



CENTRAL SAN PEDRO NEIGHBORHOOD COUNCIL

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BOARD & STAKEHOLDER MEETING AGENDA

Tuesday, June 13, 2017, 6:30pm

Croatian Cultural Center

510 W. 7th 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.

- 1. 6:30 pm. Call to Order, Pledge of Allegiance and Roll Call**
- 2. Reports from Government Representatives (15 min)**
 - a. Federal
 - b. State
 - c. County
 - d. City
 - e. School District
 - f. Regional NC Representatives
- 3. Public Comment on non-agenda items (15 min)**
- 4. Presentation from the Office of the City Attorney's Dispute Resolution Program (30 min)**
- 5. Discussion and action for all board members to fill out the board roster to submit to the Department of Neighborhood Empowerment. (5 min)**
- 6. Discussion and action to appoint one board member as one of the two Legal Liaisons (In addition to the President) (See supplemental for further details) (10 min)**
- 7. Discuss and confirm the process for engaging the City Attorney in the removal of a board member or board officer and add to the Standing Rules. (10 min)**
- 8. Discuss and appoint up to five (5) board members to serve as Community Impact Statement (CIS) Filers. (10 min)**
- 9. Clarify the communication expectations between board members and between board members and the public and add to the Standing Rules (10 min) (See supplemental, Code of Conduct).**
- 10. Discuss and take action to establish the process for the board to receive, review, discuss, and vote on Neighborhood Purpose Grants (NPGs) and Community Improvement Projects (CIPs), and add it to the Standing Rules. (See Supplemental) (30 min).**
- 11. Discuss and take action to establish the annual holiday schedule for meetings (Calendar of Days to observe so no meetings are held on those days, including religious, festive, etc.) and add it to the Standing Rules (See supplemental) (10 min).**

12. **Discuss and take action to select two budget representatives.** (See supplemental) (10 min).
13. **Board Member Announcements and Comments on Non-Agenda Items.** (13 min).
14. **Adjourn** (approx. 8:30pm)

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.centralsanpedro.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.centralsanpedro.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://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@centralsanpedro.org para avisar al Concejo Vecinal.

Supplemental

Holidays - Days in which to consider not holding NC meetings on

Even though the City may not have a master calendar of days not to hold meetings on, it does have two sets of calendars it works off of that include holidays observed and Council Recess periods. Remember, that the Plan for NCs only require NCs to meet at least once per quarter, anything more is up to the NC itself, including what you have stated in your bylaws and standing rules.

Most of the City employee holidays:

1. New Year's Day (January 1)
2. Martin Luther King, Jr.'s Birthday (the third Monday in January)
3. President's Day (the third Monday in February)
4. Cesar E. Chavez' Birthday (the last Monday in March)
5. Memorial Day (the last Monday in May)
6. Independence Day (July 4)
7. Labor Day (the first Monday in September)
8. Columbus Day (the second Monday in October)
9. Veteran's Day (November 11)
10. Thanksgiving Day (the fourth Thursday in November)
11. The Friday after Thanksgiving Day
12. Christmas Day (December 25)

Council Recess schedule can be reviewed under Council File No. "Year" -0001:

- For 2016 schedule: [Click Here](#) (Council File: [16-0001](#))
- For 2017 schedule: [Click Here](#) (Council File: [17-0001](#))

Supplemental

Brief Description on Legal Liaisons

The board gets to appoint up to 2 legal liaisons which will have the responsibility to understand the legal concerns and inquiries that impact the board as a whole. The Legal Liaisons are the main contacts on board matters for the City Attorney's Office and the liaisons are the main board members that would contact the City Attorney's Office on board matters. Any feedback from the City Attorney's Office to the liaison should be shared with all of the board members. Please keep in mind that this role has the responsibility to handle items that impact the board as a whole only and not the individual board member. Individual board members have the opportunity to the contact the City Attorney's Office on their own with regards to individual legal concerns or inquiries.

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 Standing Rules as follows:

1. Establish an ad hoc '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 will be scored by the committee members per and evaluation and scored criteria per the DONE's and the CITY CLERK'S specific criteria.
4. The NPG applications will then presented to the full board for a final presentation and subsequent board vote.

