

**Downtown Glendale Association  
Board of Directors Meeting  
Wednesday, February 7<sup>th</sup>, 2024 – 10:00 a.m.  
100 N. Brand Blvd, 6<sup>th</sup> Floor Conference Room  
Glendale, Ca 91203  
www.downtownglendale.com**

**Present:** Rick Lemmo, Randy Stevenson, Helen McDonagh, Judee Kendall, Craig Gorris

**Absent:** Bradley Calvert, Raul Porto

**Guests:** Shaun Carlson/Glendale Police Department

**Staff:** Emma Frawley/Mustang Marketing, Marco Li Mandri and Ryan/NCA, Nick Lemmo/DMS

**Minutes:**

<i>Item</i>	<i>Discussion</i>	<i>Action Taken?</i>
<b>1. Introductions</b>	President Rick Lemmo, called the meeting to order at 10:00 am. Introductions were completed. Rick, Randy, Helen, Craig and Judee were in-person; voting members, consistent with the Brown Act rules. Quorum was met.	<b>No Action Taken</b>
<b>2. Approval of the November 15<sup>th</sup>, 2023 Board Minutes</b>	The minutes from the November 15 <sup>th</sup> , 2023 Board meeting were reviewed.	<b>Helen moved and Randy seconded the motion to approve the minutes from the November 15<sup>th</sup>, 2023 Board meeting. The minutes were</b>

**Rick Lemmo, President / Government Relations • Raul Porto, Vice President  
Randy Stevenson, Vice President • Helen McDonagh, Secretary / Treasurer  
Craig Gorris • Bradley Calvert • Judee Kendall**

		<b>approved unanimously.</b>
<b>3. Public Comments and Announcements</b>	<p>Randy opened the floor for public comments and announcements.</p> <p>a. Shaun Carlson from the Glendale Police Department (GPD) attended the meeting for any questions or comments. Shaun explained that the GPD has been starting early and walking the streets. They have been utilizing the Hope Team and the resources they provide.</p> <p>b. Rick provided an update from the Ambassadors concerns regarding homeless blocking entrances to businesses.</p> <p>c. Marco asked if there was a camping ordinance that was enforced in Glendale.</p> <p>d. Having Officers follow up with the reporting party when a complaint was discussed.</p> <p>e. Street vending was discussed regarding selling food, goods, and performing. GPD stated that the county code enforcement will come out to conduct inspections.</p>	<b>No Action Taken</b>
<b>4. City update on current projects</b>	Marco reviewed the following updates with the Board of Directors:	
<b>a. Annual Report process/printed in January</b>	Rick announced the report was printed on time and each city council member was given an annual report. The reports were mailed to all property owners too.	<b>No Action Taken</b>
<b>b. Annual report to City Council – Report</b>	Rick gave an update that he presented the annual report to council that covered the 2023 Annual Report and the 2024 draft budget. The council report went very well.	<b>No Action Taken</b>
<b>c. Status on Bridge link project, purchase and timeline</b>	Marco explained to the Board the concept behind the bridge link design. Staff will reach out to the city for an update on the purchase timeline and status.	<b>No Action Taken</b>
<b>d. Project review work and have presentations on new developments and projects</b>	Marco explained the Board of Directors should receive updates on projects that are happening within the district boundaries. Two projects that he would like an update on is the development at the corner of Orange and Brand and the old Sears building. Staff will ask the city to provide a report at the next meeting.	<b>No Action Taken</b>
<b>e. New Businesses opening in Downtown</b>	Staff will ask for a list of new businesses in the district to be shared at the next meeting.	<b>No Action Taken</b>

