



agenda

# COASTAL SAN PEDRO NEIGHBORHOOD COUNCIL

locally listening & leading ...  ..

## BOARD AND STAKEHOLDER MEETING AGENDA

**Monday 17 June 2019 6:30 PM**

CABRILLO MARINA COMMUNITY BUILDING

2965 Via Cabrillo-Marina (*see map below*)

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. Public comment may be limited in time or number of speakers. Those wishing to make comment, but not wanting to speak publicly, may submit written communications to the Board.

1. Voluntary opportunity to say the Pledge of Allegiance.
2. Public comment on non-agenda items.
3. Call to order and roll call.
4. Board member comment on non-agenda items.  
*[May include comment on Board members' own activities/brief announcements; brief response to statements made or questions posed by persons exercising their general public comment rights or asking questions for clarification; introduction of new issues for consideration by the Board at its next meeting; or requests for research and a report back to the Board at a future time.]*
5. Approval of prior meeting minutes.
6. Reports from government agency representatives — LA Police Department, Port Police, Council District 15, Port of LA, LA Unified School District, US Congress, State Assembly, Department of Neighborhood Empowerment, NC Budget Advocate, others.
7. Motion supporting City Council opposition to California State SB-50.
8. Presentation by L.A. Sanitation and Environment: Description of L.A. Sanitation & Environment's services and programs *[20 min, with video]*
9. Motion supporting "Alternative 2" in the Draft Environmental Assessment for "Renewed Fueling Operations at Defense Fuel Support Point, San Pedro".
10. Motion opposing permanent fencing between Joan Milke Flores Park, Fort MacArthur Museum, and the Korean Bell.
11. Motion urging increased traffic controls in the Palisades.
12. Motion regarding City of Los Angeles Home Sharing Ordinance (Council File 14-1685-S2).
13. Motion on South Shores Elementary Magnet School Construction Project.
14. Motion supporting NWSPNC position on charter school co-locations.
15. Motion regarding Accessory Dwelling Unit regulation in the Coastal Zone.
16. Committee reports.
17. Treasurer's report.

### *Budget and Finance (Consent Calendar)*

18. Approval of Monthly Expenditure Reports for May 2019.
19. Approval of Monthly Expenses, including approval of Treasurer's payment of all recurring Neighborhood Council expenses including (but not limited to) Lloyd Staffing, The Mailroom, Angels Gate Cultural Center meeting expenses, vendor(s) for meeting refreshments, and office supplies.
20. Adoption of 2019–2020 Draft Budget.
21. Adoption of the *Neighborhood Council Funding Program Fiscal Year Administrative Package*.
22. Motion to create an Unleashed Dog Area *ad hoc* Committee.

23. Appointments of committee officers, committee members, and other Board representatives, including but not limited to, appointment of Mary Lou Fentis and Grace Fairwell Grainger to the Homelessness Committee
  24. Announcements.
  25. Public comment on non-agenda items.
  26. Adjournment.
- 

## **7. Motion supporting City Council opposition to California State SB-50.**

*[Postponed from May 2019 Board Meeting]*

The Coastal San Pedro Neighborhood Council supports the Los Angeles City Council's Resolution in opposition to proposed Senate Bill 50 (attached) and opposes any other proposed Senate or Assembly bills with similar effects, including but not limited to proposed Senate Bill 330.

## **9. Motion supporting “Alternative 2” in the Draft Environmental Assessment for “Renewed Fueling Operations at Defense Fuel Support Point, San Pedro”.**

*Sunken City ad hoc Committee and Sustainability Committee*

*Whereas*, the Coastal San Pedro Neighborhood Council (CSPNC) realizes the Navy has increased fueling needs in our area; and

*Whereas*, CSPNC recognizes the importance of and supports our military; and

*Whereas*, CSPNC holds the health and safety of our community paramount above all other issues,

*Resolved*, pending a supportive environmental report, the Coastal San Pedro Neighborhood Council (CSPNC) is supportive of Alternative 2 (Rehabilitation and Operation of Marine Terminal and Operation of On-site and Off-site Pipelines), restoring fueling operations at the Marine Terminal on Terminal Island, supplied via pipelines; and

*Further Resolved*, CSPNC is against any recommissioning plans for the Main Terminal on North Gaffey Street; and

*Further Resolved*, CSPNC urges the Navy to offer only Alternative 2 to potential commercial partners.

## **10. Motion opposing permanent fencing between Joan Milke Flores Park, Fort MacArthur Museum, and the Korean Bell.**

*Parks and Coastline Committee*

*Resolved*, the Coastal San Pedro Neighborhood Council opposes permanent fencing between the Joan Milke Flores Park, the Fort MacArthur Museum and the Korean Bell; we support connectivity and pedestrian access throughout the three areas; we request the City of Los Angeles conduct an analysis of impacts to public views, access, enjoyment and open space.

