



**Downtown Glendale Association
Executive Committee Meeting
March 11th, 2026 – 9:00 a.m.
100 N. Brand Blvd., 6th Floor Conference Room
Glendale, CA 91203
www.downtownglendale.com**

Present: Randy Stevenson, Rick Lemmo, Helen McDonagh, Raul Porto

Absent: None

Staff: Marco Li Mandri and Ryan (NCA)

Minutes:

<i>Item</i>	<i>Discussion</i>	<i>Action Taken?</i>
1. Introductions	President Randy Stevenson called the meeting to order at 9:00 a.m. Introductions were completed. Randy, Rick, Raul, and Helen were present in person, consistent with Brown Act rules. Quorum was met.	<i>No Action Taken</i>
2. Approval of January 14th, 2026, Executive Committee Minutes	The January 14 th , 2026, Executive Committee minutes were reviewed.	<i>Rick moved and Helen seconded the motion to approve the minutes. The minutes were approved unanimously.</i>
3. Public Comments and Announcements	Randy opened the floor for public comments or announcements.	<i>No Action Taken</i>
4. Committee Reports		
<i>Executive Committee</i>	<i>Randy and Marco went through the following items:</i>	

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

a. Departure of Bradley Calvert	Rick announced that Bradley Calvert departed the City of Glendale and no one has been identified to be the permanent replacement on the GDGA Board.	<i>No Action Taken</i>
b. Annual Report to City Council	Marco announced that the city has not reached out yet with a date for the annual report to city council.	<i>No Action Taken</i>
c. Public Rights of Way Task Force, status – Rick	Rick announced that he met on the streets with representatives from Glendale Fire, Glendale Police, City Inspectors, a City Attorney, and a few staff members from the Glendale Galleria and Americana at Brand. They reviewed illegal street vending and other public rights of way issues. Marco asked to be invited if another meeting is scheduled. Discussion followed.	<i>No Action Taken</i>
d. Brand Identity Task Force - City	Since Bradley departed, the city has not followed up on this initiative. It would need to be discussed with the new city representative to the Board.	<i>No Action Taken</i>
e. Verdugo Wash Master Plan Project Update - Randy	The Verdugo Wash Master Plan project has not met since the last update was provided.	<i>No Action Taken</i>
f. FY26 rough draft budget review	Marco reviewed the draft balance sheet, assessments received, and carryforward. He also reviewed the Administration, Reserves, DISI, and SOBO line items. Discussion followed and it was announced that International Women's Day event was not conducted in March this year but Helen might have an idea to celebrate with a different event in September.	<i>Rick moved and Helen seconded the motion to accept and recommend to the Board of Directors to adopt the draft budget. The motion was approved unanimously.</i>
g. Sears Site Update	The Sears site update is that the project is moving forward.	<i>No Action Taken</i>
h. Single Check Signature/ACH for Contracted Payments	Randy explained that for contracted line items that the Board has already approved, he is recommending only one check signature to be required and to start using ACH to process the payments. Currently, all checks over \$1,000 require two signatures on them. Raul suggested for the Board to review the supporting documents for all ACH payments too.	<i>Rick moved and Raul seconded the motion to recommend to the Board of Directors to allow one check signatures on contracted items and to move contract payments to ACH.</i>

		<i>The motion was approved unanimously.</i>
i. DGA Financial Review and Taxes 990	Marco announced Randy signed the letter with the Accountancy to start the annual review and tax filing.	<i>No Action Taken</i>
<i>DISI Committee</i>	<i>Marco and Helen went through the following items:</i>	
a. PR & social media update – CMMC	Helen reviewed the social media and public relations communications strategy plan provided in the packet.	<i>No Action Taken</i>
b. Small Business Summit Sponsorship Request	Helen reviewed the small business summit sponsorship. It was decided to take no action, review with the Board of Directors, to allow the city representative to explain and provide more details of the event.	<i>No Action Taken</i>
c. Glendale Police Officers Association	Randy reviewed the sponsorship request from the Glendale Police Officers Association. The GDGA already sponsors the Police Awards Luncheon.	<i>No Action Taken</i>
d. Glendale Cruise Night Sponsorship	Rick explained that city events historically has been sponsored with \$10,000 split between Cruise Night and Tech Week. Since Tech Week is no longer produced by the city; last year, the GDGA sponsorship for city events was \$5,000 and \$5,000 worth of Ambassador Services. This is already approved in the DISI section, special events, city events line of the budget.	<i>No Action Taken</i>
e. V-Day 2026 Update	Helen reviewed the pictures of the Ambassadors passing out blue and red roses during Valentines Day.	<i>No Action Taken</i>
<i>SOBO Committee</i>	<i>Marco and Randy went through the following items:</i>	
a. Bridge Link Planters Update	Marco explained that the Board would need to explain the bridge planter project to the new City representative.	<i>No Action Taken</i>
5. Other	Randy opened the floor for any other discussions or comments.	<i>No Action Taken</i>
6. Next Executive Committee Meeting	The next Executive Committee meeting will be held on June 3 rd , 2026, at 9:00 a.m. at 100 N. Brand Blvd., 6th Floor Conference Room.	<i>No Action Taken</i>