

CITY OF LOS ANGELES

CALIFORNIA



DOWNTOWN LOS ANGELES NEIGHBORHOOD COUNCIL OFFICERS

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VICE PRESIDENT OF ADMINISTRATION

WENDY CELAYA
VICE PRESIDENT OF
COMMUNICATION & OUTREACH

DEBBY ZHOU
SECRETARY

TONY HOOVER
TREASURER



WWW.DLANC.COM

EMAIL: DLANC@EMPOWERLA.ORG

DOWNTOWN LOS ANGELES NEIGHBORHOOD COUNCIL JOINT BUDGET/EXECUTIVE COMMITTEE SPECIAL MEETING MINUTES

Los Angeles Central Library, Meeting Room A
630 W 5th Street Los Angeles, CA 90071

Wednesday, May 3rd, 2023 – 6:00 PM

Contact: claudia.oliveira@dlanc.com for more information

Si requiere servicios de traducción, favor de avisar al Concejo Vecinal 3 días de trabajo (72 horas) antes del evento. Por favor contacte Secretaria Debby Zhou por correo electrónico debby.zhou@dlanc.com para avisar al Concejo Vecinal.

Comments from the public on other matters not appearing on the agenda that are within the Board's jurisdiction will be heard during the General Public Comment period. Please note that under the Brown Act, the Board is prevented from acting on a matter that you bring to its attention during the General Public Comment period; however, the issue raised by a member of the public may become the subject of a future Board meeting. Public comment is limited to 2 minutes per speaker unless adjusted by the presiding officer of the Board.

1. Call to Order 6:04PM

Claudia Oliveira - President - Executive Chair and Budget	P	Wendy Celaya - VP of Outreach - Executive	P
Jim Sarratori - VP of Admin. - Executive	P	Tony Hoover - Treasurer - Executive and Budget Chair	P 6:1 5P M
Debby Zhou - Secretary - Executive	P	Reeyan Raynes - Budget	P
Samir Bitar - Budget	P		

2. General Public Comment, The public is requested to dial *9, when prompted by the presiding officer, to address the Board on any agenda item before the Board takes an action on an item. Comments from the public on agenda items will be heard only when the respective item is being considered. Comments from the public on other matters not appearing on the agenda that are within the Board's jurisdiction will be heard during the General Public Comment period. Please note that under the Brown Act, the Board is prevented from acting on a matter that you bring to its attention during the General Public Comment period; however, the issue raised by a member of the public may become the subject of a future Board meeting. Public comments are limited to two minutes per speaker with a total time of ten minutes. (The chair, depending on number of speakers and time considerations, may change these parameters.)

None

3. Approve prior minutes

- a. Executive 04/05/2023

JS motioned to approve, WC seconded

Y (4), N(0), Abstain (0), Absent (0)

4. Old business - None

5. New business (All items for discussion and possible action)

- a. Discussion and possible action on purchasing live-streaming equipment for events and board meetings for an amount not to exceed \$1,000. Money to come from the Office Budget.

RR motioned to approve, WC seconded

Y (4), N(0), Abstain (0), Absent (0)

- b. Approval the April 2023 MERS

RR motioned to approve, SB seconded

Y (4), N(0), Abstain (0), Absent (0)

- c. Discussion and possible action to design and order promotional items like hats, shirts and materials such as signage, etc. and name badges for outreach not to exceed \$3,000.00. Monies to come from the Outreach Budget.

Outreach Committee Vote Count: Yes (4) No (0) Abstain (0)

RR motioned to approve item with the condition that each budget item is separated into their own individual items, TH seconded

Badge budget items have to come from Office budget, the others from Outreach budget.

Y (4), N(0), Abstain (0), Absent (0)

- d. Discussion and possible action for a second Wellness Day event not to exceed \$2,000 on May 21. Monies to come from the Outreach Budget.

Outreach Committee Vote Count: Yes (4) No (0) Abstain (0)

RR motioned to approve, TH seconded
Y (4), N(0), Abstain (0), Absent (0)

- e. Discussion and possible action for sponsorship of LA Congress on September 23 at City Hall not to exceed \$1,000. Monies to come from the Outreach Budget.

Yes (4) No (0) Abstain (0)

RR motioned to approve, TH seconded
Y (3), N(0), Abstain (1), Absent (0)

- f. Discussion and possible action to allocate \$1300 for paid distribution of voter guides. Monies to come from the Elections Budget. Vendor is DTLA Weekly.

TH motioned to approve, CO seconded

RR asked if Michael (Election Consultant) spent all the money from the original Elections marketing collateral BAC from 4/12/23.

SB amended the motion to be carve-out cost of the guides from original Elections BAC from 4/12/23.

Y (3), N(1), Abstain (0), Absent (0)

- g. Discussion and possible action to allocate \$2500 to pay for a 12-month rental of a storage unit. Address of the storage unit is Extra Space Storage, 1000 N Main St, Los Angeles, CA 90012. Money to come from the Office Budget.

RR motioned to approve, SB seconded
Y (4), N(0), Abstain (0), Absent (0)

NEW BUDGET ITEMS ADDED IN MEETING

- h. Discussion and possible action to allocate an annual expenditure of an amount not to exceed \$300 for website hosting. Money to come from the Office Budget. Vendor is IONOS.

