



agenda

# COASTAL SAN PEDRO NEIGHBORHOOD COUNCIL

locally listening & leading ...



## CSPNC | Budget and Finance Committee Meeting

**Thursday, January 31, 2019 | 6:30 PM**

**LOCATION:** Angels Gate Park – Building G                      See map below  
3601 S. Gaffey Street  
San Pedro, CA 90731

**Participation is open to all Stakeholders of the Coastal San Pedro Neighborhood Council.**

### agenda

1. Welcome and call to order – 2 minutes
2. Public comment on non-agenda items – 5 minutes
3. Treasurer's Report – 3 minutes
  - a. Reallocate \$250 from Round One Neighborhood Purpose Grants to Round Two, due to City Clerk denial of Round One Clean San Pedro NPG submission on the ground that NPG's may not pay for 'payroll and workmans comp'. This would make the round two amount available to grant a total of \$3,000, if the full board approves the reallocation.
4. Discuss and review Round Two 2018-2019 NPG Received Submissions (\$2,750) – 25 minutes
  - a. Friends of Cabrillo Marine Aquarium – \$2,000
  - b. International Bird Rescue – \$ 500
  - c. Marine Mammal Care Center – \$5,000
  - d. Palos Verdes Peninsula Land Conservancy – \$2,500
  - e. San Pedro Waterfront Arts District – \$2,750
  - f. Untaxers, Ltd. – \$2,500 – City Clerk has ruled that this service is not within the guidelines of NPG's.

**Please note any applications that need to be corrected for resubmission must be received by 12 noon on Tuesday, February 12, 2019.**

5. Discuss proposed budget reallocations as follows (see attached detail):
  - a. Reallocate \$500 from line item Temporary staff bookkeeping to new line item Web site upgrade.
  - b. Reallocate \$1,500 from line item Temporary staff bookkeeping to line item Temporary staff transcription.
  - c. Reallocate \$500 from line item Temporary staff bookkeeping to new line item Miscellaneous Office.
6. Review procedure for using Building G for meetings – 5 minutes
7. Update on redesign of the Coastal San Pedro Neighborhood Council website – 5 minutes
8. Update on sound equipment purchase – 5 minutes
9. Review submitted committee Funding Request Forms (if any) – 5 minutes
  - a. Clarify current budget line item allocation for Committee Funding Requests at \$1,050
  - b. The Emergency Preparedness Fair has been postponed until next fiscal year (2019-2020). No funds were moved/reallocated for this event.
10. Public comment and committee member comments – 5 minutes
11. Adjournment. The next regular meeting will be Thursday, February 28, 2019 at 6:30 p.m.

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 310.918.8650.

**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.

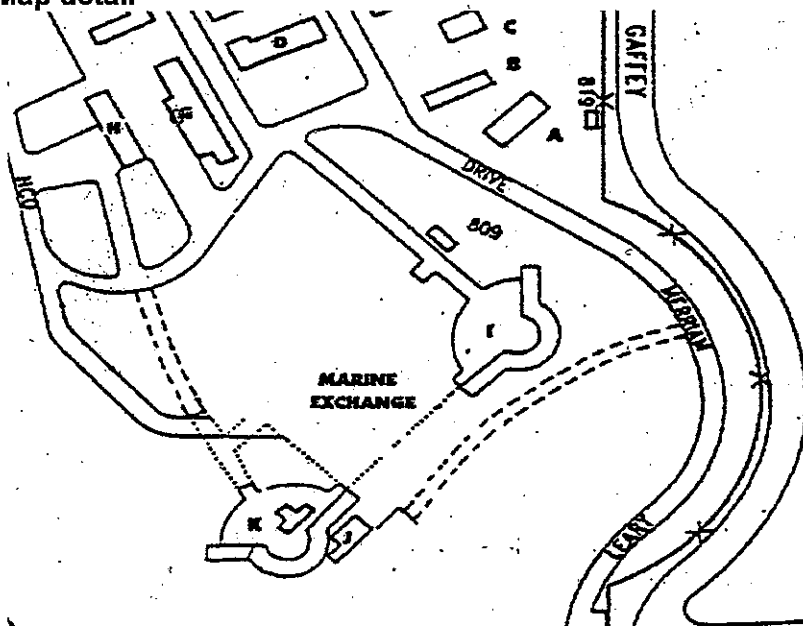
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**RECONSIDERATION AND GRIEVANCE PROCESS:** For information on the Coastal San Pedro Neighborhood Council's process for board action reconsideration, stakeholder grievance policy, or any other procedural matters related to this Council, please consult 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 la CSPNC Secretary, al 213.978-1551 por correo electrónico [board@cspnc.org](mailto:board@cspnc.org) para avisar al Concejo Vecinal.

