

Monthly Expenditure Report



Reporting Month: June 2025

Budget Fiscal Year: 2024-2025

NC Name: Downtown Los Angeles
Neighborhood Council

Monthly Cash Reconciliation					
Beginning Balance	Total Spent	Remaining Balance	Outstanding	Commitments	Net Available
\$14052.94	\$969.14	\$13083.80	\$0.00	\$1000.00	\$12083.80

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office	\$26666.00	\$909.14	\$2433.50	\$0.00	\$2433.50
Outreach		\$60.00		\$0.00	
Elections		\$0.00		\$0.00	
Community Improvement Project	\$2286.00	\$0.00	\$2286.00	\$0.00	\$2286.00
Neighborhood Purpose Grants	\$3048.00	\$0.00	-\$14952.00	\$0.00	-\$14952.00
Funding Requests Under Review: \$1000.00		Encumbrances: \$0.00		Previous Expenditures: \$41263.36	

Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	GOOGLE GSUITE_DLANC.CO	06/01/2025	Discussion and possible action to allocate a monthly expenditure for email services not to exceed \$500. Vendor is Google Workspace. Monies to come from the Office budget.	General Operations Expenditure	Office	\$403.20
2	SINCH MAILGUN	06/01/2025	Discussion and possible action to approve an additional monthly expenditure not to exceed \$200 for email marketing. Vendors like Brevo, Mailgun, Constant Contact, etc. Monies to come from Outreach budget.	General Operations Expenditure	Outreach	\$35.00
3	SENDINBLUE	06/06/2025	Discussion and possible action to approve an additional monthly expenditure not to exceed \$200 for email marketing. Vendors like Brevo, Mailgun, Constant Contact, etc. Monies to come from Outreach budget.	General Operations Expenditure	Outreach	\$25.00
4	EXTRA SPACE 6109	06/15/2025	Discussion and possible action to allocate an expenditure for a storage unit not to exceed \$2,000. Vendor is Extra Storage Space. Monies to come from the Office budget.	General Operations Expenditure	Office	\$212.20

5	City of Los Angeles - Department of Neighborhood Empowerment	05/30/2025	Proxy authorization to pay for the Zoom License for FY 25-26.	General Operations Expenditure	Office	\$193.74
6	City of Los Angeles- Dept of Neighborhood Empowerment	05/30/2025	Proxy authorization to pay for Canva pro license.	General Operations Expenditure	Office	\$100.00
Subtotal:						\$969.14

Outstanding Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
Subtotal: Outstanding						\$0.00



Invoice

Invoice number: 5263714154

Google LLC
1600 Amphitheatre Pkwy
Mountain View, CA 94043
United States
Federal Tax ID: 77-0493581

Bill to

Debby Zhou
dlanc.com
200 N SPRING ST
STE 224
LOS ANGELES, CA 90012
United States

Details

Invoice number5263714154
Invoice dateMay 31, 2025
Billing ID9932-4865-8892
Domain namedlanc.com

Google Workspace

Total in USD **\$403.20**

Summary for May 1, 2025 - May 31, 2025

Subtotal in USD	\$403.20
Tax (0%)	\$0.00
Total in USD	\$403.20

You will be automatically charged for any amount due.

Subscription	Description	Interval	Quantity	Amount(\$)
Google Workspace Business Standard	Usage	May 1 - May 31	24	403.20
Subtotal in USD				\$403.20
Tax (0%)				\$0.00
Total in USD				\$403.20

Need help understanding the charges on your invoice? [Click here for detailed explanations](#)

<https://support.google.com/a?p=gsuite-bills-and-charges>

Office of the City Clerk

Administrative Services Division

Neighborhood Council (NC) Funding Program

Board Action Certification (BAC) Form



NC Name: DLANC		Meeting Date: July 9, 2024
Budget Fiscal Year: 2024 - 2025		Agenda Item No: 10, b, iv
Board Motion and/or Public Benefit Statement (CIP and NPG):	Discussion and possible action to allocate a monthly expenditure for email services not to exceed \$500. Vendor is Google Workspace. Monies to come from the Office budget.	
Method of Payment: (Select One)	<input type="checkbox"/> Check <input checked="" type="checkbox"/> Credit Card <input type="checkbox"/> Board Member Reimbursement	

Vote Count

Recused Board Members must leave the room prior to any discussion and may not return to the room until after the vote is complete.

