

**Downtown Glendale Association
Board of Directors Meeting
Tuesday, May 28th, 2019 - 10:00 a.m.
100 N. Brand Blvd., 6th Floor Conference Room
Glendale, CA 92013**

AGENDA

1. **Introductions – President Rick Lemmo**
2. **Announcements, public comment**
3. **Approval of February 26th, 2019 meeting minutes** *Action Item*
4. **City Update on current projects:**
 - a. New businesses in Downtown;
 - b. Grant request for new trash cans in the north expansion area
 - c. Meeting with expansion area property owners
 - d. City transfer of funds this year
5. **Committee Reports – Rick Lemmo**
(Executive Committee)
 - a. Hardship Policy and application, - no response
 - b. Approval of rough draft YTD budget *Action Item*
 - c. Scooter policy – liability issue
 - d. Purchase of new equipment from carry forward
(DISI) – Helen McDonagh
 - a. International Women's Day event – Helen
 - b. Upcoming events
 - c. New Spring displays
 - d. Investigation of Bridge Link/Placemaking project
 - e. New Logo?

Rick Lemmo, President • Joseph Stitick, Vice President
Helen McDonagh, Treasurer • Raul Porto, Secretary
Jennifer Hiramoto • Steve Sayers • Nicole Dedic • Randy Stevenson

100 N. Brand Boulevard • Suite 508 • Glendale, CA 91203
818.476.0121 • Info@DowntownGlendale.com
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(SOBO) – Randy Stevenson

- a. Update on services

(Land Use) – Joe Stitick

- a. Street car proposal;
- b. Review of Downtown Specific Plan

6. Other

7. Next Board meeting:

BROWN ACT: *Government Code 54950 (The Brown Act) requires that a brief description of each item to be transacted or discussed be posted at least 72 hours prior to a regular meeting. The Corporation posts all Board and Committee agendas at the meeting room door as well as the DGA office door. Action may not be taken on items not identified as such and posted on the agenda. Meeting facilities may be accessible to persons with disabilities. If you require special assistance to participate in the meeting, notify Jacqueline Benthem at 818 476-0120 x 420 at least 48 hours prior to the meeting*



Rick Lemmo,
President
Joseph Stitick,
Vice President
Helen McDonagh,
Treasurer
Raul Porto,
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Steven Sayers
Nicole Dedic
Randy Stevenson

**Downtown Glendale Association
Board of Directors Meeting
Tuesday, February 26th, 2019 – 10:00 am
100 N. Brand Blvd., 6th Floor Conference Room
Glendale, CA 91203**

www.downtownglendale.com

Present: Rick Lemmo/Caruso, Joe Stitick/Investment Property Services, Raul Porto/Porto's Bakery, Helen McDonagh/Massage Envy, Jennifer Hiramoto/City of Glendale, Steven Sayers/Brookfield Properties, and Randy Stevenson/Stevenson Real Estate

Absent: Nicole Dedic/CBRE

Guests: Vilia Zemaitaitis/City of Glendale, Bradley Calvert/City of Glendale, Lieutenant Danny Carver/ City of Glendale, Sergeant Luis Pasache/ Glendale P.D./ Tad Dombroski/City of Glendale, Fran Buchanan/Property Owner, Representatives from Metro

Staff: Marco Li Mandri, Nick Lemmo, and Jacqueline Benthem

MINUTES

<i>Item</i>	<i>Discussion</i>	<i>Action Taken?</i>
1. Introductions	President Rick Lemmo called the meeting to order at 10:00 AM	No Action Taken
2. Public Comments and Announcements	President Rick Lemmo opened the floor for any public comments and announcements. Glendale Police Department representatives introduced themselves.	No Action Taken
a. Special presentation by Metro	Representatives from Metro gave a presentation to the Board on future plans.	No Action Taken

