

Feb 26th
March 24th
April 23rd

**Downtown Glendale Association
Community Benefit District
www.downtownglendale.com
Executive Committee Meeting**

Tuesday, January 29th, 2013, 10:00 a.m.

**889 Americana Way – 231 Brand Blvd., 3rd Floor Conference Room
Glendale, CA 91204
Phone: (818) 476-0120 x 420**

AGENDA:

1. Announcements and public comment;
2. Introduction of new office and facilities
3. Transfer of funds from the City, where is the hole? *297 count of 72 K BSK off the top*
4. Review of Admin budget
5. Review of Committee assignments:
 - a. SOBO – Dennis as Chair
 - b. DISI – Helen as Chair
 - c. Land Use/Project Review, Mike as Chair?
6. Office space needs:
 - a. Computer
 - b. Printer
 - c. website;
 - d. Total price: \$ 3,018 (see attached) *Action Item*
7. Filing for IRS status – update
8. Set up books via NCA contract, work out logistics for check signing and processing; *Action Item*
9. Notebooks and Board orientation
10. First newsletter to members, end of January *Action Item*
11. Other
12. Next Executive Committee meeting: _____

**Downtown Glendale Association
CBD Interim Executive Committee Meeting
Thursday, January 3rd, 2013, 3:00 p.m., 889 Americana Way –
231 Brand Blvd., Glendale, CA 91204**

Present: Joe Stitick/CCIM, Helen McDonough/MassageTherapy, Rick Lemmo/Caruso Affiliated

Staff: Marco Li Mandri, Fatima Henriquez, Nick Lemmo

MINUTES

<i>Item</i>	<i>Discussion</i>	<i>Action taken?</i>
Introductions	Rick welcomed everyone to the meeting.	No action taken
Announcements of public comment	There were no announcements or public comment.	No action taken
Introduction of NCA admin staff	Marco introduced Nick Lemmo and Fatima Henriquez. Nick will be working for New City Public Spaces as the day to day Operations Director. Marco stated that he met Nick last summer and has had ongoing discussions with him about the tasks and the requirements of the job. Marco mentioned that Fatima will be working under the New City America administrative contract and was hired this week after an interview process.	No action taken
Transfer of funds from city, how much and when	Marco presented members with the 2013 Budget Analysis, the County of LA City Remittance Advice Summary table, and the City of Glendale Treasurer's Receipt. Discussion about property tax deadlines then ensued. NCA staff will work with the City to find out who is delinquent on property taxes and assessments. The actual amount transferred by the County and manually billed by the City should equal at least 50% of the assessments, or around \$450,000 minus the 25k first payment to the City. It was agreed that the original transfer might be \$80,000 less than our original estimate. New City America staff will delve into this and report back to the Exec Committee.	No action taken
Status of checking accounts, checks, signatures	Marco's staff will set up an accounting system to prepare checks. Helen proposed wire transfers and will look into ACH and others as an alternative. Regarding decision making, Rick confirmed that a vote can be taken place over email provided that it is unanimous, if it is not it would go to a meeting.	Rick, Joe, and Helen all agreed New City America will handle payroll, bills and checks.
Accounting and Accounts Payables	Discussion about what has been paid, pending and deducted occurred. Joe led the conversation about liability insurance and all agreed the one he chose fit in the preapproved budget. The De Pietro Family must	No action taken

	be repaid their \$5,000 advance. The first bills to NCA and NCPS for the work done between December 15 th and December 31 st was paid today.	
Office space needs	<p>Rick led the discussion in regards to the office storefront. It was proposed that an ideal office space would be 1,000 square feet. Discussion of a phone line, fax, social media and website costs took place.</p> <p>It was agreed that there would be a motion presented at the Board meeting that would authorize the Executive Committee to search for office space for an annual amount not to exceed \$25,000 per year. The funding for this office would come from the SOBO and DISI Committees, since there is not enough money in the scaled down Admin budget to fund it this year. We need to get an office in place at the latest, by the end of the month.</p>	The motion to request that the Board authorize the Executive Committee to find an office for an amount not to exceed \$25,000 from all of the budgets was approved by consensus.
Check signing authority	<p>Discussion was held on how many signatures were needed for certain amounts of checks. After discussion, it was agreed that a recommendation will be made to the Board that the following policy will be adopted:</p> <ol style="list-style-type: none"> 1. Checks under \$1,000 will require only one signature; 2. Checks more than \$1,000 will require two signatures. <p>The bank will process checks with only one signature regardless of the amount so this is only an internal Board policy. Helen will ask Amy from the Bank to attend our next Board meeting</p>	The recommendation on the number of signatures needed per amount written was approved by consensus and will be brought forward as an Action Item to the Board.
Replacement of Paul Chase as a Representative from the Glendale Galleria	Rick mentioned that he had had a long phone call with Paul Chase from the General Growth the day before and that due to some new job responsibilities throughout the country, Paul will not be able to spend as much time in Glendale as he had in the past. Rick suggested that Carol Jacob from General Growth replace Paul on the Board as a member of the Board of Directors. Discussion followed. Executive Committee members agreed that General Growth could appoint who they thought was best and Rick stated that Carol had worked at the Galleria for many years.	The Executive Committee agreed by consensus that they would be recommending to the Board that Carol Jacob replace Paul Chase as the representative from General Growth on the Board of Directors.
Election of new Vice President	Since Paul will be stepping down from the Board, we will need to fill the vacated position of Vice President. Discussion followed. The Executive Committee thought that either Dennis De Pietro or Raul Port would be an excellent replacement for Paul Chase as VP	The Executive Committee will recommend that either Dennis De Pietro or Raul Porto be nominated to serve as the new Vice President

