



agenda

COASTAL SAN PEDRO NEIGHBORHOOD COUNCIL

locally listening & leading ...



BOARD AND STAKEHOLDER MEETING AGENDA

**Monday, January 26, 2015 » 6:30 p.m.
CABRILLO MARINA COMMUNITY BUILDING
VIA CABRILLO MARINA – BERTH 28**

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. **MINUTES** | Presentation of November 17, 2014 and December 15, 2014 minutes for approval
4. **BUDGET & FINANCE** | Presentation for approval of monthly financial report

TRANSACTIONS APPROVAL | Presentation for approval of monthly budgetary expenditure's and bank statements.

Budget Motions 1/26/2015:

Coastal San Pedro Neighborhood Council will pay Andrew Menzes \$190 per meeting for audio and set-up services, an increase of \$5 per meeting, to cover additional costs.

Coastal San Pedro Neighborhood Council will pay Kristina Smith \$25 per month to send out board emails and meeting notifications, and administer the CSPNC Constant Contact account.

5. **LAPD REPORT** (10 Min)
LAPD CERT Presentation: SLO Eve Wight
- 6) **WRITTEN REPORTS FROM GOVERNMENT AGENCY REPRESENTATIVES** » | **CD15** | **Port of LA** | **US Congress** | *Others. (5 minutes each)*
- 7) **COMMITTEE QUESTION TIME** | *(S)Election* | *Communications* | *Education* | *Public Safety* | *Port & Environment* | *Rec & Parks* | *Cultural* | *Rules & Bylaws* | *Transportation & Planning* | *Coastal Risk & Beautification*
 - a) From Rules and By-Laws THIRD and FINAL reading of proposed changes to the by laws and Vote of the board and Stakeholders Present. Motion from Rules and By Laws Committee for adoption of By Laws Amendments.

- 8) **APPOINTMENTS** | *to Committees and other Committee actions*
- A) **Acceptance of Resignations of Denise Marovich-Sampson as Director of CSPNC and Ana R. Ortiz, Secretary and Director of CSPNC.**
 - B) **Nominations to fill the vacant seat of Sonya Tsujimura**
 - C) **Nomination to replace secretary due to resignation of Ana Ortiz**
 - D) **Selection Committee for May 2015 Board Selections**
 - E) **Date for 2015 Board Selection**

- 9) **PRESENTATIONS:**
NONE

10) **CHAIRMAN/PRESIDENT'S REPORT**

11) **ACTION ITEMS:**

A) **Sponsorship Requests: Recommended by Budget & Finance**

Coastal San Pedro Neighborhood Council will fund a Neighborhood Purpose Grant not to exceed \$1,000 to the Angels Gate Cultural Center to support their Open Studios Day event and cultural/educational advancement in coastal San Pedro

B) **Stakeholder/Non-committee Motions**

- 1) **Brought by Stakeholder Louis Dominguez: Proposed Resolution regarding the Port Public Access Funding Policy.**
- 2) **Brought by Stakeholder James Baeza: Proposed motion to form a Harbor Area Recreations and Parks Committee in connection with the other Harbor Area Councils.**

C) **Committee Motions:**

NONE

12) **PUBLIC COMMENT** | *Non-agenda items*

13) **ANNOUNCEMENTS**

14) **ADJOURNMENT**

For more information, please call 310.721.7107; 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 (310) 918-8650.

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 310-918-8650.

January 20, 2015

Dear CSPNC Board Members,

I regret to inform you that I have decided to resign from my positions as Secretary and Board Member of CSPNC effective immediately. I have made this decision because I will be moving to Redondo Beach within the next month and I will no longer be a valid stakeholder. I will be more than happy to assist in transitioning the new Secretary once the position is filled.

My sincerest thanks,

Ana R. Ortiz

January 12, 2015

From: Denise Marovich-Sampson

Dear Coastal San Pedro Neighborhood Council:

It is with deep regret that I resign my post on the CSPNC. My work circumstances have changed greatly since I was elected to the board and I feel that I can't give 100% to this aspect of my life. I hope to give it another go when I retire in a few years, but for now I must resign effective today. I know you will choose a much wiser and available replacement. Best of luck.

Sincerely,
Denise Marovich-Sampson

MOTION
COASTAL SAN PEDRO NEIGHBORHOOD COUNCIL

City of Los Angeles Recreation and Parks land comprises over 700 acres within the Harbor/San Pedro Area. According to the University of Southern California's Sustainable Cities Program and their GIS Research Laboratory, there exists 3.7 park acres for every 1,000 residents.

Recently it has been becoming more apparent that the activity in our public parks is directly affecting the safety and quality of life within the communities in which we reside.

Even though the Harbor Area Neighborhood Councils have unique differences, it would be advantageous for us to form an area wide Recreation and Parks Committee, creating a stronger voice to address the common issues we share. The goal would be to collaborate with Stakeholders throughout the Harbor Area, allowing them a stronger voice in resolving issues related to city parks, thereby mitigating the impact of those issues for adjacent communities. Our public park lands should be inviting to all as refuge from urban life as a place to go for exercise, sports, youth programs and relaxation, in an open and safe outdoor environment.

The importance in doing this would cover a wide variety of concerns with the largest impact on the community being as follows:

It would improve the quality of life to collaborate and foster a relationship, not only with LARAP (Los Angeles Recreation and Parks) but also equally as important, have the same relationships with other area Neighborhood Councils. This would not only be a more effective means for the community to voice concerns directly to LARAP decision making staff, it would also enable the larger community to have a clear voice in regards to public land and how it is used.

I THEREFORE MOVE that the Coastal San Pedro Neighborhood Council adopt the creation of a Harbor Area Recreation and Parks Committee, committing to its representation within, and encouraging the participation all Harbor Area Neighborhood Councils.

I FURTHER MOVE that passage of this motion by the Coastal San Pedro Neighborhood Council will allow the presentation of this document at the next Harbor Alliance of Neighborhood Councils meeting to solicit support.

