



agenda

# COASTAL SAN PEDRO NEIGHBORHOOD COUNCIL

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## BOARD AND STAKEHOLDER/STRATEGIC PLANNING MEETING AGENDA

Monday, October 20, 2014 » 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 September 15, 2014 minutes for approval
4. **Correspondence: Resignation of Christopher Nagle from as Board Member and as Chair of education committee.**

**Per section 506 of CSPNC By Laws, to fill the vacancy, any stakeholder may nominate a candidate, including themselves, either from the floor or via written communication.**

**Nominees must accept their nomination either in person or via written communication prior to the board's vote to fill the seat. To be seated a candidate must receive a majority vote of the board present at the meeting.**

5. **BUDGET & FINANCE** | Presentation for approval of monthly financial report

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

**Budget Motions 10/20/14:**

No motions from committee brought forth

6. **LAPD REPORT** (10 Min)
- 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

**8) APPOINTMENTS | *to Committees and other Committee actions***

**A) Chair needed for “Coastal Risk & Beautification” Committee**

**B) Chair needed for Education Committee due to resignation of Chris Nagle.**

**9) PRESENTATIONS:**

A) Gene Edwards and Chris Johnson LA Bureau of Engineering will make a presentation on the latest geotechnical report relative to the White Point Landslide. Approximately 10-15 minutes with Q & A.

B) Sunken City- Graham Roberson from the Sunken City Support will speak regarding recommendations for the Sunken City Area going forward 10-15 minutes with Q & A.

**10) CHAIRMAN/PRESIDENT’S REPORT**

**11) ACTION ITEMS:**

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

No sponsorship requests received.

**B) Stakeholder/non committee motions:**

See Motion #1 RE: Cabrillo Beach Youth Watersports Center

See Motion #2 RE: Cabrillo Beach Youth Watersports Center

**C) Committee Motions:**

See Motion #3 RE: Cabrillo Beach youth Watersports Center recommended by CSPNC Recreation and Parks Committee.

See Motion #4 RE: recommending the council office use necessary means to locate funding to open the pool for public use as per MOU.

**D) Amendments to By Laws of CSPNC-Recommended by Rules & By-Laws.**

See attachment. Rules and By-Laws recommends to following:

**1) Second of three readings Rules and By Laws Committee Motion #1 & #2:**

Committee recommends that the two proposed amendments be read at the September, October and November meetings with a vote taken per procedures defined in CSPNC by-laws at the meeting held on November 17, 2014.

**2) Motions 3,4,5 from the Rules and By Laws Committee, the committee recommends the three proposed amendments be readapt the October, November and December meetings with the vote taken per procedures defined in CSPNC By Laws at the meeting to be held December 15, 2014**

**E) Amendments to Standing Rules of CSPNC-Recommended by Rules & By-Laws**

See attachment. Rules and By-Laws recommends to following:

- 1) Motions 6 & & from the Rules and By Laws committee, the committee recommends the adoption of the written amendments to the Standing Rules of CSPNC relative to procedural grievance process and the use of consent agenda/calendar for governing board meetings as prescribed in Roberts Rules.

10 **PUBLIC COMMENT** | *Non-agenda items*

11 **ANNOUNCEMENTS**

12 **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](http://www.cspnc.org).

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*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](http://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.*



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**September 15, 2014 Board and Stakeholder Meeting Minutes**  
**Cabrillo Marina Community Building, 6:30pm.**

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1. **Call to Order and Roll Call:** Meeting called to order at 6:39 pm by Chairman James Dimon. See list below for board member attendance. 14 Board members present. Approximately 18-20 stakeholders also in attendance.

Board Members	Roll Call Vote
James Baeza	Present
Gary Bettis	Present
Cari Lynn Burich	Present
June Burlingame-Smith	Present
Slobodan Dimitrov	Present
James Dimon	Present
Louis Dominguez	Present
Charles Hawley	Present
Denise Marovich-Sampson	Present
Matt Matich	Present
Chris Nagle	Present
Ana Rosa Ortiz	EXCUSED
Ted Shirley	Present
Sonya Tsjimura	ABSENT
John Vidovich	Present
Peter Warren	ABSENT
Rachel Waugh	Present

2. **Public Comment on non-agenda items:**

- a. June Burlingame-Smith announced the October Feast event at the Redman's Lodge on October 27<sup>th</sup> at 4:00pm and the Point Fermin Neighborhood Association meeting also on October 27<sup>th</sup> at 9:00am.

3. **Approval of Minutes of the August 11, 2014 Board and Stakeholder Meeting:** John Vidovich asked for a correction in the minutes to add his public comment regarding the resignation of Dave Behar which was not included. **Motion by James Dimon to approve the August 11, 2014 Board and Stakeholder Meeting Minutes as corrected, seconded by Ted Shirley. Motion passed with 11 yes votes (Bettis, Burich, Dimitrov, Dominguez, Hawley, Matich, Nagle, Sampson, Shirley, Vidovich, Waugh), 1 no vote (Baeza); 2 abstentions (Dimon, Smith)**

4. **Budget & Finance:**

- a. **Approval of Monthly Financial Statement.** Ted Shirley gave an overview of the transactions shown on the Union Bank Statement (dated 7/14/14 through 9/11/14). Ted noted that the Mailroom transaction was from the 2013-2014 fiscal year and may be refunded to this year's budget. Also, the payment to Andrew Menzes was for services for all of last fiscal year and Ted will see if DONE can also take this from last year's funding. **Motion by James Dimon to approve the expenditures as presented, seconded by James Baeza and passed with 13 yes votes (Baeza, Bettis, Burich, Dimitrov, Dominguez, Hawley, Matich, Nagle, Sampson, Shirley, Smith,**

Vidovich, Waugh), 0 no votes, and 1 abstention (Dimon/chair).