3. Approval of November 27th, 2018 Minutes	President Rick Lemmo reviewed the November 27 th , 2018 minutes with the Board.	Randy moved and Joe seconded the approval of the November 27 th , 2018 minutes. The motion was approved unanimously.
4. Introduction of Steven Sayers as new rep for Galleria	Steven introduced himself to the Board. Steven is replacing Brent Gardner and is representing the Glendale Galleria.	No Action Taken
5. City Update on Current Projects	The Board of Directors reviewed the following city updates:	No Action Taken
a. Presentation to the City Council on Feb. 12th, 2019	Marco and Jenn gave an update about the presentation to City Council. The City Council was very positive about the expansion and renewal. Annual report was approved and presented.	No Action Taken
b. Creation of a new "Placemaking Task Force"	<p>1. Vilia and Bradley from the City gave a presentation about placemaking, development, urban design, and open space in Glendale. Staff will email the Board the requested information from the city.</p> <p>2. Marco explained the idea of a new DGA "Placemaking Task Force". It is proposed that Jennifer, Nick and Marco will work on this task force.</p>	<p>Rick moved and Randy seconded the motion to create a land-used task force with all board members to compile comments to present to the City Council. The motion was approved unanimously</p> <p>Rick moved and Joe seconded the motion to follow the recommendation from the Executive Committee to create a Placemaking Task Force. The motion was unanimously approved.</p>
c. City transfer of funds this year	Marco explained that the first payments from the city were received and a second payment from the city can be expected this week.	No Action Taken

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6. Committee Reports	Rick and Marco went through the following items:	
a. Response from Attorney on PRA request	Marco explained the response from the attorney who responded to the PRA request.	No Action Taken
b. Hardship Policy and application, review and approval	Marco explained the final draft of the Hardship Policy and application. The Board needs to authorize staff to finalize it so it can be sent to the Executive Committee to review. After it's approved, it can be sent to Fran Buchanan. She wants to be removed from the CBD even though the Board has told her that that is not possible. She can however, fill out the Hardship Application.	Rick moved and Raul seconded the motion for staff to finalize the Hardship Policy and application so the Executive Committee can review and approve it. The motion was unanimously approved.
c. Approval of rough draft YTD budget	Marco reviewed the FY 19 YTD budget. All categories are under budget.	Joe moved and Jen seconded the motion to approve the rough draft YTD budget. The motion was unanimously approved.
d. Sidewalk Vending ordinance, proposed	Marco explained the Sidewalk Vending ordinance. The document needs to be finalized. Marco and Jenn will work on it and present to the City Council.	No Action Taken
e. Scooters in Downtown	Marco explained scooters need to be regulated. Jen said the city is working on an ordinance to regulate scooters within the city limits. Marco explained two important topics are liability and who picks them up.	No Action Taken
f. Use of carry forward funds from original district	Nick explained that so far, they have not bought a new truck or a new pressure washer. So far, they have done repairs to the current truck and pressure washer.	No Action Taken
g. New Bank	Rick explained the new bank is Montecito Bank and Trust and they have been very helpful and showed amazing customer service. The old bank account will be closed	No Action Taken

	and all funds will be transferred to the new account.	
DISI Committee Reports:	Helen and Jennifer went through the following items:	
a. International Women's Day	Helen explained that everything for the event is on track and under budget. Event is planned for the 8 th of March. Banners have been installed. Jen said that at the moment around 50 people RSVP'd. Rick said to ask Mustang for a photographer and make sure it will be posted on Social Media.	No Action Taken
b. Priorities for the year	Helen said this will be discussed at the next meeting.	No Action Taken
c. Ciclavia	This year Ciclavia will not come through Glendale.	No Action Taken
d. Spring Displays	Staff explained the spring displays will go up the first day of spring and will go all the way into the new district.	No Action Taken
SOBO Committee Reports:	The Board of Directors reviewed the following updates:	
a. Need for a new Chair, appointment of Randy Stevenson	Marco explained that Randy has replaced Brent as the Chair of the SOBO Committee.	No Action Taken
b. Report from DMS on expansion of services	Nick reviewed the Banked hours from DMS. DGA organized another event for Valentine's Day. The ambassadors handed out roses and umbrellas.	No Action Taken
c. Need for many additional trash receptacles, grant from the city	Marco explained trash cans are needed for the expansion areas. Staff will make a map and estimate how many trashcans we need. The city will be asked to pay for the trashcans.	No Action Taken
d. Approval of rental agreement with Brookfield for SOBO storage and crew	Marco and Executive Committee reviewed the rental agreement. Brookfield wants a 3% increase annually for the next three years.	Rick moved and Randy seconded the motion to follow the recommendation from

