



agenda

# COASTAL SAN PEDRO NEIGHBORHOOD COUNCIL

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## **BOARD AND STAKEHOLDER MEETING AGENDA**

**Monday, November 21, 2016 » 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** | Pledge of Allegiance and roll call.
- 2. PUBLIC COMMENT** | Non-agenda items
- 3. BOARD MEMBER COMMENTS** | *board member comments on non-agenda items*
- 4. MINUTES** | Approval of minutes of October Meeting
- 5. LAPD REPORT** (10 Min)
- 6. REPORTS FROM GOVERNMENT AGENCY REPRESENTATIVES »** | *CD15 / Port of LA /LAUSD\ US Congress /State Assemblyman\ Los Angeles Rec and Parks Budget Advocate / Others. (5 minutes each)*
- 7. Presentation from Chief Thomas Gazsi –Los Angeles Port Police** (30 min)
- 8. BUDGET & FINANCE** | Presentation for approval of Monthly Expenditure Report(s) Discussion pertaining to remaining budgetary items, etc.
  - 1) Review and approve the October 2016 MER and associated invoices
  - 2) Revise the monthly amount for recurring expenditures to The Mail Room to reflect their periodic payment of the NC website domain registration and Constant Contact invoices, for a total monthly amount not to exceed \$350.
  - 3) Revise the CSPNC budget to reflect \$5,000 in additional funding that was approved by the LA City Council on October 25, 2016, for a total budget of \$42,000, and allocate the additional funding to outreach activities.
  - 4) Review, discussion, and possible action on the demand for payment from Reed Printing, for production of the January 2016 CSPNC newsletter, in the amount of \$2,007.34.

9. Presentation from Dean Pentcheff on Upcoming Selection / Election Voting Process.

10. Presentation from Bob Milling on recent passage of the marijuana initiative.

11. Action Items

### 1. Stakeholder Motion:

Neighborhood Purpose Grant process and schedule for the 2016–2017 term - Dean Pentcheff (stakeholder motion)

Be it resolved, the Coastal San Pedro Neighborhood Council shall consider and determine allocation of Neighborhood Purpose Grants using the following process:

2017

- Application deadline: February 1, 2017.
- Budget and Finance Committee meeting to determine Neighborhood Purpose Grant recommendations: February 13, 2017.
- Board meeting to determine Neighborhood Purpose Grant allocations: February 27, 2017

### 2. Rules and By-laws Committee

(1) Coastal San Pedro Neighborhood Council meeting dates and times for 2016–2017

Whereas, the Coastal San Pedro Neighborhood Council affirms its desire to include input from the broadest possible range of stakeholders by reasonably accommodating requests for particular meeting times and dates;

Therefore be it resolved, the Board and committees of the Coastal San Pedro Neighborhood Council (CSPNC) shall respect reasonable requests from Board and committee members for accommodation to change meeting dates; and

Be it further resolved, the CSPNC shall adopt the following tentative calendar for Board and Agenda meetings (which includes accommodations for Federal and State holidays) and shall invite public comment prior to the next Board meeting regarding date adjustments to accommodate other public events; and

Be it further resolved, at its next Board meeting, CSPNC shall consider public comment on date adjustments and adopt a final Board and Agenda meeting calendar.

#### Coastal San Pedro Neighborhood Board and Agenda Meeting Calendar for 2016–2017

Monday 14 Nov 2016 Agenda Meeting

Monday 21 Nov 2016 6:30pm Board Meeting

Monday 12 Dec 2016 Agenda Meeting

Monday 19 Dec 2016 6:30pm Board Meeting

Monday 09 Jan 2017 Agenda Meeting

Monday 23 Jan 2017 6:30pm Board Meeting [16 Jan = Martin Luther King, Jr. Day]

Monday 13 Feb 2017 Agenda Meeting

Monday 27 Feb 2017 6:30pm Board Meeting [20 Feb = Washington's Birthday / President's Day]