## **11. Motion urging increased traffic controls in the Palisades.**

*Parks and Coastline Committee*

*Resolved*, the Coastal San Pedro Neighborhood Council urges the Los Angeles Police Department to increase traffic controls in the Palisades to mitigate traffic violations.

## **12. Motion regarding City of Los Angeles Home Sharing Ordinance (Council File 14-1685-S2).**

*Whereas*, the City of Los Angeles has still not provided procedures for the new Home Sharing Ordinance (effective date July 1, 2019), which has a significant effect on the quality of life in our residential neighborhoods;

*Whereas*, it is not clear whether there will be a required notice at the front of all premises engaging in home sharing that contains identifying information, including information for an owner's contact that will be available 24/7 for complaints, as well as contact information for the new City Planning home sharing enforcement department, as well as instructions on when it is required or suggested to also report issues to the LAPD;

*Whereas*, residents are informed that the City of Los Angeles, including the Department of Building and Safety, the Department of City Planning, and the Los Angeles Police Department, are not prepared to begin their new responsibilities and related enforcement for the Home Sharing Ordinance on the start date of July 1, 2019;

*Whereas*, the new Home Sharing Ordinance has not yet received Coastal Commission approval for implementation in the Coastal Zone areas of Los Angeles, which is required according to State officials.

*Therefore be it resolved*, that the Coastal San Pedro Neighborhood Council strongly recommends that the Home Sharing Ordinance effective date be delayed, by no more than 90 days, in order to obtain required Coastal Commission approvals on an expedited basis, in order to timely and adequately inform and train all impacted City departments, and in order that impacted residents are timely and adequately informed of the procedures for reporting of violations (including a message from the Mayor on the City's 311 Information Hot Line); and that in the meantime all current City zoning regulations shall be strictly enforced by the City.

COMMUNITY IMPACT STATEMENT TO BE SUBMITTED—Council File No. 14-1635-S2.

## **13. Motion on South Shores Elementary Magnet School Construction Project.**

*Whereas* Los Angeles Unified School District (LAUSD) plans to replace existing single story portable classrooms with a larger permanent 2-story building at South Shores Elementary Magnet School for the Visual and Performing Arts, 2060 W. 35th St., San Pedro CA, and

*Whereas* project management has failed to adequately engage the surrounding neighbors on the adjacent streets, and

*Whereas* a presentation by LAUSD on June 18, 2018 to the Coastal San Pedro Neighborhood Council did not clearly explain the 2-story nature of the project,

*Whereas* a new 2-story school building is out of scale and character with the neighborhood and the existing school, and

*Whereas* the proposed 2-story building would adversely affect the coastal viewshed, and

*Whereas* a 2-story building would overlook the back yards of some homes on Anchovy Avenue, which would adversely impact privacy, and

*Whereas* the Project Manager, Issam Dahdul, stated to residents on June 5, 2019 that LAUSD would not consider changing the design or size of the new building to address neighbors' concerns.

*Therefore be it resolved*, the Coastal San Pedro Neighborhood Council opposes LAUSD continuing with these expansion plans for this 2-story building until they conduct outreach with the surrounding neighborhood that takes into account the South Shores neighbors' concerns.

## **14. Motion supporting NWSPNC position on charter school co-locations.**

The Coastal San Pedro Neighborhood Council supports Northwest San Pedro Neighborhood Council's request, with respect to any potential charter school co-locations in San Pedro, that such decisions be made transparently and including the community, and that specific information be provided as to how adding a charter school to an existing campus will benefit the existing campus and not detract from the existing classroom space, play yard space and existing programs.

## **15. Motion regarding Accessory Dwelling Unit regulation in the Coastal Zone.**

### *Planning and Land Use Committee*

*Whereas*, California's Accessory Dwelling Unit (ADU) statute allows municipalities to enact ordinances to designate areas in which ADUs may be permitted, taking into account factors including the impact of ADUs on traffic flow and public safety;

*Whereas*, the ADU statute states that it shall not supersede or alter the effect or application of the California Coastal Act;

*Whereas*, the Coastal Act notes that new development in the Coastal Zone should maintain and enhance *public* access to the coast by providing for adequate traffic flow and parking;

*Whereas*, the Land Use Plan in the San Pedro Coastal Zone includes parking standards requiring two spaces for a single-family residence and two spaces for each dwelling unit for a multiple dwelling;