	Executive Committee would like to see a 90-day out clause with a 3 year lease. The Executive Committee wants Marco and Nick to sit down with Steven and talk about the agreement and some improvements that need to be done.	the Executive Committee to start the lease negotiations. The motion was Unanimously approved.
6. Other	Rick Lemmo opened the floor for any additional announcements. Tad Dombroski from the city gave a short presentation about the mobility study and parking policy they are doing in Downtown Glendale. April 22 nd they will have a report with recommendations.	No Action taken
7. Next Board Meeting	Next meeting for the Board of Directors will be on May 28 th , 2019 at 10:00 am.	No Action Needed

Minutes taken by Jacqueline Benthem, Staff.

SUBJECT: CITY UPDATE

TO: GREATER DOWNTOWN GLENDALE ASSOCIATION BOARD

FROM: JENNIFER HIRAMOTO, DGA BOARD MEMBER
DEPUTY DIRECTOR – ECONOMIC DEVELOPMENT, CITY OF GLENDALE

The City of Glendale and Downtown Glendale Association continue to collaborate as both organizations strive toward improving the quality of life and vibrancy in downtown Glendale. Please find the update below on City projects that may be of interest to the DGA Board of Directors:

A. NEW AND UPCOMING BUSINESSES (IN ORDER OF OPENING DATES)

- Panda Inn – Now Open!
- Chess Park Tavern, 229 N. Brand Avenue – Now Open!
- Escape the Room LA, 3223 Glendale Galleria – Now Open!
- Picktrace, 209-211 N. Brand – Bay Area tech firm moved to the top floors of the space.
- Bea Bea's, 313 W. California – Coming Soon, Possibly June.
- Mumford Brewery, 300 N. Central Avenue – Coming Soon!
- Closed: Cauldron and Famochil.

B. ARTS & ENTERTAINMENT RFP

Over the past month, the city's consultant, Studio One Eleven, who has been hired by the Glendale City Council to redesign the Arts and Entertainment District, has been performing stakeholder outreach to get feedback on the redesign. DGA participated in this outreach effort. Preliminary design ideas based off the stakeholder interviews will be presented to City Council on June 4.

C. CITY EVENTS IN DOWNTOWN GLENDALE

- Cruise Night is scheduled for July 20, 2019. The City appreciates DGA's sponsorship!
- Tech Week – Save the date for the 4th Annual Glendale Tech Week: September 14 to 21.
- Art Walk – The Arts & Culture Commission, Glendale Arts and Economic Development are partnering to host a pilot Art Walk on Wednesday, Oct. 2. Almost all stops are in downtown Glendale.

D. Brokers Reception

On Thursday, May 8, 2019, the City of Glendale's Economic Development Division hosted "Glendale's Broker Reception" at Eden on Brand. Drinks were sponsored by the Downtown Glendale Association.

With over 60 attendees, speakers included Mayor Ara Najarian, City Manager Yasmin Beers, and representatives from the Community Development Department. Project updates included recent changes to the Downtown Specific Plan, new hotel development such as Hotel Louise, and Starwood Aloft, as well as the need to continue efforts to fill up Class A office space on Brand Blvd.

Project goals for the next fiscal year will be on attracting more nightlife. A recent survey conducted by the Economic Development Division found that 55% of respondents prefer the social scene in Glendale over other cities due to its central location, restaurant variety, shopping options, its walkability and would like to see more bars, breweries, restaurants, museums and galleries.