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

**Budget Motions**

- 1) CSPNC will pay up to \$22/hour to Lloyd Staffing for the administrative/note taking services of Kristina Smith for monthly board meetings.
- 2) CSPNC will pay \$125 per month to Kristina Smith (the Mailroom) for virtual office services (\$25 for copies, etc.), storage fees (\$50), and website maintenance (\$50).
- 3) CSPNC will pay \$185 per month to Andrew Menzes for audio services and meeting set-up.
- 4) CSPNC will pay \$300 to Tubat Ghannadi for storage of CSPNC assets at 731 21<sup>st</sup> St., San Pedro, CA 90731 from July to September 2014.
- 5) CSPNC will pay \$14.95 per month to GoDaddy for web-hosting services.

Motion by Hawley, seconded by Bettis to approve items 1-5 as presented. Motion passed with 13 yes votes (Baeza, Bettis, Burich, Dominguez, Hawley, Matich, Nagle, Sampson, Shirley, Smith, Vidovich, Waugh), 0 no votes, and 1 abstention (Dimon/chair). (Slobodan Dimitrov not seated at time of voting).

- 6) CSPNC will reimburse Ted Shirley \$184.48 for purchase of food (\$160 for August 2014 board meeting) and water (\$14.10 for July 2014 board meeting, \$10.38 for August 2014 board meeting). Motion by Dimon, seconded by Dominguez to approve item 6 as shown above. Motion passed with 13 yes votes (Baeza, Bettis, Burich, Dominguez, Hawley, Matich, Nagle, Sampson, Shirley, Smith, Vidovich, Waugh), 0 no votes, and 1 abstention (Dimon/chair). (Slobodan Dimitrov not seated at time of voting).

**5. Reports by Government Agency representatives:**

- a. **LAPD** - Senior Lead Officer Eve Wight reported:

- i. Officer Wight provided a package of crime statistics with a map showing the locations of reported crimes in the month of August. She highlighted that property crimes and burglaries are up. Much of that is due to people leaving the cars unlocked and the windows in their homes open due to the hot weather.
- ii. Two new Neighborhood Watch programs are now up and running in Point Fermin and around Alma and Leland. There are now 10 active Neighborhood Watch programs. Board member Chuck Hawley had a question about part one crime statistics in the package from Officer Wight.

- b. **CD15** - Council District 15 Representative Ryan Ferguson gave highlights from his written report which covered the following topics (report available at CSPNC.org website).

- i. Introduced Long Beach City Councilmember Patrick O'Donnell.
- ii. Tire tracks left in newly re-surfaced streets are not from Department of Sanitation trucks. The Department of Sanitation communicates with LADOT regarding street re-surfacing and schedules trash pickup accordingly.
- iii. Council unanimously confirmed the appointment of Michael A. Shull as the permanent General Manager of the Department of Recreation and Parks.
- iv. Council unanimously confirmed the reappointment of Mitchell Harmatz to the Harbor Area Planning Commission.
- v. Council approved and confirmed the reappointment of Mr. David Arian to the Board of Harbor Commissioners for another 5 year term.
- vi. Council instructed the CAO to consider recommendations for possible ways for funding of sidewalk repairs. There are several options being considered. Board member Chuck Hawley asked a question related to liability in the plan for private property owners to share cost of repairs.
- vii. On Tuesday, September 16<sup>th</sup> from 12:45pm to 2pm Council Member Joe Buscaino is holding his monthly Lunch Mob at the Wilmington Wienerschnitzel.

viii. The 5th annual PORT TECH EXPO is on Wednesday, September 17th at Crafted.

c. **Port of Los Angeles** – Augie Bezmalinovich reported on the following:

- i. Next Board of Harbor Commissioners meetings will be September 18<sup>th</sup> at 6pm at Bannings Landing and October 2nd at 8:30am at the Port Admin Building.
- ii. At the Board of Harbor Commissioners meeting on May 1<sup>st</sup> the board requested a feasibility study of the proposal from the LOS ANGELES WATERFRONT ALLIANCE. The study is due to be complete by September 22<sup>nd</sup>. Because there is no agreement/contract yet he can only give an overview of the process for now. He will have more information once the feasibility study is complete later this month.
- iii. The Real Estate Division is putting together an RFP for the Boy Scout Camp property. Unlike other leased city properties, the buildings at the Camp are wholly owned by the Boy Scouts and per their original lease do not revert to the City at the conclusion of their lease. This issue is causing some delay. Board member James Dimon asked if perhaps the new tenant or arrangement could include sponsorship of the Boy Scouts.
- iv. Augie passed around a mockup of billboards that are up along local freeways.
- v. The Tall Ships event was a great success. The enormous rubber duck was a huge attraction.
- vi. Augie announced two weeks of night time closures of the Harbor Blvd. off ramp from CA-47 South, as well as the C Street off ramp from the I-110 North.
- vii. The Port of Los Angeles Lobster festival was a very successful event.
- viii. The Red Bull Global Rally Cross is September 19<sup>th</sup>, 20<sup>th</sup>, and 21<sup>st</sup>. On Friday the 19<sup>th</sup> the cars will have a practice session and admission is free.
- ix. There will be a Steam (**Science, Technology, Engineering, Arts and Math**) Carnival at Crafted at the Port of LA on October 25<sup>th</sup> and 26<sup>th</sup>. A volunteer information meeting will be held at Crafted on September 17<sup>th</sup> from 7pm to 8pm.
- x. A Happy Harbor Halloween Family event will be held on the Promenade along Harbor Blvd. between 3<sup>rd</sup> and 5<sup>th</sup> Streets on Saturday, October 25<sup>th</sup> from 10am to 1pm.
- xi. The Veterans Appreciation Festival on the USS IOWA will be held on Saturday, November 8<sup>th</sup> from 10am to 4pm.
- xii. Stakeholder Dean Pentcheff commented on the new Harbor Blvd. landscaping noting that the new installation consists of turf and roses. He pointed out that we are experiencing a drought and that perhaps that type of landscaping is inappropriate. So he wondered if and how the council(s) could have more input in future planning. Augie said he would look into that and get back to the council.

6. **COMMITTEE QUESTION TIME** | *(S)Election | Communications | Education | Public Safety | Port & Environment | Rec & Parks | Cultural | Rules & Bylaws | Transportation & Planning | Coastal Risk & Beautification.* No questions or additional reports.

