



**Downtown Glendale Association
Board of Directors Annual Meeting
Wednesday, November 15th, 2023 – 10:45 a.m.
100 N. Brand Blvd, 6th Floor Conference Room
Glendale, Ca 91203
www.downtownglendale.com**

Present: Randy Stevenson, Bradley Calvert, Helen McDonagh, Raul Porto

Absent: Rick Lemmo (Called in via video, not eligible to vote) , Judee Kendall, Craig Gorris

Guests: Steve Corrigan/Glendale Police Department, 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>
1. Introductions	Executive Director, Marco Li Mandri, called the meeting to order at 10:00 am. Introductions were completed. Randy, Raul, Helen, and Bradley were in-person; voting members, consistent with the Brown Act rules. Quorum was met. Rick Lemmo called in due to a conflict, but was participating in the meeting without voting or making motions.	No Action Taken
2. Approval of the September 13th, 2023 Board Minutes	The minutes from the September 13 th , 2023 Board meeting were reviewed.	Randy moved and Raul seconded the motion to approve the minutes from the September 13th, 2023 Board meeting. The

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

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		minutes were approved unanimously.
3. Public Comments and Announcements	Randy opened the floor for public comments and announcements. a. Steve Corrigan and Shaun Carlson from the Glendale Police Department (PD) gave the following update: The PD has started using E-Bikes for patrols. This results in high visibility and allows them to engage with the community. They have seen an increase in pedestrian traffic. They are checking parking lots and trying to prevent crime. Marco discussed using stay away orders to help with the homeless situation and the abuse the ambassadors endure. After the holidays, SOBO Committee will schedule a meeting with Glendale PD to address any concerns. Discussion followed.	No Action Taken
4. City update on current projects	Bradley reviewed the following updates with the Board of Directors:	
a. Annual report process	Emma from Mustang Marketing will start working on the annual report. It is due to the City by January 16 th , 2024.	No Action Taken
b. Annual report to City Council – January 2024	Bradley announced that Rick and Marco would give the annual report for the District to City Council on February 6 th , 2024 at 3:00 pm.	No Action Taken
c. Status on bridge link project, purchase, and timeline	Bradley explained he will be working on the planters and received the recommended specifications from Staff.	No Action Taken
d. Project review work and have presentations on new developments and projects	Bradley said he will work on having information and projects shared with the Board of Directors. Bradley said he will try and prepare an update on the old Sears building and 858 Brand at the next meeting.	No Action Taken
e. New Businesses opening in Downtown	Bradley said he will get a list for the next meeting of new businesses in the district.	No Action Taken
5. Committee Reports		
Nominations Committee	Marco went through the following items:	
a. Board Members	Marco explained that the Nominations Task	No Action Taken

from GDGA up for 2-year terms	Force met and Rick Lemmo, Bradley Calvert, and Craig Gorris were the three nominations received. Letters soliciting self-appointment of property owners were sent to every property owner with the Greater Downtown Glendale Community Benefit District.	
b. Appointment of Board Members for FY 2024-2025	The property owner nominations received were reviewed by the Board of Directors.	Helen moved and Randy seconded the motion to appoint Rick Lemmo, Craig Gorris, and Bradley Calvert to the Board for 2-year terms. The motion was approved unanimously.
c. Election of Officers for 2024	Marco reviewed the Officer positions that the Board of Directors needs to elect for FY2024. He stated that the Board could elect new officers one by one or as a block. 1. President 2. Vice President 3. Secretary 4. Treasurer	Helen moved and Randy seconded the motion to keep the same officers for 2024. President, Rick Lemmo. Co-Vice Presidents, Randy Stevenson and Raul Porto. Secretary and Treasurer, Helen McDonagh. The motion was approved unanimously.
Executive Committee	Marco went through the following items:	
a. Review of YTD Rough Draft FY23 budget	Marco reviewed the budget, the 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 Board would like the balance sheet added to the next budget. We have almost \$150,000 in non-paid hand billed assessments which are the responsibility of the City's collection process. Discussion followed.	Helen moved and Bradley seconded the motion to approve the FY23 rough draft budget. The motion was approved unanimously.
b. Proposed budget and carry forward for FY2024	Marco reviewed the projected carryforward and announced the FY24 budget would need to be created.	No Action Taken
c. Meeting to set budget, authorize a budget 2024	Marco suggested that a budget Task Force be created to review and authorize a FY24 budget. After the creation of the budget, it will be	Randy moved and Raul seconded the motion to authorize a

Budget Task Force presented at the next Board Meeting.

Budget Task Force to meet and create the FY24 budget. The motion was approved unanimously. No Action Taken

d. 5% increase for all vendors to be implemented as of December 1st, 2023 Marco explained that the Board previously approved the vendors increasing up to 5% starting in December. This was approved by the Board in the previous year and the cap maximum annual assessment would be 5% for all vendors. Discussion followed

e. Authorize the Executive Committee to consider staff bonuses for the holidays. Marco proposed if the Board of Directors would like to authorize staff bonus or not, a task force could be created to discuss before the end of the fiscal year.

Randy moved and Raul seconded a motion to create a Bonus Task force consisting of Executive Committee members to determine, authorize, and issue any holiday bonuses. The motion passed unanimously.

DISI Committee Marco and Helen went through the following items:

a. Holiday decorations, Toy Soldiers - update Staff gave an update that all the tree lights were completed in the medians and sidewalks. These were wrapped with all the new lights that were purchased this fiscal year. Toy Soldiers would be placed out in high traffic areas.

No Action Taken

b. PR and Social Media Report Emma gave a brief update from Mustang Marketing.

No Action Taken

c. Website update, Sedna Solutions The report from Sedna Solutions was reviewed from the packet.

No Action Taken

d. Events for 2024 – FUSE Contract Marco said he will work with Fuse on a list of events and report back to the Board. We were not sure if we would continue the contract in 2024.

No Action Taken

e. Annual Women's Day event, set up task force by November, set date for Friday March 8th, 2024 Helen announced the International Women's Day event will be Friday, March 8th, 2024 at the rooftop of the Glenmark Hotel. The task force will start planning the event in January. Marco will work with Helen on which vendor will help with the planning of the event.

No Action Taken

f. Rough Draft Logo Marco announced his staff is working on a new logo, will present it to Helen, and then the DISI Committee. He has presented one internally with

No Action Taken

g. Tree Lighting date	staff but was not satisfied with it. There would not be a tree lighting at the Americana this year.	No Action Taken
h. Authorize staff to work with the city on outdoor A-Frame signage	Bradley explained that this is code enforcement. Discussion Followed.	No Action Taken
SOBO Committee	Randy went through the following items:	
a. Update from DMS	Staff gave an update on pressure washing and homeless in the district.	No Action Taken
b. New equipment requests	Staff announced they did not require any new equipment right now.	No Action Taken
6. Other	Randy opened the floor for any other discussions or questions.	No Action Taken
7. Next Meeting	The next meeting will be Wednesday, February, 7 th at 10am. A yearlong schedule will be determined at this meeting. It will be held at 100 N. Brand Blvd, on the 6 th floor.	No Action Taken

Minutes taken by Ryan, Staff/New City America