



**Downtown Glendale Association  
Board of Directors – Annual Meeting  
Tuesday, November 17<sup>th</sup>, 2020 – 10:00 a.m.  
Zoom Video Conference  
www.downtownglendale.com**

**Present:** Rick Lemmo, Joseph Stitick, Helen McDonagh, Randy Stevenson, Jennifer Hiramoto, Steven Sayers, Raul Porto

**Absent:** None

**Guests:** None

**Staff:** Marco Li Mandri, Nick Lemmo, Ryan Huffman

**Minutes:**

<i>Item</i>	<i>Discussion</i>	<i>Action Taken?</i>
<b>1. Introductions</b>	Rick Lemmo called the meeting to order at 10:00 am. Introductions were completed.	<b>No Action Taken</b>
<b>2. Approval of September 22<sup>nd</sup>, 2020 Board Minutes</b>	The minutes from the September 22 <sup>nd</sup> , 2020 Board meeting were reviewed.	<b>Helen moved and Steven seconded a motion to approve the minutes from the September 22<sup>nd</sup>, Board Meeting. Raul abstained. The minutes were approved.</b>
<b>3. Public Comments and Announcements</b>	Rick opened the floor for public comments and announcements.	<b>No Action Taken</b>

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

<b>4. City report</b>	Jennifer and Marco reviewed the following updates with the committee:	
<b>a. Annual report process</b>	Marco explained he is working with Mustang Marketing to complete the annual report. Rick stated that everyone should receive it no later than January 10 <sup>th</sup> , 2021.	<b>No Action Taken</b>
<b>b. Annual report to City Council – January</b>	Marco announced that they will present the annual report of the District to City Council tentatively scheduled for January 19 <sup>th</sup> , 2021.	<b>No Action Taken</b>
<b>c. Update on AI Fresco program and status of timeline</b>	Jennifer explained that thanks to the partnership with the Greater Downtown Glendale Association (GDGA) the AI Fresco program has continued to be successful. The impact of supplying tables, chairs, umbrellas, cleaning, and protected parklets has allowed businesses to retain employees and gain revenue. She explained that the City has been working on solutions to problems as they arise. They have added tents to help with the weather and this has resulted in an increase of transients and homeless. They have also been working on heating issues. She also explained that when the restaurant owner receives an approved permit, it extends their rights into the parklets. Discussion followed to potentially look into educating the restaurants rights, installing portable toilets, and adding signage. Rick also explained that the Ambassadors should not be required to clean up after someone relives themselves on the street. It is a hazmat situation.	<b>No Action Taken</b>
<b>d. Status on grant for COVID related work</b>	Jennifer announced that the DGA was approved for the COVID grant and will receive a check for \$15,000.	<b>No Action Taken</b>
<b>e. Status on trash receptacles (30) that were supposed to be installed in the last fiscal year</b>	Jennifer explained the City received the trash cans and is working on the installing them in the District.	<b>No Action Taken</b>
<b>f. Project review work in having</b>	Marco explained that it would be helpful for the DGA to review upcoming projects in the	<b>No Action Taken</b>

<b>presentations on new developments and projects</b>	District. It will help the District support development. Marco will work with Jennifer on this for future projects. These projects could have a great impact on the public rights of way in the district and that is why the Association would like to see them prior to approval.	
<b>e. City economic impact on budget from COVID</b>	Jennifer explained that the City did a good job in forecasting potential revenue losses due to COVID. She explained that tenant improvements and the Permit department have been busy. Retail has been hit hard; however, some sectors are up. They projected to be short four million dollars in the general fund for this fiscal year. The hotel industry has been hit very hard. Rick would like the DGA to continue to help promote hotels, restaurants, and businesses on social media and through the website.	<b>No Action Taken</b>
<b>5. Committee Reports</b>	Rick, Helen, Randy, and Marco went through the following items:	
<b>Nominations Committee</b>	Rick and Marco went through the following items:	
<b>a. Board members from Downtown CBD up for re-nomination, 2-year terms: Helen McDonagh, Raul Porto, Jennifer Hiramoto, Randy Stevenson</b>	Marco explained that Helen, Raul, Jennifer, and Randy are up for re-nomination to the Board of Directors.	<b>No Action Taken</b>
<b>b. Appointment of Board Members for 2020-2022</b>	Marco reviewed the nomination forms that were submitted to the DGA. Marco will follow up with Noubar Abrahamian to invite him to join one of the Committees in early 2021. Helen, Raul, Jennifer and Randy are all up for re-election to the Board and submitted completed applications.	<b>Joe Moved and Rick seconded a motion to appoint Helen McDonagh, Raul Porto, Jennifer Hiramoto, and Randy Stevenson to the Board of Directors. The motion was</b>