*Whereas*, the City of Los Angeles' proposed ADU ordinance (Council File No. 16-1468) allows only "non-conversion" ADUs (meaning limited to existing footprint) in Hillside areas, based on findings by the City Planning Department that new construction can adversely affect traffic flow, road quality and parking availability;

*Whereas*, the San Pedro Coastal Zone is marked by narrow, congested streets, comparable to those in Hillside areas, and coastal access would be inhibited by large scale construction of new ADUs and related traffic impacts and parking needs;

*Therefore be it resolved that:*

1. The Coastal San Pedro Neighborhood Council (CSPNC) strongly supports amending Council File No. 16-1648 (the City's pending proposed ADU Ordinance) to expand the Hillside exemption (to allow only non-conversion ADUs) to the entire Coastal Zone and to require at least one parking space per ADU in the Coastal Zone;
2. The CSPNC requests that the Department of City Planning prepare the findings to support such changes by reviewing the effects of new ADU construction on traffic flow, street quality, and parking availability in the Coastal Zone;
3. The CSPNC supports concurrently amending the San Pedro Specific Plan and the San Pedro Land Use Plan, including obtaining Coastal Commission approval, for these changes, which are consistent with the purposes and protections of the Coastal Act.

COMMUNITY IMPACT STATEMENT TO BE SUBMITTED—Council File No. 16-1648.

## **20. Adoption of 2019–2020 Draft Budget**

### *Budget & Finance Committee*

*Resolved*, the Coastal San Pedro Neighborhood Council shall adopt the draft budget for Fiscal Year 2019–2020, as detailed on pages 8–10 of the attached Neighborhood Council Funding Program Fiscal Year Administrative Package.

## **21. Adoption of the *Neighborhood Council Funding Program Fiscal Year Administrative Package***

### *Budget & Finance Committee*

*Resolved*, the Coastal San Pedro Neighborhood Council shall adopt the attached *Neighborhood Council Funding Program Fiscal Year Administrative Package* and forward it to the Office of the City Clerk.

## **22. Motion to create an Unleashed Dog Area *ad hoc* Committee.**

### *Parks and Coastline Committee*

*Resolved*, the Coastal San Pedro Neighborhood Council shall create an Unleashed Dog Area *ad hoc* Committee, responsible for matters concerning areas and parks for unleashed dogs.

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 Board on any agenda item before the Board 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 Board 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 or Board meeting.

**STATE OF CALIFORNIA PENAL CODE SECTION 403** (Amended by Stats. 1994, Ch. 923, Sec. 159. Effective January 1, 1995.) — Every person who, without authority of law, willfully disturbs or breaks up any assembly or meeting that is not unlawful in its character, other than an assembly or meeting referred to in Section 302 of the Penal Code or Section 18340 of the Elections Code, is guilty of a misdemeanor.

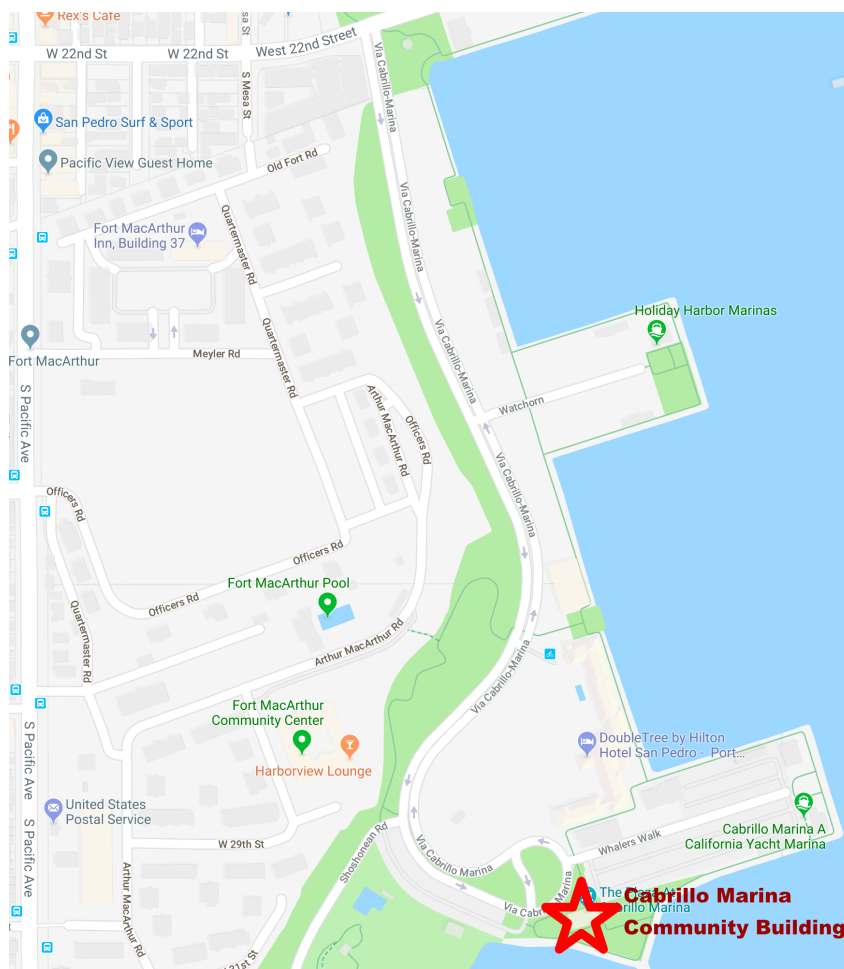
**THE AMERICAN WITH DISABILITIES ACT** — As a covered entity under Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and upon request will provide reasonable accommodation to ensure equal access to its programs, services, and activities. 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.