Monday 13 Mar 2017 Agenda Meeting

Monday 20 Mar 2017 6:30pm Board Meeting

Monday 10 Apr 2017 Agenda Meeting

Monday 17 Apr 2017 6:30pm Board Meeting  
Monday 08 May 2017 Agenda Meeting  
Monday 15 May 2017 6:30pm Board Meeting  
Monday 12 Jun 2017 Agenda Meeting  
Monday 19 Jun 2017 6:30pm Board Meeting  
Monday 10 Jul 2017 Agenda Meeting  
Monday 17 Jul 2017 6:30pm Board Meeting

- (2) Coastal San Pedro Neighborhood Council 2017 Selection Rules  
CSPNC Bylaws clauses relevant to 2017 Selection – (See Attached)
- (3) Second Reading as amended, Bylaws change: Absence policy

Be it resolved, the Bylaws of the Coastal San Pedro Neighborhood Council shall be amended:  
Article V Governing Board, Section 7. Absences.

If a Board Member is absent from two (2) consecutive, or four (4) regularly-scheduled Board meetings during the fiscal year, his or her seat will be forfeited.

### 3. Communications Committee

- (1) Appointment of new Communications Committee Chair
- (2) Resolved, the Coastal San Pedro Neighborhood Council rescinds all previous outreach category allocations and revises that portion of the budget as follows:
  - web, social media and email (The Mailroom): \$600;
  - meeting expenses: \$1,800;
  - website charges (Go Daddy): \$320;
  - email services (Constant Contact): \$480;
  - event expenses: \$4,800;
  - newsletter: \$3,200.
- (3) Resolved, the Coastal San Pedro Neighborhood Council shall sponsor a holiday event and authorizes an expenditure not to exceed \$1,500 for expenses related thereto.
- (4) SELECTION COMMITTEE APPOINTMENTS

Individuals to be appointed to the selection committee:

- Sydney Baune
- Greg Donnan
- Grant Reed
- Olive Reed

*All are current or former board members of Harbor City Neighborhood Council.*

### 4. Port & Environment Committee

- (1) Appointment of a new Port and Environment Committee Chair

## 12. PRESIDENTS REPORT

## 13. REPORTS FROM COMMITTEE CHAIRS

## 14. APPOINTMENT OF COMMITTEE MEMBERS, additions to committees

## 15. PUBLIC COMMENT | *Non-agenda items*

## 16. ANNOUNCEMENTS

## 17. ADJOURNMENT

For more information, please call 310-918-8650; write to CSPNC, 1840 S. Gaffey Street #34, San Pedro, CA 90731; or visit the Coastal San Pedro Neighborhood Council website at [www.cspnc.org](http://www.cspnc.org).

**PUBLIC INPUT AT NEIGHBORHOOD COUNCIL MEETINGS** --The public can address the Committee on any agenda item before the Committee takes an action on an item. Comments from the public on agenda items will be heard only when the respective item is being considered. Comments from the public on other matters not appearing on the agenda will be heard during the General Public Comment period. Please note that under the Brown Act, the Committee is prevented from acting on a matter that you bring to its attention during the General Public Comment period; however, the issue raised by a member of the public may become the subject of a future Committee meeting.

**THE AMERICAN WITH DISABILITIES ACT** - 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, assisted listening devices, or other auxiliary aids and/or services may be provided upon request. To ensure availability of services please make your request at least 3 business days (72 hours) prior to the meeting by contacting the Department of Neighborhood Empowerment at 213.978-1551.

**PUBLIC ACCESS OF RECORDS** – 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 1840 S Gaffey St, San Pedro, CA 90731, at our website: [www.cspnc.org](http://www.cspnc.org), or at a 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 310.918.8650.

