

# CITY OF LOS ANGELES

CALIFORNIA



## DOWNTOWN LOS ANGELES NEIGHBORHOOD COUNCIL OFFICERS

JENS MIDTHUN  
PRESIDENT

TERESA Y. HILLERY  
VICE PRESIDENT OF ADMINISTRATION

DAMION WAGNER  
VICE PRESIDENT OF  
OUTREACH & COMMUNICATIONS

VACANT  
SECRETARY

TATHEER ADNAN  
TREASURER



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**DRAFT**

## OWNTOWN LOS ANGELES NEIGHBORHOOD COUNCIL EXECUTIVE COMMITTEE VIRTUAL SPECIAL MEETING MINUTES

**Google Meets Online or By Telephone**

**Video call link: <https://meet.google.com/xuw-mkyf-reb>**

**Or dial: (US) +1 716-391-2484 PIN: 218 607 396#**

**Thursday, August 21, 2025 - 2:00 PM**

**Contact: [jens.midthun@dlanc.com](mailto:jens.midthun@dlanc.com) for more information**

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Si requiere servicios de traducción, favor de avisar al Concejo Vecinal 3 días de trabajo (72 horas) antes del evento. Por favor contacte a Jens Midthun por correo electrónico [jens.midthun@dlanc.com](mailto:jens.midthun@dlanc.com) para avisar al Concejo Vecinal.

IN CONFORMITY WITH THE OCTOBER 6, 2023 ENACTMENT OF CALIFORNIA SENATE BILL 411 (PORTANTINO) AND LA CITY COUNCIL APPROVAL ON NOVEMBER 1, 2023, THIS NEIGHBORHOOD COUNCIL MEETING WILL BE CONDUCTED VIRTUALLY.

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 of the Committee.

Instructions on how to sign up for public comment will be given to listeners at the start of the meeting.

**1. Call to Order / Roll Call**

**3 Present (P), 0 Absent (A), 1 Vacant (-), 1 \*(P) Present - not counted for Quorum per SB411**

Jens Midthun (Chair)	<b>P</b>	VACANT (Secretary)	-
Teresa Y. Hillery (VP of Admin)	<b>*P</b>	Tatheer Adnan (Treasurer)	<b>P</b>
Damion Wagner (VP of O&C)	<b>P</b>		

**2. General Public Comment on Non-Agenda Items:**

The public is requested to dial \*9, when prompted by the presiding officer, 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 comments are limited to two minutes per speaker with a total time of ten minutes. (The chair, depending on the number of speakers and time considerations, may change these parameters.) (20 min. cap).

**3. Approval of Minutes (All items for discussion and possible action)**

- a. [July 2025 Executive meeting minutes](#)

**Motion:** Jens Midthun moves to approve the minutes

**Mover:** Jens Midthun **Seconder:** Tatheer Adnan

**Committee Vote: Yes (3), No (0), Abstain (1), Ineligible (0)**

**4. Old Business (All items for discussion and possible action)**

- a. None

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

- a. Discussion and possible action to select Committee Chair(s) nominations

- i. Livability

- 1. **Decision:** Nominated and approved Hera Kapoor as Livability Chair (goes to full board for confirmation).
    - 2. **Public Comment:** None.

3. **Committee Comment:** Damion praised Heera for showing up, being assertive, and previously inviting board to a BID event.
4. **Vote:** Passed unanimously (no abstentions, no “no” votes)

**Motion:** Jens Midthun moves to nominate Heera Kapoor as Livability Committee Chair

**Mover:** Jens Midthun **Second:** Damion Wagner

**Committee Vote: Yes (4), No (0), Abstain (0), Ineligible (0)**

ii. Planning & Land Use

1. **Decision:** Nominated and approved Andrew Wong.
2. **Public Comment:** None.
3. **Committee Comment:** Andrew has passion, creativity, design knowledge; not just a developer. Board members noted he’s been asking for the role.

**Motion:** Damion moves to nominate Andrew Wong as PLUC Committee Chair

**Mover:** Damion Wagner **Second:** Jens Midthun

**Committee Vote: Yes (4), No (0), Abstain (0), Ineligible (0)**

iii. Foreign & Domestic Affairs

1. **Decision:** Nominated and approved Leonel Aguilar (with understanding he may serve as interim/co-chair)
2. **Public Comment:** None.  
**Committee Comment:** Chair had vetted Leo; noted he wanted to mentor someone into the role. Discussion on process clarified by R.R. that board can adjust later if needed.

