



agenda

COASTAL SAN PEDRO NEIGHBORHOOD COUNCIL

locally listening & leading ...



CSPNC | Governing Board SPECIAL MEETING

Wednesday, May 30, 2018 | 6:30 PM

LOCATION: Angels Gate Cultural Center
Building G
3601 S. Gaffey Street
San Pedro, CA 90731

agenda

1. Call to order
2. Consideration of a motion to approve The Mailroom (Kristina Smith) to continue to provide website and virtual office services as presented in attached proposal.
3. Consideration of a motion to authorize an expenditure not to exceed \$5,500 to purchase sound equipment.
4. Public comment on non-agenda items
5. 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.

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, 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.

PUBLIC POSTING OF AGENDAS – Coastal San Pedro Neighborhood Council agendas are posted for public review as follows: • 1840 S Gaffey St, San Pedro, CA 90731 • www.cspnc.org • You can also receive our agendas via email by subscribing to L.A. City's Early Noti-cation System at: <http://www.lacity.org/government/Subscriptions/NeighborhoodCouncils/index.htm>

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 para avisar al Concejo Vecinal.

KRISTINA SMITH
THE
MAILROOM



INVOICE

The Mailroom-Virtual Office Services

Attn: Kristina Smith

Phone: 310-918-8650
ksmith-mailroom@mail.com

Invoice #: 0532-CSPNC
Invoice Date: May 16, 2018
Reference: PROPOSAL FOR
MONTHLY
SERVICES
Due date: May 26, 2018

Amount due:
\$315.99

Bill To:

Coastal San Pedro Neighborhood Council

l.dominguez@yahoo.com

Date	Description	Quantity	Price	Amount
Jun 1, 2018	PROPOSED MONTHLY VIRTUAL OFFICE SERVICES Includes printing and assembly of agenda packets for monthly meeting, printing of committee reports and agendas requested by committee chairs; and physical posting of notices at Mailroom. Also includes telephone answering service and mailing of letters (up to 5 per month). Flat monthly rate \$125.	1	\$125.00	\$125.00
Jun 1, 2018	MONTHLY WEBSITE SERVICES Uploading and general maintenance of website files including announcement of upcoming meetings and events, posting of agendas/minutes and other related files. Flat monthly rate of \$50.	1	\$50.00	\$50.00
Jun 1, 2018	MONTHLY STORAGE FEES. Storage fees for storing sound equipment, file cabinet w/files, current printer, old outdated printer & sorter, paper goods, canopy, banners, etc.	1	\$50.00	\$50.00
Jun 1, 2018	SOCIAL MEDIA/EMAIL BLAST MONTHLY FEE Emails sent through Constant Contact to stakeholder list announcing upcoming committee meetings and monthly meetings. Also includes posting of meetings on CSPNC Facebook page.	1	\$25.00	\$25.00
Jun 1, 2018	Go Daddy Hosting Payment Website Hosting Monthly Renewal. \$20.99 per month as of 1/13/18.	1	\$20.99	\$20.99
Jun 1, 2018	Constant Contact Constant Contact Service @ \$45 per month. Paid by Mailroom due to CSPNC purchase card on file no longer being valid.	1	\$45.00	\$45.00
			Subtotal	\$315.99
			Shipping	\$0.00
			Total	\$315.99 USD