**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](http://www.cspnc.org) • You can also receive our agendas via email by subscribing to L.A. City's Early Notification 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](mailto:board@cspnc.org) para avisar al Concejo Vecinal.



RESOLUTION **SUBSTITUTE 27**

WHEREAS, any official position of the City of Los Angeles with respect to legislation, rules, regulations or policies proposed to or pending before a local, state or federal governmental body must have first been adopted in the form of a Resolution by the City Council with the concurrence of the Mayor; and

WHEREAS, the City of Los Angeles is leading the State of California in incentivizing multi-family development near transit through the passage of Measure JJJ, which was approved by the voters in November 2017; and

WHEREAS, Measure JJJ resulted in the creation of a city-wide program known as Transit Oriented Communities (TOC), which provides both bas allowances and additional incentives to build affordable housing if the project is within a half-mile of transit much like Senate Bill 50 (Wiener); and

WHEREAS, the City has crafted a TOC program that is not allowed within single-family zones and aims to keep the expanded development capacity within commercial and most multi-family zoned parcels; and

WHEREAS, the City is embarking on an aggressive program to update all thirty-five Community Plans, which will provide the vehicle for tailoring the TOC program to each of our unique communities; and

WHEREAS, the City of Los Angeles is already exceeding our Regional Housing Needs Allocation (RHNA) target for market-rate housing through TOC and moving toward our below-market rate housing goals; and


WHEREAS, SB 50 (Wiener) aims to do a version of what Los Angeles' TOC program is doing without respecting the integrity of single-family zoning and other local characteristics; and


WHEREAS, as currently drafted, SB 50 includes terms and implementation concepts that are not yet adequately defined, such as "jobs-rich" and "sensitive communities." Further, SB 50's relationship to other state laws such as the Ellis Act is vague and lacks innovative incentives to increase the amount of affordable housing required in return for development incentives beyond the City's local TOC; and

WHEREAS, the passage of SB 50 would threaten to move Los Angeles backward in "right-sizing" our TOC program to each community through our state-mandated Community Plan Update efforts, thereby impeding our local land use control and thwarting our current efforts to gather community input and support to customize our local incentive program;

NOW, THEREFORE, BE IT RESOLVED, with the concurrence of the Mayor, that by the adoption of this Resolution, the City of Los Angeles hereby includes in its 2019-2020 State Legislative Program OPPOSITION to SB 50 (Wiener), which would allow the construction of higher-density multi-family housing developments near major transit stops that are out of compliance with local land use regulations and procedures, unless amended to exclude the City of Los Angeles from its provisions and include living wage provisions and protections for construction workers.

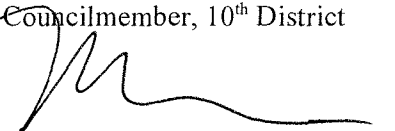
PRESENTED BY:

  
HERB J. WESSON, JR.  
Councilmember, 10<sup>th</sup> District

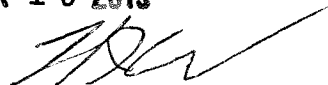
  
PAUL KORETZ

Councilmember, 5<sup>th</sup> District

SECONDED BY:



APR 16 2019



ORIGINAL

Fiscal Year  
2019 -2020

Office of the City Clerk  
Neighborhood Council Funding Program  
Fiscal Year Administrative Packet

Neighborhood Council: COASTAL SAN PEDRO

## **NEIGHBORHOOD COUNCIL FUNDING PROGRAM FISCAL YEAR ADMINISTRATIVE PACKET**

### **Summary**

The Administrative Packet provides for a more comprehensive and complete record of all items that support the Neighborhood Councils' (NC) fiscal and administrative operations, including its annual budget, Financial Officers, and any commitments for NC office space, storage facility, P.O. Boxes, etc.