7. **APPOINTMENTS** | *to Committees and other Committee actions*

- a. **Chair needed for “Coastal Risk & Beautification” Committee** – It was requested that more information about the committee be presented to the board. No appointment was made.
- b. **Appoint Stakeholder/Rules & By-Laws Chair Dean Pentcheff at one of two CSPNC liaisons with DONE and the City Attorney.**

*Motion to approve 7b above by James Dimon, seconded by Cari Lynn Burich and passed with 13 yes votes (Baeza, Bettis, Burich, Dimitrov, Dominguez, Hawley, Matich, Nagle, Sampson, Shirley, Smith, Vidovich, Waugh), 0 no votes, and 1 abstention (Dimon/chair).*

8. **PRESENTATION:** Diane Gilbert, a representative from the Bureau of Sanitation, provided a briefing on a project that the City of Los Angeles Bureau of Sanitation is conducting called the Terminal Island Renewable Energy (TIRE) project. The project involves injecting biosolids 5,000 feet below the surface. Over time the biosolids create gas which they capture to create renewable energy. They hope to produce enough Methane gas to power 3,000 homes by putting energy back into the grid. This creates



less truck traffic and saves 3 million a year. The representative handed out recyclable bags made from recycled material that is collected by the City of LA. Ms. Gilbert responded to questions from board members.

9. **CHAIRMAN/PRESIDENT'S REPORT:** President James Dimon made a brief comment that he was pleased that the CSPNC Board was moving forward with the strategic plan for the 2014-2015 year. The majority of committees have met to plan their goals for the year and those that have not met are scheduling their meetings.

**ACTION ITEMS:**

10. **Sponsorship Requests: Recommended by Budget & Finance**

The following motions were brought forth by the Budget & Finance Committee:

- a. *The Coastal San Pedro Neighborhood Council will fund a Neighborhood Purpose Grant not to exceed \$1,000 for the Angel's Gate Cultural Center to support its October 2014 Scary Stories/HOWL event (Thursday, October 30<sup>th</sup> from 3:30PM to 8PM) and cultural outreach programs in the community and receive promotional/outreach benefits for the neighborhood council.*

Board member Ted Shirley introduced Oscar Garcia, Director of Development at Angel's Gate Cultural Center who spoke briefly about the history of the Scary Stories/Howl annual event. Board member James Baeza commented that he would like to see more collaboration with these types of organizations.

Motion to approve passed with 10 yes votes (Baeza, Burich, Dominguez, Hawley, Matich, Nagle, Sampson, Shirley, Smith, Vidovich), 0 no votes, 2 abstentions (Bettis, Dimon/chair), Rachel Waugh left the room during discussion and voting.

- b. *The Coastal San Pedro Neighborhood Council will fund a Neighborhood Purpose Grant not to exceed \$1,500 for Art in Motion (dba San Pedro Film Festival) to support its promotion of cultural events in the community and youth education in film-making and receive promotional/outreach benefits for the neighborhood council.*

Ziggy Murkich presented information, and answered questions, on the San Pedro International Film Festival.

Motion to approve passed with 11 yes votes (Baeza, Bettis, Burich, Dominguez, Hawley, Matich, Nagle, Sampson, Shirley, Smith, Vidovich), 0 no votes, 1 abstentions (Dimon/chair). (Rachel Waugh not present during voting).

- c. *The Coastal San Pedro Neighborhood Council will fund a Neighborhood Purpose Grant not to exceed \$1,000 to support the Young Women's Violence Prevention Conference on October 12, 2014 and its safety awareness program for local high school women.*

Donald Galaz, board member from Central San Pedro NC presented information and answered questions about the conference. Board member June Burlingame-Smith commented on the LAPD rape statistics. Board member John Vidovich would like to see the event videotaped. Board member Chuck Hawley asked what the target grades and age group of the event and the response was that freshman students are the target group.

Motion to approve passed with 11 yes votes (Baeza, Bettis, Burich, Dominguez, Hawley, Matich, Nagle, Sampson, Shirley, Smith, Waugh), 0 no votes, 1 abstentions (Dimon/chair). John Vidovich not present during voting.

- d. *The Coastal San Pedro Neighborhood Council will fund a Neighborhood Purpose Grant not to exceed \$1,000 for the Harbor Police Boosters for up to ten Neighborhood Watch Block Captain parties in Coastal San Pedro. Block Captain parties will not exceed \$100 per block and reimbursement will be administered by Senior Lead Officer Eve Wight and the Harbor Police Boosters.*

Board member Ted Shirley presented a brief overview of the request for funds. Board member Chuck Hawley pointed out that this item carried over from last fiscal year. These funds are to be

administrated by Office Eve Wight.

Motion to approve passed with 11 yes votes (Baeza, Bettis, Burich, Dominguez, Hawley, Matich, Nagle, Sampson, Shirley, Smith, Waugh), 0 no votes, 1 abstentions (Dimon/chair). John Vidovich not present during voting.

11. **Request from Board member James Baeza:** The following motion was brought forth from the Agenda Meeting by James Baeza:

- a. *I, James Baeza, as a Board Member of the CSPNC make a motion to place an action item on the Governing board agenda for the meeting to be held on September 15, 2014. I would ask it be considered that a Neighborhood Council Self-Assessment Survey be conducted for CSPNC as per the guidelines set forth by the Plan for a Citywide System of Neighborhood Councils. It is my understanding such an assessment has never been done by CSPNC in compliance with the plan. The assessment should include a stakeholder survey and a current board member survey designed to illicit the views of stakeholders and their perceptions of, as well as the effectiveness of the CSPNC. The survey should be developed within 60 days and implemented within 120 days. This would allow the current board enough time to assess and react to the data. It is my belief this exercise would have a positive impact on the way the Governing Board perceives itself and create a better understanding of how to best serve the stakeholders we represent.*
- b. A substitute motion was presented by James Baeza. Motion to approve substitute motion by James Dimon, seconded by Gary Bettis.  
Motion to amend the substitute motion by Chuck Hawley, seconded by Chris Nagle. The substitute motion with the amended language reads as follows:  
*Whereas it has been several years since the last Neighborhood Council Self-Assessment Survey (NCSAS) for the Coastal San Pedro Neighborhood Council (CSPNC); and  
Whereas the Plan for a Citywide System of Neighborhood Councils has asked each Neighborhood Council to make this self-assessment, and  
Whereas the CSPNC NCSAS will be designed to elicit the views of stakeholders and their perceptions of, as well as the effectiveness of the CSPNC, and  
Whereas a stakeholder survey and a Board member survey will be developed, and  
Whereas the survey will create a better understanding of how best to serve the stakeholders represented by the CSPNC,  
Now, Therefore, the CSPNC shall conduct a Neighborhood Council Self-Assessment Survey as per the guidelines set forth by the Plan for a Citywide System of Neighborhood Councils, and,  
Further, the CSPNC shall develop the survey within 60 days and implement the survey within 120 days.*
- c. The above substitute motion was read out loud to the stakeholders. Denise Marovich-Sampson asked if it would be possible to have the survey on-line which would save the CSPNC money. James Baeza spoke more on the stakeholder side of the survey. Denise Marovich-Sampson asked how often Mr. Baeza felt the CSPNC should conduct such a survey and Mr. Baeza responded that 2 years would appear to be appropriate. *After discussion the Motion to amend from Chuck Hawley that had been seconded by Chris Nagle was passed with 11 yes votes (Baeza, Bettis, Burich, Dominguez, Hawley, Matich, Nagle, Sampson, Shirley, Smith, Waugh), 0 no votes, 1 abstentions (Dimon/chair). John Vidovich not present during voting.*
- d. *The substitute motion as amended was passed with 11 yes votes (Baeza, Bettis, Burich, Dominguez, Hawley, Matich, Nagle, Sampson, Shirley, Smith, Waugh), 0 no votes, 1 abstentions (Dimon/chair). John Vidovich not present during voting.*
- e. *The motion as substituted and amended was then passed with 11 yes votes (Baeza, Bettis, Burich, Dominguez, Hawley, Matich, Nagle, Sampson, Shirley, Smith, Waugh), 0 no votes, 1 abstentions (Dimon/chair). John Vidovich not present during voting.*

12. **Amendments to Standing Rules of CSPNC-Recommended by Rules & By-Laws.**

*Motion from Rules & Bylaws Committee to amend Standing Rules as follows (seconded by Gary Bettis):*  
**Revisions to Standing Rules**

**1. Motion authorizing the Secretary to renumber Standing Rules:**

*Whereas, there are duplicate standing rule numbers in existence, and*



Whereas, now and in the future it is likely that standing rules will be added and removed;  
*Resolved*, the Secretary shall appropriately renumber all Standing Rules of the Coastal San Pedro Neighborhood Council following any changes to the Standing Rules by the Board.

## **2. Motion to delete Standing Rule 5 “Written Committee Reports”**

Whereas, a standing rule requiring written committee reports has proven to be largely ineffective;  
*Resolved*, the Coastal San Pedro Neighborhood Council shall delete Standing Rule 5 “Written Committee Reports.”

## **3. Motion to revise Standing Rule 7 “Website Guidelines”**

Whereas, the current Standing Rule regarding guidelines for the Coastal San Pedro Neighborhood Council is largely obsolete since the website has been revised;

*Resolved*, the entire text of Standing Rule 7 “Website Guidelines” shall be replaced as follows (existing text in ~~strikeout~~, revised text in **boldface**):

~~The CSPNC website is for dissemination of CSPNC documents and other information that is of use to stakeholders. It is to be used for announcements and for the record of CSPNC actions and positions.~~

~~Committee chair people can (and are encouraged to) access to the website directly to:~~

~~i. schedule and post the agendas for their committee’s meetings~~

~~ii. update their own committee’s minutes and other materials; and~~

~~iii. make event and news postings of general interest.~~

~~Users should not post information in the website areas of committees other than their own committee.~~

~~Such postings should be submitted to the Chair of the relevant committee. Scheduling a committee meeting on the web calendar and/or posting a committee agenda on the website does not substitute for legal posting of a meeting under the Brown Act. We are still required to make a minimum of one paper posting of the agenda in a publicly accessible place at least 72 hours prior to any meeting. Agendas must be submitted to the Secretary long enough in advance that he or she can make the necessary paper posting(s), or you must make the paper postings yourself.~~

~~The CSPNC website maintainers may make non-substantive changes to postings to encourage uniformity of formatting or to correct obvious typographical or grammatical errors. The CSPNC website maintainers may remove a posting if, in their opinion, it contains material that is inappropriate for posting on the CSPNC website (e.g. the material misrepresents a position that CSPNC has adopted, advocates that stakeholders adopt a particular political position, or is not relevant to the business and goals of the CSPNC). Any time such a deletion is made, the person who made the website posting (the poster) must be informed immediately via email. If the poster disagrees with the deletion and no acceptable compromise can be reached between the poster and the website maintainer, the deletion decision can be appealed to the Communication Committee.~~

**The Secretary shall be responsible for determining what shall be posted on the website of the Coastal San Pedro Neighborhood Council.**

Motion to approve the revised Standing Rules as shown above passed with 11 yes votes (Baeza, Bettis, Burich, Dominguez, Hawley, Matich, Nagle, Sampson, Shirley, Smith, Waugh), 0 no votes, 1 abstentions (Dimon/chair). John Vidovich not present during voting.