Supplemental

Budget Representatives (collectively per NC) are responsible for:

- Soliciting input from their NC & stakeholders on priorities in their area and suggestions to improving City efficiency, increasing City income and reducing costs.
- Attending Budget Day, expressing the issues of concern to their NC & stakeholders, voting for Budget Advocates.
- Contacting one of the Budget Advocate co-chairs if cannot reach Budget Advocate for their Region or if have other concerns.
- Soliciting input from their NC & stakeholders on an ongoing basis as City political issues evolve and communicating it to the Budget Advocates on a monthly basis.
- Ensuring a Budget Advocate report is on every NC agenda.
- Reporting on Budget Advocate activities, concerns.
- Encouraging stakeholders to join the Budget Advocates on areas of their concern and/or expertise.
- Help set up, solicit attendance and coordinate one event during the year (tentatively January in 2017).
- Suggest/self-nominate Budget Reps for the following Fiscal Year and help advertise/solicit attendance at Budget Day 2017.

Supplemental

NEIGHBORHOOD COUNCIL BOARD MEMBER CODE OF CONDUCT POLICY

WHEREAS, the Board of Neighborhood Commissioners (Commission) established Working Groups comprised of current and past Neighborhood Council members and Neighborhood Council stakeholders on January 26, 2013, to recommend changes to the Plan for a Citywide System of Neighborhood Councils;

WHEREAS, the Commission believes the following Code of Conduct (Attachment A) will address some of the concerns and recommendations of the Working Groups;

WHEREAS, the Commissioners recognize that a Neighborhood Council System that is physically and emotionally safe and secure for all Board Members promotes good citizenship, increases Stakeholder attendance and supports community engagement;

WHEREAS, Neighborhood Councils are required under Article II of the Plan for a Citywide System of Neighborhood Councils to be diverse, inclusive and open to all Stakeholders;

WHEREAS, the Commission expects Board Members to conduct themselves in a manner in keeping with an established Code of Conduct and with a proper regard for the rights and welfare of other Board Members, Stakeholders, Committee Members, and volunteers;

WHEREAS, the Commission recognizes that improper conduct may occur within the Neighborhood Council System and among members of Neighborhood Councils;

WHEREAS, the Commission expects Board Members to reaffirm their commitment to the Code of conduct every 2 years.

WHEREAS, Section 902 (b) Article IX of the new Charter provides that the Board of Neighborhood Commissioners "shall be responsible for policy setting and policy oversight and the promulgation of rules and regulations but not be responsible for day to-day management."

Now, therefore, be it resolved that the Board of Neighborhood Commissioners amends this policy to inform Neighborhood Council members of that type of conduct which this Commission and others deem harmful to the Neighborhood Council system.

POLICY NUMBER: 2014-2(2)

1. Neighborhood Council Board Members are required to either, read and sign a copy of the Code of Conduct attached as Exhibit "A" or participate in training approved by the Department of Neighborhood Empowerment (Department).
2. As of November 1, 2016, every Neighborhood Council Board Member, who has not signed the Code of Conduct in 2016, whether elected, selected or appointed, shall provide a signed and dated copy of the attached Code of Conduct to the Department bearing their signature or participate in training approved by the Department. Thereafter, every Neighborhood Council Board Member shall be required to re-sign the Code of Conduct or participate in training approved by the Department every two years.
3. On or after November 1, 2016, a newly elected, selected, appointed or re-elected Neighborhood Council Board Member shall provide a signed and dated copy of the attached Code of Conduct to the Department bearing their signature, or participate in training approved by the Department within 30 days of the election or selection being certified by the Department or within 30 days of selection or appointment to the board. All new Neighborhood Council Board Members shall renew their Code of Conduct every two years thereafter.
4. Any Neighborhood Council Board Member who fails or refuses to review, sign, date and provide a copy of the attached Code of Conduct to the Department or participate in training approved by the Department within the abovementioned time frames shall be suspended from their Neighborhood Council and shall not act on any matter that

comes before their Neighborhood Council and shall not be counted for the purpose of establishing a quorum of the Neighborhood Council.

1. The Department shall notify the Board Member of their suspension by sending a letter to their last known email address and/or physical mailing address.
 2. The Department shall also notify the remainder of the Board Members by email and/or U.S. mail of the suspension of the Board Member.
5. If within 30 days of being suspended the Neighborhood Council Board Member does not provide a signed and dated copy of the attached Code of Conduct to the Department bearing their signature or participate in training approved by the Department they shall be removed as a Neighborhood Council Board Member by the following procedures:
1. The Department will notify the Board Member of their removal by sending a letter to their last known email address and/or mailing address.
 2. The Department will also notify the remainder of the Board Members by email and/or U.S. mail regarding the removal of the Board Member and that the Board Member's position on the board shall be considered vacant.
 3. Any Board Member removed pursuant to this policy shall have the right to present to the Department evidence that he or she has in fact complied with this policy. The Department shall be the sole decision maker as to the sufficiency of the evidence submitted.

