



**Downtown Glendale Association
Board of Directors
Tuesday, September 22nd, 2020 – 11:00 a.m.
Zoom Video Conference
www.downtownglendale.com**

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

Absent: Raul Porto

Guests: None

Staff: Marco Li Mandri, Nick Lemmo, Ryan Huffman

Minutes:

<i>Item</i>	<i>Discussion</i>	<i>Action Taken?</i>
1. Introductions	Rick Lemmo called the meeting to order at 11:00 am. Introductions were completed.	No Action Taken
2. Public Comments and Announcements	Rick opened the floor for public comments and announcements.	No Action Taken
3. City report	Jennifer reviewed the following updates with the committee:	
a. Al Fresco update	Jennifer announced that thanks to the partnership with the Greater Downtown Glendale Association (GDGA) the Al Fresco program has been very successful and popular. The impact of supplying tables, chairs, umbrellas, cleaning, and sanitizing has allowed businesses to retain employees and gain revenue. Rick announced he has received positive comments and it has helped with main goals of	No Action Taken

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

	the organization to create business traffic, bring the public back to Glendale safely, and partner with the city to make it look inviting. Marco announced that he will look for blower style heaters with no flames to potentially purchase for tent type setups for the winter months.	
b. Trash Cans for FY 20, allocated from parking fund	Jennifer announced that the trash cans purchased for FY20 should be placed out by the end of the week.	No Action Taken
c. Trash Cans for FY 21, allocated from parking fund	Marco announced he will work with the city to get more trash receptacles.	No Action Taken
d. City Manager search	Jennifer announced that the Glendale City Manager, Yazmin, announced her retirement date for October 31 st , 2020. The search is ongoing.	No Action Taken
e. Land Use Committee – why aren't projects being sent to the committee	Marco explained that when new construction is going to happen within the District boundaries, it would be nice to see those projects get sent to the Land Use Committee. This would allow the Committee to review the project.	No Action Taken
f. News Racks	Jennifer explained that the City reduced the amount of news racks.	No Action Taken
g. New Businesses	Jennifer announced that the following new businesses should be open in the district: Glenmark Hotel, Mila Rooftop, Maggie's Pastry and Café, and Yolo Chicken. She also said that 24 Hour Fitness, Everest, and Granville closed.	No Action Taken
4. Committee Reports	Rick, Helen, Randy, and Marco went through the following items:	
Executive Committee	Rick and Marco went through the following items:	
a. President selection of Nominations Committee, authorization	Marco reviewed how the nominations committee and selection process works.	Randy moved and Steven seconded the motion to authorize the President to select the Nominations Committee. The motion was

		approved unanimously.
b. Setting of Annual Meeting date in November	Marco reviewed the process for selecting an Annual Meeting date.	Joe moved and Helen seconded the motion to select November 17 th , 2020 at 10:00am, as the Annual Meeting date. The motion was approved unanimously.
c. Reimbursement of Glenoaks properties, Marco	Marco explained that a section of property on Glenoaks has grass and no sidewalk. Marco worked with an Assessment Engineer and determined that it should be treated as an alley and thus the linear frontage will be reduced. This reduction equals to \$3,465.00 in assessments for this fiscal year.	Rick moved and Randy seconded to refund 1000 North Central \$3,465.00 for this fiscal year. The motion was approved unanimously.
d. Insurance claim for sewer flood	DMS Staff explained that raw sewage spilled in to the DGA storage unit. A claim was submitted to the DGA insurance and the insurance paid out \$12,650.49 minus a \$500.00 deductible. The deductible should be returned after the DGA insurance works with the building's insurance.	No Action Taken
e. YTD Budget Report	Marco reviewed the DGA Draft Budget. All categories are under budget. Marco explained that DISI is under budget because events are not happening. He explained these funds will most likely be carryforward to next fiscal year. Rick explained that because of the pandemic and rent deferral, it is unknown what consequences this will have on collecting assessment revenues. They paused any charitable payments until it's been determined if the DGA will collect its assessments.	No Action Taken
f. 90% and 80% budgets for FY 21	Marco explained that Joe asked him to put together a 90% and 80% collection of assessment budget to discuss what could be the possibilities. Marco said the Carryforward is not known yet but	No Action Taken

	will help if the assessment collections are lower. Joe wanted to look at the different line items to see what is prioritized. Rick commented that the maintenance, holiday décor, and administration of the district should be the main focus.	
g. Al Fresco video contest – Welcome Back Glendale	Rick announced that the DGA Karaoke contest with Mario Lopez was started. This will hopefully help businesses and the District.	No Action Taken.
DISI	Helen and Marco went through the following items:	
a. Holiday Decorations, Fall Displays, Toy Soldiers	DMS Staff announced that they would be installing Fall decorations soon. After the Fall decorations are up, they would start purchasing Winter holiday decorations.	No Action Taken
b. Events for the rest of the year	Helen announced she doesn't believe any events will take place for the rest of the year. The Jingle bell run may be a virtual event this year. Rick explained that the main reason for sponsoring and supporting events is to bring people to the District. A virtual event will not do this and thus the district should think about not supporting virtual events. Rick asked this to be an Agenda Item for the next Board Meeting.	No Action Taken
c. PR and Social Media Report	Helen reviewed the supplied PR and Social Media Report.	No Action Taken
d. Website update, mobile application	Helen gave a brief update and staff confirmed that Sedna Solutions has been doing an excellent job on updating the website.	
e. Status of Bridge Link / 134 Bridges	Jennifer announced that the Bridge Link project has taken a lower priority because of the pandemic and other important programs that have been coming out.	No Action Taken
SOBO	Randy and Marco went through the following items:	
a. Report from DMS, heat	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 in the Al Fresco areas. Staff also reviewed that they have over 200 banked hours to be used during the holidays. Finally, Staff discussed they have	No Action Taken

	thermometers, gloves, face masks, and have followed all protocols. Discussion followed.	
b. Executive Committee	This item was already discussed earlier in the meeting.	No Action Taken
c. New Tables/Chairs /Umbrellas	DMS Staff announced that they needed to purchase more tables, chairs, and umbrellas for the Al Fresco areas and to replaced broken equipment. Rick asked for all the tables and chairs to be marked property of the DGA and to make sure that whenever they get placed the city or businesses know they will need to be returned to the DGA when they are no longer using them. Staff explained they are locked together to make it hard to steal. Discussion followed.	Ricked moved and Joe seconded the motion to spend up to \$10,000.00 from the capital improvements line item to purchase more tables, chairs, and umbrellas. The motion was approved unanimously.
5. Other	a. Jennifer announced that the City received 40,000 bottles of hand sanitizer. The DGA Ambassadors and Staff helped get the sanitizer to the businesses that need it. She also announced there was a \$500 PPE grant that Marco will apply for. b. Steven announced the Glendale Galleria is still closed and all indoor malls in LA County are still closed.	No Action Taken
6. Next Meeting	Next meeting will be the Annual meeting and will be held on November 17 th , at 10:00am. It will be a Zoom meeting.	No Action Taken

Minutes taken by Ryan Huffman, Staff/New City America