Photos on next page>



Randy Stevenson, Stevenson Real Estate

Yasmin Beers, City Manager

Rick Lemmo, Downtown Glendale Association

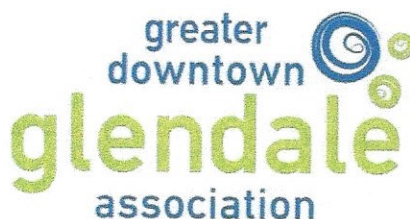


City of Glendale Mayor, Ara Najarian

E. PLACEMAKING PROJECT

The City and DGA partnered on a pilot parklet project at 115 W. Wilson. The pilot is scheduled to extend through July. If successful, than more permanent improvements will be considered. Special thanks to Nick Lemmo for his continued support and partnership. DGA supplied tables, chairs, umbrellas, plants, planters and labor.





May 13, 2019

Ms. Jennifer Hiramoto
Economic Development Director
City of Glendale

SUBJECT: Request for City Grant for Purchasing of new Victor Stanley Trash Receptacles

Dear Jennifer:

As per our previous discussions over the past few months, the DGA is requesting a two year program whereby the City of Glendale will purchase new Victor Stanley Trash Receptacles, similar to what has been used in the Downtown area, to facilitate trash removal in the new expansion area of the Greater Downtown Glendale CBD. We believe that this is an appropriate use of City funds due to the following:

- The trash receptacles are considered to be a capital improvement with a life of well over 5 years;
- The general public will be using these receptacles, not just DGA related stakeholders;
- The receptacles will be placed in the public rights of way and public sidewalks through the new western and northern expansion areas;
- The use of these trash receptacles are considered to be a "general" not "special" benefit, therefore should be funded by the City general fund;
- The increase in hours and rates of the parking meters to be found within Downtown should more than offset this expansion of trash receptacles;

For its part, the Association will clean and maintain the trash receptacles as we have done for the past 8 years in the original Downtown area. We are requesting 20 Victor Stanley receptacles, color to be determined in cooperation with you and the DISI Committee and hope to have them purchased and installed by the end of FY 19.

Please find attached the quote for the 20 new receptacles and the map that lays out where they will be placed. We will make a similar request in FY 21 to provide similar service to the western expansion area of the Greater Downtown CBD. Please get back to me if you have any questions regarding this request.

Sincerely,

Executive Director, Downtown Glendale Association

Rick Lemmo, President • Joseph Stitick, Vice President
Helen McDonagh, Treasurer • Raul Porto, Secretary
Jennifer Hiramoto • Steve Sayers • Nicole Dedic • Randy Stevenson

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Representative Sales Order/Purchase Order

Victor Stanley, Inc. as represented by:



AVALON
AMENITIES, INC.
PROVIDING FURNISHINGS TO PUBLIC PLACES

Attn: David Skalka, President

davids@avalonamenities.com

31915 Rancho California Rd, Suite 200-324

Temecula, CA 92591

Phone: (951) 299-9394 Fax: (951) 755-8809

Page 1 of 2

This Sales Order for Victor Stanley, Inc in Dunkirk MD is valid for 30 days.

Sales Quote Date: May 9, 2019

Sales Quote No. Q051908

Project Detail: Downtown Glendale Association

Bill To: New City America, inc

Company

Monica Marie Montes

Contact Name

710 W. Ivy Street

Address

San Diego, CA 92101

City, State, Zip Code

619-233-5009

Contact Phone

monica@newcityamerica.com

Contact Email

Ship To: Downtown Glendale Association

Company

100 N. Brand Blvd, Suite 508

Address

Glendale, CA 91203

City, State, Zip Code

Contact Name for Delivery

Contact Phone # for Delivery

Total shipping weight = 5600 lbs. from Dunkirk, MD.

Freight pricing is valid for 30-days from the date of this quote.

If a lift gate truck is required, there may be an additional charge added to the freight cost.

Ship Via: Common Carrier

Unloading is the responsibility of the receiver.

