

CIVIL RIGHTS, EQUITY, IMMIGRATION AGING AND DISABILITY COMMITTEE REPORT relative to executing a contract with Agency M Media, LLC, for the Know Your Rights Campaign, and to amend the Memorandum of Understanding with the County of Los Angeles.

Recommendations for Council action, SUBJECT TO THE APPROVAL OF THE MAYOR:

1. NOTE and FILE the Community Investment for Families Department (CIFD) report dated August 4, 2025 attached to the City Administrative Officer (CAO) report dated September 12, 2025, attached to the Council file.
2. AUTHORIZE the General Manager, CIFD, or designee, to:
  - a. Negotiate and execute a contract with Agency M Media, LLC from September 1, 2025 through December 31, 2025 for an amount not to exceed \$55,000 to provide marketing support for the Know Your Rights campaign, subject to the review of the City Attorney as to form, funding availability, and compliance with the City's contracting requirements and grant guidelines.
  - b. Retroactively amend and reinstate the Memorandum of Understanding (MOU) with the Los Angeles County, Department of Consumer and Business Affairs, Office of Immigrant Affairs for the implementation of the Local Immigrant Integration and Inclusion Grant program to extend the MOU term for six months through December 31, 2025.
3. Request the City Controller to:
  - a. Establish new accounts and reappropriate funds within the CIFD Miscellaneous Grants and Awards Fund No. 65G/21 as detailed in said CAO report.
  - b. Increase appropriations within the CIFD Fund No. 100/21 (Fund No. 65G/21, Account No. 21C121) to align budgetary appropriations with available grant funds as detailed in said CAO report.
  - c. Disencumber up to \$2,327.68 in Fiscal Year (FY) 2024-25 encumbered balances for Contract No. C-143996 with Continental Interpreting Services Inc. (SC CO25143996M) within the CIFD Fund No. 100/21, Account No. 003040, Contractual Services, process the early reversion of the disencumbered amount to the CIFD Miscellaneous Grants and Awards Fund No. 65G/21, and appropriate therefrom into the same account in the same amount.
  - d. Disencumber up to \$38,352.08 in FY 2024-25 encumbered balances for Contract No. C-143391 with Focus Language International, Inc. (SC CO25143391M), within the CIFD Fund No. 100/21, Account No. 003040, Contractual Services, process the early reversion of the disencumbered amount to the CIFD Miscellaneous Grants and Awards Fund No. 65G/21, and appropriate therefrom into the same account in the same amount.
  - e. Disencumber up to \$16,601.13 in FY 2024-25 encumbered balances for General Services Department Publishing Services (GAEID ID250000001), within the CIFD Fund No. 100/21, Account No. 002120, Printing and Binding, process the early reversion of the disencumbered amount to the CIFD Miscellaneous Grants and Awards Fund No. 65G/21, and appropriate therefrom into the same account in the same amount.
  - f. Disencumber up to \$888.91 in Fiscal Year 2024-25 encumbered balances for T- Mobile (CPO 250000470983), within the CIFD Fund No. 100/21, Account No. 006010, Office and Administrative, process the early reversion of the disencumbered amount to the CIFD

Miscellaneous Grants and Awards Fund No. 65G/21, and appropriate therefrom into the same account in the same amount.

- g. Increase and reduce appropriations within the CIFD Fund No. 100/21 (Fund No. 65G/21, Account No. 21C121) to align budgetary appropriations with anticipated grant expenditures as detailed in said CAO report.

- 4. AUTHORIZE the General Manager, CIFD, or designee, to prepare Controller instructions and/or make technical adjustments as necessary to implement the actions approved by the Mayor and Council, subject to the approval of the CAO, and request the Controller to implement the instructions.

Fiscal Impact Statement: The CAO reports that there is no impact to the General Fund. The proposed grant activities will be fully funded by the Local Immigrant Integration and Inclusion Grant funds. No matching funds are required.

Financial Policies Statement: The CAO reports that the recommendations in the report comply with the City's Financial Policies in that grant funds will be used for grant-eligible activities

Community Impact Statement: None submitted

SUMMARY

At the meeting held on September 19, 2025, your Civil Rights, Equity, Immigration, Aging and Disability Committee considered a CAO report relative to executing a contract with Agency M Media, LLC, for the Know Your Rights Campaign, and to amend the Memorandum of Understanding with the County of Los Angeles.

After an opportunity for public comment was held, the Committee moved to approve the recommendations, as stated above. This matter is now submitted to the Council for consideration.

Respectfully Submitted,

CIVIL RIGHTS, EQUITY, IMMIGRATION, AGING AND DISABILITY COMMITTEE

<u>MEMBER</u>	<u>VOTE</u>
SOTO-MARTINEZ:	YES
NAZARIAN:	YES
JURADO:	YES
RODRIGUEZ:	ABSENT
PADILLA:	YES

JL 9.19.25 21-1015-S7

**-NOT OFFICIAL UNTIL COUNCIL ACTS-**