James Baeza

Stakeholder and
Board Member, Coastal San Pedro Neighborhood Council

PROPOSED RESOLUTION

WHEREAS, the Port of Los Angeles ["Port"] is proposing a Public Access Facility funding policy ["Policy"] that limits the amount the Port will spend on constructing the improvements promised in its 2009 approved waterfront development EIRs [the "Funds"]; and

WHEREAS, the Port also proposes to limit funding for maintenance and operation expenses for public access facilities; and

WHEREAS, many of the improvements included in those EIR's have not been constructed and have now been removed from the Port budget and Capital Improvement Program [CIP];

WHEREAS, the Port proposes to deduct environmental expenses and threatened litigation and settlement expenses from the Funds; and

WHEREAS, many Public Access Facilities in the Port are actually mitigations constructed for specific Port industrial improvements; and

WHEREAS, Port fiscal reports, including the 2014 Harbor Revenue Fund report, show that the Port has sufficient funds in its Unrestricted Cash accounts, other accounts, and Operating Income accounts, currently and on average at least over the last ten years, to fund the improvements listed herein; and

WHEREAS, the Port has not included sales tax revenue, the City share of possessory interest taxes, business license taxes, bed taxes, impacts on employment, or small business opportunity in its calculation of return on investment in Public Access Facilities; and

WHEREAS, we appreciate the Port's past efforts and accomplishments to improve the LA Waterfront and urge the Port to continue fulfilling its obligation to develop and improve the tide and submerged lands for the benefit of the people of the State of California, especially the substantial land areas of the Port that are suitable only for Public Access; and

WHEREAS, the Port has proposed its Policy before soliciting input from Neighborhood Councils, thereby raising issues addressed in Sections 907 and 910 of the City Charter, such as notice, opportunity to provide input, and monitoring of City services;

NOW THEREFOR, the ~~Northwest San Pedro Neighborhood Council~~Coastal San Pedro Neighborhood Council (CSPNC) hereby requests that the Port table its proposed policy and instead work with the five Neighborhood Councils in the harbor area and the three local Chambers of Commerce on composing a policy acceptable to the Neighborhood Councils, the Chambers and the Port; and

FURTHER RESOLVES that the Port, in its 2014-2015 budget and Capital Improvement Program ["CIP"], fund the following six projects [the "Projects"] from the approved 2009 EIR's without applying any limitations contained in the Proposed Policy:

- a. Complete the final design work for the Wilmington Waterfront Development Project, using the approved Wilmington EIR, the Port Master Plan and Wilmington's Community Guiding Principles.
- b. Design and construct the Sampson Way/Harbor Blvd realignment.
- c.- Enhance access to Wilmington waterfront via Avalon which is direct, functional, and aesthetically pleasing so it enhances rejuvenation of downtown Wilmington via pedestrian, bicycle, and vehicle access to Banning's Landing/waterfront prior to closure of Avalon and Fries.
- d. Complete the promenade South of the Town Plaza through Ports of Call to Alta Sea.
- e. Complete the promenade along the Wilmington Waterfront (demo Catalina Freight buildings) with an Observation Tower, dedicated pier(s) which include dock space for Wilmington Youth Sailing Center, LAMI to finish tall ship, and restaurant/retail development.
- f. Construct the Town Plaza at the foot of 6th street.

THE [NWC](#)SPNC FURTHER RESOLVES, that in addition to including the Projects in its 2014-2015 budget and CIP, the Port instruct its staff to proceed this fiscal year with preparing the specifications, RFP's, contracts, bids, etc. and award the contracts for the work on the Projects; that the Port provide the Neighborhood Councils with quarterly status updates regarding the Projects; and

THE [NWC](#)SPNC FURTHER RESOLVES that in redrafting its policy, the Port recognize that

- a. Substantial portions of the Port lands are not suitable for industrial development and can only be developed for non-industrial, visitor serving facilities including recreation and education,
- b. Such non-industrial facilities have a return on investment that may include revenues to the City and public [such as sales taxes, business license taxes, City share of possessory interest taxes, bed taxes, job growth, small business opportunities] if not the Harbor Revenue Fund,

c. Many facilities the Port considers to be Public Access Facilities, including some of the Projects, are mitigation for the impacts of industrial facilities and should not be considered as Public Access Facilities, and

d. The costs for the facilities included in [c] above, and for their maintenance and operation, should be considered costs of the related Port industrial facilities and operations.

Amendments to CSPNC Bylaws — Third Reading

B2. Motion to amend Bylaws *Article VIII Section 1. Meeting Time and Place* — Determine who has the authority to set a Governing Board meeting date if the Board fails to do so

Whereas, the Governing Board of the Coastal San Pedro Neighborhood Council (CSPNC) is the sole authority for fixing the time and place of meetings of the Governing Board according to Article VIII Section 1 of the CSPNC Bylaws; and

Whereas, there is no provision for setting a time and date for Governing Board meetings in the event that the Governing Board fails to do so; therefore

Resolved, the Coastal San Pedro Neighborhood Council shall make the following amendment to its Bylaws (text to be removed in ~~strikeout~~, text to be added in **boldface**):

Article VIII

Section 801. Meeting Time and Place. Meetings of the Council will be held within the Council area on a regular basis, at least once per calendar quarter, at the time and place fixed by resolution of the Governing Board. **In the absence of a resolution by the Governing Board that sets a meeting date, it shall be the responsibility of the President to set a meeting date consistent with the regular schedule previously adopted by the Governing Board.**

Special Meetings: The President, or in his/her absence, the Vice President, may call a special...

B3. Motion to amend Bylaws to bring non-substantive language into compliance with Department of Neighborhood Empowerment requests

Whereas, the Department of Neighborhood Empowerment has suggested numerous non-substantive changes to the language of the Bylaws of Coastal San Pedro Neighborhood Council; and

Whereas, these changes have been evaluated and combined with other changes that non-substantively remove unnecessary or redundant language; therefore

Resolved, the Coastal San Pedro Neighborhood Council (CSPNC) shall make the following package of amendments to its Bylaws, as detailed in the attached marked-up version of the Bylaws that reflect accepted and unaccepted recommendations from the Department of Neighborhood Empowerment as well as related non-substantive changes.