## **13. Amendments to Bylaws of CSPNC as Recommended by Rules & By-Laws.**

The following motions were presented for review:

### **1. Motion regarding revisions to Coastal San Pedro Neighborhood Council bylaws received from the Department of Neighborhood Empowerment**

Whereas, the Coastal San Pedro Neighborhood Council (CSPNC) operates from a set of Bylaws approved by the Department of Neighborhood Empowerment (DONE) in February of 2012; and

Whereas, the Bylaws of the Coastal San Pedro Neighborhood Council contain procedures in Article XIII to amend the Bylaws; and

Whereas, in the first half of 2014, CSPNC received a revised copy of the CSPNC Bylaws from DONE, annotated “Approved [by DONE] January 26, 2014”; therefore

*Resolved*, the Coastal San Pedro Neighborhood Council (CSPNC) gratefully acknowledges the efforts of the Department of Neighborhood Empowerment to suggest useful revisions to CSPNC’s Bylaws and will take each of those suggestions under consideration during CSPNC’s ongoing revisions of CSPNC’s Bylaws, using procedures

outlined in CSPNC's Bylaws "Article XIII Amendments."

Dean Pentcheff commented that the committee voted to support the president being authorized to correspond with DONE relative to DONE imposed by-laws changes as indicated above. **Motion from committee, seconded by Gary, and passed with 12 yes votes (Baeza, Bettis, Burich, Dominguez, Hawley, Matich, Nagle, Sampson, Shirley, Smith, Vidovich, Waugh), 0 no votes, 1 abstention (Dimon/chair).**

## **2. Motion to immediately replace Bylaws §401 stakeholder definition with text based on City Ordinance No. 182830**

*Whereas*, on 18 December 2013 the Council of the City of Los Angeles passed Ordinance 182830, amending subdivision (2) of Section 22.811 (a) and subparagraph 1 of Section 22.810.1(b)(2)(C)(iii) of the Los Angeles Administrative Code, changing the definition of a stakeholder in the Neighborhood Council system; and *Whereas*, Neighborhood Councils are legally bound to follow City of Los Angeles Code; therefore *Resolved*, the Secretary of the Coastal San Pedro Neighborhood Council is directed to immediately change sections §401 and §1004 of the Bylaws of the CSPNC as follows (text to be removed in ~~strikeout~~, text to be added in **boldface**):

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

1004. Verifying Stakeholder Status. Stakeholders shall provide proof of eligibility to vote in order to be allowed to vote. Proof of stakeholder status shall include name, age, and proof of stakeholder affiliation. **Proof of stakeholder status for community interest stakeholders must be consistent with and substantially equivalent to the evidentiary proof required of stakeholders who live, work or own property.**

Dean Pentcheff commented that the Committee voted to support the Secretary to be directed to immediately amend the written bylaws to reflect the city council mandated definition of "stakeholder" as required by law. **Motion from committee, seconded by Gary, and passed with 11 yes votes (Baeza, Bettis, Burich, Dominguez, Matich, Nagle, Sampson, Shirley, Smith, Vidovich, Waugh), 0 no votes, 1 abstention (Dimon/chair). Chuck Hawley not present at voting.**

## **3. Motion to amend CSPNC Bylaws §803. Notification — Replace with the text of DONE Policy Number 2014-01 regarding posting of meetings**

*Whereas*, the Board of Neighborhood Commissioners passed Policy 2014-01 in May 2014 which defines Neighborhood Council agenda posting requirements; and

*Whereas*, item 7 of that policy reads: "These posting requirements shall be appended to and become a part of the bylaws of all current and future Neighborhood Councils and any violation of this policy may become the subject of a grievance."

*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**), following the amendment procedure of Article XIII of the CSPNC Bylaws:

803. Notification. ~~Notice of all meetings of the Council will be given in such manner as the Governing Board may prescribe.~~ **The Council shall post at least one Brown Act compliant agenda for all Board and Committee meetings. Any additional physical postings shall be within the Neighborhood Council boundaries and shall be Brown Act time compliant.**

**The Council shall post agendas of all Board and Committee meetings on their web site or, on a page made available to them on the EmpowerLA web site. Such postings shall be Brown Act time compliant.**

**The Council shall submit a copy of all regular and special Board and Committee agendas to the Department of Neighborhood Empowerment (Department) to be posted through the Early Notification System (ENS).**

**The agenda for regular meetings shall be submitted to the Department not less than 72 hours in advance of the meeting and the agenda for special meetings shall be submitted to the Department not less than 24 hours**

in advance of the meeting. As soon as feasible, the Department will submit the agenda for posting to the ENS system. Accordingly, posting the notices of meetings to the ENS system will not be required to comply with the Brown Act's time limits for posting agendas.

If the Council maintains an email list of stakeholders, the Council may email either a copy of the agenda for all Board and Committee meetings or an announcement of the meeting with a link to the agenda.

Distribution to the email list will not be required to comply with the Brown Act's time limits for posting agendas.

The Council shall inform the Department of (a) the physical location of their posting site, (b) the address of their web site, if any and (c) confirm with the Department whether they use a stakeholder database to distribute their agendas. The Council shall be required to submit this information on a form approved by the Department.

If the Council does not maintain a web site or, if available a page on the EmpowerLA web site shall continue to comply with the five (5) to seven (7) physical locations posting requirements imposed during their certification process; one (1) of the posting locations shall be Brown Act compliant; the remaining posting locations shall be within the Neighborhood Council boundaries and shall comply with Brown Act time limits for posting.

#### **4. Motion to amend CSPNC Bylaws §801. 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 §801 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 added in **boldface**):

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.**

Motions #3 & #4: Dean Pentcheff commented that the Committee recommends that the two proposed amendments be read at the September, October and November meetings with a vote taken per procedures defined in CSPNC by-laws at the meeting held on November 17, 2014.

Motion #3 from committee, seconded by Gary, and passed with 12 yes votes (Baeza, Bettis, Burich, Dominguez, Hawley, Matich, Nagle, Sampson, Shirley, Smith, Vidovich, Waugh), 0 no votes, 1 abstention (Dimon/chair).

Motion #4 from committee, seconded by Gary, and passed with 12 yes votes (Baeza, Bettis, Burich, Dominguez, Hawley, Matich, Nagle, Sampson, Shirley, Smith, Vidovich, Waugh), 0 no votes, 1 abstention (Dimon/chair).

