



**Downtown Glendale Association  
Board of Directors – Annual Meeting  
Wednesday, November 30<sup>th</sup>, 2022 – 10:00 a.m.  
100 N. Brand Blvd, 6<sup>th</sup> Floor Conference Room  
Glendale, Ca 91203  
Zoom Video Conference  
www.downtownglendale.com**

**Present:** Rick Lemmo, Randy Stevenson, Steven Sayers, Judee Kendall

**Absent:** Bradley Calvert, Helen McDonagh, Raul Porto

**Guests:** Ani Pogossian, Lieutenant Alex Krikorian/GPD, Officer Shaun Carlson/GPD, Erich Dahlke, Jen Altman, Sandra Rodriguez

**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. This was a hybrid/Zoom meeting due to the COVID shelter in place requirements. Everyone was in person or was on Zoom video for the meeting, consistent with the Brown Act rules.	<b>No Action Taken</b>
<b>2. Approval of October 5<sup>th</sup>, 2022 Minutes</b>	The minutes from the October 5 <sup>th</sup> , 2022 Board meeting were reviewed.	<b>Randy moved and Steven seconded the motion to approve the minutes from the October 5<sup>th</sup>, 2022 Board meeting. The minutes were approved unanimously.</b>

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

<p><b>3. Approval of continuing to meet virtually, AB 361</b></p>	<p>Marco explained the Governors AB361 which allows provisions to the Brown Act during the pandemic to meet virtually with the public. Because of the health hazards it was determined to continue to allow to meet virtually; however, the conference room will be booked to allow all those that feel safe to attend in person.</p>	<p><b>Rick moved and Randy seconded the motion to continue to meet virtually for the Board of Directors and all DGA Committee's and review again at the next Board meeting. The motion was approved unanimously.</b></p>
<p><b>4. Public Comments and Announcements</b></p>	<p>Rick opened the floor for public comments and announcements.  a. Lieutenant Krikorian and Shaun Carlson announced that the emergency solutions grant has expired. This grant allowed extra resources to help house the homeless in Glendale. He also announced that as the holiday season increases, they have increased the officer presence in the downtown area. They have been working with the Glendale Hope team to help remove homeless from the Glendale Galleria who sit in the food court from the time the mall opens to closes without purchasing any items. They have also been working with the health department and code enforcement to enforce the laws on the sidewalk street food vendors in Glendale.</p>	<p><b>No Action Taken</b></p>
<p><b>5. City update on current projects</b></p>	<p>Ani reviewed the following updates with the Board of Directors:</p>	
<p><b>a. Annual Report Process - December</b></p>	<p>Marco announced they will work with the City to get the required information needed to the City in December.</p>	<p><b>No Action Taken</b></p>
<p><b>b. Annual Report to City Council – January</b></p>	<p>Marco asked Ani if the annual report can be given on January 24<sup>th</sup> at 3pm. Ani will work on it and report back to Marco.</p>	<p><b>No Action Taken</b></p>
<p><b>c. Status on Bridge Link Project, purchase, and time line.</b></p>	<p>Ani explained that Bradley will give an update about this item at the next Board meeting.</p>	<p><b>No Action Taken</b></p>
<p><b>d. Visit Widget program</b></p>	<p>Sandra, Erich, and Jen gave a presentation on the Visit Widget program. They are working with the city to provide visitors an interactive</p>	<p><b>No Action Taken</b></p>