		<b>approved unanimously.</b>
<b>c. Election of Officers for 2020: 1. President, 2. Vice President, 3. Secretary, 4. Treasurer</b>	Marco explained that the Officers are a one-year term and the bylaws require them to be elected once the new Board has been seated annually. Nominations for each of the officer positions were made at the meeting. The officers include: President, Vice President, Secretary and Treasurer.	<b>Randy moved and Steven seconded a motion to elect Joseph Stitick as President, Raul Porto as Vice President, Helen McDonagh as Secretary, and Rick Lemmo as Treasurer. The motion was approved unanimously.</b>
<b>Executive Committee</b>	Rick and Marco went through the following items:	
<b>a. YTD Rough Budget review for FY 20</b>	Marco reviewed the rough draft YTD budget. Marco projected roughly a \$260,000 carryforward into next fiscal year. This is primarily because of the DISI Committee lack of events due to COVID.	<b>No Action Taken</b>
<b>b. Executive Committee to come up with preliminary budget (90%) for FY 21</b>	Marco explained that the Executive Committee will meet in December to come up with a preliminary budget to be presented to the Board of Directors. Rick requested that all Board Members be invited to the budget planning meeting. The budget will be a 90% budget based upon anticipated delinquencies due to COVID 19.	<b>No Action Taken</b>
<b>c. Selection as Rick Lemmo as Government Relations Chair</b>	Marco explained that a Government Relations Chair is recommended. It will allow someone to call Task Force meetings when needed to discuss government relation items. Rick, who is stepping down from being President to becoming the new Treasurer, is the most appropriate person to serve in this capacity. He will therefore serve as Treasurer and Government Relations liaison with public entities.	<b>Joe moved and Raul seconded the motion to select Rick Lemmo as the Government Relations Chair. The motion as approved unanimously.</b>
<b>DISI Committee</b>	Helen, Nick, and Marco went through the following items:	

<b>a. Holiday Decorations, Fall Displays, Toy Soldiers</b>	DMS Staff reviewed where the Fall displays were located. They also reviewed where the Winter displays would be placed.	<b>No Action Taken</b>
<b>b. PR and Social Media report – response to video promotion for Downtown</b>	Helen reviewed the report supplied by Mustang Marketing.	<b>No Action Taken</b>
<b>c. Website update, mobile application</b>	Helen reviewed the report supplied by Sedna Solutions.	<b>No Action Taken</b>
<b>d. Holiday Decorations and Cost</b>	DMS Staff announced that the Median Lights have gone up. The installers price was increased this year. They sidewalk tress lights have started to go up too. They also explained they had to purchase more lights and build new boxes for the Toy Soldiers. All costs will be under what is already approved and budgeted in the seasonal displays line item of the budget.	<b>No Action Taken</b>
<b>SOBO Committee</b>	Randy and Marco went through the following items:	
<b>a. Report from DMS, Nick L</b>	DMS Staff gave an update on services. The Ambassadors continue to focus on sanitizing high touch areas; like, sidewalk crossing buttons, tables, chairs, and trash can lids. They have been increasing the pressure washing too and provided pictures. They explained they have roughly 200 banked hours. They are also working with the City to replace trash can liners.	<b>No Action Taken</b>
<b>b. New Tables/Chairs /Umbrellas</b>	This item was discussed at the last meeting.	<b>No Action Taken</b>
<b>c. Other</b>	Randy opened up the floor for any additional comments. a. Marco and Rick discussed that there is a line item on the Budget for Ambassador Welfare and the Ambassadors would receive a holiday bonus out of that line item as it was already approved in the budget.	<b>No Action Taken</b>

<b>6. Other</b>	Rick opened the floor for additional comments or questions.	<b>No Action Taken</b>
<b>7. Next Meeting</b>	Next meeting will be the on January 12 <sup>th</sup> , at 10:00am. It will be a Zoom meeting.	<b>No Action Taken</b>

Minutes taken by Ryan Huffman, Staff/New City America