fish & Wildlife - Wildlife Watch Program, Lt. Kent Smirl** regarding collective actions of communities and government agencies for coexistence of communities and wildlife. (30 min)
7. **COMMITTEE QUESTION TIME** | (S)Election | Communications | Education | Public Safety | Port & Environment | Rec & Parks | Cultural | Rules & Bylaws | Transportation & Planning | Coastal Risk & Beautification| Legal Liaison
8. **BOARD MEMBER COMMENTS** | to board and stakeholders for non-agendized items
9. **APPOINTMENTS** | to Committees and other Committee actions See attached
10. **PRESIDENTS REPORT**
 - A. Presentation of the 2015-16 CSPNC Strategic Plan for Board approval. **ACTION ITEM**
11. **ACTION ITEMS:**
 - A. **STAKEHOLDER / NON-COMMITTEE MOTIONS:** *From Agenda Meeting*
 1. Porch Candles

B. COMMITTEE MOTIONS:

1. Port and Environment Committee

- a. Consideration of present and future value of the Red Car. Consideration of community involvement regarding shutdown before and restoration of the Red Car after Sampson Way reconstruction. *See attached for complete text*

2. Communication & Outreach Committee

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

3. Budget & Finance Committee

- a. Presentation and Approval of 2015-16 CSPNC Budget. *See attached*
- b. Neighborhood Purpose Grant Process and Schedule for the 2015-16 Term. *See attached for complete text*

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

- a. Changes to Bylaws to reflect language recommended by DONE regarding posting requirements and grievance process.
- b. Standing Rule proposal regarding scheduling CSPNC Board and Stakeholder meetings.
- c. Standing Rule proposal regarding scheduling CSPNC Agenda Meeting.

5. Rules & Bylaws Committee Funding Motion

- a. Committee Motion to purchase Robert's Rules reference material no to exceed \$250

12. PUBLIC COMMENT | *Non-agenda items*

13. ANNOUNCEMENTS

14. 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.

CSPNC | Strategic Plan 2015-2016

Coastal San Pedro Neighborhood Council

Chairman/President, James Dimon

THE BIG VISION:

Increase stakeholder engagement with CSPNC and continue to improve the quality of life for all stakeholders in the Coastal San Pedro Neighborhood Council area by addressing issues of concern to the residents and stakeholders. Create connections with all other community groups within the CSPNC boundaries to work together on common issues (to include neighborhood watch groups etc.)

Big Goals:

1. Coastal San Pedro Neighborhood Council will continue to develop training for the Board in order to achieve maximum effectiveness.
2. Continue to work with the Council Office to provide smooth communications between stakeholder and the City Departments.
3. Continue to improve the website to make it an effective tool for stakeholders to access and information related to CSPNC and to provide information of value to community members. Work to increase stakeholder email database.
4. Manage the budget with stakeholder influence and oversight
5. Work with other Neighborhood Councils in the area on major projects that impact more than just the Coastal area.
6. Hold a Community event to help build relationships with CSPNC stakeholders and also utilize other events to outreach to community by having a CSPNC information booth.
7. Revise the CSPNC bylaws to be relevant and contemporary and in alignment with Empower LA.

The Big Solutions:

All goals are dependent on clear organizational leadership at every level of the Neighborhood Council, from executive staff to committee chairs and board members. Having a distinct understanding as to what the goals are and how to attain them is the Big Challenge. The Big Solution is developing the leadership capacity of board members by accomplishing Goal 1.

The Big Budget

- 1) Outreach \$_____.
- 2) Operations \$_____.
- 3) Neighborhood Purpose Grants \$_____.
- 4) Neighborhood Improvements \$_____.

The Big Score

1. Create a tracking system to track issues from inception to completion.
2. File Community Impact Statements
3. File Requests for Action to our elected and City Departments
4. Conduct 12 general board meetings and 40 committee meetings this year
5. Collaborate on at least 3 events with CD 15, City Departments, local organizations and schools, and other neighborhood councils
6. Increase our stakeholder database by 15%
7. Contact stakeholders electronically 3 times month

Neighborhood Council Self-Assessment Form for Fiscal Year 2014-2015

Neighborhood Council Name: COASTAL SAN PEDRO NEIGHBORHOOD COUNCIL

What was the BIG Vision(s) for your Council? The big vision was to increase stakeholder engagement with CSPNC and continue to improve the quality of life for all stakeholders in the Coastal San Pedro Neighborhood Council area by addressing issues concerning Public Safety, as well as Youth Empowerment.

What were the BIG Goals for fulfilling your Vision?

Big Goals:

- 1. Coastal San Pedro Neighborhood Council will continue to develop training for the Board in order to achieve maximum effectiveness. RESULTS:** Some board members attended additional training as provided by DONE. However, personality conflicts made it difficult to achieve maximum effectiveness as a Board. We hope that this will not be the case with the new 2015-2016 Board.
- 2. Continue to work with the Council Office to provide smooth communications between stakeholders and the City Departments. RESULTS:** The CSPNC board was successful in effectively working with the Council Office, the Department of Rec & Parks, the Port, the Senior Lead Officers and other city departments to work on issues that affected the stakeholders.
- 3. Continue to improve the website to make it an effective tool for stakeholders to access information related to CSPNC and to provide information of value to community members. RESULTS:** The website was updated on a daily basis to keep the stakeholders aware of upcoming meetings, community events, etc. Also, items received from the Mayor's office, DONE and other city departments were features on the home page.
- 4. Manage the budget with stakeholder influence and oversight. RESULTS:** Stakeholders brought forth items for review and approval by the board which included sponsorship of community events. There was also stakeholder input at the Budget and Finance Meetings.
- 5. Work with other Neighborhood Councils in the area on major projects that impact more than just the Coastal area. RESULTS:** Consulted with both Central San Pedro and Northwest San Pedro neighborhood councils on issues involving the Port of Los Angeles. Also, the board agreed to support the formation of a Rec and Parks Committee for the entire Harbor Area.
- 6. Hold a Community event to help build relationships with CSPNC stakeholders. RESULTS:** CSPNC held a Public Safety Summit which gave the stakeholders an opportunity to interact with first responders and department leaders to address public safety issues.

