



**Downtown Glendale Association
Board of Directors Annual Meeting
November 5th, 2025 – 10:00 a.m.
100 N. Brand Blvd, 6th Floor Conference Room
Glendale, CA 91203
www.downtownglendale.com**

Present: Randy Stevenson, Rick Lemmo, Helen McDonagh, David Tonyan

Absent: Raul Porto, Judee Kendall, Bradley Calvert

Guests: Arthur Mangassarian, Jake Demirchyan

Staff: Marco Li Mandri (NCA), Nick (DMS)

Minutes:

<i>Item</i>	<i>Discussion</i>	<i>Action Taken?</i>
1. Introductions	President Randy Stevenson called the meeting to order at 10:00 a.m. Introductions were completed. Randy, Rick, Helen, and David were present in person, consistent with Brown Act rules. Quorum was met.	<i>No Action Taken</i>
2. Approval of September 3rd, 2025, Board Minutes	The September 3, 2025 Board of Directors meeting minutes were reviewed.	<i>Rick moved and Helen seconded the motion to approve the minutes. The minutes were approved unanimously.</i>

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

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3. Public Comments and Announcements	Randy opened the floor for public comments.	<i>No Action Taken</i>
4. City Updates	Randy went through the following items:	
a. Status on Bridge Link Planters	This item will be discussed at the next meeting as Bradley or City staff were not present.	<i>No Action Taken</i>
b. New Businesses and Projects Update	This item will be discussed at the next meeting as Bradley or City staff were not present.	<i>No Action Taken</i>
c. Artsakh Paseo Activities	This item will be discussed at the next meeting as Bradley or City staff were not present.	<i>No Action Taken</i>
d. Any new developments or new ownerships	This item will be discussed at the next meeting as Bradley or City staff were not present.	<i>No Action Taken</i>
e. Illegal Street Vending, Homeless issues and buskers, request again for a Public Rights of Way Task Force	Marco discussed the concept, and Rick asked Marco to set a date, coordinate with Jake and send out invitations to meet in the Americana community room.	<i>No Action Taken</i>
f. Downtown Dining Parklets	The City approved a design for the parklets. They are working on construction and the pilot project to be installed downtown.	<i>No Action Taken</i>
g. Annual Report to City Council Date	Staff will work with the city to coordinate a date.	<i>No Action Taken</i>
h. Status of Sears site development	The Sears project of 650 units was brought forward for design approval, and the City Council voted against it, despite the City Attorney advising that this could expose the City to a potential lawsuit by the State. The current status of the project is that it has been denied.	<i>No Action Taken</i>
Committee Reports		
Nominations Committee	Randy and Marco went through the following items:	
a. Board members from Greater DGA up for re-nomination, 2-year terms: (all eligible) 1. Rick Lemmo 2. Bradley Calvert	Marco reported that both Rick Lemmo and Bradley Calvert submitted nomination forms. It was also discussed that at the next meeting, the Americana and Glendale Galleria may each have new representatives joining the Board of Directors.	<i>No Action Taken</i>
b. Nomination Form Received	The Nominations Committee also reviewed a nomination form from Ludwig Alpers. It was	<i>No Action Taken</i>

	discussed that staff will reach out to Ludwig and invite him to attend future meetings, get involved with a task force or committee so he can learn more and participate with the organization.	
c. Appointment of Board Members for 11/2025 – 11/2027	The Board of Directors reviewed the recommendation from the Executive Committee. Staff will also write a letter to Ludwig encouraging him to get involved by attending Board meetings and task force or committee meetings.	<i>Helen moved and David seconded the motion to appoint Rick Lemmo, Jake Demirchyan and Bradley Calvert to the Board of Directors. The motion was approved unanimously.</i>
d. Election of Officers for FY 2026 1. President 2. Vice President 3. Treasurer 4. Secretary	The Board of Directors discussed the election of Officers, who serve one-year terms.	<i>David moved and Rick seconded the motion to elect the following officers: President: Randy Stevenson Vice President: Rick Lemmo Treasurer: Helen McDonagh Secretary: Raul Porto The motion passed unanimously.</i>
Executive Committee	Randy and Marco went through the following items:	
a. YTD rough draft budget review for FY25	Marco reviewed the draft fiscal year 2025 budget, including assessments received, Administration, DISI, SOBO, Reserves, balances, and carryforward. Staff discussed they will still be spending \$65,000–\$75,000 for seasonal displays and additional funds to purchase plants for the new planters that will be installed shortly. David asked about options for a bank account with higher interest.	<i>Rick moved and David seconded the motion to accept the Executive Committee's recommendation and approve the draft fiscal year 2025 budget. The motion was approved unanimously.</i>
b. Authorize Budget Task Force to set FY26 Budget after Action Item	Marco explained that the fiscal year ends at the end of the month. Once the carryforward is determined, the Budget Task Force will meet to finalize the FY 2026 budget and	<i>No Action Taken</i>

end of Fiscal Year and Carryforward is finalized	present it at the next Executive Committee and Board of Directors meetings for adoption.	
c. Verdugo Wash Master Plan Project Development Committee Invitation	Randy explained that the City of Glendale recently began work on the Verdugo Wash Master Plan. The plan will explore opportunities to ensure continued flood protection and increased open spaces and public parks. Marco announced that the Executive Committee nominated Randy to represent the Downtown Glendale Association. Randy will share the Zoom link with those interested in participating.	<i>No Action Taken</i>
d. Annual Report from GDGA for FY25	Marco explained that GDGA prepares an annual report for both the property owners and the City Council.	<i>No Action Taken</i>
DISI Committee	Helen and Marco went through the following items:	
a. Brand and Identity Task Force	Staff will work with Bradley on setting up this task force meeting.	<i>No Action Taken</i>
b. International Women's Day 2026	The task force met and discussed that this year's theme will be International Professional Women's Day. The main points needing decisions include the keynote speaker, date, location, and budget. Another report will be provided at the next meeting.	<i>No Action Taken</i>
c. Glendale Fire Department Luncheon	Helen noted that the request was received, but the Board of Directors did not meet prior to the event.	<i>Rick moved and Helen seconded a motion to accept the recommendation from the Executive Committee and approve sending a letter and a check for \$1,500 as an Engineer Sponsor. The motion was approved</i>
d. Seasonal Display Update (Fall and Winter)	Staff announced that the fall displays were installed and remain in place. Holiday lights are currently being installed.	<i>No Action Taken</i>
e. Social Media Report - Sabrina	Sabrina reviewed her report. Helen also shared statistics from the International Film Festival, noting the event's success with strong social media support.	<i>No Action Taken</i>

f. Website update - Sedna Solution	The Board reviewed the report provided by Sedna Solutions.	<i>No Action Taken</i>
SOBO Committee	Marco and Randy went through the following items:	
a. Report from DMS – Nick	Staff gave a brief update on services, homelessness, and buskers.	<i>No Action Taken</i>
b. Planter Update Brand & Central	Staff announced that the planters are nearly completed and will be delivered soon.	<i>No Action Taken</i>
c. Other	Randy opened the floor for any SOBO - related questions or concerns.	<i>No Action Taken</i>
6. Other	Randy opened the floor for any additional comments:	<i>No Action Taken</i>
7. Next Board Meeting	The next Board of Directors meeting will be held on January 14, 2026, at 10:00 a.m. at 100 N. Brand Blvd., 6th Floor Conference Room.	<i>No Action Taken</i>
8. Adjournment	The meeting was adjourned at 11:00 AM.	<i>No Action Taken</i>

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