

CITY OF LOS ANGELES

CALIFORNIA



WWW.DLANC.COM

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OUTREACH & COMMUNICATION COMMITTEE

DAMION WAGNER
CHAIR

JENS MIDTHUN (EX-OFFICIO)
LEONEL AGUILAR
RANDY GONZALEZ
HEERA KAPOOR
PAUL GAMBERG

DOWNTOWN LOS ANGELES NEIGHBORHOOD COUNCIL OUTREACH & COMMUNICATION COMMITTEE MEETING AGENDA - **DRAFT** MINUTES

**Los Angeles Public Library
630 W 5th St., Los Angeles, CA 90071**

Monday, December 15, 2025 - 6:00 PM

Contact: damion.wagner@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 Terin Ngo por correo electrónico Terin.Ngo@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.

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

Damion Wagner (Chair)		Leonel Aguilar	
Jens Midthun (ex-officio)		Randy Gonzalez	
Paul Gamberg		Heera Kapoor	

2. General Public Comment

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 the number of speakers and time considerations, may change these parameters.)

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

- a. Approve October 20, 2025 Minutes

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

- a. Continue discussion on organizing LAPD Downtown Public Safety / Community Policing Forum in partnership with the Livability Committee.

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

- a. Discussion and possible action to approve up to \$1000 for Friday Night DLANC Events in the Fashion District to be taken from Outreach Budget - Tabling/Events line item vendors like Costco and GotPrint.
- b. Discussion and possible action to approve up to \$1000 for Coffee with a City Official, Sanitation Waste Management event to be taken from event line item vendors like Hilltop Coffee, Tilt Coffee, and GotPrint.
- c. Discussion about Juneteenth Event.
- d. Discussion and possible action to approve up to \$500 to make DLANC branded tote bags, pens, hats, etc. to come from event line item from vendors such as GotPrint, Ben Bass, Vistaprint.
- e. Discussion and possible action to create messaging for Digital Bus Shelter Advertising. <https://stap.labusstop.com/pages/public-service-announcements-psa~f09d19b570054996ab0e7a0f22664d4c>
- f. Discussion and possible action to hold a Photo Contest for placement of community member photos of downtown Los Angeles in the header area of the dlanc.com website.
- g. Discussion and possible action to approve up to \$1000 to reorder 2500 Downtown Resource Maps with additional/amended information to be taken from event line item. Reorder from vendor GotPrint.
- h. Discussion and possible action to create laminated bilingual materials with key contacts, a "Join Your Neighborhood Council" message, a DLANC district map, a QR code to DLANC.com, and a reminder to attend regular meetings, etc. for display at events.
- i. Review the Neighborhood Council Community Events Risks & Liabilities Planning Checklist.
- j. Review the Neighborhood Council Event Approval Request Form.

6. General Public Comment

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7. Committee Member Announcements

8. Next Meeting

Monday, January 19, 2025

9. Adjourn

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, terin.ngo@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.)
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.*

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 (D), or otherwise be recognized for the purpose of providing public comment. (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.*