[Consult appended marked-up copy of Bylaws]

Motions from Rules and Bylaws Committee

B4. Motion to amend Bylaws Article V Section 6. Vacancies — Agendize vacancies

[As amended at the Board Meeting of 17 November 2014 — entire section text provided for clarity.]

Whereas, the Bylaws of the Coastal San Pedro Neighborhood Council have a procedure for appointing stakeholders as Board members to fill vacancies; and

Whereas, it is important to let stakeholders know of such opportunities well in advance so that they may consider candidacy;

Resolved, the Coastal San Pedro Neighborhood Council shall make the following amendment to its Bylaws (text to be removed in ~~strikeout~~, text to be added in **boldface**):

Article V

Section 506. Vacancies. Any vacancy on the Governing Board may be filled by vote of a majority of the serving Governing Board members. **The Board shall cause the matter to be placed on the agenda for the next regular meeting of the Board following acceptance of the letter of resignation.** Members so elected will immediately take office and serve ~~the remainder of the term to which they are appointed~~ **until the next selection process.** Any stakeholder may nominate an individual to serve, including themselves. Nominations may be received from the floor or via written communication. Nominees must accept nomination either personally or via written communication prior to the board's vote. If no candidate receives a majority, the board may continue to vote. In the event no candidates are nominated or the board is unable to choose an individual to serve, the board may postpone the election to fill the vacancy or declare the seat vacant until the next stakeholder election.

B5. Motion to amend Bylaws Article XI Section 1. Grievance Process — Assign specific grievance process language to the Standing Rules

Whereas, the Bylaws of the Coastal San Pedro Neighborhood Council are not specific on procedures to be followed for a grievance process; and

Whereas, specific procedures are better placed in the Standing Rules, where they can be changed as needed or desired without requiring a full update of the Bylaws; therefore

Resolved, the Coastal San Pedro Neighborhood Council (CSPNC) shall make the following amendment to its Bylaws (text to be removed in ~~strikeout~~, text to be added in **boldface**), revising Bylaws Article XI — Grievance Process §1101:

Article XI

~~1101. Grievance Process. The Coastal San Pedro Neighborhood Council shall have a procedure for considering stakeholder grievances and this procedure shall be consistent with rules and regulations set forth by the City of Los Angeles through its Charter, its ordinances, and its rules as communicated by agencies including the Department of Neighborhood Empowerment.~~
The Grievance Process shall be established by Standing Rules adopted by the Governing Board.

Motions from Rules and Bylaws Committee

B6. Motion to amend Bylaws Article V Section 4 and Article X Section 1 to change Board terms of office and selection procedures to provide for two-year overlapping terms of office.

Whereas, it may be desirable to have two year overlapping terms of office for Board Members of the Coastal San Pedro Neighborhood Council instead of the current one-year terms; therefore

Resolved, the Coastal San Pedro Neighborhood Council shall make the following amendments to its Bylaws (text to be deleted is in ~~strike through~~, text to be added is in **boldface**):

Article V

Section 1004. Terms and Term Limits. The regular terms of office for Governing Board members shall be for a period of one (1) year **two (2) year staggered terms** commencing July 1 and ending June 30 ~~of the following year~~ **or until a successor is appointed**. There shall be no term limits.

Article X

Section 1001. Administration of Selection Process Elections. **The Council shall hold a selection process instead of an election to fill the Governing Board. Members for expiring seats on** ~~the~~ Governing Board will be chosen at an annual meeting which will be held during **the** month of May. The Governing Board shall, no later than February 1, set the date of the annual meeting. **To begin the staggered terms in the first year, the nine (9) candidates receiving the most votes shall receive two (2) year terms; the remaining eight (8) candidates shall receive one (1) year terms; thereafter all terms shall be for two (2) years.** 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.**

Key to revisions: Addition suggested by DONE accepted Addition rejected by CSPNC
 Removal suggested by DONE accepted Removal rejected by CSPNC
 Added by CSPNC
 Removed by CSPNC
Annotations, not text of the Bylaws
All text in strikethrough is to be removed.
Except annotations, all text not in strikethrough is recommended to keep.

BYLAWS OF THE COASTAL SAN PEDRO NEIGHBORHOOD COUNCIL

TABLE OF CONTENTS

Article I	NAME—p-2	Article VIII	MEETINGS—p-5
Article II	PURPOSE—p-2	Section 1:	Meeting Time and Place
Article III	BOUNDARIES—p-2	Section 2:	Agenda Setting
Section 1:	Boundary Description	Section 3:	Notification /Postings
Section 2:	Internal Boundaries	Section 4:	Reconsideration
Article IV	STAKEHOLDER—p-2	Article IX	FINANCES—p-5
Article V	GOVERNING BOARD—p-2	Article X	ELECTIONS—p-6
Section 1:	Composition	Section 1:	Administration of Election
Section 2:	Quorum	Section 2:	Governing Board Structure and Voting
Section 3:	Official Actions	Section 3:	Minimum Voting Age
Section 4:	Terms and Term Limits	Section 4:	Method of Verifying Stakeholder Status
Section 5:	Duties and Powers	Section 5:	Restrictions on Candidates Running for Multiple Seats
Section 6:	Vacancies	Section 6:	Other Election Related Language
Section 7:	Absences	Article XI	GRIEVANCE PROCESS—p-6
Section 8:	Censure	Article XII	PARLIAMENTARY AUTHORITY—p-7
Section 9:	Removal	Article XIII	AMENDMENTS—p-7
Section 10:	Resignation	Article XIV	COMPLIANCE—p-7
Section 11:	Community Outreach	Section 1:	Code of Civility
Article VI	OFFICERS—p-4	Section 2:	Training
Section 1:	Officers of the Board	Section 3:	Self Assessment
Section 2:	Duties and Powers	ATTACHMENT A	— Map of Neighborhood Council—p-8
Section 3:	Selection of Officers	ATTACHMENT B	— Governing Board Structure and Voting—p-9
Section 4:	Officer Terms		
Article VII	COMMITTEES AND THEIR DUTIES—p-4		
Section 1:	Standing		
Section 2:	Ad Hoc		
Section 3:	Committee Creation and Authorization		

ARTICLE I — NAME

101. Name: The name of this organization is the COASTAL SAN PEDRO NEIGHBORHOOD COUNCIL and is hereafter referred to as the "Council."