Board Member's First and Last Name	Board Position	Yes	No	Abstain	Absent	Ineligible	Recused
Claudia Oliveira (President)	Area Wide	X					
Jens Midthun (VP Outreach)	Area Wide				X		
Bella Naomi Ostby (Secretary)	Central City East Resident	X					
Damion Wagner	Central City East Business	X					
Scott Miller	Civic Center/Financial District Business				X		
Pablo Fontoura (Treasurer)	At-Large	X					
Alisha Henderson	Civic Center/Financial District Resident	X					
Ana Carril-Grumberg	Fashion District Resident					X	
Rick Young	Area-Wide Homeless	X					
Tyler Murphy	Historic Core Business					X	
Luis Gonzalez-Salas	Historic Core Resident	X					
Krish Dittmer	Historic Core Resident	X					
Hakeem Parke-Davis	Historic Core Resident	X					
Leonel Aguilar	Social Services Provider	X					
Allen Gross	Social Services Provider					X	
Lori Aliksonian	South Park Business	X					
Ben Bass	South Park Business				X		

Debby Zhou	South Park Resident	X					
Larewnce Carrol	South Park Resident				X		
Sara Eastwoodl	South Park Resident	X					
Jessica Garza	Central City East Busine	X					
Historic Core Business Seat (Vacant)							
Fashion District Business (Vacant)							
At-Large Seat (vacant)							
Board Quorum: 13	Total:	14			4	3	

We, the authorized signers of the above named Neighborhood Council, declare that the information presented on this form is accurate and complete, and that a public meeting was held in accordance with all laws, policies, and procedures. The above was approved by the Neighborhood Council Board, at a Brown Act compliant public meeting where a quorum of the Board was present.

Authorized Signature <i>Pablo Fontoura</i>	Authorized Signature: <i>Claudia Oliveira</i>
Print/Type Name: Pablo Fontoura	Print/Type Name: Claudia Oliveira
Date: 7/11/2024	Date: 7/11/2024



Mailgun Technologies,
Inc.
112 E. Pecan St. #1135
San Antonio, TX 78205
US

Invoice

Invoice Number #80149649
Issue Date Jun 1, 2025
Due Date Jun 1, 2025

PAID \$35.00

Bill
To:
DLANC

Product Usage	Total	\$0.00
Usage		
No charges this period		

Lite

Mailgun Optimize

Total

\$0.00

No charges this period

Foundation		Total	\$35.00
Plans			
Item	Quantity	Amount	
Foundation	1	\$35.00	
Jun 1, 2025 - Jul 1, 2025			

* All invoice dates listed above reflect a period of midnight to midnight (UTC)

Note: invoices of less than \$0.50 will not be charged and will continue to aggregate until a balance of \$0.50 or greater is achieved.

GRAND TOTAL	\$35.00
Payments	\$35.00
DUE	\$0.00

Invoice History

Jun 1, 2025 8:19 PM UTC Credit card payment: \$35.00 (Master, XXXX-XXXX-XXXX-4277)

Office of the City Clerk

Administrative Services Division

Neighborhood Council (NC) Funding Program

Board Action Certification (BAC) Form



NC Name: DLANC	Meeting Date: February 11, 2025
-----------------------	--

Budget Fiscal Year: 2024 - 2025	Agenda Item No: 10, a , iv
--	-----------------------------------

Board Motion and/or Public Benefit Statement (CIP and NPG):	Discussion and possible action to approve an additional monthly expenditure not to exceed \$200 for email marketing. Vendors like Brevo, Mailgun, Constant Contact, etc. Monies to come from Outreach budget.
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Method of Payment: (Select One)	<input type="checkbox"/> Check <input type="checkbox"/> Credit Card <input type="checkbox"/> Board Member Reimbursement
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Claudia Oliveira (President)	Area Wide	X					
Jens Midthun (VP Outreach)	Area Wide	X					
Bella Naomi Ostby (Secretary)	Central City East Resident	X					
Damion Wagner	Central City East Business	X					
Kristin Gaer	At-Large				X		
Pablo Fontoura (Treasurer)	At-Large	X					
Alisha Henderson	Civic Center/Financial District Resident	X					
Ana Carril-Grumberg	Fashion District Resident	X					
Rick Young	Area-Wide Homeless				X		
Tyler Murphy	Historic Core Business	X					
Luis Gonzalez-Salas	Historic Core Resident	X					
Heera Kapoor	Historic Core Resident	X					
Hakeem Parke-Davis	Historic Core Resident	X					
Leonel Aguilar	Social Services Provider					X	
Allen Gross	Social Services Provider	X					
Lori Aliksonian	South Park Business				X		
Ben Bass	South Park Business				X		