#### **14. Public Comment on Non-agenda items:**

- a. Stakeholder, Judy Lan commented about the DWP rate hike that began in July 2014.
- b. Board member Rachel Waugh spoke about a boat tour event she attended at the invitation of City Council member Joe Buscaino.
- c. Board member James Baeza spoke about the BONC proposed no harassment form. Stakeholder Dean Pentcheff stated that he believes that per the Rules and By-Laws that the form might prove problematic.

#### **15. Adjournment:** The meeting was adjourned at 8:57pm.

Respectfully submitted,  
Sheryl Akerblom and Kristina Smith  
for Coastal San Pedro Neighborhood Council



## ACCOUNT DETAIL

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Account Activity	Search	
Business Basics-4623		<a href="#">Download Account Detail</a>
Available Balance	<b>\$3,702.00</b>	
Ledger Balance as of 10/17/2014	\$3,702.00	

Select Period	Last 60 Days	Show by	Date	<a href="#">Save this view</a>		
Date	Transactions	Category	Amount	Running Balance		
10/14/2014	IN *THE MA 1840 S. GAFFEY 310-5141797 CA	Electronic debits	-\$149.00	\$3,702.00		
10/14/2014	IN *THE MA 1840 S. GAFFEY 310-5141797 CA	Electronic debits	-\$149.00	\$3,851.00		
10/07/2014	CITY OF LOS ANGE EFT PAYMT PPD *****0735	Electronic Credits	\$628.08	\$4,000.00		
09/30/2014	Theodore ShirleyBILL PYMT 140930CSPNC 0101 Memo : CSPNC	Electronic debits	-\$184.48	\$3,371.92		
09/30/2014	Tubat Ghannadi BILL PYMT 140930CSPNC STOR 0102 Memo : CSPNC Storage	Electronic debits	-\$300.00	\$3,556.40		
09/19/2014	THE SANDW 813 SOUTH GAFFE SAN PEDRO CA	Electronic debits	-\$130.00	\$3,856.40		
09/16/2014	SAFEWAY S 1440 W 25TH ST SAN PEDRO CA	Electronic debits	-\$13.60	\$3,886.40		
09/11/2014	CITY OF LOS ANGE EFT PAYMT PPD *****0735	Electronic Credits	\$499.00	\$4,000.00		
08/25/2014	IN *THE MA 1840 S. GAFFEY 310-5141797 CA	Electronic debits	-\$499.00	\$3,501.00		

Showing 1 - 9 of 9 transactions

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Coastal San Pedro Neighborhood Council  
Budget for Fiscal Year 2014-2015  
Approved August 18, 2014

Funds	Yearly Allocation	37,000
	Total	37,000

Budget		Category				
Codes			Budget	YTD Paid	Encumbered	Available Funds
	100 Operations					
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	-	750	380
MIS	Miscellaneous Expense		605	-	477	128
OFF	Office Equipment and Supplies		200	-	-	200
POS	Postage		25	-	-	200
TAC	Temporary Staff		2,140	145	1,595	400
TRL	Translation and Transcription		-	-	-	-
	Sub Total		6,600	320	4,921	1,359
	200 Outreach					
ADV	Advertising		4,100	-	-	4,100
EVE	Event Expense / Food & Refreshments		1,800	129	1,671	-
MEE	Meeting Expense		400	-	-	400
NEW	Newsletter Expense		4,000	-	5,000	(1,000)
WEB	Website Maintenance/Enhancement/		600	50	550	-
	Sub Total		10,900	179	7,221	3,500
	300 Community Improvement					-
CIP	Community Improvement Projects		1,000	-	-	1,000
	Sub Total		1,000	-	-	-
	400 Neighborhood Purpose Grants					-
GRT	Neighborhood Purpose Grants		15,000	-	10,500	4,500
	Sub Total		15,000	-	10,500	4,500
	500 Elections					
ELE	Election Outreach Expense		3,500	-	2,000	1,500
	Sub Total		3,500	-	2,000	1,500
						-
	Grand Total		37,000	499	22,642	13,859



2014-2015 Commitments/Estimated Costs

Payee	Commitment	Paid To Date	Net Commitment	Comments
Kristina Smith - Virtual Office Services	\$ 1,740.00	145	\$ 1,595.00	July paid - \$145 per month
Kristina Smith - Website Services	\$ 600.00	50	\$ 550.00	July paid - \$50 per month
Kristina Smith - Storage - Oct. to June 2015	\$ 450.00	0	\$ 450.00	New storage place - \$50 per month
Tubat Ghannadi - Storage - July to Sept. 2014	\$ 300.00	0	\$ 300.00	Old storage place - \$100 per month
Andy - Sound - July 2014 - June 2015	\$ 2,220.00	175	\$ 2,045.00	July paid - \$185 per month
Website Hosting - Go Daddy	\$ 179.88	0	\$ 179.88	\$14.99 per month
Voicemail Services	\$ 116.91	0	\$ 116.91	Approved July 2014 - \$12.99 per month
Food for meetings/selection	\$ 1,800.00	129	\$ 1,671.00	\$150 per month
Water & Misc. for meetings	\$ 180.00	0	\$ 180.00	\$15 per month
Postage - mailing materials to DONE	\$ 54.00	0	\$ 54.00	\$6 per month
Selections Card - printing	\$ 1,200.00	0	\$ 1,200.00	Approx. charges for prior year card
Selections Card - postage and handling	\$ 800.00	0	\$ 800.00	Approx. charges for prior year card
Newsletter - printing	\$ 3,500.00	0	\$ 3,500.00	Approx. charges for prior year newsletter
Newsletter - postage and handling	\$ 1,500.00	0	\$ 1,500.00	Approx. charges for prior year newsletter
NPG - Music by Sea	\$ 3,000.00	0	\$ 3,000.00	Approved July 2014
NPG - San Pedro Arts Association	\$ 1,500.00	0	\$ 1,500.00	Approved July 2014
NPG - Cabrillo Beach Boosters	\$ 2,000.00	0	\$ 2,000.00	Approved August 2014
NPG - Marine Mammal Care Center	\$ 1,000.00	0	\$ 1,000.00	Approved August 2014
NPG - Angel's Gate - HOWL	\$ 1,000.00	0	\$ 1,000.00	Approved Sept. 2014
NPG - Art in Motion (SPIFF)	\$ 1,500.00	0	\$ 1,500.00	Approved Sept. 2014
NPG - Harbor Boosters Assoc. (Young Women's Violence Prevention Conf.)	\$ 1,000.00	0	\$ 1,000.00	Approved Sept. 2014
NPG - Harbor Boosters Assoc. (Neighborhood Watch Block Captain Parties)	\$ 1,000.00	0	\$ 1,000.00	Approved Sept. 2014