ARTICLE II — PURPOSE

201. Purpose: The purposes of the Council are (1) to provide a means for neighborhood stakeholders to express their collective will to municipal decision makers with regard to issues involving the community; (2) to provide a means of oversight of municipal departments providing services to the neighborhood; and (3) to provide neighborhood consultation and input regarding planning, zoning, and budgeting priorities.

ARTICLE III — BOUNDARIES

Section 1. Boundary Description. 301. Boundaries: The area within the jurisdiction of the Council is bounded on the west commencing at the Pacific Ocean shoreline adjacent to the Los Angeles city boundary with the city of Rancho Palos Verdes and thence proceeding north along that boundary line to the northern boundary of Bogdanovich Park, thence east to Western Avenue, southerly along the center line of Western Avenue to the intersection of 19th Street, thence easterly along the center line of 19th Street to the intersection of Weymouth Avenue, thence northerly along the center line of Weymouth Avenue to the intersection of 18th Street, thence easterly along the center line of 18th Street to a point 100 feet west of the intersection of Pacific Avenue, thence northerly along a line 100 feet west of Pacific Avenue to the intersection of 14th Street, thence easterly along the center line of 14th Street to a point intersecting with the center line of the S.P. Slip of the Port of Los Angeles, thence southerly along the center line of the S.P. Slip to the Los Angeles breakwater.

Section 302. Internal Boundaries. Not applicable.

ARTICLE IV — STAKEHOLDERS

401. Stakeholders. A stakeholder is defined as any individual who lives, works, or owns property in the Neighborhood Council area. In addition, stakeholder status is conferred on those who declare a stake in the neighborhood and affirm the factual basis for it. "Stakeholders" shall be defined as those who live, work or own 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. *(Already amended to conform with City law.)*

ARTICLE V — GOVERNING BOARD

Section 501. 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.

Section 502. Quorum. Nine (9) Governing Board members will constitute a quorum for the transaction of business at any meeting thereof.

Section 503. Official Actions. A majority vote of the Board members present, not including abstentions, at a meeting at which there is a quorum shall be required to take official action, unless specified otherwise in these bylaws.

Voting by Proxy: Voting by proxy shall not be allowed at meetings of the Governing Board or committees.

Section 504. Terms and Term Limits. The regular terms of office for Governing Board members shall be for a period of one (1) year commencing July 1 and ending June 30 of the following year.

There shall be no term limits.

Section 505. Duties and Powers. The primary duties of the Board shall be to govern the Council and carry out its objectives.

Cooperation with Other Entities: The Council has an inherent interest in many issues which transcend its boundaries. Therefore, the Governing Board may participate in wider-ranging political processes and enter into agreements with other neighborhood council organizations, which may include the selection of delegates chosen from among stakeholders for the purpose of representing the Council on regional and citywide organizations and issues groups.

Section 506. Vacancies. Any vacancy on the Governing Board may be filled by vote of a majority of the serving Governing Board members. Members so elected will immediately take office and serve the remainder of the term to which they are appointed. Any stakeholder may nominate an individual to serve, including themselves. Nominations may be received from the floor or via written communication. Nominees must accept nomination either personally or via written communication prior to the Board's vote. If no candidate receives a majority, the Board may continue to vote. In the event no candidates are nominated, or the Board is unable to choose an individual to serve, the Board may postpone the election to fill the vacancy or declare the seat vacant until the next stakeholder election.

Section 507. Absences. If a Board Member is absent from four (4) consecutive, regularly-scheduled Board meetings, his or her seat shall be vacant.

Section 508. Censure. Not applicable. Intentionally left blank.

Section 509. Removal. Not applicable. Intentionally left blank.

Adopted 27 February 2012

Approved January 26, 2014

Page 3 of 10

Section 510. Resignation. Not applicable. Intentionally left blank.

Section 511. Community Outreach. To the greatest extent possible, all meetings of the Governing Board are to be adequately publicized, including notification to area media. In addition, the Governing Board will, at least once each calendar quarter, report to stakeholders.

512. Cooperation with Other Entities. The Council has an inherent interest in many issues which transcend its boundaries. Therefore, the Governing Board may participate in wider-ranging political processes and enter into agreements with other neighborhood council organizations, which may include the selection of delegates chosen from among stakeholders for the purpose of representing the Council on regional and citywide organizations and issues groups.

ARTICLE VI — OFFICERS

Section 601. Officers of the Board. The Executive Officers of the Council will be a President, Vice President, Treasurer, and Secretary. All of whom will be elected annually by the Governing Board and from their number. Officers serve at the pleasure of the Governing Board and unless sooner removed by a majority vote of the Governing Board, officers elected at the first meeting of the Governing Board will hold office until the election and qualification of their respective successors.

Section 602. Duties and Powers. Duties of the Officers and Members of the Governing Board are: President: The President shall preside at meetings of the Council. The President shall also perform such other duties as may be directed by resolution of the Council.

Vice President: The Vice President shall have and exercise all the powers, authority, and duties of the President during the absence of the latter. The Vice President shall also perform such other duties as assigned by the President or Council.

Secretary: The Secretary shall prepare and maintain full and correct records of all meetings of the Governing Board, which records shall be prepared within fifteen (15) days after the meetings. The Secretary shall give or cause to be given, in the manner prescribed in these bylaws, proper notice of all meetings of the Council and shall perform such other duties as may be directed by resolution of the Council.

Treasurer: The Treasurer, under the control and direction of the Council, shall establish an accounting system which complies with generally accepted accounting principles and provide and maintain full and complete records of all the assets and liabilities of the Council. Subject to limitations and control as may be imposed by the Governing Board, the Treasurer shall have custody of all funds, valuable papers, and other assets of the Council. The Treasurer shall collect all Council revenues and issue a receipt therefor. The Treasurer shall open and maintain a separate bank account for each type of appropriated fund or grant received from the city through the Mayor and/or City Council. Each type of fund or grant shall be duly accounted for under separate ledgers. The disbursement of funds shall require the signatures of the Treasurer and such other members of the Governing Board as the

Adopted 27 February 2012

Approved January 26, 2014

Page 4 of 10

~~Governing Board may designate~~ The Council's financial records and account books shall be open and available for inspection by stakeholders and the general public. The Treasurer shall report quarterly to the stakeholders on the Council's finances. In addition, the Treasurer shall submit accounting statements to the Department of Neighborhood Empowerment at least once each quarter. Board Member. It shall be the duty of all board members to attend regularly-scheduled meetings of the Governing Board and serve as a member of at least one (1) committee of the Board.

