



Joe Stitick,  
*President*  
 Raul Porto,  
*Vice President*  
 Helen McDonagh,  
*Treasurer*  
 Rick Lemmo,  
*Secretary*  
 Brent Gardner  
 Jennifer McLain

**Downtown Glendale Association**  
**Sidewalk Operations, Beautification and Order (SOBO)**  
**Thursday, November 2<sup>nd</sup>, 2017 – 8:30 am**  
**100 N Brand Blvd, 6<sup>th</sup> Floor Conference Room, Glendale, CA 91203**  
**[www.downtownglendale.com](http://www.downtownglendale.com)**

**Present:** Brent Gardner, Joe Stitick, Rick Lemmo, and Tamar Sadd

**Staff:** Nick Lemmo, Ryan Huffman

**MINUTES:**

<i>Item</i>	<i>Discussion</i>	<i>Action Taken?</i>
<b>1. Introductions</b>	Brent Gardner called the meeting to order at 8:30 am.	<b>No action taken.</b>
<b>2. Public Comments and Announcements</b>	Brent opened the floor to public comment and announcements. a. Tamar announced that the City fixed, replaced, or added electrical outlets for all the median trees on Brand Blvd. This will help the DGA for its holiday decorations. b. Tamar announced that the City of Glendale be operating a holiday trolley from November 18 <sup>th</sup> – January 15 <sup>th</sup> . They will have 02 operating at a time and will be from 9:00 am – 8:00 pm Monday – Friday and 10:00 am – 7:00 pm Saturday and Sunday. The route will be on from Mountain to Colorado and wrap around the Glendale Galleria. This will be tried out as a pilot program. c. The City Counsel was receptive to modifying the Maryland Avenue Paseo. Some recommendations that they are considering are adding street furniture and public art. Discussion Followed.	<b>No action taken.</b>

<p><b>3. Approval of May 4<sup>th</sup>, 2017 Minutes</b></p>	<p>Brent reviewed the May 4<sup>th</sup>, 2017 SOBO Committee Minutes. Discussion followed.</p>	<p>Joe motioned and Tamar seconded the approval of the May 4<sup>th</sup>, 2017 minutes. The minutes were approved unanimously.</p>
<p><b>4. Review of budget YTD for SOBO FY17</b></p>	<p>Brent went over the SOBO Budget for FY 2017.</p> <p>a. Joe commented on the importance of the Ambassadors and how they reflect the brand of the DGA.</p> <p>b. Brent stated that McDonald's currently pays their employees \$1.50 more than California Minimum Wage.</p> <p>b. Rick stated that the DGA must pay a competitive wage to retain Ambassadors.</p> <p>c. Brent commented on the roughly \$10,000.00 of projected carry forward for the Capital Improvements line item. He requests the SOBO Committee saves these funds for increasing the reserve to 5%, potential wage increases next FY, or potential Maryland Avenue improvements next FY.</p> <p>Discussion Followed.</p>	<p><b>The Committee requests that NCPS submit to the Board of Directors what hourly wages need to be in place to retain Ambassadors. The Committee also requests to know if this would increase the FY18 budget and recommends implementing a wage increase by January 2018. In addition, the Committee recommends to the Board of Directors to vote on helping retain current high performing ambassadors by taking \$2,000 from the Maintenance Provider line item and reward Ambassadors in the form of holiday bonus. They recommend Staff determine the type of holiday bonus.</b></p>
<p><b>5. NCPS Transition Report</b></p>	<p>Brent reviewed the proposal for NCPS to evolve into District Management Associates / North LA LLC.</p> <p>Discussion Followed.</p>	<p><b>The committee unanimously supports the transition of NCPS into DMA North LA LLC. The services, management, and</b></p>

		<b>operations will remain the same.</b>
<b>6. Update form Operations Director</b>	Brent opened the floor to the Operations Director for updates: a. Banked Hours- Nick explained the current banked hours report. b. Brent announced the Glendale Galleria would be switching its plants to California indigenous plants; drought tolerant, desert style plants and recommends the DGA look into options for some of its planters.	<b>The committee recommended the banked hours be rolled over into DMA if there is any carry forward of banked hours into next fiscal year.</b>
<b>8. Next Meeting</b>	Next meeting for the SOBO Committee will be determined at the next Board of Directors meeting.	<b>No action taken.</b>

**Minutes taken by Ryan Huffman, staff.**