



**Downtown Glendale Association**

**Executive Committee Meeting**

**Tuesday, March 9<sup>th</sup>, 2021 - 9:00 a.m.**

**100 N. Brand Blvd., 6<sup>th</sup> Floor**

**Glendale, CA 91203 - 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 Executive Committee 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. **Announcements, public comment**
3. **Letters related to the adjustments of Boundaries for FY 22** *Action Item*
4. **YTD Rough Budget review for FY 21** *Action Item*
5. **Next Executive Committee meeting**
6. **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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**100 N. Brand Boulevard • Suite 508 • Glendale, CA 91203**  
**818.476.0121 • Info@DowntownGlendale.com**  
**www.DowntownGlendale.com • Facebook & Twitter: DWTNGlendale • #DWTNGlendale**

**Downtown Glendale Association**  
**2021 DRAFT Budget 12/01/2020 - 11/30/2021**

**Income**

	<b>MARCH 2021</b>	<b>Dec 1, 20' - Mar 1, 21'</b>	<b>Year-to-Date</b>	<b>Annual Budget</b>
Assessment Income		829,340.81	829,340.81	1,331,165.00
Carry Forward		299,416.12	299,416.12	299,416.12
Contingency				
Non Assessment				
Interest Income		75.03	75.03	
<b>Total Income</b>	<b>0.00</b>	<b>1,128,831.96</b>	<b>1,128,831.96</b>	<b>1,630,581.12</b>

**Expense**

**Administration**

	<b>MARCH 2021</b>	<b>Actual YTD Spent</b>	<b>Projected YTD</b>	<b>% Spent Budget</b>	<b>Total Annual Budget</b>	<b>% Annual Budget</b>
Travel						0.00%
Telecommunications	95.00	1,690.30	2,666.67	21.13%	8,000.00	0.49%
Staff Contract	16,250.00	65,000.00	65,000.00	33.33%	195,000.00	11.96%
Printing & Copying		86.49	833.33	3.46%	2,500.00	0.15%
Postage & Mail		122.55	333.33	12.26%	1,000.00	0.06%
Office Supplies		23.94	266.67	2.99%	800.00	0.05%
Memberships		5.00	166.67	1.00%	500.00	0.03%
Insurance Liability		6,755.00	2,333.33	96.50%	7,000.00	0.43%
Legal Fees			1,000.00	0.00%	3,000.00	0.18%
Board Meetings			100.00	0.00%	300.00	0.02%
Bank Charges			133.33	0.00%	400.00	0.02%
Accounting Fees			2,000.00	0.00%	6,000.00	0.37%
Admin - Misc.			1,000.00	0.00%	3,000.00	0.18%
<b>Total Administration</b>	<b>16,345.00</b>	<b>73,683.28</b>	<b>75,833.33</b>	<b>32.39%</b>	<b>227,500.00</b>	<b>13.95%</b>
<b>Unallocated Reserves</b>		<b>5,000.00</b>	<b>146,860.37</b>	<b>1.13%</b>	<b>440,581.12</b>	<b>27.02%</b>
	<b>0.00</b>	<b>5,000.00</b>	<b>146,860.37</b>	<b>1.13%</b>	<b>440,581.12</b>	<b>27.02%</b>

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			0.00			0.00%
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			833.33	0.00%	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%
<b>Total DISI</b>	<b>4,687.50</b>	<b>26,090.43</b>	<b>40,166.67</b>	<b>21.65%</b>	<b>120,500.00</b>	<b>7.39%</b>
<b>SOBO</b>						
Maint. Provider & Ops. Director	30,541.66	213,791.62	244,333.33	29.17%	733,000.00	44.95%
Rent, Parking, Utilities	2,102.17	8,672.25	10,000.00	28.91%	30,000.00	1.84%
Fuel	118.16	3,551.88	6,000.00	19.73%	18,000.00	1.10%
Public Space Maintenance	316.68	1,183.03	3,333.33	11.83%	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	280.39	4,755.66	5,000.00	31.70%	15,000.00	0.92%
Uniforms		639.74	3,333.33	6.40%	10,000.00	0.61%
Ambassador Welfare	37.57	1,165.04	3,333.33	11.65%	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%
<b>Total SOBO</b>	<b>33,638.03</b>	<b>241,876.85</b>	<b>280,666.67</b>	<b>28.73%</b>	<b>842,000.00</b>	<b>51.64%</b>
<b>TOTAL EXPENSES</b>	<b>54,670.53</b>	<b>346,650.56</b>	<b>543,527.04</b>	<b>21.26%</b>	<b>1,630,581.12</b>	<b>100.00%</b>