	map and route guidance. This is part of the city's 3-year economic plan to elevate the arts, culture, entertainment, and businesses in Glendale. They are trying to launch before the holidays. Emma will post about it and try to pass the information to businesses in the district to sign up if they want to.	
<b>e. Project review work in having presentations on new developments and projects</b>	Ani announced Bradley will give an update on this at the next meeting. Judee stated there is a report the city publishes and she will work with Ani on passing the information.	<b>No Action Taken</b>
<b>f. New Business Openings in Downtown</b>	Ani announced that Prison Art Luxury Boutique, Gilly Hicks, Coffee Bean & Tea Leaf, Golden Goose, and Revise Denim will all be opening soon.	<b>No Action Taken</b>
<b>6. Committee Reports</b>		
<b>Nomination Committee</b>	Rick and Marco went through the following items:	
<b>a. Board members from Greater Downtown DGA up for re-nomination, 2-year terms</b>	Marco explained that Raul, Helen, Randy, and Judee submitted nominations to serve on the Board of Directors for 2023-2025 (2-year terms). Raul and Randy are property owners and Helen and Judee are tenant representatives.	<b>No Action Taken</b>
<b>b. Appointment of Board members for 2023- 2025</b>	Rick reviewed all submitted nominations.	<b>Randy moved and Judee seconded the motion to appoint all submitted applications. Raul, Randy, Helen, and Judee will serve on the Board of Directors for 2 years. The motion was approved unanimously.</b>
<b>c. Election of Officers for 2023:</b> <b>1.President</b> <b>2.Vice-President</b> <b>3.Secretary</b>	Rick reviewed the current officers are Rick as president, Randy and Raul as vice president and Helen serves as the Secretary and Treasurer.	<b>Randy moved and Steven seconded the motion to elect the existing slate of Officers to continue for the next year.</b>

<b>4. Treasurer</b>		<b>The motion was approved unanimously.</b>
<b>Executive Committee</b>	Rick and Marco went through the following items:	
<b>a. YTD Rough Budget review for FY22</b>	Marco reviewed the budget, the collected assessments, and carry forward. Marco reviewed the ADMIN, DISI, and SOBO categories. Randy discussed using funds from the contingency to distribute a holiday bonus to staff.	<b>a. Rick moved and Steven seconded the motion to allocate \$15,000 to New City America and \$8,500 to be split amongst the ambassadors. The motion was approved unanimously. b. Randy moved and Steven seconded the motion to allocate \$15,000 to District Maintenance Services. Rick abstained. The motion passed.</b>
<b>b. Proposed budget and carry forward for FY 2023</b>	Marco reviewed the proposed fiscal year 2023 budget. The reserves and carry forward will be finalized and provided at the next meeting. The budget line-item break downs will be expanded for any capital improvement purchases. They expect large one-time purchases in placemaking, seasonal displays, and capital improvements.	<b>Steven moved and Judee seconded the motion to accept the proposed budget subject to amendment. The motion was approved unanimously.</b>
<b>DISI Committee</b>	Marco went through the following items:	
<b>a. Holiday decorations, Toy Soldiers - update</b>	DMS Staff reviewed pictures of the seasonal displays. They will continue placing the toy soldiers too. They will also be purchasing all new tree lights for next year.	<b>No Action Taken</b>
<b>b. PR and Social Media report - Mustang</b>	Mustang Marketing staff gave an update on the social media status.	<b>No Action Taken</b>
<b>c. Website update, mobile application - Shant</b>	The Board of Directors reviewed Sedna Solutions provided report.	<b>No Action Taken</b>

<b>d. Events for 2023 – FUSE contract</b>	Rick will be signing the FUSE Contract and they will begin starting to plan international women’s day.	<b>No Action Taken</b>
<b>SOBO Committee</b>	Randy went through the following items:	
<b>a. Report from DMS, Nick L</b>	Staff reviewed the homeless, pressure washing, and status working with Glendale PD.	<b>No Action Taken</b>
<b>b. New equipment request – if any</b>	Staff announced they do not need to purchase any new large equipment at this time.	<b>No Action Taken</b>
<b>7. Other</b>	Rick opened the floor for any last-minute comments. a. Rick announced they will use the budgeted advertising funds to advertise with the Glendale News Press.	<b>No Action Taken</b>
<b>8. Next Meeting</b>	The next meeting will be held on February 8 <sup>th</sup> at 10am. It will be a Zoom/hybrid meeting. The conference room location is 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**