Section 603. Selection of Officers. Officers shall be selected annually at the regularly scheduled Governing Board meeting in July.

Section 604. Officer Terms. Officers shall serve terms of one (1) year and may stand for re-election without limit. Officers serve at the pleasure of the Governing Board and may be removed from an officer position by majority vote of the Governing Board. Officers elected at the first meeting of the Governing Board will hold office until the election and qualification of their respective successors.

ARTICLE VII — COMMITTEES AND THEIR DUTIES

Section 701. Standing Committees. The Governing Board shall have the authority to establish standing committees as deemed necessary.

Section 702. Ad Hoc Committees. The Governing Board shall have the authority to establish ad hoc committees as deemed necessary.

Section 703. Committee Establishment Creation and Authorization. Committees shall be established by standing rules adopted by the Governing Board. The rules shall state the committee names, purpose, jurisdiction, composition, and method for selecting members and chairpersons.

ARTICLE VIII — MEETINGS

Section 801. Meeting Time and Place. Meetings of the Council will be held within the Council area on a regular basis, at least once per calendar quarter, at the time and place fixed by resolution of the Governing Board.

Special Meetings: The President, or in his/her absence, the Vice President, may call a special meeting of the Council at any time. At least two-thirds (2/3) of Governing Board members must give consent for special meetings to be held. Unless the Governing Board prescribes otherwise, the President, or in his/her absence the Vice President, will fix the time and place of special meetings. Special meetings must be publicly noticed at least forty-eight (48) hours prior to the meeting. All Governing Board members must receive written notice of special meetings at least forty-eight (48) hours prior to the meeting.

Section 802. Agenda Setting. Governing Board meeting agendas shall be established in accordance with standing rules adopted by the Governing Board.

Adopted 27 February 2012

Approved January 26, 2014

Page 5 of 10

Public Comment: A public comment period will be provided at all regular meetings of the Council. The Governing Board will determine the format and amount of time allowed for the public comment period.

~~Section 803. Notification/Postings.~~ Notice of all meetings of the Council will be given in such manner as the Governing Board may prescribe. [*Already amended according to BOINC policy.*]

Section 804. Reconsideration. Reconsideration of adopted resolutions and motions shall be in accordance with Robert's Rules of Order, Newly Revised.

~~805. Voting by Proxy.~~ Voting by proxy shall not be allowed at meetings of the Governing Board or committees.

~~806. Public Comment.~~ A public comment period will be provided at all regular meetings of the Council. The Governing Board will determine the format and amount of time allowed for the public comment period.

ARTICLE IX — FINANCES

~~904. Finances.~~ The Governing Board shall review its annual budget and make adjustments as needed to comply with City laws and administrative rules, and maintain compliance with Generally Accepted Accounting Principles and the City's mandate for the use of standardized budget and minimum funding allocation requirements.

The Governing Board shall adhere to all rules and regulations promulgated by appropriate City officials regarding the Council's finances, where the term "appropriate City officials" means those officials and/or agencies of the City of Los Angeles who have authority over Neighborhood Councils. All financial accounts and records shall be available for public inspection and posted on the Council website, if available.

Each month, the Treasurer shall provide to the Board detailed reports of the Council's accounts. At least once each quarter, the President and at least one (1) individual other than the Treasurer, who is designated by the Board, shall examine the Council's accounts and attest to their accuracy before submitting the documentation to the Department of Neighborhood Empowerment for further review.

ARTICLE X — SELECTION OF GOVERNING BOARD ELECTIONS

Section 1001. Administration of Selection Process Elections. 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

Adopted 27 February 2012

Approved January 26, 2014

Page 6 of 10

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 1402. Governing Board Structure and Voting. The number of Board seats, the eligibility requirements for holding any specific Governing Board seats, and which Stakeholders may vote for the Governing Board seats are noted in Attachment B.

Section 1403. Minimum Voting Age. Stakeholders must be at least eighteen (18) years old to vote at the annual meeting.

Section 1404. 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.

Section 1405. Restrictions on Candidates for Multiple Seats. Not applicable.

Section 1406. 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.

ARTICLE XI — GRIEVANCE PROCESS

1401. Grievance Process. The Council shall have a procedure for considering stakeholder grievances and this procedure shall be consistent with rules and regulations set forth by the City of Los Angeles through its Charter, its ordinances, and its rules as communicated by agencies including the Department of Neighborhood Empowerment.

ARTICLE XII — PARLIAMENTARY AUTHORITY

1201. Parliamentary Authority. The most recent edition of Roberts Rules of Order, Revised shall be the parliamentary authority at meetings of the Council.

ARTICLE XIII — AMENDMENTS

The procedure for amending these bylaws shall include three (3) readings at successive regularly scheduled Governing Board meetings. Amendment of these bylaws shall require that all of the following actions must be accomplished:

First Reading: Any proposed amendment(s) must be properly placed on the agenda of a regularly scheduled Governing Board meeting, and at that meeting must be passed for further consideration by a majority of Governing Board members who are present and voting.

Second Reading: At the next regularly scheduled Governing Board meeting, the proposed amendment(s) shall be read aloud.

Adopted 27 February 2012

Approved January 26, 2014

Page 7 of 10

Third Reading: At the next regularly scheduled Governing Board meeting, final passage shall require a two-thirds (2/3) vote of all serving Governing Board members and, in addition, by a simple majority vote of all stakeholders present and voting at that meeting.

For purposes of this section, Governing Board members are considered to be stakeholders in counting the stakeholder votes. Serving Governing Board members are all those members of the Governing Board holding office at the time, whether or not they are present at the meeting.