### **Goal(s)**

The goal(s) of the Administrative Packet is to make it easier for NCs to identify, plan, and confirm, via a board vote, all fiscal and administrative requirements upfront each year so that our Office can prepare for and process funding requests and resulting contracts judiciously and expeditiously.

The Packet contains the following items:

- NC Funding Program Acknowledgements & Agreements – Signed by all Financial Officers
- Completed Annual Budget
- Information pertaining to office space, meeting space, storage facility, Post Office Box (P.O. Box), and website services, as applicable.

### **Procedure**

On a yearly basis, we require each NC to discuss, prepare, and approve the Administrative Packet. Once the Packet has been voted on by the board, the Packet and the completed Board Action Certification (BAC) Form are to be submitted to the NC Funding Program.

Your NC Treasurer can submit both documents, the Packet and BAC, by uploading them in the NC Funding System portal, Budget Allocation section, immediately after Board approval. Once received, reviewed, and accepted by our Program, your NC will gain full access to its funds. The NC Funding System portal website is: <https://cityclerk.lacity.org/NCFundPortal/#/login>

As our Program awaits your Packet submission, access to your NC funds will be limited to \$333.00 per month, until the annual budget, Administrative Packet, and BAC have been received and accepted. This limited amount is intended to assist your NC operationally for expenses related to conducting your NC meetings, i.e. meeting facility use fees, printing and photocopying of meeting documents, meeting refreshments/snacks, professional staff services.

If you have questions or require any assistance regarding the packet, please feel free to email us at [clerk.ncfunding@lacity.org](mailto:clerk.ncfunding@lacity.org) or call us at 213-978-1058.



## NEIGHBORHOOD COUNCIL FUNDING PROGRAM

### FINANCIAL OFFICERS LETTER OF ACKNOWLEDGEMENT & AGREEMENT

We, the undersigned, do hereby declare that as a result of an official action of the Governing Body of the Neighborhood Council (NC) named below:

- (1) we are authorized to request City funding to support NC general operations,
- (2) all items or services described or included in any related funding requests are exclusively intended to further the goals and objectives of the Neighborhood Council, and
- (3) all reasonable precautions shall be exercised by the undersigned to fully safeguard, control and account for all use of funds. Proper accountability of all City funds is critical to the success of the NC Funding Program.

Therefore, by the signature(s) below, and on behalf of the Neighborhood Council named below, WE HEREBY AGREE to the terms and conditions as set forth in this Letter of Acknowledgement and all related documents as provided by the City, agree to expend funds in accordance with any applicable City rules, policies or procedures, and specifically agree to expend monies received by the Office of the City Clerk solely for public purposes relating to the goals and purposes of the Neighborhood Council named below, consistent with the scope and authority under the City Charter, the Plan for a Citywide System of Neighborhood Councils and any implementing ordinances. We have attended and participated in the City-provided training relating to the NC Funding Program.

WE FURTHER ACKNOWLEDGE and WE AGREE to comply with any requirements regarding use of the NC funds. WE AGREE to provide NC financial reports and/or supporting documentation to the Office of the City Clerk, Neighborhood Council Funding Program as requested and at monthly meetings to the Governing Body and stakeholders of the NC named below. WE AGREE that the Office of the City Clerk and other City representatives may make on-site visits to inspect and review all NC financial records, upon providing reasonable advance notice to the NC Treasurer or designated representatives.

WE ACKNOWLEDGE THAT A NEW LETTER OF ACKNOWLEDGEMENT MUST BE FILED IF THERE IS ANY CHANGE OF FINANCIAL OFFICERS.

#### **Neighborhood Council Financial Officers - Names and Signatures:**

##### **Treasurer**

\_\_\_\_\_  
SIGNATURE OF THE TREASURER

**Louis Dominguez**

\_\_\_\_\_  
PRINT NAME OF THE TREASURER

**Treasurer**

\_\_\_\_\_  
BOARD POSITION

\_\_\_\_\_  
DATE

\_\_\_\_\_  
EMAIL

\_\_\_\_\_  
PHONE NUMBER

**CONTINUES OTHER SIDE**

**2nd Signer**SIGNATURE OF THE 2<sup>nd</sup> SIGNER**Doug Epperhart**PRINT NAME OF THE 2<sup>ND</sup> SIGNER**President**

BOARD POSITION

DATE

EMAIL

PHONE NUMBER

**Alternate Signer** (If not applicable, please indicate “N/A”)

SIGNATURE OF THE ALTERNATE SIGNER

**Robert Bryant**

PRINT NAME OF THE ALTERNATE SIGNER

**Member At-Large**

BOARD POSITION

DATE

EMAIL

PHONE NUMBER

**1<sup>st</sup> Bank Cardholder**SIGNATURE OF THE 1<sup>st</sup> BANK CARD HOLDER**Doug Epperhart**PRINT NAME OF THE 1<sup>st</sup> BANK CARD HOLDER**President**