		of the DGA, based upon Paul's departure from the Board.
Submitting the new Administrative budget for 2013	Marco stated that the Exec Committee should submit an Administrative budget to the Board based upon its best guess estimated costs for 2013. Marco was authorized to come up with that budget and submit it to the Board on Tuesday	Marco was instructed to submit a proposed Admin budget to the Board
Filing for IRS status – update	Marco reported that his staff will submit the application for public benefit status to the IRS by the end of January	No action was taken
Proposed meeting schedule for 2013	The Executive Committee agreed that they will ask the Board to pick the best 3 meetings times to help narrow down a final decision.	No action was taken
Notebooks and Board Orientation	A 3 ring binder notebook for Board members will be put together by NCA that includes the Bylaws, statutes by state, budgets, minutes, etc.	No action was taken
First newsletter to members	Marco suggested that it should include a picture of the maintenance staff 'hitting the streets'	No action was taken
Ribbon Cutting and Press Event	It was proposed that the ribbon cutting with the chamber should be Thursday, February 21 st 2013. Before the cutting, it was proposed that there be a 2-2.5 hour board orientation meeting.	No action was taken
Web site and logo	Helen stated that she would like the authorization to move forward with a logo and creation of the website as soon as possible. Her Committee is meeting on January 16 th and has the funds to do this. Discussion followed.	The Executive Committee will recommend that the DISI Committee be authorized to expend up to \$5,000 to proceed with hiring someone to develop a website and finalize a logo for final review by the Board. The website contract can be granted prior to the February Board meeting so we can expedite the creation of this key link to the CBD members.
Next Executive Committee Meeting	January 29 th , at 10:00 a.m. at the Americana Community Conference Room	

Minutes taken by Fatima Henriquez, and Marco Li Mandri, staff.

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Interim Board of Directors
c/o 889 Americana Way – 231 Brand Blvd.
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Proposed Budget for 2013 for Downtown Glendale Association Administrative Services:
(Based upon scaled down budget approved by the Board for 2013)

<i>Description of Administrative line item</i>	<i>Estimated budget line item for this item</i>	<i>Actual</i>
New City America Administrative Management Contract	\$ 90,000 2151 19,000 ↑ 15,000	\$90,000
DGA Rent	To be determined	0
DGA Insurance (D and O and General Liability)	\$ 4,662	\$ 4,662
DGA Printing/Copies	\$ 1,000	\$1,000
DGA Audit/Accounting	\$ 3,000	
Office Equipment, software, computers and supplies	\$ 3,000	\$ 3,018
DGA Memberships	\$ 500	\$500
DGA Phones (two annual)	\$ 1,366.00	\$ 1,200
Misc.		\$1,388.00
<i>Total</i>	<i>\$ 101,768.00</i>	<i>\$ 101,768.00</i>

Office Set Up Costs

Lap Top w MS Office & Windows 8	\$ 750.00
Desk Top Computer w MS Office & Windows 8	\$ 750.00
FileMaker Pro -2 licenses	\$ 358.00
Quickbooks	\$ 190.00
HP Printer 8600 - printer, scanner, fax and copier	\$ 200.00
Office Supplies (paper, envelopes, ink cartridges, tape, staplers, 3 Hole punch, trash cans, file folders, binders, misc.)	\$300.00
Filing Cabinets	\$ 210.00
Cell Phones Galaxy Rush - 2 phones	\$ 260.00
TOTAL	\$ 3,018.00

Cell Phone Plan- Boost Mobile
Unlimited email, text, talk & web
\$50.00 Per phone

Per month
\$ 100.00