ARTICLE XIV — COMPLIANCE

1401. Compliance with Law and Regulations. The Council will comply with all applicable requirements of the Ralph M. Brown Act and all other rules and regulations for the conduct of Neighborhood Councils as promulgated by the Department of Neighborhood Empowerment.

Section 1401. Code of Civility. Not applicable. Intentionally left blank.

Section 1402. Training. Not applicable. Intentionally left blank.

Section 1403. Self Assessment. Not applicable. Intentionally left blank.

Adopted 27 February 2012

Approved January 26, 2014

Page 8 of 10

ATTACHMENT A — MAP OF THE COASTAL SAN PEDRO NEIGHBORHOOD COUNCIL



Adopted 27 February 2012

Approved January 26, 2014

Page 9 of 10

ATTACHMENT B — GOVERNING BOARD STRUCTURE AND VOTING

Coastal San Pedro Neighborhood Council — 17 Board Seats

BOARD POSITION	ELECTED OR APPOINTED?	ELIGIBILITY TO RUN FOR THE SEAT	ELIGIBILITY TO VOTE FOR THE SEAT
Board Member	Selected at Annual Meeting	Stakeholder 18 and Older	Stakeholder 18 and Older

Adopted 27 February 2012

Approved January 26, 2014

Page 10 of 10



Coastal San Pedro Neighborhood Council | Sponsorship Request

This request form is for organizations requesting financial support for functions in the Coastal San Pedro area, and/or to improve quality of life in San Pedro.

The **CSPNC Budget & Finance Committee** requires the following information to consider your request (please use additional sheet or presentation materials):

1. Date of request:

Submission Date: Thursday, December 18, 2014; Event Date: Sunday, April 26, 2015

2. Name of organization and year founded (Federal Tax ID# / 501(C) status if applicable):

Angels Gate Cultural Center (The Gate)
Founded 1981
501(c) 3 status received August 1985
95-3688214

3. Contact information (name / address / email / phone / website):

Oscar Garcia, Director of Development
3601 South Gaffey Street, Box 1
San Pedro, CA 90731
oscar@angelsgateart.org
310.519.0936
www.angelsgateart.org

4. Description of service you provide for the residents of San Pedro:

Angels Gate Cultural Center commitment to the city of San Pedro and the Los Angeles Harbor Region are through the following programs:

Community Classes:

Our Community Classes Program is an extension of our overall goals to provide affordable space for developing and professional artists to practice their disciplines and share that experience with members of the surrounding community. In addition, we provide the community with a wide variety of cultural, historical, recreational and educational experiences.

Our Community Classes Program offers an array of options such as:

- Ceramics with Delora
- Ceramics with Roy
- Ceramics with Jan Govearts
- Children's Ceramics

4. Description of service you provide for the residents of San Pedro - Continued:

- Community Classes – Continued:

- Artful Minds II
- Master Painting with Logan Fox
- Tuesday Night Figure Drawing
- Saturday Morning Life Painting and Drawing
- Genevieve's Pilates
- Tai chi with Renee Yazdi
- Ken Zen Ichi Karate
- Kyodo: Japanese Archery
- Children's Printmaking
- Solar Plate Workshops
- Screen Printing Workshops
- Printmaking Workshop
- Book Making Workshop
- Into to Litho
- Yoga with Amy Thornberry
- Yoga with Renee Yazdi
- Awakening Meditation

Art Education Outreach:

Angels Gate Cultural Center is the largest arts education hub in the Los Angeles Harbor Region, serving 2,436 children with 36,540 hours of in class arts instruction per year through Artists-in-Classrooms residencies and Art + Exploration Field Trips.

Exhibitions Program:

Angels Gate Cultural Center is home to four galleries, focused on showcasing new works by contemporary artists. The Gate aggressively pursues opportunities to hire outside curators and to commission artists in its effort to support the vibrancy of Southern California's art landscape. The Gate has a great deal of expertise in working with artists whose projects are experimental, interactive or installation-based. In addition, it has various technical resources, such as video projectors and monitors that allow it to present art in a variety of contemporary media.

Studio Artist Program:

Angels Gate Cultural Center's Studio Artist Program is home to professional artists working in diverse media in 50 studios. These studios are rented to artists at below market rates and Studio Artists benefit from rent control that gives them stability that they need in uncertain economic times.

Admission to this program is a curatorial process, and Angels Gate Cultural Center always has a waiting list of eager applicants waiting for available spaces.

5. The means by which your organization will acknowledge CSPNC sponsorship at your event/project:

CSPNC will be acknowledged by way of utilizing its brand through the following collateral and communication resources:

- Angels Gate Cultural Center's Website
- All printed collateral such as promotional bookmarks and postcards
- All electronic correspondence such as Constant Contact and Facebook
- Donor Wall

6. Amount of money your organization is requesting:

\$3,000

7. Purpose for which the money will be used:

Our annual Open Studios Day will be presented to the communities of San Pedro and the Los Angeles Harbor region on Sunday, April 26, 2015 from 12:00pm until 5:00pm.

At the Open Studios Day event, approximately 1,500 community members will be able to participate in:

- meeting 50 artists who have their studios on campus and discuss their art mediums.
- printmaking and art workshops for all ages.
- listening to live music and interact in a drum circle.
- community classes demonstrations.
- viewing the four galleries.
- eating at one of the food trucks.

- *This event is free and open to the public.*

The funds provided by the Coastal San Pedro Neighborhood Council will be utilized for marketing and art supplies for workshops. Approximately 10,000 bookmarks will be provided to children in classrooms in the CSPNC district, as well as, posters and postcards displayed and distributed throughout the San Pedro and Los Angeles Harbor Region.