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**RECONSIDERATION AND GRIEVANCE PROCESS:** For information on the Coastal San Pedro Neighborhood Council's process for board action reconsideration, stakeholder grievance policy, or any other procedural matters related to this Council, please consult the CSPNC Bylaws. The Bylaws are available at our Board meetings and our website <http://www.cspnc.org>

**SERVICIOS DE TRADUCCION** -- Si requiere servicios de traducción, favor de avisar al Concejo Vecinal 3 días de trabajo (72 horas) antes del evento. Por favor contacte a the CSPNC Secretary, al 213.978-1551 por correo electrónico [board@cspnc.org](mailto:board@cspnc.org) para avisar al Concejo Vecinal.

# Coastal San Pedro Neighborhood Council 2017 Selection Rules

## CSPNC Bylaws clauses relevant to 2017 Selection

### ARTICLE IV — STAKEHOLDER

Neighborhood Council membership will be open to everyone who lives, works or owns real property in the neighborhood and also to those who declare a stake in the neighborhood as a community interest stakeholder, defined as a person who affirms a substantial and ongoing participation within the neighborhood council's boundaries and who may be in a community organization such as, but not limited to, educational, non-profit and/or religious organizations.

### ARTICLE V — GOVERNING BOARD

*Section 1. Composition.* The Governing Board shall consist of seventeen (17) members. All Governing Board members shall be stakeholders of the Coastal San Pedro neighborhood as defined in Article IV. Governing Board members shall be stakeholders during their entire term of office and at least eighteen (18) years of age at the time of their election.

### ARTICLE X — ELECTIONS

*Section 1. Administration of Election.* The Council shall hold a selection process instead of an election to fill the Governing Board. The Governing Board will be chosen at an annual meeting which will be held during month of May. The Governing Board shall, no later than February 1, set the date of the annual meeting. A selection committee consisting of stakeholders, who cannot be candidates, shall be appointed by the Governing Board no later than ninety (90) days prior to the date of the annual meeting. The selection committee shall promulgate procedures for the conduct of the annual meeting and selection of Governing Board members. The selection committee shall also choose an independent and neutral third party to monitor the selection process and certify the result. All selection procedures shall be in conformity with the selection rules established by the City of Los Angeles and shall be approved by the Department of Neighborhood Empowerment.

*Section 3. Minimum Voting Age.* Stakeholders must be at least eighteen (18) years old to vote.

*Section 4. Method of Verifying Stakeholder Status.* Stakeholders shall provide proof of eligibility to vote in order to be allowed to vote. Proof of stakeholder status shall include name, age, and proof of stakeholder affiliation. Proof of stakeholder status for community interest stakeholders must be consistent with and substantially equivalent to the evidentiary proof required of stakeholders who live, work or own property.

*Section 6. Other Election Related Language.* Except for the requirements of stakeholder status and minimum age, the Council does not discriminate on any basis for eligibility to vote at the annual meeting or to be a candidate for a seat on the Governing Board.

# Department of Neighborhood Empowerment rules

Unless otherwise specified in this document or by the Department of Neighborhood Empowerment (DONE), the CSPNC 2017 Selection shall follow all applicable rules in the following publications issued by DONE:

*Neighborhood Council 2016 Election Manual (Revised April 29, 2016)*

*Neighborhood Council Acceptable Forms of Documentation (Revised December 2, 2015)*

*Department of Neighborhood Empowerment Neighborhood Council Election 2016 Candidate Guidelines (Revised September 26, 2015)*

## CSPNC-specific rules

### *Dates and Deadlines*

- 21 Nov 2017 Board appoints Selection Committee and an independent third party monitor
- 19 Dec 2017 Selection Committee recommends Selection Meeting date and location to Board
- 23 Jan 2017 Board determines Selection Meeting date and location (*must be prior to 1 Feb 2017*)
- 1 Feb 2017 Initial Call for Candidates
- 15 March 2017 5:00pm Deadline for candidate applications
- 10 April 2017 Dissemination of Candidate Information and Call for Voting
- ?? May 2017 Selection Meeting date (*must be during May 2017*)

### *Selection Committee*

The Selection Committee shall consist of a minimum of three members including a Chair.