ATTACHMENT A

1. Neighborhood Council Board Members should conduct themselves in a professional and civil manner.
2. Neighborhood Council Board Members should treat other Board Members and members of the public with respect regardless of the other's opinion, ethnicity, race, religion, religious belief or non-belief, color, creed, national origin, ancestry, sex, sexual orientation, gender, gender expression, age, disability, marital status, income, homeowner status, renter status or political affiliation.
3. Neighborhood Council Board Members should not, during meetings, functions or events engage in or threaten to engage in any physical attack on any other individual.
4. Neighborhood Council Board Members should not use language that is threatening, obscene, or slanderous, including profanities, insults or other disparaging remarks or gestures directed toward other Board Members.
5. Neighborhood Council Board Members should promote and, if necessary, enforce a safe meeting environment. If other Board Members become disruptive or violate the Code of Conduct Neighborhood Council Board Members have agreed to abide by, Board Members should demand that the offending Board Member conduct themselves in a respectful and orderly manner.
6. Neighborhood Council Board Members should not engage in "bullying" or harassment which is generally defined as follows:
 1. "Bullying" is conduct that meets all of the following criteria:
 1. is reasonably perceived as being dehumanizing, intimidating, hostile, threatening, or otherwise likely to evoke fear of physical hand or emotional distress;
 2. Is directed at one or more Board Members;
 3. Is conveyed through physical, verbal, or technological means;
 4. Substantially interferes with participation opportunities, benefits, or programs of one or more Board Members at Neighborhood Council sponsored activities or events;

5. adversely affects the ability of a Board Member to participate in or benefit from the Neighborhood Council programs or activities by placing the Board Member in reasonable fear of physical harm or by causing emotional distress; and,
 6. Is based on a Board Member's actual or perceived protected characteristic (see 2 above), or is based on an association with another person who has or is perceived to have any of these characteristics.
2. "Harassment" is conduct that meets all of the following criteria
1. is reasonably perceived as being dehumanizing, intimidating, hostile, threatening, or otherwise likely to evoke fear of physical harm or emotional distress;
 2. Is directed at one or more Board Members;
 3. Is conveyed through physical, verbal, or technological means;
 4. Substantially interferes with participation opportunities, benefits, or programs of one or more Board Members at Neighborhood Council sponsored activities or events;
 5. adversely affects the ability of a Board Member to participate in or benefit from the Neighborhood Council programs or activities because the conduct, as reasonably perceived by the Board Member, is so severe, pervasive, and objectively offensive as to have this effect; and,
 6. Is based on a Board Member's actual or perceived protected characteristic (see 2 above), or is based on an association with another person who has or is perceived to have any of these characteristics.

I have read and understand the Neighborhood Council Board Member Code of Conduct. I understand that if I fail to provide the Department of Neighborhood Empowerment with a signed and dated copy of this Neighborhood Council Board Member Code of Conduct I may be subjected to suspension and/or removal from my Neighborhood Council Board.

**REPORT OF THE
CHIEF LEGISLATIVE ANALYST**

DATE: November 24, 2015

TO: Honorable Members of the Rules, Elections, Intergovernmental Relations, and
Neighborhoods Committee

FROM: Sharon M. Tso *SWT* Assignment No: 15-11-0894
Chief Legislative Analyst

SUBJECT: 2016 Council Recess Schedule

CLA RECOMMENDATION: That the City Council Resolve to approve the proposed 2016 Council Recess Schedule, in accordance with Charter Section 242, with the caveat that Council may introduce resolutions to remove any conference dates from the Recess Schedule if a quorum is expected, as follows:

2016 Council Recess Schedule

2015 Winter Recess Continuation, Tuesday, 1/5/16 through Friday, 1/8/16

National League of Cities Annual Congressional City Conference, Friday, 3/4/16 through Friday, 3/11/16 (event held from 3/5/16 through 3/9/16 in Washington, D.C. [3/4/16 is recommended as a travel day])

Good Friday, Friday, 3/25/16

Passover, Tuesday, 4/26/16 through Friday, 4/29/16

Summer Recess, Tuesday, 7/5/16 through Friday, 7/22/16

Rosh Hashanah, Tuesday, 10/4/16

League of California Cities Annual Conference and Exposition, Wednesday, 10/5/16 through Friday, 10/7/16 (event held from 10/5/16 through 10/7/16 in Long Beach, CA)

