



**Downtown Glendale Association  
Executive Committee Meeting  
Wednesday, February 7<sup>th</sup>, 2024 – 9:00 a.m.  
100 N. Brand Blvd, 6<sup>th</sup> Floor Conference Room  
Glendale, Ca 91203  
www.downtownglendale.com**

**Present:** Randy Stevenson, Rick Lemmo, Helen McDonagh,

**Absent:** Raul Porto

**Guests:** None

**Staff:** 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 9:00 am. Introductions were completed. Everyone was in person for the meeting, consistent with the Brown Act rules. Quorum was met.	<b>No Action Taken</b>
<b>2. Approval of the September 13<sup>th</sup>, 2023, Executive Committee Minutes</b>	The September 13 <sup>th</sup> Executive Committee meetings were reviewed.	<b>Randy moved and Helen seconded the motion to approve the minutes. The minutes were approved.</b>
<b>3. Public Comments and Announcements</b>	Rick opened the floor for public comments and announcements. There was none.	<b>No Action Taken</b>
<b>4. City Update on current projects</b>	Marco discussed the following updates on City of Glendale related projects:	
<b>a. Annual Report process/printed in January</b>	Rick announced the report was printed on time. Rick discussed next year adding a section to the annual report that covers	<b>No Action Taken</b>

**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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	challenges the district faces. This can be part of the President or Executive Directors report. Each city council member was given an annual report.	
<b>b. Annual report to City Council – Report</b>	Rick gave an update that he presented the annual report to council that covered the 2023 Annual Report and the 2024 draft budget. The council report went very well.	<b>No Action Taken</b>
<b>c. Status on Bridge link project, purchase and timeline</b>	No update provided at this time.	<b>No Action Taken</b>
<b>d. Project review work and have presentations on new developments and projects</b>	Marco explained the Board of Directors should receive updates on projects that are happening within the district boundaries. Two projects that he would like an update on is the development at the corner of Orange and Brand and the old Sears building. Staff will ask the city to provide a report for the next meeting.	<b>No Action Taken</b>
<b>e. Estimate on office vacancy rate in downtown</b>	The Executive Committee discussed needing to know the office vacancy rate. Staff will ask the city for an update.	<b>No Action Taken</b>
<b>f. Hand Billing Issues with the City for 2023</b>	Marco explained that with the City is working to figure out an issue with the hand billing of properties from 2023. NCA Staff is aggressively working with the City to try and figure out the reason the funds have not been received yet.	<b>No Action Taken</b>
<b>5. Committee Reports</b>		
<b>Executive Committee</b>	Rick and Marco went through the following items:	
<b>a. YTD Rough Draft Budget review for FY 24</b>	Marco reviewed the budget, the collected assessments, and carry forward. Marco reviewed the ADMIN, DISI, and SOBO categories. The Board of Directors will review the budget. Discussion followed.	<b>Randy moved and Helen seconded the motion to approve the year-to-date rough draft fiscal year 2024 budget. The motion passed unanimously.</b>
<b>b. Allocation of funds for International Downtown</b>	Marco explained the West Coast conference and the benefits of attending. Discussion followed.	<b>Randy moved and Helen seconded the motion to recommend to the Board of</b>

<b>Association West Coast Conference in San Diego, February 28<sup>th</sup> – March 1<sup>st</sup>. Send Nick, Ryan, and Javier for 1 night. Estimated cost, not to exceed \$1,300 paid out of reserve.</b>		<b>Directors to authorize the attendance of the IDA conference, not to exceed \$1,500. The motion was approved.</b>
<b>c. 2024 Meeting Schedule</b>	Rick explained this would be discussed at the Board Meeting.	<b>No Action Taken</b>
<b>d. Other</b>	Rick opened the floor for any other topics, questions, or comments. There was none.	<b>No Action Taken</b>
<b>DISI Committee</b>	Helen and Marco went through the following items:	
<b>a. Annual International Women’s Day event, Update</b>	This event is being planned for March 8 <sup>th</sup> , at 2pm. The keynote speaker is Corinne Verdery and tickets are \$45. A more in-depth update will be passed at the Board Meeting.	<b>No Action Taken</b>
<b>b. Glendale International Film Festival</b>	Rick asked for the film festival to be presented at the next meeting. Helen will review it then.	<b>No Action Taken</b>
<b>d. Other</b>	Helen opened the floor for any other comments: There was none.	<b>No Action Taken</b>
<b>SOBO Committee</b>	Marco and Randy went through the following items:	
<b>a. Report from DMS</b>	Staff gave a brief update on services.	<b>No Action Taken</b>
<b>b. Other</b>	Randy opened up for any other discussions or comments from staff regarding SOBO. a. Rick discussed inviting the Chief of Police to a Crime Task Force. It should be a 90-minute meeting to discuss crime in the Downtown. Potential topics were; stay away orders, homelessness, and general crime in the district.	<b>No Action Taken</b>
<b>6. Other</b>	Rick opened up the floor for any additional questions of discussions.	<b>No Action Taken</b>
<b>7. Next Executive Committee Meeting</b>	The next Executive Committee meeting will be at decided at the Board of Directors meeting.	<b>No Action Taken</b>

Minutes taken by Ryan, Staff/New City America