



**Downtown Glendale Association
Board of Directors
Wednesday, September 13th, 2023 – 10:00 a.m.
100 N. Brand Blvd, 6th Floor Conference Room
Glendale, Ca 91203
www.downtownglendale.com**

Present: Rick Lemmo, Randy Stevenson, Bradley Calvert, Helen McDonagh, Raul Porto, and, Craig Gorris

Absent: Judee Kendall

Guests: Jennifer Coronado/City of Glendale, David Jones/City of Glendale, Elizabeth Harris/City of Glendale, Steve Corrigan/Glendale Police Department, Circuit

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

Minutes:

<i>Item</i>	<i>Discussion</i>	<i>Action Taken?</i>
1. Introductions	President, Rick Lemmo called the meeting to order at 10:00 am. Introductions were completed. Rick introduced Craig Gorris, the new General Manager at the Glendale Galleria.. Rick, Randy, Raul, Craig, Helen, and Bradley were in-person, voting members, consistent with the Brown Act rules. Quorum was met.	No Action Taken
2. Approval of the November June 13th, Board of Director Minutes	The minutes from the June 13 th , 2023 Board meeting were reviewed.	Helen moved and Randy seconded the motion to approve the minutes from the June 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.
3. Public Comments and Announcements	<p>Rick opened the floor for public comments and announcements.</p> <p>a. Steve Corrigan from the Glendale Police Department (PD) gave the following update: The PD are aware flash mobs happening and have increased foot patrols. They are using cameras and e-bikes to help too. They have homeless mental health clinicians and officers that are devoted to the homeless. They had three hundred new homeless contacts in July 2023. The zero-bail program has resulted in people who are arrested to be released very quickly. Marco asked for a report on how many open beds Glendale has. Marco also will be leading a task force to try and help the district. Staff has reported ambassadors being assaulted by homeless in the district.</p>	No Action Taken
4. City update on current projects	Bradley reviewed the following updates with the Board of Directors:	
a. Circuit – Presentation on shuttles and circulators	<p>Bradley introduced Circuit to give a presentation about a shuttle service.</p> <p>a. Circuit is an all-electric company that specializes in micros transit. They use 100% W2 employees and electric vehicles.</p>	No Action Taken
b. City of Glendale, David Jones, Climate action and adaption plan	David Jones gave a presentation on the City of Glendale’s Climate action and adaption plan. In 2010 it was decided to reduce greenhouse gases. The city will be offering webinars to promote greener initiatives. The Board discussed that the outreach was appreciated and finding a way that allows for economic changes that work are important.	No Action Taken
c. 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.	No Action Taken
d. Bridge link status	Bradley announced they will need to issue an RFP for planters and use a grant to purchase them. Staff will work on getting the city specifications and design details of the planters.	No Action Taken

e. Tech Week	Bradley announced Tech Week is happening now and so far, is an excellent event with a lot of different types of events happening.	No Action Taken
f. Artsakh update	Bradley announced that RFPs for construction are out and a vendor is expected to be selected in October. Once the project is awarded, the city will provide a presentation and project timeline to the Board.	No Action Taken
5. Committee Reports		
Executive Committee	Rick and Marco went through the following items:	
a. Review of YTD Rough Draft Financial report	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. Historically, the district usually collects about 98% of assessments.	Randy moved and Raul seconded the motion to approve the FY23 rough draft budget. The motion was approved unanimously.
b. 3-year contract including 30-day escape clause, 5% cap on contracts, due by all vendors by June 30th	Marco announced that all companies; New City America, Sedna Solutions, Mustang Marketing, and District Maintenance Services turned in the annual contract limitations on increases in contract costs, conditional upon the 3-year agreement. This updated agreement is acknowledging the 3-year contract, with the Board having a 30-day escape clause for each contractor, with cause, and limits a 5% max increase each year.	No Action Taken
c. Add Craig Gorris from Brookfield to Board of Directors	Rick Lemmo introduced Craig Gorris. Craig gave a brief background and announced he has assumed the role as General Manager for the Glendale Galleria. Rick and the Board welcomed Craig to the Board.	Raul moved and Bradley seconded the motion to accept the Executive Committees recommendation and appoint Craig Gorris as a Board Member for the Downtown Glendale Association. The motion was approved unanimously.
d. Appointment of Nominations	Marco explained the annual Board nomination process. Under the bylaws, the President can	Bradley moved and Helen seconded the

Committee for Annual Meeting	appoint two people to review the Board applicants by initiating an annual Nominations Task Force, Chaired by the President. Marco will draft the notice to be mailed out to all property owners in the CBD 45 days before the annual meeting. It will be endorsed by the President and Secretary. Discussion followed.	motion to form the Nominations Committee. The Committee will be established by the President and the Committee will oversee the nominations process. The motion was approved unanimously.
e. Selection of Annual Meeting date	Rick announced the Executive Committee recommended November 15 th , 2023 at 10:45am for the annual Board of Directors meeting.	Helen moved and Bradley seconded the motion to accept the Executive Committees recommendation and set the annual meeting date for November 15th, 2023 at 10:45am. The motion was approved unanimously.
DISI Committee	Marco and Helen went through the following items:	
a. 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 8 th , 2024 at the rooftop of the Glenmark Hotel. The task force will start planning the event in November.	No Action Taken
b. Women’s Achiever \$5K advertisement	Helen explained the Women’s Achievers advertisement request. This can be an advertisement in Business Life Magazine or/and at the event. It will be to promote International Women’s Day 2024 event. Discussion followed.	Raul moved and Randy seconded the motion to authorize Mustang Marketing to work on an advertisement with Business Life/Women’s Achievers not to exceed \$5,000 to promote the 2024 International

		Women's Day event. The motion was approved unanimously.
c. Tech Week, Tech on Tap	Rick announced he will be at the closing event on behalf of the Greater Downtown Glendale Association. Also, Banners were hung throughout the district to promote the event.	No Action Taken
d. Taste of Glendale – Status	Fuse will be working on an event in November, if it is possible to put this together	No Action Taken
e. Fall Displays, holiday decorations, Nick	Staff explained the fall decorations will be placed out like normal, they will concentrate on high profile locations. Historically theft and damage has been getting worse each year.	No Action Taken
f. Tree Lighting date	The date was not known yet.	No Action Taken
g. Sedna Solutions Monthly Fee Request	Staff reviewed that Sedna Solutions requested a \$200 increase in monthly fee. This will bring the monthly total to \$800. Sedna Solutions does pay for all the hosting fees of the website and mobile application.	Bradley moved and Raul seconded the motion to accept the Executive Committees recommendation and approve a \$200 increase for Sedna Solutions. The motion was approved unanimously.
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. Homeless Intervention progress	Marco will be working on a task force to try and help the ambassadors in the district. It was reported the ambassadors have been assaulted by the homeless recently. Marco spoke about the use of “civil stay away orders” for the employees. Discussion followed.	No Action Taken
6. Other	Rick opened the floor for any other discussions or questions.	No Action Taken
7. Next Meeting	The next meeting will be the Annual Board meeting and will be held on November 15th at 10:45am. 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