<p><b>e. Estimate on office vacancy rate in downtown</b></p>	<p>The Board discussed needing to know the office vacancy rate. It was discussed that vacancy rates can be as high as 30%. Staff will ask the city for an update.</p>	<p><b>No Action Taken</b></p>
<p><b>f. Hand Billing Issues with the City for 2023</b></p>	<p>Marco explained that with the City is working to figure out an issue with the hand billing of properties from 2023. NCA Staff is aggressively working with the City to try and figure out the reason the funds have not been received yet.</p>	<p><b>No Action Taken</b></p>
<p><b>5. Committee Reports</b></p>		
<p><b>Executive Committee</b></p>	<p>Marco and Rick went through the following items:</p>	
<p><b>a. Review of YTD Rough Draft FY24 budget</b></p>	<p>a. Marco reviewed the budget, balance sheet, collected assessments, and carry forward. Marco reviewed the ADMIN, DISI, and SOBO categories. All categories are under budget. Marco’s staff is looking into the uncollected assessments. The district still has almost \$150,000 in non-paid hand billed assessments which are the responsibility of the City’s collection process.  b. Staff requested to know if outdoor dining tables and chairs should be replaced. It was discussed for staff to research recommended items to purchase, cost for stocking them, storage, and bring it back as an action item at the next meeting.  c. Helen recommended walking the district to see it.  d. Craig asked for the stickers that were installed with the city to be removed if they were not legible anymore.  Discussion followed.</p>	<p><b>Helen moved and Craig seconded the motion to approve the FY24 rough draft budget. The motion was approved unanimously.</b></p>
<p><b>b. Allocation of funds for International Downtown Association West Coast Conference in San Diego, February 28<sup>th</sup> – March 1<sup>st</sup>. Send Nick, Ryan, and Javier for 1 night. Estimated cost, not to exceed \$1,500</b></p>	<p>Marco explained the West Coast conference and the benefits of attending.  Discussion followed.</p>	<p><b>Randy moved and Helen seconded the motion to authorize the attendance of the IDA conference, not to exceed \$1,500. If two nights are needed at the hotel for safety, an extra night can be added and will be</b></p>

<b>paid out of reserve.</b>		<b>reimbursed after providing a receipt. The motion was approved.</b>
<b>c. 2024 Monthly Meeting Schedule</b>	The Board set the next meeting for April 11 <sup>th</sup> at 10am. At that meeting, it will be decided if they continue to meet bimonthly or quarterly.	<b>No Action Taken</b>
<b>d. Other</b>	Rick opened the floor for any other comments or questions.	<b>No Action Taken</b>
<b>DISI Committee</b>	Marco and Helen went through the following items:	
<b>a. Seasonal Decorations – Status and need for updating</b>	Staff gave an update that spring displays need to be air brushed. Staff will prepare a request for more displays at the next meeting.	<b>No Action Taken</b>
<b>b. PR and Social Media Report</b>	Emma gave a brief update from Mustang Marketing.	<b>No Action Taken</b>
<b>c. Website update, Sedna Solutions</b>	Staff announced Sedna has loaded the international women’s event ticket listing to the website.	<b>No Action Taken</b>
<b>d. Events for 2024 – New contractor Angel City Events</b>	After International Women’s Day the DISI Committee will meet to discuss future events.	<b>No Action Taken</b>
<b>e. Int. Women’s Day event, update and allocation of funds.</b>	Helen gave an update on the event. Discussion Followed.	<b>Rick moved and Helen seconded a motion to increase the funding for International Women’s Day to not to exceed \$15,000 to host the event with no less than 100 ticket sales unless Helen and Rick authorize differently. The motion was approved unanimously.</b>
<b>f. Other</b>	Helen opened the floor for any other comments.	<b>No Action Taken</b>

<b>SOBO Committee</b>	Randy went through the following items:	
<b>a. Update from DMS</b>	Staff gave an update on homeless in the district.	<b>No Action Taken</b>
<b>6. Other</b>	Randy opened the floor for any other discussions or questions.	<b>No Action Taken</b>
<b>7. Next Meeting</b>	The next meeting will be Thursday, April, 11 <sup>th</sup> at 10am. It will be held at 100 N. Brand Blvd, on the 6 <sup>th</sup> floor.	<b>No Action Taken</b>

**Minutes taken by Ryan, Staff/New City America**