



**Downtown Glendale Association
Executive Committee Meeting
Wednesday December 8th, 2021 – 9:00 a.m.
Zoom Video Conference
www.downtownglendale.com**

Present: Randy Stevenson, Helen McDonagh, Rick Lemmo

Absent: Raul Porto

Guests: Carl Hansen

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

Minutes:

<i>Item</i>	<i>Discussion</i>	<i>Action Taken?</i>
1. Introductions	President, Rick Lemmo 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 was on video for the meeting, consistent with the Brown Act rules.	No Action Taken
2. Approval of Executive Minutes from October 6th, 2021 Meeting	Rick asked the Executive Committee to review the October 6 th , 2021 minutes.	Helen moved and Randy seconded a motion to approve the October 6th, 2021 minutes. The motion was approved unanimously.
3 Public Comments and Announcements	Rick opened the floor for public comments and announcements. a. Carl Hansen from COCO gave a brief presentation on robotic delivery services.	No Action Taken

**Rick Lemmo, President / Government Relations • Raul Porto, Vice President
Randy Stevenson, Vice President • Helen McDonagh, Secretary / Treasurer
Steven Sayers • Bradley Calvert**

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4. Approval of AB 361 allowing us to continue to meet virtually	Marco explained AB361. It was discussed that The Executive Committee would reconsider the circumstances of the state of emergency with the COVID variants. Zoom provides a safe atmosphere to meet and allows measures to promote social distancing. Public comment is allowed and can be easily accommodated with Zoom.	Randy moved and Helen seconded the motion to continue using virtual meetings for all meetings held by the Downtown Glendale Association. This would also be revisited at the next meeting. The motion was approved unanimously.
5. City update on current projects –	<p>a. Marco explained that the annual report was being worked on with New City America, District Maintenance Services and Mustang Marketing. The rough draft should be ready by the 17th, which provides time for review before its due to city staff.</p> <p>b. Marco announced that the Rick would be giving the annual report to the City on January 11th at 3:00pm.</p> <p>c. Marco explained that Brad and the DGA should work together on making sure the Board receives presentations on projects within the district boundaries.</p>	No Action Taken
6. Committee Reports		
Executive Committee	Rick and Marco went through the following items:	
a. YTD Rough Draft Budget for FY2021	Marco reviewed the budget and the collected assessment amounts so far. Marco reviewed all categories and everything is under budget, establishing a healthy carryforward for FY22.	No Action Taken
b. Presentation of budget for FY22	Marco reviewed all items in the proposed budget for FY22. Marco went through ADMIN, DISI, and SOBO reviewing all items and answering questions. It was discussed to look into scheduling a depreciation schedule. It was also discussed to look at allocating funds for capital improvements and asset allocations.	Helen moved and Randy seconded a motion to recommend to the Board of Directors the FY22 budget. Rick abstained. The motion passed.
c. COCO presentation	The Executive Committee discussed the COCO presentation.	Rick moved and Randy seconded a motion to

		authorize Helen to work with Mustang Marketing to get a proposal and promote COCO.
7. Other, consideration of staff and maintenance crew bonuses	The Executive Committee discussed allocating money from the carry forward to staff for a bonus. This would be to thank them for working during the pandemic and to help keep staff.	Randy moved and Helen seconded a motion to recommend to the Board of Directors to allocate \$30,000 to be split between New City America, District Maintenance Services, and the Ambassadors. Each of the three would receive \$10,000. Rick abstained. The motion passed.
8. Next Executive Committee Meeting	The next Executive Committee meeting will be decided at the Board of Directors Meeting.	No Action Taken
9. Adjournment	The meeting was adjourned.	

Minutes taken by Ryan Huffman, Staff/New City America