For a park map visit the Angels Gate Park, City of Los Angeles website at <https://www.laparks.org/park/angels-gate-park> Scroll to the bottom of the page to 'FILES AVAILABLE FOR DOWNLOAD' – Park Map

#### Map detail



**COASTAL SAN PEDRO NC**  
**2018-2019 Fiscal Year Budget**  
**Proposed reallocations for Thursday, January 31, 2019 B&F meeting**

100 OPERATIONS	Approved Budget	Actual to Jan 2019	Remainming Balance	Proposed Reallocations	Projected Expenditures
Audio services	\$ 3,000.00	\$ -	\$ 3,000.00		\$ 3,000.00
Virtual office	\$ 4,000.00	\$ 1,949.94	\$ 2,050.06		\$ 1,895.94
Web site upgrade				\$ 500.00	\$ 500.00
Temporary staff transcription	\$ 2,400.00	\$ 1,932.98	\$ 467.02	\$ 1,500.00	\$ 1,935.00
Temporary staff bookkeeping	\$ 6,925.00	\$ 1,874.60	\$ 5,050.40	\$ (2,500.00)	\$ 1,442.00
Postage / P.O. box	\$ 175.00	\$ -	\$ 175.00		\$ 175.00
Committee Funding Requests	\$ 1,050.00	\$ -	\$ 1,050.00		\$ 1,050.00
Rent - Angels Gate	\$ 2,800.00	\$ 1,400.00	\$ 1,400.00		\$ 1,400.00
Misc - Office	\$ -	\$ 340.38	\$ -		\$ -
Misc - Security from FY2017-2018	\$ -	\$ 156.19	\$ -	\$ 500.00	\$ -
Food/Refreshments	\$ 2,400.00	\$ 1,457.01	\$ 942.99		\$ 1,000.00
Misc - Security from FY2017-2018	\$ 22,750.00	\$ 9,111.10	\$ 14,135.47		\$ 12,397.94
<b>200 OUTREACH</b>					
Newsletter	\$ 9,000.00	\$ 3,389.76	\$ 5,610.24		\$ 3,500.00
<b>300 COMMUNITY IMPROVEMENT PROJECTS</b>					
Undesignated	\$ -	\$ -	\$ -		\$ -
<b>400 NEIGHBORHOOD IMPROVEMENT GRANTS</b>					
Grants (autumn)	\$ 2,500.00	\$ 2,250.00	\$ 250.00	\$ (250.00)	
Grants (spring)	\$ 2,750.00	\$ -	\$ 2,750.00	\$ 250.00	\$ 3,000.00
	\$ 5,250.00	\$ 2,250.00	\$ 3,000.00		
<b>500 ELECTION</b>					
Election programming	\$ 5,000.00	\$ -	\$ 5,000.00		\$ 5,000.00
<b>TOTALS</b>	\$ 42,000.00	\$ 14,750.86	\$ 27,745.71		\$ 23,897.94
	\$ 36,750.00		\$ 24,745.71		
	\$ 5,250.00		\$ 3,000.00		
	\$ 42,000.00		\$ 27,745.71		

<b>Community Improvement Projects</b>	
<b>Total Community Improvement Projects</b>	<b>\$ 0.00</b>

<b>Neighborhood Purposes Grants</b>	
<b>1st Round To be determined</b>	<b>2,500.00</b>
<b>2nd Round To be determined</b>	<b>2,750.00</b>
<b>Total Neighborhood Purposes Grants</b>	<b>\$ 5,250.00</b>

<b>Total Budget Allocations</b>	
<b>Subtotal Office Expenditure</b>	<b>\$ 22,750.00</b>
<b>Subtotal Outreach Expenditures</b>	<b>\$ 9,000.00</b>
<b>Subtotal Elections Expenditures</b>	<b>\$ 5,000.00</b>
<b>Total Office, Outreach, and Election Expenditures</b>	<b>\$ 36,750.00</b>
<b>Total Community Improvement Project Expenditures</b>	<b>\$ 0.00</b>
<b>Total Neighborhood Purposes Grants Expenditures</b>	<b>\$ 5,250.00</b>
<b>Total Expenditure for FY 2018-2019</b>	<b>\$ 42,000.00</b>

<b>Neighborhood Council Budget Template Budget for Fiscal Year 2018-2019</b>	
Total Allocations	\$42,000

<b>Office Expenditures</b>	
Audio Services	3,000.00
Virtual Office	4,000.00
Temporary Staffing Transcription	2,400.00
Temporary Staffing Bookkeeping	6,925.00
Postage/P.O. Box	175.00
Committee Funding Requests	1,050.00
Rent	2,800.00
Food/Refresments	2,400.00
<b>Total of Office Expenditures</b>	<b>\$ 22,750.00</b>

<b>Outreach Expenditures</b>	
<b>Newsletters</b>	<b>9,000.00</b>
<b>Total of Outreach Expenditures</b>	<b>\$ 9,000.00</b>

<b>Election Expenditures</b>	
<b>Election Program</b>	<b>5,000.00</b>
<b>Total Election Expenditures</b>	<b>\$ 5,000.00</b>