BOARD POSITION

DATE

EMAIL

PHONE NUMBER

**2<sup>nd</sup> Bank Cardholder**SIGNATURE OF THE 2<sup>nd</sup> BANK CARD HOLDER**n/a**PRINT NAME OF THE 2<sup>nd</sup> BANK CARD HOLDER

BOARD POSITION

DATE

EMAIL

PHONE NUMBER

**\*\*\* Bank Cardholders, please read further next page \*\*\***

**NEIGHBORHOOD COUNCIL FUNDING PROGRAM  
BANK CARDHOLDER ACKNOWLEDGEMENT &  
AGREEMENT OF RESPONSIBILITIES**

This document outlines the responsibilities that I, as the Neighborhood Council Bank Cardholder, have as the primary custodial holder of a City Los Angeles Neighborhood Council (NC) Bank Card, referred herein as "the card" for the Neighborhood Council named below. My signature indicates that I have read and understand these responsibilities and further, that I agree to adhere to the guidelines established by the Office of the City Clerk and approved by the City Controller for the use of City funding as it relates to the Neighborhood Council Funding Program.

1. I understand that the City of Los Angeles Neighborhood Council Card is intended to facilitate the purchase and payment of materials or services required for the conduct of official Neighborhood Council business only.
2. I agree to make only those purchases consistent with the type of purchases authorized by the Office of the City Clerk and approved by the NC Governing Board.
3. I understand that under no circumstances will I use the Card to make personal purchases either for myself or for others. The Card is issued in the name of the Neighborhood Council and I serve as the Card custodian. I agree that should I willfully violate the terms of this Agreement and use of the Card for personal use or gain that I will reimburse the City of Los Angeles for all incurred charges and any fees related to the collection of those charges.
4. Uses of the Card not authorized by the Office of the City Clerk can be considered misappropriation of City funds. This could result in (a) immediate and irrevocable forfeiture of the Card, and /or (b) potential de-certification action. I understand that the Card must be surrendered upon termination of any official position with the Neighborhood Council to which the card is issued. I agree to maintain the Card with appropriate security whenever and wherever I or any other authorized person may use the Card. If the Card is stolen or lost, I agree to immediately notify the Office of the City Clerk.
5. I understand that since the Card is the property of the Bank and authorized for issue by the City of Los Angeles, I am required to comply with internal control procedures designed to protect City assets. This may include being asked to produce the Card, receipts, and/or statements to validate its existence and to audit its use.
6. I understand that I will have access to the Funding Program System portal via the Internet where all card transactions will be posted by the Bank when the card is used. I understand that I am required to obtain itemized receipts for all card transactions and upload the itemized receipts to the Funding Program System portal to verify the posted card transaction. Uploading the required itemized receipt is necessary for my NC Monthly Expenditure Report (MER) to be generated by the Funding Program System portal. The MER must be reviewed and approved by the NC Governing Board before being submitted to the Office of the City Clerk as a complete Report.
7. I understand that all transactions on the Card will reduce the funds available to the NC. I understand that the Bank will not accept any limit increases from me.
8. I understand that the Card is solely provided to the designated NC cardholder and that assignment of the Card is based on the understanding that I need to purchase materials required for the conduct of Neighborhood Council business. I understand that custodial possession of the Card is not an entitlement nor reflective of title or position.
9. As a Neighborhood Council Financial Officer, I have signed and received a copy of both the NC Funding Program Bank Cardholder Agreement of Responsibilities and Financial Officers Letter of Acknowledgement, have attended and completed the required NC Funding Program training, and understand the requirements and limitations regarding the NC Bank Card's use.

**PLEASE SIGN OTHER SIDE**

**1<sup>st</sup> Bank Cardholder**

---

SIGNATURE OF THE 1<sup>st</sup> BANK CARD HOLDER

**Doug Epperhart**

---

PRINT NAME OF THE 1<sup>st</sup> BANK CARD HOLDER

---

DATE

**2<sup>nd</sup> Bank Cardholder**

---

SIGNATURE OF THE 2<sup>nd</sup> BANK CARD HOLDER

**n/a**

---

PRINT NAME OF THE 2<sup>nd</sup> BANK CARD HOLDER

---

DATE

**NEIGHBORHOOD COUNCIL FUNDING PROGRAM**  
**ANNUAL BUDGET TEMPLATE – FISCAL YEAR 2019-2020**

The annual budget is a plan for the utilization of the NC's financial resources. It should be used as a strategic financial road map to conduct activities and efforts that will help the NC achieve its mission, goals, and objectives. The budget should include the input of stakeholders, be accessible, and comply with the rules that govern the use of NC public funds.

