



Downtown Glendale Association

Executive Committee Meeting

Tuesday, April 13th, 2021 - 9:00 a.m.

100 N. Brand Blvd., 6th Floor Conference Room

Glendale, CA 92013 - Zoom Call, Video Conference Call

For information related to access to this call, please call the Greater Downtown Glendale office at (818) 476-0121 Special Meeting of the Board held under the Governors COVID Executive Order Relating to Meetings Under the Brown Act

TEMPORARY MODIFICATIONS TO THE BROWN ACT DUE TO COVID-19:

Based on current COVID-19 directives and mandates, Governor Newsom has modified and suspended some of The Brown Act requirements temporarily. For a list of the items that Governor Newsom has modified or suspended, please see attached.

AGENDA

1. Introductions – President Joe Stitick
2. Approval of Executive Minutes from March 9th, 2021 *Action Item*
3. Announcements, public comment
4. Recommendation related to the adjustments of Boundaries for FY 22 *Action Item*
5. YTD Rough Budget review for FY 21 *Action Item*
6. Next Board meeting
7. Adjournment

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 Ryan Huffman at 818 476-0120 x 420 at least 48 hours prior to the meeting*

Joseph Stitick, President • Raul Porto, Vice President
Rick Lemmo, Treasurer/Government Relations • Helen McDonagh, Secretary
Steve Sayers • Randy Stevenson

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**Downtown Glendale Association
Executive Committee Meeting
Tuesday, March 9th, 2021 – 9:00 a.m.
Zoom Video Conference
www.downtownglendale.com**

Present: Rick Lemmo, Joseph Stitick, Helen McDonagh

Absent: Raul Porto

Guests: None

Staff: Marco Li Mandri and Ryan/NCA, Nick Lemmo/DMS

Minutes:

<i>Item</i>	<i>Discussion</i>	<i>Action Taken?</i>
1. Introductions	President, Joseph Stitick called the meeting to order at 9:00 am. Introductions were completed. This was a Zoom meeting due to the COVID shelter in place requirements. Everyone called in or was on video for the meeting, consistent with the Brown Act rules.	No Action Taken
2. Public Comments and Announcements	Joe opened the floor for public comments and announcements. a. Rick explained the City of Glendale sent out an RFP for a management company to run the Alex Theatre. Rick would draft a letter in support of Glendale Arts to continue managing the Alex Theatre and would send to Helen and Joe.	No Action Taken
3. Letters related to the adjustment of	Marco reviewed documents related to the ability to adjust the boundaries of the current Greater Downtown Glendale Community Benefit District and the	Rick moved and Helen seconded a motion to follow the Executive Directors

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boundaries for FY22	sections of Section 36600 of the California Streets and Highway code. The map of the Greater Glendale CBD was reviewed. Parcel number 5644-013-036 at 1000 North Central Avenue assessments were reviewed. Marco reviewed a draft letter detailing a proposal to remove parcel number 5644-013-036 and detailed timeframe and payments previously made to this parcel assessment owner. Discussion followed.	recommendations on adjusting the boundaries for FY22. The motion included the party receiving the check along with the City Attorney on behalf of the City sign a non-disclosure agreement. In addition, the City Attorney shall attend a meeting to concur. The property owner will receive a reimbursement check out of the unallocated line item for \$6,972.91 for FY21 assessments and for \$3,465.00 for frontage issue from FY19. The total check will be \$10,437.91. The check will be mailed certified mail and services will cease upon receipt of the check. The parcel will be removed from the district for FY22. The motion was approved unanimously.
4. YTD Rough Budget review for FY21	Joe, Rick, Helen, and Marco reviewed the rough draft budget. The Chamber of Commerce will be having the State of the City at the end of the month. It was already budgeted under the DISI budget. Discussion followed.	Rick moved and Helen seconded the motion to approve the rough draft budget. In addition, \$10,000 will be moved from unallocated back into the Glendale Arts grant line item to sponsor the Savor event. The motion was approved unanimously.
5. Next Executive Committee Meeting	Joe announced the next Executive Committee Meeting will be on April 13 th , at 9:00am. It will still most likely be a Zoom meeting; however, Staff will work with the building about having a portion of members attend in person.	No Action Taken
6. Adjournment	The meeting was adjourned.	No Action Taken