8. Your budget for this event/project and a brief statement of your organization's annual budget (attach a copy of your budget if that is more convenient):

See Attachment

9. Other organizations or Neighborhood Councils that you have asked for help in meeting your goal:

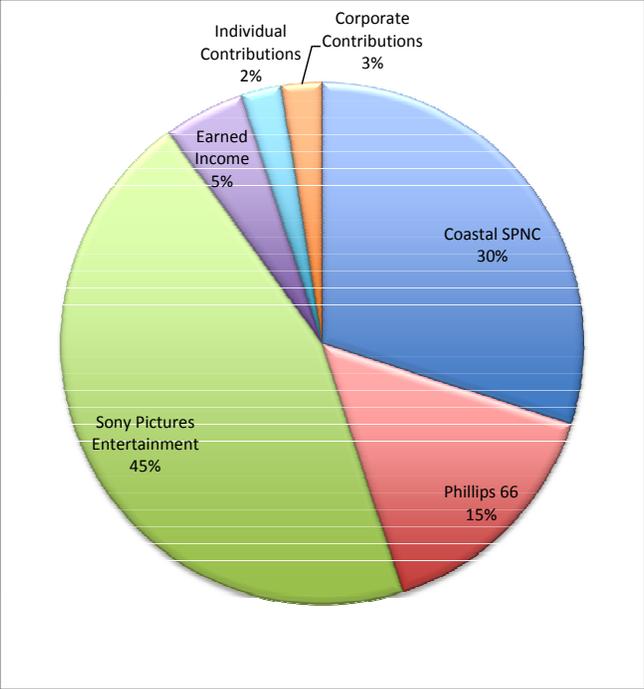
Angels Gate Cultural Center has a strong reputation for providing exceptional arts programs in the Los Angeles Harbor Region. We are recognized by funders such as Employees Community Fund of Boeing California, California Arts Commission, The California Community Foundation, The Department of Cultural Affairs, The Getty Foundation, The James Irvine Foundation, The Crail-Johnson Foundation, The Los Angeles County Board of Supervisors, The Los Angeles County Arts Commission, The Kenneth T. & Eileen L. Norris Foundation, The Ralph M. Parsons Foundation, Phillips 66, the Dwight Stuart Youth Fund, and the Weingart Foundation. In addition, through the past decade, these programs have been supported by a variety of schools that have contracted with Angels Gate Cultural Center to implement educational programs for their students.

We anticipate that we will continue to sustain these programs through fund raising efforts with current and future funders, partnering with schools and the community.

**Angels Gate Cultural Center
Open Studios Day Budget
2015**

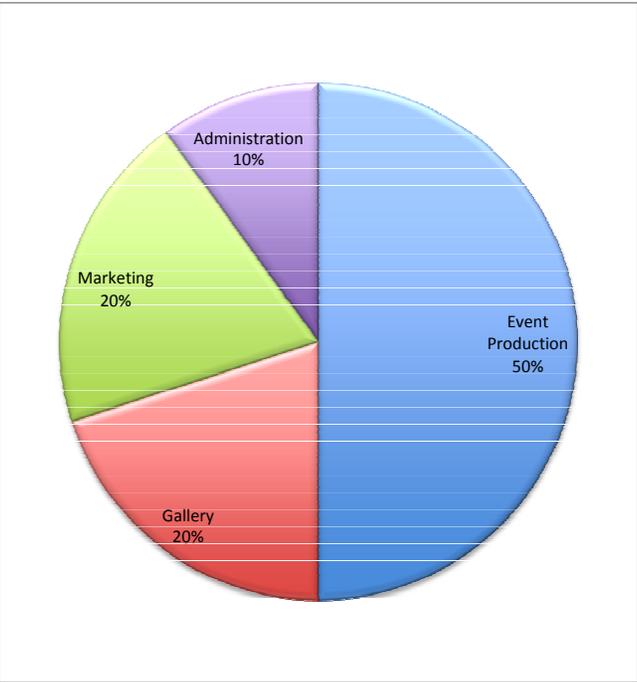
Income

Coastal SPNC	\$3,000
Phillips 66	\$1,500
Sony Pictures Entertainment	\$4,500
Earned Income	\$500
Individual Contributions	\$250
Corporate Contributions	\$250
TOTAL	\$10,000



Expense

Event Production	\$5,000
Gallery	\$2,000
Marketing	\$2,000
Administration	\$1,000
TOTAL	\$10,000



CSPNC Budget and Finance Committee Report – Jan. 20, 2014 Meeting

The CSPNC Budget and Finance Committee met on Jan. 20, 2015 at the Marine Exchange conference room. Present: Ted Shirley, Dean Pencheff, James Dimon, and Dave Behar (non-committee member). Committee members Lydia Gutierrez, Bob Gelfand and Ana Ortiz were not present.

Agenda:

1. Meeting called to order
2. Public Comment – None
3. Discussion of spending motions – Committee discussed the following motions:
 - a. Coastal San Pedro Neighborhood Council will pay Andrew Menzes \$190 per meeting for audio and set-up services, an increase of \$5 per meeting, to cover additional costs.
 - i. Motion brought by Ted Shirley, CSPNC Treasurer
 - ii. Andrew Menzes requested a \$5 raise per meeting to cover inflationary increases in costs as well as additional administrative expenses.
 - iii. Vote was 3-0 to send to Agenda Committee.
 - b. Coastal San Pedro Neighborhood Council will pay Kristina Smith \$25 per month to send out board emails and meeting notifications, and administer CSPNC Constant Contact account.
 - i. Motion was brought by Dean Pencheff
 - ii. Kristina Smith to provide extra services sending out email blasts and managing Constant Contact service for board.
 - iii. Vote was 3-0 to send to Agenda Committee.
 - c. Coastal San Pedro Neighborhood Council will fund a Neighborhood Purpose Grant not to exceed \$2,000 to Angels Gate Cultural Center to support their Open Studios Day event and cultural/educational advancement in coastal San Pedro.
 - i. Motion was brought by Dean Pencheff

- ii. Educational/cultural event to promote Angel's Gate. Expected attendance is 350 plus.
- iii. Vote was 3-0 to send to Agenda Committee.