Debby Zhou	South Park Resident	X					
Larewnce Carrol	South Park Resident	X					
Noreen Ahmed	South Park Resident	X					
Vacant	Central City East Business					X	
Vacant	Historic Core Business Seat						
Rene Ledezma	Fashion District Business				X		
Vacant	Civic Center/Financial District Business						
Board Quorum: 13	Total:	15	0	0	5	1	

We, the authorized signers of the above named Neighborhood Council, declare that the information presented on this form is accurate and complete, and that a public meeting was held in accordance with all laws, policies, and procedures. The above was approved by the Neighborhood Council Board, at a Brown Act compliant public meeting where a quorum of the Board was present.

Authorized Signature <i>Pablo Fontoura</i>	Authorized Signature: <i>Claudia Oliveira</i>
Print/Type Name: Pablo Fontoura	Print/Type Name: Claudia Oliveira
Date: 2/15/2025	Date: 2/15/2025



INVOICE

Invoice # **SIB-3255270**
Invoice Date **Jun 06, 2025**
Invoice Amount **\$25.00 (USD)**
Customer ID **7481058**

PAID

Sendinblue
17 rue Salneuve
75017 Paris
France
RCS Paris 498 019 298
SAS au capital social de 388 177 euros
SIRET 498 019 298 00112
FR80498019298

BILLED TO
Claudia Oliveira
Downtown L.A. NC
200 N Spring St. 224
Los Angeles, California 90012
United States
pablo.fontoura@dlanc.com

SUBSCRIPTION
ID **marketing-usd-7481058**
Billing Period **Jun 06 to Jul 06, 2025**

DESCRIPTION	UNITS	UNIT PRICE	AMOUNT (USD)
Marketing plan starter monthly Marketing plan starter monthly	1	\$9.00	\$9.00
Recurring email credits monthly	20000	-	\$16.00
		Total	\$25.00
		Payments	(\$25.00)
		Amount Due (USD)	\$0.00

PAYMENTS

\$25.00 was paid on 06 Jun, 2025 18:48 CEST by MasterCard card ending 4277.

Office of the City Clerk

Administrative Services Division

Neighborhood Council (NC) Funding Program

Board Action Certification (BAC) Form



NC Name: DLANC	Meeting Date: February 11, 2025
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Budget Fiscal Year: 2024 - 2025	Agenda Item No: 10, a , iv
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Jens Midthun (VP Outreach)	Area Wide	X					
Bella Naomi Ostby (Secretary)	Central City East Resident	X					
Damion Wagner	Central City East Business	X					
Kristin Gaer	At-Large				X		
Pablo Fontoura (Treasurer)	At-Large	X					
Alisha Henderson	Civic Center/Financial District Resident	X					
Ana Carril-Grumberg	Fashion District Resident	X					
Rick Young	Area-Wide Homeless				X		
Tyler Murphy	Historic Core Business	X					
Luis Gonzalez-Salas	Historic Core Resident	X					
Heera Kapoor	Historic Core Resident	X					
Hakeem Parke-Davis	Historic Core Resident	X					
Leonel Aguilar	Social Services Provider					X	
Allen Gross	Social Services Provider	X					
Lori Aliksonian	South Park Business				X		
Ben Bass	South Park Business				X		

Debby Zhou	South Park Resident	X					
Larewnce Carrol	South Park Resident	X					
Noreen Ahmed	South Park Resident	X					
Vacant	Central City East Business					X	
Vacant	Historic Core Business Seat						
Rene Ledezma	Fashion District Business				X		
Vacant	Civic Center/Financial District Business						
Board Quorum: 13	Total:	15	0	0	5	1	

