



# CENTRAL SAN PEDRO NEIGHBORHOOD COUNCIL

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## BOARD & STAKEHOLDER REGULAR MEETING AGENDA

**Tuesday, July 11, 2017, 6:30pm**

**Port of Los Angeles High School**

**250 W. 5th Street**

**San Pedro, CA 90731**

**\*NOTE:** Public comments (on non-agenda items) are limited to 2 minutes each. Members of the public are further entitled to speak on any agenda item following the presentation of that item for **two** minutes.

The Central San Pedro Neighborhood Council may adopt positions by resolution on any of the agenda items. Time allocated for agenda items may be changed at the discretion of the presiding officer.

1. **6:30 pm. Call to Order, Pledge of Allegiance and Roll Call.** (5 minutes)
2. **Review and Approval of May and June Meeting Minutes.** (10 minutes)
3. **Public Comment on Non-Agenda Items.** (10 minutes)
4. **Public Safety Reports. Reports may be submitted in writing and officers may be available to answer stakeholder questions at the back of the room.** (10 minutes)
  - a. LAPD
  - b. Port Police
  - c. LAFD
  - d. CPAB
5. **Reports from Public Officials/Representatives. Reports may be submitted in writing and officers may be available to answer stakeholder questions at the back of the room.** (10 minutes)
  - a. Federal
  - b. State
  - c. County
  - d. City
  - e. School District
  - f. Regional Updates from Neighborhood Councils, including alliances
6. **Review CentralSPNC Exhaustive Efforts Workplan.** (15 minutes)
7. **Update on status of CentralSPNC board roster for City of Los Angeles.** (5 minutes)
8. **Update on status of CentralSPNC committees.** (5 minutes)
9. **Update on status of current CentralSPNC bylaws and possible action to create an Ad Hoc Committee to review and suggest additional bylaw amendments and standing rules, which includes CentralSPNC meetings schedule.** (10 minutes)
10. **Discussion and possible action on a CentralSPNC FY 2016-2017 Financial Report from the Treasurer, including end of fiscal year total.** (15 minutes)
11. **Discussion and possible action on [CentralSPNC FY 2017-2018 Strategic Budget Package](#) submission to release current year funding in full.** (10 minutes)
12. **Discuss and possible action on the creation of a process to review Neighborhood Purpose Grants (NPG) and Community Improvement Projects (CIP), including creating an Ad Hoc Committee to provide a recommendation to the board.** (10 minutes) See Supplemental for proposed NPG process language.
13. **Discuss and take action to approve up to \$5,200 for 12 months to hire Lloyd Staffing vendor to assist the board and the treasurer with preparing all financial reports for board review and**

**vote at monthly meetings and to submit all required documents to the City Clerk's Office. (This does not include transcription services) (15 minutes) (See Supplemental)**

- 14. Discuss and take action to allocate \$360 hire a note taker for HANC monthly meetings that is paid for in equal parts by each HANC Neighborhood Council at an approximate annual cost not to exceed \$360 per NC for FY 2017-2018. (15 minutes)**
- 15. Board Member Announcements and Comments on Non-Agenda Items. (10 minutes)**
- 16. Adjourn**

*As a covered entity under Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and upon request, will provide reasonable accommodation to ensure equal access to its programs, services, and activities. Sign language interpreters, listening devices, or other auxiliary aids and/or services may be provided upon request, Please make your request at least 3 business days (72 hours) prior to the meeting you wish to attend by contacting us at (310) 918-8650.*

*In compliance with government code section 54957.5, non-exempt writings that are distributed to all or a majority of the Board members in advance of a meeting may be viewed at our website by clicking on the following link: [www.centrosanpedro.org](http://www.centrosanpedro.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 Central San Pedro Neighborhood Council at 310-918-8650.*

**PUBLIC POSTING OF AGENDAS– Central San Pedro Neighborhood Council agendas are posted for public review as follows: • San Pedro Public Library, 931 S. Gaffey Street • Random Lengths News, 1300 S. Pacific Avenue • [www.centrosanpedro.org](http://www.centrosanpedro.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 Central 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 CeSPNC Bylaws. The Bylaws are available at our Board meetings and our website <http://sanpedrocity.org/bylaws-committee/>**

**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 SLNC Secretary, al 310-918-8650 o por correo electrónico [info@centrosanpedro.org](mailto:info@centrosanpedro.org) para avisar al Concejo Vecinal.**

## Supplemental

### **NPG review process**

Recommendation to establish the process for the board to receive, review, discuss, and vote on Neighborhood Purpose Grants (NPGs) and Community Improvement (CIPs) Projects, and add it to the Bylaws and Standing Rules as follows:

1. Establish a Standing Committee "Neighborhood Purpose Grant Hearings Committee" to evaluate all NPG's and CIP's.
2. Establish a system that twice a year a call to the community will be announced that the board will be accepting applications for a period of 30 days.
3. Each grant applicant will be scored by the committee members and evaluation, scoring, and qualification criteria will comply with the DONE's and the CITY CLERK's policies.
4. The NPG applications will then presented to the full board as a recommendation for a final presentation and subsequent board vote.

## Supplemental

Discuss and take action to approve up to \$5,200 for 12 months to hire Lloyd Staffing vendor (Sheryl Akerbom) to assist the board and the treasurer with preparing all financial reports for board review and vote at monthly meetings and to submit all required documents to the City Clerk's Office. (This does not include transcription services)

### WORK DESCRIPTION – Finance/Bookkeeping:

1. Completing the monthly MER with bank statement with receipts provided by treasurer and P-Card holder, scanning the completed MER, bank statement and receipts and sending it out via email to all board members for review prior to the meeting at which it is to be approved.
2. Completing the CITY CLERK vote roster and submitting the approved MER to the city clerk.
3. Doing monthly budget adjustments to actual spending each month and emailing the revised to actual budget, with detail of amounts moved and adjusted, to all board members for review prior to the meeting at which it is to be approved.
4. Providing the text for the actual motions for monthly budget adjustments for the agenda(s).
5. Completing the CITY CLERK vote roster and drafting the approved revised budget.
6. Completing the CITY CLERK vote roster(s) for other finance items.
7. Attend regular budget and finance meetings.
8. Attend DONE/CITY CLERK funding training.
9. Keep track of the paperwork and assist the treasurer with administrative needs.
10. General time commitment is from 10 to 15 hours per month, at a cost to the NC of \$288.40 to \$432.60 per month.