## **MOTION #1**

(Moved by: R. Gelfand; Seconded by: N. D. Pentcheff

*Whereas*, the community of San Pedro has for years made clear its interest in opening the area known as the Cabrillo Beach Youth Watersports Center at 3000 Shoshonean Road to the public; and

*Whereas*, the Coastal San Pedro Neighborhood Council has a history of resolutions reflecting that sentiment; and

*Whereas*, the Port of Los Angeles's RFP for that site has been released in the absence of public input; therefore

*Resolved*, the Coastal San Pedro Neighborhood Council demands that the City of Los Angeles and the Port of Los Angeles suspend the RFP process and open a process for public input to determine the will of the community for the future of the Cabrillo Beach Youth Watersports Center at 3000 Shoshonean Road.

## **MOTION #2**

**Neighborhood Council Port Affairs Committee**

**Motion on Boy Scout Camp RFP to Neighborhood Councils & their port committees**

### **Motion on Boy Scout Camp land**

Whereas, the community of San Pedro has for years made clear its interest in opening to the public the area known as the Cabrillo Beach Youth Watersports Center, at 3000 Shoshonean Road,

Whereas, the Port of Los Angeles has just released (Oct. 8, 2014) a Request for Proposal for the property without previous announcement or a public discussion of what the land's future use should be,

Whereas, the port will hold a "Mandatory Pre-Proposal Meeting and Site Tour: Thursday, October 23, 2014 at 10:00 A.M.",

Whereas, responses from the developers, which are due next month (Nov. 20), will be assessed by an "evaluation committee" yet to be selected,

Resolved, the Coastal San Pedro Neighborhood Council calls on the port to open the pre-proposal meeting to the public,

Resolved, the CSPNC asks for a community representative on the evaluation committee, who would be selected by the neighborhood councils via the Neighborhood Council Port Advisory Committee,

Further Resolved, the CSPNC calls on Councilmember Joe Buscaino and the Harbor Commissioners to assist the Neighborhood Councils in securing port cooperation with this community initiative.

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### **MOTION #3**

#### **Motion from October 07, 2014 CSPNC Recreation and Parks Committee Meeting**

##### **Motion to Place the Following Action Item Regarding BSA Camp at Cabrillo Beach on the October 20, 2014 Board and Stakeholder Meeting Agenda**

Passed, 3 yes (Healy, Nagle, Warren), 1 abstention (Baeza)

Resolved, CSPNC asks the port to give, at the next CSPNC board meeting, a report on the current status and future plans for the property known as the Boy Scout Camp at Cabrillo Beach, and also provide updates monthly.

Committee chair would alert Cynthia Ruiz and/or Augie Bezmalinovich of the item and suggest information at the next meeting, if possible.

### **MOTION #4**

#### **Motion from October 07, 2014 CSPNC Recreation and Parks Committee Meeting**

##### **Motion to Place the Following Action Item Regarding Olguin High School Pool on the October 20, 2014 Board and Stakeholder Meeting Agenda**

Passed, 3 yes (Healy, Nagle, Warren), 1 abstention (Baeza)

Whereas the community was promised an operating pool with access for the public on the campus of Olguin High School annex,

Whereas an MOU was signed between Recreation and Parks Dept. and LAUSD to allow R&P to operate the school pool for public use,

Whereas it has been two years since the school opened, and the pool remains closed to the public despite numerous attempts by the community to get it opened,  
Resolved,

CSPNC urges that Councilman Buscaino direct his staff take all possible actions to move the negotiations to completion and provide any necessary funding to open the pool to the public by May 2015.

**1. Second reading of proposed Bylaws amendment: §803. Notification — Replace with the text of DONE Policy Number 2014-01 regarding posting of meetings**

*Whereas*, the Board of Neighborhood Commissioners passed Policy 2014-01 in May 2014 which defines Neighborhood Council agenda posting requirements; and

*Whereas*, item 7 of that policy reads: “These posting requirements shall be appended to and become a part of the bylaws of all current and future Neighborhood Councils and any violation of this policy may become the subject of a grievance.”

*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**), following the amendment procedure of Article XIII of the CSPNC Bylaws:

803. Notification. ~~Notice of all meetings of the Council will be given in such manner as the Governing Board may prescribe.~~ **The Council shall post at least one Brown Act compliant agenda for all Board and Committee meetings. Any additional physical postings shall be within the Neighborhood Council boundaries and shall be Brown Act time compliant.**

**The Council shall post agendas of all Board and Committee meetings on their web site or, on a page made available to them on the EmpowerLA web site. Such postings shall be Brown Act time compliant.**

**The Council shall submit a copy of all regular and special Board and Committee agendas to the Department of Neighborhood Empowerment (Department) to be posted through the Early Notification System (ENS). The agenda for regular meetings shall be submitted to the Department not less than 72 hours in advance of the meeting and the agenda for special meetings shall be submitted to the Department not less than 24 hours in advance of the meeting. As soon as feasible, the Department will submit the agenda for posting to the ENS system. Accordingly, posting the notices of meetings to the ENS system will not be required to comply with the Brown Act's time limits for posting agendas.**

**If the Council maintains an email list of stakeholders, the Council may email either a copy of the agenda for all Board and Committee meetings or an announcement of the meeting with a link to the agenda. Distribution to the email list will not be required to comply with the Brown Act's time limits for posting agendas.**

**The Council shall inform the Department of (a) the physical location of their posting site, (b) the address of their web site, if any and (c) confirm with the Department whether they use a stakeholder database to distribute their agendas. The Council shall be required to submit this information on a form approved by the Department.**