How did you measure your BIG Score and what were the results?

- 1. Create a tracking system to track issues from inception to completion:** This was not accomplished but it will be a focus of the new board in the 2015-2016 year.
- 2. File 5 Community Impact Statements this year:**
- 3. File 5 Requests for Action to our elected and City Departments this year**
- 4. Conduct 12 general board meetings and 40 committee meetings this year**
- 5. Collaborate on at least 3 events with CD 15, City Departments, local organizations and schools, and other neighborhood councils: ?????**
- 6. Increase our stakeholder database by 15%:** Thanks to the efforts of the Communications Committee and the use of social media, there was an increase of 21% in the stakeholder email list.
- 7. Contact stakeholders electronically 3 times month:** Successful. An average of 5 email blasts were sent out to stakeholder each month announcing upcoming committee meetings, events and other important news related to the community.

How did your BIG Budget match up to your goals?

1) Outreach – Budgeted 28,550. Spent \$ _____:

2) Operations 4,450:

3) Neighborhood Purpose Grants 4,000:

4) Neighborhood Improvements 0:

5) Recurring Monthly Expenditures \$:

When did your Council do the majority of the spending?

First quarter (July – Sept):\$ _____

Second quarter (October – December):\$ _____

Third quarter (January – March):\$ _____

Fourth quarter (April – June):\$ _____

Other important metrics the Department is measuring citywide from July 1, 2014 - June 30, 2015, which should be included in your Big Score next year: How many Community Impact Statements did your Council file? _____ None. Why?

How many Requests for Action* (not including Community Impact Statements) from your electeds or City Departments did your Council make? None. Why? *A Request for Action is when the board makes a recommendation on an issue that must be conveyed to your electeds or City Departments to take further action, e.g. Neighborhood Council position on a land use issue or other City matter.

How many general and special meetings did your Council conduct? _____ Committee meetings? _____

How many events did your Council collaborate with electeds and/or City Departments to conduct? _____ Please list the event and the elected and/or City Departments involved.

How many events did your Council collaborate with a community group or non-profit? _____ Schools? _____

Please list the event and the community group, non-profit or school.

How many stakeholders did your Council have in its database on July 1, 2014: **491** and on June 30, 2015: **620**.

How many times did your Council communicate with its stakeholder database? An average of 5 email blasts were sent out to stakeholder each month announcing upcoming committee meetings, events and other important news related to the community.

Neighborhood Watch Porch Candles

Do to the increase and therefore frequent occurrence of property crime in San Pedro, I would like the CSPNC to endorse and consider 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 there 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, I request the endorsement of this program by the CSPNC.

FURTHERMORE, I request 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.



The Candel Has Been Lit And We Are Watching Out for Each Other!

Please join the Coastal San Pedro Neighborhood Council and your local Neighborhood Watch on September 1st, 2015 by putting a LED Candel on your front porch, steps, front window or some other noticeable place at 7PM. This candel is a symbol to would be criminals and vandals that our neighborhood will see them, hear them, record them and report them.

On the first night we are encouraging everyone to bring your candel outside and meet and greet your neighbors. Then keep your flame lit every night after that. It is our civic duty to look out for and protect one another. Let the criminals and vandals invading our community beware that Coastal San Pedro is watching! When you are buying your candel for your home consider buying one for your neighbor as well. Reach Out; Be Aware; and let's all do our part to ensure the safety of Coastal San Pedro!

**COASTAL
SAN PEDRO
NEIGHBORHOOD COUNCIL**

**cspnc
.org**

Your local voice for what matters to us in our town.

CSPNC Port & Environment Committee

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. Expresses 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.

**Coastal San Pedro Neighborhood Council
Budget for Fiscal Year 2015-2016**

Draft

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

Revision Notes:
8/10/15- Revised per Budget and Finance Committee Meeting, Increased Newsletter Expense and other small adjustments

CSPNC 2016 Motions – August 2015

1. CSPNC approves the 2015-2016 budget.
2. CSPNC approves regular monthly expenses, not to exceed the following amounts:
 - a. Kristina Smith – Virtual Office Services - \$99.00
 - b. Kristina Smith – Website Services - \$25.00
 - c. Kristina Smith – Storage Fees - \$50
 - d. Kristina Smith – Social Media/Email Services - \$25.00
 - e. Lloyd Staffing – Transcription Services - \$102.96 (\$25.74 per hour)
 - f. Andrew Menzes – Audio and Setup Services - \$190.00
 - g. Go Daddy – Website Charge - \$14.99
 - h. Evoice – Phone Charge - \$12.99
 - i. Constant Contact – Email Services - \$35.00
 - j. Meeting Food - \$150.00 (\$1,800 per year)
 - k. Miscellaneous Expenses - \$41.67 (\$500 per year)
 - l. PO Box Rental - \$150.00 per year

Neighborhood Purpose Grant Process and Schedule for the 2015-16 Term.

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.

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.

Rules and Bylaws Committee Motion

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.

Rules and Bylaws Committee Motion

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.

Rules and Bylaws Committee Motion

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.