TH motioned to approve, RR seconded
Y (4), N(0), Abstain (0), Absent (0)

- i. Discussion and possible action to cancel Mailchimp and allocate an annual expenditure of an amount not to exceed \$480 for email marketing. Money to come from the Outreach Budget. Vendor like SendInBlue.

RR motioned to approve, TH seconded
Y (3), N(0), Abstain (0), Absent (1)

- j. Discussion and possible action to submit a motion to hold a street festival for the Cooper Donuts/ Nancy Valverde Memorial Square. Expenditure not to exceed \$7500. Monies to come from the Outreach and Office budgets.

RR motioned to approve, TH seconded
Y (3), N(0), Abstain (0), Absent (1)

- k. Approve agenda for the Board of Directors Meeting for May 9th, 2023

JS motioned to approve, WC seconded

CO amended motion to approve draft agenda pending changes from budget committee votes and committee items added prior to BOD meeting.

Y(4), N(0), Abstain (0), Absent (0)

6. General Public Comment, The public is requested to dial *9, when prompted by the presiding officer, to address the Board on any agenda item before the Board takes action on an item. Comments from the public on agenda items will be heard only when the respective item is being considered. Comments from the public on other matters not appearing on the agenda that are within the Board's jurisdiction will be heard during the General Public Comment period. Please note that under the Brown Act, the Board is prevented from acting on a matter that you bring to its attention during the General Public Comment period; however, the issue raised by a member of the public may become the subject of a future Board meeting. Public comments are limited to two minutes per speaker with a total time of ten minutes. (The chair, depending on number of speakers and time considerations, may change these parameters.)

None

7. Other Committee Comments and Announcements
8. Next Meeting Wednesday, June 7th, 2023
9. Adjourn 7:17PM

PUBLIC INPUT AT NEIGHBORHOOD COUNCIL MEETINGS: *The public is requested to fill out a "Speaker Card" to address the [committee] on any agenda item before the committee takes an action on an item. Comments from the public on agenda items will be heard only when the respective item is being considered. Comments from the public on other matters not appearing on the agenda that are within the committee's jurisdiction will be heard during the General Public Comment period. Please note that under the Brown Act, the committee is prevented from acting on a matter that you bring to its attention during the General Public Comment period; however, the issue raised by a member of the public may become the subject of a future committee meeting. Public comment is limited to 2 minutes per speaker, unless adjusted by the presiding officer.*

CONSENT ITEMS: *There will be no separate discussion of Consent items as they are considered routine and will be adopted by one motion. If a member of the Board, Committee, or a stakeholder requests discussion on a particular item, that item will be removed from Consent and considered separately. Such items will be moved to the end of the agenda.*

NOTICE TO PAID REPRESENTATIVES: *If you are compensated to monitor, attend, or speak at this meeting, City law may require you to register as a lobbyist and report your activity. See Los Angeles Municipal Code §§ 48.01 et seq. More information is available at ethics@lacity.org/lobbying. For assistance, please contact the Ethics Commission at (213) 978-1960 or ethics.commission@lacity.org.*

PUBLIC ACCESS OF RECORDS: *In compliance with Government Code section 54957.5, non-exempt writings that are distributed to a majority or all of the board members in advance of a meeting may be viewed on our website by clicking on the following link: www.dlanc.com, 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 secretary, debby.zhou@dlanc.com.*

POSTING: *In compliance with Government Code section 54954.2(a), Neighborhood Council agendas are posted for public review at Department of Recreation & Parks - Pershing Square Office, 532 S. Olive and at www.dlanc.com. You can also receive our agendas via email by subscribing to L.A. City's Early Notification System at: <https://www.lacity.org/government/subscribe-agendasnotifications/neighborhood-councils>.*

RECONSIDERATION AND GRIEVANCE PROCESS: *For information on the DLANC's process for board action reconsideration, stakeholder grievance policy, or any other procedural matters related to this Council, please consult the DLANC Bylaws. The Bylaws are available at our Board meetings and our website www.dlanc.com.*

DISABILITY POLICY: *The Downtown Los Angeles Neighborhood Council complies with Title II of the Americans with Disabilities Act and does not discriminate on the basis of any disability. Upon request, the Downtown Los Angeles Neighborhood Council will provide reasonable accommodations to ensure equal access to its programs, services, and activities. Sign language interpreters, assistive listening devices, or other auxiliary aids and/or services may be provided upon request. To ensure availability of services, please make your request at least 3 business days prior to the meeting you wish to attend by contacting the Department of Neighborhood Empowerment at (213) 978-1551 or email NCSupport@lacity.org.*

STATE OF CALIFORNIA PENAL CODE SECTION 403 (Amended by Stats, 1994, Ch. 923, Sec. 159. Effective January 1, 1995.)

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Every person who, without authority of law willfully disturbs or breaks up any assembly or meeting that is not unlawful in its character, other than an assembly or meeting referred to in Section 302 of the Penal Code or Section 18340 of the Elections Code, is guilty of a misdemeanor.

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 NCSupport@lacity.org.*