Members of the Selection Committee may not be current CSPNC Board members or candidates for the CSPNC Board, and no one who has been a member of the 2017 Selection Committee may run in the 2017 Selection as a candidate for the Board of the CSPNC.

The Selection Committee is responsible for verifying stakeholder status of each prospective candidate.

The Selection Committee is responsible for recommending a Selection Meeting date and location to the Board, which is responsible for approving them.

### *Candidacy*

It shall be the responsibility of the Selection Committee to draft and disseminate the Call for Candidates to CSPNC stakeholders.

Prospective candidates must submit a one-paragraph (175 words maximum) candidate statement and (optionally) a photograph for outreach purposes.

Candidates must verify stakeholder status to the satisfaction of the Selection Committee.

It shall be the responsibility of the Selection Committee to disseminate Selection publicity including candidate information prior to the Selection.

## *Verification of stakeholder status*

Stakeholder status of prospective voters and candidates shall be established using **documentation voter verification**.

Prospective voters and candidates must qualify as a “stakeholder” according to one of the four possible stakeholder categories, and must provide documentation of that status as described in *Neighborhood Council Acceptable Forms of Documentation (Revised December 2, 2015)*, referred to below as *DONE Documentation*.

In all cases, documentation must consist of either:

one proof from List A (below) **and** one proof from a relevant category list below;

**OR**

two proofs from one of the relevant category lists below.

*List A (applies to all four stakeholder categories)*

Valid CA Driver’s License

Valid CA Identification Card

Valid Passport

Valid picture ID (school, work, gym, club, credit card, etc.)

### **Lives in the neighborhood**

- Renter/Tenant *DONE Documentation page 3*
- Residential *DONE Documentation page 4*
- Homeless *DONE Documentation page 13*

### **Works in the neighborhood**

- Business/Commercial *DONE Documentation page 5*

### **Owens real property in the neighborhood**

- Homeowner *DONE Documentation page 2*

**Declares a stake in the neighborhood as a community interest stakeholder, defined as a person who affirms a substantial and ongoing participation within the neighborhood council’s boundaries and who may be in a community organization such as, but not limited to, educational, non-profit and/or religious organizations**

*CSPNC does not require a predetermined number of group meetings within a predetermined period.*

*CSPNC does require that the organization or group has a physical address within CSPNC boundaries.*

- Community Interest *DONE Documentation page 6*
- Religious Institutions/Schools/Community Based Organizations *DONE Documentation page 7*
- Miscellaneous Group such as Volunteer or Service Group *DONE Documentation page 8*

# CSPNC deviations from “Neighborhood Council 2016 [sic] Selections Selection Procedures Stipulation Worksheet”

## *Standard Selection Process*

The Selection process shall be by signed ballots. Each stakeholder (including the candidates) present may vote for the seats they are eligible to vote for based on the bylaws. Votes shall be counted openly by the NTP who shall note the number of votes on a tally sheet of all the candidates’ names. The candidates with the most votes for each seat shall be selected for that seat and may immediately be seated. The NTP has the discretion to enact any procedures necessary to conduct the selection process so long as the procedures do not conflict with the bylaws.

## *Ties, disqualifications, and withdrawals*

In the event of a tie between candidates receiving the 17th-most votes, the winner will be determined by a single toss of an unbiased coin by the Chair of the Selection Committee. The same coin-toss procedure will also be followed if one of the other winning candidates is disqualified and the next-ranked candidates are tied, or for any other tie that must be resolved. If any winning candidate should be disqualified or withdraw prior to being seated, the losing candidate(s) with the largest number of votes will join the Board in his or her place.

## *Candidate Application*

*[No deviation from Stipulation Worksheet.]*

## *Board Affirmation*

*[No deviation from Stipulation Worksheet.]*

## *Outreach Plan*

*[No deviation from Stipulation Worksheet.]*

## *Town Hall Outreach*

*[No deviation from Stipulation Worksheet.]*

## *Vacancies*

*[No deviation from Stipulation Worksheet.]*