



**Downtown Glendale Association  
Board of Directors Meeting  
March 11<sup>th</sup>, 2026 – 10:00 a.m.  
100 N. Brand Blvd, 6<sup>th</sup> Floor Conference Room  
Glendale, CA 91203  
[www.downtownglendale.com](http://www.downtownglendale.com)**

**Present:** Randy Stevenson, Rick Lemmo, Helen McDonagh, Raul Porto, Jake Demirchyan

**Absent:** Judee Kendall, David Tonyan

**Guests:** Arthur Mangassarian, Domenica Megerdichian

**Staff:** Marco Li Mandri/Ryan (NCA), Tom Lorenz/Solene Manoukian/Eliza Papazian (CMMC)

**Minutes:**

| <i>Item</i>                                             | <i>Discussion</i>                                                                                                                                                                                             | <i>Action Taken?</i>                                                                                                  |
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| <b>1. Introductions</b>                                 | President, Randy Stevenson called the meeting to order at 10:00 a.m. Introductions were completed. Randy, Rick, Helen, Raul and Jake were present in person, consistent with Brown Act rules. Quorum was met. | <b><i>No Action Taken</i></b>                                                                                         |
| <b>2. Approval of January 14th, 2026, Board Minutes</b> | The January 14 <sup>th</sup> , 2026 Board of Directors meeting minutes were reviewed.                                                                                                                         | <b><i>Rick moved and Helen seconded the motion to approve the minutes. The minutes were approved unanimously.</i></b> |

Randy Stevenson, President • Rick Lemmo, V.P. & Dir. of Govt. Relations  
Helen McDonagh, Treasurer • Raul Porto, Secretary  
Judee Kendall • David Tonyan • Jake Demirchyan

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| <b>3. Public Comments and Announcements</b>          | Randy opened the floor for public comments.<br>1. Domenica from the city of Glendale gave a brief background on her role within the City of Glendale. She also explained that she was interested in feedback regarding the robot food delivery machines. Discussion followed regarding insurance, impact to pedestrians, and who uses them.                                                                                                                                    | <b><i>No Action Taken</i></b> |
| <b>4. City Updates</b>                               | Marco went through the following items:                                                                                                                                                                                                                                                                                                                                                                                                                                        |                               |
| <b>a. Departure of Bradley Calvert, replacement?</b> | Domenica announced that Bradley departed the city of Glendale. Domenica explained that they have not identified a replacement for leading community development. Roubik is filling in as they work with a recruiter to find a permanent employee. Rick expressed interest in assisting with the review. Discussion followed.                                                                                                                                                   | <b><i>No Action Taken</i></b> |
| <b>b. Annual Report to City Council Date</b>         | Domenica presented April 15 <sup>th</sup> at 3:00pm for the GDGA to present to the city council. Marco, Randy and Rick plan on attending this annual report meeting with the City Council                                                                                                                                                                                                                                                                                      | <b><i>No Action Taken</i></b> |
| <b>c. Status on Bridge Link Planters</b>             | Marco explained to Domenica that the city purchased planters for the Brand Blvd. and Central Ave. bridges that go over the 134. The planters would be bought and placed by the city. Then the GDAG would plant and maintain them. Currently, the city needs to have an engineer work with Caltrans for the necessary approvals to place them. Marco stated he would work closely with Dom to get the project moving once we have the necessary approvals. Discussion followed. | <b><i>No Action Taken</i></b> |
| <b>d. Status of Sears site development</b>           | Randy announced the project is moving forward.                                                                                                                                                                                                                                                                                                                                                                                                                                 | <b><i>No Action Taken</i></b> |
| <b>e. Artsakh Paseo Updates</b>                      | Domenica explained that the City Economic Development currently picks the businesses that operate on the pop-up Artsakh shops. Helen requested the city provide a list of new businesses that open in the district at the next meeting. It was explained to Domenica that the city currently doesn't have a database to easily communicate with businesses. Discussion followed.                                                                                               | <b><i>No Action Taken</i></b> |