**Motion:** Jens moves to nominate Leonel.Aguilar as Foreign & Domestic Affairs Committee Chair

**Mover:** Jens Midthun **Second:** Damion Wagner

**Committee Vote: Yes (4), No (0), Abstain (0), Ineligible (0)**

iv. Urban Issues & Resources

1. **Decision:** Two nominations: Monique Alvarado and Tatheer Adanan (you). Roll-call vote favored Tatheer, who was approved.
2. **Public Comment:** None.
3. **Committee Comment:** Concern raised about Tatheer’s workload (already Budget Chair and on other committees).

Tatheer clarified willingness to step down elsewhere if needed. Support expressed by board members.

**Motion:** Damian moves to nominate Monique as Urban Issues & Resources Committee Chair

**Mover:** Damion Wagner **Seconded:** Jens Midthun

**Motion:** Tatheer moves to self nominate as Urban Issues & Resources Committee Chair

**Mover:** Tatheer Adnan **Seconded:** Jens Midthun

**Roll-call vote** → Tatheer approved as Chair unanimously

Jens Midthun (Chair)	<b>TA</b>	VACANT (Secretary)	-
Teresa Y. Hillery (VP of Admin)	<b>TA</b>	Tatheer Adnan (Treasurer)	<b>TA</b>
Damion Wagner (VP of O&C)	<b>TA</b>		

**Committee Vote: Yes (4), No (0), Abstain (0), Ineligible (0)**

- b. Discussion and possible action to appoint Community Impact Statement (CIS) Filers
- i. President
  - ii. Vice President of Administration
  - iii. Secretary - *pending confirmation at the August 2025 Board Meeting*
  - iv. Foreign & Domestic Affairs Committee Chair(s) - *pending confirmation at the August 2025 Board Meeting*

**Decision:** Approved the appointment of the following as CIS filers: President, Vice President, Secretary (pending confirmation), and the Foreign & Domestic Affairs Committee Chair.

**Public Comment:** None.

**Board Comment:** Clarification was given that the Secretary holds primary responsibility for CIS filings, with the Foreign & Domestic Affairs chair included because that committee typically generates a high volume of CIS items. President and VP are included for continuity.

**Motion:** Chair moved to appoint the positions as CIS filers.

**Mover:** Jens Midthun **Second:** Teresa Y Hillery

Passed unanimously — no abstentions and no “no” votes

**Committee Vote: Yes (4), No (0), Abstain (0), Ineligible (0)**

c. Approve the setting of the [Board of Directors' Agenda for August or September 2025](#)

- i. **Initial Motion:** The Chair first moved to have the next full in-person board meeting in September (since the August meeting was missed).

**Mover:** Jens Midthun **Second:** Damion Wagner

ii. **Board Comment:**

1. Teresa (VP of Admin): Couldn't attend in person and requested a virtual September meeting so she could participate. Emphasized that without alternates, she'd otherwise lose her vote. When asked how long Teresa would need virtual access; Teresa confirmed she'd be back in October.
2. Damian: Strongly supported in-person meetings, saying virtual is less effective and the board owes it to the community to show up.
3. Reeyan (staff): Urged that a special virtual meeting in August was best. Reason: Needed to appoint a Secretary ASAP (training + administrative functions). And other committee appointments (like PLUC) must be board-approved, so earlier action avoids delays. Warned against waiting until September — risked slowing operations until October.
4. Compromise suggestion: Hold a virtual special meeting in August to handle urgent business (e.g., Secretary appointment) and then a regular in-person September meeting.

- iii. **Revised Motion:** The Chair withdrew the in-person September motion.

**Motion:** Hold a special virtual meeting on August 26th at 6:30 pm, with the expectation of also having a regular September meeting.

**Mover:** Jens Midthun **Second:** Tatheer Adnan

**Committee Vote: Yes (4), No (0), Abstain (0), Ineligible (0)**

Passed unanimously (no abstentions, no “no” votes)

- d. Discussion and possible action on storage unit transfer of lease and key access/possession.

**Background:** The storage unit lease had already been transferred. Debbie, who previously managed it, transferred the lease to Damion, and the unit was confirmed to be paid for and active.

**Board Comment:**

- i. The Chair clarified the transfer was complete and that Damion held the lease.
- ii. Damian confirmed he has the key.
- iii. Teresa suggested that perhaps an outreach person should also have access since the storage mostly contains event supplies and would likely be needed for community events.

**Action Taken:** General consensus was reached for Damian to manage key access and decide who else should have a copy. No formal vote was recorded; it was treated as an informational update and consensus decision, not requiring a board roll-call.

- e. Discussion and possible action on updating agenda posting location to the City Hall bulletin board.