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Authorized Signature <i>Pablo Fontoura</i>	Authorized Signature: <i>Claudia Oliveira</i>
Print/Type Name: Pablo Fontoura	Print/Type Name: Claudia Oliveira
Date: 2/15/2025	Date: 2/15/2025



1000 N Main St
Los Angeles, CA 90012

(213) 474 - 1080 / extraspace.com

June 15, 2025 12:04 AM PDT

EasyPay - EasyPay

Transaction # 304074914 / System

Rent B1235 201.00
06/15/25 - 07/14/25

Insurance B1235 11.20
06/15/25 - 07/14/25

.....
Transaction Total \$212.20

Payment Method

Mastercard ending in 4277 212.20

.....
Payment Total \$212.20

Merchandise Returns will be accepted in original packaging within 30 days of purchase.

Give yourself one less thing to worry about by signing up for easypay at:

myaccount.extraspace.com

Office of the City Clerk

Administrative Services Division

Neighborhood Council (NC) Funding Program

Board Action Certification (BAC) Form



NC Name: DLANC	Meeting Date: July 9, 2024
-----------------------	-----------------------------------

Budget Fiscal Year: 2024 - 2025	Agenda Item No: 10, b, viii
--	------------------------------------

Board Motion and/or Public Benefit Statement (CIP and NPG):	Discussion and possible action to allocate an expenditure for a storage unit not to exceed \$2,000. Vendor is Extra Storage Space. Monies to come from the Office budget.
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Method of Payment: (Select One)	<input type="checkbox"/> Check <input checked="" type="checkbox"/> Credit Card <input type="checkbox"/> Board Member Reimbursement
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Bella Naomi Ostby (Secretary)	Central City East Resident	X					
Damion Wagner	Central City East Business	X					
Scott Miller	Civic Center/Financial District Business				X		
Pablo Fontoura (Treasurer)	At-Large	X					
Alisha Henderson	Civic Center/Financial District Resident	X					
Ana Carril-Grumberg	Fashion District Resident					X	
Rick Young	Area-Wide Homeless	X					
Tyler Murphy	Historic Core Business					X	
Luis Gonzalez-Salas	Historic Core Resident	X					
Krish Dittmer	Historic Core Resident	X					
Hakeem Parke-Davis	Historic Core Resident	X					
Leonel Aguilar	Social Services Provider	X					
Allen Gross	Social Services Provider					X	
Lori Aliksonian	South Park Business	X					
Ben Bass	South Park Business				X		

Debby Zhou	South Park Resident	X					
Larewnce Carrol	South Park Resident				X		
Sara Eastwood	South Park Resident	X					
Jessica Garza	Central City East Business				X		
Historic Core Business Seat (Vacant)							
Fashion District Business (Vacant)							
At-Large Seat (vacant)							
Board Quorum: 13	Total:	13			5	3	

We, the authorized signers of the above named Neighborhood Council, declare that the information presented on this form is accurate and complete, and that a public meeting was held in accordance with all laws, policies, and procedures. The above was approved by the Neighborhood Council Board, at a Brown Act compliant public meeting where a quorum of the Board was present.

Authorized Signature <i>Pablo Fontoura</i>	Authorized Signature: <i>Claudia Oliveira</i>
Print/Type Name: Pablo Fontoura	Print/Type Name: Claudia Oliveira
Date: 07/24/2024	Date: 07/24/2024



Office of the City Clerk – Administrative Services Division
Neighborhood Council Funding Program
Proxy Authorization Form

For Downtown Los Angeles Neighborhood Council

Date: 5/29/2025

Motion/Action: _____

Proxy authorization to pay for the Zoom License for FY 25-26

If the proxy authorization is for a payment request, please complete the following:

Vendor Name	Invoice Number	Date of Invoice	Amount
City of Los Angeles - Department of Neighborhood Empowerment	26-014	5/15/2025	\$193.74
Total			\$193.74

Reason for Proxy Authorization: _____

Proxy authorization to pay for the Zoom License for FY 25-26

Department Authorizing Payment:

- Office of the City Clerk
- Department of Neighborhood Empowerment

Staff Name: Mariel Camilo

Title: NC Funding Representative

Signature: Mariel Camilo Date: 5/29/2025

Authorization: Janet A. Hernandez

Title: NC Funding Supervisor

Signature: Janet Hernandez Date: 5/29/2025



May 29, 2025 5:01PM

CITY OF LOS ANGELES

BOARD OF NEIGHBORHOOD COMMISSIONERS

JOY ATKINSON
PRESIDENT

LEONARD SHAFFER
VICE PRESIDENT

DEBBIE WEHBE
MAGGIE QUIROZ
KEREN WATERS
RANDELL ERVING
DOUGLAS EPPERHART

Email: commission@empowerla.org

CALIFORNIA



KAREN BASS
MAYOR

NEIGHBORHOOD COUNCILS **EMPOWER LA** Department of NEIGHBORHOOD EMPOWERMENT

20th FLOOR, CITY HALL
200 NORTH SPRING STREET
LOS ANGELES, CA 90012

TELEPHONE (213) 978-1551
TOLL-FREE 3-1-1
FAX: (213) 978-1751
E-MAIL: EmpowerLA@lacity.org

CARMEN CHANG
GENERAL MANAGER

ERICK MUÑOZ
COMMISSION EXECUTIVE ASSISTANT

www.EmpowerLA.org

DATE: May 15, 2025

2025-2026 ZOOM LICENSE REIMBURSEMENTS Downtown LA Neighborhood Council

INVOICE # 26-014

P.O. BOX 13096, Los Angeles, California 90013

Pablo Fontoura, Treasurer, pablo.fontoura@dlanc.com

Claudia Oliveira, President, claudia.oliveira@dlanc.com

DUE DATE: May 23, 2025

Qty	Item Description	Unit Price	Amount
1	Commodity Code 4316: Software-Zoom Enterprise. Start date 05/06/2025 End date: 05/05/2026	\$140.57	\$140.57
1	Commodity Code 4316: Software-Zoom Audio Start date 05/06/2025 End date: 05/05/2026	\$53.17	\$53.17
Total Cost			\$193.74

Please make Checks Payable to:

City of Los Angeles - Department of Neighborhood Empowerment

200 N. Spring Street, Suite 2005

Los Angeles, CA 90012

Check Memo line should read: Your NC Name, Zoom License 25-26

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER



Office of the City Clerk – Administrative Services Division
Neighborhood Council Funding Program
Proxy Authorization Form

For Downtown Los Angeles Neighborhood Council

Date: 5/29/2025

Motion/Action: _____

Proxy authorization to pay for the Zoom License for FY 25-26

If the proxy authorization is for a payment request, please complete the following:

Vendor Name	Invoice Number	Date of Invoice	Amount
City of Los Angeles - Department of Neighborhood Empowerment	26-014	5/15/2025	\$193.74
Total			\$193.74

Reason for Proxy Authorization: _____

Proxy authorization to pay for the Zoom License for FY 25-26

Department Authorizing Payment:

- Office of the City Clerk
- Department of Neighborhood Empowerment

Staff Name: Marisol Camilo

Title: NC Funding Representative

Signature: Marisol Camilo Date: 5/29/2025

Authorization: Janet A. Hernandez

Title: NC Funding Supervisor

Signature: Janet Hernandez Date: 5/29/2025



May 29, 2025 5:01PM

CITY OF LOS ANGELES

BOARD OF NEIGHBORHOOD COMMISSIONERS

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GENERAL MANAGER

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www.EmpowerLA.org

DATE: May 15, 2025

2025-2026 ZOOM LICENSE REIMBURSEMENTS Downtown LA Neighborhood Council

INVOICE # 26-014

P.O. BOX 13096, Los Angeles, California 90013

Pablo Fontoura, Treasurer, pablo.fontoura@dlanc.com

Claudia Oliveira, President, claudia.oliveira@dlanc.com

DUE DATE: May 23, 2025

Qty	Item Description	Unit Price	Amount
1	Commodity Code 4316: Software-Zoom Enterprise. Start date 05/06/2025 End date: 05/05/2026	\$140.57	\$140.57
1	Commodity Code 4316: Software-Zoom Audio Start date 05/06/2025 End date: 05/05/2026	\$53.17	\$53.17
Total Cost			\$193.74

Please make Checks Payable to:

City of Los Angeles - Department of Neighborhood Empowerment

200 N. Spring Street, Suite 2005

Los Angeles, CA 90012

Check Memo line should read: Your NC Name, Zoom License 25-26

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER



Office of the City Clerk – Administrative Services Division
Neighborhood Council Funding Program
Proxy Authorization Form

For Downtown Los Angeles Neighborhood Council

Date: 5/30/2025

Motion/Action: _____

Proxy authorization to pay for the Canva Pro License.