As a planning tool, the annual budget allows the NC board to allocate its funds, both regular annual funds and rollover funds, if any, into the following Expenditure Categories:

1. General and Operational Expenditures
  - i. **Office/Operational**
  - ii. Outreach
  - iii. Elections
2. Neighborhood Purposes Grants (NPGs)
3. Community Improvement Projects (CIPs)

With the exception of certain expenditures related to Office/Operational items, the annual budget cannot be used as authorization or approval of actual payments to vendors. All payments related to Outreach purchases, activities, and events, Elections, NPGs, and CIPs must be considered and approved through separate board motions, not as part of the board approval of the annual budget.

The annual budget may be accepted as authorization for payment for certain monthly and recurring **Office/Operational expenditures only**, such as those listed below, when itemized in the Office/Operational Expenditure Category. Please see the sample itemized Office/Operational budget allocations next page.

1. Office lease payments
2. Office supplies and equipment expenses, not including inventory items
3. Storage facility lease payments
4. P.O. Box payments
5. Office telephone and Internet services
6. Refreshments/snacks for board/committee meetings
7. Website hosting and maintenance services
8. Professional meeting/office-related services, i.e. translators, minute-takers, audio services
9. Printing and copying for meetings/office-related purposes only
10. Printing NC business cards

The annual budget template form provided here is an optional tool. Your Neighborhood Council may submit its annual budget on a form different from this template as long as it only contains the same budget allocation Expenditures Categories listed above.

For more details on the Administrative Packet, Fiscal Year annual budget, and rollover of funds unspent at the end of the Fiscal Year, please review the Policies and Guidelines, Policy 1.1, found on our website: <https://clerk.lacity.org/neighborhood-council-funding-program>

***Sample Itemized Budget Allocations for  
Office/Operational Expenditures***

<b>Office/Operational Expenditures Category</b>	
<i>Office Rent (\$500/month x 12 months)</i>	<i>\$6,000.00</i>
<i>Office Supplies (paper, ink, staples, pens, binders, business cards, etc.)</i>	<i>\$500.00</i>
<i>Printer/Copy Machine Lease</i>	<i>\$1,500.00</i>
<i>Internet Service (Spectrum)</i>	<i>\$1,000.00</i>
<i>Telephone Service (Ooma)</i>	<i>\$500.00</i>
<i>Website Hosting and Maintenance</i>	<i>\$2,000.00</i>
<i>Printing and Photocopying for Meetings</i>	<i>\$500.00</i>
<i>Meeting Facility Fees (Riverside Elementary School)</i>	<i>\$2,000.00</i>
<i>Minute-Taker for Meetings (AppleOne)</i>	<i>\$1,500.00</i>
<i>Refreshments/Snacks for Meetings</i>	<i>\$1,500.00</i>
<b>Total Office/Operational Expenditures</b>	<b>\$17,000.00</b>

<b>COASTAL SAN PEDRO</b> <b>Neighborhood Council Annual Budget</b> <b>for Fiscal Year 2019-2020</b>	
<b>Annual Budget Funds</b>	<b>\$ 42,000.00</b>
<b>Rollover Funds***</b>	
<b>Total Annual Budget Funds</b>	<b>\$ 42,000.00</b>

<b>Office/Operational Expenditures Category</b>	
Audio Services	\$ 3,000.00
Virtual Office/Storage	\$ 4,000.00
Temporary Staff - Transcription/Bookkeeping	\$ 10,000.00
P.O. Box Rental - Annual	\$ 175.00
Committee Meeting Space	\$ 3,000.00
Office - Miscellaneous	\$ 1,000.00
Food/Refreshments	\$ 2,525.00
Website Hosting	\$ 300.00
<b>Total Office/Operational Expenditures</b>	<b>\$ 24,000.00</b>

\*\*\*The Funding Program will notify each NC of their Fiscal Year closing balance including available rollover funds, if any, on August 1st or next business day. Depending on when an NC submits its Admin Packet/annual budget, the NC may need to revise and resubmit its annual budget to account for any rollover funds received.