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| <b>f. Downtown Dining Parklets</b>                         | Rick explained that Bradley was working on the dining parklets to be installed in the district, with the first location outside of Porto's Bakery. Dom and Raul gave an update on the status of the outdoor parklette adjacent to Porto's.                                                                                                                                                                                                                        | <b><i>No Action Taken</i></b>                                                                                                                                                        |
| <b>g. Status of Public Rights of Way Task Force – Rick</b> | Rick announced that he met on the streets with representatives from Glendale Fire, Glendale Police, City Inspectors, a City Attorney, and a few staff members from the Glendale Galleria and Americana at Brand. They reviewed illegal street vending and other public rights of way issues. Marco asked to be invited if another meeting is scheduled. It was explained that the planters have been helpful and having code enforcement work at night is needed. | <b><i>No Action Taken</i></b>                                                                                                                                                        |
| <b>h. Brand Identity Task Force – City</b>                 | Marco explained to Domenica that Bradley was interested in starting a branding task force before he left. The goal was to work with the city to brand downtown and build synergy between the city, GDGA, offices, hotels, restaurants, and businesses.                                                                                                                                                                                                            | <b><i>No Action Taken</i></b>                                                                                                                                                        |
| <b>i. Report on office vacancies</b>                       | Marco reported on the paper that Arthur passed out after the last meeting on office vacancies in Downtown. The report explained that the office vacancy rate was 14% and 4/5 star is 29% based upon Class A, Class B and Class C offices in Downtown Discussion followed.                                                                                                                                                                                         | <b><i>No Action Taken</i></b>                                                                                                                                                        |
| <b>Committee Reports</b>                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                      |
| <b>Executive Committee</b>                                 | Randy and Marco went through the following items:                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                      |
| <b>a. FY26 rough draft Budget review</b>                   | Marco reviewed the draft fiscal year 2026 budget, including assessments received, Administration, DISI, SOBO, Reserves, balances, and carryforward.                                                                                                                                                                                                                                                                                                               | <b><i>Rick moved and Raul seconded the motion to accept the Executive Committee recommendation and approve the fiscal year 2026 budget. The motion was approved unanimously.</i></b> |

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| <b>b. Verdugo Wash Master Plan Project Update - Randy</b>       | Randy explained that Verdugo Wash Master Plan Project group has not met since that last update.                                                                                                                                                                                                                                                                                                                                                                                                              | <i>No Action Taken</i>                                                                                                                                                                                                                                                                   |
| <b>c. Paying approved monthly contractors via ACH</b>           | Randy explained that for contracted line items that the Board has already approved, he is recommending only one check signature to be required and to start using ACH to process the payments. Currently, all checks over \$1,000 require two signatures on them. Raul suggested for the Board to review the supporting documents for all ACH payments. This would include payments made to NCA, DMS, CMMC, and Sedna Solutions. Marco's staff will work on setting up and implementing for payments in May. | <i>Rick moved and Helen seconded the motion to accept the Executive Committees recommendation to allow single check signatures and utilize ACH payments for contracted items already approved by the Board of Directors with supported backup . The motion was approved unanimously.</i> |
| <b>DISI Committee</b>                                           | Helen and Marco went through the following items:                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                          |
| <b>a. PR &amp; Social Media Update – CMMC report and update</b> | Tom, Eliza, and Solene presented to the Board the direction and strategy they plan to use for social media and improving public relations. Helen recommended promoting the Glendale Summer of Soccer for the World Cup too.                                                                                                                                                                                                                                                                                  | <i>No Action Taken</i>                                                                                                                                                                                                                                                                   |
| <b>b. GDGA Website Update – Sedna Solutions</b>                 | Marco reviewed that Sedna Solutions continues to update the website. Eliza announced they have a meeting setup with Sedna to ensure they are collaborating and working together.                                                                                                                                                                                                                                                                                                                             | <i>No Action Taken</i>                                                                                                                                                                                                                                                                   |
| <b>c. Small Business Summit Sponsorship Request</b>             | This event was briefly discussed but no action taken.                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <i>No Action Taken</i>                                                                                                                                                                                                                                                                   |
| <b>d. Glendale Police Officers Association</b>                  | The Board declined to sponsor as they have already approved sponsoring the annual police awards luncheon.                                                                                                                                                                                                                                                                                                                                                                                                    | <i>No Action Taken</i>                                                                                                                                                                                                                                                                   |
| <b>e. Glendale Cruise Night Sponsorship</b>                     | Rick explained that he would meet with Domenica to explain how the sponsorship for Cruise night has worked in the past. The \$5,000 is already approved in the budget and                                                                                                                                                                                                                                                                                                                                    | <i>No Action Taken</i>                                                                                                                                                                                                                                                                   |

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|                              | historically the Ambassadors have provided another \$5,000 in support of the event.                                                              |                               |
| <b>f. V-Day 2026 update</b>  | The Board of Directors reviewed the handout with pictures highlighting the success of Ambassadors passing out roses during valentine's day.      | <b><i>No Action Taken</i></b> |
| <b>SOBO Committee</b>        | Marco and Randy went through the following items:                                                                                                |                               |
| <b>a. Report from DMS</b>    | Randy gave a brief update on services.                                                                                                           | <b><i>No Action Taken</i></b> |
| <b>6. Other</b>              | Randy opened the floor for any additional comments.<br>1. Helen announced April 2 <sup>nd</sup> is the Chamber State of the City event.          | <b><i>No Action Taken</i></b> |
| <b>7. Next Board Meeting</b> | The next Board of Directors meeting will be held on June 3 <sup>rd</sup> , 2026, at 10:00 a.m. at 100 N. Brand Blvd., 6th Floor Conference Room. | <b><i>No Action Taken</i></b> |
| <b>8. Adjournment</b>        | The meeting was adjourned at 11:10 AM.                                                                                                           | <b><i>No Action Taken</i></b> |

Minutes taken by Ryan Huffman and Marco Li Mandri, Staff/New City America