Minutes taken by Ryan, Staff/New City America

Downtown Glendale Association						
2021 DRAFT Budget 12/01/2020 - 11/30/2021						
		March 2021	Dec 1, 20' - Mar 31, 21'	Year-to-Date	Annual Budget	
Income						
	Assessment Income	43,154.53	872,495.34	872,495.34		1,331,165.00
	Carry Forward		299,416.12	299,416.12		299,416.12
	Contingency					
	Non Assessment					
	Interest Income	36.37	111.40	111.40		
	Total Income	43,190.90	1,172,022.86	1,172,022.86		1,630,581.12
Expense						
Administration					Total	
		March 2021	Actual YTD Spent	Projected YTD	% Spent Budget	Annual Budget
	Travel					0.00%
	Telecommunications	583.54	2,178.84	2,666.67	27.24%	8,000.00
	Staff Contract	16,250.00	65,000.00	65,000.00	33.33%	195,000.00
	Printing & Copying	83.50	169.99	833.33	6.80%	2,500.00
	Postage & Mail		122.55	333.33	12.26%	1,000.00
	Office Supplies	29.16	53.10	266.67	6.64%	800.00
	Memberships		5.00	166.67	1.00%	500.00
	Insurance Liability	247.70	7,002.70	2,333.33	100.04%	7,000.00
	Legal Fees			1,000.00	0.00%	3,000.00
	Board Meetings			100.00	0.00%	300.00
	Bank Charges			133.33	0.00%	400.00
	Accounting Fees			2,000.00	0.00%	6,000.00
	Admin - Misc.			1,000.00	0.00%	3,000.00
	Total Administration	17,193.90	74,532.18	75,833.33	32.76%	227,500.00
	Unallocated Reserves		5,000.00	143,527.04	1.16%	430,581.12
		0.00	5,000.00	143,527.04	1.16%	430,581.12

DISI	March 2021	Actual YTD Spent	Projected YTD	% Spent Budget	Annual Budget	% Annual Budget
Business Attraction			0.00			0.00%
Advertising	40.00	1,013.25	333.33	101.33%	1,000.00	0.06%
Annual Report		549.32	333.33	54.93%	1,000.00	0.06%
Banners		5,400.00	1,666.67	108.00%	5,000.00	0.31%
Glendale Arts Grant	10,000.00	10,000.00	3,333.33	100.00%	10,000.00	0.61%
Mobile App	200.00	800.00	666.67	40.00%	2,000.00	0.12%
Public Relations	3,000.00	12,000.00	13,333.33	30.00%	40,000.00	2.45%
Placemaking			6,666.67	0.00%	20,000.00	0.00%
Rent, Parking, Utilities	1,047.50	4,208.50	6,666.67	21.04%	20,000.00	1.23%
Seasonal Displays		519.36	6,666.67	2.60%	20,000.00	1.23%
Special Events			0.00			0.00%
Chamber of Commerce	1,000.00	1,000.00	833.33	40.00%	2,500.00	0.15%
City Events			0.00			0.00%
Jingle Bell Run			0.00			0.00%
Taste of DT Glendale			0.00			0.00%
International Women's Day			1,666.67	0.00%	5,000.00	0.31%
Special Projects			0.00			0.00%
Videos			0.00			0.00%
Website	400.00	1,600.00	1,333.33	40.00%	4,000.00	0.25%
Total DISI	15,687.50	37,090.43	43,500.00	28.42%	130,500.00	8.00%
SOBO						
Maint. Provider & Ops. Director	61,083.32	244,333.28	244,333.33	33.33%	733,000.00	44.95%
Rent, Parking, Utilities	2,247.49	8,817.57	10,000.00	29.39%	30,000.00	1.84%
Fuel	1,475.60	4,909.32	6,000.00	27.27%	18,000.00	1.10%
Public Space Maintenance	1,866.12	2,732.47	3,333.33	27.32%	10,000.00	0.61%
SOBO Misc.		559.62	333.33	55.96%	1,000.00	0.06%
Capital Improvements		3,630.00	-			0.00%
Supplies	1,333.15	5,808.42	5,000.00	38.72%	15,000.00	0.92%
Uniforms	930.96	1,570.70	3,333.33	15.71%	10,000.00	0.61%
Ambassador Welfare	422.78	1,550.25	3,333.33	15.50%	10,000.00	0.61%
Truck / P.W. Maintenance	241.40	2,646.71	1,666.67	52.93%	5,000.00	0.31%
Automobile Insurance		1,281.30	3,333.33	12.81%	10,000.00	0.61%
Total SOBO	69,600.82	277,839.64	280,666.67	33.00%	842,000.00	51.64%
TOTAL EXPENSES	102,482.22	394,462.25	543,527.04	24.19%	1,630,581.12	100.00%