- i. **Background:** The board lost Pershing Square as a reliable posting location. For the most recent agenda, Jim at the Little Tokyo Library posted it for the board. The issue: under the Brown Act, agendas must be accessible to the public 24 hours a day, which some library locations may not meet if postings are only inside the building.
- ii. **Board Comment:** RR provided some context. During COVID, Brown Act posting requirements were relaxed but later reinstated. The board previously worked with EmpowerLA and the City Clerk to identify posting sites. Pershing Square had been approved, but was unreliable. City Hall's bulletin board meets the 24-hour access requirement and is a viable option. Little Tokyo Library has been cooperative but may not be Brown Act-compliant if posting is indoors. Chair proposed following up on both leads — City Hall bulletin board as the official option, and Little Tokyo as an interim solution.
- iii. **Public Comment:** None.
- iv. No formal motion was made
- v. **Consensus:** Board will pursue City Hall bulletin board as primary posting site, with Little Tokyo Library as interim

- f. Discussion and possible action on addressing outstanding invoices from Fiscal Year 2024/2025 such as LAPD Security Services and DLANC Bus Bench Campaign.

- i. **Background:** Two categories of unpaid bills came up:

1. Bus Bench Campaign – Vendor: Insite Street Media. Invoice confirmed at \$1,000 (Damian even had the invoice on hand and offered to send it to Tatheer, the Treasurer).
  2. LAPD Security Services – Costs tied to after-hours in-person meetings at City facilities (City Hall, Central Library, Little Tokyo Library). These facilities require an LAPD officer onsite after 8pm, which generates mandatory overtime charges.
- ii. The issue was that invoices had been billed to EmpowerLA but not passed along to the board until recently, leaving a substantial unknown outstanding debt.
- iii. **Board Comment:**
1. Chair confirmed the only way forward is to get the invoices from EmpowerLA and pay them, otherwise the board risks losing the ability to hold in-person meetings.
  2. R.R clarified that these LAPD charges are standard and unavoidable under City rules
- iv. **Consensus:** Treasurer (Tatheer) to collect invoices (bus benches + LAPD security), add them into the financial workflow, and arrange for board approval/payment.

## 6. General Public Comment on Non-Agenda Items:

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## 7. Other Committee Comments and Announcements

## 8. Next Meeting: TBD

## 9. Adjournment

**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](mailto:ethics@lacity.org)/lobbying. For assistance, please contact the Ethics Commission at (213) 978-1960 or [ethics.commission@lacity.org](mailto: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](http://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 [Jens.Midthun@dlanc.com](mailto:Jens.Midthun@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](http://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](http://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](mailto: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.

**SB411 UPDATES:** If a Neighborhood Council has a quorum of board members in a physical location, board members who wish to join the meeting via teleconferencing must adhere to AB 2449 rules and regulations. If a Neighborhood Council does not have a quorum of board members in a physical location, they must adhere to SB 411 rules and regulations. In the event of a disruption that prevents the eligible legislative body from broadcasting the meeting to members of the public using the call-in option or internet-based service option, or in the event of a disruption within the eligible legislative body's control that prevents members of the public from offering public comments using the call-in option or internet-based service option, the eligible legislative body shall take no further action on items appearing on the meeting agenda until public access to the meeting via the call-in option or internet-based service option is restored. Actions taken on agenda items during a disruption that prevents the eligible legislative body from broadcasting the meeting may be challenged pursuant to Section 54960.1. The eligible legislative body shall not require public comments to be submitted in advance of the meeting and shall provide an opportunity for the public to address the legislative body and offer comments in real time. Notwithstanding Section 54953.3, an individual desiring to provide public comment through the use of an internet website, or other online platform, not under the control of the eligible legislative body, that requires registration to log in to a teleconference may be required to register as required by the third-party internet website or online platform to participate. (i) An eligible legislative body that provides a timed public comment period for each agenda item shall not close the public comment period for the agenda item, or the opportunity to register, pursuant to subparagraph , to provide public comment until that timed public comment period has elapsed. (ii) An eligible legislative body that does not provide

*a timed public comment period, but takes public comment separately on each agenda item, shall allow a reasonable amount of time per agenda item to allow public members the opportunity to provide public comment, including time for members of the public to register pursuant to subparagraph (D), or otherwise be recognized for the purpose of providing public comment. (iii) An eligible legislative body that provides a timed general public comment period that does not correspond to a specific agenda item shall not close the public comment period or the opportunity to register, pursuant to subparagraph (D), until the timed general public comment period has elapsed.*