



**Downtown Glendale Association  
Executive Committee Meeting  
March 18<sup>th</sup>, 2025 – 9:00 a.m.  
100 N. Brand Blvd, 6<sup>th</sup> Floor Conference Room  
Glendale, CA 91203  
[www.downtownglendale.com](http://www.downtownglendale.com)**

**Present:** Randy Stevenson, Rick Lemmo, and Craig Gorris

**Absent:** Helen McDonagh, Raul Porto

**Staff:** Marco Li Mandri, Ryan/NCA, Nick/DMS

**Minutes:**

<i>Item</i>	<i>Discussion</i>	<i>Action Taken?</i>
<b>1. Introductions</b>	President, Randy Stevenson called the meeting to order at 9:00am. Introductions were completed. Randy, Rick, and Craig were in person for the meeting, consistent with the Brown Act rules. Quorum was met.	<i>No Action Taken</i>
<b>2. Approval of the January 16<sup>th</sup>, 2025 Executive Committee Minutes</b>	The January 16 <sup>th</sup> , 2025 Executive Committee meetings were reviewed.	<i>Rick moved and Craig seconded the motion to approve the minutes. The minutes were approved unanimously.</i>
<b>3. Public Comments and Announcements</b>	Randy opened the floor for public comments.	<i>No Action Taken</i>

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

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<b>4. Committee Reports</b>		
<b>Executive Committee</b>	Randy and Marco went through the following items:	
<b>a. FY24 Final Budget</b>	Marco reviewed the final fiscal year 2024 budget. Marco explained all sections; including the assessments received, Admin, DISI, SOBO, Reserves, and the carryforward.	<i>Rick moved and Craig seconded the motion to recommend to the Board of Directors to approve the final fiscal year 2024 budget.</i>
<b>b. YTD rough draft budget review for FY25</b>	Marco reviewed the current draft fiscal year 2025 budget. Marco explained all sections; including the assessments received, Admin, DISI, SOBO, Reserves, and the carryforward.	<i>Rick moved and Craig seconded the motion to recommend to the Board of Directors to approve the draft fiscal year 2025 budget.</i>
<b>c. Glendale Galleria Lawsuit</b>	Marco explained that the Downtown Glendale Association was added to a lawsuit that happened at the Glendale Galleria. Marco explained that the DGA was successfully removed from the lawsuit.	<i>No Action Taken</i>
<b>d. Discussion on transfer of assessments</b>	Marco explained that the city had a delay in processing the assessments this year. The city receives the assessments in December but did not complete the transfer until February.	<i>No Action Taken</i>
<b>DISI Committee</b>	Marco went through the following items:	
<b>a. International Women's Day</b>	The Executive Committee discussed the International Women's Day Event. It was discussed that a new venue maybe needed for next year. Also, a speaker should be secured early to allow for more time to advertise and submit press releases.	<i>No Action Taken</i>
<b>b. Glendale Chamber State of the City Luncheon</b>	Marco announced that Randy Stevenson was selected as Glendale Man of the Year. The event will be taking place on March 27 <sup>th</sup> in the district.	<i>No Action Taken</i>
<b>c. Trash can plate, for new logo</b>	Staff announced that they will be purchasing new trash can placards. They are using advertising funds that were already allocated in the budget.	<i>No Action Taken</i>
<b>d. Purchase of Taste of Downtown Glendale URLs</b>	The Executive Committee discussed purchasing the taste of downtown Glendale URLs from Glendale Arts. We have no plans to do a Taste this year, so no need to buy it.	<i>Rick moved and Craig seconded a motion to recommend to the Board of Directors to</i>

		<i>decline purchasing the website URLs from Glendale Arts.</i>
<b>SOBO Committee</b>	Marco and Randy went through the following items:	
<b>a. Report from DMS – Nick</b>	Staff gave a brief update on homelessness, crime, and the new office space. Staff is working on purchasing new hats, placards, and office signs to incorporate the new logo.	<i>No Action Taken</i>
<b>b. Other</b>	Randy discussed the need to promote and produce robust content on social media. Marco said he will be working with Sabrina. Staff will also help with sending pictures.	<i>No Action Taken</i>
<b>c. Vests and shirts for new logo</b>	Marco explained the Ambassadors would be purchasing new shirts once they old shirts are no longer usable. All new items will include the new logo.	<i>No Action Taken</i>
<b>5. Adjournment</b>	The meeting was adjourned at 9:55am.	<i>No Action Taken</i>
<b>6. Next Executive Committee Meeting</b>	The next Executive Committee meeting will be on May 21 <sup>st</sup> , at 9:00am at 100 N. Brand Blvd. in the 6 <sup>th</sup> floor conference room.	<i>No Action Taken</i>

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