Ship Freight: Prepaid and Add

Shipping Method: FOB Factory

Estimated Lead Time: Allow 6 to 8 weeks for production of your order

Quantity	Model	Description	Weight (lbs)	Unit Cost	Total Cost
20	SD-42	Ironsites Series 36-Gallon Side-Door Litter Receptacle, Latch, Standard Tapered Formed Lid, Black Plastic Liner, Standard Powder Coat TBD	280	\$1,218.00	\$24,360.00
Payments & Purchase Orders are to be made directly out to Victor Stanley, Inc, PO Drawer 330. Dunkirk, MD 20754				Sub-Total	\$24,360.00
*Please DO NOT make your payment out to Avalon Amenities				Tax	\$2,496.90
*Customer may be billed and responsible for any additional sales tax that may apply.				*Freight	\$2,351.00
				Total	\$29,207.90

Releasing an Order into Production: Prior to Production, Victor Stanley, Inc. requires your written confirmation as well as all required payment information in order to establish the appropriate credit terms and expedite production. Orders are released into Production once Victor Stanley, Inc. receives signed sales/purchase order, credit determination and (where applicable) deposit, payment bond, etc.

Payment: Sales/purchase orders and payments are to be made out to Victor Stanley, Inc. Victor Stanley accepts prepayment via check or credit card (Visa and MasterCard). Credit terms are Net 30 with approved credit. All Net 30 credit determinations are made by Victor Stanley Inc.'s Credit Department.

Cancellation Fee: Victor Stanley, Inc. manufactures all products to specific orders, and therefore reserves the right to charge a 20% cancellation fee if your order is canceled while in Production.

It is the buyer's sole responsibility to inspect shipment at the time of delivery, both by comparing the number of packages received to the number outlined on the Bill of Lading, and by inspecting the packaging for damage. **Damage, loss, or shortage must be noted on the signed Proof of Delivery prior to the departure of the delivery driver, and must be reported within seven (7) days.** Replacement cannot be guaranteed for damage, loss, or shortage not clearly noted on delivery paperwork and promptly reported. This includes damage to materials that will be stored for later use.

All Victor Stanley, Inc. products must be permanently affixed to the ground. Consult your local codes for regulations. Anchor bolts are not provided. Price does not include installation or assembly.

While the vast majority of Victor Stanley, Inc. components satisfy Buy America requirements, Victor Stanley, Inc. must know if there are Buy America requirements before the order is placed.

Avalon Amenities is the exclusive representative for Victor Stanley site furnishings in Southern California. Victor Stanley, Inc. (VSI) is a manufacturer of site furnishings including litter receptacles, benches, tables, planters, bike racks, bollards and ash urns. Neither Avalon Amenities nor VSI are contractors or sub-contractors working on-site. As a result, they do not have the original contract, plans, specifications or any addendums/addendas for this project. Therefore, they can only be responsible for quoting and providing the products and quantities that are the subject of the purchase order that has been provided.

To convert this into a valid purchase order to Victor Stanley, Inc. kindly sign & return to davids@avalonamenities.com within 30 days to honor this pricing.

X Name (Please Print): _____ Title: _____

X Customer Signature: _____ Date: _____

Exclusive Representatives of the Victor Stanley Product Line in Southern California



THE CITY OF GLENDALE PRESENTS
**THE 26TH ANNUAL
CRUISE NIGHT**

downtown
glendale
association



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SATURDAY, JULY 20, 2019

5:30PM – 10:30PM

IN THE HEART OF GLENDALE ON BRAND BLVD.

Registration includes a goodie bag with a free event t-shirt

www.glendalecruisenight.com

Information Hotline: (818) 548-6464

TROPHIES AWARDED!

Fireworks! Live Entertainment! Family Fun & Activities!



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@MyGlendale
#MyGlendale
#glendalecruisenight



OPEN ARTS & MUSIC FESTIVAL

**Music | Art | Kids Activities |
Public Art | Craft Beer Garden**

**Saturday, September 14
3 - 10pm**

Downtown Glendale
In front of the Alex Theatre

Presented by



Los Angeles
County
Arts
Commission