Yom Kippur, Wednesday, 10/12/16

National League of Cities City Summit, Tuesday, 11/15/16 through Friday, 11/18/16 (event held from 11/16/16 through 11/19/16 in Pittsburgh, PA [11/15/16 is recommended as a travel day])

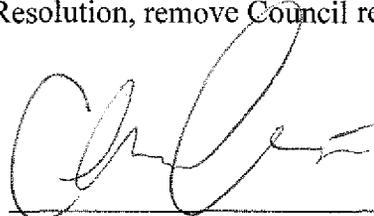
Winter Recess, Friday, 12/16/16 through Friday, 12/30/16

SUMMARY

Consistent with Council policy, we have prepared the Council Recess Schedule for the 2016 Calendar Year. This Office has reviewed the 2015 Council Recess Schedule to identify special days and events during which the City Council has previously recessed. The dates included in this report are substantially consistent with the 2015 adopted Recess Schedule.

The proposed Council Recess Schedule enables the City Council, in accordance with Charter Section 242, to recess certain Council meetings as necessary to attend the National League of Cities (NLC) Annual Congressional City Conference, the NLC City Summit, and the League of California Cities Annual Conference and Exposition.

All Councilmembers are urged to commit early to participate in the aforementioned conferences. Additionally, three to four weeks prior to the conferences, the Office of the Chief Legislative Analyst will canvass the Council to determine the number of members attending each conference. If a quorum is expected, the Council may, by Resolution, remove Council recess days from the 2016 Council Recess Schedule.



Chris Concepción
Analyst

**REPORT OF THE
CHIEF LEGISLATIVE ANALYST**

DATE: November 30 , 2016

TO: Honorable Members of the Rules, Elections, Intergovernmental Relations, and
Neighborhoods Committee

FROM: Sharon M. Tso *SMT* Assignment No: 16-11-0929
Chief Legislative Analyst

SUBJECT: 2017 Council Recess Schedule

CLA RECOMMENDATION: That the City Council Resolve to approve the proposed 2017 Council Recess Schedule, in accordance with Charter Section 242, with the caveat that Council may introduce resolutions to remove any conference dates from the Recess Schedule if a quorum is expected, as follows:

2017 Council Recess Schedule

2016 Winter Recess Continuation, Tuesday, 1/3/17 through Friday, 1/6/17

National League of Cities Annual Congressional City Conference, Friday, 3/10/17 through Wednesday, 3/15/17 (event held from 3/11/17 through 3/15/17 in Washington, D.C. [3/10/17 is recommended as a travel day])

Council Recess, Friday, 3/17/17

Passover and Good Friday, Tuesday, 4/11/17 through Tuesday, 4/18/17

Summer Recess, Wednesday, 7/5/17 through Friday, 7/21/17

League of California Cities Annual Conference and Exposition, Tuesday, 9/12/17 through Friday, 9/15/17 (event held from 9/13/17 through 9/15/17 in Sacramento, CA [9/12/17 is recommended as a travel day])

Rosh Hashanah, Friday, 9/22/17

National League of Cities City Summit*, Tuesday, 11/14/17 through Friday, 11/17/17 (event held from 11/15/17 through 11/18/17 in Charlotte, NC [11/14/17 is recommended as a travel day])

Winter Recess, Friday, 12/15/17 through Friday, 12/29/17

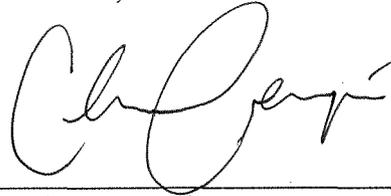
**Per Council policy, City resources should not be used to participate in conventions in North Carolina (CF 16-0379). Councilmembers may attend this conference with non-City resources.*

SUMMARY

Consistent with Council policy, we have prepared the Council Recess Schedule for the 2017 Calendar Year. This Office has reviewed the 2016 Council Recess Schedule to identify special days and events during which the City Council has previously recessed. The dates included in this report are substantially consistent with the 2016 adopted Recess Schedule. We note that Yom Kippur is not included, as it does not commence until the evening of Friday, September 29, 2017.

The proposed Council Recess Schedule enables the City Council, in accordance with Charter Section 242, to recess certain Council meetings as necessary to attend the National League of Cities (NLC) Annual Congressional City Conference, the NLC City Summit, and the League of California Cities Annual Conference and Exposition.

All Councilmembers are urged to commit early to participate in the aforementioned conferences. Additionally, three to four weeks prior to the conferences, the Office of the Chief Legislative Analyst will canvass the Council to determine the number of members attending each conference. If a quorum is expected, the Council may, by Resolution, remove Council recess days from the 2017 Council Recess Schedule.



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