If the proxy authorization is for a payment request, please complete the following:

Vendor Name	Invoice Number	Date of Invoice	Amount
City of Los Angeles - Department of Neighborhood Empowerment	25-C009	5/20/25	100.00
Total			100.00

Reason for Proxy Authorization: _____

Proxy authorization to pay for the Canva Pro License.

Department Authorizing Payment:

Office of the City Clerk

Department of Neighborhood Empowerment

Staff Name: Mariel Camilo

Title: NC Funding Representative

Signature: Mariel Camilo Date: 5/30/25

Authorization: Janet A. Hernandez

Title: NC Funding Supervisor

Signature: Signed with ClerkSign Date: 5/30/25

Janet Hernandez



May 30, 2025 10:04AM

CITY OF LOS ANGELES

BOARD OF NEIGHBORHOOD COMMISSIONERS

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CARMEN CHANG
GENERAL MANAGER

ERICK MUÑOZ
COMMISSION EXECUTIVE ASSISTANT

www.EmpowerLA.org

BILL TO: Downtown LA Neighborhood Council

INVOICE #25-C009

Address:

East City Hall, Controller's Conference Room 351
200 N. Main Street
L.A., CA 90012

DATE: May 20th, 2025

President: Claudia Oliveira **Email:** claudia.oliveira@dlanc.com

Treasurer: Pablo Fontoura **Email:** pablo.fontoura@dlanc.com

DUE DATE: May 23rd, 2025

Qty	Item Description	Unit Price	Amount
1.00	Canva Licenses Start Date 06/18/2025 End Date: 06/17/2026	\$100.00	\$100.00
Total Cost			\$100.00

Please make Checks Payable to:

City of Los Angeles - Department of Neighborhood Empowerment

200 N. Spring Street, Suite 2005

Los Angeles, CA 90012

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER



Office of the City Clerk – Administrative Services Division
Neighborhood Council Funding Program
Proxy Authorization Form

For Downtown Los Angeles Neighborhood Council

Date: 5/30/2025

Motion/Action: _____

Proxy authorization to pay for the Canva Pro License.

If the proxy authorization is for a payment request, please complete the following:

Vendor Name	Invoice Number	Date of Invoice	Amount
City of Los Angeles - Department of Neighborhood Empowerment	25-C009	5/20/25	100.00
Total			100.00

Reason for Proxy Authorization: _____

Proxy authorization to pay for the Canva Pro License.

Department Authorizing Payment:

Office of the City Clerk

Department of Neighborhood Empowerment

Staff Name: Mariel Camilo

Title: NC Funding Representative

Signature: Mariel Camilo Date: 5/30/25

Authorization: Janet A. Hernandez

Title: NC Funding Supervisor

Signature: Signed with ClerkSign Date: 5/30/25

Janet Hernandez
May 30, 2025 10:04AM



CITY OF LOS ANGELES

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CARMEN CHANG
GENERAL MANAGER

ERICK MUÑOZ
COMMISSION EXECUTIVE ASSISTANT

www.EmpowerLA.org

BILL TO: Downtown LA Neighborhood Council

INVOICE #25-C009

Address:

East City Hall, Controller's Conference Room 351
200 N. Main Street
L.A., CA 90012

DATE: May 20th, 2025

President: Claudia Oliveira **Email:** claudia.oliveira@dlanc.com

Treasurer: Pablo Fontoura **Email:** pablo.fontoura@dlanc.com

DUE DATE: May 23rd, 2025

Qty	Item Description	Unit Price	Amount
1.00	Canva Licenses Start Date 06/18/2025 End Date: 06/17/2026	\$100.00	\$100.00
Total Cost			\$100.00

Please make Checks Payable to:

City of Los Angeles - Department of Neighborhood Empowerment

200 N. Spring Street, Suite 2005

Los Angeles, CA 90012

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