Outreach Expenditures Category	
Newsletters	\$ 7,000.00
Committee Funding Requests	\$ 1,000.00
Promotional Items	\$ 2,000.00
<b>Total Outreach Expenditures</b>	<b>\$ 10,000.00</b>

Election Expenditures Category	
Total Election Expenditures	\$ 0.00



<b>Neighborhood Purposes Grants (NPG) Expenditures Category</b>	
1st Round	\$ 4,000.00
2nd Round	\$ 4,000.00
<b>Total NPG Expenditures</b>	<b>\$ 8,000.00</b>

<b>Community Improvement Projects (CIP) Expenditures Category</b>	
<b>Total CIP Expenditures</b>	<b>\$ 0.00</b>

<b>TOTAL BUDGET ALLOCATIONS</b>	
Office/Operational Expenditures	\$ 24,000.00
Outreach Expenditures	\$ 10,000.00
Elections Expenditures	\$ 0.00
General and Operational Expenditures	\$ 34,000.00
Neighborhood Purposes Grants (NPG) Expenditures	\$ 8,000.00
Community Improvement Project (CIP) Expenditures	\$ 0.00
<b>TOTAL EXPENDITURES FOR FISCAL YEAR 2019-2020</b>	<b>\$ 42,000.00</b>

## NEIGHBORHOOD COUNCIL FUNDING PROGRAM

### LEASES & AGREEMENTS

Please complete the following information, as applicable, for any leases or service agreements your NC currently has or plans on securing in the Fiscal Year involving office space, meeting space, storage facilities, P.O. Boxes, and/or website services. If sections below do not apply to your NC, please select NA on the sections that do not apply. If you have more than one Meeting Location, then please provide the same information on an additional page. The information provided on this form is to confirm leases or services that NC may currently have or that it would like to secure in the Fiscal Year. If a lease or service agreement needs to be drafted from the information provided, the NC board will be notified and advised to agendaize and approve the drafted agreement at a future board meeting; The approval the Administrative Packet/annual budget does not replace the vote the board will need to take to approve any actual agreement or lease, if drafted.

**Office Lease:**

<input type="checkbox"/> Existing(may need to renew agreement) <input type="checkbox"/> New(new agreement may be needed) <input type="checkbox"/> Donated <input checked="" type="checkbox"/> NA	
Property Name:	
Property Address:	
Property Owner:	
Property Owner Phone Number:	
Property Owner Email:	
Monthly Cost:	
Donation Value (if applicable):	

**Board Meeting Location:**

<input checked="" type="checkbox"/> Existing(may need to renew agreement) <input type="checkbox"/> New(new agreement may be needed) <input type="checkbox"/> Donated <input type="checkbox"/> NA	
Property Name:	CABRILLO MARINA COMMUNITY BUILDING
Property Address:	224 Whalers Walk, Berth 28
Property Owner:	
Property Owner Phone Number:	
Property Owner Email:	
Do you pay for the meeting location?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Donation Value (if applicable):	

**Storage Facility:**

<input checked="" type="checkbox"/> Existing(may need to renew agreement) <input type="checkbox"/> New(new agreement may be needed) <input type="checkbox"/> Donated <input type="checkbox"/> NA	
Facility Name/Owner	The Mailroom
Facility Address:	1840 S. Gaffey Street, San Pedro
Facility Owner Phone Number:	310-514-1797
Facility Owner Email:	Kristina Smith <ksmith-mailroom@mail.com>
Name on Facility Account:	Coastal San Pedro NC
Monthly Cost:	\$ 50.00

**P.O. Box:**

<input checked="" type="checkbox"/> Existing(may need to renew agreement) <input type="checkbox"/> New(new agreement may be needed) <input type="checkbox"/> Donated <input type="checkbox"/> NA	
Property Name/Owner:	The Mailroom
NC P.O. Box Address	1840 S. Gaffey Street, Box 34, San Pedro
Property Owner Address:	1840 S. Gaffey Street, San Pedro
Property Owner Phone Number:	310-514-1797
Property Owner Email:	Kristina Smith <ksmith-mailroom@mail.com>
Name on P.O. Box Account:	Coastal San Pedro NC
Monthly Cost:	\$ 14.58

**Website Services:**

<input checked="" type="checkbox"/> Existing(may need to renew agreement) <input type="checkbox"/> New(new agreement may be needed) <input type="checkbox"/> Donated <input type="checkbox"/> NA	
Name of Website Services Provider:	The Mailroom/Kristina Smith
Service Provider Address:	1840 S. Gaffey Street, San Pedro
Service Provider Phone Number:	310-918-8650
Service Provider Email:	Kristina Smith <ksmith-mailroom@mail.com>
Type of Services Provided:	Uploading and general maintenance of website files including announcement of upcoming meetings and events, posting of agendas/minutes and other related files. list announcing upcoming committee meetings and monthly meetings. Also includes posting of meetings on CSPNC Facebook page. Go Daddy Hosting Payment Website Hosting Monthly Renewal. \$20.99 per month. Constant Contact Service @ \$45 per month.
Monthly Cost:	\$ 315.99