**If the Council does not maintain a web site or, if available a page on the EmpowerLA web site shall continue to comply with the five (5) to seven (7) physical locations posting requirements imposed during their certification process; one (1) of the posting locations shall be Brown Act compliant; the remaining posting locations shall be within the Neighborhood Council boundaries and shall comply with Brown Act time limits for posting.**

**2. Second reading of proposed Bylaws amendment: §801. 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 §801 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 added in **boldface**):

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.**



*Motion from Rules and Bylaws Committee*

**3. Motion to amend CSPNC 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 marked-up copy of Bylaws]*

*Motion from Rules and Bylaws Committee*

**4. Motion to amend CSPNC Bylaws §506. Vacancies — agendize vacancies**

*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 added in **boldface**):

506. Vacancies. Any vacancy on the Governing Board may be filled by vote of a majority of the remainder of the term to which they are appointed. **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...

*Motion from Rules and Bylaws Committee*

**5. Motion to amend CSPNC Bylaws §1101. 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:

~~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 documented in the Standing Rules.**

## **6. Motion to create a new Standing Rule on Grievance Process**

*Whereas*, the Department of Neighborhood Empowerment promulgates a reasonable set of procedures in its suggested Bylaws Template of 12 April 2011; and

*Whereas*, it is desirable that the Coastal San Pedro Neighborhood Council have a clearly documented grievance process; therefore

*Resolved*, the Coastal San Pedro Neighborhood Council shall create a new Standing Rule to document its grievance process, using content adapted from the Department of Neighborhood Empowerment's "Neighborhood Council Bylaws Template Language April 2011":

**This grievance process is intended to address matters involving procedural disputes, such as the Board's failure to comply with Board Rules or these Bylaws. It is not intended to apply to Stakeholders who merely disagree with a position or action taken by the Board at one of its meetings, which grievances may be aired publicly at Board meetings.**

**Any grievance by a Stakeholder must be submitted in writing to the Board who shall cause the matter to be placed on the agenda for the next regular Board meeting.**

**At that meeting, the Board shall refer the matter to an Ad Hoc Grievance Panel comprised of three (3) Stakeholders randomly selected by the Board from a list of Stakeholders who have expressed an interest in serving from time-to-time on such a panel.**

**Within two (2) weeks of the panel's selection, the Board shall coordinate a time and place for the panel to meet with the person(s) submitting a grievance to discuss ways in which the dispute may be resolved.**

**Within two (2) weeks following such meeting, a member of the panel shall prepare a written report to be forwarded by the Secretary to the Board outlining the panel's collective recommendations for resolving the grievance. The Board may receive a copy of the panel's report and recommendations prior to a Board meeting, but, in accordance with the Brown Act, the matter shall not be discussed among the Board members until it is heard publicly at the next regular Council meeting.**

**Board members are not permitted to file a grievance against another Board member or against the Board.**

*Motion from Rules and Bylaws Committee*

**7. Motion to create a new Standing Rule permitting use of a consent agenda**

*Whereas*, it is often convenient and efficient to group non-controversial agenda items together for consideration with a single vote at Board meetings; and

*Whereas*, such use of a “consent agenda” should be authorized by a Standing Rule; therefore

*Resolved*, the Coastal San Pedro Neighborhood Council shall create a new Standing Rule to authorize the use of a consent agenda:

**A consent agenda containing multiple motions may be part of the Board Meeting agenda.**

**Any item may be removed from the consent agenda at the request of any Board Member or stakeholder present at the meeting. Items not removed may all be adopted by a single vote without debate.**



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	
	<i>Annotations, not text of the Bylaws</i>	
<i>All text in <del>strikeout</del> is to be removed.</i>		
<i>Except annotations, all text not in <del>strikeout</del> is recommended to keep.</i>		

# 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. *[Now as 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.

**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

~~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. Agendas Setting.** Governing Board meeting agendas shall be established in accordance with standing rules adopted by the Governing Board.

**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. *[Now being amended according to BONC 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

**901. 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 finding 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

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 1002. 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 1003. Minimum Voting Age.** Stakeholders must be at least eighteen (18) years old to vote at the annual meeting.

**Section 1004. 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 1005. Restrictions on Candidates for Multiple Seats.** Not applicable.

**Section 1006. 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

~~1101. 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.

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

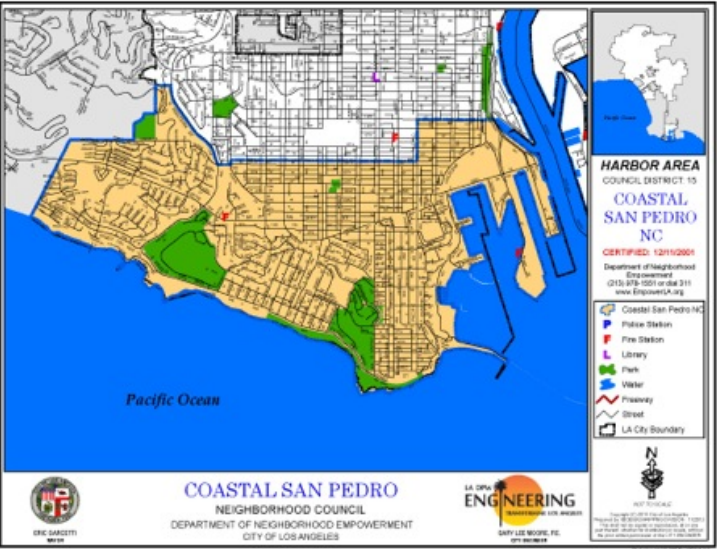
~~1401. Compliance with Law and Regulations.~~ The Council will comply with all applicable requirements of the Ralph M. Brown Act and all other rules and regulations for the conduct of Neighborhood Councils as promulgated by the Department of Neighborhood Empowerment.

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

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

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

ATTACHMENT A — MAP OF THE COASTAL SAN PEDRO NEIGHBORHOOD COUNCIL



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