4. Discussion of CSPNC budget:

- a. Committee discussed remaining funds in budget, which now total about \$5,662. Of that amount, \$2,000 still remains for Neighborhood Purchase Grants, \$1,500 in Advertising and Event categories, \$1,500 in election Outreach Expense, and \$662 in Operating Expenses. If all three spending motions pass in coming board meeting, there will be about \$3,477 left in the budget that is not spent or committed already.
- b. Committee discussed two potential future spending items with Dave Behar. The first was a city-wide Neighborhood Council collaborative effort to promote NC activities (potential cost \$1,500 per NC). The second was the need to purchase additional Neighborhood Watch signage, as no more remains from last year's Safety Summit and Neighborhood Watch programs (potential cost \$1,800). The committee did not bring these items up for a motion, but discussed the possibility of doing so next month if the Communications Committee does not meet in that time.

5. Public Comment – None

6. Meeting adjourned

Coastal San Pedro Neighborhood Council
Budget for Fiscal Year 2014-2015
 Approved August 18, 2014 / Revision Approved Dec. 15, 2014

Funds

Yearly Allocation	37,000
Total	37,000

Budget

Category					
Codes					
	100 Operations	Budget	YTD Paid	Encumbered	Available Funds
AUD	Audio and Visual Services	2,200	175	2,045	(20)
EDU	Training and Board Retreat	300	-	-	300
FAC	Facilities Related and Space Rental	1,130	300	550	280
MIS	Miscellaneous Expense	605	239	238	128
OFF	Office Equipment and Supplies	200	-	-	200
POS	Postage	25	8	17	-
TAC	Temporary Staff	2,140	850	1,517	(227)
TRL	Translation and Transcription	-	-	-	-
	Sub Total	6,600	1,571	4,367	662
	200 Outreach				
ADV	Advertising	1,600	35	465	1,100
EVE	Event Expense / Food & Refreshments	4,300	740	3,560	-
MEE	Meeting Expense	400	-	-	400
NEW	Newsletter Expense	5,000	-	5,000	-
WEB	Website Maintenance/Enhancement/Creation	600	250	350	-
	Sub Total	11,900	1,025	9,375	1,500
	300 Community Improvement				
CIP	Community Improvement Projects	-	-	-	-
	Sub Total	-	-	-	-
	400 Neighborhood Purpose Grants				
GRT	Neighborhood Purpose Grants	15,000	4,500	8,500	2,000
	Sub Total	15,000	4,500	8,500	2,000
	500 Elections				
ELE	Election Outreach Expense	3,500	-	2,000	1,500
	Sub Total	3,500	-	2,000	1,500
					-
	Grand Total	37,000	7,096	24,242	5,662



ACCOUNT DETAIL

Account Activity	Search		Download Account Detail
Business Basics-4623			
Available Balance		\$10,965.00	
<u>Ledger Balance</u> as of 01/22/2015		\$10,965.00	

Select Period		Show by		Save this view	
Last 90 Days		Date			
Date	Transactions	Category	Amount	Running Balance	
01/20/2015	CTC*CONSTA 1601 Trapelo Ro 855-2295506 MA	Electronic debits	-\$35.00	\$10,965.00	
01/20/2015	CITY OF LOS ANGE EFT PAYMT PPD *****0735	Electronic Credits	\$10,744.10	\$11,000.00	
01/14/2015	DNH*GODADD 14455 N. Hayden 480-5058855 AZ	Electronic debits	-\$14.99	\$255.90	
01/09/2015	LLOYD STAF 445 BROADHOLLOW MELVILLE NY	Electronic debits	-\$308.88	\$270.89	
01/09/2015	IN *THE MA 1840 S. GAFFEY 310-5141797 CA	Electronic debits	-\$163.99	\$579.77	
01/09/2015	IN *THE MA 1840 S. GAFFEY 310-5141797 CA	Electronic debits	-\$149.00	\$743.76	
01/08/2015	Check #5006	Checks	-\$1,000.00	\$892.76	
01/08/2015	Check #5004	Checks	-\$1,000.00	\$1,892.76	
01/07/2015	OFFICE DEP 810 N WESTERN A SAN PEDRO CA	Electronic debits	-\$54.48	\$2,892.76	
01/06/2015	TARGET 1701 N GAFFEY S SAN PEDRO CA	Electronic debits	-\$52.76	\$2,947.24	
01/02/2015	CITY OF LOS ANGE EFT PAYMT PPD *****0735	Electronic Credits	\$1,662.14	\$3,000.00	
12/26/2014	Check #5005	Checks	-\$1,000.00	\$1,337.86	
12/18/2014	Check #5007	Checks	-\$1,500.00	\$2,337.86	
12/16/2014	BARAMEE 354 W 6TH ST SAN PEDRO CA	Electronic debits	-\$147.15	\$3,837.86	
12/15/2014	DNH*GODADD 14455 N. Hayden 480-5058855 AZ	Electronic debits	-\$14.99	\$3,985.01	
12/11/2014	CITY OF LOS ANGE EFT PAYMT PPD *****0735	Electronic Credits	\$206.60	\$4,000.00	
11/18/2014	PAVICHS BR 29701 S Western RANCHO PALOS CA	Electronic debits	-\$134.00	\$3,793.40	

11/18/2014		ALBERTSONS 1636 25TH ST. B SAN PEDRO CA	Electronic debits	-\$38.08	\$3,927.40
11/18/2014		PAVICHS BR 29701 S Western RANCHO PALOS CA	Electronic debits	-\$1.36	\$3,965.48
11/10/2014		DNH*GODADD 14455 N. Hayden 480-5058855 AZ	Electronic debits	-\$18.17	\$3,966.84
11/10/2014		CITY OF LOS ANGE EFT PAYMT PPD *****0735	Electronic Credits	\$321.05	\$3,985.01
11/07/2014		DNH*GODADD 14455 N. Hayden 480-5058855 AZ	Electronic debits	-\$14.99	\$3,663.96
11/04/2014		FEDEX 7717 3875 AIRWAYS BL MEMPHIS TN	Electronic debits	-\$7.74	\$3,678.95
11/03/2014		FEDEXOFFIC 28901 S WESTERN RANCHO PALOS CA	Electronic debits	-\$13.47	\$3,686.69
11/03/2014		FEDEX 8401 3875 AIRWAYS BL MEMPHIS TN	Electronic debits	-\$1.84	\$3,700.16

Showing 1 - 25 of 25 transactions

Tip: To nickname your accounts, go to [Account Services](#).