



Joseph P. Stitick,  
President  
Raul Porto,  
Vice President  
Helen McDonagh,  
Treasurer  
Rick Lemmo,  
Secretary  
Brent Gardner  
Jennifer McLain

**Downtown Glendale Association  
Executive Committee Meeting  
Thursday, October 20<sup>th</sup>, 2017 – 8:30 am  
100 N. Brand Blvd., 6<sup>th</sup> Floor Conference Room  
Glendale, CA 91203  
www.downtownglendale.com**

**Present:** Rick Lemmo/Caruso Affiliated, Joe Stitick/Investment Property Services, Helen McDonagh/Massage Envy, and Raul Porto/Porto's Bakery

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

**Guests:** None

**MINUTES**

| <i>Item</i>                                              | <i>Discussion</i>                                                                                        | <i>Action Taken?</i>                                                                                                                |
|----------------------------------------------------------|----------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------|
| <b>1. Introductions</b>                                  | President Joseph Stitick called the meeting to order at 8:30 AM                                          | <b>No Action Taken</b>                                                                                                              |
| <b>2. Approval of July 13<sup>th</sup>, 2017 Minutes</b> | President Joseph Stitick reviewed the July 13 <sup>th</sup> , 2017 Minutes with the Executive Committee. | <b>Rick moved and Helen seconded the approval of the July 13<sup>th</sup>, 2017 Minutes. The minutes were approved unanimously.</b> |
| <b>3. Public Comments and Announcements</b>              | President Joseph Stitick opened the floor for any public comments and announcements.                     | <b>No Action Taken</b>                                                                                                              |
| <b>4. City Update On Projects</b>                        | The Executive Committee reviewed the following city updates:                                             | <b>No Action Taken</b>                                                                                                              |
| <b>a. Maryland</b>                                       | Jennifer announced that the Maryland Paseo                                                               | <b>No Action Taken</b>                                                                                                              |



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| <b>Avenue Closure</b>                    | <p>was first closed on August 29, 2016. Over the past year, the City has improved the street through the addition of landscaping and public art in some of the vacant storefronts. Staff has also monitored activity, and the Paseo continues to be a prime location to host special events, such as the Taste of Downtown Glendale and the Oktoberfest during Glendale Tech Week. Due to some structural concerns related to the garage, City staff has been in a holding pattern as they look to determine the next steps for the Maryland Paseo. City Staff has utilized the Urban, Design and Mobility Team to develop different scenarios to continue to improve the Maryland Paseo. Those schemes will be presented to the City Council during briefings the week of October 23, 2017.</p> |                        |
| <b>b. Freeway Cover Park (Space 134)</b> | <p>Jennifer announced that on August 15, 2017, the Glendale City Council authorized issuance of a Request for Proposals (RFP) for the Space 134 Preliminary Engineering/Technical Study. However, the RFP has been delayed, pending revisions at the request of project partners, the Federal Highway Administration and Caltrans. Its release is scheduled for Fall 2017.</p>                                                                                                                                                                                                                                                                                                                                                                                                                   | <b>No Action Taken</b> |
| <b>c. One way Streets</b>                | <p>Jennifer announced that City Staff received an inquiry by a resident in April 2017 about the possibility of doing one-way streets in downtown Glendale. City staff responded to the inquiry by stating that this is not something that the City of Glendale is interested in at this time. Since then, there has been no additional information.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                          | <b>No Action Taken</b> |
| <b>d. Other</b>                          | <p>Jennifer announced that thanks to the support of the Downtown Glendale Association, the second annual Glendale Tech Week attracted more than 1,500 at the various events, including an Oktoberfest at the Maryland Paseo, Innovation Market at the Green at the Americana, talks at CBRE, professional</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <b>No Action Taken</b> |



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|                                                                                                                                                | networking at Capital One Café, and panels at the Alex Theatre, among others. The event proved to be an opportunity for attracting new corporate companies to Downtown, including co-working spaces, start-up companies, and other venture capital firms. Social media impressions are still being tallied, but the event proved to be an important branding success on social media as well as traditional outlets, such as KPCC, San Fernando Business Journal, LA Times and Asian Business Journal, among others. Jennifer wanted to mention a special thanks to Nick Lemmo and his team for their support leading up to and during Tech Week. |                                                                                                                                            |
| <b>5. Committee Reports:</b>                                                                                                                   | Joseph & Marco went through the following items:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                            |
| <b>a. Acceptance of Phil Lanzafame resignation letter</b>                                                                                      | Joseph reviewed the resignation letter from Phil Lanzafame.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <b>The Executive Committee accepted Phil's Resignation letter.</b>                                                                         |
| <b>b. Appointing Jennifer McLain as new City representative to DGA Board of Directors</b>                                                      | Joseph recommended appointing Jennifer McLain to be a member of the DGA Board of Directors.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <b>Rick moved and Raul seconded the appointment of Jennifer McLain to the DGA Board of Directors. The motion was approved unanimously.</b> |
| <b>c. Reaffirmation of vote to amend bylaws for this year to shorten nomination period for 2018 Board nominations from 45 days to 30 days.</b> | Marco discussed and reviewed the vote without a meeting forms and bylaws.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <b>Rick moved and Helen seconded the reaffirmation to amend the bylaws to allow for a 30-day nomination process.</b>                       |



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| <b>d. Review of draft FY17 YTD Budget</b>                                         | Marco reviewed the FY 17 Draft Budget.                                                                                                                                                                                        | Rick moved and Raul approved the draft budget. The budget was approved unanimously.                                                                                                                                                                                                                |
| <b>e. Authorization to proceed with early renewal and expansion study for DGA</b> | Marco reviewed the opportunity for early renewal and possible expansion.<br>Discussion Followed.                                                                                                                              | Rick moved and Helen seconded the authorization for NCA to conduct a study for possible expansion and to renew the district one year early. The cost for consulting is not to exceed \$60,000 payable commencing in November 2017 and balance FY 2018 Budget. The motion was approved unanimously. |
| <b>f. NCPS Transition Report</b>                                                  | Marco explained that NCPS will be evolving into District Management Associates / North LA LLC. They would continue to provide the same services, staffing, and operations. The only thing changing would be the company name. | No action taken. The transition will be reviewed at the next SOBO Committee meeting.                                                                                                                                                                                                               |
| <b>6. Next Meeting</b>                                                            | Next meeting for the Executive Committee will be on November 15 <sup>th</sup> , 2017 at 8:00 am.                                                                                                                              | No action taken.                                                                                                                                                                                                                                                                                   |

Minutes taken by Ryan Huffman, Staff.